

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, FEBRUARY 18, 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 January 21, 2025 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager's Report (p. 10)
- Development Director's Report (p. 12)
- Statistical Reports (p. 13)

FINANCIAL STATEMENTS

- January 2025 Exton and Hankin Financial Statements (p. 16)
- January 2025 Fund Balance Report (p. 20)

FOR APPROVAL

- CCLS/CCL Committees - Member Library Representatives (p. 21)

FOR INFORMATION/DISCUSSION

- Closing Struble Room Bathroom
- Public Services Presentation – Computer Services (Tony Wagner)

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p. 6)
- Branch Manager's Report (p. 10)
- Development Director's Report (p. 12)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library (p. 11)
- Committee Reports

Ad Hoc Committees

- Institutional Advancement
- Policy (p. 22)
- Sneaker Appraisal Committee
- Strategic Planning & Facilities

Standing Committees

- Executive
- Finance
- Governance

ADJOURN

Upcoming Events

System Advisory Council/District Librarians Meetings – Tuesday, March 11, 5:30PM - Virtual
CCLS Board Meeting – Tuesday, March 18, 2025, 9:00AM – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
January 21, 2025**

CALL TO ORDER, 9:52 AM

CCL Board Members Present: Richard Hankin, Vice President; Bill Connor, Secretary; Emily Bless, Treasurer; Mark Carroll, Member at Large; Staci Anderson, Member at Large; Andy Dinniman, Member at Large

CCL Board Members Absent: Michael Skay, President

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

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: David Wierz, Friends of the Henrietta Hankin Branch Treasurer

WELCOME AND INTRODUCTIONS

Richard Hankin, Vice President, called the meeting to order.

EXECUTIVE SESSION ANNOUNCEMENT - None

PUBLIC COMMENTS – Joe Sherwood 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

- **December 2024 Exton and Henrietta Hankin Branch Financial Statements**
 - **CCL County Budget Notes**
 - Personnel Services – There was an increase in salary expense from the changes to the County’s Holiday Pay Policy. Still waiting on the County Journal Entry for the Q4 2024 security costs.
 - Supplies, Maintenance, and Services
 - Budget line increased by \$30,000, which was transferred from the HHB budget for the backflow plumbing work.

- The cost of the backflow device is not included in the report. Still waiting on a budget transfer from Security and Vehicle Expenses.
- Not included is the PIV repair that is planned to be completed in Q1 2025.
- Utilities – Electricity expenses exceeded budget by \$22,250 due to additional usage attributed to the electric vehicle charger. Not included in the report is the December VOIP – Still waiting on the December County journal entry.
- **HHB County Budget Notes**
 - 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 is the December VOIP; still waiting on the December County journal entry.
- **CCL State Budget** - There was a transfer of \$46,683 to the reserve funds as of December 31, 2024. The \$178 dollars remaining in the 2024 YTD Actual represents the carryover for the 2024 materials budget.
- **HHB State Budget** - There was a transfer of \$14,123 to the reserve funds as of December 31, 2024. The \$62 dollars remaining in the 2024 YTD Actual represents the carryover for the 2024 materials budget.
- **December 2024 Fund Balance Report** – 2024 Operating Funds (Funds 001 and 043), and County Coordination Aid (CCA Fund 510) have all been zeroed out.

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

FOR APPROVAL

- **Policy Committee Recommendations** – Jenna Persick reviewed the suggested revisions for the CCL/HHB Meeting Room Policy.

On motion made by Staci Anderson, seconded by Mark Carroll, the Policy Committee Recommendations were unanimously approved.

- **Author Event/Fundraiser Proposal** – Nicole Richards presented on an opportunity to host NYT best-selling author Liz Moore. This would be an in-person fundraising event, and each attendee would receive a hardback copy of the novel. Emily Bless and Staci Anderson have joined the ad hoc committee to plan the event; it is a subcommittee of the CCL/HHB Programming Committee.

On motion made Staci Anderson, seconded by Emily Bless, the Author Event/Fundraiser Proposal was unanimously approved.

- **CCL Passport Acceptance Facility Proposal** – This proposal was originally scheduled under the “Information/Discussion” section of the agenda, but was moved to the “For Approval” section after it was presented. Jenna Persick and Melissa Straka shared the proposal of adding passports to the list of CCL services offered in affiliation with the U.S. Department of State. The proposal outlines facility requirements, staff requirements, training requirements, and timeline to set up the service. Avon Grove, Easttown, and Phoenixville libraries have already integrated passports into their services.

