



Board of Trustees Meeting Agenda

July 5, 2022 5:00p.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. Vote- Slate of Officers- Ted Bierer 5 minutes
 - b. August Board Meeting- Lara Lorenzi 5 minutes
 - c. Surplus Spending- Salaries- Lara Lorenzi 10 minutes
 - d. 2022-2023 Budget Changes-Vote- Lara Lorenzi 10 minutes
 - e. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. WWW updates- Lara Lorenzi 5 minutes
 - b. 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 Tuesday September 6, 2022 @ 5pm (Zoom)

VIII. – /Adjournment

**PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
June 6, 2022**

A Regular Meeting was called to order by Ted Bierer at 5:03 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Barbara Shepsko

STAFF PRESENT

Lara Lorenzi, Executive Director

CONSENT AGENDA

On motion made by Mike English, seconded by Steve Hirsch, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through g., consisting of: (i) the Minutes of the Board's Regular Monthly Meeting held May 2, 2022; (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 May 2022.

NEW BUSINESS

- New Officers: Ted Bierer indicated that for the Library fiscal year beginning July 1, 2022, the following slate of officers would be considered at the July meeting of Library Trustees: Lauren Eustis, President; Lauren Coy, Vice President; Stephanie Allen, Treasurer; and Joe Koury, Secretary.
- September 2022 Board Meeting: Lara Lorenzi indicated that the first Monday of September 2022 is Labor Day, and suggested the meeting be moved to Tuesday, September 6, 2022, as well as that it be held at 5:00 p.m. by Zoom.
- Budget Update: Mike English indicated the Budget Committee had met again following the Library Board's May 2, 2022 meeting, for the purpose of putting the finishing touch on the Library's 2022 – 2023 budget and also to discuss utilization of the funds remaining in the 2021 – 2022 fiscal year budget. Lara Lorenzi indicated the Budget Committee had quite a few recommendations to make regarding those remaining funds, including an end-of-fiscal-year bonus to employees; a second book locker; renovations of the Library's first floor; a sprucing up of the Library's garden; new signage for the Library's interior; and additional programming for children. Mr. English rejoined that the second book locker and first floor improvements could be implemented shortly, and recommended the Board consider them, along with the additional programming for children. Ms. Lorenzi responded that the cost to renovate the first floor would exceed the funds available, and that the Library Foundation could be approached about the second book locker. Steve Hirsch suggested funds be expended upon Library signage, to which Mr. English suggested additional research be conducted. Lauren Eustis suggested the Board consider the employee bonuses, and Alan Fegley responded that salaries instead be raised rather than paying employees a bonus. Mr. English concluded the discussion with the suggestion that the Budget Committee will present to the Board again in September 2022,

unless Ms. Lorenzi can gather the necessary information for consideration at the Library Board Meeting to be held in July 2022.

- Fundraising Committee: Lauren Eustis indicated the Fundraising Committee had met on May 24, 2022. She stated the committee was focused on the Wine, Wit & Wisdom fundraiser, and that Chris Porcelli had begun a list of potential authors that the committee asked him to expand. Ms. Eustis suggested a change of venue may also be recommended by the committee. Ms. Eustis indicated that Candace Ferrandino, a second-grade teacher at Manavon Elementary School, has joined the committee. Ms. Eustis offered that the Dogwood Festival had been a success for the Library, as the Library was highly visible there. Lastly, Ms. Eustis indicated the committee had scheduled a meeting with the President of Phoenixville Borough Council to discuss funding of the Library.
- Friends of the Library: Lara Lorenzi suggested that Friends of the Library references in Library policy be removed, as the Friends are now defunct. On motion made by Joe Koury, seconded by Mike English, and by unanimous vote thereafter, the Board voted to accept Ms. Lorenzi's recommendation.
- Dolly Parton's Imagination Library: Lara Lorenzi informed the Board of this initiative, which gifts books to children up to age five (5), through a combination of funding involving community partners such as the Library. Ms. Lorenzi suggested it could be expensive as the Library would shoulder the expense of the books and postage, and that no other library within the Chester County Library System has partnered with the Imagination Library. Ms. Lorenzi indicated that the School District might be an appropriate partner, and that she believed the Imagination Library was worth exploring further. Ms. Lorenzi indicated she would report back to the Board with further information.
- Employee Retiring: Lara Lorenzi indicated that Rebecca Krause, Director of Youth & Young Adult Services, is retiring. Ms. Lorenzi stated that she would be updating the associated job description and duties for purposes of advertising the job opening. Ms. Lorenzi concluded by suggesting that Ms. Krause be honored at Wine, Wit & Wisdom.

OLD BUSINESS

- Development Report: Lara Lorenzi indicated that Chris Porcelli was working with Reads & Company to determine an author for Wine, Wit & Wisdom, but that many authors are unavailable. Ms. Lorenzi also indicated that the grant request submitted to the Phoenixville Community Health Foundation remains pending.

Meeting was adjourned at 6:14 p.m.

Respectfully submitted,


Joseph K. Koury



Report submitted by: Lara Lorenzi

July 2022 Library Board of Trustees Meeting

Informational Updates:

- The Library will be closed on Monday July 4th.
- I will have more information for you about the Dolly Parton Imagination Library program, it will be included in the board packet for September.
- The slate of officers will be voted on at the July board meeting.
- We are currently collecting gently used shoes for PAPA, a local organization. If you have any gently used shoes you no longer need, please consider dropping them off at the library for PAPA.
- The library will start using Museum Key/Lending Key software provided by the system to loan out our museum passes, hotspots. By using this software, we will be able to help create consistency across all of the libraries in the system for these services. It's easy to use and should be a nice upgrade to the current software we are using. We will be able to pull monthly statistics right from the software as well.
- We now have access to collection HQ's DEI tool. This tool will help us evaluate our print collection and e-book/e-audio materials. There are various DEI categories that are used to evaluate what items we currently have. This tool will help to show us areas that we need to purchase materials in order to create more diverse collections. I will be looking to set up criteria/goals for the library collections using the American Community Survey, census and service area demographic information. Chester County Library has set up a criterion for their libraries and I'll be using that as a guide for us. I will be adding this to our strategic planning as well.
- The Roku lending program has been discontinued due to extremely low usage by our patrons.
- I will be attending the Phoenixville Borough Finance meeting on Tuesday June 28th with Lauren Eustis and Chris Porcelli. We will be submitting our request for funds, with the hopes the request will be added to the 2023 budget. The three of us are working on a plan for the presentation. We also hope to meet up with Jon Ewald to discuss or plans and see how the library and the borough can continue to work together and continue to enhance our community. I will share an update about this at the meeting.
- 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.

