

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, FEBRUARY 17, 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=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 January 20, 2025 (p.2)
- CCL Director Report (p.13)
- HHB Manager's Report (p.17)
- Development Director's Report (p.19)
- Statistical Reports (p.20)

FINANCIAL STATEMENTS

- January 2026 Exton and Hankin Financial Statements (p.23)
- January 2026 Fund Balance Report (p.27)

FOR APPROVAL

- CCL Board of Trustees Meeting Location Change (p.28)
- Finance Committee Recommendations (p.29)

FOR INFORMATION/DISCUSSION

- Public Services Presentation – Database Usage/Activity (Melissa Straka)
- Friends of the Henrietta Hankin Branch Library 2026 Requests (p.30)

REPORTS/CORRESPONDENCE

- President's Report
 - Director's Report (p.13)
 - Branch Manager's Report (p.17)
 - Development Director's Report (p.19)
 - Friends of the Chester County Library
 - Friends of the Henrietta Hankin Branch Library
 - Committee Reports
 - Ad Hoc Committees
 - Standing Committees
- | | |
|-----------------------------|------------------|
| ○ Funding Task Force | ○ Executive |
| ○ Institutional Advancement | ○ Finance (p.29) |
| ○ Planning | ○ Governance |

ADJOURN

Upcoming Events

SAC Meeting - Tuesday, March 10, 2026, 5:30 PM - Virtual

CCL Board Meeting – Tuesday, March 17, 2026, 9:30AM - Chester County Library/Virtual

CCL Trust Board Meeting – Tuesday, March 31, 2026, 9:30AM – Chester County Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
January 20, 2026**

CALL TO ORDER, 9:30AM

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

CCL Board Members Absent: Michael Skay, Treasurer

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

CCLS Staff Present: Joe Sherwood, Executive Director; Barbara Baugher, Finance Manager; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Meghan Lynch, District Consultant

WELCOME AND INTRODUCTIONS

Bill Connor, President, called the meeting to order.

ANNOUNCEMENTS

- **Executive Session** – None

PUBLIC COMMENTS – Bill Connor read the public comment period guidelines. There were no public comments.

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

- **December 2025 Exton and Hankin Financial Statements**
 - **CCL County** – The County is still closing out 2025 books.
 - Funds have been transferred from the wages budget to the Supplies, Maintenance, and Services budget and the Utilities budget.
 - Outstanding items not included in the report:
 - Q4 2025 security costs

- Various items from supplies, maintenance and services including light bulbs and back door repair.
 - November 2025 electricity supply charges and December 2025 VOIP
 - .9% of the 2025 budget remaining
- **HHB County**
 - Funds have been transferred from the Wages budget to the Utilities budget.
 - Outstanding items not included in the report:
 - December no heat call
 - December VOIP
- **CCL State**
 - Charges revenue exceeded budget over all.
 - Donations and fundraisers came in with strong year-end support.
 - \$91,213 was transferred to the reserve funds in accordance with policy.
- **HHB State**
 - Charges revenue exceeded budget over all.
 - \$8,959 was transferred to the reserve funds in accordance with policy.
- **December 2025 Fund Balance Report**
 - The Technology Fund was repaid on December 10.
 - The 2026 Friends of CCL grant has been received.
 - The 2026 CCCF grant has been received.
 - The 2026 CCL Trust has been received.
 - CCA – \$915 in eMaterials expenses was transferred from Fund 002.

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

FOR APPROVAL – There were no items for approval this month.

FOR INFORMATION/DISCUSSION

- **Public Services Presentation: Home School Exploratorium** – Danielle Stokes from the CCL Youth Services Department gave a presentation on the Home School Exploratorium programming offered at CCL. Danielle gave a longer version of this presentation at the 2025 PaLA Conference.

REPORTS/CORRESPONDENCE

- **President's Report**
 - **CCLS/CCL Committee Vacancies**
 - The vacancy on the Governance committee has been filled by Andy Dinniman.

- The vacancy on the Finance committee has been filled by Emily Bless.
 - The vacancy on the Funding Task Force has been filled by Staci Anderson.
 - **Board Member Term Expirations** – Joe Sherwood has sent a link to the board members who terms are expiring shortly.
 - **Membership Agreement** – The committee will be meeting in the coming weeks.
 - **Board Member Vacancies** – Joe will send out any new applications to board members for their review.
- **Director's Report**
 - **Building Access Badges** – County Facilities will be activating badges for each board meeting date so that board members can access the building from the back.
 - **App Issues** - Staff has been helpful and supportive to patrons answering questions about the app update.
 - **Maintenance and Utilities**
 - The front revolving door is being fixed.
 - The new transit van has been received, and it still needs decals.
 - Weather issues over the weekend caused some amended hours for CCL.
 - **Top titles for 2025**
 - The Women by Kristen Hannah - Fiction
 - The Let Them Theory by Mel Robbins - NF
 - Sunrise on the Reaping by Suzanne Collins - YA
 - Dogman the Scarlet shredder by Dav Pilkey – YS
 - Adult Jigsaw puzzles were very popular at both libraries
 - **Budgets**
 - State Aid and County materials money has been received.
 - Met the 12% requirement for 2025.
 - Working to gather data for the State Annual Report
- **Branch Manager's Report**
 - HHB is now a PA Forward Gold Star Certified library!
 - Book locker usage in 2025 was up by 23.7% since 2024. The CCL Trust has donated funds for a new tower to keep up with demand.
 - More incident reports came in during January than normal. Luckily, all have been resolvable issues.
 - Children's programming was successful in December, including the drop-in holiday gift workshop where kids could make wrapping paper and gifts to give to their family.
 - Interviewing for YS Lead Librarian positions. Many great applications have been received.
- **Development Director's Report**
 - Annual Appeal
 - Donations from the Annual Appeal continue to be deposited and logged into the Bloomerang CRM.
 - Thank you letters have been sent to donors.
 - Statistics regarding the Annual Appeal have been included in the packet.

