

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, OCTOBER 17, 2023

EASTTOWN LIBRARY/VIRTUAL

AGENDA

Easttown Library Address: 720 First Avenue, Berwyn, PA 19312

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

CALL TO ORDER, 8:30 AM (Easttown Library/Virtual)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of September 19, 2023 (p. 2)
- Chester County Library Director Report (p. 7)
- Henrietta Hankin Branch Manager's Report (p. 14)
- Statistical Reports (p. 16)

FINANCIAL STATEMENTS

- September 30, 2023 Exton and Hankin Financial Statements (p. 19)
- September 30, 2023 Fund Balance Report (p. 23)

FOR APPROVAL

- Appointment of Nominating Committee
- Finance Committee recommendations (p. 24)

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

- President's Report
 - Director's Report (p. 7)
 - Branch Manager's Report (p. 14)
 - 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, November 21, 9:00 AM – CCL Board Meeting
Kennett Library/Virtual**

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Phoenixville Public Library/Virtual
September 19, 2023

CALL TO ORDER, 9:26 AM

CCL Board Members Present:

JoAnn Weinberger, President; Michael Skay, Vice President; Brian Taylor, Secretary; Emily Bless, Member at Large; Mark Carroll, Member at Large; Richard Hankin, 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; April Nickel, Youth Services Librarian, Chester County Library and District Center

Others Present:

Erik Walschburger, Deputy County Administrator County of Chester; Joseph Sherwood, Executive Director, CCLS; Agatha Lyons, District Consultant, CCLS; Nicole Richards, Development Director, CCLS; Lauren Harshaw, Continuing Education & Advocacy Coordinator, CCLS; Niki Kolb, Public Relations and Graphics Specialist, CCLS; Lara Lorenzi, Director, Phoenixville Public Library; Devon Dadoly, Administrative Assistant, CCLS

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 Emily Bless, seconded by Mark Carroll, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- August 31, 2023 Exton and Hankin Financial Statements
- August 31, 2023 Fund Balance Report
 - **State Funding** - received twice per year – once in the beginning of the year (includes the Public Library Subsidy (Incentive for Excellence Aid, Quality Library Aid, Equal Distribution Grant, and CCA) and once in July (DCA).
 - **County Funding** - County Budget Meeting took place on September 7. The budget from the County includes personnel, building expenses, some materials, \$1M for member libraries, and more. One item the County requested more information on was the Part Time wages. CCL supplied the required part-time

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personnel attrition amount information to the County. We have had no additional questions to date.

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

FOR APPROVAL

- **CCL Parking Lot Policy** – Brian Taylor presented the current draft of the parking lot policy. It includes language that if a patron is parked in the lot for more than 24 hours, they will be issued a warning. After the warning is issued, they have an additional 24 hours to move their car before it is towed.
 - There were some questions from the board about including language for repeat offenders. Joe Sherwood spoke with the Solicitor’s Office, who felt the current draft was is an excellent starting place.
 - Currently the only signage in the parking lot refers to the potential for flooding. With an approved policy, additional signage will be added. That language needs to be worked out with the County.
 - Additionally, any policies that apply to the inside of the library, including the Behavior Policy will apply to the parking lot as well (creating hazardous/dangerous conditions, disrupting other patrons’ use of the facilities, etc.). The board had questions regarding smoking on the property. Joe agreed that the policy should be revisited on this topic.
 - Staff felt that any changes to the policies should be relayed to the staff so they know how to handle certain situations.

On a motion made by Mark Carroll, seconded by Emily Bless, the CCL Parking Lot Policy was approved unanimously.

- **CCL Programming Policy** – The American Library Association’s Office of Intellectual Freedom suggested that a strong Programming Policy be put in place similar to the Collection Development Policy. Mary Gazdik and Meghan Lynch presented on the current draft of the Programming Policy they have been working on. The policy also includes links to resources and an updated Statement of Concern form to include programming.

On a motion made by Brian Taylor, seconded by Emily Bless, the CCL and Hankin Programming Policy was approved unanimously.

FOR INFORMATION/DISCUSSION: None

REPORTS/CORRESPONDENCE

President’s Report – JoAnn attended the CCL Staff BBQ along with the three Chester County Commissioners and Erik Walschburger, Deputy County Administrator for Chester County. She

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also talked about the success of the Library Card Sign-Up Month event with Carolyn Comitta's office.

