

# CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

## MONTHLY MEETING

TUESDAY, JULY 16, 2024

AVON GROVE LIBRARY/VIRTUAL

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### AGENDA

**Meeting Location:** Avon Grove Library, 117 Rosehill Avenue, West Grove, PA 19390

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

**CALL TO ORDER, 9:30 AM (Avon Grove Library/Virtual)**

**WELCOME AND INTRODUCTIONS**

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

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of June 18, 2024 (p. 2)
- Chester County Library Director Report (p. 15)
- Henrietta Hankin Branch Manager's Report (p. 18)
- Development Director Report (p. 21)
- Statistical Reports (p. 22)

**FINANCIAL STATEMENTS**

- June 2024 Exton and Hankin Financial Statements (p. 25)
- June 2024 Fund Balance Report (p. 29)

**FOR APPROVAL**

- Institutional Advancement Committee Recommendations (p. 30)
- Finance Committee Recommendations (p. 33)

**FOR INFORMATION/DISCUSSION**

- Public Services Presentation – Book Clubs (Jenna Persick)

**REPORTS/CORRESPONDENCE**

- President Report
  - Director Report (p. 15)
  - Branch Manager Report (p. 18)
  - Development Director Report (p. 21)
  - Friends of the Chester County Library
  - Friends of the Henrietta Hankin Branch Library (p. 19)
  - Committee Reports
    - Ad Hoc Committees
    - Standing Committees
- |   |                   |
|---|-------------------|
| ▪ Institutional Advancement (p. 30)       | ▪ Executive       |
| ▪ Policy                                  | ▪ Finance (p. 33) |
| ▪ Sneaker Appraisal Committee             | ▪ Governance      |
| ▪ Strategic Planning & Facilities (p. 31) |                   |

**ADJOURN**

### Upcoming Events

Tuesday, August 20, 2024, 9:30AM – CCL Board Meeting – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
**LOCATION: Henrietta Hankin Branch Library/Virtual**  
**June 18, 2024**

**CALL TO ORDER, 9:51 AM**

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

**CCL Board Members Excused:** Brian Taylor, Secretary

**CCL Staff Present:** Jenna Persick, Director; Meghan Lynch, HHB Manager; April Nickel, Youth Services

**CCLS Staff Present:** Joe Sherwood, Executive Director; Barbara Baugher, Finance Manager; Lauren Harshaw, CE & Advocacy Coordinator; Niki Kolb, PR & Graphics Specialist; Agatha Lyons, District Consultant; Nicole Richards, Development Director

**Others Present:** Staci Anderson, Local Constituent; Rachel West, Local Constituent

**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 JoAnn Weinberger, seconded by Emily Bless, the Minutes and Consent Agenda were unanimously approved.*

**FINANCIAL STATEMENTS**

- **May 2024 Exton and Henrietta Hankin Branch Financial Statements**
  - **County Budget Items**
    - **Exton** - Caught up on PECO invoices. Broke out the Nissan Leaf onto its own vehicle capital line.
    - **Henrietta Hankin Branch** – Running ahead on personnel budget because they are fully staffed.

- **State Budget Items**
  - **Exton** – Received a \$1,500 donation to the Youth Services Department from the New Century Club of West Chester. Miscellaneous Revenue line includes vending machine revenue.
- **May 2024 Fund Balance Report**

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

**FOR APPROVAL:** None

### **FOR INFORMATION/DISCUSSION**

**Friends of the Chester County Library Mid-Year Wishlist** – Jenna Persick reviewed the list of funding requests approved by the Friends of the Chester County Library. These funding requests include items from the JTC, Multimedia, Reference, and free menstrual supplies for patrons and staff.

**Public Services Presentation: Henrietta Hankin Branch (Meghan Lynch)** – Meghan Lynch presented on the services and programs provided by the Henrietta Hankin Branch Library. She also shared notable statistics on library usage and community engagement, and plans for the future.

### **REPORTS/CORRESPONDENCE**

**President's Report** - None

#### **Director's Report**

- Summer Reading is in full swing as programming for both libraries began this week.
- CCL held a staff appreciation pizza party last week, and HHB will be holding an ice cream social for their staff soon.
- Jenna Persick attended the Decodable Books Community Event at HHB and said it was a success. She also thanked the Tech Services department for quickly cataloging and processing some of the Henrietta Hankin Branch grant books to be available at the event.
- Junie Darnall from CCL Youth Services was invited to do a presentation at PaLA. April Nickel and Jenna will also be doing a presentation as well.
- Mikaila Strano and Melissa Kohl attended the SCORE Annual Business Event where Mikaila was recognized for her work with the business community since January.

**Branch Manager’s Report**

- Summer Reading programming is underway
- Library of Things is doing very well with a lot of attention from families.
- The MakerSpace is getting ready to wrap up on programming for the Video Games of the USA Grant. The grant assisted in purchasing new technology to be used for STEM programming.
- The Reference Department program was accepted to be added to the PA Board Virtual Program Collection. It will be available for libraries throughout PA.
- Decodable Books Community Event took place and was an excellent success.

**Friends of the Chester County Library Report - None**

**Friends of the Hankin Library** – Held a volunteer appreciation event that was well attended. Donation days were successful.

**Committee Reports - None**

**Meeting Adjourned.**

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





Henrietta Hankin Branch

**Library**





# Mission and Goals

## Mission

- 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.

## Goals

- Be a “third place” for our community. Provide a variety of service models to allow patrons to decide how much (or little) assistance they need. Be viewed as a trusted resource.



# Overview

- Opened to the public in 2003
- Only branch of the Chester County Library
- 4 “departments”
- 10 full time and 18 part time staff
- In 2023:
  - 9,877 people attended 704 programs.
  - 104,563 visitors
  - 356,819 items circ'd





# Regular Drop - in Programs



## Mah Jongg

Weekly, year-round, in person.  
For players of all ability levels.  
Don't know how to play? We can  
teach you!



## Bridge

Weekly, year-round, in person.  
Drop in and play a hand or two!  
(No fee, no wagers.)



## Book Bingo

Monthly, year-round, in person.  
Has been an opportunity to  
partner with local senior living  
communities.



