

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, DECEMBER 17, 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=qDYBdqBiN1gH120VwkTrlNkrB8BVaD.1>

CALL TO ORDER, 10:30 AM (Chester County Library/Virtual)

WELCOME AND INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of November 19, 2024 (p. 2)
- Chester County Library Director Report (p. 22)
- Henrietta Hankin Branch Manager's Report (p. 25)
- Development Director's Report (p. 27)
- Statistical Reports (p. 28)

FINANCIAL STATEMENTS

- November 2024 Exton and Hankin Financial Statements (p. 31)
- November 2024 Fund Balance Report (p. 35)

FOR APPROVAL

- Elections of Officers
- Appointment of SAC Representative
- CCL Sneaker Appraisal Committee Recommendation

FOR INFORMATION/DISCUSSION

- 2025 Board Committees
- Strategies for Appeals for Municipal Funding
- Public Services Presentation – Outreach (Ann Varley)

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p. 22)
- Branch Manager's Report (p. 25)
- Development Director's Report (p. 27)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library (p. 26)
- Committee Reports

Ad Hoc Committees

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

Standing Committees

- Executive
- Finance
- Governance

ADJOURN

Upcoming Events

DLM/SAC Meeting – Tuesday, January 14, 2025, 5:30PM - Virtual

Tuesday, January 21, 2025, 9:30AM – CCL Board Meeting – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
November 19, 2024**

CALL TO ORDER, 10:20 AM

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

CCLS Board Members Excused: Bill Connor, Secretary; JoAnn Weinberger, Member at Large

CCL Staff Present: Jenna Persick, Director; Sara Lim Harden, JTC/Makerspace; April Nickel, Youth Services; Remy Way, JTC/Makerspace

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

Others Present: Dana Alan, Friends of HHB President

WELCOME AND INTRODUCTIONS

Mike Skay, President called the meeting to order and asked everyone in attendance to introduce themselves.

EXECUTIVE SESSION ANNOUNCEMENT - None

PUBLIC COMMENTS – Mike Skay read the public comment period guidelines.

REVIEW AND ADOPTION OF CONSENT AGENDA

On motion made by Emily Bless, seconded by Staci Anderson, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- **October 2024 Exton and Henrietta Hankin Branch Financial Statements**
 - **CCL County Budget Notes**
 - Security costs for the County were received.
 - Received sewer jet bill; still waiting on costs for the water pit.
 - Increase in electric costs are assumed to be attributed to the EV charger. Historically, CCL has been under budget on electric costs year over year.

- **HHB County Budget Notes**
 - Not included in October's report - Assa Abloy will be repairing the front door; Siemens will be repairing a duct detector.
- **State Budgets** – On track to spend out by the end of the year.
- **October 2024 Fund Balance Report**

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

FOR APPROVAL

- **Appointment of Secretary Pro Tem** – In addition to appointing Mike Skay as Secretary Pro Tem for 2024 meetings where the former Secretary was not present, Joe Sherwood recommended that he also be appointed as Secretary Pro Tem for the present meeting, as Bill Connor was not in attendance.

On motion made by Staci Anderson, seconded by Mark Carroll, the appointment of Mike Skay as Secretary Pro Tem for 2024 unsigned minutes where the former Secretary was not in attendance, and for the November 19, 2024 meeting, was unanimously approved.
- **2025 Board Meeting Schedule** – There were no comments regarding the draft of the meeting schedule presented to the Board.

On motion made by Mark Carroll, seconded by Staci Anderson, the 2025 Board Meeting Schedule was unanimously approved.
- **2025 Holidays and Closings Schedule** – Jenna Persick gave updates on the changes and additions to the closings for 2025. She and Joe also explained the updated Holiday policy from the County.

On motion made by Emily Bless, seconded by Mark Carroll, the 2025 Holidays and Closings Schedule was unanimously approved.
- **2025 CCL and HHB Budget** – Jenna shared about the differences between the 2024 and 2025 budgets, including explaining some of the line items that were new and/or needed more clarification. CCL/HHB is on track to meet the 12% requirement (spending 12% of the operating expenditures on materials to qualify for Incentive for Excellence level state aid funds) for 2024.

On motion made by Emily Bless, seconded by Richard Hankin, the 2025 CCL and HHB Budget was unanimously approved.

- **Trust Donation Requests** – The lists of requests provided to the Board will be presented to the CCL Trust Board at their December meeting. Many of the items are ones that are regularly requested annually, in addition to one-time requests. Jenna reviewed the list of requests and shared their importance. Nicole Richards also gave insight into how the Trust funds these requests.

On motion made by Staci Anderson, seconded by Mark Carroll, the Trust Donation Requests were unanimously approved.

- **Friends Donation Requests** - Many of the items are ones that are regularly requested annually, in addition to one-time requests. Jenna reviewed the list of requests and gave insight into their importance.

