



Board of Trustees Meeting Agenda

June 6, 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. Slate of Officers- Ted Bierer 5 minutes
 - b. September 2022 Board meeting- Lara Lorenzi 5 minutes
 - c. Budget Committee Recommendation-Surplus- Mike English 5 minutes
 - d. Development committee update- Lauren Eustis 5 minutes
 - e. Policy Updates-Friends of the library- Lara Lorenzi 5 minutes
 - f. Dolly Parton Imagination Library information- Lara Lorenzi 10 minutes
 - g. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. WWW updates- Chris Porcelli 5 minutes
 - b. 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 Tuesday July 5, 2022 @ 5pm

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
June 2022 Library Board of Trustees Meeting

Informational Updates:

- I will be taking vacation time on June 20th through June 24th. While on vacation I will not be checking e-mail. I will be in the local area so employees can contact me by cell phone for emergency situations should any arise.
- The library will be closed on Monday July 4th. The board meeting will be on Tuesday July 5th at 5pm on zoom.
- I will have information for you about the Dolly Parton Imagination Library program, it will be included in the board packet. This is a discussion item on the agenda.
- The slate of officers will be presented at the June 2022 meeting for a vote at the July 2022 meeting. This is a discussion item on the agenda.
- The PASD board will vote on the library board of trustee nominees at their next board meeting in June. I anticipate that all three candidates will be placed on the library board.
- 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.
- We held elections on the upper level of the library again, which was much appreciated by the judge of elections and the other poll workers. It also helps people who don't normally come into the library see the beauty of our building.
- 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 continue to watch all of the PASD board meeting each month to keep up on concerns and items the school district is dealing with along with being informed on the budget process.
- PASD Budget Timeline:
 - Jan10th-Budget Early Look
 - Jan 24th -Approve Act 1 Index
 - Feb. 28th -Preliminary budget update
 - March 28th- Present preliminary budget
 - April 6th- Budget Town Hall
 - April 11th- Approve proposed final budget
 - May 23rd- Approve final budget

Personnel Updates:

- We have been able to hire 2 people for open circulation assistant positions. They will be starting later in May 2022. We are currently looking to hire 2 more people for open circulation assistant positions. We hope to have all the openings filled by the end of June 2022.

Facilities Update:

- Cleaning 6 days a week will continue until further notice. Employees continue to wipe down high touch areas while on shift.
- I will be looking into getting pricing for cleaning services from other companies. I understand that price wise it's not the best time to move to a different company but who we currently contract with, they have been less dependable lately due to lack of employees and changes in living locations. Its starting to have an impact on the cleanliness of the building.
- Routine light bulb replacement.
- Routine lawn maintenance has begun.

- We are looking for volunteers to weed the front garden.
- We will be securing out snow removal service in June for the 2022/2023.

Curbside Pick- Up: The system is not renewing the curbside app, so we will no longer be sharing this statistic. Anyone who would like curbside pick-up can just call us and we will bring their items to them.

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

- March 1-30, 2022
 - E-Book: 3,563
 - E-Audio: 2,411
 - Total: 5,974
- 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

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:

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

Chester County Library System Updates:

- The system has a new public Wi-Fi network named CCLSpPublic . 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

- 5/4 WWW committee meeting
- 5/9 Executive Coaching with the Nonprofit Equity Institute
- 5/10 District Librarian's meeting at Exton
- 5/11 Nonprofit Equity Institute
- 5/12 Training- Recruiting and Retaining the Peak Performing Board
- 5/13 Training- Celebrating Diversity in your library's collections
Meeting with Judge of Elections
- 5/16 Parks & Recs meeting- PHX Borough- Zoom
- 5/17 Training- Building Equity, Inclusion and Belonging
Meeting with Jay Malise, J.P.Jay
- 5/18 Nonprofit Equity Institute
- 5/19 Meeting with Mike English- Budget Committee Meeting items
- 5/24 Fundraising Committee Meeting
Phx Borough Finance Meeting- Zoom
- 5/26 Training- Inclusive Leadership
Rotary- Phoenixville County Club
- 5/27 Vacation Day
- 5/30 Holiday- Library Closed
- 5/31 Phone meeting with Ted Bierer- operations/board meeting agenda
- 6/1 Meeting with Chris Porcelli- PCHF grant
Institutional Advancement Committee meeting
Budget Committee Meeting
- 6/2 Annual Review meeting with Mark Pinto
- 6/3 Annual Review meeting with Christine Nicholson-Wrage
- 6/6 Gardening Around the Community Meeting

Youth Services Report for May 2022 For June 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 from the end of April through May are listed below. The program schedule is listed in the newsletters along with the ability to enroll.

