



## 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](mailto: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? 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 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**

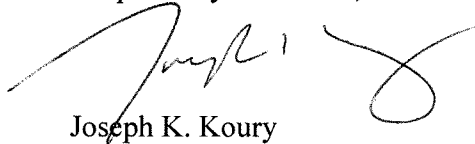
- Library System Update: Joe Sherwood indicated the Chester County Library System is following the Lancaster County Library System in banning TikTok on its staff-side network. Mr. Sherwood indicated this would not affect the public-facing network of the library. He added that the Library System's website 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.
- Budget Committee Update: 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.
- Trustee Openings: 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.
- April Board Meeting: 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.
- Return to In-Person Meetings: 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.
- Updated Mission Statement: 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 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 7<sup>th</sup>. This is the last year the library will be closed for Good Friday.
- The library will be closed on Saturday May 20<sup>th</sup> for the Dogwood Festival. The library will also be closed on Monday May 29<sup>th</sup> 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.

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

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

**Book Locker:**

- March 2022: 241 (We had some issues with the book locker for 2 days this month- the lockers wouldn't open. The issues occurred due to a power surge the library had. The issues have been resolved and the locker is working as it should.)
- April 2022: 237
- May 2022: 154
- June 2022: 334
- July 2022: 279
- August 2022: 203
- September 2022: 266
- October 2022: 198
- November 2022: 193
- December 2022: 205
- January 2023: 234
- February 2023: 255
- 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 21<sup>st</sup> 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.



**Phoenixville**  
PUBLIC LIBRARY

**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:**

<b>Event Name</b>	<b>Total Occurrence</b>	<b>Total Student Attendance</b>	<b>Total Adult Attendance</b>	<b>Total Attendance</b>
1-2-3 Learn With Me	6	91	90	181
Barnstone On the Go – Art For Kids	4	64	53	117
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
<b>In-Person Preschool Total</b>	<b>32</b>	<b>509</b>	<b>480</b>	<b>989</b>
<b>Elementary Age Events</b>				
Family Movie Night	1	1	4	5
Crescendo Concert (w/Adult Services)	1	46	0	46
Take & Make Spring Crafts (Passive)	1	30	0	30
Girls In STEM	2	23	10	33
<b>Ages 6-11 Total</b>	<b>5</b>	<b>100</b>	<b>14</b>	<b>114</b>
<b>Teen Programs-Virtual/Picking up Materials</b>				
YA Mystery Bag	1	7	0	7
<b>Total Young Adult</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Virtual Events</b>				
<b>Total Virtual</b>	TEMP BREAK			
<b>Total In Person Events</b>	<b>38</b>	<b>616</b>	<b>494</b>	<b>1110</b>
<b>1000 Books Before Kindergarten</b>	<b>2</b>			

**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**

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

- 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.
  - 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



**March 2023**  
**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 Bamber, 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**

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 Statistics

Appointments	490
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 appointments	29	
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: <i>The Unlocked Path</i> " 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 <sup>st</sup> 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)

<b>GRANTS</b>	<b>Amt. requested</b>	<b>Fund</b>	<b>Deadline</b>	<b>Decision</b>
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 – 20<sup>th</sup> 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
- Two circulation assistants lead Diamond Art program: March 23<sup>rd</sup>
- Circulation Assistant promoted/accepted position as Children's Librarian Assistant
  - Started on April 3<sup>rd</sup> on her new position
- Looking to hire two more circulation staff
  - Average amount of hours: 6 hours per week
  - Interview – April 3<sup>rd</sup>

### Volunteers:

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

### Library Card Sign-ups:

- **Total Amount of Patron Applications for the month of February: 145**

### Meetings/Events:

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

### Continuing Education:

- Proactive Planning for Library Staff Transitions: April 19<sup>th</sup> (will be watching recording)

