

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, DECEMBER 19, 2023

CHESTER COUNTY LIBRARY/VIRTUAL

AGENDA

Meeting Location: Chester County Library & District Center – 450 Exton Square Parkway, Exton, PA 19341

Zoom Link: <https://us06web.zoom.us/j/83806926075?pwd=VWl4MDRyNHlEekRldEhDSk05VWtkZz09>

CALL TO ORDER, 11:00 AM (Burke Board Room/Virtual)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of November 21, 2023 (p. 2)
- Chester County Library Director Report (p. 7)
- Henrietta Hankin Branch Manager’s Report (p. 12)
- Development Director Report (p.15)
- Statistical Reports (p. 18)

FINANCIAL STATEMENTS

- November 30, 2023 Exton and Hankin Financial Statements (p. 21)
- November 30, 2023 Fund Balance Report (p. 25)

FOR APPROVAL

- Election of Officers
- CCL Board of Trustees 2024 Meeting Calendar (p. 26)

FOR INFORMATION/DISCUSSION

- Friends of the Chester County Library 2023 End of Year Wish List (p. 27)

REPORTS/CORRESPONDENCE

- President’s Report
 - Director’s Report (p. 7)
 - Branch Manager’s Report (p. 12)
 - Development Director Report (p.15)
 - 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, January 16, 2024, 9:30 AM – CCL Board Meeting (CCL/Virtual)

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Kennett Library/Virtual
November 21, 2023**

CALL TO ORDER, 10:13 AM

CCL Board Members Present: JoAnn Weinberger, President; Brian Taylor, Secretary; William Connor, Treasurer; Mark Carroll, Member at Large; Richard Hankin, Member at Large

CCL Board Members Excused: Michael Skay, Vice President; Emily Bless, Member at Large

CCL Staff Present: Mary Gazdik, Director; Meghan Lynch, Branch Manager; April Nickel, Youth Services Librarian

Chester County Staff Present: Erik Walshburger, Deputy Administrator; Vickie Brown, Senior Financial Analyst

CCLS Staff Present: Joe Sherwood, Executive Director; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Niki Kolb, Public Relations and Graphics Specialist; Agatha Lyons, District Consultant; Nicole Richards, Development Director

Others Present: Brad Peiper, Board President, Kennett Library; Jeff Yetter, Board Member, Kennett Library; Chris Manna, Director, Kennett Library

WELCOME AND INTRODUCTIONS

JoAnn Weinberger, President, called the meeting to order.

EXECUTIVE SESSION ANNOUNCEMENT: None

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

- October 31, 2023 Exton and Hankin Financial Statements
 - Budget is expected to be spent by the end of 2023. Some of the remaining budget is being spent on building maintenance and improvements. Mary Gazdik encouraged the CCL and HHB staff to get orders for their physical items in asap.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
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- October 31, 2023 Fund Balance Report
 - Joe Sherwood noted a typo on the Fund Balance Report (page 18 of the packet). The first total listed for Endowment Funds: 090 Chester County Library Funds is the correct total (\$2,214,163.26). The Fiscal Code for State aid has still not been passed. The next time the Senate and House are in session is December 11.

On motion made by Bill Connor, seconded by Richard Hankin, the October 2023 financial statements were accepted and filed for audit.

FOR APPROVAL

Appointment of Acting Director – CCL and HHB will need an Acting Director, as the current Director, Mary Gazdik, has resigned from her position. Joe Sherwood, Executive Director of CCLS, needs to be appointed as the Interim Director of CCL and HHB beginning on November 23, 2023. The position has been posted on various sites including Chester County, CCLS, CCL, and PaLA. JoAnn Weinberger has agreed to sit in on interviews if needed. Joe also explained the hiring process and how involved/at what stages the Board of Trustees will be involved during that process.

On a motion made by Brian Taylor, seconded by Bill Connor, the appointment of Joe Sherwood as CCL Acting Director was unanimously approved.

CCL Trust Requests – Mary Gazdik reviewed the list of funding requests for CCL from the CCL Trust.

- Nicole Richards explained that the CCL Trust uses 5% of their balance to fund the CCL and HHB funding requests. The total amount to fund all of the requests listed is more than the amount available from the Trust, the reason for which, Joe explained, is so the Trust has choices of which projects to fund.
- Some of the projects listed may be able to be funded by the Chester County Library Friends Organization if not funded by the Trust. Mary suggested the Maker in Residence and Teen Artist in Residence programs be funded by the CCL Friends as they were the ones who helped found those projects.
- JoAnn asked for clarity on which projects were considered a top priority to be funded in addition to the purchasing of eMaterials and Physical Materials. Mary suggested that projects that can benefit both CCL and HHB should be a priority.
- JoAnn asked how the Makerspace Refresh would be funded, and Mary said that a separate request will go to the CCL Trust for a special bequest to fund that.
- The Trust Board is meeting on December 13. All requests need to be compiled, reviewed, and prioritized before that time.

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
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On a motion made by Richard Hankin, seconded by Mark Carroll, the CCL Trust Requests were unanimously approved to be sent to the CCL Trust Board.

CCL/HHB Credit Card Updates - 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.

On a motion made by Bill Connor, seconded by Richard Hankin, the Finance Committee recommendation regarding CCL and HHB credit card updates were unanimously approved.

CCL and HHB 2024 Holiday and Closings Calendar – The proposed CCL and HHB 2024 Holiday and Closings Calendar was reviewed.

On a motion made by Richard Hankin, seconded by Bill Connor, the CCL and HHB 2024 Holiday and Closings Calendar was unanimously approved.

