

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
OCTOBER 27, 2020

AGENDA

CALL TO ORDER, 9:00 AM (Virtual)

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

WELCOME and INTRODUCTIONS

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of September 15 Meeting (p. 2)
- Chester County Library Director Report (p.5)
- Henrietta Hankin Branch Manager's Report (p.8)

FINANCIAL STATEMENTS

- September 2019 Exton and Hankin Financial Statements (p.10)

FOR APPROVAL

- Board Resolution for Waiver of State Standards (p.16)

FOR INFORMATION/DISCUSSION

- Board Vacancies/ James Norton Resignation (p.17)
- 2020 Budget

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

CCL Board Meeting: November 17, 2020 9:00 AM CCL Board Meeting, Virtual

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING – VIRTUAL
September 15, 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; Meghan Lynch, Henrietta Hankin Branch Manager; Joe Sherwood, Executive Director, CCLS; Joe Kohri, Finance Manager; Agatha Lyons, District Consultant; Vickie Brown, Chester County Finance Department; Maureen Crawford, Administrative Assistant; John Norton, Guest

CALL TO ORDER: 9:20 AM

PUBLIC COMMENTS: Marguerite introduced Maureen Crawford, the new Administrative Assistant.

EXECUTIVE SESSION: None

REVIEW OF ADOPTION OF CONSENT AGENDA

On motion made by JoAnn Weinberger, seconded by Kathy Pearse, the Minutes and Consent Agenda were unanimously approved with a correction to the August meeting minutes, as JoAnn Weinberger was not in attendance.

FINANCIAL STATEMENTS

August 2020 Exton and Hankin Financial Statements

Due to the shutdown earlier in the year, Charges and Fines revenue are significantly under for both libraries, but some expenses are under as well. We will most likely have to make up the shortfall by spending less in materials, but we should still be able to meet the 12%. A recommendation was made to pause all non-grant related materials spending until the October meeting.

The discussion will continue in October.

On motion made by James Norton, seconded by JoAnne Weinberger, the August 2020 Exton and Hankin Financial Statements were unanimously approved.

FOR INFORMATION/DISCUSSION

2021 County Budget

Marguerite reported there was a Finance Committee Meeting immediately following the last Board Meeting to review the proposed 2021 County budget. The County budget includes salaries, benefits and facilities expenses. We added \$10,000 to the Materials request bringing the total to \$90,000 for both libraries in 2021. There are two Facilities requests for carpeting and paving of the parking lot, both at Hankin. These are carried over from previous years. VOIP phone service, which is much cheaper than the

previous service, is now being billed to the County, so it is an increased cost to the County but a significant savings in the State Aid budget.

The County requested a 10-year capital project projection. A possible redesign of Hankin and a renovation of the garage in Exton to improve van delivery service are included.

Reopening Plan

Marguerite mentioned that starting Labor Day, CCL is now open till 9:00 PM Monday through Thursday, and closes at 6:00 PM on Friday. We are open Saturday, but not open on Sunday. People are allowed to sit for up to two hours. The number of people coming in is increasing and is about 70% over last year at the same time-

REPORTS/CORRESPONDENCE

President's Report - None

Director's Report

Marguerite reported that some services have increased. Our holds filled is 130% over last year, and the items on hold shelf are at 145% over last year. Usage of our HoldIT locker increased by 250% over where it was in February before the shutdown. Curbside pickup is down slightly as people begin to come into the library.

Amy Suveg, the Public Relations/Graphics Specialist has resigned due to a relocation. She was extremely talented and creative and will be missed. Her position has been posted.

The electronics for the outside sign have been installed. Staff will be trained on how to use it. The sign was paid for by the Friends.

Branch Manager's Report

Meghan Lynch reported that John Dargay from County Facilities Department brought an interior designer to look at the Youth Services department for the carpet replacement project.

Patrons have been allowed to sit for two hours. However, if there is no demand for seats they are allowed to stay longer. Everyone is wearing masks.

Curbside pickup is down, but circulation is showing a positive trend up.

More Museum passes are being made available as venues open up.

Youth Story time started last week. Adult programs are being developed for the fall. The new calendar will be going live next month and staff is being trained.

Meghan met with Sara Lim Harden to discuss potential digital media lab equipment and software. The CCL Trust expressed an interest in Funding a Digital Media Lab at Hankin to complement the DML at CCL.