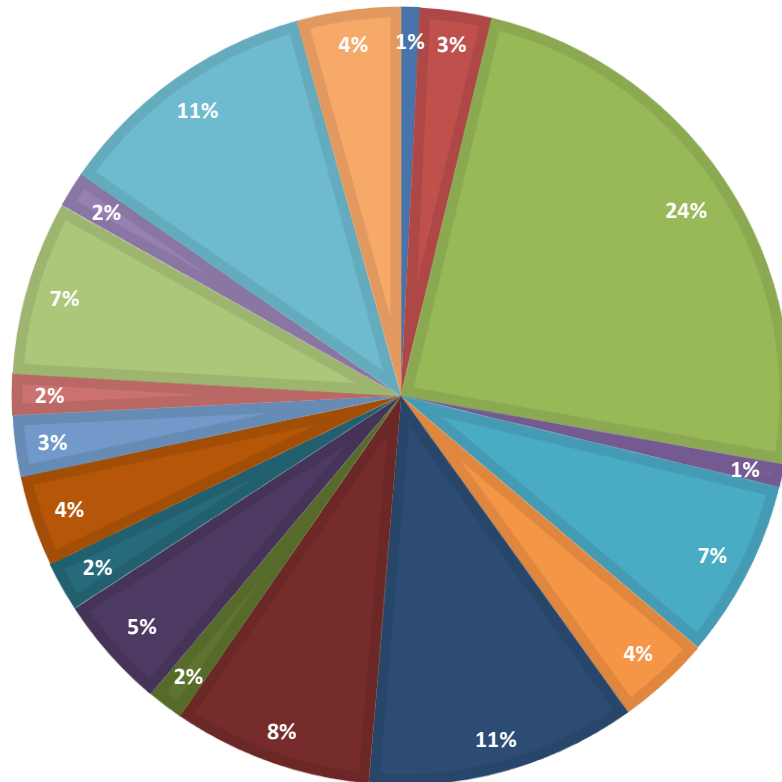
Additional Updates: N/A

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
Parquesburg	177	168	345
Phoenixville	594	876	1470
Spring City	79	229	308
Tredyffrin	314	1939	2253
West Chester	196	681	877
<b>TOTAL</b>	<b>5769</b>	<b>14609</b>	<b>20378</b>



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







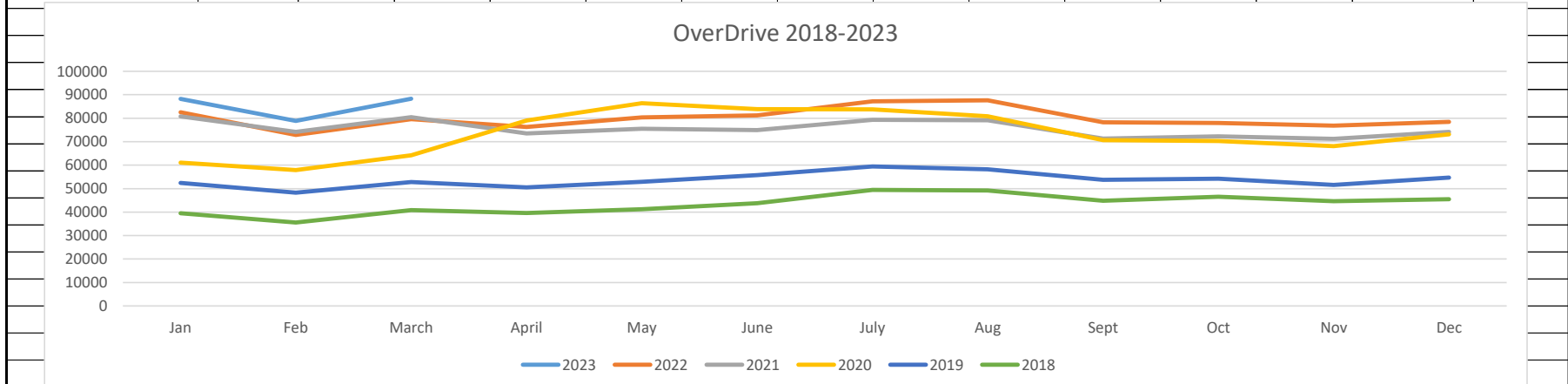




**OverDrive Percentage Distribution 2023**

Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		<b>88236</b>	<b>78859</b>	<b>88308</b>										
Atglen	1.05%	927	829	928										2683
Avon Grove	2.78%	2453	2193	2455										7102
Chester County/HH	38.74%	34183	30550	34212										98946
Chester Springs	2.55%	2251	2011	2252										6514
Coatesville	1.38%	1218	1089	1219										3526
Downingtown	3.58%	3159	2824	3162										9145
Easttown	15.56%	13730	12271	13741										39742
HoneyBrook	0.56%	495	442	495										1432
Kennett	8.52%	7518	6719	7524										21762
Malvern	2.06%	1818	1625	1820										5263
Oxford	2.49%	2198	1964	2200										6361
Parkesburg	0.77%	680	608	680										1968
Phoenixville	7.22%	6371	5694	6376										18442
Spring City	0.46%	407	363	407										1177
Tredyffrin/Paoli	9.45%	8339	7453	8346										24137
West Chester	2.82%	2489	2224	2491										7204
<b>Total</b>	<b>100.0%</b>	<b>88236</b>	<b>78859</b>	<b>88308</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>255403</b>

