

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, OCTOBER 22, 2024

CHESTER COUNTY LIBRARY/VIRTUAL

AGENDA

Meeting Location: Chester County Library, Burke Room, 450 Exton Square Parkway, Exton, PA 19341

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

CALL TO ORDER, 9:30 AM (Chester County Library/Virtual)

WELCOME AND INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of September 17, 2024 (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager's Report (p. 9)
- Development Director's Report (p. 12)
- Statistical Reports (p. 13)

FINANCIAL STATEMENTS

- September 2024 Exton and Hankin Financial Statements (p. 16)
- September 2024 Fund Balance Report (p. 20)

FOR APPROVAL

- Appointment of Board Nomination Committee
- Board Policy Committee Recommendations (p. 21)

FOR INFORMATION/DISCUSSION

- 2024 CCLS/CCL Board Committee Assignments (p. 60)
- 2025 CCLS/CCL Board Meeting Calendar (p. 62)
- Public Services Presentation – Reference (Tom Berman)

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p. 5)
- Branch Manager's Report (p. 9)
- Development Director's Report (p. 12)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library (p. 10)
- Committee Reports

Ad Hoc Committees

- Institutional Advancement
- Policy (p. 21)
- Sneaker Appraisal Committee
- Strategic Planning & Facilities

Standing Committees

- Executive
- Finance
- Governance

ADJOURN

Upcoming Events

Tuesday, November 19, 2024, 9:30AM – CCL Board Meeting – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Tredyffrin Public Library/Virtual
September 17, 2024**

CALL TO ORDER, 9:34 AM

CCL Board Members Present: Michael Skay, President; Emily Bless, Treasurer; Staci Anderson, Member at Large; William Connor, Member at Large

CCL Board Members Excused: Mark Carroll, Member at Large; Richard Hankin, Vice President; JoAnn Weinberger, Member at Large

CCL Staff Present: Jenna Persick, Director; Melissa Kohl, Reference; 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; Meghan Lynch, District Consultant

County Staff Present: Vickie Brown, Senior Financial Analyst

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 Emily Bless, seconded by Bill Connor, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- **August 2024 Exton and Henrietta Hankin Branch Financial Statements** –August AC repairs for CCL are not on the financial statements for September.
- **August 2024 Fund Balance Report**
 - Additional bags were purchased from Fund 096 in August.
 - Balance for Fund 106 (Museum Passes) will be closed and moved to Fund 001.
 - District Center Aid was received on August 16, 2024.

On motion made by Emily Bless, seconded by Bill Connor, the financial statements were accepted and filed for audit.

FOR APPROVAL

- **Appointment of CCL Board Secretary**

On motion made by Staci Anderson, seconded by Emily Bless, the CCL Board of Trustees unanimously approved the appointment of Bill Connor as the CCL Board Secretary.

- **Earl Baker Conference Room** – CCL is recommending that the “CCL Conference Room” be officially renamed to the “Earl Baker Conference Room”.

On motion made by Bill Connor, seconded by Emily Bless, the CCL Board of Trustees unanimously approved renaming the CCL Conference Room to the Earl Baker Conference Room.

- **Meeting Room Use Policy Appendix A Changes** – The Earl Baker Conference Room has been added to the appendix, as well as Small Conference Room C (at CCL). The occupancy limits were updated, and a meeting room that is no longer being used at HHB was removed. It was also recommended that Appendix A be separated from the Meeting Room Use Policy so that it can be updated when needed without approval from the board.

On motion made by Emily Bless, seconded by Staci Anderson, the CCL Board of Trustees unanimously approved the changes to the Meeting Room Use Policy Appendix A changes.

FOR INFORMATION/DISCUSSION

- **Occupancy and Fire Marshals** – Mike Skay recommended contacting the Fire Marshal to do a walkthrough of CCL to ensure that the building is up to code. Joe Sherwood commented that the Fire Marshal is probably due for a visit.
- **Staff and Volunteer Borrowing Policy** – The main changes to the policy refer to staff and volunteers using library services for non-library business.

REPORTS/CORRESPONDENCE

President’s Report - None

Director’s Report

- **Library Card Sign Up Fest** – Successful event with great attendance. Many new library cards were issued. This event was in partnership with State Senator Carolyn Comitta.

- **General Updates**

- **Building Updates** - The second-floor bathroom outside of the Struble Room is back open for use. Peter is working on various issues with plumbing in the building.
- Barb Bailey is retiring on October 4. She has been with CCL for over 30 years!
- The Multimedia department met with OverDrive and learned that CCLS is the third system in the state to reach 1 million downloads.

Branch Manager's Report

- Carey Bresler is the new Branch Manager at HHB, starting on October 21. Carey's last day at the Oxford Library is October 18.
- Working with Voter Services to have a satellite office for the election. Ballot boxes will be delivered in early October.
- Rental agreement was renewed for the HHB tenant.

Executive Director's Report

- **New County Holiday Schedule** - There is language in the old policy that outlines how the Library handles County holidays, but that language is not in the new policy. He is in contact with the County's HR Department about how the Library should proceed.
- **Fair Labor Standards Act** – Exempt vs. Non-exempt rule changes go into effect January 1, 2025. This will affect 17 positions at CCL from HR projections.
- **Finance Committee** – Budget presentation with County Finance Department took place in early September.

Friends of the Chester County Library - The Fall Book Sale will take place from October 4-6. They have funded a few more things for CCL, including items for Youth Services and programming. Furniture for Small Conference Room C and the new Circulation Staff office and screens for the Small Conference Room and the Earl Baker Conference Room will be requested by the end of the year.

Friends of the Hankin Library - Drag Bingo fundraiser will be held at Stolen Sun on September 25. Their next donation days will take place in October.

Committee Reports

- **Policy Committee** – The CCL Policy Review Committee has met and is ready to send policies Department Heads then they will go to to the CCL Board Policy Committee. A meeting for the Board Committee will be scheduled shortly.
- **Sneaker Appraisal Committee** – Mike Skay shared that sneaker professionals and auction houses have appraised the sneakers at a lower value than originally anticipated. Instead of hosting a gala for the sneakers, he is recommending a display inside the library might be a better fit.

Meeting Adjourned.

On motion made by Bill Connor, seconded by Emily Bless, the meeting was adjourned.



October 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

- We had a number of staff who presented at the annual PaLA conference in Harrisburg
 - Pam Marquette: poster session on SciStarters Citizen Science Kits and programs
 - Julie Darnell: poster session on Reading Olympics Book Club
 - April Nickel, Linda Nicholson, and Jenna Persick: presented a session "Adding Decodable Books to Youth Collections" with 43 attendees
- The Chester County Library Friends had another successful book sale; proceeds to be announced
- Building Updates:
 - DWD Mechanical and two representatives from Aqua were out at CCL to discuss the proposed replacement of a leaking shut-off valve in the water pit in the back parking lot. DWD will replace the leaking shut-off valve, the backflow preventer, PIV valve, and expansion tank on the water heater. Facilities will take over other suggested projects by Aqua: reducer on the domestic line, new meter, and new covers for the water pit
 - Kistler O'Brien Fire Protection inspected the CCL fire protection system, and SSI Fire & Explosion Protection inspected the fire suppression system in the CCL Computer Room.

Departmental Reports

Circulation Department (Nancy Sapone)

- Statistics for door counts, check-outs, holds filled, and all self-service checkout methods at CCL were all down from the prior month which is in line with general trends for the month of September in past years.
- Department Supervisors Barb Bailey and Nancy Sapone manned a table in the front lobby at the Library Card Fest event on September 8th. We welcomed incoming patrons, providing information about joining the library and issuing 35 library cards during the event.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- Programs
 - September 14: Coding with Minecraft – Will Zhu
 - September 25: Fall Craft - Let's find a Home for this Gnome – Jean Montgomery
 - On September 8, the department participated in the Library Card Sign-Up Fest. We had approximately 50 visitors stopped by the Makerspace table to create and make Binary Bead Necklaces and Bracelets. Patrons also had the chance to visit the Makerspace. Many thanks to Remy Way, Will Zhu and our teen volunteers Abhi and Mohammad.

- September 20: Sara Lim Harden and Rebecca Manual hosted the third K Pop and K Drama Trivia event
- Makerspace Statistics
 - Open hours: 74.5
 - Total Visits: 51
 - Usage: 3d Printer – 10; CNC Mill – 3; Button Maker – 6; Cutter Plotter – 7; CAD Software – 2; Adobe Creative Cloud - 1

Multimedia Department (Stephanie Sharon-Missanelli)

- Stephanie attended the September 25th West Whiteland Township Board of Supervisors meeting to share library updates to over 100+ attendees.
- Stephanie submitted a funding request for the CCL Trust to expand the “Library of Things” collection, focusing on content creators, crafters, hobbyists, and DIYers.
- Alexis Hartzell resigned on September 10th, and her last day was September 21st. The library page position has been posted, and Stephanie has started scheduling interviews.