Personnel Updates:

- The Youth Services Director position has been posted on the CCLS websites, the Phoenixville Public Library site, on the PA Publib, PaLA website, TCN Professional and Career Development Newsletter. I'm hopeful we will get some good candidates. We will be collecting resumes until July 5th. If we do not receive enough applicated I will repost. Currently, most of the posting are free. We did spend \$80 to post with PaLA for 4 weeks.

Facilities Update:

- We have hired a new cleaning company to take care of the building. They started in late June. We currently will have cleaning services 5 days a week.
- Routine lawn maintenance has begun.
- The sink in bathroom 2 on the upper level has been leaking. PASD came out and fixed it up for us. We did have to shut the water off to the 2 upper bathrooms for about a half a day. All patrons were able to use the bathrooms downstairs until the leak was fixed.
- The pest control company was out for their routine check of the building. We let them know of some ants we've been getting in the computer lab. They were able to take care of it.

- The elevator stopped working again. The door was stuck open on the upper level. The elevator repair company came out to run some diagnostics and take care of it. This is the first time in about a month or so that it stopped working. Hopefully this will keep it running for a while.
- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- We will be securing out snow removal service in June for the 2022/2023.

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

- April 2022
 - E-Books: 3,480
 - E-Audio: 2,488
 - Total: 5,968
- May 2022
 - E-Book: 3,704
 - E-Audio: 2,598
 - Total: 6,302
- June 2022
 - E-Book: 3,806
 - E-Audio: 2,520
 - Total: 6,326

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: 237
- May 2022: 154
- June 2022: 334

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: 7,911

April 2022: 7,207

May 2022: 6,756

June 2022: 8,005 This is a 44% increase over 6/2021.

Chester County Library System Updates:

- None at this time.

State Updates:

- None at this time.



Meetings/Trainings

- 6/7 Meeting with Jay Malise- J.P. Jay
Meeting with Chris Porcelli – postcard mailing
- 6/10 Meeting with TDS- phones
- 6/14 District Librarian’s meeting
- 6/15 WWW committee meeting
- 6/16 Chamber/Rotary meeting
- 6/17-6/24-Vacation/personal time
- 6/27 PASD Board meeting (streaming)
- 6/28 Phoenixville Borough Finance Committee meeting
- 6/29 Fundraising meeting
- 6/30 Logic Model Meeting PA Department of Ed.

Youth Services Report for June 2022 For July 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 June are listed below. The program schedule is listed in the newsletters along with the ability to enroll.

Monthly Statistics:

Preschool Programs		
In-Person: Held at Phoenixville Area Middle School		
Crafty Toddler Story Time	4	25 Children/Adults
Science Fun	4	78 Children/Adults
In-Person Preschool Total	8	103 Children/Adults
Teen Programs-Virtual/Picking Up Materials		
Young Adult Take & Make Craft	1	4 Participants
Young Adult Mystery Book Bag	1	5 Participants
Young Adult Guessing Game	1	6 Participants
Total Young Adult	3	15 Participants
Total Programs Offered in June	11	118 Children/Adults
Visiting Groups		
Barkley Elementary Fourth Grade Visit, Tour & Library Card Signups	2	75 Participants
Barkley Elementary ESL Visits	3	40 Participants
Above Groups Library Card Signups		49 Cards Issued
Visiting Groups Total	5	164 Children/Adults
1000 Books Before Kindergarten		5 New June Registrations

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

June: 409 Total sessions, 168 hours, 24-minute average session.

Physical Displays in the Library in June:

Authors/Illustrators: Maurice Sendak Birthday, Animal Fantasy for Brian Jacques Birthday, Chris Van Allsburg Birthday, Antoine de Saint-Exupery Birthday, Cynthia Rylant, Helen Oxbury, Anita Lobel, Allan Ahlberg, Judy Sierra, Eric Carle, Nancy Willard, David McPhail, Paul Galdone, Valeri Gorbachev, Herve Tullet, and more.

Ongoing Displays: Simply Beautiful Illustrated Books, Max & Ruby by Rosemary Wells (to celebrate new signed print on display), Longwood Gardens Community Read, Candlewick's -Ology series, National Geographic *Little Kids First Big Book of ...*, Owl Diaries & Scholastic Branches books, Story Collections, Over-sized Bridge books, Where's Waldo, I Spy books, Mr. Men & Little Miss books, and more.

Themed Displays: June is Audiobook Month, Insect Week, Paranormal Fictions, Dinosaur Day, Play Outside Day, World War II Anniversary of D-Day, Best Friends Day, World Oceans Day, Juneteenth, Summer Solstice, Fairy Day, Tall Tales For Paul Bunyan Day. Re Summer Theme: Sailing & Ships, Pirates, Ocean Animals, Mythology.

Book Bundles

No requests.

