

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

Meeting Location: Chester County Library, 450 Exton Square Parkway, Exton, PA 19341

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

CALL TO ORDER, 9:30 AM (Chester County Library/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 September 15, 2026 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager Report (p. 11)
- Development Coordinator Report (p. 13)
- Statistical Reports (p. 14)

FINANCIAL STATEMENTS

- September 2026 Exton and Hankin Financial Statements (p. 16)
- September 2026 Fund Balance Report (p. 20)

FOR APPROVAL

FOR INFORMATION/DISCUSSION

- Public Services Presentation: Leasing Program (Laura Salvucci)
- CCLS 2027 Meeting Calendar Draft (p. 21)

REPORTS/CORRESPONDENCE

- President's Report
- Director Report (p. 6)
- Branch Manager Report (p. 11)
- Development Coordinator Report (p. 13)
- 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
- o Governance

ADJOURN

Upcoming Events

CCL Board Meeting – Tuesday, November 17, 9:30AM – Henrietta Hankin Branch Library/Virtual

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Oxford Library Company/Virtual
September 15, 2026**

CALL TO ORDER, 9:30AM

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

CCLS Board Members Absent: Bill Connor, President; Staci Anderson, Secretary

Member Library Board Members Present: Ira Binder, President, Oxford; Jay Kennedy, Treasurer, Oxford; Kim Burton, Secretary, Oxford; Carol Hauser, Trustee, Oxford

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; Barb Baugher, Finance Manager; Devon Dadoly, Administrative Assistant; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Niki Kolb, PR & Graphics Specialist; Maureen McAuliffe, Development Coordinator

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

Member Library Directors Present: David Payne, Avon Grove; Jon Dunkle, Oxford

WELCOME AND INTRODUCTIONS

Richard Hankin, Board Member at Large, called the meeting to order.

ANNOUNCEMENTS

- **Executive Session** – Richard 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 Mike Skay, seconded by Emily Bless, the nomination of Mike Skay as Secretary Pro Tem was unanimously approved.

PUBLIC COMMENTS – Richard Hankin 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 Emily Bless, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- **Exton and Hankin County and State Financial Statements**
 - **CCL County Financial Statements** – Air filter purchases and HVAC repairs were not reflected in the August financial statement.
 - **HHB County Financial Statements** – Air filter purchases and door repairs were not reflected in the August financial statement.
 - **CCL State Financial Statements** – CCL is continuing to expend library materials budget. Including encumbrance, about 67% of the budget has been spent.
 - **HHB State Financial Statements** – HHB is continuing to expend library materials budget. Including encumbrance, about 64% of the budget has been spent.
 - **August 2026 Fund Balance Report** – There were no items of note for the Fund Balance report.

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

FOR APPROVAL – There were no items for approval.

FOR INFORMATION/DISCUSSION – There were no items for information or discussion.

REPORTS/CORRESPONDENCE

- **President's Report** – There was no President's Report.
- **Director Report**
 - Encumbrances are for high-demand prepublication books, including a large order for children's books.
 - The busy summer season is coming to an end. Statistics were included in the packet.
 - **Library Card Sign Up Fest**
 - 34 new library card sign ups
 - Door counts were almost double what they typically are for a Sunday.
 - Activities for patrons included STEM projects, bubble station, Lego table, bookmark making with Miss Teen PA and Miss PA, and a visit from local emergency services with a fire truck, ambulance, and a police vehicle.
 - Maggie Moos supplied ice cream for patrons throughout the event.
 - A patron shared that this was their favorite community event this year.

