

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY, JULY 21, 2026
TREDYFFRIN PUBLIC LIBRARY/VIRTUAL**

AGENDA

Meeting Location: Tredyffrin Public Library, 582 Upper Gulph Road, Strafford, PA 19087

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

CALL TO ORDER, 9:30 AM (Tredyffrin Public Library/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 June 16, 2026 (p. 2)
- Chester County Library Director Report (p. 33)
- Henrietta Hankin Branch Manager Report (p. 38)
- Development Coordinator Report (p. 40)
- Statistical Reports (p. 41)

FINANCIAL STATEMENTS

- June 2026 Exton and Hankin Financial Statements (p. 43)
- June 2026 Fund Balance Report (p. 47)

FOR APPROVAL

- Finance Committee Recommendation (p. 48)
- OIC Memorandum of Understanding (p. 51)

FOR INFORMATION/DISCUSSION

- CCLS/CCL Board Committee Updates

REPORTS/CORRESPONDENCE

- President's Report
- Director Report (p. 33)
- Branch Manager Report (p. 38)
- Development Coordinator Report (p. 40)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Committee Reports

Ad Hoc Committees

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

Standing Committees

- o Executive
- o Finance (p. 48)
- o Governance

ADJOURN

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
June 16, 2026**

CALL TO ORDER, 9:34AM

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

CCL Board Members Absent: Emily Bless, Vice President

CCL Staff Present: Jenna Persick, Director; Carey Bresler, Branch Manager; Nancy Sapone, Circulation; Stephanie Sharon-Missanelli, Multimedia; Claire Michelle-Viola, Librarian II

CCLS Staff Present: Joe Sherwood, Executive Director; Barbara Baugher, Finance Manager; Devon Dadoly, Administrative Assistant; Lauren Harshaw, Staff Development & Advocacy Coordinator; Meghan Lynch, District Consultant; Maureen McAuliffe, Development Director

County Staff Present: Vickie Brown, Chester County Senior Financial Analyst

WELCOME AND INTRODUCTIONS

Bill Connor, President, called the meeting to order.

ANNOUNCEMENTS

- **Executive Session** – There is no Executive Session.
- **Nomination of Secretary Pro Tem** –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 Mike Skay, seconded by Richard Hankin, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- **Exton and Hankin County and State Financial Statements**

- **CCL County**

- **Personnel Services**

- As of May 31, there are three full-time and seven part-time vacant positions which are attributed to year-to-date wage savings. Some positions were filled in June, so there is an expectation to see reduced vacancy savings in future months. Additionally, County approved compensation adjustments have not yet impacted on the budget, due to timing.
- 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** – Installation of a new bathroom faucet in May has not been included.

- **Vehicle**

- Year to date, vehicle fuel expenditure has 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.

- **HHB County**

- **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** – The ASSA Abloy silver plan renewal has not been included.

- **CCL State**

- **Charges** - Passport services have moved from 60-minute to 30-minute appointments, and processing income has doubled. Beginning in July, Passports will be shown as a separate line item on the CCL State budget reports.
- **Materials** – \$158,193 has been expended from the Library Materials budget for May. Additionally, \$85,500 has been encumbered for outstanding orders, bringing total expenditure to about 50% of the annual budget.

○ **HHB State**

- **Township Appropriations** - \$1,650 was received from West Vincent Township in May.
- **Materials** – \$41,526 has been expended from the Library Materials budget for May. Additionally, \$23,846 has been encumbered for outstanding orders, bringing total expenditure to about 57% of the annual budget.
- **Fund Balance Report** – \$34,760 was transferred from Budget 903 CCL Friends Grants (Unassigned) to Budget 091 CCL Friends Grants for the new AV equipment in the Struble Room and Burke Room.

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: Next Chapter Book Club** (Claire Michelle Viola) – Claire Michelle presented information about the Next Chapter Book Club groups that meet at the Henrietta Hankin Branch.

REPORTS/CORRESPONDENCE

- **President's Report** - None
- **Director's Report**
 - **Summer Programming**
 - CCL has over 1,100 registrations for children's Summer Reading programming and 350 adult registrations
 - The new program bookmark was included in the packet. They have been finalized, printed, and are in circulation now.
 - **Elmwood Park Zoo** - CCL and HHB have decided not to continue purchasing the Elmwood Park Zoo pass for the public because their new system would conflict with the library's privacy policy. Zoo passes will work through the end of June at CCL and end of August at HHB. The Brandywine Zoo pass is still in circulation, and we are working to get more passes to other area institutions.
 - **CC250** – CCL's Dare to Declare event was on May 26. The event included a video of the Declaration of Independence provided by CCCF, followed by a discussion of "the greatest sentence ever written" by Walter Isaacson.
 - **Building and Maintenance**
 - HVAC issues at CCL are being worked on
 - Planting of the Exton Library Native Garden will be completed shortly.
 - A new hot water heater was installed above the CCL Teen Zone.

- On track with elevator preventative maintenance
- Jenna, Peter, and Carey met with the Chester County Sustainability Coordinator at the County to discuss EV charger installation at HHB.
- The CCL solar panel project that has been proposed as part of the DVRPC five-county area list of projects is still under review.
- **Branch Manager's Report**
 - A new Youth Services librarian is starting next week.
 - A new fish tank has been installed.
 - A new book locker tower is being installed today.
 - CCL Trust funded Tonies have been circulating successfully.
 - HHB has received 400 registrations for children's Summer Reading.
 - Launched a second Dungeons and Dragons group which has been highly successful.
- **Development Director's Report**
 - The Annual Appeal has raised 86% of the way to its goal of \$50,000.
 - The next Trust Board meeting is taking place on Tuesday, June 23.
 - The Annual Report is being filed with the PA Department of State shortly.
 - Planning for the fall Donor Recognition Event is underway.
 - Looking to reboot the Trust Speaker Series. One potential concept ties into the CC250 initiative.
- **Friends of the Chester County Library** – No updates
- **Friends of the Henrietta Hankin Branch** – No updates
- **Institutional Advancement Committee (IAC)** – The committee met and discussed the Legislative Breakfast and potential changes for 2027.

Meeting Adjourned.

On motion made by Richard Hankin, seconded by Mike Skay, the meeting was adjourned.



Next Chapter Book Club

Promoting Literacy, Social Connections,
and Inclusion for Adolescents and Adults
with Developmental Disabilities





Next Chapter Book Club was started in 2002 to integrate learning and social activity in community settings

Next Chapter Book Club

Program Growth



Since 2002, Next Chapter Book Club has grown from 2 book clubs in Columbus, Ohio to over 300 clubs across North America, Australia, Africa, and Europe⁸



Vancouver, Canada

El Paso, Texas



Maitland, FL





Washington, DC



Rwanda, Africa

Henrietta Hankin Library

Tuesday's virtual club





Henrietta Hankin Library Wednesday's in-person club

Henrietta Hankin Library Friday's in-person club



Next Chapter Book Club

Our Goal

The goal of the program is for members to interact *more frequently*, and *in new ways*, with:

- ▶ Books and a variety of written/oral communication
- ▶ Peers
- ▶ Their community



