

# CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

## MONTHLY MEETING

TUESDAY, JANUARY 16, 2024

CHESTER COUNTY LIBRARY/VIRTUAL

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### AGENDA

**Meeting Location:** Chester County Library & District Center – 450 Exton Square Parkway, Exton, PA 19341

**Zoom Link:** <https://us06web.zoom.us/j/82160359678?pwd=qDYBdqBiN1gH120VwkTrINkrB8BVaD.1>

**CALL TO ORDER, 9:30 AM (Burke Board Room/Virtual)**

**WELCOME and INTRODUCTIONS**

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

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of December 19, 2023 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager’s Report (p. 12)
- Statistical Reports (p. 15)

**FINANCIAL STATEMENTS**

- December 2023 Exton and Hankin Financial Statements (p. 18)
- December 2023 Fund Balance Report (p. 22)

**FOR APPROVAL**

- CCL and HHB 2024 Budget (p. 33)
- CCLS/CCL Board Procedures & Public Comment (Governance Committee) (p. 23)

**FOR INFORMATION/DISCUSSION**

- 2024 Board Committee Assignments (p. 25)
- Friends of the Hankin Branch Funding Requests (p. 27)
- Public Services Presentation – Book A Librarian (Melissa Kohl) (p. 29)

**REPORTS/CORRESPONDENCE**

- President’s Report
- Director’s Report (p. 6)
- Branch Manager’s Report (p. 12)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Committee Reports

#### Ad Hoc Committees

- Institutional Advancement (p. 32)
- Policy
- Strategic Planning & Facilities

#### Standing Committees

- Executive
- Finance
- Governance

**PUBLIC COMMENTS**

**ADJOURN**

### Upcoming Events

Tuesday, February 20, 2024, 9:30 AM – CCL Board Meeting (CCL/Virtual)

**CHESTER COUNTY LIBRARY  
BOARD MEETING MINUTES – MONTHLY MEETING  
LOCATION: Chester County Library/Virtual  
December 19, 2023**

**CALL TO ORDER, 11:02 AM**

**CCL Board Members Present:** JoAnn Weinberger, President; Mike Skay, Vice President; Brian Taylor, Secretary; William Connor, Treasurer; Emily Bless, Member at Large; Mark Carroll, Member at Large; Richard Hankin, Member at Large

**CCL Staff Present:** Melissa Kohl, Reference Manager; Meghan Lynch, Branch Manager; April Nickel, Youth Services Manager, Joe Sherwood, Acting Director

**CCLS Staff Present:** Barbara Baugher, Finance Manager; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Niki Kolb, Public Relations and Graphics Specialist; Agatha Lyons, District Consultant; Nicole Richards, Development Director

**Others Present:** Alex Draper, President, Friends of the Chester County Library

**WELCOME AND INTRODUCTIONS**

JoAnn Weinberger, President, called the meeting to order. She introduced Alex Draper, President of the Friends of the Chester County Library.

**EXECUTIVE SESSION ANNOUNCEMENT:** None

**PUBLIC COMMENTS:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

*On motion made by Mike Skay, seconded by Mark Carroll the Minutes and Consent Agenda were unanimously approved.*

**FINANCIAL STATEMENTS**

**November 2023 Exton and Hankin Financial Statements** – Materials budget will be spent by the end of the year. There was a \$19,000 check from West Whiteland that will appear on the financial statements in January.

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
**LOCATION: Chester County Library/Virtual**  
**December 19, 2023**

**November 2023 Fund Balance Report** – Additional funds will be needed to cover DCA items through the end of 2023. Joe Sherwood has requested that \$200K from the reserve funds be used to cover these expenses. He recommended that the Finance Committee meet to discuss where the funds should come from.

*On motion made by Bill Connor, seconded by Emily Bless, up \$200K has been authorized to fund DCA expenses. The Finance Committee will decide where to fund from.*

*On motion made by Mark Carroll, seconded by Richard Hankin, the October 2023 financial statements were accepted and filed for audit.*

**FOR APPROVAL**

**Election of Officers** – Bill Connor reviewed the slate of officers for the 2024 CCL Board of Trustees. It is the same slate of officers as the 2024 CCLS Board of Trustees (Mike Skay, President; Richard Hankin, Vice President; Emily Bless, Treasurer; Brian Taylor, Secretary).

*On a motion made by Bill Connor, seconded by Brian Taylor, the Election of Officers was unanimously approved.*

**CCL Board of Trustees Meeting Calendar** – The CCL meeting calendar is the same as the one approved at the CCLS Board of Trustees Meeting. The meetings will now begin at 9:00AM.

*On a motion made by Emily Bless, seconded by Mike Skay, the CCL Board of Trustees Calendar was unanimously approved.*

**FOR INFORMATION/DISCUSSION**

**Friends of the Chester County Library**

- **Signed Memorabilia** - This topic was moved to the top of the agenda because Alex Draper, President of the Friends of the Chester County Library, could not attend the whole meeting. The Friends are in possession of some of CCL's valuable memorabilia, including a pair of sneakers potentially signed by Phil Knight, that are being authenticated and appraised. Once they are appraised, the CCL Board needs to decide what to do with them. JoAnn requested that both Alex and Mike Skay attend the January Institutional Advancement meeting to discuss the decision about the sneakers further. Joe Sherwood and Richard Hankin recommended that the Solicitor's Office should be kept in the loop regarding the sneaker appraisal.

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
**LOCATION: Chester County Library/Virtual**  
**December 19, 2023**

- **End of Year Wishlist** - Joe Sherwood attended the Friends' yearly meeting in December 2023 along with Susan Walraed. At that meeting, the Friends reviewed the End of Year Wish List and approved funding for CCL. The total asks approved by the Friends is about \$30K. Joe and JoAnn are working on a Thank You Letter for their support.

**REPORTS/CORRESPONDENCE**

**President's Report** – JoAnn attended both the CCL Holiday Craft Fair and the CCL StoryWalk recently. She commented on how beneficial activities such as these are to the library and patrons.

**Director's Report**

- **General Updates**
  - CCL is undergoing a new Policy Review process. A new committee has been formed to review policies, revise as needed, and send to the appropriate meetings and committees for their review before sending to the CCL Board Policy Committee for approval, then to the full CCL Board for final approval.
  - General Staff Meetings will be led by Jenna Persick for the time being.
  - Impact Report – Niki Kolb distributed the 2022 Impact Report. This report will also be distributed to municipalities with the 2023 Impact Report that will be completed in the first quarter of 2024.
  - CCL was recertified for the PA Library Association's PA Forward Gold Star
- **Building Updates**
  - A former sorting space between the Circulation and Reference departments is being converted to an additional Small Meeting Room is undergoing a refresh. New doors will be installed soon.
  - New carpeting is being installed along the main aisle downstairs as well.
- **CCL Trust**
  - Joe also mentioned that the CCL Trust account is overdrawn, but it is being resolved by Nicole Richards.
  - The Trust met in December and approved funding for various projects and services.

**Branch Manager's Report**

- **General Updates**
  - Staff has completed their required training for 2023.
  - Staff Self-Input forms in Halogen is open and needs to be completed by early January.

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
**LOCATION: Chester County Library/Virtual**  
**December 19, 2023**

- Meghan sent a donation request for West Vincent Township and Upper Uwchlan Township in early November. She hasn't heard back from them yet.
- Working to increase programming at HHB, including new ideas for 2024 such as a gaming club, new book clubs, etc.
- There have been some issues with a group that has rented meeting rooms in HHB, as this group continually violates the meeting room policies. The policy does not currently have a progressive discipline aspect to it, but the CCL Policy Review Committee will review and revise to add a progressive discipline section.
  - Joe commented that the software used for tracking incidents, may need to be updated, especially for progressive discipline.
- Meghan visited the West Brandywine Township Board of Supervisors Meeting and discussed the Affordable Connectivity Programs they've been running through CCL alongside other programs and services that are performing well. The Township then sent out this information to their email list.
- **Friends of the Hankin Branch Library** – HHB has a list of asks for them to review for 2024.

**Committee Reports**

- **Facilities and Strategic Planning Committee** – Meghan and Joe presented some thoughts regarding priorities of services and building impacts for CCL and HHB. The committee asked for it to be prioritized and meet again in early January. This list is not only for building updates, but also services.

**PUBLIC COMMENTS** - None

**Meeting Adjourned at 11:51 AM.**

*On motion made by Richard Hankin, seconded by Mike Skay, the meeting was adjourned.*



January 16, 2024

TO: Michael Skay, President, Board of Trustees  
FROM: Joseph L. Sherwood, Acting Director, Chester County Library  
RE: Chester County Library Director's Report

### **Director's Notes**

- I have been meeting with Department Heads for initial 1-on-1s. This is to better learn what each department is working on, challenges they may be facing and where opportunities for synergies might exist.
- The County has several HR issues in process:
  - I required annual self-input forms from staff to assist in the annual evaluation process.
  - Halogen annual review process is now open.
  - Remote/Telework revised agreements in process (these will be done semi-annually).
- County Budget was passed. I'm working with Finance Manager Barbara Baugher to set up detailed projections and tracking for 2024. Note – we did come in under budget for 2023. Some of that was due to projects not being able to be completed (supply chain issues).
- Finance items – 2023 annual close and 2024 budget are in process.
- Furniture quotes – Working with several vendors to get quotes for the Hankin Small meeting rooms and a staff office (with Meghan Lynch) and the new meeting room at CCL, relocating some staff offices and quotes for chairs & tables for the Struble room.
- Working on priority list for the Facilities and Strategic Planning Committee.
- Scheduled a meeting with Melissa Kohl, Mikaila Strano, me and the Chester County Chamber of Business & Industry to discuss potential partnerships.
- Working with the Solicitor's office and County Administration on organizational setup issues.

### **Departmental Reports**

#### **Building Updates & Maintenance Department (Peter Greulich)**

- General Department News
  - Quench installed new water dispensers in the CCL Staff Room and in CCL Multi-Media.
  - A new bicycle rack has been installed adjacent to the front CCL parking lot. We still need to install the shelter and repair station.
  - Both urinals in the CCL first-floor Men's Room overflowed as a result of a blockage. Peter Greulich treated both urinals with a solution formulated for waste lines to clear the blockage.
- Projects in progress
  - Lock for front revolving door (Assa Abloy is waiting for parts).
  - Charger installation for new EV vehicle for use by the Youth Services Outreach Librarian.
  - Getting quotes for rear staff door replacement/repair.

- Departmental Personnel
  - New Hires: 0
  - # of Department Vacancies: 1 - Part-Time Van Driver

**Circulation Department (Barb Bailey):** No report this month

**Jacobs Technology Center (JTC) (Sara Lim Harden)**

- General Department News
  - Remy Way is working on preparations for the Hearing Loop installation in the Struble Room
  - Gaming Club will be held every Wednesday from 4:30 p.m. to 7 p.m. starting on January 10<sup>th</sup> and will feature different games each week. Jessie Williams from Multimedia will feature Board Games.
  - Programs
    - Makerspace One-on-One (Cutting Plotter) – Remy Way
    - January 6: STEM Saturday Build a Gaming PC – Remy Way
- Department Personnel
  - Sara Lim Harden has been working remotely since November 7, 2023. She is expected back in person on January 18<sup>th</sup>, 2024.
  - Department Resignations: 1 - PT Library Assistant, Nick Roccaro. His last day is 1/12/24. The position was submitted to HR for posting.
  - # of Department Vacancies: 1 – PT Library Assistant

**Multimedia Department (Stephanie Sharon-Missanelli)**

- General Department News
  - Friends of CCL funded “Library of Things” project is now live in Lending Key for checkout. This collection will assist with bridging the accessibility divide for collections that need specific players to be listened to, watched, or played. The collection currently consists of one Blu-ray player, one portable Blu-ray/DVD player, one portable discman, one small portable CD player with speakers, one Nintendo Switch Lite, and four Roku devices with hundreds of movies loaded on to the Vudu app.
  - Stephanie will be attending the Uwchlan Township Board of Supervisors meetings and the West Whiteland Board of Supervisors meetings quarterly in 2024.
- eMaterials
  - Reached over 1 million checkouts and almost 35,000 unique users in 2023! (see graph in appendix).
  - Stephanie has coordinated the 2024 Overdrive Holds Manager, which will run every Friday.
  - Curated collections for the website and reading rooms have been updated.
- Department Personnel
  - # of Department Vacancies: 0

**Public Relations/Graphics and Adult Programming (Niki Kolb)**

- Graphics
  - 46 graphic orders and 14,628 copies completed in December
  - Commissioner's names were updated on outdoor digital sign and the footer of e-newsletters.
  - A System Advertisement will run in February's “All Things School” issue of County Lines.

