CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY, NOVEMBER 17, 2026
HENRIETTA HANKIN BRANCH/VIRTUAL

AGENDA

Meeting Location: Henrietta Hankin Branch, 215 Windgate Drive, Chester Springs, PA 19425
Zoom Link: https://us06web.zoom.us/j/82160359678?pwd=qDYBdqBiN1gH120VwkTrlNkrB8BVaD.1

CALL TO ORDER, 9:30 AM (Henrietta Hankin Branch/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.14)
- Henrietta Hankin Branch Manager Report (p.18)
- Development Coordinator Report (p.20)
- Statistical Reports (p.21)

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

FOR APPROVAL
- Finance Committee Recommendations (p.28)
- CCL/HHB 2027 State Aid Budget (p.29)
- 2027 CCL Friends Wish List (p.38)
- 2027 CCL Trust Wish List (p.41)
- Additional 2026 Spending from Donation and Passport Revenue (p.43)
- 2027 CCL/HHB Holiday Schedule (p.44)

FOR INFORMATION/DISCUSSION
- 2027 CCL Board Meeting Calendar (p.45)
- 2027 HHB Friends Wish List (p.46)

REPORTS/CORRESPONDENCE
- President's Report
- Director Report (p.14)
- Branch Manager Report (p.18)
- Development Coordinator Report (p.20)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Committee Reports

Ad Hoc Committees
- Funding Task Force
- Institutional Advancement
- Planning

Standing Committees
- Executive
- Finance
- Governance

ADJOURN

Upcoming Events
CCL Board Meeting – Tuesday, December 15, 10:30AM – CCL/Virtual

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

CALL TO ORDER, 9:21 AM

CCL Board Members Present: Bill Connor, President; Emily Bless, Vice President; Staci Anderson, Secretary Michael Skay, Treasurer; Andy Dinniman, Member at Large; Richard Hankin, Member at Large; Amelia Rayburn-Pizzica, Member at Large

Member Library Board Members Present: Liz Carrabine, President, Phoenixville Board

CCL Staff Present: Jenna Persick, Director; Carey Bresler, Branch Manager; April Nickel, District Youth Services Consultant; Laura Salvucci, Tech Services; 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

WELCOME AND INTRODUCTIONS
Bill Connor, Board President, called the meeting to order.

ANNOUNCEMENTS
- **Executive Session –** None
- **Nomination of Secretary Pro Tem –** There was no need to nominate a secretary pro tem for this meeting.

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

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS
- **Exton and Hankin County and State Financial Statements**
    - CCL County Financial Statements – Not included on the report: Q3 security costs, and fire alarm and extinguisher inspection
    - HHB County Financial Statements – Not included on the report: additional door repairs

- CCL State Financial Statements
  - Received Q4 county materials money on October 7
  - 73% of materials money has been spent
- HHB State Financial Statements
  - Received Q4 county materials money on October 7
  - 71% of materials money has been spent
- August 2026 Fund Balance Report - Community Fund 105: The funds were most recently spent on the ice cream truck for Library Card Sign Up Fest.

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

- **Public Services Presentation: Leasing Program –** Laura Salvucci, CCL Tech Services Manager, presented about the McNaughton leasing program for popular titles. This program supports member libraries in the system.
- **CCL 2027 Meeting Calendar Draft –** This was discussed during the CCLS meeting, and no additional comments were made.

REPORTS/CORRESPONDENCE

- **President's Report** – There was no President's Report.
- **Director Report**
  - PaLA Conference
    - The Friends of CCL funded fourteen staff members to attend PaLA
    - Danielle Stokes and Liz Stowfis presented on book mending
    - Melissa Straka presented on library services
    - Ann Kershner did a poster session on flannel boards
    - Becky Ginther (HHB staff member) received a PaLA best practices award
  - The Friends of CCL Book Sale – The book sale was well attended. Information about funds raised is forthcoming.
  - Staff members are assisting Voters Services for the election.
  - HVAC balancing tests have been completed at CCL and HHB, and they are now waiting for reports.
  - Many new hires started in October.
  - Joe Sherwood attended a meeting at the County regarding energy costs. The County is continuing to look at ways to improve these costs.
  - The new StoryWalk will be installed on Thursday at Exton Park.
- **Branch Manager Report**
  - Voter Services satellite office will be open on 10/31
  - The new HoldIt Locker has increased circulation numbers.
  - The sustainable clothing drive is taking place this week. The sustainable clothing swap will be held on October 24.

    - The Friends of HHB are hosting a music trivia fundraiser at Revival Pizza. 10% of proceeds will benefit the Friends of HHB.
- **Development Coordinator Report**
    - Annual Appeals – The 2026 Annual Appeal has met the goal of $50,000; The 2027 Annual Appeal has been mailed out, and donations are already coming in.
    - The Donor Appreciation Event was well attended and received some press coverage.
    - The next Trust Speaker Series event will take place on November 4 about the PA State Constitution.
    - Working with Andy Dinniman on a panel and video presentation in 2027
    - Doug Tallamy is coming in April to present on native gardens
    - Trust is sponsoring an event on November 12 with the Chester County Estate Planning Council.
    - Next CCL Trust meeting will take place in December.
- **Friends of Chester County Library –** No updates.
- **Friends of Henrietta Hankin Branch –** No updates.
- **Committee Reports -** None

Meeting Adjourned.
On motion made by Emily Bless, seconded by Staci Anderson, the meeting was adjourned.

Popular Titles: Leased Books Help Meet the Demand!

Laura Salvucci, Technical Services Manager

October 20, 2026

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH
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How long should patrons wait for materials?

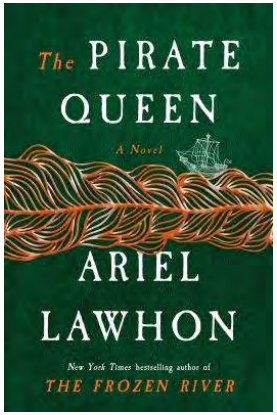
- CCLS goal: Wait times of no longer than 12 weeks for high-demand items.
  - For adult books: 4-to-1 ratio of holds per copy for items.
- Our McNaughton Subscription leasing program helps CCLS to meet this goal for high-demand titles.
  - Previously books were leased through Baker & Taylor, until their demise in 2025.
  - Internally, we have continued to refer to our leasing program as Rotating Reads.

How our McNaughton leasing program works

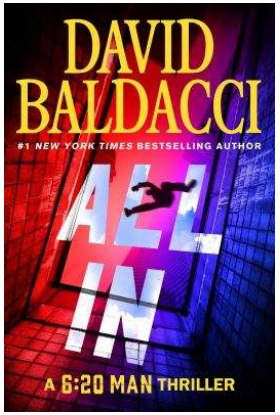
- Our McNaughton subscription provides us with credits (1776 each year for 2026 and 2027) with which to lease books.
- Books enjoy free, fast shipping.
- Books arrive shelf-ready so libraries can add them immediately.
- Member libraries can keep the books for as long as they'd like.
- When no longer needed, books are returned to McNaughton (also with free shipping).
- CCLS can permanently keep 20% of books, and an additional 10% may be reported lost or damaged.
- Member libraries collect circulation statistics as normal.

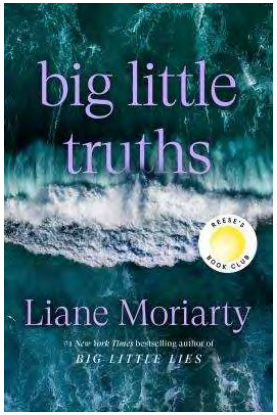
How Titles Are Selected: Prepublication

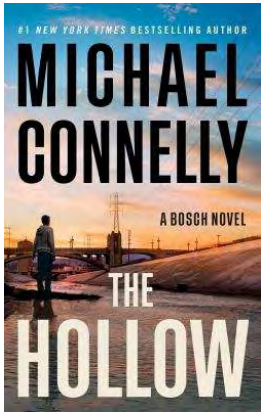
- Ordered ahead of their publication date. Selection based on:
  - Review of prepublication lists
  - Orders with holds exceeding a certain amount
- Prepublication titles often arrive before the publication date.
- Each library receives copies.





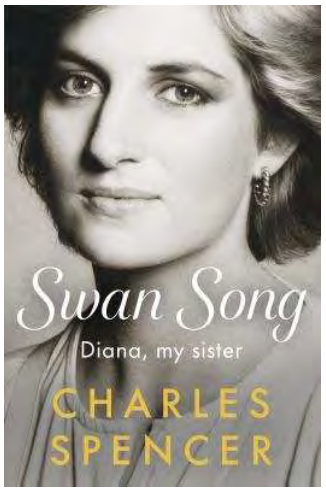


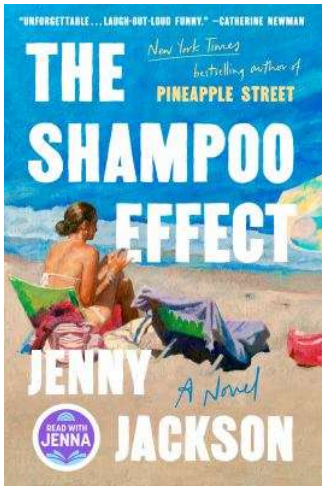




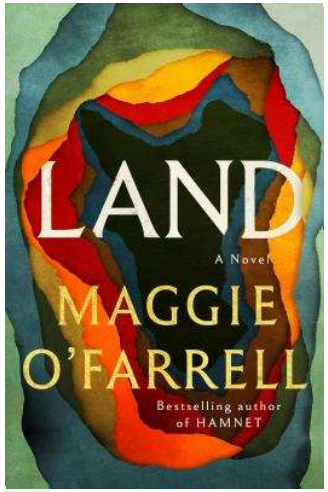
How Titles Are Selected: High-Demand Holds

- High-demand holds
  - System holds are reviewed twice a month.
- Generally, each library receives copies.



