

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY, OCTOBER 28, 2025
CHESTER COUNTY LIBRARY & DISTRICT CENTER/VIRTUAL

AGENDA

Meeting Location: Chester County Library & District Center, 450 Exton Square Parkway, Exton, PA 19341

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

CALL TO ORDER, 9:30 AM (Chester County Library Burke Board Room/Virtual)

WELCOME AND INTRODUCTIONS

ANNOUNCEMENTS

- Executive Session (If Necessary)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of September 16, 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

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

FOR APPROVAL

- Finance Committee Recommendations (p. 20)

FOR INFORMATION/DISCUSSION

- Personal Mobile Device Use and Charging (p. 21)

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
- Friends of the Henrietta Hankin Branch Library
- Committee Reports

Ad Hoc Committees

- o Funding Task Force
- o Institutional Advancement
- o Planning

Standing Committees

- o Executive
- o Finance (p. 20)
- o Governance

ADJOURN

Upcoming Events

CCL Board Meeting – Tuesday, November 18, 2025, 9:30AM – Henrietta Hankin Branch/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Coatesville Area Public Library/Virtual
September 16, 2025**

CALL TO ORDER, 9:50 AM

CCL Board Members Present: Michael Skay, President; Richard Hankin, Vice President; Bill Connor, Secretary; Staci Anderson, Member at Large Andy Dinniman, Member at Large

CCL Board Members Absent: Emily Bless, Treasurer

CCL Staff Present: Jenna Persick, Director; Carey Bresler, Branch Manager; Maddie Duncan, CCL Circulation and MLIS School Student; Laura MacElree, CCL Circulation; Nancy Sapone, CCL Circulation; Stephanie Sharon-Missanelli, CCL Multimedia; Melissa Straka, CCL Reference

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; Amber Timlin, Coatesville Area Public Library Director

Others Present: JoAnn Weinberger, Member of the Public

WELCOME AND INTRODUCTIONS

Mike Skay, President, called the meeting to order.

ANNOUNCEMENTS

- **Executive Session** – None

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

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

- **August 2025 Exton and Henrietta Hankin Branch Financial Statements**
 - **CCL County Budget Notes**
 - Security invoices for Q1 and Q2 have been received and will be reflected on September's statement.
 - PECO invoices have begun to come in.
 - Items not reflected in the August statement include plumbing and electrical work.

- **HHB County Budget Notes**
 - Further behind on receiving PECO invoices than CCL.
 - Working on paying invoices on recent service calls.
- **CCL and HHB State Budget Notes**
 - Materials spending behind due to fulfillment issues with Baker & Taylor; we have switched to a new primary vendor (Ingram)
- **August 2025 Fund Balance Report** – \$41,400 was transferred from the Technology Fund to DCA Fund in August as approved by the Board.

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

FOR APPROVAL

- **CCL Behavior Policy Updates** – The Board suggested additional updates to the CCL Behavior Policy at the August meeting. Those suggestions were added and include requiring contact information for anyone who will be appealing a suspension/expulsion. Worked with the County Solicitor with the new wording under the appeals section of the policy.

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

- **Auditor's Proposals** - The Finance Committee recommended 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 (there is additional work projected for the member libraries). Note - Increases are higher than in prior years, but they reflect the current market conditions for audit services.

On motion made by Bill Connor, seconded by Staci Anderson, the Auditor's Proposals were approved.

FOR INFORMATION/DISCUSSION – None

REPORTS/CORRESPONDENCE

- **President's Report** – There was no President's Report.
- **Director's Report**
 - **Building Updates**
 - Diversified Refrigeration replaced a compressor in the heating and cooling unit.
 - Lenni Electric is working on the parking lot lights.
 - **General Updates**
 - Library Card Sign Up Fest with Senator Comitta took place at CCL on Sunday, September 14; over 300 people attended
 - New StoryWalk has been installed at Exton Park featuring the PA One Book "Arlo Draws an Octopus".
 - Moving forward with adding passport services to CCL.

