



**Board of Trustees Meeting Agenda
November 7, 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. WWW recap- Lara Lorenzi 10 minutes
 - b. DVD Policy Update- Discussion- Lara Lorenzi 5 minutes
 - c. Harrop Estate- Lara Lorenzi & Lauren Eustis 10 minutes
 - d. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. Board Resolution- Waiver from OCL for CE- Lara Lorenzi 5 minutes
 - b. Furniture update- Lara Lorenzi 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 December 5, 2022 @ 5pm (Zoom)

VIII. – /Adjournment

**PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
October 3, 2022**

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Lara Lorenzi, Executive Director
Chris Porcelli, Director of Development

CONSENT AGENDA

On motion made by Mike English, seconded by Ted Bierer, 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 September 6, 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 September 2022.

NEW BUSINESS

- Upper Level Furniture: Lara Lorenzi stated that she awaits two additional quotes as recommended be obtained by the Library Board.
- October Initiative: Chris Porcelli indicated there was no update with respect to the Borough of Phoenixville imposing a per capita tax to help fund the Library. Mr. Porcelli stated that the Amazing Raise was officially under way, and that Wine, Wit & Wisdom tickets and sponsorships will officially count if made in October. He informed the Board that Uncle B's BBQ would donate fifteen percent (15%) of sales occurring October 3 and 4th, which will also count.
- Board Resolution: Lara Lorenzi requested the Board pass a Resolution authorizing the filing of an Application for Waiver of Standards with the Pennsylvania Department of Education Office of Commonwealth Libraries. She suggested the application is necessary due to a former part-time employee failed to meet the continuing education requirements required of Library employees for funding purposes. Ms. Lorenzi stated that a plan of remediation was necessary as well. Mike English suggested the adoption of a policy making continued employment by the Library contingent on satisfying continuing education policies. Alan Fegley suggested a need to review the application prior to submitting the same. Ms. Lorenzi indicated she would follow up with the same for the next meeting of the Library Board.
- Trustee Orientation: Lauren Eustis indicated the next orientation session for Trustees of libraries in the Chester County Library System is scheduled for Saturday, November 5, 2022 from 9:30 a.m. until noon.
- Wine, Wit & Wisdom: Chris Porcelli indicated 72 tickets had been sold, and that, with sponsorships, that number approaches 90. He stated that there were many first-time attendees. Mr. Porcelli added that Crescendo Phoenixville students would be playing stringed instruments during the cocktail hour, and that a video

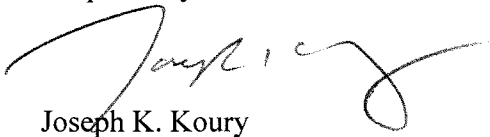
showcasing the Library would also be shown. Lastly, Mr. Porcelli requested that Library Trustees again donate for the wine pull.

OLD BUSINESS

- Holiday Closings: Lara Lorenzi discussed the revised suggested holiday closings for the coming year, now including the federal holiday schedule. Ms. Lorenzi indicated that Good Friday has been removed as a holiday closure. On motion made by Steve Hirsch, seconded by Lauren Coy, and by unanimous vote thereafter, the Board voted to approved the revised schedule.
- Library Camera System: Lara Lorenzi informed the Board that she had reached out to Kriebel Security to confirm that the Library's interior camera system runs on the now-unsupported Internet Explorer platform, and therefore footage cannot be readily accessed, but that the existing hardware otherwise remains functional. She indicated that Kriebel offered to provide the Library with a free HD camera regardless. On motion made by Lauren Eustis, seconded by Mike English, and by unanimous vote thereafter, the Board voted to approve installation of a replacement system to be installed by Kriebel Security.
- Dolly Parton Library: Lara Lorenzi reminded the Library Board that the Library Budget did not include funds for this initiative. She indicated it was a significant amount annually, and would seek to support it with grants, donations, and the like. Ms. Lorenzi concluded by stating she would further research the anticipated adoption of the program, noting that at inception, the cost would be \$2.10 per participating child per month.

Meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Joseph K. Koury



Report submitted by: Lara Lorenzi

November 2022 Library Board of Trustees Meeting

Informational Updates:

- The library will be closed on Thursday November 24th and Friday November 25th for the Thanksgiving holiday. The library will be open on Saturday November 26th.
- The library will be a polling location on November 8, 2022. The voting will take place on the upper level of the library. That day no browsing will occur on the upper level. The computer lab and circulation services will continue along with passport services. There should be no impact on the youth library.
- I attended the PaLA annual conference October 16 through October 19. I was able to attend a variety of trainings, received ce credits, was able to meet and talk with a variety of library centric vendors and peers. It was a productive conference.
- At the conference, I was able to attend a really great training focusing on employee compensation. The training discussed a compensation policy, an org chart based on levels, setting up compensation levels based on various factors. I have talked with the district consultant and the system training coordinator to get this training for the system. I attended a 1 hour session that was based on a much more in-depth training. It was really beneficial and I intend to bring these items to the board and budget committee so we can put a comprehensive compensation strategy in place.
- The library received it's 4th quarter funding from the County.
- I am working with St Mary's Shelter to get them flyers, info about the library and our services, and give them books for their families (adults and youth).
- I have reached out to 2 signage companies. Appointments for both have been set up. Both came to the library to look at our building what we might need and the best way to place the signs. I am waiting on documentation from them so we can set wording and then get quotes from each vendor. I should have something to present to the board at the December board meeting.
- The office manager and I are working on the audit information for the auditors. I will keep you all up to date on what's happening this year with our new auditors.
- The quote from the second furnishings vendor has not been received. Once we have it I'll be sure to sent it out to you all.
- I continue to watch all of the PASD board meeting each month to keep up on concerns and items the school district is dealing with along with being informed on the budget process.
-

Personnel Updates:

- We have hired a new passport agent, this person is bilingual, which will help quite a bit with our non-English speaking appointments.
- We are back up to being fully staffed. Hopefully this will continue for a little while. It has been difficult to fill open position on every level.
- I continue to work with our office manager to make sure they are up to speed on their tasks and duties. Hopefully they will continue to make positive progress.

Facilities Update:

- The new cleaning company has been doing an amazing job with the building. I'm very happy with their services.
- Routine lawn maintenance 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 new security camera recorder/cloud connection was installed. The new camera was put in and it is wonderful. I will be working on a plan to upgrade all of the old cameras we have. We are able to upgrade them a little at a time as our wiring is in good working order.
- We have had a homeless person setting up camp on the property in the emergency exit stairwell from the youth library. I have reached out to PASD to see where we are in the process of getting the fences put up in that area. It's becoming more and more of a security concern for staff and patrons. We also reached out to the police. I checked this morning (10/28) and it looks like they were able to move the person to a better place. I will keep an eye on this issue.

