



**Board of Trustees Meeting Agenda**

**March 6, 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. Welcome to Joe Sherwood- Lara Lorenzi 5 minutes
  - b. Finance committee update- Presentation at PASD-Mike English 5 minutes
  - c. Update on Trustee Openings- Lara Lorenzi 5 minutes
  - d. April Trustee meeting- Lara Lorenzi 5 minutes
  - e. In-person meetings- Lauren Eustis 10 minutes
  - f. Legislative Breakfast- Lara Lorenzi 5 minutes
  - g. Other new business 5 minutes
- V. Old Business – Discussion Items
  - a. Furniture Quotes- Lara Lorenzi 20 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 April 3,2022 @ 5pm (Zoom)

VIII. – /Adjournment

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

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

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Ted Bierer and Alan Fegley

**STAFF PRESENT**

Lara Lorenzi, Executive Director

**CONSENT AGENDA**

On motion made by Stephanie Allen, 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 January 2, 2023; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Circulation Report; and (vi) Financial Statements for January 2023.

**NEW BUSINESS**

- Furniture Quotes: Lara Lorenzi opened the discussion by confirming to the Library Board that USB charging ports on the furniture design can be ordered separately and that she awaits additional information. Ms. Lorenzi then updated the Board with respect to the two (2) estimates for upper-level furniture design, replacement and reconfiguration, one from Benjamin Roberts, Ltd., the other from J.P. Jay Associates. Ms. Lorenzi indicated that both offered similar designs, with the greatest difference being in small areas and the suggested approach to the same. Ms. Lorenzi suggested the quotes were not too far apart, and noted that J.P. Jay Associates was not asked to provide a quote for the Passport office. She noted that funding was expected to come from current Library funds. Steve Hirsch requested and Ms. Lorenzi agreed to approach Benjamin Roberts, Ltd. to update its quote with more flexible seating and updated charging ports, and approach J.P. Jay Associates to update its quote with regard to updated charging ports.
- 2023 – 2026 Strategic Plan: Lara Lorenzi highlighted the draft plan circulated to the Library Board, broken down into several goals with supporting initiatives, success measures and the like. Lauren Eustis found the outdoor seating area initiative within the future library building goal to be intriguing; Ms. Eustis also noted a lack of outreach to elected officials. Steve Hirsch commented that the Mission Statement, and specifically the language “provide access,” was not strong enough, does not accurately reflect the proactive nature of the Phoenixville Library, and agreed to draft a proposed update for Board consideration.
- Budget Committee Update: Mike English informed the Library Board that the Budget Committee of the Board had met to rework the submission requesting a five percent (5%) increase in funding from the Phoenixville Area School District, Mr. English suggested that the Board develop a strategy of managing Library financial assets in a more holistic fashion to encourage growth and savings. Lara Lorenzi indicated she would contact financial advisors Fred Hubler or Mike Polin as the Library Board may request to make a presentation at a future Library Board Meeting.
- Officers Election; Lauren Eustis indicated a need to formally elect certain proposed officers, as follows: Stephanie Allen, Vice President, and Mike English, Treasurer.

On motion made by Lauren Eustis, seconded by Steve Hirsch, and by unanimous vote thereafter, the Board voted to elect Ms. Allen and Mr. English as Vice President and Treasurer, respectively.

- Library Foundation Discussion: Lauren Eustis informed the Library Board that she and other Library Trustees and Lara Lorenzi had met with a delegation from the Phoenixville Public Library Foundation for the purpose of discussing, among other things, the Library Director of Development also serving as President of the Foundation, as had happened previously. Ms. Eustis recalled Joe Koury suggesting the Library Board would need to consider the proposal, and also inquiring if the Foundation had done any strategic planning. Mike English inquired if the Foundation still had a primary purpose of maximizing the endowment it maintains for the Library, and suggested that it should still be working to enhance that endowment regardless. Lauren Eustis suggested the four (4) Foundation Directors would like to see an effective transition of their leadership, including Library Trustees also serving on the Foundation Board, and Mike English suggested a clearer vision of that transition was first necessary, but that having Lauren Coy serve as President while also serving as Director of Development for the Library makes sense. Mr. Koury echoed his earlier sentiment that the Foundation Board should undertake some amount of strategic planning to assist with moving forward, to which Mr. English suggested that Ms. Coy might take charge, and also that a joint meeting with the Library Board be scheduled. The discussion concluded with Lara Lorenzi suggesting the Budget Committee of the Library Board and Lauren Coy meet, and then update the Library Board, prior to moving forward with discussions with the Foundation Board.
- Museum Pass Policy: Lara Lorenzi suggested the Library now offer the printing of passes which the Library might make available for local museums and attractions, and that such passes be good for one (1) day in each instance. She contrasted this with physical passes, which the Library historically makes available for three (3) days. On motion made by Lauren Eustis, seconded by Joe Koury, and by unanimous vote thereafter, the Library Board adopted the proposed update to the museum pass policy.
- CD Interest Rate: Lara Lorenzi informed the Library Board that Chuck Benz at Phoenixville Federal Bank and Trust suggested the Library roll over certain certificates of deposit, without penalty if done by early February, into new CDs with fourteen (14)-month terms and higher interest rates. Mike English highlighted that the opportunity shouldn't be neglected. On motion made by Steve Hirsch, seconded by Mike English, and by unanimous vote thereafter, the Board authorized Ms. Lorenzi to roll the CDs over.

