

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, APRIL 16, 2024

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/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 March 19, 2024 (p. 2)
- Chester County Library Director Report (p. 25)
- Henrietta Hankin Branch Manager’s Report (p. 30)
- Statistical Reports (p. 33)

FINANCIAL STATEMENTS

- March 2024 Exton and Hankin Financial Statements (p. 36)
- March 2024 Fund Balance Report (p. 40)

FOR APPROVAL

- 2023 Website Expenditures/CCL Technology Fund (p. 41)

FOR INFORMATION/DISCUSSION

- Exton Park Community Conservation Partnership Program - Letter of Support (p. 42)
- Chester County Food Bank Donation Thank You Letter (p. 44)
- Public Services Presentation – Kanopy/Multimedia (Jessie Williams)

REPORTS/CORRESPONDENCE

- President’s Report
- Director’s Report (p. 25)
- Branch Manager’s Report (p. 30)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library (p. 32)
- Committee Reports

Ad Hoc Committees

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

Standing Committees

- Executive
- Finance
- Governance

ADJOURN

Upcoming Events

Tuesday, May 21, 2024, 9:00AM – CCL Board Meeting – Downingtown Library/Virtual

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Burke Board Room/Virtual
March 19, 2024

CALL TO ORDER, 10:08 AM

CCL Board Members Present: Michael Skay, President; Richard Hankin, Vice President; Emily Bless, Treasurer; Mark Carroll, Member at Large

CCL Board Members Absent: Brian Taylor, Secretary; William Connor, Member at Large; JoAnn Weinberger, Member at Large

CCL Staff Present: Joe Sherwood, Acting Director; Melissa Kohl, Reference; Meghan Lynch, HHB Manager; Pam Marquette, Adult Programming; April Nickel, Youth Services

Chester County Staff Present: Erik Walshburger, Deputy Administrator

CCLS Staff Present: Barbara Baugher, Finance Manager; Lauren Harshaw, CE & Advocacy Coordinator; Niki Kolb, PR & Graphics Specialist; Agatha Lyons, District Consultant

WELCOME AND INTRODUCTIONS

Mike Skay, President called the meeting to order and read the public comment period guidelines.

EXECUTIVE SESSION ANNOUNCEMENT: None

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

- **February 2024 Exton and Henrietta Hankin Branch Financial Statements**
 - **County Budget for Exton Items of Note**
 - Utilities - PECO was not included as they are running behind due to their account number update project.
 - Vehicle Expenses - February lease expenses are not included as CCL is waiting on the February county journal entry.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Burke Board Room/Virtual
March 19, 2024

- **State Budget for Exton and Henrietta Hankin Branch** - State Aid Funds were received on February 6, 2024.
- **February 2024 Fund Balance Report** – Funds borrowed from the Technology Reserve (004) to cover CCL and CCA expenses have been repaid.

On motion made by Mark Carroll, seconded by Richard Hankin, the financial statements were accepted and filed for audit.

FOR APPROVAL

Appointment of the Board Subcommittee for Sneaker Appraisal – There was no motion made to approve the Sneaker Appraisal Subcommittee during the February 2024 Board meeting, therefore, the motion needed to be made during the March 2024 meeting,

On motion made by Mark Carroll, seconded by Richard Hankin, the Appointment of the Board Subcommittee for Sneaker Appraisal was unanimously approved.

FOR INFORMATION/DISCUSSION

2023 Website Expenditures/CCL Technology Fund - The 2023 Technology Plan which listed website expenditures for 2023 was approved by the Board in the amount of \$30,000. However, the actual expenditures were a bit higher than that (an additional \$4,500). The CCL Board Finance Committee will review the extra expenditures and have a recommendation at the April 2024 Board Meeting.

Public Services Presentation – Adult Programming/Citizen Science (Pam Marquette) – Niki Kolb, PR & Graphics Specialist, introduced Pam Marquette, Adult Programming Coordinator for CCL. Pam gave a presentation on Adult Programming at CCL and shared about the Citizen Science program.

REPORTS/CORRESPONDENCE

President’s Report: None

Director’s Report

- **Director’s Notes**
 - Joe Sherwood thanked CCL Department Heads and staff on completing the Halogen review process.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Burke Board Room/Virtual
March 19, 2024

Branch Manager's Report

- **General Updates**
 - February door counts are trending upward compared to February 2023.
 - Meghan Lynch is working on getting the CCL Trust funded Library Speakers Bureau subscription active which should be up and running in April.
 - Meghan Lynch and Charlotte Marron have been working on created bookmarks to advertise some of the services offered at CCL/HHB to raise patron awareness. These bookmarks will rotate monthly, starting with Museum Passes.
 - HHB is working with West Vincent Township on another clean energy program similar to the one last year.
 - Meghan Lynch, Agatha Lyons, and Jenna Persick worked to complete the CCL and HHB Annual Report.
- **Youth Services**
 - In contact with a number of volunteers with Therapy Dogs International to schedule programs at HHB.
 - A total of 165 families participate in the annual Winter Family Read-Aloud Program.

Friends of the Chester County Library Report: None

Friends of the Hankin Library

- Meeting scheduled for March 19.
- The next donation days are April 6-7.

Committee Reports

- Sneaker Appraisal Committee – Met in early March. The committee discussed resources to invest for appraisal, and had preliminary conversations about leveraging the auction into an event focused on publicity for CCL. The next step is to identify which vendors would be the best for assisting with an auction.

PUBLIC COMMENTS - None

Meeting Adjourned.

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

Adult Programs at the Chester County Library

- The **mission** of the Chester County Library is to provide informational, educational and cultural services to the residents of Chester County and member libraries so that they may be lifelong learners.

