

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, MAY 20, 2025

HONEY BROOK COMMUNITY LIBRARY/VIRTUAL

AGENDA

Meeting Location: Honey Brook Community Library, 687 Compass Road, Honey Brook, PA 19344

Zoom Link: <https://us06web.zoom.us/j/82160359678?pwd=qDYBdqBiN1gH120VwkTrlNkrB8BVaD.1>

CALL TO ORDER, 9:30 AM (Honey Brook Community Library/Virtual)

WELCOME AND INTRODUCTIONS

ANNOUNCEMENTS

- Executive Session (If Necessary)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of April 15, 2025 (p. 2)
- Chester County Library Director Report (p. 11)
- Henrietta Hankin Branch Manager's Report (p. 15)
- Development Director's Report (p. 17)
- Statistical Reports (p. 18)

FINANCIAL STATEMENTS

- April 2025 Exton and Hankin Financial Statements (p. 21)
- April 2025 Fund Balance Report (p. 25)

FOR APPROVAL - None

FOR INFORMATION/DISCUSSION

- Request for Municipal Advocacy Support (p. 26)
- 2025 CCL & HHB Customer Satisfaction Survey Summary (p. 27)

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p. 11)
- Branch Manager's Report (p. 15)
- Development Director's Report (p. 17)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Committee Reports

Ad Hoc Committees

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

Standing Committees

- Executive
- Finance
- Governance

ADJOURN

Upcoming Events

District Librarians Meeting – Tuesday, June 10, 9:30AM – Virtual

CCLS Board Meeting – Tuesday, June 17, 2025, 9:00AM – Malvern Public Library

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
April 15, 2025**

CALL TO ORDER, 9:58 AM

CCL 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; Andy Dinniman, Member at Large

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

CCLS Staff Present: Barb Baugher, Finance Manager; Lauren Harshaw, CE & Advocacy Coordinator; Meghan Lynch, District Consultant; Nicole Richards, Development Director

Others Present: Vickie Brown, Chester County Senior Financial Analyst

WELCOME AND INTRODUCTIONS

Mike Skay, President, called the meeting to order.

ANNOUNCEMENTS

- **Executive Session** – None

PUBLIC COMMENTS – Mike Skay read the public comment period guidelines. There were no public comments.

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

- **March 2025 Exton and Henrietta Hankin Branch Financial Statements**
 - **CCL County Budget Notes**
 - Supplies, Maintenance, and Services - Currently overbudget on 2025 YTD due to some large expenditures. A few items not included on the April report are a service call for the HVAC unit and replacing the return blower on the roof.
 - Utilities – Many items not included on the April report including February and March electric, and March heating.

- **HHB County Budget Notes**
 - Supplies, Maintenance, and Services - Currently overbudget on 2025 YTD due to HVAC and alarm system repairs. Not included on the April report is the Fire Communicator.
 - Utilities – Not included in the April report are February and March electric, and February and March heating.
- **CCL and HHB State Budget Notes** - County materials money was received on April 9 for both CCL and HHB.
- **March 2025 Fund Balance Report** – The Fund Balance Report was reviewed with nothing of note to report.

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

FOR APPROVAL

- **Appointment of Entity Administrator** – As the SAM registration that was recently was submitted needs a notarized letter formally designating an Entity Administrator. It was recommended that Joe Sherwood, CCLS Executive Director, be appointed Entity Administrator.

On motion made by Richard Hankin, seconded by Bill Connor, the Appointment of Joe Sherwood as Entity Administrator was approved.

FOR INFORMATION/DISCUSSION

- **Hankin Branch Domestic Water Repair** – There is a leak in the domestic water at the Hankin Branch. Peter Greulich has contacted DWD for a quote for the repair. The issue was brought to the CCLS/CCL Board Planning Committee who recommend it be discussed at the April Board Meeting. The Board agreed to decide on the repair via email.
- **Public Services Presentation** – Melissa Straka, Head of Reference at CCL, presented an overview of the Museum Pass Program, which has been at CCL for nearly 10 years. The program provides active library cardholders free access to area museums, gardens, and the zoo through organizational memberships purchased by the libraries.

REPORTS/CORRESPONDENCE

- **President's Report** – None
- **Director's Report**
 - **General Updates**
 - The Friends of the Library book sale was successful, with long lines of customers. The Friends are still calculating revenue and will hopefully have that information soon.

- Seven out of nine municipalities adopted the National Library Week proclamation.
 - The staff bowling party took place in March and was well attended.
 - CCL is hosting a magnet and sticker design contest for new outreach materials.
- **Township Meetings** – Jenna attended a West Whiteland Planning Commission meeting about the Exton Mall redevelopment where they also discussed the Library's access.
- **Building and Maintenance Updates**
 - The library is facing some building maintenance issues, particularly with HVAC units nearing end of life.
 - The Full Time Van Driver position has been posted and interviews are underway. For now, Peter has been able to cover delivery schedules.
- There was a discussion regarding the potential of moving some of the administrative staff to the Hankin Branch in order to create more space for public resources CCL. This is in the very early planning phase and the request has been submitted to the County's Facilities department.
- **Branch Manager's Report**
 - The Hankin Branch is currently fully staffed.
 - Hosting a Poetry Salon event on Tuesday, April 15.
 - Collecting haikus for their "Poe-Tree" that is currently on display.
 - Will be hosting a showing of "Free for All" documentary.
- **Development Director's Report**
 - **Trust Updates** - The CCL Trust Board is looking for new members. Traditionally, some CCLS/CCL Board Members have also served on the Trust board.
 - **Author Event** - A fundraiser with author Liz Moore is sold out and will be held on April 23 at CCL.
- **Friends of the Chester County Library** – Board member Mark Carroll asked about the CCL Friends Book Sale shelves and if any consideration had been given to the sale of those books year-round. Meghan Lynch commented that supporting organizations are able to hold Book Sales 7 days tax-free per year. However, if they were able to collect their own sales tax, they could have books for sale year-round. Joe shared that Tredyffrin Library makes most of their revenue on used books from the sale of books on Amazon. He commented that this would take a lot of leg work by volunteers, but could be implemented.
- **Friends of the Henrietta Hankin Library** – Considering doing a Book Sale in the future.
- **Committee Reports** - None

Meeting Adjourned.