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

Library Program Promotions: Summer Promotions

- **Arrangements for participation in the PASD Summer Camp** with two programs held at the Phoenixville Area Middle School: June 14-17 (with last classes on June 17 moved to the library due to PASD closure for Juneteenth).
- **The 2022 Oceans of Possibilities Summer Reading Program began on June 13, and will run through August 19, 2022, with three levels of reading participation from Birth through High School: Early Literacy, School-age, & Young Adult levels.** As of the afternoon of June 27, there were 331 children enrolled in the program.
 - Purchase of prizes to be won by completing reading forms, submitting their reading schedule, and earning raffle tickets toward those items.
 - Paperwork and forms created regarding theme, reading, assembly of needed paperwork & folders.
 - Decoration of the library with the summer theme.
 - Arranging contracts/payment for events.
 - Arrangements for Certificates of Insurance for summer events held away from the library.
 - Creation of Summer Calendar of Programs & Events beginning July 18; running through August 19.
 - Arrangements for vendors for five Thrilling Thursdays at the Phoenixville Recreation Center.
 - Additional Arrangements for STEM classes offered to children by a student seeking her Silver Girl Scout Badge and another vendor who has offered classes for us before.
- **Promotion of Science in the Summer** along with an extension of registration date to June 3. As of mid-June, the morning class is full with 20 students; the afternoon class had 16 listed. Registration will be reopened on July 1 to see whether any additional children want to register. SITS will be held at the PASD Middle School on July 11 & 12, 2022 with a theme of Biology in Animals and Nature.
- **Planning for Daughters of the American Revolution Display in Circulation Area for a history display with activities, a Passport, along with books and information in conjunction with the 250th Anniversary of the American Revolution at Valley Forge Park.** This should begin this summer and run for some time.
- **Additional Activities**
 - Decorated case in foyer with summer theme.
 - Intensive assessment of Children's collections with removal of non-circulating, outdated, and damaged materials.
 - Ordering of new items for collections.
 - Booking and publicizing of Children's Library Calendar and events.
 - Fulfilling Book Bundle requests.

Meetings/Training

- Meeting (two) with B. Riley to plan for display an ongoing event of the Daughters of the American Revolution in conjunction with 250th Anniversary of the American Revolution.
- Meeting with Shah family regarding Girl Scout Project of STEM classes in the summer.

Correspondence in June

- 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 to obtain needed forms for Science in the Summer.
- 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.
- Correspondence with Kids Night Out Group in Phoenixville.

Coverage: Supported Circulation Desk on as-needed basis.

June 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

- 1000 Books Before Kindergarten
- YA Programs for June
- Last Chance to Sign Up June Programs

Created a variety of programs for kids ages 3 through 18 years

Toddler

- Crafty Toddler Time @ PASD Middle School
 - ABCS
 - Colors
 - Shapes
 - Numbers

School Age

- Science Fun @ PASD Middle School
 - Frolicking Rice
 - Build a Bridge
 - Testing Gravity
 - Dancing Creatures

Young Adult

- YA Take & Make Craft
- YA Food Guessing Game
- YA Mystery Bag

Webinars/Meetings

- Queer Peers and Graphic Novels: Creating Space for LGBTQ+ Readers - Jun. 3rd
- Supporting Families and Young Children in Times of Fear and Anxiety, by Dr. Lauren Starnes - Jun. 8th
- Strategic Curriculum Implementation - Jun. 8th
- Amazing Picture Books - Jun. 14th
- Random House Children's Books Fall 2022 Librarian Preview - Jun. 15th
- Creating an Earth-Friendly and Sustainable Preschool Classroom - Jun. 15th

Other Planning

- Decorated a space in the YA Room Pride Month
- Put up new flyers of upcoming YA programs to display in the YA Room
- Updated the online calendar for Children's for our July & August Programs
- Created summer reading themed bulletin boards for down in Children's
- 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

June 2022
Adult Services Report
(all events/statistics as of June 19)

Regular Activities

- **On vacation June 21 – July 4.**
- Scheduling passport application acceptance and notary appointments; covering 4-hour passport appointment shift on Wednesdays; 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

- Employment review meeting with Lara 6/2
- Community Gardening around the Village committee meeting at Phx Recreation Center 6/6

Upcoming Special Programs/Events

- Adult Summer Reading Gift Card Raffle runs 7/5 – 8/27
- Summer Movie Night Series: “Movies You Might Have Missed”, Thursdays in July and August starting 7/7
- “AARP Smart Driver Refresher Class” 7/9
- “The Same Principle Lives in Us: People of African Descent in the American Revolution” Zoom event with Museum of the American Revolution 7/11
- “Prison Architecture Then and Now” Zoom event with Eastern State Penitentiary 7/12
- “Medicare 101” with PA-MEDI counselors 7/18
- “Power Stretching Class” with Dr. Bill Keenan, McCormick Chiropractic 7/25
- “Melinda Rice, violin & Gareth Haynes, keyboard concert 8/1

Program/Event/Other Planning

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

June Passport Application Acceptance Statistics

Appointments	265
Income	\$11,250

June Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	374
Adult Laptop Individual Users	42
Mobile Printing Users	8
Mobile Hotspot Checkouts	19
Museum Pass Checkouts	34
Roku Checkouts*	0

*** Roku rentals have been discontinued**

June Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	8	
Phoenix Fiction Writers	5 (1 session)	
Phoenixville Tech Group	33 (2 sessions)	
Tech Help appointments	3	
Maternal & Child Health Consortium Family Benefits Assistance appointments	not available	
Career Success Group	4 (2 sessions)	
Sahaja Yoga Meditation Class	17 (3 sessions)	
ESL Conversation Group	6 (1 session)	
“Bright Victory Film Screening and Valley Forge Army Hospital Presentation” 6/6	28	241 (first 5 days)
Movie Night: <i>Licorice Pizza</i> , 6/9	19	
“Community Gardening around the Village: Pest Management Workshop”, 6/13	40	
“Negro League Baseball in Phoenixville”, 6/14	11	50 (first 4 days)
PBS Books videos on Facebook page	8+	

Respectfully submitted,
 Mark Pinto
 Adult Services Director

Development Report – EOY

FY21

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

- \$30,000 Chester County ARPA Funds (Pending)
 - eMaterials: 4years - \$7,500
- \$67,978 Phoenixville Community Health Foundation (Pending)
 - \$20,000 operating, \$47,978 staff salaries
- Total Awarded FY21:
 - \$20,000 – PCHF: Operations
 - \$10,000 – East Pikeland ARPA
 - \$4,600 – PCHF: Mini Grant

Special Events: (\$20,101/\$40,000) *(The revenue for Novel Tea w/Sager was included in FY20 but expenses were subtracted from FY21 due to timing of the event.)*

