



**Board of Trustees Meeting Agenda
February 7, 2021 6:00p.m.**

Location: Zoom

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

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. Circulation Report
 - g. Statistics
 - h. Financials
- IV. New Business - Discussion Items
 - a. Welcome- Joe Sherwood- T. Bierer 5 minutes
 - b. Revisions to Masking Policy- L. Lorenzi 10 minutes
 - c. Request by CTC to host Voices of the Village program-L.Lorenzi 5 minutes
 - d. Trustee Term Limits & Trustee opening announcement- L.Lorenzi 5 minutes
 - e. Development Committee Update- L. Eustis 5 minutes
 - f. Budget Committee Update- M. English 5 minutes
 - g. Other new business 5 minutes
- Old Business – Discussion Items
 - a. Update on Systemwide Fundraiser- C. Porcelli 5 minutes
 - b. Update on operations/masking – L. Lorenzi 5 minutes
 - c. Collection Development Policy review and updates- L. Lorenzi 10 minutes
 - d. Statement of Concern Form updates- L. Lorenzi 5 minutes
 - e. Unattended child/vulnerable adult policy review/updates-L. Lorenzi 10 minutes
 - f. Other old business? 5 minutes
- V. Public Comments on Meeting – Limit 3 minutes per person
- VI. 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.
- VII. Next meeting Monday March 7, 2021- zoom
- VIII. – /Adjournment

**PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
December 6, 2021**

A Regular Meeting was called to order by Ted Bierer at 6:02 p.m.

BOARD MEMBERS PRESENT

Ted Bierer, President; Joe Koury, Secretary; Barbara Shepsko, Treasurer; Lauren Coy; Mike English; and Steve Hirsch

BOARD MEMBERS ABSENT

Lauren Eustis; Alan Fegley

STAFF PRESENT

Lara Lorenzi, Executive Director
Chris Porcelli, Director of Development

CONSENT AGENDA

On motion made by Ted Bierer, seconded by Steve Hirsch, 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 November 1, 2021; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) the Circulation Report; and (vii) Financial Statements for November 2021.

NEW BUSINESS

- Budget Committee: Ted Bierer suggested the need to establish a committee to review the current draft of the Library Budget and to make recommendations thereon prior to June 2022. Mr. Bierer appointed Mike English to chair the committee, and asked Barbara Shepsko and Steve Hirsch to also be on the committee, together with himself. Lara Lorenzi then indicated that the Phoenixville Area School District had inquired about the year-over-year increase, by percentage, of the proposed Library Budget as relates to its funding of the same. Mr. English concluded that so long as the year-over-year requested increase is within the Act 1 Index, and would therefore not require a voter referendum, then the School District would likely be receptive to the Library's request.
- Fundraising Committee: Ted Bierer indicated a desire to review Wine, Wit & Wisdom and investigate other fundraising opportunities. Mr. Bierer appointed Lauren Eustis to chair, and requested that Lauren Coy consider joining.
- Collection Development Policy: Lara Lorenzi discussed an update to the policy that she circulated, indicating it has been several years since the policy was last reviewed. Ms. Lorenzi indicated recent activity in having books banned in libraries, or even sections of books. She suggested both Mark Pinto and Rebecca Krause had been sent copies for review. Mike English suggested that Ms. Lorenzi circulate the draft to Joe Sherwood, Executive Director of the Chester County Library System, and to Alan Fegley, a suggestion which Ted Bierer echoed and requested that Ms. Lorenzi report back following completion.
- Unattended Children & Vulnerable Adults Policy: Lara Lorenzi discussed a new proposed policy that she circulated, which Steve Hirsch cautioned may be unclear with respect to what constitutes a "vulnerable adult." Mike English suggested that Ms. Lorenzi circulate the draft to Joe Sherwood, a suggestion which Ted Bierer again echoed and requested that Ms. Lorenzi report back following completion.

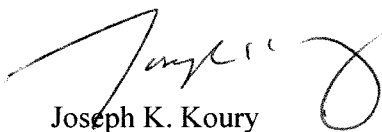
- Resumption of Adult Programming: Lara Lorenzi suggested that in-person adult programming, with limited attendance, masking and social distancing requirements in place, resume on Tuesday and Thursday nights beginning in January 2022. Ms. Lorenzi stated that department heads were in favor of this resumption, and that there is a concern of losing Library patrons' interest otherwise.
- Phoenixville Community Health Foundation: Lara Lorenzi indicated that the foundation awarded a grant to Library for technology to allow "hybrid" programming, and that additional information will be forthcoming.
- Operations: Lara Lorenzi informed the Board that she had applied for more CARES funding through Chester County, in the approximate amount of \$15,000, for additional masks, air purifiers, and the like.
- Little Free Pantry: Lara Lorenzi told the Library Board that non-perishables and toiletries would now be offered for free outside of the Library, courtesy of a sponsoring organization reaching out to her to implement the same.

OLD BUSINESS

- Bylaws: Joe Koury circulated a finally-revised set of Bylaws following review of a draft set on November 1, 2021. On motion made by Ted Bierer, seconded by Mike English, and by unanimous vote thereafter, the Board approved the proposed changes.
- Library Budget: Lara Lorenzi indicated that the updated draft budget circulated for this meeting had reduced the Library's overall spending by about \$3,000, and that it was now time for the Budget Committee to review and make recommendations to the Library Board.
- Wine, Wit & Wisdom: Chris Porcelli first thanked the Library Board for its support, then indicated the Wine, Wit & Wisdom Committee had met and determined that items offered for silent auction needed improvements, that the virtual presentation of those items needed to be better, but that, overall, the event was received positively. Mr. Porcelli indicated he looks forward to working with the Fundraising Committee, and that he is still planning two events for the rest of the fiscal year. Mr. Porcelli concluded that the event netted about \$16,000 for the Library.

Meeting was adjourned at 7:05 p.m.

Respectfully submitted,


Joseph K. Koury



Report submitted by: Lara Lorenzi

February 2022 Library Board of Trustees Meeting

Informational Updates:

- The library will be closed on Monday February 21, 2022 for President's Day.
- Update: I have submitted documentation for County Cares Act funding for reimbursement of PPE supplies, cleaning/disinfection supplies, and loss of revenue. We are now able to submit this information for the 2021 calendar year compared to the 2019 calendar year. With this change the request for funds has changed. We are now requesting approx. \$54,000 for this grant. The paperwork has been submitted and reviewed by CCLS and will be sent on to the County. When we receive the funds, I'll let you all know.
- We are working with a local company to set up a Little Free Pantry at the library. It will be located outside for anyone to use or drop off items for the pantry, much like a Little Free Library. As long as PASD is ok with having the pantry put on the grounds, we are all set to go. This program is at no cost to the library. Update: We will now receive the pantry in February. The org donating it will be making a video and stocking it when it first gets put up. We will be able to share the video as well.
- Policy questions: No library in the system has a policy regarding vulnerable adults. I did add a document that has a policy that is in place at a library along with various definitions of vulnerable adult that we can adapt or use for our policy.
As for the collection development policy question regarding how items are selected, this wording was taken from the CCL policy and is used by most of the libraries in the system. That being said we can always update it if we feel the wording is problematic.
- We will be reviewing the unattended child/vulnerable adult policy changes and the collection development policy changes. Please look at the edits in the board packets and the information for the questions that came up at the last meeting.
- The board is asked to look over the masking policy. We do not have anything addressing medical exemptions. Please look over the changes made to the masking policy and accommodations for those who can't or won't wear a mask.
- The library will be a polling location for the May 17th and November 8th elections this year.
- I am working on an RFP for auditing services, I intend to send it out to 3 different organizations for consideration. I will also send it out to our current auditor. If you have any suggestions as far as an auditor please let me know. I will be sending an RFP to the organization that the CCLS uses, our current auditor and the company PASD uses. The rfp will cover the years ending June 30, 2022, June 30, 2023, and June 30, 2024. I will bring the proposals to the board for approval.
- I have been selected to serve as the Vice President for the System Advisory board. This is a 3-year term and will be voted on at the next SAC quarterly meeting.
- The library has purchased at home covid tests for employees. Any employee who needs a test can take a box home. Each box has two tests in it. We will keep tests on hand for when employees are exposed or have symptoms and need a test. We continue to buy kn95 masks for staff and disposable masks for patrons who don't have them.
- Chris Porcelli and I were invited over for a tour of the new community rec center on the north side of town. The new building is amazing and we see many ways in which we can partner with the borough and bring programming over to their new location. We also discussed the possibility of having a book locker located at the new rec center. They will discuss this idea with the borough manager. When we have more information, we will be sure to share.

- Steve Hirsh, Christine Nicholson and I attended our first session for the Nonprofit Equity Institute. It looks like we will be learning quite a bit that will need to be shared with the board and employees. I look forward to future sessions and see where this learning can move our organization forward in making the library an equitable organization.
- I continue to watch all of the PASD board meeting each month to keep up on concerns and items the school district is dealing with along with being informed on the budget process.
- PASD Budget Timeline:
 - Jan10th-Budget Early Look
 - Jan 24th -Approve Act 1 Index
 - Feb. 28th -Preliminary budget update
 - March 28th- Present preliminary budget
 - April 6th- Budget Town Hall
 - April 11th- Approve proposed final budget
 - May 23rd- Approve final budget

Personnel Updates:

- We are in the process of interviewing for a circulation assistant position opening. We hope to have the position filled by the end of Feb.

Facilities Update:

- Cleaning 6 days a week will continue until further notice. Employees continue to wipe down high touch areas while on shift.
- Routine light bulb replacement.
- We continue to have elevator issues. It does not respond; the buttons don't light up and/or just isn't working. We have been very fortunate that PASD can come out the same day it goes down to reset it. We are starting to see that the elevator stops working at least once a week at this point. PASD is working on getting an estimate for the cost to replace the elevator.
- PASD came over to clean off the walk after the snow arrived the evening of Jan 6 and the morning of Friday Jan 7th.
- On January 14th we had issues with all of the toilets in the library. The upper level bathroom toilets when flushed were flooding the lower level bathrooms and those on the lower level were clogged. An outside plumbing company was called in to flush the sewer pipes for the library, taking care of the blockage. We did not have to close the library as we were without toilets for less than an hour.
- PASD has asked the elevator company to come and inspect the elevators and sent a quote to the school district for what needs to be replaced and how much it will cost. When we have that information, I'll be sure to share. There has also been some discussion on supply demand changes and how long it might take to get the equipment needed to replace the elevator.

Curbside Pick- Up:

November 2021

Total Reservations Placed: 38

Completed Reservations: 35

December 2021

Total Reservations Placed: 48

Completed Reservations: 48

January 2022

Total Reservations Placed: 71

Completed Reservations: 62

E-Material Circulation: (Circulation calculated by patron's home library.)

- November 2021
 - E-books: 3,064
 - E-audio:2,214

- Total: 5,278
- December 2021
 - E-books: 3,405
 - E-audio: 2,334
 - Total: 5,739
- January 2022
 - E-book: 3,804
 - E-audio: 2,473
 - Total: 6,277

Book Locker:

- January 2022: 144 checkouts

Door Count:

July 2021: 6,444 (This is 47% below our door county for July 2019 16% increase over the June 2021 door count stats.)

August 2021: 6,271

September 2021: 5,032 (We had holiday closures, as well as, weather closures in September)

October 2021: 5,754

November 2021: 5,326 (11/1-11/27) Sensor was blocked so we are missing 2 days' worth of numbers. The library was also closed 11/25 & 11/26.