- **Branch Manager's Report**
 - Library Card Sign Up Month – Featuring different departments each week on social media during the month.
 - Susan Farrell, Children's Librarian, is retiring at the end of the year.
- **Development Director's Report**
 - The CCL Trust is hosting a Donor Appreciation Reception on October 15.
 - The next Trust Board meeting will take place on September 17.
- **Friends of the Chester County Library** – Preparing for the Fall book sale, October 3-5.
- **Friends of the Henrietta Hankin Library** – Cancelled their last meeting and are scheduled for a meeting in the next week.
- **Committee Reports**
 - **Governance Committee** – The Governance Committee met to review the proposed changes to the CCL Behavior Policy. Their recommendations were reviewed and approved during the "For Approval" section of the meeting.
 - **Finance Committee** – The Finance Committee met. Their recommendations were reviewed and approved during the "For Approval" section of the meeting.
 - **DCA Request for Additional Funds** - Joe and Meghan reviewed the database survey results from the DLM. 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, leading to the cancellation of Reference Solutions in December. However, if State funds are approved prior to that, Reference Solutions could be restarted.
 - **2026 County Budget** – Received the county budget projections from Vickie Brown, finance liaison from the county. Briefed the Finance committee on the meeting. Projections show that the Fund Balance will be \$600,000 negative by the end of 2026.

Meeting Adjourned.

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

October 21, 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

- Staff displayed fortitude and creativity during our recent network issues to continue to serve patrons. I want to express my gratitude for their hard work in keeping both libraries running.
- Both libraries are hosting ballot boxes for the upcoming election.
- Our annual Staff Development Day was held on 10/13 and was a great success; Lauren and her committee did a great job pulling everything together
- The Trust Donor Appreciation event on 10/15 was a successful event; thanks to Nicole for all of her work planning it
- We continue to host office hours for the County's Human Needs Network; in September 2025, 3 patrons were helped with extensive needs; 5 patrons generally inquired about services
- Kistler O'Brien completed the testing of the backflow prevention and inspected the sprinkler system at CCL; they also completed the fire extinguisher inspections at both libraries

Departmental Reports

Circulation Department (Nancy Sapone)

- Statistics for door counts, check-outs, holds filled, and all self-service checkout methods at CCL were all down a bit in September from the prior month which is in line with general trends for end of the summer/beginning of school year.
- Several circulation staff members participated in Senator Carolyn Comitta's Library Card Sign up Fest.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programs** - September 14: Library Card Sign-Up Fest – Sara Lim Harden, Remy Way, Will Zhu and Volunteer James Lin
- **Makerspace Statistics**
 - o Open Hours: 51; Total Visits: 38
 - o Usage: 3d Printer – 12; Button Maker – 4; Parts Carts – 1; Digitization – 1; CAD Software – 2; Plastic Shredder – 1; Tours – 18
- Jean Montgomery resigned. Her last day is November 14. She will return as a volunteer.

Multimedia Department (Stephanie Sharon-Missanelli)

- Stephanie presented at the West Whiteland Township Board of Supervisors Meeting. The Supervisors were very interested and asked multiple questions about the new Library of Things collection.
- Darian McHenry assisted the program coordinator with the event, "A Jane Austen Autumn Tea Party." The event was well attended and received positive feedback in person and on social media.
- As of October 21st, our OverDrive collection reached over 1 million checkouts and almost 40,000 unique users so far in 2025.

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

- **CCLS**
 - For the month of September, the department completed 71 graphic work orders and produced 28,342 copies to support systemwide and library-specific initiatives.
 - Collaborating with Charlotte on the Museum Pass Program promotional campaign as the service migrates to LibCal in early November.
 - Press Releases were sent to the Daily Local, VISTA Today, MyChesco, and Patch for the following celebrations and events and also posted on the Blog and website: Holiday Craft Show & Friends of Chester County Library Fall Book Sale
 - Continued promotion of Read Across Chesco through social media and system-wide marketing channels.
- **CCL/HHB**
 - Designed and produced Libby Magazines posters, bookmarks, and flyers to promote the new service across all member libraries.
 - Completed compilation of text, photos, and statistics for the 2024 CCL/HHB Impact Report to be distributed to service townships and municipalities.
 - Collaborating with Melissa on Passport Acceptance Facility promotion and website content for CCL, scheduled to launch on December 1.
 - Adult Programming:
 - The Trinidad North Steel Drum Band program was a big hit. Patrons enjoyed listening to steel drum music from different regions and learning about the history of the genre.
 - Applications are being accepted for the Annual Craft Show.
 - Developing the 2026 Calendar of Events, including programs supporting CC250 celebrations.

