

Board of Trustees Meeting Agenda April 11, 2023 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. 2021/2022 Audit Presentation-Carl Hogan BBD 20 minutes b. PASD finance meeting and budget update- Lara Lorenzi 5 minutes c. East Pikeland Twp. Update- Lauren Eustis 5 minutes d. Update on Trustee Openings- Lara Lorenzi 5 minutes e. Other new business 5 minutes V. Old Business – Discussion Items a. Furniture Updates- Lara Lorenzi 5 minutes b. Director Evaluation- Lauren Eustis 10 minutes

d. Other old business?

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.

5 minutes

VII. Next meeting Monday May 1,2023 @ 5pm (Zoom) VIII. – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MONTHLY MEETING March 6, 2023

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

BOARD MEMBERS PRESENT

Ted Bierer; Lauren Eustis; Mike English; Alan Fegley; Steve Hirsch; and Joe Koury

BOARD MEMBERS ABSENT

Stephanie Allen and Jessica Bicker

STAFF PRESENT Lara Lorenzi, Executive Director

GUESTS PRESENT

Joe Sherwood, Executive Director, Chester County Library System

CONSENT AGENDA

On motion made by Mike English, seconded by Steve Hirsch, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through f., consisting of: (i) the Minutes of the Board's Regular Monthly Meeting held February 6, 2023, as amended; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Circulation Report; and (vi) Financial Statements for February 2023.

NEW BUSINESS

- <u>Library System Update</u>: Joe Sherwood indicated the Chester County Library System is following the Lancaster County Library System in banning TikTok on its staff-side network. Mr. Sherwood indicated this would not affect the public-facing network of the library. He added that the Library System's website was in the process of being updated. Additionally, Mr. Sherwood reminded that the Legislative Breakfast was coming up, at that Sen. Bob Casey, Jr., Sen. John Fetterman, and Gov. Josh Shapiro had all been invited. Mr. Sherwood concluded by indicating the recent availability of the Kanopy Plus streaming video service to Chester County Library System cardholders.
- <u>Budget Committee Update</u>: Mike English informed the Library Board that the Budget Committee of the Board had been invited to meet with the Finance Committee of the Board of School Directors on March 27, 2023, prior to the meeting of the full board. Mr. English indicated his understanding is that the Finance Committee would then in turn make a recommendation to the Board of School Directors relative to the Library's request for a five percent (5%) increase in funding from the Phoenixville Area School District.
- <u>Trustee Openings</u>: Lara Lorenzi indicated that the Library is seeking to fill three (3) Library Board positions, one (1) for the unexpired term of the position vacated by Lauren Coy, and two (2) beginning in July 2023 following their natural expiration at the end of June 2023. Ms. Lorenzi suggested a cutoff for all applications of April 7, 2023.
- <u>April Board Meeting</u>: Lara Lorenzi indicated she will be away the first Monday of April 2023. On the suggestion of Lauren Eustis, Ms. Lorenzi agreed to move the Regular Meeting of the Library Board to April 11, 2023.
- <u>Return to In-Person Meetings</u>: Lauren Eustis broached a return to in-person meetings, on at least a quarterly basis, to start at the July 2023 Regular Meeting. Ms. Eustis suggested that in-person meetings begin at 5:15.
- <u>Updated Mission Statement</u>: Steve Hirsch discussed that he included a first draft in the Board Materials for the meeting. He indicated that he used ChatGPT to assist, which he then edited.

OLD BUSINESS

- Furniture Quotes: Lara Lorenzi opened the discussion by confirming to the Library Board that Benjamin Roberts, Ltd. Had provided a quote for a "more flexible" approach to the study room, but it was not what was envisioned at the time of her request. Lauren Eustis suggested that J.P. Jay Associates' quote was a little higher, and doesn't include the Passport Office, but noted a better design in terms of flexibility. Ms. Lorenzi rejoined by stating she was comfortable with J.P. Jay Associates based on past experience. On motion made by Lauren Eustis, seconded by Mike English, and by unanimous vote thereafter, the Board authorized the acceptance of the J.P. Jay Associates quote and the expenditure of funds from the Library budget in payment of the same.
- Evaluation of Executive Director: Lauren Eustis indicated that a written evaluation of Lara Lorenzi will be completed by the Library Board at the end of the current fiscal year, and that all Trustees should review the draft form circulated to the Board. Ms. Eustis indicated she will be sending the form to Agatha Lyons, District Consultant at the Chester County Library System, for her review as well.
- Development: Lauren Eustis welcomed Lauren Coy back as the Director of ٠ Development. Lara Lorenzi echoed Ms. Eustis' welcome, and informed the Board that the Library had received its first taxpayer-funded payment from the Borough of Phoenixville.

Meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Joseph K. Koury



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

Informational Updates:

- The library will be closed on Friday April 7th. This is the last year the library will be closed for Good Friday.
- The library will be closed on Saturday May 20th for the Dogwood Festival. The library will also be closed on Monday May 29th for the Memorial Day holiday.
- 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 PASD board will vote on the additional funds request from us at their April 10, 2023 board meeting. I will have an update for the board at the meeting.
- Lauren Eustis and Mike English attended the April 2023 East Pikeland township meeting. They were there to let them know how the library has been doing the past year, how we have spent the ARPA grant funds they awarded us and to thank them for their funding. We are expecting an increase of funding to correlate with the increase of residents. They currently support the library at \$1 per resident.
- Passport appointments are very busy, they are booking appointments a month out.
- The annual state report has been completed and submitted to the county.
- I have been doing the day to day duties of the office manager that include inputting invoices, paying bills, setting up the bank deposits, ordering supplies, etc.
- The furniture colors and fabric has been selected and approved by Lauren Eustis and me.

Personnel Updates:

- An offer of employment has been given to a person for the office manager position. They have accepted the position and will start Monday April 10, 2023 after I get back from my vacation. I will be working with her to make sure all of her paperwork is handed in before their start date.
- Tegan Conner-Cole and I conducted interviews for the part time youth services position. An offer was made and they will begin working on April 3, 2023. An internal candidate was hired for this position.
- We will be posting an opening for a part time circulation assistant.

Facilities Update:

- The fencing will be installed in the next month or so.
- Phil Vontor has received a quote for replacing the sidewalk along main street side and in front of the main entrance. When this occurs, we will look to see if we can use the old main entrance so we don't have to close the building. If we do that, there is no accessible way into the library, we would also need to alert patrons that they won't be able to access the book locker during that time. We will get more details when the quote is approved and dates are set.
- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- Soroptimist Club of Phoenixville will be taking care of our front garden this spring.
- The Chester County Library System is installing new and updated door counters in all the member libraries. We anticipate that new wiring for the device will be run in early April 2023 with installation of the until shortly after that.

<u>E-Material Circulation:</u> (Circulation calculated by patron's home library.)

- January 2023
 - o E-books: 3,526
 - o E-audio: 2,953
 - o Total: 6,479
- February 2023
 - E-books: 3,215
 - o E-audio: 2,498
 - o Total: 5,713
- March 2023
 - o E-books: 3,556
 - o E-audio: 3,030
 - o Total: 6,586

Book Locker:

- <u>March 2022</u>: 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.)
- <u>April 2022</u>: 237
- <u>May 2022</u>: 154
- <u>June 2022</u>: 334
- <u>July 2022</u>: 279
- <u>August 2022: 203</u>
- <u>September 2022:</u> 266
- <u>October 2022:</u> 198
- November 2022: 193
- December 2022: 205
- January 2023: 234
- <u>February 2023: 255</u>
- March 2023: 294

Door Count:

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. February 2023: 7,343. This is a 17% increase over last year. March 2023: 8,800. This is an 11% increase over last year.

Chester County Library System Updates:

• The Legislative Breakfast will be at Exton Library Friday April 21st at 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.

State Updates:

• None at this time.



Meetings/Trainings

3/7 CCCF zoom

- Office manager interview
- 3/9 Office manager interview
- 3/10 Office manager interview
- 3/15 Youth Services interview
- 3/16 Rotary
- 3/17 Meeting with J.P.Jay
- 3/20 Youth Services interview
- 3/21 Funding Formula Committee meeting
- 3/22 PALA Legislative town hall
- 3/27 PASD Finance Committee Meeting
- 3/29 WWW committee meeting

Elder HUB

3/31-4/9 Vacation

Youth Services Report for March 2023 For April 2023 Board Meeting

Programming:

Programs held on March 1 to March 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.

