

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY, NOVEMBER 21, 2023
KENNETT LIBRARY/VIRTUAL

AGENDA

Kennett Library Address: 320 E State St, Kennett Square, PA 19348

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

CALL TO ORDER, 10:00 AM (Kennett Library/Virtual)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of October 17, 2023 (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager's Report (p. 10)
- Statistical Reports (p. 12)

FINANCIAL STATEMENTS

- October 31, 2023 Exton and Hankin Financial Statements (p. 14)
- October 31, 2023 Fund Balance Report (p. 18)

FOR APPROVAL

- Appointment of Acting Director (p. 19)
- CCL Trust Request (p. 20)
- CCL/HHB Credit Card Updates – Finance Committee Recommendation (p. 36)
- CCL and HHB 2024 Library Closed Dates (p. 37)

FOR INFORMATION/DISCUSSION

- Presentation of Slate of Officers
- CCL Board of Trustees 2024 Meeting Calendar (p. 38)

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
- | | |
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| <ul style="list-style-type: none">▪ Institutional Advancement▪ Policy▪ Strategic Planning & Facilities | <ul style="list-style-type: none">▪ Executive▪ Finance (p. 36)▪ Governance |
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PUBLIC COMMENTS

ADJOURN

Upcoming Events

Tuesday, December 19, 11:00 AM – CCL Board Meeting (CCL/Virtual)

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Easttown Library/Virtual
October 17, 2023

CALL TO ORDER, 8:36 AM

CCL Board Members Present:

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

CCL Board Members Excused: Brian Taylor, Secretary

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:

Agatha Lyons, District Consultant, CCLS; Lauren Harshaw, Continuing Education & Advocacy Coordinator, CCLS; Niki Kolb, Public Relations and Graphics Specialist, CCLS; Amber Osborne, Director, Easttown 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 Mark Carroll, seconded by Emily Bless, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- September 30, 2023 Exton and Hankin Financial Statements
- September 30, 2023 Fund Balance Report

On motion made by Richard Hankin, seconded by Emily Bless, the September 2023 financial statements were accepted and filed for audit.

FOR APPROVAL

- **Appointment of Nominating Committee** – The Nominating Committee is nominated in October, reports in November, and the Board votes in December.
 - Bill Connors as Chair, with Richard Hankin and JoAnn Weinberger as committee members

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Easttown Library/Virtual
October 17, 2023

On a motion made by Mark Carroll, seconded by Mike Skay, the Appointment of the Nominating Committee was unanimously approved.

- **Finance Committee Recommendations**

- **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, HHB.

On a motion made by Emily Bless, seconded by Richard Hankin, the Finance Committee Recommendations regarding bank account signers was unanimously approved.

- **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 (\$111K) 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 three 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.

On a motion made by Richard Hankin, seconded by Mark Carroll, the Finance Committee Recommendations regarding certificate of deposit maturing were unanimously approved.

FOR INFORMATION/DISCUSSION

Summer Reading Program – CCL and HHB streamlined their Summer Reading Programs so they were the same. Because of this change, they had a much higher attendance and redemption rate. Overall, there was 3,600 total Summer Reading participants from both CCL and HHB. Both CCL and HHB increased their numbers significantly over last years participants, even though the number of programs remained the same.

REPORTS/CORRESPONDENCE

President's Report – David Sommers came to tour CCL. He was very enthusiastic about the library as he is already a patron. He and his wife also attended the Library Card Sign Up Month celebration and a few other events at CCL. JoAnn plans to attend Hankin's Anniversary Celebration.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Easttown Library/Virtual
October 17, 2023

Director’s Report

- **Federal Office for Civil Rights** - Jenna Persick and Mary Gazdik sat in on the Federal Office for 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/HHB website was built to comply with accessibility standards. 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.
- **Building Updates** - The work for the sinkhole mitigation project is completed.
- **Departmental Reports**
 - **Jacobs Technology Center (JTC)** - Katherine Cummings and Remy Way continued to get ready for the launch of the CCL Trust funded Build a Better Book programs.
 - **PR/Graphics** – Joe Monte will be transferring to the Graphics Specialist I role at the Library on November 6th.

Branch Manager’s Report

- **Building Updates** – The panic button issue at Hankin has been resolved
- **General Updates**
 - **Hankin’s Anniversary Celebration** – The 20th Anniversary celebration will be held on Thursday, October 19. There will be 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.
 - Voter Services will not be using Hankin as a voter location this year, but will be hosting a staffed ballot drop box from October 24 through November 7
- **Departmental Reports**
 - **Friends of the Henrietta Hankin Library Report**
 - 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.

Visitor’s Comments: None

Meeting Adjourned at 9:07 AM.

On motion made by Richard Hankin, seconded by Bill Connor, the meeting was adjourned.



TO: Board of Trustees, Chester County Library and District Center
FROM: Mary Gazdik, Director, Chester County Library
DATE: November, 2023
RE: Report to the Board on the Chester County Library, November 21, 2023

Building Updates & Maintenance Department

- Peter Greulich installed new air filters in the all the rooftop HVAC units and started cleaning the condensing coils at CCL.
- Premium Power installed a new capacitor in the CCL generator, but the generator also requires a new voltage regulator. The generator will operate as expected until the voltage regulator can be replaced.
- PSI (the plumbers) installed a new flush valve in the restroom toilet in the CCL Children's Room.
- Departmental News
 - New Hires: Ralph Buono started this week as a Part-Time Delivery Van Driver.
 - Resignations/Terminations: Joe Monte resigned his position as a Full-Time Van Driver and transitioned to PR/Graphics.
 - # of Department Vacancies: Full-Time Van Driver and Part-Time Van Driver

Departmental Reports

Circulation Department

- Circulation staff member Joe Pergine volunteered at the County Employee Health Fair event on Monday, October 30, and Rob York helped facilitate the Affordable Connectivity Program at CCL on Tuesday, October 24.
- Department Personnel
 - New Hires: Part-time Library Page, Emily Allen; start date Monday, November 20, 2023.
 - Resignations/Terminations: 0
 - # of Department Vacancies: 0

Jacobs Technology Center (JTC)

- 6 public programs took place in the month of October including 3D Printer Tutoring, Laser Cutting Tutoring, Geode Painting, and Spooky Light-up Cards Maker Project at the Teen Zone
- JTC had 16 equipment set up requests in the month of October
- Department Personnel
 - New Hires: 0
 - Resignations/Terminations: 0
 - # of Department Vacancies: 0

Multimedia Department

- Multimedia staff is working with Reference staff to ensure the "Library of Things" is cataloged in Lending Key and available for checkout before the holidays.
- eMaterials
 - Multimedia staff is working on carts in OverDrive in case there is any leftover funds at the end of the year for CCL or CCA.
 - Curated collections for the website and reading rooms have been updated for Native American Heritage month.
 - Extra CCA funds approved at the September DLM have been broken up into multiple orders of MACU audiobooks.
- Department Personnel
 - New Hires: 0
 - Resignations/Terminations: 0
 - # of Department Vacancies: 0

