



**Board of Trustees Meeting
Agenda
September 10, 2018
6:00p.m.**

Location: Community Meeting Room

Library Board members, please bring your e-meeting packet with you! Please notify Library Board President Kim Moretti or Lara Lorenzi llorenzi@ccls.org, by Monday morning if you are unable to attend the meeting. The meeting will be chaired by Kim Moretti.

Mission: to provide access to information and services that address the educational, cultural and recreational needs of the community the library serves

- I. Call to order, roll
- II. Public welcome – All general public comments limited to 5 minutes
- III. Consent Agenda 2 minutes
 - a. Minutes
 - b. Director's Report
 - c. Youth Services Report
 - d. Adult Services Report
 - e. Development Report
 - f. Statistics
 - g. Financials
- IV. New Business - Discussion Items
 - a. Hotspot and Museum pass policy updates/approval- Lara Lorenzi 5 minutes
 - b. Holidays and Closings 2019/2020 approval-Lara Lorenzi 3 minutes
 - c. 2018/2019 Fundraising/Marketing plan- Lara Lorenzi 5 minutes
 - d. Fines and Fees- discussion- Lara Lorenzi 10 minutes
 - e. Strategic Plan discussion- Don Titus/Lara Lorenzi 15 minutes
 - c. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. Oktoberfest & WWW updates- Lara Lorenzi 5 minutes
 - b. SAC Meeting Representation- Kim Moretti 5 minutes
 - c. Other old business?
- VI. Public Comments on Meeting – Limit 3 minutes per person
- VII. Executive Session

Move to Executive Session – to meet with an attorney or other professional advisor to discuss agency business, which, if discussed in public, would lead to the disclosure of information protected by law.
- VIII. Next meeting Monday, October 8, 2018 – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
July 9, 2018

A Regular Monthly Meeting was called to order by Don Titus at 6:00 p.m.

BOARD MEMBERS PRESENT

Don Titus, President; Joe Koury, Secretary; Stephanie Allen; Ted Bierer; Chris Caltagironec; Mike English; Alan Fegley; Kim Moretti; and Laura Polin.

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Lara Lorenzi, Executive Director

GUESTS PRESENT

Joseph Sherwood, Executive Director, Chester County Library System

GUEST PRESENTATION

Joseph Sherwood conveyed that the Chester County Library System had just conducted a new Trustee orientation, and that the System was working on putting together a financing workshop for staff of member libraries. Mr. Sherwood concluded by informing that the next meeting of the System Advisory Council will be held on August 14, 2018.

CONSENT AGENDA

On motion made by Don Titus, seconded by Ted Bierer, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through g., consisting of: (i) the Minutes of the Board's Regular Monthly Meeting held June 11, 2018; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) monthly Statistics; and (vii) Financial Statements for June 2018.

NEW BUSINESS

- Library Trustees: Kim Moretti introduced Stephanie Allen to the Library Board and informed it that the Board of School Directors of the Phoenixville Area School District had recently appointed Ms. Allen, and re-appointed herself, as Library Trustees serving three-year terms.
- Board Officers: Don Titus again presented the proposed slate of Board officers for the upcoming fiscal year, consisting of the following: Kim Moretti, President; Ted Bierer, Vice President; Joe Koury, Secretary; and Don Titus, Treasurer. On motion made by Joe Koury, seconded by Mike English, and by unanimous vote thereafter, the Board approved the proposed slate of officers.
- Patron Complaint: Lara Lorenzi informed the Library Board of a patron complaint which was originally noise-related and then evolved into a complaint concerning patrons loitering within the Library. Ms. Lorenzi circulated the existing Library Policy concerning patron behavior within the Library, which Joe Koury observed did not contain "anti-loitering" provisions. Don Titus then asked Joseph Sherwood if the Chester County Library System had adopted an anti-loitering policy, and Mr. Sherwood indicated that it had not. Mr. Sherwood offered that the Phoenixville Library might consider adopting odor and personal hygiene policies, as well as an anti-tobacco policy. Don Titus observed that the patron complaint received by Ms. Lorenzi was in writing, and Mr. Sherwood suggested a written response from the Library is appropriate. Mr. Koury suggested Ms. Lorenzi inform the complainant that Ms. Lorenzi brought the patron's concern to the Library Board's attention, that the Board reviewed current Library policies, and that no further action relative to anti-loitering provisions will be taken at this time, although those provisions are subject to

future review. Ms. Lorenzi indicated that she would also inform the patron of the patron's right to attend a future Library Trustee meeting to discuss.

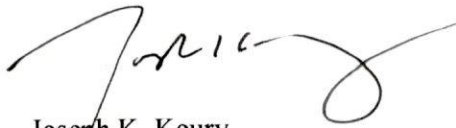
- August Meeting: Lara Lorenzi indicated the August 2018 Regular Meeting of Library Trustees would not take place due to no pressing items on the agenda.

OLD BUSINESS

- Strategic Plan Update: Don Titus reminded the Board of his request that each Board member identify to him, prior to the July 2018 Board Meeting, their top three (3) priorities to be addressed in a Strategic Plan update. Mr. Titus indicated only two (2) of nine (9) Trustees had responded.
- Oktoberfest Update: Lara Lorenzi updated the Board concerning the beerfest fundraiser to be held on October 13, 2018 at St. Michael's Field in Mont Clare. Ms. Lorenzi stated expected gross revenue will be in the amount of \$25,000.00, with the Library's responsibility for the event limited to mostly marketing. Ms. Lorenzi suggested the out-of-pocket costs to the Library will amount to less than \$1,000.00, which amount the Library has available. She also suggested that shifts of approximately three (3)-hours' duration will be required of Library volunteers for the event. Kim Moretti then said she would like to see the marketing plan for the event, as well as the budget. Don Titus inquired what is counted as gross revenue, and voiced concern about the lack of any contractual documents being produced. Ms. Lorenzi indicated more information will be forthcoming.
- Notary Public Services: Mike English inquired when Mark Pinto, Director of Adult Services, would qualified as a Notary Public. Lara Lorenzi suggested approximately eight (8) weeks forward. Joseph Sherwood suggested the Library confirm any necessary insurance coverages to be put in place prior to offering notarial services.

Meeting was adjourned at 7:17 p.m.

Respectfully submitted,



Joseph K. Koury



Director's Report submitted by: Lara Lorenzi

August 2018/September 2018 Library Board of Trustees Meeting

Informational Updates:

- The library will be closed Monday September 3rd for the Labor Day holiday.
- The library annual audit took place on August 22, 23 and 24, 2018. The Harrop room was reserved for the auditors use. The audit did not take more than 3 days at the library. Sara and I worked on gathering all the documentation requested by the auditors to help make the process go smoother earlier in August. This year the audit went very smoothly.
- We are looking into software to help with the circulation of the museum passes in order to make it less labor intensive and time consuming for the front line staff. We are looking at the software being used by the other CCLS libraries who offer museum passes. We will most likely be using software from Plymouth Rocket- it's the most affordable for our needs and it offers the support we are looking for. This software has been purchased. The staff are training on it so it will be a smooth rollout when employed in September after the new policy updates have been approved by the board for hot spots and museum passes.
- I have asked key employees for their feedback on what they feel are the top three concerns the library will face going forward, in response to the library board reevaluating the strategic plan and seeing if we need to update it now or let it stand as is for now. These responses will be discussed at the September 2018 board meeting.
- Lauren and I attended the August HUB meeting at the PASD administrative building. This group has been gathering to discuss issues PASD students/parents are having in order to connect them to local resources, community organizations, non-profits, etc. We will continue to attend these meetings.
- On Wednesday September 12th our annual county fire inspection will take place. I'll send the report with PASD as soon as I have it and will include the report in the October board report so you all can view it as well.
- On Friday September 14th is the CCLS Legislative Breakfast. It will be held at Exton from 7:30am until 9am. If you would like to attend please e-mail Linda Farley at lfarrelly@ccls.org. I will be attending the meeting but it's always beneficial to have a board member in attendance as well.
- Starting in September the Communication Task Force Committee will resume meeting again. This is an internal committee of the library, we will resume our monthly meetings. This is a great way for department heads to communicate directly and for the director to directly communicate with the department heads all at once. This is also a time we use for brain storming and getting our calendars in order for events, etc. We took some time off from meeting due to my sometimes unpredictable schedule this past year.
- The foundation will not be meeting in September 2018, they have no pressing business to take care of. They anticipate meeting in October. I have reserved the Harrop room for their use for Tuesday October 16th. If they can't meet that date, we will see if the library has an open room to accommodate their meeting date and time.
- Mark Pinto and Sara Began will be taking training in order to provide Notary services for the library. As we get closer to rolling out this service, I'll have more details as to hours of service, etc.
- On Monday October 8th the Chester County Library System will be hosting the system wide staff development day. In the past I have made this a mandatory training and we closed the library for the day. I am not suggesting we do that this year due to the unpredictability of the level/quality of the trainings that have occurred in the past 2 years. Any staff member who would like to attend this year is encouraged to do so. I will be attending, along with a few others and we will revisit having this day as a mandatory training next year.

Personnel Updates:

- One of our circulation assistants has resigned. She is moving on to full time work in her designated field. We will be interviewing for the opening later in the month. We anticipate filling the position sometime in September. Our new circulation assistant will most likely begin working the 2nd week of September. With this hire, we will be back to full staffing levels.

- Our youth services summer temp employees finished up their time with us in the middle of August. Once again they were a great help to our youth summer programs.
- We are looking into hiring a third passport agent to cover the hour Mark Pinto currently handles and to add some additional hours of coverage. This position will also help cover when the other agents call out sick or are on vacation.

Facilities Update:

- Routine maintenance requests have been completed.
- A syringe was found in one of the upper level bathrooms. We locked the bathroom until the cleaners could come and properly clean and dispose of the syringe. We have since purchased sharps containers, they are being kept in the cleaning/supply closet. We have also purchased more gloves and disinfectant/Clorox wipes. This has never happened since I've been working here. We have not had another incident of this so far. I have also reached out to others in the community to educate myself more on this type of issue. This issue was also discussed directly with staff and the cleaners.
- PASD came out to assemble our new lounge chairs for the Carnegie room. The old chairs were very well used and cleaning them did not help. It was time to replace them. 3 of the new chairs have charging ports in the arm of the chair as well to help with ease of use for our patrons.
- Routine lawn maintenance is occurring as needed. It has been difficult due to all the rain we have been getting.
- Light bulbs have been changed.
- Issues with the upper level toilets have been addressed (clogs and loose handles).
- We made the upper level bathrooms unisex- anyone can use any bathroom (this is the case throughout the building). Both upper level bathrooms have diaper changing stations in them and we keep them locked at all times. The bathrooms on the lower level also have diapers changing stations, they are not locked as we don't have the theft issues on the lower level.
- The carpets will be cleaned over the weekend of September 8th after the library closes for the weekend. We like to get the carpets cleaned annually, it helps make the building as a whole look better and after summer reading, the rugs really need a refresher.

Statistical updates:

Door Count:

- Door Count YTD:
 - July 2016 –June 2017: 112,448
 - July 2017-June 2018: 130,553
 - July 2017-August 2017: 27,427
 - July 2018-August 2018: 26,460
- Door Count Current month:
- June
 - June 2017: 12,480
 - June 2018: 12,275
 - This is a 2% decrease over last year.
- July
 - July 2017: 13,680
 - July 2018: 13,452
 - This is a 3% decrease over last year.
- August
 - August 2017: 13,747
 - August 2018: 13,008
 - This is a 5% decrease over last year.

E-Material Circulation:

- June
 - E-Books: 1,933
 - E-Audio: 1,170
 - Total: 3,103

- Circulation calculated by patron's home library
- July
 - E-Books: 2,376
 - E-Audio: 1,252
 - Total: 3,628
 - Circulation calculated by patron's home library.
- August
 - E-books: 2,255
 - E-Audio: 1,316
 - Total: 3,571
 - Circulation calculated by patron's home library.