March Monthly Statistics:

Event Name	Total	Total Student	Total Adult	Total
	Occurrence	Attendance	Attendance	Attendance
1-2-3 Learn With Me	6	91	90	181
Barnstone On the Go – Art	4	64	53	117
For Kids				
Babies & Books	7	76	79	155
Mighty Preschoolers	3	27	22	49
Toddler Time	9	201	192	393
Block Party (STEM)	2	40	34	74
Preschool Ballet	1	10	10	20
In-Person Preschool Total	32	509	480	989
				-
Elementary Age Events				
Family Movie Night	1	1	4	5
Crescendo Concert (w/Adult	1	46	0	46
Services)				
Take & Make Spring Crafts	1	30	0	30
(Passive)				
Girls In STEM	2	23	10	33
Ages 6-11 Total	5	100	14	114
Teen Programs-				
Virtual/Picking up				
Materials				
YA Mystery Bag	1	7	0	7
Total Young Adult	1	7	0	7
Virtual Events	TEMP BREAK			
Total Virtual				
Total In Person Events	38	616	494	1110
			-	-
1000 Books Before	2			
Kindergarten				

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

March 1 to March 31: 630 sessions, 270 hours, average 25-minute sessions

Newsletter

The Children's Library Newsletter was sent 5 times in March, including a program update email. A monthly overview of events was sent on March 3 and weekly newsletters on Fridays that listed the next week's events. The newsletter was sent to an average of 465 subscribers and had an average 55% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Visitors
TEMPORARILY ON BREAK			
Total: 0 on-site, 1 off-site			

- On March 3, Tegan C. met with Liz from Crescendo Phoenixville to discuss possible collaboration in after school and summer program offerings. This was a virtual meeting.
- Photo and \$50 donation from BPW/PA on March 29. Lauren C. handled photo and promotion.
- On March 30, Tegan visited the PACLC in Franklin Comments to swap book bags.
- Outreach is temporarily suspended until a new Youth Services Librarian is hired.

Meetings

- Tegan C. attended 1 CCLS Pilot STEM Meetings in February (virtually) where a small group of youth services librarians discussed program ideas and how to disburse county funds as we explore potential alternatives to Science in the Summer for the whole county. The grant application rolled out end of February.
- Tegan C. attending the CCLS Youth Services Meeting at CCL Exton on March 28.
- Tegan Conner-Cole met with Lara L., Mark P., and Christine N. as needed on library services throughout the month.

Additional Activities

- Continued assessment of Children's collection with removal of non-circulating, outdated, and damaged materials.
- Began the process of updating call numbers in the J Graphic Novel Section for better browsability with Mary.
- 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.
- Tegan C., with Lara L. met and interviewed two candidates for the position of Youth Services Associate/Librarian.
 - o Offer made to candidate who started April 3.
- Planned programming for April and made April calendar.
- Planned and Partnered with Adult Services on join program: Dr. Daisy Century.
- Planned and presented story time classes in March.
- Was awarded two programs from CCLS: Mad Science (our choice) and Harmonious STEM. Science programs that are to replace Science in the Summer.
- David B. maintained rotating displays including a featured Black History Month and Valentine's display.

Trainings

- March 3: Management AMA webinar recording on Niche Academy.
- March 3: Recording of Building Bridges, Breaking Bias Recording presented by TCN.
- March 10: A Shark and a Unicorn Walk Into a Library: Tips & Tricks to Boost Staff Morale webinar recording on Niche Academy.
- March 15 & 16: Attended PLIX, a two day, in-person workshop at CCL Exton about the Public Library Idea Exchange from MIT.
- March 29: Attended Story Walk® Virtual Webinar (live) presented by OCL/Bureau of Library Development.

Correspondence in March

- 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 PACLC to discuss bag coordination.
- Email correspondence with Katie from Orion.
- Email correspondence with Liz from Crescendo Phoenixville about potential library partnership.
- Email correspondence with performers for potential future programs.
- Email correspondence with Daughters of the American Revolution about their summer program and summer display leading up to the 250th Anniversary of US Independence.
- Email correspondence with CCLS.
- Email correspondence with student about Girls In STEM program.

Submitted by Tegan Conner-Cole, Director of Youth Services. April 5, 2023

<u>March 2023</u> Adult Services Report

(all events/statistics as of March 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

- Planning meeting with Carrie Bamper, Chesco Dept. of Emergency Services, for upcoming insurance expo at Library, 3/15
- PARN meeting at CareerLink Chester County, Exton, 3/28
- Circulation staff meeting, 3/29

Upcoming Special Programs/Events

- "Shakespeare at the Opera" with Mike Bolton, WRTI, 4/17
- "Community Music School New Horizons Band Concert", 4/18
- "Longwood Gardens Community Read Book Discussion & Food Tasting", 4/20
- "Community Gardening around the Village: Wild Plant Walk at Reservoir Park" with Martha Cownap, 4/22
- "Open Mic Night for Writers", 4/24
- "LGBT Ally Affinity Group Presentation", 4/27
- "Community Gardening around the Village: Herb Gardening for Beginners" with Holly Cusumano, 5/1

Program/Event/Other Planning

- Scheduling special online, in-person, and hybrid programs for June and beyond.
- Planning for Adult Summer Reading Program

March Computer Use/Checkout Statistics

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Adult Internet Stations Individual Users	523
Adult Laptop Individual Users	115
Mobile Printing Users	17
Mobile Hotspot Checkouts	17
Museum Pass Checkouts	62

March Passport Application Acceptance StatisticsAppointments490

Income	NA

March Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	12	
Daytime Book Club	7	
Phoenix Fiction Writers	8 (2 sessions)	
Phoenixville Tech Group	69 (4 sessions)	
Career Success Group	15 (5 sessions)	
Tech Help appointments	8	
Maternal & Child Health Consortium Family Benefits Assistance	29	
appointments		
Sen. Katie Muth Mobile Office appointments	4	
Sahaja Yoga Meditation Class	17 (3 sessions)	
ESL Conversation Group	24 (4 sessions)	
Books on Tap	13	
Movies on Tap: Zoom Edition	8	
Outreach: Senior Center Book Club	13	
Movie Night: "The Banshees of Inisherin" 3/9	30	
"Sports Gambling Addiction Presentation" 3/2	1	5
"Community Gardening around the Village: Winter Tree Walk at Reservoir Park" 3/5	17	
"Author Talk: Janis Robinson Daly: The Unlocked Path" 3/6	6	12
"Get Connected: Jumpstart Your Job Search" 3/10	6	
"Rediscovering Pennsylvania's History Makers: Lucretia Mott: A Film Screening and Discussion" 3/13	7	
"Crescendo Phoenixville Student Recital" 3/16	56	
"Auto Maintenance 101" 3/20	5	76
"Craft a Diamond Painting Ornament" 3/23	9	
"Dugout Chatter with Julian and Lou" 3/27	6	
"Banking in the 21 st Century" 3/30	4	19 (first 3 days)
Local Authors Talk: Nancy Schwartz & April Beard: <i>Up Bow, Down Bow: A Child with Down Syndrome and His Journey to Master the Cello</i> 3/30	9	

Respectfully submitted, Mark Pinto Adult Services Director APRIL 2023

Development Report Lauren Coy

Meetings/Training/Events

- a. Attending biweekly Rotary meetings
- b. Meetings with Lara Lorenzi
- *c.* Meeting with Kristen McGee from Ann's Heart about potential collaborations (3/1)
- d. Check presentation with Frees Insurance (3/2)
- e. Authored information for Legislative Breakfast Booklet (due 3/8)
- f. Meeting with Liz Grimshaw about Crescendo & Library potential future collaborations (3/10)
- g. Attended Chamber of Commerce Awards Dinner at RiverCrest (3/28)
- h. Hosted first Wine, Wit & Wisdom Committee Meeting (3/29)
- *i.* Attended the Grants Workshop at Rec. Center sponsored by Paul Friel (3/30)

GRANTS	Amt. requested	Fund	Deadline	Decision
Erb Charitable Fund	\$40,000	Operating	3/1/2023	4/30/2023
ARPA Grant	\$30,000 over 4 years	E-materials	Funds RECEIVED!	*recipient*

Development News

- The Library will be the beneficiary of the Eggroll Charity Program from Bistro on Bridge in May. There will be reminders/posts sent out prior to 5/1 to make the community aware of this.
- I have taken over the Social Media accounts and creating the flyers/templates/posts for Adults and Children's programming as well.
 - This is ongoing and consistent.

