



Board of Trustees Meeting Agenda

May 2, 2022 5:00p.m.

Location: Library

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. 2022/2023 Budget change/vote- Lara Lorenzi 5 minutes
 - b. Candidates for Board Openings- Lara Lorenzi 5 minutes
 - c. July 2022 Board Meeting- Lara Lorenzi 5 minutes
 - d. Development committee update- Lauren Eustis 10 minutes
 - e. Phone System- End of life- Lara Lorenzi 10 minutes
 - f. Policy Updates-behavior & facilities- Lara Lorenzi 5 minutes
 - g. Update on Harrop Estate- Chris Porcelli 5 minutes
 - h. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. Update on Systemwide Fundraiser- Chris Porcelli 5 minutes
 - b. Update on March Fundraising events- Chris Porcelli 5 minutes
 - c. Other old business? 5 minutes

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 June 6, 2022

VIII. – /Adjournment

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

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Lauren Coy

STAFF PRESENT

Lara Lorenzi, Executive Director
Chris Porcelli, Director of Development

CONSENT AGENDA

On motion made by Mike English, seconded by Barbara Shepsko, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through g., consisting of: (i) the Minutes of the Board's Regular Monthly Meeting held February 7, 2021; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) the Circulation Report; and (vii) Financial Statements for February 2022.

NEW BUSINESS

- Budget Committee Update: Mike English indicated the committee had recently met again, and was making the following recommendations: (i) to address the effect of inflation on wages, to increase part- and full-times wages retroactively to January 1, 2022, which would consume approximately \$27,000 of the Library's current surplus; (ii) in six months' time, a mid-year bonus for those employees having been with the Library for at least six months, at a cost of about \$21,000; and (iii) in January 2023, review the 2022 – 2023 budget, and again possibly take action for both part- and full-time employees. In response to a question from Alan Fegley, Lara Lorenzi indicated that within the County Library System, Phoenixville Library is somewhere in the middle (wage wise) for full-time employees, and low for part-time employees. Mr. English then rejoined that even if the committee's recommendations are accepted, the budget will still be balanced. On motion made by Ted Bierer, seconded by Mike English, and by unanimous vote thereafter, the Board voted to accept the committee's recommendations at to items (i) and (ii).
- Draft 2022- 2023 Budget: Lara Lorenzi discussed the current iteration of the proposed Library budget for July 2022 through June 2023. On motion made by Ted Bierer, seconded by Mike English, and by unanimous vote thereafter, the Board voted to accept the draft budget in its current iteration.
- Fundraising Committee Update: Lauren Eustis reminded the Board of Trustees of the Chester County Library System Fundraiser featuring author Erik Larson and moderator Abbott Kahler was to be held as a virtual event on March 9, 2022. She also reminded the Board that for the month of March, the Library is the promoted organization at Bistro on Bridge, and also is to be featured as the "register roundup" organization at Kimberton Whole Foods. Ms. Eustis added that a Wine,

Wit & Wisdom committee was being explored to “rejuvenate” the event. She also indicated that the Phoenixville Dogwood Festival would again be held this year, and that on May 21, 2022, the Library would have a table for which Trustees will be expected to staff. Ms. Eustis concluded that the committee will seek to resurrect the Library’s relationship with the Phoenixville Public Library Foundation.

- In-Person Youth Programming: Lara Lorenzi suggested that in-person youth programming resume, in combination with online programming, to gauge interest in a return to in-person events. On motion made by Barbara Shepsko, seconded by Mike English, and by unanimous vote thereafter, the Board voted to resume in-person youth programming per Ms. Lorenzi’s recommendation.
- Proposals for Auditing Services: Lara Lorenzi discussed three proposals as circulated to the Board of Trustees, indicated that Maillie LLP, the current firm providing services to the Library, appears too expensive. As a result, Ms. Lorenzi recommended engaging BBD, LLP, whose proposal indicated no price increase for three years’ service. On motion made by Mike English, seconded by Ted Bierer, and by unanimous vote thereafter, the Board voted to accept Ms. Lorenzi’s recommendation.
- SAC Board Representative: Lara Lorenzi indicated she is now seeking a single representative from the Library Board to sit on the System Advisory Council. She then indicated that as of this summer, she will serve as its vice president for a three-year term. Lauren Eustis volunteered to be the Library representative.

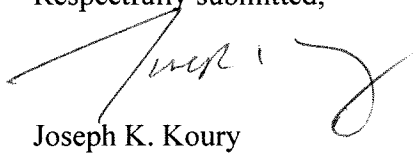
OLD BUSINESS

- Library System Fundraiser: Chris Porcelli indicated that 320 tickets had been sold for the Chester County Library System Fundraiser featuring author Erik Larson and moderator Abbott Kahler, of which 37 had been sold by the Phoenixville Public Library.
- Masking Policy: Lara Lorenzi indicated the Library had gone to a masking “optional” policy as of Monday, February 28, 2022, as had many other local organizations, given the significantly lower Covid numbers in the area of late. On motion made by Ted Bierer, seconded by Barbara Shepsko, and by unanimous vote thereafter, the Board voted to ratify this action.
- Collection Development Policy: Lara Lorenzi circulated a proposed update and indicated that she had incorporated suggestions from Joe Sherwood at the Chester County Library. On motion made by Lauren Eustis, seconded by Mike English, and by unanimous vote thereafter, the Board voted to accept the updated policy.
- Unattended Children & Vulnerable Adults Policy: Lara Lorenzi circulated and discussed a revised policy, removing the “vulnerable adult” language, and also the section indicating a Library employee will stay outside with an unattended child until a caregiver arrives. With regard to an unattended child, Joe Koury suggested that language concerning a caregiver who is “far from” a child be re-written to indicate a concern if a caregiver is “not nearby, for example, on a different floor of the Library.” On motion made by Mike English, seconded by Steve Hirsch, and by unanimous vote thereafter, the Board voted to accept the revised policy as circulated.
- Statement of Concern: Lara Lorenzi discussed the Statement of Concern Form and procedures as circulated to the Library Board. On motion made by Barbara Shepsko, seconded by Lauren Eustis, and by unanimous vote thereafter, the Board voted to accept the revised policy and form as circulated.

- Book Locker: Lara Lorenzi indicated the Library was seeing a lot of use of its book locker, and that she will update the Phoenixville Public Library Foundation.

Meeting was adjourned at 7:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'JK Koury', with a large, stylized flourish extending to the right.

Joseph K. Koury



Report submitted by: Lara Lorenzi
May 2022 Library Board of Trustees Meeting

Informational Updates:

- As a reminder, the library is a polling location for the elections that will be taking place on May 17, 2022. We will also have a ballot box at the library.
- The Library's request to the school board for increased funding for 2022/2023 was denied. The budget committee has met and has a recommendation for the board to vote on at this meeting to create a new balanced budget for 2022/2023.
- As of June 30, 2022, the system will not longer have the curbside app/web product. The cost to renew the software was just too expensive compared to its current use. In the future, patrons can just call the desk and let us know they would like to get their holds or they can use the book locker for their holds.
- I am still working on getting quotes for upgrading the phone system to VOIP. So far, we have 2 quotes and I'll be working to get more. I anticipate having multiple quotes to share with the board so we can move forward with this project.
- I will be meeting with Jay Malise from J.P.Jay to discuss the redesign of the upper level that was planned 5 years ago. We have met twice to date and discussed revamping the old plan based on items that are important today and looking towards the future. Once we have a design plan and furniture picked, I'll be sure to share with everyone for discussion and a possible vote. This item is on the agenda for this month for discussion.
- I am working on the annual reviews of my direct reports. I anticipate meeting with them all no later than the end of May 2022.
- We have a minor change to the behavior policy to include the use of vaping is not allowed in the library. There is also a minor change to the facility policy. This update also includes prohibits vaping in the library and on premises for those under 18. These two policies and their changes are included in the board packet.
- 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:
 - Jan 10th-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 had to terminate a part time employee in April 2022 due to continued unacceptable behavior that hampered the individual's ability to complete their tasks and duties.
- We have position openings for 2 part time circulation assistants.

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.
- Routine lawn maintenance has begun.

Curbside Pick- Up:

February 2022

Total Reservations Placed: 29

Completed Reservations: 23

March 2022

Total Reservations Placed: 20

Completed Reservations: 11

April 2022 (1st through 26th)

Total Reservations Placed: 16

Completed Reservations: 11

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

- February 2022
 - E-book: 3,199
 - E-audio: 2,280
 - Total: 5,479
- March 1-30, 2022
 - E-Book: 3,563
 - E-Audio: 2,411
 - Total: 5,974
- April 2022 (1st through 27th)
 - E-Books: 3,178
 - E-Audio: 2,241
 - Total: 5,419

Book Locker:

- January 2022: 144 checkouts
- February 2022: 205 checkouts
- March 2022: 241 (We had some issues with the book locker for 2 days this month- the lockers wouldn't open. The issues occurred due to a power surge the library had. The issues have been resolved and the locker is working as it should.)
- April 2022: 212 (April 1st-26th)

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.

March 2022: 7,594 This is for March 1-30th. This door count is only 19% lower then the door count we had for the same days in March 2019. We are seeing great growth in our library usage.