- The Development Director position has been posted and applications are coming in.
- **Friends of the Chester County Library**
 - The Friends have been discussing ways to increase membership including planning more events.
 - They are planning on doing a mailing to patrons as a member library affiliate partner.
- **Friends of the Henrietta Hankin Library** – The HHB Friends haven't met yet this year, but a meeting is scheduled for February 8. HHB will make their annual requests for funds at the February meeting.

Meeting Adjourned.

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

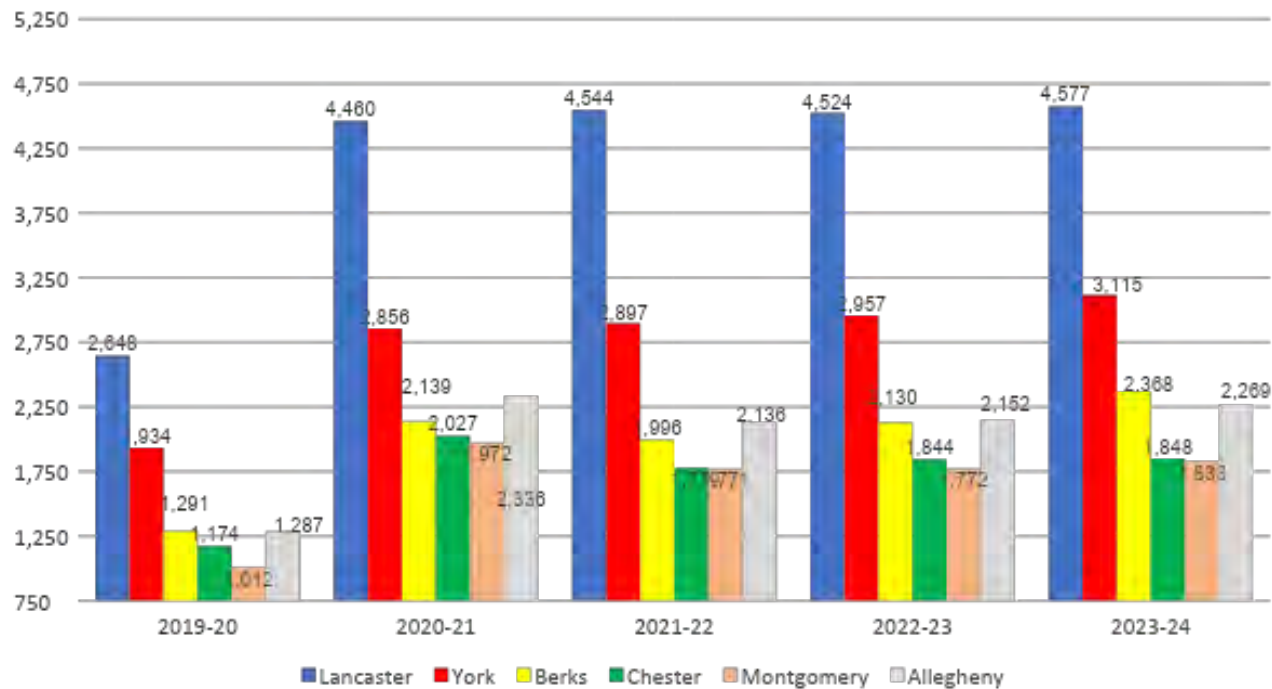
Homeschool Exploratorium

Danielle Stokes, Library Assistant II
Chester County Library

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Top PA Home School Student Counties



pennsylvania
DEPARTMENT OF EDUCATION

Previous Homeschool Programs

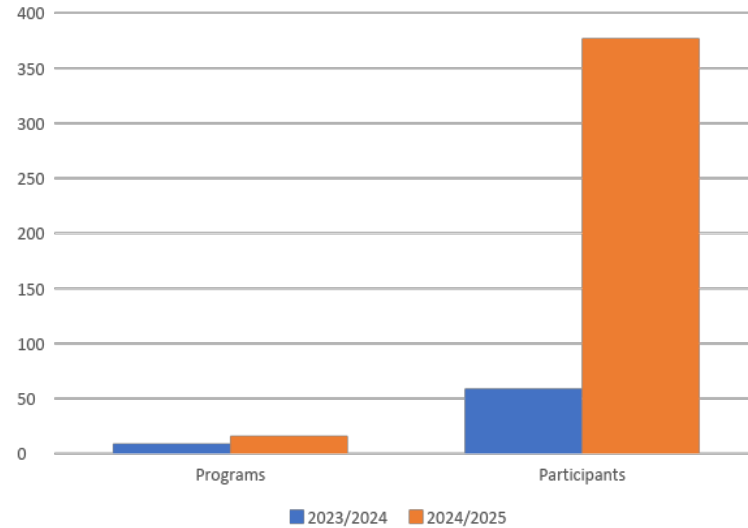
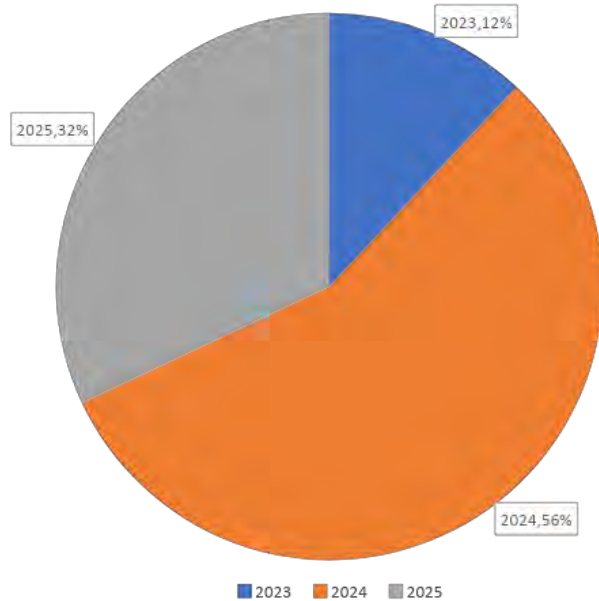
Monthly Meet-Up

Lego Club

Teen Cafe



CCL Homeschool Program Statistics



Homeschool Exploratorium

Whole Family (K-5)

STEAM Focus

Collaborative



How our year went...