Presentation of the Slate of Officers – The Presentation of the Slate of Officers was moved from “For Information/Discussion” to the “For Approval” Section. Bill Connor presented the Slate of Officers for 2024 as follows: Mike Skay, President; Richard Hankin, Vice-President; Brian Taylor, Secretary; Emily Bless, Treasurer.

On a motion made by Bill Connor, seconded by Richard Hankin, the Slate of Officers was unanimously approved.

FOR INFORMATION/DISCUSSION

CCL Board of Trustees 2024 Meeting Calendar – The CCL Board of Trustees 2024 Meeting Calendar was reviewed. It will be submitted for approval at the December Board Meeting.

Programming and Background Checks – Joe Sherwood asked if the Board would be open to allowing Background Checks for programming to go into effect beginning January 1, 2024 and they agreed.

Chester County Annual Report Summary - Joe shared that CCL was featured in the County’s Annual Report Summary. It was passed around for attendees to look at.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
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REPORTS/CORRESPONDENCE

President’s Report – JoAnn congratulated HHB on their 20th Anniversary Celebration. She also thanked Mary Gazdik for her leadership, management, and fresh ideas she brought to the library. The Trust Annual Appeal letters have gone out and JoAnn reminded Board Members that an annual donation is part of their job description. JoAnn also shared about the Friends organizations and encouraged the Board Members to become members of the Friends as well. Lastly, JoAnn reminded the Board that the December board meeting starts at 10:00am and the holiday luncheon will be held with box lunches.

Director’s Report

- **Director’s Notes**
 - Very few staff vacancies within CCL
 - 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 Friends of CCL Book Sale was a huge success. They sold a record number of books totaling \$27,130.51.
- **Committee Reports**
 - **XYZ Committee** – The XYZ Committee is holding a sold-out Gingerbread House Decorating event on December 14. The waiting list is very long as well.

Branch Manager’s Report

- **Building Updates**
 - 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.
 - HHB has been in communication with Rose Valley Capital with regards to HOA dues and trash/recycling fees.
- **General Updates** - 20th Anniversary Celebration held on October 19 was a success. Door counts were about 70 people higher than the previous Thursday.
- **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.

**CHESTER COUNTY LIBRARY
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- **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.
- **Reference** – Librarians have been concentrating on ordering materials and planning programs into 2024.
- **Friends of the Henrietta Hankin Library Report** - Are working on ideas to increase fundraising capacity through means other than semiannual book sales.

Committee Reports

- **Finance Committee**

- Internal Controls Document – The revised and updated internal controls document was reviewed.
- 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 signatures.
- We continue to work on resolving the Treasurer Bonding with County assistance.

PUBLIC COMMENTS - None

Meeting Adjourned at 10:54 AM.

On motion made by Richard Hankin, seconded by Brian Taylor, the meeting was adjourned.



December 2023

TO: Board of Trustees
FROM: Joseph L. Sherwood, Acting Director, Chester County Library
RE: Chester County Library report for December 19, 2023

Building Updates & Maintenance Department

- General Department News
 - PSI (the plumbers) installed a new toilet and a new faucet in the restroom adjacent to the CCL Teen Zone.
 - Premium Power installed a new voltage regulator in the CCL generator. No more repairs are required at this time on this generator.
 - Assa Abloy completed the repair of Hankin’s exterior front doors. The mechanic suggested looking into a new controller.
- Departmental News
 - New Hires: Joseph Matias-Fonseca started on December 11 as the new FT Van Driver.
 - # of Department Vacancies: 1 - Part-Time Van Driver

Departmental Reports

Circulation Department

- General Department News
 - Barb Bailey provided Circulation Services overview for Coatesville Director, Amber Timlin, on November 21, as part of CCLS new director orientation.
 - Barb Bailey and Nancy Sapone co-hosted the CCLS Sierra Refresher Training, held in person at CCL on November 8, with close to 30 employees from member libraries in attendance.
 - Circulation staff member Bev Allen volunteered at the County Employee Health Fair event on Wednesday, November 1.
- Department Personnel
 - # of Department Vacancies: 0

Jacobs Technology Center (JTC)

- General Department News
 - The JTC Staff set up iPads for the Gaming Club and are planning activities and schedules
 - Programs
 - November 9, 13, and 30: Makerspace One-on-One – Remy Way
 - November 29: Make Your Own Holiday Gift Box Card – Jean Montgomery

- Department Personnel
 - Sara Lim Harden has been on Worker's Compensation since November 7 due to her injury at the Exton Park while assisting with the Story Walk on November 6. She received the necessary permissions to work remotely.
 - # of Department Vacancies: 0

Multimedia Department

- General Department News
 - All 2023 physical collection budget lines were spent by December 1st.
 - Stephanie and Jessie are finalizing the department's "library of things" project, which be will available in Lending Key for checkout starting December 20th. Staff will be notified when available, and we will be working with PR & Graphics on promotion.
 - Stephanie will be attending the Uwchlan Township Board of Supervisors meeting on December 19th.
- Department Personnel
 - # of Department Vacancies: 0

