

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY, AUGUST 15, 2023
CHESTER COUNTY LIBRARY & DISTRICT CENTER, BURKE ROOM/VIRTUAL

AGENDA

Zoom Link:

<https://us06web.zoom.us/j/83806926075?pwd=VWI4MDRyNHIEekRidEhDSk05VWtkZz09>

CALL TO ORDER, 9:00 AM (Chester County Library & District Center/Virtual)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of July 18, 2023 (p.)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager’s Report (p. 11)
- Statistical Reports (p. 13)

FINANCIAL STATEMENTS

- July 31, 2023 Exton and Hankin Financial Statements (p. 15)
- July 31, 2023 Fund Balance Report (p. 19)

FOR APPROVAL

- Directors & Officers Insurance (D&O Insurance) (p. 20)

FOR INFORMATION/DISCUSSION: None

REPORTS/CORRESPONDENCE

- President’s Report
 - Director’s Report (p. 5)
 - Branch Manager’s Report (p. 11)
 - Friends of the Chester County Library
 - Friends of the Henrietta Hankin Branch Library
 - Committee Reports
 - Ad Hoc Committees
 - Standing Committees
- | | |
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| <ul style="list-style-type: none">▪ Institutional Advancement▪ Policy▪ Strategic Planning & Facilities | <ul style="list-style-type: none">▪ Executive▪ Finance▪ Governance (p. 20) |
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PUBLIC COMMENTS

ADJOURN

Upcoming Events

Tuesday, September 19, 9:00 AM – CCL Board Meeting
Phoenixville Public Library/Virtual

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: West Chester Public Weekend/Virtual
July 18, 2023

CALL TO ORDER, 9:30 AM

CCL Board Members Present:

JoAnn Weinberger, President; Michael Skay, Vice President; William Connor, Treasurer; Richard Hankin, Member at Large; Emily Bless, Member at Large

CCL Board Members Excused:

Brian Taylor, Secretary; Mark Carroll, Member at Large

CCL Staff Present:

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

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; Nicole Richards, Development Director, CCLS; Devon Dadoly, Administrative Assistant, CCLS; Victoria Dow, Director, West Chester Public Library; Dana Alan, Friends of the Hankin Library

WELCOME AND INTRODUCTIONS

JoAnn Weinberger, President, called the meeting to order.

EXECUTIVE SESSION ANNOUNCEMENT: None

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On motion made by Richard Hankin, seconded by Mike Skay, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- June 30, 2023 CCL and Hankin Financial Statements
- June 30, 2023 Fund Balance Report

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

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: West Chester Public Weekend/Virtual
July 18, 2023

FOR APPROVAL

- **Directors & Officers Insurance (D&O Insurance):** Received two quotes for D&O Insurance – one from Philadelphia Insurance and one from Selective Insurance. This policy is the same as discussed during the CCLS Board meeting
 - The Governance Committee is recommending to move forward with the quote from Philadelphia Insurance/Whitford Insurance.
 - Still need to find where to take out money from the budget*On a motion made by Richard Hankin, seconded by William Connor, the Governance Committee’s recommendation to move forward with the D&O Insurance quote from Philadelphia Insurance was unanimously approved.*
- **DCA Fund Recommendation from Finance Committee:** The Finance Committee recommends to the CCL Board that they 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.
On a motion made by William Connor, seconded by Richard Hankin, the Finance Committee’s recommendation to approve the use of reserve funds in the CCL Technology Fund to temporarily fund the DCA bills was unanimously approved.

FOR INFORMATION/DISCUSSION: None

REPORTS/CORRESPONDENCE

President’s Report: None

Director’s Report

- **Building Updates:** Recent flooding has temporarily affected parking during storms. The CCL garage door began experiencing intermittent failures to close. Someone will be out from Nask Door to repair it soon.
- **Technical Services:** Website redesign was successful. Staff has been trained and will soon be able to make their own updates to the site.
- **Volunteers:** 80 applications received for the Teen Summer Volunteer Program
- **Library Card Sign Up Month:** Community Day Event scheduled for September 17
- **Maker-in-Residence and Teen Artist-in-Residence Programs:**
 - Met with Megan Raab Greenholt, inaugural Maker-in-Residence to discuss the residency experience and get input for the future. She is assembling the pieces made during workshops for a future display in Hankin and CCL. Megan has also offered to be a part of the selection committee for the next Maker-in-Residence.
 - Teen Artist-in-Residence will be holding a figure drawing workshop for teens on Monday, August 14 at 6pm.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: West Chester Public Weekend/Virtual
July 18, 2023