- Author: TBD (~~Celeste Ng, David Baldacci, Michelle Zauner, Kiley Reed~~, Jasmine Guillory, Jason Reynolds)
- WWW Committee Meeting – ~~May 4th, June 15th~~, July 20th
- WWW Sponsorship
 - Confirmed – Larry & Peggy Way - \$2,500
 - Amount Pending – Customer’s Bank - \$5,000
 - Amount Pending – Phoenixville Federal - \$5,000 (\$2,500 Confirmed)
 - Amount Pending – Hankin Group - \$1,500
- Silent Auction participants to date: (Value total: \$1,334.00)

LuLu Boutique & Gifterie	Cedar Hollow Inn	Michael Riley Hill
Redner’s Markets	Andalusia Historical House	Michael Connelly
GLodge	Academy of Natural Sciences	Maryann Worell
Black Lab Bistro	Penn Museum	Kuras Chiropractic
House of Jerky	Longwood Gardens	Kim Moretti
Insomnia Cookies	Colonial Theatre	Woodstock Gardens
American Helicopter Museum	Brandywine Museum of Art	Ten Air Studios
- Total Raised FY21:
 - \$20,135 - WWW
 - \$2,057 - Novel Tea with Larson (Phoenixville Share)

Targeted Individual Giving (\$36,194/\$26,000) *(*Online gifts made in June are not reflected in this total)*

- EOY Appeal Mailing
- Spring Appeal Mailing
- Post Card Mailing

Corporate Engagement: (\$13,095/\$3,000)

- \$3,893 - Round Up at the Registers – Kimberton Whole Foods
- \$1,716 - Philly Egg Roll – Bistro on Bridge
- \$6,239 - Matching Gifts

Townships & Other Engagement:

- Phoenixville Borough Finance Committee Funding Presentation – 6/28
- Fundraising Committee Meeting – 6/29
- Budgeting Committee Meeting – 6/1
- TCN – Fundraising Consultant – 6/21

Social Media Snapshot:

FY21 Totals:

Facebook Stats: (July 1st – June 30th)

24,569 Reach: the number of people who saw any content from your Page or about your Page.
This metric is estimated.

3,013 Total Followers

2,688 Total Likes

1,211 People Checked in

Instagram Stats: (stats only available for last 90 days)

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

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

981 Total Followers



Circulation Report for July 2022

Circulation Department:

- Hired one new part-time circulation assistants
 - Start date: 06-30-2022
 - Will be leaving end of August
- Circulation department is currently adequately staffed
- Number of **checkouts** for month of June: 13,062
- Number of **check-ins** for month of June: 10,301
- Number of **holds** for month of June: 449
- Summer has been very busy

Volunteers:

- **Total Amount of Volunteer Hours from June: 58**
- **Total Amount of Volunteer Hours for TOTAL fiscal year: 864.25**

Library Card Sign-ups:

- **Total Amount of Patron Applications from June: 225**

Continuing Education:

- Attended PaLA PALS Academy – June 7th through June 10th

Additional Updates:

- None at this time.

Respectfully Submitted,

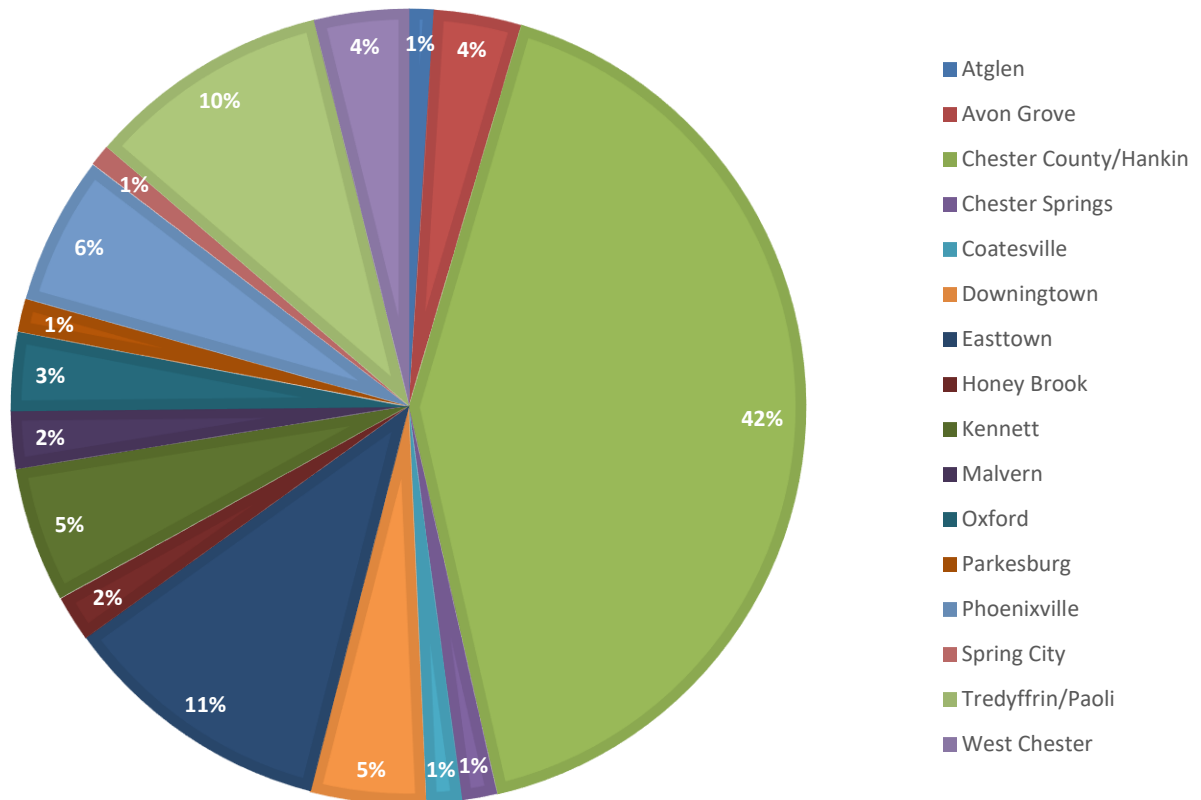
Christine Nicholson
Circulation Manager & Volunteer Coordinator
July 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	Y
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%	12.03%	8.33%										
148																	
149																	
150	YTD2021		252216	232901	271812	251624	254401								1262954		
151	YTD2022		281971	272597	297101	281902	275580								1409151	11.58%	YTD

