

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
JANUARY 18, 2022

AGENDA

<https://us06web.zoom.us/j/84961446587?pwd=dDdYL29NZnlVMURsSCsrYk1HQmtnUT09>

CALL TO ORDER, 9:00 AM (Virtual/Burke Board Room)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of December 21, 2021 (p. 2)
- Chester County Library Director Report (p.6)
- Henrietta Hankin Branch Manager's Report (p.11)

FINANCIAL STATEMENTS

- December 2021 Exton and Hankin Financial Statements (p.13)

FOR INFORMATION/DISCUSSION

- Recommendation of CCL Board Member to the CCL Trust Board
- By-Laws revisions (Governance Committee) (p.18)

FOR APPROVAL

- CCL Board Member Job Descriptions (Governance Committee) (p. 31)
- 2022 State Aid Budgets (CC/HH) (p.32)

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
 - Committee Reports
 - Ad Hoc Committees
 - Standing Committees
- | | |
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| <ul style="list-style-type: none">▪ Institutional Advancement▪ Policy▪ Strategic Planning & Facilities | <ul style="list-style-type: none">▪ Executive▪ Finance |
|--|---|
- Visitor's Comments

Upcoming Events

Tuesday, February 15, 2022 8:30 AM – CCL Board Meeting, CCL (Virtual/Burke Board Room)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
December 21, 2021

Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice President; Kathleen Pearse, Secretary; Richard Hankin, Michael Skay, Brian Taylor

Board Members Excused

Lisa Ionata, Treasurer

Others Present

Joe Sherwood, Executive Director, CCLS; Meghan Lynch, Henrietta Hankin Branch Manager; Agatha Lyons, District Consultant; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Maureen Crawford, Administrative Assistant, Mary Gazdik, Candidate/CCL Director

CALL TO ORDER: 10:45

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On motion made by JoAnn Weinberger, seconded by Brian Taylor, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

On motion made by Kathy Pearse, seconded by Brian Taylor, the November 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR INFORMATION/DISCUSSION

2022 CCL State Aid Budget

Joe presented a draft of the revenue budget to West Whiteland Township, but the budget is still in process. Joe will meet with the Finance Committee in second week in January and will present the budget at the January Board Meeting. The Finance Committee made a recommendation to approve ½ of the current 2021 budget so there will be funds available for the first part of January.

On a motion made by JoAnn Weinberger and seconded by Richard Hankin, the approval of ½ of the 2021 budget for use in the first part of January, 2022 use is unanimously approved.

FOR APPROVAL

2022 Slate of Board Officers

The 2022 Slate of Officers include JoAnn Weinberger as President, Kathy Pearse as Vice President, Brian Taylor as Secretary, and Lisa Ionata as Treasurer.

On a motion made by Richard Hankin and seconded by Michael Skay, the 2022 Slate of Board Officers were unanimously approved.

In Person Programming effective 1/1/2022 – Ages 5 and Up

Joe Sherwood presented a plan to return to in person programming in 2022. Although vaccinations are available for children five years and older, there is a continuing rise in COVID-19 cases and the Omicron variant, it was decided to postpone all programming for children under the age of 12 years. As a note, there was a Family In person Program scheduled for January 9th that included children as well. The program will be canceled as it was not authorized. Going forward, the status of children’s programs will be reviewed monthly and a decision made based on current conditions.

Policies:

The Policy Committee reviewed the following policies. Joe noted the policies will be reviewed for formatting to ensure consistency.

- Mandated Reporter Policy – The policy was updated to include additional information on reporting suspected child abuse and consequences of not reporting.
- CCL Materials Selection Policy – This policy is based on the CCLS policy. The updates include clarifications on how materials are selected. “Weeding” was changed to “collection management”.
- Reserve Funds Policy – Clarification of the process of requesting fund from the reserve.
- Social Media Policy – no change
- Fees Policy - no change

On a motion made by Kathy Pearse and seconded by Richard Hankin, the review and changes to the policies were unanimously approved.

REPORTS/CORRESPONDENCE

President’s Report

None

Chester County Library Director’s Report

- 1st Floor Redesign
 - Joe reported the 1st floor re-design is going well. New glass is being installed above the front door. Carpeting and painting has been completed. The Corbett Furniture contract was approved at the Commissioners’ meeting.
 - Some of the projects won’t be completed by the deadline of March 31 but will have been paid for by the date to remain in compliance with the Keystone Grant.
 - Additional carpet is being worked on for the Reference Area and the lobby. It was discovered that the area under the shelves were not previously carpeted and there is not enough back stock to cover the area, so the entire reference area will need to be re-carpeted.
- Joe received a copy of the Reserve Study and will be reviewing the findings with the Facilities Committee.
- The Budget went through as submitted. Capital projects include the front parking lot and 1st floor redesign. The HVAC Control System was submitted as a Capital project but was not included. The HVAC system will be included in a long-term project list.

- Joe met with the neighbors about the fencing in the back of the library. He is waiting to hear back from Sunoco regarding the design and location of the fence.
- Some Capital project requests (such as the Hankin water fountain) were moved to the operating budget. There are advantages to funding projects using the operating budget rather than capital budget.
- The Hankin Agreement is being reviewed with the Condo Agreement by a County Solicitor.
- Circulation Department - The transition to Museum Key and Lending Key has begun. The roll out date is January 3, 2022. Staff is being trained.
- JTC - JTC received a thank you letter for the assistance given to a patron. The patron is now a new donor.
- Multimedia- Stephanie is on leave until mid-January. The nonfiction and biography DVDS/Blu-rays and video games were shifted due to the construction. Jessie has been working with Agatha to prepare the 2022 Overdrive Hold Manager.
- Public Relations- Promoted the Holiday Craft Fair which was well attended.
- Reference – finished an 11-month collection maintenance project which will provide a pared down but still robust reference collection.
- Technical Services – Jenna completed the first order for Baker & Taylor lease program. This program should decrease the hold time
- Volunteers- Susan Walraed has begun active recruitment of volunteers. Any volunteer who is on the list and has not responded will be made inactive. Digital Device Training is being conducted by volunteers.
- Youth Services - Jeanne attended the Longwood Gardens Community Read Kick-off on November 5th. The theme for 2022 is Natures Great Connectors (trees), and the books for young readers are We Planted a Tree by Diane Muldrow for younger readers and Canopy Career Chronicles by the Morton Arboretum (IL) for older students.

Branch Manager's Report

- Door Counts were slightly down in November and were 65% of November 2019 counts.
- We are working with Susan Walraed to find volunteers to assist in the MakerSpace. We are looking for people who are crafty or who are interested in or have experience with computer aided design. We have two volunteers that had assisted in the library prior to the COVID shut down but had not yet been recalled volunteer to assist with staffing the MakerSpace in the new year.
- In November we offered 25 programs for adults and 13 for children. Notable programs included Diwali: The Festival of Lights (virtual, 45 attendees), Chair Yoga (in person, 22 attendees), and our take and make children's Thanksgiving craft (asynchronous, 42 kits distributed.)

Committee Updates

Funding Task Force

No Committee update this month

Institutional Advancement Committee

No Committee update this month

Policy Committee

Policies were submitted for review and approval

Strategic Planning and Facilities

No Committee update this month

Technology

No Committee update this month

Executive Committee

No Committee update this month

Finance Committee

No Committee update this month

Governance Committee

The Governance Committee met in December. Lauren sent the Board assessments to the Board Members. The Committee will be meeting to review bylaws. The assessments will be reviewed in the January Board Meeting.

Friends of CCL

CCL Friends are planning a book sale. The plan was very broad. They expect they will need to have at least 50 volunteers to work on the sale. There are several vacancies, including the President's position on the board.

Friends of the Henrietta Hankin Library

Hankin Friends are planning a book sale, but have submitted a plan that Joe reviewed, but have not decided on a date yet.

Other Comments:

JoAnn and Kathy did a video presentation on participation in Boards for the Chester County Authority, Board or Commission (ABC) Office. Joe noted that Richard was reappointed at the Commissioners' meeting.

Visitors' Comments

No Comments

The meeting was adjourned at 11:29 AM.

Approved January 18, 2022

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: January 8, 2022
RE: Report to the Board on the Chester County Library, December 20, 2021 – January 18, 2022

- Building update
 - 1st floor redesign
 - Furniture contract is approved. We are working with Corbett on delivery timeframe. Knoll has been out to field verify the measurements for the glass walls.
 - New carpet for the reference area is on order. This should be done the last week of January/First week of February. Furniture in the reference area will be in flux after this move. We expect to be working out of temporary spaces until the end of March.
 - New sign on the front glass wall has been installed. It will be hooked up to the power for the lighting when the electrician is back to do the main lobby lights, people counter and more electrical work.
 - Keystone Grant quarterly report will be sent in by January 15th.
 - Plumbing
 - 2nd floor sink faucet was replaced
 - Bathroom waste lines were 'jetted'. We discovered that we may need to have the floor drains opened up in various bathrooms.
 - HVAC
 - Air Filters are being replaced. We are talking with the County about type of filters and how often to change them.
 - PECO – Apparently was estimating our bills for a significant amount of 2021. We are looking to see why they haven't been reading the meter through the antenna they installed and getting the bills to be read. We may owe PECO additional funds for 2021.
 - Outside items
 - County staff did Fall clean up on several of the flower beds / landscaping.
 - The County has had a complaint regarding the sound of the Generator. We are investigating any potential sound abatement that is possible.
 - The County has had a complaint about one of our outside lights. We will be looking if we can temporarily re-direct it a bit and looking at long term resolutions.
- Departmental Reports
 - Circulation Department—Barbara Bailey
 - Museum/Lending Key soft roll-out to the public occurred on Monday, January 3, 2022. Training materials for staff were prepared and distributed prior to the roll-out. While we have been able to resume lending Hot Spots and Museum passes successfully, some functions of the new platform are not performing correctly and Capira is currently working to resolve those issues.

- Door counts are currently unavailable due to the renovation work going on at CCL, but checkouts are at about 75%, and holds filled are back up by 5% compared to totals in December 2019. The trend continues visitors are placing more holds than the equivalent number of patrons did in our last comparative month pre-Covid.
- Use of our combined contactless checkout services, which includes Express Lane, Capria mobile app, CCL Hold-It Locker, and curbside pick-up, at Chester County and Hankin libraries decreased again by 12% in December, however several of the services actually increased at the Hankin Branch.

Month	Express Lane Indoor Self Check		HoldIT Locker	Curbside Service		Mobile App Self-Checkout		Total	Percent change +/- %
	CCL	Hankin	CCL	CCL	Hankin	CCL	Hankin		
Nov	8326	1193	336	54	62	189	117	10277	
Dec	6920	1489	339	50	76	129	59	9062	-12%

CCL	Door: Dec 2019	Door: Dec 2021	Checkouts: Dec 2019	Checkouts: Dec 2021	Holds Filled: Dec 2019	Holds Filled: Dec 2021	Library Cards: Dec 2019	Library Cards: Dec 2021
Counts	30102	n/a	41283	30629	11543	12133	294	206
% +/-		n/a		-26%		+5%		-30%

- Community Engagement Leadership Team met on January 4. Highlights included deciding upon a tentative date, Saturday, April 23, 2022, to hold a Community Resource Fair at CCL, plans to provide a newsletter to Township Supervisors with library use statistics targeted to the specific townships and including personal interest stories, and plans to revise and update our overall Engagement Plan.
- XYZ Programing Committee – In December the committee held the following events: a Cookie Recipe Swap, an Alternative Christmas Movie Trivia Night and the Comics Unbound Book Discussion group. They also prepared a snowflake themed Make-n-Take Book Craft for January.
- Jacobs Technology Center—Sara Lim Harden
 - Both Microfilm and Oral History stations have been temporarily relocated to the JTC from the Reference department during the first redesign construction. Laura Salvucci conducted a training session for us.
 - On December 19, we held a Department Meeting / Holiday Get together. We brainstormed workshop ideas for 2022.
 - Sara Lim Harden assisted in covering Digital Outdoor Sign and LibCal when Niki Kolb was away.
 - It's been a service-heavy month. We received a high volume of DMLM service requests.
 - 6 photo print requests, for 72 total pages, costing \$128.5.
 - 5 3D print requests, using 979 grams of filament, taking 84 hours, and costing \$45. Includes one request from the CreATe program.
 - 6 digitization requests, for 38 pieces of media, taking 45.42 hours.
 - 1 proctored exam.
- Multimedia Department—Jessie Williams
 - Stephanie Sharon-Missanelli returned from parental leave on January 10th.
 - Two new hires are being trained.

