

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY, SEPTEMBER 17, 2026
OXFORD LIBRARY COMPANY/VIRTUAL**

AGENDA

Meeting Location: Oxford Library Company, 48 S 2nd St, Oxford, PA 19363

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

CALL TO ORDER, 9:30 AM (Oxford Library Company/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 August 18, 2026 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager Report (p. 10)
- Development Coordinator Report (p. 12)
- Statistical Reports (p. 13)

FINANCIAL STATEMENTS

- August 2026 Exton and Hankin Financial Statements (p. 15)
- August 2026 Fund Balance Report (p. 19)

FOR APPROVAL

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

- President's Report
 - Director Report (p. 6)
 - Branch Manager Report (p. 10)
 - Development Coordinator Report (p. 12)
 - 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 |
- Hosting Member Library Report - Oxford Library Company

ADJOURN

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library/Virtual
August 18, 2026**

CALL TO ORDER, 10:28AM

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

CCLS Staff Present: Joe Sherwood, Executive Director; Barbara Baugher, Finance Manager; Devon Dadoly, Administrative Assistant; Lauren Harshaw, Staff Development & Advocacy Coordinator; Niki Kolb, PR & Graphics Specialist; 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** – Bill Connor announced there would be no Executive Session.
- **Nomination of Secretary Pro Tem** – As Staci Anderson, Secretary, was absent for the meeting, Mike Skay, Treasurer, was nominated as Secretary Pro Tem.

On motion made by Richard Hankin, seconded by Emily Bless, the nomination of Mike Skay as Secretary Pro Tem was 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 Emily Bless, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- **Exton and Hankin County and State Financial Statements**
 - **CCL County Items of Note**
 - Not included on the report is the Assa Abloy Gold Plan Renewal.
 - Money was transferred from Supplies, Maintenance, and Services line to the Vehicle Expenses line to cover principal and interest payments for new van.
 - **HHB County Items of Note** –Typical utility invoice lag
 - **CCL State Items of Note**
 - Received County materials money on July 8.
 - The amount of encumbered funds for materials was noted.
 - Budget is tracking well for spending through the rest of the year.
 - Capital Outlay is looking overspent because Adobe Creative Cloud license has been paid.
 - **HHB State Items of Note**
 - Received County materials money on July 8.
 - The amount of encumbered funds for materials was noted
- **Fund Balance Report**
 - Overdrawn on HHB Friends Grants line, but we have received the funds from the Friends to cover the overdrawn amount.

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

FOR APPROVAL

- **Appeal of Suspension** – The Governance Committee included a memo in the packet regarding the appeal of suspension by patron Michael King. He was suspended from both CCL and HHB for thirty days for a major violation (for verbally or physically threatening or harassing other patrons) after an incident involving himself and another patron. While his thirty-day suspension ended on August **10**, the appeal was reviewed as major violations are permanently recorded and will not reset after a period of time.

On motion made by Mike Skay, seconded by Richard Hankin, the decision to deny the patron's appeal of suspension was unanimously approved.

FOR INFORMATION/DISCUSSION

- **CCLS/CCL Board Committee Updates** - Bill reviewed the updated board committee rosters during the CCLS meeting.

REPORTS/CORRESPONDENCE

- **President's Report** – There was no President's Report.

- **Director Report**

- AV equipment was replaced in the Struble Room earlier in the month.
 - New screen arrived damaged; a replacement is coming soon.
 - Airtame software was out of stock, and another version of Airtame is arriving soon.
- The two summer contests, the Great Chester County Bake-Off, and the Teen Photo Contest have wrapped up.
- CCL Business Outreach Librarian Mikaila Strano, and the CCL Business Center were featured on the Chester County Chamber's weekly update.
- Bathroom lock in Youth Services has been replaced; the new lock includes a occupied/vacant display.
- HVAC Updates
 - TriState continues to work on AC unit 3 and AC unit 4. Initial work is completed, but more work may be needed.
 - The County's HVAC redesign project planning is underway. The County is having plans created and field verified. They will be getting a quote from a balancing company to determine the current status of the ductwork/VAVs.
- Vacant positions are being posted.
- There was a brief discussion around the Exton Library Native Plant Garden. The plans for the HHB Native Plant Garden should be available in the next few days. Trustee Andy Dinniman mentioned a grant available from the Chester County Community Garden for possible programming related to the native garden.