## Crochet One, Knit Too!

Bi-weekly, year round, hybrid--  
attend from home or join us  
here and enjoy companionship  
while working on your fiber arts  
projects





# Additional Programs



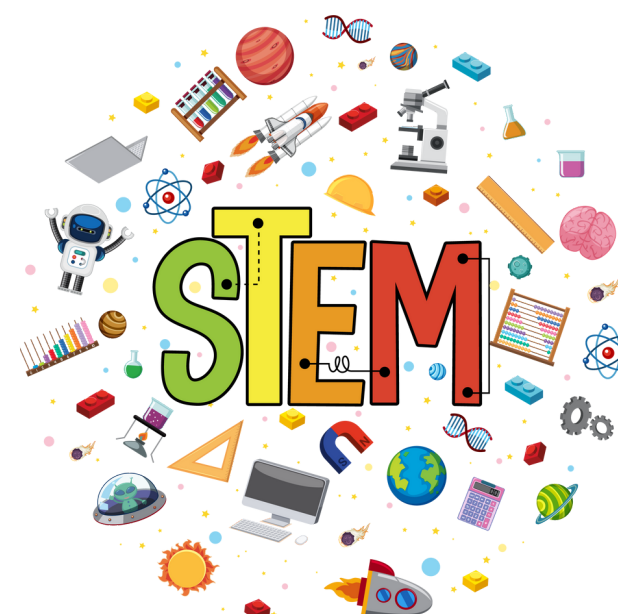
## Crafts

For adults and kids. Incorporate the Maker Space when feasible.  
Very popular



## Early Literacy

Storytime opportunities for open play, screen-free activities.



## STE(A)M

Programs focusing on science, technology, engineering, arts, and math skills.



## Finance and Health

Community Pilates classes offered at no charge, Medicare 101, AARP Tax Prep, Alzheimer's Caregiver Support Group, etc.

# Book Groups

## Whodunits

For: adults  
Reads: Mysteries

## Page Turners

For: adults  
Reads: Fiction  
(mostly)

## Next Chapter

For: older teens and  
adults with  
developmental  
differences  
Reads: Hi/Lo titles

## Mother - Daughter

For: girls aged 9+  
and a favorite  
female adule  
Reads: J/YA Fiction  
(mostly)

## Strange New Worlds

For: adults  
Reads: Science  
Fiction and Fantasy

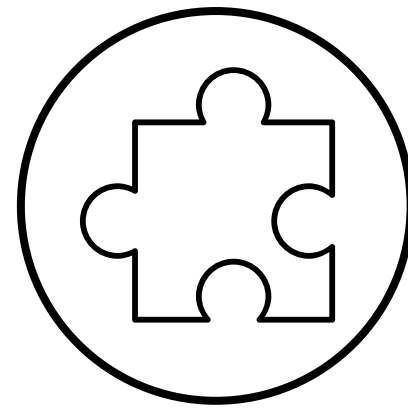




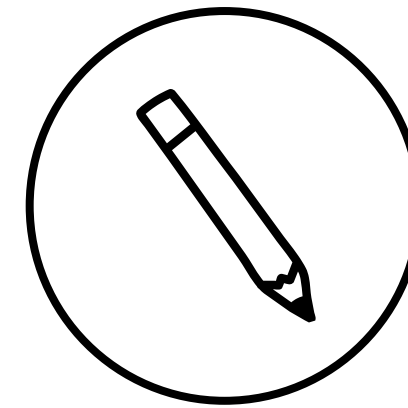
# Passive Engagement



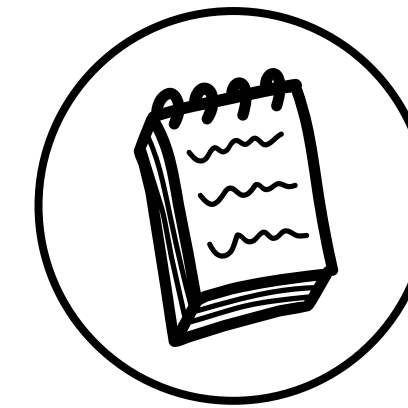
I Spy Tank and Scavenger Hunts keep kids coming back and encourage them to engage with our staff



A puzzle is always out for the community to work on. Now they can check them out to work on at home as well!



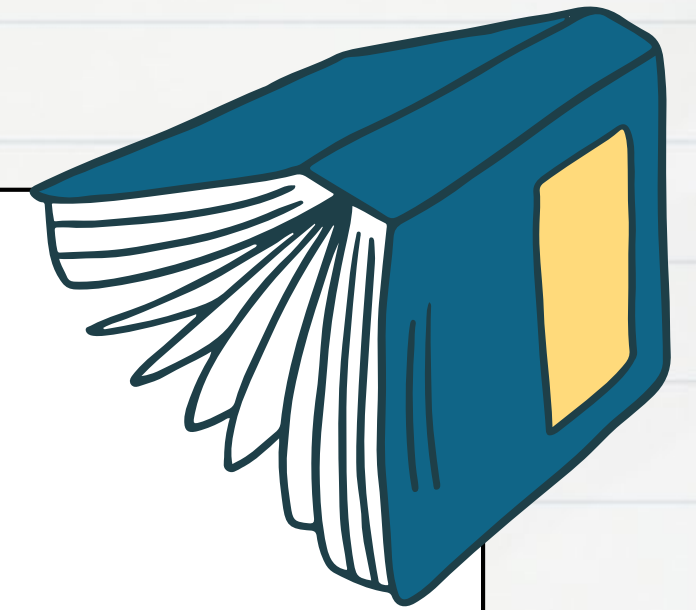
Collaborative temporary art projects allow patrons to “make their mark” and provide a sense of ownership.



Staff picks shelf and brochures provide passive Readers Advisory.