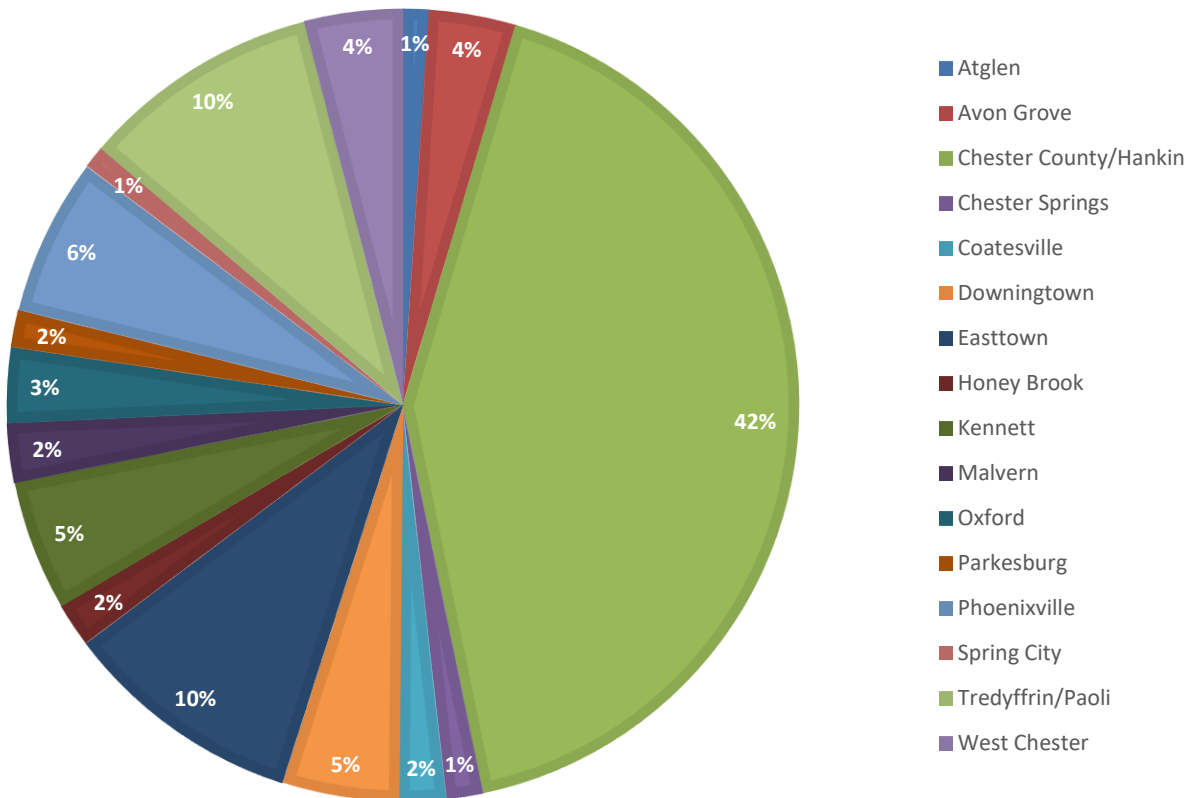
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2023	88236	78859	88308										
2022	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	959160
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
2020	61115	57905	64191	79045	86400	83866	83754	80805	70712	70254	68060	73139	879246
2019	52474	48270	52779	50521	52922	55778	59442	58194	53763	54197	51585	54681	644606
2018	39517	35554	40880	39606	41221	43825	49446	49190	44838	46512	44617	45459	520665



**March 2023 Circulation**

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

**PERCENTAGE DISTRIBUTION**





Prepared Especially For:  
**PHOENIXVILLE PUBLIC LIBRARY**



By:  
Jay Malise  
March 30, 2023

1313 Roth Avenue, Allentown, PA 18102

610-435-9666

[www.jpjay.com](http://www.jpjay.com)







1313 Roth Avenue  
 Allentown, PA 18102  
 610-435-9666 - FAX: 610-435-9216  
[www.jpjay.com](http://www.jpjay.com)

# PROPOSAL

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

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

Reply to quotation	JPMA033023
Sheet	1 of 1
Date	03/30/23

Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
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**J. P. Jay Associates is pleased to quote on the following.**

INST1	1	Removal/disposal	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
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Note: Please verify the above information. J.P. Jay Associates, Inc. is not responsible for errors or omissions.

