



**Board of Trustees Meeting Agenda
September 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. Intro- Tegan Conner- Cole- Lara Lorenzi 5 minutes
 - b. Upper level furniture- Lara Lorenzi 10 minutes
 - c. Holiday’s and Closings 23/24 – Lara Lorenzi 5 minutes
 - d. 2022/2023 Board meeting schedule- 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 Monday October 3, 2022 @ 5pm (Zoom)

VIII. – /Adjournment

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

A Regular Meeting was called to order by Lauren Eustis at 5:03 p.m.

BOARD MEMBERS PRESENT

Stephanie Allen; Jessica Bicker; Mike English; Lauren Coy; Lauren Eustis; Alan Fegley; Steve Hirsch; and Joe Koury

BOARD MEMBERS ABSENT

Ted Bierer

STAFF PRESENT

Lara Lorenzi, Executive Director
Tegan Conner-Cole, Director of Youth Services

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 July 5, 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 July and August 2022.

NEW BUSINESS

- New Employee: Lara Lorenzi introduced Tegan Conner-Cole, the new Director of Youth Services. Ms. Lorenzi stated that Ms. Conner-Cole has focused on youth services for the last 10 years of her professional career, and that the Library was pleased to have her.
- Upper Level Furniture: Lara Lorenzi indicated the Board of Trustees had been provided with a quote for new furniture in the upper level of the Library. Ms. Lorenzi reminded the Trustees that approximately five years prior, the Trustees had planned on moving forward with new furniture, which was disrupted by Covid. Ms. Lorenzi suggested now was an appropriate time to revisit, with the excess of funds from the recently-concluded fiscal year. She suggested that Passport Services could be moved into the Harrop Room, and that the computer room could be repurposed. She also suggested that the display cases for physical media such as CDs could now be removed, together with the existing magazine racks. Additionally, she proposed making the Carnegie Room more useable by installing smaller tables. Ms. Lorenzi indicated a four- to six-week shipment time. Ms. Allen suggested procuring additional quotes, including through the School District, and volunteered to assist with the same.
- Holiday Closings: Lara Lorenzi discussed the suggested holiday closings for coming year, noting they are largely the same as last. Lauren Eustis suggested looking to the federal holiday schedule as a guide, and Mike English suggested checking with the Chester County Library System as well.
- Trustee Meeting Schedule: Lara Lorenzi reviewed the proposed Trustee Meeting Schedule for the coming year, noting meetings are generally slated to occur by Zoom on the first Monday of each month beginning at 5:00 p.m.
- Library Camera System: Lara Lorenzi indicated that the Library's interior camera system runs on the now-unsupported Internet Explorer platform, but that the

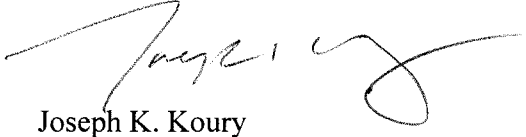
existing hardware otherwise remains functional. She indicated a replacement system had not been budgeted for, but that the money should be available, at an anticipated cost of \$3,960 initially and \$96 per month thereafter.

OLD BUSINESS

- Wine, Wine & Wisdom: Lara Lorenzi indicated great excitement for this year's author, Jasmine Guillory.

Meeting was adjourned at 6:07 p.m.

Respectfully submitted,

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

Joseph K. Koury



Report submitted by: Lara Lorenzi

September 2022 Library Board of Trustees Meeting

Informational Updates:

July 2022

- We are still 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. The transition to this new software occurred on July 13, 2022. This will help create a more unified way to check out passes/hotspots and services. This software is provided by the system.
- I will be helping Becca Livsey with our Thrilling Thursday activities happening at the Recreation Center.
- We have received permission to put a book locker at the Recreation Center. I am working with them to figure out the cost of getting internet wired to the location, the cost of this along with the monthly cost of the internet use. Chris is working on funding sources for the new book locker and I'm working on a cost proposal from Hold It and a preliminary delivery date.
- 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.
- The camera company will be out 7/25 to install new software onto our computers so we can continue to monitor the cameras.

August 2022

- The Library will be closed on Monday September 5th for Labor Day.
- I will be on vacation August 29th through September 2nd. While I'm away, Christine Nicholson-Wrage will be the person in charge. The department heads will handle their own departments.
- The new phone system will be installed on Friday August 12th. It should be a pretty easy change over from our traditional phone to VOIP. I am working on extensions lists and other items needed for a smooth transition.
- Christine and I will be attending a training from the Deaf-Hearing Communication Center, sensitivity training. This will take place on Thursday September 22nd.
- Sara's last day at the library was August 19th, until a new office manager is hired I will be processing invoices, cutting checks, preparing the deposits and other items this position normally handles.

Personnel Updates:

- The position for our Youth Services Director has been offered to a highly qualified candidate. They have accepted the position and will start on Monday August 29, 2022. Tegan Conner-Cole will attend the September board meeting so I can introduce her to the board. Rebecca Livsey will help get Tegan up to speed during her transition to the library. I am working with CCLS to have her computer, email and other accounts set up for her first day.
- We have been able to hire enough circulation assistants to cover the recent openings we have experienced. We will need to hire one more person in September to replace a summer hire.
- Our office manager has given her notice, her last day will be Friday August 19, 2022. The position has been posted. I will be getting a refresher on running checks, adding invoices, etc. so these items can continue until we get someone hired. I am currently interviewing applicants and I anticipate that a new office manager will begin by the middle/late September.

Facilities Update:

- The new cleaning company has been doing an amazing job with the building. I'm very happy with their services.

- Routine lawn maintenance has begun.
- We had a clogged toilet on the lower level that pasd came out to fix.
- The pest control company was out for their routine check of the building.
- The elevator stopped working again. The door was stuck open on the upper level. It was also making humming noises. Currently it seems the elevator has stopped working about once a month starting in June. I will continue to track this and reach out to Phil at PASD as to when a possible elevator replacement might occur. So far in July the elevator has stopped working 3 times. It also broke down 2 days in a row. The elevator repair company came out on 7/26 and hopefully that will keep it working longer.
- I have sent over information regarding the Keystone Grant to pasd, once we know the timeline for our elevator replacement, we can work on getting this grant to help pay for the costs of a new elevator. Hopefully we will hear something about this as the elevator is at its end of life.
- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- We have secured our snow removal service in June for the 2022/2023 year.
- Our security camera system is nearing end of life. We are looking into what items need to be replaced for the system to keep up with current technology. I'm not sure right now what items need to be replaced. Once I do, I'll go out for some quotes.
- We have a wasp nest in the tree closest to the library doors, the maintenance department is taking care of it.
- I have let the maintenance department know that the sidewalk on the main street side of the building is being pushed up again by tree roots. The sidewalks were shaved down previously to remove all tripping hazards. They will be looking at it again to assess what needs to be done next.

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

- 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
- July 2022
 - E-Book: 3,948
 - E-Audio: 2,714
 - Total: 6,662
- August 2022 (1st-25th will update for next month's report)
 - E-Book: 3,051
 - E-Audio: 2,227
 - Total: 5,278

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
- July 2022: 279



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.

July 2022: 8,739 This is a 36% increase over last year.

August 2022: 8,140 (Aug 1st- 25th, will have complete numbers for next months meeting)

Chester County Library System Updates:

- Trustee orientation will take place on Saturday November 5th from 10-12 in the Struble room at Exton. Please consider attending this training if you have not yet. It helps explain the system and how we all fit within the system, funding, and board responsibilities.
- The next joint District Librarian's and System Advisories Council meeting will take place on Tuesday November 1, 2022 at 5:30pm via zoom.

State Updates:

- The state budget has been passed and the public library subsidy was increased by \$11 million. We will be receiving an increase in state funds due to the increase. We are working with the Chester County Library System to find out how much the system will receive and how they will be distributed to the member libraries.

