

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, JUNE 17, 2025

MALVERN PUBLIC LIBRARY/VIRTUAL

AGENDA

Meeting Location: 1 E 1st Avenue, Suite 2, Malvern, PA 19355

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

CALL TO ORDER, 9:30 AM (Malvern Public Library/Virtual)

WELCOME AND INTRODUCTIONS

ANNOUNCEMENTS

- Executive Session (If Necessary)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of May 20, 2025 (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager's Report (p. 9)
- Development Director's Report (p. 11)
- Statistical Reports (p. 12)

FINANCIAL STATEMENTS

- May 2025 Exton and Hankin Financial Statements (p. 15)
- May 2025 Fund Balance Report (p. 19)

FOR APPROVAL

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p. 5)
- Branch Manager's Report (p. 9)
- Development Director's Report (p. 11)
- Friends of the Chester County Library (p. 20)
- 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 (p. 21)
- Governance

ADJOURN

Upcoming Events

CCL Board Meeting – Tuesday, July 15, 2025, 9:30AM – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Honey Brook Community Library/Virtual
May 20, 2025**

CALL TO ORDER, 10:03 AM

CCL Board Members Present: Michael Skay, President; Richard Hankin, Vice President; Emily Bless, Treasurer; Staci Anderson, Member at Large; Andy Dinniman, Member at Large

CCL Board Members Absent: Bill Connor, Secretary; Mark Carroll, Member at Large;

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

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

Others Present: Jennifer Spade, Honey Brook Community Library Director

WELCOME AND INTRODUCTIONS

Mike Skay, President, called the meeting to order.

APPOINTMENT OF SECRETARY PRO TEM – Bill Connor, secretary, was absent from the meeting. A motion was made to appoint Mike Skay as secretary pro tem for the meeting.

On motion made by Emily Bless seconded by Richard Hankin, Mike Skay was appointed as secretary pro tem for the meeting.

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 Richard Hankin, seconded by Emily Bless, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- **April 2025 Exton and Henrietta Hankin Branch Financial Statements**

- **CCL County Budget Notes** – Items not included on report are parking lot repainting (\$1,150), and PECO from March and April.
- **HHB County Budget Notes** – PECO continues to run behind on their invoicing so February, March, and April bills are not reflected on the report.
- **CCL and HHB State Budget Notes** – Currently behind on Library Materials budget because of fulfillment issues with Baker & Taylor.
- **April 2025 Fund Balance Report** – CCL Community Day (Fund 105) funds will be used toward Library Card Sign Up Fest expenses, including ice cream and character rentals.

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

FOR APPROVAL – There were no items for approval.

FOR INFORMATION/DISCUSSION

- **Request for Municipal Advocacy Support** – The Community Engagement Committee is requesting CCL Board members attend and participate in municipality meetings that are 100% in the CCL service area. This would include a 5-minute presentation by the staff member at these meetings starting in September. A list of meetings by municipality and date was included in the packet. Please contact Jenna Persick or Kelly Quigg to sign up for a date.
- **2025 CCL & HHB Customer Satisfaction Survey Summary** – Statistical summaries from the survey were included in the packet. Some comments from patrons included:
 - Requests for more varieties of magazines and newspapers.
 - Requests for more museum passes.
 - Requests for more copies of eBooks, as the waiting period for holds is too long.
 - Looking for more social engagement for adults.
 - Many comments about adding the Hoopla service.
 - Patrons use email most for communication.

REPORTS/CORRESPONDENCE

- **President's Report** – Mike Skay did not have a report.
- **Director's Report**
 - **Building Updates**
 - Repainting the front parking lot.
 - Working with the County to fix a sign in the parking lot.
 - **General Updates**
 - Partnering with Senator Comitta for Library Card Sign Up Fest in September. Will be using the CCL Community Day Fund 105 for to pay for costumed characters and ice cream for patrons.
 - The Read Local author event was successful.
 - Danielle Stokes from the Youth Services department was selected to present at the PaLA Annual Conference on the Homeschool Exploratorium Program she is running.

