

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY, JUNE 16, 2026
CHESTER COUNTY LIBRARY/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)
- Nomination of Secretary Pro Tem (If Necessary)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of May 19, 2026 (p. 2)
- Chester County Library Director Report (p. 15)
- Henrietta Hankin Branch Manager Report (p. 21)
- Development Coordinator Report (p. 23)
- Statistical Reports (p. 24)

FINANCIAL STATEMENTS

- May 2026 Exton and Hankin Financial Statements (p. 27)
- May 2026 Fund Balance Report (p. 31)

FOR APPROVAL: None

FOR INFORMATION/DISCUSSION

- Public Services Presentation - Next Chapter Book Club (Claire Michelle Viola)

REPORTS/CORRESPONDENCE

- President's Report
 - Director Report (p. 15)
 - Branch Manager Report (p. 21)
 - Development Coordinator Report (p. 23)
 - 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 |
| ○ Planning | ○ Governance |

ADJOURN

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
May 19, 2026**

CALL TO ORDER, 9:54AM

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

CCL Board Members Absent: Staci Anderson, Secretary

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

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

WELCOME AND INTRODUCTIONS

Bill Connor, President, called the meeting to order.

ANNOUNCEMENTS

- **Nomination of Secretary Pro Tem** – The board nominated Richard Hankin to serve as Secretary Pro Tem for the meeting as Staci Anderson, Secretary, was not in attendance.

On motion made by Andy Dinniman, seconded by Mike Skay, the nomination of Richard Hankin to serve as Secretary Pro Tem unanimously approved.

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

FINANCIAL STATEMENTS

- **Exton and Hankin County and State Financial Statements**
 - **CCL County Budget April 2026**
 - Supplies and Maintenance line did not include the installation of two new bathroom soap dispensers and the installation of new alarm contact on second floor administration door.
 - Cybersecurity line includes \$5000 deductible from the network issue in 2025.
 - **CCL State Aid Budget April 2026**
 - **Donations Line - Included** a \$500 donation from a patron received in April 2026.
 - **HHB State Aid Budget April 2026** - Room Rentals have been incredibly successful bringing in revenue.
- **Fund Balance Report** – There were no questions or comments regarding the Fund Balance report.
- **CCL/HHB Audit** – There were no questions or comments regarding the 2025 audit.

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

FOR APPROVAL - None

FOR INFORMATION/DISCUSSION

- **Public Services Presentation: Passport Services** – Melissa Straka presented on the newly implemented acceptance process at CCL.
 - She reviewed some key statistics and success factors, including proactive communication with applicants, and implementing Microsoft Teams for agent coordination, and Google Translate for Spanish-speaking patrons.
 - Transitioned from 1 hour to 30-minute appointments May 1. This increased capacity to 32 appointments per week.
 - Though there haven't been many, common issues include expired DS-11 forms, missing parent names on birth certificates, both parents not present for minors under 16, and a lack of personal checks.
- **2026 CCL/HHB Customer Satisfaction Survey** – Jenna Persick reviewed the survey results including:
 - Many comments regarding collections and materials focused on long wait times for print (this was primarily due to Baker & Taylor distribution disruption) and e-materials.
 - Multiple requests to move public computers from second floor to first floor at CCL, and complaints about second-floor heat.

- Strong demand for HHB Sunday hours in summer (currently closed on Sundays from Memorial Day to Labor Day). There was Board discussion on the history of how the hours were determined and any changes would need to consider financial personnel impact.
- Several requests were made to standardize hours between CCL and HHB as some patrons have been confused.
- Patrons communicated that they do not know about programs despite library's promotion through multiple channels (newsletter, posters, digital screens, online calendar). Jenna mentioned she was considering another advertising piece available at checkout.
- **CCL Native Garden Project**
 - This is a CCL Trust project, funded by donations in honor of Richard Hankin's service to the libraries and the Hankin-Brainsky donor-advised fund.
 - Four native plant beds have been approved for installation at CCL's front lawn beginning June 8 by EcoLandscapes. The funding will include signage and ongoing maintenance.
 - An additional HHB Native Garden Project has been deferred to fall due to challenges with initial installation and watering.
 - Both CCL and HHB are planning to incorporate the gardens into programming.

REPORTS/CORRESPONDENCE

- **President's Report** - None
- **Director's Report**
 - **Take Your Child to Work Day** – Six young “interns” attended a successful program this year.
 - **Volunteer Luncheon** – Jenna thanked Ronna Dewey, Volunteer Coordinator for all her hard work on the Spring luncheon. Jenna thanked Richard Hankin for attending this year.
 - **OIC Literacy Tutor Appreciation Dinner** – Jenna thanked Debbie and Robin, OIC representatives, for their work on putting together the event.
 - **Library Card Sign Up Fest** – The first planning meeting for Library Card Sign Up Fest with Senator Comitta was held, and the ice cream vendor has been booked.
 - **Revolving Door at CCL** – A new door wrap has been installed with the CCL logo and colors to replace seasonal decorations and improve visibility.
 - **Building and Facilities**
 - No update on HVAC project but hoping to hear soon.
 - Attended a pre-bid meeting for a multi-county solar panel grant through the Delaware Valley Regional Planning Commission (DVRPC). Vendors have been to CCL for a preliminary walk through. Montgomery County is taking the lead on this grant.
 - Looking into a commercial macerating toilet for the upstairs public restroom.

