



**Board of Trustees Meeting Agenda
February 6, 2022 5:00p.m.
Location: Zoom**

Library Board members, please bring your e-meeting packet with you! Please notify Library Board President Lauren Eustis or Lara Lorenzi llorenzi@ccls.org, by Monday morning if you are unable to attend the meeting. The meeting will be chaired by Lauren Eustis.

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. Furniture Quotes- Lara Lorenzi 20 minutes
 - b. Museum Pass Policy updates-Lara Lorenzi 5 minutes
 - c. CD interest Rate Discussion/Vote-Lara Lorenzi 10 minutes
 - d. Draft Strategic Plan 2023-2026 discussion- Lara Lorenzi 5 minutes
 - e. Budget Committee Update- Mike English 5 minutes
 - f. Foundation Meeting update- President/Dir. Of Development- Lauren Eustis
 - g. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. 5 minutes
 - b. 5 minutes
 - d. 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 March 6, 2022 @ 5pm (Zoom)

VIII. – /Adjournment

**PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
January 2, 2023**

A Regular Meeting was called to order by Lauren Eustis at 5:00 p.m.

BOARD MEMBERS PRESENT

Jessica Bicker; Ted Bierer; Lauren Eustis; Alan Fegley; Steve Hirsch; and Joe Koury

BOARD MEMBERS ABSENT

Stephanie Allen; Lauren Coy; Mike English

STAFF PRESENT

Lara Lorenzi, Executive Director

CONSENT AGENDA

On motion made by Steve Hirsch, seconded by Alan Fegley, 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 December 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 December 2022.

NEW BUSINESS

- Funding Increase Request PASD: Regarding a request for a 5 percent (5%) increase in funding from the Phoenixville Area School District, Lara Lorenzi indicated she had reached out to the school district to ensure it has what it requires to evaluate the request. Ms. Lorenzi stated that by the end of January, the school district expects a submission detailing the need for increased funding set forth in the request submitted by the Library. Alan Fegley indicated that preliminary budget approval is expected to occur in April 2023, with final budget approval expected to occur in May 2023.
- Fundraising Events: Lara Lorenzi indicated she had been chosen by the 100 Women of Phoenixville organization to make a presentation on behalf of the Library for an opportunity to receive a charitable grant. She indicated the video recently shown at Wine, Wit & Wisdom will form the basis of her presentation.
- Board Vacancy: Lauren Eustis indicated that with Lauren Coy set to succeed Chris Porcelli as Library Director of Development, Ms. Coy vacates her Trustee position effective immediately. Lara Lorenzi indicated the seat could remain unfilled due to its natural expiration on June 30, 2023. Ms. Eustis next suggested a need to appoint certain officers, suggested as follows: Stephanie Allen, Vice President, and Mike English, Treasurer. Ms. Eustis indicated she would speak with each.

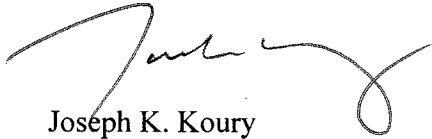
OLD BUSINESS

- Building Facility: Lara Lorenzi reported her review of the Maintenance Agreement between the Library and the Phoenixville Area School District had concluded, commenting many items fall under the school district's responsibility. Ms. Lorenzi also reported having made the school district aware of the ongoing concerns involving the elevator. She concluded that come spring, she anticipates

safety fencing installed around the back of the building.

Meeting was adjourned at 5:28 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Joseph K. Koury', with a large, stylized flourish at the end.

Joseph K. Koury



Report submitted by: Lara Lorenzi
February 2023 Library Board of Trustees Meeting

Informational Updates:

- The Library will be closed on Monday February 20, 2023 for President's Day.
- 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 finance committee reviewed the explanation for increased funds from PASD and submitted supplemental materials to Dr. Melber for budget discussion with the school board. We have asked Dr. Melber to keep us informed as to when the library funding will be discussed so a representative of the library can attend the meeting.
- Furniture Quote Updates: We will be presenting 2 quotes for furniture for the upper level of the library. The quotes will be provided in the packet. As a reminder, for funds spend we will also need to include an additional 12% for collections.
- Trustee openings will be advertised in Feb and will close in April. We are looking for 2 people to fill roles on the library board. We will post the announcement through PASD, CCLS and the library website and social media.
- Senator Muth's office will be holding office hours at the library on the 4th Tuesday of each month from 12pm-2pm. Having them at the library will be a wonderful addition to our library services.
- We received our last funding payment from PASD for the year, it will reflect in the budget once it posts to our bank statement.
- We received our 1st quarter funding from the county. It will be reflected in our financials once it has been processed.
- We have received information for our county ARPA grant for e-materials. We were awarded \$30,000 over 4 years (\$7,500/year). There are specific reporting measures. The funds will be given to the library on a quarterly basis. I will be adding these funds into our budget, knowing we only have these funds for 4 years.
- The auditors came to the library on January 19th and 20th. We anticipate having the audit done soon.
- I will be attending training held by the state to review the new changes to the annual state report.

Personnel Updates:

- We have hired a part time library assistant to replace a person who resigned in December.
- Lauren Coy's first day was Tuesday January 31, 2023, due to the transition, the development report won't be submitted this month. She will have a full report next month.

Facilities Update:

- Routine lawn maintenance continues.
- The pest control company was out for their routine check of the building.
- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- The leaves were blown off the walks.
- We continue to monitor winter weather and the walks to make sure they are safe and ice free.

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

- November 2022:
 - E-Book: 3,167
 - E-Audio: 2,624
 - Total: 5,791
- December 2022:
 - E-books: 3,322

- E-audio: 2,492
- Total: 5,814
- January 2023
 - E-books: 3,526
 - E-audio: 2,953
 - Total: 6,479

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
- August 2022: 203
- September 2022: 266
- October 2022: 198
- November 2022: 193
- December 2022: 205
- January 2023: 234

Door Count:

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: 9,465 This is a 54% increase over last year.

September 2022: 7,377 This is a 47% increase over last year.

October 2022: 7,371 This is a 28% increase over last year.

November 2022: 7,525 This is a 41% increase over last year.

December 2022: 6,305. This is a 25% increase over last year.

January 2023: 7,843. This is a 44% increase over last year.

Chester County Library System Updates:

- The Legislative Breakfast will be at Exton Library 7:30am -9am, please put this date on your calendars. This is a great event to talk with and advocate for our library with our representatives, senators and county commissioners.
- The system is working on a new and updated system website. We anticipate that it will launch in March 2023.
- The next joint SAC/DLM meeting will take place via zoom on Tuesday March 14, 2023 at 5:30pm.
- They system has replaced our delivery boxes with blue plastic totes. They were purchased to help keep the materials safer during transport and keep them free of the elements. Staff are adjusting to the new delivery totes.
- I will also be participating on the CCLS technology committee this year. This committee meets quarterly.

State Updates:

- None at this time.

Meetings/Trainings

- 1/5 Rotary (zoom)
Meeting with Chris Porcelli- transition
- 1/6 Meeting with Mike English- Finance Committee
- 1/10 Joint SAC/DLM meeting via zoom
- 1/11 Finance meeting with Mike English and Lauren Eustis
- 1/12 Training-Building Intercultural Humility and Communication
- 1/13 Meeting with Benjamin Roberts- Furniture quote
- 1/16 Library Closed
- 1/18 The Hub @ PASD admin. Building
Meeting with Senator Muth's office
- 1/19 Rotary
- 1/19-1/20 Auditors in the office
- 1/23 Gardening around the community meeting @3pm
- 1/24 Meeting- Serving at risk elders held at the Senior Center
Institutional Advancement Committee meeting via zoom
- 1/25 Development Roundtable via zoom
- 1/26 DOE- state reporting training via zoom
- 1/30 Tour and programming discussion at the Heart with Tegan Conner-Cole
- 1/31 Funding Formula Meeting via zoom
- 2/1 PCHF training and Chamber Roundtable (zoom)
- 2/2 Rotary
Mtg. at YMCA- Youth services meeting with local non-profits
PALA zoom- regulations and statutes

**Youth Services Report for
January 2023
For February 2023 Board Meeting**

Programming:

Programs held on December 27 to January 31 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

January Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	7	113	117	230
3-4-5 Active Beehive – Barnstone Art for Kids	4	37	37	74
Babies & Books	9	74	85	159
Mighty Preschoolers	3	21	22	43
Toddler Time	9	169	180	349
Make & Take	1	46	0	46
Preschool Ballet Class	1	13	9	22
In-Person Preschool Total	34	473	450	923
Elementary Age Events				
Winter Break – Take & Make	5	139	0	139
Woodland Watercolor Art class	1	12	4	16
Immigrants 4 Immigrants	2	5	4	9
Ages 6-11 Total	8	156	8	164
Teen Programs-Virtual/Picking up Materials				
YA Mystery Bag	1	3	0	3
Teen Movie Night	0	0	0	0
Teen Book Reads	1	3 views	0	3
Total Young Adult	2	6	0	6
Virtual Events				
Toddler Time	4	46 views		
Mighty Preschoolers	2	14 views		
Total Virtual	6	60 views		
Total In Person Events	13	632	458	1090
1000 Books Before Kindergarten	6 new registrants			

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

December 27 to January 31: 254 sessions, 111 hours, average 25-minute sessions

Newsletter

The Children’s Library Newsletter was sent 4 times in January. A monthly overview of events was sent on January 6 and weekly newsletters on Fridays that listed the next week’s events. The newsletter was sent to an average of 441 subscribers and had an average 58% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Visitors
YMCA ELC (Off Site)	28	4	32
PACLC (Off Site)	80	11	91

Total: 0 on-site, 2 off-site	108	15	123
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- On January 23, Tegan C. visited the Phoenixville Area Children's Learning Center to swap a theme bag and read stories to their two preschool classes about Valentine's Day and Winter.
- On January 27, Tegan C. visited the Phoenixville YMCA ELC and read stories to the PreK, preschool, and toddler classes on health and fitness.

Meetings

- Tegan C. attended a quick touch base meeting with Assistant Superintendent on Immigrants 4 Immigrants program on January 10.
- Tegan C. attended the Phoenixville CTC meeting on January 11.
- Tegan C. attended the PARN meeting with Mark P. to present on Youth Services to various area agencies.
- Tegan C. attended Hub Meeting on January 18 and met with Ann's Heart to discuss a potential partnership.
- Tegan C. attended the CCLS Youth Services meeting on January 24.
- Tegan C. met with Sai S. on January 24 & 31 to discuss details of how to garner interest from participants and volunteers for Immigrants 4 Immigrants, a new tutoring program for students in 4th & 5th grades who immigrated.
- Tegan C. attended, with Lara L. a meeting and tour of Ann's Heart's building to discuss potential collaboration for afterschool program for children with area non-profits on January 30.
- Tegan Conner-Cole met with Lara L., Mark P., and Christine N. as needed on library services throughout the month.

Additional Activities

- Continued rigorous assessment of Children's Non-Fiction collection with removal of non-circulating, outdated, and damaged materials.
- Ordering of new items for collections including filling in series titles, missing topics, and replacing damaged titles.
- Publicizing of Children's Library Calendar and events through the e-newsletter and social media.
- Covered Circulation Desk as needed.
- Planned programming with Youth Services & Young Adult Librarian for February events.
- Started planning and reaching out to potential presenters for Sumer 2023.
- Decorated Youth Area for Valentine's Day.
- For Youth Services & Young Adult Librarian Activities (Rebecca L.): see attached YA Reports
- David B. maintained rotating displays including a featured Lunar New Year Display and Martin Luther King, Jr. display.

Trainings

- See YA Report for Rebecca L trainings.

Correspondence in January

- Email and/or phone contact with other staff members as needed.
- Emails and/or phone conversations with questions from patrons about programs and title requests.
- Communicated with YMCA Child Care Coordinator for visit.
- Email correspondence with PACLC to discuss January visit, future visits, and theme bags.
- Email correspondence with Phoenixville High School Librarian, Jessica B., about January lunch visit. Visit postponed to February.
- Email correspondence with Sai S., 2 ELD teachers and Assistant Superintendent to set up Immigrants 4 Immigrants program at the library.
- Correspondence with Barnstone to schedule preschool Art Program in January.
- Email correspondence with performers for potential future programs.
- Email correspondence with CCLS.
- Email correspondence with student to start a potential weekly program in February/March

Submitted by Tegan Conner-Cole, Director of Youth Services.
February 2, 2023

January 2023
Youth 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.

Activities/ Programs

Created various posts online for patrons through different media outlets

Facebook/Instagram

- Children's/YA Programs

Weekly Programs

Currently we have 8 in-person programs and 2 virtual programs a week for kids birth through 5 years. These classes range from reoccurring in-formal classes to STEM classes and ones with weekly themes. For our young adults, we are currently doing between 3 different programs a month, 1 movie night, 1 virtual and 1 passive.

Reoccurring In-Formal

1-2-3 Learn With Me

Babies & Books

Weekly Themes

Mighty Preschoolers (In-person & online)

- Letters of the Alphabet
- Letter M
- Letter N

Toddler Time (In-person & online)

- New Books
- Bears
- Lunar New Year
- All About Me
- Science

Special Toddler Events

- Take & Make Craft Day

Young Adult

- YA Mystery Bag
- Teen Book Read
- Teen Movie Night – Black Adam

Webinar's/Meetings

- New Year, Balanced Life - Jan. 10th

- Comic Books, Coding, Cosplay, Crazes, and D&D: Making Libraries a Hub for the Inclusive Nerd Culture - Jan. 11th
- Level Up Your Book Displays - Jan. 18th
- Authors & ARCs - Jan. 19th
- See Your Library Through Your Patron's Eyes - Jan. 25th

Other Planning

- Updated the online calendar for Children's & YA for our February Programs
- Created a calendar for the February children's programs
- Decorated the upstairs display case for February themes
- Worked on weeding the Young Adult Room
- Created a flyer for school age and young adult events for February
- Ordered items for the Young Adult collection

January 2023
Adult Services Report
(all events/statistics as of January 31)

Regular Activities

- Scheduling passport application acceptance and notary appointments; covering 3-hour passport appointment shifts on Wednesdays and Fridays; 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 2,400+ 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

- Webinar “Breaking Biases: Building Bridges for Inclusion” from PA Link to Aging & Disability Resources 1/19
- PARN (Phoenixville Area Resource Network) meeting on Zoom 1/24 (presented – along with Tegan -- on Library services and programs)

Upcoming Special Programs/Events

- “Abraham Lincoln, Slavery & the Civil War” with Jim Segrave-Daly 2/13
- “Community Gardening around the Village: Bounty from the Harvest” with Naomi Maloney 2/16
- “Get Connected – Jumpstart Your Job Search” with CareerLink Chester County 2/17
- “Step-by-Step Acrylic Painting Class” with Geraldine Guzman 2/23
- “Dr. Daisy Century Presents Sojourner Truth” (joint program with Youth Services) 2/27
- “Gambling Addiction Presentation” with Josh Mountz, Compass Mark 3/2
- “Community Gardening around the Village: Winter Tree Walk at Reservoir Park” with Martha Cownap 3/5

Program/Event/Other Planning

- Scheduling special online, in-person, and hybrid programs for April and beyond, including tie-in events to Longwood Gardens Community Read.
- Planning for conversion of several of our physical museum passes to printable passes.

January Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	477
Adult Laptop Individual Users	91
Mobile Printing Users	16
Mobile Hotspot Checkouts	11
Museum Pass Checkouts	17

January Passport Application Acceptance Statistics

Appointments	455
Income	\$17,260.00

January Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	11	
Daytime Book Club	6	
Phoenix Fiction Writers	7 (2 sessions)	
Phoenixville Tech Group	86 (5 sessions)	
Career Success Group	7 (2 sessions)	
Legal Outreach Clinic appointments	3	
Tech Help appointments	10	
Maternal & Child Health Consortium Family Benefits Assistance appointments	28	
Sahaja Yoga Meditation Class	25 (4 sessions)	
ESL Conversation Group	16 (4 sessions)	
Movies on Tap: Zoom Edition	7	
Outreach: Senior Center Book Club	7	
Movie Night: "The Woman King"	16	
"Destination Decluttered: Make Space for What is Important to You" 1/5	60	
"Investment Concerns in a Fragile Market" 1/9	9	
"Ask the Therapist" 1/19	2	
"Save-Organize-Share Your Digital Photos" 1/23	22	11
"Community Gardening around the Village: Native Plants in the Landscape" 1/26	53	27 (first day)
"Essential Oils for Winter Wellness" 1/30	17	

Respectfully submitted,
 Mark Pinto
 Adult Services Director



Circulation Report for February 2023

Circulation Department:

- Hired New Circulation Assistant
 - First Day: January 30th
- Number of **checkouts** month-to-date: 10,877
- Number of **check-ins** from month-to-date: 9,627
- Number of **holds** from month-to-date: 403

Volunteers:

- **Total Amount of Volunteer Hours through December 1st to December 28th: 82.25**
- **Total Amount of Volunteer Hours for TOTAL fiscal year: 499.5**
- Beginning to plan the Spring Volunteer Appreciation Luncheon
- Beginning to plan a group of volunteers to assist with the garden

Library Card Sign-ups:

- **Total Amount of Patron Applications from January: 167**

Meetings/Events

- Intellectual Freedom Committee – February 15th

Continuing Education:

- Both full-time circulation assistants attending PaLA's Frontline Online – February 8th

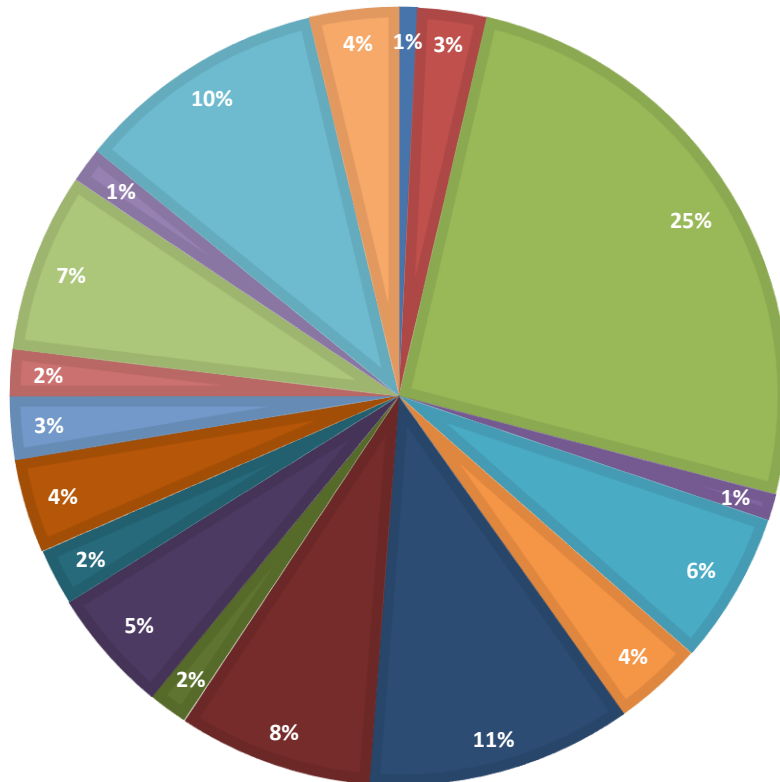
Additional Updates: N/A

Respectfully Submitted,

Christine Nicholson
Circulation Manager & Volunteer Coordinator
January 2023

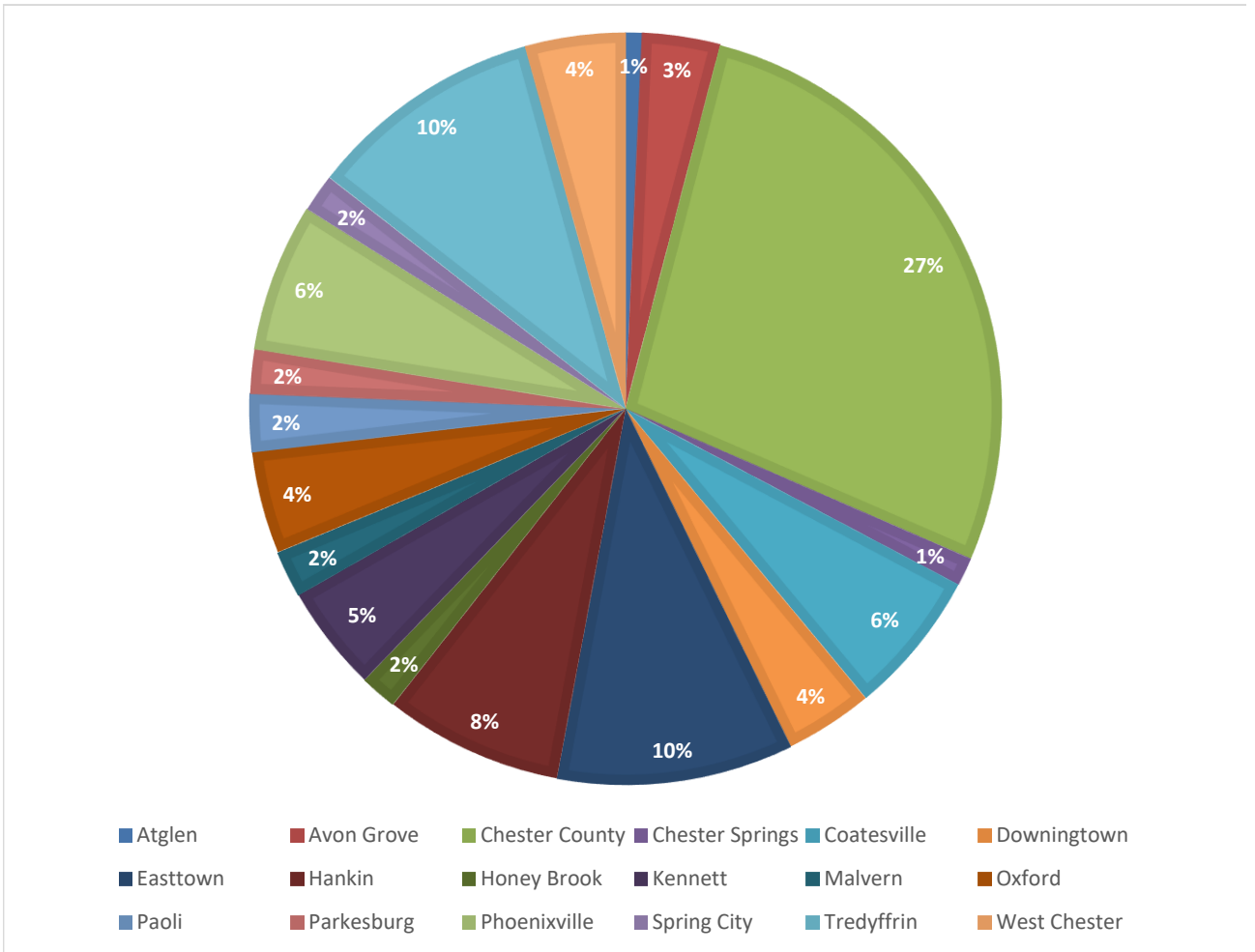
December 2022 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	29	102	131
Avon Grove	144	358	502
Chester County	1470	2961	4431
Chester Springs	19	173	192
Coatesville	363	735	1098
Downingtown	192	461	653
Easttown	409	1510	1919
Hankin	300	1107	1407
Honey Brook	144	142	286
Kennett	322	580	902
Malvern	146	264	410
Oxford	280	402	682
Paoli	128	328	456
Parkesburg	178	160	338
Phoenixville	555	744	1299
Spring City	45	212	257
Tredyffrin	273	1544	1817
West Chester	165	481	646
TOTAL	5162	12264	17426



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

November 2022 Computer Usage (Sessions)		REVISED	
	Envisionware	Wireless	Total
Atglen	25	113	138
Avon Grove	239	425	664
Chester County	1499	3945	5444
Chester Springs	28	216	244
Coatesville	387	848	1235
Downingtown	209	541	750
Easttown	341	1674	2015
Hankin	281	1238	1519
Honey Brook	135	181	316
Kennett	314	591	905
Malvern	27	372	399
Oxford	413	458	871
Paoli	158	330	488
Parkesburg	192	186	378
Phoenixville	511	753	1264
Spring City	92	231	323
Tredyffrin	291	1721	2012
West Chester	184	668	852
TOTAL	5326	14491	19817

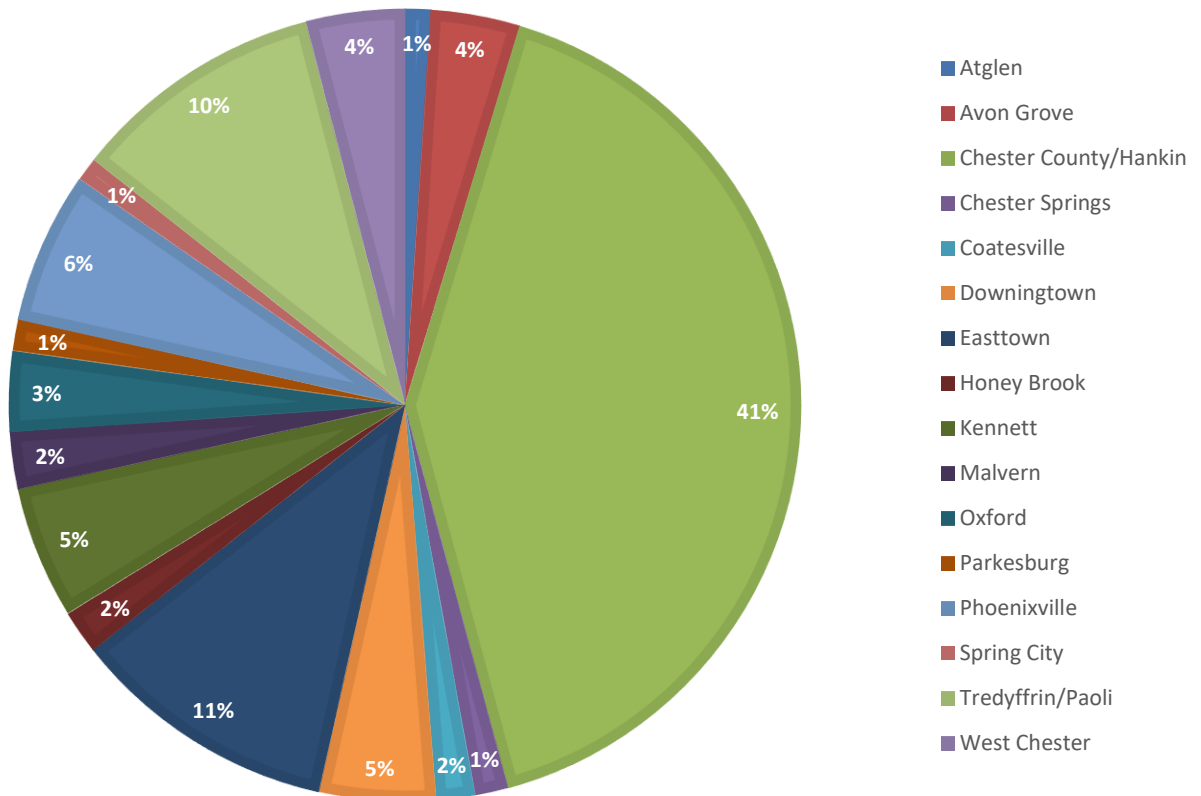


Envisionware and Wireless numbers were reversed in original document. Totals are the same.

December 2022 Circulation

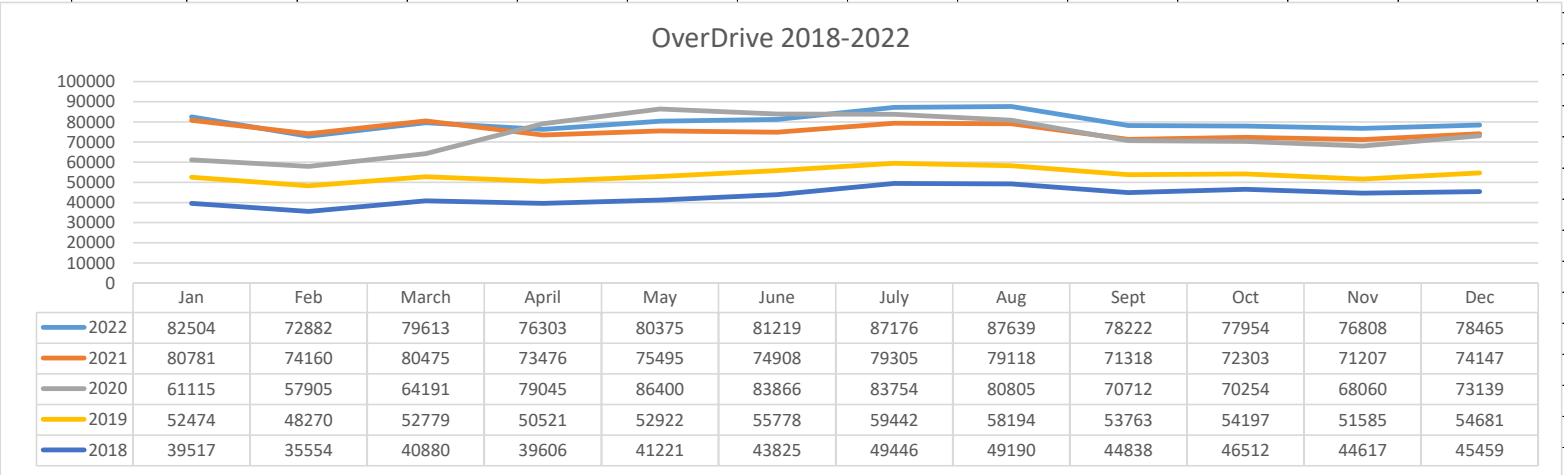
	Sierra	OverDrive	Total
Atglen	1971	800	2771
Avon Grove	7003	2754	9757
Chester County/Hankin	81290	28859	110149
Chester Springs	1843	1804	3647
Coatesville	3350	870	4220
Downingtown	10228	2487	12715
Easttown	15416	13833	29249
Honey Brook	4339	431	4770
Kennett	8037	6457	14494
Malvern	4560	1663	6223
Oxford	6671	2055	8726
Parkesburg	3129	314	3443
Phoenixville	11338	5272	16610
Spring City	2184	400	2584
Tredyffrin/Paoli	19679	7995	27674
West Chester	8314	2471	10785
TOTAL	189352	78465	267817

PERCENTAGE DISTRIBUTION



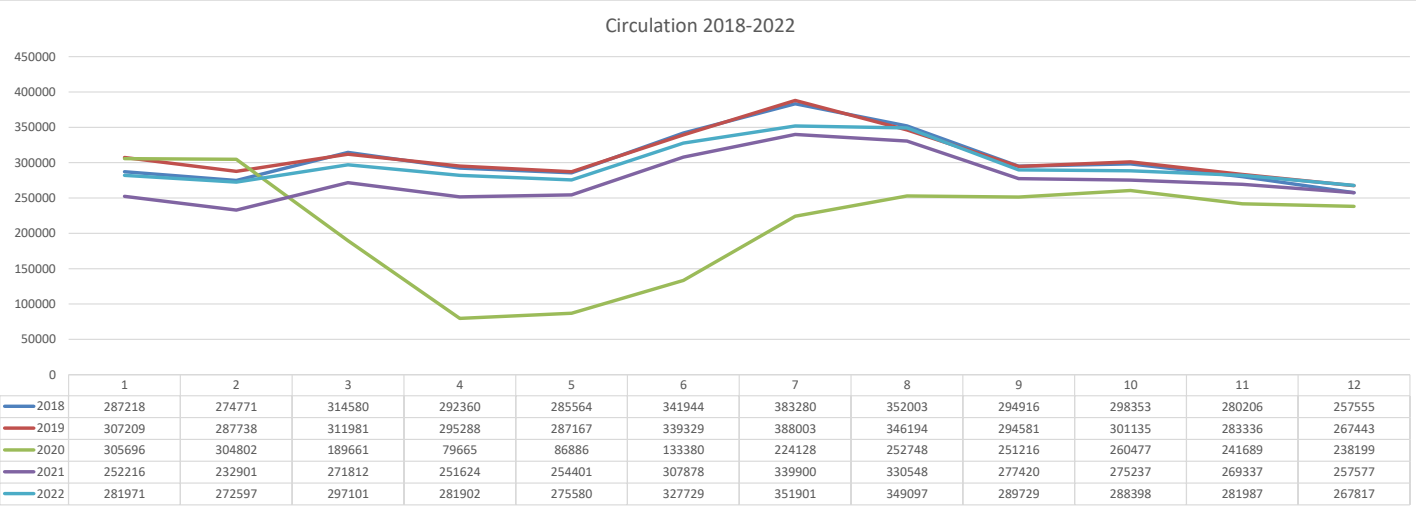
OverDrive Percentage Distribution 2022														
Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	
Atglen	1.02%	841	743	812	778	819	828	888	893	797	795	783	800	9777
Avon Grove	3.51%	2895	2558	2794	2678	2821	2850	3059	3076	2745	2736	2696	2754	33661
Chester County/HH	36.78%	30344	26806	29281	28064	29561	29872	32063	32233	28769	28671	28249	28859	352773
Chester Springs	2.30%	1897	1676	1831	1754	1848	1868	2005	2015	1799	1792	1766	1804	22054
Coatesville	1.11%	915	808	883	846	892	901	967	972	868	865	852	870	10640
Downingtown	3.17%	2615	2310	2523	2418	2547	2574	2763	2778	2479	2471	2434	2487	30399
Easttown	17.63%	14545	12849	14035	13452	14170	14318	15369	15450	13790	13743	13541	13833	169094
HoneyBrook	0.55%	453	400	437	419	442	446	479	481	430	428	422	431	5269
Kennett	8.23%	6790	5998	6552	6279	6614	6684	7174	7212	6437	6415	6321	6457	78933
Malvern	2.12%	1749	1545	1687	1617	1703	1721	1848	1857	1658	1652	1628	1663	20328
Oxford	2.62%	2161	1909	2085	1999	2105	2127	2283	2296	2049	2042	2012	2055	25124
Parkesburg	0.40%	330	291	318	305	322	324	348	350	312	311	307	314	3831
Phoenixville	6.72%	5544	4897	5350	5127	5401	5458	5858	5889	5256	5238	5161	5272	64450
Spring City	0.51%	420	371	406	389	409	414	444	446	398	397	391	400	4886
Tredyffrin/Paoli	10.19%	8407	7426	8112	7775	8190	8276	8883	8930	7970	7943	7826	7995	97732
West Chester	3.15%	2598	2295	2507	2403	2531	2558	2745	2761	2464	2455	2419	2471	30209
Total	100.0%	82504	72882	79613	76303	80375	81219	87176	87639	78221	77954	76808	78465	959160