- Ronna Dewey started as Volunteer Coordinator on April 21. The Spring Volunteer Luncheon is planned for Thursday, June 12 at 11:30am at Bonefish in Exton.
- Hosted 8 children for Take Your Child to Work Day. There was a structured activity in the morning followed by orientation and other activities.
- New Business program, Professional Headshots, was successful with more than 25 people in attendance.
- Fulfillment issues with Baker and Taylor continue, but the Tech Services department is currently piloting Brodart and Ingram as alternatives.
- **Branch Manager's Report**
 - The Chester Springs Library continues to use the HHB Annex Room A as their "satellite" library.
 - A free preview screening of PBS documentary "Free for All: The Public Library" will take place on June 5th, with a panel including Mike Skay, Jenna Persick, and Carey Bresler.
 - The intercom system was fixed on May 9th.
 - Preparing for Summer Reading to start.
- **Development Director's Report**
 - Revenue and expense information from the Liz Moore Author Event fundraiser were included in the packet. The event had a net profit of \$4,797.00 after expenses.
 - Working on applying for grant opportunities to purchase Tonieboxes for HHB.
- **Friends of the Chester County Library**
 - Made over \$30,000 at the Spring Book Sale!
 - Jenna is preparing a mid-year ask for the CCL Friends that will include a book repair machine, new chairs for the Youth Services department, and sensory kits to keep behind the Circulation Desk for patrons to use.
- **Friends of the Henrietta Hankin Library**
 - Currently working on Table Sales, and they have been very successful.
 - They haven't had a meeting since the last CCL Board meeting.
- **Committee Reports – None.**

Meeting Adjourned.

On motion made by Richard Hankin, seconded by Emily Bless, the meeting was adjourned.



June 10, 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

- We had 10 staff members volunteer to help at Central Scan for the municipal primary
- I participated in a panel discussion along with Mike Skay and Carey Bresler at Henrietta Hankin Branch's program to show the screener for the documentary Free for All: The Public Library
- We will have 22 staff members attending ALA in Philadelphia (6/27-6/30); this is possible due to funding from the Friends of the Chester County Library.
- We held two announced evacuation drills; one at CCL and one at HHB on June 3
- The parking lot was re-striped on Sunday, June 1; I am working with the County to get a sign to place in the crosswalk and to replace the handicapped parking signs; we added one additional handicapped space
- I received a complaint about a leaking toilet in the public restroom; Peter has been working to schedule time for DWD to come out and fix it a number of toilets
- Two electrical receptacles behind the fish tank in the CCL Children's Room were replaced and tested.
- The carpets were cleaned on 5/25; unfortunately, part of the carpet in the Children's Room was burned; Peter met with the Facilities and the cleaning company to discuss replacing the carpet; Peter and I picked out a new carpet to replace the damaged section; installation TBD

Departmental Reports

Circulation Department (Nancy Sapone)

- CCL's door counts, check-outs, and library card stats declined slightly in May compared to April, which is typical for this time of year.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programs**
 - **May 3** – Puzzle Swap Event
 - **May 17**, K-Pop and K-Drama Trivia to celebrate AAPI month
- **Makerspace Statistics**
 - Open Hours: 59; Total Visits: 39
 - Usage: 3d Printer – 10 (Fees Collected: \$52); CNC Mill – 1; Cutter Plotter – 2; Parts Carts – 4; CAD Software – 3; Tours - 25

Multimedia Department (Stephanie Sharon-Missanelli)

- Library of Things is live as of June 16! There are 55 "things" split into seven categories (Start a New Hobby, Be Productive, Play Our Collection, Travel Essentials, Create Content, Do It Yourself, Craft It Make It). Most items are in cases and located behind the Multimedia Desk; however, we will display the smaller and more inexpensive items next to the desk. Thanks to the Chester County Library Trust for funding this collection!

- Multimedia staff have been working on various projects including, collection maintenance tasks and removing security cases from select DVD genres.