Friends of Chester County Library – The fall book sale has been cancelled.

Friends of the Henrietta Hankin Branch – The fall book sale has been cancelled.

Visitors' Comments – James Norton introduced his brother John Norton who was visiting from California.

The meeting was adjourned at 9:50 AM

Approved
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: October 20, 2020
RE: Report to the Board for September/October

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

Chester County Library

- First Floor Redesign – Keystone Grant application submitted. We still have not heard back from Commonwealth Libraries. 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 visited the library to prepare a bid package. Projected expenses for this year of \$10,000, with the remaining \$114,816 being carried over into next year.
- New blinds in staff areas – Scheduled to be installed 10/19.

ACTIVITIES

- Door counts are increasing steadily and are at 68% of where they were last year at this time. The daily average for checkouts was 82% of the previous year’s average. These stats are impressive considering we are open fewer hours, and have limitations on browsing, seating and computer usage.
- The new Capira mobile app self-checkout is off to a good start with 159 checkouts at CCL since it became available in mid-August.
- Jenna, Melissa and I conducted seven first interviews for the position of Public Relations/Graphic Specialist. Joe assisted with the two second interviews. An offer was made to a very good candidate, which is scheduled to go to the Commissioners for approval on October 29. If all her clearances are completed, her start date will be Monday, November 2. In the meantime, Erin Dowdall, our Graphic Design Specialist, has been doing an outstanding job keeping up with the workload. We have also formed a team of staff from various departments to handle social media posts, and they will continue to work with the new PR Specialist when she comes on board.

- The outdoor sign is now up and running. It is much easier to use than the previous sign, and includes color and graphics. Many thanks to the Friends for funding it.
- Rebecca Manuel and Remy Way of the JTC worked very hard to edit JoAnn Weinberger's advocacy training video for posting and viewing by staff and trustees of the member libraries.
- I participated as a stakeholder in West Whiteland Township's Technical Assistance Panel (TAP) on leveraging public and private assets to create a unified sense of place for the Exton Crossroads on October 22, 2020. The Township is conducting this Panel in conjunction with The Urban Land Institute (ULI), to explore what actions the Township can take to manage growth in the area and promote its character, while considering shifting trends in lifestyle, work habits, retail and transportation. The final presentation of the panel's findings will be held on October 23.
- I have also been invited to serve on a focus group for West Whiteland Township volunteers on October 27. The purpose is to gather information about how the township can better communicate with and support our township residents and business owners.
- In order to eliminate some of the spam issues we have encountered on our website, we have transitioned chescolibraries.org to a new host. A benefit is that the content loads much more quickly. We are also going to be subscribing to a web accessibility solution to allow viewers to adjust the screen if they are visually impaired, or suffering from seizures, ADHD, cognitive disabilities, etc.
- The Harwood Leadership Team, which now consists of Melissa Kohl, Lois Shupp, Barb Bailey, Meghan Lynch and myself, will be moving forward by holding another Community Conversation on Friday, October 23 to continue the work done last year.
- Melissa Kohl and Jenna Persick coordinated and executed the rollout of the library system's new event calendar for CCL and Hankin. The calendar went live on October 1st and has received positive feedback from staff and patrons for its ease in use, and its fresh and appealing look.
- Carol Welch has announced her retirement, effective October 24th. Carol has served as Head of Interlibrary Loan for 20 years and has been a true team player and wonderful asset to our staff and community.
- Stephen Griffin, part time Van Driver, will be retiring effective October 24th after over 43 years with the library. Steve began his career in the Circulation Department and later transitioned to work as a Van Driver. Steve is very well liked throughout the library system and will be missed.
- I have written letters to legislators in CCL and Hankin's service areas requesting that they support the reopening of the budget 2020-2021 State Budget. I received a response from Andy Dinniman, who has promised to support an increase for libraries. We will also have pre-printed letters available in the public area for patrons who would like to send letters to their legislators in support of library funding.
- The West Whiteland Township 2021 Proposed Budget indicates that the annual contribution to the Chester County Library remains level at \$9,500.

