

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
MAY 19, 2020

AGENDA

CALL TO ORDER, 9:00 AM. – Virtual

WELCOME and INTRODUCTIONS

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of April 21 , 2020 meeting
- Chester County Library Director Report
- Henrietta Hankin Branch Manager Report

FINANCIAL STATEMENTS

- April 2020 Exton and Hankin Financial Statements (Action)

FOR APPROVAL

- Estate of Constance R. Cully documents

FOR INFORMATION/DISCUSSION

- Keystone Grant Application

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report
- Visitor's Comments

Upcoming Events

Tuesday, June 16, 2020, 9:00 am CCL Board Meeting, CCL (Betty Burke Meeting Room)

Chester County Library Board Meeting

Tuesday, April 21, 2020

Virtual Meeting

Board Members

Bill Conner, President; JoAnn Weinberger, Vice-President; Kathy Pearse, Secretary; Lisa Ionata, Treasurer; Richard Hankin and Jim Norton (via telephone)

Staff Attending

Marguerite Dube, Director, Chester County Library; Joe Sherwood, Executive Director, Chester County Library System; Agatha Lyons, District Consultant; Jenna Persick, Manager, Technical Services; Meghan Lynch, Manager, Hankin Library, and Linda Farrelly, Administrative Assistant

Call to Order – 10:40 AM

Consent Agenda

On motion made by JoAnn Weinberger, seconded by Lisa Ionata, the consent agenda and Minutes were approved.

March Exton and Hankin Financial Reports

On motion made by Lisa Ionata, seconded by Richard Hankin, the March financial reports for CCL and Hankin were approved and filed for audit.

FOR APPROVAL – None

FOR INFORMATION/DISCUSSION - None

REPORTS

President's Report – None

Director's Report

Marguerite thanked the CCL Staff for stepping up and developing innovative ways to reach out to the public. Reference staff have been answering patron questions and everyone has been providing posts for the blog and developing virtual programs.

Amy and Meghan are both back from maternity leave.

CCL has been purchasing a lot of e-materials. Hankin will start ordering e-materials.

Check Evanced for virtual programs available.

Multimedia planned a virtual Dr. Who Escape Room and 5,000 participated.

Susan cancelled the Volunteer Spring Luncheon and the CCL and Hankin Friends Spring Book Sales have been cancelled.

Branch Manager Report

Meghan has been back for 1 day, so she is busy getting in touch with staff.

Hankin held a virtual Kindermusic program last Friday.

Joe mentioned that he met with the Assistant Solicitor and the Hankin Group regarding an amendment to the agreement.

Adjourn – 10:53 AM

Sincerely,

Kathy Pearse, Secretary

Approved: May 19, 2020



TO: Board of Trustees, Chester County Library and District Center
FROM: Marguerite Dube, Director, Chester County Library and Henrietta Hankin Branch
DATE: May 15, 2020
RE: Report to the Board for April/May

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

- Bruce continues to stop at both libraries each day to empty book drops and let scheduled maintenance workers in when needed. He has been sorting the mail and notifying staff of things that need to be addressed, watering plants, answering alarms, making copies of invoices for the Business Office, and other duties as assigned.
- While the library is closed, Bruce took the opportunity to have the extension to the Struble Room closet expanded for the Friends book storage, and remove the mail slots from the supply closet in Admin to create more space for archival file storage.
- The Governor has once again extended the “Stay at Home Order” until June 4. Department Heads are continuing to work on a reopening plan. Moria, Bruce and I are working with the County to ensure that we have masks, gloves, hand sanitizer, and disinfectant. I have also been in touch with Terry Cabot about floor markings for traffic patterns and social distancing.
- Barb and Jenna attended a webinar on Capira (CCLS app) which is offering a new product to schedule curb-side pickup. It would work well with our systems and policies and each library can set up how to pick-up (car, walk-up, or both). It is fully customizable. The patron would need to call when they arrive.
- Rebecca Peck, Accountant II, is a quick study and is doing a lot of work at home to keep the accounting records current. I am only spending a minimum amount of time helping out now.
- Hiring of the van drivers and the Finance Manager has been delayed until we reopen.