# Library Usage 2019 vs. 2024



## Door Counts

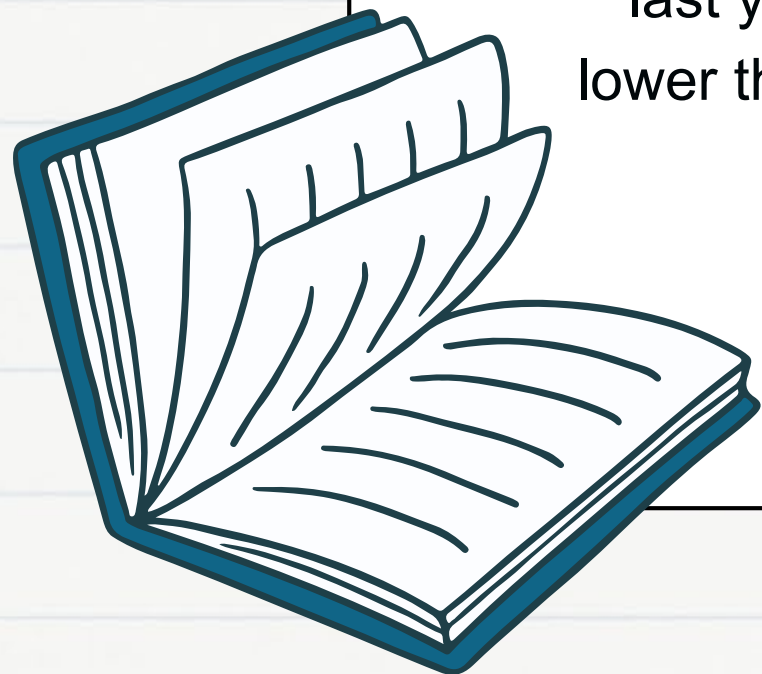
Continue to trend up!  
January-May 2024 is up 12% over the same period last year and is just 6% lower than the same period in 2019.

## Circulation

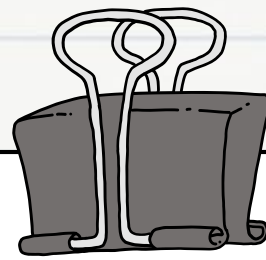
Total Circs (Jan-May) are up 3% over 2023 and are less than 1.5% lower than 2019.  
In that four year period, eBook and eAudiobook usage has increased over 1000%

## Programs

In 2024 (January-May) we have held 29% more programs and had 18% more attendees than the same period in 2019.







# Looking Forward



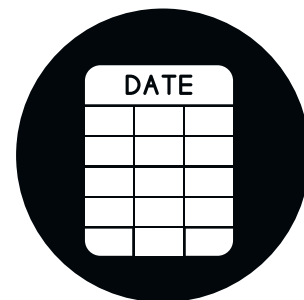
## Continued focus on programming

- Utilizing the PA Forward Frameworks, offer programs across the five literacies: basic, informational, civic/social, financial, and health.



## Community Engagement

- Maintain a standard of customer service that encourages patrons to interact with staff and help foster a sense of community.
- Attend events outside the library to engage users and non-users alike and share information about how today's libraries are "more than (just) books!"

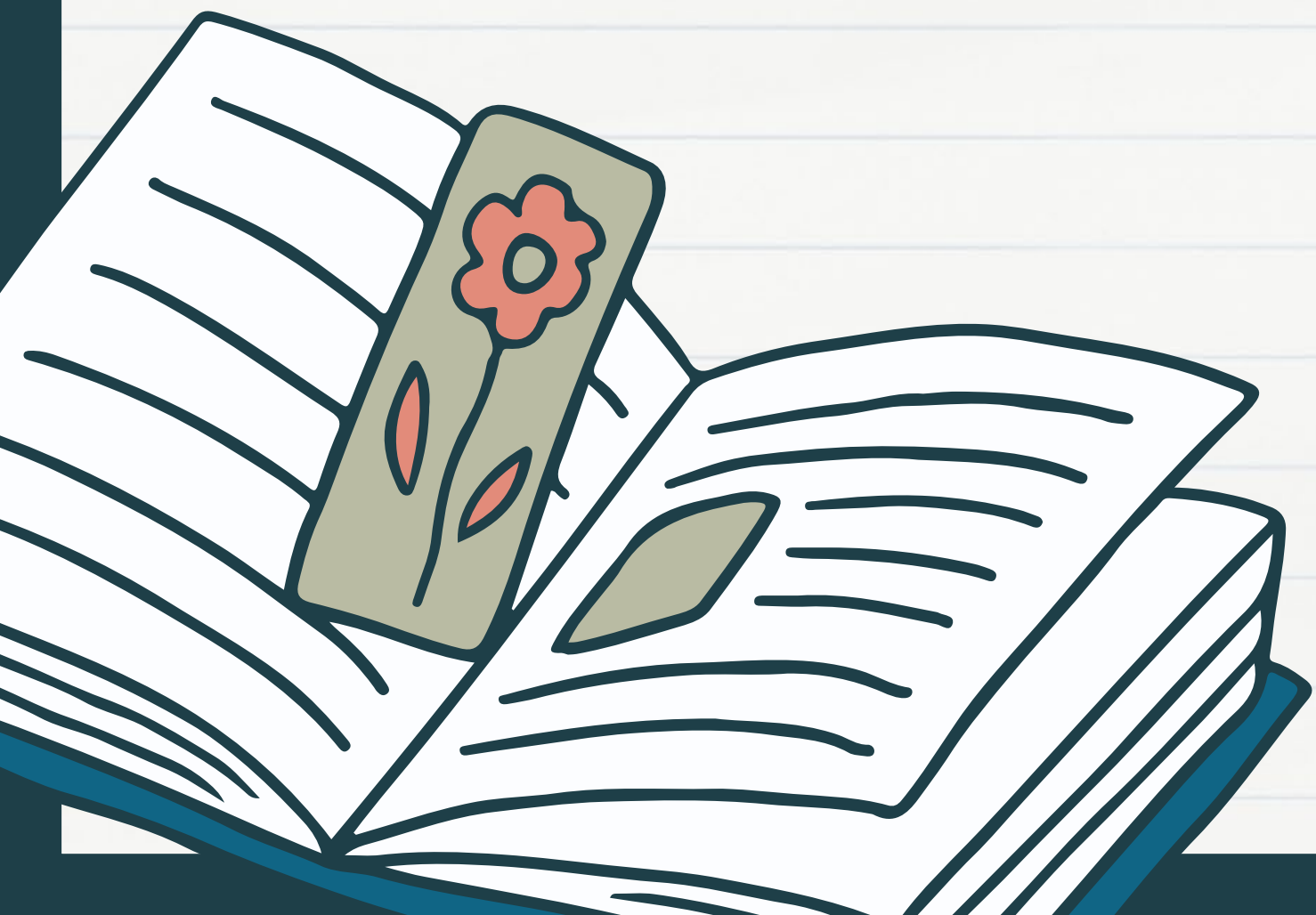


## Non-traditional collections and services

- Promote lesser-known and nontraditional collections and services, such as games and puzzles, decodable books, museum passes, after-hours holds pickup, and inexpensive room rentals.



