

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, JANUARY 21, 2025

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

WELCOME AND INTRODUCTIONS

ANNOUNCEMENTS

- Executive Session (If Necessary)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of December 17, 2024 (p. 2)
- Chester County Library Director Report (p. 15)
- Henrietta Hankin Branch Manager's Report (p. 19)
- Development Director's Report (p. 21)
- Statistical Reports (p. 22)

FINANCIAL STATEMENTS

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

FOR APPROVAL

- Policy Committee Recommendations (p. 31)
- Author Event/Fundraiser Proposal (p. 46)

FOR INFORMATION/DISCUSSION

- 2025 Board Committees (p. 47)
- CCL Passport Acceptance Facility Proposal (p. 49)

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p. 15)
- Branch Manager's Report (p. 19)
- Development Director's Report (p. 21)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library (p. 20)
- Committee Reports

Ad Hoc Committees

- Institutional Advancement
- Policy (p. 31)
- Sneaker Appraisal Committee
- Strategic Planning & Facilities

Standing Committees

- Executive
- Finance
- Governance

ADJOURN

Upcoming Events

District Librarian's Meeting – Tuesday, February 11, 9:30AM- Virtual

Tuesday, February 18, 2025, 9:00AM – CCLS Board Meeting – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
December 17, 2024**

CALL TO ORDER, 11:01 AM

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

CCL Staff Present: Jenna Persick, Director; Carey Bresler, Branch Manager; April Nickel, Youth Services; Laura Salvucci, Tech Services; Melissa Straka, Reference; Ann Varley, Tech 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

WELCOME AND INTRODUCTIONS

Mike Skay, President called the meeting to order.

EXECUTIVE SESSION ANNOUNCEMENT - None

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

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

- **October 2024 Exton and Henrietta Hankin Branch Financial Statements**
 - **CCL County Budget Notes**
 - Salaries - Expecting to be overspent by the year (County is aware). Discrepancy caused by the County's new Holiday Pay policy from November. December is also a 3-pay month.
 - Supplies, Maintenance, and Services – Still do not have the invoice for CCL backflow and valve repairs.
 - **HHB County Budget Notes**
 - Salaries – Will not be overspent this year due to the vacancies.
 - **CCL and HHB State Budgets** – completing the end of the year spending. Any unspent funds due to items coming in under budget will be moved to the eMaterials budgets to assist with the 12% spending requirement.

- **October 2024 Fund Balance Report** – The Fund Balance was briefly reviewed with no questions or comments.

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

FOR APPROVAL

- **Elections of Officers** – Bill Connor presented the proposed slate of officers for 2025 as Mike Skay, President; Richard Hankin, Vice President; Bill Connor, Secretary; Emily Bless, Treasurer.

On motion made by Bill Connor, seconded by Staci Anderson, the proposed slate of officers was unanimously approved.

- **Appointment of SAC Representative** – As JoAnn Weinberger has resigned from the CCL Board of Trustees, and was also the CCL SAC Representative for, a new SAC Representative needed to be appointed. Mike Skay volunteered to be the CCL SAC Representative beginning in January 2025.

On motion made Staci Anderson, seconded by JoAnn Weinberger, the appointment of Mike Skay as the CCL SAC Representative was unanimously approved.

- **CCL Sneaker Appraisal Committee Recommendations** – After receiving news that the Phil Knight signed sneakers were worth less than originally anticipated, the Friends of CCL wanted to remove them from the safety deposit box. Additionally, the committee is interested in displaying them somewhere in the library in lieu of holding a gala as previously discussed.

On motion made by Staci Anderson, seconded by Bill Connor, the CCL Sneaker Appraisal Committee Recommendations were unanimously approved.

FOR INFORMATION/DISCUSSION

- **2025 Board Committees** – The plan for 2025 Board Committees was discussed during the CCLS meeting. Updates will be presented at the January 2025 Board meeting.
- **Strategies for Appeals for Municipal Funding**
 - Mike shared about the recent mailing sent to CCL/HHB municipalities for funding. He asked other Board members if they had any ideas/insight into appeals for funding strategies moving forward.
 - There were a few suggestions made about Board Members attending municipal meetings with the Community Outreach team in 2025.

- Carey Bresler shared her experience with asking for municipal funding. She also noted how difficult it is to get time with municipal officials and how infrequently they respond/attend the annual Legislative Breakfast.
- **Public Services Presentation: Outreach** – Ann Varley presented an overview of available services offered through CCL’s Outreach department.

REPORTS/CORRESPONDENCE

- **President’s Report** – No updates.
- **Director’s Report**
 - DWD Mechanical replaced the backflow preventer and a valve and screen in the CCL water pit.
 - Patron incidents on 12/4 and 12/5 that led to a patron being banned for 120 days.
 - Volunteer Holiday Party was held on 12/5 and was a success.
 - Holiday Craft show was held December 14; the door count for that day was 1,703, almost double a normal December Saturday.
 - Nancy Sapone was promoted to Circulation Manager.
 - Working with the County to tow an abandoned car from the front parking lot.
- **Branch Manager’s Report**
 - New furniture for the Small Conference Rooms have been getting a lot of positive feedback.
 - HHB Holiday Party is on December 18.
 - Carey remarked at how impressed she is with the robust engagement in Adult Programming.
- **Development Director’s Report**
 - The 2025 Annual Appeal was mailed in late October. To date, the Trust has received \$16,538 from 141 donors.
 - The Chester County Community Foundation awarded \$3,995 to the Trust for the Candid database.
 - M&T Bank granted the Trust \$5,000 for the purchase of eMaterials.
 - The CCL Trust Board approved \$126,885 in grants to CCL and HHB.
- **Friends of the Chester County Library** - Approved 2025 Requests for Funding from CCL
- **Friends of the Hankin Library** – Next meeting is on January 13, 2025. They have delayed their membership mailing until January 2025.
- **Committee Reports** – None

Meeting Adjourned.

On motion made by JoAnn Weinberger, seconded by Richard Hankin, the meeting was adjourned.



ADULT OUTREACH SERVICES

A SERVICE OF THE CHESTER COUNTY LIBRARY SYSTEM FOR INDIVIDUALS WHO ARE UNABLE TO COME TO THE LIBRARY DUE TO THE CHALLENGES OF AGING OR HEALTH

WE BRING THE LIBRARY TO PATRONS!

BRINGING THE LIBRARY TO PATRONS

For individuals - Mail Order Delivery

- Service for individuals who are unable to come to the library due to visual impairment, physical disability or significant health issues.

For Senior Residential Facilities/Senior Center Services and their residents

- We lend rotating “deposits” of large print books, audio books and book group books.
- Provide programming support service, resources and materials to programming staff at these facilities.

MAIL ORDER DELIVERY

Delivery of library materials through the mail for Chester County residents who are homebound or have difficulty getting to a library due to Visual Impairment, Physical Disability or significant health issues.



Only other eligibility requirement is that user of the service must be a resident of Chester County.



MAIL ORDER DELIVERY (MOD) FAQs

- No cost for this service
- Patron does not pay for postage.
- Prospective patrons receive an Information/Application packet that contains patron profile form. The profile form is designed to provide as much information as possible to allow for a smooth start to the MOD service.
- If patron does not have a library card we will also establish a library account for them
- Outreach Department maintains separate Outreach collections – Large Print, Audio books on CD and Playaways
- Outreach Access Database

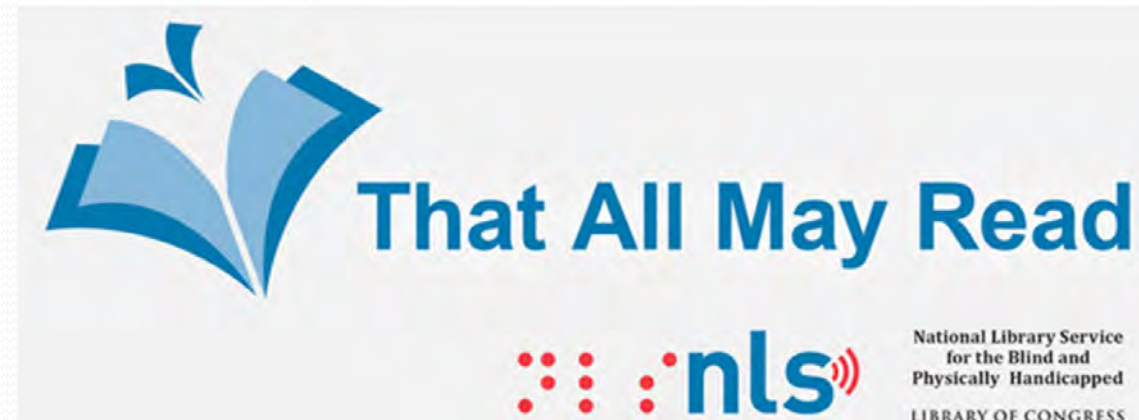
PERSONALIZED AND EASY TO USE SERVICE!