- **Grants**
 - PA SEED STEM grand awarded to Youth Services (\$1,500) to fund STEM kits to be shared system wide.
- **Branch Manager's Report**
 - **Staff** – Have filled two vacant positions and have one vacant position still available.
 - With the resignation of Laura Presby, who coordinated Craft programming, a committee has been formed to discuss craft programming.
 - **CC250 Panel** – Held a highly popular program with full registration.
 - **Building Updates**
 - County facilities is reviewing some ongoing issues with HHB doors, including the main parking lot doors (with automatic openers).
 - Looking forward to the Hankin-Brainsky Native Garden coming in the Fall.
- **Development Director's Report**
 - The audit is complete. IRS 990 has been filed, and BCO-10 is in process.
 - Devon Dadoly gave updated statistics for the CCL Trust's 2025/2026 Annual Appeal.
 - The next CCL Trust Board Meeting is scheduled for Tuesday, June 23.
 - The vacant Development Director position has been filled. Once the applicant is approved through the Commissioner's Meeting, expected start date is June 1.
- **Friends of the Chester County Library** – The Friends Annual Spring Book Sale was a success, netting \$31,000. More conversations will be forthcoming regarding changes to future book sales. Leftover books are donated to various local organizations.
- **Friends of the Henrietta Hankin Branch** – The Friends met and approved the library's wish list. One item to mention is the funding of a new digital literacy hub to supplement HHB's aging early literacy computers.
- **Institutional Advancement Committee (IAC)** – There was a suggestion that the IAC discuss strategies for engaging in 20-40s demographic through author events and programming. There is also the potential to partner with CCL/HHB's Booked and Busy committee to support these types of programs.

Meeting Adjourned.

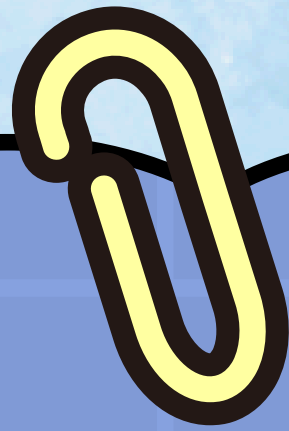
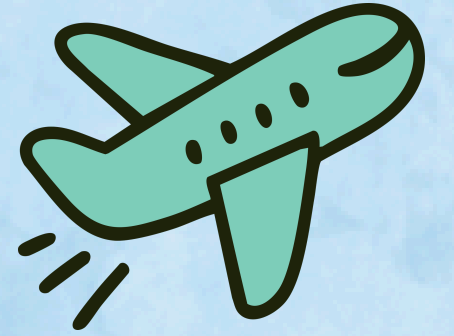
On motion made by Andy Dinniman, seconded by Richard Hankin, the meeting was adjourned.

GET YOUR PASSPORT AT THE LIBRARY

Passport Service Update
Melissa Straka, Passport Facility Manager
CCL Board Meeting
May 19, 2026



PASSPORT SERVICE REMINDER

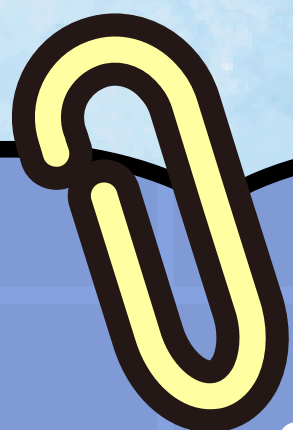
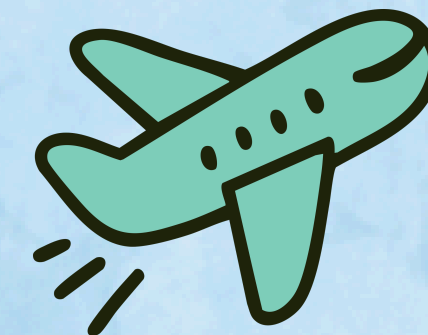


DS-11 Applications Accepted by Appointment

- Who have never had a passport before
- who have never had a passport before
- whose passport expired more than 5 years ago
- whose passport has been lost, stolen, or damaged
- who are minors under age 18



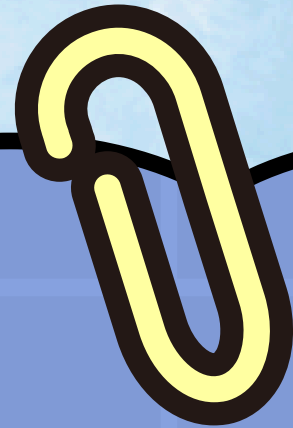
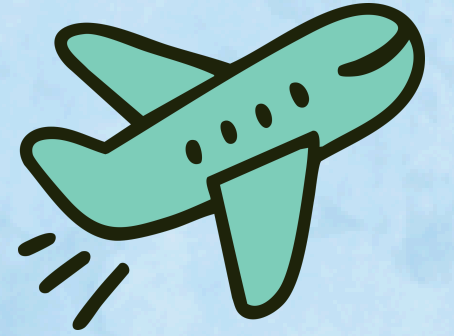
PASSPORT SERVICE OVERVIEW



- 10 Passport Agents
- Appointments Offered Monday through Friday
- 32 Available Appointments Per Week
- 130 Available Appointments Per Month
- 60 Day Rolling Calendar of Availability