Monthly Statistics:

Preschool Programs		
In-Person: End of April		
Discovery Preschool Story Time	1	16 Children/Adults
Kaleidoscope Kids Story Time	1	17 Children/Adults
IN Person Outreach at Phoenixville Recreation Ctr.	1	30 Children/Adults
In-Person: May through May 26		63 Children/Adults
Kaleidoscope Story Time	8	130 Children/Adults
Discovery Kids Story Time	8	135 Children/Adults
Total of April/May In-Person Story Times	16	328 Children/Adults
Virtual Programs		
Through End of April		
Toddler Story Time	1	16 Viewings
Let's Celebrate	1	5 Viewings
Total Virtual Story Times through end of April	2	21 Viewings
Virtual Story Times May 1 through May 26		
Toddler Story Times	4	60 Viewings
Let's Celebrate H.A. Rey	1	4 Viewings
Total of Virtual Story Times in May	5	64 Viewings
Total Virtual Story Times April-May 26	8	85 Viewings
Total Preschool Classes end of April-May	24	413 In-person & Viewings
Teen Programs-Virtual/Picking Up Materials		
Young Adult Book Reading	1	1 Participants
Young Adult Mystery Book Bag	1	4 Participants
Subtotal Teen Programs	2	5 Participants
Other Activities:		
1000 Books Before Kindergarten		4 New Registrations
Books Selected/Distributed to PACLC Franklin Commons		20 Books Distributed

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

April: 283 Total sessions, 127 hours, 32-minute average session.

May: 273 Total sessions, 117 hours, 24-minute average session.

Physical Displays in the Library in May:

Authors/Illustrators: L. Frank Baum, Susan Cooper, Bruce Coville, Historical fiction, Friendship stories, Fairy tales, Magic Tree House, Lois Ehlert, Audrey & Don Wood, Margaret Wise Brown, Eric Carle, Leo Lionni, Richard Scary & William Bee, Margret Rey & Curious George, Kadir Nelson, Will Hillenbrand, Candace Flemming, Dan Yaccarino, Adam Rex, Peter Sis, etc.

Themed Displays: Asian American Heritage Month, Jewish American Heritage Month, Get Caught Reading Month, Sports & Physical Fitness Month, Children's Book Week with Floyd Cooper Day, Mother Goose Day, Star Wars Day, May 4th with Darth Vader Standup, Science Fiction, Astronomy & Space, Comic Book Day, Frog Jumping Day, Dance Like A Chicken Day, Take Your Parents to the Playground Day, Cookie Monster Day, Memorial Day, National Smile Day.

Ongoing: Simply Beautiful Illustrated books, 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? I Spy books, Scholastic Branches Books, Where's Waldo, Story Collections.

Book Bundles.

One request with 10 books circulated via 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 29 & May 13.

Greeting - linked to a related theme of a special day or month. Celebrations in May: **Get Caught Reading Month, May Day, Children's Book Week, National Teacher Day, National Two Different-Colored Shoes Day, Star Wars Day, Cinco de Mayo, Learn to Ride a Bike Day, Mother's Day, Clean Your Room Day, Frog Jumping Day, National Chicken Dance Day, Take Your Parents to the Playground Day, Cookie Monster's Birthday, Memorial Day, National Smile Day.**

Library Program Promotions:

Summer Promotions

- **Introduction of Summer Reading Program for Summer 2022: Oceans of Possibilities.**
- **Promotion of Science in the Summer along with extension of registration date to June 3.**

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. *What Not To Give Your Mom on Mother's Day* by April Pulley Sayre.**
- **Videos: An Adorable Abandoned Baby Donkey, Learn About Donkeys video, A Bew Baby Mountain Lion, Mountain Lions for Kids.**

For older children:

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

For Teens: Promotions

- **PARN Teen Talk Line, available every day, 3:00-7:00 PM.**

For Families & Adults Promotion of:

- **Phoenixville Dogwood Festival & Parade, May 18-20 & May Parade.**
- **Yellow Spring Art Show, April 23 – May 15.**
- **Art Workshops @Barnstone Art for Kids: In-person summer programs for ages 6-17.**
- **PBS Books Author Talk for Kids, Wednesday, May 18, on YouTube/Facebook.**
- **Spring Saunter Family Friendly Walk, May 21, at Riverbend.**
- **Wheels of Wayne 2022 Car Show, Sunday May 15.**
- **Longwood Gardens Free Arbor Day Virtual Field Trip with four dates in April.**
- **Family Recovery Course information.**
- **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

- Two Barkley Elementary School Visits are being planned: The children will visit, tour the library, and have the opportunity to obtain library cards.
Arranging visit of Barkley Elementary School 4th Grade classes on June 1.
English As A Second Language class to visit June 6, 7, & 8.
- Decorated Children's Library with Spring theme.
- 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.
- 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

- Attended Chester County Children's Library Meeting, May 24.
- Meeting with Shah family regarding Girl Scout Project of STEM classes in the summer.
-

Correspondence in May

- 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.