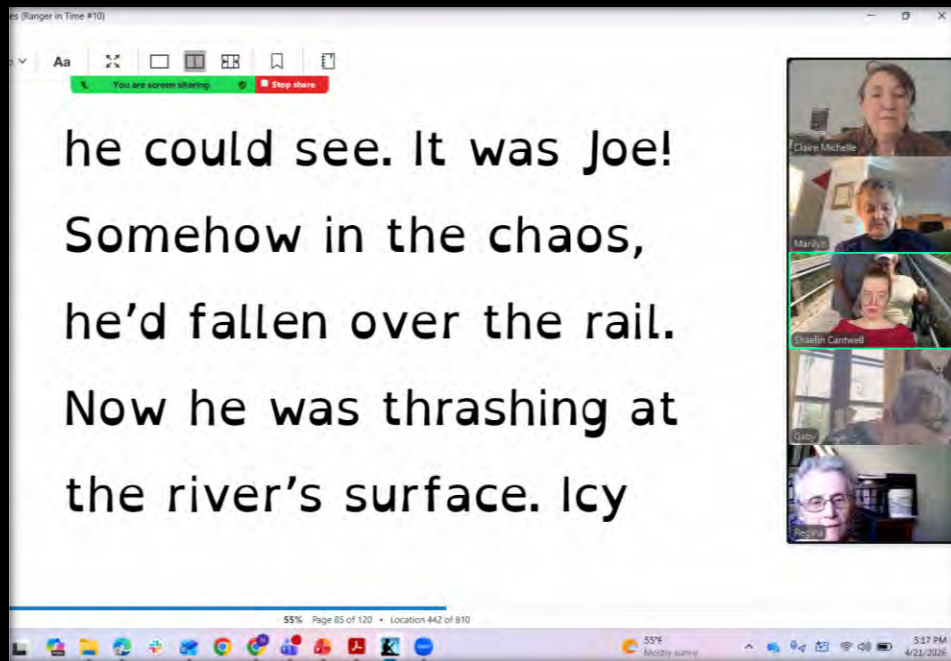
Common Barriers for People with DD

Community inclusion barriers such as:

- Limited opportunities for social interaction
- Segregated social activities

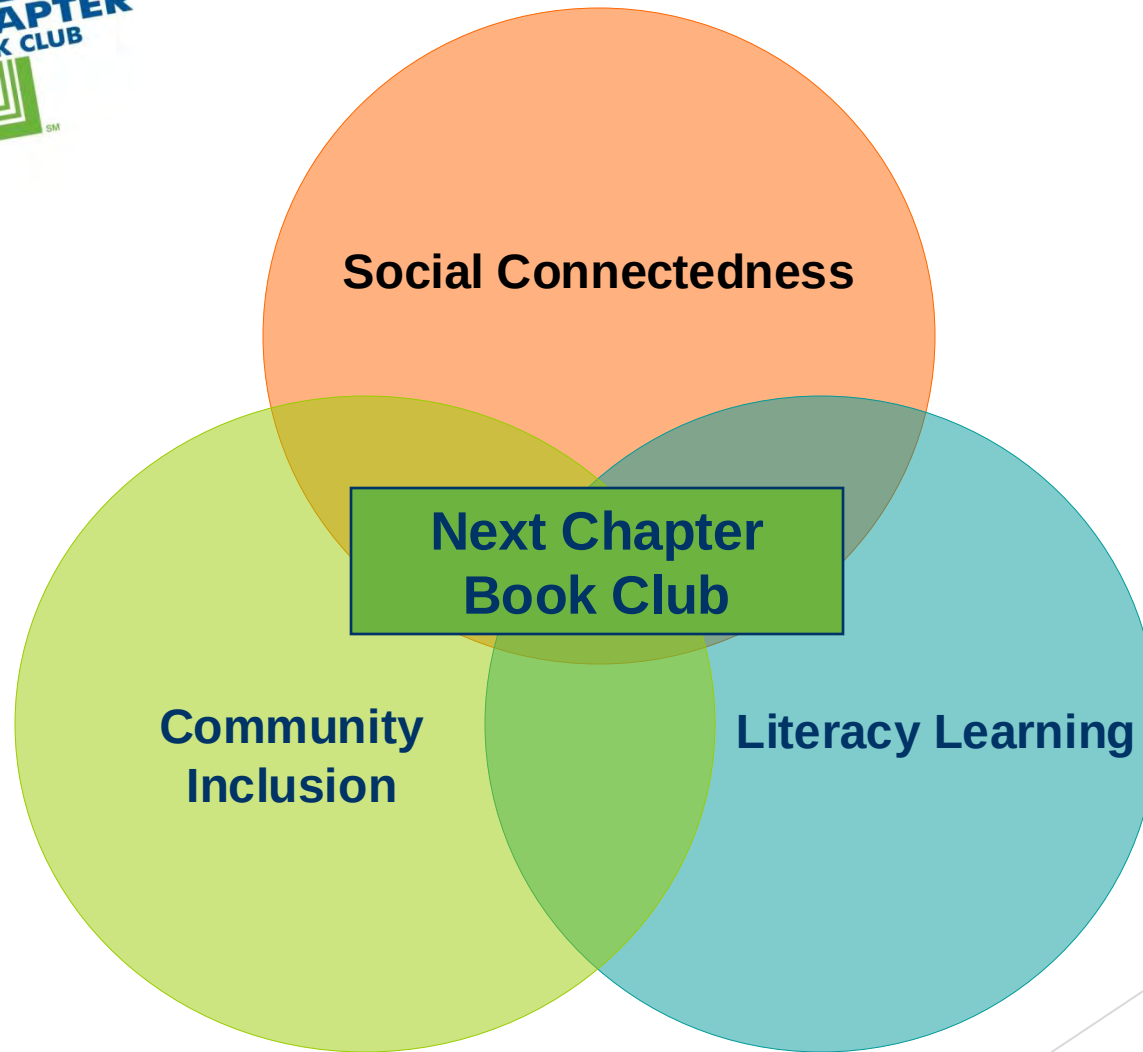
Lifelong learning barriers created by prevailing social perceptions that people with DD are not:

- Capable of learning after high school
- Interested in furthering their education or improving their literacy skills





NCBC Model



Although many members do improve literacy skills, we focus on *reading to learn*, as opposed to learning to read¹⁴



Next Chapter Book Club

Book Club Meetings

- ❖ NCBC is committed to providing FREE weekly opportunities for people with intellectual and developmental disabilities to read, learn and make friends in a relaxed, community setting.
- ❖ A group of four to eight people with intellectual and developmental disabilities, along with two volunteer Facilitators, gather weekly, biweekly or monthly for one hour.



Next Chapter Book Club

Book Club Meetings

- ❖ Members take turns reading aloud, receiving as much support as needed
- ❖ Members also spend time socializing with one another
- ❖ Every effort is made to accommodate anyone who would like to join
- ❖ e.x. using an e-reader or magnifier book marks to increase text size

Next Chapter Book Club Meetings



NCBCs meet in public spaces where the general community gathers

- ❖ Bookstores
- ❖ Libraries
- ❖ Cafés and coffee shops

We do not meet in isolated settings

- ❖ Workshops or agencies
- ❖ *Private* meeting rooms in *public* spaces



Next Chapter Book Club

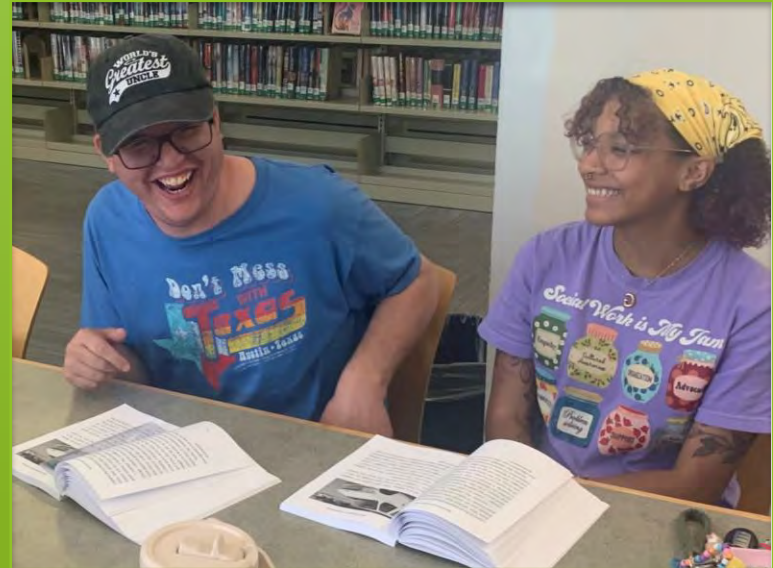
Why meet in the community?