- **Branch Manager Report**

- Attendees of the Dare to Declare event received a copy of The Greatest Sentence Ever Written.
- New staff member started last week, and still working on filling vacant positions.
- Worked with the County to reserve the Annex for their Voter Services Satellite Office which will move in on October 8 and stay until Election Day.
- HHB started a Crafting Committee to plan adult crafting programs.
- Book Locker was down for a week.

- **Development Coordinator Report**

- **Annual Appeals**
 - 2025-2026 Appeal is about 90% of the way to its goal.
 - 2026-2027 Appeal is being designed and planned with a mailing date of mid-October.
- **Trust Speaker Series** – The next event is tentatively scheduled for November 4 with a speaker to discuss the PA Constitution; the speaker has previously written a book about Valley Forge National Historic Park.
- **Exton Library Native Garden**
 - A sign has been ordered for the garden.
 - A webpage has been created for patrons to learn more about the garden.
- **Donor Recognition Event**
 - CCL Trust honoree candidates have been narrowed down.
 - The event is tentatively planned for October 27.

- **Bloomerang** – Maureen McAuliffe is working on tracking restricted gifts in the Bloomerang database.
- **Friends of Chester County Library** – The Friends of CCL are preparing for the Fall Book Sale on October 9-11.
- **Friends of Henrietta Hankin Branch** – There were no updates for the Friends of HHB, they are meeting next week.
- **Committee Reports** – The Governance Committee memo regarding the patron appeal of suspension was discussed during the “For Approval” section of the meeting.

Meeting Adjourned.

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



September 10, 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 busy summer season is wrapping up. CCL's total door count year-to-date is 211,525 and 42% of that came from June, July, and August (88,379). We circulated 333,398 physical and digital items in the summer which is 40% of our year-to-date circulation (826,136). We had 245 programs with 6,595 attendees in those three months.
- Our 4th annual Library Card Sign Up Fest event is scheduled for Sunday, September 13. We hold this in conjunction with PA State Senator Carolyn Comitta.
- We continue to cross train staff in public service departments to assist with vacancies; a big thanks to the department heads and staff for filling in whenever they can.
- Carey Bresler and I met with Adam Bramucci, Master Gardener Coordinator for the Penn State Extension—Chester County on 9/1 to discuss gardening programming at both libraries.
- Joe Sherwood, Barb Baugher, Tuscania Ferris, and I met with County Finance for the 2027 budget on 9/2.
- We held an unannounced evacuation drill on 9/4 at both libraries.
- We were notified that the Board of Elections approved a plan to replace the manned Ballot Drop Boxes at both libraries with the 24/7 Drop Box (near the book drop bins). The box will open on October 12 (time to be determined).
- Building Updates:
 - Peter Greulich installed new ballasts in light fixtures.
 - Peter is working on fixing the timer for our parking lot lights
 - We are working with the County to schedule balancing tests as part of the HVAC redesign project

Departmental Reports

Circulation Department (Nancy Sapone)

- The August door counts were slightly lower than July, and the HoldIt Locker and Mobile App statistics were a bit higher than July. These changes align with previous years.
- The department is winding down after a very busy summer.
- Circulation staff are getting cross trained in Multimedia and Reference to be prepared to cover the service desks if assistance is needed.
- 10 Teen Summer Volunteers have completed their service hours at the end of August. We have one teen that will be returning this fall.

- Nancy is on the Text Messaging and Online Apps Committee. The online library card portion "Verify" is live for patrons who apply online as of 8/31/26. Text messaging and email notices will be coming soon.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programming** - August 4: Teen Summer Reading Maker Project Meshtastic Node – Remy Way; August 20: Craft and Chat – Katie Kramer
- **Makerspace Statistics** - Open Hours – 75; Total Visits - 79
 - Usage: 3d Printer – 27; Button Maker – 5; CAD Software – 4; Cutting Plot – 5; ES Generator – 3; Parts Cart – 7; Vacuform – 1; Tours – 39
 - 3d printed wheel replacement part for Circulation cart and game replacement piece for Multimedia.
- Interviews for two part-time library assistant open positions are concluded. Positions are offered and accepted and are awaiting clearances.