- The Multimedia desk was cleaned out and it was demolished. We had a temporary desk in the Reference Department for a few weeks.
- The vending area is now where the Multimedia desk used to be.
- Jessie continued working with Agatha to prepare the 2022 OverDrive Holds Manager and spend County Coordination Funds by December 31st.
- The County Coordination funds that were spent on holds, extra HarperCollins copies, and on Recorded Books 100 concurrent user licenses reduced the average holds wait time to 25 days.
- Public Relations/Graphics—Monique Kolb
 - Graphics:
 - For the month of December we completed 29 graphic orders and 6,868 copies.
 - Continuing with updates to website, digital screens (both indoors and outdoors), blog, social media about various events in January and February and dates we are closed etc.
 - Two potential internal candidates will be interviewed for the Graphics Specialist position early in January.
 - Will be working on February issue of Insights newsletter.
 - The book choice for the spring StoryWalk will be selected and work will start on that at the end of January for possible installation in April.
 - PR:
 - Monthly newsletters for the County Staff Newsletters as well as various municipalities are compiled around the 15th of each month informing them of different services at the library (examples this month will be NoveList, Museum Passes and Children’s Book Bundles)
 - The diverse book donation drive started on Jan. 3 and go till Martin Luther King Jr. Service Day, on Jan. 1,7 for CASA Youth Advocates representing children in foster care in Chester and Delaware Counties.
 - Will start on PaLA Gold Star Status recertification for CCL.
 - Meeting rooms continue to be booked by patrons especially on weekends, although some cancellations have occurred due to reluctance to attend in-person with the emergence of the Omicron variant.
 - Attending “Plan a Campaign to Draw People Back Into Your Libraries” marketing workshop on Thursday, January 13th.
 - Adult Programs:
 - We had a good December. The 10th Annual Chester County Library 2021 Holiday Craft Show was a big success. Could not get a door count because of construction, but vendors claimed it was a very good year. Hope to include more vendors in 2022.
 - Classic Movie night keeps adding new players and keeping regulars. ShopRite Nutritionist, Jena Wood’s cooking class was well attended and a popular program. Medicare 101 was lightly attended, but typical for the holidays season. Yoga is very popular and will continue into the new year as a virtual program. Family Court with PA for Modern Courts was canceled due to low registration as per speaker. They plan to try it again later in the new year.
 - Pam is readying LibCal for the AARP Tax Aide program with appointment times and up to date information.
 - Pam is also working on the Longwood Garden Community READ programs for 2022. Several leads are in the works and is also working on preparing for the Community

Science Kick-off in April. Lining up potential programs and contacting speakers.
Selecting programs and listing equipment needed.

- Adult in-person programming is being planned for March, although we are constantly monitoring the situation.

- Reference—Melissa Kohl
 - Melissa has temporarily taken on the role of IRPT Co-coordinator, working with Karen Clickener-Ousey at HH. Responsibilities include coordinating the PIC meetings and emergency drills, maintaining and editing the PIC manual and distributing updates, and managing the PIC schedule.
 - Jamie Claxton submitted a funding request that was approved by the CCL Friends in order to purchase some of the assistive technology identified in the EDI committee's short range plan to improve accessibility options in the library.
 - Kelly Quigg is working on coordinating a Community Resource Fair focused on housing and worked with Niki to host a Diverse Book Drive in partnership with CASA Youth Advocates of Delaware and Chester Counties.

- Technical Services—Jenna Persick
 - We continue to have two vacancies in the Department due to staff retirements. We have been conducting interview for both positions.
 - The 2021 lease order was completed. We are still waiting for a few titles from the 2021 order to arrive.
 - Discovery Layer: We added a link to Vega on the current catalog on 12/22/21. We are going live with Vega on Wednesday, January 12.

- Volunteers—Susan Walraed
 - Volunteers continue virtual monthly and quarterly programs in cooperation with Reference, Hankin Library and Jacobs Technology Center.
 - Programs presented by volunteers were suspended for December and will resume in January.
 - One volunteer continues to help in Multimedia on Saturdays until staffing is complete.
 - The HH Makerspace volunteer search is progressing nicely. Two volunteers have returned to Active status to monitor Makerspace activity. Another will begin in January and three possible candidates are in the works.
 - Recruiting has begun for the Digital Device program in Reference where we have more applicants than needed. This program will move forward in January.
 - Four volunteers placed on an SOS basis to assist PR/Graphics while short staffed.
 - Friends of Chester County Library:
 - Friends continue to accept donations and leave the Book Bin open.
 - The next order of business is to decide whether to hold or not to hold the Spring Book Sale. This is dependent on the number of volunteers the Friends can recruit and whether or not the library will reinstate the Court Ordered Community Service Program.
 - The Wish List was presented and approved roughly in the amount \$21,916.00.

- Youth Services—Jeanne Clancy
 - The 2nd session of storytimes for fall wrapped the second week in December. Virtual storytimes will continue in January.

- Several members of the YS staff presented Five Days of Cookies – virtual programs at which we walked participants through baking five different types. Julie Darnall, Jordan DeRuyter-Cazden, April Nickel, Danielle Stokes, and I each planned a program. The home bakers were thrilled to learn new recipes. Many thanks to Danielle for baking my cookies when a family emergency occurred. April also created a bulletin board with 31 days of cookies for December.
- Jeanne attended the virtual SEPLA Workshop and Annual Meeting on December 3rd.
- Jeanne has continued to serve on the Commonwealth Libraries Youth Services Guidelines revision committee.
- Jeanne continues to meet monthly with Commonwealth Libraries and Youth Services Consultants and nearly weekly with the YS Consultants from Berks, Bucks, Delaware, Lancaster, Montgomery, and Philadelphia counties. The local group coordinated the Teen Services Forum on December 7th, which will most likely repeat quarterly.
- Jeanne has downloaded all of the CSLP “Oceans of Possibilities” materials to the Y-drive - Youth Services folder under 2022 CSLP Resources.
- Jeanne continues to work with The Franklin Institute on the GSK Science in the Summer program for 2022.



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: January 11, 2022
RE: Report to the Board on the Henrietta Hankin Branch, December 21, 2021 – January 18, 2022

- Building update
 - Peter, Joe, and I met to complete the Building Reserve Study pre-survey questionnaire. The consultants selected by County Facilities will be at HHB on February 4th to perform their survey.
 - Our facilities improvement request to replace our front doors on the parking lot side was not approved for 2022.
 - Air filters were replaced in the HVAC units on January 12th.
 - Lighting ballasts were replaced in the Youth Services Department
 - The Protection Bureau was out on January 3rd to resolve some outstanding issues identified at their annual visit in November.
- COVID 19 update
 - Between 12/28/21 and 1/9/22, five staff members were either diagnosed with Covid or had symptoms consistent with Covid and needed to provide a negative test before returning to the building. Staff throughout the library stepped up to ensure that we had adequate desk coverage while short staffed.
 - Vaccinated staff with known exposures are no longer required to quarantine, per updated County guidelines. They are required to wear a mask while in the building for 10 days post-exposure.
- Door counts were down 6% from November to December and were 67% of our December 2019 door count, so our percentage of visits in comparison to pre-Covid door counts continues to increase.
- Total circulation was down about 5% from November. We had a significant increase in curbside pickups, with 87 in December compared to 62 in November.
- Meeting Room decreased slightly in December, with 19 patron bookings for a total of 64.56 hours.
- Museum Passes & Hot spots:
 - We have made the transition to MuseumKey and LendingKey to manage the circulation of our museum passes and hot spots. There are still a few kinks being worked out, but overall, it's going well.
 - Library Insight, our former pass management software, was down several times in December, which made it difficult to reserve and lend passes and hot spots. Staff and patrons welcome the upgrade to the new platform.
- Maker Space:
 - We continue to work with Susan Walraed to find volunteers to assist in the MakerSpace. We are looking for people who are crafty or who are interested in or have experience with computer aided design.
 - Two recalled volunteers are now staffing the space on three afternoons per week. Additional volunteer interviews are scheduled.

- The EDI Committee completed a program audit of titles used by the adult book clubs in 2020 and 2021. We are planning for a collection sample audit once our subscription the DEI Analysis tool from Collection HQ is up and running.
- The staff EDI book club had its first meeting in November, which was attended by 8 people. Our second staff EDI book club meeting will be held on January 18th.
- Virtual storytimes resumed the week of January 9th.
- We are working with the AARP Tax Aide program again this year to offer free tax filing to the members of our community. The AARP Tax Aide trainers utilized the Annex the week of January 2nd to train new volunteers. Tax appointments will begin the second week in February.
- In November we offered 20 programs for adults and 8 for children. Craft programs were the most popular adult offering this month, with 21 participants in our DIY Dog Toy craft and 100 participants in the XYZ Committee’s Snowflake craft. Programs enjoyed by our younger patrons included preschool storytimes (2 sessions, 12 attendees per session) and K-2 STEAM (11 attendees.)
- The Friends of the Hankin Branch Library:
 - Have decided to change the Book Nook to a “pay what you wish” model to simplify accounting procedures.
 - They are still deciding whether they will hold a spring book sale.
 - They have not yet resumed accepting donations.

Meetings & Trainings Attended

12/21	CCLS/CCL Board Meetings Community Engagement meeting
12/23	IRPCT meeting
12/24-26	Library closed for Christmas holiday
12/31-1/2	Library closed for New Years holiday
1/4	Community Engagement Leadership Committee meeting
1/5	Meeting with Joe Sherwood and Peter Gruelich to work on Hankin Branch Building Reserve Study
1/6	Meeting with Glen Cooper, the Hankin Group’s Director of Property Management to discuss the proposed location for an outdoor book locker.
1/7	Meeting with Friends of the Library board members, Joe Sherwood, and Rebecca Peck to discuss Friends book sales and related sales tax issues.
1/10	CCL PIC meeting
1/11	DLM/SAC meeting
1/12	Department Heads/Public Service staff meeting
1/13	EDI Committee meeting HHB Friends Board meeting
1/17	Library closed for MLK Jr. Day
1/18	CCLS/CCL Board Meetings

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
PRELIMINARY COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING December 31,2021

	<u>2021</u> <u>ANNUAL BUDGET</u>	<u>2021 YTD</u> <u>BUDGET</u>	<u>2021 YTD</u> <u>ACTUAL</u>	<u>2020 YTD</u> <u>ACTUAL</u>	<u>2021 YTD</u> <u>BUDGET VARIANCE</u>	<u>2021 YTD</u> <u>BUDGET VARIANCE %</u>	<u>2021</u> <u>BALANCE</u>	<u>PERCENTAGE</u> <u>REMAINING</u>
Salaries	2,568,865	2,568,865	2,440,489	2,519,681	128,376	5.0%	128,376	5.0%
Wages	639,413	639,413	533,152	589,941	106,261	16.6%	106,261	16.6%
Fringe Benefits	1,109,759	1,109,759	1,044,440	1,001,322	65,319	5.9%	65,319	5.9%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,318,037	4,318,037	4,018,081	4,110,943	299,956	6.9%	299,956	6.9%
LIBRARY MATERIALS	70,000	70,000	70,000	60,000	0	0.0%	0	0.0%
CORE EXPENDITURES								
Materials and Services	157,105	157,105	147,116	90,396	9,989	6.4%	9,989	6.4%
Insurance	19,510	19,510	17,510	15,630	2,000	10.3%	2,000	10.3%
Maintenance - Buildings & Grounds	39,656	39,656	45,333	36,999	(5,677)	-14.3%	-5,677	-14.3%
Utilities	98,000	98,000	75,835	93,039	22,165	22.6%	22,165	22.6%
Vehicle Expense	37,990	37,990	34,334	49,525	3,656	9.6%	3,656	9.6%
Security Costs	30,000	30,000	0	0	30,000	100.0%	30,000	100.0%
TOTAL CORE EXPENDITURES	382,261	382,261	320,128	285,589	62,133	16.3%	62,133	16.3%
INDIRECT COSTS	652,662	652,662	652,660	625,524	2	0.0%	2	0.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,422,960	5,422,960	5,060,869	5,082,056	362,091	6.7%	362,091	6.7%

Notes:

Personnel Services: Salaries and Benefits are under as we still have a few vacancies.
Fringe Benefits include 1st -3rd Qtr Unemployment Payments of 5010

Core Expenditures: Materials and Services includes a \$31K bill for architect, and \$14.3K charge for network security
Peco Electric was estimating meter reading. We expect this to go up by 15K. Vehicle Expenses are slightly under budget. Buildings & Grounds includes a \$6k charge
for annual contract on front door, and \$6.4K charge for sealing exterior of building. Over budget, but County has shifted funds from another of CCL's line items to cover

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 100.00% of total budget
Actual expenditures YTD are 93.32% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
PRELIMINARY COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING December 31,2021

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	433,942	433,942	408,822	432,644	25,120	5.8%	25,120	5.8%
Wages	183,357	183,357	162,542	177,126	20,815	11.4%	20,815	11.4%
Fringe Benefits	217,890	217,890	215,340	193,854	2,550	1.2%	2,550	1.2%
TOTAL PERSONNEL SERVICES	835,189	835,189	786,704	803,624	48,485	5.8%	48,485	5.8%
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	56,374	56,374	39,992	36,007	16,382	29.1%	16,382	29.1%
Insurance	5,960	5,960	5,960	5,358	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	60,010	60,010	69,047	39,428	(9,037)	-15.1%	(9,037)	-15.1%
Utilities	46,860	46,860	38,609	34,189	8,251	17.6%	8,251	17.6%
TOTAL CORE EXPENDITURES	169,204	169,204	153,608	114,982	15,596	9.2%	15,596	9.2%
INDIRECT COSTS	165,045	165,047	165,045	224,775	2	0.0%	0	0.0%
CAPITAL OUTLAY	231,471	231,471	221,261	0	10,210	0.0%	10,210	4.4%
TOTAL BUDGET	1,420,909	1,420,911	1,346,617	1,163,381	74,294	5.2%	74,292	5.2%

Notes:

Personnel Services: Salaries & Wages under budget due to staff vacancies

Core Expenditures: Materials and Services continue to be under budget.