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



read. connect. discover.

PA Forward

- PA Forward® is an initiative of the Pennsylvania Library Association that highlights libraries' role in moving Pennsylvania forward. Libraries are key to powering progress, elevating the quality of life by fueling the types of knowledge essential to its success.



The Community: Needs and Interests

the Community



Working with Community Partners



Partner with other departments

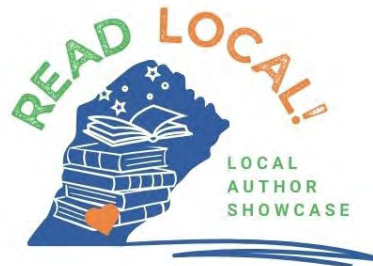
- Volunteer Fair
- Fit Fair
- Local Author Showcase
- Family Jigsaw Puzzle Challenge

Big Events



LONGWOOD
GARDENS

Community Read
Read. Think. Engage.



Total Solar Eclipse

Classic Movie Night

Cookbook Club

Lunch and Learn

Yin Yoga

TOPICS

Aging, downsizing

Antiques

Art History

Cooking

Crafts

Gardening

Health and Wellness

Law/ courts

Local Author Talks

Local History

Medicare

Musical concerts

NASA

Nature/ecology

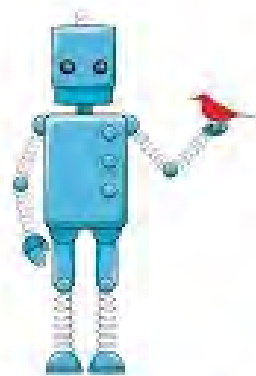
Personal Finance

Yoga/ Mindfulness

Citizen Science

A **collaboration** between scientists and those of us who are curious, concerned, and **motivated to make a difference** .

It's how people can make an impact on issues they care about...and help **science!**



scistarter
People-powered science.

SciStarter connects citizen scientists to over 3,000 projects, events, and tools.

scistarter™
Science we can do together.

Search [] log out

My Account Project Finder CitSciDay Calendar Blog

GetScout?

CITIZEN SCIENTISTS ARE
DISCOVERING
NEW WORLDS

FIND A PROJECT

Find a location
enter a location

Select a topic
select a topic...

find a project

Featured Projects

Stream Selfie
★★★★★ (3)
Goal: Map streams across the country and start testing the waters.
Task: Simply snap a pic of your local stream and share it!
Where: Stream Selfie, United States of America

Come and Participate

Get Started in Citizen Science with ...
It's birds & butterflies

credit: []

search all projects

“SciStarter is the Amazon.com of Citizen Science,” Carl Zimmer, Discover Magazine



NATIONAL SCIENCE FOUNDATION

IN THE
LAST DECADE,

92%



of all records of U.S.
butterflies and moths in
the Global Biodiversity
Information Facility
were uploaded through
iNaturalist.

Loarie 2016

Citizen science project: **Globe at Night**



Monitor light pollution by observing the **night** sky.



Citizen science project: **The Great Sunflower Project**



Count **pollinators** to track their population numbers.



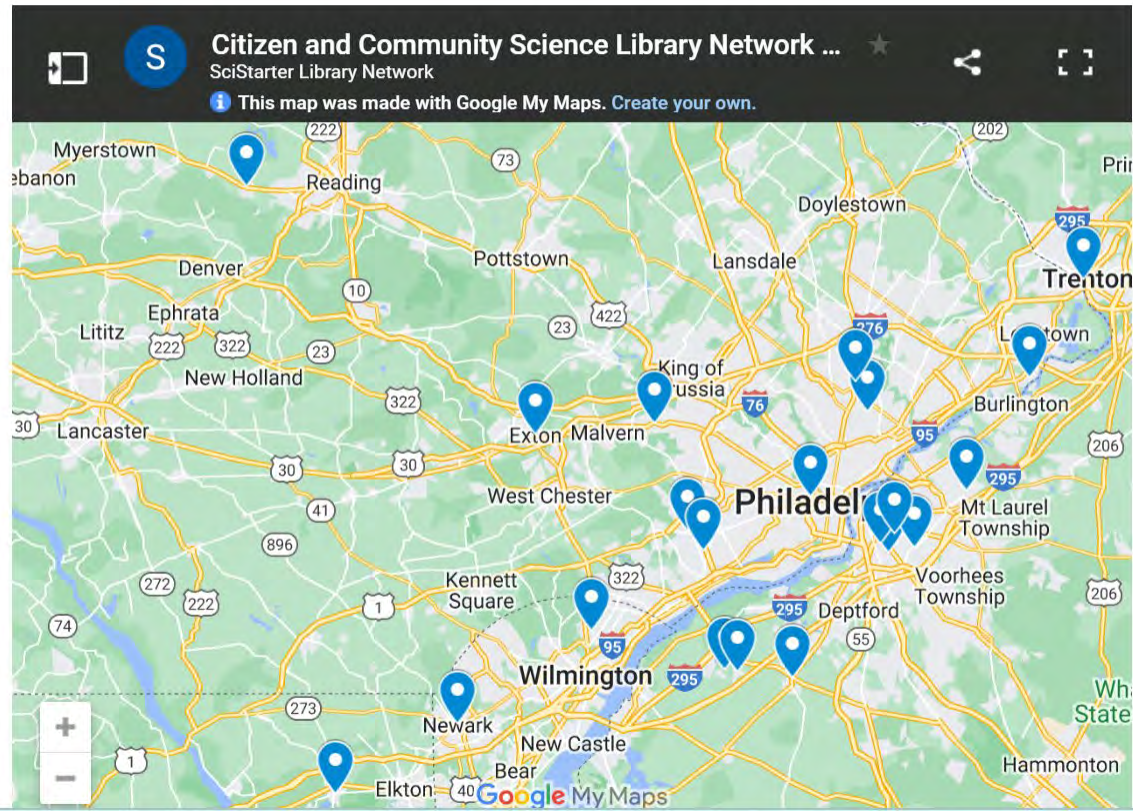


Program Overview

- About the Program
- Participating Libraries
- Kit Feedback Survey
- Citizen Science: The Basics
- Contact

