

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
MARCH 17, 2020

AGENDA

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of February 18, 2020 meeting (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager's Report (p. 8)

FINANCIAL STATEMENTS

- February 2020 Exton and Hankin Financial Statements (p. 9)

FOR APPROVAL

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report (p. 5)
- Branch Manager's Report (p. 8)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Visitor's Comments

Upcoming Events

Tuesday, April 21, 2020 – 9:00 AM CCL Board Meeting, CCL (Betty Burke Meeting Room)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS
February 18, 2020

Board Members Present

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

Excused

Jim Norton

Others Present

Marguerite Dube, Director, Chester County Library & District Center; Joe Sherwood, Executive Director, CCLS; Agatha Lyons, District Consultant and Linda Farrelly, Administrative Assistant

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 Kathy Pearse, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

Final December, 2019 Exton and Hankin Financial Statements

January, 2020 Exton and Hankin Financial Statements

On motion made by JoAnn Weinberger, seconded by Lisa Ionata, the State Aid – Other budget line item will be increased by \$10,000 to correct a data entry error, was approved.

On motion made by Kathy Pearse, seconded by JoAnn Weinberger, the final December, 2019 Exton and Hankin Financial Statements and the January 2020 Exton and Hankin Financial Statements were approved and filed for audit.

FOR APPROVAL

Policies

Fees – the wording for CCL was changed to be consistent with other policies

Library Behavior – added a statement regarding use of electronic devices and added vaping to the list of tobacco products not permitted

Facilities - eliminated statement regarding smoking since incorporated in Library Behavior Policy. This policy is regarding accessibility.

Electronic Device – this policy is no longer needed since it is incorporated into the Library Behavior Policy

On motion made by JoAnn Weinberger, seconded by Richard Hankin, the changes to the Fees Policy, Library Behavior Policy and Facilities Policy and elimination of the Electronic Device policy were approved.

FOR INFORMATION/DISCUSSION - None

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

Amy Suveg had her baby boy, two weeks early, and will be out until mid-April.

Marguerite included in the packet a copy of the article from the Community Courier regarding the 3 Star Award from the Library Journal.

Amy, Bruce and Marguerite met with the two vendors that submitted a bid for the outside electronic sign replacement. Neither vendor met the exact specs. The County eliminated both bids. Now an RFP will be issued for the sign replacement project, which will be funded by the Friends of CCL.

Marguerite has been spending a lot of time assisting the business office with end of year activities. The entire business office staff have been helping out to meet deadlines.

Marguerite, Moria and Linda met with Melanie Coldiron, Finger Printing Coordinator of the Chester County Intermediate Unit, and we have agreed to use their service for updating the finger printing clearances for library staff.

Joe, Marguerite and the business staff met with MIP/Microix virtually regarding streamlining the member library payroll process.

Marguerite, as Southeast representative on the PaLA nominations committee, attended the nominations meeting at headquarters on February 5th.

Branch Manager's Report

Meghan had her baby girl on January 27th and will be out until mid-April.

There was a nice article in VISTA today regarding Hankin's Picture It Book Club for adolescents and adults with intellectual and developmental differences.

Tax preparation help is being offered again at Hankin by AARP volunteers.

Mary DeCecco is working with Susan Walraed to place teen volunteers to assist patrons with completing the on-line census at the library.

Storytimes, the Girls Who Code Club and the Chess Club are all proceeding as normal.

Friends of CCL - None

Friends of the Henrietta Hankin Library - None

Visitors' Comments -None

The meeting was adjourned at 9:30 AM.

