

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
JUNE 16, 2020

AGENDA

CALL TO ORDER, 9:00 AM – Virtual

WELCOME and INTRODUCTIONS

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of May 19, 2020 meeting (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager’s Report (p. 8)

FINANCIAL STATEMENTS

- May 2020 Exton and Hankin Financial Statements (p. 10)

FOR APPROVAL

- Re-Opening plan (p. 15)

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, July 21, 2020 – 9:00 AM CCL Board Meeting, Virtual

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS - VIRTUAL
May 19, 2020

Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice President; Kathleen Pearse, Secretary; Lisa Ionata, Treasurer; Richard Hankin and Jim Norton

Others Present

Marguerite Dube, Director, Chester County Library & District Center; Joe Sherwood, Executive Director, CCLS; Agatha Lyons, District Consultant, Nicole Richards, Development Director; Vickie Brown, Chester County Finance Department and Linda Farrelly, Administrative Assistant

CALL TO ORDER: 9:20 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW OF ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

April, 2020 Exton and Hankin Financial Statements

On motion made by Richard Hankin, seconded by Lisa Ionata, the April, 2020 Exton and Hankin Financial Statements were approved and filed for audit.

FOR APPROVAL

Estate of Constance Culley

In April of 2019 the library received a bequest from the estate of Constance Culley in the amount of \$250,000. Last month the library received notification of the completion of the final accounting of the estate and the need for the library to approve. The additional bequest is \$109,000.

On motion made by JoAnn Weinberger, seconded by Richard Hankin, the final accounting of the estate of Constance Culley was accepted and the Board directed Marguerite Dube to sign as Director of the Chester County Library and District Center.

FOR INFORMATION/DISCUSSION

Keystone Grant Application

The application is complete and took a coordinated effort from John Dargay in the County Facilities department, Vickie Brown in the County Finance department, the Commissioners and CCL Board to gather all of the required documentation. Marguerite included in the packet the letters of endorsement from State Senator Dinniman and State Rep Christine Howard. The full cost of the first-floor redesign

project is included in the County's Capital Budget. This application is requesting funding for half of the project cost. The awards will be announced in October.

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

Thank you to Bruce Brown for everything he has been doing – from letting in contractors, sorting and delivering mail, emptying book drops, and dropping off invoices to the business office staff.

Marguerite has been working with the County regarding purchasing face masks, gloves, and disinfectant. The County will be providing portable shields for the public desks.

Department Heads have been working on the re-opening plan including curbside pick-up options and traffic patterns for inside the library.

The staff have been working on virtual programs – story times, book groups, gaming, business sessions, computer skills, and genealogy.

The blog continues to be popular- 4,000 views in March, 8,000 views in April and 2,600 views so far in May.

Marguerite has been attending the PaLA Director's meetings which have been helpful to hear from directors from around the state.

Science in the Summer will be virtual with Franklin Institute and Glaxo SmithKline instructors.

Multimedia staff have been ordering e-materials.

Jenna has been editing the NextReads newsletter including links to titles for which there are ematerials available.

Barb has heard from several libraries who would like information about the HoldIT locker.

Marguerite submitted two capital projects for the 2021 Budget – finish carpeting at Hankin and repave/repair Hankin's parking lot and sidewalks.

JoAnn noted that the Masketeers have made close to 5,000 masks and they are available to County services.

Branch Manager's Report

Meghan and Anita have been working on the reopening plan.

Meghan has started attending the PaLA Director's meetings.

Meghan finished performance reviews.

Meghan has been holding weekly meetings with Reference and YS staff and bi-weekly meetings with all staff.

Hankin recently received access to the READsquared software so looking forward to working with it and setting up summer reading programs.

Barb Vitelli has worked on increasing posts to the Twitter account.

Hankin staff have been taking on-line courses for CE credit.

JoAnn complimented Marguerite and everyone who has been working on the blog posts.

Friends of CCL - None

Friends of the Henrietta Hankin Library - None

Visitors' Comments -None

The meeting was adjourned at 9:42 AM.

