

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
JANUARY 21, 2020

AGENDA

CALL TO ORDER, 9:00 AM – Burke Board Room, CCL

WELCOME and INTRODUCTIONS

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of December 17, 2019 meeting (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager’s Report (p. 9)

FINANCIAL STATEMENTS

- December 2019 Exton and Hankin Financial Statements (Preliminary) (p. 11)

FOR APPROVAL

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

- President’s Report
- Director’s Report (p. 6)
- Branch Manager’s Report (p. 9)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Visitor’s Comments

Upcoming Events

Tuesday, February 18, 2020 – 9:00 AM CCL Board Meeting, CCL (Betty Burke Meeting Room)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS
December 17, 2019

Board Members Present

Earl Baker, President; Kathleen Pearse, Secretary; JoAnn Weinberger, Treasurer; Richard Hankin, Lisa Ionata and Jim Norton

Excused

Bill Connor, Vice-President

Others Present

Marguerite Dube, Director, Chester County Library & District Center; Joe Sherwood, Executive Director, CCLS; Tiffany Robertson-Brown, Finance and Administrative Services Manager, CCLS; Agatha Lyons, District Consultant; Meghan Lynch, Branch Manager, Hankin Library and Linda Farrelly, Administrative Assistant

CALL TO ORDER: 11:02 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW OF ADOPTION OF CONSENT AGENDA

On motion made by Kathy Pearse, seconded by JoAnn Weinberger, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

November, 2019 Exton and Hankin Financial Statements

On motion made by JoAnn Weinberger, seconded by Lisa Ionata, the November, 2019 Exton and Hankin Financial Statements were approved and filed for audit.

FOR APPROVAL

2020 Slate of Officers

The slate of candidates are:

Bill Connor – President

JoAnn Weinberger – Vice-President

Kathy Pearse – Secretary

Lisa Ionata – Treasurer

On motion made by JoAnn Weinberger, seconded by Richard Hankin, the slate of officers was approved.

2020 CCL Board Meeting Schedule

On motion made by Richard Hankin, seconded by Kathy Pearse, the 2020 CCL Board Meeting schedule was approved.

2020 CCL/Hankin Holidays and Closings

On motion made by Richard Hankin, seconded by Kathy Pearse, the 2020 schedule of Holidays and Closings for CCL and Hankin was approved.

State Aid Budget for 2020 for CCL and Hankin

The State Aid budget for 2020, which was reviewed by the Finance Committee, was distributed and a recommendation to accept was made.

On motion made by JoAnn Weinberger, seconded by Lisa Ionata, the 2020 State budgets for the Chester County Library and District Center and Hankin Branch Library were approved.

FOR INFORMATION/DISCUSSION

First Floor Redesign presentation

Marguerite reviewed the process for the redesign of the first floor. The team was formed, which included Marguerite, Melissa Kohl, Barb Bailey, Jenna Persick, Stephanie Sharon, Richard Hankin, Bill Connor, Joe Sherwood and John Dargay. The main goal was to improve the use of space to meet the demand for different types of services and reduce the amount of congestion at the drop off/check out area. The team also wanted to expand the JTC and create new space in Reference for quiet space and small collaborative spaces. The RFP asked for schematic designs and cost estimates for design, construction drawings and construction administration. Five proposals were received and Kelly/Maiello, Inc was selected based on price and quality. Fourteen thousand dollars of the \$52,140 has been paid so far.

The architects met with the team and did several site assessments. During this process it was decided to remove the reconfiguration of the Circulation area from the proposal and instead move OIC down to the Reference area to free up space for the JTC expansion. Other ideas that came from the meetings and site assessments were to combine the Reference and Multi-Media desks and add a wow factor to the entryway/lobby.

Marguerite pointed out the changes to the Returns Area, the relocations of the OIC space, the combined Reference/Multi-Media Desk, the relocation of the Café area and the addition of glass enclosed spaces. Changes to the Lobby area would include adding lower shelving with some seating, removal of the security gates, refacing of the Circulation and Returns desks, and the addition of interesting lighting fixtures. The Greeter Desk will be moved toward the wall, and will be manned by a staff member who can answer more than just directional questions.. The outside entrance would be updated with signage and lighter glass windows to make it more welcoming.

