



**Board of Trustees Meeting Agenda
March 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. Budget Committee Update and recommendations- Mike English 10 minutes
 - b. Development committee update- Lauren Eustis 10 minutes
 - c. In-Person Youth Programming- Lara Lorenzi 5 minutes
 - d. Proposals for Auditing Services- Lara Lorenzi 10 minutes
 - e. SAC Board Representative- Lara Lorenzi 5 minutes
 - f. Other new business 5 minutes
- Old Business – Discussion Items
 - a. Update on Systemwide Fundraiser- C. Porcelli 5 minutes
 - b. Update on masking recommendations – L. Lorenzi 5 minutes
 - c. Collection Development Policy review and vote- L. Lorenzi 10 minutes
 - d. Statement of Concern Form review and vote- L. Lorenzi 5 minutes
 - e. Unattended child policy review and vote-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 April 4 2022- zoom
- VIII. – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
February 7, 2022

A Regular Meeting was called to order by Ted Bierer at 6:00 p.m.

BOARD MEMBERS PRESENT

Ted Bierer, President; Joe Koury, Secretary; Barbara Shepsko, Treasurer; Jessica Bicker; Lauren Coy; Mike English; Lauren Eustis; and Alan Fegley

BOARD MEMBERS ABSENT

Steve Hirsch

STAFF PRESENT

Lara Lorenzi, Executive Director
Chris Porcelli, Director of Development

GUESTS PRESENT

Joe Sherwood, Executive Director of the Chester County Library System

CONSENT AGENDA

On motion made by Barbara Shepsko, seconded by Mike English, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through h., consisting of: (i) the Minutes of the Board's Regular Monthly Meeting held December 6, 2021; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) the Circulation Report; (vii) Financial Statements for December 2021; and (viii) Financial Statements for January 2022.

NEW BUSINESS

- Library System Update: Joe Sherwood reported on technology upgrades at the system level. Mr. Sherwood also reminded the Trustees that Annual Report season is here. Lastly, Mr. Sherwood indicated an upcoming presentation to the County Commissioners by the System Funding Taskforce.
- New Trustee: Alan Fegley introduced Jessica Bicker, Librarian at the Phoenixville Area High School, as the second designee to the Library Board as appointed by the Board of School Directors of the Phoenixville Area School District.
- Masking Policy: Lara Lorenzi discussed possible updates to the Library's masking policy, including with respect to a medical exemption but otherwise requiring masks to be worn. Alan Fegley indicated the School District requires evidence of a medical condition for such an exemption. Joe Sherwood indicated the County Library has different rules because it is a county building, insofar as masks are not required, but are recommended. Ultimately, no revisions to the policy were adopted by the Board.
- Phoenixville Area Communities That Care: Lara Lorenzi indicated that the Executive Director of this organization, which promotes a collaborative model to encourage safe behaviors, wishes to post videos on the Library's YouTube channel in which she interviews other community leaders. Ms. Lorenzi informed the Board she declined the request since this was not the norm for the Library.
- Trustee Openings: Ted Bierer indicated that as of June 30th, the current terms for Mike English, Joe Koury, and Barbara Shepsko will all expire. Mr. Bierer indicated that any of those three wishing to be considered for an additional term

must submit a new application. Lara Lorenzi indicated information on the application process had been circulated to the Library Trustees with their meeting materials.

- Fundraising Committee: Lauren Eustis indicated the committee met on December 16, 2021 and January 12, 2022, with a further meeting scheduled for February 23, 2022. Ms. Eustis stated the committee was considering a new event, namely indoor mini-golf. She also said the committee was considering a summer roll-out to involve families more. Ms. Eustis also said that corporate giving is an area where greater development is needed, and that the committee is moving forward with asking Phoenixville Borough for some amount of funding. Ms. Eustis concluded by stating that for the month of March, the Library is the promoted organization at Bistro on Bridge, to which Chris Porcelli added that in March the Library will also be featured as the “register roundup” organization at Kimberton Whole Foods.
- Budget Committee: Mike English indicated the committee had met on January 21, 2022, and hoped to make a presentation to the Board at its March meeting. Mr. English stated a goal of increasing employee wages without reduction in other areas of Library-provided services.
- Library System Fundraiser: Chris Porcelli indicated a Chester County Library System Fundraiser featuring author Erik Larson and moderator Abbott Kahler was being planned for March 9, 2022 as a virtual event.
- Borough Recreation Center: Lara Lorenzi indicated that she and Chris Porcelli toured the new Recreation Center, which will have a ribbon cutting in April. Mr. Lorenzi suggested the Library may do some summer programming at the center.
- Library Elevator: Lara Lorenzi indicate a failure at least once per week, and that the School District is working on obtaining quotes for its replacement. She also indicated that as a short-term fix, replacement of the hydraulics was being considered. Ms. Lorenzi concluded by indicating the Library may seek a Keystone Grant to help.

OLD BUSINESS

- Collection Development Policy: Lara Lorenzi indicated an update will be discussed at the March 2022 meeting.
- Unattended Children & Vulnerable Adults Policy: Lara Lorenzi confirmed that no other library within the Chester County Library System has a vulnerable adult policy, which Joe Sherwood echoed. Joe Koury reminded the Board of Steve Hirsch’s concerns about what constitutes a “vulnerable adult.” Joe Sherwood suggested that a new policy need not be considered, but that the Library’s existing behavior policy may suffice.
- Statement of Concern: Lara Lorenzi indicated the item will be taken up at the March 2022 meeting.

Meeting was adjourned at 7:06 p.m.

Respectfully submitted,



Joseph K. Koury



Report submitted by: Lara Lorenzi

March 2022 Library Board of Trustees Meeting

Informational Updates:

- Update: CARES Act funding: We received the cares act funding the week of Feb 14th. It was approx. \$54,000.
- Our annual state aid payment was received the week of Feb, 14th.
- Masking Updates: As on Monday February 28,2022 the library went masking optional following the new CDC guidelines and the PASD policies. This item will be ratified at the board meeting and is on the agenda. You can check your community Covid-19 level at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html> . I will continue to monitor the Covid-19 community levels in case we need to reinstitute required masking at a later date. If you would like to read more about community levels and how they are measured, you can do that at: <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html> .
- We are working with the accounting office at CCLS in order to receive ACH payments for our annual state aid and quarterly county aid payments. This will speed up the process for us to receive our funds.
- I will be on vacation Friday March 11, 2022 and I have a medical procedure on Friday March 25th and will be taking a sick day.
- The library will be a polling location for the May 17th and November 8th elections this year.
- The Youth Services Director would like to begin in-person youth programs starting the week of March 14, 2022. The plan is that they would start slowly with programs, see if there is an interest and go from there. They will also be separating out programs by age, understanding that the younger have different masking regulations and lack of vaccination access. This is an agenda item for our meeting.
- Adult in-person programs that started late in January are slowly growing in attendance. There is still some hesitancy but we are seeing a lot of people interested in our adult movie nights, we've had to set a limit for these. We are hoping that the covid numbers will continue to decline and people will feel more comfortable attending in-person adult library programs. We are still seeing good numbers with our virtual programs.
- Mark Pinto and I met with Max Kulp from the Chester County Food Bank to discuss their Fresh2You program. This program runs a mobile market offering fresh local produce that is accessible and affordable to all. We discussed possible schedules, possible location of the truck at the library and other items. We should find out later in March is the Library's location has been added to their program. We think this would be a great partnership. I will let you all know about any updates when I have them.
- 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 have hired a part time circulation assistant for the position that has been open for months. This person will start working the week of Feb. 28, 2022.

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.

Curbside Pick- Up:

December 2021

Total Reservations Placed: 48

Completed Reservations: 48

January 2022

Total Reservations Placed: 71

Completed Reservations: 62

February 2022

Total Reservations Placed: 29

Completed Reservations: 23

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

- 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
- February 2022
 - E-book: 3,199
 - E-audio: 2,280
 - Total: 5,479

Book Locker:

- January 2022: 144 checkouts
- February 2022: 205 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.

February 2022: 6,261 This is a 166% increase over 2/2021.

Chester County Library System Updates:

- The next joint DLM/SAC meeting will be held on March 8,2022. The meeting starts at 5pm and is currently scheduled to be on zoom. We will need the board member who signed up to be the board representative attend the meeting.



- You are cordially invited to attend the Chester County Library System’s Legislative Breakfast on Friday, April 29 from 7:30 – 9:00 AM. The event will take place outdoors, underneath a large tent. Please RSVP to Lauren Harshaw by April 15th. This will be a wonderful opportunity for you to interact with your elected officials, so **please** consider coming. Invitation is in the board packet.

State Updates:

- Funding from the state for libraries has been increased, unfortunately, our system will not be getting any of these funds.

Meetings/Trainings

- 2/8 District Librarians Meeting
Zoom meeting with PASD Grad student
- 2/9 Community That Cares board meeting
Chamber’s Non-profit Roundtable
- 2/11 Vacation
- 2/14 E-materials Meeting
- 2/15 Meeting with Ted Bierer & Mike English- Budget
PALA Open Forum- Book Challenges
- 2/16 HUB meeting
Training-Cultural Humility 102
PHX Social Services Zoom-PCHF
- 2/17 Nonprofit Equity Institute
- 2/21 Library Closed-Holiday
- 2/22 Meeting with Mike English- budget
- 2/24 Budget Committee Meeting
- 2/28 Mtg. with Chris Porcelli- Foundation
- 3/1 Institutional Advancement Committee meeting
Meeting with Chris Porcelli-grants
- 3/3 Fundraising Committee Meeting

Youth Services Report for February 2022 For March 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.
- 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 31 through February 27 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	117 Viewings
Mighty Preschoolers Story Time	3	81 Viewings
Let's Celebrate Author Bell hooks	1	4 Viewings
Subtotal Preschool Classes	8	202 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	291 Viewings
Teen Programs-Virtual/Picking Up Materials		
Edible Treats	1	10 Participants
Young Adult Book Reading	1	2 Participants
Subtotal Teen Programs	2	12 Participants
Total Programs Children's Library in February	19	303 Participants
Visiting Groups		
Other Activities:		
Take Your Child to the Library Day:		
Crafts Taken		34 Crafts
Library Card Sign-ups		9 Library cards issued
Valentine's Day Craft Ornament		48 Crafts given out
1000 Books Before Kindergarten		4 New Registrations
Books Selected/Distributed to PACLC Franklin Commons		20 Books Distributed
Virtual Classroom Assistance for 3rd Grade PASD Teacher with no power at home for her 27 students.		

AWE Computers for children. We currently have three computers available for use.
February: 247 total sessions, 110 hours usage, 26 minutes average time per session.

Physical Displays in the Library in February

Authors/Illustrators: Longwood Gardens Community Read (past & present books), Survival at Sea Stories related to writing contest offered for Gary Paulsen's *Northwind*, Hobbies, Bedtime Math, Susan Stockdale, Britta Teckentrup., World Read Aloud Day, Judith Viorst, David Wiesner, Lucy Cousins, Ashley Bryan, Jane Yolen, Mo Willems, Walter Wick I Spy, Uri Shulevitz, Rich Riordan along with his imprint, Jerry Spinelli, Lemony Sickey, E.L. Konigsburg, Choose-Your-Own-Adventure, Graphic Novels, and more.

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

Themes: Black History Month, Library Lovers' Month, Haiku Writing Month, Random Acts of Kindness Week, Lunar New Year, Groundhog Day, Bubble Gum Day, Who Shall I Be Day? Pizza Day, Paul Bunyan Day, Presidents Day, Tell A Fairy Tale Day.

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 February.

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 February 4, 11, and 18.

Greeting - linked to a related theme of a special day or month: **Black History Month, Happy Valentine's Day, Presidents Day, Bubble Gum Day, National Play Outside Day, Take Your Child to the Library Day, Play Monopoly Day, Who Shall I Be Day, National Pizza Day, Paul Bunyan Day.**

Library Program Promotions:

- **Take Your Child to the Library Day! Saturday, February 5** offering library card signups, a craft, activity sheets, bookmarks, stickers, and coloring pages.
- **Novel Tea: Wednesday March 9.**

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: *Love, Splat* by Ron Scotton, *Spring is Coming!* By Daniel Klrk. These videos are linked with information about how to access the books.**
- **Videos: *Hippopotamus Pool Party, All About Hippos; Meet A Baby Echidna; Meet the Echidna, an Incredible, Fire-proof Spiny Anteater.***

For older children:

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

For Teens: Promotions

- **Northwind Storytelling Contest, the Journey Continues: Ages 10 – 14.**
- **PARN Teen Talk Line**

For Families & Adults:

Promotion of:

- **Wintergarden: Dilworth Park, Philadelphia, through April 3.**
- **Winter Wildlife: The Willows Park, Saturday, February 19.**
- **Giant Company Nutrition Classes.**
- **NAMI Workshop: The Effects of Mental Illness on All Family Members, Sunday, February 6.**
- **Annual Customer Satisfaction Survey for Chester County Library.**
- **Kindergarten Registration Day for PASD: February 16-17.**
- **Trail Sunday Walks in Valley Forge Par, 10:00 – 11:00 AM.**
- **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.**

Additional Activities

- Decorated Children's Library with Spring theme.
- Decorated upstairs foyer case for Library Lover's Month.

- Decorated Children's Library for Valentine's Day/Library Lover's Month.
- Intensive assessment of Children's collections with removal of non-circulating, outdated, and damaged materials.
- 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

- Meeting/Tour with Cheryl Speaker, Phoenixville Civic Center, February 3.
- Completed certifications for Criminal History, Child Abuse Clearance, & Fingerprinting requirements.

Correspondence in February

- 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.
- Correspondence with Phoenixville Area School District regarding promotion of calendar and summer programs.
- Correspondence with Phoenixville Civic Center.

Coverage: Supported Circulation Desk on as-needed basis.