On motion made by Emily Bless, seconded by Mark Carroll, the Friends Donation Requests were unanimously approved.

FOR INFORMATION/DISCUSSION

- **CCL Board Committee Updates**
 - JoAnn Weinberger has announced her resignation from the CCLS/CCL Board Member as of December 31, 2024.
 - Lisa Ionata has resigned from her position on the Funding Task Force Committee.
- **Presentation of Slate of Officers** - Bill Connor presented the Slate of Officers for 2025. Voting for these positions will take place at the December CCLS Board meeting.
 - Slate of Officers: Mike Skay as President; Richard Hankin, Vice President; Bill Connor, Secretary; Emily Bless, Treasurer
- **Public Services Presentation – JTC/Makerspace** – Sara Lim Harden and Remy Way gave an overview of the services provided at CCL’s JTC as well as insight into the Makerspaces at CCL and HHB.

REPORTS/CORRESPONDENCE

President’s Report – Sent 2023 CCL Impact Reports and request for funding letters to CCL and HHB service area townships. Mike Skay suggested that the Board discuss their goals for municipal funding for 2025 and beyond at the December Board meeting. Nicole Richards offered to assist with these discussions and to serve on a subcommittee should one be formed regarding municipal funding.

Director’s Report

- **General Updates**
 - CCL and HHB staff helped out at Voter Services during the election. Both libraries hosted ballot drop boxes at their locations and HHB served as a satellite office for Voter Services.

- Susan Walraed, Volunteer Coordinator, is retiring on December 12. She has been with the library for over 16 years managing the volunteers for CCL and HHB as well as serving as liaison to the Friends of CCL.
- Museum passes are performing very well.
- **Building Updates** – DWD made repairs on the water pit, and replaced an expansion tank on the water heater. The PIV valve, which failed during the last fire system inspection, has not yet been repaired. DWD is working on identifying and sourcing needed parts.

Branch Manager’s Report (made by Jenna Persick)

- **General Updates**
 - HHB has submitted all requirements for becoming a PA Forward Silver Star designation.
 - New furniture was delivered for small conference rooms.
 - Police were called twice for disturbances related to patrons’ experiences with the Voter Services satellite office.

Development Director’s Report

- Grant received from the Chester County Community Foundation to fund the Candid databases for CCL. This database is used on site for non-profits to research funding sources (foundations, trusts, and other entities).
- Joe Sherwood, Meghan Lynch, and Nicole Richards met with a representative for the Justamere Foundation and are looking forward to an ongoing working relationship with them.
- After meeting with the Justamere Foundation representative. Joe Sherwood talked with Sue Banks regarding the Imagination Library’s progress at the State level and what might be the concerns.
- Annual Appeal is underway. 23% of donors to date are new donors.
- Pearl Foundation is interested in funding some new initiatives in addition to funding the Story Walk.

Friends of the Chester County Library – The Fall Book Sale revenue was \$26,500.

Friends of the Hankin Library – Dana Alan shared that they are interested in revamping their volunteer participation in regards to their board, the HHB Book Nook, and restarting annual book sales. She also shared that the HHB Friends are planning to do a mass mailing to request support. Dana met with Alex Draper, President of the Friends of CCL to see how they could work together. Nicole Richards offered to assist with their mailing.

Committee Reports – None

Meeting Adjourned.

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

John W. Jacobs Technology Center & Makerspace

Service Overview by

Sara Lim Harden, John W. Jacobs Technology Center and Makerspace Coordinator

Remy Way, John W. Jacobs Technology Center Full Time Library Assistant



John W. Jacobs Technology Center

Updates

- Document Feeder Scanners
- Copier
- Assistive Tools:
 - Keyguard
 - Large Print Keyboard
 - Large Trackball
 - Ultraslim Keyboard
 - Software: Fusion, JAWS, and Zoom Text



John W. Jacobs Technology Center

More!

- STEM Kits
 - Raspberry Pi
 - Spintronics
 - Sparkfun Mini-Inventor's Kit



- Tool Kits
 - Slide Scanner
 - Drill Kit
 - Screwdriver Kit



John W. Jacobs Technology Center

Programs

- One-on-One Computer Tutoring Sessions
- Craft Workshops
- Puzzle Exchange
- Gaming Club
- Video Game Tournaments Reboot



John W. Jacobs Technology Center

More!