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

- **CCLS**
 - Completed 177 graphic work orders and 57,171 copies supporting both promotional and operational needs across the system. This was a record month with the amount of work orders that came through the department and we hit 1 million copies on our color copier its lifetime!
 - Teen Photo Contest Posters will be distributed to all member libraries in June.
 - LinkedIn Learning: Promotional materials—including posters, flyers, and bookmarks—are in development to support the launch of LinkedIn Learning under CCLS branding on July 1st. A social media toolkit is also being created to help libraries promote the new service consistently across platforms.
- **CCL/HHB**
 - Graphic staff have updated the majority of photography across the chescolibraries.org website to ensure visuals reflect current services, spaces, and events.
 - New sticker designs for Chester County Library have been developed to support branding efforts and enhance visibility at programs and events.
 - Redesigned Floor plans for both libraries: Adaptations have been made to old floor plans following the redesign of both the CCL and HHB libraries and were submitted to the Incident Response Committee.
 - 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.
 - Program highlights
 - Build Your Own Terrarium (Mother's Day Program)
 - Family Program – "Meet the Critters in Your Backyard"
 - Longwood Gardens Community Read – Closing Event: The program concluded with a well-attended "Tea and a Book Talk", featuring Paradise Under Glass.
 - Local Author Showcase: Now in its second year, this annual event offered local authors a platform to connect with the public and each other. While public turnout and book sales were moderate, authors appreciated the visibility and networking opportunities.

Reference (Melissa Kohl)

- The United States Department of State responded to our request and interest in being a Passport Acceptance Facility. Required paperwork was completed with the expectation to begin the program to the public on September 1, 2025. More details, including training of staff, are expected in the coming weeks. Another update will be provided in next month's packet.
- Adult Summer Reading kicked off June 2. Registration is active online and in-person. Please consider participating or sharing the program with family and friends. This year's grand prize will be an Apple iPad, generously funded by CCL and HHB Friends.

Technical Services (Laura Salvucci)

- Baker & Taylor continues to experience order fulfillment issues. We have started placing orders with both Brodart and Ingram and evaluating their services.
- Ann Varley, Outreach Services, has returned from leave.

- In May, catalogers created 1,605 bibliographic records and 962 item records for CCL and HHB.

Volunteers (Ronna Dewey)

- Volunteer luncheon is scheduled for June 12, 2025. We will be honoring four 500+ hour volunteers, six 1000+ hour volunteers, and one 4000+ hours volunteer
- There are 25 teen volunteers scheduled to start for the Teen Summer Volunteer Program. We are very excited to welcome them to the library in a variety of roles.

Youth Services (April Nickel)

- Sustaining Success Family Place Grant: The Financial Report and Request for Reimbursement were submitted to and accepted by the state. Waiting for Reimbursement.
- Tiny Art Paint Day (all Ages) on 6/8, 105 participants
- New chairs have been ordered, awaiting ship date. Thank you to the CCL Friends.
- Teen Summer Volunteers started 6/9
- Summer Learning Registrations 5/31- 6/8
 - In-Person: 602 (611 same time period in 2024)
 - Beanstack: 137 (59 CCL; 30 HHB, 4 AT; 3 AG; 6 CO; 14 DO; 6 EA; 4 KE; 3 MA; 1 OX; 1 Paoli; 3 PHX; 2 SC; 1 WC)

Department Personnel

New Hires

- **Circulation** - Amy Bates, PT Library Assistant will start 6/23/25.
- **Youth Services** – Laura Sullivan, PT Library Assistant will start 6/16/25.
- **Van Driver/Maintenance** – Daniel Augustine, FT van driver will start 6/30/25

Vacancies

- **JTC** – 2 PT Library Assistants
- **Youth Services** – 1 PT Library Assistant

Committee Reports

Chester County 250 (April Nickel) - America 250 Chester County; Next Meeting (virtual), Thursday, 7/10, 2:15 pm. Notes and all support materials including Chester County Heritage Tourism Plan are housed in Y drive> Youth Services> America 250 Chester County CCLS

CCL/HHB DEI Committee - The DEI committee welcomed outside members for a discussion on a podcast episode, "The Rise and Fall of the DEI Movement" which aired on Consider This (NPR podcast) on September 6, 2024. This was the first segment the DEI committee's Fairness Awareness discussion series, meant to expand the conversation of DEI and encourage other staff to join. This podcast was chosen as an introduction conversation to DEI as it's discussed today. We discussed how DEI conversations can best be had and brainstormed how we can encourage even more staff to join that conversation, hopefully for the next segment of this series which will take place in the fall.