- PR
  - Working on theme and narrative guidelines with Legislative Booklet Committee
  - **Confirmed date for Legislative Breakfast for April 5th from 7:30 – 9am at CCL**
  - Sent press release for 1M digital downloads to VISTA, Daily Local, MyChesco, and Patch.
  - Worked on a Q&A piece for CCL's new Business Librarian to introduce her to the community.
  - Working on the 2024 Marketing Plan for CCL and overarching CCLS initiatives.
- Adult Programs
  - Annual Craft Show - The door count for the day was 1751; 1030 more than the previous Saturday. The door count was 1321 in 2022. Vendor table fees collected were \$1,750.
  - "Free Concert: Abe Ovadia, Jazz Guitarist" was enjoyed by a full house.
  - "Medicare 101" continues to be a popular program.
  - Pennsylvanians for Modern Courts are pleased with our partnership.
  - Pam Marquette is finalizing the AAPR Foundation Tax-Aide Program for the 2023 tax season.
  - Longwood Gardens Community Read Annual program - This year's book is "The Last Garden in England" by Julia Kelly. Working to organize an event with a very popular local gardener.
- Department Personnel
  - # of Department Vacancies: 0

#### Reference (Melissa Kohl)

- General Department News
  - New Business Librarian, Mikaila Strano, is featured on the website and social media this month to promote the library's business services, such as one-on-one business and job research.
  - Mikaila Strano and Melissa Kohl will be attending SCORE's monthly business meeting on January 16, and area chamber events.
  - Small Meeting Rooms – Used 197 times by 94 users in December 2023 (80% increase from December 2022)
- Department Personnel
  - 1 staff member is on medical leave
  - # of Department Vacancies: 0

#### Technical Services (Jenna Persick)

- General Department News
  - Met with Gwen Gatto, new Director for Spring City for Technical Services overview and Outreach orientation
  - The Adult Programs page has been updated to have new Program Guidelines; changed name to Program Proposals.
- December Outreach
  - 1 Mail Order Delivery (MOD) inquiry, 1 new MOD patron.
  - Materials distributed to the elderly and homebound through outreach services
    - Mail Order Delivery (MOD): 108 items sent
    - Items distributed via deposits to older adult facilities: 140
    - Total # of materials distributed to the elderly and homebound through outreach services: 248 items sent
- Department Personnel
  - # of Department Vacancies: 0



### **Volunteers (Susan Walraed)**

- General Department News
  - New Sorter Volunteer Position has been added for Youth Services
  - A new library intern is starting January 8, 2024, and will spend 124 hours between Youth Services and Reference.
  - Recruiting and interviews scheduled for: Youth Services, Circulation, JTC, and Drop-in volunteers
  - Planning started for Teen Summer Program
- Friends of the Chester County Library - Book Sale dates are set for April 12-14, 2024
- Department Personnel
  - # of Active Volunteers – (including Friends of CCL) - 105
  - New Applications received in December - 10
  - # Volunteers serving in more than one department in December – 10
  - Total December Library Volunteer Hours – 690
  - Total December Friends Hours – 120
  - Total December Volunteer Hours – 810
  - Total 2023 Hours (Friends & Library Volunteers) – 11,187.25 (rising each year)

### **Youth Services (April Nickel)**

- General Department News
  - Working with Jenna Persick to create a Decodable Books purchase list for the grant through Senator Muth.
  - Received approval from Montgomery County YS District Coordinator to reprint Performer's Showcase guide for member libraries.
- Department Programming
  - Happy Noon Year! - Took place on Sunday, December 31, 11 am – 12 pm, and was a success with 48 attendees. Parents were very happy and shared that there is nothing similar at no cost in the area. Planning same event for next year (Tuesday)
  - Story Time resumed on January 8, 2024.
  - Working with Pam Marquette on Local Authors Event - Sunday, May 19
- Department Personnel
  - New Hires: 1 (Page)
  - Resignations/Terminations:
  - # of Department Vacancies: 2 - PT Librarian and PT Library Assistant

### **Committee Reports**

**Community Engagement Committee (Kelly Quigg)** – Did not meet in December. Recurring programs took a break in December for the holidays. The next committee meeting will be on January 16, 2024.

**Community Engagement Leadership Team (Kelly Quigg)** – Met on December 5, 2023. Discussed November's successful Diwali event, which had 75 attendees and featured an Indian fashion show, live singing, painting of locally-made diyas, and Indian food. Also discussed CCLS's acceptance to participate as a Community Partner for Delaware County Community College's Big Read grant application with the National Endowment for the Arts. Will learn if grant was approved in the spring.

**EDI Committee** (Remy Way) – Remy Way has stepped down as Chair as of January 1st, 2024. The committee is working on finding a new Chair.

**CCL Policy Review Committee** (Devon Dadoly) – The CCL Policy Review Committee met on January 11 to discuss their review process and how to build a schedule to ensure each policy is reviewed by the end of 2024. The next meeting will be held on January 22 and the committee will review 9 policies, which will then be sent to the Department Heads meeting for the next step of the review process.

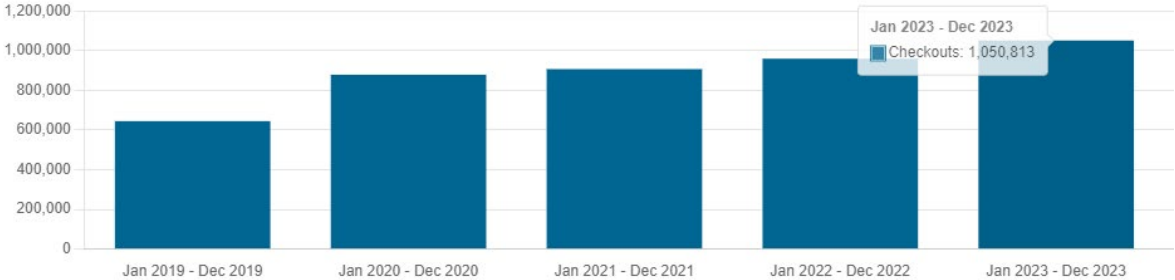
**Staff Engagement Committee** (Devon Dadoly) – Planned and facilitated the Staff Holiday Luncheon featuring a taco bar from local restaurant, Frida's. The committee will meet in January to plan events for 2024.

**XYZ Committee** (Emily Cackowski) – The committee did not meet in December, but are resuming regular meetings in the new year. A call for new members was sent out in the last week of December and several new staff members have joined the committee. We need some new voices and ideas! There was no official "Take-and-Make" craft in December, but left-over paper star ornament craft kits were sent to Hankin and all were taken. The Gingerbread House Decorating Party took place on December 14. The program was very well-attended, and patrons expressed great satisfaction. A few even filled out the programming survey, giving some great positive feedback.

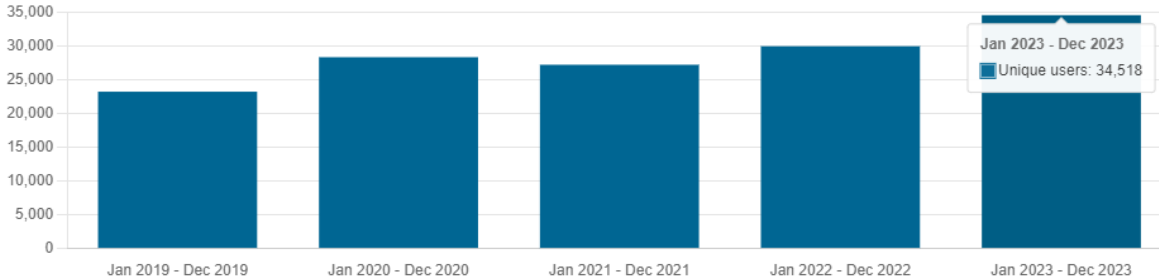
**APPENDIX**

**eMaterials Statistics**

Checkouts: Year over year



Unique users: Year over year





January 2024

TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
RE: Report on the Henrietta Hankin Branch, December 19, 2023 – January 16, 2024

### **Building Updates**

- We are continuing to work with County Facilities to address issues with our cleaners.
- We are working on planning for the Small Conference room upgrades funded by the CCL Trust.

### **General Updates**

- Statistics
  - December door counts were 12% higher than November and were 60% higher than December 2022. For the year, door counts were 20% higher than 2022.
  - Circulation of physical and electronic materials were down slightly from November and were 4% higher than December of 2022.
  - Circulation totals increased by about 2.25% from 2022 to 2023.
  - Physical materials, including hot spots and museum passes, increased about 0.25%
  - eBooks and eAudio increased about 6.5%
  - Meeting Room usage in December increased both terms of hours used and total bookings. In 2023 uses increased by 77 and total time utilized increased by 106 hours.
- Every member of the HHB staff participated in at least one Community Engagement event in 2023. About half participated in more than one.
- All staff have been working on completing their yearly self-evaluations, the first step in our annual evaluation process.
- Staff responsible for coordinating with program presenters have been working with their contacts to collect required clearances.
- We will be partnering with the AARP again this year to offer free tax preparation. Appointments will begin in early February.

### **Departmental Reports**

#### **Circulation (Report by Charlotte Marron, Circulation Manager)**

- Circulation of physical materials was down a little bit in December, with 18,967 items circulated. Visits seemed to slow over the holidays but we had a bit of a rush towards the new year.
- Book Locker usage has remained steady and patrons are enjoying the opportunity to pick up their books at their leisure.

- We have been making our way through re-stickering the Young Adult items and are also working on the Large Type section as well in order to align our collection with CCL. We are planning to do the Mystery Section next.
- Book Club in a Bag Circulation has also been up, with eight bags going out in December.
  - We have been working with Reference to remove older titles and add new titles to our collection. New titles for 2023 include *The Wager* by David Grann, *Let Us Descend* by Jessmyn Ward, *Fourth Wing* by Rebecca Yarros, *Tom Lake* by Ann Patchett, and *American Prometheus: the triumph and tragedy of J.Robert Oppenheimer* by Kai Bird.
- Department Personnel
  - New Hires: a PT Library Assistant will start on Monday, January 15.
  - # of Department Vacancies: 0

**Makerspace** (Report by Tom Lally, Makerspace staff)

- The Makerspace provided holiday-themed programs such as popsicle stick snowflakes, button Christmas ornaments, and 3D snowflakes, all of which were well-attended.
- Makerspace appointments for equipment in the room were well-attended as patrons were making items for Christmas
- The Gaming Club programs are currently being planned with a start date of January 22nd set.
- Department Personnel
  - # of Department Vacancies: 0

**Reference** (Meghan Lynch, Branch Manager)

- Barbara Vitelli, our librarian responsible for selecting adult eMaterials thoughtfully expended remaining 2023 materials funds on eBooks and eAudio.
- Staff planned and coordinated/presented and offered 410 adult programs in 2023. We also started having Circulation staff take a start assisting more with programming last year.
- In December we held 15 in person programs, 3 hybrid programs, 1 virtual program, and 2 passive programs. Notable programs included a Penguin Pebble Craft (14 attendees) and Mah Jongg (avg. weekly attendance was 20 people.)
- Claire Michelle Viola has offered to co-chair the CCL/HHE EDI committee.
- Department Personnel
  - # of Department Vacancies: 0

**Youth Services** (Susan Farrell, Youth Services Lead)

- Presented two new programs in December:
  - "Tots and Bots" - Through a story and play, preschoolers were introduced to sequencing using Beebots, a robot specifically designed for young children (preschool, 9 attendees).
  - "Gaming @ the Library" – Attendees learned to play and hone their skills from a selection of fast-paced cooperative games (ages 10-14, 5 attendees).
- Hosted a "Read and Sing" program (preschool, 61 attendees) and "Nature's Little Explorers" program (preschool, 31 attendees) during a story time break.
- Winter Story Times and ongoing programs for school-aged children started the week of January 8.
- Preparing for the popular Winter Family Read Aloud Program which focuses on the importance and many benefits of reading aloud to children from birth through sixth grade.
- Department Personnel
  - # of Department Vacancies: 0

**Friends of the Hankin Branch Library**

- I worked with staff to compile funding requests to start off in 2024 and provided the list to the Friends Board. They will review and respond at their next meeting.
- The first Donation Days of 2024 will be held on February 2-3.