May 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

- June Programs at PASD for Children's & YA
- SITS Repost
- School Year Programs Ending
- June Program Sign Up Date

YouTube

- Toddler Story Time x 4
- Preschool Story Time x 4
- Let's Celebrate – H. A. Rey
- YA Book Reads - Gallant by V.E. Schwab

Other

- YA Mystery Bag

Webinar's/Meetings

- Celebrate AAPI Heritage Month with Eva Chen and I Am Golden! - May 3rd
- Notable and New Nonfiction from Astra Books for Young Readers: Why We Love Nonfiction -- And You Should, Too! - May 5th
- Books for Hi-Lo/Reluctant and Struggling Readers - May 9th
- Windows & Mirrors - May 10th
- Fall 2022 Librarian Preview with HarperCollins Children's Books - May 12th
- Picture Books - May 17th

Other Planning

- Decorated a space in the YA Room for Asian American and Pacific Islander Heritage Month
- Put up new flyers of upcoming YA programs to display in the YA Room
- Updated the online calendar for Children's to include June classes
- Worked on the July/August program calendar
- Continued preparing for June programs at PASD
- 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

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

Regular Activities

- 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

- Savvy Senior Expo, Greater Philadelphia Expo Center, Oaks, PA (manned table), 5/12
- Passport services audit by U.S. Department of State (phone call), 5/19
- PARN meeting on Zoom, 5/24
- Viewed archived webinar, “When to Go Hybrid” from American Library Association, 5/25
- Virtual meeting with Carrie Bamper, Chester County Emergency Services, to discuss planning of an insurance fair at the Library (scheduled for 9/9), 5/26

Upcoming Special Programs/Events

- “Community Gardening around the Village: Pest Management Workshop” on Zoom with Klielle Glanzburg-Krainin, Gardening Director, Chester County Food Bank, 6/13
- ESL Conversation Group begins weekly in-person meetings 6/14, led by Kirsten Van Vlandren in conjunction with Volunteer English Program
- “Negro League Baseball in Phoenixville” with Rosalyn Sheckleford, 6/14
- Author Talk with Josephine Pasquarello: *Life’s Journey*, 6/16
- “Fraud Prevention Presentation” with Chuck Benz, Sr. Vice President/Security Officer, Phoenixville Federal Bank & Trust, 6/20
- “Talkin’ Baseball with Julian & Lou” with Julian McCracken & Lou Beccaria, 7/5

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.
- Preparing for Adult Summer Reading Program and summer Movie Night series.

May Passport Application Acceptance Statistics

Appointments	387
Income	\$16,770.85

May Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	454
Adult Laptop Individual Users	64
Mobile Printing Users	10
Mobile Hotspot Checkouts	24
Museum Pass Checkouts	30
Roku Checkouts*	1

* Roku rentals to be discontinued in June

May Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	12	
Phoenix Fiction Writers	9 (2 sessions)	
Phoenixville Tech Group	77 (5 sessions)	
Tech Help appointments	7	
Maternal & Child Health Consortium Family Benefits Assistance appointments	3	
Career Success Group	10 (3 sessions)	
Books on Tap	7	
Movies on Tap: Zoom Edition	9	
Sahaja Yoga Meditation Class	15 (3 sessions)	
Outreach: Phoenixville Senior Center Book Club	9	
“Dive into Art History: Frida Kahlo” 5/5	9	30
“Chester County’s Historic Places” 5/9	18	61
Movie Night: <i>Belfast</i> 5/12	20	
“Community Gardening around the Village: Foraging & Medicinal Garden Tour 5/15	39	
“Tree Walk in Reeves Park” 5/16	19	
“Lyme and Other Tick-Borne Diseases” 5/19	5	79
“Tech Group @ the Library” 5/24	5	
“Clara Barton Bicentennial Presentation” 5/26	4	1 (first day)
PBS Books videos on Facebook page	9+	

Respectfully submitted,
 Mark Pinto
 Adult Services Director

Development Report – May 2022

FY21

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

- Submitted - \$30,000 Chester County ARPA Funds (eMaterials – 4 years)
- Submitted - \$50,000 Phoenixville Community Health Foundation (\$20,000 operating, \$30,000 staff salaries)

Special Events: (\$20,101/\$40,000)

- Author: TBD
- WWW Committee Meeting – May 4th
- WWW Sponsorship (\$5,000 Confirmed)
 - Confirmed – Larry & Peggy Way - \$2,500
 - Pending – Customer’s Bank - \$5,000
 - Pending – Phoenixville Federal - \$5,000 (\$2,500 Confirmed)
- Silent auction participants to date: (Value total: \$532.00)
 - LuLu Boutique & Gifterie
 - Redner's Markets
 - GLodge
 - Black Lab Bistro
 - American Helicopter Museum
 - Cedar Hollow Inn
 - Andalusia Historic House
 - Academy of Natural Sciences
 - Penn Museum
 - Longwood Gardens

Targeted Individual Giving (\$25,408/\$26,000) (**Does not reflect any spring appeal donations*)

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

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

- Uncle B’s BBQ – Confirmed a Tuesday and Wednesday profit share in October (15% of total sales)

Committee Meetings:

- Fundraising Committee Meeting – 5/24

Townships & Other Engagement:

