

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, SEPTEMBER 16, 2025

COATESVILLE AREA PUBLIC LIBRARY/VIRTUAL

AGENDA

Meeting Location: Coatesville Area Public Library, 501 E. Lincoln Highway, Coatesville, PA 19320

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

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

WELCOME AND INTRODUCTIONS

ANNOUNCEMENTS

- Executive Session (If Necessary)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of August 19, 2025 (p.2)
- Chester County Library Director Report (p.19)
- Henrietta Hankin Branch Manager's Report (p.23)
- Development Director's Report (p.25)
- Statistical Reports (p.26)

FINANCIAL STATEMENTS

- August 2025 Exton and Hankin Financial Statements (p.29)
- August 2025 Fund Balance Report (p.33)

FOR APPROVAL

- CCL Behavior Policy Updates (p.34)
- Finance Committee Recommendations (p.40)

FOR INFORMATION/DISCUSSION - None

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p.19)
- Branch Manager's Report (p.23)
- Development Director's Report (p.25)
- 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 (p.40)
- Governance (p.34)

ADJOURN

Upcoming Events

CCL Board Meeting – Tuesday, October 28, 2025, 9:30AM – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
August 19, 2025**

CALL TO ORDER, 10:17 AM

CCL Board Members Present: Michael Skay, President; Bill Connor, Secretary; Emily Bless, Treasurer; Andy Dinniman, Member at Large

CCL Board Members Absent: Richard Hankin, Vice President; Staci Anderson, Member at Large

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

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

WELCOME AND INTRODUCTIONS

Mike Skay, President, called the meeting to order, and welcomed Stephanie Sharon-Missanelli from CCL Multimedia to 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 Andy Dinniman, seconded by Bill Connor, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- **July 2025 Exton and Henrietta Hankin Branch Financial Statements**
 - **CCL County Budget Notes**
 - Lenni Electric came out to fix the parking lot lights in August.
 - 2020 Van lease expired in June. The County billed CCL in July for the van. A new van will be received in 2026.
 - **HHB** – no significant notes
 - **CCL State Budget Notes**
 - CCL received \$1,000 from US Environmental for Adult Summer Reading.
 - CCL & HHB have received their funds for materials from the County.

- **July 2025 Fund Balance Report** – No updates from the report.

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

FOR APPROVAL

- **CCL Finance Committee Recommendation** – The Finance Committee is recommending a transfer of \$41,400 from Technology reserve funds to cover approved DCA expenses that will be reimbursed when DCA funding is received.

On motion made by Mike Skay, seconded by Andy Dinniman, the CCL Finance Committee Recommendation was approved.

- **CCL Behavior Policy Updates** – The Governance Committee recommended that the CCL Behavior Policy be updated to clarify the procedure for patrons appealing suspensions to the Board. Language was added to the Right to Appeal section to require: the appellant's full name, date of occurrence, and violation cited. If all of this information is not provided, the appeal will not be accepted or processed.
 - The Board suggested asking the Solicitor about adding a request for address of the appellant as well.

On motion made by Bill Connor, seconded by Emily Bless, the CCL Behavior Policy updates were approved.

FOR INFORMATION/DISCUSSION

- **Public Services Presentation – The Library of Things** – Stephanie Sharon-Missanelli presented on the newly updated Library of Things at the Chester County Library.
- **Board Member Representation at September Municipal Meetings** – The Community Engagement Committee and staff are requesting board member support at upcoming municipal meetings. The dates and locations for meetings were included in the packet. Jenna requested that board members let her know which meetings they are able to attend.
 - There was discussion regarding the Exton Mall redevelopment plan. Andy Dinniman commented that the library should be in contact with the Township and the Developer regarding this project and if there are goals the library / County has. He agreed to take part in a meeting on this and help.

REPORTS/CORRESPONDENCE

- **President's Report** – There was no President's Report.
- **Director's Report**
 - **Building Updates**
 - Diversified Refrigeration replaced a motor in CCL Rooftop Unit 2.
 - Lenni Electric was able to provide a temporary fix for the lights in the front parking lot.
 - All the Handicapped Parking signs have been replaced and/or fixed in the front parking lot.

- **General Updates**
 - Jenna attended Uwchlan Community Day. A popular conversation topic was LinkedIN Learning.
 - The CCLS Teen Photo Contest Reception was successful. The winners are displayed on the wall in the library entrance.
 - New outdoor furniture has been selected. The picnic tables have been received and are out for use. Adirondack chairs and a glider will be ordered soon. Thank you to the CCL Trust for funding this.
 - Jenna will be attending the August meeting of the West Whiteland Township Planning Commission regarding the Exton Mall redevelopment plan.
 - Library Card Sign Up Fest with Senator Comitta will take place at CCL on Sunday, September 14th.
- **Branch Manager's Report**
 - The plexiglass installed during the pandemic has been removed from service desks.
 - Citizen Science Kits have been added to the collection and many of them are currently checked out.
 - The County has provided a new bench for the outside of the building.
 - Makerspace volunteers will be returning this Fall to run another Dungeons and Dragons campaign.
 - Planning many activities and events to celebrate Jane Austen's 250th Birthday Celebration.
- **Development Director's Report**
 - The CCL Trust is hosting a Donor Appreciation Reception on October 15. Invitations will be sent to the board members. Richard Hankin will be recognized at the Donor event as an original member of the Trust.
 - The next Trust Speaker Series event is on September 11 with Dr. Robert J. Wicks, author of *Bounce: Living the Resilient Life*.
- **Friends of the Chester County Library** – Preparing for the annual Fall book sale, October 3-5
- **Friends of the Henrietta Hankin Library** – Cancelled their last meeting and are working on rescheduling it for the upcoming weeks.
- **Committee Reports**
 - **Finance Committee** – Emily Bless provided notes from the CCLS/CCL Finance Committee meeting, where the following items were discussed: reserve funds allocation for DCA items, the 2025-2028 audit contract, member library support, and updating the internal controls document.
 - **Institutional Advancement Committee** – Met on August 5. Discussion included the CCL Trust Annual Appeal postcard design, and visits to Townships and Municipalities. The next meeting is slated for November 6.

Further discussion regarding West Whiteland and the Exton Mall redevelopment plan took place at the end of the meeting. Board member Andy Dinniman requested that the library provide some insight into their desires when it comes to redevelopment in the surrounding area.


Meeting Adjourned.

On motion made by Andy Dinniman, seconded by Emily Bless, the meeting was adjourned.

Chester County Library
Multimedia Department's

Library of Things





Why have a Library of Things collection?

- Helps to make community living more affordable.
- Can be socially rewarding for people.
- Creating a unique collection, or a “Library of Things,” is a great best practice for future-proofing libraries.