Approved June 16, 2020
Kathleen Pearse, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Marguerite Dube, Director, Chester County Library and Henrietta Hankin Branch
DATE: June 11, 2020
RE: Report to the Board for May/June

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

- Chester County moved to the Yellow stage effective Friday, June 5. Once we were given a firm date, I met with each of my staff members to finalize our Reopening Plans. Because the situation is so fluid, we decided to concentrate on one phase at a time, and completed Phase II – Preparing for Minimal Operations. On June 5, the department heads entered the Chester County Library and Henrietta Hankin Branch to assess the situation, implement the plan for checking in and sorting materials, set traffic patterns within the building, rearrange furniture, post signage to ensure social distancing, and schedule staff for the following week.
- On Monday, June 8 staff returned to work to begin checking in and sorting materials to prepare for curbside service, which starts on June 15. Prior to this, a survey was sent to all staff to assess their comfort level and safety concerns regarding re-entering the library. Although most staff are happy to be back to work, many are still very apprehensive about their safety once patrons are allowed back in the building. Department Heads have worked hard to schedule staff to ensure that we were able to bring all of our staff members back to work, either in person or working from home, while we prepare for reopening.
- During the first few days of reopening, staff worked through the backlog of materials, checking in, sorting and shelving 7,000 items. 3,000 items were retrieved that were placed on hold while we were closed. Tech Services is working through 30-35 boxes received from Baker & Taylor.
- Amy, Jenna, Lois, and Stephanie created posts for our website and social media to announce to the public our plans for reopening. We received a lot of positive responses from patrons who were happy to hear that we are working toward resuming normal operations.
-

- Barb and the Circulation staff are setting up the Capira App for curbside pickup, which will begin on Monday, June 8. Hours for pickup will be 9:30 AM to 4:30 PM Monday through Friday the first week. We will begin to add a night or two and one weekend day, and then expand hours from there.

Barb is writing procedures and FAQ's for curbside pickup, and staff at both libraries will create a brief video to demonstrate the process. All will be posted on the website, blog, social media and in an email blast. Items to be picked up will be left at a table in front of the libraries shortly before the scheduled pickup time.

- Thursday, June 11 was Linda Farrelly's last day, and she will be sorely missed. We will be posting her position as soon as possible.
- The JTC received several 3D printing orders online while we were closed. Once curbside pickup begins, the JTC will be offering 3D printing services again.
- The van service started on Monday, June 8. To ensure social distancing in the sorting room, delivery is scheduled for Monday, Wednesday and Friday, and sorting will be done on Tuesdays and Thursdays.
- I continue to hold weekly Public Service Meetings, and department heads are meeting regularly with their staff through Zoom to keep them informed of reopening procedures which change daily.
- The new Finance Manager, Joe Kohri, started on Monday, June 8. I will be assisting him through the transition over the next several weeks.
- Nancy Sapone and Susan Walraed continue to communicate with the volunteers until be bring them back on board. A few of the volunteers are presenting virtual programs, such as Welcome to the Library, Ancestry, resume writing, Libby, and Excel.
- The blog continues to be very popular, with 5,645 views and 1,839 visitors in May.
- Stacy Hutcheson and Karen Clickener-Ousey, our Incident Response Liaisons, completed the set-up of the new Incident Tracker system. The PICs are getting familiar with the new system to begin use when we reopen to the public.
- Lois Shupp and Tom Berman hosted a virtual town hall with Beth Harper Briglia of Chester County Community Foundation for 17 Chester County nonprofits. Beth spoke about the current climate and prognosis of the nonprofit community in light of recent events. Attendees were pleased to have an opportunity to connect virtually and discuss current circumstances.
- Susan Walraed attended the three day Points of Light Volunteer Conference last week, which was held virtually and free of charge.
- Sara and Remy are looking into Google Voice as a tool to use to provide computer assistance to patrons remotely, both while in the building or in the parking lot. They are also working with Computer Services to lend laptops to patrons in the parking lot, and set up an outdoor print station.
- Amy is trying to gather quotes for the outdoor sign.