- We hosted 16 programs exploring 16 different topics.
- Served 377 attendees.
 - Supporting homeschool families in building community and meeting academic goals.
- Increased interest in library offerings.
 - Many of our homeschool families became regular attendees at our other programs.
- Spent less than \$200 for all programs.



CCL Homeschool Exploratorium





February 11, 2026

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

- We hosted a successful Lunar New Year celebration on Sunday, 2/10 featuring a performance by the University of Pennsylvania's Penn Lions.
- The new mobile app seems to be working well after its glitchy roll-out. Thanks again to staff for providing excellent support while the vendor worked through the issues.
- Lisa Urbani hosted a successful teen event on 1/20. 49 teens attended and made Valentine's Day cards for Pocopson Home residents. This event was highlighted on the County's social media.
- The libraries were closed due to snow on 1/25, 1/26, and 1/27.
- Building updates:
 - The revolving door was fixed on 2/10. The encoder was replaced.
 - Peter has been replacing light fixtures throughout the building.
 - We have been working through some issues with our cleaners at both buildings. Peter and I will be meeting with a manager at DSC to walk through CCL on 2/12.
 - Diversified Refrigeration returned to complete the repair of CCL Rooftop Unit 4. This unit is now working properly.
 - Siemens Fire Protection repaired or corrected deficiencies in the fire system at HHB.

Departmental Reports

Circulation Department (Nancy Sapone)

- Statistics for material check-outs, door counts and new library card applications at CCL were slightly higher from January, which is in line with general trends in past years.
- Several staff members have been covering in JTC, MM and YA when our schedule allows

Jacobs Technology Center (JTC) (Sara Lim Harden)

- Makerspace Statistics: Open Hours: 47; Total Visits: 37
- Usage: 3d printer – 11; 3d scan – 1; Button – 2; Cutter Plot – 1; Parts carts – 1; Digitization – 2; Plastic Shredder – 1; CAD Software – 4; Tour – 18
- Programming:
 - January 14: Braille Literacy at Your Library – Remy Way

Multimedia (Stephanie Sharon-Missanelli)

- The 2026 CCLS OverDrive Holds Manager was set up and is running on a weekly basis. It is funded at \$320,103 for 2026.
- The sensory kits (DEI Committee project) are available to use at both the YS desk and MM/Ref desk.
- Kanopy PLUS packs have changed. CCLS is currently offering Kanopy Kids PLUS pack and Family Friendly PLUS pack.

Public Relations/Graphics/Adult Programming (Niki Kolb)

- CCLS

- Completed 65 graphic work orders and produced 16,663 copies in January
- Collaborating with April Nickel to update the Chester County 250th Anniversary booklet for distribution to all member libraries.
- Designed a promotional ad for the Library and Women's Empowerment utilizing the business center, to appear in the March issue of *County Lines Magazine*. (Ad attached)
- Collaborating with Stephanie on the design of a new Kanopy Family Pack rack card to support patron awareness and promote streaming resources.
- Developed and released the Customer Satisfaction toolkit on Saturday, February 1 to support accurate and efficient reporting across libraries. The survey remains open through Friday, February 27. This also included a press release which was sent to all major media outlets.
- The Legislative Breakfast has been scheduled for Friday, May 8, 2026. The Legislative Booklet Committee has finalized the theme and narrative guidelines, which have been distributed to all Library Directors – "Libraries EMPOWER and INSPIRE!"
- **CCL/HHB**
 - Developing a bell-themed design element for the Chester County Library as part of the CC250 branding and celebration for the Chester County Library.
 - Developing a CC250-themed StoryWalk featuring *Revolutionary Mary*, highlighting the story of the first printing press to produce the Declaration of Independence.
 - Highlighting Black History Month across social media with posts featuring the Adult Reading Challenge, themed book displays, and recognition of Coretta Scott King Book Award, King Author Award, and King Illustrator Award.
 - Exploring a long-term design solution to "wrap" the front rotating door display area, reducing the need for frequent display changes.
 - Adult Programming highlights:
 - The SEPTA Senior Key Card Event brought in 284 people and generated interest in hosting future sessions.
 - Robert Grenfell from the Philadelphia Flower Show delivered an engaging presentation on the show's history, the Horticultural Society's work, and opportunities for participation and volunteering.
 - What's Happening Wednesday "Arts and Crafts" remained highly popular, consistently reaching maximum registration with a waiting list.

Reference (Melissa Kohl)

- **Passport Acceptance Facility Update**
 - The library's newest service will begin on Monday, March 2.
 - A team of 12 agents (made up of Reference, ILL, and Multimedia staff) are actively training in the month of February to prepare to conduct the service.
 - A Department of State member will be visiting the library on Tuesday, March 3, and has been working closely with Melissa in Reference to prepare for service operations.
- **New and Upgraded Equipment Funded by the Friends of Chester County Library**
 - New Microfilm Reader – a new machine was purchased and set up by Joe Y. in Computer Services and the vendor's IT team. In 2025, the microfilm reader was used a total of 195 times with a combined duration of 164 hours.
 - Whiteboard for Public – a portable whiteboard has been purchased to be used in the small conference rooms in the Reference Department. It is on wheels and can be used in other areas as well.

- **Blind Date with a Book**
 - Pick a book on display that has been wrapped in festive paper and find out what it is after checking it out! You never know what book you could fall in *love* with next.