Public Relations/Graphics and Adult Programming (Niki Kolb)

- 88 graphic orders and 27,702 copies were completed in September.
- A CCLS ad will be placed in the County Lines Magazine for the November Gala Holiday issue and GIFT GUIDE (see attached graphic).
- CCL/HHB Impact Report was printed and sent to townships and other stakeholders.
- New StoryWalk® was installed at Exton Park on October 3rd.
- Promotion continues for Read Across Chesco. A Hall of Fame has been set up and to date, 20 people have completed the Quest.
- PaLA Gold Star recertification for Chester County Library was sent to the PaLA Committee for approval.
- September is the month for the Annual Craft Show planning. Applications were sent out to previous vendors and a call for new vendors went out on the website and social media. We have had some great crafters in the past and some really nice new vendor hopefuls.
- Classic Movie Night (Arsenic and Old Lace) was a big hit this month. One of the best movies yet!

Reference (Melissa Kohl)

- The Part-time Librarian position in Reference has been offered to a candidate and is awaiting approval from the Commissioners in November.
- Meeting rooms in Reference were reserved and used 214 times in September.

Technical Services (Laura Salvucci)

- Processor Liz Stowfis and Head Cataloger Linda Nicholson hosted a Cataloging and Processing Roundtable at CCL on September 11th.
- Head Cataloger Linda Nicholson contributed to a PaLA session “Adding Decodable Books to Youth Collections – Our Steps to Success,” presented on October 8th by Jenna Persick and April Nickel.
- Emily Keith has been approved by the Commissioners to fill the open Librarian II cataloger position. Emily comes to us from the Baltimore Public Library, where she cataloged materials for all ages and in a wide variety of formats. We look forward to having Emily join our team! Her first day will be Monday, November 4th.

Volunteers (Susan Walraed)

- Teen Summer Volunteer Program ended with a total of thirty-four students and the final number of teens staying throughout the fall is seventeen.
- Friends of Chester County Library Fall Book Sale took place from October 4 – 6.
- New HH Quilting 8 session program is going well and an October Spice Club on the calendar

Youth Services (April Nickel)

- **Summer Learning Program**
 - Final numbers for Summer Learning Program - CCL Programs: 158; HHB Programs: 81
 - CCL & HHB increased programs - 172 in 2023; 239 in 2024; 39% increase
 - CCL Attendance: 7567; HHB Attendance: 2498
 - CCL & HHB increased attendance - 8947 in 2023; 10,065 in 2024; 12% increase
- CCL was awarded the Local Library Sustaining Success Grant for Family Place Libraries.
- Julie Darnall presented a Poster at PaLA Annual Conference titled "Reading Olympics Book Club."
- April Nickel, Jenna Persick, and Linda Nicholson presented a session at PaLA Annual Conference for 43 attendees titled "Adding Decodable Books to Youth Collections."

Department Vacancies

- Circulation – 1 PT Library Page; 1 FT Library Assistant VI/Circulation Supervisor
- Multimedia – 1 PT Library Page
- Youth Services – 2 PT Library Assistants

Committee Reports

Chester County Employee Engagement Executive Committee (Nancy Sapone) – The committee met on 9/13/24, Nancy attended. There were 3 presentations/overviews of county departments. Pat Bokovitz, Director of Human Services, presented the Human Needs Network that has been implemented in Chester County to serve those in need of assistance through 211 and 988. Karen Barsoum, Director of Voter Services, provided an overview of the department and the procedures/policies that are set in place for the Central Scan before, during and after an election. Lastly, Gwen Duli gave the committee a sneak peak of the new Chester County Government's new logo to be implemented by the end of the year.

DEI Committee (Clare Michelle Viola) - The CCL DEI committee met on 9/24/2024. Members discussed webinar from last meeting, "Come as You Are: Getting Started with EDI Committees in Your Library." In addition to reflecting on what we learned, members also approved a recruitment statement to be shared at the next Department Heads meeting and general staff meetings for the two libraries in October.

Incident Response Plan Coordination Team (Barb Bailey) – 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.

XYZ Committee (Emily Cackowski) – The committee is in the final stages of planning the Monster Mansion Mystery event, which will be held on Thursday, October 17th in the Burke Room and the Earl Baker Meeting Room. Working on Winter event, Crafts and Cookies on December 13, in which attendees make a craft (cinnamon dough ornaments) and bring cookie recipes to swap with other attendees. The committee has discussed possible plans for a monthly crafting meetup that would run through next year. Emily is in touch with a local crafter who is willing and excited to host such an event.

Meetings and Trainings Attended

9/18	Afternoon Book Group
9/19	CCL General Staff meetings (9 am and 3 pm)
9/20	HHB all day
9/25	HHB Morning meeting Department Heads meeting
9/26	Attended CPR/AED training
10/1	Friends of the Chester County Library Board meeting
10/2	Institutional Advancement meeting
10/3	Installation of new Story Walk
10/6-10/9	Attended PaLA Annual Conference in Harrisburg
10/10	Off
10/14	Off
10/15	District Librarians meeting
10/16	CCL/CCLS Board Policy Committee meeting Afternoon Book Group
10/17	HHB in am
10/22	CCLS/CCL Board meeting

CCLS ad in County Lines Magazine November Gala Holiday issue and Gift Guide

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- Tredyffrin • West Chester



October 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

- Carey Bresler is the new Henrietta Hankin Branch Manager and will start on 10/21.
- Susan Lopez will transfer to the PT Reference Librarian position and will start on 10/21
- 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 below.

Building Updates (Peter Greulich) - Blower drive belts were replaced for 21 rooftop HVAC units; this may have contributed to the fire alarm going off on Wednesday, 10/2.

Departmental Reports

Circulation (Charlotte Marron, Circulation Manager)

- Our self-checkout bookmarks led to a higher volume of books going through our book locker, from 309 items in August to 392 items in September and up almost 200 items since this time last year.
- We currently have bookmarks going out with every interaction with voter services information on them which we hope will cut down on some of the questions that we are being asked about Ballot Box Drop Off and the Satellite Office.
- We moved some of our board games geared towards a younger audience into the Youth Services section in hopes that that will get our board game and puzzle collection a little more visibility.

Makerspace (Tom Lally, Makerspace)

- Maker Monday programs in September included Popsicle Stick Bookmarks, Pom-Pom Ice Cream Cones, and Beaded Necklaces and Bracelets which garnered, 7, 7, and 14 attendees, respectively.
- The Makerspace monthly project was Puzzle-Making on the Cricut which had 6 appointments totaling 8 people.
- Our volunteer, Kelly, began her 8-week quilting class which meets weekly for attendees to create a quilt from start to finish. 4 patrons registered and attendance has remained steady throughout the first 4 weeks.

Reference (Claire Michelle Viola, Adult Services Librarian)

- In September we held 21 in person programs, 6 hybrid programs, 1 virtual program, and 1 passive program. Notable programs included our first NASA Solar Ambassador program by Donald Miller, PhD, "Celestial Journeys: the Lifecycles of Stars." Another unique program "The Sounds of Appalachia" involved 15 participants learning to play the mountain dulcimer.
- We collaborated with West Vincent Township for an off-site book discussion of Braiding Sweetgrass, by Robin Wall Kimmerer, which brought 28 participants to the West Vincent Township Building.
- Displays were created to raise awareness of Suicide Prevention Month and National Hispanic Heritage Month. Programming that celebrated National Hispanic Heritage Month in September included: Let's Get Cooking! (with a focus on Mexican cooking) and Picture It Book Club (with a focus on picture books celebrating Hispanic heritage).
- In our Lobby we organized a National Voter Registration Day event with the collaboration of Chester County Voter Services. We also hosted in our lobby a "Coffee with Constituents" event with Staff from Senator Chrissy Houlahan's office.

Youth Services (Susan Farrell, Youth Services Lead)

- During September, the Youth Services department offered 39 in-person programs and three passive programs (shapes-themed Scavenger Hunt (160 kids); I Spy tank (250 kids).
- We started our weekly story times for babies-PreK and continue to offer a Family Story Time on Saturday mornings. Our total story time attendance for the month was 526 children and caregivers.
- Our three STEAM programs had a total attendance of 26 school-aged kids. This month's topics included robotics and coding using Ozobots and Cubelets.
- The Time Travel Club, for students 7-10 years old, learned about Victorian England through crafts, STEM and cooperative activities.

Friends of the Hankin Branch Library - The next book donation days are October 18 & 19.