Benefits to members

- ▶ Meaningful and regular engagement in the community
- ▶ Authentic opportunities to practice emerging literacy and social skills

Benefits to communities

- ▶ Increased exposure to and awareness of people with disabilities (opportunities for attitude change)
- ▶ Enhanced diversity within community





What Do Clubs Read?

Adapted Classics

- ▶ *Black Beauty**
- ▶ *Little Women*
- ▶ *The Swiss Family Robinson**
- ▶ *The Secret Garden**
- ▶ *The Wind in the Willows*
- ▶ *Treasure Island*
- ▶ *Dr. Doolittle**
- ▶ *The Jungle Book**

Popular Fiction

- ▶ *Wishtree*, by K. Applegate*
- ▶ *Ragweed*, by Avi*
- ▶ *Because of Winn-Dixie*
- ▶ *Charlotte's Web*
- ▶ *Little House on the Prairie*
- ▶ *Where the Red Fern Grows*

Other

- ▶ Newspaper /sports page
- ▶ Non-fiction, biographies

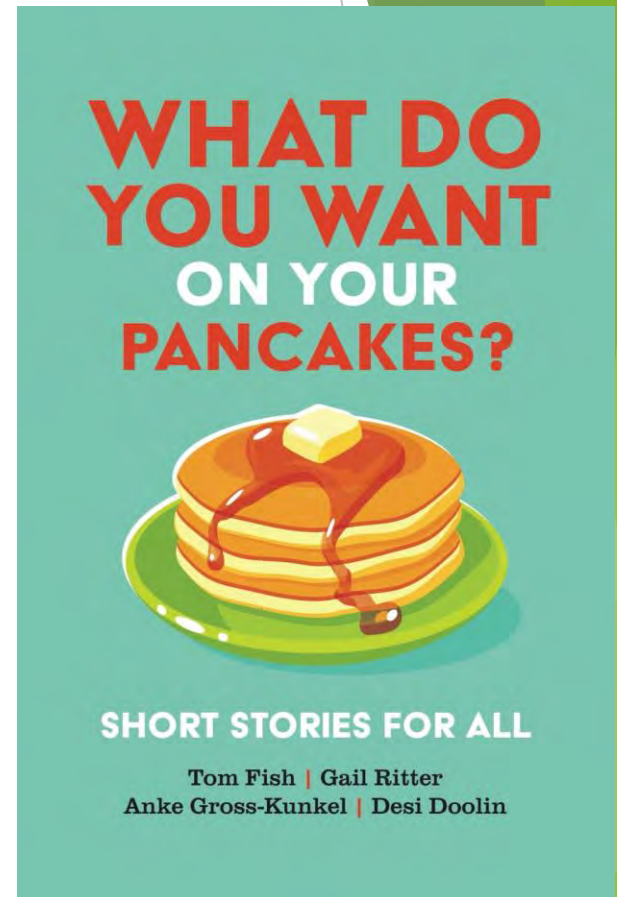


Next Chapter Book Club

Short stories for NCBC members

Why write short stories for NCBC members?

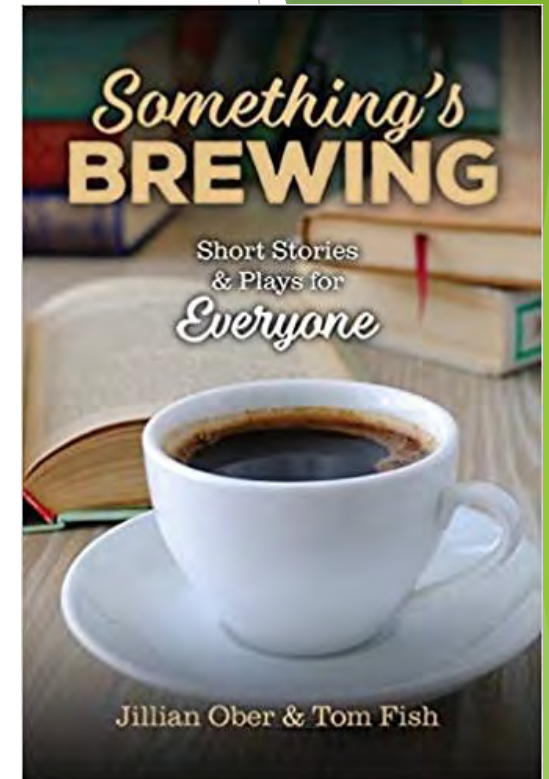
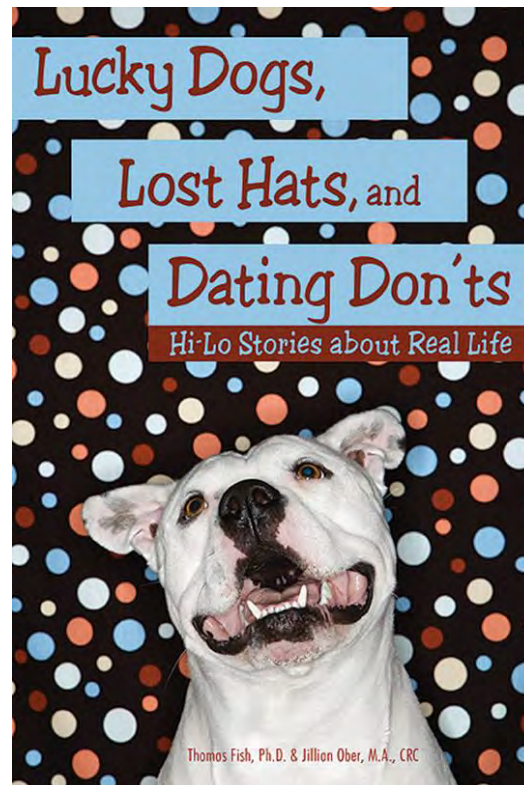
- ▶ Difficulty identifying Hi-Lo (high interest, low reading level) reading material for book clubs
- ▶ Majority of books written in “simple language”
- ▶ Classic stories, though adapted, can seem irrelevant to members’ lives



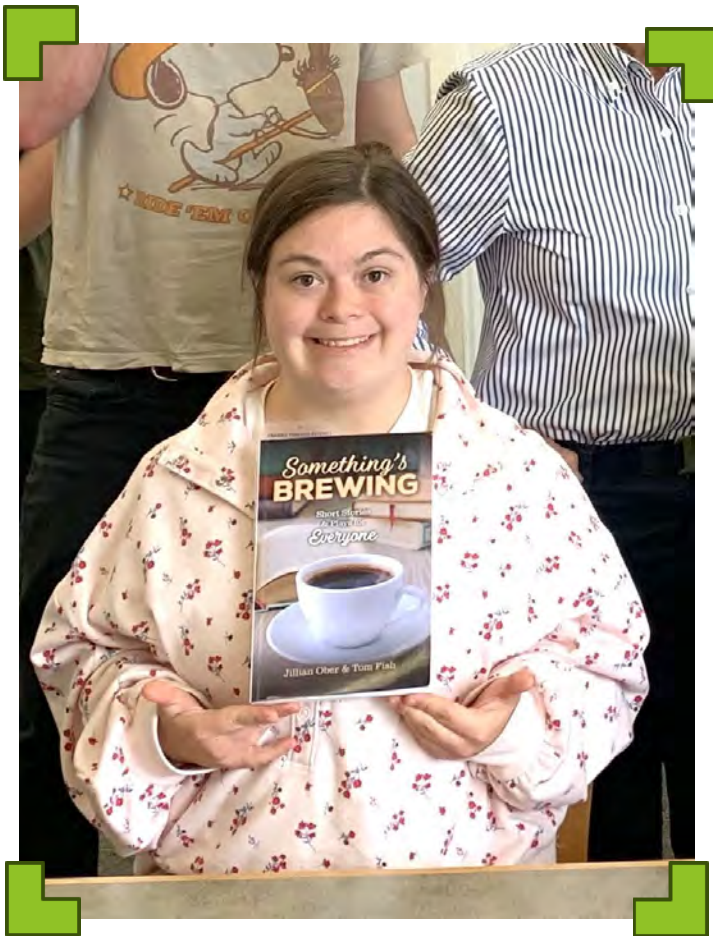


Next Chapter Book Club

Short stories for NCBC members



NCBC Member Comment



“This is my community. I like choosing books to read out loud. I like all of my friends. This is my favorite activity and I am treated with dignity.”