**Meetings & Trainings Attended**

12/19	CCL/CCLS Board Meeting
12/20	Department Heads meeting
12/21-22	Vacation
1/3	One-on-one with Joe Sherwood
1/4	HHB Friends meeting/Holiday dinner
1/8	Meeting with COFCO to discuss furniture options for small meeting rooms Chester County HR Performance Evaluation training
1/9	Institutional Advancement Committee meeting Community Engagement Leadership Committee meeting District Librarians Meeting
1/16	CCL/CCLS Board Meeting Community Engagement Meeting Meeting with Corbett to discuss furniture options for small meeting rooms

### CCL/HH Checkouts

Month	2019	2022	2023	Total 2019	Total 2022	Total 2023
Jan	135,903	121,297	128,197	135,903	121,297	126,295
Feb	128,133	115,457	120,950	264,036	236,754	247,245
Mar	140,394	125,143	135,879	404,430	361,897	383,124
Apr	129,971	118,892	122,582	534,401	480,789	505,706
May	127,542	116,522	119,361	661,943	597,311	625,067
Jun	150,131	133,326	138,218	812,074	730,637	763,285
Jul	166,437	145,907	146,422	978,511	876,544	909,707
Aug	151,069	141,613	143,907	1,129,580	1,018,157	1,053,614
Sept	130,366	120,930	127,126	1,259,946	1,139,087	1,180,740
Oct	130,960	118,637	121,085	1,390,906	1,257,724	1,301,825
Nov	122,859	115,729	119,507	1,513,765	1,373,453	1,421,332
Dec	118,069	110,274	116,365	1,631,834	1,483,727	1,538,509

### Rotating Reads Checkout (CCL & HH)

Month	CCL	HH	2023 Total
Jan	234	191	425
Feb	230	176	831
Mar	250	213	1294
Apr	239	212	1745
May	256	204	2205
Jun	262	213	2680
Jul	271	222	3173
Aug	267	239	3679
Sept	235	176	4090
Oct	226	172	4488
Nov	208	177	4872
Dec	206	170	5248

### Mail Order Delivery (MOD)

Month	Mailed to Individuals	Older Adult Facilities	2023 Total
Jan	121	134	255
Feb	111	148	514
Mar	110	144	768
Apr	114	145	1027
May	112	146	1285
Jun	113	160	1558
Jul	111	189	1858
Aug	115	137	2110
Sept	110	152	2372
Oct	112	137	2621
Nov	110	140	2721
Dec	108	104	248

### CCL Meeting Room Statistics

MONTH	2022 # OF HOURS USED (SMALL)	2022 # OF RESERVATIONS (SMALL)	2023 # OF HOURS USED (SMALL)	2023 # OF RESERVATIONS (SMALL)	2022 # OF HOURS (PUBLIC)	2022 # OF RESERVATIONS USED (PUBLIC)	2023 # OF HOURS USED (PUBLIC)
Jan	NA	NA	259.75	140	11	31.3	108.75
Feb	NA	NA	372.25	168	14	46.3	168.75
Mar	NA	NA	474	224	10	32	214.5
Apr	NA	NA	366.25	192	9	34.3	360.25
May	NA	NA	443.95	224	5	13.3	132.25
Jun	NA	NA	361.5	189	52	111.45	133.5
Jul	NA	NA	193	350	121	236.15	53
Aug	NA	NA	443	226	121	219.3	121
Sept	156.25	72	402	215	87	183.75	230
Oct	211.85	117	410	221	36.5	169.75	346
Nov	276	131	410	223	41	142	173
Dec	248.5	123	344	197	41	140.5	522
<b>Total</b>	<b>892.6</b>	<b>443</b>	<b>4479.7</b>	<b>2569</b>	<b>548.5</b>	<b>1360.1</b>	<b>2563</b>

### HHB Meeting Room Statistics

MONTH	2022 # OF HOURS USED	2022 # OF RESERVATIONS	2023 # OF HOURS USED	2023 # OF RESERVATIONS
Jan	63.45	23	76.5	36
Feb	56	18	81	34
Mar	67	24	78.25	34
Apr	131.45	40	84.7	40
May	67.15	22	88.5	39
Jun	89.3	28	90.5	33
Jul	129.25	43	69.75	30
Aug	98.3	29	128.75	41
Sept	83.3	29	80.17	31
Oct	86	31	148	54
Nov	104.15	46	104.25	39
Dec	85.15	41	136.5	40
<b>Total</b>	<b>1060.5</b>	<b>374</b>	<b>1166.87</b>	<b>451</b>

### Volunteer/Friends Hours

Month	Volunteer Hours	CCL Friends	HH Friends	Volunteer Total	Friends Total	Combined Total 2023
Jan	695.75	157.5	17	695.75	174.50	870.25
Feb	647.5	188	20	1,343.25	382.50	1,725.75
Mar	631.75	151	33.75	1,975.00	567.25	2,542.25
Apr	742.75	230.75	38	2,717.75	836.00	3,553.75
May	670.5	125.25	0	3,388.25	961.25	4,349.50
Jun	728	138.75	25.5	4,116.25	1,125.50	5,241.75
Jul	967.5	117.5	5.75	5,083.75	1,248.75	6,332.50
Aug	969.75	145	9.5	6,053.50	1,403.25	7,456.75
Sept	682.75	154.5	15	6,736.25	1,572.75	8,309.00
Oct	778	250.5	0	7,514.25	1,823.25	9,337.50
Nov	679.75	115.5	0	8,309.50	1,938.75	10,379.25
Dec	690	120	0	8,999.50	2,058.75	11,187.25



### CCL Door Count

Month	2019	2022	2023	Total 2019	Total 2022	Total 2023
Jan	36,441	17,261	19,283	36,441	17,261	19,283
Feb	34,793	16,788	20,123	71,234	34,049	39,406
Mar	38,496	20,458	23,656	109,730	54,507	63,062
Apr	36,405	16,805	20,829	146,135	71,312	83,891
May	33,223	16,514	20,281	179,358	87,826	104,172
Jun	40,524	21,963	24,960	219,882	109,789	129,132
Jul	46,845	23,718	28,771	266,727	133,507	157,903
Aug	42,052	22,515	27,152	308,779	156,022	185,055
Sept	33,777	18,450	23,180	342,556	174,472	208,235
Oct	34,142	18,942	23,307	376,698	193,414	231,542
Nov	31,804	17,978	21,162	408,502	211,392	252,704
Dec	30,102	16,490	20,796	438,604	227,882	273,500

Note -January through October 2022 are estimated due to the 1st floor construction project.

### HHB Door Count

Month	2019	2022	2023	Total 2019	Total 2022	Total 2023
Jan	10,042	5,616	7,721	10,042	5,616	7,721
Feb	9,149	6,143	7,436	19,191	11,759	15,157
Mar	11,089	7,748	8,925	30,280	19,507	24,082
Apr	10,582	7,306	7,821	40,862	26,813	31,903
May	9,997	7,100	7,968	50,859	33,913	39,871
Jun	11,644	8,060	9,703	62,503	41,973	49,574
Jul	12,887	8,668	9,976	75,390	50,641	59,550
Aug	11,313	8,807	10,064	86,703	59,448	69,614
Sept	9,984	6,764	8,010	96,687	66,212	77,624
Oct	10,691	7,698	8,861	107,378	73,910	86,485
Nov	9,129	7,416	8,530	116,507	81,326	95,015
Dec	8,289	5,246	9,548	124,796	86,572	104,563

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - EXTON LIBRARY - PRELIMINARY  
PERIOD ENDING DECEMBER 31, 2023**

	<u>2023 ANNUAL BUDGET</u>	<u>2023 YTD BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2023 YTD BUDGET VARIANCE</u>	<u>2023 YTD BUDGET VARIANCE %</u>	<u>2023 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,963,523	2,963,523	2,942,798	2,779,162	20,725	0.7%	20,725	0.7%
Wages	901,515	901,515	773,670	639,513	127,845	14.2%	127,845	14.2%
Fringe Benefits	1,101,023	1,101,023	1,034,533	1,124,526	66,490	6.0%	66,490	6.0%
Security Provided by the County - EMS	30,000	30,000	12,288	9,970	17,712	0.0%	17,712	0.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,996,061</b>	<b>4,996,061</b>	<b>4,763,290</b>	<b>4,553,171</b>	<b>232,771</b>	<b>4.7%</b>	<b>232,771</b>	<b>4.7%</b>
LIBRARY MATERIALS	70,000	70,000	70,000	70,000	-	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Supplies, Maintenance & Services	172,525	172,525	138,460	174,221	34,065	19.7%	34,065	19.7%
Insurance	17,910	17,910	38,505	18,390	(20,595)	-115.0%	-20,595	-115.0%
Utilities	113,328	113,328	115,623	89,625	(2,295)	-2.0%	-2,295	-2.0%
Vehicle Expense	50,567	50,567	104,343	42,302	(53,776)	-106.3%	-53,776	-106.3%
<b>TOTAL CORE EXPENDITURES</b>	<b>354,330</b>	<b>354,330</b>	<b>396,931</b>	<b>324,538</b>	<b>(42,601)</b>	<b>-12.0%</b>	<b>-42,601</b>	<b>-12.0%</b>
INDIRECT COSTS	607,019	607,019	607,019	558,534	-	0.0%	0	0.0%
CAPITAL OUTLAY	-	-	-	-	-	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>6,027,410</b>	<b>6,027,410</b>	<b>5,837,240</b>	<b>5,506,243</b>	<b>190,170</b>	<b>3.2%</b>	<b>190,170</b>	<b>3.2%</b>

**Notes:**

**Personnel Services:** Wages & Fringes under due to vacancies  
We are still waiting on the Q4 county journal entry to charge us for Security EMS approximately \$4,500

**Library Materials:** -

**Core Expenditures:** We are still waiting on the Q4 county journal entry to charge us for VOIP (phone) approximately \$700  
Insurance includes \$20000 for claim settlement and \$594.98 for unemployment compensation  
Two new vehicles were delivered in 2023. \$28,105 and \$26,476 were charged to us to cover the new lease expenses

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

**Total Budget:** Budgeted expenditures YTD are 100.00% of total budget  
Actual expenditures YTD are 96.84% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY  
PERIOD ENDING DECEMBER 31, 2023**

	<u>2023 ANNUAL BUDGET</u>	<u>2023 YTD BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2023 YTD BUDGET VARIANCE</u>	<u>2023 YTD BUDGET VARIANCE %</u>	<u>2023 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	537,203	537,203	494,485	464,712	42,718	8.0%	42,718	8.0%
Wages	312,043	312,043	269,233	234,372	42,810	13.7%	42,810	13.7%
Fringe Benefits	239,806	239,806	206,085	223,672	33,721	14.1%	33,721	14.1%
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,089,052</b>	<b>1,089,052</b>	<b>969,803</b>	<b>922,756</b>	<b>119,249</b>	<b>10.9%</b>	<b>119,249</b>	<b>10.9%</b>
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<b>CORE EXPENDITURES</b>								
Supplies, Maintenance & Services	132,629	132,629	92,614	77,143	40,015	30.2%	40,015	30.2%
Insurance	6,325	6,325	6,325	6,324	0	0.0%	0	0.0%
Utilities	49,682	49,682	44,881	42,616	4,801	9.7%	4,801	9.7%
<b>TOTAL CORE EXPENDITURES</b>	<b>188,636</b>	<b>188,636</b>	<b>143,820</b>	<b>126,083</b>	<b>44,816</b>	<b>23.8%</b>	<b>44,816</b>	<b>23.8%</b>
INDIRECT COSTS	289,609	289,609	289,609	215,785	0	0.0%	0	0.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>1,587,297</b>	<b>1,587,297</b>	<b>1,423,232</b>	<b>1,284,624</b>	<b>164,065</b>	<b>10.3%</b>	<b>164,065</b>	<b>10.3%</b>

**Notes:**

**Personnel Services:** Wages & Fringes under due to vacancies and unpaid leaves of absence

**Library Materials:** -

**Core Expenditures:** We are still waiting on the Q4 county journal entry to charge us for VOIP (phone) approximately \$160

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

**TOTAL BUDGET:** Budgeted expenditures YTD are 100.00% of total budget  
Actual expenditures YTD are 89.66% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON - PRELIMINARY  
PERIOD ENDING DECEMBER 31, 2023**

	<u>2023 ANNUAL BUDGET</u>	<u>2023 YTD BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2023 YTD BUDGET VARIANCE</u>	<u>2023 YTD BUDGET VARIANCE %</u>	<u>2023 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	403,974	403,974	403,974	347,470	0	0.0%	0	0.0%
State Aid - Others	1,356,982	1,356,982	1,356,982	1,154,597	0	0.0%	0	0.0%
STATE REVENUE	1,760,956	1,760,956	1,760,956	1,502,066	0	0.0%	0	0.0%
Township Appropriations	9,500	9,500	0	13,000	(9,500)	0.0%	(9,500)	-100.0%
Charges	41,660	41,660	45,890	42,463	4,230	10.2%	4,230	10.2%
Fines and Overdues	73,000	73,000	82,000	74,136	9,000	12.3%	9,000	12.3%
Interest	3,500	3,500	19,623	4,456	16,123	460.6%	16,123	460.6%
Donations and Fundraisers	2,100	2,100	28,634	17,033	26,534	1263.5%	26,534	1263.5%
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	265	265	1,473	737	1,208	455.9%	1,208	455.9%
TOTAL OTHER REVENUE	200,025	200,025	247,619	221,826	47,594	23.8%	47,594	23.8%
<b>TOTAL REVENUE</b>	<b>1,960,981</b>	<b>1,960,981</b>	<b>2,008,575</b>	<b>1,723,892</b>	<b>47,595</b>	<b>2.4%</b>	<b>47,595</b>	<b>2.4%</b>
<b>EXPENDITURES</b>								
Library Materials	477,575	475,058	475,460	399,106	(402)	-0.1%	2,115	0.4%
Services and Charges	72,495	72,495	60,343	53,758	12,153	16.8%	12,153	16.8%
Supplies	28,032	28,032	25,537	21,289	2,495	8.9%	2,495	8.9%
Miscellaneous	17,490	17,490	23,656	24,438	(6,166)	-35.3%	(6,166)	-35.3%
Transfers and Reimbursements	1,356,982	1,356,982	1,414,151	1,216,557	(57,169)	-4.2%	(57,169)	-4.2%
Capital Outlay	10,923	10,923	9,936	10,353	987	9.0%	987	9.0%
<b>TOTAL EXPENDITURES</b>	<b>1,963,498</b>	<b>1,960,981</b>	<b>2,009,083</b>	<b>1,725,501</b>	<b>(48,102)</b>	<b>-2.5%</b>	<b>(45,586)</b>	<b>-2.3%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>(2,517)</b>	<b>0</b>	<b>(508)</b>	<b>(1,609)</b>	<b>(508)</b>		<b>2,009</b>	

**NOTES:**

**Other Revenue:** 2023 West Whiteland ARPA Grant of \$19,000 is in Donations and Fundraisers  
2022 TWP Appropriation was higher due to 1-time ARPA grant from West Whiteland.

