

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETING**  
**APRIL 21, 2020**

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**AGENDA**

**CALL TO ORDER, 10:00 AM. – Virtual**

**WELCOME and INTRODUCTIONS**

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of February 18, 2020 meeting (pg. 2)
- Chester County Library Director Report

**FINANCIAL STATEMENTS**

- March 2020 Exton and Hankin Financial Statements (Action)

**FOR APPROVAL**

**FOR INFORMATION/DISCUSSION**

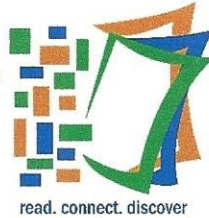
**REPORTS/CORRESPONDENCE**

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

**Upcoming Events**

**Tuesday, May 19, 2020, 9:00 am CCL Board Meeting, CCL (Betty Burke Meeting Room)**

**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: April 17, 2020  
RE: Report to the Board for March/April

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

**Chester County Library**

- VoiceoverIP phone conversion – Completed.
- First Floor Redesign
- Front Parking Lot Redesign

**Henrietta Hankin Branch**

- VoiceoverIP phone conversion – Completed.
- New carpeting in Children's area – Scheduled for Summer 2020
- New blinds in staff areas

**ACTIVITIES**

- Bruce has been stopping at both libraries each day to empty book drops and let scheduled maintenance workers in when needed. Initially, there was a large influx of materials being returned, but this has tapered off now that people realize due dates have been extended and no fines are being accrued during the shutdown.
- I continue to spend some time helping out in the Business Office. Rebecca and I ran payroll reports and financial statements for ten of the member libraries, which were needed to help them apply for the Payroll Protection Loan.
- Hiring of the van drivers and the Finance Manager have been delayed until we reopen.
- Amy Suveg and Meghan Lynch have both returned from maternity leave.
- In order to help keep our patrons connected, the public service staff developed a new blog. <https://stayconnectedwithchescolibraries.wordpress.com/>  
Staff post many times daily to let patrons know about our online resources, get reading recommendations, and keep up with community information. The blog has been extremely popular with our patrons, and one day was viewed by over 1500 people.
- We are updating our website and posting to social media more often to make sure people know that even though the library is not open, there are still plenty of resources for them to access. We have started an Instagram account which is gaining new followers every day.
- Staff are working very hard to develop innovative virtual programming. We have subscribed to Zoom on a month-to-month basis and Jenna and Melissa developed guidelines for the team of

approximately 17 staff members who will be participating. There are some previously scheduled programs that lend themselves well to a virtual environment. Some things we have scheduled are a classics book group, Libby training, online gaming, Kindermusic, This has been an opportunity to look at programming in a new way to see what we can offer virtually, possibly on a permanent basis. We are also looking into holding Summer Reading virtually for both children and adults.

- The *Doctor Who Digital Escape Room* was a big hit, and reached 5,000 people on Facebook with 60 shares.
- Stephanie and Jessie are ordering ebooks & eaudiobooks twice a week. The simultaneous use audiobook plans have been refreshed, and we have added a simultaneous use plan for classic books.
- I have been sending out an email a few times each week to check in with staff and keep them updated about work being done behind the scenes. Also included is information about training they can do at home, as well as instructions on how to access needed resources.
- Since Saturday, March 14, the CCL Reference Department has fielded reference and research inquiries from the public via email and voicemail: 146 emails; 17 voicemails; 18 social media direct messages. From basic questions about library card accounts to OverDrive/Libby use, genealogy research, database assistance, and school and college research questions.
- Both Friends groups have cancelled their spring book sales. The Volunteer Luncheon has been cancelled.
- Susan Walraed and the volunteer supervisors have been keeping in touch with the volunteers to make sure they are doing well and to let them know that their services will be much needed once we are up and running again. Many of them are very anxious to get back and help. One of our volunteers, Mike Sheldon, who has a strong technology background, is working with the JTC, Multimedia and Reference to offer virtual programming.
- The new 3D printer, funded by the Trust, was installed shortly before we closed. Sara and her staff have been researching ways to assist in the printing of much needed PPEs for medical personnel.
- The Keystone Grant application deadline has been extended to May 15.