- **Parking Lot Issue**

- Mary and Joe are working with the County to find solutions to the flooded car in the parking lot. Mary has provided a brief statement for staff to use with patrons who have complaints about the situation.
- Erik and Joe are working with the Solicitor’s Office and Risk Manager to assess the situation and find solutions.
- Currently the parking lot is open 24/7 and the wifi is available 24/7. There’s currently no signage limiting use of the parking lot or noting flooding potential.

Branch Manager’s Report

- **Building Updates:** New door counters were installed and are in use
- **Departmental Reports**
 - **Circulation:** Hold-It Locker usage is increasing as patrons learn how to use it
 - **Makerspace:** Working with a teen volunteer to offer a week-long coding workshop for middle school and high school students
 - **Youth Services:** Summer Reading Program kicked off June 5th. 541 children and 148 teens have signed up.

Friends of the Chester County Library Report: None

Friends of the Henrietta Hankin Library Report: Dana Alan gave updates. They are planning to return for a paid model for Book Nook sales beginning August 1. Planning a second Drag Bingo at Stolen Sun Brewery on October 4 to align with Banned Books Week. West Vincent Township Fall Festival could be an opportunity for outreach on October 14.

Committee Reports

- **Ad Hoc Committees:** None
- **Standing Committees**
 - **Finance Committee:** DCA Fund Recommendation above
 - **Governance Committee:** Directors & Officers Insurance recommendation above

Visitor’s Comments: None

Meeting Adjourned at 9:55 AM.

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



August 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, August 15th, 2023

Building Update

- Peter Greulich cleaned the condenser coils on the rooftop units at CCL. Cleaning should be repeated in the fall at both CCL and Hankin.
- PSI replaced a sensor head on a toilet in the CCL first-floor Ladies Room.
- Peter has ordered signs for the front parking lot for the flood zone that read “Flood Zone Park At Your Own Risk”. Additionally, he ordered replacement signs for various locations in the front and back lot that were worn and hard to read.
- With all the heavy rains, we have experienced some leaking in the building. Peter has been working on caulking areas that have been troublesome in the past which has fixed some of the issues and will continue to caulk skylights and other troublesome areas.
- The new cleaning contract started on August 1st and Peter did a walk-through of CCL with Miguel and his assistant who will be cleaning the building. Hankin has a different cleaning crew and he also did a walk through with that crew there.
- Two of the pole lights in the parking lot are not working. Peter was not able to detect any current with a voltage tester. Lenni Electric has been out to investigate and Peter will be working on obtaining the part to make the repair. The part is an older part that is generally not stocked by Lenni.
- Peter met with Jack Stewart from County Facilities regarding mold or mildew on the drywall in the first-floor utility room. Jack suggested neatly cutting out the affected drywall from the ceiling to the floor as there is concrete behind the drywall. Jack also recommended removing the drywall below the grounding bar in the adjacent Electrical Room to prevent the same problem in that area.

Departmental Reports

- **Circulation Department**
 - Barb Bailey and Nancy Sapone have been working on filling the remaining staffing vacancies in the department. A new Library Assistant, Sydney Wise, will start on August 14th and offers are in progress for the Library Page and Assistant vacancies.
 - Nancy volunteered and has been accepted to represent the Library on the new County Employee Engagement Committee. She has been selected to serve on the committee’s executive team. Nancy will attend monthly meetings and provide valuable input giving library employees a voice at the table.
 - Circulation was up by 2.5% over July 2022 but still down from pre-pandemic numbers. Circulation for July was 31% lower than 2019 with the door count running 38.5% behind 2019’s count.