Director's Report

- **Building Updates**
 - Work has begun on the County sinkhole mitigation project. Prep work began the week of September 11th and should be completed shortly.
 - Peter and Mary are meeting with the cleaning company to discuss the contract.
- **Departmental Reports**
 - **Jacobs Technology Center (JTC)**
 - Sara Lim Harden and Tom Lally (HH) are finishing up the process of obtaining proposals for makerspace redesign/community engagement.
 - Makerspace open hours have been extremely popular.
 - Working with staff at CCL and HH to standardize how statistics are collected. Would like to report on people/users as opposed to just statistics on equipment usage moving forward.
 - **Multimedia**
 - The new board game collection is ready for use.
 - Video games and tabletop games are now shelved together.
 - The Multimedia department is working on brainstorming some ideas for tabletop game programs at CCL.
 - **PR/Graphics**
 - Niki is interviewing candidates for the vacant graphic design position.
 - **Friends of the Chester County Library** – The CCL Friends will once again support the Maker-in-Residence program. Discussed continued support of the program for two makers and 1 teen artist per year at the September meeting. The team will be meeting to set the dates and get the Call-for-Makers out soon. Megan Raab-Greenholt provided some good feedback for improvements and will assist in selecting the next Maker.
- **Events at CCL**
 - **Library Card Sign-Up Month Event with Senator Comitta's Office** – event was successful and well attended. There was a video crew working for Senator Comitta there. Niki posted this video to CCLS social media.
 - 40 patrons signed up for library cards during the 3-hour event. All library card sign ups were processed so patrons could use their cards right away.
 - Door count was up by almost 200 visitors compared to normal patron attendance on Sundays
 - **Staff BBQ** – Well attended by staff. All three County Commissioners came as well.

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- **Teen Financial Literacy Workshop** – Ready for a test run of the workshop before launching it for registration. Date for the test program is TBD.
- **PA STEAM-based Gaming Clubs Grant** – CCL has been awarded the STEAM-based Gaming Clubs Grant. The grant focuses on encouraging Social and Emotional Learning (SEL) through Gaming with middle and high school students.

Branch Manager’s Report

- **Building Updates**
 - The automatic door opening mechanism for the doors on the parking lot side of the building has been repaired by Assa Abloy.
 - The Protection Bureau is working on determining the source of a repeated fault in the alarm system. They have been out to investigate and are scheduled to come again.
- **General Updates**
 - Voter Services is requesting to use Hankin as a polling place for the November election. Meghan Lynch has responded to them with a few questions and hasn’t heard back. Joe will be following up with Voter Services regarding Meghan’s questions and a few he has as well.
 - A local teacher wrote an essay about her visits to all of the member libraries in the system. She has given permission for CCLS to use the essay for publicity.
 - Door counts were up slightly from July to August and circulation of physical materials was down.
 - Planning for Hankin’s 20th Anniversary celebration on Thursday, October 19 (4-7pm), is going well. There will be VR games, Cookbook Club, paper circuits, pumpkin decorating, and board games—promoting our programs and services through fun for all ages.
 - 137 participants in the adult Summer Reading program (up from last year)
- **Departmental Reports**
 - **Circulation** – Megan Dirx retired after nearly 19 years at the library on September 9.
 - **Makerspace** - Awarded a grant through the Video Game Clubs of America (VGCUSA) that will bring more gaming programs to the libraries. The grant materials will be shared between the two libraries and programs will be held at both libraries as well.
 - **Friends of the Henrietta Hankin Library Report**
 - Plan to return to a paid model for Book Nook sales beginning September 20, with the understanding that they will be responsible for filing sales tax reports on those sales.

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- Are holding a second Drag Bingo fundraiser at Stolen Sun Brewery. Tickets are available through their website, <https://hankinlibraryfriends.org/>, and are selling well.

Committee Reports

- **Policy Committee** – Presented and reviewed the current draft of the Parking Lot Policy that was approved by the board.

Visitor's Comments: None

Meeting Adjourned at 10:13 AM.

On motion made by Mike Skay, seconded by Richard Hankin, the meeting was adjourned.



TO: Board of Trustees, Chester County Library and District Center
FROM: Mary Gazdik, Director, Chester County Library
DATE: October 11, 2023
RE: Report to the Board on the Chester County Library, October 17, 2023

Building update

- Work has been completed at the library as part of the County sinkhole mitigation project. Repairs are ongoing on the trails and the contractor is using the back parking lot while they are working on the trails due to proximity of the library to where the work is being completed.
- Peter Greulich installed a new electrical contactor at CCL for the parking lot lights. Lenni Electric previously advised that the existing contactor was bad and in need of replacement. All the CCL parking lot lights are now working.
- The CCL generator failed to complete its test run on September 27th. Premium Power Services determined that the capacitor is bad and ordered a new capacitor. The generator did complete the most recent test run on October 4th.
- New soap dispensers were installed at CCL and Hankin so that all dispensers now use the same kind of soap. Two remaining dispensers need to be installed at Hankin.
- Peter installed two neutralizing cartridges on the CCL boiler condensation lines. The discharged condensation is or can be damagingly acidic and corrosive to the drain lines. These cartridges contain an alkaline substance to balance or neutralize the acidic discharge and should be replaced every year.
- Peter has been removing plexiglass barriers from the service desks around the library. The remaining plexiglass at Circulation will be removed by the end of the month.
- Joe Monte will be transferring to the Graphics Specialist I role at the Library on November 6th. The position should be posted to accept applicants soon.
- Ralph Buono has completed his clearances and is anticipated to join the department as a PT Van Driver at the end of the month.