Meetings/Trainings

- 7/7 Rotary meeting at Phoenixville Country Club
- 7/8 Interview for Youth Services Director
- 7/12 District Librarian's meeting
- 7/13 Annual Review for Chris Porcelli
Recreation Center walk-thru
- 7/14 Interview for Youth Services Director
Training- Getting your collection from awful to awesome
- 7/15 Meeting with Jay Malise from J. P. Jay- upper lever- new furniture
- 7/18 Behavioral Health Collaborative @ The HEART building
- 7/20 Training- Library Signage 101
WWW committee meeting
- 7/21 Thrilling Thursday with Becca Livsey at the Recreation Center
Rotary
- 7/22 Meeting with Joe Sherwood
- 7/28 Thrilling Thursday with Becca Livsey at the Recreation Center
- 8/2 Right to know training
- 8/3 Keystone Grants application training
WWW committee meeting
Meeting with TDS about install (phone company)

- 8/4 Thrilling Thursday with Becca Livsey at the Recreation Center
Rotary
- 8/9 Joint District Librarian's and System Advisory Committee meeting at Exton
- 8/11 Thrilling Thursday with Becca Livsey at the Recreation Center
- 8/12 New phone system
- 8/18 Thrilling Thursday with Becca Livsey at the Recreation Center
Office Manager Interview @ 2pm
- 8/19 Office Manager Interview @ 10am & 2pm
- 8/24 Training- Diversity and inclusion in collection development
E-materials meeting
- 8/29-9/2 Vacation
- 9/5 Holiday- Library closed

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

July & August Monthly Statistics:

Preschool Programs		
In-Person: Held at Phoenixville Area Middle School		
Science in the Summer	4	64 Children/ 10 Adults
Children's Take & Make Craft	5	503 Participants
Coding Scratch for Beginners	3	22 Children/ 20 Adults
Kaleidoscope Kids Story Time	10	122 Children/ 129 Adults
Discovery Story Time	10	80 Children/ 68 Adults
Family Movie Night	3	17 Children/ 17 Adults
Lego Club	2	85 Children/ 52 Adults
Virtual Story Time	5	24 Participants
Coding with Python	1	8 Children/ 8 Adults
Coding with Scratch: Level 2	2	13 Children/ 12 Adults
2-Day App Programming Class	2	22 Children/ 20 Adults
Thrilling Thursdays	2	343 Children/ 133 Adults
In-Person Preschool Total	49	1303 Children/ 469 Adults
Teen Programs-Virtual/Picking Up Materials		
Young Adult Take & Make Craft	2	12 Young Adults
Teen Movie Night	2	3 Young Adults/ 5 Adults
Young Adult Food Guessing Game	2	16 Young Adults
Young Adult Mystery Bag	2	12 Young Adults
LEGO Stop Motion Animation Class	2	26 Young Adults/ 22 Adults
2-Day Character Design Class	2	28 Young Adults/ 30 Adults
Total Young Adult	12	97 Young Adults/ 57 Adults
Total Programs Offered in July/August	61	1303 Children/ 97 Young Adults/ 526 Adults
Summer Reading Sign Ups		371 Children/ 66 Young Adult
1000 Books Before Kindergarten		8 New Registrations

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

July: 648 Total sessions, 285 hours, 26-minute average session.

August: 726 Total sessions, 313 hours, 25-minute average session.

Newsletter

The Children's Library Newsletter is currently an interactive newsletter offering information and activities for children and families. On average, the email open rate for the newsletter is about 45%.

Library Program Promotions:

Summer Reading

- The 2022 Oceans of Possibilities Summer Reading Program began on June 13, and ran through August 19, 2022, with three levels of reading participation from Birth through High School: Early Literacy, School-age, & Young Adult levels.
- There were 371 children and 66 young adults 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.

Science in the Summer

- SITS was held at the PASD Middle School on July 11 & 12, 2022 with a theme of Biology in Animals and Nature.
- Over the course of two days, we saw 64 children over 4 classes.

Daughters of the American Revolution Display

- Above the children's biographies, there was 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 began at the end of June and ran through the whole month of August.

Vaccines Across the Lifespan Display

- The Chester County Health Department/Chester County Immunization Coalition have developed a new vaccine education display to educate Chester County residents about vaccines needed across the lifespan.
- In December the display will be coming to the library. Some posters will be on each floor.

Additional Activities

- Rigorous assessment of Children's collections with removal of non-circulating, outdated, and damaged materials.
- Ordering of new items for collections.
- Publicizing of Children's Library Calendar and events through the newsletter and social media.
- Attended the Unity in the Community event on August 7th

Webinars

- Get Down with Graphic Novels!: Graphic Novel Book Buzz Part 1 - Jul. 12th
- MacKids School & Library Fall 2022 Preview Event - Jul. 13th
- Picture Book Palooza - Jul. 14th
- Weed 'Em and Reap: Getting Your Collection from Awful to Awesome - Jul. 14th
- Dealing with Difficult Behaviors—in Person and Online - Jul. 19th
- Ignite Motivation: Strategies for Fueling a Growth Mindset, by Susan MacDonald - Jul. 27th
- Be Prepared! The GNCRT Guide to Addressing Comic Book Bans, Censorship, and Challenges - Jul. 21st
- Celebrate Hispanic & Latinx Heritage Month with Random House Children's Books - Aug. 15th
- YA Announcements - Aug. 23rd
- The Best in Fall Nonfiction - Part 1 - Aug. 24th
- Riveting and Page-Turning YA - Aug. 25th
- Early Readers & Picture Books - Aug. 30th

Correspondence in July

- 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.
- Communicated with PASD in regards to Science in the Summer.
- Correspondence with Chester County Library on Science in the Summer.
- Interviewed 2 potential candidates for head of youth services with L. Lorenzi.
- Correspondence with Children's Department of Chester County Library.
- Correspondence with the Phoenixville Rec Center.
- Correspondence with performers for the summer programs.

Coverage: Supported Circulation Desk on as-needed basis.

July - August 2022
Adult Services Report

(all events/statistics as of August 31)

Regular Activities

- **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 (I am now the only notary with the departure of Sara Begian).
- 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 2,400+ 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

- PARN (Phoenixville Area Resource Network) meetings on Zoom 7/26 & 8/23
- Program cart trainings with Chris Porcelli and Andy Keyser of KCG 8/1 & 8/4 (both abortive)
- Circulation Staff meeting 8/3
- “Unity in the Community” event at Phoenixville Recreation Center 8/7 (staffed table)
- Notary Reappointment online seminar 8/25

Upcoming Special Programs/Events

- “Get Connected – Jumpstart Your Job Search!” with Chester County CareerLink 9/9
- “Essential Oils 101 DIY Workshop” with Megan Koppel 9/12
- “Local Author Showcase with CK Sobey, Cristina Utti & James J. Hill” 9/15
- “Auto Maintenance 101” with Paul Celentano 9/19
- “Clean Slate & Expungement Workshop (virtual)” with Deborah Steeves, Legal Aid of Southeastern Pennsylvania 9/20
- “Community Gardening around the Village: Preserving the Harvest” with Tony Buck 9/22
- “Chester County Ceramics” with Ellen Endslo, Chester County History Center 9/26
- “Basics of Landlord/Tenant Law and Eviction Defense” with Kelly Young, Legal Aid of Southeastern Pennsylvania 9/27
- “Social Security Explained” with Mark Lange, Society for Financial Awareness 9/29
- “Dark History II: Unusual Deaths, Crimes & Hauntings in Penn’s Woods” with Jennifer Green, Chester County History Center 10/3

Program/Event/Other Planning

- Scheduling special online and in-person programs for November and beyond.
- Preparing for start of hybrid programming upon completion of training on program cart.
- In process of renewing my notary credentials.