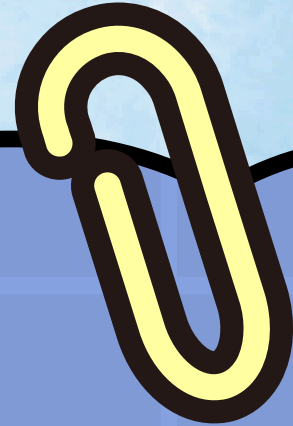
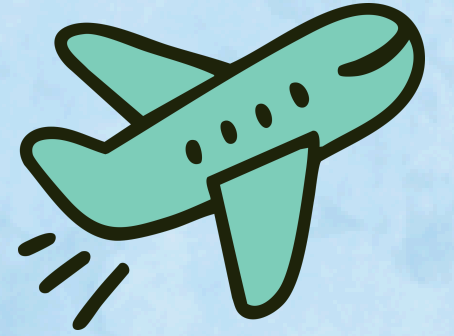
ATTENTION TO DETAIL



- Applicant names (different, change, abbreviations, etc.)
- Birth certificate information
- In-person requirements for minor applicants
- Payment



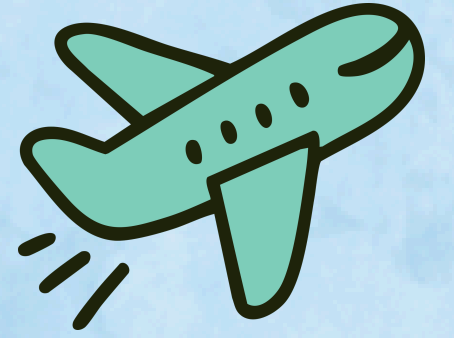
SIGNED, SEALED, DELIVERED



- Completed passports are mailed within 1 business day to the Passport Lockbox in Philadelphia
- There are 3 types of delivery methods - routine, expedite, and hand-carry
- Once the passport is received by the regional office, our part is complete for that passport



PASSPORT SERVICE IN NUMBERS

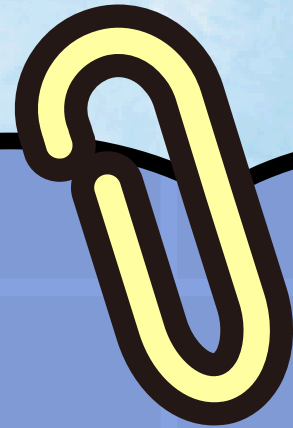
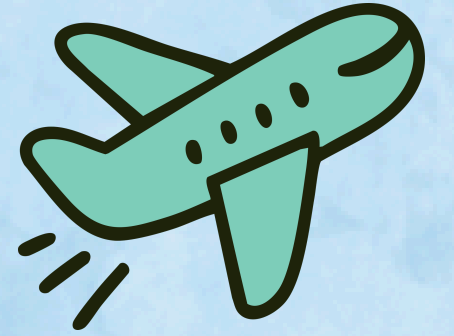


March 2nd to Present:

- 216 available appointments
- 136 passports processed
- 2 hand-carry applicants
- 2 infants
- \$4,950 as of April 30th in processing fees



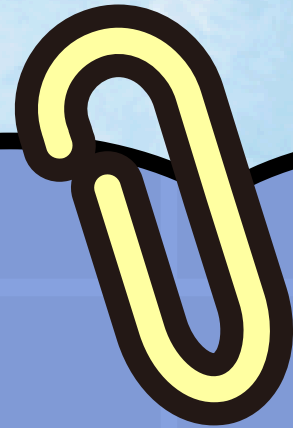
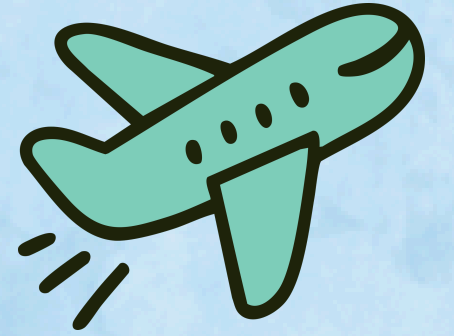
KEYS TO OUR SUCCESS SO FAR



- Preparation
- Communication
- Centralized in-take area
- Teams



THANK YOU



- mstraka@ccls.org
- cclpassports@ccls.org
- 610-344-5957
- www.chescolibraries.org



GET YOUR PASSPORT AT THE LIBRARY

New Passport Applications Only Accepted at the Library
Renewals Must Be Submitted Online at www.travel.state.gov

To make an appointment at the library,
call 610-344-5957 or visit www.chescolibraries.org





June 9, 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

- Our summer season is off to a great start! All summer learning/reading programs started on June 1. Nancy Sapone gathered some statistics for the last week in May (5/26-5/29):
 - Items checked out – 4,628
 - Items checked in - 8,039
 - Holds filed – 2,451
 - Total door count – 3,697
- Both libraries are giving out program bookmarks (see below) to raise awareness about programming; thanks to Niki Kolb and Joe Monte for creating these so quickly.
- Due to changes with the reservation process at Elmwood Park Zoo that conflicts with our privacy policy, we decided to discontinue Elmwood Park Zoo passes at both libraries; Niki developed a communication plan, and we sent out updates on May 26; the last day to use CCL passes is 6/30, and 8/30 for HHB.
- Staff assisted at Central Scan for the Primary election.
- We held our Dare to Declare event on 5/27 to a small, but appreciative audience.
- Building Updates:
 - Work started on 6/8 for the Exton Library Native Garden
 - Chester County Facilities installed a new hot water heater in the ceiling above the CCL Teen Zone
 - Otis Elevator performed preventative maintenance on the two CCL elevators
 - Carey, Peter, and I met with Rachael Griffith, Sustainability Director, Chester County Planning Commission, to discuss EV charging station placement at HHB.