On motion made by Andy Dinniman, seconded by Richard Hankin, the meeting was adjourned.



Museum Pass Program

A Service of Chester County and Henrietta Hankin Branch Libraries

Chester County Library Board of Trustees

April 15, 2025 | Presented by Melissa Straka

About the Program

- ❖ The program is a service that provides active library cardholders the opportunity to visit area museums, gardens, and a zoo
- ❖ The libraries purchase organizational memberships to lend at no cost to patrons
- ❖ Mutually beneficial for both libraries and the cultural organizations

How it Began

- ❖ Mid-2010s – a few major metropolitan libraries began offering museum passes
- ❖ 2013-2015 – I worked with former director and a committee to begin research and development of CCL & HHB's program
- ❖ 2015 – evaluated museum membership and lending platforms and formed lending/use guidelines
- ❖ November 1, 2015 – program launched

Media Contact:
October 6, 2015
Melissa Kohl
610-280-2623

FOR IMMEDIATE RELEASE:

Chester County and Henrietta Hankin Branch Libraries Offer Museum Passes to Cardholders

EXTON, PA – Beginning Monday, November 2nd, Chester County and Henrietta Hankin Branch Libraries are proud to offer a new Museum Pass Program that provides free admission to 6 different museums and historic sites in Chester, Montgomery, and Philadelphia counties. The program supports educational and cultural experiences by providing access to the following sites:

Academy of Natural Sciences of Drexel University, Philadelphia
American Helicopter Museum, West Chester
Chester County Historical Society, West Chester
Elmwood Park Zoo, Norristown
National Iron and Steel Museum, Coatesville
Pennsylvania Academy of Fine Arts, Philadelphia

Customers with valid library cards in good standing can borrow museum passes for one day and there are no renewals. The passes must be borrowed, and returned, at the same library. Both libraries have the same passes, but availability varies by library. For more information about the Museum Pass Program, please visit us online at www.chescolibraries.org or call 610-280-2620.

The Museum Pass Program is supported by the Friends groups of the Chester County and Henrietta Hankin Branch Libraries.

The Chester County Library System strengthens and leverages the power of the public libraries in our community to ensure that every resident of Chester County has access to exceptional opportunities to read, learn, create, connect and contribute to a better quality of life. The Chester County Library and District Center is located at 450 Exton Square Parkway, Exton, PA, 19341. For hours of operation, visit our website at <http://chescolibraries.org/>.

By the Numbers in 2024

- ❖ In 2024, the program offered 71 memberships to 31 museums and cultural institutions
- ❖ Generously funded by the Chester County Library Trust, the program spent \$14,963.00 on memberships
- ❖ The memberships were checked out 5,878 times in 2024, with a return on investment of \$2.50 per checkout
- ❖ The program collectively saved patrons who used the service an average of \$326,329.00 on admission costs

So Where's Everyone Going To?

- ❖ Chanticleer Garden
- ❖ Elmwood Park Zoo
- ❖ Brandywine Conservancy and Museum of Art
- ❖ Academy of Natural Sciences of Drexel University
- ❖ Lancaster Science Factory
- ❖ Hands on House Children's Museum of Lancaster
- ❖ American Helicopter Museum & Education Center

Behind the Scenes

- ❖ Purchasing memberships takes place annually and often takes several hours of tenacious communication with contacts at each museum and cultural organizations
- ❖ Maintenance of lending platform involves updating records for each museum and each membership for expired and new memberships
- ❖ Updating library and each museum's holiday schedules
- ❖ On-going communication with museums, patrons, and member libraries when issues arise

May 14, 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

- Danielle Stokes was selected to present at PaLA this year on the Homeschool Exploratorium program in Youth Services
- Ronna Dewey started as the new Volunteer Coordinator on April 21
- We had a successful author event with Liz Moore on April 23
- We hosted 8 children for Take Your Child to Work Day; we held a structured activity in the morning
- The condensing coils on the CCL rooftop units have all been cleaned
- SSI Fire and Explosion Protection inspected the fire suppression system in the CCL Computer Room

Departmental Reports

Circulation Department (Nancy Sapone)

- Door counts, check-outs, and library card statistics for April were all slightly lower than the previous month, which is in line with general annual trends for this time of year.
- Part-time library assistant position was offered to a candidate. With the last PTLA position being offered, the department will be fully staffed. Goal is to have all staff completely trained for the upcoming summer busy season.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- Remy Way and Charlie Lewandowski continue to work on building the Robot Arm. As of today, it's approximately 80% completed.
- **Programs**
 - April 9: One-on-One Computer Tutoring – Jean Montgomery
 - April 16: Alternatives to Cable TV – Volunteer Mike Sheldon
- **Makerspace Statistics**
 - Open Hours: 64.5; Total Visits: 30
 - Usage: 3d Printer – 20; Button Maker – 1; Cutter Plotter – 1; Parts Carts – 3; Creative Cloud – 1; CAD Software – 4; Tours – 12