Departmental Reports

Circulation Department

- Anshu Modi, our newest Library Page, and Priyanka Gupta, who has been promoted to Library Assistant, both started work in their new positions on 9/18/23. Interviews are being conducted to fill the one remaining Library Page vacancy. When this position is filled the department will be fully staffed.

- Door counts were down 15% from August and down 31% from September of 2019. A drop from August to September is fairly typical as the school year begins. Despite this drop in door count, we issued almost as many library cards in September as we did in August.
- Circulation was also down 15% from July and continues to trend about 25% lower from pre-pandemic numbers.
- Contactless checkout services remain popular seeing an increase of 15% over this same time in both 2019 and 2022. Use of self-service was up 5% over August.

Jacobs Technology Center (JTC)

- Sara Lim Harden and Tom Lally (HH) are finishing up the process of obtaining proposals for makerspace redesign/community engagement.
- Katherine Cummings and Remy Way continued to get ready for the launch of the CCL Trust funded Build a Better Book programs. They worked on promotional materials including flyers & LibCal registration. The first session will focus on the Braille and the Vacuum Thermoformer for the Oct. 12th launch.
- Remy attended the Make: Education Forum, a two-day highly interactive virtual conference of maker educators to explore maker topics, share ideas, exchange tips and tricks and learn from participants.
- September Programming Highlights:
 - September 12th – One-on-one Adobe Photoshop - Remy.
 - September 26th – One-on-on Computer Tutoring - Jean Montgomery
- In August we assisted 35 patrons with equipment in the DMLM.
- Several planned programs were cancelled due to no registrations. Sara Lim Harden will be evaluating patron's needs and current trends to develop and update programs.
- 73.5 hours of Open Studio time was offered in the DMLM. 45 people were assisted during those hours. The Button Maker was the most popular item amongst September users.

Multimedia Department

- eMaterials
 - CCLS is projected to hit 1 million digital checkouts from OverDrive for 2023. Stephanie Sharon-Missanelli is working with Niki Kolb and OverDrive on promotion in January.
 - Stephanie worked with a Library Insights representative to get a quote for Freegal streaming music. The yearly cost would be \$59,000 for the entire system. The information was shared with Agatha Lyons for the DLM.
- Collections
 - The board game collection is now circulating. The department is getting a lot of positive feedback from patrons.
 - The CCL Friends approved funding a library of things for the Multimedia Department including, a Nintendo Switch Lite, portable CD player, a discman, Blu-ray player, and a portable Blu-ray player. All items have been ordered.

- The CCL Friends also approved funding for acrylic holders for the CD shelving endcaps. They have been ordered and staff will be shifting both shelving and the collection once they arrive.

Public Relations/Graphics

- Graphics:
 - For the month of September, Niki completed **82 graphic orders and 20,290 copies.**
 - Working on the Story Walk for Fall, installations planned for November.
 - The Full-Time Graphic Design Specialist 1 position was offered to Joe Monte who has accepted the position. Joe is expected to be confirmed at the Commissioner's meeting on October 12th with a planned start date of November 6th.
 - Half-page ad for CCL/HH place in Pridely Magazine promoting Kanopy and the LGBTQ Affinity groups.
 - Created event graphics for social media, newsletters, and digital displays for October.
- PR:
 - Press Releases were sent to the Daily Local, VISTA Today, MyChesco, and Patch for the following celebrations and events and also posted on the Blog and website:
 - **Calling All Crafters – Holiday Craft Show**
 - **The FRIENDS of Chester County Fall Book Sale**
 - **Fall Call for Makers – Maker-in-Residence Program**
 - Working on PA Forward Star Status for CCL and Hankin
- Adult Programs:
 - September was a busy month getting back into the pre-COVID programs that were popular in-person; "Classic Movie Night", "Lunch and Learn", "Stitch 'n Time" and "Cookbook Club".
 - We celebrated the Marquis de Lafayette's Farewell Tour Bicentennial with two programs, both local authors, the second cosponsored by the Daughters of the American Revolution.
 - Patrons also enjoyed another visit from the NASA Solar System Ambassador who spoke on all the new information coming from the Webb Telescope.
 - Currently working on the upcoming Annual Holiday Craft Show; gathering applications and vetting them. We have gotten many new vendor applications with some unique crafts.
 - Pam Marquette is finishing up the Fall/Pre-Holiday Calendar.
 - Pam is beginning to book into 2024 with new partnerships and events.