Department Vacancies

- 1 PT Library Assistant – effective 10/26

Voter Services Hours at HHB:

Satellite Office Dates	
Wed, Oct. 16	9:30am – 6:30pm
Fri, Oct. 18	9:30am – 4:30 pm
Tue, Oct. 22	9:30am – 4:30 pm
Thu, Oct. 24	9:30am – 6:30pm
Sat, Oct 26	10:00am – 2:00pm
Tue, Oct 29	9:30am – 5:00pm

Ballot Box Dates and Hours

Day	Date	Hours of Operation
Tuesday	October 22 nd	9AM-8PM
Wednesday	October 23 rd	9AM-6PM
Thursday	October 24 th	9AM-8PM
Friday	October 25 th	9AM-6PM
Saturday	October 26 th	10AM-2PM
Sunday	October 27 th	10AM-2PM
Monday	October 28 th	9AM-6PM
Tuesday	October 29 th	9AM-8PM
Wednesday	October 30 th	9AM-6PM
Thursday	October 31 st	9AM-8PM
Friday	November 1 st	9AM-6PM
Saturday	November 2 nd	10AM-2PM
Sunday	November 3 rd	10AM-2PM
Monday	November 4 th	9AM-6PM
Tuesday	November 5 th	7AM-8PM



October 2024

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

Trust Speaker Series

Dr. Gnanaseharan Selliah, an educational consultant and professor at ST. Peter's University, will discuss the importance of parental involvement in children's education. Wednesday, October 23 at 6:30 PM in the Struble Room.

2025 Annual Appeal

The Trust Annual Appeal letters will be mailed on October 18 to over 5,000 patrons and donors. The 2024 appeal raised over \$47,000.

Grant Award

The Trust has been awarded a \$5,000 grant from M&T Bank to purchase eMaterials. The grant payment is expected in November.

Donor Appreciation Reception

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

Donor Software

The Trust Board approved the recommendation of migration from Blackbaud eTapestry software to Bloomerang. The eTapestry software is non-compliant with ADA guidelines for individuals with visual impairments. The migration will begin in November, with anticipated completion by March 2025.

Other

- Attended Institutional Advancement Committee Meeting
- Attended Programming Committee Meeting
- Assisted with StoryWalk® Installation
- Working on sponsorships for the Adult Reading program for 2025

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	123,223	1,259,946	1,180,740	1,198,550
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	1,198,550			

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	218	176	170	411	388
Oct	226		172		398	
Nov	208		177		385	
Dec	206		170		376	
Total	2,884	2,130	2,365	1,822	5,249	3,952

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	113	152	134	262	247
Oct	112		137		249	
Nov	110		140		250	
Dec	108		104		212	
Total	1,347	1,080	1,736	1,215	3,083	2,295

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	427	220	249	69
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	3,861.00	2,105.00	1,749.00	617.00

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	91.6	35
Oct	148	54		
Nov	104.25	39		
Dec	136.5	40		
Total	1,166.87	451.00	1,225.77	454.00

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	704.5	237.5	942	126
Oct	778.00				
Nov	679.75				
Dec	810.00				
Total	9,276.50	7,158.25	4,320.75	11,479.00	

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	23,294	342,556	208,235	232,245
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	232,245			

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	8,798	96,687	77,624	88,131
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	88,131			

**Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending September 30, 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	2,293,162	2,279,490	2,120,654	13,672	0.6%	858,521	27.4%
Wages	944,128	689,940	627,530	556,316	62,410	9.0%	316,598	33.5%
Fringe Benefits	1,099,025	824,269	807,959	786,312	16,310	2.0%	291,066	26.5%
Security Provided by the County EMS	30,000	22,500	-	12,288	22,500		30,000	100.0%
Total Personnel Services	5,211,164	3,829,870	3,714,979	3,475,570	114,892	3.0%	1,496,185	28.7%
Library Materials	70,000	52,500	52,500	70,000	-	0.0%	17,500	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	161,119	120,839	101,144	93,515	19,695	16.3%	59,975	37.2%
Insurance	17,354	17,354	15,354	38,505	2,000	11.5%	2,000	11.5%
Utilities	122,740	92,055	93,367	88,387	(1,312)	-1.4%	29,373	23.9%
Vehicle Expense	55,084	41,313	35,919	37,878	5,394	13.1%	19,165	34.8%
Total Core Expenditures	356,297	271,561	245,784	258,285	25,777	9.5%	110,513	31.0%
Indirect Costs	672,617	504,463	504,459	455,265	4	0.0%	168,158	25.0%
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	4,678,208	4,537,535	4,287,225	140,673	3.0%	1,792,356	28.3%

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, Q2'24, and Q3'24 security costs.

Supplies, Maintenance, and Services:

Not Included - Fire supply line backflow assembly and valve replacement, PIV valve repair, and hot water expansion tank replacement

Utilities:

Electricity expenses are projected to exceed budget by \$17,000
Not included - September VOIP, we are still waiting on the September 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 September 30, 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	363,078	360,943	369,734	2,135	0.6%	135,900	27.4%
Wages	316,354	231,182	213,851	194,327	17,330	7.5%	102,503	32.4%
Fringe Benefits	202,816	152,112	149,192	164,082	2,920	1.9%	53,624	26.4%
Total Personnel Services	1,016,013	746,371	723,986	728,142	22,385	3.0%	292,027	28.7%
Library Materials	20,000	15,000	15,000	20,000	-	0.0%	5,000	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,983	93,737	74,741	61,568	18,996	20.3%	50,242	40.2%
Insurance	6,000	6,000	6,000	6,325	-	0.0%	-	0.0%
Utilities	55,849	41,887	35,822	37,827	6,065	14.5%	20,027	35.9%
Total Core Expenditures	186,832	141,624	116,563	105,721	25,061	17.7%	70,269	37.6%
Indirect Costs	257,593	193,195	193,194	217,206	-	0.0%	64,399	25.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,480,438	1,096,190	1,048,743	1,071,069	47,446	4.3%	431,695	29.2%

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.

Supplies, Maintenance, and Services:

Encumbrance - ASSA Abloy repair of the front door - \$475.74

Utilities:

Not included - September VOIP, we are still waiting on the September 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 September 30, 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	33,019	41,144	35,796	8,125	24.6%	(2,881)	-6.5%
Fines and Overdues	80,000	60,000	60,418	63,264	418	0.7%	(19,582)	-24.5%
Interest	17,000	12,750	14,828	15,975	2,078	16.3%	(2,172)	-12.8%
Donations and Fundraisers	3,200	2,400	6,253	7,495	3,853	160.6%	3,053	95.4%
Transfer from Other Funds	-	-	13,871	-	13,871		13,871	
Transfer from County Materials	70,000	52,500	52,500	52,500	-	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	1,570	1,178	6,756	818	5,578	473.7%	5,186	330.3%
Total Other Revenue	235,795	161,846	195,770	175,848	33,923	21.0%	(40,025)	-17.0%
Total Revenue	1,996,751	1,922,802	1,974,481	1,936,804	51,679	2.7%	(22,270)	-1.1%
Expenditures								
Library Materials	486,783	345,639	308,250	289,061	37,390	10.8%	178,533	36.7%
Services and Charges	86,208	65,619	60,751	47,903	4,868	7.4%	25,457	29.5%
Supplies	30,740	23,055	18,408	17,742	4,647	20.2%	12,332	40.1%
Miscellaneous	23,890	17,917	14,586	16,120	3,332	18.6%	9,304	38.9%
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	8,491	8,990	7,449	(499)	-5.9%	2,331	20.6%
							-	
Total Expenditures	2,001,260	1,823,040	1,798,517	1,735,257	24,523	1.3%	202,742	10.1%
Revenue over Expenditures	(4,509)	99,762	175,964	201,547	76,202		180,472	

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 materials, and out of state 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

\$1,000 received for Quest Campaign sponsorship

Miscellaneous Revenue:

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

Library Materials:

Encumbrance - \$61,451 as of September 30, 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 September 30, 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	9,615	12,186	10,530	2,571	26.7%	(635)	-4.9%
Fines and Overdues	24,600	18,450	20,531	19,267	2,081	11.3%	(4,069)	-16.5%
Interest	1,800	1,350	916	1,586	(434)	-32.2%	(884)	-49.1%
Donations and Fundraisers	3,220	2,470	3,062	841	592	24.0%	(158)	-4.9%
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	379	527	2	148	39.1%	22	4.3%
Total Other Revenue	70,745	47,264	53,343	53,226	6,079	12.9%	(17,402)	-24.6%
Total Revenue	170,405	146,924	153,003	154,219	6,079	4.1%	(17,402)	-10.2%
Expenditures								
Library Materials	148,061	121,041	107,991	83,402	13,051	10.8%	40,070	27.1%
Services and Charges	10,040	7,919	6,531	5,974	1,388	17.5%	3,509	35.0%
Supplies	6,650	4,988	4,494	3,821	493	9.9%	2,156	32.4%
Miscellaneous	2,960	2,245	1,982	1,466	263	11.7%	978	33.0%
Capital Outlay	3,154	1,513	1,890	1,338	(377)	-24.9%	1,264	40.1%
Total Expenditures	170,865	137,705	122,887	96,001	14,818	10.8%	47,978	28.1%
Revenue over Expenditures	(460)	9,218	30,116	58,218	20,897		30,576	

Notes:

Charges:

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

Donations and Fundraisers:

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

Library Materials:

Encumbrance - \$11,794 as of September 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 September 30, 2024**

