

# CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

## MONTHLY MEETING

TUESDAY, MARCH 19, 2024

CHESTER COUNTY LIBRARY/VIRTUAL

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### AGENDA

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

**Zoom Link:** <https://us06web.zoom.us/j/82160359678?pwd=qDYBdqBiN1gH120VwkTrINkrB8BVaD.1>

**CALL TO ORDER, 9:30 AM (Burke Board Room/Virtual)**

**WELCOME and INTRODUCTIONS**

**ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)**

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of February 20, 2024 (p. 2)
- Chester County Library Director Report (p. 25)
- Henrietta Hankin Branch Manager’s Report (p. 31)
- Statistical Reports (p. 34)

**FINANCIAL STATEMENTS**

- February 2024 Exton and Hankin Financial Statements (p. 37)
- February 2024 Fund Balance Report (p. 41)

**FOR APPROVAL**

- Board Subcommittee for Sneaker Appraisal

**FOR INFORMATION/DISCUSSION**

- 2023 Website Expenditures/CCL Technology Fund (p. 42)
- Public Services Presentation – Citizen Science (Pam Marquette)

**REPORTS/CORRESPONDENCE**

- President’s Report
- Director’s Report (p. 25)
- Branch Manager’s Report (p. 31)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Committee Reports

#### Ad Hoc Committees

- Institutional Advancement
- Policy
- Sneaker Appraisal Committee
- Strategic Planning & Facilities

#### Standing Committees

- Executive
- Finance
- Governance

**ADJOURN**

### Upcoming Events

Friday, April 5, 2024 – Legislative Breakfast – Chester County Library

Tuesday, April 16, 2024, 9:00AM – CCL Board Meeting – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
**LOCATION: Chester County Library, Burke Board Room/Virtual**  
**February 20, 2024**

**CALL TO ORDER, 9:45 AM**

**CCL Board Members Present:** Michael Skay, President; Richard Hankin, Vice President; Brian Taylor, Secretary; Emily Bless, Treasurer; Mark Carroll, Member at Large; William Connor, Member at Large;

**CCL Board Members Absent:** JoAnn Weinberger, Member at Large

**CCL Staff Present:** Joe Sherwood, Acting Director; Meghan Lynch, HHB Manager; April Nickel, Youth Services;

**Chester County Staff Present:** Erik Walshburger, Deputy Administrator

**CCLS Staff Present:** Barbara Baugher, Finance Manager; Lauren Harshaw, CE & Advocacy Coordinator; Agatha Lyons, District Consultant; Nicole Richards, Development Director

**WELCOME AND INTRODUCTIONS**

Mike Skay, President, called the meeting to order.

**EXECUTIVE SESSION ANNOUNCEMENT:** An Executive Session regarding legal matters will take place on February 20, 2024.

**PUBLIC COMMENTS:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

*On motion made by Brian Taylor, seconded by Mark Carroll, the Minutes and Consent Agenda were unanimously approved.*

**FINANCIAL STATEMENTS**

- **January 2024 Exton and Henrietta Hankin Branch Financial Statements**
  - **County Budget for Exton Items of Note**
    - **Personnel Services** – \$855 of vacation payouts from 2023 continued into the first payroll of 2024.
    - **Supplies, Maintenance, and Services** - Ordered new heat pump in January. Expected delivery this week. \$2,714 due on delivery. Purchase and installation of the new charger for the Nissan Leaf for \$4,375.

**CHESTER COUNTY LIBRARY**  
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- **Utilities** - January PECO electric bill has not been received yet, and is therefore not included in the report (estimate \$1,100). We are also still waiting on the January VOIP county journal entry (estimate \$580).
- **County Budget for Henrietta Hankin Branch Items of Note**
  - **Personnel Services** - \$228 of vacation payouts from 2023 continued into the first payroll of 2024.
  - **Supplies, Maintenance, and Services** - Metropolitan Fire repair of the backflow preventer (\$1,298).
  - **Utilities** - January PECO electric bill received in February and therefore is not included in the January report (\$1,880). We are still waiting on the January VOIP county journal entry (estimate \$163).
- **State Budget for Exton Items of Note**
  - **State Aid** - State Aid Funds were received on February 6, 2024
  - **Transfer from Other Funds** - \$13,051 was transferred from the Technology Reserve (Fund 004) to bring the CCL (Fund 001) to \$0.00. \$13,051 will be transferred back to Fund 004 in February.
  - **Miscellaneous** - \$51 - Background check expenses. These will be reimbursed by the County at year-end.
  - **Capital Outlay** - \$4,871 - EBSCOhost payment
  - **Revenue Over Expenditures** - Budgeted expenditures exceed revenue by the amount of carryover \$2,009 from the 2023 Materials Budget (Fund 100)
- **State Budget for Henrietta Hankin Branch Items of Note**
  - **State Aid** - State Aid Funds were received on February 6, 2024
  - **Township Appropriations** - \$622 received from Upper Uwchlan Township. Anticipating an additional \$4,378 for a total of \$5,000
  - **Revenue Over Expenditures** - Budgeted expenditures exceed revenue by the amount of carryover \$460 from the 2023 Materials Budget (Fund 109)
- **January 2024 Fund Balance Report**
  - \$13,051 was transferred from the Technology Reserve (Fund 004) to bring the CCL (Fund 001) to \$0.00.
  - \$125,000 was transferred back from DCA (Fund 500) upon receipts of the DCA funds.
  - \$13,051 will be transferred back to Fund 004 in February from CCL Operating Fund 001.
  - \$13,645 will be transferred back to Fund 004 in February from CCA Fund 510.
  - \$100,000 was transferred back from DCA (Fund 500) upon receipts of the DCA funds.
  - \$100,000 was transferred back from DCA (Fund 500) upon receipts of the DCA funds in January.

**CHESTER COUNTY LIBRARY**  
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- \$13,645 was transferred from the Technology Reserve (Fund 004) to bring the CCA (Fund 510) to \$0.00.

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

**FOR APPROVAL**

**Appointment of the Board Subcommittee for Sneaker Appraisal** – Joe Sherwood shared that the sneakers found in CCL storage have been authenticated, but now need to go through the appraisal process. Mike Skay has volunteered to serve on the Sneaker Appraisal Subcommittee, as has Emily Bless, Richard Hankin, and Alex Draper, President of the Friends of the Chester County Library Board of Trustees.

**FOR INFORMATION/DISCUSSION**

**Pennsylvania State Ethics Commission Statement of Financial Interest** - Joe Sherwood distributed forms to each of the board members in attendance. Devon Dadoly will be responsible for distributing them to CCLS/CCL staff members, and Board members who were not in attendance at the February meeting.

**Public Services Presentation – Youth Services (April Nickel)** – April Nickel, Head of the Youth Services Department at CCL and District Youth Services Manager for CCLS, presented about Family Place Libraries. CCL has worked with Family Place Libraries, which empowers the families to, since February of 2023. April noted how Family Place Libraries has increased patrons’ use of the library, how beneficial it has been for families to meet and interact with other families at the library, and how it has expanded on services and resources the library is able to provide.

**REPORTS/CORRESPONDENCE**

**President’s Report:** None

**Director’s Report**

- **Director’s Notes**
  - 2023 Audit is in process.
  - Working with several vendors to get quotes for the Hankin Small meeting rooms and a staff office (with Meghan Lynch) and the new meeting room at CCL,

**CHESTER COUNTY LIBRARY**  
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relocating some staff offices and quotes for chairs & tables for the Struble room. (ongoing)

- Meeting with Melissa Kohl, Mikaila Strano, me and the Chester County Chamber of Business & Industry to discuss potential partnerships has been rescheduled.

