

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETING**  
**FEBRUARY 18, 2020**

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**AGENDA**

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

**WELCOME and INTRODUCTIONS**

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of January 21, 2020 meeting (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager’s Report (p. 8)

**FINANCIAL STATEMENTS**

- December 2019 Exton and Hankin Final Financial Statements (p. 9)
- January 2020 Exton and Hankin Financial Statements (p. 13)

**FOR APPROVAL**

- Policies (p. 18)
  - Fees
  - Library Behavior
  - Facilities

**FOR INFORMATION/DISCUSSION**

**REPORTS/CORRESPONDENCE**

- President’s Report
- Director’s Report (p. 5)
- Branch Manager’s Report (p. 8)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Visitor’s Comments

**Upcoming Events**

**Tuesday, March 17, 2020 – 9:00 AM CCL Board Meeting, CCL (Betty Burke Meeting Room)**

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETINGS**  
**January 21, 2020**

**Board Members Present**

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

**Excused**

JoAnn Weinberger, Vice President

**Others Present**

Marguerite Dube, Director, Chester County Library & District Center; Joe Sherwood, Executive Director, CCLS; Meghan Lynch, Branch Manager, Hankin Library; Vickie Brown, Chester County Finance Department; and Linda Farrelly, Administrative Assistant

**CALL TO ORDER:** 9:10 AM

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:** None

**REVIEW OF ADOPTION OF CONSENT AGENDA**

*On motion made by Kathy Pearse, seconded by Jim Norton, the Minutes and Consent Agenda were unanimously approved.*

**FINANCIAL STATEMENTS**

**Preliminary December, 2019 Exton and Hankin Financial Statements**

*On motion made by Earl Baker, seconded by Richard Hankin, the preliminary December, 2019 Exton and Hankin Financial Statements were approved.*

**FOR APPROVAL** - None

**FOR INFORMATION/DISCUSSION** - None

**REPORTS/CORRESPONDENCE**

**President's Report** - None

**Chester County Library Director's Report**

VoIP will be implemented February 1st. The First Floor Redesign project was approved by the Commissioners and Marguerite is working on the Keystone Grant application with the County. The Front Parking Lot redesign was also included in the 2020 County budget. New blinds will be installed at Hankin.

CCL received the Library Journal's 3-Star Award for libraries with budgets between \$5 million and \$9.9 million. Over 6,600 libraries were reviewed and 261 were selected. The Library Journal looked at 2017 statistics such as door counts, electronic and print circulation and programs. Joe and Marguerite attended the January 7<sup>th</sup> Commissioners Sunshine Meeting where the library was recognized for the achievement.

Amy, Bruce and Marguerite will be meeting with the two vendors who submitted a bid for the new outdoor electronic sign. The Friends have funded the purchase.

The Harwood Leadership team received the report from the Villanova MBA study which proposed hiring eight social workers over the course of the next five years. Marguerite will review the proposal more closely to see if there are any ideas that could be implemented.

The United Way Leadership team also reviewed the project and their proposals vary according to the economic conditions. Marguerite will take a closer look at that proposal as well.

CCL closed early on Saturday, January 18<sup>th</sup> (at 1:00 PM) due to the snow.

Background checks for staff and volunteers are due (5 year renewal). The FBI fingerprinting is the one that takes the longest. Staff is checking with the CCIU and Chester County Human Services to see if they have any capacity to assist with the FBI clearances. There isn't any mandated renewal for the Mandated Reporter training, but Joe and Liz will discuss further.

The County has started a new policy if staff use their personal car more than four times a year for business purposes. An Authorized Driver Application needs to be submitted along with a copy of the driver's license and insurance declaration page showing the coverage limits.

The Holiday Craft Fair was very well attended – 875.

The Fit Fair is scheduled for January 25<sup>th</sup>.

### **Branch Manager's Report**

The Weatherstone signs have been installed.

The VoIP phones are being installed today.

Hankin Library did not receive the \$5,000 contribution from Upper Uwchlan Township for 2019, but the check is in the mail. Hankin did receive a \$250 contribution from South Coventry Township.

Prospective AARP tax preparer training classes began January 9<sup>th</sup>. AARP Tax Preparers will be offering their free services at Hankin and CCL.

Meghan is working on performance reviews.

Meghan has been working with her staff on a smooth transition while she is out on maternity leave.

Mary DeCecco and Jamie Claxton are working with Susan Walraed regarding placing teen volunteers to assist with the 2020 Census. An informational table will be set up about the Census in the lobby today.

There are three upcoming programs scheduled in collaboration with PA Rep. Danielle Freil Otton's office over the next three months. Also a Mental Health First Aid training is being scheduled for May, also in conjunction with Rep. Friel Otton's office.

The Winter Family Read Aloud program will start in February.

The next session of Girls Who Code Club will start January 28<sup>th</sup>.

A Dungeons and Dragons Club has started at Hankin and CCL.

Already starting to plan for the Summer Reading programs.

#### **Friends of CCL**

Marguerite reported that another Villanova MBA study was conducted on the Friends and they proposed developing a new logo and updating their newsletter.

Also, the additional closet in the Struble Room project is moving forward. This will supply additional storage for children's books.

#### **Friends of the Henrietta Hankin Library - None**

#### **Visitors' Comments**

Earl congratulated Marguerite on the receipt of the Library Journal's 3 Star Award.

The meeting was adjourned at 9:38 AM.