Technical Services (Laura Salvucci)

- Catalogers are continuing to work through a high volume of materials received for CCL/HHB and from member libraries.
- Linda Nicholson, our Head Cataloger, is retiring. Her last day will be Friday, March 6th. Linda has contributed a great deal to the Tech Services department over the years, and she will be greatly missed!
- In January, catalogers created 1,290 bibliographic records and 970 item records for CCL and HHB.

Youth Services (April Nickel)

- Remake Learning Days Teen programming opportunity applications are open with several applications already submitted.
- Take Your Child to the Library Day was Saturday, February 7; all day craft activity with 85 participants and STEM Explore event with 75 participants

Department Personnel

Resignations

- Linda Nicholson – Technical Services (3/6)
- Pam Marquette – PR/Graphics (3/31)

Vacancies

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

Committee Reports

America 250 (April Nickel) –Attended Dare to Declare event at Kennett Library on 2/10; working on firming up CCL/HHB programming schedule

Employee Engagement Executive Committee (Nancy Sapone) – Discussion at the most recent meeting included topics for quarterly meetings for the year. We were introduced to the new Learning and Development Coordinator for the County.

XYZ Committee (Emily Cackowski) – More than 80 people attended the first Puzzle Swap of the year on 1/24/26. 3 more Puzzle Swaps are planned for 2026. Upcoming programming includes a Book Bedazzling Program on 2/19/26, a wool felting program with Farren Maillie, and a Make-Your-Own Flower Crown program. One patron was especially thankful for events at the library, saying that the library and its programs vastly improved her quality of life and that of her friends.

IRP Committee (Sara Lim Harden) – Trained new PIC for HHB on 1/23; reviewing IRP including updating floor plans

Meetings and Trainings Attended

- 1/21 HHB Morning Meeting
Afternoon Book Group
- 1/25 Libraries closed due to snow
- 1/26 Libraries closed due to snow
- 1/27 Libraries closed due to snow
- 1/28 Incident Tracker Overview for Member Library Directors
Public Services meeting
- 2/2 Evening Book Group
- 2/3 CCL Friends Board meeting
- 2/4 HHB all day
- 2/5 CCL Staff Party—Chili Cookoff and Souperbowl Party
- 2/9 CCL/HHB Programming meeting
- 2/10 DLM meeting
CCL/HHB DEI Committee meeting
- 2/17 CCLS/CCL Board meetings

Candid. data
axle reference
solutions

LinkedIn Learning The New York Times

MANGO The Philadelphia Inquirer

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- Paoli • Parkesburg • Phoenixville • Spring City • Tredyffrin • West Chester

CHESTER COUNTY LIBRARY SYSTEM
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TO: Board of Trustees, Chester County Library and District Center
FROM: Carey Bresler, Henrietta Hankin Branch Manager
DATE: February 17, 2026
RE: Report on the Henrietta Hankin Branch, January/February

General updates

- Chester Springs Library continues to use our Annex Room A as their “satellite” library.
- Hankin staff enjoyed a Soup(er) Bowl Party on 2/6 where staff members brought in soups and sides to share.
- Charlotte Marron, Circulation Manager, will begin her parental leave this month (2/20 approximately).

Circulation (report by Charlotte Marron, Circulation Manager)

- Our express lane usage numbers went up by 34% between December and January.
- Our Book Locker continues to be used regularly and is completely filled most days of the week.
- Our current marketing bookmark that is being handed out with each patron interaction is our Library Survey which will be running until 2/27.

Makerspace (report by Tom Lally, Makerspace staff)

- Maker Monday programs in January included LEGO Build, Paper Plate Narwhals, and Toilet Paper Roll Snowmen which garnered 10, 9, and 6 attendees, respectively.
- The Makerspace monthly project was Bookmarks using our sewing machine. 9 attendees took part in the project over the course of the month.
- Throughout January, the Makerspace had 30 attendees total for appointments and walk-ins.
- One-on-One Sewing Tutorials with our volunteer, Loraine, totaled 2 appointments.
- In February, our monthly craft will be Valentine’s Day Cards using our Cricut.
- One-on-One Sewing Tutorial registrations with our volunteer, Loraine, will continue through the month as well. We plan on adding new projects for patrons to sew by the end of this month.

Reference (report by Carey Bresler, Branch Manager)

- In January, we had 24 in person programs, 9 hybrid or virtual programs and 10 passive programs.
- One of our most popular programs was Menopause Management with Dr. Amy Capoocia with 37 attendees. She agreed to do a follow up program for us in February based on its success.
- Our Gratitude Jar program was fully registered with a waiting list. In this class, participants painted glass jars in a stained-glass style and add a few folded notes to begin a personal gratitude jar for the year ahead.

Youth Services (report by Karen Clickener-Ousey, Youth Services Librarian)

- In January, the Youth Services staff planned and conducted 33 in-person programs including story times, sproutSTEM (with Downingtown STEM Academy), STEAM 5-6-7 and Puzzle Racing.
- A total of 588 people participated in passive programs (I Spy, Scavenger Hunt, Let's Play and Wee Play).
- Registration for Winter Family Read Aloud (WFRA) began on Friday, January 23rd. As of today, 123 families are registered for the program that runs for the month of February.

Department Personnel:

- Vacancies: Susan Farrell, Youth Services Lead is retired on December 26th. Position has been posted and interviews are underway.

Meetings & Trainings Attended

2/3 PaLA Scholarship Committee Meeting
2/4 PaLA Frontline
2/6 Makerspace Meeting
2/9 Staff Engagement Meeting
2/9 Hankin Library Friends Meeting
2/10 DLM
2/10 IT Liaisons Meeting
2/17 CCLS/CCL Board Meeting
2/17 Community Engagement Meeting
2/18 Hankin Staff Meeting
2/19 General Staff Meeting
2/25 Management Meeting



February 4, 2026

TO: CCL Board of Directors
FROM: Devon Dadoly, Administrative Assistant
RE: Development Director Report

CCL Trust

- Annual Appeal Statistics
 - As of February 4, 2026, Bloomerang CRM is reflecting that the 2026 Annual Appeal has raised \$35,218 by 249 donors.
 - Of these 249 donors, about 51% (128) of them have donated to the CCL Trust before.
 - The Annual Appeal is 70% of the way to its goal of \$50,000.
- The next CCL Trust Board Meeting is scheduled for Tuesday, March 31, 2026 at 9:30AM.