July Passport Application Acceptance Statistics

Appointments	359
Income	not available

August Passport Application Acceptance Statistics

Appointments	450
Income	not available

July Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	585
Adult Laptop Individual Users	103
Mobile Printing Users	17
Mobile Hotspot Checkouts	32*
Museum Pass Checkouts	31*

* First use of Museum Key software for circulating hotspots and museum passes 7/28

August Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	562
Adult Laptop Individual Users	92
Mobile Printing Users	12
Mobile Hotspot Checkouts	20
Museum Pass Checkouts	59

July Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	13	
Phoenix Fiction Writers	9 (2 sessions)	
Phoenixville Tech Group	46 (4 sessions)	
Tech Help appointments	4	
Maternal & Child Health Consortium Family Benefits Assistance appointments	10	
Career Success Group	3	
Sahaja Yoga Meditation Class	17 (4 sessions)	
ESL Conversation Group	20 (4 sessions)	
Movies on Tap: Zoom Edition	8	
Books on Tap	11	
Outreach: Senior Center Book Club	11	
“Talkin’ Baseball with Julian & Lou” 7/5	9	12
Summer Movie Night Series: “Movies You Might Have Missed”	49 (4 sessions)	
“AARP Smart Driver Refresher Class” 7/8	17	
“The Same Principle Lives in Us: People of African Descent in the American Revolution” 7/11	8	
“Eastern State Penitentiary: Prison Architecture Then and Now” 7/12	17	

“Medicare 101” 7/18	15	8
“Mobile Home Reassessment Assistance” appointments 7/21	4	
“Power Stretching Class” 7/25	6	29

August Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	5	
Phoenix Fiction Writers	11 (2 sessions)	
Phoenixville Tech Group	65 (5 sessions)	
Tech Help appointments	4	
Maternal & Child Health Consortium Family Benefits Assistance appointments	8	
Career Success Group	9 (4 sessions)	
Sahaja Yoga Meditation Class	15 (3 sessions)	
ESL Conversation Group	22 (5 sessions)	
Movies on Tap: Zoom Edition	7	
Books on Tap	11	
Outreach: Senior Center Book Club	10	
Summer Movie Night Series: “Movies You Might Have Missed”	52 (4 sessions)	
“Violin & Keyboard Concert” 8/1	42	
“Show-Stopping Autumn Perennials” 8/8	20	
“Joe Kenney Keyboard Concert” 8/15	19	
“AARP Smart Driver Refresher Class” 8/19	18	
“Queens, Warriors, and Archaeologists: Women of the Penn Museum” 8/22	30	
“Get Connected – Jumpstart Your Job Search” appointments 8/23	1	
“The Wit & Wisdom of Mark Twain – America’s Greatest Humorist” 8/29	56	
PBS Books videos on Facebook page	18+	

Respectfully submitted,
Mark Pinto
Adult Services Director

Development Report

FY22 – August Report

Grants: (0/\$25,000)

- \$30,000 Chester County ARPA Funds
 - eMaterials: 4years - \$7,500
 - (Pending) End of September
- \$67,978 Phoenixville Community Health Foundation
 - \$20,000 operating, \$47,978 staff salaries
 - (Pending) End of September
- \$2,400 Detwiler Family Foundation
 - Thrilling Thursdays Restriction
 - (Pending) October 30th, 2022

Special Events: (0/\$40,000)

- Author: Jasmine Guillory
- WWW Committee Meeting
 - May 4th, June 15th, July 20th, August 3rd, September
- WWW Sponsorship (Goal: \$16,000)
 - Confirmed - \$13,250
 - Customers Bank, Phoenixville Federal Bank & Trust, Peggy & Larry Way, Hankin Group, Creative Wealth Management Group, OWM Law
- WWW Ads (Goal: \$600)
 - Confirmed - \$375
 - Shep's Yard, Beccaria & Associates, PCHF
- WWW Ticket Count (Goal: 150)
 - Tickets live: Thursday, September 1st. Ticket sales close Monday, October 24th.
- Silent Auction participants to date: (Approx. value total: \$3,507)

Michael Connelly	RiverCrest Golf Club & Preserve	Cedar Hollow Inn
Mosaic Designs/Kim Moretti	Pickering Valley Golf Club	Andalusia HistoRic House
Barnstone Art for Kids	Kurtas Chiropractic	Academy of Natural Sciences
Kathy Hunt	Massage Envy – Wayne	Penn Museum
Beth Lennon	Nectar Yoga Studio	Longwood Gardens
Phoenixville Public Library	East Pikeland Township	Colonial Theatre
LuLu Boutique & Gifterie	Yeager's Farm Market	Brandywine Conservancy & Museum of Art
Ellie's Choice	Louise Woodstock Gardens	Waltz Golf Farm
Redner's Markets	Seamless Sewing Arts LTD	Laurel Hill West
GLodge	The Camphill School	Arden Theatre Co.
Black Lab Bistro	Artifaqt	Camp Nejeda
Insomnia Cookies	Maryann Worell	Philadelphia Museum of Art
Petrucci's Ice Cream	Ten Air Studios	Bridge Street Chocolates
Sweet Ashley's Chocolates	Phoenixville Animal Hospital	Pickering Valley Golf Club
Phoenixville House of Jerky	American Helicopter Museum	
Trader Joes		

Targeted Individual Giving (\$2,249/\$40,000)

Corporate Engagement: (0/\$10,000)

- Uncle B's BBQ – Profit share – October 4th and 5th

Other Engagement:

- Phoenixville Borough Finance Committee Funding Presentation: 7/26
- Phoenixville Media Group: 8/1 – 8/4 – 8/25
- Unity in the community: 8/7
- TCN – Fundraising Consultant: 8/24 – 8/29 – 8/30
- Phoenixville Community Health Foundation: 8/2

Social Media Snapshot:

Facebook Stats:

2,366 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated. (August)

3,106 Total Followers

2,767 Total Likes (34 New Likes)

1,120 People Checked in

Instagram Stats:

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

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

996 Total Followers (14 new followers)



Circulation Report for September 2022

Circulation Department:

- Looking to hire two more circulation assistants
- Staff are becoming more confident learning the new Key Central lending system and the book locker
- Number of **checkouts** for month of July: 13,932
- Number of **check-ins** for month of July: 13,275
- Number of **holds** for month of July: 453
- Number of **checkouts** for month of August: 13,008
- Number of **check-ins** for month of August: 13,804
- Number of **holds** for month of August 404

Volunteers:

- **Total Amount of Volunteer Hours from July: 78.75**
- **Total Amount of Volunteer Hours for August: 72.25**
- **Total Amount of Volunteer Hours for TOTAL fiscal year: 151**

Library Card Sign-ups:

- **Total Amount of Patron Applications from July: 240**
- **Total Amount of Patron Applications for August: 210**

Meetings/Events

- Circulation Meeting – August 3rd
- Unity in the Community by Phoenixville's CTC – August 7th
- PaLA PALS Academy Group Practicum – September 2nd

Continuing Education:

- PALaw: Right to Know – August 2nd
- Make it Memorable: Effective Communication – September 9th
- Deaf-Hearing Communication Center Sensitivity Training – September 22nd

Additional Updates:

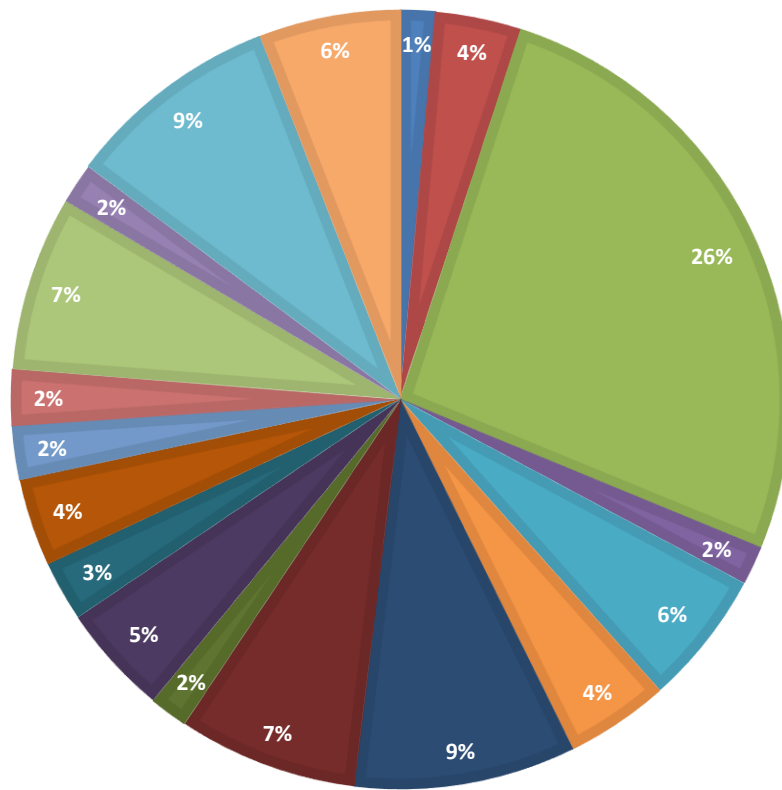
- Edited the PaLA Bulletin
- Wrote a Letter of Recommendation for an employee applying for her MLS at Drexel
- Employee was accepted into Drexel's Master of Library Science program

