CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY, JANUARY 20, 2026
CHESTER COUNTY LIBRARY/VIRTUAL

AGENDA

Meeting Location: Chester County Library, 450 Exton Square Parkway, Exton, PA 19341
Zoom Link: https://us06web.zoom.us/j/82160359678?pwd=qDYBdqBiN1gH120VwkTrlNkrB8BVaD.1

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

WELCOME AND INTRODUCTIONS

ANNOUNCEMENTS
- Executive Session (If Necessary)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA
- Minutes of December 16, 2025 (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager's Report (p. 8)
- Development Director's Report (p. 10)
- Statistical Reports (p. 11)

FINANCIAL STATEMENTS
- December 2025 Exton and Hankin Financial Statements (p. 14)
- December 2025 Fund Balance Report (p. 18)

FOR APPROVAL

FOR INFORMATION/DISCUSSION
- Public Services Presentation – Home School Exploratorium (Danielle Stokes)

REPORTS/CORRESPONDENCE
- President's Report
- Director's Report (p. 5)
- Branch Manager's Report (p. 8)
- Development Director's Report (p. 10)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Committee Reports

Ad Hoc Committees	Standing Committees
o Funding Task Force	o Executive
o Institutional Advancement	o Finance
o Planning	o Governance

ADJOURN

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
December 16, 2025

CALL TO ORDER, 10:44 AM

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

CCL Board Members Absent: Staci Anderson, Member at Large

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

CCLS Staff Present: Joe Sherwood, Executive Director; Barbara Baugher, Finance Manager; Niki Kolb, PR & Graphics Specialist; Meghan Lynch, District Consultant

County Staff Present: Vickie Brown, Senior Financial Analyst

WELCOME AND INTRODUCTIONS
Mike Skay, President, called the meeting to order.

ANNOUNCEMENTS
- **Executive Session** – None

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

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS
- **November 2025 Exton and Hankin Financial Statements**
  - Waiting on an estimated $24,000 worth of electricity expenses for CCL
  - Barb Baugher sent a request to move money from the wages line to the supplies and utilities line of the County budget to cover the outstanding electricity expenses.

- o Reports were run as of November 30 and does not reflect the CCL Technology Fund reimbursement from the DCA budget.
- **November 2025 Fund Balance Report –** There were no notes on the November Fund Balance.

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

FOR APPROVAL

- **Elections of Officers** – The 2026 slate of Board Officers was reviewed during the November Board meeting and submitted without changes to the board for approval.

On motion made by Andy Dinniman, seconded by Emily Bless, the 2026 slate of Board Officers was unanimously approved.

FOR INFORMATION/DISCUSSION

- **Public Services Presentation: Robot Arm –** Remy Way from the CCL JTC/Makerspace presented on and gave a demonstration of the CCL Trust funded Robot Arm**.**
- **CCLS/CCL Board of Trustees Roster –** The CCLS/CCL Board of trustees reviewed the draft roster for 2026 and gave updates of their contact information if needed.

REPORTS/CORRESPONDENCE

- **President's Report** – There was no President's Report.
- **Director's Report**
    - o Melissa Straka and Mikaila Strano from CCL Reference participated in a panel discussion on the partnership between PA Career Link and public libraries.
    - o Public Services staff have been helpful with all of the position vacancies.
    - o The Annual Holiday Craft Show was well attended.
    - o PA State Representative Kristine Howard is restarting mobile office hours in February.
    - o Senator Comitta's staff contacted CCL to do a SEPTA Key card event.
    - o Expecting an increase in State Aid
    - o CCL is on target to meet its 12% requirement for materials.
    - o Delayed opening on December 15 due to icy conditions
    - o **2026 Funding Requests –** The Friends of CCL and the CCL Trust funding requests were approved.
- **Branch Manager's Report**
    - o PA State Representative Kristine Howard's mobile office hours are returning to HHB in January
    - o The CCL Trust approved funding for a third book locker hold tower

- o Submitted documentation to be certified as a Gold Star Library
- o Ziggy the dog came to visit the library
- o Finished Jane Austen birthday celebration programming
- **Friends of the Chester County Library –** Approved the 2026 funding requests from CCL
- **Friends of the Henrietta Hankin Library –** Next meeting will be held in January 2026 where HHB will submit their 2026 funding requests.