- Rosie
age 28



NCBC Member Comment



“I love being at book club with people and reading stories.”

- Regina
age 86

How Did *Our* Club get started?

- Webjunction webinar taken 9/27/2018
- Presented proposal to Branch Manager for our library to become an affiliate
 - One time \$350 for affiliate license (including training & resources)
 - Other recurring costs for books & snacks
- Cost is approved by Library Director and licensing agreement is signed 1/31/2019
 - Began recruiting and training facilitators
 - Outreach for members
- Our first book club started in the Summer of 2019 with 4 members
 - Summer of 2026 we are up to 3 clubs
 - Tues virtual club has 8 members
 - Wed in-person club has 8 members
 - Fri in-person club has 5 members



Outreach Efforts

- ARC of Chester County
- Chester County Intermediate Unit
- Chester County Mental Health/Intellectual and Developmental Disabilities
- Camphill Village at Kimberton*
- Camphill Soltane
- Independence Fitz You (Exton)*
- Parzival (Phoenixville)
- Circle of Support group*
- Compass Point
- Families*

Next Chapter Book Club

Facilitator Comment

- ▶ “Each group is different, and not all facilitators approach meeting the same way. Each one brings their own experience and charm, and it really depends on the members of the group. Some facilitators are very casual, with a laissez faire attitude, some are exceptionally patient, and others offer gentle guidance. I find it heartwarming how happy the group members are to interact with each other.”
- ▶ --Lee
- ▶ “Facilitating the NCBC was my first opportunity to work directly with patrons with disabilities and it has been a wonderful experience for me. The patrons in our club are funny, kind and so engaged with the group. I love that we all share not only the reading experience but we share stories about our everyday lives. Our patrons have a lot to say and I am happy that our club offers a welcoming space for all to share.”
- ▶ --Jill
- ▶ “As a co-Facilitator, NCBC is my selfish indulgence. It is the precious gift I give myself. Our original group has expanded into three (and counting!) and each is filled with more smiles and conversation and even shared intimacies as time goes on. NCBC offers a unique opportunity for the participants to make friends, strengthen reading and relationship skills, and feel confident and accepted in a public space. Happiness abounds.
- ▶ --Kate

Pictured: NCBC facilitators Marilyn, Claire Michelle & Kate (above); Lee & Jill (below)





For more information, feel free to contact me:

Claire Michelle Viola
Next Chapter Book Club, Program Coordinator
Henrietta Hankin Branch Library

cviola@ccls.org
(610) 344-4194

Learn more about the Next Chapter Book Club at
www.nextchapterbookclub.org



July 16, 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

- The Summer Learning/Reading programs are doing well: 2284 children/teen and 584 adult registrations
- We received new furniture for the lobby and the stacks on 7/16. This furniture was funded by a Friends grant. Everything looks great and is already in use.
- We also replaced a divider panel in the JTC/Makerspace with a glass panel which allows staff to see into the Makerspace from the JTC desk.
- Exton Library Native Garden is complete; Niki Kolb sent out a press release that was picked up by Vista Today and the Daily Local News.
- I filed a proof of claim form for the Baker & Taylor Bankruptcy filing; we prepaid for our leasing program and never received all our quota. Laura Salvucci estimated we are owed \$20,805.
- I helped with our booth at Exton Community Day on Saturday, July 11.
- Building Updates:
 - o Peter Greulich installed a new ballast in a fixture in the Teen Zone.
 - o Peter cleaned all the condenser coils and replaced filters for all the AC units at CCL and HHB.
 - o We are waiting for a quote to replace the lock in the Family Bathroom in the Youth Services department.
- HVAC Issues
 - o We continue to have AC issues, especially with unit 3 and a problem with cooling Technical Services.
 - o Tri-State came out on 7/1 and again on 7/16; on 7/16 they identified an issue with a motor and the level of charge on one of unit 3's compressors.
 - o Chester County Facilities worked with the Department of Emergency Services (DES) to provide us with a chilling unit and generator to cool Technical Services. We run these from 7:00 am-5:30/6:00 pm on weekdays. This is improving the temperature in Technical Services for now.
 - o DES also let us borrow two industrial fans and we are using those as needed for Technical Services, the balcony, and the lobby.
 - o The Commissioners approved the contract with KCI to redesign the HVAC systems at both libraries; Facilities is scheduling a kickoff meeting soon.

Departmental Reports

Circulation Department (Nancy Sapone)

- June 2026 circulation statistics increased from May 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 applications to library accounts; 44 were processed in June.

- 10 Teen Summer Volunteers have been assisting with shelving and linking library records.
- At the June DLM, the Library Directors accepted the Text Messaging and Online Apps Committee's recommendation on the SpringShare LibConnect Pro program. The committee is working on setting up the system and system training.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programming** - June 16th, 22nd, 29th: Teen Summer Reading Maker Program (Build a 3d Printer With Us) – Remy Way; June 23rd: Adult craft 4th of July Card – Volunteer Jean Montgomery; June 23rd: Teen Summer Reading Maker Program (Light-Up Card) – Eddie Cerulla; June 30th: Teen summer reading maker program (Candle Mold) – Remy Way
- **Makerspace Statistics** - Open Hours – 36; Total Visits - 17
 - Usage: 3d Printer – 8; Creative Cloud – 1; Parts Cart – 1; Tours – 22
- Sara Lim Harden, Meghan Lynch, and April Nickel met with Anne Marie Fisher from CTDI on June 10th to discuss their Robotics and STEM resources potential for the library.

Multimedia (Stephanie Sharon-Missanelli)

- Stephanie Sharon-Missanelli and Jessie Williams worked with Meghan Lynch to purchase \$15,000 in eMaterials with end-of-year DCA funds.
- Stephanie purchased items for the new Library of Things party collection utilizing Amazon's Prime Day Deals. Thank you to the CCL Trust for continuing to fund the LoT collections.
- Allison Sandoval has found full-time employment and is resigning from her Library Assistant position effective August 9.

Reference (Melissa Kohl)

- Passport Services - In June, 91 passports were processed out of a total of 132 available appointments.
- Business and Career Services (Mikaila Strano)
 - Presented to 25 businesses at INP Exton's June event where area businesses network and learn. Mikaila recruited a local business to provide business financial literacy programming.
 - Attended Chester County Chamber of Business & Industry's "Business After Business: Jenkins Arboretum" event where she spoke with 30 businesses, advertising the library's business services.