- PRE-SET ADDRESS ADDRESS/POSTAGE CARDS
JUST FLIP CARD AND RETURN BAG
- SEVERAL OPTIONS FOR REQUESTING MATERIALS
- OUTREACH STAFF READILY AVAILABLE
DIRECT PHONE LINE - VMAIL- EMAIL - MAIL



LIBRARY OF ACCESSIBLE MEDIA FOR PENNSYLVANIANS (LAMP)

- Via National Library Service at the Library of Congress
- Chester County served via the regional libraries in Philadelphia and Pittsburgh
- Must meet stricter eligibility requirements
- Lending service and postage free
- Talking book machine provided for LAMP audio books
- Formats are Audio books and magazines, Large Print books and magazines, Braille
- Also BARD –Braille & Audio Reading Download service
- Our Outreach dept has applications on file and will assist in accessing of forms and website



Support Services for Programming Staff Serving Chester County Seniors

The following services are available to assist staff of residential facilities, Senior Centers and other Senior Day Programs in their programming needs:

Book Deposit Services

We deposit rotating collections of Large Type and Audio books in assisted living and retirement facilities. Large Type book collections are rotated every three months and Audio books are rotated every six weeks. Also available is assistance with Book Discussion Group needs.

Programming Collection

We have an extensive collection of materials that can be used to enhance programming for seniors.

Programming Collection



OUR OUTREACH PATRONS LOVE CHESTER COUNTY LIBRARY SYSTEM!

Note from current patron:

This Just Keeps Getting Better!

Thank you so much

Ann Varley
Chester County Library

Adult Outreach Services
450 Exton Square Parkway
Exton PA 19341

610-344-4220
avarley@ccls.org

www.ccls.org

www.chescolibraries.org



January 13, 2025

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

Director's Notes

- The top title circulated at CCL/HHB in 2024 was The Women by Kristin Hannah with 638 checkouts; this was also the top title circulated at all system locations (2,270). Interestingly, the #9 title was the record for CCL's Adult Puzzle Collection at 254 checkouts.
- Our first annual CCL/HHB Adult Reading Challenge started on January 2. Find information here: <https://chescolibraries.org/books-media/adult-reading-program/>
- The annual Performance Evaluation Process has started. Staff did their self-evaluations by 1/8 and supervisors will need to complete staff evaluations by 2/24. This year the County is using NeoGov for the evaluation process.
- Peter replaced eleven electrical receptacles in the CCL Quiet Zone and will replace the remaining receptacles in the Quiet Zone when we get more receptacles.
- Premium Power performed routine maintenance on the generators at both HHB and CCL.
- The County closed on Monday, January 6 due to the inclement weather; staff, who aren't classified as 100% on site, worked from home.

Departmental Reports

Circulation Department (Nancy Sapone)

- December statistics for checkouts/door counts and library cards were down for the month; which is right on track with the month of December in previous years. The contributing factors for lower numbers would be the holidays and holiday closures.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programs**
 - December 4: Adult Craft Workshop - Light up for the HOLIDAYS!!! – Jean Montgomery
 - December 21: Super Smash Bro Tournament – Remy Way, Will Zhu, and Sara Lim Harden
 - December 19 to December 31: STEM Take-and-Make Kits - Glowing Snowman Card and Binary Ornament – Will Zhu
- **Makerspace Statistics**
 - Open hours: 81
 - Total Visits: 83
 - Usage: 3d Printer – 27; CNC Mill – 9; Button Maker – 7; Cutter Plotter – 6; 3d Pen – 1; Plastic Shredder – 4; CAD Software - 12

Multimedia Department (Stephanie Sharon-Missanelli)

- Stephanie and Jessie spent more than \$28,000 from CCA and CCL end of year funds on eMaterials in late December.

- Stephanie assisted HHB, Avon Grove, and Downingtown libraries in late December with spending end of year funds on eMaterials.
- Stephanie is building carts to purchase the new Library of Things funded by the CCL Trust.

Public Relations/Graphics and Adult Programming (Niki Kolb)

- 60 graphic orders and 13,487 copies were completed in November.
- **System**
 - A System Advertisement will run in February's "Education" issue of County Lines Magazine (see below)
 - Theme planning for the 2024 Legislative Booklet due to be published in time for the Legislative Breakfast on April 4th has begun. The theme and narrative will be finalized and sent to library directors by Friday, January 24th.
 - Collaborating with CC250 FOR AN "Unearthing A Story!" theme to coincide with Dinosaur theme in 2026. Libraries will coordinate programming, activities including some CC250 history and also help build a reading list for school-age kids.
- **CCL/HHB**
 - Working on new StoryWalk – "Utterly Otterly Day"
 - We continue to promote the monthly Library Speaker's Consortium author talks. In January we currently have 284 registrations for the TJ Klune event with almost 800 likes on the Facebook page and 80 comments which is great engagement!
 - Two 2 monthly newsletters covering 2 weeks at a time for programming and events at CCL and Hankin have been launched this month. Registration for January programs seem to be going very well.
 - The Annual Holiday Craft Show was a huge success. The door count was 800 more than the previous Saturday. The day was busy with a constant flow of people browsing the tables. Vendors say they did very well and received several positive comments from patrons.
 - Pam has been setting up the 2025 calendar with regular events as well as programs like the AARP Tax-Aide Program and the PA MEDI Medicare 101 program. She has been contacting speakers for programs to support the Longwood Gardens Community Read Program and is planning a solar observation day at the library with NASA and the Chester County Astronomical Society.

Reference (Melissa Kohl)

- **Museum Passes**
 - In 2024, Chester County and Henrietta Hankin Branch Library has lent 69 memberships to 29 locations 6,419 times with a total cost per use of \$2.02 per checkout.
 - In total, both libraries have saved patrons \$326,329.00 in admission expenses to 29 cultural locations including museums, a zoo, and gardens.

Technical Services (Laura Salvucci)

- Continued to troubleshoot order fulfillment issues with Baker and Taylor.
- Technical Services now has a representative on the Diversity Equity and Inclusion Committee of the Chester County Library and Henrietta Hankin Branch.

Volunteers (Jenna Persick)

- The Coordinator of Volunteer position will be posted shortly.

Youth Services (April Nickel)

- Noon Year's Eve program was very successful and had 86 participants.
- Multiple Decodable book series are being processed for CCL.

- Open Play Space Family surveys are being collected from in-person story time families and open play families as part of the Family Place Sustaining Success grant.
- Maria John, Girl Scout Gold Award applicant is leading a Teddy Bear Clinic in the Youth Services Department on 1/18.
- Franklin Mint Federal Credit Union is leading Berenstain Bears Visit the Credit Union story time with character on 1/25.
- Winter Family Read-Aloud program will be held February 1-28 at CCL & HHB.
- Take Your Child to the Library Day is February 1. CCL will have story time, open craft, and STEM Explore program.

Department Personnel

Vacancies

- Circulation: 1 FT Library Assistant (Circulation Assistant Supervisor), 2 PT Library Assistants
- Youth Services: 1 (PT Library Assistant 10 hr./week)
- Volunteer: 1 (PT Coordinator of Volunteers 19 hr./week)

New Hires

- Youth Services: Devon West PT Library Assistant, started 1/7.

Committee Reports

America 250 Chester County – April agreed to chair the America 250 Chester County, Library committee. Stephanie Bragg (Tredyffrin) and Sam Heckler-O'Connor (Chester Springs) have volunteered to be on the committee as Youth Services representatives.

Chester County Employee Engagement Executive Committee (Nancy Sapone) – The committee has established the 2025 quarterly meeting dates and are determining the dates for the 2025 Executive Committee Meetings.

XYZ Committee (Emily Cackowski) - Cookies and Crafts was held on on Friday December 13th. At the December meeting, the committee planned programming for the first half of the year including: Romance Novel Book Swap will take place on February 12th in the Struble Room; Totally 90s Murder Mystery in the Hankin Annex on March 14th; and a Jane Austen/Bridgerton tea party in the Struble Room on May 3rd; Pride Tie Dye Event (date TBD).

