

# CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

## MONTHLY MEETING

TUESDAY NOVEMBER 15<sup>TH</sup>, 2022

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### AGENDA

**Zoom Link:**

<https://us06web.zoom.us/j/86356111611?pwd=ZStkeDhyeGN3UGhJZXhUQTg1T3pYZz09>

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

**WELCOME and INTRODUCTIONS**

**ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)**

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of October 25, 2022 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager's Report (p. 12)

**FINANCIAL STATEMENTS**

- October 31, 2022 Exton and Hankin Financial Statements (p. 14)

**FOR APPROVAL**

- 2023 CCL Board Meeting schedule (p. 19)
- 2023 CCL Holiday and Closings schedule (p. 20)
- 2022 CCL Trust donation request (p. 21)
- 2023 CCL / HH State Aid Budget (p. 32)

**FOR INFORMATION/DISCUSSION**

- Nominations – Presentation of Slate of officers (2023)
- Multimedia Department presentation
- Board Orientation module discussion: Library Trustees 101:  
<https://rise.articulate.com/share/DuRNFoP718Z9ctdQOmtY0ZF7BS9Zq8BK>

**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
- |                                   |              |
|-----------------------------------|--------------|
| ▪ Institutional Advancement       | ▪ Executive  |
| ▪ Policy                          | ▪ Finance    |
| ▪ Strategic Planning & Facilities | ▪ Governance |

**PUBLIC COMMENTS**

### Upcoming Events

**Tuesday, December 20<sup>th</sup>, 10:30 AM – CCL Board Meeting,  
Chester County Library, Betty Burke Meeting Room/Virtual**

CCLS Organization and Funding:

[https://rise.articulate.com/share/YLOROgpAIM9XZOKof4DD\\_TzIPVdqCrFG#/  
/](https://rise.articulate.com/share/YLOROgpAIM9XZOKof4DD_TzIPVdqCrFG#/)

**Chester County Library Board of Trustees  
Board Meeting Minutes – Monthly Meeting  
Location: Tredyffrin Library/ Virtual  
October 25<sup>th</sup>, 2022**

**Board Members Present**

JoAnn Weinberger, President; Brian Taylor, Secretary; Lisa Ionata, Treasurer; Bill Connor, Richard Hankin, Michael Skay

**Board Members Excused**

**CCL Staff Present**

Mary Gazdik, Director of Chester County Library & District Center; Meghan Lynch, Branch Manager, Henrietta Hankin Branch; April Nickel, Youth Services Manager

**Others Present**

Joseph Sherwood, Executive Director, CCLS; Lauren Harshaw, Continuing Education and Advocacy Coordinator, CCLS; Chris Kibler, Director of Tredyffrin Library; Monique Kolb, Public Relations & Graphic Specialist, CCLS; Agatha Lyons, District Consultant, CCLS; Skyler Mitchell, Admin Assistant CCLS; Rebecca Peck, Finance Manager, CCLS; Nicole Richards, Development Director, CCLS;

**Called to order at 9:35AM**

**Executive Session**

None

**Public Comments**

None

**Consent Agenda**

Motion made by Michael Skay, seconded by Richard Hankin, the minutes and consent agenda were unanimously approved.

**Financial Statements**

- Currently over budget for County salaries and wages with a discussion about vacancies as well as security guards that have not yet been billed.
- Discussion of budget requests for next year from the department heads.
- The finance committee meeting time and date will be determined later today to discuss the draft of CCL & Hankin Budgets. County budget is expected to increase due to personnel charges that is part of the overall operating budget. This will necessitate an in-depth analysis of the 12% materials calculation for the State requirement.
- Materials are under budget. CCL Youth services is currently focused on putting an order of children's materials out. The collections budgets are being worked on getting spent before the end of the year. Some of this is due to people transitioning positions.
- As stated by Lisa Ionata, Collection spending has occurred at the end of the year in the past based on internal budget changes. It was not needed to be brought to the board due to the low

**Chester County Library Board of Trustees**  
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**October 25<sup>th</sup>, 2022**

dollar amount and being spent in another Collections category. The 12% needs to be spent and another department may need to take on some money in order to achieve this. There should be an expectation for each department though and an understanding that if they do not spend it, there's a possibility of it being transferred somewhere else. Note – Many Materials P.O.'s have currently been approved and are encumbered, but those do not reflect on October's reporting, which only show September's numbers at the meeting. Joe stated that if by mid-November, if the situation remains as is, the money will be moved and the focus will need to be on spending it efficiently and effectively, providing value back to patrons.

*Motion made by Lisa Ionata, seconded by Brian Taylor, the Financial Statements were unanimously accepted and filed for audit.*

**For Information/Discussion:**

**Approval for Appointment of Nominations Committee:** Bill as Chair, November presentation of the slate of officers, December vote

**Chris Kibler Hosting at the Tredyffrin Public Library:** During pre-covid times, Tredyffrin Public Library had 225,000 visitors a year, 330,000 items circulated, 30,000 attending events, and the library is trying get back to these numbers. Staffing Changes, Part Time Pay Rates, and PT/FT Turnover have all occurred and affect service levels (including hours open) to the public. The library is currently working on a capital project with the township to replace the flat roof and to address the HVAC system issues.

**PALA Conference & Vendors:** Agatha and Joe looked at a product called "Policy Map", where Census Data is aggregated. Agatha and Joe received a quote for this service. This may be a potential option down the road in regard to services and demographics of an area as we are headed into Strategic Planning and the Funding Formula. The quote was surprisingly low and could be an option in the future.

**Reports & Correspondence**

**Director Report**

- Mary discussed how the 1<sup>st</sup> floor redesign coming along, as well as the Reference desk fabrication issues that are still being addressed. We are still waiting on an update to remedy the feet and bracing in the Reference desk.
- 95 bookings and 204.25 hours of usage in September for the small meeting rooms. Usage of rooms going up. Sound abatement on the walls helping with sound coming out. However, there is still a small amount of sound between rooms, but a certain level of noise is to be expected.
- CCL Website
  - Only 2 companies responded with quote, proposals to be reviewed, and committee will discuss going forward
  - Quotes within budget, but still expensive and add ons driving it back up
- Plan for use of State Aid funds are ready to be submitted to Agatha. Based on the past, all to be allocated to collections in the amount of \$504,967. However, after further discussion this

**Chester County Library Board of Trustees**  
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amount needs to be validated. 2022 CCL & Hankin Material Budget stated to be \$532k, but believe that this was inaccurate. Estimated instead to be around \$420k.

- Attended the Core Forum in Salt Lake City, where Mary presented with a colleague the Build a Better Book Project, which will be submitted to the Trust to do at CCL and Hankin. Attended a Peter Brumberg presentation on how to deliver a message, saying same thing to three different audiences based on their political perspective.
- Also gained ideas in regard to furniture at the event, which can be applied to Hankin Branch and the current expansion of the Maker Space at CCL. Mary has a meeting on Friday with designer Margaret Sullivan to get her perspective and proposal. A proposal has been sent to the building committee from another designer as well for the second core project to reconfigure the space and utilize what's currently there.
- Friends of the Chester County Library book sale at the beginning of the month achieved \$24,051 in gross sales.

#### **Branch Manager's Report**

- Building Update:
  - Meghan Lynch reported that County Facilities have installed touchless faucets and flushers in most restrooms. Peter has been up to date to keep the gutters cleaned, roof drains cleared, and no additional leaks have been identified in the building.
- A small drop in meeting room usage and circulation in August and September have been reported, but this statistic is not unexpected due to the time of year.
- Work is being conducted on the State Aid budget
- Meeting about sustainability to take place later this week with some stakeholders from the West Vincent Township Sustainability Commission and Chester County's new Sustainability Coordinator and County Facilities staff, discussing making the library a hub for information relating to sustainable energy.
- The library is currently located in Rep. Danielle Friel Otten's legislative district but will be in Rep. Kristine Howard's District once redistricting maps go into effect next month. Had been hosting a monthly mobile office with Rep. Otten, now hosting a monthly mobile office with Rep. Howard.
- Chester County Voter Services satellite office and the drop box are both open.
- Fun programs coming up including the Dia de los Muertos program on Thursday.
- The Youth Services Department currently have Scavenger Hunts and I Spy Tank happening in the library.
- Fall programming is running and storytimes are also taking place.

#### **Friends of Chester County Library News**

As stated above, the Booksale was a success. Erik has resigned from the Board, and Charlie is resigning from Board, openings will be made available.

**Chester County Library Board of Trustees  
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**Friends of Hankins Library News**

The Secretary is becoming Part Time Youth Services Staff Member, leaving an opening on the Board. Number of current Board Members have been in position for a decade or longer, and are hoping to recruit new board members.

**Adjourned @ 10:15AM**

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Approved: September 16, 2022  
Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center  
 FROM: Mary Gazdik, Director, Chester County Library  
 DATE: November 15, 2022  
 RE: Report to the Board on the Chester County Library Center, Oct. 20 — Nov. 15, 2022

- **Building update-Peter Greulich**

- The Protection Bureau installed seven new panic buttons at CCL. The new buttons are squeeze-type and can not accidentally be set off. Peter will review with staff the new procedure for resetting the buttons. We are still waiting on the new buttons for Hankin.
- A silent strobe light was also installed by The Protection Bureau in CCL Computer Services that will alert staff in the area that a panic button has been set off.
- The shed in the back CCL parking lot was cleaned out and thoroughly vacuumed. There was evidence of a significant past rodent presence in the shed.
- First Floor Redesign:
  - We are waiting on a ship date for the new desktops from Corbett. Once they have the ship date we can set a date to have the desk work completed which includes installing the new tops, taking the desk apart to repair the leveling feet and installation of the supports where needed.
  - We were notified of a violation for flammable and combustible materials in the Boiler Room. Joe, Peter & I assessed the contents of the area and Peter will be working with staff to get everything removed that needs to be removed. Staff have been asked to store items elsewhere.

- Departmental Reports

- **Circulation Department—Barbara Bailey**

- Use of combined contactless checkout services at CCL & Hankin decreased last month by 4%.
- Use of the mobile app decreased at CCL by 25% and increased at Hankin by 38%.
- Regular checkouts dropped a bit, coming in at 72% of total for Feb. 2020.

**Combined CCL/Hankin Contactless Checkouts**

CCL	Door: Feb 2020	Door: Oct 2022	Checkouts : Feb 2020	Checkouts: Oct 2022	Holds Filled: Feb 2020	Holds Filled: Oct 2022	Library Cards: Feb 2020	Library Cards: Oct 2022
Counts	36583	12450*	46543	33388	13849	12491	489	333
% +/-		<b>-66%</b>		<b>-28%</b>		<b>-10%</b>		<b>-32%</b>

- **Jacobs Technology Center (JTC)—Sara Lim Harden**
  - The JTC staff toured the Hankin makerspace and are brainstorming some possible future collaborative programs.
  - Will is investigating a potential CCL Discord channel to get more teen and young adult patrons to use the library and attend programs. He is working with Youth Services as he develops the project recommendation.
  - The teen spooky light-up card drop-in maker program was very popular. Another one is being planned for the holiday season.
  - In September we had...
    - 19 3D print requests, using 1.7kg grams of material (\$110 in materials fees collected)
    - 108 total pieces of media, taking 60 hours to convert.
    - \$131.50 in fees were collected to complete requests for other services.
  
- **Multimedia Department—Stephanie Sharon-Missanelli**
  - Physical Collection
    - Staff are working on a large weeding project for Non-Fiction DVDs, specifically targeting old or out of date content.
    - The new CD shelves funded by the CCL Friends are on order. Staff are working on a plan to seamlessly transition the collection the new units.
  - eMaterials:
    - Unfortunately, we now believe we will not reach 1 million checkouts this year but remain optimistic that this will be reached in 2023. We are on track to surpass previous yearly circulation and unique user records set in 2020.
  
- **Public Relations/Graphics—Monique Kolb**
  - **Institutional Advancement:** Sent out an email to Member Library Directors to form a Legislative Booklet Committee to brainstorm a theme and ideas for the narrative. A meeting will likely be scheduled in the first week of January.
  - Graphics:
    - For the month of September 52 graphic orders and 11,265 copies were completed.
    - Currently working on a promotional campaign for the JTC
    - New paper folding machine was purchased from Whitaker Brothers to replace our 19-year-old machine and we will add a service fee contract for maintenance and service.
    - Continuing with updates to the website, digital screens (both indoors and outdoors), blog, social media about various events throughout November and December and dates we are closed etc. throughout the holidays. Various campaigns included: The Mental Health Forum with Rep. Howard, the Job Support Fair, The Holiday Craft Show, The Trust Speaker Series, XYZ Paint Night, Native American Heritage Month – Lenape etc.

- PR:
  - Working with Toys 4 Tots on promoting the donation drive at CCL and Hankin
  - I will be working with Nicole to help promote Giving Tuesday on November 29th.
  - Create a new print ad for CCLS for the January “Best of the Best” County Lines edition.
- Adult Programs:
  - Pam is currently focusing on the Chester County Library 2022 Holiday Craft Show. Many new vendors (almost 50) and activities are planned.
  - Focusing on the 2023 calendar, with even more in-person and hybrid events planned.
- **Reference—Melissa Kohl**
  - Sam Bardarik has planned a robust Job Support Fair on Saturday, November 12 to help Chester County residents get a job through workshops and one-on-one resume support. Partnering organizations include: Chester County PA CareerLink, Open Hearth, Chester County Economic Development Council, Great Careers Group, Wings for Success, Dress for Success, and more.