On motion made by Mark Carroll, seconded by Emily Bless, the CCL Passport Acceptance Facility Proposal was unanimously approved.

FOR INFORMATION/DISCUSSION

- **2025 Board Committees** – The plan for 2025 Board Committees was discussed during the CCLS meeting. All board members have confirmed their committee memberships.

REPORTS/CORRESPONDENCE

- **President’s Report** – None
- **Director’s Report**
 - 2024 Statistics
 - The top circulated items for CCL and HHB in 2024 include *The Women* by Kristin Hannah, and the adult puzzle collection.
 - Museum passes in 2024 saved patrons over \$300,000.
 - Programming
 - Rebecca Manuel in the Reference Department is facilitating a year-long reading challenge.
 - The CCL Trust-funded Library Speaker’s Consortium has been a big hit. TJ Klune was one of the featured authors in January and had over 400 registrations.
 - The Youth Services Teddy Bear Clinic was very successful.
 - Take Your Child to the Library Day is on February 1.
 - Other Updates
 - Annual performance evaluations have begun.
 - CCL/HHB had some recent closures due to inclement weather.
 - CCL/HHB end of year funds have been added into the OverDrive collection.
 - The Volunteer Coordinator position has been posted.
- **Branch Manager’s Report**
 - Working on filling open positions.
 - Preparing for the AARP tax programming to start next month.
 - Book Locker usage tripled since 2023.
 - Door counts tripled on a day that internet was down in communities around HHB.

- **Development Director’s Report**
 - The Trust's annual appeal has raised over \$36,000 from 230 donors and is 12% ahead of last year. The appeal runs through October 31, 2025.
 - Meghan Lynch and Nicole Richards are working with the Justamere Foundation on funding opportunities for the “LinkedIn Learning Online Training Courses and Skill-building” database.
 - Nicole has interviewed 3 applicants for open board positions on the CCL Trust board.
 - The 2025 Trust Speaker Series begins on Wednesday, January 29 with author James Zervanos, *That Time I Got Cancer*.
- **Friends of the Chester County Library** – The Friends met on in early January.
 - The sneakers and photos that were found last year are being held in Jenna’s office.
 - Jenna has submitted the POs for the furniture in the Small Conference Room C and the new Circulation staff office.
- **Friends of the Hankin Library** – Continue to work with Carey and Charlotte and are looking for more opportunities to support programming in 2025 that focuses on community engagement.
- **Committee Report** – None.

Meeting Adjourned.

On motion made by Emily Bless, seconded by Mark Carroll, the meeting was adjourned.



February 11, 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 Post Indicator Valve replacement was completed on Friday, February 7. Peter will work with Facilities to plant new grass seed in the spring.
- Peter installed new Parking Lot Policy signs in the front and rear parking lots.
- We are working on adding the Earl Baker Room and Conference Room C on LibCal for public booking; our go live date is 2/24. I expect the new furniture for Conference Room C to be installed soon (again, a big thanks to the Friends of the Chester County Library for funding the new furniture).
- I received a comment from a patron who asked if we would consider not charging fines for overdue library materials as other libraries have done. In my response, I quoted the Borrowing Policy for why we charge fines; I said would bring the issue to the Board's attention; and explained how we assist patrons in avoiding overdue fines by sending out courtesy notices and having multiple methods of renewing items.

Departmental Reports

Circulation Department (Nancy Sapone)

- All circulation statistics for check-outs and all self-service checkout methods at CCL have increased for the month of January. Door counts increased by 7% from December 2024, which is in line with previous years. The increase in activity is normal for the beginning of the year.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programs**
 - January 8: One-on-One Computer Tutoring – Jean Montgomery
 - January 11: Puzzle Swap – Jean Montgomery
 - January 11: Super Smash Bro Video Game Tournament – Remy Way, Will Zhu, Sara Lim Harden
 - January 23: One-on-One Book a Makerspace Machine – Remy Way
- **Makerspace Statistics**
 - Open hours: 90.5
 - Total Visits: 95
 - Usage: 3d Printer – 41; Button Maker – 8; CAD Software -; 19; CNC Mill – 5; Creative Cloud – 4; ES Generator – 1; Parts Carts – 6; Plastic Shredder – 3; Vauform – 1

Multimedia Department (Stephanie Sharon-Missanelli)

- January was a record month for the CCLS OverDrive collection! 100,819 digital checkouts from 20,732 unique users.
- Stephanie purchased most items for the new Library of Things, funded by the CCL Trust, before any price increases happened due to newly implemented tariffs. In the coming months, she and Jessie will be working with Tech Services on cataloging.