How the CCL Library of Things started...

- Devices to assist in using the current Multimedia collections
 - CD players to play audiobook and music collections
 - Blu-Ray players to play film collection and TV series
 - Rokus to play digital copies collection
 - Nintendo Switch Lite to play the Switch game collection

START A
NEW HOBBY

CREATE
CONTENT

BE
PRODUCTIVE

DO IT
YOURSELF

PLAY OUR
COLLECTION

CRAFT IT
MAKE IT

TRAVEL
ESSENTIALS

Library of Things Organization

- Full collection is split into 7 themed collections
- Find what you need based on what you're doing
- Full descriptions of each “thing” are available in a binder at the Multimedia Desk and PDF form on the website*

**coming soon*



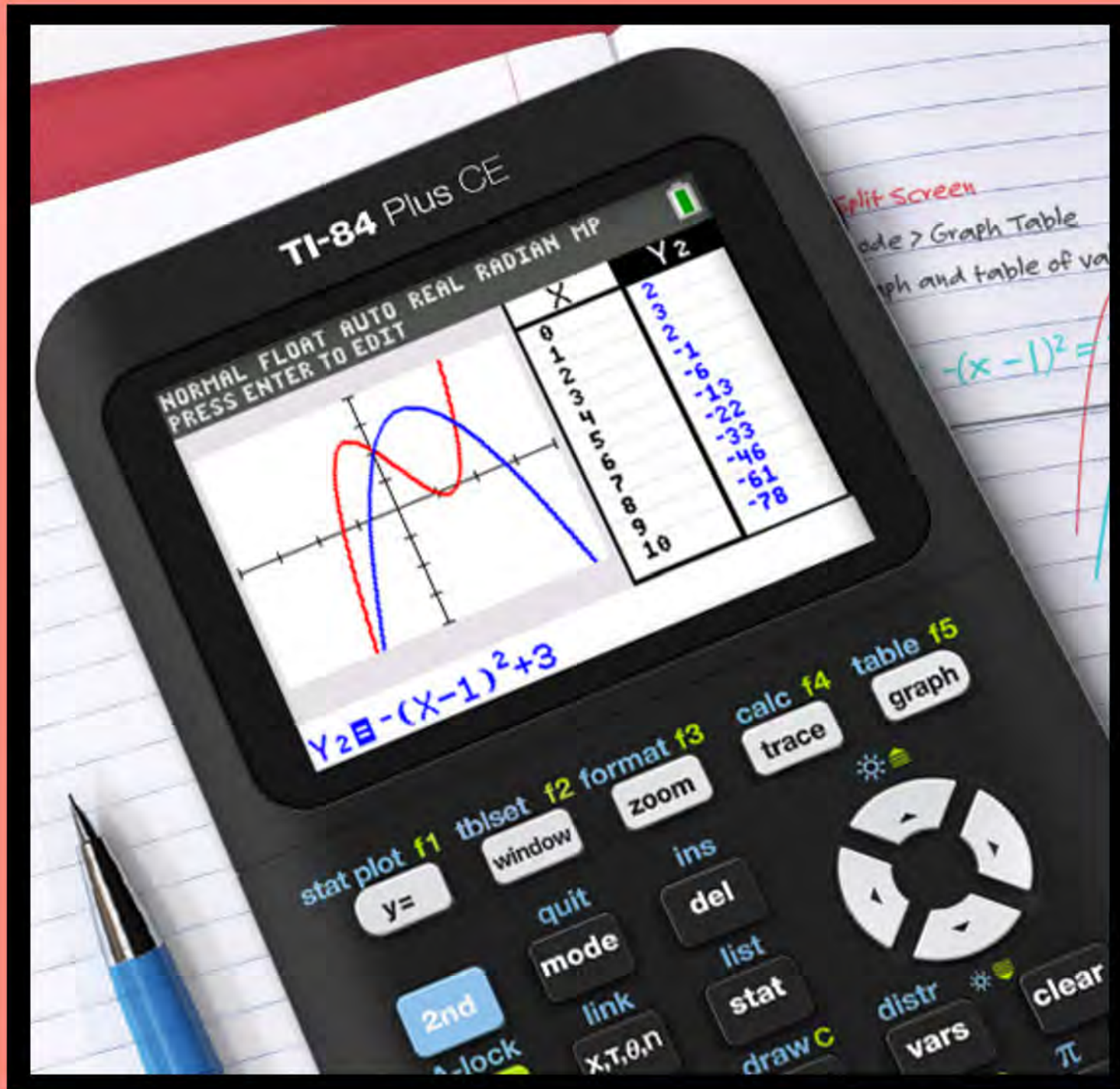
Start a New Hobby

MIDI Controller, Wacom Graphics Drawing Tablet, Telescope, Binoculars, Film & Slide Scanner, Adult & Kids Metal Detectors

Create Content

GoPro Camera, Ring Light, Selfie Clip Lights, Microphone, Webcam Tripod, Universal Phone Rig, Collapsible Backdrops