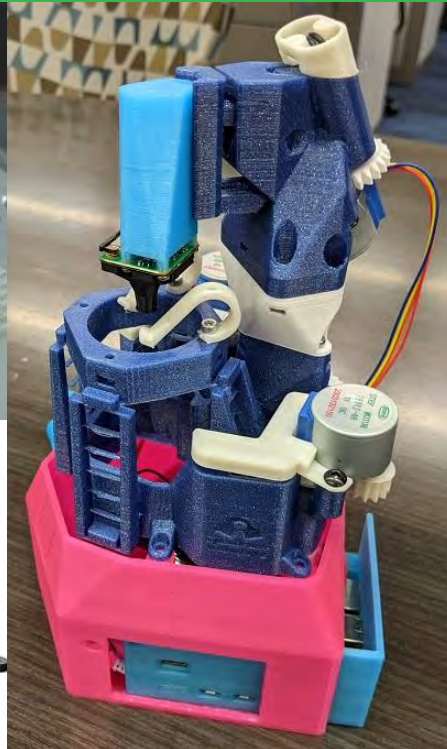
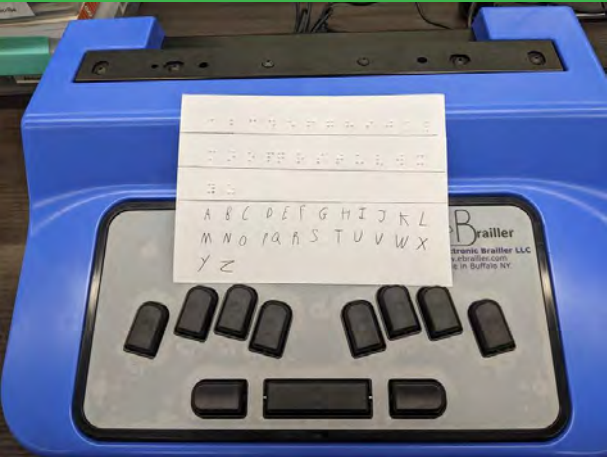
- Build a Better Book
- STEM Saturday
- STEM Summer Camp
- Teen Summer Reading Maker Projects

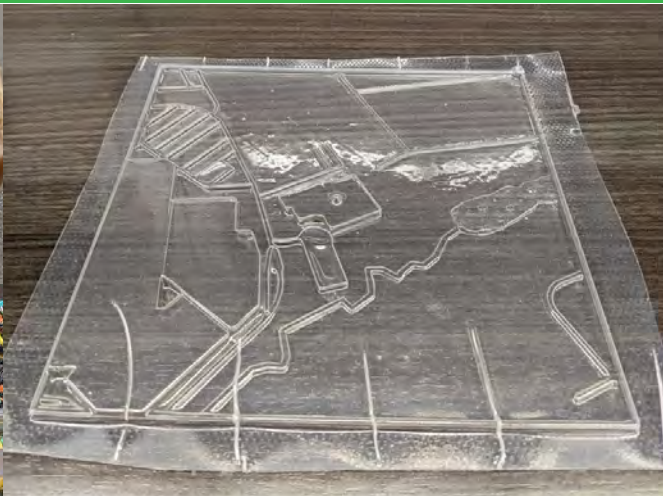


Makerspace Updates

- Another 3d printer
- CNC mill
- Vacuum thermoforming
- Digital microscope
- More sustainable materials
 - PHA, recycled filaments, hempwood
- Plastics shredder
- Braille
- Foil applicator/large format laminator
- Wimshurst ES Generator
- Die cutter







Makerspace Stats

- 567 visits so far this year
 - 352 hours of in-person assistance
- 162 3d print requests
 - 12,687g of filament
 - \$652 collected
- 30 photo print requests
 - 97 photos
 - \$232 collected
- 65 digitization requests
 - 478 pieces of media digitized



Hankin Makerspace Updates

On Behalf Of Tom Lally, Hankin Makerspace Full Time Library Assistant



The Henrietta Hankin Library Makerspace



Cricut Machine



MakerBot
Sketch 3D
Printer



Nomad 3 CNC Mill



Bambu Labs P1S 3D
Printer



Valve VR Headset



Bernina B475 Sewing
Machine



Bernina L460
Serger



Coilbind S-20A
Book Binding



The Henrietta Hankin Library Makerspace Programming

- The Henrietta Hankin Makerspace has continued to run weekly programs, Maker Mondays, incorporating different crafts for patrons attending from 4:30 to 6:30p.m.
- One-on-One Sewing Tutorials began in April in which our volunteer, Loraine, holds hour and a half long appointments once a week for attendees to sew potholders, drawstring gift bags, and lap quilts.
- Another volunteer, Kelly, is currently running an 8-week long quilting program during which registered patrons create their own quilt from start to finish. She has 4 attendees each week.
- We also had the Chester County RC Club hold four programs at the Henrietta Hankin Library to talk about model aviation and allow attendees to try flight simulators.
- We have also started a Dungeons and Dragons program run by our volunteer, Jason, which meets once a month and immediately garnered a stable following, registering 4 to 6 attendees for the past four months.