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

- August 2022
 - E-Book: 3,762
 - E-Audio: 2,740
 - Total: 6,502
- September 2022
 - E-Book: 3,300
 - E-Audio: 2,550
 - Total: 5,850
- October 2022
 - E-Book: 3,018
 - E-Audio: 2,646
 - Total: 5,664

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

Door Count:

July 2021: 6,444 (This is 47% below our door county for July 2019 16% increase over the June 2021 door count stats.)

August 2021: 6,271

September 2021: 5,032 (We had holiday closures, as well as, weather closures in September)

October 2021: 5,754

November 2021: 5,326 (11/1-11/27) Sensor was blocked so we are missing 2 days' worth of numbers. The library was also closed 11/25 & 11/26.

December 2021: 5,034 (unfortunately the count is off due to items blocking the counter, the numbers should really be higher.) This is an 86% increase over the 12/2020 door count.

January 2022: 5,468 This is an 85% increase over 1/2021.

February 2022: 6,261 This is a 166% increase over 2/2021.

March 2022: 7,911

April 2022: 7,207

May 2022: 6,756

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

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

August 2022: 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.

Chester County Library System Updates:

- The next joint District Librarian’s and System Advisories Council meeting will take place on Tuesday November 1, 2022 at 5:30pm via zoom. We will need a board member to attend this so that we are fulfilling our obligation to the system member agreement.
- The next computer lease roll out will start in November. We have some machines that will be replaced. We are adding a computer in the youth library and will monitor if we need to add another computer downstairs for the spring computer lease.
- Big changes are coming to the popular science in the summer program. The Franklin Institute has been cutting back on what had been previously offered and it looks like this summer instead of having educators run the session, they aim to training library staff. It looks as though this program is on it’s way out at the local level. The system directors will be discussing this more at the December DLM.

State Updates:

- None at this time.

Meetings/Trainings

10/5 Vacation

10/10 Meeting with Tegan Conner-Cole- Youth Services items

10/11 District Librarians Meeting

10/12 HIB at PASD admin. Building

Community that Cares mtg and the Recreation Center

Training- Digital Navigator

10/13 Rotary

10/16-10/19 Pa:LA Annual Conference in Harrisburg

10/20 Meeting with Rebecca Livsey- youth services items

10/24 Meeting and walk thru with signage vendor

10/25 Meeting with Chris Porcelli- www seating

10/26 Training- Storytelling & Future-Proofing for Your Library

10/27 Meeting and walk thru with signage vendor

Rotary

Pick up items for www

10/28 Meeting with Tegan Conner-Cole- Book review and youth services items

Put baskets together for www

11/1 Joint District Librarians Meeting and System Advisory Council meeting (zoom)

Call with Agatha Lyons- resolution and other items

11/2 Phone call with patron about book concern

11/3 WWW at RiverCrest

**Youth Services Report for
October 2022
For November 2022 Board Meeting**

Programming:

Programs held on September 30 and October 1-31 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

October Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	9	144	143	287
3-4-5 Active Beehive (STEM)	4	30	32	62
Babies & Books	9	70	81	151
Mighty Preschoolers	4	42	39	81
Toddler Time	8	163	160	323
Halloween Storytime	1	60	72	132
In-Person Preschool Total	35	509	527	1036
Elementary Age Events				
Family Movie	0	0	0	0
Ages 6-11 Total	0	0	0	0
Teen Programs-Virtual/Picking up Materials				
Teen Craft Night	1	9	0	9
YA Food Guessing Game	1	5	0	5
Teen Book Reads (Virtual)	1	3	0	3
Total Young Adult	3	17	0	17
Virtual Story Times				
Toddler Time	5	39 views		
Mighty Preschoolers	5	27 views		
Total Virtual	10	66 views		
Total In Person Events	37	535	527	1050
1000 Books Before Kindergarten	4 new registrations			

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

September 30- October 31: 499 sessions, 231 hours, average 25-minute sessions

Newsletter

The Children's Library Newsletter was sent 5 times in October. A monthly overview of events was sent on October 1 and weekly newsletters on Fridays that listed the next week's events. The newsletter was sent to an average of 438 subscribers and had an average 56% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Visitors
Phoenixville High School Class Visit (on site)	11	9	20
Phoenixville Middle School Class Visit (on site)	4	3	7
VFKH Montessori Visit (on site)	8	1	9
VFKH Montessori Visit (on site)	9	1	10
YMCA ELC (off site)	84	12	96
Total: Events	116	26	142

- On September 30, Tegan Conner-Cole hosted a Phoenixville High School Class for an introduction and tour of the library. The tour included hearing from Tegan about the Children's Department, Becca about the Teen Room, and Mark about the Carnegie Room. When finished, students were encouraged to complete a scavenger hunt in the Children's Department. There were 11 students with 9 adults for a total of 20 students.
- On October 14, Tegan Conner-Cole hosted a Phoenixville Middle School Class for an introduction and tour of the library as part of their exploration of community resources. Tegan led the tour and after, students were encouraged to complete a scavenger hunt. There were 4 students and 3 adults for a total of 7 visitors.
- On October 6 and October 27, the Valley Forge Kindergarten House Montessori School brought their class over to check out titles from the library. There were 17 students and 2 adults for a total of 19 visitors over two visits.
- Put together a box of books and DVDs for St. Mary's Shelter which was delivered by Lara Lorenzi on October 26.
- In October, Audrey Scadden, Child Care Team Leader, reached out about having the library visit the YMCA ELC. Tegan Conner-Cole visit the Phoenixville YMCA ELC on October 28, and read stories about trees and fall to four groups: PreK (40 students, 4 teachers), Preschool (22 students, 4 teachers), Older Toddler (12 students, 2 teachers), and Young Toddler (10 students, 2 teachers). Before leaving, Audrey and Tegan discussed the potential of more visits in the future. Tegan will be sending a title sheet to caregivers about what titles were read.

Meetings

- Tegan Conner-Cole, with Lara Lorenzi, attended The HUB Meeting on October 12 where she met the Executive Director and Programmer of Barnstone Art Center.
- Tegan Conner-Cole, with Lara Lorenzi, attended the monthly Communities that Care Meeting on October 12 where she met community agencies.
- Tegan Conner-Cole met with Sean Halloran, Executive Director, and Lisa, Programmer, virtually on October 19 to discuss potential partnerships. They have a Preschool program that they will test run in the Fall during 3-4-5 Active Beehive and with the hope of brining the program in during winter. Date of program to be determined.
- Tegan Conner-Cole met with Lara Lorenzi, Mark Pinto, and Christine Nicholson-Wrage as needed on library services throughout the month.
- We continue to promote the Children's Library to the community through newsletters, Facebook, Instagram, various media in the area, and handouts to patrons.