The phasing of the project would be to reduce congestion first, relocate the Reference/Multi Media Desks and the Café area next and do the Lobby and exterior work last.

The project was submitted as a capital request to the County for \$750,000. The Library, in conjunction with the County, plan on submitting a Keystone Grant application. Notification of the grant would be October 2020, meaning that work would not begin until 2021.

JoAnn asked about a dedicated Business Center. Marg said there will be a dedicated area for the Business Librarian and those resources. Also, the small conference room that will be used by the OIC on a part time basis can also be used by businesses and small groups. The design is not finalized yet.

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

All of the capital projects have been completed except for the move to Voice Over IP for phone service.

There was a pre-bid meeting for the electronic outside sign, which five vendors attended. Proposals are due January 8th.

Kristin Cassidy and Jamie Claxton submitted the final report for the American Dream Literacy grant. The Friends of CCL have agreed to fund the continuation of grant.

Another ten week course has been approved with the Life Long Learning Institute at Immaculata University.

During Congresswoman Chrissy Houlihan's visit to the library she was disappointed that she could not try out the VR/AR equipment. Sara has reconfigured the JTC space so that that equipment is available at any time.

CCLS received 4,456 responses to the Customer Satisfaction Survey. Linda has separated the results by Library for their review.

The Friends of CCL agreed to fund the Spring Volunteer Luncheon and the Staff Holiday Luncheon and increased to \$15,000 funds available for staff development. The Friends also agreed to fund Museum Passes, the aforementioned literacy materials, a mini CNC machine for the digital media lab and backpacks for visits to County parks. In addition, \$24,000 was set aside in a capital improvement fund. David also wanted Marguerite to mention in his absence that Katherine Ellis was re-elected Treasurer and Eric Tannenbaum was re-elected Vice-President.

Earl wanted to thank the Friends for another successful year and for supporting the library.

In addition, the CCL Trust agreed to fund the following:

- \$30,000 – eMaterials
- \$ 5,000 – Museum Passes
- \$10,000 – new 3D Printer
- \$ 3,000 – StoryWalk®
- \$ 1,000 – TV for VR/AR – which was an innovative idea submitted by Mike Grabill
- \$ 3,000 – Adult Programs
- \$15,000 – Large Type Collection
- \$ 5,000 - Foreign Language Collection

Branch Manager's Report

Meghan reported that the Friends of Hankin agreed to fund the purchase of a high speed scanner, museum passes, STEM gadgets, new card tables and preschool programs by outside presenters.

Meghan is looking forward to the new year of programming.

Meghan successfully completed her first budget.

The Holiday De-stress programs are doing well, as are the Holiday crafting programs.

The County Coroner gave a presentation on "What does a County Coroner do". Hankin hosted the Annual Holiday Luncheon for Volunteers, which had 75 attendees.

Friends of CCL – nothing additional

Friends of the Henrietta Hankin Library – nothing additional

Visitors' Comments - None

The meeting was adjourned at 11:45 AM.

Approved January 21, 2020
Kathleen Pearse, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Marguerite Dube, Director, Chester County Library and District Center
DATE: January 14, 2020
RE: Report to the Board for December 2019/January 2020

CAPITAL PROJECTS: Projects that have been budgeted for 2020 are:

Chester County Library

- VoiceoverIP phone conversion – Equipment has been installed and staff are currently being trained. Scheduled to go live on February 1.
- First Floor Redesign
- Front Parking Lot Redesign

Henrietta Hankin Branch

- VoiceoverIP phone conversion – Equipment has been installed and staff are currently being trained. Scheduled to go live on February 1.
- New blinds in staff areas

