

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
JULY 21, 2020

AGENDA

CALL TO ORDER, 9:00 AM – Virtual

WELCOME and INTRODUCTIONS

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of June 16, 2020 meeting
- Chester County Library Director Report
- Henrietta Hankin Branch Manager's Report

FINANCIAL STATEMENTS

- June 2020 Exton and Hankin Financial Statements

FOR APPROVAL

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report
- Branch Manager's Report
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Visitor's Comments

Upcoming Events

Tuesday, August 18, 2020 – 9:00 AM CCL Board Meeting, Virtual

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS
June 16, 2020

Board Members Present

JoAnn Weinberger, Vice President; Kathleen Pearse, Secretary; Lisa Ionata, Treasurer; and Richard Hankin

Excused

Bill Connor, Jim Norton

Others Present

Marguerite Dube, Director, Chester County Library & District Center; Meghan Lynch, Branch Manager; Joe Sherwood, Executive Director, CCLS; Agatha Lyons, District Consultant; Joe Kohri, Finance Manager; and Vickie Brown, County Finance Liaison; Jenna Persick, Technical Services Manager

CALL TO ORDER: 9:15 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW OF ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

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

FOR APPROVAL

Reopening Plan for CCL and Hankin

Marguerite reviewed the phases of the Reopening Plan. The plan is flexible and depends on guidance from the County and the Governor. Services we will be providing without allowing patrons in the building are curbside pickup and laptop lending in the parking lot. All staff who wanted to return have been able to, whether at home or in person. JoAnn suggested we look into having special hours for seniors and those whose health is compromised. Staff are very concerned about dealing with patrons who refuse to wear masks. We are waiting to hear back from the solicitor as to whether or not we should take temperatures of patrons.

On motion made by Kathleen Pearse, seconded by Lisa Ionata, the Reopening Plan for CCL and Hankin was approved, with the understanding that it may change based on future circumstances.

FOR INFORMATION/DISCUSSION - None

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

Last week was the first week staff were allowed in the building. We had over 7,000 items that needed to be checked in, and the staff handled everything very well. We are now ready for curbside pickup, which began yesterday. Materials are being quarantined for three days. Service will be slower than normal, but the patrons are extremely happy.

Jenna said all best seller titles through May were ordered before the shutdown, but have not been delivered yet.

Van delivery has started. All meetings are being held virtually.

Sara and the JTC staff are looking into Google Voice to help patrons with their computers remotely, either on site or in the parking lot. They have also started 3D printing again, delivering them through curbside pickup. A video camera has been set up so patrons can watch their items being printed in real time.

We received two quotes for the outside sign which came under the bid requirement.

Richard asked how many laptops we have to loan to patrons. We aren't sure at this time because many of them are being used by staff. However, Tony can add some to our lease as required.

JoAnn asked about bringing volunteers back, and whether or not a waiver would need to be signed before having them return.

Branch Manager's Report

Things are going well. Some staff are splitting their time between working from home and at the library and appreciate the flexibility. Circulation has done an amazing job getting everything ready for curbside pickup. All reservation spots are full.

Reference and Youth Services staff have been working closely with CCL staff to plan Summer Reading and database introduction videos, which is one advantage of the shutdown.

Getting good responses to our virtual programming. Summer Reading registration started yesterday and is slower than usual.

Back to ordering physical materials. Staff is working on professional development, learning how to do virtual programming.

JoAnn said the staff has done a wonderful job, especially with the Stay Connected blog.

During the meeting, Joe Sherwood received an email from the Solicitor's office that the libraries would not be required/allowed to do temperature screenings on patrons.

JoAnn asked if it was decided to give the Hankin tenant a waiver for the rent during the time the business is closed. *On motion made by Lisa Ionata and seconded by Kathleen Pearse, it was agreed to grant the Hankin tenant, Personalized Fitness 4 you, a waiver for the rent payment while the business is closed due to COVID-19.*

Friends of CCL - None

Friends of the Henrietta Hankin Library - None

Visitors' Comments -None

The meeting was adjourned at 9:30 AM.