Multimedia Department (Stephanie Sharon-Missanelli)

- OverDrive Magazines is live! Marketing materials have been sent out to all member libraries, a curated collection was set up on the OverDrive/Libby homepage, social media posts have been made, and all System staff have been notified of the change. The new collection is popular with over 1,000 checkouts in the first 24 hours of it going live.
- Library of Things items are being cataloged, and Multimedia staff are working on packaging items and marketing the collection including creating a browsable binder for patrons.
- Jessie has been working with Remy Way and Pam Marquette on the new weekly Craft and Chat program.

Public Relations/Graphics, and Adult Programming (Niki Kolb)

- **CCLS**
 - Completed 146 graphic design work orders and produced 34,399 print copies
 - Summer Reading Preparation
 - A system-wide advertisement for the 2025 Summer Reading Program will run in the May and June issues of County Lines Magazine
 - Generic Summer Reading Posters will be distributed to all member libraries in May.
 - CCLS.org stickers will also be reprinted and supplied to member libraries for use as giveaways during summer engagement events.
 - A systemwide press release promoting the 2025 Summer Reading Program will be distributed in May to generate awareness and participation across Chester County.
 - Libby Magazines Launch: Promotional materials—including a social media toolkit—are in development to support the launch of Libby Magazines under CCLS branding.
 - Outreach is underway with Outfront Media to obtain a quote for a two-month billboard ad campaign. This initiative is aimed at increasing visibility for key library programs.
- **CCL/HHB**
 - Partnering with West Whiteland Township to create promotional materials for upcoming local events, including Exton Community Day and the Summer Concert Series.
 - Staff are in the process of updating photography across the chescolibraries.org website to ensure visuals reflect current services, spaces, and events.
 - New sticker designs for Chester County Library are in development to support branding efforts and enhance visibility at programs and events.
 - PR promotions for May
 - PBS/WHYY Screenings: Free For All: The Public Library and Matter of Mind: My Alzheimer's scheduled for June at Hankin.
 - Library Speakers Consortium
 - Business Services Promotion: Efforts to increase awareness of Business Services at CCL include a targeted press release, feature article in the newsletter, and coordinated social media campaign.
 - May programs
 - Citizen Science Month Kick-Off - To mark the start of Citizen Science Month, the library hosted a kick-off event in the main lobby, which successfully engaged a broad audience.
 - Longwood Gardens Community Read: As the Longwood Gardens Community Read program concludes, we are preparing two final events to engage patrons around the featured book, Paradise Under Glass: "Tea and a Book Talk" and "Make Your own Paradise Under Glass"
 - Local Author Showcase: Preparations are in the final stages for the annual Local Author Showcase, scheduled for May 18

Reference (Melissa Kohl)

- Business program, Professional Headshots, was successful with more than 25 people in attendance to receive their headshot, coordinated and taken by Business & Career Librarian Mikaila Strano.
- PA CareerLink holds office hours at the library every Tuesday from 12-3 p.m. to provide career counseling and personalized navigation for PA CareerLink's services.
- CCL and HHB's Adult Summer Reading committee is working on this year's program, scheduled to kick off in conjunction with Children's Summer Reading program.

Technical Services (Laura Salvucci)

- Baker & Taylor continues to experience fulfillment issues; we have set-up an account with Brodart and are placing pilot orders; we are also working on setting up an account with Ingram
- Installation of cooling shades for Technical Services, funded by the Friends, has been completed.
- Ann Varley, Outreach Services, is on leave and expects to return by June 9th. Laura Salvucci is serving as Outreach contact while Ann is out.
- In April, catalogers created 1,707 bibliographic records and 880 item records for CCL and HHB.

Volunteers (Ronna Dewey)

- Thank you to all staff and volunteers for the warm welcome to CCL and HHL
- Spring Volunteer Luncheon is planned for Thursday, June 12 at 11:30 a.m.
- Summer Teen Volunteer program is filled and we are excited to welcome the volunteers to the library.

Youth Services (April Nickel)

- Family Place Sustaining Success Grant
 - Financial Report and Request for Reimbursement were submitted to and accepted by the state.
 - Reimbursement should be processed within 30 days.
 - Final Report to be submitted by May 30, ahead of July 30 due date.
- All Summer Program materials have been requested to print and all programs scheduled and are live on the event calendar.
- April, 2025, CCL Youth Services programming data
 - On-site: 48 Programs, 944 Attendees,
 - Off-Site: 59 Outreach visits, 1246 Outreach Attendees

Department Personnel

New Hires

- **Youth Services** - Laura Sullivan: estimated start date, 6/3/25

Transfers

- **Youth Services** - Nicole Azzara to District Attorney's Office effective 5/18/25

Vacancies

- **Circulation** – 1 PT Library Assistant (offer made to candidate)
- **Facilities/Maintenance** – 1 FT Van Driver (interviews completed; references being checked)
- **JTC/Makerspace** – 1 PT Library Assistant
- **Youth Services** – 1 PT Library Assistant

Committee Reports

Chester County America 250 (CC250) Committee (April Nickel) - Notes and all support materials including Chester County Heritage Tourism Plan are housed in Y drive> Youth Services> America 250 Chester County CCLS. Meeting held Thursday, May 15, 2:15 pm.