Chester County Library System Updates:

- The Chester County Library System Legislative Breakfast will be Friday September 14th from 7:30am to 9am. If you can attend, please RSVP to Linda Farrelly at 610-280-2613 or e-mail her at lfarrelly@ccls.org. This is a great time for you to speak to our local legislators, their representatives and other key figures as an advocate for our library, library funding at the state/federal level and libraries within the state.
- I am a new member of the Funding Formula Committee for the System Advisory Council (SAC), we will be meeting throughout the year to discuss potential changes, updates, etc. to the current funding formula for county aid. The first meeting of this year will be on Friday September 14th.
- I will also be working on the SAC membership agreement. We drafted a new agreement a few years ago but we need to revisit it to see if it still is feasible, discuss with new directors and work on getting the updates approved in the next year.

Computer updates:

- Next computer lease update will occur in December 2018.

State Updates:

- None at this time.

Meetings Attended:

<u>Date</u>	<u>Meeting/Outreach/Training</u>
7/11	Meeting with Christine Nicholson- Annual Review
7/12	Rotary
7/16	Meeting with Lauren Coy- Annual Review, Marketing/fundraising plan 2018-2019
7/17	Meeting with Rebecca Krause- Annual Review
	Meeting with Jessica Capistrant and Lauren Coy- Oktoberfest
7/18	WWW committee meeting
7/19	Rotary
	Meeting with Kim Moretti and Don Titus- HR items
7/20	Treatment- work from home
7/23	Meeting with Mark Pinto- Annual Review
7/24-8/1	Vacation
8/2	Rotary
8/7	Meeting with Sara Begian- Annual Review
8/9	Rotary
8/10	Treatment- work from home

8/14	Chamber luncheon
	Joint SAC/DLM meeting in Exton
8/15	HUB meeting at PASD admin. building
8/16	Meeting with Kim Moretti- HR items
8/20-8/21	Vacation
8/22-8/24	Annual Audit
8/23	Rotary
8/24	Meeting with Mike English
8/27	Meeting with Mark Pinto- Passports
8/30	Rotary
8/31	Treatment- Work from home
9/3	Holiday- Labor Day- Library Closed
9/6	Rotary
9/7	Medical testing and appointments- Work from home

Youth Services Report for August 2018 September 2018 Board Meeting

Community Outreach & Partnerships

- Community camps and groups visited in August 2018.

Programming Overview-Events Held in August

All Youth Ages

- **Summer Reading Clubs** began on June 10 and were ongoing through August 12. Theme: Libraries Rock! There were three levels of reading: Early Literacy for ages Birth-4/5 for children read to by someone else; School-age for Grades K-5; Young Adult for Grades 5/6 through 12.
- **Summer Activities:**
Activities and events continued through August 10.
- **Future Engineers Unite:** August 21-25, an engineering/science camp for Ages 8-11.

Young Adults

- Summer Reading Program for young adults Libraries Rock! continued through August 10 as well as movies, video gaming, activities, and more.
- **Volunteers**-Summer volunteers assisting in Children's Library continued through August 18.
- **Learn to Code with Scratch** programming language: August 20-23, for those entering Grades 5-7.

Future Programming-September 2018

- **Programs**
 - Regular preschool school-year programming will begin on September 10.
 - Planning for fall events and program is ongoing.

Accessibility

Children's Library Displays:

- **Themes: Libraries Rock!** in support of programs: poetry, artists, animals, machines,. **Thrilling Thursdays** in support of events: Magic and card tricks (Sam Sandler the Hilarious Magician), **Family/Teen** Movies support: Prehistoric Civilization (*Early Man*), inspirational chapter books (*Wonder*), films and video games (*Ready Player One*). Learn to Code with Scratch Programming class: computers and coding. Others: Book Lover's Day, Relaxation Day, Tell A Joke Day, Aviation Day, Vesuvius Day, Dog Day, Back-to-school, Frankenstein Day, Family Fun Month, and Inventors Month.
- **Author Displays:** Barbara Cooney, Seymour Simon, Pamela Travers, Joanna Cole, Don Freeman, Walter Dean Myers, Brian Pinkney, Arthur Yorinks, Ann Rinaldi, Allen Say, Tasha Tudor, Karen Hesse, Virginia Lee Burton, and many more.
- **Ongoing:** 2018PA One Book Every Young Child *My Cousin Momo* by Zachariah O'Hora, Try a new series to binge-read this summer (chapter books).

Employment

- Temporary employees continued working through August 10.

Coverage

- Staffing of Circulation Desk: on as-needed basis.

1,000 Books Before Kindergarten

- 124 children currently enrolled, four have completed the program.

Meeting

- M.Pinto and L. Coy, August 22.

Monthly Statistics:

Programs/Activities/Visits		Attendance/Individuals
Preschool Programs		
1-2-3 Learn with Me	2	59 Children/Adults
Preschool Yoga	2	60 Children/Adults
Special: Play K with Mrs. Shepsko	2	32 Children/Adults
Preschool-Other	6	136 Children/Adults
School Age		
Special: Future Engineers Unite	5	85 Children/Young Adults
School-Age Yoga	2	24 Children/Adults
School-age Gaming	3	41 Children/Adults
LEGO Club	2	73 Children/Adults
Mixed Ages		
Family Movie Matinee	2	52 Children/Adults
Thrilling Thursdays at The Colonial Theatre	2	775 Children/Adults
Make-and-Take Monday AM	1	74 Children/Adults
Make-and-Take Monday PM	1	62 Children/Adults
Go! The Surrounding Game	1	2 Children/Adults
Young Adult		
Learn to Code with Scratch	4	78 Young Adults/Adults
Teen Movie	1	21 Young Adults/Adults
Teen Gaming	3	35 Young Adults/Adults
Young Adults Volunteering	1	5 (contributing 19 hours)
Total	40	1,614 Children/Young Adults/Adults
Additional Young Adult Program-Estimation Game	1	32 (64 guesses)
Visiting Groups without Program		
Magic Memories Preschool	6	124 Children/Adults
Subtotal of Additional Activities	7	140 Children/Adults
Total of All Youth Programs & Activities	47	1,770 Children/Young Adults/Adults

Computer Usage Statistics for August 2018:**Internet Stations-Individual Usage:**

- Children's: 377 desktop computer users. Additional laptop usage: nine sessions; nine hour, 30-minute total; one hour 30-minute average time per session.
- Learn to Code with Scratch programming class: Ten laptops utilized over four days; forty sessions, 66 users.
- Total Children's users: 452 users.
- Young Adult: 71 users, plus 18 laptop sessions.
Total Young Adult users: 89.

AWE Literacy Station: 942 sessions, 447 hours, 28-minute average session.

Respectfully submitted,
Rebecca F. Krause
Director of Youth Services
September 2018

Youth Services Report for July 2018 August 2018 Board Meeting

Community Outreach & Partnerships

- Phoenixville Area School District, English as a Second Language Class visit, July 3.
- Magic Memories Camp has been visiting weekly all summer.

Programming Overview-Events Held in July 2018

All Youth Ages

- **Summer Reading Clubs** began June 11; and are ongoing through August 11. Theme: Libraries Rock! There are three levels of reading: Early Literacy for ages Birth-4/5 for children read to by someone else; School-age for Grades K-5; Young Adult for Grades 5/6 through 12.
- **Summer Activities:**
Activities and events offered all summer, with five weeks of intensive events and activities beginning July 10 and ending on August 11.

Young Adults

- **Teens continued** their own Summer Reading Program for Libraries Rock! as well as movies, video gaming, activities, and more.
- **Summer volunteers** assisting in Children's Library will continue through August 18.

Future Programming-August 2018

- **Programs**
 - **Future Engineers Unite:** August 21-25, an engineering/science camp for Ages 8-11.
 - **Learn to Code** w/ Scratch programming language: August 20-23, for those entering Grades 5-7.

Young Adults

- Volunteers will continue into August.

Summer 2018

Ongoing arrangements/preparation of Summer Activities Calendar and supporting materials; arrangements made with vendors, performers; PASD Summer Camp classes and Science in the Summer program.

Publicity for Programming: library calendar-both print and online, press releases to various online calendars, websites, and local and surrounding area print media.

Summer Theme Libraries Rock! Decoration: upstairs glass case, bulletin boards, and throughout library

Accessibility

Children's Library Displays:

- **Themes: Libraries Rock! Summer Reading Program:** Classical composers, jazz, singers, dancers, children's songs, oceanography, geology & paleontology, earth sciences. **For Thrilling Thursdays:** musical instruments, Wild West and chemistry, puppetry, snakes & reptiles. **Movies shown related:** Star Wars, Chris Van Allsburg, African civilizations, Madeline L'Engle, Mexico and Day of the Dead, Beatrix Potter's Birthday, and Michael Bond For Paddington. Ongoing: 2018 PA One Book Every Young Child *My Cousin Momo* by Zacharia O'Hara.
- **Author Displays:** E. B. White, Laura Numeroff, Sharon Creech, Marcus Pfister, J.K. Rowling, Emily McCully, Jean Craighead George, Natalie Babbitt, Kenneth Grahame, Peggy Parist, Marcia Brown, Patricia Polocco, Lynn Reid Banks, and more.

Employment

Setting up summer employees

- Temporary employees returned for summer programming.

Coverage

- Staffing of Circulation Desk: on as-needed basis.

1,000 Books Before Kindergarten: 119 currently enrolled, three have completed the program.

Monthly Statistics:

Programs/Activities/Visits		Attendance/Individuals
Preschool Programs		
1-2-3 Learn With Me	3	92 Children/Adults
Special: Super Hero Story Time	1	49 Children/Adults
Preschool Yoga	2	93 Children/Adults
Preschool-Other	17	362 Children/Adults
School Age		
School-Age Yoga	2	26 Children/Adults
School-age Gaming	7	107 Children/Adults
LEGO Club	3	71 Children/Adults
Mixed Ages		
Family Movie Matinee	3	71 Children/Adults
Go! The Surrounding Game	1	5 Children/Adults
Make & Take Monday AM	4	426 Children/Adults
Make & Take Monday PM	4	316 Children/Adults
Thrilling Thursdays at The Colonial Theatre	3	1,177 Children/Adults
Young Adult		
Outreach-PASD ESL Class	1	17 Young Adults/Adults
Teen Movie	4	63 Young Adults/Adults
Teen Gaming	7	53 Young Adults/Adults
Young Adults Volunteering	1	7 (contributing 45 hours total)
Total	62	2,935 Children/Young Adults/Adults
Visiting Groups without Program		
Magic Memories Camps	9	164 Children/Adults
Mom's House	1	8 Children/Adults
Subtotal of Additional Activities	10	172 Children/Adults
Total of All Youth Programs & Activities	72	3,107 Children/Young Adults/Adults

Computer Usage Statistics for July 2018:
Internet Stations-Individual Usage:

- **Children's:** 281 users, desktop computers. Additional laptop use: Two sessions, three-hour total, 20-minute total; 1 hour, 40 minute average time per session. Total Children's users: 363.
- **Young Adult:** 63 users, desktop computers. Plus borrowed laptops of 17 sessions; 34 hours, two-hour average time per session. Total Young Adult: 22 users.

AWE Literacy Station: 1,069 sessions, 522 hours, 29-minute sessions

Respectfully submitted,
Rebecca F. Krause
Director of Youth Services
August 2018

July 2018

Adult Services Report

Regular Activities

- Out on vacation 7/9-20.
- Work Adult Circulation Desk Tuesdays 9 AM – 1 PM.
- Work weekly passport application acceptance shifts and schedule appointments.
- Proctored 1 exam.

Meetings/Workshops/Other Events Attended

- Annual review meeting with Lara 7/23.
- Viewed online demo of Library Insight software for managing museum passes 7/26.