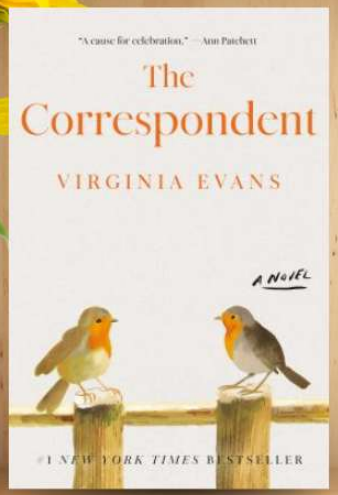




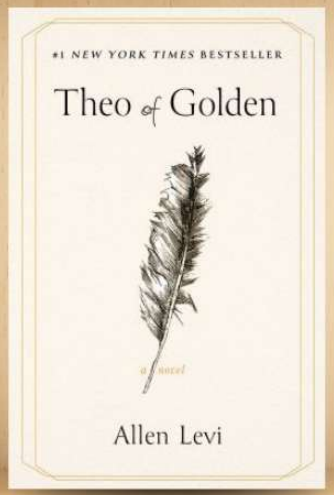


TOP 5 BOOKS OF THE MONTH

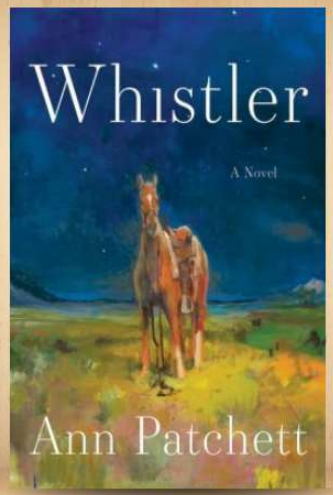
AUGUST 2026



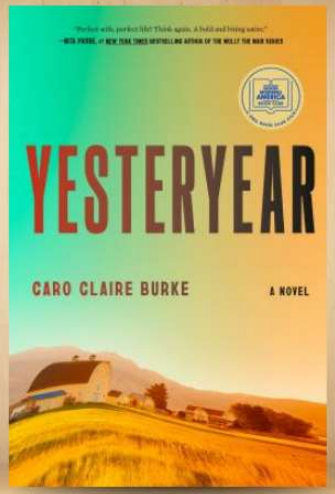
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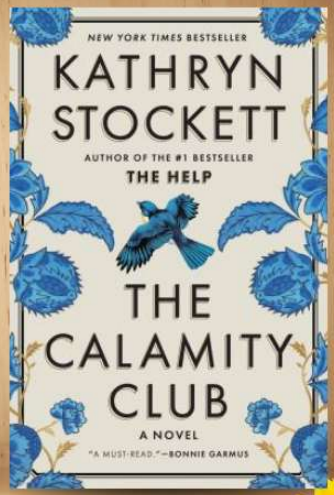
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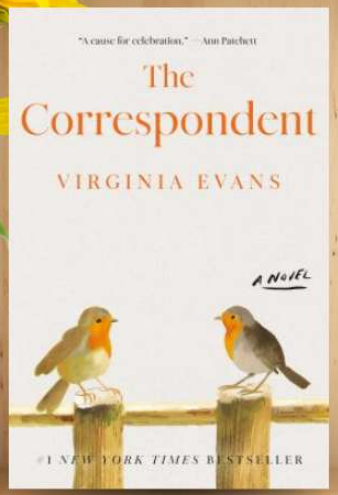
5

Check out the most popular books from last month at Chester County Library and Henrietta Hankin Branch. Discover your new favorite read!

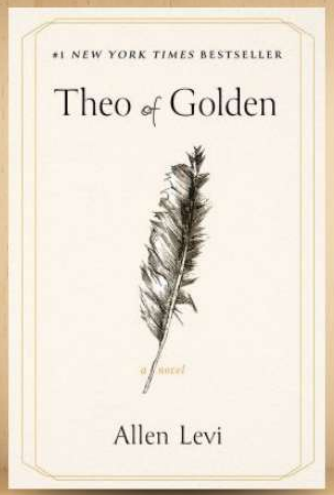
TOP 5 BOOKS OF THE MONTH

AUGUST 2026

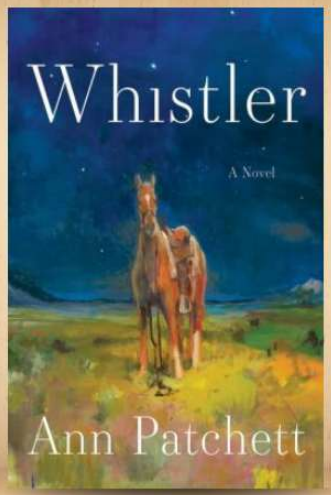
Holds/copies as of September 1, 2026



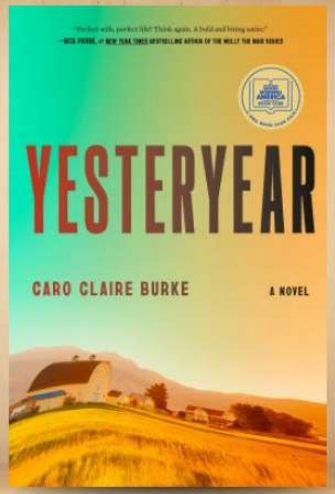
17 holds / 164 copies (53 leased) Pub. **4/29/25**



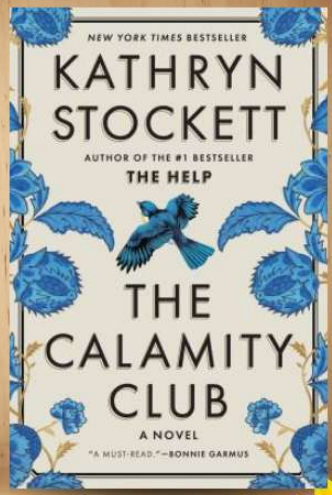
427 holds / 153 copies (53 leased) Pub. **10/3/25**



415 holds / 106 copies (54 leased) Pub. **6/2/26**



446 holds / 137 copies (71 leased) Pub. **4/7/26**



743 holds / 149 copies (72 leased) Pub. **5/5/26**

Chester County Library and Henrietta Hankin Branch.

Discover your new favorite read!

Benefits of leasing program

- Reduces patron wait times for popular, in-demand materials.
- Pre-covered books improve turnaround time and save staff time.
- Efficiently and equitably provides extra copies when a title is popular.
- Saves shelf space by allowing copies to be returned when demand wanes.
- Increases circulation statistics
  - Top August titles: Almost **1500 checkouts** at of October 8th.
  - Total checkouts of leased books from 9/1/23 - 9/30/26: **71,302 checkouts**

Thank you, and happy reading to all our patrons!

Questions?

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH

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November 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

- We had 16 staff members assist at Central Scan during the General Election; we had 5 additional staff members assist Voters Services in September and October
- Congratulations to the Friends of the Chester County for their successful Fall Book Sale with a net income of $30,700
- Building Updates:
    - Joe Sherwood and I met with County Facilities and Eastern Balancing to discuss the balancing report for the HVAC project
    - Peter Greulich replaced drive belts and did other preventative maintenance tasks on the rooftop HVAC units
    - We are working with a plumber to investigate a water pressure issue; we may need to replace the water pressure reducing valves (also at HHB)
    - County Facilities worked to bring a vendor in to fix the lip of the carpet at the exterior of the revolving door

Departmental Reports

Circulation Department (Nancy Sapone)

- October circulation statistics were down slightly. Door counts were slightly higher than September due to the Fall Book Sale. Overall, these changes are consistent with trends seen in previous years.
- Nancy is serving on the Text Messaging and Online Apps Committee. The committee is working on the test phase of text messaging and email notices.

Jacobs Technology Center (JTC) (Sara Lim Harden)

- Programming: October 20: Adult Crafting: Flying witches and bats, a haunted house – yeah, all that! – Volunteer Jean Montgomery
- Makerspace: Open Hours: 29; Visits: 16; Usage: 3d printer – 3; 3d scan – 1; Button maker – 1; Cutting plot – 2; Parts cart – 1; CAD software – 2; Tours – 6
- New part-time library assistant Luke Horchler started on November 2
- Sara Lim Harden assisted at the library's table at Senator Comitta's Senior Expo on October 13.

Multimedia (Stephanie Sharon-Missanelli)

- Multimedia staff and volunteers continue working on removing security cases from the DVD and Blu-ray collections, excluding TV series and Binge Boxes. This effort aims to make space for Library of Things materials and to relocate the Citizen Science Kits from the JTC to Multimedia.

- Multimedia staff have experienced a significant increase in calls and emails concerning the OverDrive PIN authentication change implemented last month. Stephanie and Jessie Williams have been assisting member libraries with the complicated issues that have arisen from this change.
- Melody Merdjanian was hired for our open Library Assistant position and will start on Tuesday, November 17.

Reference (Melissa Kohl)

- We welcomed new Part-time Librarian Chris Matera to the team on Monday, November 2nd.
- Librarians are working to complete collection development and weeding in the Nonfiction section.
- CCL/HHB staff attended 11 outreach events with over 2,300 interactions in October. An excellent job and effort by all involved.

PR/Graphics/Adult Programming (Niki Kolb)

- **CCLS**
  - Completed 102 graphic work orders and produced 37,393 copies during October.
  - Printed annual appeal materials for Avon Grove, Honey Brook, and Chester Springs Libraries; produced booklets for West Chester's Holiday Home Tour; and printed and distributed the Atglen Fall Flyer mailer.
  - Continued coordination with County staff to schedule the 2027 Legislative Breakfast
  - Partnered with the Trust to develop donor stewardship and planned giving materials for both Trust and member library audiences.
- **CCL**
  - Expanded outreach marketing efforts through the creation of a new promotional banner supporting community engagement programs.
  - Designed and produced two custom sticker designs for Banned Books Week, promoting intellectual freedom and patron engagement.
  - Advanced PA Forward Gold Star Recertification efforts for Chester County Library.
  - Programming update:
    - Adult programming attracted 171 attendees across a variety of educational and recreational offerings.
    - Planning for the Holiday Craft Show continues to progress, with vendor registrations substantially complete and event logistics now focused on vendor placement and floor planning.

Technical Services (Laura Salvucci)

- In October, catalogers created 998 bibliographic records and 1,283 item records for CCL/HHB.
- Ann Varley represented Adult Outreach at three October senior events.
- Katie Marra has been promoted from part-time Library Assistant III – Cataloging to full-time Library Assistant III -- Cataloging. Katie's first day in her new role was November 2nd.
- Trish Eppinger will be joining us from Hankin in the role of part-time Library Assistant – Acquisitions, a position that became vacant when Diana Chiulli retired in August.

Volunteers (Ronna Dewey)

- New Teen drop-in program had two attendees on the first date and two scheduled for the next available date
- Planning is underway for Volunteer Appreciation Lunch in early December
- Working on filling several vacancies for new volunteers

Youth Services (April Nickel)

- With encumbrances, in-progress orders, and expected Overdrive purchases, the Children's Book line balance is about $5000; the Teen Book line balance is under $2000
- Baby Rave, Saturday, October 31, was a great success with 65 children & caregivers
- National Rubber Ducky Day is Wednesday, January 13; planning Duck story times, Rubber Ducky giveaways, and all ages Duck Swap

Department Personnel

New Hires

- Luke Horchler – PT Library Assistant – Jacobs Technology Center (11/2)
- Christopher Matera – PT Librarian – Reference (11/2)
- Melody Merdjanian – PT Library Assistant – Multimedia (11/17)

Promotions/Transfers

- Katie Marra – Library Assistant III – Technical Services (11/2)
- Trish Eppinger – PT Library Assistant – Technical Services (11/16)

Retirements/Resignations

- Joseph Yeoell – System Administrator (Library) – Computer Services (12/1)
- Lisa Christman – PT Library Assistant – Youth Services (11/5)
- Kristina Winter – PT Library Page – Youth Services (11/19)

Vacancies

- Circulation – 2 PT Library Pages (12/23/25 & 8/29)
- Multimedia – PT Library Page (5/3)
- Youth Services – 2 PT Library Pages (9/8 & 11/19); 2 PT Library Assistants (11/2 & 11/5)
- Administration – PT Administrative Assistant (10/20); PT Volunteer Coordinator (12/10)
- Computer Services – System Administrator (Library) (12/1)
- Technical Services -- PT Library Assistant III Technical Services (11/1)

Committee Reports

Booked and Busy Committee (Emily Cackowski) – On October 1st the committee hosted the Make Your Own Needle Felted Pumpkin craft, with host Farren Maillie of Whimsical Woollies. The event was a big hit, with 19 attendees and lots of praise from participants. The committee's final program of the year will be the Fall Puzzle Swap, which will be held on Saturday, November 14th from 10:00 to 10:30 AM in the Struble Room. We are in the process of planning several programs for early 2026, including a Cozy Board Game Night (January 22nd, 6-8 PM), Winter Puzzle Swap (January 16th, 10-10:30 AM), and Date Night Bingo (February, date TBD.