CCL/HHB DEI Committee (Mikaila Strano) - Stephanie and Barb discussed a proposal for "Sensory Kits," both for adults and children, showcasing what potential items they could include for patrons at the library. Additionally, Emily discussed some of the cataloging improvements the Tech Services department is implementing, such as using the LOC's subject headings for LGBTQ+ titles to provide better access to these titles when searching our catalog. The DEI Committee is also welcoming staff who are not currently members to join in on our Fairness Awareness Program which will be a conversation series centered around current DEI topics, this is intended to engage thought-provoking conversation and encourage new members join the committee.

XYZ Committee (Emily Cackowski) - We welcomed two new committee members, Liz Stowfis and Maddie Duncan. April's Novel Tea event was successful with a lot of positive feedback. Priyanka Gupta and Anshu Modi are in the process of planning a similar event for the Fall. The Pride Tie Dye Party, which will be held on Saturday, June 21st from 12:00 to 3:00 PM on the front lawn. Representatives from Free Mom Hugs and PFLAG West Chester will be joining us for the event. This event was very popular last year, and are expecting a large turnout. Upcoming programs for this year also include: Book Bedazzling Program (8/9/25 from 1-3 PM), Felted Pumpkin Craft Event (9/20/25 from 11-1), Halloween Bingo (TBD), a "Book Salon" program (TBD), and a holiday-themed Murder Mystery (TBD).

Meetings and Trainings Attended

4/16 Afternoon Book Group
4/17 General Staff Meetings 9am and 3pm
4/18 Hankin Morning meeting
4/23 Management meeting
Strategic Plan meeting
Liz Moore author event
4/24 Take Your Child to Work Day
4/29 CCLS Budget Prioritization meeting
Strategic Plan meeting
5/1 Library Card Signup Fest planning meeting
5/2 Off
5/5 Evening Book Group
5/6 Friends of the Chester County Library Board meeting
Institutional Advancement Committee meeting
Community Engagement Leadership meeting
5/7 Hankin Morning meeting
5/8 Cutting Through the Noise (donor engagement workshop)
5/12 Off
5/13 DLM
5/15 General Staff Meetings 9am and 3pm
5/19 CCLS Budget Prioritization meeting
5/21 CCLS/CCLS Board meeting
Central Scan 7 pm – 11 pm

May 14, 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

- Chester Springs Library continues to use our Annex Room A as their "satellite" library. They are using some of our spaces for programs, as well as offsite locations.

Departmental Reports

Building Updates (Peter Greulich, Facilities Manager)

- DWD Mechanical repaired a leaking two-inch diameter copper water line at Hankin in the outside Utility Room.
- CC Facilities replaced a small heater in the utility room on April 29th
- The intercom system was fixed on May 9th.

Circulation (Charlotte Marron, Circulation Manager)

- Our circulation was down in April in comparison to March but about the same in comparison to that time last year.
- Our book locker continues to have high volume of usage with 400 books checked out in April
- We are gearing up for the beginning of summer reading and our marketing bookmark for this month will highlight our board game and puzzle collection which is growing with over 30 new board games.

Makerspace (Tom Lally, Makerspace staff)

- Maker Monday programs in April included LEGO Build, Paper Plate Bunnies, Beaded Necklaces and Bracelets, and Toilet Paper Roll Butterflies which garnered 6, 8, 10, and 7 attendees, respectively.
- The Makerspace monthly project was Personalized Garden Pots using the Cricut during which patrons designed cardstock decals for their own ceramic garden pot. 18 attendees took part in the project over the course of the month.
- Throughout April, the Makerspace had 26 attendees for appointments.
- One-on-One Sewing Tutorials with our volunteer Loraine totaled 4 appointments.
- In May, we will be having personalized water bottles as the monthly craft which has already garnered interest. 8 people have signed up for appointments in the Makerspace.

Reference (Carey Bresler, Branch Manager)

- In April, we had 33 in person programs, 14 hybrid or virtual programs and 0 passive programs.
 - On April 15, we held a Poetry Salon where participants were invited to read poems aloud in celebration of April being National Poetry Month.
 - On April 28th, we worked with the Chester County Historic Association to bring a program about the creation of Mother's Day titled The White Carnation and the Red: The Battle for Mother's Day, 1858-1948.
 - On May 2, we held a book discussion about Paradise Under Glass: The Education of an Indoor Gardener by Ruth Kassinger, the Longwood Community adult title for 20225.

Youth Services (Susan Farrell, Youth Services Lead)

- The Youth Services Department had 40 in-person programs and three passive programs in April. In addition to our weekly story times and school-aged STEAM programs, we offered the following:
 - In partnership with the Longwood Garden Community Read 2025, Youth Services hosted a program presented by Crystal Murphy Music. Sixty-eight children and caregivers enjoyed a musical adventure that included storytelling and a puppet show.
 - Our Time Travel Club, for 7- to 10-year-olds, delved into the history of the Easter Island through crafts and cooperative activities that included working together to move a moai.
 - With the help of Lego minifigures, our STEAM class for 5- to 7-year-olds learned about the buoyancy of fresh and salt water, surface tension of water and how fast ice melts.
 - Over the course of the month, YS staff had a total of over 600 interactions with children who completed our forest-themed Scavenger Hunt and/or counted objects in our imaginary world-themed I Spy Tank.