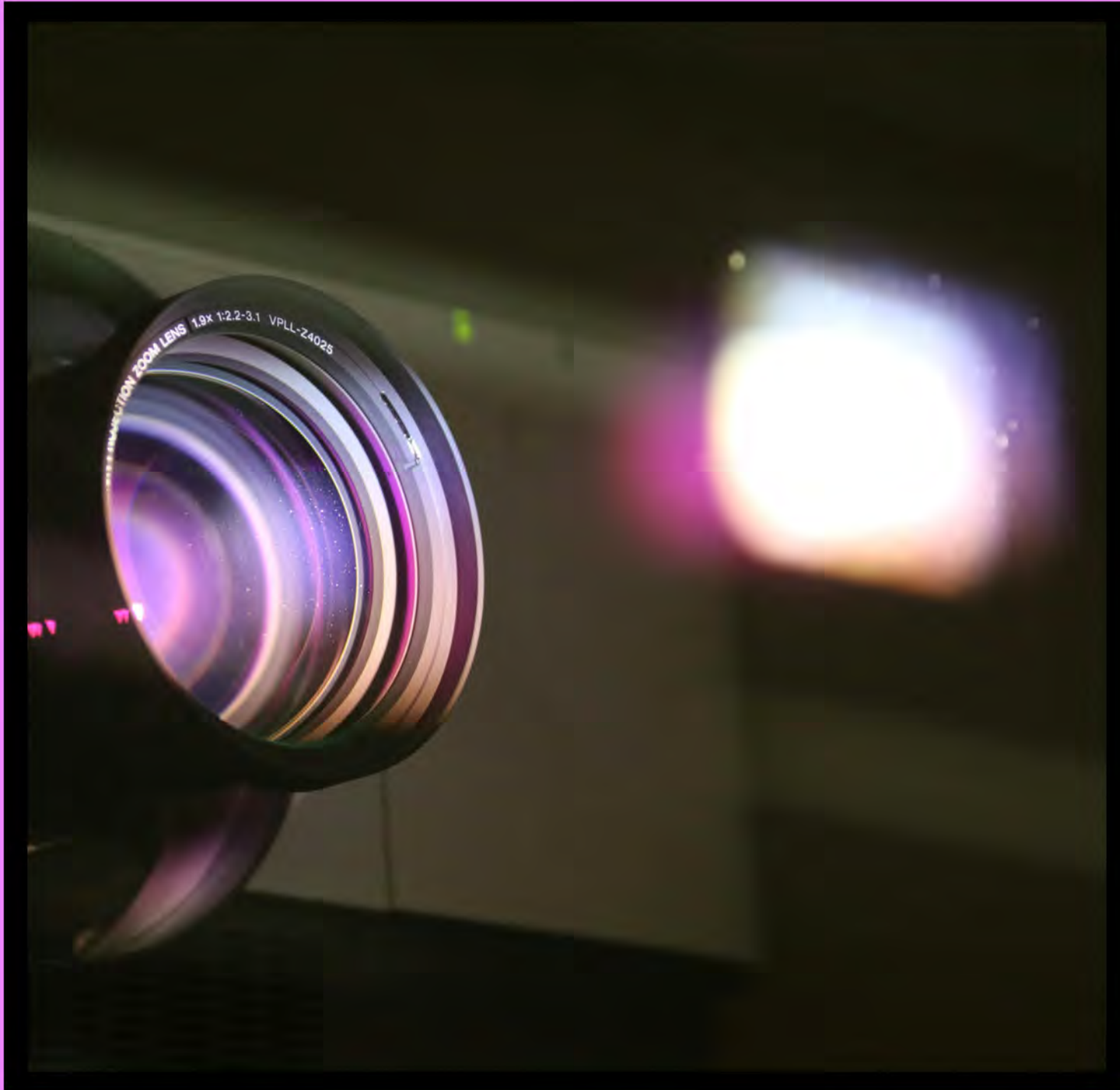
Be Productive

Graphing Calculator, Multi-Card Reader, Mobile Document Scanner, External CD/DVD Drive, Video to Digital Converter, Portable Karaoke Machine

Do It Yourself

Bike Repair Toolkit, Electronics Repair Toolkit, Power Meter Plug, Automotive Diagnostic Scanner, Car Alternator & Battery Tester, Portable Air Compressor, Basic Tool Kit, Laser Level, Stud Finder & Electric Wall Scanner, Radon Detector, Voltage Sensor, Soil Tester, Thermal Imaging Camera





Play Our Collection

Blu-Ray Player, Portable Blu-Ray Player, Portable CD Player, Discman, Roku, Nintendo Switch Lite, Record Player, Projector, Projector Screen, Inflatable Outdoor Screen

Craft It Make It

Cricut, Cricut Easy Press,
Knitting Kit, Crochet Kit, Yarn
Winder & Swift Set, Sewing
Machine





Travel Essentials

Universal Power Adapter,
Luggage Scale, Portable Power
Station, Smartphone Screen
Magnifier

Borrowing & Use

- 1 Items are checked out and returned at the Multimedia Desk
- 2 1 Week loan for most items (CD players are 3 weeks)
- 3 No holds or renewals (consistent with CCLS member libraries)

**Thank you to the
Chester County Library Trust
for funding this collection!**



Questions?



September 16, 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

- April Nickel and Tom Berman will be serving on the 2026 Board of Commissioners Grant Evaluation Team
- Danielle Stokes will be presenting Homeschool Exploratorium at the Pennsylvania Library Association annual conference in October
- I attended the West Whiteland Township Planning Commission meeting on 8/19; the Planning Commission voted to send the mall redevelopment master plan to the full Board of Supervisors. I did meet John Williamson, Development Director at Nextgen Developers, who will be involved with the project.
- Diversified Refrigeration replaced a compressor in the heating and cooling unit that maintains the temperature in the CCL Computer Room.
- Peter Greulich pruned shrubs and ground cover and weeded at the front entrance to CCL in preparation for Library Card Sign Up Fest on 9/14.
- Lenni Electric is working on fixing the front parking lot lights; they had to dig up part of the island to do this work.

Departmental Reports

Circulation Department (Nancy Sapone)

- CCL's door counts were down 11% from July 2025; checked out items down 11% from July 2025. Last minute vacations and early back to school have traditionally shown a decrease in these items during the month of August.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programs**
 - August 7: Summer Reading Teen Maker Program (CD Garden Deco) – Sara Lim Harden
- **Makerspace Statistics**
 - Open Hours: 39.5; Total Visits: 55
 - Usage: 3d Printer – 19; CNC Mill - 3; Button Maker – 8; Vacuform – 6; Cutter Plotter – ; Parts Carts – 7; Creative Cloud – 1; Braille – 4; Tours - 15

Multimedia Department (Stephanie Sharon-Missanelli)

- After 17 years as a Library Assistant, Kim Holston has decided to retire effective 10/31/25.
- Stephanie attended the OverDrive Conference, Digipalooza, in mid-August. A report was submitted to the CCL Friends for their newsletter. Stephanie also coordinated the annual partner analysis review meeting with the OverDrive team and the CCLS eMaterials Committee in late August.
- Stephanie and Jessie both completed their training to become passport acceptance agents.

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

- **CCLS**
 - Completed 109 graphic work orders and produced 19,468 copies in August.
 - Developed a systemwide advocacy document in partnership with Lauren Harshaw for distribution.
 - Printed promotional materials for Library Card Sign Up month were delivered to all member libraries for the September 1 launch, along with a toolkit saved on the Y drive.
 - Designed graphics for the launch of CCLS social media accounts on Facebook and Instagram.
- **CCL/HHB**
 - StoryWalk Install at Exton Park on Sept. 12 – Fall book will feature the PA One Book “Arlo Draws an Octopus.”
 - Ongoing monthly promotion of virtual author (Library Speaker Consortium) talks through social media and newsletters.
 - Library Card Sign Up Fest with Senator Comitta – created PR campaign and corresponding graphics for event on September 14.
 - Completing text, photos, and statistics for the upcoming CCL/HHB Impact Report.
 - Working with Melissa on Passport Acceptance Facility promotion and website wording for CCL. Program is set to launch on November 1.
 - Work has begun on the 2026 Calendar of Events, with a focus on programs supporting the Chester County 250th celebrations.
 - Planning is in progress for a special themed event, the “Jane Austen Autumn Tea Party,” scheduled for October.