- **Staff Vacancies**
 - Staff cross training continues to help with vacant positions in several departments.
 - We continue to work with the County to get vacant positions posted
- Carey Bresler and Jenna Persick met with Adam Bramucci, Master Gardener Coordinator for the Penn State Extension to discuss garden programming at both libraries.
- Joe Sherwood, Barbara Baugher, Tuscania Ferris, and Jenna met with the County for the 2027 budget discussion.
- An unannounced evacuation drill for staff and patrons was completed successfully. There was continued discussion around the importance of unannounced evacuation drills in public spaces.
- **HVAC**
 - The temperatures have been consistently cooler so the HVAC system at CCL has been able to keep up.
 - The Department of Emergency Services removed the large fans that were lent to them for the summer.
 - The County is hiring a company to do an HVAC balancing test for CCL. HHB is planned to be scheduled after CCL is completed. This is on the Commissioners' meeting Agenda on September 16.
- **Branch Manager Report**
 - Voter Services will host their satellite office at HHB. Set up is scheduled during the week of October 5.
 - HHB continues to have issues with the exterior door.
 - Programming
 - A recent program on Medical Treatment in the Civil War was very successful.
 - HHB's newest children's librarian is bringing her PaLA award winning series "Digital Detectives" series to the library. This program is designed for school age kids using online resources.
 - Interviews for vacant positions are winding down.
 - The native garden installation will begin the week of September 21.
- **Development Coordinator Report**
 - **Annual Appeal**
 - The 2026 Annual Appeal is about 94% of the way to its goal of \$50,000.
 - The 2027 Annual Appeal is currently being developed and is scheduled to go out in mid-October.
 - **Exton Library Native Garden**
 - The CCL Trust is applying for the Marjorie L. and Arthur P. Miller Grant through Chester County Community Foundation. If received, the grant would support the inaugural native garden program as part of the Trust Speaker Series in the Spring. Thanks to Board member Andy Dinniman for suggesting this grant.

- **Trust Speaker Series**
 - The event on August 19 was well attended. A recap of the event was posted in the CCL/HHB newsletter and a photo with caption was posted in the CC250 newsletter.
 - The next Trust Speaker Series event is scheduled for Wednesday, November 4th at 6:30pm. More details to come soon.
- **Donor Recognition Event**
 - The event will take place on Thursday, October 1st and will honor Jim McErlane.
 - Invitations have been mailed and we expect to have 50-75 attendees.
- The next Trust meeting is scheduled for Tuesday, September 28th at 9:30am.
- **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** – The Friends of HHB are hosting a music trivia night at Revival Pizza. 10% of proceeds will go to support the Friends of HHB.
- **Committee Reports** – There were no committee reports.
- **Other Announcements** – The agenda for the Chester County Commissioners' Meeting was posted and included the HVAC balancing test for CCL as well as the CCLS/CCL Board Member appointment.
- **Hosting Member Library Report** – The CCLS and CCL Board thanked the Oxford Library for hosting their board meetings at their library.

Meeting Adjourned.

On motion made by Mike Skay, seconded by Emily Bless, the meeting was adjourned.



October 15, 2026

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

Director's Notes

- We had 14 CCL staff attend the Pennsylvania Library Association (PaLA) Annual Conference using funds supplied by the Friends of the Chester County Library. The following staff members presented:
 - Danielle Stokes and Liz Stowfis: Repair and Revive: Hands on Book Repair Basics
 - Melissa Straka (panelist): Beyond the Stacks: Specialized Departments in PA Libraries
 - Ann Kershner: Learning Through Play with Flannel Board Stories: Flannel Is Fun & Educational!
 - Becky Ginther: received a PaLA Best Practices Award
- The Friends of the Chester County Library had a successful sale. Looking at the door counts from Friday-Sunday the week before and the week of the sales, we saw an increase of 48% (Friday), 92% (Saturday), and 50% (Sunday).
- A 24/7 ballot box is open at both libraries. It will be open through Election Day.
- We have five staff serving as election support surge staff at Voters Services through the end of October. Additionally, we will have staff helping at Central Scan on 11/3 and 11/4.
- Thanks to Maureen for her work on the Trust Donor Appreciation Event. It was an excellent event.
- Building Update:
 - Peter replaced the motor and the timer with the parking lot lights.
 - Wayman Fire inspected the fire extinguishers, backflow prevention, and sprinkler system at CCL.
 - HVAC project update: the balancing tests were completed at HHB and are ongoing at CCL.

Departmental Reports

Circulation Department (Nancy Sapone)

- September door counts and checkout statistics were lower than August, following the end of the busy summer season. These changes are aligned with the trends seen in previous years.
- The number of new CCL Exton Library cards increased by 3%, due in part to the Library Card Sign-Up Fest and the introduction of the LibConnect Verify online card option.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- **Programming** – September 3: Craft and Chat – Katie Kramer
- **Makerspace Statistics** - Open Hours – 52; Total Visits - 27
 - Usage: 3d Printer – 6; Button Maker – 2; CAD Software – 2; Cutting Plot – 1; Parts Cart – 1; Tours – 18
- New part-time library assistant Josie Griffin started on September 22nd.

