



**Board of Trustees Meeting Agenda  
January 3, 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](mailto: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. Other new business 5 minutes
- Old Business – Discussion Items
  - a. Update on operations/masking – Lara Lorenzi 5 minutes
  - b. Collection Development Policy review and updates- Lara Lorenzi 10 minutes
  - c. Statement of Concern Form updates- Lara Lorenzi 5 minutes
  - d. Unattended child/vulnerable adult policy review/updates-L. Lorenzi 10 minutes
  - e. 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 Feb.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.

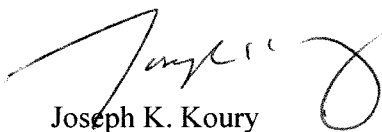
- Resumption of Adult Programming: Lara Lorenzi suggested that in-person adult programming, with limited attendance, masking and social distancing requirements in place, resume on Tuesday and Thursday nights beginning in January 2022. Ms. Lorenzi stated that department heads were in favor of this resumption, 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

January 2022 Library Board of Trustees Meeting

**Informational Updates:**

- As a reminder, the library will be closed on Monday January 17, 2022.
- 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.
- 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. \$57,000 for this grant. CCLS will submit the paperwork for us and we should get some information in January.
- Programming recommendation: We are still recommending that we move forward with implementing adult programming starting January 2022. The first few weeks of programs will be all virtual with a slow progression to moving them into the library. We will be limiting the amount of people at each program and we have air purifiers for the meeting room to help with air quality. Masks will be required for all in attendance. The speaker can either wear a mask or a shield, they will have a microphone as well.
- 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.
- Information from the Passport office: As of December 27<sup>th</sup>, the cost of passport books will increase by \$20. This fee increase is put in place by the U.S. Department of State.
- The library will now be following the updated CDC guidelines regarding staff who test positive for covid or who have been exposed. I will be sending out the updated guidelines to employees so they have a better understanding of what they are to do.
- The Fundraising committee meet in December and at this point plan on meeting every month. A report for the committee will be sent out shortly for the board to see what progress has been made so far and what items the development office will be working on.
- Policy questions: No library in the system has a policy regarding vulnerable adults. I did add a document that has a policy that is 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.

**Personnel Updates:**

- We are looking for another circulation assistant for the library.

**Facilities Update:**

- Regular lawn maintenance has been taking place.
- 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.
- The elevator needed to be reset in December as it stopped responding. Once it was reset it started working well. We are hopeful that we won't have anymore elevator issues for a little while.

- Doorknob on the door to the supply closet on the upper level is getting stuck and creating issues, a work order has been submitted.
- The roof was cleaned off of leaf debris and all the drains were checked.
- The leaves on the walk were removed.
- A mouse was found in the attic trap, we will continue to leave out traps and make sure the pest control company is aware on their next monthly visit to the library.

**Curbside Pick- Up:**

**October 2021**

Total Reservations Placed: 49

Completed Reservations: 47

**November 2021**

Total Reservations Placed: 38

Completed Reservations: 35

**December 2021**

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

- October 2021
  - E-books: 3,128
  - E-audio: 2,278
  - Total: 5,406
- November 2021
  - E-books: 3,064
  - E-audio: 2,214
  - Total: 5,278
- December 2021
  - E-books:
  - E-audio:
  - Total:

**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

**Chester County Library System Updates:**

The system will be applying for ARPA funds. These funds will be used for e-materials within the system. There is a limited amount of items the library system can use funds for and this seemed to be the best use.

**State Updates:**

None at this time.

**Meetings/Trainings**

- |      |  |
|------|--|
| 11/1 | CCL Executive Director Interview                             |
|      | Phone meeting with Viviann Schorle- PCHF                     |
| 11/2 | Vacation   |
| 11/3 | Training: Monthly Giving: your nonprofit sustainability plan |
|      | CCL Executive Director Interview                             |



11/4 CCL Executive Director Interview  
11/8 Meeting: Gardening around the village  
11/9 DLM/SAC meeting  
11/10 Training: Intersectionality of LGBT+ community  
11/11 WWW  
11/12 Phone meeting with Ted Bierer- WWW & budget  
11/15 ARP- IMLS grant information session  
Meeting with Mark Pinto and Rebecca Krause- programming and library hours  
11/16 CCLS board meeting  
CCL Executive Director Interview  
11/17 HUB  
PALA Director Forum- minimum wage  
PCEF social services zoom

## Youth Services Report for December 2021 For January 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 from November 29 through December 29 are listed below. The program schedule is listed in the newsletters along with the ability to enroll.

### Monthly Statistics:

<b>Preschool Programs Virtual</b>		
Toddler Story Time	3	62 Viewings
Mighty Preschoolers Story Time	3	56 Viewings
Let's Celebrate Author Mercer Mayer	1	6 Viewings
<b>Subtotal Preschool Classes</b>	<b>7</b>	<b>124 Viewings</b>
<b>Outreach/Off-site Preschool Story Time Viewings</b>		
Phoenixville Area Children's Learning Center: Main St.	1	33 Viewings
Franklin Commons	2	28 Viewings
<b>Total Outreach Viewings</b>	<b>3</b>	<b>61 Viewings</b>
<b>Total Viewings of Virtual Programs</b>	<b>10</b>	<b>185 Viewings</b>
<b>Teen Programs-Virtual/Picking Up Materials</b>		
<i>Elf</i> Trivia Program	1	4 Participants
Edible Treats	1	6 Participants
Young Adult Book Reading	1	1 Participant
<b>Subtotal Teen Programs</b>	<b>3</b>	<b>11 Participants</b>
<b>Total Programs Children's Library in December</b>	<b>20</b>	<b>320 Participants</b>
<b>Visiting Groups</b>		
VFKH Montessori School	1	11 Children/Adults
<b>Visiting Groups Total</b>	<b>1</b>	<b>11 Children/Adults</b>
<b>Other Activities:</b>		
<b>1000 Books Before Kindergarten</b>		<b>3 New Registrations</b>
<b>Candy Canes distributed to child visitors</b>		<b>50 Canes</b>
<b>Books Selected/Distributed to PACLC Franklin Commons</b>		<b>20 Books Distributed</b>

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

December: 162 total sessions, 72 hours usage, 26 minutes average time per session

### Physical Displays in the Library in December

**Authors/Illustrators:** Warriors by Erin Hunter & similar epic adventure stories, Graphic Nonfiction by Basher, Kate DiCamillo & other realism/animal fantasy stories, All-of-A Kind Family series by Sidney Taylor, Dear America/My Name is America/Royal Diaries & other historical fiction, April Pulley Sayre in memoriam, Mercer Mayer, Jan Brett, William Joyce, et al. Ongoing: Pokemon Books on Display, -Ology Books, Hooked on Phonics Sets. Where's Waldo? Over-sized Bridge Books.