Upcoming Special Programs/Events

- “Why Women Make Great Investors” with Stephen Tulli, Wells Fargo Investors 8/23 (a joint event with Phoenixville Women’s Network)
- “Wilderness Survival Hike” in Warwick County Park with Rangers Chris Wales & Nate Helminiak 8/26.
- “Off-Grid Lifestyle at Home and Away” with Steve Beebee, Community Eco Store 8/27.
- “How to Write Fiction” with author Elizabeth Doan 8/29.
- “Breathe Away Your Anxiety!” with The Art of Living Foundation 8/30.
- “Adulting 101: Auto Maintenance” with Paul Celentano 9/6.

Program/Event/Other Planning

- Working with Christine Nicholson to configure new software for circulating museum passes and mobile hotspots.
- Looking forward to starting process of becoming a notary.
- Finalizing special programs for fall.

July Passport Application Acceptance Statistics

Appointments	226
Income	\$9,116.55

vs. June

Appointments	288
Income	\$13,368.25

July Computer Use Statistics

Laptop Users	76*
Adult Internet Stations Individual Users	947

Mobile Printing Users	9
Mobile Hotspot Checkouts	33
Museum Pass Checkouts	37

*Laptop uses as per EnvisionWare from this month forward.

vs. June

Laptop Checkouts	72
Adult Internet Stations Individual Users	934
Mobile Printing Users	9
Mobile Hotspot Checkouts	28
Museum Pass Checkouts	33

July Program Statistics

Program	Attendance
One-on-One Computer Tutoring appointments	17
Phoenixville Tech Group	26 (5 sessions)
Career Success Group	19 (3 sessions)
Individual Resume/Interviewing Assistance appointments	5
Mobile Workforce Navigator appointments	9
Legal Outreach appointments	3
ESL Conversation Group	14 (3 sessions)
Books on Tap	6
Phoenix Fiction Writers	16 (2 sessions)
Movie Night: "I Can Only Imagine" 7/5	42
"Intermediate Photography Class" 7/19	8
Jason Newman Trio concert 7/23	53
"Make Your Own Acrylic Painting" 7/26	23
"Parkinson's Disease 101" 7/30	15
Total Program Attendance:	256

Respectfully submitted,

Mark Pinto
Adult Services Director

August 2018

Adult Services Report

Regular Activities

- Work Adult Circulation Desk Tuesdays 9 AM – 1 PM.
- Work weekly passport application acceptance shifts and schedule appointments.
- Provided online chat reference service through Ask Here PA for one hour on 8/15.

Meetings/Workshops/Other Events Attended

- Viewed (with Christine N.) demo of TixKeeper software for managing museum passes and hotspots 8/2.
- Meetings with Lauren and Rebecca K. regarding our new Constant Contact e-mail newsletter software 8/16 & 8/29.
- Conducted Passport Agent staff meeting 8/20.
- Reference Round Table on Chester County Health Department resources 8/23 at CCL Exton.

Upcoming Special Programs/Events

- “Gift Card/Money Holder Making Workshop for Adults” with Helen Burnley 9/11.
- Microsoft Word & Excel basic classes with Paul Celentano 9/15 & 9/22.
- “Marking a Trail of Women’s History” with Robyn Young 9/17.
- “F.A.S. (Falling Apart Syndrome): Part 1 (Upper Extremity)” with Dr. Jim Schaffer, Kimberton Chiropractic 9/18.
- “Rockwell & Wyeth: The Great American Storytellers” with Fred Dixon 9/20.
- “Travelogue Night” 9/24.
- “Solving the Social Security Puzzle” with Ethan Quirin, The Scharf Group 9/25.
- “Coaching You to Find New Employment” with Laura Abarca 9/27.
- AARP Smart Driver Refresher class 9/29.
- “Adulthood 101: Financial Literacy” with Catherine Galanes 10/2.
- FamilySearch.org Genealogy Series with Shelli Nye 10/4 – 11/1.
- “Hamilton the Duelist” with Roger Arthur 10/4.
- AARP Smart DriverTEK class 10/6.
- “Open Mic Night for Writers” 10/8.

Program/Event/Other Planning

- Working with Christine Nicholson to launch application of TixKeeper software for circulating museum passes and mobile hotspots.
- Finalizing programs for remainder of 2018.

August Passport Application Acceptance Statistics

Appointments	263
Income	\$12,094.95

vs. July

Appointments	226
Income	\$9,116.55

August Computer Use Statistics

Laptop Users	102
Adult Internet Stations Individual Users	1,083
Mobile Printing Users	10
Mobile Hotspot Checkouts	29
Museum Pass Checkouts	52

vs. July

Laptop Checkouts	76
Adult Internet Stations Individual Users	947
Mobile Printing Users	9
Mobile Hotspot Checkouts	33
Museum Pass Checkouts	37

August Program Statistics

Program	Attendance
One-on-One Computer Tutoring appointments	15
Phoenixville Tech Group	11 (3 sessions)
Career Success Group	17 (3 sessions)
Individual Resume/Interviewing Assistance appointments	8
Mobile Workforce Navigator appointments	13
Legal Outreach appointments	5
ESL Conversation Group	11 (4 sessions)
Books on Tap	11
Phoenix Fiction Writers	7 (2 sessions)
Movie Night: "Chappaquiddick" 8/9	46
"Life and Legacy Planning" 8/2	13
Paul T. Wentworth Trio in Concert 8/6	55
Phoenixville Senior Center Outreach Visit 8/8	14
Survival Series: "Creating an Emergency Plan" 8/13	19
"Why Women Make Great Investors" 8/23	9
Survival Series: "Wilderness Survival Hike" 8/26	24
Survival Series: "Off-Grid Lifestyle" 8/27	33
"How to Write Fiction" 8/29	11

"Breathe Away Your Anxiety" 8/30	21
Total Program Attendance:	343

Respectfully submitted,

Mark Pinto
Adult Services Director

July/August 2018
Development Report
Lauren Coy

Meetings/Training/Events

- a. Attending weekly Rotary Meetings (Past President & Board member)
- b. Meetings with Lara Lorenzi
- c. Attended Financial Foundations training at PSU Great Valley - presented by CCLS (9/20 & 94)
- d. Continual meetings regarding the fall Oktoberfest
 - a. Had a meeting with Lara Lorenzi & Jessica Capistrant to discuss all the finite details of Oktoberfest (7/17 - 2 hours)
 - b. Food vendor evening meeting (8/6 - 90 minutes)
 - c. Overall Oktoberfest evening meeting (8/7- 2 hours)
 - d. Sly Fox Oktoberfest meeting (8/9 - 30 minutes)
 - e. Met with prospective sponsor for Oktoberfest (8/8)
 - f. Oktoberfest evening meeting (8/23 - 75 minutes)
 - g. Weekly meetings and phone calls with Jessica Capistrant
 - h. Secured children's activities vendor for Oktoberfest
 - i. Contacted prospective vendors (weekly; 2-3 hours)
 - j. Continual emails and design mockups for fliers, website, social media, etc.
- e. Secured Frees Insurance as Wristband Sponsor for Oktoberfest
- f. Secured Creative Capital Wealth Management Group as Bronze Sponsor for Oktoberfest
- g. Met with Phoenixville Federal Bank for WWW Sponsorship
 - a. Fielded an average of 20 calls/per week in regards to WWW tickets/where to buy/new attendees
 - b. Worked with Towne Book Center to get the WWW advertisement included in their e-newsletter (reaching over 10,000 people)
 - c. Worked with 2 Twins Design to create Pop-Up on the Library homepage that directs people directly to WWW info and purchasing tickets

b. Grants

GRANTS	Amt. requested	Fund	Deadline	Decision
PCHF	\$20,000	Operating	6/1/2018	9/30/2019
Patricia Kind Family Foundation	\$10,000	Operating	9/15/2018	1/31/2019
Walter J. Miller Trust	\$7,000	Operating	2/1/2019	4/1/2019
CCCF	\$5,000	Operating	ongoing	ongoing
Caroline J. S. Sanders Trust 2	\$5,000	Operating	3/1/2019	4/30/2019
Fronheiser Fund	\$3,000	Operating	1/1/2019	2/1/2019
Irene D. Cunningham Trust	\$3,000	Operating	4/30/2019	6/1/2019
Howell Lockhart Seiple Trust	\$2,500	Operating	4/30/2019	4/1/2019
Leo Niessen, Jr. Charitable Trust	\$2,500	Operating	1/15/2019	3/15/2019

c. Oktoberfest – October 13, 2018

- d. We will be partnering with The Phoenixville Chamber of Commerce and Bistro on Bridge to throw an All-Ages Oktoberfest
- e. It will be Saturday, October 13, 2018 from 1:00pm – 9:00pm
please see supplemental events report

f. Wine, Wit & Wisdom

- a. Save the date: **Thursday, November 8, 2018**
- b. RiverCrest Golf Club & Preserve 5:45PM – 9:00PM
- c. Authors: *Lisa Scottoline & Francesca Serritella*
- d. Invitations were mailed out: Fri. 8/10/18
- e. ONLINE tickets went on sale: 8/27/2018
- f. NOTE: Due to the heavy interest of Lisa and Francesca, it is recommended to **all those** receiving hard copy invitations to fill out and mail in their RSVPs ASAP to secure their entrees/seats.
- g. There is trajectory that this event **WILL** sell out (360 seats)!

FUND ACTIVITY SUMMARY August 2018

Annual	\$ 570.00	
Civic	\$ 0	
Donations	\$ 574.23	
Foundation/Grants	\$ 1,000.00	
Matching Gift	\$ 0.00	
Government	\$ 0.00	
Memorial/Tribute	\$ 0.00	
Name a Shelf	\$ 0.00	
Restricted-children	\$ 298.61	
Restricted-general	\$ 0	
Special Events	\$ 10,033.14	
TOTAL	\$12,475.98	

2018 Fall Events

Oktoberfest

Saturday, October 13, 2018 11:00AM – 9:00PM

NEW Location: Kimberton Fairgrounds, 2276 Kimberton Road, Phoenixville, PA 19460

** see attached flier **

Volunteers needed!

Time(s): 10:00am – 2:00pm, 2:00pm – 6:00pm, 6:00pm – 10:00pm

CLEAN UP only: 9:00pm – 11:00pm

Jobs

- Ticketing: Giving tickets in exchange for money (tickets for everything)
- Entry check/ID/put on wristbands
- Stein/T-shirt sales
- Clean up (evening only): disposal of all trash, organize rentals in one area for pick up

Wine, Wit & Wisdom

Thursday, November 8, 2018 5:45 – 9:00pm

RiverCrest Golf Club & Preserve, 100 Golf Club Drive, Phoenixville, PA 19460

We need volunteers for Wine Pouring!

** Sign up on attached sheet **

TIMES: 5:45 – 6:15PM

6:15 – 6:45PM

6:45 – 7:10PM

We need two (2) People **PER** time slot!

- We still need the wine donations for the WINE PULL. We need 90 more bottles! The deadline to drop off wine and/or give money for said wine is by November 5th.
- To date, we have **34** great items for the auction!
- To date, we have **91** attending WWW.
- The MOST important thing is to spread the word! Invite friends, neighbors, colleagues and anyone else you feel would love this event!