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	959160
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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	Y
68			January	February	March	April	May	June	July	August	September	October	November	December	Total		
69																	
70	MALVERN	2018	6405	6096	6715	6137	6318	8353	10024	9158	6619	7166	6367	6077	85435		-2.78%
71		2019	6959	6470	7080	6435	6482	7957	9783	8479	6384	6491	6042	5679	84241		-1.40%
72		2020	6449	6412	3699	1230	1343	2339	3847	3699	3754	4137	3793	3563	44265		-47.45%
73		2021	4855	4636	5337	4804	4953	7123	8306	7705	6238	6562	6355	6007	72881		64.65%
74		2022	6652	6317	7295	6921	6534	7769	8557	8451	6916	7292	6724	6223	85651		17.52%
75																	
76	OXFORD	2018	8922	8768	9747	9779	9012	11180	12117	11964	9870	10368	9255	7781	118763		1.41%
77		2019	10087	8920	10355	10203	9516	10613	12359	11274	9283	9813	9103	8228	119754		0.83%
78		2020	9446	9737	6129	2253	2450	4104	8388	9343	9057	9615	8511	8942	87975		-26.54%
79		2021	8943	8743	10187	8422	8052	10022	11649	11732	9322	9227	8956	8667	113922		29.49%
80		2022	9248	9055	9921	9403	8768	11232	12102	12467	9624	9734	9468	8726	119748		5.11%
81																	
82	PARKESBURG	2018	4365	4671	4750	5011	3994	4958	5472	5044	4194	4946	4731	4022	56158		-2.78%
83		2019	4805	4558	4712	4310	3442	4283	5178	4224	3946	4835	4636	4592	53521		-4.70%
84		2020	4984	4685	2773	386	341	1520	3465	3762	4051	4486	4349	4464	39266		-26.63%
85		2021	3712	3592	4541	3540	3527	4129	4215	3847	3506	3746	3492	3742	45589		26.49%
86		2022	3492	3623	3567	3479	3724	4192	4154	4152	3620	3803	3654	3443	44903		-1.50%
87																	
88	PHOENIXVILLE	2018	16378	15456	18147	17387	17182	21454	24052	21636	17349	18362	17113	14747	219263		2.77%
89		2019	18264	16664	17865	17693	16611	20239	24236	21452	17445	17899	16604	15078	220050		0.36%
90		2020	17764	16994	10396	4091	4473	6806	10460	10489	10356	10627	9706	9926	122088		-44.52%
91		2021	11449	10373	11464	9850	10516	15431	18997	18858	15931	15888	15691	15045	169493		38.83%
92		2022	16988	16708	18590	17403	16642	20050	22194	21770	18064	18045	17723	16610	220787		30.26%
93																	
94	SPRING CITY	2018	2772	2887	3401	2923	3007	4212	4618	4166	3163	3102	2704	2318	39273		-3.99%
101		2019	2948	2858	3144	2892	3184	3971	4980	3791	2666	2734	2551	2171	37890		-3.52%
102		2020	2908	2946	1715	471	518	1011	2123	2627	2299	2235	2181	1636	22670		-40.17%
103		2021	1571	1347	1478	1627	1914	2374	2685	3191	2626	2160	2251	2048	25272		11.48%
104		2022	2096	2174	2885	2558	2443	3205	3635	3562	2864	2680	2730	2584	33416		32.23%
105																	
108	TREDYFFRIN/PAOLI	2018	30450	29542	33492	30027	29914	34180	37196	34597	30110	30224	29301	27796	376829		1.53%
109		2019	32444	30670	33220	31319	29629	32899	36563	35057	31093	31583	29979	29330	383786		1.85%
110		2020	32884	33602	20374	8202	8923	13557	22464	25710	25925	25290	22762	19922	259615		-32.35%
111		2021	20659	18421	24680	24230	24718	29178	32707	31704	24807	26929	26285	26682	311000		19.79%
112		2022	28040	27215	29181	28411	27226	30653	33428	33568	27421	27976	27783	27674	348576		12.08%
113																	
114	WEST CHESTER	2018	12105	11439	13480	12807	12309	14938	17168	15807	12913	13138	12141	10995	159240		-1.21%
115		2019	12868	11891	13036	12488	11819	14638	16878	15584	12550	13173	12712	11355	158992		-0.16%
116		2020	11457	12587	7371	3021	3348	5536	11246	11762	11375	11832	9848	8277	107660		-32.29%
117		2021	8743	8694	10721	10200	10402	13546	14644	13624	11691	11097	11185	10304	134851		25.26%
118		2022	11054	11201	12021	11219	10556	14304	15203	15586	11548	11730	11139	10785	146346		8.52%
119																	
120			January	February	March	April	May	June	July	August	September	October	November	December	Total		
121	System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209		
122		2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715		
123		2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963		
124		2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236		
125		2013	322760	310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974		
126		2014	303205	282462	330326	299557	296856	347702	411539	361843	317450	294446	285698	274294	3805378		
127		2015	309020	291129	317277	289670	278038	361649	394319	361008	303319	299507	287243	271629	3763808		-1.09%
128		2016	297683	299386	311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907		-1.51%
129		2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155		-1.18%
130		2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3662750		-0.01%
131		2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3709404		1.27%
132		2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547		-30.76%
133		2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851		29.29%
134		2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3565809		7.38%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	Y
135																	
136																	
137			January	February	March	April	May	June	July	August	September	October	November	December	Total		
138	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%		
139	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%		
140	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%		
141	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%		
142	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%		
143	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%		
144	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%		
145	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%		
146	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%		
147	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%		
148	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%		
149	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%		
150	2022 to 2021	2022/2021	11.80%	17.04%	9.30%	12.03%	8.33%	6.45%	3.53%	5.61%	4.46%	4.78%	4.70%	3.98%	7.38%		
151																	
152																	
153	YTD2021		252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851		
154	YTD2022		281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3565809	7.38%	
155																	
156																	
157																	
158			2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555		
159			2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443		
160			2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199		
161			2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577		
162			2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817		
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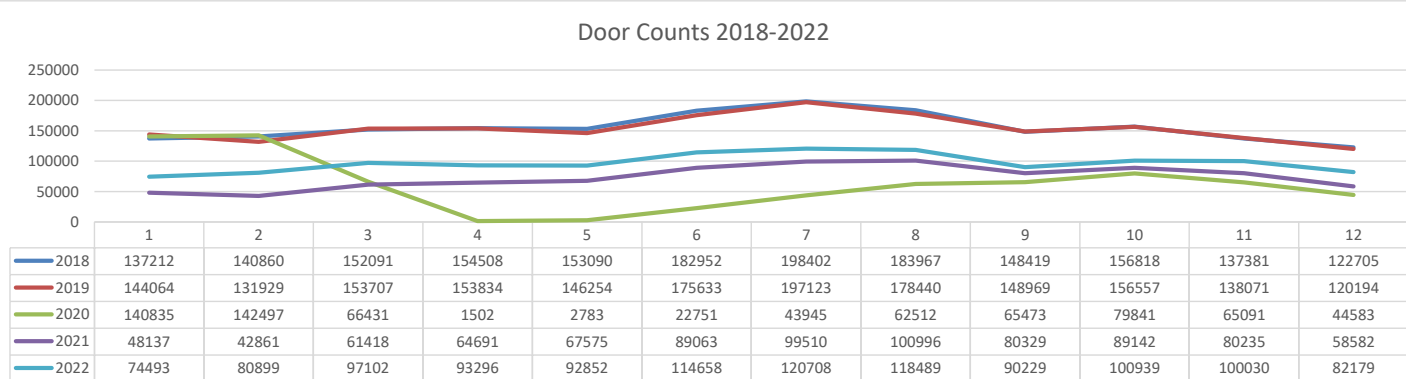
Door Count Comparisons 2022

	January	February	March	April	May	June	July	August	September	October	November	December	Total	vs Prior year
Atglen														
2018	1556	1506	1714	1702	2010	2977	3261	2485	1884	1893	1656	1298	23942	5.84%
2019	1753	1501	1761	1781	1792	2476	2652	1847	1639	1714	1460	1347	21723	-9.27%
2020	1450	1517	698	22	24	436	573	617	734	662	589	524	7846	-63.88%
2021	491	511	791	958	961	1540	1612	1389	1148	1132	947	1061	12541	59.84%
2022	852	1006	712	3168	3488	4279	3091	1398	1179	1317	963	833	22286	77.71%
Avon Grove														
2018	7065	7973	9237	8805	9115	10718	13116	11713	8338	8966	7651	6311	109008	1.32%
2019	7602	6680	8233	9043	8509	10881	12812	10576	8155	9165	7812	5882	105350	-3.36%
2020	7776	7963	3985	83	68	2231	3792	4185	4401	4694	3985	3560	46723	-55.65%
2021	4030	3576	4878	4554	4679	5838	6838	6074	5123	5096	5615	4694	60995	30.55%
2022	4803	5517	5840	6363	6010	7406	7725	6689	5813	5813	6656	5159	73794	20.98%
Chester County														
2018	34479	36748	37918	38170	35526	42083	47453	43422	35524	35968	32698	32324	452313	-1.62%
2019	36441	34793	38496	36405	33223	40524	46845	42052	33777	34142	31804	30102	438604	-3.03%
2020	34107	35364	15169	254	265	3289	8054	21504	22842	25025	21321	15766	202960	-53.73%
2021	16597	15043	18047	15737	16300	21393	23329	22932	18370	19542	17976	16062	221328	9.05%
2022	17261	16788	20458	16805	16514	21963	23718	22515	18450	18942	17978	16490	227882	2.96%
Chester Springs														
2018	1387	1356	1597	1430	1556	1987	2863	1942	1538	1601	1468	1418	20143	-6.77%
2019	1651	1727	1868	1868	1716	2442	3246	2375	1844	1761	1774	1667	23939	18.85%
2020	1741	1654	877	71	93	742	1132	1010	950	944	750	662	10626	-55.61%
2021	709	621	947	977	1523	1574	1486	1761	1151	1520	1236	1079	14584	37.25%
2022	905	1242	1466	1729	1818	1969	2079	2107	1382	1527	1539	1248	19011	30.36%
Coatesville														
2018	5023	5379	5586	6378	6788	7606	7345	6513	5053	5956	4697	4386	70710	-2.25%
2019	5871	4975	5900	6842	6519	6747	7080	6326	5669	6692	4961	4558	72140	2.02%
2020	5219	5081	2418	17	49	347	164	725	1106	1236	836	747	17945	-75.12%
2021	792	719	1509	1886	2040	2549	3064	3087	2233	2633	2423	2507	25442	41.78%
2022	2288	2861	2916	2626	2687	3325	3720	4369	3112	3699	2989	2544	37136	45.96%
Downingtown														
2018	7674	8804	10167	9050	8978	11910	11835	11625	9209	10599	7710	6745	114306	6.86%
2019	8156	8387	10301	9235	9048	12016	12990	12643	10605	10753	8408	6866	119408	4.46%
2020	8490	9006	4311	138	168	1491	1720	2017	1999	1767	3406	2702	37215	-68.83%
2021	2911	2371	3359	3635	4280	6872	7584	7747	6984	7875	5689	5210	64517	73.36%
2022	5163	6037	8922	6832	6269	9844	9481	8773	7739	8101	6462	5656	89279	38.38%
Easttown														
2018	11915	11789	11678	13061	13220	14805	14834	14222	13339	14562	11832	10429	155686	-4.72%
2019	12439	11485	13310	13558	13829	14537	15356	13433	12802	13910	12317	10051	157027	0.86%
2020	12480	12562	5830	70	371	1410	3979	5287	5392	7891	6905	25	62202	-60.39%
2021	18	62	551	3796	3221	4285	5703	6775	6178	8576	8981	5190	53336	-14.25%
2022	5264	6421	7185	7200	7468	7878	8863	8541	7990	11146	11693	6164	95813	79.64%

	January	February	March	April	May	June	July	August	September	October	November	December	Total	vs Prior year	
Hankin	2018	10146	9886	11194	11545	10524	12507	13089	12738	10438	11193	9866	8216	131342	-3.66%
	2019	10042	9149	11089	10582	9997	11644	12887	11313	9984	10691	9129	8289	124796	-4.98%
	2020	9971	9966	5008	166	185	1536	3290	4437	4700	9464	4572	4466	57761	-53.72%
	2021	4801	4377	5772	5316	5130	6854	7561	7528	5926	6217	5953	5559	70994	22.91%
	2022	5616	6143	7748	7306	7100	8060	8668	8807	5184	6042	5800	5246	81720	15.11%
Honey Brook	2018	2391	2419	2424	2842	2751	3072	3428	3292	2787	2971	2440	2047	32864	-2.10%
	2019	2439	2304	2505	2872	2664	3083	3494	3525	2683	2755	2428	2048	32800	-0.19%
	2020	2274	2421	1232	102	568	836	1517	1515	1570	1695	866	462	15058	-54.09%
	2021	831	715	1509	1587	1757	2212	2414	2279	2150	2171	1924	1800	21349	41.78%
	2022	1657	1915	2301	2137	2254	2586	2355	2364	2092	2177	2009	1720	25567	19.76%
Kennett	2018	7878	8236	8762	8530	9020	11481	13664	12159	8442	9643	7883	7135	112833	-2.61%
	2019	8481	7154	8644	8852	8895	11444	13892	10942	8113	9183	7771	7174	110545	-2.03%
	2020	7681	7649	4324	220	375	715	1250	1713	1621	1729	1365	1475	30117	-72.76%
	2021	1491	1356	3682	5455	5655	6811	7424	6797	5759	5943	5321	4862	60556	101.07%
	2022	5118	5296	6040	5976	5840	7371	7804	7992	6380	6373	6021	5856	76067	25.61%
Malvern	2018	4967	4696	5007	5313	5536	6260	8055	6727	4936	5190	4339	4730	65756	-2.19%
	2019	5353	4388	5033	5156	5194	5941	7619	6534	4938	5296	4453	4211	64116	-2.49%
	2020	5257	4896	2235	39	99	1506	2635	2077	2052	2301	2037	1760	26894	-58.05%
	2021	2298	1922	2608	2451	2308	3214	3635	3473	2947	3337	3007	2908	34108	26.82%
	2022	2852	3021	3528	3403	3670	4136	4250	4771	4120	4088	3947	3318	45104	32.24%
Oxford	2018	5267	4926	5222	5944	5688	7087	7279	7240	5837	6117	5356	4211	70174	-4.52%
	2019	5621	4677	5471	5737	5422	6375	6601	6704	6281	5943	4668	4211	67711	-3.51%
	2020	5131	4799	2347	49	121	1083	2442	2715	2917	6356	2717	2256	32933	-51.36%
	2021	2620	2356	3799	4000	3972	4186	4542	4623	3350	3867	3437	3275	44027	33.69%
	2022	3216	3422	3634	3832	3889	5346	5563	5734	4398	4286	4059	3331	50710	15.18%
Paoli	2018	3755	3905	4413	4380	4297	5198	4893	5407	4772	4238	4088	3725	53071	-4.26%
	2019	4454	4204	4714	4740	4496	4987	5356	5390	4422	4407	4505	3747	55422	4.43%
	2020	4400	4168	2047	13	16	575	1185	1309	1302	1255	987	1275	18532	-66.56%
	2021	1266	1199	1224	1166	1248	1606	1882	1860	2029	2010	1839	1969	19298	4.13%
	2022	1823	1914	2194	2251	2139	2617	2665	2875	2476	2779	2169	2330	28232	46.29%
Parquesburg	2018	2258	2338	2555	2841	2634	3050	3356	3110	2506	2816	2230	2242	31936	-7.71%
	2019	2276	2137	2615	2917	2581	2791	3000	2810	2652	2727	1986	2254	30746	-3.73%
	2020	2377	2438	1302	93	79	984	1538	1549	1788	2229	1688	1699	17764	-42.22%
	2021	1661	1391	1962	1827	1891	2360	2288	2613	1987	2217	2138	1905	24240	36.46%
	2022	1643	1861	2393	2442	2421	2620	2423	2545	2247	2093	2184	2029	26901	10.98%
Phoenixville	2018	9481	9423	9837	11051	10676	12275	13452	13008	9735	11024	9467	7685	127114	2.13%
	2019	9953	7836	9378	10604	10021	12086	14193	12998	10468	11377	10007	8222	127143	0.02%
	2020	10317	10245	4783	61	56	1552	3245	2955	3031	3151	2790	2701	44887	-64.70%
	2021	2957	2353	3503	2884	2743	5577	6444	6271	5032	5754	5326	5034	53878	20.03%
	2022	5468	6261	7911	7207	6756	8005	8739	9645	7377	7371	7525	6305	88570	64.39%

	January	February	March	April	May	June	July	August	September	October	November	December	Total	vs Prior year
Spring City														
2018	2397	2374	2505	2490	2974	3406	4019	3592	2537	2885	3143	2526	34848	-0.20%
2019	2253	2058	2409	2540	3003	2907	3862	3238	2534	2820	2711	2349	32684	-6.21%
2020	2300	2519	1109	0	19	1081	1185	1181	1024	1311	1920	891	14540	-55.51%
2021	775	681	1039	1451	1628	1304	1488	1854	1533	1518	1678	1544	16493	13.43%
2022	1072	1499	1857	1637	2288	1954	2004	2280	1680	1635	2400	1574	21880	32.66%
Tredyffrin														
2018	12824	12661	15134	13658	14044	17115	16880	15406	14091	13476	13107	11474	169870	-2.89%
2019	12671	12415	14757	13718	12244	15606	15644	16964	15356	15463	14425	10985	170248	0.22%
2020	13769	13392	5674	34	138	876	2357	3590	3865	3752	3732	987	52166	-69.36%
2021	1042	896	2830	3598	4363	5578	6463	6587	3930	5370	6391	5317	52365	0.38%
2022	5325	5389	6623	7135	6628	8491	9956	9734	8100	7796	9492	7392	92061	75.81%
West Chester														
2018	6749	6441	7141	7318	7753	9415	9580	9366	7453	7720	7750	5803	92489	-5.51%
2019	6608	6059	7223	7384	7101	9146	9594	8770	7047	7758	7452	6231	90373	-2.29%
2020	6095	6857	3082	70	89	2061	3887	4126	4179	4379	4625	2625	42075	-53.44%
2021	2847	2712	3408	3413	3876	5310	5753	7346	4499	4364	4903	4667	53098	26.20%
2022	4167	4306	5374	5247	5613	6808	7604	7350	5422	5734	6144	4984	68753	29.48%
System														
2012	161518	161722	183550	170684	166654	198815	217166	202201	157984	161980	160298	134527	2077099	
2013	163055	156259	166850	170117	164205	190964	225885	204258	160740	171381	153109	126853	2053676	-1.13%
2014	140519	129249	165962	160647	157185	178969	222343	189800	168728	161670	146714	138137	1959923	-4.57%
2015	143599	138253	152532	159097	147844	189168	206319	185330	157475	158951	145434	132509	1916511	-2.21%
2016	131097	142252	159983	162479	147881	182774	189787	189277	149974	153010	144736	123890	1877140	-2.05%
2017	141934	138018	160044	151650	154080	186998	194478	193915	152695	158760	146829	123592	1902993	1.38%
2018	137212	140860	152091	154508	153090	182952	198402	183967	148419	156818	137381	122705	1868405	-1.82%
2019	144064	131929	153707	153834	146254	175633	197123	178440	148969	156557	138071	120194	1844775	-1.26%
2020	140835	142497	66431	1502	2783	22751	43945	62512	65473	79841	65091	44583	738244	-59.98%
2021	48137	42861	61418	64691	67575	89063	99510	100996	80329	89142	80235	58582	882539	19.55%
2022	74493	80899	97102	93296	92852	114658	120708	118489	90229	100939	100030	82179	1165874	32.10%

CCL 2022 door counts are estimated.