Departmental Reports

Circulation Department (Nancy Sapone)

- May 2026 statistics showed little change compared to April 2026, which is consistent with trends observed during the same period last year.
- Circulation library assistants have been assisting computer services with processing online library cards and linking library applications to library accounts; 52 were processed in May.
- Nancy is working with the Text Messaging and Online Apps Committee to choose a new vendor for this service. Meghan has drafted an email to the directors with our proposal for their approval.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- Programming - K Pop and K Drama Trivia: Celebrating AANHPI on May 30th hosted by Sara Lim Harden and Rebecca Manuel
- Makerspace Statistics: Open Hours – 36; Total Visits - 17
 - Usage: 3d Printer – 4; 3d Scanner – 3; CAD Software – 1; Cutting Plot – 2; Parts Cart – 3; Tours – 17

Multimedia (Stephanie Sharon-Missanelli)

- Jessie Williams is working with Laura Salvucci and April Nickel on a presentation describing the impact of AI on library collections for a future District Librarians Meeting.
- Worked with Youth Services staff to purchase selected Reading Olympics titles and summer reading titles for our digital collection.
- All staff are working on collection shifting projects for the physical collections.

Reference (Melissa Kohl)

- CCL and HHB provide virtual reference services as part of the POWER Library's Chat with a Librarian service. 8 CCL and HHB librarians currently participate and have provided 330 hours of virtual reference services.
- This year, we have seen 7.9% stronger attendance at outreach events as compared to this time last year, totaling over 1,000 community member interactions already. Highlights include connecting with marginalized and hard-to-reach patrons at 2 school ESL nights and the Single Mothers Conference.
- New in June for community engagement is monthly legal consultation appointments with Legal Aid of Southeastern PA (LASP). LASP has attended Connect Tuesdays several times before and recently received a very heartfelt thank you from one of our patrons for helping them settle an expungement case.

PR/Graphics/Adult Programming (Niki Kolb)

- **CCLS**
 - Completed 162 graphic work orders and 55,524 copies in May
 - Designed and distributed summer reading posters to all Member Libraries in May
 - Updated Read Across Chesco flyers with service specific versions for several libraries
 - Preparing the township mailing for the 2025 CCLS Impact Report
 - Monthly Constant Contact messages continue; June highlights the Unearth a Story Summer Reading theme, Museum Passes, and CC250 programs
 - Continuing work on the Commissioners' quarterly one-pager with system stats and value proposition content for July 1 launch as part of the Funding Task Force initiative
 - Reviewing copier proposals from Fraser and Rothwell; Ricoh's submission is delayed two weeks due to staffing changes. A full comparison spreadsheet is expected by July for review with Joe and Tony
 - Compiling content for the next CCLS staff Insights issue
- **CCL**
 - Continuing work on the 2025 Impact Report
 - Created passport brochure and waiting for approval from Melissa Straka
 - Developed a communications plan to inform patrons about CCL and HHB discontinuing Museum Passes from Elmwood Park Zoo

- Posted Adult Summer Reading Challenge and Adult Reading Challenge information across the website, social media, and blog
- Adult Programming Highlights
 - Chair Yoga wrapped in May and returns in September. Attendance now averages 25 weekly, so we plan to offer the adaptive class twice per week this fall.
 - Medicare 101 drew 13 participants, and patrons value having a free option outside Senior Centers. The hybrid OWL setup also supports those unable to attend in person.
 - Two NASA programs with Don Miller are planned for July and August: the Nancy Grace Roman Space Observatory and Brown Dwarfs: Failed Stars or Gigantic Planets?

Technical Services (Laura Salvucci)

- In April, catalogers created 1,036 bibliographic records and 835 item records for CCL/HHB.
- Emily Keith, currently Librarian II (Cataloging), has been promoted to the Librarian III (Cataloging) position. Her first day will be Monday, June 29. I have requested permission to post the Librarian II position that will be open.
- A member of the Acquisitions/Receiving unit is currently on medical leave.

Volunteers (Ronna Dewey)

- The Teen Summer Volunteer Program will run for 10 weeks from June 15 through August 21, 2026.
- There are 25 new volunteers and 14 returning volunteers for a total of 39 teen volunteers.