December 2021: 5,034 (unfortunately the count is off due to items blocking the counter, the numbers should really be higher.) This is an 86% increase over the 12/2020 door count.

January 2022: 5,468 This is an 85% increase over 1/2021.

Chester County Library System Updates:

- The library has updated it's ILS. The update makes the system more user friendly, titles covers show along with other integrated information that wasn't available before. You can now see reviews, other items by the author and much more in the catalog.
- Our library card catalog computers are being replaced by CCLS, they are at end of life.
- The SAC board changed starting July 2022. The terms for the officers is 3 years. Our library is one of the three libraries on the rotation to provide a person to be an officer. I have volunteered for our library to be our representative on the SAC board.
- Chester County has hired a new Executive Director. Mary Gazdik. Mary previously worked at the Middletown Library in Delaware County and was previously the Library Director in Narberth and a Head Librarian at the Glenside Library in the Cheltenham Library system (both in Montgomery County).

State Updates:

None at this time.

Meetings/Trainings

- 12/8 Tri-County Network info. Zoom
Staff Appreciation Dinner
- 12/9 Too many bags- training
Rotary
- 12/14 District Librarians Meeting
- 12/15 Fundraising Committee Meeting
- 12/17 Vacation
- 12/20 Meeting with Mark Pinto and Rebecca Krause- Operations/Programming
- 12/22 HUB
- 12/24 Library Closed
- 12/25 Library Closed
- 12/27-12/30 Vacation
- 12/31 Library Closed

1/1 Library Closed
1/3 Vacation
1/6 Rotary
Meeting with Chris Porcelli- Fundraising
1/10 Equity Institute
1/11 District Librarians & System Advisory Committee Meeting
1/12 Fundraising Committee Meeting
1/13 Training- Campaigning to bring people back into the library
Meeting with Chris Porcelli- events
1/14 Meeting with Mike English- Budget Committee
1/17 Library Closed
1/18 Chamber Roundup
1/19 HUB
Development Roundtable
PHX Social Services zoom- PCHF
1/20 Rotary
1/21 Budget Committee Meeting
1/25 CCLS Annual report/legislative breakfast report meeting
1/26 Vega Showcase Training
1/27 New Recreation/Civic Center tour/meeting with Chris Porcelli
1/28 Meeting with Mike English
Meeting with Ted Bierer
2/1 Equity Institute meeting
2/3 Rotary

Youth Services Report for January 2022 For February 2022 Board Meeting

Community Outreach & Partnerships

- We continue to promote the Children's Library to the community through newsletters, Facebook, Twitter, various media in the area, and handouts to patrons when picking up their reserved books.
- Promotion of our calendars and programs through the Phoenixville Area School District.
- We are also promoting activities available by other organizations in the community.

Programming:

Programs held January 1 through January 25 are listed below. The program schedule is listed in the newsletters along with the ability to enroll.

Monthly Statistics:

Preschool Programs Virtual		
Toddler Story Time	4	128 Viewings
Mighty Preschoolers Story Time	3	85 Viewings
Let's Celebrate Author Oliver Jeffers	1	6 Viewings
Subtotal Preschool Classes	8	219 Viewings
Outreach/Off-site Preschool Story Time Viewings		
Phoenixville Area Children's Learning Center: Main St.	1	33 Viewings
Franklin Commons	1	28 Viewings
	1	28 Viewings
Total Outreach Viewings	3	89 Viewings
Total Viewings of Virtual Programs	11	308 Viewings
Teen Programs-Virtual/Picking Up Materials		
Mystery Book Bag	1	1 Participant
Young Adult Book Reading	1	4 Participants
Subtotal Teen Programs	2	5 Participants
Total Programs Children's Library in December	13	313 Participants
Visiting Groups		
VFKH Montessori School	2	15 Children/Adults
Visiting Groups Total	2	15 Children/Adults
Other Activities:		
1000 Books Before Kindergarten		2 New Registrations
Books Selected/Distributed to PACLC Franklin Commons		20 Books Distributed

AWE Computers for children. We currently have three computers available for use.

January: 201 total sessions, 91 hours usage, 27 minutes average time per session

Physical Displays in the Library in January

Authors/Illustrators: 100th Anniversary of Newbery Award, Oliver Jeffers for Let's Celebrate Story Time, Survival Fictions, Gothic Fiction & Mysteries for Edgar Allan Poe Birthday, Animal Tales for A.A. Milne Birthday, Hight Fantasy for Lloyd Alexander Birthday, Peter Rabbit, Patricia Polacco, etc.

Ongoing: Pokemon Books on Display, -Ology Books, Peter Rabbit Books, Patricia Polacco Books, National Geographic *Little Kids First Big Book Of...*, Hooked on Phonics Sets. Where's Waldo? Over-sized Bridge Books.

Themes: Topical Book Displays: Hobby Month, Train/Walk Your Dog Month, Snowmen, New Year's Day Staff Favorites, Step in a Puddle & Splash Your Friend Day, Learn Your Name in Morse Code Day, Rubber Ducky Day, Hat Day, Martin Luther King, Jr. Day, Opposite Day, National Geographic Day, LEGO Day, Puzzle Day/Choose Your Own Adventure, Inspire Your Heart with Art Day, Jackie Robinson's Birthday, and more.

Book Bundles.

We fulfilled five requests resulting in 46 books being selected and sent out to patrons.

We also sent out 20 selected books to PACLC Franklin Commons Preschool.

Coloring/Activity Sheets. Approximately 250 sheets were taken in January.

Newsletter

The Children's Library Newsletter is currently an interactive newsletter offering information and activities for children and families, and variously contains the elements listed below. Events in **bold-faced** type were added this month in addition to the ongoing activities.

Newsletters were published on January 7, January 21.

Greeting - linked to a related theme of a special day or month: **Happy New Year, 2022! National Hobby Month, National Bubble Bath Day, Learn Your Name in Morse Code Day, National Step In A Puddle & Splash Your Friends Day, National Sticker Day, Martin Luther King, Jr. Day, Hat Day, Opposite Day, Rubber Ducky Day, National Puzzle Day, Bubble Wrap Appreciation Day.**

Promotion of Library Program: Take Your Child to the Library Day! Saturday, February 5 offering library card signups, a craft, activity sheets, bookmarks, stickers, and coloring pages.

Promotion of Children's Library Programs and Events along with how to register.

- Promotion of Book Bundles.
- Details and instructions with link on how to search the library catalog to place books and other items. on hold for Library pickup.
- Information about Computer Use, Passport Processing and Notary Public Services.
- Listing of library hours with subsequent changes.

General

- **Utilizing Instagram and Facebook to promote new items and specific book themes.**
- **Readings via online videos of picture books, often related to recent events: *Winter Is Here* by Kevin Henkes, *The Biggest Snowman Ever* by Steven Kroll. These videos are linked with information about how to access the books.**
- **Videos: *Learn About Morse Code, Take A Look At A Rare Blanket Octopus, Meet the Octopus!***

For older children:

- **January Calendar of daily writing prompts.**

For Teens: Promotions

- **Our New Normal: How Teens Are Redefining School Life, January 25, 7:00 PM.**
- **Princeton Review Study Skills Week, January 11-13.**
- **PARN Teen Talk Line**

For Families & Adults:

Promotion of:

- **2022 Chinese New Year Culture Fair** at Great Valley High School, January 30, 1:00-5:00 PM.
- **Theraplay Classes:**
Disability Has No Look: Putting A Spotlight on the Spectrum, January 22, 4:00-6:00 PM. Discussion and Book Signing with author.
The Importance of Going to the Doctor for Well Visits During the Pandemic, January 28.
- **LIHEAP Program** to assist with heating bills.
- **Get free At-home Covid-19 Tests.**
- **Obtain free N95 masks through the White House.**
- **Ongoing COVID-19 virus information access.**
- **Fire & Frost Fun at Peddler's Village:** January 7 & 8.
- **Winter Wonderland Hayride**, January 18 & 20, 5:00-9:00 PM.
- **PBS Pinkalicious New Episodes**, January 10-12. Along with access to obtain the books from library.

Additional Activities

- Decorated foyer case for the New Year, library for Chinese New Year.
- Intensive assessment of Children's collections with removal of non-circulating, outdated, and damaged materials.
- Began Summer Planning.
- Ordering of new items for collections.

- Creation of monthly Youth Services calendar.
- Creation and publication of Children's Library Newsletters.
- Booking and Publicizing of Children's Library Calendar and events.
- Fulfilling Book Bundle requests.

Meetings/Training

- Children's & Teen Librarians Meeting via Chester County Library, January 25.
- VEGA Showcase Training, January 26.
- Meeting with L. Lorenzi regarding Summer 2022 Planning, January 24.

Correspondence in January

- Ongoing contact with R. Livsey via phone and email regarding library topics.
- Email and/or phone contact with other staff members as needed: L. Lorenzi, M. Pinto, C. Nicholson, C. Porcelli.
- Emails with questions from patrons about issues with programs, other inquiries.
- Correspondence with Outreach Preschools.
- Correspondence with J. Clancy at Chester County Library on various topics: recently Science in the Summer, and Summer Reading.

Coverage: Supported Circulation Desk on as-needed basis.

January 2022 **Young Adult Report**

Program Overview

Creating a multitude of different programs and activities for patrons to enjoy at a variety of different age ranges from story times, to movie trivia, book talks, and more while maintaining the Young Adult collection and our online presence.

Coverage

Coverage at Circulation Desk: on as-needed basis.

Monthly Activities/ Programs

Created various posts online for patrons through different media outlets

Facebook/Instagram

- January Young Adults Programs
- 1000 Books Before Kindergarten
- Let's Celebrate Author Program
- Weekly Virtual Programs

Twitter

- Upcoming Programs

YouTube

- Toddler Story Time x 4
- Preschool Story Time x 4
- Let's Celebrate – Oliver Jeffers

Other

- YA Mystery – January Edition

Webinar's/Meetings

- New Year, New Books: A First Look at 2022 - Jan. 11th
- Newbery on Newbery: Celebrate 100 years of the Newbery with four award-winning authors! - Jan. 12th
- Authors and ARCs, Part I - Jan. 18th

- Authors and ARCs, Part II - Jan. 20th
- What's It Really Like? Join the 2022 Mock Newbery LIVE! - Jan. 21st

Other Planning

- Decorated the downstairs bulletin board
- Put up new flyers of upcoming YA programs to display in the YA Room
- Worked on weeding and organizing the Young Adult Room.
- Ordered books for Young Adult and picture books for Children's.
- Continued creating different programs for ages 0-18 to be able to watch and enjoy during the school year.

Things created and/or being worked on so far have been:

Created Story Time Videos – Toddler Time Topics

January

- Science

February

- Lunar New Year
- Valentines Day
- Black History Month

Created Story Time Videos – Mighty Preschoolers Topics

January

- Letter Q

February

- Letter R
- Letter S
- Letter T

Created Story Time Videos – Let's Celebrate

- Oliver Jeffers

Created a book talk for teens

- Here's to Us by Becky Albertalli, Adam Silvera.

January 2022
Adult Services Report
(all events/statistics as of January 31)

Regular Activities

- Scheduling passport application acceptance and notary appointments; covering passport appointment shifts on Wednesday and Friday mornings; handling notary appointments as needed and available.
- Updating Library website, including Community/Government Announcements pages, as needed.
- Posted regularly to Facebook, Instagram and Twitter regarding Library programs, upcoming online events, government announcements, and other informative or entertaining items of interest to patrons.
- Scheduling and hosting online and in-person programs with outside presenters; posting selected program videos to YouTube channel.
- Updating online Library Events Calendar, creating and sending e-mail press releases, and posting event announcements to other locally-based online calendars.
- Sending weekly Constant Contact e-mail newsletters to 2,300+ adult contacts regarding Library services and programs, online resources for education and cultural entertainment, and important Library and community/government announcements.
- Ordering books and other Library materials for collection; weeding collection regularly.
- Select book and lead monthly book discussion group at Phoenixville Area Senior Center.