Meetings and Trainings Attended

| | |
|-----------|--|
| 5/22 | Afternoon Book Group |
| 5/23-5/27 | Off |
| 5/26-5/27 | Library closed (Memorial Day/Memorial Day Observed) |
| 5/28 | County Budget Guidelines meeting Public Services Department Heads meeting |
| 6/2 | Evening Book Group |
| 6/3 | HHB Morning meeting CCL/HHB Evacuation drills |
| 6/4 | CCL Pizza and Ice Cream Party |
| 6/5 | HHB Free for All event |
| 6/6 | Off |
| 6/9 | CCLS Budget Prioritization meeting |
| 6/10 | District Librarians meeting |
| 6/12 | Volunteer Luncheon (Bonefish Grill) CCLS/CCL Finance Committee meeting |
| 6/13 | Off |
| 6/16 | CCLS Budget Prioritization meeting |
| 6/17 | CCLS/CCL Board meeting |

June 11, 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.
- Summer Reading registration began on June 2nd and is going very well. We had a great kickoff event on June 5th with the screening of the PBS documentary "Free for All" about public libraries.
- Five Hankin staff members will attend the ALA Conference in Philadelphia thanks to funding from the Friends of the Henrietta Hankin Branch Library.

Departmental Reports

Building Updates (Peter Greulich, Facilities Manager) - A number of brief power failures or surges at HHB have been happening without activating a fire alarm. The replacement of two particular duct detectors seems to have solved the problem.

Circulation (Charlotte Marron, Circulation Manager)

- Circulation stayed pretty steady from last month only dropping by 74 items.
- Our bookmark for June is advertising Summer Reading and our new additions to our board games. We also have a display of our board games to help with circulation. With the help of YS we were able to transfer more board games into the children's section to get more traffic.

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.
- Our new volunteer, Cody Hudgens, began his Dungeons and Dragons program for 7-10-year-olds. His first program registered 6 attendees and patrons have expressed interest in future dates. His next program will be on May 10th which is currently fully registered.
- 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 May, we had 23 in person programs, 10 hybrid or virtual programs and 5 passive programs.
 - On May 9th, we held a pressed flower art class that was fully registered and participants created some really beautiful pieces. The Tea Blend workshop on May 20th, was also fully registered and taught participants how to use different types of tea leaves to customize a blend to take home.
 - June 2nd started a 4-week series of Silambam classes. Silambam is an ancient Indian martial art form that is practiced with a rattan Bo staff.
 - On June 23rd, we will hold our first Dessert Club where participants are invited to prepare a dessert using summer fruits and bring it to share. It will be held quarterly. This is a spin-off from our very popular cookbook club "Let's Get Cooking".

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

Vacancies – 0

Meetings & Trainings Attended

| | |
|-----------|--|
| 6/2 | Banned Book Club Discussion |
| 6/3 | Morning Staff Meeting |
| 6/2 | Trust Board Meeting |
| 6/5 | Free for All Documentary Screening and Panel |
| 6/10 | DLM |
| 6/12 | Volunteer Luncheon |
| 6/17 | CCLS/CCLS Board Meeting |
| 6/18 | Morning Staff Meeting |
| 6/25 | Management Meeting |
| 6/28-6/30 | ALA Conference |



June 11, 2025

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

CCL Trust Update

- The Trust welcomed two new Board members, Emily Bless, and Tim McNally of Cerity Partners.
- A new slate of officers was voted in.
 - President: Daisy Adams
 - Vice President: Tim McNally
 - Treasurer: Emily Bless
 - Secretary: April Charleston
- A Donor Appreciation reception is being planned for Wednesday, October 15.
- The Pennsylvania filing for annual report was submitted and the BCO certificate sent in for renewal.