Thanks for your  
time!





July 2024

TO: Michael Skay, President, Board of Trustees  
FROM: Jenna Persick, Director, Chester County Library  
RE: Chester County Library Director's Report

### **Director's Notes**

- Summer Reading is going strong: 3,217 children and teens registered at both libraries (in person and through Beanstack); 316 adults registered at both libraries
- The Teen Summer Volunteer program is in full swing: 36 teens between both libraries
- The July 10 Person in Charge meeting included a presentation by the County's Human Needs Network
- Moving News: Joe and I are switching up our office locations. My current office will become a public conference room. I will take over Joe's office and Joe will relocate to the current Small Conference Room in Admin. Stay tuned! A big thank you to Michael Barnes of ILL who first suggested making the Library Director's office a public meeting room.
- Building update (Peter Greulich): Rainwater from the CCL water-pit in the back-parking lot has been pumped
- Danielle Stokes was featured in a video about the Remake Learning Days across PA; see her at the 6:50 minute mark: <https://www.youtube.com/watch?v=ptza6WO5Maw>

### **Departmental Reports**

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

- Nancy Sapone worked with our T-Mobile sales rep to replace Hankin's old mobile hot spots with new 5G models. She is training their Hankin Circ Manager, Charlotte Marron, to use the online portal to activate and maintain records for their devices.
- Statistics for door counts, check-outs, and holds filled at CCL were all back up in June which is in line with general trends going into the summer. Of particular note, we issued 574 library cards, a 53% increase over cards issued in May, and our contactless checkouts were up 48% at 15,116 compared to 10,194 last month.

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

- Three JTC and Makerspace summer teen volunteers began the week of June 27.
- Programs and Events
  - June 18: Summer Teen Maker Program (Lightning in the Bottle) – Remy Way; Sizzix Workshop – Jean Montgomery
  - June 21: Summer Teen Maker Program (Lightning in the Bottle) – Remy Way
  - June 22: Puzzle Swap – Jean Montgomery; Another successful event! We had 55 participants attend.

- June 24 to June 28: STEM Summer Camp (Streaming and Video Editing with LaQuinn Thompson) – Will Zhu
- Rebecca Manuel and Sara Lim Harden hosted another very well received K pop and K drama Trivia on June 14. Many thanks to the Friends for funding these culture programs.
- Makerspace Statistics: Open hours – 69.5; Total Visits – 14; Usage - 3d Printer - 21, CNC Mill – 1, Laser Engraver – 7, Button Maker – 4, Cutter Plotter – 4, Parts Carts – 12, 3d Pen – 4, Digitization – 1, Adobe Creative Cloud – 1, Solid Works – 5

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

- Outdoor games including a large Jenga game, a croquet set, cornhole, bocce ball, and more are being ordered and will hopefully be available for patrons to check out in August.
- Curated collections for OverDrive have been updated including a special carousel for Disability Pride month.
- Puzzle and board game loan periods, locations, call numbers, and checkout method are in the process of being standardized across CCL and Hankin.

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

- Graphics (Niki Kolb and Joe Monte) - 117 graphic orders and 27,587 copies were completed in May.
- Adult Programs (Niki Kolb and Pam Marquette) - Pam was chosen to present a poster session at the PaLA Conference in October! She is working on a poster presentation for the SciStarters Citizen Science kits. Congrats Pam!

**Reference** (Melissa Kohl)

- There were 184 small meeting room bookings in Reference in June.
- There are 160 adults registered at CCL for this year's Adult Summer Reading Program.
- In June, 444 museum passes were checked out at CCL, saving patrons an average of \$22,000 on admission costs; and 230 museum passes were checked out at HHB, saving patrons an average of \$10,000 on admission costs.

**Technical Services** (Jenna Persick)

- An offer has been made and accepted for the Technical Services Manager; Laura Salvucci will start on July 29.
- All of the decodable book budget of the Senator Muth Grant was spent and the materials are being received and distributed to all 10 libraries involved in the grant.
- Ann Varley attended the CC 50plus EXPO (On-Line Publishers, Inc.) on 6/4.

**Volunteers** (Susan Walraed)

- Teen Summer Volunteer Program – successful and ongoing through September
- Working on renewing clearances for CCL/HH Friends
- New HH Quilting 8 session program and demonstration planned for August/September
- Department Statistics (total volunteer statistics on p. 23)
  - # of Active Volunteers – (including Friends of CCL) - 133
  - New Applications received in June – 17
  - # Volunteers serving in more than one department in June – 9

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

- Summer Learning Program at CCL (HHB reporting separately)
  - **2,414** in-person registrations (through 7/7) - PreK: 381, K-5: 1,412, Teen: 621
  - **151** Beanstack registrations (through 6/30) - PreK: 31, K-5: 93, Teen: 27
- District Youth Services - OCL Local Libraries grants expected to be announced in July.

### **Department Vacancies**

- Maintenance & Facilities Department: 1 FT Van Driver
- Tech Services: 1 Librarian II cataloging
- Youth Services: 2 PT Library Assistants

### **Committee Reports**

**Chester County Employee Engagement Executive Committee** (Nancy Sapone) – The committee met on 6/5/24 and the main topic of discussion was employee recognition.

**Incident Response Plan Coordination Team** (Barb Bailey) - The team is currently working on updates to several sections of the IRP Manual, targeted to print and distribute after the next PIC meeting. The next CCL/HHB PIC meeting is scheduled for Wednesday, July 10, 3:00pm via Zoom.