Meetings/Workshops/Other Events Attended

- PARN (Phoenixville Area Resource Network) Zoom meeting 1/25
- Social Media Plan meeting with Chris, Rebecca & Becca 1/25

Upcoming Special Programs/Events

- “Community Gardening around the Village: The Planting Calendar” with Sherry Wildfeuer, 2/10
- “Local Author Talk and Book Signing: CK Sobey: *Musings, Woolgathering & Ghosts*”, 2/17
- “Saving and Investing” with Katrina Boyer, PA Department of Banking and Securities, 2/24
- “Why You’ll Soon Be Driving an Electric Car... and Be Happy About It” with Lee Berger, 2/28
- Antiques & collectibles presentation with Walter Hook, 3/3
- “First Ladies of the United States” with Jim Segrave-Daly, 3/7

Program/Event/Other Planning

- Scheduling special online and in-person programs for April and beyond.
- Preparing for eventual transfer to Museum Key/Lending Key software for circulating museum passes, hotspots, etc.

January Passport Application Acceptance Statistics

Appointments	342
Income	\$15,080.00

January Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	Not available
Adult Laptop Individual Users	Not available
Mobile Printing Users	14
Mobile Hotspot Checkouts	23
Museum Pass Checkouts	18
Roku Checkouts	0

January Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	9	
Phoenix Fiction Writers	9 (2 sessions)	
Phoenixville Tech Group	65 (5 sessions)	
Tech Help appointments	7	
Career Success Group	22 (4 sessions)	
Books on Tap	12	
Movies on Tap: Zoom Edition	8	
Movie Night: "Respect"	9	
Outreach: Phoenixville Senior Center Book Club	4	
"Sleep and Health" 1/3	12	25
"Identity Theft" 1/6	12	12
"The Volta Way: Make Your Home a Safe and Restorative Place" 1/13	10	25
"Kitchen Design 2022: Designing for a New Era" 1/20	11	11
"Community Gardening around the Village: Herbal Tea Making Workshop" 1/24	9	
"Author Talk: Bessie Lawton & Anita Foeman: "Who Am I? Identity in the Age of Consumer DNA Testing" 1/31	17	3 (first day)
PBS Books videos on Facebook page	19+	

Respectfully submitted,
 Mark Pinto
 Adult Services Director

Development Report – January 2022

FY21

Grants: (\$24,600/\$20,000)

Drafting – East Pikeland ARPA Application - \$10,000 (eMaterials)

Special Events: (\$20,562/\$40,000) 12/30

Novel Tea with Erik Larson and Abbott Kahler, aka Karen Abbott
Wednesday, March 9th 7pm – 8pm

Tickets Launched 1/24

Total Ticket Sales: 108 Total

Phoenixville: 12

Tea Ticket: \$55

General Ticket: \$35

Please purchase a ticket by visiting the Library's website.
Help spread the word.

Targeted Individual Giving (\$21,398/\$26,000)

Spring Appeal – April

Service Area Engagement: (Phoenixville Borough, East Pikeland, Schuylkill Township, Charlestown Township)

East Pikeland Supervisors Meeting – Attended with Ted, who presented a Library update

Phoenixville Borough – Attended a tour of the rec. center with Lara. Discussed moving the book locker.

Schuylkill Township – Populated a new little free library at Pickering Preserve with donated books.

Social Media Snapshot:

Facebook Stats for January 1st – January 31st

7,136 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

302 Post Engagement: people who clicked on posts

2,899 Total Followers

Facebook Stats for December 1st – December 29th

1,214 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

194 Post Engagement: people who clicked on posts

2,868 Total Followers

Instagram Stats for January 1st – January 31st

486 Accounts Reached – the number of unique accounts that have seen library posts

67 Accounts Engaged – the number of unique accounts that have interacted with library posts

930 Total Followers

Instagram Stats for December 1st – December 29th

428 Accounts Reached – the number of unique accounts that have seen library posts

40 Accounts Engaged – the number of unique accounts that have interacted with library posts

915 Total Followers



Circulation Report for February 2022

Circulation Department:

- Looking to hire one more part-time circulation assistant
 - Mondays from 5 P.M. to 8 P.M. and Wednesdays from 5 P.M. to 7 P.M.
 - Currently interviewing candidates
- Chester County Library System created new library card applications, which we are distributing

Volunteers:

- **Total Amount of Volunteer Hours from December 30th through January 31st: 64.5**
- **Total Amount of Volunteer Hours this fiscal year: 436.5**

Library Card Sign-ups:

- **Total Amount of Patron Applications from December 30th through January 31st: 117**

Meetings:

- Meeting with Lara – January 10th and January 20th
- Non-Profit Equity Institute – February 1st and February 17th
- PaLA Public Library Division Meeting – February 9th

Continuing Education:

- Growing Digital Equity Through Community Partnerships – February 3rd
- Copyright for Librarians: What you need to know – February 9th
- Staff are continuing to complete CCLS's continuing education
 - New Hires are completing the New Hire courses
 - All staff are completing the Annual Refresher courses
- Looking into basic sign language and basic Spanish courses for staff

Additional Updates:

- MS Day: February 25th
- Renewed PaLA membership
- Edited the PaLA Quarterly Bulletin

Respectfully Submitted,

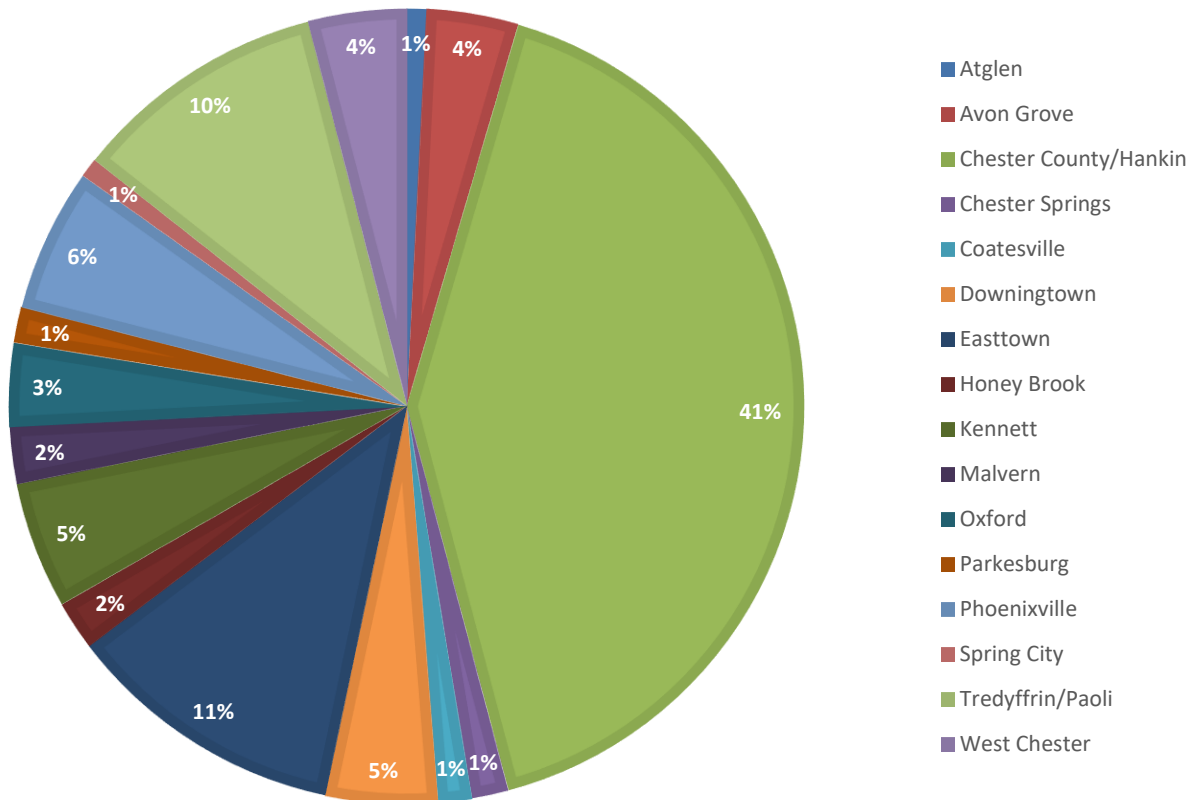
Christine Nicholson
Circulation Manager & Volunteer Coordinator
February 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U
			January	February	March	April	May	June	July	August	September	October	November	December	Total	
123																
124																
127	TREDYFFRIN/PAOLI	2016	29112	29095	30008	29071	28985	33126	36592	34309	29413	29917	28226	28149	366040	6.34%
128		2017	30829	28503	32762	30000	29348	34212	36846	34562	28763	29743	28788	26777	371133	1.39%
129		2018	30450	29542	33492	30027	29914	34180	37196	34597	30110	30224	29301	27796	376829	1.53%
130		2019	32444	30670	33220	31319	29629	32899	36563	35057	31093	31583	29979	29330	383786	1.85%
131		2020	32884	33602	20374	8202	8923	13557	22464	25710	25925	25290	22762	19922	259615	-32.35%
132		2021	20659	18421	24680	24230	24718	29178	32707	31704	24807	26929	26285	26682	311000	19.79%
133																
134	WEST CHESTER	2016	12766	12923	13203	12582	12230	15853	16431	16343	12526	11858	11289	10335	158339	-4.16%
135		2017	12278	11849	13801	12686	12660	16059	17776	15914	12811	12521	12869	9965	161189	1.80%
136		2018	12105	11439	13480	12807	12309	14938	17168	15807	12913	13138	12141	10995	159240	-1.21%
137		2019	12868	11891	13036	12488	11819	14638	16878	15584	12550	13173	12712	11355	158992	-0.16%
138		2020	11457	12587	7371	3021	3348	5536	11246	11762	11375	11832	9848	8277	107660	-32.29%
139		2021	8743	8694	10721	10200	10402	13546	14644	13624	11691	11097	11185	10304	134851	25.26%
140																
141																
142																
143			January	February	March	April	May	June	July	August	September	October	November	December	Total	
144																
145	System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209	
146		2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715	
147		2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963	
148		2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236	
149		2013	322760	310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974	
150		2014	303205	282462	330326	299557	296856	347702	411539	361843	317450	294446	285698	274294	3805378	
151		2015	309020	291129	317277	289670	278038	361649	394319	361008	303319	299507	287243	271629	3763808	-1.09%
152		2016	297683	299386	311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907	-1.51%
153		2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155	-1.18%
154		2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3662750	-0.01%
155		2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3709404	1.27%
156		2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547	-30.76%
157		2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851	29.29%
158																
159	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%	
160	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%	
161	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%	
162	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%	
163	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%	
164	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%	
165	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%	
166	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%	
167	2018 to 2017	2018<2017	-2.58%	-0.48%	-2.34%	0.46%	-2.36%	-0.88%	2.55%	0.00%	1.45%	1.30%	-0.30%	3.13%	-0.01%	
168	2019 to 2018	2019<2018	6.96%	4.72%	-0.83%	1.01%	0.56%	-0.76%	1.23%	-0.17%	-0.12%	0.93%	1.10%	3.83%	1.27%	
169	2020 to 2019	2020<2019	-0.49%	5.93%	-39.21%	-73.02%	-69.74%	-60.69%	-42.24%	-27.00%	-14.72%	-13.50%	-14.70%	-10.93%	-30.76%	
170	2021 to 2020	2021<2020	-17.50%	-23.59%	43.31%	215.85%	192.79%	130.83%	51.65%	30.78%	10.43%	5.67%	11.44%	8.14%	29.29%	
171																
172	YTD 2020		305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547	
173	YTD2021		252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851	29.29%