CCL/HH Checkouts

Month	2019	2023	2024	2025	2026	2019	2023	2024	2025	2026
Jan	135,903	128,197	132,104	128,345	130,685	135,903	126,295	132,104	128,345	130,685
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						

CCL Meeting Room Statistics

MONTH	2023 # OF HOURS USED (SMALL)	2024 # OF HOURS USED (SMALL)	2025 # OF HOURS USED (SMALL)	2026 # OF HOURS USED (SMALL)	2023 # OF RESERVATIONS (SMALL)	2024 # OF RESERVATIONS (SMALL)	2025 # OF RESERVATIONS (SMALL)	2026 # OF RESERVATIONS (SMALL)	2023 # OF HOURS USED (PUBLIC)	2024 # OF HOURS USED (PUBLIC)	2025 # OF HOURS USED (PUBLIC)	2026 # OF HOURS USED (PUBLIC)	2023 # OF RESERVATIONS (PUBLIC)	2024 # OF RESERVATIONS (PUBLIC)	2025 # OF RESERVATIONS (PUBLIC)	2026 # OF RESERVATIONS (PUBLIC)
Jan	259.75	390	418	567	140	201	218	291	108.75	136	171	228	45	64	64	82
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	2026 # OF HOURS USED	2023 # OF RESERVATIONS	2024 # OF RESERVATIONS	2025 # OF RESERVATIONS	2026 # OF RESERVATIONS
Jan	76.5	207	222	219	36	66	61	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 Library Volunteer Hours	2024 Library Volunteer Hours	2025 Library Volunteer Hours	2026 Library Volunteer Hours	2024 Friends Hours (CCL + HHB)	2025 Friends Hours (CCL + HHB)	2026 Friends Hours (CCL + HHB)	2024 Total Volunteer Hours (Vol + Friends)	2025 Total Volunteer Hours (Vol + Friends)	2026 Total Volunteer Hours (Vol + Friends)	2024 # of Active Volunteers	2025 # of Active Volunteers	2026 # of Active Volunteers
Jan	695.75	744.5	579	508	232.75	159	204	1556.25	738	712	116	91	137
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	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	2023	2024	2025	2026	2023 Cumulative Total	2024 Cumulative Total	2025 Cumulative Total	2026 Cumulative Total
Jan	19,283	21,691	23,273	22,070	19,283	21,691	23,273	22,070
Feb	20,123	23,704	23,123		39,406	45,395	46,396	
Mar	23,656	25,463	26,674		63,062	70,858	73,070	
Apr	20,829	26,130	25,951		83,891	96,988	99,021	
May	20,281	23,476	24,352		104,172	120,464	123,373	
Jun	24,960	27,447	28,949		129,132	147,911	152,322	
Jul	28,771	32,077	31,853		157,903	179,988	184,157	
Aug	27,152	28,963	28,268		185,055	208,951	212,443	
Sept	23,180	23,294	23,997		208,235	232,245	236,440	
Oct	23,307	24,413	24,628		231,542	256,658	261,068	
Nov	21,162	22,068	22,237		252,704	278,726	283,305	
Dec	20,796	21,629	21,493		273,500	300,418	304,798	
Total	273,500	300,355	304,798					

HHB Door Count

Month	2023	2024	2025	2026	2023 Cumulative Total	2024 Cumulative Total	2025 Cumulative Total	2026 Cumulative Total
Jan	7,721	9,261	9,677	9,300	7,721	9,261	9,677	9,300
Feb	7,436	8,991	9,370		15,157	18,252	19,047	
Mar	8,925	10,201	10,939		24,082	28,453	29,986	
Apr	7,821	10,217	9,956		31,903	38,670	39,942	
May	7,968	8,941	9,880		39,871	47,611	49,822	
Jun	9,703	9,837	10,896		49,574	57,448	60,718	
Jul	9,976	11,498	12,243		59,550	68,946	72,961	
Aug	10,064	10,387	10,590		69,614	79,333	83,551	
Sept	8,010	8,798	8,083		77,624	88,131	91,634	
Oct	8,861	14,860	9,836		86,485	102,991	101,470	
Nov	8,530	8,748	8,653		95,015	111,739	110,123	
Dec	9,548	9,863	9,490		104,563	121,602	119,613	
Total	104,563	121,602	119,613					

Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending January 31, 2026

	2026 Annual Budget	2026 YTD Budget	2026 YTD Actual	2025 YTD Actual	2026 YTD Budget Variance	2026 YTD Budget Variance %	2026 Balance	Percentage Remaining
Personnel Services								
Salaries	3,300,763	253,905	222,566	232,583	31,339	12.3%	3,078,197	93.3%
Wages	978,451	75,265	52,668	58,321	22,597	30.0%	925,783	94.6%
Fringe Benefits	1,327,089	153,126	115,529	146,419	37,597	24.6%	1,211,560	91.3%
Security Provided by the County EMS	20,000	-	-	-	-		20,000	100.0%
Total Personnel Services	5,626,303	482,296	390,763	437,323	91,533	19.0%	5,235,540	93.1%
Library Materials	66,000	16,500	16,500	17,500	-	0.0%	49,500	75.0%
Core Expenditures								
Supplies, Maintenance, and Services	169,480	25,668	18,343	10,771	7,325	28.5%	151,137	89.2%
Insurance	24,640	12,320	12,320	12,155	-	0.0%	12,320	50.0%
Utilities	160,513	12,525	9,327	1,831	3,198	25.5%	151,186	94.2%
Vehicle Expense	49,391	3,598	7,167	3,390	(3,569)	-99.2%	42,224	85.5%
Total Core Expenditures	404,024	54,111	47,157	28,147	6,954	12.9%	356,867	88.3%
Indirect Costs	764,216	63,685	63,685	56,771	-	0.0%	700,531	91.7%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	2,020	-	32,414	-	(32,414)		(30,394)	-1504.7%
TOTAL	6,862,563	616,592	550,519	539,741	66,073	10.7%	6,312,044	92.0%