- We are gradually bringing back the volunteers that are most needed and who want to come back. We have lost approximately 30 since February due to a fear of COVID-19, and/or their reluctance to complete the required background checks.
- Standout Programs: Adele Lyndenmeyr Author Event (25 attendees); Virtual Beer Tasting (30 attendees); Yoga Series (94 attendees); LinkedIn Profile Basics (26 attendees)

Meetings Attended/Events (Virtual):

- September 15 - Social Media Planning Meeting
- September 16 - Webinar: Library Tools for Tense Situations
- September 17-21 - Vacation
- September 24 - SEPLA Town Hall
SCORE Annual Awards
- September 25 - SEPLA Meeting
- September 29 - Interviews with two candidates for PR/Graphic Position
- September 30 - Interviews with two candidates for PR/Graphic Position
- October 1 - Harwood Leadership Team Meeting
- October 2 - Interviews with two candidates for PR/Graphic Position
- October 5 - Interview with candidate for PR/Graphic Position
West Whiteland Township Friends of the Park Meeting
- October 6 - Friends of Chester County Library Board Meeting
- October 8 - 2nd Interviews with two candidates for PR/Graphic Pos
- October 12 - Uwchlan Township Board of Supervisors Meeting
- October 13 - District Librarians Meeting
- October 14 - Public Service Staff Meeting
- October 15 - PaLA Elected Official of the Year Award
- October 19-21 - PaLA Annual Conference
- October 20 - Virtual Meet the West Whiteland Police Chief
- October 22 - Urban Land Institute (ULI) West Whiteland Technical
Assistance Program Stakeholder Interview
- October 23 - ULI Philadelphia: West Whiteland Township TAP – Final
Presentation
Community Conversation

Upcoming Meetings (Virtual):

- October 27 - PaLA Annual Business Meeting
West Whiteland Township Volunteer Focus Group
- November 2 - West Whiteland Township Friends of the Park Meeting
- November 3 - Friends of Chester County Library Board Meeting
- November 5 - Harwood Leadership Team Meeting
- November 6 - SEPLA Board Meeting
- November 10 - District Librarians/System Advisory Council Meeting
- November 11 - Public Service Staff Meeting
PIC Meeting



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: October 19, 2020
RE: Report to the Board for August/September 2020

- Building update
 - New blinds were installed in the staff room and Reference office. Small repairs were made to existing blinds where needed around the library.
- 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.
 - Limited seating started on Tuesday, September 8th and is going smoothly. Patrons are asked to limit the time in the library to approximately 2 hours at time. If they are not sitting, we're still asking patrons to limit their time selecting materials to approximately 30 minutes.
 - The staff members in the circulation department continue to do a wonderful job managing two different modes of service delivery.
 - Curbside pickups continue to decrease but are appreciated by those who are still using them. We had just under 500 pickups in September.
 - Circulation of physical materials is increasing and is up to 76% of what it was in September 2019. Children's materials are circulating at 78% of what they were last year, while adult materials are slightly lower, at 70% of what they were last year.
- Our new event calendar, LibCal, went live on October 1st. Both staff and patrons are finding it to be an improvement over Evanced.
- Our Voter Services Satellite Office opened in the Annex reception area on October 7th and has been very popular, with several hundred voters using it per day to drop off their mail in ballots or seek assistance from Voter Services staff. We've had positive feedback from people who were pleased that they didn't have to go into West Chester to get assistance with their voting-related needs.
- Six staff members attended the virtual Pennsylvania Library Association Annual Conference.
- Staff in Reference and Youth Services departments continue to do a great job planning virtual programs to interest and engage our patrons.
 - Our early fall session of Youth Services story times wrapped up the week of October 12. The next session will begin the week of November 1st. In the interim our Youth Services Librarians have scheduled music and nature programs to continue to engage our littlest patrons.
 - The Youth Services Department continues to get a good response to their Book Bundles and occasional take-and-make crafts
 - Reference librarians are hosting three virtual book clubs per month. We've added a second "Next Chapter Book Club" for adults with developmental differences. The new group is meeting in the afternoons in hopes of reaching additional potential members that are unable to attend in the evenings.

- We continue to see an uptick in interest for Financial Literacy programs. In September a “Preparing Your Estate Plan” program was attended by 19 people.
- Other popular programs for adults included an October Origami Surprise, attended by 30 people and “Living on the International Space Station”, with 17 attendees.
- Worked with The Friends of the Hankin Branch Library to create a library funding advocacy that makes it quick and easy for patrons to assist in advocating for library funding for the 2021 PA Budget.
- Dana Alan, a Friends of the Hankin Branch Library board member, and I are attending a West Vincent Township Parks and Rec Commission meeting on October 22nd to present the idea of installing a StoryWalk in Evans Park.