February 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

- Children's Program Schedule
- Read Across America
- YA March Programs
- Let's Celebrate – Dr. Seuss

YouTube

- Toddler Story Time x 4
- Preschool Story Time x 3
- Let's Celebrate – bell hooks

Other

- YA Edible Treats

Webinar's/Meetings

- Graphic Novels for All - Feb. 1st

- Matchmaking with Macmillan Library - Feb. 4th
- Dismantling Racial Inequity in the Workplace and Diversity in Collection Management - Feb. 9th
- New Homes, New Stories: An Illustrator Panel about Home and Family - Feb. 11th
- MacKids School & Library Spring 2022 Preview Event - Feb. 14th
- Magnificent Middle Grade - Feb. 15th
- Freedom to Read Roundtable - Feb. 24th
- Amazing Audiobooks - Feb. 25th

Other Planning

- Created a video to be displayed at PASDs Annual Summer Camp Fair
- Created a Black History Month display in the YA Room
- Put up new flyers of upcoming YA programs to display in the YA Room
- Updated the online calendar for Children's to include March's classes
- 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

February

- Library Love

March

- Weather
- Super Hero's
- Spring

Created Story Time Videos – Mighty Preschoolers Topics

- Letter U
- Letter V
- Letter W

Created Story Time Videos – Let's Celebrate

- bell hooks

Created a book talk for teens

- One True Loves by Elise Bryant.

February 2022
Adult Services Report
(all events/statistics as of February 28)

Regular Activities

- Scheduling passport application acceptance and notary appointments (**often returning 40+ phone calls on a given day**); 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.
- Select book and lead monthly book discussion group at Phoenixville Area Senior Center.

Meetings/Workshops/Other Events Attended

- Webinar "Ask the Expert: Facilitation Tips for the Hybrid Audience" from InSyncTraining, 2/3
- "Community Gardening around the Village" committee meeting, 2/7
- Webinar "PaLA & PSLA Open Forum on Book Challenges", 2/15
- PARN (Phoenixville Area Resource Network) meeting, 2/22

Upcoming Special Programs/Events

- "Longwood Gardens Community Read Book Discussion of *The Songs of Trees*", hosted by me, 3/14
- "Author Talk: Keisha Blair: *Holistic Wealth*", 3/17
- "Medicare 102" with PA MEDI, 3/21
- "First Time Homebuyer Workshop" with Kimberly Kozelsky, Cross Country Mortgage & Donna Cable, Re/Max Professional Realty, 3/24
- "Community Gardening around the Village: Herbal Tea Making Workshop" with Martha Napolitan Cownap, Herb Gardener, Camphill Kimberton Hills, 3/28
- "Community Gardening around the Village: Heart-Healthy Eating" with a dietitian from Phoenixville Hospital, 3/31
- "AARP Smart Driver Refresher Class", 4/1
- "Phoenixville's Early Inns and Taverns" with John Keenan, Historical Society of the Phoenixville Area, 4/4

Program/Event/Other Planning

- Scheduling special online and in-person programs for May and beyond.
- Preparing for conversion to new museum pass checkout software.

February Passport Application Acceptance Statistics

Appointments	376
Income	\$15,660.80

February Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	542
Adult Laptop Individual Users	2
Mobile Printing Users	14
Mobile Hotspot Checkouts	21
Museum Pass Checkouts	33
Roku Checkouts	0

February Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	13	
Phoenix Fiction Writers	11 (2 sessions)	
Phoenixville Tech Group	59 (4 sessions)	
Tech Help appointments	2	
Maternal & Child Health Consortium Family Benefits Assistance appointments	8	
ESL Conversation Group	7 (3 sessions)	
Career Success Group	14 (4 sessions)	
Books on Tap	12	
Movies on Tap: Zoom Edition	8	
Outreach: Phoenixville Senior Center Book Club	8	
“Estate Planning” 2/3	12	
“Racial Healing: Suspicion... Why and at What Cost?” 2/7	39	
“Community Gardening around the Village: The Planting Calendar” 2/10	7	22
“Movie Night: <i>Spencer</i> ” 2/14	25	
“Saving and Investing” 2/24	9	
“Why You’ll Soon Be Driving an Electric Car... and Be Happy about It” 2/28	36	
PBS Books videos on Facebook page	3+	

Respectfully submitted,
 Mark Pinto
 Adult Services Director

Development Report – February 2022

FY21

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

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

Special Events: (\$20,562/\$40,000) **Does not reflect Novel Tea**

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

Total Ticket Sales: 299 (March 3rd)

Kennett: 43
Phoenixville: 33
Chester County: 33
Easttown: 29
Malvern: 25
Tredyffrin: 24
Coatesville: 21
Henrietta Hankin: 18
Avon Grove: 16
West Chester: 16
Oxford: 15
Spring City: 10
Downingtown: 9
Honey Brook: 4
Paoli: 3

General tickets are available leading up to the event. Your ticket items will be available for pick up Monday, March 7th.

Targeted Individual Giving (\$23,093.24/\$26,000)

- Drafting - Spring Appeal – To be mailed in April

Corporate Engagement:

- 2 profit shares throughout the month of March
 - Kimberton Whole Foods – Round Up at the Registers
 - Bistro on Bridge - \$2 donation for every Philly Egg Roll Order

TriCounty Community Network:

- The Amazing Raise Introductory Luncheon – Wednesday, February 23rd
 - The Amazing Raise takes place during October and is a matching gift campaign.

Foundation Engagement:

- Phoenixville Community Health Foundation – Meet and Greet New President & CEO of Phoenixville & Pottstown Hospitals – Monday, February 7th
- Chester County Community Foundation – Annual Investment Forum – Tuesday, February 22nd

Social Media Snapshot:

Facebook Stats for February 1st – February 28th

3,090 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

375 Post Engagement: people who clicked on posts

2,904 Total Followers (+5)

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

Instagram Stats for February 1st – February 28th

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

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

939 Total Followers (+9)

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



Circulation Report for March 2022

Circulation Department:

- Hired new circulation assistant
 - She will be working Mondays from 5 P.M. to 8 P.M. and Wednesdays from 5 P.M. to 7 P.M. & the third Saturday of every month
 - Start date: February 28th
- Number of **checkouts** for month of February: 9656
- Number of **check-ins** for month of February: 8848
- Number of **holds** for month of February: 369

Volunteers:

- **Total Amount of Volunteer Hours from January 31st through February 28th: 75.25**
- **Total Amount of Volunteer Hours this fiscal year: 520.75**

Library Card Sign-ups:

- **Total Amount of Patron Applications from January 31st through February 28th: 115**

Meetings:

- Circulation Meeting – March 23rd
- Non-Profit Equity Institute – March 24th (In-person)
- SEPLA Meeting Zoom – March 25th

Continuing Education:

- Facing the Challenge: Intellectual Freedom in Libraries webinar – March 4th
- POWER Library Training – March 30th (In-person)
- 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:

- MS Day: March 24th and March 25th (taking half days)
- Vacation Days: April 1st through April 8th

Respectfully Submitted,

Christine Nicholson
Circulation Manager & Volunteer Coordinator
March 2022

From: [Heidi Fowler](#)
To: [Lara Lorenzi](#)
Subject: *EXTERNAL* - Masking in the library - for next board meeting
Date: Thursday, February 24, 2022 2:27:59 PM

Hi Lara,

As schools in the area loosen their masking requirements, I was thinking about the board and wondering if they are considering this as well. I would like to put in a word for waiting for an extended period of low numbers and not going this route too quickly. It's really difficult to move patrons back to requiring masks if they had a taste of freedom. We have enough problems as is, and I foresee some real difficulties if we stop requiring them and then have to start again.

Thanks,
Heidi

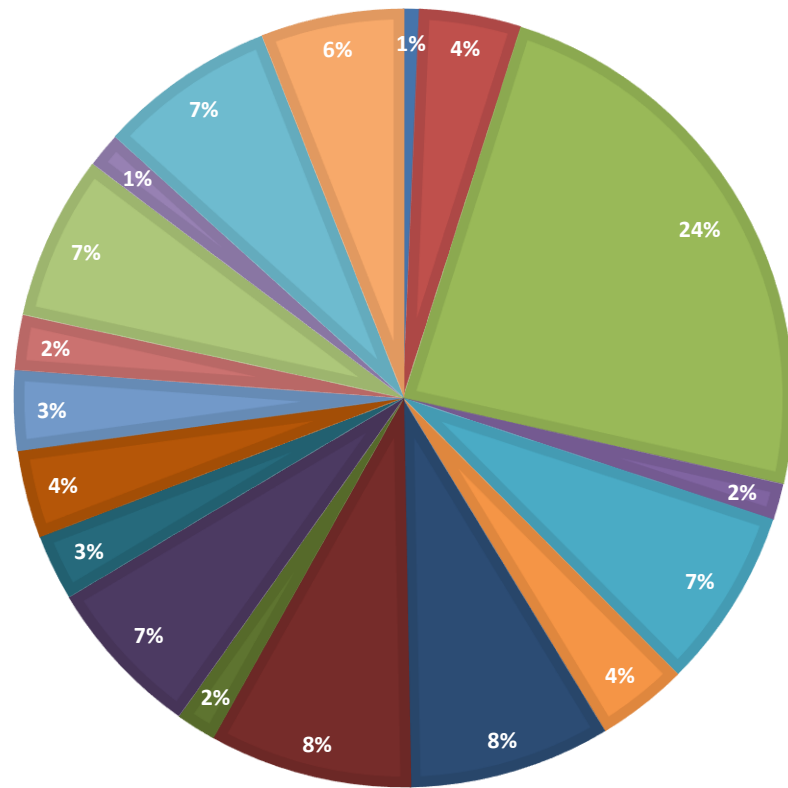
--

* Be kinder than necessary, because everyone you meet is fighting some kind of battle. *

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

January 2022 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	23	104	127
Avon Grove	177	634	811
Chester County	1303	3238	4541
Chester Springs	27	266	293
Coatesville	392	1048	1440
Downingtown	187	542	729
Easttown	280	1328	1608
Hankin	278	1338	1616
Honey Brook	140	181	321
Kennett	247	1034	1281
Malvern	127	403	530
Oxford	195	505	700
Paoli	74	561	635
Parkesburg	169	271	440
Phoenixville	433	881	1314
Spring City	39	239	278
Tredyffrin	192	1217	1409
West Chester	190	949	1139
TOTAL	4473	14739	19212



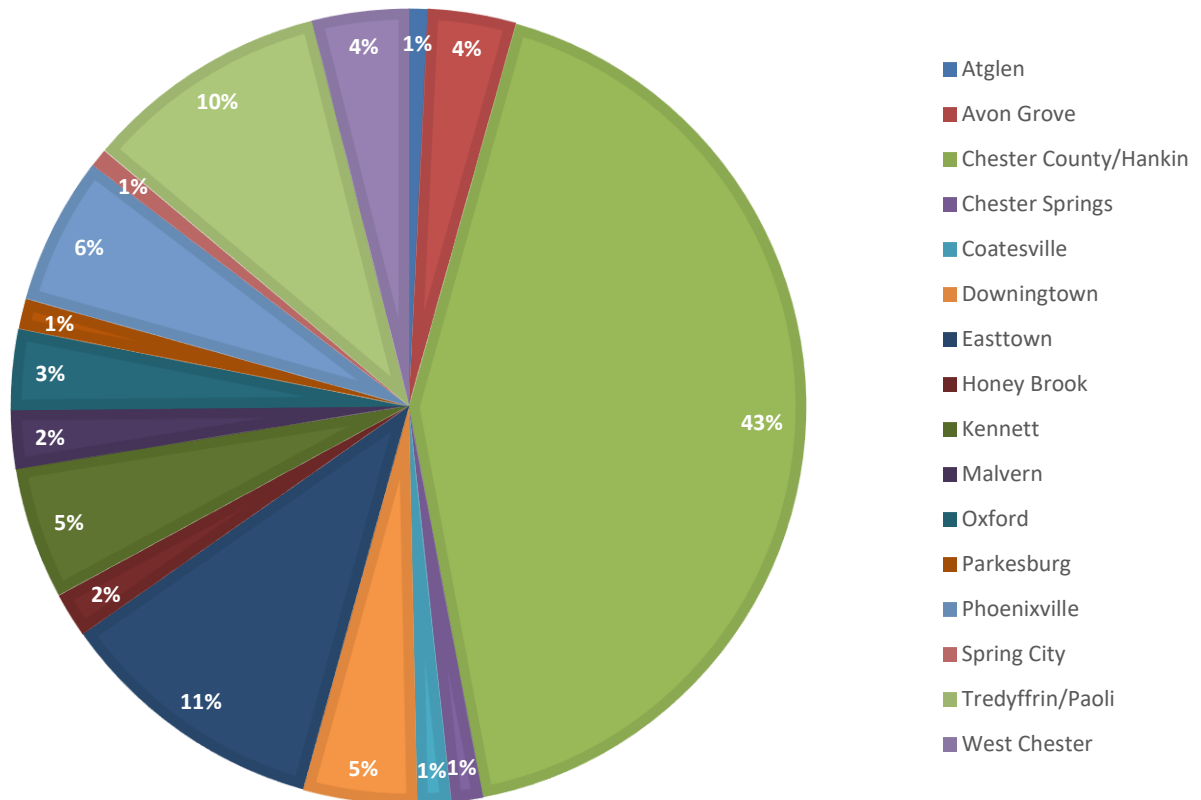
- Atglen
- Avon Grove
- Chester County
- Chester Springs
- Coatesville
- Downingtown
- Easttown
- Hankin
- Honey Brook
- Kennett
- Malvern
- Oxford
- Paoli
- Parkesburg
- Phoenixville
- Spring City
- Tredyffrin
- West Chester