December 2021 Circulation

	Sierra	OverDrive	Total
Atglen	1266	779	2045
Avon Grove	6714	2907	9621
Chester County/Hankin	80081	26419	106500
Chester Springs	1928	1913	3841
Coatesville	2745	809	3554
Downingtown	9454	2247	11701
Easttown	15494	13903	29397
Honey Brook	4679	468	5147
Kennett	7729	5547	13276
Malvern	4479	1528	6007
Oxford	6679	1988	8667
Parkesburg	3475	267	3742
Phoenixville	10529	4516	15045
Spring City	1677	371	2048
Tredyffrin/Paoli	18829	7853	26682
West Chester	7672	2632	10304
TOTAL	183430	74147	257577

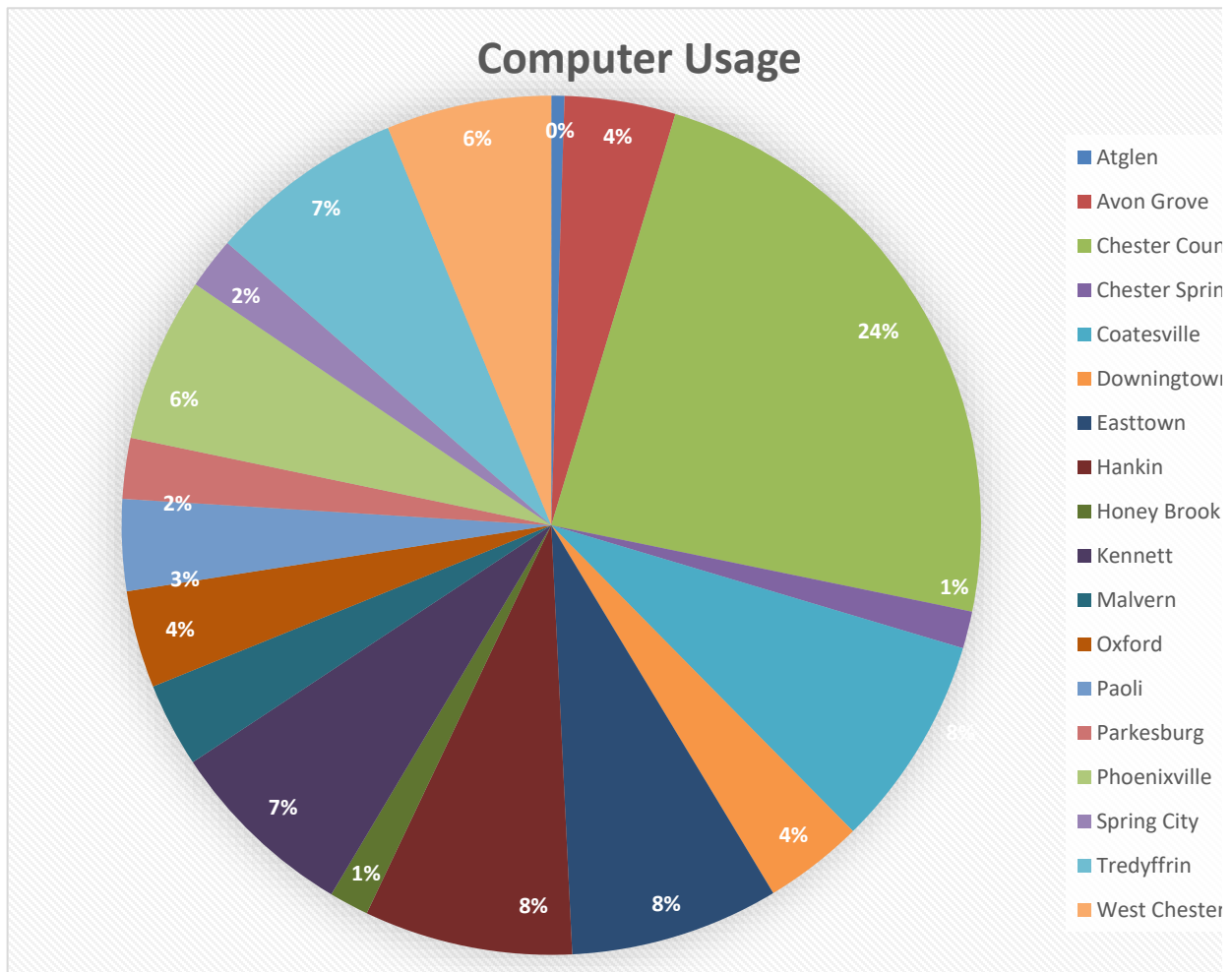
PERCENTAGE DISTRIBUTION



OverDrive Percentage Distribution 2021														
Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	
Atglen	1.05%	849	779	845	772	793	787	833	831	749	760	748	779	9526
Avon Grove	3.92%	3167	2908	3155	2881	2960	2937	3109	3102	2796	2835	2792	2907	35548
Chester County/HH	35.63%	28783	26423	28674	26180	26899	26690	28257	28190	25411	25762	25372	26419	323060
Chester Springs	2.58%	2085	1914	2077	1896	1948	1933	2047	2042	1841	1866	1838	1913	23399
Coatesville	1.09%	881	809	878	801	823	817	865	863	778	789	777	809	9889
Downingtown	3.03%	2448	2248	2439	2227	2288	2270	2403	2398	2161	2191	2158	2247	27479
Easttown	18.75%	15147	13905	15090	13777	14156	14046	14870	14835	13373	13557	13351	13903	170010
HoneyBrook	0.63%	509	468	507	463	476	472	500	499	450	456	449	468	5718
Kennett	7.48%	6043	5548	6020	5496	5648	5603	5933	5919	5335	5409	5327	5547	67826
Malvern	2.06%	1665	1528	1658	1514	1556	1544	1634	1630	1470	1490	1467	1528	18684
Oxford	2.68%	2166	1988	2157	1970	2024	2008	2126	2121	1912	1938	1909	1988	24305
Parkesburg	0.36%	291	267	290	265	272	270	286	285	257	261	257	267	3270
Phoenixville	6.09%	4920	4517	4901	4475	4598	4562	4830	4819	4344	4403	4337	4516	55223
Spring City	0.50%	404	371	403	368	378	375	397	396	357	362	356	371	4539
Tredyffrin/Paoli	10.59%	8555	7854	8523	7782	7995	7934	8399	8379	7553	7657	7541	7853	96025
West Chester	3.55%	2868	2633	2858	2609	2681	2660	2816	2809	2531	2567	2528	2632	32193
Total	100.0%	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693

December 2021 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	2	94	96
Avon Grove	190	620	810
Chester County	1222	3354	4576
Chester Springs	29	242	271
Coatesville	439	1113	1552
Downingtown	224	504	728
Easttown	277	1250	1527
Hankin	286	1237	1523
Honey Brook	110	179	289
Kennett	204	1185	1389
Malvern	187	429	616
Oxford	243	469	712
Paoli	42	626	668
Parkesburg	171	273	444
Phoenixville	407	799	1206
Spring City	58	318	376
Tredyffrin	196	1238	1434
West Chester	224	971	1195
TOTAL	4511	14901	19412