April 2022: 6,461 (1st-27th).

Chester County Library System Updates:

- The system has a new public Wi-Fi network named CCLSPublic . This new network will require users to enter a password to connect. The Password is libraries4all . This information is posted throughout the library, on social media and in our newsletters.

State Updates:

- None at this time.

Meetings/Trainings

- 4/4 Fundraising committee meeting
Meeting with Rebecca Krause- Employee situation
- 4/6 Budget committee meeting
Meeting with Chris Porcelli
- 4/8-4/15 Vacation
- 4/18 Meeting with Chris Porcelli- Grants, bequests, spring annual appeal
- 4/19 Training: preparing for the future
- 4/21 Equity Institute
Meeting with J. Malise from J.P. Jay
- 4/22 Recreation Center Ribbon Cutting
- 4/25 Grantee Forum- PCHF
Meeting with Ted Bierer and Lauren Eustis
- 4/26 Virtual meeting with TDS networks
E-materials committee meeting
- 4/27 HUB
Fundraising Committee meeting
Zoom with J.P.Jay
- 4/28 Building walk through with TDS
- 4/29 Legislative Breakfast

Youth Services Report for April 2022 For May 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 March into April are listed below. The program schedule is listed in the newsletters along with the ability to enroll.

Monthly Statistics:

Preschool Programs		
In-Person: March 31		
Discovery Story Time	1	11 Children/Adults
Kaleidoscope Kids Story Time	1	12 Children/Adults
In-Person: April 6 forward		
Discovery	7	97 Children/Adults
Kaleidoscope Kids	7	103 Children/Adults
Total In-Person Story Times	16	223 Children/Adults
Virtual Programs		
Additional from March 28 & 29		
Mighty Preschoolers Story Times		19 Additional Viewings
Toddler Story Times		10 Additional Viewings
April Story Times		
Toddler Story Times	3	72 Viewings
Mighty Preschoolers Story Time	2	49 Viewings
Total Virtual Story Times	5	150 Viewings
Total Preschool Classes	21	373 In-person & Viewings
Outreach/Off-site Preschool Story Time Viewings		
Phoenixville Area Children's Learning Center: Main St.	2	33 Viewings 28 Viewings
Franklin Commons	1	28 Viewings
Total Outreach Viewings	3	89 Viewings
Total Virtual Viewings	25	462 Viewings
Teen Programs-Virtual/Picking Up Materials		
Edible Treats	1	5 Participants
Young Adult Book Reading	1	2 Participants
Subtotal Teen Programs	2	7 Participants
Visiting Groups		
Holy Family 8 th Grade	2	24 Children/Adults
Total of Visiting Groups	2	24 Children/Adults
Other Activities:		
Take & Make Easter Egg Craft Kit		48 Given out to children
1000 Books Before Kindergarten		1 New Registration
Books Selected/Distributed to PACLC Franklin Commons		20 Books Distributed

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

April: The numbers for April will be available in the May report.

Physical Displays in the Library in April:

Authors/Illustrators: Henry Books by D. B. Johnson (A bear based on Henry David Thoreau), D.E.A.R. Drop Everything and Read) Day in honor of Beverly Cleary with her books,

Themed Displays: National Poetry Month, Earth Day: books about the earth and biographies of conservationists, Longwood Gardens Community Read (past & present books), Titanic and Other Sea Disasters, Funny Books, Retellings of Epic Stories, rare extinct & endangered animals

Ongoing: Max & Ruby, 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.

Book Bundles.

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

Coloring/Activity Sheets. Approximately 250 sheets were taken in April. The sheets are co-ordinated with seasons, holidays, and general interest.

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 April 1 and 15. Another will be published April 29.

Greeting - linked to a related theme of a special day or month: **National Poetry Month, International Children's Book Day, National Library Worker's Day, National Unicorn Day, D.E.A.R. (Drop Everything and Read Day), Passover, Save the Elephants Day, Happy Easter, Kindergarten Day, Bicycle Day, Earth Day, National Arbor Day.**

Library Program Promotions:

National Library Week 2022 – Connect With Your Library

Science in the Summer returning this year: Registration opens online Monday, May 9th, 12:00 PM & runs through May 27th.

Promotion of Specific Children's Library Program Calendar 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, and masking policy.

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: These videos are linked with information about how to access the books. *April Foolishness* by Teresa Bateman, *Thank You, Earth!* By April Pulley Sayre.**
- **Videos: A New Baby Bongo; & Bongo Facts File for Kids. A Kangaroo At Home; & Kangaroos for Kids.**

For older children:

- **April Calendar of daily writing prompts.**
- **Promotion of PBS Books for Kids Presents: The Science & Technology of Ben Franklin with author Alicia Klepeis, April 6, 5:00 PM.**

For Teens: Promotions

- **Teen Orienteering Event, Sunday, April 24, 12:00-1:00 PM.**
- **PARN Teen Talk Line, available every day, 3:00-7:00 PM.**
- **Trellis for Tomorrow: Ready to Grow Into Your Career? 2022 Grow Crew training/earning opportunity.**
- **Trellis for Tomorrow: Join the SEED Program to work and gain life skills.**
- **Phoenixville Community Health Foundation Scholarship for Health, Human Services, and Education, Applications begin March 21, close April 29, 2022.**

For Families & Adults:

Promotion of:

- **Wintergarden: Dilworth Park, Philadelphia, through April 3.**
- **Longwood Gardens Free Arbor Day Virtual Field Trip with four dates in April.**
- **Spring Ephemerals Stroll: Jenkins Arboretum, April 21, 10:00-11:00 AM.**
- **Family Recovery Course information.**
- **Naturepalooza at The Schuylkill Center for Environmental Education, April 23, 10:00 AM-2:00 PM.**
- **89t Annual Easter Promenade in South Street Headhouse District, April 17, 12:30 PM.**
- **NAMI Warm Lines: Information and contacts for Needing to Talk to Someone Who Will Listen for Chester County & Montgomery County.**
- **Ongoing & updated COVID-19 virus information access.**

Promotions in Library:

- **Phoenixville Recreation Center Open House, Saturday, April 30, 10:00 AM-1:00 PM.**

Additional Activities

- Arranging visit of Barkley Elementary School 4th Grade on June 1.
- Decorated Children's Library with Earth Day theme.
- Rearranged/Moved collections of Holiday DVDs and Music CDs. Moved Playaway Launchpads to new area.
- Intensive assessment of Children's collections with removal of non-circulating, outdated, and damaged materials.
- Summer Planning: Contacting and arranging Thrilling Thursday programs. Contacting additional vendors.
- Arrival of summer theme items
- 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

- One Book Event with Oga Mora, author of *Saturday* the One Book selection 2022, April 5.
- Intellectual Freedom & Social Justice, April 6.
- Attendance at Phoenixville Recreation Center ribbon Cutting, April 22, with L. Lorenzi.
- Meeting with Ken-Crest representative with clients.

Correspondence in April

- 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 Chester County Library on various topics: recently Science in the Summer planning. and Summer Reading.
- Correspondence with Children's Department of Chester County Library.
- 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.

April 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

- Science in the Summer Sign Up Date
- Thank You Book Donation
- YA Edible Treats
- YA Book Reads Program
- Let's Celebrate – Michael Hall
- Save the Date for May Sign Up

YouTube

- Toddler Story Time x 4
- Preschool Story Time x 2
- Let's Celebrate - Michael Hall
- YA Book Reads - One for All by Lillie Lainoff

Other

- YA Edible Treats

Webinar's/Meetings

- Fighting Censorship: Tips & Resources for Countering Challenges to Books - Apr. 13th
- Shake Up Your Shelves: Examining AAPI Representation in Library Collections and Classrooms - Apr. 14th
- Reaching Beyond The Library: Creative Ways to Engage Untapped Readers - Apr. 18th
- Youth Social-Emotional Learning - Apr. 19th
- Talking to Tweens: Middle Grade Authors You Need to Know - Apr. 20th
- Youth Authors & ARCs - Apr. 22nd

Other Planning

- Redecorated the bulletin board entering the Children's Library
- Put up new flyers of upcoming YA programs to display in the YA Room
- Updated the online calendar for Children's to include May classes
- Started creating flyers and putting information on the online calendar for June programs
- Finished reorganizing and labeling the YA Room
- Worked on weeding the Young Adult Room
- Ordered items 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 Times for Toddler Time (For in-person and virtual)

April

- Earth Day
- Dinosaurs

May

- Family Appreciation (Mothers Day & Fathers Day Combined)
- Sports

Created Story Time Videos – Let's Celebrate

- Michael Hall

Created a book talk for teens

- One for All by Lillie Lainoff

April 2022
Adult Services Report
(all events/statistics as of April 26)

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 as needed.
- 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

- Museum Key training with Theresa Retzner, 4/21
- Viewed archived webinar, “Hybrid: A New Take on Post-Pandemic Programming” from American Library Association, 4/21

Upcoming Special Programs/Events

- “Dive into Art History: Frida Kahlo” with Jaan Troltenier, 5/5
- “Sahaja Yoga Meditation Class” with Sahaja Yoga Pennsylvania Center, weekly on Saturdays beginning 5/7
- “Chester County’s Historic Places” with Dave Mosbrugger, 5/9
- “Community Gardening around the Village: Foraging & Medicinal Garden Tour” with Charlene Briggs, 5/15 at Reservoir Park
- “Tree Walk in Reeves Park” with Martha Cownap, 5/16 in Reeves Park
- “Lyme and Other Tick-Borne Diseases: The Basics” with Doug Fearn, Lyme Basics, 5/19
- “Local Author Talk: James J. Hill”, 5/23
- “Phoenixville Tech Group @ the Library” with Glenn Musser, 5/24
- “Clara Barton Bicentennial Presentation”, 5/26
- “Chris Macy in Concert”, 6/2
- “*Bright Victory* Film Screening: The Valley Forge Army Hospital” with June McInerney, 6/6

Program/Event/Other Planning

- Scheduling special online and in-person programs for July and beyond.
- Preparing for conversion to new museum pass/hotspot checkout software.
- Preparing for Adult Summer Reading Program.