Multimedia (Stephanie Sharon-Missanelli)

- Multimedia staff are removing security cases from the DVD/Blu-ray collections (except for TV Series and Binge Boxes) to make room for Library of Things materials and move the Citizen Science Kits from the JTC to Multimedia.
- OverDrive now requires PIN authentication for all its services (Libby and Kanopy). Stephanie worked with CCLS staff to notify patrons via the website and social media.
- Jessie Williams presented with Laura Salvucci and April Nickel at the October DLM on AI-Generated Materials and Collection Development: Practical Tips.
- Adam Sandoval was hired for one of our open Library Assistant positions and will start on Monday, October 19.
- Stephanie and Jessie are reviewing applications for the open Library Assistant position and will begin interviewing shortly.

Reference (Melissa Kohl)

- CCL & HHB completed 9 presentations at municipal meetings in September, which all went very well. Elverson Borough made a post about us on their website's home page the day after our visit, and another township even suggested that they would appreciate an additional visit each year.
- The dozen doses of Narcan we provided to the public to take as needed in July have already been depleted. The Department of Drug and Alcohol Services just gave us an additional 25 kits to keep our supply going.
- Mikaila Strano represented the library and engaged with businesses and jobseekers at a SCORE meeting with 35 attendees; at PA CareerLink's resource fair with 30 job seekers; and at WCU where Mikaila spoke to two business classes, heavily promoting Reference Solutions and LinkedIn Learning.

PR/Graphics/Adult Programming (Niki Kolb)

- **CCLS**
 - September production included 109 completed work orders totaling 44,925 printed copies across system needs.
 - Ran free digital ads for CCLS through Wilcyn Signs at Appetites on Main and Maxx Fitness Clubzz.
 - September systemwide messaging highlighted Library Card Sign Up Month, Candid, and the Museum Pass Program update.
 - Distributed one pager for Commissioners on October 1.
 - Printed and distributed Waiting Room advocacy campaign posters and bookmarks.
 - Designed and submitted promotional content for the November issue of County Lines magazine.
- **CCL**
 - The Fall StoryWalk® has been completed, and installation will happen in Mid-October. The book chosen was "Gunnar the Viking's Great Pizza Adventure."
 - Graphic materials were created for the Friends Fall Book Sale to support local fundraising efforts.
 - Dolly Day Campaign was designed for September 25th to help support the CCL Trust's mission.
 - Press Releases were sent to the Daily Local, VISTA Today, MyChesco, and Patch for the following celebrations and events and posted on the Blog and website: Calling All Crafters – Holiday Craft Show; The FRIENDS of Chester County Fall Book Sale; and Chester County Library Trust Celebrates Donors and Honors James E. McErlane, Esq., for Decades of Leadership

- Programming Update:
 - Chair Yoga with Kim completed 8 sessions with steady attendance and very positive feedback.
 - Don Miller's NASA Program had 3 attendees; feedback was positive. He returns in November with a "food in space" program and freeze-dried astronaut snacks will be provided.
 - Holiday Craft Show applications closed on 9/28. Selection process is underway, with decisions due 10/2 and notification emails going out 10/5.

Technical Services (Laura Salvucci)

- In September, catalogers created 927 bibliographic records and 985 item records for CCL/HHB.
- Liz Stowfis, TS Processor, and Danielle Stokes from YS presented a well-received session "Repair and Revive: Hands on Book Repair Basics" on October 5th at the PaLA conference in Harrisburg.
- Ann Varley, Adult Outreach, attended Representative Kristine Howard's Senior Fair at the West Whiteland Township building on October 8th.
- High-demand prepublication books are consistently arriving on time.
- Our FT Library Assistant III (Cataloging) and PT Library Assistant (Acquisitions and Receiving) positions were posted on October 5th.