PR/Graphics/Adult Programming (Niki Kolb)

- **CCLS**
 - June graphics production included 144 completed work orders and 30,007 printed copies.
 - A systemwide Summer Reading advertisement ran in the June issue of *County Lines* magazine.
 - Posters for the CCLS Teen Photo Contest were designed, printed, and distributed to all member libraries.
 - The May 2026 Insights Staff Newsletter was completed and published.
 - Monthly System Constant Contact messaging continued, with July highlighting the CCLS Teen Photo Contest and the Business and Career Center.
 - The Commissioners' quarterly one-pager with system statistics and value-proposition content was completed and distributed to all member libraries.
 - Final review and analysis were completed for the copier RFP proposals submitted by Fraser, Rothwell, and Ricoh.

- **CCL**

- o The 2025 CCL/HHB Impact Report was completed and distributed.
- o June promotional materials for Library Speakers Consortium, including posters and bookmarks, were designed and finalized.
- o Custom promotional graphics and advertisements for the "UnEarth A Story" children's and teen summer programs were created for use in social media and the library newsletter.
- o A press release was written highlighting the new Native Plant Garden at CCL, emphasizing its role in supporting pollinators, educating patrons, and advancing sustainable landscaping practices.
- o Adult Reading Challenge promotions were posted across the website, social media, and the blog to support summer engagement.
- o Promotional planning is in progress for the annual Back-to-School Supply Drive in partnership with the Maternal and Child Health Consortium (MCHC). Donation bins will be placed at the library to collect school supplies in support of local families and students.
- o Interviews were conducted for the Adult Program Coordinator position; an offer was made and accepted by Devon West, who will transfer from Youth Services on 7/26.
- o Three upcoming NASA programs with Don Miller are scheduled for July and August, featuring the Nancy Grace Roman Space Observatory, Brown Dwarfs: Failed Stars or Gigantic Planets? and Here Comes the Sun: Solar Observation.

Technical Services (Laura Salvucci)

- In June, catalogers created 939 bibliographic records and 1,063 item records for CCL/HHB.
- The Librarian II (Cataloging) position, vacant due to Emily Keith's promotion on June 29th to Librarian III, has been posted. We are beginning to receive applications.
- We have been working with Ingram regarding print book order fulfillment delays. Ingram has created a new rush ordering option, at no additional cost, for us for use for high-demand titles. As soon as this option is ready we will begin using it for select orders.
- We continue to navigate high temperatures in the Technical Services office.
- A member of the Acquisitions/Receiving unit continues to be on medical leave.

Volunteers (Ronna Dewey)

- The Teen Summer Volunteer Program has 38 participants. The program runs through the end of August.
- A patron provided a donation and very nice thank you note in honor of one of the volunteer helpers in the Tech Tutoring Program. The patron wrote that the volunteer was "extremely helpful, kind, polite, and most of all, very patient with me." We are very proud of our volunteers and appreciate the donation received in his honor.

Youth Services (April Nickel)

- Summer Learning Program sign up as of 7/12/26:
 - o 1000 Books Before Kindergarten: 122
 - o PreK: 401
 - o K-5: 1291
 - o Teen: 470
 - o Total: 2284
- Have been assisting in giving out Adult Summer Reading brochures. (405 as of 7/12)
- Summer Learning Packets for disabled adults who visit the library will be available beginning 7/20. 10 Packets will be sent to HHB to hand out.

Department Personnel

New Hires

- Elliot Colahan – PT Library Assistant – Youth Services (7/27)

Promotions

- Poorvi Patel – Account Clerk III – Business Office (7/12)
- Devon West – Program Coordinator – Public Relations Graphics (7/27)

Vacancies

- Circulation – PT Library Page
- Multimedia – PT Library Page; PT Library Assistant (8/9)
- Youth Services – PT Library Page; 2 PT Library Assistants (7/27)
- Reference – 1 PT Librarian (7/18)
- Jacobs Technology Center – 2 PT Library Assistants (8/28 & 9/10)
- Technical Services – Librarian II Cataloger

Committee Reports

Booked and Busy Committee (Emily Cackowski) – June programming included the 3rd annual Tie Dye Pride Party on the front lawn of the Chester County Library. We were joined by members of PFLAG West Chester and the Chester County LGBT Equality Alliance. Additional Summer programming includes the Summer Puzzle Swap on July 11 at CCL, the Bedazzle a Book program at CCL on July 16, and the first Adult Jigsaw Puzzle Competition on August 14.

CCL/HHB DEI Committee (Mikaila Strano) – The DEI committee met to follow up current initiatives, such as researching potential text-to-speech and speech-to-text technologies, and if the sensory kit backpacks are a good fit for Hankin's patrons. We also discussed ongoing talks and initiatives being done by the County's DEI Committee and enjoyed the overlap in our discussion and ideas for inviting staff to engage with us.

Community Engagement Committee (Kelly Quigg) - Kelly Quigg, Sara Lim Harden, Lois Shupp, and Pam Shauger worked to plan The Great Chester County Bake Off event celebrating America's 250th birthday. The library asked patrons to submit photos of a patriotic dish they baked from a recipe that is at least 100 years old. In early August, a panel will select no more than 3 winners based on bake complexity, decoration, and photo staging.

Meetings and Trainings Attended

6/17	Afternoon Book Group
6/18	General Staff meetings (9 and 3)
6/19	Libraries closed—Juneteenth
6/22	Off
6/23	CCL Trust Board meeting CCL/HHB DEI Committee meeting
6/24	Management meeting
6/25	Meeting with Ada Brainsky and Richard Hankin for Exton Library Native Garden
6/26-6/30	Off
7/3 & 7/4	Libraries closed—Independence Day
7/6	Evening Book Group

7/7	Community Engagement Leadership Committee meeting
7/11	Exton Community Day
7/15	Afternoon Book Group PIC meeting
7/16	General Staff meetings (9 & 3)
7/17	Off
7/21	CCLS/CCL Board meeting Community Engagement meeting

July 13, 2026

TO: Board of Trustees, Chester County Library and District Center
FROM: Carey Bresler, Henrietta Hankin Branch Manager
RE: Report on the Henrietta Hankin Branch

Branch Manager's Notes

- Chester Springs Library continues to use our Annex Room A as their “satellite” library, but we expect they will be moving back to their own building later this summer.
- One of our staff members, Mary Martin, held a series of crafting programs where participants created decorations to celebrate 250. These include red, white and blue paper chains, star garlands, and a 250 sign. They are all installed and make the library look very festive and patriotic.
- Rebecca Ginther joined the staff as our Full Time YS Librarian on June 29th. She brings great enthusiasm and experience planning and presenting library services and programs for children and teens.

Departmental Reports

Building Updates (Peter Greulich, Facilities Manager)

- Diversified Refrigeration installed a new motor and fan in a rooftop HVAC unit above the fitness center adjacent to HHB.
- All HVAC units at HHB and CCL now have new air filters and clean condenser coils.

Circulation (Charlotte Marron, Circulation Manager)

- The third tower of our Book Locker was installed on June 16th by D-Tech. While the circulation numbers have not increased yet, it is at full capacity almost every day. There will be another marketing bookmark to market our self check-out options in the Fall.
- Circulation was up 17% from May in June with a total of 22545 items circulated.
- We are starting to work on ordering new games for our board game collection and will be added to the collection for circulation soon.
- Our PT employee is continuing medical leave.

Makerspace (Tom Lally, Makerspace Staff)

- Maker Monday programs in June included LEGO Build, Paper Plate Fish, Popsicle Stick Fruit, and Beaded Necklaces and Bracelets, garnering 6, 4, 5, and 6 attendees, respectively.
- The Makerspace monthly project was Stamp Making. 10 attendees took part in the project over the course of the month.
- Throughout June, the Makerspace had 20 attendees for appointments. Stamp making will continue through July.
- One-on-One Sewing Tutorials with our volunteer, Loraine, totaled 5 appointments.
- Dungeons and Dragons Programming
 - Dungeons and Dragons for ages 7-10, run by our volunteer, Cody, was held on June 13th and had full attendance with 7 patrons.