CCL/HHB DEI Committee (Mikaila Strano) -- The HHB/CCL DEI Committee met to follow up on end of year initiatives. The committee will be sending out a poll to gauge staff understanding and interest in the committee by the end of the year. Mikaila is coordinating a resource fair on 11/17 to highlight community organizations which support unhoused or at-risk populations in observance of National Homelessness Awareness Month.

Meetings and Trainings Attended

10/21 Afternoon Book Group
HHB Friends of the Library Music Trivia at Revival Pizza
10/23 Voters Services election support shift
10/26 Voters Services election support shift
10/27 CCL/HHB DEI Committee meeting

10/28 Management meeting
10/29 Voters Services election support shift
10/30 CCL Halloween Potluck
11/2 Evening Book Group
11/3 Institutional Advancement Committee meeting
CCL Friends Board meeting
11/5 Balancing Report meeting
11/6 CCLS/CCL Finance Committee meeting
11/10 SAC/DLM meetings
11/13 Off
11/17 CCLS/CCL Board meetings

TO: Board of Trustees, Chester County Library and District Center
FROM: Carey Bresler, Henrietta Hankin Branch Manager
DATE: November 17, 2026
RE: Report on the Henrietta Hankin Branch October/November

General updates

- The Voter Services Satellite Office completed their service hours here at the library on October 31st.
- The library received a $2500 grant for programming for adults and children from a foundation that prefers to remain anonymous.
- The Henrietta Hankin Branch Library was selected by Kimberton Whole Foods for their Rounding Up at the Register program in March 2027. The proceeds will be distributed to the Friends.
- A Halloween Potluck Party was held on October 29th and staff dressed up in celebration of the holiday. Pictures were shared on social media and received a lot of likes and comments.

Building (report by Peter Greulich, Facilities Manager)

- I used a pressure-washer to clean a portion of the exterior steps and walls around the North Tower at HHB. I have more to clean at this location.

Circulation (report by Charlotte Marron, Circulation Manager)

- Staff members have been continuing to update minor accounts to reflect their 18th birthday for final expiration dates.
- The Library of Things (currently puzzles and board games) has continued to increase in circulation. We will be replacing some of our games and buying a few new ones before the end of the year.
- Sarah Jane Miller is set to start on November 16th. Trish Eppinger's last day will be November 13th. She is transferring to Technical Services at CCL.
- Door counts were up in October due to Voter Services having their Satellite Office here for two weekends.

Makerspace (report by Tom Lally, Makerspace staff)

- Maker Monday programs in October included LEGO Build, Popsicle Stick Corn, and Popsicle Stick Scarecrows, garnering 2, 7, and 4 attendees, respectively.
- The Makerspace monthly project was Personalized Water Bottles. Seven patrons took part in the project over the course of the month.
- Throughout October, the Makerspace had 18 attendees for appointments.
- One-on-One Sewing Tutorials with our volunteer, Loraine, totaled 1 appointment.
- Dungeons and Dragons for ages 7-10, run by our volunteer, Cody, was cancelled in October, but will run again on November 14th. The program is already fully registered.

- Our other Dungeons and Dragons volunteer, Bob Pelc, will be returning in December to run an event for ages 12 to 18. This will begin on December 12th and has been changed to a single event run once a month.
- In November, the Makerspace Monthly Project will be Bookmarks using our Cricut machine.

Reference (report by Carey Bresler, Branch Manager)

- In October, we had 31 in-person programs, 7 hybrid or virtual programs, and 9 passive programs. Total attendance at the programs was 490.
- We welcomed two new part-time librarians to our Reference staff, Marielle Orff and Elizabeth Zern. They are both learning the tasks of their new role quickly and are very welcome additions to the team.
- The Sustainable Clothing Swap on October 26th was a great success, and all the leftover clothes were donated to a local nonprofit.
- The Widoktadwen Center of Learning is offering a hands-on beginner's workshop to make your own Native American beaded art on November 9th, and the class is fully registered.
- Gentle Yoga is beginning as a series of classes in November led by Barbara Walsh.

Youth Services (report by 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:

New Hires

- **Sarah Jane Miller – Library Assistant, Circulation**
- **Elizabeth Zern – Part Time Librarian, Reference**
- **Marielle Orff – Part Time Librarian, Reference**

Vacancies

- **Library Assistant, Circulation**

Meetings & Trainings Attended

11/6	Financial Committee Meeting
11/10	SAC/DLM
11/17	CCLS/CCL Board Meeting
11/18	Hankin Staff Meeting
11/19	General Staff Meeting

November 10, 2026

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

CCL Trust

- **Annual Appeal** - As of November 10, 2026, the 2027 Annual Appeal has raised $38,932.
  - The Annual Appeal is now in circulation, and we are seeing a great rate of return.
- Trust Speaker Series:
  - A Trust Speaker Series event was held on Wednesday, November 4th at 6:30pm in the Struble Room featuring Lorett Treese and her talk: "A Radical Shift: Pennsylvania's State Constitution of 1776." It was a small group, but those who attended were very engaged in the topic and one of the attendees expressed interest in making a gift.
  - 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 present information about the Trust and distribute bookmarks with information about signing up online for library cards on one side and detail about discussing gift vehicle options with estate planners on the other side.
- Budget –
  - I have put together a budget for FY27 that includes both unrestricted and restricted income, as well as projected expenses, which has been vetted by Barb Baugher and will be reviewed by the Trust Board in the coming weeks.
  - I am also establishing protocols around how to handle restricted vs unrestricted income and reporting
  - We finalized 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/HHB 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	128,197	132,104	128,345	130,685
Feb	128,133	120,950	127,064	122,037	120,762	264,036	249,147	259,168	250,382	251,447
Mar	140,394	135,879	137,074	134,398	134,014	404,430	385,026	396,242	384,780	385,461
Apr	129,971	122,582	127,656	125,790	124,126	534,401	507,608	523,898	510,570	509,587
May	127,542	119,361	122,951	129,290	125,917	661,943	626,969	646,849	639,860	635,504
Jun	150,131	138,218	136,571	142,854	139,616	812,074	765,187	783,420	782,714	775,120
Jul	166,437	146,422	150,805	152,609	149,899	978,511	911,609	934,225	935,323	925,019
Aug	151,069	143,907	141,102	141,975	145,157	1,129,580	1,055,516	1,075,327	1,077,298	1,070,176
Sep	130,366	127,126	123,223	126,751	128,159	1,259,946	1,182,642	1,198,550	1,204,049	1,198,335
Oct	130,960	121,085	119,497	124,573	121,983	1,390,906	1,303,727	1,318,047	1,328,622	1,320,318
Nov	122,859	119,507	117,368	120,354		1,513,765	1,423,234	1,435,415	1,448,976	1,320,318
Dec	118,069	116,365	116,958	115,915		1,631,834	1,539,599	1,552,373	1,564,891	1,320,318
Total	**1,631,834**	**1,539,599**	**1,552,373**	**1,564,891**	**1,320,318**					

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	184,175	177,435
Aug	27,152	28,963	28,268	29,515	185,055	208,951	212,443	206,950
Sep	23,180	23,294	23,997	23,782	208,235	232,245	236,440	230,732
Oct	23,307	24,413	24,628	24,819	231,542	256,658	261,068	255,551
Nov	21,162	22,068	22,237		252,704	278,726	283,305	255,551
Dec	20,796	21,629	21,493		273,500	300,355	304,798	255,551
Total	**273,500**	**300,355**	**304,798**	**255,551**				

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
Sep	8,010	8,798	8,083	9,718	77,624	88,131	91,634	90,246
Oct	8,861	14,860	9,836	10,608	86,485	102,991	101,470	100,854
Nov	8,530	8,748	8,653		95,015	111,739	110,123	100,854
Dec	9,548	9,863	9,490		104,563	121,602	119,613	100,854
Total	**104,563**	**121,602**	**119,613**	**100,854**				

CCL Meeting Room Statistics

Month	2025 # of Hours Used (Small)	2026 # of Hours Used (Small)	2025 # of Reservations (Small)	2026 # of Reservations (Small)	2025 # of Hours Used (Public)	2026 # of Hours Used (Public)	2025 # of Reservations (Public)	2026 # of Reservations (Public)
Jan	418	567	218	291	171	228	64	82
Feb	567	739	277	326	217	229	79	87
Mar	667	890	327	380	263	269	87	98
Apr	709	861	344	382	382	338	75	79
May	678	782	318	354	171	182	68	65
Jun	622	775	280	150	155	249	62	30
Jul	732	544	316	251	179	219	62	86
Aug	374	234	148	360	172	196	64	70
Sep	686	752	321	339	244	209	70	80
Oct	666	824	337	377	334	370	70	87
Nov	575		294		176		68	
Dec	560		268		223		70	
Total	**7,254**	**6,968**	**3,448**	**3,210**	**2,687**	**2,489**	**839**	**764**

HHB Meeting Room Statistics

Month	2025 # of Hours Used	2026 # of Hours Used	2025 # of Reservations	2026 # of Reservations
Jan	222	219	61	61
Feb	138	138	55	46
Mar	219	284	79	91
Apr	186	197	60	62
May	178	206	63	68
Jun	168	219	62	74
Jul	193	231	71	77
Aug	154	160	52	53
Sep	103	182	38	66
Oct	157	179	51	62
Nov	185		65	
Dec	172		50	
Total	**2,075**	**2,015**	**707**	**660**