Meetings Attended/Events (Virtual):

- May 26
 - System Staff Meeting
 - Webinar: Restore Chester County
- 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
- June 3
 - District Librarians Meeting
- June 5
 - Chester County enters Yellow Phase. Library reopens to Department heads only
- June 8
 - Library opens to full staff
- June 9
 - Juniata-Conemaugh Chapter Spring Workshop
 - District Librarians Meeting
- June 11
 - Exton Community Day Meeting

Upcoming Meetings (Virtual):

- June 26
 - SEPLA 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: June 9, 2020
 RE: Report to the Board for May/June 2020

- Anita Register and I continue to work closely with Marguerite on writing, revising, and implementing a multi-stage Reopening Plan for the library using guidelines from the County of Chester and the Office of Commonwealth Libraries.
 - Many staff members are continuing to work from home when possible.
 - The staff members in the circulation department are doing an outstanding job of quickly getting the library ready to begin curbside pick up on June 15th.
- Staff in Reference and Youth Services departments have done a wonderful job converting as many library programs as possible to a virtual format.
 - Staff from CCL and the Hankin Branch are working closely together to plan and facilitate virtual programs that will allow us to offer a variety of programs without overlap between the two libraries.
 - Youth Services librarians are presenting virtual story times three times a week and facilitating nature, movement, and music programs presented by outside organizations.
 - We began offering virtual STEAM programs for children in grades K-2 in May and will be adding a coding program for children in grades 3-5 beginning the week of June 8th.
 - Reference librarians are hosting three virtual book clubs and a read anything “book chat” per month.
 - Summer Reading for all ages will begin on June 15th. We’re excited to use READsquared to offer our patrons a fun, virtual Summer Reading experience this year.
 - In the past the CCL and HHB Youth Services departments held separate Summer Reading programs. This year we have decided to align the programs with the hope making it easier for staff to plan and facilitate the Summer Reading program virtually and to increase the number of online programs (story times, STEAM-related, etc.) that we’re able to offer to patrons by working collaboratively.
- Staff from the Reference and Youth Services Departments have continued to promote electronic resources available to patrons while the library has been closed to the public. They have continued to contribute to the “Stay Connected with ChescoLibraries” blog and to our Facebook and Twitter pages.
 - Reference staff is working with CCL Reference on a series of short videos designed to show patrons how to access different databases and provide a short introduction.
- Anita and I have completed meeting with our direct reports to review their performance evaluations.
- I continue to hold weekly meetings with both the Reference and Youth Services staff.
- Staff have been participating in many professional development opportunities. Many have completed trainings required by the County of Chester, CCLS, or CCL, and are also seeking out and attending trainings in relevant areas of interest.
- We resumed placing orders for physical materials on June 8th and have continued to add eBooks and eAudiobooks to the collection.

Meetings & Trainings Attended

5/19 CCLS/CCL Board Meetings
5/20 READSquared Training
5/21, 5/28 CCL/HH Reference Programming Meeting
5/26, 6/2 Adult Summer Reading Committee meeting
5/26 Meeting to review Hankin Branch reopening plan
5/29 Hankin Branch Staff meeting
6/3 DLM
6/9 DLM, PaLA Central PA Library District workshop: Library Policy - Before and During the Pandemic

Weekly meetings:

Tuesdays- HHB Reference Staff Meeting

Wednesdays- CCL Public Service Staff Meeting

Thursdays- PaLA Director/Administrator level Open Forum video conference, HHB Youth Services Staff Meeting