- The mobile app self-checkout continues to be popular with our patrons. Checkouts using the app were up by 24% over last month. CCL Express Lane and HoldIt Locker usage was down a bit however, overall, contactless checkouts continue to track higher than pre-pandemic usage.
- **Jacobs Technology Center (JTC)**
 - Sara Lim Harden and Tom Lally (HH) have been given the task of obtaining proposals from several consultants that I have identified to help move along the CCL 2nd Floor project and to explore possibilities for better usage of space and potential redesign in the future. Proposals along with their recommendations are due to Meghan Lynch and I by September 5th.
 - Makerspace Open Hours have been very popular. In July staff assisted 33 people during Open Hours spending 7.25 hours working with patrons. Mondays and Thursdays are the most popular days with 12-13 people utilizing makerspace equipment on average on those days.
 - July Programming Highlights:
 - Summer Reading Teen Maker projects were made available in the Teen Zone throughout the month featuring paper circuit light-up cards, Origami hearts, Washi Tape bookmarks and button making.
 - In July we had...
 - 26 3D print requests, using 854 grams of material (\$88 in materials fees collected)
 - 1 3D printing requests through TechOwl CreATe
 - 1 digitizing services request consisting of 10 total pieces of media, taking 102.75 hours to convert
 - 1 photo printing requests (\$7)
- **Multimedia Department**
 - Collections
 - Stephanie Sharon has purchased the majority of the games for the new Tabletop Game Collection. She has a cart created for the remainder of the collection to be ordered.
 - Stephanie and Jessie Williams are taking a month long course about gaming in libraries through the University of Wisconsin's I-School Continuing Education program.
 - eMaterials
 - Stephanie is attending Digipalooza, OverDrive's Annual Conference, in Cleveland from August 9th – 11th.
 - Stephanie has started reaching out to additional digital collection services for the yearly price quotes and service updates, primarily focusing on Hoopla, Cloud Library, and Projectr.
 - Jessie is in the process of selecting titles for the annual renewal of the simultaneous use audiobook plans from Tantor and Blackstone.
- **Public Relations/Graphics**
 - Graphics:
 - For the month of July, Niki Kolb completed **67 graphic orders and 23,877 copies.**
 - Niki is currently working on the CCL/HH Annual Report.
 - Design work is underway for the August Insights Newsletter.

- Promotional material for Library Card Sign-Up Month and Community Day at CCL are being created by Niki.
- Niki designed more promotional material for the Citizen Science Kits for display on the first-floor at CCL.
- Working is ongoing to keep the website events and news refreshed on the Library's website.
- PR:
 - Provided numerous social media posts for CCL and HH for the promotion of the Teen Artist-In-Residence program and workshop.
 - Continued promotion of the NovelTea Author fundraising event with Pam Jenoff on August 29th. Files can be found on the Y Drive.
 - Niki attended PALS Media Training on August 8th & 9th.
 - A School Supply Drive with MCHC is being coordinated.
- Adult Programs:
 - Pam is beginning to get questions about the 2023 Holiday Craft Show. Planning on having applications in place by mid-September. Looking into adding a food truck this year.
 - Another great program with popular local author Bruce Mowday on his books about Gettysburg. His programs are always well attended. He is something of a local celebrity.
 - There were 25 registrations for the Integrated Medicine program even though only 8 people attended. It showed that there is interest in the subject. we plan to schedule another similar program in the next couple of months.
 - Yin Yoga with Heather continues to have consistent numbers in the 20's. A large percentage of registered people actually attend. She has confirmed she will stop teaching classes at the end of December as she has other commitments. Pam will be looking into other options.
 - Cookbook Club is taking off. All 7 people who registered attended. They seem excited about next month.
 - Forming a partnership with the Chester County Health Department for a presentation on "Adult Vaccines", with plans to schedule more topics in the future.
- Reference
 - The Business & Career Librarian III position remains open and in the search process. The search process for the open Part-time Librarian position will begin as soon as applications are received.
 - Kelly Quigg began an ASL (American Sign Language) Conversation Group in June. The group has met twice so far with 7 people in attendance in July.
 - The Reference Department saw 193 small meeting space room uses in July by 86 unique patrons. Tuesdays through Thursdays are the most popular time for reservations.
 - Several staff members represented the library at community events in July, including Exton Park Community Day (424 interactions) and Eagleview Farmers Market (55 interactions).
 - In July, there were 428 CCL museum passes used and 212 HH museum passes used. Chanticleer Garden was the most popular pass at both libraries. Other popular

passes include the Academy of Natural Sciences, Tyler Arboretum, Buck's County Children's Museum, American Helicopter Museum and the Brandywine Conservancy.