Public Relations/Graphics and Adult Programming (Niki Kolb)

- **CCLS**
 - 99 graphic work orders and 20,002 copies were completed in January 2025.
 - A System Advertisement will run in County Lines Magazine March's Women's focused issue. (See Appendix A)
 - Legislative Booklet theme and narrative guidelines have been finalized by Legislative Booklet Committee and have been sent to Library Directors.
 - Working on creating a toolkit for National Library Week (April 6-12, 2025).
- **CCL/HHB**
 - Completed "Utterly Otterly Day' StoryWalk®
 - Promoting Black History Month with various social media posts this month including the Adult Reading Challenge, Book Displays, events (A Real and Rare Genius: The Life and Art of Horace Pippin), and Coretta Scott King, King Author and King Illustrator Award Winners.
 - January Programming - Virtual Yin Yoga registration was high this month, and the Quilting series was a success.
 - Currently working on 2025 programming including Longwood Gardens Community Read, Citizen Science Month, and the "Read Local!" Event.

Reference (Melissa Kohl) - 2024 Business & Career Services Summary

- CCL's Business & Career Librarian, Mikaila Strano, connected with 29 businesses and 27 jobseekers and people in career transitions via one-one-one tailored resource sessions
- Mikaila coordinated and/or presented 44 programs on business and career topics with 307 attendees
- Mikaila presented at 24 Business and Partnership events highlighting the proprietary business resources the library provides to active library card holders and free, professional business services the library provides to the public through the work of the Business & Career Librarian

Technical Services (Laura Salvucci)

- Catalogers worked with Youth Services and member libraries to create consistent cataloging records for Tonieboxes, Toniebox kits, and Tonies to make them easily findable across the system.
- Continued to navigate order fulfillment issues with Baker and Taylor.

Volunteers (Jenna Persick)

- Reviewing applications for the Coordinator of Volunteer position; hope to interview candidates in the next week or so; Jessie Williams from Multimedia will be assisting.

Youth Services (April Nickel)

- 4 Tonie Boxes and 30 Tonies® have been received, processed, and shared with staff. Circulation of the Tonies began February 10. Sets of Tonies character already have holds.
- 80 Open Play Space Family surveys have been collected as part of the Family Place Sustaining Success grant. Book order to be placed week of February 10.
- Franklin Mint Federal Credit Union visit with Sister Berenstain Bear had 75 participants
- Maria John, Girl Scout Gold Award applicant, led a Teddy Bear Clinic in the Youth Services Department on January 18 with 153 participants. A second program has been scheduled for March 15.

- Winter Family Read-Aloud program is in progress February 1-28 at CCL & HHB. CCL had 260 registrations in January
- Take Your Child to the Library Day was February 1. CCL had story time (45), open craft (125), and STEM Explore (47) programs.
- Meghan Lynch and I met with Reader Zone about the virtual reading program as an alternative to Beanstack
- Julie Darnall is setting up an Open Play date for CCIU/Head Start families to visit the library, use the space, and learn about library resources. Anticipated March date.

Department Personnel

Vacancies

- Circulation – 2 PT Library Assistants
- Youth Services: 1 PT Library Assistant
- Volunteer: 1 PT Coordinator of Volunteers

Committee Reports

Chester County Employee Engagement Executive Committee (Nancy Sapone)

- The committee met on January 27.
- Discussion include the topics for the upcoming quarterly meetings, which will include: The new COO of the County David Byerman's vision for improving communication within the County Departments; The new prescription plan; An overview of the County's Wellness program.

XYZ Committee (Emily Cackowski)

- A Romance Novel Book Swap is scheduled for Thursday, February 12 at 6:30PM in the Struble Room. There will also be romance novel trivia and snacks.
- Totally 90s Murder Mystery is scheduled on March 14 at 5:30PM in the Hankin Annex.
- Farren Maillie, a local crafter, is offering to do a program with the XYZ Committee in the Fall.