Department Personnel

New Hires - 1 PT Library Assistant, 1 PT Librarian Youth Services

Vacancies – 0

Meetings & Trainings Attended

5/6	Institutional Advancement Meeting
5/6	Community Engagement Leadership Meeting
5/7	Hankin Reference Staff Meeting
5/8	Meet with Berks Literacy Council volunteer about potential ESL classes at Hankin
5/13	DLM
5/14	Onboarding Meeting with the Library Speakers Consortium
5/15	General Staff Meeting
5/20	CCLS/CCLS Board Meeting
5/21	Work at Central Scan
5/28	Public Services Department Heads Meeting
5/28	Friends of the Hankin Library Meeting



May 14, 2025

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

Author Event

Fundraiser: An Evening with Liz Moore, Author of God of the Woods

REVENUE

JANNEY SPONSORSHIP	\$1,000
BENTLEY SPONSORSHIP	\$1,500
HAVERFORD SPONSORSHIP	\$1,500
TRUST SPONSORSHIP	\$500
TICKET SALES	\$3,110
TOTAL REVENUE	\$7,610

EXPENSES

CAR SERVICE	307
BOOKS	2,400
SNACKS	102
GRAPHICS	4
TOTAL EXPENSES	\$2,813.00

NET PROFIT **\$4,797.00**

Grant News

The Henrietta Hankin Branch Library has requested funding options to purchase Tonieboxes. I am currently researching and applying for grant opportunities to support this request.

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	122,037	264,036	247,245	259,168	250,382
Mar	140,394	135,879	137,074	134,398	404,430	383,124	396,242	384,780
Apr	129,971	122,582	127,656	125,790	534,401	505,706	520,898	510,570
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	182	176	185	190	406	421	372
Mar	250	242	220	213	189	217	463	431	437
Apr	239	208	245	212	191	194	451	399	439
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	111	148	138	124	259	251	235
Mar	110	120	111	144	134	126	254	254	237
Apr	114	120	82	145	145	102	259	265	184
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	567	168	242	277	168.75	177	217	66	81	79
Mar	474	490	667	224	257	327	214.5	198	263	88	90	87
Apr	366.25	456	709	192	255	344	360.25	341	382	71	71	75
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	138.25	34	38	55
Mar	78.25	159.3	219	34	63	79
Apr	84.7	188.5	185.5	40	66	60
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 (Vol + Friends)	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 (Vol + Friends)	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	498.75	220.00	179.50	1,031.50	678.25	118	92
Mar	782.75	776.75	591	953.75	136.25	2321.5	727.25	121	91
Apr	742.75	776.75	589.75	308.50	207.00	1,675.00	796.75	111	116
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		14,283.75			

CCL Door Count

Month	2019	2023	2024	2025	2019 Cumulative Total	2023 Cumulative Total	2024 Cumulative Total	2025 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	23,123	71,234	39,406	45,395	46,396
Mar	38,496	23,656	25,463	26,674	109,730	63,062	70,858	73,070
Apr	36,405	20,829	26,130	25,951	146,135	83,891	96,988	99,021
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 Cumulative Total	2023 Cumulative Total	2024 Cumulative Total	2025 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	9,370	19,191	15,157	18,252	19,047
Mar	11,089	8,925	10,201	10,939	30,280	24,082	28,453	29,986
Apr	10,582	7,821	10,217	9,956	40,862	31,903	38,670	39,942
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 April 30, 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	998,272	993,953	939,959	4,319	0.4%	2,250,432	69.4%
Wages	992,011	305,234	266,949	253,322	38,285	12.5%	725,062	73.1%
Fringe Benefits	1,306,769	452,343	440,036	363,900	12,307	2.7%	866,733	66.3%
Security Provided by the County EMS	20,000	5,000	-	5,994	5,000		20,000	100.0%
Total Personnel Services	5,563,165	1,760,850	1,700,939	1,563,175	59,911	3.4%	3,862,226	69.4%
Library Materials	70,000	35,000	35,000	35,000	-	0.0%	35,000	50.0%
Core Expenditures								
Supplies, Maintenance, and Services	161,119	53,706	75,518	50,309	(21,811)	-40.6%	85,601	53.1%
Insurance	24,310	12,155	12,155	7,677	-	0.0%	12,155	50.0%
Utilities	121,518	40,506	28,641	14,539	11,865	29.3%	92,877	76.4%
Vehicle Expense	47,864	15,955	14,390	15,834	1,565	9.8%	33,474	69.9%
Total Core Expenditures	354,811	122,322	130,703	88,358	(8,381)	-6.9%	224,108	63.2%
Indirect Costs	681,248	227,083	227,084	224,204	-	0.0%	454,164	66.7%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	-	-	-	15,320	-		-	
TOTAL	6,669,224	2,145,254	2,093,726	1,926,058	51,530	2.4%	4,575,498	68.6%

Notes:

Personnel Services:

Not included - We are still waiting on the county journal entry for Q1'25 security costs.