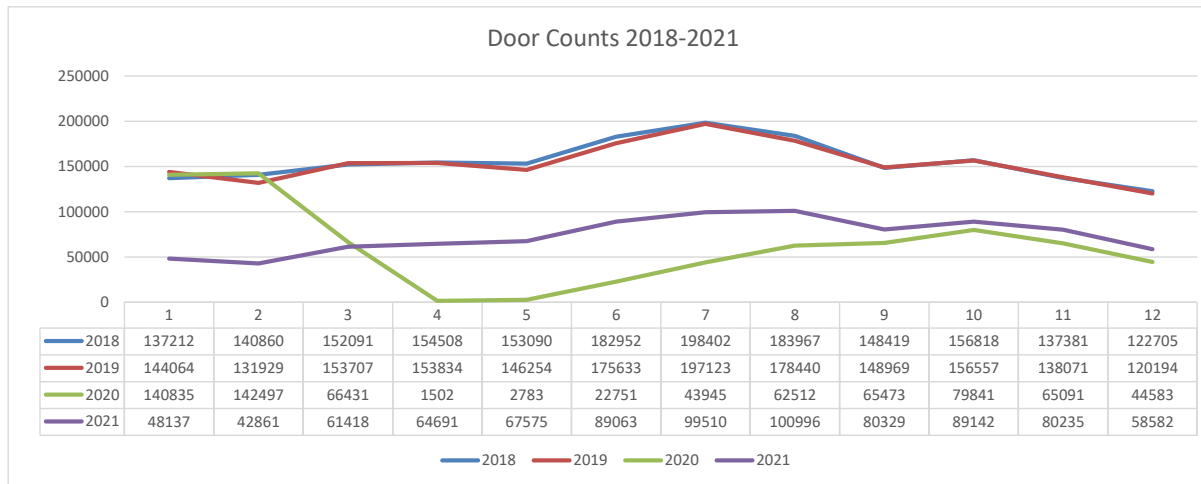


Door Count Comparisons 2021

	January	February	March	April	May	June	July	August	September	October	November	December	Total	vs Prior year
Atglen														
2018	1556	1506	1714	1702	2010	2977	3261	2485	1884	1893	1656	1298	23942	5.84%
2019	1753	1501	1761	1781	1792	2476	2652	1847	1639	1714	1460	1347	21723	-9.27%
2020	1450	1517	698	22	24	436	573	617	734	662	589	524	7846	-63.88%
2021	491	511	791	958	961	1540	1612	1389	1148	1132	947	1061	12541	59.84%
Avon Grove														
2018	7065	7973	9237	8805	9115	10718	13116	11713	8338	8966	7651	6311	109008	1.32%
2019	7602	6680	8233	9043	8509	10881	12812	10576	8155	9165	7812	5882	105350	-3.36%
2020	7776	7963	3985	83	68	2231	3792	4185	4401	4694	3985	3560	46723	-55.65%
2021	4030	3576	4878	4554	4679	5838	6838	6074	5123	5096	5615	4694	60995	30.55%
Chester County														
2018	34479	36748	37918	38170	35526	42083	47453	43422	35524	35968	32698	32324	452313	-1.62%
2019	36441	34793	38496	36405	33223	40524	46845	42052	33777	34142	31804	30102	438604	-3.03%
2020	34107	35364	15169	254	265	3289	8054	21504	22842	25025	21321	15766	202960	-53.73%
2021	16597	15043	18047	15737	16300	21393	23329	22932	18370	19542	17976	16062	221328	9.05%
Chester Springs														
2018	1387	1356	1597	1430	1556	1987	2863	1942	1538	1601	1468	1418	20143	-6.77%
2019	1651	1727	1868	1868	1716	2442	3246	2375	1844	1761	1774	1667	23939	18.85%
2020	1741	1654	877	71	93	742	1132	1010	950	944	750	662	10626	-55.61%
2021	709	621	947	977	1523	1574	1486	1761	1151	1520	1236	1079	14584	37.25%
Coatesville														
2018	5023	5379	5586	6378	6788	7606	7345	6513	5053	5956	4697	4386	70710	-2.25%
2019	5871	4975	5900	6842	6519	6747	7080	6326	5669	6692	4961	4558	72140	2.02%
2020	5219	5081	2418	17	49	347	164	725	1106	1236	836	747	17945	-75.12%
2021	792	719	1509	1886	2040	2549	3064	3087	2233	2633	2423	2507	25442	41.78%
Downingtown														
2018	7674	8804	10167	9050	8978	11910	11835	11625	9209	10599	7710	6745	114306	6.86%
2019	8156	8387	10301	9235	9048	12016	12990	12643	10605	10753	8408	6866	119408	4.46%
2020	8490	9006	4311	138	168	1491	1720	2017	1999	1767	3406	2702	37215	-68.83%
2021	2911	2371	3359	3635	4280	6872	7584	7747	6984	7875	5689	5210	64517	73.36%
Easttown														
2018	11915	11789	11678	13061	13220	14805	14834	14222	13339	14562	11832	10429	155686	-4.72%
2019	12439	11485	13310	13558	13829	14537	15356	13433	12802	13910	12317	10051	157027	0.86%
2020	12480	12562	5830	70	371	1410	3979	5287	5392	7891	6905	25	62202	-60.39%
2021	18	62	551	3796	3221	4285	5703	6775	6178	8576	8981	5190	53336	-14.25%
Hankin														
2018	10146	9886	11194	11545	10524	12507	13089	12738	10438	11193	9866	8216	131342	-3.66%
2019	10042	9149	11089	10582	9997	11644	12887	11313	9984	10691	9129	8289	124796	-4.98%
2020	9971	9966	5008	166	185	1536	3290	4437	4700	9464	4572	4466	57761	-53.72%
2021	4801	4377	5772	5316	5130	6854	7561	7528	5926	6217	5953	5559	70994	22.91%
Honey Brook														
2018	2391	2419	2424	2842	2751	3072	3428	3292	2787	2971	2440	2047	32864	-2.10%
2019	2439	2304	2505	2872	2664	3083	3494	3525	2683	2755	2428	2048	32800	-0.19%
2020	2274	2421	1232	102	568	836	1517	1515	1570	1695	866	462	15058	-54.09%
2021	831	715	1509	1587	1757	2212	2414	2279	2150	2171	1924	1800	21349	41.78%

	January	February	March	April	May	June	July	August	September	October	November	December	Total	vs Prior year	
Kennett	2018	7878	8236	8762	8530	9020	11481	13664	12159	8442	9643	7883	7135	112833	-2.61%
	2019	8481	7154	8644	8852	8895	11444	13892	10942	8113	9183	7771	7174	110545	-2.03%
	2020	7681	7649	4324	220	375	715	1250	1713	1621	1729	1365	1475	30117	-72.76%
	2021	1491	1356	3682	5455	5655	6811	7424	6797	5759	5943	5321	4862	60556	101.07%
Malvern	2018	4967	4696	5007	5313	5536	6260	8055	6727	4936	5190	4339	4730	65756	-2.19%
	2019	5353	4388	5033	5156	5194	5941	7619	6534	4938	5296	4453	4211	64116	-2.49%
	2020	5257	4896	2235	39	99	1506	2635	2077	2052	2301	2037	1760	26894	-58.05%
	2021	2298	1922	2608	2451	2308	3214	3635	3473	2947	3337	3007	2908	34108	26.82%
Oxford	2018	5267	4926	5222	5944	5688	7087	7279	7240	5837	6117	5356	4211	70174	-4.52%
	2019	5621	4677	5471	5737	5422	6375	6601	6704	6281	5943	4668	4211	67711	-3.51%
	2020	5131	4799	2347	49	121	1083	2442	2715	2917	6356	2717	2256	32933	-51.36%
	2021	2620	2356	3799	4000	3972	4186	4542	4623	3350	3867	3437	3275	44027	33.69%
Paoli	2018	3755	3905	4413	4380	4297	5198	4893	5407	4772	4238	4088	3725	53071	-4.26%
	2019	4454	4204	4714	4740	4496	4987	5356	5390	4422	4407	4505	3747	55422	4.43%
	2020	4400	4168	2047	13	16	575	1185	1309	1302	1255	987	1275	18532	-66.56%
	2021	1266	1199	1224	1166	1248	1606	1882	1860	2029	2010	1839	1969	19298	4.13%
Parkesburg	2018	2258	2338	2555	2841	2634	3050	3356	3110	2506	2816	2230	2242	31936	-7.71%
	2019	2276	2137	2615	2917	2581	2791	3000	2810	2652	2727	1986	2254	30746	-3.73%
	2020	2377	2438	1302	93	79	984	1538	1549	1788	2229	1688	1699	17764	-42.22%
	2021	1661	1391	1962	1827	1891	2360	2288	2613	1987	2217	2138	1905	24240	36.46%
Phoenixville	2018	9481	9423	9837	11051	10676	12275	13452	13008	9735	11024	9467	7685	127114	2.13%
	2019	9953	7836	9378	10604	10021	12086	14193	12998	10468	11377	10007	8222	127143	0.02%
	2020	10317	10245	4783	61	56	1552	3245	2955	3031	3151	2790	2701	44887	-64.70%
	2021	2957	2353	3503	2884	2743	5577	6444	6271	5032	5754	5326	5034	53878	20.03%
Spring City	2018	2397	2374	2505	2490	2974	3406	4019	3592	2537	2885	3143	2526	34848	-0.20%
	2019	2253	2058	2409	2540	3003	2907	3862	3238	2534	2820	2711	2349	32684	-6.21%
	2020	2300	2519	1109	0	19	1081	1185	1181	1024	1311	1920	891	14540	-55.51%
	2021	775	681	1039	1451	1628	1304	1488	1854	1533	1518	1678	1544	16493	13.43%
Tredyffrin	2018	12824	12661	15134	13658	14044	17115	16880	15406	14091	13476	13107	11474	169870	-2.89%
	2019	12671	12415	14757	13718	12244	15606	15644	16964	15356	15463	14425	10985	170248	0.22%
	2020	13769	13392	5674	34	138	876	2357	3590	3865	3752	3732	987	52166	-69.36%
	2021	1042	896	2830	3598	4363	5578	6463	6587	3930	5370	6391	5317	52365	0.38%
West Chester	2018	6749	6441	7141	7318	7753	9415	9580	9366	7453	7720	7750	5803	92489	-5.51%
	2019	6608	6059	7223	7384	7101	9146	9594	8770	7047	7758	7452	6231	90373	-2.29%
	2020	6095	6857	3082	70	89	2061	3887	4126	4179	4379	4625	2625	42075	-53.44%
	2021	2847	2712	3408	3413	3876	5310	5753	7346	4499	4364	4903	4667	53098	26.20%

System	January	February	March	April	May	June	July	August	September	October	November	December	Total	vs Prior year
2012	161518	161722	183550	170684	166654	198815	217166	202201	157984	161980	160298	134527	2077099	
2013	163055	156259	166850	170117	164205	190964	225885	204258	160740	171381	153109	126853	2053676	-1.13%
2014	140519	129249	165962	160647	157185	178969	222343	189800	168728	161670	146714	138137	1959923	-4.57%
2015	143599	138253	152532	159097	147844	189168	206319	185330	157475	158951	145434	132509	1916511	-2.21%
2016	131097	142252	159983	162479	147881	182774	189787	189277	149974	153010	144736	123890	1877140	-2.05%
2017	141934	138018	160044	151650	154080	186998	194478	193915	152695	158760	146829	123592	1902993	1.38%
2018	137212	140860	152091	154508	153090	182952	198402	183967	148419	156818	137381	122705	1868405	-1.82%
2019	144064	131929	153707	153834	146254	175633	197123	178440	148969	156557	138071	120194	1844775	-1.26%
2020	140835	142497	66431	1502	2783	22751	43945	62512	65473	79841	65091	44583	738244	-59.98%
2021	48137	42861	61418	64691	67575	89063	99510	100996	80329	89142	80235	58582	882539	19.55%



Phoenixville Public Library
Balance Sheet
As of January 31, 2022

	Total			
	As of Jan 31, 2022	As of Jan 31, 2021 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	92,409.02	5,600.05	86,808.97	1550.15%
100.2 Operating Money Market	587,422.55	498,635.51	88,787.04	17.81%
100.3 Operating Credit Card Receipts	14,975.48	6,288.21	8,687.27	138.15%
100.5 Certificate of Deposit (59969)	20,637.00	20,000.00	637.00	3.19%
100.6 Certificate of Deposit (59970)	21,036.00	20,000.00	1,036.00	5.18%
100.7 Certificate of Deposit (59971)	31,711.00	30,000.00	1,711.00	5.70%
Total 100 Phoenixville Federal Savings #1	\$ 768,191.05	\$ 580,523.77	\$ 187,667.28	32.33%
105 Petty Cash	500.00	500.00	0.00	0.00%
105.6 Paypal	0.00	5,369.00	-5,369.00	-100.00%
Total 105 Petty Cash	\$ 500.00	\$ 5,869.00	-\$ 5,369.00	-91.48%
106 Circulation Cash	500.00	500.00	0.00	0.00%
Total Bank Accounts	\$ 769,191.05	\$ 586,892.77	\$ 182,298.28	31.06%
Other Current Assets				
125 Supplies	0.00	0.00	0.00	
130 Prepaid Expenses	453.00	8,509.00	-8,056.00	-94.68%
140 Accounts Receivable - Other	0.00	0.00	0.00	
Total Other Current Assets	\$ 453.00	\$ 8,509.00	-\$ 8,056.00	-94.68%
Total Current Assets	\$ 769,644.05	\$ 595,401.77	\$ 174,242.28	29.26%
Fixed Assets				
150 General Fixed Assets				
150.1 Leasehold Improvements				
150.1.1 1999/2000 Addition	0.02	0.02	0.00	0.00%
150.1.2 General	0.06	0.06	0.00	0.00%
Total 150.1 Leasehold Improvements	\$ 0.08	\$ 0.08	\$ 0.00	0.00%
150.2 2012/2013 Renovation	0.00	0.00	0.00	
150.6 Computer Equipment	-0.12	-0.12	0.00	0.00%
150.8 Furniture & Fixtures	0.28	0.28	0.00	0.00%
Total 150 General Fixed Assets	\$ 0.24	\$ 0.24	\$ 0.00	0.00%
Total Fixed Assets	\$ 0.24	\$ 0.24	\$ 0.00	0.00%
TOTAL ASSETS	\$ 769,644.29	\$ 595,402.01	\$ 174,242.28	29.26%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
201 Accounts Payable	31,319.00	500.00	30,819.00	6163.80%