Additional Activities

- 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 and missing topics.
- Publicizing of Children's Library Calendar and events through the newsletter and social media.
- Called patron who submitted an incomplete Statement of Concern form regarding a title. Deferred to Lara Lorenzi.
- Covered Circulation Desk as needed.
- Planned programming and collection with Youth Services & Young Adult Librarian.
- Youth Services & Young Adult Librarian Activities:
 - Helped decorate the case upstairs a fall theme
 - Created a new flyer of upcoming YA programs to display in the YA Room & downstairs
 - Updated the online calendar for Children's for our November Programs
 - Worked on weeding the Young Adult Room
 - Decorated the Community Room for our Halloween Story Time
 - Ordered items for the Young Adult collection

Trainings

- LGBTQIA+ Book Buzz, October 5 – Rebecca L.
- Niche Academy Webinar Recording of Library Leadership Your Way, October 7 – Tegan C.
- Practicing Inclusion: Welcoming Transgender Customers and Colleagues, October 11 – Tegan C. & Rebecca L.
- Books and Babies: Selecting the Best Books and Related Activities for Infants & Toddlers, October 13 – Rebecca L.
- What Kids Should Be Allowed to Pick Their Own Books (and How to Explain This to Parents), October 19 – Tegan C. & Rebecca L.
- Library of Things: The What, Why, and How of Lending Objects, October 19, Rebecca L.

- Niche Academy Webinar Recording of From Diversity to Including: Auditing Your Collection, October 20

Correspondence in October

- 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.
- Correspondence and phone call with Chester County Library on collection questions and Youth Services updates.
- Correspondence with Phoenixville High School and Middle School teachers on their respective visits.
- Correspondence with Barnstone for meeting and future program partnership.
- Correspondence with parent partnering with teacher at TCHS Pickering Campus about library resources for upcoming presentation and potential visit.
- Correspondence with Head Start Family Service Worker about bringing parent group to the library to introduce them to resources in November.

Compliments

- The teacher of the Phoenixville High school Group complimented the tour and enjoyed learning more about the library history from Mark Pinto.

Submitted by Tegan Conner-Cole, Director of Youth Services.
November 1, 2022

October 2022
Adult Services Report
(all events/statistics as of October 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

- Staff Development Day afternoon sessions at CCL 10/10
- Webinar "Practicing Inclusion: Welcoming Transgender Customers and Colleagues" from Infopeople 10/11
- "Community Gardening around the Village" committee meeting on Zoom 10/24
- Sworn in as notary for new commission at CC Recorder of Deeds office 10/25

Upcoming Special Programs/Events

- "The Kennedy Murder Case: The Most Controversial Presidential Murder in America's History" with historian Roger Arthur, 11/14
- "Make a Diamond Painting Ornament" with the Library's Linda Inferrera 11/17
- "AARP Smart Driver Refresher Class" 11/18
- "Pudgy Pooches & Corpulent Cats: Healthy Weight Management for Your Pet" with veterinarian Ann Caulfield 11/21 (hybrid event)
- "Community Gardening around the Village: Make Holiday Swags" with Toni Stuetz, 4-H educator 11/28
- "Downsizing or Discarding: Are You Throwing Away Treasure?" with Leon Castner, Castner Estate Service & National Appraisal Consultants 12/1 (hybrid event)
- "Community Gardening around the Village: Make Salve, Lip Balm, Tinctures" with Martha Cownap, herb gardener, Camphill Village Kimberton Hills 12/5

Program/Event/Other Planning

- Scheduling special online, in-person, and hybrid programs for January and beyond.
- Preparing "Passports 101" presentation for the public (will be hybrid event) for 12/19.

October Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	441
Adult Laptop Individual Users	67
Mobile Printing Users	18
Mobile Hotspot Checkouts	15
Museum Pass Checkouts	30

October Passport Application Acceptance Statistics

Appointments	317
Income	\$12,847

October Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	13	
Phoenix Fiction Writers	8 (2 sessions)	
Phoenixville Tech Group	66 (5 sessions)	
“Tech Group @ the Library” 10/18	6	
Tech Help appointments	7	
Teens Teach Technology Internet safety and Libby app series	3 (3 sessions)	
Maternal & Child Health Consortium Family Benefits Assistance appointments	13	
Career Success Group	6 (2 sessions)	
Sahaja Yoga Meditation Class	22 (5 sessions)	
ESL Conversation Group	22 (4 sessions)	
PA-MEDI Medicare Open Enrollment Assistance Appointments	2	
Movies on Tap: Zoom Edition	7	
Books on Tap	10	
Outreach: Senior Center Book Club	9	
Movie Night: “Elvis”	13	
“Dark History II: Unusual Deaths, Crimes & Hauntings in Penn’s Woods” 10/3	40	
“Lenape Lifeways” 10/6	24	
“Chester County’s Historic Places II” 10/10	11	67
“Community Gardening around the Village: Fall Foraging Walk at Reservoir Park” 10/16	18	
“Open Mic Night for Writers” 10/17	28	48
“Make a Pumpkin Wineglass Votive” 10/18	3	
“Author Talk: Josephine Pasquarello: <i>Life’s Journey</i> ” 10/20	16	8
“Updating Your Medicare for 2023” 10/24	20	13 (first 6 days)
“Green Burial: The Solution is Here” 10/27	27	3 (first 2 days)
PBS Books videos on Facebook page	7+	

Respectfully submitted,
 Mark Pinto
 Adult Services Director

Development Report

FY22 – October Report

Grants: (\$50,000/\$25,000)

- ~~\$2,400 Detwiler Family Foundation~~

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

- Approximate Revenue Totals
- WWW Sponsorship (Goal: \$16,000)
 - Confirmed - \$15,250
- WWW Ads (Goal: \$600)
 - Confirmed - \$800.00
- WWW Ticket Count (Goal: 150)
 - Confirmed – 172 Guests (*65 New Guests*)
 - Total Ticket Revenue: \$13,214
- WWW Donations - \$2,065
- WWW Night of
 - Wine Pull - \$430
 - Auction (Goal: \$5,000)
 - Confirmed - \$5,712
- ***Approximate Revenue Total: \$37,471***

Targeted Individual Giving (\$3,702/\$40,000) 11/3

- End of year appeal to be send out the week of November 21st
- Amazing Raise Campaign Bonus Gift – Pending Nov. 9th

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

- Uncle B's BBQ – Profit share – Pending

Other Engagement:

- October 3rd – Phoenixville Media Group – WWW Video
- October 5th – Wine, Wit & Wisdom Committee Meeting
- October 6th – Phoenixville Community Health Foundation – Development Roundtable
- October 6th – Dot Harrop and Richard Breuer Wine Wit & Wisdom Honorary Meeting
- October 11th – Meeting with Kim Hansen for End of the Year Mailing
- October 12th – AARP Grant Award and Reporting Seminar
- October 19th – Invitation Phone Call Outreach to 2019 WWW guests
- October 18th – Chamber Networking Event at Steel City
- October 24th – Meeting with Toni for event prep
- October 25th – Meeting with Penny for Honorary Flower donation
- October 25th – Phoenixville Finance Committee (No discussion about the Library funding)
- October 31st – Meeting with Nicole and Rebecca, CCLS for Spring Author Event

Social Media Snapshot:

Facebook Stats:

2,689 Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

3,229 Total Followers (24 New Followers)

2,882 Total Likes (17 New Likes)

Instagram Stats:

433 Accounts Reached – # of unique accounts that have seen library posts (366 Sept.)

72 Accounts Engaged – # of unique accounts that have interacted with library posts (33 Sept.)

1,023 Total Followers (14 new followers)



Circulation Report for November 2022

Circulation Department:

- Circulation assistant made little fox banners out of recycled books
- Number of **checkouts** month-to-date: 8,621
- Number of **check-ins** from month-to-date: 8,453
- Number of **holds** from month-to-date: 313
- September is library card sign-up month
 - Number of tickets: 59

Volunteers:

- **Total Amount of Volunteer Hours through October: 72.25**
- **Total Amount of Volunteer Hours for TOTAL fiscal year: 284.75**

Library Card Sign-ups:

- **Total Amount of Patron Applications from October: 149**

Meetings/Events

- Meeting with Children's Librarian – October 31st
- Meeting with Circulation Assistant – November 2nd
- Wine, Wit, and Wisdom – November 3rd
- PaLA Annual Conference Committee Meeting – November 3rd
- PaLA PALS Project Meeting – November 4th
- Circulation Meeting – November 16th

Continuing Education:

- Staff Development Day – October 10th (Some circulation assistants attended)
- POWER Library Fall Training – October 13th (Full-time circulation staff is attending)

Additional Updates:

- Vacation Days: November 21st through 23rd, November 28th through November 30th

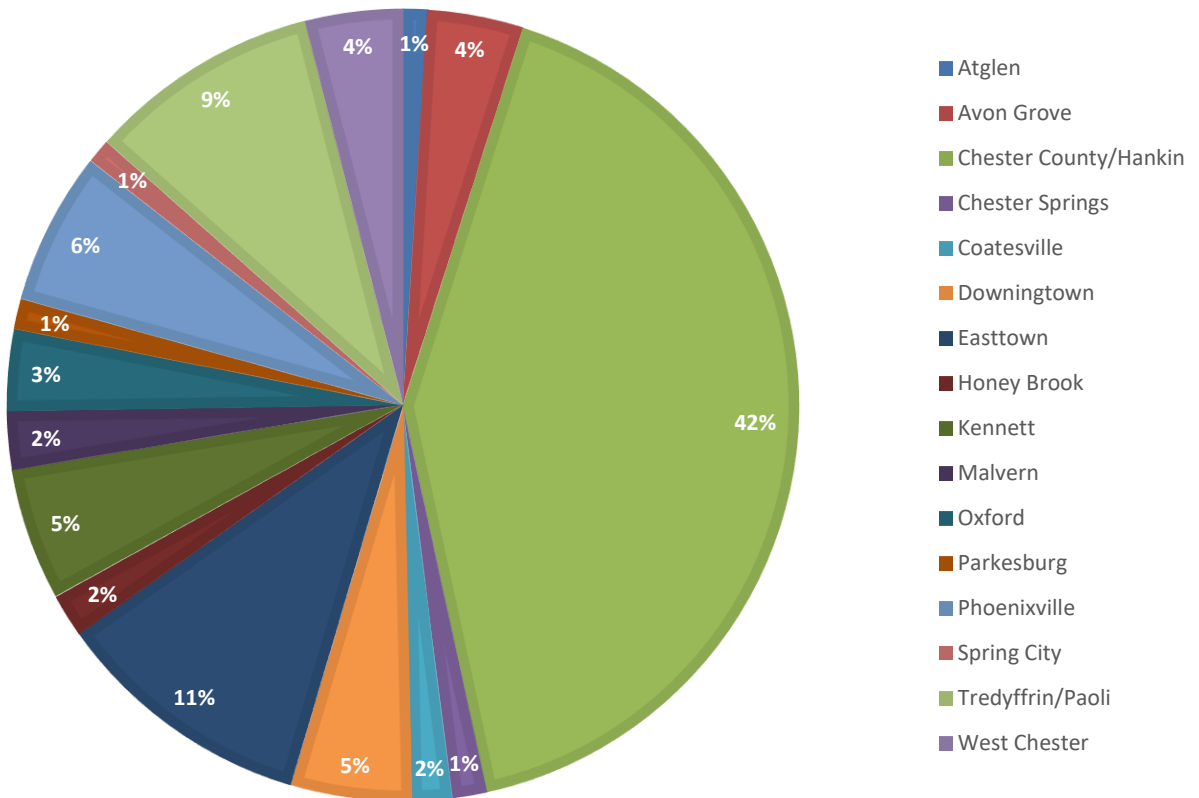
Respectfully Submitted,

Christine Nicholson
Circulation Manager & Volunteer Coordinator
October 2022

September 2022 Circulation

	Sierra	OverDrive	Total
Atglen	2027	797	2824
Avon Grove	8631	2745	11376
Chester County/Hankin	92032	28769	120801
Chester Springs	2306	1799	4105
Coatesville	3860	868	4728
Downingtown	11778	2479	14257
Easttown	17055	13790	30845
Honey Brook	4678	430	5108
Kennett	9191	6437	15628
Malvern	5258	1658	6916
Oxford	7575	2049	9624
Parkesburg	3308	312	3620
Phoenixville	12808	5256	18064
Spring City	2466	398	2864
Tredyffrin/Paoli	19450	7971	27421
West Chester	9084	2464	11548
TOTAL	211507	78222	289729