- **Department Reports**

- **Building Updates and Maintenance Department**

- New Coffee machine installed at CCL in the Café.
- One of 3 HVAC pumps for the loop heat failed. Diversified Refrigeration replaced the spare. The pump was then rebuilt and another spare has been ordered so that there is now a spare for all 3 pumps.
- Charger has been installed for new EV vehicle for use by the Youth Services Outreach Librarian and has been highlighted in the Commissioners' Newsletter.

- **Multimedia Department** – Jessie Williams is leading the monthly Gaming Club.

**Branch Manager's Report**

- **General Updates**

- Joe Sherwood and Meghan Lynch have met with several furniture vendors to gather quotes for the Small Conference Room upgrades funded by the CCL Trust.
- A significant leak in the ceiling over the video game collection was discovered on January during a light rain. Peter Greulich found no evidence of water coming through the corrugated steel under the roof, but did see water coming underneath a steel beam below the roof. He has been in contact with roofers to address the problem.
- Annual performance evaluations have been written and reviewed by Joe. Meghan will begin meeting with staff to go over them in mid-February. The process is due to be completed in early March.

- **Makerspace Updates**

- The gaming club program utilizing the Nintendo Switch received a positive response, with 15 attendees who were interested in attending February's gaming club program.
- Working on coordinating new programs, including 1 on 1 sewing lessons and a Dungeons and Dragons program.

- **Youth Services** – Winter Read Aloud is going well.

- **Friends of the Hankin Library** - The first Donation Days of 2024 were held on February 2-3 and were very successful, with a lot of nice items coming in. The next donation days will be April 6-7.

**Friends of the Chester County Library Report**

- The Friends of CCL Book Sale is April 12-14, 2024.

**CHESTER COUNTY LIBRARY**  
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- Sneaker Appraisal Committee
  - Phil Knight’s signature on the sneakers was authenticated
  - Jordan Geller, the owner and curator of the ShoeZeum (world’s first sneaker museum), would like to present to the Board about his advice on how to move forward with the appraisal process.
  - The Sneaker Appraisal Board Subcommittee has been selected – Mike Skay, Emily Bless, Richard Hankin, and Alex Draper

**Committee Reports:** None

**PUBLIC COMMENTS** - None

**Meeting Adjourned.**

*On motion made by Richard Hankin, seconded by Mark Carroll, the meeting was adjourned.*



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# BUILDING FOUNDATIONS FOR EARLY LEARNING



# Family Place Libraries™

- Provides a developmental framework and comprehensive model for family centered library service
- Creates an institutional environment within the library that supports families and children beginning at birth.



# Rooted in Family-Centered Principles

Respect



Collaborate



Provide



Facilitate



Build



Partner



# Wiring of the Brain!

Birth  
25%



One Year  
75%



Three Years  
90%



# How Young Children Learn

- Relationships are at the core of learning
- Social-Physical-Intellectual-Creative-Emotional learning are inextricably linked
- Play = Learning
- The way adults interact with children makes a difference



# Core Components of a Family Place Library



Trained Staff



Parent Child Workshop



Collections



Specially Designed Spaces



Collaborations And Partnerships



Additional Programs For Babies & Toddlers

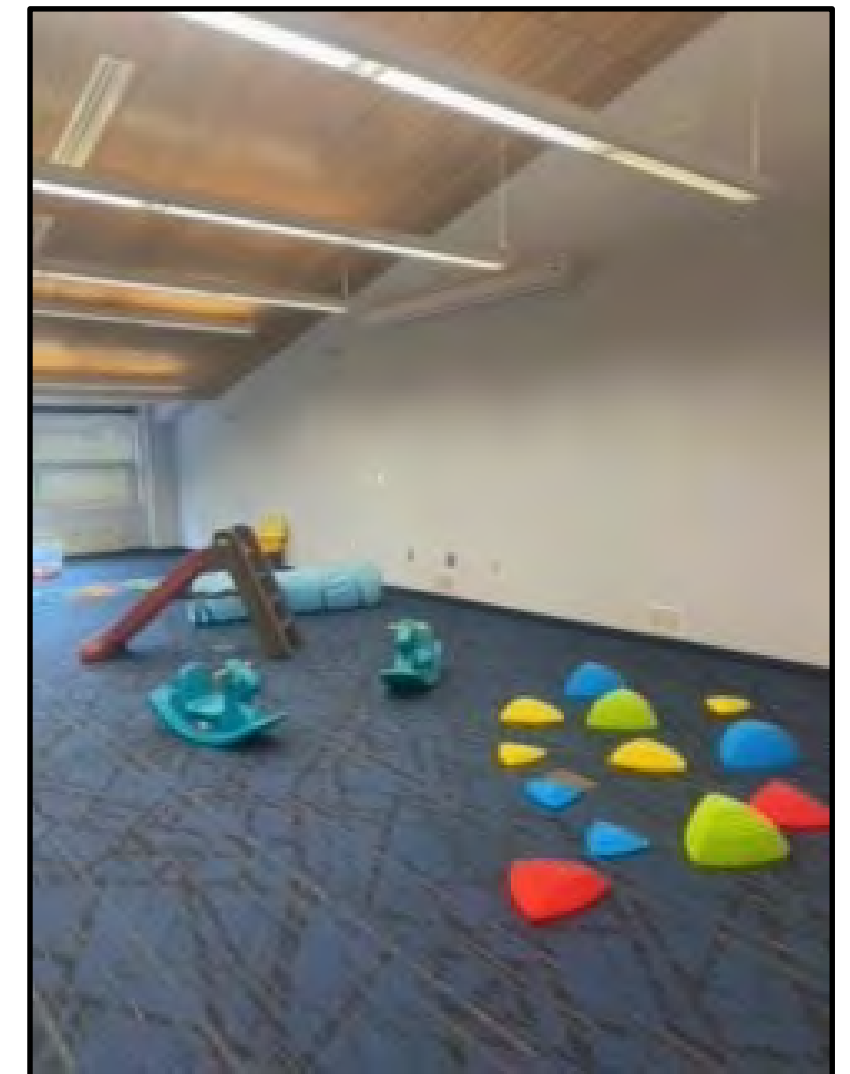
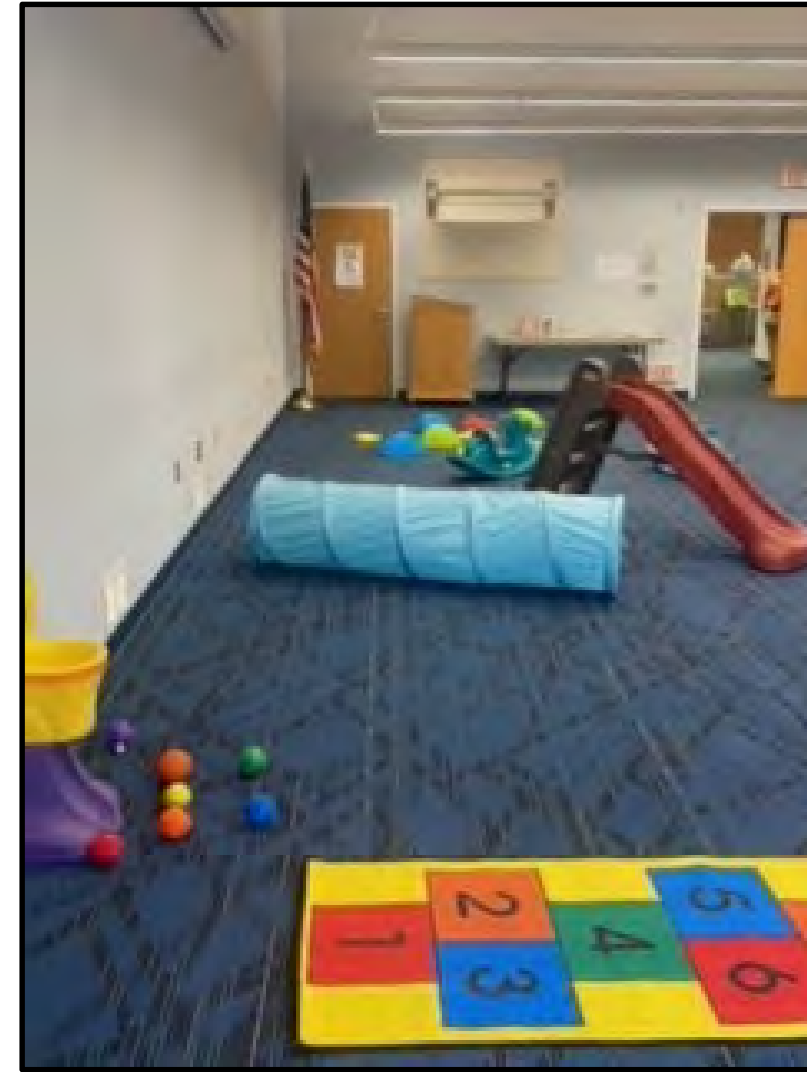