Meetings & Trainings Attended

9/15	CCLS/CCL Board Meetings
9/16, 17, 21, 25	Library Assistant III interviews
9/17	Library Tools for Tense Situations webinar
9/24	SEPLA Town Hall
9/30	Friends of the Hankin Branch Library Board Meeting
10/13	DLM
10/14	Public Service Staff Meeting
10/15 & 16	Part-time Reference Librarian interviews
10/19-21	Pennsylvania Library Association Annual Conference
10/22	West Vincent Township Parks and Rec Commission meeting
10/23	Community Conversation
10/27	CCLS/CCL Board Meetings

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING SEPTEMBER 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	1,821,187	1,761,184	1,766,704	60,003	3.3%	798,311	31.2%
Wages	659,186	469,039	419,875	433,054	49,164	10.5%	239,311	36.3%
Fringe Benefits	1,059,296	794,474	732,505	748,938	61,969	7.8%	326,791	30.8%
Security Provided by the County - EMS	0	0	0	29,147	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,277,977	3,084,700	2,913,564	2,977,843	171,136	5.5%	1,364,413	31.9%
LIBRARY MATERIALS	60,000	45,000	60,000	50,000	(15,000)	-33.3%	0	0.0%
CORE EXPENDITURES								
Materials and Services	125,789	94,338	50,110	64,650	44,228	46.9%	75,679	60.2%
Insurance	18,030	18,030	15,630	17,353	2,400	13.3%	2,400	13.3%
Maintenance - Buildings & Grounds	39,756	29,817	23,157	37,716	6,660	22.3%	16,599	41.8%
Utilities	98,000	73,503	59,711	70,528	13,792	18.8%	38,289	39.1%
Vehicle Expense	37,828	28,368	2,941	5,450	25,427	89.6%	34,887	92.2%
TOTAL CORE EXPENDITURES	319,403	244,056	151,549	195,696	92,507	37.9%	167,854	52.6%
INDIRECT COSTS	625,524	469,143	469,125	366,930	18	0.0%	156,399	25.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,282,904	3,842,899	3,594,238	3,590,469	248,661	6.5%	1,688,666	32.0%

Notes:

Personnel Services: Salaries and Benefits under due to two 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

Library Materials: Received one month earlier than budgeted.

Core Expenditures: Materials and Services 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 73% of total budget. Actual is 68%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING SEPTEMBER 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	314,471	314,266	316,311	205	0.1%	127,692	28.9%
Wages	179,425	127,668	130,041	121,844	(2,373)	-1.9%	49,384	27.5%
Fringe Benefits	206,329	154,746	146,340	156,068	8,406	5.4%	59,989	29.1%
TOTAL PERSONNEL SERVICES	827,712	596,885	590,647	594,223	6,238	1.0%	237,065	28.6%
LIBRARY MATERIALS	20,000	15,000	20,000	0	(5,000)	0.0%	0	0.0%
CORE EXPENDITURES								
Materials and Services	44,374	33,281	21,478	26,594	11,803	35.5%	22,896	51.6%
Insurance	5,358	5,358	5,358	5,700	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	60,142	45,107	27,628	41,692	17,479	38.8%	32,514	54.1%
Utilities	45,300	33,975	23,270	30,943	10,705	31.5%	22,030	48.6%
TOTAL CORE EXPENDITURES	155,174	117,721	77,734	104,930	34,987	29.7%	77,440	49.9%
INDIRECT COSTS	224,773	168,579	168,570	218,880	9	0.0%	56,203	25.0%
CAPITAL OUTLAY	124,816	124,816	0	0	124,816	0.0%	124,816	100.0%
TOTAL BUDGET	1,352,475	1,023,001	856,951	918,033	161,050	15.7%	495,524	36.6%

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 during shutdown.

Library Materials: Received one month earlier than budgeted.