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Q	R	S	T
1	Computer Usage 2022 (Sessions)																	
2																		
3																		
4		January	February	March	April	May	June	July	August	September	October	November	December	Total	2022 YTD Percentage	2021 YTD Percentage	2020 Annual Percentage	2019 Annual Percentage
5																		
6	Atglen	127												127	0.66%	0.77%	1.49%	0.78%
7																		
8	Avon Grove	811												811	4.22%	4.80%	4.06%	2.93%
9																		
10	Chester County	4541												4541	23.64%	30.54%	25.28%	25.39%
11																		
12	Chester Springs	293												293	1.53%	1.10%	0.75%	0.54%
13																		
14	Coatesville	1440												1440	7.50%	7.25%	6.78%	6.94%
15																		
16	Downingtown	729												729	3.79%	3.13%	3.26%	4.63%
17																		
18	Easttown	1608												1608	8.37%	6.65%	9.31%	9.77%
19																		
20	Hankin	1616												1616	8.41%	8.34%	7.69%	5.90%
21																		
22	Honey Brook	321												321	1.67%	1.76%	1.42%	1.00%
23																		
24	Kennett	1281												1281	6.67%	5.92%	5.35%	5.07%
25																		
26	Malvern	530												530	2.76%	1.98%	2.11%	2.38%
27																		
28	Oxford	700												700	3.64%	3.91%	3.66%	3.39%
29																		
30	Paoli	635												635	3.31%	2.08%	3.36%	3.07%
31																		
32	Parkesburg	440												440	2.29%	2.90%	2.14%	1.40%
33																		
34	Phoenixville	1314												1314	6.84%	5.66%	6.35%	7.55%
35																		
36	Spring City	278												278	1.45%	1.92%	1.72%	1.73%
37																		
38	Tredyffrin	1409												1409	7.33%	6.40%	10.60%	13.33%
39																		
40	West Chester	1139												1139	5.93%	4.89%	4.66%	4.20%
41																		
42	System	19212												19212	100.00%	100.00%	100.00%	100.00%
43																		
44	Notes:																	
45	2017 and 2018 based on minutes																	
46	2019 and 2020 based on sessions																	
47	2020 reflects Covid closures																	

January 2022 Circulation

	Sierra	OverDrive	Total
Atglen	1305	841	2146
Avon Grove	7228	2895	10123
Chester County/Hankin	89982	30344	120326
Chester Springs	1739	1897	3636
Coatesville	2908	915	3823
Downingtown	10427	2615	13042
Easttown	16445	14545	30990
Honey Brook	4677	453	5130
Kennett	8395	6790	15185
Malvern	4903	1749	6652
Oxford	7087	2161	9248
Parkesburg	3162	330	3492
Phoenixville	11444	5544	16988
Spring City	1676	420	2096
Tredyffrin/Paoli	19633	8407	28040
West Chester	8456	2598	11054
TOTAL	199467	82504	281971

PERCENTAGE DISTRIBUTION



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	Y
132																	
133																	
134			January	February	March	April	May	June	July	August	September	October	November	December	Total		
135	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%		
136	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%		
137	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%		
138	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%		
139	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%		
140	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%		
141	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%		
142	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%		
143	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%		
144	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%		
145	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%		
146	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%		
147	2022 to 2021		11.80%														
148																	
149																	
150	YTD2021		252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851		
151	YTD2022		281971													11.80%	YTD

Phoenixville Public Library

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

July 2021 - February 2022

	Actual	Budget	Total over Budget	% of Budget	Prev. Year
Income					
400 Appropriations					
400.1 Appropriation - P.A.S.D.	578,340.00	578,340.00	0.00	100.00%	567,305.00
400.2 Appropriation - County	76,245.16	101,330.00	-25,084.84	75.24%	65,505.93
400.3 Appropriation - State	93,524.57	92,636.00	888.57	100.96%	38,964.07
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	\$ 754,359.73	\$ 788,806.00	-\$ 34,446.27	95.63%	675,775.00
412 Development Income					
412.1 Grants	79,369.08	20,000.00	59,369.08	396.85%	21,796.08
412.1.2 Grants - Restricted					
412.2 Projects/Events	25,951.16	40,000.00	-14,048.84	64.88%	21,438.05
412.2.1 WWW - Restricted					
					355.00
412.2.2 Chester County Payout	-7,974.48		-7,974.48		
Total 412.2 Projects/Events	\$ 17,976.68	\$ 40,000.00	-\$ 22,023.32	44.94%	27,793.05
412.6 Individual Giving					
412.6.1 Unsolicited	392.57		392.57		412.09
412.6.2 Unsolicited Memorial Gifts	935.00		935.00		160.00
412.6.3 Target Donors	23,093.24	26,000.00	-2,906.76	88.82%	17,666.90
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	\$ 25,053.99	\$ 32,000.00	-\$ 6,946.01	78.29%	18,238.99
412.7 Corporate Engagement					
412.7.1 Third Party Fundraising	25.69		25.69		21.34
412.7.3 Matching Gifts	5,529.67		5,529.67		2,160.42
Total 412.7 Corporate Engagement	\$ 5,555.36	\$ 3,000.00	\$ 2,555.36	185.18%	2,181.76
Total 412 Development Income	\$ 127,955.11	\$ 95,000.00	\$ 32,955.11	134.69%	79,009.88

420 Operations Income						
420.1 Fines	8,356.82	5,600.00	2,756.82	149.23%	3,733.44	
420.10 Notary Services	621.00	500.00	121.00	124.20%	250.00	
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	104,404.35	70,000.00	34,404.35	149.15%	35,620.29	
420.3 Interest	1,347.29	1,000.00	347.29	134.73%	658.09	
420.4 Items Sold						
420.4.1 Library Income	1,366.60	400.00	966.60	341.65%	191.93	
420.4.2 PA Sales Tax	82.04		82.04			
Total 420.4 Items Sold	\$ 1,448.64	\$ 400.00	\$ 1,048.64	362.16%	191.93	
420.5 Lost Books	646.99	1,500.00	-853.01	43.13%	1,007.60	
420.6 Other (Copier, etc.)						
420.6.1 Library Income	1,585.22	1,000.00	585.22	158.52%	693.25	
420.6.2 PA Sales Tax	95.17		95.17			
Total 420.6 Other (Copier, etc.)	\$ 1,680.39	\$ 1,000.00	\$ 680.39	168.04%	693.25	
420.8 Rentals/Collection						
420.8.1 Library Income	604.38	1,400.00	-795.62	43.17%	903.04	
420.8.2 PA Sales Tax	-21.06		-21.06		4.44	
Total 420.8 Rentals/Collection	\$ 583.32	\$ 1,400.00	-\$ 816.68	41.67%	907.48	
420.9 Hot Spots						
420.9.1 Library Income	2,017.25	1,000.00	1,017.25	201.73%	448.00	
420.9.2 PA Sales Tax	120.75		120.75			
Total 420.9 Hot Spots	\$ 2,138.00	\$ 1,000.00	\$ 1,138.00	213.80%	448.00	
Total 420 Operations Income	\$ 121,233.80	\$ 82,400.00	\$ 38,833.80	147.13%	43,510.08	
Total Income	\$ 1,003,548.64	\$ 966,206.00	\$ 37,342.64	103.86%	798,294.96	
Gross Profit	\$ 1,003,548.64	\$ 966,206.00	\$ 37,342.64	103.86%	798,294.96	
Expenses						
500 Adult Library						
500.1 Books						
500.1.1 Physical Books	18,282.58	30,000.00	-11,717.42	60.94%	18,600.80	
500.1.2 E-Books	12,563.24	20,862.00	-8,298.76	60.22%	10,626.45	

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	\$	30,845.82	\$	50,862.00	-\$	20,016.18	60.65%	36,226.93
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		2,067.50		4,300.00		-2,232.50	48.08%	2,055.06
500.2 Magazines & Newspapers		3,691.24		6,000.00		-2,308.76	61.52%	466.60
500.3 Audios		3,483.70		5,000.00		-1,516.30	69.67%	2,647.47
500.4 Videos		2,414.96		4,000.00		-1,585.04	60.37%	2,324.39
500.5 Software		19.99				19.99		74.87
500.6 Reference		-314.13		500.00		-814.13	-62.83%	305.74
500.7 Programs - Adult		1,210.00		2,000.00		-790.00	60.50%	1,025.00
500.8 Program Supplies - Adult		69.73		500.00		-430.27	13.95%	14.78
Total 500 Adult Library	\$	45,303.28	\$	75,162.00	-\$	29,858.72	60.27%	46,695.31
510 Youth Library								
510.1 Books								
510.1.1 Physical Books		12,992.20		25,048.00		-12,055.80	51.87%	14,334.16
510.1.2 E-Books		5,818.84		6,954.00		-1,135.16	83.68%	6,358.58
Total 510.1 Books	\$	18,811.04	\$	32,002.00	-\$	13,190.96	58.78%	20,692.74
510.13 Young Adult - All		1,992.12		3,000.00		-1,007.88	66.40%	1,706.07
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		762.81		1,500.00		-737.19	50.85%	407.11
510.4 Videos		661.89		1,400.00		-738.11	47.28%	849.05
510.5 Software		369.00				369.00		364.62
510.7 Programs - Children				2,000.00		-2,000.00	0.00%	59.97
510.8 Program Supplies - Children		744.93		1,500.00		-755.07	49.66%	308.06
Total 510 Youth Library	\$	23,956.63	\$	43,102.00	-\$	19,145.37	55.58%	24,954.48
520 Development Expense								
520.1 Annual Appeal		2,909.30		5,600.00		-2,690.70	51.95%	2,237.00
520.3 Special Events		6,096.77		22,500.00		-16,403.23	27.10%	6,907.47

520.5 Marketing	365.54	500.00	-134.46	73.11%	
520.8 Donor Management		3,988.00	-3,988.00	0.00%	
Total 520 Development Expense	\$ 9,371.61	\$ 32,588.00	-\$ 23,216.39	28.76%	9,144.47
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	732.40	1,000.00	-267.60	73.24%	548.20
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	4,963.76	3,000.00	1,963.76	165.46%	5,116.72
530.1.8 Marketing and Website	2,298.54	3,000.00	-701.46	76.62%	2,143.57
530.1.9 Miscellaneous	144.38		144.38		31.43
Total 530.1 General	\$ 18,488.88	\$ 19,400.00	-\$ 911.12	95.30%	17,753.24
540 Utilities					
540.1 Electricity	7,801.73	14,600.00	-6,798.27	53.44%	8,048.49
540.2 Gas	1,690.63	3,500.00	-1,809.37	48.30%	2,158.31
540.3 Telephone	3,821.28	6,000.00	-2,178.72	63.69%	3,737.42
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	\$ 14,124.32	\$ 25,806.00	-\$ 11,681.68	54.73%	14,449.44
550 Computer Expense					
550.2 Hardware	5,081.92	1,000.00	4,081.92	508.19%	73.10
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	682.81	2,000.00	-1,317.19	34.14%	793.56
Total 550 Computer Expense	\$ 7,042.53	\$ 6,800.00	\$ 242.53	103.57%	2,056.95
560 Other Supplies and Expense					
560.1 Collection Maintenance	1,812.86	2,800.00	-987.14	64.75%	1,391.63
560.2 Library	4,575.73	3,500.00	1,075.73	130.74%	2,454.62
560.3 Office	1,733.59	3,500.00	-1,766.41	49.53%	1,264.21
560.4 Postage	6,063.93	6,500.00	-436.07	93.29%	3,125.92
Total 560 Other Supplies and Expense	\$ 14,186.11	\$ 16,300.00	-\$ 2,113.89	87.03%	8,236.38
570 Equipment Leasing/Rental	3,819.13	5,090.00	-1,270.87	75.03%	4,633.96

580 Buildings & Grounds						
580.1 Maintenance						
580.1.2 Grounds	265.00	1,000.00	-735.00	26.50%	290.00	
Total 580.1 Maintenance	\$ 265.00	\$ 1,000.00	-\$ 735.00	26.50%	290.00	
580.5 Janitorial Expense						
580.5.1 Service	9,700.00	20,000.00	-10,300.00	48.50%	11,075.00	
580.5.2 Supplies	1,837.67	5,000.00	-3,162.33	36.75%	3,045.12	
Total 580.5 Janitorial Expense	\$ 11,537.67	\$ 25,000.00	-\$ 13,462.33	46.15%	14,120.12	
580.7 Minor Improvements and Repairs	423.43	500.00	-76.57	84.69%		
Total 580 Buildings & Grounds	\$ 12,226.10	\$ 26,500.00	-\$ 14,273.90	46.14%	14,410.12	
Total 530 Administration	\$ 69,887.07	\$ 99,896.00	-\$ 30,008.93	69.96%	61,540.09	
610 Salaries & Benefits						
610.1 Salaries						
610.1.1 Full-Time	260,328.02	405,880.00	-145,551.98	64.14%	241,609.66	
610.1.2 Part-Time	58,829.58	89,146.00	-30,316.42	65.99%	48,085.51	
610.1.3 Passport Agents	11,661.32	21,192.00	-9,530.68	55.03%	4,699.58	
Total 610.1 Salaries	\$ 330,818.92	\$ 516,218.00	-\$ 185,399.08	64.09%	294,394.75	
610.2 Social Security Expense	24,404.40	39,491.00	-15,086.60	61.80%	21,636.01	
610.3 Employee Benefit Expense	97,054.54	98,224.46	-1,169.92	98.81%	62,505.43	
610.3.2 H.S.A. Contribution	4,499.82	9,000.00	-4,500.18	50.00%	4,499.82	
Total 610.3 Employee Benefit Expense	\$ 101,554.36	\$ 107,224.46	-\$ 5,670.10	94.71%	67,005.25	
610.4 Retirement Expense	64,440.81	79,805.00	-15,364.19	80.75%	41,586.90	
Total 610 Salaries & Benefits	\$ 521,218.49	\$ 742,738.46	-\$ 221,519.97	70.18%	424,622.91	
Unapplied Cash Bill Payment Expense	0.00		0.00			
Total Expenses	\$ 669,737.08	\$ 993,486.46	-\$ 323,749.38	67.41%	566,957.26	
Net Operating Income	\$ 333,811.56	-\$ 27,280.46	\$ 361,092.02	-1223.63%	231,337.70	
Other Expenses						
750 Non-Operating Expense						
750.1 Furniture, etc.	399.99		399.99			
Total 750 Non-Operating Expense	\$ 399.99	\$ 0.00	\$ 399.99			
Total Other Expenses	\$ 399.99	\$ 0.00	\$ 399.99			
Net Other Income	-\$ 399.99	\$ 0.00	-\$ 399.99			
Net Income	\$ 333,411.57	-\$ 27,280.46	\$ 360,692.03	-1222.16%	231,337.70	

Wednesday, Mar 02, 2022 08:44:14 AM GMT-8 - Cash Basis

Phoenixville Public Library
Balance Sheet
As of February 28, 2022

	As of Feb 28, 2022	Total As of Feb 28, 2021 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	84,098.58	26,809.41	57,289.17	213.69%
100.2 Operating Money Market	897,723.08	498,916.81	398,806.27	79.93%
100.3 Operating Credit Card Receipts	17,135.17	6,704.35	10,430.82	155.58%
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	\$ 1,072,340.83	\$ 602,430.57	\$ 469,910.26	78.00%
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	\$ 1,073,340.83	\$ 608,799.57	\$ 464,541.26	76.30%
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	\$ 1,073,793.83	\$ 617,308.57	\$ 456,485.26	73.95%
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	\$ 1,073,794.07	\$ 617,308.81	\$ 456,485.26	73.95%
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	333,411.57	231,337.70	102,073.87	44.12%
Total Equity	\$ 1,018,315.11	\$ 594,837.85	\$ 423,477.26	71.19%
TOTAL LIABILITIES AND EQUITY	\$ 1,073,794.07	\$ 617,308.81	\$ 456,485.26	73.95%

Wednesday, Mar 02, 2022 08:40:21 AM GMT-8 - Cash Basis

Recommendations from the Budget Committee:

Re: Mid-Year Wage increase for 2021/2022, Budget for 2022/2023 and Mid-Year Review 2022/2023

Based on projections for 2021/2022 we are anticipating approximately \$50,000 in unbudgeted revenue brought in by passports exceeding budgeted amounts, increases in operational revenue, and additional Cares Act funding.