### **Meetings and Trainings Attended**

- 6/19 Libraries closed for Juneteenth
- 6/20 General Staff Meetings (CCL)
- 6/26 Attended HHB Morning Meeting  
Strategic & Facility Planning Meeting  
Department Heads Meeting
- 7/1 Finance Committee Meeting  
Evening Book Group
- 7/2 Interview for Technical Services Manager position  
Community Engagement Leadership Committee Meeting
- 7/3 Interview for Technical Services Manager position
- 7/4 Libraries closed for Independence Day
- 7/5 Off
- 7/8 Interview for Technical Services Manager position  
CCLS Board Policy Committee Meeting
- 7/9 Institutional Advancement Committee Meeting  
Interview for District Consultant
- 7/10 CCL Trust Board Meeting  
PIC Meeting
- 7/13 Exton Community Day
- 7/16 CCLS/CCL Board Meeting – Avon Grove Library



July 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**

- Jenna Persick and I received pricing from the furniture vendors that submitted design proposals for upgrading the Small Conference rooms and a staff office.
- Peter cleared the rain gutters of pollen, seeds, and leaves. One downspout was entirely clogged and required use of an auger to reopen the pipe.
- Peter coordinated repairs for several leaking toilets. He also treated the urinals to dissolve the build-up of uric salts in the waste lines.
- The rental contract for the tenant Personalized Fitness for You will expire at the end of September. Chester County's Procurement Department has reached out to see if they would like to renew.

### **General Updates**

- June door counts were a bit higher than May and 1% higher than May 2023.
- Meeting Room usage was down slightly, both terms of hours used and total bookings.
- Summer Reading for all ages began on Saturday, June 1. As of Monday, July 8 we have 156 adults and 652 children registered.
- All staff completed their assigned County Sexual Harassment Prevention and Cybersecurity trainings by the due date.

### **Departmental Reports**

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

- The July bookmark features our language learning databases Mango and Transparent with the goal of increasing patron awareness about some of our less utilized online resources.
- Total circulations were up a little over 10% over May. eMaterial usage remained steady, and we had a 16% increase in checkouts of physical materials.
- In first full month (June) that our new Board Game and Puzzle Collection was available, items in the collection circulated 28 times. We are working on switching our collection from Lending Key into Sierra to align with CCL's collection and simplify the checkout process for patrons and our staff.

### **Makerspace (Tom Lally)**

- The Maker Monday programs, LEGO Build, Coffee Filter Butterflies, Beaded Necklaces and Bracelets, and Cork Love Bugs were all well attended, with an average attendance of 11.
- The sewing tutorials run by our volunteer, Loraine, continue to be well-received. She will resume her sewing tutorials in August when she gets back from vacation.
- Dungeons and Dragons registrations were fully booked and all 6 patrons attended. Our volunteer, Jason, is happy with the great turnout and has received confirmation of further interest from participants. Another program is scheduled for July.
- We have started working on a new quilting program with a new volunteer, who will operate an 8-week quilting course at the Hankin Library beginning in September.

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

- In June we held 13 in person programs, 5 hybrid programs, 5 virtual programs, and 1 passive program. Notable programs included Books for All Readers (decodable books program held as part of the grant from Sen. Muth, in person, 43 attendees), a Cycle of Memory screening and discussion (hybrid, 19 attendees), and Let's Get Cooking (in person, 20 attendees.)
- The Library Speakers Consortium author events had 41 people attend author events as they happened live and 54 patrons watch archived talks that had been published within the past 30 days.
- We've started hosting a staff member from PA CareerLink at a table in the lobby on the first Tuesday of the month. Staff from the office of PA Rep Kristine Howard comes on the second Tuesday of the month.

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

- During June, the Youth Services department offered twenty-four in-person programs and three passive programs (Scavenger Hunt, ISpy Tank and Take-and-Make Craft).
- We started our weekly summer programs for babies through 12th graders the week of June 16th, kicking off our summer with an entertaining family show presented by magician Ed Schmitt.
- Our most recent program addition is the popular Tail Waggin' Tutors, in which certified therapy dogs listen to independent readers practice their reading skills during 15-minute sessions. Starting in July, we will have a total of three therapy dogs visiting the library each month.
- Four Downingtown STEM Academy students will be offering a week-long STEM workshop in August for children going into grades 3-5.

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

- Jean Gessl, Book Nook Coordinator, let the Friends Board know that she is resigning from the Nook effective September 1st. She is hoping that one of the volunteers that she has trained will step in as her replacement.
- August donation days have been cancelled. The next scheduled dates are October 4-5.

**Department Vacancies** - None

**Meetings & Trainings Attended**

6/18	CCL/CCLS Board Meeting Community Engagement committee meeting
6/19	Library closed for Juneteenth
6/20-24	Vacation
6/25	Staff Appreciation Ice Cream Social
6/26	Strategic and Facilities Planning Committee meeting Department Heads meeting
6/27	Meeting with Melissa Kohl re: cross training Reference staff
7/1	Finance Committee meeting
7/2	Meeting with Downtown STEM students re: program proposal Community Engagement Leadership Committee meeting
7/4	Library Closed
7/8	CCLS Board Policy Committee meeting
7/9	Institutional Advancement Committee meeting
7/10	CCL Trust Board meeting PIC meeting
7/16	CCL/CCLS Board Meeting Community Engagement committee meeting





July 2024

TO: Board of Trustees, Chester County Library and District Center  
FROM: Nicole Richards, Development Director  
RE: Development Director's Report

### **Donor Appreciation Reception**

- Thursday, September 12 at 6:00 PM, at the Chester County Library. Please plan to attend.
- Eight new donor names are being added to the donor wall:
  - Earl M. Baker
  - William F. Connor
  - Karen & Davis Gorgonzola
  - Thomas & Sandra Huff
  - Mrs. William S. Latoff
  - Theresa Marran
  - Joan W. Snapper
  - Marian Walsh
- Two additional donors have chosen to remain anonymous.
- Invitations will go out to approximately 150 guests.

### **CCL Trust**

- The quarterly Trust Board meeting was held on July 9.
- The remainder of a bequest of \$18,530.00 from the estate of Deborah A. Brumbach has been received.
- I am preparing an email campaign to all current and former Trust donors to introduce and welcome Jenna as CCL's new director. A Link to donate will be provided.
- Donations in 2024 total \$65,000 YTD.

