

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, SEPTEMBER 17, 2024

TREDYFFRIN PUBLIC LIBRARY/VIRTUAL

AGENDA

Meeting Location: Tredyffrin Public Library, 582 Upper Gulph Road, Strafford, PA 19087

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

CALL TO ORDER, 9:30 AM (Tredyffrin Public Library/Virtual)

WELCOME AND INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of August 20, 2024 (p. 2)
- Chester County Library Director Report (p. 15)
- Henrietta Hankin Branch Manager's Report (p. 20)
- Development Director Report (p. 23)
- Statistical Reports (p. 24)

FINANCIAL STATEMENTS

- August 2024 Exton and Hankin Financial Statements (p. 27)
- August 2024 Fund Balance Report (p. 31)

FOR APPROVAL

- Appointment of CCL Board Secretary
- Earl Baker Conference Room
- Meeting Room Use Policy Appendix A Changes (p. 32)

FOR INFORMATION/DISCUSSION

- Staff and Volunteer Borrowing Policy Updates (p. 34)

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p. 15)
- Branch Manager's Report (p. 20)
- Development Director's Report (p. 23)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library (p. 22)
- Committee Reports

Ad Hoc Committees

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

Standing Committees

- Executive
- Finance
- Governance

ADJOURN

Upcoming Events

Tuesday, October 22, 2024, 9:30AM – CCL Board Meeting – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
August 20, 2024**

CALL TO ORDER, 9:56 AM

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

CCL Board Members Excused: Staci Anderson, Member at Large; William Connor, Member at Large

CCL Staff Present: Jenna Persick, Director; April Nickel, Youth Services; Mikaila Strano, Business Librarian

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

Others Present: Erik Walschburger, Acting County Administrator, County of Chester

WELCOME AND INTRODUCTIONS

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

EXECUTIVE SESSION ANNOUNCEMENT - None

PUBLIC COMMENTS – Emily Bless shared a story about how her father had a great experience renewing his library card. She said he found the staff personable and extremely helpful.

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

- **July 2024 Exton and Henrietta Hankin Branch Financial Statements** – Barb Baugher remarked that July was a slow month for finance. She noted that there were updates to the HHB salary lines due to the open positions, and a donation for tote bags for the advocacy campaign.

- **July 2024 Fund Balance Report** – There was nothing of note to report with the Fund balance.

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

FOR APPROVAL

- **Finance Committee Recommendations** – Barb Baugher and Emily Bless covered the two recommendations from the Finance Committee
 - Recommendation to increase the CCL credit card from \$15,000 to \$20,000 as more and more organizations are requesting credit card payment over invoicing.
 - Recommendation that the interest earned on the funds donated to the library by the CCL Friends continue to be rolled back into to the Operating Fund (001), rather than returned to the CCL Friends to designate, as they had requested. The reason for this is that the donated amount itself is the restricted gift. This is the standard practice for gifts.

On motion made by Emily Bless, seconded by Mark Carroll, the CCL Board of Trustees unanimously approved both of the Finance Committee’s recommendations.

FOR INFORMATION/DISCUSSION

- **Earl Baker Tribute**
 - Jenna Persick has proposed that the small conference room across from the Burke Board Room be renamed to the “Earl Baker Conference Room” in addition to his name being displayed on the CCL Trust’s Donor Wall.
 - The Earl Baker Conference Room will be a public meeting room. A request will be made to the Friends of CCL to install a screen in the conference room for meetings. CCL plans to add the Earl Baker room to the reservable meeting rooms schedule soon. Also, in the near future, a door and card readers will be added to allow patrons to use the Burke and Baker rooms without having access to the staff areas on the second floor.
 - The plaque with his name will be moved from a pillar in the Reference Department to a wall behind the Reference Desk to make it more visible.
- **Public Services Presentation: Business & Career Services** (Mikaila Strano) – Mikaila Strano, Business Librarian, gave a presentation on the services offered in the Business and Career center of the Reference department at CCL. She also shared some up coming services that are not available yet including headshots, and mock interviews.

REPORTS/CORRESPONDENCE

President's Report - Mike Skay welcomed Staci Anderson as the newest CCLS/CCL Board member. He also thanked Brian Taylor for his service as a board member.

Director's Report

- **1st Annual Teen Photo Contest** – The contest, organized by April Nickel, YS Manager, was held on Sunday, August 11. Over eighty people attended the reception to see the works by forty-two students across CCLS. There were six winners across two categories.
- **Administration Office Moves** - The Administration offices moves are complete. Joe Sherwood is now located in what was the small conference room next to the District Consultant's office, and Jenna is in Joe's old office.
- **General Updates**
 - Wednesday, July 17 was one of the busiest days in a long time; this was after the storm the previous night, and many patrons used the library to charge their phones, work remotely, and stay cool. Jenna Persick thanked the staff who helped to provide extra spaces and charging options.
 - Interviews for the Hankin Branch Manager position are being scheduled.
 - Working on solutions for the challenges with the second-floor bathroom next to the Struble Room.
 - July circulation and door count statistics were the highest they've been since pre-COVID.
 - Colleen Welsh is the new full-time van driver.
 - The Decodable Books cataloging is complete. Jenna thanked the Technical Services staff for all their work getting the books ordered and cataloged.

Branch Manager's Report

- Contract for the tenant has been renewed.
- July numbers were the highest they have been since pre-COVID.
- Summer reading is going well. Registrations are higher than they were in 2023.
- Board games and puzzles are being cataloged and added to the collection.
- New monthly Writer's Roundtable program is being run by some of the Circulation staff.

Development Director's Report

- The Donor Appreciation Reception will be held on September 12. Earl Baker will be honored along with 8 new donors who will be added to the donor wall.
- The Trust Annual Appeal is getting ready to go out. About \$47,000 has been raised through the appeal in 2024.
- Nicole Richards has been working with the Reference Department to apply for a grant to fund the Candid database.

Friends of the Chester County Library Report – The Friends met on August 6 and have begun planning the next book sale. Jenna Persick will be attending the September meeting with requests for funding.

Friends of the Hankin Library – The Friends of HHB will be hosting a Drag Bingo event at Stolen Sun in September. The Book Nook coordinator has stepped down.

Committee Reports

- **Finance Committee** – Nothing to report that wasn't covered under the Items for Approval section of the meeting.
- **Sneaker Appraisal Committee** – The committee is still waiting to schedule a meeting with the appraisers. Mike Skay has contacted local celebrities and influencers who may be interested in attending an event.

Meeting Adjourned.