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 | 125,992 | 661,943 | 625,067 | 646,291 | 636,562 |
| 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 | 274 | 204 | 221 | 207 | 460 | 459 | 481 |
| 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 | 88 | 146 | 132 | 177 | 258 | 254 | 265 |
| 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 | 678 | 224 | 234 | 318 | 132.25 | 146 | 171 | 50 | 65 | 68 |
| 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 | 178.25 | 39 | 61 | 63 |
| 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 | 544.5 | 192.5 | 182.75 | 1452.5 | 727.25 | 129 | 146 |
| 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 | | 14,828.25 | | | |

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 | 24,352 | 179,358 | 104,172 | 120,464 | 123,373 |
| 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 | 9,880 | 50,859 | 39,871 | 47,611 | 49,822 |
| 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 May 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 | 1,247,840 | 1,243,951 | 1,183,224 | 3,889 | 0.3% | 2,000,434 | 61.7% |
| Wages | 992,011 | 381,543 | 333,424 | 323,925 | 48,119 | 12.6% | 658,587 | 66.4% |
| Fringe Benefits | 1,306,769 | 552,864 | 535,166 | 444,624 | 17,698 | 3.2% | 771,603 | 59.0% |
| Security Provided by the County EMS | 20,000 | 5,000 | - | 5,994 | 5,000 | | 20,000 | 100.0% |
| Total Personnel Services | 5,563,165 | 2,187,247 | 2,112,541 | 1,957,767 | 74,706 | 3.4% | 3,450,624 | 62.0% |
| Library Materials | 70,000 | 35,000 | 35,000 | 35,000 | - | 0.0% | 35,000 | 50.0% |
| Core Expenditures | | | | | | | | |
| Supplies, Maintenance, and Services | 161,119 | 67,133 | 89,017 | 60,293 | (21,884) | -32.6% | 72,102 | 44.8% |
| Insurance | 24,310 | 12,155 | 12,155 | 7,677 | - | 0.0% | 12,155 | 50.0% |
| Utilities | 121,518 | 50,633 | 34,744 | 43,935 | 15,889 | 31.4% | 86,774 | 71.4% |
| Vehicle Expense | 47,864 | 19,943 | 17,987 | 19,400 | 1,956 | 9.8% | 29,877 | 62.4% |
| Total Core Expenditures | 354,811 | 149,864 | 153,903 | 131,306 | (4,039) | -2.7% | 200,908 | 56.6% |
| Indirect Costs | 681,248 | 283,853 | 283,855 | 280,255 | - | 0.0% | 397,393 | 58.3% |
| Capital Outlay | - | - | - | - | - | 0.0% | - | 0.0% |
| Vehicle Capital | - | - | - | 15,320 | - | | - | |
| TOTAL | 6,669,224 | 2,655,964 | 2,585,298 | 2,419,648 | 70,668 | 2.7% | 4,083,926 | 61.2% |

Notes:

Personnel Services:

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

Supplies, Maintenance, and Services:

Not included - \$1,150 - June 1 front parking lot restriping

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 - April and May electric

Not included - May 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 May 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 | 196,712 | 197,927 | 193,203 | (1,215) | -0.6% | 313,523 | 61.3% |
| Wages | 330,501 | 127,116 | 107,996 | 116,754 | 19,120 | 15.0% | 222,505 | 67.3% |
| Fringe Benefits | 238,389 | 100,857 | 97,222 | 83,297 | 3,635 | 3.6% | 141,167 | 59.2% |
| Total Personnel Services | 1,080,340 | 424,684 | 403,144 | 393,254 | 21,540 | 5.1% | 677,196 | 62.7% |
| Library Materials | 20,000 | 10,000 | 10,000 | 10,000 | - | 0.0% | 10,000 | 50.0% |
| Core Expenditures | | | | | | | | |
| Supplies, Maintenance, and Services | 124,985 | 52,077 | 52,879 | 34,467 | (802) | -1.5% | 72,106 | 57.7% |
| Insurance | 9,960 | 4,980 | 4,980 | 3,000 | - | 0.0% | 4,980 | 50.0% |
| Utilities | 55,549 | 23,145 | 13,011 | 22,203 | 10,135 | 43.8% | 42,538 | 76.6% |
| Total Core Expenditures | 190,494 | 80,203 | 70,870 | 59,671 | 9,332 | 11.6% | 119,624 | 62.8% |
| Indirect Costs | 206,343 | 85,976 | 85,975 | 107,330 | - | 0.0% | 120,368 | 58.3% |
| Capital Outlay | - | - | - | - | - | 0.0% | - | 0.0% |
| TOTAL | 1,497,177 | 600,863 | 569,989 | 570,254 | 30,872 | 5.1% | 927,188 | 61.9% |