- I completed and submitted the 2019 State Aid Annual Report, including the financial portion.
- The Keystone Grant Application was completed and mailed on time. We received letters of support from Senator Andy Dinniman and Representative Kristine Howard. I was still collecting documents at the 11th hour, but I think it's a solid application and should be seriously considered.
- The blog continues to be very popular, and staff are working hard to find very interesting and informative items to post. The stats for the last three months are: March: 4,020 views, 1,212 visitors; April: 8,465 views, 2,634 visitors; May 1-14: 2,686 views, 914 visitors.
- Pennsylvania Library Association has been holding weekly meetings with directors throughout the state to discuss how to continue serving our patrons and reopening plans. The sessions have been very informative, particularly when hearing from those who are in the "yellow" zone and planning their reopenings.
- Jeanne Clancy has been meeting weekly with Youth Services Coordinators from the Southeast Region, including Lancaster County. Weekly meetings are also being conducted by Corri Hines from Commonwealth Libraries, with the Youth Services Coordinators.
- Science in the Summer will be held virtually this summer and will be available beginning the last week in July. The virtual classes will be taught by the Franklin Institute staff and GSK scientists.
- Jeanne researched an online platform for Summer Reading, and the DLM approved a three-year contract for READsquared, which will be used for both children and adults. We will be using the Collaborative Summer Library Program theme "Imagine Your Story" for consistency. Jeanne is working with the member libraries to set up the sites.
- Jenna and Melissa taught a class on how to use Zoom for system staff to help them begin virtual programming.
- Many of our programs have been converted to virtual format, including SCORE's business sessions, LinkedIn, Medicare 101, Storytimes, Gaming, and Genealogy. Staff from CCL and Hankin are working together to co-host programs to avoid duplication and adequately staff them. I am extremely proud of the way they have all stepped up to provide our patrons with a wide variety of programs they can access from home. Susan is working with several volunteers who have a technology background or special interest and have been presenting virtual programming as well.
- Sara asked Nicole to send information to Vista Today about her Tech Tuesday sessions. As a result of the article, all classes filled up immediately.
- Amy is working with Tony and Jackson via Zoom to get the new event calendar set up.
- Before she left on maternity leave, Amy planned several social media posts for National Library Week. When she returned that week, she had the staff submit photos of what they miss most about the library, which was very popular. She also created a Giving Tuesday Campaign post, which generated some donations to the Trust.

- Stephanie and Jessie are purchasing eBooks and eAudiobooks at least twice a week including, new content, requests for purchase, and expired titles with holds. Stephanie has been in contact with reps from Kanopy and Hoopla to see if any special pricing is being offered. No significant discounts are available.
- I am holding weekly Public Service Meetings, and department heads are meeting regularly with their staff to keep them informed about what is going on behind the scenes. They are also talking to their staff and volunteers about their comfort level and safety concerns regarding re-entering the library as part of their re-opening plans. PaLA has published a very good questionnaire that we could send to all of our staff once an opening date has been determined.
- Meghan and I met with Stacy Hutcheson and Karen Clickener-Ousey (IRP Liaisons) to finalize the setup of the new Incident Tracker software. The software was purchased last year to more efficiently record and track incidents that occur at the libraries. CCL and Hankin will test it before the member libraries implement it.
- Jenna is now editing the NextReads newsletters to indicate when a book is available in OverDrive.
- The Reference Department has been responding to emails, voicemails and social media messages. Questions range from library card accounts to OverDrive/Libby use, genealogy research, database assistance and school and college research assignments.
- The Circulation Department has been assisting patrons with extending library card expiration dates and reactivating library cards, general account issues, items on hold, and questions about reopening. They have also been issuing temporary library cards for access to online services, which expire in 90 days.
- Barb met with staff members from a library in Chapel Hill, NC, who are interested in purchasing a HoldIT unit. She talked with them for two hours to share our procedural documentation and instructions, and answer questions about daily operations of the service. There has been a growing interest in this unit since COVID-19.
- I continue to send out a weekly email to check in with staff and keep them updated about work being done behind the scenes. We are encouraging staff to complete their required training while they are home.
- We submitted two Facilities Improvement Requests to the County for 2021: Carpeting of the main area of the Henrietta Hankin Branch, and Repaving of the Hankin parking lot and sidewalk. Both requests were submitted for 2020 but were not approved.

Meetings Attended/Events (Virtual):

- April 24 - SEPLA Board Meeting
- April 27 - Webinar: Library Leaders Strategy Toolkit
- May 1 - Chester County Library Trust Meeting
- May 5 - District Librarians Meeting
County Budget 2021 Guidelines Meeting
- May 6 - West Whiteland Township's Friends of the Park Meeting
Incident Tracker Set-up Meeting
- May 7 - SEPLA Town Hall Meeting
Exton Community Day Meeting
Admin Department Head Meeting
- May 12 - District Librarians Meeting

Upcoming Meetings (Virtual):

- May 29 - SEPLA Board Meeting
- June 1 - West Whiteland Township's Friends of the Park Meeting
- June 2 - Friends of the Chester County Library Board Meeting

Weekly Meetings (Virtual):

Public Service Staff Meetings (Wednesdays)

PaLA Directors Meetings (Thursdays)

Business Office Meetings (Mondays)



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: May 13, 2020
RE: Report to the Board for April/May 2020