Phoenixville Public Library

Balance Sheet Prev Year Comparison

As of July 31, 2018

	Jul 31, 18	Jul 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · Phoenixville Federal Savings #1				
100.1 · Operating Checking (040016792)	38,644.98	88,687.38	-50,042.40	-56.43%
100.2 · Operating Money Market	223,623.57	179,880.02	43,743.55	24.32%
100.3 · Operating Credit Card Receipts	19,430.68	6,297.04	13,133.64	208.57%
Total 100 · Phoenixville Federal Savings #1	281,699.23	274,864.44	6,834.79	2.49%
105 · Petty Cash	500.00	500.00	0.00	0.0%
106 · Circulation Cash	500.00	500.00	0.00	0.0%
Total Checking/Savings	282,699.23	275,864.44	6,834.79	2.48%
Other Current Assets				
130 · Prepaid Expenses	3,205.00	3,205.00	0.00	0.0%
140 · Accounts Receivable - Other	13,398.00	13,398.00	0.00	0.0%
Total Other Current Assets	16,603.00	16,603.00	0.00	0.0%
Total Current Assets	299,302.23	292,467.44	6,834.79	2.34%
Fixed Assets				
150 · General Fixed Assets				
150.1 · Leasehold Improvements				
150.1.1 · 1999/2000 Addition	0.02	0.02	0.00	0.0%
150.1.2 · General	0.06	0.06	0.00	0.0%
Total 150.1 · Leasehold Improvements	0.08	0.08	0.00	0.0%
150.6 · Computer Equipment	-0.12	-0.12	0.00	0.0%
150.8 · Furniture & Fixtures	0.28	0.28	0.00	0.0%
Total 150 · General Fixed Assets	0.24	0.24	0.00	0.0%
Total Fixed Assets	0.24	0.24	0.00	0.0%
TOTAL ASSETS	299,302.47	292,467.68	6,834.79	2.34%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
201 · Accounts Payable	2,408.51	2,908.51	-500.00	-17.19%
220 · Credit Card Payables	717.50	717.50	0.00	0.0%
Total Accounts Payable	3,126.01	3,626.01	-500.00	-13.79%
Other Current Liabilities				
221 · Accounts Payable - Other	0.01	0.01	0.00	0.0%
230 · Employee Costs Payable				
230.5 · Accrued Vacation	5,905.00	5,905.00	0.00	0.0%
230.1 · Salaries Payable	13,256.95	13,256.95	0.00	0.0%
Total 230 · Employee Costs Payable	19,161.95	19,161.95	0.00	0.0%
Total Other Current Liabilities	19,161.96	19,161.96	0.00	0.0%
Total Current Liabilities	22,287.97	22,787.97		
Total Liabilities				
Equity				

Phoenixville Public Library

Balance Sheet Prev Year Comparison

As of July 31, 2018

Total 150.1 - Leasehold Improvements	0.08	0.08	0.00	0.0%
150.6 - Computer Equipment	-0.12	-0.12	0.00	0.0%
310 - Contributed Capital				
319 - Net Assets				
Net Income			0.00	0.0%
Total Equity	0.00	0.00	0.00	0.0%
TOTAL LIABILITIES & EQUITY	0.00	0.00	0.00	0.0%

Phoenixville Public Library

Profit & Loss Budget vs. Actual

July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400 · Appropriations				
400.1 · Appropriation - P.A.S.D.	0.00	566,411.00	-566,411.00	0.0%
400.2 · Appropriation - County	18,063.33	71,000.00	-52,936.67	25.44%
400.3 · Appropriation - State	0.00	86,000.00	-86,000.00	0.0%
400.4 · Appropriation - Charlestown Tws	0.00	5,500.00	-5,500.00	0.0%
400.5 · Appropriation - Schuylkill Twp	0.00	1,500.00	-1,500.00	0.0%
Total 400 · Appropriations	18,063.33	730,411.00	-712,347.67	2.47%
412 · Development Income				
412.1 · Grants	1,000.00	25,000.00	-24,000.00	4.0%
412.2 · Projects/Events	325.00	50,000.00	-49,675.00	0.65%
412.3 · Annual Appeal	550.00	17,500.00	-16,950.00	3.14%
412.4 · Donations				
412.4.1 · Unrestricted	201.54	10,000.00	-9,798.46	2.02%
412.4.2 · Restricted - General	0.00	3,000.00	-3,000.00	0.0%
412.4.3 · Restricted - Children's	153.05	3,000.00	-2,846.95	5.1%
Total 412.4 · Donations	354.59	16,000.00	-15,645.41	2.22%
412.5 · Civic Organizations	0.00	1,500.00	-1,500.00	0.0%
Total 412 · Development Income	2,229.59	110,000.00	-107,770.41	2.03%
420 · Operations Income				
420.10 · Notary Services	0.00	0.00	0.00	0.0%
420.9 · Hot Spots	378.00	3,500.00	-3,122.00	10.8%
420.1 · Fines	1,925.30	25,000.00	-23,074.70	7.7%
420.2 · Passport Applications	9,116.55	115,000.00	-105,883.45	7.93%
420.3 · Interest	80.07	1,500.00	-1,419.93	5.34%
420.4 · Items Sold	629.50	3,000.00	-2,370.50	20.98%
420.5 · Lost Books	242.83	2,500.00	-2,257.17	9.71%
420.6 · Other (Copier, etc.)	424.75	6,000.00	-5,575.25	7.08%
420.7 · Rentals/Community Room	0.00	0.00	0.00	0.0%
420.8 · Rentals/Collection				
420.8.1 · Library Income	1,339.89	15,000.00	-13,660.11	8.93%

Phoenixville Public Library

Profit & Loss Budget vs. Actual

July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
420.8.2 • PA Sales Tax	80.41	0.00	80.41	100.0%
Total 420.8 • Rentals/Collection	1,420.30	15,000.00	-13,579.70	9.47%
Total 420 • Operations Income	14,217.30	171,500.00	-157,282.70	8.29%
Total Income	34,510.22	1,011,911.00	-977,400.78	3.41%
Expense				
500 • Adult Library				
500.14 • Museum Passes	0.00	1,500.00	-1,500.00	0.0%
500.13 • Professional Develop. Material	0.00	900.00	-900.00	0.0%
500.1 • Books				
500.1.1 • Physical Books	1,651.52	32,600.00	-30,948.48	5.07%
500.1.2 • E-Books	568.80	9,222.00	-8,653.20	6.17%
Total 500.1 • Books	2,220.32	41,822.00	-39,601.68	5.31%
500.2 • Magazines & Newspapers	1,659.60	5,200.00	-3,540.40	31.92%
500.3 • Audios	633.27	7,250.00	-6,616.73	8.74%
500.4 • Videos	1,408.33	7,750.00	-6,341.67	18.17%
500.5 • Software	59.88	500.00	-440.12	11.98%
500.6 • Reference	0.00	2,000.00	-2,000.00	0.0%
500.7 • Programs - Adult	498.00	4,800.00	-4,302.00	10.38%
500.8 • Program Supplies - Adult	426.06	2,000.00	-1,573.94	21.3%
Total 500 • Adult Library	6,905.46	73,722.00	-66,816.54	9.37%
510 • Youth Library				
510.1 • Books				
510.1.1 • Physical Books	527.68	29,175.00	-28,647.32	1.81%
510.1.2 • E-Books	0.00	2,855.00	-2,855.00	0.0%
Total 510.1 • Books	527.68	32,030.00	-31,502.32	1.65%
510.2 • Magazines	0.00	700.00	-700.00	0.0%
510.3 • Audios	117.94	2,750.00	-2,632.06	4.29%
510.4 • Videos	210.16	5,500.00	-5,289.84	3.82%
510.5 • Software	0.00	1,000.00	-1,000.00	0.0%
510.7 • Programs - Children	0.00	8,000.00	-8,000.00	0.0%
510.8 • Program Supplies - Children	435.26	6,000.00	-5,564.74	7.25%
510.13 • Young Adult - All	85.19	4,000.00	-3,914.81	2.13%

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
510.14 • Programs - Young Adults	139.99	1,000.00	-860.01	14.0%
510.15 • Program Supplies - Young Adult	0.00	750.00	-750.00	0.0%
Total 510 • Youth Library	1,516.22	61,730.00	-60,213.78	2.46%
520 • Development Expense				
520.8 • Donor Management	0.00	3,300.00	-3,300.00	0.0%
520.1 • Annual Appeal	36.60	6,000.00	-5,963.40	0.61%
520.3 • Special Events	192.80	22,500.00	-22,307.20	0.86%
520.5 • Marketing	59.96	2,500.00	-2,440.04	2.4%
Total 520 • Development Expense	289.36	34,300.00	-34,010.64	0.84%
530 • Administration				
530.1 • General				
530.1.1 • Audit/Form 990	0.00	7,500.00	-7,500.00	0.0%
530.1.2 • Library Board Expenses	55.07	2,500.00	-2,444.93	2.2%
530.1.3 • Staff Development/Memberships	35.10	3,387.00	-3,351.90	1.04%
530.1.4 • Insurance	-1,326.00	1,500.00	-2,826.00	-88.4%
530.1.5 • Advertising	0.00	1,000.00	-1,000.00	0.0%
530.1.6 • Legal Expense	0.00	5,000.00	-5,000.00	0.0%
530.1.7 • Credit Card Fees	30.00	3,000.00	-2,970.00	1.0%
530.1.8 • Marketing and Website	32.00	3,000.00	-2,968.00	1.07%
530.1.9 • Miscellaneous	0.00	300.00	-300.00	0.0%
Total 530.1 • General	-1,173.83	27,187.00	-28,360.83	-4.32%
540 • Utilities				
540.1 • Electricity	0.00	15,500.00	-15,500.00	0.0%
540.2 • Gas	0.00	3,000.00	-3,000.00	0.0%
540.3 • Telephone	0.00	5,500.00	-5,500.00	0.0%
540.4 • Trash Collection	85.00	400.00	-315.00	21.25%
540.5 • Water & Sewer	597.36	1,350.00	-752.64	44.25%
Total 540 • Utilities	682.36	25,750.00	-25,067.64	2.65%
550 • Computer Expense				
550.2 • Hardware	19.98	4,000.00	-3,980.02	0.5%
550.4 • Software	0.00	1,000.00	-1,000.00	0.0%
550.5 • Software Maintenance	0.00	1,000.00	-1,000.00	0.0%

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
550.6 • Supplies	287.04	3,000.00	-2,712.96	9.57%
Total 550 • Computer Expense	307.02	9,000.00	-8,692.98	3.41%
560 • Other Supplies and Expense				
560.1 • Collection Maintenance	0.00	4,000.00	-4,000.00	0.0%
560.2 • Library	570.87	5,000.00	-4,429.13	11.42%
560.3 • Office	622.25	4,500.00	-3,877.75	13.83%
560.4 • Postage	27.49	6,500.00	-6,472.51	0.42%
Total 560 • Other Supplies and Expense	1,220.61	20,000.00	-18,779.39	6.1%
570 • Equipment Leasing/Rental	571.14	8,000.00	-7,428.86	7.14%
580 • Buildings & Grounds				
580.1 • Maintenance				
580.1.1 • Buildings	0.00	500.00	-500.00	0.0%
580.1.2 • Grounds	0.00	1,000.00	-1,000.00	0.0%
Total 580.1 • Maintenance	0.00	1,500.00	-1,500.00	0.0%
580.5 • Janitorial Expense				
580.5.1 • Service	1,380.00	16,000.00	-14,620.00	8.63%
580.5.2 • Supplies	551.34	3,000.00	-2,448.66	18.38%
Total 580.5 • Janitorial Expense	1,931.34	19,000.00	-17,068.66	10.17%
580.7 • Minor Improvements and Repairs	0.00	500.00	-500.00	0.0%
Total 580 • Buildings & Grounds	1,931.34	21,000.00	-19,068.66	9.2%
Total 530 • Administration	3,538.64	110,937.00	-107,398.36	3.19%
610 • Salaries & Benefits				
610.1 • Salaries				
610.1.1 • Full-Time	15,230.42	395,328.00	-380,097.58	3.85%
610.1.2 • Part-Time	3,789.14	102,373.00	-98,583.86	3.7%
610.1.3 • Passport Agents	593.51	16,309.00	-15,715.49	3.64%
610.1.4 • Consultants	180.32	6,698.00	-6,517.68	2.69%
Total 610.1 • Salaries	19,793.39	520,708.00	-500,914.61	3.8%
610.2 • Social Security Expense	1,437.09	39,821.00	-38,383.91	3.61%
610.3 • Employee Benefit Expense				
610.3.2 • H.S.A. Contribution	0.00	9,000.00	-9,000.00	0.0%
610.3 • Employee Benefit Expense - Other	0.00	86,039.00	-86,039.00	0.0%