- **Technical Services**

- Jenna Persick met with Mallory Hoffman for new director orientation.
- Jenna continues to make updates on the new website as necessary including the blog, book groups and Board meeting information.
- Katie Marra and Jenna helped at Exton Community Day.
- Jenna is obtaining pricing and information from Baker & Taylor on their processing services in order to get books to shelves faster. Hankin's materials are already utilizing this service to have materials delivered already covered from the vendor. This move will help standardize practices between libraries and create a more efficient workflow for Technical Services staff.

- **Volunteers**

- Volunteers listed as active as of July 2023 – 123 (this includes Friends of Chester County Library). Twelve (12) volunteers are working in more than one department of the library.
- The teen summer volunteer program is coming to an end. The ice cream social to thank all our teen volunteers took place on August 9th.
- The teen Bi-lingual Help program will resume in September along with the Teen Drop-in Program.
- Susan Walraed has worked with Hankin to recruit a volunteer to start a Chess Club this fall.
- **Friends of Chester County Library**
 - The Friends are busy collecting and sorting materials for the October Book Sale.
 - Susan and Peter discovered a pair of 1987 Nike Air Edge sneakers signed by Phil Knight as well as a box of photos and other memorabilia signed by celebrities and sports figures when cleaning out the coat closet in the Burke Room. The Friends are having the autographed sneakers authenticated.

- **Youth Services**

- April Nickel has been busy filling vacant positions in Youth Services. A PT Librarian and Page position are the only openings in the department currently.
- April is developing a Reading Olympics Challenge on Beanstack that Julie Darnall will roll out to county schools to help their students track Reading Olympics Reading.
- As of July 31, there are 2724 children signed up for the Summer Reading Program at CCL (this includes in-person and outreach registration).
- 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.
- 4 preschool lending bags containing Code-A-Pillar (2 bags) and Cubetto (2 bags) have been circulating regularly. Bags will continue to be checked in/out by YS staff and will be picked up/dropped off inside the building in YS. 2 Cubetto kits have been circulated 7 times and 2 Code-a-Pillar kits have been circulated 10 times. Kits have been active since mid-June.

Committee Reports

- **Community Engagement Leadership Team:**
 - Diwali Event confirmed for Sunday, November 19 from 2:30-4:00pm. Will feature Indian folk dance and song and painting diyas (clay lamps) for kids.
 - Discussed potential partnership/collaboration with WCU Community Mental Health Services. Their outreach clinic offers events that include feelings collages and emotions charades for youth, and support groups for adults.
 - Kelly is compiling demographic data and marketing profiles to help target non-library users in 2024.
- **The Incident Response Plan Coordination Team:**
 - A test of the Walkie-Talkies was successfully conducted at CCL on July 19th.
 - PIC Meeting for all PIC's was held on July 12th via Zoom.
 - The next in-person PIC meeting is scheduled for CCL PICs on September 20th.
- **XYZ Committee:**
 - The committee is making final preparations for the two programs that they will be hosting in September—the Da Vinci Murder Mystery at Revival Pizza and the Princess Bride Watch-Along at CCL.
 - The murder mystery event has already “sold out” and the committee is very excited to see a big turnout.
 - They will be working with Niki to promote the Princess Bride program to see if that will help in getting more interest in the event.
 - A list of new murder mystery packages to purchase has been finalized. We will be buying five new packages for a total of about \$142. These include Bridgerton and Halloween/Monster-themed mysteries, which we are already making tentative plans for.
 - The monthly take-and-make craft is DIY Tug Pinatas. 50 craft kits were made for CCL and 50 were made for Hankin. They are as popular as ever, and we expect we won't have any kits left over.
 - The tentative programming lineup for the rest of the year includes: the Edible Banned Book Festival, a Monster Ball murder mystery, and a gingerbread house decorating program
- **Innovative Ideas Committee:** No updates
- **EDI Committee:** No updates