*Meeting was adjourned at 6:20 p.m.*

Respectfully submitted,



Joseph K. Koury



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

**Informational Updates:**

- I will be on vacation starting March 23<sup>rd</sup> and I will return to the office Monday April 10, 2023. In my absence, Christine Nicholson Wrage will be in charge, the department heads will take care of their respective departments.
- 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 library will be presenting to the PASD finance committee at their March 27<sup>th</sup> meeting. We will be there to reiterate the ask for more funding and explain why the funds are needed and how they will be used.
- Trustee openings have been posted, we currently have 2 applicants. We are still looking for one more person. If you know anyone who might be interested, please let me know.
- The Library has received our funding from the Phoenixville Borough. The funds will be reflected in next month's financials.
- The library received our completed documentation for the Chester County ARPA grant that we were awarded. We should be receiving the funds soon. We were granted \$30,000 over 4 years for e-materials.
- The library will be presenting to the PASD Finance Committee to discuss and answer questions about our ask for increased funding. That will take place on Monday March 27<sup>th</sup> at 4:30pm.
- We are working with Project Healing Hive, they will be at the library once a month to tell people who they are and what they do. They are also going to be putting something together for us for Mental Health Awareness Month. This is another great partnership we are creating in the community.
- I will be attending another Elder Hub meeting in March, the elder hub is based off of the HUB that was created at PASD to help children within the school district. The elder hub will focus on helping seniors that need some sort of resource to make sure they are housed, fed, clothed and making ends meet. I look forward to being a part of this group.

**Personnel Updates:**

- I am conducting interviews for the part time office manager position. I am hopeful that we will have a new office manager in place by the end of the month.
- Tegan Conner-Cole and I will be conducting interviews for the part time youth librarian position. We have some strong candidates for the opening. I anticipate that we will also have this position filled by the end of March.

**Facilities Update:**

- The fencing for the side of the building has been approved. This will be a wonderful addition to the grounds. We are very appreciative for this addition.
- Routine lawn maintenance continues.
- The pest control company was out for their routine check of the building.
- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- We continue to monitor winter weather and the walks to make sure they are safe and ice free.
- Christine Nicholson is looking into getting a local organization help us with our garden this spring.

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

- December 2022:
  - E-books: 3,322
  - E-audio: 2,492
  - Total: 5,814
- January 2023
  - E-books: 3,526
  - E-audio: 2,953
  - Total: 6,479
- February 2023
  - E-books: 3,215
  - E-audio: 2,498
  - Total: 5,713

**Book Locker:**

- January 2022: 144 checkouts
- February 2022: 205 checkouts
- March 2022: 241 (We had some issues with the book locker for 2 days this month- the lockers wouldn't open. The issues occurred due to a power surge the library had. The issues have been resolved and the locker is working as it should.)
- April 2022: 237
- May 2022: 154
- June 2022: 334
- July 2022: 279
- August 2022: 203
- September 2022: 266
- October 2022: 198
- November 2022: 193
- December 2022: 205
- January 2023: 234
- February 2023: 255

**Door Count:**

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

March 2022: 7,911

April 2022: 7,207

May 2022: 6,756

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

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

August 2022: 9,465 This is a 54% increase over last year.

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

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

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

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

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

February 2023: 7,343. This is a 17% increase over last year.

**Chester County Library System Updates:**

- The Legislative Breakfast will be at Exton Library 7:30am -9am, please put this date on your calendars. This is a great event to talk with and advocate for our library with our representatives, senators and county commissioners.
- The next joint SAC/DLM meeting will take place via zoom on Tuesday March 14, 2023 at 5:30pm.
- The system now has a new streaming service called Kanopy. We will be sharing this news with our patrons.



**State Updates:**

- None at this time.

**Meetings/Trainings**

- 2/6 Meeting with Rebecca Livsey and Tegan Conner-Cole, youth services transition
- 2/7 System Advisory Committee board meeting, set up items for March meeting
- 2/8 Presentation at 100 Women of Phoenixville at RiverCrest
- 2/14 District Librarian Meeting (zoom)
- 2/15 Training: Banned Books, critical literacy and the power of speech (zoom)
- 2/16 Rotary
- 2/17 Floating Holiday
- 2/20 Library Closed
- 2/21 Funding Formula Committee meeting (zoom)
- 2/22 HUB at PASD  
Training: Library Policies
- 2/24 Meeting with Lauren Eustis and Mike English-finance meeting presentation (zoom)
- 2/28 Chester County Community Foundation forum (zoom)
- 3/1 Training- Numbers that make an impact (zoom)
- 3/2 Frees check presentation  
Rotary  
½ sick day
- 3/3 Office Manager interviews@ 10am and 2pm

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

**Programming:**

Programs held on February 1 to February 28 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