Approved March 17, 2020
Kathleen Pearse, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Marguerite Dube, Director, Chester County Library and District Center
DATE: March 13, 2020
RE: Report to the Board for February/March

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

- I continued to spend a lot of time working with the Business Office to help with the accounting. The Accountant II, Rebecca Peck started on March 9 and is a quick learner. We have made an offer to a candidate for the Finance Manager position who is scheduled to be approved at the March 19 Commissioners’ Meeting.
- Bruce and Agatha interviewed and made offers to candidates for the two part time and one full time driver. One of the part time drivers started on March 9 and one is still waiting for his background checks. The full time position is scheduled to be approved at the March 19 Commissioners’ Meeting.
- Jamie Claxton, Mary DeCecco and Susan Walraed have placed six teen volunteers at CCL and Hankin to help with the 2020 Census. Orientation will take place on March 12 and the sessions run from Sunday, March 15 through April 30.
- Delaware County Community College has approached us about five students who are interested in work/study at the library. This program has been very beneficial to us as we are able to place skilled students who are paid by the college.
- The holding period for the HoldIT locker system has been extended to 48 hours. As a result, the total checkouts have increased by nearly 30% since our first full month of use in December. We will continue to monitor use and extend the holding period if indicated.
- Several staff members reported that their cars were damaged by over-spraying while work was being done on the pipeline. Linda gathered the information and forwarded it to the County for follow-up.
- The County has instructed us to be vigilant and take extra precautions due to the Covid-19 crisis. Hand sanitizer, wipes, and disposable gloves have been ordered for the staff. Jeanne Clancy has advised the member libraries to remove all toys from the children’s areas. April Nichol, our Children’s Outreach Librarian, has suspended visits to daycare centers. All public programs have been cancelled from March 14 until April 6. We have also postponed our Staff Bowling Party.

- Melissa Kohl attended Public Library Association’s biannual conference in Nashville, TN February 26 to February 29. She attended 8 sessions and met with several vendors. The most useful and relevant session was one library’s experience with utilizing Masters in Social Work graduates as interns in the library to address issues related to digital divide and community resource access.
- Sam Bardarik attended Chester County CareerLink’s Job Fair on February 6. Sam consulted with 36 attendees and shared an abundance of information regarding the library’s career and business resources. Sam has been invited to attend another Chester County career fair in April at the GSC.
- Jamie Claxton kicked off another series with Lifelong Learning Institute at Immaculata University. This series focuses on library instruction and resources. The series has been popular with attendees, usually between 12-15 at each session, who are also considered power users and sharers. Presentations have been done by Ann Varley, Susan Walraed, Jenna Persick, Melissa Kohl, Jessie Williams and volunteer Craig Miller.
- We are continuing to work on the Keystone Grant application for the First Floor Redesign, which is due on April 10.
- Standout Programs for February: AARP Tax Assistance (70 attendees); Medicare 101 (25 attendees); Abraham Lincoln (62 attendees); Warwick Tour and Storytime (30 attendees)

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 | - Business Office Staff Meeting |

Upcoming Schedule:

- | | |
|------------|---|
| • March 19 | - General Staff Meetings |
| • March 31 | - Chester County Library Trust Meeting |
| • April 2 | - Exton Community Day Meeting |
| • April 7 | - Friends of the Chester County Library Board Meeting |
| • April 8 | - Public Service Staff Meeting |
| • April 9 | - Community Engagement Leadership Team Meeting
Community Engagement Team Meeting |
| • April 14 | - District Librarians Meeting |
| • April 16 | - General Staff Meetings |
| • April 21 | - Volunteer Spring Luncheon |



TO: Board of Trustees, Chester County Library and District Center
FROM: Marguerite Dube, Director, Chester County Library and Henrietta Hankin Branch
DATE: March 13, 2020
RE: Henrietta Hankin Branch Report to the Board for February/March 2020

Building Update

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

- Hankin staff are doing a great job of keeping the library running in Meghan’s absence.

- A group of five staff members have formed a committee to plan events for National Library Week, which runs from April 19 to 25. Amy Thompson has been in touch with author Lisa Scottolini, who has agreed to do an author event at the library sometime that week. The team will be meeting with Nicole Richards to help plan and promote the event.

- Representative Danielle Friel Otten’s office presented a seminar on Saving for Your Child’s Future.

Adult Programming Notes

- The Landscape Design Program was attended by 80 people who had very positive feedback about the program.
- AARP helped 147 people with their taxes in February.
- Reference Librarian Mary DeCecco is working with Susan Walraed to recruit and schedule teen volunteers to provide assistance in filling out Census forms online at the Library.