Reference (Melissa Kohl)

- Mikaila Strano, Business Librarian presented to 30 businesses at the Exton Region Chamber of Commerce (ERCC) on Friday, September 19; attended ERCC's Annual Awards on Wednesday, September 24; and attended the Chester County Chamber of Business and Industry's Women Influencing Business event on October 8
- Passport Acceptance Facility Update: all staff trained by 9/12/25; new service start date projected to be Monday, December 1

Technical Services (Laura Salvucci)

- Ann Varley is currently on leave. Outreach questions/inquiries may be referred to Laura Salvucci while Ann is out.
- In September, catalogers created 1,156 bibliographic records and 1,224 item records for CCL and HHB.

Volunteers (Ronna Dewey)

- The Friends of Chester County Library held a very successful Book Sale with more than \$28,000 raised to benefit the library.
- Planning is underway for the volunteer appreciation holiday party scheduled for Wednesday, December 3, 2025.
- 3 new volunteers started in September.

Youth Services (April Nickel)

- YS staff reviewed each item in the picture book collection was checked for damage and excessive wear; suggested replacements are in the review/order process; next up will be juvenile fiction, graphic novels, and bridge books.
- Danielle Stokes presented "Homeschool Exploratorium" at the Pennsylvania Library Association Annual Conference sharing the successful CCL program.
- April Nickel completed all required tasks surrounding the Chester County Commissioner's Grant Evaluation committee.

Department Personnel

Resignations

- **Multimedia** – Kim Holston (10/31)
- **Jacobs Technology Center** – Jean Montgomery (11/14)
- **Maintenance/Van Drivers** – Chad Groves (11/14)

Vacancies

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

Committee Reports

America 250 (April Nickel) – 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

Chester County Employee Engagement Committee (Nancy Sapone) - Nancy attended the quarterly Employee Engagement Committee meeting; Megan Moser, Chief Experience Officer; Kelly Laubach, Procurement Director did introductions; John Kavac gave a presentation and led a discussion on Technology.

Incident Response Plan Committee (Sara Lim Harden) - Coordinated the Walkie-Talkie quarterly test on September 3.

XYZ Committee (Emily Cackowski) – September 20th: Felted Wool Pumpkin Craft program, in collaboration with Farren Maillie of Whimsical Woollies, many attendees asked for another felting event; September 27th: Puzzle Swap in the Hankin Annex. The event was a huge success, with over 50 attendees; Preparing for our next Halloween Bingo on October 17th in the Struble Room; "Brew, Beads, and Books" event in November (date and time TBD); Christmas Murder Mystery (December 11th, 5-7 PM in the Struble Room).

Meetings and Trainings Attended

9/17	Chester County Library Trust meeting CCL Staff Picnic Afternoon Book Group
9/18	General Staff meeting (9 and 3)
9/22	HHB Morning meeting
9/23	CCL/HHB DEI meeting

9/24	Management meeting
9/30	Community Engagement Leadership Committee meeting
10/3 – 5	Friends of the Chester County Library Fall Book Sale
10/6	Evening Book Group
10/7	Friends of the Chester County Library Board meeting
10/9-10	Off
10/13	Staff Development Day
10/15	DLM
	Trust Donor Appreciation Event
10/16	General Staff meeting (9 and 3)
10/19-22	PaLA Annual Conference in Erie
10/22	CCLS/CCL Finance Committee meeting
10/28	CCLS/CCL Board meeting

October 21, 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

- The staff at Hankin were patient, professional and flexible during the network outage. They worked hard to keep a continuity of service for our patrons and adapted to all of the necessary changes quickly and without complaint.
- Chester Springs Library continues to use our Annex Room A as their "satellite" library.
- The Mahjong Tournament was held in the Annex on October 7th and had 77 attendees.
- Voter Services will be dropping off their supplies for the Ballot Box on October 15th. There is no Satellite Office scheduled for this election.