ACTIVITIES

- The Chester County Library earned the designation as a Three Star Library by Library Journal. The publication looked at 2017 data from 6,600 libraries across the nation and honored 261 this year. CCL falls in the category with budgets between \$5 million and \$9.9 million. This designation demonstrates that we spend our funds wisely in a way that best serves our patrons. On Tuesday, January 7, Joe and I were invited to attend the Commissioners Sunshine Meeting, where the library was recognized for this achievement.
- The bid opening for the Outdoor Sign was held at the library on January 8. Only two vendors submitted proposals. Amy, Bruce and I will be interviewing them to select the most suitable vendor for the project.
- With the resignation of the Finance Manager and the Accountant II, I have been working with the Business Office to help close the books for year end and prepare for the audit which will begin in mid-February. I have also been reviewing applications submitted for the Finance Manager position.
- Computer Services staff is installing new phones at each workstation to give staff a chance to familiarize themselves with it before the switchover to VOIP. Amy has been working closely with Linda Eustace of DCIS to record all the phone messages and ensure that the menu routing is correct. We are scheduled to go live by the end of the month.
- The MBA class from Villanova University presented their project proposal to the Harwood Leadership Team on December 12. The team also attended the scenario session, facilitated by Steve Wray, a consultant working with United Way Leadership Chester County. Both groups had some interesting ideas that we will consider moving forward.
- Jeanne Clancy, Jenna Persick, Barb Bailey and Linda Farrelly continue to participate on the CCLS Strategic Plan Measurement Team.

- It is time for most of the staff to renew their background checks, so we will be looking at a way to bring the FBI fingerprinting process in-house, if possible.
- The County has changed their policy on Business Use of a Personal Vehicle. All staff who use their vehicles four or more times per year for library business will need to submit an Authorized Driver Application Form, a copy of their driver's license, and the declaration page of their insurance policy before the end of the month.
- On January 13, Jeanne Clancy presented "Every child ready to learn" at the West Chester YMCA.
- Amy Suveg and Meghan Lynch have been working on the System Calendar Committee. They attended four vendor demos and have narrowed the choices down to two. The final selection should be made mid-month.
- Amy and Nicole met with Vista.Today staff to discuss the next year of editorial pieces. We are allowed 3-4 stories per quarter and we have already run two pieces for this quarter.
- This year's Craft Fair was extremely successful, bringing in approximately 875 attendees. This is the 9th year that we have held it and are developing quite a following.
- Our Annual Fit Fair is being held on Saturday, January 25, which is always a very popular event. We will once again be working with the County to include this as a Wellness Event for County employees.
- Standout Programs for December: Annual Holiday Craft Show (875 attendees); Cookies with the Police and Firemen (25 attendees); China 101 (36 attendees); Teen Penny Auction (63 attendees)

Meetings Attended/Events:

- December 17 - CCL Trust Board Meeting
- December 18 - Conference Call regarding United Way Case Study
- December 19 - General Staff Meetings
Quarterly Meeting with Joe's Direct Reports
- December 23-27 - Vacation
- December 24-25 - Libraries Closed for Christmas
- December 30 - Business Office Transition Meeting
- January 1 - Libraries Closed for New Year's Day
- January 6 - Business Office Meeting
West Whiteland Township's Friends of the Park Meeting
- January 7 - Commissioners Sunshine Meeting
Friends of the Chester County Library Board Meeting
- January 8 - Outdoor Sign Proposals Due
Public Service Staff Meeting
- January 9 - Harwood Leadership Team Meeting
- January 10 - Exton Region Chamber In the Know for NPO
- January 13 - Business Office Meeting
Uwchlan Township Board of Supervisors Meeting
- January 14 - Meeting with Hankin PICs
District Librarians/System Advisory Council Meetings
- January 16 - General Staff Meetings
VOIP Training
- January 20 - Library Closed for MLK Day
ERCC Annual Review Luncheon

Upcoming Schedule:

- January 22
 - January 23
 - January 24
 - January 28
 - January 30
 - February 3
 - February 4
 - February 5
 - February 10-21
 - February 11
 - February 12
 - February 13
- Development Roundtable
 - Harwood Leadership Team Meeting
 - SEPLA Board Meeting
 - Program Committee Meeting
 - Meeting with TD Bank
 - West Whiteland Township's Friends of the Park Meeting
 - Friends of Chester County Library Board Meeting
 - PaLA Nominations Meeting
 - Auditors
 - District Librarians Meeting
 - Public Service Staff Meeting
 - Harwood Leadership Team Meeting



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: January 15, 2020
RE: Report to the Board for December 2019/January 2020