Phoenixville Public Library

Profit & Loss Budget vs. Actual

July 2018

	Jul 18	Budget	\$ Over Budget	% of Budget
Total 610.3 - Employee Benefit Expense	0.00	95,039.00	-95,039.00	0.0%
610.4 - Retirement Expense	0.00	76,654.00	-76,654.00	0.0%
Total 610 - Salaries & Benefits	21,230.48	732,222.00	-710,991.52	2.9%
Total Expense	33,480.16	1,012,911.00	-979,430.84	3.31%
Net Ordinary Income	1,030.06	-1,000.00	2,030.06	-103.01%
Other Income/Expense				
Other Expense				
750 - Non-Operating Expense				
750.1 - Furniture, etc.	1,696.53	0.00	1,696.53	100.0%
750.8 - Other	0.00	0.00	0.00	0.0%
Total 750 - Non-Operating Expense	1,696.53	0.00	1,696.53	100.0%
Total Other Expense	1,696.53	0.00	1,696.53	100.0%
Net Other Income	-1,696.53	0.00	-1,696.53	100.0%
Net Income	-666.47	-1,000.00	333.53	66.65%

Phoenixville Public Library

Balance Sheet Prev Year Comparison

As of August 31, 2018

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · Phoenixville Federal Savings #1				
100.1 · Operating Checking (040016792)	56,178.21	1,841.10	54,337.11	2,951.34%
100.2 · Operating Money Market	147,253.20	156,592.83	-9,339.63	-5.96%
100.3 · Operating Credit Card Receipts	11,393.31	8,062.55	3,330.76	41.31%
Total 100 · Phoenixville Federal Savings #1	214,824.72	166,496.48	48,328.24	29.03%
105 · Petty Cash	500.00	500.00	0.00	0.0%
106 · Circulation Cash	500.00	500.00	0.00	0.0%
Total Checking/Savings	215,824.72	167,496.48	48,328.24	28.85%
Other Current Assets				
130 · Prepaid Expenses	3,205.00	3,205.00	0.00	0.0%
140 · Accounts Receivable - Other	13,398.00	13,398.00	0.00	0.0%
Total Other Current Assets	16,603.00	16,603.00	0.00	0.0%
Total Current Assets	232,427.72	184,099.48	48,328.24	26.25%
Fixed Assets				
150 · General Fixed Assets				
150.1 · Leasehold Improvements				
150.1.1 · 1999/2000 Addition	0.02	0.02	0.00	0.0%
150.1.2 · General	0.06	0.06	0.00	0.0%
Total 150.1 · Leasehold Improvements	0.08	0.08	0.00	0.0%
150.6 · Computer Equipment	-0.12	-0.12	0.00	0.0%
150.8 · Furniture & Fixtures	0.28	0.28	0.00	0.0%
Total 150 · General Fixed Assets	0.24	0.24	0.00	0.0%
Total Fixed Assets	0.24	0.24	0.00	0.0%
TOTAL ASSETS	232,427.96	184,099.72	48,328.24	26.25%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
201 · Accounts Payable	-243.49	-1,443.49	1,200.00	83.13%
220 · Credit Card Payables	717.50	717.50	0.00	0.0%
Total Accounts Payable	474.01	-725.99	1,200.00	165.29%
Other Current Liabilities				
221 · Accounts Payable - Other	0.01	0.01	0.00	0.0%
230 · Employee Costs Payable				
230.5 · Accrued Vacation	5,905.00	5,905.00	0.00	0.0%
230.1 · Salaries Payable	13,256.95	13,256.95	0.00	0.0%
Total 230 · Employee Costs Payable	19,161.95	19,161.95	0.00	0.0%
Total Other Current Liabilities	19,161.96	19,161.96	0.00	0.0%
Total Current Liabilities	19,635.97	18,435.97	1,200.00	6.51%
Total Liabilities	19,635.97	18,435.97	1,200.00	6.51%
Equity				

Phoenixville Public Library

Balance Sheet Prev Year Comparison

As of August 31, 2018

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
310 - Contributed Capital	0.24	0.24	0.00	0.0%
319 - Net Assets	280,332.73	274,216.52	6,116.21	2.23%
Net Income	-67,540.98	-108,553.01	41,012.03	37.78%
Total Equity	212,791.99	165,663.75	47,128.24	28.45%
TOTAL LIABILITIES & EQUITY	232,427.96	184,099.72	48,328.24	26.25%

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget	Jul-Aug 17
Ordinary Income/Expense					
Income					
400 · Appropriations					
400.1 · Appropriation - P.A.S.D.	0.00	566,411.00	-566,411.00	0.0%	
400.2 · Appropriation - County	18,063.33	71,000.00	-52,936.67	25.44%	17,925.75
400.3 · Appropriation - State	0.00	86,000.00	-86,000.00	0.0%	
400.4 · Appropriation - Charlestown Tws	0.00	5,500.00	-5,500.00	0.0%	
400.5 · Appropriation - Schuylkill Twp	0.00	1,500.00	-1,500.00	0.0%	
Total 400 · Appropriations	18,063.33	730,411.00	-712,347.67	2.47%	17,925.75
412 · Development Income					
412.1 · Grants	1,000.00	25,000.00	-24,000.00	4.0%	3,037.60
412.2 · Projects/Events	10,033.14	50,000.00	-39,966.86	20.07%	3,250.00
412.3 · Annual Appeal	570.00	17,500.00	-16,930.00	3.26%	240.00
412.4 · Donations					
412.4.1 · Unrestricted	574.23	10,000.00	-9,425.77	5.74%	1,182.36
412.4.2 · Restricted - General	0.00	3,000.00	-3,000.00	0.0%	100.00
412.4.3 · Restricted - Children's	298.61	3,000.00	-2,701.39	9.95%	269.77
Total 412.4 · Donations	872.84	16,000.00	-15,127.16	5.46%	1,552.13
412.5 · Civic Organizations	0.00	1,500.00	-1,500.00	0.0%	532.18
Total 412 · Development Income	12,475.98	110,000.00	-97,524.02	11.34%	8,611.91
420 · Operations Income					
420.10 · Notary Services	0.00	0.00	0.00	0.0%	
420.9 · Hot Spots	560.00	3,500.00	-2,940.00	16.0%	672.00
420.1 · Fines	3,823.95	25,000.00	-21,176.05	15.3%	4,798.42
420.2 · Passport Applications	19,281.50	115,000.00	-95,718.50	16.77%	16,511.10
420.3 · Interest	151.48	1,500.00	-1,348.52	10.1%	79.10
420.4 · Items Sold	1,055.74	3,000.00	-1,944.26	35.19%	690.27
420.5 · Lost Books	651.69	2,500.00	-1,848.31	26.07%	352.87
420.6 · Other (Copier, etc.)	953.86	6,000.00	-5,046.14	15.9%	1,416.71
420.7 · Rentals/Community Room	150.00	0.00	150.00	100.0%	250.00
420.8 · Rentals/Collection					
420.8.1 · Library Income	2,768.20	15,000.00	-12,231.80	18.46%	3,525.80

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget	Jul-Aug 17
420.8.2 • PA Sales Tax	-84.97	0.00	-84.97	100.0%	-28.16
Total 420.8 • Rentals/Collection	2,683.23	15,000.00	-12,316.77	17.89%	3,497.64
Total 420 • Operations Income	29,311.45	171,500.00	-142,188.55	17.09%	28,268.11
Total Income	59,850.76	1,011,911.00	-952,060.24	5.92%	54,805.77
Expense					
500 • Adult Library					
500.14 • Museum Passes	0.00	1,500.00	-1,500.00	0.0%	
500.13 • Professional Develop. Material	662.48	900.00	-237.52	73.61%	855.47
500.1 • Books					
500.1.1 • Physical Books	4,904.82	32,600.00	-27,695.18	15.05%	5,071.17
500.1.2 • E-Books	1,282.72	9,222.00	-7,939.28	13.91%	853.91
Total 500.1 • Books	6,187.54	41,822.00	-35,634.46	14.8%	5,925.08
500.2 • Magazines & Newspapers	3,422.67	5,200.00	-1,777.33	65.82%	3,535.89
500.3 • Audios	1,260.24	7,250.00	-5,989.76	17.38%	1,261.16
500.4 • Videos	2,261.02	7,750.00	-5,488.98	29.17%	1,279.31
500.5 • Software	59.88	500.00	-440.12	11.98%	0.00
500.6 • Reference	0.00	2,000.00	-2,000.00	0.0%	144.87
500.7 • Programs - Adult	528.00	4,800.00	-4,272.00	11.0%	1,416.92
500.8 • Program Supplies - Adult	505.32	2,000.00	-1,494.68	25.27%	128.51
Total 500 • Adult Library	14,887.15	73,722.00	-58,834.85	20.19%	14,547.21
510 • Youth Library					
510.1 • Books					
510.1.1 • Physical Books	1,819.01	29,175.00	-27,355.99	6.24%	2,728.28
510.1.2 • E-Books	51.87	2,855.00	-2,803.13	1.82%	134.97
Total 510.1 • Books	1,870.88	32,030.00	-30,159.12	5.84%	2,863.25
510.2 • Magazines	0.00	700.00	-700.00	0.0%	637.22
510.3 • Audios	137.93	2,750.00	-2,612.07	5.02%	310.13
510.4 • Videos	618.19	5,500.00	-4,881.81	11.24%	440.76
510.5 • Software	100.98	1,000.00	-899.02	10.1%	39.88
510.7 • Programs - Children	480.00	8,000.00	-7,520.00	6.0%	460.00
510.8 • Program Supplies - Children	802.02	6,000.00	-5,197.98	13.37%	615.34
510.13 • Young Adult - All	97.19	4,000.00	-3,902.81	2.43%	632.80

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget	Jul-Aug 17
510.14 • Programs - Young Adults	164.99	1,000.00	-835.01	16.5%	0.00
510.15 • Program Supplies - Young Adult	16.52	750.00	-733.48	2.2%	30.99
Total 510 • Youth Library	4,288.70	61,730.00	-57,441.30	6.95%	6,030.37
520 • Development Expense					
520.8 • Donor Management	0.00	3,300.00	-3,300.00	0.0%	0.00
520.1 • Annual Appeal	36.60	6,000.00	-5,963.40	0.61%	0.00
520.3 • Special Events	1,432.08	22,500.00	-21,067.92	6.37%	447.50
520.5 • Marketing	725.96	2,500.00	-1,774.04	29.04%	533.90
520.6 • Other	0.00	0.00	0.00	0.0%	0.00
Total 520 • Development Expense	2,194.64	34,300.00	-32,105.36	6.4%	981.40
530 • Administration					
530.1 • General					
530.1.1 • Audit/Form 990	0.00	7,500.00	-7,500.00	0.0%	0.00
530.1.2 • Library Board Expenses	55.07	2,500.00	-2,444.93	2.2%	0.00
530.1.3 • Staff Development/Memberships	117.05	3,387.00	-3,269.95	3.46%	128.75
530.1.4 • Insurance	-1,326.00	1,500.00	-2,826.00	-88.4%	1,326.00
530.1.5 • Advertising	0.00	1,000.00	-1,000.00	0.0%	163.90
530.1.6 • Legal Expense	0.00	5,000.00	-5,000.00	0.0%	0.00
530.1.7 • Credit Card Fees	121.21	3,000.00	-2,878.79	4.04%	777.47
530.1.8 • Marketing and Website	772.68	3,000.00	-2,227.32	25.76%	352.88
530.1.9 • Miscellaneous	0.00	300.00	-300.00	0.0%	0.00
Total 530.1 • General	-259.99	27,187.00	-27,446.99	-0.96%	2,749.00
540 • Utilities					
540.1 • Electricity	3,021.36	15,500.00	-12,478.64	19.49%	2,871.70
540.2 • Gas	168.02	3,000.00	-2,831.98	5.6%	160.63
540.3 • Telephone	1,012.15	5,500.00	-4,487.85	18.4%	942.54
540.4 • Trash Collection	85.00	400.00	-315.00	21.25%	79.75
540.5 • Water & Sewer	597.36	1,350.00	-752.64	44.25%	166.86
Total 540 • Utilities	4,883.89	25,750.00	-20,866.11	18.97%	4,221.48
550 • Computer Expense					
550.2 • Hardware	184.80	4,000.00	-3,815.20	4.62%	31.98
550.4 • Software	600.00	1,000.00	-400.00	60.0%	0.00