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING MAY 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	1,033,642	981,455	1,008,902	52,187	5.0%	1,578,040	61.7%
Wages	659,186	266,210	256,870	245,063	9,340	3.5%	402,316	61.0%
Fringe Benefits	1,059,296	441,374	424,827	439,480	16,548	3.7%	634,470	59.9%
Security Provided by the County - EMS	28,924	12,051	0	0	12,051	100.0%	28,924	100.0%
TOTAL PERSONNEL SERVICES	4,306,901	1,753,277	1,663,152	1,693,445	90,126	5.1%	2,643,750	61.4%
LIBRARY MATERIALS	60,000	30,000	30,000	25,000	0	0.0%	30,000	50.0%
CORE EXPENDITURES								
Materials and Services	96,865	40,360	17,481	41,556	22,879	56.7%	79,384	82.0%
Insurance	18,030	9,015	7,815	8,603	1,200	13.3%	10,215	56.7%
Maintenance - Buildings & Grounds	39,756	16,565	9,047	11,685	7,518	45.4%	30,709	77.2%
Utilities	98,000	40,834	30,791	39,550	10,043	24.6%	67,209	68.6%
Vehicle Expense	37,828	15,761	2,227	3,468	13,534	85.9%	35,601	94.1%
TOTAL CORE EXPENDITURES	290,479	122,535	67,361	104,862	55,174	45.0%	253,118	87.1%
INDIRECT COSTS	625,524	260,635	260,625	203,850	10	0.0%	364,899	58.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,282,904	2,166,447	2,021,138	2,027,156	145,310	6.7%	3,261,767	61.7%

Notes:

Personnel Services: Salaries and Benefits under as we still had one full time and several part time vacancies this year.
Security services are being charged through Indirects, so budgeted funds will be used for COVID needs.

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 41% of total budget. Actual is 38%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING MAY 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	178,483	175,964	182,344	2,519	1.4%	265,994	60.2%
Wages	179,425	72,460	76,084	67,932	(3,624)	-5.0%	103,341	57.6%
Fringe Benefits	206,329	85,970	87,620	89,099	(1,650)	-1.9%	118,709	57.5%
TOTAL PERSONNEL SERVICES	827,712	336,913	339,668	339,375	(2,755)	-0.8%	488,044	59.0%
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	18,489	6,555	17,088	11,934	64.5%	37,819	85.2%
Insurance	5,358	2,679	2,679	2,850	0	0.0%	2,679	50.0%
Maintenance - Buildings & Grounds	60,142	25,059	16,659	18,845	8,400	33.5%	43,483	72.3%
Utilities	45,300	18,875	13,422	17,930	5,453	28.9%	31,878	70.4%
TOTAL CORE EXPENDITURES	155,174	65,102	39,315	56,713	25,787	39.6%	125,859	81.1%
INDIRECT COSTS	224,773	93,655	93,650	121,600	5	0.0%	131,123	58.3%
CAPITAL OUTLAY	124,816	0	0	0	0	0.0%	124,816	100.0%
TOTAL BUDGET	1,352,475	505,670	482,633	517,687	23,037	4.6%	869,842	64.3%

Notes:

Personnel Services: No major differences. Wages are slightly higher as part time staff were being paid for budgeted rather than actual hours.

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 carpeing in children's area.

Indirect Costs: These are allocated to cover costs for services performed by various County departments such as DCIS (PeopleSoft), Telecommunications, Treasurer and Controller's Offices, and Facilities, based on usage or some other reasonable method of allocation.

TOTAL BUDGET: Budgeted expenditures YTD are 37% of total budget. Actual is 36%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING MAY 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>
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	52,598	26,254	55,751	(26,344)	-50.1%	(99,981)	-79.2%
Fines and Overdues	92,000	38,333	21,869	38,912	(16,464)	-42.9%	(70,131)	-76.2%
Interest	3,300	1,375	462	1,717	(913)	-66.4%	(2,838)	-86.0%
Donations and Fundraisers	500	208	520	3,891	312	150.0%	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	21	68	30	47	223.8%	18	36.0%
TOTAL OTHER REVENUE	291,585	122,535	79,173	139,017	(43,362)	-35.4%	(212,412)	-72.8%
TOTAL REVENUE	1,793,651	1,624,601	1,581,239	1,514,795	(43,362)	-2.7%	(212,412)	-11.8%
EXPENDITURES								
Library Materials	486,679	205,985	116,386	184,887	89,599	43.5%	370,293	76.1%
Services and Charges	90,456	45,208	28,424	40,416	16,784	37.1%	62,032	68.6%
Supplies	28,150	12,321	6,151	7,521	6,170	50.1%	21,999	78.1%
Miscellaneous	20,600	8,583	5,016	6,776	3,567	41.6%	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	8,449	5,797	740	2,652	31.4%	7,709	57.1%
TOTAL EXPENDITURES	1,793,651	1,434,806	1,315,976	1,307,681	118,830	8.3%	477,675	26.6%
REVENUE OVER EXPENDITURES	0	189,795	265,263	207,114	75,468		265,263	