Volunteer / Friends Hours

Month	2025 Library Volunteer Hours	2026 Library Volunteer Hours	2025 Friends Hours (CCL + HHB)	2026 Friends Hours (CCL + HHB)	2025 Total Volunteer Hours (Vol + Friends)	2026 Total Volunteer Hours (Vol + Friends)	2025 # of Active Volunteers	2026 # of Active Volunteers
Jan	579	508	159	204	738	712	91	137
Feb	499	581	180	194	679	775	92	137
Mar	591	603	136	275	727	878	91	134
Apr	590	572	207	217	797	789	116	134
May	545	509	183	168	728	677	146	136
Jun	728	857	153	269	881	1,126	160	175
Jul	919	893	184	197	1,103	1,090	109	173
Aug	790	804	155	275	945	1,079	114	173
Sep	669	602	188	228	857	830	117	174
Oct	604	617	246	250	850	867	112	142
Nov	438		217		655	-	112	
Dec	545		171		716	-	134	
Total	**7,497**	**6,546**	**2,179**	**2,277**	**9,676**	**8,823**		

Chester County Library
County Budget Report - Exton Library - Preliminary
Period Ending October 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	2,666,001	2,712,556	2,644,781	(46,555)	-1.7%	588,207	17.8%
Wages	968,801	782,493	636,681	701,709	145,812	18.6%	332,120	34.3%
Fringe Benefits	1,327,089	1,122,921	1,055,663	1,080,958	67,258	6.0%	271,426	20.5%
Security Provided by the County DES	29,650	22,238	22,046	17,690	191	0.9%	7,604	25.6%
Total Personnel Services	**5,626,303**	**4,593,653**	**4,426,946**	**4,445,138**	**166,707**	**3.6%**	**1,199,357**	**21.3%**
Library Materials	66,000	66,000	66,000	70,000	-	0.0%	-	0.0%
Core Expenditures								
Supplies, Maintenance, and Services	163,152	146,775	137,684	155,095	9,091	6.2%	25,468	15.6%
Insurance	24,640	24,640	29,640	24,310	(5,000)	-20.3%	(5,000)	-20.3%
Utilities	160,513	135,125	130,281	130,186	4,844	3.6%	30,232	18.8%
Vehicle Expense	55,469	47,673	46,543	39,799	1,130	2.4%	8,926	16.1%
Total Core Expenditures	**403,774**	**354,213**	**344,148**	**349,391**	**10,065**	**2.8%**	**59,626**	**14.8%**
Indirect Costs	764,216	636,847	636,850	567,710	-	0.0%	127,366	16.7%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
Vehicle Capital	34,685	34,685	34,684	-	-	0.0%	-	0.0%
TOTAL	**6,894,978**	**5,685,398**	**5,508,628**	**5,432,238**	**176,772**	**3.1%**	**1,386,349**	**20.1%**

Notes:

Security Provided by the County EMS:

$9,650 transferred from the Wages budget to the Security Provided by the County DES budget

Supplies, Maintenance, and Services:

$2,400 transferred from the Supplies, Maintenance, and Services budget to the Vehicle Expense budget

Not included - $862 - Light bulbs, drive belts, and motors

Insurance:

$5,000 deductible paid for the cyber security incident

Utilities:

Not included - $137 - October library van cell phones

Not included - $3,336 - October PECO electric delivery charges

Not included - $8,830 - October WGL Energy estimated electric supply costs

Not included - $390 - October PECO gas delivery and UGI gas supply costs

Not included - October 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 October 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	420,550	406,555	424,543	13,995	3.3%	114,126	21.9%
Wages	328,545	265,363	226,007	229,578	39,356	14.8%	102,538	31.2%
Fringe Benefits	242,989	205,606	179,674	197,337	25,932	12.6%	63,315	26.1%
Total Personnel Services	**1,092,215**	**891,519**	**812,235**	**851,459**	**79,284**	**8.9%**	**279,980**	**25.6%**
Library Materials	19,000	19,000	19,000	20,000	-	0.0%	-	0.0%
Core Expenditures								
Supplies, Maintenance, and Services	124,737	116,971	99,026	93,546	17,945	15.3%	25,711	20.6%
Insurance	9,960	9,960	9,960	9,960	-	0.0%	-	0.0%
Utilities	63,537	52,920	50,661	48,474	2,259	4.3%	12,876	20.3%
Total Core Expenditures	**198,234**	**179,851**	**159,646**	**151,979**	**20,205**	**11.2%**	**38,588**	**19.5%**
Indirect Costs	228,514	190,428	190,430	171,950	-	0.0%	38,084	16.7%
Capital Outlay	-	-	-	-	-	0.0%	-	0.0%
TOTAL	**1,537,963**	**1,280,799**	**1,181,312**	**1,195,388**	**99,489**	**7.8%**	**356,651**	**23.2%**

Notes:

Supplies, Maintenance, and Services:

Not included - $3,222 - Janitor closet door repair

Utilities:

Not included - $2,800 - September WGL Energy estimated electric supply costs

Not included - $68 - October gas delivery and supply charges

Not included - October 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 October 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	43,458	56,017	51,677	12,559	28.9%	3,867	7.4%
Passports	-	-	35,129	-	35,129		35,129	
Fines and Overdues	73,000	60,833	61,568	66,933	734	1.2%	(11,432)	-15.7%
Interest	14,000	14,000	13,005	16,992	(995)	-7.1%	(995)	-7.1%
Donations and Fundraisers	2,550	2,125	11,345	10,297	9,220	433.9%	8,795	344.9%
Transfer from County for Materials	66,000	66,000	66,000	70,000	-	0.0%	-	0.0%
Miscellaneous Revenue	2,570	2,145	3,687	3,178	1,542	71.9%	1,117	43.5%
Total Other Revenue	230,270	208,562	266,752	239,077	58,190	27.9%	36,482	15.8%
Total Revenue	**2,135,185**	**2,113,476**	**2,171,667**	**2,017,788**	**58,190**	**2.8%**	**36,482**	**1.7%**

Expenditures	2026 Annual Budget	2026 YTD Budget	2026 YTD Actual	2025 YTD Actual	2026 YTD Budget Variance	2026 YTD Budget Variance %	2026 Balance	Percentage Remaining
Library Materials	486,986	405,822	325,364	283,068	80,458	19.8%	161,622	33.2%
Services and Charges	89,262	74,385	58,183	59,569	16,202	21.8%	31,079	34.8%
Postage and Supplies	39,380	32,817	18,727	18,426	14,090	42.9%	20,653	52.4%
Passport Postage and Supplies	-	-	2,040	-	(2,040)		(2,040)	
Miscellaneous Expenditures	17,740	14,783	10,238	15,258	4,546	30.7%	7,502	42.3%
Transfer State Aid - Others	1,483,928	1,483,928	1,483,928	1,386,982	-	0.0%	-	0.0%
Capital Outlay	20,388	16,990	14,995	9,488	1,995	11.7%	5,393	26.5%
Total Expenditures	**2,137,684**	**2,028,725**	**1,913,475**	**1,772,789**	**34,792**	**1.7%**	**62,587**	**2.9%**
Revenue over Expenditures	**(2,500)**	**84,751**	**258,191**	**245,000**	**92,982**		**99,069**	

Notes:

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

Library Materials: As of October 31, $325,364 has been expended from the Library Materials budget. In addition, $62,479 has been encumbered for outstanding orders, bringing total expenditures to $387,843 or approximately 80% 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 October 31, 2026

Revenue	2026 Annual Budget	2026 YTD Budget	2026 YTD Actual	2025 YTD Actual	2026 YTD Budget Variance	2026 YTD Budget Variance %	2026 Balance	Percentage Remaining
State Revenue								
State Aid	105,247	105,247	105,247	97,932	-	0.0%	-	0.0%
Total State Revenue	105,247	105,247	105,247	97,932	-	0.0%	-	0.0%
Other Revenue								
Township Appropriations	8,300	-	8,150	2,000	8,150		(150)	-1.8%
Charges	14,800	12,333	17,246	15,121	4,912	39.8%	2,446	16.5%
Fines and Overdues	22,900	19,083	22,808	24,973	3,725	19.5%	(92)	-0.4%
Interest	1,000	1,000	935	1,130	(65)	-6.5%	(65)	-6.5%
Donations and Fundraisers	3,500	2,917	621	585	(2,296)	-78.7%	(2,879)	-82.3%
Transfer from County for Materials	19,000	19,000	19,000	20,000	-	0.0%	-	0.0%
Miscellaneous Revenue	605	505	1,632	966	1,127	223.2%	1,027	169.8%
Total Other Revenue	70,105	54,838	70,392	64,775	7,404	13.5%	437	0.6%
Total Revenue	**175,352**	**160,085**	**175,639**	**162,707**	**7,404**	**4.6%**	**437**	**0.2%**

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	125,834	98,357	104,266	27,478	21.8%	52,644	34.9%
Services and Charges	11,325	9,438	4,804	6,087	4,634	49.1%	6,521	57.6%
Postage and Supplies	8,111	6,759	4,992	4,341	1,767	26.1%	3,118	38.4%
Miscellaneous Expenditures	2,971	2,476	4,111	3,038	(1,635)	-66.0%	(1,140)	-38.4%
Capital Outlay	1,944	1,620	-	2,274	1,620	100.0%	1,944	100.0%
Total Expenditures	**175,352**	**146,127**	**112,263**	**120,007**	**6,386**	**4.4%**	**10,444**	**6.0%**
Revenue over Expenditures	**-**	**13,958**	**63,375**	**42,701**	**13,789**		**10,881**	

Notes:

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

Library Materials: As of October 31, $98,357 has been expended from the Library Materials budget. In addition, $26,897 has been encumbered for outstanding orders, bringing total expenditures to $125,254 or approximately 83% of the annual budget.

Miscellaneous Expenditures: $244 of staff appreciate expenditures were reimbursed in October

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

	Balance	Notes
Operating Funds		
001 CCL	228,577	
043 HHB	51,883	
Total Operating Funds	**280,460**	
Reserve Funds		
004 CCL Technology	412,531	
400 CCL Capital Reserve	143,097	
410 CCL Program	241,269	$282 Oct'26 interest earned
450 HHB Capital Reserve	252,061	
451 CCL & HHB Materials	200,188	
Total Reserve Funds	**1,249,146**	
Grants - Friends of the Library		
091 CCL Friends Grants	(11,489)	Up to $31,013 has been authorized to transfer from Fund 903. Waiting to complete one transfer at year-end.
903 CCL Friends Grants (Unassigned)	86,834	
Total CCL Friends	**75,345**	
943 HHB Friends Grants	871	
Total Grants - Friends of the Library	**76,217**	
Grants and Appropriations		
002 CC Community Foundation Grants	11,504	
100 CCL County Materials	30,669	$1,055 rolled over from 2025
104 CCL Trust Grants	45,915	
109 HHB County Materials	11,686	$194 rolled over from 2025
132 CCL GSK Science in the Summer	139	
Total Grants and Appropriations	**99,914**	
Special Funds		
003 CCL Helen Russell Memorial	8,319	
096 CCL Courtesy Bags	2,491	
105 CCL Community Day	-	$438 - Maggie Moos - ice cream for Library Card Signup Fest
107 CCL & HHB Author Events	3,575	
Total Special Funds	**14,385**	
500 District Center Aid	**421,409**	
510 County Coordination Aid	**189,728**	
Total All Funds	**2,331,258**	
Endowment Funds		
090 CCL Trust	**2,842,805**	

November 6, 2026

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

Meeting Date: November 6, 2026

RECOMMENDATIONS

Phoenixville Due To / From Account Reconciliation

It is the recommendation of the Finance Committee that the due to/from Phoenixville account balance be adjusted to reflect current accounts receivables/payables values.