Reference

- The Business & Career Librarian III position remains open and in the search process.
- As a part of our grant to help families afford Internet services, Rebecca Manuel is conducting three Affordable Connectivity Program sessions in October and November. Rebecca is working with the FCC and a library volunteer to provide these sessions both online and in-person.
- The small meeting rooms remain very popular however, spaces on the open floor are very popular with some people favoring them over small meeting spaces. The Reference Area is seeing a lot of collaborative meetings and productive study use by individuals.
- Even with school in session, the Museum Pass Program remained a popular service in September with 315 checkouts at Chester County Library and 130 checkouts at Henrietta Hankin Branch Library. At CCL, the top three memberships used were Chanticleer Garden, Brandywine Conservancy and Museum of Art, and Railroad Museum of Pennsylvania. At HHB, the top three memberships used were Chanticleer Garden, American Helicopter Museum, and Elmwood Park Zoo.
- Reference staff were busy coordinating, conducting and presenting at many events in September including ASL Conversation Group, CCIC Vaccine Education Dinner, Comics Unbound, Welcome to the Library, Library Card Sign-Up Fest and others.

Technical Services

- Jenna Persick met with Theresa Retzner to figure out a new spine label font for CCL & HH materials that will be more readable for patrons based on accessibility studies. The selected font will be Arial 13 Bold.
- Laura Salvucci continues to work on the Reference Desk on Wednesday mornings while the search for the new Business Librarian continues.
- Elizabeth Metzker helped at the Warwick County Day.
- Jenna worked on updates to the website throughout the month.

Volunteers

- Volunteers listed as active as of September 2023 – 107 (this includes Friends of Chester County Library). Sixteen (16) volunteers are working in more than one department of the library.
- Reference volunteers are preparing to attend Train the Trainer for the Affordable Connectivity Program on October 11 and Welcome to the Library was presented two times in September by volunteer Craig Miller.
- The teen Bi-lingual Help program resumed in September along with the Teen Drop-in Program. There is one inquiry.
- Hankin held a very successful Mahjong Tournament moderated by volunteer Elizabeth Cherulnik and two volunteer helpers. Thirty-six (36) players attended.
- **Friends of Chester County Library**
The book sale was an overwhelming success and earned record dollars amid many setbacks.

Youth Services

- Assisted and attended Library Card Sign-up fest. Five teen volunteers assisted with bubbles and face painting. Comments and suggestions about the event were forwarded to the committee.
- First Teen event of the school year had 27 participants (9/29/23)
- Let's Talk: Kids and Social Media, collaboration with League of Women Voters. Information was held on Thursday, October 5. I attended and there were 60+ people live streaming the event. The video currently has 99 views less than 24 hours after live stream. Copies of the book *Growing Up in Public: Coming of Age in a Digital World* by Devorah Heitner were distributed to all member libraries. CCL will be holding a viewing of the webinar on Sunday, October 22 to complete the collaboration. Member libraries are encouraged to use the book for book club (additional copies available) or host their own group viewing of the webinar. The webinar will be available for group viewing for 30 days after the event on Oct 5.
- Family Eclipse viewing on Saturday, October 14 will be held in the Struble Room and the staff parking lot. The lot will be closed for family use during the eclipse.
- Let's Talk: Kids and Social Media, collaboration with League of Women Voters. Information has been added to the calendar of events with the registration link provided by LWV. Patrons can to sign up directly to view the web meeting on October 5. In addition, copies of the book *Growing Up in Public: Coming of Age in a Digital World* by Devorah Heitner will be distributed to all member libraries. We will also be holding a viewing of the webinar on Sunday, October 22 to complete the collaboration. Member libraries will be encouraged to use the book for book club or host their own group viewing of the webinar. The webinar will be available for group viewing for 30 days after the event on October 5.

Committee Reports

- **Community Engagement Leadership Team:**
 - Hankin's 20th Anniversary Celebration is confirmed for Thursday, October 19, from 4:00-7:00pm.
 - Plans are in the works for Teen Outreach, including visiting high school health classes in November and a Teen Future Success Fair in February.
 - Items to purchase with 2024 budget, and Q4 Municipal Meetings topic ideas were also discussed.
- **The Incident Response Plan Coordination Team:**
 - The next in-person meeting for CCL and Hankin PIC's is scheduled for November 8th in the CCL Struble Meeting Room.
 - An unannounced evacuation drill was conducted at CCL on 9/28/23, with everyone successfully evacuated from the building in 4 minutes.

- **XYZ Committee:**
 - A gingerbread house decorating event is scheduled for December 14th, from 5-7pm, in the Struble Room for the holiday season.

- **Innovative Ideas Committee:**
 - No updates

- **EDI Committee:**
 - Remy Way will be stepping down as Chair of the committee at the end of the year. The Committee will be looking for new members and chair for 2024.