Citizen Science Kits

- Exploring Biodiversity
- Measuring Light in the Night
- Observing Pollinators





**ONE MILLION
ACTS OF SCIENCE**
— **CITIZEN SCIENCE MONTH** —

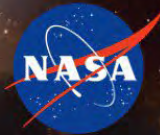
CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



A Member of the Chester County Library System



CHESTER COUNTY PARKS
AND PRESERVATION



NASA SOLAR SYSTEM
AMBASSADOR, DON MILLER



THE CHESTER COUNTY
ASTRONOMICAL SOCIETY



TIMMY TELESCOPE

OBSERVING THE TOTAL SOLAR ECLIPSE AT HIBERNIA COUNTY PARK

A LIMITED NUMBER OF SOLAR OBSERVATION
GLASSES WILL BE AVAILABLE.

MONDAY, APRIL 8TH, 2:00 - 4:30 PM
HIBERNIA COUNTY PARK, PAVILION #5 • 1 PARK RD. COATESVILLE, PA

Adult Programs 2023: The Numbers

Adult program	133	
In-person		64
Hybrid		21
Virtual		48
Holiday Craft Show	1030	
Registered	2498	
Attended	1970	
percentage		79%
Literacies		
Health	57	
Civic and Social	59	
Financial	17	

Thank you!



April 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

- Jenna Persick has been promoted to Library Director for the Chester County Library. Jenna began her new role on Monday, April 8, 2024.

Departmental Reports

Building Updates & Maintenance Department (Peter Greulich)

- General Department News
 - Boiler Number 1 in the CCL Boiler Room shut off twice after failures to ignite. Diversified Refrigeration came out to service it, and boilers have been running properly since.
 - Metropolitan Fire replaced a number of internal parts in the domestic water backflow preventer at HHB. If the unit continues to leak, a new housing may be needed.
 - Peter Greulich cleaned the rain gutters and roof drains at CCL and HHB, and unclogged a downspout at HHB.
 - Peter unclogged a urinal in the first-floor Men's Room at CCL with a dilute solution of hydrochloric acid before staff and patrons arrived as it can produce a disagreeable odor depending on circumstances.
- Departmental Personnel
 - # of Department Vacancies: 0

Circulation Department (Barb Bailey)

- General Department News
 - Barb Bailey met with new Downingtown Director, Jasmine Smith, to discuss CCLS circulation policies and procedures, and with CCL Director candidates for meet and greets with the CCL Department Heads.
 - Nancy Sapone served as a judge for the Teen Bake Off Challenge event on 3/22.
 - CCL door counts, check-outs, and library card statistics for March were all higher than January and February, which is in line with general annual trends for this time of year.
- Department Personnel
 - # of Department Vacancies: 0

Jacobs Technology Center (JTC) (Sara Lim Harden)

- General Department News
 - Sara Lim Harden attended the Weekend Schedule Meeting on March 18. It has been decided in the meeting that designated staff from Circulation and Multimedia will be cross-trained to help cover the JTC public desk. On March 21, Steph Parker helped cross-trained Multimedia staff member Allison Sandoval to assist with JTC desk coverage. Sara Lim Harden and Barb Bailey worked out a training schedule for three Circulation staff.
 - Remy Way continues to work with East Coast Hearing Loop and tries to finalize the installation days.
- Programs and Events
 - Will Zhu hosted the STEM Saturday on March 2.
 - Gaming Club – March 6, 13, 20, and 27
 - Introduction and Intermediate Word – March 20
 - Introduction to Excel – March 27
- Department Statistics
 - Equipment Setup Requests – 15 requests filled
 - Makerspace: Open Hours – 42; Total Visits – 39
 - Usage: 3d Printer – 13 uses; Laser Engraver – 1 use; Button Maker – 5 uses; Cutting Plotter – 6 uses; Adobe Creative Cloud – 1 use
- Department Personnel
 - # of Department Vacancies: 1 – PT Library Assistant. Interviews have been scheduled.

Multimedia Department (Stephanie Sharon-Missanelli)

- General Department News
 - Staff are still working on the Binge Box overhaul, which will be available in late Spring.
 - Received a material challenge from a patron on 3/16. Stephanie Sharon-Missanelli, Jessie Williams, and Jenna Persick will meet as a review committee and respond to the patron.
 - Multiple Staff members are continuing to contribute to the library blog providing content on new releases, award show winners, and highlighting titles within the collection.
- eMaterials
 - The eMaterials Committee met to discuss the possibility of changing from Flipster magazines to OverDrive Magazines. Stephanie will present to the April DLM.
 - Curated collections for website and the reading rooms have been updated, and currently include National Poetry Month and STEM resources for kids and teens.
 - On March 11th, Stephanie Sharon-Missanelli and Jessica Williams received an automated email from OverDrive that stated that 80% of the month's funds had been spent. Normally, the Holds Manager only runs one day a week, but this month it had run several days in a row. After discussing the issue with OverDrive, OverDrive discovered there was a bug on their end, and were able to fix the issue. OverDrive offered a \$7,000 of credit (not needed to be paid back) to be used for the Holds Manager for the rest of the month. There will be no impact to the Holds Manager going forward, and no impact on the CCLS Business Office.
- Department Personnel
 - # of Department Vacancies: 0