Meetings and Trainings Attended

- 1/23 Staff Engagement Committee meeting
- 1/24 State Annual Report training (OCL)
- 1/28 New Director Community of Practice meeting (OCL)
- 1/28 CCL/HHB DEI Committee meeting
- 1/30 HHB in am
Interview with library school student
- 2/3 Evening Book Group
- 2/4 Friends of CCL Board meeting
Institutional Advancement Committee meeting
- 2/5 Author Event Planning Committee meeting
- 2/6 2 hour delay due to weather conditions
- 2/7 Finance Committee meeting
- 2/11 District Librarians Meeting
- 2/12 2 hour delay due to weather conditions
- 2/18 CCLS/CCL Board meeting

Appendix A



ancestry
library edition

The New York Times
Digital Edition

data
axle

reference
solutions

POWER
LIBRARY
PENNSYLVANIA'S
ELECTRONIC LIBRARY

MORNINGSTAR
Investing Center

Candid.

MANGO

The Philadelphia Inquirer

statista

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One Resource at a Time.**

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- 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



February 12, 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

- Wendy Farrell has joined our staff as Youth Services Library Assistant on January 29th.
- The AARP Tax Aid program is running well even with the short weather delay on the first day appointments began.
- The small conference rooms are freshly painted and are outfitted with new furniture. We are currently working with Mike Grabill to select screens and carts that can be used for presentations and virtual meetings (Zoom).

Departmental Reports

Building Updates (Peter Greulich, Facilities Manager)

- A technician from the Protection Bureau and a technician from Premium Power set up a means of alerting us whenever the generator at HH is providing power to the library.

Circulation (Charlotte Marron, Circulation Manager)

- We have a new full-time staffer starting in our department, Laura Mattis!
- Our bookmarks this past month have been advertising our Library System Survey in hopes to get more feedback from patrons. When the survey has been completed, we will be starting to hand out bookmarks about our Friends group.
- Our circulation in January was up in comparison to December, 2024 but are down in comparison to this time last January.
- Our Hold It Locker has seen a major uptick in usage. We regularly have more items that we can fit into our locker. I will be keeping an eye on this to see if this pattern holds to determine if maybe we need to add a third tower to our Book Locker setup.

Makerspace (Tom Lally, Makerspace staff)

- Maker Monday programs in January included Handprint Polar Bears, Toilet Paper Roll Penguins, and Paper Snow Caps which garnered 5, 4, and 13 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. 7 attendees took part in the project over the course of the month.
- Throughout January, the Makerspace had 15 attendees for appointments.
- Our CNC Mill, which suffered damage early in the month, has been repaired and the machine is fully operational once again.

Reference (Carey Bresler, Branch Manager)

- In January, we had 20 in person programs, 15 hybrid or virtual programs and 1 passive program.
- We offered a 3-week Pilates series that was fully registered for each session. Our "Painted Canvas Chalkboard" was also very popular and a participant filmed a cute reel about the program and posted it to Instagram.

- On February 10th, we offered a “Outsmart the Scammers” program with Edward Jones to help patrons learn how to protect themselves and family members from fraud and harmful data collection. On February 24th, the Chester County Historic Association will a presentation titled “The Underground Railroad in Chester County”.

Youth Services (Susan Farrell, Youth Services Lead)

- The YS Department had 49 in-person programs and three passive programs in January.
- In addition to our weekly story times, we offered three STEAM programs for school-aged children.
 - The programs for the older children included an introduction to robotics and engineering using Ozobots, Cubelets and Turing Tumbles.
 - The younger group, five- to seven-year-olds, learned about science basics including estimating, comparing and measuring using the metric system.
- The Time Travel Club, seven- to ten-year-olds, delved into the history of the Stone Age and created their own cave paintings and shell necklaces.

Friends of the Hankin Branch Library

- The next Friends Meeting is on March 10th. They have received a good response to their mailing and have some potential new volunteers/board members.
- Sales were good at the Table Sale and donation days are scheduled for February 21st and 22nd.
- Dana Alan attended the CCL Friends meeting on February 4th.