Public Relations/Graphics

- Graphics
 - For the month of November, we completed 94 graphic orders and 28,039 copies.
 - CCL/Hankin Impact Report for 2022 was completed.
 - A System Advertisement was designed and will run in January's "Best of the Best" issue of County Lines Magazine.
- PR
 - CCL received PA Forward™ Gold Star Recertification for 2024. HHB has Bronze Star certification until December 2024 and we will work on Silver Star status in early 2024.
 - Sent press releases for:
 - Holiday Craft Show promotion
 - Agatha Lyons receiving the Patricia Dobbin award
 - Toys for Tots donations concluded on Dec. 7.
 - Worked with Jenna Persick, April Nickel, and Melissa Kohl on crafting forms and a working spreadsheet for the program instructor background checks that are now required. Helping Pam to get information out to instructors scheduled for January.
- Adult Programs
 - The Holiday Craft Show had 50 vendors and almost 1800 patrons on Saturday, December 9. Vendors claim it to be their best, most profitable show of the year.
 - Medicare Open Enrollment appointments with PA MEDI is very popular as always.
 - Pennsylvanians for Modern Courts is very happy with our partnership
 - Built a partnership with the Philadelphia Flower Show
 - Longwood Gardens held its annual Community Read Kick-off.
 - Organizing a local author event to be scheduled in May 2024.
- Department Personnel
 - # of Department Vacancies: 0

Reference

- Statistics
 - Small Meeting Rooms - Used 223 times in by 104 users in November
 - CCL Museum Passes - Circulated 284 museum passes in November
 - HHB Museum Passes – Circulated 106 museum passes in November
- Department Personnel
 - Chester County Library's new Business & Career Librarian, Mikaila Strano, started Monday, December 11. Mikaila recently served as the Business Librarian at Lancaster Public Library and Circulation Supervisor before that.
 - The Reference Department welcomed its newest Part-time Reference Librarian, Jacob Crofoot, to its team. Jacob recently moved to Pennsylvania from New York where he served as an Adult Services Librarian with Clifton Park-Halfmoon Public Library.
 - # of Department Vacancies: 0

Technical Services

- General Department News
 - Assisted with Sierra Refresher Course (with Theresa Retzner, Barb Bailey, and Nancy Sapone) 11/8/23
 - Met with Amber Timlin (CO) for Technical Services overview (12/6)
 - Jenna Persick attended website accessibility training on 11/14
- Training - Presented training session on Create Lists for two Paoli library staff (11/16)
- Outreach - Responded to 2 Mail Order Delivery (MOD) Inquiries; added 1 new MOD patron. November # of materials distributed to the elderly and homebound through outreach services: 250
- Department Personnel
 - # of Department Vacancies: 0
 - One part-time staff member is out on medical leave; expected return is 11/15/23

Volunteers

- General Department News
 - A new Sorter Volunteer position was added for Youth Services.
 - Library Intern interviewed and placed for January 8, 2024 and will spend 124 hours between Youth Services and Reference.
 - CCL's Wish List was presented to the Friends of Chester County Library with about \$43,000 approved to be distributed throughout the departments. Additional requests will be made in January/February after quotes are received.
 - The Volunteer Luncheon was held on December 7 with great success.
- Department Personnel
 - New Volunteers: Two new volunteers will begin in January 2024
 - Total number of Active Volunteers – (including Friends of CCL) - 95
 - New Applications received in November - 9
 - Total number volunteers serving in more than one department in November – 8
 - Total November Library Volunteer Hours – 679.75
 - Total November Friends Hours – 115.5
 - Total November Volunteer Hours – 795.25
 - Total YTD Hours (Friends & Library Volunteers) -10.379.25

- **Friends of Chester County Library**

- **New Officer** – Alex Draper, President
- CCL's Wish List was presented to the Friends of Chester County Library with about \$43,000 approved to be distributed throughout the departments. Additional requests will be made in January/February after quotes are received.
- Book Sale dates are set for April 12-14, 2024

Youth Services

- **General Department News**

- Year-end materials purchasing is complete
- District Youth Services - All meetings have been scheduled along with 4 optional trainings in January-March
- Happy Noon Year! Sunday, December 31, 11 am – 12 pm, before the library is open
- Decodable books (NOT part of the Muth grant)
 - Books have been sorted and packaged, ready for processing
 - Each set will include scope and sequence for recommended use
 - Meeting with Jenna Persick and Linda Nicholson on 12/18 to determine cataloging requirements
 - Shifting materials in youth services to create a dedicated space

- **Department Personnel**

- New Hires: Kristina Winter (Page) accepted position (12/7)
- Resignations/Terminations: 1 - #0721, Dianna Sanislo (11/10/23)
- # of Department Vacancies: 2 - PT Librarian and PT Library Assistant

Committee Reports

Chester County Employee Engagement Committee - This committee met on November 14 and are currently working on revising the County's Dress Code/Dress Down Day policy, and evaluating ideas regarding employee hiring and retention and the County Wellness Incentive.

Community Engagement Committee - A meeting was held 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. We calculated an extra \$2000 would need to be added to the CCL Public Relations advertising budget to cover the costs for this in 2024.

Community Engagement Leadership Team - The Community Engagement Leadership Committee met on November 7th to discuss an outreach program at J Creekside at Exton (apartment complex) aided by the Youth Services Outreach Librarian, a Vaccine Drive with the Chester County Immunization Coalition, the submission of an ad in Pridely Community Guide, plans for Women's History Month in March, and 2024's budget.

EDI Committee - Worked with the hearing loop contractor and contacted CCABVI regarding the large print bibles from the Friends. The last CCL EDI committee meeting was on November 28.

Incident Response Plan Coordination Team - CCL and HHB PIC meeting was held November 8th. PIC training for Hankin new employee Pam Shauger is scheduled for January 4 at Hankin, and training for additional CCL and Hankin new hires will be held in February.

Innovative Ideas Committee - Meeting held on Nov. 1, 2023. Social Media Calendar posts were designed for January 2024. Niki sent press release regarding Agatha Lyons receiving the Patricia Dobbin Award to Rob Leshner to send out to PaLA members.