Recommendation #1:

The committee is recommending that we use some of those funds during the current budget year to increase wages for all of our employees.

We would use the funds to give a 3.5% increase to full time employees, increase the starting wage for circulation assistants to \$13/hour and increase passport assistants starting wage to \$14.50. The committee recommends that these increases be retroactive to January 1, 2022.

The cost breakdown is as follows:

- Full time costs (3.5% increase): \$9,064.25
- Part time costs (\$2.25 increase): \$8,590.66
- Passport costs (\$3.50 increase): \$3,276.00
- Office Manager costs (4.5% increase): \$353.60
- Associated Staffing costs: \$6,092.14
 - **Total: \$27,376.65**

These increases are included in the current draft budget numbers for 2022/2023.

Recommendation #2:

The committee is recommending that since there is not a salary increase in the draft 2022/2023 budget, the board should give a mid-year bonus. In order to be eligible for a bonus, an employee must be employed by the library for a minimum of 6 months. The breakdown of the cost would be:

- Full Time: \$14,400.00
- Part Time: \$7,072.00
- Total: \$21,472.00

Recommendation #3:

The committee recommends that there be a mid-year review of the finances in January 2023. At this review the committee will discuss if the library can afford to offer additional staff wage increases based on budget projections. Our current goal as a committee is to raise part time starting wages for circulation assistants to \$15/hour and passport assistants to \$16.50/per hour, as well as, to make sure fulltime employees are being compensated as well.

Phoenixville Public Library
Actuals: Fiscal Year Jul 20 - June 21
July 2020 - June 2021

	Budget (approved 7.2020)	2020/20201 Budget as of 12/2020	2021/2022 Budget	2022/2023 Draft Budget		
Income				(2% increase = \$11,567 of PASD appropriation)		
			2% increase from PASD=\$11,340	col 5% & \$12/hr starting	COL3% &\$12/hour starting	COL1.5% &\$12/hour starting
400 Appropriations						
400.1 Appropriation - P.A.S.D.	567,000.00	567,000.00	\$578,340.00	589,907.00	589,907.00	589,907.00
400.2 Appropriation - County	71,000.00	90,838.00	101,330.00	102,320.00	102,320.00	102,320.00
400.3 Appropriation - State	84,000.00	92,636.00	92,636.00	93,524.00	93,524.00	93,524.00
400.4 Appropriation - Charlestown Tws	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
400.5 Appropriation - Schuylkill Twp	1,500.00	1,500.00	4,000.00	4,000.00	4,000.00	4,000.00
400.6 Appropriation - East Pikeland	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
Total 400 Appropriations	\$ 736,000.00	\$ 764,474.00	\$788,806.00	802,251.00	802,251.00	802,251.00
412 Development Income						
412.1 Grants	20,000.00	20000	20,000.00	20,000.00	20,000.00	20,000.00
412.2 Projects/Events	40,000.00	40000	40,000.00	40,000.00	40,000.00	40,000.00
412.6 Individual Giving						
412.6.1 Unsolicited	0.00	0	0	0.00	0.00	0.00
412.6.2 Unsolicited Memorial Gifts	0.00	0	0	0.00	0.00	0.00
412.6.3 Target Donors	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00
412.6.4 Restricted - General	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
412.6.5 Restricted - Children	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Total 412.6 Individual Giving	\$ 32,000.00	\$ 32,000.00	32,000.00	32,000.00	32,000.00	32,000.00
412.7 Corporate Engagement						
412.7.1 Third Party Fundraising	0.00	0	0.00	0.00	0.00	0.00
412.7.2 Corporate Support	0.00	0	0.00	0.00	0.00	0.00

412.7.3 Matching Gifts	0.00	0	0.00	0.00	0.00	0.00
Total 412 Development Income	\$ 95,000.00	95,000	95,000.00	95,000.00	95,000.00	95,000.00
420 Operations Income						
420.1 Fines	18,000.00	18,000.00	5,600.00	10,000.00	10,000.00	10,000.00
420.10 Notary Services	300.00	300.00	500.00	700.00	700.00	700.00
420.2 Passport Applications	85,000.00	40,000.00	70,000.00	125,000.00	125,000.00	125,000.00
420.3 Interest	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
420.4 Items Sold	3,500.00	3,500.00	400.00	2,500.00	2,500.00	2,500.00
420.5 Lost Books	2,500.00	2,500.00	1,500.00	1,500.00	1,500.00	1,500.00
420.6 Other (Copier, etc.)	5,000.00	5,000.00	1,000.00	2,500.00	2,500.00	2,500.00
420.8 Rentals/Collection						
420.8.1 Library Income	10,000.00	10000	1,400.00	0.00	0.00	0.00
420.8.2 PA State Tax	0.00	0	0.00	0.00	0.00	0.00
Total 420.8 Rentals/Collection	\$ 10,000.00	10000	1,400.00	0.00	0.00	0.00
420.9 Hot Spots	3,500.00	3500	1,000.00	2,500.00	2,500.00	2,500.00
Total 420 Operations Income	\$ 128,800.00	\$ 83,800.00	82,400.00	145,700.00	145,700.00	145,700.00
Total Income	\$ 959,800.00	\$943,274.00	\$966,206.00	\$1,045,951.00	\$1,045,951.00	\$1,045,951.00
Gross Profit	\$ 959,800.00	943,274.00				
Expenses						
500 Adult Library						
500.1 Books						
500.1.1 Physical Books	30,500.00	27,500.00	30,000.00	31,000.00	31,000.00	31,000.00
500.1.2 E-Materials	14,122.00	19,456.00	20,862.00	21,000.00	21,000.00	21,000.00
500.1.3 Flipster				1,500.00	1,500.00	1,500.00
Total 500.1 Books	\$ 44,622.00	46,956.00	50,862.00	53,500.00	53,500.00	53,500.00
500.13 Professional Develop. Material	900.00	500.00	500.00	800.00	800.00	800.00
500.14 Museum Passes	1,500.00	1,500.00	1,500.00	3,600.00	3,600.00	3,600.00
500.15 Mobile Hotspots	4,233.00	4,233.00	4,300.00	3,500.00	3,500.00	3,500.00
500.2 Magazines & Newspapers	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
500.3 Audios	7,000.00	4,800.00	5,000.00	5,000.00	5,000.00	5,000.00
500.4 Videos	6,000.00	3,800.00	4,000.00	4,000.00	4,000.00	4,000.00
500.5 Software	400.00	0.00	0.00	0.00	0.00	0.00
500.6 Reference	1,200.00	600.00	500.00	700.00	700.00	700.00
500.7 Programs - Adult	3,467.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00

500.8 Program Supplies - Adult	1,067.00	0	500.00	500.00	500.00	500.00
Total 500 Adult Library	\$ 76,389.00	\$ 69,389.00	75,162.00	79,600.00	79,600.00	79,600.00
510 Youth Library						
510.1 Books						
510.1.1 Physical Books	26,551.00	23,551.00	25,048.00	25,000.00	25,000.00	25,000.00
510.1.2 E-Materials	7,330.00	12,304.00	6,954.00	6,500.00	6,500.00	6,500.00
Total 510.1 Books	\$ 33,881.00	\$ 35,855.00	32,002.00	31,500.00	31,500.00	31,500.00
510.13 Young Adult - All	3,750.00	3,000.00	3,000.00	3,500.00	3,500.00	3,500.00
510.14 Programs - Young Adults	487.00	0.00	500.00	500.00	500.00	500.00
510.15 Program Supplies - Young Adult	467.00	0.00	500.00	500.00	500.00	500.00
510.2 Magazines	650.00	650.00	700.00	700.00	700.00	700.00
510.3 Audios	2,300.00	1,300.00	1,500.00	1,500.00	1,500.00	1,500.00
510.4 Videos	3,200.00	1,200.00	1,400.00	1,400.00	1,400.00	1,400.00
510.5 Software	800.00	0.00	0.00	0.00	0.00	0.00
510.7 Programs - Children	5,334.00	1,334.00	2,000.00	3,000.00	3,000.00	3,000.00
510.8 Program Supplies - Children	4,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Total 510 Youth Library	\$ 54,869.00	\$ 44,839.00	43,102.00	44,100.00	44,100.00	44,100.00
520 Development Expense						
520.1 Annual Appeal	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00
520.3 Special Events	12,500.00	12,500.00	22,500.00	22,500.00	22,500.00	22,500.00
520.5 Marketing	1,000.00	500.00	500.00	500.00	500.00	500.00
520.8 Donor Management	3,948.00	3,948.00	3,988.00	3,988.00	3,988.00	3,988.00
Total 520 Development Expense	\$ 23,048.00	\$ 22,548.00	32,588.00	32,588.00	32,588.00	32,588.00
530 Administration						
530.1 General						
530.1.1 Audit/Form 990	8,400.00	8,400.00	8,700.00	8,700.00	8,700.00	8,700.00
530.1.2 Library Board Expenses	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
530.1.3 Staff Development/Memberships	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
530.1.4 Insurance	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
530.1.5 Advertising	1,000.00	500.00	500.00	500.00	500.00	500.00
530.1.6 Legal Expense	5,000.00	3,000.00	0.00	0.00	0.00	0.00
530.1.7 Credit Card Fees	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
530.1.8 Marketing and Website	3,000.00		3,000.00	3,000.00	3,000.00	3,000.00

Total 530.1 General	\$ 25,600.00	\$ 19,100.00	19,400.00	19,400.00	19,400.00	19,400.00
540 Utilities						
540.1 Electricity	14,600.00	14,600.00	14,600.00	14,600.00	14,600.00	14,600.00
540.2 Gas	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
540.3 Telephone	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
540.4 Trash Collection	356.00	356.00	356.00	356.00	356.00	356.00
540.5 Water & Sewer	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00
Total 540 Utilities	\$ 25,806.00	\$ 25,806.00	25,806.00	25,806.00	25,806.00	25,806.00
550 Computer Expense						
550.2 Hardware	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
550.4 Software	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
550.5 Software Maintenance	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
550.6 Supplies	3,000.00	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total 550 Computer Expense	\$ 7,800.00	\$ 7,800.00	6,800.00	6,800.00	6,800.00	6,800.00
560 Other Supplies and Expense						
560.1 Collection Maintenance	2,800.00	2,800.00	2,800.00	2,500.00	2,500.00	2,500.00
560.2 Library	4,000.00	4,000.00	3,500.00	3,500.00	3,500.00	3,500.00
560.3 Office	4,000.00	4,000.00	3,500.00	3,500.00	3,500.00	3,500.00
560.4 Postage	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
Total 560 Other Supplies and Expense	\$ 17,300.00	\$ 17,300.00	16,300.00	16,000.00	16,000.00	16,000.00
570 Equipment Leasing/Rental	5,090.00	5,090.00	5,090.00	5,090.00	5,090.00	5,090.00
580 Buildings & Grounds						
580.1 Maintenance						
580.1.2 Grounds	1,000.00	1,000.00	1,000.00	800.00	800.00	800.00
Total 580.1 Maintenance	\$ 1,000.00	\$ 1,000.00	1,000.00	800.00	800.00	800.00
580.5 Janitorial Expense						
580.5.1 Service	20,000.00	20,000.00	20,000.00	16,900.00	16,900.00	16,900.00
580.5.2 Supplies	5,000.00	5,000.00	5,000.00	4,000.00	4,000.00	4,000.00
Total 580.5 Janitorial Expense	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	20,900.00	20,900.00	20,900.00
580.7 Minor Improvements and Repairs	500.00	500.00	500.00	500.00	500.00	500.00
Total 580 Buildings & Grounds	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	21,400.00	21,400.00	21,400.00
Total 530 Administration	\$ 108,096.00	\$ 101,596.00	96,806.00	95,296.00	95,296.00	95,296.00
610 Salaries & Benefits						