**Small Meeting Room Statistics**

<b>MONTH</b>	<b># OF HOURS USED</b>	<b># OF RESERVATIONS</b>
August	NA	111
September	156.25	72
October	211.85	117

- **Technical Services—Jenna Persick**
  - Website Redesign
    - The committee reviewed the two proposals received and picked a vendor: LocalHop.
    - Mary & Jenna will be meeting with the project manager on November 10<sup>th</sup> to discuss the next steps and get an overview of the project.
  - I continue to order and distribute the leased books. We are in our first full year of the program. As of 10/31, our leased books have 18,466 checkouts system-wide (of that CC has 1,513 and HH has 1,520).
- **Volunteers—Susan Walraed**
  - Five volunteer supervisors meetings are scheduled for 2021. These are planned to be in-person meetings.
  - **Welcome to the Library** was presented at Immaculata University’s Life Long Learning program on October 19 with Jamie Claxton. This was said to be the best presentation given to date by Craig Miller. Jamie Claxton was very pleased with the results.



- The first Volunteer Luncheon since 2019 is planned for December 8<sup>th</sup>. The lunch will take place in the Annex at Hankin. A boxed lunch is planned in an effort to include those who do not wish to share lunch socially.
- **Friends of Chester County Library** held a successful fall sale, 10/7 – 10/9. \$24,000 made before expenses.
- Total Library/Friends Volunteer Library Hours served:
  - October Library Volunteers – 675.50
  - 2022 Yearly Library Total – 6828.25
  - October Friends of Chester County Library – 125.25
  - October Friends of Henrietta Hankin Branch Library – 13
  - Yearly Friends (HH & CCL) Total – 1733.75
  - Total Combined Hours-8562
- **Youth Services—submitted by April Nickel**
  - Staffing – staffing issues continue with two recent hires unexpectedly having to resign shortly after starting. Three new staff are either awaiting approval or in the process of obtaining their clearances.
  - Story times and Cruise into Kindergarten are in their second session running through the week of December 12<sup>th</sup>.
  - Yoga Storytime had a successful launch and is scheduled for a second session on January 20<sup>th</sup>.
  - Danielle Stokes and April Nickel finished Family Place Library certification. Anticipated Family Place sessions will begin in January.
  - District News:
    - OCL announced a Play & Grow reimbursement grant for libraries who do not have a full-time children’s librarian but want to supply family learning opportunities for preschoolers and their caregivers. Deadline for application is December 2.
    - April will be sending out a survey to member libraries to discover what type of summer reading log is being used and how children and families record their participation.

**Committee Reports:**

- **Community Engagement Leadership Team:**
  - Kelly has prepared a “Social Services in the Library” survey to gather information from the public to help assess the needs. Plans include paper and online access to the survey, share with community agencies and via the enewsletter.
  - November Municipal visits have been finalized and all will be attended by staff. Winter Read-Aloud storytimes and the Holiday Craft Fair will be the topics presented.
  - Four information sharing fairs (Fit, Housing, Mental Health and Volunteer Fairs) are planned for 2023. The Fit Fair will take place in January.

- **The Incident Response Plan Coordination Team:**
  - CCL PICs conducted another monthly testing of walkie-talkies, for departments assigned to use them during evacuations, on September 7th.
  - PIC training was held, in two sessions, on September 28 and 30, for new PICs Charlotte Marron (HH) and Emily Cackowski (CCL).
  - An unannounced evacuation drill was held at CCL on October 3, and at Hankin on October 11. The IRPCT members oversaw the drills and reported observations following the drills.
- **XYZ Committee:**
  - An in-person Murder Mystery event will take place at Stolen Sun in February.
  - Planning has started for a program with a potential theme of 80's & 90's nostalgia that is hoped to target the millennial age group.
- **Innovative Ideas Committee:**
  - The committee has worked hard to revamp the process to make it more transparent and engage staff more in the process of brining new ideas to life in the library. They have launched a blog and new submission form. The new form asks that the person submitting the idea indicate how they plan on being involved with their idea or what role they would want to play in bringing it to fruition.
  - The blog is broken down into the following categories:
    - **Idea Cultivation:** This section is where idea submissions head first. Once you submit your idea and the admin posts it in this section, your co-workers can view it and leave comments for discussion.
    - **Idea Shelf:** In this section, ideas are "shelved" when they can't be implemented right now, but we may want to hold on to them for the future.
    - **Ideas in Action:** Ideas that are implemented from the Idea Cultivation section are put in this category. Feel free to comment on them once they are in place to say how things are going, what could be going better, etc.
    - **Incubator:** In this section, the Innovative Ideas Committee members will post occasionally about library trends or ideas that are going around the library world. Staff are welcome to comment on them!
    - **"Small" Ideas:** In this section, staff can share things that they are already doing in their daily jobs that might help other staff do their jobs better or more efficiently.
  - There is also a display in the staff room with the ideas that are currently in the Idea Cultivation stage for those who don't wish to create a Word Press account to participate via the blog.

### **Director's Notes**

- I continue to work with Nicole on the Trust request process to put together our proposals for 2023. A draft is in the Board packet.
- Working on putting together the information requested by Nicole for the Humanick Bequest. Sara and I are putting together some initial furniture needs to get an estimate of costs. I have also met with two designers to discuss the project and get proposals for their services.

## Meetings & Trainings Attended

- 10/25 CCLS/CCL Board Meeting  
Staff appreciation planning meeting
- 10/26 Budget planning meeting with Rebecca Peck  
"Storytelling & Future-Proofing for Your Library" with Peter Bromberg
- 10/27 Johnson Memorial Trust meeting  
Sustainability meeting with West Vincent Township & Chester County at Hankin  
Revenue generating ideas meeting with Sara Lim, Meghan Lynch & Melissa Kohl
- 10/28 Meeting with Margaret Sullivan Principal designer at Margaret Sullivan Studio  
Recognition Art Design meeting
- 10/31 Johnson Memorial Trust meeting with Lauren Harshaw & April Nickel
- 11/1 Website Redesign Committee meeting to select winning proposal  
Friends of CCL meeting  
DLM/SAC meeting
- 11/2 CCL/HHB PIC meeting
- 11/3 CCLS Website Design planning meeting with CivicsPlus
- 11/4 Finance Committee meeting--CCL Budget review
- 11/5 2022 Trustee Orientation
- 11/9 Public Services Staff Meeting
- 11/10 CCL/HHB website redesign planning meeting with LocalHop  
EDI Committee
- 11/11 General Staff Meetings  
CCCP Juneteenth Meeting
- 11/15 CCLS/CCL Board Meeting  
Friends Funds meeting with David Chartier & Rebecca Peck



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: November 9, 2022  
RE: Report to the Board on the Henrietta Hankin Branch, Oct. 25—Nov. 15, 2022

- Building update
  - The alarm system was inspected by the Protection Bureau on Oct. 26.
  - The annual fire inspection was completed by Siemens on Nov. 11.
  - The rain gutters and roof drains were cleaned. This was likely not the final fall cleaning, but the overhanging tree limbs have the potential to easily clog the rain gutters.
  - Peter is working with County Facilities to determine how to best install the shelter for our HoldIt Locker.
- Door counts increased by nearly 14% from September to October.
- Meeting Room usage and public computer sessions in October increased slightly.
- Total circulation decreased slightly from September to October.
- Chester County Voter Services had both a satellite office and a staffed ballot drop box at the library. Overall it went well and the staff were all proud to increase access to voting for Chester County residents.
- Mary and I worked together to draft the Hankin Branch 2023 State Aid budget.
- Joe Sherwood, Mary Gazdik, and I met on October 27 with stakeholders from West Vincent Township and Chester County government to discuss the potential for making the Hankin Branch Library a hub for information relating to more sustainable energy options. The meeting was productive and we're working on determining next steps.
- We are participating in the Chester/Montgomery County Toys for Tots donation drive again this year. Donations will be accepted at the library through Dec. 7.
- We are working with AARP Tax Aide Volunteers on plans to offer free tax filing to the community for the 2023 tax season.
- Charlotte Marron, our Circulation Manager, and I are working on meeting with all staff to ensure that all staff are on the same page with regards to expectations for customer service, teamwork, attendance, and organizational support. We have met with all Circulation staff and will be meeting with staff in the Reference and Youth Services departments over the next few weeks.
- Staff are working diligently on completing all trainings required by CCL/CCLS and the County of Chester by the end of the year.
- Staff with collection development responsibilities are working on wrapping up ordering of physical materials so they can be received by the end of the year.
- Reference
  - In October we held 3 virtual programs, 12 in person programs, 4 hybrid programs, and 1 passive program. Notable programs included our Dia De Los Muertos family program (in

person, 25 attendees), Mahjongg (in person, 19 attendees/week) and Healthcare and Your Retirement (virtual, 14 attendees.)

- Patrons are enjoying the “Blind Date with a Book” display.
- As ordering of physical materials for the year is winding down, staff will be focusing on weeding the collection.
- Youth Services
  - Our young patrons (and their caregivers) are enthusiastic about completing scavenger hunts as they learn more about what’s available in the Youth Services department. Our October scavenger hunt is gnome themed and asks the participants to solve a riddle using the letters they discover with the gnomes hidden throughout the department.
  - The first session of in person Fall story times ended Oct. 20<sup>th</sup> and the second session begins on November 7<sup>th</sup>.
  - Notable September programs included a “Creepy Creatures” program for preschoolers presented by the Indian Run Environmental Education Center (37 attendees), toddler story times (avg. 26 attendees per program), and STEAM 3-5 (for children in grades 3-5, 11 attendees.)

### **Meetings & Trainings Attended**

10/25	CCLS/CCL Board meetings Meetings w/ Circ staff
10/26	Meetings w/ Circ staff
10/27	Meetings w/ Circ staff WVT/HHB/ChesCo Sustainability ideas meeting CCL/HHB Revenue Generating Ideas meeting
11/1	Museum Pass FAQ’s meeting
11/2	PIC meeting
11/3	Meetings w/ Circ staff
11/4	CCL Finance Committee meeting
11/9	Public Service Staff meeting
11/10	EDI Committee meeting
11/12	Job and Career Fair 1x1 computer help
11/15	CCLS/CCL Board meetings

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - EXTON LIBRARY  
PERIOD ENDING October 31,2022

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,578,075	2,082,291	2,204,824	2,045,181	(122,532)	-5.9%	373,251	14.5%
Wages	649,006	524,197	510,679	452,419	13,518	2.6%	138,327	21.3%
Fringe Benefits	1,168,501	973,751	944,227	884,636	29,524	3.0%	224,274	19.2%
Security Provided by the County - EMS	30,000	25,000	0	0	25,000	0.0%	30,000	0.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,425,582</b>	<b>3,605,239</b>	<b>3,659,730</b>	<b>3,382,236</b>	<b>(54,491)</b>	<b>-1.5%</b>	<b>765,852</b>	<b>17.3%</b>
LIBRARY MATERIALS	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	128,000	100,700	86,488	123,699	14,212	14.1%	41,512	32.4%
Insurance	18,390	18,390	18,390	17,510	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	70,385	58,654	37,560	29,574	21,094	36.0%	32,825	46.6%
Utilities	97,520	81,267	73,701	59,734	7,566	9.3%	23,819	24.4%
Vehicle Expense	44,486	37,072	33,855	28,688	3,217	8.7%	10,631	23.9%
<b>TOTAL CORE EXPENDITURES</b>	<b>358,781</b>	<b>296,083</b>	<b>249,993</b>	<b>259,206</b>	<b>46,089</b>	<b>15.6%</b>	<b>108,788</b>	<b>30.3%</b>
INDIRECT COSTS	558,534	465,445	465,450	543,900	(5)	0.0%	93,084	16.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>5,412,897</b>	<b>4,436,767</b>	<b>4,445,174</b>	<b>4,255,342</b>	<b>-8,407</b>	<b>-0.2%</b>	<b>967,723</b>	<b>17.9%</b>

**Notes:**

- Personnel Services:** Salaries are currently over due to the new County compensation plan. Wages are under due to continued vacancies  
We are now including the \$30K budgeted for security in the Personnel Services category. The county is hoping to implement that as a direct charge, and is currently working on a way to get that in place
- Core Expenditures:** Utilities - under due to one-month lag on PECO Bills  
Buildings & Grounds - we expect spending to catch up to budget due to several maintenance projects that have been scheduled in the coming weeks
- 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 81.97% of total budget  
Actual expenditures YTD are 82.12% of total budget  
The annual budget has increased \$7160 due to a March budget amendment for the carryover of costs (KMA - Kelly Maiello) for the 1st floor redesign.

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
 COUNTY BUDGET REPORT - HANKIN LIBRARY  
 PERIOD ENDING October 31,2022

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	446,073	360,289	391,959	340,212	(31,670)	-8.8%	54,114	12.1%
Wages	176,442	142,511	192,031	137,663	(49,520)	-34.7%	-15,589	-8.8%
Fringe Benefits	234,448	195,373	189,890	180,972	5,483	2.8%	44,558	19.0%
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TOTAL PERSONNEL SERVICES	856,963	698,172	773,880	658,847	(75,708)	-10.8%	83,083	9.7%
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	67,630	56,358	39,027	28,205	17,331	30.8%	28,603	42.3%
Insurance	6,325	6,325	6,324	5,960	1	0.0%	1	0.0%
Maintenance - Buildings & Grounds	64,899	54,083	23,421	65,750	30,662	56.7%	41,478	63.9%
Utilities	46,380	38,650	34,621	30,647	4,029	10.4%	11,759	25.4%
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TOTAL CORE EXPENDITURES	185,234	155,416	103,393	130,561	52,023	33.5%	81,841	44.2%
INDIRECT COSTS	215,785	179,821	179,800	137,550	21	0.0%	35,985	16.7%
CAPITAL OUTLAY	0	0	0	107,424	0	0.0%	0	0.0%
<hr/>								
<b>TOTAL BUDGET</b>	<b>1,277,982</b>	<b>1,053,409</b>	<b>1,077,073</b>	<b>1,054,382</b>	<b>-23,664</b>	<b>-2.2%</b>	<b>200,909</b>	<b>15.7%</b>
<hr/> <hr/>								

**Notes:**

**Personnel Services:** Salaries & Wages are over budget due to new County Compensation plan, and PTO payout for retiring employee.