Approved July 21, 2020
Kathleen Pearse, Secretary

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



TO: Board of Trustees, Chester County Library and District Center
FROM: Marguerite Dube, Director, Chester County Library and Henrietta Hankin Branch
DATE: July 16, 2020
RE: Report to the Board for June/July

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

Chester County Library

- VoiceoverIP phone conversion – Completed.
- First Floor Redesign – Keystone Grant application submitted
- Front Parking Lot Redesign – Survey completed on July 8

Henrietta Hankin Branch

- VoiceoverIP phone conversion – Completed.
- New carpeting in Children's area – Project has not gone out to bid
- New blinds in staff areas

ACTIVITIES

- Chester County quickly moved into the Green stage effective Friday, June 26. On Monday, July 6, after the Independence Day holiday, we began allowing in-library holds pickup in addition to curbside. We also began lending laptops to be used in the parking lot by our patrons. Computer assistance is being conducted by the JTC staff using a VPN connection and Google Voice.

Bruce installed shields at all the service desks at CCL and Hankin. On Wednesday, July 15, we began allowing the public into the library for browsing and computer usage. Our current hours are Monday, Wednesday, Friday – 9:00 AM to 5:00 PM; Tuesday and Thursday - 9:00 AM to 9:00 PM; Saturday – 9:30 AM to 5:00 PM. Traffic has been extremely light, so we will continue with our reduced hours for the foreseeable future.

- All staff has been extremely flexible in adapting to the constantly changing levels of service to our patrons over the past few weeks. From curbside pickup, to virtual reference, laptop lending, and storytimes, to name a few, everyone has worked very hard to provide the best customer service possible in these trying times.
- 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.
- Susan has recruited a few tech savvy volunteers to assist her with volunteer background checks, most of which are expiring this year. Many will be able to submit them themselves, but many of them will need assistance, which will be done either over the phone or via Zoom. Several volunteers have resigned, either due to COVID-19 concerns, or their need to renew their

background checks. The rest are very anxious to come back to help, and we are bringing them back on an as-needed basis.

- Virtual programming continues to be very popular, and more programs are being added all the time, such as the ESL Conversation Groups. Storytimes continue to be a big draw.
- We began loaning out the hotspots and Rokus again. Reference staff has been checking with venues and museums to determine opening dates and visitation restrictions. So far, only Elmwood Park Zoo passes are available at this time.
- We will begin accepting requests for reading suggestions via email with a new form that has been rolled out this month. Reference departments at CCL and Hankin are excited to offer this new personalized service to our readers.
- Youth Services introduced Book Bundles for customers who cannot come into the library to browse. The staff selects books for them, based on the age and preferences of the child, and selects 6 to 12 books for them to pick up and enjoy. The service has been well received.
- Jenna has been spending a lot of time updating the website with our changing reopening plans. She has also added pages for new services such as curbside pickup, laptop lending, book bundles, etc.
- Amy and I have selected KC Signs in Downingtown to replace our outdoor sign. They were the cheapest while still providing the features we are looking for.
- Amy is working with Computer Services to get the new calendar software set up for the system. The contract on the current calendar, Evanced, expires October 31.
- Thanks to the talent and creativity of Amy Suveg and Erin Dowdall, the Chester County Library has won the American Library Association's 2020 PR Xchange Awards Competition for our 2018 Annual Report. There were approximately 270 entries in the Advocacy/Fundraising/Annual Reports/Strategic Plans category, in the budget category of \$5-\$10 million. ALA is working on a press release for the winners.

Meetings Attended/Events (Virtual):

- June 23
 - Special DLM Meeting re: Security Guard Service
- June 26
 - SEPLA Board Meeting
 - Google Voice and VCN Demonstration
- July 2
 - Meeting with Deb Rikess from OIC
- July 3
 - Library Closed for Independence Day
- July 6
 - West Whiteland Township Friends of the Park Meeting
- July 7
 - Chester/Delaware County Healthcare COVID-19 Call
 - Friends of the Chester County Library Board Meeting
- July 8
 - PIC Meeting
- July 14
 - District Librarians/System Advisory Council Meeting

Upcoming Meetings (Virtual):

- July 24
 - July 29
 - August 3
 - August 4
 - August 11
- SEPLA Board Meeting
 - CCL Trust Board Meeting
 - West Whiteland Township Friends of the Park Meeting
 - Friends of the Chester County Library Board Meeting
 - District Librarians/System Advisory Council Meeting

Weekly Meetings (Virtual):

Public Service Staff Meetings (Wednesdays)