Director's Notes

- Niki and I met with Michael Hartman from Senator Comitta's office to go over the plans and publicity for the Library Card Sign-Up Month event taking place on Sunday, September 17th. We will be collecting new and gently used books for the Coatesville Youth Initiative, CASA and the Maternal & Child Health Consortium. Library card sign-ups, story times, character appearances, tabletop games, Maggie Moo's ice cream and more will round out the day's events.
- The disabled car in the parking lot was removed by the owner. The county provided guidance to help navigate the situation and a letter was delivered to the owner notifying them that they would have seven (7) days to remove the car or the library would have to have it towed at their expense.

- Melissa, Meghan and I met with Aryan Rana to discuss his proposal to lead a teen-led series of workshops for kids on financial literacy. Aryan is a senior at Conestoga High School and founder of Market Works Finance. He won \$35,000 in cash & scholarships as well as having his game Market Works put into production through the Young Entrepreneurs Academy. Aryan presented on the proposal he has submitted and provided background on the project. We worked with him to help develop the plan and put together a Beta class to test out the curriculum he has developed. We look forward to working with him to bring this program to our Libraries. [Aryan Rana | LinkedIn](#)
- Jenna Persick ran the General Staff Meetings while I was away on vacation. I appreciate Jenna's offer to step in for me.

Meetings & Trainings Attended/Scheduled

7/19 Public Services Staff Meeting
7/20 - 7/29 Vacation
7/31 Meeting with DCD
8/1 Friends of CCL meeting
Community Engagement Leadership meeting
8/03 Payroll procedures meeting with Cynthia WorriLOW and Barbara Baugher
Meeting with Aryan Rana, Melissa & Meghan-financial literacy program proposal
8/07 Morning Meeting at Hankin
Meeting with Meghan
8/08 Book Talk Your Way to the Friendliest Library in Town PCL webinar
Funding Formula Committee meeting
DLM/SAC meeting
8/09 County Budget working meeting with Joe, Barbara, Peter and Devon
Library Card Sign-Up Month event planning with Niki and Michael Hartman
8/10 Library Tour with Commissioner Candidate Eric Roe
8/15 Board of Trustees Meeting
Community Engagement committee meeting



August 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, July 18–August 15, 2023

Building Update

- Our new cleaning company started on Tuesday, August 1.
- The automatic door opening mechanism for the doors on the parking lot side of the building needs a part replaced. Peter is in communication with Assa Abloy regarding the repair.
- The Protection Bureau is working on determining the source of a repeated fault in the alarm system that is causing the alarm to trigger frequently immediately after closing.
- Peter cleaned the roof drains at Hankin of debris.
- We discovered a roof leak following a heavy rain. There is a separated seam in the rain gutter in the area of the leak, which may be responsible.
- Door counts were up 3% from June to July and we saw a 15% increase over July of 2022. Circulation of physical materials was up 3% over June as well and overall circulations was up about 4%.
- Meeting Room usage in July decrease both in terms of hours used and total bookings. The amount time the public computers were utilized increased.
- Summer Reading program participation has increased from last year in every age group.
- I served on the committee appointed to respond to a materials challenge.

Departmental Reports

- Circulation
 - Our Circulation manager, Charlotte Marron, is on Parental Leave through September 4.
 - After assessing a variety of factors, including circulation trends and door counts, Circulation staff members have started assisting with programming and are being cross trained to fill in at the Youth Services desk.
- Makerspace
 - The teen-volunteer led programs we offered this summer, a STEAM program for girls going into 3-5 grade and a 2-day CAD workshop for students aged 7-13, were well attended and well received.
 - Is coordinating a paper circuits craft for a community engagement event that will be held in the Weatherstone community on August 18.
- Reference
 - In July we held 1 virtual program, 24 in-person programs, and 4 passive programs. Notable programs included a jigsaw puzzle competition (in person, 17 attendees), Basic Line Drawing using CreativeBug (in person, 4 sessions, 42 attendees), and the Alzheimer's Association Caregivers Support Group (in partnership with the Alzheimer's Assoc., in person, 9 attendees.)
 - The Adult Summer Reading program kicked off on June 5th and we had 122 participants sign up by August 8. 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 Friday, August 4, we had 567 children and 170 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 20 programs for children, 7 of which were held weekly or every other week. Notable programs included Play Palooza (preschool, 4 sessions, 75 attendees), Harmonious STEM Instrument Lab (school age, STEAM-focused, 21 attendees) and Sharpie Tie-Dye T-shirts (teens, 27 attendees.)
- Friends of the Hankin Branch Library
 - Plan to return to a paid model for Book Nook sales beginning in September, 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