Youth Services (April Nickel)

- Summer Learning Programming begins on 6/15.
- Summer Learning Program sign up as of 6/10/26:
 - 1000 Books Before Kindergarten: 48
 - PreK: 156
 - K-5: 502
 - Teen: 182
 - Total: 888
- Have been assisting in giving out Adult Summer Reading brochures. (205 as of 6/10)
- Betsy Ross from the American History Center had 44 participants despite the torrential rain.
- Teen Poster Sessions are scheduled for August 10-14, 10-12 pm or 5-7 pm. These give teens opportunities to share information with children and families outside a program
- Teen summer volunteers will be starting the week of 6/15 (10 returning/6 new volunteers)

Department Personnel

New Hires

- Maureen McAuliffe – Development Coordinator – Administration (6/1)
- Joseph Brundage – PT Library Assistant – Jacobs Technology Center (6/8)
- David Brodarky – PT Library Assistant – Circulation (6/22)

Offers Made/Awaiting Clearances/Commissioner's Approval

- **Youth Services** – 1 PT Library Assistant
- **Technical Services** – Librarian III Catalog Librarian

Vacancies

- **Circulation** – 1 PT Library Page
- **Youth Services** – 1 PT Library Page
- **PR/Graphics** -- Program Coordinator
- **Finance** – Account Clerk III

Committee Reports

America 250 (April Nickel) – Attended CC 250 Commission Meeting on 6/4. Discussed CC250 Flag donations and plans for disbursement.

Booked and Busy Committee (Emily Cackowski) – On June 13th, from 10 AM to 12 PM, the committee will be holding our annual Tie Dye Pride Party. Attendees can make their own tie dye t-shirts, enjoy complimentary refreshments, and meet members from local organizations such as PFLAG West Chester, and the Equality Alliance. Some of our upcoming programs for the summer include a puzzle swap (7/11); a book bedazzling event (7/16), and a timed jigsaw puzzle competition (8/14).

CCL/HHB DEI Committee (Mikaila Strano) – The committee met to discuss continued initiatives. Emily Keith mentioned an update by the Library of Congress to change "Indians" to "Indigenous" which will eventually make its way to our cataloging system once their processing is finalized. Mikaila has been working on a survey to gauge staff awareness of the group and to inquire what projects we can work on to support staff, which will be launched as soon as the final draft is approved.

IRP Committee (Sara Lim Harden) – Evacuation drills were held at CCL and HHB on June 10

Meetings and Trainings Attended

5/20	HHB Morning meeting Afternoon Book Group
5/21	General Staff meeting (9 am and 3 pm)
5/22	Off
5/24-25	Libraries closed
5/26	CCL/HHB DEI meeting
5/27	Public Services meeting Dare to Declare event
5/28	CCLS/CCL Finance Committee meeting
5/29	Off
6/1	Evening Book Group
6/2	Friends of the Chester County Library Board meeting
6/3	EV Charger meeting at HHB Pizza Party and Ice Cream Party County Budget Guidelines meeting
6/9	DLM
6/10	Institutional Advancement Committee meeting Evacuation Drills
6/12	HHB Morning meeting
6/16	CCLS/CCL Board meetings

MONTHLY PROGRAMS

AT CHESTER COUNTY LIBRARY

Scan the QR code to view all of our monthly programs and events.



MONTHLY PROGRAMS

AT HENRIETTA HANKIN BRANCH

Scan the QR code to view all of our monthly programs and events.



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Sign up for our
**BI-WEEKLY
NEWSLETTER**

Scan the QR code to sign up for our bi-weekly newsletter and stay up to date on upcoming:



Programs



Events



News



Library Updates





June 10, 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, but we expect they will be moving back to their own building in June.
- Interviews are beginning for our Librarian II opening in Reference.
- The new fish tank is installed, and it is already getting attention and compliments.

Departmental Reports

Building Updates (Peter Greulich, Facilities Manager) - Waymans Fire Protection sent me an email recently advising me that someone would get in touch with me regarding the backflow inspection at Hankin. The inspection is scheduled for June 16th.

Circulation (Carey Bresler, Branch Manager)

- The Book Locker usage continues to rise, and we have ordered our new book tower from D-Tech and will be scheduling its installation as soon as the inventory becomes available.
- Circulation for the past month has still been steady in comparison to April, only changing by 45 items overall.
- Lee Peterson started as a full-time employee on May 18th and is settling in well. The 15-hour part-time position is posted, and we are receiving applications. One of our part-time employees is currently out on medical leave of absence.
- This month's marketing bookmark is advertising our Summer Reading program for both adults and children.

Makerspace (Tom Lally, Makerspace Staff)

- Maker Monday programs in May included LEGO Build, Pom-Pom Caterpillars, and Handprint Butterflies, garnering 5, 13, and 5 attendees, respectively.
- The Makerspace monthly project was Personalized Garden Pots. Seven attendees took part in the project over the course of the month.
- Throughout May, the Makerspace had 25 attendees for appointments.
- Dungeons and Dragons for ages 7-10, ran by our volunteer, Cody, on May 9th and had full attendance with 7 patrons.
- Bob Pelc, the new Dungeons and Dragons volunteer, will run programs for ages 12 to 15 in the summer. We've begun arranging dates and he will start in July and have at least three programs through August.
- One-on-One Sewing Tutorials with our volunteer, Loraine, is filled for the month.
- In June, the Makerspace Monthly Project will be Stamp Making.

Reference (Carey Bresler, Branch Manager)

- In May, we had 28 in-person programs, 6 hybrid or virtual programs, and 8 passive programs. Total attendance at the programs was 420.
- The opening for a full-time Reference Librarian is posted, and we have begun to receive applications and schedule interviews.
- In partnership with the Chester County Food Bank, we hosted our 2nd Color Some Kindness program where participants write heartfelt messages and decorate grocery boxes that are delivered to seniors each month. These boxes serve as a reminder that our community cares. The Chester County Food Bank provides 800 grocery boxes to seniors every month and these decorations make each one special.