- Building Update
 - The new signs have been completed on Rt. 401 and at the entrance to the parking lot and look very nice.
 - VOIP phone conversion is scheduled to be completed by the end of January.
- We received a \$250 contribution from South Coventry Township in late December and have verbal confirmation from the acting Upper Uwchlan Township Supervisor that their \$5000 contribution for 2019 is in the mail.
- A library staff holiday party was held on Thursday, December 19th. We had a delicious lunch from Carlino's.
- Prospective AARP tax preparers began classes on January 9th. Those completing the training will fan out around the County to prepare taxes for free for residents.
- Starting on February 14th, AARP tax preparers will be at the library on Fridays and Saturdays to help people complete their tax forms. Registration is open and spaces are starting to fill up.
- Created necessary spreadsheets for 2020 collection development and program expenditures. We migrated the 2020 staff schedule to a Google Sheets spreadsheet so that it can be viewed from outside the library.
- Work on Performance Reviews for last year is in progress.
- Working with Marguerite and Hankin staff to ensure that there are appropriate plans in place to for Meghan's upcoming leave, which will begin on January 28th (or earlier.)
- Reference Librarian Mary DeCecco is working with Susan Walraed to recruit and schedule teen volunteers to provide assistance in filling out Census forms online at the Library
- Joy Dvornicich, Census Partnership Specialist for Chester County, will be holding an informational table about the Census in the lobby on January 21st
- Adult programming notes
 - We have scheduled a series of financial literacy classes for adults and are working on planning additional programs for Money Smart Week (April 4-11).
 - Our December wellness yoga and tai chi programs were well received. We have a final Yoga and Nutrition workshop scheduled for January 27th and are working on scheduling a series of Pilates workshops.

- Adult craft programs continue to be well attended. We're working with the Jacobs Technology Center to offer ScanNCut workshops at the Hankin Branch and have an Embroidery for Beginners program scheduled for February 22nd.
- We have three upcoming programs scheduled in collaboration with PA Rep. Danielle Friel Otten's office: Social Media 101 and Digital Citizenship (January), Save for Your Child's Future with PA 529, PA Able, and Keystone Scholars (February), and How to Avoid Scams, Fraud, and Financial Exploitation for Seniors (March).
- We're working on scheduling a Mental Health First Aid training for May. This will be held in collaboration with PA Rep. Danielle Friel Otten's office and PA Sen. Katie Muth's office.
- Youth Services programming notes
 - The Youth Services Department is again holding a "Winter Family Read-Aloud" program in February to encourage families to sit down and read aloud, together. Participants will receive a read aloud book to keep and a raffle ticket for the grand prize. This program is generously funded by the Friends of the Henrietta Hankin Branch Library.
 - A session of Girls Who Code will begin on January 28th. There are still a few available spots.
 - Winter story times began on January 6th.
 - A preliminary Summer Reading planning meeting will be held on January 21st.

Meetings & Trainings Attended

- 12/19 CCL General Staff Meeting
Staff Holiday Lunch
- 12/23-25 Off/Library closed
- 1/7 Reference Staff meeting
- 1/8 Public Service Staff Meeting
Meeting about Census Volunteers
- 1/9 Book Nook Volunteer Lunch
- 1/13 Event Calendar Committee meeting
- 1/14 Hankin PIC meeting
DLM SAC Meetings
- 1/16 CCL General Staff Meeting
VOIP Training
- 1/21 CCLS/CCL Board Meetings

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING DECEMBER 31, 2019
PRELIMINARY