April Passport Application Acceptance Statistics

Appointments	347
Income	\$12,546.95

April Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	517
Adult Laptop Individual Users	6
Mobile Printing Users	7
Mobile Hotspot Checkouts	16
Museum Pass Checkouts	46
Roku Checkouts	2

April Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	13	
Phoenix Fiction Writers	11 (2 sessions)	
Phoenixville Tech Group	57 (4 sessions)	
Tech Help appointments	4	
Maternal & Child Health Consortium Family Benefits Assistance appointments	11	
Career Success Group	10 (4 sessions)	
Books on Tap	12	
Movies on Tap: Zoom Edition	7	
Outreach: Phoenixville Senior Center Book Club	7	
“AARP Smart Driver Refresher Class” 4/1	18	
“Phoenixville’s Early Inns and Taverns” 4/4	47	31
“The Zen Torpedoz/Mr. Paul & Holly Bee Mashup” 4/7	24	
“Joe Kenney Studio Student Keyboard Recital” 4/11	39	
“Jumpstart Your Job Search” 4/13	1	
Afternoon Movie Matinee: <i>West Side Story</i> 4/14	19	
“Open Mic Night for Writers” 4/18	25	44
“Phoenixville Tech Group @ the Library” 4/19	5	
Microsoft Excel Basic & Intermediate classes 4/9 & 4/23	5 (2 sessions)	
“Depression in Older Adults” 4/25	1	
PBS Books videos on Facebook page	10+	

Respectfully submitted,
 Mark Pinto
 Adult Services Director

Development Report – February 2022

FY21

Grants: (\$34,600/\$20,000)

- Awarded \$10,000 (eMaterials) – East Pikeland ARPA Application
- Attend Phoenixville Community Health Foundation Grant Kick Off

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

- Assembled Wine, Wit & Wisdom Committee
 - First meeting May 4th

Targeted Individual Giving (\$24,705/\$26,000)

- Spring Appeal
 - General Letter – 4,242 solicitations
 - Retention Letter – 463 solicitations (increased ask)

Corporate Engagement: (\$11,165/\$3,000)

- Kimberton Whole Foods – \$3,893
- Bistro on Bridge - \$1,716

Committee Meetings:

- Fundraising Committee Meeting – 4/4, 4/27
- Budget Committee Meeting – 4/26

Foundation & Other Engagement:

- Rotary – Roast of Mayor Peter Urscheler – April 7th
- Rotary Meeting – 4/28
- Legislative Breakfast – 4/29
- Parks and Recreation Committee Meeting – 4/19
- CCLS Joint Advocacy & Dev Roundtable – 4/21
- Phoenixville Borough Financial Committee Meeting – 4/26
- Phoenixville Recreational Center Open House – 4/30

Social Media Snapshot:

Facebook Stats for April 1st – April 28th

2,518 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

349 Post Engagement: people who clicked on posts

2,953 Total Followers (+23)

Facebook Stats for March 1st – March 31st

3,164 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

247 Post Engagement: people who clicked on posts

2,930 Total Followers (+26)

Instagram Stats for April 1st – April 28th

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

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

962 Total Followers (+7)

Instagram Stats for March 1st – March 31st

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

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

955 Total Followers (+16)



Circulation Report for May 2022

Circulation Department:

- Posted two job opportunities:
 - Wednesday from 1 P.M. to 5 P.M., Thursdays from 5 P.M. to 8 P.M. and the first Saturday of every month
 - Tuesdays from 5 P.M. to 7 P.M., Wednesdays from 5 P.M. to 7 P.M. and the first Saturday of every month
- Had to terminate employee on April 12th
- Number of **checkouts** for month of April (as of the 27th): 8,893
- Number of **check-ins** for month of April (as of the 27th): 8,872
- Number of **holds** for month of April (as of the 27th): 274

Volunteers:

- **Total Amount of Volunteer Hours from March 29th through April 27th: 77**
- **Total Amount of Volunteer Hours this fiscal year: 690.25**

Library Card Sign-ups:

- **Total Amount of Patron Applications from March 29th through April 27th: 100**

Meetings:

- Meeting with Computer Services on new software for museums and mobile hotspots – April 21st
- Interlibrary Loan Meeting – May 26th

Continuing Education:

- Nonprofit Justice and Equity Institute – April 21st, May 11th, May 18th
- PaLA PALS Academy – June 7th through June 10th

Additional Updates:

- None at this time

Respectfully Submitted,

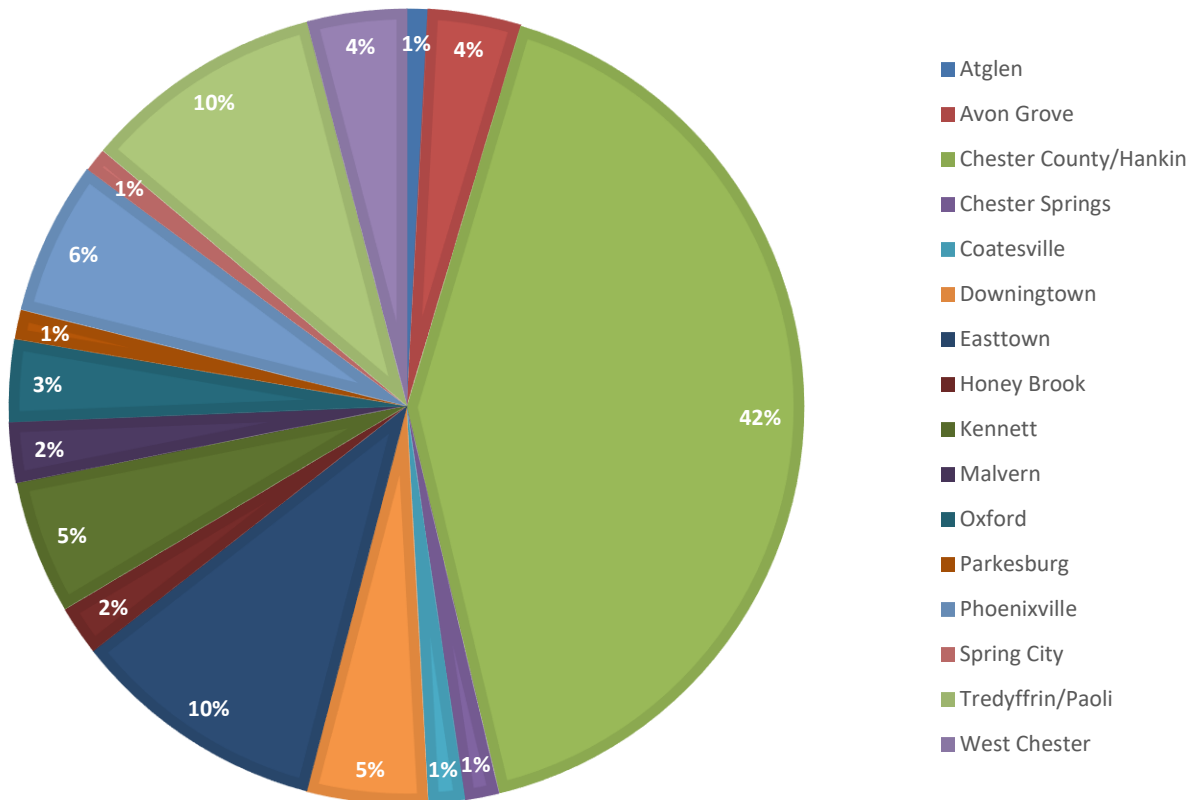
Christine Nicholson
Circulation Manager & Volunteer Coordinator
April 2022

	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%	17.04%	9.30%												
148																	
149																	
150	YTD2021		252216	232901	271812										756929		
151	YTD2022		281971	272597	297101										851669	12.52%	YTD

March 2022 Circulation

	Sierra	OverDrive	Total
Atglen	1663	812	2475
Avon Grove	8467	2794	11261
Chester County/Hankin	94399	29281	123680
Chester Springs	2369	1831	4200
Coatesville	3489	883	4372
Downingtown	12067	2523	14590
Easttown	16882	14035	30917
Honey Brook	5570	437	6007
Kennett	9587	6552	16139
Malvern	5608	1687	7295
Oxford	7836	2085	9921
Parkesburg	3249	318	3567
Phoenixville	13240	5350	18590
Spring City	2479	406	2885
Tredyffrin/Paoli	21069	8112	29181
West Chester	9514	2507	12021
TOTAL	217488	79613	297101