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

Business & Career Resources and Services

Databases

data axle
reference
solutions

U.S. Businesses 95 Million Businesses 4.2 Million Closed Businesses SEARCH MORE INFORMATION	U.S. Historical Businesses 379 Million Historical Records
Canadian Businesses 2.4 Million Businesses	U.S. Jobs / Internships 2.5 Million Job Postings
U.S. New Businesses 2.2 Million New Businesses	U.S. Healthcare 2.3 Million Physicians & Dentists
U.S. Standard White Pages 145 Million Residents	U.S. Consumers / Lifestyles 257 Million Individuals
Canadian White Pages 11 Million Individuals	U.S. New Movers / Homeowners 10 Million Records

Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/> Al Pastor	Al Pastor	560 Wellington Sq	Exton, PA	19341	(484) 241-8886	
<input type="checkbox"/> Alfredo Italian Byo	John Kincade	668 Lancaster Ave	Berwyn, PA	19312	(610) 640-2962	
<input type="checkbox"/> Allen's On First		374 S 1st Ave	Coatesville, PA	19320	(610) 383-4077	
<input type="checkbox"/> Aman's Indian Bistro		277 Schuylkill Rd	Phoenixville, PA	19460	(484) 924-8387	
<input type="checkbox"/> Aman's BYOB	John Amann	105 E Lancaster Ave	Downingtown, PA	19335	(484) 237-8179	
<input type="checkbox"/> Amis Trattoria		138 Lancaster Ave # 140	Devon, PA	19333	(610) 590-4782	
<input type="checkbox"/> Amore Pizza & Restaurant	Bill Moscharis	314 S High St	West Chester, PA	19382	(610) 430-1800	
<input type="checkbox"/> Andiarlo		106 W Gay St	West Chester, PA	19380	(484) 887-0919	
<input type="checkbox"/> Andre's Pizza Inc	Mike Dellaragiona	2209 Baltimore Pike	Oxford, PA	19363	(610) 932-2221	
<input type="checkbox"/> Aneu Kitchen Juicery-Mkt Aneu	Michael Martin	1556 Lancaster Ave	Paoli, PA	19301	(610) 251-9600	
<input type="checkbox"/> Anthony's Coal Fired Pizza	Aaron Rand	123 E Swedesford Rd # K-L	Exton, PA	19341	(610) 594-1900	
<input type="checkbox"/> Anthony's Cucina Fresca		78 W Lancaster Ave	Downingtown, PA	19335	(610) 873-5544	
<input type="checkbox"/> Anthony's Pizza-Italian Rstrnt	Anthony Pantalone	127 W King St	Malvern, PA	19355	(610) 647-7400	
<input type="checkbox"/> Anthony's Wood Oven Pizzeria	Giuseppe Maniscalco	410 W Lincoln Hwy	Exton, PA	19341	(610) 524-6666	
<input type="checkbox"/> Aplus	Ganesh Vinnakoba	301 Limestone Rd	Oxford, PA	19363	(610) 932-4314	
<input type="checkbox"/> Appetcazers	Tom Potts	2348 E Lincoln Hwy	Coatesville, PA	19320	(610) 383-5187	
<input type="checkbox"/> Appetites On Main	Brad Weinstein	286 Main St	Exton, PA	19341	(610) 594-2030	
<input type="checkbox"/> Applebee's Grill + Bar	Jim Daniel	815 E Baltimore Pike # 3	Kennett Square, PA	19348	(610) 444-8092	

U.S. Businesses Database

Quick Search | Advanced Search

Record Type

Verified Businesses (Phone verified and quality checked)

Include Unverified Businesses (Not yet fully verified, may not be accurate)

Include Closed / Out of Business Records (Suspected to be out of business)

Keyword/SIC/NAICS

Search All SICs Search Primary SIC Only

Search All NAICS Search Primary NAICS Only

restaurant [SHOW 2-6 DIGIT CODES](#)

Results:

- 23899082 - RESTAURANT CLEANING
- 23622029 - RESTAURANT DESIGN & PLANNING SERVICE
- 42344031 - RESTAURANT EQUIPMENT & SUPPLS-USED (WHLS)
- 33712712 - RESTAURANT EQUIPMENT & SUPPLIES-MFRS
- 53221011 - RESTAURANT EQUIPMENT & SUPPLIES-RENTING

VIEW RESULTS

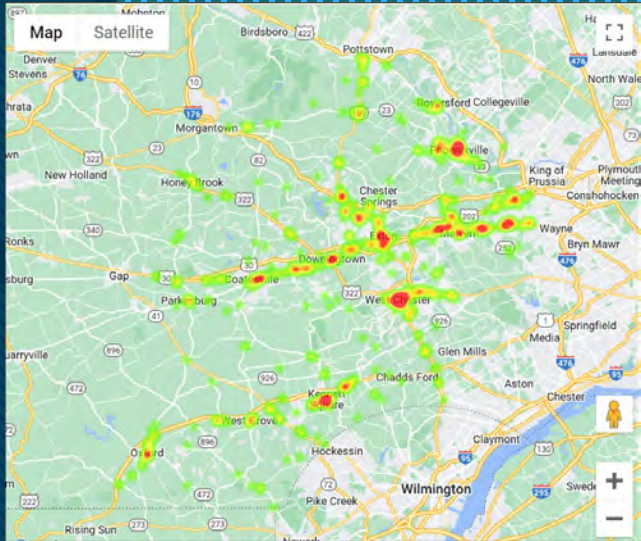
UPDATE COUNT

RECORD COUNT
18,279,200

BUSINESS HISTORY
[more info](#)

CLEAR SEARCH

[Back To Top](#)



Databases

statista

Search: restaurant

Topic | September 1, 2023
Restaurants in the U.S. - statistics & facts
Statistics and facts on the U.S. **restaurant** industry

Report | December 20, 2022
Accommodation, Restaurants & Nightlife - global
Statista Industry Report - ISIC Code I

Statistic | June 22, 2023
Sales of the leading chain restaurants in the U.S. 2022
Leading chain restaurants in the United States in 2022, by sales (in billion U.S. dollars)

Statistic | March 13, 2019
Profit of Bone's Restauranter 2009-2018
Profit for the year of Bone's Restauranter from 2009 to 2018 (in 1,000 DKK)

Topic | August 29, 2023

Content types: All
Accuracy: All
Location: All
Industry: All
Publication date: All
Archive: Without archive

FILTER BY TOP TAGS

statista Welcome, Chester County Library!