May 2022 Circulation

	Sierra	OverDrive	Total
Atglen	1939	819	2758
Avon Grove	7011	2821	9832
Chester County/Hankin	85760	29561	115321
Chester Springs	2161	1848	4009
Coatesville	3057	892	3949
Downingtown	10343	2547	12890
Easttown	16485	14170	30655
Honey Brook	4724	442	5166
Kennett	8493	6614	15107
Malvern	4831	1703	6534
Oxford	6663	2105	8768
Parkesburg	3402	322	3724
Phoenixville	11241	5401	16642
Spring City	2034	409	2443
Tredyffrin/Paoli	19036	8190	27226
West Chester	8025	2531	10556
TOTAL	195205	80375	275580

PERCENTAGE DISTRIBUTION

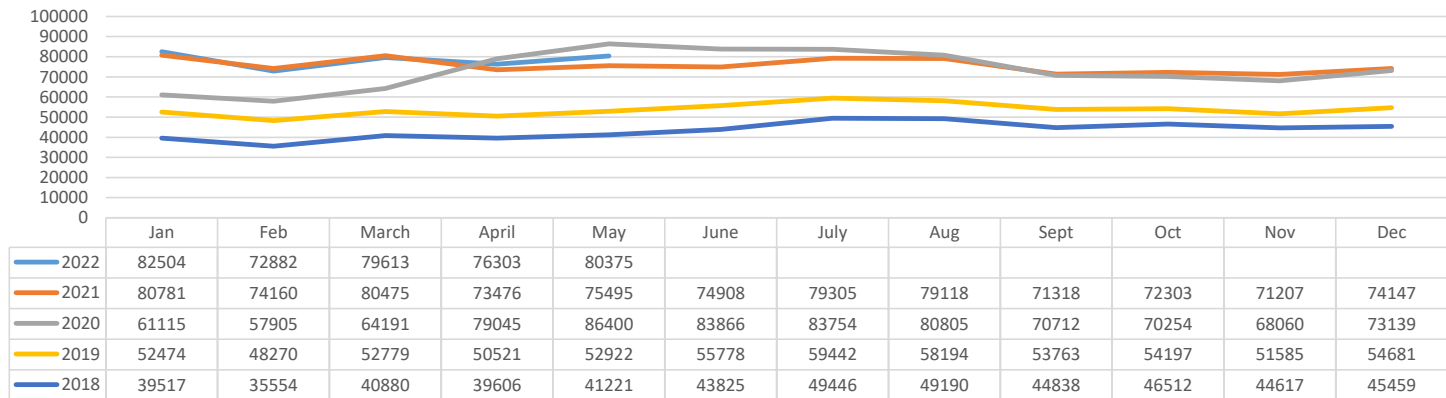


OverDrive Percentage Distribution 2022

Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		82504	72882	79613	76303	80375								
Atglen	1.02%	841	743	812	778	819	0	0	0	0	0	0	0	3993
Avon Grove	3.51%	2895	2558	2794	2678	2821	0	0	0	0	0	0	0	13745
Chester County/HH	36.78%	30344	26806	29281	28064	29561	0	0	0	0	0	0	0	144057
Chester Springs	2.30%	1897	1676	1831	1754	1848	0	0	0	0	0	0	0	9006
Coatesville	1.11%	915	808	883	846	892	0	0	0	0	0	0	0	4345
Downingtown	3.17%	2615	2310	2523	2418	2547	0	0	0	0	0	0	0	12414
Easttown	17.63%	14545	12849	14035	13452	14170	0	0	0	0	0	0	0	69050
HoneyBrook	0.55%	453	400	437	419	442	0	0	0	0	0	0	0	2152
Kennett	8.23%	6790	5998	6552	6279	6614	0	0	0	0	0	0	0	32233
Malvern	2.12%	1749	1545	1687	1617	1703	0	0	0	0	0	0	0	8301
Oxford	2.62%	2161	1909	2085	1999	2105	0	0	0	0	0	0	0	10259
Parkesburg	0.40%	330	291	318	305	322	0	0	0	0	0	0	0	1565
Phoenixville	6.72%	5544	4897	5350	5127	5401	0	0	0	0	0	0	0	26319
Spring City	0.51%	420	371	406	389	409	0	0	0	0	0	0	0	1995
Tredyffrin/Paoli	10.19%	8407	7426	8112	7775	8190	0	0	0	0	0	0	0	39909
West Chester	3.15%	2598	2295	2507	2403	2531	0	0	0	0	0	0	0	12335
Total	100.0%	82504	72882	79613	76303	80375	0	0	0	0	0	0	0	391677

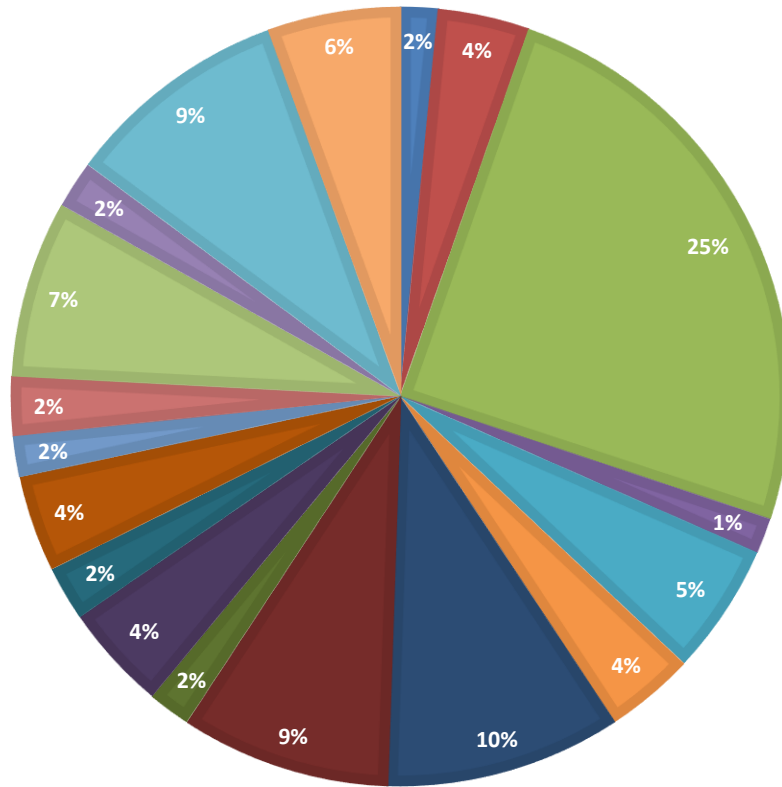
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	82504	72882	79613	76303	80375								
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
2020	61115	57905	64191	79045	86400	83866	83754	80805	70712	70254	68060	73139	879246
2019	52474	48270	52779	50521	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