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Approved February 18, 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: February 14, 2020  
RE: Report to the Board for January/February

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

**Chester County Library**

- VoiceoverIP phone conversion – Completed.
- First Floor Redesign
- Front Parking Lot Redesign

**Henrietta Hankin Branch**

- VoiceoverIP phone conversion – Completed.
- New carpeting in Children’s area – Scheduled for Summer 2020
- New blinds in staff areas

**ACTIVITIES**

- Amy Suveg gave birth to a baby boy on January 23, two weeks early. She will be out on maternity leave until mid-April.
- Francine Fulton of the Community Courier wrote a very nice article about the library’s Star Library designation by Library Journal. A copy of the article is in this board packet.
- Amy, Bruce and I met with representatives from the two companies that submitted proposals for the outside sign. The County has since declined both proposals as neither met the bid specifications. Contracts and Purchasing will be preparing an RFP to go out in the next week or two.
- I continue to spend a lot of time working with the Business Office to help with the accounting. We have made an offer to a candidate for the Accountant II position and are still conducting interviews for the Finance Manager position. Everyone in the Business Office is working very hard to complete tasks and meet deadlines.
- Voice Over IP has been implemented and has not seemed to cause any problems or complaints from the public. Phone numbers are being changed on business cards, promotional materials, our online calendar, and the website.
- Linda Farrelly, Moria Wikstrom-Fischer and I had a conference call with Melanie Coldiron, Fingerprinting Coordinator at the Chester County Intermediate Unit. She has agreed to work with us to set up appointments for our staff to have the FBI clearances done there over the next few months.
- Joe, the Business Office staff and I attended a webinar to learn about the Payroll module in Microix, which was purchased but never implemented. It was decided that the use of this module will be much more accurate and efficient in processing payroll for the member libraries.

- I served as the Southeast chapter representative on the PaLA Nominations committee. I attended the nominations meeting at headquarters on February 5 to nominate a slate of candidates for several PaLA offices.
- The Fit Fair was a big success attracting approximately 200 people despite the heavy rains. We had 15 vendors, and four programs were held, including Yoga, a healthy cooking demo, and self-defense.
- Bruce is down two part time and one full time driver again, as the others left for better opportunities. Agatha is helping with the interview process and they are close to hiring the two part time replacements. They are continuing to interview for the full time position.
- I met with John Dargay to review the application process for the Keystone Grant. Most of documents will need to be prepared by the County, as the application must be submitted by the municipality. The application must be postmarked by April 10, 2020.
- Joe, Linda Farrelly and I met with representatives from TD Bank to discuss more efficient ways of handling financial processes. One thing that will be implemented soon is FTExpress, which is a quicker and easier way to transfer ACH payroll files to TD Bank.
- Susan Walraed is busy planning the Volunteer Spring Luncheon scheduled for April 21 at Bonefish.
- Tom Berman, Jamie Claxton, and Lois Shupp have coordinated and organized resources and volunteers with Susan Walraed's help for both tax season and the 2020 Census.
- The next round of classes with Lifelong Learning Institute at Immaculata University kicked off this month with a newly revised line-up of sessions, including Internet Security and Privacy. Representatives from most library departments, including Computer Services, are presenting information about our resources and services to a very interested audience.
- The new 3D Printer, purchased by the Trust, has arrived. Installation and training are scheduled for February 21.
- Standout Programs for January: Meet Author Liz Moore (105 attendees); Fit Fair (approx. 200 attendees); Antiques Roadshow (84 attendees); Aging Backwards (54 attendees); Picture This (27 attendees); Kardz for Kids (28 attendees)

## Meetings Attended/Events:

- January 21 - Meeting with Forman Signs
- January 22 - Interview with Finance Manager Candidate
- January 23 - Harwood Leadership Team Meeting
- January 24 - SEPLA Board Meeting  
Interview with Finance Manager Candidate
- January 27 - Business Office Staff Meeting  
Interviews with two Accountant II Candidates
- January 29 - Conference Call with Fingerprinting Coordinator at CCIU
- January 30 - Meeting with TD Bank  
Interview with Finance Manager Candidate
- January 31 - Meeting with Exton Chamber and West Whiteland Township
- February 3 - Business Office Staff Meeting  
Microix Timesheet Module Demo
- February 5 - PaLA Nominations Meeting
- February 6 - Interview with Accountant II Candidate  
Friends of the Henrietta Hankin Branch Board Meeting

- February 10
  - February 10-21
  - February 11
  
  - February 12
  - February 13
  - February 17
- Business Office Staff Meeting
  - Auditors on-site
  - District Librarians Meeting
  - Friends of the Chester County Library Board Meeting
  - Meeting with John Dargay re: Keystone Grant
  - Public Service Staff Meeting
  - Interview with Finance Manager Candidate
  - Business Office Staff Meeting

## Upcoming Schedule:

- February 20
  - February 21
  - February 24-March 6
  - March 9
  - March 10
  - March 11
  - March 14
- General Staff Meetings
  - Interview with Finance Manager Candidate
  - Vacation
  - Business Office Staff Meeting
  - District Librarians Meeting/System Advisory Council Meeting
  - Public Service Staff Meeting
  - Staff Bowling Party



TO: Board of Trustees, Chester County Library and District Center  
FROM: Marguerite Dube, Director, Chester County Library and Henrietta Hankin Branch  
DATE: February 13, 2020  
RE: Henrietta Hankin Branch Report to the Board for January/February 2020

### **Building Update**

- VoiceoverIP phone conversion – Completed.
- New carpeting in Children’s area – Scheduled for Summer 2020
- New blinds in staff areas

Meghan Lynch gave birth to a baby girl on January 27. She will be out until mid-April for maternity leave. Her very capable staff will be taking over most of her duties while she is away.

We received the 2019 Upper Uwchlan Township appropriation in the amount of \$5,000 this month, so it will be recorded in the 2020 financials.

### **Adult Programming Notes**

- Claire Michelle Viola and Kate Woodworth launched the Picture It! Book Club on February 5. The program is designed to meet the literary and social needs of adolescents and adults with intellectual and developmental differences. An article was published in Vista.Today on February 3 to promote the book club.
- Starting on February 14<sup>th</sup>, 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.
- 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.