7/18 CCLS/CCL Board meetings
 7/19-7/31 Vacation
 8/1 Institutional Advancement committee meeting
 Community Engagement Leadership committee meeting
 8/3 Meeting w/ teen interested in offering Financial Literacy programming in libraries
 8/4 Meeting w/ Friends of the Hankin Branch treasurer
 8/7 HHB Staff Morning meeting
 Bi-weekly meeting with Mary
 8/8 DLM/SAC meeting
 8/14 HHB 20th Anniversary event planning meeting
 8/15 CCL/CCLS Board meetings
 Community Engagement committee meeting

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	146,422	978,511	876,544	912,569
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	271	222	3173
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	111	189	1858
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	28,771	266,727	133,507	157,903
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	9,976	75,390	50,641	59,550
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 July 31, 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	1,595,743	1,564,658	1,426,303	31,085	1.9%	1,398,865	47.2%
Wages	901,515	485,431	406,868	313,311	78,563	16.2%	494,647	54.9%
Fringe Benefits	1,101,023	642,263	591,550	630,007	50,713	7.9%	509,473	46.3%
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	2,738,438	2,563,076	2,369,620	175,361	6.4%	2,432,985	48.7%
LIBRARY MATERIALS	70,000	52,500	52,500	52,500	0	0.0%	17,500	25.0%
CORE EXPENDITURES								
Supplies, Maintenance & Services	172,525	100,640	78,082	82,655	22,557	22.4%	94,443	54.7%
Insurance	17,910	17,910	38,505	9,195	(20,595)	-115.	-20,595	-115.
Utilities	113,328	66,108	48,177	50,394	17,931	0%	65,151	0%
Vehicle Expense	50,567	29,497	26,354	23,820	3,143	27.	24,213	57.
						1%		5%
TOTAL CORE EXPENDITURES	354,330	214,155	191,119	166,064	23,036	10.7%	180,711	51.0%
INDIRECT COSTS	607,019	354,094	354,095	279,270	(1)	0.0%	252,924	41.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	6,027,410	3,359,187	3,160,790	2,867,455	198,397	5.9%	2,866,620	47.6%

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 and \$594.98 for unemployment Compensation

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 Actual 55.73% of total budget
 expenditures YTD are 52.44% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY
PERIOD ENDING July 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	289,263	271,168	272,449	18,095	6.3%	266,035	49.5%
Wages	312,043	168,023	142,533	115,954	25,490	15.2%	169,510	54.3%
Fringe Benefits	239,806	139,887	124,299	135,256	15,587	11.1%	115,507	48.2%
<hr/>								
TOTAL PERSONNEL SERVICES	1,089,052	597,173	538,001	523,659	59,172	9.9%	551,051	50.6%
LIBRARY MATERIALS	20,000	15,000	15,000	15,000	0	0.0%	5,000	0.0%
<u>CORE EXPENDITURES</u>								
Supplies, Maintenance & Services	132,629	77,367	43,531	50,127	33,836	43.7%	89,098	67.2%
Insurance	6,325	6,325	6,325	3,162	0	0.0%	0	0.0%
Utilities	49,682	28,981	27,188	24,361	1,793	6.2%	22,494	45.3%
<hr/>								
TOTAL CORE EXPENDITURES	188,636	112,673	77,044	77,650	35,629	31.6%	116,592	61.8%
INDIRECT COSTS	289,609	168,939	168,938	107,880	1	0.0%	120,671	41.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<hr/>								
TOTAL BUDGET	1,587,297	893,785	798,983	724,189	94,802	10.6%	788,314	49.7%

