

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
AUGUST 18, 2020**

AGENDA

CALL TO ORDER, 9:00 AM – Virtual

WELCOME and INTRODUCTIONS

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

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

FOR APPROVAL

FOR INFORMATION/DISCUSSION

- Reopening Plan
- 2021 County and State Aid Budgets

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, September 15, 2020 – 9:00 AM CCL Board Meeting, Virtual

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS - VIRTUAL
July 21, 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

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

July, 2020 Exton and Hankin Financial Statements

In the Chester County Library County budget, a budget change was made transferring money from Security Guards to Materials and Services to cover COVID-19 expenses. Charges and fines for both libraries are under due to the library closures and will not be recovered. Interest rates dropped significantly so interest is under.

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

FOR APPROVAL

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

Capital Projects - Someone from the County was out to do a survey of the front parking lot so it looks like it may be moving forward, but we don't know what the timing is for that yet.

The Hankin carpeting has not gone out to bid. The plan was to have the carpeting installed on the Sundays that Hankin is closed during the summer, but that didn't happen. We don't know what the status is on that project.

Reopening – Staff seemed to be ok with the curbside pickup, but once we started to reopen, they became much more nervous about it. We didn't have all the permanent shields installed initially, only the temporary ones, so they weren't comfortable with that. We also heard that someone in the building had a relative who tested positive for COVID. That person has been quarantining and is awaiting test results. Staff want to be reassured that they are safe, and we are doing the best we can to protect them. They have been told if they really feel uncomfortable working they can take a leave of absence or use some leave time. The County is doing contact tracing to help keep the numbers lower.

All permanent shields have been installed except for around the computers in the JTC, so we are still lending laptops to patrons in the parking lot. There has not been a huge demand for laptops since we started the program on June 30.

Staff has been extremely flexible in the way we have been changing services, such as curbside, walk-in only, laptop lending, etc. Everyone is working hard to do the best they can.

We are still doing all Zoom meetings and virtual programming. Susan has a few volunteers she has recruited to help with that. Some will be helping with the background checks for volunteers, most of which are due now. Our volunteer force is declining, either because of the threat of COVID-19, or they don't want to complete the background checks again.

We began loaning out the hotspots and Rokus again. The only museum passes available right now are Elmwood Park Zoo.

Youth Services started with their Book Bundles and patrons really like that. They can call in and just tell the librarians what their kids like and they'll get a "surprise" bundle of books.

Amy and I selected KC Signs to install the outdoor digital sign. They came in the least expensive of the three quotes. The project should be completed within 6 to 8 weeks, which will help let people know that we're open.

The Chester County Library won the American Library Association's 2020 PR Xchange Awards Competition for CCL/Hankin's 2018 Annual Report. This is a PR/Graphics award which was given thanks to the creativity of Amy Suveg and Erin Dowdall.

Marguerite is attending a six week Leading thru Challenges course sponsored by PaLA, and also attending the weekly Directors Forum hosted by Christi Buker. Both have been very helpful during this difficult time.

Marguerite mentioned that it came up at a West Whiteland Township committee meeting that the Township has been experiencing a decline in EIT income, so we should be prepared for a decrease in our municipal funding.

Summer Reading enrollment is extremely low this year because it is all online.

Branch Manager's Report

Opened up for in person browsing and people were happy to be there. Expanding services has been a little easier on staff who are trying to man the desk and still do curbside pickup.

Laptop lending is not very popular, but people are very interested in remote printing services. The documents are emailed, the staff prints them and puts them out for curbside pickup, and charges the patron's account.

Virtual programming is going well, although Summer Reading is way down.

The staff will be hosting some online craft projects, with curbside pickup of materials ahead of time.

There has been an increase in interest of Financial Literacy programs, which, with the job situation, is not surprising. There were many, many questions about AARP Tax Assistance, which staff were able to refer to the VITA program, or AARP online assistance.

Book bundles are going over very well. Mary DeCecco and Claire Michelle Viola worked with Laura Salvucci to develop a forms based readers' advisory service so adults can submit the types of things they like to read. They will then be given suggestions so they can place holds and pick up materials when ready. This is a very popular service at many other libraries.

Staff are doing their clearances.

Reference and Youth Services staff are meeting weekly to keep everyone informed about changes.

Meghan is also doing the Leading thru Challenges course and attending the Directors Forum sponsored by PaLA.

Friends of CCL - Some of the libraries are doing drive-up book sales, so Marguerite talked to David Chartier about it, who thought it might be fun, so we will be looking into that.