### **Youth Services Programming Notes**

- Story Times started on January 6
- We will be holding 4-weekly STEM programs for school-aged kids
- Mother-Daughter Book Club - Skyped with author, Karina Yan Glaser
- “Girls Who Code” 10-week session began at the end of January – 15 registered girls with 4 on the waitlist
- Interviewed & completed county orientation for new Chess Club Coach - weekly Chess Club for 6+ year-olds scheduled to begin in February
- Started registering families for the Winter Family Read-Aloud Program which runs throughout the month of February. To date – 140 families are participating



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

	<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	2,571,931	2,571,931	2,519,934	2,486,581	51,997	2.0%	51,997	2.0%
Wages	607,063	607,063	608,918	571,026	(1,855)	-0.3%	-1,855	-0.3%
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%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,300,117</b>	<b>4,300,117</b>	<b>4,152,855</b>	<b>4,052,632</b>	<b>147,262</b>	<b>3.4%</b>	<b>147,262</b>	<b>3.4%</b>
LIBRARY MATERIALS	50,000	50,000	50,000	50,000	0	0.0%	0	0.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	91,700	91,700	92,422	103,220	(722)	-0.8%	-722	-0.8%
Insurance	17,500	17,500	18,026	17,676	(526)	-3.0%	-526	-3.0%
Maintenance - Buildings & Grounds	57,436	57,436	64,537	35,070	(7,101)	-12.4%	-7,101	-12.4%
Utilities	118,711	118,711	99,777	108,698	18,934	15.9%	18,934	15.9%
Vehicle Expense	37,564	37,564	45,728	15,771	(8,164)	-21.7%	-8,164	-21.7%
<b>TOTAL CORE EXPENDITURES</b>	<b>322,911</b>	<b>322,911</b>	<b>320,490</b>	<b>280,435</b>	<b>2,421</b>	<b>0.7%</b>	<b>2,421</b>	<b>0.7%</b>
INDIRECT COSTS	489,212	489,212	489,212	617,408	0	0.0%	0	0.0%
CAPITAL OUTLAY	20,000	20,000	6,667	272,046	13,333	0.0%	13,333	66.7%
<b>TOTAL BUDGET</b>	<b>5,182,240</b>	<b>5,182,240</b>	<b>5,019,224</b>	<b>5,272,520</b>	<b>163,016</b>	<b>3.1%</b>	<b>163,016</b>	<b>3.1%</b>

**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** Journal entry was made for carpeting in board room and Director's office. Lower than budgeted.

**Total Budget:** Budgeted expenditures YTD are 100% of total budget. Actual is 97%.

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

	<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	447,199	429,414	(11,469)	-2.6%	-11,469	-2.6%
Wages	173,995	173,995	172,299	162,473	1,696	1.0%	1,696	1.0%
Fringe Benefits	212,219	212,219	211,879	196,126	340	0.2%	340	0.2%
<b>TOTAL PERSONNEL SERVICES</b>	<b>821,944</b>	<b>821,944</b>	<b>831,377</b>	<b>788,014</b>	<b>(9,433)</b>	<b>-1.1%</b>	<b>-9,433</b>	<b>-1.1%</b>
LIBRARY MATERIALS	0	0	0	0	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	42,100	42,100	41,854	37,671	246	0.6%	246	0.6%
Insurance	5,700	5,700	5,700	5,700	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	67,756	67,756	60,441	84,496	7,315	10.8%	7,315	10.8%
Utilities	51,272	51,272	39,539	44,500	11,733	22.9%	11,733	22.9%
<b>TOTAL CORE EXPENDITURES</b>	<b>166,828</b>	<b>166,828</b>	<b>147,534</b>	<b>172,368</b>	<b>19,294</b>	<b>11.6%</b>	<b>19,294</b>	<b>11.6%</b>
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%
<b>TOTAL BUDGET</b>	<b>1,440,588</b>	<b>1,440,588</b>	<b>1,305,910</b>	<b>1,268,238</b>	<b>134,678</b>	<b>9.3%</b>	<b>134,678</b>	<b>9.3%</b>

**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. Will be carried over to 2020

**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 91 %.

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

	<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>
<b>REVENUE</b>								
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	130,073	128,020	6,903	5.6%	6,903	5.6%
Fines and Overdues	105,300	105,300	99,244	104,456	(6,056)	-5.8%	(6,056)	-5.8%
Interest	2,500	2,500	3,113	2,340	613	24.5%	613	24.5%
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	15,256	0	1,540	11.2%	1,540	11.2%
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>311,688</u>	<u>244,961</u>	<u>7,452</u>	<u>2.4%</u>	<u>7,452</u>	<u>2.4%</u>
<b>TOTAL REVENUE</b>	<b><u>1,679,014</u></b>	<b><u>1,679,014</u></b>	<b><u>1,687,466</u></b>	<b><u>1,620,739</u></b>	<b><u>8,452</u></b>	<b><u>0.5%</u></b>	<b><u>8,452</u></b>	<b><u>0.5%</u></b>
<b>EXPENDITURES</b>								
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	33,854	22,183	(14,594)	-75.8%	(14,594)	-75.8%
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%
<b>TOTAL EXPENDITURES</b>	<b><u>1,679,014</u></b>	<b><u>1,679,014</u></b>	<b><u>1,687,466</u></b>	<b><u>1,620,740</u></b>	<b><u>(8,452)</u></b>	<b><u>-0.5%</u></b>	<b><u>(8,452)</u></b>	<b><u>-0.5%</u></b>
<b>REVENUE OVER EXPENDITURES</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(0)</u></b>	<b><u>(0)</u></b>	<b><u>(0)</u></b>		<b><u>(0)</u></b>	