• TWO ADDITIONAL IDEAS for Friend/Fundraisers:

1. The Haunted Library Tour

- a. Historical presenter Ryan Conroy would kick off the evening at the Library, giving its history and the discussion of its hauntings.
- b. The attendees will be wristbanded. Then after his talk here, we'd all walk down to The Heart (at Ann's Heart) for a Haunted Happy Hour/Reception.
 - i. There'd be themed drinks/snacks that go along with spooky authors/novels.
 - ii. Our episode of "Ghosthunters" would be streaming on the screen here during this as well.
 - iii. Raffle prizes and a nice Halloween week event.
 - iv. The cost would be approximately \$25-\$35. The goal is to have price points much less than WWW to diversify audiences and to engage more folks.

2. The Adult Spelling Bee

- a. This idea was presented to me by a well-known member of the Phoenixville community.
- b. It would be teams of 2-4.
- c. It would be starting at one of the breweries (TBD) and continues to final round at a location (TBD).
- d. The words would be submitted by folks that want to trick the potentially tipsy participants.
 - i. Money and sponsorship could come from: swag, team support, submission of challenging words, etc.
 - ii. This event would be 2 hours MAX. Very low overhead on our part.
 - iii. Cost: TBD per team, flushing out the details and ideas with said community member for some brainstorming of this.
 - iv. Goal: To have a financially successful event in a short period of time with very low overhead (a la DOWN TO THE HEART – Ann's Heart).

Wine, Wit & Wisdom - 20th Anniversary Thursday, November 2, 2023

- New logo/rebrand more fun and modern
- Very innovative, bold and colorful invitations to come as well
- Wish list for Author has been sent to Jason at Reads & Company
 - We went **BIG** with whom we are hoping to have for this important anniversary year!
- Due to the menu costs increasing greatly, we decided to nix the salad per person, as it's a savings of \$6/pp.
- Solicitation letters/walk and talk (Bridge St. & surrounding areas) will start end of April/early May.
 - Follow up solicitation requests occur in July/August
- The ticket prices this year will be increased a bit due to rising costs; \$135 per person; \$95 for first-time attendees.

Annual Appeal

GOAL:	\$40,000.00
Actual (to date):	\$43,338.57

- Spring Annual Appeal mailing has been sent out!
 - Theme: "Spring into Support!"
 - Gifts incoming.



Circulation Report for April 2023

Circulation Department:

- Number of **checkouts** month-to-date: 11,931
- Number of **check-ins** from month-to-date: 11,628
- Number of **holds** from month-to-date: 475
- o Two circulation assistants lead Diamond Art program: March 23rd
- Circulation Assistant promoted/accepted position as Children's Librarian Assistant
 Started on April 3rd on her new position
- o Looking to hire two more circulation staff
 - Average amount of hours: 6 hours per week
 - Interview April 3rd

Volunteers:

- Total Amount of Volunteer Hours for the month of March: 74.25
- Total Amount of Volunteer Hours for TOTAL fiscal year: 639.75
- o Volunteer Luncheon will be on April 19th
 - Sending out invitations: April 5th
 - Looking into caterers
 - Will be downstairs in the community room at 1 P.M.

Library Card Sign-ups:

o Total Amount of Patron Applications for the month of February: 145

Meetings/Events:

- o DLM Meeting (went on behalf of Lara): March 14th
- o PaLA Conference Committee Meeting: March 17th
- Meeting with PaLA Conference Committee Member: March 20th
 Discussed writing two articles for the Bulletin
- o PaLa Intellectual Freedom Committee: March 22nd
- o Circulation Meeting: March 29th
- o CCLink Meeting: March 29th
- o PaLa Conference Committee Meeting: April 27th

Continuing Education:

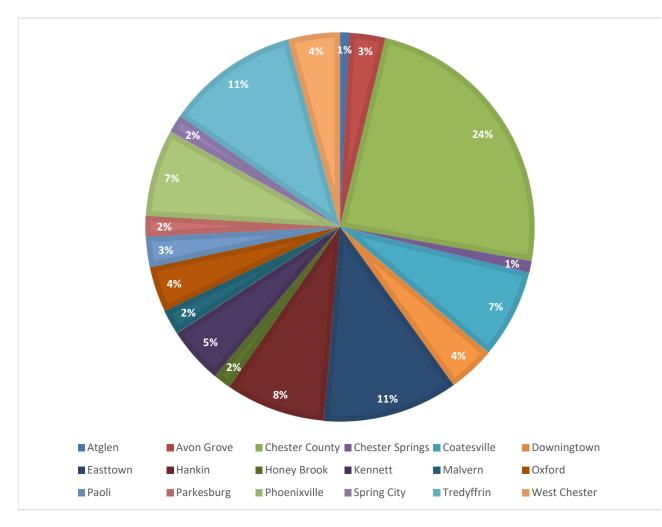
• Proactive Planning for Library Staff Transitions: April 19th (will be watching recording)

Additional Updates: N/A

Respectfully Submitted,

Christine Nicholson *Circulation Manager & Volunteer Coordinator* April 2023

February 2023 Computer Usage (Sessions)													
	Envisionware	Wireless	Total										
Atglen	23	134	157										
Avon Grove	233	374	607										
Chester County	1530	3373	4903										
Chester Springs	45	151	196										
Coatesville	463	1049	1512										
Downingtown	209	585	794										
Easttown	461	1829	2290										
Hankin	374	1315	1689										
Honey Brook	157	150	307										
Kennett	341	615	956										
Malvern	153	270	423										
Oxford	260	513	773										
Paoli	160	358	518										
Parkesburg	177	168	345										
Phoenixville	594	876	1470										
Spring City	79	229	308										
Tredyffrin	314	1939	2253										
West Chester	196	681	877										
TOTAL	5769	14609	20378										



I	А	В	С	D	E	F	G	Н	Ι	J	K	L	М	Ν	Q	R	S	Т
1	Computer Usag	e 2023 (Ses	ssions)															
2	ĭ																	
3															2023 YTD	2022 YTD	2021 YTD	2020 Annual
4		January	February	March	April	May	June	July	August	September	October	November	December	Total	Percentage	Percentage	Percentage	Percentage
5																		
6	Atglen	139	157											296	0.73%	1.14%	0.77%	1.49%
7																		
	Avon Grove	557	607											1164	2.86%	3.43%	4.80%	4.06%
9																		
	Chester County	4751	4903											9654	23.69%	25.24%	30.54%	25.28%
11																		
	Chester Springs	206	196											402	0.99%	1.49%	1.10%	0.75%
13																		
	Coatesville	1430	1512											2942	7.22%	6.52%	7.25%	6.78%
15	Den min et	0.00													4.000	4.000	2 4 2 4	2.200
16 17	Downingtown	869	794											1663	4.08%	4.02%	3.13%	3.26%
	Easttown	2300	2290											4590	11.26%	9.40%	6.65%	9.31%
18	Lastiowil	2300	2290											4590	11.20%	9.40%	0.03%	9.31%
_	Hankin	1743	1689											3432	8.42%	8.11%	8.34%	7.69%
21		17.10	1005											0.02	0112/0	0.111/0	010170	110570
	Honey Brook	340	307											647	1.59%	1.55%	1.76%	1.42%
23																		
	Kennett	982	956											1938	4.76%	5.18%	5.92%	5.35%
25																		
26	Malvern	510	423											933	2.29%	2.45%	1.98%	2.11%
27																		
	Oxford	787	773											1560	3.83%	3.77%	3.91%	3.66%
29																		
30	Paoli	538	518											1056	2.59%	2.62%	2.08%	3.36%
31																		
	Parkesburg	424	345											769	1.89%	2.02%	2.90%	2.14%
33															7.0.00	7.000/	5.669/	6.959/
34 35	Phoenixville	1488	1470											2958	7.26%	7.03%	5.66%	6.35%
	Spring City	303	308											611	1.50%	1.68%	1.92%	1.72%
37	Spring City	505	508											011	1.50%	1.00%	1.52%	1.72%
_	Tredyffrin	2166	2253											4419	10.84%	9.00%	6.40%	10.60%
39		2100	2233											++15	10.0470	5.0070	0.4070	10.00%
_	West Chester	846	877											1723	4.23%	5.34%	4.89%	4.66%
41																		
_	System	20379	20378											40757	100.00%	100.00%	100.00%	100.00%
43																		
44	Notes:																	
45	2017 and 2018 ba	ised on minu	ites															
	2019 and 2020 ba		ons															
47	2020 reflects Cov	id closures																