**January Monthly Statistics:**

<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	7	111	110	221
3-4-5 Active Beehive – Barnstone Art for Kids	4	44	47	91
Babies & Books	8	79	93	172
Mighty Preschoolers	3	15	16	31
Toddler Time	8	142	145	287
<b>In-Person Preschool Total</b>	<b>30</b>	<b>391</b>	<b>411</b>	<b>802</b>
<b>Elementary Age Events</b>				
Take & Make	1	42		42
Lego Club (STEM)	1	2	2	4
Kawaii Fortune Cookie Art Workshop	1	15	5	20
Family Movie Night	1	1	4	5
Dr. Daisy Century Portrays Sojourner Truth (with Adult Services)	1	4	0	4
Immigrants 4 Immigrants	2	4	4	8
<b>Ages 6-11 Total</b>	<b>7</b>	<b>68</b>	<b>15</b>	<b>83</b>
<b>Teen Programs-Virtual/Picking up Materials</b>				
Teen Food Guessing Game	1	6	0	6
Teen Take & Make	1	1	0	1
Teen Book Reads	1	0	0	0
<b>Total Young Adult</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Virtual Events</b>				
Toddler Time	4	15		
Mighty Preschoolers	3	20		
<b>Total Virtual</b>	<b>7</b>	<b>35</b>		
<b>Total In Person Events</b>	<b>39</b>	<b>466</b>	<b>426</b>	<b>892</b>
<b>1000 Books Before Kindergarten</b>	<b>2</b>			

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

**February 1 to February 28:** 543 sessions, 237 hours, average 26-minute sessions

**Newsletter**

The Children’s Library Newsletter was sent 4 times in February. A monthly overview of events was sent on February 3 and weekly newsletters on Fridays that listed the next week’s events. The newsletter was sent to an average of 457 subscribers and had an average 58% open rate.

## Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Visitors
Phoenixville High School – Lunchtime Craft	32	2	34
<b>Total: 0 on-site, 1 off-site</b>			

- On February 14, Tegan C. visited Phoenixville High School to offer a craft, free books, and to talk up the library to students during 3 lunch periods.
- Outreach is temporarily suspended until a new Youth Services Librarian is hired.

## Meetings

- Tegan C. attended, with Lara L., a Youth Services Consortium Meeting on Thursday, February 2 at the YMCA with other area organizations hoping to connect to build safe spaces for youth.
- Tegan C. attended 3 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. met with Sai S. on February 28 to discuss details of how to garner interest from participants and volunteers for Immigrants 4 Immigrants, a new tutoring program for students in 4<sup>th</sup> & 5<sup>th</sup> grades who immigrated.
- Tegan Conner-Cole met with Lara L., Mark P., and Christine N. as needed on library services throughout the month.

## Additional Activities

- Continued rigorous assessment of Children's Non-Fiction collection with removal of non-circulating, outdated, and damaged materials.
- 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.
- Worked with Lara L. for posting of Youth Services Librarian and how to handle transition.
- Planned programming for March and made March calendar.
- Planned and presented story time classes starting on February 27.
- Created flyers for February and March programs. Scheduled one on PeachJar through the school district.
- Scheduled presenters for Summer 2023's Thrilling Thursdays and booked the Recreation Center space.
- For Youth Services & Young Adult Librarian Activities (Rebecca L.): see attached YA Reports. This is her final report.
- David B. maintained rotating displays including a featured Black History Month and Valentine's display.

## Trainings

- See YA Report for Rebecca L trainings. This will be her final report.

## 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 YMCA Child Care Coordinator and PACLC to discuss temporary pause on outreach. PACLC will still get a bag of books monthly.
- Email correspondence with Phoenixville High School Librarian, Jessica B., about February lunch visit.
- Email correspondence with Melinda 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 to start a potential weekly program in March



**February 2023**  
**Youth Adult Report**

**Program Overview**

Creating a multitude of different programs and activities for patrons to enjoy at a variety of different age ranges from story times, to movie trivia, book talks, and more while maintaining the Young Adult collection and our online presence.

**Coverage**

Coverage at Circulation Desk: on as-needed basis.

**Activities/ Programs**

Created various posts online for patrons through different media outlets

Facebook/Instagram

- Children's/YA Programs

**Weekly Programs**

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

Reoccurring In-Formal

1-2-3 Learn With Me

Babies & Books

Weekly Themes

Mighty Preschoolers (In-person & online)

- Letter O
- Letter P

Toddler Time (In-person & online)

- Penguins
- Valentine's Day
- Black History Month

Special School Age Events

- LEGO Club

Young Adult

- YA Food Guessing Game
- Teen Take & Make Craft
- Teen Book Read

**Webinar's/Meetings**

- Blindsided at Work: One Strike and You're Out - Feb. 1st
- Graphic Novels for Adults and Young Adults - Feb. 7th
- Discover 2023 YA Debuts - Feb. 8th
- Disney Publishing Preview - Feb. 13th

- Social Media Marketing and Engagement Crash Course for Librarians - Feb. 15<sup>th</sup>

**Other Planning**

- Worked on weeding the Young Adult Room
- Ordered items for the Young Adult collection

**February 2023**  
**Adult Services Report**  
(all events/statistics as of February 28)

**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**

- Met with Andrea Blue 2/16 regarding establishment of a Spanish discussion group at the Library