Volunteers (Ronna Dewey)

- Friends of Chester County Library Fall Book Sale occurred from 10/9/2026-10/11/2026 and was very successful. We thank the Friends for supporting the library with the sale.
- Twice monthly teen drop-in volunteer program launched in October.

Youth Services (April Nickel)

- **CCL & HHB Summer Learning Program Totals**
 - 266 programs between June 1 – August 31 at CCL & HHB
 - 15,015 participants between June 1 – August 31 at CCL & HHB
 - Both libraries had an increase in participants from 2025
 - CCL
 - 9,564 participants in 2025
 - 11,202 participants in 2026
 - HHB
 - 2,445 participants in 2025
 - 3,813 participants in 2026
- **CC250 at CCL & HHB Program Totals**
 - CCL and HHB summer events have concluded
 - 33 programs between June 1 – August 31 at CCL & HHB
 - 1,382 participants between June 1 – August 31 at CCL & HHB
 - 19 Youth programs (CCL + HHB)
 - 656 Youth participants (CCL + HHB)
 - 14 Adult/All Ages programs (CCL + HHB)
 - 726 Adult/All Ages participants (CCL + HHB)

- Thank you to the Friends for sponsoring 4 staff members from Youth Services to attend the Pennsylvania Library Association Annual Conference. 2 presented (1 session, 1 poster), and two are first time attendees. The poster session and program session were well received.
- Upcoming events: Baby Rave scheduled for Saturday, October 31, 10 am; and Family Paint Night, Wednesday, November 11, 5:30 pm.

Department Personnel

New Hires

- Josie Griffin – PT Library Assistant – Jacobs Technology Center (9/22)
- Lisa Christman – PT Library Assistant – Youth Services (10/19)
- Saita Massolas – PT Library Assistant – Youth Services (10/19)
- Adam Sandoval – PT Library Assistant – Multimedia (10/19)
- Heather Kellogg – PT Page – Youth Services (10/20)

Promotions - None

Retirements/Resignations

- Devon Dadoly – Administrative Assistant – Admin (10/20)
- Elliot Colahan – PT Library Assistant – Youth Services (11/2)
- Ronna Dewey – Coordinator of Volunteers – Volunteers (12/10)

Vacancies

- Circulation – 2 PT Library Pages (12/23/25 & 8/29)
- Multimedia – PT Library Page (5/3); 1 PT Library Assistant (9/30)
- Youth Services – 1 PT Library Page (9/8); 1 PT Library Assistant (11/2)
- Reference – 1 PT Librarian (7/18)
- Jacobs Technology Center – 1 PT Library Assistants (9/10)
- Technical Services – Library Assistant III (8/23)
- Technical Services – PT Library Assistant (8/10)

Committee Reports

Booked and Busy Committee (Emily Cackowski) – “Fall in Love with a Book” program was held on Thursday, September 10th from 4:00 to 5:30 in the Struble Room. Attendees each brought a wrapped book to swap with other guests, participated in discussions about their recent reads, enjoyed refreshments, and made a dried flower bookmark craft. Upcoming programming includes a needle-felting craft event with Farren Maillie, where all materials will be generously provided by Ms. Maillie free of charge. The final program for the year will be the Fall Puzzle Swap, on Saturday, November 14th, from 10:00 to 10:30 AM. Planning for early 2027 programming has begun, including a Cozy Board Game Night in January, and the winter puzzle swap. Dates and times TBD.

CC250 (April Nickel) - CC250 System program overview attached to the CCLS board report. Additional adult programs include a Trust Event. Adult programs continue throughout the year. Some member libraries may continue to plan America 250 events into 2027, specifically Battle of Paoli (9/20/1777), Battle of Brandywine (9/11/1777), and March through Tredyffrin (9/18/1777).