Multimedia (Stephanie Sharon-Missanelli)

- Stephanie and Jessie Williams met with the CCLS eMaterials Committee and our OverDrive rep for our annual partner analysis review (PAR) meeting.
 - The CCLS digital collection is still the third most popular collection in the state, behind Philadelphia and Pittsburgh
 - Stephanie presented information provided during the PAR and information related to funding the 2027 holds manager at the September DLM.
- Stephanie and Jessie are reviewing applications for one of their part-time library assistant open positions and will begin interviewing shortly.

Reference (Melissa Kohl)

- CCL's Passport Service reached a milestone of 6 months of service to the public; we have processed 523 passport applications.
- In September, CCL and HHB staff are presenting library updates at 9 municipal meetings. Updates include YTD circulation and membership statistics per municipality; a recap of CC250 events; and new services of passports, e-cards, and new museum passes.
- Mikaila Strano attended Exton Region Chamber of Commerce's Nonprofit Board Reception where she promoted Candid and LinkedIn Learning to 50 organizations. Mikaila also attended the Innovative Networking Professionals (INP)- Exton meeting to promote the library's business services.

PR/Graphics/Adult Programming (Niki Kolb)

- **CCLS**
 - August graphics production included 96 completed work orders totaling 20,686 printed copies across system needs.
 - Created posters, bookmarks, a press release, and a full social media toolkit for all member libraries for Library Card Sign Up Month.
 - Began design work on new advocacy materials for the Waiting Room initiative.
 - Published the September Insights Staff Newsletter on 9/8.
 - September systemwide messaging highlighted Library Card Sign Up Month, Candid, and the Museum Pass Program update.
 - Work has begun on the next Commissioners' one pager, scheduled for release on October 1.

- **CCL**

- Work is underway on the upcoming Fall StoryWalk® installation.
- Designed the CCL Trust Annual Appeal card and the invitation for the Donor Appreciation event.
- Programming Update:
 - NASA Ambassador Programs — Two events held; Don Miller's evening programs continue to draw steady attendance and Solar Observing with Roger Kennedy saw 113 visitors and strong engagement. Exploring expanded outdoor/hands on activities, including a potential "Music Under the Stars."
 - Save the Date emails for the Holiday Craft show sent 8/20; applications sent 9/1 to previous vendors and makers. Decisions will be issued by 10/5.
 - Reviewing fall/early winter proposals and adding programs to the October and November schedules.

Technical Services (Laura Salvucci)

- In August, catalogers created 616 bibliographic records and 948 item records for CCL/HHB.
- Fulfilment time for high-demand prepublication books has seen improvement, but we continue to monitor the situation.

Volunteers (Ronna Dewey)

- The summer teen program has ended and was very successful. We had over 30 teens complete the 10 weeks of service.
- Preparations are underway to start a twice monthly teen drop-in volunteer program in October.

Youth Services (April Nickel)

- CCL Summer Learning Program registration totals from CCL and CCLS member libraries will be shared at the October Board meeting. Surveys due Sept 18.
- Story time session 1 will begin September 8.
- Planning an all-ages raptor/owl program with Devon West (programming coordinator) led by staff from the Indian Run Environmental Education Center for November.
- Thank you to the Friends for sponsoring 4 staff members from Youth Services to attend the Pennsylvania Library Association Annual Conference. 2 are presenting (1 session, 1 poster), and two are first time attendees.

Department Personnel

New Hires

- Megan Smith – PT Library Assistant – Circulation (9/9)

Promotions - None

Retirements/Resignations

- Anna Valle – PT Library Page – Circulation (8/29) (resignation)
- Neal Kenney – PT Library Page – Youth Services (9/8) (resignation)

Vacancies

- Circulation – 2 PT Library Pages (12/23/25 & 8/29)
- Multimedia – PT Library Page (5/3); 2 PT Library Assistant (8/10 & 9/30)

- Youth Services – 2 PT Library Pages (7/25/25 & 9/8); 2 PT Library Assistants (7/26 both)
- Reference – 1 PT Librarian (7/18)
- Jacobs Technology Center – 2 PT Library Assistants (8/28 & 9/10)
- Technical Services – Library Assistant III (8/23)
- Technical Services – PT Library Assistant (8/10)

Committee Reports

Booked and Busy Committee (Emily Cackowski) – The Adult Jigsaw Puzzle Competition was held on August 14. Upcoming programs include Fall in Love with a Book book swap event on September 10 at CCL, Make Your Own Needle Felted Pumpkin on October 1 at CCL, and Fall Puzzle Swap on November 14 at CCL. 2027 programming will begin with a Cozy Board Game night in January (date and time TBD).