Reference (Melissa Kohl)

- CareerLink Awareness Day is Thursday, September 18th. Mikaila Strano will be representing the library and its career and business resources at the event. Free transportation from Coatesville and Spring City to PA CareerLink in Exton will be available to those who can attend.
- The Passport Acceptance Facility training is underway with staff completing training and small work committee completing tasks before the program launches this fall. More information will follow each month.

Technical Services (Laura Salvucci)

- We have completed the evaluation of data gathered from our trial period with additional print vendors Brodart and Ingram. We will be moving forward with Ingram as our primary print vendor, with the ability to order from Brodart and Baker & Taylor as needed.
- Training for ipage, Ingram's ordering platform, was provided to CCL and HHB selectors by Laura Salvucci and Donna Chin on September 4th.
- In August, catalogers created 922 bibliographic records and 921 item records for CCL and HHB.

Volunteers (Ronna Dewey)

- Assisting the CCL Friends with Fall Book Sale prep; the sale will be October 3-5, 2025
- Five new volunteers started in August through September 11, 2025

Youth Services (April Nickel)

- New chairs have been received and are in use in the Youth Services Department. Thank you to the Friends of the Chester County Library.
- Summer Learning Programs Summary
 - 45 Summer Learning in a Bag kits were handed out to special needs adults
 - Programs and attendance at CCL, 154 programs, 9564 attendance (+1998 from 2024)
 - PreK: 75 programs, 2452 attendance (+130)
 - K-5th: 58 programs, 5972 attendance (+2003)
 - Teen: 21 programs, 1140 attendance (-135)
 - Comments: for K-5th all passive programs were accurately counted which was not accounted for in prior years. One traditional teen programming day was impacted by a holiday.
 - Beanstack Registrations CCL& HHB combined: 303 (+12 from 2024)
 - 1000 Books before Kindergarten: 48 (-54)
 - PreK: 53 (+19)
 - K-5th: (+46)
 - Teen: 44 (+14)
 - On-site registrations at CCL total: 2866 (-134 from 2024)
 - 1000 Books before Kindergarten: 236 (+221)
 - PreK: 566 (-189)
 - K-5th grade: 1463 (-63)
 - Teen: 601 (-103)
 - Comments: CCL focused on new 1000 Books packets that were offered to families to increase registration. 70 less Outreach packets (PreK) were requested by outreach sites.

Department Personnel

New Hires

- **Reference** – Jordan Sigler, PT Library Page, started Saturday, September 6

Vacancies

- **JTC** – 1 PT Library Assistant
- **Youth Services** – 1 PT Library Page

Committee Reports

America 250 (April Nickel) – CCLS committee recommendations were presented at District librarians Meeting on 9/9/2025. 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 (Mikaila Strano) -The Chester County Library's DEI committee met on 8/26/25. During the meeting members discussed recent changes in membership and the need to expand recruitment to have more departments represented on the committee. There were updates on the committee's various initiatives including a summary of the most recent Fairness Awareness staff discussion on 8/21/25 that highlighted disability pride month, and the Sensory Inclusion subcommittee's progress in their project to provide sensory kits to patrons.

Incident Response Plan Committee (Sara Lim Harden) - IRP Committee Meetings took place on on 8/21 and 8/26. Sara is working on the IRP Manual and assigned tasks.

XYZ Committee (Emily Cackowski) – The Book Bedazzling program on 8/09 was a great success. The committee met on 8/12 to discuss Fall programming including Felted Wool Pumpkin craft on 9/20 and Halloween Bingo on 10/17. More information forthcoming on November and December programming, as well as early 2026 programming.

Meetings and Trainings Attended

8/20	Afternoon Book Group
9/21	General Staff Meetings (9 and 3)
	Passport Service Planning meeting
8/20 – 8/29	Vacation
8/31 & 9/1	Libraries closed
9/2	Friends of Chester County Library Board meeting
9/4	Passport Service Planning meeting
9/8	Programming meeting
	Evening Book Group
9/9	DLM
9/10	CCLS Budget Prioritization meeting
9/11	Budget meeting with County Finance
9/12	CCLS/CCL Finance Committee meeting
	StoryWalk refresh
9/14	Library Card Sign Up Fest
9/15	West Vincent Township Board of Supervisors meeting
9/16	CCLS/CCL Board Meeting

September 16, 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.
- In celebration of National Library Card Sign-Up Month, our library staff have been doing a series of “Endless Possibilities” social media reels that highlight lesser known services and resources. They have been very popular.

Departmental Reports

Building Updates (Peter Greulich, Facilities Manager) - DWD made a further repair to a toilet in the Women's Restroom

Circulation (Charlotte Marron, Circulation Manager)

- Our Book Locker hit its most check-outs ever with 462 items in August! We did a reel for Library Card Signup Month highlighting the Locker and how to use it so we are hoping to see even more usage in the upcoming months
- Our Hankin Citizen Science Kits are now available to sign out thanks to the hard work of Lindsey Colantuno and went out 10 times in August! We highlighted them with a display and will have a Reel being posted on social media for them.
- We also highlighted our Board Games and Puzzles Collection in a Reel on social media.
- We will be adding 4 new Book Club in a Bags to our collection of the following titles: The Frozen River, Help Wanted, James, and The Lion Women of Tehran.

Makerspace (Tom Lally, Makerspace Staff)

- Maker Monday programs in August included LEGO Build, Paper Plate Crabs, Paper Jellyfish, and Beaded Necklaces and Bracelets which garnered 10, 6, 13, and 4 attendees, respectively.
- The Makerspace monthly project was Rubber Stamps using the Cricut. 15 attendees took part in the project over the course of the month.
- Throughout August, the Makerspace had 35 attendees for appointments.
- The Makerspace is now doing Mystery Bags, September's monthly craft in which we've made 30 bags, filled with an assortment of items. Patrons are able to grab bags and create anything they'd like with the items inside.
- I reached out to our volunteer, Cody, about returning to run his Dungeons and Dragons program for ages 7-10. He will be returning to run this program on September 27th.
- I also reached out to our other volunteer, Kelly, about running another quilting class. She will be running a 6-week long class called Making Triangles which begins on September 16th.

Reference (Carey Bresler, Branch Manager)

- In August, we had 28 in person programs, 5 hybrid or virtual programs and 9 passive programs.
- This summer, we added a third Next Chapter Book Club. Our staff members Jill Newsham and Lee Peterson are the leaders of the 3rd group. It went very well and will be continued in the Fall.
- On September 4th, we hosted our first Bridging Blocks event with WHYY. WHYY News' Bridging Blocks program is an initiative that brings together community members on hot-button topics to foster civic dialogue in supportive spaces. The topic for this meeting was Green Spaces and it was well attended and was a lively discussion. We hope to partner with them on future topics.