610.1 Salaries							
610.1.1 Full-Time	391,328.00	391,328.00	405,880.00	425,335.00	417,298.00	412,476.00	412,476.00
610.1.2 Part-Time	100,611.00	70,000.00	89,146.00	122,747.00	122,747.00	122,747.00	122,747.00
610.1.3 Passport Agents	21,148.00	12,560.00	21,192.00	24,982.00	24,982.00	24,982.00	24,982.00
Total 610.1 Salaries	\$ 513,087.00	\$ 473,888.00	516,218.00	573,064.00	565,027.00	556,626.00	556,626.00
610.2 Social Security Expense	39,669.00	38,607.00	39,491.00	43,820.00	43,150.00	42,777.00	42,777.00
610.3 Employee Benefit Expense	99,233.00	99,233.00	98,224.46	107,234.00	107,175.00	107,142.00	107,142.00
610.3.2 H.S.A. Contribution	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Total 610.3 Employee Benefit Expense	\$ 108,233.00	\$ 143,840.00	146,715.46	160,054.00	159,325.00	158,919.00	158,919.00
610.4 Retirement Expense	81,797.00	76,008.00	79,805.00	84,532.00	83,100.00	82,242.00	82,242.00
Total 610 Salaries & Benefits	\$ 742,786.00	\$ 693,736.00	742,738.00	817,650.00	807,452.00	797,787.00	797,787.00
Total Expenses	\$ 1,005,188.00		990,396.00	1,069,234.00	1,059,036.00	1,049,371.00	1,049,371.00
Net Operating Income	-\$ 45,388.00		24,190.00	23,283.00	13,085.00	3,420.00	3,420.00
Net Income	-\$ 45,388.00						

Wednesday, Jul 08, 2020 11:25:39 AM GMT-7 - Cash Basis

Phoenixville Public Library
Actuals: Fiscal Year Jul 20 - June 21
 July 2020 - June 2021

	Budget (approved 7.2020)	2020/20201 Budget as of 12/2020	2021/2022 Budget	2022/2023 Draft Budget
Income				(2% increase = \$11,567 of PASD appropriation)
400 Appropriations			2% increase from PASD=\$11,340	
400.1 Appropriation - P.A.S.D.	567,000.00	567,000.00	\$578,340.00	589,907.00
400.2 Appropriation - County	71,000.00	90,838.00	101,330.00	102,320.00
400.3 Appropriation - State	84,000.00	92,636.00	92,636.00	93,524.00
400.4 Appropriation - Charlestown Tws	5,500.00	5,500.00	5,500.00	5,500.00
400.5 Appropriation - Schuylkill Twp	1,500.00	1,500.00	4,000.00	6,250.00
400.6 Appropriation - East Pikeland	7,000.00	7,000.00	7,000.00	7,000.00
Total 400 Appropriations	\$ 736,000.00	\$ 764,474.00	\$788,806.00	804,501.00
412 Development Income				
412.1 Grants	20,000.00	20000	20,000.00	25,000.00
412.2 Projects/Events	40,000.00	40000	40,000.00	45,000.00
412.6 Individual Giving				
412.6.1 Unsolicited	0.00	0	0	0.00
412.6.2 Unsolicited Memorial Gifts	0.00	0	0	0.00
412.6.3 Target Donors	26,000.00	26,000.00	26,000.00	30,000.00
412.6.4 Restricted - General	3,000.00	3,000.00	3,000.00	3,000.00
412.6.5 Restricted - Children	3,000.00	3,000.00	3,000.00	3,000.00
Total 412.6 Individual Giving	\$ 32,000.00	\$ 32,000.00	32,000.00	36,000.00
412.7 Corporate Engagement	3,000.00	3,000.00	3,000.00	3,000.00
412.7.1 Third Party Fundraising	0.00	0	0.00	0.00
412.7.2 Corporate Support	0.00	0	0.00	0.00

412.7.3 Matching Gifts	0.00	0	0.00	0.00
Total 412 Development Income	\$ 95,000.00	95,000	95,000.00	109,000.00
420 Operations Income				
420.1 Fines	18,000.00	18,000.00	5,600.00	12,000.00
420.10 Notary Services	300.00	300.00	500.00	1,000.00
420.2 Passport Applications	85,000.00	40,000.00	70,000.00	140,000.00
420.3 Interest	1,000.00	1,000.00	1,000.00	1,000.00
420.4 Items Sold	3,500.00	3,500.00	400.00	2,500.00
420.5 Lost Books	2,500.00	2,500.00	1,500.00	1,500.00
420.6 Other (Copier, etc.)	5,000.00	5,000.00	1,000.00	2,500.00
420.8 Rentals/Collection				
420.8.1 Library Income	10,000.00	10000	1,400.00	500.00
420.8.2 PA State Tax	0.00	0	0.00	0.00
Total 420.8 Rentals/Collection	\$ 10,000.00	10000	1,400.00	0.00
420.9 Hot Spots	3,500.00	3500	1,000.00	3,000.00
Total 420 Operations Income	\$ 128,800.00	\$ 83,800.00	82,400.00	164,000.00
Total Income	\$ 959,800.00	\$943,274.00	\$966,206.00	\$1,077,501.00
Gross Profit	\$ 959,800.00	943,274.00		
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	30,500.00	27,500.00	30,000.00	31,000.00
500.1.2 E-Materials	14,122.00	19,456.00	20,862.00	24,000.00
500.1.3 Flipster				1,500.00
Total 500.1 Books	\$ 44,622.00	46,956.00	50,862.00	56,500.00
500.13 Professional Develop. Material	900.00	500.00	500.00	800.00
500.14 Museum Passes	1,500.00	1,500.00	1,500.00	3,600.00
500.15 Mobile Hotspots	4,233.00	4,233.00	4,300.00	4,500.00
500.2 Magazines & Newspapers	6,000.00	6,000.00	6,000.00	6,000.00
500.3 Audios	7,000.00	4,800.00	5,000.00	5,000.00
500.4 Videos	6,000.00	3,800.00	4,000.00	4,000.00
500.5 Software	400.00	0.00	0.00	0.00
500.6 Reference	1,200.00	600.00	500.00	700.00
500.7 Programs - Adult	3,467.00	1,000.00	2,000.00	3,000.00

500.8 Program Supplies - Adult	1,067.00	0	500.00	1,000.00
Total 500 Adult Library	\$ 76,389.00	\$ 69,389.00	75,162.00	85,100.00
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	26,551.00	23,551.00	25,048.00	25,000.00
510.1.2 E-Materials	7,330.00	12,304.00	6,954.00	8,000.00
Total 510.1 Books	\$ 33,881.00	\$ 35,855.00	32,002.00	33,000.00
510.13 Young Adult - All	3,750.00	3,000.00	3,000.00	3,000.00
510.14 Programs - Young Adults	487.00	0.00	500.00	500.00
510.15 Program Supplies - Young Adult	467.00	0.00	500.00	500.00
510.2 Magazines	650.00	650.00	700.00	700.00
510.3 Audios	2,300.00	1,300.00	1,500.00	1,500.00
510.4 Videos	3,200.00	1,200.00	1,400.00	2,000.00
510.5 Software	800.00	0.00	0.00	1,000.00
510.7 Programs - Children	5,334.00	1,334.00	2,000.00	4,000.00
510.8 Program Supplies - Children	4,000.00	1,500.00	1,500.00	2,000.00
Total 510 Youth Library	\$ 54,869.00	\$ 44,839.00	43,102.00	48,200.00
520 Development Expense				
520.1 Annual Appeal	5,600.00	5,600.00	5,600.00	5,600.00
520.3 Special Events	12,500.00	12,500.00	22,500.00	22,500.00
520.5 Marketing	1,000.00	500.00	500.00	500.00
520.8 Donor Management	3,948.00	3,948.00	3,988.00	3,988.00
Total 520 Development Expense	\$ 23,048.00	\$ 22,548.00	32,588.00	32,588.00
530 Administration				
530.1 General				
530.1.1 Audit/Form 990	8,400.00	8,400.00	8,700.00	8,700.00
530.1.2 Library Board Expenses	1,700.00	1,700.00	1,700.00	1,500.00
530.1.3 Staff				
Development/Memberships	2,000.00	1,000.00	1,000.00	1,462.00
530.1.4 Insurance	1,500.00	1,500.00	1,500.00	1,500.00
530.1.5 Advertising	1,000.00	500.00	500.00	500.00
530.1.6 Legal Expense	5,000.00	3,000.00	0.00	3,000.00
530.1.7 Credit Card Fees	3,000.00	3,000.00	3,000.00	3,000.00
530.1.8 Marketing and Website	3,000.00		3,000.00	3,000.00

Total 530.1 General	\$ 25,600.00	\$ 19,100.00	19,400.00	22,662.00
540 Utilities				
540.1 Electricity	14,600.00	14,600.00	14,600.00	17,000.00
540.2 Gas	3,500.00	3,500.00	3,500.00	4,835.00
540.3 Telephone	6,000.00	6,000.00	6,000.00	6,000.00
540.4 Trash Collection	356.00	356.00	356.00	450.00
540.5 Water & Sewer	1,350.00	1,350.00	1,350.00	1,500.00
Total 540 Utilities	\$ 25,806.00	\$ 25,806.00	25,806.00	29,785.00
550 Computer Expense				
550.2 Hardware	1,000.00	1,000.00	1,000.00	1,000.00
550.4 Software	1,800.00	1,800.00	1,800.00	1,800.00
550.5 Software Maintenance	2,000.00	2,000.00	2,000.00	2,000.00
550.6 Supplies	3,000.00	3,000.00	2,000.00	2,000.00
Total 550 Computer Expense	\$ 7,800.00	\$ 7,800.00	6,800.00	6,800.00
560 Other Supplies and Expense				
560.1 Collection Maintenance	2,800.00	2,800.00	2,800.00	2,800.00
560.2 Library	4,000.00	4,000.00	3,500.00	3,500.00
560.3 Office	4,000.00	4,000.00	3,500.00	3,500.00
560.4 Postage	6,500.00	6,500.00	6,500.00	6,500.00
Total 560 Other Supplies and Expense	\$ 17,300.00	\$ 17,300.00	16,300.00	16,300.00
570 Equipment Leasing/Rental	5,090.00	5,090.00	5,090.00	5,090.00
580 Buildings & Grounds				
580.1 Maintenance				
580.1.2 Grounds	1,000.00	1,000.00	1,000.00	500.00
Total 580.1 Maintenance	\$ 1,000.00	\$ 1,000.00	1,000.00	500.00
580.5 Janitorial Expense				
580.5.1 Service	20,000.00	20,000.00	20,000.00	16,000.00
580.5.2 Supplies	5,000.00	5,000.00	5,000.00	4,000.00
Total 580.5 Janitorial Expense	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	20,000.00
580.7 Minor Improvements and Repairs	500.00	500.00	500.00	500.00
Total 580 Buildings & Grounds	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	21,000.00
Total 530 Administration	\$ 108,096.00	\$ 101,596.00	96,806.00	101,637.00
610 Salaries & Benefits				

610.1 Salaries				
610.1.1 Full-Time	391,328.00	391,328.00	405,880.00	\$416,962.00
610.1.2 Part-Time	100,611.00	70,000.00	89,146.00	122,294.00
610.1.3 Passport Agents	21,148.00	12,560.00	21,192.00	27,144.00
Total 610.1 Salaries	\$ 513,087.00	\$ 473,888.00	516,218.00	566,400.00
610.2 Social Security Expense	39,669.00	38,607.00	39,491.00	43,330.00
610.3 Employee Benefit Expense	99,233.00	99,233.00	98,224.46	103,691.00
610.3.2 H.S.A. Contribution	9,000.00	9,000.00	9,000.00	9,000.00
Total 610.3 Employee Benefit Expense	\$ 108,233.00	\$ 143,840.00	146,715.46	156,021.00
610.4 Retirement Expense	81,797.00	76,008.00	79,805.00	87,555.00
Total 610 Salaries & Benefits	\$ 742,786.00	\$ 693,736.00	742,738.00	809,976.00
Total Expenses	\$ 1,005,188.00		990,396.00	1,077,501.00
Net Operating Income	-\$ 45,388.00		24,190.00	
Net Income	-\$ 45,388.00			

Wednesday, Jul 08, 2020 11:25:39 AM GMT-7 - Cash Basis

Assumptions for the 2022-2023

Income

Appropriations:

PASD

- 2% increase which is \$11,567.00

State and County: State and County funding has increased slightly.

Township funding: Expectation for funding to remain level.

Development Income:

- Increase of \$5,000 for grants.
- Increase of \$5,000 for special events.
- Increase of \$4,000 for targeted donors.

Library Operating Income:

- **Passport services:** Based on current revenue amounts, we anticipate that next year our passport revenue will increase significantly. We have increased this line by \$70,000. Our current appointment numbers are on par with appointment numbers we saw in 2019 (pre-pandemic).
- Revenue increases budgeted for:
- The increases are based on current revenue amounts (2021/2022)
 - Fines
 - Notary Services
 - Items Sold
 - Other (copier)
 - Hot Spots

Operating revenue 17-18: \$1,015,411.00

Operating revenue for 18-19: \$1,012,911.00

Operating revenue for 19-20: \$1,012,411.00

Operating revenue for 20-21: \$943,274.00

Operating revenue for 21-22: \$966,206

Operating revenue for 22-23: \$1,077,501.00

Expenditures

Adult Library:

- E-materials now make up 25% of our materials budget. Of that percentage 40% goes towards the holds manager line and 60% goes towards purchasing new content. This is with agreement with the other member libraries due to the popularity of this type of content. We have increased the expenditure amounts for both the adult and youth e-materials.
- We have also created a specific line item for Flipster before it was in with e-materials. This way we can see exactly what we are spending on e-magazine and work towards expanding this line item.
- Additional increases:

- Books
- Professional Development Materials
- Museum passes
- Mobile Hotspots
- Reference
- Adult Programs
- Adult Program supplies

Youth Library

We have increased various line items for the youth and ya budget expenditures. See below:

Increases:

- E-materials
- Video
- Software
- Programs
- Program Supplies

Materials Spending: The library must spend a total of 12% of its total expenditures on materials (books, magazines, dvd's, cd's, etc. and the materials used to process these items. This is outlined in the Library Code/Law.