Youth Services (Karen Clickener-Ousey, Youth Services Lead)

- In May, the Youth Services staff planned and conducted 13 in-person programs including school visits (WVES 3rd and 5th grades), Family story times, Remake Learning Days: Preschool Science, Tail Waggin' Tutors, a drop in craft, and Build-It program. Total attendance for these programs: 297.
- A total of 732 people took part in passive programs (I Spy, Scavenger Hunt, Let's Play, Duplo Play and Wee Build). A total of 52 Take-and-Make Crafts were distributed.
- Interviews for the Librarian II (full time) position are completed; an offer has been made and accepted.
- The Tonies collection, which was funded by the Chester County Library Trust, has started circulating. In May, they circulated 32 times.

Department Personnel

Vacancies

- Circulation – 1 PT Library Assistant
- Reference – 1 FT Librarian II

Meetings & Trainings Attended

- 6/3 EV Charging meeting with Chester County
- 6/5 Makerspace Meeting
- 6/9 DLM
- 6/9 IT Liaisons Meeting
- 6/10 Institutional Advancement Meeting
- 6/11 PaLA Scholarship Meeting
- 6/12 Hankin Staff Meetings
- 6/12 Librarian II Interview
- 6/16 CCL/CCLS Board Meeting
- 6/18 General Staff Meeting
- 6/22 Friends Meeting
- 6/23 CCL Trust Meeting
- 6/24 Management Meeting



June 11, 2026

TO: CCL Board of Directors
FROM: Maureen McAuliffe, Development Coordinator
RE: Development Coordinator Report

CCL Trust

- **Annual Appeal** - As of June 11, 2026, the 2026 Annual Appeal has raised \$43,189, which is about 86% of the way to its goal of \$50,000.
- The next CCL Trust Board Meeting is scheduled for Tuesday, June 23, 2026, at 9:30AM.
- Exton Library Native Garden Project
 - Work began on Monday, June 8th
 - It is estimated it will take approximately two weeks to complete and will likely be ready to view at the June 23rd Trust meeting.
- **Projects/Events**
 - Reviewing the Annual Report filing with the PA Department of State.
 - The Donor Recognition event is being planned for the Fall with a date and time to be secured in the coming weeks.
 - Reviewing potential Trust speaker series options.

CCL/HH Checkouts

Month	2019	2023	2024	2025	2026	2019 Cumulative Total	2023 Cumulative Total	2024 Cumulative Total	2025 Cumulative Total	2026 Cumulative Total
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	120,761	264,036	247,245	259,168	250,382	251,446
Mar	140,394	135,879	137,074	134,398	133,973	404,430	383,124	396,242	384,780	385,419
Apr	129,971	122,582	127,656	125,790	124,069	534,401	505,706	520,898	510,570	509,488
May	127,542	119,361	122,951	129,290	125,860	661,943	625,067	646,291	639,860	635,348
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	635,348					

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	739	168	242	277	326	168.75	177	217	229	66	81	79	87
Mar	474	490	667	890	224	257	327	380	214.5	198	263	269	88	90	87	98
Apr	366.25	456	709	861	192	255	344	382	360.25	341	382	338	71	71	75	79
May	443.95	434	678	782	224	234	318	354	132.25	146	171	182	50	65	68	65
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	4,480	4,900	7,254	3,839	2,569	2,644	3,448	1,733	2,563	2,365	2,687	1,246	1,037	811	839	411

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	138	34	38	55	46
Mar	78.25	159.3	219	284	34	63	79	91
Apr	84.7	188.5	185.5	197	40	66	60	62
May	88.5	140.87	178.25	206	39	61	63	68
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	1,167	1,721	2,075	1,044	451	657	707	328

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	420	232.75	159	204	1976.25	738	624	116	91	137
Feb	647.50	811.5	498.75	485	220.00	179.50	194	1,031.50	678.25	679	118	92	137
Mar	782.75	776.75	591	603	953.75	136.25	275	2924.5	727.25	877	121	91	134
Apr	742.75	776.75	589.75	572	308.50	207.00	217	2,247.00	796.75	789	111	116	134
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	9,277	9,222	7,494	2,080	3,302	2,177	890	20,132	9,671	2,969			

CCL Door Count

Month	2023	2024	2025	2026	2023	2024	2025	2026
					Cumulative Total	Cumulative Total	Cumulative Total	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	21,988	39,406	45,395	46,396	44,058
Mar	23,656	25,463	26,674	25,852	63,062	70,858	73,070	69,910
Apr	20,829	26,130	25,951	25,314	83,891	96,988	99,021	95,224
May	20,281	23,476	24,352	23,347	104,172	120,464	123,373	118,571
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	118,571				

HHB Door Count

Month	2023	2024	2025	2026	2023	2024	2025	2026
					Cumulative Total	Cumulative Total	Cumulative Total	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	8,531	15,157	18,252	19,047	17,831
Mar	8,925	10,201	10,939	10,389	24,082	28,453	29,986	28,220
Apr	7,821	10,217	9,956	9,641	31,903	38,670	39,942	37,861
May	7,968	8,941	9,880	9,526	39,871	47,611	49,822	47,387
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	47,387				

**Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending May 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	1,269,524	1,270,373	1,243,951	(849)	-0.1%	2,030,390	61.5%
Wages	978,451	376,327	308,940	333,424	67,387	17.9%	669,511	68.4%
Fringe Benefits	1,327,089	561,461	511,293	535,166	50,167	8.9%	815,796	61.5%
Security Provided by the County EMS	20,000	5,000	6,955	5,771	(1,955)	-39.1%	13,045	65.2%
Total Personnel Services	5,626,303	2,212,312	2,097,561	2,118,311	114,751	5.2%	3,528,742	62.7%
Library Materials	66,000	33,000	33,000	35,000	-	0.0%	33,000	50.0%
Core Expenditures								
Supplies, Maintenance, and Services	169,480	75,440	54,526	89,017	20,914	27.7%	114,954	67.8%
Insurance	24,640	12,320	17,320	12,155	(5,000)	-40.6%	7,320	29.7%
Utilities	160,513	61,070	52,964	35,246	8,106	13.3%	107,549	67.0%
Vehicle Expense	49,141	17,740	23,808	17,987	(6,068)	-34.2%	25,333	51.6%
Total Core Expenditures	403,774	166,570	148,618	154,404	17,952	10.8%	255,156	63.2%
Indirect Costs	764,216	318,423	318,425	283,855	-	0.0%	445,791	58.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	34,685	34,685	34,684	-	-	0.0%	-	0.0%
TOTAL	6,894,978	2,764,991	2,632,288	2,591,571	132,703	4.8%	4,262,689	61.8%

Notes:

Personnel Services:

As of May 31, CCL had three full-time and seven part-time vacant positions, contributing to year-to-date wage savings. Some of these positions were filled in June, which will reduce vacancy savings in future months. In addition, recently approved County compensation adjustments and the timing of certain fringe benefit charges are expected to increase personnel costs later in the year.

Supplies, Maintenance, and Services:

Not included - \$1,790 - May installation of a new bathroom faucet

Insurance:

\$5,000 deductible paid for the cyber security incident

Utilities:

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

Not included - \$3,756 - May PECO electric delivery charges

Not included - \$5,775 - April WGL Energy electric supply charges

Not included - \$49 - May gas delivery and supply charges

Not included - May 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.

Through May, vehicle fuel expenditures have reached approximately 50% of the annual budget. The 2026 gas budget was developed using a 5% increase over actual 2025 fuel costs, however gas prices have risen significantly beyond that assumption. If gas prices remain above \$4 per gallon, year-end fuel costs are projected to exceed the budget by over \$1,600.

Indirect Costs:

These are allocated to cover costs for services performed by various County departments such as DCIS (PeopleSoft), Telecommunications, Treasurer, and Controller's Offices, and Facilities, based on usage or some other reasonable method of allocation.

**Chester County Library
County Budget Report - Hankin Library - Preliminary
Period Ending May 31, 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	200,262	186,623	197,927	13,639	6.8%	334,058	64.2%
Wages	328,545	126,363	121,681	107,996	4,683	3.7%	206,864	63.0%
Fringe Benefits	242,989	102,803	86,281	97,222	16,522	16.1%	156,708	64.5%
Total Personnel Services	1,092,215	429,428	394,585	403,144	34,844	8.1%	697,630	63.9%
Library Materials	19,000	9,500	9,500	10,000	-	0.0%	9,500	50.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,737	59,658	29,856	52,879	29,802	50.0%	94,881	76.1%
Insurance	9,960	4,980	4,980	4,980	-	0.0%	4,980	50.0%
Utilities	63,537	28,785	23,964	13,152	4,821	16.7%	39,573	62.3%
Total Core Expenditures	198,234	93,423	58,800	71,011	34,623	37.1%	139,434	70.3%
Indirect Costs	228,514	95,214	95,215	85,975	-	0.0%	133,299	58.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,537,963	627,566	558,099	570,130	69,467	11.1%	979,864	63.7%

Notes:

Personnel Services:

Salary and wage expenditures remain slightly favorable to budget, while fringe benefits continue to reflect timing differences related to County payroll processing. Personnel costs will continue to be monitored as recently approved County compensation adjustments begin to impact expenditures later in the year.

Supplies, Maintenance, and Services:

Not included - \$3,078 - ASSA Abloy silver plan renewal (door)

Utilities:

Not included - \$1,480 - May PECO electric delivery charges

Not included - \$195 - May gas delivery and supply charges

Not included - May electric supply charges estimated cost \$2,120

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

Indirect Costs:

These are allocated to cover costs for services performed by various County departments such as DCIS (PeopleSoft), Telecommunications, Treasurer, and Controller's Offices, and Facilities, based on usage or some other reasonable method of allocation.