**Total Revenue:** Budgeted revenues YTD are 100.00% of total revenue  
Actual revenues YTD are 102.43% of total revenue  
Interest higher than budget due to increase in interest rates

**Expenditures:** Library Materials were slightly overspent on e-books  
Transfers and Reimbursements includes the \$57,169.64 from 001 - CCL that was moved to the reserve funds  
004 - Technology Fund \$28,584.82  
400 - CCL Capital Fund \$11,433.93  
451 - Materials Fund \$11,433.93  
410 - Program Fund \$5,716.96

**Total Expenditures:** Budgeted expenditures YTD are 99.87% of total expenses  
Actual expenditures YTD are 102.32% of total expenses  
Budgeted expenditures exceeds revenue by the amount of carryover from 2022 Materials budget in Fund 100

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - HANKIN - PRELIMINARY  
PERIOD ENDING DECEMBER 31, 2023**

	<u>2023 ANNUAL BUDGET</u>	<u>2023 YTD BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2023 YTD BUDGET VARIANCE</u>	<u>2023 YTD BUDGET VARIANCE %</u>	<u>2023 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	100,993	100,993	100,993	87,000	0	0.0%	0	0.0%
STATE REVENUE	100,993	100,993	100,993	87,000	0	0.0%	0	0.0%
Township Appropriations	7,250	7,250	11,300	5,250	4,050	0.0%	4,050	55.9%
Charges	11,830	11,830	14,342	14,473	2,512	21.2%	2,512	21.2%
Fines and Overdues	24,700	24,700	25,509	27,506	809	3.3%	809	3.3%
Interest	45	45	1,896	618	1,851	4112.4%	1,851	4112.4%
Donations and Fundraisers	530	530	1,508	2,710	978	-	978	184.5%
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	80	80	56	195	(24)	-30.2%	(24)	-30.2%
TOTAL OTHER REVENUE	64,435	64,435	74,611	70,752	10,176	15.8%	10,176	15.8%
<b>TOTAL REVENUE</b>	<b>165,428</b>	<b>165,428</b>	<b>175,604</b>	<b>157,752</b>	<b>10,176</b>	<b>6.2%</b>	<b>10,176</b>	<b>6.2%</b>
<b>EXPENDITURES</b>								
Library Materials	147,472	145,639	145,870	126,682	(231)	-0.2%	1,602	1.1%
Services and Charges	7,140	7,140	7,260	4,492	(120)	-1.7%	(120)	-1.7%
Supplies	6,400	6,400	5,770	5,216	630	9.8%	630	9.8%
Miscellaneous Expense	2,940	2,940	2,640	3,131	300	10.2%	300	10.2%
Capital Outlay	3,309	3,309	2,968	1,835	341	10.3%	341	10.3%
Transfers and Reimbursements	0	0	12,468	16,086	(12,468)	0.0%	(12,468)	0.0%
<b>TOTAL EXPENDITURES</b>	<b>167,261</b>	<b>165,428</b>	<b>176,977</b>	<b>157,442</b>	<b>(11,549)</b>	<b>-7.0%</b>	<b>(9,716)</b>	<b>-5.8%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>(1,833)</b>	<b>0</b>	<b>(1,373)</b>	<b>310</b>	<b>(1,373)</b>		<b>460</b>	

**NOTES:**

**Twp Revenue:** South Conventry \$300, East Nantmeal and West Vincent \$500, and Upper Uwchlan \$10,000

**Other Revenue:**

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

Actual revenues YTD are 106.15% of total revenue

Interest higher than budget due to increase in interest rates

**Expenditures:**

Library Materials were slightly overspent

Transfers and Reimbursements represents the \$12,467.91 from 043 - HHB that was moved to the reserve funds

004 - Technology Fund \$6,233.96

450 - HHB Capital Fund \$2,493.58

451 - Materials Fund \$2,493.58

410 - Program Fund \$1,246.79

**Total Expenditures:** Budgeted expenditures YTD are 98.90% of total expenses

Actual expenditures YTD are 105.81% of total expenses

CCL Fund Balance Report	Balance
Operating Funds <sup>1</sup>	
001 CCL	\$ -
043 Hankin	\$ -
<b>Total Operating Funds</b>	<b>\$ -</b>
Reserve Funds	
004 Technology Fund <sup>2</sup>	\$ 190,009.16
400 Chester Cty Library Capital Reserve	\$ 109,348.62
410 Chester Cty Library Program Fund <sup>3 4</sup>	\$ 108,048.97
450 Hankin Library - Capital <sup>5</sup>	\$ 135,053.20
451 CCL & Hankin Materials	\$ 159,121.48
<b>Total Reserve Funds</b>	<b>\$ 701,581.43</b>
Grants - Friends of the Library	
091 I & R Services	\$ 16,294.11
903 Capital Fund	\$ 101,405.45
<b>Total CCL Friends</b>	<b>\$ 117,699.56</b>
943 Friends of Henrietta Hankin Branch	\$ 11,097.87
<b>Total Friends Funds</b>	<b>\$ 128,797.43</b>
Grants and Appropriations	
002 Community Foundation - Grants	\$ 3,900.91
100 CCL County Materials Fund	\$ 2,008.73
104 CCL Trust - Grants	\$ 140,776.26
109 Hankin County Materials Fund	\$ 459.98
132 Glaxo-Smith Kline Science in the Summer	\$ 137.29
<b>Total Grants and Appropriations</b>	<b>\$ 147,283.17</b>
Special Funds	
003 Helen Russell Memorial Fund	\$ 7,431.65
105 CCL Community Day	\$ 4,034.02
106 CCL & Hankin Museum Passes	\$ 400.00
107 CCL & Hankin Author Events	\$ 3,396.99
096 Tote Bags	\$ 5,595.24
<b>Total Special Funds</b>	<b>\$ 15,262.66</b>
<b>500 District Center Aid Funds</b>	<b>\$ 126,889.61</b>
<b>510 County Coordination Aid</b>	<b>\$ -</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 1,119,814.30</b>
Endowment Funds	
<b>090 Chester County Library Trust</b>	<b>\$ 2,214,163.26</b>

1. These funds have been transferred to the reserve fund accounts as per the Reserve Fund Policy

Tech Fund 004 50%	\$ 28,584.82
CCL Capital Fund 400 20%	\$ 11,433.93
Materials Fund 451 20%	\$ 11,433.93
Programs Fund 410 10%	\$ 5,716.96
001 CCL 2023 Excess @ 12/31/2023	\$ 57,169.64
Tech Fund 004 50%	\$ 6,233.96
HHB Capital Fund 450 20%	\$ 2,493.58
Materials Fund 451 20%	\$ 2,493.58
Programs Fund 410 10%	\$ 1,246.79
043 HH 2023 Excess @ 12/31/2023	\$ 12,467.91

2. \$125,000 was approved by Board in August for approved DCA expenses to be paid from Technology Fund

3. 410 First Resource CD was not renewed but a Money Market in the amount of \$113,379.23 was opened at TD bank

4. \$100,000 was approved by Board in December for approved DCA expenses to be paid from CCL Program Fund

5. \$100,000 was approved by Board in December for approved DCA expenses to be paid from HHB Capital Fund

**RULES AND REGULATIONS  
FOR THE CONDUCT OF MEETINGS OF THE BOARD OF THE  
CHESTER COUNTY LIBRARY/CHESTER COUNTY LIBRARY SYSTEM**

**1. MEETINGS**

Regular meetings of the Chester County Library System/Chester County Library Board of Trustees (otherwise known as the 'Board') will be held in the Betty Burke Conference Room of the Chester County Library & District Center, 450 Exton Square Parkway, Exton, PA, 19341, unless otherwise noted on the Chester County Library System's and Chester County Library's websites. Board meetings will generally be scheduled on the third Tuesday of each month beginning at 9:00 AM or at the discretion of the Board, and appropriate notice shall be given as legally required. Specific scheduled Board meeting dates will be advertised in a newspaper of general circulation and will be designated on the Chester County Library System's and Chester County Library's websites.

If, on account of hazardous driving conditions, bad weather, illness of one or more members of the Board, or any other valid reason, it is deemed advisable to cancel a regular meeting. This may be done by the agreement by a majority of the Board, and with notice to all members at least one hour prior to such scheduled meeting. The regular meeting may be re-scheduled by the President of the Board of Trustees with the requisite proper legal notices to the Board and public of the rescheduled meeting. All members of the public having presentations with the Board shall be notified of the re-scheduled meeting if they can be contacted.

Because of the occasional need for a Board member to be physically absent from a regular meeting due to illness or other reason, but also keeping in mind the need for the Board to act efficiently, Board members may participate in and hold a meeting of the Board by means of conference telephone or other communication equipment through which Board members may communicate contemporaneously and by which all persons participating in the meeting and the audience can hear. A person shall be deemed present at a given meeting for all purposes if such person participates through the means set forth above. Any resulting vote shall be counted as though the member were personally present.

**2. THE ORDER OF BUSINESS AT MEETINGS OF THE BOARD**

- a. Call Meeting to Order
- b. Welcome and Introductions
- c. Announcement of Executive Session (if necessary)
- d. Public Comment
- e. Review and Adoption of Consent Agenda
- f. Consent Agenda
- g. Financial Statements
- h. Items for Approval
- i. Items for Information/Discussion
- j. Reports/Correspondence
- k. Adjournment

The Order of Business may be changed by Motion supported by majority vote of the Board to accommodate the hearing and transaction of business. Any Motion made departing from the prescribed order of business shall be made before that Order of Business is commenced.

**3. RULES OF PROCEDURES**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable in conducting its meetings.

A "public comment" opportunity will be permitted by the Board consistent with provisions of Section 710.1 of the Pennsylvania Sunshine Act (65 Pa. C.S.A. Section 701 et seq.). At such time a citizen may address the Board for a period of time not to exceed three minutes. The limitation on time associated with citizen comment may be waived by a majority vote of the Board.

Tape recorders or other recording devices may be used in a manner consistent with the provisions of Section 711 of the Sunshine Act to the extent that the use does not cause disruption of a meeting.

**4. EXECUTIVE SESSION**

The Board may, as the need arises, and in accordance with Section 708 of the Sunshine Act, meet in Executive Session to discuss: Personnel Issues; Labor Relations; Collective Bargaining and Arbitration; Purchase or Lease of Real Property; Litigation or anticipated Litigation; Matters which would violate lawful privilege or lead to the disclosure of information or confidentiality protected by Law, including investigations; and, certain public safety issues if disclosure of the information discussed would be reasonably likely to jeopardize or threaten public safety or preparedness or public protection. The Board shall announce the general reason for holding the Executive Session at an open meeting either preceding or following an executive session.

**5. MEMORIALIZATION OF MINUTES**

The Administrative Assistant (or other designated staff) will record the minutes of each Board of Trustees meeting. The Secretary of the Board will memorialize the minutes of each Board of Trustees meeting in writing after approval of the Board.

**6. AMENDMENT OF RULES AND REGULATIONS**

Changes by amendment to these Rules may be made at any regular meeting of the Board and shall not be effective until the next regular meeting.



## 2024 Board Committee Assignments

### Standing Committees

#### Executive Committee

1. **Board President (Mike Skay)**
2. **Board Secretary (Brian Taylor)**
3. **Board Treasurer (Emily Bless)**

#### Governance Committee – 2 Board Members max.

1. **Brian Taylor (Committee Chair)**
2. **Mark Carroll**

Staff support

CCLS Executive Director (Joe Sherwood)

CCLS Staff Development & Advocacy Coordinator (Lauren Harshaw)

#### Finance Committee – Treasurer and One Board Member max.

1. **Treasurer – Emily Bless (Committee Chair)**
2. **Bill Connor**

Staff Support

Finance Manager (Barbara Baugher)

CCLS Executive Director (Joe Sherwood)

CCL Library Director (Vacant)

Henrietta Hankin Branch Manager (Meghan Lynch)

### Ad Hoc Committees

These are committees that are created for a specific purpose. Below are the proposed charges and no more than 2 board members on a committee. President is Ex-Officio (non-voting) member of all committees.