Outreach

# Staff Training

- In 2022 there was no Family Place certified staff at CCL.
- 2022 the Office of Commonwealth Libraries opened an application process for Family Place Libraries in PA who had been certified but no longer had trained staff.
- CCL applied and was awarded two spots to attend virtual retraining.
- Training focused on early childhood and parent education, building collaborative services with other family support agencies, creating a specially designed welcoming space for infants, toddlers, parents/ caregivers, reaching out to new and underserved families; developmentally appropriate programming for families with young children.





# Parent/ Child Workshop: Play & Learn



# Play-based & Informal

# Librarian serves as facilitator, early literacy and information specialist







# Community Resource Professionals

- Early Literacy
- Speech, Hearing, Language Child Development
- Nutrition
- Music, Play and Health

# Collections for Parents/ Caregivers & Children Beginning at Birth



# Public Space for Families & Young Children





# Public Space for Families & Young Children





# Why the Library?

- Trusted & inclusive institution
- Reliable, professional staff
- Information clearinghouse
- Community meeting place
- Service orientation
- Promotion of lifelong learning
- Engaged with families and the community
- Focus on developing Family Place services for families with young children
- Enthusiastic about collaborations and partnerships



# How You Can Help the Library Build Family Place

- Assist with reaching new audiences through sharing program information for Play and Learn, Story Time, and Open Play at the library as well as all library programs.
- Recommend and encourage resource professionals in Family Place Parent/ Child Workshop or other events
- Continue to encourage and provide training for library staff on topics relevant to Family Place (language development, diversity, marketing)

# FAMILY PLACE LIBRARIES™

April Nickel  
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610-344-5353



Danielle Stokes  
[dstokes@ccls.org](mailto:dstokes@ccls.org)  
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March 2024

TO: Michael Skay, President, Board of Trustees  
FROM: Joseph L. Sherwood, Acting Director, Chester County Library  
RE: Chester County Library Director's Report

### **Director's Notes**

- The County has several HR processes ongoing:
  - Halogen annual review process is now complete.
  - County is again reviewing job descriptions for all employees.
  - County is updating several HR policies and has asked for comments.
- Finance items –
  - 2023 annual close is complete.
  - The 2023 Audit is in process.
- Furniture quotes – Working with several vendors to get quotes for the Hankin Small meeting rooms and a staff office (with Meghan Lynch) and the new meeting room at CCL, relocating some staff offices and quotes for chairs & tables for the Struble room. (ongoing)
- Working on priority list for the Facilities and Strategic Planning Committee. (no update)
- Working with the Solicitor's office and County Administration on organizational setup issues (no update).

### **Departmental Reports**

#### **Building Updates & Maintenance Department (Peter Greulich)**

- General Department News
  - PSI (the plumbers) installed a new flush valve in the toilet in the 2nd floor CCL Ladies Restroom.
  - Diversified Refrigeration delivered a new circulating pump for CCL. Now have one spare pump for each of the three circulating pumps in use.
  - Ground Fault Circuit Interrupter electrical receptacle has been replaced at CCL
  - There has been an infrequent but persistent leak above Circulation during heavy rain-storms. Peter Greulich removed old caulk on the roof and recaulked where there were gaps.
  - Photos of faucet and shut-off valves in HHB Processing Room sink have been sent to PSI for a replacement quote.
- Departmental Personnel
  - New Hires: 1 – Chad Groves, PT Van Driver/Custodian (3/18 start date)
  - # of Department Vacancies: 0

#### **Circulation Department (Barb Bailey)**

- General Department News
  - All Circulation staff members have registered accounts with the new County password portal.

- Nancy Sapone attended the Bradford Heights Elementary School Literacy Night event with Youth Services librarian, Julie Darnall, on February 21.
- Circulation staff members' annual employee performance appraisals were completed, meetings with employees conducted, and reviews signed-off in Halogen by February 29.
- Department Personnel
  - # of Department Vacancies: 0

**Jacobs Technology Center (JTC) (Sara Lim Harden)**

- General Department News - Remy Way is in communications with East Coast Hearing Loops to schedule the installation in the Struble Room. On 2/1, Remy Way gave a One-on-One Makerspace Session on Digitizing.
- Programs and Events
  - Lunar New Year Event - Jean Montgomery, Will Zhu and Steph Parker designed and put together the Lunar New Year-themed crafts for the celebration event on 2/18.
  - Gaming Club - In February, they hosted Dungeons and Dragons, Minecraft, Pokémon, and board games with Jessie Williams of the Multimedia Department.
  - Build a Better Book - Remy Way hosted a series of Build a Better Book programs in February. The newly structured programs reintroduced the Build a Better Book to the community. A few participants are discussing forming a Braille study group after completing the programs.
  - Puzzle Swapping Event hosted by Jean Montgomery (1/13) - Positive public comment about the event: "Please pass on my thanks to the persons who organized and staffed the puzzle exchange in January. It was a lot of fun meeting other puzzlers. I was able to reduce my stash of puzzles while picking up many free ones. I hope this will be an annual event."
- Professional Development - Steph Parker attended the 2024 Frontline online training on 2/07 and 2/14. Sara Lim Harden attended the Understanding and Addressing Microaggressions training on 2/29.
- Department Statistics
  - Makerspace: 46.5 open hours and 43 visits
  - Usage: 3d Printer – 13 uses; 3d Pen – 1 use; Digitization – 3 uses
- Department Personnel
  - # of Department Vacancies: 1 – PT Library Assistant. Interviews have been scheduled.