**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  
FINAL**

	<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>
<b>REVENUE</b>								
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	37,903	39,806	4,103	12.1%	4,103	12.1%
Fines and Overdues	30,000	30,000	31,112	32,578	1,112	3.7%	1,112	3.7%
Interest	150	150	379	202	229	152.7%	229	152.7%
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	88,726	80,588	2,426	2.8%	2,426	2.8%
<b>TOTAL REVENUE</b>	<b>161,300</b>	<b>161,300</b>	<b>163,726</b>	<b>155,588</b>	<b>2,426</b>	<b>1.5%</b>	<b>2,426</b>	<b>1.5%</b>
<b>EXPENDITURES</b>								
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	139	5,678	(139)	0.0%	(139)	0.0%
Unappropriated	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>161,300</b>	<b>161,300</b>	<b>163,726</b>	<b>155,589</b>	<b>(2,426)</b>	<b>-1.5%</b>	<b>(2,426)</b>	<b>-1.5%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>		<b>0</b>	

**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 DISTRICT CENTER**  
**COUNTY BUDGET REPORT - EXTON LIBRARY**  
**PERIOD ENDING JANUARY 31, 2020**

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,559,495	147,663	127,039	130,001	20,624	14.0%	2,432,456	95.0%
Wages	659,186	38,030	29,833	29,709	8,197	21.6%	629,353	95.5%
Fringe Benefits	1,059,296	88,275	80,514	79,814	7,761	8.8%	978,782	92.4%
Security Provided by the County - EMS	28,924	2,410	0	29,147	2,410	100.0%	28,924	100.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,306,901</b>	<b>276,378</b>	<b>237,386</b>	<b>268,671</b>	<b>38,992</b>	<b>14.1%</b>	<b>4,069,515</b>	<b>94.5%</b>
LIBRARY MATERIALS	60,000	15,000	15,000	12,500	0	0.0%	45,000	75.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	96,865	8,072	1,198	6,328	6,874	85.2%	95,667	98.8%
Insurance	18,030	9,015	7,815	8,750	1,200	13.3%	10,215	56.7%
Maintenance - Buildings & Grounds	39,756	3,313	3,068	2,088	245	7.4%	36,688	92.3%
Utilities	98,000	8,167	1,076	1,200	7,091	86.8%	96,924	98.9%
Vehicle Expense	37,828	3,152	1,793	24	1,359	43.1%	36,035	95.3%
<b>TOTAL CORE EXPENDITURES</b>	<b>290,479</b>	<b>31,719</b>	<b>14,950</b>	<b>18,390</b>	<b>16,769</b>	<b>52.9%</b>	<b>320,529</b>	<b>110.3%</b>
INDIRECT COSTS	625,524	52,127	52,125	40,770	2	0.0%	573,399	91.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
<b>TOTAL BUDGET</b>	<b>5,282,904</b>	<b>375,224</b>	<b>319,461</b>	<b>340,330</b>	<b>55,763</b>	<b>14.9%</b>	<b>4,963,443</b>	<b>94.0%</b>

**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** Journal entry was made for carpeting in board room and Director's office. Lower than budgeted.

**Total Budget:** Budgeted expenditures YTD are 100% of total budget. Actual is 97%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - HANKIN LIBRARY  
PERIOD ENDING JANUARY 31, 2020**

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	441,958	25,498	22,173	23,493	3,325	13.0%	419,785	95.0%
Wages	179,425	10,351	8,765	7,874	1,586	15.3%	170,660	95.1%
Fringe Benefits	206,329	17,194	16,111	16,431	1,083	6.3%	190,218	92.2%
<b>TOTAL PERSONNEL SERVICES</b>	<b>827,712</b>	<b>53,043</b>	<b>47,049</b>	<b>47,797</b>	<b>5,994</b>	<b>11.3%</b>	<b>780,663</b>	<b>94.3%</b>
LIBRARY MATERIALS	20,000	5,000	5,000	0	0	0.0%	15,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	44,374	3,698	10	3,096	3,688	99.7%	44,364	100.0%
Insurance	5,358	2,679	2,679	2,850	0	0.0%	2,679	50.0%
Maintenance - Buildings & Grounds	60,142	5,012	10,733	5,135	(5,721)	-114.2%	49,409	82.2%
Utilities	45,300	3,775	804	637	2,971	78.7%	44,496	98.2%
<b>TOTAL CORE EXPENDITURES</b>	<b>155,174</b>	<b>15,164</b>	<b>14,226</b>	<b>11,717</b>	<b>938</b>	<b>6.2%</b>	<b>155,948</b>	<b>100.5%</b>
INDIRECT COSTS	224,773	18,731	18,730	24,320	1	0.0%	206,043	91.7%
CAPITAL OUTLAY	124,816	0	0	0	0	0.0%	124,816	100.0%
<b>TOTAL BUDGET</b>	<b>1,352,475</b>	<b>91,938</b>	<b>85,005</b>	<b>83,834</b>	<b>6,933</b>	<b>7.5%</b>	<b>1,267,470</b>	<b>93.7%</b>

**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. Will be carried over to 2020

**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 91 %.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON  
PERIOD ENDING JANUARY 31, 2020**