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 56.31% of total budget
 Actual expenditures YTD are 50.34% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON - PRELIMINARY
PERIOD ENDING July 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	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	24,302	27,842	24,250	3,540	14.6%	(13,818)	-33.2%
Fines and Overdues	73,000	42,583	48,680	43,611	6,096	14.3%	(24,320)	-33.3%
Interest	3,500	2,042	11,564	404	9,522	466.4%	8,064	230.4%
Donations and Fundraisers	2,100	1,225	4,595	6,685	3,370	275.2%	2,495	118.8%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	52,500	52,500	52,500	0	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	265	155	295	84	140	90.6%	30	11.2%
TOTAL OTHER REVENUE	200,025	132,306	145,476	146,533	13,169	10.0%	(54,549)	-27.3%
TOTAL REVENUE	1,960,981	1,893,262	1,906,432	1,648,599	13,170	0.7%	(54,549)	-2.8%
EXPENDITURES								
Library Materials	477,575	275,697	222,243	164,732	53,454	19.4%	255,332	53.5%
Services and Charges	72,495	40,554	38,643	36,940	1,911	4.7%	33,852	46.7%
Supplies	28,032	16,352	15,139	11,535	1,213	7.4%	12,893	46.0%
Miscellaneous	17,490	10,353	12,046	7,960	(1,694)	-16.4%	5,444	31.1%
Transfers and Reimbursements	1,356,982	791,573	1,356,982	1,154,597	(565,409)	-71.4%	0	0.0%
Capital Outlay	10,923	8,305	7,449	8,092	856	10.3%	3,474	31.8%
TOTAL EXPENDITURES	1,963,498	1,142,833	1,652,503	1,383,855	(509,669)	-44.6%	310,995	15.8%
REVENUE OVER EXPENDITURES	(2,517)	750,428	253,929	264,744	(496,499)		256,446	

NOTES:

Other Revenue: 2022 TWP Appropriation was higher due to 1-time ARPA grant from West Whiteland.
With increases in circulation over last year, Charges, Fines & Overdues are running ahead of projections

Total Revenue: Budgeted revenues YTD are 96.55% of total revenue
Actual revenues YTD are 97.22% of total revenue
Interest higher than budget due to increase in interest rates

Expenditures: Materials spending is around the same as we were at this point last year. I continue working with staff to ensure funds will be expended by the end of November this year.

Total Expenditures: Budgeted expenditures YTD are 58.20% of total expenses
Actual expenditures YTD are 84.16% 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 July 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	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	4,229	5,500	5,000	1,271	0.0%	(1,750)	-24.1%
Charges	11,830	6,901	7,954	9,315	1,053	15.3%	(3,876)	-32.8%
Fines and Overdues	24,700	14,408	15,148	15,082	740	5.1%	(9,552)	-38.7%
Interest	45	26	1,071	42	1,045	3980.6%	1,026	2280.4%
Donations and Fundraisers	530	309	458	1,553	149	-	(72)	-13.5%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	15,000	15,000	15,000	0	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	80	47	2	42	(44)	-94.8%	(78)	-96.9%
TOTAL OTHER REVENUE	64,435	40,921	45,134	46,033	4,214	10.3%	(19,301)	-30.0%
TOTAL REVENUE	165,428	141,914	146,127	133,033	4,214	3.0%	(19,301)	-11.7%
EXPENDITURES								
Library Materials	147,472	84,956	60,198	62,260	24,758	29.1%	87,274	59.2%
Services and Charges	7,140	4,165	4,861	2,811	(696)	-16.7%	2,279	31.9%
Supplies	6,400	3,733	2,942	1,980	792	21.2%	3,458	54.0%
Miscellaneous Expense	2,940	1,715	1,137	1,589	578	33.7%	1,803	61.3%
Capital Outlay	3,309	349	149	382	200	57.4%	3,160	95.5%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	167,261	94,919	69,287	69,022	25,632	27.0%	97,974	58.6%
REVENUE OVER EXPENDITURES	(1,833)	46,995	76,841	64,010	29,846		78,673	