DEI Committee (CCL/HHB) (Mikaila Strano) - The CCL/HHB DEI Committee met on 8/25 to follow-up ongoing initiatives and projects. Claire Michelle Viola has been researching accessibility technology and has contacted Fusion/Vispero to get pricing for their products JAWS and ZoomText and has forwarded this to Jenna. We also discussed a potential program/series for November on homelessness awareness and support.

Meetings and Trainings Attended

8/19	HHB Morning meeting Afternoon Book Group
8/20	General Staff meetings (9 & 3)
8/25	Off
8/26	Management meeting
8/31	Evening Book Group (September meeting)
9/1	Master Gardener meeting Friends of the Chester County Library Board meeting Community Engagement Leadership Committee meeting
9/2	County Budget meeting (313 W. Market)
9/3	Institutional Advancement Committee meeting
9/4	Unannounced Evacuation Drills at CCL & HHB
9/6 & 9/7	Libraries closed in observance of Labor Day
9/8	DLM at Easttown Library
9/13	Library Card Sign Up Fest
9/15	CCLS/CCL Board meetings



September 8, 2026

TO: William F. Connor, President, Board of Trustees
FROM: Carey Bresler, Henrietta Hankin Branch Manager
RE: Report on the Henrietta Hankin Branch August/September

Branch Manager's Notes

- Chester Springs Library will be moving out of the Annex office and will be using some desk space in Reference Office beginning in October.
- The Voter Services Satellite Office will be set up during the week of October 5th. Dates and time when the service will be available are TBD.
- On September 4th, we completed an unscheduled evacuation drill. The library staff managed it very well with no incidents.

Departmental Reports

Building (Peter Greulich, Facilities Manager)

- Technicians from Allmark Door worked on the Parking Lot and Tower exterior doors at HHB. Both pairs of doors are now functioning, but the technician advised the replacement of parts in both locations.
- A technician and I also looked at the exterior Delivery Room door at HHB. This door is now unlocking properly from the outside.
- I installed new ballasts in light fixtures at CCL and at Personalized Fitness, adjacent to HHB.

Circulation (Charlotte Marron, Circulation Manager)

- Our book locker was out of service at the beginning of August. The issue was communication between the locker and Sierra (our circulation system).
- We received and are cataloging new items for our library of things including 18 new board games (both adult and children) and several replacements of our well-loved board games.

Makerspace (Tom Lally, Makerspace)

- Maker Monday programs in August included LEGO Build, Paper Plate Fish, Paper Plate Suns, Cork Love Bugs, and Beaded Necklaces and Bracelets, garnering 5, 10, 7, 3, and 15 attendees, respectively.
- The Makerspace monthly project was Vinyl Decals. 7 patrons took part in the project over the course of the month.
- Throughout August, the Makerspace had 21 attendees for appointments.
- One-on-One Sewing Tutorials with our volunteer, Loraine, already has 3 appointments booked for September.
- In September, the Makerspace Monthly Project will be Iron-On Decals using our Cricut machine.

Reference (Carey Bresler, Branch Manager)

- In August, we had 27 in-person programs, 8 hybrid or virtual programs, and 9 passive programs. Total attendance at the programs was 507.

- Both openings for a part-time Reference Librarian are posted. One of the positions has been offered and accepted and we just completed interviews for the 2nd position and are planning on making a job offer after references are checked.
- On August 14th, we are offering a program titled Medical Treatment in Civil War. Historian Jeffrey LaMonica, M.A., M.Phil, examines the harsh realities of Civil War battlefield medicine, from traumatic injuries and amputations to anesthesia and infection, revealing how doctors cared for wounded soldiers during one of the most challenging periods in American history.
- We are also offering a series of Tech Talk programs including one on Thursday nights in September with our volunteer Mike Sheldon. They will focus on Internet Security, Data Centers and Artificial Intelligence, respectively.