- Phoenixville Rec Center Open House – 4/30
- Dogwood Festival – 5/19 – 5/21
- Phoenixville Borough Finance Committee Meeting – 5/24

Social Media Snapshot:

Facebook Stats for May 1st – May 31st

3,168 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

NA Post Engagement: people who clicked on posts

2,985 Total Followers (+32)

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)

Instagram Stats for May 1st – May 31st

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

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

967 Total Followers (+5)

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)



Circulation Report for June 2022

Circulation Department:

- Hired two new part-time circulation assistants
 - Start dates are May 31st and June 13th
- Part-time employee resigning on June 7th.
- Still looking for two additional circulation assistants
- Number of **checkouts** for month of May: 9,337
- Number of **check-ins** for month of May: 9,817
- Number of **holds** for month of May: 385

Volunteers:

- **Total Amount of Volunteer Hours from May: 92.5**
- **Total Amount of Volunteer Hours this fiscal year: 803.25**

Library Card Sign-ups:

- **Total Amount of Patron Applications from May: 152**

Meetings:

- Interlibrary Loan Meeting – May 26th
- Annual Review – June 3rd
- Circulation Meeting – June 2nd

Continuing Education:

- Nonprofit Justice and Equity Institute – June 23rd
- PaLA PALS Academy – June 7th through June 10th
- Customer Service Check-In – June 21st
- Circulation Assistant attending Virtual EDI Book Discussion Group – June 21st

Additional Updates:

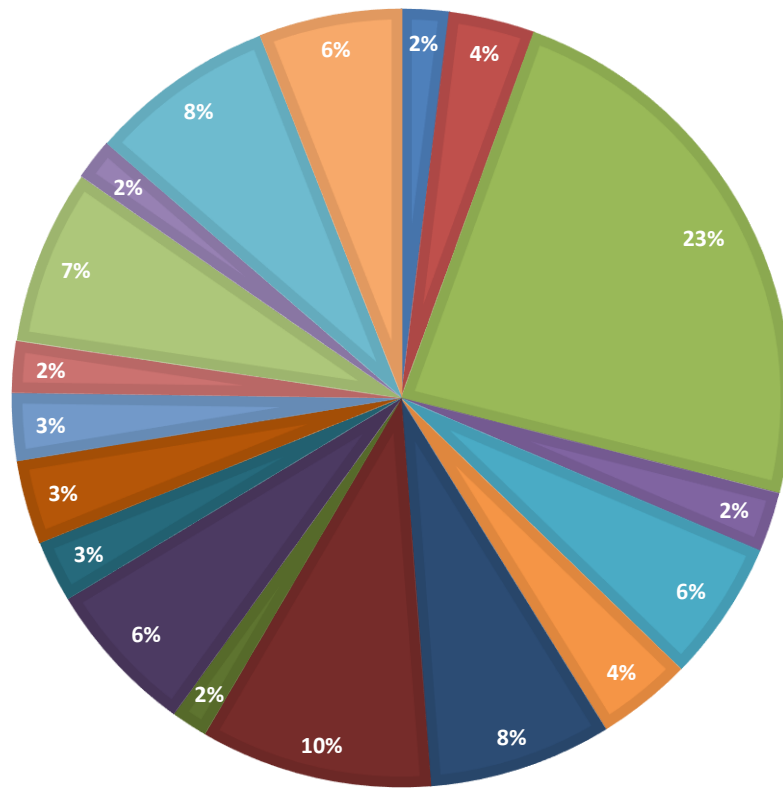
- Working with Board Member concerning the garden beds
- Looking into free scheduling software
- Browsing through Performance Review Templates that are geared toward part-timers and are more from a customer service stand point

Respectfully Submitted,

Christine Nicholson
Circulation Manager & Volunteer Coordinator
June 2022

April 2022 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	23	462	485
Avon Grove	224	656	880
Chester County	1288	4488	5776
Chester Springs	35	582	617
Coatesville	369	1076	1445
Downingtown	281	692	973
Easttown	383	1491	1874
Hankin	370	2011	2381
Honey Brook	163	213	376
Kennett	291	1299	1590
Malvern	160	477	637
Oxford	249	610	859
Paoli	96	593	689
Parkesburg	230	301	531
Phoenixville	609	1186	1795
Spring City	79	347	426
Tredyffrin	265	1641	1906
West Chester	273	1190	1463
TOTAL	5388	19315	24703