**Upcoming Special Programs/Events**

- “Author Talk: Janis Robinson Daly: *The Unlocked Path*” 3/6
- Movie Night: *The Banshees of Inisherin* 3/9
- “Get Connected – Jumpstart Your Job Search” with CareerLink Chester County 3/10
- “Rediscovering Pennsylvania’s History-Makers: Lucretia Mott: A Film Screening & Discussion” with David Atkinson 3/13
- “Crescendo Phoenixville Student Recital” 3/16
- “Auto Maintenance 101” with Paul Celentano 3/20
- “Diamond Painting Workshop” with Linda Inferrera 3/23
- “Talkin’ Baseball with Julian & Lou” with Julian McCracken and Lou Beccaria 3/27
- “Local Author Talk: Nancy Schwartz: *Up Bow, Down Bow: A Child with Down Syndrome and His Journey to Master the Cello*” 3/30
- “Local Author Talk: Erin Murphy: *Halfway Home: A Dog Adoption Story*” 4/3

**Program/Event/Other Planning**

- Scheduling special online, in-person, and hybrid programs for May and beyond.

**February Computer Use/Checkout Statistics**

Adult Internet Stations Individual Users	499
Adult Laptop Individual Users	85
Mobile Printing Users	18
Mobile Hotspot Checkouts	15
Museum Pass Checkouts	46

## February Passport Application Acceptance Statistics

Appointments	400
Income	\$16,910.00

## February Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	11	
Daytime Book Club	10	
Phoenix Fiction Writers	9 (2 sessions)	
Phoenixville Tech Group	60 (4 sessions)	
Career Success Group	13 (3 sessions)	
Legal Outreach Clinic appointments	4	
Tech Help appointments	7	
Maternal & Child Health Consortium Family Benefits Assistance appointments	22	
Sen. Katie Muth Mobile Office appointments	9	
Sahaja Yoga Meditation Class	25 (4 sessions)	
ESL Conversation Group	28 (4 sessions)	
Books on Tap	13	
Movies on Tap: Zoom Edition	7	
Outreach: Senior Center Book Club	9	
Movie Night: "Father of the Bride"	16	
AARP Smart Driver 8-Hour Class 2/2-3	16	
"Valentine's Glass Decorating Workshop for Adults" 2/2	8	
"Chocolate Tasting Program" 2/6	30	
"Abraham Lincoln, Slavery & the Civil War" 2/13	21	28
"Community Gardening around the Village: Bounty from the Harvest" 2/16	18	17 (first 5 days)
"Get Connected – Jumpstart Your Job Search" 2/17	2	
"Step-by-Step Acrylic Painting Class" 2/23	16	
"Dr. Daisy Century Presents Sojourner Truth" 2/27	30	

Respectfully submitted,  
 Mark Pinto  
 Adult Services Director

## March 2023

### *Development Report*

Lauren Coy

### **Meetings/Training/Events**

- a. Attending biweekly Rotary meetings
- b. Meetings with Lara Lorenzi
- c. Meeting at RiverCrest in regards to 20<sup>th</sup> Anniversary of Wine, Wit & Wisdom/menu planning (2/8)
- d. Attended 100 Women of Phoenixville presentation (2/8)
- e. Meeting with Jason Hafer from Reads & Company regarding WWW Author (2/10)
- f. Attended the Chamber of Commerce Coffee & Chats (2/21)
- g. Meeting with Kelly Raggazino at Open Hearth about partnership between them and the Library (2/28)

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 coming soon!	*recipient*

### **Development News**

- We have been chosen by **Frees Insurance** as the nonprofit for the month of March to receive a donation during their 90<sup>th</sup> Year Anniversary! Check presentation to be held at Library on 3/2.
- We received \$785 in donations following 100 Women of Phoenixville presentation. This is incredibly generous, since we did not win that evening.
- 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.

- Drafting/ writing the booklet pages for PPL for the Legislative Breakfast (due 3/8)
- 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.

**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.
- Coordinating a meeting with the WWW Committee to discuss this upcoming year, tasks and timeline
- 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.

**WWW 2022 Financial Breakdown**

172 attendees

Revenue: \$36,759.00

Expenses: \$14,813.07

**Net: \$21,945.93**

**Expenses:**

Catering	\$10,219.16
Wine	\$836.91
Photographer	\$275.00
Books	\$3,342.00
23Auctions	\$140
<b>TOTAL</b>	<b>\$14,813.07</b>

**Revenue:**

Sponsorships	\$15,250.00
Attendees	\$12,432.00
Night of WWW	\$6,212.00
Donations	\$2,065.00
Ads	\$800.00
<b>TOTAL:</b>	<b>\$36,759.00</b>

**Annual Appeal**

GOAL: \$40,000.00

Actual (to date): **\$43,338.57**

- Spring Annual Appeal mailing to go out mid/late March
  - Theme: "Spring into Support!"