Director's Notes

- The Call for Makers for the next round of the Maker-in-Residence program has gone out. We are hoping to have the maker selected by the end of the month and the studio hours underway by mid-November.
- I attended the PaLA Annual Conference at Kalahari in the Poconos. I presented a Poster Session on the EDI Resource Directory available to members on the PaLA website. I attended some fantastic sessions and spent some time checking out the exhibits.
- Jenna and I sat in on the Federal Office of Civil Rights meeting with the West Chester Public Library to review the complaint from a mass filer about accessibility issues with their website. The new CCL/HH website was built to comply with accessibility standards and includes a tool (accessiBe) which allows the end user to customize their experience based on their needs. Jenna will be working on updating the format of the Library Policies based on the information we gleaned from this meeting. The new Parking Lot Policy is an example of an accessible format using the tools in Word/Adobe that we were made aware of at this meeting.

Meetings & Trainings Attended/Scheduled

- | | |
|--------|---|
| 9/21 | Voter Services Visit at Hankin
Maker-in-Residence Planning |
| 9/26 | CCL/HH Door Access meeting
Web Site Accessibility Review
Actively Anti-Racist Library Service to Readers: Foundations OCL webinar |
| 9/27 | Public Services Staff Meeting
OCR Web Access - West Chester Public Library Meeting |
| 10/2-3 | PaLA Conference @ Kalahari Resort |
| 10/4 | Justice at Work Demo with Lauren Harshaw |
| 10/6 | Finance Committee Meeting |
| 10/9 | Staff Development Day |
| 10/10 | Revitalizing Morale: Cultivating a Supportive Library Culture webinar |
| 10/11 | Annual Report meeting with Niki & Joe
Public Library Autism Certification meeting with Amanda Eager IBCCES |
| 10/12 | Meeting with Krug Associates (furniture) at Hankin |

10/17 CCL/CCLS Board of Trustees Meeting at Easttown Library
Community Engagement Meeting
Funding Formula Committee Meeting



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: October 11, 2023
RE: Report on the Henrietta Hankin Branch, September 19 – October 17, 2023

- Building update
 - A technician from the Protection Bureau reported that he found the source of the ongoing fault is a result of a panic button that needs to be moved to a different location within the library. They will be returning to move it.
 - Peter Greulich cleaned all rain gutters and installed new soap dispensers.
 - Premium Power installed two new batteries in the generator.
 - We are having ongoing challenges with our new cleaning company. Peter is doing is best to address all of them.
 - I have been in communication with the day care center about the distribution of parking places in our shared lot and with Rose Valley Capital with regards to the new parking lot policy.
- Door counts were down from August to September and were 18% higher than September of 2022.
- Circulation of physical materials was also down from August and were 5% higher than September of 2022.
- Meeting Room usage in August decreased both in terms of hours used and total bookings. The amount time the public computers were utilized also decreased.
- Planning for our 20th Anniversary celebration, to be held on Thursday, October 19, is going well. We will have VR games, Cookbook Club, paper circuits, pumpkin decorating, and board games—promoting our programs and services through fun for all ages!
 - Invitations have gone out to local legislators, Board of Supervisors members for surrounding townships, the Commissioners, the CCL Trust Board, and the CCL Board of Trustees.
- The Annex was being considered as a polling place for precinct 690 but Voter Services determined that they would be able to stay at the West Vincent township building, their current location, for the time being.
 - We will host a staffed ballot drop box from October 24th through November 7th.
 - Several staff members will be working for Voter Services on Election Day.
- Circulation
 - We worked with HR to update and post our vacant Library Assistant III position description.
 - We hired two new part time library assistants. One will share her time between Circulation and Youth Services.
 - We are looking into the feasibility of adding a circulating puzzle collection.
 - We are working with Tech Services to standardize some of the stickering and labeling between CCL and HHB.
- Makerspace
 - We are awaiting delivery of the supplies provided through the grant from the Video Game Clubs of America (VGCUSA.) We hope to get the clubs up and running in January, 2024.

- Tom Lally will be assisting in selecting the Fall Maker in Residence.
- Katherine Cummings is working with Remy Way on the CCL Trust-funded Build a Better Book programs.
- Reference
 - In September we held 2 virtual programs, 18 in-person programs, 3 hybrid programs and 2 passive programs. Notable programs included Let's Get Cooking (cookbook club, in person, 12 attendees) and the Page Turners (mystery book club, hybrid, 7 virtual/4 in person attendees.)
 - Staff has planned and coordinated a fun slate of fall programs.
 - Recent book displays include Domestic Violence Awareness month, Banned Books week, and local authors.
 - A full-time librarian is out on FMLA leave due to an injury.
- Youth Services
 - We held 10 in person programs for children, 5 of which meet weekly or multiple times per week, and 5 passive programs. Notable programs included Time Travel Club (school age, 14 attendees), Toddler story time (preschool, 9 sessions, avg. 23 attendees/session), and our new weekend Family Story time (all ages, 3 sessions, avg. 15 attendees/session)
- Friends of the Hankin Branch Library
 - Returned to a paid model for Book Nook sales starting September 18, and had the highest sales/donation month total so far this year.
 - Held a second successful Drag Bingo fundraiser at Stolen Sun Brewery on Wednesday, October 4th, selling 192 tickets and raising \$2,460 to support the library.