220 Credit Card Payables	200.00	200.00	0.00	0.00%
Total Accounts Payable	\$ 31,519.00	\$ 700.00	\$ 30,819.00	4402.71%
Other Current Liabilities				
221 Accounts Payable - Other	0.01	0.01	0.00	0.00%
230 Employee Costs Payable				
230.1 Salaries Payable	16,801.95	14,412.95	2,389.00	16.58%
230.5 Accrued Vacation	7,158.00	7,358.00	-200.00	-2.72%
230.9 Reimbursements by PPL	0.00	0.00	0.00	
Total 230 Employee Costs Payable	\$ 23,959.95	\$ 21,770.95	\$ 2,189.00	10.05%
250 Deferred Income	0.00	0.00	0.00	
Total Other Current Liabilities	\$ 23,959.96	\$ 21,770.96	\$ 2,189.00	10.05%
Total Current Liabilities	\$ 55,478.96	\$ 22,470.96	\$ 33,008.00	146.89%
Long-Term Liabilities				
280 Line of Credit (3 year)	0.00	0.00	0.00	
Total Long-Term Liabilities	\$ 0.00	\$ 0.00	\$ 0.00	
Total Liabilities	\$ 55,478.96	\$ 22,470.96	\$ 33,008.00	146.89%
Equity				
300 Opening Bal Equity	0.00	0.00	0.00	
310 Contributed Capital	0.24	0.24	0.00	0.00%
319 Net Assets	684,903.30	363,499.91	321,403.39	88.42%
Net Income	29,261.79	209,430.90	-180,169.11	-86.03%
Total Equity	\$ 714,165.33	\$ 572,931.05	\$ 141,234.28	24.65%
TOTAL LIABILITIES AND EQUITY	\$ 769,644.29	\$ 595,402.01	\$ 174,242.28	29.26%

Wednesday, Feb 02, 2022 08:19:39 AM GMT-8 - Cash Basis

Phoenixville Public Library
Budget vs. Actuals: Budget 2021-2022 - FY22 P&L
 July 2021 - January 2022

	Actual	Budget	Total over Budget	% of Budget	Prev. Year
Income					
400 Appropriations					
400.1 Appropriation - P.A.S.D.	289,170.00	578,340.00	-289,170.00	50.00%	567,305.00
400.2 Appropriation - County	76,245.16	101,330.00	-25,084.84	75.24%	40,173.36
400.3 Appropriation - State		92,636.00	-92,636.00	0.00%	
400.4 Appropriation - Charlestown Tws		5,500.00	-5,500.00	0.00%	
400.5 Appropriation - Schuylkill Twp	6,250.00	4,000.00	2,250.00	156.25%	4,000.00
400.6 Appropriation - East Pikeland		7,000.00	-7,000.00	0.00%	
Total 400 Appropriations	\$ 371,665.16	\$ 788,806.00	-\$ 417,140.84	47.12%	611,478.36
412 Development Income					
412.1 Grants	24,600.00	20,000.00	4,600.00	123.00%	20,000.00
412.1.2 Grants - Restricted					15,000.00
Total 412.1 Grants					35,000.00
412.2 Projects/Events	20,562.71	40,000.00	-19,437.29	51.41%	21,438.05
412.2.2 Chester County Payout	-7,974.48		-7,974.48		
412.2.1 WWW - Restricted					355.00
Total 412.2 Projects/Events	\$ 12,588.23	\$ 40,000.00	-\$ 27,411.77	31.47%	21,793.05
412.6 Individual Giving					
412.6.1 Unsolicited	361.65		361.65		390.09
412.6.2 Unsolicited Memorial Gifts	835.00		835.00		90.00
412.6.3 Target Donors	21,398.68	26,000.00	-4,601.32	82.30%	14,657.54
412.6.4 Restricted - General	332.00	3,000.00	-2,668.00	11.07%	
412.6.5 Restricted - Children	301.18	3,000.00	-2,698.82	10.04%	
Total 412.6 Individual Giving	\$ 23,228.51	\$ 32,000.00	-\$ 8,771.49	72.59%	15,047.63
412.7 Corporate Engagement					
412.7.1 Third Party Fundraising	25.69		25.69		
412.7.3 Matching Gifts	3,897.67		3,897.67		2,101.68
Total 412.7 Corporate Engagement	\$ 3,923.36	\$ 3,000.00	\$ 923.36	130.78%	2,101.68

Total 412 Development Income	\$	64,340.10	\$	95,000.00	-\$	30,659.90	67.73%	73,942.36
420 Operations Income								
420.1 Fines		7,563.48		5,600.00		1,963.48	135.06%	2,724.80
420.10 Notary Services		574.00		500.00		74.00	114.80%	230.00
420.11 Rentals/Roku								
420.11.1 Library Income		6.60				6.60		
420.11.2 PA Sales Tax		0.40				0.40		
Total 420.11 Rentals/Roku	\$	7.00	\$	0.00	\$	7.00		
420.2 Passport Applications		88,788.55		70,000.00		18,788.55	126.84%	30,210.29
420.3 Interest		961.48		1,000.00		-38.52	96.15%	506.09
420.4 Items Sold								
420.4.1 Library Income		1,204.56		400.00		804.56	301.14%	181.93
420.4.2 PA Sales Tax		125.39				125.39		
Total 420.4 Items Sold	\$	1,329.95	\$	400.00	\$	929.95	332.49%	181.93
420.5 Lost Books		616.00		1,500.00		-884.00	41.07%	925.52
420.6 Other (Copier, etc.)								
420.6.1 Library Income		1,334.27		1,000.00		334.27	133.43%	608.40
420.6.2 PA Sales Tax		80.23				80.23		
Total 420.6 Other (Copier, etc.)	\$	1,414.50	\$	1,000.00	\$	414.50	141.45%	
420.8 Rentals/Collection								
420.8.1 Library Income		577.77		1,400.00		-822.23	41.27%	787.95
420.8.2 PA Sales Tax		-22.50				-22.50		14.40
Total 420.8 Rentals/Collection	\$	555.27	\$	1,400.00	-\$	844.73	39.66%	802.35
420.9 Hot Spots						0.00		
420.9.1 Library Income		1,832.26		1,000.00		832.26	183.23%	378.00
420.9.2 PA Sales Tax		109.74				109.74		
Total 420.9 Hot Spots	\$	1,942.00	\$	1,000.00	\$	942.00	194.20%	378.00
Total 420 Operations Income	\$	103,752.23	\$	82,400.00	\$	21,352.23	125.91%	36,567.38
Total Income	\$	539,757.49	\$	966,206.00	-\$	426,448.51	55.86%	721,988.10
Gross Profit	\$	539,757.49	\$	966,206.00	-\$	426,448.51	55.86%	721,988.10
Expenses								
500 Adult Library								
500.1 Books								
500.1.1 Physical Books		15,833.95		30,000.00		-14,166.05	52.78%	16,681.34

500.1.2 E-Books	12,069.57	20,862.00	-8,792.43	57.85%	9,425.79
500.1.3 Print Materials County Funded					1,300.00
500.1.4 Downloadable Materials County					2,487.95
500.1.5 Other Materials County Funded					3,211.73
Total 500.1 Books	\$ 27,903.52	\$ 50,862.00	-\$ 22,958.48	54.86%	33,106.81
500.13 Professional Develop. Material	714.47	500.00	214.47	142.89%	779.47
500.14 Museum Passes	1,100.00	1,500.00	-400.00	73.33%	775.00
500.15 Mobile Hotspots	1,681.04	4,300.00	-2,618.96	39.09%	1,761.06
500.2 Magazines & Newspapers	3,479.58	6,000.00	-2,520.42	57.99%	466.60
500.3 Audios	3,228.47	5,000.00	-1,771.53	64.57%	2,407.04
500.4 Videos	2,125.11	4,000.00	-1,874.89	53.13%	1,981.78
500.5 Software					74.87
500.6 Reference	-314.13	500.00	-814.13	-62.83%	305.74
500.7 Programs - Adult	1,085.00	2,000.00	-915.00	54.25%	975.00
500.8 Program Supplies - Adult	18.10	500.00	-481.90	3.62%	-17.17
Total 500 Adult Library	\$ 41,021.16	\$ 75,162.00	-\$ 34,140.84	54.58%	42,616.20
510 Youth Library					
510.1 Books					
510.1.1 Physical Books	11,931.89	25,048.00	-13,116.11	47.64%	12,515.12
510.1.2 E-Books	5,818.84	6,954.00	-1,135.16	83.68%	5,321.21
Total 510.1 Books	\$ 17,750.73	\$ 32,002.00	-\$ 14,251.27	55.47%	17,836.33
510.13 Young Adult - All	1,795.65	3,000.00	-1,204.35	59.86%	1,583.03
510.14 Programs - Young Adults		500.00	-500.00	0.00%	
510.15 Program Supplies - Young Adult	51.99	500.00	-448.01	10.40%	
510.2 Magazines	562.85	700.00	-137.15	80.41%	566.86
510.3 Audios	351.11	1,500.00	-1,148.89	23.41%	380.12
510.4 Videos	521.70	1,400.00	-878.30	37.26%	768.83
510.5 Software	234.34		234.34		364.62
510.7 Programs - Children		2,000.00	-2,000.00	0.00%	39.98
510.8 Program Supplies - Children	642.83	1,500.00	-857.17	42.86%	308.06
Total 510 Youth Library	\$ 21,911.20	\$ 43,102.00	-\$ 21,190.80	50.84%	21,847.83
520 Development Expense					
520.1 Annual Appeal	2,726.00	5,600.00	-2,874.00	48.68%	2,237.00
520.3 Special Events	5,834.75	22,500.00	-16,665.25	25.93%	5,803.05

520.5 Marketing	366.46	500.00	-133.54	73.29%	
520.8 Donor Management		3,988.00	-3,988.00	0.00%	
Total 520 Development Expense	\$ 8,927.21	\$ 32,588.00	-\$ 23,660.79	27.39%	8,040.05
530 Administration					
530.1 General					
530.1.1 Audit/Form 990	6,500.00	8,700.00	-2,200.00	74.71%	6,000.00
530.1.2 Library Board Expenses	2,373.80	1,700.00	673.80	139.64%	1,204.10
530.1.3 Staff Development/Memberships	614.90	1,000.00	-385.10	61.49%	523.20
530.1.4 Insurance	1,326.00	1,500.00	-174.00	88.40%	2,652.00
530.1.5 Advertising	150.00	500.00	-350.00	30.00%	57.22
530.1.7 Credit Card Fees	4,303.68	3,000.00	1,303.68	143.46%	4,305.41
530.1.8 Marketing and Website	1,587.39	3,000.00	-1,412.61	52.91%	2,017.70
530.1.9 Miscellaneous	129.38		129.38		31.43
Total 530.1 General	\$ 16,985.15	\$ 19,400.00	-\$ 2,414.85	87.55%	16,791.06
540 Utilities					
540.1 Electricity	7,801.73	14,600.00	-6,798.27	53.44%	7,168.29
540.2 Gas	1,690.63	3,500.00	-1,809.37	48.30%	1,531.60
540.3 Telephone	3,278.37	6,000.00	-2,721.63	54.64%	3,210.89
540.4 Trash Collection	270.00	356.00	-86.00	75.84%	267.00
540.5 Water & Sewer	540.68	1,350.00	-809.32	40.05%	238.22
Total 540 Utilities	\$ 13,581.41	\$ 25,806.00	-\$ 12,224.59	52.63%	12,416.00
550 Computer Expense					
550.2 Hardware	5,039.02	1,000.00	4,039.02	503.90%	-76.90
550.4 Software	600.00	1,800.00	-1,200.00	33.33%	600.00
550.5 Software Maintenance	677.80	2,000.00	-1,322.20	33.89%	590.29
550.6 Supplies	683.07	2,000.00	-1,316.93	34.15%	645.73
Total 550 Computer Expense	\$ 6,999.89	\$ 6,800.00	\$ 199.89	102.94%	1,759.12
560 Other Supplies and Expense					
560.1 Collection Maintenance	1,571.07	2,800.00	-1,228.93	56.11%	1,306.08
560.2 Library	3,358.59	3,500.00	-141.41	95.96%	2,348.83
560.3 Office	1,656.09	3,500.00	-1,843.91	47.32%	1,182.44
560.4 Postage	5,801.28	6,500.00	-698.72	89.25%	2,625.92
Total 560 Other Supplies and Expense	\$ 12,387.03	\$ 16,300.00	-\$ 3,912.97	75.99%	7,463.27
570 Equipment Leasing/Rental	3,420.38	5,090.00	-1,669.62	67.20%	3,859.63