PERCENTAGE DISTRIBUTION

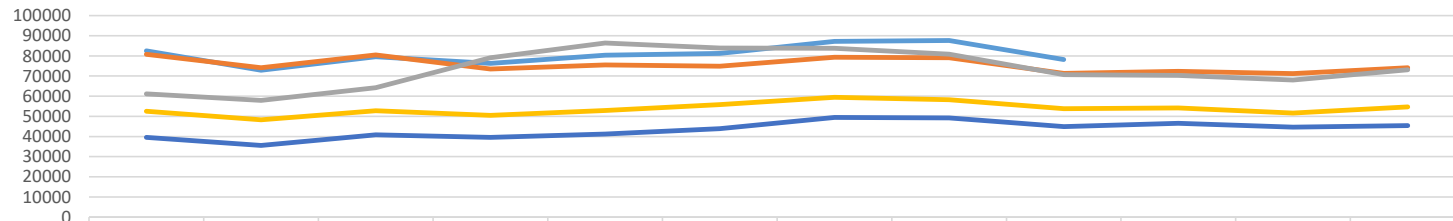


OverDrive Percentage Distribution 2022

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				
Atglen	1.02%	841	743	812	778	819	828	888	893	797	0	0	0	7400
Avon Grove	3.51%	2895	2558	2794	2678	2821	2850	3059	3076	2745	0	0	0	25475
Chester County/HH	36.78%	30344	26806	29281	28064	29561	29872	32063	32233	28769	0	0	0	266994
Chester Springs	2.30%	1897	1676	1831	1754	1848	1868	2005	2015	1799	0	0	0	16692
Coatesville	1.11%	915	808	883	846	892	901	967	972	868	0	0	0	8053
Downingtown	3.17%	2615	2310	2523	2418	2547	2574	2763	2778	2479	0	0	0	23007
Easttown	17.63%	14545	12849	14035	13452	14170	14318	15369	15450	13790	0	0	0	127977
HoneyBrook	0.55%	453	400	437	419	442	446	479	481	430	0	0	0	3988
Kennett	8.23%	6790	5998	6552	6279	6614	6684	7174	7212	6437	0	0	0	59740
Malvern	2.12%	1749	1545	1687	1617	1703	1721	1848	1857	1658	0	0	0	15385
Oxford	2.62%	2161	1909	2085	1999	2105	2127	2283	2296	2049	0	0	0	19015
Parkesburg	0.40%	330	291	318	305	322	324	348	350	312	0	0	0	2900
Phoenixville	6.72%	5544	4897	5350	5127	5401	5458	5858	5889	5256	0	0	0	48778
Spring City	0.51%	420	371	406	389	409	414	444	446	398	0	0	0	3698
Tredyffrin/Paoli	10.19%	8407	7426	8112	7775	8190	8276	8883	8930	7971	0	0	0	73968
West Chester	3.15%	2598	2295	2507	2403	2531	2558	2745	2761	2464	0	0	0	22863
Total	100.0%	82504	72882	79613	76303	80375	81219	87176	87639	78222	0	0	0	725933

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	82504	72882	79613	76303	80375	81219	87176	87639	78222				
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
2020	61115	57905	64191	79045	86400	83866	83754	80805	70712	70254	68060	73139	879246
2019	52474	48270	52779	50521	52922	55778	59442	58194	53763	54197	51585	54681	644606
2018	39517	35554	40880	39606	41221	43825	49446	49190	44838	46512	44617	45459	520665

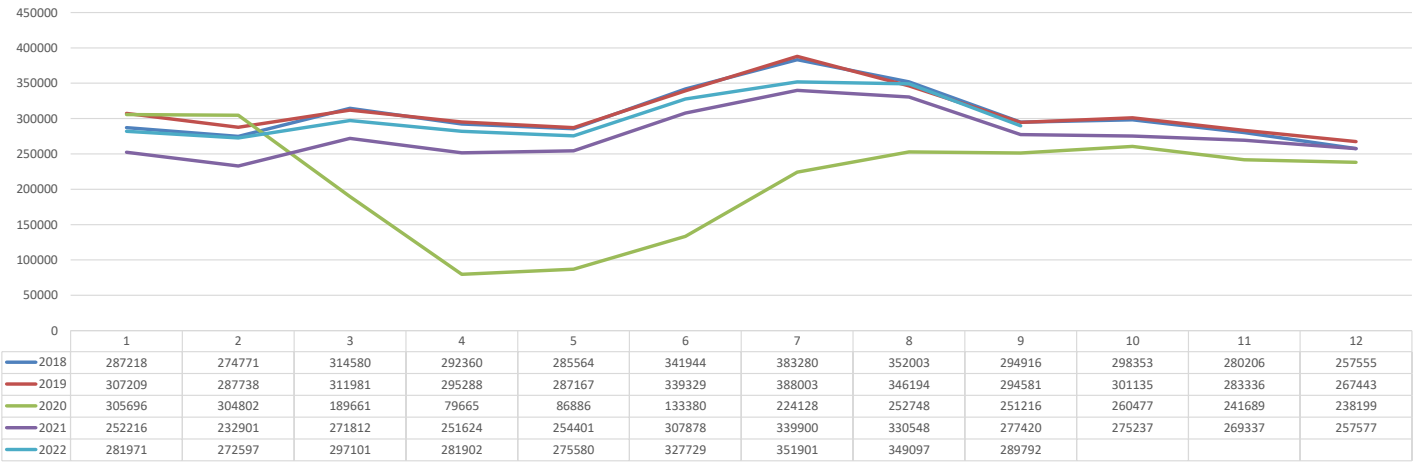
OverDrive 2018-2022



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2022	82504	72882	79613	76303	80375	81219	87176	87639	78222			
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147
2020	61115	57905	64191	79045	86400	83866	83754	80805	70712	70254	68060	73139
2019	52474	48270	52779	50521	52922	55778	59442	58194	53763	54197	51585	54681
2018	39517	35554	40880	39606	41221	43825	49446	49190	44838	46512	44617	45459