Public Relations/Graphics and Adult Programming (Niki Kolb)

- Graphics (Niki Kolb and Joe Monte)
 - 108 graphic orders and 23,288 copies completed in March.
 - A System Advertisement designed for Summer Reading will run in the May issue of County Lines Magazine.
 - A series of magnets and decals for the promotion of CCL and CCLS are currently being printed.
 - Billboard was designed for CCLS for display from March 18th – May 12th.
 - Legislative Breakfast Booklet was designed and printed for event on April 5th.
 - New "Using Your Library" pamphlet was designed for CCL and HHB.
 - Designing database cards in Spanish to be distributed across the System.
 - Created Staff Pet Display Wall for April.
- PR (Niki Kolb)
 - Sent press release for Maker in Residence Programs at CCL to VISTA, Daily Local, MyChesco, and Patch.
 - Sent Press Release for FRIENDS Book Sale to VISTA, Daily Local, MyChesco, and Patch.
 - Completed Commissioner's Proclamation for National Library Week.
 - Working with Kelly Quigg on promotion of Volunteer Week and Housing Fair.
 - Working with West Whiteland Township on communication materials for Exton Park Community Day.
 - Worked on series of posters and press release for National Library Week, April 7 – 13th, 2024.
- Adult Programs (Pam Marquette)
 - The AARP Tax-Aide program has concluded on April 1st.
 - Hosting Longwood Gardens Community Read programs "Grow your Own Fairy Garden", "Veggies from the Garden", and "Classic Movie Night: The Secret Garden."
 - The "Total Solar Eclipse" event at Hibernia County Park on April 8th had 1,000 registrations with close to 700 people attending. We partnered 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. Event was featured in PBS WHYY and the Pioneer Press.
 - Pam Marquette and April Nickel are working on a "Local Author Showcase" scheduled for May 19th to offer local authors a platform for their works and the public a chance to meet local authors and hear about their books, writing process, and publishing experiences.
- Department Personnel
 - # of Department Vacancies: 0

Reference (Melissa Kohl)

- General Department News
 - Mikaila Strano and Melissa Kohl met with Marianne with Chester County Chamber of Business & Industry to discuss ways to collaborate. The chamber is wanting to help connect its members to useful information such as the library's business resources. The chamber has been fielding questions from its members about business development and growth and reached to the library for help.
 - Melissa Kohl along with members of the CCLS Electronic Resources Committee spent the last several weeks reviewing the System's databases to make an informed recommendation at April's DLM meeting.

- Statistics - Museum Passes Check Outs (March): CCL – 341; HHB - 161
- Department Personnel
 - # of Department Vacancies: 0

Technical Services (Jenna Persick)

- General Department News
 - Jenna Persick worked with Meghan Lynch and Agatha Lyons to complete the State Annual Report
 - Held Technical Services department overview for Jasmine Smith (DO director) 3/12
- February Outreach
 - Mail Order Delivery (MOD): 120 items sent
 - Items distributed via deposits to older adult facilities: 134
 - Total # of materials distributed to the elderly and homebound through outreach services: 254
- Department Personnel
 - # of Department Vacancies: 1 (starting 4/8) - Technical Services Manager

Volunteers (Susan Walraed)

- General Department News
 - Seven Drop-in students helping in Admin, Reference, YS
 - Friends Spring Book Sale April 12-14.
 - Teen Summer Volunteer – interviewing/testing/placing/45 applications received thus far
 - Spring Luncheon – May 1 at Bonefish
- Department Personnel
 - # of Active Volunteers – (including Friends of CCL) - 121
 - New Applications received in February - 7
 - # Volunteers serving in more than one department in February – 12
 - Total February Library Volunteer Hours – 776.75
 - Total February Friends Hours – 177
 - Total February Volunteer Hours (Friends & Library Volunteers) – 953.75

Youth Services (April Nickel)

- General Department News
 - Attended New Century Club of West Chester luncheon on 4/9. The New Century Club has awarded \$1000 to the Youth Services department at Chester County Library.
 - CCL Youth Services was awarded a \$250 grant from Remake Learning Days
 - will help with the cost of a new rig-a-ma-jig for #RemakeDaysSEPA
 - waiting for funds to be received
 - Smokey Bear Reading Challenge will be in May in conjunction with Henrietta Hankin Branch.
 - Pennsylvania Library Association Annual Conference: Youth Services applied to present a program and is applying for a Best Practices award (teen).
- District Youth Services
 - All STEM Spark sessions are scheduled.
 - Science in the Summer has been approved by the Franklin Institute for Chester County Library, Chester Springs, and Downingtown. Training information will be forwarded when received.

- Department Personnel
 - New Hires: 2 - Shannon Hays (PT Librarian), and Savannah Whittenburg (PT Library Assistant). Both started 4/1.
 - # of Department Vacancies: 1 - PT Library Assistant – interviews completed, currently checking references

Committee Reports

Chester County Employee Engagement Executive Committee (Nancy Sapone) - The Executive committee met on 3/15, and the General Committee met on 3/20. At the General Committee meeting, Nancy gave a presentation on library services and resources. Interest was overwhelmingly positive. The Museum Passes, public programs, and Maker Space were popular, and resources the library has to offer County departments' employees and clients, and potential collaborations between the library and other County departments were discussed.

Community Engagement Committee (Sara Lim Harden) - Planning the next K pop and K drama Trivia in June.