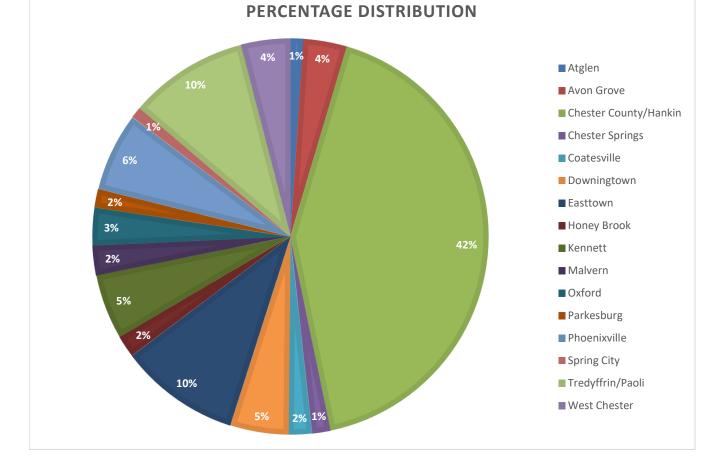
	А	В	С	D	E	F	G	Н	Ι	J	К	L	М	N	0	U
1	Circulation Compariso	ns 2023	January	February	March	April	May	June	July	August	September	October	November	December	Total	
2																
	ATGLEN	2018	2282	2322	2412	2312	2196	3385	3595	2825	2046		2294	2127	30247	6.88%
4		2019	2846	2239	2568	2454	2372	2789	3065	2599	2160		2642	2015		-1.15%
5		2020	2560	2548	1487	639	699	1248	2038	1987	1760	1791	1599	1640		-33.12%
6		2021	1969 2146	1752 2169	2169 2475	1846	2037	2535	2855	2681	2349	2090	2000	2045	26328	31.67%
8		2022 2023	2146	2169	3373	3170	2758	3897	3533	3436	2824	3029	2964	2771	35172	33.59%
9		2023	2550	2734	3373											
-	AVON GROVE	2018	9921	10844	11813	10590	10220	13313	16106	14095	11408	11291	10014	8830	138445	2.02%
11		2019	11857	11207	11573	11378	11424	13905	17138	14038	11252	11660	10449	9266	145147	4.84%
18		2020	11135	10859	6871	3501	3883	5782	10112	11755	11506	11159	9910	10085	106558	-26.59%
19		2021	10876	10119	11212	10167	10057	12494	14186	13134	11359	10858	10703	9621	134786	26.49%
22		2022	10123	9532	11261	10580	9832	13403	14790	14741	11376	11390	10947	9757	137732	2.19%
23		2023	10725	9770	11562											
24																
	CCL/HANKIN	2018	126699	121709	138899 135942	127420	123573 123301	145591	162876	149438	127242	125674	119511	111398	1580030	-1.79%
26 27		2019 2020	131898 130294	124255 129807	135942 77499	126009 28881	123301 31522	145315 51734	161746 91143	146273 107612	126353 107968	127487 112106	119761 107540	114852 113204	1583192 1089310	0.20% -31.20%
27		2020	130294	109705	125117	112334	111801	130436	140068	138223	107968	112106	107540	106500	1439551	-31.20% 32.15%
28		2021	120326	114924	123117	112554	115321	130430	140008	138223	120801	118332	112933	110149	1439331	2.38%
30		2023	128197	122260	137431	_1, 5, 5	_10021	102.75			120001	_10002	110000			2.50%
31				00	01											
32	CHESTER SPRINGS	2018	3097	2912	3760	3388	2996	3692	4721	4088	3002	3138	2919	2867	40580	-1.61%
33		2019	3628	3444	3634	3328	3121	4089	5216	4611	3753	3839	3723	3232	45618	12.41%
34		2020	4369	4371	3094	2337	2550	3294	4988	4790	4350	4178	3948	4000	46269	1.43%
35		2021	3609	3465	4256	3630	3854	4291	4774	4792	4047	4086	3918	3841	48563	4.96%
36		2022	3636	3914	4200	4233	4009	4499	4811	5115	4105	3989	4061	3647	50219	3.41%
37		2023	4546	4318	4871			_								
38	COATECHILLE	2010	2754	2227	2760	2020	2055	5007	5475	42.44	2276	2025	22.42	2005	46604	44.200/
39 40	COATESVILLE	2018 2019	3751 4038	3337 3982	3769 4098	3930 4473	3955 4281	5007 5350	5175 6520	4241 5004	3376 4434	3825 4848	3343 4141	2985 4222	46694 55391	-11.39% 18.63%
40		2019	4038	4219	2131	4473	527	1684	3377	3976	4434		4141 4214	3206		-30.88%
42		2021	4622	4336	5155	4061	3323	4866	5477	4959	3890	4080	3677	3554	52000	35.82%
43		2022	3823	4157	4372	3997	3949	5141	5549	5959	4728		4904	4220		7.44%
44		2023	5530	5561	6162											
45																
	DOWNINGTOWN	2018	12705	12259	14176	13312	13709	17203	18394	17109	14778	14552	13931	11328	173456	-2.67%
47		2019	14002	13202	14228	13512	13545	16894	19723	17222	14850		13696			2.51%
48		2020	15073	14706	8018	2653	2893	4991	7501	7387	8084	8770	7937	6744	94757	-46.71%
49		2021	7402	6298	7548	9201	9936	14625	17044	16716	13476	12663	12961	11701	139571	47.29%
50 51		2022 2023	13042 15944	13025 14813	14590 15550	13041	12890	18506	19396	17778	14257	14555	13429	12715	177224	26.98%
52		2023	13944	14015	15550											
	EASTTOWN	2018	27973	24084	28349	27487	27068	30526	33781	32462	28684	28684	26673	25587	341358	10.31%
54		2019	30566	28729	30529	29221	29231	33377	36995	33153	29586	29798	28005	27419		7.40%
55		2020	31521	30967	24061	15699	17160	20736	27497	28951	27952	30489	28141	25249	308423	-15.87%
56		2021	25139	22620	25200	27449	28850	33196	36343	35505	31274	28875	29470	29397	353318	14.56%
57		2022	30990	28501	30917	29483	30655	33589	35778	35565	30845	30330	30102	29249	376004	6.42%
58		2023	30838	28781	31982											
59																
	HONEY BROOK	2018	5416	5298	6292	5851	5389	6327	7555	6122	5504	5967	5720	5420		4.39%
61		2019	6051	6068	5853	5821	5518	6650	7552	6507	5270		5802			1.53%
62 63		2020 2021	5559 4810	6278 4502	3395 5955	561 5079	554 4984	1696	4068 6829	4717	4838 5774	4579 5589	3697	3096 5147	43038 65968	-40.18%
64		2021	4810 5130	4502 5554	6007	5202	4984	5597 6548	6829	6303 5919	5108	5589	5399 5446	4770		53.28% 0.87%
65		2022	5681	5354	5899	5202	5100	0348	0209	5515	5108	10+01	5440	4770	00340	0.87 /6
66		2023	5001	5550	5055											
67																
68																
69																
70																
71																