Items Recommended for Full Board Approval

The Finance Committee reviewed each of the following items individually and approved forwarding them to the full Board for consideration and approval. The items are presented separately on the Board agenda.

- 2027 CCL & HHB Budget
- 2027 CCL Friends & CCL Trust Wish List Requests
- Additional 2026 Spending from Passport and Donation Revenue

REPORT ON ACTIVITES

Internal Control Memo Review

The Finance Committee reviewed the updates to the Internal Control Memo. The revisions primarily focused on bringing the memo up to date with current staffing, organizational responsibilities, and Business Office procedures.

November 17, 2026

To: Chester County Library Board of Trustees
From: Jenna Persick, Director
Re: 2027 proposed State Aid budget for Chester County Library and Henrietta Hankin Branch

Attached is the proposed 2027 State Aid budget for both libraries. This proposed budget was reviewed by the Finance Committee.

Budget highlights:

1. Changes in Revenue for 2027
    a. Slight increase in state aid for both libraries
    b. Forecasting decreased donations due to change in Gifts and Donation policy to transfer larger gifts to Trust
    c. Forecasting revenue of $55,000 for passport services
        i. This is based on two appointments per hour
        ii. Conservative estimate due to possible changes by the State Department on how people can apply for passports
2. Changes in Expenses for 2027
    a. Increase in materials spending due to passport revenue
    b. Reduction in postage amounts due to transition to ACH payments
    c. Audit fees increasing in 2027
    d. Possible increase in water cooler fees
    e. Slightly exceeding system recommendation for eMaterials funding (31%)
    f. Increasing Advertising for Public Relations to cover new Meta Verified subscription
    g. Decreasing database expenses as one database was moved to DCA
    h. New line items for passport office supplies and postage
3. 12% materials calculation
    a. County materials amount is unknown but expected to be reduced; several areas only funded by County materials funds were moved to the State Aid Budget
    b. Requesting money for eBooks and Library of Things from the Chester County Library Trust
    c. We will have the 12% goal once the 2026 Annual Report is submitted in April

10/19/2026

CCL 2027 Proposed Budget	2026 Annual Budget	2026 YTD Actual	2027 Budget	2026/2027	% Change	Notes
Revenue						
001-000-310000-000 State Aid	420,987	420,987	422,458	1,471	0.35%	
001-000-311000-000 State Aid - Others	1,483,928	1,483,928	1,482,457	(1,471)	-0.10%	subtract CCL's number from total (leave HHB)
001-000-320041-000 Local Government - West Whiteland	20,000	20,000	20,000	-	0%	
001-000-333000-000 Charges - Copier B&W	13,000	11,808	13,000	-	0%	
001-000-333050-000 Charges - Copier Color	1,500	2,571	2,500	1,000	67%	
001-000-336400-000 Charges - Disbursement Checks	2,500	3,516	2,750	250	10%	Increased charge to member libraries in 2026; expecting decrease due to ACH and Kennett leaving
001-000-333100-000 Charges - Ear Buds	100	46	100	-	0%	
001-000-333400-000 Charges - Fax	600	696	700	100	17%	
001-000-336630-000 Charges - Hot Spots	2,400	3,182	3,500	1,100	46%	
001-000-332100-000 Charges - JTC & Makerspace	1,050	1,115	1,200	150	14%	
001-000-335200-000 Charges - Lost Audio Visual Materials	800	859	900	100	13%	
001-000-335110-000 Charges - Lost Books Adult	6,000	4,131	6,000	-	0%	
001-000-335120-000 Charges - Lost Books Childrens	5,000	3,751	5,000	-	0%	
001-000-335105-000 Charges - Lost Books Collection Agency	500	2,119	-	(500)	-100%	Decided not to separate out books/overdues/fines
001-000-335300-000 Charges - Lost Library Cards	800	876	900	100	13%	
001-000-335350-000 Charges - Out of State Library Cards	100	40	100	-	0%	
001-000-336640-000 Charges - Passport Fees	0	32649.1	55,000	55,000		took monthly samples from May-Oct, averaged, multiplied by 12
001-000-331000-000 Charges - Rental Books	1,800	1,622	1,800	-	0%	
001-000-336600-000 Charges - Room Rental	12,000	12,428	13,500	1,500	13%	increase due to current usage
001-000-331400-000 Charges - Video Games	4,000	4,494	4,200	200	5%	
001-000-382000-000 Commissions - Vending	2,500	1,744	2,000	(500)	-20%	
001-000-360000-000 Donations	1,000	8,454	1,500	500	50%	possible change in policy to move bigger gifts to Trust
001-000-363000-000 Donations - Memorial	50	100	100	50	100%	
001-000-340000-000 Fines & Overdues	65,000	56,506	65,000	-	0%	
001-000-343000-000 Fines & Overdues - Collection Agency	8,000	1,997	5,000	(3,000)	-38%	all transactions relating to collection agency
001-000-350000-000 Interest	14,000	12,834	14,000	-	0%	
001-000-380000-000 Miscellaneous Revenue	50	569	50	-	0%	one time credit card settlement
001-000-376535-000 Program Revenue	1,500	-	1,500	-	0%	holiday craft show
001-000-381000-000 Sales Tax Discount	20	109	100	80	400%	tax discounts
Total Revenue	**2,069,185**	**2,093,131**	**2,125,315**	**56,130**		

	2026 Annual Budget	2026 YTD Actual	2027 Budget	2026/2027	% Change	
Expenditures						
Overhead Expenditures						
001-000-431100-000 Audit Fees	14,000	14,000	14,900	900	6%	increase for 2026 audit per engagement letter
001-000-494200-000 Capital Outlay - Office Equipment	9,845	5,325	10,300	455	4.62%	
001-000-456020-000 Collection Agency Fees	6,000	-	6,000	-	0%	
001-000-456025-000 Credit Card Fees	5,400	5,043	5,400	-	0%	
001-000-435000-000 D&O Insurance	4,777	3,127	4,777	-	0%	
001-000-439200-000 Dues & Membership	5,930	4,529	5,930	-	0%	
001-000-438230-000 Equipment Lease - Postage Meter	4,000	3,851	4,000	-	0%	
001-000-438310-000 Equipment Lease - Public Copier	6,130	5,136	6,130	-	0%	
001-000-437500-000 Equipment Repair	500	-	500	-	0%	
001-000-454000-000 Overage / Shortage	100	(23)	100	-	0%	
001-000-432000-000 Postage	5,000	1,510	2,000	(3,000)	-60%	ACH payments reduces postage needs
001-000-434430-000 Programming - Special Events	4,000	168	4,000	-	0%	
001-000-450300-000 Staff Recognition	5,000	1,920	5,000	-	0%	$4000 for staff engagement committee; $1000 for special events, plaques, HHB events
001-000-449000-000 Supplies - Cafe	500	337	500	-	0%	
001-000-443000-000 Supplies - Computer	5,000	1,307	5,000	-	0%	toner
001-000-441000-000 Supplies - Office	8,000	6,069	4,560	(3,440)	-43%	removed paper from office supplies
001-000-442100-000 Supplies - Paper			4,500			pulling paper out of the Office supplies to better track usage/costs
001-000-446000-000 Supplies - Maintenance	5,000	990	5,000	-	0%	keep to supplement County budget
001-000-445000-000 Supplies - Postage Meter	250	589	650	400	160%	ink increased in price
001-000-432300-000 Telephone	50	11	50	-	0%	
001-000-471000-000 Transfer - State Aid Others	1,483,928	1,483,928	1,482,457	(1,471)	-0.10%	
001-000-433000-000 Travel & Mileage	2,500	1,429	2,500	-	0%	
001-000-455000-000 Trustee Account	240	180	240	-	0%	
001-000-450100-000 Water Cooler / Coffee Machine Rental	1,000	1,060	2,500	1,500	150%	budgeting for possible increase/new contract
Total Overhead Expenditures	**1,577,150**	**1,540,487**	**1,576,994**	**(156)**	**(0)**	
Administration Expenditures						

CCL 2027 Proposed Budget	2026 Annual Budget	2026 YTD Actual	2027 Budget	2026/2027	% Change	Notes
001-105-439100-000 Training & Workshops	5,000	1,381	5,000	-	0%	PaLA online; extra workshops/training
Total Administration Expenditures	**5,000**	**1,381**	**5,000**	**-**	**-**	
Adult Collection Expenditures						
001-110-420200-000 Books - Fiction	50,000	35,312	60,000	10,000	20%	$50,000 state aid; $10,000 revenue
001-110-420100-000 Books - Nonfiction	50,000	35,573	60,000	10,000	20%	$50,000 state aid; $10,000 revenue
001-110-421630 Books - Large Type			16,000	16,000		moved out of 100 fund; $15000 state aid; $1,000 revenue
001-110-422000-000 Periodicals	1,021	206	1,123	102	10%	
Total Adult Collection Expenditures	**101,021**	**71,113**	**137,123**	**36,102**	**0**	
Circulation Expenditures						
001-125-437000-000 Equipment Maintenance Agreement	2,300	2,168	2,300	-	0%	
001-125-429000-000 Library Supplies - Processing	1,300	1,100	1,300	-	0%	
001-125-428555-000 Mobile Hot Spots	4,250	2,898	3,000	(1,250)	-29%	negotiated new deal with T-Mobile
001-125-432000-000 Postage	2,000	1,115	2,000	-	0%	
001-125-439100-000 Training & Workshops	200	-	200	-	0%	
001-125-440000-000 Supplies	3,000	1,620	3,000	-	0%	
Total Circulation Expenditures	**13,050**	**8,901**	**11,800**	**(1,250)**	**(0)**	
Community Engagement Expenditures						
001-126-434395-000 Programming - Outreach	3,350	2,703	3,950	600	18%	
001-126-433000-000 Travel & Mileage	1,500	223	750	(750)	-50%	redistributed mileage to reflect actuals
001-126-447000-000 Supplies - Public Relations	650	476	800	150	23%	
Total Community Engagement Expenditures	**5,500**	**3,402**	**5,500**	**-**	**-**	
Computer Services Expenditures						
001-130-495000-000 Capital Outlay - Computer Equipment	1,200	552	1,200	-	0%	
001-130-495200-000 Capital Outlay - Computer Software	1,550	1,680	1,550	-	0%	
001-130-437510-000 Computer Maintenance & Repair	500	452	500	-	0%	
001-130-431000-000 Professional Services	800	233	800	-	0%	
001-130-443000-000 Supplies - Computer	1,600	916	1,600	-	0%	
Total Computer Services Expenditures	**5,650**	**3,833**	**5,650**	**-**	**-**	
JTC Expenditures						
001-145-495000-000 Capital Outlay - Computer Equipment	2,500	2,397	2,500	-	0%	
001-145-434440-000 Programming - Misc Events	1,740	1,450	1,740	-	0%	
001-145-443000-000 Supplies - Computer	780	452	500	(280)	-36%	moved paper to overhead paper line
001-145-443100-000 Supplies - Makerspace	4,300	2,859	4,300	-	0%	
Total JTC Expenditures	**9,320**	**7,158**	**9,040**	**(280)**	**(0)**	
Multimedia Expenditures						
001-115-423400-000 Audio Books - Adult	10,500	5,086	10,500	-	0%	
001-115-423100-000 Audio / Music - Adult	6,000	4,061	6,000	-	0%	
001-115-423200-000 Blu-Ray / DVD - Adult	23,000	11,329	23,000	-	0%	
001-115-423405-000 Downloadable Audiobooks - Adult	39,203	28,017	58,704	19,501	50%	
001-115-423406-000 Downloadable E-Books - Adult	85,931	71,105	-	(85,931)	-100%	$115,622 state aid; $29,082 revenue (total OverDrive)
001-115-432409 OverDrive Holds Manager			86,000			added line to better track holds manager
001-115-429000-000 Library Supplies - Processing	200	40	200	-	0%	
001-115-439100-000 Training & Workshops	200	-	200	-	0%	
001-115-423500-000 Video Games	4,000	146	4,000	-	0%	
Total Multimedia Expenditures	**169,034**	**119,784**	**188,604**	**19,570**	**0**	
Programming Expenditures						
001-120-432000-000 Postage	100	2	100	-	0%	
001-120-434310-000 Programming - Adult	3,000	48	3,000	-	0%	
001-120-434311-000 XYZ Programming	1,500	1,098	1,500	-	0%	
Total Programming Expenditures	**4,600**	**1,148**	**4,600**	**-**	**-**	
Public Relations Expenditures						