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

- In August, the Youth Services staff continued to support summer learning at the library.
 - Eight in-person programs including Science in the Summer (2 days), It's Just Beau's Way (Girl Scout Gold Award program), a Beach Dance Party, and Family story times. Total attendance for these programs: 189.
 - Six hundred and four people took part in passive programs (I Spy, Scavenger Hunt, Let's Play, and Wee Build). I Spy and Scavenger Hunts were suspended for the final two weeks of August. Summer Reading Participants were turning in calendars and receiving medals.
 - Four additional kids and teens registered for summer reading, bringing the total to 618 participants.
- Planning for Fall 2026 Story Times and After School Programs is underway. Three new programs will be added for Fall: Digital Detectives and two for Home Schoolers. Our partnership with the STEM Academy will continue in November. Intro to Lit (grades 8-12) will also resume.
- Collection shift in the Children's Room: Early Reader, Bridge Book and Decodable Collections were moved to a contiguous series of shelves. These lower shelves will make it easier for beginner readers to self-select books. The Juvenile Fiction collection flows along the edge of the room.

Department Personnel

Vacancies

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

Meetings & Trainings Attended

9/1	Community Engagement Leadership Meeting
9/2	Warwick Township Meeting
9/3	Institutional Advancement Committee Meeting
9/4	Interview with Reference Librarian Applicant
9/8	CCLS DLM
9/14	Hankin Staff Meetings
9/15	CCLS/CCL Board Meeting
9/17-9/29	Vacation
9/29	Trust Board Meeting

September 8, 2026

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

CCL Trust

- Annual Appeal - As of September 8, 2026, the 2026 Annual Appeal has raised \$47,089, which is about 94% of the way to its goal of \$50,000.
 - The Annual Appeal piece is in its final stages and on schedule to hit mailboxes in mid-October.
- Work on the Henrietta Hankin Branch native garden is slated to begin on September 21st.
- Per Andy Dinniman's recommendation, we are applying for the Marjorie L. and Arthur P. Miller Grant through Chester County Community Foundation. Per a conversation with Jenna and Carey, if received, the \$2,500 grant would support our inaugural native garden program as part of the Trust Speaker Series this spring. There is a matching fund component that would come from our customary programming grant for CCL in 2027.
- We had 30 attendees for the Trust Speaker Series event on August 19th. We recapped the event in the CCL/HHB newsletter and sent a photo and caption for the CC 250 newsletter.
 - We are tentatively scheduled for our next Trust Speaker Series event for Wednesday, November 4th at 6:30pm. More details to come soon.
- The Donor Recognition event is set for Thursday, October 1st. Jim McErlane is our honoree and invitations have gone out. We expect to have between 50-75 attendees.
- The next Trust meeting is scheduled for Tuesday, September 28th at 9:30am.

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	149,899	978,511	909,707	934,225	935,323	925,019
Aug	151,069	143,907	141,102	141,975	145,157	1,129,580	1,053,614	1,075,327	1,077,298	1,070,176
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	1,070,176					

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	30,398	157,903	179,988	184,157	177,435
Aug	27,152	28,963	28,268	29,515	185,055	208,951	212,443	206,950
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	206,950				

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	11,475	59,550	68,946	72,961	69,448
Aug	10,064	10,387	10,590	11,080	69,614	79,333	83,551	80,528
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	80,528				

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	544	268	316	251	190	179	219	68	62	86
Aug	419	374	788	234	148	360	147	172	196	47	64	70
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	5,946	2,644	3,448	2,494	2,365	2,687	1,910	811	839	597

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	231	32	71	77
Aug	132	154	160	46	52	53
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	1,654	657	707	532

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	893	228	184	197	3,037	1,103	1,090	136	109	173
Aug	832	790	804	212	155	275	2,637	944	1,079	132	114	173
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	5,327	3,302	2,177	1,799	23,283	9,671	7,126			

Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending August 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	2,158,191	2,192,055	2,138,405	(33,864)	-1.6%	1,108,708	33.6%
Wages	978,451	639,756	519,999	564,375	119,758	18.7%	458,452	46.9%
Fringe Benefits	1,327,089	918,754	856,752	880,096	62,002	6.7%	470,337	35.4%
Security Provided by the County DES	20,000	10,000	14,478	11,565	(4,478)	-44.8%	5,522	27.6%
Total Personnel Services	5,626,303	3,726,702	3,583,284	3,594,440	143,418	3.8%	2,043,019	36.3%
Library Materials	66,000	49,500	49,500	52,500	-	0.0%	16,500	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	165,552	118,289	112,766	120,555	5,523	4.7%	52,786	31.9%
Insurance	24,640	24,640	29,640	24,310	(5,000)	-20.3%	(5,000)	-20.3%
Utilities	160,513	107,975	101,234	53,138	6,741	6.2%	59,279	36.9%
Vehicle Expense	53,069	37,477	36,638	31,251	839	2.2%	16,431	31.0%
Total Core Expenditures	403,774	288,381	280,278	229,254	8,103	2.8%	123,496	30.6%
Indirect Costs	764,216	509,477	509,480	454,168	-	0.0%	254,736	33.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	34,685	34,685	34,684	-	-	0.0%	-	0.0%
TOTAL	6,894,978	4,608,745	4,457,226	4,330,362	151,521	3.3%	2,437,751	35.4%

Notes:

Supplies, Maintenance, and Services:

Not included - \$1,193 - Air filter purchase

Not included - \$4,862 - HVAC repairs

Insurance:

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

Utilities:

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

Not included - \$3,826 - August PECO electric delivery charges

Not included - August WGL Energy electric supply costs - estimate \$8,000

Not included - August 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
County Budget Report - Hankin Library - Preliminary
Period Ending August 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	340,445	323,541	343,288	16,904	5.0%	197,140	37.9%
Wages	328,545	214,818	189,351	185,637	25,467	11.9%	139,194	42.4%
Fringe Benefits	242,989	168,223	143,093	160,883	25,130	14.9%	99,896	41.1%
Total Personnel Services	1,092,215	723,486	655,985	689,808	67,502	9.3%	436,230	39.9%
Library Materials	19,000	14,250	14,250	15,000	-	0.0%	4,750	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,737	94,744	83,850	74,476	10,894	11.5%	40,887	32.8%
Insurance	9,960	9,960	9,960	9,960	-	0.0%	-	0.0%
Utilities	63,537	44,003	37,900	21,886	6,103	13.9%	25,637	40.3%
Total Core Expenditures	198,234	148,707	131,710	106,322	16,997	11.4%	66,524	33.6%
Indirect Costs	228,514	152,343	152,344	137,560	-	0.0%	76,170	33.3%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,537,963	1,038,786	954,288	948,690	84,499	8.1%	583,675	38.0%

Notes:

Supplies, Maintenance, and Services:

Not included - \$644 - Air filter purchase

Not included - \$1,640 - Additional door repairs

Utilities:

Not included - \$1,588 - August PECO electric delivery charges

Not included - \$73 - August gas delivery and supply charges

Not included - July electric supply charges estimated cost \$2,192

Not included - August 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 August 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	34,767	44,491	41,637	9,725	28.0%	(7,659)	-14.7%
Passports	-	-	24,734	-	24,734		24,734	
Fines and Overdues	73,000	48,667	50,189	54,365	1,522	3.1%	(22,811)	-31.2%
Interest	14,000	10,500	9,029	12,878	(1,471)	-14.0%	(4,971)	-35.5%
Donations and Fundraisers	2,550	1,700	9,748	9,841	8,048	473.4%	7,198	282.3%
Transfer from County for Materials	66,000	49,500	49,500	52,500	-	0.0%	(16,500)	-25.0%
Miscellaneous Revenue	2,570	1,715	3,356	2,810	1,641	95.7%	786	30.6%
Total Other Revenue	230,270	166,848	211,047	194,031	44,199	26.5%	(19,223)	-8.3%
Total Revenue	2,135,185	2,071,763	2,115,962	1,972,742	44,199	2.1%	(19,223)	-0.9%
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	486,986	324,657	239,661	216,676	84,997	26.2%	247,325	50.8%
Services and Charges	89,262	59,508	48,154	51,897	11,354	19.1%	41,108	46.1%
Postage and Supplies	39,380	26,253	14,351	16,454	11,903	45.3%	25,029	63.6%
Passport Postage and Supplies	-	-	1,390	-	(1,390)		(1,390)	
Miscellaneous Expenditures	17,740	11,827	8,987	13,234	2,840	24.0%	8,753	49.3%
Transfer State Aid - Others	1,483,928	1,483,928	1,483,928	1,386,982	-	0.0%	-	0.0%
Capital Outlay	20,388	13,592	13,610	8,398	(18)	-0.1%	6,778	33.2%
Total Expenditures	2,137,684	1,919,766	1,810,081	1,693,639	24,688	1.3%	80,278	3.8%
Revenue over Expenditures	(2,500)	151,997	305,882	279,103	68,887		61,056	