Adult Summer Reading 2025		
Paper	Beanstack	Total
94	97	191

Youth Services (Susan Farrell, Youth Services Lead)

- This summer, 225 kids earned themed patches through our popular Power Patch program. To earn a patch, kids chose and completed three activities listed on a patch card and talked to a librarian about what they learned.
- Over 200 kids returned their reading logs by the end of August and each earned a gold, silver or bronze medal for logging their time spent reading (or being read to) over the summer months.
- The winner of our first annual Tournament of Books was "Holes" by L. Sachar with 240 total votes cast. The tournament served as a fun way to engage our middle-grade readers this summer and the department's tournament display served as a very effective reader's advisory tool.
- As the summer was winding down, Youth Services hosted a magic show attended by 47 children and caregivers as well as two music programs with a total of 98 attendees.

Department Personnel

Vacancies - 0

Meetings & Trainings Attended

9/5 Ingram iPage training with Laura Salvucci
 9/6 Makerspace Meeting
 9/7-9/14 Vacation
 9/16 CCLS/CCL Board Meeting
 9/17 CCL Trust Meeting
 9/18 General Staff Meeting
 9/18 West Brandywine Township Meeting
 9/22 Hankin Staff Meeting
 9/24 Management Meeting
 9/25 Hankin Friends Meeting
 9/30 Community Engagement Meeting



September 16, 2025

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

Chester County Library Trust

- **September 11**, 6:00 PM in the Struble Room: Trust Speaker Series: Dr. Robert J. Wicks, author of *Bounce: Living the Resilient Life*. Enriching the balance and meaning of life by better understanding stress and creating your own self-care protocol, Bounce shows you how to live life to the fullest.
- **September 17**- Trust Quarterly Board Meeting
- **October 15**: Donor Appreciation Reception, 6:00 PM in the Struble Room. Invitations are being distributed to the Board today, and mailed to donors by September 1.
- **November 11** (Veteran's Day): Trust Speaker Series: Kevin Ferris: In the book "**Unbreakable Bonds: The Mighty Moms and Wounded Warriors of Walter Reed**," Dava Guerin and Kevin Ferris tell the stories of 10 soldiers and Marines grievously wounded in the wars in Iraq and Afghanistan – and their mothers, who left their homes, careers and more to become 24/7 caregivers.
- **Annual Appeal**- The 20205-26 annual appeal campaign is scheduled for mailing on October 25. The new donor software, Bloomerang, accepts payments from Apple Pay and Venmo

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	138,392	812,074	763,285	783,420	774,954
Jul	166,437	146,422	150,805	148,334	978,511	909,707	934,225	923,288
Aug	151,069	143,907	141,102	137,308	1,129,580	1,053,614	1,075,327	1,060,596
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	303	213	218	245	475	456	548
Jul	271	238	348	222	267	270	493	505	618
Aug	267	251	311	239	181	234	506	432	545
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	111	160	131	140	273	260	251
Jul	111	130	107	189	129	139	300	259	246
Aug	115	123	101	137	127	151	252	250	252
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	622	189	194	280	133.5	165	155	50	62	62
Jul	193	488	732	350	268	316	53	190	179	139	68	62
Aug	443	419	374	226	234	148	121	147	172	50	47	64
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	168.25	33	47	62
Jul	69.75	95.75	192.77	30	32	71
Aug	128.75	131.5	153.5	41	46	52
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	727.5	180	152.95	1707.75	880.45	133	160
Jul	967.50	996.75	918.75	228	184	2143.5	1102.75	136	109
Aug	969.75	831.75	789.5	211.75	154.5	1833	944	132	114
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		17,264.00			

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	28,949	219,882	129,132	147,911	152,322
Jul	46,845	28,771	32,077	31,853	266,727	157,903	179,988	184,157
Aug	42,052	27,152	28,963	28,268	308,779	185,055	208,951	212,443
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	10,896	62,503	49,574	57,448	60,718
Jul	12,887	9,976	11,498	12,243	75,390	59,550	68,946	72,961
Aug	11,313	10,064	10,387	10,590	86,703	69,614	79,333	83,551
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 August 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	2,121,329	2,138,405	2,038,679	(17,076)	-0.8%	1,105,980	34.1%
Wages	992,011	648,623	564,375	563,178	84,248	13.0%	427,636	43.1%
Fringe Benefits	1,306,769	904,686	880,096	728,807	24,591	2.7%	426,673	32.7%
Security Provided by the County EMS	20,000	10,000	-	11,663	10,000	100.0%	20,000	100.0%
Total Personnel Services	5,563,165	3,684,637	3,582,875	3,342,327	101,762	2.8%	1,980,290	35.6%
Library Materials	70,000	52,500	52,500	52,500	-	0.0%	17,500	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	161,119	107,413	120,555	84,048	(13,143)	-12.2%	40,564	25.2%
Insurance	24,310	24,310	24,310	15,354	-	0.0%	-	0.0%
Utilities	121,518	81,012	52,815	79,869	28,197	34.8%	68,703	56.5%
Vehicle Expense	47,864	31,909	31,251	30,687	659	2.1%	16,613	34.7%
Total Core Expenditures	354,811	244,644	228,931	209,958	15,713	6.4%	125,880	35.5%
Indirect Costs	681,248	454,165	454,168	448,408	-	0.0%	227,080	33.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	-	-	-	15,320	-	0.0%	-	0.0%
TOTAL	6,669,224	4,435,947	4,318,474	4,068,514	117,475	2.6%	2,350,750	35.2%

Notes:

Personnel Services:

Not included - \$5,771 - Q1'25 security costs

Not included - \$5,795 - Q2'25 security costs

Supplies, Maintenance, and Services:

Not included - \$2,565 - Leaking faucet in the men's room and a slow drain in the kitchen

Not included - \$8,636 - HVAC Liebert compressor replacement

Not included - We are waiting on a quote to fix the exterior lighting.

Utilities:

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

Not included - \$4,130 - August PECO electricity delivery charges

Not included - \$32,479 - February - June WGL Energy electricity supply charges

Not included - \$1,015 - August water charges

Not included - \$37 - August PECO gas delivery charges

Not included - July and August WGL Energy electricity supply charges. I've estimated those charges to be \$16,200.

Not included - July and August gas supply charges. I've estimated those charges to be \$30.

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

Vehicle:

Includes \$1,432 to extend the lease of the FY2020 van. This van will be replaced in 2026.