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	347,806	347,806	347,806	308,437	0	0.0%	0	0.0%
State Aid - Others	1,144,260	1,144,260	1,154,260	1,067,341	10,000	0.9%	10,000	0.9%
STATE REVENUE	1,492,066	1,492,066	1,502,066	1,375,778	10,000	0.7%	10,000	0.7%
Township Appropriations	9,500	0	0	0	0	0.0%	(9,500)	-100.0%
Charges	126,235	10,516	10,799	11,419	283	2.7%	(115,436)	-91.4%
Fines and Overdues	92,000	7,667	8,273	8,951	606	7.9%	(83,727)	-91.0%
Interest	3,300	275	0	407	(275)	-100.0%	(3,300)	-100.0%
Donations and Fundraisers	500	42	257	49	215	511.9%	(243)	-48.6%
Transfer from other funds	0	0	0	13,716	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	15,000	15,000	12,500	0	0.0%	(45,000)	-75.0%
Miscellaneous Revenue	50	4	5	10	1	25.0%	(45)	-90.0%
TOTAL OTHER REVENUE	291,585	33,504	34,334	47,051	830	2.5%	(257,251)	-88.2%
<b>TOTAL REVENUE</b>	<b>1,783,651</b>	<b>1,525,570</b>	<b>1,536,400</b>	<b>1,422,829</b>	<b>10,830</b>	<b>0.7%</b>	<b>(247,251)</b>	<b>-13.9%</b>
<b>EXPENDITURES</b>								
Library Materials	486,679	51,826	29,292	54,849	22,534	43.5%	457,387	94.0%
Services and Charges	90,456	12,132	7,514	9,608	4,618	38.1%	82,942	91.7%
Supplies	28,150	3,454	1,270	550	2,184	63.2%	26,880	95.5%
Miscellaneous	20,600	1,717	509	724	1,208	70.4%	20,091	97.5%
Transfers and Reimbursements	1,144,260	1,144,260	1,082,723	1,067,341	61,537	5.4%	61,537	5.4%
Capital Outlay	13,506	4,225	4,125	0	100	2.4%	9,381	69.5%
<b>TOTAL EXPENDITURES</b>	<b>1,783,651</b>	<b>1,217,614</b>	<b>1,125,433</b>	<b>1,133,072</b>	<b>92,181</b>	<b>7.6%</b>	<b>658,218</b>	<b>36.9%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>307,956</b>	<b>410,967</b>	<b>289,757</b>	<b>103,011</b>		<b>410,967</b>	

**NOTES:**

**State Revenue:** State Aid was budgeted incorrectly for Member Libraries.

**Other Revenue:** Charges and fees are slightly higher than budgeted.

**Total Revenue:** Budgeted revenues YTD are 85.5% of total revenue. Actual is 86%

**Expenditures:** Materials are on order. Transfers for State Aid and County Appropriation to be corrected.

**Total Expenditures:** Budgeted expenditures YTD are 68% of total budget. Actual is 63%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - HANKIN  
PERIOD ENDING JANUARY 31, 2020**

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	90,000	90,000	90,000	75,000	0	0.0%	0	0.0%
STATE REVENUE	90,000	90,000	90,000	75,000	0	0.0%	0	0.0%
Township Appropriations	6,100	0	0	1,000	0	0.0%	(6,100)	-100.0%
Charges	36,575	3,048	3,237	2,946	189	6.2%	(33,338)	-91.1%
Fines and Overdues	30,000	2,500	2,815	2,735	315	12.6%	(27,185)	-90.6%
Interest	400	33	0	50	(33)	-100.0%	(400)	-100.0%
Donations	0	0	180	287	180	#DIV/0!	180	#DIV/0!
Transfer from Other Funds	0	0	0	14,070	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	5,000	5,000		0	0.0%	(15,000)	-75.0%
Miscellaneous Revenue	25	2	2	3	0	0.0%	(23)	-92.0%
TOTAL OTHER REVENUE	93,100	10,583	11,234	21,091	651	6.2%	(81,866)	-87.9%
<b>TOTAL REVENUE</b>	<b>183,100</b>	<b>100,583</b>	<b>101,234</b>	<b>96,091</b>	<b>651</b>	<b>0.6%</b>	<b>(81,866)</b>	<b>-44.7%</b>
<b>EXPENDITURES</b>								
Library Materials	136,669	11,389	2,914	6,909	8,475	74.4%	133,755	97.9%
Services and Charges	11,725	935	838	655	97	10.4%	10,887	92.9%
Supplies	7,700	642	0	956	642	100.0%	7,700	100.0%
Miscellaneous Expense	3,850	320	296	152	24	7.5%	3,554	92.3%
Capital Outlay	3,156	0	0	0	0	#DIV/0!	3,156	100.0%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>163,100</b>	<b>13,286</b>	<b>4,048</b>	<b>8,672</b>	<b>9,238</b>	<b>69.5%</b>	<b>159,052</b>	<b>97.5%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>20,000</b>	<b>87,297</b>	<b>97,186</b>	<b>87,419</b>	<b>9,889</b>		<b>77,186</b>	

**NOTES:**

State Revenue: No differences

Total Revenue: Budgeted revenues YTD are 55% of total revenue. Actual is 55%.

Expenditures: Materials on order.

Total Expenditures: Budgeted expenditures YTD are 8% of total budget. Actual is 2%.



**Chester County Library and Henrietta Hankin Fund Balances**

<b>Fund #</b>	<b>Fund Name</b>	<b>1/31/2020</b>		
<b>Operating Funds</b>				
001	Chester County Library Operating Fund	-		
043	Henrietta Hankin Branch Operating Fund	-		
	Total Operating Funds	-		
				2,466,780
<b>Reserve Funds</b>				
004	Technology Fund	205,076		
400	Chester County Library Capital Reserve	56,062		
410	Chester County Library Program Fund	171,132		
450	Hankin Library - Capital	216,850		
451	CCL & Hankin Materials	108,285		
	Total Reserve Funds	757,405		
<b>Friends of the Library Funds</b>				
Various	Friends of Chester County Library	144,716		
943	Friends of Henrietta Hankin Branch	6,372		
	Total Friends Funds	151,088		
			<b>Friends</b>	<b>12/31/2019</b>
			91	3,320
			92	2,130
			93	16,443
			94	11,853
			95	48,785
			96	2,436
			97	1,609
			98	124
			99	3,229
			900	3,904
			902	34,509
			903	25,500
				<u><u>153,842</u></u>
<b>Grants and Appropriations</b>				
002	Community Foundation - Grants	10,517		
100	CCL County Materials Fund	917		
104	CCL Trust - Grants	53,398		
132	Glaxo-Smith Kline Science in the Summer	3,432		
238	American Dream Initiative	22		
	Total Grants and Appropriations	68,286		
<b>Special Funds</b>				
003	Helen Russell Memorial Fund	7,417		
105	CCL Community Day	3,249		
106	CCL & Hankin Museum Passes	4,275		
107	CCL & Hankin Author Events	5,657		
	Total Special Funds	20,598		
<b>Endowment Funds</b>				
090	Chester County Library Trust	1,469,403		
	<b>TOTAL</b>	<u><u>2,466,780</u></u>		