### Meetings Attended/Events:

- February 20 - General Staff Meetings
- February 21 - Interviews with Finance Manager Candidates
- February 24-March 6 - Vacation
- March 9 - Business Office Staff Meeting
- March 10 - District Librarians Meeting
- March 11 - PIC Meeting
- March 12 - COOP Plan Review Meeting
- March 16-April 17 - Numerous online meetings

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
 COUNTY BUDGET REPORT - EXTON LIBRARY  
 PERIOD ENDING MARCH 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
Salaries	2,559,495	541,432	504,534	513,623	513,623	36,898	6.8%	2,054,961	80.3%
Wages	659,186	139,443	126,759	120,505	120,505	12,684	9.1%	532,427	80.8%
Fringe Benefits	1,059,296	264,824	231,846	236,231	236,231	32,978	12.5%	827,450	78.1%
Security Provided by the County - EMS	28,924	7,231	0	7,231	0	7,231	100.0%	28,924	100.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,306,901</b>	<b>952,930</b>	<b>863,139</b>	<b>870,359</b>	<b>870,359</b>	<b>89,791</b>	<b>9.4%</b>	<b>3,443,762</b>	<b>80.0%</b>
LIBRARY MATERIALS	60,000	15,000	15,000	12,500	12,500	0	0.0%	45,000	75.0%
<b>CORE EXPENDITURES</b>	<b>96,865</b>	<b>24,216</b>	<b>16,829</b>	<b>15,789</b>	<b>15,789</b>	<b>7,387</b>	<b>30.5%</b>	<b>80,036</b>	<b>82.6%</b>
Materials and Services	18,030	9,015	7,815	8,750	8,750	1,200	13.3%	10,215	56.7%
Insurance	39,756	9,939	7,885	7,103	7,103	2,054	20.7%	31,871	80.2%
Maintenance - Buildings & Grounds	98,000	24,500	18,803	17,354	17,354	5,697	23.3%	79,197	80.8%
Utilities	37,828	9,457	1,722	2,547	2,547	7,735	81.8%	36,106	95.4%
<b>TOTAL CORE EXPENDITURES</b>	<b>290,479</b>	<b>77,127</b>	<b>53,054</b>	<b>51,543</b>	<b>51,543</b>	<b>24,073</b>	<b>31.2%</b>	<b>282,425</b>	<b>97.2%</b>
INDIRECT COSTS	625,524	156,381	156,375	122,310	122,310	6	0.0%	469,149	75.0%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%	0	#DIV/0!
<b>TOTAL BUDGET</b>	<b>5,282,904</b>	<b>1,201,438</b>	<b>1,087,568</b>	<b>1,056,712</b>	<b>1,056,712</b>	<b>113,870</b>	<b>9.5%</b>	<b>4,195,336</b>	<b>79.4%</b>

Notes:

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

Core Expenditures: Materials and Services and Utilities are under due to milder winter. We have not been charged for certain vehicle expenses.

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 23% of total budget. Actual is 21%.