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 August 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	334,410	343,288	326,920	(8,879)	-2.7%	168,162	32.9%
Wages	330,501	216,097	185,637	194,479	30,459	14.1%	144,864	43.8%
Fringe Benefits	238,389	165,039	160,883	135,868	4,156	2.5%	77,506	32.5%
Total Personnel Services	1,080,340	715,545	689,808	657,267	25,737	3.6%	390,532	36.1%
Library Materials	20,000	15,000	15,000	15,000	-	0.0%	5,000	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,985	83,323	74,476	67,690	8,847	10.6%	50,509	40.4%
Insurance	9,960	9,960	9,960	6,000	-	0.0%	-	0.0%
Utilities	55,549	37,033	21,796	31,947	15,237	41.1%	33,753	60.8%
Total Core Expenditures	190,494	130,316	106,232	105,637	24,084	18.5%	84,262	44.2%
Indirect Costs	206,343	137,562	137,560	171,728	-	0.0%	68,783	33.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,497,177	998,423	948,600	949,632	49,821	5.0%	548,577	36.6%

Notes:

Supplies, Maintenance, and Services:

Not included - \$4,259 - HVAC service calls and repairs 07/10, 08/14, and 08/19

Not included - \$4,456 - Ladies room toilet repair

Utilities:

Not included - \$705 - May PECO electricity delivery charges

Not included - \$89 - August PECO electricity delivery charges for the parking lot lights

Not included - \$507 - February - July WGL Energy electricity supply charges for the annex

Not included - \$114 - May PECO gas delivery charges

Not included - \$37 - August PECO gas delivery charges

Not included - February - June electricity supply charges. I've estimated these charges to be \$10,000

Not included - July electric supply and delivery charges. I've estimated those charges to be approximately \$4,850.

Not included - March - July gas supply charges. I've estimated these charges to be \$655

Not included - July gas supply and delivery charges. I've estimated those charges to be approximately \$175.

Not included - August 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 August 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	31,133	41,637	35,990	10,504	33.7%	(5,063)	-10.8%
Fines and Overdues	75,000	50,000	54,365	53,928	4,365	8.7%	(20,635)	-27.5%
Interest	14,000	9,333	12,878	14,499	3,545	38.0%	(1,122)	-8.0%
Donations and Fundraisers	2,600	1,733	9,841	6,199	8,108	467.8%	7,241	278.5%
Transfer from Other Funds	-	-	-	13,051	-	-	-	-
Transfer from County Materials	70,000	52,500	52,500	52,500	-	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	2,070	1,380	2,810	6,559	1,430	103.6%	740	35.7%
Total Other Revenue	230,370	166,080	194,031	182,726	27,951	16.8%	(36,339)	-15.8%
Total Revenue	2,009,082	1,944,792	1,972,742	1,961,437	27,950	1.4%	(36,340)	-1.8%
Expenditures								
Library Materials	468,481	311,807	216,676	277,917	95,131	30.5%	251,805	53.7%
Services and Charges	96,592	64,395	55,746	55,811	8,649	13.4%	40,846	42.3%
Supplies	28,975	19,317	12,605	15,989	6,712	34.7%	16,370	56.5%
Miscellaneous	23,740	15,827	13,279	13,299	2,548	16.1%	10,461	44.1%
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	6,661	8,398	8,990	(1,737)	-26.1%	1,593	15.9%
Total Expenditures	2,014,761	1,804,988	1,693,685	1,759,538	111,303	6.2%	321,076	15.9%
Revenue over Expenditures	(5,679)	139,804	279,057	201,899	139,253		284,736	

Notes:

Charges:

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

Donations and Fundraisers:

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

\$1,000 received from a library volunteer

\$2,492 received for Sustaining Success Grant for Family Place Libraries Reimbursement

\$1,000 received from US Environmental for Adult Summer Reading

Transfer from County Materials:

Q3' 2025 County Materials money was received on July 9, 2025

Library Materials:

We are currently behind due to fulfillment issues with Baker & Taylor, but we have switched to a new primary vendor (Ingram).

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), \$178 from 2024, the \$2,492 for the Sustaining Success Grant for Family Place Libraries, and the 1,000 donation for Adult Summer Reading.

Chester County Library
State Aid Budget Report - Hankin Library - Preliminary
Period Ending August 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	-	2,000	1,122	2,000		(5,800)	-74.4%
Charges	12,970	8,647	12,247	11,112	3,600	41.6%	(723)	-5.6%
Fines and Overdues	22,800	15,200	20,005	18,497	4,805	31.6%	(2,795)	-12.3%
Interest	1,000	667	842	916	175	26.3%	(158)	-15.8%
Donations and Fundraisers	3,000	2,000	555	3,055	(1,445)	-72.2%	(2,445)	-81.5%
Transfer from County Materials	20,000	15,000	15,000	15,000	-	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	605	403	901	446	498	123.5%	296	49.0%
Total Other Revenue	68,175	41,917	51,550	50,147	9,633	23.0%	(16,625)	-24.4%
Total Revenue	166,107	139,849	149,483	149,807	9,633	6.9%	(16,625)	-10.0%
Expenditures								
Library Materials	143,812	95,875	78,155	93,564	17,720	18.5%	65,657	45.7%
Services and Charges	10,040	6,693	6,031	6,371	663	9.9%	4,009	39.9%
Supplies	6,650	4,433	3,181	3,953	1,252	28.3%	3,469	52.2%
Miscellaneous	2,972	1,982	2,462	1,694	(480)	-24.2%	511	17.2%
Capital Outlay	3,154	2,103	-	1,890	2,103	100.0%	3,154	100.0%
Total Expenditures	166,629	111,086	89,829	107,471	21,257	19.1%	76,800	46.1%
Revenue over Expenditures	(521)	28,763	59,654	42,336	30,891		60,175	

Notes:

Charges:

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

Miscellaneous Revenue:

\$301 received year-to-date for vending machine commissions

Transfer from County Materials:

Q3' 2025 County Materials money was received on July 9, 2025

Library Materials:

We are currently behind due to fulfillment issues with Baker & Taylor, but we have switched to a new primary vendor (Ingram).

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 August 31, 2025**

CCL Fund Balance Report	<u>Balance</u>
Operating Funds	
001 CCL	250,343
043 HHB	56,387
Total Operating Funds	306,730
Reserve Funds	
004 CCL Technology ¹	314,566
400 CCL Capital Reserve	122,357
410 CCL Program	225,422
450 HHB Capital Reserve	245,614
451 CCL & HHB Materials	176,612
Total Reserve Funds	1,084,571
Grants - Friends of the Library	
091 CCL Friends Grants	20,250
903 CCL Friends Grants (Unassigned)	121,594
Total CCL Friends	141,844
943 HHB Friends Grants	4,031
Total Grants - Friends of the Library	145,874
Grants and Appropriations	
002 CC Community Foundation Grants	9,158
100 CCL County Materials	30,901
104 CCL Trust Grants	91,722
109 HHB County Materials	3,788
132 CCL GSK Science in the Summer	744
Total Grants and Appropriations	136,313
Special Funds	
003 CCL Helen Russell Memorial	8,165
096 CCL Courtesy Bags	1,655
105 CCL Community Day	2,167
107 CCL & HHB Author Events	3,508
Total Special Funds	15,495
500 District Center Aid¹	27,497
510 County Coordination Aid	161,416
Total All Funds	1,877,897
Endowment Funds	
090 CCL Trust	2,646,251

Notes:

1. \$41,400 was transferred from the Technology fund (004) to the District Center Aid fund (500) in August 2025. This money will be transferred back to 004 upon receipt of the DCA funds.