Circulation Report for March 2023

Circulation Department:

- Number of **checkouts** month-to-date: 10,610
- Number of **check-ins** from month-to-date: 9,603
- Number of **holds** from month-to-date: 338

Volunteers:

- **Total Amount of Volunteer Hours for the month of February: 64**
- **Total Amount of Volunteer Hours for TOTAL fiscal year: 565.5**
- Continuing to plan the Spring Volunteer Appreciation Luncheon

Library Card Sign-ups:

- **Total Amount of Patron Applications for the month of February: 135**

Meetings/Events

- Ryan Dowd's Pennies in a Cup Challenge Kick-off – March 2<sup>nd</sup>
- Ryan Dowd's Pennies in a Cup Challenge – March 6<sup>th</sup>
- PaLA 2023 Conference Planning Committee – March 17
- CCLS Funding Formula Committee – March 21<sup>st</sup>
- Intellectual Freedom Committee – March 22<sup>nd</sup>
- Circulation Meeting – March 29<sup>th</sup>

Continuing Education:

- Anti-Harassment for Employers and Managers – February 13<sup>th</sup>
- A Ready Reference Refresher – February 27<sup>th</sup>
- Service Dogs in the Library – March 8<sup>th</sup>

Additional Updates:

- Vacation Day – March 3<sup>rd</sup>

Respectfully Submitted,

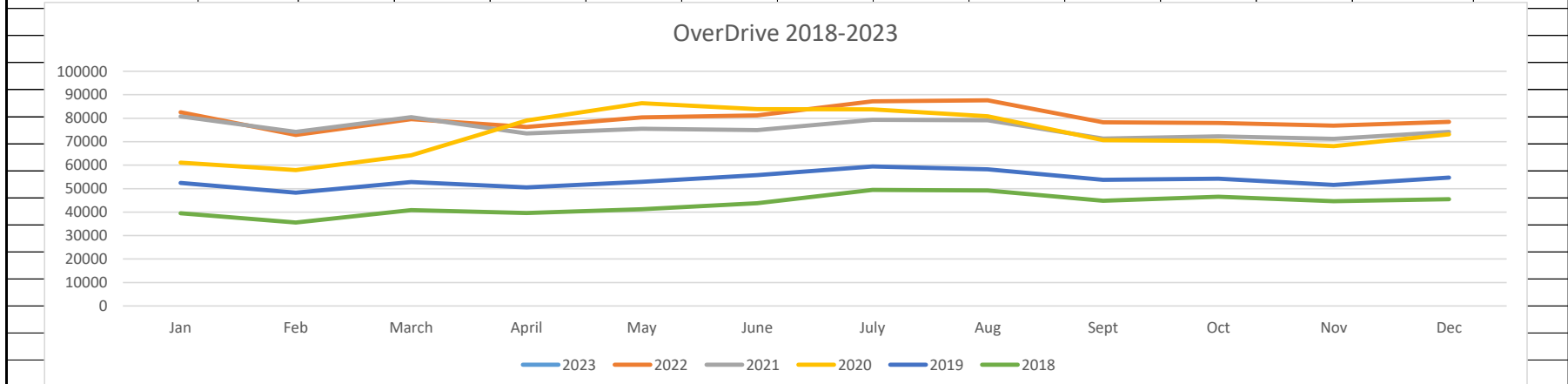
Christine Nicholson  
*Circulation Manager & Volunteer Coordinator*  
March 2023



**OverDrive Percentage Distribution 2023**

Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		<b>88236</b>												
Atglen	1.05%	927												927
Avon Grove	2.78%	2453												2453
Chester County/HH	38.74%	34183												34183
Chester Springs	2.55%	2251												2251
Coatesville	1.38%	1218												1218
Downingtown	3.58%	3159												3159
Easttown	15.56%	13730												13730
HoneyBrook	0.56%	495												495
Kennett	8.52%	7518												7518
Malvern	2.06%	1818												1818
Oxford	2.49%	2198												2198
Parkesburg	0.77%	680												680
Phoenixville	7.22%	6371												6371
Spring City	0.46%	407												407
Tredyffrin/Paoli	9.45%	8339												8339
West Chester	2.82%	2489												2489
<b>Total</b>	<b>100.0%</b>	<b>88236</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>0</b>	<b>0</b>	<b>88236</b>