	2019 ANNUAL BUDGET	2019 YTD BUDGET	2019 YTD ACTUAL	PRIOR YTD ACTUAL	2019 YTD BUDGET VARIANCE	2019 YTD BUDGET VARIANCE %	2019 BALANCE	PERCENTAGE REMAINING
Salaries	2,571,931	2,571,931	2,450,658	2,486,581	121,273	4.7%	121,273	4.7%
Wages	607,063	607,063	597,104	571,026	9,959	1.6%	9,959	1.6%
Fringe Benefits	1,091,976	1,091,976	1,024,003	995,024	67,973	6.2%	67,973	6.2%
Security Provided by the County - EMS	29,147	29,147	0	0	29,147	100.0%	29,147	100.0%
TOTAL PERSONNEL SERVICES	4,300,117	4,300,117	4,071,764	4,052,632	228,353	5.3%	228,353	5.3%
LIBRARY MATERIALS	50,000	50,000	50,000	50,000	0	0.0%	0	0.0%
CORE EXPENDITURES								
Materials and Services	91,700	91,700	95,238	103,220	(3,538)	-3.9%	-3,538	-3.9%
Insurance	17,500	17,500	18,026	17,676	(526)	-3.0%	-526	-3.0%
Maintenance - Buildings & Grounds	57,436	57,436	66,242	35,070	(8,806)	-15.3%	-8,806	-15.3%
Utilities	118,711	118,711	98,869	108,698	19,842	16.7%	19,842	16.7%
Vehicle Expense	37,564	37,564	45,786	15,771	(8,222)	-21.9%	-8,222	-21.9%
TOTAL CORE EXPENDITURES	322,911	322,911	324,160	280,435	(1,249)	-0.4%	-1,249	-0.4%
INDIRECT COSTS	489,212	489,212	489,212	617,408	0	0.0%	0	0.0%
CAPITAL OUTLAY	20,000	20,000	0	272,046	20,000	0.0%	20,000	100.0%
TOTAL BUDGET	5,182,240	5,182,240	4,935,136	5,272,520	247,104	4.8%	247,104	4.8%

Notes:

Personnel Services: Salaries and Benefits under as we had several full time vacancies last year. Also, we have not been charged for Security Services for the past two years.

Core Expenditures: No major differences overall, although fleet vehicles are costing more than expected.

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.

Capital Outlay Have not been charged for carpeting in Board Room and Director's Office. Vickie is looking into it.

Total Budget: Budgeted expenditures YTD are 100% of total budget. Actual is 95%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING DECEMBER 31, 2019
PRELIMINARY**

	<u>2019 ANNUAL BUDGET</u>	<u>2019 YTD BUDGET</u>	<u>2019 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2019 YTD BUDGET VARIANCE</u>	<u>2019 YTD BUDGET VARIANCE %</u>	<u>2019 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	435,730	435,730	435,300	429,414	430	0.1%	430	0.1%
Wages	173,995	173,995	169,039	162,473	4,956	2.8%	4,956	2.8%
Fringe Benefits	212,219	212,219	211,879	196,126	340	0.2%	340	0.2%
TOTAL PERSONNEL SERVICES	821,944	821,944	816,218	788,014	5,726	0.7%	5,726	0.7%
LIBRARY MATERIALS	0	0	0	0	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	42,100	42,100	38,730	37,671	3,370	8.0%	3,370	8.0%
Insurance	5,700	5,700	5,700	5,700	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	67,756	67,756	56,672	84,496	11,084	16.4%	11,084	16.4%
Utilities	51,272	51,272	38,457	44,500	12,815	25.0%	12,815	25.0%
TOTAL CORE EXPENDITURES	166,828	166,828	139,559	172,368	27,269	16.3%	27,269	16.3%
INDIRECT COSTS	291,816	291,816	291,815	289,415	1	0.0%	1	0.0%
CAPITAL OUTLAY	160,000	160,000	35,184	18,441	124,816	0.0%	124,816	78.0%
TOTAL BUDGET	1,440,588	1,440,588	1,282,776	1,268,238	157,812	11.0%	157,812	11.0%

Notes:

Personnel Services: No major differences

Core Expenditures: Spent less than anticipated.

Capital Outlay: \$160,000 was over budgeted for carpeting in children's area.

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.

TOTAL BUDGET: Budgeted expenditures YTD are 100% of total budget. Actual is 89 %.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING DECEMBER 31, 2019
PRELIMINARY**