Development Department:

- No changes.

Admin

General:

Increases:

- Staff Development/Memberships
- Legal Expense

Utilities:

Increases:

- Electricity
- Gas
- Trash Collection

Computer Expense: No changes.

Other Supplies/Expenses: No changes.

Equipment/Leasing: No change over current year.

Maintenance-Buildings: Decrease of \$500.

Janitorial Expense: Reduction in janitorial expenses (\$4,000) and supplies (\$1,000).

Salary:

- Part-time: No increase included in this budget.
- Full-time: No increase included in this budget.
- There are no bonuses in this budget.

- The hours of operation for this budget is Monday, Tuesday, Thursday open 10am-8pm, Wednesday, Friday and Saturday 10am-5pm.

Benefits:

- Social Security line items includes FICA (6.2%) and Medicare (1.45%);
- Employee Benefit Expense:
 - This includes Medical/prescription, dental, and vision costs, along with, Workers compensation (.17%), unemployment (.5%), and short term disability (\$13.83/month per fulltime employee).
 - A 6% increase is currently in the budget for medical/prescription plan.
 - There is \$9,000 budgeted for HSA account contributions for fulltime employees.
- Retirement (PSERS) is 35.26%, we budget 17.63% since the state reimburses PASD for half of the amount (this amount is applied to all full-time employees and part time employees who work more than 500 hours a year).

Total Salary/Benefits: \$ 809,976.00

Total Expenditures: \$ 1,077,501.00

This budget does include an increase from PASD in the budget.

This is a balanced budget.



PROPOSAL FOR AUDIT SERVICES

Phoenixville Public Library

February 25, 2022

PRESENTED BY:

BBD, LLP

1835 Market Street, 3rd Floor

Philadelphia, PA 19103

215/419-5727

Carl E. Hogan, CPA

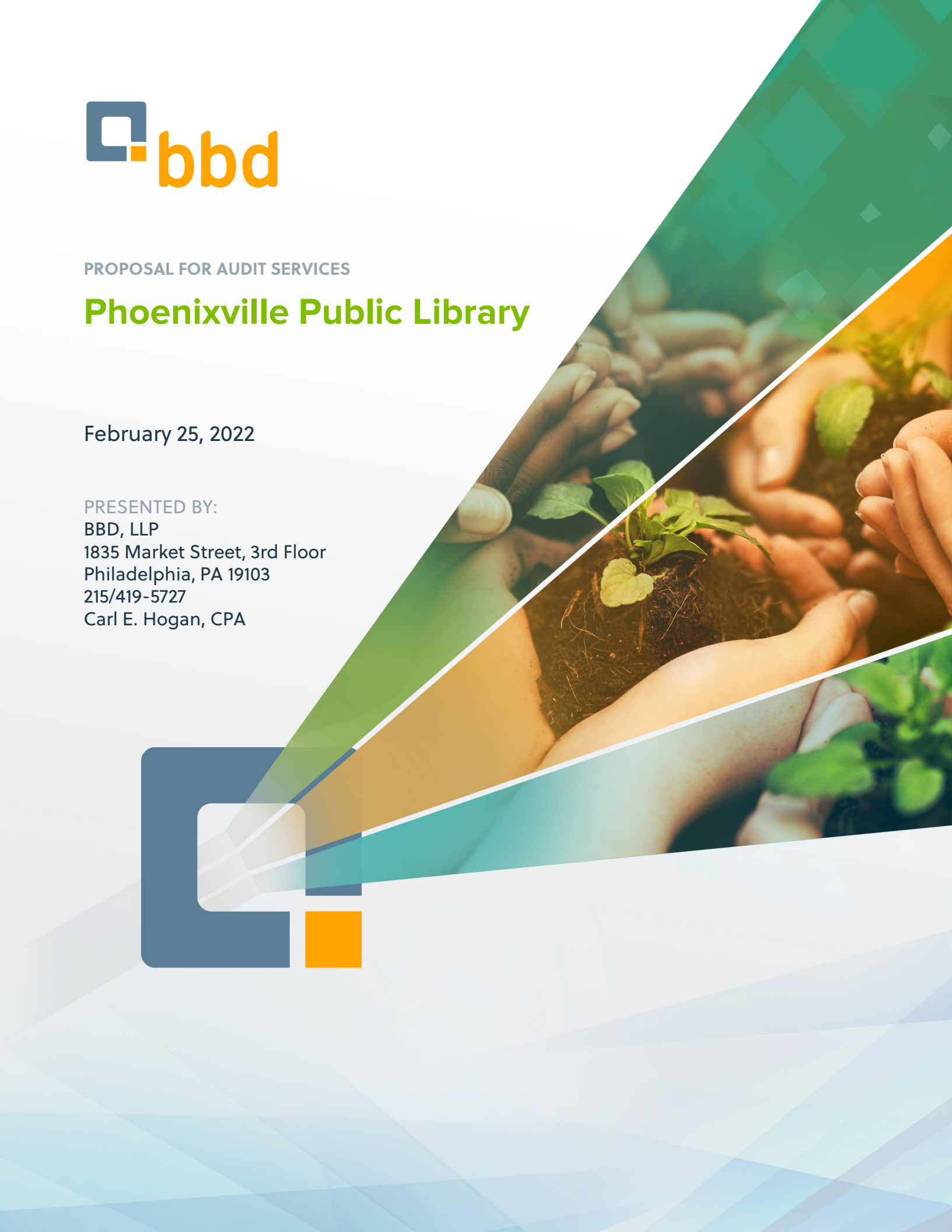




Table of Contents

SECTION	PAGE
1. Transmittal Letter	1
2. Statement of Qualifications	3
3. Work Plan	13
4. Cost to Audit	19
5. Fee Schedule for Consultation	19
<i>Appendix A Peer Review Report</i>	



1. Transmittal Letter

February 25, 2022


Ms. Lara Lorenzi
Phoenixville Public Library
183 Second Avenue
Phoenixville, PA 19460

Dear Ms. Lorenzi:

On behalf of our firm, I am pleased to present our proposal to provide audit and tax services for the Phoenixville Public Library for the years ending June 30, 2022 through June 30, 2024. Thank you for the opportunity to submit our response to your Request for Proposal. We are enthusiastic about the possibility of working with you and appreciate this opportunity to introduce our firm to you. Few CPA firms have committed to the audit and tax needs of the not-for-profit community and the government sector like BBD, and our Not-For-Profit & Government Group offers Phoenixville Public Library unique value.

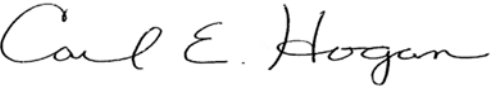
What can you expect when you work with BBD?

- ❑ **With more than 450 government entity and not-for-profit clients, we are a leader in providing audit services for the public sector.** Our extensive resources include a dedicated team of approximately 30 professionals, led by five partners, who work only on the audit and tax issues affecting government entities and not-for-profit organizations. Each member of our Group works with government entities and not-for-profit organizations every day of the year, not just in an “off-season” when they are free from other specialties. As industry specialists, we have the in-depth experience necessary to handle the most complex issues you face.
- ❑ **High-level partner and manager participation.** We understand that the best way to provide value for our clients is to have high-level partner and manager collaboration with them, and our partners and managers are hands-on, active members of your engagement team. Few firms serving not-for-profit organizations and government entities have the agility, responsiveness and close partner-level interaction of a boutique firm combined with the resources and industry expertise of a larger firm.
- ❑ **Fixed-fee quotes, no out-of-pocket costs and no surprise billing guarantee.** Our fee quote is a fixed-fee quote and includes all out-of-pocket costs as well as our costs relating to new client start-up. We also absorb the cost of periodic inquiries and informal consultation throughout the year. We believe in providing a fair and reasonable, all-inclusive fee quote, and you will not be charged more than the fees that we have quoted you.

- 
- **Value-added services.** We understand that many CPA firms can perform an audit. At BBD, we pride ourselves on offering you recommendations and suggestions to more efficiently accomplish your mission. We value the opportunity to consult with you throughout the year in order to make our collective team stronger and to provide you with the best possible service and advice.
 - **Local scheduling—local decisions.** When you work with BBD, we respond quickly and accurately without the need to use a national office to provide solutions or source professionals from other offices to meet your deadlines. All of our resources are in one office, and our quality control and second partner review are performed locally.

We are certain you will find that BBD offers the high level of client service and experience that the Phoenixville Public Library requires. Thank you again for your consideration in your auditor selection process and for your interest in BBD's Not-For-Profit & Government Group. Please know that we do commit to performing the work within the required time period.

Best Regards,



Carl E. Hogan, CPA

Partner, BBD, LLP
1835 Market Street, 3rd Floor
Philadelphia, PA 19103
215/419-5727



2. Statement of Qualifications

▪ The proposal shall include a profile of their firm or entities to include:

- (1) Description of the firm;
- (2) A statement of whether the firm is local, regional or international;
- (3) A listing of the firm's principals and other project staff anticipated to be assigned to this project, along with an experience statement for each of these individuals to include the appropriate training and/or certifications;
- (4) The location of the office or facility from which the services will be administered;
- (5) The extent of experience with audits of Pennsylvania municipal governments;
- (6) The extent of experience conducting reviews in accordance with Federal Single Audit Requirements;
- (7) A list of references including company, address, telephone number and contact person for organizations for whom the firm has performed audits during the past three (3) years;
- (8) A listing of any and all subcontractors intended to be used on this project, along with the scope of work expected to be assigned;
- (9) Indication as to whether the firm has received a positive peer review within the last three (3) years.

BBD is a regional firm that specializes in providing accounting, audit and tax services for government entities, not-for-profit organizations, and the investment management industry.

Formed in 1997, our firm, overall, currently is comprised of 80 firm members, including:

- ❑ 12 Partners
- ❑ 16 Principals and Managers
- ❑ 20 Supervisors and Senior Accountants
- ❑ 24 Staff Accountants
- ❑ 8 Administrative and Operating Professionals

At BBD, we are unique in the resources that we've devoted to serving governmental and not-for-profit organizations. Particularly now as more and more local firms merge into large national firms, we know that few CPA firms have committed to the accounting, audit and tax needs of the public sector like BBD.

Currently, our Not-For-Profit & Government Group includes a team of professionals dedicated solely to the service of our more than 450 government entity and not-for-profit clients. The Group has developed a reputation for providing knowledgeable, outstanding service to these organizations, and many of our clients have referred us to their industry colleagues.

Our firm services approximately 450 not-for-profit organizations of varied size and focus, including the following:

- ❑ Educational and cultural organizations
- ❑ Health care organizations
- ❑ Labor unions
- ❑ Private foundations and other grant-making organizations
- ❑ Professional and trade associations and other member organizations
- ❑ Religious institutions
- ❑ Social services organizations

We provide audit services for more than 70 government entities of varied focus, including the following:

- ❑ School districts and other educational agencies
- ❑ Municipalities
- ❑ Special purpose governments, such as police departments, sewer authorities, airport authorities and redevelopment authorities
- ❑ Charter schools



Single Audit Expertise

Please note that more than 60 of our clients require audits in accordance with the provisions of the Uniform Guidance. Because of our extensive work with organizations that receive a single audit, we are members of the Governmental Audit Quality Center, sponsored by the AICPA.

Membership in the Governmental Audit Quality Center demonstrates a special commitment to audit quality in audits subject to the provisions of the Uniform Guidance, as well as Yellow Book requirements. It also ensures access to ever-changing technical guidance that helps us to address the complex issues faced by many of our not-for-profit clients.

Additional Services

We provide the following management advisory services to our government entity clients, as needed:

- Budget monitoring, including analysis of prior-year budget versus actual, and periodic monitoring of current budget versus actual to provide recommendations and corrective action
- Internal control assessments identifying areas of strengths and weaknesses and to provide recommendations including assistance with preparation of policies and procedures
- Assistance with preparation of general purpose financial statements and related notes

We assist with the implementation of new Governmental Assistance Standards Board (GASB) pronouncements, for example GASB 34.

Additionally, all members of your proposed engagement team have extensive experience assisting municipalities with the application for the GFOA Certificate of Achievement for Financial Reporting.

We also provide informal consultations throughout the year for matters such as payroll, grant compliance and the recording of unusual accounting transactions.


As industry specialists, we have the in-depth experience necessary to handle the most complex issues you face. The Group has developed a reputation for providing knowledgeable, outstanding service to the public sector, and many of our clients have referred us to their industry colleagues.



Government Entity Clients

We provide audit services for the following government entities. All but two of these entities are located in Pennsylvania. Please note, the entities listed in bold are included as references on Page 6.

- Annville-Cleona School District
- Atglen Borough
- Bangor Area School District
- Birmingham Township
- Borough of Bridgeport
- Borough of East Stroudsburg
- Borough of Millbourne
- Borough of Sharon Hill
- Bristol Township
- Brodhead Creek Regional Authority
- Centennial School District
- Central Montco Technical High School
- Chester County Area Airport Authority
- City of Harrisburg School District
- Colonial School District
- Columbia Borough School District
- Conestoga Valley School District
- Council Rock School District
- Dallas School District
- Donegal School District
- Downingtown Area School District
- East Brandywine Township
- East Fallowfield Township
- East Marlborough Township
- Eastern Lancaster County School District
- **Easttown Township**
- Garnet Valley School District
- Hanover Area School District
- Lampeter-Strasburg School District
- London Britain Township
- Lower Bucks County Joint Municipal Authority
- Lower Providence Township
- Manheim Central School District
- Monroe Career and Technical Institute
- Montgomery County Transportation Authority
- New Garden Township
- New Garden Township Sewer Authority
- North Montco Technical Career Center
- Northwest Area School District
- Oxford Area Recreation Authority
- Oxford Area Sewer Authority
- Paradise Township
- Pennsbury School District
- Perkiomen Valley School District
- **Phoenixville Area School District**
- **Phoenixville Community Education Foundation**
- Pocono Mountain Regional Police Department
- Pocono Mountain School District
- Quakertown Community School District
- Radnor Township School District
- Redevelopment Authority of the City of Coatesville
- School District of Borough of Morrisville
- School District of Lancaster
- School District of the City of Scranton
- Southern Chester County Regional Police Department
- Springfield School District, Delaware County
- Stroud Area Regional Police Department
- The Commissioners of Leonardtown
- The School District of Haverford Township
- Town of North Beach, Maryland
- **Tredyffrin-Easttown School District**
- Unionville-Chadds Ford School District
- Valley Township
- Wallingford Swarthmore School District
- West Bradford Township
- West Brandywine Township
- West Brandywine Township Municipal Authority
- West Nottingham Township
- West Side Career and Technology Center
- Wyoming Valley West School District



We invite you to contact the following clients to learn more about our commitment to superior service as well as our reputation for providing sound advice. Please note, additional references are available upon request.