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July through August 2018

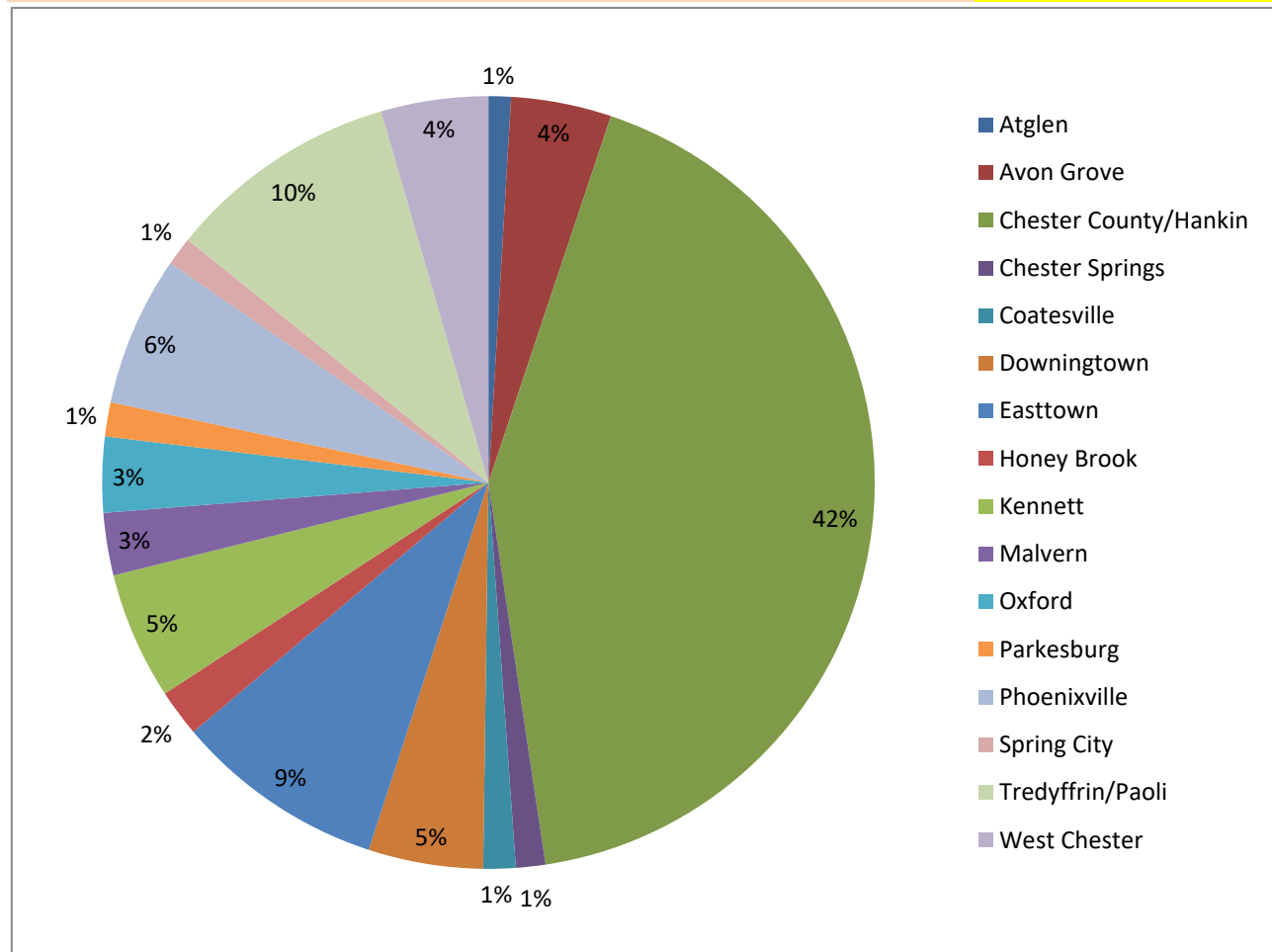
	Jul - Aug 18	Budget	\$ Over Budget	% of Budget	Jul-Aug 17
550.5 • Software Maintenance	167.00	1,000.00	-833.00	16.7%	161.99
550.6 • Supplies	692.60	3,000.00	-2,307.40	23.09%	538.92
Total 550 • Computer Expense	1,644.40	9,000.00	-7,355.60	18.27%	732.89
560 • Other Supplies and Expense					
560.1 • Collection Maintenance	257.40	4,000.00	-3,742.60	6.44%	1,283.84
560.2 • Library	821.10	5,000.00	-4,178.90	16.42%	582.50
560.3 • Office	1,006.61	4,500.00	-3,493.39	22.37%	1,046.34
560.4 • Postage	527.49	6,500.00	-5,972.51	8.12%	535.12
Total 560 • Other Supplies and Expense	2,612.60	20,000.00	-17,387.40	13.06%	3,447.80
570 • Equipment Leasing/Rental	1,883.64	8,000.00	-6,116.36	23.55%	1,476.68
580 • Buildings & Grounds					
580.1 • Maintenance					
580.1.1 • Buildings	0.00	500.00	-500.00	0.0%	0.00
580.1.2 • Grounds	0.00	1,000.00	-1,000.00	0.0%	0.00
Total 580.1 • Maintenance	0.00	1,500.00	-1,500.00	0.0%	0.00
580.5 • Janitorial Expense					
580.5.1 • Service	3,770.00	16,000.00	-12,230.00	23.56%	2,580.00
580.5.2 • Supplies	928.85	3,000.00	-2,071.15	30.96%	809.31
Total 580.5 • Janitorial Expense	4,698.85	19,000.00	-14,301.15	24.73%	3,389.31
580.7 • Minor Improvements and Repairs	0.00	500.00	-500.00	0.0%	0.00
Total 580 • Buildings & Grounds	4,698.85	21,000.00	-16,301.15	22.38%	3,389.31
Total 530 • Administration	15,463.39	110,937.00	-95,473.61	13.94%	16,017.16
610 • Salaries & Benefits					
610.1 • Salaries					
610.1.1 • Full-Time	60,921.68	395,328.00	-334,406.32	15.41%	60,467.80
610.1.2 • Part-Time	18,662.18	102,373.00	-83,710.82	18.23%	19,972.98
610.1.3 • Passport Agents	2,360.39	16,309.00	-13,948.61	14.47%	1,602.62
610.1.4 • Consultants	901.60	6,698.00	-5,796.40	13.46%	1,288.00
Total 610.1 • Salaries	82,845.85	520,708.00	-437,862.15	15.91%	83,331.40
610.2 • Social Security Expense	6,015.48	39,821.00	-33,805.52	15.11%	6,084.88
610.3 • Employee Benefit Expense					
610.3.2 • H.S.A. Contribution	0.00	9,000.00	-9,000.00	0.0%	0.00

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget	Jul-Aug 17
610.3 · Employee Benefit Expense - Other	0.00	86,039.00	-86,039.00	0.0%	20,870.09
Total 610.3 · Employee Benefit Expense	0.00	95,039.00	-95,039.00	0.0%	20,870.09
610.4 · Retirement Expense	0.00	76,654.00	-76,654.00	0.0%	15,496.27
Total 610 · Salaries & Benefits	88,861.33	732,222.00	-643,360.67	12.14%	125,782.64
Total Expense	125,695.21	1,012,911.00	-887,215.79	12.41%	163,358.78
Net Ordinary Income	-65,844.45	-1,000.00	-64,844.45	6,584.45%	-108,553.01
Other Income/Expense					
Other Expense					
750 · Non-Operating Expense					
750.1 · Furniture, etc.	1,696.53	0.00	1,696.53	100.0%	0.00
750.8 · Other	0.00	0.00	0.00	0.0%	0.00
Total 750 · Non-Operating Expense	1,696.53	0.00	1,696.53	100.0%	0.00
Total Other Expense	1,696.53	0.00	1,696.53	100.0%	0.00
Net Other Income	-1,696.53	0.00	-1,696.53	100.0%	0.00
Net Income	-67,540.98	-1,000.00	-66,540.98	6,754.1%	-108,553.01

July 2018 Circulation

	Sierra	OverDrive	Total
Atglen	3456	139	3595
Avon Grove	14598	1508	16106
Chester County/Hankin	145855	17021	162876
Chester Springs	3634	1087	4721
Coatesville	5038	137	5175
Downingtown	15239	3155	18394
Easttown	24224	9557	33781
Honey Brook	7328	227	7555
Kennett	15564	4866	20430
Malvern	9297	727	10024
Oxford	10521	1596	12117
Parkesburg	5315	157	5472
Phoenixville	21888	2164	24052
Spring City	4335	283	4618
Tredyffrin/Paoli	32910	4286	37196
West Chester	14632	2536	17168
TOTAL	333834	49446	383280