- Anita Register and I are working closely with Marguerite to draft a Reopening Plan for the library. The Office of Commonwealth Libraries and professional organizations have been providing guidance. Suggestions from the CCLS member libraries and CCL Department Heads have been helpful, as have ideas shared by area libraries at a SEPLA Virtual Town Hall.
- Anita and I have been meeting remotely with our direct reports to review their performance evaluations.
- Anita has been providing remote assistance to patrons with library card issues so they are able to access online materials.
- I've been holding weekly meetings with both the Reference and Youth Services staff and biweekly all staff meetings since my return from leave.
- Staff in Reference and Youth Services departments are working on converting as many library programs as possible to a virtual format.
 - Youth Services librarians began presenting virtual story times the week of May 4th.
 - Plans are developing to begin offering virtual STEAM programs for children in grades K-2, with hopes of expanding these offerings as we move into summer.
 - Several organizations that we usually partner with to present programs in the library have successfully moved to virtual programming as well, including the Little Sprouts Nature Classes presented by the Green Valleys Watershed Association and preschool music and movement classes presented by Valotta Studios and The Center on Central. Registration for these programs has been filling up.
 - Reference librarians will begin hosting their usual book clubs online beginning the week of May 11th, including the Next Chapter Book Club for adults with developmental differences, Page Turners, and the Hankin Whodunits Mystery Book Club.
 - Additional adult programs being planned include financial literacy programs, author events, and health and wellness programs.
 - Plans for Summer Reading for all ages are developing. We're excited to use READsquared to offer our patrons a fun, virtual Summer Reading experience this year.
- Staff from the Reference and Youth Services Departments have been contributing to the "Stay Connected with Chescolibraries" blog and to our Facebook page. Reference Librarian Barbara Vitelli is working hard on posting engaging, informative content in order to build a Twitter following.
- Staff have been taking advantage of this time away from the library to complete many relevant professional development trainings. Many are working on completing trainings required by the County of Chester, CCLS, or CCL, but they are also seeking out trainings in areas of interest including "Virtual Platform Possibilities", ALA's "Creating Outstanding Online Story Times", "Distance Learning: How to Support STEM and Physical Activity at Home", and IMLS's "Mitigating COVID-19 When Managing Paper-Based, Circulating, & Other Types of Collections."

- Although purchasing of physical materials is on hold, we've continued to add eBook, eAudio, and eMagazines to the collection.

Meetings & Trainings Attended

- 4/21 CCLS/CCL Board Meetings
- 4/27 Zoom training with Jenna Persick
- 4/29 CCLS Children's and YA Librarians meeting
- 4/30 Adult Summer Reading Committee meeting
- 5/5 DLM
- 5/6 Incident Tracker Meeting
- 5/7 SEPLA Virtual Town Hall
- 5/12 DLM
- 5/13 CCLS Children's and YA Librarians meeting
- 5/14 PaLA Director/Administrator level optional Open Forum video conference

Weekly meetings:

- Tuesdays- HHB Reference Staff Meeting
- Wednesdays- CCL Public Service Staff Meeting
- Thursdays- HHB Youth Services Staff Meeting

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING APRIL 30, 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	738,316	695,327	710,367	42,989	5.8%	1,864,168	72.8%
Wages	659,186	190,150	178,643	171,460	11,507	6.1%	480,543	72.9%
Fringe Benefits	1,059,296	353,099	310,421	319,536	42,678	12.1%	748,875	70.7%
Security Provided by the County - EMS	28,924	9,641	0	29,147	9,641	100.0%	28,924	100.0%
TOTAL PERSONNEL SERVICES	4,306,901	1,291,206	1,184,391	1,230,509	106,815	8.3%	3,122,510	72.5%
LIBRARY MATERIALS	60,000	30,000	30,000	25,000	0	0.0%	30,000	50.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	96,865	32,288	16,914	35,552	15,374	47.6%	79,951	82.5%
Insurance	18,030	9,015	7,815	8,750	1,200	13.3%	10,215	56.7%
Maintenance - Buildings & Grounds	39,756	13,252	8,021	8,933	5,231	39.5%	31,735	79.8%
Utilities	98,000	32,667	25,277	25,587	7,390	22.6%	72,723	74.2%
Vehicle Expense	37,828	12,609	2,209	3,009	10,400	82.5%	35,619	94.2%
TOTAL CORE EXPENDITURES	290,479	99,831	60,236	81,832	39,595	39.7%	260,243	89.6%
INDIRECT COSTS	625,524	208,508	208,500	163,080	8	0.0%	417,024	66.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,282,904	1,629,545	1,483,127	1,500,421	146,418	9.0%	3,799,777	71.9%

Notes:

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

Core Expenditures: Materials and Services and Utilities are under: Building has been closed since March 13. Van service has been suspended.