- Cody's Dungeons and Dragons program will be running again on July 11th and already has a full registration.
- Bob Pelc, the new Dungeons and Dragons volunteer, will run his separate Dungeons and Dragons program for ages 12-15 beginning on July 11th.
 - This program is a series with two other program dates scheduled through the summer.

Reference (Carey Bresler, Branch Manager)

- In June, we had 29 in-person programs, 12 hybrid or virtual programs, and 3 passive programs. Total attendance at the programs was 455.
- The opening for a part-time Reference Librarian is posted, and we have begun to receive applications and schedule interviews.
- Susan Lopez has been promoted from Part Time Librarian to the full-time Librarian II position in the Reference Department. Susan has a wealth of experience working in libraries and will be able to really show off those skills and talents in her expanded role.
- Part-time Reference Librarian Barb Vitelli is retiring on August 28th. Barb has worked in the library for over 10 years, and we will miss her and her top-notch programs and social media skills.

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

- In June, the Youth Services staff kicked off summer reading:
 - 526 registrations
 - 17 programs (including Little Adventures, Little Tots, Hankineers, and Young Adult)
 - 1010 people participated in passive programs (I Spy, Scavenger Hunt, Let's Play, Duplo Play, Wee Build and Take-and-Make Crafts).
- Of the 17 programs, highlights include to Escape Box programs (grades K-2 and grades 3-5), Chester County History Center, American Swedish Museum (Archaeology and Vikings) and Young Rembrandt Art.
- A mural of Liberty Bells has been assembled as part of "America 250" festivities.

Department Personnel

Vacancies

- Circulation – 1 PT Library Assistant
- Reference – 2 PT Librarians

Meetings & Trainings Attended

7/3 Vacation
7/8 Community Engagement Leadership Committee
7/11 Exton Community Day
7/15 PIC Meeting
7/16 General Staff Meeting
7/20 Hankin Staff Meeting
7/21 CCL/CCLS Board Meeting
7/22 Public Services Meeting

July 13, 2026

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

CCL Trust

- **Annual Appeal** - As of July 13, 2026, the 2026 Annual Appeal has raised \$44,601, which is about 89% of the way to its goal of \$50,000.
 - I am currently working on a 2026/27 Annual Appeal plan that outlines format ideas, potential themes, key dates, etc.
- The Q3 and Q4 CCL Trust Board Meetings have been scheduled for September 29 at 9:30am and December 8 at 3pm, respectively.
- The Hankin Native Garden Project received significant local media coverage last week. Richard and Ada have generously made another contribution for the upkeep and maintenance of the garden. Work on the Hankin native garden will begin in the fall.
- We have set a Trust Speaker Series event for August 19th at 6:30pm that ties to the CC250 initiative. Community volunteer Ed Auble will speak about General Pasquale di Paoli. It is featured on our events calendar and the CC 250 events calendar.
- The Donor Recognition event will be scheduled for the Fall with a date and time to be secured in the coming weeks.
 - I am currently working on Annual Honoree criteria for this event
- I am currently working on drafting a recommendation for how to track dedicated or “restricted” funding (grants and individual gifts) through bloomerang that are not counted as part of our Annual Appeal campaign.

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	120,762	264,036	247,245	259,168	250,382	251,446
Mar	140,394	135,879	137,074	134,398	134,014	404,430	383,124	396,242	384,780	385,419
Apr	129,971	122,582	127,656	125,790	124,126	534,401	505,706	520,898	510,570	509,488
May	127,542	119,361	122,951	129,290	125,917	661,943	625,067	646,291	639,860	635,348
Jun	150,131	138,218	136,571	142,854	139,616	812,074	763,285	783,420	782,714	775,120
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	775,120					

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	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	28,466	129,132	147,911	152,322	147,037
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	147,037				

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	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	10,586	49,574	57,448	60,718	57,973
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	57,973				

CCL Meeting Room Statistics

MONTH	2024 # OF HOURS USED (SMALL)	2025 # OF HOURS USED (SMALL)	2026 # OF HOURS USED (SMALL)	2024 # OF RESERVATIONS (SMALL)	2025 # OF RESERVATIONS (SMALL)	2026 # OF RESERVATIONS (SMALL)	2024 # OF HOURS USED (PUBLIC)	2025# OF HOURS USED (PUBLIC)	2026# OF HOURS USED (PUBLIC)	2024# OF RESERVATIONS (PUBLIC)	2025 # OF RESERVATIONS (PUBLIC)	2026 # OF RESERVATIONS (PUBLIC)
Jan	390	418	567	201	218	291	136	171	228	64	64	82
Feb	444	567	739	242	277	326	177	217	229	81	79	87
Mar	490	667	890	257	327	380	198	263	269	90	87	98
Apr	456	709	861	255	344	382	341	382	338	71	75	79
May	434	678	782	234	318	354	146	171	182	65	68	65
Jun	313	622	775	194	280	150	165	155	249	62	62	30
Jul	488	732		268	316		190	179		68	62	
Aug	419	374		234	148		147	172		47	64	
Sept	427	686		220	321		249	244		69	70	
Oct	446	666		236	337		329	334		77	70	
Nov	388	575		200	294		134	176		56	68	
Dec	205	560		103	268		153	223		61	70	
Total	4,900	7,254	4,614	2,644	3,448	1,883	2,365	2,687	1,495	811	839	441

HHB Meeting Room Statistics

MONTH	2024 # OF HOURS USED	2025 # OF HOURS USED	2026 # OF HOURS USED	2024 # OF RESERVATIONS	2025 # OF RESERVATIONS	2026 # OF RESERVATIONS
Jan	207	222	219	66	61	61
Feb	99	138	138	38	55	46
Mar	159	219	284	63	79	91
Apr	189	186	197	66	60	62
May	141	178	206	61	63	68
Jun	112	168	219	47	62	74
Jul	96	193		32	71	
Aug	132	154		46	52	
Sept	92	103		35	38	
Oct	189	157		75	51	
Nov	148	185		63	65	
Dec	159	172		65	50	
Total	1,721	2,075	1,263	657	707	402

Volunteer/Friends Hours

Month	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	745	579	508	233	159	204	2,064	738	712	116	91	137
Feb	812	499	581	220	180	194	1,032	678	775	118	92	137
Mar	777	591	603	954	136	275	2,925	727	878	121	91	134
Apr	777	590	572	309	207	217	2,247	797	789	111	116	134
May	716	545	509	193	183	168	1,962	727	677	129	146	136
Jun	800	728	857	180	153	269	2,565	880	1,126	133	160	175
Jul	997	919		228	184		2,144	1,103		136	109	
Aug	832	790		212	155		1,833	944		132	114	
Sept	705	669		238	188		1,611	857		126	117	
Oct	802	604		251	246		1,657	850		118	112	
Nov	666	438		144	217		810	654		93	112	
Dec	596	545		143	171		739	716		91	134	
Total	9,222	7,494	3,630	3,302	2,177	1,327	21,586	9,671	4,957			

Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending June 30, 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	1,523,429	1,542,853	1,508,604	(19,424)	-1.3%	1,757,910	53.3%
Wages	978,451	451,593	371,378	397,228	80,215	17.8%	607,073	62.0%
Fringe Benefits	1,327,089	663,545	609,514	632,938	54,030	8.1%	717,575	54.1%
Security Provided by the County EMS	20,000	10,000	14,478	11,565	(4,478)	-44.8%	5,522	27.6%
Total Personnel Services	5,626,303	2,648,566	2,538,223	2,550,335	110,344	4.2%	3,088,080	54.9%
Library Materials	66,000	33,000	33,000	35,000	-	0.0%	33,000	50.0%
Core Expenditures								
Supplies, Maintenance, and Services	169,480	93,181	61,954	103,462	31,227	33.5%	107,526	63.4%
Insurance	24,640	12,320	17,320	12,155	(5,000)	-40.6%	7,320	29.7%
Utilities	160,513	76,175	64,589	41,076	11,586	15.2%	95,924	59.8%
Vehicle Expense	49,141	22,838	28,275	21,687	(5,437)	-23.8%	20,866	42.5%
Total Core Expenditures	403,774	204,514	172,138	178,380	32,376	15.8%	231,636	57.4%
Indirect Costs	764,216	382,108	382,110	340,626	-	0.0%	382,106	50.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	34,685	34,685	34,684	-	-	0.0%	-	0.0%
TOTAL	6,894,978	3,302,873	3,160,155	3,104,341	142,720	4.3%	3,734,822	54.2%

Notes:

Security Provided by the County EMS:

Through June, expenditures total \$14,478, which is higher than anticipated for halfway through the year. The increase is primarily due to a change in staffing availability. In prior years, security coverage was provided only when a guard was available. In 2026, security staffing has been consistently available, resulting in increased overall costs. The 2027 budget will be adjusted to reflect this ongoing level of security coverage.

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 - June library van cell phones

Not included - \$3,501 - June PECO electric delivery charges

Not included - \$41 - June PECO gas delivery charges

Not included - May WGL Energy electric supply charges estimated to be \$5,745

Not included - June 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.

Chester County Library
County Budget Report - Hankin Library - Preliminary
Period Ending June 30, 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	240,314	223,694	241,637	16,620	6.9%	296,987	57.0%
Wages	328,545	151,636	143,249	130,042	8,387	5.5%	185,296	56.4%
Fringe Benefits	242,989	121,495	100,560	115,452	20,935	17.2%	142,429	58.6%
Total Personnel Services	1,092,215	513,445	467,503	487,130	45,942	8.9%	624,712	57.2%
Library Materials	19,000	9,500	9,500	10,000	-	0.0%	9,500	50.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,737	63,417	52,668	60,528	10,749	16.9%	72,069	57.8%
Insurance	9,960	4,980	4,980	4,980	-	0.0%	4,980	50.0%
Utilities	63,537	33,641	29,726	17,844	3,915	11.6%	33,811	53.2%
Total Core Expenditures	198,234	102,038	87,374	83,352	14,664	14.4%	110,860	55.9%
Indirect Costs	228,514	114,257	114,258	103,170	-	0.0%	114,256	50.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,537,963	739,240	678,635	683,652	60,606	8.2%	859,328	55.9%

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.

Utilities:

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

Not included - June 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 June 30, 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	26,075	34,020	30,336	7,945	30.5%	(18,130)	-34.8%
Passports	-	-	14,420	-	14,420		14,420	
Fines and Overdues	73,000	36,500	38,411	40,843	1,911	5.2%	(34,589)	-47.4%
Interest	14,000	7,000	9,027	12,755	2,027	29.0%	(4,973)	-35.5%
Donations and Fundraisers	2,550	1,275	6,476	8,669	5,201	407.9%	3,926	154.0%
Transfer from County for Materials	66,000	33,000	33,000	35,000	-	0.0%	(33,000)	-50.0%
Miscellaneous Revenue	2,570	1,285	2,955	2,344	1,670	130.0%	385	15.0%
Total Other Revenue	230,270	125,135	158,310	149,947	33,175	26.5%	(71,960)	-31.3%
Total Revenue	2,135,185	2,030,050	2,063,225	1,928,659	33,175	1.6%	(71,960)	-3.4%
Expenditures								
Library Materials	486,986	243,493	185,440	166,132	58,053	23.8%	301,546	61.9%
Services and Charges	89,262	44,631	38,593	41,020	6,039	13.5%	50,669	56.8%
Postage and Supplies	39,380	19,690	9,677	10,777	10,013	50.9%	29,703	75.4%
Passport Postage and Supplies	-	-	780	-	(780)		(780)	
Miscellaneous Expenditures	17,740	8,870	5,896	11,052	2,974	33.5%	11,844	66.8%
Transfer State Aid - Others	1,483,928	1,483,928	1,483,928	1,386,982	(0)	0.0%	(0)	0.0%
Capital Outlay	20,388	10,194	8,862	7,935	1,332	13.1%	11,526	56.5%
Total Expenditures	2,137,684	1,810,806	1,733,176	1,623,898	19,577	1.1%	102,962	4.8%
Revenue over Expenditures	(2,500)	219,243	330,049	304,761	52,752		31,002	

Notes:

Passports: Passport revenue is now reported under its own line item rather than rolled up within Charges

Donations and Fundraisers: Received a \$1,000 donation to support Adult Summer Reading and the Youth Services department received a \$1,500 PA SEED Innovation Grant

Passport Postage and Supplies: To separately track passport expenses, Postage was moved from Services and Charges, to Supplies (renamed Postage and Supplies), and a new Passport Postage and Supplies line item was created

Capital Outlay: Year-to-date expenditures include \$1,999 for equipment purchased to launch passport services

Revenue Over Expenditures: Budgeted expenditures exceed revenue by the amount of 1,000 donation for Adult Summer Reading and \$1,500 PA SEED Innovation Grant

Chester County Library and District Center
State Aid Budget Report - Hankin Library - Preliminary
Period Ending June 30, 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	7,400	11,239	9,305	3,839	51.9%	(3,561)	-24.1%
Fines and Overdues	22,900	11,450	14,406	14,816	2,956	25.8%	(8,494)	-37.1%
Interest	1,000	500	691	842	191	38.2%	(309)	-30.9%
Donations and Fundraisers	3,500	1,750	296	452	(1,454)	-83.1%	(3,204)	-91.5%
Transfer from County for Materials	19,000	9,500	9,500	10,000	-	0.0%	(9,500)	-50.0%
Miscellaneous Revenue	605	303	1,497	830	1,194	394.7%	892	147.4%
Total Other Revenue	70,105	30,902	40,779	36,746	6,727	21.8%	(24,176)	-34.5%
Total Revenue	175,352	136,149	146,026	134,678	6,727	4.9%	(24,176)	-13.8%
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	75,500	50,796	55,005	24,705	32.7%	100,206	66.4%
Services and Charges	11,325	5,663	3,020	4,191	2,643	46.7%	8,305	73.3%
Postage and Supplies	8,111	4,055	2,896	2,611	1,159	28.6%	5,215	64.3%
Miscellaneous Expenditures	2,971	1,485	2,915	1,972	(1,429)	-96.2%	56	1.9%
Capital Outlay	1,944	972	-	-	972	100.0%	1,944	100.0%
Total Expenditures	175,352	87,676	59,626	63,779	3,345	3.8%	15,520	8.9%
Revenue over Expenditures	-	48,473	86,400	70,899	10,071		(8,656)	

Notes:

Postage and Supplies: To maintain consistency across the financial statements, postage was moved from Services and Charges to the renamed Postage and Supplies line item.