Maintenance-Bldg and Grounds is over due to Heater Exchange repairs.

Utilities - PECO Elec bill is a month behind

Capital Outlay: Under budget due to bid forfeiture

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 100.00% of total budget
 Actual expenditures YTD are 94.77% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
PRELIMINARY STATE AID BUDGET REPORT - EXTON
PERIOD ENDING December 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	352,708	352,708	352,708	347,806	0	0.0%	0	0.0%
State Aid - Others	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,502,066	0	0.0%	0	0.0%
Township Appropriations	9,500	9,500	9,500	9,500	0	0.0%	0	0.0%
Charges	57,048	57,048	58,359	66,385	1,311	2.3%	1,311	2.3%
Fines and Overdues	51,500	51,500	66,561	50,187	15,061	29.2%	15,061	29.2%
Interest	1,500	1,500	573	1,651	(927)	-61.8%	(927)	-61.8%
Donations and Fundraisers	500	500	7,952	1,875	7,452	1490.4%	7,452	1490.4%
Transfer from other funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	70,000	70,000	70,000	60,000	0	0.0%	0	0.0%
Miscellaneous Revenue	3,525	3,525	1,980	3,597	(1,545)	-43.8%	(1,545)	-43.8%
TOTAL OTHER REVENUE	193,573	193,573	214,925	193,196	21,352	11.0%	21,352	11.0%
TOTAL REVENUE	1,695,639	1,695,639	1,716,991	1,695,262	21,352	1.3%	21,352	1.3%
EXPENDITURES								
Library Materials	416,566	416,566	366,637	410,117	49,929	12.0%	49,929	12.0%
Services and Charges	65,246	65,246	46,088	56,565	19,158	29.4%	19,158	29.4%
Supplies	27,634	27,634	20,165	19,076	7,469	27.0%	7,469	27.0%
Miscellaneous	18,424	18,424	17,609	20,999	815	4.4%	815	4.4%
Transfers and Reimbursements	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
Capital Outlay	13,763	13,763	15,199	14,563	(1,436)	-10.4%	-1,436	-10.4%
TOTAL EXPENDITURES	1,690,991	1,690,991	1,615,057	1,675,580	75,934	4.5%	75,934	4.5%
REVENUE OVER EXPENDITURES	4,648	4,648	101,934	19,682	97,285		97,285	

NOTES:

	All State Aid Money for 2021 has been received.		
Other Revenue:	YTD Donations exceed budget by \$2.1K. Fundraising of \$5267 has an offsetting expense in the Miscellaneous Expense line of \$4927. Net income is \$340 DVD & Audio Book Rental Budgeted Income has been adjusted to actual due to elimination of charges for remainder of year.		
Total Revenue:	Budgeted revenues YTD are	100.00%	of total revenue
	Actual revenues YTD are	101.26%	of total revenue
Expenditures:	Materials spending is less than budget.		
Total Expenditures:	Budgeted expenditures YTD are	100.00%	of total expenses
	Actual expenditures YTD are	95.51%	of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
PRELIMINARY STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING December 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
Township Appropriations	6,250	6,250	2,250	10,250	(4,000)	0.0%	(4,000)	-64.0%
Charges	15,459	15,459	15,945	16,562	487	3.1%	487	3.1%
Fines and Overdues	15,000	15,000	21,412	14,276	6,412	42.7%	6,412	42.7%
Interest	200	200	42	170	(158)	-79.2%	(158)	-79.2%
Donations	0	0	2,286	1,164	2,286	#DIV/0!	2,286	#DIV/0!
Transfer from Other Funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	20	20	829	714	809	4046.0%	809	4046.0%
TOTAL OTHER REVENUE	56,929	56,929	62,765	63,136	5,836	10.3%	5,836	10.3%
TOTAL REVENUE	146,929	146,929	152,765	153,136	5,836	4.0%	5,836	4.0%
EXPENDITURES								
Library Materials	129,316	129,316	130,847	126,922	(1,531)	-1.2%	(1,531)	-1.2%
Services and Charges	6,339	6,339	4,187	5,821	2,152	34.0%	2,152	34.0%
Supplies	5,500	5,500	2,700	2,973	2,800	50.9%	2,800	50.9%
Miscellaneous Expense	3,200	3,200	2,220	3,250	980	30.6%	980	30.6%
Capital Outlay	2,050	2,050	1,664	2,736	386	18.8%	386	18.8%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	146,405	146,405	141,618	141,702	4,787	3.3%	4,787	3.3%
REVENUE OVER EXPENDITURES	524	524	11,147	11,434	10,623		10,623	

NOTES:

State Revenue: No differences

Other Revenue: DVD & Audio Book Rental Budgeted Income has been adjusted to actual due to elimination of charges for remainder of year

Total Revenue: Budgeted revenues YTD are 100.00% of total revenue
Actual revenues YTD are 103.97% of total revenue

Expenditures: Materials spending is slightly over budget.

Total Expenditures: Budgeted expenditures YTD are 100.00% of total expenses
Actual expenditures YTD are 96.73% of total expenses

PRELIMINARY as of 12/31/2021

CCL Fund Balance Report	Balance
Operating Funds	
001 CCL	101,408.83
043 Hankin	<u>10,366.95</u>
Total Operating Funds	111,775.78
Reserve Funds	
004 Technology Fund	211,835.70
400 Chester Cty Library Capital Reserve	62,172.61
410 Chester Cty Library Program Fund	176,948.46
450 Hankin Library - Capital	220,869.75
451 CCL & Hankin Materials	<u>102,806.96</u>
Total Reserve Funds	774,633.48
Grants - Friends of the Library	
091 I & R Services	6,091.01
092 Multi-media	2,771.68
093 2nd Floor Improvements	7,016.50
094 Library Staff	13,904.20
095 1st Floor Improvements	12,241.48
096 Courtesy Bags	4,885.88
097 Programming	1,283.07
098 Circulation	125.75
099 Youth Services	3,661.30
900 Volunteer Support	5,351.96
902 Jacobs Tech Center	4,213.46
903 Capital Fund	<u>88,242.19</u>
Total CCL Friends	149,788.48
943 Friends of Henrietta Hankin Branch	(76.45)
Total Grants - Friends	149,712.03
Grants and Appropriations	
002 Community Foundation - Grants	16,501.89
100 CCL County Materials Fund	4,124.91
104 CCL Trust - Grants	140,471.59
109 Hankin County Materials Fund	1,521.52
132 Glaxo-Smith Kline Science in the Summer	1,697.18
238 American Dream Initiative	-
Total Grants and Appropriations	<u>164,317.09</u>
Special Funds	
003 Helen Russell Memorial Fund	5,230.42
105 CCL Community Day	4,024.26
106 CCL & Hankin Museum Passes	5,504.35
107 CCL & Hankin Author Events	<u>3,300.83</u>
Total Special Funds	18,059.86
Endowment Funds	
090 Chester County Library Trust	2,315,981.96
500 District Center Aid Funds	151,723.87
510 County Coordination Aid	(43.00)
TOTAL ALL FUNDS	<u><u>3,686,161.07</u></u>

* Hankin Friends reimburses this fund when expenses are incurred, so fund does run negative due to timing

THE CHESTER COUNTY LIBRARY SYSTEM AND
THE CHESTER COUNTY LIBRARY

BYLAWS

ARTICLE I

Name

The name of this organization shall be the Chester County Library System and the Chester County Library (otherwise known as the ‘Library’).

ARTICLE II

Purposes

The purposes of this organization shall be to promote quality library service in Chester County as outlined in the Library Code of Pennsylvania.

ARTICLE III

Trustees

Section 3.1 Board of Trustees

The business and affairs of the organization shall be managed under the direction of a Board of Trustees (otherwise known as the ‘Board’). All powers of the organization shall be exercised by, or under the authority of the Board, except as otherwise authorized by the Commissioners of Chester County (otherwise known as the ‘Commissioners’), these Bylaws or by a Resolution duly adopted by the Board.

Section 3.2 Qualifications of Trustees

Each Trustee serving on the Board shall be a natural person at least 18 years of age.

Section 3.3 Number of Trustees

The Board shall consist of seven (7) Trustees, appointed by the Commissioners for a term of three (3) years.

Section 3.4 Term of Office

Each Trustee shall hold office until the expiration of the term for which he or she was appointed or until his or her successor has been appointed and qualified, or until his or her earlier death or resignation. There is no limitation on the number of terms a Trustee can serve.

Section 3.5 Procedure for Nomination of Candidates for Trustee

Trustees may make recommendations to the Commissioners. Commissioners make appointments at one of their regularly scheduled meetings.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

Section 3.6 Place of Meetings

The Board may hold its meetings at such places as the Board may appoint or as may be designated in the notice of the meeting.

Section 3.7 Election of Officers

The Board shall elect the officers of the Library from the slate proposed by the Governance committee. The slate is presented to the Board in November, and the election takes place in December.

Section 3.8 Regular Meetings

Regular meetings of the Board shall be held at least monthly throughout the year, **unless** "except August" **cancelled by the Executive Committee.** The Board shall transact such business as may **removed** properly be brought before its meetings.

Meetings will comply with the requirements of the Pennsylvania Sunshine Act, 65 Pa. C.S. Sections **701-716**, and as amended. Updated sections of Sunshine Act

The regular meeting in January shall be known as the Annual Meeting and shall be for the purpose of installing officers, receiving reports of officers and committees and for any other business that may arise.

If the date fixed for any regular meeting is a legal holiday under the laws of Pennsylvania, the meeting may be held on the next succeeding business day or at such other time as may be determined by the Board.

Section 3.9 Special Meetings

Special meetings of the Board may be called by the President or the Executive Committee. At least five (5) business days written notice given in accordance with Section 7.1 stating the time and place of any special meeting shall be given to the members of the Board.

Section 3.10 Voting Rights

Each Trustee shall be entitled to one vote in person. Four (4) members shall constitute a quorum of the Board for the transaction of business. Except as otherwise set forth in these Bylaws or required by law, the acts of a majority of the Trustees present and voting at a meeting at which a quorum is present shall be the acts of the Board.

Section 3.11 Meetings Utilizing Electronic Media

Trustees may participate in and hold a meeting of the Board by means of conference telephone or other communication equipment through which Trustees may communicate contemporaneously and by which all persons participating in the meeting and the audience can hear. A person shall be deemed present at a given meeting for all purposes if such person participates through the means set forth above, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully created.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

Section 3.12 Conduct of Each Meeting

Every meeting of the Board shall be presided over by the President, or in the absence of the President a Vice-President, or in the absence of the President and a Vice-President, a President of the meeting designated by a majority of the Trustees present. The Secretary, or in his or her absence, a person appointed by the President of the meeting, shall act as secretary of the meeting.

Section 3.13 Compensation of Trustees

Trustees shall receive no compensation. Trustees may be reimbursed for reasonable expenses paid or incurred on behalf of the Library as provided by resolution of the Board.