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 31% of total budget. Actual is 28%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING APRIL 30, 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	127,488	124,614	133,364	2,874	2.3%	317,344	71.8%
Wages	179,425	51,757	53,309	45,354	(1,552)	-3.0%	126,116	70.3%
Fringe Benefits	206,329	68,776	63,942	65,908	4,834	7.0%	142,387	69.0%
TOTAL PERSONNEL SERVICES	827,712	248,021	241,865	244,626	6,156	2.5%	585,847	70.8%
LIBRARY MATERIALS	20,000	10,000	10,000	0	0	0.0%	10,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	44,374	14,791	6,426	14,156	8,365	56.6%	37,948	85.5%
Insurance	5,358	2,679	2,679	2,850	0	0.0%	2,679	50.0%
Maintenance - Buildings & Grounds	60,142	20,047	16,109	16,604	3,938	19.6%	44,033	73.2%
Utilities	45,300	15,100	11,544	12,411	3,556	23.5%	33,756	74.5%
TOTAL CORE EXPENDITURES	155,174	52,617	36,758	46,021	15,859	30.1%	128,416	82.8%
INDIRECT COSTS	224,773	74,924	74,920	97,280	4	0.0%	149,853	66.7%
CAPITAL OUTLAY	124,816	0	0	0	0	0.0%	124,816	100.0%
TOTAL BUDGET	1,352,475	385,562	363,543	387,927	22,019	5.7%	988,932	73.1%

Notes:

Personnel Services: No major differences

Core Expenditures: Materials and Services and Utilities are under: Building has been closed since March 13.

Capital Outlay: \$124,000 carried over from last year for 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 29% of total budget. Actual is 27%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING APRIL 30, 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>
REVENUE								
State Aid	347,806	347,806	347,806	308,437	0	0.0%	0	0.0%
State Aid - Others	1,154,260	1,154,260	1,154,260	1,067,341	0	0.0%	0	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,375,778	0	0.0%	0	0.0%
Township Appropriations	9,500	0	0	0	0	0.0%	(9,500)	-100.0%
Charges	126,235	42,078	26,467	44,507	(15,611)	-37.1%	(99,768)	-79.0%
Fines and Overdues	92,000	30,667	21,634	31,588	(9,033)	-29.5%	(70,366)	-76.5%
Interest	3,300	1,100	462	1,426	(638)	-58.0%	(2,838)	-86.0%
Donations and Fundraisers	500	168	520	1,865	352	209.5%	20	4.0%
Transfer from other funds	0	0	0	13,716	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	30,000	30,000	25,000	0	0.0%	(30,000)	-50.0%
Miscellaneous Revenue	50	17	68	25	51	300.0%	18	36.0%
TOTAL OTHER REVENUE	291,585	104,030	79,151	118,127	(24,879)	-23.9%	(212,434)	-72.9%
TOTAL REVENUE	1,793,651	1,606,096	1,581,217	1,493,905	(24,879)	-1.5%	(212,434)	-11.8%
EXPENDITURES								
Library Materials	486,679	147,008	93,529	133,843	53,479	36.4%	393,150	80.8%
Services and Charges	90,456	33,148	21,157	14,035	11,991	36.2%	69,299	76.6%
Supplies	28,150	10,417	6,151	6,479	4,266	41.0%	21,999	78.1%
Miscellaneous	20,600	6,867	5,016	4,935	1,851	27.0%	15,584	75.7%
Transfers and Reimbursements	1,154,260	1,154,260	1,154,202	1,067,341	58	0.0%	58	0.0%
Capital Outlay	13,506	4,525	4,125	0	400	8.8%	9,381	69.5%
TOTAL EXPENDITURES	1,793,651	1,356,225	1,284,180	1,226,633	72,045	5.3%	509,471	28.4%
REVENUE OVER EXPENDITURES	0	249,871	297,037	267,272	47,166		297,037	

NOTES:

State Revenue: No differences.

Other Revenue: Under in Charges and Fines due to shut down.

Total Revenue: Budgeted revenues YTD are 90% of total revenue. Actual is 88%

Expenditures: During shut down, we are continuing to order ematerials, but have not been ordering print materials.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 76% of total budget. Actual is 72%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING APRIL 30, 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>
REVENUE								
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	5,000	1,100	5,000	0.0%	(1,100)	-18.0%
Charges	36,575	12,192	7,464	12,814	(4,728)	-38.8%	(29,111)	-79.6%
Fines and Overdues	30,000	10,000	6,534	10,471	(3,466)	-34.7%	(23,466)	-78.2%
Interest	400	133	57	177	(76)	-57.1%	(343)	-85.8%
Donations	0	0	195	324	195	#DIV/0!	195	#DIV/0!
Transfer from Other Funds	0	0	0	14,070	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	10,000	10,000	0	0	0.0%	(10,000)	-50.0%
Miscellaneous Revenue	25	8	4	10	(4)	-50.0%	(21)	-84.0%
TOTAL OTHER REVENUE	93,100	32,333	29,254	38,966	(3,079)	-9.5%	(63,846)	-68.6%
TOTAL REVENUE	183,100	122,333	119,254	113,966	(3,079)	-2.5%	(63,846)	-34.9%
EXPENDITURES								
Library Materials	156,669	45,556	24,451	39,051	21,105	46.3%	132,218	84.4%
Services and Charges	11,725	3,742	2,302	3,009	1,440	38.5%	9,423	80.4%
Supplies	7,700	2,567	423	2,061	2,144	83.5%	7,277	94.5%
Miscellaneous Expense	3,850	1,283	982	809	301	23.5%	2,868	74.5%
Capital Outlay	3,156	1,289	848	0	441	34.2%	2,308	73.1%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	183,100	54,437	29,006	44,930	25,431	46.7%	154,094	84.2%
REVENUE OVER EXPENDITURES	0	67,896	90,248	69,036	22,352		90,248	