Respectfully Submitted,

Christine Nicholson
Circulation Manager & Volunteer Coordinator
August 2022

June 2022 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	37	219	256
Avon Grove	218	422	640
Chester County	1462	3225	4687
Chester Springs	34	255	289
Coatesville	373	625	998
Downingtown	221	548	769
Easttown	422	1225	1647
Hankin	332	998	1330
Honey Brook	152	135	287
Kennett	321	499	820
Malvern	159	291	450
Oxford	269	381	650
Paoli	110	292	402
Parquesburg	231	181	412
Phoenixville	682	619	1301
Spring City	94	208	302
Tredyffrin	258	1337	1595
West Chester	212	840	1052
TOTAL	5587	12300	17887



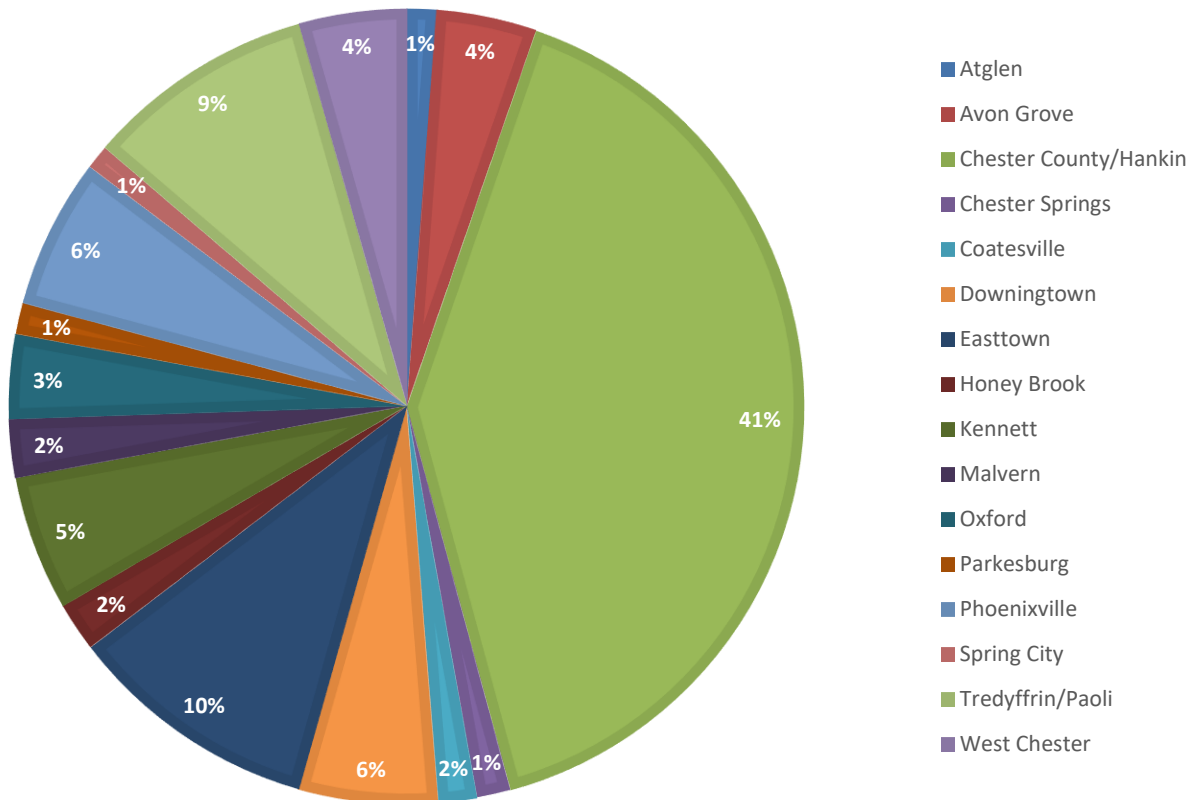
- Atglen
- Avon Grove
- Chester County
- Chester Springs
- Coatesville
- Downingtown
- Easttown
- Hankin
- Honey Brook
- Kennett
- Malvern
- Oxford
- Paoli
- Parkesburg
- Phoenixville
- Spring City
- Tredyffrin
- West Chester

	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%	8.33%										
148																	
149																	
150	YTD2021		252216	232901	271812	251624	254401	307878							1570832		
151	YTD2022		281971	272597	297101	281902	275580	327729							1736880	10.57%	YTD

June 2022 Circulation

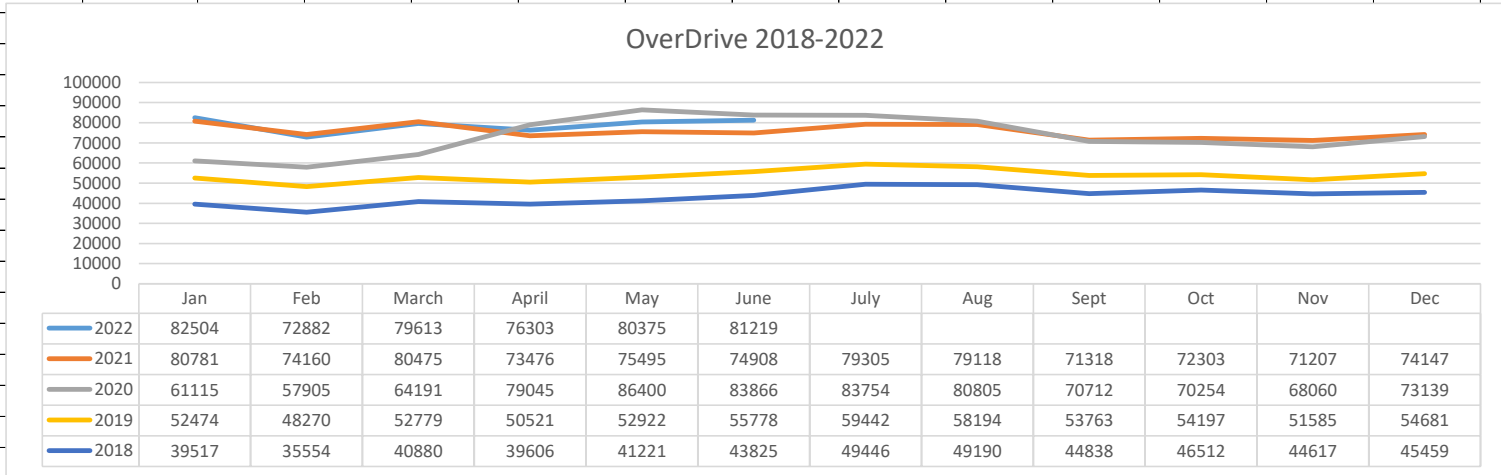
	Sierra	OverDrive	Total
Atglen	3069	828	3897
Avon Grove	10553	2850	13403
Chester County/Hankin	102903	29872	132775
Chester Springs	2631	1868	4499
Coatesville	4240	901	5141
Downingtown	15932	2574	18506
Easttown	19271	14318	33589
Honey Brook	6102	446	6548
Kennett	11282	6684	17966
Malvern	6048	1721	7769
Oxford	9105	2127	11232
Parkesburg	3868	324	4192
Phoenixville	14592	5458	20050
Spring City	2791	414	3205
Tredyffrin/Paoli	22377	8276	30653
West Chester	11746	2558	14304
TOTAL	246510	81219	327729