580 Buildings & Grounds								
580.1 Maintenance								
580.1.2 Grounds			1,000.00	-1,000.00	0.00%			
Total 580.1 Maintenance	\$	0.00	\$	1,000.00	-\$	1,000.00	0.00%	
580.5 Janitorial Expense								
580.5.1 Service	8,500.00	20,000.00	-11,500.00	42.50%	8,625.00			
580.5.2 Supplies	1,708.75	5,000.00	-3,291.25	34.18%	2,845.91			
Total 580.5 Janitorial Expense	\$	10,208.75	\$	25,000.00	-\$	14,791.25	40.84%	11,470.91
580.7 Minor Improvements and Repairs	423.43	500.00	-76.57	84.69%				
Total 580 Buildings & Grounds	\$	10,632.18	\$	26,500.00	-\$	15,867.82	40.12%	11,470.91
Total 530 Administration	\$	64,006.04	\$	99,896.00	-\$	35,889.96	64.07%	53,759.99
610 Salaries & Benefits								
610.1 Salaries								
610.1.1 Full-Time	193,282.54	405,880.00	-212,597.46	47.62%	211,071.98			
610.1.2 Part-Time	46,155.75	89,146.00	-42,990.25	51.78%	43,475.64			
610.1.3 Passport Agents	8,823.57	21,192.00	-12,368.43	41.64%	4,135.24			
Total 610.1 Salaries	\$	248,261.86	\$	516,218.00	-\$	267,956.14	48.09%	258,682.86
610.2 Social Security Expense	18,334.40	39,491.00	-21,156.60	46.43%	19,018.12			
610.3 Employee Benefit Expense	63,508.67	98,224.46	-34,715.79	64.66%	62,503.43			
610.3.2 H.S.A. Contribution	2,999.88	9,000.00	-6,000.12	33.33%	4,499.82			
Total 610.3 Employee Benefit Expense	\$	66,508.55	\$	107,224.46	-\$	40,715.91	62.03%	67,005.25
610.4 Retirement Expense	41,525.28	79,805.00	-38,279.72	52.03%	41,586.90			
Total 610 Salaries & Benefits	\$	374,630.09	\$	742,738.46	-\$	368,108.37	50.44%	386,293.13
Unapplied Cash Bill Payment Expense	0.00		0.00		0.00			
Total Expenses	\$	510,495.70	\$	993,486.46	-\$	482,990.76	51.38%	512,557.20
Net Operating Income	\$	29,261.79	-\$	27,280.46	\$	56,542.25	-107.26%	209,430.90
Net Income	\$	29,261.79	-\$	27,280.46	\$	56,542.25	-107.26%	209,430.90

Wednesday, Feb 02, 2022 08:26:27 AM GMT-8 - Cash Basis

Phoenixville Public Library Masking Policy

Face masks are required to be worn in the library at all times. The mask must be properly worn covering both the nose and the mouth. If the mask is removed at anytime during the visit in the library, library employees will ask the patron to fix the mask one time. If the employee needs to talk with a patron regarding the proper wearing of a face mask a second time, that patron will be asked to leave the library.

If you do not have a face mask, the library has disposable masks for your use.

All patrons and employees are required to properly wear a mask, in the library, at all times.

Entrance into the library without a face mask/covering is not a proper accommodation. Those who choose not to wear a mask or cannot wear a mask due to a medical exemption may not enter the library. Reasonable accommodations include curbside pickup, use of the exterior book locker, electronic resources and WiFi available outside of the building are available to ensure use of the library and it's services.

Those refusing to properly wear a face covering or to maintain six-foot distance will be required to leave the library. Refusal to leave the library for not following this policy could result in being banned from the library for a specific period of time.

Patrons age 2 and up must wear a face mask at all times in the library.

Acceptable Face coverings for Library Use:

- Masks must have two (2) or more layers of breathable fabric like cotton.
- N95 masks and disposable masks are acceptable.
- Mask can be made from tightly woven fabrics that do not let light through.
- Masks must completely cover the nose and the mouth.
- Masks must fit properly on the face. (Snug fit with no gaps.)
- Single layer masks, masks with valves, bandana's, scarves and single layer gaiters are unacceptable face coverings.
- Goggles and face shields are not acceptable face coverings. Face shields may be worn with a mask.

Reviewed and approved by the Phoenixville Library Board of Trustees

Date: April 5, 2021

Revised: May 18, 2021

Revised:

COLLECTION DEVELOPMENT

Mission Statement

The mission of the Phoenixville Public Library is to provide access to information and services that address the educational, cultural and recreational needs of the community the Library serves.

Purpose

The purpose of the collection development policy is to state clearly the principles for selecting materials for the Phoenixville Public Library.

Responsibility for Selection

Adult materials selection is the responsibility of the- Director of Adult Services ~~Head of Adult Services~~. Children's materials selection is the responsibility of the- Children's Librarian Youth & Teen Services Director. Ultimate responsibility for materials selection rests with the Executive Director, who operates within the framework of policies determined by the Library's Board of Trustees.

Service Responses

The Phoenixville Public Library Board of Trustees has identified ~~two~~ service responses for the Phoenixville Public Library, relative to its collection development. They are listed below with their accompanying goals.

Service Response #1: Lifelong Learning

Goals:

- All community members will have access to a wide variety of materials and information to pursue lifelong learning ~~so they can to~~ enhance their quality of life.
- Youth-, teens and their families will have access to a welcoming place ~~for to~~ access information and services to support individual ~~and~~ family development and learning.

- ~~All~~ children under the age of five will have the opportunity to develop ~~the~~ language and prereading skills ~~they needed~~ to enjoy reading and use information through and beyond their years of formal education.
- *All patrons will have access to a welcoming environment to help meet their educational, cultural, and recreational needs.*

Service Response #2: Current Topics and Titles

Goals:

- All community members will have access to popular titles, and current topics, and titles in a variety of formats ~~so they can~~ in order to pursue individual interests.
- ~~Older adults~~ All Library patrons will have access to cultural, educational and recreational opportunities and materials to support individual needs and interests.
- The Library's collections will be organized in ways that make items easy to help make it easy for individuals to find what they are looking for. and The Library will be merchandised through use of displays and display shelving to help highlight special collections and other materials.
- The Library's collections will provide a variety of material types (print, electronic, DVDsdvd, videogames, etc.), access to technology and alternative collections.

Formats

The Library will ~~collect~~ create a library collections that contains appropriate materials in a variety of formats in order to support ~~of its~~ the stated service responses. These include, but are not limited to:

- Books: including fiction and nonfiction, hardback, ~~and~~ paperback, and large type-print titles
- Periodicals: magazines, newspapers
- Audio materials: ~~books on tape and CD~~ books on CD, Playaways, downloadable audio-books, music CDs
- Video materials: ~~videocassettes,~~ DVDs
- Electronic materials: CD-ROMs, downloadable books, wi-fi hotspots, Internet access, apps and online databases
- Museum pPasses

Collection Locations

Adult Collection

Adult Fiction

Mystery

Science Fiction

Paperback Fiction

Large Type

[Adult Fiction eE-Bbooks](#)

Adult Nonfiction

Oversize Nonfiction

Biography

Collective Biography

[Circulating Encyclopedias](#)

[Adult Nonfiction eBE-books](#)

[Spanish Language Books](#)

[Spanish Language Music CDs](#)

[Spanish Language DVDs](#)

~~YA Fiction~~

~~YA Paperback Fiction~~

~~YA NonfictionAbooksB~~

Reference

Reference Desk

[Local History](#)

~~Reference CD-ROMs~~

~~Vertical file material (brochures, pamphlets, etc. for in-library use)~~

Magazines

Newspapers

~~Books on Tape~~

Books on CD

[Playaways](#)

[eAE-audiobooks](#)

Videos

DVDs: Fiction and Non-Fiction

Software

Music CDs

Museum Passes

Wi-Fi Hotspots

Video-games

Young Adult Collection

YA Fiction

YA Paperback Fiction

YA Nonfiction

YA biographies

YA books on CD

YA Playaways

YA e-audio

YA e-books

YA DVD's

YA Tablets

YA Magazines

YA Video Games

Children's Collection

Picture Books

Juvenile Fiction

Juvenile Nonfiction

Reference

Biography

Graphic Novels

E-books

Reference

~~Reference CD-ROMs~~

Books on CD

Playaways

E-audiobooks

~~Early Reader Easy Books Fiction~~
~~Early Reader Easy Books Nonfiction~~
~~Easy Reader Fiction~~
~~Easy Reader Nonfiction~~

~~Bridge Reader Fiction~~
~~Story Collection~~
~~Spanish Collection~~
~~Series Fiction~~

~~Parent/Teacher Nonfiction~~

Board Books
Oversized Books
Holiday Books
Parent/Teacher Nonfiction

Magazines

Books on ~~Tape~~ CD
Playaway Tablets
~~Videos~~
DVDs: Fiction & Nonfiction
Video games
~~Software~~
Music CDs

Criteria for Selection

The Phoenixville Public Library acquires and makes available materials that inform, educate, and entertain. ~~Selection will be guided by a Collection Development Plan, based on the results of a WLN Conspectus analysis of the collection, to be implemented by the end of 2007.~~ The Library will participate in cooperative collection development with Chester County Library and the school libraries of the Phoenixville Area School District. Collection development will also take into account the continuing utilization of the interlibrary loan services provided by the Chester County Library.

Materials are selected:

- in a timely manner to meet customers' interests and needs. Staff will purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.
- to support the Library's service responses. The Library provides, within its financial limitations, a collection for the general public that embraces broad areas of knowledge, works of enduring value, and timely materials on popular cultural and social trends, in diverse formats.
- to present balanced points of view within the collection.

Consideration is given to:

- Content and style of the work as a whole
- Soundness of the author's approach and attitude
- Local authors
- Accuracy
- Authoritativeness
- Public demand
- Timeliness
- Literary merit
- Cost
- Enduring value
- Social significance
- Language – English, except for material with broad appeal in other languages
- The Library's existing collection
- Scarcity of literature on the subject
- Quality and suitability of format
- Interlibrary loan availability
- Other community resources

Selection tools include professional and trade journals, reviews from reputable sources, publishers' promotional materials, print and online vendor catalogs, best-seller lists, subject bibliographies, and award-winning or award-nominated items. Purchase suggestions from the public are given consideration in the context of the collection development policy.

The selection of materials for the collection does not constitute an endorsement of contents. The Phoenixville Public Library recognizes that some materials may

be controversial and that any given item may offend some customers. Selection decisions are made on the merits of a particular item in relation to building the collection and fulfilling the service responses of the Library.

Donations and Gifts

Donations of books and other materials are accepted with the understanding that they may be used or disposed of in accordance with the Library's collection development policy. ~~The librarians make these decisions.~~ The Library does not accept items whose copyright is more than 510 years old, textbooks, incomplete encyclopedias, encyclopedia yearbooks, Reader's Digest Condensed Books, or National Geographic or other magazines, except where approved by the Board of Trustees.

Memorial, honorary, and monetary gifts are welcome with the understanding that the Library has the final decision on which materials are purchased. The donor's request for a specific title, subject area, or format will be considered. Bookplates will be used to acknowledge the donor of memorial and honorary gifts.