Incident Response Plan Coordination Team (Barb Bailey) – In-Place Sheltering Drills were successfully conducted at CCL on 3/27, and HHB on 3/26. A meeting for HHB/CCL PICs was held on Wednesday, March 13 via Zoom. Meeting notes are posted to the Z Drive. PIC orientation and training were provided for Lindsey Colantuno (HHB) and Mikaila Strano (CCL) on 3/20 by Barb Bailey and Karen Clickener-Ousey. The team is currently working on updates to several sections of the IRP Manual, targeted to print and distribute in April.

Maker-in-Residence Committee (Sara Lim Harden) –Danielle Stokes and Sara Lim Harden worked on the adult and teen Maker-in-Residence applications. Both applications are posted on CCL's website.

Programming Committee – The committee met on March 13 to discuss 2024 program plans and started compiling each department's plans into a spreadsheet as requested by Joe Sherwood.

Policy Review Committee (Jenna Persick) – Will be meeting in April to finalize updates to Behavior Policy

XYZ Committee (Emily Cackowski) –Murder at the Masquerade mystery program will be held on Friday, May 17th from 5:00 to 7:00 PM at the pavilion at Albert C. Miller Park in Exton. Hosting a Pride-themed tie-dyeing party at the Exton library on Saturday June 1st from 12 PM to 3 PM. This will be one of the two larger events XYZ will be hosting this year, and we are capping the attendance somewhere between 50 and 60 people.



April 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 received proposals from the furniture vendors we met with for upgrading the Small Conference rooms. We hope to review them with Jenna Persick and decide which we'd like to go with in the near future.
- Peter Greulich cleaned the roof drains and rain gutters, including one gutter that needed to be unclogged with an auger.
- Metropolitan Fire replaced a number of internal parts in the domestic water backflow preventer. The mechanic from Metropolitan urged Peter to monitor this device for leaks, explaining that repairs such as he completed do not always resolve leaks from these units. If the unit were to continue to leak, a new housing may be needed.

General Updates

- Statistics - March door counts were 13% higher than February and 14% higher than March 2023. Meeting Room usage in March increased both terms of hours used and total bookings.
- Our Library Speakers Bureau subscription, funded by the CCL Trust, is now active. We're doing a soft rollout in April. Niki Kolb and I have met to discuss a marketing plan.
- We distributed 500 pairs of eclipse glasses the week prior to the eclipse that took place on April 8th. We will be collecting used eclipse glasses for recycling through April 22nd.
- We are hosting a Chester County Voter Services staffed ballot drop box from April 9th to 23rd.

Departmental Reports

Circulation (Charlotte Marron)

- The majority of our Large Print, Mystery, and Young Adult collections have been re-stickered. We are double checking books as they come in to make sure that they are all re-stickered but the project is mostly complete!
- The Puzzle and Game collection is almost ready for circulation – it will be housed in our quiet reading area where there are currently empty shelves. My hope is to have it set up in the next week or so. There is also always a puzzle set up for patrons to work in the library.

- Circulation for March was up by over 2,000 items. Our Book Locker has become more and more popular with each passing month and will be featured on one of our upcoming bookmarks.
- Circulation has started handing bookmarks with each transaction. Each month will feature a different resource the library offers that is less known by our patrons.
 - This idea was stemmed from reading the Customer Service Satisfaction Survey responses, where patrons indicated they were unaware of a lot of our resources, and attending one of the PA Library Association's Frontline Online workshops where they talked about advertising at the desk.
 - The bookmarks for March advertised our Museum Pass program and were very popular. For the month of April, we are distributing bookmarks that advertise our Movie Binge Boxes (with three new boxes) and our Book Clubs in a Bag.
- Department Personnel
 - # of Department Vacancies: 0

Makerspace (Tom Lally)

- Our monthly featured project, puzzle-making, was well-attended, garnering 13 patrons.
- The Chester County RC Club held their third Introduction to Model Aviation program on April 7th, which was attended by 20 patrons. Future dates are currently being discussed as presenters have been pleased with the turnout.
- Loraine, a new volunteer, will begin her 1 on 1 sewing workshops in April. These appointments are all currently booked for the month and have generated interest from patrons on our social media pages. We are looking for extra time slots to accommodate the interest.
- The new Dungeons and Dragons program was created as well, which we hope to continue to offer monthly after a positive response to the first program.
- Department Personnel
 - # of Department Vacancies: 0

Reference (Meghan Lynch)

- In March we held 21 in person programs, 4 hybrid programs, 3 virtual programs, and 1 passive program. Notable programs included a multi-week Pilates workshop that we offered in both the day and evening (in person, 3 daytime sessions, 4 evening sessions, average of 22 attendees per session), making a pop-up card featuring our CreativeBug database (in person, 14 attendees), and Crochet and Knitting 101 (in person, 2 sessions, 18 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 March we booked 205 appointments and the AARP volunteers completed 196 tax returns, assisting 260 members of the community.
- Staff is planning a full week of gardening-themed programs in May to align with the Longwood Gardens Community Read.
 - Programs will include a plant swap, crafts, a movie night, a book chat, and presentations from several outside organizations.
 - Youth Services and the Makerspace will also have activities to align with this initiative.
- Department Personnel
 - # of Department Vacancies: 0

Youth Services (Susan Farrell)

- During March, the Youth Services department offered 46 in-person programs and three passive programs. Highlights from the month include:
 - In partnership with Longwood Garden Community Read, the Delaware Museum of Nature & Science presented an interactive program for kids ages four through eleven. The event included storytelling and touchable specimens as well as a planting project to take home.
 - Mr. Mike from Makin' Music entertained sixty preschool-Kindergarten-aged kids and their families with a show that got everyone singing along, stomping their feet, jumping and dancing. The show included easy-to-follow original songs plus well-known traditional children's songs.
 - The Time Travel Club, for seven- to ten-year-old kids, learned about World War II heroes including the Navajo Code Talkers, Gail Halvorsen (the "Candy Bomber"), the rescue ships of Dunkirk, and the North Platte, Nebraska canteen.
- Department Personnel
 - # of Department Vacancies: 0

Friends of the Hankin Branch Library

- Donation days were held on April 6th and 7th. Many nice donations were received.
- The HHB Friends Board met on March 19th and discussed fund raising, volunteer recruitment, and promoting membership to the community.