Phoenixville Public Library
Budget vs. Actuals: Budget 2022-2023 - FY23 P&L
 July 2022 - January 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
400 Appropriations			0.00	
400.1 Appropriation - P.A.S.D.	578,340.00	578,340.00	0.00	100.00%
400.2 Appropriation - County	75,461.01	102,320.00	-26,858.99	73.75%
400.3 Appropriation - State		93,524.00	-93,524.00	0.00%
400.4 Appropriation - Charlestown Tws		5,500.00	-5,500.00	0.00%
400.5 Appropriation - Schuylkill Twp		6,250.00	-6,250.00	0.00%
400.6 Appropriation - East Pikeland	8,600.00	7,000.00	1,600.00	122.86%
Total 400 Appropriations	\$ 662,401.01	\$ 792,934.00	-\$ 130,532.99	83.54%
412 Development Income			0.00	
412.1 Grants	20,000.00	25,000.00	-5,000.00	80.00%
412.2 Projects/Events	16,063.00	45,000.00	-28,937.00	35.70%
412.4 Donations			0.00	
412.4.2 Restricted - General	90.00		90.00	
Total 412.4 Donations	\$ 90.00	\$ 0.00	\$ 90.00	
412.6 Individual Giving			0.00	
412.6.1 Unsolicited	2,881.50		2,881.50	
412.6.2 Unsolicited Memorial Gifts	100.00		100.00	
412.6.3 Target Donors	37,807.99	40,000.00	-2,192.01	94.52%
412.6.4 Restricted - General		3,000.00	-3,000.00	0.00%
412.6.5 Restricted - Children	527.18	3,000.00	-2,472.82	17.57%
Total 412.6 Individual Giving	\$ 41,316.67	\$ 46,000.00	-\$ 4,683.33	89.82%
412.7 Corporate Engagement		10,000.00	-10,000.00	0.00%
412.7.1 Third Party Fundraising	229.49		229.49	
412.7.3 Matching Gifts	633.00		633.00	
Total 412.7 Corporate Engagement	\$ 862.49	\$ 10,000.00	-\$ 9,137.51	8.62%
Total 412 Development Income	\$ 78,332.16	\$ 126,000.00	-\$ 47,667.84	62.17%
420 Operations Income			0.00	
420.1 Fines	9,019.00	12,000.00	-2,981.00	75.16%
420.10 Notary Services	129.00	1,000.00	-871.00	12.90%
420.2 Passport Applications	108,769.70	170,000.00	-61,230.30	63.98%
420.3 Interest	1,417.15	1,000.00	417.15	141.72%
420.4 Items Sold			0.00	
420.4.1 Library Income	1,399.46	2,500.00	-1,100.54	55.98%
420.4.2 PA Sales Tax	39.20		39.20	
Total 420.4 Items Sold	\$ 1,438.66	\$ 2,500.00	-\$ 1,061.34	57.55%
420.5 Lost Books	1,405.04	1,500.00	-94.96	93.67%
420.6 Other (Copier, etc.)			0.00	
420.6.1 Library Income	1,727.80	2,500.00	-772.20	69.11%
420.6.2 PA Sales Tax	25.76		25.76	

Total 420.6 Other (Copier, etc.)	\$	1,753.56	\$	2,500.00	-\$	746.44	70.14%
420.8 Rentals/Collection						0.00	
420.8.1 Library Income		411.50		500.00		-88.50	82.30%
420.8.2 PA Sales Tax		10.35				10.35	
Total 420.8 Rentals/Collection	\$	421.85	\$	500.00	-\$	78.15	84.37%
420.9 Hot Spots						0.00	
420.9.1 Library Income		1,689.26		3,000.00		-1,310.74	56.31%
420.9.2 PA Sales Tax		-1.13				-1.13	
Total 420.9 Hot Spots	\$	1,688.13	\$	3,000.00	-\$	1,311.87	56.27%
Total 420 Operations Income	\$	126,042.09	\$	194,000.00	-\$	67,957.91	64.97%
Total Income	\$	866,775.26	\$	1,112,934.00	-\$	246,158.74	77.88%
Gross Profit	\$	866,775.26	\$	1,112,934.00	-\$	246,158.74	77.88%
Expenses							
500 Adult Library						0.00	
500.1 Books						0.00	
500.1.1 Physical Books		19,123.66		31,000.00		-11,876.34	61.69%
500.1.2 E-Materials		14,437.60		24,000.00		-9,562.40	60.16%
500.1.6 ARPA Adult e-materials		2,942.92				2,942.92	
500.1.7 Flipster				1,500.00		-1,500.00	0.00%
Total 500.1 Books	\$	36,504.18	\$	56,500.00	-\$	19,995.82	64.61%
500.13 Professional Develop. Material		801.57		800.00		1.57	100.20%
500.14 Museum Passes		1,614.33		3,600.00		-1,985.67	44.84%
500.15 Mobile Hotspots		2,252.57		4,500.00		-2,247.43	50.06%
500.2 Magazines & Newspapers		3,190.54		6,000.00		-2,809.46	53.18%
500.3 Audios		2,835.26		5,000.00		-2,164.74	56.71%
500.4 Videos		2,123.84		4,000.00		-1,876.16	53.10%
500.5 Software		154.28				154.28	
500.6 Reference		157.23		700.00		-542.77	22.46%
500.7 Programs - Adult		1,754.30		3,000.00		-1,245.70	58.48%
500.8 Program Supplies - Adult		336.05		1,000.00		-663.95	33.61%
Total 500 Adult Library	\$	51,724.15	\$	85,100.00	-\$	33,375.85	60.78%
510 Youth Library						0.00	
510.1 Books						0.00	
510.1.1 Physical Books		15,725.82		25,000.00		-9,274.18	62.90%
510.1.2 E-Materials		4,725.67		8,000.00		-3,274.33	59.07%
510.1.3 ARPA Children e-materials		2,468.73				2,468.73	
Total 510.1 Books	\$	22,920.22	\$	33,000.00	-\$	10,079.78	69.46%
510.13 Young Adult - All		1,918.96		3,000.00		-1,081.04	63.97%
510.14 Programs - Young Adults		281.98		500.00		-218.02	56.40%
510.15 Program Supplies - Young Adult		249.68		500.00		-250.32	49.94%
510.2 Magazines		358.70		700.00		-341.30	51.24%
510.3 Audios		567.85		1,500.00		-932.15	37.86%
510.4 Videos		1,161.22		2,000.00		-838.78	58.06%
510.5 Software		617.84		1,000.00		-382.16	61.78%
510.7 Programs - Children		1,184.39		4,000.00		-2,815.61	29.61%
510.8 Program Supplies - Children		1,316.60		2,000.00		-683.40	65.83%
Total 510 Youth Library	\$	30,577.44	\$	48,200.00	-\$	17,622.56	63.44%

520 Development Expense			0.00	
520.1 Annual Appeal	7,779.31	5,600.00	2,179.31	138.92%
520.3 Special Events	23,020.59	22,500.00	520.59	102.31%
520.5 Marketing	825.46	500.00	325.46	165.09%
520.8 Donor Management		3,988.00	-3,988.00	0.00%
Total 520 Development Expense	\$ 31,625.36	\$ 32,588.00	-\$ 962.64	97.05%
530 Administration			0.00	
530.1 General			0.00	
530.1.1 Audit/Form 990		8,200.00	-8,200.00	0.00%
530.1.2 Library Board Expenses	2,112.61	1,500.00	612.61	140.84%
530.1.3 Staff Development/Memberships	2,795.12	3,395.00	-599.88	82.33%
530.1.4 Insurance		1,500.00	-1,500.00	0.00%
530.1.5 Advertising		500.00	-500.00	0.00%
530.1.6 Legal Expense		3,000.00	-3,000.00	0.00%
530.1.7 Credit Card Fees	3,170.22	3,000.00	170.22	105.67%
530.1.8 Marketing and Website	4,703.36	3,000.00	1,703.36	156.78%
530.1.9 Miscellaneous	113.83		113.83	
Total 530.1 General	\$ 12,895.14	\$ 24,095.00	-\$ 11,199.86	53.52%
540 Utilities			0.00	
540.1 Electricity	8,927.62	17,000.00	-8,072.38	52.52%
540.2 Gas	1,467.18	4,835.00	-3,367.82	30.34%
540.3 Telephone	4,436.57	6,000.00	-1,563.43	73.94%
540.4 Trash Collection	287.20	450.00	-162.80	63.82%
540.5 Water & Sewer	537.77	1,500.00	-962.23	35.85%
Total 540 Utilities	\$ 15,656.34	\$ 29,785.00	-\$ 14,128.66	52.56%
550 Computer Expense			0.00	
550.2 Hardware	4,155.10	1,000.00	3,155.10	415.51%
550.4 Software		1,800.00	-1,800.00	0.00%
550.5 Software Maintenance	3,506.55	2,000.00	1,506.55	175.33%
550.6 Supplies	788.47	2,000.00	-1,211.53	39.42%
Total 550 Computer Expense	\$ 8,450.12	\$ 6,800.00	\$ 1,650.12	124.27%
560 Other Supplies and Expense			0.00	
560.1 Collection Maintenance	2,024.44	2,800.00	-775.56	72.30%
560.2 Library	4,364.15	3,500.00	864.15	124.69%
560.3 Office	5,181.18	3,500.00	1,681.18	148.03%
560.4 Postage	7,094.65	6,500.00	594.65	109.15%
Total 560 Other Supplies and Expense	\$ 18,664.42	\$ 16,300.00	\$ 2,364.42	114.51%
570 Equipment Leasing/Rental	4,113.59	5,090.00	-976.41	80.82%
580 Buildings & Grounds			0.00	
580.1 Maintenance			0.00	
580.1.2 Grounds	667.25	500.00	167.25	133.45%
Total 580.1 Maintenance	\$ 667.25	\$ 500.00	\$ 167.25	133.45%
580.5 Janitorial Expense			0.00	
580.5.1 Service	17,437.50	25,000.00	-7,562.50	69.75%
580.5.2 Supplies	883.79	4,000.00	-3,116.21	22.09%
Total 580.5 Janitorial Expense	\$ 18,321.29	\$ 29,000.00	-\$ 10,678.71	63.18%
580.7 Minor Improvements and Repairs		500.00	-500.00	0.00%

Total 580 Buildings & Grounds	\$	18,988.54	\$	30,000.00	-\$	11,011.46	63.30%
Total 530 Administration	\$	78,768.15	\$	112,070.00	-\$	33,301.85	70.28%
610 Salaries & Benefits						0.00	
610.1 Salaries						0.00	
610.1.1 Full-Time		270,457.85		437,712.00		-167,254.15	61.79%
610.1.2 Part-Time		72,277.82		122,294.00		-50,016.18	59.10%
610.1.3 Passport Agents		19,595.09		27,144.00		-7,548.91	72.19%
Total 610.1 Salaries	\$	362,330.76	\$	587,150.00	-\$	224,819.24	61.71%
610.2 Social Security Expense		26,674.95		43,330.00		-16,655.05	61.56%
610.3 Employee Benefit Expense		66,616.55		103,691.00		-37,074.45	64.25%
610.3.2 H.S.A. Contribution		2,999.88		9,000.00		-6,000.12	33.33%
Total 610.3 Employee Benefit Expense	\$	69,616.43	\$	112,691.00	-\$	43,074.57	61.78%
610.4 Retirement Expense		46,957.77		91,805.00		-44,847.23	51.15%
Total 610 Salaries & Benefits	\$	505,579.91	\$	834,976.00	-\$	329,396.09	60.55%
Unapplied Cash Bill Payment Expense		-243.49				-243.49	
Total Expenses	\$	698,031.52	\$	1,112,934.00	-\$	414,902.48	62.72%
Net Operating Income	\$	168,743.74	\$	0.00	\$	168,743.74	
Other Expenses							
750 Non-Operating Expense						0.00	
750.1 Furniture, etc.		219.98				219.98	
750.8 Other		-22.33				-22.33	
Total 750 Non-Operating Expense	\$	197.65	\$	0.00	\$	197.65	
Total Other Expenses	\$	197.65	\$	0.00	\$	197.65	
Net Other Income	-\$	197.65	\$	0.00	-\$	197.65	
Net Income	\$	168,546.09	\$	0.00	\$	168,546.09	

Monday, Jan 30, 2023 08:55:19 AM GMT-8 - Cash Basis

Phoenixville Public Library

Balance Sheet

As of January 30, 2023

	TOTAL			
	AS OF JAN 30, 2023	AS OF JAN 30, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	26,428.16	96,616.40	-70,188.24	-72.65 %
100.2 Operating Money Market	831,891.49	876,705.79	-44,814.30	-5.11 %
100.3 Operating Credit Card Receipts	35,942.15	14,392.36	21,549.79	149.73 %
100.5 Certificate of Deposit (59969)	20,637.00	20,637.00	0.00	0.00 %
100.6 Certificate of Deposit (59970)	21,036.00	21,036.00	0.00	0.00 %
100.7 Certificate of Deposit (59971)	31,711.00	31,711.00	0.00	0.00 %
100.8 Certificate of Deposit (64053)	250,000.00		250,000.00	
Total 100 Phoenixville Federal Savings #1	1,217,645.80	1,061,098.55	156,547.25	14.75 %
105 Petty Cash	500.00	500.00	0.00	0.00 %
105.6 Paypal	0.00	0.00	0.00	
Total 105 Petty Cash	500.00	500.00	0.00	0.00 %
106 Circulation Cash	500.00	500.00	0.00	0.00 %
Total Bank Accounts	\$1,218,645.80	\$1,062,098.55	\$156,547.25	14.74 %
Other Current Assets				
125 Supplies	0.00	0.00	0.00	
130 Prepaid Expenses	453.00	453.00	0.00	0.00 %
140 Accounts Receivable - Other	0.00	0.00	0.00	
Total Other Current Assets	\$453.00	\$453.00	\$0.00	0.00 %
Total Current Assets	\$1,219,098.80	\$1,062,551.55	\$156,547.25	14.73 %
Fixed Assets				
150 General Fixed Assets				
150.1 Leasehold Improvements				
150.1.1 1999/2000 Addition	0.02	0.02	0.00	0.00 %
150.1.2 General	0.06	0.06	0.00	0.00 %
Total 150.1 Leasehold Improvements	0.08	0.08	0.00	0.00 %
150.2 2012/2013 Renovation	0.00	0.00	0.00	
150.6 Computer Equipment	-0.12	-0.12	0.00	0.00 %
150.8 Furniture & Fixtures	0.28	0.28	0.00	0.00 %
Total 150 General Fixed Assets	0.24	0.24	0.00	0.00 %
Total Fixed Assets	\$0.24	\$0.24	\$0.00	0.00 %
TOTAL ASSETS	\$1,219,099.04	\$1,062,551.79	\$156,547.25	14.73 %

Phoenixville Public Library

Balance Sheet

As of January 30, 2023

	TOTAL			
	AS OF JAN 30, 2023	AS OF JAN 30, 2022 (PY)	CHANGE	% CHANGE
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
201 Accounts Payable	31,319.00	31,319.00	0.00	0.00 %
220 Credit Card Payables	200.00	200.00	0.00	0.00 %
Total Accounts Payable	\$31,519.00	\$31,519.00	\$0.00	0.00 %
Other Current Liabilities				
221 Accounts Payable - Other	0.01	0.01	0.00	0.00 %
230 Employee Costs Payable				
230.1 Salaries Payable	16,801.95	16,801.95	0.00	0.00 %
230.5 Accrued Vacation	7,158.00	7,158.00	0.00	0.00 %
230.9 Reimbursements by PPL	0.00	0.00	0.00	
Total 230 Employee Costs Payable	23,959.95	23,959.95	0.00	0.00 %
250 Deferred Income	0.00	0.00	0.00	
Total Other Current Liabilities	\$23,959.96	\$23,959.96	\$0.00	0.00 %
Total Current Liabilities	\$55,478.96	\$55,478.96	\$0.00	0.00 %
Long-Term Liabilities				
280 Line of Credit (3 year)	0.00	0.00	0.00	
Total Long-Term Liabilities	\$0.00	\$0.00	\$0.00	0.00 %
Total Liabilities	\$55,478.96	\$55,478.96	\$0.00	0.00 %
Equity				
300 Opening Bal Equity	250,000.00	0.00	250,000.00	
310 Contributed Capital	0.24	0.24	0.00	0.00 %
319 Net Assets	745,073.75	684,903.30	60,170.45	8.79 %
Net Income	168,546.09	322,169.29	-153,623.20	-47.68 %
Total Equity	\$1,163,620.08	\$1,007,072.83	\$156,547.25	15.54 %
TOTAL LIABILITIES AND EQUITY	\$1,219,099.04	\$1,062,551.79	\$156,547.25	14.73 %



Prepared Especially For:
PHOENIXVILLE PUBLIC LIBRARY



By:
Jay Malise
January 19, 2023

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

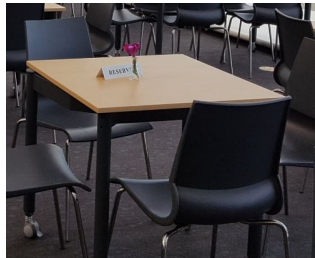
Phone: 610-933-3013
Email: llorenzi@ccls.org

Reply to quotation	JPMA011823
Sheet	1 of 5
Date	01/18/23

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	\$1,142.40	\$13,708.80
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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	\$536.00	\$6,432.00
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Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
CH1	18	SFLA11318??	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	\$303.80	\$5,468.40







CH2	6	3889	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.	\$697.60	\$4,185.60
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T2	1	TT-2496/2000	Northway/Gibraltar rectangular table Dimensions: 96"L x 24"D x 29"H. High pressure laminate top with PVC edges. Round metal legs	\$1,029.75	\$1,029.75
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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>	\$6,228.30	\$24,913.20
					
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>	\$3,987.75	\$15,951.00
					
1	Installation		<p>Receipt and installation of above shelving and furniture by J. P. Jay Associates personnel.</p>	\$1,702.00	\$1,702.00
			<p style="text-align: right;">SubTotal</p>		\$73,390.75

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	\$1,272.00	\$2,544.00
					
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	\$1,414.40	\$2,828.80
					
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.	\$188.50	\$3,016.00



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					\$9,104.05

--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 options being selected from manufacturer's standard offerings.