Friends of the Henrietta Hankin Library - None

Visitors' Comments -None

The meeting was adjourned at 10:00 AM.

Approved August 18, 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: August 12, 2020
RE: Report to the Board for July/August

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

Chester County Library

- First Floor Redesign – Keystone Grant application submitted. We should hear back from Commonwealth Libraries by September. If approved, bid package is due no later than December 31, 2020.
- Front Parking Lot Redesign –John Dargay has been working with the civil engineer to develop a plan to be presented to W. Whiteland Township for review. He anticipates having an approved design & bid specification package ready by the end of 2020, with the construction to begin in the Spring of 2021, with projected expenses of \$20,000 in 2020, and the remaining \$330,000.00 to be carried over into 2021.

Henrietta Hankin Branch

- New carpeting in Children’s area – A design architect will be needed for this project, so a bid package will need to be prepared. Projected expenses for this year of \$10,000, with the remaining \$114,816 being carried over into next year.
- New blinds in staff areas – no update.

ACTIVITIES

- On Wednesday, July 15, we began allowing the public into the library for browsing only, with no seating except for one hour of 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 (55 ½ hours). Traffic has been steadily increasing, with some door counts as high as 1100 in a day. As the District center, we are required to be open 64 hours per week. Therefore, after Labor Day, we will go back to normal hours except for being closed on Sunday, which will bring us to 64 ½ hours per week. At that point, we will allow seating while ensuring social distancing throughout the library.
- Youth Services staff have missed the mobs of summer readers, hundreds of kids attending programs, and Science in the Summer Programs. However, they have put their all into planning and presenting fun, interesting and informative virtual programs for Pre-K, K to 5, and Teen participants.
- Curbside pickup is decreasing now that patrons are allowed to pick up materials at the desk, but many patrons are still being cautious and taking advantage of this service.

- Agatha and I have been interviewing for the Administrative Assistant position. We are awaiting permission from HR to make an offer to a very good candidate.
- Since the State legislature of Pennsylvania has only approved a 5/12 budget for 2020-2021, the Chester County Library and Henrietta Hankin Branch could stand to lose over \$250,000. The department heads and I will be working on a “worst case scenario” budget over the next few weeks to see how we can manage if no additional funding is received.
- Adult virtual programming continues to be very popular, and more programs are being added all the time, such as genealogy, podcasting, business events, ESL Conversation groups, and online periodical access.
- Amy Suveg and Erin Dowdall received a very nice personal note from Commissioner Moskowitz congratulating them on the ALA PRXchange Award for the design of the 2018 CCL/HH Annual Report.
- Amy discovered a way to use motion graphics on the digital screens in the library, which make them much more interesting and eye-catching.
- Pam Marquette is partnering with the League of Women Voters and AAUW to host programs around the 100th anniversary of the 19th Amendment and Women’s Suffrage in October.
- Pam is working with Nicole to host Author David Culp on August 19th with over 170 registered. He is author of the book *The Layered Garden* published by Timber Press. David is a herbaceous perennials instructor at Longwood Gardens in Kennett Square, PA.
- Barb Bailey, Jenna Persick and I attended a demonstration of the Atrium ILS system in order to evaluate whether it is a viable option as a replacement for Millennium, which could result in a significant savings. Further research needs to be done before a decision can be made.
- Museum pass venues are gradually reopening, and we have been able to resume lending passes. More venues are scheduled to reopen in August and September.
- Stephanie Sharon-Missanelli presented a proposal at the DLM to partner with the CCIU to participate in a program called Public Library Connect, which allows students to check out books from the libraries with their student ID number instead of a library card on the OverDrive Sora App. The proposal was approved.
- Volunteers are returning to the library on an as-needed basis. Our volunteer base has dropped from 130 to 110 due to a fear of COVID-19, and/or an unwillingness to go through the background check process.
- Long-time volunteer Luca (Lu) DelNegro passed away on Monday, August 3. Lu volunteered in Circulation and Technical Services since 1992 and served well over 8,500 hours. Lu received many service achievement awards over the years including the Lifetime Achievement Award from both Chester County Library and the Presidential Service Awards. He will be greatly missed by the staff and volunteers.
- Standout Programs: Yoga Nidre (62 attendees); Pandemic and the Economy (25 attendees); Harry Potter Trivia (24 attendees); LinkedIn 1 (41 attendees); Teen Bake-off (21 attendees)

Meetings Attended/Events (Virtual):