Departmental Reports

Building Updates (Peter Greulich, Facilities Manager)

- Peter cleaned the rain gutters and roof drains at HHB.
- Assa Abloy made a temporary repair to the front door at HHB to allow key access, and a more permanent repair to the door was approved.

Circulation (Charlotte Marron, Circulation Manager)

- Museum Passes and Hotspots will be moved from Museum Key to LibCal starting on November 3rd. We are working on moving any existing reservations from Museum Key to LibCal

Makerspace (Tom Lally, Makerspace Staff)

- Maker Monday programs in September included Popsicle Stick Apples, Handprint Fall Trees, and Popsicle Stick Scarecrows which garnered 7, 5, and 12 attendees, respectively.
- Throughout September, the Makerspace had 16 attendees for appointments.
- One-on-One Sewing Tutorials with our volunteer, Loraine, totaled 2 appointments.
- Making Triangles, our six-week sewing class with our volunteer, Kelly, began On September 16th. She has 7 attendees weekly. This program will continue through October and possibly November depending on scheduling changes.
- In October, our monthly craft will be designing decals for mason jars which patrons will be able to take home. Registrations have already begun.
- Upcoming programs in October include Paper Plate Spiders and Toilet Paper Roll Monsters.

Reference (Carey Bresler, Branch Manager)

- In September, we had 34 in person programs, 5 hybrid or virtual programs and 8 passive programs.
- We hosted a variety of Jane Austen themed events including a tea party, waltzing class and lecture by an Austen expert. We also offered Jane Austen Bingo where participants could earn prize entries by completing a series of Austen themed tasks. These very all very well received and attended.
- We hosted a Sustainability Clothing Swap on October 18th. We collected items of gently used adult clothing (5 items) in exchange for 5 tickets at designated times in advance of the event. At the event, participants could use the tickets to "purchase items".
- On October 15th, our volunteer Mike Sheldon is offering a presentation on AI (Artificial Intelligence). This presentation will present the various definitions of Artificial Intelligence. We will also talk about what the emergence of AI may mean to our security culture and economy.

Youth Services (Susan Farrell, Youth Services Lead)

- In September, the Youth Services Department offered three passive programs and 47 in-person programs including our weekly story times for babies through 6-year-olds.
- Over 170 children enjoyed our plant-themed Scavenger Hunt and shared a fact they learned with a Youth Services staff member. And, over 140 children had fun spying vehicle-related items in our I Spy Tank.
- At our first "Intro to Lit" meeting, high schoolers read and discussed several poems by E.E. Cummings and the short story "The Story of an Hour" by Kate Chopin. At October's meeting, attendees will read and talk about short stories by Edgar Allan Poe.
- We hosted a "Fairy Tales and Classical Music" program for 4- to 8-year-olds who explored fairy tale characters through the magic of music. They listened to classical music and considered how each character might be represented in sound. The children also created crafts inspired by classical music.

Department Personnel

Vacancies - Susan Farrell, Youth Services Lead is retiring on December 26, 2025

Meetings & Trainings Attended

10/3 Makerspace Meeting
10/8 Meeting with Colonial Life Representative
10/9 Sunshine Committee Meeting
10/13 Staff Development Day
10/14 Employee Engagement Committee IT Subcommittee
10/15-10/17 Days Off
10/21 Community Engagement Committee
10/22 Hankin Staff Meeting
10/28 CCL/CCLS Board Meeting
10/29 Management Meeting



October 21, 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

- **October 15:** The Donor Appreciation Reception welcomed 35 donors and Board members, along with special guests County Commissioners Josh Maxwell and Marian Moskowitz, and County CEO David Byerman. Ten new names were added to the donor recognition wall. The Hankin Foundation made a generous gift of \$14,500 to the Trust in honor of Richard Hankin, and an additional \$1,000 was contributed by individual donors.
- **Annual Appeal-** The 2025-26 annual appeal campaign is scheduled for mailing on or before October 30. The new donor software, Bloomerang, accepts donations through Apple Pay and Venmo.
- **December 10-** Trust Board Annual Meeting

