

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETING (VIRTUAL)**  
**SEPTEMBER 15, 2020**

---

**AGENDA**

**CALL TO ORDER, 9:00 AM – Virtual**

**WELCOME and INTRODUCTIONS**

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of August 2020 meeting 2
- Chester County Library Director Report 5
- Henrietta Hankin Branch Manager’s Report 8

**FINANCIAL STATEMENTS**

- August 2020 Exton and Hankin Financial Statements 10

**FOR APPROVAL**

- 2021 County Budget 16

**FOR INFORMATION/DISCUSSION**

- Reopening Plan

**REPORTS/CORRESPONDENCE**

- President’s Report
- Director’s Report
- Branch Manager’s Report
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Visitor’s Comments

**Upcoming Events**

**Tuesday, October 27 – 9:00 AM CCL Board Meeting, Virtual**

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETINGS – VIRTUAL**  
**August 18, 2020**

**Board Members Present**

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

**Others Present**

Marguerite Dube, Director, Chester County Library & District Center; Joe Sherwood, Executive Director, CCLS; Agatha Lyons, District Consultant; Vickie Brown, Chester County Finance Department and Meghan Lynch, Manager, Henrietta Hankin Library

**CALL TO ORDER:** 9:20 AM

**PUBLIC COMMENTS:** None

**REVIEW OF ADOPTION OF CONSENT AGENDA**

*On motion made by James Norton, seconded by Richard Hankin, the Minutes and Consent Agenda were unanimously approved.*

**FINANCIAL STATEMENTS**

**July 2020 Exton and Hankin Financial Statements**

The Hankin County budget is over in Salaries because we had two long term employees retire, resulting in a large benefits payout.

Charges and Fines are significantly under due to the library closures.

*On motion made by Lisa Ionata, seconded by Jim Norton, the July 2020 Exton and Hankin Financial Statements were accepted.*

**FOR APPROVAL**

There were no items for approval

**FOR INFORMATION/DISCUSSION**

**Reopening Plans**

The Chester County Library is currently open approximately 55 hours per week. As the District Center, we are required to be open for 64 hours. After Labor Day, the hours will be Monday through Thursday from 9:00 AM to 9:00 PM, Friday 9:00 AM to 6:00 PM, Saturday 9:30 AM to 5:00 PM, and will remain closed on Sunday. The door counts are starting to climb, and the number is around 700- 900 people, as opposed to 2,000 to 2,200 this time last year. The library is still offering curbside pickup, and 30-minute browsing, and one-hour computer usage. After Labor Day, the library will allow some seating which will be spaced out to ensure social distancing. The staff will monitor the door count to gauge the number of people in the library.

Megan reported on Henrietta Hankin Branch hours. They will maintain their current hours of 9:30 AM to at 5:00 PM Monday, Wednesday, Friday and Saturday, and 9:30 AM to 8:00 PM on Tuesday and Thursday. They are also closed on Sunday. James Norton asked if there are limits on the numbers of people in the library at this time. Joe and Marguerite measured the square footage and reviewed the state guidelines to determine building capacity. Currently, there have not been overcrowding issues.

### **2021 County and State Aid Budgets**

Marguerite reported that there is a Finance Committee meeting immediately following the Board meeting to discuss the budgets. Tomorrow is the meeting with County Finance to discuss the proposed 2021 County budget and a summary of the County budget will be presented next month. With regard to 2021 State Aid, if we only get the 5/12 that the legislature approved, we stand to lose over \$250,000. The staff will start planning to deal with the short fall. We will not be able to make the 12% materials requirement without utilizing reserve funds if that occurs.

### **REPORTS/CORRESPONDENCE**

#### **President's Report - None**

#### **Director's Report**

Marguerite reported the Chester County Library First Floor redesign was approved by the County whether or not we get the Keystone Grant. If we are awarded the grant, a bid package will be required to be submitted to the State by the end of the year.

The front parking lot design will not be completed this year. The design will add some parking and better traffic flow. The cost in 2020 will be \$20,000 for the study, and the cost for completion next year will be \$330,000.

New carpeting was to be installed in the Children's area at the Henrietta Hankin Branch. A design architect is required and therefore the project will need to go out to bid. The projected expense for this year is \$10,000 with the remaining \$114,816 being carried into next year to complete the project.

Youth Services staff miss all the kids, as summer reading registration has decreased significantly.

Curbside pickup is going well. People still like it, so we will continue to offer it.

We made an offer for the Administrative Assistant position and she should be on board by August 31.

Adult Virtual Programming is going very well. Nicole Richards is working with Pam Marquette to plan the author event sponsored by the Trust. We have over 170 registered for the event. Pam is working with the League of Women Voters and AAUW for the 100<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment and Women's Suffrage in October.

Long-time volunteer Luca DelNegro passed away recently. He received many service achievement awards including the Lifetime Achievement Award and the Presidential Service Awards. He will be greatly missed by staff and volunteers.

## **Branch Manager Report**

Limited browsing has started at Hankin. People are happy to be in the library and are cooperating with the safety guidelines. Curbside pickup remains very popular. The summer reading program is completed, and both adults and children are picking up their prizes.

The adults and children at-home craft programs were very popular. The forms-based readers advisory service will begin shortly. Patrons will receive a list of suggested titles and will be encouraged to place their holds online for the books that they are interested in.

Interviewing for the open positions are taking place. Mary DeCecco has retired and was at Hankin longer than anyone else. She will be missed, but will be back to volunteer.

Friends volunteers have been back, and patrons are purchasing some materials. The Friends met last week and have approved funding for Museum passes and programming.

### **Friends of CCL**

A suggestion was made to have sales by appointment as an alternative to having book sales. We are unable to accept book donations at this time.

### **Friends of the Henrietta Hankin Library - None**

### **Visitors' Comments -None**

The meeting was adjourned at 9:42 AM.

---

Approved September 15, 2020  
Kathleen Pearse, Secretary



TO: Board of Trustees, Chester County Library and District Center  
FROM: Marguerite Dube, Director, Chester County Library and Henrietta Hankin Branch  
DATE: September 10, 2020  
RE: Report to the Board for August/September

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

#### **Chester County Library**

- First Floor Redesign – Keystone Grant application submitted. We should hear back from Commonwealth Libraries this month. If approved, bid package is due no later than December 31, 2020.
- Front Parking Lot Redesign – John Dargay has been working with the civil engineer to develop a plan to be presented to W. Whiteland Township for review. He anticipates having an approved design & bid specification package ready by the end of 2020, with the construction to begin in the Spring of 2021, with projected expenses of \$20,000 in 2020, and the remaining \$330,000.00 to be carried over into 2021.