	А	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	U
72									July	August					Total	
73	KENNETT	2018	13977	13147	15378	13999	14772	17625	20430	19251	14658	15465	14189	13277	186168	-2.80%
74		2019	13948	12581	14144	13752	13691	16360	20071	16926	13556	14258	13490	12777	175554	-5.70%
75		2020	14354	14084	10648	5252	5702	7342	11411	14181	13638	13960	13553	14245	138370	-21.18%
76		2021	14992	14298	16792	15184	15477	18035	19121	17574	14429	14519	14061	13276	187758	35.69%
77		2022	15185	14528	16139	15223	15107	17966	19784	19807	15628	14960	14917	14494	193738	3.18%
78 79		2023	16881	15216	17328											
_	MALVERN	2018	6405	6096	6715	6137	6318	8353	10024	9158	6619	7166	6367	6077	85435	-2.78%
81	IVIALVERIN	2018	6959	6470	6715 7080	6435	6482	7957	9783	8479	6384	7166 6491	6042	5679	84241	-2.78%
82		2019	6449	6412	3699	1230	1343	2339	3847	3699	3754	4137	3793	3563	44265	-47.45%
83		2020	4855	4636	5337	4804	4953	7123	8306	7705	6238	6562	6355	6007	72881	64.65%
84		2022	6652	6317	7295	6921	6534	7769	8557	8451	6916	7292	6724	6223	85651	17.52%
85		2023	7056		7876											
86																
	OXFORD	2018	8922	8768	9747	9779	9012	11180	12117	11964	9870	10368	9255	7781	118763	1.41%
88		2019	10087	8920	10355	10203	9516	10613	12359	11274	9283	9813	9103	8228	119754	0.83%
89		2020	9446	9737	6129	2253	2450	4104	8388	9343	9057	9615	8511	8942	87975	-26.54%
90		2021	8943	8743	10187	8422	8052	10022	11649	11732	9322	9227	8956	8667	113922	29.49%
91		2022	9248	9055	9921	9403	8768	11232	12102	12467	9624	9734	9468	8726	119748	5.11%
92		2023	9626	9160	9982											
93																
_	PARKESBURG	2018	4365		4750	5011	3994	4958	5472	5044	4194	4946	4731	4022	56158	-2.78%
95		2019	4805	4558	4712	4310	3442	4283	5178	4224	3946	4835	4636	4592	53521	-4.70%
96		2020	4984		2773	386	341	1520	3465	3762	4051	4486	4349	4464	39266	-26.63%
97		2021	3712	3592	4541	3540	3527	4129	4215	3847	3506	3746	3492	3742	45589	26.49%
98 99		2022 2023	3492 4062	3623 3688	3567 4966	3479	3724	4192	4154	4152	3620	3803	3654	3443	44903	-1.50%
100		2023	4062	3000	4900											
_	PHOENIXVILLE	2018	16378	15456	18147	17387	17182	21454	24052	21636	17349	18362	17113	14747	219263	2.77%
101		2019	18264	16664	17865	17693	16611	20239	24032	21050	17445	17899	16604	15078	220050	0.36%
103		2020	17764		10396	4091	4473	6806	10460	10489	10356	10627	9706	9926	122088	-44.52%
104		2021	11449	10373	11464	9850	10516	15431	18997	18858	15931	15888	15691	15045	169493	38.83%
105		2022	16988	16708	18590	17403	16642	20050	22194	21770	18064	18045	17723	16610	220787	30.26%
106		2023	19867	18307	20911											
107																
108	SPRING CITY	2018	2772	2887	3401	2923	3007	4212	4618	4166	3163	3102	2704	2318	39273	-3.99%
115		2019	2948	2858	3144	2892	3184	3971	4980	3791	2666	2734	2551	2171	37890	-3.52%
116		2020	2908		1715	471	518	1011	2123	2627	2299	2235	2181	1636	22670	-40.17%
117		2021	1571	1347	1478	1627	1914	2374	2685	3191	2626	2160	2251	2048	25272	11.48%
118		2022	2096	2174	2885	2558	2443	3205	3635	3562	2864	2680	2730	2584	33416	32.23%
119 120		2023	2782	2582	3054											
120	TREDYFFRIN/PAOLI	2018	30450	29542	33492	30027	29914	34180	37196	34597	30110	30224	29301	27796	376829	1.53%
123	THE DITTININ/ FAULT	2018	30450	30670	33220	31319	29914	32899	36563	34597 35057	31093	31583	29301	27796	376829	1.53%
124		2019	32884		20374	8202	8923	13557	22464	25710	25925	25290	23575	19922	259615	-32.35%
126		2021	20659	18421	24680	24230	24718	29178	32707	31704	24807	26929	26285	26682	311000	19.79%
127		2022	28040	27215	29181	28411	27226	30653	33428	33568	27421	27976	27783	27674	348576	12.08%
128		2023	29657	28481	31813											
129																
130	WEST CHESTER	2018	12105	11439	13480	12807	12309	14938	17168	15807	12913	13138	12141	10995	159240	-1.21%
131		2019	12868		13036	12488	11819	14638	16878	15584	12550	13173	12712	11355	158992	-0.16%
132		2020	11457	12587	7371	3021	3348	5536	11246	11762	11375	11832	9848	8277	107660	-32.29%
133		2021	8743	8694	10721	10200	10402	13546	14644	13624	11691	11097	11185	10304	134851	25.26%
134		2022	11054	11201	12021	11219	10556	14304	15203	15586	11548	11730	11139	10785	146346	8.52%
135		2023	11950	11674	13051											
136																
137 138																
138																
139																
140																
141																
142																

T T	А	В	С	D	E	F	G	н	I	J	К	L	М	N	0	U
143			January	February	March	April	May	June	July	August	September	October	November	December	Total	
144	System	2009	314514		351000	330124	313584	393702	438914	395383	336133		318368	286320	4127209	
145	•	2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715	
146		2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963	
147		2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236	
148		2013		310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974	
149		2014		282462	330326	299557	296856	347702	411539	361843		294446	285698	274294	3805378	
150		2015	309020		317277	289670	278038	361649	394319	361008		299507	287243	271629	3763808	-1.09%
151		2016			311959	295526	290048	358040	375734	359101			278320	260038	3706907	-1.51%
152 153		2017 2018	-	276103 274771	322125	291011	292474	344982	373740 383280	351907	290713	294512	281047 280206	249729	3663155	-1.18%
155		2018			314580 311981	292360 295288	285564 287167	341944 339329	388003	352003 346194	294916 294581	298353 301135	280206	257555 267443	3662750 3709404	-0.01% 1.27%
155		2013	-		189661	79665	86886	133380	224128	252748	254381	260477	241689	238199	2568547	-30.76%
156		2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851	29.29%
157		2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3565809	7.38%
158		2023	306298		325811											
159																
160			January	February	March	April	May	June	July	August	September	October	November	December	Total	
	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%	
	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%	
_	2012 to 2011	2012<2011	3.01%		-4.15%	-0.25%	-0.41%	-0.77%	2.52%	-7.05%	-7.49%	-1.32%	-1.62%	-5.67%	-1.32%	
	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%	
	2014 to 2013	2014<2013	-6.06%		-1.57%	-4.29%	-3.77%	-5.06%	-5.01%	-4.77		-6.89%	-4.38%	1.94%	-3.83%	
	2015 to 2014 2016 to 2015	2015<2014 2016<2015	1.92% -3.67%	3.07%	-3.95% -1.68%	-3.30% 2.02%	-6.34% 4.32%	4.01% -0.99%	-4.18% -4.71%	-0.23% -0.53%	-4.45% -3.39%	1.72% -3.83%	0.54%	-0.97% -4.27%	-1.09%	
_	2016 to 2015 2017 to 2016	2016<2015	-3.67%		-1.68%	-1.53%	<u>4.32%</u> 0.84%	-0.99%	-4.71%	-0.53%	-3.39%	-3.83%	-3.11%	-4.27%	-1.51%	
	2017 to 2018 2018 to 2017	2017<2018	-0.96%	-7.78%	-2.34%	-1.55%	-2.36%	-0.88%	2.55%	-2.00%	-0.80%	1.30%	-0.30%	-3.96%	-0.01%	
	2018 to 2017	2019<2018	6.96%		-0.83%	1.01%	0.56%	-0.76%	1.23%	-0.17%	-0.12%	0.93%	1.10%	3.83%	1.27%	
	2020 to 2019	2020<2019	-0.49%		-39.21%	-73.02%	-69.74%	-60.69%	-42.24%	-27.00%	-14.72%		-14.70%	-10.93%	-30.76%	
	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%	
173	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%	
174		2023/2022	8.63%	6.27%	9.7%											
175																
	YTD2022		281971	272597	297101										851669	
	YTD2023		306298	289707	325811										921816	YTD 8.24%
178																
179				207040		24.45.00	202250	205564		202200	252002	201010	200252	200205	057555	
180 181			2018 2019	287218 307209	274771 287738	314580 311981	292360 295288	285564 287167	341944 339329	383280 388003	352003 346194	294916 294581	298353 301135	280206 283336	257555 267443	
181			2019	307209	304802	189661	79665	86886	133380	224128	252748	294581	260477	285556	287443	
183			2020	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	
184			2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	
185			2023	306298	289707	325811										
186												1				
187								Circula	tion 201	8-2023						
188		450000														
189		400000														
190		350000														
191 192		300000														
192		250000								-						
193		200000							/							
195		100000														
196		50000				~										
197		0	1	2	3	4		5	6	7	8		9	10	11	12
198		2018 2	87218	274771	314580	2923	60		341944	383280	352003				280206	257555
199			07209	287738	311981	2952			339329	388003	346194	294			283336	267443
200			05696	304802	189661	7966			133380	224128	252748	251			241689	238199
201		2021 2	52216	232901	271812	2516	24	254401	307878	339900	330548	277	420 27		269337	257577
202		2022 2	81971	272597	297101	2819	02	275580	327729	351901	349097	289	729 28	8398	281987	267817
203		2023 3	06298	289707	325811											
204 205							2018	2019	2020	202120	22 -2023					
205									-		. ===					