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

Accepted by: \_\_\_\_\_

<b>Total</b>	<b>\$2,150.50</b>
--------------	-------------------

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

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

J. P. Jay Associates, Inc.

## STANDARD TERMS AND CONDITIONS

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

### 1. PRICE/TAXES

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

### 2. TERMS AND METHOD PAYMENT

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

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

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

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

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

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

\*NOT APPLICABLE TO FEDERAL GOVERNMENT

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

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

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

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

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

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

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

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

### 9. GENERAL

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

### 10. CONTROLLING LAW

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



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1313 Roth Avenue, Allentown, PA 18102  
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FINISH SELECTIONS FOR QUOTE JPMB020923

REVISED 03-28-2023

Finishes selected and approved by:

*Jana Stremery*

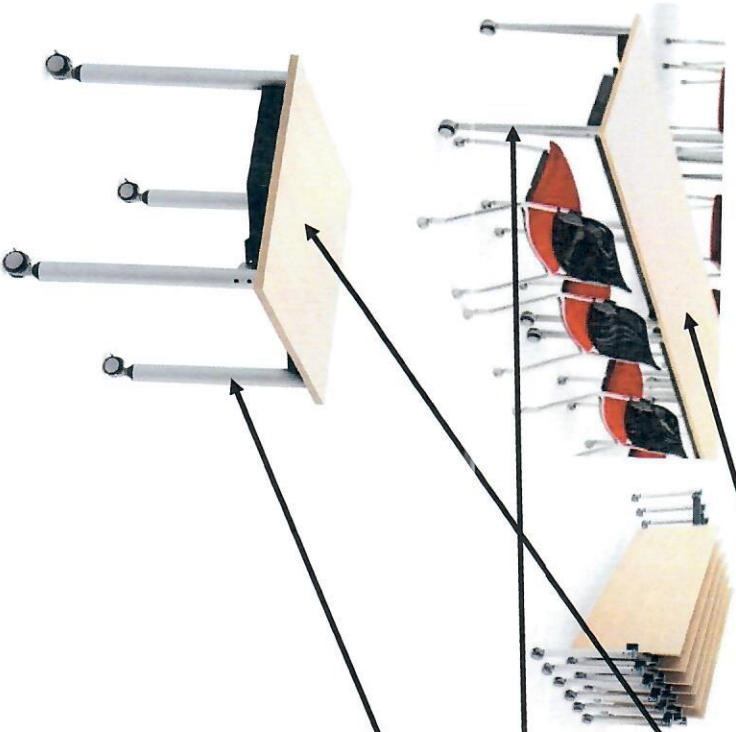
Date:

3/29/2023

1313 Roth Avenue, Allentown, PA 18102 Phone: 610.435.9666 Website: [www.jpjay.com](http://www.jpjay.com)

**KITE TABLES**

**ITEM T1**



**LAMINATE:**

**Wilsonart 10776-60 Kensington Maple**



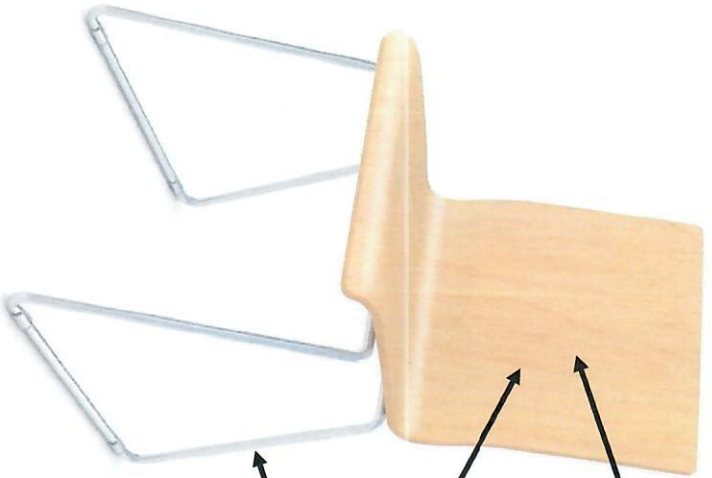
**METAL LEG:**

**Silver**



\*Picture is for representation only.