**Themes:** Topical Book Displays: Winter Solstice Holidays of Hanukkah, Christmas, & Kwanzaa, The Gingerbread Man (& variations), Wordless Picture Books, Drawing & Origami, Seek & Find & Picture Puzzle Books, Pretend to Be A Time Traveler Day (December 8), Horse Day (December 13) and more.

### Book Bundles.

We fulfilled two requests resulting in twenty 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 November.

## 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 December 3 & 17.**

**Greeting** - linked to a related theme of a special day or month: **Happy Hanukkah! Happy Holidays! National Cookie Day, December 4; Mitten Tree Day, December 6, Pretend To Be A Time Traveler Day, December 8, Gingerbread Decorating Day, December 10, National Cocoa Day, December 12, Ugly Christmas Sweater Day, December 17, Answer the Telephone Like Buddy the Elf Day, December 18, Winter Solstice Day, December 21, National Candy Cane Day, December 30, & National Play Outside Day, January 1.**

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: *The Gingerbread Man Fairy Tale*, *The Night Before Christmas* by C. Clement Moore, *A Look at A Baby Armadillo*, *Amazing Facts about Armadillos*. These videos are linked with information about how to access the books.**

For older children:

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

For Teens: Promotions

- **PA Center for the Book, 2022 Wordstruck Micro Essay Contest. Grades 10-12.**
- **PARN Teen Talk Line**

For Families & Adults:

**Promotion of:**

- **First Friday Annual Tree Lighting, December 3.**
- **Virtual Family Night Out, December 10, to make an ornament.**
- **PBS Books Virtual Talk About New Adaptation of Around the World in 80 Days, December 14.**
- **A Charlie Brown Christmas on PBS, December 19.**
- **LIHEAP Low-income Home Energy Assistance Program.**
- **COVID-19 virus information, ongoing.**
- **Free Christmas Eve Dinner at Ann's Heart, December 24.**
- **Woodland Wonderful Light Display in Collegeville, PA.**
- **Noon Year's Eve at Brandywine Zoo, December 31.**
- **Boathouse Row Christmas Lights, December 20 – 25.**

## Additional Activities

- Intensive assessment of Children's collections with removal of non-circulating, outdated, and damaged materials.
- 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**

- Regional Children's & Teen Librarians Meeting, December 7
- Meeting with Kids Night Out Group, December 13. (Civic Center, 4-H, student presenter, Compass Point.)
- Meeting with L. Lorenzi, M. Pinto on December 13, & 20.
- Meeting L. Lorenzi, C. Nicholson, December 17.

## **Correspondence in December**

- 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.

**Coverage:** Supported Circulation Desk on as-needed basis.

## **December 2021** **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

- Upcoming December Programs
- Let's Celebrate Story Time
- Programs Starting Again in January

#### Twitter

- Upcoming December Programs

#### YouTube

- Toddler Story Time x 2
- Preschool Story Time x 2
- Let's Celebrate – Mercer Mayer

#### Other

- YA Edible Treats – December Edition

#### Webinar's/Meetings

- Building a More Diverse Holiday Collection - Dec. 1st
- Series Kickoff with Albert Whitman - Dec. 2nd
- Instagram Basics for Libraries - Dec. 8th
- Penguin Random House Winter Book & Author Festival - Dec. 9th
- Reboot Your Book Club - Dec. 15th

### **Other Planning**

- Decorated a holiday section with décor and holiday titles for December in the YA Room

- Decorated the massive downstairs bulletin board with a penguin/reindeer theme
- Decorated the other bulletin board downstairs with a wintery theme
- 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

December

- Bears
- Winter

January

- New Books
- Penguins
- All About Me

Created Story Time Videos – Mighty Preschoolers Topics

December

- Letter L
- Letter M

January

- Letter N
- Letter O
- Letter P

Created Story Time Videos – Let's Celebrate

- Mercer Mayer

Created a book talk for teens

- Skin of the Sea by Natasha Bowen

Created a Google Form Movie Quiz

- Elf Movie Trivia

**December 2021**  
**Adult Services Report**  
(all events/statistics as of December 22)

**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.
- Posting 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.
- Lead monthly book discussion group at Phoenixville Area Senior Center.

**Meetings/Workshops/Other Events Attended**

- Webinar “Instagram Basics for Libraries” from Niche Academy, 12/8
- Webinar for new Vega Discovery Layer service for the CCLS catalog from Innovative Interfaces, 12/13
- Programming meeting with Lara (& Rebecca K.), 12/16

**Upcoming Special Programs/Events**

- “Sleep and Health” presentation with Michael Montanye, Paoli Hospital Sleep Medicine Services, 1/3
- “Identity Theft” with Grace Harvey, Crime Victims’ Center of Chester County, 1/6
- “The Volta Way” with Lois Volta, professional organizer and domestic educator, 1/13
- “Kitchen Design” presentation with Liz Walton, Liz Walton Home, 1/20
- “Community Gardening around the Village: Herbal Tea Making Workshop” with Martha Napolitan Cownap, 1/24
- “Author Talk: Bessie Lawton & Anita Foeman: *Who Am I? Identity in the Age of Consumer DNA Testing*”, 1/31
- “Estate Planning” with Mark Lange, Society for Financial Awareness (SOFA), 2/3
- “Promoting Racial Healing” with Anita Friday, Open Hearts, 2/7

**Program/Event/Other Planning**

- Scheduling special online and in-person programs for March and beyond.
- Setting up VHS-to-DVD recorder for public use starting in January.