NOTES:

State Revenue: No differences

Other Revenue: \$5,000 from Upper Uwchlan Township is for 2019. Charges and Fines under due to shutdown.

Total Revenue: Budgeted revenues YTD are 67% of total revenue. Actual is 65%.

Expenditures: During shut down, we are continuing to order ematerials, but have not been ordering print materials.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 30% of total budget. Actual is 16%.

Chester County Library and Henrietta Hankin Fund Balances

Fund #	Fund Name	4/30/2020		4/20/2020
Operating Funds				
001	Chester County Library Operating Fund	226,886		
043	Henrietta Hankin Branch Operating Fund	80,221		
	Total Operating Funds	<u>307,107</u>		
Reserve Funds				
004	Technology Fund	199,851		
400	Chester County Library Capital Reserve	58,849		
410	Chester County Library Program Fund	169,037		
450	Hankin Library - Capital	218,309		
451	CCL & Hankin Materials	97,621		
	Total Reserve Funds	<u>743,667</u>		
Friends of the Library Funds				
Various	Friends of Chester County Library	107,213		
943	Friends of Henrietta Hankin Branch	(1,125)	91	5,529
	Total Friends Funds	<u>106,088</u>	92	1,861
			93	7,331
			94	16,039
Grants and Appropriations				
002	Community Foundation - Grants	10,356	95	12,565
100	CCL County Materials Fund	24,634	96	3,859
104	CCL Trust - Grants	68,612	97	1,446
109	Hankin County Materials Fund	10,002	98	125
132	Glaxo-Smith Kline Science in the Summer	4,631	99	3,653
238	American Dream Initiative	22	900	4,332
	Total Grants and Appropriations	<u>118,257</u>	902	24,965
			903	25,508
Special Funds				
003	Helen Russell Memorial Fund	6,717		
105	CCL Community Day	4,015		
106	CCL & Hankin Museum Passes	3,862		
107	CCL & Hankin Author Events	4,592		
	Total Special Funds	<u>19,186</u>		
				<u><u>107,213</u></u>
Endowment Funds				
090	Chester County Library Trust	<u>1,958,416</u>		
	TOTAL	<u><u>3,252,721</u></u>		

ESTATE OF CONSTANCE R. CULLY, DECEASED
DATE OF DEATH – MAY 11, 2018
INFORMAL ACCOUNTING

Receipts

05-23-2018	Transfer of Decedent's Checking Account at DNB First to Estate Checking Account	\$ 19,305.18
05-23-2018	Transfer of Decedent's Money Market Account at DNB First to Estate Checking Account	\$ 141,389.50
05-23-2018	Check – Citadel Federal Credit Union for Closing of Decedent's Checking Account (\$87,279.79), and Certificates of Deposit (\$146,721.29) [Note: Citadel Subtotal = \$ 234,001.08] Check – PNC Bank for Closing of Decedent's Money Market Account \$204,990.63) and Checking Account (\$0.50) [Note; PNC Subtotal = \$ 204,991.13] Check – Key Bank for Closing of Decedent's Money Market Account (\$201,189.42) and Checking Account (\$6,607.68) [Note: Key Bank Subtotal = \$ 207,797.10]	\$ 646,789.31
06-01-2018	Check – Citadel Federal Credit Union – Closing of Decedent's IRA (\$14,316.88) Check – Key Bank – Additional Interest from Decedent's Money Market Account (\$0.19)	\$ 14,317.07
06-29-2018	Check – USAA Savings Bank for Closing of Decedent's Money Market Account (\$201,274.90)	
06-29-2018	Check – Dermatology Physicians, Inc. – Refund (21.53)	
06-29-2018	Cash on Hand at Time of Decedent's Death (\$77.00)	\$ 201,373.43
07-26-2018	Check – Boenning & Scattergood – Liquidation of Decedent's Accounts (\$535,310.84)	\$ 535,310.84
08-01-2018	Cash found on Decedent's Premises (\$895.00)	
08-01-2018	Check – Boenning & Scattergood – Additional Dividends (\$133.00)	\$ 1,028.00
08-08-2018	Check – Barr Davis Auctioneers, LLC – Proceeds from Auction of Decedent's Personal Property on 08-02-2018 (\$20,821.36)	
08-08-2018	Cash Received (\$40.00)	\$ 20,861.36
08-31-2018	Check – Icon Land Transfer – Proceeds from Auction of Decedent's Residence at 1602 East Kings Highway, Coatesville (Caln Township), PA (\$152,618.39)	\$ 152,618.39
09-14-2018	Check – United States Treasury – Civil Service Survivor Annuity Benefit (\$602.43)	\$ 602.43