Public Relations/Graphics

- Graphics
 - September 2023 - 65 graphic orders and 42,282 copies were completed
 - StoryWalk® installed on November 6th for featured children's book "Hello Lighthouse"
 - Niki Kolb is training new graphic designer, Joe Monte, on various equipment, production and branding guidelines for CCLS and CCL/HH
- PR
 - Half-page ad for CCL/HHB published in Pridely Magazine featuring Kanopy and LGBTQ+ Ally Affinity group meetings held at CCL.
 - Submitted PA Forward™ Gold Star Recertification for CCL. Currently working with Hankin on their Silver Star submission.
 - Current campaigns: "Gratitude for my Library" campaign during November, and the Toys for Tots donation drive from Nov. 1 - Dec. 7
- Adult Programs:
 - Pam Marquette is organizing and planning for the 2023 Holiday Craft Fair
 - Popular programs in October included the O' Rourke Irish Band Concert featuring Sea Shanties, Yin Yoga, Medicare 101 presented by PA MEDI, and Floral Design for Beginners.
 - Submitted requests for program funding from the Trust and FRIENDS as well as additional kits for Citizen Science.
- Department Personnel
 - New Hires: Joe Monte - Full-Time Graphics Specialist as of 11/6/2023
 - Resignations/Terminations: 0
 - # of Department Vacancies: 0

Reference

- In October, 302 museum memberships were used at CCL and 120 used at HHB.
- In October, the small meeting rooms were used 221 times. Reservations show equal parts individual and group use. Some of the bookings are for internal staff who need meeting space.
- Melissa Kohl of hosted a trial "Financial Literacy Program" with three high school teens who are spearheading financial education for elementary school children.
- The library engaged with 517 people at West Vincent's Fall Fest and 146 people at Upper Uwchlan's Trunk or Treat.

Technical Services

- Jenna Persick ran collection statistics and met with Mary Gazdik to work on the 2024 collection budget
- Vega homepage has been updated to highlight a showcase for Native American Heritage month. Jenna attended website accessibility training on November 14
- Outreach
 - Responded to 8 Mail Order Delivery (MOD) Inquiries; added 3 new MOD patrons
 - October # of materials distributed to the elderly and homebound through outreach services: 249
- Department Personnel
 - New Hires: 0
 - Resignations/Terminations: 0
 - # of Department Vacancies: 0
 - One part-time staff member is out on medical leave; expected return is 11/15/23

Volunteers

- Volunteer Supervisor meeting held to plan holiday luncheon
- Friends of CCL Book sale grossed \$29,000+
- Susan Walraed is working with Reference and volunteers on Affordable Connectivity Program & volunteer participation
- Department Personnel
 - New Volunteers: Linda Green and Sakshi Mehta (Reference); Dennis Pomager (Reference & JTC)
 - Total number of Active Volunteers – (including Friends of CCL) - 97
 - New Application received in October - 7
 - Total number volunteers serving in more than one department in October – 9
 - Total October Library Volunteer Hours - 778
 - Total October Friends Hours – 250.50
 - Total October Volunteer Hours – 1,028.50
 - Total YTD Hours (Friends & Library Volunteers) -9,581.75
- **Friends of Chester County Library:** No updates

Youth Services

- Completing year end materials purchasing
- 2024 Youth Services base program calendar is completed and all room reservations have been completed in LibCal.
- District Youth Services
 - All District Youth Services Librarians Meeting have been scheduled.
 - Three optional trainings have been scheduled: Science in the Summer Lending bags (January), Picture Perfect STEM (February), and Beanstack (March)
- Department Personnel
 - New Hires: Michael Alloway (Page)
 - Staff on Leave: One staff on personal leave (death in family) expected return 11/13, and one staff (death in family) has returned from time off.
 - Resignations/Terminations: 0
 - # of Department Vacancies: 2; PT Librarian, 10 hours/week, and PT Page, 7 hours/week – Interviews in process

Committee Reports

Chester County Employee Engagement Committee: As part of the Executive Committee, Nancy Sapone took part in gaining approval for the Vacation Day Cash Buy Back plan and reducing the deductibles for employee medical benefit plans.

Community Engagement Committee: A meeting was held with Melissa Kohl and Kelly Quigg to discuss ways for passive advertising in the form of bumper stickers that can be given out to patrons and possibly annual posters that could be purchased at Book Sales as collector's items. Calculated that an extra \$2000 would need to be added to the CCL Public Relations advertising budget to cover the costs for this in 2024. Sara Lim Harden coordinated the Display for National Hispanic Heritage Month with Stacy Hutcheson from the Chester County History Center. The display was from October 10 to October 16.

Community Engagement Leadership Team: Next meeting is scheduled for November 7.

EDI Committee: Worked on Orcam MyEye implementation. Additionally, corresponded with Hearing Loop contractor for the Trust request.

Incident Response Plan Coordination Team: Next in-person meeting for CCL and Hankin PIC's is scheduled for November 8th in the CCL Struble Meeting Room.

Innovative Ideas Committee: No updates.

Institutional Advancement Committee: An additional \$500 was requested for the CCL Public Relations supply budget as Commissioners' order and one name in vinyl on both sides of the outdoor sign will need to change in 2024.

SEPLA/PaLA PR and Marketing Committee: Meeting held on Nov. 1, 2023. Niki Kolb is designing Social Media Calendar posts for January 2024.

XYZ Committee: A gingerbread house decorating event is scheduled for December 14th, from 5-7pm, in the Struble Room for the holiday season. All of the available slots have been taken and there is a long waitlist, so a high turnout is expected. Next meeting will discuss recruiting new members, and deciding roughly what programming will be focused on.

Director's Notes

- The Maker-in-Residence Committee with assistance from Megan Raab-Greenholt are in the process of interviewing applicants for the next residency. The last interview took place on Friday, November 10th with final selection to follow. The residency will run through mid-February 2024.
- The Teen Artist in Residency was one of the programs featured in the latest American Libraries Magazine put out by the American Library Association.
- The new bike rack and repair shelter have arrived. Peter is working with facilities to get assistance to install both items. The Friends provided support for the project and will be providing bike locks at the front desk for patrons to borrow if needed.
- The sensory bench is also in the process of being readied for use. You can see the bench downstairs on the wall underneath the Donor plaque.

Meetings & Trainings Attended/Scheduled

10/18 Public Services Staff Meeting
10/19 General Staff Meeting
Hankin 20th Anniversary Celebration
10/20 Chester County Broadband Listening Session
10/24 Materials budget planning meeting with Jenna
10/26 Call with Amanda Eager on Certified Autism Center program
10/30 Meeting with Meghan
Meeting with Devon – Board Reports planning
10/31 Van Driver application review with Peter & Agatha
Funding Formula Committee meeting
11/02 Mentorship meeting
Meeting with Meghan
11/08 PIC Meeting
11/14 Finance Committee meeting
DLM/SAC meeting
11/15 Michael Barta Cofco visit
Public Services Staff Meeting
11/16 General Staff Meeting
Meeting with Meghan
11/20 Program Policy Meeting
11/21 Board of Trustees Meeting @ Kennett
Community Engagement meeting
11/3-11/6 Vacation
11/10-11/13 Vacation



November 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, October 17 – November 19, 2023

Building Update

- Peter is working with Assa Abloy to address an issue with the front (parking lot side) door not closing properly.
- The Protection Bureau removed the Panic Button in the HH Staff Room (lunch room) and installed this Panic Button on a column near the old Reference Desk. The Panic Button was not communicating properly from its location in the Staff Room.
- I have been in communication with Rose Valley Capital with regards to HOA dues and trash/recycling fees.