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

Maker in Residence Committee - Maker-in-Residence (MiR): The committee has reviewed and interviewed all applicants for Fall MiR. As a group, we have determined that none of the current applicants meet the standards that we would expect from a residency candidate. As a result, the next MiR is planned for spring, 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 15 spaces are reserved, with a long wait list, so it is a very popular program.

Director's Notes

- We received the 2023 donation from West Whiteland Township. This was for \$19,000 and was funded with ARPA funds. This will show up on the books in December.
- The County Facilities Department is working with Peter Greulich and other staff to assemble and install the bike shed, repair station and rack.
- The County is coordinating a 'refresh' on the two former sorting rooms behind the Circulation Desk One will become a rentable public meeting space and the other sorting room will become staff offices to clear space on the balcony.
- The County is planning to replace the carpet on the rear steps (near the Teen area) and the central hallway from the lobby to the rear elevator before the end of 2023.
- I'll be taking some possible services and facilities ideas to the Board Facilities & Strategic Plan committee for review.
- The management team will be meeting (normally) the Wednesdays after the Board meetings. Agendas and minutes will be distributed beforehand. This is planned as a 1-hour decision making meeting with recommendations being developed outside of the meeting and then brought to the group.
- A CCL Policy Review process has been developed and will be distributed at the December Management Meeting so that there can be staff input on policies prior to their going to the Board Policy Committee.
- The Program Policy Implementation Team has a few questions that will be going to the Policy Committee for interpretation.
- I'll be scheduling 1-on-1 meetings with all of the Management Team to review current project status, issues/concerns and future goals/objectives. I'll be reviewing staff committee composition as part of this to review workload.
- The County has opened the Employee Input Form Process (self-evaluation), which will be required of all CCL and HHB staff.. 2023 Employee Performance Reviews will take place in the first quarter of 2024.
- The 2022 CCL/HHB Impact Report is in final review. I expect we will start on 2023's early in 2024 while it is fresh in everyone's mind.



December 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 Updates

- Assa Abloy made several service visits to address an issue with the front (parking lot side) door not closing properly and the automatic doors not opening. The doors are currently functioning.
- We have been working with County Facilities staff to address numerous issues with our cleaning service provider.
- We will be changing our hot beverage service provider to Purple Penguin Vending in the new year. They are also our vending machine provider.

General Updates

- Statistics
 - November door counts were down slightly from October and were 15% higher than November 2022.
 - Circulation of physical and electronic materials was down slightly from October and was 10% higher than November of 2022.
 - Meeting Room usage in November decreased both terms of hours used and total bookings.
- The CCL Trust has generously agreed to fund...
 - A refresh of our small meeting rooms in 2024 to make them more attractive to today's workforce and better meet the technology needs of our users.
 - A CCL/HHB subscription to the [Library Speakers Consortium](#), and funds to use for eMaterials, Museum Passes, and programming at both libraries.
- We received a bevy of lovely compliments during the "I'm thankful for my library because..." campaign.
- We held another successful "Toys for Tots" donation drive to assist Chester County families in having a happier holiday season. Magic Memories Child Development Center and Weatherstone Flats assisted in promoting the library as a donation drop.
- Volunteer Supervisors from Reference and Youth Services assisted with planning and execution of the Volunteer Holiday Luncheon.

Departmental Reports

Circulation (Report by Charlotte Marron, Circulation Manager)

- We are currently re-labeling our Young Adult, Large Print and Mystery Collections with stickers that align with what is used on CCL's collection to ensure processing and the patron experience is more uniform between the buildings.
- In the new year we will be moving ILL processing from Reference to Circulation.
- Several members of our Circulation team have been planning/helping with programs during December.
- Staff updates:
 - We filled our full time Library Assistant II position and she started on December 4th.
 - We filled a Part Time Library Assistant position and she will start in January.
 - A staff member on Medical Leave was cleared by her doctor for a partial return to work. She hopes to resume her full time schedule the last week in December.

Makerspace

- We have been working with CCL staff to get our Gaming Clubs up and running in January. The supplies for these programs have been funded through a grant from the Video Game Clubs of America (VGCUSA.)
 - The HHB club will meet on the third Tuesday and fourth Monday of every month.
 - The CCL/HHB libraries will alternate who holds the monthly Saturday program.
- Our "Maker Monday" snowman craft was well received, with 17 participants.
- Sara and I are working on developing a waiver for Makerspace. This will need to go to the Solicitor's office for review.

Reference

- In November we held 4 virtual programs, 17 in-person programs, 5 hybrid programs, and 2 passive programs. Notable programs included a Let's Get Cooking (in person, 14 attendees), Intro to Rug Hooking (in person, partnership with the Brandywine Rug Hooking Guild, 24 attendees), and a SEPTA Key Card Sign-up (in person, partnership with Rep. Kristine Howard's office, 67 attendees.)
- We're working with West Vincent Township's Environmental Advisory Committee on a book discussion that will be held in February, 2024.

Youth Services

- We held 16 in person programs for children, 7 of which meet weekly or multiple times per week, and 4 passive programs. Notable programs included Family Storytime (all ages, 4 sessions, avg. 15 attendees per session), Time Travel Club (school aged, 17 attendees), and STEAM 7-8-9 (ages 7-9, 16 attendees.)

Friends of the Hankin Branch Library

- Holding their next meeting and holiday dinner on January 4, 2023, where I will present our requests for the first half of 2024, which will include yearly fish tank maintenance, Winter Family Read Aloud program funding, and professional development.