All suitable donations become part of the general collection and should not require special shelving or circulation procedures, unless recommended to and approved by the Board of Trustees. Conditions relating to any donation either before or after its acceptance by the Library may be imposed only upon approval by the Board of Trustees. Donated items which are not suited to the collection will be ~~given to the Friends of the Phoenixville Public Library for their placed in~~ Library book sales ~~or Friends Books, orr,~~ donated to other nonprofit organizations, or ~~they shall items will~~ be disposed of in a manner the Library deems appropriate. Donated rare, local materials, with the exception of items pertaining to Phoenixville Public Library, are given to the Historical Society of the Phoenixville Area.

Art objects or memorabilia offered to the Library must be evaluated for acceptance by the Board of Trustees. Their decision will be influenced by space availability, cost of insurance, ~~and~~ upkeep, relevance to the purposes of the Library, and significance to the community.

Donors of items accepted by the Library may request an acknowledgement of their gift, but the Library cannot, by law, appraise or establish the value of items donated.

Withdrawal of Items

Titles are withdrawn from the Library's collection through systematic weeding ~~by the librarians~~. To maintain the vitality of the collection, the removal of outdated, superseded, damaged, seldom used, and excess copies is to be done on a regular and systematic basis, utilizing the CREW method or other professionally acknowledged guidelines. Weeded materials will be ~~given to the Friends of the Phoenixville Public Library for their book sale available for purchase through Library books sales, available free, or donated~~ to other nonprofit organizations, or ~~they shall will be~~ disposed of in a manner the Library deems appropriate.

Lost or damaged items are replaced using the same guidelines governing the selection of new materials. Factors in replacement decisions are:

- Appropriateness to the Library's collection plan.
- Number of copies the Library now owns.
- Availability of newer materials on the subject.
- Importance of the work in its field.
- Cost to replace.

Out of print titles in bad condition may be rebound if of historical value.

Statement of Concern Form

The Statement of Concern Form should be used when a customer has a concern about materials in the Library and wishes to register this concern in writing. The procedure is as follows.

Customers should initially be directed to talk with appropriate staff, e.g., ~~Children's Librarian Youth & Teen Services Director, Head of Adult Services Adult Services Director~~, to discuss the materials in question. If the customer wishes to express ~~their his/her~~ concerns in a more formal manner, ~~they he/she~~ should complete the Statement of Concern Form. The form will be referred to the ~~Executive Library~~ Director, who will send a letter acknowledging its receipt, along with a copy of the Collection Development Policy, to the customer.

Within a month, a review of the item will be completed by Library staff, who will make a recommendation to the Library Director. The Library Director will then notify the customer of their ~~his/her~~ decision in writing. If the individual is not satisfied with the action taken, they ~~he/she~~ may appeal to the Board of Trustees of the Phoenixville Public Library.

Approved April, 2003

Revised & approved February, 2005

Phoenixville Public Library Statement of Concern Form

The board of trustees of the Phoenixville Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Phoenixville Public Library 183 Second Ave. Phoenixville, PA 19460

Date _____
Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? Or an organization? Name of Organization _____

1. Resource on which you are commenting:

<input type="checkbox"/> Book (e- book) <input type="checkbox"/> DVD	<input type="checkbox"/> Magazine <input type="checkbox"/> Audio Book (e- book)	<input type="checkbox"/> Digital Resource <input type="checkbox"/> Game	<input type="checkbox"/> Newspaper <input type="checkbox"/> Other
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Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Unattended Children and Vulnerable Adults

During library hours, children under the age of 9 must be under the care of an adult or responsible teenager at all times, including while the adult is using a public computer or looking for library materials. Children who are unable or unwilling to care for themselves may not be left alone in the library and must have adequate supervision from a caregiver.

Vulnerable adults who are unable or unwilling to care for themselves may not be left alone in the library and must have adequate supervision from a caregiver. Parents, caregivers, or legal guardians are responsible for the behavior of their children or vulnerable adults in the library, not library staff.

Parents and caregivers are responsible for being aware of library hours and policies. In case an unexpected event occurs such as a power outage, children and vulnerable adults should know who to contact.

Staff members do not monitor the arrival or departure of any child or vulnerable adults from a program or the library. Library employees do not act in loco parentis. For parents or caregivers who forfeit their responsibilities, library employees will contact the appropriate authorities.

Guidelines for Staff Implementation for Unattended Children & Vulnerable Adults

1. If a staff member becomes aware of a child under the age of 9 or a vulnerable adult, alone in the library, the child's/unattended adult's caregiver should be located and asked to stay with- them the child. A child/vulnerable adult is considered alone even if the caregiver is in the library but far from them.the child.
2. If the caregiver cannot be located, a the staff member should inform the Person in Charge (PIC) and escort the child/vulnerable adult to the Children's Library. The PIC or designated Children's Library staff should attempt to contact a caregiver.
 - a. If the caregiver that person is expected within 30 minutes, Children's Library staff should keep the child/vulnerable adult under observation

until the caregiver arrives. When the caregiver arrives, staff ~~should-~~
will

- explain Library Policy about unattended children and give them a copy of the policy;
- ~~say that-~~alert the caregiver that no public place, including the Library, can guarantee the safety of a young child alone and that the library does not act in loco parentis;
- explain to the caregiver that tell the person that, if they he or she had not come within 30 minutes, 911 would have been called.

b. If the child/vulnerable adult does not know when the caregiver will return but can give contact information, staff should try to reach the caregiver.

- If successful, ask the person to come immediately for the child/vulnerable adult. If the person cannot come within 30 minutes, tell him or her that 911 will be called to pick up the child. (PIC and Children's Library staff may use some discretion in determining if an extension of the 30 minute time limit is appropriate.)
- If not successful in reaching the caregiver, notify the Person in Charge (PIC). Call 911 and inform them of situation. Notify other staff to be alert for the caregiver looking for the child so that the caregiver can be properly directed.

c. If the child/unattended adult cannot give contact information, call 911 as above.

3. If a staff member becomes concerned about the behavior or the vulnerability of an unaccompanied child 9 years of age or older, * or vulnerable adult;

a. staff member should notify the Person in Charge (PIC)-and the Children's Librarian, who will assess the situation together.

b. if in their judgment the situation requires parental involvement, staff should follow the steps given above for contacting a caregiver or, if necessary, calling 911.

c. Like all other members of the public, Unaccompanied children of any age, as well as children who are accompanied, must abide by the Library's Behavior Policy.

e.d. Unaccompanied vulnerable adults must abide by the Library's Behavior Policy.

At Closing Time

Children under the age of 16 who are unattended or waiting for transportation when the Library closes will be monitored and assisted by staff until transportation or 911 responders arrive.

Vulnerable adults who are unattended or waiting for transportation when the Library closes will be monitored and assisted by staff until transportation or 911 responders arrive.

Staff will not provide transportation to children or vulnerable adults under any circumstances.

Guidelines for Staff Implementation

If children under the age of 16 or vulnerable adults are waiting outside the Library entrance at closing, the Person in Charge (PIC) or designee will monitor them from inside the Library while closing procedures are completed. After ten minutes the PIC will call 911, report the situation, and wait with another staff member until responders arrive.

1. At closing, the PIC or designee will
 - a. ask any unattended children or vulnerable adults if they are expecting a ride, when the ride is coming, and if they need to use the telephone;
 - b. offer the use of a library telephone to any child or vulnerable adult.
2. If any children or vulnerable adults are still waiting outside the library entrance after 10 minutes and when the Person in Charge (PIC) and staff are ready to leave, the PIC and one other person will wait with the children. At that time, the PIC will
 - a. Ask the name of the children or vulnerable adult
 - b. Inform them that, for their safety, the Library is calling 911.
 - c. Discourage, but do not physically prevent, children or vulnerable adults from leaving the area unless they are in imminent danger.*
 - d. Post a notice at entrance stating that “Unattended children or vulnerable adults are in the care of 911 responders, who may be reached at 610-935-2440.”
 - e. If the ride arrives before the 911 responders, inform the driver that 911 has been called. Call 911 to say the emergency has been resolved.

3. An Incident Report will be completed then or in the morning.

*** Library staff may take action they deem appropriate and necessary to provide for the welfare and safety of an unattended child or vulnerable adult until a caregiver or emergency responder arrives.**

If staff determines that a situation is life-threatening or that a crime has been committed, 911 should be called immediately.

Approved April, 2003

Revised and approved: 7/11/11, 2/13/12

Vulnerable Adults*

No library in our system has a policy for vulnerable adults.

Policy from another library:

Schaumburg Township District Library strives to provide a warm, welcoming and safe environment for all community members. The Library is concerned for the safety of vulnerable adults in and around the Library. A parent, guardian or caregiver age 18 years or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

The Library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:

- Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times.
- Vulnerable adults who can understand and follow the Code of Conduct and who can care for themselves are welcome to be in the Library unattended. They should have contact information for someone who can assist them in an emergency.
- Library staff will attempt to contact a parent, legal guardian or caregiver when an individual's health or safety is in doubt;
 - behavior disturbs other Library users and has caused staff to ask the individual to leave the Library;
 - parent, guardian or caregiver is not present at closing time. If a parent, guardian or caregiver cannot be reached, Library staff will contact police to assume responsibility.
- Parents, guardians or caregivers who violate the Code of Conduct are subject to restriction or termination of Library privileges and possible exclusion from the Library.

Library staff may notify the appropriate authorities if they have reason to suspect abuse or neglect.

*A vulnerable adult is an adult who should not be left alone in the Library, is unable to reasonably care for themselves in an emergency situation, or is mentally or physically challenged and needs help beyond normal assistance with Library services.

Approved by the Schaumburg Township District Library Board of Trustees, March 9, 2020.

Definitions of Vulnerable adult:

- What is a vulnerable adult? The definition is wide, however this may be regarded as anyone over the age of 18 years who may be unable to protect themselves

from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment.

- In general, a vulnerable person is either a minor or someone who, for physical or mental reasons, is unable to look after themselves or their finances.
- A vulnerable adult, or an adult at risk, is a person over the age of 18 who is unable to take care of themselves. It can also refer to one who is unable to protect themselves against significant harm or exploitation. A vulnerable adult is one that has a substantial mental or functional impairment.^[1] Substantial functional impairment is an inability that is substantial because of their physical limitations. Substantial mental impairment is a disorder of mood, thought, perception, memory, or orientation. This grossly impairs the person's judgement, behavior, or ability to be independent.

Updated CDC Guidelines (December 27,2021)

If You Test Positive for COVID-19 (Isolate)

Everyone, regardless of vaccination status.

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.
- *If you have a fever, continue to stay home until your fever resolves.*

If You Were Exposed to Someone with COVID-19 (Quarantine)

If you:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

If you develop symptoms get a test and stay home.

If you:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

If you develop symptoms get a test and stay home.

Library Trustee

Nomination Process

- The Library Trustees consist of 9 members:
 - 2 are appointed by the President of the Board of School Directors
 - The remaining 7 members are reviewed by the Board and Library Trustees and then nominated, elected, and voted for by the Board of School Directors

February and March of each year
announce and advertise open positions

- April

- 1st Friday – Applications for Library Trustee due
- 2nd Monday – Library Trustees review all applications
- April 30 or earlier – President of the Board of School Directors announces interview for Library Trustees

- May

- Library Trustees send resumes of all applicants along with their recommendation(s) to Board of School Directors for consideration
- Board of School Directors holds a special public meeting with the Library Trustees to interview candidates

- June

- Board of School Directors nominates and elects Library Trustee(s) using process outlined in [Policy 004.2](#)

- July

- New Library Trustees take seat