Department Personnel

New Hires

- Wendy Farrell, PT YS Library Assistant

Vacancies

- 1 PT Library Assistant (Circulation)– Position has been submitted to the County for posting.
- 1 PT Librarian Youth Services – Interviews have been completed and a top candidate has been selected

Meetings & Trainings Attended

2/4 Institutional Advancement Committee Meeting
2/5 Reference Department Meeting
2/5 Liz Moore Author Event Committee
2/7 Finance Committee Meeting
2/11 DLM
2/13 Sunshine Committee Meeting
2/18 CCL/CCLS Board Meeting
2/20 General Staff Meeting
2/26 Department Heads Meeting



February 12, 2025

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

Author Event

- Liz Moore, *The God of the Woods*.
- Wednesday, April 23 at 6:00 PM, Chester County Library Struble Room
- The committee met on February 5 to determine ticket prices and format for the evening.
- Ticket Prices: \$35 per person, which includes a hard-back, signed book. Tickets go on sale Friday, March 21. Eighty seats are available.

Trust Updates

- **Annual Appeal** - The Trust's annual appeal has raised over \$36,000 from 230 donors and runs through October 31, 2025.
- **Audit** - The Trust has contracted with Bliss & Co. to perform the 2024 audit.
- **Board** - The Trust is interviewing three potential new Board members and intends to nominate selected members in time for the March quarterly meeting.
- **Software** - The Trust has contracted with Bloomerang, a CRM database manager, to host the donor records. The database transition began in January and is expected to be completed by the end of March.
- **Speaker Series** - Please join us!
 - LuAnn Cahn, *I Dare Me*: Sunday, March 2, 2:00 PM Link to Register: [Trust Speakers Series: Author Lu Ann Cahn: I Dare Me - LibCal - Chester County Library System](#)
 - 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	2025	2019 Cumulative Total	2023 Cumulative Total	2024 Cumulative Total	2025 Cumulative Total
Jan	135,903	128,197	132,104	128,345	135,903	126,295	132,104	128,345
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 & HHB)

Month	2023 CCL	2024 CCL	2025 CCL	2023 HHB	2024 HHB	2025 HHB	2023 Total (CCL + HHB)	2024 Total (CCL + HHB)	2025 Total (CCL+HHB)
Jan	234	261	224	191	200	188	425	461	412
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	2025 Mailed to Individuals	2023 Older Adult Facilities	2024 Older Adult Facilities	2025 Older Adult Facilities	2023 MOD Total	2024 MOD Total	2025 MOD Total
Jan	121	110	113	134	145	139	255	255	252
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)	2024 # OF HOURS USED (SMALL)	2025 # OF HOURS USED (SMALL)	2023 # OF RESERVATIONS (SMALL)	2024 # OF RESERVATIONS (SMALL)	2025 # OF RESERVATIONS (SMALL)	2023 # OF HOURS USED (PUBLIC)	2024 # OF HOURS USED (PUBLIC)	2025 # OF HOURS USED (PUBLIC)	2023 # OF RESERVATIONS (PUBLIC)	2024 # OF RESERVATIONS (PUBLIC)	2025 # OF RESERVATIONS (PUBLIC)
Jan	259.75	390	418	140	201	218	108.75	136	171	45	64	64
Feb	372.25	444		168	242		168.75	177		66	81	
Mar	474	490		224	257		214.5	198		88	90	
Apr	366.25	456		192	255		360.25	341		71	71	
May	443.95	434		224	234		132.25	146		50	65	
Jun	361.5	313		189	194		133.5	165		50	62	
Jul	193	488		350	268		53	190		139	68	
Aug	443	419		226	234		121	147		50	47	
Sept	402	427		215	220		230	249		84	69	
Oct	410	446		221	236		346	329		81	77	
Nov	410	388		223	200		173	134		64	56	
Dec	344	205		197	103		522	153		249	61	
Total	4,479.70	4,900.00		2,569.00	2,644.00		2,563.00	2,365.00		1,037.00	811.00	

HHB Meeting Room Statistics

MONTH	2023 # OF HOURS USED	2024 # OF HOURS USED	2025 # OF HOURS USED	2023 # OF RESERVATIONS	2024 # OF RESERVATIONS	2025 # OF RESERVATIONS
Jan	76.5	207	222	36	66	61
Feb	81	99		34	38	
Mar	78.25	159.3		34	63	
Apr	84.7	188.5		40	66	
May	88.5	140.87		39	61	
Jun	90.5	112.25		33	47	
Jul	69.75	95.75		30	32	
Aug	128.75	131.5		41	46	
Sept	80.17	91.6		31	35	
Oct	148	188.5		54	75	
Nov	104.25	148.25		39	63	
Dec	136.5	158.75		40	65	
Total	1,166.87	1,721.27		451.00	657.00	