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	129,290	661,943	625,067	646,291	639,860
Jun	150,131	138,218	136,571	142,854	812,074	763,285	783,420	782,714
Jul	166,437	146,422	150,805	152,609	978,511	909,707	934,225	935,323
Aug	151,069	143,907	141,102	141,975	1,129,580	1,053,614	1,075,327	1,077,298
Sept	130,366	127,126	123,223	126,751	1,259,946	1,180,740	1,198,550	1,204,049
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	269	176	170	240	411	388	509
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	38	152	134	196	262	247	234
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	686	215	220	321	230	249	244	84	69	70
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	102.75	31	35	38
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	669.25	237.5	188	1611.25	857.25	126	117
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		17,933.25			

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	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	23,997	342,556	208,235	232,245	236,440
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	8,083	96,687	77,624	88,131	91,634
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 September 30, 2025

	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Personnel Services								
Salaries	3,244,385	2,370,897	2,391,479	2,279,490	(20,582)	-0.9%	852,906	26.3%
Wages	992,011	724,931	631,375	627,530	93,556	12.9%	360,636	36.4%
Fringe Benefits	1,306,769	1,005,207	977,870	807,959	27,337	2.7%	328,899	25.2%
Security Provided by the County EMS	20,000	15,000	17,690	17,146	(2,690)	-17.9%	2,310	11.5%
Total Personnel Services	5,563,165	4,116,035	4,018,414	3,732,124	97,621	2.4%	1,544,751	27.8%
Library Materials	70,000	52,500	52,500	52,500	-	0.0%	17,500	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	161,119	120,839	136,593	99,270	(15,753)	-13.0%	24,526	15.2%
Insurance	24,310	24,310	24,310	15,354	-	0.0%	-	0.0%
Utilities	121,518	91,139	91,010	93,880	129	0.1%	30,508	25.1%
Vehicle Expense	47,864	35,898	36,217	35,919	(319)	-0.9%	11,647	24.3%
Total Core Expenditures	354,811	272,186	288,129	244,423	(15,944)	-5.9%	66,682	18.8%
Indirect Costs	681,248	510,936	510,939	504,459	-	0.0%	170,309	25.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	-	-	-	15,320	-	0.0%	-	0.0%
TOTAL	6,669,224	4,951,657	4,869,983	4,548,826	81,677	1.6%	1,799,241	27.0%

Notes:

Supplies, Maintenance, and Services:

Not included - \$3,719 - Exterior lighting excavation 09/11/2025

Utilities:

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

Not included - \$3,555 - September PECO electricity delivery charges

Not included - \$10,535 - July WGL Energy electricity supply charges

Not included - \$1,395 - September water charges

Not included - \$38 - September PECO gas delivery charges

Not included - August and September WGL Energy electricity supply charges. I've estimated those charges to be \$15,370.

Not included - September 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 September 30, 2025

	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Personnel Services								
Salaries	511,450	373,752	383,883	360,943	(10,131)	-2.7%	127,567	24.9%
Wages	330,501	241,520	206,610	213,851	34,910	14.5%	123,891	37.5%
Fringe Benefits	238,389	183,376	178,538	149,192	4,839	2.6%	59,851	25.1%
Total Personnel Services	1,080,340	798,648	769,030	723,986	29,618	3.7%	311,310	28.8%
Library Materials	20,000	15,000	15,000	15,000	-	0.0%	5,000	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,985	93,739	82,993	71,789	10,746	11.5%	41,992	33.6%
Insurance	9,960	9,960	9,960	6,000	-	0.0%	-	0.0%
Utilities	55,549	41,662	26,932	35,966	14,729	35.4%	28,617	51.5%
Total Core Expenditures	190,494	145,361	119,885	113,755	25,475	17.5%	70,609	37.1%
Indirect Costs	206,343	154,757	154,755	193,194	-	0.0%	51,588	25.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,497,177	1,113,766	1,058,670	1,045,935	55,093	4.9%	438,507	29.3%