NOTES:

State Revenue: No differences.

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

Total Revenue: Budgeted revenues YTD are 91% 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 80% of total budget. Actual is 73%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING MAY 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>
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	15,240	7,477	16,709	(7,763)	-50.9%	(29,098)	-79.6%
Fines and Overdues	30,000	12,500	6,549	13,295	(5,951)	-47.6%	(23,451)	-78.2%
Interest	400	167	57	213	(110)	-65.9%	(343)	-85.8%
Donations	0	0	195	439	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	10	4	12	(6)	-60.0%	(21)	-84.0%
TOTAL OTHER REVENUE	93,100	37,917	29,282	45,838	(8,635)	-22.8%	(63,818)	-68.5%
TOTAL REVENUE	183,100	127,917	119,282	120,838	(8,635)	-6.8%	(63,818)	-34.9%
EXPENDITURES								
Library Materials	156,669	65,278	30,031	49,837	35,247	54.0%	126,638	80.8%
Services and Charges	11,725	4,802	2,629	4,769	2,173	45.3%	9,096	77.6%
Supplies	7,700	3,208	521	2,835	2,687	83.8%	7,179	93.2%
Miscellaneous Expense	3,850	1,604	982	1,110	622	38.8%	2,868	74.5%
Capital Outlay	3,156	1,373	848	0	525	38.2%	2,308	73.1%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	183,100	76,265	35,011	58,551	41,254	54.1%	148,089	80.9%
REVENUE OVER EXPENDITURES	0	51,652	84,271	62,287	32,619		84,271	

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 70% 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 42% of total budget. Actual is 19%.

Chester County Library and Henrietta Hankin Fund Balances

Fund #	Fund Name	5/31/2020		5/31/2020
Operating Funds				
001	Chester County Library Operating Fund	242,313		
043	Henrietta Hankin Branch Operating Fund	75,250		
	Total Operating Funds	<u>317,563</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	218,310		
451	CCL & Hankin Materials	97,261		
	Total Reserve Funds	<u>743,308</u>		
Friends of the Library Funds				
Various	Friends of Chester County Library	107,013		
943	Friends of Henrietta Hankin Branch	(1,810)	91	5,329
	Total Friends Funds	<u>105,203</u>	92	1,861
			93	7,331
			94	16,039
Grants and Appropriations				
002	Community Foundation - Grants	10,357	95	12,565
100	CCL County Materials Fund	24,634	96	3,859
104	CCL Trust - Grants	57,371	97	1,446
109	Hankin County Materials Fund	8,997	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>106,012</u>	902	24,965
			903	25,508
Special Funds				
003	Helen Russell Memorial Fund	6,717		
105	CCL Community Day	4,016		
106	CCL & Hankin Museum Passes	3,862		
107	CCL & Hankin Author Events	4,591		
	Total Special Funds	<u>19,186</u>		<u><u>107,013</u></u>
Endowment Funds				
090	Chester County Library Trust	<u>1,917,122</u>		
	TOTAL	<u><u>3,208,394</u></u>		

**PLANS FOR REOPENING
THE CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH
DURING COVID-19 THREAT**

Phase I –Fully Closed (Red): All operations that provide routine, in-person library services will stop. No staff or patrons will be allowed in the library. Tasks requiring essential personnel to visit the library to sustain facility integrity, security of collections (emptying book drops), or continuity of operations (e.g. preparing and issuing payroll checks/deposits or paying urgent invoices) must be restricted to the absolute minimum number of people necessary. Permission to enter the building must be granted by Joseph Sherwood as the County department head.