**Multimedia Department (Stephanie Sharon-Missanelli)**

- General Department News
  - Staff are working on recreating binge boxes, which will be available in late Spring.
  - New puzzle collection has shown to be popular.
  - The newly formed monthly Gaming Club is gaining in popularity.
- eMaterials
  - The British TV & Cinema and Episodic PLUS packs on Kanopy have been doing well. (SEE APPENDIX 1)
  - Curated collections for website and the reading rooms have been updated.
  - Stephanie Sharon-Missanelli met with the Midwest Tape/Hoopla rep.
- Department Personnel
  - # of Department Vacancies: 0

**Public Relations/Graphics and Adult Programming (Niki Kolb)**

- Graphics

- 71 graphic orders and 10,204 copies completed in February.
- System Advertisement will run in the April "Summer Camp and Outdoor Living" issue of County Lines Magazine.
- Designed a series of magnets and decals for the promotion of CCL and CCLS.
- Working on designing a Billboard for CCLS for display from 3/18 – 5/18, campaign graphics for National Library Week (April 7-13), and designing program booklets for Legislative Breakfast (4/05)
- PR
  - Sent press release for Solar Eclipse events at CCL to VISTA, Daily Local, MyChesco, and Patch.
  - Working on the 2024 Marketing Plan for CCL and overarching CCLS initiatives.
  - Working on typesetting and layout for the 2023 Impact Report.
  - Working on the Commissioner's Proclamation for National Library Week that will be presented to CCLS at the Legislative Breakfast on April 5th.
  - Working with Susan on the promotion of Spring Book Sale and Volunteer Appreciation Week.
- Adult Programs
  - AARP Tax-Aide program has been extremely successful.
  - Began the Chester County Food Bank Program "Seed to Supper- Six weeks to a sustainable vegetable garden". Every class so far has been booked to capacity.
  - Pam Marquette is coordinating the "Total Solar Eclipse" event at Hibernia County Park on 4/08 with Chester County Parks and Preservation, the Chester County Astronomical Society, NASA Solar System Ambassador Don Miller, and "Timmy Telescope" Roger Kennedy. This program is also supported by grants for solar glasses and equipment from NASA@myLibrary, Space Science Institute and StarNet.
  - Pam is also working with Youth Services on a "Local Author Showcase" scheduled for 5/19.
- Department Personnel
  - # of Department Vacancies: 0

#### Reference (Melissa Kohl)

- General Department News
  - Melissa Kohl and Mikaila Strano attended SCORE's monthly meeting, where Melissa presented on the library's business services and resources. The presentation resulted in an uptick in one-on-one business sessions and requests to promote these services County wide. They also met with Citadel's Small Business Division.
  - Mikaila presented on the library's business services and resources at West Chester University, and met with Exton Region Chamber of Commerce and PA CareerLink.
  - Kelly Quigg attended many community organizations' meetings and coordinated another successful Lunar New Year celebration attended by 180 people.
- Department Personnel
  - Staff on Medical Leave: 1
  - # of Department Vacancies: 0

#### Technical Services (Jenna Persick)

- General Department News
  - All TS staff have completed the annual review process
  - Met with Mikaila Strano for business collection development overview
  - Finalizing selection list for Decodable Book Grant

- February Outreach
  - Mail Order Delivery (MOD): 113 items sent
  - Items distributed via deposits to older adult facilities: 138
  - Total # of materials distributed to the elderly and homebound through outreach services: 251
- Department Personnel
  - # of Department Vacancies: 0

#### **Volunteers (Susan Walraed)**

- General Department News
  - 1 Community Service volunteer and 5 Drop-in students are currently helping in Admin, Reference, and Youth Services.
  - Friends of CCL Spring Book Sale will take place on April 13-15, 2024.
  - Teen Summer Volunteer Applications have been posted and advertised.
  - Spring Volunteer Luncheon will take place on May 1 at Bonefish in Exton.
  - FTE Report completed
- Department Personnel
  - # of Active Volunteers – (including Friends of CCL) - 118
  - New Applications received in February - 6
  - # Volunteers serving in more than one department in February – 13
  - Total February Library Volunteer Hours – 811.50
  - Total February Friends Hours – 220
  - Total February Volunteer Hours (Friends & Library Volunteers) – 1,031.50

#### **Youth Services (April Nickel)**

- General Department News
  - Completed Youth Services Programming Plan draft with CCL & HHB YS programs.
  - New Century Club of West Chester has awarded \$1000 to the CCL YS Department. April Nickel will attend luncheon on April 9 at the West Chester Country Club, where 12-14 groups will be recognized and receive a donation.
  - Winter Read Aloud at CCL had 492 participants. Raffle basket was drawn on 3/12.
  - Smokey Bear Reading Challenge will be in May in conjunction with Henrietta Hankin Branch.
  - PaLA Conference: YS applied to present a program and applied for Best Practices award (teen).
  - Graphics is working on the PA One Book, Slugs in Love, for the story walk in Exton Park for the spring/summer as encouraged by Office of Commonwealth Libraries.
  - Working with Jenna Persick to finalize list for purchase for the decodable books.
- District Youth Services
  - All STEM Spark sessions are scheduled.
  - Science in the Summer application for Chester County Library, Chester Springs, and Downingtown is complete and waiting approval from SIS.
- Programs
  - Working with Pam Marquette on Local Author's event (5/19). Authors will be notified by 3/27.
  - Several Youth Services Eclipse Events are scheduled
- Department Personnel
  - New Hires: 2 - Shannon Hays (PT Librarian), and Savannah Whittenburg (PT Library Assistant). Both are anticipated start 4/1.

- Resignations/Terminations: 1 - 1 Amy Lisk (PT Library Assistant is transferring to Early Intervention on 3/11.
- # of Department Vacancies: 1 - PT Library Assistant – interviews in process

### **Committee Reports**

**Chester County Employee Engagement Executive Committee** (Nancy Sapone) - The committee met on February 8. They are currently working on a replacement for Halogen platform for annual employee appraisals, internal training for employees, and they continue to evaluate employee hiring and retention. Nancy will provide a presentation about library services at the March meeting of the general committee.

**Community Engagement Committee** (Sara Lim Harden) - On February 16, Rebecca Manuel and Sara Lim Harden hosted K-pop and K-drama Trivia funded by the Friends. The event was very well attended mostly by the teens and young adults. All of the attendees gave us extremely positive feedback and they all would love us to host the same event or other similar events. The head of local BTS community group attended the event and mentioned us on their Instagram. Sara Lim Harden and Will Zhu participated in the Lunar New Year celebration event on February 18.

**Incident Response Plan Coordination Team** (Barb Bailey) – The next CCL and Hankin PIC meeting is scheduled for Wednesday, March 13 on Zoom. PIC training is scheduled for Lindsey Colantuno (HHB) and Mikaila Strano (CCL) on March 20 at HHB. Barb Bailey will assist with the training. In the process of confirming dates and times for the 2024 Evacuation and In-Place Shelter Drills for both libraries.

**Maker-in-Residence Committee** (Sara Lim Harden) - Maker-in-Residence committee is working to finalize both the adult and the teen applications. The applications will be open in early March.