PERCENTAGE DISTRIBUTION

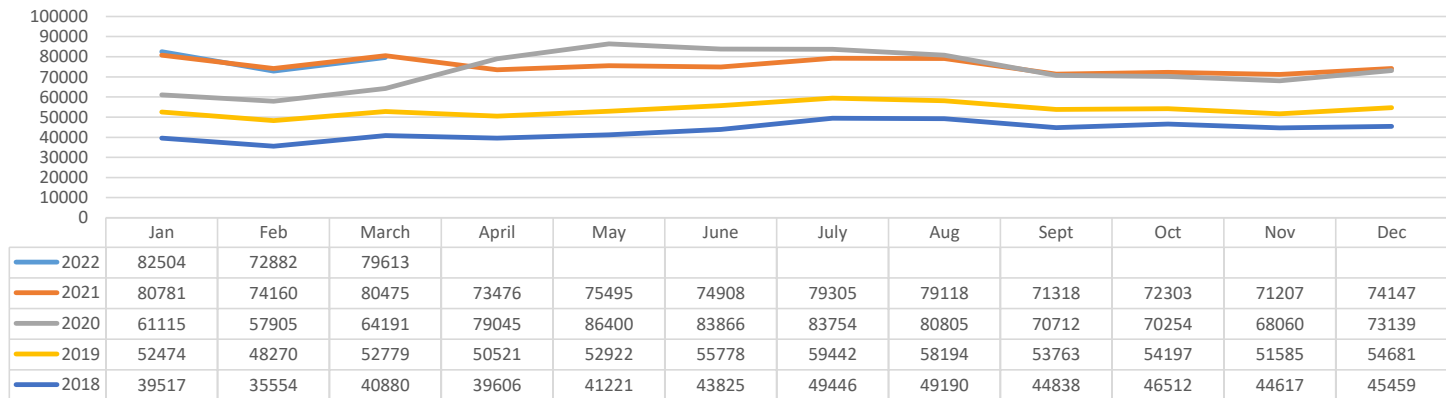


OverDrive Percentage Distribution 2022

Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		82504	72882	79613										
Atglen	1.02%	841	743	812	0	0	0	0	0	0	0	0	0	2395
Avon Grove	3.51%	2895	2558	2794	0	0	0	0	0	0	0	0	0	8247
Chester County/HH	36.78%	30344	26806	29281	0	0	0	0	0	0	0	0	0	86432
Chester Springs	2.30%	1897	1676	1831	0	0	0	0	0	0	0	0	0	5403
Coatesville	1.11%	915	808	883	0	0	0	0	0	0	0	0	0	2607
Downingtown	3.17%	2615	2310	2523	0	0	0	0	0	0	0	0	0	7448
Easttown	17.63%	14545	12849	14035	0	0	0	0	0	0	0	0	0	41429
HoneyBrook	0.55%	453	400	437	0	0	0	0	0	0	0	0	0	1291
Kennett	8.23%	6790	5998	6552	0	0	0	0	0	0	0	0	0	19339
Malvern	2.12%	1749	1545	1687	0	0	0	0	0	0	0	0	0	4980
Oxford	2.62%	2161	1909	2085	0	0	0	0	0	0	0	0	0	6155
Parkesburg	0.40%	330	291	318	0	0	0	0	0	0	0	0	0	938
Phoenixville	6.72%	5544	4897	5350	0	0	0	0	0	0	0	0	0	15791
Spring City	0.51%	420	371	406	0	0	0	0	0	0	0	0	0	1197
Tredyffrin/Paoli	10.19%	8407	7426	8112	0	0	0	0	0	0	0	0	0	23945
West Chester	3.15%	2598	2295	2507	0	0	0	0	0	0	0	0	0	7401
Total	100.0%	82504	72882	79613	0	0	0	0	0	0	0	0	0	234999

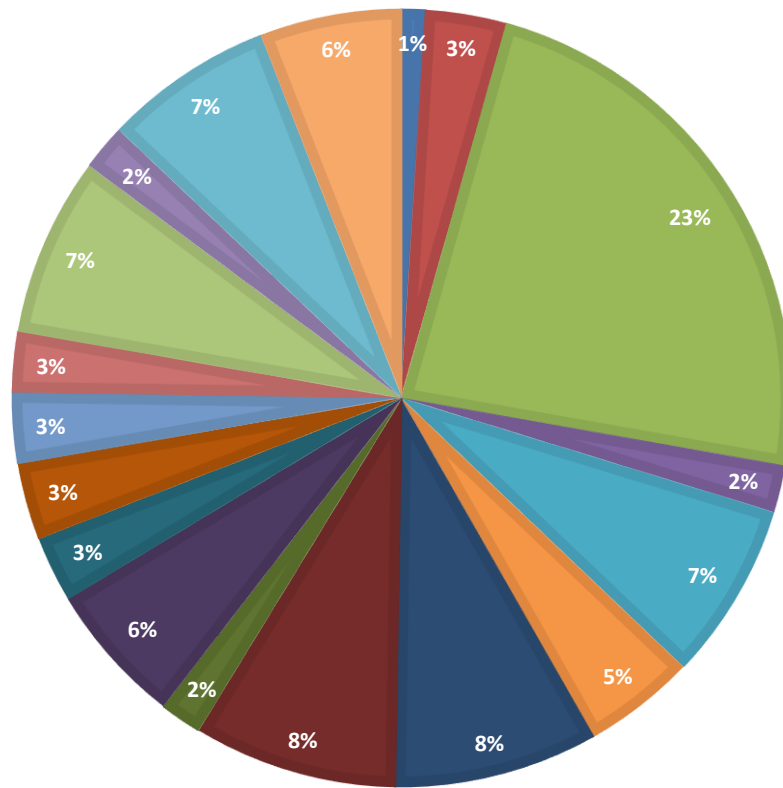
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	82504	72882	79613										
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
2020	61115	57905	64191	79045	86400	83866	83754	80805	70712	70254	68060	73139	879246
2019	52474	48270	52779	50521	52922	55778	59442	58194	53763	54197	51585	54681	644606
2018	39517	35554	40880	39606	41221	43825	49446	49190	44838	46512	44617	45459	520665

OverDrive 2018-2022



March 2022 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	20	230	250
Avon Grove	192	667	859
Chester County	1434	4531	5965
Chester Springs	35	462	497
Coatesville	449	1430	1879
Downingtown	277	917	1194
Easttown	347	1808	2155
Hankin	405	1751	2156
Honey Brook	209	240	449
Kennett	214	1290	1504
Malvern	162	538	700
Oxford	215	599	814
Paoli	136	604	740
Parkesburg	212	428	640
Phoenixville	713	1182	1895
Spring City	99	386	485
Tredyffrin	274	1515	1789
West Chester	240	1259	1499
TOTAL	5633	19837	25470



- 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	183	250										560	0.85%	0.77%	1.49%	0.78%
7																		
8	Avon Grove	811	838	859										2508	3.79%	4.80%	4.06%	2.93%
9																		
10	Chester County	4541	5297	5965										15803	23.91%	30.54%	25.28%	25.39%
11																		
12	Chester Springs	293	361	497										1151	1.74%	1.10%	0.75%	0.54%
13																		
14	Coatesville	1440	1619	1879										4938	7.47%	7.25%	6.78%	6.94%
15																		
16	Downingtown	729	888	1194										2811	4.25%	3.13%	3.26%	4.63%
17																		
18	Easttown	1608	1861	2155										5624	8.51%	6.65%	9.31%	9.77%
19																		
20	Hankin	1616	1847	2156										5619	8.50%	8.34%	7.69%	5.90%
21																		
22	Honey Brook	321	343	449										1113	1.68%	1.76%	1.42%	1.00%
23																		
24	Kennett	1281	1279	1504										4064	6.15%	5.92%	5.35%	5.07%
25																		
26	Malvern	530	599	700										1829	2.77%	1.98%	2.11%	2.38%
27																		
28	Oxford	700	653	814										2167	3.28%	3.91%	3.66%	3.39%
29																		
30	Paoli	635	707	740										2082	3.15%	2.08%	3.36%	3.07%
31																		
32	Parkesburg	440	459	640										1539	2.33%	2.90%	2.14%	1.40%
33																		
34	Phoenixville	1314	1545	1895										4754	7.19%	5.66%	6.35%	7.55%
35																		
36	Spring City	278	362	485										1125	1.70%	1.92%	1.72%	1.73%
37																		
38	Tredyffrin	1409	1413	1789										4611	6.98%	6.40%	10.60%	13.33%
39																		
40	West Chester	1139	1165	1499										3803	5.75%	4.89%	4.66%	4.20%
41																		
42	System	19212	21419	25470										66101	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																	