## FEES

Fees may be applicable, at the discretion of the Board of Trustees of the Chester County Library and Henrietta Hankin Branch ~~Libraries~~, for services which may include:

Providing a service that incurs an additional cost to the Library with each use, such as materials for programs.

Providing Library facilities and staff to outside organizations.

Providing use of equipment, such as photocopiers, ~~microform~~ microfilm readers ~~s~~ printers, printers, and fax machines.

Providing new services for which funding is not otherwise available.

Providing certain popular and high-demand material.

*Revision adopted July 17, 2001*  
*Reviewed July 15, 2003*  
*Revision adopted June 21, 2005*  
*Reviewed April 18, 2006*  
*Reviewed March 18, 2008*  
*Revision adopted June 21, 2016*  
*Revision adopted February 18, 2020*

# **CHESTER COUNTY LIBRARY LIBRARY BEHAVIOR POLICY**

## **Policy Statement**

The Chester County Library and Henrietta Hankin Branch Library welcome and encourage the use of its facilities and resources by the public. Library users are expected to abide by our Library Behavior Policy to maintain a safe environment with equal access for all.

The following specific activities and behaviors seriously interfere with the provision of Library service, are prohibited in or on Library property, and are grounds for immediate expulsion from the Library. Staff is instructed to call 9-9-1-1 immediately in response to any of the following behaviors, and will document the event in an Incident Report. These violations will result in extended expulsions up to permanent expulsion from the Library. Each situation will be handled on an individual basis.

- Engaging in any activity which violates Federal, State, local or other applicable law.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including, but not limited to bullying, fighting, stalking, staring, lurking, offensive touching, or physical abuse, and obscene acts such as sex acts and indecent exposure.
- Being in possession of, distributing, or under the influence of alcohol or illegal drugs.
- Intentionally damaging, destroying, or stealing any property belonging to the Library, a user, or employee.

The following activities are disruptive to staff, volunteers and other users, and Library users engaged in these activities will be given one warning by the Person in Charge. Continued violations will result in the user being asked to leave the Library for the day, and will be documented by the Person in Charge in an Incident Report. Staff will call the police if a person or group of persons is asked to leave the Library and refuses to leave and/or becomes difficult with the staff member. Repeat violations may result in longer expulsions, up to permanent expulsion from the Library. Each situation will be handled on an individual basis.

- Noisy, rowdy, boisterous, aggressive, or other disruptive behavior that interferes with the use of the Library by other users, or interferes with Library employees' performance of their duties.

## CHESTER COUNTY LIBRARY LIBRARY BEHAVIOR POLICY

- Unaccompanied children under the age of thirteen (13) who are not accompanied by a parent or responsible caregiver (at least 16 years of age) at all times. (*Please refer to the Unattended Children Policy for further guidelines.*)
- Removing Library materials from the premises without authorization through established lending procedures. This does not pertain to free handouts. (*Please refer to the PA Library Theft Act for further guidelines.*)
- Trespassing in nonpublic areas, or being in the Library without permission of an authorized Library employee before or after Library operating hours.
- Violation of the CCLS Internet Acceptable Use Policy. A user accepts these rules before accessing the Internet through a Library computer or wireless.
- Using communication devices in a manner that interferes with the use of the Library by others. Audible ringers must be on vibrate. Audible cell phone use is not permitted in quiet areas.
- Using audible devices without headphones or with headphones set at a volume that interferes with the use of the Library by others.
- Using restrooms for bathing, shampooing, or doing laundry.
- Littering or spitting.
- Smoking, chewing, or other use of tobacco products, as well as the use of electronic cigarettes and vaping.
- Being barefooted, without a shirt, or possessing a strong odor or scent that interferes with the use of the Library by others.
- Sleeping in the Library if the sleeping individual is snoring, reclining, or using seating intended for more than one person.
- Taking Library materials into the Library restrooms.
- Eating food which causes a mess or odor and interferes with the use of furniture by other patrons is prohibited. Covered beverages and snack foods are permitted if handled neatly. No food or drink is allowed in the public computer areas.
- Animals other than service animals.
- Electronic devices that are disruptive to others, or have electrical cords that create obstacles or pose tripping hazards.

## **CHESTER COUNTY LIBRARY LIBRARY BEHAVIOR POLICY**

- Blocking of aisles with personal items.
- Luggage, carry-on bags, oversize backpacks or bags, or shopping carts are not allowed in the Library. The Library reserves the sole discretion to decide what constitutes an oversized backpack or bag relevant to its function (medical device, diaper bag, or returning large numbers of books, etc.).

Personal belongings must not be left unattended. The Chester County and Henrietta Hankin Branch Libraries assume no responsibility for the personal belongings of users while using the Library. Packages, backpacks, laptops, or any other personal items left unattended or otherwise unclaimed after a period of twenty four hours may be ~~confiscated and/or~~ discarded at the sole discretion of Library staff.