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

TO: William F. Connor, President, Board of Trustees
FROM: Jenna Persick, Director, Chester County Library
RE: Chester County Library Director's Report

Director's Notes

- Here are the top titles checked out at CCL/HHB in 2025:
  - The most popular Adult Fiction title was The Women by Kristin Hannah.
  - The most popular Adult Nonfiction title was The Let Them Theory by Mel Robbins.
  - The most popular YA title was Sunrise on the Reaping by Suzanne Collins.
  - The most popular Children's title was Dog Man: The Scarlet Shredder by Dav Pilkey.
  - The most popular DVD was Conclave.
  - The most popular music CD was Reputation by Taylor Swift.
  - The most popular adult audiobook was Harry Potter and the Sorcerer's Stone by J.K. Rowling.
  - The most popular item was CCL Adult Jigsaw puzzles.
- Both libraries had successful Noon Year Eve's events on 12/31.
- We continue to have issues with the new app for Apple Devices. The version for Android phones is now available. A big thank you to frontline staff talking to patrons about this, staff responding to complaints on social media, and Computer Services staff working on this problem.
- We received our State Aid Payment on 1/6; the State Aid budget was updated and staff is purchasing materials.
- CCL is one of three libraries up for SAC officers this year; my name is on the slate to be SAC president
- We closed early on 12/26 and opened late on 12/27 due to ice.
- Building Updates
  - The Revolving Door has been out of order since 12/23; it needs a new motor.
  - Diversified fixed a phase monitor in Rooftop Unit 4; the unit was able to run while waiting for the part.

Departmental Reports

Circulation Department (Nancy Sapone)
- Statistics for check-outs, door counts and library cards at CCL were all down from the November which is in line with general trends for the month December in past years.
- Circulation staff are adjusting to the new app and are assisting customers with the transition and troubleshooting issues.

Jacobs Technology Center (JTC) (Sara Lim Harden)
- Makerspace Statistics: Open Hours - 54; Total Visits - 28
  - Usage: 3d Printer – 12; 3d Scanner – 1; CAD Software – 4; Parts Carts – 2; Tours – 11

- Programming
    - December 9th Winter Craft - Winter Woodland Shadow Box – Volunteer Jean Montgomery
    - Holiday STEM Kit Take & Make: Gingerbread Light-up Card – Eddie Cerulla

Reference (Melissa Kohl)
- 2025 Reference Department's Public Services at a Glance
    - Business and Finance Programs: 18 programs, 252 attendees
    - Business Consultations: 27 consultations
    - Career Consultations: 23 consultations
    - Community Engagement Events: 38 events, 5,154 attendees
    - Connect Tuesdays Partnership Sessions: 27 sessions
    - Electronic Resource Programs: 4 programs, 58 attendees
    - Job Search & Resume Writing Programs: 12 programs, 108 attendees
    - Reference Questions at CCL: Actual Sample 3,926; Estimated Annual 51,038
    - Reference Questions at HHB: Actual Sample 1,060; Estimated Annual 13,780
    - Summer Reading Program: 130 participants
    - Technology/Software Tutoring Sessions: 196 sessions
- Passport Acceptance Facility Update - The Department of State communicated on 1/9/2026 that they received our Attestation Form and are processing it.

Technical Services (Laura Salvucci)
- Catalogers are continuing to work through a high volume of materials received for CCL/HHB and from member libraries.
- Ann Varley has returned from leave.
- In December, catalogers created 976 bibliographic records and 1,433 item records for CCL and HHB.
- In 2025, catalogers created a total of 17,875 bibliographic records and 12,438 item records for CCL and HHB.

Volunteers (Ronna Dewey)
- Volunteers provided 9,712 hours of volunteer service in 2025.
- Began preparing for Teen Summer Program.
- Preparing for 6 to 8 new volunteers to begin in newly needed roles.