ARTICLE IV
Officers

Section 4.1 Officers

The officers of the Library shall include a President, Vice-President, Secretary and Treasurer and such other officers whose positions shall be created from time to time by the Trustees. The officers shall be elected by the Trustees from among their number at the December meeting of Trustees (or any other meeting as necessary) and shall serve for a term of one year or until their successors are elected and qualified. Officers may be elected for no more than two consecutive terms.

Section 4.2 Responsibilities.

- (a) The President shall preside at all meetings of the Trustees; shall see that all orders and Resolutions of the Board are carried into effect; and shall have the authority to execute contracts and other instruments requiring execution by the Library, except in cases where the execution thereof shall be delegated by the Board to some other officer or agent of the Library. The President shall appoint members of all committees which are created by the Board or these Bylaws.
- (b) The Vice President shall be vested with all the powers and required to perform all the duties of the President (including Executive Committee Service) in the absence of the President or in the event of a vacancy in the office of the President.
- (c) The Secretary shall ensure all meetings of the Board are accurately recorded, all votes and the minutes of all proceedings in a book or books to be kept by the Library for that purpose. The Secretary shall give or cause to be given the required notices of meetings to the Trustees as appropriate and shall perform such other duties incident to the office and/or as may be prescribed by the Trustees or the President.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

(d) The Treasurer shall be responsible for funds and securities; shall ensure that full and accurate accounts of receipts and disbursements in a book or books are kept by the Library for that purpose; shall ensure that all funds due the Library are collected and shall ensure all funds are disbursed as required to meet the obligations of the Library; and shall ensure that all funds of the Library are deposited, except such as may be required for current use, in such banks or other places of deposit as the Board may designate. The Treasurer shall render to the President and Trustees as requested by them but not less than once a year, regular accounting of all transactions and at each regularly scheduled meeting shall ensure the financial condition of the Library is reported. In general, the Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board.

Section 4.3 Removal of Officers

Any officer or agent may be removed by the majority vote of the Board whenever in its judgment the best interests of the Library will be served. Such removal shall be without prejudice to the contract rights, if any, of any person so removed.

Section 4.4 Vacancies of Officers

If any officer position becomes vacant, by reason of death, resignation, disqualification or otherwise, the remaining Trustees, although less than a quorum, by a majority vote may choose a successor or successors to serve for the balance of the unexpired term. Such successor or successors may be elected based on the nominee or nominees nominated by the Governance Committee or as otherwise determined by the Trustees.

ARTICLE V
Resignation

Any Trustee or officer may resign from office at any time, such resignation to be made in writing, and to take effect from the time of its receipt by the Commissioners, unless some other time may be fixed in the resignation, and then from that date. The acceptance of the resignation shall not be required to make it effective.

ARTICLE VI
Fiscal Year

The fiscal year of the Library shall begin on January 1 and end on December 31.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

ARTICLE VII
Notices

Section 7.1 Written Notice

Whenever any notice is required to be given to any person by law or these Bylaws, it shall be given either personally or by sending a copy thereof by first class or express mail, postage prepaid, or courier service, charges prepaid, to the address appearing on the books of the Library or, in the case of a Trustee, to the address supplied by the Trustee to the Library for the purpose of notice, or by facsimile, e-mail or other electronic communication to the facsimile number or address for e-mail or other electronic communications supplied to the Library for the purpose of notice. If the notice is sent by first class or express mail or courier service, it shall be deemed to have been given to the person entitled thereto when deposited in the mail or with the courier service for transmission. Notice given by facsimile transmission, e-mail or other electronic communication shall be deemed to have been given to the person entitled thereto when sent. A notice of meeting shall specify the day and hour and geographic location, if any, of the meeting and in the case of a special meeting or where otherwise required, the general nature of the business to be transacted.

Section 7.2 Adjournment

Except as otherwise provided by these Bylaws, when a meeting is adjourned, it shall not be necessary to give any notice of the adjourned meeting, or of the business to be transacted at an adjourned meeting, other than by announcement at the meeting at which such adjournment is taken.

Section 7.3 Waiver of Notice

Whenever any written notice is required to be given, a waiver in writing, signed by the person or persons entitled to the notice, whether before or after the time stated, shall be deemed equivalent to the giving of the notice. Neither the business to be transacted at, nor the purpose of, a meeting need be specified in the waiver of notice of the meeting. Attendance of a person at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

ARTICLE VIII
Duties of the Board

The duties of the Board shall be:

- a. To secure adequate funding for the Library System and Library.
- b. To recruit and recommend to the Commissioners a suitable candidate to be hired as Director of the Chester County Library System.
- c. To evaluate the performance of the Director of the Chester County Library System on a yearly basis.
- d. To determine System/Library policy as recommended by the Director of the Chester County Library System or the Director of the Chester County Library.
- e. To approve the budget and expenditure of Library funds.
- f. To attend Board meetings and to resign if conflicts with other duties prohibit attendance.
- g. To work actively for the improvement of all libraries, including library legislation, local, state-wide and national.
- h. To evaluate the nominees for the Board to be presented to the County Commissioners.
- i. To exercise duties as may be outlined in the Pennsylvania Library Code.

ARTICLE IX
Committees

Section 9.1 Appointment

Committees, standing or special, shall be appointed by the President as deemed necessary to carry on the work of the Board. The President shall be ex-officio (non-voting) a member of all committees except the Nominating Committee.

Section 9.2 Establishment and Powers

The Board may, by Resolution adopted, establish one or more committees to consist of one or more Trustees of the Library. The power and authority of any such committee will be outlined in the Resolution of the Board. However, if not explicitly stated, committees shall have the power and authority to recommend to the Board for the Board's determination. In the extreme event that a committee is give the authority to exercise the full powers of the Board on any issue, all meetings and deliberations of such a committee are subject to the full requirements of the PA Sunshine Act as amended.

No committee, including the Executive Committee, shall have any power or authority as to the following:

- (a) The creation or filling of vacancies in the Board;
- (b) The adoption, amendment or repeal of these Bylaws;
- (c) The amendment or repeal of any resolution of the Board; or
- (d) Action on matters committed by the Bylaws or by resolution of the Board to another committee of the Board.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

Section 9.3 Term

Each committee of the Board shall serve at the pleasure of the Board.

Section 9.4 Committee Organization

Except as otherwise provided by the Board, each committee shall be chaired by a Trustee and shall establish its own operating procedures. No committee shall have trustee members in attendance that constitutes a quorum of the Board.

All members of the Executive Committee, the Governance Committee and the Finance Committee must be current Trustees of the Library.

The Board, in its discretion, can appoint non-Trustee members to other committees, but each committee must include at least one Trustee, who can serve as Chair of the committee.

Each committee shall determine its times and places of meetings.

Section 9.5 Standing Committees

(a) The Executive Committee

1. The President, Secretary and Treasurer of the Board shall constitute the Executive Committee.
2. The Executive Committee shall have general supervision of the affairs of the Board between its business meetings, may fix the hour and place of special meetings, make recommendations to the Board and shall perform such other duties as are specified by these Bylaws.
3. The Executive Committee shall be subject to the orders of the full Board and none of its acts shall conflict with action taken by said group.

(b) Governance Committee

1. Shall be established, composed of two (2) members appointed by the President, with the approval of the Board.
2. The Governance Committee shall meet at the call of the President or as often as necessary to accomplish its purposes. In addition to any other duties and responsibilities assigned to it by the Board, and subject to the provisions of the Bylaws and Commissioner requirements; the Governance Committee is responsible for:
 - a. Names for election of officers of the Library. The recommendations of the Governance Committee to annually elect Officers shall be presented to the Board in accordance with the procedure set forth in these bylaws. Recommendations by the Governance Committee to fill any vacancy of any officer position shall be made at the meeting at which such election shall take place. Notwithstanding the foregoing, the Board shall not be bound to accept such nominations.
 - b. Periodic review of the By-laws and recommendations for changes.
 - c. Board Development including recommendations about Board roles and responsibilities, Board composition, Board knowledge, Board effectiveness and Board leadership.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
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(c) Finance Committee

1. The Finance Committee shall be established, composed of the Treasurer and one (1) member, all of whom shall be Trustees of the Library, and none of whom shall be an employee of or consultant to the Library, or otherwise have a relationship with the Library that would cause such person not to be deemed to be “independent” from the Library. The Finance Committee may solicit input and information from other individuals including employees and outside consultants.
2. The Finance Committee shall: review the financial statements of the Library and engage in a discussion, at least annually, with the independent accounting firm of the Library; have input into the selection of such independent accounting firm, and shall review and evaluate the performance of such independent accounting firm; have responsibility of discussing with management and the independent auditor the independence and integrity of the financial reporting process; have principal responsibility for monitoring the financial status of the Library, for reviewing and approving annual budgets, and monitoring financial performance as compared to budget; evaluate that risks are properly insured; and serve as a working committee of the Board for the overall review of the operational matters and finances of the Library. The Finance Committee shall have such other duties and responsibilities as may be assigned to it by the Board.

Section 9.6 Ad Hoc Committees

The Board may by resolution establish such committees as deemed necessary or advisable for the conduct of the business of the Library. Each such committee shall be subject to the requirements and limitations set forth in Article IX, and shall have such duties and responsibilities as determined by the Board and set forth in the creating resolution.

ARTICLE X

Standard of Care; Justifiable Reliance

Section 10.1 Standard of Care; Justifiable Reliance

A Trustee shall stand in a fiduciary relation to the Library and shall perform his or her duties as a Trustee, including duties as a member of any committee of the Board upon which the Trustee may serve, in good faith, in a manner the Trustee reasonably believes to be in the best interests of the Library and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a Trustee shall be entitled to rely in good faith on information, opinions, reports or statements, including, without limitation, financial statements and other financial data, in each case prepared or presented by any of the following:

- (a) One or more officers or employees of the Library whom the Trustee reasonably believes to be reliable and competent in the matters presented;

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

(b) Counsel, independent public accountants or other persons as to matters which the Trustee reasonably believes to be within the professional or expert competence of such person; or

(c) A committee of the Board upon which the Trustee does not serve, duly designated in accordance with law, as to matters within its designated authority, which committee the Trustee reasonably believes to merit confidence.

A Trustee shall not be considered to be acting in good faith if the Trustee has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted.

Section 10.2 Presumption

Absent breach of fiduciary duty, lack of good faith, or self-dealing, actions taken by the Board, committees of the Board, or by individual Trustees, or any failure to take any action, shall be presumed to be in the best interests of the Library.

Section 10.3 Notation of Dissent

A Trustee who is present at a meeting of the Board, or of a committee of the Board, at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent is entered in the minutes of the meeting or unless the Trustee files a written dissent to the action with the Secretary of the meeting before the adjournment thereof or transmits the dissent in writing to the Secretary immediately after the adjournment of the meeting. The right to dissent shall not apply to a Trustee who voted in favor of the action. Nothing in this Section 10.3 shall bar a Trustee from asserting that minutes of the meeting incorrectly omitted his or her dissent if, promptly upon receipt of a copy of the minutes, the Trustee notifies the Secretary, in writing, of the asserted omission or inaccuracy.

ARTICLE 11.1

Limitation on Liability and Insurance

Section 11.1 Limitation on Liability

A Trustee shall not be personally liable for monetary damages for any action taken, or any failure to take any action, unless (i) the Trustee has breached or failed to perform the duties of his or her office or (ii) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provisions of this Section 11.1 shall not apply to (i) the responsibility or liability of a Trustee pursuant to any criminal statute, or (ii) the liability of a Trustee for the payment of taxes pursuant to local, state or federal law. Any repeal or modification of this Section 11.1 shall be prospective only, and shall not affect, to the detriment of any Trustee, any limitation on the personal liability of a Trustee existing at the time of such repeal or modification.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY BYLAWS

Section 11.2 Insurance

The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee or officer of the Library or is or was serving at the request of the Library as a director, trustee or officer of another domestic or foreign organization for profit or not-for-profit, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Library would have the power to indemnify him or her against that liability. The Library's payment of premiums with respect to such insurance coverage shall be provided primarily for the benefit of the Library. To the extent that such insurance coverage provides a benefit to the insured person, the Library's payment of premiums with respect to such insurance shall be provided in exchange for the services rendered by the insured person and in a manner so as not to constitute an excess benefit transaction.

ARTICLE XII Indemnification

Section 12.1 Third Party Actions

The Library shall indemnify any Trustee or officer of the Library (a "representative") who is or was a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Library), by reason of the fact that such person is or was a representative of the Library, or is or was serving at the request of the Library as a director, trustee or officer of another domestic or foreign organization for profit or non-for-profit, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library and, with respect to any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action or proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner that he or she reasonably believed to be in, or not opposed to, the best interests of the Library and, with respect to any criminal proceeding, had reasonable cause to believe that his or her conduct was unlawful.