CCL 2027 Proposed Budget	2026 Annual Budget	2026 YTD Actual	2027 Budget	2026/2027	% Change	Notes
001-155-433700-000 Advertising	7,885	4,451	9,405	1,520	19%	added bit.ly and Meta Verified subscription
001-155-447000-000 Supplies - Public Relations	2,500	(81)	2,500	-	0%	
001-155-439100-000 Training & Workshops	1,500	49	1,500	-	0%	
001-155-437200-000 Website Maintenance	3,420	3,277	3,420	-	0%	
Total Public Relations Expenditures	**15,305**	**7,696**	**16,825**	**1,520**	**0**	
Reference Expenditures						
001-160-421300-000 Books - Reference	2,800	-	2,800	-	0%	
001-160-421400-000 Books - Standing Orders	12,900	11,776	12,900	-	0%	
001-160-426200-000 EIS - Online Services	16,349	7,203	11,855	(4,494)	-27%	database moved to DCA
001-160-437000-000 Equipment Maintenance Agreement	450	462	470	20	4%	
001-160-429000-000 Library Supplies - Processing	400	-	400	-	0%	
001-160-427000-000 Microfilm	1,000	-	1,000	-	0%	
001-160-422300-000 Periodicals - Printing	15,610	5,520	16,859	1,249	8%	
001-160-432000-000 Postage	0	1665.09	5,000	5,000		passport postage; estimate based on 90 day sample
001-160-434300-000 Programming	1,500	521	500	(1,000)	-67%	$1000 grant in 2026
001-160-441000-000 Supplies - Office	0	374.89	500	500		passport supplies; estimate based on this year (paper and ink and assorted supplies)
001-160-439100-000 Training & Workshops	300	100	300	-	0%	
Total Reference Expenditures	**51,309**	**27,622**	**52,584**	**1,275**	**0**	
Technical Services Expenditures						
001-165-495200-000 Capital Outlay - Computer Software	5,293	5,041	5,293	-	0%	
001-165-429000-000 Library Supplies - Processing	7,372	4,558	7,372	-	0%	
001-165-439100-000 Training & Workshops	330	160	330	-	0%	
Total Technical Services Expenditures	**12,995**	**9,759**	**12,995**	**-**	**-**	
Volunteer Expenditures						
001-171-432000-000 Postage	200	69	200	-	0%	
001-171-434337-000 Programming - Holiday Buffet	2,700	-	1,000	(1,700)	-63%	mainly covered by Friends grant
001-171-440000-000 Supplies	200	251	250	50	25%	
001-171-443000-000 Supplies - Computer	300	-	300	-	0%	Airtable
Total Volunteer Expenditures	**3,400**	**320**	**1,750**	**(1,650)**	**(0)**	
Youth Services Expenditures						
001-180-423410-000 Audio Books - Children	6,000	5,106	6,000	-	0%	
001-180-423210-000 Blu-Ray / DVD - Children	200	72	200	-	0%	
001-180-421200-000 Books - Children	72,000	41,378	72,000	-	0%	
001-180-421250-000 Books - Young Adult	10,000	5,898	10,000	-	0%	
001-180-429000-000 Library Supplies - Processing	350	181	350	-	0%	
001-180-422100-000 Periodicals - Children	600	-	600	-	0%	
001-180-434320-000 Programming - Children	7,500	5,733	6,000	(1,500)	-20%	$2500 grant in 2026
001-180-434360-000 Programming - Young Adult	1,500	1,184	1,500	-	0%	
001-180-439100-000 Training & Workshops	200	-	200	-	0%	
Total Youth Services Expenditures	**98,350**	**52,904**	**96,850**	**(1,500)**	**(0)**	
Total Expenditures	**2,071,684**	**1,855,508**	**2,125,315**	**53,631**	**0**	
Revenue over Expenditures	**(2,500)**	**237,623**	**(0)**			

Total revenue $ 2,124,815.00

9/25/2026

HHB Proposed 2027 Budget	2026 Annual Budget	2026 YTD Actual	2027 Budget	2026/2027	% Change	Notes
Revenue						
043-000-310000-000 State Aid	105,247	105,247	105,614	368	0.3%	
043-000-320024-000 Local Government - East Nantmeal	500	500	500	-	0.0%	
043-000-320075-000 Local Government - South Coventry	300	-	300	-	0.0%	
043-000-320032-000 Local Government - Upper Uwchlan	5,000	-	5,000	-	0.0%	
043-000-320155-000 Local Government - Warwick	1,000	1,000	1,000	-	0.0%	
043-000-320025-000 Local Government - West Vincent	1,500	1,650	1,650	150	10.0%	amount given the past 2 years
043-000-333000-000 Charges - Copier B&W	2,900	3,237	3,200	300	10.3%	more use
043-000-333100-000 Charges - Ear Buds	50	40	50	50	0.0%	
043-000-333400-000 Charges - Fax	150	146	150	150	0.0%	
043-000-336630-000 Charges - Hot Spots	850	712	800	(50)	-5.9%	less use
043-000-332100-000 Charges - JTC & Makerspace	200	269	200	-	0.0%	
043-000-335200-000 Charges - Lost Audio Visual Materials	50	4	50	-	0.0%	
043-000-335100-000 Charges - Lost Books	550	500	550	-	0.0%	
043-000-335110-000 Charges - Lost Books Adult	1,000	1,076	1,000	-	0.0%	
043-000-335120-000 Charges - Lost Books Childrens	1,000	990	1,000	-	0.0%	
043-000-335105-000 Charges - Lost Book Collection Agency	400	124		(400)	-100.0%	was a new category in 2026/added back to Fines and Overdues in 2027
043-000-335300-000 Charges - Lost Library Cards	150	189	150	-	0.0%	
043-000-331000-000 Charges - Rental Books	500	398	500	-	0.0%	
043-000-336600-000 Charges - Room Rental	6,500	7,174	7,000	500	7.7%	more use
043-000-331400-000 Charges - Video Games	500	676	500	-	0.0%	
043-000-340000-000 Fines & Overdues	22,000	19,100	22,000	-	0.0%	
043-000-343000-000 Fines & Overdues - Collection Agency	900	970	1,100	200	22.2%	added in Lost Books Collection Agency
043-000-350000-000 Interest	1,000	691	1,000	-	0.0%	
043-000-360000-000 Donations	1,000	405	800	(200)	-20.0%	decreased due to 2026 actuals
043-000-381000-000 Sales Tax Discount	5	40	40	35	700.0%	
043-000-382000-000 Commissions - Vending	600	319	500	(100)	-16.7%	decreased due to 2026 actuals
Total Revenue	**153,852**	**146,696**	**154,654**	**802**	**0**	

HHB Proposed 2027 Budget	2026 Annual Budget	2026 YTD Actual	2027 Budget	2026/2027	% Change	Notes
Expenditures						
Overhead Expenditures						
043-000-431130-000 Administrative Services	230	233	230	-	0.0%	
043-000-456025-000 Credit Card Fees	1,600	1,325	1,600	-	0.0%	
043-000-439200-000 Dues & Membership	185	-	185	-	0.0%	
043-000-438310-000 Equipment Lease - Public Copier	1,960	1,362	1,960	-	0.0%	
043-000-437500-000 Equipment Repair	200	-	200	-	0.0%	
043-000-454000-000 Overage / Shortage	15	6	15	-	0.0%	
043-000-432000-000 Postage	461	443	459	(2)	-0.4%	
043-000-450300-000 Staff Recognition	800	365	950	150	18.8%	Cost increases in items
043-000-449000-000 Supplies - Cafe	150	108	150	-	0.0%	
043-000-443000-000 Supplies - Computer	2,900	2,024	2,900	-	0.0%	
043-000-441000-000 Supplies - Office	2,500	1,250	1,800	(700)	-28.0%	reduced total based on 25/26 actuals and created category for paper
043-000-442100-000 Supplies - Paper			900			new category
043-000-446000-000 Supplies - Maintenance	1,000	25	1,000	0	0.0%	
043-000-432300-000 Telephone	350	229	300	(50)	-14.3%	phone lines disconnected
043-000-439100-000 Training & Workshops	1,000	-	1,000	-	0.0%	
043-000-450100-000 Water Cooler / Coffee Machine Rental	556	434	550	(6)	-1.1%	
Total Overhead Expenditures	**13,907**	**9,043**	**14,199**	**292**	**0**	
Adult Collection Expenditures						
043-000-420200-000 Books - Fiction	26,500	14,119	26,500	-	0.0%	
043-000-420100-000 Books - Nonfiction	19,000	11,626	19,000	-	0.0%	