#### **Henrietta Hankin Branch**

- New carpeting in Children’s area – A design architect will be needed for this project, so a bid package will need to be prepared. Projected expenses for this year of \$10,000, with the remaining \$114,816 being carried over into next year.
- New blinds in staff areas – A purchase order has been submitted.

#### **ACTIVITIES**

- On Tuesday, September 8, we expanded our hours to Monday thru Thursday, 9:00 AM to 9:00 PM; Friday – 9:00 AM to 6:00 PM; Saturday – 9:30 AM to 5:00 PM (64 ½ hours). We also began allowing seating for two hours. Traffic has been steadily increasing, with some door counts as high as 1200 in a day. Our average daily checkouts are nearly 70% of what they were for August 2019.
- Some of our services have seen a boost during this period. Our daily average for Holds Filled is at 130% over the previous August, while Items on Hold Shelf are at 145% over last August. Use of our HoldIT Locker is at 250% of what it was in February, before the shut down.
- Curbside counts declined again this month, but we continue to have reservations for all available time slots. We will be discontinuing two of the least used time slots, but will continue to deliver during those times for late arrivals.
- We have a new Administrative Assistant, Maureen Crawford, who started on August 31. Maureen comes with a lot of experience from her previous position and will be a good fit.

- Amy Suveg, our Public Relations/Graphics Specialist, resigned effective September 4. During her eight years with the library, she significantly raised our public profile through her outstanding public relations and graphics skills. She is recognized throughout the State for her talent and expertise, and is responsible for our designation as a PA Forward Gold Star Library, which was instrumental in our earning the PA Library of the Year award last year. She was well liked by staff, and she will be missed very much. The position has been posted.
- Adult virtual programming continues to be very popular, and more programs are being added all the time, such as genealogy, podcasting, business events, ESL Conversation groups, and online periodical access.
- We have introduced a new Personalized Reading Suggestions form that patrons can access on our website (<https://chescolibraries.org/books-movies-music/prs>) which will allow them to receive a personalized list of titles using an attractive template by a librarian. This service was conceived by Laura Salvucci of the Reference Department, who collaborated with Claire Michelle Viola of Hankin and other staff to create the form, develop staff guidelines and training, and curate readers advisory resources. The service went live on August 26<sup>th</sup>.
- The logo colors for the outdoor sign have been approved and installation will begin the week of September 14.
- With the popularity of the OverDrive kids and teens reading rooms, Stephanie and Jessie are working with OverDrive to set up additional rooms, including an Available Now room. The room should be set up in the next few weeks.
- As I've mentioned numerous times, there is no limit to the number and types of duties Bruce takes on. He was called upon to rescue a baby deer which was on the flat roof outside the Administration offices. He gently guided the deer off the roof and into a greener area.
- Joe Sherwood, Joe Kohri, Moria and I met with County Finance to review our 2021 Budget submission. It was well received and there were no major issues. A copy of the Proposed Budget is in this month's Board packet.
- Joe Sherwood, Joe Kohri, Meghan, Bruce and I met to go over the County's 10 Year Capital Plan.
- Susan Walraed has been spending much of her time assisting volunteers with their background checks in preparation for when they are able to return to the library. So far, we have only brought back 19 volunteers, both in person and virtually.
- Susan has been working closely with Remy Way of the JTC to convert the Volunteer files from Access to Airtable, which is a cloud-based volunteer database. This has been a lot of work, but will need much less ongoing support than the previous database.
- Standout Programs: Beer Tasting (35 attendees); David Culp Author Event (128 attendees); Mill at Anselma Tour (42 attendees); LinkedIn 2 and 3 (38 attendees),

## Meetings Attended/Events (Virtual):

- August 19
  - PaLA Leading Through Challenges Workshop
  - 2021 County Budget Meeting
- August 20
  - 2<sup>nd</sup> Interview with two HH Reference Librarians
- August 21
  - Meeting to discuss County 10 Year Capital Plan
- August 24-28
  - Vacation
- September 1
  - Meeting with Security Guard supervisor
  - Friends of Chester County Library Board Meeting
- September 2
  - PIC Meeting to discuss expanded reopening plans
- September 4
  - Amy Suveg's last day
- September 6-7
  - Libraries closed for Labor Day Weekend
- September 8
  - District Librarians Meeting
- September 9
  - Public Service Staff Meeting
  - Second Interview for Training and Advocacy Candidate
- September 11
  - Second Interview for Training and Advocacy Candidate
- September 14
  - West Whiteland Township Friends of the Park Meeting

## Upcoming Meetings (Virtual):

- September 15
  - Social Media Planning Meeting
- September 16
  - Webinar: Library Tools for Tense Situations
  - Webinar: Crash Course in Literary Fiction
- September 17-21
  - Vacation
- September 24
  - SCORE Annual Awards
- September 25
  - SEPLA Meeting
- October 5
  - West Whiteland Township Friends of the Park Meeting
- October 6
  - Friends of Chester County Library Board Meeting
- October 8
  - Harwood Leadership Team Meeting
- October 12
  - Uwchlan Township Board of Supervisors Meeting
- October 13
  - District Librarians Meeting
- October 19-21
  - PaLA Annual Conference



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: September 10, 2020  
RE: Report to the Board for August/September 2020

- Building update
  - John Dargay from the County Facilities Department brought a interior designer out to look at the Youth Services department as part of our carpet replacement project.
  - Joe Sherwood, Marguerite Dube, Joe Kohri, Bruce Brown and I met on August 21<sup>st</sup> to discuss our 10 Year Capital Plan
  
- Anita Register and I continue to work closely with Marguerite on writing, revising, and implementing a multi-stage Reopening Plan for the library using guidelines from the County of Chester and the Office of Commonwealth Libraries.
  - Limited seating started on Tuesday, September 8. Patrons are now able to sit in the library for approximately 2 hours at a time. If they are not sitting, we're still asking patrons to limit their time selecting materials to approximately 30 minutes.
  - We are offering in-library public computer usage for an hour at a time and laptop lending for two hours at a time for use in the library or parking lot.
    - We continue to offer remote printing services to meet the technology needs of our patrons.
  - The staff members in the circulation department are doing a wonderful job managing two different modes of service delivery.
    - Curbside pickups have decreased significantly but remain popular. We had 699 pickups in August compared to 1281 in July.
    - Circulation of physical materials continue to be down to slightly more than 60% of what it was in August 2019, but is showing a positive trend with an increase of 36% over last month's numbers.
  - We have resumed museum pass lending to additional attractions as ticketing restrictions have eased. We are now able to offer passes to The Boyertown Museum of Historic Vehicles, Eastern State Penitentiary, Elmwood Park Zoo, The Mercer Museum & Fonthill Castle, Mt. Cuba Center, The Museum of the American Revolution, and The Reading Public Museum.
  