Notes:

Supplies, Maintenance, and Services:

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

Utilities:

Not included - \$1,354 - August & September PECO electricity delivery charges

Not included - \$94 - September PECO electricity delivery charges for the parking lot lights

Not included - \$607 - September water and sewer charges

Not included - \$115 - August & September PECO gas delivery charges

Not included - \$447 - March - September UGI gas supply charges

Not included - June - September electricity supply charges. I've estimated these charges to be \$8,887

Not included - September 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 September 30, 2025

	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Revenue								
State Aid	391,730	391,730	391,730	404,229	-	0.0%	-	0.0%
State Aid - Others	1,386,982	1,386,982	1,386,982	1,374,482	-	0.0%	-	0.0%
Total State Revenue	1,778,712	1,778,712	1,778,712	1,778,712	-	0.0%	-	0.0%
Township Appropriations	20,000	20,000	20,000	-	-	0.0%	-	0.0%
Charges	46,700	35,025	46,194	41,144	11,169	31.9%	(506)	-1.1%
Fines and Overdues	75,000	56,250	60,129	60,418	3,879	6.9%	(14,871)	-19.8%
Interest	14,000	10,500	16,992	14,828	6,492	61.8%	2,992	21.4%
Donations and Fundraisers	2,600	1,950	10,011	6,253	8,061	413.4%	7,411	285.1%
Transfer from Other Funds	-	-	-	13,871	-	-	-	-
Transfer from County Materials	70,000	52,500	52,500	52,500	-	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	2,070	1,553	2,983	6,756	1,430	92.1%	913	44.1%
Total Other Revenue	230,370	177,778	208,809	195,770	31,031	17.5%	(21,561)	-9.4%
Total Revenue	2,009,082	1,956,489	1,987,520	1,974,481	31,031	1.6%	(21,562)	-1.1%
Expenditures								
Library Materials	468,481	350,783	241,885	308,250	108,898	31.0%	226,596	48.4%
Services and Charges	96,592	72,444	57,885	60,751	14,559	20.1%	38,706	40.1%
Supplies	28,975	21,731	13,461	18,408	8,271	38.1%	15,514	53.5%
Miscellaneous	23,740	17,805	13,418	14,586	4,387	24.6%	10,322	43.5%
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	7,493	8,648	8,990	(1,154)	-15.4%	1,343	13.4%
Total Expenditures	2,014,761	1,857,238	1,722,278	1,798,517	134,960	7.3%	292,482	14.5%
Revenue over Expenditures	(5,679)	99,251	265,242	175,964	165,991		270,921	

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:

Q4' 2025 County Materials money was received on October 15, 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 September 30, 2025

	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Revenue								
State Aid	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	9,728	12,802	12,186	3,074	31.6%	(168)	-1.3%
Fines and Overdues	22,800	17,100	20,955	20,531	3,855	22.5%	(1,845)	-8.1%
Interest	1,000	750	1,130	916	380	50.6%	130	13.0%
Donations and Fundraisers	3,000	2,250	570	3,062	(1,680)	-74.7%	(2,430)	-81.0%
Transfer from County Materials	20,000	15,000	15,000	15,000	-	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	605	454	901	527	448	98.6%	296	49.0%
Total Other Revenue	68,175	45,281	53,358	53,343	8,076	17.8%	(14,817)	-21.7%
Total Revenue	166,107	143,214	151,290	153,003	8,076	5.6%	(14,817)	-8.9%
Expenditures								
Library Materials	143,812	107,859	89,124	107,991	18,735	17.4%	54,688	38.0%
Services and Charges	10,040	7,530	6,129	6,531	1,401	18.6%	3,911	39.0%
Supplies	6,650	4,988	3,181	4,494	1,807	36.2%	3,469	52.2%
Miscellaneous	2,972	2,229	2,706	1,982	(476)	-21.4%	267	9.0%
Capital Outlay	3,154	2,365	2,274	1,890	91	3.9%	880	27.9%
Total Expenditures	166,629	124,971	103,414	122,887	21,557	17.2%	63,215	37.9%
Revenue over Expenditures	(521)	18,242	47,876	30,116	29,634		48,397	