**Core Expenditures:**

**Capital Outlay:**

**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 82.43% of total budget  
 Actual expenditures YTD are 84.28% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON  
PERIOD ENDING October 31,2022

	2022 ANNUAL BUDGET	2022 YTD BUDGET	2022 YTD ACTUAL	2021 YTD ACTUAL	2022 YTD BUDGET VARIANCE	2022 YTD BUDGET VARIANCE %	2022 BALANCE	PERCENTAGE REMAINING
<b>REVENUE</b>								
State Aid	347,470	347,470	347,470	352,708	0	0.0%	0	0.0%
State Aid - Others	1,154,597	1,154,597	1,154,597	1,149,358	0	0.0%	(0)	0.0%
STATE REVENUE	1,502,067	1,502,066	1,502,066	1,502,066	0	0.0%	(0)	0.0%
Township Appropriations	19,000	19,000	19,000	9,500	0	0.0%	0	0.0%
Charges	38,550	32,125	35,278	51,016	3,153	9.8%	(3,272)	-8.5%
Fines and Overdues	60,000	50,000	61,475	55,092	11,475	22.9%	1,475	2.5%
Interest	500	417	1,727	536	1,310	314.5%	1,227	245.4%
Donations and Fundraisers	7,600	6,333	3,762	7,102	(2,572)	-40.6%	(3,838)	-50.5%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
Miscellaneous Revenue	115	96	3,882	3,731	3,787	3952.6%	3,767	3276.0%
TOTAL OTHER REVENUE	195,765	177,971	195,123	196,977	17,153	9.6%	(642)	-0.3%
<b>TOTAL REVENUE</b>	<b>1,697,832</b>	<b>1,680,037</b>	<b>1,697,190</b>	<b>1,699,043</b>	<b>17,153</b>	<b>1.0%</b>	<b>(642)</b>	<b>0.0%</b>
<b>EXPENDITURES</b>								
Library Materials	405,713	337,997	259,584	278,442	78,413	23.2%	146,129	36.0%
Services and Charges	78,184	63,012	45,603	40,946	17,409	27.6%	32,581	41.7%
Supplies	25,000	20,834	17,164	13,823	3,670	17.6%	7,836	31.3%
Miscellaneous	23,540	19,617	20,321	13,667	(704)	-3.6%	3,219	13.7%
Transfers and Reimbursements	1,154,597	1,154,597	1,154,597	1,149,358	0	0.0%	0	0.0%
Capital Outlay	10,798	8,998	12,961	15,199	(3,963)	-44.0%	-2,163	-20.0%
<b>TOTAL EXPENDITURES</b>	<b>1,697,832</b>	<b>1,605,054</b>	<b>1,510,230</b>	<b>1,511,436</b>	<b>94,824</b>	<b>5.9%</b>	<b>187,601</b>	<b>11.0%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>74,983</b>	<b>186,959</b>	<b>187,607</b>	<b>111,977</b>		<b>186,959</b>	

NOTES:

Other Revenue:	Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Charges & Fines continue to exceed budget		
Total Revenue:	Budgeted revenues YTD are	98.95%	of total revenue
	Actual revenues YTD are	99.96%	of total revenue
Expenditures:	Materials continues to be less than budget but we are in better shape with much of the budget encumbered. Mary continues to work with staff on materials expenditures to have funds spent and encumbered by early December. Capital Outlay overage is timing.		
Total Expenditures:	Budgeted expenditures YTD are	94.54%	of total expenses
	Actual expenditures YTD are	88.95%	of total expenses



**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - HANKIN  
PERIOD ENDING October 31,2022**

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
Township Appropriations	7,250	6,042	5,000	1,250	(1,042)	0.0%	(2,250)	-31.0%
Charges	9,825	8,187	12,288	13,673	4,101	50.1%	2,463	25.1%
Fines and Overdues	18,700	15,583	22,861	17,031	7,278	46.7%	4,161	22.3%
Interest	35	29	133	42	104	354.5%	98	279.2%
Donations	0	0	2,059	1,435	2,059	20589400.0%	2,059	20589400.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	5	4	123	829	119	2837.1%	118	2367.2%
TOTAL OTHER REVENUE	55,815	49,846	62,464	54,259	12,618	25.3%	6,649	11.9%
<b>TOTAL REVENUE</b>	<b>142,815</b>	<b>136,846</b>	<b>149,464</b>	<b>144,259</b>	<b>12,618</b>	<b>9.2%</b>	<b>6,649</b>	<b>4.7%</b>
<b>EXPENDITURES</b>								
Library Materials	127,030	105,859	92,349	93,539	13,510	12.8%	34,681	27.3%
Services and Charges	6,285	5,238	3,674	3,784	1,564	29.9%	2,611	41.6%
Supplies	4,700	3,917	3,587	2,097	330	8.4%	1,113	23.7%
Miscellaneous Expense	2,750	2,292	2,332	1,807	(41)	-1.8%	418	15.2%
Capital Outlay	2,050	1,708	1,482	1,664	226	13.3%	568	27.7%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>142,815</b>	<b>119,013</b>	<b>103,423</b>	<b>102,891</b>	<b>15,590</b>	<b>13.1%</b>	<b>39,392</b>	<b>27.6%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>17,833</b>	<b>46,041</b>	<b>41,368</b>	<b>28,208</b>		<b>46,041</b>	

**NOTES:**

<b>Other Revenue:</b>	<b>Charges &amp; Fines continue to exceed budget</b>		
<b>Total Revenue:</b>	<b>Budgeted revenues YTD are</b>	<b>95.82%</b>	<b>of total revenue</b>
	<b>Actual revenues YTD are</b>	<b>104.66%</b>	<b>of total revenue</b>
<b>Expenditures:</b>	<b>Materials spending continues to be less than budget. Mary continues to work with staff on materials expenditures to have funds spent and encumbered by early Decer</b>		
<b>Total Expenditures:</b>	<b>Budgeted expenditures YTD are</b>	<b>83.33%</b>	<b>of total expenses</b>
	<b>Actual expenditures YTD are</b>	<b>72.42%</b>	<b>of total expenses</b>

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - EXTON LIBRARY  
PERIOD ENDING October 31,2022

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,578,075	2,082,291	2,204,824	2,045,181	(122,532)	-5.9%	373,251	14.5%
Wages	649,006	524,197	510,679	452,419	13,518	2.6%	138,327	21.3%
Fringe Benefits	1,168,501	973,751	944,227	884,636	29,524	3.0%	224,274	19.2%
Security Provided by the County - EMS	30,000	25,000	0	0	25,000	0.0%	30,000	0.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,425,582</b>	<b>3,605,239</b>	<b>3,659,730</b>	<b>3,382,236</b>	<b>(54,491)</b>	<b>-1.5%</b>	<b>765,852</b>	<b>17.3%</b>
LIBRARY MATERIALS	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	128,000	100,700	86,488	123,699	14,212	14.1%	41,512	32.4%
Insurance	18,390	18,390	18,390	17,510	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	70,385	58,654	37,560	29,574	21,094	36.0%	32,825	46.6%
Utilities	97,520	81,267	73,701	59,734	7,566	9.3%	23,819	24.4%
Vehicle Expense	44,486	37,072	33,855	28,688	3,217	8.7%	10,631	23.9%
<b>TOTAL CORE EXPENDITURES</b>	<b>358,781</b>	<b>296,083</b>	<b>249,993</b>	<b>259,206</b>	<b>46,089</b>	<b>15.6%</b>	<b>108,788</b>	<b>30.3%</b>
INDIRECT COSTS	558,534	465,445	465,450	543,900	(5)	0.0%	93,084	16.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>5,412,897</b>	<b>4,436,767</b>	<b>4,445,174</b>	<b>4,255,342</b>	<b>-8,407</b>	<b>-0.2%</b>	<b>967,723</b>	<b>17.9%</b>

**Notes:**

- Personnel Services:** Salaries are currently over due to the new County compensation plan. Wages are under due to continued vacancies  
We are now including the \$30K budgeted for security in the Personnel Services category. The county is hoping to implement that as a direct charge, and is currently working on a way to get that in place
- Core Expenditures:** Utilities - under due to one-month lag on PECO Bills  
Buildings & Grounds - we expect spending to catch up to budget due to several maintenance projects that have been scheduled in the coming weeks
- 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 81.97% of total budget  
Actual expenditures YTD are 82.12% of total budget  
The annual budget has increased \$7160 due to a March budget amendment for the carryover of costs (KMA - Kelly Maiello) for the 1st floor redesign.

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
 COUNTY BUDGET REPORT - HANKIN LIBRARY  
 PERIOD ENDING October 31,2022

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	446,073	360,289	391,959	340,212	(31,670)	-8.8%	54,114	12.1%
Wages	176,442	142,511	192,031	137,663	(49,520)	-34.7%	-15,589	-8.8%
Fringe Benefits	234,448	195,373	189,890	180,972	5,483	2.8%	44,558	19.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>856,963</b>	<b>698,172</b>	<b>773,880</b>	<b>658,847</b>	<b>(75,708)</b>	<b>-10.8%</b>	<b>83,083</b>	<b>9.7%</b>
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	67,630	56,358	39,027	28,205	17,331	30.8%	28,603	42.3%
Insurance	6,325	6,325	6,324	5,960	1	0.0%	1	0.0%
Maintenance - Buildings & Grounds	64,899	54,083	23,421	65,750	30,662	56.7%	41,478	63.9%
Utilities	46,380	38,650	34,621	30,647	4,029	10.4%	11,759	25.4%
<b>TOTAL CORE EXPENDITURES</b>	<b>185,234</b>	<b>155,416</b>	<b>103,393</b>	<b>130,561</b>	<b>52,023</b>	<b>33.5%</b>	<b>81,841</b>	<b>44.2%</b>
INDIRECT COSTS	215,785	179,821	179,800	137,550	21	0.0%	35,985	16.7%
CAPITAL OUTLAY	0	0	0	107,424	0	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>1,277,982</b>	<b>1,053,409</b>	<b>1,077,073</b>	<b>1,054,382</b>	<b>-23,664</b>	<b>-2.2%</b>	<b>200,909</b>	<b>15.7%</b>

**Notes:**

**Personnel Services:** Salaries & Wages are over budget due to new County Compensation plan, and PTO payout for retiring employee.

**Core Expenditures:**

**Capital Outlay:**

**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 82.43% of total budget  
 Actual expenditures YTD are 84.28% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON  
PERIOD ENDING October 31,2022**

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	347,470	347,470	347,470	352,708	0	0.0%	0	0.0%
State Aid - Others	1,154,597	1,154,597	1,154,597	1,149,358	0	0.0%	(0)	0.0%
STATE REVENUE	<u>1,502,067</u>	<u>1,502,066</u>	<u>1,502,066</u>	<u>1,502,066</u>	<u>0</u>	<u>0.0%</u>	<u>(0)</u>	<u>0.0%</u>
Township Appropriations	19,000	19,000	19,000	9,500	0	0.0%	0	0.0%
Charges	38,550	32,125	35,278	51,016	3,153	9.8%	(3,272)	-8.5%
Fines and Overdues	60,000	50,000	61,475	55,092	11,475	22.9%	1,475	2.5%
Interest	500	417	1,727	536	1,310	314.5%	1,227	245.4%
Donations and Fundraisers	7,600	6,333	3,762	7,102	(2,572)	-40.6%	(3,838)	-50.5%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
Miscellaneous Revenue	115	96	3,882	3,731	3,787	3952.6%	3,767	3276.0%
TOTAL OTHER REVENUE	<u>195,765</u>	<u>177,971</u>	<u>195,123</u>	<u>196,977</u>	<u>17,153</u>	<u>9.6%</u>	<u>(642)</u>	<u>-0.3%</u>
<b>TOTAL REVENUE</b>	<b><u>1,697,832</u></b>	<b><u>1,680,037</u></b>	<b><u>1,697,190</u></b>	<b><u>1,699,043</u></b>	<b><u>17,153</u></b>	<b><u>1.0%</u></b>	<b><u>(642)</u></b>	<b><u>0.0%</u></b>
<b>EXPENDITURES</b>								
Library Materials	405,713	337,997	259,584	278,442	78,413	23.2%	146,129	36.0%
Services and Charges	78,184	63,012	45,603	40,946	17,409	27.6%	32,581	41.7%
Supplies	25,000	20,834	17,164	13,823	3,670	17.6%	7,836	31.3%
Miscellaneous	23,540	19,617	20,321	13,667	(704)	-3.6%	3,219	13.7%
Transfers and Reimbursements	1,154,597	1,154,597	1,154,597	1,149,358	0	0.0%	0	0.0%
Capital Outlay	10,798	8,998	12,961	15,199	(3,963)	-44.0%	-2,163	-20.0%
<b>TOTAL EXPENDITURES</b>	<b><u>1,697,832</u></b>	<b><u>1,605,054</u></b>	<b><u>1,510,230</u></b>	<b><u>1,511,436</u></b>	<b><u>94,824</u></b>	<b><u>5.9%</u></b>	<b><u>187,601</u></b>	<b><u>11.0%</u></b>
<b>REVENUE OVER EXPENDITURES</b>	<b><u>0</u></b>	<b><u>74,983</u></b>	<b><u>186,959</u></b>	<b><u>187,607</u></b>	<b><u>111,977</u></b>		<b><u>186,959</u></b>	

**NOTES:**

**Other Revenue:** Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Charges & Fines continue to exceed budget

**Total Revenue:** Budgeted revenues YTD are 98.95% of total revenue

Actual revenues YTD are 99.96% of total revenue

**Expenditures:** Materials continues to be less than budget but we are in better shape with much of the budget encumbered. Mary continues to work with staff on materials expenditures to have funds spent and encumbered by early December. Capital Outlay overage is timing.