	<u>2019 ANNUAL BUDGET</u>	<u>2019 YTD BUDGET</u>	<u>2019 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2019 YTD BUDGET VARIANCE</u>	<u>2019 YTD BUDGET VARIANCE %</u>	<u>2019 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	308,437	308,437	308,437	299,584	0	0.0%	0	0.0%
State Aid - Others	1,066,341	1,066,341	1,067,341	1,076,195	1,000	0.1%	1,000	0.1%
STATE REVENUE	<u>1,374,778</u>	<u>1,374,778</u>	<u>1,375,778</u>	<u>1,375,779</u>	<u>1,000</u>	<u>0.1%</u>	<u>0</u>	<u>0.0%</u>
Township Appropriations	9,000	9,000	9,000	8,000	0	0.0%	0	0.0%
Charges	123,170	123,170	130,490	128,020	7,320	5.9%	7,320	5.9%
Fines and Overdues	105,300	105,300	99,244	104,456	(6,056)	-5.8%	(6,056)	-5.8%
Interest	2,500	2,500	2,963	2,340	463	18.5%	463	18.5%
Donations and Fundraisers	500	500	4,932	1,679	4,432	886.5%	4,432	886.5%
Transfer from other funds	13,716	13,716	13,716	0	0	0.0%	0	0.0%
Transfer from County for Materials	50,000	50,000	50,000	0	0	0.0%	0	0.0%
Miscellaneous Revenue	50	50	70	466	20	40.0%	20	40.0%
TOTAL OTHER REVENUE	<u>304,236</u>	<u>304,236</u>	<u>310,414</u>	<u>244,961</u>	<u>6,179</u>	<u>2.0%</u>	<u>6,179</u>	<u>2.0%</u>
TOTAL REVENUE	<u>1,679,014</u>	<u>1,679,014</u>	<u>1,686,193</u>	<u>1,620,739</u>	<u>7,179</u>	<u>0.4%</u>	<u>7,179</u>	<u>0.4%</u>
EXPENDITURES								
Library Materials	455,549	455,549	454,052	387,190	1,497	0.3%	1,497	0.3%
Services and Charges	96,727	96,727	94,303	100,853	2,424	2.5%	2,424	2.5%
Supplies	31,275	31,275	22,051	26,433	9,224	29.5%	9,224	29.5%
Miscellaneous	19,260	19,260	21,809	22,183	(2,549)	-13.2%	(2,549)	-13.2%
Transfers and Reimbursements	1,066,341	1,066,341	1,070,072	1,076,195	(3,731)	-0.3%	(3,731)	-0.3%
Unappropriated	0	0	0	0	0	0.0%	0	0.0%
Capital Outlay	9,862	9,862	13,134	7,886	(3,272)	-33.2%	(3,272)	-33.2%
TOTAL EXPENDITURES	<u>1,679,014</u>	<u>1,679,014</u>	<u>1,675,421</u>	<u>1,620,740</u>	<u>3,593</u>	<u>0.2%</u>	<u>3,593</u>	<u>0.2%</u>
REVENUE OVER EXPENDITURES	<u>0</u>	<u>0</u>	<u>10,771</u>	<u>(0)</u>	<u>10,771</u>		<u>10,771</u>	

NOTES:

State Revenue: No major differences.

Other Revenue: Charges are slightly higher than budgeted, but fines continue to decline. Received some unplanned for donations.

Total Revenue: Budgeted revenues YTD are 100% of total revenue. Actual is 100%.

Expenditures: Supplies under budget. Miscellaneous: Collection agency fees higher than budgeted.

Total Expenditures: Budgeted expenditures YTD are 100% of total budget. Actual is 99.7%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING DECEMBER 31, 2019
PRELIMINARY**