- Each month, the Makerspace also has a monthly project. In order to increase the use of each machine, we create different projects that utilize a specific machine such as:
 - Valentine's Day Cards on the Cricut
 - Free 3D printing
 - Personalized Rubber Stamps on the CNC Mill
 - Cloth bookmarks on the sewing machine
 - Mini-Golf competitions on the virtual reality gaming system
- In order to promote gaming at the library, we have held several events for patrons to use our Nintendo Switch for Super Smash Bros competitions as well as our iPads for our monthly LEGO Build Challenge in which patrons use the Brickit app to create LEGO designs from assorted piles. The latter is run on the first Monday of every month and has garnered 8-10 attendees each program.
- The Makerspace also holds appointment hours on Mondays, Thursdays, Fridays, and alternating weekends. This allows patrons to register to use any machine of their choosing in order to complete personal projects or simply learn about what the Makerspace has to offer.
- In order to promote the Makerspace, we have continued our use of social media for each of our programs as well as creating an activity wall just outside the Makerspace, displaying upcoming Maker Monday events. We have also worked with youth services during school visits to show visitors the Makerspace as well as explain the machines and show the different things we've made with each piece of equipment.



Makerspace Tour



Maker Monday Craft



Gaming at the Library



One-on-One Sewing
Appointment Potholder



Monthly Project:
Sewn Bookmarks



Monthly Project:
Cricut Valentine's
Day Cards



Shout Out to Our Outstanding Staff & Volunteers!

Staff

Charlie Lewandowski

Jean Montgomery

Steph Parker

Remy Way

Will Zhu

Volunteers

Jake Bortman

Sophia Fu

Paul Gucciardi

Alex Issac

Devika Nair

Abhi Sivaram



Thank you!

Sara Lim Harden
Slim@ccls.org
610-344-4396

Remy Way
Rway@ccls.org
610-344-4397





December 11, 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

- DWD Mechanical replaced the backflow preventer and a valve and screen in the CCL water pit.
- Patron incident on 12/5 that led to patron being banned for 120 days (30 day and 120 day major violations of the Behavior Policy)
- Volunteer Holiday Party was held on 12/5 and was a success.
- Holiday Craft show will be held on Saturday, December 14.

Departmental Reports

Circulation Department (Nancy Sapone)

- Statistics for check-outs and all self-service checkout methods at CCL were slightly up this month. Door counts were down just a bit, which is in line with previous years.
- PT Library Page candidate has been chosen, and interviews are being conducted for the PT Library Assistant positions.
- The justification for the Assistant Circulation Supervisor position has been submitted.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programs**
 - November 13: PIC Meeting – Sara Lim Harden.
 - November 19: JTC and Makerspace Board Presentation – Sara Lim Harden and Remy Way
- **Makerspace Statistics**
 - Open hours: 59
 - Total Visits: 36
 - Usage: 3d Printer – 14; CNC Mill – 5; Button Maker – 2; Cutter Plotter – 1; Parts Cart – 1; CAD Software – 1; Adobe Creative Cloud – 1

Multimedia Department (Stephanie Sharon-Missanelli)

- All staff are working on various weeding projects throughout the department.
- Stephanie and Jessie are working on guidelines for purchasing AI created content, which will be shared at the January 2025 DLM.

Public Relations/Graphics and Adult Programming (Niki Kolb)

- 78 graphic orders and 23,785 copies were completed in November.
- Insights Newsletter for November was completed.
- A System Advertisement was designed and will run in January's "Best of the Best" issue of County Lines Magazine (Appendix A)
- Legislative Breakfast

- Theme planning for the 2024 Legislative Booklet due to be published in time for the Legislative Breakfast in April will begin soon.
- Working with Becky Brain on possible dates in either April or May for the Legislative Breakfast in 2025– April 5th and April 19th.
- Collaborating with CC250 for an “Unearthing A Story!” theme to coincide with Summer Reading dinosaur theme in 2026.
- Working on new template for CCL to have biweekly email newsletters instead of monthly.
- November Programming – Included Local Author Lobby Meet and Greet, a Hybrid program on stars with the NASA Solar System Ambassador, Cookbook Club, Self-Publishing series, and Pennsylvanians for Moderns Courts presentation on How to Administer a Will

Reference (Melissa Kohl)

- CCL Staff Holiday Party will be on Wednesday, December 18th in the Struble Room, catered by Taco Mar of West Chester and generously funded by the Friends of Chester County Library.
- CCL checked out 347 museum passes and HHB checked out 170 museum passes in November.

Technical Services (Laura Salvucci)

- Finishing the 2024 materials ordering process, and troubleshooting some issues with Baker and Taylor.
- All Technical Services volunteers attended the volunteer holiday party on 12/5/24, along with Technical Services Volunteer Supervisor Liz Stowfis.

Volunteers (Susan Walraed)

- The 2024 Volunteer Holiday Luncheon took place on December 5 at HHB.