	<u>Balance</u>
Operating Funds	
001 CCL	159,634.83
043 HHB	32,091.33
Total Operating Funds	<u>191,726.16</u>
Reserve Funds	
004 CCL Technology	318,780.28
400 CCL Capital Reserve	110,676.42
410 CCL Program	213,666.80
450 HHB Capital Reserve	237,907.42
451 CCL & HHB Materials	161,053.67
Total Reserve Funds	<u>1,042,084.59</u>
Grants - Friends of the Library	
091 CCL Friends Grants	20,908.55
903 CCL Friends Grants (Unassigned)	121,594.01
Total CCL Friends	<u>142,502.56</u>
943 HHB Friends Grants	2,406.81
Total Friends Funds	<u>144,909.37</u>
Grants and Appropriations	
002 CC Community Foundation Grants	7,773.47
100 CCL County Materials	18,337.61
104 CCL Trust Grants	64,395.35
109 HHB County Materials ¹	(1,515.59)
132 CCL GSK Science in the Summer	139.45
Total Grants and Appropriations	<u>89,130.29</u>
Special Funds	
003 CCL Helen Russell Memorial	6,017.18
096 CCL Courtesy Bags	1,541.24
105 CCL Community Day	3,284.02
106 CCL & HHB Museum Passes ²	-
107 CCL & HHB Author Events	3,438.23
Total Special Funds	<u>14,280.67</u>
500 District Center Aid	291,014.22
510 County Coordination Aid	122,557.93
Total All Funds	<u><u>1,895,703.23</u></u>
Endowment Funds	
090 CCL Trust	2,214,163.26

Notes:

1. Q4 County Materials money was received on October 9, 2024.
2. We closed Fund 106 and moved the balance to Fund 001 in September 2024.



October 16, 2024

TO: CCL Board of Trustees
FROM: CCLS/CCL Board Policy Committee
RE: CCLS/CCL Board Policy Committee Recommendations

Meeting Date: October 16, 2024

The CCL Policy Review Committee met and reviewed policies with the following suggestions and updates. These suggestions and updates were then sent to the CCL Department Heads Meeting on September 25, 2024, and then sent to the CCLS/CCL Board Policy Committee.

Below are the recommendations from the CCLS/CCL Board Policy Committee.

RECOMMENDATION

There are two kinds of updates recommended:

- Changes
 - CCL Electronic Media Communication
 - CCL Fees Policy
 - CCL Personnel Policy
 - CCL Programming Policy
 - CCL Public Demonstrations Policy
 - CCL Security Camera Procedural Guidelines
- No Changes
 - CCL Gifts and Donations Policy
 - CCL Volunteers Policy

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH ELECTRONIC MEDIA COMMUNICATION POLICY

The Chester County Library and Henrietta Hankin Branch (Library) is a department of County of Chester government and is primarily governed by the principles and provisions of the County of Chester's *Electronic Media Communication Policy (Employee Handbook, Section 40505)*. In many instances, as outlined below, the Library's staff is also governed by the Chester County Library System (CCLS) policy on *Confidentiality of Library Records*, and other library policies endorsed by the CCL Board of Trustees.

As fundamental differences exist between County and library networks and users, the Library will adhere to the following amendments and clarifications of specific elements of the County Policy:

OWNERSHIP, LEASING, LICENSING AND USE OF EQUIPMENT AND SOFTWARE

- The Library does not use the County e-mail system or network. All library hardware, software and peripherals are wholly operated, owned, leased, licensed and are the responsibility of the Library or Chester County Library System.
- The Library provides computers and internet access for use by the public. The CCLS Internet Acceptable Use Policy governs use of these resources. The Library provides hardware, software and peripherals to the public to enable Internet access, including the ability to access personal web-based email accounts. The Library does not manage or monitor these accounts nor takes any responsibility for their content.

POLICY AND LAW

- Occasionally it will be necessary for Library staff, as they perform their duties in responding to requests for information, to transmit information that may not always be consistent with established County policy. While making every effort to adhere to County policy, the Library will always endeavor to answer all questions fully, regardless of their content or the language needed to provide an answer.
- The Library staff's electronic communications containing personally identifiable library user information are subject to P.L. 431, No. 90, section 3, commonly referred to as Act 90, "Library Circulation Records" stating that such records are confidential.

COMPUTER AND E-MAIL USAGE

- All computers, computer files, the email system and software provided to employees are the property of the Chester County Library System. All personally identifiable library user information is governed by the confidentiality provisions of (PA) Act 90, as stated above, unless superseded by applicable Federal law. Monitoring of employee computer or email use that may contain such user information is also governed by the confidentiality provisions of Act 90.
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GLOBAL E-MAIL

The Library operates its own e-mail network and it is frequently necessary to send global messages to all Library and Library staff. Therefore, no special permission is required to send an e-mail message to Library global distribution lists. All such communications should be work-related and pertinent to Library operations.

INTERNET USAGE

All personally identifiable library user information is governed by the confidentiality provisions of (PA) Act 90, as stated above, unless superseded by applicable Federal law. Monitoring of employee computer or Internet use that may contain such user information is also governed by the confidentiality provisions of Act 90. Monitoring or disclosure of internet data, received or transmitted, which contains such personally identifiable user information is subject to the confidentiality provisions of Act 90 as stated above unless superseded by applicable Federal law.

Approved February 17, 2004

Revised by the CCL Policy Review Committee August 27, 2024

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Approved February 17, 2004
Revised by the CCL Policy Review Committee August 27, 2024

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH FEES POLICY

Fees may be applicable, at the discretion of the Board of Trustees of the Chester County Library and Henrietta Hankin Branch (Library), for services which may include:

- Providing a service that incurs an additional cost to the Library with each use, such as materials for programs, and materials for Makerspace equipment
- Providing Library facilities and staff to outside organizations
- Providing use of equipment, such as photocopiers, microfilm readers, printers, and fax machines
- Providing innovative services for which funding is not otherwise available
- Providing certain popular and high-demand material

The Library will have a Fines and Fees Schedule available on its website. Fines, fees, and replacement costs are subject to change without notice.

Revision adopted July 17, 2001
Revision adopted June 21, 2005
Revision adopted June 21, 2016
Revision adopted February 18, 2020
Revision adopted December 21, 2021
Revised by the CCL Policy Review Committee August 27, 2024

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Revision adopted July 17, 2001

Revision adopted June 21, 2005

Revision adopted June 21, 2016

Revision adopted February 18, 2020

Revision adopted December 21, 2021

Revised by the CCL Policy Review Committee August 27, 2024

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH PERSONNEL POLICY

The Chester County Library and the Henrietta Hankin Branch (Library) is a department of County government, and its staff members are County employees. The Board of Trustees of the Chester County Library affirms that Library staff is governed by the personnel policies of the County of Chester. County personnel policies are included in the County of Chester Employee Handbook and on the County Intranet.

It may be necessary for the Library and Library Board to develop additional policies or guidelines for the Library that address specific concerns arising from the nature of the Library as a public facility open seven days per week or from other situations not directly covered in the County Handbook. Any time a Library policy or guideline is construed to conflict with County personnel policy, County policy takes precedence.

Revision adopted July 16, 2002

Revision adopted May 18, 2004

Revision adopted July 21, 2015

Revision adopted September 18, 2018

Revised by the CCL Policy Review Committee August 27, 2024

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Revision adopted July 16, 2002

Revision adopted May 18, 2004

Revision adopted July 21, 2015

Revision adopted September 18, 2018

Revised by the CCL Policy Review Committee August 27, 2024

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH PROGRAMMING POLICY

POLICY STATEMENT

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

The Chester County Library provides prompt, accurate and courteous service to all patrons regardless of race, color, ethnicity, national origin, gender, sexual orientation, religion, age, socioeconomic status, disability, immigration status, background, and/or views. It offers this in fulfillment of its mission to develop services, resources and collections that meet the cultural, informational, recreational, and educational needs of its diverse community.

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at locations in the community, and/or online. Library programs include, but are not limited to: lectures, community forums, performing and visual arts, participatory workshops, technology programming, creative learning, wellness, story times, book clubs, discussion groups, and presentations for social, cultural, educational, or entertainment purposes.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster cultural awareness, diversity, and equitability
- Foster civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

PROGRAMMING

Programming is planned by library staff throughout the year and is designed to fulfill the strategic plan, mission and vision of the library. The programs are run by or organized by library staff as part of their regular job duties.

The Library welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider the partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library's mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate
- The program meets the selection and design criteria outlined in this policy

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library's role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion; and offering supplementary Library resources.

All presenters of Library sponsored programming in-person must submit to background checks as required by law. Any required clearance certificates must be submitted to the Director or Branch Manager before the date of the performance or presentation. Please see Appendix A for the CCL Presenter's Criminal History Policy.

The Library reserves the right to decline a program for a variety of reasons, including, but not limited to, staffing and budgetary constraints, space issues, or conflicts with the date, time, or location. Program proposals that do not meet the Library's program criteria are welcome to reserve meeting spaces at our facilities and requires customers to comply with the Library's Meeting Room Policy.

SELECTION AND DESIGN

The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Staff generate program ideas from a number of sources including but not limited to professional publications and conferences, popular media, other libraries, and community interest.