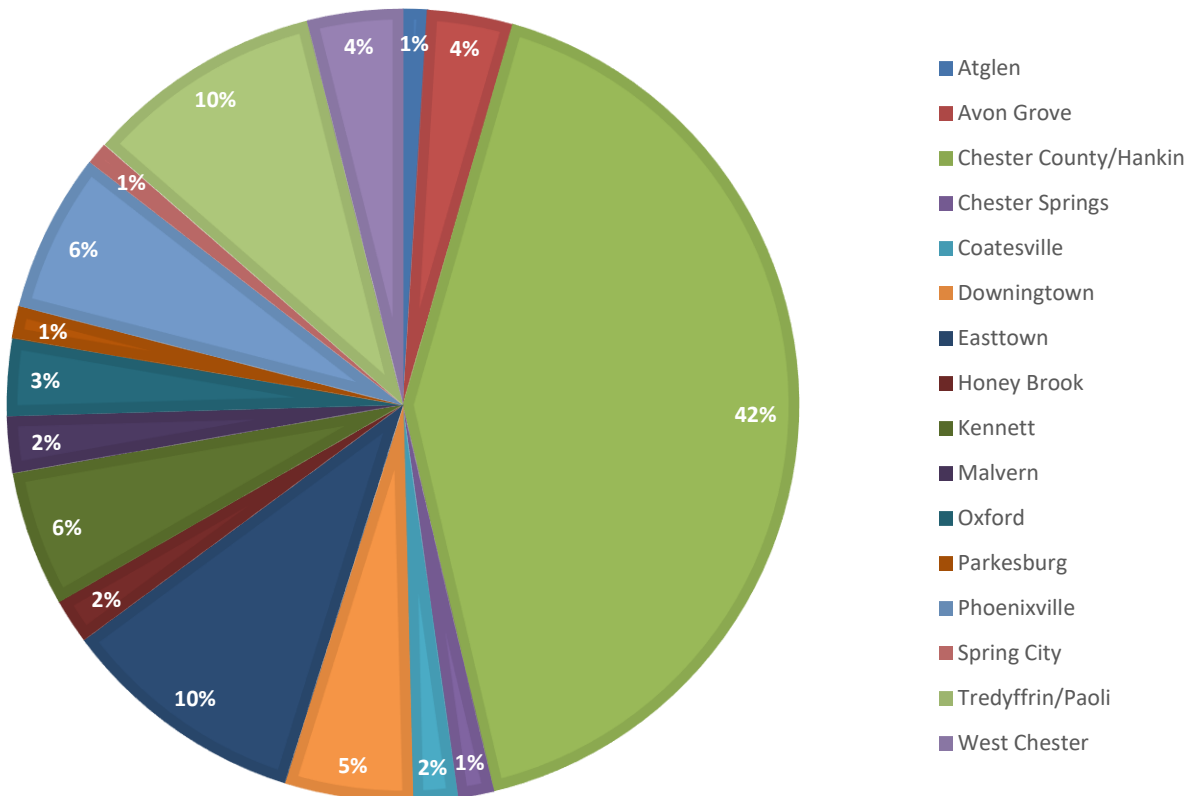
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2023	88236												
2022	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	959160
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
2020	61115	57905	64191	79045	86400	83866	83754	80805	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



**January 2023 Circulation**

	<b>Sierra</b>	<b>OverDrive</b>	<b>Total</b>
<b>Atglen</b>	2029	927	2956
<b>Avon Grove</b>	8272	2453	10725
<b>Chester County/Hankin</b>	94014	34183	128197
<b>Chester Springs</b>	2295	2251	4546
<b>Coatesville</b>	4312	1218	5530
<b>Downingtown</b>	12785	3159	15944
<b>Easttown</b>	17108	13730	30838
<b>Honey Brook</b>	5186	495	5681
<b>Kennett</b>	9363	7518	16881
<b>Malvern</b>	5238	1818	7056
<b>Oxford</b>	7428	2198	9626
<b>Parkesburg</b>	3382	680	4062
<b>Phoenixville</b>	13496	6371	19867
<b>Spring City</b>	2375	407	2782
<b>Tredyffrin/Paoli</b>	21318	8339	29657
<b>West Chester</b>	9461	2489	11950
<b>TOTAL</b>	<b>218062</b>	<b>88236</b>	<b>306298</b>

**PERCENTAGE DISTRIBUTION**





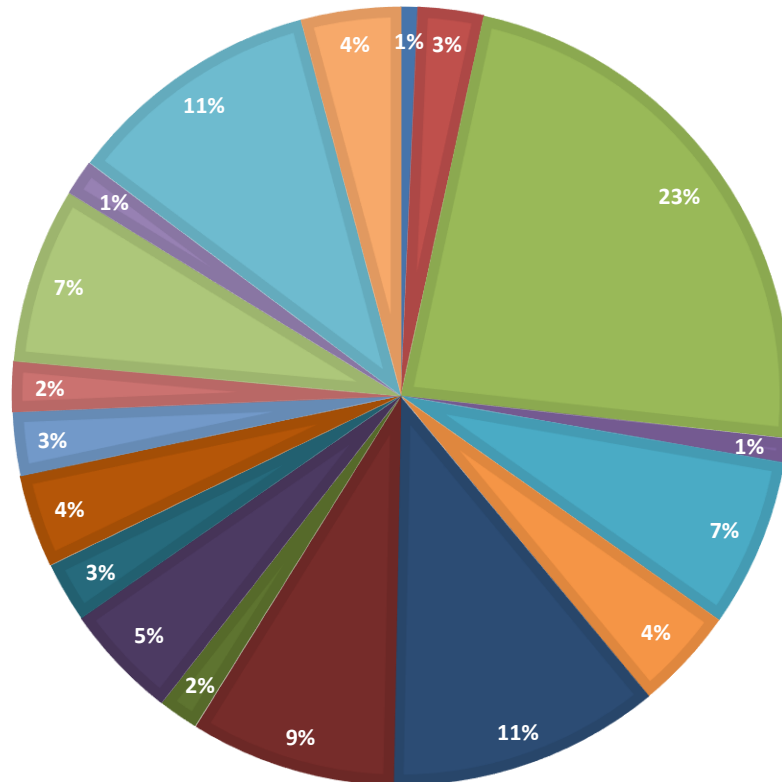






## January 2023 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	30	109	139
Avon Grove	213	344	557
Chester County	1595	3156	4751
Chester Springs	51	155	206
Coatesville	437	993	1430
Downingtown	244	625	869
Easttown	470	1830	2300
Hankin	424	1319	1743
Honey Brook	175	165	340
Kennett	353	629	982
Malvern	193	317	510
Oxford	322	465	787
Paoli	171	367	538
Parkesburg	242	182	424
Phoenixville	577	911	1488
Spring City	60	243	303
Tredyffrin	271	1895	2166
West Chester	217	629	846
<b>TOTAL</b>	<b>6045</b>	<b>14334</b>	<b>20379</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