Youth Services (April Nickel)

- Completed end of year materials purchasing including additional decodable books.
- Teen Penny Auction had 46 teens attend.
- Noon Year's Eve program registration is open and quickly filling. (20 registered families in 4 hrs.)
- 4 Tonieboxes and 30 Tonies® have been received and will be processed. Anticipated circulation beginning in mid-January.
- Winter Family Read-Aloud program will be held February 1-28 at CCL & HHB

Department Personnel

Vacancies

- Circulation: 4 (1 Library Page, 2 PT Library Assistants, 1 Circulation Assistant Manager)
- Youth Services: 2 (PT Library Assistants) - Both positions have been accepted by candidates and are awaiting clearances.

New Hires

- Multimedia: Darian Mchenry, Library Page.
- Reference: Amy Manns, PT Reference Librarian; Joseph Tresnan, PT Reference Librarian

Committee Reports

Chester County Employee Engagement Executive Committee (Nancy Sapone) – The committee met on 12/5/24 and Nancy attended. Discussion include the topics for the next quarterly Employee Engagement Meeting (12/11/24). Topics include: Introduction from new county COO David Byerman; conducting “Stay” Interviews, and Best Practices for new employees.

CCL/HHB DEI Committee (Claire Michelle Viola) -- The Chester County Library's DEI committee met on 11/26/24. During the meeting three new members were welcomed and given an orientation that included a history of the committee as well as an overview of all past and present initiatives. New members were encouraged to consider becoming involved in one or more initiatives that most suit their interests. All were also reminded that the committee is still in need of a co-Chair.

Meetings and Trainings Attended

- 11/20 Afternoon Book Group
- 11/21 CCL General Staff meeting (9 & 3)
Meeting with Facilities regarding CCL HVAC system
- 11/22 at HHB
- 11/25 – 11/27 Off
- 11/28 & 11/29 Libraries closed for Thanksgiving
- 12/1 Evening Book Group
- 12/3 CCL Trust Board meeting
CCL Friends Board meeting
- 12/4 HHB Morning meeting
- 12/6 Off
- 12/9 Off
- 12/10 DLM
- 12/11 Department Heads meeting
- 12/14 CCL Holiday Craft Show
- 12/17 CCLS/CCL Board Meeting
- 12/20-1/1/25 Vacation

APPENDIX A

System Advertisement for January's "Best of the Best" issue of County Lines Magazine

The advertisement features a background image of a man with glasses and a beard sitting at a desk in a library, looking at a laptop. The background is filled with bookshelves and a blue digital overlay. Various logos for databases and services are displayed: Ancestry Library Edition, The New York Times Digital Edition, The Philadelphia Inquirer, data axie reference solutions, MORNINGSTAR Investing Center, Auto Repair Source, statista, MANGO, and Candid. A white library card is shown in the upper right corner with the text: CHESTER COUNTY LIBRARY SYSTEM, Read • Connect • Discover, www.ccls.org. A green banner at the bottom contains the text: UNLOCK KNOWLEDGE, DISCOVER MORE! LIBRARY DATABASES AWAIT! With your library card, you have access to over 30 databases for all of your educational needs! Below this, a list of 18 convenient library locations in Chester County is provided: Atglen • Avon Grove • Chester County (Exton) • Chester Springs • Coatesville • Downingtown • Easttown • Henrietta Hankin (Chester Springs) • Honey Brook • Kennett • Malvern • Oxford • Paoletti • Parkersburg • Phoenixville • Spring City • Tredyffrin • West Chester.



December 11, 2024

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

Branch Manager's Notes

- **Building update** (Peter Greulich, Facilities Manager)
 - Peter cleaned the rain gutters and roof drains at Hankin.
 - Siemens Fire Protection found two duct detectors at Hankin in unacceptable condition during an inspection. Both duct detectors were put in proper working order during a follow-up visit.
- **General Updates**
 - New tables and chairs have been delivered for Small Conference Room A & B. Peter has purchased the paint for the room refresh. We will schedule a time for him to come in and do the work soon.
 - The HHB staff will be having a and cookie exchange to celebrate the winter holidays.

Departmental Reports

Circulation (Charlotte Marron, Circulation Manager)

- Board Game and Puzzle Circulation doubled in November. We will be adding 9 more games to our collection including both children's and adult games.
- We current have a display of some of our board games and puzzles out and our bookmark this month is advertising our collection.
- Circulation is down in comparison to this time last year, however our door counts are up by over 200 from this time last year.

Makerspace (Tom Lally, Makerspace staff)

- Maker Monday programs in November included Popsicle Stick Apples, Beaded Necklaces and Bracelets, and Paper Turkeys which garnered 7, 8, and 9 attendees, respectively.
- Our monthly project, holiday décor pieces using our Cricut, garnered 7 attendees throughout the month.
- The Makerspace was visited by 15 people for appointments for various pieces of equipment.

Reference (Claire Michelle Viola, Reference Librarian)

- In November we had 28 in person programs, 9 hybrid or virtual programs, and 1 passive program.
- Some notable November programs were our Watercolor Mushroom Painting Class (in-person) and Touching a Star: The Parker Solar Probe (virtual) with NASA Solar System Ambassador, Donald Miller, PhD.
- In December, we held the first of our new Scrabble Club meetings. We had 6 attendees and are hopeful this program will grow and attract new players. Some additional and popular December programs are The Lenape Legacy - a Journey Through Culture and History (virtual) and Holiday Origami Surprise (in-person).