- July 23 - PaLA Directors' Meeting
- July 27 - Meeting with Public Service Desk Managers
- July 28 - Webinar demo on Atrium ILS System
- July 29 - CCL Trust Board Meeting
- July 31 - SEPLA Board Meeting
- August 3 - West Whiteland Township Friends of the Park Meeting
- August 4 - Friends of the Chester County Library Board Meeting
Interview with Administrative Assistant Candidate
- August 5 - PaLA Leading Through Challenges Workshop
Interview with Administrative Assistant Candidate
- August 7 - 2nd interview with Administrative Asst. Candidate
- August 11 - Webinar: Moving from Implicit Bias to Anti-Racism
District Librarians/System Advisory Council Meeting
- August 12 - Public Service Staff Meeting
PaLA Leading Through Challenges Workshop
- August 13 - PaLA Directors' Meeting
- August 17 - WW Township Holiday Lights Contest Meeting

Upcoming Meetings (Virtual):

- August 19 - PaLA Leading Through Challenges Workshop
2021 County Budget Meeting
- August 24-28 - Vacation
- September 1 - Friends of Chester County Library Board Meeting
- September 6-7 - Libraries closed for Labor Day Weekend
- September 8 - District Librarians Meeting
- September 9 - Public Service Staff Meeting
- September 14 - West Whiteland Township Friends of the Park Meeting



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: August 11, 2020
RE: Report to the Board for July/August 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.
- Limited browsing started on Monday, July 13, asking patrons to limit their time selecting materials to approximately 30 minutes. Patrons have been happy to return to the library and overall are doing a good job of following the guidelines we have implemented for the safety of patrons and staff.
- We are offering in-library computer usage for an hour at a time, as well as 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.
- The staff members in the circulation department are doing a wonderful job managing two different modes of service delivery.
 - In the last 30 days we completed 962 curbside pickup transactions (as of 8/11/20).
 - In library visits are slowly increasing but curbside pickup remains a popular choice.
- 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 wrapped up virtual summer reading programming the week of July 27th.
 - Beginning July 29th, we're offering take-and-make children's crafts on four consecutive Wednesdays. These fun, simple activities can be picked up in the library or as a curbside pickup.
 - Reference librarians are hosting two virtual book clubs and a read anything "book chat" per month.
 - Our first virtual adult craft program was scheduled to be held on August 5th, but needed to be rescheduled due to widespread power outages. It was rescheduled for August 11th, and currently has 40 people registered.
 - Summer Reading for all ages will wrap up on August 16th.
 - 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 will be trained on facilitating the form-based readers advisory service on August 18th. Patrons will be able to 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 will continue to offer our popular book bundle service through the end of August, then will move to a service similar to the adult form-based reader's advisory.
 - Currently patrons submit an online form with their child(ren)'s age and the title of a book they enjoyed recently and YS staff creates 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.

- Beginning in September patrons will receive a list of suggested titles and/or authors after providing us with the information requested, and will encouraged to place their holds online or visit the library to pick out the books they're interested in.
- Staff whose clearances have expired are working on completing their Child Abuse clearances and FBI background checks.
- Anita Regester and I have begun interviewing candidates to fill a vacant part-time library assistant position in the Circulation Department.
- Melissa Kohl and I are interviewing candidates to fill a vacant full-time Reference Librarian position that was created by the retirement of Mary DeCecco, who was Hankin's longest tenured staff member.
- Volunteers for the Friends of the HHB Library will be returning to library on a limited basis to maintain the spinners and shelves outside the Book Nook.

Meetings & Trainings Attended

7/21	CCLS/CCL Board Meetings
7/22	Public Service Staff Meeting
8/4 & 5	Library closed at 1:30 on 8/4, remained closed through 8/5 due to a power outage
8/7	LibCal (new event calendar) Training
8/11	DLM/SAC
8/12	Public Service Staff Meeting HHB Friends Board Meeting

Weekly meetings:

Tuesdays- HHB Reference Staff Meeting (moving to bi-weekly beginning the week of 8/9/20)

Wednesdays- Leading thru Challenges by PALS (Pennsylvania Library Association)

Thursdays- HHB Youth Services Staff Meeting (moving to bi-weekly beginning the week of 8/9/20)