Accepted by: _____

Total	\$82,494.80
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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.



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Proposal

Benjamin Roberts, Ltd
240 North Prince St
Lancaster, PA 17603-3528
Phone: 717.291.1001
Web: www.benjaminrobertsLtd.com

Order Number	11920
Date	01/19/2023
Customer PO No	
Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	1 of 11

T Phoenixville Public Library
O 183 2nd Ave
Phoenixville, PA 19460

ATTN: Lara Lorenzi
Phone: 610-933-3013 x-123
Email: llorenzi@ccls.org

S Phoenixville Public Library
H 183 2nd Ave
I 183 2nd Ave
P Phoenixville, PA 19460

T ATTN: Lara Lorenzi
O Phone: 610-933-3013 x-123
Email: llorenzi@ccls.org

BUDGETARY PRICING FOR FURNITURE PROJECT

Description	Unit Price
Area A	3,624.00

Line	Qty	Description	Unit Price	Extended Amount
1	1.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area A	539.40	539.40
2	1.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area A	503.40	503.40
12	2.00 Each	AW2TS24N60CB--\$(P2)-.PR6-.S Aware 24D x 60W NestingT-Leg CSTR Pnt(Kit) OPTION: \$(P2):P2 Paint Opts OPTION: .PR6:Silver OPTION: .S:Silver Mark Line For: Area A	641.25	1,282.50
13	2.00 Each	AW3LF2460T--.X-\$(L1STD)-.LW7C-.DF-.ATE 24Dx60W Aware Top Lam FlatEdg for T-Fixed or Nest OPTION: .X:Standard Wood OPTION: \$(L1STD):Grd L1 Standard Laminates OPTION: .LW7C:Shaker Cherry OPTION: .DF:Shaker Cherry *Prev EDF* OPTION: .ATE:One Cutout for Popup Pwr 2inbk Mark Line For: Area A	287.10	574.20
14	2.00	AW4P2C	250.20	500.40



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	Each	Power Harness Corded - 3 AC/1 Open Mark Line For: Area A		
15	2.00 Each	AW4W60--.P 34" Wire Trough for 60" table OPTION: .P:Black Mark Line For: Area A	72.00	144.00
16	2.00 Each	AW4GANG Ganging Hardware Mark Line For: Area A	40.05	80.10

Description	Unit Price
Area C	15,110.40

Line	Qty	Description	Unit Price	Extended Amount
3	8.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area C	539.40	4,315.20
4	8.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area C	503.40	4,027.20
60	8.00 Each	PEX1 36SQTL--L-P2S-TW-TWSPEC-Shaker Cherry 7935-60-TBD->-PSIL-~::~ CAS55-~::~ Performance X, 36 Square Tilt OPTION: L:HP Laminate Surface Table Top OPTION: P2S:1 1/4" Flat PVC w/Square Corners OPTION: TW:Wilsonart OPTION: TWSPEC:Special Wilsonart Laminate OPTION: Shaker Cherry 7935-60: OPTION: TBD:Std PVC Edge (to be specified) OPTION: >:Standard Process OPTION: PSIL:Silver (Base Color) OPTION: ~:Standard 29" Tbl Height OPTION: ~:No Bullet End Caps OPTION: CAS55:Casters (4) - Dual Wheel Black Hard Wheel OPTION: ~:No Table Link OPTION: ~:No Lightweight Core	846.00	6,768.00



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Project Number	
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Mark Line For: AREA C

Description	Unit Price
Computer Lab	8,938.80

Line	Qty	Description	Unit Price	Extended Amount
5	3.00 Each	HMG2--F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Computer Lab	539.40	1,618.20
6	3.00 Each	HMG2--N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Computer Lab	503.40	1,510.20
17	6.00 Each	AW2TS24N60CB--\$(P2)-.PR6-.S Aware 24D x 60W NestingT-Leg CSTR Pnt(Kit) OPTION: \$(P2):P2 Paint Opts OPTION: .PR6:Silver OPTION: .S:Silver Mark Line For: Computer Lab	641.25	3,847.50
18	6.00 Each	AW3LF2460T--X-\$(L1STD)-.LW7C-.DF-.AGO 24Dx60W Aware Top Lam FlatEdg for T-Fixed or Nest OPTION: .X:Standard Wood OPTION: \$(L1STD):Grd L1 Standard Laminates OPTION: .LW7C:Shaker Cherry OPTION: .DF:Shaker Cherry *Prev EDF* OPTION: .AGO:No Cutouts Mark Line For: Computer Lab	287.10	1,722.60
19	6.00 Each	AW4GANG Ganging Hardware Mark Line For: Computer Lab	40.05	240.30

Description	Unit Price
Meeting Rooms 1&2	20,220.60

Line	Qty	Description	Unit Price	Extended Amount
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Salesperson	Terry Cabot
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7	2.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Meeting Rooms 1 & 2	539.40	1,078.80
8	2.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Meeting Rooms 1 & 2	503.40	1,006.80
20	2.00 Each	APWRMOD2WC--.STRM 2 Receptacle 2 USB Worksurface Clamp OPTION: .STRM:Storm Mark Line For: Meeting Rooms 1 & 2	284.40	568.80
21	2.00 Each	AW4W48--.P 17 1/4" Wire Trough for 48" table OPTION: .P:Black Mark Line For: Meeting Rooms 1 & 2	40.05	80.10
22	2.00 Each	CSL2429F--\$(P1)-.P7C Freestanding 24Dx29-1/2H Sup Leg OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	102.60	205.20
23	2.00 Each	EBC60--\$(P1)-.P7C Ess Bookcase 34-1/2Wx12-5/8Dx59H 4-Shelf OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	630.45	1,260.90
24	4.00 Each	ESC530A--\$(P1)-.P7C-.EL-.OMT Essentials 64-1/4Hx30W Storage Cabinet Arch Pull OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow OPTION: .EL:Matte Silver OPTION: .OMT:omt Core to Ord key Alike Mark Line For: Meeting Rooms 1 & 2	909.00	3,636.00
25	2.00 Each	ESC536A--\$(P1)-.P7C-.EL-.OMT Essentials 64-1/4Hx36W StorageCabinet Arch OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow OPTION: .EL:Matte Silver OPTION: .OMT:omt Core to Ord key Alike	1,000.80	2,001.60



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Order Number	11920
Date	01/19/2023
Customer PO No	
Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	5 of 11

Item No	Quantity	Description	Unit Price	Total Price
		Mark Line For: Meeting Rooms 1 & 2		
26	1.00 Each	LKFE6SLV--\$(KEYNUM)-.X101-.2 Lock Core Kit Silver - 6 Cores 2 Keys OPTION: \$(KEYNUM):Key Number OPTION: .X101:Key Number 101 OPTION: .:2 Mark Line For: Meeting Rooms 1 & 2	129.15	129.15
27	5.00 Each	P16524TP--\$(A)-.LN-25-\$(P1)-.P7C Optimize Tckble Pnl 65H x 24W w/out Top Cap OPTION: \$(A):GRD A FAB OPTION: .LN:FAB- Landscape OPTION: 25:Umber OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	268.65	1,343.25
28	2.00 Each	P16530TP--\$(A)-.LN-25-\$(P1)-.P7C Optimize Tckble Pnl 65H x 30W w/out Top Cap OPTION: \$(A):GRD A FAB OPTION: .LN:FAB- Landscape OPTION: 25:Umber OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	304.20	608.40
29	10.00 Each	P16536TP--\$(A)-.LN-25-\$(P1)-.P7C Optimize Tckble Pnl 65H x 36W w/out Top Cap OPTION: \$(A):GRD A FAB OPTION: .LN:FAB- Landscape OPTION: 25:Umber OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	341.55	3,415.50
30	2.00 Each	P16542TP--\$(A)-.LN-25-\$(P1)-.P7C Optimize Tckble Pnl 65H x 42W w/out Top Cap OPTION: \$(A):GRD A FAB OPTION: .LN:FAB- Landscape OPTION: 25:Umber OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	379.35	758.70
31	5.00 Each	P1TC24--\$(P1)-.P7C Panel Top Cap 24"W OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	17.10	85.50
32	2.00 Each	P1TC30--\$(P1)-.P7C Panel Top Cap 30"W OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	17.55	35.10
33	10.00 Each	P1TC36--\$(P1)-.P7C Panel Top Cap 36"W	18.00	180.00



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Order Number	11920
Date	01/19/2023
Customer PO No	
Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
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Item #	Quantity	Description	Unit Price	Total Price
		OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2		
34	2.00 Each	P1TC42--\$(P1)-.P7C Panel Top Cap 42"W OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	18.90	37.80
35	4.00 Each	P365PV--\$(P1)-.P7C Optimize Panel End Covers 65H OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	47.70	190.80
36	4.00 Each	P3CONL65N--\$(P1)-.P7C 65H "L" Connector Post OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	72.00	288.00
37	4.00 Each	P3CONSL "L" Connector Strap Mark Line For: Meeting Rooms 1 & 2	9.45	37.80
38	2.00 Each	P3CONST "T" Connector Strap Mark Line For: Meeting Rooms 1 & 2	12.15	24.30
39	2.00 Each	P3CONT65N--\$(P1)-.P7C 65H "T" Connector Post OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	117.90	235.80
40	10.00 Each	P3CONTT Optimize Inline Connector Kit Mark Line For: Meeting Rooms 1 & 2	43.65	436.50
41	2.00 Each	T52442S--\$(L7PTR)-.WLT6-.EX-.P Primary 24Dx42W Flat Eg Lam w/Grommets OPTION: \$(L7PTR):Grd L7 Partnership Laminates OPTION: .WLT6:Timberwolf Alona Y0288-12 OPTION: .EX:Bungalow OPTION: .P:Plastic Grommet Mark Line For: Meeting Rooms 1 & 2	300.15	600.30
42	2.00 Each	T53066B--\$(L7PTR)-.WLT6-.EX-.P Peninsula 30Wx66L Flat Eg Lam w/Grommet OPTION: \$(L7PTR):Grd L7 Partnership Laminates OPTION: .WLT6:Timberwolf Alona Y0288-12 OPTION: .EX:Bungalow OPTION: .P:Plastic Grommet Mark Line For: Meeting Rooms 1 & 2	664.65	1,329.30
43	2.00 Each	Z5SC72 60W External Supt Channel for 72W W/S Mark Line For: Meeting Rooms 1 & 2	54.90	109.80
44	2.00	T6BK--\$(P1)-.P7C	31.50	63.00



Making Your Space Your Place.

Proposal

Benjamin Roberts, Ltd
 240 North Prince St
 Lancaster, PA 17603-3528
 Phone: 717.291.1001
 Web: www.benjaminrobertsltd.com

Order Number	11920
Date	01/19/2023
Customer PO No	
Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	7 of 11

	Each	Worksurface Bracket Kit OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2		
45	1.00 Each	TKEP1129PL--\$(P1)-.P7C DNA Pnl Mnt LH 11Dx29-1/2H End Pnl Supt OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	124.65	124.65
46	1.00 Each	TKEP1129PR--\$(P1)-.P7C DNA Pnl Mnt RH 11Dx29-1/2H End Pnl Supt OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	124.65	124.65
47	2.00 Each	TT629SC--\$(P1)-.P7C Sup Column 29-1/2Hx3 Dia. OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Meeting Rooms 1 & 2	112.05	224.10

Description	Unit Price
Passport Office	4,001.40

Line	Qty	Description	Unit Price	Extended Amount
9	1.00 Each	HIWMM--.Y1-.A-.H-.IM-\$(2)-.CLYD-06-.NL-.SB-.T Ignition 2 Task Mid-back, ilira back OPTION: .Y1:Syncho-Tilt W Seat Slider OPTION: .A:Height and Width Adj. Arm OPTION: .H:Hard Caster OPTION: .IM:4-Way Black OPTION: \$(2):II UPHOLSTERY OPTION: .CLYD:Clyde Color OPTION: 06:Relic OPTION: .NL:No Lumbar OPTION: .SB:Standard Base OPTION: .T:Black Mark Line For: Passport Office	474.60	474.60
10	1.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Passport Office	539.40	539.40
11	1.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2	503.40	503.40



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Project Number	
Terms	NET 30
Page	8 of 11

		OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Passport Office		
48	1.00 Each	APWRMOD2WC--.STRM 2 Receptacle 2 USB Worksurface Clamp OPTION: .STRM:Storm Mark Line For: Passport Office	284.40	284.40
49	1.00 Each	AW4W48--.P 17 1/4" Wire Trough for 48" table OPTION: .P:Black Mark Line For: Passport Office	40.05	40.05
50	2.00 Each	CDG--\$(P1)-.P7C Gussets (1 Pr) OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	76.95	153.90
51	1.00 Each	CEP1129F--\$(P1)-.P7C Freestanding 11DX29-1/2H End Pnl Sup OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	110.25	110.25
52	1.00 Each	CEP2429F--\$(P1)-.P7C Freestanding 24DX29-1/2H End Pnl Sup OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	118.80	118.80
53	1.00 Each	CSL2429F--\$(P1)-.P7C Freestanding 24Dx29-1/2H Sup Leg OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	102.60	102.60
54	1.00 Each	PF197-183A--\$(P1)-.P7C-.EL-.OMT Essentials Support Ped BBF 28Hx18Dx15W Arch Pull OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow OPTION: .EL:Matte Silver OPTION: .OMT:omt Core to Ord key Alike Mark Line For: Passport Office	495.45	495.45
55	1.00 Each	T52448S--\$(L7PTR)-.WLT6-.EX-.P Primary 24Dx48W Flat Eg Lam w/Grommets OPTION: \$(L7PTR):Grd L7 Partnership Laminates OPTION: .WLT6:Timberwolf Alona Y0288-12 OPTION: .EX:Bungalow OPTION: .P:Plastic Grommet Mark Line For: Passport Office	325.80	325.80
56	1.00	T53066B--\$(L7PTR)-.WLT6-.EX-.P	664.65	664.65



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Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	9 of 11

	Each	Peninsula 30Wx66L Flat Eg Lam w/Grommet OPTION: \$(L7PTR):Grd L7 Partnership Laminates OPTION: .WLT6:Timberwolf Alona Y0288-12 OPTION: .EX:Bungalow OPTION: .P:Plastic Grommet Mark Line For: Passport Office		
57	1.00 Each	Z5SC72 60W External Supt Channel for 72W W/S Mark Line For: Passport Office	54.90	54.90
58	1.00 Each	TT629SC--\$(P1)-.P7C Sup Column 29-1/2Hx3 Dia. OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	112.05	112.05
59	1.00 Each	LKFE1SLV--\$(KEYNUM)-.X200-.2 Lock Core Kit Silver - 1 Core 2 Keys OPTION: \$(KEYNUM):Key Number OPTION: .X200:Key Number 200 OPTION: .2:2 Mark Line For: Passport Office	21.15	21.15

Description	Unit Price
Adult Area	24,885.60

Line	Qty	Description	Unit Price	Extended Amount
61	8.00 Each	RUO1-HG4-HB--U-IL-FAB-CFST-Lateral-Horizon-HAZ-PERM_NONE-WT_NONE-MBFW_NONE-TP_NONE Rendezvous Oversize Chair-Hide & Go Mobility-High Back, Maple Arm Cap Hazelnut, Recessed Pull Handle Gray (High Back) OPTION: U-IL:Fabric grade U or Integra Leather OPTION: FAB:Enter Fabric Now OPTION: CFST-Lateral-Horizon: OPTION: HAZ:Hazelnut OPTION: PERM_NONE:No permacoat OPTION: WT_NONE:No additional weight OPTION: MBFW_NONE:No moisture barrier or firewall OPTION: TP_NONE:No tamper proof hardware Mark Line For: ADULT AREA	2,657.40	21,259.20
62	1.00 Each	TABG3M4-RU--HAZ Solid Maple Tablet Gen3 on Right as Seated OPTION: HAZ:Hazelnut Mark Line For: ADULT AREA	328.80	328.80
63	1.00 Each	TABG3M5-RU--HAZ Solid Maple Tablet Gen3 on Left as Seated OPTION: HAZ:Hazelnut Mark Line For: ADULT AREA	328.80	328.80
64	2.00 Each	TRIA-TB Tria Table 24" Round 22" High, 4 Legs, Hazelnut Maple Mark Line For: ADULT AREA	1,484.40	2,968.80



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Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	10 of 11

Order Sub-Total :	\$76,780.80
TOTAL ORDER :	\$76,780.80
Required Deposit 50.0% :	\$38,390.40

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

*Please Note that freight charges will be determined at the time the product is ready to be ordered.