Meetings and Trainings Attended

9/16	HHB Morning meeting Afternoon Book Group
9/17	General Staff meetings (9 & 3)
9/18	Voters Services election support shift
9/21	West Vincent Board of Supervisors meeting
9/22	CCL Staff Picnic CCL/HHB DEI Committee meeting
9/23	Voters Services election support shift
9/24	Voters Services election support shift
9/28	Evening Book Group
9/29	CCL Trust Board meeting
10/1	CCLT Trust Donor Appreciation Event
10/4-10/7	PaLA Annual Conference
10/9-10/11	Friends of the Chester County Library Book Sale
10/12	Library Closed/Staff Development Day
10/13	District Librarians meeting Voters Services election support shift
10/14	Employee 25 th Anniversary Reception
10/15	General Staff meetings (9 & 3)
10/16	Voters Services election support shift
10/19	HHB Morning meeting
10/20	CCLS/CCL Board meetings Voters Services election support shift



October 15, 2026

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

Branch Manager's Notes

- Chester Springs Library moved out of the Annex Office.
- The Voter Services Satellite Office was set up on October 5th. They will have office hours on October 17th and 31st.

Departmental Reports

Building (Peter Greulich, Facilities Manager) - All the air filters were replaced at CCL and HHB.

Circulation (Charlotte Marron, Circulation Manager)

- The HoldIt Locker Usage has increased with 383 items circulating through it in September.
- The marketing bookmark for October focuses on options for self-checkout including, the Book Locker, self-checkout lane, and self-checkout through the library app on their phone.
- Laura Mattis and I have been working on database clean up with our minor cards and updating them with the correct information as needed.
- Sarah Jane Miller will be starting in early November as a PT circulation assistant.

Makerspace (Tom Lally, Makerspace)

- Maker Monday programs in September included Fall Trees, Popsicle Stick Apples, and Paper Plate Sunflowers, garnering 4, 4, and 7 attendees, respectively.
- The Makerspace monthly project was Iron-On Vinyl Decals. 11 patrons took part in the project over the course of the month.
- Throughout September, the Makerspace had 33 attendees for appointments.
- One-on-One Sewing Tutorials with our volunteer, Loraine Deisinger, totaled 3 appointments.
- Dungeons and Dragons for ages 7-10, run by our volunteer, Cody Hudgens, was held on September 19th and had 7 attendees.
- Our other Dungeons and Dragons volunteer, Bob Pelc, will be returning in October to run a 3-part event for ages 12 to 18.
- One-on-One Sewing Tutorials with our volunteer, Loraine, will begin on October 15th and will run through the rest of the month.
- In October, the Makerspace Monthly Project will be Personalized Water Bottles using our Cricut machine.

Reference (Carey Bresler, Branch Manager)

- In September, we had 29 in-person programs, 9 hybrid or virtual programs, and 5 passive programs. Total attendance at the programs was 481.

- We have two new part-time Reference Librarians starting on October 20th, Elizabeth Zern and Marielle Orff.
- We had a series of programs offered by our volunteer Mike Sheldon on technology that was very well attended and received. They were Internet Security, Introduction to Artificial Intelligence and Introduction to Data Centers.
- On October 26th, we will have our third Sustainable Clothing Swap. Donations will be accepted from October 16-23.

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

- In September, the Youth Services staff resumed regular story times.
- Thirty-five story time programs were offered, and attendance was 511 people.
- 615 people took part in passive programs (I Spy, Scavenger Hunt, Let's Play, and Wee Build).
- Community Art Project: The Dot began on September 8th. Kids and their parents could create a dot for a mural in the YS. This project will be completed in early October.
- Three new programs have been added for Fall: Digital Detectives and two for Home Schoolers. These programs have been well received with attendance totaling 50.
- The librarians continue to work on material selection, and the entire YS staff work on book and event displays.

Department Personnel

Vacancies – All positions are currently filled

Meetings & Trainings Attended

10/1	Donor Recognition Event
10/1	Central Scan Training
10/7	Sunshine Meeting
10/13	CCLS DLM
10/15	General Staff Meeting
10/19	Hankin Staff Meeting
10/20	CCLS/CCL Board Meeting
10/21	Friends of the Henrietta Hankin Branch Fundraiser at Revival
10/26	Friends of the Henrietta Hankin Branch Meeting
10/28	Management Meeting