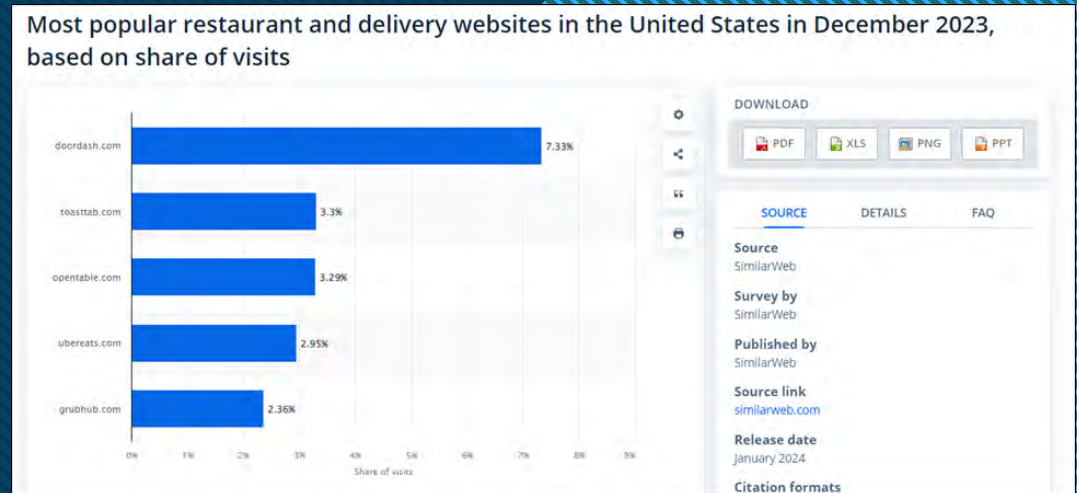
Statistics Reports Insights Daily Data Services My Account

Empowering people with data

Insights and facts across 170 industries and 150+ countries

Find statistics, forecasts and reports Statista Search

Social media usage E-commerce worldwide Artificial intelligence (AI) Netflix
Global inflation TikTok Electric vehicles Sustainability Gaming Fast fashion



Databases



A screenshot of the Gale eBooks search results page. The header is red with the Gale logo and "GALE EBOOKS" in white. Below the header is a search bar with "Basic Search" selected and a search icon. To the right of the search bar is a link for "Advanced Search". Below the search bar, it says "40 RESULTS" and "Sort by: Relevance". The search terms are "Publication Title: 'Business Plans Handbook' AND Keyword: 'Real estate'". There are two search results listed. The first result is "Real Estate Brokerage" by Lynn M. Pearce, from the "Business Plans Handbook (Vol. 15.)", published in 2009, 11 pages. The second result is "Real Estate Renovation and Resale" by Gerald Rekke, from the "Business Plans Handbook (Vol. 15.)", published in 2009, 9 pages. Both results include a small thumbnail of the book cover and a red "Add to cart" button.

Databases

Candid.

Describe what you are trying to fund: hospice care in king county

SEARCH

Include U.S. Federal Funders

Advanced Search & Filters

Search by Organization Search by Person

63 Grantmakers
View Grantmakers Only

312 Grants
View Grants Only

15 Recipients
View Recipients Only

13 990 Tax Forms
View 990 Tax Forms Only

Total Dollar Value of Grants: \$9,933,490

Grantmakers (63)

Grantmaker	City	State	Country	Total Assets	Total Giving	Amount Funded	Grant Count
Seattle Foundation	Seattle	WA	United States	\$1,006,156,000	\$100,425,000	\$280,167	96
Fidelity Charitable	Cincinnati	OH	United States	\$21,223,553,156	\$3,764,811,986	\$176,058	51
The Foster Foundation	Kirkland	WA	United States	\$48,515,191	\$5,948,885	\$95,000	8
PEMCO Foundation, Inc.	Seattle	WA	United States	\$1,753,886	\$310,690	\$35,250	8
The Bank of America Charitable Foundation, Inc.	Charlotte	NC	United States	\$56,346,261	\$162,446,844	\$5,750	8

Bronze Transparency 2024
Candid.

Silver Transparency 2024
Candid.

Gold Transparency 2024
Candid.

Platinum Transparency 2024
Candid.

Programs

Resume and Job Search

The screenshot shows the Indeed job search interface. At the top, there are navigation links for 'Find jobs', 'Company reviews', and 'Find salaries'. The search filters are set to 'What: Customer Service' and 'Where: Dallas, TX'. Below the filters, there are three job listings on the left and a detailed view of a 'Customer Service Specialist' job on the right.

Front Desk Receptionist
Local Business
Dallas, TX +1 location
Easily apply Urgently hiring
14 days ago

Customer Service Agent
Remote 3.5 ★
Dallas, TX +4 locations
Active yesterday

Customer Service Specialist
Wavewood 4.3 ★
Dallas, TX
Easily apply Urgently hiring

Customer Service Specialist
Wavewood ★★★★★ 112 reviews
Dallas, TX
Apply
Urgently hiring

Job details
Job type: Full-time
Number of hires for this role: 1

Qualifications

- 1-3 years experience (preferred)
- Registration (required)

MIRA KARLSSON
SOCIAL MEDIA MARKETING SPECIALIST

CONTACT
816-555-0146
mira@example.com
www.example.com

PROFILE
Social Media Marketing Specialist, utilizing my 5+ years of experience in creating and executing successful social media campaigns, developing engaging content, analyzing and reporting on campaign performance, and staying up to date with the latest trends and best practices in social media marketing. My goal is to increase brand awareness, engagement, and conversion rates while delivering exceptional results and exceeding goals for the company.

SKILLS
Platform expertise
Content creation
Analytics
Communication
Creativity
Strategic thinking

EDUCATION
Bellows College
20XX-20YY
BA in Communications
East Berfing Community College
20XX-20YY
AA in Communications

EXPERIENCE
Social Media Marketing Specialist
20XX-20YY
Developed and executed successful social media campaigns across multiple platforms to increase brand awareness and drive traffic to the company's website. Managed and grew the company's social media accounts by creating engaging content, monitoring analytics, and implementing social media best practices. Collaborated with cross-functional teams to develop and execute integrated marketing campaigns that leveraged social media to meet business objectives.

Digital Marketing Manager
20XX-20YY
Led the development and implementation of the company's digital marketing strategy, including social media marketing, email marketing, and paid advertising. Analyzed and reported on the performance of digital marketing campaigns, using data-driven insights to optimize and improve campaign effectiveness.

Content Marketing Specialist
20XX-20YY
Developed and executed content marketing strategies that leveraged social media to drive traffic, engagement, and conversions. Produced high-quality, engaging content for social media, email marketing, and the company's blog.

Programs



SCORE FOR THE LIFE OF YOUR BUSINESS

Chester and Delaware Counties

National
 Any location
 Chester and Delaware Counties
 Include nearby

less than 10 miles

GO

Training Type

ONLINE LIVE EVENT

Registering to Sell to the Federal Government Market - 09/17/2024

September 17, 2024, 12:00pm EDT

Learn what's required to be a federal supplier and how to become certified as a...

IN PERSON LIVE EVENT

Marketing Basics for New Entrepreneurs

September 17, 2024, 6:00pm EDT

Chester County Library & District Center
450 Exton Square Parkway

SCORE FOR THE LIFE OF YOUR BUSINESS

Chester and Delaware Counties

ONLINE LIVE EVENT

Starting a Nonprofit Organization - 09/10/2024

September 10, 2024, 12:00pm EDT

In this free webinar, learn about alternative non-profit structures and the key steps to starting and managing a non-profit

IN PERSON LIVE EVENT

Free In-Person Legal Clinic for New Businesses

September 10, 2024, 6:00pm EDT

Chester County Library & District Center
450 Exton Square Parkway



One-On-Ones

No longer than 1 hour long sessions on the following topics:

- Resume/Cover Letter
- Business Databases
- Nonprofit Resources



Anita Job
123 Anytown Dr., Anytown, MI 12345
Home: 555-123-4567 Cell: 555-123-5544
anitaj@iwanawork.com

Objective
To obtain a challenging pediatric nursing position, specializing in intensive care.