**Chester County Library and District Center
State Aid Budget Report - Exton Library - Preliminary
Period Ending May 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	-	0.0%	-	0.0%
Charges	52,150	21,729	37,481	24,985	15,752	72.5%	(14,669)	-28.1%
Fines and Overdues	73,000	30,417	31,008	32,577	591	1.9%	(41,992)	-57.5%
Interest	14,000	7,000	4,757	7,488	(2,243)	-32.0%	(9,243)	-66.0%
Donations and Fundraisers	2,550	1,063	3,784	6,002	2,721	256.1%	1,234	48.4%
Transfer from County for Materials	66,000	33,000	33,000	35,000	-	0.0%	(33,000)	-50.0%
Miscellaneous Revenue	2,570	1,073	1,484	2,029	411	38.3%	(1,086)	-42.3%
Total Other Revenue	230,270	114,281	131,513	128,082	17,233	15.1%	(98,757)	-42.9%
Total Revenue	2,135,185	2,019,195	2,036,428	1,906,793	17,233	0.9%	(98,757)	-4.6%
Expenditures								
Library Materials	486,987	202,911	158,193	140,057	44,718	22.0%	328,794	67.5%
Services and Charges	94,062	39,193	37,329	39,063	1,863	4.8%	56,733	60.3%
Supplies	32,080	13,367	6,213	6,909	7,154	53.5%	25,867	80.6%
Miscellaneous Expenditures	17,740	7,392	4,319	9,606	3,072	41.6%	13,421	75.7%
Transfer State Aid - Others	1,483,928	1,483,928	1,483,928	1,386,982	-	0.0%	-	0.0%
Capital Outlay	20,388	8,495	7,040	7,318	1,455	17.1%	13,348	65.5%
Total Expenditures	2,135,185	1,755,285	1,697,022	1,589,934	58,263	3.3%	438,163	20.5%
Revenue over Expenditures	-	263,911	339,406	316,859	75,495		339,406	

Notes:

Charges: The passport team moved to 30 minute appointments this month. In May \$4,675 in passport execution and photo fees were collected compared to \$4,950 in March and April.

Library Materials: As of May 31, \$158,193 has been expended from the Library Materials budget. In addition, \$85,500 has been encumbered for outstanding orders, bringing total expenditures to \$243,696 or approximately 50% of the annual budget. Materials purchasing increased during May, with more than \$35,000 invested in materials during the month.

**Chester County Library and District Center
State Aid Budget Report - Hankin Library - Preliminary
Period Ending May 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	-	3,150	500	3,150		(5,150)	-62.0%
Charges	14,800	6,167	9,857	7,855	3,691	59.8%	(4,943)	-33.4%
Fines and Overdues	22,900	9,542	12,135	12,143	2,593	27.2%	(10,765)	-47.0%
Interest	1,000	500	362	452	(138)	-27.7%	(638)	-63.8%
Donations and Fundraisers	3,500	1,458	263	331	(1,195)	-82.0%	(3,237)	-92.5%
Transfer from County for Materials	19,000	9,500	9,500	10,000	-	0.0%	(9,500)	-50.0%
Miscellaneous Revenue	605	253	227	802	(25)	-9.9%	(378)	-62.4%
Total Other Revenue	70,105	27,419	35,494	32,083	8,075	29.5%	(34,611)	-49.4%
Total Revenue	175,352	132,666	140,741	130,016	8,075	6.1%	(34,611)	-19.7%
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	62,917	41,526	47,162	21,391	34.0%	109,475	72.5%
Services and Charges	11,786	4,911	2,830	4,126	2,081	42.4%	8,956	76.0%
Supplies	7,650	3,187	1,713	2,219	1,475	46.3%	5,937	77.6%
Miscellaneous Expenditures	2,971	1,238	1,280	1,767	(43)	-3.4%	1,691	56.9%
Capital Outlay	1,944	810	-	-	810	100.0%	1,944	100.0%
Total Expenditures	175,352	73,063	47,350	55,274	25,714	35.2%	128,002	73.0%
Revenue over Expenditures	-	59,603	93,391	74,742	33,789		93,391	

Notes:

Township Appropriations: \$1,650 received from West Vincent Township in May.

Library Materials: As of May 31, \$41,526 has been expended from the Library Materials budget. In addition, \$23,846 has been encumbered for outstanding orders, bringing total expenditures to \$65,372.

This leaves approximately 57% of the Library Materials budget available for the remainder of the year.

**Chester County Library
Fund Balance Report
Period Ending May 31, 2026**

	<u>Balance</u>	<u>Notes</u>
Operating Funds		
001 CCL	318,663	
043 HHB	85,543	
Total Operating Funds	404,206	
Reserve Funds		
004 CCL Technology	409,707	
400 CCL Capital Reserve	142,117	
410 CCL Program	239,154	\$263 interest earned
450 HHB Capital Reserve	250,335	
451 CCL & HHB Materials	198,817	
Total Reserve Funds	1,240,130	
Grants - Friends of the Library		
091 CCL Friends Grants	45,060	
903 CCL Friends Grants (Unassigned)	86,834	\$34,760 transferred to 091 for new AV equipment in the Struble Room and the Burke Board Room
Total CCL Friends	131,894	
943 HHB Friends Grants	3,960	
Total Grants - Friends of the Library	135,854	
Grants and Appropriations		
002 CC Community Foundation Grants	11,896	
100 CCL County Materials	21,798	\$1,055 rolled over from 2025
104 CCL Trust Grants	113,898	
109 HHB County Materials	8,042	\$194 rolled over from 2025
132 CCL GSK Science in the Summer	153	
Total Grants and Appropriations	155,787	
Special Funds		
003 CCL Helen Russell Memorial	8,262	
096 CCL Courtesy Bags	2,305	
105 CCL Community Day	1,155	
107 CCL & HHB Author Events	3,550	
Total Special Funds	15,272	
500 District Center Aid	73,576	
510 County Coordination Aid	416,138	
Total All Funds	2,440,963	
Endowment Funds		
090 CCL Trust	2,747,803	