Phase II – Preparing for Minimal Operations (Yellow): includes limited operating hours for employees, no patron access to the library, minimal staff-to-staff contact, and providing safety measures to ensure employees have a reduced risk of exposure from COVID-19. Most employees will be allowed to enter the building. Work from home will still be encouraged. Week 1.

Phase III – Minimal Operations (Yellow): includes limited operating hours for employees, no patron access to the library, introduction of curbside and HoldIT locker pickup, minimal staff-to-staff contact, and providing safety measures to ensure employees and patrons have a reduced risk of exposure from COVID-19. Week 2.

Phase IV – Limited Operations (Yellow): includes limited operating hours, no patron access, curbside and HoldIT locker pickup, minimal staff-to-staff contact, and providing safety measures to ensure patrons and staff have a reduced risk of exposure from COVID-19. Add some nights and weekend hours for curbside pickup. Week 3

Phase V – Expanded Operations (Green): includes allowing some patrons into lobby and circulation desk. No browsing or seating available. Staff will retrieve materials. **Expanding Operations** will still include protocols of social distancing, hand washing, and extensive cleaning. Increase nights and weekends. Week 4

Phase VI – Preparing for Fully Operational (Green) includes allowing patrons into lobby, circulation desk and other public service desks. Computer use by reservation only, no browsing or other seating available. Staff will retrieve materials. **Preparing for Fully Operational** will still include protocols of social distancing, hand washing, and extensive cleaning. Resume standard hours. Week 5

Fully Operational: includes resuming normal operations, standard hours of operations (Monday through Sunday day and night hours), resuming normal services, and returning to on site programming. **Fully Open Operations** will still include protocols of social distancing, hand washing, and expanded cleaning.

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

President

William F. Connor
1514 Leopard Way
Berwyn, PA 19312
(H) 610-994-8201
(cell) 610-637-7419
email: WilliamFConnor@gmail.com
(appointed 8/20/14;
current term expires 12/31/20)

Vice President

JoAnn Weinberger
1414 Morstein Road
West Chester, PA 19380
(H) 610-436-6875
(C) 215.651.7852
email: Joann.weinberger@gmail.com
(appointed 2/23/93;
current term expires 12/31/22)

Secretary

Kathleen M. Pearse
207 Autumn Drive
Exton, PA 19341
(H) 610-363-0213
(F) same
(cell) 610-888-9233
email: kmp803@aol.com
(appointed 2/13/08;
current term expires 12/31/22)

Treasurer

Lisa Ionata
3 Wagner Lane
Coatesville, PA 19320
(H) 484-712-5333
(C) 610-745-9828
Email: lnaimo@msn.com
(appointed 1/31/2019;
Current term expires 12/31/22)

Members at Large

Richard Hankin
Hankin Group
707 Eagleview Blvd., Ste. 400
Exton, PA 19341
(W) 610-458-1900
(F) 610-458-0764
email: richard.hankin@hankingroup.com
(appointed 4/12/04);
Current term expires 12/31/21)

James B. Norton, III
1359 Freedom Blvd
Coatesville, PA 19320
(H) 610-857-3418
email: jnorton108@comcast.net
(appointed 1/11/2000;
current term expires 12/31/20)

Executive Director

Joseph Sherwood
Chester County Library System
450 Exton Square Park way
Exton, PA 19341
(W) 610-280-2611
(cell) 610-909-6712
(F) 610-280-2688
email: jsherwood@ccls.org

Library Director

Marguerite Dube
Chester County Library & Dist. Ctr.
450 Exton Square Parkway
Exton, PA 19341
(W) 610-280-2645
(F) 610-280-2688
Email: mdube@ccls.org

Branch Manager

Meghan Lynch
Henrietta Hankin Branch Library
215 Windgate Drive
Chester Springs, PA 19425
(W) 610-321-1707
(F) 610-321-1728
Email: mlynch@ccls.org

Administrative Assistant