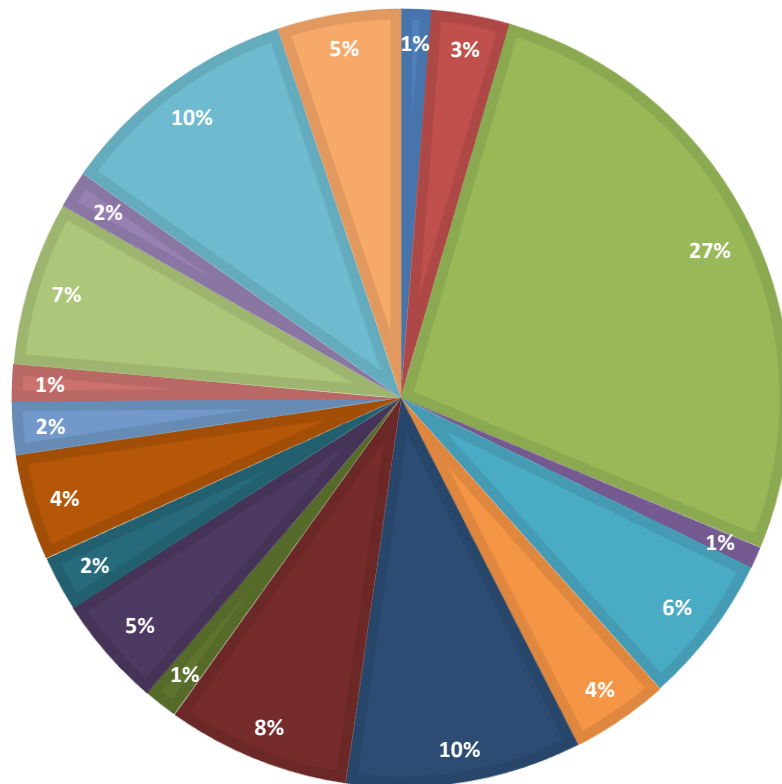
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	Y
135																	
136			January	February	March	April	May	June	July	August	September	October	November	December	Total		
137	2010 to 2009	2010<2009	3.62%	-0.68%	4.12%	-4.83%	-2.02%	-2.45%	-2.03%	2.72%	-1.63%	-2.91%	2.14%	-3.47%	-0.60%		
138	2011 to 2010	2011<2010	-1.35%	-0.52%	-2.62%	1.83%	0.60%	1.00%	-4.35%	-0.15%	-0.89%	-1.00%	-2.17%	0.41%	-0.75%		
139	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%		
140	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%		
141	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%		
142	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%		
143	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%		
144	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%		
145	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%		
146	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%		
147	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%		
148	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%		
149	2022 to 2021		11.80%	17.04%	9.30%	12.03%	8.33%	6.45%	3.53%	5.61%	4.46%						
150																	
151																	
152	YTD2021		252216	232901	271812	251624	254401	307878	339900	330548	277420				2518700		
153	YTD2022		281971	272597	297101	281902	275580	327729	351901	349097	289792				2727670	8.30%	
154																	
155																	
156																	
157			2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555		
158			2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443		
159			2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199		
160			2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577		
161			2022	281971	272597	297101	281902	275580	327729	351901	349097	289792					
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Circulation 2018-2022



August 2022 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	23	232	255
Avon Grove	231	439	670
Chester County	1537	3961	5498
Chester Springs	36	154	190
Coatesville	393	887	1280
Downingtown	246	592	838
Easttown	410	1600	2010
Hankin	327	1235	1562
Honey Brook	154	140	294
Kennett	305	648	953
Malvern	153	320	473
Oxford	395	510	905
Paoli	120	343	463
Parkesburg	137	171	308
Phoenixville	563	841	1404
Spring City	107	212	319
Tredyffrin	287	1786	2073
West Chester	217	836	1053
TOTAL	5641	14907	20548



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

Phoenixville Public Library
Balance Sheet
As of November 2, 2022

	Total		Change	% Change
	As of Nov 2, 2022	As of Nov 2, 2021 (PY)		
ASSETS				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1			0.00	
100.1 Operating Checking (040016792)	68,511.41	68,712.39	-200.98	-0.29%
100.2 Operating Money Market	649,316.66	531,312.65	118,004.01	22.21%
100.3 Operating Credit Card Receipts	23,951.91	7,117.19	16,834.72	236.54%
100.5 Certificate of Deposit (59969)	20,637.00	20,637.00	0.00	0.00%
100.6 Certificate of Deposit (59970)	21,036.00	21,036.00	0.00	0.00%
100.7 Certificate of Deposit (59971)	31,711.00	31,711.00	0.00	0.00%
Total 100 Phoenixville Federal Savings #1	\$ 815,163.98	\$ 680,526.23	\$ 134,637.75	19.78%
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	\$ 816,163.98	\$ 681,526.23	\$ 134,637.75	19.76%
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	\$ 816,616.98	\$ 681,979.23	\$ 134,637.75	19.74%
Fixed Assets				
150 General Fixed Assets			0.00	
150.1 Leasehold Improvements			0.00	
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	\$ 816,617.22	\$ 681,979.47	\$ 134,637.75	19.74%
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			0.00	
230.1 Salaries Payable	16,801.95	16,801.95	0.00	0.00%
230.5 Accrued Vacation	7,158.00	7,158.00	0.00	0.00%
230.9 Reimbursements by PPL	0.00	0.00	0.00	
Total 230 Employee Costs Payable	\$ 23,959.95	\$ 23,959.95	\$ 0.00	0.00%
250 Deferred Income	0.00	0.00	0.00	
Total Other Current Liabilities	\$ 23,959.96	\$ 23,959.96	\$ 0.00	0.00%
Total Current Liabilities	\$ 55,478.96	\$ 55,478.96	\$ 0.00	0.00%
Long-Term Liabilities				
280 Line of Credit (3 year)	0.00	0.00	0.00	
Total Long-Term Liabilities	\$ 0.00	\$ 0.00	\$ 0.00	
Total Liabilities	\$ 55,478.96	\$ 55,478.96	\$ 0.00	0.00%
Equity				
300 Opening Bal Equity	0.00	0.00	0.00	
310 Contributed Capital	0.24	0.24	0.00	0.00%
319 Net Assets	745,073.75	684,903.30	60,170.45	8.79%
Net Income	16,064.27	-58,403.03	74,467.30	127.51%
Total Equity	\$ 761,138.26	\$ 626,500.51	\$ 134,637.75	21.49%
TOTAL LIABILITIES AND EQUITY	\$ 816,617.22	\$ 681,979.47	\$ 134,637.75	19.74%

Wednesday, Nov 02, 2022 07:31:59 AM GMT-7 - Cash Basis

Phoenixville Public Library

Budget vs. Actuals: Budget 2022-2023 - FY23 P&L

July 2022 - June 2023

	Actual	Budget	Total over Budget	% of Budget
Income				
400 Appropriations			0.00	
400.1 Appropriation - P.A.S.D.	144,585.00	578,340.00	-433,755.00	25.00%
400.2 Appropriation - County	51,160.00	102,320.00	-51,160.00	50.00%
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		7,000.00	-7,000.00	0.00%
Total 400 Appropriations	\$ 195,745.00	\$ 792,934.00	-\$ 597,189.00	24.69%
412 Development Income			0.00	
412.1 Grants		25,000.00	-25,000.00	0.00%
412.2 Projects/Events	11,874.27	45,000.00	-33,125.73	26.39%
412.2.1 WWW - Restricted	1,450.00		1,450.00	
Total 412.2 Projects/Events	\$ 13,324.27	\$ 45,000.00	-\$ 31,675.73	29.61%
412.4 Donations			0.00	
412.4.2 Restricted - General	84.00		84.00	
Total 412.4 Donations	\$ 84.00	\$ 0.00	\$ 84.00	
412.6 Individual Giving			0.00	
412.6.1 Unsolicited	1,470.10		1,470.10	
412.6.3 Target Donors	3,702.11	40,000.00	-36,297.89	9.26%
412.6.4 Restricted - General		3,000.00	-3,000.00	0.00%
412.6.5 Restricted - Children	451.00	3,000.00	-2,549.00	15.03%
Total 412.6 Individual Giving	\$ 5,623.21	\$ 46,000.00	-\$ 40,376.79	12.22%
412.7 Corporate Engagement		10,000.00	-10,000.00	0.00%
412.7.3 Matching Gifts	371.84		371.84	
Total 412.7 Corporate Engagement	\$ 371.84	\$ 10,000.00	-\$ 9,628.16	3.72%
Total 412 Development Income	\$ 19,403.32	\$ 126,000.00	-\$ 106,596.68	15.40%
420 Operations Income			0.00	