Youth Services Programming Notes

- Weekly Chess Club started in February with great attendance of over 30 kids. Our new volunteer chess coach is doing a great job.
- The new weekly Dungeons & Dragons Club for kids ages 10-16 started in February as well. The group was small, but very but enthusiastic. We expect that attendance will increase through word of mouth and additional advertising.
- We held two special preschool music programs during story time break. Each were well-attended with about 40 kids and caregivers.
- Winter Family Read-Aloud Program was held with a total of 210 families registered (representing 860 people) – during the first 2 weeks of March the families return their reading logs and pick out a free book and also get a raffle ticket for the Grand Prize.
- Due to the threat of the COVID-19 virus all public programs have been cancelled between March 14 and April 6.

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING FEBRUARY 29, 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	344,547	316,407	130,001	28,140	8.2%	2,243,088	87.6%
Wages	659,186	88,737	77,912	29,709	10,825	12.2%	581,274	88.2%
Fringe Benefits	1,059,296	176,550	156,591	79,814	19,959	11.3%	902,705	85.2%
Security Provided by the County - EMS	28,924	4,820	0	29,147	4,820	100.0%	28,924	100.0%
TOTAL PERSONNEL SERVICES	4,306,901	614,654	550,910	268,671	63,744	10.4%	3,755,991	87.2%
LIBRARY MATERIALS	60,000	15,000	15,000	12,500	0	0.0%	45,000	75.0%
CORE EXPENDITURES								
Materials and Services	96,865	16,144	9,870	6,328	6,274	38.9%	86,995	89.8%
Insurance	18,030	9,015	7,815	8,750	1,200	13.3%	10,215	56.7%
Maintenance - Buildings & Grounds	39,756	6,626	6,355	2,088	271	4.1%	33,401	84.0%
Utilities	98,000	16,334	10,598	1,200	5,736	35.1%	87,402	89.2%
Vehicle Expense	37,828	6,304	4,538	24	1,766	28.0%	33,290	88.0%
TOTAL CORE EXPENDITURES	290,479	54,423	39,176	18,390	15,247	28.0%	296,303	102.0%
INDIRECT COSTS	625,524	104,254	104,250	40,770	4	0.0%	521,274	83.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,282,904	788,331	709,336	340,330	78,995	10.0%	4,573,568	86.6%

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.

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 15% of total budget. Actual is 13%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING FEBRUARY 29, 2020**

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	441,958	59,495	56,320	23,493	3,175	5.3%	385,638	87.3%
Wages	179,425	24,153	23,514	7,874	639	2.6%	155,911	86.9%
Fringe Benefits	206,329	34,388	31,848	16,431	2,540	7.4%	174,481	84.6%
TOTAL PERSONNEL SERVICES	827,712	118,036	111,683	47,797	6,353	5.4%	716,029	86.5%
LIBRARY MATERIALS	20,000	5,000	5,000	0	0	0.0%	15,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	44,374	7,396	3,062	3,096	4,334	58.6%	41,312	93.1%
Insurance	5,358	2,679	2,679	2,850	0	0.0%	2,679	50.0%
Maintenance - Buildings & Grounds	60,142	10,024	11,062	5,135	(1,038)	-10.4%	49,080	81.6%
Utilities	45,300	7,550	5,112	637	2,438	32.3%	40,188	88.7%
TOTAL CORE EXPENDITURES	155,174	27,649	21,915	11,717	5,734	20.7%	148,259	95.5%
INDIRECT COSTS	224,773	37,462	37,460	24,320	2	0.0%	187,313	83.3%
CAPITAL OUTLAY	124,816	0	0	0	0	0.0%	124,816	100.0%
TOTAL BUDGET	1,352,475	188,147	176,058	83,834	12,089	6.4%	1,176,417	87.0%

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 14% of total budget. Actual is 13%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING FEBRUARY 29, 2020**