Youth Services (Susan Farrell, Youth Services Lead)

- In November, The YS Department had 43 in-person programs and three passive programs that included our Scavenger Hunt, I Spy Tank and Take-and-Make craft.
- We held a Build-It program for 5- to 12-year-olds who had the opportunity to work with Legos, Keva Planks, Strawbees, and 3DUX Cardboard. The program included building challenges along with free build time.
- The YS Dept. hosted a morning-long visit from five OJR School District elementary school librarians. We introduced them to our new decodables and interactive audiobook collections and talked with them about scheduling school visits in the spring.

Friends of the Hankin Branch Library

- The Friends will not meet until January 13th.
- The membership mailing has been pushed back until January.

Department Personnel

Vacancies

- PT Library Assistant – Youth Services (due to Susan Lopez's transfer to Reference) Job has been posted and interviews are currently being held.
- 1 PT Librarian – Youth Services (opening 1/25/25 due to Rachel Gibbons resignation) Justification to post position has been submitted to the County for approval.

Meetings & Trainings Attended

11/15-11/26	Vacation
12/3	CCL Trust Board Meeting PIC Orientation
12/4	HHB Morning Meeting HHB Reference Meeting
12/9	Interview with PT YS Library Assistant Candidate
12/10	DLM Interview with PT YS Library Assistant Candidate
12/11	Department Heads Meeting



December 11 2024

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

2025 Annual Appeal

The annual appeal was mailed in late October. To date, the Trust has received \$16,538 from 141 donors. The appeal runs throughout 2025.

Grants

- The Chester County Community Foundation awarded \$3,995 to the Trust for the Candid database. Candid is a search engine specific to non-profit agencies, and dedicated to grant and foundation research.
- M&T Bank granted the Trust \$5,000 for the purchase of eMaterials.
- On December 3, The Chester County Library Trust Board approved \$126,885 in grants to the Chester County Library and the Henrietta Hankin Branch.
 - eMaterials \$63,500
 - Museum Passes \$15,500
 - Programming \$12,685
 - StoryWalk® \$ 3,600
 - Library Speakers Consortium \$ 6,500
 - English Literacy \$ 3,000
 - Library of Things \$ 5,500
 - Citizen Science Kits \$ 1,600
 - Outdoor Furniture (CCL) \$ 5,000
 - Hearing Accessibility Loop (HHB) \$12,000

2025 Trust Speaker Series- Please join us!

- James Zervanos, That Time I Got Cancer, Wednesday, January 29, 6:30 PM
- LuAnn Cahn, I Dare Me: Sunday, March 2, 1:00 PM
- Kevin Ferris, No Greater Love: The Story of Michael Crescenzo, Philadelphia's Only Medal of Honor Recipient of the Vietnam War: Tuesday, November 11 (Veterans Day), 6:00 PM

Other

- The Trust voted to renew their partnership with Vista Today, and paid the \$6,335 annual premium.

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	119,497	1,390,906	1,301,825	1,318,047
Nov	122,859	119,507	117,368	1,513,765	1,421,332	1,435,415
Dec	118,069	116,365		1,631,834	1,538,509	
Total	1,631,834	1,539,599	1,435,415			

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	211	172	177	398	388
Nov	208	206	177	166	385	372
Dec	206		170		376	
Total	2,884	2,547	2,365	2,165	5,249	4,712

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	115	137	160	249	275
Nov	110	105	140	136	250	241
Dec	108		104		212	

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	446	236	329	77
Nov	410	223	173	64	388	200	134	56
Dec	344	197	522	249				
Total	4,479.70	2,569.00	2,563.00	1,037.00	4,695.00	2,541.00	2,212.00	750.00

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	188.5	75
Nov	104.25	39	148.25	63
Dec	136.5	40		
Total	1,166.87	451.00	1,562.52	592.00

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	232.75	977.25	116
Feb	647.50	811.5	220.00	1,031.50	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	801.75	251	1052.75	118
Nov	679.75	666	143.75	809.75	119
Dec	810.00				
Total	9,276.50	8,626.00	3,159.50	11,785.50	

CCL Door Count

Month	2019	2023	2024	2019 Cumulative Total	2023 Cumulative Total	2024 Cumulative Total
Jan	36,441	19,283	21,691	36,441	19,283	21,691
Feb	34,793	20,123	23,704	71,234	39,406	45,395
Mar	38,496	23,656	25,463	109,730	63,062	70,858
Apr	36,405	20,829	26,130	146,135	83,891	96,988
May	33,223	20,281	23,476	179,358	104,172	120,464
Jun	40,524	24,960	27,447	219,882	129,132	147,911
Jul	46,845	28,771	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	24,413	376,698	231,542	256,658
Nov	31,804	21,162	22,068	408,502	252,704	278,726
Dec	30,102	20,796		438,604	273,500	
Total	438,604	273,500	278,726			