Volunteer/Friends Hours

Month	2023 Total Volunteer Hours	2024 Library Volunteer Hours	2025 Library Volunteer Hours	2024 Friends Hours (CCL + HHB)	2025 Friends Hours (CCL + HHB)	2024 Total Volunteer Hours (Vol + Friends)	2025 Total Volunteer Hours	2024 # of Active Volunteers	2025 # of Active Volunteers
Jan	695.75	744.5	579	232.75	159	1556.25	738	116	91
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		93	
Dec	810.00	596		142.5		738.5		91	
Total	9,276.50	9,222.00		3,302.00		13,103.00			

CCL Door Count

Month	2019	2023	2024	2025	2019	2023	2024	2025
					Cumulative Total	Cumulative Total	Cumulative Total	Cumulative Total
Jan	36,441	19,283	21,691	23,273	36,441	19,283	21,691	23,273
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	2025	2019	2023	2024	2025
					Cumulative Total	Cumulative Total	Cumulative Total	Cumulative Total
Jan	10,042	7,721	9,261	9,677	10,042	7,721	9,261	9,677
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 January 31, 2025

	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Personnel Services								
Salaries	3,244,385	249,568	232,583	115,897	16,985	6.8%	3,011,802	92.8%
Wages	992,011	76,309	58,321	27,180	17,987	23.6%	933,690	94.1%
Fringe Benefits	1,306,769	150,781	146,419	81,264	4,362	2.9%	1,160,350	88.8%
Security Provided by the County EMS	20,000	-	-	-	-		20,000	100.0%
Total Personnel Services	5,563,165	476,658	437,323	224,341	39,334	8.3%	5,125,842	92.1%
Library Materials	70,000	17,500	17,500	17,500	-	0.0%	52,500	75.0%
Core Expenditures								
Supplies, Maintenance, and Services	161,119	13,427	10,771	9,064	2,656	19.8%	150,348	93.3%
Insurance	24,310	12,155	-	7,677	12,155	100.0%	24,310	100.0%
Utilities	121,518	10,127	1,407	4,313	8,720	86.1%	120,111	98.8%
Vehicle Expense	47,864	3,989	3,390	3,762	598	15.0%	44,474	92.9%
Total Core Expenditures	354,811	39,697	15,568	24,816	24,129	60.8%	339,243	95.6%
Indirect Costs	681,248	56,771	56,771	56,051	-	0.0%	624,477	91.7%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	-	-	-	19,813	-		-	
TOTAL	6,669,224	590,625	527,162	342,521	63,463	10.7%	6,142,062	92.1%

Notes:

Supplies, Maintenance, and Services:

- Not included - \$5,195 - Hot water heater replacement
- Not included - \$297 - Parking lot towing signs which have been installed
- Not included - \$620 - Air filters
- Not Included - The PIV repair was completed in February 2025

Utilities:

- Not included - \$130 - January library van cell phones
- Not included - \$7,187 - January electric
- Not included - \$3,353 - January heating
- Not included - January VOIP - we are still waiting on the January 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
County Budget Report - Hankin Library - Preliminary
Period Ending January 31, 2025**

	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Personnel Services								
Salaries	511,450	39,342	37,107	19,254	2,235	5.7%	474,343	92.7%
Wages	330,501	25,423	20,361	10,511	5,063	19.9%	310,140	93.8%
Fringe Benefits	238,389	27,506	25,258	14,667	2,249	8.2%	213,131	89.4%
Total Personnel Services	1,080,340	92,272	82,726	44,432	9,546	10.3%	997,614	92.3%
Library Materials	20,000	5,000	5,000	5,000	-	0.0%	15,000	75.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,985	10,415	7,879	7,037	2,536	24.4%	-	0.0%
Insurance	9,960	4,980	-	3,000	4,980	100.0%	9,960	100.0%
Utilities	55,549	4,629	2,074	2,373	2,555	55.2%	53,475	96.3%
Total Core Expenditures	190,494	20,025	9,954	12,410	10,071	50.3%	180,540	94.8%
Indirect Costs	206,343	17,195	17,195	21,466	-	0.0%	189,148	91.7%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,497,177	134,492	114,874	83,308	19,617	14.6%	1,382,303	92.3%