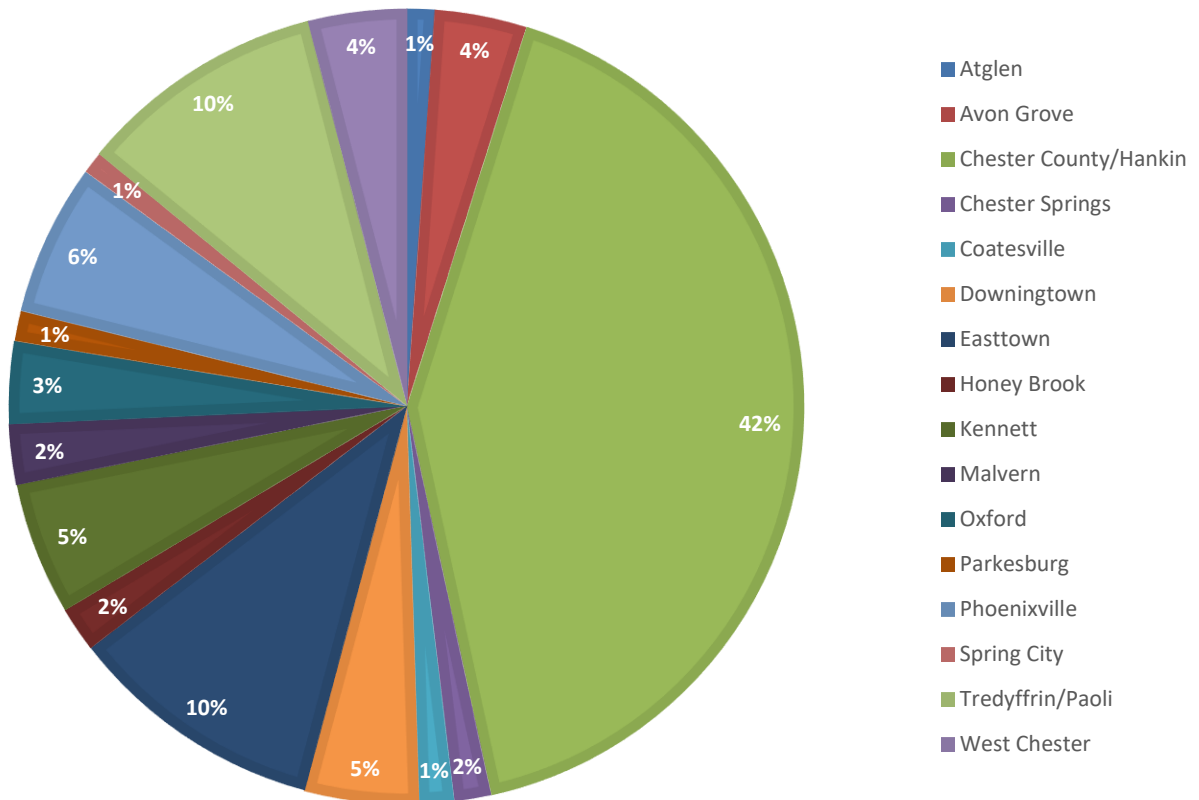
- Atglen
- Avon Grove
- Chester County
- Chester Springs
- Coatesville
- Downingtown
- Easttown
- Hankin
- Honey Brook
- Kennett
- Malvern
- Oxford
- Paoli
- Parkesburg
- Phoenixville
- Spring City
- Tredyffrin
- West Chester

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	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%											
148																	
149																	
150	YTD2021		252216	232901	271812	251624									1008553		
151	YTD2022		281971	272597	297101	281902									1133571	12.40%	YTD

April 2022 Circulation

	Sierra	OverDrive	Total
Atglen	2392	778	3170
Avon Grove	7902	2678	10580
Chester County/Hankin	89515	28064	117579
Chester Springs	2479	1754	4233
Coatesville	3151	846	3997
Downingtown	10623	2418	13041
Easttown	16031	13452	29483
Honey Brook	4783	419	5202
Kennett	8944	6279	15223
Malvern	5304	1617	6921
Oxford	7404	1999	9403
Parkesburg	3174	305	3479
Phoenixville	12276	5127	17403
Spring City	2169	389	2558
Tredyffrin/Paoli	20636	7775	28411
West Chester	8816	2403	11219
TOTAL	205599	76303	281902