#### Funding Task Force

Charge/Resolution – This committee is a five to nine-member Funding Task Force responsible for investigating and making recommendations to the CCLS/CCL Board for ways to increase funding, particularly at the Local, County and State levels. *Committee Members can be Member Library Board Trustees, Member Library Directors, and/or CCLS Staff members.*

1. **JoAnn Weinberger (Chair)**
2. **Mark Carroll**
3. Jack Hines (Downingtown Library Board member)
4. Lisa Ionata (former CCLS Board member)
5. Carey Bresler (Oxford Library Director)
6. CCLS Executive Director (Joe Sherwood)
7. CCLS Development Director (Nicole Richards)
8. CCLS Staff Development & Advocacy Coordinator (Lauren Harshaw)
9. Committee Member #9 (optional) (looking for another Member Library Board member)

### **Institutional Advancement Committee**

Charge/Resolution – This committee is responsible for recommending to the CCLS/CCL Board overall programmatic goals and coordinating efforts to establish a brand identity and community awareness of both the System and member libraries. With a long-term goal of maximizing overall community support.

1. **JoAnn Weinberger (Chair)**
2. **Board Member #2**
3. CCLS Executive Director (Joe Sherwood)
4. CCL Director (Vacant)
5. Hankin Branch Manager (Meghan Lynch)
6. CCLS Development Director (Nicole Richards)
7. CCLS Staff Development & Advocacy Coordinator (Lauren Harshaw)
8. Public Relations & Graphic Design Specialist (Niki Kolb)
9. CCLS Member Library Representative #1 (Lara Lorenzi – PH Director)

### **Policy Committee**

Charge/Resolution – This committee reviews and recommends new and updated policies to the CCLS/CCL Board.

1. **Brian Taylor (Chair)**
2. **Richard Hankin**
3. CCLS Executive Director (Joe Sherwood)
4. CCL Director (Vacant)
5. Hankin Branch Manager (Meghan Lynch)

### **Strategic & Facility Planning Committee**

Charge/Resolution – This Committee is responsible for reviewing and evaluating current Strategic Plans, overseeing new Strategic Plan efforts and ensuring that any major facility expansions (specifically for CCL/HH) consider the current Strategic plan direction and make a recommendation to the Board.

1. **Richard Hankin (Chair)**
2. **Bill Connor**
3. CCLS Executive Director (Joe Sherwood)
4. CCL Director (Vacant)
5. Hankin Branch Manager (Meghan Lynch)

### **Technology Committee**

Charge/Resolution – This committee reviews proposals and recommends to the CCLS/CCL Board major technology proposals and upgrades.

1. **Richard Hankin (Chair)**
2. **Emily Bless**
3. CCLS Executive Director (Joe Sherwood)
4. CCLS Head of Computer Services (Tony Wagner)
5. CCL Director (Vacant)
6. Hankin Branch Manager (Meghan Lynch)
7. CCLS Member Library Representative (Lara Lorenzi – PH Director)
8. CCLS Member Library Representative #2

**Friends of the Hankin Branch Library - January 2024 Requests**

Title	Description and benefit to library	Amount Requested	Potential for Friends recognition?
<a href="#">Adult Summer Reading</a>	Funding for programs, prizes, events. Adult Summer Reading engages young adults to seniors, and encourages parents to participate in a summer reading challenge at the same time as their children. Programs and events bring community members into the library and increase awareness of library offerings.	\$1,500.00	We will add on calendar programs that the Friends are funding these programs. Can also be mentioned on the blog, handouts, and flyers
<a href="#">Book Locker Annual Service Agreement</a>	Annual agreement covers Book Locker (including touch screen, barcode reader, and receipt printer), license fees, software support, and upgrades. The Book Locker has been utilized to pick up more than 1,300 library items since its installation in June and is a great opportunity for patrons to get their holds on their own schedules, regardless of whether the library is open or not.	\$1,500.00	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
<a href="#">Board Books for Baby Story Time</a>	At the end of our story time sessions, Youth Services gives a board book to each family. It is an effective way to encourage parents to read aloud and interact with their child(ren) at home through stories, rhymes and music. It is an important good will gesture that is greatly appreciated by our baby story time attendees, many of whom are first-time parents and new to the library. The gift of a book also promotes the early literacy skills being taught during baby story time.	\$200.00	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
<a href="#">Canva Pro for Teams 1 yr. license</a>	Canva is a web-based graphic design tool. The Friends generously funded an upgrade to a Pro license in 2023 and we'd like to renew it in 2024. We use Canva across all library departments to create signs, flyers, brochures, and social media posts and the Pro version gives us access to many more designs, templates, and features than the free version. Several staff members have attended webinars on how to make best use of Canva in the library and are getting quite proficient.	\$150.00	The base package for Pro allows up to 5 users. We use our generic emails (i.e. hhreference@ccls.org) to create the library logins and staff share them. One of the user logins could be used by the Friends.
<a href="#">Childrens Summer Reading Club – 2024</a>	Funds will be used to cover the cost of program materials and supplies, guest performers, themed patches, and reading reward medals, raffle prizes and books. The Summer Reading Club supports literacy and helps prevents loss of reading skills during the school break. The library benefits from patron visits and circulation of materials.	\$3,500.00	Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram & Twitter
<a href="#">Cricut Access yearly subscription</a>	We have a Cricut Maker in our MakerSpace. The Cricut Maker is a smart cutting machine that allows crafters to use computer aided design to cut many kinds of materials, from cardstock and vinyl to fabric and leather. Cricut Access is a subscription to the Cricut Image Library of over 100,000 non-licensed images, thousands of ready-to-make projects, and 500+ fonts, which will make the Maker easier for our patrons to enjoy by increasing access to projects and tools that they can use to enhance their own designs.	\$100.00	Yes, we can include in any promotional materials that the Access subscription is funded by the Friends.
<a href="#">Fish Tank Maintenance</a>	Ongoing service of the Fish Tank. Everyone enjoys the fish, and the librarians don't have time to properly manage the tank. The service contract is great. We get clean objects in the tank, food, new fish, etc.	\$1,500.00	I will make the public and board aware that the Friends are supporting the aquarium.
<a href="#">Mother-Daughter Book Club - 2024</a>	funds to purchase additional copies of a monthly selection as needed and to help fund the costs of crafts and snacks. The book club meets monthly during the school year. The library benefits from the program attendance and item circulation.	\$500.00	Hankin Happenings Newsletter, social media accounts (Facebook, Twitter & Instagram), and signage in YS Department.

<a href="#">Next Chapter and Picture It! Book Club program supplies</a>	<p>Books and supplies for our two ongoing weekly Next Chapter Book Club groups, one in-person and the other online and our monthly Picture It! Book Club. We are meeting the social and educational need of an often-overlooked population (those with intellectual and developmental differences). By being an affiliate of the Next Chapter Book Club, we help to provide community, social engagement and resources to club members. And by holding this club in-person at the library we give club members a chance to enjoy reading and being part of a club in an open and welcoming public space.</p> <p>Picture It! Book Club is a story and craft program for adults. All are welcome! The titles selected are generally longer and/or more complex than those used for children's story times. The program is appropriate for those with developmental differences, dementia, or other challenges.</p>	<p>\$500.00</p>	<p>We will add on calendar programs that the Friends are funding these programs. Can also be mentioned on the blog, handouts, and flyers</p>
<a href="#">Professional Development 2024</a>	<p>Conference attendance is an excellent way to learn and grow as a librarian or library staff member. The rewards of interaction with others in the profession cannot be underestimated. With the previous Friends donations, staff members have attended Pennsylvania Library Association Conferences, Southeast Pennsylvania Library Association Conferences, and American Library Association Conferences. Staff members seek out appropriate trainings, including workshops, multi-week online courses and conferences. Staff members are passionate about sharing what they have learned, which allows all of us to work to continuously expand and adapt the services we offer to our patrons. Assistance from the HHB Friends significantly increases the opportunity for staff to pursue professional development.</p>	<p>\$2,000.00</p>	
<a href="#">Scavenger Hunts and I Spy Tank</a>	<p>Scavenger Hunt and I Spy Tank prizes. The popular Scavenger Hunts and I Spy Tank encourage library visits and interactions with library staff by children and their families.</p>	<p>\$1,000.00</p>	<p>Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram &amp; Twitter</p>
<a href="#">STEAM Programs – Youth Services Department</a>	<p>Our STEAM (Science, Technology, Engineering, Art, and Math) programs for 5-6 year olds and 7-9 year olds serve as an introduction to a variety of science topics and also include a literacy component. STEAM programs are popular with our community and are well-attended. In 2024 we are adding a new program for children aged 10-12. Offering STEAM programs for children increases the scope of programs we offer.</p>	<p>\$300.00</p>	<p>Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram &amp; Twitter</p>
<a href="#">Teen Summer Reading Club – 2024</a>	<p>Funds will be used to cover the cost of program materials and supplies, guest performers, and raffle prizes including books. The Summer Reading Club supports literacy and helps prevent loss of reading skills during the school break. The teen programs encourage visits from a population that is often reluctant and/or too busy to visit us. The library also benefits from circulation of tween/teen materials.</p>	<p>\$2,000.00</p>	<p>Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram &amp; Twitter</p>
<a href="#">Winter Family Read Aloud</a>	<p>For over ten years, the popular Winter Family Read-Aloud Program has encouraged families to read aloud to children from birth through sixth grade. The program also aims to educate parents/caregivers about the benefits and rewards of reading aloud to children. During February, the Youth Services Department creates displays with read-aloud suggestions, provides handouts with reading lists and information about the value of reading aloud. The library benefits from increased visits, circulation of library materials and parents/caregivers with a more vested interest in early literacy.</p>	<p>\$650.00</p>	<p>Library e-newsletter, website, in-house flyers, social media posts on Facebook, Instagram &amp; Twitter</p>
	<p><b>Total of all requests</b></p>	<p><b>\$15,400.00</b></p>	





# BOOK A LIBRARIAN

Or a library volunteer!

## FUNDING INFORMATION NETWORK ONE-ON-ONE TRAINING

Learn how to use Candid's Foundation Center Essential and Professional databases via one on one training with one of our Funding Information Network Co-supervisors, Tom Berman and Kelly Quigg. These databases provide grantmaking data for non-profits who are looking for funding. Learn how to search over 110,00 grantmaker profiles, 5 million awarded-grant records, 4,000 company profiles and more.

## HENRIETTA HANKIN LIBRARY REFERENCE LIBRARIAN ASSISTANCE

Make an appointment with a Reference Librarian to learn more about using library resources to make your life easier! We can help you learn how to use the library catalog, databases, and how to access eBooks, eAudiobooks, and digital magazines. We also offer one-on-one sessions on such topics as Computer Basics for Older Adults, Email Basics, eBooks 101, Skype 101, WordPress/blogging, or we can customize a session for you. If you would like to schedule a one hour, one-on-one session, stop by the Henrietta Hankin Branch Reference Desk, call 610-344-4196, or email us at [hreference@ccls.org](mailto:hreference@ccls.org). All sessions are currently being conducted over Zoom.

## JACOBS TECHNOLOGY CENTER VIRTUAL TECH HELP

Keep an eye on our calendar for upcoming tech workshops and one-on-one help on various topics, including Adobe Photoshop, Google software, Microsoft Office, Zoom, Tinkering Club: <http://bit.ly/chescolibs-computerworkshops>

## ONE-ON-ONE OVERDRIVE/LIBBY TRAINING

Want to learn how to borrow free library eBooks and eAudiobooks? Then sign-up for a one-on-one training session! Each session is half an hour and will show you how to borrow an eBook or eAudiobook on your iPad, tablet, smartphone, or other compatible device. Please contact the Multimedia Department at Chester County Library to set up an appointment at 610-344-5667 or [multimedia@ccls.org](mailto:multimedia@ccls.org).

### TO BOOK AN APPOINTMENT:

CALL 610-344-5957 OR GO TO

[HTTPS://CHESCOLIBRARIES.ORG/TOOLS-](https://chescolibraries.org/tools-research/book-librarian)

[RESEARCH/BOOK-LIBRARIAN](https://chescolibraries.org/tools-research/book-librarian)

More appointment options on opposite side



# BOOK A LIBRARIAN

Or a library volunteer!

## ONE-ON-ONE TECH HELP

Do you need help filling out job applications or online forms? Would you like to understand how to use your phone or tablet better? Do you need an overview of computer basics? Schedule an appointment with one of our tech volunteers to get help. Please have all of the information you may need to fill out a job application or online form ready at the time of the appointment. This may include an email address and password, log-in information for accounts, past job history, etc. Appointments are limited to one hour; please check our website or with the Reference Desk for availability.

Please note: Appointments do not include typing up documents or resumes. These appointments take place in the Exton location.

## BUSINESS AND CAREER ASSISTANCE

Sam Bardarik is here to connect you to the many resources we have for starting or growing your business, or for job and career information. During your customized one-on-one consultation, she'll show you the best databases, guides, books, community organizations, and other resources that can meet your specific personal business or career needs. She can also review your resume and provide feedback to leverage your job search.