Notes:

Supplies, Maintenance, and Services:

We are currently over the 2025 YTD Budget due to HVAC and alarm system repairs
Not included - \$2,476 - Fire communicator

Utilities:

Not included - February, March, April and May electric
Not included - March, April and May heating
Not included - May 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 May 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 | 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% | - | 0.0% |
| Charges | 46,700 | 19,458 | 24,985 | 21,169 | 5,526 | 28.4% | (21,715) | -46.5% |
| Fines and Overdues | 75,000 | 31,250 | 32,577 | 32,662 | 1,327 | 4.2% | (42,423) | -56.6% |
| Interest | 14,000 | 5,833 | 6,745 | 7,457 | 912 | 15.6% | (7,255) | -51.8% |
| Donations and Fundraisers | 2,600 | 1,083 | 6,002 | 3,920 | 4,919 | 454.1% | 3,402 | 130.8% |
| 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 | 863 | 2,029 | 1,399 | 1,167 | 135.3% | (41) | -2.0% |
| Total Other Revenue | 230,370 | 113,488 | 127,338 | 114,659 | 13,851 | 12.2% | (103,032) | -44.7% |
| Total Revenue | 2,009,082 | 1,892,199 | 1,906,050 | 1,893,370 | 13,850 | 0.7% | (103,032) | -5.1% |
| Expenditures | | | | | | | | |
| Library Materials | 467,926 | 194,648 | 140,057 | 164,257 | 54,591 | 28.0% | 327,869 | 70.1% |
| Services and Charges | 93,655 | 39,023 | 39,063 | 34,974 | (40) | -0.1% | 54,592 | 58.3% |
| Supplies | 28,975 | 12,073 | 6,909 | 8,988 | 5,164 | 42.8% | 22,066 | 76.2% |
| Miscellaneous | 23,740 | 9,892 | 9,651 | 7,198 | 241 | 2.4% | 14,089 | 59.3% |
| 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 | 4,163 | 7,318 | 5,171 | (3,155) | -75.8% | 2,673 | 26.8% |
| Total Expenditures | 2,011,269 | 1,646,781 | 1,589,980 | 1,608,121 | 56,801 | 3.4% | 421,289 | 20.9% |
| Revenue over Expenditures | (2,187) | 245,419 | 316,070 | 285,249 | 70,651 | | 318,257 | |

Notes:

Charges:

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

Donations and Fundraisers:

\$4,297 received from the Liz Moore author event

\$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 May 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 | 5,404 | 7,855 | 6,993 | 2,451 | 45.4% | (5,115) | -39.4% |
| Fines and Overdues | 22,800 | 9,500 | 12,143 | 10,930 | 2,643 | 27.8% | (10,657) | -46.7% |
| Interest | 1,000 | 417 | 452 | 456 | 35 | 8.5% | (548) | -54.8% |
| Donations and Fundraisers | 3,000 | 1,250 | 331 | 2,893 | (919) | -73.5% | (2,669) | -89.0% |
| Transfer from County Materials | 20,000 | 10,000 | 10,000 | 10,000 | - | 0.0% | (10,000) | -50.0% |
| Miscellaneous Revenue | 605 | 252 | 802 | 290 | 550 | 218.1% | 197 | 32.6% |
| Total Other Revenue | 68,175 | 26,823 | 32,083 | 32,184 | 5,260 | 19.6% | (36,092) | -52.9% |
| Total Revenue | 166,107 | 124,755 | 130,016 | 131,844 | 5,260 | 4.2% | (36,092) | -21.7% |
| Expenditures | | | | | | | | |
| Library Materials | 143,812 | 59,922 | 47,162 | 56,457 | 12,760 | 21.3% | 96,651 | 67.2% |
| Services and Charges | 10,040 | 4,183 | 4,126 | 4,868 | 57 | 1.4% | 5,914 | 58.9% |
| Supplies | 6,650 | 2,771 | 2,219 | 1,810 | 552 | 19.9% | 4,431 | 66.6% |
| Miscellaneous | 2,972 | 1,239 | 1,767 | 1,043 | (529) | -42.7% | 1,205 | 40.5% |
| Capital Outlay | 3,154 | 1,314 | - | 305 | 1,314 | 100.0% | 3,154 | 100.0% |
| Total Expenditures | 166,629 | 69,429 | 55,274 | 64,482 | 14,155 | 20.4% | 111,355 | 66.8% |
| Revenue over Expenditures | (521) | 55,327 | 74,742 | 67,362 | 19,415 | | 75,263 | |