**December Passport Application Acceptance Statistics**

Appointments	185
Income	\$9,643.90*

\* through 12/15

### December Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	279
Adult Laptop Individual Users	2
Mobile Printing Users	10
Mobile Hotspot Checkouts	15
Museum Pass Checkouts	17
Roku Checkouts	4

### December Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	13	
Phoenix Fiction Writers	10 (2 sessions)	
Phoenixville Tech Group	43 (3 sessions)	
Tech Help appointments	5	
Career Success Group	8 (2 sessions)	
Movies on Tap: Zoom Edition	8	
Outreach: Phoenixville Senior Center Book Club	6	
“Local Author Talk: Dawn Santoriello: <i>The Spiritual Path to Prosperity</i> ” 12/2	2	3
“Community Gardening around the Village: Native Plants in Holiday Celebrations” 12/6	13	11
“Mr. Paul and Holly Bee Virtual Holiday Concert” 12/9	9	
“Community Services Spotlight: CASA Youth Advocates” 12/14	2	5
“Joe Kenney Keyboard Concert” 12/16	9	
“Author Talk: Caroline Ailanthus: <i>Ecological Memory</i> ” 12/20	7	
PBS Books videos on Facebook page	25+	

Respectfully submitted,  
 Mark Pinto  
 Adult Services Director

# Development Report – December 2021

## Grants: (\$20,000/\$20,000) 12/30

Approved - PCHF Technology Capacity Grant – \$4,600 (Hybrid Program Cart)

## Special Events: (\$12,588/\$40,000) 12/30

12/7: Meeting with Reads & Company to host a spring fundraiser with the Chester County Library System.

12/14: Meeting with TriCounty Community Network to participate in The Amazing Raise in October 2022. The Amazing Raise is a matching gift fundraising campaign. Proceeds from social media campaign and Mini Golf event will be matched.

2022 Event Line Up:

Spring - CCLS Author Event, October - Mini Golf in the Library, November - Wine, Wit & Wisdom

## Targeted Individual Giving (\$8,097/\$26,000) as of December 20<sup>th</sup>

End of Year Comparison

2019: \$6,716.28

2020: \$11,336.29

2021: \$8,097 *\*\*Gifts are reflected in budget when the deposited is completed for the week or when the bank statement comes for online donations. We have approximately \$6,000 more that hasn't been processed yet.*

## Social Media Snapshot:

Facebook Stats for December 1<sup>st</sup> – December 29<sup>th</sup>

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

Facebook Stats for November 1<sup>st</sup> – November 30<sup>th</sup>

4,785 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

\*\*\* Post Engagement: people who clicked on posts

\*\*\* Total Followers

Instagram Stats for December 1<sup>st</sup> – December 29<sup>th</sup>

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

Instagram Stats for November 1<sup>st</sup> – November 30<sup>th</sup>

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

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

915 Total Followers



Circulation Report for January 2022

Circulation Department:

- Circulation assistant resigned
  - Last day worked: December 6<sup>th</sup>, 2021
- 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.

Volunteers:

- Total Amount of Volunteer Hours from November 30<sup>th</sup> through December 30<sup>th</sup>: 70
- Total Amount of Volunteer Hours this fiscal year: 364

Library Card Sign-ups:

- Total Amount of Patron Applications from November 30<sup>th</sup> through December 29<sup>th</sup>: 73

Continuing Education:

- Body Odor: How to Talk About Odor without Awkwardness – December 3<sup>rd</sup>
- How Technology Can Improve Your Disaster Plan – December 29<sup>th</sup>
- 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

Additional Updates:

- Floating Holidays: January 3<sup>rd</sup> through January 6<sup>th</sup>
- Personal Day: January 7<sup>th</sup>
- MS Day: January 21<sup>st</sup>
- Staff who attending the annual holiday party enjoyed themselves