Criteria for program selection and design include:

- Advances the Library's mission, vision and values
- Promotes early literacy, acquisition of skills, or a life-long love of reading and learning
- Presents information on issues of current interest
- Fosters civic engagement and discourse
- Aligns with the PA Forward 21st Century Literacies initiative
- Fosters cultural awareness, diversity, and equitability
- Facilitates the sharing of local talent, knowledge, and expertise
- Considerations of cost, staffing and capacity

Library Programming Guidelines:

- The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.
- Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.
- Library programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- Space and physical arrangement are safe and conducive to effective program delivery.
- No program shall be permitted that endangers Library patrons, staff, Library facilities, or otherwise materially interferes with Library operations.
- The Library reserves the right not to schedule a program and/or cancel a scheduled program for lack of registration, inclement weather or other emergencies.

CHARGES, SALES, AND FUNDRAISING

All library programs are free and open to the public. A small materials fee may be charged at the discretion and approval of the Library Director. Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library, the Chester County Library Trust, the Friends of the Chester County Library or Henrietta Hankin Branch or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director. At no time may a presenter use a program to promote their business, solicit future business, generate a mailing list, etc.

ATTENDANCE

All programs must be open to the public. The library is committed to ensuring access to all, and reasonable accommodations will be made to ensure people with disabilities may attend or participate.

- Registration is required for most library programs and the library may limit the number of participants due to venue size or to provide an effective program.
- The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Behavior Policy.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age, grade in school, gender, etc.
- Programs targeted toward specific audiences will be publicized as such. No exceptions will be made to the advertised restrictions.
- It is the responsibility of parents or legal guardians, not the Library staff, to guide their own children's use of the Library and its resources and services.
- Attendance at Library programs and events constitutes consent to be photographed/video recorded for use in print and/or electronic publicity for the Library. To ensure the privacy of individuals and children, images will not be identified using names or personally identifying information without written approval from the photographed subject, parent, or legal guardian. If anyone does not wish to be photographed/video recorded, they should let staff know prior to the start of the program.

EVALUATION

Programs will be evaluated for effectiveness on an ongoing basis. The effectiveness of a library program will be based on attendance, audience satisfaction, new patrons attracted to the library, the promotion of library goals, and the needs addressed of a specific target audience.

STATEMENT OF CONCERN

The Chester County Library and Henrietta Hankin Branch and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously, as detailed in the [Statement of Concern Policy](#).

REFERENCES

This policy has been developed in concert with the following American Library Association Guidance Documents:

[Libraries: An American Value](#)

[Library Bill of Rights](#)

Interpretations of the *Library Bill of Rights*: "[Library-initiated Programs as a Resource](#)," "[Access to Library Resources and Services for Minors](#)" and "[Freedom to View Statement](#)."

LIBRARY POLICIES

[Library Behavior Policy](#)

[Statement of Concern](#)

[Meeting Room Use Policy](#)

[Program Proposal Form](#)

*Approved by the Board of Trustees of Chester County Library on September 19, 2023
Revised August 27, 2024*

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH PROGRAMMING POLICY

STATEMENT OF CONCERN

The Chester County Library and the Henrietta Hankin Branch Library (hereinafter referred to as “the Library”) acquire and make available materials and programs that inform, educate and entertain. The Library offers materials and programs for the general public on current issues, embrace broad areas of knowledge, entertain and reflect our diverse community. The programs presented are selected to satisfy the needs and interests of the community, and to promote and extend the collections, services, goals and mission of the Library. Materials are selected to satisfy the needs and interests of the community, to support the roles of the Library, and to present balanced points of view within the collection.

Because of the Library’s commitment to selecting materials and presenting a broad range of programs on a variety of topics, there may be items which are of concern to some individuals or groups. The Library recognizes that some programs and items may be controversial and that any given event/item may offend some customers. Library sponsorship of a program or acquisition of materials does not constitute an endorsement of their content or the views expressed therein, but enables the Library to fulfill its mission in providing materials, information and programs for life, work and pleasure. The Library also has a commitment to our customers to respond to concerns expressed about programs the Library sponsors and materials in the Library’s collection.

The customer with a concern should complete this Statement of Concern form if wanting to make a formal request for reconsideration of a Library program or Library materials. The person submitting the form will be given copies of the Program Policy or Materials Selection Policy and the ALA Library Bill of Rights. This completed form will be sent to the Chester County Library Director or the Henrietta Hankin Branch Library Manager. Within a month of receipt of the Statement of Concern Form, a review of the program/item will be completed by a committee of Library Staff, who will make a recommendation to the Library Director or Branch Manager. The Library Director or Branch Manager will respond in writing within 10 working days of receipt of the recommendation to the concerned individual notifying them of the Library’s decision. If the individual is not satisfied with the decision made or the action taken, the decision or action may be appealed to the Board of Trustees of the Chester County Library.

STATEMENT OF CONCERN FORM

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Type of Library Material or Program:

_____ Book, eBook or audiobook (CD or download)

_____ Movie (DVD or streaming)

_____ Magazine (paper or digital)

_____ Newspaper (paper or digital)

_____ Music CD

_____ Digital Resource

_____ Program

_____ Other

Please provide the following information regarding the program or item:

- Title _____
- Author/Artist/Presenter _____
- Program Date(s) _____

2. What brought this program/item to your attention?

3. Have you examined the entire resource? If not, what sections did you review? For programs, did you attend the program(s)? Did you attend the entire program? If not, what part did you review?

4. Please describe your concerns regarding this resource or program:

5. Are there any specific examples within the resource/program that illustrate your concerns?

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

7. What action(s) are you requesting the committee consider?

APPENDIX A

CHESTER COUNTY LIBRARY'S PRESENTERS' CRIMINAL HISTORY POLICY

PURPOSE

This Policy applies to individuals who propose to give presentations at the Chester County Library, assume a station at a booth or table during an event held at the Chester County Library, or otherwise provide information to or answer questions from the public at the Chester County Library (all such individuals are hereafter referred to as "Presenters"). Those above-described presentation activities are hereafter referred to as "Presentation Activities".

Presenters, whether paid or unpaid, are required to obtain and produce a criminal history record (or statement that no criminal history record exists) from the Pennsylvania State Police and a child abuse history clearance from the Pennsylvania Department of Human Services.

Presenters who are paid to provide Presentation Activities are also required to obtain and produce a fingerprint based federal criminal history check submitted through the Pennsylvania State Police or an authorized agent. Unpaid Presenters who have lived in Pennsylvania for less than 10 years must also obtain and produce a fingerprint based federal criminal history check. Unpaid Presenters who have lived in Pennsylvania for at least 10 years are not required to obtain or produce a fingerprint based federal criminal history check. However, such unpaid Presenters must provide a signed and witnessed Affidavit (see below) stating he or she has lived in Pennsylvania for at least 10 years.

The above-described criminal history checks are hereafter collectively referred to as "Criminal History Checks". The costs of all Criminal History Checks shall be paid by the proposed Presenters.

Proposed Presenters shall provide the results of the applicable Criminal History Checks to the Chester County Library Director or the Henrietta Hankin Branch Manager at least 21 calendar days before the date the Presenter proposes to provide the Presentation Activities.

This Policy also provides direction on the Chester County Library accepting or rejecting proposed Presenters whose Criminal History Checks indicate findings of having committed child abuse, listing of the proposed Presenter as a sex offender on a statewide or national sex offender registry, or conviction of the offenses described below.

The Policy does not create any rights for any person, obligate Chester County Library to act at any time or in any manner in regard to accepting Presenters, or to establish any responsibility or liability of the Chester County Library.

REQUIREMENT FOR CRIMINAL HISTORY CHECKS

At least 21 calendar days prior to the date a Presenter proposes to provide Presentation Activities at Chester County Library, all Presenters, whether paid or unpaid, shall obtain and provide the following to the Director or Branch Manager:

- (i) A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. The criminal history record information shall be limited to that which is disseminated pursuant to 18 Pa.C.S. § 9121(b)(2); and

- (ii) A certification from the Department of Human Services as to whether the applicant is named in the statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report of child abuse.

At least 21 calendar days prior to the date a Presenter proposes to provide Presentation Activities at Chester County Library, unpaid Presenters who have lived in Pennsylvania for less than 10 years and paid Presenters shall provide the following to the Director or Branch Manager: A Federal (FBI) criminal history record information check. The applicant shall submit a full set of fingerprints in a manner prescribed by the Pennsylvania Department of Human Services or Department of Education. The Pennsylvania Department of Human Services and the Department of Education serves as an intermediary to obtain the FBI criminal history record information check.