Meetings & Trainings Attended

3/19	CCL/CCLS Board Meeting Community Engagement Meeting Chester County Timekeeper and Timesheet Approver Training Friends of the Hankin Branch Library Board meeting
3/20	Morning Meeting for Hankin Branch Staff
3/28	Department Heads meeting
3/29	Meet and Greet with Director position candidate
4/5	Legislative Breakfast
4/9	District Librarians Meeting
4/12	Sen. Committa's Community Baby Shower
4/15	Institutional Advancement Committee meeting
4/16	CCL/CCLS Board 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	137,074	404,430	383,124	396,242
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	448
Mar	250	242	213	189	463	431
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	120	144	134	768	760
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)
Jan	259.75	140	108.75	45	390	201	136
Feb	372.25	168	168.75	66	444	242	177
Mar	474	224	214.5	88	490	257	198
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			
Total	4479.7	2569	2563	1037			

HBB 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	159.3	63
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		
Total	1166.87	451		

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	776.75	177	0	953.75	1,975.00	2,962.50
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
Jan	36,441	19,283	21,691	36,441	19,283
Feb	34,793	20,123	23,704	71,234	39,406
Mar	38,496	23,656	25,463	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 pro.

HHB Door Count

Month	2019	2023	2024	2019 Cumulative Total	2023 Cumulative Total
Jan	10,042	7,721	9,261	10,042	7,721
Feb	9,149	7,436	8,991	19,191	15,157
Mar	11,089	8,925	10,201	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 March 31, 2024**

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	2024 YTD Budget Variance	2024 YTD Budget Variance %	2024 Balance	Percentage Remaining
Personnel Services								
Salaries	3,138,011	724,156	694,882	669,076	29,274	4.0%	2,443,129	77.9%
Wages	944,128	217,876	187,342	170,541	30,534	14.0%	756,786	80.2%
Fringe Benefits	1,099,025	274,756	277,521	277,487	(2,764)	-1.0%	821,504	74.7%
Security Provided by the County EMS	30,000	7,500	-	-	7,500		30,000	100.0%
Total Personnel Services	5,211,164	1,224,288	1,159,745	1,117,105	64,544	5.3%	4,051,419	77.7%
Library Materials	70,000	17,500	17,500	35,000	-	0.0%	52,500	75.0%
Core Expenditures								
Supplies, Maintenance, and Services	161,119	40,280	38,229	19,050	2,051	5.1%	122,890	76.3%
Insurance	17,354	8,677	7,677	8,955	1,000	11.5%	9,677	55.8%
Utilities	122,740	30,685	10,751	16,548	19,934	65.0%	111,989	91.2%
Vehicle Expense	55,084	13,771	11,890	8,426	1,881	13.7%	43,194	78.4%
Total Core Expenditures	356,297	93,413	68,548	52,980	24,865	26.6%	287,749	80.8%
Indirect Costs	672,617	168,154	168,153	151,755	-	0.0%	504,464	75.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	6,310,078	1,503,355	1,413,945	1,356,840	89,409	5.9%	4,896,133	77.6%

Notes:

Personnel Services:

Fringe Benefit costs have risen as we near full staffing, while salaries remain lower due to the open CCL Director position.

Supplies, Maintenance, and Services:

2024 Annual Budget reduced by \$231 to assist with covering the additional vehicle expenses for 2024

Utilities:

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

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

Vehicle Expense:

2024 Annual Budget increased by \$231 to assist with covering the additional vehicle expenses for 2024

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 March 31, 2024**

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	2024 YTD Budget Variance	2024 YTD Budget Variance %	2024 Balance	Percentage Remaining
Personnel Services								
Salaries	496,843	114,656	114,097	112,957	559	0.5%	382,746	77.0%
Wages	316,354	73,005	69,036	62,812	3,968	5.4%	247,318	78.2%
Fringe Benefits	202,816	50,704	51,736	56,225	(1,032)	-2.0%	151,080	74.5%
Total Personnel Services	1,016,013	238,365	234,870	231,994	3,495	1.5%	781,143	76.9%
Library Materials	20,000	5,000	5,000	10,000	-	0.0%	15,000	75.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,983	31,246	23,992	15,239	7,254	23.2%	100,991	80.8%
Insurance	6,000	3,000	3,000	3,162	-	0.0%	3,000	50.0%
Utilities	55,849	13,962	11,160	12,864	2,802	20.1%	44,689	80.0%
Total Core Expenditures	186,832	48,208	38,152	31,264	10,056	20.9%	148,680	79.6%
Indirect Costs	257,593	64,398	64,398	72,402	-	0.0%	193,195	75.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,480,438	355,971	342,420	345,660	13,551	3.8%	1,138,018	76.9%

Notes:

Personnel Services:

Fringe Benefit costs have increased as a result of achieving full staffing levels.