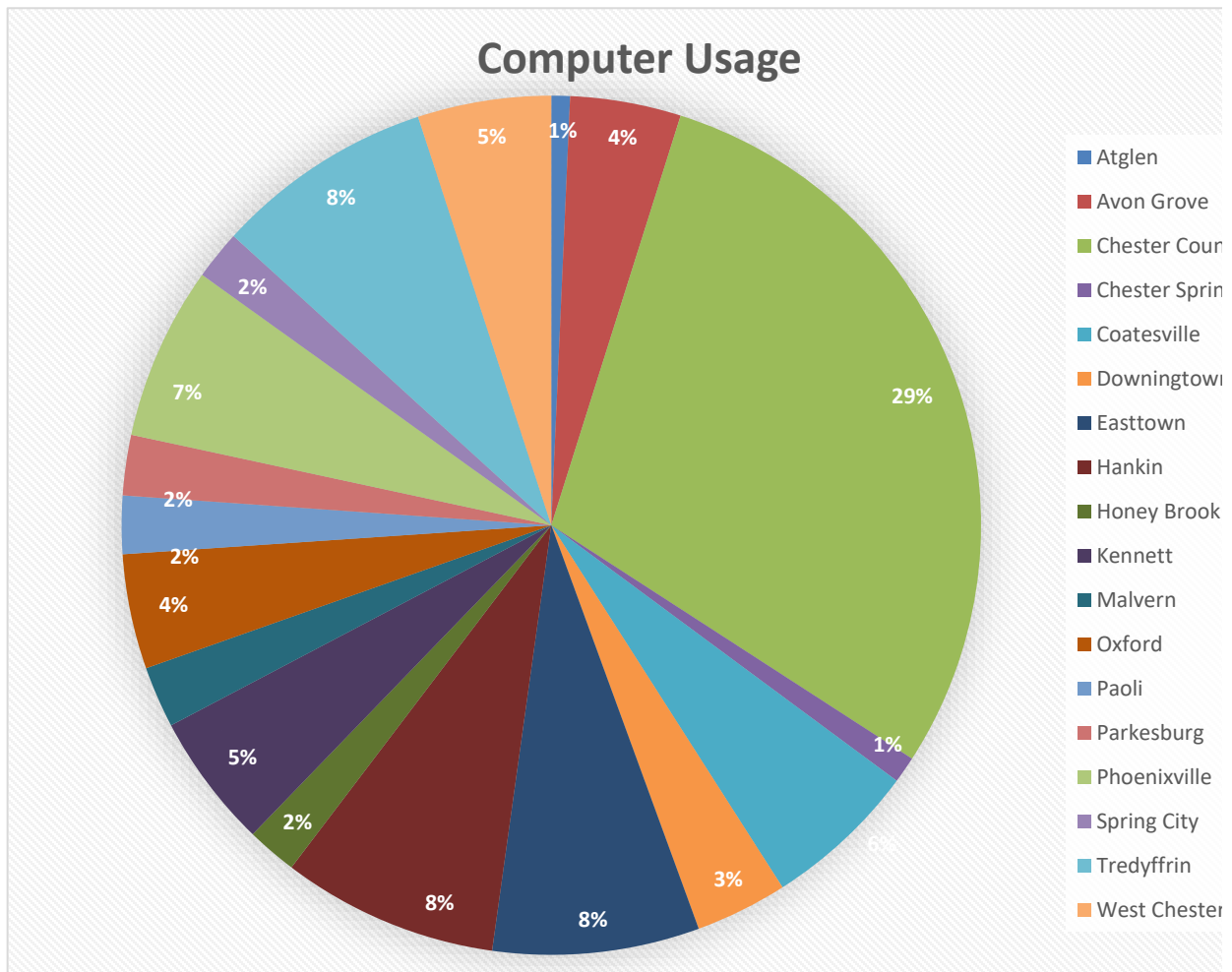
Respectfully Submitted,

Christine Nicholson  
*Circulation Manager & Volunteer Coordinator*  
December 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Q	R	S	T	U
1	<b>Computer Usage 2021 (Sessions)</b>																		
2															2021 YTD	2020 Annual	2019 Annual	2018 Annual	2017 Annual
3		January	February	March	April	May	June	July	August	September	October	November	December	Total	Percentage	Percentage	Percentage	Percentage	Percentage
4																			
5	Atglen	91	73	92	60	58	85	104	118	94	94	90		959	0.81%	1.49%	0.78%	1.99%	1.40%
6																			
7	Avon Grove	514	398	585	537	465	503	493	549	602	603	536		5785	4.91%	4.06%	2.93%	2.00%	1.85%
8																			
9	Chester County	2002	1763	2791	2910	3017	3906	4402	4605	3981	4224	3764		37365	31.69%	25.28%	25.39%	31.22%	31.81%
10																			
11	Chester Springs	54	53	120	132	121	142	114	115	119	144	128		1242	1.05%	0.75%	0.54%	1.74%	0.90%
12																			
13	Coatesville	630	467	781	646	802	774	893	910	805	942	748		8398	7.12%	6.78%	6.94%	4.59%	5.40%
14																			
15	Downingtown	57	34	76	201	162	448	666	520	483	482	446		3575	3.03%	3.26%	4.63%	2.64%	2.50%
16																			
17	Easttown	275	203	259	445	498	854	1151	1073	891	960	1000		7609	6.45%	9.31%	9.77%	10.75%	9.31%
18																			
19	Hankin	650	531	864	841	817	1040	1107	1066	963	1010	1046		9935	8.43%	7.69%	5.90%	9.04%	9.19%
20																			
21	Honey Brook	162	99	160	199	196	160	222	221	206	258	243		2126	1.80%	1.42%	1.00%	1.25%	1.33%
22																			
23	Kennett	546	446	590	561	614	687	666	680	625	669	651		6735	5.71%	5.35%	5.07%	4.57%	5.18%
24																			
25	Malvern	49	44	50	73	111	261	326	334	261	298	297		2104	1.78%	2.11%	2.38%	2.06%	2.10%
26														0					
27	Oxford	323	260	431	375	352	453	483	498	457	468	556		4656	3.95%	3.66%	3.39%	2.28%	2.64%
28																			
29	Paoli	166	168	158	148	158	146	220	215	238	294	281		2192	1.86%	3.36%	3.07%	2.55%	2.58%
30																			
31	Parkesburg	217	226	313	318	315	399	380	377	299	398	292		3534	3.00%	2.14%	1.40%	0.74%	1.14%
32																			
33	Phoenixville	339	263	422	404	448	584	782	815	751	921	839		6568	5.57%	6.35%	7.55%	6.96%	6.47%
34																			
35	Spring City	63	60	93	157	191	206	291	354	307	303	238		2263	1.92%	1.72%	1.73%	1.25%	1.42%
36																			
37	Tredyffrin	166	142	400	485	558	778	988	1102	726	952	1058		7355	6.24%	10.60%	13.33%	10.57%	11.04%
38																			
39	West Chester	247	192	243	285	409	709	715	763	668	639	645		5515	4.68%	4.66%	4.20%	3.80%	3.74%
40																			
41	System	6551	5422	8428	8777	9292	12135	14003	14315	12476	13659	12858		117916	100.00%	100.00%	100.00%	100.00%	100.00%
42																			
43	Note:																		
44	2017 and 2018 based on minutes																		
45	2019 and 2020 based on sessions																		
46	2020 reflects Covid closures																		

### November 2021 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	13	77	90
Avon Grove	188	348	536
Chester County	1313	2451	3764
Chester Springs	57	71	128
Coatesville	411	337	748
Downingtown	233	213	446
Easttown	270	730	1000
Hankin	346	700	1046
Honey Brook	140	103	243
Kennett	306	345	651
Malvern	160	137	297
Oxford	286	270	556
Paoli	103	178	281
Parkesburg	196	96	292
Phoenixville	419	420	839
Spring City	63	175	238
Tredyffrin	223	835	1058
West Chester	210	435	645
<b>TOTAL</b>	<b>4937</b>	<b>7921</b>	<b>12858</b>