## CHESTER COUNTY LIBRARY REFERENCE LIBRARIAN ASSISTANCE

Jamie Claxton is the Information Literacy Librarian in the Reference Department at Chester County Library. You can book an appointment in person or over Zoom with her for assistance with any of the following topics: introducing the library and all of its resources; helping with research; using library databases; accessing digital newspapers and magazines; researching genealogy; finding language learning resources; finding health resources; using library resources to find your next read; learning to surf the Internet; creating an email account; learning how to use the library catalog.

### TO BOOK AN APPOINTMENT:

CALL 610-344-5957 OR GO TO

[HTTPS://CHESCOLIBRARIES.ORG/TOOLS-](https://chescolibraries.org/tools-research/book-librarian)

[RESEARCH/BOOK-LIBRARIAN](https://chescolibraries.org/tools-research/book-librarian)

More appointment options on opposite side



# CHESTER COUNTY LIBRARY'S REFERENCE SERVICES

*In alphabetical order:*

## ASK A LIBRARIAN

E-mail, Text, Chat — Send us your questions and we'll respond within 24 hours. Choose Chat with a Librarian PA to have a live chat session with a librarian. This online reference chat service is available 24 hours a day. Chat with a Librarian PA librarians do not have access to your library account information.

## BOOK A LIBRARIAN

Work closely with a Reference Librarian for up to an hour to pinpoint the right tools and sources for your research topic. You can also make an appointment to learn how to browse the online catalog; find business, government, and medical information; get tech help; and navigate on-line databases.

## COMMUNITY RESOURCE WALL

Brochures, palm pamphlets, booklets, and fliers on critical health and human resources in Chester County. This is a self-service resource, but feel free to ask a librarian for more information on your health and human service needs. Located at the back of the library next to the cow mural.

## COMPUTERS

The library provides free access to printers, copiers, and public computers with Internet access in the Reference Department. First come, first served. Access with your library card number or ask the Reference Desk for a Guest Pass.

## DATABASES

Accurate information from sources such as magazines, journals, newspapers, and reference books, all written by professionals or experts. You need a library card number to access them remotely.

## GRANTSEEKING RESOURCES

The Chester County Library is part of the Foundation Center's Funding Information Network. As part of this international network, the Chester County Library provides visitors with free public access to grantmaker directories, books on fundraising and nonprofit management, and the Foundation Center's electronic databases (available for in-library use only).

## INTERLIBRARY LOAN SERVICE

Request books, CDs, DVDs, and more from outside the Chester County Library System.

## OBITUARIES

The Chester County Library accepts requests for Chester County residents' obituaries that were published in the Daily Local News (1945 to present), the Philadelphia Inquirer (1970 to present), or the Coatesville Record (1974 to June 1993). Date of death is required.

## PERIODICALS

The Chester County Library has a physical collection of 200+ magazines and 7 newspapers, a few newspapers on microfilm, and 180+ e-magazines on Flipster. The current issue of a magazine and all newspapers are for in-library use only. Most back issues of magazines are available to checkout for one week.

## PERSONALIZED READING SUGGESTIONS

Looking for ideas about what to read next? Tell us about your reading preferences and our librarians will create a customized list of five book suggestions just for you! Visit our website to get started. Your list will be emailed to you within 7-10 business days.



## PROCTORING SERVICES

Reference librarians are available to proctor written examinations (see the Jacobs Technology Center for online exam proctoring). Arrangements must be made at least 3 business days in advance.

## TAX FORMS

Available in limited quantity for free (if provided by the state) or for \$0.10 per page (if printed) at the Reference Desk during tax season.

## VOTER REGISTRATION FORMS

Available for free on the Community Resource Wall.

## WEBSITES BY SUBJECT

The Reference Department regularly reviews websites in over 25 categories, making sure they meet our standards as reliable sources of information for any and all of our patrons' needs.



## BUSINESS CENTER



### BUSINESS PROGRAMS

The Business Center hosts classes on the library's on-line and print business resources and popular business topics such as business planning, marketing, sales, and operations.

### BUSINESS RESEARCH GUIDANCE

From starting a small business to searching for a new job, the Business Center has a variety of services and resources to help those in need of top-notch and authoritative information. Our Business and Career Librarian is available for research guidance.

### COPYING & PRINTING

Costs: \$0.10 per page for black and white letter-size or legal-size prints; \$0.50 per page for color letter-size or legal-size prints. 11" x 17"-size paper available at double the cost.

### FAXING

For SENDING faxes ONLY. The library does not receive faxes from outside lines. Cost: \$2.12 for every 10 pages. If fax transaction is more than 10 pages in length, it is recommended to break the transaction into batches of 10 pages per fax. Fax cover sheets are available for free at the Reference Desk.

**CHESTER COUNTY LIBRARY**  
& DISTRICT CENTER  
AND HENRIETTA HANKIN BRANCH



*A Member of the Chester County Library System*

## REFERENCE DEPARTMENT

450 Exton Square Parkway

Exton, PA 19341

610.344.5957

ref@ccls.org

Monday - Thursday 9 a.m. - 8 p.m.

Friday 9 a.m. - 6 p.m.

Saturday 9:30 a.m. - 5 p.m.

Sunday 1 p.m. - 5 p.m.

10.23 RM

## CHESTER COUNTY LIBRARY'S REFERENCE SERVICES





January 2024

To: CCL / Board of Trustees  
From: Institutional Advancement, submitted by Niki Kolb  
Re: Report on activities / Recommendations

Meeting Date: January 9, 2024

The committee discussed marketing and institutional advancement initiatives for Q1 2024.

CCL and HHB will again be designating yearly library representatives to visit municipalities in 2024.

- Currently, we are looking for liaisons for several municipalities including:
  - East Nantmeal Township
  - Elverson Borough
  - Upper Uwchlan Township
  - Warwick Township
  - West Vincent Township (Municipality where HHB is located)

**NOTE** – While staff is covering many of these municipalities, Board Members can be liaisons as well. Support with this initiative is very important. Several factors are; If the liaison resides in that municipality, as a constituent, they have more impact and Volunteers (including Board Members) have more impact than paid staff.

Please contact Kelly Quigg, Community Engagement Librarian, if you would like to participate.





**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
AND HANKIN BRANCH LIBRARY  
STATE AID BUDGET 2024 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. 12% Collection budget analysis

**Budget Highlights**

1. Changes to Revenue for 2024
  - a. The budget has an overall increase of 1.9% due to .
  - b. Township appropriations
    - East Nantmeal has budgeted a \$500 donation for 2024.
    - South Coventry is budgeted at their 2023 level, \$300.
    - Upper Uwchlan in 2023, was the 2022 & 2023 donations combined, they have budgeted \$5,000
    - Warwick normally donates \$1,000 EOY. However, we did not receive anything in 2023. We are budgeting \$1,000 for 2024 and will be following up.
    - West Vincent has \$1,000 budgeted
    - West Whiteland appropriation increased to \$20,000 (proposed budget).
  - c. Fines and Overdues continue to trend up.
  - d. Fines and Overdues – Collection Agency is revenue neutral (when you add in Hankin) and results in the return of past due materials, but will need to be reviewed systemwide during 2024. NOTE – CCL pays the cost of the service and all libraries receive income.
  - e. Interest income has seen a large increase due to interest rate hikes.
  - f. Anticipated Funds from Other Sources for Materials:
    - County: \$70,000 CCL, \$20,000 Hankin
    - Chester County Community Foundation: \$12,446 e-Materials (includes carryover from 2023)
    - Chester County Library Trust: e-Materials \$63,500, Museum Passes \$14,000,
  - g. We signed with a new vending machine company and are seeing increased commissions.
  - h. We have seen some increases in donations already in 2024.
  - i. No changes to fees. We will be reviewing fees and may make a recommendation later.
2. Changes to Expenses in 2024:
  - a. Audit fees and most other contracted items will increase slightly per contract. Copier expenses have declined with a new contract.
  - b. 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.
  - c. 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.
  - d. Due to County increased expenditures (Personnel) our 12% collections number is rising and we have been dedicating more dollars to collections. This budget does not have us at 12% currently. We believe we need approximately \$75k to get to 12% collection standard. However, we need to do more review to confirm this (are there non-recurring operating expenditures that can be removed from the calculation and confirming DCA / CCA).

CCL 2024 Proposed Budget

Revenue

Account Code	Description	2023 budget vs					% Change	NOTES
		Actual 2023	Budget 2023	Budget 2024	2024 budget	vs 2024		
310000	STATE AID	\$ 403,974	\$ 403,974	\$ 398,638	\$ (5,336)	-1.3%	From Formula	
311000	STATE AID-OTHERS	\$ 1,356,982	\$ 1,356,982	\$ 1,362,318	\$ 5,336	0.4%	From Formula	
320041	LOCAL GOVERNMENTAL UNIT-WEST WHITELAND	\$ 19,000	\$ 9,500	\$ 20,000	\$ 10,500	110.5%	from 2024 Proposed WWT Budget	
331000	CHARGES-RENTAL BOOKS	\$ 1,748	\$ 1,560	\$ 1,650	\$ 90	5.8%		
331100	Charges - Books on tape	\$ 6	\$ -	\$ -	\$ -	0.0%		
331400	CHARGES-VIDEO GAMES	\$ 4,019	\$ 3,500	\$ 3,800	\$ 300	8.6%		
332100	CHARGES-JTC DMLM (DIGITAL MEDIA LAB & MAKERSPACE)	\$ 1,296	\$ 1,300	\$ 1,300	\$ -	0.0%		
333000	CHARGES-COPIER-PRINTING	\$ 13,365	\$ 11,650	\$ 13,000	\$ 1,350	11.6%	Consolidating some lines	
333100	CHARGES-EAR BUDS	\$ 126	\$ 50	\$ 125	\$ 75	150.0%		
333200	CHARGES-FLASH DRIVES	\$ 1	\$ -	\$ -	\$ -	-		
333300	CHARGES-PRINTING-B/W	\$ 2	\$ -	\$ -	\$ -	-		
333350	CHARGES-PRINTING-COLOR	\$ 17	\$ -	\$ -	\$ -	-		
333400	CHARGES-FAX	\$ 1,003	\$ 900	\$ 950	\$ 50	5.6%		
335110	CHARGES-LOST BOOKS-ADULT	\$ 4,379	\$ 5,000	\$ 4,000	\$ (1,000)	-20.0%		
335120	CHARGES-LOST BOOKS-CHILDRENS	\$ 5,961	\$ 4,000	\$ 6,000	\$ 2,000	50.0%	Consolidated look for these 3 lost book categories, re 2023 actuals	
335200	CHARGES-LOST AUDIO VISUAL MATERIALS	\$ 892	\$ 900	\$ 700	\$ (200)	-22.2%		
335300	CHARGES-LOST LIBRARY CARDS	\$ 303	\$ -	\$ 500	\$ 500		Started charging correctly in July 2023	
335350	CHARGES-OUT OF STATE LIBRARY CARDS	\$ 57	\$ 200	\$ 100	\$ (100)	-50.0%		
336400	CHARGES-DISBURSEMENT CHECKS	\$ 2,645	\$ 2,500	\$ 2,500	\$ -	0.0%		
336600	CHARGES-ROOM RENTAL	\$ 7,034	\$ 5,500	\$ 7,000	\$ 1,500	27.3%	Expect continued increased usage	
336630	CHARGES - HOT SPOTS	\$ 2,588	\$ 3,600	\$ 2,400	\$ (1,200)	-33.3%	Seeing reduced usage	
336700	CHARGES - CAFE	\$ 447	\$ 1,000	\$ -	\$ (1,000)	-100.0%	Moving to Vending - commissions	
340000	FINES & OVERDUES	\$ 71,473	\$ 63,000	\$ 70,000	\$ 7,000	11.1%	Increased usage	
343000	FINES AND OVERDUES - COLLECTION AGENCY	\$ 10,527	\$ 10,000	\$ 10,000	\$ -	0.0%		
350000	INTEREST	\$ 19,623	\$ 3,500	\$ 17,000	\$ 13,500	385.7%	Increased interest rates	
360000	DONATIONS	\$ 4,804	\$ 1,000	\$ 1,000	\$ -	0.0%		
363000	DONATIONS-MEMORIAL	\$ -	\$ 100	\$ 100	\$ -	0.0%		
372000	FUNDS-GRANT	\$ 2,500	\$ -	\$ -	\$ -	-		
376535	Program Revenue	\$ 1,750	\$ -	\$ 1,500	\$ -	0.0%		
379100	CCLS AUTHOR EVENT	\$ 580	\$ 1,000	\$ 600	\$ (400)	-40.0%		
380000	MISCELLANEOUS INCOME	\$ -	\$ 50	\$ 50	\$ -	0.0%		
381000	SALES TAX DISCOUNT	\$ 24	\$ 15	\$ 20	\$ 5	33.3%		
382000	COMMISSIONS - VENDING	\$ 1,393	\$ 200	\$ 1,500	\$ 1,300	650.0%	New Vendor, this may come in higher	
387500	Reimbursements	\$ 56	\$ -	\$ -	\$ -	0.0%		
<b>Total Revenue</b>		<b>\$ 1,938,575</b>	<b>\$ 1,890,981</b>	<b>\$ 1,926,751</b>	<b>\$ 35,770</b>	<b>1.9%</b>		