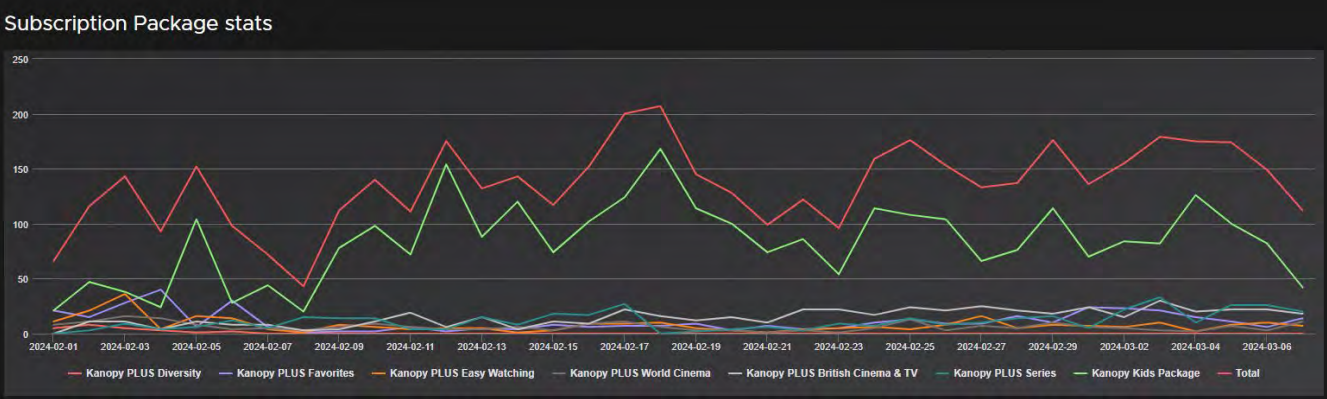
**Policy Review Committee** (Jenna Persick) – The committee met on 2/15, 2/20, and 2/21. Presented updates to the following policies at the 2/28 Department Heads meeting: Behavior Policy, Behavior Policy – staff guidelines, Copyright Policy, Electrical Equipment Use policy, Handouts Posting Policy, Social Media Policy

**Staff Engagement Committee** (Devon Dadoly) – The Committee met on 2/14 and began discussing ideas for this year's events. The first event is Pie Day on 3/14.

**XYZ Committee** (Emily Cackowski) – February's monthly meeting was cancelled due to weather-related site closure. "The Tons" Murder Mystery tea party was held in the Hankin Annex on 2/15 with lower attendance than anticipated – most likely due to the weather that week. The next committee meeting will be on 3/12 to review participant feedback on the February Murder Mystery event and discuss how to implement it going forward. The next Murder Mystery tea party is scheduled for May.

# APPENDIX 1

## Kanopy Statistics





March 2024

TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
RE: Report on the Henrietta Hankin Branch

### **Building Updates**

- Joe Sherwood and I have continued to meet with furniture vendors to gather quotes for the Small Conference room upgrades funded by the CCL Trust.
- Peter has continued to work with the roofers on addressing the leaks in both the library and the fitness center.

### **General Updates**

- Statistics - February door counts were 3% lower than January and 21% higher than February 2023. Meeting Room usage in February decreased both terms of hours used and total bookings.
- Charlotte and I met with all staff to review their annual performance evaluations. Charlotte Marron, Susan Farrell, and Tom Lally have started meeting more regularly with their counterparts at CCL in an effort to more closely align services between the two locations.
- I am working on getting our Library Speakers Bureau subscription active. We're hoping to have it up and running in April.
- Charlotte is working on creating a spreadsheet-based, customizable staff schedule for CCL similar to the one HHB currently uses.
- We are going to send out our e-Newsletter twice monthly. We are hopeful it will help make our program offerings more browsable by including fewer in each mailing.

### **Departmental Reports**

#### **Circulation (Charlotte Marron)**

- We are continuing to work our way through relabeling our mystery and large print section with the new stickers that align with what CCL uses.
- We are beginning to work on getting our Puzzle and Game collection into Lending Key so that we can begin our puzzle sharing program. We are hoping to have that live late March or early April.
- Three circulation staff members attended the "Turning Complaints into Compliments" training offered through Pennsylvania Library Association's Frontline Online program.

- Department Personnel
  - # of Department Vacancies: 0

#### **Makerspace** (Report by Tom Lally)

- Maker Monday programs included Groundhog Paper Bags, Valentine's Day Hearts, Popsicle Stick Hot Chocolate Mugs, and STEAM Gaming Club, all of which were well-attended.
- The STEAM Gaming club has generated much interest and Super Smash Bros has become a requested activity. We will run it again in March after having 15 attend our February program.
- Valentine's Day Cards (Monthly Program) was well received, with 11 appointments to teach users to create cards.
- The Valentine's Day Cards craft generated renewed interest in the Cricut, so we have decided to continue to using it for our March monthly craft, puzzle-making.
- Department Personnel
  - # of Department Vacancies: 0

#### **Reference** (Meghan Lynch)

- In February we held 18 in person programs, 4 hybrid programs, 2 virtual programs, and 1 passive program. Notable programs included a book discussion featuring Nature's Best Hope by Doug Talamy (in person/off site, partnership with West Vincent Township's Environment Advisory Council, 18 attendees), our Cookbook Club (in person, 19 attendees), and Lunch & Learn with Dr. Amy: Women's Heart Health (in person, 20 attendees.)
- We are partnering again with the AARP Tax Aide program to provide free tax preparation services. Appointments are available on Thursdays and Fridays through April 12.
- In February we booked 145 appointments and the AARP volunteers completed 123 tax returns, assisting 165 members of the community.
- Staff is planning programs to align with the Longwood Gardens Community Read, including a full week of gardening-themed programs in May.
- Department Personnel
  - # of Department Vacancies: 0

#### **Youth Services** (Susan Farrell)

- In addition to our story times, the YS department hosted several programs featuring outside presenters:
- Thirty-four attendees enjoyed a "Nature's Little Explorers" class which gave preschoolers the opportunity to meet a live animal, touch furs, feathers and scales, and learn about animals' different features that help them survive.
- "Read & Sing" presented by Miss Lynne, a music therapist. Fifty children and caregivers enjoyed this lively program that included stories, singing, and dancing.
- Our "Gaming at the Library" program gave kids in grades 5-8 an opportunity to hone their skills at fast-paced cooperative play with popular games like Ticket to Ride New York and Five-Minute Dungeons.
- Our themed scavenger hunts are always a hit with the kids (and their grown-ups, too!) During February, almost 400 kids had a blast with our space-themed hunt.



- We had a total of 165 families participate in our annual Winter Family Read-Aloud Program. When a family returns their reading log, they receive a raffle ticket for the grand prize and a free book. The drawing for the grand prize is Monday March 11.
- Department Personnel
  - # of Department Vacancies: 0

#### **Friends of the Hankin Branch Library**

- The next donation days will be April 6-7.
- Rescheduled the meeting planned for February 28th to March 19th.

#### **Meetings & Trainings Attended**

2/20	CCL/CCLS Board Meeting Community Engagement Meeting
2/21	HHB staff "Morning Meeting" Meetings (4) with staff to review performance evaluations
2/22	Meeting with JP Jay to discuss small meeting room updates Meetings (7) with staff to review performance evaluations Meeting with Joe Sherwood
2/27	Meetings (2) with staff to review performance evaluations
2/28	Department Heads meeting
2/29-3/5	Vacation
3/6	CCL Trust Board meeting
3/7	HHB staff "Morning Meeting"
3/12	PA State Library webinar: Annual Report Training—Reporting Year 2023 Meeting with Agatha Lyons and Jenna Persick to work on CCL/HHB Annual Report District Librarians Meeting
3/13	Persons-in-charge (PIC) meeting
3/18	Meeting re: Weekend schedules
3/19	CCL/CCLS Board Meeting Community Engagement Meeting