HHB Proposed 2027 Budget	2026 Annual Budget	2026 YTD Actual	2027 Budget	2026/2027	% Change	Notes
043-000-422000-000 Periodicals	4,800	1,224	4,800	-	0.0%	
043-000-428600-000 Special Collections	750	611	750	-	0.0%	
Total Adult Collection Expenditures	**51,050**	**27,581**	**51,050**	**-**	-	
Circulation Expenditures						
043-000-429100-000 Library Supplies - Circulation System	600	660	600	-	0.0%	
043-000-428555-000 Mobile Hot Spots	1,411	941	940	(471)	-33.4%	Contract costs are reduced
Total Circulation Expenditures	**2,011**	**1,601**	**1,540**	**(471)**	(0)	
Computer Services Expenditures						
043-000-495000-000 Capital Outlay - Computer Equipment	1,725	-	1,725	-	0.0%	
043-000-495200-000 Capital Outlay - Computer Software	219	-	200	(19)	-8.7%	
Total Computer Services Expenditures	**1,944**	**-**	**1,925**	**(19)**	(0)	
Makerspace Expenditures						
043-000-443100-000 Supplies - Makerspace	1,100	435	600	(500)	-45.5%	one time grant
Total Makerspace Expenditures	**1,100**	**435**	**600**	**(500)**	(0)	
Multimedia Expenditures						
043-000-423400-000 Audio Books - Adult	1,500	995	1,500	-	0.0%	
043-000-423200-000 Blu-Ray / DVD - Adult	3,000	1,663	3,000	-	0.0%	
043-000-423405-000 Downloadable Audiobooks - Adult	5,000	4,943	5,000	-	0.0%	
043-000-423406-000 Downloadable E-Books - Adult	32,310	21,922	16,110	(16,200)	-50.1%	holds manager account created
043-000-423409-000 OverDrive Holds Manager			16,200			new
Total Multimedia Expenditures	**41,810**	**29,523**	**41,810**	**-**	-	
Programming Expenditures						
043-000-434300-000 Programming	300	150	300	-	0.0%	
043-000-434310-000 Programming - Adult	3,000	1,316	1,000	(2,000)	-66.7%	one time grant
Total Programming Expenditures	**3,300**	**1,466**	**1,300**	**(2,000)**	(1)	
Technical Services Expenditures						
043-000-429000-000 Library Supplies - Processing	630	317	630	-	0.0%	
Total Technical Services Expenditures	**630**	**317**	**630**	**947**	-	
Youth Services Expenditures						
043-000-421200-000 Books - Children	29,000	17,744	29,000	-	0.0%	
043-000-494200-000 Books - Graphic Novels	1,500	984	1,500	-	0.0%	
043-000-421250-000 Books - Young Adult	6,000	3,842	6,000	-	0.0%	
043-000-434320-000 Programming - Children	3,000	444	1,000	(2,000)	-66.7%	one time grant
043-000-434360-000 Programming - Young Adult	500	-	500	-	0.0%	
043-000-434325-000 Programming - Summer Reading Club	600	417	600	-	0.0%	
043-000-423415 Downloadable Audiobooks - Child			1,500			new budget item
043-000-423407 Downloadable Ebooks - YA/Child			1,500			new budget item
Total Youth Services Expenditures	**40,600**	**23,431**	**41,600**	**1,000**	0	
Total Expenditures	**156,352**	**93,395**	**154,654**	**(1,698)**	**(0)**	
Revenue over Expenditures	**(2,500)**	**53,301**	**0**	**2,500**		
				Total Revenue	**154,654**	

12% Estimate for 2027	Budget 2027	Notes
CCL		
Adult Collection Expenditures		
001-110-420200-000 Books - Fiction	60,000.00	50,000 SA/ 10,000 revenue
001-110-420100-000 Books - Nonfiction	60,000.00	50,000 SA/ 10,000 revenue
001-110-421630 Books - Large Type	16,000.00	15,000 SA/ 1,000 revenue
001-110-422000-000 Periodicals	1,123.00	
Circulation Expenditures		
001-125-429000-000 Library Supplies - Processing	1,300.00	
001-125-428555-000 Mobile Hot Spots	3,000.00	
Multimedia Expenditures		
001-115-423400-000 Audio Books - Adult	10,500.00	
001-115-423100-000 Audio / Music - Adult	6,000.00	
001-115-423200-000 Blu-Ray / DVD - Adult	23,000.00	
001-115-423405-000 Downloadable Audiobooks - Adult	58,704.00	115,622 SA/ 29,082 revenue (total OverDrive)
001-115-423409-000 OverDrive Holds Manager	86,000.00	
001-115-429000-000 Library Supplies - Processing	200.00	
001-115-423500-000 Video Games	4,000.00	
Reference Expenditures		
001-160-421300-000 Books - Reference	2,800.00	
001-160-421400-000 Books - Standing Orders	12,900.00	
001-160-426200-000 EIS - Online Services	11,855.00	
001-160-429000-000 Library Supplies - Processing	400.00	
001-160-427000-000 Microfilm	1,000.00	
001-160-422300-000 Periodicals - Printing	16,859.00	
Technical Services Expenditures		
001-165-429000-000 Library Supplies - Processing	7,372.00	
Youth Services Expenditures		
001-180-423410-000 Audio Books - Children	6,000.00	
001-180-423210-000 Blu-Ray / DVD - Children	200.00	
001-180-421200-000 Books - Children	72,000.00	
001-180-421250-000 Books - Young Adult	10,000.00	
001-180-429000-000 Library Supplies - Processing	350.00	
001-180-422100-000 Periodicals - Children	600.00	
	472,163.00	
HHB		
Adult Collection Expenditures		
043-000-420200-000 Books - Fiction	26,500.00	
043-000-420100-000 Books - Nonfiction	19,000.00	

12% Estimate for 2027	Budget 2027	Notes
043-000-422000-000 Periodicals	4,800.00	
043-000-428600-000 Special Collections	750.00	
Circulation Expenditures		
043-000-429100-000 Library Supplies - Circulation System	600.00	
043-000-428555-000 Mobile Hot Spots	940.00	
Multimedia Expenditures		
043-000-423400-000 Audio Books - Adult	1,500.00	
043-000-423200-000 Blu-Ray / DVD - Adult	3,000.00	
043-000-423405-000 Downloadable Audiobooks - Adult	5,000.00	
043-000-423406-000 Downloadable E-Books - Adult	16,110.00	
043-000-423409-000 OverDrive Holds Manager	16,200.00	
Technical Services Expenditures		
043-000-429000-000 Library Supplies - Processing	630.00	
Youth Services Expenditures		
043-000-421200-000 Books - Children	29,000.00	
043-000-494200-000 Books - Graphic Novels	1,500.00	
043-000-421250-000 Books - Young Adult	6,000.00	
043-000-423415 Downloadable Audiobooks - Child	1,500.00	
043-000-423407 Downloadable Ebooks - YA/Child	1,500.00	
	134,530.00	
CCL 100 (County Materials)		
100-110-420200-000 Books - Fiction	10,220.00	
100-110-420100-000 Books - Nonfiction	10,220.00	
100-180-421200-000 Books - Children	9,400.00	
100-115-423405-000 Downloadable Audiobooks - Adult	6,580.00	
100-115-423406-000 Downloadable E-Books - Adult	26,280.00	
	62,700.00	
HHB 109 (County Materials)		
109-000-421200-000 Books - Children	7,000.00	
109-000-423405-000 Downloadable Audiobooks - Adult	3,000.00	
109-000-423407 Downloadable Ebooks - YA/Child	6,000.00	
109-000-423415 Downloadable Audiobooks - Child	2,050.00	
	18,050.00	
Trust 104		
104-115-423406-000 Downloadable E-Books - Adult	63,280.00	
104-160-428705 Museum Passes	15,500.00	
104-115-423000 Library of Things	6,000.00	
	84,780.00	
Outreach 510 (County Coordination Aid)		

12% Estimate for 2027	Budget 2027	Notes
510-421630 Books LT	5,700.00	
510-423400 Audiobook Adult	8,715.00	
510-421400 Books standing order	2,800.00	
510-429000 Library supplies	150.00	
	17,365.00	
County Coordination Aid 510		
510-437140 Chesconet	86,000.00	
510-423420 OverDrive Subscription	14,000.00	
510-423406 OverDrive Content	45,000.00	
510-422000 OverDrive Magazines	25,000.00	
	170,000.00	
District Center Aid 500		may not all be 2027 as Jul/Jun budget
510-421450 McNaughton Plan (system bestsellers)	35,000.00	
500-437120 Innovative/Decision Center	104,441.03	
500-437120 Vega Discover Layer	46,867.37	
500-437120 Vega Promote	12,868.93	
500-426200 Mango	15,351.62	
500-426200 Newbank (Phila Inq)	8,195.25	
500-426200 Newbank (Phila Inq image)	3,954.30	
500-426200 Library Aware--NextReads	11,361.00	
500-426200 NY Times	6,488.26	
500-426200 Reference Solutions	22,891.05	
500-426200 Comics Plus	6,934.20	
500-421610 Professional Collection	1,500.00	
500-421620 Literacy	1,500.00	
510-426200 Kanopy Plus	7,000.00	
	284,353.01	
CCCF		
002-423406 Downloadable E-Books - Adult	**10979.93**	2026 number
Total materials expenditures budgeted for 2027:	**1,254,920.94**	
State 12% figure (2025 K-28)	**1,085,761.00**	2026 # will get 2027 # after annual report is finalized

November 17, 2026

To: Chester County Library Board of Trustees

From: Jenna Persick, Director

Re: 2026 End of Year Wish List for the Friends of the Chester County Library

After discussion with the Department Heads, we would like to request the following items for 2027 funding.

Thank you for your consideration.

Annual Requests:

• 2027 Volunteer Appreciation Events	$4,500
• Staff Appreciation Events	$4,500
• Library Programs	$1,500
• Movie License Renewal	$784
• Aquarium Maintenance	$2,000
• Conferences & Professional Development	$15,000
• LinkedIn Classes	$675
• Adult Reading Program prizes	$1,000
• Aunt Flow supplies	$2,500
Total	**$32,459**

One Time Requests:

• AirTame hardware/fee for 8 screens	$2,792
• Injection Molding Machine	$2,375
• Makerspace PC (2)	$7,567
• Professional Book Scanner	$1,394
One Time Requests Total	**$14,128**
Total request (annual and one time):	**$46,587**

Annual Requests:

2027 Volunteer Appreciation Events - $4,500
Funds for spring Volunteer luncheon and winter Holiday party

2027 Staff Appreciation Events - $4,500
Funds for annual staff appreciation party and holiday lunch

Library Programs - $1,500
Library programs—whether in-person, hybrid, or virtual—are essential to fulfilling our mission of providing free, high-quality educational, cultural, and recreational experiences to all Chester County residents. To maintain this standard, we rely on professional presenters who bring expertise across diverse subject areas. Many of these speakers require honoraria, and our annual programming budget is quickly absorbed by the volume and variety of requests we receive.