September 4, 2025

TO: Chester County Library Board of Trustees
FROM: CCLS/CCL Governance Committee
RE: Recommendation on Further Update to the CCL/HHB Behavior Policy

The Board approved a clarification to the Behavior Policy regarding the procedure for patrons appealing suspensions. During the discussion, an additional request for the appellant's address was made. We recommend the Behavior Policy be updated again to further clarify the procedure for patrons appealing suspensions to the Board. The Right to Appeal section has been changed as follows:

REQUEST BOARD REVIEW OF LIBRARY EXPULSIONS

Any individual who is expelled may request to have the decision reviewed by the Board of Trustees of the Chester County Library.

Requests for Board review of expulsions:

- Must be made in writing submitted to both the Library Director and the President of the Board of Trustees; and
- Must include:
 - the full name of the expelled person,
 - contact information for the expelled person (mailing address, email address, or phone number),
 - the date of the incident that led to the expulsion,
 - the violation(s) cited, and
 - the reasons the expelled person disputes the expulsion.

Requests for Board review that do not fully provide that information will not be accepted or considered by the Board.

Requests for Board review must be delivered to the Library Director and the President of the Board of Trustees at least 10 days before a scheduled Board meeting in order to be heard at that meeting. Such requests may be emailed to cclboard@ccls.org and/or mailed to CCL Board, Chester County Library, 450 Exton Square Parkway, Exton, PA 19341. The Library Director's email may be found on the Contact Us page of chescolibraries.org.

Requests for review received fewer than 10 days before a meeting may be deferred to the next regularly scheduled meeting.

Once the Board has considered a request to review an expulsion, it will not consider additional requests to review that expulsion.

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH BEHAVIOR POLICY

POLICY STATEMENT

The Chester County Library and Henrietta Hankin Branch (hereafter collectively referred to as "Library") welcome and encourage the use of their facilities and resources by the public. Library users are expected to abide by this Library Behavior Policy to maintain a safe environment and equal access for all.

MAJOR VIOLATIONS

The following activities and behaviors are considered major violations of the Library Behavior Policy, seriously interfere with Library services, are prohibited in or on Library property, and are grounds for immediate expulsion from the Library:

- Engaging in any activity which violates Federal, State, local or other applicable law; such as possessing, distributing, or being under the influence of alcohol or illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including, but not limited to bullying, fighting, stalking, touching, or physical abuse, and obscene acts such as sex acts and indecent exposure.
- Intentionally damaging or destroying property belonging to the Library, other Library users, or Library employees.
- Stealing property belonging to the Library (*Please refer to 18 Pa.C.S.A. § 3929.1 for further guidelines.*), other Library users, or Library employees.

Staff is instructed to use their discretion to call 9-9-1-1 in response to any of the major violations. Staff will document major violations in an Incident Report. Committing a major violation will result in a minimum 30-day expulsion, and may lead to extended expulsions as outlined below.

EXPLUSION FROM LIBRARY PREMISES (MAJOR VIOLATIONS)

One Month (30 Day) Expulsion

- Patron commits a first major violation.
- An Incident Report will be created documenting the patron's first major violation and the Library's response to it.

Three Month (90 Days) Expulsion

- Patron commits a second major violation.
- An Incident Report will be created documenting the patron's second major violation and the Library's response to it.

Permanent Expulsion

- Patron commits a third major violation.
- An Incident Report will be created documenting the patron's third major violation and the Library's response to it.

Major violations will be permanently recorded and will not reset after a period of time. A permanent expulsion will not be rescinded unless approved by the Chester County Library Board of Trustees.

MINOR VIOLATIONS

The following activities are considered minor violations of the Library Behavior Policy and are disruptive to staff, volunteers and other users. Library users engaged in these activities will be given one warning to stop the behavior by a member of the Library staff. Minor violations could include, but are not limited to, the following conduct and behaviors:

- Engaging in disruptive, disorderly, or unsafe conduct.
- Interfering with the use of the Library by other users;
- Interfering with Library employees' performance of their duties.
- Violating the Library's Unattended Children Policy: Unaccompanied children under the age of eleven (11) must be accompanied by a parent or responsible caregiver (at least 14 years of age) at all times. *(Please refer to the Unattended Children Policy for further guidelines.)*
- Monopolizing Library spaces, seating, tables, stairways, or equipment to the exclusion of other patrons or staff.
- Obstructing materials, aisles, or doorways with personal belongings (including electrical cords).
- Storing personal belongings on Library property.
- Sleeping in the Library if doing so interferes with the use of the Library space by others.
- Violating the CCLS Internet Acceptable Use Policy. A user must accept that Policy before accessing the Internet through a Library computer or wirelessly.
- Using devices in a manner that interferes with the use of the Library by others.
- Talking in areas designated as a Quiet Zone.
- Failing to use headphones when playing music and other recordings.
- Engaging in unhygienic practices and activities that pose a health or safety risk, and/or interfere with the use of the Library by others, such as littering, spitting, being barefoot, being shirtless, or possessing a strong odor or scent.
- Using Library restrooms for bathing, shampooing, or doing laundry.
- Smoking, chewing, or otherwise using tobacco or marijuana products.
- Using electronic cigarettes or vaping.
- Consuming beverages or snack foods if doing so interferes with the use of Library space by others.
- Eating large meals outside designated eating areas (i.e. the café space in Multimedia at Chester County Library, and the tables outside of Makerspace at the Henrietta Hankin Branch Library).
- Eating, drinking, or handling food or beverages in the public computer areas.
- Bringing animals, other than service animals, into the Library. Staff may ask if the animal is a service animal. Disruptive service animals may be asked to leave.

Continued minor violations will result in the user being asked to leave the Library for the day, and will be documented by the staff in an Incident Report. Staff will call the police if a person or group of persons is asked to leave the Library and refuses to leave and/or becomes unreasonably argumentative with a staff member.

Repeat minor violations will result in longer expulsions. A longer expulsion from the Library, following the guidelines for suspension of Library privileges/expulsion for minor violations outline below, may last up to one year.