General Updates

- Door counts were up about 10% from September to October and were 15% higher than October of 2022.
- Circulation of physical materials were down slightly from September and were 2% higher than October of 2022.
- Meeting Room usage in October increased both terms of hours used and total bookings.
- Our 20th Anniversary celebration, was held on Thursday, October 19, and I think everyone enjoyed the event. Door counts were about 70 people higher than the previous Thursday.
- We hosted a staffed ballot drop box from October 24th through November 7th.
- Several staff members worked for Voter Services on Election Day.
- I have been working with Mary and my staff on developing a budget for 2024.
- Librarians have assisted with planning for 2024 and are working on spending down all materials funds for 2023.
- We have been gathering information and supporting documentation in order to submit our 2024 requests to the CCL Trust.

Departmental Reports

- Circulation
 - Pamela Shauger transferred to our Library Assistant III position effective November 20.
 - We are working on hiring a full time Library Assistant II and a part-time Library Assistant.
 - If funding is approved, we plan to increase our Library of Things collection in 2023 by adding games, puzzles, and Citizen Science kits to our circulating materials.
- Makerspace
 - We have received most of the supplies provided through the grant from the Video Game Clubs of America (VGCUSA.) We hope to have the clubs up and running in January, 2024.
 - Tom Lally assisted in selecting the Fall Maker in Residence.
 - We are working on bringing on a new volunteer to assist patrons with using the sewing machine.

- Reference
 - In September we held 2 virtual programs, 17 in-person programs, 4 hybrid programs and 2 passive programs. Notable programs included a Mah Jongg tournament (in person, 37 attendees), Wild Edible Plants (in person, 35 attendees), and Intro to Enneagram (in person, 18 attendees.)
 - Librarians have been concentrating on ordering materials and planning programs into 2024.
 - A full-time librarian is on intermittent FMLA leave due to an injury.
- Youth Services
 - We held 16 in person programs for children, 7 of which meet weekly or multiple times per week, and 5 passive programs. Notable programs included Let's Play (preschool, passive, 4 sessions, avg. 18 attendees per session), Baby Storytime (preschool, 4 sessions, avg. 23 attendees/session), and Nature's Little Explorers (preschool, 35 attendees.)
- Friends of the Hankin Branch Library
 - Met on Nov. 7th.
 - Are working on ideas to increase fundraising capacity through means other than semiannual book sales.

Meetings & Trainings Attended

10/17	CCL/CCLS Board Meeting Community Engagement Committee meeting
10/18	Public Service Staff meeting Meeting w/ County Facilities and DSC Cleaning Solutions management
10/19	HHB 20th Anniversary Celebration
10/24	HHB Staff morning meeting
10/24 & 26	Interviews for Circ FT Library Assistant III
11/1	Staff Engagement Committee meeting
11/3	Longwood Gardens Community Reads Kickoff webinar
11/6-10	Vacation
11/14	Finance Committee meeting District Librarians/System Advisor Council Meeting
11/15	Public Service Staff Meeting
11/16	Meeting w. Mary Gazdik
11/20	HHB staff morning meeting Interviews for Circ FT Library Assistant II Program Policy meeting
11/21	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	120,950	264,036	236,754	247,245
Mar	140,394	125,143	135,879	404,430	361,897	383,124
Apr	129,971	118,892	122,582	534,401	480,789	505,706
May	127,542	116,522	119,361	661,943	597,311	625,067
Jun	150,131	133,326	138,218	812,074	730,637	763,285
Jul	166,437	145,907	146,422	978,511	876,544	909,707
Aug	151,069	141,613	143,907	1,129,580	1,018,157	1,053,614
Sept	130,366	120,930	127,126	1,259,946	1,139,087	1,180,740
Oct	130,960	118,637	121,085	1,390,906	1,257,724	1,301,825
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	226	172	4488
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	112	137	2621
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	23,307	376,698	193,414	231,542
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	8,861	107,378	73,910	86,485
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 October 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	2,393,615	2,348,224	2,204,824	45,390	1.9%	615,299	20.8%
Wages	901,515	728,147	620,457	510,679	107,689	14.8%	281,058	31.2%
Fringe Benefits	1,101,023	917,519	871,051	944,227	46,469	5.1%	229,972	20.9%
Security Provided by the County - EMS	30,000	22,500	12,288	0	10,212	0.0%	17,712	0.0%
TOTAL PERSONNEL SERVICES	4,996,061	4,061,781	3,852,020	3,659,730	209,760	5.2%	1,144,041	22.9%
LIBRARY MATERIALS	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
CORE EXPENDITURES								
Supplies, Maintenance & Services	172,525	143,771	112,254	124,048	31,517	21.9%	60,271	34.9%
Insurance	17,910	17,910	38,505	18,390	(20,595)	-115.0%	-20,595	-115.0%
Utilities	113,328	94,440	96,140	73,701	(1,700)	-1.8%	17,188	15.2%
Vehicle Expense	50,567	42,139	40,292	33,855	1,848	4.4%	10,275	20.3%
TOTAL CORE EXPENDITURES	354,330	298,260	287,191	249,993	11,069	3.7%	67,139	18.9%
INDIRECT COSTS	607,019	505,849	505,850	465,450	(1)	0.0%	101,169	16.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	6,027,410	4,935,890	4,715,061	4,445,174	220,829	4.5%	1,312,349	21.8%

Notes:

Personnel Services: Wages & Fringes under due to vacancies

Library Materials: -

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 81.89% of total budget
Actual expenditures YTD are 78.23% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY
PERIOD ENDING October 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	433,895	403,886	391,959	30,009	6.9%	133,317	24.8%
Wages	312,043	252,035	215,872	192,031	36,163	14.3%	96,171	30.8%
Fringe Benefits	239,806	199,838	178,768	189,890	21,070	10.5%	61,038	25.5%
<hr/>								
TOTAL PERSONNEL SERVICES	1,089,052	885,768	798,526	773,880	87,241	9.8%	290,526	26.7%
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Supplies, Maintenance & Services	132,629	110,524	74,463	62,448	36,061	32.6%	58,166	43.9%
Insurance	6,325	6,325	6,325	6,324	0	0.0%	0	0.0%
Utilities	49,682	41,402	36,723	34,621	4,678	11.3%	12,959	26.1%
<hr/>								
TOTAL CORE EXPENDITURES	188,636	158,251	117,511	103,393	40,739	25.7%	71,125	37.7%
INDIRECT COSTS	289,609	241,341	241,340	179,800	1	0.0%	48,269	16.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<hr/>								
TOTAL BUDGET	1,587,297	1,305,359	1,177,378	1,077,073	127,982	9.8%	409,919	25.8%

Notes:

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

Library Materials: -

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 82.24% of total budget
Actual expenditures YTD are 74.18% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON - PRELIMINARY
PERIOD ENDING October 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	34,717	40,196	35,276	5,479	15.8%	(1,464)	-3.5%
Fines and Overdues	73,000	60,833	70,162	61,475	9,328	15.3%	(2,838)	-3.9%
Interest	3,500	2,917	16,243	1,727	13,326	456.9%	12,743	364.1%
Donations and Fundraisers	2,100	1,750	7,685	7,262	5,935	339.2%	5,585	265.9%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
Miscellaneous Revenue	265	221	1,036	382	815	369.0%	771	291.0%
TOTAL OTHER REVENUE	200,025	179,937	205,321	195,122	25,383	14.1%	5,296	2.6%
TOTAL REVENUE	1,960,981	1,940,893	1,966,277	1,697,188	25,384	1.3%	5,296	0.3%
EXPENDITURES								
Library Materials	477,575	393,882	341,722	262,744	52,160	13.2%	135,854	28.4%
Services and Charges	72,495	59,323	50,069	45,603	9,253	15.6%	22,426	30.9%
Supplies	28,032	23,360	19,483	17,164	3,877	16.6%	8,549	30.5%
Miscellaneous	17,490	14,725	18,661	20,321	(3,936)	-26.7%	(1,171)	-6.7%
Transfers and Reimbursements	1,356,982	1,130,818	1,332,681	1,154,597	(201,862)	-17.9%	24,301	1.8%
Capital Outlay	10,923	9,876	9,936	9,801	(60)	-0.6%	987	9.0%
TOTAL EXPENDITURES	1,963,498	1,631,984	1,772,551	1,510,230	(140,567)	-8.6%	190,947	9.7%
REVENUE OVER EXPENDITURES	(2,517)	308,909	193,726	186,958	(115,183)		196,243	

NOTES:

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

Total Revenue: Budgeted revenues YTD are 98.98% of total revenue
 Actual revenues YTD are 100.27% of total revenue
 Interest higher than budget due to increase in interest rates
 West Whiteland appropriation to be mailed out at the end of November.

Expenditures: Any physical materials funds not encumbered by November 30th will be shifted to eBooks. Working with staff to ensure all funds are spent by the end of the year.

Total Expenditures: Budgeted expenditures YTD are 83.12% of total expenses
 Actual expenditures YTD are 90.28% 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 October 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	6,042	6,000	5,000	(42)	0.0%	(1,250)	-17.2%
Charges	11,830	9,858	11,776	12,288	1,917	19.4%	(54)	-0.5%
Fines and Overdues	24,700	20,583	21,298	22,861	714	3.5%	(3,402)	-13.8%
Interest	45	38	1,586	133	1,548	4128.3%	1,541	3423.6%
Donations and Fundraisers	530	442	864	2,059	422	-	334	62.9%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	80	67	4	123	(62)	-93.4%	(76)	-94.5%
TOTAL OTHER REVENUE	64,435	57,029	61,527	62,464	4,498	7.9%	(2,908)	-4.5%
TOTAL REVENUE	165,428	158,022	162,520	149,464	4,498	2.8%	(2,908)	-1.8%
EXPENDITURES								
Library Materials	147,472	121,366	94,290	92,349	27,075	22.3%	53,181	36.1%
Services and Charges	7,140	5,950	6,109	3,674	(159)	-2.7%	1,031	14.4%
Supplies	6,400	5,333	4,355	3,587	978	18.3%	2,045	32.0%
Miscellaneous Expense	2,940	2,450	1,860	2,332	590	24.1%	1,080	36.7%
Capital Outlay	3,309	3,209	1,338	1,482	1,871	58.3%	1,971	59.6%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	167,261	138,309	107,952	103,423	30,356	21.9%	59,309	35.5%
REVENUE OVER EXPENDITURES	(1,833)	19,714	54,568	46,041	34,854		56,400	

NOTES:

Twp Revenue:

Other Revenue:

Total Revenue: Budgeted revenues YTD are 95.52% of total revenue
 Actual revenues YTD are 98.24% of total revenue
 Interest higher than budget due to increase in interest rates

Expenditures:

Any physical materials funds not encumbered by November 30th will be shifted to eBooks. Working with staff to ensure all funds are spent by the end of the year.

Total Expenditures: Budgeted expenditures YTD are 82.69% of total expenses
 Actual expenditures YTD are 64.54% of total expenses

As of 10/31/2023

<u>CCL Fund Balance Report</u>	<u>Balance</u>
Operating Funds	
001 CCL	\$ 160,282.33
043 Hankin	\$ 44,829.07
Total Operating Funds	\$ 205,111.40
Reserve Funds	
004 Technology Fund ¹	\$ 154,250.32
400 Chester Cty Library Capital Reserve	\$ 97,321.59
410 Chester Cty Library Program Fund ²	\$ 200,759.06
450 Hankin Library - Capital	\$ 231,356.01
451 CCL & Hankin Materials	\$ 144,314.47
Total Reserve Funds	\$ 828,001.45
Grants - Friends of the Library	
091 I & R Services	\$ 18,206.89
903 Capital Fund	\$ 101,405.45
Total CCL Friends	\$ 119,612.34
943 Friends of Henrietta Hankin Branch	\$ 13,376.08
Total Friends Funds	\$ 132,988.42
Grants and Appropriations	
002 Community Foundation - Grants	\$ 9,497.98
100 CCL County Materials Fund	\$ 35,960.20
104 CCL Trust - Grants	\$ 46,585.48
109 Hankin County Materials Fund	\$ 11,571.41
132 Glaxo-Smith Kline Science in the Summer	\$ 235.09
Total Grants and Appropriations	\$ 103,850.16
Special Funds	
003 Helen Russell Memorial Fund	\$ 7,386.64
105 CCL Community Day	\$ 4,034.02
106 CCL & Hankin Museum Passes	\$ 360.00
107 CCL & Hankin Author Events	\$ 3,376.41
096 Tote Bags	\$ 5,595.24
Total Special Funds	\$ 20,752.31
500 District Center Aid Funds	\$ 957.75
510 County Coordination Aid	\$ 123,865.23
TOTAL ALL FUNDS	\$ 1,415,526.72
Endowment Funds	
090 Chester County Library Trust	\$ 2,214,163.26
CCL Endowment Funds	
090 Chester County Library Trust	\$ 2,315,081.95

1. \$125,000 was approved by Board in August for approved DCA epenses to be paid from Technology Fund

2. 410 First Resource CD was not renewed but a Money Market in the amount of \$113379.23 was opened at TD bank



November 2023

To: Board of Directors, Chester County Library and Henrietta Hankin Branch
Re: Memo regarding Appointment of Acting Director of CCL

Recommendation: Appointment of Acting Director for CCL

As Library Director Mary Gazdik's last day of employment is November 22, 2023, Board of Trustee approval is needed to appoint Joseph Sherwood, Executive Director, Chester County Library System as Acting Director of Chester County Library and Henrietta Hankin Branch.