Notes:

Supplies, Maintenance, and Services:

Not included - \$588 - Air filters

Utilities:

Not included - \$2,882 - January electric

Not included - \$1,423 - January heating

Not included - January VOIP - we are still waiting on the January 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 January 31, 2025**

	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Revenue								
State Aid	391,730	391,730	391,730	-	-	0.0%	-	0.0%
State Aid - Others	1,386,982	1,386,982	1,386,982	-	-	0.0%	-	0.0%
Total State Revenue	1,778,712	1,778,712	1,778,712	-	-	0.0%	-	0.0%
Township Appropriations	20,000	20,000	20,000	-	-	-	-	0.0%
Charges	46,700	3,892	5,090	4,396	1,199	30.8%	(41,610)	-89.1%
Fines and Overdues	75,000	6,250	7,230	7,221	980	15.7%	(67,770)	-90.4%
Interest	14,000	1,167	339	424	(827)	-70.9%	(13,661)	-97.6%
Donations and Fundraisers	2,600	217	38	1,192	(179)	-82.6%	(2,562)	-98.5%
Transfer from Other Funds	-	-	-	13,051	-	-	-	-
Transfer from County Materials	70,000	17,500	17,500	17,500	-	0.0%	(52,500)	-75.0%
Miscellaneous Revenue	2,070	173	629	627	457	264.6%	(1,441)	-69.6%
Total Other Revenue	230,370	49,198	50,826	44,411	1,628	3.3%	(179,544)	-77.9%
Total Revenue	2,009,082	1,827,909	1,829,537	44,411	1,628	0.1%	(179,545)	-8.9%
Expenditures								
Library Materials	467,926	38,930	16,986	10,336	21,944	56.4%	450,940	96.4%
Services and Charges	93,655	7,805	13,417	9,676	(5,612)	-71.9%	80,238	85.7%
Supplies	28,975	2,415	1,429	-	985	40.8%	27,546	95.1%
Miscellaneous	23,740	1,978	2,222	2,091	(243)	-12.3%	21,518	90.6%
Transfer State Aid - Others	1,386,982	1,386,982	1,386,982	-	-	0.0%	-	0.0%
Transfer to Other Funds	-	-	-	-	-	-	-	-
Capital Outlay	9,991	833	5,041	4,871	(4,208)	-505.5%	4,950	49.5%
Total Expenditures	2,011,269	1,438,942	1,426,077	26,974	12,865	0.9%	585,192	29.1%
Revenue over Expenditures	(2,187)	388,968	403,461	17,437	14,493		405,647	

Notes:

State Aid:

The 2025 state aid payment was received on January 6, 2025

Charges:

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

Miscellaneous Revenue:

\$445 received from the County to reimburse us for 2024 background checks

Services and Charges:

\$3,784 of the total is for the 2025 Microix system support

\$1,041 of the total is for the D&O insurance

Revenue Over Expenditures:

Budgeted expenditures exceed revenue by the amount of carryover \$2,009 from the 2023 materials budget (Fund 100) and \$178 from 2024

**Chester County Library
State Aid Budget Report - Hankin Library - Preliminary
Period Ending January 31, 2025**

	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Revenue								
State Aid	97,932	97,932	97,932	-	-	0.0%	-	0.0%
Total State Revenue	97,932	97,932	97,932	-	-	0.0%	-	0.0%
Township Appropriations	7,800	-	-	622	-		(7,800)	-100.0%
Charges	12,970	1,081	1,880	1,268	799	73.9%	(11,090)	-85.5%
Fines and Overdues	22,800	1,900	2,872	2,100	972	51.2%	(19,928)	-87.4%
Interest	1,000	83	-	-	(83)	-100.0%	(1,000)	-100.0%
Donations and Fundraisers	3,000	250	33	2,536	(217)	-86.7%	(2,967)	-98.9%
Transfer from County Materials	20,000	5,000	5,000	5,000	-	0.0%	(15,000)	-75.0%
Miscellaneous Revenue	605	50	32	50	(18)	-36.7%	(573)	-94.7%
Total Other Revenue	68,175	8,365	9,817	11,576	1,453	17.4%	(58,358)	-85.6%
Total Revenue	166,107	106,297	107,750	11,576	1,453	1.4%	(58,358)	-35.1%
Expenditures								
Library Materials	143,812	11,984	3,220	4,391	8,765	73.1%	140,593	97.8%
Services and Charges	10,040	837	592	381	245	29.3%	9,448	94.1%
Supplies	6,650	554	281	-	274	49.4%	6,369	95.8%
Miscellaneous	2,972	248	286	202	(39)	-15.6%	2,686	90.4%
Capital Outlay	3,154	263	-	-	263	100.0%	3,154	100.0%
Total Expenditures	166,629	13,886	4,378	4,974	9,507	68.5%	162,250	97.4%
Revenue over Expenditures	(521)	92,411	103,371	6,602	10,960		103,893	