PERCENTAGE DISTRIBUTION



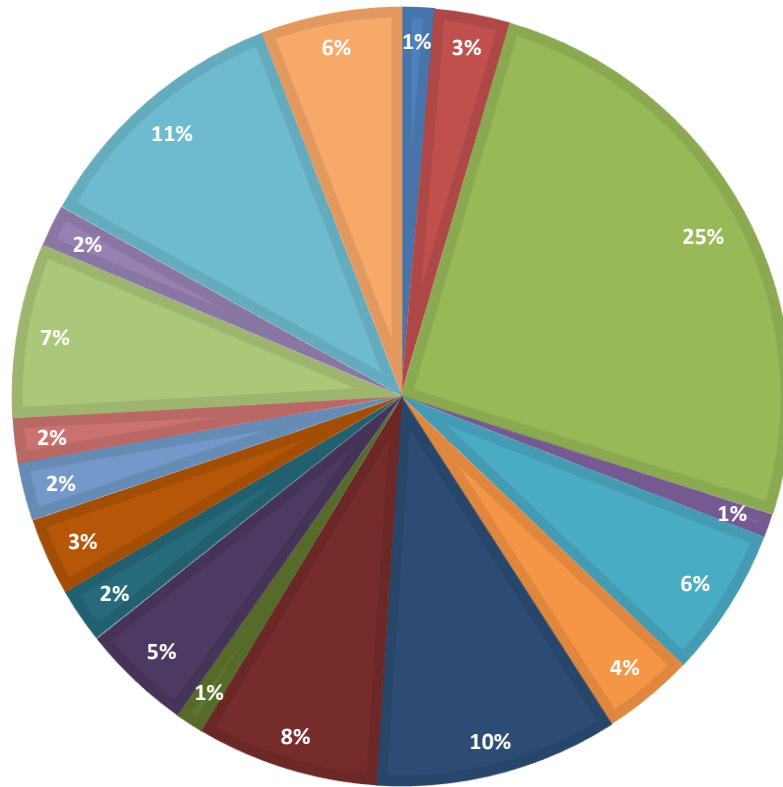
OverDrive Percentage Distribution 2022														
Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		82504	72882	79613	76303	80375	81219							
Atglen	1.02%	841	743	812	778	819	828	0	0	0	0	0	0	4821
Avon Grove	3.51%	2895	2558	2794	2678	2821	2850	0	0	0	0	0	0	16596
Chester County/HH	36.78%	30344	26806	29281	28064	29561	29872	0	0	0	0	0	0	173929
Chester Springs	2.30%	1897	1676	1831	1754	1848	1868	0	0	0	0	0	0	10874
Coatesville	1.11%	915	808	883	846	892	901	0	0	0	0	0	0	5246
Downingtown	3.17%	2615	2310	2523	2418	2547	2574	0	0	0	0	0	0	14988
Easttown	17.63%	14545	12849	14035	13452	14170	14318	0	0	0	0	0	0	83369
HoneyBrook	0.55%	453	400	437	419	442	446	0	0	0	0	0	0	2598
Kennett	8.23%	6790	5998	6552	6279	6614	6684	0	0	0	0	0	0	38916
Malvern	2.12%	1749	1545	1687	1617	1703	1721	0	0	0	0	0	0	10022
Oxford	2.62%	2161	1909	2085	1999	2105	2127	0	0	0	0	0	0	12387
Parkesburg	0.40%	330	291	318	305	322	324	0	0	0	0	0	0	1889
Phoenixville	6.72%	5544	4897	5350	5127	5401	5458	0	0	0	0	0	0	31776
Spring City	0.51%	420	371	406	389	409	414	0	0	0	0	0	0	2409
Tredyffrin/Paoli	10.19%	8407	7426	8112	7775	8190	8276	0	0	0	0	0	0	48185
West Chester	3.15%	2598	2295	2507	2403	2531	2558	0	0	0	0	0	0	14893
Total	100.0%	82504	72882	79613	76303	80375	81219	0	0	0	0	0	0	472897

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	82504	72882	79613	76303	80375	81219							
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



July 2022 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	39	229	268
Avon Grove	255	360	615
Chester County	1595	3391	4986
Chester Springs	23	171	194
Coatesville	447	775	1222
Downingtown	207	542	749
Easttown	415	1575	1990
Hankin	314	1167	1481
Honey Brook	137	98	235
Kennett	364	529	893
Malvern	149	302	451
Oxford	236	396	632
Paoli	132	345	477
Parquesburg	215	145	360
Phoenixville	725	698	1423
Spring City	105	236	341
Tredyffrin	297	1874	2171
West Chester	206	943	1149
TOTAL	5861	13776	19637



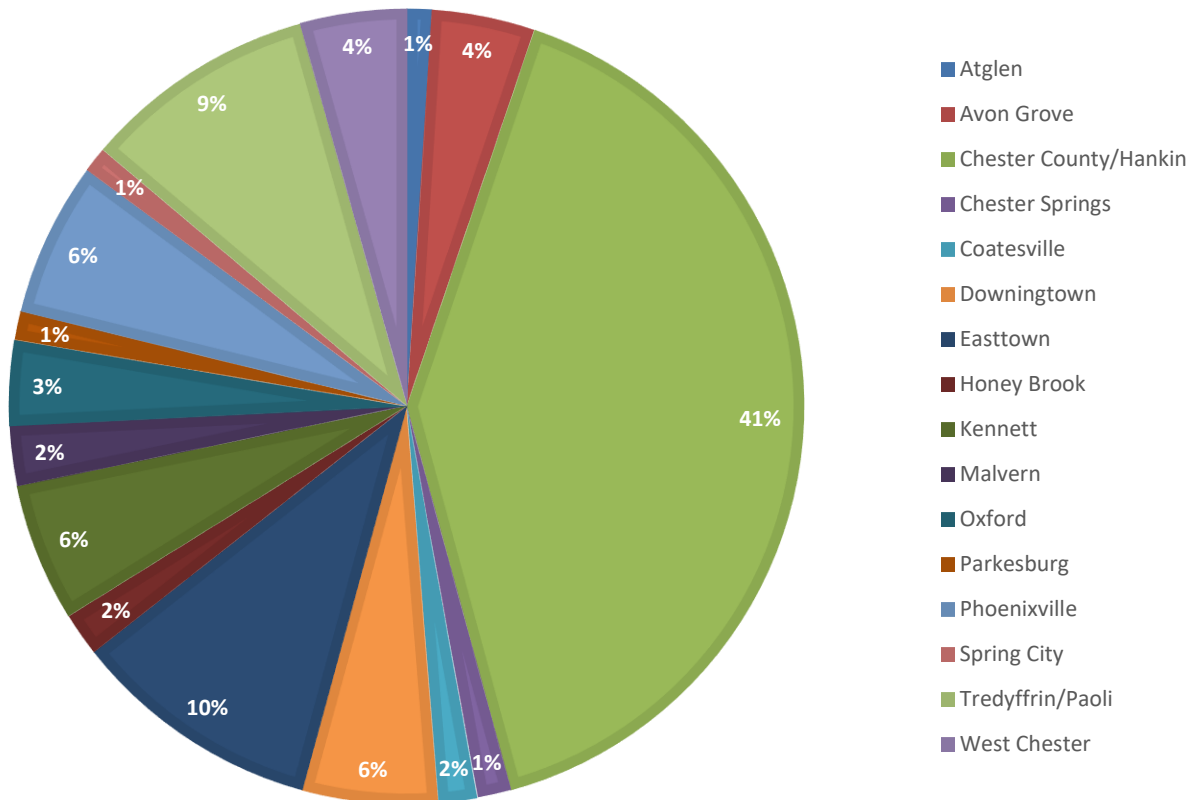
- Atglen
- Avon Grove
- Chester County
- Chester Springs
- Coatesville
- Downingtown
- Easttown
- Hankin
- Honey Brook
- Kennett
- Malvern
- Oxford
- Paoli
- Parkesburg
- Phoenixville
- Spring City
- Tredyffrin
- West Chester

	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%	8.33%	6.45%	3.53%								
148																	
149																	
150	YTD2021		252216	232901	271812	251624	254401	307878	339900						1910732		
151	YTD2022		281971	272597	297101	281902	275580	327729	351901						2088781	9.32%	YTD