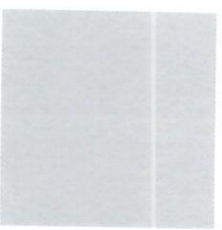
**TMC FLICK CHAIRS  
ITEM CH1**



**SHELL COLOR:**  
TMC Lime 80



**METAL FRAME:**  
TMC CPP11 Silver

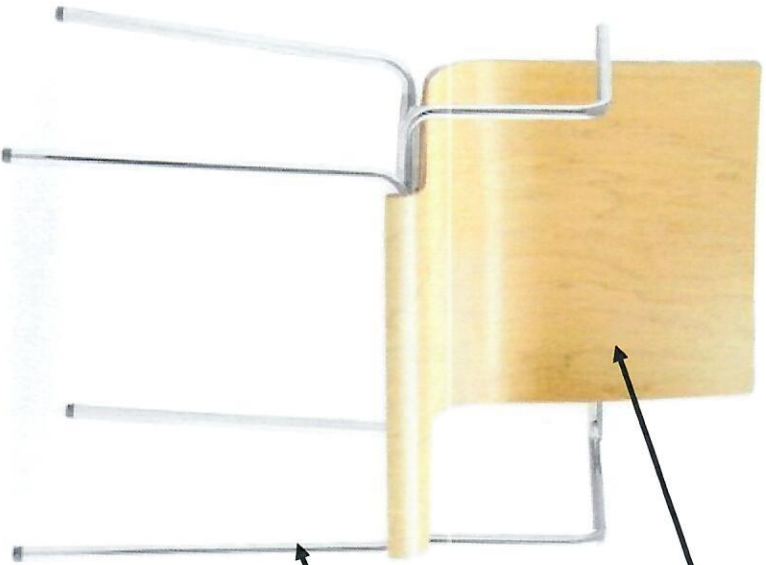


**BACK STYLE:**  
Square



\*Picture is for representation only.