Overhead Expenditures Budget	2023 budget					% Change	NOTES
	Actual 2023	Budget 2023	Budget 2024	vs 2024	vs 2024		
431100	AUDIT FEES	\$ 10,500	\$ 11,650	\$ 11,800	\$ 150	1.3%	
432000	POSTAGE	\$ 4,168	\$ 4,700	\$ 5,000	\$ 300	6.4%	
432300	TELEPHONE SERVICE	\$ 32	\$ 50	\$ 50	\$ -	0.0%	
433000	TRAVEL & MILEAGE	\$ 2,016	\$ 1,500	\$ 2,500	\$ 1,000	66.7%	Increased travel expected
434430	PROGRAMMING-SPECIAL EVENTS	\$ 1,045	\$ -	\$ 1,500	\$ 1,500		Library Card Sign-Up Fest, other large events
437000	EQUIPMENT MAINTENANCE AGREEMENT	\$ 3,784	\$ 4,050	\$ 4,050	\$ -	0.0%	
437500	EQUIPMENT REPAIR	\$ 101	\$ 500	\$ 500	\$ -	0.0%	
438230	EQUIPMENT LEASE-POSTAGE METER	\$ 1,950	\$ 1,975	\$ 3,000	\$ 1,025	51.9%	We just reviewed and DCA was paying a portion, which it shouldn't be.
438310	EQUIPMENT LEASE-COPIER- PUBLIC	\$ 6,022	\$ 6,130	\$ 6,130	\$ -	0.0%	
439200	DUES & MEMBERSHIP	\$ 4,877	\$ 6,500	\$ 6,170	\$ (330)	-5.1%	
441000	SUPPLIES-OFFICE	\$ 6,448	\$ 6,000	\$ 7,700	\$ 1,700	28.3%	Consolidated accounts
443000	SUPPLIES-COMPUTER	\$ 3,370	\$ 6,000	\$ 5,000	\$ (1,000)	-16.7%	
445000	SUPPLIES-POSTAGE MACHINE	\$ 102	\$ 500	\$ 250	\$ (250)	-50.0%	
446000	SUPPLIES-MAINTENANCE	\$ 1,433	\$ 1,000	\$ 1,500	\$ 500	50.0%	
449000	SUPPLIES - CAFE	\$ 595	\$ 1,700	\$ 500	\$ (1,200)	-70.6%	New vendor expecting less expenses.

450100	WATER COOLER/COFFEE MACHINE RENTAL	\$	632	\$	900	\$	900	\$	-	0.0%
450300	STAFF RECOGNITION	\$	3,861	\$	3,500	\$	5,000	\$	1,500	42.9% Increased staff events, particularly with new Director hiring
454000	OVERAGE/SHORTAGE	\$	309	\$	100	\$	100	\$	-	0.0%
455000	TRUSTEE ACCOUNT	\$	60	\$	240	\$	240	\$	-	0.0%
456000	BANK CHARGES	\$	-	\$	-	\$	-	\$	-	
456020	COLLECTION AGENCY FEES	\$	11,682	\$	9,000	\$	12,000	\$	3,000	33.3% need to review vs revenue for 2024, as number of items submitted (and Circ) goes up, this rises
456025	CREDIT CARD FEES	\$	6,484	\$	3,750	\$	5,400	\$	1,650	44.0% more transactions, also new company changeover (TD)
456030	BACKGROUND CHECK FEES	\$	381	\$	-	\$	-	\$	-	
459100	CCLS AUTHOR EVENT	\$	247	\$	-	\$	250	\$	250	
460000	GRANT EXPENSE	\$	-	\$	-	\$	-	\$	-	
471000	TRANSFER-STATE AID OTHERS	\$	1,356,982	\$	1,356,982	\$	1,362,318	\$	5,336	0.4% From Formula
473000	D&O INSURANCE	\$	-	\$	-	\$	4,003	\$	4,003	New line for 2024
<b>Administration Expenditures Budget</b>										
439100	TRAINING & WORKSHOPS	\$	907	\$	5,000	\$	5,000	\$	-	0.0% All staff training events, there are also Friends funds available
<b>Adult Collection Budget</b>										
420100	BOOKS-NONFICTION	\$	47,256	\$	47,751	\$	48,000	\$	249	0.5%
420200	BOOKS-FICTION	\$	47,266	\$	47,751	\$	48,000	\$	249	0.5%
422000	PERIODICALS	\$	664	\$	800	\$	675	\$	(125)	-15.6% actual expected, we are getting a free year in 2024... will need to go up in 2025
<b>Audio Visual Budget</b>										
421300	BOOKS-REFERENCE	\$	1,199	\$	1,400	\$	50	\$	(1,350)	-96.4% eliminate majority, small amount for ready reference
422000	PERIODICALS	\$	-	\$	120	\$	-	\$	(120)	-100.0%
423100	AUDIO/MUSIC-ADULT	\$	6,182	\$	5,500	\$	4,950	\$	(550)	-10.0% Based on circulation
423200	BLU-RAY/DVD-ADULT	\$	23,056	\$	25,000	\$	18,915	\$	(6,085)	-24.3% Based on circulation
423400	AUDIOBOOKS-ADULT	\$	8,756	\$	9,000	\$	6,000	\$	(3,000)	-33.3% Based on circulation
423403	AUDIOBOOKS - YOUNG ADULT	\$	999	\$	1,000	\$	1,000	\$	-	0.0%
423405	DOWNLOADABLE AUDIOBOOKS-ADULT	\$	34,636	\$	31,136	\$	39,000	\$	7,864	25.3% Increased due to extra revenue
423406	DOWNLOADABLE E-BOOKS - ADULT	\$	75,855	\$	72,683	\$	83,301	\$	10,619	14.6% Increased due to extra revenue
423500	GAMES	\$	2,759	\$	3,000	\$	3,000	\$	-	0.0% 2023 level as it is a new collection
429000	LIBRARY SUPPLIES - PROCESSING	\$	166	\$	200	\$	200	\$	-	0.0%
439100	TRAINING & WORKSHOPS	\$	-	\$	160	\$	200	\$	40	25.0%
<b>Programming Budget</b>										
432000	POSTAGE	\$	8	\$	100	\$	100	\$	-	0.0%
434310	PROGRAMMING-ADULT	\$	3,446	\$	2,000	\$	2,000	\$	-	0.0%
434310	XYZ PROGRAMMING-ADULT	\$	-	\$	1,000	\$	1,000	\$	-	0.0% These are the same account, look to put in separate accounts
<b>Circulation Budget</b>										
428555	MOBILE HOT SPOTS	\$	4,049	\$	4,000	\$	4,250	\$	250	6.3%
429000	LIBRARY SUPPLIES - PROCESSING	\$	1,031	\$	1,300	\$	1,300	\$	-	0.0%
432000	POSTAGE	\$	2,390	\$	2,100	\$	2,500	\$	400	19.0%
433000	TRAVEL & MILEAGE	\$	23	\$	-	\$	-	\$	-	0.0%
437000	EQUIPMENT MAINTENANCE AGREEMENT	\$	2,065	\$	2,900	\$	2,900	\$	-	0.0%
439100	TRAINING & WORKSHOPS	\$	-	\$	200	\$	200	\$	-	0.0%
440000	SUPPLIES	\$	3,762	\$	3,000	\$	3,500	\$	500	16.7%
<b>Community Engagement Budget</b>										
433000	TRAVEL & MILEAGE	\$	611	\$	1,000	\$	1,500	\$	500	50.0%
434395	PROGRAMMING-OUTREACH	\$	936	\$	900	\$	1,300	\$	400	44.4% \$800 branded giveaways, \$250 cultural programs and \$200 TBD programs
447000	SUPPLIES-PUBLIC RELATIONS	\$	148	\$	150	\$	400	\$	250	166.7%
<b>Computer Services Budget</b>										
431000	PROFESSIONAL SERVICES	\$	605	\$	700	\$	700	\$	-	0.0%
437510	COMPUTER MAINTENANCE & REPAIR	\$	-	\$	500	\$	500	\$	-	0.0%
443000	SUPPLIES-COMPUTER	\$	1,267	\$	1,700	\$	1,600	\$	(100)	-5.9%

495000	CAPITAL OUTLAY-COMPUTER EQUIPMENT	\$	481	\$	1,400	\$	1,200	\$	(200)	-14.3%
495200	CAPITAL OUTLAY-COMPUTER SOFTWARE	\$	1,284	\$	1,400	\$	1,500	\$	100	7.1%
<b>JTC</b>										
434440	PROGRAMMING-MISCELLANEOUS EVENTS	\$	649	\$	850	\$	850	\$	-	0.0%
439100	TRAINING & WORKSHOPS	\$	74	\$	200	\$	100	\$	(100)	-50.0%
441000	SUPPLIES-OFFICE	\$	8	\$	100	\$	-	\$	(100)	-100.0%
443000	SUPPLIES-COMPUTER	\$	5,897	\$	6,132	\$	2,000	\$	(4,132)	-67.4%
443100	Supplies - Makerspace	\$	861	\$	-	\$	4,500	\$	4,500	
495000	CAPITAL OUTLAY-COMPUTER EQUIPMENT	\$	3,532	\$	3,484	\$	3,750	\$	266	7.6%
<b>Public Relations Budget</b>										
433700	ADVERTISING	\$	3,686	\$	4,000	\$	6,000	\$	2,000	50.0% New advertising, higher rates
437200	WEBSITE MAINTENANCE	\$	-	\$	1,000	\$	3,090	\$	2,090	209.0% New website yearly maintenance w/ accessibility from contract
439100	TRAINING & WORKSHOPS	\$	85	\$	1,000	\$	1,000	\$	-	0.0%
447000	SUPPLIES-PUBLIC RELATIONS	\$	871	\$	1,000	\$	1,500	\$	500	50.0% Special items they use
<b>Reference Budget</b>										
421300	BOOKS-REFERENCE	\$	2,664	\$	3,000	\$	2,750	\$	(250)	-8.3%
421400	BOOKS-STANDING ORDERS	\$	12,356	\$	14,000	\$	12,500	\$	(1,500)	-10.7% Dropping a resource
422300	PERIODICALS-PRINTING	\$	18,013	\$	18,030	\$	17,129	\$	(902)	-5.0%
423400	AUDIO BOOKS-ADULT	\$	842	\$	-	\$	-	\$	-	
426200	EIS-ON LINE SERVICES	\$	22,389	\$	23,120	\$	22,650	\$	(470)	-2.0%
427000	MICROFILM	\$	976	\$	950	\$	1,000	\$	50	5.3%
429000	LIBRARY SUPPLIES - PROCESSING	\$	381	\$	400	\$	400	\$	-	0.0%
434000	Public Relations	\$	8	\$	-	\$	-	\$	-	0.0%
434300	PROGRAMMING	\$	469	\$	550	\$	550	\$	-	0.0%
437000	EQUIPMENT MAINTENANCE AGREEMENT	\$	428	\$	430	\$	450	\$	20	4.7%
439100	TRAINING & WORKSHOPS	\$	124	\$	200	\$	200	\$	-	0.0%
441000	SUPPLIES-OFFICE	\$	295	\$	300	\$	-	\$	(300)	-100.0% Consolidating accounts
<b>Technical Services Budget</b>										
429000	LIBRARY SUPPLIES - PROCESSING	\$	9,644	\$	10,381	\$	10,550	\$	169	1.6%
439100	TRAINING & WORKSHOPS	\$	422	\$	500	\$	500	\$	-	0.0%
495200	CAPITAL OUTLAY- Library Aware	\$	4,639	\$	4,639	\$	4,871	\$	232	5.0%
<b>Volunteer Budget</b>										
432000	POSTAGE	\$	206	\$	150	\$	200	\$	50	33.3%
434330	PROGRAMMING-VOLUNTEER	\$	91	\$	200	\$	300	\$	100	50.0%
434337	PROGRAMMING-HOLIDAY BUFFET	\$	1,751	\$	2,700	\$	2,700	\$	-	0.0%
440000	SUPPLIES	\$	225	\$	200	\$	200	\$	-	0.0%
443000	Supplies - Computer	\$	254	\$	250	\$	255	\$	5	2.0%
<b>Youth Services Budget</b>										
421200	BOOKS-CHILDREN	\$	68,210	\$	69,087	\$	71,504	\$	2,417	3.5%
421250	BOOKS-YOUNG ADULT	\$	9,723	\$	8,729	\$	10,000	\$	1,271	14.6%
422100	PERIODICALS-CHILDREN	\$	556	\$	-	\$	600	\$	600	
423210	VHS/DVD-CHILDREN	\$	119	\$	500	\$	200	\$	(300)	-60.0%
423403	AUDIO BOOKS - YOUNG ADULT	\$	-	\$	1,000	\$	-	\$	(1,000)	-100.0% eliminating, based on circulation
423410	AUDIO BOOKS-CHILDREN	\$	4,873	\$	4,900	\$	6,500	\$	1,600	32.7%
429000	LIBRARY SUPPLIES - PROCESSING	\$	332	\$	350	\$	350	\$	-	0.0%
434320	PROGRAMMING-CHILDREN	\$	4,995	\$	5,000	\$	5,000	\$	-	0.0%
434360	PROGRAMMING-YOUNG ADULT	\$	1,441	\$	1,500	\$	1,500	\$	-	0.0%
439100	TRAINING & WORKSHOPS	\$	427	\$	500	\$	500	\$	-	0.0%
<b>Total Expenditures</b>		\$	<b>1,881,406</b>	\$	<b>1,890,910</b>	\$	<b>1,926,751</b>	\$	<b>35,841</b>	
<b>Revenue over Expense</b>		\$	<b>57,170</b>	\$	<b>71</b>	\$	<b>-</b>	\$	<b>-</b>	