**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - HANKIN LIBRARY  
PERIOD ENDING MARCH 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	63,491	90,467	90,649	3,024	3.2%	351,491	79.5%
Wages	179,425	37,965	38,072	31,263	(117)	-0.3%	141,353	78.8%
Fringe Benefits	206,329	61,582	47,571	48,197	4,011	7.8%	158,758	76.9%
<b>TOTAL PERSONNEL SERVICES</b>	<b>827,712</b>	<b>183,028</b>	<b>176,110</b>	<b>170,109</b>	<b>6,918</b>	<b>3.8%</b>	<b>651,602</b>	<b>78.7%</b>
LIBRARY MATERIALS	20,000	5,000	5,000	0	0	0.0%	15,000	0.0%
<b>CORE EXPENDITURES</b>	<b>44,374</b>	<b>11,094</b>	<b>6,426</b>	<b>6,028</b>	<b>4,668</b>	<b>42.1%</b>	<b>37,948</b>	<b>85.5%</b>
Materials and Services	5,358	2,679	2,679	2,850	0	0.0%	2,679	50.0%
Insurance	60,142	15,036	9,695	13,480	5,341	35.5%	50,447	83.9%
Maintenance - Buildings & Grounds	45,300	11,325	8,209	7,978	3,116	27.5%	37,091	81.9%
Utilities								
<b>TOTAL CORE EXPENDITURES</b>	<b>155,174</b>	<b>40,134</b>	<b>27,009</b>	<b>30,336</b>	<b>13,125</b>	<b>32.7%</b>	<b>143,165</b>	<b>92.3%</b>
INDIRECT COSTS	224,773	56,193	56,190	72,960	3	0.0%	168,583	75.0%
CAPITAL OUTLAY	124,816	0	0	0	0	0.0%	124,816	100.0%
<b>TOTAL BUDGET</b>	<b>1,352,475</b>	<b>284,355</b>	<b>264,309</b>	<b>273,406</b>	<b>20,046</b>	<b>7.0%</b>	<b>1,088,166</b>	<b>80.5%</b>

**Notes:**

**Personnel Services:** No major differences

**Core Expenditures:** Materials and Services and Utilities are under due to milder winter.

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

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

**TOTAL BUDGET:** Budgeted expenditures YTD are 21% of total budget. Actual is 20%.

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

REVENUE	2020	2020 YTD	2020 YTD	2020 YTD	2020 YTD	2020 YTD	2020 YTD	2020	PERCENTAGE
	ANNUAL BUDGET	BUDGET	ACTUAL	ACTUAL	PRIOR YTD	BUDGET VARIANCE	BUDGET VARIANCE %	BALANCE	REMAINING
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	0	0	0	(9,500)	0.0%	(9,500)	-100.0%
Charges	126,235	31,559	23,009	33,234	(8,550)	(103,226)	-27.1%	(103,226)	-81.8%
Fines and Overdues	92,000	23,000	18,297	24,042	(4,703)	(73,703)	-20.4%	(73,703)	-80.1%
Interest	3,300	825	462	1,121	(363)	(2,838)	-44.0%	(2,838)	-86.0%
Donations and Fundraisers	500	125	401	250,506	276	(99)	220.8%	(99)	-19.8%
Transfer from other funds	0	0	0	13,716	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	15,000	15,000	12,500	0	(45,000)	0.0%	(45,000)	-75.0%
Miscellaneous Revenue	50	13	10	20	(3)	(40)	-23.1%	(40)	-80.0%
TOTAL OTHER REVENUE	291,585	70,522	57,179	335,138	(13,343)	(234,406)	-18.9%	(234,406)	-80.4%
<b>TOTAL REVENUE</b>	<b>1,793,651</b>	<b>1,572,588</b>	<b>1,559,245</b>	<b>1,710,916</b>	<b>(13,343)</b>	<b>(234,406)</b>	<b>-0.8%</b>	<b>(234,406)</b>	<b>-13.1%</b>
<b>EXPENDITURES</b>									
Library Materials	486,679	113,681	86,035	113,770	27,646	400,644	24.3%	400,644	82.3%
Services and Charges	90,456	23,385	14,756	17,779	8,629	75,700	36.9%	75,700	83.7%
Supplies	28,150	7,262	4,523	5,570	2,739	23,627	37.7%	23,627	83.9%
Miscellaneous	20,600	5,150	3,427	3,696	1,723	17,173	33.5%	17,173	83.4%
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	4,425	4,125	0	300	9,381	6.8%	9,381	69.5%
<b>TOTAL EXPENDITURES</b>	<b>1,793,651</b>	<b>1,308,163</b>	<b>1,267,126</b>	<b>1,208,156</b>	<b>41,037</b>	<b>526,525</b>	<b>3.1%</b>	<b>526,525</b>	<b>29.4%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>264,425</b>	<b>292,119</b>	<b>502,760</b>	<b>27,694</b>	<b>292,119</b>		<b>292,119</b>	