Supplies, Maintenance, and Services:

We are currently over the 2025 YTD Budget due to the following repairs:

\$5,195 - Hot water heater replacement

\$2,294 - HVAC boiler pump repair

\$21,861 - The PIV repair

Not included - \$3,219 - Replacing the return blower motor on the roof (Half was paid upfront and the remaining \$3,219 will be paid when the work is complete)

Utilities:

Not included - \$130 - April library van cell phones

Not included - March and April electric

Not included - April VOIP - we are still waiting on the County journal entries

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 April 30, 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	157,369	157,266	153,387	103	0.1%	354,184	69.3%
Wages	330,501	101,693	83,994	92,306	17,699	17.4%	246,507	74.6%
Fringe Benefits	238,389	82,519	79,302	67,993	3,218	3.9%	159,087	66.7%
Total Personnel Services	1,080,340	341,581	320,561	313,686	21,020	6.2%	759,779	70.3%
Library Materials	20,000	10,000	10,000	10,000	-	0.0%	10,000	50.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,985	41,662	46,023	29,555	(4,361)	-10.5%	78,962	63.2%
Insurance	9,960	4,980	4,980	3,000	-	0.0%	4,980	50.0%
Utilities	55,549	18,516	11,864	15,534	6,652	35.9%	43,685	78.6%
Total Core Expenditures	190,494	65,158	62,867	48,089	2,291	3.5%	127,627	67.0%
Indirect Costs	206,343	68,781	68,780	85,864	-	0.0%	137,563	66.7%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,497,177	485,520	462,209	457,639	23,310	4.8%	1,034,968	69.1%

Notes:

Supplies, Maintenance, and Services:

We are currently over the 2025 YTD Budget due to HVAC and alarm system repairs
Not included - \$3,876 - Fire communicator

Utilities:

Not included - February, March, and April electric
Not included - March and April heating
Not included - April VOIP - we are still waiting on the County journal entries

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 April 30, 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	404,229	-	0.0%	-	0.0%
State Aid - Others	1,386,982	1,386,982	1,386,982	1,374,482	-	0.0%	-	0.0%
Total State Revenue	1,778,712	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	15,567	19,512	16,623	3,946	25.3%	(27,188)	-58.2%
Fines and Overdues	75,000	25,000	26,608	26,072	1,608	6.4%	(48,392)	-64.5%
Interest	14,000	4,667	6,745	7,131	2,078	44.5%	(7,255)	-51.8%
Donations and Fundraisers	2,600	867	1,613	2,787	746	86.1%	(987)	-38.0%
Transfer from Other Funds	-	-	-	13,051	-		-	
Transfer from County Materials	70,000	35,000	35,000	35,000	-	0.0%	(35,000)	-50.0%
Miscellaneous Revenue	2,070	690	1,240	1,186	550	79.7%	(830)	-40.1%
Total Other Revenue	230,370	101,790	110,718	101,850	8,928	8.8%	(119,652)	-51.9%
Total Revenue	2,009,082	1,880,502	1,889,430	1,880,561	8,928	0.5%	(119,652)	-6.0%
Expenditures								
Library Materials	467,926	155,718	115,671	134,735	40,047	25.7%	352,254	75.3%
Services and Charges	93,655	31,218	32,935	21,017	(1,716)	-5.5%	60,720	64.8%
Supplies	28,975	9,658	4,947	4,779	4,712	48.8%	24,028	82.9%
Miscellaneous	23,740	7,913	7,109	6,318	805	10.2%	16,631	70.1%
Transfer State Aid - Others	1,386,982	1,386,982	1,386,982	1,374,482	-	0.0%	-	0.0%
Transfer to Other Funds	-	-	-	13,051	-		-	
Capital Outlay	9,991	3,330	5,164	4,991	(1,834)	-55.1%	4,827	48.3%
Total Expenditures	2,011,269	1,594,821	1,552,807	1,559,372	42,014	2.6%	458,461	22.8%
Revenue over Expenditures	(2,187)	285,681	336,623	321,189	50,942		338,809	

Notes:

Charges:

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

Donations and Fundraisers:

\$1,000 received from a library volunteer

Transfer from County Materials:

Q2' 2025 County Materials money was received on April 9, 2025

Library Materials:

We are currently behind due to fulfillment issues with Baker & Taylor, but we are trying out new vendors to improve the fulfillment rate.

Capital Outlay:

\$5,041 of the total is for LibraryAware

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 March 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	99,660	-	0.0%	-	0.0%
Total State Revenue	97,932	97,932	97,932	99,660	-	0.0%	-	0.0%
Township Appropriations	7,800	-	500	622	500		(7,300)	-93.6%
Charges	12,970	4,323	6,497	6,015	2,173	50.3%	(6,473)	-49.9%
Fines and Overdues	22,800	7,600	9,027	8,943	1,427	18.8%	(13,773)	-60.4%
Interest	1,000	333	452	456	119	35.6%	(548)	-54.8%
Donations and Fundraisers	3,000	1,000	292	2,816	(708)	-70.8%	(2,708)	-90.3%
Transfer from County Materials	20,000	10,000	10,000	10,000	-	0.0%	(10,000)	-50.0%
Miscellaneous Revenue	605	202	165	226	(37)	-18.4%	(440)	-72.8%
Total Other Revenue	68,175	23,458	26,933	29,078	3,474	14.8%	(41,242)	-60.5%
Total Revenue	166,107	121,391	124,865	128,738	3,474	2.9%	(41,242)	-24.8%
Expenditures								
Library Materials	143,812	47,937	36,997	42,996	10,940	22.8%	106,815	74.3%
Services and Charges	10,040	3,347	2,613	3,837	733	21.9%	7,427	74.0%
Supplies	6,650	2,217	2,046	1,404	170	7.7%	4,604	69.2%
Miscellaneous	2,972	991	1,066	956	(75)	-7.6%	1,907	64.1%
Capital Outlay	3,154	1,051	-	205	1,051	100.0%	3,154	100.0%
Total Expenditures	166,629	55,543	42,723	49,399	12,820	23.1%	123,906	74.4%
Revenue over Expenditures	(521)	65,848	82,142	79,339	16,294		82,664	

Notes:

Charges:

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

Transfer from County Materials:

Q2' 2025 County Materials money was received on April 9, 2025

Library Materials:

We are currently behind due to fulfillment issues with Baker & Taylor, but we are trying out new vendors to improve the fulfillment rate.