ibrary	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
OTAL		88236	78859	88308										
Atglen	1.05%	927	829	928										268
Avon Grove	2.78%	2453	2193	2455										710
Chester County/HH	38.74%	34183	30550	34212										9894
Chester Springs	2.55%	2251	2011	2252										651
Coatesville	1.38%	1218	1089	1219										352
Downingtown	3.58%	3159	2824	3162										914
asttown	15.56%	13730	12271	13741										3974
loneyBrook	0.56%	495	442	495										143
(ennett	8.52%	7518	6719	7524										2176
Aalvern	2.06%	1818	1625	1820										526
		2198		2200										
Dxford	2.49%		1964											636
Parkesburg	0.77%	680	608	680										196
Phoenixville	7.22%	6371	5694	6376										1844
pring City	0.46%	407	363	407										117
redyffrin/Paoli	<mark>9.45%</mark>	8339	7453	8346										2413
Vest Chester	2.82%	2489	2224	2491										720
otal	100.0%	88236	78859	88308	0	-	0	0	-	-		-	. –	
	-				April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2023	3	88236	78859	88308										
2022	2	82504	72882	79613	76303	80375	81219	87176	87639	78222		76808	78465	95916
2021	L	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	90669
2020)	61115	57905	64191	79045	86400	83866	83754	80805	70712	70254	68060	73139	87924
2019)	52474	48270	52779	50521	52922	55778	59442	58194	53763	54197	51585	54681	64460
2018	3	39517	35554	40880	39606	41221	43825	49446	49190	44838	46512	44617	45459	52066
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			i ai ci i	7.ip.iii	ividy	June	50	i y	Aug	Sept	000	1100	Dec	

March 2023 Circulation			
	Sierra	OverDrive	Total
Atglen	2445	928	3373
Avon Grove	9107	2455	11562
Chester County/Hankin	103219	34212	137431
Chester Springs	2619	2252	4871
Coatesville	4943	1219	6162
Downingtown	12388	3162	15550
Easttown	18241	13741	31982
Honey Brook	5404	495	5899
Kennett	9804	7524	17328
Malvern	6056	1820	7876
Oxford	7782	2200	9982
Parkesburg	4286	680	4966
Phoenixville	14535	6376	20911
Spring City	2647	407	3054
Tredyffrin/Paoli	23467	8346	31813
West Chester	10560	2491	13051
TOTAL	237503	88308	325811





Prepared Especially For: PHOENIXVILLE PUBLIC LIBRARY



By: Jay Malise March 30, 2023

1313 Roth Avenue, Allentown, PA 18102

610-435-9666

www.jpjay.com

1313 Roth A Allentown, 610-435-96 www.jpjay	PA 18102 66 - FAX: 610-435-9216	P R O P O S A L
Sold To: Phoenixville Pu Ms. Lara Lorenz 183 Second Av Phoenixville, PA	i e.	Reply to quotationJPMA033023Sheet1of1of1Date03/30/23
Phone: 610-93 Email: Ilorenz Item # Qty Catalog #	zi@ccls.org	Unit Price Ext. Price
INST1 1 Removal/dis posal	J. P. Jay Associates personnel to remove and dispose of shelving & furniture items from library. Price is for removal/disposal of the following: 13 double-face 72"H A-frame DVD shelving units 8 tables 18 chairs (approx.) 6 double-face 42"H wood magazine shelving units Price includes dumpster to be placed in library parking lot for disposal. *All work to be performed during normal business hours.	\$2,150.50 \$2,150.50

Note: Unless otherwise noted, the above prices are based on all finishes and optons being selected from manufacturer's standard offerings.

Accepted by:

Total \$2,150.50

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, not withstanding 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 the 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; otherwire, 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

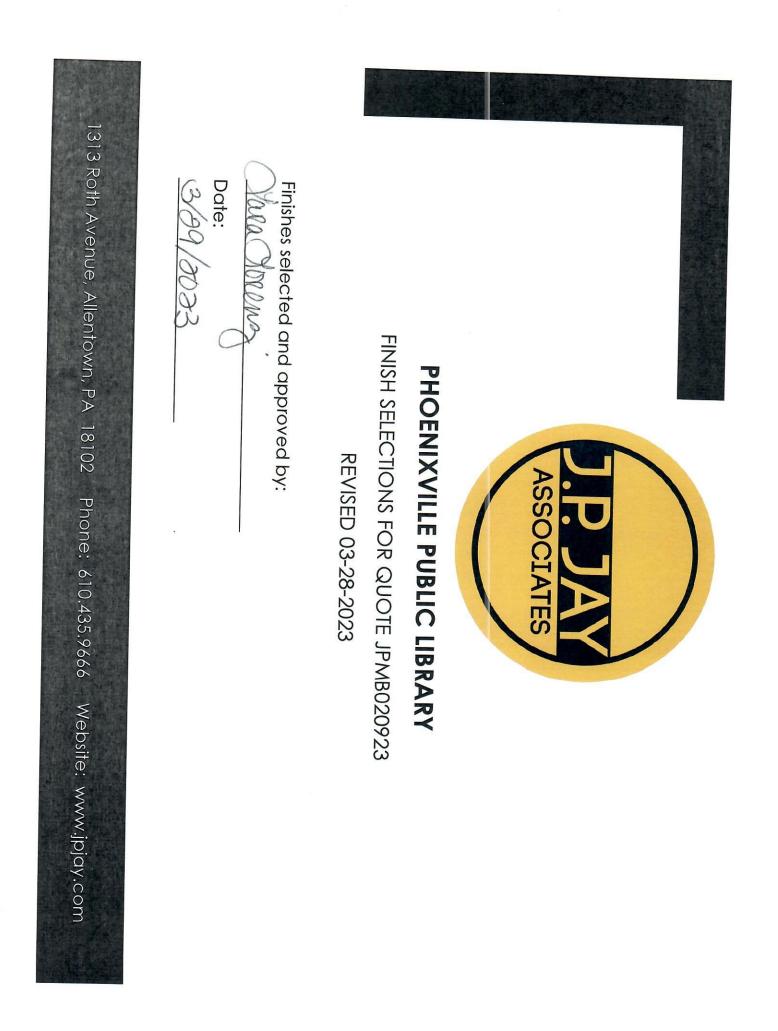
If any of the provisions or portions of these terms and conditions are invalid under any applicable statute or rule of law, they are to that extent to be deemed omitted. Buyer acknowledges that he has read and understands these terms and conditions and agrees to be bound by them, further aggress it is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