## 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	127,656	534,401	505,706	520,898
May	127,542	119,361	122,951	661,943	625,067	646,291
Jun	150,131	138,218	136,571	812,074	763,285	783,420
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	208	212	191	451	399
May	256	238	204	221	460	459
Jun	262	238	213	28	475	456
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	120	145	145	1027	1025
May	112	122	146	132	1285	1279
Jun	113	129	160	131	1558	260
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	490	257	198	90
Apr	366.25	192	360.25	71	456	255	341	71
May	443.95	224	132.25	50	434	234	146	65
Jun	361.5	189	133.5	50	313	194	165	62
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	159.3	63
Apr	84.7	40	188.5	66
May	88.5	39	140.87	61
Jun	90.5	33	112.25	47
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 Friends Hours Total (CCL + HHB)	2023 Cumulative Volunteer Hours (Vol + Friends)	2024 Cumulative Volunteer Hours (Vol + Friends)
Jan	744.5	977.25	695.75	977.25
Feb	811.5	1,031.50	1,343.25	2,008.75
Mar	776.75	953.75	1,975.00	2,962.50
Apr	776.75	308.5	2,717.75	4,094.75
May	715.5	192.5	3,388.25	5,002.75
Jun	800.25	180	4,116.25	5,983.00
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	25,463	109,730	63,062	70,858
Apr	36,405	20,829	26,130	146,135	83,891	96,988
May	33,223	20,281	23,476	179,358	104,172	120,464
Jun	40,524	24,960	27,447	219,882	129,132	147,911
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	

### 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	10,201	30,280	24,082	28,453
Apr	10,582	7,821	10,217	40,862	31,903	38,670
May	9,997	7,968	8,941	50,859	39,871	47,611
Jun	11,644	9,703	9,837	62,503	49,574	57,448
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  
County Budget Report - Exton Library - Preliminary  
Period Ending June 30, 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	1,448,313	1,425,690	1,345,315	22,623	1.6%	1,712,321	54.6%
Wages	944,128	435,751	391,891	352,839	43,860	10.1%	552,237	58.5%
Fringe Benefits	1,099,025	549,513	525,017	512,688	24,496	4.5%	574,008	52.2%
Security Provided by the County EMS	30,000	15,000	-	8,706	15,000		30,000	100.0%
<b>Total Personnel Services</b>	<b>5,211,164</b>	<b>2,448,577</b>	<b>2,342,598</b>	<b>2,219,548</b>	<b>105,979</b>	<b>4.3%</b>	<b>2,868,566</b>	<b>55.0%</b>
Library Materials	70,000	35,000	52,500	52,500	(17,500)	-50.0%	17,500	25.0%
<b>Core Expenditures</b>								
Supplies, Maintenance, and Services	161,119	80,560	68,439	74,441	12,121	15.0%	92,680	57.5%
Insurance	17,354	8,677	7,677	28,955	1,000	11.5%	9,677	55.8%
Utilities	122,740	61,370	53,764	30,414	7,606	12.4%	68,976	56.2%
Vehicle Expense	55,084	27,542	23,178	28,289	4,364	15.8%	31,906	57.9%
<b>Total Core Expenditures</b>	<b>356,297</b>	<b>178,149</b>	<b>153,058</b>	<b>162,099</b>	<b>25,091</b>	<b>14.1%</b>	<b>203,239</b>	<b>57.0%</b>
Indirect Costs	672,617	336,309	336,306	303,510	3	0.0%	336,311	50.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	19,814	19,814	19,813	-	1	0.0%	1	0.0%
<b>TOTAL</b>	<b>6,329,892</b>	<b>3,017,848</b>	<b>2,904,275</b>	<b>2,737,657</b>	<b>113,572</b>	<b>3.8%</b>	<b>3,425,616</b>	<b>54.1%</b>

**Notes:**

**Personnel Services:**

The county does not budget for pay increases. We are currently running under budget due to vacancies even with the unbudgeted pay increases.  
Not included - We are still waiting on the county journal entry for Q1'24 and Q2'24 security costs.

**Utilities:**

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

**Vehicle Capital:**

The County added an additional \$19,814 to our budget for the Nissan Leaf capital.

**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  
County Budget Report - Hankin Library - Preliminary  
Period Ending June 30, 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	229,312	233,080	231,068	(3,768)	-1.6%	263,763	53.1%
Wages	316,354	146,010	140,659	123,766	5,350	3.7%	175,695	55.5%
Fringe Benefits	202,816	101,408	98,606	106,832	2,802	2.8%	104,210	51.4%
<b>Total Personnel Services</b>	<b>1,016,013</b>	<b>476,730</b>	<b>472,346</b>	<b>461,666</b>	<b>4,384</b>	<b>0.9%</b>	<b>543,667</b>	<b>53.5%</b>
Library Materials	20,000	10,000	15,000	15,000	(5,000)	-50.0%	5,000	25.0%
<b>Core Expenditures</b>								
Supplies, Maintenance, and Services	124,983	62,492	41,201	45,268	21,290	34.1%	83,782	67.0%
Insurance	6,000	3,000	3,000	3,162	-	0.0%	3,000	50.0%
Utilities	55,849	27,925	22,944	23,203	4,980	17.8%	32,905	58.9%
<b>Total Core Expenditures</b>	<b>186,832</b>	<b>93,416</b>	<b>67,145</b>	<b>71,633</b>	<b>26,271</b>	<b>28.1%</b>	<b>119,687</b>	<b>64.1%</b>
Indirect Costs	257,593	128,797	128,796	144,804	-	0.0%	128,797	50.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
<b>TOTAL</b>	<b>1,480,438</b>	<b>708,942</b>	<b>683,287</b>	<b>693,103</b>	<b>25,655</b>	<b>3.6%</b>	<b>797,151</b>	<b>53.8%</b>

**Notes:**

**Personnel Services:**

The county does not budget for pay increases and we are fully staffed, so we are currently exceeding budget for salaries year-to-date.