Phoenixville Public Library
Balance Sheet
As of April 27, 2022

	As of Apr 27, 2022	Total As of Apr 27, 2021 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	7,982.10	100,777.53	-92,795.43	-92.08%
100.2 Operating Money Market	832,999.52	575,320.36	257,679.16	44.79%
100.3 Operating Credit Card Receipts	23,004.10	8,254.97	14,749.13	178.67%
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	\$ 937,369.72	\$ 754,352.86	\$ 183,016.86	24.26%
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	\$ 938,369.72	\$ 760,721.86	\$ 177,647.86	23.35%
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	\$ 938,822.72	\$ 769,230.86	\$ 169,591.86	22.05%
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	\$ 938,822.96	\$ 769,231.10	\$ 169,591.86	22.05%
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	198,440.46	383,259.99	-184,819.53	-48.22%
Total Equity	\$ 883,344.00	\$ 746,760.14	\$ 136,583.86	18.29%
TOTAL LIABILITIES AND EQUITY	\$ 938,822.96	\$ 769,231.10	\$ 169,591.86	22.05%

Wednesday, Apr 27, 2022 09:35:41 AM GMT-7 - Cash Basis

Phoenixville Public Library

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

July 2021 - April 27, 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	101,825.17	101,330.00	495.17	100.49%	65,505.93
400.3 Appropriation - State	93,524.57	92,636.00	888.57	100.96%	92,635.91
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	100.00%	7,000.00
Total 400 Appropriations	\$ 786,939.74	\$ 788,806.00	-\$ 1,866.26	99.76%	736,446.84
412 Development Income					
412.1 Grants	79,369.08	20,000.00	59,369.08	396.85%	21,796.08
412.1.1 PPP					155,738.00
412.1.2 Grants - Restricted					15,000.00
Total 412.1 Grants					192,534.08
412.2 Projects/Events	36,825.11	40,000.00	-3,174.89	92.06%	21,438.05
412.2.1 WWW- Restricted					355.00
412.2.2 Chester County Payout	-16,723.14		-16,723.14		
Total 412.2 Projects/Events	\$ 20,101.97	\$ 40,000.00	-\$ 19,898.03	50.25%	21,793.05
412.6 Individual Giving					
412.6.1 Unsolicited	488.91		488.91		431.09
412.6.2 Unsolicited Memorial Gifts	935.00		935.00		160.00
412.6.3 Target Donors	24,933.64	26,000.00	-1,066.36	95.90%	20,119.63
412.6.4 Restricted - General	362.00	3,000.00	-2,638.00	12.07%	350.00
412.6.5 Restricted - Children	358.53	3,000.00	-2,641.47	11.95%	
Total 412.6 Individual Giving	\$ 27,078.08	\$ 32,000.00	-\$ 4,921.92	84.62%	21,060.72
412.7 Corporate Engagement					
412.7.1 Third Party Fundraising	34.98		34.98		21.34
412.7.3 Matching Gifts	5,598.67		5,598.67		2,296.02

500.1.1 Physical Books	24,715.13	30,000.00	-5,284.87	82.38%	22,588.79
500.1.2 E-Books	14,314.41	20,862.00	-6,547.59	68.61%	14,695.76
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	\$ 39,029.54	\$ 50,862.00	-\$ 11,832.46	76.74%	44,284.23
500.13 Professional Develop. Material	714.47	500.00	214.47	142.89%	779.47
500.14 Museum Passes	2,083.00	1,500.00	583.00	138.87%	1,369.00
500.15 Mobile Hotspots	2,786.18	4,300.00	-1,513.82	64.79%	2,349.06
500.2 Magazines & Newspapers	4,259.45	6,000.00	-1,740.55	70.99%	1,055.11
500.3 Audios	4,248.30	5,000.00	-751.70	84.97%	3,168.00
500.4 Videos	3,428.37	4,000.00	-571.63	85.71%	2,878.74
500.5 Software	79.98		79.98		74.87
500.6 Reference	684.87	500.00	184.87	136.97%	461.80
500.7 Programs - Adult	1,435.00	2,000.00	-565.00	71.75%	1,300.00
500.8 Program Supplies - Adult	260.46	500.00	-239.54	52.09%	14.78
Total 500 Adult Library	\$ 59,009.62	\$ 75,162.00	-\$ 16,152.38	78.51%	57,735.06
510 Youth Library					
510.1 Books					
510.1.1 Physical Books	17,901.56	25,048.00	-7,146.44	71.47%	17,454.01
510.1.2 E-Books	7,524.51	6,954.00	570.51	108.20%	8,754.60
Total 510.1 Books	\$ 25,426.07	\$ 32,002.00	-\$ 6,575.93	79.45%	26,206.61
510.13 Young Adult - All	2,686.33	3,000.00	-313.67	89.54%	2,177.91
510.14 Programs - Young Adults		500.00	-500.00	0.00%	
510.15 Program Supplies - Young Adult	73.78	500.00	-426.22	14.76%	
510.2 Magazines	562.85	700.00	-137.15	80.41%	566.86
510.3 Audios	854.52	1,500.00	-645.48	56.97%	548.10
510.4 Videos	912.86	1,400.00	-487.14	65.20%	1,197.66
510.5 Software	397.52		397.52		364.28
510.7 Programs - Children		2,000.00	-2,000.00	0.00%	144.96
510.8 Program Supplies - Children	937.05	1,500.00	-562.95	62.47%	324.09
Total 510 Youth Library	\$ 31,850.98	\$ 43,102.00	-\$ 11,251.02	73.90%	31,532.47
520 Development Expense					
520.1 Annual Appeal	3,181.00	5,600.00	-2,419.00	56.80%	2,237.00

520.3 Special Events	11,536.06	22,500.00	-10,963.94	51.27%	6,907.47
520.5 Marketing	588.64	500.00	88.64	117.73%	
520.8 Donor Management	4,145.40	3,988.00	157.40	103.95%	3,948.00
Total 520 Development Expense	\$ 19,451.10	\$ 32,588.00	-\$ 13,136.90	59.69%	13,092.47
530 Administration					
530.1 General					
530.1.1 Audit/Form 990	9,000.00	8,700.00	300.00	103.45%	8,150.00
530.1.2 Library Board Expenses	2,474.00	1,700.00	774.00	145.53%	1,450.52
530.1.3 Staff Development/Memberships	1,499.84	1,000.00	499.84	149.98%	560.70
530.1.4 Insurance	3,978.00	1,500.00	2,478.00	265.20%	2,652.00
530.1.5 Advertising	150.00	500.00	-350.00	30.00%	57.22
530.1.7 Credit Card Fees	6,427.25	3,000.00	3,427.25	214.24%	6,201.63
530.1.8 Marketing and Website	2,939.41	3,000.00	-60.59	97.98%	2,395.31
530.1.9 Miscellaneous	144.38		144.38		286.00
Total 530.1 General	\$ 26,612.88	\$ 19,400.00	\$ 7,212.88	137.18%	21,753.38
540 Utilities					
540.1 Electricity	10,985.03	14,600.00	-3,614.97	75.24%	9,830.03
540.2 Gas	3,333.92	3,500.00	-166.08	95.25%	2,858.96
540.3 Telephone	5,515.03	6,000.00	-484.97	91.92%	4,814.93
540.4 Trash Collection	362.00	356.00	6.00	101.69%	356.00
540.5 Water & Sewer	871.04	1,350.00	-478.96	64.52%	416.08
Total 540 Utilities	\$ 21,067.02	\$ 25,806.00	-\$ 4,738.98	81.64%	18,276.00
550 Computer Expense					
550.2 Hardware	5,123.12	1,000.00	4,123.12	512.31%	71.08
550.4 Software	600.00	1,800.00	-1,200.00	33.33%	600.00
550.5 Software Maintenance	2,035.80	2,000.00	35.80	101.79%	590.29
550.6 Supplies	1,711.05	2,000.00	-288.95	85.55%	904.55
Total 550 Computer Expense	\$ 9,469.97	\$ 6,800.00	\$ 2,669.97	139.26%	2,165.92
560 Other Supplies and Expense					
560.1 Collection Maintenance	2,527.44	2,800.00	-272.56	90.27%	1,858.36
560.2 Library	5,671.92	3,500.00	2,171.92	162.05%	2,991.03
560.3 Office	2,022.77	3,500.00	-1,477.23	57.79%	1,571.12
560.4 Postage	7,637.58	6,500.00	1,137.58	117.50%	4,125.92
Total 560 Other Supplies and Expense	\$ 17,859.71	\$ 16,300.00	\$ 1,559.71	109.57%	10,546.43