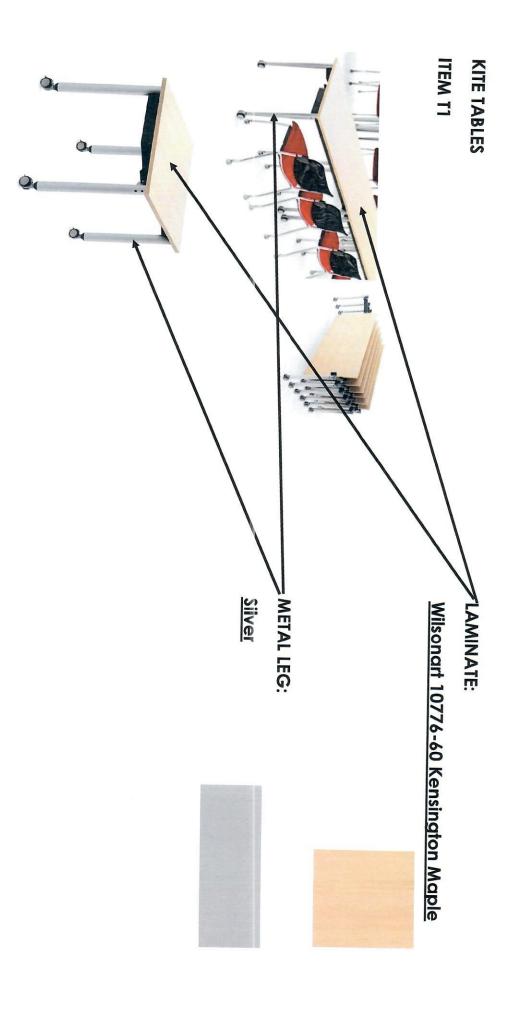
10. CONTROLLING LAW

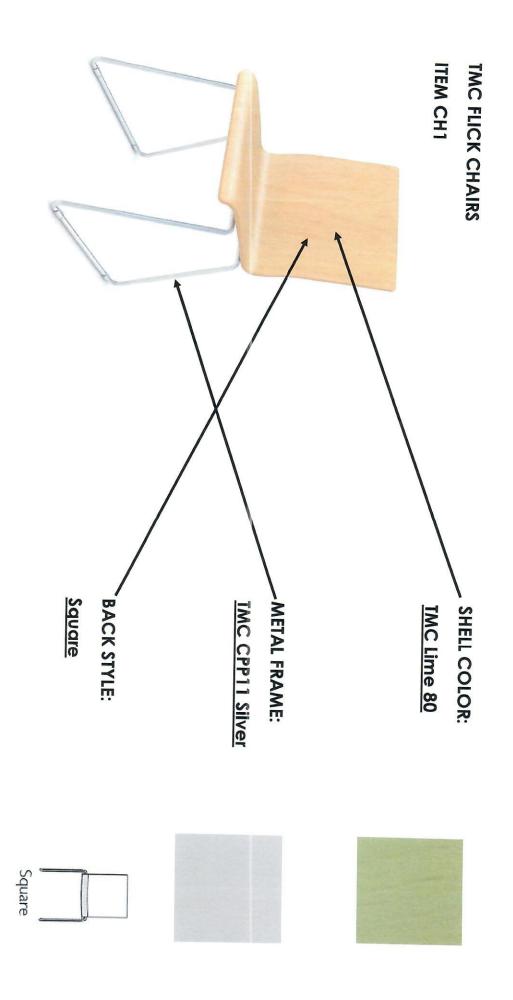
This contract of sale shall be governed by, subject to and construed according to the laws of the State of Pennsylvania.

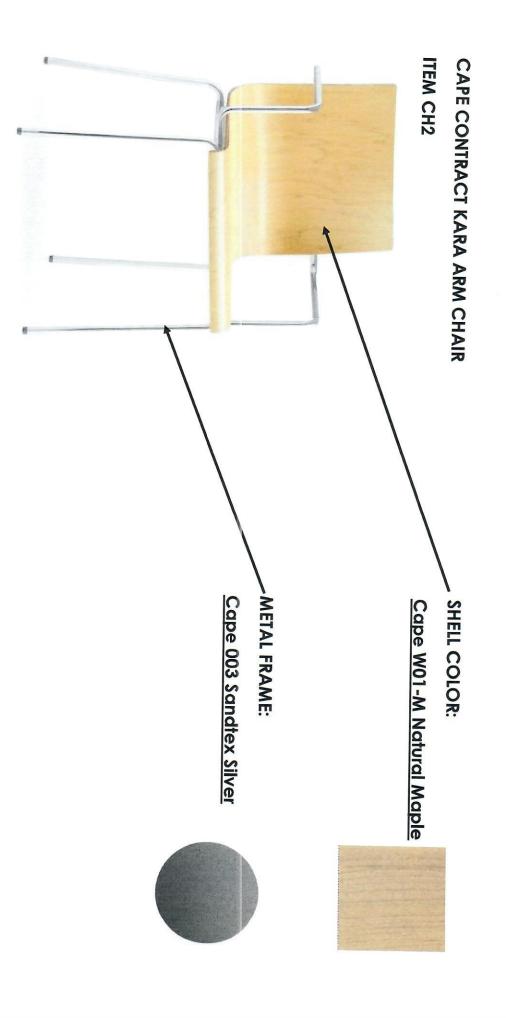


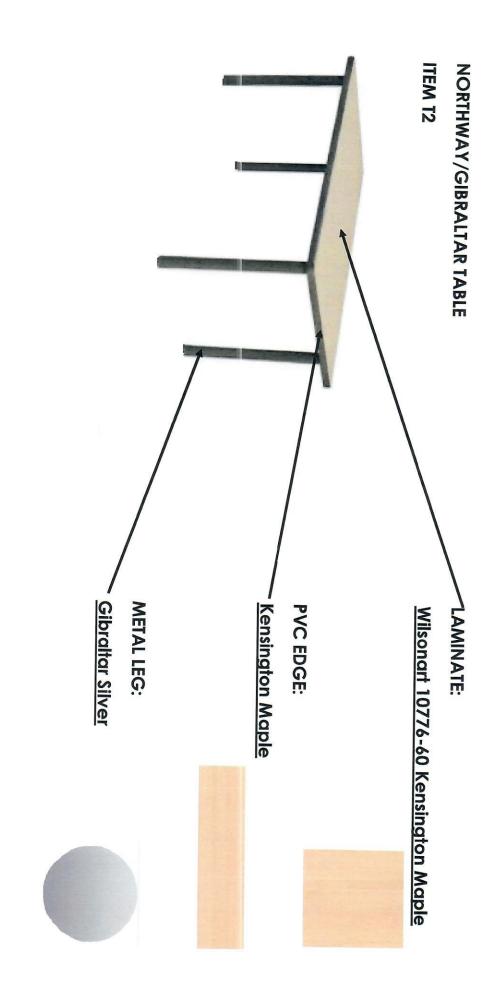
610-435-9666 1313 Roth Avenue, Allentown, PA 18102 www.jpjay.com