Client	Client Contact
Easttown Township	Eugene C. Briggs, Township Manager 610/687-3000, Ext. 109 ebriggs@easttown.org
Phoenixville Area School District	Jeremy Melber, Director of Finance/Treasurer 484/927-5020 melberj@pasd.org
Phoenixville Community Education Foundation	Joan Cadigan, Executive Director 610/933-5911 jcadigan@pcefonline.com
Tredyffrin/Easttown School District	Art McDonnell, Business Manager 610/240-1993 mcdonnella@tesd.org



Technical Information

BBD's expertise in performing government audits is reinforced by our commitment to both quality control and ongoing training. We actively participate in the following quality control programs:

Mandatory Peer Review and Quality Control

Please note that the Center for Audit Quality of the American Institute of Certified Public Accountants (AICPA) completed its most recent peer review of our accounting and audit practice for the year ended August 31, 2019. In a peer review, firms can receive a rating of pass, pass with deficiency(ies), or fail. BBD received a peer review rating of pass. Additionally, in previous reviews, BBD always has received a rating of pass. A copy of our most recent peer review report appears in Appendix A of this proposal for your information.

Governmental Audit Quality Center

Our firm is a member of the Governmental Audit Quality Center (GAQC), sponsored by the AICPA. The GAQC is a voluntary membership Center for CPA firms that perform audit and attestation engagements for organizations under Government Auditing Standards and the Uniform Guidance. As a member of the GAQC, we are committed to performing the highest quality audits. We demonstrate our commitment by voluntarily agreeing to adhere to the GAQC's significant membership requirements.

As a member of GAQC, our staff members are required to maintain and improve their skills by completing a minimum of 80 hours of continuing professional education every two years, including 24 hours specific to Government Auditing Standards. These requirements are generally fulfilled by attending seminars and workshops sponsored by the AICPA, state societies, industry associations and international public accounting firms. The professional staff we intend to assign to your engagement are in compliance with all relevant continuing education requirements.

Public Company Accounting Oversight Board (PCAOB)

Our firm is registered with the Public Company Accounting Oversight Board (PCAOB). The PCAOB is a private-sector, not-for-profit corporation, created by the Sarbanes-Oxley Act of 2002, to oversee the auditors of public companies in order to protect the interests of investors and further the public interest in the preparation of informative, fair, and independent audit reports.

The PCAOB completes inspections of our firm every three years. Our most recent inspection took place in the Fall of 2020. We anticipate that the PCAOB will release their report for their most recent inspection in the next few months. As with all past reports, we expect there to be no engagement deficiencies.



Your Service Team

The team that will serve the Phoenixville Public Library includes highly skilled and responsive professionals dedicated only to the service of government entities and not-for-profit organizations.

An important component of our firm structure and service commitment to our clients is our guarantee that our partners and managers are truly active members of your service team. Many firms simply cannot guarantee this high level of partner and manager involvement. The partner and manager assigned to your engagement, along with other experienced and knowledgeable members of your service team, will remain in continuous communication with you and your Organization, and your Organization will benefit from the level of attention you receive from these experts.

At BBD, we also stress the importance of service continuity for key members of your service team. Our efforts in maintaining team continuity have been aided significantly due to low turnover within our Not-For-Profit & Government Group. While we've added several professionals to our team, our turnover has been minimal due to our positive work environment. We pride ourselves on the warmth of our firm's culture, and the firm has been recognized for the past five consecutive years by the *Philadelphia Business Journal* as a Best Place To Work. Our minimal turnover enables us to provide our clients with consistent service teams from year to year, which contributes significantly to the quality of your client experience.

Biographies of these proposed key members of your service team appear on the following pages.

ENGAGEMENT PARTNER

Carl Hogan

PA License Number:

CA045933

ENGAGEMENT REVIEWER

Dawn Bucci

PA License Number:

CA059449

ENGAGEMENT MANAGER

Anthony Rapp

PA License Number:

CA055640

TAX DIRECTOR

Jennifer Solot

PA License Number:

CA050241

Biographies of key members of your service team appear on the following pages.

What Our Clients Are Saying...

“...the stability of the servicing team makes the process smoother year over year. The partners I have worked with are more accessible than other firms.”

-Client Response from BBD Client Survey conducted by Ingenuity Marketing Group



Carl E. Hogan, CPA

215/419-5727 | chogan@bbdcpa.com

Carl Hogan is a partner with 20 years of experience dedicated to the service of government entities and not-for-profit organizations.

Carl's expertise related to the audits of governmental entities includes the implementation of GASB 34. He has conducted in-house training programs for staff in understanding the audit and accounting issues related to GASB standards. Additionally, Carl has performed audits in accordance with the HUD Consolidated Audit Guide.

Carl's not-for-profit audit experience includes the compliance and reporting requirements included in Government Auditing Standards as well as the provisions of the Uniform Guidance.

Selected significant career accomplishments include the following:

- Implementation of GASB 34 for approximately 15 government entities
- In-charge accountant on governmental entities with budgets ranging from \$500 thousand to \$200 million dollars
- Reconstructed the records for an entire year of a town in Delaware with revenues of approximately \$20 million dollars. Worked with a Delaware CPA firm conducting the audit to obtain an unqualified opinion for the town.

Carl is a member of the American Institute of Certified Public Accountants, the Pennsylvania Institute of Certified Public Accountants and the Delaware Valley Association of School Business Officials. He received a Bachelor of Science degree with a major in accounting from King's College.

*Carl is a Partner in our Not-For-Profit & Government Group and will serve as the **Partner-In-Charge** for your engagement. The Partner-In-Charge maintains ultimate responsibility for all services required, including the performance of the audits, and is responsible for communication with the Board and Management.*



Dawn M. Bucci, CPA

570/654-2000 | dawn@buccifinancial.com

Dawn Bucci has more than 25 years of accounting, audit and tax experience with not-for-profit organizations and government entities.

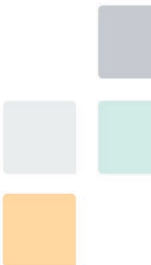
During her public accounting career, Dawn served clients in both national and regional accounting firms, where she was consistently assigned to key engagements, including for many not-for-profit and government clients.

She also is an accomplished and focused finance director with a history of creating efficiencies and developing staff, allowing for expanded responsibilities within the finance function. Dawn also has a proven ability to establish, challenge and improve existing processes and systems. She also maintains strong internal control, technical and reporting skills.

Dawn is a member of the Pennsylvania Institute of Certified Public Accountants and is a former Co-Chair of the Baker Tilly International North American CFO Committee.

Dawn is a graduate of Duquesne University, where she earned a Bachelor of Science in Business Administration degree.

*Dawn will serve as the **Engagement Reviewer** for your engagement. The **Engagement Reviewer** provides technical review of the financial statements and workpapers to assure adherence to the firm's quality control procedures.*





Anthony W. Rapp, CPA, CFE, CGMA

215/419-5784 | arapp@bbdcpa.com

Tony Rapp is an audit manager with more than 15 years of experience dedicated to the service of clients within the government and not-for-profit sectors.

Tony has served a variety of county governments, municipalities and school districts. Tony managed the audits of Monroe, Carbon and Montgomery Counties at a prior firm and has worked as an internal auditor for Lehigh County.

He also is a Certified Fraud Examiner and offers our clients specialized expertise in the forensic accounting arena.

Additionally, Tony offers insight to both internal and external audiences on a variety of not-for-profit and government audit topics as a continuing education instructor.

His wealth of experience related to the accounting, audit, tax and financial reporting issues specific to not-for-profit organizations and the public sector offers substantial value to our clients.

He is a member of the American Institute of Certified Public Accountants, the Pennsylvania Institute of Certified Public Accountants, and the Association of Certified Fraud Examiners.

He is a graduate of Kutztown University, where he received a Bachelor of Science degree with a major in accounting.

*Tony is a **Manager** in our Not-For-Profit & Government Group. Tony's primary responsibilities on your engagement will be the performance of the audits, financial reporting and the daily field conduct of the audits.*



Jennifer L. Solot, CPA, MST

215/419-5725 | jsolot@bbdcpa.com

Jennifer Solot is a tax director in our firm's Not-For-Profit Group and directs all tax services for our firm's approximately 400 not-for-profit clients. She has dedicated her 20 years of experience in public accounting to serving as a tax resource for not-for-profit organizations.

Jennifer's not-for-profit tax expertise includes the preparation and review of various federal and state not-for-profit annual reporting requirements, including:

- Form 990, *Return of Organization Exempt From Income Tax*
- Form 1023, *Application for Recognition of Exemption*
- FinCEN Report 114, *Report of Foreign Bank and Financial Accounts*
- Form 1042, *Annual Withholdings Tax Return for U.S. Source Income of Foreign Persons*

Jennifer has been instrumental in identifying the complex Foreign Form filing requirements for several of our not-for-profit clients. Because failure to file these Forms can carry rigid penalties, Jennifer designed a custom flowchart to assist clients in understanding their need to file and alleviate the confusion surrounding these Foreign Forms.

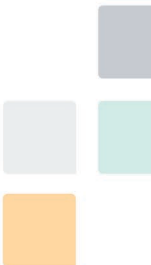
She has extensive experience with intermediate sanctions reporting, unrelated business income recognition, charitable contribution substantiation requirements, and federal tax exemption revocation and reinstatement. Jennifer also has represented not-for-profit clients in IRS audits.

Jennifer is a member of both the American Institute of Certified Public Accountants (AICPA) and the Pennsylvania Institute of Certified Public Accountants (PICPA). She also served for three years on the AICPA Regulation Subcommittee, assisting with CPA exam content development.

Jennifer also serves as the Treasurer of the Upper Moreland Township School District, where she was elected by the residents of Upper Moreland in 2021 to her second four-year term on the Board of Directors. She currently chairs the Budget and Finance Committee and co-chairs the Human Resources Committee. Additionally, she serves as a District Representative to the Montgomery County Legislative Committee.

Jennifer earned a Bachelor of Science degree with a major in accounting as well as a Master of Science in Taxation from Drexel University.

*Jennifer is a **Tax Director** in our Not-For-Profit Group and will serve as your primary tax resource. She is a tax expert for not-for-profit organizations and will be responsible for overseeing the preparation of your tax returns as well as any tax consultation that you may require.*





3. Work Plan

- **Based on the Scope of Contract as outline in this Request for Proposals, the proposal shall include a work plan that explains its approach to this project, At minimum, the work plan shall identify the following key items:**
 - (a) **An explanation of procedures to be used to conduct the audit;**
 - (b) **A schedule for completion of the audit, including any assumptions made as to the availability of data and/or assistance to be received from Library staff.**

Scope of Services

Audit


We will audit the financial statements of Phoenixville Public Library for the fiscal years ending June 30, 2022 through June 30, 2024. Our audits will be conducted in accordance with U.S. generally accepted auditing standards, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act Amendments of 1996 and the audit requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), if applicable.

We will plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. The audits will also include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. Our objective will be the completion of the audits and, upon their completion and subject to their findings, the rendering of our reports.

We will issue the following reports and schedules:

- A report on the fair presentation of financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the Supplementary Information in relation to the Financial Statements
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on Audit of Financial Statements Performed in Accordance with Government Auditing Standards
- Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance, if applicable
- Schedule of Expenditures of Federal Awards, if applicable
- Schedule of Findings and Questioned Costs, if applicable
- Other statements or reports to satisfy federal, state or local regulations or requirements, if applicable

We will prepare for distribution the Data Collection Form (SF-SAC) for reporting on an audit of states, local governments and nonprofit organizations, if applicable.



In connection with the audits, a letter that identifies deficiencies in internal control is prepared, if necessary. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that material misstatements of the organization's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The reports on compliance and internal control will include all material instances of non-compliance. All nonmaterial instances of non-compliance will be reported in a separate management letter, which will be referred to in the report on compliance and internal controls.

We will review the financial statements and our significant deficiencies and/or advisory comments letters prior to their issuance with key staff and the Board of Trustees or a Committee of the Board of Trustees. Furthermore, we will be available to assist you in implementing any of the recommendations, to the extent you deem appropriate.

Tax

We will prepare the federal Form 990 for Phoenixville Public Library for the years ending June 30, 2022 through June 30, 2024.

Additionally, we offer our not-for-profit clients assistance as needed to operate under today's frequently changing and increasingly complex tax laws and regulations. Our tax department, which includes tax professionals dedicated only to the service of not-for-profit organizations, is available to provide a full range of services, including:

- Tax planning and counseling for tax-exempt institutions
- Analysis of unrelated business income, including planning to minimize taxation of your Organizations
- Analysis of excess benefit issues and intermediate sanctions
- Proper classification as employees or independent contractors of those individuals providing services to not-for-profit organizations
- Treatment and implications of lobbying expenditures
- Representation with the Internal Revenue Service, including tax examinations



Audit Approach

Understanding Phoenixville Public Library

It is extremely important to learn and understand all facets of your operations, including your history, goals, systems, personnel and other advisors. This knowledge enables our team to efficiently and effectively provide our traditional services and, more importantly, provides a springboard for more insightful recommendations. The benefit to you is that you can use our services as a tool for promoting the development of Phoenixville Public Library.