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U
1	Circulation Comparisons 2018		January	February	March	April	May	June	July	August	September	October	November	December	Total	2016/2017 & 2017/2018
2	ATGLEN	2015	2202	1966	2136	1933	1826	2453	3218	2255	1760	2031	2328	2021	26129	-6.54%
3		2016	1732	1851	2085	1748	1801	3004	2865	2632	2145	2488	2402	1970	26723	2.27%
4		2017	1979	2014	2652	2418	2463	2919	3064	2692	2289	2058	2040	1711	28299	5.90%
5		2018	2282	2322	2412	2312	2196	3385	3595							
6																
7	AVON GROVE	2015	11938	11595	12376	12101	11269	14689	17630	15641	13017	12482	11510	10358	154606	-4.01%
8		2016	11230	12395	12620	12241	11840	14923	16493	15707	12466	11651	10901	9955	152422	-1.41%
9		2017	10090	9617	11285	10205	10693	13708	15089	13925	11352	11106	10354	8281	135705	-10.97%
10		2018	9921	10844	11813	10590	10220	13313	16106							
11																
18	CCL/HANKIN	2015	144258	137057	147755	133315	127403	166006	173892	162749	137639	133545	129445	123917	1716981	-3.23%
21		2016	139036	137550	143223	136492	133730	161273	167029	159409	131729	129112	126027	120119	1684729	-1.88%
22		2017	132202	123260	144753	129706	129062	149185	160461	151917	127112	127719	122498	110904	1608779	-4.51%
23		2018	126699	121709	138899	127420	123573	145591	162876							
24																
25	CHESTER SPRINGS	2015	2681	2513	2681	2582	2365	3085	3622	3224	2335	2338	2306	2199	31931	-6.59%
26		2016	2203	2567	2520	2118	2454	3116	3701	3334	2543	2664	2387	2394	32001	0.22%
27		2017	3173	3094	3533	3272	3242	3490	4327	4045	3317	3566	3325	2861	41245	28.89%
28		2018	3097	2912	3760	3388	2996	3692	4721							
29																
30	COATESVILLE	2015	4594	4385	4631	4546	3857	5818	6893	5924	4799	4689	4411	4093	58640	-0.25%
31		2016	4554	5014	4918	4741	4801	6150	6503	5580	4301	4513	4051	3211	58337	-0.52%
32		2017	4404	4365	4803	4592	4109	5272	5309	4937	4097	4016	3645	3147	52696	-9.67%
33		2018	3751	3337	3769	3930	3955	5007	5175							
34																
35	DOWNINGTOWN	2015	9472	10025	10696	9554	8847	12782	13368	11452	10507	10136	9686	8606	125131	28.67%
36		2016	9496	9974	10915	10121	10094	13129	13571	13106	11466	10478	9477	8661	130488	4.28%
37		2017	13299	12880	14607	13148	14460	17606	18102	17316	15036	15685	14082	11990	178211	36.57%
38		2018	12705	12259	14176	13312	13709	17203	18394							
39																
40	EASTTOWN	2015	23032	20912	23111	21758	20543	25409	28425	25208	22525	22422	21269	20088	274702	1.12%
41		2016	22479	22349	23254	22167	21806	25686	25484	25373	21683	22410	20838	19285	272814	-0.69%
42		2017	24754	23207	27535	23889	25082	28548	31446	30112	24984	25394	23027	21465	309443	13.43%
43		2018	27973	24084	28349	27487	27068	30526	33781							
44																
45	HONEY BROOK	2015	5711	5693	5571	5681	4939	6948	8137	6664	5705	5756	5349	5652	71806	0.83%
46		2016	6287	6814	6367	6110	5635	7358	8355	7179	5674	5948	5600	5399	76726	6.85%
47		2017	5265	5706	5935	5705	5862	6152	6945	6306	5129	4974	5298	4607	67884	-11.52%
48		2018	5416	5298	6292	5851	5389	6327	7555							
49																
50	KENNETT	2015	15021	12842	13575	10084	12511	18526	20492	18492	14806	14467	13717	13951	178484	-0.83%
51		2016	13854	13535	14864	13971	13968	18430	19464	19299	14195	13873	13564	12173	181190	1.52%
52		2017	15918	14231	16467	15153	15184	17888	20029	19076	14579	15061	14573	13371	191530	5.71%
53		2018	13977	13147	15378	13999	14772	17625	20430							
54																
55	MALVERN	2015	10047	9063	10880	10169	10663	12303	15225	13823	10754	11185	9889	8982	132983	-1.73%
56		2016	8257	8723	9046	8124	7833	10528	10944	10444	8047	7906	7762	6456	104070	-21.74%
57		2017	6452	6243	7431	6574	6880	8467	9505	8950	7172	7416	6853	5934	87877	-15.56%
58		2018	6405	6096	6715	6137	6318	8353	10024							
59																
60																

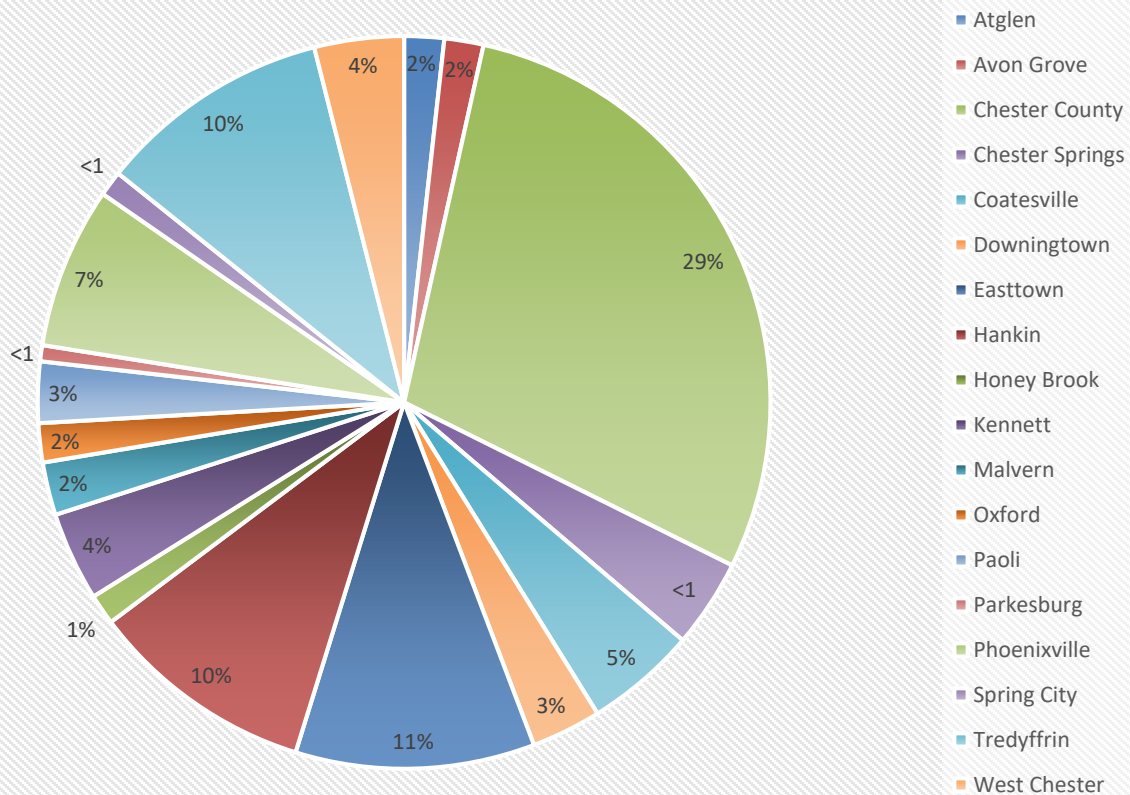
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U
61			January	February	March	April	May	June	July	August	September	October	November	December	Total	2015/2016 & 2016/2017
62	OXFORD	2015	9824	9348	10195	9688	9124	11925	14310	12610	10513	10486	9794	8561	126378	-3.62%
63		2016	10101	9930	10175	9071	9616	12459	12477	12216	9867	9749	9465	8234	123360	-2.39%
64		2017	9356	8425	9962	8779	9080	11236	12124	11406	9762	9852	9314	7820	117116	-5.06%
65		2018	8922	8768	9747	9779	9012	11180	12117							
66																
67	PARKESBURG	2015	5988	5524	6009	5733	4728	6015	6090	5822	5564	6153	5776	5243	68645	-4.89%
68		2016	5063	5352	6117	5356	4525	6188	6123	5858	5174	4711	5229	4833	64529	-6.00%
69		2017	4574	4094	5461	4865	4611	5523	4925	4994	4623	4995	4837	4262	57764	-10.48
70		2018	4365	4671	4750	5011	3994	4958	5472							
71																
72	PHOENIXVILLE	2015	18953	17975	20545	19512	17576	24239	26231	23933	19569	18861	18403	16380	242177	1.08%
73		2016	18142	17905	18874	18431	17577	22324	25259	23675	18234	17233	17936	15728	231318	-4.48%
74		2017	16863	15638	17989	16775	16883	20432	23422	21426	16406	16913	16482	14150	213379	-7.76
75		2018	16378	15456	18147	17387	17182	21454	24052							
76																
77	SPRING CITY	2015	3755	3375	3807	3751	3312	4538	5374	4223	3623	3549	3342	3131	45780	30.75%
78		2016	3371	3409	3770	3182	3153	4456	4443	4637	3583	3515	3166	3136	43821	-4.28%
79		2017	3376	2977	3149	3244	2855	4285	4370	4329	3281	3493	3062	2484	40905	-6.65
80		2018	2772	2887	3401	2923	3007	4212	4618							
87																
88	TREDYFFRIN/PAOLI	2015	28397	26554	29826	26823	26856	30768	33426	33110	27225	27733	26910	26597	344225	-1.98%
91		2016	29112	29095	30008	29071	28985	33163	36592	34309	29413	29917	28226	28149	366040	6.34%
92		2017	30829	28503	32762	30000	29348	34212	36846	34562	28763	29743	28788	26777	371133	1.39%
93		2018	30450	29542	33492	30027	29914	34180	37196							
94																
95	WEST CHESTER	2015	13147	12302	13483	12440	12219	16145	17986	15878	12978	13674	13108	11850	165210	0.39%
96		2016	12766	12923	13203	12582	12230	15853	16431	16343	12526	11858	11289	10335	158339	-4.16%
97		2017	12278	11849	13801	12686	12660	16059	17776	15914	12811	12521	12869	9965	161189	1.80%
98		2018	12105	11439	13480	12807	12309	14938	17168							
99																
100	System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209	
101		2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715	
102		2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963	
103		2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236	
104		2013	322760	310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974	
105		2014	303205	282462	330326	299557	296856	347702	411539	361843	317450	294446	285698	274294	3805378	
106		2015	309020	291129	317277	289670	278038	361649	394319	361008	303319	299507	287243	271629	3763808	-1.09%
107		2016	297683	299386	311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907	-1.51%
108		2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155	-1.18%
109		2018	287218	274771	314580	292360	285564	341944	383280							
110																
111	2010 to 2009	2010<2009	3.62%	-0.68%	4.12%	-4.83%	-2.02%	-2.45%	-2.03%	2.72%	-1.63%	-2.91%	2.14%	-3.47%	-0.60%	
112	2011 to 2010	2011<2010	-1.35%	-0.52%	-2.62%	1.83%	0.60%	1.00%	-4.35%	-0.15%	-0.89%	-1.00%	-2.17%	0.41%	-0.75%	
113	2012 to 2011	2012<2011	3.01%	4.52%	-4.15%	-0.25%	-0.41%	-0.77%	2.52%	-7.05%	-7.49%	-1.32%	-1.62%	-5.67%	-1.32%	
114	2013 to 2012	2013<2012	-2.55%	-5.11%	-4.61%	-1.92%	0.21%	-4.39%	2.74%	0.80%	0.05%	1.21%	-4.55%	-0.82%	-1.52%	
115	2014 to 2013	2014<2013	-6.06%	-8.97%	-1.57%	-4.29%	-3.77%	-5.06%	-5.01%	-4.77	4.65	-6.89%	-4.38%	1.94%	-3.83%	
116	2015 to 2014	2015<2014	1.92%	3.07%	-3.95%	-3.30%	-6.34%	4.01%	-4.18%	-0.23%	-4.45%	1.72%	0.54%	-0.97%	-1.09%	
117	2016 to 2015	2016<2015	-3.67%	2.84%	-1.68%	2.02%	4.32%	-0.99%	-4.71%	-0.53%	-3.39%	-3.83%	-3.11%	-4.27%	-1.51%	
118	2017 to 2016	2017<2016	-0.96%	-7.78%	3.26%	-1.53%	0.84%	-3.65%	-0.54%	-2.00%	-0.80%	2.25%	0.98%	-3.96%	-1.18%	
119	2018 TO 2017	2018<2017	-2.58%	-0.48%	-2.34%	0.46%	-2.36%	-0.88%	2.55%							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	OVERDRIVE CIRCULATION - Percentage Distribution 2018														
2															
3	Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
4	TOTAL		39517	35554	40880	39606	41221	43825	49446						290049
5	Atglen	0.28%	111	100	115	112	116	124	139						818
6	Avon Grove	3.05%	1205	1084	1247	1208	1257	1337	1508						8845
7	CCL/Hankin	34.42%	13603	12239	14073	13634	14190	15086	17021						99847
8	Chester Springs	2.20%	868	782	898	870	906	963	1087						6374
9	Coatesville	0.28%	109	98	113	109	114	121	137						801
10	Downingtown	6.38%	2521	2268	2608	2527	2630	2796	3155						18505
11	Easttown	19.33%	7638	6872	7901	7655	7967	8471	9557						56061
12	Honey Brook	0.46%	182	164	188	182	190	202	227						1334
13	Kennett	9.84%	3889	3499	4023	3898	4057	4313	4866						28544
14	Malvern	1.47%	581	523	601	582	606	644	727						4265
15	Oxford	3.23%	1275	1147	1319	1278	1330	1414	1596						9360
16	Parquesburg	0.32%	125	113	130	125	131	139	157						919
17	Phoenixville	4.38%	1730	1556	1789	1734	1804	1918	2164						12696
18	Spring City	0.57%	227	204	234	227	236	251	283						1663
19	Tredyffrin/Paoli	8.67%	3426	3082	3544	3434	3573	3799	4286						25144
20	West Chester	5.13%	2027	1823	2097	2031	2114	2247	2536						14875
21	Total	100.000%	39517	35554	40880	39606	41221	43825	49446	0	0	0	0	0	290050
22															
23	*NOTE - Occasionally due to rounding, the library closest to .50% may be rounded up or down to adjust for the rounding error in the total.														