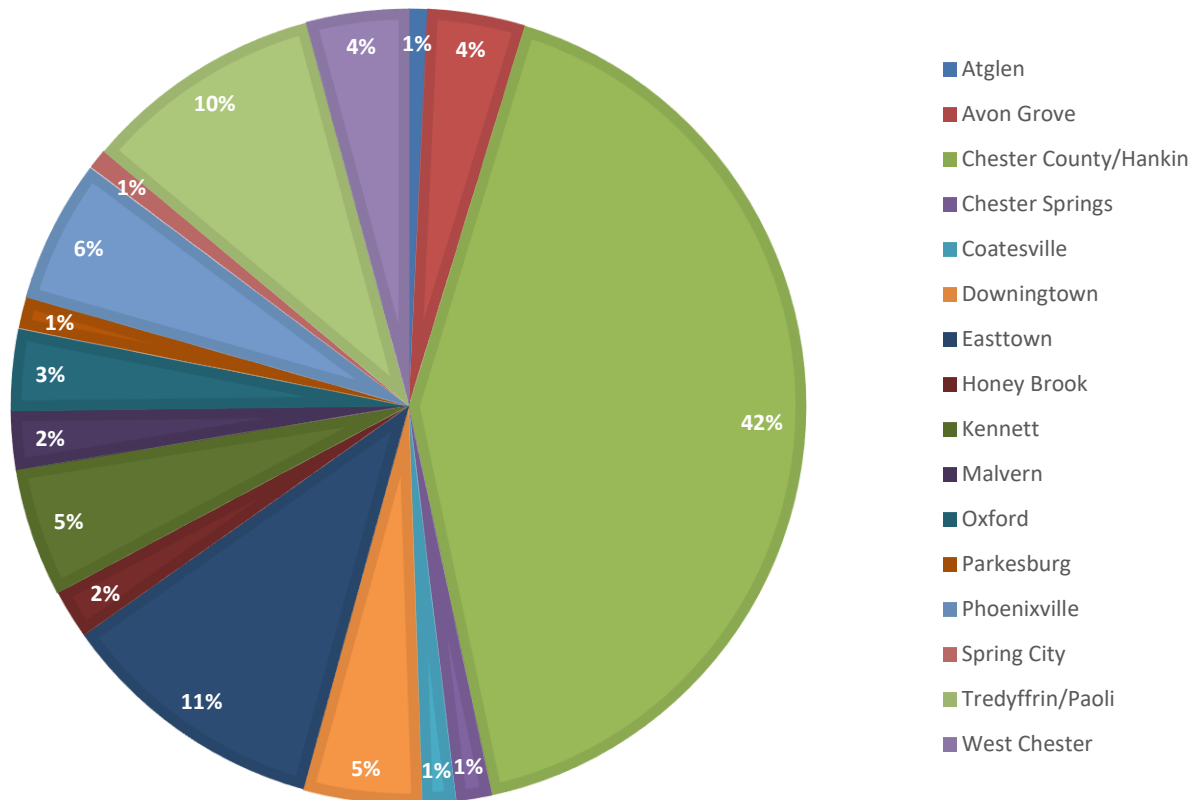


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U
			January	February	March	April	May	June	July	August	September	October	November	December	Total	
123																
124																
127	TREDYFFRIN/PAOLI	2016	29112	29095	30008	29071	28985	33163	36592	34309	29413	29917	28226	28149	366040	6.34%
128		2017	30829	28503	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			
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			
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			
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%			
171																
172	YTD 2020		305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	2330348		
173	YTD2021		252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	3063274	YTD	31.45%

**November 2021 Circulation**

	Sierra	OverDrive	Total
Atglen	1252	748	2000
Avon Grove	7911	2792	10703
Chester County/Hankin	87561	25372	112933
Chester Springs	2080	1838	3918
Coatesville	2900	777	3677
Downingtown	10803	2158	12961
Easttown	16119	13351	29470
Honey Brook	4950	449	5399
Kennett	8734	5327	14061
Malvern	4888	1467	6355
Oxford	7047	1909	8956
Parkesburg	3235	257	3492
Phoenixville	11354	4337	15691
Spring City	1895	356	2251
Tredyffrin/Paoli	18744	7541	26285
West Chester	8657	2528	11185
<b>TOTAL</b>	<b>198130</b>	<b>71207</b>	<b>269337</b>

**PERCENTAGE DISTRIBUTION**



OverDrive Percentage Distribution 2021														
Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		<b>80781</b>	<b>74160</b>	<b>80475</b>	<b>73476</b>	<b>75495</b>	<b>74908</b>	<b>79305</b>	<b>79118</b>	<b>71318</b>	<b>72303</b>	<b>71207</b>		
Atglen	1.05%	849	779	845	772	793	787	833	831	749	760	748	0	8747
Avon Grove	3.92%	3167	2908	3155	2881	2960	2937	3109	3102	2796	2835	2792	0	32641
Chester County/HH	35.63%	28783	26423	28674	26180	26899	26690	28257	28190	25411	25762	25372	0	296641
Chester Springs	2.58%	2085	1914	2077	1896	1948	1933	2047	2042	1841	1866	1838	0	21485
Coatesville	1.09%	881	809	878	801	823	817	865	863	778	789	777	0	9080
Downingtown	3.03%	2448	2248	2439	2227	2288	2270	2403	2398	2161	2191	2158	0	25232
Easttown	18.75%	15147	13905	15090	13777	14156	14046	14870	14835	13373	13557	13351	0	156107
HoneyBrook	0.63%	509	468	507	463	476	472	500	499	450	456	449	0	5251
Kennett	7.48%	6043	5548	6020	5496	5648	5603	5933	5919	5335	5409	5327	0	62279
Malvern	2.06%	1665	1528	1658	1514	1556	1544	1634	1630	1470	1490	1467	0	17156
Oxford	2.68%	2166	1988	2157	1970	2024	2008	2126	2121	1912	1938	1909	0	22318
Parkesburg	0.36%	291	267	290	265	272	270	286	285	257	261	257	0	3002
Phoenixville	6.09%	4920	4517	4901	4475	4598	4562	4830	4819	4344	4403	4337	0	50707
Spring City	0.50%	404	371	403	368	378	375	397	396	357	362	356	0	4168
Tredyffrin/Paoli	10.59%	8555	7854	8523	7782	7995	7934	8399	8379	7553	7657	7541	0	88172
West Chester	3.55%	2868	2633	2858	2609	2681	2660	2816	2809	2531	2567	2528	0	29560
Total	100.0%	<b>80781</b>	<b>74160</b>	<b>80475</b>	<b>73476</b>	<b>75495</b>	<b>74908</b>	<b>79305</b>	<b>79118</b>	<b>71318</b>	<b>72303</b>	<b>71207</b>	<b>0</b>	832546