**CAPE CONTRACT KARA ARM CHAIR  
ITEM CH2**



**SHELL COLOR:**

**Cape W01 -M Natural Maple**



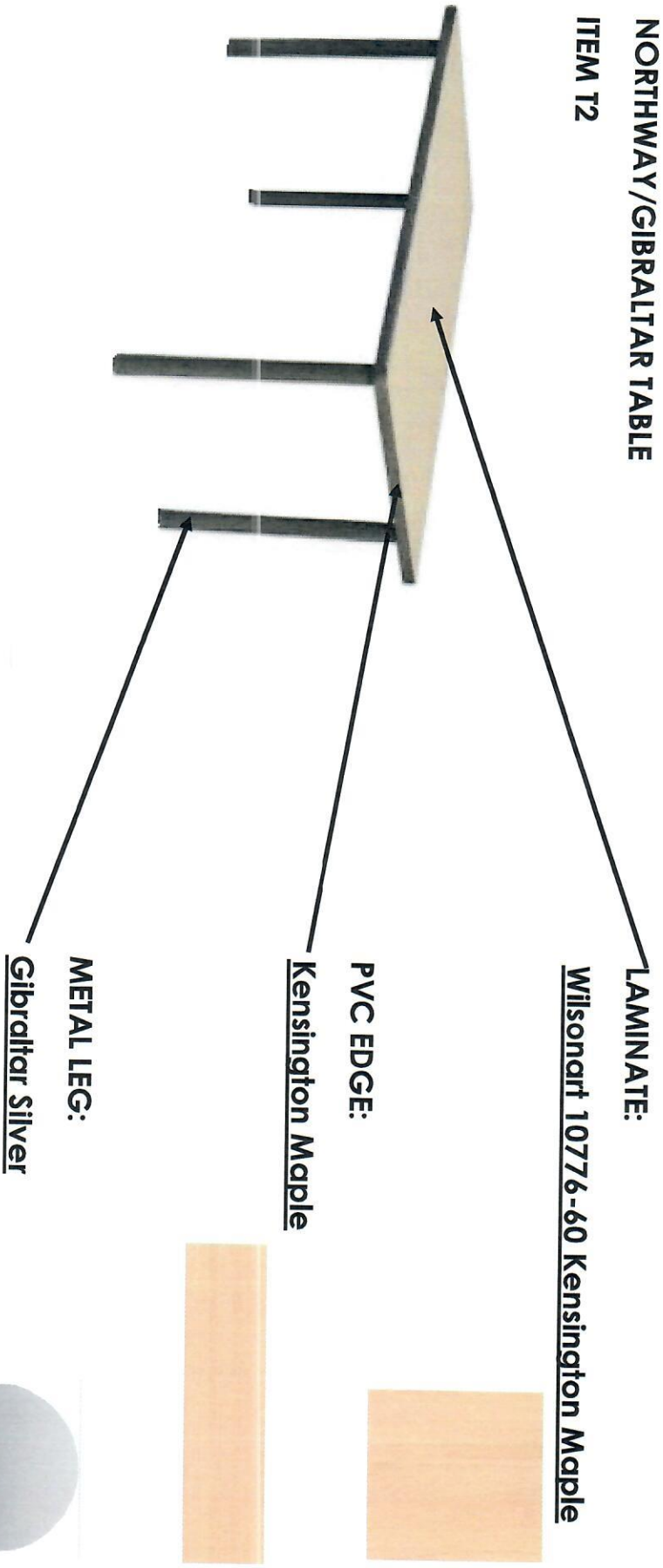
**METAL FRAME:**

**Cape 003 Sandtex Silver**



\*Picture is for representation only.

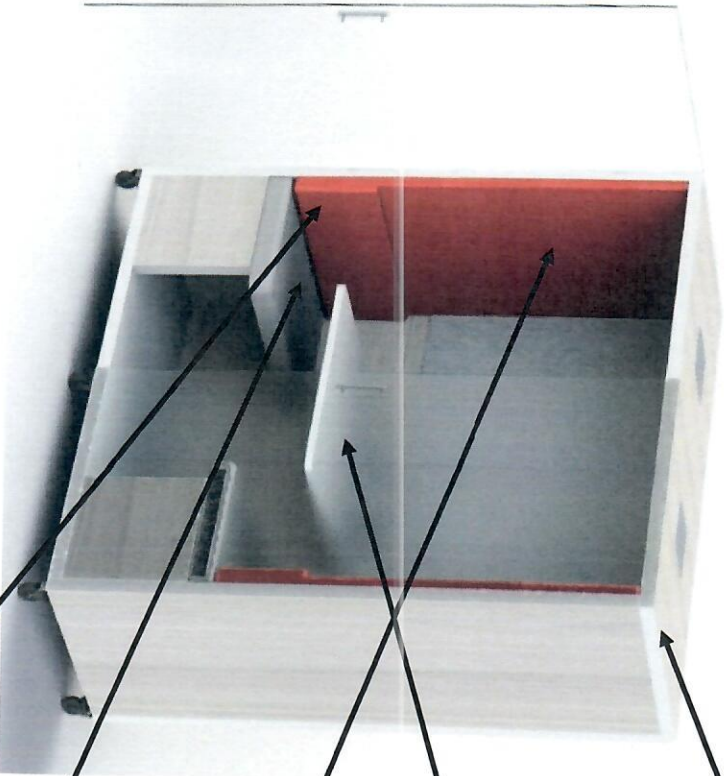
**NORTHWAY/GIBRALTAR TABLE  
ITEM T2**



\*Picture is for representation only.