July 2022 Circulation

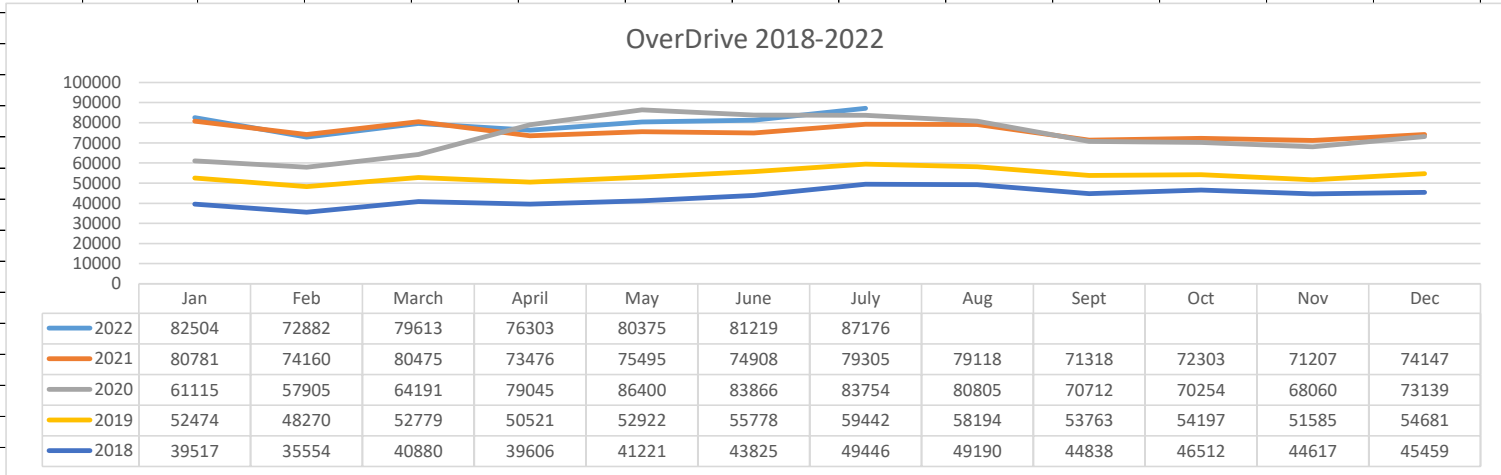
	Sierra	OverDrive	Total
Atglen	2645	888	3533
Avon Grove	11731	3059	14790
Chester County/Hankin	110715	32063	142778
Chester Springs	2806	2005	4811
Coatesville	4582	967	5549
Downingtown	16633	2763	19396
Easttown	20409	15369	35778
Honey Brook	5730	479	6209
Kennett	12610	7174	19784
Malvern	6709	1848	8557
Oxford	9819	2283	12102
Parkesburg	3806	348	4154
Phoenixville	16336	5858	22194
Spring City	3191	444	3635
Tredyffrin/Paoli	24545	8883	33428
West Chester	12458	2745	15203
TOTAL	264725	87176	351901

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	81219	87176						
Atglen	1.02%	841	743	812	778	819	828	888	0	0	0	0	0	5709
Avon Grove	3.51%	2895	2558	2794	2678	2821	2850	3059	0	0	0	0	0	19655
Chester County/HH	36.78%	30344	26806	29281	28064	29561	29872	32063	0	0	0	0	0	205991
Chester Springs	2.30%	1897	1676	1831	1754	1848	1868	2005	0	0	0	0	0	12878
Coatesville	1.11%	915	808	883	846	892	901	967	0	0	0	0	0	6213
Downingtown	3.17%	2615	2310	2523	2418	2547	2574	2763	0	0	0	0	0	17751
Easttown	17.63%	14545	12849	14035	13452	14170	14318	15369	0	0	0	0	0	98737
HoneyBrook	0.55%	453	400	437	419	442	446	479	0	0	0	0	0	3077
Kennett	8.23%	6790	5998	6552	6279	6614	6684	7174	0	0	0	0	0	46090
Malvern	2.12%	1749	1545	1687	1617	1703	1721	1848	0	0	0	0	0	11870
Oxford	2.62%	2161	1909	2085	1999	2105	2127	2283	0	0	0	0	0	14670
Parkesburg	0.40%	330	291	318	305	322	324	348	0	0	0	0	0	2237
Phoenixville	6.72%	5544	4897	5350	5127	5401	5458	5858	0	0	0	0	0	37634
Spring City	0.51%	420	371	406	389	409	414	444	0	0	0	0	0	2853
Tredyffrin/Paoli	10.19%	8407	7426	8112	7775	8190	8276	8883	0	0	0	0	0	57068
West Chester	3.15%	2598	2295	2507	2403	2531	2558	2745	0	0	0	0	0	17638
Total	100.0%	82504	72882	79613	76303	80375	81219	87176	0	0	0	0	0	560072

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	82504	72882	79613	76303	80375	81219	87176						
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





Prepared Especially For:
PHOENIXVILLE PUBLIC LIBRARY



By:
Jay Malise
July 28, 2022

1313 Roth Avenue, Allentown, PA 18102

610-435-9666

www.jpjay.com



1313 Roth Avenue
 Allentown, PA 18102
 610-435-9666 - FAX: 610-435-9216
www.jpjay.com

PROPOSAL

Sold To: Phoenixville Public Library
 Ms. Lara Lorenzi
 183 Second Ave.
 Phoenixville, PA 19460

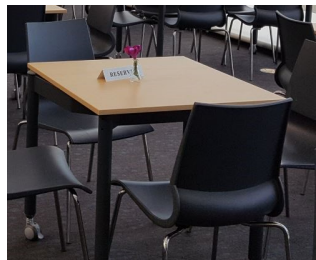
Phone: 610-933-3013
Email: llorenzi@ccls.org

Reply to quotation	JPMB072822
Sheet	1 of 5
Date	07/28/22

Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
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J. P. Jay Associates is pleased to quote on the following shelving and furniture. Wherever possible, Pennsylvania COSTARS-35 Contract 035-049 discount has been applied.



T1	12	KTS/7575/??	Muzo-Works Kite folding/nesting table - square Dimensions: 29.5"W x 29.5"D x 29"H Straight Leg: Silver finish Laminate top: TBD from Tier 1 or Tier 2 standards	\$1,142.21	\$13,706.52
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PB1a	12	DTPB/WH	Powerball desktop charging station Dimensions: 6" in diameter x 3"H Two (2) A/C power and one (1) TUF outlet Color: White	\$535.68	\$6,428.16
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Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
CH1	18	SFLA11318??	<p>TMC Flick Chair - no cut-out Dimensions: 19.25"W x 21"D x 33.5"H (overall) Seat Height: 18" Wood Finish TBD Leg Finish Options: Black, White or Silver Back Style: TBD from Arc, Round, Tapered, Hip, Fan or Square</p> 	\$303.80	\$5,468.40
CH2	6	3889	<p>Cape Contract Kara arm chair Dimensions: 20.5"W x 20.75"D x 33"H (overall). Seat height is 17.75" Arm height is 26.25" Chair features molded maple plywood shell. Round tube metal frame - polished chrome.</p> 	\$620.80	\$3,724.80
T2	1	TT-2496/2000	<p>Northway/Gibraltar rectangular table Dimensions: 96"L x 24"D x 29"H. High pressure laminate top with PVC edges. Round metal legs</p> 	\$956.04	\$956.04

Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
MS1	4	SSDOS6370- ?	<p>Swiftspace Dos Meeting Space Footprint: 29" x 70" Wall Height: 63" Seat Height: 19" Seat Depth: 20" Seat Width: 28" (per side) Seat Weight Rating: 500 lbs. (per side) Panel Finish: Swiftspace standard laminate Surface Finish: Swiftspace standard laminate *Must be performance seating fabric on back - vinyl seats *Fold down back wall standard *Unit includes phone booth enhancement (roof, light, ventilation, fans, power & doors)</p>	\$5,662.15	\$22,648.60
					
LC1	4	SKU-F150	<p>Fomcore Social Series low arm club chair Dimensions: 35"L x 34.75"W x 32"H (overall) Seat height is 18" Chair has metal 6" premium legs. Chair includes: --Laminate arms --Integrated power unit with 3 outlets, 1 USB/AC port and 10' long cord</p>	\$3,797.95	\$15,191.80
					
1	Installation		<p>Receipt and installation of above shelving and furniture by J. P. Jay Associates personnel.</p>	\$1,702.00	\$1,702.00
			SubTotal		\$69,826.32

Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
MEETING ROOM					
T3	2	KTR/75150/S S	Muzo-Works Kite folding/nesting table - rectangle Dimensions: 59"W x 29.5"D x 29"H Straight Leg: Silver finish Laminate top: TBD from Tier 1 or Tier 2 standards	\$1,271.81	\$2,543.62
					
T4	2	KTSC/75150/SS	Muzo-Works Kite folding/nesting table - semi-circle Dimensions: 59"W x 29.5"D x 29"H Straight Leg: Silver finish Laminate top: TBD from Tier 1 or Tier 2 standards	\$1,414.37	\$2,828.74
					
CH1- OPT	16	1051 FT1 A0 PS SC23 GL1 FC? AC	SitOnIt Rio four-leg armless side chair Dimensions: 21.2"W x 21.6"D x 33."H (overall) Seat height is 17.9". Chair has plastic shell and metal legs. Chair features ARC Technology (Active Rebound Control) ARC enables chair to flex based on amount of weight pressed against it.	\$170.95	\$2,735.20



Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
	16	C13	Upcharge for carpet casters	\$26.00	\$416.00
	1	Installation	Receipt and installation of above meeting room furniture by J. P. Jay Associates personnel.	\$299.25	\$299.25
SubTotal					\$8,822.81

--All pricing is based on all finishes being selected from manufacturer's standard offerings. Non-standard, premium, high definition or custom finishes will carry an upcharge.