**Total Expenditures:** Budgeted expenditures YTD are 94.54% of total expenses  
Actual expenditures YTD are 88.95% of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - HANKIN  
PERIOD ENDING October 31,2022**

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	<u>87,000</u>	<u>87,000</u>	<u>87,000</u>	<u>90,000</u>	<u>0</u>	<u>0.0%</u>	<u>0</u>	<u>0.0%</u>
Township Appropriations	7,250	6,042	5,000	1,250	(1,042)	0.0%	(2,250)	-31.0%
Charges	9,825	8,187	12,288	13,673	4,101	50.1%	2,463	25.1%
Fines and Overdues	18,700	15,583	22,861	17,031	7,278	46.7%	4,161	22.3%
Interest	35	29	133	42	104	354.5%	98	279.2%
Donations	0	0	2,059	1,435	2,059	#DIV/0!	2,059	20589400.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	5	4	123	829	119	2837.1%	118	2367.2%
TOTAL OTHER REVENUE	<u>55,815</u>	<u>49,846</u>	<u>62,464</u>	<u>54,259</u>	<u>12,618</u>	<u>25.3%</u>	<u>6,649</u>	<u>11.9%</u>
<b>TOTAL REVENUE</b>	<b><u>142,815</u></b>	<b><u>136,846</u></b>	<b><u>149,464</u></b>	<b><u>144,259</u></b>	<b><u>12,618</u></b>	<b><u>9.2%</u></b>	<b><u>6,649</u></b>	<b><u>4.7%</u></b>
<b>EXPENDITURES</b>								
Library Materials	127,030	105,859	92,349	93,539	13,510	12.8%	34,681	27.3%
Services and Charges	6,285	5,238	3,674	3,784	1,564	29.9%	2,611	41.6%
Supplies	4,700	3,917	3,587	2,097	330	8.4%	1,113	23.7%
Miscellaneous Expense	2,750	2,292	2,332	1,807	(41)	-1.8%	418	15.2%
Capital Outlay	2,050	1,708	1,482	1,664	226	13.3%	568	27.7%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b><u>142,815</u></b>	<b><u>119,013</u></b>	<b><u>103,423</u></b>	<b><u>102,891</u></b>	<b><u>15,590</u></b>	<b><u>13.1%</u></b>	<b><u>39,392</u></b>	<b><u>27.6%</u></b>
<b>REVENUE OVER EXPENDITURES</b>	<b><u>0</u></b>	<b><u>17,833</u></b>	<b><u>46,041</u></b>	<b><u>41,368</u></b>	<b><u>28,208</u></b>		<b><u>46,041</u></b>	

**NOTES:**

**Other Revenue:** Charges & Fines continue to exceed budget

**Total Revenue:** Budgeted revenues YTD are 95.82% of total revenue  
Actual revenues YTD are 104.66% of total revenue

**Expenditures:** Materials spending continues to be less than budget. Mary continues to work with staff on materials expenditures to have funds spent and encumbered by early December.

**Total Expenditures:** Budgeted expenditures YTD are 83.33% of total expenses  
Actual expenditures YTD are 72.42% of total expenses

As of 10/31/2022

**CCL Fund Balance Report**

**Balance**

**Operating Funds**

001 CCL	161,848.12
043 Hankin	39,941.45

**Total Operating Funds** **201,789.57**

**Reserve Funds**

004 Technology Fund	269,390.23
400 Chester Cty Library Capital Reserve	83,026.07
410 Chester Cty Library Program Fund	189,108.74
450 Hankin Library - Capital	223,519.53
451 CCL & Hankin Materials	125,872.64

**Total Reserve Funds** **890,917.21**

**Grants - Friends of the Library**

091 I & R Services	4,473.04
092 Multi-media	163.24
093 2nd Floor Improvements	7,033.52
094 Library Staff	11,907.35
095 1st Floor Improvements	10,204.76
096 Courtesy Bags	5,520.24
097 Programming	910.32
098 Circulation	-
099 Youth Services	3,670.20
900 Volunteer Support	5,350.87
902 Jacobs Tech Center	8,232.94
903 Capital Fund	67,144.99

**Total CCL Friends** **124,611.47**

943 Friends of Henrietta Hankin Branch 6,940.99

**Total Friends Funds** **131,552.46**

**Grants and Appropriations**

002 Community Foundation - Grants	16,541.97
100 CCL County Materials Fund	29,237.04
104 CCL Trust - Grants	75,181.11
109 Hankin County Materials Fund	7,622.09
132 Glaxo-Smith Kline Science in the Summer	325.60

**Total Grants and Appropriations** **128,907.81**

**Special Funds**

003 Helen Russell Memorial Fund	5,243.12
105 CCL Community Day	4,034.02
106 CCL & Hankin Museum Passes	8,890.79
107 CCL & Hankin Author Events	3,308.83

**Total Special Funds** **21,476.76**

**Endowment Funds**

090 Chester County Library Trust 2,107,647.30

**500 District Center Aid Funds** **242,051.46**

**510 County Coordination Aid** **96,562.31**

**TOTAL ALL FUNDS**

**3,820,904.88**

## Board of Trustees 2023 Meeting Dates (Draft)

(Chester County Library System Meeting is at 8:30am and Chester County Library Board meeting follows. Both meetings are in the Betty Burke Room of the Chester County Library and District Center unless otherwise noted, but will also be held via Zoom)

January 17<sup>th</sup>

February 21<sup>st</sup>

March 21<sup>st</sup>

April 18<sup>th</sup>

May 23<sup>rd</sup> – Henrietta Hankin Branch Library (Primary?)

June 20<sup>th</sup>

July 18<sup>th</sup> – West Chester Public Library

August 15<sup>th</sup> – Downingtown Library

September 19<sup>th</sup> – Phoenixville Public Library

October 17<sup>th</sup> – Easttown Library

November 21<sup>st</sup> – Kennett Library

December 19<sup>th</sup> (start time, 10am)

PaLA Conference October 1 – 4, 2023  
Primary May 16, 2023 (need to confirm)



## Chester County Library and Henrietta Hankin Branch 2023 Holidays and Closings

New Year's Day	1/1/2023	Sunday	Closed
New Year's Day (observed)	1/2/2023	Monday	Closed
Martin Luther King, Jr. Day	1/16/2023	Monday	Closed
President's Day	2/20/2023	Monday	Float (County Closed)
Good Friday	4/7/2023	Friday	Float
Easter Sunday	4/9/2023	Sunday	Closed
Memorial Day Sunday	5/28/2023	Sunday	Closed
Memorial Day (observed)	5/29/2023	Monday	Closed
Flag Day (observed)	6/14/2023	Wednesday	Float
Juneteenth	6/19/2023	Monday	Closed
Independence Day	7/4/2023	Tuesday	Closed
Labor Day Sunday	9/3/2023	Sunday	Closed
Labor Day	9/4/2023	Monday	Closed
Columbus Day	10/9/2023	Monday	Float – TBD Staff Dev Day
Election Day	11/7/2023	Tuesday	Float (County Closed)
Veterans Day	11/10/2023	Friday	Float (County Closed)
Thanksgiving Day	11/23/2023	Thursday	Closed
Day after Thanksgiving	11/24/2023	Friday	Closed
Christmas Eve	12/24/2023	Sunday	Closed
Christmas Day	12/25/2023	Monday	Closed
New Year's Eve	12/31/2023	Sunday	Close at 5pm
New Year's Day	1/1/2024	Monday	Closed





Date: November 15, 2022  
 To: Board of Trustees, Chester County Library  
 From: Mary Gazdik, Director, Chester County Library  
 Re: Strategic Initiatives Funding Request, 2023

Priority	Project/Item	Description/Goals/Outcomes	Frequency	Estimated Cost	Possible Trust Recognition
1	eMaterials	Increase eMaterials collection for CCL/Hankin and the system to help meet the increasing demand. The eMaterials committee is requesting that 25% of materials budget be spent on ematerials, which will be difficult without additional funding. One of the goals of the 2019-2023 County Strategic Business Plan is to increase circulation of downloadable and streaming collections.	Annually	\$56,000	Website Trust page; newsletter article; Trust flyer; library display wall
2	Museum Passes	Purchase additional museum passes for CCL and Hankin to both expand number of venues as well as increase number of passes to heavily used venues. Expand family learning experiences outside of the library. Also includes \$1800 for LibraryInsight management software annual fee. One of the goals of the 2019-2023 County Strategic Business Plan is to increase the usage of collections serving diverse populations, which includes the museum passes.	Annually	\$12,000	Website Museum Pass and Trust pages; newsletter article; Trust and Museum Pass promotional materials; press release; library display wall
3	Adult Programs	Sponsor adult programs with relatively well-known authors and presenters with unique skills and expertise in order to attract new users, promote awareness of library services, and fundraise. One of the goals of the 2019-2023 County Strategic Business Plan is to increase attendance at programs held for diverse populations. Another goal is that 75% of program attendees will indicate they are satisfied with economic, workforce, and/or entrepreneurial development programs offered by Member Libraries. Includes Zoom licenses at \$2,000 for virtual programming, and \$2,000 for LinkedIn training. development programs offered by Member Libraries. Includes Zoom licenses at \$2,000 for virtual programming, and \$2,000 for LinkedIn training.	Annually	\$7,200	Website pages and promotional materials: Adult Programs and Services, Small Businesses and Workshops, and Trust; newsletter article; announcements at beginning and end of programs; library display wall

4	Equipment for Programs	Supplemental Science Kits; See attached specifications and proposal.	One Time	\$ 800	Website Trust page; newsletter article; library display wall
5	StoryWalk®	The StoryWalk® is installed along a ½ mile paved walkway in Exton Park surrounding two playgrounds and a picnic area. The project consists of 20 reading stations, each featuring a page in a children’s storybook, which promotes health and literacy in young children by encouraging exercise and reading. This request includes 10 replacement plexiglass panels, which have become scratched and damaged due to the elements. The story is replaced three to four times per year.	Annually	\$3,600	Website Trust page, newsletter article; library display wall; StoryWalk® stations, website.
6	English Literacy	The Reference Department offers four English Conversation groups per month, along with program materials. This program provides outreach and connections with families that speak languages other than English at home.		\$3,000	
7	Oral History Digitization	Digitization of 17 cassettes containing interviews Quakers born in Chester County between 1889-1910. See attached description		\$1,000	
8	Audio Enabled Print Books	To provide children access to an additional 25-30 audio-enable print books. Research shows that read-alongs improve reading skills in young children by building vocabulary, fluency, and comprehension.		\$1,800	
9	Build A Better Book	Through the proposed Build A Better Book program, we will help both the teens creating accessible books and games, and the patrons who use them become life-long learners and readers. This new offering will help us expand STEM programming that will get teens excited about the library, helping them find a place to collaborate, discover their passions and explore the possibilities for their futures. We dream of a program that will build bridges and create a more inclusive space by expanding and developing library services for the blind and visually impaired in our community. This program provides strong motivation for youth to participate in STEM learning at the library by increasing their self-confidence while developing creative problem-solving skills.	One Time	\$7,500	Website pages (Teen, Trust & Makerspace) and promotional materials; newsletter article; press release sent out announcing the launch of the program; items created by participants available in the Libraries at the conclusion of the program
10	Sensory Equipment	The installation of a sensory bench, along with headphones, will provide a respite for patrons with autism and sensory processing needs.	One Time	\$6,500	Website, social media, newsletter article, promotional materials
11	Hybrid Program Technology	To provide technology that will allow the Libraries to offer hybrid programs such as book clubs in a way that allows remote and in-person attendees with a fully participatory experience. 1 Owl 3 camera and 2 expansion mics.	One Time	\$1600	
	<b>Total Request</b>			<b>\$101,000</b>	



TO: Board of Trustees, Chester County Library Trust  
FROM: Melissa Kohl, Manager, Information and Reader Services, Chester County Library  
DATE: December 1, 2022  
RE: Funding proposal for Chester County Library Museum Pass Program

The Chester County Library's Museum Pass Program offers free admission to 23 cultural institutions in the SEPA region, including museums, gardens, and a zoo. This program has helped thousands of Chester County residents, including County staff, visit cultural institutions at no cost. In 2021 the program has saved residents over \$80,000 in admission expenses. The library is pleased to be able to support its goal of encouraging lifelong learning efforts through the program's hands-on experience of visiting a cultural institution with family and friends.