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 April 30, 2025**

CCL Fund Balance Report	<u>Balance</u>
Operating Funds	
001 CCL	313,706
043 HHB	<u>77,846</u>
Total Operating Funds	391,552
Reserve Funds	
004 CCL Technology	354,349
400 CCL Capital Reserve	121,801
410 CCL Program	223,629
450 HHB Capital Reserve	244,498
451 CCL & HHB Materials	<u>175,810</u>
Total Reserve Funds	1,120,087
Grants - Friends of the Library	
091 CCL Friends Grants	29,460
903 CCL Friends Grants (Unassigned)	<u>121,594</u>
Total CCL Friends	151,054
943 HHB Friends Grants	<u>11,720</u>
Total Grants - Friends of the Library	162,774
Grants and Appropriations	
002 CC Community Foundation Grants	8,347
100 CCL County Materials	25,104
104 CCL Trust Grants	115,306
109 HHB County Materials	4,818
132 CCL GSK Science in the Summer	<u>142</u>
Total Grants and Appropriations	153,717
Special Funds	
003 CCL Helen Russell Memorial	8,128
096 CCL Courtesy Bags	1,655
105 CCL Community Day	3,284
107 CCL & HHB Author Events	<u>3,492</u>
Total Special Funds	16,559
500 District Center Aid	61,333
510 County Coordination Aid	351,363
Total All Funds	<u>2,257,385</u>
Endowment Funds	
090 CCL Trust	2,460,312

May 12, 2025

TO: CCL Board of Trustees
 FROM: Kelly Quigg, Community Engagement Librarian, Chester County Library
 RE: Request for Municipal Advocacy Support

The Community Engagement Committee has been coordinating staff attendance at municipal meetings on a regular basis since May 2022. During these three years, the library has made strong headway in building meaningful relationships with municipal leaders. The Community Engagement Committee feels strongly that having support from library board members would heighten the value of our visits and impress upon municipal leaders of the library's desire to nurture meaningful partnerships. For this reason, the Community Engagement Committee requests that board members consider attending municipal meetings alongside staff in September.

In September, staff municipal representatives plan to provide a brief (~5 minute) presentation about library services in honor of National Library Card Sign-Up Month. The chart below identifies when and by whom these municipalities will be visited.

The Community Engagement Committee thanks the Chester County Library Board of Trustees for their past encouragement and support. We look forward to collaborating on this endeavor to cultivate even more support from local government and in turn provide more exemplary and expansive services to our patrons.

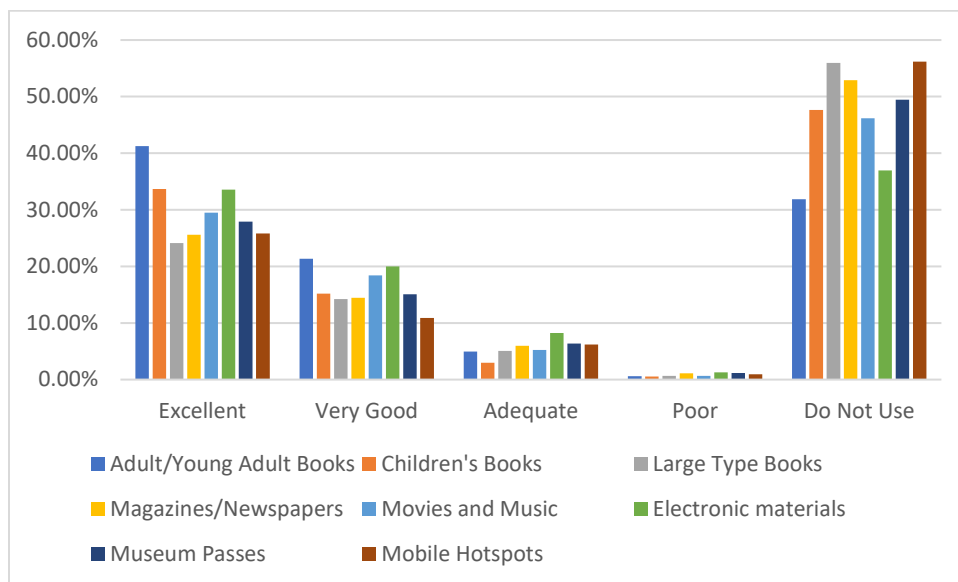
MUNICIPALITY	DATE	TIME	LOCATION	STAFF REPRESENTATIVE
Elverson Borough	Tuesday, September 2	7:00 PM	101 S Chestnut St. Elverson, PA 19520	Carey Bresler
South Coventry Township	Tuesday, September 2	7:30 PM	1371 New Philadelphia Rd. Pottstown, PA 19465	Karen Clickener-Ousey
Warwick Township	Wednesday, September 3	6:00 PM	2500 Ridge Rd. Elverson, PA 19520	Melissa Straka
North Coventry Township	Monday, September 8	7:00 PM	845 S Hanover St. Pottstown, PA 19465	Lois Shupp
East Nantmeal Township	Wednesday, September 10	5:00 PM	3383 Conestoga Rd. Glenmoore, PA 19343	Kelly Quigg
West Whiteland Township	Wednesday, September 10 or 24	6:30 PM	101 Commerce Dr. Exton, PA 19341	Stephanie Sharon-Missanelli
Upper Uwchlan Township	Monday, September 15	7:00 PM	140 Pottstown Pike, Chester Springs, PA 19425	Pam Shauger
West Vincent Township	Monday, September 15	7:00 PM	729 St. Matthews Rd. Chester Springs, PA 19425	Jenna Persick
West Brandywine Township	Thursday, September 18	7:30 PM	198 Lafayette Rd. West Brandywine, PA 19320	Jamie Claxton