Meetings & Trainings Attended

9/19	CCL/CCLS Board meetings Community Engagement committee meeting Census Data or Optimizing Library Programming, Outreach, and Development webinar
9/20	20 th Anniversary Celebration planning meeting
9/21	Voter Services visit Fall 2023 Maker in Residence planning meeting
9/26	CCL Trust Board meeting CCL/HH Door Access meeting
9/27	HHB staff Morning Meeting
10/9	Staff Development Day
10/10	DLM
10/12	Critical Communication Skills Training (ChesCo HR)
10/13	HHB staff Morning Meeting Meeting w. Krug Associates re: library furniture
10/16	Meeting w. Mary Gazdik
10/17	CCL/CCLS Board Meeting 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	143,907	1,129,580	1,018,157	1,056,476
Sept	130,366	120,930	127,126	1,259,946	1,139,087	1,183,602
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	267	239	3679
Sept	235	176	4090
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	115	137	2110
Sept	110	152	2372
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	27,152	308,779	156,022	185,055
Sept	33,777	18,450	23,180	342,556	174,472	208,235
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	10,064	86,703	59,448	69,614
Sept	9,984	6,764	8,010	96,687	66,212	77,624
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	

CCL Meeting Room Statistics

MONTH	2022 # OF HOURS USED (SMALL)	2022 # OF RESERVATIONS (SMALL)	2023 # OF HOURS USED (SMALL)	2023 # OF RESERVATIONS (SMALL)	2022 # OF HOURS (PUBLIC)	2022 # OF RESERVATIONS USED (PUBLIC)	2023 # OF HOURS USED (PUBLIC)
Jan	NA	NA	259.75	140	11	31.3	108.75
Feb	NA	NA	372.25	168	14	46.3	168.75
Mar	NA	NA	474	224	10	32	214.5
Apr	NA	NA	366.25	192	9	34.3	360.25
May	NA	NA	443.95	224	5	13.3	132.25
Jun	NA	NA	361.5	189	52	111.45	133.5
Jul	NA	NA	193	350	121	236.15	53
Aug	NA	NA	443	226	121	219.3	121
Sept	156.25	72	402	215	87	183.75	230
Oct	211.85	117			36.5	169.75	
Nov	276	131			41	142	
Dec	248.5	123			41	140.5	
Total	892.6	443	3315.7	1928	548.5	1360.1	1522

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	78.25	34
Apr	131.45	40	84.7	40
May	67.15	22	88.5	39
Jun	89.3	28	90.5	33
Jul	129.25	43	69.75	30
Aug	98.3	29	128.75	41
Sept	83.3	29	80.17	31
Oct	86	31		
Nov	104.15	46		
Dec	85.15	41		
Total	1060.5	374	778.12	318

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	631.75	151	33.75	1975	567.25	2542.25
Apr	742.75	230.75	38	2717.75	836	3553.75
May	670.5	125.25	0	3388.25	961.25	4349.5
Jun	728	138.75	25.5	4116.25	1125.5	5241.75
Jul	967.5	117.5	5.75	5083.75	1248.75	6332.5
Aug	969.75	145	9.5	6053.5	1403.25	7456.75
Sept	682.75	154.5	15	6736.25	1572.75	8309
Oct						
Nov						
Dec						

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

	<u>2023</u> <u>ANNUAL BUDGET</u>	<u>2023 YTD</u> <u>BUDGET</u>	<u>2023 YTD</u> <u>ACTUAL</u>	<u>2022 YTD</u> <u>ACTUAL</u>	<u>2023 YTD</u> <u>BUDGET VARIANCE</u>	<u>2023 YTD</u> <u>BUDGET VARIANCE %</u>	<u>2023</u> <u>BALANCE</u>	<u>PERCENTAGE</u> <u>REMAINING</u>
Salaries	2,963,523	2,165,651	2,120,654	1,978,197	44,997	2.1%	842,869	28.4%
Wages	901,515	658,799	556,316	453,099	102,484	15.6%	345,199	38.3%
Fringe Benefits	1,101,023	825,767	786,312	850,622	39,455	4.8%	314,711	28.6%
Security Provided by the County - EMS	30,000	22,500	0	0	22,500	0.0%	30,000	0.0%
TOTAL PERSONNEL SERVICES	4,996,061	3,672,718	3,463,282	3,281,918	209,436	5.7%	1,532,779	30.7%
LIBRARY MATERIALS	70,000	52,500	70,000	52,500	(17,500)	-33.3%	0	0.0%
<u>CORE EXPENDITURES</u>								
Supplies, Maintenance & Services	172,525	129,394	93,515	111,370	35,879	27.7%	79,010	45.8%
Insurance	17,910	17,910	38,505	18,390	(20,595)	-115.0%	-20,595	-115.0%
Utilities	113,328	84,996	87,870	65,486	(2,874)	-3.4%	25,458	22.5%
Vehicle Expense	50,567	37,925	32,854	29,616	5,071	13.4%	17,713	35.0%
TOTAL CORE EXPENDITURES	354,330	270,225	252,744	224,862	17,481	6.5%	101,586	28.7%
INDIRECT COSTS	607,019	455,264	455,265	418,905	(1)	0.0%	151,754	25.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	6,027,410	4,450,707	4,241,291	3,978,185	209,416	4.7%	1,786,119	29.6%