Date: November, 2023
 To: Board of Trustees, Chester County Library
 From: Mary Gazdik, Director, Chester County Library
 Re: Strategic Initiatives Funding Request, 2024

Priority	Project/Item	Description/Goals/Outcomes	Frequency	Estimated Cost	2023 Request	Possible Tr
1	eMaterials	Increase eMaterials collection for CCL/Hankin and the system to help meet the increasing demand. One of the goals of the 2019-2023 County Strategic Business Plan is to increase circulation of downloadable and streaming collections.	Annually	\$65,000	\$65,000	Website Trust page; n flyer; library display w
2	Museum Passes	Purchase additional museum passes for CCL and Hankin to both expand number of venues as well as increase number of passes to heavily used venues. Expand family learning experiences outside of the library. Also includes \$1800 for LibraryInsight management software annual fee. One of the goals of the 2019-2023 County Strategic Business Plan is to increase the usage of collections serving diverse populations, which includes the museum passes.	Annually	\$14,000	\$12,000	Website Museum Pass newsletter article; Tru promotional materials display wall
3	Programming at Hankin & Chester County	Sponsor adult programs with relatively well-known authors and presenters with unique skills and expertise in order to attract new users, promote awareness of library services, and fundraise at CCL. Sponsor special events, adult and children's presenters for the Hankin Branch. One of the goals of the 2019-2023 County Strategic Business Plan is to increase attendance at programs held for diverse populations. Includes Zoom licenses at \$2,420 for virtual programming, development programs offered by Member Libraries, \$4925 for Adult programs at CCL & \$4,000 for HH programs.	Annually	\$11,345	\$9,100	Website pages and pro Programs and Services Workshops, and Trust announcements at be programs; library disp
4	Citizen Science Kits	2 new Science Kits for Chester County Library's collection (\$300) and Science Kits for a new collection at the Hankin Branch (\$1300).	Annually	\$1600	\$800	Website Trust page; n display wall
5	StoryWalk®	The StoryWalk® is installed along a ½ mile paved walkway in Exton Park surrounding two playgrounds and a picnic area. The project consists of 20 reading stations, each featuring a page in a children's storybook, which promotes health	Annually	\$3,600	\$3600	Website Trust page, n display wall; StoryWal Recognition of the Pea

		and literacy in young children by encouraging exercise and reading. This request includes 10 replacement plexiglass panels, which have become scratched and damaged due to the elements. The story is replaced three to four times per year. This project is supported yearly in partnership with the Pearl Foundation.				
6	Sewing Lab	<p>Each piece of the sewing lab allows us to offer the opportunity for users to learn how to create their own clothing, upcycle and repurpose garments and learn about sustainable fashion. Workshops will be geared to teens and may include an ongoing Fashion Club as well as a series of workshops and labs to take on Project Runway style challenges and a fashion show or display of garments created in the workshops. CreativeBug will be utilized for instruction and to guide workshops. The sewing machines and tables will be based at Hankin with the ability to be transferred to CCL for programs. Each library will have 2 of each size dress form for patrons and program attendees to use for their projects as they are not as easily transportable between locations.</p> <ul style="list-style-type: none"> • Janome HD3000 Sewing Machine (6) – \$3,054 • Sew Ready Folding Multipurpose Sewing Tables (6) - \$800 • Dress Forms – 4 Small & 4 Medium - \$952 • Sewing supplies and notions for projects - \$594 <p>The Ditto Pattern Projector and Pattern Library allows users to adapt patterns to their size and style by projecting the pattern directly onto the fabric. This will allow our users to come into the makerspaces, browse designs and plan their projects without having to deal with cumbersome paper patterns. CreativeBug includes tutorials and lessons on using the Ditto projector. A Ditto will be available at each library.</p> <ul style="list-style-type: none"> • Ditto Pattern Projector (2) - \$1600 • Ditto Pattern Library Subscription (2) – \$200 	One Time	\$7200	New Request	Website pages and pro services and makerspa articles; announcemen programs; library disp
7	Small Meeting Room Refresh @ Hankin	The current small meeting spaces has a mix of furniture that doesn't work for the rooms and the rooms are generally uninviting. As the small meeting spaces are extremely popular, we would like to refresh the rooms with modern, comfortable furniture, a fresh coat of paint, whiteboards, and one room equipped with hybrid meeting equipment.	One Time	\$16,875	New Request	Website Trust page; n media; signage in the
8	Library Speakers Consortium	The Consortium creates 2-3 online bestselling-author events per month which are streamed to patrons of every member library. These are live events with interactive Q&A sessions where participants can ask questions directly to the author. Books and authors selected will cover a wide range of fiction and non-fiction genres including historical fiction, contemporary fiction, romance, OwnVoices, poetry, business, personal growth, social justice, history, art, culture and more. The Library	Annually	\$6500	New Request	Website, social media promotional materials

		will have a microsite branded as CCL/HH and all author talks are “white-labeled” so they will look like they are coming directly from our library. All talks are archived for on demand access by patrons. Public viewing licenses are included providing the opportunity to screen the talks in-person and talks include an interactive Q & A session with participants. (Library Speakers Consortium (libraryc.org))				
9	Puzzle & Game Collection Start Up (Hankin)	Tabletop games and puzzles are popular at the Hankin Library. We are requesting funds to start a collection of puzzles and games to circulate. We are currently identifying popular games to start a collection similar to the one at CCL.	One Time	\$1500	New Request	Website Trust page; n media; book plates
10	World Languages Collection	Refresh our world languages collection for adults and children. Past Trust funding has allowed us to purchase sets in Hindi, Mandarin, Portuguese, Telegu, Russian, and Tamil. We have also purchased new Spanish titles (not in language sets). We have analyzed the current world languages collection to see which languages are the most popular. In addition, we looked at data from the American Community Survey on LANX (language other than English Spoken at Home) to identify languages in our collection we may be missing.	One Time	\$6,400	New Request	Website, social media, promotional materials
11	Flexible Kids Floor Seating (Hankin)	Flexible seating for young patrons and the young at heart. Easily transportable between meeting rooms and the story time room.	One-Time	\$3,680	New Request	Website Trust page; n media
12	Aunt Flow Menstrual Dispenser (HH)	To provides menstrual products free of charge to library users. The program has been highly successful at CCL and we would like to expand it to Hankin. The cost covers one dispenser and supplies for the year.	One Time	\$800	New Request	Website Trust page; n
13	Fitness Kits & Bike Desks	To promote a healthy community and encourage patrons to visit the many parks in Chester County or enjoy the outdoors at their homes, we would like to add Bike Desks at both libraries and offer a collection of circulating yard games such as Pickleball, Disc Golf, Bocce Ball, Croquet, etc.	One Time	\$2,500	New Request	Website Trust page; n media
14	English Literacy (CCL)	The Reference Department offers four English Conversation groups per month, along with program materials. This program provides outreach and connections with families that speak languages other than English at home.	Annually	\$6,150	\$3000	Website Trust page; n media
	Total Request			\$147,150		

Trust Request 2024

eMaterials - \$65,000

I would like to request funds for purchasing new eBook titles. Currently the Trust funds are the only funds available for purchasing new eBook titles. In the past few years the funds allocated in the CCL budget for eBooks has been used for CCL’s contribution to the system holds manager. The Holds Manager automatically purchases Overdrive titles once the threshold for holds has been met. This allows us to acquire high demand titles more quickly and lessen wait times for patrons. For 2023, the Trust gave \$65,000. I would like to request the same for 2024.

Museum Passes - \$14,000

Museum passes are one of the most popular library services. With Trust support we’ve been able to maintain a robust membership roster and expand our offerings to include the Intrepid Air & Space Museum Complex, the Guggenheim Museum and Natural History Museum in NYC. We are looking to expand even further as more museums offer library memberships. Two museums we can add are the Delaware Children’s Museum on the Wilmington waterfront and the National Watch and Clock Museum in Columbia, PA.