Chester County Library
Fund Balance Report
Period Ending June 30, 2026

	Balance	Notes
Operating Funds		
001 CCL	312,862	\$4,206 Q2'26 interest earned
043 HHB	79,957	\$329 Q2'26 interest earned
Total Operating Funds	392,819	
Reserve Funds		
004 CCL Technology	411,117	\$1,411 Q2'26 interest earned
400 CCL Capital Reserve	142,607	\$489 Q2'26 interest earned
410 CCL Program	239,805	\$1,168 Q2'26 interest earned
450 HHB Capital Reserve	251,197	\$862 Q2'26 interest earned
451 CCL & HHB Materials	199,501	\$684 Q2'26 interest earned
Total Reserve Funds	1,244,228	
Grants - Friends of the Library		
091 CCL Friends Grants	43,085	
903 CCL Friends Grants (Unassigned)	86,834	
Total CCL Friends	129,919	
943 HHB Friends Grants	1,769	
Total Grants - Friends of the Library	131,688	
Grants and Appropriations		
002 CC Community Foundation Grants	11,504	\$391 in DCA e-book expenses were transferred to this fund
100 CCL County Materials	18,242	\$1,055 rolled over from 2025
104 CCL Trust Grants	93,802	
109 HHB County Materials	6,637	\$194 rolled over from 2025
132 CCL GSK Science in the Summer	954	\$800 Science in the Summer grant received June 9, 2026
Total Grants and Appropriations	131,139	
Special Funds		
003 CCL Helen Russell Memorial	8,290	\$28 Q2'26 interest earned
096 CCL Courtesy Bags	2,357	
105 CCL Community Day	1,155	
107 CCL & HHB Author Events	3,562	\$12 Q2'26 interest earned
Total Special Funds	15,365	
500 District Center Aid	-	\$391 - DCA e-book expenses were transferred to Fund 002
510 County Coordination Aid	375,120	
Total All Funds	2,290,358	
Endowment Funds		
090 CCL Trust	2,864,228	



To: CCL Board of Trustees
From: Jenna Persick, Director
Date: July 10, 2026
Re: Fees, Fines, and Replacement Schedule recommendation

The Finance Committee reviewed the attached Fees, Fines, and Replacement Schedule via email. They recommended bringing the updated schedule to the CCL Board for approval at the July meeting.

There are no fee increases on this list. The list was updated to include fees for passport services, Library of Things, and STEM kits; reflect new system standards for Tonies and Tonieboxes; add replacement cost for lost library cards, and a reorganization of the document.

This document is found on the website under Using the Library/Fines & Fees.



Fees, Fines, and Replacement Schedule

FEES

Prices do not include PA Sales Tax where applicable

For Purchase

Book Bags - \$1.00

Earbuds -\$1.25

Rental Items

Rental Books - \$1.50/1 week

Video Games - \$3.00/1 week

Mobile Hotspots- \$2.00/day

Copy/ Printing

Printer Copies:

Black/White - 10¢/copy

Color Printing - 50¢/copy

Photocopies:

Black/White - 10¢/page

Color - 50¢/page

Microfilm:

8.5 by 11 - 10¢/copy

11 by 17 - 20¢/copy

Fax (Send Only):

\$2.00 (up to 10 pages)

Passports

Processing Fee - \$35 per applicant

Photo Fee - \$15 per applicant

Passport Book & Passport Card Fees - current fee schedule:

<https://travel.state.gov/en/passports/apply/help/fees.html>

Digital Media Lab/Makerspace

Epson Inkjet Printer:

4x6 = \$1.00 per page

5x7 = \$1.50 per page

8x10 = \$2.50 per page

8.5x11 = \$2.50 per page

11x17 = \$4.50 per page

13x19 = \$5.50 per page

3D Printer:

Printing starts at \$3.00 with \$.50 for each additional 10 grams, with all weights rounded up.

Laminator:

All sizes - \$.15 per thermal pouch

Pins:

1" and 2 1/4" - \$.25 per button

FINES

Adult Books - 25¢/day (\$10 max.)

Audiobooks - 25¢/day (\$10 max.)

Children's Books - 15¢/day (\$10 max.)

CDs - 25¢/day (\$10 max.)

DVDs - 25¢/day (\$10 max.)

Video Games - 25¢/day (\$10 max.)

Rental Books - 25¢/day (\$10 max.)

Tonies/Tonieboxes \$1/day (\$10 max.)

Mobile Hotspots - \$20/day (\$60 max.)

Museum Passes - \$20/day (\$60 max.)

Book Club in a Bag - \$3.00/day per bag (\$30 max.)

Library of Things - \$1.00/day (\$10 max.)

STEM Kits/Citizen Science Kits - \$1.00/day (\$10 max.)

REPLACEMENT

Lost Library Cards – \$3

Lost/Damaged Library Items – Replacement Cost plus \$4 Processing Fee

Lost Museum Passes – Current Cost of Replacement plus \$25 Service Charge

Lost/Damaged Mobile Hot Spots - \$95

Lost/Damaged Stem Kits - \$50

Reviewed and adopted September 18, 2018

Reviewed and adopted February 16, 2021

Reviewed and adopted August 1, 2021

Reviewed and adopted January 18, 2022

Memorandum of Understanding

This agreement is between Chester County Opportunities Industrialization Center Inc. (CCOIC) and Chester County Library & District Center (CCL). Grant to be awarded by funders to include PA Department of Education, Bureau of Adult Basic and Literacy Education (ABLE) to CCOIC for the years **July 1, 2026 through June 30, 2031**. It is the intent of CCOIC to maintain this program at CCL for a minimum of five contact years depending on continuity of funding.

I. Program Administration

- CCOIC will serve as the administrative agent for the program.
- CCOIC will develop and submit the annual proposal contract and budget for the program.
- CCOIC will provide CCL with a copy of the approved Memorandum of Understanding.
- CCOIC will meet all contract (including ABLE) requirements, including by not limited to Program Improvement and submission of student and tutor data.
- CCOIC will submit all required reports, including quarterly and final reports for the program.
- CCOIC will provide student data to CCL as required.
- Program Coordinator will be an employee of CCOIC.
- Mail for the program from PA Department of Education will come to the CCOIC offices.
- All administrative questions and concerns about the program should be addressed to the Program Coordinator.
- CCOIC carries both agency liability insurance on its program and Workmen's Compensation Insurance on its employees. The liability insurance must be a minimum of \$1,000,000 per occurrence with \$1,000,000 aggregate. The Chester County Library and the County of Chester must be listed as Additional Insureds.

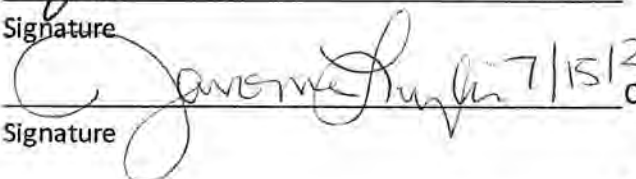
II. Operation

- The program will continue to be run by CCOIC in the designated Workforce Literacy area of the CCL.
- CCL will provide in-kind office space (desk, file space), computer and phone access (number to be mutually agreed upon) and allow general office activity for the Program Coordinator (routine use of copier, printer and fax, etc.).

- CCOIC mailed items are not considered general office activity. If mailing is done through CCL, CCOIC will reimburse CCL for the cost on a quarterly basis.
- CCOIC staff at CCL will observe the basic rules for workplace conduct set forth by the County of Chester, followed by CCL staff, and outlined in excerpts from the County's Employee Handbook given to OIC.
- CCOIC will provide Program Coordinator with program supplies.
- Tutor training workshops will be provided by CCOIC and held at Chester County Library.
- CCL will assist CCOIC in recruiting students and volunteer tutors by posting information on bulletin boards and providing information to library patrons and other interested parties.
- As owner of the equipment, CCL will be responsible for necessary maintenance and repair of computers, printers, etc. CCOIC staff will be required to attend specified workshops on computer and network security.
- Instructional supplies, purchased for use in the program, will be the property of CCOIC.
- CCL will make all Adult Literacy print collection available for tutors to check out for an extended period, currently 6 weeks (42 days).
- CCOIC will avoid scheduling conflicts for CCOIC and CCL program activities.

Both parties must approve any changes to this Memorandum of Understanding.

 7/15/26 CCOIC Board Chairman
Signature

 7/15/26 CCOIC President & CEO
Signature

Signature Chester County Library Board Representative

Signature Chester County Library, Exton Director