Examples of speakers we would like to have in 2027:

- Cooking and nutrition speakers: $250
- Live Animal Presentations (Indian Run Environmental Center): $500
- Monthly Arts & Crafts Programs (Club Toucan, Whimsical Woolies, Bedazzling Projects): $500
- Miscellaneous Speakers: $250

Movie License Renewal - $784
Swank movie license which provides public performance rights to show films inside the library for adult, teen, and children's programming

Aquarium Maintenance - $2,000
Funds for annual aquarium maintenance and any one-time visits

Conferences and Professional Development - $15,000
These funds will enable staff to attend professional conferences and workshops to enhance the programs and services offered to the community. The main conference this year will be the Pennsylvania Library Association Annual Conference (Bethlehem).

LinkedIn Classes - $675
These sessions (3 in spring; 3 in fall) will provide professional education for using and optimizing LinkedIn for jobseekers. Presented by longtime LinkedIn expert, Lynne Williams. Supporting jobseekers and people in career transition is a goal of the library's and supports the library's strategic business plan.

Adult Reading Program Prizes - $1,000
The Reference Department hosts adult reading programs in the summertime to coincide with the Children's Summer Reading program and an all-year reading program to encourage reading and promote the library's reading resources. We offer prizes as an incentive to participate in the yearlong program and offer prizes for the summer program.

Aunt Flow supplies - $2,500
The Friends provided funding for the initial set-up for the Aunt Flow project. This provides free menstrual products in the first and second floor women's bathrooms. We are asking for money to cover the cost of supplies for 2027.

One Time Requests:

AirTame Hardware/fee - $2,792

This hardware and software will allow users to connect their devices wirelessly to additional screens in the library, including the Burke, Baker, and Small Conference Room C. It will also allow us to update our display screens in the Lobby, Multimedia, and the staff room. This technology was initially added as part of the Struble Room upgrades this summer.

Injection Molding Machine - $2,375

This machine will fabricate thermoplastic parts that are stronger and more dimensionally accurate than 3d printing. We can also use plastic scraps to produce items with this machine. We will be able to make large batches of objects much faster than 3D printing, including library merchandise to give away at outreach events.

Makerspace PCs - $7,567

This is for two new Makerspace computers to replace two existing computers that are over 10 years old. These are specialized computers with more storage to run the specialized computer software needed for the Makerspace equipment.

Professional Book Scanner - $1,394

This is a profession grade scanner to replace the flatbed scanner. This will allow for easier scanning of maps, drawings, blueprints, and other larger formats.

To: Chester County Library Board of Trustees
From: Jenna Persick
Re: Trust Funding Request, 2027
Date: November 17, 2026

After discussion with the Department Heads, we would like to request the following items for 2027 funding. We will recognize the Trust's contributions through our social media, website, advertising, and press releases.

Thank you for your consideration.

Annual Requests: $116,986

eBooks - $63,966
The Trust funding of eBooks is designated for new eBook titles.

Museum Passes - $15,500
We have used Trust funding exclusively to purchase museum passes for both libraries. These passes are extremely popular with our community and have circulated over 4500 times as of 10/27. In 2026, we purchased passes from 33 institutions.

Programming - $17,960
We have used Trust funding to provide programming at both libraries. These funds allow us to bring in speakers/instructors, provide supplies for crafting programs, and provide refreshments for special events like our Liberty Tea program. We also use this money to provide Zoom licenses at both libraries. We are requesting additional funds for the Trust Speaker Series this year to bring in Doug Tallemy for a lecture on native gardens. Programming funds breakdown: CCL $5,300; HHB $4,000; Zoom licenses $2,660; and Trust Speaker Series $6,000.

Storywalk - $4,000
The Storywalk is at Exton Park. The funding requested will cover the Spring and Fall new titles, plexiglass replacements, original books, hardware, and cleaning supplies. This was previously paid for by the Pearl Foundation.

Library Speakers Consortium - $6,500
This popular service allows us to offer 2-3 virtual author events each year. We have our own branded page for the service here: https://libraryc.org/ccls

English Literacy - $3,060
This funding allows CCL's Reference Department to provide programming and services to our immigrant and English Language Learning community. We work in partnership with the Chester County OIC to provide English conversation groups and the News for You (print and online) newspaper.

Library of Things - $6,000
This funding allows us to update and refresh our Library of Things collections at both libraries. We would

like to add a new collection of assistive technology items at both libraries. We will also be adding new Blu-ray players at CCL. HHB would like to add an outdoor games collection. Funds will also be used to replace items and cases in existing collections.

New Requests: $10,700

Privacy Booth - $10,000

(HHB) We have noticed patrons are frequently looking for collaborative spaces and would like to purchase a mobile, customizable, collaborative booth that comfortably seats two. This seating option offers a more private solution than working at a table in the library.

Read Along Displays - $700

(HHB) Rotating display racks to use for Read-Along books (Vox and Wonderbooks). Traditional bookshelves are not a good fit for these titles that contain built-in audio players.

Total Request: $127,686

Restricted Donations

If we receive a restricted donation from an organization (such as the Pearl Foundation) for any of the items above (part or all), we may adjust the funding levels of items, example: eBooks or Museum Passes.

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH
read. connect. discover

To: Chester County Library Board of Trustees
From: Jenna Persick, Library Director
Re: Request to spend passport funds/donations
Date: October 30, 2026

I am requesting permission to spend excess revenue from our Passport Service and unexpected donations in 2026. I have broken down the spending request by revenue type. Excess revenue will be moved to reserves, but I would like to be able to spend some of it on materials and projects this year. All the amounts below are based on a financial report run on 10/29.

This request was reviewed by the Finance Committee.

Thank you for your consideration.

Donations
2026 budgeted revenue: $1,000
2026 actual: $8,476
2026 excess revenue: $7,476

Passport Revenue
We did not provide a budget for passport services in 2026 as we weren't sure when the service would start.
2026 actual: $33,859
2026 passport expenses: $2,040 (supplies and postage; initial equipment was covered in existing line item)
2026 excess revenue: $31,819

Total 2026 excess revenue: $39,295
Amount requested to spend: $35,700

Projects:

eMaterials: $25,000 (we would purchase additional titles to meet our holds ratio)
Office chairs: $4,000
Phone Charging lockers: $2,698 (CCL/HHB)
Step 'n Wash stepstools: $4,000 (CCL/HHB public restrooms; 4 plus shipping and drill bits for installation)

Chester County Library and Henrietta Hankin Branch
2027 Holidays and Closings

New Year's Day	1/1/2027	Friday	Library Closed (County Closed)
Martin Luther King, Jr. Day	1/18/2027	Monday	Library Open (County Closed)
President's Day	2/15/2027	Monday	Library Open (County Closed)
Good Friday	3/26/2027	Friday	Library Open (County Float)
Easter Sunday	3/28/2027	Sunday	Library Closed
Primary Election Day	5/18/2027	Tuesday	Library Open (County Closed)
Memorial Day Sunday	5/30/2027	Sunday	Library Closed
Memorial Day (observed)	5/31/2027	Monday	Library Closed (County Closed)
Flag Day (observed)	6/14/2027	Monday	Library Open (County Float)
Juneteenth (observed)	6/18/2027	Friday	Library Closed (County Closed)
Independence Day	7/4/2027	Sunday	Library Closed
Independence Day (observed)	7/5/2027	Monday	Library Closed (County Closed)
Labor Day Sunday	9/5/2027	Sunday	Library Closed
Labor Day	9/6/2027	Monday	Library Closed (County Closed)
Columbus Day	10/11/2027	Monday	Library Closed[1] (County Float)
Election Day	11/2/2027	Tuesday	Library Open (County Closed)
Veterans Day	11/11/2027	Thursday	Library Open (County Closed)
Thanksgiving Day	11/25/2027	Thursday	Library Closed (County Closed)
Day after Thanksgiving	11/26/2027	Friday	Library Closed (County Closed)
Christmas (observed)	12/24/2027	Friday	Library Closed (County Open)
Christmas Day	12/25/2027	Saturday	Library Closed
New Year's (observed)	12/31/2027	Friday	Library Closed (County Closed)
New Year's Day	1/1/2028	Saturday	Library Closed

[1] CCLS Staff Development Day

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

DRAFT

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH
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Date: October 26, 2026
To: Friends of the Henrietta Hankin Library
From: Carey Bresler
Re: 2027 Funding Requests

Priority	Project/Item	Description/Goals/Outcomes	Frequency	Estimated Cost	2027 Request	Recognition
		Ongoing Funding				
1	Adult Summer Reading	Adult Summer Reading engages young adults to seniors, and encourages parents to participate in a summer reading challenge at the same time as their children. Programs and events bring community members into the library and increase awareness of library offerings.	Annually	$1500	$1500	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
2	Winter Family Read Aloud	For over ten years, the popular Winter Family Read-Aloud Program has encouraged families to read aloud to children from birth through sixth grade. The program also aims to educate parents/caregivers about the benefits and rewards of reading aloud to children.	Annually	$650	$650	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
3	Cricut Annual Subscription	Cricut Access is a subscription to the Cricut Image Library of over 100,000 non-licensed images, thousands of ready-to-make projects, and 500+ fonts, which will make the Maker easier for our patrons to enjoy by increasing access to projects and tools that they can use to enhance their own designs.	Annually	$100	$100	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
4	Fish Tank Maintenance	Everyone enjoys the fish, and the librarians don't have time to properly manage the tank. The service contract is great. We get clean objects in the tank, food, new fish, etc.	Annually	$1800	$1800	Sign on the fish tank, social media posts on Facebook, Instagram & Twitter

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

13	Take & Make Craft Kits	Craft kits for kids and families that can be picked up at the library and taken home to complete. The kits encourage visits to the library.	Annually	$200	$200	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
14	Scavenger Hunts and I Spy Tank	The popular Scavenger Hunts and I Spy Tank encourage library visits and interactions with library staff by children and their families.	Annually	$300	$300	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
				Ongoing total:	**$16,300**	
		New Requests				
Priority	**Project/Item**	**Description/Goals/Outcomes**	**Frequency**		**2027 Request**	**Recognition**
1	Sensory Kits	The Sensory Inclusion sub-committee of the CCL Diversity, Equity, and Inclusion Committee is requesting funds to create sensory processing support kits for both kids and adults. Each kit will include a weighted lap-pad, noise-blocking headphones, sunglasses, fidget toys, stress balls, meditation audio players, and sensory stickers in a pop-it backpack that can also provide sensory support.	One-Time		$600	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
3	PaLA Conference	Staff attending the PaLA Conference in Bethlehem. Attending a conference offers major benefits like career growth, skill enhancement, and motivation through expert sessions, new ideas, and practical insights	One-Time		$3000	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
4	Card Tables	The library hosts two weekly clubs that use card tables. The Mahjong Club and the Bridge Club. Mahjong is one of our most popular programs with 40-48 attendees weekly. Several of the tables have broken to the point where they are unusable and several others are worn out. This would allow us to purchase 5 additional new tables.	One-Time		$500	Sign during club meetings, recognition in the event description on LibCal
				New request total:	**$4,100**	
	Total Request				**$20,400**	