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	347,806	347,806	347,806	308,437	0	0.0%	0	0.0%
State Aid - Others	1,154,260	1,154,260	1,154,260	1,067,341	0	0.0%	0	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,375,778	0	0.0%	0	0.0%
Township Appropriations	9,500	0	0	0	0	0.0%	(9,500)	-100.0%
Charges	126,235	21,039	21,553	21,892	514	2.4%	(104,682)	-82.9%
Fines and Overdues	92,000	15,333	17,033	16,000	1,700	11.1%	(74,967)	-81.5%
Interest	3,300	550	462	741	(88)	-16.0%	(2,838)	-86.0%
Donations and Fundraisers	500	83	397	385	314	378.3%	(103)	-20.6%
Transfer from other funds	0	0	0	13,716	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	15,000	15,000	12,500	0	0.0%	(45,000)	-75.0%
Miscellaneous Revenue	50	8	1	15	(7)	-87.5%	(49)	-98.0%
TOTAL OTHER REVENUE	291,585	52,013	54,446	65,249	2,433	4.7%	(237,139)	-81.3%
TOTAL REVENUE	1,793,651	1,554,079	1,556,512	1,441,028	2,433	0.2%	(237,139)	-13.2%
EXPENDITURES								
Library Materials	486,679	95,154	42,931	70,716	52,223	54.9%	443,748	91.2%
Services and Charges	90,456	17,456	13,321	13,720	4,135	23.7%	77,135	85.3%
Supplies	28,150	5,358	3,061	1,909	2,297	42.9%	25,089	89.1%
Miscellaneous	20,600	3,433	1,867	2,364	1,566	45.6%	18,733	90.9%
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	4,325	4,125	0	200	4.6%	9,381	69.5%
TOTAL EXPENDITURES	1,793,651	1,279,986	1,219,565	1,156,050	60,421	4.7%	574,086	32.0%
REVENUE OVER EXPENDITURES	0	274,093	336,947	284,978	62,854		336,947	

NOTES:

State Revenue: No differences.

Other Revenue: Charges are coming in as budgeted, fines are slightly higher than budgeted.

Total Revenue: Budgeted revenues YTD are 86.6% of total revenue. Actual is 86.8%

Expenditures: Materials are on order.

Total Expenditures: Budgeted expenditures YTD are 71% of total budget. Actual is 68%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING FEBRUARY 29, 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	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>	<u>75,000</u>	<u>0</u>	<u>0.0%</u>	<u>0</u>	<u>0.0%</u>
Township Appropriations	6,100	0	5,000	1,100	5,000	0.0%	(1,100)	-18.0%
Charges	36,575	3,048	6,124	6,172	3,076	100.9%	(30,451)	-83.3%
Fines and Overdues	30,000	2,500	5,502	5,076	3,002	120.1%	(24,498)	-81.7%
Interest	400	33	57	93	24	72.7%	(343)	-85.8%
Donations	0	0	194	289	194	#DIV/0!	194	#DIV/0!
Transfer from Other Funds	0	0	0	14,070	0	#DIV/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	2	4	5	2	100.0%	(21)	-84.0%
TOTAL OTHER REVENUE	<u>93,100</u>	<u>10,583</u>	<u>21,881</u>	<u>26,805</u>	<u>11,298</u>	<u>106.8%</u>	<u>(71,219)</u>	<u>-76.5%</u>
TOTAL REVENUE	<u>183,100</u>	<u>100,583</u>	<u>111,881</u>	<u>101,805</u>	<u>11,298</u>	<u>11.2%</u>	<u>(71,219)</u>	<u>-38.9%</u>
EXPENDITURES								
Library Materials	136,669	11,389	5,155	16,095	6,234	54.7%	131,514	96.2%
Services and Charges	11,725	935	1,864	1,650	(929)	-99.4%	9,861	84.1%
Supplies	7,700	642	201	1,648	441	68.7%	7,499	97.4%
Miscellaneous Expense	3,850	320	485	321	(165)	-51.6%	3,365	87.4%
Capital Outlay	3,156	0	848	0	(848)	#DIV/0!	2,308	73.1%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	<u>163,100</u>	<u>13,286</u>	<u>8,553</u>	<u>19,713</u>	<u>4,733</u>	<u>35.6%</u>	<u>154,547</u>	<u>94.8%</u>
REVENUE OVER EXPENDITURES	<u>20,000</u>	<u>87,297</u>	<u>103,328</u>	<u>82,092</u>	<u>16,031</u>		<u>83,328</u>	