PaLA Leading Through Challenges Workshop (Wednesdays)

PaLA Directors Meetings (Thursdays)



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: July 16, 2020
RE: Report to the Board for June/July 2020

- Anita Regester 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.
- We are currently offering curbside and in-library holds pickup. We will begin limited browsing on Monday, July 13.
- The staff members in the circulation department are doing a wonderful job managing two different modes of service delivery.
 - As of this morning we have completed 1506 curbside pick up reservations.
- We are offering laptop lending and remote printing services to meet the technology needs of our patrons.
 - Staff has been trained on offering remote assistance to patrons via VNC when requested.
- Hotspot and museum pass lending have resumed. Many of the museums we offer passes for have changed admission policies or have not yet reopened, so the service is limited to Elmwood Park Zoo at this point.
- Staff in Reference and Youth Services departments continue to do a great job converting as many library programs as possible to a virtual format.
 - Youth Services librarians are presenting virtual story times three times a week and facilitating nature, movement, and music programs presented by outside organizations.
 - Reference librarians are hosting three virtual book clubs and a read anything “book chat” per month.
 - We are seeing increased interest in adult financial literacy programs.
 - Planning is underway for online adult craft programs to begin in August.
 - Summer Reading for all ages started on June 15th. We’re excited to use READSquared to offer our patrons a fun, virtual Summer Reading experience this year.
 - Registration is down from previous years in all age groups. We are continuing to promote it through social media, the website, and bookmarks that are provided to everyone picking up holds.
 - Reference staff is working with Laura Salvucci from CCL Reference on form-based readers advisory service that will debut in late July. Patrons will fill out an online form telling us about what they like to read and will receive suggestions for additional titles that they may enjoy.
 - Youth Services has started offering book bundles. Patrons submit an online form with their child(ren)’s age and the title of a book they enjoyed recently and YS staff will create a bundle 6-12 books we think the child may like. Holds are placed on the items and patrons are notified that their bundle is ready for pickup.
 - We’ve had a very favorable response to this service, creating 20 bundles the first week the service was offered.
- The Reference department received many questions about whether the AARP Tax Aid program would resume at the library. We directed them to other community organizations providing tax assistance.
- 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.
- Staff whose clearances have expired are working on completing their Child Abuse clearances and FBI background checks.

Meetings & Trainings Attended

6/16	CCLS/CCL Board Meetings
6/23	DLM
6/25	Webinar: Forecasting COVID-19 Cases in SEPA: a Unique County-Level Model Project
6/26	Adult Summer Reading Committee meeting
7/3	Library closed for the 4 th of July holiday
7/8	PIC meeting
7/10-13	Vacation
7/14	DLM
7/15	Leading thru Challenges by PALS (Pennsylvania Library Association)

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 JUNE 30, 2020**

	2020 ANNUAL BUDGET	2020 YTD BUDGET	2020 YTD ACTUAL	PRIOR YTD ACTUAL	2020 YTD BUDGET VARIANCE	2020 YTD BUDGET VARIANCE %	2020 BALANCE	PERCENTAGE REMAINING
Salaries	2,559,495	1,230,526	1,174,562	1,203,092	55,964	4.5%	1,384,933	54.1%
Wages	659,186	316,917	298,353	292,002	18,564	5.9%	360,833	54.7%
Fringe Benefits	1,059,296	529,649	500,653	517,662	28,996	5.5%	558,643	52.7%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,277,977	2,077,092	1,973,568	2,012,756	103,524	5.0%	2,304,409	53.9%
LIBRARY MATERIALS	60,000	30,000	30,000	25,000	0	0.0%	30,000	50.0%
CORE EXPENDITURES	125,789	62,893	18,505	46,409	44,388	70.6%	107,284	85.3%
Materials and Services	18,030	9,015	7,815	8,603	1,200	13.3%	10,215	56.7%
Insurance	39,756	19,878	9,948	15,287	9,930	50.0%	29,808	75.0%
Maintenance - Buildings & Grounds	98,000	49,001	35,429	41,276	13,572	27.7%	62,571	63.8%
Utilities	37,828	18,913	2,367	4,144	16,546	87.5%	35,461	93.7%
Vehicle Expense								
TOTAL CORE EXPENDITURES	319,403	159,700	74,064	115,719	85,636	53.6%	275,339	86.2%
INDIRECT COSTS	625,524	312,762	312,750	244,620	12	0.0%	312,774	50.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,282,904	2,579,554	2,390,382	2,398,095	189,172	7.3%	2,892,522	54.8%

Notes:

Personnel Services: Salaries and Benefits under due to one full time and several part time vacancies earlier this year.
Security services are being charged through Indirects, so a budget change was made to Materials & Services to cover COVID-19 expenses

Core Expenditures: Materials and Services and Utilities are under. Building was closed from March 13 through June 5. Van service was suspended during that time.