Because of the popularity of the program, we are working to expand offerings to include passes to possibly include Longwood Gardens, the Immaculata Symphony, and select museums in New York. We have interest in potential funding from The Pearl Foundation to expand these offerings.

Budget

Museum Passes to 27 cultural institutions	\$10,200
Library Insight Software	<u>\$ 1,800</u>
TOTAL	\$12,000



TO: Board of Trustees, Chester County Library Trust  
 FROM: Pam Marquette, Adult Program Coordinator, Chester County Library  
 DATE: December 1, 2022  
 RE: Funding proposal for Chester County Library Citizen Science Program

It is our purpose that the Adult Programs at the Chester County Library are designed to offer patrons a wide variety of quality programs that are intended to be educational, informational and/ or entertaining. Popular programs include local as well as American history, science, nature and the environment, local destinations such as museums and parks, and musical concerts.

The SciStarter Citizen Science program which was initiated this year in April with Trust funding, has been a huge success. Several programs were planned that were well attended and the kits have been checked out and used regularly. We would like to expand our collection of SciStarter Citizen Science Kits to include three (3) additional kits, two of each.

Partnering with the Chester County History Center, we would like to be able to offer several of their programs at the library, as well as two local historians. We are also looking to have a speaker who tells the local stories of the Revolutionary War by using an animated GIS mapping.

Musical concerts are always popular and we would like to add several to the program calendar in 2023, as well as a local auctioneer who presents a great “Antiques Road Show” program.

We have been providing a Virtual Yin Yoga class every Tuesday night since COVID and we started offering virtual programs. Our instructor has her own business, but has been kind enough to offer her services without compensation. Her classes are well attended, drawing regulars and 3 to 4 new students every week. Attendance fluctuates, however continues to grow. We would like to offer her some compensation for her time and effort to present these very popular classes. Many of the regulars are unable to get out to classes and this helps the stay them well. They enjoy the classes and want them to continue.

In partnership with Longwood Gardens and their Community Read Program, this year we are looking to add local chefs to present live demonstrations of African Food. These programs promise to be educational as well as delicious.

We are requesting funds to help provide our patrons with these programs:

SciStarter, Citizen Science Kits

Monitoring Air Quality (2)	\$600.00
Zombee Watch (2)	\$100.00
Mapping Mosquito Habitat (2)	<u>\$100.00</u>
<b>TOTAL</b>	<b>\$800.00</b>



ADULT PROGRAMS

Chester County History Center (4 at \$125 each)	\$500.00
Local Historians	
Roger Arthur	\$100.00
Mike Jesberger	\$125.00
Bruno Vincent (Beatles/ Rock and Roll history)	\$200.00
Mike Ivankovich (Antiques Road Show)	\$200.00
Holiday Craft Show expenses	\$400.00
Musical concerts	
Jay Smar (PA Coal Miners music)	\$200.00
O'Rourke Family (Irish tunes and Sea Shanties)	\$200.00
Henry Koretsky (Hawaiian/ Irish tunes)	\$200.00
Wellness Yin Yoga with Heather (weekly sessions)	\$1075.00
Local chefs	\$200.00
Trust Speaker Series	\$1,600.00
Zoom Licenses	<u>\$2,000.00</u>
<b>TOTAL</b>	<b><u>\$7,000.00</u></b>

I appreciate your consideration of this proposal and am happy to answer any questions you may have.

Respectfully submitted,

Pam Marquette

Adult Program Coordinator  
 Chester County Library  
 610.344.5131  
[pmarquette@ccls.org](mailto:pmarquette@ccls.org)



TO: Board of Trustees, Chester County Library Trust  
FROM: Meghan Lynch, Director, Henrietta Hankin Branch Library  
DATE: December 1, 2022  
RE: Funding proposal for Henrietta Hankin Branch – Audio-enabled print books for Youth Services

Purpose: To provide children access to audio-enabled print books. These read-along print books have a digital listening device permanently attached to the inside front cover. Each book uses a distinctive sound that cues the reader to turn the page and follow along. Seeing and hearing language at the same time encourages a child to match oral sounds to written words. Research shows that read-alongs improve reading skills in young children by building vocabulary, fluency, and comprehension.

We would like to add 25-30 selections to our collection. We will put a sticker in each book noting that the Trust funded its purchase. This will serve as an effective way to publicize the Trust to our parents and caregivers of young patrons.

Price Breakdown:

Total request: \$1,800

Approximate cost/book: \$60



TO: Board of Trustees, Chester County Library Trust  
 FROM: Mary Gazdik, Director, Chester County Library  
 DATE: December 1, 2022  
 RE: Funding proposal for Chester County Library & Hankin Branch Build A Better Book Program

**Purpose:** Through the proposed Build A Better Book, Build A Better Game, and Make a Better Community programs, we will help both the teens creating accessible books and games, and the patrons who use them become life-long learners and readers. This new offering will help us expand STEM programming that will get teens excited about the library, helping them find a place to collaborate, discover their passions and explore the possibilities for their futures. We dream of a program that will build bridges and create a more inclusive space by expanding and developing library services for the blind and visually impaired in our community. This program provides strong motivation for youth to participate in STEM learning at the library by increasing their self-confidence while developing creative problem-solving skills. The Build A Better Book program will differ from past STEM-related programming by providing a meaningful making opportunity that will engage youth with empowering programming using low- and high-tech makerspace tools to create a final product that can be enjoyed by library users.

**Budget:**

Item	Notes	Price
Craft & Misc Supplies	Used for empathy exercises & projects	\$175
Wikki Stix & Blindfolds	Tactile Pictionary	\$45
The Extraordinaires® Design Studio PRO	Intro to the Design Process	\$80
6-cup muffin tins, set of 4	Braille learning tool	\$30
Tennis Balls	Braille learning tool	\$40
MonMed Braille Fingerboard Braille Slate and Stylus	Braille learning & writing tool (4 sets)	\$65
Braille Tape		\$100
Braille Alphabet Board (2)		\$25
Cosmo Electric Brailier from American Thermoform	Both a Braille writer and printer, it can be typed from and also printed from when connected to a computer. Also, it is portable, easy to maintain, and quieter than the average Brailier.	\$2,450
Tactile Printer and paper	Easy & fast way to create tactile graphics	\$2,575
3Doodler EDU Create+ Learning Pack (6 Pens)	Create tactile graphics from books	\$700
MakeyMakey Classic Kit (6 kits)	Add sound and inteaction to books & games	\$360
Carousel of Textures	Materials to create graphics and adapt games and art projects	\$231
Guide to Designing Tactile Book		\$40
Selection of Books & Games for BVI	Examples to inform design & pair with finished projects	\$434
See Like Me: Low Vision Simulators		\$150
		\$7,500



To: Chester County Library Trust  
From: Melissa Kohl, Laura Salvucci, and Jamie Claxton, Reference Department, Chester County Library  
Re: Funding Requests

Project: Continuation of Oral History Digitization Project  
Amount: \$1,000

**About:**

The Chester County History Center gave Chester County Library permission to borrow an additional 12 oral history interviews to digitize (on roughly 17 cassettes). The additional cassettes would increase the breadth and diversity of the interviews available for listening. An explanation of the original Oral History Project is attached.

If funded for 2023, we will include the Chester County Library Trust on all print and digital promotions, and place verbiage on the current oral history website available to patrons to recognize Chester County Library Trust's support.





To: Chester County Library Trust  
From: Melissa Kohl, Laura Salvucci, and Jamie Claxton, Reference Department, Chester County Library  
Re: Funding Requests

Project: English Literacy Services and Resources  
Amount: \$3,045

The Reference Department respectfully requests funding to continue our English Literacy programming and services. We currently partner with [Chester County OIC](#), as a result of generous funding from the Friends of the Chester County Library, to provide four Virtual English Conversation Group meetings per month as well as a print and online English language learning newspaper, [News for You](#). These programs and services have been the backbone of our outreach and connections with families in our service area that speak languages other than English at home (13.1% of Chester County's population, according to the [2021 ACS 1-Year Estimates](#)). We have Chester County OIC and CCL staff people at each Conversation Group meeting, where we can talk with attendees about their needs and how our organizations can better serve them. We also send out follow-up emails after each meeting to a list-serv that currently has 216 subscribers, as a form of passive engagement that keeps this population connected with the library and our services.

Attendance at our English Conversation Groups and use of News for You has grown steadily over the last year. If we continue at our current rate, we expect approximately 300 attendees for the year in our English Conversation Groups, a 27% increase over last year. The copies from our print subscription for News for You are regularly completely given away each week, so we are requesting an increase of 15 from 10 copies when our subscription expires next year. While News for You does not provide data on usage of their digital subscriptions, we know that Chester County OIC's tutors and teachers frequently make use of it with their students, and our Conversation Group Facilitators also regularly promote it to the attendees as a tool to advance their skills.

If funded for 2023, we will include the Chester County Library Trust on all print and digital promotions for both News for You and the English Conversation Groups, including all follow-up emails sent to the Conversation Group attendees. We can also add labels to each print News for You copy stating that the funding for that resource is generously provided by the Chester County Library Trust.

Thank you for your consideration for funding these important programs and services.

Sincerely,  
Melissa Kohl  
Jamie Claxton  
Laura Salvucci

TO: Board of Trustees, Chester County Library Trust  
FROM: Mary Gazdik, Director, Chester County Library  
DATE: December 1, 2022  
RE: **Chester County Library & Hankin Brach—Multisensory Tools**

**Purpose:** To provide a space for patrons to use as a tool to reduce stress and anxiety. Patrons who are neurodiverse and may feel overwhelmed in a library environment can use the bench to help bring calm and focus, allowing them to spend time among their peers in a public setting.

The Vibro-Acoustic Platform is a vinyl-upholstered bench equipped with Bluetooth speakers, mounted underneath the platform, that create a pulse that can be felt through the entire body when music is playing. When wearing headphones, patrons can listen to music streamed from a Bluetooth-enabled device and feel the vibrations.

Perfect Petzz can be held and stroked, and they even breathe realistically which makes them comforting and soothing, providing tactile stimulation. They are great for relaxation and calming anxiety in people of all ages, as well as stimulating those with sensory processing disorders.

**Budget:**

- 4 pairs Noise Cancelling Bluetooth Headphones \$320
- 4 Perfect Petzzz \$159.96
- 2 Vibro-Acoustic Platform \$6398

**Total = \$6877.96**





TO: Board of Trustees, Chester County Library Trust  
FROM: Mary Gazdik, Director, Chester County Library  
DATE: December 1, 2022  
RE: **Chester County Library & Hankin Brach—Hybrid Technology**

**Purpose:** To provide technology that will allow the Libraries to offer hybrid programs such as book clubs in a way that allows remote and in-person attendees with a fully participatory experience. The Meeting Owl Camera provides an excellent 360 degree camera that is easy to set up and use. The camera's features include autofocus and the software is able to recognize the voice of the person speaking and zoom in on them while also providing a snapshot of the attendees in the room. While the built-in speakers work fairly well on their own, the expansion mic pack will allow for better sound for users joining the meeting or program remotely.

We are requesting one camera for Hankin as CCL already has an OWL Camera that was received earlier this year. After evaluating the remote user experience using the camera alone, we are requesting expansion mics for both locations based on feedback received from attendees.

**Budget:**

- Meeting Owl 3--\$1,100
- Expansion Mic x 2—500



**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
AND HANKIN BRANCH LIBRARY  
STATE AID BUDGET 2023 NARRATIVE**

**Attached Documents:**

1. 2023 Proposed State Aid Budget CCL - by Cost Center with line item detail
2. 2023 Proposed State Aid Budget - Hankin with line item detail
3. Collection budget detail

**Budget Highlights**

1. Changes to Revenue for 2023
  - a. The budget has an overall increase thanks to a 16% increase in State Aid.
  - b. Township appropriations
    - West Whiteland appropriation decreased \$9500 as 2022 included a one-time ARPA funding of \$9500.
    - East Nantmeal has budgeted a \$500 donation for 2023.
    - Warwick last year and for 2022 is shown as \$1,000.
    - South Coventry, Upper Uwchlan and West Vincent are stable.
  - c. Printing and copying have been consolidated into one line for ease of accounting.
  - d. Fines and Overdues continue to trend 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. Interest income is expected to see a large increase due to interest rate hikes by the Federal Reserve.
  - g. Anticipated Funds from Other Sources for Materials:
    - County: \$70,000 CCL, \$20,000 Hankin
    - Chester County Community Foundation: \$23,838 e-Materials (includes carryover from 2022)
    - Chester County Library Trust: e-Materials \$56,000, Museum Passes \$12,000, Vox Books \$1800 (including carryover total is \$79,487)
  - h. No changes to fees at this time. A small committee is exploring fees and will make a recommendation at a later time.
2. Changes to Expenses in 2023:
  - a. Audit fees and most other contracted items will increase slightly per contract. Copier expenses have declined with a new contract.
  - b. Travel & Mileage were moved out of department budgets and into Overhead and Community Engagement to better track mileage.
  - c. 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.
  - d. Collections at least 25% of all collections expenditures to eMaterials as requested by system. We continue to analyze circulation and budget based on usage and per item costs.
  - e. Piloting a new Tabletop & Board Game collection in Multimedia.
  - f. Office Supplies have been consolidated to the Overhead budget except for department specific supplies.
  - g. Hankin Office Supplies increase includes the cost of replacing cash register.