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Section 12.2 Derivative and Corporate Actions

The Library shall indemnify any representative who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the Library to procure a judgment in its favor by reason of the fact that he or she is or was a representative of the Library, or is or was serving at the request of the Library as a director, trustee or officer of another domestic or foreign organization, for profit or not-for-profit, partnership, joint venture, he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library. Indemnification shall not be made under this Section 12.2 in respect of any claim, issue or matter as to which the person has been adjudged to be liable to the Library unless and only to the extent that the Court of Common Pleas of the judicial district embracing the County in which the registered office of the Library is located or the Court in which the action was brought determines upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses that the Court of Common Pleas or other Court shall deem proper.

Section 12.3 Procedure for Effecting Indemnification

Unless ordered by a court, any indemnification under Section 12.1 or Section 12.2 shall be made by the Library only as authorized in the specific case upon a determination that indemnification of the representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in those Sections. The determination shall be made:

- (a) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to the action or proceeding; or
- (b) if such a quorum is not obtainable or if obtainable and a majority vote of a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.

Section 12.4 Advancing Expenses

The Library shall pay expenses (including attorneys' fees) incurred in defending any action or proceeding referred to in Section 12.1 or Section 12.2 in advance of the final disposition of the action or proceeding upon receipt of any undertaking by or on behalf of the representative to repay the amount if it is ultimately determined that he or she is not entitled to be indemnified by the Library as authorized in this Article XII or otherwise.

Section 12.5 Supplementary Coverage

The indemnification and advancement of expenses provided by or granted pursuant to this Article XVI shall not be deemed exclusive of any other rights to which a person seeking indemnification or advancement of expenses may be entitled under the Act, or any bylaw, agreement, vote of disinterested Trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding that office. The Library's conflict of interest policy adopted pursuant to Article XIII shall be applicable to any bylaw, contract or transaction authorized by the Trustees under this Section 12.5. However, no indemnification may be made by the Library under this Article XII or otherwise to or on behalf of any person to the extent that:

- (a) the act or failure to act giving rise to the claim for indemnification

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is determined by a court to have constituted self-dealing, willful misconduct or recklessness; or

(b) the Board determines that under the circumstances indemnification would constitute an excess benefit transaction under section 4958 of the Code.

Section 12.6 Duration and Extent of Coverage

The indemnification and advancement of expenses provided by or granted pursuant to this Article XII shall, unless otherwise provided when authorized or ratified, continue as to a person who has ceased to be a representative of the Library and shall inure to the benefit of the heirs and personal representatives of that person.

Section 12.7 Reliance and Modification

Each person who shall act as a representative of the Library shall be deemed to be doing so in reliance upon the rights provided by this Article XII. The duties of the Library to indemnify and to advance expenses to a representative provided in this Article XII shall be in the nature of a contract between the Library and the representative. No amendment or repeal of any provision of this Article XII shall alter, to the detriment of the representative, his or her right to the advance of expenses or indemnification related to a claim based on an act or failure to act which took place prior to such amendment or repeal.

ARTICLE XIII
Policies

The Library shall adopt a Conflict of Interest policy, a Whistleblower policy, and a Records Retention policy and other policies as determined as, from time to time, shall be specified by the Board.

ARTICLE XIV
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt. However, the failure to observe such rules shall not invalidate an otherwise valid action of the Board.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
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ARTICLE XV
Amendment of Bylaws

These Bylaws may be amended by the Board of Trustees at any duly convened meeting of the Board or, to the extent not prohibited by law, by vote of two-thirds of all Trustees then in office at a duly convened meeting of Trustees, provided the amendment has been submitted in writing at the previous regular meeting. In the case of this seven (7) member Board, two-thirds shall be five (5).

Amended November 17, 1998

Amended June 19, 2001

Amended May 14, 2002

Reviewed March 18, 2003

Amended December 16, 2003

Reviewed March 16, 2004

Reviewed February 8, 2011

Amended March 15, 2011

Amended December 16, 2014

Chester County Library & District Center Board of Trustees Job Description

As the governing body, the CCL Board of Trustees:

Attends all board meetings and participates actively

- By reading board minutes and other materials sent out before the board meeting
- By serving on committees as assigned by Board President
- By establishing and following clear bylaws which outline operating procedures and duties of the Board
- By attending presentations/trainings designated for Directors and Trustees
- By reading and understanding the Pennsylvania Library Code

Advocates for the library within the community

- By ensuring adequate funding
- By establishing and supporting planned programs of public relations
- By meeting with local officials to communicate CCL issues
- By representing patrons' concerns and their perspectives

Develops a strategic plan

- That guides and articulates the goals and objectives to be achieved
- That determines sound decision making and priorities
- That measures the quality and effectiveness of services and programs
- That reflects contemporary library practices and future trends

Nurtures fiscal responsibility

- Through being thoroughly familiar with CCL's budget and the budget process
- Through scheduled monitoring of that budget and financial progress reports
- Through pursued opportunities as in grants, campaign development, other funds
- Through communication of fiscal needs with supporting agencies
- Through careful investments
- Through making an annual financial gift to CCL or the CCL Trust

Crafts policies that comply with all laws and form a framework of acceptable expected practices, behaviors, and procedures

- That support the mission, goals, and objectives of the Chester County Library & District Center
- That describe facilities use and access
- That are adopted, enforced, and reviewed/updated on an annual basis

Ensures qualified leadership by

- Working with the county to hire a Director to manage the staff and daily operations of CCL
- Working with the county to help evaluate the CCL Director annually



**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
AND HANKIN BRANCH LIBRARY
STATE AID BUDGET 2021 NARRATIVE**

Attached Documents:

1. 2022 Proposed State Aid Budget CCL - by Cost Center with line item detail
2. 2022 Proposed State Aid Budget - Hankin with line item detail
3. Collection budget detail

Budget Highlights

1. Changes to Revenue for 2022
 - a. Decrease of \$8,239 due to changes to the funding formula.
 - b. Township appropriations
 - West Whiteland has appropriated and extra \$9500 in ARP funding
 - Upper Uwchlan is shown as \$5000, even though 2021 did not come in before the end of the year and sometimes they send 2 payments.
 - Warwick last year and for 2022 is shown as \$1,000.
 - South Coventry and West Vincent are stable..
 - c. Revenue from the rental of materials has changed with the System changes in 2021.
 - d. Fines and Overdues are trending up.
 - e. Fines and Overdues – Collection Agency is revenue neutral and results in the return of past due materials, but should be monitored closely
 - f. Funds Received from Other Sources for Materials:
 - County: \$70,000 CCL, \$20,000 Hankin
 - Chester County Community Foundation: \$11,402 e-Materials
 - Chester County Library Trust: \$69,000 eMaterials, \$20,000 Large Type (including carryover is \$29,200), Previous World Language grant \$6,896
 - g. Changes to fees to be proposed (see below)
2. Changes to Expenses in 2022:
 - a. Audit fees and other contracted items will increase slightly per contract.
 - b. Adjusted some cost centers for better understanding of postage and programming services.
 - c. Staff Recognition additional funds added.
 - d. Staff Training additional funds added. We have been doing a lot of virtual trainings, but with staff turnover we will need to do specific training in some areas.
 - e. Collections at least 25% of all collections expenditures to eMaterials as requested by system. Note – we will exceed 12% required by State



3. Changes to Fees Detailed:

- a. Faxes currently \$1/ up to 10 pages, going to \$2 /up to 10 pages (this is still REALLY low). Most member libraries (if they offer the service) are \$1/page, and some are \$2 first page and \$1/page after that.
- b. Digital Media Lab/Makerspace Fees:

Epson Inkjet Printer

- 4 x 6 & 5 x 7 - \$1.00/page
- 8 x 10 & 8.5 x 11 - \$1.50/page
- 11 x 17 - \$2.00/page
- 13 x 19 - \$2.50/page

Changes to

- 4x6 = \$1.00 per page (no change)
- 5x7 = \$1.50 per page (from \$1.00)
- 8x10 = \$2.50 per page (from \$1.50)
- 8.5x11 = \$2.50 per page (from \$1.50)
- 11x17 = \$4.50 per page (from \$2.00)
- 13x19 = \$5.50 per page (from \$2.50)

Organization Name: Chester County Library
Report Name: Budget Worksheet Summary
Report Date/Period: 1/13/2022

Fund	Cost Center	Workflow	Description	YTD Actual 2021	Budget 2021	Fiscal Year 2022		
Category: Revenue								
310000	001	000	Overhead Budget	STATE AID	352,708.09	352,708.00	347,469.60	
311000	001	000	Overhead Budget	STATE AID-OTHERS	1,149,358.02	1,149,358.00	1,154,597.00	Hankin \$87k included in others
320041	001	000	Overhead Budget	LOCAL GOVERNMENTAL UNIT-WEST WHITELAND	9,500.00	9,500.00	19,000.00	Additional 9500 from ARP
331000	001	000	Overhead Budget	CHARGES-RENTAL BOOKS	1,986.70	3,000.00	2,000.00	
331100	001	000	Overhead Budget	CHARGES-BOOKS ON TAPE	4,172.52	4,142.75	0.00	
331200	001	000	Overhead Budget	CHARGES-DVD RENTAL	15,717.36	15,570.29	0.00	
331300	001	000	Overhead Budget	CHARGES-DVD RENTAL-NEW HITS	1,910.21	1,885.21	0.00	
331400	001	000	Overhead Budget	CHARGES-VIDEO GAMES	3,231.40	2,250.00	3,000.00	
332100	001	000	Overhead Budget	CHARGES-JTC DMLM (DIGITAL MEDIA LAB & MAKERSPACE)	407.28	300.00	400.00	
333000	001	000	Overhead Budget	CHARGES-COPIER-B/W	1,804.36	1,900.00	1,750.00	
333050	001	000	Overhead Budget	CHARGES-COPIER-COLOR	207.31	400.00	300.00	
333100	001	000	Overhead Budget	CHARGES-EAR BUDS	27.04	100.00	25.00	
333200	001	000	Overhead Budget	CHARGES-FLASH DRIVES	7.08	150.00	25.00	
333300	001	000	Overhead Budget	CHARGES-PRINTING-B/W	8,413.15	6,400.00	8,500.00	
333350	001	000	Overhead Budget	CHARGES-PRINTING-COLOR	1,044.35	1,100.00	1,100.00	
333400	001	000	Overhead Budget	CHARGES-FAX	481.95	500.00	1,000.00	adjust charges
335110	001	000	Overhead Budget	CHARGES-LOST BOOKS-ADULT	4,818.70	3,500.00	4,000.00	
335120	001	000	Overhead Budget	CHARGES-LOST BOOKS-CHILDRENS	3,680.89	3,500.00	3,500.00	
335200	001	000	Overhead Budget	CHARGES-LOST AUDIO VISUAL MATERIALS	882.48	900.00	900.00	
335350	001	000	Overhead Budget	CHARGES-OUT OF STATE LIBRARY CARDS	94.35	50.00	50.00	
336400	001	000	Overhead Budget	CHARGES-DISBURSEMENT CHECKS	2,130.00	1,900.00	2,500.00	Increase cost to .60/check
336600	001	000	Overhead Budget	CHARGES-ROOM RENTAL	3,106.41	2,500.00	4,500.00	we had 6 months usage and expect to have additional rooms in 2022
336630	001	000	Overhead Budget	CHARGES - HOT SPOTS	3,999.45	6,000.00	4,000.00	
336700	001	000	Overhead Budget	CHARGES - CAFE	163.47	1,000.00	1,000.00	restart this service
339000	001	000	Overhead Budget	CHARGES - OTHER	72.57	0.00	0.00	
340000	001	000	Overhead Budget	FINES & OVERDUES	57,077.18	41,000.00	51,000.00	
343000	001	000	Overhead Budget	FINES AND OVERDUES - COLLECTION AGENCY	9,315.18	10,500.00	9,000.00	
350000	001	000	Overhead Budget	INTEREST	564.37	1,500.00	500.00	
360000	001	000	Overhead Budget	DONATIONS	2,169.96	500.00	2,000.00	
362010	001	000	Overhead Budget	DONATIONS-OUTREACH	40.00	0.00	0.00	
363000	001	000	Overhead Budget	DONATIONS-MEMORIAL	475.00	0.00	100.00	
379100	001	000	Overhead Budget	RILEY-SAGER EVENT	5,267.00	0.00	5,500.00	Net income for CCL was ~\$340 rest is expenses
380000	001	000	Overhead Budget	MISCELLANEOUS INCOME	290.64	0.00	100.00	
381000	001	000	Overhead Budget	SALES TAX DISCOUNT	23.42	0.00	15.00	
387500	001	000	Overhead Budget	REIMBURSEMENTS	1,666.14	3,525.00	0.00	
					\$1,646,814.03	\$1,625,639.25	\$1,627,831.60	