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
 COUNTY BUDGET REPORT - EXTON LIBRARY
 PERIOD ENDING JULY 31, 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	1,427,409	1,373,248	1,399,426	54,161	3.8%	1,186,247	46.3%
Wages	659,186	367,625	338,711	339,096	28,914	7.9%	320,475	48.6%
Fringe Benefits	1,059,296	617,924	580,166	597,926	37,758	6.1%	479,130	45.2%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,277,977	2,412,958	2,292,125	2,330,448	120,833	5.0%	1,985,852	46.4%
LIBRARY MATERIALS	60,000	45,000	45,000	37,500	0	0.0%	15,000	25.0%
CORE EXPENDITURES	125,789	73,374	20,453	46,409	52,921	72.1%	105,336	83.7%
Materials and Services	18,030	18,030	15,630	8,603	2,400	13.3%	2,400	13.3%
Insurance	39,756	23,191	14,007	15,287	9,184	39.6%	25,749	64.8%
Maintenance - Buildings & Grounds	98,000	57,169	49,348	41,276	7,821	13.7%	48,652	49.6%
Utilities	37,828	22,064	2,682	4,144	19,382	87.8%	35,146	92.9%
Vehicle Expense								
TOTAL CORE EXPENDITURES	319,403	193,828	102,120	115,719	91,708	47.3%	232,283	72.7%
INDIRECT COSTS	625,524	364,889	364,875	285,350	14	0.0%	260,649	41.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,282,904	3,016,675	2,804,120	2,769,057	212,555	7.0%	2,478,784	46.9%

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 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 57% of total budget. Actual is 53%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING JULY 31, 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	246,477	258,657	250,338	(12,180)	-4.9%	183,301	41.5%
Wages	179,425	100,064	103,192	95,829	(3,128)	-3.1%	76,233	42.5%
Fringe Benefits	206,329	120,358	120,481	123,843	(123)	-0.1%	85,848	41.6%
TOTAL PERSONNEL SERVICES	827,712	466,899	482,330	470,010	(15,431)	-3.3%	345,382	41.7%
LIBRARY MATERIALS	20,000	15,000	15,000	0	0	0.0%	5,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	44,374	25,885	9,700	20,020	16,185	62.5%	34,674	78.1%
Insurance	5,358	5,358	5,358	2,850	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	60,142	35,083	27,141	23,645	7,942	22.6%	33,001	54.9%
Utilities	45,300	26,425	17,478	19,051	8,947	33.9%	27,822	61.4%
TOTAL CORE EXPENDITURES	155,174	92,751	59,677	65,566	33,074	35.7%	100,497	64.8%
INDIRECT COSTS	224,773	131,117	131,110	145,920	7	0.0%	93,663	41.7%
CAPITAL OUTLAY	124,816	0	0	0	0	0.0%	124,816	100.0%
TOTAL BUDGET	1,352,475	705,767	688,117	681,496	17,650	2.5%	664,358	49.1%

Notes:

Personnel Services: Salaries are over as two long standing employees retired and received accrued leave pay. 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: Carpeting in children's area will not be completed in 2020.

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

TOTAL BUDGET: Budgeted expenditures YTD are 52% of total budget. Actual is 51%.

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

	2020 ANNUAL BUDGET	2020 YTD BUDGET	2020 YTD ACTUAL	2020 YTD ACTUAL	PRIOR YTD ACTUAL	2020 YTD BUDGET VARIANCE	2020 YTD BUDGET VARIANCE %	2020 BALANCE	PERCENTAGE REMAINING
REVENUE									
State Aid	347,806	347,806	347,806	308,437	0	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	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,375,778	0	0	0.0%	0	0.0%
Township Appropriations	9,500	0	9,500	0	9,500	0	0.0%	0	0.0%
Charges	126,235	73,637	30,651	79,067	(42,986)	(95,584)	-58.4%	(95,584)	-75.7%
Fines and Overdues	92,000	53,667	24,641	58,228	(29,026)	(67,359)	-54.1%	(67,359)	-73.2%
Interest	3,300	1,925	1,247	2,104	(678)	(2,053)	-35.2%	(2,053)	-62.2%
Donations and Fundraisers	500	292	629	3,963	337	129	115.4%	129	25.8%
Transfer from other funds	0	0	0	13,716	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	45,000	45,000	37,500	0	(15,000)	0.0%	(15,000)	-25.0%
Miscellaneous Revenue	50	29	68	342	39	18	134.5%	18	36.0%
TOTAL OTHER REVENUE	291,585	174,550	111,736	194,920	(62,814)	(179,849)	-36.0%	(179,849)	-61.7%
TOTAL REVENUE	1,793,651	1,676,616	1,613,802	1,570,698	(62,814)	(179,849)	-3.7%	(179,849)	-10.0%
EXPENDITURES									
Library Materials	486,679	278,557	179,932	248,812	98,625	306,747	35.4%	306,747	63.0%
Services and Charges	90,456	59,604	41,374	58,711	18,230	49,082	30.6%	49,082	54.3%
Supplies	28,150	17,379	9,587	11,287	7,792	18,563	44.8%	18,563	65.9%
Miscellaneous	20,600	12,067	5,662	9,964	6,405	14,938	53.1%	14,938	72.5%
Transfers and Reimbursements	1,154,260	1,154,260	1,154,260	1,067,341	0	0	0.0%	0	0.0%
Capital Outlay	13,506	12,106	5,797	4,501	6,309	7,709	52.1%	7,709	57.1%
TOTAL EXPENDITURES	1,793,651	1,533,973	1,396,612	1,400,616	137,361	397,039	9.0%	397,039	22.1%
REVENUE OVER EXPENDITURES	0	142,643	217,190	170,082	74,547	217,190		217,190	