CCL 2023 Proposed Budget

	Fund	Cost Cent	Workflow	Description	YTD Actual 2022	Budget 2022	Budget 2023	% Change	Explanation
<b>Revenue</b>									
310000	001	000	Overhead Budget	STATE AID	347,469.56	347,469.56	403,974.00	16.3%	
311000	001	000	Overhead Budget	STATE AID-OTHERS	1,154,596.56	1,154,597.00	1,356,982.00	17.5%	
320041	001	000	Overhead Budget	LOCAL GOVERNMENTAL UNIT-WEST WHITELAND	9,500.00	19,000.00	9,500.00	-50.0%	ARPA Funds
331000	001	000	Overhead Budget	CHARGES-RENTAL BOOKS	1,082.50	2,000.00	1,560.00	-22.0%	Based on 2022 revenue as of 10/31
331200	001	000	Overhead Budget	CHARGES-DVD RENTAL	108.57	0.00	0.00		
331400	001	000	Overhead Budget	CHARGES-VIDEO GAMES	2,814.00	3,000.00	3,500.00	16.7%	Based on 2022 revenue as of 10/31
332100	001	000	Overhead Budget	CHARGES-JTC DMLM (DIG MEDIA LAB & MAKERSPACE)	764.05	400.00	1,300.00	225.0%	Based on 2022 revenue as of 10/31
333000	001	000	Overhead Budget	CHARGES-COPIER-B/W	6,843.24	1,750.00	11,650.00	565.7%	Consolidated all printing and copier use into this line
333050	001	000	Overhead Budget	CHARGES-COPIER-COLOR	76.89	300.00	0.00	-100.0%	
333100	001	000	Overhead Budget	CHARGES-EAR BUDS	76.37	25.00	50.00	100.0%	
333200	001	000	Overhead Budget	CHARGES-FLASH DRIVES	0.00	25.00	0.00	-100.0%	JTC reports no sales of Flash Drives
333300	001	000	Overhead Budget	CHARGES-PRINTING-B/W	2,237.97	8,500.00	0.00	-100.0%	
333350	001	000	Overhead Budget	CHARGES-PRINTING-COLOR	187.74	1,100.00	0.00	-100.0%	
333400	001	000	Overhead Budget	CHARGES-FAX	600.60	1,000.00	900.00	-10.0%	Based on 2022 revenue as of 10/31
335110	001	000	Overhead Budget	CHARGES-LOST BOOKS-ADULT	3,336.71	4,000.00	5,000.00	25.0%	Based on 2022 revenue as of 10/31
335120	001	000	Overhead Budget	CHARGES-LOST BOOKS-CHILDRENS	2,758.01	3,500.00	4,000.00	14.3%	Based on 2022 revenue as of 10/31
335200	001	000	Overhead Budget	CHARGES-LOST AUDIO VISUAL MATERIALS	609.66	900.00	900.00	0.0%	
335350	001	000	Overhead Budget	CHARGES-OUT OF STATE LIBRARY CARDS	138.84	50.00	200.00	300.0%	Based on 2022 revenue as of 10/31 & training on policy
336400	001	000	Overhead Budget	CHARGES-DISBURSEMENT CHECKS	1,760.30	2,500.00	2,500.00	0.0%	
336600	001	000	Overhead Budget	CHARGES-ROOM RENTAL	3,628.75	4,500.00	5,500.00	22.2%	New meeting rooms & expected increase in usage
336630	001	000	Overhead Budget	CHARGES - HOT SPOTS	2,548.04	4,000.00	3,600.00	-10.0%	Based on 2022 revenue
336700	001	000	Overhead Budget	CHARGES - CAFE	328.54	1,000.00	1,000.00	0.0%	
340000	001	000	Overhead Budget	FINES & OVERDUES	44,450.96	51,000.00	63,000.00	23.5%	Based on 2022 revenue as of 10/31
343000	001	000	Overhead Budget	FINES AND OVERDUES - COLLECTION AGENCY	7,303.43	9,000.00	10,000.00	11.1%	Based on 2022 revenue as of 10/31
350000	001	000	Overhead Budget	INTEREST	392.17	500.00	3,500.00	600.0%	Anticipated rate hikes resulting in better earnings
360000	001	000	Overhead Budget	DONATIONS	891.45	2,000.00	1,000.00	-50.0%	Based on 2022 revenue
363000	001	000	Overhead Budget	DONATIONS-MEMORIAL	0.00	100.00	100.00	0.0%	
368220	001	000	Overhead Budget	FUNDS - ARPA - LOCAL	9,500.00	0.00	0.00		
372000	001	000	Overhead Budget	FUNDS-GRANT	3,500.00	0.00	0.00		
376530	001	000	Overhead Budget	SPECIAL FUNDRAISING EVENTS	922.19	0.00	0.00		
379100	001	000	Overhead Budget	CCLS AUTHOR EVENT	1,500.00	5,500.00	1,000.00	-81.8%	Based on 2022 revenue
380000	001	000	Overhead Budget	MISCELLANEOUS INCOME	39.20	100.00	50.00	-50.0%	Based on 2022 revenue
381000	001	000	Overhead Budget	SALES TAX DISCOUNT	-3.91	15.00	15.00	0.0%	
382000	001	000	Overhead Budget	COMMISSIONS - VENDING	192.06	0.00	200.00		Based on 2022 revenue
			<b>Total Revenue</b>		<b>\$1,610,154.45</b>	<b>\$1,627,831.56</b>	<b>\$1,890,981.00</b>	<b>16.2%</b>	

Overhead Expenditures Budget								
431100	001	000	Overhead Budget	AUDIT FEES	10,500.00	11,000.00	11,650.00	5.9%
432000	001	000	Overhead Budget	POSTAGE	4,297.62	4,100.00	4,700.00	14.6%
432300	001	000	Overhead Budget	TELEPHONE SERVICE	13.63	50.00	50.00	0.0%
433000	001	000	Overhead Budget	TRAVEL & MILEAGE	65.81	6,000.00	1,500.00	-75.0% 2022 was calculated on Bruce's milage. Peter takes the van, this is for staff mileage to meetings
437000	001	000	Overhead Budget	EQUIPMENT MAINTENANCE AGREEMENT	3,783.75	3,783.75	4,050.00	7.0%
437500	001	000	Overhead Budget	EQUIPMENT REPAIR	0.00	500.00	500.00	0.0%
438230	001	000	Overhead Budget	EQUIPMENT LEASE-POSTAGE METER	987.66	2,100.00	1,975.32	-5.9%
438310	001	000	Overhead Budget	EQUIPMENT LEASE-COPIER- PUBLIC	5,114.71	7,000.00	6,130.00	-12.4% New copier contract
439200	001	000	Overhead Budget	DUES & MEMBERSHIP	4,148.00	5,500.00	6,500.00	18.2% Raise in dues due to salary increase
441000	001	000	Overhead Budget	SUPPLIES-OFFICE	4,315.35	5,000.00	6,000.00	20.0% General office supplies moved out of department budgets
443000	001	000	Overhead Budget	SUPPLIES-COMPUTER	1,775.01	6,000.00	6,000.00	0.0%
445000	001	000	Overhead Budget	SUPPLIES-POSTAGE MACHINE	328.91	350.00	500.00	42.9%
446000	001	000	Overhead Budget	SUPPLIES-MAINTENANCE	1,061.87	800.00	1,000.00	25.0% Based on 2022 spending
448000	001	000	Overhead Budget	SUPPLIES-MERCHANDISING	0.00	100.00	0.00	-100.0% Nothing spent in 2022
449000	001	000	Overhead Budget	SUPPLIES - CAFE	861.15	1,500.00	1,700.00	13.3% Increased usage
450000	001	000	Overhead Budget	MISCELLANEOUS EXPENSE	0.00	100.00	0.00	-100.0%
450100	001	000	Overhead Budget	WATER COOLER/COFFEE MACHINE RENTAL	618.99	900.00	900.00	0.0%
450300	001	000	Overhead Budget	STAFF RECOGNITION	481.52	5,500.00	3,500.00	-36.4% 2022 was a special increase, return to previous year's funding level.
450500	001	000	Overhead Budget	MISCELLANEOUS TAXES	7.09	0.00	0.00	
454000	001	000	Overhead Budget	OVERAGE/SHORTAGE	78.54	0.00	100.00	
455000	001	000	Overhead Budget	TRUSTEE ACCOUNT	210.00	240.00	240.00	0.0%
456000	001	000	Overhead Budget	BANK CHARGES	20.00	0.00	0.00	
456020	001	000	Overhead Budget	COLLECTION AGENCY FEES	5,847.05	8,050.00	9,000.00	11.8% Based on budgeted increase in collection agency referrals
456025	001	000	Overhead Budget	CREDIT CARD FEES	2,712.23	3,750.00	3,750.00	0.0%
456030	001	000	Overhead Budget	BACKGROUND CHECK FEES	352.65	0.00	0.00	
459100	001	000	Overhead Budget	CCLS AUTHOR EVENT	609.81	5,000.00	0.00	-100.0% In a different budget
460000	001	000	Overhead Budget	GRANT EXPENSE	3,500.00	0.00	0.00	
471000	001	000	Overhead Budget	TRANSFER-STATE AID OTHERS	1,154,596.56	1,154,596.54	1,356,982.00	17.5%
			<b>Total Overhead</b>		<b>1,206,287.91</b>	<b>1,231,920.29</b>	<b>1,426,727.32</b>	15.8%
Administration Expenditures Budget								
433000	001	105	Administration Budget	TRAVEL & MILEAGE	0.00	0.00	0.00	
439100	001	105	Administration Budget	TRAINING & WORKSHOPS	75.00	5,000.00	5,000.00	0
			<b>Total Administration</b>		75.00	5,000.00	5,000.00	0
Adult Collection Budget								
420100	001	110	Adult Collection Budget	BOOKS-NONFICTION	30,085.95	39,089.14	47,751.00	22.2%
420200	001	110	Adult Collection Budget	BOOKS-FICTION	30,090.44	38,000.00	47,751.00	25.7%
422000	001	110	Adult Collection Budget	PERIODICALS	0.00	680.00	800.00	17.6%
			<b>Total Adult Collection</b>		<b>60,176.39</b>	<b>77,769.14</b>	<b>96,302.00</b>	23.8%
Audio Visual Budget								
421300	001	115	Audio Visual Budget	BOOKS-REFERENCE	0.00	50.00	1,400.00	2700.0% Tabletop/board game collection added here
422000	001	115	Audio Visual Budget	PERIODICALS	0.00	120.00	120.00	0.0%
423100	001	115	Audio Visual Budget	AUDIO/MUSIC-ADULT	4,604.51	6,000.00	5,500.00	-8.3%
423200	001	115	Audio Visual Budget	BLU-RAY/DVD-ADULT	14.99	0.00	25,000.00	
423400	001	115	Audio Visual Budget	AUDIOBOOKS-ADULT	6,513.44	10,500.00	9,000.00	-14.3% Decrease in usage of collection
423403	001	115	Audio Visual Budget	AUDIOBOOKS - YOUNG ADULT	147.95	1,000.00	1,000.00	0.0%
423405	001	115	Audio Visual Budget	DOWNLOADABLE AUDIOBOOKS-ADULT	12,521.60	22,281.50	31,135.73	39.7%
423406	001	115	Audio Visual Budget	DOWNLOADABLE E-BOOKS - ADULT	39,867.23	60,000.00	72,682.73	21.1%

423500	001	115	Audio Visual Budget	VIDEO GAMES	506.53	3,000.00	3,000.00	0.0%
429000	001	115	Audio Visual Budget	LIBRARY SUPPLIES - PROCESSING	0.00	200.00	200.00	0.0%
433000	001	115	Audio Visual Budget	TRAVEL & MILEAGE	0.00	100.00	0.00	-100.0% Moved to Overhead
439100	001	115	Audio Visual Budget	TRAINING & WORKSHOPS	0.00	250.00	160.00	-36.0%
<b>Total Audio Visual</b>					<b>64,176.25</b>	<b>103,501.50</b>	<b>149,198.46</b>	44.2%

### Programming Budget

432000	001	120	Programming Budget	POSTAGE	0.00	300.00	100.00	-66.7% Talked to Niki, they don't mail a lot of material out
434310	001	120	Programming Budget	PROGRAMMING-ADULT	675.92	3,000.00	2,000.00	-33.3% Created a line for XYZ which was included here before
434310	001	120	Programming Budget	XYZ PROGRAMMING-ADULT	0.00	0.00	1,000.00	
<b>Total Programming</b>					<b>675.92</b>	<b>3,300.00</b>	<b>3,100.00</b>	-6.1%

### Circulation Budget

428555	001	125	Circulation Budget	MOBILE HOT SPOTS	2,626.57	4,000.00	4,000.00	0.0%
429000	001	125	Circulation Budget	LIBRARY SUPPLIES - PROCESSING	916.80	1,300.00	1,300.00	0.0%
432000	001	125	Circulation Budget	POSTAGE	1,075.67	2,100.00	2,100.00	0.0%
433000	001	125	Circulation Budget	TRAVEL & MILEAGE	0.00	100.00	0.00	-100.0% Moved to Overhead
437000	001	125	Circulation Budget	EQUIPMENT MAINTENANCE AGREEMENT	0.00	2,900.00	2,900.00	0.0%
439100	001	125	Circulation Budget	TRAINING & WORKSHOPS	50.00	200.00	200.00	0.0%
440000	001	125	Circulation Budget	SUPPLIES	2,736.25	3,000.00	3,000.00	0.0%
<b>Total Circulation</b>					<b>7,405.29</b>	<b>13,600.00</b>	<b>13,500.00</b>	-0.7%