- Staff in Reference and Youth Services departments continue to do a great job planning virtual programs to interest and engage our patrons.
  - Youth Services story times started on September 8<sup>th</sup>. Our virtual story times are being held on Tuesdays and Wednesdays in order to complement the schedule of the CCL Youth Services staff, who are holding theirs on Monday, Thursday, and Friday.
  - Reference librarians are hosting three virtual book clubs and a read anything "book chat" per month.
  - Notable adult programs held in August included a "Summer Origami Surprise" program that 32 people attended and a 4 session T'ai Chi workshop that 65 people enjoyed.
    - We continue to see an uptick in interest for Financial Literacy programs.



- The weekly Youth Services take-and-make crafts were popular with our preschool and elementary aged patrons. We distributed approximately 50 per week throughout August.
- Reference staff has been trained on managing the new form-based readers advisory service. Rollout has been intentionally slow in order to allow the librarians to get comfortable with the new procedures, but we anticipate that once we begin promoting it, it will be very popular.
- Reference staff is meeting next week to discuss additional fall program offerings.
- The CCL Trust has expressed interest in funding a Digital Media Lab (DML) at Hankin. Sara Lim Harden and I met on August 27<sup>th</sup> to begin discussing what kinds of machines or materials we could provide that would be complimentary to the technology currently available in the DML at CCL.
- Staff have been participating in many professional development opportunities. Many have completed trainings required by the County of Chester, CCLS, or CCL, and are also seeking out and attending trainings in relevant areas of interest.
- Training to manage programs and room bookings in our new event calendar, LibCal, has been completed by the calendar administrators and will begin next week for the regular users. The hope is to introduce the new calendar in October.
- Staff whose clearances have expired are working on completing their Child Abuse clearances and FBI background checks.
- We have made offers to candidates to fill the vacant part-time library assistant position in the Circulation Department and the full-time Reference Librarian position. Both candidates accepted, and we are awaiting approval from the Commissioners at their meeting next week.
  - Hopefully both will start by the end of the month, at which point we will look into adding evening hours on Monday and Wednesday.
- We received approval to upgrade a vacant Library Assistant II position in Circulation to a Library Assistant III and have posted the revised position description. We are receiving applications and Anita and I hope to begin interviewing next week.

### **Meetings & Trainings Attended**

8/13	Customers without Masks: Simple strategies that get customers to follow your COVID-19 policies webinar
8/18	CCLS/CCL Board Meetings
8/19	Leading thru Challenges by PALS (Pennsylvania Library Association)
8/20	Moving from Implicit Bias to Anti-Racism webinar Reference Librarian Interviews
8/21	Ten-year Capital Plan meeting Reference Librarian interview
8/24	LibCal Admin Training
8/25	HH Youth Services staff meeting
8/27	Hankin DML ideas meeting
8/31-9/4	Vacation
9/7	Library closed for Labor Day
9/8	DLM
9/9	Public Service Staff Meeting

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

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,559,495	1,624,293	1,565,152	1,579,509	59,141	3.6%	994,343	38.8%
Wages	659,186	418,332	379,091	387,395	39,241	9.4%	280,095	42.5%
Fringe Benefits	1,059,296	706,199	659,953	673,762	46,246	6.5%	399,343	37.7%
Security Provided by the County - EMS	0	0	0	29,147	0	#DIV/0!	0	#DIV/0!
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,277,977</b>	<b>2,748,824</b>	<b>2,604,196</b>	<b>2,669,813</b>	<b>144,628</b>	<b>5.3%</b>	<b>1,673,781</b>	<b>39.1%</b>
LIBRARY MATERIALS	60,000	45,000	45,000	37,500	0	0.0%	15,000	25.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	125,789	83,856	28,943	51,552	54,913	65.5%	96,846	77.0%
Insurance	18,030	18,030	15,630	17,353	2,400	13.3%	2,400	13.3%
Maintenance - Buildings & Grounds	39,756	26,504	22,296	36,759	4,208	15.9%	17,460	43.9%
Utilities	98,000	65,336	58,762	69,055	6,574	10.1%	39,238	40.0%
Vehicle Expense	37,828	25,216	2,694	4,659	22,522	89.3%	35,134	92.9%
<b>TOTAL CORE EXPENDITURES</b>	<b>319,403</b>	<b>218,942</b>	<b>128,325</b>	<b>179,378</b>	<b>90,617</b>	<b>41.4%</b>	<b>206,078</b>	<b>64.5%</b>
INDIRECT COSTS	625,524	417,016	417,000	326,160	16	0.0%	208,524	33.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
<b>TOTAL BUDGET</b>	<b>5,282,904</b>	<b>3,429,782</b>	<b>3,194,521</b>	<b>3,212,851</b>	<b>235,261</b>	<b>6.9%</b>	<b>2,088,383</b>	<b>39.5%</b>

**Notes:**

**Personnel Services:** Salaries and Benefits under due to two full time and several part time vacancies earlier this year.  
Security services are being charged through Indirects, so a budget change was made to Materials & Services to cover COVID-19 expenses

**Core Expenditures:** Materials and Services are under: Building was closed from March 13 through June 5. Van service was suspended during that time.

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

**Total Budget:** Budgeted expenditures YTD are 65% of total budget. Actual is 60%.

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

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	441,958	280,474	286,461	283,538	(5,987)	-2.1%	155,497	35.2%
Wages	179,425	113,866	116,357	109,925	(2,491)	-2.2%	63,068	35.2%
Fringe Benefits	206,329	137,552	133,390	140,234	4,162	3.0%	72,939	35.4%
<b>TOTAL PERSONNEL SERVICES</b>	<b>827,712</b>	<b>531,892</b>	<b>536,208</b>	<b>533,697</b>	<b>(4,316)</b>	<b>-0.8%</b>	<b>291,504</b>	<b>35.2%</b>
LIBRARY MATERIALS	20,000	15,000	15,000	0	0	0.0%	5,000	0.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	44,374	29,583	12,596	20,600	16,987	57.4%	31,778	71.6%
Insurance	5,358	5,358	5,358	5,700	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	60,142	40,095	27,582	39,451	12,513	31.2%	32,560	54.1%
Utilities	45,300	30,200	20,332	27,868	9,868	32.7%	24,968	55.1%
<b>TOTAL CORE EXPENDITURES</b>	<b>155,174</b>	<b>105,236</b>	<b>65,868</b>	<b>93,619</b>	<b>39,368</b>	<b>37.4%</b>	<b>94,306</b>	<b>60.8%</b>
INDIRECT COSTS	224,773	149,848	149,840	194,560	8	0.0%	74,933	33.3%
CAPITAL OUTLAY	124,816	0	0	0	0	0.0%	124,816	100.0%
<b>TOTAL BUDGET</b>	<b>1,352,475</b>	<b>801,976</b>	<b>766,916</b>	<b>821,876</b>	<b>35,060</b>	<b>4.4%</b>	<b>585,559</b>	<b>43.3%</b>

**Notes:**

**Personnel Services:** Salaries are over as two long standing employees retired and received accrued leave pay.  
Wages are slightly higher as part time staff were being paid for budgeted rather than actual hours during shutdown.