10-19-2018	Check – Erie Insurance – Refund of Unearned Homeowners Insurance Premium (\$468.00)	\$ 468.00
12-11-2018	Check – USAA – Refund of Subscriber’s Savings Account (\$3,459.15)	
	Check – USAA – Refund of Auto Insurance Premium (\$467.98)	
	Check – USAA – 2018 Subscriber Savings Account Distribution (\$144.13)	\$ 4,071.26
01-01-2018 – 12-31-2018	Interest on Estate Checking Account for 2018	\$ 2,035.62
01-03-2019	Deposit	\$ 211.00
03-07-2019	Check – Pa. Department of Revenue – Refund of Inheritance Tax Overpayment	\$ 2,787.50
01-01-2019	Interest on Estate Checking Account for 2019	\$ 1,211.07
	TOTAL RECEIPTS	\$ 1,744,379.96

Disbursements

05-24-2018	Harris-Mountain Home – Funeral Services	\$ 14,580.45
05-24-2018	Alan J. Jarvis, Esquire – Reimbursement of Probate Costs Advanced	\$ 740.25
05-24-2018	Economy Glass – Repair to Broken Sidelight Window at 1602 East Kings Highway, Coatesville (Caln Township), PA	\$ 205.00
05-24-2018	PECO – Electric Bill dated 05-04-2018	\$ 32.25
05-24-2018	Kohl’s – Outstanding Credit Card Bill	
05-25-2018	Anne V. Englund – Bequest under Terms of Decedent’s Will	\$ 75,000.00
05-25-2018	Joan Beecher – Bequest under Terms of Decedent’s Will	\$ 10,000.00
05-25-2018	Maryann Gilmore – Bequest under Terms of Decedent’s Will	\$ 10,000.00
05-25-2018	Maria Boninu – Bequest under Terms of Decedent’s Will	\$ 10,000.00
05-25-2018	Angelo Cavuto – Bequest under Terms of Decedent’s Will	\$ 10,000.00
05-25-2018	Robert Cavuto – Bequest under Terms of Decedent’s Will	\$ 10,000.00
05-25-2018	Joan Smith – Bequest under Terms of Decedent’s Will	\$ 10,000.00
05-25-2018	Andrea Cavuto – Bequest under Terms of Decedent’s Will	\$ 10,000.00
05-30-2018	Deluxe Checks – Printing Charge for Estate Checks	\$ 26.25

05-30-2018	Piscoglio's Royal Bouquet – Floral Arrangements for Funeral Service	\$ 418.70
06-02-2018	Verizon – Telephone Bill dated 05-21-2018	\$ 50.20
06-13-2018	Kohl's – Final Bill	\$ 5.24
06-13-2018	PECO – Bill dated 06-13-2018	\$ 36.04
06-14-2018	Hertzler Landscaping and Lawn Care, LLC – Bill dated 05-29-2018	\$ 165.00
06-18-2018	21 st Century Media – Philly Cluster – Publication of Estate Notice in Daily Local News	\$ 126.75
07-16-2018	Hertzler Landscaping and Law Care, LLC – Bill for Lawn Care on 06-07-2918 and 06-14-2018	\$ 110.00
07-16-2018	International Genealogical Search, LLC – Search for Missing Grandchildren of Decedent's Late Husband, William Cully	\$ 1,671.03
07-16-2018	Amber Spencer – Bequest under Terms of Decedent's Will	\$ 10,000.00
07-16-2018	Paige Cully – Bequest under Terms of Decedent's Will	\$ 10,000.00
07-16-2018	Alissa Cully – Bequest under Terms of Decedent's Will	\$ 10,000.00
07-16-2018	Marra Cully – Bequest under Terms of Decedent's Will	\$ 10,000.00
07-16-2018	Comcast – Final Bill	\$ 184.79
07-17-2018	Damien Wood – Bequest under Terms of Decedent's Will	\$ 10,000.00
07-17-2018	Ciara Cully – Bequest under Terms of Decedent's Will	\$ 10,000.00
08-09-2018	Register of Wills, Agent – Inheritance Tax Payment on Account	\$ 32,000.00
08-31-2018	ReMax Professional Realty – Broker Participation Fee	\$ 1,700.00
09-11-2018	Hertzler Landscaping and Lawn Care, LLC – Bill for Lawn Care on 08-02-2018, 08-16-2018, and 0830-2018	\$ 165.00
09-15-2018	Alan J. Jarvis, Esquire – Part Payment of Attorney's Fee	\$ 20,000.00
09-21-2018	Register of Wills – Additional Probate Fee	\$ 675.00
01-02-2019	Alan J. Jarvis, Esquire – Part Payment of Attorney's Fee	\$ 20,000.00
03-06-2019	APA Tax Accountants, Inc. – Preparation of Decedent's 2018 Personal Income Tax Returns	\$ 175.00
03-06-2019	APA Tax Accountants, Inc. - Preparation of 2018 Estate Income Tax Returns	\$ 2,100.00
03-06-2019	Pa. Department of Revenue – 2018 Income Tax Due for Decedent's Estate	\$ 79.00