Meetings and Trainings Attended

12/18	CCL Holiday Party HHB Holiday Party Afternoon Book Group
12/19	CCL General Staff meetings (9 and 3)
12/20-1/1/25	Vacation
12/24 & 25	Libraries closed for Christmas Eve and Christmas
12/31	Libraries closed at 6 for New Year's Eve
1/1	Libraries closed for New Year's Day
1/6	County closed for snow

- 1/7 CCL Friends Board meeting
 Community Engagement Leadership Committee meeting
- 1/8 Legislative Booklet meeting
- 1/9 CCLS/CCL Board Policy Committee meeting
- 1/13 CCL/HHB Programming meeting
- 1/14 Database trainings meeting
 DLM/SAC meeting
- 1/15 Afternoon Book Group
- 1/16 CCL General Staff meetings (9 and 3)
- 1/20 HHB Morning meeting
- 1/21 CCLS/CCL Board meeting
 Community Engagement Committee meeting

APPENDIX A - System Advertisement for February's "Education" issue of County Lines

With your library card, you have access to over 30 databases for all of your educational needs!

Logos included in the advertisement:

- ancestry
- MasterFILE™ Premier
- GALE IN CONTEXT ELEMENTARY
- SCHOLASTIC BOOKFLIX
- HERITAGEQUEST
- GALE EBOOKS
- COMICSPLUS
- POWER LIBRARY PENNSYLVANIA'S ELECTRONIC LIBRARY
- MANGO LANGUAGES
- GALE | Informe! Académico
- The Philadelphia Inquirer
- kanopy PLUS Films that matter.
- Networking CISCO Academy
- Flipster
- The New York Times

www.ccls.org

18 Convenient library locations in Chester County :

- Atglen • Avon Grove • Chester County (Exton) • Chester Springs • Coatesville • Downingtown
- Easttown • Henrietta Hankin (Chester Springs) • Honey Brook • Kennett • Malvern • Oxford
- Paoli • Parkesburg • Phoenixville • Spring City • Tredyffrin • West Chester

CHESTER COUNTY LIBRARY SYSTEM
 Read • Connect • Discover
www.ccls.org



January 13, 2025

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

• **General Updates**

- We are welcoming a new Youth Services Library Assistant, Wendy Farrell, at the end of January.
- The AARP Tax Aide Program will be held in the Community Room every Thursday and Friday from February 6th to April 11th. We are currently scheduling appointments.

Departmental Reports

Building update (Peter Greulich, Facilities Manager)

- Both Premium Power and the Protection Bureau have been out to Hankin in attempts to determine why we get no notification of a generator running at Hankin. Peter is now in the process of scheduling technicians from both companies to meet at Hankin together.
- Peter scheduled to paint Small Conference Room B at Hankin on Monday, January 13th, and Small Conference Room A on Tuesday, January 21st.

Circulation (Charlotte Marron, Circulation Manager)

- Circulation in December was down (17917) compared to both November (18974) and December this time in 2023 (18967). Overall circulation 2024 was down (259814) from 2023 (273496) as well.
- Book Locker in 2024 (3424) almost tripled in use compared to our first year 2023 (1367).

Makerspace (Tom Lally, Makerspace staff)

- Maker Monday programs in December included LEGO Build, Toilet Paper Roll Snowmen, Popsicle Stick Snowmen, Cotton Ball Mittens, and New Year's Handprint signs which accrued 9, 6, 4, 3, and 9 attendees, respectively.
- The Makerspace monthly project was Cozy Mugs using the Cricut during which patrons designed vinyl decals to place on ceramic coffee mugs which they were allowed to keep. 12 attendees took part in the project over the course of December. Due to expressed interest, we will run this program again in January.
- Throughout December, the Makerspace had 26 attendees for appointments. 3D printing has increased throughout the month as has interest in the CNC Mill.

Reference (Carey Bresler, Branch Manager)

- In December we had 21 in person programs, 8 hybrid or virtual programs and 1 passive program. We also kicked off our Yearlong Reading Challenge that aligns with the CCL Reading Challenge.
- In January, we began a three-class series of Pilates that is full enrolled with a waiting list. The first meeting of the Around the World Book Club met on January 20th. The first country being featured is England with the title, Once Upon a Wardrobe by Patti Callahan.

Youth Services (Susan Farrell, Youth Services Lead)

- The YS Department had 27 in-person programs and three passive programs in December.

- In addition to our weekly story times, we hosted a nature class where the children and caregivers learned about animals of the night and met a live owl.
- We welcomed Miss Nicole, a yoga instructor, who presented a “Me and My Grown-Up” class for 3- to 6-year-olds accompanied by a parent/adult caregiver. Sixteen attendees, young and old, were introduced to breathing exercises and learned how to do yoga poses together.
- At our sproutSTEM Workshop, 3rd-5th graders created their own geodes using eggshells and a simple crystal-growing solution. The library’s monthly sproutSTEM workshops are coordinated and taught by four Downingtown STEM students in collaboration with one of our Youth Services Librarians.

Friends of the Hankin Branch Library

- Met on January 13th. Some topics included on the agenda are financial reports, volunteer recruitment and onboarding, future fundraisers and potential book sales.
- 4,575 Membership Mailings went out on 12/31/24.

Department Personnel

Vacancies

- 1 PT Library Assistant – Position has been submitted to the County for posting.
- 1 PT Librarian Youth Services - Position has been posted.

New Hires

- New Hires: Wendy Farrell, PT YS Library Assistant

Meetings & Trainings Attended

12/20	HHB Morning Meeting
1/7	New Hire Orientation Meeting with Jenna and Lauren Community Engagement Leadership Committee Meeting
1/9	CCLS/CCL Board Policy Committee Meeting
1/13	Hankin Friends Meeting
1/14	DLM/SAC
1/15	Department Overview Meeting with Nicole Richards Department Overview Meeting with Barb Baugher



January 13, 2025

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

2025 Annual Appeal

The Trust's annual appeal has raised over \$36,000 from 230 donors. The appeal runs through October 31, 2025.

Grants

Meghan Lynch and Nicole Richards are working with the Justamere Foundation for funding opportunities for the "LinkedIn Learning Online Training Courses and Skill-building" database. A meeting is set for late January.

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 Crescenz, Philadelphia's Only Medal of Honor Recipient of the Vietnam War*: Tuesday, November 11 (Veterans Day), 6:00 PM

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	116,958	1,631,834	1,538,509	1,552,373
Total	1,631,834	1,539,599	1,552,373			

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	231	170	174	376	405
Total	2,884	2,778	2,365	2,339	5,249	5,117

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	110	104	135	212	245
Total	1,347	1,410	1,736	1,646	3,083	3,056

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	205	103	153	61
Total	4,479.70	2,569	2,563	1,037	4,900	2,644	2,365	811

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	158.75	65
Total	1,166.87	451	1,721.27	657

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	220.00	1,031.50	118
Mar	782.75	776.75	953.75	1730.5	121
Apr	742.75	823.75	308.5	1132.25	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	93
Dec	810.00	596	142.5	738.5	91
Total	9,276.50	9,268.50	2,525.25	12,571	

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	21,629	438,604	273,500	300,418
Total	438,604	273,500	300,355			

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	9,863	124,796	104,563	121,602
Total	124,796	104,563	121,602			

**Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending December 31, 2024**

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	2024 YTD Budget Variance	2024 YTD Budget Variance %	2024 Balance	Percentage Remaining
Personnel Services								
Salaries	3,138,011	3,138,011	3,170,925	2,942,798	(32,914)	-1.0%	(32,914)	-1.0%
Wages	944,128	944,128	853,257	773,670	90,871	9.6%	90,871	9.6%
Fringe Benefits	1,099,025	1,099,025	1,057,637	1,038,951	41,388	3.8%	41,388	3.8%
Security Provided by the County EMS	30,000	30,000	17,146	15,581	12,854	42.8%	12,854	42.8%
Total Personnel Services	5,211,164	5,211,164	5,098,964	4,771,000	112,200	2.2%	112,200	2.2%
Library Materials	70,000	70,000	70,000	70,000	-	0.0%	-	0.0%
Core Expenditures								
Supplies, Maintenance, and Services	191,119	191,119	175,127	139,540	15,992	8.4%	15,992	8.4%
Insurance	17,354	17,354	15,354	37,910	2,000	11.5%	2,000	11.5%
Utilities	122,740	122,740	135,881	116,232	(13,141)	-10.7%	(13,141)	-10.7%
Vehicle Expense	55,084	55,084	47,098	50,679	7,986	14.5%	7,986	14.5%
Total Core Expenditures	386,297	386,297	373,460	344,361	12,837	3.3%	12,837	3.3%
Indirect Costs	672,617	672,617	672,617	607,019	-	0.0%	-	0.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	19,814	19,814	19,813	54,581	1	0.0%	1	0.0%
TOTAL	6,359,892	6,359,892	6,234,854	5,846,961	125,037	2.0%	125,037	2.0%

Notes:

Personnel Services:

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

Not included - We are still waiting on the county journal entry for Q4'24 security costs.