## CCL/HH Checkouts

Month	2019	2023	2024	2019 Cumulative Total	2023 Cumulative Total	2024 Cumulative Total
Jan	135,903	128,197	132,104	135,903	126,295	132,104
Feb	128,133	120,950	127,064	264,036	247,245	259,168
Mar	140,394	135,879		404,430	383,124	
Apr	129,971	122,582		534,401	505,706	
May	127,542	119,361		661,943	625,067	
Jun	150,131	138,218		812,074	763,285	
Jul	166,437	146,422		978,511	909,707	
Aug	151,069	143,907		1,129,580	1,053,614	
Sept	130,366	127,126		1,259,946	1,180,740	
Oct	130,960	121,085		1,390,906	1,301,825	
Nov	122,859	119,507		1,513,765	1,421,332	
Dec	118,069	116,365		1,631,834	1,538,509	

## Rotating Reads Checkout (CCL & HH)

Month	2023 CCL	2024 CCL	2023 HH	2024 HH	2023 Total (CCL & HH)	2024 Total (CCL & HH)
Jan	234	261	191	200	425	461
Feb	230	236	176	185	406	657
Mar	250		213		463	
Apr	239		212		451	
May	256		204		460	
Jun	262		213		475	
Jul	271		222		493	
Aug	267		239		506	
Sept	235		176		411	
Oct	226		172		398	
Nov	208		177		385	
Dec	206		170		376	

## Mail Order Delivery (MOD)

Month	2023 Mailed to Individuals	2024 Mailed to Individuals	2023 Older Adult Facilities	2024 Older Adult Facilities	2023 Cumulative Total	2024 Cumulative Total
Jan	121	110	134	145	255	255
Feb	111	113	148	138	514	506
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	108		104		248	

### CCL Meeting Room Statistics

MONTH	2023 # OF HOURS USED (SMALL)	2023 # OF RESERVATIONS (SMALL)	2023 # OF HOURS USED (PUBLIC)	2023 # OF RESERVATIONS (PUBLIC)	2024 # OF HOURS USED (SMALL)	2024 # OF RESERVATIONS (SMALL)	2024 # OF HOURS USED (PUBLIC)	2024 # OF RESERVATIONS (PUBLIC)
Jan	259.75	140	108.75	45	390	201	136	64
Feb	372.25	168	168.75	66	444	242	177	81
Mar	474	224	214.5	88				
Apr	366.25	192	360.25	71				
May	443.95	224	132.25	50				
Jun	361.5	189	133.5	50				
Jul	193	350	53	139				
Aug	443	226	121	50				
Sept	402	215	230	84				
Oct	410	221	346	81				
Nov	410	223	173	64				
Dec	344	197	522	249				
<b>Total</b>	<b>4479.7</b>	<b>2569</b>	<b>2563</b>	<b>1037</b>				

### HHB Meeting Room Statistics

MONTH	2023 # OF HOURS USED	2023 # OF RESERVATIONS	2024 # OF HOURS USED	2024 # OF RESERVATIONS
Jan	76.5	36	207	66
Feb	81	34	99	38
Mar	78.25	34		
Apr	84.7	40		
May	88.5	39		
Jun	90.5	33		
Jul	69.75	30		
Aug	128.75	41		
Sept	80.17	31		
Oct	148	54		
Nov	104.25	39		
Dec	136.5	40		
<b>Total</b>	<b>1166.87</b>	<b>451</b>		

### Volunteer/Friends Hours

Month	2024 Volunteer Hours	2024 CCL Friends Hours	2024 HBB Friends Hours	2024 Friends Hours Total (CCL + HBB)	2023 Cumulative Volunteer Hours (Vol + Friends)	2024 Cumulative Volunteer Hours (Vol + Friends)
Jan	744.5	232.75	0	977.25	695.75	977.25
Feb	811.5	220	0	1,031.50	1,343.25	2,008.75
Mar					1,975.00	
Apr					2,717.75	
May					3,388.25	
Jun					4,116.25	
Jul					5,083.75	
Aug					6,053.50	
Sept					6,736.25	
Oct					7,514.25	
Nov					8,309.50	
Dec					8,999.50	

## CCL Door Count

Month	2019	2023	2024	2019 Cumulative Total	2023 Cumulative Total	2024 Cumulative Total
Jan	36,441	19,283	21,691	36,441	19,283	21,691
Feb	34,793	20,123	23,704	71,234	39,406	45,395
Mar	38,496	23,656		109,730	63,062	
Apr	36,405	20,829		146,135	83,891	
May	33,223	20,281		179,358	104,172	
Jun	40,524	24,960		219,882	129,132	
Jul	46,845	28,771		266,727	157,903	
Aug	42,052	27,152		308,779	185,055	
Sept	33,777	23,180		342,556	208,235	
Oct	34,142	23,307		376,698	231,542	
Nov	31,804	21,162		408,502	252,704	
Dec	30,102	20,796		438,604	273,500	

Note -January through October 2022 are estimated due to the 1st floor construction project.

## HHB Door Count

Month	2019	2023	2024	2019 Cumulative Total	2023 Cumulative Total	2024 Cumulative Total
Jan	10,042	7,721	9,261	10,042	7,721	9,261
Feb	9,149	7,436	8,991	19,191	15,157	18,252
Mar	11,089	8,925		30,280	24,082	
Apr	10,582	7,821		40,862	31,903	
May	9,997	7,968		50,859	39,871	
Jun	11,644	9,703		62,503	49,574	
Jul	12,887	9,976		75,390	59,550	
Aug	11,313	10,064		86,703	69,614	
Sept	9,984	8,010		96,687	77,624	
Oct	10,691	8,861		107,378	86,485	
Nov	9,129	8,530		116,507	95,015	
Dec	8,289	9,548		124,796	104,563	

**Chester County Library And District Center  
County Budget Report - Exton Library - Preliminary  
Period Ending February 29, 2024**

	<b>2024 Annual Budget</b>	<b>2024 YTD Budget</b>	<b>2024 YTD Actual</b>	<b>2023 YTD Actual</b>	<b>2024 YTD Budget Variance</b>	<b>2024 YTD Budget Variance %</b>	<b>2024 Balance</b>	<b>Percentage Remaining</b>
<b>Personnel Services</b>								
Salaries	3,138,011	362,078	345,851	342,963	16,227	4.5%	2,792,160	89.0%
Wages	944,128	108,938	91,607	83,096	17,331	15.9%	852,521	90.3%
Fringe Benefits	1,099,025	183,171	158,749	162,160	24,422	13.3%	940,276	85.6%
Security Provided by the County EMS	30,000	-	-	-	-		30,000	100.0%
<b>Total Personnel Services</b>	<b>5,211,164</b>	<b>654,187</b>	<b>596,207</b>	<b>588,219</b>	<b>57,980</b>	<b>8.9%</b>	<b>4,614,957</b>	<b>88.6%</b>
Library Materials	70,000	17,500	17,500	17,500	-	0.0%	52,500	75.0%
<b>Core Expenditures</b>								
Supplies, Maintenance, and Services	161,350	26,892	28,162	11,710	(1,270)	-4.7%	133,188	82.5%
Insurance	17,354	8,677	7,677	8,955	1,000	11.5%	9,677	55.8%
Utilities	122,740	20,457	5,674	7,002	14,783	72.3%	117,066	95.4%
Vehicle Expense	54,853	9,142	4,318	5,377	4,824	52.8%	50,535	92.1%
<b>Total Core Expenditures</b>	<b>356,297</b>	<b>65,168</b>	<b>45,831</b>	<b>33,044</b>	<b>19,337</b>	<b>29.7%</b>	<b>310,466</b>	<b>87.1%</b>
Indirect Costs	672,617	112,103	112,102	101,170	-	0.0%	560,515	83.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
<b>TOTAL</b>	<b>6,310,078</b>	<b>848,957</b>	<b>771,640</b>	<b>739,934</b>	<b>77,317</b>	<b>9.1%</b>	<b>5,538,438</b>	<b>87.8%</b>

**Notes:**

**Personnel Services:**

\$855 of vacation payouts from 2023 continued into the first payroll of 2024.