**Utilities:**

Not included - June VOIP, we are still waiting on the June 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  
State Aid Budget Report - Exton Library - Preliminary  
Period Ending June 30, 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%
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	-	-	-	-		(20,000)	-100.0%
Charges	44,025	22,012	24,974	23,113	2,962	13.5%	(19,051)	-43.3%
Fines and Overdues	80,000	40,000	38,973	41,077	(1,027)	-2.6%	(41,027)	-51.3%
Interest	17,000	8,500	13,671	11,326	5,171	60.8%	(3,329)	-19.6%
Donations and Fundraisers	3,200	1,600	3,966	3,479	2,366	147.9%	766	23.9%
Transfer from Other Funds	-	-	13,051	-	13,051		13,051	
Transfer from County Materials	70,000	35,000	35,000	52,500	-	0.0%	(35,000)	-50.0%
Miscellaneous Revenue	1,570	785	6,139	293	5,354	682.0%	4,569	291.0%
Total Other Revenue	235,795	107,897	135,773	131,787	27,876	25.8%	(100,022)	-42.4%
<b>Total Revenue</b>	<b>1,996,751</b>	<b>1,868,853</b>	<b>1,914,485</b>	<b>1,892,743</b>	<b>45,631</b>	<b>2.4%</b>	<b>(82,266)</b>	<b>-4.1%</b>
<b>Expenditures</b>								
Library Materials	486,783	227,337	195,553	196,290	31,784	14.0%	291,229	59.8%
Services and Charges	87,043	45,648	42,111	7,750	3,537	7.7%	44,932	51.6%
Supplies	28,905	14,453	10,988	12,209	3,464	24.0%	17,917	62.0%
Miscellaneous	23,890	11,945	8,985	9,927	2,960	24.8%	14,905	62.4%
Transfer State Aid - Others	1,362,318	1,362,318	1,374,482	1,356,982	(12,164)	-0.9%	(12,164)	-0.9%
Transfer to Other Funds	-	-	13,051	-	(13,051)		(13,051)	
Capital Outlay	11,321	5,661	6,021	7,152	(360)	-6.4%	5,300	46.8%
							-	
<b>Total Expenditures</b>	<b>2,000,260</b>	<b>1,667,362</b>	<b>1,651,192</b>	<b>1,590,311</b>	<b>16,170</b>	<b>1.0%</b>	<b>349,068</b>	<b>17.5%</b>
<b>Revenue over Expenditures</b>	<b>(3,509)</b>	<b>201,492</b>	<b>263,293</b>	<b>302,432</b>	<b>61,801</b>		<b>266,801</b>	

**Notes:**

**State Aid:**

The 2024 state aid payment was \$17,756 higher than anticipated

**Charges:**

The increase year-to-date is attributed to a rise in lost books and lost library cards

**Donations and Fundraisers:**

\$1,000 received from the New Century Club of West Chester for children's programming and \$500 from Remake Learning Days for the purchase of a Rigamajig

**Miscellaneous Revenue:**

\$4,558 received from the PA Treasury Department for unclaimed property

**Library Materials:**

Encumbrance - \$28,037 as of June 30, 2024

**Supplies:**

Encumbrance - \$3,165 as of June 30, 2024

**Revenue Over Expenditures:**

Budgeted expenditures exceed revenue by the amount of carryover \$2,009 from the 2023 Materials Budget (Fund 100) and \$1,500 of Youth Services donations

**Chester County Library  
State Aid Budget Report - Hankin Library - Preliminary  
Period Ending June 30, 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	-	622	5,500	622		(7,178)	-92.0%
Charges	12,820	6,410	8,383	7,375	1,973	30.8%	(4,437)	-34.6%
Fines and Overdues	24,600	12,300	13,459	13,175	1,159	9.4%	(11,141)	-45.3%
Interest	1,800	900	916	1,071	16	1.7%	(884)	-49.1%
Donations and Fundraisers	3,220	1,720	3,019	450	1,299	75.5%	(201)	-6.2%
Transfer from Other Funds	-	-	-	-	-		-	
Transfer from County Materials	20,000	10,000	10,000	15,000	-	0.0%	(10,000)	-50.0%
Miscellaneous Revenue	505	253	290	-	37	14.7%	(215)	-42.6%
Total Other Revenue	70,745	31,582	36,689	42,571	5,106	16.2%	(34,056)	-48.1%
<b>Total Revenue</b>	<b>170,405</b>	<b>131,242</b>	<b>136,349</b>	<b>143,564</b>	<b>5,106</b>	<b>3.9%</b>	<b>(34,056)</b>	<b>-20.0%</b>
<b>Expenditures</b>								
Library Materials	148,061	86,489	70,508	53,880	15,980	18.5%	77,553	52.4%
Services and Charges	10,040	5,498	4,912	4,301	586	10.7%	5,128	51.1%
Supplies	6,650	3,325	2,861	2,172	464	14.0%	3,789	57.0%
Miscellaneous	2,960	1,530	1,170	940	360	23.5%	1,790	60.5%
Capital Outlay	3,154	1,082	305	50	777	71.8%	2,849	90.3%
<b>Total Expenditures</b>	<b>170,865</b>	<b>97,923</b>	<b>79,756</b>	<b>61,343</b>	<b>18,167</b>	<b>18.6%</b>	<b>91,109</b>	<b>53.3%</b>
<b>Revenue over Expenditures</b>	<b>(460)</b>	<b>33,320</b>	<b>56,593</b>	<b>82,221</b>	<b>23,273</b>		<b>57,053</b>	