Notes:

Charges:

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

Transfer from County Materials:

Q4' 2025 County Materials money was received on October 15, 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 September 30, 2025**

CCL Fund Balance Report	Balance
Operating Funds	
001 CCL	236,877
043 HHB	46,787
Total Operating Funds	283,663
Reserve Funds	
004 CCL Technology	316,073
400 CCL Capital Reserve	122,918
410 CCL Program	226,214
450 HHB Capital Reserve	246,740
451 CCL & HHB Materials	177,422
Total Reserve Funds	1,089,367
Grants - Friends of the Library	
091 CCL Friends Grants	17,571
903 CCL Friends Grants (Unassigned)	121,594
Total CCL Friends	139,165
943 HHB Friends Grants	3,949
Total Grants - Friends of the Library	143,115
Grants and Appropriations	
002 CC Community Foundation Grants	9,158
100 CCL County Materials	30,552
104 CCL Trust Grants	79,850
109 HHB County Materials	1,611
132 CCL GSK Science in the Summer	151
Total Grants and Appropriations	121,322
Special Funds	
003 CCL Helen Russell Memorial	8,202
096 CCL Courtesy Bags	1,655
105 CCL Community Day	2,167
107 CCL & HHB Author Events	3,524
Total Special Funds	15,548
500 District Center Aid	9,312
510 County Coordination Aid	155,356
Total All Funds	1,817,683
Endowment Funds	
090 CCL Trust	2,705,883

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.

October 22, 2025

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

Meeting Date: October 22, 2025 via Zoom

RECOMMENDATIONS

Request for Transfer from the Technology Reserve Fund

In light of the ongoing budget impasse, the DCA fund will not have the ability to cover the Innovative (Sierra) invoice due in November. The Finance Committee recommends to the CCL Board of Trustees a transfer in the amount of \$188,000 from the CCL Technology reserve fund to the DCA fund, this is in addition to the \$41,400 that was transferred in August. The current Technology reserve fund balance is \$316,073. Once DCA funds are received, the Technology reserve fund will be reimbursed in full.

REPORT ON ACTIVITIES

Moving MIP / Microix to the Cloud

The District Librarians approved the transition of MIP / Microix financial system from on-premise servers to a cloud-hosted environment at their October 15, 2025 meeting. Moving to the cloud will enhance security, support remote access, reduce on-site upgrades, and ensure continuity of financial operations in the event of disruptions.

Microsoft 365 implementation fees

A future item may be the implementation fees for Microsoft 365. Currently funds are available for the A3 licensing with A5 security through some CCA Budget revision. However, we are being told that we will need a consultant for this transition. The Computer Services Dept is working to identify potential vendors, the scope of work and costs. Depending on those costs, there may then be a request for one-time implementation funds.

Dec DCA & Jan DCA/CCA

The committee received initial info on expenses for DCA in December and CCA/DCA in January 2026. This will be an agenda item in December.

2026 projections

We have asked for rough projections for total 2026 budget and cash flow, particularly as it relates to no receiving state funds for a more delayed term. Meghan Lynch, Barb Baugher and the finance team will be working on this and reporting back to the Finance committee.

PERSONAL MOBILE DEVICE USE AND CHARGING

Personal mobile devices such as laptops, phones, and tablets may be used in public areas of the Library if their use is not disruptive to others. Please refer to the Behavior Policy for further guidance on use of devices.

Charging personal mobile devices is allowed at outlets in the library. Small portable charging bricks may also be charged. Power cords and cables may not create an obstacle to other users, specifically may not block aisles, walkways, seating, or tables. Patrons must stay with their devices while charging.

Larger charging devices (over 200 Watts), including power stations and car batteries, may not be charged at the Library.

The Library is not responsible for loss of data or damage to personal equipment that may result from the use of its electrical outlets.

(See also Internet Acceptable Use Policy and Behavior Policy)