03-09-2019	Our Lady of the Rosary Parish – Partial Distribution	\$ 250,000.00
03-09-2019	Chester County Library – Partial Distribution	\$ 250,000.00
03-09-2019	Chester County SPCA – Partial Distribution	\$ 250,000.00
03-09-2019	St. Jude’s Children’s Research Hospital – Partial Distribution	\$ 250,000.00
02-18-2020	APA Tax Accountants, Inc – Preparation of Estate’s Final Income Tax Returns	\$ 1,875.00
02-18-2020	Pa. Department of Revenue – Final Income Tax due from Estate	37.00
04-21-2020	Alan J. Jarvis, Esquire – Previously Unreimbursed Cost Advanced for Publication of Estate Notice in Chester County Law Reporter	\$ 85.00
04-21-2020	Alan J. Jarvis, Esquire – Balance Due – Attorney’s Fee	\$ 2,500.00
	TOTAL DISBURSEMENTS	\$ 1,304,742.95

Summary

Total Receipts	\$ 1,744,379.96
-Less Total Disbursements	\$ 1,304,742.95
BALANCE AVAILABLE FOR DISTRIBUTION	<u>\$ 439,637.01</u>

Distribution

One-Fourth of Remainder to Our Lady of the Rosary Parish	\$ 109,909.26
One-Fourth of Remainder to Chester County Library	\$ 109,909.25
One-Fourth of Remainder to Chester County SPCA	\$ 109,909.25
One-Fourth to St. Jude’s Children’s Research Hospital	\$ 109,909.25
TOTAL DISTRIBUTIONS	<u>\$ 439,637.01</u>

ALAN J. JARVIS, ESQUIRE
101 BIRCH DRIVE
DOWNINGTOWN, PA 19335
610-384-1151
610-380-1392 (Fax)
alan.jarvislaw@comcast.net

April 22, 2020

Father Thomas Brennan
Our Lady of the Rosary Parish
80 South 17th Avenue
Coatesville, PA 19320

Chester County Library
450 Exton Square Parkway
Exton, PA 19341

Legal/Estates Department
Attn Estates Coordinator
St. Jude Children's Research Hospital
501 St. Jude Place
Memphis, TN 38105-9959

Chester County SPCA
1212 Phoenixville, Pike
West Chester, PA 19380

Re: Estate of Constance R. Cully, Deceased
Date of Death – May 11, 2018

Dear Heirs of the Estate of Constance R. Cully:

On May 25, 2018, I mailed to each of you a Notice of Estate Administration required under Pa. O.C. Rule 10.5, advising (1) of the death of Constance R. Cully and (2) of your being named as an heir under the terms of her Last Will and Testament. I also enclosed a copy of Mrs. Cully's Will with my letter. On April 22, 2020 I mailed to each of you a check in the amount of \$250,000.00, representing a partial distribution of Ms. Cully's Estate. Although I did not hear from certain of you, I am well aware that all checks were received, since the next month's bank statement shows that all were promptly cashed.

Mrs. Cully's Estate has now been concluded with the filing of its income tax returns for the year 2019, and I am now prepared to make a final distribution to each of you. I have therefore included with this letter an informal accounting showing Receipts, Disbursements, and a Proposed Distribution of the remaining estate funds. I have also enclosed for each of you a Receipt and Release form. Please have an authorized person sign and return the form to me in the self-addressed stamped envelope that I have also enclosed. When all four Receipt and Release forms are signed and returned to me I will see what arrangements can be made with the bank to secure cashier's checks for each of you in the amounts shown at the end of the informal accounting. Please note, however, no checks can be mailed until all four signed Receipt and Release forms are received by me.

If, in the meantime, you have questions, kindly contact me.