GROUND FOR DENYING APPLICATIONS TO CONDUCT PRESENTATION ACTIVITIES

- (1) A Presenter fails to provide the applicable Criminal History Checks to the Director or Branch Manager at least 21 calendar days before the date a Presenter proposes to provide Presentation Activities at Chester County Library;
- (2) The Pennsylvania Department of Human Services verifies that the proposed Presenter is named in a register as the perpetrator of a founded report of child abuse committed within the five-year period immediately preceding the date of the proposed Presentation Activities; or
- (3) The proposed Presenter's Criminal History Checks indicate the proposed Presenter has been convicted, within five years prior to the date of the proposed Presentation Activities, of one or more of the following offenses or an equivalent crime under Federal law or the law of another state:

TITLE 18 OF THE PENNSYLVANIA CONSOLIDATED

- Chapter 25 (relating to criminal homicide).
- Section 2702 (relating to aggravated assault).
- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault).
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of child).
- Section 4304 (relating to endangering welfare of children).
- Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses).
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Section 6301 (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- A felony offense under section 2718 (relating to strangulation)
- A felony offense under section 3301 (relating to arson and related offenses)

A felony offense under the Act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act

An offense under 18 U.S.C. § 2261 (relating to interstate domestic violence) or § 2262 (relating to interstate violation of protection order).

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

AFFIDAVIT FOR UNPAID PRESENTERS WHO HAVE LIVED IN PENNSYLVANIA FOR AT LEAST 10 YEARS

Unpaid Presenters who have lived in Pennsylvania for at least 10 years, and who want to be excused from producing a fingerprint based federal criminal history check, must complete and submit a Volunteer Affidavit in Lieu of Federal Criminal History Record. The affidavit can be found at: <http://bit.ly/47Eu1N8>

The Presenter shall provide that signed, dated, and witnessed affidavit to the Director or Branch Manager at least 21 calendar days prior to the date a Presenter proposes to provide Presentation Activities at Chester County Library.

RENEWAL OF CLEARANCES

Presenters must obtain renewals of the applicable Criminal History Checks every 60 months and promptly provide them to the Director or Branch Manager of the Chester County Library.

PRESENTERS' ONGOING OBLIGATION TO REPORT ARRESTS AND CONVICTIONS OF CRIMES

If a Presenter is arrested for or convicted of an offense that would constitute grounds for denying the right to conduct Presentation Activities under this Policy, or is named as a perpetrator in a founded or indicated report of child abuse, the Presenter must do as directed in the next sentence. The Presenter shall provide the Director or Branch Manager of Chester County Library with written notice of those arrests, convictions, and findings no later than 72 hours after the arrest, conviction or notification that the Presenter has been listed as a perpetrator of child abuse or sex offender in a statewide or national database.

The Director or Branch Manager may immediately require the Presenter obtain and submit to the applicable updated Criminal History Checks if one or more of the following apply: (1) the Director or Branch Manager of Chester County Library has a reasonable belief that (a) a Presenter was arrested for or convicted of an offense that would constitute grounds for denying the right to conduct Presentation Activities under this Policy; (b) the Presenter was named as a perpetrator in a founded or indicated report of child abuse; or (c) the Presenter has been named in a sex offender registry, or (2) the Presenter has provided notice as required hereinabove

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH PROGRAMMING POLICY

POLICY STATEMENT

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

The Chester County Library provides prompt, accurate and courteous service to all patrons regardless of race, color, ethnicity, national origin, gender, sexual orientation, religion, age, socioeconomic status, disability, immigration status, background, and/or views. It offers this in fulfillment of its mission to develop services, resources and collections that meet the cultural, informational, recreational, and educational needs of its diverse community.

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at locations in the community, and/or online. Library programs include, but are not limited to: lectures, community forums, performing and visual arts, participatory workshops, technology programming, creative learning, wellness, story times, book clubs, discussion groups, and presentations for social, cultural, educational, or entertainment purposes.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster cultural awareness, diversity, and equitability
- Foster civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

PROGRAMMING

Programming is planned by library staff throughout the year and is designed to fulfill the strategic plan, mission and vision of the library. The programs are run by or organized by library staff as part of their regular job duties.

The Library welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider the partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library's mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate
- The program meets the selection and design criteria outlined in this policy

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library's role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion; and offering supplementary Library resources.

All presenters of Library sponsored programming in-person must submit to background checks as required by law. Any required clearance certificates must be submitted to the Director or Branch Manager before the date of the performance or presentation. [Please see Appendix A for the CCL Presenter's Criminal History Policy.](#)

The Library reserves the right to decline a program for a variety of reasons, including, but not limited to, staffing and budgetary constraints, space issues, or conflicts with the date, time, or location. Program proposals that do not meet the Library's program criteria are welcome to reserve meeting spaces at our facilities and requires customers to comply with the Library's Meeting Room Policy.

SELECTION AND DESIGN

The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Staff generate program ideas from a number of sources including but not limited to professional publications and conferences, popular media, other libraries, and community interest.

Criteria for program selection and design include:

- Advances the Library's mission, vision and values
- Promotes early literacy, acquisition of skills, or a life-long love of reading and learning
- Presents information on issues of current interest
- Fosters civic engagement and discourse
- Aligns with the PA Forward 21st Century Literacies initiative
- Fosters cultural awareness, diversity, and equitability
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- Considerations of cost, staffing and capacity

Library Programming Guidelines:

- The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.
- Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.
- Library programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
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CHARGES, SALES, AND FUNDRAISING

All library programs are free and open to the public. A small materials fee may be charged at the discretion and approval of the Library Director. Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library, the Chester County Library Trust, the Friends of the Chester County Library or Henrietta Hankin Branch or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director. At no time may a presenter use a program to promote their business, solicit future business, generate a mailing list, etc.

ATTENDANCE

All programs must be open to the public. The library is committed to ensuring access to all, and reasonable accommodations will be made to ensure people with disabilities may attend or participate.

- Registration is required for most library programs and the library may limit the number of participants due to venue size or to provide an effective program.
- The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Behavior Policy.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age, grade in school, gender, etc.
- Programs targeted toward specific audiences will be publicized as such. No exceptions will be made to the advertised restrictions.
- It is the responsibility of parents or legal guardians, not the Library staff, to guide their own children's use of the Library and its resources and services.
- Attendance at Library programs and events constitutes consent to be photographed/video recorded for use in print and/or electronic publicity for the Library. To ensure the privacy of individuals and children, images will not be identified using names or personally identifying information without written approval from the photographed subject, parent, or legal guardian. If anyone does not wish to be photographed/video recorded, they should let staff know prior to the start of the program.

EVALUATION

Programs will be evaluated for effectiveness on an ongoing basis. The effectiveness of a library program will be based on attendance, audience satisfaction, new patrons attracted to the library, the promotion of library goals, and the needs addressed of a specific target audience.

STATEMENT OF CONCERN

The Chester County Library and Henrietta Hankin Branch and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously, as detailed in the [Statement of Concern Policy](#).

REFERENCES

This policy has been developed in concert with the following American Library Association Guidance Documents:

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Interpretations of the *Library Bill of Rights*: "[Library-initiated Programs as a Resource](#)," "[Access to Library Resources and Services for Minors](#)" and "[Freedom to View Statement](#)."

LIBRARY POLICIES

[Library Behavior Policy](#)

[Statement of Concern](#)

[Meeting Room Use Policy](#)

[Program Proposal Form](#)

*Approved by the Board of Trustees of Chester County Library on 09/19/23
Revised August 27, 2024*

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH PROGRAMMING POLICY

STATEMENT OF CONCERN

The Chester County Library and the Henrietta Hankin Branch Library (hereinafter referred to as “the Library”) acquire and make available materials and programs that inform, educate and entertain. The Library offers materials and programs for the general public on current issues, embrace broad areas of knowledge, entertain and reflect our diverse community. The programs presented are selected to satisfy the needs and interests of the community, and to promote and extend the collections, services, goals and mission of the Library. Materials are selected to satisfy the needs and interests of the community, to support the roles of the Library, and to present balanced points of view within the collection.

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STATEMENT OF CONCERN FORM

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Type of Library Material or Program:

_____ Book, eBook or audiobook (CD or download)

_____ Movie (DVD or streaming)

_____ Magazine (paper or digital)

_____ Newspaper (paper or digital)

_____ Music CD

_____ Digital Resource

_____ Program

_____ Other

Please provide the following information regarding the program or item:

- Title _____
- Author/Artist/Presenter _____
- Program Date(s) _____

2. What brought this program/item to your attention?

3. Have you examined the entire resource? If not, what sections did you review? For programs, did you attend the program(s)? Did you attend the entire program? If not, what part did you review?

4. Please describe your concerns regarding this resource or program:

5. Are there any specific examples within the resource/program that illustrate your concerns?

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

7. What action(s) are you requesting the committee consider?

APPENDIX A

CHESTER COUNTY LIBRARY'S PRESENTERS' CRIMINAL HISTORY POLICY

PURPOSE

This Policy applies to individuals who propose to give presentations at the Chester County Library, assume a station at a booth or table during an event held at the Chester County Library, or otherwise provide information to or answer questions from the public at the Chester County Library (all such individuals are hereafter referred to as "Presenters"). Those above-described presentation activities are hereafter referred to as "Presentation Activities".

Presenters, whether paid or unpaid, are required to obtain and produce a criminal history record (or statement that no criminal history record exists) from the Pennsylvania State Police and a child abuse history clearance from the Pennsylvania Department of Human Services.