Youth Services (April Nickel)
- Rolling out Remake Learning Days Teen programming opportunity with applications being accepted late January through late February.
- Take Your Child to the Library Day is Saturday, February 7: plans for story time, craft activity, open play, and STEM Explore
- Young Adult fiction and Young Adult graphic novel collection maintenance will start in January.
- Regularly scheduled story time/school age programs restarted 1/5/2026.

Department Personnel
Resignations
- David Halliwell – Youth Services (1/28/26)
- Pam Marquette – PR/Graphics (3/31/26)

Vacancies
- **JTC/Makerspace –** 2 PT Library Assistants
- **Circulation –** 1 PT Library Assistant, 1 PT Library Page
- **Youth Services –** 1 PT Library Page
- **Multimedia –** 1 PT Library Assistant
- **Van Driver –** 1 PT Van Driver
- **Administration –** Development Coordinator

Committee Reports

America 250 (April Nickel) – CCL YS has scheduled 2 Performers from the American Historical Theater, playing Betsy Ross and Ned Hector. CCL YS is working to schedule Two of a Kind for a historical/patriotic music event and Matthew Dodd for Songs and Stories about the American Revolution. Other YS CC250 programming is planned. (Committee) Meetings with materials lists leads will start in January. (Committee) Notes and all support materials including Chester County Heritage Tourism Plan are housed in Y drive> Youth Services> America 250 Chester County CCLS

XYZ Committee (Emily Cackowski) – Christmas Sweater Murder Mystery program was held on 12/11 and was moderately successful with positive feedback. Winter Puzzle Swap will be held at CCL on 1/24. Planning to hold another Book Bedazzling program in February.

Meetings and Trainings Attended

12/17   HHB Morning meeting
        CCL Staff Holiday Party
        Afternoon Book Group
12/18   CCL General Staff meeting (9 and 3)
        HHB Staff Holiday Party
12/19   Off
12/22   Off
12/24   Libraries closed
12/25   Libraries closed
12/26   Libraries closed at 4:30 pm
12/27   Libraries opened at 12:00 pm; staff reported by 11:30 am
12/29   Off
12/30   Off
12/31   Libraries closed at 6:00 pm
1/1   Libraries closed
1/5   Evening Book Group
1/6   Friends of the Chester County Library Board meeting
        Community Engagement Leadership Committee meeting
1/12   Staff Engagement Committee meeting
1/13   CCL/HHB CC250 Program meeting
        District Librarian's meeting
1/15   CCL General Staff meetings (9 and 3)
1/19   Off
1/20   CCLS/CCL Board meetings

January 13, 2026

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 December, the Henrietta Hankin Library achieved its Gold Star Status through the PA Forward Library Program.

Departmental Reports
Circulation (Charlotte Marron, Circulation Manager)
- Our total circulation for 2025 was 255,647 items. This is down by 1.6% from 2024.
- Our total circulation for the Book Locker in 2025 was 4487 items which was up by 23.7% from 2024. We will be working on getting our third tier installed from D-Tech in the next few months.
- Our next marketing bookmark will be for the Library Survey in the end of January.

Makerspace (Tom Lally, Makerspace Staff)
- Maker Monday programs in December included Handprint Snowmen, Handprint Penguins, Popsicle Stick Snowmen, and Beaded Necklaces and Bracelets which garnered 9, 6, 5 and 5 attendees, respectively.
- The Makerspace monthly project was Mason Jar Candle Holders. 10 attendees took part in the project over the course of the month.
- Throughout December, the Makerspace had 22 attendees for appointments.
- One-on-One Sewing Tutorials with our volunteer, Loraine, totaled 2 appointments.
- Dungeons and Dragons for ages 7-10 met once this month, totaling 7 attendees.
- We are actively searching for a volunteer to run Dungeons and Dragons for ages 12+. I've been in contact with our volunteer coordinator, Ronna, and social media postings for the opportunity have been posted.

Reference (Carey Bresler, Branch Manager)
- In December, we had 27 in person programs, 8 hybrid or virtual programs and 7 passive programs.
- On December 4th, we partnered with the Boyertown Museum of Historic Vehicles to off the History of the Cycle Car. It was very interesting to learn how this unusual car gained in popularity in the US between 1910-20.
- On December 9th, we offered a Holiday Village Craft where participants were given supplies and directions to create their own holiday village. This was fully registered and well attended.
- In January, we welcome back our Pilates class that is always popular and well attended.