**Phoenixville Public Library**  
**Balance Sheet**  
As of December 28, 2021

	As of Dec 28, 2021	Total As of Dec 28, 2020 (PY)	Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
<b>100 Phoenixville Federal Savings #1</b>				
100.1 Operating Checking (040016792)	31,250.25	51,981.81	-20,731.56	-39.88%
100.2 Operating Money Market	612,180.05	286,080.73	326,099.32	113.99%
100.3 Operating Credit Card Receipts	12,196.75	5,942.41	6,254.34	105.25%
100.5 Certificate of Deposit (59969)	20,000.00	20,000.00	0.00	0.00%
100.6 Certificate of Deposit (59970)	20,000.00	20,000.00	0.00	0.00%
100.7 Certificate of Deposit (59971)	30,000.00	30,000.00	0.00	0.00%
<b>Total 100 Phoenixville Federal Savings #1</b>	<b>\$ 725,627.05</b>	<b>\$ 414,004.95</b>	<b>\$ 311,622.10</b>	<b>75.27%</b>
105 Petty Cash	500.00	500.00	0.00	0.00%
105.6 Paypal	5,369.00	5,369.00	0.00	0.00%
<b>Total 105 Petty Cash</b>	<b>\$ 5,869.00</b>	<b>\$ 5,869.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
106 Circulation Cash	500.00	500.00	0.00	0.00%
<b>Total Bank Accounts</b>	<b>\$ 731,996.05</b>	<b>\$ 420,373.95</b>	<b>\$ 311,622.10</b>	<b>74.13%</b>
<b>Other Current Assets</b>				
125 Supplies	0.00	0.00	0.00	
130 Prepaid Expenses	8,509.00	8,509.00	0.00	0.00%
140 Accounts Receivable - Other	0.00	0.00	0.00	
<b>Total Other Current Assets</b>	<b>\$ 8,509.00</b>	<b>\$ 8,509.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Total Current Assets</b>	<b>\$ 740,505.05</b>	<b>\$ 428,882.95</b>	<b>\$ 311,622.10</b>	<b>72.66%</b>
<b>Fixed Assets</b>				
<b>150 General Fixed Assets</b>				
<b>150.1 Leasehold Improvements</b>				
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%
<b>Total 150.1 Leasehold Improvements</b>	<b>\$ 0.08</b>	<b>\$ 0.08</b>	<b>\$ 0.00</b>	<b>0.00%</b>
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%
<b>Total 150 General Fixed Assets</b>	<b>\$ 0.24</b>	<b>\$ 0.24</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Total Fixed Assets</b>	<b>\$ 0.24</b>	<b>\$ 0.24</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>TOTAL ASSETS</b>	<b>\$ 740,505.29</b>	<b>\$ 428,883.19</b>	<b>\$ 311,622.10</b>	<b>72.66%</b>
<b>LIABILITIES AND EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
201 Accounts Payable	500.00	500.00	0.00	0.00%

220 Credit Card Payables	200.00	200.00	0.00	0.00%
<b>Total Accounts Payable</b>	<b>\$ 700.00</b>	<b>\$ 700.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Other Current Liabilities</b>				
221 Accounts Payable - Other	0.01	0.01	0.00	0.00%
<b>230 Employee Costs Payable</b>				
230.1 Salaries Payable	14,412.95	14,412.95	0.00	0.00%
230.5 Accrued Vacation	7,358.00	7,358.00	0.00	0.00%
230.9 Reimbursements by PPL	0.00	0.00	0.00	
<b>Total 230 Employee Costs Payable</b>	<b>\$ 21,770.95</b>	<b>\$ 21,770.95</b>	<b>\$ 0.00</b>	<b>0.00%</b>
250 Deferred Income	0.00	0.00	0.00	
<b>Total Other Current Liabilities</b>	<b>\$ 21,770.96</b>	<b>\$ 21,770.96</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Total Current Liabilities</b>	<b>\$ 22,470.96</b>	<b>\$ 22,470.96</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Long-Term Liabilities</b>				
280 Line of Credit (3 year)	0.00	0.00	0.00	
<b>Total Long-Term Liabilities</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Total Liabilities</b>	<b>\$ 22,470.96</b>	<b>\$ 22,470.96</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Equity</b>				
300 Opening Bal Equity	0.00	0.00	0.00	
310 Contributed Capital	0.24	0.24	0.00	0.00%
319 Net Assets	728,006.30	363,499.91	364,506.39	100.28%
Net Income	-9,972.21	42,912.08	-52,884.29	-123.24%
<b>Total Equity</b>	<b>\$ 718,034.33</b>	<b>\$ 406,412.23</b>	<b>\$ 311,622.10</b>	<b>76.68%</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 740,505.29</b>	<b>\$ 428,883.19</b>	<b>\$ 311,622.10</b>	<b>72.66%</b>