570 Equipment Leasing/Rental	5,550.88	5,090.00	460.88	109.05%	5,015.50
580 Buildings & Grounds					
580.1 Maintenance					
580.1.2 Grounds	880.00	1,000.00	-120.00	88.00%	290.00
Total 580.1 Maintenance	\$ 880.00	\$ 1,000.00	-\$ 120.00	88.00%	
580.5 Janitorial Expense					
580.5.1 Service	12,100.00	20,000.00	-7,900.00	60.50%	13,675.00
580.5.2 Supplies	2,333.50	5,000.00	-2,666.50	46.67%	3,418.53
Total 580.5 Janitorial Expense	\$ 14,433.50	\$ 25,000.00	-\$ 10,566.50	57.73%	17,093.53
580.7 Minor Improvements and Repairs	423.43	500.00	-76.57	84.69%	
Total 580 Buildings & Grounds	\$ 15,736.93	\$ 26,500.00	-\$ 10,763.07	59.38%	17,383.53
Total 530 Administration	\$ 96,297.39	\$ 99,896.00	-\$ 3,598.61	96.40%	75,140.76
610 Salaries & Benefits					
610.1 Salaries					
610.1.1 Full-Time	331,051.78	405,880.00	-74,828.22	81.56%	287,416.18
610.1.2 Part-Time	78,231.22	89,146.00	-10,914.78	87.76%	54,659.09
610.1.3 Passport Agents	16,880.53	21,192.00	-4,311.47	79.66%	5,647.40
Total 610.1 Salaries	\$ 426,163.53	\$ 516,218.00	-\$ 90,054.47	82.55%	347,722.67
610.2 Social Security Expense	31,450.36	39,491.00	-8,040.64	79.64%	25,543.41
610.3 Employee Benefit Expense	130,126.09	98,224.46	31,901.63	132.48%	62,505.43
610.3.2 H.S.A. Contribution	5,999.76	9,000.00	-3,000.24	66.66%	4,499.82
Total 610.3 Employee Benefit Expense	\$ 136,125.85	\$ 107,224.46	\$ 28,901.39	126.95%	67,005.25
610.4 Retirement Expense	86,596.98	79,805.00	6,791.98	108.51%	41,586.90
Total 610 Salaries & Benefits	\$ 680,336.72	\$ 742,738.46	-\$ 62,401.74	91.60%	481,858.23
Unapplied Cash Bill Payment Expense	0.00		0.00		
Total Expenses	\$ 886,945.81	\$ 993,486.46	-\$ 106,540.65	89.28%	659,358.99
Net Operating Income	\$ 198,840.45	-\$ 27,280.46	\$ 226,120.91	-728.87%	383,259.99
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	\$ 198,440.46	-\$ 27,280.46	\$ 225,720.92	-727.41%	383,259.99

Wednesday, Apr 27, 2022 09:43:18 AM GMT-7 - Cash Basis

Phoenixville Public Library
Financials: Fiscal Year Jul 20 - June 21 - FY21 P&L
 July 2020 - June 2021

	2022/2023 Draft Budget	2022/2023 Updated Budget 3/2022
Income		
400 Appropriations		
400.1 Appropriation - P.A.S.D.	589,907.00	578,340.00
400.2 Appropriation - County	102,320.00	102,320.00
400.3 Appropriation - State	93,524.00	93,524.00
400.4 Appropriation - Charlestown Tws	5,500.00	5,500.00
400.5 Appropriation - Schuylkill Twp	6,250.00	6,250.00
400.6 Appropriation - East Pikeland	7,000.00	7,000.00
Total 400 Appropriations	804,501.00	792,934.00
412 Development Income		
412.1 Grants	25,000.00	25,000.00
412.2 Projects/Events	45,000.00	45,000.00
412.6 Individual Giving		
412.6.1 Unsolicited	0.00	0.00
412.6.2 Unsolicited Memorial Gifts	0.00	0.00
412.6.3 Target Donors	30,000.00	30,000.00
412.6.4 Restricted - General	3,000.00	3,000.00
412.6.5 Restricted - Children	3,000.00	3,000.00
Total 412.6 Individual Giving	36,000.00	36,000.00
412.7 Corporate Engagement	3,000.00	3,000.00
412.7.1 Third Party Fundraising	0.00	0.00
412.7.2 Corporate Support	0.00	0.00
412.7.3 Matching Gifts	0.00	0.00

(2% increase = \$11,567 of PASD appropriation)

Total 412 Development Income	109,000.00	109,000.00
420 Operations Income		
420.1 Fines	12,000.00	12,000.00
420.10 Notary Services	1,000.00	1,000.00
420.2 Passport Applications	140,000.00	151,567.00
420.3 Interest	1,000.00	1,000.00
420.4 Items Sold	2,500.00	2,500.00
420.5 Lost Books	1,500.00	1,500.00
420.6 Other (Copier, etc.)	2,500.00	2,500.00
420.8 Rentals/Collection		
420.8.1 Library Income	500.00	500.00
420.8.2 PA State Tax	0.00	0.00
Total 420.8 Rentals/Collection	0.00	0.00
420.9 Hot Spots	3,000.00	3,000.00
Total 420 Operations Income	164,000.00	175,567.00
Total Income	\$1,077,501.00	1,077,501.00
Gross Profit		
Expenses		
500 Adult Library		
500.1 Books		
500.1.1 Physical Books	31,000.00	31,000.00
500.1.2 E-Materials	24,000.00	24,000.00
500.1.3 Flipster	1,500.00	1,500.00
Total 500.1 Books	56,500.00	56,500.00
500.13 Professional Develop. Material	800.00	800.00
500.14 Museum Passes	3,600.00	3,600.00
500.15 Mobile Hotspots	4,500.00	4,500.00
500.2 Magazines & Newspapers	6,000.00	6,000.00
500.3 Audios	5,000.00	5,000.00
500.4 Videos	4,000.00	4,000.00
500.5 Software	0.00	0.00
500.6 Reference	700.00	700.00
500.7 Programs - Adult	3,000.00	3,000.00

500.8 Program Supplies - Adult	1,000.00	1,000.00
Total 500 Adult Library	85,100.00	85,100.00
510 Youth Library		
510.1 Books		
510.1.1 Physical Books	25,000.00	25,000.00
510.1.2 E-Materials	8,000.00	8,000.00
Total 510.1 Books	33,000.00	33,000.00
510.13 Young Adult - All	3,000.00	3,000.00
510.14 Programs - Young Adults	500.00	500.00
510.15 Program Supplies - Young Adult	500.00	500.00
510.2 Magazines	700.00	700.00
510.3 Audios	1,500.00	1,500.00
510.4 Videos	2,000.00	2,000.00
510.5 Software	1,000.00	1,000.00
510.7 Programs - Children	4,000.00	4,000.00
510.8 Program Supplies - Children	2,000.00	2,000.00
Total 510 Youth Library	48,200.00	48,200.00
520 Development Expense		
520.1 Annual Appeal	5,600.00	5,600.00
520.3 Special Events	22,500.00	22,500.00
520.5 Marketing	500.00	500.00
520.8 Donor Management	3,988.00	3,988.00
Total 520 Development Expense	32,588.00	32,588.00
530 Administration		
530.1 General		
530.1.1 Audit/Form 990	8,200.00	8,200.00
530.1.2 Library Board Expenses	1,500.00	1,500.00
530.1.3 Staff		
Development/Memberships	1,962.00	1,962.00
530.1.4 Insurance	1,500.00	1,500.00
530.1.5 Advertising	500.00	500.00
530.1.6 Legal Expense	3,000.00	3,000.00
530.1.7 Credit Card Fees	3,000.00	3,000.00
530.1.8 Marketing and Website	3,000.00	3,000.00

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

610.1 Salaries		
610.1.1 Full-Time	\$416,962.00	\$416,962.00
610.1.2 Part-Time	122,294.00	122,294.00
610.1.3 Passport Agents	27,144.00	27,144.00
Total 610.1 Salaries	566,400.00	566,400.00
610.2 Social Security Expense	43,330.00	43,330.00
610.3 Employee Benefit Expense	103,691.00	103,691.00
610.3.2 H.S.A. Contribution	9,000.00	9,000.00
Total 610.3 Employee Benefit Expense	156,021.00	156,021.00
610.4 Retirement Expense	87,555.00	87,555.00
Total 610 Salaries & Benefits	809,976.00	809,976.00
Total Expenses	1,077,501.00	1,077,501.00
Net Operating Income		
Net Income		

BEHAVIOR

Policy Statement

The Phoenixville Public Library welcomes and encourages the use of its facilities and resources by the public. Library customers are encouraged to assist staff in maintaining a safe environment with equal access to all.

Library Guidelines for Public Behavior

Customers shall not interfere with the use of the Library by other customers, or interfere with Library employees' performance of their duties. Such interference can include noisy, rowdy, boisterous, aggressive, or disruptive behavior.

Cell phone use is acceptable only in designated areas. Customers are asked to observe cell phone courtesy in the library: low voice, short conversation, low ringer, and proceed to designated cell phone area.

Sleeping in the library is considered interference with others' use of the library if the sleeping individual is snoring, reclining, or using seating intended for more than one person.

Soliciting in the library is prohibited.

Nonalcoholic covered beverages and bagged snack foods are permitted in the Library, except in the Computer Centers. The use of tobacco and **vaping** products in the Library is prohibited.

Any materials removed from the Library must be checked out on a valid library card. This does not pertain to free handouts.

Library materials may not be taken into the restrooms.

Shirts and shoes are required.

Animals assisting Library users with disabilities are permitted in the Library. Other animals may not be brought inside.

The Phoenixville Public Library assumes no responsibility for the personal belongings of customers while using the library.

Staff reserves the right to inspect any bags, briefcases, or purses.