PERCENTAGE DISTRIBUTION

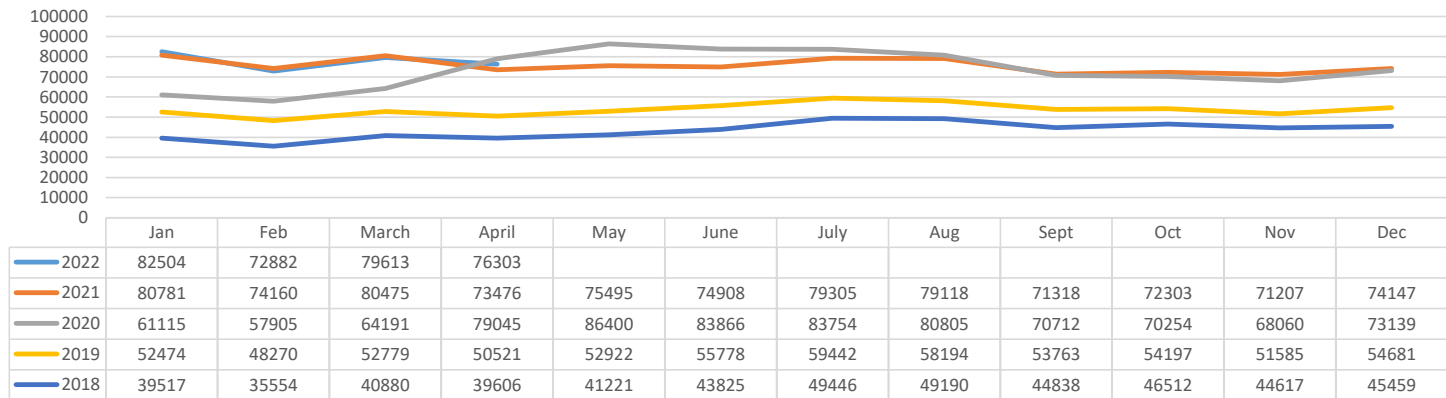


OverDrive Percentage Distribution 2022

Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		82504	72882	79613	76303									
Atglen	1.02%	841	743	812	778	0	0	0	0	0	0	0	0	3173
Avon Grove	3.51%	2895	2558	2794	2678	0	0	0	0	0	0	0	0	10925
Chester County/HH	36.78%	30344	26806	29281	28064	0	0	0	0	0	0	0	0	114495
Chester Springs	2.30%	1897	1676	1831	1754	0	0	0	0	0	0	0	0	7158
Coatesville	1.11%	915	808	883	846	0	0	0	0	0	0	0	0	3453
Downingtown	3.17%	2615	2310	2523	2418	0	0	0	0	0	0	0	0	9866
Easttown	17.63%	14545	12849	14035	13452	0	0	0	0	0	0	0	0	54881
HoneyBrook	0.55%	453	400	437	419	0	0	0	0	0	0	0	0	1710
Kennett	8.23%	6790	5998	6552	6279	0	0	0	0	0	0	0	0	25618
Malvern	2.12%	1749	1545	1687	1617	0	0	0	0	0	0	0	0	6598
Oxford	2.62%	2161	1909	2085	1999	0	0	0	0	0	0	0	0	8154
Parkesburg	0.40%	330	291	318	305	0	0	0	0	0	0	0	0	1243
Phoenixville	6.72%	5544	4897	5350	5127	0	0	0	0	0	0	0	0	20918
Spring City	0.51%	420	371	406	389	0	0	0	0	0	0	0	0	1586
Tredyffrin/Paoli	10.19%	8407	7426	8112	7775	0	0	0	0	0	0	0	0	31720
West Chester	3.15%	2598	2295	2507	2403	0	0	0	0	0	0	0	0	9804
Total	100.0%	82504	72882	79613	76303	0	0	0	0	0	0	0	0	311302

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	82504	72882	79613	76303									
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



Phoenixville Public Library
Balance Sheet
As of May 31, 2022

	Total			
	As of May 31, 2022	As of May 31, 2021 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	34,906.72	16,657.25	18,249.47	109.56%
100.2 Operating Money Market	744,436.33	713,202.43	31,233.90	4.38%
100.3 Operating Credit Card Receipts	9,658.41	10,528.65	-870.24	-8.27%
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	\$ 862,385.46	\$ 810,388.33	\$ 51,997.13	6.42%
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	\$ 863,385.46	\$ 816,757.33	\$ 46,628.13	5.71%
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	\$ 863,838.46	\$ 825,266.33	\$ 38,572.13	4.67%
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	\$ 863,838.70	\$ 825,266.57	\$ 38,572.13	4.67%
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	123,456.20	439,295.46	-315,839.26	-71.90%
Total Equity	\$ 808,359.74	\$ 802,795.61	\$ 5,564.13	0.69%
TOTAL LIABILITIES AND EQUITY	\$ 863,838.70	\$ 825,266.57	\$ 38,572.13	4.67%

Wednesday, Jun 01, 2022 07:04:11 AM GMT-7 - Cash Basis

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

	Actual	Total		% of Budget
		Budget	over 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		5,500.00	-5,500.00	0.00%
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	\$ 786,939.74	\$ 788,806.00	-\$ 1,866.26	99.76%
412 Development Income				
412.1 Grants	79,369.08	20,000.00	59,369.08	396.85%
412.1.1 PPP				
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%
412.2.1 WWW - Restricted				
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	544.87		544.87	
412.6.2 Unsolicited Memorial Gifts	935.00		935.00	
412.6.3 Target Donors	25,408.52	26,000.00	-591.48	97.73%
412.6.4 Restricted - General	362.00	3,000.00	-2,638.00	12.07%
412.6.5 Restricted - Children	458.53	3,000.00	-2,541.47	15.28%
Total 412.6 Individual Giving	\$ 27,708.92	\$ 32,000.00	-\$ 4,291.08	86.59%
412.7 Corporate Engagement	5,609.76	3,000.00	2,609.76	186.99%
412.7.1 Third Party Fundraising	34.98		34.98	
412.7.3 Matching Gifts	5,659.13		5,659.13	
Total 412.7 Corporate Engagement	\$ 11,303.87	\$ 3,000.00	\$ 8,303.87	376.80%
Total 412 Development Income	\$ 148,483.84	\$ 95,000.00	\$ 53,483.84	156.30%
420 Operations Income				
420.1 Fines	11,700.79	5,600.00	6,100.79	208.94%
420.10 Notary Services	863.00	500.00	363.00	172.60%
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	158,206.05	70,000.00	88,206.05	226.01%
420.3 Interest	2,016.46	1,000.00	1,016.46	201.65%
420.4 Items Sold				