Indirect Costs: These are allocated to cover costs for services performed by various County departments such as DGIS (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 49% of total budget. Actual is 45%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING JUNE 30, 2020**

	2020 ANNUAL BUDGET	2020 YTD BUDGET	2020 YTD ACTUAL	PRIOR YTD ACTUAL	2020 YTD BUDGET VARIANCE	2020 YTD BUDGET VARIANCE %	2020 BALANCE	PERCENTAGE REMAINING
Salaries	441,958	212,480	210,034	216,341	2,446	1.2%	231,924	52.5%
Wages	179,425	86,262	89,530	81,953	(3,268)	-3.8%	89,895	50.1%
Fringe Benefits	206,329	103,164	103,244	106,167	(80)	-0.1%	103,085	50.0%
TOTAL PERSONNEL SERVICES	827,712	401,906	402,808	404,462	(902)	-0.2%	424,904	51.3%
LIBRARY MATERIALS	20,000	10,000	10,000	0	0	0.0%	10,000	0.0%
CORE EXPENDITURES								
Materials and Services	44,374	22,187	6,823	20,020	15,364	69.2%	37,551	84.6%
Insurance	5,358	2,679	2,679	2,850	0	0.0%	2,679	50.0%
Maintenance - Buildings & Grounds	60,142	30,071	20,351	23,645	9,720	32.3%	39,791	66.2%
Utilities	45,300	22,650	15,140	19,051	7,510	33.2%	30,160	66.6%
TOTAL CORE EXPENDITURES	155,174	77,587	44,993	65,566	32,594	42.0%	120,181	77.4%
INDIRECT COSTS	224,773	112,386	112,380	145,920	6	0.0%	112,393	50.0%
CAPITAL OUTLAY	124,816	0	0	0	0	0.0%	124,816	100.0%
TOTAL BUDGET	1,352,475	601,879	570,181	615,948	31,698	5.3%	782,294	57.8%

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 was closed from March 13 to June 5.

Capital Outlay: \$124,000 carried over from last year for carpeting in children's area.

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

TOTAL BUDGET: Budgeted expenditures YTD are 45% of total budget. Actual is 42%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING JUNE 30, 2020**

REVENUE	2020	2020 YTD	2020 YTD	PRIOR YTD	2020 YTD	2020 YTD	2020 YTD	PERCENTAGE
	ANNUAL BUDGET	BUDGET	ACTUAL	ACTUAL	BUDGET VARIANCE	BUDGET VARIANCE %	BALANCE	REMAINING
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	63,118	27,792	66,642	(35,326)	-56.0%	(98,443)	-78.0%
Fines and Overdues	92,000	46,000	22,708	48,091	(23,292)	-50.6%	(69,292)	-75.3%
Interest	3,300	1,650	462	1,951	(1,188)	-72.0%	(2,838)	-86.0%
Donations and Fundraisers	500	250	530	3,920	280	112.0%	30	6.0%
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	25	68	41	43	172.0%	18	36.0%
TOTAL OTHER REVENUE	291,585	141,043	81,560	159,361	(59,483)	-42.2%	(210,025)	-72.0%
TOTAL REVENUE	1,793,651	1,643,109	1,583,626	1,535,139	(59,483)	-3.6%	(210,025)	-11.7%
EXPENDITURES								
Library Materials	486,679	249,630	144,521	215,893	105,109	42.1%	342,158	70.3%
Services and Charges	90,456	50,768	31,030	43,795	19,738	38.9%	59,426	65.7%
Supplies	28,150	14,225	7,840	9,073	6,385	44.9%	20,310	72.1%
Miscellaneous	20,600	10,300	5,719	8,407	4,581	44.5%	14,881	72.2%
Transfers and Reimbursements	1,154,260	1,154,260	1,154,260	1,067,341	0	0.0%	0	0.0%
Capital Outlay	13,506	8,549	5,797	1,037	2,752	32.2%	7,709	57.1%
TOTAL EXPENDITURES	1,793,651	1,487,732	1,349,167	1,345,546	138,565	9.3%	444,484	24.8%
REVENUE OVER EXPENDITURES	0	155,377	234,459	189,593	79,082		234,459	

NOTES:

State Revenue: No differences.