Core Expenditures: Materials and Services, Maintenance B & G, 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 76% of total budget. Actual is 63%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING SEPTEMBER 30, 2020
With State Aid Others**

	<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	9,500	9,000	9,500	0.0%	0	0.0%
Charges	126,235	94,676	41,817	101,666	(52,859)	-55.8%	(84,418)	-66.9%
Fines and Overdues	92,000	69,000	33,463	74,897	(35,537)	-51.5%	(58,537)	-63.6%
Interest	3,300	2,475	1,278	2,232	(1,197)	-48.4%	(2,022)	-61.3%
Donations and Fundraisers	500	375	973	4,554	598	159.5%	473	94.6%
Transfer from other funds	0	0	0	13,716	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	60,000	45,000	37,500	(15,000)	-25.0%	(15,000)	-25.0%
Miscellaneous Revenue	50	38	68	58	30	78.9%	18	36.0%
TOTAL OTHER REVENUE	291,585	226,564	132,099	243,623	(94,465)	-41.7%	(159,486)	-54.7%
TOTAL REVENUE	1,793,651	1,728,630	1,634,165	1,619,401	(94,465)	-5.5%	(159,486)	-8.9%
EXPENDITURES								
Library Materials	486,679	365,211	220,652	307,704	144,559	39.6%	266,027	54.7%
Services and Charges	90,456	72,824	49,174	71,794	23,650	32.5%	41,282	45.6%
Supplies	28,150	21,187	15,210	14,348	5,977	28.2%	12,940	46.0%
Miscellaneous	20,600	15,450	14,002	14,399	1,448	9.4%	6,598	32.0%
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	13,206	13,792	9,011	(586)	-4.4%	-286	-2.1%
TOTAL EXPENDITURES	1,793,651	1,642,138	1,467,090	1,484,597	175,048	10.7%	326,561	18.2%
REVENUE OVER EXPENDITURES	0	86,492	167,075	134,804	80,583		167,075	

NOTES:

State Revenue: No differences.

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

Total Revenue: Budgeted revenues YTD are 96% of total revenue. Actual is 91%

Expenditures: Print materials are on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 92% of total budget. Actual is 82%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING SEPTEMBER 30, 2020
Without State Aid Others**

	<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 REVENUE	347,806	347,806	347,806	308,437	0	0.0%	0	0.0%
Township Appropriations	9,500	0	9,500	9,000	9,500	0.0%	0	0.0%
Charges	126,235	94,676	41,817	101,666	(52,859)	-55.8%	(84,418)	-66.9%
Fines and Overdues	92,000	69,000	33,463	74,897	(35,537)	-51.5%	(58,537)	-63.6%
Interest	3,300	2,475	1,278	2,232	(1,197)	-48.4%	(2,022)	-61.3%
Donations and Fundraisers	500	375	973	4,554	598	159.5%	473	94.6%
Transfer from other funds	0	0	0	13,716	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	60,000	45,000	37,500	(15,000)	-25.0%	(15,000)	-25.0%
Miscellaneous Revenue	50	38	68	58	30	78.9%	18	36.0%
TOTAL OTHER REVENUE	291,585	226,564	132,099	243,623	(94,465)	-41.7%	(159,486)	-54.7%
TOTAL REVENUE	639,391	574,370	479,905	552,060	(94,465)	-16.4%	(159,486)	-24.9%
EXPENDITURES								
Library Materials	486,679	365,211	220,652	307,704	144,559	39.6%	266,027	54.7%
Services and Charges	90,456	72,824	49,174	71,794	23,650	32.5%	41,282	45.6%
Supplies	28,150	21,187	15,210	14,348	5,977	28.2%	12,940	46.0%
Miscellaneous	20,600	15,450	14,002	14,399	1,448	9.4%	6,598	32.0%
Capital Outlay	13,506	13,206	13,792	9,011	(586)	-4.4%	-286	-2.1%
TOTAL EXPENDITURES	639,391	487,878	312,830	417,256	175,048	35.9%	326,561	51.1%
REVENUE OVER EXPENDITURES	0	86,492	167,075	134,804	80,583		167,075	