May 12, 2025

TO: CCL Board of Trustees
FROM: Jenna Persick, Director, Chester County Library
RE: 2025 CCL & HHB Customer Satisfaction Survey Summary

Overall, both libraries were rated very highly in all categories. We have pulled out a few areas of concern to share. Carey and I will be working on addressing these concerns and investigating how best to communicate and implement changes and decisions.

Collections

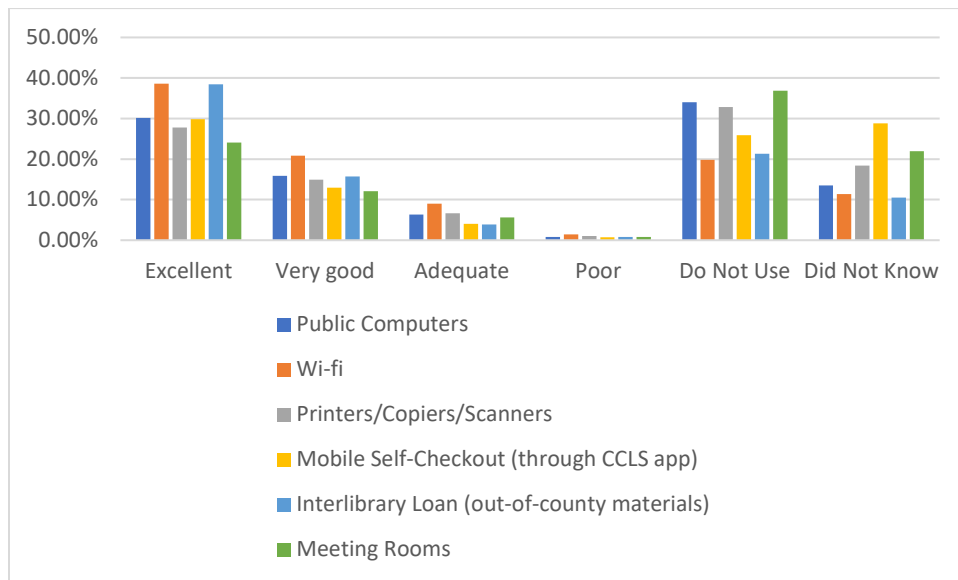


- Print
 - Concerns about variety of Magazines/Newspapers
 - Requests for more museum passes
- eMaterials
 - Comments about needing more copies of eBooks & eAudiobooks
 - Concerns about waiting too long for holds
 - Comments about borrowing period being too short
 - Many comments about Flipster reliability and variety

Programs

- Requests for more programs at all times of the day for all ages
- Craft programs very popular at HHB/requests for more at CCL

Services

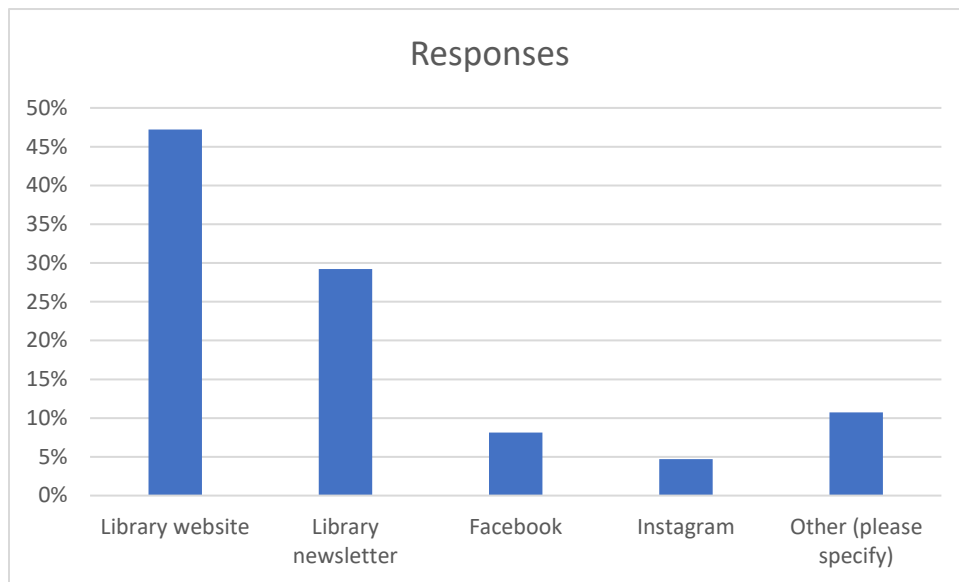


- Comments that printing at HHB is difficult
- Requests for more meeting spaces and quiet study areas

Requests for New Services

- Opportunities for social engagement for adults
- Hoopla
- Library of Things (forthcoming at CCL)
- Plant swaps/seed libraries

Preferred Source for Library Information



- Other includes X, YouTube, Snapchat, Nextdoor
- Requests include: email, text, app, and Blue Sky