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 73.84% of total budget
Actual expenditures YTD are 70.37% of total budget

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

	<u>2023</u> <u>ANNUAL BUDGET</u>	<u>2023 YTD</u> <u>BUDGET</u>	<u>2023 YTD</u> <u>ACTUAL</u>	<u>2022 YTD</u> <u>ACTUAL</u>	<u>2023 YTD</u> <u>BUDGET VARIANCE</u>	<u>2023 YTD</u> <u>BUDGET VARIANCE %</u>	<u>2023</u> <u>BALANCE</u>	<u>PERCENTAGE</u> <u>REMAINING</u>
REVENUE								
State Aid	403,974	403,974	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	31,245	36,405	32,357	5,160	16.5%	(5,255)	-12.6%
Fines and Overdues	73,000	54,750	63,264	55,522	8,514	15.6%	(9,736)	-13.3%
Interest	3,500	2,625	15,975	1,568	13,350	508.6%	12,475	356.4%
Donations and Fundraisers	2,100	1,575	7,495	7,161	5,920	375.9%	5,395	256.9%
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	199	818	229	619	311.6%	553	208.8%
TOTAL OTHER REVENUE	200,025	152,394	176,457	168,337	24,063	15.8%	(23,568)	-11.8%
TOTAL REVENUE	1,960,981	1,913,349	1,937,413	1,670,403	24,064	1.3%	(23,568)	-1.2%
EXPENDITURES								
Library Materials	477,575	354,454	289,061	221,228	65,392	18.4%	188,514	39.5%
Services and Charges	72,495	51,187	47,903	42,646	3,284	6.4%	24,593	33.9%
Supplies	28,032	21,024	17,742	15,495	3,282	15.6%	10,290	36.7%
Miscellaneous	17,490	13,118	16,120	15,184	(3,003)	-22.9%	1,370	7.8%
Transfers and Reimbursements	1,356,982	1,017,736	1,356,982	1,154,597	(339,245)	-33.3%	0	0.0%
Capital Outlay	10,923	9,352	7,449	8,627	1,903	20.3%	3,474	31.8%
TOTAL EXPENDITURES	1,963,498	1,466,870	1,735,257	1,457,777	(268,386)	-18.3%	228,241	11.6%
REVENUE OVER EXPENDITURES	(2,517)	446,479	202,156	212,626	(244,322)		204,674	

NOTES:

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

Total Revenue: Budgeted revenues YTD are 97.57% of total revenue
 Actual revenues YTD are 98.80% of total revenue
 Interest higher than budget due to increase in interest rates

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 74.71% of total expenses
 Actual expenditures YTD are 88.38% 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
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY
PERIOD ENDING September 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	392,571	369,734	355,514	22,838	5.8%	167,469	31.2%
Wages	312,043	228,031	194,327	170,465	33,705	14.8%	117,716	37.7%
Fringe Benefits	239,806	179,855	164,082	172,679	15,773	8.8%	75,724	31.6%
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TOTAL PERSONNEL SERVICES	1,089,052	800,457	728,142	698,658	72,315	9.0%	360,910	33.1%
LIBRARY MATERIALS	20,000	15,000	20,000	15,000	(5,000)	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Supplies, Maintenance & Services	132,629	99,472	61,568	58,325	37,903	38.1%	71,061	53.6%
Insurance	6,325	6,325	6,325	6,324	0	0.0%	0	0.0%
Utilities	49,682	37,262	37,682	31,578	(421)	-1.1%	12,000	24.2%
<hr/>								
TOTAL CORE EXPENDITURES	188,636	143,058	105,575	96,228	32,483	22.7%	83,061	44.0%
INDIRECT COSTS	289,609	217,207	217,206	161,820	1	0.0%	72,403	25.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
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TOTAL BUDGET	1,587,297	1,175,722	1,070,924	971,705	99,799	8.5%	516,373	32.5%