Supplies, Maintenance, and Services:

Encumbrance - Metropolitan Fire repair of the backflow preventer. \$1,298 - Repair completed on 04/09/2024

Encumbrance - ASSA Abloy Silver Plan renewal - \$2,615

Utilities:

Not included - March VOIP, we are still waiting on the March 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 March 31, 2024

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	2024 YTD Budget Variance	2024 YTD Budget Variance %	2024 Balance	Percentage Remaining
Revenue								
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%
Total State Revenue	1,760,956	1,760,956	1,778,712	1,760,956	17,756	1.0%	17,756	1.0%
Township Appropriations	20,000	5,000	-	-	(5,000)		(20,000)	-100.0%
Charges	44,025	11,006	12,055	11,206	1,049	9.5%	(31,970)	-72.6%
Fines and Overdues	80,000	20,000	19,518	20,416	(482)	-2.4%	(60,482)	-75.6%
Interest	17,000	4,250	6,773	5,331	2,523	59.4%	(10,227)	-60.2%
Donations and Fundraisers	3,200	800	1,428	3,206	628	78.5%	(1,772)	-55.4%
Transfer from Other Funds	-	-	13,051	-	13,051		13,051	
Transfer from County Materials	70,000	17,500	17,500	35,000	-	0.0%	(52,500)	-75.0%
Miscellaneous Revenue	1,570	393	991	57	598	152.4%	(579)	-36.9%
Total Other Revenue	235,795	58,949	71,315	75,215	12,367	21.0%	(164,480)	-69.8%
Total Revenue	1,996,751	1,819,905	1,850,027	1,836,171	30,122	1.7%	(146,724)	-7.3%
Expenditures								
Library Materials	486,783	114,744	84,942	80,954	29,802	26.0%	401,841	82.6%
Services and Charges	81,540	20,673	15,866	10,921	4,807	23.3%	65,674	80.5%
Supplies	28,905	7,226	3,644	5,623	3,582	49.6%	25,261	87.4%
Miscellaneous	23,890	5,972	4,837	4,974	1,136	19.0%	19,053	79.8%
Transfers and Reimbursements	1,366,321	1,366,321	1,388,534	1,332,681	(22,213)	-1.6%	(22,213)	-1.6%
Capital Outlay	11,321	2,830	4,871	4,639	(2,041)	-72.1%	6,450	57.0%
							-	
Total Expenditures	1,998,760	1,517,767	1,502,694	1,439,792	15,073	1.0%	496,066	24.8%
Revenue over Expenditures	(2,009)	302,138	347,333	396,379	45,196		349,342	

Notes:

Transfer from County Materials:

Q2' 2024 County Materials money was received on April 9, 2024

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 March 31, 2024**

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	2024 YTD Budget Variance	2024 YTD Budget Variance %	2024 Balance	Percentage Remaining
Revenue								
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	1,950	622	5,500	(1,328)	-68.1%	(7,178)	-92.0%
Charges	12,820	3,205	4,709	4,044	1,504	46.9%	(8,111)	-63.3%
Fines and Overdues	24,600	6,150	6,935	6,476	785	12.8%	(17,665)	-71.8%
Interest	1,800	450	456	427	6	1.3%	(1,344)	-74.7%
Donations and Fundraisers	3,220	805	2,784	208	1,979	245.8%	(436)	-13.6%
Transfer from Other Funds	-	-	-	-	-	-	-	-
Transfer from County Materials	20,000	5,000	5,000	10,000	-	0.0%	(15,000)	-75.0%
Miscellaneous Revenue	505	126	191	2	65	51.6%	(314)	-62.1%
Total Other Revenue	70,745	17,686	20,697	26,657	3,011	17.0%	(50,048)	-70.7%
Total Revenue	170,405	117,346	120,357	127,650	3,011	2.6%	(50,048)	-29.4%
Expenditures								
Library Materials	148,061	37,015	24,037	18,333	12,978	35.1%	124,024	83.8%
Services and Charges	10,040	2,510	2,516	1,275	(6)	-0.2%	7,524	74.9%
Supplies	6,650	1,663	1,045	1,292	618	37.2%	5,605	84.3%
Miscellaneous	2,960	740	542	506	198	26.7%	2,418	81.7%
Capital Outlay	3,154	789	85	-	704	89.2%	3,069	97.3%
Total Expenditures	170,865	42,716	28,225	21,406	14,491	33.9%	142,640	83.5%
Revenue over Expenditures	(460)	74,630	92,131	106,244	17,501		92,591	

Notes:

Transfer from County Materials:

Q2' 2024 County Materials money was received on April 9, 2024

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 March 31, 2024**

	<u>Balance</u>
Operating Funds	
001 CCL	340,885.89
043 Hankin	87,270.64
Total Operating Funds	<u>428,156.53</u>
Reserve Funds	
004 Technology Fund	316,828.94
400 CCL Capital Reserve	109,998.94
410 CCL Program Fund	210,616.18
450 Hankin Library Capital Reserve	236,451.12
451 CCL & Hankin Materials	160,067.81
Total Reserve Funds	<u>1,033,962.99</u>
Grants - Friends of the Library	
091 I & R Services	47,053.28
903 Capital Fund	109,743.32
Total CCL Friends	<u>156,796.60</u>
943 Friends of HHB	10,602.10
Total Friends Funds	<u>167,398.70</u>
Grants and Appropriations	
002 Community Foundation Grants	13,346.80
100 CCL County Materials Fund	8,455.96
104 CCL Trust Grants	128,209.68
109 Hankin County Materials Fund	5,320.85
132 Glaxo-Smith Kline Science in the Summer	138.11
Total Grants and Appropriations	<u>155,471.40</u>
Special Funds	
003 Helen Russell Memorial Fund	7,475.85
105 CCL Community Day	4,034.02
106 CCL & Hankin Museum Passes	580.00
107 CCL & Hankin Author Events	3,417.19
096 Tote Bags	6,288.24
Total Special Funds	<u>21,795.30</u>
500 District Center Aid Funds	66,603.87
510 County Coordination Aid Funds	406,962.53
Total All Funds	<u><u>2,280,351.32</u></u>
Endowment Funds	
090 Chester County Library Trust	2,366,443.31