SUSPENSION OF LIBRARY PRIVILEGES/EXPULSION FOR MINOR VIOLATIONS

One Day Suspension/Expulsion

- The Library may suspend a patron's Library privileges and expel the user from the Library for one day as a result of minor violation of the Library's Behavior Policy under the following circumstances: the patron does not comply with Library staff's directions after the staff asks the patron at least once to stop the violating behavior.
- An Incident Report will be created documenting patron's behavior that causes the first minor violation. The Incident Report will also document the Library's response to the first minor violation.

Two Weeks (14 Days) Suspension/Expulsion

- The Library may suspend a Patron's Library Privileges and expel the user from the Library for two weeks as a result of a second minor violation of the Library's Behavior Policy under the following circumstances: (1) after having been suspended/expelled for one day for his or her first minor violation, (2) the Patron does not comply with Library staff's directions after the staff asks the patron at least once to stop the behavior causing the second minor violation.
- An Incident Report will be created documenting patron's behavior that causes the second minor violation. The Incident Report will also document the Library's response to the second minor violation.

One Month (30 Days) Suspension/Expulsion

- The Library may suspend a Patron's Library Privileges and expel the user from the Library for one month as a result of a third minor violation of the Library's Behavior Policy under the following circumstances: (1) after having been suspended/expelled for one day for his or her first minor violation and two weeks for his or her second minor violation, (2) the Patron does not comply with Library staff's directions after the staff asks the patron at least once to stop the behavior causing the third minor violation.
- An Incident Report will be created documenting patron's behavior that causes the third minor violation. The Incident Report will also document the Library's response to the third minor violation.

One Year (365 Days) Suspension/Expulsion

- The Library may suspend a Patron's Library Privileges and expel the user from the Library for one year as a result of a fourth minor violation of the Library's Behavior Policy under the following circumstances: (1) after having been suspended for one day for his or her first minor violation, suspended for two weeks for his or her second minor violation, and suspended for one month for his or her third violation (2) the patron does not comply with Library staff's directions after the staff asks the patron at least once to stop the behavior causing the fourth minor violation.
- An Incident Report will be created documenting the Patron's behavior that causes the fourth minor violation. The Incident Report will also document the Library's response to the fourth minor violation.
- Any further minor violations after the one year expulsion will result in an additional one year expulsion.

Unlike major violations, minor violation status will reset one stage back in the guidelines for suspension/expulsion process if there are no additional minor violations in a twelve month period following a Two Week (14 days), One Month (30 days), or One Year (365 days) suspension/expulsion.

UNATTENDED BELONGINGS

Personal belongings must not be left unattended. The Chester County and Henrietta Hankin Branch Libraries assume no responsibility for the personal belongings of users while using the Library. Packages, backpacks, laptops, or any other personal items left unattended or otherwise unclaimed overnight may be discarded at the sole discretion of Library staff.

EXPULSION

Notice of expulsion exceeding one day will be given in writing and delivered either in person or by certified mail. In the case of expulsion of a minor child, the notice shall be delivered, either in person or by certified mail, to the child's parent or guardian. If the expulsion includes the suspension of Library privileges it will be so noted on the written notice.

Such notice shall inform the person of the specific conduct or activity which is the basis for the expulsion, the date of its occurrence and the right of the individual to appeal the sanction.

Any person who enters the Library or grounds, after receiving notice of an expulsion prohibiting such entry shall be subject to arrest and prosecution for trespass.

REQUEST BOARD REVIEW OF LIBRARY EXPULSIONS

Any individual who is expelled may request to have the decision reviewed by the Board of Trustees of the Chester County Library.

Requests for Board review of expulsions:

- Must be made in writing submitted to both the Library Director and the President of the Board of Trustees; and
- Must include:
 - the full name of the expelled person,
 - contact information for the expelled person (mailing address, email address, or phone number),
 - the date of the incident that led to the expulsion,
 - the violation(s) cited, and
 - the reasons the expelled person disputes the expulsion.

Requests for Board review that do not fully provide that information will not be accepted or considered by the Board.

Requests for Board review must be delivered to the Library Director and the President of the Board of Trustees at least 10 days before a scheduled Board meeting in order to be heard at that meeting. Such requests may be emailed to cclboard@ccls.org and/or mailed to CCL Board, Chester County Library, 450 Exton Square Parkway, Exton, PA 19341. The Library Director's email may be found on the Contact Us page of chescolibraries.org.

Requests for review received fewer than 10 days before a meeting may be deferred to the next regularly scheduled meeting.

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Once the Board has considered a request to review an expulsion, it will not consider additional requests to review that expulsion.

*Adopted July, 1996
Revised August 19, 2025*

Deleted: RIGHT TO APPEAL¶

Any individual who is expelled may request to have the decision reviewed by the Board of Trustees of the Chester County Library. The request must be made in writing and submitted to the Library Director and the President of the Board of Trustees. Appeals must include the appellant's full name, the date of occurrence, and the violation cited. If that information is not fully provided, the appeal will not be accepted or processed. Requests must be received 10 days prior to the Chester County Library Board meeting or they may be deferred to the next regularly scheduled meeting. No further appeals shall be considered.¶



September 12, 2025

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

Meeting Date: September 12, 2025

RECOMMENDATIONS

Barbacane, Thornton & Company Audit Proposal

The Finance Committee recommends that the Board approve the auditors' proposals for:

- CCL – a 5% annual fee increase per year for the next three years.
- Member Libraries – a 7% annual fee increase per year for the next three years. (note - There is additional work that the auditors will be performing on the Member Libraries in the next audit).

While the Finance Committee acknowledges that these increases are higher than in prior years, they recognize that they reflect the current market conditions for audit services. At this time, they believe it is in the best interest of CCLS to accept this proposal.

The Finance Committee further recommends that an RFP process be initiated in two years to ensure we remain aligned with both market pricing and service quality.

REPORT ON ACTIVITIES

County Budget Meeting

Joe provided an update on the initial county budget meeting for 2026. The county projections show the library fund balance being depleted in 2026. The county finance team indicated they would be communicating with the Commissioners for solutions as part of the 2026 budget preparation process. We will provide further updates as the 2026 budget process continues.

DCA Database Review

Joe and Meghan reviewed the database survey results from this week's DLM. They walked through which databases the members valued and which they were willing to pay for if the system money was unavailable. Emily noted that the members expressed clear views regarding which resources that they valued and which could be reconsidered.

At this time after reviewing current cancellation deadlines, it is the recommendation of the Finance committee to not allocate additional funds for databases from reserves. This will lead to the cancellation of a business resource (Reference Solutions) however it actually expires in December. If State funds are approved prior to that it could be restarted.