**Notes:**

**Charges:**

The increase year-to-date is attributed to a rise in lost books and room rentals

**Donations and Fundraisers:**

A single donation of \$2,500 was received this year

**Library Materials:**

Encumbrance - \$21,178 as of June 30, 2024

**Revenue Over Expenditures:**

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



**Chester County Library  
Fund Balance Report  
Period Ending June 30, 2024**

	<u><b>Balance</b></u>
<b>Operating Funds</b>	
001 CCL	254,499.49
043 HHB	56,812.82
<b>Total Operating Funds</b>	<u><b>311,312.31</b></u>
<b>Reserve Funds</b>	
004 CCL Technology	318,780.28
400 CCL Capital Reserve	110,676.42
410 CCL Program	212,021.47
450 HHB Capital Reserve	237,907.42
451 CCL & HHB Materials	161,053.67
<b>Total Reserve Funds</b>	<u><b>1,040,439.26</b></u>
<b>Grants - Friends of the Library</b>	
091 CCL Friends Grants	19,598.50
903 CCL Friends Grants (Unassigned)	121,594.01
<b>Total CCL Friends</b>	<u><b>141,192.51</b></u>
943 HHB Friends Grants	7,276.45
<b>Total Friends Funds</b>	<u><b>148,468.96</b></u>
<b>Grants and Appropriations</b>	
002 CC Community Foundation Grants	9,140.99
100 CCL County Materials	10,801.96
104 CCL Trust Grants	80,373.91
109 HHB County Materials	239.98
132 CCL GSK Science in the Summer	439.58
<b>Total Grants and Appropriations</b>	<u><b>100,996.42</b></u>
<b>Special Funds</b>	
003 CCL Helen Russell Memorial <sup>1</sup>	6,017.18
096 CCL Courtesy Bags	1,417.24
105 CCL Community Day	4,034.02
106 CCL & HHB Museum Passes	760.00
107 CCL & HHB Author Events	3,438.23
<b>Total Special Funds</b>	<u><b>15,666.67</b></u>
<b>500 District Center Aid</b>	<b>5,032.22</b>
<b>510 County Coordination Aid</b>	<b>243,138.24</b>
<b>Total All Funds</b>	<u><u><b>1,865,054.08</b></u></u>
<b>Endowment Funds</b>	
<b>090 CCL Trust</b>	<b>2,412,717.40</b>

**Notes:**

1. Two \$750 scholarships were awarded this year



July 2024

To: CCL Board of Trustees  
From: Niki Kolb, PR & Graphics Specialist  
Re: Institutional Advancement Committee Recommendations

Meeting Date: July 9, 2024

**RECOMMENDATION**

The Institutional Advancement Committee recommends that all townships receive personalized letters of support documenting usage, and include the Funding Task Force recommendation.



July 2024

To: CCL Board of Trustees  
From: Jenna Persick, Director  
Re: Strategic Planning & Facilities Committee Report on Activities

Meeting Date: July 1, 2024

## REPORT ON ACTIVITIES

### Door Key Access

- Background: swipe card system different from County; our server is at HH and older; Facilities manages swipe cards at County; wanted to see if we could merge with the County; ours only works for CC/HH
- See page 2 for list
- **Action item: add to County Budget for 2025**

### Back Door at CCL

- Door keeps breaking down; looking to replace it
- In process of receiving quotes
- Will fund through maintenance budget

### Strategic Plan

- User Space audit for overall spaces/Makerspaces
- Feel like we need to understand how we can utilize spaces before making plans
- Our recommendation would be to do a space plan but we would need to get funding from the reserves
- **Action item: Define scope of project and proposal (include order of magnitude with costs) and email to committee for final approval**

### Funding for Furniture (\$50,000 approximately)

- Hankin Annex A for staff (HH capital reserve)
- Hankin Children's conference room (HH capital reserve)
- Exton Small Conference Room (Friends/Trust)
- Exton Staff Space (Circulation back offices) (Friends/Trust)
- Struble Room furniture (\$32,000) (Friends/Trust)
- **Action item: Get final pricing from fourth vendor and make decision; funding sources sound reasonable to committee**

## **DOOR KEYCARD ACCESS FOR CCL AND HHB**

CC: 7 readers

HH: 9 readers

### **CCL Second Floor**

- Back Staff entrance
- Server Room
- Entrance to Administration
- Entrance to Staff Hall
  - This is the door leading to the back hallway
- Back Entrance to Staff Hall
  - This would require a door; either before or after Director's office

### **CCL First Floor**

- Boiler Room entrance
- Back Hall West Entrance
  - Door between Circ back hallway and Reference
  - Entrance and exit?

### **HHB**

- Staff Entrance
- Data closet
- Back Hall East Entrance
  - Door near public PC area
- Back Hall West Entrance
  - Door near Branch Manager office
- Entrance to Staff Room
  - Possibly move door further back to open restrooms to public (make them unisex)
- Annex: Outside Entrance
  - Entrance and exit swipe
- Annex: Entrance from Library
  - Entrance and exit swipe



July 2024

To: CCL Board of Trustees  
From: Barb Baugher, Finance Manager  
Re: Finance Committee Report on Activities/Recommendations

Meeting Date: July 1, 2024

### **RECCOMENDATION**

It is the recommendation of the Finance Committee that the Board authorize the transfer of \$150,000 from the Technology Fund 004 to the DCA Fund 500 to cover the anticipated DCA expenses for July 1, 2024 – September 30, 2024. The \$150,000 will be transferred back to the Technology Fund upon receipt of the DCA funds from the State.

### **REPORT ON ACTIVITIES**

#### **2024 – 2025 District Center Aid Funds**

The Pennsylvania General Assembly and the Shapiro Administration did not finalize the Commonwealth's budget for the upcoming fiscal year by the June 30th deadline.

#### **Friends of the Chester County Library**

David Chartier, Treasurer Friends of the Chester County Library joined us to discuss interest earned on the balances in the CCL Friends Grants Fund 091 and the CCL Friends Grants (Unassigned) Fund 903. Below are David's requests from his follow-up email:

For reference, the three key points in restoring interest earned to the Friends accounts with the Library are:

- Accounting standards codification recommends allocating cash and earnings based on how an entity would allocate if it were to liquidate.
- Earnings on donations should not be used for library operating expenses (may lessen state aid, although this is likely not an issue).
- From a donor relations viewpoint, earnings on donated funds should be held separately so that donors know their money is being used for an intended purpose (e.g., income from an endowment fund should not be used inappropriately)

For simplicity, the Friends are seeking a line be added to the interest allocation journal entry to apportion interest earned on just the one Friends account CCL Friends Grants (Unassigned) Fund 903. No decision was made today. Emily Bless (CCLS/CCL Board Treasurer) and Bill Connor (CCLS/CCL Board Member at Large) will continue their discussions before making a recommendation to the board.

**Member Library Support Documents for 2022 and 2023**

Emily Bless (CCLS/CCL Board Treasurer) and Bill Connor (CCLS/CCL Board Member at Large) have requested additional day or two to review the documents and provide their feedback

**Auditor Presentation**

The Finance Committee has requested that the auditors present their results at an upcoming board meeting. Jeff Kowalcyk from Barbacane Thornton & Company will join the July board meeting.

**1st Resource Bank**

I created a comparison document and provided the materials provided by 1st Resource Bank. At this time the Finance Committee is not interested in moving from TD Bank. I thanked 1st Resource Bank for their time and proposal and let them know that the Finance Committee was not interested in leaving TD Bank at this time.