000 - Overhead								
431100	001	000	Overhead Budget	AUDIT FEES	10,250.00	10,500.00	11,000.00	contract rate
432000	001	000	Overhead Budget	POSTAGE	5,050.52	4,000.00	4,100.00	cost increase in July, includes annual po cost
432300	001	000	Overhead Budget	TELEPHONE SERVICE	31.97	500.00	50.00	Alarms POTS
433000	001	000	Overhead Budget	TRAVEL & MILEAGE	3,242.40	6,500.00	6,000.00	Building Superintendent - is most of mileage
437000	001	000	Overhead Budget	EQUIPMENT MAINTENANCE AGREEMENT	3,533.75	3,700.00	3,783.75	Microix annual
437500	001	000	Overhead Budget	EQUIPMENT REPAIR	0.00	500.00	500.00	
438230	001	000	Overhead Budget	EQUIPMENT LEASE-POSTAGE METER	1,975.32	2,000.00	2,100.00	
438310	001	000	Overhead Budget	EQUIPMENT LEASE-COPIER- PUBLIC	6,858.24	7,200.00	7,000.00	Need to go out to bid, currently month-to-month
439200	001	000	Overhead Budget	DUES & MEMBERSHIP	4,022.00	5,500.00	5,500.00	PaLA Inst 3.5K, Exton COC 200, PaLA 1nd 1.8K, Exton Regional Chamber of Commerce, PaLa Membership Fees for Department Heads
441000	001	000	Overhead Budget	SUPPLIES-OFFICE	6,183.79	7,500.00	5,000.00	Moved to other supply lines
443000	001	000	Overhead Budget	SUPPLIES-COMPUTER	4,292.97	4,100.00	6,000.00	Mostly printing cartridges and toner
443000	001	000	Circulation Budget	SUPPLIES-COMPUTER	4,292.97	0.00	0.00	Merge into other computer supplies
445000	001	000	Overhead Budget	SUPPLIES-MACHINE	322.97	300.00	350.00	Postage machine supplies
446000	001	000	Overhead Budget	SUPPLIES-MAINTENANCE	653.81	800.00	800.00	Miscellaneous building supplies
448000	001	000	Overhead Budget	SUPPLIES-MERCHANDISING	0.00	100.00	100.00	
449000	001	000	Overhead Budget	SUPPLIES - CAFE	0.00	1,500.00	1,500.00	Restocking the service
450000	001	000	Overhead Budget	MISCELLANEOUS EXPENSE	225.53	274.00	100.00	
450100	001	000	Overhead Budget	WATER COOLER/COFFEE MACHINE RENTAL	807.89	900.00	900.00	
450300	001	000	Overhead Budget	STAFF RECOGNITION	125.34	500.00	5,500.00	A staff acknowledgement for the last 2 years difficulties
454000	001	000	Overhead Budget	OVERAGE/SHORTAGE	-73.12	0.00	0.00	
455000	001	000	Overhead Budget	TRUSTEE ACCOUNT	210.00	150.00	240.00	
456020	001	000	Overhead Budget	Bank Charges	0.00	0.00	50.00	
456020	001	000	Overhead Budget	COLLECTION AGENCY FEES	7,580.65	10,000.00	8,000.00	
456025	001	000	Overhead Budget	CREDIT CARD FEES	3,501.53	6,600.00	3,750.00	
456030	001	000	Overhead Budget	BACKGROUND CHECK FEES	276.95	0.00	0.00	Supposed to be reimbursed by County
459100	001	000	Overhead Budget	RILEY-SAGER EVENT	4,927.20	0.00	5,000.00	
471000	001	000	Overhead Budget	TRANSFER-STATE AID OTHERS	1,149,358.02	1,149,358.00	1,154,596.54	
					1,217,650.70	1,222,482.00	1,231,920.29	

105 Admin								
433000	001	105	Administration Budget	TRAVEL & MILEAGE	0.00	300.00	500.00	CCL Director
439100	001	105	Administration Budget	TRAINING & WORKSHOPS	0.00	400.00	5,000.00	CCL Director, Business office and Computer specific trainings
					0.00	700.00	5,500.00	

110 Adult Collection								
420100	001	110	Adult Collection Budget	BOOKS-NONFICTION	30,282.23	39,000.00	39,089.14	
420200	001	110	Adult Collection Budget	BOOKS-FICTION	29,232.22	38,000.00	38,000.00	
422000	001	110	Adult Collection Budget	PERIODICALS	669.98	0.00	680.00	
					60,184.43	77,000.00	77,769.14	

115 Multi-media								
421200	001	115	Audio Visual Budget	BOOKS-CHILDREN	-18.74	0.00	0.00	
421300	001	115	Audio Visual Budget	BOOKS-REFERENCE	73.90	75.00	50.00	
422000	001	115	Audio Visual Budget	PERIODICALS	116.54	166.54	120.00	
423100	001	115	Audio Visual Budget	AUDIO/MUSIC-ADULT	6,938.97	7,000.00	6,000.00	
423200	001	115	Audio Visual Budget	VHS/DVD-ADULT	23,546.85	26,000.00	0.00	
423400	001	115	Audio Visual Budget	AUDIO BOOKS-ADULT	13,025.76	14,000.00	10,500.00	
423403	001	115	Audio Visual Budget	AUDIO BOOKS - YOUNG ADULT	510.87	500.00	1,000.00	
423405	001	115	Audio Visual Budget	DOWNLOADABLE AUDIO BOOKS-ADULT	19,822.33	17,375.00	22,281.50	
423406	001	115	Audio Visual Budget	DOWNLOADABLE E-BOOKS - ADULT	58,238.35	58,250.00	60,000.00	
423500	001	115	Audio Visual Budget	VIDEO GAMES	1,733.63	3,500.00	3,000.00	
429000	001	115	Audio Visual Budget	LIBRARY SUPPLIES - PROCESSING	189.79	200.00	200.00	
433000	001	115	Audio Visual Budget	TRAVEL & MILEAGE	-32.10	100.00	100.00	
434310	001	115	Audio Visual Budget	PROGRAMMING-ADULT	994.63	1,000.00	0.00	XYZ - move to 120 programming
439100	001	115	Audio Visual Budget	TRAINING & WORKSHOPS	39.00	230.00	250.00	
					125,179.78	128,396.54	103,501.50	

120 Programming								
432000	001	120	Programming Budget	POSTAGE	0.00	0.00	300.00	
434310	001	120	Programming Budget	PROGRAMMING-XYZ	0.00	0.00	1,000.00	Additional Friends funds as well, amount is being researched
434310	001	120	Programming Budget	PROGRAMMING-ADULT	837.50	1,000.00	2,000.00	
					837.50	1,000.00	3,300.00	

125 Circulation								
428555	001	125	Circulation Budget	MOBILE HOT SPOTS	3,950.68	4,000.00	4,000.00	
429000	001	125	Circulation Budget	LIBRARY SUPPLIES - PROCESSING	1,239.70	1,300.00	1,300.00	
432000	001	125	Circulation Budget	POSTAGE	0.00	0.00	2,100.00	Cards and notices
433000	001	125	Circulation Budget	TRAVEL & MILEAGE	0.00	100.00	100.00	
437000	001	125	Circulation Budget	EQUIPMENT MAINTENANCE AGREEMENT	390.00	370.00	2,900.00	Hold it locker (2500) + Cash registers
439100	001	125	Circulation Budget	TRAINING & WORKSHOPS	0.00	200.00	200.00	
440000	001	125	Circulation Budget	SUPPLIES	2,144.16	5,000.00	3,000.00	Library cards, bags for curbside, etc
					7,724.54	10,970.00	13,600.00	

126 Community Engagement								
Kelly is new, we will be revisiting (just rolling for now)								
433000	001	126	Community Engagement	TRAVEL & MILEAGE	0.00	100.00	100.00	
433701	001	126	Community Engagement	ADVERTISING-OUTREACH	0.00	150.00	150.00	
434395	001	126	Community Engagement	PROGRAMMING-OUTREACH	0.00	600.00	600.00	
447000	001	126	Community Engagement	SUPPLIES-PUBLIC RELATIONS	0.00	200.00	200.00	
					0.00	1,050.00	1,050.00	

130 Computer Services

431000	001	130	Computer Services Budget	PROFESSIONAL SERVICES	494.57	800.00	900.00	PCI scan, miscellaneous upgrades
437510	001	130	Computer Services Budget	COMPUTER MAINTENANCE & REPAIR	0.00	500.00	500.00	
443000	001	130	Computer Services Budget	SUPPLIES-COMPUTER	1,659.39	2,500.00	1,850.00	
495000	001	130	Computer Services Budget	CAPITAL OUTLAY-COMPUTER EQUIPMENT	1,270.97	1,000.00	1,400.00	
495200	001	130	Computer Services Budget	CAPITAL OUTLAY-COMPUTER SOFTWARE	2,369.70	1,200.00	1,300.00	
					5,794.63	6,000.00	5,950.00	

145 JTC

433000	001	145	Public Computer Budget	TRAVEL & MILEAGE	0.00	45.00	50.00	
434440	001	145	Public Computer Budget	PROGRAMMING-MISCELLANEOUS EVENTS	186.78	450.00	350.00	Programming materials and prizes
439100	001	145	Public Computer Budget	TRAINING & WORKSHOPS	45.00	200.00	200.00	
441000	001	145	Public Computer Budget	SUPPLIES-OFFICE	0.00	0.00	0.00	
443000	001	145	Public Computer Budget	SUPPLIES-COMPUTER	4,343.48	4,284.00	5,000.00	Filament and other supplies
495000	001	145	Public Computer Budget	CAPITAL OUTLAY-COMPUTER EQUIPMENT	3,827.80	3,824.00	3,300.00	Adobe Creative Cloud and 3 perpetual license Adobe pro
					8,403.06	8,803.00	8,900.00	

155 Public Relations

432000	001	155	Public Relations Budget	POSTAGE	0.00	0.00	0.00	Move to Admin
433000	001	155	Public Relations Budget	TRAVEL & MILEAGE	0.00	300.00	500.00	
433700	001	155	Public Relations Budget	ADVERTISING	2,019.50	2,659.00	3,000.00	Increasing specific CCL/HH Advertising
437200	001	155	Public Relations Budget	WEBSITE MAINTENANCE	866.51	1,069.00	1,100.00	CCL Website redesign will go to Tech Fund proposal
439100	001	155	Public Relations Budget	TRAINING & WORKSHOPS	0.00	0.00	1,000.00	New staffer potential training
447000	001	155	Public Relations Budget	SUPPLIES-PUBLIC RELATIONS	419.50	1,000.00	1,000.00	
					3,305.51	5,028.00	6,600.00	

160 Reference

421300	001	160	Reference Budget	BOOKS-REFERENCE	1,443.58	3,300.00	3,375.00	
421400	001	160	Reference Budget	BOOKS-STANDING ORDERS	12,565.09	15,000.00	15,000.00	Ref Works
422300	001	160	Reference Budget	PERIODICALS-PRINTING	14,690.50	16,750.00	16,750.00	Ebsco print Periodicals
426200	001	160	Reference Budget	EIS-ON LINE SERVICES	17,449.89	22,035.00	22,035.00	Flipster, online DB
427000	001	160	Reference Budget	MICROFILM	922.00	1,000.00	1,000.00	
429000	001	160	Reference Budget	LIBRARY SUPPLIES - PROCESSING	284.01	750.00	750.00	
433000	001	160	Reference Budget	TRAVEL & MILEAGE	46.56	500.00	400.00	
434300	001	160	Reference Budget	PROGRAMMING	227.99	500.00	500.00	Adult Sum Read, NanoWriMo
437000	001	160	Reference Budget	EQUIPMENT MAINTENANCE AGREEMENT	0.00	2,183.00	2,200.00	Jamex and 3 scan pro
439100	001	160	Reference Budget	TRAINING & WORKSHOPS	25.00	160.00	200.00	
					47,654.62	62,178.00	62,210.00	