Notes:

CCLS Technology Fund 2008-2024

As of 12.31.2023

	2023	2024	2025	2026	2027	2028	2029	2030	Notes
Beginning Balance	309,385.55	190,009.16	315,009.16	305,009.16	269,009.16	269,008.16	244,008.16	218,008.16	
Revenue									
Interest	5,394.83								
Transfer from CCL operating fund balance	34,818.78	125,000.00							\$125k reimbursement from DCA
Total Revenue	40,213.61	125,000.00	-	-	-				
Expenditures-Systemwide Hardware Upgrades									
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)
Expenditures - other									
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)
Removed									
Transfers									
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
Total Expenditures	159,590.00	-	10,000.00	36,000.00	1.00	25,000.00	26,000.00	94,000.00	
Net Income (Loss)	(119,376.39)	125,000.00	(10,000.00)	(36,000.00)	(1.00)	(25,000.00)	(26,000.00)	(94,000.00)	
End of Year Balance	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



April 1, 2024

The Honorable Cindy Adams Dunn
Department of Conservation and Natural Resources
Rachel Carson State Office Building
400 Market Street
Harrisburg, PA 17101

**RE: Exton Park Trails and Site Amenities
Community Conservation Partnership Program – Park Development
Letter of Support – West Whiteland Township**

Dear Secretary Dunn,

As the Acting Director of the Chester County Library I would like to express my support and endorsement for the Exton Park Trails & Site Amenities Project.

I support the vision of the Exton Park Master Site Development Plan which was created in 2017 to provide outdoor recreational areas for the public, while maintaining the natural character and charm of the park. This project is the fourth of six phases of the construction of Exton Park.

The park has a positive effect on our community by providing exciting new recreational opportunities promoting positive, healthy, and active outdoor lifestyles, for our local youth, parents and families. In addition, it provides a significant economic impact by becoming an adventure tourism destination that is unique in both the state and the region. Exton Park is a regional park attracting thousands of visitors from all over. Located in the center of Chester County, Pennsylvania, it is home to the Stallions Cricket Club and serves as the venue for the annual Exton Community Day Celebration.

The Exton Park Trails & Site Amenities Project will include nature-themed playgrounds (to keep with the natural concept of the Park as it is today), 6000 linear feet of connector trails with a connection to the Chester Valley Trail, fitness court, a multi-use field and parking.

This project incorporates many important features and is a great model for park development:

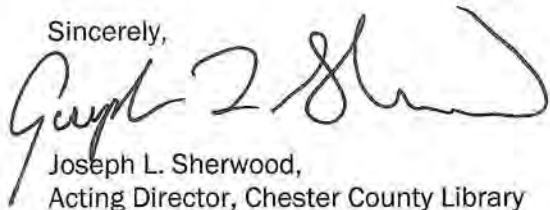
- working with corporate interests to support trails and a healthy lifestyle
- planning linkages for bicyclists, runners, and walkers
- promoting the importance of volunteers in our parks
- generating tremendous community support
- promoting cooperation amongst the community
- finding opportunities for education about wildlife, nature and the environment

The Chester County Library has been a Community Partner to Exton Community Day for several years, and Exton Park also hosts the Library's tremendously popular Story Walk. Our commitment to these projects will continue into the future.

It is our intent to provide in-kind support to West Whiteland Township through marketing and promotional assistance. This project will benefit the Library specifically by providing new space for expanded library events and outreach, including the Story Walk and outdoor educational programming.

In closing, I strongly support this project as it benefits our community including our residents, neighbors and business partners.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph L. Sherwood". The signature is fluid and cursive, with a large initial "J" and "S".

Joseph L. Sherwood,
Acting Director, Chester County Library
Executive Director, Chester County Library System



650 Pennsylvania Drive
Exton, PA 19341
610-873-6000
chestercountyfoodbank.org

March 22, 2024

Chester County Library
450 Exton Square Pkwy
Exton, PA 19341

Dear Friends,

From all of us here at the Chester County Food Bank and each of the 40,000 people facing food insecurity in our community, thank you for your generous **donation of \$250.00** that we received on **March 19, 2024**.

We exist to mobilize our community to ensure access to real, healthy food. Thanks to your contribution, we have been able to distribute more food to our network of partner agencies, offer more educational programs on nutrition and gardening, and advocate for policies that address the root causes of hunger. You have helped us to nourish our community and create a brighter future for everyone.

Friends, you are truly a blessing to the Chester County Food Bank and the people we serve. We are so grateful for your support and commitment to creating a food secure Chester County. Together, we are a force for good in our community.

With gratitude,

A handwritten signature in black ink that reads "Jeffrey W. Howard" followed by a flourish and the words "Thank you!" written in a cursive style.

Jeffrey W. Howard, CFRE
Director of Development & Marketing
jhoward@chestercountyfoodbank.org
610-873-6000 x104

P.S. We would love to hear from you and keep you updated on our work in our community. Please visit our website to learn more about our programs and events or use this QR code to sign up for our monthly newsletter to get the latest news and updates from our team. In addition to the sincere thanks this letter expresses, in accordance with IRS regulations, it also serves as your receipt for tax purposes. Chester County Food Bank (EIN 270887311) confirms that no goods or services were rendered in exchange for this gift.