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 75%

Expenditures: Print materials are on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 76% of total budget. Actual is 49%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING SEPTEMBER 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	27,431	11,235	29,355	(16,196)	-59.0%	(25,340)	-69.3%
Fines and Overdues	30,000	22,500	9,680	24,069	(12,820)	-57.0%	(20,320)	-67.7%
Interest	400	300	163	300	(137)	-45.7%	(237)	-59.3%
Donations	0	0	466	443	466	#DIV/0!	466	#DIV/0!
Transfer from Other Funds	0	0	0	14,070	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	20,000	15,000	0	(5,000)	-25.0%	(5,000)	-25.0%
Miscellaneous Revenue	25	19	4	23	(15)	-78.9%	(21)	-84.0%
TOTAL OTHER REVENUE	93,100	70,250	41,548	69,360	(28,702)	-40.9%	(51,552)	-55.4%
TOTAL REVENUE	183,100	160,250	131,548	144,360	(28,702)	-17.9%	(51,552)	-28.2%
EXPENDITURES								
Library Materials	156,669	117,502	74,967	95,957	42,535	36.2%	81,702	52.1%
Services and Charges	11,725	8,919	4,423	8,855	4,496	50.4%	7,302	62.3%
Supplies	7,700	5,775	1,832	4,383	3,943	68.3%	5,868	76.2%
Miscellaneous Expense	3,850	2,887	2,120	2,544	767	26.6%	1,730	44.9%
Capital Outlay	3,156	1,806	2,047	1,199	(241)	-13.3%	1,109	35.1%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	183,100	136,889	85,389	112,938	51,500	37.6%	97,711	53.4%
REVENUE OVER EXPENDITURES	0	23,361	46,159	31,422	22,798		46,159	

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 88% of total revenue. Actual is 72%.

Expenditures: Print materials are now on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 75% of total budget. Actual is 47%.

Chester County Library and Henrietta Hankin Fund Balances

Fund #	Fund Name	9/30/2020
Operating Funds		
001	Chester County Library Operating Fund	342,482
043	Henrietta Hankin Branch Operating Fund	<u>27,212</u>
	Total Operating Funds	369,694
Reserve Funds		
004	Technology Fund	199,880
400	Chester County Library Capital Reserve	58,927
410	Chester County Library Program Fund	169,196
450	Hankin Library - Capital	218,527
451	CCL & Hankin Materials	<u>97,388</u>
	Total Reserve Funds	743,918
Friends of the Library Funds		
Various	Friends of Chester County Library	84,926
943	Friends of Henrietta Hankin Branch	<u>(2,694)</u>
	Total Friends Funds	82,232
Grants and Appropriations		
002	Community Foundation - Grants	7,713
100	CCL County Materials Fund	6,280
104	CCL Trust - Grants	40,591
109	Hankin County Materials Fund	16,750
132	Glaxo-Smith Kline Science in the Summer	2,489
238	American Dream Initiative	<u>23</u>
	Total Grants and Appropriations	73,846
Special Funds		
003	Helen Russell Memorial Fund	5,975
105	CCL Community Day	4,020
106	CCL & Hankin Museum Passes	7,812
107	CCL & Hankin Author Events	<u>4,397</u>
	Total Special Funds	22,204
Endowment Funds		
090	Chester County Library Trust	<u>2,071,584</u>
	TOTAL	<u><u>3,020,996</u></u>

CCL Friends	9/30/2020
91 I & R Services	4,637
92 Multimedia	1,264
93 2nd Floor Improvements	7,010
94 Library Staff	13,525
95 First Floor Improvements	14,619
96 Courtesy Bags	4,006
97 Programming	1,208
98 Circulation	126
99 Youth Services	3,658
900 Volunteer Support	4,348
902 Jacobs Technology Center	4,997
903 Capital Fund	25,528
	<u><u>84,926</u></u>

BOARD RESOLUTION FOR THE WAIVER OF STANDARDS

WHEREAS, PA Public Library Code 24 Pa.C.S. § 9332 (a) authorizes the State Librarian to waive standards for local libraries, library systems, and district centers upon application by the board of directors of the local library.

And WHEREAS, the 2020-2021 Public Library Subsidy falls below the 2002-2003 funding level of \$75,289,000.

BE IT RESOLVED that the Board of Directors of requests a waiver of standards for the reporting year(s) 2019 2020 at a duly-noticed meeting of the Board held on .

, Board President

, Board Secretary

James Norton
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Coatesville, PA 19320
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President
William F Connor
Five Tower Bridge
300 Barr Harbor Drive Ste 150
West Conshohocken, PA 19428
(W) 610 994 8201
(cell) 610 637 7410

Dear Bill,

I would like to inform you that I am resigning from my positions on the Chester County Library and System boards effective December 31st.

I have enjoyed volunteering for the County for the past twenty some years and will miss the interaction that occurs monthly among the board members and the administration

If I can be of any help during this transition, please let me know.

Sincerely,



Jim Norton

C c Joseph Sherwood, Marguerite Dube, Agatha Lyons