420.4.1 Library Income	1,779.45	400.00	1,379.45	444.86%
420.4.2 PA Sales Tax	-476.79		-476.79	
Total 420.4 Items Sold	\$ 1,302.66	\$ 400.00	\$ 902.66	325.67%
420.5 Lost Books	1,194.46	1,500.00	-305.54	79.63%
420.6 Other (Copier, etc.)				
420.6.1 Library Income	2,251.41	1,000.00	1,251.41	225.14%
420.6.2 PA Sales Tax	-714.79		-714.79	
Total 420.6 Other (Copier, etc.)	\$ 1,536.62	\$ 1,000.00	\$ 536.62	153.66%
420.8 Rentals/Collection				
420.8.1 Library Income	724.85	1,400.00	-675.15	51.78%
420.8.2 PA Sales Tax	-44.77		-44.77	
Total 420.8 Rentals/Collection	\$ 680.08	\$ 1,400.00	-\$ 719.92	48.58%
420.9 Hot Spots				
420.9.1 Library Income	2,894.47	1,000.00	1,894.47	289.45%
420.9.2 PA Sales Tax	-443.47		-443.47	
Total 420.9 Hot Spots	\$ 2,451.00	\$ 1,000.00	\$ 1,451.00	245.10%
Total 420 Operations Income	\$ 179,957.72	\$ 82,400.00	\$ 97,557.72	218.40%
Total Income	\$ 1,115,381.30	\$ 966,206.00	\$ 149,175.30	115.44%
Gross Profit	\$ 1,115,381.30	\$ 966,206.00	\$ 149,175.30	115.44%
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	27,183.52	30,000.00	-2,816.48	90.61%
500.1.2 E-Books	15,951.99	20,862.00	-4,910.01	76.46%
500.1.3 Print Materials County Funded				
500.1.4 Downloadable Materials County				
500.1.5 Other Materials County Funded				
500.1.6 ARPA Adult e-materials	1,114.98		1,114.98	
Total 500.1 Books	\$ 44,250.49	\$ 50,862.00	-\$ 6,611.51	87.00%
500.13 Professional Develop. Material	813.47	500.00	313.47	162.69%
500.14 Museum Passes	2,308.00	1,500.00	808.00	153.87%
500.15 Mobile Hotspots	3,491.78	4,300.00	-808.22	81.20%
500.2 Magazines & Newspapers	5,378.89	6,000.00	-621.11	89.65%
500.3 Audios	4,708.32	5,000.00	-291.68	94.17%
500.4 Videos	3,938.22	4,000.00	-61.78	98.46%
500.5 Software	79.98		79.98	
500.6 Reference	714.40	500.00	214.40	142.88%
500.7 Programs - Adult	2,010.00	2,000.00	10.00	100.50%
500.8 Program Supplies - Adult	388.40	500.00	-111.60	77.68%
Total 500 Adult Library	\$ 68,081.95	\$ 75,162.00	-\$ 7,080.05	90.58%
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	19,410.60	25,048.00	-5,637.40	77.49%
510.1.2 E-Books	8,013.05	6,954.00	1,059.05	115.23%
510.1.3 ARPA Children e-materials	295.96		295.96	
Total 510.1 Books	\$ 27,719.61	\$ 32,002.00	-\$ 4,282.39	86.62%
510.13 Young Adult - All	2,757.61	3,000.00	-242.39	91.92%