Failure to follow these guidelines may result in expulsion from the Library by staff and/or denial of privileges by the Executive Director. Any customer whose privileges have been denied may have the decision reviewed by the Library Board of Trustees.

Approved: 4/2003

Revised and approved:

FACILITIES

The Library, as a public institution and a Phoenixville School District building, is committed to providing a clean and welcoming environment for both the general public and the staff. The facilities will comply with the “Americans with Disabilities Act.” Reasonable accommodations will be made to serve the needs of library users. If necessary, staff assistance will be provided.

The Phoenixville Public Library is smoke-free. Smoking **and vaping** is prohibited in all interior areas of the Library. Smoking **and vaping** is also prohibited on the property for anyone under 18 years of age.

Approved April, 2003

Updated and Approved:



Service Activation Form

TDS
553 Foundry Road, Suite B
East Norriton, PA 19403
(610) 783-7005

Proposal #: 225424
Date: 4/28/2022
Quote Valid Until: 5/28/2022
Order Type: New Proposal
Sales Representative: Jeff Snyder
Sales Rep. Email: jsnyder@tds-phone.com
Payment Method: Check

Customer Name: Phoenixville Public Library
Customer Since: N/A
Contract Start: TBD
Contract Maturity: TBD
Term of Commitment: 36 months from date of Service activation per the Terms of Service

Customer Information

	Billing Address	Shipping Address
Company:	Phoenixville Public Library	Phoenixville Public Library
Contact:	Lara Lorenzi	Lara Lorenzi
Street 1:	183 2ND AVE	183 2ND AVE
Street 2:		
City, State, ZIP code:	PHOENIXVILLE, PA 19460	PHOENIXVILLE, PA 19460
Phone:	(610) 933-3013	(610) 933-3013
Fax:		
Mobile:		
Email:	llorenzi@ccls.org	

Monthly Recurring Charges (MRC)

QTY	Item ID	Description	Monthly	Monthly Ext.
1	300-V2B E911 Service	V2B E911 Service Charge Monthly E911 Service fee per DID, TN, or unique physical address per V2B Terms of Service.	\$3.99	\$3.99
1	400-V2B EdgeMarc Monitoring	Router Monitoring Includes remote device monitoring and reporting for one location and one device. Initial and monthly configuration back up provided upon request.	\$22.00	\$22.00
3	101-V2B- UnlimitedVirtualPath	V2B Unlimited Virtual Path Unlimited domestic minutes package includes all local and long distance calls in the US and Canada termination outbound, unlimited inbound (Non Toll Free). Additional on-demand (burstable) call paths unlimited billed at \$29.95 per path per month.	\$24.99	\$74.97
1	101-V2B-Endpoint-15	V2B Endpoint 15 This package includes all standard V2B Hosted PBX and VoIP features, multiple Auto Attendants, Voicemail to Email, Real Time Call Reporting, Find Me Follow Me, Conference Calling, Call Forwarding, etc. Allows up to 15 SIP endpoints and lifetime system software upgrades.	\$75.00	\$75.00
			MRC Subtotal	
			\$175.96	

Non-Recurring Charges (NRC)

QTY	Item ID	Description	Price	Price Ext.



Service Activation Form

QTY	Item ID	Description	Price	Price Ext.
1	300-V2B Local Number Portability	1 Local Number Portability Ability to transfer existing telephone numbers assigned by a local exchange carrier and reassigned to another carrier	\$12.00	\$12.00
1	300-V2B PBX Setup Fee	PBX Setup Fee Includes installation, training, and programming.	\$500.00	\$500.00
1	400-V2B Edgemarc 2900e - 5	Edgemarc 2900e Concurrent call licenses :Unlimited based on the subscription WAN Ethernet ports: 2 Optical WAN ports: 2 LAN Ethernet ports: 4 Maximum throughput: 1 Gigabyte	\$375.00	\$375.00
1	V2B Ubiquiti Unfi Pro 24 Port POE Switch	V2B Ubiquiti Unfi Pro 24 Port POE Switch V2B Ubiquiti Unfi Pro 24 Port POE Switch	\$925.00	\$925.00
9	500-V2B Yealink SIP T54W	Yealink SIP T54W The Yealink SIP-T54W IP phone is designed for busy executives and professionals. It features a 4.3-inch color LCD screen with an adjustable viewing angle. With the built-in Bluetooth and dual band Wi-Fi, the Yealink SIP-T54W ensures that you have wireless connectivity options at your fingertips.	\$195.00	\$1,755.00
1	500-V2B Equipment Shelf	Equipment Shelf Wall Mount/Rack Mount Equipment Shelf	\$75.00	\$75.00
			NRC Subtotal	
			\$3,642.00	



Service Activation Form

Notes
**This quote assumes a CAT 5e/6 data cable is in place for each telephone. TDS can use the existing data cable for the PCs to work both the phone and PC.
**This quote does not include any overhead paging, just paging through the phone speaker.
**This quote does not include any fax, credit card or alarm lines. Efax can be used for \$15 per month for 500 total in/outbound pages and 5 email addresses
**This quote assumes High Speed Internet (100mbps minimum) is installed (Comcast/FIOS) with 1 Public Static IP Address needed for the Edgemarc 2900 Router.

Due at Signing	
Monthly Recurring	\$175.96
Non-Recurring	\$3,642.00
E-911 (VoIP PBX)	\$4.95
FCC Regulatory Fee (VoIP)	\$0.43
FUSF (VoIP)	\$25.63
Sales Tax	\$232.82
Statutory Gross Receipts	\$36.35
Total Due at Signing	\$4,118.15

Summary	
Monthly Recurring	\$175.96
Non-Recurring	\$3,642.00
E-911 (VoIP PBX)	\$4.95
FCC Regulatory Fee (VoIP)	\$0.43
FUSF (VoIP)	\$25.63
Sales Tax	\$232.82
Statutory Gross Receipts	\$36.35
Total	\$4,118.15

*** Taxes and fees are subject to change.**

The undersigned acknowledges that they have received, read, accepted, and agreed to the TDS Terms of Service, and ALL TDS Terms and Conditions incorporated by this reference.

Please charge my existing credit card on file: Yes No

Signature: _____

Title: _____

Print Name: _____

Date: _____

Confidential and Proprietary to TDS. This proposal is provided to the Entity(s) and Individual(s) listed above only, and may not be disclosed or forwarded to any other party without the express, written consent of TDS.

Thompson Networks
PO Box 1347
Doylestown, PA 18902
United States

Phone: 215-348-1588
Fax: 215-348-1987

Quote #	220408-PHOE
Issue Date:	04-08-2022
Valid Until:	05-08-2022
Contact	Sherri Galt

Prepared for Phoenixville Public Library
Laura Lorenzi
183 2nd Avenue
Phoenixville, PA 19460
United States
Email: llorenzi@ccls.org

ACCEPT QUOTE

Wildix Communication System - Monthly Licensing

One-Time Fees

Product Description	Units
Wildix Installation & Training	1
Wildix Installation & Training	
One-Time Subtotal	
	\$1,680.00
Sales Tax Exempt (0%)	
	\$0.00
Total One-Time	
	\$1,680.00 USD

Monthly Fees

Product Description	Units
R-WorkForce-1m	8
R-WorkForce-1m SIP HD Phone, 8 BLF - 1 month rental	
R-DuoLED-BT-1m	1
R-DuoLED-BT-1m Superb audio Bluetooth 5.0 dual headset with USB-C standing dongle and busy light information - 1 month rental	
UC Essential License - 1 user 1 month	11
Wildix Essential License - Unified Communication 1 user 1 month	

Please contact us if you have any questions.

Monthly Subtotal	
	\$203.07
Sales Tax Exempt (0%)	
	\$0.00
Total Monthly	
	\$203.07 USD

Comments

ACCEPT QUOTE**50% deposit due upon acceptance of quote****50% balance due upon completion of installation****Cost Breakdown**

Type	One-Time Fees	Monthly Fees
Labor / Labor	\$1,680.00	—
Telecommunications / Phones	—	\$105.60
Audio / Video / Hardware	—	\$10.79
Telecommunications / License	—	\$86.68
Sales Tax Exempt	—	—
Total	\$1,680.00 USD	\$203.07 USD

Contract price includes programming, training at the time of installation, a five (5) year warranty on all Wildix equipment with the exception of batteries for cordless phones, Wildix licenses (term dependent on contract) and a one (1) year warranty on labor (does not include labor for moves, adds and changes) – labor to be billed on a time and materials basis after initial one (1) year warranty expires. Installation of the above listed equipment is on existing voice cabling and jacks. If it is discovered during installation that either the existing telephone wiring or jacks are inadequate, they will be replaced and the purchaser will incur additional charges. Installation is to be completed during regular business hours, 8:00 am to 5:00 pm Monday through Friday.

TERMS AND CONDITIONS

Authorization: Customer hereby authorizes and empowers Thompson Networks to perform the work necessary to install the system(s) in its premises.