### Community Engagement Budget

433000	001	126	Community Engagement	TRAVEL & MILEAGE	37.44	100.00	1,000.00	900.0% Tracking mileage by all staff to events, moved from dept. budgets
433701	001	126	Community Engagement	ADVERTISING-OUTREACH	0.00	150.00	0.00	-100.0% No request for 2023
434395	001	126	Community Engagement	PROGRAMMING-OUTREACH	480.01	600.00	900.00	50.0% Need to purchase supplies & giveaways for offsite events
447000	001	126	Community Engagement	SUPPLIES-PUBLIC RELATIONS	0.00	200.00	150.00	-25.0% Based on 2022 & moving of general office supplies to Overhead
<b>Total Community Engagement</b>					<b>517.45</b>	<b>1,050.00</b>	<b>2,050.00</b>	95.2%

### Computer Services Budget

431000	001	130	Computer Services Budget	PROFESSIONAL SERVICES	605.01	900.00	700.00	-22.2% Removed Misc. upgrades & budgeted for increase in PCI Scan which has gone up every year.
437510	001	130	Computer Services Budget	COMPUTER MAINTENANCE & REPAIR	0.00	500.00	500.00	0.0%
443000	001	130	Computer Services Budget	SUPPLIES-COMPUTER	606.52	1,850.00	1,700.00	-8.1%
495000	001	130	Computer Services Budget	CAPITAL OUTLAY-COMPUTER EQUIPMENT	0.00	1,400.00	1,400.00	0.0% Based on the past 2 years, decreased based on anticipated expenses.
495200	001	130	Computer Services Budget	CAPITAL OUTLAY-COMPUTER SOFTWARE	240.00	1,300.00	1,400.00	7.7%
<b>Total Computer Services</b>					<b>1,451.53</b>	<b>5,950.00</b>	<b>5,700.00</b>	-4.2%

### JTC

433000	001	145	Public Computer Budget	TRAVEL & MILEAGE	15.09	50.00	0.00	-100.0% Moved to Overhead
434440	001	145	Public Computer Budget	PROGRAMMING-MISCELLANEOUS EVENTS	164.13	350.00	850.00	142.9%
439100	001	145	Public Computer Budget	TRAINING & WORKSHOPS	0.00	200.00	200.00	0.0%
441000	001	145	Public Computer Budget	SUPPLIES-OFFICE	0.00	0.00	100.00	
443000	001	145	Public Computer Budget	SUPPLIES-COMPUTER	3,105.67	5,000.00	6,132.00	22.6% Feeder scanners need to be replaced.
495000	001	145	Public Computer Budget	CAPITAL OUTLAY-COMPUTER EQUIPMENT	3,304.22	3,300.00	3,484.22	5.6%
<b>Total Public Computer</b>					<b>6,589.11</b>	<b>8,900.00</b>	<b>10,766.22</b>	21.0%

### Public Relations Budget

433000	001	155	Public Relations Budget	TRAVEL & MILEAGE	128.54	500.00	0.00	-100.0% Moved to Overhead
433700	001	155	Public Relations Budget	ADVERTISING	3,142.05	3,000.00	4,000.00	33.3% Increase in costs
437200	001	155	Public Relations Budget	WEBSITE MAINTENANCE	274.75	1,100.00	1,100.00	0.0%
439100	001	155	Public Relations Budget	TRAINING & WORKSHOPS	313.00	1,000.00	1,000.00	0.0%
447000	001	155	Public Relations Budget	SUPPLIES-PUBLIC RELATIONS	218.97	1,000.00	1,000.00	0.0%
<b>Total Public Relations</b>					<b>4,077.31</b>	<b>6,600.00</b>	<b>7,100.00</b>	7.6%



Reference Budget							
421300	001	160	Reference Budget	BOOKS-REFERENCE	288.00	3,375.00	3,000.00
421400	001	160	Reference Budget	BOOKS-STANDING ORDERS	9,614.26	15,000.00	14,000.00
422300	001	160	Reference Budget	PERIODICALS-PRINTING	3,130.06	16,750.00	18,030.00
426200	001	160	Reference Budget	EIS-ON LINE SERVICES	15,392.68	22,035.00	23,120.00
427000	001	160	Reference Budget	MICROFILM	922.00	1,000.00	950.00
429000	001	160	Reference Budget	LIBRARY SUPPLIES - PROCESSING	82.20	750.00	400.00
433000	001	160	Reference Budget	TRAVEL & MILEAGE	226.89	400.00	0.00
434300	001	160	Reference Budget	PROGRAMMING	171.00	500.00	550.00
437000	001	160	Reference Budget	EQUIPMENT MAINTENANCE AGREEMENT	1,829.00	2,200.00	430.00
439100	001	160	Reference Budget	TRAINING & WORKSHOPS	30.00	200.00	200.00
441000	001	160	Reference Budget	SUPPLIES-OFFICE	0.00	0.00	300.00
<b>Total Reference</b>					<b>31,686.09</b>	<b>62,210.00</b>	<b>60,980.00</b>
Technical Services Budget							
429000	001	165	Technical Services Budget	LIBRARY SUPPLIES - PROCESSING	3,056.45	10,065.00	10,381.00
433000	001	165	Technical Services Budget	TRAVEL & MILEAGE	0.00	50.00	0.00
439100	001	165	Technical Services Budget	TRAINING & WORKSHOPS	10.00	500.00	500.00
495200	001	165	Technical Services Budget	CAPITAL OUTLAY- Library Aware	4,548.00	4,548.00	4,639.00
<b>Total Technical Services</b>					<b>7,614.45</b>	<b>15,163.00</b>	<b>15,520.00</b>
Volunteer Budget							
432000	001	171	Volunteer Budget	POSTAGE	47.23	200.00	150.00
433000	001	171	Volunteer Budget	TRAVEL & MILEAGE	5.27	50.00	0.00
434330	001	171	Volunteer Budget	PROGRAMMING-VOLUNTEER	0.00	300.00	200.00
434335	001	171	Volunteer Budget	PROGRAMMING-PRESIDENTIAL SERVICE AWARDS	0.00	350.00	0.00
434337	001	171	Volunteer Budget	PROGRAMMING-HOLIDAY BUFFET	0.00	2,700.00	2,700.00
440000	001	171	Volunteer Budget	SUPPLIES	0.00	200.00	200.00
443000	001	171	Volunteer Budget	Supplies - Computer	0.00	0.00	250.00
495000	001	171	Volunteer Budget	Computer Capital Outlay	0.00	250.00	0.00
<b>Total Volunteer Budget</b>					<b>52.50</b>	<b>4,050.00</b>	<b>3,500.00</b>
Youth Services Budget							
421200	001	180	Youth Services Budget	BOOKS-CHILDREN	12,044.96	64,000.00	69,087.00
421250	001	180	Youth Services Budget	BOOKS-YOUNG ADULT	2,722.19	9,700.00	9,700.00
423210	001	180	Youth Services Budget	VHS/DVD-CHILDREN	0.00	500.00	500.00
423403	001	180	Youth Services Budget	AUDIO BOOKS - YOUNG ADULT	0.00	1,000.00	0.00
423410	001	180	Youth Services Budget	AUDIO BOOKS-CHILDREN	89.97	4,967.67	4,900.00
429000	001	180	Youth Services Budget	LIBRARY SUPPLIES - PROCESSING	135.58	350.00	350.00
433000	001	180	Youth Services Budget	TRAVEL & MILEAGE	0.00	300.00	0.00
434320	001	180	Youth Services Budget	PROGRAMMING-CHILDREN	3,020.32	5,000.00	5,000.00
434360	001	180	Youth Services Budget	PROGRAMMING-YOUNG ADULT	891.10	1,000.00	1,500.00
434370	001	180	Youth Services Budget	PROGRAMMING-DISTRICT	0.00	1,000.00	0.00
439100	001	180	Youth Services Budget	TRAINING & WORKSHOPS	130.00	500.00	500.00
<b>Total Youth Services</b>					<b>19,034.12</b>	<b>88,317.67</b>	<b>91,537.00</b>
<b>Total Expenses</b>					<b>1,409,819.32</b>	<b>1,627,331.60</b>	<b>1,890,981.00</b>
<b>Net of Revenue over Expenses</b>					<b>200,335.13</b>	<b>499.96</b>	<b>0.00</b>

-11.1% Decrease in usage of collection

-6.7%

7.6%

4.9%

-5.0%

-46.7%

-100.0% Moved to Overhead

10.0% Increase in programming

-80.5% Last year included a 2-year renewal of E-Image Data ScanPros

0.0%

Only department specific supplies here, rest moved to overhead

-2.0%

3.1%

-100.0% Moved to Overhead

0.0%

2.0%

2.4%

-25.0% Based on planned mailings for 2023

-100.0% Moved to Overhead

-33.3% Snacks/food for 4 in-person meetings with staff volunteer supervisors

-100.0% No longer participate in this program

0.0%

0.0%

-100.0% AirTable reclassified as Supplies-Computer

-13.6%

7.9%

0.0% Based on collection usage

0.0%

-100.0% This is in the Multimedia budget, moved to downloadable purchases only

-1.4%

0.0%

-100.0% Moved to Overhead

0.0%

50.0%

-100.0% Moved to the correct budget

0.0%

3.6%

16.2%



Henrietta Hankin 2023 Proposed Budget

Category: Revenue

				YTD Actual 2022	2022 Budget	2023 Budget	% Change	Explanation
310000	043	Hankin Budget	STATE AID	87,000.00	87,000.00	100,993.00	16.1%	State aid increase
320025	043	Hankin Budget	LOCAL GOVERNMENTAL UNIT-WEST VINCENT	0.00	1,000.00	1,000.00	0.0%	
320032	043	Hankin Budget	LOCAL GOVERNMENTAL UNIT-UPPER UWCHLAN	5,000.00	5,000.00	5,000.00	0.0%	
320075	043	Hankin Budget	LOCAL GOVERNMENTAL UNIT-SOUTH COVENTRY TOWNSHIP	0.00	250.00	250.00	0.0%	
320155	043	Hankin Budget	LOCAL GOVERNMENTAL UNIT-WARWICK TOWNSHIP	0.00	1,000.00	1,000.00	0.0%	
331000	043	Hankin Budget	CHARGES-RENTAL BOOKS	342.50	600.00	450.00	-25.0%	Based on 2022 usage
331100	043	Hankin Budget	CHARGES-BOOKS ON TAPE	2.00	0.00	0.00		
331400	043	Hankin Budget	CHARGES-VIDEO GAMES	692.00	600.00	600.00	0.0%	
333000	043	Hankin Budget	CHARGES-COPIER-B/W	1,579.57	500.00	2,100.00	320.0%	Copier & Printing charges consolidated
333050	043	Hankin Budget	CHARGES-COPIER-COLOR	10.38	100.00	0.00	-100.0%	Copier & Printing charges consolidated
333100	043	Hankin Budget	CHARGES-EAR BUDS	34.44	15.00	30.00	100.0%	Based on 2022 usage
333200	043	Hankin Budget	CHARGES-FLASH DRIVES	4.72	0.00	5.00		
333300	043	Hankin Budget	CHARGES-PRINTING-B/W	202.22	1,100.00	0.00	-100.0%	Copier & Printing charges consolidated
333350	043	Hankin Budget	CHARGES-PRINTING-COLOR	27.17	350.00	0.00	-100.0%	Copier & Printing charges consolidated
333400	043	Hankin Budget	CHARGES-FAX	92.87	70.00	120.00	71.4%	Based on 2022 usage
334375	043	Hankin Budget	MEMBERSHIP FEES-FRIENDS	100.00	0.00	0.00		
335100	043	Hankin Budget	CHARGES-LOST BOOKS	632.58	450.00	650.00	44.4%	Based on 2022 revenue
335110	043	Hankin Budget	CHARGES-LOST BOOKS-ADULT	780.66	550.00	800.00	45.5%	Based on 2022 revenue
335120	043	Hankin Budget	CHARGES-LOST BOOKS-CHILDRENS	699.59	850.00	850.00	0.0%	
335200	043	Hankin Budget	CHARGES-LOST AUDIO VISUAL MATERIALS	155.00	100.00	150.00	50.0%	Based on 2022 revenue
336600	043	Hankin Budget	CHARGES-ROOM RENTAL	4,250.00	3,500.00	5,000.00	42.9%	Based on 2022 revenue
336630	043	Hankin Budget	CHARGES - HOT SPOTS	857.30	1,000.00	1,000.00	0.0%	
336700	043	Hankin Budget	CHARGES - CAFE	83.47	40.00	75.00	87.5%	Based on 2022 revenue
340000	043	Hankin Budget	FINES & OVERDUES	17,110.89	17,000.00	23,000.00	35.3%	Based on 2022 revenue
343000	043	Hankin Budget	FINES AND OVERDUES - COLLECTION AGENCY	1,529.08	1,700.00	1,700.00	0.0%	
350000	043	Hankin Budget	INTEREST	37.29	35.00	45.00	28.6%	Anticipated rate hikes resulting in better earnings
360000	043	Hankin Budget	DONATIONS	847.22	0.00	0.00		
376530	043	Hankin Budget	SPECIAL FUNDRAISING EVENTS	778.19	0.00	530.00		Author event
381000	043	Hankin Budget	SALES TAX DISCOUNT	17.93	5.00	5.00	0.0%	
382000	043	Hankin Budget	COMMISSIONS - VENDING	61.74	0.00	75.00		
				\$122,928.81	\$122,815.00	\$145,428.00	18.4%	