165 Tech Services

429000	001	165	Technical Services Budget	LIBRARY SUPPLIES - PROCESSING	6,858.08	6,905.00	10,065.00	B&T link is moved to here
433000	001	165	Technical Services Budget	TRAVEL & MILEAGE	0.00	50.00	50.00	
439100	001	165	Technical Services Budget	TRAINING & WORKSHOPS	10.00	500.00	500.00	New Cataloger training
495200	001	165	Technical Services Budget	CAPITAL OUTLAY-COMPUTER SOFTWARE	4,331.00	4,331.00	4,548.00	LibraryAware for CC/HH
495300	001	165	Technical Services Budget	CAPITAL OUTLAY-BAKER & TAYLOR LINK	3,160.00	3,160.00	0.00	Moved to Lib Sup - Processing
					14,359.08	14,946.00	15,163.00	

171 Volunteer Coordination							
432000	001	171	Volunteer Budget	POSTAGE	114.36	300.00	200.00
433000	001	171	Volunteer Budget	TRAVEL & MILEAGE	31.92	70.00	50.00
434330	001	171	Volunteer Budget	PROGRAMMING-VOLUNTEER	0.00	300.00	300.00
434335	001	171	Volunteer Budget	PROGRAMMING-PRESIDENTIAL SERVICE AWARDS	0.00	300.00	350.00
434337	001	171	Volunteer Budget	PROGRAMMING-HOLIDAY BUFFET	383.04	500.00	2,700.00
440000	001	171	Volunteer Budget	SUPPLIES	145.32	350.00	200.00
495000	001	171	Volunteer Budget	CAPITAL OUTLAY-COMPUTER EQUIPMENT	240.00	248.00	250.00
					914.64	2,068.00	4,050.00

Air Table for Vol DB

180 Youth Services							
421200	001	180	Youth Services Budget	BOOKS-CHILDREN	42,717.29	57,100.00	64,000.00
421250	001	180	Youth Services Budget	BOOKS-YOUNG ADULT	6,532.96	8,586.00	9,700.00
421400	001	180	Youth Services Budget	BOOKS-STANDING ORDERS	195.54	0.00	0.00
422100	001	180	Youth Services Budget	PERIODICALS-CHILDREN	648.90	650.00	0.00
423210	001	180	Youth Services Budget	VHS/DVD-CHILDREN	0.00	250.00	500.00
423403	001	180	Youth Services Budget	AUDIO BOOKS - YOUNG ADULT	0.00	0.00	1,000.00
423410	001	180	Youth Services Budget	AUDIO BOOKS-CHILDREN	3,282.71	4,500.00	4,967.67
429000	001	180	Youth Services Budget	LIBRARY SUPPLIES - PROCESSING	0.00	0.00	350.00
432000	001	180	Youth Services Budget	POSTAGE	0.00	100.00	0.00
433000	001	180	Youth Services Budget	TRAVEL & MILEAGE	0.00	300.00	300.00
434320	001	180	Youth Services Budget	PROGRAMMING-CHILDREN	3,014.70	7,000.00	5,000.00
434360	001	180	Youth Services Budget	PROGRAMMING-YOUNG ADULT	583.33	1,500.00	1,000.00
434370	001	180	Youth Services Budget	AUDIOBOOKS-YA	156.58	0.00	1,000.00
434370	001	180	Youth Services Budget	PROGRAMMING-DISTRICT	156.58	0.00	0.00
439100	001	180	Youth Services Budget	TRAINING & WORKSHOPS	40.00	500.00	500.00
					57328.59	80486.00	88317.67

Total Expenses					\$1,549,337.08	\$1,621,107.54	\$1,627,831.60
Net of Revenue & Expenditures					97,476.95	4,531.71	0.00

Organization Name: Chester County Library System
Report Name: Budget Worksheet Summary
Report Date/Period: 1/13/2022

				YTD Actual 2021	Budget 2021	Fiscal Year 2022
043 Revenue						
310000	043	Hankin Budget	STATE AID	90,000.00	90,000.00	87,000.00
320025	043	Hankin Budget	LOCAL GOVERNMENTAL UNIT-WEST VINCENT	1,000.00	1,000.00	1,000.00
320032	043	Hankin Budget	LOCAL GOVERNMENTAL UNIT-UPPER UWCHLAN	0.00	5,000.00	5,000.00
320075	043	Hankin Budget	LOCAL GOVERNMENTAL UNIT-SOUTH COVENTRY TOWNSHIP	250.00	250.00	250.00
320155	043	Hankin Budget	LOCAL GOVERNMENTAL UNIT-WARWICK TOWNSHIP	1,000.00	0.00	1,000.00
331000	043	Hankin Budget	CHARGES-RENTAL BOOKS	700.59	1,000.00	600.00
331100	043	Hankin Budget	CHARGES-BOOKS ON TAPE	1,750.26	1,674.76	0.00
331200	043	Hankin Budget	CHARGES-DVD RENTAL	3,804.44	3,635.02	0.00
331300	043	Hankin Budget	CHARGES-DVD RENTAL-NEW HITS	540.42	513.92	0.00
331400	043	Hankin Budget	CHARGES-VIDEO GAMES	885.00	600.00	600.00
333000	043	Hankin Budget	CHARGES-COPIER-B/W	456.96	600.00	500.00
333050	043	Hankin Budget	CHARGES-COPIER-COLOR	105.40	50.00	100.00
333100	043	Hankin Budget	CHARGES-EAR BUDS	24.06	15.00	15.00
333300	043	Hankin Budget	CHARGES-PRINTING-B/W	1,190.97	1,300.00	1,100.00
333350	043	Hankin Budget	CHARGES-PRINTING-COLOR	426.23	250.00	350.00
333400	043	Hankin Budget	CHARGES-FAX	82.88	70.00	70.00
335100	043	Hankin Budget	CHARGES-LOST BOOKS	531.00	900.00	450.00
335110	043	Hankin Budget	CHARGES-LOST BOOKS-ADULT	580.11	1,000.00	550.00
335120	043	Hankin Budget	CHARGES-LOST BOOKS-CHILDRENS	981.25	1,000.00	850.00
335200	043	Hankin Budget	CHARGES-LOST AUDIO VISUAL MATERIALS	105.00	100.00	100.00
335350	043	Hankin Budget	CHARGES-OUT OF STATE LIBRARY CARDS	17.74	0.00	0.00
336600	043	Hankin Budget	CHARGES-ROOM RENTAL	2,282.64	1,500.00	3,500.00
336630	043	Hankin Budget	CHARGES - HOT SPOTS	1,346.04	750.00	1,000.00
336700	043	Hankin Budget	CHARGES - CAFE	107.77	500.00	40.00
339000	043	Hankin Budget	CHARGES - OTHER	1.68	0.00	0.00
340000	043	Hankin Budget	FINES & OVERDUES	19,689.57	13,500.00	17,000.00
343000	043	Hankin Budget	FINES AND OVERDUES - COLLECTION AGENCY	1,722.66	1,500.00	1,700.00
350000	043	Hankin Budget	INTEREST	35.95	200.00	35.00
360000	043	Hankin Budget	DONATIONS	2,286.40	0.00	0.00
381000	043	Hankin Budget	SALES TAX DISCOUNT	7.15	20.00	5.00
387500	043	Hankin Budget	REIMBURSEMENTS	822.05	0.00	0.00
Total Revenue				\$132,734.22	\$126,928.70	\$122,815.00

043 Expenditures

420100	043	Hankin Budget	BOOKS-NONFICTION	15,471.35	15,650.00	14,825.00
420200	043	Hankin Budget	BOOKS-FICTION	22,344.45	22,750.00	20,000.00
421200	043	Hankin Budget	BOOKS-CHILDREN	21,721.24	21,500.00	20,500.00
421230	043	Hankin Budget	BOOKS-PARENTING	81.30	200.00	200.00
421250	043	Hankin Budget	BOOKS-YOUNG ADULT	3,878.74	4,000.00	4,000.00
421275	043	Hankin Budget	BOOKS-GRAPHIC NOVELS	453.11	500.00	500.00
422000	043	Hankin Budget	PERIODICALS	3,973.82	4,000.00	5,000.00
423100	043	Hankin Budget	AUDIO/MUSIC-ADULT	1,943.10	2,000.00	2,000.00
423110	043	Hankin Budget	AUDIO/MUSIC-CHILDREN	0.00	100.00	100.00
423200	043	Hankin Budget	VHS/DVD-ADULT	3,705.70	3,500.00	3,090.00
423210	043	Hankin Budget	VHS/DVD-CHILDREN	0.00	200.00	200.00
423400	043	Hankin Budget	AUDIO BOOKS-ADULT	3,582.17	3,650.00	3,000.00
423405	043	Hankin Budget	DOWNLOADABLE AUDIO BOOKS-ADULT	6,986.70	6,000.00	5,000.00
423406	043	Hankin Budget	DOWNLOADABLE E-BOOKS - ADULT	23,423.64	20,480.00	20,754.00
423407	043	Hankin Budget	DOWNLOADABLE E-BOOKS - Y/A & CHILDRENS	0.00	0.00	2,500.00
423410	043	Hankin Budget	AUDIO BOOKS-CHILDREN	0.00	300.00	100.00
423415	043	Hankin Budget	DOWNLOADABLE AUDIO BOOKS-CHILDREN	0.00	0.00	1,500.00
423500	043	Hankin Budget	VIDEO GAMES	198.84	600.00	0.00
428555	043	Hankin Budget	MOBILE HOT SPOTS	1,411.20	1,411.00	1,411.00
429000	043	Hankin Budget	LIBRARY SUPPLIES - PROCESSING	1,987.45	1,975.00	1,850.00
429100	043	Hankin Budget	LIBRARY SUPPLIES-CIRCULATION SYSTEM	459.00	500.00	500.00
431100	043	Hankin Budget	AUDIT FEES	500.00	500.00	500.00
431130	043	Hankin Budget	ADMINISTRATIVE SERVICES	168.25	175.00	175.00
432000	043	Hankin Budget	POSTAGE	246.05	200.00	350.00
432300	043	Hankin Budget	TELEPHONE SERVICE	0.00	500.00	0.00
433000	043	Hankin Budget	TRAVEL & MILEAGE	0.00	154.00	300.00
434310	043	Hankin Budget	PROGRAMMING-ADULT	458.79	500.00	500.00
434320	043	Hankin Budget	PROGRAMMING-CHILDREN	398.60	600.00	500.00
434325	043	Hankin Budget	PROGRAMMING-SUMMER READING CLUB	198.26	300.00	300.00
434360	043	Hankin Budget	PROGRAMMING-YOUNG ADULT	0.00	250.00	250.00
437500	043	Hankin Budget	EQUIPMENT REPAIR	0.00	200.00	200.00
438310	043	Hankin Budget	EQUIPMENT LEASE-COPIER- PUBLIC	2,060.88	2,300.00	2,300.00
439100	043	Hankin Budget	TRAINING & WORKSHOPS	0.00	500.00	750.00
439200	043	Hankin Budget	DUES & MEMBERSHIP	156.00	160.00	160.00
441000	043	Hankin Budget	SUPPLIES-OFFICE	1,474.29	2,000.00	2,000.00
443000	043	Hankin Budget	SUPPLIES-COMPUTER	1,212.12	2,500.00	2,000.00
446000	043	Hankin Budget	SUPPLIES-MAINTENANCE	13.40	550.00	550.00
449000	043	Hankin Budget	SUPPLIES - CAFE	0.00	450.00	150.00
450000	043	Hankin Budget	MISCELLANEOUS EXPENSE	68.81	100.00	100.00
450100	043	Hankin Budget	WATER COOLER/COFFEE MACHINE RENTAL	414.08	400.00	400.00
450300	043	Hankin Budget	STAFF RECOGNITION	161.00	200.00	750.00
454000	043	Hankin Budget	OVERAGE/SHORTAGE	-29.20	0.00	0.00
456025	043	Hankin Budget	CREDIT CARD FEES	1,509.73	2,500.00	1,500.00
456030	043	Hankin Budget	BACKGROUND CHECK FEES	95.40	0.00	0.00
495000	043	Hankin Budget	CAPITAL OUTLAY-COMPUTER EQUIPMENT	465.00	500.00	500.00
495200	043	Hankin Budget	CAPITAL OUTLAY-COMPUTER SOFTWARE	99.00	450.00	450.00
495300	043	Hankin Budget	CAPITAL OUTLAY-BAKER & TAYLOR LINK	1,100.00	1,100.00	1,100.00
Total Expenditures				\$122,392.27	\$126,405.00	\$122,815.00
Net of Revenue & Expenditures				\$10,341.95	\$523.70	\$0.00