Employment History

Employment History	January 2009–Present
Pediatric Care Nurse Anytown General Hospital, Anytown, MI	<ul style="list-style-type: none">• Provide comprehensive care to children and their families• Assess patients for the appropriate level of patient care• Order additional testing as required• Assist in pediatric surgeries
Practical Nurse Anytown Nursing Home, Anytown, MI	<ul style="list-style-type: none">• Provided bedside care• Assisted residents with bathing, dressing, and personal hygiene• Monitored residents and reported any adverse reactions to medication
Medical Orderly Anytown Children's Hospital, Anytown, MI	<ul style="list-style-type: none">• Supported nursing staff in day-to-day duties• Assisted residents with routine personal care

Education

Education	May 2004	May 2000	June 1998
Bachelor of Science in Nursing, Anytown University, Anytown, MI			
Practical Nursing Diploma, Anytown Technical College, Anytown, MI			
High School Diploma, Anytown High School, Anytown, MI			

Skills and Certifications

- Acute and chronic patient care experience
- Catheter, IV, and suction training
- Charting and documentation of patient care
- CPR and First Aid Certified, 2011
- Registered Nurse (RN) – State of Michigan Medical Association

References available upon request

Commented [1]: Try to use descriptive words and phrases for emphasis.

Commented [2]: For consistency, spell out the entire name of the month.

Commented [3]: Use en dashes (-) rather than hyphens (-) to indicate range.

Commented [4]: Please be more specific. What types of pediatric surgeries did you provide assistance for?

Commented [5]: Can any additional data be provided for this work experience? Has there anything else that you accomplished here that relates to your desire to obtain a nursing position in intensive care?

Commented [6]: Check to make sure that the names of people and places are spelled correctly.

Commented [7]: Try to avoid redundancy by varying your word choice. This will make your resume clearer, more interesting, and easier to read.

Commented [8]: Since this is the name of a college, it must be capitalized.

Commented [9]: Try to be concise yet specific in your writing.

Commented [10]: Acronyms should be spelled out upon first use, followed by the acronym itself in parentheses.

Commented [11]: In this case, since the state name (Michigan) is part of the organization's name (State of Michigan Medical Association), it must be spelled out in full.

Coming Soon

Mock Interviews
Career Headshots





September 10, 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

- Library Card Sign-Up Fest was held on Sunday, September 8 and was a success!
 - The door count was 942; in August the average Sunday door count was 645
 - We estimated that 400 people interacted with the event
 - We processed 35 library cards; 50 children made STEM bracelets
 - Handel's gave out 250 scoops of ice cream
- Building notes
 - New time clock installed to control exterior lighting
 - Upstairs bathroom next to Struble Room still in progress; waste line cleaned and awaiting new electric hand dryer before reopening to the public
 - Diversified looked at numerous issues regarding the performance of the HVAC system
- Barb Bailey is retiring on October 4. She has been with CCL for over 30 years. She has done an amazing job as Circulation Manager, navigating two new circulation systems (Millennium and Sierra), managing the pandemic, introducing the book locker, and many other ups and downs over the year. She will be missed!

Departmental Reports

Circulation Department (Barb Bailey) - Statistics for door counts, check-outs, holds filled, and all self-service checkout methods at CCL were all down a bit in August from the prior month which is in line with general trends for end of the summer. Of note though, our door count, at a total of 28,963, was the highest number of visitors we've had in the month of August in the past 5 years, since pre-Covid counts in 2019.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- Programs and Events
 - August 2: Teen Summer Maker Project - Creating Your Own 3d Object – Remy Way
 - August 6 and 8: Teen Summer Maker Project - Making Edible Bento Box – Steph Parker
 - Summer Reading Teen Maker Project Programs ended on 8/08. 8 various Maker/STEM related projects/programs were offered with 131 participants with 33 of them entered for the raffles. All the prizes have been picked up.

- Makerspace Statistics
 - Open hours: 76.5
 - Total Visits: 68
 - Usage: 3d Printer - 30, 3d Scanner – 1, Laser Engraver – 2, Button Maker – 5, Cutter Plotter – 9, Parts Cart – 2, CAD Software – 8, Adobe Creative Cloud - 1

Multimedia Department (Stephanie Sharon-Missanelli)

- Outdoor games are now available for checkout.
- Stephanie and Jessie met with OverDrive and were told that CCLS was only the third library system in PA to hit over a million checkouts behind Philadelphia and Pittsburgh.
- OverDrive unique users have surpassed last year's total as of September 8th. (see attached chart)

Public Relations/Graphics and Adult Programming (Niki Kolb)

- 115 graphic orders and 39,857 copies were completed in August.
- A CCLS ad will be placed in the County Lines Magazine for October promoting Databases for (see attached graphic).
- Graphics completed for Library Card Sign Up Month, Library Card Sign-Up Fest, and "Read Across Chesco" campaigns.
- First Draft of CCL/HHB Impact Report was sent for edits.
- CCL Trust Annual Appeal Letter was created and sent to printer.
- Adult Programs continue to do well; Pam is working on the fall programming calendar, including the annual Holiday Craft Show
- Pam is preparing for the Poster Session presentation at the PALA Conference on our Citizen Science Kits.

Reference (Melissa Kohl)

- There were 234 small meeting room bookings in Reference in July.
- There were 54 technology tutoring appointments held this summer, focusing on device instruction, online form completion, and Internet use.
- The Chester County Library System will be offering two new electronic services this month: Morningstar Investing Center and Comics Plus.

Technical Services (Laura Salvucci)

- We are finishing up interviews for the Librarian II position.
- A collection of circulating outdoor games was cataloged for the CCL Multimedia Department.

Volunteers (Susan Walraed)

- Teen Summer Volunteer Program – Program ended September 2
- Working on renewing clearances for CCL/HHB Friends

Youth Services (April Nickel)

- Summer Programming completed; regular programming schedule resumes 9/9
- Teen volunteers were essential during 2 STEM Spark events, Back to School Build, and Library Card Sign up Fest, in addition to their other duties.

- CCL was awarded the Local Library Sustaining Success Grant for Family Place Libraries from Office of Commonwealth Libraries for \$2500 for purchase of materials and supplies for Family Place programming.

Department Vacancies

- Circulation – 1 PT Library Page
- Tech Services – 1 FT Librarian II
- Youth Services - 2 PT Library Assistants (15 hr./week & 10 hr./week)

Committee Reports

Chester County Employee Engagement Executive Committee (Nancy Sapone) – The committee met on 8/22/24. Main topic of discussion were topics for the next quarterly meeting: a presentation about the Human Needs Network; an overview of Voter Services; an update on the County's space study, and a discussion on Public Awareness; how do we get the message about County services across to the public we serve.