**Core Expenditures:** Materials and Services, Maintenance B & G, and Utilities are under: Building was closed from March 13 to June 5.

**Capital Outlay:** Carpeting in children's area will not be completed in 2020.

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

**TOTAL BUDGET:** Budgeted expenditures YTD are 59% of total budget. Actual is 57%.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON  
PERIOD ENDING AUGUST 31, 2020  
With State Aid Others**

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	347,806	347,806	347,806	308,437	0	0.0%	0	0.0%
State Aid - Others	1,154,260	1,154,260	1,154,260	1,067,341	0	0.0%	0	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,375,778	0	0.0%	0	0.0%
Township Appropriations	9,500	0	9,500	0	9,500	0.0%	0	0.0%
Charges	126,235	84,157	35,843	91,860	(48,314)	-57.4%	(90,392)	-71.6%
Fines and Overdues	92,000	61,333	28,716	67,300	(32,617)	-53.2%	(63,284)	-68.8%
Interest	3,300	2,200	1,269	2,232	(931)	-42.3%	(2,031)	-61.5%
Donations and Fundraisers	500	333	713	3,808	380	114.1%	213	42.6%
Transfer from other funds	0	0	0	13,716	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	45,000	45,000	37,500	0	0.0%	(15,000)	-25.0%
Miscellaneous Revenue	50	33	68	52	35	106.1%	18	36.0%
TOTAL OTHER REVENUE	291,585	193,056	121,109	216,467	(71,947)	-37.3%	(170,476)	-58.5%
<b>TOTAL REVENUE</b>	<b>1,793,651</b>	<b>1,695,122</b>	<b>1,623,175</b>	<b>1,592,245</b>	<b>(71,947)</b>	<b>-4.2%</b>	<b>(170,476)</b>	<b>-9.5%</b>
<b>EXPENDITURES</b>								
Library Materials	486,679	326,884	197,032	277,604	129,852	39.7%	289,647	59.5%
Services and Charges	90,456	67,564	43,821	61,923	23,743	35.1%	46,635	51.6%
Supplies	28,150	19,283	12,667	12,805	6,616	34.3%	15,483	55.0%
Miscellaneous	20,600	13,733	8,090	12,915	5,643	41.1%	12,510	60.7%
Transfers and Reimbursements	1,154,260	1,154,260	1,154,260	1,067,341	0	0.0%	0	0.0%
Capital Outlay	13,506	12,106	9,254	8,617	2,852	23.6%	4,252	31.5%
<b>TOTAL EXPENDITURES</b>	<b>1,793,651</b>	<b>1,593,830</b>	<b>1,425,124</b>	<b>1,441,205</b>	<b>168,706</b>	<b>10.6%</b>	<b>368,527</b>	<b>20.5%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>101,292</b>	<b>198,051</b>	<b>151,040</b>	<b>96,759</b>		<b>198,051</b>	

**NOTES:**

State Revenue: No differences.

Other Revenue: Received West Whiteland Township appropriation early. Under in Charges and Fines due to shut down.

Total Revenue: Budgeted revenues YTD are 95% of total revenue. Actual is 90%

Expenditures: Print materials are on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 89% of total budget. Actual is 79%

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER**  
**STATE AID BUDGET REPORT - EXTON**  
**PERIOD ENDING AUGUST 31, 2020**  
**Without State Aid Others**

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	347,806	347,806	347,806	308,437	0	0.0%	0	0.0%
STATE REVENUE	347,806	347,806	347,806	308,437	0	0.0%	0	0.0%
Township Appropriations	9,500	0	9,500	0	9,500	0.0%	0	0.0%
Charges	126,235	84,157	35,843	91,860	(48,314)	-57.4%	(90,392)	-71.6%
Fines and Overdues	92,000	61,333	28,716	67,300	(32,617)	-53.2%	(63,284)	-68.8%
Interest	3,300	2,200	1,269	2,232	(931)	-42.3%	(2,031)	-61.5%
Donations and Fundraisers	500	333	713	3,808	380	114.1%	213	42.6%
Transfer from other funds	0	0	0	13,716	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	60,000	45,000	45,000	37,500	0	0.0%	(15,000)	-25.0%
Miscellaneous Revenue	50	33	68	52	35	106.1%	18	36.0%
TOTAL OTHER REVENUE	291,585	193,056	121,109	216,467	(71,947)	-37.3%	(170,476)	-58.5%
<b>TOTAL REVENUE</b>	<b>639,391</b>	<b>540,862</b>	<b>468,915</b>	<b>524,904</b>	<b>(71,947)</b>	<b>-13.3%</b>	<b>(170,476)</b>	<b>-26.7%</b>
<b>EXPENDITURES</b>								
Library Materials	486,679	326,884	197,032	277,604	129,852	39.7%	289,647	59.5%
Services and Charges	90,456	67,564	43,821	61,923	23,743	35.1%	46,635	51.6%
Supplies	28,150	19,283	12,667	12,805	6,616	34.3%	15,483	55.0%
Miscellaneous	20,600	13,733	8,090	12,915	5,643	41.1%	12,510	60.7%
Capital Outlay	13,506	12,106	9,254	8,617	2,852	23.6%	4,252	31.5%
<b>TOTAL EXPENDITURES</b>	<b>639,391</b>	<b>439,570</b>	<b>270,864</b>	<b>373,864</b>	<b>168,706</b>	<b>38.4%</b>	<b>368,527</b>	<b>57.6%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>101,292</b>	<b>198,051</b>	<b>151,040</b>	<b>96,759</b>		<b>198,051</b>	

**NOTES:**

State Revenue: No differences.

Other Revenue: Received West Whiteland Township appropriation early. Under in Charges and Fines due to shut down.