Supplies, Maintenance, and Services:

The budget has increased by \$30,000 which was transferred from HHB's Supplies, Maintenance, and Services budget.

Not Included - \$20,701 for the backflow device. This should be paid 01/21/2024. We are waiting on a budget transfer from Security and Vehicle Expenses.

Not Included - The PIV repair will be completed in 2025.

Utilities:

Electricity expenses exceeded budget by \$22,250 due to additional usage attributed to the electric vehicle charger and the air conditioner.

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

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	2024 YTD Budget Variance	2024 YTD Budget Variance %	2024 Balance	Percentage Remaining
Personnel Services								
Salaries	496,843	496,843	495,543	494,485	1,300	0.3%	1,300	0.3%
Wages	316,354	316,354	291,114	269,233	25,240	8.0%	25,240	8.0%
Fringe Benefits	202,816	202,816	193,183	206,085	9,633	4.7%	9,633	4.7%
Total Personnel Services	1,016,013	1,016,013	979,840	969,803	36,173	3.6%	36,173	3.6%
Library Materials	20,000	20,000	20,000	20,000	-	0.0%	-	0.0%
Core Expenditures								
Supplies, Maintenance, and Services	95,751	95,751	95,751	93,928	-	0.0%	-	0.0%
Insurance	6,000	6,000	6,000	6,325	-	0.0%	-	0.0%
Utilities	55,081	55,081	51,816	45,031	3,265	5.9%	3,265	5.9%
Total Core Expenditures	156,832	156,832	153,567	145,284	3,265	2.1%	3,265	2.1%
Indirect Costs	257,593	257,593	257,593	289,609	-	0.0%	-	0.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,450,438	1,450,438	1,411,000	1,424,696	39,438	2.7%	39,439	2.7%

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:

The budget has decreased by \$29,232 which was transferred to CCL's Supplies, Maintenance, and Services budget.

Utilities:

The budget has decreased by \$768 which was transferred to CCL's Supplies, Maintenance, and Services budget.

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

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	2024 YTD Budget Variance	2024 YTD Budget Variance %	2024 Balance	Percentage Remaining
Revenue								
State Aid	398,638	398,638	404,229	403,974	5,591	1.4%	5,591	1.4%
State Aid - Others	1,362,318	1,362,318	1,374,482	1,356,982	12,164	0.9%	12,164	0.9%
Total State Revenue	1,760,956	1,760,956	1,778,712	1,760,956	17,756	1.0%	17,756	1.0%
Township Appropriations	20,000	20,000	20,000	-	-	-	-	0.0%
Charges	44,025	44,025	54,224	45,890	10,199	23.2%	10,199	23.2%
Fines and Overdues	80,000	80,000	79,292	82,000	(708)	-0.9%	(708)	-0.9%
Interest	17,000	17,000	24,057	19,623	7,057	41.5%	7,057	41.5%
Donations and Fundraisers	3,200	3,200	10,019	28,634	6,819	213.1%	6,819	213.1%
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	1,570	7,370	1,473	5,800	369.4%	5,800	369.4%
Total Other Revenue	235,795	235,795	278,832	247,619	43,037	18.3%	43,037	18.3%
Total Revenue	1,996,751	1,996,751	2,057,544	2,008,575	60,793	3.0%	60,793	3.0%
Expenditures								
Library Materials	486,783	486,783	492,977	475,460	(6,194)	-1.3%	(6,194)	-1.3%
Services and Charges	86,284	86,284	72,906	60,343	13,378	15.5%	13,378	15.5%
Supplies	30,740	30,740	25,515	25,537	5,225	17.0%	5,225	17.0%
Miscellaneous	23,890	23,890	21,599	23,656	2,291	9.6%	2,291	9.6%
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	-	-	59,734	57,170	(59,734)	-	(59,734)	-
Capital Outlay	11,695	11,695	10,153	9,936	1,541	13.2%	1,541	13.2%
Total Expenditures	2,001,710	2,001,710	2,057,366	2,009,083	(55,656)	-2.8%	(55,656)	-2.8%
Revenue over Expenditures	(4,959)	(4,959)	178	(508)	5,137		5,137	

Notes:

State Aid:

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

Charges:

The increase year-to-date is attributed to copies, 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

\$1,100 received from two donors in December

Miscellaneous Revenue:

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

Transfer to Other Funds

Includes the return of the \$13,051 to the CCL Technology fund 004 in February 2024 that was borrowed in January 2024

Includes the transfer of the \$46,683 to the reserve funds as of December 31, 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

The \$178 dollars remaining in the 2024 YTD Actual represents the carryover for the 2024 materials budget (Fund 100)

Chester County Library
State Aid Budget Report - Hankin Library - Preliminary
Period Ending December 31, 2024

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	2024 YTD Budget Variance	2024 YTD Budget Variance %	2024 Balance	Percentage Remaining
Revenue								
State Aid	99,660	99,660	99,660	100,993	-	0.0%	-	0.0%
Total State Revenue	99,660	99,660	99,660	100,993	-	0.0%	-	0.0%
Township Appropriations	7,800	7,800	7,422	11,300	(378)		(378)	-4.8%
Charges	12,820	12,820	17,730	14,342	4,910	38.3%	4,910	38.3%
Fines and Overdues	24,600	24,600	26,735	25,509	2,135	8.7%	2,135	8.7%
Interest	1,800	1,800	1,326	1,896	(474)	-26.4%	(474)	-26.4%
Donations and Fundraisers	3,220	3,220	3,952	1,508	732	22.7%	732	22.7%
Transfer from Other Funds	-	-	-	-	-		-	
Transfer from County Materials	20,000	20,000	20,000	20,000	-	0.0%	-	0.0%
Miscellaneous Revenue	505	505	709	56	204	40.5%	204	40.5%
Total Other Revenue	70,745	70,745	77,874	74,611	7,129	10.1%	7,129	10.1%
Total Revenue	170,405	170,405	177,534	175,604	7,129	4.2%	7,129	4.2%
Expenditures								
Library Materials	148,061	148,061	143,789	145,870	4,272	2.9%	4,272	2.9%
Services and Charges	10,040	10,040	9,216	7,260	824	8.2%	824	8.2%
Supplies	6,650	6,650	5,534	5,770	1,116	16.8%	1,116	16.8%
Miscellaneous	2,960	2,960	2,921	2,640	39	1.3%	39	1.3%
Transfer to Other CCL Funds	-	-	14,123	12,468	(14,123)		(14,123)	
Capital Outlay	3,154	3,154	1,890	2,968	1,264	40.1%	1,264	40.1%
Total Expenditures	170,865	170,865	177,472	176,977	(6,607)	-3.9%	(6,607)	-3.9%
Revenue over Expenditures	(460)	(460)	62	(1,373)	522		522	

Notes:

Charges:

The increase year-to-date is attributed to copies, lost materials, and room rentals

Donations and Fundraisers:

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

Transfer to Other Funds

The transfer of the \$14,123 to the reserve funds as of December 31, 2024

Revenue Over Expenditures:

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

The \$62 dollars remaining in the 2024 YTD Actual represents the carryover for the 2024 materials budget (Fund 109)