Incident Response Plan Coordination Team (Barb Bailey) – Unannounced evacuation drills were held successfully at CCL/HHB PIC on Thursday, 8/29/24. Both buildings were evacuated in just a few minutes with minimal disruption to patron services. The IRPCT will meet on September 18 to review transition plan for the team. The next meeting is scheduled for Wednesday, November 13, and will a hybrid meeting held in the CCL Struble Room with option to attend via Zoom.

Staff Engagement Committee (Melissa Kohl) – The annual staff BBQ was held on 9/12.

XYZ Committee (Emily Cackowski) – "Murder at the Speakeasy" event on 8/16 at Albert C. Miller park. The event had 24 attendees and a lot of enthusiastic participation and feedback. There are two more events before the end of the year: On Thursday, October 17th from 5-7 PM, we will be holding the Monster Mansion Mystery event on 10/17 and Cookies and Crafts event on 12/13.

Meetings and Trainings Attended

8/21 Technical Services Orientation for Justine Fafara (MA) with Laura Salvucci
Afternoon Book Group

8/22 CCL General Staff Meetings (9 am and 3 pm)

8/23 Vacation

8/26 Program Committee meeting
Library Card Sign-Up Fest meeting

8/27 CCL Policy Review Committee meeting
CCL/HHB DEI Committee meeting

8/28 County Administrative Departments Quarterly Meeting (313 W. Market)
Department Heads meeting

8/29 HHB in a.m.
Unannounced Evacuation Drills (HHB & CCL)
Innovative Check-in Meeting

9/1-9/2 Libraries Closed in observance of Labor Day

9/3 Friends of the Chester County Library Board meeting

9/4 Library Department Budget with County Finance (313 W. Market)

9/6 HHB all day

9/8 Library Card Sign-Up Fest

9/9 HHB in am
HHB Morning Meeting
Evening Book Group

9/10 District Librarians meeting (virtual)
LibPas training (webinar)

9/11 HHB PT Reference Librarian interview

9/12 CCL Staff BBQ
CCL Trust Board meeting
Donor Trust Recognition event

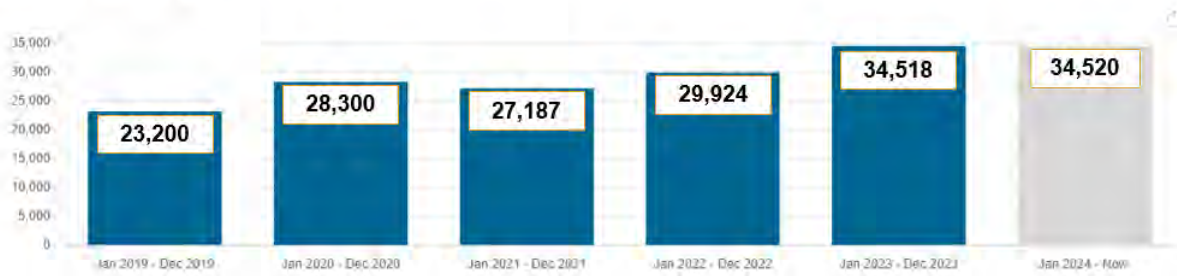
9/13 HHB PT Reference Librarian interviews

9/16 CCL Policy Review Committee meeting

9/17 CCLS/CCL Board meeting

OverDrive Unique Users

Unique users: Year over year



County Lines Ad for October "Education" Issue

With your library card, you have access to over 60 databases for all of your educational needs!

ancestry | MasterFILE™ Premier | GALE IN CONTEXT ELEMENTARY

SCHOLASTIC BOOKFLIX | HERITAGEQUEST

GALE EBOOKS | creativebug | POWER LIBRARY PENNSYLVANIA'S ELECTRONIC LIBRARY

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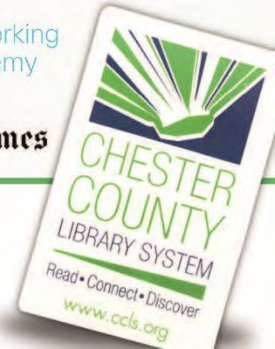
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18 Convenient library locations in Chester County :

- Atglen • Avon Grove • Chester County (Exton) • Chester Springs • Coatesville • Downingtown
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September 10, 2024

TO: Board of Trustees, Chester County Library and District Center
FROM: Jenna Persick, Chester County Library Director
RE: Report on the Henrietta Hankin Branch

General Updates

- The Henrietta Hankin Branch Manager position has been filled. We are awaiting Commissioners approval and then giving the candidate time to give notice at their current position. Their start date will be October 21.
- August door counts were down slightly from July and the previous August.
- Meeting Room usage was up from July, both terms of hours used and total bookings.
- Reference staff is coordinating with Voter Services to offer a satellite office (on designated days) and staffed ballot box (daily) for the 2024 General Election. Details forthcoming.
- The rental contract for the tenant Personalized Fitness for You (PF4U) was renewed for one year at the current rental rate and signed.

Building Updates (Peter Greulich)

- Cleaned the rooftop drains.
- Cleaned the rain gutters. Keeping the gutters clean helps stop leaks in the building.

Departmental Reports

Circulation (Charlotte Marron, Circulation Manager)

- Our August circulation was down from July by 9% which is in line with general trends for the end of summer.
- Our August/September bookmark features all of the options for self-checkout: Self Checkout Computer, Self Checkout in the App, and Book Locker.

Makerspace (Tom Lally, Makerspace)

- We held three Maker Monday drop-in programs, Paper Plate Jellyfish, Paper Bag Monsters, and Egg Carton Turtles which were each well attended, garnering 18, 8, and 11 patrons, respectively.
- Our other Maker Monday program was a registered event, LEGO Build, which had all 10 attendees who signed up.
- Sewing tutorials with Loraine occurred every Thursday in August.

- Our monthly Makerspace project, Customized Water Bottles, was well attended throughout the month, receiving 15 attendees during our appointment blocks.
- Our volunteer, Kelly Meanix, will begin her quilting class on September 10 which will run for 8 weeks.

Reference (Claire Michelle Viola, Adult Services Librarian)

- In August we held 17 in person programs, 1 hybrid program, 4 virtual programs, and 1 passive program. Notable programs included kicking off the month with a Jigsaw Puzzle Contest Ice Cream Social (in person, 17 attendees), Cave Exploration: a presentation by Thomas Hawkins (in person, 26 attendees), and eight popular arts and crafts (in person, brought in a total of 79 attendees all programs combined).
- We wrapped up our Adult Summer Reading challenge. This year 163 patrons registered for the challenge. Winners were drawn for our 5 raffle baskets featuring gifts donated by 8 local businesses. 11 Henrietta Hankin Branch staff members took part in the Staff Adult Summer Reading challenge.
- Our two Next Chapter Book Clubs (1 virtual and 1 in person) finished their 6th summer session this August and members look forward to starting up again the 4th week of September with a reading of *The Swiss Family Robinson*, by Johann David Wyss. Next Chapter Book Club is a community-based program that welcomes adolescents and adults with all types of intellectual and developmental differences to read, learn and make friends. Henrietta Hankin Branch has been an affiliate of this international organization since 2019.
- In August we collaborated with the West Vincent Township Environmental Advisory Council in supporting their upcoming book discussion on *Braiding Sweetgrass: Indigenous wisdom, scientific knowledge, and the teaching of trees* by Robin Wall Kimmerer, to take place on Monday, Sept. 9, 7:00-8:30 pm, at the West Vincent Township Building. We supplied the books, provided a book display to advertise the event, and assisted with registration by posting the event on our online events calendar.