420.1 Fines	5,025.85	12,000.00	-6,974.15	41.88%
420.10 Notary Services	144.00	1,000.00	-856.00	14.40%
420.2 Passport Applications	61,936.60	170,000.00	-108,063.40	36.43%
420.3 Interest	524.18	1,000.00	-475.82	52.42%
420.4 Items Sold	590.44		590.44	
420.4.1 Library Income	342.65	2,500.00	-2,157.35	13.71%
420.4.2 PA Sales Tax	29.66		29.66	
Total 420.4 Items Sold	\$ 962.75	\$ 2,500.00	-\$ 1,537.25	38.51%
420.5 Lost Books	1,054.37	1,500.00	-445.63	70.29%
420.6 Other (Copier, etc.)	412.39		412.39	
420.6.1 Library Income	368.24	2,500.00	-2,131.76	14.73%
420.6.2 PA Sales Tax	32.51		32.51	
Total 420.6 Other (Copier, etc.)	\$ 813.14	\$ 2,500.00	-\$ 1,686.86	32.53%
420.8 Rentals/Collection	165.58		165.58	
420.8.1 Library Income	143.61	500.00	-356.39	28.72%
420.8.2 PA Sales Tax	14.96		14.96	
Total 420.8 Rentals/Collection	\$ 324.15	\$ 500.00	-\$ 175.85	64.83%
420.9 Hot Spots	157.92		157.92	
420.9.1 Library Income	873.42	3,000.00	-2,126.58	29.11%
420.9.2 PA Sales Tax	41.66		41.66	
Total 420.9 Hot Spots	\$ 1,073.00	\$ 3,000.00	-\$ 1,927.00	35.77%
Total 420 Operations Income	\$ 71,858.04	\$ 194,000.00	-\$ 122,141.96	37.04%
Total Income	\$ 287,006.36	\$ 1,112,934.00	-\$ 825,927.64	25.79%
Gross Profit	\$ 287,006.36	\$ 1,112,934.00	-\$ 825,927.64	25.79%
Expenses				
500 Adult Library			0.00	
500.1 Books	212.73		212.73	
500.1.1 Physical Books	7,169.40	31,000.00	-23,830.60	23.13%
500.1.2 E-Materials	4,951.32	24,000.00	-19,048.68	20.63%
500.1.6 ARPA Adult e-materials	1,541.02		1,541.02	
500.1.7 Flipster		1,500.00	-1,500.00	0.00%
Total 500.1 Books	\$ 13,874.47	\$ 56,500.00	-\$ 42,625.53	24.56%
500.13 Professional Develop. Material	789.92	800.00	-10.08	98.74%
500.14 Museum Passes	1,194.33	3,600.00	-2,405.67	33.18%

500.15 Mobile Hotspots	716.09	4,500.00	-3,783.91	15.91%
500.2 Magazines & Newspapers	2,924.64	6,000.00	-3,075.36	48.74%
500.3 Audios	1,433.74	5,000.00	-3,566.26	28.67%
500.4 Videos	937.62	4,000.00	-3,062.38	23.44%
500.5 Software	9.99		9.99	
500.6 Reference	157.23	700.00	-542.77	22.46%
500.7 Programs - Adult	1,030.00	3,000.00	-1,970.00	34.33%
500.8 Program Supplies - Adult	231.14	1,000.00	-768.86	23.11%
Total 500 Adult Library	\$ 23,299.17	\$ 85,100.00	-\$ 61,800.83	27.38%
510 Youth Library			0.00	
510.1 Books	211.76		211.76	
510.1.1 Physical Books	4,954.60	25,000.00	-20,045.40	19.82%
510.1.2 E-Materials	1,405.00	8,000.00	-6,595.00	17.56%
510.1.3 ARPA Children e-materials	1,066.55		1,066.55	
Total 510.1 Books	\$ 7,637.91	\$ 33,000.00	-\$ 25,362.09	23.15%
510.13 Young Adult - All	659.88	3,000.00	-2,340.12	22.00%
510.14 Programs - Young Adults	281.98	500.00	-218.02	56.40%
510.15 Program Supplies - Young Adult	188.49	500.00	-311.51	37.70%
510.2 Magazines		700.00	-700.00	0.00%
510.3 Audios	342.90	1,500.00	-1,157.10	22.86%
510.4 Videos	455.02	2,000.00	-1,544.98	22.75%
510.5 Software	395.33	1,000.00	-604.67	39.53%
510.7 Programs - Children	600.00	4,000.00	-3,400.00	15.00%
510.8 Program Supplies - Children	584.62	2,000.00	-1,415.38	29.23%
Total 510 Youth Library	\$ 11,146.13	\$ 48,200.00	-\$ 37,053.87	23.12%
520 Development Expense			0.00	
520.1 Annual Appeal	3,327.00	5,600.00	-2,273.00	59.41%
520.3 Special Events	2,585.14	22,500.00	-19,914.86	11.49%
520.5 Marketing	536.03	500.00	36.03	107.21%
520.8 Donor Management		3,988.00	-3,988.00	0.00%
Total 520 Development Expense	\$ 6,448.17	\$ 32,588.00	-\$ 26,139.83	19.79%
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	308.25	1,500.00	-1,191.75	20.55%
530.1.3 Staff Development/Memberships	1,081.30	3,395.00	-2,313.70	31.85%
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	12.21	3,000.00	-2,987.79	0.41%
530.1.8 Marketing and Website	3,931.39	3,000.00	931.39	131.05%
530.1.9 Miscellaneous	73.80		73.80	
Total 530.1 General	\$ 5,406.95	\$ 24,095.00	-\$ 18,688.05	22.44%
540 Utilities			0.00	
540.1 Electricity	6,309.71	17,000.00	-10,690.29	37.12%
540.2 Gas	560.31	4,835.00	-4,274.69	11.59%
540.3 Telephone	2,723.98	6,000.00	-3,276.02	45.40%
540.4 Trash Collection	188.20	450.00	-261.80	41.82%
540.5 Water & Sewer	359.91	1,500.00	-1,140.09	23.99%
Total 540 Utilities	\$ 10,142.11	\$ 29,785.00	-\$ 19,642.89	34.05%
550 Computer Expense			0.00	
550.2 Hardware	275.97	1,000.00	-724.03	27.60%
550.4 Software		1,800.00	-1,800.00	0.00%
550.5 Software Maintenance	2,751.20	2,000.00	751.20	137.56%
550.6 Supplies	234.99	2,000.00	-1,765.01	11.75%
Total 550 Computer Expense	\$ 3,262.16	\$ 6,800.00	-\$ 3,537.84	47.97%
560 Other Supplies and Expense			0.00	
560.1 Collection Maintenance	1,147.57	2,800.00	-1,652.43	40.98%
560.2 Library	2,491.39	3,500.00	-1,008.61	71.18%
560.2.1 PPE	45.99		45.99	
Total 560.2 Library	\$ 2,537.38	\$ 3,500.00	-\$ 962.62	72.50%
560.3 Office	3,414.43	3,500.00	-85.57	97.56%
560.4 Postage	4,306.59	6,500.00	-2,193.41	66.26%
Total 560 Other Supplies and Expense	\$ 11,405.97	\$ 16,300.00	-\$ 4,894.03	69.98%
570 Equipment Leasing/Rental	2,185.26	5,090.00	-2,904.74	42.93%
580 Buildings & Grounds			0.00	
580.1 Maintenance			0.00	
580.1.2 Grounds	360.00	500.00	-140.00	72.00%