Total Revenue: Budgeted revenues YTD are 85% of total revenue. Actual is 73%

Expenditures: Print materials are on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 69% of total budget. Actual is 42%

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

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>PRIOR YTD ACTUAL</u>	<u>2020 YTD BUDGET VARIANCE</u>	<u>2020 YTD BUDGET VARIANCE %</u>	<u>2020 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	90,000	90,000	90,000	75,000	0	0.0%	0	0.0%
STATE REVENUE	90,000	90,000	90,000	75,000	0	0.0%	0	0.0%
Township Appropriations	6,100	0	5,000	1,100	5,000	0.0%	(1,100)	-18.0%
Charges	36,575	24,383	9,833	26,685	(14,550)	-59.7%	(26,742)	-73.1%
Fines and Overdues	30,000	20,000	8,427	21,822	(11,573)	-57.9%	(21,573)	-71.9%
Interest	400	267	161	300	(106)	-39.7%	(239)	-59.8%
Donations	0	0	404	439	404	#DIV/0!	404	#DIV/0!
Transfer from Other Funds	0	0	0	14,070	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	15,000	15,000	0	0	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	25	17	4	19	(13)	-76.5%	(21)	-84.0%
TOTAL OTHER REVENUE	93,100	59,667	38,829	64,434	(20,838)	-34.9%	(54,271)	-58.3%
<b>TOTAL REVENUE</b>	<b>183,100</b>	<b>149,667</b>	<b>128,829</b>	<b>139,434</b>	<b>(20,838)</b>	<b>-13.9%</b>	<b>(54,271)</b>	<b>-29.6%</b>
<b>EXPENDITURES</b>								
Library Materials	156,669	104,446	68,998	81,763	35,448	33.9%	87,671	56.0%
Services and Charges	11,725	7,983	4,201	8,160	3,782	47.4%	7,524	64.2%
Supplies	7,700	5,133	1,366	3,823	3,767	73.4%	6,334	82.3%
Miscellaneous Expense	3,850	2,567	1,539	2,264	1,028	40.0%	2,311	60.0%
Capital Outlay	3,156	1,723	2,047	1,199	(324)	-18.8%	1,109	35.1%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>183,100</b>	<b>121,852</b>	<b>78,151</b>	<b>97,209</b>	<b>43,701</b>	<b>35.9%</b>	<b>104,949</b>	<b>57.3%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>27,815</b>	<b>50,678</b>	<b>42,225</b>	<b>22,863</b>		<b>50,678</b>	

**NOTES:**

State Revenue: No differences

Other Revenue: \$5,000 from Upper Uwchlan Township is for 2019. Charges and Fines under due to shutdown.

Total Revenue: Budgeted revenues YTD are 82% of total revenue. Actual is 70%.

Expenditures: Print materials are now on order.

Other expenditures under budget due to shut down.

Total Expenditures: Budgeted expenditures YTD are 67% of total budget. Actual is 43%.

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

<b>Fund #</b>	<b>Fund Name</b>	<b>8/31/2020</b>
<b>Operating Funds</b>		
001	Chester County Library Operating Fund	177,350
043	Henrietta Hankin Branch Operating Fund	37,717
	Total Operating Funds	215,067
<b>Reserve Funds</b>		
004	Technology Fund	200,092
400	Chester County Library Capital Reserve	58,923
410	Chester County Library Program Fund	169,192
450	Hankin Library - Capital	218,513
451	CCL & Hankin Materials	97,381
	Total Reserve Funds	744,101
<b>Friends of the Library Funds</b>		
Various	Friends of Chester County Library	99,882
943	Friends of Henrietta Hankin Branch	(1,601)
	Total Friends Funds	98,281
<b>Grants and Appropriations</b>		
002	Community Foundation - Grants	10,369
100	CCL County Materials Fund	20,562
104	CCL Trust - Grants	48,018
109	Hankin County Materials Fund	12,942
132	Glaxo-Smith Kline Science in the Summer	4,609
238	American Dream Initiative	23
	Total Grants and Appropriations	96,523
<b>Special Funds</b>		
003	Helen Russell Memorial Fund	5,975
105	CCL Community Day	4,020
106	CCL & Hankin Museum Passes	7,079
107	CCL & Hankin Author Events	4,597
	Total Special Funds	21,671
<b>Endowment Funds</b>		
090	Chester County Library Trust	1,995,210
	<b>TOTAL</b>	<b>3,170,853</b>

<b>CCL Friends</b>	<b>8/31/2020</b>
91 I & R Services	5,537
92 Multimedia	1,264
93 2nd Floor Improvements	7,339
94 Library Staff	16,752
95 First Floor Improvements	5,181
96 Courtesy Bags	3,947
97 Programming	1,208
98 Circulation	126
99 Youth Services	3,658
900 Volunteer Support	4,348
902 Jacobs Technology Center	24,996
903 Capital Fund	25,526
	<b>99,882</b>



## CHESTER COUNTY LIBRARY AND DISTRICT CENTER AND HANKIN BRANCH LIBRARY COUNTY BUDGET 2021 NARRATIVE

### **Attached Documents:**

1. County Revenue – The following Account amounts were calculated and/or provided by the County Finance Office:
  - a. Real Estate Taxes – increase in tax base
  - b. Interest – Cash Concentration Account – stayed level
  - c. Tenant Rent – stayed level
2. County Expenses – The first report includes all departments combined (Exton, Hankin, and District). The subsequent 3 reports are all departments shown separately. The following categories were calculated and provided by the County Finance Office:
  - a. Payroll - No raises currently in the budget per the County’s instruction. Worker’s Compensation Premium amounts are provided by the County Finance Office.
  - b. Insurance
  - c. Indirect Costs
  - d. Professional Services and Maintenance – The County has contracts with various professionals to perform services at County locations and the Libraries. Some services under contract include building cleaning, and maintenance (including plumbing, electrical, etc.). Landscaping is currently being done by the County Parks Department. Security is being handled by Emergency Services, and we are being charged through Indirect Costs.
3. Capital Requests – Requests are completed by the Library and then forwarded to the County for review. The money for these may come from capital funds the County has set up for this purpose. However, some projects may be included in our operating budget per the request of the County in order to spend down our fund balance. We are monitoring which, if any, projects from 2020 need to be re-budgeted in 2021.