- The Friends of HHB have been recruiting and training more Book Nook volunteers in order to assist in managing donations, stock, and special sales.
- Donation Days will be held on the first Friday and Saturday of every other month starting in February.

Meetings & Trainings Attended

11/21	CCL/CCLS Board Meeting Community Engagement Committee meeting
11/22	Meeting with Mary Gazdik and Joe Sherwood re: Trust requests and facilities planning
11/23-24	Library closed for Thanksgiving
11/29	Coaching Your Employees to Improve Performance (ChesCo HR training)
11/30	County Strategic Plan meeting
12/4	Gaming Club meeting w. Robbyn Kehoe, Atglen Library director
12/5	Achieving Equity When Implementing Policy training (CCLS training)
12/6	HHB Staff Morning Meeting Commissioners Appreciation Lunch
12/7	Volunteer Holiday Luncheon West Brandywine Township Board of Supervisors meeting
12/8	Gaming Club organizational meeting HHB Sunshine Committee meeting



December 2023

TO: Board of Trustees, Chester County Library and District Center
FROM: Nicole Richards, CCLS Development Director
RE: Report to the Board of Trustees

Annual Appeal

The Trust's 2023 Annual Appeal closed on October 31, 2023. Donations totaled \$47,504.00 from 307 donors, exceeding the \$40,000 goal. The 2024 Annual Appeal was mailed to 5,770 patrons in early November. The goal is \$50,000.

Grant Update

- Received: \$5,000 for eMaterials from M&T Bank
- Pending: \$6,500 from The Pearl Foundation for Story Walk and more.

Bequest

The Trust received a bequest of \$5,000 on November 2, 2023 from the estate of Joan W. Snapper. The bequest is unrestricted and has been deposited into First Resource Bank. The executor has agreed to have Joan's name added to the donor recognition wall.

2024 Donor Recognition Event

The 2024 CCL Donor Recognition Event has been proposed to take place for the June 2024 CCL Trust Meeting

2024 Speaker Series, Proposed

- January 24- David Moskowitz, Topic: Tampering with voting machines in 4 states including Pennsylvania after the 2020 presidential election was a conspiracy.
- Kevin Ferris: Local author of "No Greater Love: The Story of Michael Crescenz, Philadelphia's Only Medal of Honor Recipient of the Vietnam War."
- Oscar Israelowitz: "The Works of Frank Lloyd Wright" architectural series. Virtual \$250
- Lawrence Husick, topic to be determined
- William Woys Weaver- author of over 20 books and founder of The Roughwood Table, a non-profit dedicated to growing heritage food from heritage seeds. Their seed collection is the oldest private seed collection of Native American seeds in the United States. Fee to be determined.

December 2023

TO: Board of Trustees, Chester County Library and District Center
 FROM: Joe Sherwood, Acting Director, CCL
 RE: 2024 Trust Funded Projects

Project/Item	Description/Goals/Outcomes	Frequency	Requested	Granted
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 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	Annually	\$3,600	\$3,600
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	\$63,500
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	\$14,000
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. <i>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.</i>	Annually	\$11,345	\$11,345

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	\$15,375
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 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))	Annually	\$6,500	\$6,500
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	\$3,000
		TOTAL	\$123,470	\$117,320

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	119,507	1,513,765	1,373,453	1,421,332
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	208	177	4872
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	110	140	2721
Dec			

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	410	221	36.5	169.75	346
Nov	276	131	410	223	41	142	173
Dec	248.5	123			41	140.5	
Total	892.6	443	4135.7	2372	548.5	1360.1	2041

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	148	54
Nov	104.15	46	104.25	39
Dec	85.15	41		
Total	1060.5	374	1030.37	411

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	778	250.5	0	7514.25	1823.25	9337.5
Nov	679.75	115.5	0	795.25	1938.75	10379.25
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	21,162	408,502	211,392	252,704
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	8,530	116,507	81,326	95,015
Dec	8,289	5,246		124,796	86,572	

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

	2023 ANNUAL BUDGET	2023 YTD BUDGET	2023 YTD ACTUAL	2022 YTD ACTUAL	2023 YTD BUDGET VARIANCE	2023 YTD BUDGET VARIANCE %	2023 BALANCE	PERCENTAGE REMAINING
Salaries	2,963,523	2,621,578	2,576,680	2,431,266	44,898	1.7%	386,843	13.1%
Wages	901,515	797,494	683,517	565,710	113,977	14.3%	217,998	24.2%
Fringe Benefits	1,101,023	1,009,271	950,993	1,033,137	58,278	5.8%	150,030	13.6%
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	4,450,843	4,223,479	4,030,113	227,364	5.1%	772,582	15.5%
LIBRARY MATERIALS	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
CORE EXPENDITURES								
Supplies, Maintenance & Services	172,525	158,148	124,162	139,455	33,986	21.5%	48,363	28.0%
Insurance	17,910	17,910	38,505	18,390	(20,595)	-115.0%	-20,595	-115.0%
Utilities	113,328	103,884	106,026	81,698	(2,142)	-2.1%	7,302	6.4%
Vehicle Expense	50,567	46,353	45,102	38,966	1,251	2.7%	5,465	10.8%
TOTAL CORE EXPENDITURES	354,330	326,295	313,795	278,510	12,500	3.8%	40,535	11.4%
INDIRECT COSTS	607,019	556,434	556,435	511,995	(1)	0.0%	50,584	8.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	6,027,410	5,403,572	5,163,709	4,890,618	239,863	4.4%	863,701	14.3%