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 May 31, 2025**

| CCL Fund Balance Report | <u>Balance</u> |
|--|------------------|
| Operating Funds | |
| 001 CCL | 296,387 |
| 043 HHB | 70,688 |
| Total Operating Funds | 367,075 |
| Reserve Funds | |
| 004 CCL Technology | 354,349 |
| 400 CCL Capital Reserve | 121,801 |
| 410 CCL Program | 223,960 |
| 450 HHB Capital Reserve | 244,498 |
| 451 CCL & HHB Materials | 175,810 |
| Total Reserve Funds | 1,120,419 |
| Grants - Friends of the Library | |
| 091 CCL Friends Grants | 23,573 |
| 903 CCL Friends Grants (Unassigned) | 121,594 |
| Total CCL Friends | 145,167 |
| 943 HHB Friends Grants | 9,882 |
| Total Grants - Friends of the Library | 155,049 |
| Grants and Appropriations | |
| 002 CC Community Foundation Grants | 8,347 |
| 100 CCL County Materials | 21,869 |
| 104 CCL Trust Grants | 129,285 |
| 109 HHB County Materials | 4,575 |
| 132 CCL GSK Science in the Summer | 142 |
| Total Grants and Appropriations | 164,219 |
| 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 | 3,492 |
| Total Special Funds | 16,559 |
| 500 District Center Aid | 53,346 |
| 510 County Coordination Aid | 307,980 |
| Total All Funds | 2,184,647 |
| Endowment Funds | |
| 090 CCL Trust | 2,460,312 |



June 11, 2025

TO: Board of Trustees, Chester County Library and District Center
FROM: Jenna Persick, Director
RE: Friends of the Chester County Library Update

Mid-Year Request

At the July Board meeting, the Friends of the Chester County Library approved the following items:

- Thermobind TB500 mending system (Technical Services) \$700
- Chairs for Youth Services (Youth Services) \$2,261
- Sensory Kits (1 adult/1 youth) (DEI Committee) \$600
- Adult Summer Reading prizes (Reference) \$285
- Noise Cancelling Headphones (Reference) \$170
- Portable White Board (Reference) \$80

Total: \$4,096

A big thank you to the Friends of the Chester County Library!

2026 Book Sale Dates

- Spring 2026 Book Sale: April 10-12
- Fall 2026 Book Sale: October 9-11



June 12, 2025

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

Meeting Date: June 12, 2025

RECOMMENDATIONS

Petty Cash Reconciliation

It is the recommendation of the Finance Committee that the petty cash balances be adjusted in order to align book values with cash-on-hand.

Request for Transfer from the Technology Reserve Fund

We anticipate that the PA State budget will not be passed by the July 1 deadline, which will delay the distribution of District Center Aid funding. As a result, the DCA fund will not have the ability to cover the Innovative (Sierra) invoice due in July. The Finance Committee recommends to the CCL Board of Trustees a transfer in the amount of \$164,499 from the CCL Technology reserve fund to the DCA fund. The current Technology reserve fund balance is \$354,349. Once DCA funds are received later this year, the Technology reserve fund will be reimbursed in full.

REPORT ON ACTIVITIES

Passport Services

The Chester County Library has received final approval from the U.S. Department of State to begin offering passport acceptance services. The library will operate as an official passport acceptance facility as of September 1, 2025. All associated revenue will be recorded under Account 336640 – Charges – Passport Fees. This new service aligns with our commitment to expanding the public access to essential services while generating a modest source of revenue for the library.