Youth Services (Susan Farrell, Youth Services Lead)

- During August, the Youth Services department offered 26 in-person programs and three passive programs (Scavenger Hunt, I Spy Tank and Take-and-Make Craft).
- A total of 144 reading medals were awarded to the kids who kept track of daily reading throughout the summer months.
- Science Heroes: An interactive STEM show that focused on a treasure-hunting adventure. This entertaining family program included fun science experiments involving chemical reactions, air pressure and physical explosions.
- Tail Waggin' Tutors: We welcomed three certified therapy dogs who patiently listened to independent readers practice their reading skills.
- sprout STEM: Planned and conducted by four students from the Downingtown STEM Academy, this five-class series offered 3rd-5th graders the opportunity to explore various science topics such as structural and aerospace engineering, chemistry, and renewable energy. Each of the classes involved a hands-on activity which included building a solar powered oven and creating/testing the best aerodynamic paper airplanes.

Friends of the Hankin Branch Library

- The Friends are planning a Drag Bingo fundraiser at Stolen Sun Brewery on Wednesday, September 25. Tickets will be \$15. Attendees must be 18+ to play bingo.
- The next book donation days are October 4-5.

Department Vacancies

- 1 PT Reference Librarian – effective 8/20
- 1 Librarian IV (Branch Manager) – effective 7/29



September 5, 2024

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

Donor Appreciation Reception

A donor reception will be held Thursday, September 12, 6:00 PM-7:30 PM at the Chester County Library, Struble Room. Invitations were mailed to 165 donors, patrons, and Board members. Earl Baker will be honored by Commissioner Eric Roe. Eight new plaques will be added to the donor wall in the library lobby.

Donor Software

A committee of five development directors recommended migration from Blackbaud eTapestry software to Bloomerang. The eTapestry software is non-compliant with ADA guidelines for individuals with visual impairments. CCL Trust's Blackbaud contract expires in February 2025. Trust Board approval is pending at this writing (9.05.24)

Grant Applications

Two grant applications were submitted in September:

- \$5,000 to M&T Bank for eMaterials
- \$3,200 to the Chester County Community Foundation for funding of the Candid Database.

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	150,805	978,511	909,707	934,225
Aug	151,069	143,907	141,102	1,129,580	1,053,614	1,075,327
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	
Total	1,631,834	1,539,599	1,075,327			

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	421
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	218	475	456
Jul	271	238	222	267	493	505
Aug	267	251	239	181	506	432
Sept	235		176		411	
Oct	226		172		398	
Nov	208		177		385	
Dec	206		170		376	
Total	2,884	1,912	2,365	1,652	5,249	3,564

Mail Order Delivery (MOD)

Month	2023 Mailed to Individuals	2024 Mailed to Individuals	2023 Older Adult Facilities	2024 Older Adult Facilities	2023 MOD Total	2024 MOD Total
Jan	121	110	134	145	255	255
Feb	111	113	148	138	259	251
Mar	110	120	144	134	254	254
Apr	114	120	145	145	259	265
May	112	122	146	132	258	254
Jun	113	129	160	131	273	260
Jul	111	130	189	129	300	259
Aug	115	123	137	127	252	250
Sept	110		152		262	
Oct	112		137		249	
Nov	110		140		250	
Dec	108		104		212	
Total	1,347	967	1,736	1,081	3,083	2,048

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	488	268	190	68
Aug	443	226	121	50	419	234	147	47
Sept	402	215	230	84				
Oct	410	221	346	81				
Nov	410	223	173	64				
Dec	344	197	522	249				
Total	4,479.70	2,569.00	2,563.00	1,037.00	3,434.00	1,885.00	1,500.00	548.00

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	95.75	32
Aug	128.75	41	131.5	46
Sept	80.17	31		
Oct	148	54		
Nov	104.25	39		
Dec	136.5	40		
Total	1,166.87	451.00	1,134.17	419.00

Volunteer/Friends Hours

Month	2023 Total Volunteer Hours (Vol + Friends)	2024 Library Volunteer Hours	2024 Friends Hours (CCL + HHB)	2024 Total Volunteer Hours (Vol + Friends)	2024 # of Active Volunteers
Jan	695.75	744.5	977.25	1721.75	116
Feb	647.50	811.5	1,031.50	1,843.00	118
Mar	782.75	776.75	953.75	1730.5	121
Apr	742.75	776.75	308.5	1085.25	111
May	670.50	715.5	192.5	908	129
Jun	849.50	800.25	180	980.25	133
Jul	967.50	996.75	228	1224.75	136
Aug	969.75	831.75	211.75	1043.5	132
Sept	682.75				
Oct	778.00				
Nov	679.75				
Dec	810.00				
Total	9,276.50	6,453.75	4,083.25	10,537.00	

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	32,077	266,727	157,903	179,988
Aug	42,052	27,152	28,963	308,779	185,055	208,951
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	
Total	438,604	273,500	208,951			

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	11,498	75,390	59,550	68,946
Aug	11,313	10,064	10,387	86,703	69,614	79,333
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	
Total	124,796	104,563	79,333			

**Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending August 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	2,051,776	2,038,679	1,783,945	13,098	0.6%	1,099,332	35.0%
Wages	944,128	617,314	563,178	466,452	54,136	8.8%	380,950	40.3%
Fringe Benefits	1,099,025	732,683	728,807	667,782	3,876	0.5%	370,218	33.7%
Security Provided by the County EMS	30,000	15,000	-	8,706	15,000		30,000	100.0%
Total Personnel Services	5,211,164	3,416,774	3,330,665	2,926,885	86,110	2.5%	1,880,500	36.1%
Library Materials	70,000	52,500	52,500	52,500	-	0.0%	17,500	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	161,119	107,413	85,922	86,715	21,490	20.0%	75,197	46.7%
Insurance	17,354	17,354	15,354	38,505	2,000	11.5%	2,000	11.5%
Utilities	122,740	81,827	79,344	71,559	2,483	3.0%	43,396	35.4%
Vehicle Expense	55,084	36,723	30,687	33,868	6,036	16.4%	24,397	44.3%
Total Core Expenditures	356,297	243,316	211,307	230,647	32,009	13.2%	144,990	40.7%
Indirect Costs	672,617	448,411	448,408	404,680	3	0.0%	224,209	33.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	19,814	19,814	19,813	28,105	1	0.0%	1	0.0%
TOTAL	6,329,892	4,180,816	4,062,693	3,642,818	118,122	2.8%	2,267,198	35.8%

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.