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

Total Revenue: Budgeted revenues YTD are 92% of total revenue. Actual is 88%

Expenditures: Print materials were not being ordered during shutdown, but are now on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 83% of total budget. Actual is 75%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING JUNE 30, 2020**

	2020 ANNUAL BUDGET	2020 YTD BUDGET	2020 YTD ACTUAL	PRIOR YTD ACTUAL	2020 YTD BUDGET VARIANCE	2020 YTD BUDGET VARIANCE %	2020 BALANCE	PERCENTAGE REMAINING
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	18,287	8,024	19,601	(10,263)	-56.1%	(28,551)	-78.1%
Fines and Overdues	30,000	15,000	6,955	16,339	(8,045)	-53.6%	(23,045)	-76.8%
Interest	400	200	57	245	(143)	-71.5%	(343)	-85.8%
Donations	0	0	195	439	195	#DIV/0!	195	#DIV/0!
Transfer from Other Funds	0	0	0	14,070	0	0.0%	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	12	4	14	(8)	-66.7%	(21)	-84.0%
TOTAL OTHER REVENUE	93,100	43,499	30,235	51,808	(13,264)	-30.5%	(62,865)	-67.5%
TOTAL REVENUE	183,100	133,499	120,235	126,808	(13,264)	-9.9%	(62,865)	-34.3%
EXPENDITURES								
Library Materials	156,669	78,334	38,513	59,605	39,821	50.8%	118,156	75.4%
Services and Charges	11,725	5,863	2,961	5,522	2,902	49.5%	8,764	74.7%
Supplies	7,700	3,850	521	3,485	3,329	86.5%	7,179	93.2%
Miscellaneous Expense	3,850	1,925	1,114	1,492	811	42.1%	2,736	71.1%
Capital Outlay	3,156	1,556	947	100	609	39.1%	2,209	70.0%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	183,100	91,528	44,056	70,204	47,472	51.9%	139,044	75.9%
REVENUE OVER EXPENDITURES	0	41,971	76,179	56,604	34,208		76,179	

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 73% of total revenue. Actual is 66%.

Expenditures: Print materials were not being ordered during shutdown, but are now on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 50% of total budget. Actual is 24%.

Chester County Library and Henrietta Hankin Fund Balances

Fund #	Fund Name	6/30/2020	Friends	6/30/2020
Operating Funds				
001	Chester County Library Operating Fund	326,512	91	5,529
043	Henrietta Hankin Branch Operating Fund	67,156	92	1,861
	Total Operating Funds	393,668	93	7,331
Reserve Funds				
004	Technology Fund	199,851	94	16,732
400	Chester County Library Capital Reserve	58,849	95	12,565
410	Chester County Library Program Fund	169,037	96	3,865
450	Hankin Library - Capital	218,310	97	1,446
451	CCL & Hankin Materials	97,260	98	125
	Total Reserve Funds	743,307	99	3,653
Friends of the Library Funds				
Various	Friends of Chester County Library	107,912	900	24,965
943	Friends of Henrietta Hankin Branch	(2,170)	902	4,332
	Total Friends Funds	105,742	903	25,508
Grants and Appropriations				
002	Community Foundation - Grants	10,356		
100	CCL County Materials Fund	21,606		
104	CCL Trust - Grants	56,947		
109	Hankin County Materials Fund	8,997		
132	Glaxo-Smith Kline Science in the Summer	4,531		
238	American Dream Initiative	22		
	Total Grants and Appropriations	102,459		
Special Funds				
003	Helen Russell Memorial Fund	5,967		
105	CCL Community Day	4,015		
106	CCL & Hankin Museum Passes	3,862		
107	CCL & Hankin Author Events	4,591		
	Total Special Funds	18,435		
Endowment Funds				
090	Chester County Library Trust	1,989,097		
	TOTAL	3,352,708		