October 13, 2026

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

CCL Trust

- **Annual Appeal** - As of October 13, 2026, the 2026 Annual Appeal has raised \$50,169.04, exceeding our goal of \$50,000.
 - The Annual Appeal piece is in its final stages and on schedule to hit mailboxes soon.
- We held our Donor Appreciation event on Thursday, October 1st, honoring Jim McErlane. It was a lovely evening, and we received nice press coverage post-event from VISTA Today and MyChesCo.
- Trust Speaker Series:
 - A Trust Speaker Series event will be held on Wednesday, November 4th at 6:30pm in the Struble Room featuring Loretta Treese and her talk: "A Radical Shift: Pennsylvania's State Constitution of 1776." Promotion is currently underway.
 - Planning to host a panel and screening of "The Diverse Stories of Chester County," with the support of Sen. Andy Dinniman, the evening of Wednesday, January 20th. More information to come.
 - We have booked Doug Tallamy to speak about our native gardens the evening of Monday, April 26th. More information to come.
- Chester County Estate Planning Council Meeting Sponsorship – The Trust is sponsoring this event on November 12th. I will have the opportunity to present and distribute materials about the Trust.
- Budget –
 - I am putting together a comprehensive budget for FY27 that includes both unrestricted and restricted income, as well as projected expenses.
 - I am also establishing protocols around how to handle restricted vs unrestricted income and reporting
 - We are finalizing the investment policy and the change to the "Spending Policy" section, calculating the annual gift by multiplying by 5% the average market value of the portfolio over the trailing thirteen quarters
- The next Trust meeting is scheduled for Tuesday, December 8th at 3pm.

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	128,159	1,259,946	1,180,740	1,198,550	1,204,049	1,198,335
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	1,198,335					

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	23,782	208,235	232,245	236,440	230,732
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	230,732				

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	9,718	77,624	88,131	91,634	90,246
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	90,246				

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	234	234	148	360	147	172	196	47	64	70
Sept	427	686	518	220	321	230	249	244	209	69	70	109
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	5,910	2,644	3,448	2,724	2,365	2,687	2,119	811	839	706

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	182	35	38	66
Oct	189	157		75	51	
Nov	148	185		63	65	
Dec	159	172		65	50	
Total	1,721	2,075	1,836	657	707	598

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	602	238	188	228	2,213	857	830	126	117	174
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	5,929	3,302	2,177	2,027	23,885	9,671	7,956			

Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending September 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	2,412,096	2,452,980	2,391,479	(40,884)	-1.7%	847,783	25.7%
Wages	978,451	715,022	575,470	631,375	139,551	19.5%	402,981	41.2%
Fringe Benefits	1,327,089	1,020,838	953,513	977,870	67,325	6.6%	373,576	28.2%
Security Provided by the County DES	20,000	15,000	14,478	17,690	522	3.5%	5,522	27.6%
Total Personnel Services	5,626,303	4,162,956	3,996,441	4,018,414	166,514	4.0%	1,629,862	29.0%
Library Materials	66,000	49,500	49,500	52,500	-	0.0%	16,500	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	165,552	129,007	128,976	136,593	31	0.0%	36,576	22.1%
Insurance	24,640	24,640	29,640	24,310	(5,000)	-20.3%	(5,000)	-20.3%
Utilities	160,513	121,800	119,910	91,447	1,890	1.6%	40,603	25.3%
Vehicle Expense	53,069	41,375	41,590	36,217	(215)	-0.5%	11,479	21.6%
Total Core Expenditures	403,774	316,822	320,116	288,566	(3,294)	-1.0%	83,658	20.7%
Indirect Costs	764,216	573,162	573,165	510,939	-	0.0%	191,051	25.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	34,685	34,685	34,684	-	-	0.0%	-	0.0%
TOTAL	6,894,978	5,137,125	4,973,907	4,870,420	163,220	3.2%	1,921,070	27.9%

Notes:

Security Provided by the County EMS:

Not included - \$7,568 - Q3'26 estimated security costs

Supplies, Maintenance, and Services:

Not included - \$1,648 - Fire alarm and extinguisher inspection

Not included - \$384 - September trash bill delayed due to new County contract

Insurance:

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

Utilities:

Not included - \$8,540 - September WGL Energy estimated electric supply costs

Not included - September 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 September 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	380,498	365,182	383,883	15,316	4.0%	155,499	29.9%
Wages	328,545	240,091	207,668	206,610	32,423	13.5%	120,877	36.8%
Fringe Benefits	242,989	186,915	160,923	178,538	25,992	13.9%	82,066	33.8%
Total Personnel Services	1,092,215	807,503	733,772	769,030	73,730	9.1%	358,443	32.8%
Library Materials	19,000	14,250	14,250	15,000	-	0.0%	4,750	25.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,737	99,303	88,158	82,993	11,145	11.2%	36,579	29.3%
Insurance	9,960	9,960	9,960	9,960	-	0.0%	-	0.0%
Utilities	63,537	48,479	45,238	27,054	3,241	6.7%	18,299	28.8%
Total Core Expenditures	198,234	157,742	143,356	120,007	14,386	9.1%	54,878	27.7%
Indirect Costs	228,514	171,386	171,387	154,755	-	0.0%	57,127	25.0%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	1,537,963	1,150,880	1,062,766	1,058,792	88,116	7.7%	475,197	30.9%

Notes:

Supplies, Maintenance, and Services:

Not included - \$3,222 - Additional door repairs

Utilities:

Not included - \$2,727 - September WGL Energy estimated electric supply costs

Not included - September 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 September 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	39,112	51,581	46,194	12,469	31.9%	(569)	-1.1%
Passports	-	-	30,439	-	30,439		30,439	
Fines and Overdues	73,000	54,750	56,567	60,129	1,817	3.3%	(16,433)	-22.5%
Interest	14,000	10,500	12,834	16,992	2,334	22.2%	(1,166)	-8.3%
Donations and Fundraisers	2,550	1,913	10,013	10,011	8,100	423.6%	7,463	292.7%
Transfer from County for Materials	66,000	49,500	49,500	52,500	-	0.0%	(16,500)	-25.0%
Miscellaneous Revenue	2,570	1,928	3,518	2,983	1,591	82.5%	948	36.9%
Total Other Revenue	230,270	177,703	234,453	208,809	56,750	31.9%	4,183	1.8%
Total Revenue	2,135,185	2,082,617	2,139,368	1,987,520	56,750	2.7%	4,183	0.2%
Expenditures								
Library Materials	486,986	365,240	286,230	241,885	79,009	21.6%	200,756	41.2%
Services and Charges	89,262	66,947	54,647	54,053	12,300	18.4%	34,615	38.8%
Postage and Supplies	39,380	29,535	16,803	17,293	12,732	43.1%	22,577	57.3%
Passport Postage and Supplies	-	-	1,791	-	(1,791)		(1,791)	
Miscellaneous Expenditures	17,740	13,305	8,959	13,372	4,346	32.7%	8,781	49.5%
Transfer State Aid - Others	1,483,928	1,483,928	1,483,928	1,386,982	-	0.0%	-	0.0%
Capital Outlay	20,388	15,291	13,630	8,648	1,661	10.9%	6,758	33.1%
Total Expenditures	2,137,684	1,974,245	1,865,989	1,722,233	29,248	1.5%	70,940	3.3%
Revenue over Expenditures	(2,500)	108,372	273,379	265,287	85,998		75,122	

Notes:

Transfer from County Materials: \$16,500 of County Materials money was received on October 7, 2026

Library Materials: As of September 30, \$286,230 has been expended from the Library Materials budget. In addition, \$68,193 has been encumbered for outstanding orders, bringing total expenditures to \$354,423 or approximately 73% 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 September 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	2,000	3,150		(5,150)	-62.0%
Charges	14,800	11,100	16,053	12,802	4,953	44.6%	1,253	8.5%
Fines and Overdues	22,900	17,175	20,726	20,955	3,551	20.7%	(2,174)	-9.5%
Interest	1,000	750	936	1,130	186	24.8%	(64)	-6.4%
Donations and Fundraisers	3,500	2,625	406	570	(2,219)	-84.5%	(3,094)	-88.4%
Transfer from County for Materials	19,000	14,250	14,250	15,000	-	0.0%	(4,750)	-25.0%
Miscellaneous Revenue	605	454	1,598	901	1,144	252.2%	993	164.2%
Total Other Revenue	70,105	46,354	57,120	53,358	7,616	16.4%	(7,835)	-11.2%
Total Revenue	175,352	151,600	162,366	151,290	7,616	5.0%	(7,835)	-4.5%
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	113,251	86,310	89,124	26,941	23.8%	64,691	42.8%
Services and Charges	11,325	8,494	4,152	5,836	4,342	51.1%	7,173	63.3%
Postage and Supplies	8,111	6,083	4,302	3,475	1,781	29.3%	3,809	47.0%
Miscellaneous Expenditures	2,971	2,228	3,593	2,706	(1,365)	-61.3%	(622)	-20.9%
Capital Outlay	1,944	1,458	-	2,274	1,458	100.0%	1,944	100.0%
Total Expenditures	175,352	131,514	98,356	103,414	6,217	4.7%	12,304	7.0%
Revenue over Expenditures	-	20,087	64,010	47,876	13,832		4,469	