--Pictures are for representation only. Please refer to product description for exact details on proposed item.

--Pricing includes freight to the library, but does not include any additional services such as lift gate and/or inside delivery. If J. P. Jay is contracted to perform the installation our installer will be on site to receive the trucks.

--Due to the volatile materials market prices are only good for 30 days from date of quote.

Note: Please verify the above information. J.P. Jay Associates, Inc. is not responsible for errors or omissions.

Note: Unless otherwise noted, the above prices are based on all finishes and

Accepted by: _____

Total \$78,649.13

Title: _____

Date: _____

By: _____

Trash will be removed by J. P. Jay Associates personnel to a receptacle provided by the client.

J. P. Jay Associates, Inc.

STANDARD TERMS AND CONDITIONS

LIMITS OF AGREEMENT. The terms and conditions set forth herein when accepted by Buyer, as set for the below, shall constitute the entire agreement between J. P. Jay Associates, Inc. and Buyer. Any provisions of Conditions of Buyer's order which are in any way inconsistent with or in addition to these terms and conditions shall not be binding upon J. P. Jay Associates, Inc. and shall not be applicable, notwithstanding its acceptance of Buyer's purchase order

1. PRICE/TAXES

The retail list prices that pertain to orders for J. P. Jay Associates, Inc. products placed by Buyer under this agreement will be the respective retail list prices in effect when the particular order is placed. Prices do not include Federal, state or local taxes now or hereafter enacted, applicable to the goods sold or this transaction which tax or taxes will be added by J. P. Jay Associates, Inc. to the sale price where J. P. Jay Associates, Inc. has the legal obligation to collect same, and will be paid by Buyer unless Buyer provides J. P. Jay Associates, Inc. with a proper Tax exemption certificate.

2. TERMS AND METHOD PAYMENT

Where J. P. Jay Associates, Inc. has extended credit to Buyer terms of payment shall be NET cash; i.e. "Payment in full upon receipt of invoice." The amount of credit or terms of payment may be changed or credit withdrawn by J. P. Jay Associates, Inc., Inc. at any time. On an order on which credit is not extended by J. P. Jay Associates, Inc. shipment or delivery shall be made at J. P. Jay Associates, Inc. election, cash with order (in whole or in part), C.O.D., or Sight Draft attached to Bill of Lading or other shipping documents, will all costs of collection for the amount of Buyer. Shipments outside the United States shall require confirmed irrevocable letter of credit in favor of J. P. Jay Associates, Inc. issued by a United States bank for the full amount of the contract price plus all taxes, shipping, insurance and import costs.

If the goods are sold on INSTALLMENT terms Buyer shall pay for installment in accordance with the terms hereof.

- 1/3 due upon acceptance of order
- 1/3 due upon receipt at warehouse and
- 1/3 due upon acceptance of installation.

Payment shall be made for the goods without regard to whether Buyer has made or may make any inspection of the goods. If shipments are delayed by Buyer, payments are due from date when

J. P. Jay Associates, Inc. is prepared to make shipments and Buyer shall be liable for the cost of storage charges as then prevailing and any increase in the cost of labor and/or materials to effect the installation upon the termination of the delay period.

FINANCE CHARGES* - A delinquency charge of 1 ½% per month (which is an ANNUAL PERCENTAGE RATE OF 18% - but not in excess of applicable lawful maximum) may be added to all amounts not paid within 60 days after invoice date.

*NOT APPLICABLE TO FEDERAL GOVERNMENT

3. Title to the goods describes on the face hereof shall not pass until the purchase price is paid in full and purchaser hereby grants a security interest in said goods to secure payment and performance to seller. It is mutually agreed that the billing of such goods is for convenience only and does not carry title with it.

4. In case of default of payment, or in case of removal of said goods or any part thereof without the consent of the seller or in the event the purchaser shall mortgage or part with the possession of said property, voluntarily or involuntarily, without the consent of the seller, the latter shall have the right to resume immediate possession of the same wherever it may be found, and remove it with or without process of law, and may declare this agreement terminated and may retain all money paid hereunder as liquidated damages and rental for said goods. In the event a claim is placed in an attorney's hands for collection or in the event of litigation, a reasonable attorney's fee and cost shall be added thereto.

5. The seller shall not be liable for any delay or for failure to deliver the goods covered hereunder because of fire, strikes, war or other emergency, whether national or state, or due to control, laws or regulations issued by any Nation or State, or any political sub-division thereof, or other causes beyond its control. IN NO EVENT SHALL THE SELLER BE LIABLE FOR INDIRECT OR CONSEQUENTIAL DAMAGES SUCH AS BUT NOT LIMITED TO LOSS OF ANTICIPATED PROFITS OR OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING OUT OF THE EXISTENCE, FURNISHING, FAILURE TO FURNISH, FUNCTIONING OR CUSTOMER'S USE OF THE GOODS.

6. Any equipment sold hereunder is warranted to be in satisfactory operating condition when delivered. Should any part prove defective in material or workmanship during the warranty period, replacement of same will be made without charge. Mechanical adjustments will be provided without charge during the warranty period. Buyer shall permit full and free access to perform these services when equipment is not portable; otherwise, Buyer shall at its expense return equipment for service. This warranty does not include replacement or parts due to misuse, neglect.

THE FOREGOING WARRANTY AND LIMITATIONS ARE EXCLUSIVE REMEDIES AND ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.

7. PRICES QUOTED ARE FOR WORK PERFORMED BY VENDOR AUTHORIZED PERSONNEL ONLY: WORKING FROM 9:00 AM TO 5:00 PM, MONDAY THROUGH FRIDAY ONLY, UNLESS OTHERWISE INDICATED. CUSTOMER AGREES TO PAY ADDITIONAL FOR UNION INVOLVEMENT, OTHER INTERFERENCE OR OVERTIME WORK, UNLESS THE PRICES QUOTED SPECIFICALLY INCLUDE THESE ITEMS.

CUSTOMER WILL PROVIDE ADEQUATE FREIGHT ELEVATOR SERVICE, AS REQUIRED, WITHOUT COST TO THE VENDOR AND/OR HIS SUBCONTRACTORS.