Supplies, Maintenance, and Services:

Not Included - Diversified Refrigeration Holdings, Inc. - A/C repair \$5,021.56 - Repair completed on 08/06/2024

Utilities:

Not included - August VOIP, we are still waiting on the August 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 August 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	324,859	326,920	311,483	(2,061)	-0.6%	169,923	34.2%
Wages	316,354	206,847	194,479	165,021	12,368	6.0%	121,875	38.5%
Fringe Benefits	202,816	135,211	135,868	141,230	(657)	-0.5%	66,948	33.0%
Total Personnel Services	1,016,013	666,916	657,267	617,735	9,650	1.4%	358,746	35.3%
Library Materials	20,000	15,000	15,000	15,000	-	0.0%	5,000	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,983	83,322	70,642	46,992	12,680	15.2%	54,341	43.5%
Insurance	6,000	6,000	6,000	6,325	-	0.0%	-	0.0%
Utilities	55,849	37,233	31,800	33,533	5,433	14.6%	24,049	43.1%
Total Core Expenditures	186,832	126,555	108,441	86,849	18,113	14.3%	78,391	42.0%
Indirect Costs	257,593	171,729	171,728	193,072	-	0.0%	85,865	33.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,480,438	980,200	952,436	912,656	27,763	2.8%	528,002	35.7%

Notes:

Personnel Services:

The county does not budget for pay increases and we were fully staffed for a large part of the year, so we are currently exceeding budget for salaries and fringe benefits year-to-date.

Utilities:

Not included - August VOIP, we are still waiting on the August 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 August 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	-	-	-	-		(20,000)	-100.0%
Charges	44,025	29,350	35,990	31,970	6,640	22.6%	(8,035)	-18.3%
Fines and Overdues	80,000	53,333	53,928	56,936	595	1.1%	(26,072)	-32.6%
Interest	17,000	11,333	14,499	11,989	3,165	27.9%	(2,501)	-14.7%
Donations and Fundraisers	3,200	2,133	6,199	4,717	4,066	190.6%	2,999	93.7%
Transfer from Other Funds	-	-	13,051	-	13,051		13,051	
Transfer from County Materials	70,000	52,500	52,500	52,500	-	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	1,570	1,047	6,559	524	5,513	526.7%	4,989	317.8%
Total Other Revenue	235,795	149,697	182,726	158,636	33,029	22.1%	(53,069)	-22.5%
Total Revenue	1,996,751	1,910,652	1,961,437	1,919,592	50,785	2.7%	(35,314)	-1.8%
Expenditures								
Library Materials	486,783	311,612	277,917	255,881	33,695	10.8%	208,866	42.9%
Services and Charges	87,043	59,288	55,825	42,136	3,464	5.8%	31,218	35.9%
Supplies	29,905	19,937	15,989	16,738	3,948	19.8%	13,916	46.5%
Miscellaneous	23,890	15,927	13,299	14,309	2,628	16.5%	10,591	44.3%
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	7,547	8,990	7,449	(1,442)	-19.1%	2,331	20.6%
Total Expenditures	2,001,260	1,776,629	1,759,551	1,693,495	17,077	1.0%	241,708	12.1%
Revenue over Expenditures	(4,509)	134,024	201,886	226,097	67,862		206,394	

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 library cards, lost books, and room rentals

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

\$1,000 received for Quest Campaign sponsorship

Miscellaneous Revenue:

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

Library Materials:

Encumbrance - \$16,185 as of August 31, 2024

Revenue Over Expenditures:

Budgeted expenditures exceed revenue by the amount of carryover \$2,009 from the 2023 Materials Budget (Fund 100), \$1,500 of Youth Services donations, and \$1,000 of Quest Campaign sponsorship

**Chester County Library
State Aid Budget Report - Hankin Library - Preliminary
Period Ending August 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	-	1,122	6,000	1,122		(6,678)	-85.6%
Charges	12,820	8,547	11,112	9,433	2,565	30.0%	(1,708)	-13.3%
Fines and Overdues	24,600	16,400	18,497	17,036	2,097	12.8%	(6,103)	-24.8%
Interest	1,800	1,200	916	1,071	(284)	-23.7%	(884)	-49.1%
Donations and Fundraisers	3,220	2,220	3,055	506	835	37.6%	(165)	-5.1%
Transfer from Other Funds	-	-	-	-	-		-	
Transfer from County Materials	20,000	15,000	15,000	15,000	-	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	505	337	446	2	109	32.3%	(59)	-11.8%
Total Other Revenue	70,745	43,703	50,147	49,048	6,443	14.7%	(20,598)	-29.1%
Total Revenue	170,405	143,363	149,807	150,041	6,443	4.5%	(20,598)	-12.1%
Expenditures								
Library Materials	148,061	105,847	93,564	75,244	12,283	11.6%	54,497	36.8%
Services and Charges	10,040	7,212	6,358	5,599	854	11.8%	3,682	36.7%
Supplies	6,650	4,433	3,953	3,232	480	10.8%	2,697	40.6%
Miscellaneous	2,960	2,007	1,694	1,229	313	15.6%	1,266	42.8%
Capital Outlay	3,154	1,369	1,890	1,338	(521)	-38.0%	1,264	40.1%
Total Expenditures	170,865	120,868	107,458	86,642	13,409	11.1%	63,407	37.1%
Revenue over Expenditures	(460)	22,496	42,349	63,399	19,853		42,809	

Notes:

Charges:

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

Donations and Fundraisers:

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

Library Materials:

Encumbrance - \$21,346 as of August 31, 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 August 31, 2024**

	<u>Balance</u>
Operating Funds	
001 CCL	181,957.44
043 HHB	38,410.14
Total Operating Funds	220,367.58
Reserve Funds	
004 CCL Technology	318,780.28
400 CCL Capital Reserve	110,676.42
410 CCL Program	213,267.28
450 HHB Capital Reserve	237,907.42
451 CCL & HHB Materials	161,053.67
Total Reserve Funds	1,041,685.07
Grants - Friends of the Library	
091 CCL Friends Grants	20,914.14
903 CCL Friends Grants (Unassigned)	121,594.01
Total CCL Friends	142,508.15
943 HHB Friends Grants	2,546.39
Total Friends Funds	145,054.54
Grants and Appropriations	
002 CC Community Foundation Grants	9,645.06
100 CCL County Materials	21,936.99
104 CCL Trust Grants	71,984.39
109 HHB County Materials	4,398.35
132 CCL GSK Science in the Summer	161.08
Total Grants and Appropriations	108,125.87
Special Funds	
003 CCL Helen Russell Memorial ¹	6,017.18
096 CCL Courtesy Bags ²	1,516.24
105 CCL Community Day	3,284.02
106 CCL & HHB Museum Passes ³	820.00
107 CCL & HHB Author Events	3,438.23
Total Special Funds	15,075.67
500 District Center Aid⁴	315,487.56
510 County Coordination Aid	133,674.85
Total All Funds	1,979,471.14
Endowment Funds	
090 CCL Trust	2,495,436.89

Notes:

1. Two \$750 scholarships were awarded this year
2. Additional bags were purchased in August 2024 totaling \$5,000.
3. We will be closing this fund and moving the balance to Fund 001.
4. District Center Aid was received on August 16, 2024

MEETING ROOM USE POLICY APPENDIX A: FEE SCHEDULES AND OCCUPANCY LIMITS

Maximum seating for these rooms is in compliance with local fire codes. The maximum seating code must be strictly enforced and should be considered when scheduling.