2024 Museum Pass Program Budget	
Existing Passes	\$12,500
Estimated Increase in Cost of Existing Passes	\$600
New Passes	\$900
Total	\$14,000

Programming at CCL & HHB- \$11,345

• **CCL Adult Programming - \$4,925**

It is our purpose that the Adult Programs at the CCL are designed to offer patrons a wide variety of quality programs that are intended to be educational, informational and/ or entertaining. Popular programs include local and general American history, science, nature and the environment, cooking, arts and crafts, musical concerts and local destinations such as museums and parks. We include wellness programs and financial workshops, as well as Medicare and Social Security programs.

Partnering with the Chester County History Center, we would like to be able to offer several of their programs at the library, as well as two local historians. We also plan a speaker who tells the local stories of the Revolutionary War by using an animated GIS mapping.

Musical concerts are always popular and we would like to add several to the program calendar in 2023, as well as a local auctioneer who presents a great “Antiques Road Show” program.

Virtual Yin Yoga class classes are well attended, drawing regulars and 3 to 4 new students every week. Attendance fluctuates, however continues to grow. Many of the regulars that attend are unable to get out to classes and this helps them stay healthy and well. They enjoy the classes and want them to continue.

In partnership with Longwood Gardens and their Community Read Program, this year we are looking to add local gardeners and authors to present live programs to support the gardening theme.

Also, in the planning stages is a local author showcase event, drawing local authors from the area to display their works and have the opportunity to discuss their work with library patrons.

We are requesting fund to help provide our patrons with these programs:

- Chester County History Center (2 at \$125 each) \$ 250.00
- Local Historians
 - Roger Arthur \$ 150.00
 - Mike Jesberger \$ 125.00
 - Bruno Vincent (Beatles/ Rock and Roll history) \$ 200.00
 - Mike Ivankovich (Antiques Road Sow) \$ 200.00
 - Sean Moir (Western Heritage Mapping) \$ 200.00
- Holiday Craft Show expenses \$ 400.00
- Musical concerts
 - Abe Orvadia (Jazz guitarist) \$ 400.00
 - Jay Smar (PA Coal Miners music) \$ 200.00
 - O’Rourke Family (Irish tunes and Sea Shanties) \$ 200.00
- Wellness Yin Yoga, Zia Wellness (2/month sessions) \$2000.00
- Local authors/gardeners \$ 400.00
- “Read Local: Local Author Showcase” \$ 200.00

Total for CCL: \$4,925

- **Programming funds for HHB:**

- Special events including...
 - Mah Jongg tournament \$100
 - Summer Reading kickoff event \$200
 - Multicultural holiday celebrations \$400
 - Jigsaw puzzle contests \$200
 - Health/wellness programs (yoga, tai chi, etc.) \$500
- Adult author/presenter prog including...
 - Author Janice Daly (March 2024) \$150
 - Programs by Museum pass partners \$400
 - Art supplies/craft program presenters \$400
 - Longwood Gardens Community Reads partner presenter(s) \$200-300
- Children’s special presenters including...
 - Malvern School of Music \$90/ea
 - Valotta Studios \$100/ea
 - Children’s Yoga \$50/ea
 - Indian Run Environmental Education \$85-200*/ea
 - Longwood Gardens Community Reads partner presenter(s) \$300-500

*depends on topic and audience age/size

Total request for HHB: \$4000

- **Zoom License request: \$2,420**

We continue to use Zoom for programs. Our virtual programming has been very popular with our patrons, and we are planning on continuing offering virtual programs going forward. Paying annually for Zoom saves us 17% over a monthly subscription. This cost includes 11 licenses.

SciStarter, Citizen Science Kits - \$1600

The SciStarter Citizen Science program which was initiated in April 2020 with Trust funding, has been a huge success. Several programs are being planned for 2024 that will educate patrons on the program and encourage the kits to be checked out. We would like to expand our collection of SciStarter Citizen Science Kits to include two (2) additional kits. We also will need to update, replace items and resupply some of the kits already in service.

- 2 new kits plus supplies for CCL \$300
- Starter collection for HHB \$1300
 - 2 Observing Pollinators kits
 - 2 Exploring Biodiversity kits
 - 1 Measuring Light in the Night kit

Sustainable Sewing Lab - \$7200

Each piece of the sewing lab allows us to offer opportunity for the community to create their own clothing, learn how to upcycle and repurpose garments and learn about sustainable fashion. Workshops will be geared to teens and may include an ongoing Fashion Club and include a series of workshops and labs to take on Project Runway style challenges to use their imaginations to bring their ideas to life to create fun garments they want to wear. The series will conclude with a fashion show or display of garments created in the workshops. The Sewing Machine Lab and tables will be housed at HHB but the portable nature of the equipment will make it easy to transfer to CCL for sewing workshops. As Dress Forms are less portable, each library will house 2 of each size to allow workshop participants and makerspace users to work on independent projects, display finished pieces and use in workshops.

The Ditto Pattern Projector and Pattern Library allows users to adapt patterns to their size and style by projecting the pattern directly onto the fabric. This will allow our users to come into the makerspaces, browse designs and plan their projects without having to deal with cumbersome paper patterns. A Ditto Pattern Projector and Library subscription will be located at each library's makerspace.

Ditto Pattern Projector (2) - \$1600

[Ditto Sewing Pattern Projector: How Ditto Works | Ditto \(dittopatterns.com\)](#)

The Ditto Pattern Projector makes it possible to adapt to any body measurement and make design changes on the fly. Simply launch the app and project your personalized pattern onto the included Ditto cutting mat and start cutting fabric in minutes. Includes a projector, set up beam, 36x24 inch cutting mat, rotary cutter, fabric weights (4), pattern target stickers, power cord, and cord covers.

Ditto Pattern Library Subscription (2) – \$200

Access to a library of patterns that are customizable and inclusive of many body sizes & shapes. Users can select and customize the pattern from the pattern library and use the Ditto Projector to project the pattern onto their selected fabric. Users can also upload their own pdf pattern files for easy cutting and use. Ditto is a CreativeBug partner which will allow us to maximize our usage of this library resource.

Janome HD3000 Sewing Machine (6) – \$3,054

The HD-3000 is a heavy-duty machine, perfect for a beginner or experienced sewist looking to do a wide range of sewing. This machine is ideal for a sewing lab as it can easily sew thicker materials or multiple layers of fabrics without running into the problems that are common on lesser machines. Hard carrying cases are included in the price of the machine.

Sew Ready Folding Multipurpose Sewing Tables (6) - \$800

Having a dedicated sewing table makes it much easier to learn to sew and complete projects. These tables are portable and can be stored when not in use.

Dress Forms – 4 Small & 4 Medium - \$952

Dress forms have multiple functions. For the sewing lab classes, they can be used adjust fit when it's impractical to try on the garment, for display of finished pieces in the library, as well as providing a greater opportunity and better understanding in designing by draping method, because the sewer can

change or alter the draping styles as many times as they want before cutting the fabric. 2 of each size will be kept at each library.

Sewing supplies and notions for projects - \$594

This includes scissors, cutting mats, rotary cutters, thread, special needle sizes and sewing machine feet. The workshops will focus on upcycling and repurposing garments keeping the amount of supplies needed minimal.