Youth Services (Susan Farrell, Youth Services Lead)
- In December, the Youth Services staff planned and conducted 28 in-person programs including story times, Preschool Specials (music, nature and yoga) and an Hour of Code program for middle schoolers (robotics).
- New this December was a Pop-up Holiday Gift Workshop – for kids. This was a self-directed, drop-in craft program for children, ages 6-10 years old. Children had the opportunity to make and wrap simple, homemade holiday gifts for parents and siblings.
- We hosted a Noon New Year's Eve program for children 10 years and under with their grownups to countdown to 2026. Activities included a photo booth, story time, crafts, dancing and a countdown to noon. All registered children and families attended for a total of 80 participants.

Department Personnel

Vacancies - Susan Farrell, Youth Services Lead retired on December 26th. Position has been posted, applications are being reviewed and interviews will be scheduled soon.

Meetings & Trainings Attended

1/6 Community Engagement Leadership Committee

1/8 Sunshine Committee

1/13 CC250 Program Planning meeting

1/13 SAC/DLM

1/15 General Staff Meting

1/20 CCL/CCLS Board Meeting

1/21 Hankin Staff Meetings

1/28 Public Services Meeting

January 14, 2026

TO: CCLS Board of Directors
FROM: Devon Dadoly, Administrative Assistant
RE: Development Director's Report

Annual Appeal
- The Annual Appeal donations are arriving steadily. Tuscania Ferris and I are entering them into Bloomerang CRM and remote depositing them consistently.
- Thank You letters have been signed by Joe Sherwood and are being mailed.
- Statistics
  - As of January 15, 2026, Bloomerang CRM is reflecting that the 2026 Annual Appeal has raised $33,508.14 by 241 donors.
  - Of these 241 donors, about 50% (130) of them have donated to the CCL Trust before.
  - The Annual Appeal is 66% of the way to its goal of $50,000.

Development Director Vacancy
The job posting for Development Director has been posted.

450 Exton Square Parkway, Exton, Pennsylvania 19341-2496
Phone: 610.344.5600 ● Fax: 610.344.6328 ● Website: www.ccls.org

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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	124,573	1,390,906	1,301,825	1,318,047	1,328,622
Nov	122,859	119,507	117,368	120,354	1,513,765	1,421,332	1,435,415	1,448,976
Dec	118,069	116,365	116,958	115,915	1,631,834	1,538,509	1,552,373	1,564,891
Total	**1,631,834**	**1,539,599**	**1,552,373**	**1,564,891**				

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	254	172	177	194	398	388	448
Nov	208	206	205	177	166	153	385	372	358
Dec	206	231	188	170	174	164	376	405	352
Total	**2,884**	**2,778**	**3,023**	**2,365**	**2,339**	**2,496**	**5,249**	**5,117**	**5,519**

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	89	137	160	129	249	275	218
Nov	110	105	64	140	136	35	250	241	99
Dec	108	110	66	104	135	139	212	245	205
Total	**1,347**	**1,410**	**1,081**	**1,736**	**1,646**	**1,597**	**3,083**	**3,056**	**2,678**

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	666	221	236	337	346	329	334	81	77	70
Nov	410	388	575	223	200	294	173	134	176	64	56	68
Dec	344	205	560	197	103	268	522	153	223	249	61	70
Total	**4,479.70**	**4,900.00**	**7,254.00**	**2,569.00**	**2,644.00**	**3,448.00**	**2,563.00**	**2,365.00**	**2,687.00**	**1,037.00**	**811.00**	**839.00**

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	157.25	54	75	51
Nov	104.25	148.25	185	39	63	65
Dec	136.5	158.75	172.25	40	65	50
Total	**1,166.87**	**1,721.27**	**2,074.77**	**451.00**	**657.00**	**707.00**