### **Budget Highlights:**

1. Budget guidelines required submission of a budget that demonstrates every effort to decrease our net cost to the County
2. Tax revenue numbers are up slightly from the previous year.
3. The Pension contribution has been increased from 10.5% to 12.5%. The fringe benefits have been increased to \$12,500 per full time employee, an increase of \$2,500 per person.
4. Books and Periodicals have increased by \$10,000 to CCL



5. Janitorial Supplies increased substantially to cover COVID-19 supplies and PPE.
6. Other Professional Services decreased as Security Guard services are charged to Indirect Costs.
7. Telephone is up substantially as VOIP charges will be billed to the County rather than the library.
8. Electric is down due to a savings in energy generation.
9. Water & Sewer has decreased.
10. Vehicle Leasing Costs will increase as we will be leasing a new delivery van next year.
11. Per the instruction of County Finance, some one-time projects were listed in the Repairs and Maintenance line in 2020. The budget has not been updated to reflect the 2021 projects that may be included in our operating budget.
12. Indirect Costs increased by \$36,681 primarily due to security guards, HR, and County Archives chargebacks.

**2021 Facility Improvement/Capital/Technology Requests:**

1. HH – Carpeting in Children’s area - \$114,816
2. HH – Parking lot repaving and sidewalk repairs/paving - \$330,000

**Decision Packages**

1. Increase in appropriation to member libraries
2. Reclassification from Librarian III to Librarian IV

## BUDGET SUMMARY

As Of: 06/30/20

11-Sep-20

Fund 124 - CC Library

Cost Center: 589XXX

Analyst: V. Brown

OPERATING REVENUES	2019	2020		2021			
	2019 Actuals	Original 2020 Budget	Budget 06/30/20	Est. Total Revenue	Requested		% Change from Current Budget
Beginning Balance	\$ 2,542,704	\$ 131,607	\$ 298,183	\$ 2,685,972	\$ 381,648	27.99%	83,465
Federal & State Grants	-	-	-	-	-		-
Federal & State Grants-COVID	-	-	-	32,322	-		-
Licenses & Permits	-	-	-	-	-		-
Charges for Services	-	-	-	-	-		-
Fines & Forfeits	-	-	-	-	-		-
Miscellaneous Revenues	148,574	128,805	128,805	82,605	77,605	-39.75%	(51,200)
Other Financing Sources	20,918	-	-	128	-		-
Operating Transfers In	-	-	-	-	-		-
Cost Recovery	-	-	-	-	-		-
<b>TOTAL</b>	<b>\$ 2,712,196</b>	<b>\$ 260,412</b>	<b>\$ 426,988</b>	<b>\$ 2,801,027</b>	<b>\$ 459,253</b>	<b>7.56%</b>	

EXPENDITURES	2019	2020		2021			
	2019 Actuals	Original 2020 Budget	Budget 06/30/20	Est. Total Exp.	Requested		% Change from Current Budget
Personnel	4,984,232	5,137,297	5,110,428	4,999,307	5,309,399	3.89%	198,971
Personnel - COVID	-	-	-	11,550	-		-
Operating	485,073	506,394	538,154	487,542	557,390	3.57%	19,236
Operating - COVID	-	-	36,869	20,772	36,000		(869)
Provider Services	-	-	-	-	-		-
Operating Capital	63,364	1,500	126,316	11,300	114,816	-9.10%	(11,500)
Grants to Others	751,409	851,409	851,409	851,409	751,409	-11.75%	(100,000)
Operating Transfers Out	-	-	-	-	-		-
Allocated Costs	781,027	850,299	850,299	850,260	817,705	-3.83%	(32,594)
Fleet Leases	11,438	17,758	17,758	13,018	18,074	1.78%	316
Unappropriated	-	-	-	-	-		-
<b>TOTAL</b>	<b>\$ 7,076,543</b>	<b>\$ 7,364,657</b>	<b>\$ 7,531,233</b>	<b>\$ 7,245,158</b>	<b>\$ 7,604,793</b>	<b>0.98%</b>	3.26%

**Taxes** 7,050,319 7,104,245 7,104,245 7,066,283 7,145,540 41,295

**Net Cost to County** \$ 6,907,051 \$ 7,235,852 \$ 7,402,428 \$ 7,130,103 \$ 7,527,188 1.69%

Incr./(Decr).in Fund Bal. \$ 143,268 \$ (131,607) \$ (298,183) \$ (63,820) \$ (381,648)

	2019 FTE's	2020 Original FTE's	2020 06/30 FTE's	2020 Estimated	2021 FTE's	2021 Decision Packages
Full Time FTE's Authorized	64.0	63.0	63.0	63.0	63.0	-
Full Time FTE's Filled	62.0	51.0	63.0	63.0	-	
Full Time FTE's Budgeted	64.0	63.0	63.0		63.0	
Full Time Positions	64.0	63.0	63.0		63.0	
Part Time FTE's Budgeted	31.1	32.2	30.9		31.2	
Part Time FTE's YTD	29.3		30.3	30.3		
Part Time Hours	60,921.8	67,088.0	31,505.4	62,996.0	64,835.0	
Part Time Positions	83.0	84.0	83.0	83.0	82.0	

Increase/Decrease in Fund Balance 143,268 (63,820) (381,648)

Beginning fund balance as 01/01/2020 - \$2,685,972; projected ending fund balance as of 12/31/2020 - \$2,622,152; a decrease of \$63,820.

BUDGET SUMMARY

Department: 124 - CC Library

Cost Center: 589XXX

Analyst: V. Brown

2021 KEY ISSUES:

Real estate taxes are budgeted \$41,295 higher than 2020 due to the increase in tax base.  
 Interest budgeted at \$30,700; a decrease of \$51,200 from 2020. 2020 was budgeted at \$81,900.  
 Juror donations budgeted at \$10,000; the same as 2020.

Hankins - Tenant rents budgeted at \$36,905.

Expenditures:  
 Personnel increased \$198,971 or 3.89% from the current year's budget. Does not Includes ES-Security costs.  
 Operating costs increased \$18,367 from the current year's budget.  
 Other professional services are budgeted higher. IT Security costs of \$30,000 included in 2021. Library redesign project was not carried forward from 2020.  
 Books and periodicals are budgeted \$10,000 higher than 2020; an increase of \$10,000 for Exton.  
 Electric is budgeted at \$95,000; the same as 2020.  
 Water and sewer budgeted at 23,800; the same as 2020.  
 Vehicle expense is budgeted \$1,346 higher 2020.  
 Other general expense budgeted \$5,740 lower than 2020. Fewer background checks/ renewals are required in 2021.

Capital includes Hankin carpeting project totaling \$114,816 - common and children's areas. This is rolled over form 2020.