Notes:

Personnel Services:

Fringe Benefits include FICA, Standard Benefits, and Retirement. The YTD budget reflects three January pay periods, while only two pay periods were charged for Standard Benefits and Retirement due to a County payroll decision. The timing difference appears to make the YTD results appear more favorable than the actual run rate.

Supplies, Maintenance, and Services:

Not included - \$2,198 - HVAC service calls

Utilities:

Not included - \$133 - January library van cell phones

Not included - January WGL Energy electricity supply charges. I've estimated those charges to be \$5,000.

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

Vehicle:

The replacement van was delivered in January rather than mid-year as assumed in the budget, which was developed based on County guidance. As a result, higher vehicle costs are being incurred for the full year rather than the half of a year. We will monitor this and may need a budget adjustment later in the year.

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.

Vehicle Capital:

The \$32,414 charge reflects the GASB accounting entry to record the full cost of the capital leased vehicle. A corresponding offset has been recorded in Revenue under Other Financing Sources, which is not shown on this financial statement. As a result, this entry will not impact the approved budget.

**Chester County Library
County Budget Report - Hankin Library - Preliminary
Period Ending January 31, 2026**

	2026 Annual Budget	2026 YTD Budget	2026 YTD Actual	2025 YTD Actual	2026 YTD Budget Variance	2026 YTD Budget Variance %	2026 Balance	Percentage Remaining
Personnel Services								
Salaries	520,681	40,052	45,765	37,107	(5,713)	-14.3%	474,916	91.2%
Wages	328,545	25,273	20,934	20,361	4,339	17.2%	307,611	93.6%
Fringe Benefits	242,989	28,037	21,924	25,258	6,113	21.8%	221,065	91.0%
Total Personnel Services	1,092,215	93,362	88,623	82,726	4,740	5.1%	1,003,592	91.9%
Library Materials	19,000	4,750	4,750	5,000	-	0.0%	14,250	75.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,737	25,843	9,221	7,879	16,622	64.3%	115,516	92.6%
Insurance	9,960	4,980	4,980	4,980	-	0.0%	4,980	50.0%
Utilities	63,537	6,941	3,998	2,193	2,943	42.4%	59,539	93.7%
Total Core Expenditures	198,234	37,764	18,199	15,053	19,565	51.8%	180,035	90.8%
Indirect Costs	228,514	19,043	19,043	17,195	-	0.0%	209,471	91.7%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,537,963	154,919	130,614	119,973	24,305	15.7%	1,407,349	91.5%

Notes:

Personnel Services:

Fringe Benefits include FICA, Standard Benefits, and Retirement. The YTD budget reflects three January pay periods, while only two pay periods were charged for Standard Benefits and Retirement due to a County payroll decision. The timing difference appears to make the YTD results appear more favorable than the actual run rate.

Supplies, Maintenance, and Services:

Not included - \$1,376 - Fire Alarm Testing

Utilities:

Not included - January WGL Energy electricity supply charges. I've estimated these charges to be \$2,120

Not included - January 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 January 31, 2026

Revenue	2026 Annual Budget	2026 YTD Budget	2026 YTD Actual	2025 YTD Actual	2026 YTD Budget Variance	2026 YTD Budget Variance %	2026 Balance	Percentage Remaining
State Revenue								
State Aid	420,987	420,987	420,987	391,730	-	0.0%	-	0.0%
State Aid - Others	1,483,928	1,483,928	1,483,928	1,386,982	-	0.0%	-	0.0%
Total State Revenue	1,904,915	1,904,915	1,904,915	1,778,712	-	0.0%	-	0.0%
Other Revenue								
Township Appropriations	20,000	20,000	-	20,000	(20,000)	-100.0%	(20,000)	-100.0%
Charges	52,150	4,346	5,877	5,090	1,531	35.2%	(46,273)	-88.7%
Fines and Overdues	73,000	6,083	7,046	7,230	963	15.8%	(65,954)	-90.3%
Interest	14,000	3,500	(495)	1,083	(3,995)	-114.1%	(14,495)	-103.5%
Donations and Fundraisers	2,550	213	2,724	38	2,512	1182.0%	174	6.8%
Transfer from County for Materials	66,000	16,500	16,500	17,500	-	0.0%	(49,500)	-75.0%
Miscellaneous Revenue	2,570	214	215	629	-	0.0%	(2,355)	-91.7%
Total Other Revenue	230,270	48,523	31,867	51,569	(18,989)	-39.1%	(198,403)	-86.2%
Total Revenue	2,135,185	1,953,437	1,936,782	1,830,281	(18,989)	-1.0%	(198,403)	-9.3%
Expenditures								
Library Materials	486,987	40,582	19,442	16,986	21,140	52.1%	467,544	96.0%
Services and Charges	94,062	7,839	6,009	13,417	1,829	23.3%	88,053	93.6%
Supplies	32,080	2,673	604	1,429	2,069	77.4%	31,476	98.1%
Miscellaneous Expenditures	17,740	1,478	793	2,176	685	46.3%	16,947	95.5%
Transfer State Aid - Others	1,483,928	1,483,928	1,483,928	1,386,982	-	0.0%	-	0.0%
Capital Outlay	20,388	1,699	5,041	5,041	(3,342)	-196.7%	15,347	75.3%
Total Expenditures	2,135,185	1,538,199	1,515,819	1,426,031	22,381	1.5%	619,366	29.0%
Revenue over Expenditures	-	415,238	420,963	404,249	3,392		420,963	