**Chester County Library
Fund Balance Report
Period Ending December 31, 2024**

CCL Fund Balance Report	Balance
Operating Funds	
001 CCL ¹	-
043 HHB ²	-
Total Operating Funds	-
 Reserve Funds	
004 CCL Technology	352,773
400 CCL Capital Reserve	121,259
410 CCL Program	221,893
450 HHB Capital Reserve	243,411
451 CCL & HHB Materials	175,029
Total Reserve Funds	1,114,365
 Grants - Friends of the Library	
091 CCL Friends Grants	73,533
903 CCL Friends Grants (Unassigned)	121,594
Total CCL Friends	195,127
943 HHB Friends Grants	5,991
Total Grants - Friends of the Library	201,118
 Grants and Appropriations	
002 CC Community Foundation Grants	8,347
100 CCL County Materials	2,187
104 CCL Trust Grants	161,226
109 HHB County Materials	522
132 CCL GSK Science in the Summer	142
Total Grants and Appropriations	172,422
 Special Funds	
003 CCL Helen Russell Memorial	8,091
096 CCL Courtesy Bags	6,135
105 CCL Community Day	3,284
106 CCL & HHB Museum Passes ³	-
107 CCL & HHB Author Events	3,477
Total Special Funds	20,988
 500 District Center Aid	164,935
 510 County Coordination Aid	-
 Total All Funds	1,673,828

Endowment Funds
090 CCL Trust

2,441,005

Notes:

1. These funds have been transferred to the reserve fund accounts as per the Reserve Fund Policy:

004 CCL Technology - 50%	23,342
400 CCL Capital Reserve - 20%	9,337
451 CCL & HHB Materials - 20%	9,337
410 CCL Program - 10%	4,668
001 CCL 2024 Excess Revenue Over Expenditures	46,683

2. These funds have been transferred to the reserve fund accounts as per the Reserve Fund Policy:

004 CCL Technology - 50%	7,062
400 CCL Capital Reserve - 20%	2,825
451 CCL & HHB Materials - 20%	2,825
410 CCL Program - 10%	1,412
043 HHB 2024 Excess Revenue Over Expenditures	14,123

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



January 13, 2024

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

Meeting Date: January 9, 2025

Attendance: Mike Skay, Richard Hankin, Carey Bresler, Jenna Persick, Joe Sherwood

The CCL Policy Review Committee met and reviewed the Meeting Room Policy and Appendix A with the following suggestions and updates. These suggestions and updates were then sent to the CCL Department Heads Meeting, and then sent to the CCLS/CCL Board Policy Committee.

RECOMMENDATION

The CCLS /CCL Board Policy committee recommends that Meeting Room Policy and Appendix A as amended.

A track change from the previous policy and a clean copy are included in the packet.

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH MEETING ROOM POLICY

Meeting rooms at the Chester County Library and its Henrietta Hankin Branch (Library) are used for Library and County purposes and are also provided to the public for cultural, civic and educational purposes. Meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the Library does not constitute an endorsement of that group's policies or beliefs. Attendance at meetings is limited by order of the Fire Marshall.

Meeting rooms can be used by individuals, non-profit or for-profit organizations for private or public meetings or workshops. (See Restrictions for sales activity, membership drives, admission fees, etc.)

Meetings sponsored by the Library and the County will take precedence; therefore, it may be necessary in unusual circumstances to preempt the booking of another individual or organization. When this happens, the Library will contact the individual or organization as soon as possible and any rental fee will be reimbursed.

AVAILABILITY

Meeting rooms are available during regular Library hours, including weekends.

Set up of meeting rooms may not take place outside of regular Library hours unless approved by the Library Director and/or Branch Manager.

Programs & meetings must be concluded, and room takedown be completed at least thirty minutes prior to Library closing.

Walk-in and same day reservations are available for all spaces except the Robert G. Struble Room or Henrietta Hankin Branch Annex.

SCHEDULING AND ELIGIBILITY

Requests for use of meeting rooms will be made through the Online Room Reservation system available on the Library's website at www.chescolibraries.org. Room reservations are generally reviewed within 48 hours of being submitted and may be made up to three months in advance. An organization that meets regularly (i.e. monthly) may contact the Library to request to book reservations more than three months in advance within the current calendar year, with the understanding that any of their reservations will be adjusted or cancelled in the event it conflicts with a County or Library meeting. If approved, booking fees for all reservations must be paid in full prior to the first meeting date.

Submitting a room request through the Online Room Reservation system signifies the individual or organization's agreement to comply with and be bound by the Library's Meeting Room Use Policy. Applicants must be age 13 or older to reserve Small Meeting Rooms. Applicants must be age 18 or older to reserve Public Meeting Rooms. Providing incomplete or incorrect information on the Meeting Room booking request form may result in your booking being cancelled.

An individual or organization's reservation will not be confirmed until the online room request has been approved.

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Meetings sponsored by the Library and the County will take precedence; therefore, it may be necessary in unusual circumstances to preempt the booking of another individual or organization. When this happens, the Library will contact the individual or organization as soon as possible and any rental fee will be reimbursed.¶

Deleted: online

Moved (insertion) [1]

Deleted: Meeting rooms are available during regular Library hours, including weekends. One half hour before closing, programs & meetings must be concluded, room takedown be completed, and all attendees and presenters must have left the meeting room.¶

¶ Walk-in and same day reservations are available for all spaces except the Robert G. Struble Room or Henrietta Hankin Branch Annex.

Moved up [1]: Submitting a room request through the online Room Reservation system signifies the individual or organization's agreement to comply with and be bound by the Library's Meeting Room Use Policy. Applicants must be age 13 or older

FEES AND CERTIFICATE OF INSURANCE

A fee is charged for meeting room use. Fee must be received by the date of use. The Chester County Library reserves the right to waive the fee. The small study rooms located at the Chester County Library Center are available at no charge on a walk-in basis or for a fee if you wish to reserve the space in advance.

Please see Appendix A for occupancy limits and fee schedules.

Organizations must provide a Certificate of Insurance on an annual basis. Individuals who are reserving the room for a gathering where total attendance will exceed 20 people must provide a Certificate of Insurance for their event(s). The Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Chester County Library and the County of Chester must be listed as Additional Insureds. Certificates of Insurance must be provided two weeks in advance of a booking request being approved. Failure to do so will result in the booking being cancelled.

Failure to provide Certificate of Insurance and payment will result in the booking being cancelled. It is the responsibility of the individual or organization to notify its attendees of the cancellation.

CANCELLATIONS

In the event of an emergency or weather closing, the Library will not remain open for meeting room use and the rental fee will be reimbursed. If the Library closes due to an emergency or weather, every effort will be made to notify the individual or organization's contact person. Closings will be posted on our website at www.chescolibraries.org and on the Library's main phone numbers. It is the responsibility of the individual or organization to notify attendees of the cancellation.

Cancellations and transfers must be made with a minimum of 7 days' notice prior to the original date booked in order to receive a refund, or transfer the fee to a new date. Rescheduling a meeting room is subject to availability. Any cancellations or transfer requests made less than 7 days prior to the original date booked will not be reimbursed.

USE OF PUBLIC MEETING ROOMS AND PUBLICITY

The individual or organization sponsoring the meeting must adhere to the meeting room occupancy limits and refuse entrance when the room has reached capacity. Please see Appendix A for occupancy limits and fee schedules. The Library reserves the right to monitor the number of attendees.

Publicity for a meeting must clearly identify the sponsoring individual or organization. Publicity cannot state or imply that the Library is a sponsor or co-sponsor of a meeting, nor use the Library's image in any promotions. The Library's phone number and e-mail address are not to be included in any publicity promoting the meeting. The individual or organization may not list the address of the Library as its official address. Publicity for a meeting must clearly identify in which room the meeting will be held.

The Library will not publicize an individual or organization's meeting. The individual or organization may post directional signage advertising its meeting outside the meeting room during the program as long as the Person-In-Charge is notified.

Persons attending meetings or using Library meeting spaces are subject to all Library rules and regulations.

Deleted: capacity

Deleted: to ensure that fire code regulations are observed.

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Failure to abide by Library rules, regulations and policies, or to cooperate with Library staff, will result in cancellation or refusal of future room use privilege. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, violates Library policies, rules, and regulations. Please see the section Suspension/Termination of Meeting Room Privileges below for more information.

The individual or organization using a room is responsible for its own actions and that of its guests. Those using a room are cautioned that children under the age of thirteen (13) may not be left unattended in the Library.

Individuals or organizations using the meeting rooms must observe the public accommodation provisions of the Pennsylvania Human Relations Act under which it is unlawful "to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of guide or support animals due to blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals."

RESTRICTIONS

The following are strictly prohibited in the Library and meeting rooms: alcoholic beverages, smoking, gambling and controlled substances.

Admission fees must not be a requirement for attending the meeting, nor are non-members to be solicited for money at the meeting.

Meeting rooms cannot be used for private social functions (e.g. private parties, receptions, etc.), direct retail or wholesale sales activity, membership drives, fundraising, nor can admission be charged, with the exception of activities sponsored by the Library or the County.