Account	Description	2021 buget	2021 rev budget	2022 proposed	Difference	Fund for Chester			Total 2022 materials	% of total
						Trust	County Materials	County Libraries		
420100	Books--Nonfiction	\$ 57,650.00	\$ 54,650.00	\$ 53,914.14	\$ (735.86)	\$ -	\$ 18,000.00	\$ -	\$ 71,914.14	11.11%
420200	Books-Fiction	\$ 64,450.00	\$ 60,750.00	\$ 58,000.00	\$ (2,750.00)	\$ 6,896.00	\$ 18,000.00	\$ -	\$ 82,896.00	12.81%
421200	Books-Children	\$ 78,600.00	\$ 78,600.00	\$ 84,500.00	\$ 5,900.00	\$ -	\$ 1,300.00	\$ -	\$ 85,800.00	13.26%
421230	BOOKS-PARENTING	200.00	200.00	200.00	0.00				\$ 200.00	0.03%
421250	Books-Young Adult	\$ 14,586.00	\$ 12,586.00	\$ 13,700.00	\$ 1,114.00	\$ -	\$ 500.00	\$ -	\$ 14,200.00	2.19%
421275	BOOKS-GRAPHIC NOVELS	500.00	500.00	500.00	0.00	0.00	0.00	0.00	\$ 500.00	0.08%
421300	Books-Reference	\$ 3,375.00	\$ 3,375.00	\$ 3,425.00	\$ 50.00	\$ -	\$ -	\$ -	\$ 3,425.00	0.53%
421400	Books-Standing Orders	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	2.32%
421630	Books-Large Type	\$ -	\$ -	\$ -	\$ -	\$ 29,200.00	\$ -	\$ -	\$ 29,200.00	4.51%
422000	Periodicals	\$ 6,155.00	\$ 4,000.00	\$ 5,800.00	\$ 1,800.00	\$ -	\$ 4,790.00	\$ -	\$ 10,590.00	1.64%
422100	Periodicals--Children	\$ 500.00	\$ 650.00	\$ 650.00	\$ -	\$ -	\$ -	\$ -	\$ 650.00	0.10%
422300	Periodicals--Printing	\$ 18,250.00	\$ 16,750.00	\$ 16,750.00	\$ -	\$ -	\$ -	\$ -	\$ 16,750.00	2.59%
423100	Audio/Music-Adult	\$ 9,500.00	\$ 9,000.00	\$ 8,000.00	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ 8,000.00	1.24%
423110	AUDIO/MUSIC-CHILDREN	100.00	100.00	100.00	0.00	0.00	0.00	0.00	\$ 100.00	0.02%
423200	VHS/DVD Adult	\$ 35,000.00	\$ 29,500.00	\$ 3,090.00	\$ (26,410.00)	\$ -	\$ 24,910.00	\$ -	\$ 28,000.00	4.33%
423210	VHS/DVD-Children	\$ 450.00	\$ 450.00	\$ 700.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 700.00	0.11%
423400	Audio Books-Adult	\$ 19,450.00	\$ 17,650.00	\$ 13,500.00	\$ (4,150.00)	\$ -	\$ -	\$ -	\$ 13,500.00	2.09%
423403	Audio Books-Young Adult	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 1,000.00	0.15%
423405	Downloadable Audiobooks	\$ 23,375.00	\$ 23,375.00	\$ 27,281.50	\$ 3,906.50	\$ -	\$ 17,000.00	\$ -	\$ 44,281.50	6.84%
423406	Downloadable E-Books	\$ 78,730.00	\$ 78,730.00	\$ 80,754.00	\$ 2,024.00	\$ 69,000.00	\$ 3,000.00	\$ 11,402.08	\$ 164,156.08	25.37%
423407	DOWNLOADABLE E-BOOKS - YA / Child	0.00	0.00	2,500.00	2,500.00	0.00	2,000.00	0.00	\$ 4,500.00	0.70%
423410	Audio Books-Children	\$ 5,800.00	\$ 4,800.00	\$ 5,067.67	\$ 267.67	\$ -	\$ -	\$ -	\$ 5,067.67	0.78%
423415	Downloadable Audiobooks - Children	0.00	0.00	1,500.00	1,500.00	0.00	500.00	0.00	\$ 2,000.00	0.31%
423500	Video Games	\$ 4,350.00	\$ 4,100.00	\$ 3,000.00	\$ (1,100.00)	\$ -	\$ -	\$ -	\$ 3,000.00	0.46%
426200	EIS-Online Services	\$ 22,035.00	\$ 22,035.00	\$ 22,035.00	\$ -	\$ -	\$ -	\$ -	\$ 22,035.00	3.41%
427000	Microfilm	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.15%
428555	Mobile Hotspots	\$ 5,411.00	\$ 5,411.00	\$ 5,411.00	\$ -	\$ -	\$ -	\$ -	\$ 5,411.00	0.84%
429000	Library Supplies--Processing (all cost centers)	\$ 12,375.00	\$ 9,155.00	\$ 12,665.00	\$ 3,510.00				\$ 12,665.00	1.96%
429100	LIBRARY SUPPLIES-CIRCULATION SYSTEM	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	0.08%
		\$ 478,342.00	\$ 453,367.00	\$ 440,543.31		\$ 105,096.00	\$ 90,000.00	\$ 11,402.08	\$ 647,041.39	100.00%

* Trust includes carryovers

Account	Description	2021 buget	2021 rev budget	2022 proposed	Difference	Trust	County Materials	Fund for Chester County Libraries	Total 2022 materials	% of total
420100	Books--Nonfiction	\$ 42,000.00	\$ 39,000.00	\$ 39,089.14	\$ 89.14		\$ 15,000.00		\$ 54,089.14	10.36%
420200	Books-Fiction	\$ 41,000.00	\$ 38,000.00	\$ 38,000.00	\$ -	\$ 6,896.00	\$ 15,000.00		\$ 59,896.00	11.48%
421200	Books-Children	\$ 57,100.00	\$ 57,100.00	\$ 64,000.00	\$ 6,900.00				\$ 64,000.00	12.26%
421250	Books-Young Adult	\$ 10,586.00	\$ 8,586.00	\$ 9,700.00	\$ 1,114.00				\$ 9,700.00	1.86%
421300	Books-Reference	\$ 3,375.00	\$ 3,375.00	\$ 3,425.00	\$ 50.00				\$ 3,425.00	0.66%
421400	Books-Standing Orders	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -				\$ 15,000.00	2.87%
421630	Books-Large Type	\$ -	\$ -	\$ -	\$ -	\$ 29,200.00			\$ 29,200.00	5.60%
422000	Periodicals	\$ 1,155.00	\$ -	\$ 800.00	\$ 800.00				\$ 800.00	0.15%
422100	Periodicals--Children	\$ 500.00	\$ 650.00	\$ 650.00	\$ -				\$ 650.00	0.12%
422300	Periodicals--Printing	\$ 18,250.00	\$ 16,750.00	\$ 16,750.00	\$ -				\$ 16,750.00	3.21%
423100	Audio/Music-Adult	\$ 7,500.00	\$ 7,000.00	\$ 6,000.00	\$ (1,000.00)				\$ 6,000.00	1.15%
423200	VHS/DVD Adult	\$ 30,000.00	\$ 26,000.00	\$ (26,000.00)	\$ (26,000.00)		\$ 24,000.00		\$ 24,000.00	4.60%
423210	VHS/DVD-Children	\$ 250.00	\$ 250.00	\$ 500.00	\$ 250.00				\$ 500.00	0.10%
423400	Audio Books-Adult	\$ 15,000.00	\$ 14,000.00	\$ 10,500.00	\$ (3,500.00)				\$ 10,500.00	2.01%
423403	Audio Books-Young Adult	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00				\$ 1,000.00	0.19%
423405	Downloadable Audiobooks	\$ 17,375.00	\$ 17,375.00	\$ 22,281.50	\$ 4,906.50		\$ 16,000.00		\$ 38,281.50	7.34%
423406	Downloadable E-Books	\$ 58,250.00	\$ 58,250.00	\$ 60,000.00	\$ 1,750.00	\$ 69,000.00		\$ 11,402.08	\$ 140,402.08	26.90%
423410	Audio Books-Children	\$ 5,500.00	\$ 4,500.00	\$ 4,967.67	\$ 467.67				\$ 4,967.67	0.95%
423500	Video Games	\$ 3,750.00	\$ 3,500.00	\$ 3,000.00	\$ (500.00)				\$ 3,000.00	0.57%
426200	EIS-Online Services	\$ 22,035.00	\$ 22,035.00	\$ 22,035.00	\$ -				\$ 22,035.00	4.22%
427000	Microfilm	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -				\$ 1,000.00	0.19%
428555	Mobile Hotspots	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -				\$ 4,000.00	0.77%
429000	Library Supplies--Processing (all cost centers)	\$ 10,400.00	\$ 9,155.00	\$ 12,665.00	\$ 3,510.00				\$ 12,665.00	2.43%
		\$ 365,026.00	\$ 346,026.00	\$ 335,363.31		\$ 105,096.00	\$ 70,000.00	\$ 11,402.08	\$ 521,861.39	100.00%

Trust carryover from world language

Trust extra \$9200 is carryover from previous years

Ematerials overall % 34.24%

Account	Description	2021 buget	2021 rev budget	2022 proposed	Difference	Trust	Fund for Chester		Total 2022 materials	% of total
							County Materials	County Libraries		
420100	BOOKS-NONFICTION	15,650.00	\$ 15,650.00	\$ 14,825.00	\$ (825.00)		\$ 3,000.00		\$ 17,825.00	14.03%
420200	BOOKS-FICTION	23,450.00	\$ 22,750.00	\$ 20,000.00	\$ (2,750.00)		\$ 3,000.00		\$ 23,000.00	18.11%
421200	BOOKS-CHILDREN	21,500.00	\$ 21,500.00	\$ 20,500.00	\$ (1,000.00)		\$ 1,300.00		\$ 21,800.00	17.16%
421230	BOOKS-PARENTING	200.00	\$ 200.00	\$ 200.00	\$ -				\$ 200.00	0.16%
421250	BOOKS-YOUNG ADULT	4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -		\$ 500.00		\$ 4,500.00	3.54%
421275	BOOKS-GRAPHIC NOVELS	500.00	\$ 500.00	\$ 500.00	\$ -				\$ 500.00	0.39%
422000	PERIODICALS	5,000.00	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00		\$ 4,790.00		\$ 9,790.00	7.71%
423100	AUDIO/MUSIC-ADULT	2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -				\$ 2,000.00	1.57%
423110	AUDIO/MUSIC-CHILDREN	100.00	\$ 100.00	\$ 100.00	\$ -				\$ 100.00	0.08%
423200	VHS/DVD-ADULT	5,000.00	\$ 3,500.00	\$ 3,090.00	\$ (410.00)		\$ 910.00		\$ 4,000.00	3.15%
423210	VHS/DVD-CHILDREN	200.00	\$ 200.00	\$ 200.00	\$ -				\$ 200.00	0.16%
423400	AUDIO BOOKS-ADULT	4,450.00	\$ 3,650.00	\$ 3,000.00	\$ (650.00)				\$ 3,000.00	2.36%
423405	DOWNLOADABLE AUDIO BOOKS-ADULT	6,000.00	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)		\$ 1,000.00		\$ 6,000.00	4.72%
423406	DOWNLOADABLE E-BOOKS - ADULT	20,480.00	\$ 20,480.00	\$ 20,754.00	\$ 274.00		\$ 3,000.00		\$ 23,754.00	18.70%
423407	DOWNLOADABLE E-BOOKS - YA / Child	0.00	\$ -	\$ 2,500.00	\$ 2,500.00		\$ 2,000.00		\$ 4,500.00	3.54%
423410	AUDIO BOOKS-CHILDREN	300.00	\$ 300.00	\$ 100.00	\$ (200.00)				\$ 100.00	0.08%
423415	Downloadable Audiobooks - Children	0.00	\$ -	\$ 1,500.00	\$ 1,500.00		\$ 500.00		\$ 2,000.00	1.57%
423500	VIDEO GAMES	600.00	\$ 600.00	\$ -	\$ (600.00)				\$ -	0.00%
428555	MOBILE HOT SPOTS	1,411.00	\$ 1,411.00	\$ 1,411.00	\$ -				\$ 1,411.00	1.11%
429000	LIBRARY SUPPLIES - PROCESSING	1,975.00	\$ 1,975.00	\$ 1,850.00	\$ (125.00)				\$ 1,850.00	1.46%
429100	LIBRARY SUPPLIES-CIRCULATION SYSTEM	<u>500.00</u>	\$ 500.00	\$ 500.00	\$ -				\$ 500.00	0.39%
		\$ 113,316.00	\$ 109,316.00	\$ 107,030.00		\$ -	\$ 20,000.00	\$ -	\$ 127,030.00	100.00%

Ematerials overall %
28.54%