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

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
<b>400 Appropriations</b>			0.00	
400.1 Appropriation - P.A.S.D.	578,340.00	578,340.00	0.00	100.00%
400.2 Appropriation - County	75,461.01	102,320.00	-26,858.99	73.75%
400.3 Appropriation - State	104,971.98	93,524.00	11,447.98	112.24%
400.4 Appropriation - Charlestown Tws		5,500.00	-5,500.00	0.00%
400.5 Appropriation - Schuylkill Twp		6,250.00	-6,250.00	0.00%
400.6 Appropriation - East Pikeland	8,600.00	7,000.00	1,600.00	122.86%
<b>Total 400 Appropriations</b>	<b>\$ 767,372.99</b>	<b>\$ 792,934.00</b>	<b>-\$ 25,561.01</b>	<b>96.78%</b>
<b>412 Development Income</b>			0.00	
412.1 Grants	20,000.00	25,000.00	-5,000.00	80.00%
412.2 Projects/Events	17,063.00	45,000.00	-27,937.00	37.92%
412.3 Annual Appeal	875.00		875.00	
412.4 Donations			0.00	
412.4.1 Unrestricted	543.34		543.34	
412.4.2 Restricted - General	90.00		90.00	
412.4.3 Restricted - Children's	350.00		350.00	
<b>Total 412.4 Donations</b>	<b>\$ 983.34</b>	<b>\$ 0.00</b>	<b>\$ 983.34</b>	
412.6 Individual Giving			0.00	
412.6.1 Unsolicited	2,993.90		2,993.90	
412.6.2 Unsolicited Memorial Gifts	100.00		100.00	
412.6.3 Target Donors	43,338.57	40,000.00	3,338.57	108.35%
412.6.4 Restricted - General		3,000.00	-3,000.00	0.00%
412.6.5 Restricted - Children	527.18	3,000.00	-2,472.82	17.57%
<b>Total 412.6 Individual Giving</b>	<b>\$ 46,959.65</b>	<b>\$ 46,000.00</b>	<b>\$ 959.65</b>	<b>102.09%</b>
412.7 Corporate Engagement		10,000.00	-10,000.00	0.00%
412.7.1 Third Party Fundraising	229.49		229.49	
412.7.3 Matching Gifts	633.00		633.00	
<b>Total 412.7 Corporate Engagement</b>	<b>\$ 862.49</b>	<b>\$ 10,000.00</b>	<b>-\$ 9,137.51</b>	<b>8.62%</b>
<b>Total 412 Development Income</b>	<b>\$ 86,743.48</b>	<b>\$ 126,000.00</b>	<b>-\$ 39,256.52</b>	<b>68.84%</b>
<b>420 Operations Income</b>			0.00	
420.1 Fines	10,461.51	12,000.00	-1,538.49	87.18%
420.10 Notary Services	134.00	1,000.00	-866.00	13.40%
420.2 Passport Applications	125,679.70	170,000.00	-44,320.30	73.93%
420.3 Interest	3,206.17	1,000.00	2,206.17	320.62%
420.4 Items Sold			0.00	
420.4.1 Library Income	1,575.85	2,500.00	-924.15	63.03%
420.4.2 PA Sales Tax	50.46		50.46	
<b>Total 420.4 Items Sold</b>	<b>\$ 1,626.31</b>	<b>\$ 2,500.00</b>	<b>-\$ 873.69</b>	<b>65.05%</b>
420.5 Lost Books	1,498.73	1,500.00	-1.27	99.92%