	<u>2019 ANNUAL BUDGET</u>	<u>2019 YTD BUDGET</u>	<u>2019 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2019 YTD BUDGET VARIANCE</u>	<u>2019 YTD BUDGET VARIANCE %</u>	<u>2019 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	75,000	75,000	75,000	75,000	0	0.0%	0	0.0%
STATE REVENUE	75,000	75,000	75,000	75,000	0	0.0%	0	0.0%
Township Appropriations	7,250	7,250	1,350	6,500	(5,900)	0.0%	(5,900)	-81.4%
Charges	33,800	33,800	37,791	39,806	3,991	11.8%	3,991	11.8%
Fines and Overdues	30,000	30,000	31,112	32,578	1,112	3.7%	1,112	3.7%
Interest	150	150	352	202	202	134.7%	202	134.7%
Donations	1,000	1,000	1,153	1,471	153	15.3%	153	15.3%
Transfer from Other Funds	14,070	14,070	16,801	0	2,731	19.4%	2,731	19.4%
Miscellaneous Revenue	30	30	28	31	(2)	-5.1%	(2)	-5.1%
TOTAL OTHER REVENUE	86,300	86,300	88,587	80,588	2,287	2.7%	2,287	2.7%
TOTAL REVENUE	161,300	161,300	163,587	155,588	2,287	1.4%	2,287	1.4%
EXPENDITURES								
Library Materials	134,650	134,650	139,821	126,364	(5,171)	-3.8%	(5,171)	-3.8%
Services and Charges	14,500	14,500	12,869	12,158	1,631	11.3%	1,631	11.3%
Supplies	7,650	7,650	6,007	5,967	1,643	21.5%	1,643	21.5%
Miscellaneous Expense	3,300	3,300	3,692	3,428	(392)	-11.9%	(392)	-11.9%
Capital Outlay	1,200	1,200	1,199	1,994	1	0.1%	1	0.1%
Transfers and Reimbursements	0	0	0	5,678	0	0.0%	0	0.0%
Unappropriated	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	161,300	161,300	163,587	155,589	(2,287)	-1.4%	(2,287)	-1.4%
REVENUE OVER EXPENDITURES	0	0	(0)	(0)	(0)		(0)	

NOTES:

State Revenue: Upper Uwchlan Township appropriation will be received in 2020

Total Revenue: Budgeted revenues YTD are 100% of total revenue. Actual is 101%.

Expenditures: Overexpenditure of materials was offset by transfer from CCL.

Total Expenditures: Budgeted expenditures YTD are 100% of total budget. Actual is 101%.

Chester County Library and Henrietta Hankin Fund Balances

Fund #	Fund Name	Preliminary Balance as of 12/31/2019	Friends	12/31/2019
Operating Funds				
001	Chester County Library Operating Fund	10,772		
043	Henrietta Hankin Branch Operating Fund	-		
	Total Operating Funds	<u>10,772</u>		
Reserve Funds				
004	Technology Fund	193,625		
400	Chester County Library Capital Reserve	56,421		
410	Chester County Library Program Fund	167,812		
450	Hankin Library - Capital	218,239		
451	CCL & Hankin Materials	94,820		
	Total Reserve Funds	<u>730,917</u>		
Friends of the Library Funds				
Various	Friends of Chester County Library	111,073		
943	Friends of Henrietta Hankin Branch	165	91	7,256
	Total Friends Funds	<u>111,238</u>	92	3,290
			93	7,328
			94	17,710
			95	11,845
			96	3,635
			97	1,445
			98	125
			99	3,652
			900	4,330
			902	24,957
			903	25,500
				<u><u>111,073</u></u>
Grants and Appropriations				
002	Community Foundation - Grants	10,353		
100	CCL County Materials Fund	1,550		
104	CCL Trust - Grants	9,143		
132	Glaxo-Smith Kline Science in the Summer	4,629		
238	American Dream Initiative	22		
	Total Grants and Appropriations	<u>25,697</u>		
Special Funds				
003	Helen Russell Memorial Fund	7,464		
105	CCL Community Day	4,014		
106	CCL & Hankin Museum Passes	8,579		
107	CCL & Hankin Author Events	4,590		
	Total Special Funds	<u>24,647</u>		
Endowment Funds				
090	Chester County Library Trust	<u>1,985,345</u>		
	TOTAL	<u><u>2,888,616</u></u>		

Chester County Library and Henrietta Hankin Branch Author Events

AUTHOR	BOOK TITLE(S)	STAFF CONTACT	EVENT DATE	LOCATION	COST	SPONSOR	# EXPECTED	STATUS
Liz Moore	<i>Long Bright River</i>	Nicole Richards	1/09/2020	Hilton Garden	None	CCL/Trust/Wellington Square Bookshop	105	Being jointly marketed by Wellington & CCL Trust. 108 Registered/Paid. 105 attended
John Dobbyn	<i>High Stakes</i>	Pam Marquette	4/16/2020	CCL	None	CCL and Trust	30-50	Scheduled on Events Calendar

Chester County Library System & Chester County Library and District Center Board of Trustees 2020

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