50% deposit required on orders over \$1,000.

PAYMENTS MAY BE MADE BY CHECK PAYABLE TO BENJAMIN ROBERTS LTD.
VISA, MC, AMEX ACCEPTED FOR PAYMENTS UNDER \$1,000.

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



Proposal

Benjamin Roberts, Ltd
240 North Prince St
Lancaster, PA 17603-3528
Phone: 717.291.1001
Web: www.benjaminrobertsltd.com

Order Number	11920
Date	01/19/2023
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Terms	NET 30
Page	11 of 11

Terms and Conditions

The terms and conditions of sale governing the goods and services described in this Proposal are all of the terms and conditions set forth in any writing originated by Benjamin/Roberts, Ltd. (the "Seller"). To the extent that any terms and conditions proposed in any writing originated by the customer/purchaser (the "Purchaser") are different from, conflict with or add to the Seller's, such different, conflicting or additional terms and conditions shall be deemed to materially alter the terms and conditions of the parties' agreement and are hereby objected to and rejected by the Seller. Without limitation, all sales and services delivered by Seller are subject to the following:

Price Quotation. Prices contained in this proposal are guaranteed for thirty (30) days from the date first indicated above, unless extended by Seller in writing.

Specially Ordered Merchandise. All merchandise covered by this proposal is being specially ordered from the manufacturer and is not returnable or cancelable for refund or credit unless defective. Claims for defects will not be considered unless made within 15 days from receipt of shipment. Seller's liability for loss of goods sold due to casualty or destruction ceases absolutely upon delivery to the carrier for transportation to the Purchaser. Purchaser is responsible for filing any claims against the carrier.

Terms of Payment. Payment of all invoices is due thirty (30) days from date of invoice.

Late Charge. Purchaser agrees to pay a late charge at the rate of 1 1/2 % per month (18% annual percentage rate) on all past due invoice balances.

Costs of collection/attorneys' fees. In the event payment is not received and Purchaser's account is referred for collection, whether or not legal proceedings are instituted, Purchaser agrees to pay all costs of collection including, without limitation, reasonable attorneys' fees and costs of suit.

Choice of Law / Venue for Resolution of Disputes. The validity, interpretation and performance of the agreement between Seller and Purchaser evidenced by this Proposal and any dispute arising under, pursuant to or in connection with the execution, performance or termination of such agreement will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without reference to any conflicts of law principles. The sole and proper venue for any dispute arising out of the business or credit relationship resulting from the transactions evidenced by this Proposal shall be the Court of Common Pleas of Lancaster County, Pennsylvania, and the United States District Court for the Eastern District of Pennsylvania, depending upon (i) which has the appropriate subject matter jurisdiction and (ii) the amount in controversy. Applicant hereby agrees to the personal jurisdiction of said courts and waives any objection to personal jurisdiction including, without limitation, objection based upon inconvenience of forum.

Force Majeure. Seller shall have no liability for delay, non-delivery or other consequence in the event of war, riot, fire, flood, acts of God, court order, strike, work stoppage, act of government or other causes beyond Seller's control.

Disclaimer of Warranties. Seller shall use its best reasonable efforts to obtain from its suppliers for the direct benefit of both Seller and Purchaser such warranties as normally are offered by such suppliers in connection with the goods being supplied by them. Seller shall give Purchaser all reasonable assistance as may be required to enforce such warranties. EXCEPT FOR THE FOREGOING, SELLER HEREBY DISCLAIMS AND EXCLUDES ANY AND ALL OTHER WARRANTIES REGARDING GOODS AND SERVICES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTY OF MERCHANTABILITY, THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, IMPLIED WARRANTIES AGAINST DEFECTS IN DESIGN, MATERIALS AND WORKMANSHIP AND THE WARRANTY AGAINST REDHIBITORY DEFECTS. WITH REGARD TO ANY AND ALL GOODS PURCHASED PURSUANT TO OR IN CONNECTION WITH THIS PROPOSAL, SELLER HEREBY DISCLAIMS AND EXCLUDES ANY AND ALL WARRANTIES THAT GOODS WILL CONFORM TO SPECIFICATIONS, DESIGNS OR SAMPLES AND WARRANTIES AGAINST PATENT, COPYRIGHT, TRADEMARK AND ANY OTHER TYPES OF INTELLECTUAL PROPERTY RIGHT INFRINGEMENT UNDER THE LAWS OF ANY NATION INCLUDING, WITHOUT LIMITATION, THE LAWS OF THE UNITED STATES OF AMERICA.

OVERALL PLAN



240 N. Prince St.
Lancaster, PA 17603

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PHOENIXVILLE LIBRARY

#11920

NOTES:
This drawing is to be used for FURNITURE PLACEMENT ONLY, not for construction, electrical, etc. Contractors must field verify all dimensions.

CLIENT APPROVAL

SIGNATURE: _____

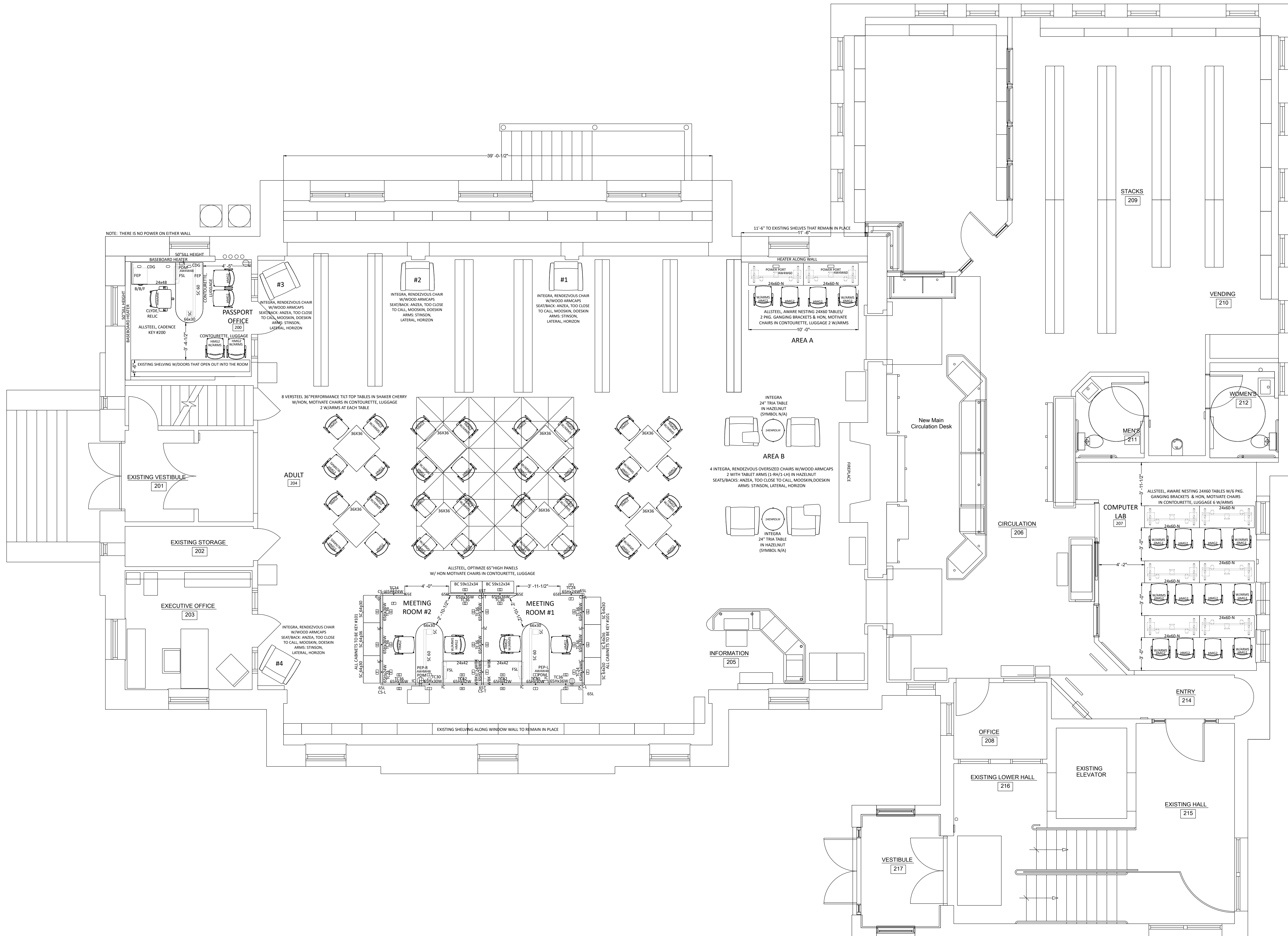
DATE: _____

Date: 1/18/2023

Designer: Sherry Spangler

Salesperson: Terry Cabot

Dealer PO: _____



Scale 1/4" = 1'

4 LOUNGE CHAIRS IN MAIN LIBRARY #1-4



240 N. Prince St.
Lancaster, PA
17603

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PHOENIXVILLE
PUBLIC LIBRARY

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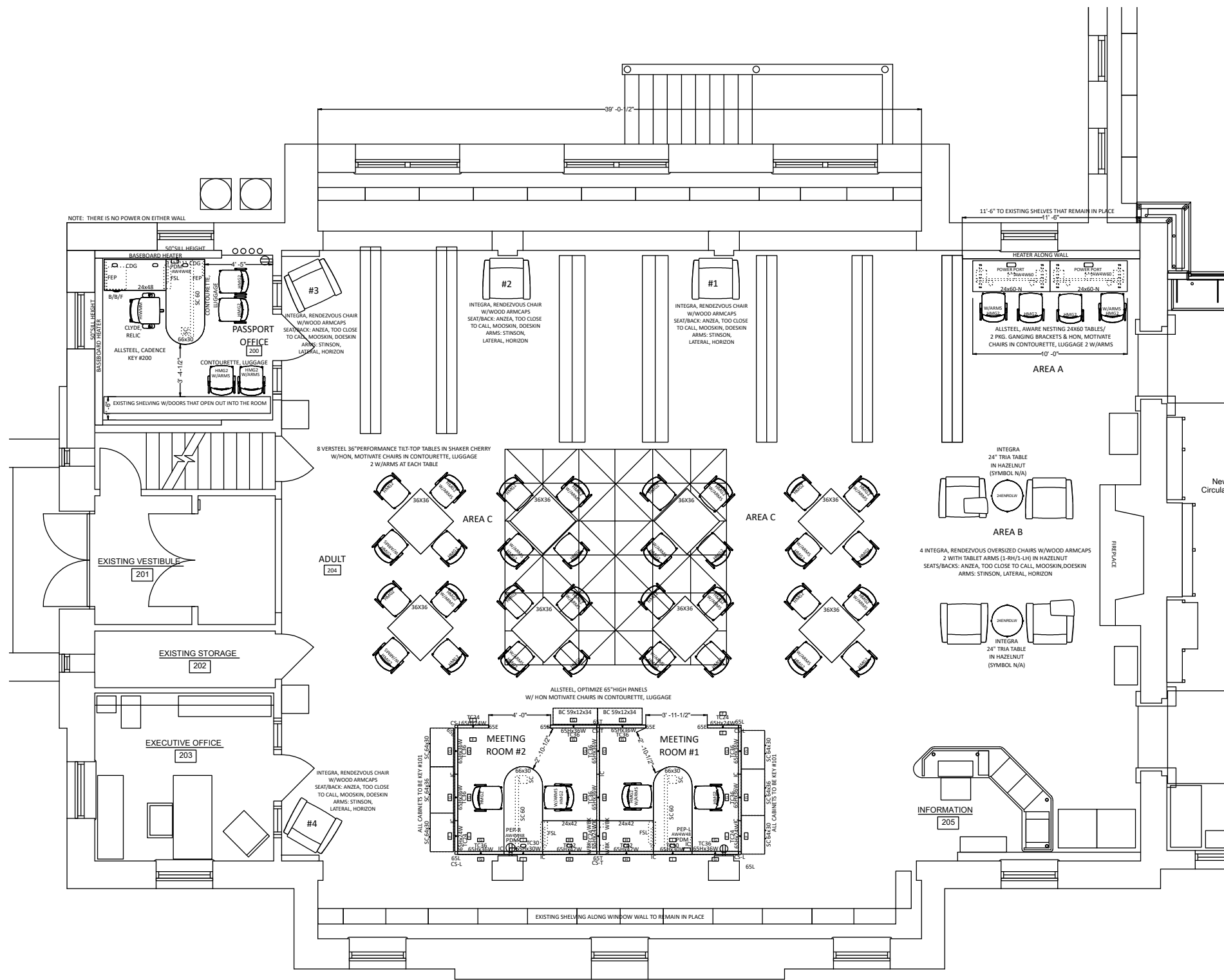
NOTES:
This drawing is to be used for FURNITURE PLACEMENT ONLY, not for construction, electrical, etc. Contractors must field verify all dimensions.

Client Approval

Signature

Date

Date: 1/18/2023
Designer: Sherry Spangler
Sales Rep: Terry Cabot
Dealer PO:



INTEGRA, RENDEZVOUS
CHAIRS #1-4



Scale 1/8" = 1'

COMPUTER LAB - ROOM 207



240 N. Prince St.
Lancaster, PA
17603

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Client Approval

Signature

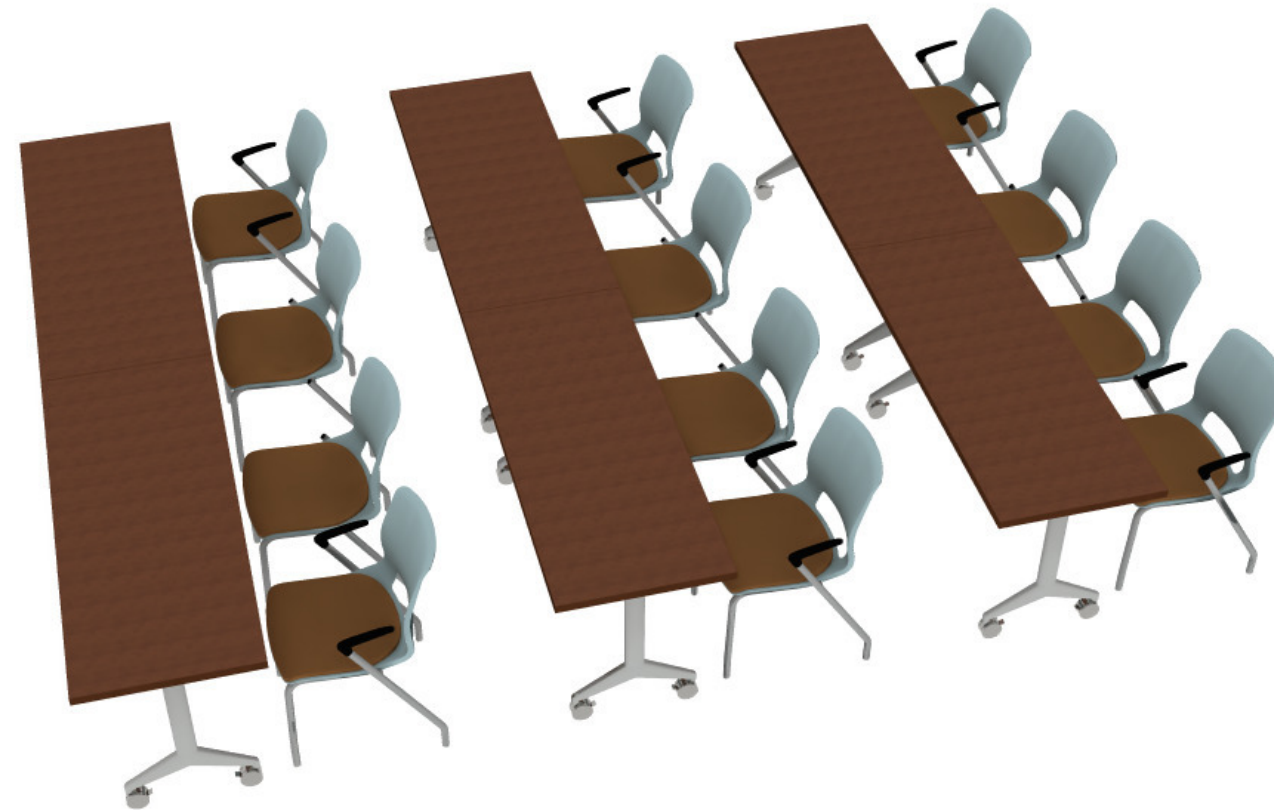
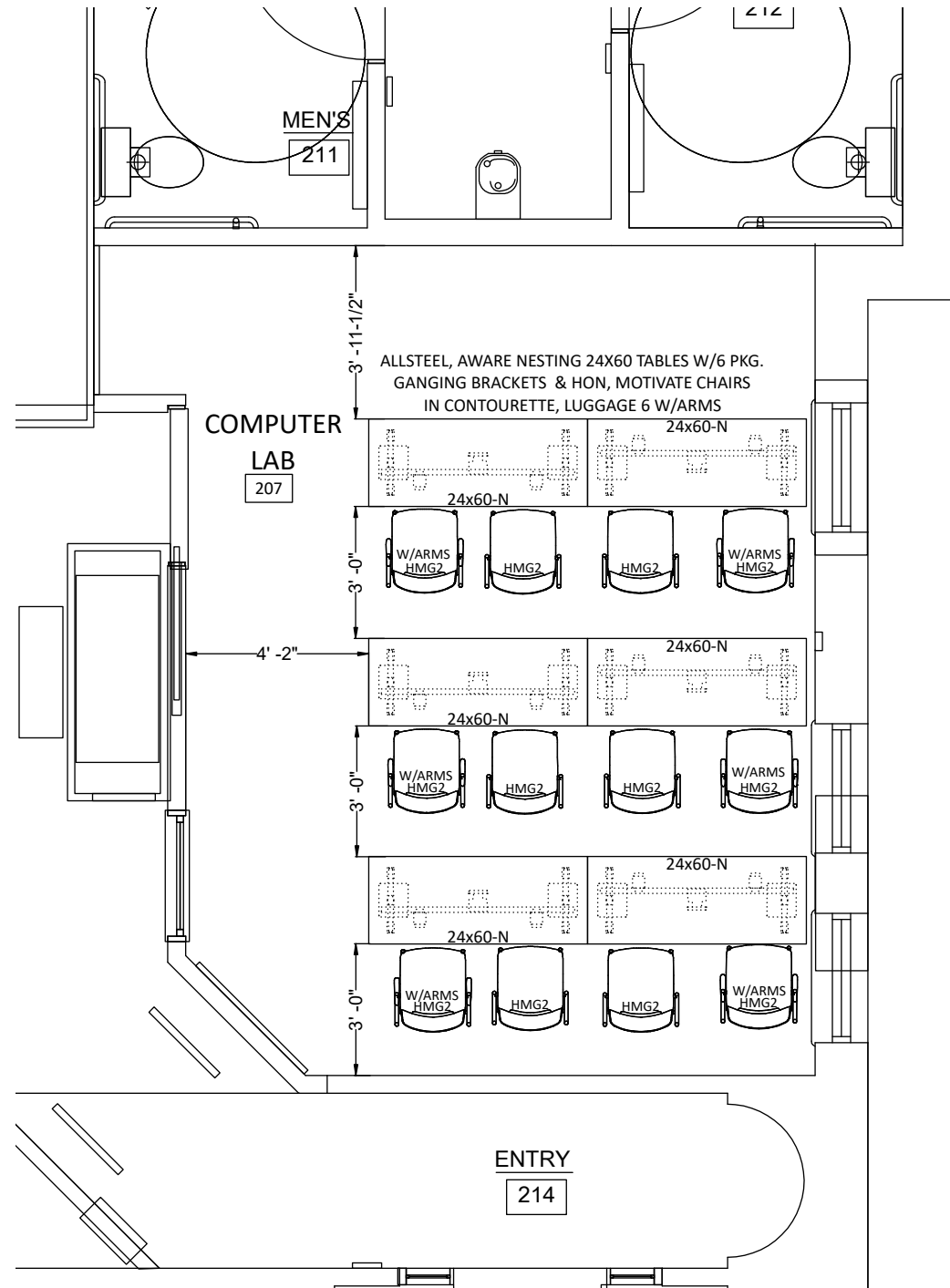
Date