Delay: Thompson Networks shall not be liable for any delays however caused in installation of the system(s), or for interruptions of service caused by strikes, riots, floods, acts of God or by any event beyond the control of Thompson Networks and will not be required to furnish service to customers while any such interruption shall continue. Thompson Networks is not responsible for carrier delays, service interruption or quality of service issues that may be caused by customer's line service carrier for lines ordered by Thompson Networks on customer's behalf or customer ordered lines. In addition, it is the customer's responsibility to contact their previous carrier to cancel service to ensure billing is stopped when changing to a new service provider.

Warranty: All work to be performed and completed according to standard telephone practices. Initial installation labor is warranted for one (1) year from date of installation unless extended warranty on labor is purchased (warranty does not include labor for moves, adds and changes), Wildix equipment is warranted for five (5) years from installation completion date with the exception of batteries for cordless phones, and all other equipment is warranted for one (1) year from installation date. Customer is to carry all necessary insurances. All claims to warranties and guarantees issued by Thompson Networks and/or the manufacturer are void due to acts of God, customer neglect and/or damage sustained by the said equipment, from the customer and/or any third party.

Maintenance: Thompson Networks is not obligated to maintain, repair, service, replace, operate or assure the operation of any device, system or property belonging to customer or to any third party to which said system(s) are attached. All maintenance and service of said system(s) is billable on a time and material basis at the then current billable rate. Such work shall be performed between the hours of 8:00 A.M. and 5:00 P.M. on normal business days excluding Saturdays, Sundays, and holidays. EMERGENCY SERVICE IS RENDERED ON A 24 HOUR, 7 DAY A WEEK BASIS.

Copyright/indemnification: In accordance with US Copyright Law, a license may be required from ASCAP or similar organizations if radio, CD, tape, or TV broadcasts are transmitted through the music-on-hold feature of telecommunications systems. Thompson Networks hereby disclaims any liability arising out of the failure to obtain such a license. Customer holds Thompson Networks harmless and indemnifies Thomson Networks from and against any liability, claim, complaint or damages arising out of Customer's use of ASCAP or similar organizations.

Site Location: All equipment should be installed in a dry, clean and accessible area. Ambient room temperature must be 40° –80° (F.), and relative humidity no higher than 90%. For system protection and to maintain uninterrupted operation, an uninterruptible power supply is STRONGLY recommended. Each cabinet requires a 110 VAC outlet (if possible, a dedicated outlet). Use only the Class-2 power supply module provided. A clean, isolated power source in conjunction with a UPS is STRONGLY recommended

Security Agreement: For purposes of securing the indebtedness of Customer to Thompson Networks, Customer hereby grants and conveys to Thompson Networks a lien and security interest under Article 9 of the Pennsylvania Uniform Commercial Code in all equipment acquired by Customer from Thompson Networks. Customer specifically authorizes Thompson Networks to file all appropriate financing statements (the "financing statements") describing the collateral including a UCC-1 covering such equipment. The collateral shall remain personal property at all times. Customer shall not affix any of the collateral to any real property in any manner which would change its nature from that of personal property to real property or fixture. Customer shall retain the risk of loss with respect to the collateral. This security agreement shall expire upon full payment to Thompson Networks of the indebtedness by the Customer. Upon such payment, Thompson Networks shall file all appropriate documents to mark the security agreement satisfied and terminated.

Assignment: This agreement is not assignable by Customer except upon the prior written consent of Thompson Networks. Thompson Networks may assign all rights and obligations under this agreement without the consent of Customer.

Execution: UNTIL ACCEPTED AND SIGNED BY AN OFFICER OF THOMPSON NETWORKS, THIS AGREEMENT SHALL NOT BECOME EFFECTIVE AND SHALL NOT CONSTITUTE A BINDING CONTRACT. If such approval is not obtained, the only liability of Thompson Networks shall be to return to Customer the amount, if any, paid to Thompson Networks upon the signing of this agreement.

Payment: Payment in full due upon completion of installation. Balances over thirty (30) days subject to 1.5% per month finance charge plus costs of collection including but not limited to costs of retaining collection services, court costs and reasonable attorney fees.

Governing Law: This Security Agreement is being executed and delivered and is intending to be performed in the Commonwealth of Pennsylvania and shall be construed and enforced in accordance of the laws, without respect to conflict of laws, of the Commonwealth of Pennsylvania. Customer agrees that the Court of Common Pleas, Bucks County Pennsylvania shall be exclusive forum for any dispute pertaining to these terms and conditions or the services rendered by Thompson Networks. Customer specifically consent to jurisdiction in the



Bucks County Court of Common Pleas and waives any objection to jurisdiction and/or venue with respect to same.



Note: This document is a proposal for services and should be viewed as an estimate of future costs. When ordering services Customer may request changes in quantities which can affect the estimated cost elements below.

Account Name: Phoenixville Public Library

Order Information	
Rate Sheet	Q127386
Revision	1
Created	3/28/2022
Valid Until	6/26/2022
Contract Term (months)	0

Partner Information	
Name	Thompson Networks
Account Manager	Tom Henry

Summary		
Site	Recurring	One-Time
183 2ND AVE PHOENIXVILLE PA 19460	\$135.00	\$10.00
	Subtotal:	\$135.00
	Taxes:	\$35.33
	Total:	\$170.33

**Taxes are an estimate and may differ from actual invoices due to tax rate changes and actual services provided.*



Service Address

Address	183 2ND AVE	City	PHOENIXVILLE
State	PENNSYLVANIA	ZIP Code	19460

Products and Services

Product Name	Qty	Total Recurring	Total One-Time
Clearphone SIP Trunk	5		
Local Number Port Order	1		
cFax 250	1		
Total:		\$135.00	\$10.00

Rate Schedule

Name	Rate
Clearphone SIP Trunk	\$25.00
Local Number Port Order	\$10.00
Burst Calls	\$0.25
cFax 250	\$10.00
cFax Overage Pages	\$0.05

From: [Sara Begian](#)
To: [Lara Lorenzi](#)
Subject: Fw: *EXTERNAL* - Fwd: Please review your Verizon Business Quote - PA11737060280
Date: Wednesday, April 20, 2022 11:17:54 AM

Hi Lara,

Please see below quote for eight phones. Do you need any other quotes?

Thanks,

Sara

From: Jean, Kellie <kellie.a.jean@verizon.com>
Sent: Tuesday, April 19, 2022 3:24 PM
To: Sara Begian
Subject: *EXTERNAL* - Fwd: Please review your Verizon Business Quote - PA11737060280

Hi Sara
Here's the 8 phones with the payments over 12 months
Let me know if you would like any additional quotes sent
Have a great night
Kelle Jean
Verizon Business Office

----- Forwarded message -----

From: **Verizon Notification** <verizon-notification@verizon.com>
Date: Tue, Apr 19, 2022 at 3:22 PM
Subject: Please review your Verizon Business Quote - PA11737060280
To: <kellie.a.jean@one.verizon.com>



Your quote is ready.

Review your quote below and complete your order today.



Date Apr 19, 2022 Quote number PQ1PA11737060280	Service address 183 SECOND AV PHOENIXVILLE, PA, 19460
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Quote details

Thank you for your interest in Verizon. This quote is valid for 14 Calendar days. Take advantage of our current pricing by reviewing and completing your order today. Estimated monthly charges and one-time charges included.

Verizon Solutions for Business

Internet plan

Fios Internet 100M/100M - 2YR (Dynamic)	\$79.00
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Business Digital Voice

Business Digital Voice Premium Line (9 @ \$35.00)	\$315.00
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Other Service

Fios Internet Credit	-\$10.00
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Equipment and one-time charges

Buy: Fios Router @ \$299.99 - Installment 1 of 12	\$25.00
Router Shipping and Handling	\$25.00
Business Digital Voice Shipping	Fee Waived
Business Digital Voice Activation @ \$49 - Installment 1 of 3	\$16.34
Yealink T53WB (12 Line Phone) @ \$150 - Installment 1 of 12 (8 @ \$12.50)	\$100.00

Promotions and credits

Business Digital Line Credit	-\$10.00
Business Digital Line Credit	-\$10.00
Business Digital Line Credit	-\$10.00
Business Digital Line Credit	-\$10.00
Business Digital Line Credit	-\$10.00

Business Digital Line Credit	-\$10.00
Business Digital Line Credit	-\$10.00
Business Digital Line Credit	-\$10.00
Business Digital Line Credit	-\$10.00

Subtotal

Subtotal	\$294.00
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Taxes and other charges

Tax	\$92.35
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Total Month 1 **\$386.35**

Estimated monthly charges

This quote is an estimate based on current pricing and promotions that are subject to change, and is valid for 14 calendar days. Additional changes may apply including for nonstandard installations and products or services not listed above. Service terms and conditions apply; term contracts may include early termination fees. 30-day min. billing required for certain packages, Premium and Channel packs. Applicable pricing will be confirmed at time of order. Orders are subject to service availability and credit approval, and may require deposit.

By ordering, using or paying for services, you are accepting and agreeing to the terms and conditions in the Services Agreements, Terms of Service, Product Guides and Tariffs that apply to these services. To review these and other important terms, including the requirement to resolve disputes by arbitration and limitations of liability, please visit verizon.com/terms and locate "Terms of Service" under the Business Terms of Services heading. For Tariffs and Product Guides covering telephone services, please select the dropdown and click on your state or visit verizon.com/tariffs.

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