Notes:

Township Appropriations: \$20,000 West Whiteland check received in the first week of February 2026

Donations and Fundraisers: We received a donation of \$2,000 from a patron in January 2026

Interest: \$495 represents the money owed to Tredyffrin/Paoli for Q4'2025 paid in January 2026

Chester County Library and District Center
State Aid Budget Report - Hankin Library - Preliminary
Period Ending January 31, 2026

Revenue	2026 Annual Budget	2026 YTD Budget	2026 YTD Actual	2025 YTD Actual	2026 YTD Budget Variance	2026 YTD Budget Variance %	2026 Balance	Percentage Remaining
State Revenue								
State Aid	105,247	105,247	105,247	97,932	-	0.0%	-	0.0%
Total State Revenue	105,247	105,247	105,247	97,932	-	0.0%	-	0.0%
Other Revenue								
Township Appropriations	8,300	-	-	-	-		(8,300)	-100.0%
Charges	14,800	1,233	2,307	1,880	1,074	87.0%	(12,493)	-84.4%
Fines and Overdues	22,900	1,908	2,732	2,872	824	43.2%	(20,168)	-88.1%
Interest	1,000	250	-	-	(250)	-100.0%	(1,000)	-100.0%
Donations and Fundraisers	3,500	292	163	33	(129)	-44.2%	(3,337)	-95.4%
Transfer from County for Materials	19,000	4,750	4,750	5,000	-	0.0%	(14,250)	-75.0%
Miscellaneous Revenue	605	51	88	32	37	71.8%	(517)	-85.4%
Total Other Revenue	70,105	8,485	10,039	9,817	1,555	18.3%	(60,066)	-85.7%
Total Revenue	175,352	113,731	115,286	107,750	1,555	1.4%	(60,066)	-34.3%
Expenditures	2026 Annual Budget	2026 YTD Budget	2026 YTD Actual	2025 YTD Actual	2026 YTD Budget Variance	2026 YTD Budget Variance %	2026 Balance	Percentage Remaining
Library Materials	151,001	12,583	1,727	3,220	10,857	86.3%	149,274	98.9%
Services and Charges	11,786	982	140	592	842	85.7%	11,646	98.8%
Supplies	7,650	637	277	281	360	56.5%	7,373	96.4%
Miscellaneous Expenditures	2,971	248	130	286	117	47.4%	2,841	95.6%
Capital Outlay	1,944	162	-	-	162	100.0%	1,944	100.0%
Total Expenditures	175,352	14,613	2,274	4,378	12,339	84.4%	173,078	98.7%
Revenue over Expenditures	-	99,119	113,012	103,371	13,894		113,012	

Notes:

Interest: Interest is recorded quarterly, so you will not see an interest charge reflected until March 31, 2026

Chester County Library
Fund Balance Report
Period Ending January 31, 2026

	Balance	Notes
Operating Funds		
001 CCL	404,870	
043 HHB	108,262	
Total Operating Funds	513,133	
Reserve Funds		
004 CCL Technology	408,329	
400 CCL Capital Reserve	141,639	
410 CCL Program	237,753	
450 HHB Capital Reserve	249,493	
451 CCL & HHB Materials	198,148	
Total Reserve Funds	1,235,362	
Grants - Friends of the Library		
091 CCL Friends Grants	45,196	
903 CCL Friends Grants (Unassigned)	121,594	
Total CCL Friends	166,790	
943 HHB Friends Grants	880	
Total Grants - Friends of the Library	167,671	
Grants and Appropriations		
002 CC Community Foundation Grants	11,896	
100 CCL County Materials	17,148	\$1,055 rolled over from 2025
104 CCL Trust Grants	181,616	
109 HHB County Materials	4,944	\$194 rolled over from 2025
132 CCL GSK Science in the Summer	152	
Total Grants and Appropriations	215,755	
Special Funds		
003 CCL Helen Russell Memorial	8,234	
096 CCL Courtesy Bags	2,121	
105 CCL Community Day	1,155	
107 CCL & HHB Author Events	3,538	
Total Special Funds	15,049	
500 District Center Aid	191,342	
510 County Coordination Aid	585,682	
Total All Funds	2,923,992	
Endowment Funds		
090 CCL Trust	2,632,907	



February 4, 2026

TO: CCLS/CCL Board of Trustees
FROM: Devon Dadoly, Administrative Assistant
RE: April and May 2026 CCLS/CCL Board Meeting Location Changes Proposal

The Spring City Public Library, originally scheduled to host the May 19, 2026 CCLS/CCL Board meetings, is a polling place and will be closed on that day (Primary Voting Day).

Below are proposed location changes for the April and May CCLS/CCL Board of Trustees Meetings:

- April 21, 2026 – The meetings will be held at the Spring City Public Library
- May 19, 2026 – The meetings will be held at the Chester County Library and District Center.

February 9, 2026

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

Email Dates: February 2, 2026 – February 3, 2026

The Finance Committee did not convene for a formal meeting regarding the recommendations below. After reviewing the matters, the Committee agreed that these items could be addressed via email rather than a meeting. The recommendations below reflect that review and discussion.

RECOMMENDATIONS

Voluntary Disclosure Agreement – Unclaimed Property (PA Treasury)

As part of a review of our accounts payable history, it appears that unclaimed property reporting has not been completed for 2023 and 2024. We currently have just under \$5,000 in outstanding accounts payable checks from 2020 and 2021 that should have been sent to the PA Treasury as unclaimed property. To address this, we need to file a Voluntary Disclosure form with the PA Treasury. This form requires a signature from a member of the board. I have brought it today. We will submit the form and the outstanding check listing to the Treasury, correcting the lapse, and bringing us back into compliance.