**SWIFTSACE DOS MEETING ROOM  
ITEM MS1**



**PANEL LAMINATE:**

Wilsonart 10776-60

Kensington Maple



**SURFACE LAMINATE:**

Wilsonart 10776-60

Kensington Maple



**PANEL FABRIC:**

CF Stinson Season 65732

Spring



**SEAT UPHOLSTERY (MUST BE VINYL):**

CF Stinson Touchstone

TOU71 Carrot



**BACK UPHOLSTERY:**

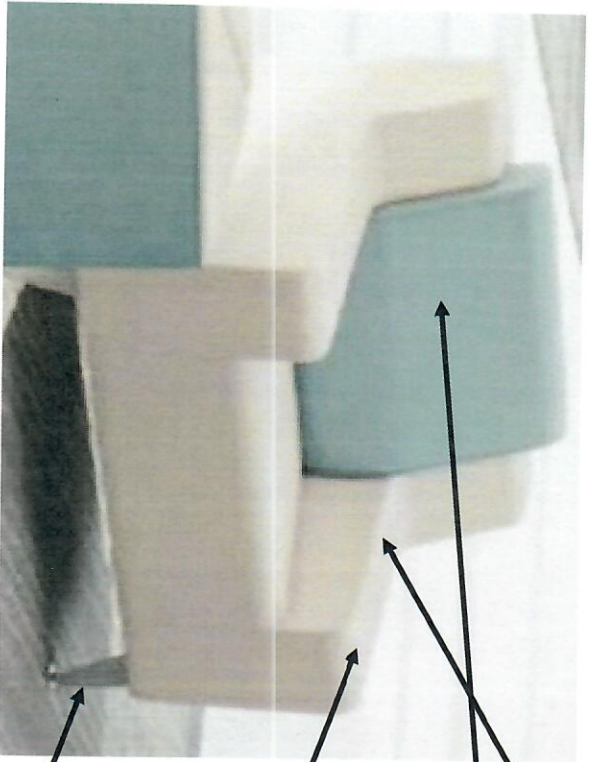
CF Stinson Season 65732

Spring



\*Picture is for representation only.

**FOMCORE SOCIAL LOUNGE  
ITEM LC1**



**UPHOSTERY COLOR #1 (EXTERIOR):  
Fomcore Bayside Turquoise**



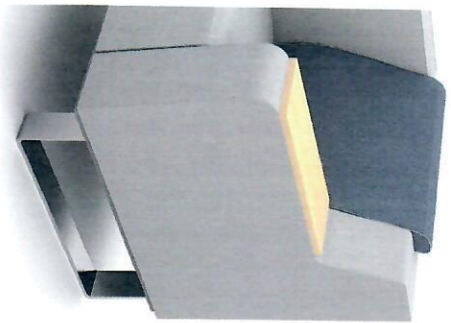
**UPHOSTERY COLOR #2 (CUSHION):  
Fomcore Bayside Turquoise**



**LAMINATE ARM CAP:  
Fomcore Natural Maple**



**METAL COLOR:  
Chrome as shown in picture**



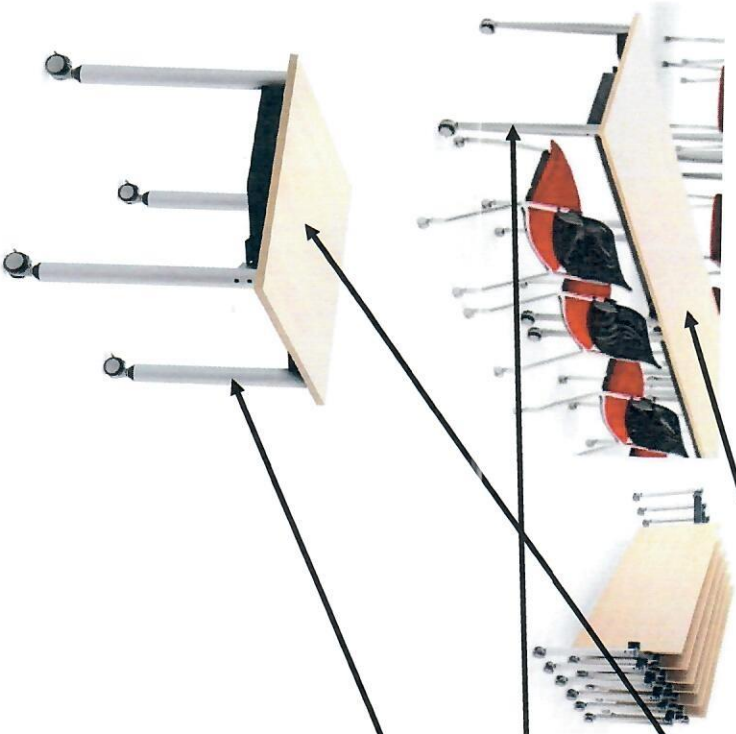
6" MOD LEG (ML6)

\*Picture is for representation only.

# **MEETING ROOM**

**KITE TABLES**

**ITEM T3**



**LAMINATE:**

**Wilsonart 10776-60 Kensington Maple**



**METAL LEG:**

**Silver**



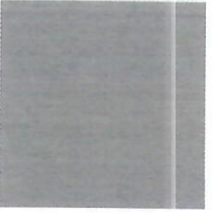
\*Picture is for representation only.

**SITONIT RIO CHAIR  
ITEM CH1-OPT**

**SHELL COLOR:  
SitOnIt Lagoon SC15**



**METAL FRAME:  
SitOnIt Silver FC2**



\*Picture is for representation only.



## 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.