**Category: Expense**

420100	043	Hankin Budget	BOOKS-NONFICTION	9,133.71	14,825.00	17,000.00	14.7%	Increase in state aid/collection usage
420200	043	Hankin Budget	BOOKS-FICTION	12,961.95	20,000.00	22,000.00	10.0%	Increase in state aid/collection usage
421200	043	Hankin Budget	BOOKS-CHILDREN	15,603.43	20,500.00	25,000.00	22.0%	Increase in state aid/collection usage
421230	043	Hankin Budget	BOOKS-PARENTING	0.00	200.00	250.00	25.0%	Increase in state aid/collection usage
421250	043	Hankin Budget	BOOKS-YOUNG ADULT	2,881.33	4,000.00	5,000.00	25.0%	Increase in state aid/collection usage
421275	043	Hankin Budget	BOOKS-GRAPHIC NOVELS	295.57	500.00	900.00	80.0%	Increase in state aid/collection usage
422000	043	Hankin Budget	PERIODICALS	2,512.08	5,000.00	9,578.00	91.6%	Due to uncertainty about county materials funds for 2023 the entire periodical budget is reflected by this number.
423100	043	Hankin Budget	AUDIO/MUSIC-ADULT	921.62	2,000.00	2,000.00	0.0%	
423110	043	Hankin Budget	AUDIO/MUSIC-CHILDREN	0.00	100.00	0.00	-100.0%	Based on usage
423200	043	Hankin Budget	VHS/DVD-ADULT	2,406.41	3,090.00	4,000.00	29.4%	Due to uncertainty about county materials funds for 2023 the entire periodical budget is reflected by this number.
423210	043	Hankin Budget	VHS/DVD-CHILDREN	0.00	200.00	0.00	-100.0%	Based on usage
423400	043	Hankin Budget	AUDIO BOOKS-ADULT	1,608.88	3,000.00	2,500.00	-16.7%	Based on usage
423405	043	Hankin Budget	DOWNLOADABLE AUDIO BOOKS-ADULT	3,331.07	5,000.00	6,000.00	20.0%	Increase in state aid/collection usage
423406	043	Hankin Budget	DOWNLOADABLE E-BOOKS - ADULT	13,617.28	20,754.00	21,650.00	4.3%	
423407	043	Hankin Budget	DOWNLOADABLE E-BOOKS - Y/A & CHILDRENS	1,438.50	2,500.00	4,500.00	80.0%	Increase in state aid/collection usage
423410	043	Hankin Budget	AUDIO BOOKS-CHILDREN	0.00	100.00	0.00	-100.0%	Downloadable
423415	043	Hankin Budget	DOWNLOADABLE AUDIO BOOKS-CHILDREN	442.06	1,500.00	1,500.00	0.0%	
428555	043	Hankin Budget	MOBILE HOT SPOTS	940.80	1,411.00	1,411.00	0.0%	
429000	043	Hankin Budget	LIBRARY SUPPLIES - PROCESSING	914.79	1,850.00	1,850.00	0.0%	
429100	043	Hankin Budget	LIBRARY SUPPLIES-CIRCULATION SYSTEM	252.45	500.00	500.00	0.0%	
431100	043	Hankin Budget	AUDIT FEES	500.00	500.00	500.00	0.0%	
431130	043	Hankin Budget	ADMINISTRATIVE SERVICES	201.66	175.00	220.00	25.7%	PCI Fees, recommended increase by Tony Wagner
432000	043	Hankin Budget	POSTAGE	268.27	350.00	375.00	7.1%	
432300	043	Hankin Budget	TELEPHONE SERVICE	0.01	0.00	0.00		
433000	043	Hankin Budget	TRAVEL & MILEAGE	125.34	300.00	0.00	-100.0%	Moved to Overhead
434310	043	Hankin Budget	PROGRAMMING-ADULT	454.46	500.00	1,500.00	200.0%	Have relied heavily on Friends subsidizing, popularity of craft programs
434320	043	Hankin Budget	PROGRAMMING-CHILDREN	-32.78	500.00	600.00	20.0%	More in-person programs
434325	043	Hankin Budget	PROGRAMMING-SUMMER READING CLUB	319.32	300.00	400.00	33.3%	Less Friends support anticipated due to no book sales
434360	043	Hankin Budget	PROGRAMMING-YOUNG ADULT	0.00	250.00	500.00	100.0%	All 2022 budget money for YA programs was put through the Friends
437500	043	Hankin Budget	EQUIPMENT REPAIR	0.00	200.00	200.00	0.0%	
438310	043	Hankin Budget	EQUIPMENT LEASE-COPIER- PUBLIC	1,254.07	2,300.00	1,660.00	-27.8%	New lease, cost are less
439100	043	Hankin Budget	TRAINING & WORKSHOPS	65.00	750.00	1,000.00	33.3%	Wants ot encourage more staff to attend conferences
439200	043	Hankin Budget	DUES & MEMBERSHIP	156.00	160.00	185.00	15.6%	PaLA dues based on salary, expected increase due to pay raises
441000	043	Hankin Budget	SUPPLIES-OFFICE	1,142.95	2,000.00	3,700.00	85.0%	Includes cost of new cash register

443000	043	Hankin Budget	SUPPLIES-COMPUTER	1,452.23	2,000.00	2,000.00
446000	043	Hankin Budget	SUPPLIES-MAINTENANCE	135.15	550.00	500.00
449000	043	Hankin Budget	SUPPLIES - CAFE	0.00	150.00	200.00
450000	043	Hankin Budget	MISCELLANEOUS EXPENSE	0.00	100.00	0.00
450100	043	Hankin Budget	WATER COOLER/COFFEE MACHINE RENTAL	217.92	400.00	440.00
450300	043	Hankin Budget	STAFF RECOGNITION	347.95	750.00	900.00
454000	043	Hankin Budget	OVERAGE/SHORTAGE	6.72	0.00	0.00
456025	043	Hankin Budget	CREDIT CARD FEES	1,168.03	1,500.00	1,600.00
456030	043	Hankin Budget	BACKGROUND CHECK FEES	71.55	0.00	0.00
494100	043	Hankin Budget	CAPITAL OUTLAY-OFFICE FURNITURE	0.00	0.00	1,500.00
495000	043	Hankin Budget	CAPITAL OUTLAY-COMPUTER EQUIPMENT	283.00	500.00	500.00
495200	043	Hankin Budget	CAPITAL OUTLAY-COMPUTER SOFTWARE	99.00	450.00	99.00
495300	043	Hankin Budget	CAPITAL OUTLAY-BAKER & TAYLOR LINK	0.00	1,100.00	1,210.00
				\$77,497.78	\$122,815.00	\$145,428.00
Net Revenue Over Expense				\$45,431.03	\$0.00	\$0.00

0.0%

-9.1%

33.3% Anticipated usage increase

-100.0% None used in 2022

10.0% Based on projected annual cost for 2022

20.0% Plan for more in-person acknowledgement that don't involve staff providing food.

6.7%

0.0%

-78.0% Had budgeted in 22 for a subscription they didn't end up needing

10.0% Subscription increase

18.4%

## 2023 Budgeted Collection Spending

420100		001	110	Adult Collection Budget	BOOKS-NONFICTION	30,085.95	39,089.14	47,751.00
420200		001	110	Adult Collection Budget	BOOKS-FICTION	30,090.44	38,000.00	47,751.00
421200		001	180	Youth Services Budget	BOOKS-CHILDREN	12,044.96	64,000.00	69,087.00
421250		001	180	Youth Services Budget	BOOKS-YOUNG ADULT	2,722.19	9,700.00	9,700.00
421300		001	115	Audio Visual Budget	BOOKS-REFERENCE	0.00	50.00	1,400.00
421300		001	160	Reference Budget	BOOKS-REFERENCE	288.00	3,375.00	3,000.00
421400		001	160	Reference Budget	BOOKS-STANDING ORD	9,614.26	15,000.00	14,000.00
422000		001	110	Adult Collection Budget	PERIODICALS	0.00	680.00	800.00
422000		001	115	Audio Visual Budget	PERIODICALS	0.00	120.00	120.00
422300		001	160	Reference Budget	PERIODICALS-PRINTING	3,130.06	16,750.00	18,030.00
423100		001	115	Audio Visual Budget	AUDIO/MUSIC-ADULT	4,604.51	6,000.00	5,500.00
423200		001	115	Audio Visual Budget	BLU-RAY/DVD-ADULT	14.99	0.00	25,000.00
423210		001	180	Youth Services Budget	VHS/DVD-CHILDREN	0.00	500.00	500.00
423400		001	115	Audio Visual Budget	AUDIOBOOKS-ADULT	6,513.44	10,500.00	9,000.00
423403		001	115	Audio Visual Budget	AUDIOBOOKS - YOUNG	147.95	1,000.00	1,000.00
423403		001	180	Youth Services Budget	AUDIO BOOKS - YOUNG	0.00	1,000.00	0.00
423405		001	115	Audio Visual Budget	DOWNLOADABLE AUDIC	12,521.60	22,281.50	31,135.73
423406		001	115	Audio Visual Budget	DOWNLOADABLE E-BOC	39,867.23	60,000.00	72,682.73
423410		001	180	Youth Services Budget	AUDIO BOOKS-CHILDRE	89.97	4,967.67	4,900.00
423500		001	115	Audio Visual Budget	VIDEO GAMES	506.53	3,000.00	3,000.00
426200		001	160	Reference Budget	EIS-ON LINE SERVICES	15,392.68	22,035.00	23,120.00
427000		001	160	Reference Budget	MICROFILM	922.00	1,000.00	950.00
428555		001	125	Circulation Budget	MOBILE HOT SPOTS	2,626.57	4,000.00	4,000.00
429000		001	115	Audio Visual Budget	LIBRARY SUPPLIES - PR	0.00	200.00	200.00
429000		001	125	Circulation Budget	LIBRARY SUPPLIES - PR	916.80	1,300.00	1,300.00
429000		001	160	Reference Budget	LIBRARY SUPPLIES - PR	82.20	750.00	400.00
429000		001	165	Technical Services Budget	LIBRARY SUPPLIES - PR	3,056.45	10,065.00	10,381.00
429000		001	180	Youth Services Budget	LIBRARY SUPPLIES - PR	135.58	350.00	350.00
420100		043		Hankin Budget	BOOKS-NONFICTION	9,133.71	14,825.00	17,000.00
420200		043		Hankin Budget	BOOKS-FICTION	12,961.95	20,000.00	22,000.00
421200		043		Hankin Budget	BOOKS-CHILDREN	15,603.43	20,500.00	25,000.00
421230		043		Hankin Budget	BOOKS-PARENTING	0.00	200.00	250.00
421250		043		Hankin Budget	BOOKS-YOUNG ADULT	2,881.33	4,000.00	5,000.00

421275		043		Hankin Budget	BOOKS-GRAPHIC NOVEL	295.57	500.00	900.00
422000		043		Hankin Budget	PERIODICALS	2,512.08	5,000.00	9,578.00
423100		043		Hankin Budget	AUDIO/MUSIC-ADULT	921.62	2,000.00	2,000.00
423110		043		Hankin Budget	AUDIO/MUSIC-CHILDRE	0.00	100.00	0.00
423200		043		Hankin Budget	VHS/DVD-ADULT	2,406.41	3,090.00	4,000.00
423210		043		Hankin Budget	VHS/DVD-CHILDREN	0.00	200.00	0.00
423400		043		Hankin Budget	AUDIO BOOKS-ADULT	1,608.88	3,000.00	2,500.00
423405		043		Hankin Budget	DOWNLOADABLE AUDIC	3,331.07	5,000.00	6,000.00
423406		043		Hankin Budget	DOWNLOADABLE E-BOC	13,617.28	20,754.00	21,650.00
423407		043		Hankin Budget	DOWNLOADABLE E-BOC	1,438.50	2,500.00	4,500.00
423410		043		Hankin Budget	AUDIO BOOKS-CHILDRE	0.00	100.00	0.00
423415		043		Hankin Budget	DOWNLOADABLE AUDIC	442.06	1,500.00	1,500.00
428555		043		Hankin Budget	MOBILE HOT SPOTS	940.80	1,411.00	1,411.00
429000		043		Hankin Budget	LIBRARY SUPPLIES - PR	914.79	1,850.00	1,850.00
429100		043		Hankin Budget	LIBRARY SUPPLIES-CIRC	252.45	500.00	500.00

**Total Budgeted Materials Spending CCL/Hankin**

**530,697.46**

**Materials Spending from Other Sources**

100/109 County Materials	90,000.00
DCA	273,341.00
CCA	128,328.00
Chesconet	95,000.00
Trust (includes Museum Passes & carry forward)	79,487.49
CCCF (includes carry forward)	23,837.60
Museum Passes Carry Forward	8,890.79
<b>Total from Other Sources</b>	<b>698,884.88</b>

**Total Estimated 2023 Spend****1,229,582.34****Estimated 2023 Operating Expenditures**

County Operating Expenditures	6,758,126.00
EXT Budget	1,980,981.00
HH Budget	145,428.00
CCA Budget	542,997.00
DCA Budget	400,000.00
Museum Passes	8,890.79
CCCF	23,837.60
Trust Budget (includes carry forward)	111,087.49
Friends (estimated donations)	50,000.00
<b>Total Estimated 2023 Operating Expenditures</b>	<b>9,860,260.39</b>

**Estimated % of Expenses spent on Collection****12.47%**