Discontinuation of Pennies / Cash Rounding

Currently, the Chester County Library has \$5.10 in pennies on hand. Banks are no longer distributing pennies, so once these are depleted, we will not be able to replenish them. I spoke with Clover (our cash registers) and they have confirmed that they are working on a register software update that will roll out in June 2026 that will allow cash transactions to be rounded to the nearest nickel. At this time, they could not confirm whether the rounding would be always up, or if it would allow rounding up or down to the nearest nickel. The Finance Committee recommends that we round as follows:

- .01 and .02 → .00
- .03 and .04 → .05
- .06 and .07 → .05
- .08 and .09 → .10



Date: January 5, 2026
 To: Friends of the Henrietta Hankin Library
 From: Carey Bresler
 Re: 2026 Funding Requests

Priority	Project/Item	Description/Goals/Outcomes	Frequency	Estimated Cost	2026 Request	Recognition
		Ongoing Funding				
1	Adult Summer Reading	Adult Summer Reading engages young adults to seniors, and encourages parents to participate in a summer reading challenge at the same time as their children. Programs and events bring community members into the library and increase awareness of library offerings.	Annually	\$1500	\$1500	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
2	Winter Family Read Aloud	For over ten years, the popular Winter Family Read-Aloud Program has encouraged families to read aloud to children from birth through sixth grade. The program also aims to educate parents/caregivers about the benefits and rewards of reading aloud to children.	Annually	\$650	\$650	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
3	Cricut Annual Subscription	Cricut Access is a subscription to the Cricut Image Library of over 100,000 non-licensed images, thousands of ready-to-make projects, and 500+ fonts, which will make the Maker easier for our patrons to enjoy by increasing access to projects and tools that they can use to enhance their own designs.	Annually	\$100	\$100	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
4	Fish Tank Maintenance	Everyone enjoys the fish, and the librarians don't have time to properly manage the tank. The service contract is great. We get clean objects in the tank, food, new fish, etc.	Annually	\$1500	\$1500	Sign on the fish tank, social media posts on Facebook, Instagram & Twitter

5	YS Summer Reading Club	The Summer Reading Club supports literacy and helps prevents loss of reading skills during the school break. The library benefits from patron visits and circulation of materials.	Annually	\$3600	\$3000	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
6	Teen Summer Reading Club	The Summer Reading Club supports literacy and helps prevents loss of reading skills during the school break. The teen programs encourage visits from a population that is often reluctant and/or too busy to come to the library. Increased circulation of tween/teen materials is an additional benefit to the library.	Annually	\$1250	\$1250	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
7	Book Locker Support	Annual agreement covers Book Locker (including touch screen, barcode reader, and receipt printer), license fees, software support, and upgrades. The Book Locker has been utilized to pick up approximately 350 items per month and its usage has been on a steady increase.	Annually	\$1500	\$1500	Sign on the book locker, social media posts on Facebook, Instagram & Twitter
8	Adult Crafty Committee	Provides a chance for patrons to create and encourages engagement with the library patrons/community.	Annually	\$1000	\$1000	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
9	Adult Author Events	Honorarium for in-person author events. Author events encourage reading and discussion and community engagement	Annually	\$1000	\$600	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
10	Adult Health and Wellness	Honorariums for yoga, Tai Chi and meditation classes. Promotes health and wellness and brings community together.	Annually	\$1500	\$1500	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
11	Next Chapter Book Club	Books and supplies for 3 ongoing weekly clubs (2 in-person and 1 online). Three sessions per year (Winter/Spring, Summer, and Fall/Winter). By being an affiliate of the Next Chapter Book Club, we help to provide community, social engagement and resources to club members.	Annually	\$1500	\$1500	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
12	STEAM Programs	Our STEAM programs for children aged 5-6 and children aged 7-9 serve as an introduction to a variety of science topics and also include a literacy component. STEAM programs are popular with our community and are well-attended.	Annually	\$1200	\$1200	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter

13	Take & Make Craft Kits	Craft kits for kids and families that can be picked up at the library and taken home to complete. The kits encourage visits to the library.	Annually	\$200	\$200	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
14	Scavenger Hunts and I Spy Tank	The popular Scavenger Hunts and I Spy Tank encourage library visits and interactions with library staff by children and their families.	Annually	\$300	\$300	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
				Ongoing total:	\$15,800	
		New Requests				
1	Bambu Labs AMS System	The Bambu Lab AMS (Automatic Material System) is an intelligent, automated feeder for multi-color/multi-material 3D printing, allowing up to four filaments (expandable to 16) to be used in one print, managing filament changes, and even using dissolvable supports for easier removal. hooks, an automotive diagnostic scanner, a telescope, and many more “Things.”	One-Time		\$275	Sign in Makerspace, social media posts on Facebook, Instagram & Twitter
2	Embroidery Supplies for the Maker Space	Embroidery needles, floss, hoops, cloth and a set of storage carts to hold the supplies. Provides a chance for patrons to create and encourages engagement and awareness of the Maker Space. Sewing has become increasingly popular in the Maker Space and we believe this would be a welcome addition to the crafting opportunities we currently offer.	One-time		\$100	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
3	PaLA Conference	Staff attending the PaLA Conference in Harrisburg. Attending a conference offers major benefits like career growth, skill enhancement, and motivation through expert sessions, new ideas, and practical insights	One-Time		\$3000	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
4	Card Tables	The library hosts two weekly clubs that use card tables. The Mahjong Club and the Bridge Club. Mahjong is one of our most popular programs with 35-40 attendees weekly. Two of the tables have broken to the point they are unusable and several others are wearing out. This would allow us to purchase 5 or 6 new tables.	One-Time		\$500	Sign during club meetings, recognition in the event description on LibCal
				New request total:	\$3875	

	Total Request				\$19,675	
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