Small Meeting Room Refresh at HHB – \$16,874.55

The current small meeting spaces has a mix of furniture that doesn't work for the rooms and the rooms are generally uninviting. The tables are too big, the chairs don't slide underneath the table so you can't sit as close as you may like and the styles aren't coordinated so the rooms don't look put together. As the small meeting spaces are extremely popular, we would like to refresh the rooms with modern, comfortable furniture, a fresh coat of paint, whiteboards, and hybrid meeting equipment.

Three Muzo Kite folding/nesting tables	\$4,339.20
6 Movii Nester chairs w/ arms	\$3,455.40
6 Movii Nester chairs w/o arms	\$3,338.40
J.P. Jay installation fee	\$686.55
Two flat screen smart TVs	\$3,000.00
Two mounting kits	\$80.00
Two sound bars w/ integrated camera	\$1600.00
Two whiteboards	\$75.00
Incidentals (paint, painting supplies, cords, etc.)	\$300.00
Total	16,874.55

Library Speakers Consortium - \$6500

The Consortium creates 2-3 online bestselling-author events per month which are streamed to patrons of every consortium member library. These are live events with interactive Q&A sessions where participants can ask questions directly to the author. Books and authors selected will cover a wide range of fiction and non-fiction genres including historical fiction, contemporary fiction, romance, OwnVoices, poetry, business, personal growth, social justice, history, art, culture and more. The Library will have a microsite branded as CCL/HH and all author talks are “white-labeled” so they will look like they are coming directly from our library. All talks are archived for on demand access by patrons. Public viewing licenses are included providing the opportunity to screen the talks in-person and talks include an interactive Q &A session with participants. This resource can supplement existing book groups providing participants an opportunity to hear from an author they just read, create opportunities to offer well know author events at the library as well as provide a way for patrons to connect with authors from the comfort of their home. Author events are recorded and accessible to patrons after the event providing more opportunity for our patrons to engage with the programs even if they can’t attend the live stream.

Recent and upcoming authors include:

- Amor Towles – author of “The Lincoln Highway” talks about writing three international bestsellers
- Rick Steves – European Travel Tips and Tools with the popular guidebook author
- John Irving – A Lifetime of Writing: a conversation with the international bestselling author
- John Stamos talks about his new memoir “If You Would Have Told Me”
- Tiffany “The Budgetnista” Aliche bestselling author and award winning podcaster “Get Good with Money & Reach Your Financial Goals”
- Stephanie Land – a talk with the bestselling author of “Maid”

Puzzle and Game Collection for HHB -- \$1500

We currently offer a popular Open Play! Board and Card Game program as well as Mah Jongg and Bridge Clubs. We’d like to extend the opportunity for patrons to learn new games and share old favorites with their friends and families through a circulating puzzle and game collection. The would be similar to the collection started in 2023 at CCL. We are currently researching popular games to identify games that would be popular with our patrons.

World Languages Collection Refresh: \$6,400

We are requesting \$6,400 to refresh our world languages collection. The money would be divided up between the adult collection at CCL and HHB. Past Trust funding has allowed us to purchase sets in Hindi, Mandarin, Portuguese, Telegu, Russian, and Tamil. We have also purchased new Spanish titles (not in language sets).

Based on current collection statistics and language breakdowns (see below), we would use the money to purchase the following languages:

CCL

Refresh the following collections:

- Spanish
- Hindi
- Chinese
- Telegu
- Tamil

HHB

Order language sets in these languages to establish collections:

- Spanish
- Hindi
- Chinese

We will work with Public Relations to publicize our world language collections once the sets have been purchased.

Current Collection Statistics

CCL has collections in the following languages (includes 2023 YTD and total checkouts):

Language	Items in collection	2023 YTD Checkouts	Total Checkouts
Spanish	194	122	1764
Hindi (collection started in 2009)	77	75	887
Chinese (collection started in 2019)	72	62	638
Telegu (collection started in 4/23)	25	32	32
Tamil (collection started in 2019)	63	21	138
French	24	16	512

Russian (collection started 11/22)	25	15	15
German	14	5	359
Portuguese (collection started 12/22)	25	2	2

HHB does not currently have any adult foreign language material.

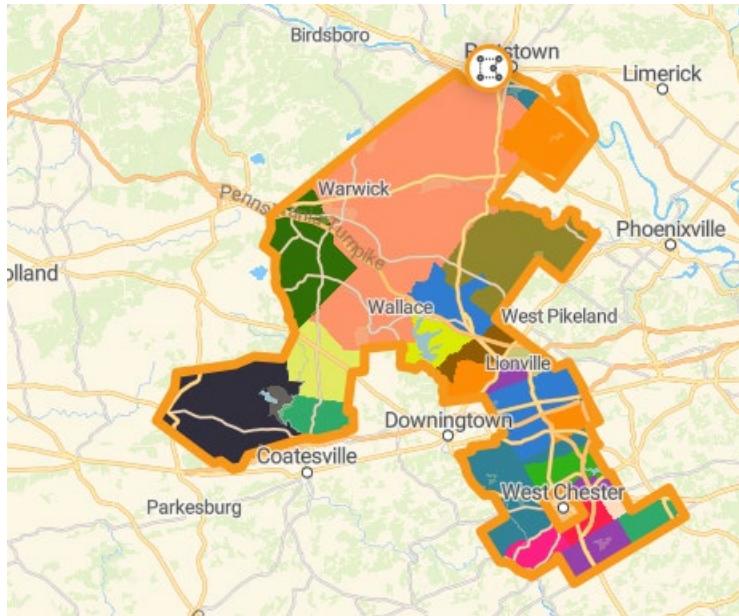
Chester County Language Data

American Community Survey 2021, Chester County: Language other than English Spoken at Home (LANX); showing languages with over 2000 community speakers

Language	Total Speakers
Greek	2309
Arabic	2514
Tamil	3185
Telegu	4414
Chinese	4452
Hindi	5402
Pennsylvania German	6122
Russian	6324
Spanish	32833
English only	438369

Policy Map (based on 2015 Census data)

Shows Predominant language spoken at home (not counting English and Spanish) breakdowns in CC/HH service areas:



Orange: Other Indic Languages

Dark Green: Tagalog

Light Orange: German

Blues: Chinese and other Asian languages

Black: Other West Germanic languages

Flexible Kids Floor Seating for HHB— \$3,680

These seats are easy to store and transport between meeting rooms, the story time room and other areas of the library where we may have the need to offer flexible seating for young patrons and the young at heart.

Cozy, cushioned chairs featuring a vinyl surface that's super-easy to wipe clean give kids flexible seating wherever they need it—and make cleanup a breeze for teachers! Plus, with adjustable back supports, the seats provide the right fit for every child. And, after kids are done working, just wipe the seats clean and lay them flat for convenient storage!

Each seat costs \$69.99. We are requesting a total of \$3680.00 (\$3,200 for the chairs and \$479.94 for shipping.)



Aunt Flow Dispenser & Supplies for HHB -- \$800

Studies have shown that 86% of women have started their period in public without the supplies needed, and two-thirds of low-income menstruators have had to miss work and other events due to not being able to afford period products. Currently in the US, menstrual products are not covered by food stamps or federally funded health programs like WIC (Special Supplemental Nutrition Program for Women, Infants, and Children) and SNAP (Supplemental Nutrition Assistance Program).