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 89.65% of total budget
Actual expenditures YTD are 85.67% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY
PERIOD ENDING November 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	475,218	436,387	428,267	38,831	8.2%	100,816	18.8%
Wages	312,043	276,038	239,488	214,597	36,550	13.2%	72,555	23.3%
Fringe Benefits	239,806	219,822	192,028	206,260	27,794	12.6%	47,778	19.9%
<hr/>								
TOTAL PERSONNEL SERVICES	1,089,052	971,078	867,903	849,123	103,175	10.6%	221,149	20.3%
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	121,577	89,273	67,508	32,304	26.6%	43,356	32.7%
Insurance	6,325	6,325	6,325	6,324	0	0.0%	0	0.0%
Utilities	49,682	45,542	40,253	38,552	5,289	11.6%	9,429	19.0%
<hr/>								
TOTAL CORE EXPENDITURES	188,636	173,443	135,851	112,384	37,593	21.7%	52,785	28.0%
INDIRECT COSTS	289,609	265,475	265,474	197,780	1	0.0%	24,135	8.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<hr/>								
TOTAL BUDGET	1,587,297	1,429,997	1,289,228	1,179,287	140,769	9.8%	298,069	18.8%

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 90.09% of total budget
 Actual expenditures YTD are 81.22% of total budget

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

	<u>2023 ANNUAL BUDGET</u>	<u>2023 YTD BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2023 YTD BUDGET VARIANCE</u>	<u>2023 YTD BUDGET VARIANCE %</u>	<u>2023 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	403,974	403,974	403,974	347,470	0	0.0%	0	0.0%
State Aid - Others	1,356,982	1,356,982	1,356,982	1,154,597	0	0.0%	0	0.0%
STATE REVENUE	1,760,956	1,760,956	1,760,956	1,502,066	0	0.0%	0	0.0%
Township Appropriations	9,500	9,500	0	19,000	(9,500)	0.0%	(9,500)	-100.0%
Charges	41,660	38,188	43,523	38,981	5,335	14.0%	1,863	4.5%
Fines and Overdues	73,000	66,917	76,356	68,458	9,439	14.1%	3,356	4.6%
Interest	3,500	3,208	16,433	1,842	13,224	412.2%	12,933	369.5%
Donations and Fundraisers	2,100	1,925	7,787	7,640	5,863	304.6%	5,687	270.8%
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	243	1,294	383	1,051	432.4%	1,029	388.2%
TOTAL OTHER REVENUE	200,025	189,981	215,393	206,304	25,412	13.4%	15,368	7.7%
TOTAL REVENUE	1,960,981	1,950,937	1,976,349	1,708,371	25,412	1.3%	15,368	0.8%
EXPENDITURES								
Library Materials	477,575	435,680	373,926	296,974	61,754	14.2%	103,649	21.7%
Services and Charges	72,495	64,559	53,642	47,107	10,917	16.9%	18,853	26.0%
Supplies	28,032	25,696	22,051	18,664	3,645	14.2%	5,981	21.3%
Miscellaneous	17,490	16,108	20,432	22,486	(4,324)	-26.8%	(2,942)	-16.8%
Transfers and Reimbursements	1,356,982	1,243,900	1,332,681	1,154,597	(88,781)	-7.1%	24,301	1.8%
Capital Outlay	10,923	10,400	9,936	9,801	464	4.5%	987	9.0%
TOTAL EXPENDITURES	1,963,498	1,796,342	1,812,667	1,549,629	(16,325)	-0.9%	150,831	7.7%
REVENUE OVER EXPENDITURES	(2,517)	154,594	163,682	158,741	9,088		166,199	

NOTES:

Other Revenue: 2023 TWP Appropriation of \$19, 000 from West Whiteland was received and will show in December 2023.

Total Revenue: Budgeted revenues YTD are 99.49% of total revenue
Actual revenues YTD are 100.78% of total revenue
Interest higher than budget due to increase in interest rates

Expenditures: Materials expenditures: Current review shows approximately \$70k is encumbered or on order to arrive by the end of 2023. Approximately \$30k will be spent on items that are in stock or e-materials.

Total Expenditures: Budgeted expenditures YTD are 91.49% of total expenses
Actual expenditures YTD are 92.32% 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 November 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	6,646	6,300	5,000	(346)	0.0%	(950)	-13.1%
Charges	11,830	10,844	13,019	13,516	2,174	20.1%	1,189	10.0%
Fines and Overdues	24,700	22,642	23,465	25,716	823	3.6%	(1,235)	-5.0%
Interest	45	41	1,586	133	1,544	3743.9%	1,541	3423.6%
Donations and Fundraisers	530	486	976	2,125	490	-	446	84.1%
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	73	4	123	(69)	-94.0%	(76)	-94.5%
TOTAL OTHER REVENUE	64,435	60,732	65,349	66,614	4,617	7.6%	914	1.4%
TOTAL REVENUE	165,428	161,725	166,342	153,614	4,617	2.9%	914	0.6%
EXPENDITURES								
Library Materials	147,472	133,502	104,491	107,099	29,011	21.7%	42,980	29.1%
Services and Charges	7,140	6,545	6,753	3,914	(208)	-3.2%	387	5.4%
Supplies	6,400	5,867	4,514	4,440	1,353	23.1%	1,886	29.5%
Miscellaneous Expense	2,940	2,695	2,142	2,452	553	20.5%	798	27.1%
Capital Outlay	3,309	3,259	1,338	1,482	1,921	58.9%	1,971	59.6%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	167,261	151,868	119,238	119,388	32,630	21.5%	48,022	28.7%
REVENUE OVER EXPENDITURES	(1,833)	9,857	47,104	34,226	37,247		48,936	

NOTES:

Twp Revenue:
Other Revenue:
Total Revenue: Budgeted revenues YTD are 97.76% of total revenue
 Actual revenues YTD are 100.55% of total revenue
 Interest higher than budget due to increase in interest rates

Expenditures: Materials spending is in process and should be on target. The current variance is encumbered items and items on order that we expect to arrive before the end of 2023. We have e-materials carts ready to expend if we end up short.