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 74.07% of total budget
 Actual expenditures YTD are 67.47% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN - PRELIMINARY
PERIOD ENDING September 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	5,437	6,000	5,000	563	0.0%	(1,250)	-17.2%
Charges	11,830	8,873	10,215	11,285	1,343	15.1%	(1,615)	-13.6%
Fines and Overdues	24,700	18,525	19,267	20,596	742	4.0%	(5,433)	-22.0%
Interest	45	34	1,586	133	1,552	4598.1%	1,541	3423.6%
Donations and Fundraisers	530	398	841	1,909	443	-	311	58.6%
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	60	2	80	(58)	-95.9%	(78)	-96.9%
TOTAL OTHER REVENUE	64,435	48,326	52,912	54,003	4,585	9.5%	(11,523)	-17.9%
TOTAL REVENUE	165,428	149,319	153,905	141,003	4,585	3.1%	(11,523)	-7.0%
EXPENDITURES								
Library Materials	147,472	109,229	75,244	83,506	33,986	31.1%	72,228	49.0%
Services and Charges	7,140	5,355	5,618	3,526	(263)	-4.9%	1,522	21.3%
Supplies	6,400	4,800	3,232	2,777	1,568	32.7%	3,168	49.5%
Miscellaneous Expense	2,940	2,205	1,229	2,191	976	44.3%	1,711	58.2%
Capital Outlay	3,309	449	1,338	1,482	(889)	-197.8%	1,971	59.6%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	167,261	122,039	86,661	93,482	35,378	29.0%	80,600	48.2%
REVENUE OVER EXPENDITURES	(1,833)	27,281	67,244	47,521	39,963		69,077	

NOTES:

Twp Revenue:

Other Revenue:

Total Revenue:

Budgeted revenues YTD are 90.26% of total revenue
 Actual revenues YTD are 93.03% of total revenue
 Interest higher than budget due to increase in interest rates

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 72.96% of total expenses
 Actual expenditures YTD are 51.81% of total expenses

As of 9/30/2023

<u>CCL Fund Balance Report</u>	<u>Balance</u>
Operating Funds	
001 CCL	\$ 181,310.96
043 Hankin	\$ 52,354.78
Total Operating Funds	\$ 233,665.74
Reserve Funds	
004 Technology Fund	\$ 154,250.32
400 Chester Cty Library Capital Reserve	\$ 97,321.59
410 Chester Cty Library Program Fund ¹	\$ 199,312.29
450 Hankin Library - Capital	\$ 231,356.01
451 CCL & Hankin Materials	\$ 144,314.47
Total Reserve Funds	\$ 826,554.68
Grants - Friends of the Library	
091 I & R Services	\$ 21,642.09
903 Capital Fund	\$ 101,405.45
Total CCL Friends	\$ 123,047.54
943 Friends of Henrietta Hankin Branch	\$ 14,789.55
Total Friends Funds	\$ 137,837.09
Grants and Appropriations	
002 Community Foundation - Grants	\$ 9,497.98
100 CCL County Materials Fund	\$ 23,362.20
104 CCL Trust - Grants	\$ 60,849.54
109 Hankin County Materials Fund	\$ 7,382.24
132 Glaxo-Smith Kline Science in the Summer	\$ 235.09
Total Grants and Appropriations	\$ 101,327.05
Special Funds	
003 Helen Russell Memorial Fund	\$ 7,386.64
105 CCL Community Day	\$ 4,034.02
106 CCL & Hankin Museum Passes	\$ 340.00
107 CCL & Hankin Author Events	\$ 3,376.41
096 Tote Bags	\$ 5,595.24
Total Special Funds	\$ 20,732.31
500 District Center Aid Funds	\$ 10,179.84
510 County Coordination Aid	\$ 138,686.25
TOTAL ALL FUNDS	\$ 1,468,982.96
Endowment Funds	
090 Chester County Library Trust	\$ 2,214,163.26
CCL Endowment Funds	
090 Chester County Library Trust	\$ 2,315,081.95

1. 410 Chester County Library Fund includes First Resource CD in the amount of \$111,050. Maturity date 10/20/2023

* \$125,000 was approved by Board in August for approved DCA expenses to be paid from Technology Fund



Thursday, October 12, 2023

To: Board of Trustees,
Chester County Library System & Chester County Library

From: Finance Committee

Bank Account Signers

It is the recommendation of the Finance Committee that the Board change the signers on the Bank Accounts for the Chester County Library or Chester County Library System to be:

- Joseph Sherwood, Executive Director, CCLS
- Mary Gazdik, Library Director, CCL
- Finance Manager, CCLS

However, since the Finance Manager position is currently vacant, our recommendation is to substitute Meghan Lynch Branch Manager, HH



Thursday, October 12, 2023

To: Board of Trustees,
Chester County Library System & Chester County Library

From: Finance Committee

Certificate of Deposit maturing

It is the recommendation of the Finance Committee that the Board does not renew the Certificate of Deposit with First Republic Bank that matures on October 20, 2023. Instead these funds should be transferred to an interest-bearing account that is readily accessible, rather than a fixed term savings instrument until PA state funds for 2024 are distributed.

The staff shall gather options from at least 3 banks for potential deposit of these funds. The Treasurer shall be authorized to review these options and select an interest-bearing account to deposit the funds. The signers shall be the signers authorized by the Board.