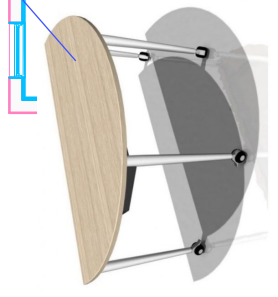
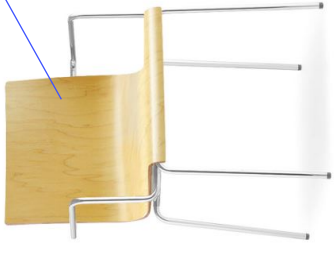
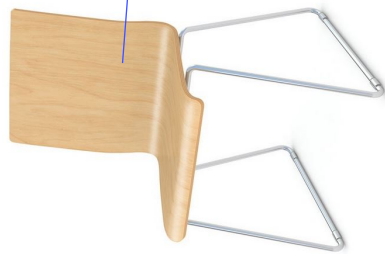
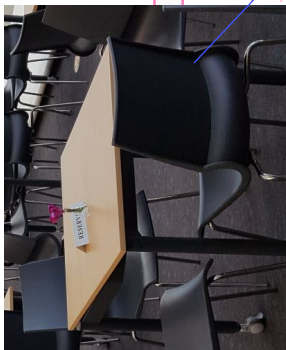
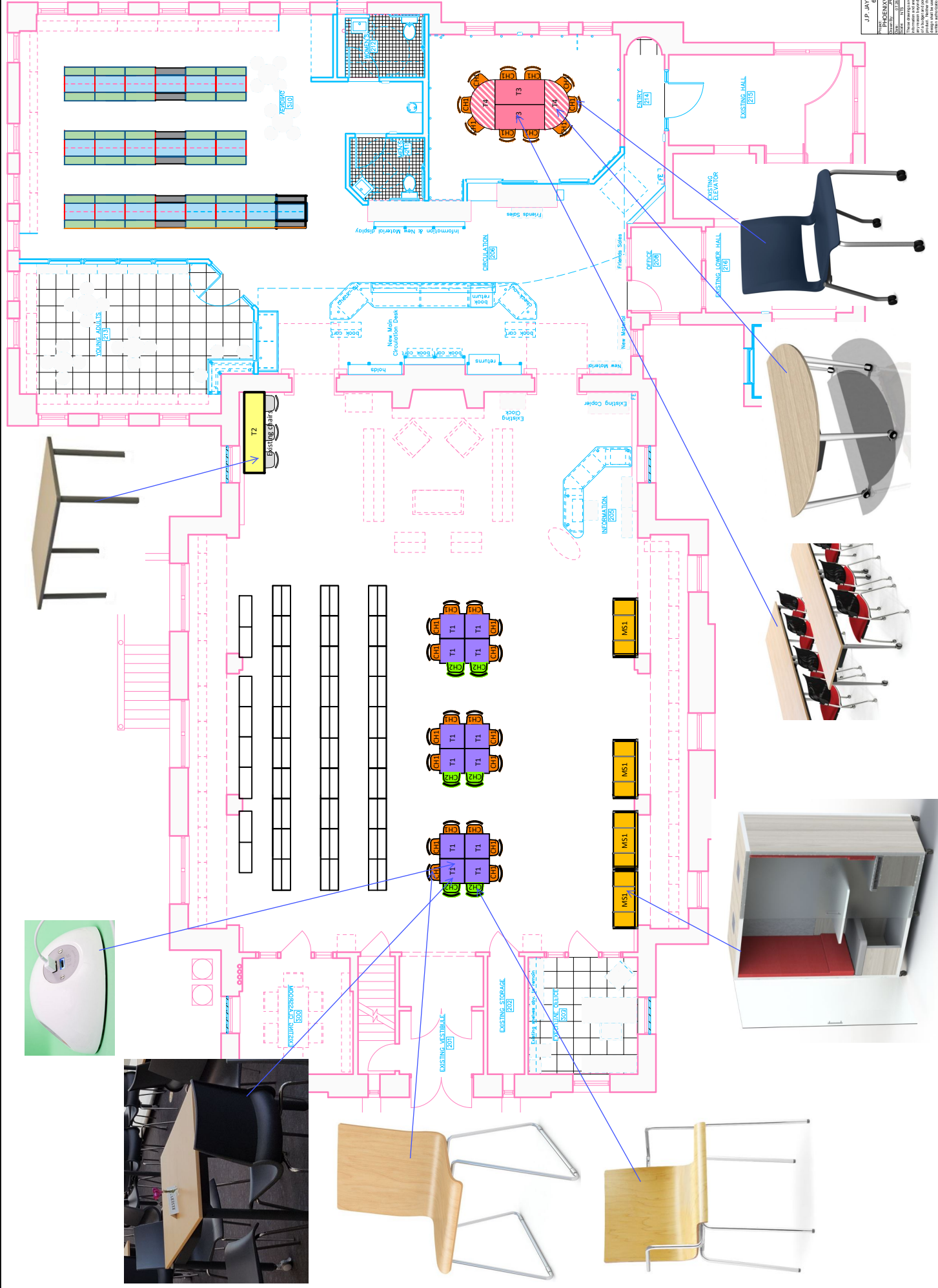
8. Customer hereby authorizes J. P. Jay Associates, Inc. to use its name and diagrams, photographs or other depictions of the subject installation in J. P. Jay Associates, Inc. promotional releases and/or literature.

9. GENERAL

If any of the provisions or portions of these terms and conditions are invalid under any applicable statute or rule of law, they are to that extent to be deemed omitted. Buyer acknowledges that he has read and understands these terms and conditions and agrees to be bound by them, further agrees it is the complete and exclusive statement of the agreement between the parties and supersedes all proposals, oral or written and all other communications between the parties relating to the subject matter hereof. This agreement may be modified only by writing signed by J. P. Jay Associates, Inc. and the Buyer. No waiver or breach of any provision of this order shall constitute a waiver of any other breach or such provision.

10. CONTROLLING LAW

This contract of sale shall be governed by, subject to and construed according to the laws of the State of Pennsylvania.





610-435-9666
1313 Roth Avenue, Allentown, PA 18102
www.jpjay.com

Holiday's and Closing 2023-2024 fiscal year

Independence Day	Tuesday July 4, 2023
Labor Day	Monday September 4, 2023
Thanksgiving Day	Thursday November 23, 2023
Black Friday	Friday November 24, 2023
Christmas Eve	Sunday December 24, 2023*
Christmas Day	Monday December 25, 2023
New Year's Eve	Sunday December 31, 2023*
New Year's Day	Monday January 1, 2024
Martin Luther King Jr. Day	Monday January 15, 2024
President's Day	Monday February 19, 2024
Good Friday	Friday March 29, 2024
Dogwood Festival Day	Saturday May , 2024 (?)
Memorial Day	Monday May 27, 2024
Juneteenth	Wednesday June 19, 2024

The Library is currently closed on Sunday's

The Floating Holiday's are: Christmas Eve and New Year's Eve (2 days total)

Library Board Meetings 2022-2023

All meetings are on the first Monday evening of the month at 5pm.
Meetings will occur on zoom unless otherwise noted.

August 2022-no meeting

September 6, 2022

October 3, 2022

November 7, 2022

December 5, 2022

January 2, 2023 * (Might need to reschedule- library will be open)

February 6, 2023

March 6, 2023

April 3, 2023

May 1, 2023

June 5, 2023

Operating Reserves

What is an operating reserve?

- An operating reserve is an unrestricted fund balance set aside to stabilize a nonprofit's finances by providing a cushion against unexpected events, losses of income, and large unbudgeted expenses.
- Operating reserves are essentially the accumulation of unrestricted surpluses that are available for use at the discretion of an organization's board. The presence of an operating reserve increases an organization's ability to absorb or respond to temporary changes in its environment or circumstances.
- Operating reserves should not be used to cover a long-term or permanent income shortfall. To be prudent, reserves should be used to solve temporary problems, not structural financial problems.
- Reserves are "unrestricted" funds that can be used in any way that the nonprofit's management and board chooses.
- An important factor in using reserves is also having a realistic plan to replenish them.

Operating Reserve Fund Goal

- A commonly used reserve goal is three to six months' total expenses.
- At the high end, reserves should not exceed the amount of two years' budget. At the low end, reserves should be enough to cover at least one full payroll including taxes.

Five Essentials for Policies

The intent of the operating reserve policy is to describe and document the purpose, goals, and mechanics for maintaining and using operating reserve funds. In order to accomplish this, the operating reserve policy needs to address five areas:

1. Purpose of building and maintaining reserves
2. Definitions of the types of reserves, intended use, and calculation of target amounts
3. Assignment of authority for making use of each type of reserve fund, which may include delegation of some authority to staff leaders
4. Responsibilities for reporting reserve fund amounts and use of reserve funds
5. Any specific policies, if needed, about investment of reserve fund



1851 Tollgate Road Palm PA 18070
 Phone 215-679-5921 Fax 215-679-5307

QUOTE

DATE	INVOICE #	CUST #
8/10/2022	0000303991	0007666

BILL TO:

Phoenixville Library
 183 Second Ave
 Phoenixville PA 19460

SHIP TO:

Phoenixville Library
 183 Second Ave
 Phoenixville PA 19460

P.O. NUMBER		TERMS	SALES PERSON	
		NET 30	KSI	
QUAN	DESCRIPTION	PRICE EACH	AMOUNT	
1.00	Upgrade NVR to Open Eye CMVR with Cloud Access	3,864.71	3,864.71	
1.00	Open Eye - 16 analog/TVI input 24 channel MA series recorder with 20TB drive			
1.00	Shipping and Handling			
8.00	Labor PA			
16.00	Open Eye - 1 CH - Monthly OWS 24/7 Standard Subscription (this is a monthly subscription price for cloud access)	6.00	96.00	
TOTAL			\$3,960.71	

Feel Free to Contact us with Questions or Comments

Approval Signature and Date

Kriebel Security Inc.
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 PO Box 97
 Palm PA 18070

215-679-5921
 sales@kriebelsecurity.com