Total Expenditures: Budgeted expenditures YTD are 90.80% of total expenses
 Actual expenditures YTD are 71.29% of total expenses

As of 11/30/2023

CCL Fund Balance Report	Balance
Operating Funds	
001 CCL	\$ 133,199.46
043 Hankin	\$ 40,369.44
Total Operating Funds	\$ 173,568.90
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	\$ 17,206.87
903 Capital Fund	\$ 101,405.45
Total CCL Friends	\$ 118,612.32
943 Friends of Henrietta Hankin Branch	\$ 12,763.36
Total Friends Funds	\$ 131,375.68
Grants and Appropriations	
002 Community Foundation - Grants	\$ 9,497.98
100 CCL County Materials Fund	\$ 32,999.21
104 CCL Trust - Grants	\$ 38,878.66
109 Hankin County Materials Fund	\$ 8,566.97
132 Glaxo-Smith Kline Science in the Summer	\$ 136.26
Total Grants and Appropriations	\$ 90,079.08
Special Funds	
003 Helen Russell Memorial Fund	\$ 7,386.64
105 CCL Community Day	\$ 4,034.02
106 CCL & Hankin Museum Passes	\$ 400.00
107 CCL & Hankin Author Events	\$ 3,376.41
096 Tote Bags	\$ 5,595.24
Total Special Funds	\$ 20,792.31
500 District Center Aid Funds	\$ 955.68
510 County Coordination Aid	\$ 95,919.35
TOTAL ALL FUNDS	\$ 1,340,692.45
Endowment Funds	
090 Chester County Library Trust	\$ 2,214,163.26

1. \$125,000 was approved by Board in August for approved DCA expenses 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



CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Board of Trustees 2024 Meeting Dates

The Chester County Library System Board of Trustees Meeting is at 9:00am and the Chester County Library Board of Trustees 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 – Downingtown Library

June 18 – Hankin Branch

July 16 – Avon Grove Library

August 20

September 17 - Tredyffrin Public Library

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



Date: December 2023

To: Friends of the Chester County Library

From: Susan Walraed, Coordinator of Volunteer Services

Joseph Sherwood, Interim Chester County Library Director

Re: 2023 End of Year Wish List

After discussion with the Department Heads, we would like to request the following items for 2024 funding. We expect to have some additional projects in early 2024, but we are working to get quotes. Thank you for your consideration.

Annual Requests:

- 2024 Spring Volunteer Luncheon \$3,500
- Adult Library Programs \$2,250
- Movie License Renewal \$954
- Aquarium Maintenance \$2,500
- Maker/Teen Artist Residencies \$3,500
- Conferences & Professional Development \$10,000

Total \$ 22,704

One Time Requests:

- Struble Room Upgrades
 - Hearing Loop \$8,000
- Minecraft subscription of Gaming Club \$480
- Lunar New Year Lion Dancers, Decorations & Food \$800
 - Lunar Addition (K-Pop Trivia) \$200
- Multimedia Poster Refresh \$1,100
- JTC & Makerspace Equipment (see below) \$1,840

Total \$12,420

Annual Requests:

Adult Library Programs - \$2,250.00

In-person, hybrid and virtual library programs are an integral part of our library as they help to serve as an anchor to the community, helping to reach all county residents including underserved populations. Programs include presentations that inform, educate and entertain in a wide variety of topics, spanning areas both popular and obscure, free of charge. With the addition of virtual and hybrid programs, attending library programs has become easier for many of those who would otherwise not be able to participate.

In an effort to provide interesting, quality programs for the public, many of the speakers that we would like to have at the library charge speaker fees, whether virtual, hybrid or in person. We would kindly like to request **\$2250.00** from the Friends of the Chester County Library to help to fund our effort to keep programs at the library of the highest quality.

Examples of speakers we would like to have in 2024:

- Antiques Roadshow (very popular program) **\$300.00**
- Chester County History Center at \$125.00 a program **\$250.00**
- Local Historian Lectures at \$50 to \$200 per lecture **\$400.00**
- Live animal presentations at \$300.00 per program **\$300.00**
- Arts and Crafts programs for supplies. **\$500.00**
- Musical groups and entertainment usually charge between \$150 and \$300.00 per hour performance, aiming for one performance per quarter **\$500.00**

As can be seen, budgeted funds are quickly used up on diverse and quality presenters and speakers. Speakers contact me throughout the year to apply to present their programs at the library. I never know what may show up in my in-box. A grant from the Friends of the Chester County Library would be used to continue to offer even more diverse, quality educational, cultural, recreational, informational, and entertaining programs for the general public in Chester County.

Art Residencies - \$3,500

Funds to cover 1 Maker-in-Residence Fall program and 1 Teen Artist in Residence Summer programs. We would like to ask for funds to continue this program through 2024.

Teen Artist: Last summer we had 13 applicants for one teen artist so continuing the program to accommodate teen artists would continue the opportunity for teens to show their work and offer workshops for their peers and near peers.