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	647.25	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	604	251	245.5	1656.75	849.5	118	112
Nov	679.75	666	437.5	143.75	216.5	809.75	654	93	112
Dec	810.00	596	544.5	142.5	171	738.5	715.5	91	134
Total	**9,276.50**	**9,222.00**	**7,494.00**	**3,302.00**	**2,176.95**	**18,537.25**	**9,670.95**		

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	24,628	376,698	231,542	256,658	261,068
Nov	31,804	21,162	22,068	22,237	408,502	252,704	278,726	283,305
Dec	30,102	20,796	21,629	21,493	438,604	273,500	300,418	304,798
Total	438,604	273,500	300,355	304,798				

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	9,836	107,378	86,485	102,991	101,470
Nov	9,129	8,530	8,748	8,653	116,507	95,015	111,739	110,123
Dec	8,289	9,548	9,863	9,490	124,796	104,563	121,602	119,613
Total	124,796	104,563	121,602	119,613				

Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending December 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	3,244,385	3,308,645	3,195,285	(64,260)	-2.0%	(64,260)	-2.0%
Wages	930,961	930,961	865,289	859,282	65,672	7.1%	65,672	7.1%
Fringe Benefits	1,306,769	1,306,769	1,280,917	1,057,637	25,852	2.0%	25,852	2.0%
Security Provided by the County EMS	20,000	20,000	17,690	21,881	2,310	11.5%	2,310	11.5%
Total Personnel Services	**5,502,115**	**5,502,115**	**5,472,541**	**5,134,085**	**29,574**	**0.5%**	**29,574**	**0.5%**
Library Materials	70,000	70,000	70,000	70,000	-	0.0%	-	0.0%
Core Expenditures								
Supplies, Maintenance, and Services	183,119	183,119	166,693	195,829	16,426	9.0%	16,426	9.0%
Insurance	24,310	24,310	24,310	15,354	-	0.0%	-	0.0%
Utilities	160,568	160,568	146,526	136,368	14,042	8.7%	14,042	8.7%
Vehicle Expense	47,864	47,864	46,762	47,230	1,102	2.3%	1,102	2.3%
Total Core Expenditures	**415,861**	**415,861**	**384,291**	**394,781**	**31,570**	**7.6%**	**31,570**	**7.6%**
Indirect Costs	681,248	681,248	681,248	672,617	-	0.0%	-	0.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	-	-	-	19,813	-	0.0%	-	0.0%
TOTAL	**6,669,224**	**6,669,224**	**6,608,080**	**6,291,296**	**61,144**	**0.9%**	**61,144**	**0.9%**

Notes:

Personnel Services:

$61,050 transferred from the Wages budget - $22,000 to the Supplies, Maintenance, and Services budget and $39,050 to the Utilities budget

Not included - $5,888 - Q4'25 security costs

Supplies, Maintenance, and Services:

Not included - $775 - Light bulbs

Not included - $192 - Backdoor repair

Utilities:

Not included - $5,072 - November WGL Energy electricity supply charges

Not included - December 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 December 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	511,450	531,488	499,553	(20,038)	-3.9%	(20,038)	-3.9%
Wages	327,601	327,601	284,785	293,134	42,816	13.1%	42,816	13.1%
Fringe Benefits	238,389	238,389	233,764	193,183	4,625	1.9%	4,625	1.9%
Total Personnel Services	**1,077,440**	**1,077,440**	**1,050,037**	**985,870**	**27,403**	**2.5%**	**27,403**	**2.5%**
Library Materials	20,000	20,000	20,000	20,000	-	0.0%	-	0.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,985	124,985	116,321	95,751	8,664	6.9%	8,664	6.9%
Insurance	9,960	9,960	9,960	6,000	-	0.0%	-	0.0%
Utilities	58,449	58,449	57,986	51,953	463	0.8%	463	0.8%
Total Core Expenditures	**193,394**	**193,394**	**184,266**	**153,704**	**9,128**	**4.7%**	**9,128**	**4.7%**
Indirect Costs	206,343	206,343	206,343	257,593	-	0.0%	-	0.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	**1,497,177**	**1,497,177**	**1,460,646**	**1,417,167**	**36,531**	**2.4%**	**36,531**	**2.4%**

<u>**Notes:**</u>

Personnel Services:

$2,900 transferred from the Wages budget to the Utilities budget

Supplies, Maintenance, and Services:

Not included - $2,154 - December no heat call

Utilities:

Not included - December 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 and District Center
State Aid Budget Report - Exton Library - Preliminary
Period Ending December 31, 2025

Revenue	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
State 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%
Other Revenue								
Township Appropriations	20,000	20,000	20,000	20,000	-	0.0%	-	0.0%
Charges	46,700	46,700	60,852	54,224	14,152	30.3%	14,152	30.3%
Fines and Overdues	75,000	75,000	78,786	79,292	3,786	5.0%	3,786	5.0%
Interest	14,000	14,000	21,255	24,057	7,255	51.8%	7,255	51.8%
Donations and Fundraisers	2,600	2,600	17,754	10,019	15,154	582.8%	15,154	582.8%
Transfer from Other Funds	-	-	-	13,871	-		-	
Transfer from County for Materials	70,000	70,000	70,000	70,000	-	0.0%	-	0.0%
Miscellaneous Revenue	2,070	2,070	3,859	7,370	1,789	86.4%	1,789	86.4%
Total Other Revenue	230,370	230,370	272,506	278,832	42,136	18.3%	42,136	18.3%
Total Revenue	**2,009,082**	**2,009,082**	**2,051,218**	**2,057,544**	**42,136**	**2.1%**	**42,136**	**2.1%**

Expenditures	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Library Materials	468,481	468,481	452,930	492,977	15,551	3.3%	15,551	3.3%
Services and Charges	96,592	96,592	72,629	72,906	23,963	24.8%	23,963	24.8%
Supplies	28,975	28,975	20,155	25,515	8,820	30.4%	8,820	30.4%
Miscellaneous Expenditures	23,740	23,740	18,843	21,599	4,897	20.6%	4,897	20.6%
Transfer State Aid - Others	1,386,982	1,386,982	1,386,982	1,374,482	-	0.0%	-	0.0%
Transfer to Other CCL Funds	-	-	91,213	59,734	(91,213)		(91,213)	
Capital Outlay	9,991	9,991	9,597	10,153	394	3.9%	394	3.9%
Total Expenditures	**2,014,761**	**2,014,761**	**2,052,349**	**2,057,366**	**(37,589)**	**-1.9%**	**(37,589)**	**-1.9%**
Revenue over Expenditures	**(5,679)**	**(5,679)**	**(1,132)**	**178**	**4,547**		**4,547**	

Notes:

Charges: Charges revenue exceeded budget overall. Children's Lost Books was the only category below budget at 86%, standing out solely because all other categories exceeded expectations.

Interest: Interest earnings are $7,255 above budget due to interest rates remaining higher for longer than anticipated and a conservative budget estimate.

Donations and Fundraisers: Donations and fundraisers totaled $17,754 for the year with strong year-end support. $5,590 in donations were received in December alone and the
December Craft Fair fundraiser generated $1,750 in additional revenue.

Miscellaneous Revenue: Vending machine commissions are averaging $190 per month.

Transfer to Other CCL Funds: $91,213 was transferred to reserve funds in accordance with policy.

Revenue over Expenditures: Revenue over expenditures is negative $1,132. This reflects the use of the $2,187 in materials fund carried over from prior years, which were not included in the 2025 budget.
The use of these prior-year funds caused the budget appear to be overspent, though total resources were sufficient.

Chester County Library and District Center
State Aid Budget Report - Hankin Library - Preliminary
Period Ending December 31, 2025

Revenue	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
State 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%
Other Revenue								
Township Appropriations	7,800	7,800	2,300	7,422	(5,500)	-70.5%	(5,500)	-70.5%
Charges	12,970	12,970	18,181	17,730	5,211	40.2%	5,211	40.2%
Fines and Overdues	22,800	22,800	29,725	26,735	6,925	30.4%	6,925	30.4%
Interest	1,000	1,000	1,259	1,326	259	25.9%	259	25.9%
Donations and Fundraisers	3,000	3,000	1,201	3,952	(1,799)	-60.0%	(1,799)	-60.0%
Transfer from County for Materials	20,000	20,000	20,000	20,000	-	0.0%	-	0.0%
Miscellaneous Revenue	605	605	998	709	393	64.9%	393	64.9%
Total Other Revenue	68,175	68,175	73,663	77,874	5,488	8.1%	5,488	8.1%
Total Revenue	**166,107**	**166,107**	**171,596**	**177,534**	**5,488**	**3.3%**	**5,488**	**3.3%**