Sincerely,

Alan J. Jarvis

Enclosures

**ESTATE OF CONSTANCE R. CULLY, DECEASED
RECEIPT AND RELEASE**

KNOW ALL MEN BY THESE PRESENTS, that I, _____,
_____ of the **Chester County Library**, being the party in interest or entitled in the
above Estate as beneficiary do hereby acknowledge that I have this day received from **Alan J. Jarvis, Esquire**,
Personal Representative of the **Estate of Constance R. Cully**, the said deceased, an informal accounting,
showing the receipts and distribution made by him/her, thereof, and I do hereby approve the informal
accounting, and acknowledge the payment to me of the sum(s) (money, legacies, bequests) shown by said
account to which I am entitled.

AND, THEREFORE, I do hereby remise, release, quitclaim and forever discharge **Alan J. Jarvis, Esquire**,
Personal Representative, his/her heirs, executors and administrators of and from all actions, suits, payments,
accounts, reckonings, claims, and demands whatsoever for or by reason thereof, or of any other act, matter,
cause, or thing whatsoever in the performance of his/her duties as Personal Representative.

Signature

(Print Name and Title)
Chester County Library

WITNESSES:

Date: _____

ANDREW E. DINNIMAN

STATE SENATOR
19TH DISTRICT

182 MAIN CAPITOL BUILDING
SENATE BOX 203019
HARRISBURG, PA 17120-3019
717-787-5709
FAX: 717-787-4384

ONE NORTH CHURCH STREET
WEST CHESTER, PA 19380-3006
610-692-2112
FAX: 610-436-1721

EMAIL: andy@pasenate.com
TWITTER: @SenatorDinniman
FACEBOOK: @SenatorAndyDinniman
INSTAGRAM: @SenatorDinniman
WEBSITE: www.senatordinniman.com



Senate of Pennsylvania

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LINCOLN UNIVERSITY BOARD OF TRUSTEES
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PENNSYLVANIA HIGHER EDUCATIONAL FACILITIES AUTHORITY
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
PUBLIC HIGHER EDUCATION FUNDING COMMISSION
STATE BOARD OF EDUCATION
STATE PUBLIC SCHOOL BUILDING AUTHORITY

West Chester

May 12, 2020

The Honorable Pedro Rivera, Secretary
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126

Dear Secretary Rivera,

The Chester County Library, in conjunction with the County of Chester, is applying for a grant through the Keystone Recreation, Park and Conservation Fund. I am writing you to express my strong support for their application. They are located in Exton, Pennsylvania, which is in my Senate District 19.

The purpose of the grant is to renovate the first floor of the Exton Library. As the population of their service area has grown and the demographics have transformed, demand for use and delivery of library services has changed. As they work to achieve their mission and strategic goals, the library has identified the need to make the lobby and circulation area more accessible for wheelchairs, scooters and strollers; provide additional seating for study and personal computer use; provide enclosed collaborative workspaces for private study or use by small groups, particularly for the business community; relocate their Adult Tutoring space to increase accessibility to their ESL students and tutors; and combine their Reference and Multimedia desks to provide one point of service to assisting their patrons.

I believe this project meets the letter and spirit of the funding program and respectfully encourage you to award the full amount of the request. All of these improvements will help to ensure improved customer service at the Exton Library and enable them to meet the changing needs of our community.

Sincerely,

Andrew E. Dinniman
State Senator – District 19

cc: Glenn R. Miller, Deputy Secretary for Libraries, Pennsylvania Department of Education

KRISTINE HOWARD, MEMBER
167th LEGISLATIVE DISTRICT

115-A EAST WING
P.O. BOX 202167
HARRISBURG, PENNSYLVANIA 17120-2167
(717) 783-4088
FAX: (717) 772-1231

40 LLOYD AVENUE, SUITE 309
MALVERN, PENNSYLVANIA 19355
(610) 251-1070



House of Representatives
COMMONWEALTH OF PENNSYLVANIA
HARRISBURG

May 8, 2020

Pennsylvania Department of Education
Office of Commonwealth Libraries
Attn: KEYSTONE
333 Market Street
Harrisburg, PA 17126-0333

The Chester County Library is a tremendous community resource, and I am pleased to recommend them for a Keystone Grant.

The county has already approved interior renovations to the library's first floor, which will make the library more accessible and community-focused, allowing the library to better serve the area's growing and changing population.

While the current layout provides limited traffic space, the new open layout of the main floor allows easier mobility, especially for wheelchairs, scooters, and strollers.

Additionally, these renovations incorporate features designed to foster a sense of community within the library, including new enclosed collaborative workspaces and the relocation of their Adult Tutoring space, increasing accessibility for ESL students and tutors. An expanded lobby will house a community information center stocked with the latest information from governmental agencies and over 900 non-profit organizations.

Already a cornerstone of the community, the renovations made possible through this grant will help the Chester County Library better serve more and more individuals and families, and continue inspiring a passion for learning and creativity for generations to come.

Sincerely,

A handwritten signature in black ink that reads "Kristine C. Howard".

Rep. Kristine Howard
167th Legislative District