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Henrietta Hankin 2024 Proposed Budget

		2023 budget vs				% Change	NOTES
Category: Revenue		Actual 2023	Budget 2023	Budget 2024	2024 budget		
310000	STATE AID	\$ 100,993	\$ 100,993	\$ 99,660	\$ (1,333)	-1.3%	From Formula
320024	LOCAL GOVERNMENTAL UNIT-EAST NANTMEAL	\$ 500	\$ -	\$ 500	\$ 500		
320025	LOCAL GOVERNMENTAL UNIT-WEST VINCENT	\$ 500	\$ 1,000	\$ 1,000	\$ -	0.0%	Amt in 2024 budget
320032	LOCAL GOVERNMENTAL UNIT-UPPER UWCHLAN	\$ 10,000	\$ 5,000	\$ 5,000	\$ -	0.0%	Normally EOY donation, but 2023 included 2022
320075	LOCAL GOVERNMENTAL UNIT-SOUTH COVENTRY TOWNSHIP	\$ 300	\$ 250	\$ 300	\$ 50	20.0%	
320155	LOCAL GOVERNMENTAL UNIT-WARWICK TOWNSHIP	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%	
	Local Government - County	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.0%	MATERIALS FUNDS
331000	CHARGES-RENTAL BOOKS	\$ 519	\$ 450	\$ 450	\$ -	0.0%	
331400	CHARGES-VIDEO GAMES	\$ 972	\$ 600	\$ 850	\$ 250	41.7%	no new games are being added, so expected decline
332100	CHARGES-JTC DMLM (DIGITAL MEDIA LAB & MAKERSPACE)	\$ 56	\$ -	\$ 100	\$ 100		
333000	CHARGES-COPIER-B/W	\$ 2,717	\$ 2,100	\$ 2,550	\$ 450	21.4%	rolled into single line
333100	CHARGES-EAR BUDS	\$ 52	\$ 30	\$ 45	\$ 15	50.0%	higher than expected
333200	CHARGES-FLASH DRIVES	\$ -	\$ 5	\$ -	\$ (5)	-100.0%	
333300	CHARGES-PRINTING B/W	\$ 1	\$ -	\$ -	\$ -		
333400	CHARGES-FAX	\$ 184	\$ 120	\$ 175	\$ 55	45.8%	
334375	MEMBERSHIP FEES-FRIENDS	\$ 40	\$ -	\$ -	\$ -		
335100	CHARGES-LOST BOOKS	\$ 743	\$ 650	\$ 550	\$ (100)	-15.4%	less than expected current year (other libraries)
335110	CHARGES-LOST BOOKS-ADULT	\$ 857	\$ 800	\$ 1,000	\$ 200	25.0%	
335120	CHARGES-LOST BOOKS-CHILDRENS	\$ 1,468	\$ 850	\$ 1,000	\$ 150	17.6%	increased usage
335200	CHARGES-LOST AUDIO VISUAL MATERIALS	\$ 235	\$ 150	\$ 200	\$ 50	33.3%	
335300	CHARGES-LOST LIBRARY CARDS	\$ 51	\$ -	\$ 50	\$ 50		Now correctly charging for replacement cards per the borrowing policy
336600	CHARGES-ROOM RENTAL	\$ 5,595	\$ 5,000	\$ 5,000	\$ -	0.0%	
336630	CHARGES - HOT SPOTS	\$ 854	\$ 1,000	\$ 850	\$ (150)	-15.0%	decreased usage
336700	CHARGES - CAFE	\$ -	\$ 75	\$ -	\$ (75)	-100.0%	no revenue this year
340000	FINES & OVERDUES	\$ 24,206	\$ 23,000	\$ 23,500	\$ 500	2.2%	
343000	FINES AND OVERDUES - COLLECTION AGENCY	\$ 1,304	\$ 1,700	\$ 1,100	\$ (600)	-35.3%	less usage
350000	INTEREST	\$ 1,896	\$ 45	\$ 1,800	\$ 1,755	3900.0%	increased interest rates
360000	DONATIONS	\$ 1,298	\$ -	\$ 3,000	\$ 3,000		Received \$2500 already in 2024
376530	SPECIAL FUNDRAISING EVENTS	\$ -	\$ 530	\$ -	\$ (530)	-100.0%	changed category
379100	CCLS Author event	\$ 210	\$ -	\$ 220	\$ 220		varies depending on author selected
381000	SALES TAX DISCOUNT	\$ 4	\$ 5	\$ 5	\$ 5	100.0%	
382000	COMMISSIONS - VENDING	\$ 51	\$ 75	\$ 500	\$ 425	566.7%	New vendor receiving commissions now
	<b>TOTAL REVENUE</b>	<b>\$ 175,604</b>	<b>\$ 165,428</b>	<b>\$ 170,405</b>	<b>\$ 4,977</b>	<b>3.0%</b>	
<b>Category: Expense</b>							
420100	BOOKS-NONFICTION	\$ 17,010	\$ 20,000	\$ 20,000	\$ -	0.0%	
420200	BOOKS-FICTION	\$ 20,393	\$ 25,000	\$ 25,500	\$ 500	2.5%	
421200	BOOKS-CHILDREN	\$ 24,647	\$ 27,300	\$ 34,200	\$ 6,900	28.0%	\$6000 to increase Vox books collection. Rolling Parenting into general Childrens.
421230	BOOKS-PARENTING	\$ 235	\$ 250	\$ -	\$ (250)	-106.4%	Don't think it needs its own line. Will use 421200 funds to purchase parenting materials.
421250	BOOKS-YOUNG ADULT	\$ 4,473	\$ 5,500	\$ 5,500	\$ -	0.0%	
421275	BOOKS-GRAPHIC NOVELS	\$ 862	\$ 900	\$ 900	\$ -	0.0%	
422000	PERIODICALS	\$ 4,168	\$ 13,368	\$ 8,015	\$ (5,353)	-128.4%	adding a newspaper per patron request
423100	AUDIO/MUSIC-ADULT	\$ 772	\$ 2,000	\$ -	\$ (2,000)	-259.1%	working on discontinuing this collection
423200	VHS/DVD-ADULT	\$ 2,513	\$ 4,910	\$ 2,975	\$ (1,935)	-77.0%	reducing usage
423400	AUDIO BOOKS-ADULT	\$ 2,283	\$ 2,500	\$ 2,500	\$ -	0.0%	
423405	DOWNLOADABLE AUDIO BOOKS-ADULT	\$ 6,000	\$ 7,000	\$ 8,000	\$ 1,000	16.7%	
423406	DOWNLOADABLE E-BOOKS - ADULT	\$ 30,530	\$ 24,650	\$ 26,000	\$ 1,350	4.4%	
423407	DOWNLOADABLE E-BOOKS - Y/A & CHILDRENS	\$ 6,265	\$ 6,500	\$ 6,500	\$ -	0.0%	
423410	AUDIO BOOKS-CHILDREN	\$ -	\$ -	\$ -	\$ -		
423415	DOWNLOADABLE AUDIO BOOKS-CHILDREN	\$ 745	\$ 2,000	\$ 2,500	\$ 500	67.1%	
428555	MOBILE HOT SPOTS	\$ 1,411	\$ 1,411	\$ 1,411	\$ -	0.0%	

426800	SPECIAL COLLECTION	\$ -	\$ -	\$ 2,000	\$ 2,000	NEW CATEGORY - Circulating Board Games & Puzzles
429000	LIBRARY SUPPLIES - PROCESSING	\$ 1,697	\$ 1,850	\$ 1,000	\$ (850)	-50.1% Jenna said she can absorb most of our Processing needs into her CCL budget
429100	LIBRARY SUPPLIES-CIRCULATION SYSTEM	\$ 493	\$ 500	\$ 600	\$ 100	20.3% barcodes
431100	AUDIT FEES	\$ 500	\$ 500	\$ 550	\$ 50	10.0%
431130	ADMINISTRATIVE SERVICES	\$ 202	\$ 220	\$ 220	\$ -	0.0% PCI renewal. Based on Tony's rec to budget 10% more than total for this year.
432000	POSTAGE	\$ 453	\$ 375	\$ 475	\$ 100	22.1% increased rates
432300	TELEPHONE SERVICE	\$ 53	\$ -	\$ 50	\$ 50	95.1% Security / fax lines
433000	TRAVEL & MILEAGE	\$ -	\$ -	\$ -	\$ -	
	MakerSpace Programming	\$ -	\$ -	\$ 300	\$ 300	Makerspace prog. Don't think there's a separate act. code for this yet
434310	PROGRAMMING-ADULT	\$ 1,440	\$ 1,500	\$ 2,000	\$ 500	34.7% Increased due to donation and less Friends support (they are doing other things)
434320	PROGRAMMING-CHILDREN	\$ 455	\$ 600	\$ 2,000	\$ 1,400	307.7% Increased due to donation and less Friends support (they are doing other things)
434325	PROGRAMMING-SUMMER READING CLUB	\$ 604	\$ 400	\$ 600	\$ 200	33.1% Increased due to donation and less Friends support (they are doing other things)
434360	PROGRAMMING-YOUNG ADULT	\$ 500	\$ 500	\$ 500	\$ -	0.0%
437500	EQUIPMENT REPAIR	\$ 119	\$ 200	\$ 200	\$ -	0.0%
438310	EQUIPMENT LEASE-COPIER- PUBLIC	\$ 1,869	\$ 1,660	\$ 1,960	\$ 300	16.1% actual cost
439100	TRAINING & WORKSHOPS	\$ 881	\$ 1,000	\$ 1,000	\$ -	0.0%
439200	DUES & MEMBERSHIP	\$ 185	\$ 185	\$ 185	\$ -	0.0%
441000	SUPPLIES-OFFICE	\$ 2,514	\$ 3,700	\$ 2,500	\$ (1,200)	-47.7% budgeted for 2023 items 1 /time
443000	SUPPLIES-COMPUTER	\$ 2,791	\$ 2,000	\$ 2,900	\$ 900	32.3% toner costs
443100	SUPPLIES - Makerspace	\$ -	\$ -	\$ 600	\$ 600	new category
446000	SUPPLIES-MAINTENANCE	\$ 465	\$ 500	\$ 500	\$ -	0.0%
449000	SUPPLIES - CAFE	\$ -	\$ 200	\$ 150	\$ (50)	
450100	WATER COOLER/COFFEE MACHINE RENTAL	\$ 415	\$ 440	\$ 460	\$ 20	4.8%
450300	STAFF RECOGNITION	\$ 561	\$ 900	\$ 800	\$ (100)	-17.8%
454000	OVERAGE/SHORTAGE	\$ (19)	\$ -	\$ -	\$ -	0.0%
456025	CREDIT CARD FEES	\$ 1,596	\$ 1,600	\$ 1,600	\$ -	0.0%
456030	BACKGROUND CHECK FEES	\$ -	\$ -	\$ -	\$ -	
459100	CCLS Author event	\$ 87	\$ -	\$ 100	\$ 100	114.9% Cost of books
494100	CAPITAL OUTLAY-OFFICE FURNITURE	\$ 1,344	\$ 1,500	\$ -	\$ (1,500)	-111.6%
495000	CAPITAL OUTLAY-COMPUTER EQUIPMENT	\$ 370	\$ 500	\$ 1,725	\$ 1,225	331.0% Plan to convert four public desktops to laptops @ 241/ea, add a laptop for PT YS librarian
495200	CAPITAL OUTLAY-COMPUTER SOFTWARE	\$ 99	\$ 99	\$ 219	\$ 120	121.2% Adding two Adobe PRO licenses
495300	CAPITAL OUTLAY-BAKER & TAYLOR LINK	\$ 1,155	\$ 1,210	\$ 1,210	\$ -	0.0% based on Jenna's rec.
	<b>Total Expense</b>	<b>\$ 143,136</b>	<b>\$ 165,428</b>	<b>\$ 170,405</b>	<b>\$ 4,977</b>	<b>3.5%</b>
	<b>Net Revenue Over Expense</b>	<b>\$ 32,468</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