NOTES:

State Revenue: No differences

Other Revenue: \$5,000 from Upper Uwchlan Township is for 2019

Total Revenue: Budgeted revenues YTD are 55% of total revenue. Actual is 61%.

Expenditures: Materials on order.

Total Expenditures: Budgeted expenditures YTD are 8% of total budget. Actual is 5%.

Chester County Library and Henrietta Hankin Fund Balances

Fund #	Fund Name	2/29/2020		
Operating Funds				
001	Chester County Library Operating Fund	326,889		
043	Henrietta Hankin Branch Operating Fund	98,301		
	Total Operating Funds	<u>425,190</u>		
				2,912,427
Reserve Funds				
004	Technology Fund	199,851		
400	Chester County Library Capital Reserve	58,849		
410	Chester County Library Program Fund	169,037		
450	Hankin Library - Capital	218,310		
451	CCL & Hankin Materials	97,260		
	Total Reserve Funds	<u>743,307</u>		
Friends of the Library Funds				
Various	Friends of Chester County Library	83,490		
943	Friends of Henrietta Hankin Branch	6,372		
	Total Friends Funds	<u>89,862</u>		
			Friends	2/29/2020
			91	6,859
			92	1,861
			93	7,331
			94	17,589
			95	12,565
			96	3,802
			97	1,446
			98	125
			99	3,653
			900	4,332
			902	24,965
			903	(1,038)
				<u><u>83,490</u></u>
Grants and Appropriations				
002	Community Foundation - Grants	10,356		
100	CCL County Materials Fund	11,467		
104	CCL Trust - Grants	79,589		
132	Glaxo-Smith Kline Science in the Summer	4,631		
238	American Dream Initiative	22		
	Total Grants and Appropriations	<u>106,065</u>		
Special Funds				
003	Helen Russell Memorial Fund	6,717		
105	CCL Community Day	4,015		
106	CCL & Hankin Museum Passes	7,722		
107	CCL & Hankin Author Events	4,591		
	Total Special Funds	<u>23,045</u>		
Endowment Funds				
090	Chester County Library Trust	<u>1,950,148</u>		
	TOTAL	<u><u>3,337,617</u></u>		

Chester County Library and Henrietta Hankin Branch Author Events

AUTHOR	BOOK TITLE(S)	STAFF CONTACT	EVENT DATE	LOCATION	COST	SPONSOR	# EXPECTED	STATUS
Matty Dalrymple	<i>Taking the Short Tack</i>	Pam Marquette	03/19/2020	CCL	None	CCL and Trust	20-30	CANCELLED
Fred Dixon	<i>700 Years of Art History</i>	Pam Marquette	04/14/2020	CCL	None	CCL and Trust	35-50	Scheduled on the events calendar
John Dobbyn	<i>High Stakes</i>	Pam Marquette	4/16/2020	CCL	None	CCL and Trust	30-50	Scheduled on Events Calendar
David Walter	<i>Stars and Bars Over Philadelphia</i>	Pam Marquette	5/6/2020	CCL	None	CCL and Trust	30-50	Scheduled on Events Calendar
David Culp	<i>A Year at Brandywine Cottage</i>	Pam Marquette	5/12/2020	CCL	\$500.	CCL and Trust	50-85	Scheduled on events calendar
Gene Pisasale	<i>The Underground Railroad in Kennett Square and Wilmington</i>	Pam Marquette	Pending	CCL	\$150.	CCL and Trust	30-50	Working on date
Sherry Parnell	<i>Let the Willows Weep</i>	Pam Marquette	Pending	CCL	None	CCL and Trust	20-30	Working on a date