No items may be taped, tacked or nailed to the doors, windows or walls. An individual or organization must remove any display or handout materials from the meeting room after a meeting. Literature with a business name may be provided (for attendees to pick up if desired).

Individuals or organizations may not use the emergency doors as an entrance or exit. These doors are on a 24-hour alarm and are for emergency purposes only.

Permission to use meeting rooms is not transferable to another individual or organization.

USE OF INTERNET

Wireless Internet service is available in all meeting spaces.

FURNITURE ARRANGEMENT AND EQUIPMENT

The Library will not set up the meeting room. Tables, chairs, and a podium are available. Arrangements for use of these items must be made in advance through the Online Room Reservation system. The individual or organization will be responsible for setting up the room for their meeting and returning it to the condition when they arrived. In the event that the room is not returned to its original setup, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.

The Library has limited audiovisual equipment available. Any requested audiovisual equipment, such as microphones, sound equipment, computers, projectors or screens must be requested and confirmed in advance.

Individuals or organizations bringing in equipment (audiovisual, computers, coffee pots, etc.) for a program or event will submit, on their room request, a complete listing of such equipment. All equipment must be removed at the conclusion of the program or event.

FOOD AND BEVERAGES

Those using the Meeting Room may bring refreshments. Food should not be prepared on site. Catering service, foods requiring temperature maintenance (ex. sterno warmers, etc) and delivery must be approved in advance by the Library. Individuals or organizations must provide their own coffee service or equipment. Use of the Library kitchenettes (if available) is allowed. Food/refreshments may not be carried into other parts of the building. Individuals or organizations must properly dispose of trash in the containers provided by the Library. If staff is required to clean up after the event, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.

PARKING FACILITIES

Handicapped parking is available at both facilities.

DAMAGES

The individual or organization making a request for use of meeting rooms assumes all responsibility for damage to Library property and for leaving the room in the same condition in which it was offered. Damage to the facility or equipment will be billed to the individual or organization responsible for the room. Any damage must be reported to the Person-In-Charge promptly.

SUSPENSION/TERMINATION OF MEETING ROOM PRIVILEGES

Failure to abide by this policy and all related library policies will result in the organization/individual being reminded by library staff of this policy and which specific section they are violating. Multiple offenses on the same day will result in the room rental being terminated for the day. The organization/individual will be given 30 minutes to clear the room of attendees and put furniture away. An Incident Report will be filed.

Repeat violations will result in the following:

<u>1st Offense</u>	<u>The Individual/Organization will be reminded of the policy and an incident will be filed. A warning letter will be sent to the person booking the room.</u>
<u>2nd Offense</u>	<u>The Individual/Organization will be prohibited from booking meeting rooms for 30 days. Any existing bookings in that time period will be cancelled and any fees paid will not be refunded.</u>
<u>3rd Offense</u>	<u>The Individual/Organization will be prohibited from booking meeting rooms for 1 year. Any existing bookings in that time period will be cancelled and any fees paid will not be refunded.</u>
<u>4th Offense</u>	<u>The Individual/Organization will be prohibited from using Library meeting rooms.</u>

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DISCLAIMERS

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The Library reserves the right to disallow or revoke permission granted to individuals or organizations for use of the meeting rooms on a case-by-case basis if that individual or organization has previously violated these rules, or been notified of a suspension of use, or if it is believed by the Library that use of the meeting rooms will interfere with Library operations, adversely affect public safety or cause public disturbances.

Individuals or organizations which do not fulfill their obligations as enumerated in this policy may be denied use of meeting facilities in the future. If the individual or organization wishes to appeal the refusal, it may submit a letter of appeal to the Library Board.

The Chester County Library, County of Chester, their employees and agents, and the Board of Trustees shall not be liable to any group, organization, or person attending a meeting. Any group, organization and person, jointly and severally, hereby agrees to, and shall indemnify and hold harmless the Chester County Library, County of Chester, their employees and agents, and the Board of Trustees from any and all claims, suits, damages, losses or injuries which they may sustain, or are alleged to have sustained, while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and the meeting room.

*Approved February 17, 2004
Revised May 20, 2008
Revised May 24, 2011
Revised October 15, 2013
Revised May 22, 2018
Revised May 14, 2019
Revised June 15, 2021
Revised June 21, 2022*

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH MEETING ROOM POLICY

Meeting rooms at the Chester County Library and its Henrietta Hankin Branch (Library) are used for Library and County purposes and are also provided to the public for cultural, civic and educational purposes. Meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the Library does not constitute an endorsement of that group's policies or beliefs. Attendance at meetings is limited by order of the Fire Marshall.

Meeting rooms can be used by individuals, non-profit or for-profit organizations for private or public meetings or workshops. (See Restrictions for sales activity, membership drives, admission fees, etc.)

Meetings sponsored by the Library and the County will take precedence; therefore, it may be necessary in unusual circumstances to preempt the booking of another individual or organization. When this happens, the Library will contact the individual or organization as soon as possible and any rental fee will be reimbursed.

AVAILABILITY

Meeting rooms are available during regular Library hours, including weekends.

Set up of meeting rooms may not take place outside of regular Library hours unless approved by the Library Director and/or Branch Manager.

Programs & meetings must be concluded, and room takedown be completed at least thirty minutes prior to Library closing.

Walk-in and same day reservations are available for all spaces except the Robert G. Struble Room or Henrietta Hankin Branch Annex.

SCHEDULING AND ELIGIBILITY

Requests for use of meeting rooms will be made through the Online Room Reservation system available on the Library's website at www.chescolibraries.org. Room reservations are generally reviewed within 48 hours of being submitted and may be made up to three months in advance. An organization that meets regularly (i.e. monthly) may contact the Library to request to book reservations more than three months in advance within the current calendar year, with the understanding that any of their reservations will be adjusted or cancelled in the event it conflicts with a County or Library meeting. If approved, booking fees for all reservations must be paid in full prior to the first meeting date.

Submitting a room request through the Online Room Reservation system signifies the individual or organization's agreement to comply with and be bound by the Library's Meeting Room Use Policy. Applicants must be age 13 or older to reserve Small Meeting Rooms. Applicants must be age 18 or older to reserve Public Meeting Rooms. Providing incomplete or incorrect information on the Meeting Room booking request form may result in your booking being cancelled.

An individual or organization's reservation will not be confirmed until the online room request has been approved.

FEES AND CERTIFICATE OF INSURANCE

A fee is charged for meeting room use. Fee must be received by the date of use. The Chester County Library reserves the right to waive the fee. The small study rooms located at the Chester County Library Center are available at no charge on a walk-in basis or for a fee if you wish to reserve the space in advance.

Please see Appendix A for occupancy limits and fee schedules.

Organizations must provide a Certificate of Insurance on an annual basis. Individuals who are reserving the room for a gathering where total attendance will exceed 20 people must provide a Certificate of Insurance for their event(s.) The Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Chester County Library and the County of Chester must be listed as Additional Insureds. Certificates of Insurance must be provided two weeks in advance of a booking request being approved. Failure to do so will result in the booking being cancelled.

Failure to provide Certificate of Insurance and payment will result in the booking being cancelled. It is the responsibility of the individual or organization to notify its attendees of the cancellation.

CANCELLATIONS

In the event of an emergency or weather closing, the Library will not remain open for meeting room use and the rental fee will be reimbursed. If the Library closes due to an emergency or weather, every effort will be made to notify the individual or organization's contact person. Closings will be posted on our website at www.chescolibraries.org and on the Library's main phone numbers. It is the responsibility of the individual or organization to notify attendees of the cancellation.

Cancellations and transfers must be made with a minimum of 7 days' notice prior to the original date booked in order to receive a refund, or transfer the fee to a new date. Rescheduling a meeting room is subject to availability. Any cancellations or transfer requests made less than 7 days prior to the original date booked will not be reimbursed.

USE OF PUBLIC MEETING ROOMS AND PUBLICITY

The individual or organization sponsoring the meeting must adhere to the meeting room occupancy limits and refuse entrance when the room has reached capacity. Please see Appendix A for occupancy limits and fee schedules. The Library reserves the right to monitor the number of attendees.

Publicity for a meeting must clearly identify the sponsoring individual or organization. Publicity cannot state or imply that the Library is a sponsor or co-sponsor of a meeting, nor use the Library's image in any promotions. The Library's phone number and e-mail address are not to be included in any publicity promoting the meeting. The individual or organization may not list the address of the Library as its official address. Publicity for a meeting must clearly identify in which room the meeting will be held.