NOTES:

State Revenue: No differences.

Other Revenue: Received West Whiteland Township appropriation early. Under in Charges and Fines due to shut down.

Total Revenue: Budgeted revenues YTD are 93% of total revenue. Actual is 90%

Expenditures: Print materials are on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 86% of total budget. Actual is 78%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING JULY 31, 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	21,335	8,296	22,632	(13,039)	-61.1%	(28,279)	-77.3%
Fines and Overdues	30,000	17,500	7,329	18,731	(10,171)	-58.1%	(22,671)	-75.6%
Interest	400	233	161	275	(72)	-30.9%	(239)	-59.8%
Donations	0	0	245	439	245	#DIV/0!	245	#DIV/0!
Transfer from Other Funds	0	0	0	14,070	0	0.0%	0	#DIV/0!
Transfer from County for Materials	20,000	15,000	15,000	0	0	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	25	15	4	17	(11)	-73.3%	(21)	-84.0%
TOTAL OTHER REVENUE	93,100	54,083	36,035	57,264	(18,048)	-33.4%	(57,065)	-61.3%
TOTAL REVENUE	183,100	144,083	126,035	132,264	(18,048)	-12.5%	(57,065)	-31.2%
EXPENDITURES								
Library Materials	156,669	91,391	58,853	70,805	32,538	35.6%	97,816	62.4%
Services and Charges	11,725	6,923	3,663	6,948	3,260	47.1%	8,062	68.8%
Supplies	7,700	4,492	985	3,606	3,507	78.1%	6,715	87.2%
Miscellaneous Expense	3,850	2,246	1,252	1,897	994	44.3%	2,598	67.5%
Capital Outlay	3,156	1,639	947	1,199	692	42.2%	2,209	70.0%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	183,100	106,691	65,700	84,455	40,991	38.4%	117,400	64.1%
REVENUE OVER EXPENDITURES	0	37,392	60,335	47,809	22,943		60,335	

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 79% of total revenue. Actual is 67%.

Expenditures: Print materials are now on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 58% of total budget. Actual is 36%.

Chester County Library and Henrietta Hankin Fund Balances

Fund #	Fund Name	7/31/2020	Friends	7/31/2020
Operating Funds				
001	Chester County Library Operating Fund	191,602	91	5,537
043	Henrietta Hankin Branch Operating Fund	47,378	92	1,264
	Total Operating Funds	238,980	93	7,339
Reserve Funds				
004	Technology Fund	200,092	94	16,752
400	Chester County Library Capital Reserve	58,923	95	5,181
410	Chester County Library Program Fund	169,912	96	3,898
450	Hankin Library - Capital	218,513	97	1,448
451	CCL & Hankin Materials	97,381	98	126
	Total Reserve Funds	744,821	99	3,658
Friends of the Library Funds				
Various	Friends of Chester County Library	100,073	900	4,348
943	Friends of Henrietta Hankin Branch	(2,220)	902	24,996
	Total Friends Funds	97,853	903	25,526
Grants and Appropriations				
002	Community Foundation - Grants	10,369		
100	CCL County Materials Fund	30,114		
104	CCL Trust - Grants	49,911		
109	Hankin County Materials Fund	14,942		
132	Glaxo-Smith Kline Science in the Summer			
238	American Dream Initiative	23		
	Total Grants and Appropriations	105,359		
Special Funds				
003	Helen Russell Memorial Fund	5,975		
105	CCL Community Day	4,020		
106	CCL & Hankin Museum Passes	8,869		
107	CCL & Hankin Author Events	4,597		
	Total Special Funds	23,461		
Endowment Funds				
090	Chester County Library Trust	1,995,236		
	TOTAL	3,205,710		