Expenditures	2025 Annual Budget	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	2025 YTD Budget Variance	2025 YTD Budget Variance %	2025 Balance	Percentage Remaining
Library Materials	143,812	143,812	144,513	143,789	(700)	-0.5%	(700)	-0.5%
Services and Charges	10,040	10,040	7,447	9,216	2,593	25.8%	2,593	25.8%
Supplies	6,650	6,650	5,266	5,534	1,384	20.8%	1,384	20.8%
Miscellaneous Expenditures	2,972	2,972	3,451	2,921	(479)	-16.1%	(479)	-16.1%
Transfer to Other CCL Funds	-	-	8,959	14,123	(8,959)		(8,959)	
Capital Outlay	3,154	3,154	2,287	1,890	867	27.5%	867	27.5%
Total Expenditures	**166,629**	**166,629**	**171,924**	**177,472**	**(5,295)**	**-3.2%**	**(5,295)**	**-3.2%**
Revenue over Expenditures	**(521)**	**(521)**	**(328)**	**62**	**193**		**193**	

Notes:

Township Appropriations: Township appropriations were under budget due to unreceived or partial appropriations from South Coventry ($300), Upper Uwchlan ($300 of $5,000), and Warwick ($1,000).

Charges: Charges revenue exceeded budget overall, with particularly strong performance in Room Rentals, Copier Charges, and Lost Materials.

Donations and Fundraisers: For 2025, the Library had budgeted $3,000 in donations. Actual donations received totaled $1,201, resulting in a shortfall compared to the budget.

Transfer to Other CCL Funds: $8,959 was transferred to reserve funds in accordance with policy.

Revenue over Expenditures: Revenue over expenditures is negative $328. This reflects the use of the $521 in materials fund carried over from prior years, which were not included in the 2025 budget.
The use of these prior-year funds caused the materials budget to appear overspent, though total resources were sufficient.

Chester County Library
Fund Balance Report
Period Ending December 31, 2025

	Balance	Notes
Operating Funds		
001 CCL	-	These funds have been transferred to the reserve fund accounts
043 HHB	-	These funds have been transferred to the reserve fund accounts
Total Operating Funds	**-**	
Reserve Funds		
004 CCL Technology	408,329	$229,400 was transferred back to fund 004 from fund 500 on 12/10/25
400 CCL Capital Reserve	141,639	
410 CCL Program	237,492	
450 HHB Capital Reserve	249,493	
451 CCL & HHB Materials	198,148	
Total Reserve Funds	**1,235,102**	
Grants - Friends of the Library		
091 CCL Friends Grants	46,292	$41,969 for 2026 projects was received on 12/05/25
903 CCL Friends Grants (Unassigned)	121,594	
Total CCL Friends	**167,886**	
943 HHB Friends Grants	922	
Total Grants - Friends of the Library	**168,809**	
Grants and Appropriations		
002 CC Community Foundation Grants	11,896	$10,980 for 2026 eMaterials expenses was received on 12/23/25
100 CCL County Materials	1,055	
104 CCL Trust Grants	187,378	$136,334 for 2026 projects was received on 12/12/25
109 HHB County Materials	194	
132 CCL GSK Science in the Summer	152	
Total Grants and Appropriations	**200,674**	
Special Funds		
003 CCL Helen Russell Memorial	8,234	
096 CCL Courtesy Bags	1,655	
105 CCL Community Day	1,155	
107 CCL & HHB Author Events	3,538	
Total Special Funds	**14,583**	
500 District Center Aid	**246,068**	
510 County Coordination Aid	**-**	$915 in eMaterials expenses were transferred from fund 002 to clear the balance
Total All Funds	**1,865,235**	
Endowment Funds		
090 CCL Trust	**2,753,399**	