### **EXPULSION**

Notice of expulsion in excess of one day will be given in writing and delivered either in person or by certified mail. In the case of a minor child, a copy of such notice shall be delivered, either in person or by certified mail, to the child's parent or guardian. If the expulsion includes the suspension of Library Privileges it will be so noted on the written notice.

Such notice shall inform the person of the specific conduct or activity which is the basis for the expulsion, the date of its occurrence and the right of the individual to appeal the sanction.

Any person who enters the Library or grounds, after receiving notice of an expulsion prohibiting such entry shall be subject to arrest and prosecution for trespass.

### **RIGHT TO APPEAL**

Any individual who is expelled may request to have the decision reviewed by the Board of Trustees of the Chester County Library. The request must be made in writing and submitted to the Library Director and the President of the Board of Trustees. Requests must be received 10 days prior to the Chester County Library Board meeting or they may be deferred to the next regularly scheduled meeting. No further appeals shall be considered.

*Adopted July, 1996  
Revised and updated February 17, 2004  
Revision adopted May 20, 2008  
Revised and updated September 20, 2011  
Revision adopted June 18, 2013  
Revision adopted December 16, 2014  
Revision adopted April 21, 2015  
Revision adopted March 19, 2019*

**CHESTER COUNTY LIBRARY  
LIBRARY BEHAVIOR POLICY**

*Revision adopted February 18, 2020*

## FACILITIES

### Physical Facilities of the Library

The Chester County Library and Henrietta Hankin Branch ~~Libraries~~ (CCL), as a public institution in County facilities, is committed to providing a clean and welcoming environment for both the general public and the staff. The facilities will comply with the “Americans with Disabilities Act.” Reasonable accommodations will be made to serve the needs of library users. If necessary, staff assistance will be provided within the library buildings.

~~Both buildings of the Chester County Library are smoke free. Smoking is prohibited in all interior areas of the Library and in the immediate vicinity of building entrances.~~

*Revision adopted July 17, 2001*

*Revision adopted November 20, 2001*

*Revision adopted July 15, 2003*

*Revision adopted June 21, 2005*

*Reviewed April 18 2006*

*Revision adopted March 18, 2008*

*Revision adopted June 15, 2010*

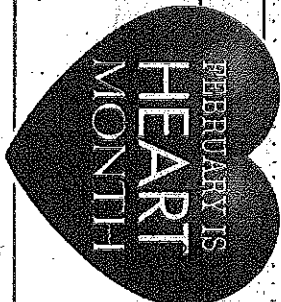
*Revision adopted July 19, 2016*

*Revision adopted February 18, 2020*

Downingtown/Exton

NATIONAL WEAR RED DAY IS FRIDAY, FEB. 7 page 2

# COMMUNITY COURIER



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FEBRUARY 5, 2020

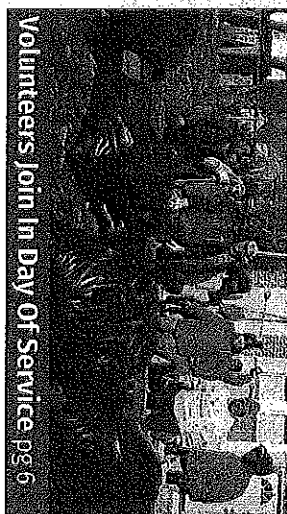
SERVING THE LOCAL COMMUNITIES SINCE 1954

VOL XXXI • NO 51

## INFORMATIVE DEMONSTRATIONS

### The Calico Cutters Quilt Guild

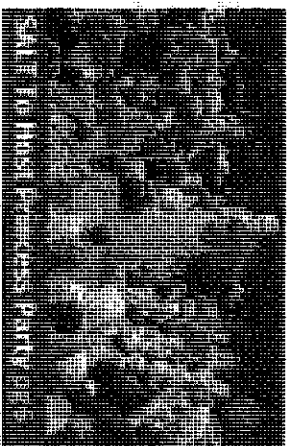
Will meet at 9:30 a.m. on Wednesday, Feb. 12 at the Goshen Fire Company, 1320 Park Ave. West Chester. This month will feature out-of-town demonstrations with presentations including improvisational piecing, using fabric to finish a quilt and using Zenkangie strategies to help with free-motion quilting. This month the guild is collecting wish-list items for the Coatesville VA Hospital. A guest fee has been set. For more information, readers may visit [www.calicoquilters.com](http://www.calicoquilters.com) or email [calicoquilters@gmail.com](mailto:calicoquilters@gmail.com).



Volunteers Join In Day Of Service pg 6



Principal Named At Windsor Christian pg 6



SALE FOR THE... pg 6

## Chester County Library Receives National Honor

By Francine Fulton

The Chester County Library (CCL) was recently named as one of America's Top-Rated Libraries - earning the designation as a Star Library by Library Journal, a leading publication for the profession.

This is the second year that CCL has received this distinction in the 12 years that Library Journal has published the index. This year, the index evaluated 6,333 public libraries across the country. CCL joins just 261 other libraries honored in the nation.

The designation groups libraries with similar operating budgets together, then rates the libraries in five main categories: number of visitors, circulation, program attendance, public internet use and electronic circulation.

Libraries were evaluated and compared based on expenditure categories. In order to qualify for consideration, libraries must be a public entity, have a service area with a population of at least 1,000 residents and have a total operating expenditure of at least \$10,000. CCL received a three-star designation within the \$5 million to \$9.9 million

See Library pg 4



The Chester County commissioners recently honored Chester County Library System (CCLS) staff members for the library's designation as one of America's Star Libraries. Participants in the recognition ceremony included (from left) CCLS executive director Joe Sherwood, Commissioner Michelle Kichline, Chester County Library director Marguerite Dube and Commissioners Marian Moskowitz and Josh Maxwell.