This is not only about offering free period products to those who face financial hardships, but also availability. Many women of all socioeconomic statuses have found themselves in need of a period product only to find there are none available in the bathroom. For a young girl who may find herself experiencing her first period while visiting the library, having a free dispenser available in the bathroom allows her access to period products without embarrassment of having to ask for help.

By having Aunt Flow in our library bathrooms, we would be providing the community with:

- Modern free-vend dispensers that are ADA-compliant and feature English, Spanish, and braille.
- Access to high-quality, sustainable period products made with organic cotton.
- The guarantee that any menstruator can walk into a Library bathroom and not have to worry if they start their period because period products are freely available.

Will people take more than they need?

When dispensers are first installed in bathrooms, there could be higher than normal usage, which then levels out over time once people learn that period products are not just a one-time luxury item but will be available ongoing. We offer toilet paper and paper towels for free without worrying about people taking more than they need, it should be the same for period products.

[Period. End of Story. | American Libraries Magazine](#)



Fitness Kits & Bike Desks - \$2500

To promote a healthy community and encourage patrons to visit the many parks in Chester County or enjoy the outdoors at their homes, we would like to add two (2) Bike Desks at both libraries and offer a collection of circulating yard games that may include:

- **Pickleball kits** contain a set of 4 graphite pickleball paddles, 4 balls (two for indoor and two for outdoor play), and a carrying case
- **Disc Golf Kits** Each kit contains everything you need including round-discs (driver, mid-range, putter) and a case
- **Bocce Ball Set**
- **Croquet Set**
- **Outdoor Connect 4**

The Flexispot Bike Desk offers an easy to set-up ergonomic option to help keep users productive and healthy while working of projects, enjoying a magazine or other seated tasks. The digital display keeps track of your speed, calories burned and time and the bike offers 8 resistance levels. The seat is fully adjustable and the bike is on casters making it easy to move to different locations in the library allowing staff to find the most popular spot for users. The spacious desk is roomy enough for a laptop and mouse.

Each desk is \$499.99

[V9 Desk Bikes - Part Standing Desk - Part Exercise Bike | FlexiSpot](#)



English Literacy @ CCL - \$6,150

Item	Description	Projected Cost	
Evening English Conversation Group	Twice monthly meetings at \$50 per meeting for conversation group facilitator; 24 meetings total	\$1,200.00	
Daytime English Conversation Group	Twice monthly meetings at \$50 per meeting for conversation group facilitator; 24 meetings total	\$1,200.00	
News for You Digital Subscription	English Language Learning Newspaper online subscription 1 year renewal: https://www.newsforyouonline.com/	\$350.00	Projected cost based on new pricing as of 9/1/23 + ~6%
News for You Print Subscription	English Language Learning Newspaper print subscription of 7 copies per week, 1 year renewal	\$200.00	Projected cost based on new pricing as of 9/1/23 + ~6%
ESL Book Club	Twice monthly meetings at \$50 per meeting for book club facilitator; 24 meetings total	\$1,200.00	
Pearson "Future" Workbooks	Workbooks for OIC tutees	\$2,000.00	
	TOTAL:	\$6,150.00	



November 2023

To: Board of Trustees, Chester County Library System & Chester County Library
From: Finance Committee
Re: Report on activities / Recommendations

Meeting Date: November 14, 2023

Recommendation: Credit Cards

It is the recommendation of the Finance Committee to authorize credit cards be opened. One will be for use at the Chester County Library under Jennifer Persick. The other will be for the Henrietta Hankin Branch under Meghan Lynch.

A Board motion for this approval is required.

Committee Updates

- CCL / HHB 2024 State Aid budget – The Finance Committee met and reviewed the first draft of the CCL / HHB budget. We requested some clarifications and staff is working on finalizing the draft. Additional work is needed regarding outside funds expenditures (Trust, Friends, CCCF) and collection expenditures for planning to meet the 12% collection expenditure.
- Staff is working on confirming the current status for 2023 and the 12% collection standard.
- Staff prepared a DCA projection and a 2024 CCA projection. At this time, moneys have not been distributed by the State. The initial \$125,000 from CCL for DCA purposes has been expended. All current bills are being held. The committee discussed this and with not having a timeline for money distribution, was not ready to recommend authorizing additional short-term funds. If this were to go into 2024, CCA spending and Chester County Library Cash flow will be issues. This will be a discussion item for the December CCLS/CCL Board of Trustees meeting.
- Internal Controls document – We reviewed the revised and updated internal controls document.
- Monthly payment review – We've added a process where the Treasurer will receive (monthly) a listing of all payments to vendors for review.
- First Resource CD was closed and the money was transferred to a Money market in TD Bank at the Treasurer's direction.
- Account signers are updated to Meghan Lynch and Joseph Sherwood for the TD Bank accounts.
- Business Office / Computer Services updated the check signing software with the new signature.
- We continue to work on resolving the Treasurer Bonding with County assistance.



Chester County Library and Henrietta Hankin Branch 2024 Holidays and Closings

New Year's Day	1/1/2024	Monday	Closed
Martin Luther King, Jr. Day	1/15/2024	Monday	Float (County Closed)
President's Day	2/19/2024	Monday	Float (County Closed)
Good Friday	3/29/2024	Friday	Float
Easter Sunday	3/31/2024	Sunday	Closed
Memorial Day Sunday	5/26/2024	Sunday	Closed
Memorial Day (observed)	5/27/2024	Monday	Closed
Flag Day (observed)	6/14/2024	Friday	Float
Juneteenth	6/19/2024	Wednesday	Closed
Independence Day	7/4/2024	Thursday	Closed
Labor Day Sunday	9/1/2024	Sunday	Closed
Labor Day	9/2/2024	Monday	Closed
Columbus Day	10/14/2024	Monday	Closed ¹ (County Float)
Election Day	11/5/2024	Tuesday	Float (County Closed)
Veterans Day	11/11/2024	Monday	Float (County Closed)
Thanksgiving Day	11/28/2024	Thursday	Closed
Day after Thanksgiving	11/29/2024	Friday	Closed
Christmas Eve	12/24/2024	Tuesday	Closed (County Open)
Christmas Day	12/25/2024	Wednesday	Closed
New Year's Eve	12/31/2023	Tuesday	Close at 6pm
New Year's Day	1/1/2025	Wednesday	Closed

¹ CCLS Staff Development Day

Board of Trustees 2024 Meeting Dates

(Chester County Library System Meeting is at 8:30am and Chester County Library Board meeting follows. Both meetings are in the Betty Burke Room of the Chester County Library and District Center unless otherwise noted, but will also be held via Zoom)

January 16

February 20

March 19

April 16

May 21 – Henrietta Hankin Branch Library (we have met their in May... could be a different month.)

June 18

July 16

August 20

September 17

October 22

November 19

December 17 (start time, 10am)

PA Primary Election April 23, 2024
PaLA Conference October 6-9, 2024
Election Day November 5, 2024

CCLS Libraries the Board has not visited in 2023 / 2024

- Atglen – no meeting room. Their board meets in the open area after hours
- Avon Grove – uses Municipal meeting room
- Chester Springs – small meeting room, would be VERY tight
- Downingtown – small meeting room, would be VERY tight
- Honey Brook – after renovation / addition
- Malvern – small meeting room, would be VERY tight
- Paoli – small meeting room, would be VERY tight
- Parkesburg – no meeting room. Their board meets in the open area after hours