Notes:

Transfer from County Materials: \$4,750 of County Materials money was received on October 7, 2026

Library Materials: As of September 30, \$86,310 has been expended from the Library Materials budget. In addition, \$21,440 has been encumbered for outstanding orders, bringing total expenditures to \$107,750 or approximately 71% of the annual budget.

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

	Balance	Notes
Operating Funds		
001 CCL	256,227	\$3,805 Q3'26 interest earned
043 HHB	54,362	\$245 Q3'26 interest earned
Total Operating Funds	310,589	
Reserve Funds		
004 CCL Technology	412,531	\$1,414 Q3'26 interest earned
400 CCL Capital Reserve	143,097	\$491 Q3'26 interest earned
410 CCL Program	240,987	\$1,182 Q3'26 interest earned
450 HHB Capital Reserve	252,061	\$864 Q3'26 interest earned
451 CCL & HHB Materials	200,188	\$686 Q3'26 interest earned
Total Reserve Funds	1,248,865	
Grants - Friends of the Library		
091 CCL Friends Grants	1,228	
903 CCL Friends Grants (Unassigned)	86,834	
Total CCL Friends	88,062	
943 HHB Friends Grants	1,679	
Total Grants - Friends of the Library	89,741	
Grants and Appropriations		
002 CC Community Foundation Grants	11,504	
100 CCL County Materials	18,206	\$1,055 rolled over from 2025
104 CCL Trust Grants	55,022	
109 HHB County Materials	9,841	\$194 rolled over from 2025
132 CCL GSK Science in the Summer	139	
Total Grants and Appropriations	94,713	
Special Funds		
003 CCL Helen Russell Memorial	8,319	\$29 Q3'26 interest earned
096 CCL Courtesy Bags	2,467	
105 CCL Community Day	438	\$718 - Maggie Moos - ice cream for Library Card Signup Fest
107 CCL & HHB Author Events	3,575	\$12 Q3'26 interest earned
Total Special Funds	14,798	
500 District Center Aid	423,771	
510 County Coordination Aid	224,910	
Total All Funds	2,407,386	
Endowment Funds		
090 CCL Trust	2,818,547	

Board of Trustees 2027 Meeting Dates (DRAFT)

(Chester County Library System Meeting is at 9:00am and Chester County Library Board meeting follows. Both meetings are in the Betty Burke Room of the Chester County Library and District Center unless otherwise noted, but will also be held via Zoom)

January 19

February 16

March 16

April 20

May 18

June 15

July 20

August 17

September 21

October 26 – *one week later due to PaLA Conference*

November 16

December 21 (start time, 10am)

PaLA: October 17-20
Primary Election Day: TBD
General Election Day: November 2

CCLS/CCL Board of Trustees
Board Meeting Locations 2022-2026

2022

Henrietta Hankin Branch
Spring City Free Library
Oxford Library Company
Coatesville Area Public Library
Tredyffrin Public Library

Libraries Not Visited

Atglen Public Library - *Small Library*
Paoli Library - *Small Library*
Parkesburg Free Library - *Small Library*
Chester Springs Library - *Currently Closed*

2023

Henrietta Hankin Branch
West Chester Public Library
Downingtown Library
Phoenixville Public Library
Easttown Library
Kennett Library

2024

Downingtown Library
Henrietta Hankin Branch
Avon Grove Library
Tredyffrin Public Library

2025

Honey Brook Community Library
Malvern Public Library
Coatesville Area Public Library
Henrietta Hankin Branch

2026

Spring City Free Library
Tredyffrin Public Library
Oxford Library Company
Henrietta Hankin Branch