NOTES:

Twp Revenue:

Other Revenue:

Total Revenue:

Budgeted revenues YTD are 85.79% of total revenue

Actual revenues YTD are 88.33% of total revenue

Interest higher than budget due to increase in interest rates

With increases in circulation over last year, Charges, Fines & Overdues are running ahead of projections

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 56.75% of total expenses

Actual expenditures YTD are 41.42% of total expenses

As of 7/31/2023

CCL Fund Balance Report

	<u>Balance</u>
Operating Funds	
001 CCL	224014.05
043 Hankin	69926.91
Total Operating Funds	293940.96
Reserve Funds	
004 Technology Fund	278063.84
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	946955.14
Grants - Friends of the Library	
091 I & R Services	13367.42
903 Capital Fund	101405.45
Total CCL Friends	114772.87
943 Friends of Henrietta Hankin Branch	17759.8
Total Friends Funds	132532.67
Grants and Appropriations	
002 Community Foundation - Grants	9497.98
100 CCL County Materials Fund	32431.76
104 CCL Trust - Grants	77825.41
109 Hankin County Materials Fund	8746.53
132 Glaxo-Smith Kline Science in the Summer	233.66
Total Grants and Appropriations	128735.34
Special Funds	
003 Helen Russell Memorial Fund	7341.65
105 CCL Community Day	4034.02
106 CCL & Hankin Museum Passes	260
107 CCL & Hankin Author Events	3355.85
096 Tote Bags	5973.24
Total Special Funds	20964.76
500 District Center Aid Funds¹	0
510 County Coordination Aid	231094.02
TOTAL ALL FUNDS	<u>1,754,222.89</u>
Endowment Funds	
090 Chester County Library Trust	2,214,163.26
CCL Endowment Funds	
090 Chester County Library Trust	2315081.95

¹All funds for the fiscal year have been expended
DCA approved bills to be paid from Technology Fund in August

August 2023

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

Q3 2023

Directors & Officers (D&O) Insurance Policy

After July's Board Meeting at which time the \$2 million policy was approved through Philadelphia-Whitford Insurance for the sum of \$2696.00, JoAnn learned from Bob Longford, the agent who provided the policy and quote of \$4003.00, that there was a critical difference between the two policies: The Selective and Philadelphia Insurance Company policies have a critical coverage difference. To explain, both insurance companies quoted a claims-made policy form, typical of D&O policies. Unlike "occurrence" policies that cover you for incidents that happened during the policy period, "claims-made" policies cover claims which were "made" against the policyholder during the active policy period and which occur after the policy's "retroactive date."

Consequently, when considering a claims-made policy, it is essential to know the "retroactive date" that will be used in the policy, as you want to be sure that you are covered for acts that might have taken place before you purchased your coverage. Specifically, a "retroactive date," also known as a "prior acts exclusion date," is a provision in a claims-made policy that eliminates coverage for wrongful acts occurring before the retroactive date. For example, suppose the retroactive date is the same as the effective date of the policy, and the policy start date is 7/1/23. In that case, it can be highly problematic for the board, as there will be no coverage for any decisions made before the policy's inception date, July 1, 2023.

Alternatively, if the policy provides "full prior acts" coverage, it is a type of claims-made liability policy that does not contain a retroactive date and, therefore, covers claims arising from acts that took place at any time before the policy's inception date - regardless of how far in the past.

The Philadelphia-Whitford policy contained a "prior acts exclusion" or "retroactive date" as the expected date of the policy which means that no coverage exists for any decisions or "wrongful acts" made by the board before the policy would start. Conversely, the Selective-Longley policy includes coverage for "full prior acts." It will defend and protect the board for decisions made any time in the past, except prior or existing litigation. That is why the difference in the policy quote.

After sharing this information with members of the Governance Committee and the Executive Committee, and providing the background to the Executive Director, the go-ahead was given to Longley Insurance to initiate their policy. At this Board meeting, the recommendation is made to affirm that decision, with the increased costs.

RECOMMENDATION: The Governance Committee is recommending that the board affirm the decision to move forward with Longley Insurance.