May 2022 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	35	201	236
Avon Grove	209	372	581
Chester County	1412	2365	3777
Chester Springs	40	189	229
Coatesville	367	464	831
Downingtown	229	339	568
Easttown	367	1129	1496
Hankin	300	1031	1331
Honey Brook	144	127	271
Kennett	214	459	673
Malvern	127	219	346
Oxford	231	378	609
Paoli	113	149	262
Parquesburg	213	157	370
Phoenixville	525	599	1124
Spring City	104	196	300
Tredyffrin	263	1165	1428
West Chester	246	596	842
TOTAL	5139	10135	15274



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

Phoenixville Public Library
Balance Sheet
As of June 30, 2022

	As of Jun 30, 2022	Total As of Jun 30, 2021 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	8,045.58	32,083.99	-24,038.41	-74.92%
100.2 Operating Money Market	701,494.74	620,698.87	80,795.87	13.02%
100.3 Operating Credit Card Receipts	12,591.48	12,762.40	-170.92	-1.34%
100.5 Certificate of Deposit (59969)	20,637.00	20,637.00	0.00	0.00%
100.6 Certificate of Deposit (59970)	21,036.00	21,036.00	0.00	0.00%
100.7 Certificate of Deposit (59971)	31,711.00	31,711.00	0.00	0.00%
Total 100 Phoenixville Federal Savings #1	\$ 795,515.80	\$ 738,929.26	\$ 56,586.54	7.66%
105 Petty Cash	500.00	500.00	0.00	0.00%
105.6 Paypal	0.00	0.00	0.00	
Total 105 Petty Cash	\$ 500.00	\$ 500.00	\$ 0.00	0.00%
106 Circulation Cash	500.00	500.00	0.00	0.00%
Total Bank Accounts	\$ 796,515.80	\$ 739,929.26	\$ 56,586.54	7.65%
Other Current Assets				
125 Supplies	0.00	0.00	0.00	
130 Prepaid Expenses	453.00	453.00	0.00	0.00%
140 Accounts Receivable - Other	0.00	0.00	0.00	
Total Other Current Assets	\$ 453.00	\$ 453.00	\$ 0.00	0.00%
Total Current Assets	\$ 796,968.80	\$ 740,382.26	\$ 56,586.54	7.64%
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	\$ 796,969.04	\$ 740,382.50	\$ 56,586.54	7.64%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
201 Accounts Payable	31,319.00	31,319.00	0.00	0.00%

220 Credit Card Payables	200.00	200.00	0.00	0.00%
Total Accounts Payable	\$ 31,519.00	\$ 31,519.00	\$ 0.00	0.00%
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	16,801.95	0.00	0.00%
230.5 Accrued Vacation	7,158.00	7,158.00	0.00	0.00%
230.9 Reimbursements by PPL	0.00	0.00	0.00	
Total 230 Employee Costs Payable	\$ 23,959.95	\$ 23,959.95	\$ 0.00	0.00%
250 Deferred Income	0.00	0.00	0.00	
Total Other Current Liabilities	\$ 23,959.96	\$ 23,959.96	\$ 0.00	0.00%
Total Current Liabilities	\$ 55,478.96	\$ 55,478.96	\$ 0.00	0.00%
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	\$ 55,478.96	\$ 0.00	0.00%
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	351,405.91	333,497.39	94.90%
Net Income	56,586.54	333,497.39	-276,910.85	-83.03%
Total Equity	\$ 741,490.08	\$ 684,903.54	\$ 56,586.54	8.26%
TOTAL LIABILITIES AND EQUITY	\$ 796,969.04	\$ 740,382.50	\$ 56,586.54	7.64%

Thursday, Jun 30, 2022 08:55:34 AM GMT-7 - Cash Basis

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

	Actual	Budget	Total over Budget	% of Budget
Income				
400 Appropriations				
400.1 Appropriation - P.A.S.D.	578,340.00	578,340.00	0.00	100.00%
400.2 Appropriation - County	101,825.17	101,330.00	495.17	100.49%
400.3 Appropriation - State	93,524.57	92,636.00	888.57	100.96%
400.4 Appropriation - Charlestown Tws	6,001.00	5,500.00	501.00	109.11%
400.5 Appropriation - Schuylkill Twp	6,250.00	4,000.00	2,250.00	156.25%
400.6 Appropriation - East Pikeland	7,000.00	7,000.00	0.00	100.00%
Total 400 Appropriations	\$ 792,940.74	\$ 788,806.00	\$ 4,134.74	100.52%
412 Development Income				
412.1 Grants	79,369.08	20,000.00	59,369.08	396.85%
412.1.2 Grants - Restricted	10,000.00		10,000.00	
Total 412.1 Grants	\$ 89,369.08	\$ 20,000.00	\$ 69,369.08	446.85%
412.2 Projects/Events	36,825.11	40,000.00	-3,174.89	92.06%
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%
412.6 Individual Giving				
412.6.1 Unsolicited	770.39		770.39	
412.6.2 Unsolicited Memorial Gifts	985.00		985.00	
412.6.3 Target Donors	36,194.35	26,000.00	10,194.35	139.21%
412.6.4 Restricted - General	362.00	3,000.00	-2,638.00	12.07%
412.6.5 Restricted - Children	608.53	3,000.00	-2,391.47	20.28%
Total 412.6 Individual Giving	\$ 38,920.27	\$ 32,000.00	\$ 6,920.27	121.63%
412.7 Corporate Engagement				
412.7.1 Third Party Fundraising	47.03		47.03	
412.7.2 Corporate Support	1,200.00		1,200.00	
412.7.3 Matching Gifts	6,239.13		6,239.13	
Total 412.7 Corporate Engagement	\$ 13,095.92	\$ 3,000.00	\$ 10,095.92	436.53%