Total 580.1 Maintenance	\$	360.00	\$	500.00	-\$	140.00	72.00%
580.5 Janitorial Expense						0.00	
580.5.1 Service		10,125.00		25,000.00		-14,875.00	40.50%
580.5.2 Supplies		446.46		4,000.00		-3,553.54	11.16%
Total 580.5 Janitorial Expense	\$	10,571.46	\$	29,000.00	-\$	18,428.54	36.45%
580.7 Minor Improvements and Repairs				500.00		-500.00	0.00%
Total 580 Buildings & Grounds	\$	10,931.46	\$	30,000.00	-\$	19,068.54	36.44%
Total 530 Administration	\$	43,333.91	\$	112,070.00	-\$	68,736.09	38.67%
610 Salaries & Benefits						0.00	
610.1 Salaries						0.00	
610.1.1 Full-Time		85,608.10		437,712.00		-352,103.90	19.56%
610.1.2 Part-Time		27,051.62		122,294.00		-95,242.38	22.12%
610.1.3 Passport Agents		7,036.53		27,144.00		-20,107.47	25.92%
Total 610.1 Salaries	\$	119,696.25	\$	587,150.00	-\$	467,453.75	20.39%
610.2 Social Security Expense		8,826.29		43,330.00		-34,503.71	20.37%
610.3 Employee Benefit Expense		33,575.47		103,691.00		-70,115.53	32.38%
610.3.2 H.S.A. Contribution		1,499.94		9,000.00		-7,500.06	16.67%
Total 610.3 Employee Benefit Expense	\$	35,075.41	\$	112,691.00	-\$	77,615.59	31.13%
610.4 Retirement Expense		23,140.27		91,805.00		-68,664.73	25.21%
Total 610 Salaries & Benefits	\$	186,738.22	\$	834,976.00	-\$	648,237.78	22.36%
Unapplied Cash Bill Payment Expense		-243.49				-243.49	
Total Expenses	\$	270,722.11	\$	1,112,934.00	-\$	842,211.89	24.33%
Net Operating Income	\$	16,284.25	\$	0.00	\$	16,284.25	
Other Expenses							
750 Non-Operating Expense						0.00	
750.1 Furniture, etc.		219.98				219.98	
Total 750 Non-Operating Expense	\$	219.98	\$	0.00	\$	219.98	
Total Other Expenses	\$	219.98	\$	0.00	\$	219.98	
Net Other Income	-\$	219.98	\$	0.00	-\$	219.98	
Net Income	\$	16,064.27	\$	0.00	\$	16,064.27	

Video Game/DVD Policy

There is a \$2.00 rental charge for each video game. Charge must be paid at time of checkout. Customers are advised to use them at their own risk. The Library is not responsible for damage to a customer's game player. Video games damaged through carelessness, lost, or not returned will be billed to the borrower. To rent M-rated video games or R-rated DVDs you must be at least 18 years of age and show proof of age, or be accompanied by a parent or guardian. This policy applies to all video games/DVDs checked out at Phoenixville Public Library, regardless of owning library. It is recommended that adults review video games/DVDs intended to be played by/shown to children under the age of 18. Customers who inform staff that a rental video game was unable to be viewed due to defect or previously sustained damage are entitled to one free video game rental.

ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER NONPRINT FORMATS

An Interpretation of the LIBRARY BILL OF RIGHTS Library collections of videotapes, motion pictures, and other non-print formats raise a number of intellectual freedom issues, especially regarding minors. The interests of young people, like those of adults, are not limited by subject, theme or level of sophistication. Librarians have a responsibility to ensure young people have access to materials and services that reflect diversity sufficient to meet their needs. To guide librarians and others in resolving these issues, the American Library Association provides the following guidelines. The LIBRARY BILL OF RIGHTS says, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." ALA'S FREE ACCESS TO LIBRARIES FOR MINORS: An Interpretation of the LIBRARY BILL OF RIGHTS states: The "right to use a library" includes use of, and access to, all library materials and services. Thus, practices which allow adults to use some services and materials which are denied to minors abridge use based on age. ...It is the parents – and only the parents – who may restrict their children – and only their children – from access to library materials and services. People who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users. Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use for minors. Further, age limits based on the cost of the materials are unacceptable. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards to circulation of these materials as are applied to books and other materials. Recognizing that libraries cannot act in loco parentis, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about the content, subject

matter, and recommended audiences can be made available in conjunction with non-print collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional material on videotape packaging, and Motion Picture Association of America (MPAA) ratings if they are included on the tape or in the packaging by the original publisher and/or if they appear in review sources or reference works included in the library's collection. Marking out or removing ratings information from videotape packages constitutes expurgation or censorship. MPAA and other rating services are private advisory codes and have no legal standing*. For the library to add such ratings to the materials if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the LIBRARY BILL OF RIGHTS. *Adopted June 28, 1989, by ALA Council. Approved April, 2003