The Library will not publicize an individual or organization's meeting. The individual or organization may post directional signage advertising its meeting outside the meeting room during the program as long as the Person-In-Charge is notified.

Persons attending meetings or using Library meeting spaces are subject to all Library rules and regulations.

Failure to abide by Library rules, regulations and policies, or to cooperate with Library staff, will result in cancellation or refusal of future room use privilege. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, violates Library policies, rules, and regulations. Please see the section Suspension/Termination of Meeting Room Privileges below for more information.

The individual or organization using a room is responsible for its own actions and that of its guests. Those using a room are cautioned that children under the age of thirteen (13) may not be left unattended in the Library.

Individuals or organizations using the meeting rooms must observe the public accommodation provisions of the Pennsylvania Human Relations Act under which it is unlawful "to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of guide or support animals due to blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals."

RESTRICTIONS

The following are strictly prohibited in the Library and meeting rooms: alcoholic beverages, smoking, gambling and controlled substances.

Admission fees must not be a requirement for attending the meeting, nor are non-members to be solicited for money at the meeting.

Meeting rooms cannot be used for private social functions (e.g. private parties, receptions, etc.), direct retail or wholesale sales activity, membership drives, fundraising, nor can admission be charged, with the exception of activities sponsored by the Library or the County.

No items may be taped, tacked or nailed to the doors, windows or walls. An individual or organization must remove any display or handout materials from the meeting room after a meeting. Literature with a business name may be provided (for attendees to pick up if desired).

Individuals or organizations may not use the emergency doors as an entrance or exit. These doors are on a 24-hour alarm and are for emergency purposes only.

Permission to use meeting rooms is not transferable to another individual or organization.

USE OF INTERNET

Wireless Internet service is available in all meeting spaces.

FURNITURE ARRANGEMENT AND EQUIPMENT

The Library will not set up the meeting room. Tables, chairs, and a podium are available. Arrangements for use of these items must be made in advance through the Online Room Reservation system. The individual or organization will be responsible for setting up the room for their meeting and returning it to the condition when they arrived. In the event that the room is not returned to its original setup, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.

The Library has limited audiovisual equipment available. Any requested audiovisual equipment, such as microphones, sound equipment, computers, projectors or screens must be requested and confirmed in advance.

Individuals or organizations bringing in equipment (audiovisual, computers, coffee pots, etc.) for a program or event will submit, on their room request, a complete listing of such equipment. All equipment must be removed at the conclusion of the program or event.

FOOD AND BEVERAGES

Those using the Meeting Room may bring refreshments. Food should not be prepared on site. Catering service, foods requiring temperature maintenance (ex. sterno warmers, etc) and delivery must be approved in advance by the Library. Individuals or organizations must provide their own coffee service or equipment. Use of the Library kitchenettes (if available) is allowed. Food/refreshments may not be carried into other parts of the building. Individuals or organizations must properly dispose of trash in the containers provided by the Library. If staff is required to clean up after the event, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.

PARKING FACILITIES

Handicapped parking is available at both facilities.

DAMAGES

The individual or organization making a request for use of meeting rooms assumes all responsibility for damage to Library property and for leaving the room in the same condition in which it was offered. Damage to the facility or equipment will be billed to the individual or organization responsible for the room. Any damage must be reported to the Person-In-Charge promptly.

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Repeat violations will result in the following:

1 st Offense	The Individual/Organization will be reminded of the policy and an incident will be filed. A warning letter will be sent to the person booking the room.
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*Approved February 17, 2004
Revised May 20, 2008
Revised May 24, 2011
Revised October 15, 2013
Revised May 22, 2018
Revised May 14, 2019
Revised June 15, 2021
Revised June 21, 2022*

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH MEETING ROOM USE POLICY APPENDIX A: FEE SCHEDULES AND OCCUPANCY LIMITS

FEES

Public Meeting Rooms

Robert G. Struble Room or Henrietta Hankin Branch Annex

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

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

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

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

Small Meeting Rooms

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

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

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

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

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

Occupancy limits for each room are on next page.

Moved down [1]: Maximum seating for these rooms is in compliance with local fire codes. The maximum seating code must be strictly enforced and should be considered when scheduling.

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OCCUPANCY LIMITS

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Chester County Library

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Robert G. Struble Room

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

M. Elizabeth Burke Meeting Room

- maximum 20 persons – 20 chairs seated around 1 table

Earl Baker Conference Room

- maximum 8 persons

Small Conference Rooms A, B

- maximum 4 persons

Small Conference Room C

- maximum 6 persons

Study Rooms C, D

- maximum 2 persons

Small Conference Room E

- maximum 6 persons

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Henrietta Hankin Branch Library

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Henrietta Hankin Branch Annex

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

Henrietta Hankin Branch Community Room

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

Small Conference Room A

- maximum 6 persons

Small Conference Room B

- maximum 4 persons

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH MEETING ROOM USE POLICY APPENDIX A: FEE SCHEDULES AND OCCUPANCY LIMITS

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

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

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

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

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

Occupancy limits for each room are on next page.

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- maximum 27 persons – seated on 1 side U tables
- maximum 54 persons – seated on 2 sides U tables

M. Elizabeth Burke Meeting Room

- maximum 20 persons – 20 chairs seated around 1 table

Earl Baker Conference Room

- maximum 8 persons

Small Conference Rooms A, B

- maximum 4 persons

Small Conference Room C

- maximum 6 persons

Study Rooms C, D

- maximum 2 persons

Small Conference Room E

- maximum 6 persons

Henrietta Hankin Branch Library

Henrietta Hankin Branch Annex

- maximum 140 persons – no chairs/tables maximum 100 persons – chairs only (theater style)
- maximum 48 persons – seated on 1 side of table (classroom style) maximum 72 persons – seated on 2 sides of table (banquet style) maximum 27 persons – seated on 1 side of U tables
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- maximum 18 persons – seated on 2 sides U tables

Small Conference Room A

- maximum 6 persons

Small Conference Room B

- maximum 4 persons



January 13, 2025

TO: CCL Board of Trustees
FROM: Nicole Richards, Development Director RE:
Author Event/Fundraiser Proposal

Event Information

What - Author Event/ Fundraiser

Who - Liz Moore, author

- *The God of the Woods* (currently #4 on the New York Times best-seller list),
- *Long Bright River*, which is being released as a Peacock TV series in 2025.

When - Wednesday, April 23

6-6:30 PM; Exact time to be determined
CCL Struble Room

Cost per hardback book- \$24.00

Struble Room capacity- 100 chairs

Ticket Price- To Be Determined

2025 CCLS/CCL Board Committees

The following is the list of the committees for 2025. 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. Richard Hankin, – Chair, CCLS/CCL Board Trustee (Vice President)
2. Mark Carroll, CCLS/CCL Board Trustee
3. Joe Sherwood, CCLS Executive Director
4. Lauren Harshaw*, CCLS Staff Development & Advocacy Coordinator
5. Jenna Persick, CCL Director
6. Carey Bresler, HHB Manager

Additional charge for Governance in 2025 will be handling Policy reviews and making recommendations to the Board.

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 ten-member group responsible for investigating and making recommendations to the CCLS 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. Mike Skay, CCLS/CCL Board Trustee - Chair
2. Mark Carroll, CCLS/CCL Board Trustee
3. Jack Hines, Downingtown Library Board Trustee
4. Nicole Richards*, CCLS Development Director
5. Joe Sherwood, CCLS Executive Director
6. Meghan Lynch, CCLS District Consultant
7. Lauren Harshaw, CCLS Staff Development & Advocacy Coordinator
8. VACANT - Member Library Representative (Can be Library Director or Trustee)
9. VACANT - Member Library Representative (Can be Library Director or Trustee)
10. VACANT - Member Library Representative (Can be Library Director or Trustee)

*Staff Support Liaison

Updated January 14, 2025

2025 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. A focus in 2025 will be reviewing CCL's strategy for local municipal advocacy.

1. Staci Anderson CCLS/CCL Board Trustee – Chair
2. Andy Dinniman, CCLS/CCL Board Trustee
3. Niki Kolb*, Public Relations & Graphic Design Specialist
4. Joe Sherwood, CCLS Executive Director
5. Jenna Persick, CCL Director
6. Carey Bresler, HHB Manager
7. Nicole Richards, CCLS Development Director
8. Lauren Harshaw, CCLS Staff Development & Advocacy Coordinator
9. VACANT - Member Library Representative (Can be Library Director or Trustee)
10. VACANT - Member Library Representative (Can be Library Director or Trustee)

Planning Committee (Strategic, Facility & Technology)

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, review Technology proposals and make recommendations to the Board.