### St. Peter's Church

Great Valley

### PLAYERS NEEDED

The newly formed Tri-County Senior Men's



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## Library from pg 1

signature category. The Star Library designation is just one of the many honors that the library has received recently. In 2019, it earned the Pennsylvania Library Association's State Library of the Year Award.

Marguerite Dube, director of the Chester County Library and Elizabetha Hankin Branch Library, attributes the accolades to the library staff members and the resources available at the library.

"Our staff members are creative and innovative and are always looking for new ways to serve our patrons. We get comments all the time about how helpful they are," Dube stated.

"We also have a wide variety of resources that people are always surprised to discover, (including) museum passes, (Wi-Fi) hotspots, business resources, e-books and Digital Media Lab equipment, such as a 3-D printer and virtual/augmented reality equipment."

She also expressed gratitude to the county commissioners, the Friends of the Chester County Library and the Chester County Library Trustees for their support.

Dube said that the most popular uses of the library include its internet access and its variety of children's programs. "We do get a lot of people who come just to study or work quietly using our Wi-Fi. We have even seen people in the parking lot using the Wi-Fi before and after hours," she said.

"The children's section is probably our most popular place," Dube continued. "We do quite a few story times each day, and our Summer Reading Club and Science in the Summer programs are very popular."

Dube commented that the library has changed dramatically over the nearly 20 years that she has been on staff. "As I mentioned, people use the library to access the internet through our Wi-Fi. They also use it as a gathering place to hold small meetings and collaborate," she said.

"There has been a much larger emphasis on technology, and our Digital Media Lab has become very popular, bringing people in who want to make, invent and tinker with the latest software and electronic gadgets," she shared.

"We just added a 24/7 Holds pickup locker in front of the library so people can access their items after hours. Of course, in addition to print books, we carry e-books, electronic magazines, a language learning database and many more electronic resources for education and business."

Future plans at the library include some structural changes. "The county actually approved a plan to redesign the first floor of the library beginning in 2021," Dube noted. "The plan opens up the lobby area to relieve congestion, making it more accessible for wheelchairs, scooters and strollers," Dube pointed out. "We will also be adding glass-enclosed workspaces for private or collaborate use in the reference area. Finally, we will be combining the reference and multimedia desks to provide more efficient service to our patrons."

The Chester County Library is located at 450 Exton Square Parkway, Exton. For more information, readers may visit [www.chescolibraries.org](http://www.chescolibraries.org).

## Brandywine School from pg 1

be used) for indoor gym and school-wide events," she stated. "We will use it for our annual Pajama Party With Santa, our book fairs, our Sensory Day, enrichment programs and our Christmas and spring programs, where parents can watch the kids sing." She noted that graduation ceremonies will also be held in the large room.

A playground is located adjacent to the church building for children to enjoy. "The facility is also one story, with no steps for little ones," Elmore said.

Elmore explained that establishing the school at the church was made possible thanks to the DUMC congregation, the DUMC board of trustees and church members Jim and Jenn Jamesson and Jeffrey Hohman.

"Our preschool was looking for a new home, and DUMC was wonderful," she stated. "They met with us and forged ahead with this new endeavor. They are excited about having a preschool for the opportunity to bring young children into their church. We share a common goal and vision with DUMC to offer our current academic and inclusive curriculum in early education to children in the community."

The school offers programs on the following days for youngsters: Toddlers - Wednesdays from 10 to 11:15 a.m.; Playgroup - Tuesdays and Thursdays from 9 to 11:15 a.m.; Age 3 - Mondays, Wednesdays and Fridays from 9 to 11:30 a.m.; Young 4s - Mondays, Wednesdays and Fridays from 9 to 11:30 a.m. with an optional fourth day, and Prekindergarten - mornings and afternoon options from three to five days. Extended

days are available on Mondays and Wednesdays. The nondenominational preschool's full curriculum includes art, music, science, nature, yoga, enrichment field trips and special events. According to [www.brandywine.org](http://www.brandywine.org), the mission statement of the school reads, in part: "Our curriculum in each level is carefully planned to unite each child's spiritual, physical, intellectual and growth through enjoyable, challenging interaction adults and other children strive to create a comfortable and secure environment earned by nondenominational faith-based principles and rooted in a genuine enthusiasm for learning within each child, regardless of religion, race, or ethnicity or national origin."

Elmore said that being located at DUMC will provide for opportunities for the church school to grow together. "Children are in a safe environment here, and we can partner with the church community through Trunk or Treat, vacation school and summer camp activities," she said. "The new school will give us potential to create more programming and summer offerings and more afternoon options as our school grows."

For more information at the Brandywine School of Early Learning, including registration information for the 2020 school year, readers may call 383-9161 or contact Elmore at [jelmore@brandywineschool.org](mailto:jelmore@brandywineschool.org). More information about the school is available at the website [www.facebook.com/BrandywineSchoolofEarlyLearning](http://www.facebook.com/BrandywineSchoolofEarlyLearning).

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
Fred Dixon	<i>700 Years of Art History</i>	Pam Marquette	04/14/2020	CCL	None	CCL and Trust	35-50	Scheduled on the events calendar
John Dobbyn	<i>High Stakes</i>	Pam Marquette	4/16/2020	CCL	None	CCL and Trust	30-50	Scheduled on Events Calendar
David Walter	<i>Stars and Bars Over Philadelphia</i>	Pam Marquette	5/6/2020	CCL	None	CCL and Trust	30-50	Scheduled on Events Calendar
David Culp	<i>A Year at Brandywine Cottage</i>	Pam Marquette	5/12/2020	CCL	\$1000	CCL and Trust	50-85	negotiating fee
Sherry Parnell	<i>Let the Willows Weep</i>	Pam Marquette		CCL	None	CCL and Trust	20-30	Working on a date
Matty Dalrymple	<i>Taking the Short Tack</i>	Pam Marquette		CCL	None	CCL and Trust	20-30	Working on date