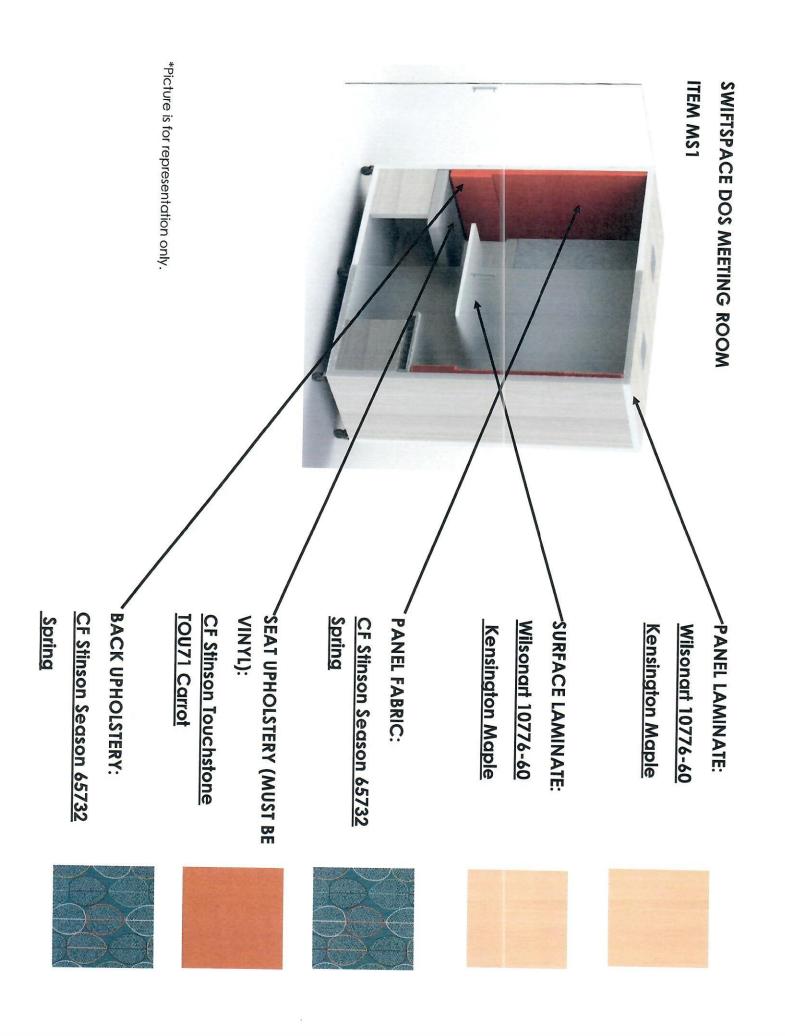


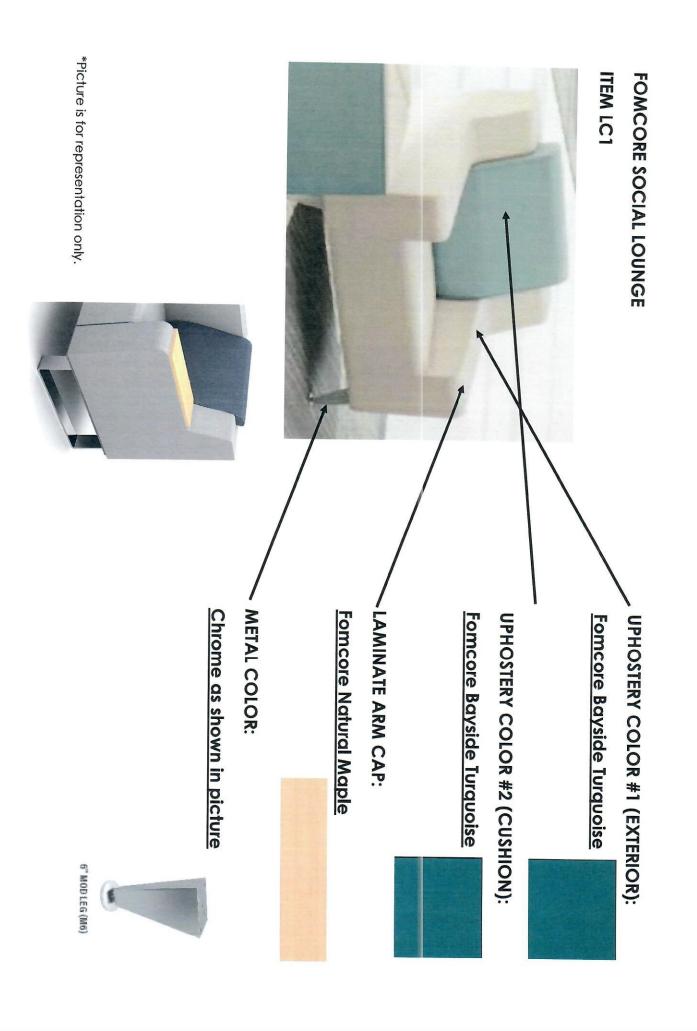




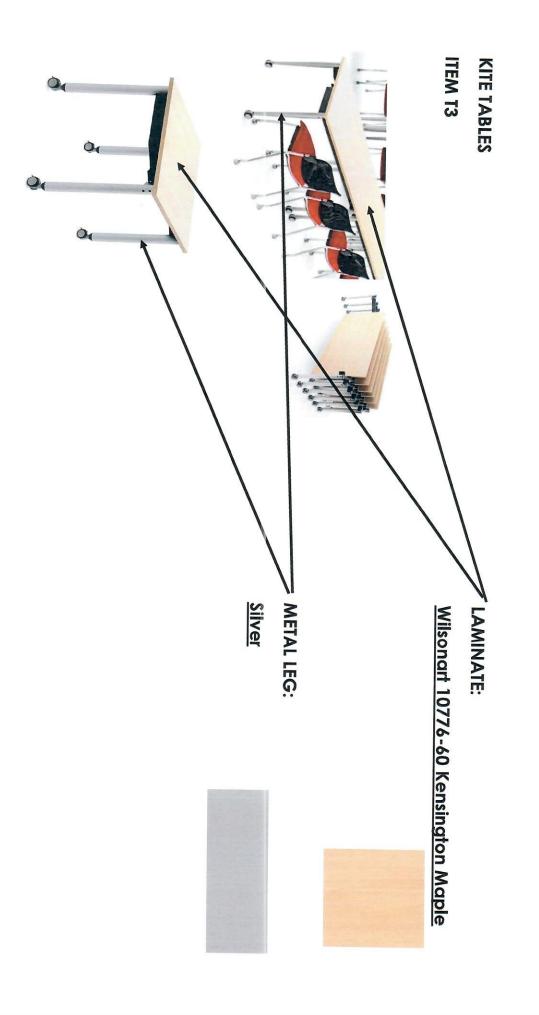


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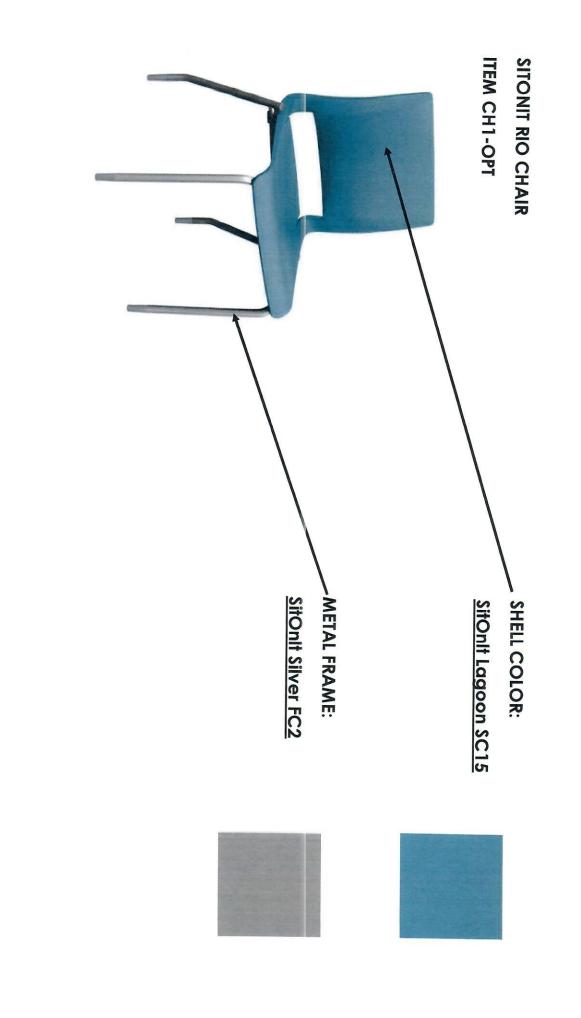




MEETING ROOM



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Phoenixville Public Library Mission- Draft (3/2023)

The mission of the Phoenixville Library is to provide free and equal access to information, education, and cultural enrichment for all members of the community. We believe that access to information and learning opportunities is a fundamental human right, and we are committed to upholding this principle. We strive to create a welcoming and inclusive environment that serves as a resource for information, supports lifelong learning, inspires curiosity, and fosters community engagement.