Total 412 Development Income	\$	161,487.24	\$	95,000.00	\$	66,487.24	169.99%
420 Operations Income							
420.1 Fines		13,234.20		5,600.00		7,634.20	236.33%
420.10 Notary Services		983.00		500.00		483.00	196.60%
420.11 Rentals/Roku							
420.11.1 Library Income		6.60				6.60	
420.11.2 PA Sales Tax		0.00				0.00	
Total 420.11 Rentals/Roku	\$	6.60	\$	0.00	\$	6.60	
420.2 Passport Applications		178,173.00		70,000.00		108,173.00	254.53%
420.3 Interest		2,223.32		1,000.00		1,223.32	222.33%
420.4 Items Sold							
420.4.1 Library Income		1,965.71		400.00		1,565.71	491.43%
420.4.2 PA Sales Tax		-465.60				-465.60	
Total 420.4 Items Sold	\$	1,500.11	\$	400.00	\$	1,100.11	375.03%
420.5 Lost Books		1,323.86		1,500.00		-176.14	88.26%
420.6 Other (Copier, etc.)							
420.6.1 Library Income		2,533.11		1,000.00		1,533.11	253.31%
420.6.2 PA Sales Tax		-696.55				-696.55	
Total 420.6 Other (Copier, etc.)	\$	1,836.56	\$	1,000.00	\$	836.56	183.66%
420.8 Rentals/Collection							
420.8.1 Library Income		779.55		1,400.00		-620.45	55.68%
420.8.2 PA Sales Tax		-41.47				-41.47	
Total 420.8 Rentals/Collection	\$	738.08	\$	1,400.00	-\$	661.92	52.72%
420.9 Hot Spots							
420.9.1 Library Income		3,234.09		1,000.00		2,234.09	323.41%
420.9.2 PA Sales Tax		-423.09				-423.09	
Total 420.9 Hot Spots	\$	2,811.00	\$	1,000.00	\$	1,811.00	281.10%
Total 420 Operations Income	\$	202,829.73	\$	82,400.00	\$	120,429.73	246.15%
Total Income	\$	1,157,257.71	\$	966,206.00	\$	191,051.71	119.77%
Gross Profit	\$	1,157,257.71	\$	966,206.00	\$	191,051.71	119.77%
Expenses							
500 Adult Library							
500.1 Books							
500.1.1 Physical Books		29,394.27		30,000.00		-605.73	97.98%

500.1.2 E-Materials	19,423.93	20,862.00	-1,438.07	93.11%
500.1.6 ARPA Adult e-materials	1,981.35		1,981.35	
500.1.7 Flipster	938.70		938.70	
Total 500.1 Books	\$ 51,738.25	\$ 50,862.00	\$ 876.25	101.72%
500.13 Professional Develop. Material	813.47	500.00	313.47	162.69%
500.14 Museum Passes	2,733.00	1,500.00	1,233.00	182.20%
500.15 Mobile Hotspots	3,844.58	4,300.00	-455.42	89.41%
500.2 Magazines & Newspapers	6,183.64	6,000.00	183.64	103.06%
500.3 Audios	5,031.04	5,000.00	31.04	100.62%
500.4 Videos	4,012.31	4,000.00	12.31	100.31%
500.5 Software	79.98		79.98	
500.6 Reference	714.40	500.00	214.40	142.88%
500.7 Programs - Adult	2,159.00	2,000.00	159.00	107.95%
500.8 Program Supplies - Adult	560.36	500.00	60.36	112.07%
Total 500 Adult Library	\$ 77,870.03	\$ 75,162.00	\$ 2,708.03	103.60%
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	23,102.97	25,048.00	-1,945.03	92.23%
510.1.2 E-Materials	9,986.22	6,954.00	3,032.22	143.60%
510.1.3 ARPA Children e-materials	400.42		400.42	
Total 510.1 Books	\$ 33,489.61	\$ 32,002.00	\$ 1,487.61	104.65%
510.13 Young Adult - All	2,988.29	3,000.00	-11.71	99.61%
510.14 Programs - Young Adults	250.00	500.00	-250.00	50.00%
510.15 Program Supplies - Young Adult	95.42	500.00	-404.58	19.08%
510.2 Magazines	562.85	700.00	-137.15	80.41%
510.3 Audios	1,609.73	1,500.00	109.73	107.32%
510.4 Videos	1,506.54	1,400.00	106.54	107.61%
510.5 Software	604.90		604.90	
510.7 Programs - Children	2,275.00	2,000.00	275.00	113.75%
510.8 Program Supplies - Children	1,516.85	1,500.00	16.85	101.12%
Total 510 Youth Library	\$ 44,899.19	\$ 43,102.00	\$ 1,797.19	104.17%
520 Development Expense				
520.1 Annual Appeal	6,605.27	5,600.00	1,005.27	117.95%
520.3 Special Events	11,534.83	22,500.00	-10,965.17	51.27%