1. Richard Hankin, CCLS/CCL Board Vice President - Chair
2. Andy Dinniman, CCLS/CCL Board Trustee
3. Meghan Lynch*, CCLS District Consultant
4. Joe Sherwood, CCLS Executive Director
5. Jenna Persick, CCL Director
6. Carey Bresler, HHB Manager
7. Tony Wagner, CCLS Head of Computer Services
8. VACANT - Member Library Representative (Can be Library Director or Trustee)
9. VACANT - Member Library Representative (Can be Library Director or Trustee)



Proposal for Passport Acceptance Facility Program at Chester County Library

Date: January 2025

Proposal:

Chester County Library would like to become a passport acceptance facility in affiliation with the U.S. Department of State. Acceptance facilities include post offices, clerks of court, public libraries, and other local government offices.

Role of Acceptance Facility:

To provide passport application processing services to the public in accordance with training and guidelines provided and set by the U.S. Department of State.

Facility Requirements:

- Public building/office
- Designated room or space (Philadelphia Passport Agency director states it does not have to be private but it is preferred if it can be a more private space)
- Office cabinet with lock to store completed passport applications for less than 24 hours until they are mailed at a U.S. Post Office location
- Equipment: all-in-one camera, printer, console, and photo paper (see equipment and supplies list below)
- Random site inspections occur once per year with one month's notice

Staff Requirements:

- Passport Manager serves as the point of contact regarding any questions about processed applications
- Passport Acceptors: staff trained to process passports
 - Philadelphia Passport Agency director suggests
 - no more than 4-6 staff
 - staff should be full-time if not hired as designated acceptors; part-time staff may be useful
- Passports **MUST** be mailed by a certified acceptor

Training Requirements:

- Initial training is online and self-paced
- Annual training is required to maintain certification to accept passports

Strongly Advised by Philadelphia Passport Agency Director and Local Passport Acceptance Facilities:

- Set clear boundaries with the public; 75% of people will NOT arrive prepared or with correct payment method despite clear directions and multiple reminders
- Expect to reschedule 50% of appointments within first year due to ill preparation by public
- Evening and Saturday appointments are most popular and needed
- Process no more than 1 application per 30 minutes to begin; increase to 2 applications per 30 minutes once routine and regularity are established
- Begin service at Chester County Library to start and establish routine and practice before considering providing service at branch location

- Begin with fewer hours and staff until service is performing efficiently. Less is more in the beginning
- Start during off-peak season (July through December) before peak season begins

Potential Timeframe for Service:

Begin service May 1, 2025 at Chester County Library

- January/February
 - Receive Board approval
 - Identify and train staff (online training course is 4 hours)
 -
- March
 - Create service content: webpage, LibCal appointments, news articles, graphics, brochures, flyers, press releases for review and approval
 - Procure equipment
- April
 - Set up equipment and meeting room for service
 - Train staff on use of equipment and practice
- May
 - Begin service with one passport per 30 minutes

Staffing:

- 9 full-time staff
- 3 part-time staff
- Daily post office schedule established each morning conducted by a certified acceptor
- Our plan is to restructure a library assistant position (becoming vacant due to a retirement on 2/28) to handle many of the M-F hours

Location:

- Small Conference Room C (new room next to Circulation)

Online Information & Appointments:

- Chescolibraries.org webpage: house information and link to book appointment
 - Example of Boyertown Public Library’s webpage:
<https://www.berkslibraries.org/branch/boyertown/passport-information>
 - LibCal: current event and appointment software that will be used to schedule appointments for service

Potential Schedule to Start:

The Philadelphia Passport Agency emphasized the importance of holding evening and Saturday hours for public convenience. The agency was not concerned that the Exton Post Office is an acceptance facility within a half of a mile from the library and stated that they encourage the library to become one because the library’s hours extend past standard business hours.

- Monday – Thursday: 4 - 7 p.m.
- Friday: 10 a.m. – 12 p.m.; 2 – 4 p.m.
- Saturday: 9:30 a.m. – 11:30 a.m.

Fee Schedule for Service:

A passport acceptance facility retains a \$35.00 processing fee per passport; this fee is determined by the U.S. Department of State. An additional fee for passport photos is determined by the acceptance facility. Boyertown Public Library sets their headshot fee at \$15.00, making the total fee per customer \$50.00, a clean, easy amount. Other facilities charge anywhere from \$10.00 to \$15.00. When conducting interviews with different facilities, the recommendation was to charge either \$10.00 or \$15.00 for passport photos. I recommend Chester County Library’s Passport Service charge \$50.00 per passport.

Expenses:

Equipment and Supplies:

An all-in-one camera system, photo paper, backdrop will be required to perform the service.

- All-in-one passport photo system: they vary in quality and expense. One that was recommended by two libraries is linked below
- Backdrop Screen
- Passport Photo Paper

Costs	Type	Expense Frequency
\$500.00	All-in-one passport photo camera/printer system	One time
\$175.00	Backdrop screen	One time
\$10.00	Passport photo paper per pack (100 ct.)	On-going

Staff & Scheduling:

A schedule will be posted for the public to book appointments using the library’s event scheduling software, LibCal. The public will also be able to call the library to book an appointment, like other services the library offers. An internal schedule will be created for trained acceptors to staff the service on rotation. Trained acceptors will not be scheduled to perform another service at the same time, such as providing assistance at a public desk.

Revenue Projection

The revenue projection below is a rough estimate. Multiple factors will affect the revenue of the service, including total service hours, adjusted service hours due to weather and holiday closures, rescheduled appointments due to incomplete applications or incorrect form of payment (informed by other acceptance facilities to expect half of the appointments to be rescheduled due to this factor), and number of passport applications completed within a half hour (it is suggested to begin with 1 passport per half hour to avoid processing errors and increase to 2 passports per half hour when proficient at processing applications without any errors).

Given the circumstances noted above, the table below outlines a basic revenue projection for the service using the following criteria. Expect a delta of negative 30% in the first year of service due to public application errors. The need to reschedule appointments will eventually lessen but not entirely, according to multiple facilities interviewed.

- 1 appointment per half hour
- No rescheduled appointments
- Total number of service hours calculated using library operating hours, including holiday closures
- *All appointments are booked*

Year 2025, Q1	Service Hrs. Per Week	Actual Hours Per Month (inc. holiday closures)	# of Appts. (1 Per 1/2 Hr.)	Fee Per App.	Revenue No App. Errors	Revenue App. Errors (30%)
May	18	78	156	\$50.00	\$7,800	\$5,460
June	18	72	144	\$50.00	\$7,200	\$5,040
July	18	77	154	\$50.00	\$7,700	\$5,390
3 MOS		227	454		\$22,700	\$15,890

Current Passport Acceptance Facilities:

Avon Grove Library is becoming a passport acceptance facility.

Facility Name	Street Address	City	State	ZIP Code	Public Phone	Distance
EXTON POST OFFICE	430 EXTON SQUARE PKWY	EXTON	PA	19341	4847135475	0
DOWNINGTOWN POST OFFICE	470 BOOT ROAD	DOWNINGTOWN	PA	19335	6102696856	4
CHESTER COUNTY JUSTICE CENTER	201 WEST MARKET STREET - SUITE 1425	WEST CHESTER	PA	19380	6103446050	4
WEST CHESTER POST OFFICE	1050 AIRPORT ROAD	WEST CHESTER	PA	19380	6107387638	4
GLENMOORE POST OFFICE	560 FAIRVIEW ROAD	GLENMOORE	PA	19343	6109420313	7
PHOENIXVILLE PUBLIC LIBRARY	183 SECOND AVENUE	PHOENIXVILLE	PA	19460	6109333013	7
SOUTHEASTERN S DC	1000 W VALLEY RD	SOUTHEASTERN	PA	19399	6109646447	7
VALLEY FORGE POST OFFICE	1721 VALLEY FORGE ROAD	VALLEY FORGE	PA	19481	6107830232	9
EASTTOWN LIBRARY	720 FIRST AVE	BERWYN	PA	19312	6106440138	10
DELCO COURTHOUSE MEDIA, PA	201 WEST FRONT STREET	MEDIA	PA	19063	6108914967	14