Organizations must provide a Certificate of Insurance on an annual basis. Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Chester County Library and the County of Chester must be listed as Additional Insureds.

FEES

Robert G. Struble Room or Henrietta Hankin Branch Annex

- For profit - \$100/reservation
- Non-profit or Individual - \$50/reservation
- Frequent Use – deduct \$10/reservation (must pay for a minimum of 3 reservations in advance)
- No walk-in use

M. Elizabeth Burke Meeting Room or Henrietta Hankin Branch Community Room

- For profit - \$50/reservation
- Non-profit or Individual - \$35/reservation
- Frequent Use – deduct \$10/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in use* - \$15/use (up to 4 hours/use)

Chester County Library: Small Conference Room A, Small Conference Room B, Small Conference Room C, Small Conference Room E, Earl Baker Conference Room Henrietta Hankin Branch: Small Conference Room A, Small Conference Room B

- \$10/reservation (up to 4 hours/use)
- Frequent Use – deduct \$5/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in Use* - \$5/use (up to 2 hours/use)

Chester County Library Small Study Room C, Small Study Room D

- \$5/reservation (up to 4 hours use)
- Frequent Use – deduct \$2.50/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in Use* – No charge (up to 2 hours use)

* User will need to check in at the Reference Desk, at which time staff will determine room availability and arrange for payment. Technology Equipment is not available for Walk-in use.

Occupancy limits for each room are on next page.

OCCUPANCY LIMITS

CHESTER COUNTY LIBRARY

Robert G. Struble Room

- maximum 120 persons - no chairs/tables
- maximum 100 persons - chairs only (theater style)
- maximum 48 persons - seated on 1 side of table (classroom style)
- maximum 72 persons - seated on 2 sides of table (banquet style)
- maximum 27 persons – seated on 1 side U tables
- maximum 54 persons – seated on 2 sides U tables

M. Elizabeth Burke Meeting Room

- maximum 20 persons – 20 chairs seated around 1 table

Earl Baker Conference Room

- maximum 8 persons

Small Conference Rooms A, B

- maximum 4 persons

Small Conference Room C

- maximum 6 persons

Study Rooms C, D

- maximum 2 persons

Small Conference Room E

- maximum 6 persons

HENRIETTA HANKIN BRANCH LIBRARY

Henrietta Hankin Branch Annex

- maximum 140 persons – no chairs/tables maximum 100 persons – chairs only (theater style)
- maximum 48 persons – seated on 1 side of table (classroom style) maximum 72 persons – seated on 2 sides of table (banquet style) maximum 27 persons – seated on 1 side of U tables
- maximum 54 persons – seated on 2 sides of U tables

Henrietta Hankin Branch Community Room

- maximum 65 persons - no chairs/tables maximum 48 persons - chairs only (theater style)
- maximum 12 persons - seated on 1 side of table (classroom style) maximum 24 persons - seated on 2 sides of table (banquet style) maximum 14 persons – seated on 1 side U tables
- maximum 18 persons – seated on 2 sides U tables

Small Conference Room A

- maximum 6 persons

Small Conference Room B

- maximum 4 persons



STAFF AND VOLUNTEER BORROWING PRIVILEGES

CCL's staff and active volunteers have access to a collection of library materials, as well as the privilege of borrowing them without the fines and fees (unless noted below) charged to the general public. This is one way to acknowledge your participation in furthering the mission of the Chester County Library.

Staff and volunteers are expected to know and follow the *Regulations and Procedures* pertaining to *Library Employee and Volunteer Borrowing Privileges* found in the *CCLS Borrowing Policy*. A copy of this policy can be found on the Y Drive\CCLS Policies and Guidelines as well as on the library website.

We also want to ensure that materials, especially new acquisitions, are available to the general public. The following guidelines have been established for staff and volunteers borrowing from the Library's collection.

Failure to follow these guidelines could result in you losing these special borrowing privileges.

1. All library materials must be checked out and the designated loan period/renewing rules observed.
2. Staff and volunteers should show their current identification card/badge when checking out library materials.
3. Staff and volunteers may select new hit DVDs/Blu-Ray and rental books only from public shelves for borrowing when the library is open to the public. New hits DVDs/Blu-Ray and rental books may not be renewed or passed on to another person.
4. Only one fee-based item (ex. rental book or video game) may be borrowed at a time without a fee. Additional items may be borrowed with appropriate rental fee.
5. Special library collection items borrowing rules:
 - Staff and volunteers must pay to borrow hot spots for non-library business
 - Staff and volunteers must pay to reserve meeting rooms and small conference rooms for non-library business
 - Staff and volunteers must pay Makerspace fees for non-library business

From the CCLS Borrowing Policy: Regulations and Procedures

Library Employee and Volunteer Borrowing Privileges

Library employees, active volunteers and board members are subject to all of the rules and regulations in the Borrowing Policy and the Interlibrary Loan Policy with the exception of the following privileges:

1. Library employees and active volunteers are granted fine-free borrowing privileges for CCLS material. There are some free fee-based lending options outlined above. Interlibrary Loan items are not fine/fee free for staff and volunteers.
2. Staff members who leave employment at a CCLS member library (non-retirees) will have their status changed from "employee" to "standard" patron status.
3. Volunteers who stop volunteering at CCL and/or HHB will have their status changed from "volunteer" to "standard" patron status.
4. Retirees
 - a. A P-type will be reserved for retired library employees.
 - b. Member libraries will establish criteria for eligibility for retiree status.
 - c. Retired library employees will be fine free and fees will be decided at each member library.
5. Library volunteers are extended fee-free borrowing privileges at the member library for which they volunteer.
6. Individuals who abuse these privileges may have their borrowing privileges revoked.

Book Donations

Books that are donated to CCL or HHB belong to the libraries to either be added to the collection or used in book sales that benefit the libraries. **These books are not for staff or volunteers to take or pre-purchase.**

As a CCL staff member or volunteer you can attend the Preview Night of the CCL Friends book sale which is usually for friends of CCL members only. You will need to show your ID card/badge and wait with members to enter the book sale when it opens.