Presenters who are paid to provide Presentation Activities are also required to obtain and produce a fingerprint based federal criminal history check submitted through the Pennsylvania State Police or an authorized agent. Unpaid Presenters who have lived in Pennsylvania for less than 10 years must also obtain and produce a fingerprint based federal criminal history check. Unpaid Presenters who have lived in Pennsylvania for at least 10 years are not required to obtain or produce a fingerprint based federal criminal history check. However, such unpaid Presenters must provide a signed and witnessed Affidavit (see below) stating he or she has lived in Pennsylvania for at least 10 years.

The above-described criminal history checks are hereafter collectively referred to as "Criminal History Checks". The costs of all Criminal History Checks shall be paid by the proposed Presenters.

Proposed Presenters shall provide the results of the applicable Criminal History Checks to the Chester County Library Director or the Henrietta Hankin Branch Manager at least 21 calendar days before the date the Presenter proposes to provide the Presentation Activities.

This Policy also provides direction on the Chester County Library accepting or rejecting proposed Presenters whose Criminal History Checks indicate findings of having committed child abuse, listing of the proposed Presenter as a sex offender on a statewide or national sex offender registry, or conviction of the offenses described below.

The Policy does not create any rights for any person, obligate Chester County Library to act at any time or in any manner in regard to accepting Presenters, or to establish any responsibility or liability of the Chester County Library.

REQUIREMENT FOR CRIMINAL HISTORY CHECKS

At least 21 calendar days prior to the date a Presenter proposes to provide Presentation Activities at Chester County Library, all Presenters, whether paid or unpaid, shall obtain and provide the following to the Director or Branch Manager:

- (i) A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. The criminal history record information shall be limited to that which is disseminated pursuant to 18 Pa.C.S. § 9121(b)(2); and

- (ii) A certification from the Department of Human Services as to whether the applicant is named in the statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report of child abuse.

At least 21 calendar days prior to the date a Presenter proposes to provide Presentation Activities at Chester County Library, unpaid Presenters who have lived in Pennsylvania for less than 10 years and paid Presenters shall provide the following to the Director or Branch Manager: A Federal (FBI) criminal history record information check. The applicant shall submit a full set of fingerprints in a manner prescribed by the Pennsylvania Department of Human Services or Department of Education. The Pennsylvania Department of Human Services and the Department of Education serves as an intermediary to obtain the FBI criminal history record information check.

GROUND FOR DENYING APPLICATIONS TO CONDUCT PRESENTATION ACTIVITIES

- (1) A Presenter fails to provide the applicable Criminal History Checks to the Director or Branch Manager at least 21 calendar days before the date a Presenter proposes to provide Presentation Activities at Chester County Library;
- (2) The Pennsylvania Department of Human Services verifies that the proposed Presenter is named in a register as the perpetrator of a founded report of child abuse committed within the five-year period immediately preceding the date of the proposed Presentation Activities; or
- (3) The proposed Presenter's Criminal History Checks indicate the proposed Presenter has been convicted, within five years prior to the date of the proposed Presentation Activities, of one or more of the following offenses or an equivalent crime under Federal law or the law of another state:

TITLE 18 OF THE PENNSYLVANIA CONSOLIDATED

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

A felony offense under section 2718 (relating to strangulation)

A felony offense under section 3301 (relating to arson and related offenses)

A felony offense under the Act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act

An offense under 18 U.S.C. § 2261 (relating to interstate domestic violence) or § 2262 (relating to interstate violation of protection order).

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

AFFIDAVIT FOR UNPAID PRESENTERS WHO HAVE LIVED IN PENNSYLVANIA FOR AT LEAST 10 YEARS

Unpaid Presenters who have lived in Pennsylvania for at least 10 years, and who want to be excused from producing a fingerprint based federal criminal history check, must complete and submit a Volunteer Affidavit in Lieu of Federal Criminal History Record. The affidavit can be found at: <http://bit.ly/47Eu1N8>

The Presenter shall provide that signed, dated, and witnessed affidavit to the Director or Branch Manager at least 21 calendar days prior to the date a Presenter proposes to provide Presentation Activities at Chester County Library.

RENEWAL OF CLEARANCES

Presenters must obtain renewals of the applicable Criminal History Checks every 60 months and promptly provide them to the Director or Branch Manager of the Chester County Library.

PRESENTERS' ONGOING OBLIGATION TO REPORT ARRESTS AND CONVICTIONS OF CRIMES

If a Presenter is arrested for or convicted of an offense that would constitute grounds for denying the right to conduct Presentation Activities under this Policy, or is named as a perpetrator in a founded or indicated report of child abuse, the Presenter must do as directed in the next sentence. The Presenter shall provide the Director or Branch Manager of Chester County Library with written notice of those arrests, convictions, and findings no later than 72 hours after the arrest, conviction or notification that the Presenter has been listed as a perpetrator of child abuse or sex offender in a statewide or national database.

The Director or Branch Manager may immediately require the Presenter obtain and submit to the applicable updated Criminal History Checks if one or more of the following apply: (1) the Director or Branch Manager of Chester County Library has a reasonable belief that (a) a Presenter was arrested for or convicted of an offense that would constitute grounds for denying the right to conduct Presentation Activities under this Policy; (b) the Presenter was named as a perpetrator in a founded or indicated report of child abuse; or (c) the Presenter has been named in a sex offender registry, or (2) the Presenter has provided notice as required hereinabove

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH PUBLIC DEMONSTRATIONS POLICY

POLICY STATEMENT

Individuals may demonstrate, picket, or seek signatures for petitions outside the building on the grounds of the Chester County Library or the Henrietta Hankin Branch (Library) provided they are quiet, orderly and do not block entrances, sidewalks, driveways, parking places; interfere with access to, or use or operation of the Library; and they do not disturb or harass those entering or leaving the library, or insistently attempt to engage them in conversation.

Posting of signage anywhere on the Library building and grounds is strictly prohibited. Library premises must be left as they are found.

It is not necessary for demonstrator(s) to request or receive the permission of the Library. However, as a courtesy, advance notification of the Library Director or Branch Manager is appreciated. The presence of demonstrator(s) does not constitute an endorsement by the Library of the opinions or points of view expressed or espoused by the demonstrator(s).

GENERAL INFORMATION AND BACKGROUND

The Chester County Library and Henrietta Hankin Branch Board of Trustees and staff have used the following guidelines, based upon constitutional principles, in developing and approving this Policy.

These guidelines are taken from the American Library Association's *Guidelines for the Development of Policies Regarding User Behavior and Library Usage* (adopted 1993, revised 200, revised January 19, 2005)

- Regulation of user behavior must be approached within the framework of the ALA *Code of Ethics*, the *Library Bill of Rights* and the law, including state and local statutes, constitutional standards under the First and Fourteenth Amendments, due process and equal treatment under the law.
- Publicly supported library service is based upon the First Amendment right of free expression. Publicly supported libraries are recognized as limited public forums for access to information. At least one federal court of appeals has recognized a First Amendment right to receive information in a public library. Library policies and procedures that could impinge upon such rights are subject to a higher standard of review than may be required in the policies of other public services and facilities.

Approved August 19, 2003

Revision adopted June 17, 2008

Revision adopted June 21, 2016

Revision adopted September 18, 2018

Revision adopted January 19, 2021

Revised by the CCL Policy Review Committee August 17, 2024

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

*Affirmed by the Board of Trustees March 15, 2016
Re-affirmed by the Board of Trustees May 14, 2019
Affirmed by the CCL Policy Review Committee 08/27/24*

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

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Affirmed by the CCL Policy Review Committee 08/27/24

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Approved 8/19/03

Reviewed 6/20/06

Revision adopted 6/17/08

Revision adopted 6/21/2016

Revision adopted 9/18/2018

Revision adopted 1/19/2021

[Revised by the CCL Policy Review Committee 08/27/24](#)

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Affirmed by the Board of Trustees June 21, 2016
[Affirmed by the CCL Policy Review Committee 08/27/24](#)

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH SECURITY CAMERA PROCEDURAL GUIDELINES

The County of Chester is committed to establishing and maintaining a workplace that is secure and safe for both employees and customers. To enhance this commitment the County of Chester allows departments to install and utilize security cameras.

Security cameras may be installed in the Chester County and Henrietta Hankin Branch (Library) in an effort to provide a safe and secure environment to its employees, the public and to protect County assets.

The Library makes no assertion that these cameras can or will provide any guarantee or measure of protection for anyone or anything. Security cameras in the Library are one of many tools to aid in operating effectively and providing responsible services. For these reasons, staff will not make any statement nor post any sign that implies an area is “protected” or “monitored” by video cameras.

Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. All recording of images will be conducted in a professional, ethical and legal manner. When appropriate, security cameras may be placed library-wide, inside and outside the buildings. Nothing in these guidelines limits any lawful surveillance by law enforcement agencies.

Information obtained from the security cameras will be used when a business need exists (i.e., for law and/or policy enforcement.) Real time images may be viewed by authorized staff for security and maintenance purposes. When an incident has been reported or is suspected to have occurred, personnel responsible for the area in question may request that the recorded images from the security cameras be reviewed. As circumstances require, the Chester County Library System Executive Director, Chester County Library Director, or the Henrietta Hankin Branch Manager may authorize others to review images.