Date: 1/18/2023

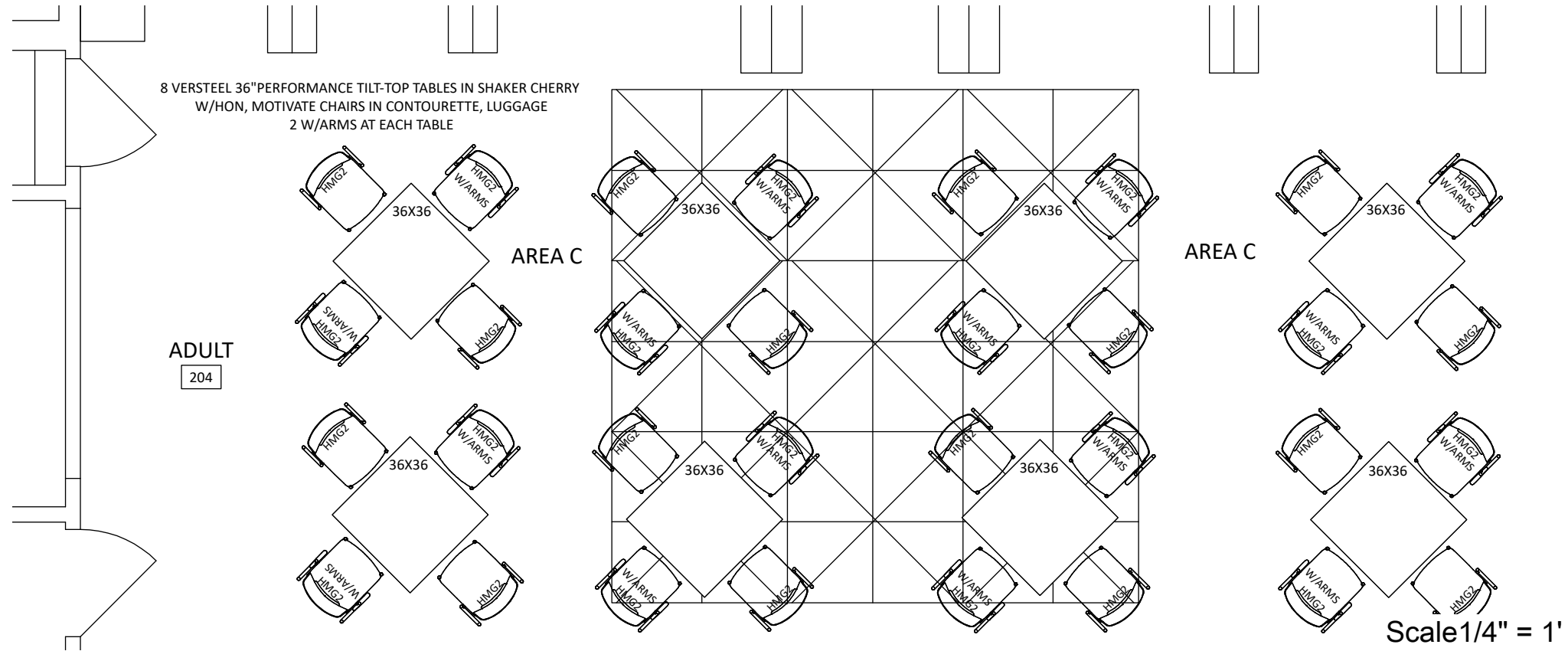
Designer: Sherry Spangler

Sales Rep: Terry Cabot

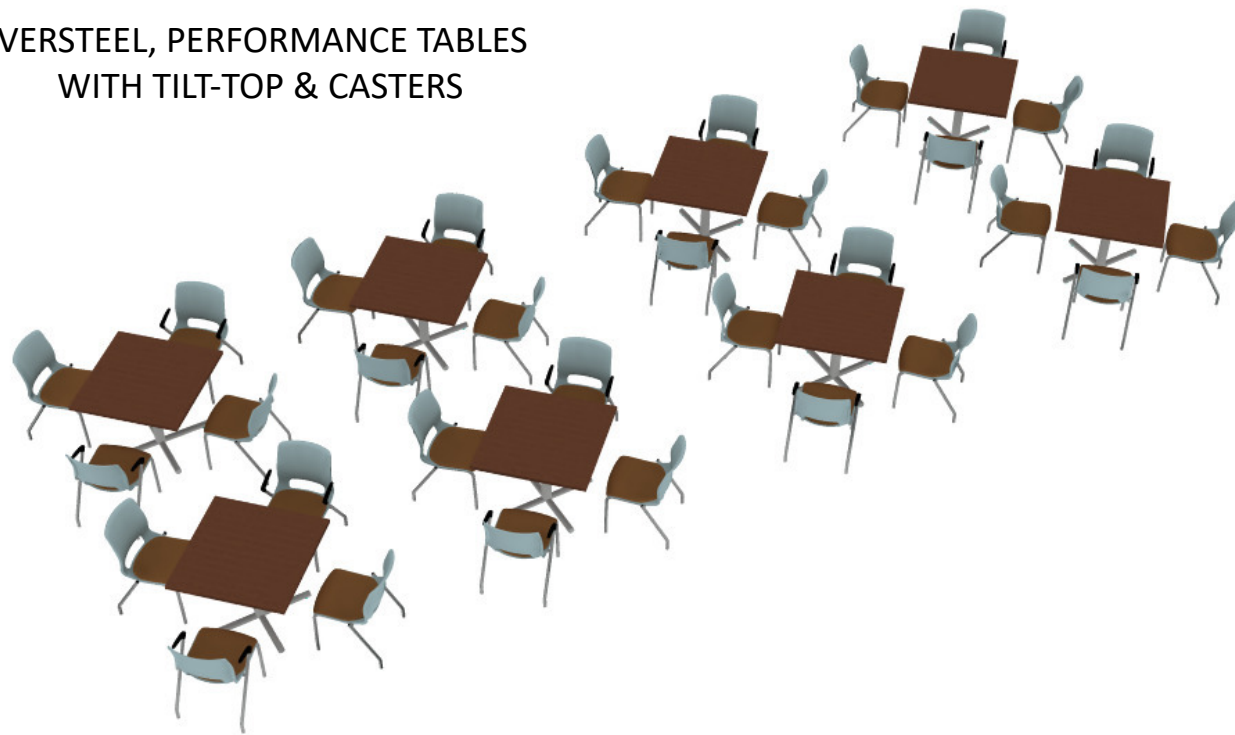
Dealer PO:



AREA C - ADULT AREA 204



VERSTEEL, PERFORMANCE TABLES
WITH TILT-TOP & CASTERS



240 N. Prince St.
Lancaster, PA
17603

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Signatur

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Date: 1/18/2023

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Dealer PO:

MEETING ROOMS #1 & #2



240 N. Prince St.
Lancaster, PA
17603

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Signature

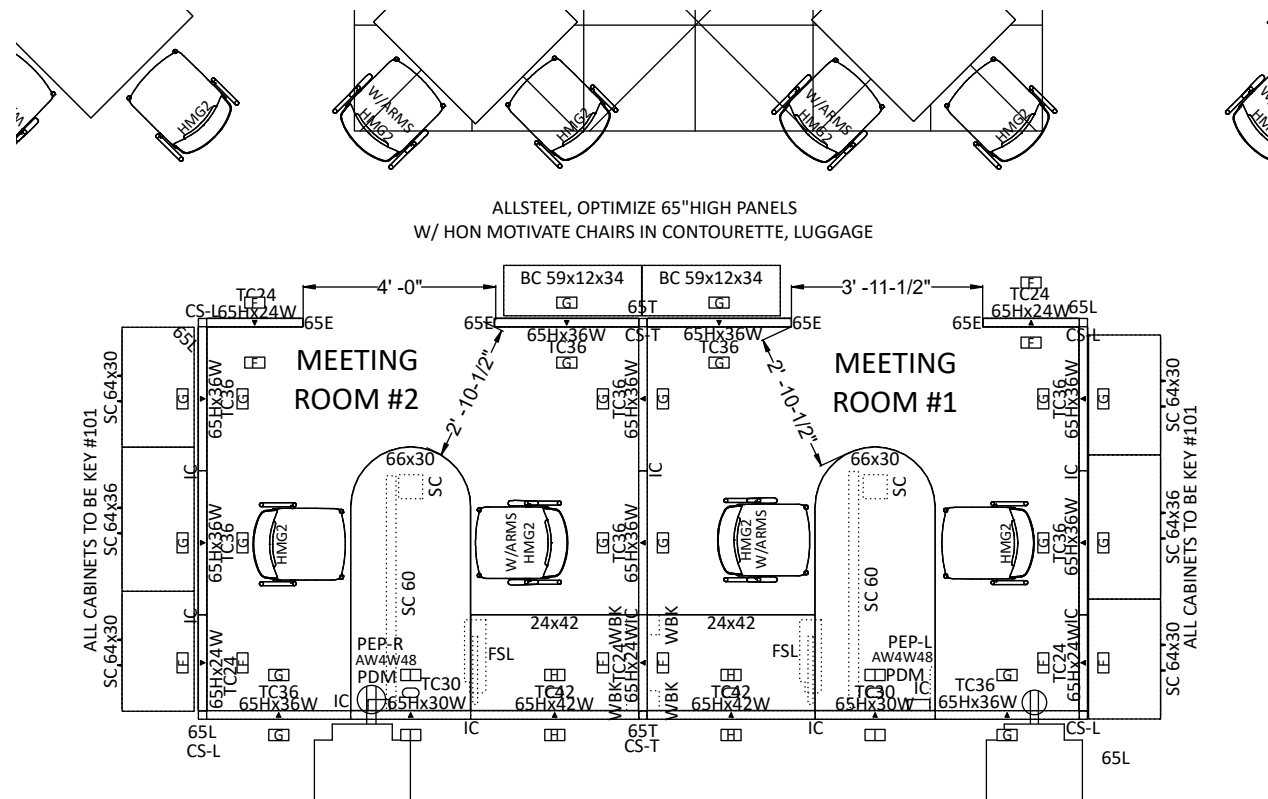
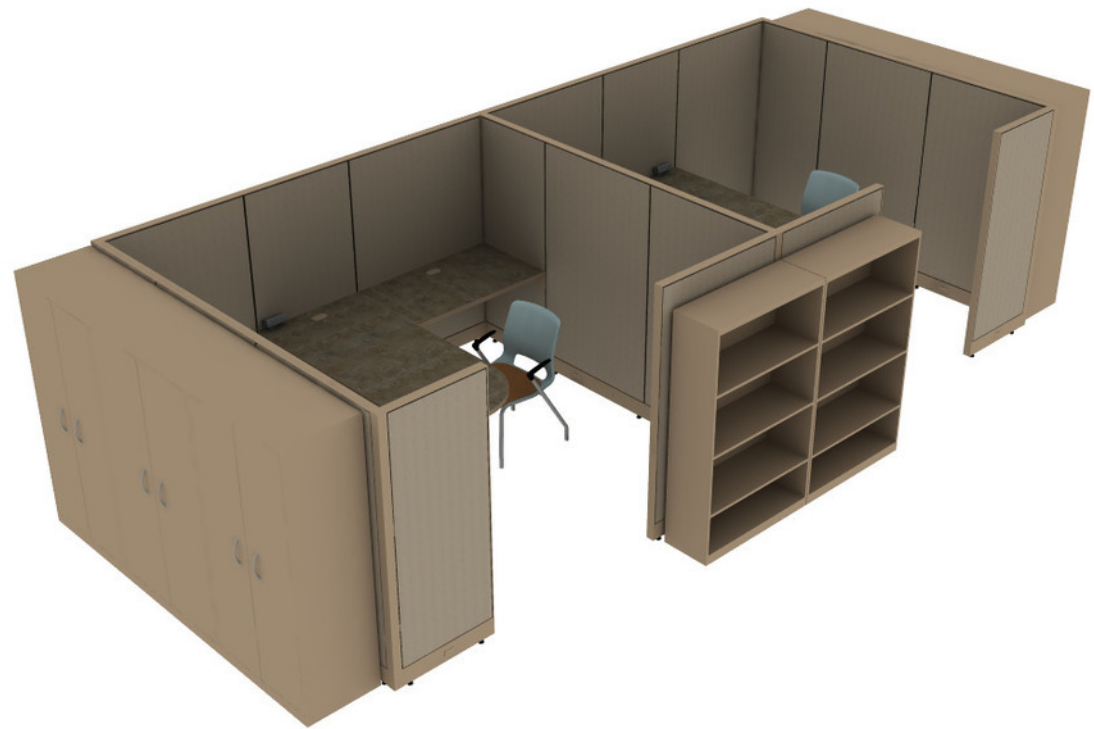
Date

Date: 1/18/2023

Designer: Sherry Spangler

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Dealer PO:



PASSPORT OFFICE 200



240 N. Prince St.
Lancaster, PA
17603

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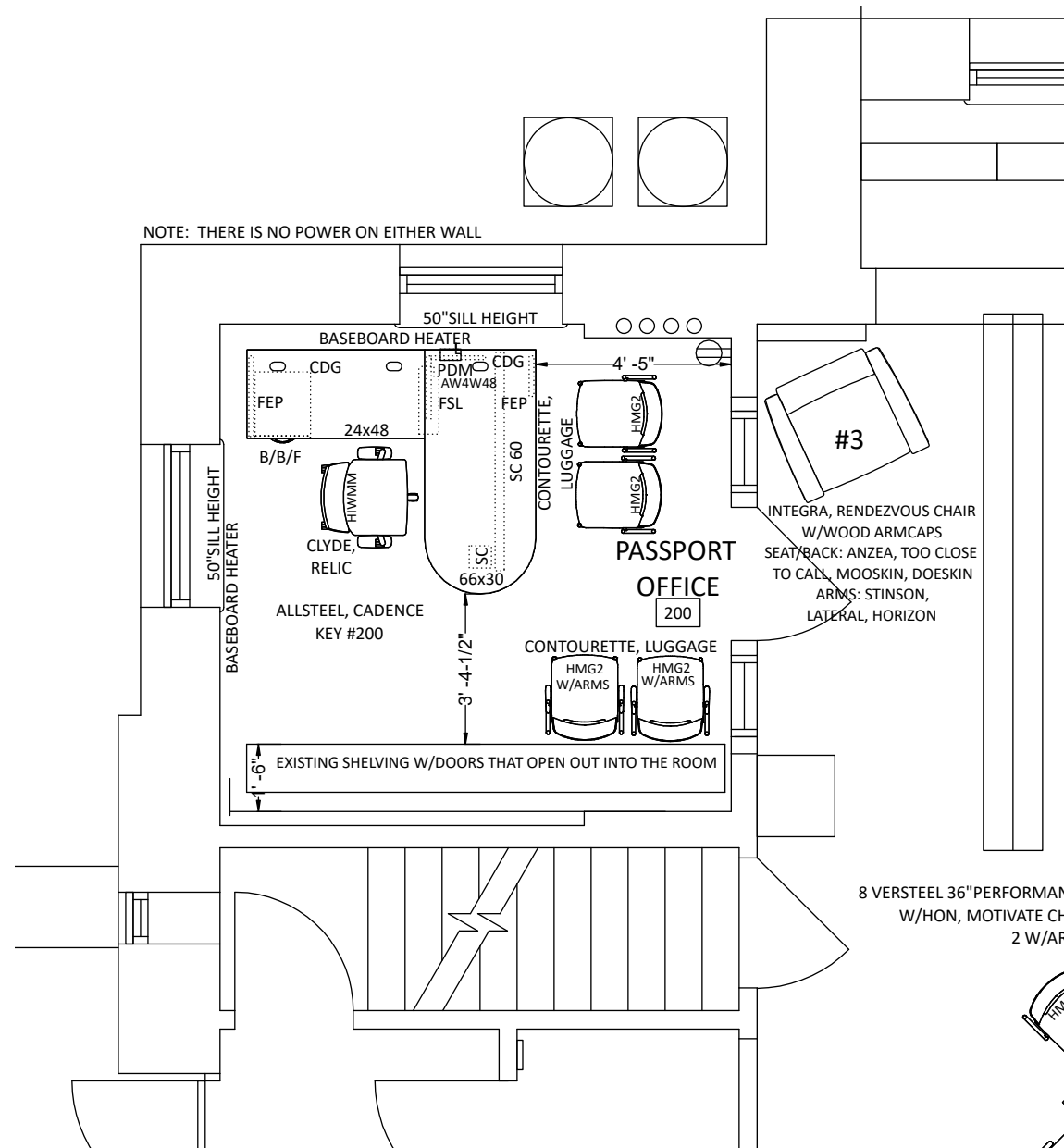
Date

Date: 1/18/2023

Designer: Sherry Spangler

Sales Rep: Terry Cabot

Dealer PO:



CIRCULATION

The following schedule applies:

Item	May be checked out...	Renewals allowed
Books, Magazines*, Audiobooks, Music CDs	3 weeks	1
eBooks, eAudiobooks	1 or 2 weeks	1
DVDs, Software, Videogames, Reference Books	1 week	1
Launchpads/Tablets	1 week	0
Mobile Hotspots	1 or 2 weeks	0
Museum Passes	1 day (printable passes) or 3 days (physical passes)	0
Public Laptops	1 day (in-Library use only)	0

Museum Pass Policy

There is no charge for checkout of a **physical or printable** museum pass. Borrowers must be age 18 or older, have an up-to-date library card and registration, and a Library account in good standing (i.e., cannot owe more than \$9.99 in fines or fees or have any other restrictions on the card).

A printable pass must be reserved for the date the pass will be used.

A physical museum pass must be returned to the Adult Library Circulation Desk, not the outside bookdrops.

A patron may borrow only one pass at a time and may reserve a particular pass only one time per month. However, multiple passes may be borrowed in a given month.

The first time a pass is not picked up, the patron will be issued a warning. After the second time, the patron will be unable to reserve a pass for three months.

Date: 02/02/2023 2:13 PM

Teller: 143

Account: ██████████4053

CLOS AMT.	250429.10
UNER INT.	6.81
INT. ADJ	.00
PENT AMT.	.00
FDWH AMT.	.00
ACCT BAL.	250422.29
TEL. OVER	2 Signatures Required 4

*NO PENALTY -
GROSS PAID
UNTIL 2/8*

Date: 02/02/2023 2:12 PM

Teller: 143

Account: [REDACTED] 59970

CLOS AMT.	21204.30
UNER INT.	5.66
INT. ADJ	.00
PENT AMT.	31.72
FDWH AMT.	.00
ACCT BAL.	21230.36
TEL. OVER	2 Signatures Required 4

Date: 02/02/2023 2:11 PM

Teller: 143

Account: ██████████9969

CLOS AMT.	20737.65
UNER INT.	5.53
INT. ADJ	.00
PENT AMT.	31.06
FDWH AMT.	.00
ACCT BAL.	20763.18
TEL. OVER	2 Signatures Required 4

fictio any product or account.

Calculation Type

- Future Value
- Initial Deposit
- Periodic Deposit Amount

Term

14

Term Type

Month

Initial Deposit

20,737.00

Interest Rate %

3.490

Compounding Frequency

Daily

Basis

360

Future Value

21,609.20

Annual Percentage Yield

3.60

Periodic Deposit

.00

Deposit Frequency

None

Term	Initial Dep	Periodic D	Rate	Compound	Future Val	APY
14 Months	250,429.0		3.490	Daily	260,962.0	3.60
14 Months	21,204.00		3.490	Daily	22,095.84	3.60
14 Months	20,737.00		3.490	Daily	21,609.20	3.60

Calculate

Clear Grid

Copy APY

Close

← new calculations
at 14 mo
end

Print

Ctrl+P

fict to any product or account.

Calculation Type

- Future Value
- Initial Deposit
- Periodic Deposit Amount

Term

14

Term Type

Month

Initial Deposit

250,000.00

Interest Rate %

.390

Compounding Frequency

Daily

Basis

360

Future Value

251,153.69

Annual Percentage Yield

.40

Periodic Deposit

.00

Deposit Frequency

None

Term	Initial Dep	Periodic D	Rate	Compound	Future Val	APY
14 Months	250,000.0		3.490	Daily	260,514.9	3.60
1 Months	250,000.0		.390	Daily	250,081.2	.40
14 Months	250,000.0		.390	Daily	251,153.6	.40

Calculate

Clear Grid

Copy APY

Close

Take 250k out of mwr
put in 14mo of mwr

what you want get on the mwr
some money leaving it on the mwr

Library gains

\$9361.30

Phoenixville Public Library 2023-2026 Strategic Plan

Mission Statement:

Provide access to information and services that address the educational, cultural and recreational needs of the community the library serves.

Values

Respect: We are committed through our actions and attitudes to value, support and respect all patrons and staff members.

Integrity: We strive to consistently adhere to sound principles and strong interpersonal values by serving the needs and demands of our community with commitment, integrity and excellence.

Stewardship: The PPL is a steward of information for our patrons, businesses, civic organizations, and the surrounding community.

Intellectual Freedom: We champion everyone's right to intellectual freedom, the right to receive and impart information and ideas through any media. We ensure open access and equal access to our shared information.

Innovation: We are constantly exploring new ways to provide services and materials that meet the needs of our community and more effective ways in which to provide these services.

Service Area

The Phoenixville Public Library serves the residents in the Phoenixville Borough, East Pikeland, Schuylkill and Charlestown Townships. These four service areas have a total population of 41,643. The library also serves the surrounding communities including Montgomery County.

Goal: Funding

Strengthen public funding and grow private funding to ensure the longevity of the library and its services

<p>Key Objectives</p>	<ul style="list-style-type: none"> • Continue to operate a more financially sustainable business model for the library • Strengthen and implement role for PPL Foundation and PPL relative to private fundraising, specifically expanding funding for the endowment • Expand corporate and small business engagement with the library • Develop new relationships with potential funders, private foundations and granting opportunities • Establish new funding streams and strengthen current funding streams • Expand municipal funding
<p>Strategic Initiative</p>	<ul style="list-style-type: none"> • Lead local efforts to reduce operational expenses through efficiencies. ongoing, responsibility of the Executive Director • Coordinating between PPL Foundation and PPL Board on all facets of fundraising and special events. ongoing, responsibility of the Executive Director and Development Director • Across the board education on the nuances of private fundraising and the establishment of signature events. ongoing, responsibility of the Development Director • Hold cultivation events at least biannually, mail out informational packet about the library and its services (annual report), hold individual meetings with potential civic and private donors. Ongoing, responsibility of the Development Director • Cultivate corporate and small businesses to expand library support, responsibility of the Development Director • Create an annual fundraising plan and calendar, responsibility of the Director of Development
<p>Success Measures</p>	<ul style="list-style-type: none"> • % of money saved due to reducing operational expenses through efficiencies • Increase in funds from corporate and small business through donations, 3rd party fundraisers, etc. • Increase of new funding streams • Attendance at cultivation and fundraising events • # of private meetings held • Meeting or exceeding the development department annual budget objectives • Meeting or exceeding the operational revenue budget objective

Goal: Marketing

Increase the visibility of the library and its services

Key Objectives	<ul style="list-style-type: none"> • Raise brand awareness, identity and loyalty of the PPL • Build capacity for library brand raising, marketing and communication activities • Increase communication with current and potential users and donors • Market directly to underserved communities • Cultivate key partnerships with other local organizations and nonprofits
Strategic Initiative	<ul style="list-style-type: none"> • Develop a communication/outreach plan and calendar for board members, staff, and volunteers to identify and communicate with service organizations, municipalities, PASD, businesses and non-profits to provide a presence at events, responsibility of Executive Director and Development Director. • Continue to provide events calendars, newsletters and a robust social media presence to patrons, donors and the community. • Complete the action items and goals set forth in the PPL Marketing Plan. This plan will be reviewed and updated annually, responsibility of Library Trustees, Executive Director and Development Director. • Attend community business meetings, events and create partnerships that are fruitful for the library and the community. • Expand on our outreach to communities that tend to be underserved in our service area. • These initiatives are ongoing activities.
Success Measures	<ul style="list-style-type: none"> • An increase of print, online and social media coverage • Increase # of cardholders and users by 2% for each year of the strategic plan • # of events PPL representative attend locally • # of people opting in to receive electronic communications • # of community business meeting, events and partnership opportunities

Goal: Technology

To use forward thinking, accessible, assistive and integrative technology to enable all generations to advance their knowledge and develop their skills.

<p>Key Objectives</p>	<ul style="list-style-type: none"> • Improve and increase access to online library information and relevant digital content • Improve and increase marketing of current/new technology and digital content • Provide more meaningful and accessible program experiences • Enable community members to employ and develop skills in the creation of digital content • Give a customer survey to determine the technological advances our patrons and community feel would be meaningful and worthwhile for the library to invest in •
<p>Strategic Initiatives</p>	<ul style="list-style-type: none"> • Advocate on the library system level for the purchase and implementation of streaming music and video services as options become available, responsibility of Executive Director • Maintain the technology needed to provide hybrid programming • Evaluate technological advancements to see if they would be feasible items for library use • Establish a Makerspace for community creation, responsibility of Adult Services Director, Youth Services Director and Executive Director • Purchase and install a second book locker to expand access to materials 24/7 outside out traditional location, responsibility of the Executive Director • Upgrade the phone system to VOIP, responsibility of the Executive Director • Expand and develop programs for children and teens to teach computer coding and robotics skills, responsibility of the Adult Services and Youth Services Director
<p>Success Measures</p>	<ul style="list-style-type: none"> • Customer satisfaction surveys. • Website usage statistics. • Book locker use statistics. • Program attendance statistics. • Income from customer printing. • Electronic media circulation statistics.

Goal: Diversity, Equity, Inclusion, Accessibility and Belonging

To create an environment of trust, respect, inclusion, belonging, diversity and equity for patrons and staff.

<p>Key Objectives</p>	<ul style="list-style-type: none"> • Create more Board and Staff diversity • Equitable access to materials, programs and other offerings • Create a space that is welcoming to all that helps break down barriers of use • Create a collection of materials that reflects our community and shows our community insights into new perspectives (creating a collection of mirrors and windows) • Remove barriers to access of the library, its materials and services
<p>Strategic Initiatives</p>	<ul style="list-style-type: none"> • Hire employees and recruit board members who are reflective of all the various people we serve in our service area, responsibility of the Library Board, Executive Director, Circulation Manager • Reduce or remove fee's for programs and materials as best we can given the constraints of a county system we operate in, responsibility of the Executive Director • Evaluate building signage, add English, Spanish and Portuguese language directional signage, responsibility of the Executive Director • Evaluate and create library space that is ADA compliant for easier accessibility, responsibility of the Executive Director • Purchase diverse titles, authors and materials to make sure we have a larger representation in our collections, responsibility of Youth and Adult Services Directors, Executive Director • Hold DEI trainings for staff and board members, responsibility of the Executive Director • Evaluate our collection holding with the use of DEI tools, responsibility of the Executive Director
<p>Success Measures</p>	<ul style="list-style-type: none"> • Creation of a more diverse collection, collection audit. Creating mirrors and windows in our collection. Evaluate collections, review and purchase accordingly • Increase use of materials and programs that used to have a fee associated with them. • Ease of use of the building due to new signage. • A diverse staff and board that reflects the community we serve. • A greater understanding by staff and the board about bias, unconscious bias, privilege, equity and diversity.

Goal: Expanding Services to Underserved Populations

Commit the library to serving the largest geographic area and most diverse population possible.

<p>Key Objectives</p>	<ul style="list-style-type: none"> • Investigate providing library services in new ways by gaining a better understanding of underserved customer needs and information-seeking behaviors
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	<ul style="list-style-type: none"> • Participate in community engagement initiatives including outreach to schools, fairs, hosting public lectures, and other educational events, continuing to support collaboration with other organizations with similar missions and goals. • Implement measures to address and resolve customers prevalent, recurring issues and suggestions; publicize resolved issues and successes. • Favor a greater focus on community engagement via outreach and pre-service strategies versus fixed referrals and self-referrals into library.
Strategic Initiatives	<ul style="list-style-type: none"> • Hold outreach programming and events with other organizations in the community to reach underserved populations where they are, responsibility of Adult and Youth Services Directors and Executive Director • Hold programs and events in conjunction with the Borough Recreation Center to reach a different area in Phoenixville, responsibility of the Adult, Youth Services Directors, and Executive Director • Facilitate increased development of diverse collections/material acquisitions to reflect the population being served, featuring them prominently and frequently, responsibility of the Adult and Youth Services Directors • Conduct library card sign-up campaigns at municipal/local facilities for the dependent (ex. nursing homes, homeless shelters) and arrange for follow-up visits to the library, responsibility of Adult Services Director • Conduct library card sign-up campaigns at the PASD schools, daycares and other local facilities, responsibility of Youth Services Director
	<ul style="list-style-type: none"> • Increased attendance at programs • Increase of the circulation of materials • Customer satisfaction reports/survey
Success Measures	<ul style="list-style-type: none"> • Diversity valued as an asset to library by paraprofessional ranks. • # of cultural competency and sensitivity training sessions incorporated into human relations and communication strategy programs, required of all staff and offered on an on-going basis.

Goal: Collaborating with PASD and Local Schools

To provide access to information and services to children of all ages by building on our strong foundation of collaboration with public and private schools in our service area.

<p>Key Objectives</p>	<ul style="list-style-type: none"> • Collaborate with media specialists /school librarians • Expand services to local preschools • Expand services and programming to middle and high school students • Serve underserved children in the community • Advocate lifelong learning • Maintain and grow our strong foundation of early education services and programs
<p>Initiatives</p>	<ul style="list-style-type: none"> • The following initiatives are the responsibility of the Youth Services Director: <ul style="list-style-type: none"> • Offer assistance to teachers via circulation of materials, library tours, and research instruction • Provide curriculum and summer reading support by providing materials and special programming in the library and through outreach • Increase materials in Spanish and Portuguese. • Offer more school age and young adult library programs on in-service, vacation, and early dismissal days • Offer specialized programs for children with low reading levels, at risk children, special needs, and homebound students to assist with school readiness, support and preparation • Presence at back to school open house nights, curriculum related events and assist at school literacy events • Partner with local organizations to reach underserved populations of children • Continue early literacy, 1,000 books before K, summer camp offerings, and outreach programs to prepare children for school; expand as possible
<p>Success Measures</p>	<ul style="list-style-type: none"> • Circulation statistics of materials • Reference statistics • # of media specialists/school librarians and teachers who participate • # of school events attended • # of new patrons registered for library cards at events • Program attendance • Annual survey

Goal: Future Building Needs

Enhance the use of existing library space to better meet the needs of customers and employees while providing universal access to materials and resources.

<p>Objectives</p>	<ul style="list-style-type: none"> • Optimize space within existing facilities for staff and customers in regards to storage, reading, working, creating, gathering, and community activities. • Repurpose library space to create a special community place where customers may comfortably read and learn individually and in groups in a way that meets their needs. • Create an open floor plan and access within the library. • Create ADA compliant spaces • Maintain our furniture and equipment • Maintain and enhance our community garden to create a more pleasing exterior appearance.
<p>Initiatives</p>	<ul style="list-style-type: none"> • Acquire new furniture and fixtures that are durable, allow for maximization of space, that can be reconfigured based on use and can be used by individuals or groups, responsibility of Executive Director • Create a schedule and research plan to monitor use and wear of the furniture and materials, responsibility of Executive Director • Determine the possible reconfiguration of shelving and collection locations to improve circulation of material and easy access to our materials and services that are used most frequently by patrons, responsibility of Executive Director, Director of Circulation, Adult and Youth Services Directors • Research space and collection usage to determine the need for small group meeting spaces and for passport service appointments where privacy is required, responsibility of Executive Director and Director of Circulation. • Reconfigure furniture and equipment to help create ease of flow within the building and easy access to all patrons based on ADA compliance standards for placement, responsibility of Executive Director • Create inviting and comfortable outdoor library space, responsibility of Executive Director
<p>Success Measures</p>	<ul style="list-style-type: none"> • Ratio of library space used for customer experience versus collections storage • Customer satisfaction via survey • Collection usage and circulation rates • Increased # of library cardholders and active users • Increased amount of operational revenue