Appropriation to district libraries is \$751,409; a decrease of \$100,000 from 2020 ( \$851,409).  
 Indirect costs are \$32,594 lower than the 2020 budget.  
 Fleet leases are slightly lower.  
 Beginning fund balance budgeted - \$381,648.

2020 KEY ISSUES & ESTIMATE ASSUMPTIONS:

Total personnel and operating costs are projected to be lower than the 2020 budget by \$171,000; approximately \$99,000 in personnel expenditures and \$71,000 in operating expenditures.  
 Hankin carpet project rolled to 2021.

SUMMARY OF DECISION PACKAGES:

PERSONNEL REQUESTS

N/A

**Total Personnel Requests**

CAPITAL REQUESTS

Resubmitted for 2021:

Library Hankin parking lot and sidewalk repairs - \$100,655. Submitted in 2020.  
 Library Hankin carpeting - common areas and children's area excluding lobby. \$114,816 - Rolled over to 2021. \$10,000 to be spent in 2020 for design.

2020 Approved Capital Requests

Library Exton - common area modifications - \$775,000. **ON LIST**  
 Library Exton - redesign front parking lot for traffic flow and safety - \$350,000. **ON LIST**

**Total Capital Requests - \$225,471**

ADDITIONAL REQUESTS

\$650,000 increase in the district libraries appropriation from \$751,409 to \$1,401,409.

**Total Additional Requests - \$650,000.**

## BUDGET SUMMARY

As Of: 06/30/20

11-Sep-20

Fund \_\_\_\_\_ Library \_\_\_\_\_

Cost Center: 589100

Analyst: V. Brown

	2019		2020		2021		
	2019 Actuals	Original 2020 Budget	Budget 06/30/20	Est. Total Revenue	Requested	% Change from Current Budget	
<b>OPERATING REVENUES</b>							
Beginning Balance	\$ 2,542,704	131,607	298,183	\$ 2,685,972	381,648	27.99%	83,465
Federal & State Grants							-
Federal & State Grants-COVID				25,773			-
Licenses & Permits							-
Charges for Services							-
Fines & Forfeits							-
Miscellaneous Revenues	114,036	91,900	91,900	64,435	40,700	-55.71%	(51,200)
Other Financing Sources	20,918			128			-
Operating Transfers In							-
Cost Recovery							
<b>TOTAL</b>	<b>\$ 2,677,658</b>	<b>\$ 223,507</b>	<b>\$ 390,083</b>	<b>\$ 2,776,308</b>	<b>\$ 422,348</b>	<b>8.27%</b>	<b>32,265</b>

	2019		2020		2021		
	2019 Actuals	Original 2020 Budget	Budget 06/30/20	Est. Total Exp.	Requested	% Change from Current Budget	
<b>EXPENDITURES</b>							
Personnel	\$ 4,152,855	\$ 4,309,586	\$ 4,282,717	\$ 4,159,000	\$ 4,450,767	3.92%	168,050
Personnel - COVID				\$ 11,550	-		-
Operating	337,540	331,221	367,981	338,012	380,187	3.32%	12,206
Operating - COVID			28,869	14,223	24,000		(4,869)
Provider Services							
Operating Capital	28,180	1,500	1,500	1,300		-100.00%	(1,500)
Grants to Others							
Operating Transfers Out							
Allocated Costs	489,212	625,524	625,524	625,500	652,660	4.34%	27,136
Fleet Leases	11,438	17,758	17,758	13,018	18,074	1.78%	316
Unappropriated							
<b>TOTAL</b>	<b>\$ 5,019,225</b>	<b>\$ 5,285,589</b>	<b>\$ 5,324,349</b>	<b>\$ 5,162,603</b>	<b>\$ 5,525,688</b>	<b>3.78%</b>	<b>201,339</b>

**Net Cost to County**      **\$ 2,341,567**    **\$ 5,062,082**    **\$ 4,934,266**    **\$ 2,386,295**    **\$ 5,484,988**    **11.16%**      550,722

	2019 FTE's	2020 Original FTE's	2020 06/30 FTE's	2020 Estimated	2021 FTE's	2021 Decision Packages
Full Time FTE's Authorized	53.0	52.0	52.0	52.0	52.0	
Full Time FTE's Filled	51.0	51.0	52.0	52.0		
Full Time FTE's Budgeted	53.0	52.0	52.0		52.0	
Full Time Positions	53.0	52.0	52.0		52.0	
Part Time FTE's Budgeted	23.8	25.1	23.8		23.9	
Part Time FTE's YTD	22.4		23.0	22.98		
Part Time Hours	46,548.75	52,292.00	23,907.4	47,800.0	49,739.00	
Part Time Positions	65.0	66.0	65.0	65.0	64.0	



## BUDGET SUMMARY

As Of: 06/30/20

11-Sep-20

Fund 124 - CC Library  
District Libraries

Cost Center: 589200  
Analyst: V. Brown

OPERATING REVENUES	2019	2020			2021	
	2019 Actuals	Original 2020 Budget	Budget 06/30/20	Est. Total Revenue	Requested	% Change from Current Budget
Beginning Balance						
Federal & State Grants						
Federal & State Grants-COVID						
Licenses & Permits						
Charges for Services						
Fines & Forfeits						
Miscellaneous Revenues					-	
Other Financing Sources						
Operating Transfers In						
Cost Recovery						
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	n/a

EXPENDITURES	2019	2020			2021	
	2019 Actuals	Original 2020 Budget	Budget 06/30/20	Est. Total Exp.	Requested	% Change from Current Budget
Personnel			\$ -	\$ -		
Personnel - COVID						
Operating						
Operating - COVID						
Provider Services						
Operating Capital						
Grants to Others	751,409	851,409	851,409	851,409	751,409	-11.75%
Operating Transfers Out						
Allocated Costs						
Fleet Leases						
Unappropriated						
<b>TOTAL</b>	\$ 751,409	\$ 851,409	\$ 851,409	\$ 851,409	\$ 751,409	-11.75%

<b>Net Cost to County</b>	\$ 751,409	\$ 851,409	\$ 851,409	\$ 851,409	\$ 751,409	-11.75%
---------------------------	------------	------------	------------	------------	------------	---------

	2019 FTE's	2020 Original FTE's	2020 06/30 FTE's	2020 Estimated	2021 FTE's	2021 Decision Packages
Full Time FTE's Authorized				-	-	
Full Time FTE's Filled				-	-	
Full Time FTE's Budgeted					-	
Full Time Positions						
Part Time FTE's Budgeted	-	-	-		-	
Part Time FTE's YTD	-		-	-		
Part Time Hours	-	-	-	-	-	
Part Time Positions	-		-	-	-	