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	14,860	107,378	86,485	102,991
Nov	9,129	8,530	8,748	116,507	95,015	111,739
Dec	8,289	9,548		124,796	104,563	
Total	124,796	104,563	111,739			

Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending November 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	2,775,933	2,797,917	2,576,680	(21,984)	-0.8%	340,094	10.8%
Wages	944,128	835,190	761,776	683,517	73,414	8.8%	182,352	19.3%
Fringe Benefits	1,099,025	1,007,440	976,439	950,993	31,000	3.1%	122,586	11.2%
Security Provided by the County EMS	30,000	22,500	17,146	12,288	5,354		12,854	42.8%
Total Personnel Services	5,211,164	4,641,063	4,553,278	4,223,479	87,784	1.9%	657,886	12.6%
Library Materials	70,000	70,000	70,000	70,000	-	0.0%	-	0.0%
Core Expenditures								
Supplies, Maintenance, and Services	161,119	147,692	143,518	124,162	4,174	2.8%	17,601	10.9%
Insurance	17,354	17,354	15,354	40,827	2,000	11.5%	2,000	11.5%
Utilities	122,740	112,512	116,845	106,637	(4,333)	-3.9%	5,895	4.8%
Vehicle Expense	55,084	50,494	39,971	46,116	10,523	20.8%	15,113	27.4%
Total Core Expenditures	356,297	328,052	315,687	317,742	12,364	3.8%	40,610	11.4%
Indirect Costs	672,617	616,566	616,561	556,435	5	0.0%	56,056	8.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	19,814	19,814	19,813	54,581	1	0.0%	1	0.0%
TOTAL	6,329,892	5,675,494	5,575,340	5,222,237	100,153	1.8%	754,551	11.9%

Notes:

Personnel Services:

We are seeing an increase in salary expense from the new County holiday pay policy.

Supplies, Maintenance, and Services:

Not Included - We have not received the bill for the water pit, backflow repair, and hot water expansion tank. The PIV repair has not been completed.

Utilities:

Electricity expenses are projected to exceed budget by \$20,000 due to additional usage attributed to the electric vehicle charger and the air conditioner

Not included - November VOIP, we are still waiting on the November 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 November 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	439,515	437,454	436,387	2,061	0.5%	59,389	12.0%
Wages	316,354	279,852	259,179	239,488	20,673	7.4%	57,175	18.1%
Fringe Benefits	202,816	185,915	178,460	192,028	7,455	4.0%	24,356	12.0%
Total Personnel Services	1,016,013	905,281	875,093	867,903	30,188	3.3%	140,920	13.9%
Library Materials	20,000	20,000	20,000	20,000	-	0.0%	-	0.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,983	114,568	89,709	89,273	24,858	21.7%	35,274	28.2%
Insurance	6,000	6,000	6,000	6,325	-	0.0%	-	0.0%
Utilities	55,849	51,195	44,246	40,425	6,949	13.6%	11,603	20.8%
Total Core Expenditures	186,832	171,763	139,956	136,022	31,807	18.5%	46,876	25.1%
Indirect Costs	257,593	236,127	236,126	265,474	-	0.0%	21,467	8.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,480,438	1,333,171	1,271,174	1,289,400	61,996	4.7%	209,264	14.1%

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

Encumbrance - Siemens repair of the duct detector - \$990.00

Utilities:

Not included - November VOIP, we are still waiting on the November 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 November 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	-	-	(20,000)		(20,000)	-100.0%
Charges	44,025	40,356	50,265	42,914	9,909	24.6%	6,240	14.2%
Fines and Overdues	80,000	73,333	72,030	76,356	(1,303)	-1.8%	(7,970)	-10.0%
Interest	17,000	15,583	20,456	16,433	4,872	31.3%	3,456	20.3%
Donations and Fundraisers	3,200	2,933	6,393	7,787	3,459	117.9%	3,193	99.8%
Transfer from Other Funds	-	-	13,871	-	13,871		13,871	
Transfer from County Materials	70,000	70,000	70,000	70,000	-	0.0%	-	0.0%
Miscellaneous Revenue	1,570	1,439	6,962	1,294	5,522	383.7%	5,392	343.4%
Total Other Revenue	235,795	223,645	239,975	214,784	16,330	7.3%	4,180	1.8%
Total Revenue	1,996,751	1,984,601	2,018,687	1,975,740	34,086	1.7%	21,936	1.1%
Expenditures								
Library Materials	486,783	464,305	392,317	373,926	71,988	15.5%	94,466	19.4%
Services and Charges	86,284	79,190	66,685	29,349	12,505	15.8%	19,599	22.7%
Supplies	30,740	28,178	23,469	22,051	4,709	16.7%	7,271	23.7%
Miscellaneous	23,890	21,899	19,508	20,432	2,392	10.9%	4,382	18.3%
Transfer State Aid - Others	1,362,318	1,362,318	1,374,482	1,356,982	(12,164)	-0.9%	(12,164)	-0.9%
Transfer to Other Funds	-	-	13,051	-	(13,051)		(13,051)	
Capital Outlay	11,695	10,720	9,863	9,936	857	8.0%	1,831	15.7%
Total Expenditures	2,001,710	1,966,610	1,899,375	1,812,675	67,235	3.4%	102,334	5.1%
Revenue over Expenditures	(4,959)	17,991	119,312	163,065	101,321		124,270	