Tuesday, Dec 28, 2021 07:23:07 AM GMT-8 - Cash Basis

# Phoenixville Public Library

## Budget vs. Actuals: Budget 2021-2022 - FY22 P&L

July 2021 - December 28, 2021

	Actual	Budget	Total over Budget	% of Budget	Prev. Year
<b>Income</b>					
<b>400 Appropriations</b>					
400.1 Appropriation - P.A.S.D.	289,170.00	578,340.00	-289,170.00	50.00%	283,652.50
400.2 Appropriation - County	50,665.15	101,330.00	-50,664.85	50.00%	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%	
<b>Total 400 Appropriations</b>	<b>\$ 346,085.15</b>	<b>\$ 788,806.00</b>	<b>-\$ 442,720.85</b>	<b>43.87%</b>	327,825.86
<b>412 Development Income</b>					
412.1 Grants	20,000.00	20,000.00	0.00	100.00%	20,850.00
412.1.2 Grants - Restricted					15,000.00
<b>Total 412.1 Grants</b>					35,850.00
412.2 Projects/Events	12,588.23	40,000.00	-27,411.77	31.47%	21,438.05
412.2.1 WWW - Restricted					355.00
<b>Total 412.2 Projects/Events</b>					21,793.05
<b>412.6 Individual Giving</b>					
412.6.1 Unsolicited	320.68		320.68		374.63
412.6.2 Unsolicited Memorial Gifts	85.00		85.00		50.00
412.6.3 Target Donors	8,097.02	26,000.00	-17,902.98	31.14%	8,139.89
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%	
<b>Total 412.6 Individual Giving</b>	<b>\$ 9,135.88</b>	<b>\$ 32,000.00</b>	<b>-\$ 22,864.12</b>	<b>28.55%</b>	8,564.52
<b>412.7 Corporate Engagement</b>					
412.7.1 Third Party Fundraising	25.69		25.69		
412.7.3 Matching Gifts	3,545.51		3,545.51		484.20
<b>Total 412.7 Corporate Engagement</b>	<b>\$ 3,571.20</b>	<b>\$ 3,000.00</b>	<b>\$ 571.20</b>	<b>119.04%</b>	484.20
<b>Total 412 Development Income</b>	<b>\$ 45,295.31</b>	<b>\$ 95,000.00</b>	<b>-\$ 49,704.69</b>	<b>47.68%</b>	66,691.77



<b>420 Operations Income</b>						
420.1 Fines	6,472.12	5,600.00	872.12	115.57%	2,324.97	
420.10 Notary Services	534.00	500.00	34.00	106.80%	170.00	
<b>420.11 Rentals/Roku</b>						
420.11.1 Library Income	6.60		6.60			
420.11.2 PA Sales Tax	0.40		0.40			
<b>Total 420.11 Rentals/Roku</b>	<b>\$ 7.00</b>	<b>\$ 0.00</b>	<b>\$ 7.00</b>			
420.2 Passport Applications	70,693.55	70,000.00	693.55	100.99%	21,745.74	
420.3 Interest	953.05	1,000.00	-46.95	95.31%	428.45	
<b>420.4 Items Sold</b>						
420.4.1 Library Income	1,085.25	400.00	685.25	271.31%	166.93	
420.4.2 PA Sales Tax	118.20		118.20			
<b>Total 420.4 Items Sold</b>	<b>\$ 1,203.45</b>	<b>\$ 400.00</b>	<b>\$ 803.45</b>	<b>300.86%</b>	166.93	
420.5 Lost Books	463.84	1,500.00	-1,036.16	30.92%	739.67	
<b>420.6 Other (Copier, etc.)</b>						
420.6.1 Library Income	1,136.69	1,000.00	136.69	113.67%	476.75	
420.6.2 PA Sales Tax	68.34		68.34			
<b>Total 420.6 Other (Copier, etc.)</b>	<b>\$ 1,205.03</b>	<b>\$ 1,000.00</b>	<b>\$ 205.03</b>	<b>120.50%</b>	476.75	
<b>420.8 Rentals/Collection</b>						
420.8.1 Library Income	520.73	1,400.00	-879.27	37.20%	697.15	
420.8.2 PA Sales Tax	-25.46		-25.46		8.95	
<b>Total 420.8 Rentals/Collection</b>	<b>\$ 495.27</b>	<b>\$ 1,400.00</b>	<b>-\$ 904.73</b>	<b>35.38%</b>	706.10	
<b>420.9 Hot Spots</b>						
420.9.1 Library Income	1,456.52	1,000.00	456.52	145.65%	364.00	
420.9.2 PA Sales Tax	87.48		87.48			
<b>Total 420.9 Hot Spots</b>	<b>\$ 1,544.00</b>	<b>\$ 1,000.00</b>	<b>\$ 544.00</b>	<b>154.40%</b>	364.00	
<b>Total 420 Operations Income</b>	<b>\$ 83,571.31</b>	<b>\$ 82,400.00</b>	<b>\$ 1,171.31</b>	<b>101.42%</b>	27,122.61	
<b>Total Income</b>	<b>\$ 474,951.77</b>	<b>\$ 966,206.00</b>	<b>-\$ 491,254.23</b>	<b>49.16%</b>	421,640.24	
<b>Gross Profit</b>	<b>\$ 474,951.77</b>	<b>\$ 966,206.00</b>	<b>-\$ 491,254.23</b>	<b>49.16%</b>	421,640.24	
<b>Expenses</b>						
<b>500 Adult Library</b>						
<b>500.1 Books</b>						
500.1.1 Physical Books	13,850.13	30,000.00	-16,149.87	46.17%	14,110.58	
500.1.2 E-Books	9,011.16	20,862.00	-11,850.84	43.19%	5,530.55	