**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 87%

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 73% of total budget. Actual is 71%

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

<u>REVENUE</u>	<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>
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	9,144	6,124	9,868	(3,020)	-33.0%	(30,451)	-83.3%
Fines and Overdues	30,000	7,500	5,502	8,165	(1,998)	-26.6%	(24,498)	-81.7%
Interest	400	100	57	137	(43)	-43.0%	(343)	-85.8%
Donations	0	0	194	314	194	#DIV/0!	194	#DIV/0!
Transfer from Other Funds	0	0	0	14,070	0	0.0%	0	#DIV/0!
Transfer from County for Materials	20,000	5,000	5,000	0	0	0.0%	(15,000)	-75.0%
Miscellaneous Revenue	25	6	4	7	(2)	-33.3%	(21)	-84.0%
TOTAL OTHER REVENUE	93,100	21,750	21,881	33,662	131	0.6%	(71,219)	-76.5%
<b>TOTAL REVENUE</b>	<b>183,100</b>	<b>111,750</b>	<b>111,881</b>	<b>108,662</b>	<b>131</b>	<b>0.1%</b>	<b>(71,219)</b>	<b>-38.9%</b>
<u>EXPENDITURES</u>								
Library Materials	156,669	34,167	24,198	27,445	9,969	29.2%	132,471	84.6%
Services and Charges	11,725	2,806	2,068	2,255	738	26.3%	9,657	82.4%
Supplies	7,700	1,925	388	1,999	1,537	79.8%	7,312	95.0%
Miscellaneous Expense	3,850	962	741	557	221	23.0%	3,109	80.8%
Capital Outlay	3,156	1,206	848	0	358	29.7%	2,308	73.1%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>183,100</b>	<b>41,066</b>	<b>28,243</b>	<b>32,256</b>	<b>12,823</b>	<b>31.2%</b>	<b>154,857</b>	<b>84.6%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>70,684</b>	<b>83,638</b>	<b>76,405</b>	<b>12,954</b>		<b>83,638</b>	

**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 61% of total revenue. Actual is 61%.

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 22% of total budget. Actual is 15%.



**Chester County Library and Henrietta Hankin Fund Balances**

Fund #	Fund Name	3/31/2020	Friends	3/31/2020
<b>Operating Funds</b>				
001	Chester County Library Operating Fund	287,241	91	6,859
043	Henrietta Hankin Branch Operating Fund	80,677	92	1,861
	Total Operating Funds	<u>367,918</u>	93	7,331
<b>Reserve Funds</b>				
004	Technology Fund	199,851	94	16,039
400	Chester County Library Capital Reserve	58,849	95	12,565
410	Chester County Library Program Fund	169,037	96	3,841
450	Hankin Library - Capital	218,310	97	1,446
451	CCL & Hankin Materials	97,261	98	125
	Total Reserve Funds	<u>743,308</u>	99	3,653
<b>Friends of the Library Funds</b>				
Various	Friends of Chester County Library	108,525	900	4,332
943	Friends of Henrietta Hankin Branch	(1,125)	902	24,965
	Total Friends Funds	<u>107,400</u>	903	25,508
<b>Grants and Appropriations</b>				
002	Community Foundation - Grants	10,356		
100	CCL County Materials Fund	9,699		
104	CCL Trust - Grants	79,589		
109	Hankin County Materials Fund	5,002		
132	Glaxo-Smith Kline Science in the Summer	4,631		
238	American Dream Initiative	22		
	Total Grants and Appropriations	<u>109,299</u>		
<b>Special Funds</b>				
003	Helen Russell Memorial Fund	6,717		
105	CCL Community Day	4,015		
106	CCL & Hankin Museum Passes	4,962		
107	CCL & Hankin Author Events	4,591		
	Total Special Funds	<u>20,285</u>		
<b>Endowment Funds</b>				
090	Chester County Library Trust	1,946,686		
	<b>TOTAL</b>	<u><u><u>3,294,896</u></u></u>		
				<u><u><u>108,525</u></u></u>