Notes:

Library Materials: As of August 31, \$239,661 has been expended from the Library Materials budget. In addition, \$84,583 has been encumbered for outstanding orders, bringing total expenditures to \$324,244 or approximately 67% of the annual budget.

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 August 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	2,000	3,150		(5,150)	-62.0%
Charges	14,800	9,867	14,522	12,247	4,656	47.2%	(278)	-1.9%
Fines and Overdues	22,900	15,267	18,542	20,005	3,275	21.5%	(4,358)	-19.0%
Interest	1,000	750	691	842	(59)	-7.8%	(309)	-30.9%
Donations and Fundraisers	3,500	2,333	353	555	(1,981)	-84.9%	(3,147)	-89.9%
Transfer from County for Materials	19,000	14,250	14,250	15,000	-	0.0%	(4,750)	-25.0%
Miscellaneous Revenue	605	404	1,567	901	1,164	288.2%	962	159.1%
Total Other Revenue	70,105	42,870	53,076	51,550	7,055	16.5%	(11,879)	-16.9%
Total Revenue	175,352	148,117	158,323	149,483	7,055	4.8%	(11,879)	-6.8%
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	100,667	75,291	78,155	25,376	25.2%	75,710	50.1%
Services and Charges	11,325	7,550	3,941	5,744	3,609	47.8%	7,384	65.2%
Postage and Supplies	8,111	5,407	3,803	3,468	1,605	29.7%	4,308	53.1%
Miscellaneous Expenditures	2,971	1,981	3,372	2,462	(1,391)	-70.2%	(401)	-13.5%
Capital Outlay	1,944	1,296	-	-	1,296	100.0%	1,944	100.0%
Total Expenditures	175,352	116,901	86,407	89,829	5,119	4.4%	13,235	7.5%
Revenue over Expenditures	-	31,216	71,916	59,654	12,174		1,356	

Notes:

Library Materials: As of August 31, \$75,291 has been expended from the Library Materials budget. In addition, \$21,104 has been encumbered for outstanding orders, bringing total expenditures to \$96,395 or approximately 64% of the annual budget.

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

	Balance	Notes
Operating Funds		
001 CCL	284,191	
043 HHB	61,467	
Total Operating Funds	345,659	
Reserve Funds		
004 CCL Technology	411,117	
400 CCL Capital Reserve	142,607	
410 CCL Program	240,333	\$264 Aug'26 interest earned
450 HHB Capital Reserve	251,197	
451 CCL & HHB Materials	199,501	
Total Reserve Funds	1,244,756	
Grants - Friends of the Library		
091 CCL Friends Grants	15,067	
903 CCL Friends Grants (Unassigned)	86,834	
Total CCL Friends	101,901	
943 HHB Friends Grants	2,732	
Total Grants - Friends of the Library	104,633	
Grants and Appropriations		
002 CC Community Foundation Grants	11,504	
100 CCL County Materials	22,745	\$1,055 rolled over from 2025
104 CCL Trust Grants	70,018	
109 HHB County Materials	10,642	\$194 rolled over from 2025
132 CCL GSK Science in the Summer	138	
Total Grants and Appropriations	115,047	
Special Funds		
003 CCL Helen Russell Memorial	8,290	
096 CCL Courtesy Bags	2,438	
105 CCL Community Day	1,155	
107 CCL & HHB Author Events	3,562	
Total Special Funds	15,446	
500 District Center Aid	439,786	
510 County Coordination Aid	260,350	
Total All Funds	2,525,676	
Endowment Funds		
090 CCL Trust	2,831,585	