Release of images to third parties (i.e., law enforcement) will only occur upon approval of the Chester County Library System Executive Director in consultation with the Solicitor’s Office.

The images from the security cameras will be retained in a secure location for a period of six (6) weeks unless they are part of an investigation. In the case of an ongoing investigation, a copy will be made for law enforcement.

The alteration of previously recorded images from the security cameras is strictly prohibited. Any person who views images from the security cameras without authority or tampers with or destroys security cameras may be subject to disciplinary action.

Security camera placement will take into consideration protection of any confidential information as defined by law, which could be visible.

No security cameras will record audio.

*Adopted June, 2008
Revision adopted May 21, 2024
Revised by the CCL Policy Review Committee August 27, 2024*

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Deleted: CLS

Deleted: CL

Deleted: HH

Deleted: CCLS

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Adopted June, 2008
Revision adopted May 21, 2024
[Revised by the CCL Policy Review Committee August 27, 2024](#)

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH GIFTS AND DONATIONS POLICY

GIFTS

Under the Pennsylvania Library Code, Article IV, Section 416, the Library Board of Trustees may accept donations of “books, money, personal property or real estate” for the benefit of the Library. “[...]n the absence of restrictions by the terms of such donation, deed, gift, devise or bequest, the said property shall be controlled and administered by the [Library Board].”

DIRECTOR’S AUTHORITY

- The Library Director or designee shall be the agent and administrator for all donations, deeds, gifts, devices or bequests accepted by the Chester County Library and Henrietta Hankin Branch Library.
- Donations, deeds, gifts, devices or bequests will be accepted providing conditions of such donations, etc., are acceptable to the Library Board.

GIFTS OF BOOKS AND OTHER MATERIALS

- Gifts of books, periodicals or audio-visual materials are sometimes added to the Library’s collection in accordance with its Materials Selection Policy. The remainder are transferred to the Friends of the Library to be sold at book sales which generate funds to aid the Library. Disposal of materials is at the discretion of the Library Director or designee and the Friends of the Library.
- Special gifts of books or other library materials in memory or honor of individuals or groups are accepted by the Friends of the Library organizations.

LIMITATIONS OF GIFTS

- The Library will not accept library materials that are not outright gifts.
- The Library will not accept special collections of books or other library materials if a condition of the gift is that the materials be kept together as an identifiable physical entity. Gift collections of books and other library materials will be accepted with the understanding that they may be integrated into the general collection.
- The Library Board and Director are under no obligation to accept donations, deeds, gifts, etc. if they feel acceptance of such donations, deeds, gifts, etc. will not be of benefit to the Library.

APPRAISALS

- The appraising of a gift to the Library for tax purposes is the responsibility of the donor.
- The acceptance of a gift which has been appraised by a third – and disinterested – party does not in any way imply an endorsement of the appraisal by the Library.

EXPENDITURES

- Unrestricted gifts to the Library may be spent for any purchases designed to enhance its operations.

*Revision adopted November 20, 2001
Revision adopted July 15, 2003
Revision adopted June 21, 2005
Revision adopted May 23, 2006
Revision adopted March 18, 2008
Revision adopted December 20, 2010
Revision adopted June 16, 2015
Revision adopted July 18, 2017*

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH VOLUNTEERS POLICY

The Board of Trustees of the Chester County Library and the Henrietta Hankin Branch (Library) supports the utilization of qualified volunteers for the benefit of the Library within a structured program. The program, which is administered by a designated Volunteer Coordinator, supplements and supports the work of paid staff. Written guidelines for volunteers will be maintained and distributed to volunteer supervisors and their volunteers.

Revision adopted July 16, 2002

Revision adopted June 17, 2008

Revision adopted February 15, 2011

Revision adopted July 21, 2015

Revision adopted November 17, 2020

Reviewed by CCL Policy Review Committee August 27, 2024

2024 CCLS/CCL Board Committees

The following is the list of the committees for 2024. Charges for these committees are outlined in the by-laws. President is Ex-Officio (non-voting) member of Governance and Finance Committee.

Standing Committees

Executive Committee

Membership – President, Secretary, and Treasurer

1. Mike Skay, CCLS/CCL Board President
2. Bill Connor, CCLS/CCL Board Secretary
3. Emily Bless, CCLS/CCL Board Treasurer

Governance Committee

Membership - 2 Board Members max.

1. VACANT – Chair, CCLS/CCL Board Trustee
2. Mark Carroll, CCLS/CCL Board Trustee
3. Joe Sherwood, CCLS Executive Director
4. Lauren Harshaw*, CCLS Staff Development & Advocacy Coordinator

Finance Committee

Membership – Treasurer and One Board Member max.

1. Emily Bless, CCLS/CCL Board Treasurer - Chair
2. Bill Connor, CCLS/CCL Board Secretary
3. Joe Sherwood, CCLS Executive Director
4. Barb Baugher*, Finance Manager
5. Jenna Persick, CCL Director
6. Carey Bresler, HHB Manager

Ad Hoc Committees

These are committees that are created for a specific purpose. Below are the proposed charges and no more than 2 board members on a committee. President is Ex-Officio (non-voting) member of all committees.

Funding Task Force

Charge/Resolution – This committee is a five to nine-member Funding Task Force responsible for investigating and making recommendations to the CCLS/CCL Board for ways to increase funding, particularly at the Local, County and State levels. *Membership = Committee Members can be Member Library Board Trustees, Member Library Directors, and/or CCLS Staff members.*

1. JoAnn Weinberger, CCLS/CCL Board Trustee - Chair
2. Mark Carroll, CCLS/CCL Board Trustee
3. Joe Sherwood, CCLS Executive Director
4. Nicole Richards*, CCLS Development Director
5. Lauren Harshaw, CCLS Staff Development & Advocacy Coordinator
6. Jack Hines, Downingtown Library Board Trustee
7. Lisa Ionata, Former CCLS/CCL Board Trustee; member of the public
8. Carey Bresler, HHB Manager
9. VACANT - Member Library Representative
10. VACANT - Member Library Representative

*Staff Support Liaison

2024 CCLS/CCL Board Committees

Institutional Advancement Committee

Charge/Resolution – This committee is responsible for recommending to the CCLS/CCL Board overall programmatic goals and coordinating efforts to establish a brand identity and community awareness of both the System and member libraries. With a long-term goal of maximizing overall community support.

1. JoAnn Weinberger, CCLS/CCL Board Trustee - Chair
2. Mark Carroll, CCLS/CCL Board Trustee
3. Joe Sherwood, CCLS Executive Director
4. Jenna Persick, CCL Director
5. Carey Bresler, HHB Manager
6. Nicole Richards, CCLS Development Director
7. Lauren Harshaw, CCLS Staff Development & Advocacy Coordinator
8. Niki Kolb*, Public Relations & Graphic Design Specialist
9. Lara Lorenzi, Phoenixville Library Director

Policy Committee

Charge/Resolution – This committee reviews and recommends new and updated policies to the CCLS/CCL Board.

1. VACANT – Chair, Board Member
2. Richard Hankin, CCLS/CCL Board Vice President
3. Joe Sherwood*, CCLS Executive Director
4. Jenna Persick, CCL Director
5. Carey Bresler, HHB Manager

Strategic & Facility Planning Committee

Charge/Resolution – This Committee is responsible for reviewing and evaluating current Strategic Plans, overseeing new Strategic Plan efforts and ensuring that any major facility expansions (specifically for CCL/HH) consider the current Strategic plan direction and make a recommendation to the Board.

1. Richard Hankin, CCLS/CCL Board Vice President - Chair
2. Bill Connor, CCLS/CCL Board Secretary
3. Joe Sherwood, CCLS Executive Director
4. Jenna Persick, CCL Director
5. Carey Bresler, HHB Manager

Technology Committee

Charge/Resolution – This committee reviews proposals and recommends to the CCLS/CCL Board major technology proposals and upgrades.

1. Richard Hankin, CCLS/CCL Board Vice President - Chair
2. Emily Bless, CCLS/CCL Board Treasurer
3. Joe Sherwood, CCLS Executive Director
4. Tony Wagner, CCLS Head of Computer Services
5. Jenna Persick, CCL Director
6. Carey Bresler, HHB Manager
7. Lara Lorenzi, Phoenixville Library Director
8. VACANT - Member Library Representative



Board of Trustees 2025 Meeting Dates

(Chester County Library System Meeting is at 9:00am and Chester County Library Board meeting follows. Both meetings are in the Betty Burke Room of the Chester County Library and District Center unless otherwise noted, but will also be held via Zoom)

January 21

February 18

March 18

April 15

May 20

June 17

July 15

August 19

September 16

October 21

November 18

December 16 (start time, 10am)

PaLA Conference: October 19-22, 2025

Commented [DRD1]: This is during the 2025 PaLA Conference. Should we move it back a week to 10/28/25?