Notes:

Charges:

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

Revenue Over Expenditures:

Budgeted expenditures exceed revenue by the amount of carryover \$460 from the 2023 materials budget (Fund 100) and \$61 from 2024

**Chester County Library
Fund Balance Report
Period Ending January 31, 2025**

CCL Fund Balance Report	<u>Balance</u>
Operating Funds	
001 CCL	387,609
043 HHB	98,529
Total Operating Funds	<u>486,138</u>
Reserve Funds	
004 CCL Technology	352,773
400 CCL Capital Reserve	121,259
410 CCL Program	222,221
450 HHB Capital Reserve	243,411
451 CCL & HHB Materials	175,029
Total Reserve Funds	<u>1,114,693</u>
Grants - Friends of the Library	
091 CCL Friends Grants	72,579
903 CCL Friends Grants (Unassigned)	121,594
Total CCL Friends	<u>194,173</u>
943 HHB Friends Grants	5,479
Total Grants - Friends of the Library	<u>199,651</u>
Grants and Appropriations	
002 CC Community Foundation Grants	8,347
100 CCL County Materials	18,039
104 CCL Trust Grants	157,074
109 HHB County Materials	5,363
132 CCL GSK Science in the Summer	142
Total Grants and Appropriations	<u>188,965</u>
Special Funds	
003 CCL Helen Russell Memorial	8,091
096 CCL Courtesy Bags	1,687
105 CCL Community Day	3,284
107 CCL & HHB Author Events	3,477
Total Special Funds	<u>16,508</u>
500 District Center Aid	159,353
510 County Coordination Aid	499,611
Total All Funds	<u><u>2,664,919</u></u>
Endowment Funds	
090 CCL Trust	2,489,748



February 13, 2025

TO: CCL Board of Trustees
FROM: Joe Sherwood, CCLS Executive Director
RE: CCLS/CCL Board Committees Appointments

RECOMMENDATIONS

The following are being recommended for appointment to CCLS/CCL Board committees as member library representatives to serve in alignment with the objectives and responsibilities outlined for each committee.

1. Institutional Advancement Committee
 - a. Amber Osborne, Easttown Library, Library Director
 - b. Chris Manna, Kennett Library, Library Director
2. Planning Committee
 - a. Amber Osborne, Easttown Library, Library Director (checking on this)
 - b. Amber Timlin, Coatesville Library, Library Director
 - c. Jasmine Smith, Downingtown Library, Library Director
3. Funding Task Force
 - a. Mallory Hoffman, Tredyffrin Township Libraries, Library Director
 - b. Justine Fafara, Malvern Library, Library Director
 - c. TBD



February 11, 2025

TO: CCL Board of Trustees
FROM: Barb Baugher, Finance & Administrative Services Manager
RE: Finance Committee Report on Activities

Meeting Date: February 7, 2025

REPORT ON ACTIVITIES

Internal Control Procedures Document Review

The committee reviewed the updated internal controls document. Emily requested an update specifically on the section regarding the concentration of risks. She asked for us to add additional information regarding Act 72 and how it applies to public funds in Pennsylvania and mandates that deposits exceeding FDIC insurance limits must be collateralized to protect against losses. Joe and I are going to work on adding the Act 72 information to the document.

External Audit Firm – RFP Discussion

The committee discussed the upcoming expiration of our current contract with the external audit firm, Barbacane, Thornton & Company. The Finance Committee discussed whether to issue a Request for Proposal (RFP) to explore other options or to continue with our current firm. After consideration, the committee agreed that, given their satisfaction with the work and performance of Barbacane, Thornton & Company, there was no immediate need to go out to RFP. I have requested a quote for a three-year extension from Barbacane, Thornton & Company.