**Supplies, Maintenance, and Services:**

Currently over the YTD budget due to the purchase of the new heat pump, repair of another heat pump, and the installation of the electric vehicle charger

**Utilities:**

Not included - PECO has informed us that they are running behind due to their account number update project

Not included - February VOIP, we are still waiting on the February county journal entry.

**Vehicle Expense:**

Not included - February lease expenses, we are still waiting on the February county journal entry.

**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.

**Chester County Library And District Center  
County Budget Report - Hankin Library - Preliminary  
Period Ending February 29, 2024**

	<b>2024 Annual Budget</b>	<b>2024 YTD Budget</b>	<b>2024 YTD Actual</b>	<b>2023 YTD Actual</b>	<b>2024 YTD Budget Variance</b>	<b>2024 YTD Budget Variance %</b>	<b>2024 Balance</b>	<b>Percentage Remaining</b>
<b>Personnel Services</b>								
Salaries	496,843	57,328	57,195	58,295	133	0.2%	439,648	88.5%
Wages	316,354	36,502	34,054	30,536	2,449	6.7%	282,300	89.2%
Fringe Benefits	202,816	33,803	29,268	32,202	4,535	13.4%	173,548	85.6%
<b>Total Personnel Services</b>	<b>1,016,013</b>	<b>127,633</b>	<b>120,516</b>	<b>121,034</b>	<b>7,117</b>	<b>5.6%</b>	<b>895,497</b>	<b>88.1%</b>
Library Materials	20,000	5,000	5,000	5,000	-	0.0%	15,000	75.0%
<b>Core Expenditures</b>								
Supplies, Maintenance, and Services	124,983	20,831	13,114	11,090	7,716	37.0%	111,869	89.5%
Insurance	6,000	3,000	3,000	3,162	-	0.0%	3,000	50.0%
Utilities	55,849	9,308	5,852	6,122	3,457	37.1%	49,997	89.5%
<b>Total Core Expenditures</b>	<b>186,832</b>	<b>33,139</b>	<b>21,966</b>	<b>20,374</b>	<b>11,173</b>	<b>33.7%</b>	<b>164,866</b>	<b>88.2%</b>
Indirect Costs	257,593	42,932	42,932	48,268	-	0.0%	214,661	83.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
<b>TOTAL</b>	<b>1,480,438</b>	<b>208,704</b>	<b>190,414</b>	<b>194,676</b>	<b>18,290</b>	<b>8.8%</b>	<b>1,290,024</b>	<b>87.1%</b>

**Notes:**

**Personnel Services:**

\$228 of vacation payouts from 2023 continued into the first payroll of 2024.

**Supplies, Maintenance, and Services:**

Encumbrance - Metropolitan Fire repair of the backflow preventer. \$1,298

**Utilities:**

Not included - February VOIP, we are still waiting on the February county journal entry.

**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.

**Chester County Library And District Center**  
**State Aid Budget Report - Exton Library - Preliminary**  
**Period Ending February 29, 2024**

	<b>2024 Annual Budget</b>	<b>2024 YTD Budget</b>	<b>2024 YTD Actual</b>	<b>2023 YTD Actual</b>	<b>2024 YTD Budget Variance</b>	<b>2024 YTD Budget Variance %</b>	<b>2024 Balance</b>	<b>Percentage Remaining</b>
<b>Revenue</b>								
State Aid	398,638	398,638	404,229	403,974	5,591	1.4%	5,591	1.4%
State Aid - Others	1,362,318	1,362,318	1,374,482	1,356,982	12,164	0.9%	12,164	0.9%
<b>Total State Revenue</b>	<b>1,760,956</b>	<b>1,760,956</b>	<b>1,778,712</b>	<b>1,760,956</b>	<b>17,756</b>	<b>1.0%</b>	<b>17,756</b>	<b>1.0%</b>
Township Appropriations	20,000	-	-	-	-		(20,000)	-100.0%
Charges	44,025	7,338	7,673	7,305	335	4.6%	(36,352)	-82.6%
Fines and Overdues	80,000	13,333	11,854	13,340	(1,479)	-11.1%	(68,146)	-85.2%
Interest	17,000	2,833	871	431	(1,962)	-69.3%	(16,129)	-94.9%
Donations and Fundraisers	3,200	533	1,355	3,095	821	154.0%	(1,845)	-57.7%
Transfer from Other Funds	-	-	13,051	-	13,051		13,051	
Transfer from County Materials	70,000	17,500	17,500	17,500	-	0.0%	(52,500)	-75.0%
Miscellaneous Revenue	1,570	262	813	57	551	210.6%	(757)	-48.2%
<b>Total Other Revenue</b>	<b>235,795</b>	<b>41,799</b>	<b>53,116</b>	<b>41,728</b>	<b>11,317</b>	<b>27.1%</b>	<b>(182,679)</b>	<b>-77.5%</b>
<b>Total Revenue</b>	<b>1,996,751</b>	<b>1,802,755</b>	<b>1,831,827</b>	<b>1,802,684</b>	<b>29,072</b>	<b>1.6%</b>	<b>(164,924)</b>	<b>-8.3%</b>
<b>Expenditures</b>								
Library Materials	486,783	81,130	63,915	51,982	17,215	21.2%	422,867	86.9%
Services and Charges	81,540	16,743	14,050	8,179	2,694	16.1%	67,490	82.8%
Supplies	28,905	4,818	780	3,817	4,037	83.8%	28,125	97.3%
Miscellaneous	23,890	3,982	4,046	3,822	(65)	-1.6%	19,844	83.1%
Transfers and Reimbursements	1,366,321	1,366,321	1,387,533	1,356,982	(21,212)	-1.6%	(21,212)	-1.6%
Capital Outlay	11,321	5,946	4,871	4,639	1,075	18.1%	6,450	57.0%
							-	
<b>Total Expenditures</b>	<b>1,998,760</b>	<b>1,478,940</b>	<b>1,475,195</b>	<b>1,429,421</b>	<b>3,745</b>	<b>0.3%</b>	<b>523,565</b>	<b>26.2%</b>
<b>Revenue over Expenditures</b>	<b>(2,009)</b>	<b>323,815</b>	<b>356,632</b>	<b>373,262</b>	<b>32,817</b>		<b>358,641</b>	

**Notes:**

**State Aid:**

State Aid Funds were received on February 6, 2024

**Transfer and Reimbursements:**

\$13,051 was transferred back to the Technology Reserve (Fund 004)

\$1,374,482 was transferred to the Member Libraries

**Revenue Over Expenditures:**

Budgeted expenditures exceed revenue by the amount of carryover \$2,009 from the 2023 Materials Budget (Fund 100)

**Chester County Library And District Center**  
**State Aid Budget Report - Hankin Library - Preliminary**  
**Period Ending February 29, 2024**