July 2018 Computer Usage (Hours)

	Envisionware	Wireless	Total
Atglen	150.50	1995.50	2146.00
Avon Grove	290.25	1817.00	2107.25
Chester County	3036.50	32190.00	35226.50
Chester Springs	75.25	4695.75	4771.00
Coatesville	891.00	5090.25	5981.25
Downingtown	529.00	3237.75	3766.75
Easttown	1421.25	11463.75	12885.00
Hankin	480.25	11705.25	12185.50
Honey Brook	161.00	1480.75	1641.75
Kennett	658.50	4134.75	4793.25
Malvern	403.00	2446.00	2849.00
Oxford	419.50	1685.00	2104.50
Paoli	304.00	2991.00	3295.00
Parkesburg	191.00	673.00	864.00
Phoenixville	1165.25	7540.00	8705.25
Spring City	316.25	1045.50	1361.75
Tredyffrin	1510.50	11068.50	12579.00
West Chester	323.50	4494.75	4818.25
TOTAL	12326.50	109754.50	122081.00

Computer Usage



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Q	R
1	Computer Usage 2018 (hours)															
2															2018 YTD	2017 Annual
3		January	February	March	April	May	June	July	August	September	October	November	December	Total	Percentage	Percentage
4																
5	Atglen	2113.75	1732.25	2312.25	2220.00	1682.00	2059.25	2146.00						14265.5	2.01%	1.40%
6																
7	Avon Grove	1578.25	1757.75	1804.5	2092.00	2029.00	1868.00	2107.25						13236.75	1.86%	1.85%
8																
9	Chester County	28832.50	28615.75	30624.50	32655.00	34163.75	36125.50	35226.50						226243.5	31.81%	31.81%
10																
11	Chester Springs	455.25	672.25	593.50	917.75	2713.50	2677.25	4771.00						12800.5	1.80%	0.90%
12																
13	Coatesville	3338.50	3654.75	3926.00	5937.50	4804.50	5595.75	5981.25						33238.25	4.67%	5.40%
14																
15	Downingtown	2099.25	2062.75	2182.00	2709.25	2790.25	3596.75	3766.75						19207	2.70%	2.50%
16																
17	Easttown	11952.50	11460.25	9393.00	11999.75	9792.75	10604.75	12885.00						78088	10.98%	9.31%
18																
19	Hankin	7064.00	7097.50	7468.75	7511.50	9197.00	12465.50	12185.50						62989.75	8.86%	9.19%
20																
21	Honey Brook	1061.00	1124.00	1147.00	1284.25	1414.75	1174.50	1641.75						8847.25	1.24%	1.33%
22																
23	Kennett	4100.75	4302.75	4590.50	4686.00	4483.25	5284.00	4793.25						32240.5	4.53%	5.18%
24																
25	Malvern	1695.50	1830.50	1979.00	2350.75	1892.50	2265.75	2849.00						14863	2.09%	2.10%
26																
27	Oxford	2563.25	1949.25	2024.75	2336.75	2229.50	2229.00	2104.50						15437	2.17%	2.64%
28																
29	Paoli	2023.25	1948.00	2276.25	2734.75	2604.75	3274.75	3295.00						18156.75	2.55%	2.58%
30																
31	Parkesburg	574.75	601.75	567.50	852.75	934.25	952.50	864.00						5347.5	0.75%	1.14%
32																
33	Phoenixville	5989.00	5428.50	6117.00	6441.75	7926.50	7462.00	8705.25						48070	6.76%	6.47%
34																
35	Spring City	970.75	909.75	764.25	820.50	666.75	1374.75	1361.75						6868.5	0.97%	1.42%
36																
37	Tredyffrin	9752.25	10441.25	11628.50	11032.50	9961.75	11131.00	12579.00						76526.25	10.76%	11.04%
38																
39	West Chester	2958.00	3274.50	2859.00	3373.00	3412.25	4196.00	4818.25						24891	3.50%	3.74%
40																
41	System	89122.5	88863.5	92258.25	101955.75	102699.00	114337.00	122081.00	0	0	0	0	0	711317	100.00%	100.00%

Mobile Hotspot Lending Program Policy

Patron requirements:

- Must be 18 or older
- Must have an up to date library card and registration form
- Must have a library card in good standing (i.e.: cannot owe more than \$10.00 in fines or fees~~any fines or fees on card~~ or have any other restrictions on the card)
- Must pay the fee at the time of pickup
- Hotspots must be returned to the circulation desk, not outside book drop

Loan periods:

- 7 days or 14 days
- Reservable up to 60 days in advance (online, by phone or in person)~~Hotspots will not be holdable~~
- No renewals~~Renewals permitted (hotspot must first be returned to the circulation desk and fee paid before renewal)~~

Fee structure:

- \$14 for the 7 day loan period
- \$28 for the 14 day loan period
- Late fee: \$20 per day
- Lost or damaged fee: \$70 plus \$25 processing fee for lost/damaged hotspots
- \$5.00 fine if returned to book drop

Museum Pass Lending Program Policy

Patron requirements:

- Must be 18 or older
- Must have an up to date library card and registration
- Must have a library card in good standing (i.e.: cannot owe more than \$10.00 in fines or fees~~any fines or fees on card~~ or have any other restrictions on the card)
- Museum passes must be returned to the circulation desk, not outside book drop

Loan periods:

- 3 days
- Reservable~~Holdable~~ up to 60 days in advance (online, by phone or in person)
- No renewals
- A patron may borrow only one pass at a time and may reserve a particular pass only one time per month. However, multiple passes may be borrowed in a given month.
- The first time a pass is not picked up, the patron will be issued a warning. After the second time, the patron will be unable reserve a pass for three months.

Fee structure:

- Late fee: \$20 per day
- Lost or damaged fee: cost of pass, plus \$25 processing fee
- \$5.00 fine if returned to book drop

Holiday's and Closing 2019-2020 fiscal year

Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving Day	Thursday, November 28, 2019
Black Friday	Friday, November 29, 2019
Christmas Eve	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Eve	Tuesday, December 31, 2019
New Year's Day	Wednesday, January 1, 2020
Martin Luther King Jr. Day	Monday January 20, 2020
President's Day	Monday February 17, 2020
Good Friday	Friday April 10, 2020
Dogwood Festival Day	Saturday May 16, 2020
Memorial Day	Monday May 25, 2020

The Library is currently closed on Sunday's
There are no floating holidays for the 2019/2020 year.

Phoenixville Public Library Marketing and Development Plan 2018-2019

Mission statement: Provide access to information and services that address the educational, cultural and recreational needs of the community the library serves.

Values

Respect: We are committed through our actions and attitudes to value, support and respect all patrons and staff members.

Integrity: We strive to consistently adhere to sound principles and strong interpersonal values by serving the needs and demands of our community with commitment, integrity and excellence.

Stewardship: The PPL is a steward of information for our patrons, businesses and civic organizations, and the surrounding community.

Intellectual Freedom: We champion everyone's right to intellectual freedom, the right to receive and impart information and ideas through any media. We ensure open access and equal access to our shared information.

Innovation: We are constantly exploring new ways to provide services and materials that meet the needs of our community and more effective ways in which to provide these services.

Goal 1: To hold two fundraisers during the year to raise \$50,000 in revenue.

Objectives of Goal 1:

a. Wine, Wit & Wisdom

- a. To sell out the event, with Lisa Scottoline & Francesca Serritella as Guest Speakers for the 15th Annual WWW (**360 seats**)
- b. **November 8, 2018** – RiverCrest Golf Club & Preserve
- c. The date was pushed back a week to accommodate the Chamber of Commerce's Harvest Fest (Nov. 1, 2018)
- d. Raise ticket price for first-time attendees from \$85 to \$90, as it has been \$85 for years without an increase
- e. Seek new sponsorship opportunities
- f. Market to increase and attract greater interest, via social media
- g. Implement use of BidPal (mobile bidding)

b. Oktoberfest 2018

- a. Partnering with the Phoenixville Chamber of Commerce; Premier sponsors are Sly Fox and Bistro on Bridge
- b. This is a wonderful marketing/PR opportunity for the Phoenixville Public Library
- c. We will have more name recognition and brand awareness due to this strategic partnership
- d. The day will be full of food, music, beer and activities for all ages.

- e. This will be a fantastic collaboration for the Library, due to exposure, attendance and potential revenue.
- f. The monies yielded from this come from vendor fee table rentals, sponsorships, beverage/food sales, activities, entrance fee.
- g. This is a different crowd than our current fundraisers have.
 - i. We are trying to differentiate our base and be more palatable for donors and attendees of all ages
- h. As of 8/17/18, 5,200 people have expressed “interest” for this event
- c. Host a New Event, outside of A Novel Lunch (2019 or 2020)
 - a. Spring event IDEA: ***Beer Garden/Corn Hole tournament***
 - b. Market and publicize accordingly
 - c. Seek new sponsorships
 - i. **The event will be brand new and there are so many local businesses to work with*
- d. Phoenixville Public Library Foundation
 - a. Host “A Novel Lunch” and use social media & bookstore mailing list (as well as ours) to send out blasts in regards to this luncheon
 - b. Secure a reputable author with assistance from Towne Book Center
 - c. Host the annual Carnegie Society Reception, in partnership with the Frees Family for major/dedicated donors to discuss endowment/planned giving
 - i. Increase potential attendees list

Goal 2: To increase and retain business/corporate and individual donors from donations/Annual Appeal/Civic organizations

Objectives:

- a. Identify new corporate donors and retain current ones.
- b. To increase business support/donations

Goal 3: To increase and submit grants with a revenue goal of \$25,000

Objectives:

- a. Grants objective of \$25,000
 - a. Operational (full amount)
 - b. Seek out new granting/funding opportunities (i.e. RiverCrest Charity Classic) as previous grant opportunities are not continually going to fund at previous giving amounts
 - c. Represent PPL to grant funders at meetings, conferences, events, etc.
 - d. Hit the goal of donations at: \$16,000

Marketing/Outreach action items

- Coordinate library and foundation communication and mailings-
 - Annual Appeal- *Library-responsibility of Development Director*
 - Winter and Spring mailing/Library -11/2018 & 3/2019
 - Brochures - Create specific brochures (like the one for Passports) on the following:
 - Museum Passes
 - Hotspots
 - General Library information
 - Annual Report- *responsibility of Development Director*
 - 6/2019
 - Full color & online availability
 - Saves in giant cost of printed options
- Create a streamlined e-newsletter - currently
 - Implemented Constant Contact for quarterly long-form e-newsletter
 - Monthly “In the News at PPL” email to be sent as well
 - What’s happening at the Library (each month)
 - Added Instagram to our Social media presence
 - Handle is: **phxville_library**
 - Added hyperlink to website
 - Continually develop info-graphics to use throughout social media posts, website and e-communications.
 - Look into working with VoxiPop
 - Have them create several branded videos for our use, throughout the year, social media, etc.
 - Ex: They created a museum passes video on our behalf
 - Get videos similar to that created for our use and advertisement
- Advertising
 - Stock Photos - photographer Matthew Szoke (who shoots WWW)
 - Library photos for promotional items
 - Photos for Website, annual reports, brochures, etc.
 - Headshots- department heads
 - Board members (officers)
 - Interior & exterior