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%
510.3 Audios	1,554.75	1,500.00	54.75	103.65%
510.4 Videos	1,444.06	1,400.00	44.06	103.15%
510.5 Software	397.16		397.16	
510.7 Programs - Children	175.00	2,000.00	-1,825.00	8.75%
510.8 Program Supplies - Children	936.29	1,500.00	-563.71	62.42%
Total 510 Youth Library	\$ 35,621.11	\$ 43,102.00	-\$ 7,480.89	82.64%
520 Development Expense				
520.1 Annual Appeal	6,605.27	5,600.00	1,005.27	117.95%
520.3 Special Events	11,535.90	22,500.00	-10,964.10	51.27%
520.5 Marketing	588.36	500.00	88.36	117.67%
520.8 Donor Management	4,145.40	3,988.00	157.40	103.95%
Total 520 Development Expense	\$ 22,874.93	\$ 32,588.00	-\$ 9,713.07	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	2,830.99	1,700.00	1,130.99	166.53%
530.1.3 Staff Development/Memberships	1,534.94	1,000.00	534.94	153.49%
530.1.4 Insurance	3,978.00	1,500.00	2,478.00	265.20%
530.1.5 Advertising	150.00	500.00	-350.00	30.00%
530.1.7 Credit Card Fees	5,989.29	3,000.00	2,989.29	199.64%
530.1.8 Marketing and Website	3,130.41	3,000.00	130.41	104.35%
530.1.9 Miscellaneous	144.38		144.38	
Total 530.1 General	\$ 26,758.01	\$ 19,400.00	\$ 7,358.01	137.93%
540 Utilities				
540.1 Electricity	12,142.17	14,600.00	-2,457.83	83.17%
540.2 Gas	3,546.02	3,500.00	46.02	101.31%
540.3 Telephone	6,068.46	6,000.00	68.46	101.14%
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	\$ 22,989.69	\$ 25,806.00	-\$ 2,816.31	89.09%
550 Computer Expense				
550.2 Hardware	5,120.98	1,000.00	4,120.98	512.10%
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	1,710.97	2,000.00	-289.03	85.55%
Total 550 Computer Expense	\$ 9,542.75	\$ 6,800.00	\$ 2,742.75	140.33%
560 Other Supplies and Expense				
560.1 Collection Maintenance	2,701.47	2,800.00	-98.53	96.48%
560.2 Library	5,907.78	3,500.00	2,407.78	168.79%
560.3 Office	2,244.61	3,500.00	-1,255.39	64.13%
560.4 Postage	10,533.62	6,500.00	4,033.62	162.06%
Total 560 Other Supplies and Expense	\$ 21,387.48	\$ 16,300.00	\$ 5,087.48	131.21%
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	14,650.00	20,000.00	-5,350.00	73.25%
580.5.2 Supplies	2,483.19	5,000.00	-2,516.81	49.66%
Total 580.5 Janitorial Expense	\$ 17,133.19	\$ 25,000.00	-\$ 7,866.81	68.53%
580.7 Minor Improvements and Repairs	4,267.45	500.00	3,767.45	853.49%
Total 580 Buildings & Grounds	\$ 22,395.64	\$ 26,500.00	-\$ 4,104.36	84.51%
Total 530 Administration	\$ 109,011.95	\$ 99,896.00	\$ 9,115.95	109.13%
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	383,174.98	405,880.00	-22,705.02	94.41%
610.1.2 Part-Time	92,709.48	89,146.00	3,563.48	104.00%
610.1.3 Passport Agents	20,678.01	21,192.00	-513.99	97.57%
Total 610.1 Salaries	\$ 496,562.47	\$ 516,218.00	-\$ 19,655.53	96.19%
610.2 Social Security Expense	36,649.87	39,491.00	-2,841.13	92.81%
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	\$ 755,935.17	\$ 742,738.46	\$ 13,196.71	101.78%
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$ 991,525.11	\$ 993,486.46	-\$ 1,961.35	99.80%
Net Operating Income	\$ 123,856.19	-\$ 27,280.46	\$ 151,136.65	-454.01%
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	\$ 123,456.20	-\$ 27,280.46	\$ 150,736.66	-452.54%

Wednesday, Jun 01, 2022 07:32:18 AM GMT-7 - Cash Basis

Dolly Parton's Imagination Library (DPIL)

How it works:

In this instance, the Phoenixville Public Library would be a local Affiliate or Partner organization for the DPIL. We would enroll local children ages 0-5 in our coverage area. I would suggest our current service areas.

The registration information is set up in their book order system database, they then send out a book to the child each month for free.

What we are responsible for:

The partner or affiliate organization is responsible for enrolling children into the program.

We would also be responsible for paying \$2.10 per child each month for the book and mailing costs of the program.

We are also responsible for promoting the program to increase enrollment and funding for the program.

Cost Analysis: (if every child was enrolled)

According to the current population numbers for Phoenixville, youth 5 and under is 7.2%.

The total population of Phoenixville is 19,029. So that would be a total of 1,370 children. If all were to be registered the monthly cost would be \$2,877. The annual cost would be \$34,524.

East Pikeland: Youth 0-5=520 Cost: \$1,092/month

Charlestown Township: Youth 0-5= 137 Cost: \$287.20/month

Schuylkill Township: Youth 0-5=500 Cost: \$1,050/month

Funding partners:

The Rotary Club of Phoenixville is interested in the project, but we will need to present a dedicated ask to them for this program. They can also get matching funds through Rotary International for this project.

FRIENDS OF THE PHOENIXVILLE PUBLIC LIBRARY

General Statement of Support

- The Board of Trustees of the Phoenixville Public Library recognizes the need for a total community involvement in providing quality library services and accepts the philosophy that Friends of the Library are highly desirable since they provide an excellent bridge between the library and the community.
- Friends of Library group should develop and enact by-laws.
- Friends of Library group should be self-supporting.
- Proceeds from programs and projects should be devoted to worthwhile library improvements developed by the Library Board, Director, and staff.

Approved April, 2003