520.5 Marketing	586.63	500.00	86.63	117.33%
520.8 Donor Management	4,145.40	3,988.00	157.40	103.95%
Total 520 Development Expense	\$ 22,872.13	\$ 32,588.00	-\$ 9,715.87	70.19%
530 Administration				
530.1 General				
530.1.1 Audit/Form 990	9,000.00	8,700.00	300.00	103.45%
530.1.2 Library Board Expenses	2,917.32	1,700.00	1,217.32	171.61%
530.1.3 Staff Development/Memberships	1,904.44	1,000.00	904.44	190.44%
530.1.4 Insurance	3,978.00	1,500.00	2,478.00	265.20%
530.1.5 Advertising	230.00	500.00	-270.00	46.00%
530.1.7 Credit Card Fees	7,125.70	3,000.00	4,125.70	237.52%
530.1.8 Marketing and Website	3,449.17	3,000.00	449.17	114.97%
530.1.9 Miscellaneous	144.38		144.38	
Total 530.1 General	\$ 28,749.01	\$ 19,400.00	\$ 9,349.01	148.19%
540 Utilities				
540.1 Electricity	13,631.68	14,600.00	-968.32	93.37%
540.2 Gas	3,665.92	3,500.00	165.92	104.74%
540.3 Telephone	6,614.88	6,000.00	614.88	110.25%
540.4 Trash Collection	362.00	356.00	6.00	101.69%
540.5 Water & Sewer	871.04	1,350.00	-478.96	64.52%
Total 540 Utilities	\$ 25,145.52	\$ 25,806.00	-\$ 660.48	97.44%
550 Computer Expense				
550.2 Hardware	5,734.59	1,000.00	4,734.59	573.46%
550.4 Software	675.00	1,800.00	-1,125.00	37.50%
550.5 Software Maintenance	2,035.80	2,000.00	35.80	101.79%
550.6 Supplies	1,710.48	2,000.00	-289.52	85.52%
Total 550 Computer Expense	\$ 10,155.87	\$ 6,800.00	\$ 3,355.87	149.35%
560 Other Supplies and Expense				
560.1 Collection Maintenance	2,841.51	2,800.00	41.51	101.48%
560.2 Library	7,305.49	3,500.00	3,805.49	208.73%
560.3 Office	2,979.96	3,500.00	-520.04	85.14%
560.4 Postage	14,259.03	6,500.00	7,759.03	219.37%
Total 560 Other Supplies and Expense	\$ 27,385.99	\$ 16,300.00	\$ 11,085.99	168.01%
570 Equipment Leasing/Rental	5,938.38	5,090.00	848.38	116.67%

580 Buildings & Grounds					
580.1 Maintenance					
580.1.2 Grounds	995.00	1,000.00	-5.00	99.50%	
Total 580.1 Maintenance	\$ 995.00	\$ 1,000.00	-\$ 5.00	99.50%	
580.5 Janitorial Expense					
580.5.1 Service	15,775.00	20,000.00	-4,225.00	78.88%	
580.5.2 Supplies	2,869.90	5,000.00	-2,130.10	57.40%	
Total 580.5 Janitorial Expense	\$ 18,644.90	\$ 25,000.00	-\$ 6,355.10	74.58%	
580.7 Minor Improvements and Repairs	4,267.45	500.00	3,767.45	853.49%	
Total 580 Buildings & Grounds	\$ 23,907.35	\$ 26,500.00	-\$ 2,592.65	90.22%	
Total 530 Administration	\$ 121,282.12	\$ 99,896.00	\$ 21,386.12	121.41%	
610 Salaries & Benefits					
610.1 Salaries					
610.1.1 Full-Time	436,102.33	405,880.00	30,222.33	107.45%	
610.1.2 Part-Time	107,367.65	89,146.00	18,221.65	120.44%	
610.1.3 Passport Agents	25,120.63	21,192.00	3,928.63	118.54%	
Total 610.1 Salaries	\$ 568,590.61	\$ 516,218.00	\$ 52,372.61	110.15%	
610.2 Social Security Expense	41,971.93	39,491.00	2,480.93	106.28%	
610.3 Employee Benefit Expense	130,126.09	98,224.46	31,901.63	132.48%	
610.3.2 H.S.A. Contribution	5,999.76	9,000.00	-3,000.24	66.66%	
Total 610.3 Employee Benefit Expense	\$ 136,125.85	\$ 107,224.46	\$ 28,901.39	126.95%	
610.4 Retirement Expense	86,596.98	79,805.00	6,791.98	108.51%	
Total 610 Salaries & Benefits	\$ 833,285.37	\$ 742,738.46	\$ 90,546.91	112.19%	
Unapplied Cash Bill Payment Expense	0.00		0.00		
Total Expenses	\$ 1,100,208.84	\$ 993,486.46	\$ 106,722.38	110.74%	
Net Operating Income	\$ 57,048.87	-\$ 27,280.46	\$ 84,329.33	-209.12%	
Other Expenses					
750 Non-Operating Expense					
750.1 Furniture, etc.	399.99		399.99		
750.8 Other	62.34		62.34		
Total 750 Non-Operating Expense	\$ 462.33	\$ 0.00	\$ 462.33		
Total Other Expenses	\$ 462.33	\$ 0.00	\$ 462.33		
Net Other Income	-\$ 462.33	\$ 0.00	-\$ 462.33		
Net Income	\$ 56,586.54	-\$ 27,280.46	\$ 83,867.00	-207.43%	

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Phoenixville Public Library
als: Fiscal Year Jul 20 - June 21 - FY21 P&L

July 2020 - June 2021

	2022/2023 Updated Budget 3/2022	2022/2023 Budget Changes (6/22)
Income		
400 Appropriations		
400.1 Appropriation - P.A.S.D.	578,340.00	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	792,934.00	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	40,000.00
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	46,000.00
412.7 Corporate Engagement	3,000.00	10,000.00
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

Total 412 Development Income	109,000.00	126,000.00
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	151,567.00	170,000.00
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	500.00
420.9 Hot Spots	3,000.00	3,000.00
Total 420 Operations Income	175,567.00	194,000.00
Total Income	1,077,501.00	1,112,934.00
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	3,395.00
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	24,095.00
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	25,000.00
580.5.2 Supplies	4,000.00	4,000.00
Total 580.5 Janitorial Expense	20,000.00	29,000.00
580.7 Minor Improvements and Repairs	500.00	500.00
Total 580 Buildings & Grounds	21,000.00	29,500.00
Total 530 Administration	101,637.00	112,070.00
610 Salaries & Benefits		

610.1 Salaries		
610.1.1 Full-Time	\$416,962.00	\$437,712.00
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	587,150.00
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	91,805.00
Total 610 Salaries & Benefits	809,976.00	834,976.00
Total Expenses	1,077,501.00	1,112,934.00
Net Operating Income		
Net Income		

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