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						3,080.50		
<b>Total 500.1 Books</b>	<b>\$</b>	<b>22,861.29</b>	<b>\$</b>	<b>50,862.00</b>	<b>-\$</b>	<b>28,000.71</b>	<b>44.95%</b>	26,509.58
500.13 Professional Develop. Material		714.47		500.00		214.47	142.89%	779.47
500.14 Museum Passes		1,000.00		1,500.00		-500.00	66.67%	675.00
500.15 Mobile Hotspots		1,387.04		4,300.00		-2,912.96	32.26%	1,467.06
500.2 Magazines & Newspapers		3,225.78		6,000.00		-2,774.22	53.76%	368.60
500.3 Audios		2,866.31		5,000.00		-2,133.69	57.33%	2,118.97
500.4 Videos		1,957.29		4,000.00		-2,042.71	48.93%	1,705.34
500.5 Software								74.87
500.6 Reference		-314.13		500.00		-814.13	-62.83%	135.12
500.7 Programs - Adult		935.00		2,000.00		-1,065.00	46.75%	825.00
500.8 Program Supplies - Adult		18.10		500.00		-481.90	3.62%	-17.17
<b>Total 500 Adult Library</b>	<b>\$</b>	<b>34,651.15</b>	<b>\$</b>	<b>75,162.00</b>	<b>-\$</b>	<b>40,510.85</b>	<b>46.10%</b>	34,641.84
<b>510 Youth Library</b>								
510.1 Books								
510.1.1 Physical Books		10,535.44		25,048.00		-14,512.56	42.06%	8,962.74
510.1.2 E-Books		4,354.70		6,954.00		-2,599.30	62.62%	3,308.89
<b>Total 510.1 Books</b>	<b>\$</b>	<b>14,890.14</b>	<b>\$</b>	<b>32,002.00</b>	<b>-\$</b>	<b>17,111.86</b>	<b>46.53%</b>	12,343.63
510.13 Young Adult - All		1,611.83		3,000.00		-1,388.17	53.73%	1,388.76
510.14 Programs - Young Adults				500.00		-500.00	0.00%	
510.15 Program Supplies - Young Adult		33.23		500.00		-466.77	6.65%	
510.2 Magazines		562.85		700.00		-137.15	80.41%	566.86
510.3 Audios		283.90		1,500.00		-1,216.10	18.93%	323.88
510.4 Videos		521.70		1,400.00		-878.30	37.26%	542.92
510.5 Software		234.47				234.47		364.62
510.7 Programs - Children				2,000.00		-2,000.00	0.00%	
510.8 Program Supplies - Children		567.65		1,500.00		-932.35	37.84%	288.35
<b>Total 510 Youth Library</b>	<b>\$</b>	<b>18,705.77</b>	<b>\$</b>	<b>43,102.00</b>	<b>-\$</b>	<b>24,396.23</b>	<b>43.40%</b>	15,819.02
<b>520 Development Expense</b>								
520.1 Annual Appeal				5,600.00		-5,600.00	0.00%	2,237.00
520.3 Special Events		5,834.82		22,500.00		-16,665.18	25.93%	5,803.05
520.5 Marketing		116.56		500.00		-383.44	23.31%	



<b>580.1 Maintenance</b>						
<b>580.1.2 Grounds</b>			1,000.00	-1,000.00	0.00%	
<b>Total 580.1 Maintenance</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 1,000.00</b>	<b>-\$ 1,000.00</b>	<b>0.00%</b>	
<b>580.5 Janitorial Expense</b>						
<b>580.5.1 Service</b>		7,400.00	20,000.00	-12,600.00	37.00%	7,375.00
<b>580.5.2 Supplies</b>		1,626.92	5,000.00	-3,373.08	32.54%	2,432.88
<b>Total 580.5 Janitorial Expense</b>	<b>\$</b>	<b>9,026.92</b>	<b>\$ 25,000.00</b>	<b>-\$ 15,973.08</b>	<b>36.11%</b>	<b>9,807.88</b>
<b>580.7 Minor Improvements and Repairs</b>		423.43	500.00	-76.57	84.69%	
<b>Total 580 Buildings &amp; Grounds</b>	<b>\$</b>	<b>9,450.35</b>	<b>\$ 26,500.00</b>	<b>-\$ 17,049.65</b>	<b>35.66%</b>	<b>9,807.88</b>
<b>Total 530 Administration</b>	<b>\$</b>	<b>50,985.59</b>	<b>\$ 99,896.00</b>	<b>-\$ 48,910.41</b>	<b>51.04%</b>	<b>43,261.71</b>
<b>610 Salaries &amp; Benefits</b>						
<b>610.1 Salaries</b>						
<b>610.1.1 Full-Time</b>		193,282.54	405,880.00	-212,597.46	47.62%	165,842.27
<b>610.1.2 Part-Time</b>		46,155.75	89,146.00	-42,990.25	51.78%	36,196.93
<b>610.1.3 Passport Agents</b>		8,823.57	21,192.00	-12,368.43	41.64%	3,499.35
<b>Total 610.1 Salaries</b>	<b>\$</b>	<b>248,261.86</b>	<b>\$ 516,218.00</b>	<b>-\$ 267,956.14</b>	<b>48.09%</b>	<b>205,538.55</b>
<b>610.2 Social Security Expense</b>		18,334.40	39,491.00	-21,156.60	46.43%	15,126.11
<b>610.3 Employee Benefit Expense</b>		63,508.67	98,224.46	-34,715.79	64.66%	31,681.25
<b>610.3.2 H.S.A. Contribution</b>		2,999.88	9,000.00	-6,000.12	33.33%	2,999.98
<b>Total 610.3 Employee Benefit Expense</b>	<b>\$</b>	<b>66,508.55</b>	<b>\$ 107,224.46</b>	<b>-\$ 40,715.91</b>	<b>62.03%</b>	<b>34,681.13</b>
<b>610.4 Retirement Expense</b>		41,525.28	79,805.00	-38,279.72	52.03%	21,619.75
<b>Total 610 Salaries &amp; Benefits</b>	<b>\$</b>	<b>374,630.09</b>	<b>\$ 742,738.46</b>	<b>-\$ 368,108.37</b>	<b>50.44%</b>	<b>276,965.54</b>
<b>Unapplied Cash Bill Payment Expense</b>		0.00		0.00		
<b>Total Expenses</b>	<b>\$</b>	<b>484,923.98</b>	<b>\$ 993,486.46</b>	<b>-\$ 508,562.48</b>	<b>48.81%</b>	<b>378,728.16</b>
<b>Net Operating Income</b>	<b>-\$</b>	<b>9,972.21</b>	<b>-\$ 27,280.46</b>	<b>\$ 17,308.25</b>	<b>36.55%</b>	<b>42,912.08</b>
<b>Net Income</b>	<b>-\$</b>	<b>9,972.21</b>	<b>-\$ 27,280.46</b>	<b>\$ 17,308.25</b>	<b>36.55%</b>	<b>42,912.08</b>

Tuesday, Dec 28, 2021 07:26:25 AM GMT-8 - Cash Basis

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

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.<sup>[1]</sup> 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.