## BUDGET SUMMARY

As Of: 06/30/20

11-Sep-20

Fund 124 - CC Library  
Hankin Branch

Cost Center: 589300  
 Analyst: V. Brown

	2019	2020		2021		
	2019 Actuals	Original 2020 Budget	Budget 06/30/20	Est. Total Revenue	Requested	
<b>OPERATING REVENUES</b>						
Beginning Balance						
Federal & State Grants						
Federal & State Grants-COVID				6,549		
Licenses & Permits						
Charges for Services						
Fines & Forfeits						
Miscellaneous Revenues	34,538	36,905	36,905	18,170	36,905	0.00%
Other Financing Sources						
Operating Transfers In						
Cost Recovery						
<b>TOTAL</b>	<b>\$ 34,538</b>	<b>\$ 36,905</b>	<b>\$ 36,905</b>	<b>\$ 24,719</b>	<b>\$ 36,905</b>	<b>0.00%</b>

	2019	2020		2021		
	2019 Actuals	Original 2020 Budget	Budget 06/30/20	Est. Total Exp.	Requested	
<b>EXPENDITURES</b>						
Personnel	\$ 831,377	\$ 827,711	\$ 827,711	\$ 840,307	\$ 858,626	3.73%
Personnel - COVID						30,915
Operating	147,535	175,173	170,173	149,530	177,203	4.13%
Operating - COVID			8,000	6,549	12,000	50.00%
Provider Services						4,000
Operating Capital	35,184		124,816	10,000	114,816	-8.01%
Grants to Others						(10,000)
Operating Transfers Out						
Allocated Costs	291,815	224,775	224,775	224,760	165,045	-26.57%
Fleet Leases						
Unappropriated						
<b>TOTAL</b>	<b>\$ 1,305,911</b>	<b>\$ 1,227,659</b>	<b>\$ 1,355,475</b>	<b>\$ 1,231,146</b>	<b>\$ 1,327,690</b>	<b>-2.05%</b>

**Net Cost to County**      **\$ 1,271,373**      **\$ 1,190,754**      **\$ 1,318,570**      **\$ 1,206,427**      **\$ 1,290,785**      **-2.11%**      100,031

	2019 FTE's	2020 Original FTE's	2020 06/30 FTE's	2020 Estimated	2021 FTE's	2021 Decision Packages
Full Time FTE's Authorized	11.0	11.0	11.0	11.0	11.0	
Full Time FTE's Filled	11.0		11.0	11.0		
Full Time FTE's Budgeted	11.0	11.0	11.0		11.0	
Full Time Positions	11.0	11.0	11.0		11.0	
Part Time FTE's Budgeted	7.3	7.1	7.1		7.3	
Part Time FTE's YTD	6.9		7.3	7.31		
Part Time Hours	14,373.00	14,796.00	7,598.0	15,196.0	15,096.00	
Part Time Positions	18.0	18.0	18.0	18.0	18.0	



BUDGET SUMMARY

Page 2

Department: 124 - CC Library  
Hankins Branch

11-Sep-20  
Cost Center: 589300  
Analyst: V. Brown

2021 KEY ISSUES:

Tenant's rent budgeted at \$36,905.

---

Expenditures:

---

Personnel costs are \$30,915 or 3.73% higher than the prior year's budget.

Regular salaries decreased \$8,016 or 1.8% from the prior year's budget due to retirements in 2020 and positions budgeted at minimum starting salary.

Wages increased \$3,933 or 2.2% from the prior year's budget.

Retirement costs increased \$7,837 due to the increase in the retirement rate from 10.5% to 12.5%.

Standard fringe benefits are budgeted at \$137,500; an increase of \$27,500 over 2020. The rate increased \$2,500 per full-time employee.

Operating costs are approximately \$11,030 or 6.19% higher than the prior year's budget. \$12,000 is budgeted for COVID-19 expenditures.

Facilities' repairs and maintenance are budgeted slightly higher at \$57,050.

Janitorial supplies include an allocation for COVID -19 additional costs.

Books and periodicals are budgeted at \$20,000. The same as the prior year.

Water and sewer costs are budgeted at \$7,800; the same as the prior year.

Electric is budgeted at \$25,000; the same as the prior year.

Fuel and propane are budgeted at \$12,500; the same as 2020.

Other general expense decreased by \$940.

---

Indirect costs are \$59,230 or 26.57% lower than the prior year's budget.

---

2020 KEY ISSUES & ESTIMATE ASSUMPTIONS:

Tenant's rent collected adjusted due to COVID-19. \$18,170 projected or 50.0%.

---

Personnel is projected to be slightly over budget by \$12,600; primarily due to two retirement payouts in 2020.

Operating costs are projected to be under budget by \$22,094; the majority occurring under facilities' repairs and maintenance, electric and fuel.

---

Hankin carpet project rolled to 2021.

---



---



---

SUMMARY OF DECISION PACKAGES:

PERSONNEL REQUESTS

N/A

---



---



---



---



---



---

**Total Personnel Requests -**

---

CAPITAL REQUESTS

Resubmitted for 2021:

Library Hankin carpeting - common areas and children's area excluding lobby. \$114,816 - Rolled over to 2021. \$10,000 to be spent in 2020 for design.

Library Hankin parking lot and sidewalk repairs - \$100,655. Resubmitted from 2020.

---

Library venetian blinds - should be completed in 2020. On list since 2019.

---



---



---



---



---



---



---



---



---



---

10-year Capital

Department /Fund	Project #	Capital/Project Request	5-year Capital *					10-year Capital					Estimated Total Cost
			BY 2021	BY 2022	BY 2023	BY 2024	BY 2025	BY 2026	BY 2027	BY 2028	BY 2029	BY 2030	
Library	1	Exton Front Parking Lot	345,000										345,000
Library	2	Exton 1st floor redesign	775,000										775,000
Library	3	Hankin Sidewalks & Parking Lot		100,655									100,655
Library	4	Exton HVAC #5 & Network closet units (age replacement)								x			-
Library	5	Hankin HVAC roof units (age replacement)								x			-
Library	6	Hankin redesign study					75,000						75,000
Library	7	Hankin redesign project (facility changes small meeting rooms, main door, etc)									300,000	700,000	1,000,000
Library	8	Exton Delivery Service / Garage renovations							100,000				100,000
		<b>Totals</b>	<b>1,120,000</b>	<b>100,655</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>100,000</b>	<b>-</b>	<b>300,000</b>	<b>700,000</b>	<b>2,395,655</b>

\* Should agree to the 5-year Capital Requests Submitte for the 2021 Budget