Adult Artist: The adult Maker program is popular and greatly appreciated by patrons. We have attracted extremely talented people to apply for the opportunity to participate and continuing the program allows the staff to grow and continue to perfect the structure of the program as the 2nd floor redesign of the makerspace takes place.

We are requesting a stipend of \$500 for our inaugural Maker-in-Residence who has continued to assist us in this program.

Conferences and Professional Development - \$10,000

These funds will enable staff to attend professional conferences and trainings to enhance the programs and services offered to the community. 2024 conferences staff are interested in attending include:

- ALA LibLearnX in Baltimore, MD
- Computers in Libraries in Arlington, VA
 - Will Zhu has requested \$2900 to attend
- Public Library Association Conference in Columbus, OH
- ALA Annual Conference in San Diego, CA

Struble Room Upgrade – Hearing Loop System - \$8,000

Hearing loops deliver intelligible, distortion-free speech and sound in places of public accommodation where distance, ambient noise and challenging acoustics otherwise make listening and understanding with hearing aids and cochlear implants virtually impossible. Once installed they reliably deliver the cleanest sound to people with hearing loss—even to those with severe to profound hearing loss. Hearing loops are the foundation for hearing-friendly, inclusive spaces and once they are installed there is nothing the staff will need to do. Users can directly switch their hearing device to connect to the hearing loop system so there's no extra equipment needed for the system to work. Hearing loops will make our meeting spaces accessible to people with hearing loss who often complain of difficulty hearing in these spaces.

Minecraft for the Gaming Club - \$480

This will allow us to set up two Minecraft servers for Library gaming programs. 2 servers will allow 20-30 participants to join this popular world building game.

Lunar New Year Celebration - \$800

Last year's Lunar New Year celebration was a huge success with 250 people in attendance. We would like to request funds for a Lion Dance Troop as well as supplies and refreshments.

- Penns Lions Performers -\$601.24
- Decorations, craft supplies, etc. - \$198.76

Lunar New Year Addition

- Additional \$200 request for a K-Pop Trivia program the week of Lunar New Year? We will reuse some of the decorations from the trivia for the Lunar New Year celebration so it does apply to both events. The leftover refreshments can go to the big event too.

Multimedia Department:

(Estimated Total: \$1,051.42 – Requesting \$1,100 to account for shipping & price fluctuations
Prices that were pulled from Amazon.com are subject to change at any time.)

We would like to refresh our poster collection with more diverse film titles, and replace the poster frames that have all been broken over the years.

Additionally, we would like more acrylic holders for signage throughout the department.

- 25 Movie Posters with a focus in diverse films (24x36) – \$424.75 (\$16.99 each):
- Movie poster frames, pack of 7 x2 (24x36) – \$313.58 (\$156.79 each):
- Command Strips to hang poster frames on endcaps x 14 – \$166.74 (\$11.91 each):
- Acrylic Slatwall Sign Holders for Shelving Endcaps x 10 – \$91.90 (\$9.19 each):
- Acrylic Slatwall Displays - Clear Brochure Holder x 5 – \$54.45 (\$10.89 each):

JTC and Makerspace: Estimated Total \$1,840

- [Sizzix Big Shot Manual Die Cutting & Embossing Starter Kit](#) (6") | Cardmaking, Scrapbooking & Stencilling, White/Grey (\$199.99 from Amazon)

This is a hand crank equipment that doesn't require computer, designing, etc. This is a starter kit which comes with everything we need to start using it and hosting programs. The idea is to offer patrons with less or no technology experience alternative use the Makerspace. Even the ScanNCut was intimidated for specific patrons in certain demographics. Patron could purchase their own dies and embossing folders and bring in to the Makerspace to easily use the Sizzix machine to make cards/crafts without having to watch a ton of you tube videos to figure it out. Here is a sample:



Supplies - \$47.46

[12 Pieces Embossing Folders, Plastic Embossing Folders Template DIY Craft Paper Card Template Mold for Making Paper Cards Photo Album Wedding Decoration Scrapbooking 5.7 x 4.13 Inch](#) (\$17.99)

[DailyTreasures 4 Set Flower Metal Cutting Dies, 28Pcs 3D Flower Leaves Embossing Stencils Thanksgiving Christmas Craft Dies with 36Pcs Rhinestone for Album Scrapbooking Mother's Day Card Making](#) (\$10.99)

[BENECREAT 2pcs Cherry Blossom Dies, Spring Stencils with Text "Thank You" Metal Carbon Steel Cutting Dies for DIY Scrapbooking Photo Album Decorative Embossing Paper Card](#) (\$6.49)

[INFUNLY Word Die Cuts for Card Making Happy Birthday Metal Cutting Dies Word Cut Die Holiday English Words Die Cuts for DIY Scrapbooking Photo Album for Sizzix Spellbinders Gemini Die Cut Machine](#) (\$11.99)

- [SNAPMAKER 20W & 40W LASER MODULE WITH AIR ASSIST](#) (\$799)

This module is 4 times stronger than our 10W laser. We can cut deeper and faster and more types of materials.

- New Lending STEM Kits

Our current circulating STEM Kits are being checked out on a regular basis. Patrons asked for more updated and advanced kits.

- Raspberry Pi kits x 2 - $\$228.9 \times 2 = \457.8

[Main kit](#) (\$120)

[Peripherals](#) (\$30.95)

[Portable screen](#) (\$77.95)

- [Spintronics Act One, Act Two, & Power](#) Pack x 2 - $\$166.95 \times 2 = \333.9

A 1-to-1 kinetic equivalent to circuitry. Learning by playing.