Transition


We understand and appreciate that the audit process can cause disruptions in your daily operations. We will make every effort to minimize this disruption by utilizing personnel who have extensive experience in providing services to government entities, as discussed below, by meeting with you prior to fieldwork to determine the nature and extent of the assistance your accounting personnel can provide.

Planning

An integral component of a successful audit is proper and timely planning and communication. Such planning and communication is necessary to increase effectiveness, minimize costs and minimize disruption in your daily operations.

The main objective of the planning phase is to identify significant areas and design efficient audit procedures. We will accomplish our planning by doing the following:

- ❑ Meet with management to coordinate the timing of the audits and the extent of assistance we can expect to receive. We will also plan to meet with those charged with governance to gain an understanding as to their knowledge of risks within the Organization and to ascertain if they have areas of concern that could affect our audit plan.
- ❑ Gain an understanding of the operations of the Organization, including any changes in its organization, management style and internal and external factors influencing the operating environment. We will utilize reference materials such as the budget and related materials, organizational charts, manuals and programs and financial and other management information reports.
- ❑ Identify significant accounts and accounting applications, critical audit areas, significant provisions of laws and regulations, and relevant controls over operations
- ❑ Perform a preliminary overall risk assessment
- ❑ Obtain an understanding and document significant transaction cycles of the internal control within the Organization:
 - Over electronic data, including general and application controls reviews and various user controls
 - Over financial reporting and compliance with laws and regulations
- ❑ Our assessment of internal controls will determine whether the Organization has established and maintained internal controls to provide reasonable assurance that the following objectives are met:
 - Transactions are properly recorded, processed and summarized to permit the preparation of reliable financial statements and to maintain accountability over assets
 - Assets are safeguarded against loss from unauthorized acquisition, use or disposition
 - Transactions are executed in accordance with laws and regulations that could have a direct and material effect on financial statements.

- 
- ❑ Analytically review year-to-date operating information and financial data. Analytical review techniques include the examination of financial and operating data, ratios, and trends over periods of time, particularly in relationship to historical results, budgets and other available data. Analytical procedures help us to focus subsequent procedures on key areas and therefore result in a more effective and efficient engagement.
 - ❑ Consider the effect of current business and economic issues on your operations
 - ❑ Provide client participation schedule, including permanent file documents
 - ❑ Prepare necessary audit confirmations

Based upon the foregoing procedures, we will identify those areas that we believe require emphasis because the risk of material financial misstatement exists.

Fieldwork

We will perform procedures based upon the findings of the risk assessment in the planning phase of the audits, including:

- ❑ Review of minutes and resolutions of Board of Trustees meetings
- ❑ Analysis and verification of significant asset, liability, equity, revenue and expense accounts

Use of Technology in the Audit

In order to increase our efficiency and effectiveness, we have automated virtually all aspects of our audit engagements. The types of software programs we use in connection with our audits are detailed below:

- ❑ Audit program software allows us to produce customized audit programs and confirmation letters conveniently and efficiently and can also be used efficiently in our office or our clients' offices
- ❑ Paperless engagement and electronic workpaper software includes program generators to assist staff in planning and performing risk assessments and comprehensive applications that allow us to perform virtually all our work electronically
- ❑ Data extraction software enables us to analyze information that is downloaded from a client's computer system. Once the information is downloaded, we can perform a variety of tasks on electronic data, such as the following:
 - Mathematical testing
 - Detailed analytical procedures
 - Comparison of separate databases
 - Aging of data
 - Exception reporting
 - Sampling



Audit Program

After the assessment of your internal control structure, we will determine the appropriate audit programs and procedures to be utilized. The audit programs we will use are contained in the *Guide to Audits of Local Governments* published by Practitioners Publishing Company. Our approach is to tailor our work programs to your specific needs identified during our planning procedures and internal control review.

Statistical Sampling

BBD uses the audit and accounting guide entitled *Audit Sampling and Statement on Auditing Standards (SAS) No. 39*, as amended by *(SAS) No. 111*, to apply all audit sampling, statistical and non-statistical. Our sampling methodology utilizes a 95% degree of confidence level for various tests performed during our audit procedures.

Organization of Audit Team

At BBD, we stress the importance of service continuity for key members of your service team. Our efforts in maintaining team continuity have been aided significantly due to low turnover within our firm. The team that will serve your Organization includes highly skilled and responsive professionals.

An estimate of total job hours for the year ending June 30, 2022 appears below:

Level of Service	Hours
<input type="checkbox"/> Partner	8
<input type="checkbox"/> Audit Manager	20
<input type="checkbox"/> Senior/Staff Auditors	40
<input type="checkbox"/> Technical Review	4
<input type="checkbox"/> Office Administration	6
Total:	78



Timeline for Conducting the June 30, 2022 Audit

- ❑ Pre-audit conference with Phoenixville Public Library— *To Be Determined. No work can commence until a service agreement is signed and executed by both Phoenixville Public Library and BBD.*
- ❑ Interim Fieldwork/Preliminary Internal Control Testing— *June/July 2022*
- ❑ Detailed audit plan and list of all schedules to be prepared by Phoenixville Public Library prior to commencement of fieldwork
- ❑ Full on-site fieldwork— *August/September 2022*
- ❑ Draft Financial Reports due— *On or before November 7, 2022, as requested*
- ❑ Final Financial Reports due— *January 2023, as requested*
- ❑ Presentation of the audited financial statement and Single Audit Report to the Board— *To be determined*
- ❑ Post-audit conference with Phoenixville Public Library— *To be determined*

Communication During the Engagement

BBD believes in the importance of timely and open communication over all phases of the engagement. We achieve this through periodic status meetings over the course of the engagement in which management and the audit team discuss progress to date, open items, adjustments identified, control recommendations and other information necessary to ensure understanding of the progress of the engagement.

Communication Throughout the Year

When new pronouncements are issued, we will assist you in determining the impact of such pronouncements on your Organization and also will be available to assist you in implementing the provisions of these pronouncements, to the extent you deem appropriate.

We will be available throughout the year for consultation regarding your financial, accounting, and tax needs. We also will be available to attend meetings throughout the year when you consider our presence appropriate. We view such frequent ongoing communications and consultations as part of our recurring services.

Staff Assistance

We understand and appreciate that the audit process can cause disruptions in your daily operations. We will make every effort to minimize this disruption by utilizing personnel who have extensive experience in providing services to local governments.

We will minimize questions and interruptions to your day while we are on-site and also will provide a list of required documents well in advance of fieldwork.

4. Cost to Audit
5. Fee Schedule for Consultation

- The proposal should include a cost to provide all services included in the Scope of Contract and noted herein, each of the three (3) years of the contract, in the format below. The price shall be “all-inclusive” and “not to exceed”, and include all expenses including out-of-pocket expenses, and contain projected hours, hourly billing rates and a breakdown of projected costs attributed to each major task. All assumptions made relative to the cost provided shall be stated in the proposal. **Single Audit-** The proposal shall include the cost of the work associated with a single audit if it’s required, this would be an additional fee.
- The proposal shall include a fee schedule that details all hourly rates, out-of-pocket expense billing calculations and all other costs associated with the Firm should the Library opt to engage the Firm in the above-noted consultation for other financial matters. The Library understands this fee schedule may be adjusted from time to time, but that submitted must establish fees and expenses valid through, at a minimum, June 30, 2022.

We propose the fees in the table below for the audit services detailed in this proposal for Phoenixville Public Library for the years ending June 30, 2022 through June 30, 2024.

Service	For Fiscal Year Ending	The Not-To-Exceed Cost Shall Be
Audit & Tax Services	June 30, 2022	\$8,000
Audit & Tax Services	June 30, 2023	\$8,000
Audit & Tax Services	June 30, 2024	\$8,000

If Phoenixville Public Library should require a Single Audit, we will propose an additional fee based on the size and scope of the major program.

These fee quotes are fixed fee quotes and **include all out-of-pocket costs** as well as our costs relating to our orientation and non-recurring procedures that are required on an initial engagement. We also absorb the cost of periodic inquiries and informal consultation throughout the year. It is our practice to absorb these costs because we view them as an investment in what we hope will be a long-standing and mutually beneficial relationship.

Future fee increases, if any, generally will not exceed 5% per year, provided that the nature and scope of your operations remain relatively consistent over time.

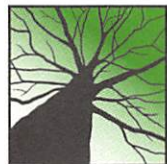
Special projects that would incur additional fees, if any, are never undertaken without your consent and are based on the following hourly rates:

Level of Staff	Hourly Rate
Partner	\$160-\$250
Manager	\$120-\$160
Senior Auditor	\$100-\$120
Staff Accountant	\$80-\$100



Appendix A: Peer Review Report





FAW CASSON
CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS CONSULTANTS

Report on the Firm's System of Quality Control

February 19, 2020

To the Partners of BBD, LLP and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of BBD, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended August 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit of broker-dealers, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

FAW, CASSON & CO., LLP



WWW.FAWCASSON.COM

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BBD, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended August 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BBD, LLP has received a peer review rating of *pass*.

Faw, Casson & Co., LLP

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

Responsibility for materials selection rests with the Executive Director, who operates within the framework of policies determined by the Library Board of Trustees. Selection of materials may be delegated to staff members.

Service Responses

- The Phoenixville Public Library Board of Trustees has identified 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 to enhance their quality of life.
- Children under the age of five will have the opportunity to develop language and prereading skills needed to enjoy reading and use information through and beyond their years of formal education.
- Materials for school age youth are available to help support the curriculum of the Phoenixville Area School District.
- Materials for school age youth help supplement the materials that are available at the Phoenixville Area School District Libraries.
- The library offers free museum passes for patrons to have different opportunities to access cultural, recreational and educational experiences.

Service Response #2: Current Topics and Titles

Goals:

- All community members will have access to popular titles, current topics, and titles in a variety of formats in order to pursue individual interests.
- 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 to help make it easy for individuals to find what they are looking for. The Library will use 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, DVDs, videogames, etc.), access to technology and alternative collections.

Formats

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

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

Collection Locations

The materials owned by the Phoenixville Public Library are organized by using collection locations to make them more accessible.

Criteria for Selection

The Phoenixville Public Library acquires and makes available materials that inform, educate, and entertain. The Library will participate in cooperative collection development with Chester County Library System and the 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 & District Center.

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:

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

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 Library does not accept items whose copyright is more than 5 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 placed in Library book sales or donated to other nonprofit organizations, or 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, 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 collection management. 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. Deselected materials will be available for purchase through Library book sales, available free, donated to other nonprofit organizations, or 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 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., Youth & Teen Services Director, Adult Services Director, to discuss the materials in question. If the customer wishes to express their concerns in a more formal manner, they should complete the Statement of Concern Form. The form will be referred to the Executive 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 decision in writing. If the individual is not satisfied with the action taken, they may appeal to the Board of Trustees of the Phoenixville Public Library. In order to appeal, the original statement of concern form, recommendation of the Executive Director, and written statement from the customer about their lack of satisfaction of the action taken, will be given to the Board of Trustees. The board will then review the item and all of the documentation. This process will take the board no longer than 2 months. Once the review process is complete the Board of Trustees will notify the patron of their decision in a formal letter mailed to them.

Approved April, 2003

Revised & approved February, 2005

Revised & approved

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. If you wish to request reconsideration of a resource, please return the completed form to the Executive 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
---	---	---	--

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?

Unattended Children Policy

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 parent, caregiver, or legal guardian. Parents, caregivers, or legal guardians are responsible for the behavior of their children in the library, not library staff.

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

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

Guidelines for Staff Implementation for Unattended Children

1. If a staff member becomes aware of a child under the age of 9 alone in the library, the child's caregiver should be located and asked to stay with them. A child is considered alone even if the caregiver is in the library but far from them.
2. If the caregiver cannot be located, a staff member should inform the Person in Charge (PIC) and escort the child to the Children's Library. The PIC or designated Children's Library staff should attempt to contact a caregiver.
 - a. If the caregiver is expected within 30 minutes, Children's Library staff should keep the child under observation until the caregiver arrives. When the caregiver arrives, staff will
 - explain Library Policy about unattended children and give them a copy of the policy;
 - 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, if they had not come within 30 minutes, 911 would have been called.
 - b. If the child 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. 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 cannot give contact information, call 911.
3. If a staff member becomes concerned about the behavior or the vulnerability of an unaccompanied child 9 years of age or older, *
- 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.

Unaccompanied children of any age, as well as children who are accompanied, must abide by the Library's Behavior Policy.

*** Library staff may take action they deem appropriate and necessary to provide for the welfare and safety of an unattended child 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

See more information about CDC's COVID-19 community level and indicators

COVID-19 Community Levels – Use the Highest Level that Applies to Your Community

New COVID-19 Cases Per 100,000 people in the past 7 days	Indicators	Low	Medium	High
Fewer than 200	New COVID-19 admissions per 100,000 population (7-day total)	<10.0	10.0-19.9	≥20.0
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	<10.0%	10.0-14.9%	≥15.0%
200 or more	New COVID-19 admissions per 100,000 population (7-day total)	NA	<10.0	≥10.0
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	NA	<10.0%	≥10.0%

The COVID-19 community level is determined by the higher of the new admissions and inpatient beds metrics, based on the current level of new cases per 100,000 population in the past 7 days

To find out the COVID-19 community level:

**VIBRANT
VITAL
VALUED**



You are cordially invited to the
**Chester County Library System
Annual Legislative Breakfast**

Friday, April 29, 2022
7:30 - 9:00 a.m.

Please join us for this
outdoor event (under a tent)
at Chester County Library
in Exton, PA.



**CHESTER
COUNTY**
LIBRARY SYSTEM

Read • Connect • Discover

Chester County Library & District Center
450 Exton Square Parkway
Exton, PA 19341

RSVP by Friday, April 15, 2022
to Lauren Harshaw

• 610.344.4056 • lharshaw@ccls.org