	<b>2024 Annual Budget</b>	<b>2024 YTD Budget</b>	<b>2024 YTD Actual</b>	<b>2023 YTD Actual</b>	<b>2024 YTD Budget Variance</b>	<b>2024 YTD Budget Variance %</b>	<b>2024 Balance</b>	<b>Percentage Remaining</b>
<b>Revenue</b>								
State Aid	99,660	99,660	99,660	100,993	-	0.0%	-	0.0%
Total State Revenue	99,660	99,660	99,660	100,993	-	0.0%	-	0.0%
Township Appropriations	7,800	1,300	622	5,500	(678)	-52.1%	(7,178)	-92.0%
Charges	12,820	2,137	3,096	2,465	959	44.9%	(9,724)	-75.9%
Fines and Overdues	24,600	4,100	4,130	3,479	30	0.7%	(20,470)	-83.2%
Interest	1,800	300	-	-	(300)	-100.0%	(1,800)	-100.0%
Donations and Fundraisers	3,220	537	2,599	99	2,062	384.2%	(621)	-19.3%
Transfer from Other Funds	-	-	-	-	-	-	-	-
Transfer from County Materials	20,000	5,000	5,000	5,000	-	0.0%	(15,000)	-75.0%
Miscellaneous Revenue	505	84	126	2	42	49.5%	(379)	-75.1%
Total Other Revenue	70,745	13,458	15,572	16,545	2,115	15.7%	(55,173)	-78.0%
<b>Total Revenue</b>	<b>170,405</b>	<b>113,118</b>	<b>115,232</b>	<b>117,538</b>	<b>2,115</b>	<b>1.9%</b>	<b>(55,173)</b>	<b>-32.4%</b>
<b>Expenditures</b>								
Library Materials	148,061	24,677	12,675	12,367	12,002	48.6%	135,386	91.4%
Services and Charges	10,040	1,673	778	1,113	895	53.5%	9,262	92.2%
Supplies	6,650	1,108	-	708	1,108	100.0%	6,650	100.0%
Miscellaneous	2,960	493	292	416	202	40.9%	2,668	90.1%
Capital Outlay	3,154	526	-	-	526	100.0%	3,154	100.0%
					-			
<b>Total Expenditures</b>	<b>170,865</b>	<b>28,478</b>	<b>13,745</b>	<b>14,605</b>	<b>14,733</b>	<b>51.7%</b>	<b>157,120</b>	<b>92.0%</b>
<b>Revenue over Expenditures</b>	<b>(460)</b>	<b>84,640</b>	<b>101,488</b>	<b>102,934</b>	<b>16,848</b>		<b>101,948</b>	

**Notes:**

**State Aid:**

State Aid Funds were received on February 6, 2024

**Township Appropriations**

\$622 received from Upper Uwchlan Township. Anticipating an additional \$4,378 for a total of \$5,000

**Revenue Over Expenditures:**

Budgeted expenditures exceed revenue by the amount of carryover \$460 from the 2023 Materials Budget (Fund 109)



**Chester County Library And District Center  
Fund Balance Report  
Period Ending February 29, 2024**

	<u><b>Balance</b></u>
<b>Operating Funds</b>	
001 CCL	345,518.28
043 Hankin	96,626.81
<b>Total Operating Funds</b>	<u><b>442,145.09</b></u>
<b>Reserve Funds</b>	
004 Technology Fund <sup>1</sup>	315,009.16
400 CCL Capital Reserve	109,348.62
410 CCL Program Fund	209,639.30
450 Hankin Library Capital Reserve	235,053.20
451 CCL & Hankin Materials	159,121.48
<b>Total Reserve Funds</b>	<u><b>1,028,171.76</b></u>
<b>Grants - Friends of the Library</b>	
091 I & R Services	50,387.11
903 Capital Fund	109,405.45
<b>Total CCL Friends</b>	<u><b>159,792.56</b></u>
943 Friends of HHB	11,055.52
<b>Total Friends Funds</b>	<u><b>170,848.08</b></u>
<b>Grants and Appropriations</b>	
002 Community Foundation Grants	13,346.80
100 CCL County Materials Fund	13,122.55
104 CCL Trust Grants	137,187.26
109 Hankin County Materials Fund	5,320.85
132 Glaxo-Smith Kline Science in the Summer	137.29
<b>Total Grants and Appropriations</b>	<u><b>169,114.75</b></u>
<b>Special Funds</b>	
003 Helen Russell Memorial Fund	7,431.65
105 CCL Community Day	4,034.02
106 CCL & Hankin Museum Passes	580.00
107 CCL & Hankin Author Events	3,396.99
096 Tote Bags	6,135.24
<b>Total Special Funds</b>	<u><b>21,577.90</b></u>
<b>500 District Center Aid Funds</b>	<b>83,207.74</b>
<b>510 County Coordination Aid Funds</b>	<b>425,898.95</b>
<b>Total All Funds</b>	<u><u><b>2,500,756.83</b></u></u>
<b>Endowment Funds</b>	
<b>090 Chester County Library Trust</b>	<b>2,366,444.59</b>

**Notes:**

1. \$13,051 was transferred from CCL (Fund 001) back to the Technology Reserve (Fund 004)  
\$13,645 was transferred from CCA (Fund 510) back to the Technology Reserve (Fund 004)

**CCLS Technology Fund 2008-2024**

As of 12.31.2023

	2023	2024	2025	2026	2027	2028	2029	2030	Notes
<b>Beginning Balance</b>	309,385.55	190,009.16	315,009.16	305,009.16	269,009.16	269,008.16	244,008.16	218,008.16	
<b>Revenue</b>									
Interest	5,394.83								
Transfer from CCL operating fund balance	34,818.78	125,000.00							\$125k reimbursement from DCA
<b>Total Revenue</b>	40,213.61	125,000.00	-	-	-				
<b>Expenditures-Systemwide Hardware Upgrades</b>									
4510R - Main Switch								56,000.00	Main network routing device for CCLS \$56k (Received e-rate 50% discount) paid in 2024 DCA
Cisco ASA		10,000.00							Firewall, network access and security
Cisco 5500 Wireless Controllers									Wireless solution for CCLS (\$18k approved Erate, CCA)
CCLS System switches							26,000.00		System switches (may be covered in part by Erate) CCA 2020 - \$11531.10
VMWare Storage and Hosts						25,000.00		38,000.00	Virtual environment server configuration 2 devices (ESX Servers, NetApp Storage) Paid in 2024 DCA
Meraki Wireless Access points				36,000.00					Wireless solution for CCLS (may be covered in part by Erate)
<b>Expenditures - other</b>									
ILS Software Upgrade									ILS System, staff and customer daily transactions
Professional Services - CCL Website	3,090.00								Approved by Board up to \$25,000 on 5/28/2013
Professional Services - CCL Website 2023	31,500.00								Approved by Board up to \$30,000 June 21, 2022
MS Office Upgrade					1.00				Office Upgrade (2020 paid for through other sources DCA,CCA)
<b>Removed</b>									
<b>Transfers</b>									
2/18/2008 new funds set up per board	125,000.00								Note this was transferred to DCA in 2023 and will be transferred back in 2024
<b>Total Expenditures</b>	159,590.00	-	10,000.00	36,000.00	1.00	25,000.00	26,000.00	94,000.00	
<b>Net Income (Loss)</b>	(119,376.39)	125,000.00	(10,000.00)	(36,000.00)	(1.00)	(25,000.00)	(26,000.00)	(94,000.00)	
<b>End of Year Balance</b>	190,009.16	315,009.16	305,009.16	269,009.16	269,008.16	244,008.16	218,008.16	124,008.16	

rev. 3/8/2024

- = Projected amounts
- = To be finalized
- = ILS costs, upgrade / change providers