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 room rentals

Donations and Fundraisers:

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

\$1,000 received for Quest Campaign sponsorship

\$450 received for Youth Services in the form of an Amazon gift card

Miscellaneous Revenue:

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

Library Materials:

Encumbrance - \$50,366 as of November 30, 2024

Revenue Over Expenditures:

Budgeted expenditures exceed revenue by the amount of carryover \$2,009 from the 2023 Materials Budget (Fund 100), \$1,950 of Youth Services donations, and \$1,000 of Quest Campaign sponsorship

Chester County Library
State Aid Budget Report - Hankin Library - Preliminary
Period Ending November 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	7,800	1,422	6,300	(6,378)		(6,378)	-81.8%
Charges	12,820	12,820	15,855	13,333	3,035	23.7%	3,035	23.7%
Fines and Overdues	24,600	24,600	24,601	23,465	1	0.0%	1	0.0%
Interest	1,800	1,650	1,186	1,586	(464)	-28.1%	(614)	-34.1%
Donations and Fundraisers	3,220	3,220	3,407	976	187	5.8%	187	5.8%
Transfer from Other Funds	-	-	-	-	-		-	
Transfer from County Materials	20,000	20,000	20,000	20,000	-	0.0%	-	0.0%
Miscellaneous Revenue	505	505	597	4	92	18.1%	92	18.1%
Total Other Revenue	70,745	70,595	67,068	65,663	(3,527)	-5.0%	(3,677)	-5.2%
Total Revenue	170,405	170,255	166,728	166,656	(3,527)	-2.1%	(3,677)	-2.2%
Expenditures								
Library Materials	148,061	147,810	128,539	104,491	19,271	13.0%	19,522	13.2%
Services and Charges	10,040	9,333	8,418	6,753	915	9.8%	1,622	16.2%
Supplies	6,650	6,096	5,021	4,514	1,075	17.6%	1,629	24.5%
Miscellaneous	2,960	2,722	2,564	2,142	158	5.8%	396	13.4%
Capital Outlay	3,154	3,010	1,890	1,338	1,121	37.2%	1,264	40.1%
Total Expenditures	170,865	168,971	146,432	119,238	22,538	13.3%	24,433	14.3%
Revenue over Expenditures	(460)	1,284	20,295	47,418	19,011		20,755	

Notes:

Charges:

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

Donations and Fundraisers:

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

Library Materials:

Encumbrance - \$13,418 as of November 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 November 30, 2024**

	<u>Balance</u>
Operating Funds	
001 CCL	102,344.95
043 HHB	20,233.81
Total Operating Funds	<u>122,578.76</u>
Reserve Funds	
004 CCL Technology	320,755.08
400 CCL Capital Reserve	111,362.05
410 CCL Program	214,985.16
450 HHB Capital Reserve	239,381.22
451 CCL & HHB Materials	162,051.37
Total Reserve Funds	<u>1,048,534.88</u>
Grants - Friends of the Library	
091 CCL Friends Grants	15,509.13
903 CCL Friends Grants (Unassigned)	121,594.01
Total CCL Friends	<u>137,103.14</u>
943 HHB Friends Grants	7,743.06
Total Friends Funds	<u>144,846.20</u>
Grants and Appropriations	
002 CC Community Foundation Grants	10,882.05
100 CCL County Materials	18,975.33
104 CCL Trust Grants	45,895.64
109 HHB County Materials	521.53
132 CCL GSK Science in the Summer	140.99
Total Grants and Appropriations	<u>76,415.54</u>
Special Funds	
003 CCL Helen Russell Memorial	8,054.45
096 CCL Courtesy Bags	1,619.24
105 CCL Community Day	3,284.02
106 CCL & HHB Museum Passes ¹	-
107 CCL & HHB Author Events	3,459.53
Total Special Funds	<u>16,417.24</u>
500 District Center Aid	211,009.63
510 County Coordination Aid	50,308.50
Total All Funds	<u><u>1,670,110.75</u></u>
Endowment Funds	
090 CCL Trust	2,527,524.21

Notes:

1. We closed Fund 106 and moved the balance to Fund 001 in September 2024.