420.6 Other (Copier, etc.)	85.00		85.00	
420.6.1 Library Income	2,001.01	2,500.00	-498.99	80.04%
420.6.2 PA Sales Tax	43.20		43.20	
<b>Total 420.6 Other (Copier, etc.)</b>	<b>\$ 2,129.21</b>	<b>\$ 2,500.00</b>	<b>-\$ 370.79</b>	<b>85.17%</b>
420.7 Rentals/Community Room	50.00		50.00	
420.8 Rentals/Collection			0.00	
420.8.1 Library Income	466.02	500.00	-33.98	93.20%
420.8.2 PA Sales Tax	13.83		13.83	
<b>Total 420.8 Rentals/Collection</b>	<b>\$ 479.85</b>	<b>\$ 500.00</b>	<b>-\$ 20.15</b>	<b>95.97%</b>
420.9 Hot Spots			0.00	
420.9.1 Library Income	1,972.20	3,000.00	-1,027.80	65.74%
420.9.2 PA Sales Tax	16.93		16.93	
<b>Total 420.9 Hot Spots</b>	<b>\$ 1,989.13</b>	<b>\$ 3,000.00</b>	<b>-\$ 1,010.87</b>	<b>66.30%</b>
<b>Total 420 Operations Income</b>	<b>\$ 147,254.61</b>	<b>\$ 194,000.00</b>	<b>-\$ 46,745.39</b>	<b>75.90%</b>
<b>Total Income</b>	<b>\$ 1,001,371.08</b>	<b>\$ 1,112,934.00</b>	<b>-\$ 111,562.92</b>	<b>89.98%</b>
<b>Gross Profit</b>	<b>\$ 1,001,371.08</b>	<b>\$ 1,112,934.00</b>	<b>-\$ 111,562.92</b>	<b>89.98%</b>
<b>Expenses</b>				
500 Adult Library			0.00	
500.1 Books			0.00	
500.1.1 Physical Books	21,657.43	31,000.00	-9,342.57	69.86%
500.1.2 E-Materials	15,096.70	24,000.00	-8,903.30	62.90%
500.1.6 ARPA Adult e-materials	3,434.95		3,434.95	
500.1.7 Flipster		1,500.00	-1,500.00	0.00%
<b>Total 500.1 Books</b>	<b>\$ 40,189.08</b>	<b>\$ 56,500.00</b>	<b>-\$ 16,310.92</b>	<b>71.13%</b>
500.13 Professional Develop. Material	801.57	800.00	1.57	100.20%
500.14 Museum Passes	1,614.33	3,600.00	-1,985.67	44.84%
500.15 Mobile Hotspots	2,287.85	4,500.00	-2,212.15	50.84%
500.2 Magazines & Newspapers	3,190.54	6,000.00	-2,809.46	53.18%
500.3 Audios	2,991.32	5,000.00	-2,008.68	59.83%
500.4 Videos	2,428.22	4,000.00	-1,571.78	60.71%
500.5 Software	154.28		154.28	
500.6 Reference	191.09	700.00	-508.91	27.30%
500.7 Programs - Adult	2,029.30	3,000.00	-970.70	67.64%
500.8 Program Supplies - Adult	411.27	1,000.00	-588.73	41.13%
<b>Total 500 Adult Library</b>	<b>\$ 56,288.85</b>	<b>\$ 85,100.00</b>	<b>-\$ 28,811.15</b>	<b>66.14%</b>
510 Youth Library			0.00	
510.1 Books			0.00	
510.1.1 Physical Books	16,732.74	25,000.00	-8,267.26	66.93%
510.1.2 E-Materials	5,243.54	8,000.00	-2,756.46	65.54%
510.1.3 ARPA Children e-materials	2,468.73		2,468.73	
<b>Total 510.1 Books</b>	<b>\$ 24,445.01</b>	<b>\$ 33,000.00</b>	<b>-\$ 8,554.99</b>	<b>74.08%</b>
510.13 Young Adult - All	2,060.49	3,000.00	-939.51	68.68%
510.14 Programs - Young Adults	281.98	500.00	-218.02	56.40%
510.15 Program Supplies - Young Adult	306.44	500.00	-193.56	61.29%
510.2 Magazines	358.70	700.00	-341.30	51.24%
510.3 Audios	567.85	1,500.00	-932.15	37.86%
510.4 Videos	1,220.42	2,000.00	-779.58	61.02%

510.5 Software	617.84	1,000.00	-382.16	61.78%
510.7 Programs - Children	1,359.39	4,000.00	-2,640.61	33.98%
510.8 Program Supplies - Children	1,316.60	2,000.00	-683.40	65.83%
<b>Total 510 Youth Library</b>	<b>\$ 32,534.72</b>	<b>\$ 48,200.00</b>	<b>-\$ 15,665.28</b>	<b>67.50%</b>
520 Development Expense			0.00	
520.1 Annual Appeal	7,779.31	5,600.00	2,179.31	138.92%
520.3 Special Events	22,786.83	22,500.00	286.83	101.27%
520.5 Marketing	1,105.96	500.00	605.96	221.19%
520.8 Donor Management		3,988.00	-3,988.00	0.00%
<b>Total 520 Development Expense</b>	<b>\$ 31,672.10</b>	<b>\$ 32,588.00</b>	<b>-\$ 915.90</b>	<b>97.19%</b>
530 Administration			0.00	
530.1 General			0.00	
530.1.1 Audit/Form 990		8,200.00	-8,200.00	0.00%
530.1.2 Library Board Expenses	2,170.36	1,500.00	670.36	144.69%
530.1.3 Staff Development/Memberships	2,867.62	3,395.00	-527.38	84.47%
530.1.4 Insurance		1,500.00	-1,500.00	0.00%
530.1.5 Advertising		500.00	-500.00	0.00%
530.1.6 Legal Expense		3,000.00	-3,000.00	0.00%
530.1.7 Credit Card Fees	3,603.05	3,000.00	603.05	120.10%
530.1.8 Marketing and Website	5,461.24	3,000.00	2,461.24	182.04%
530.1.9 Miscellaneous	113.83		113.83	
<b>Total 530.1 General</b>	<b>\$ 14,216.10</b>	<b>\$ 24,095.00</b>	<b>-\$ 9,878.90</b>	<b>59.00%</b>
540 Utilities			0.00	
540.1 Electricity	11,528.73	17,000.00	-5,471.27	67.82%
540.2 Gas	3,011.67	4,835.00	-1,823.33	62.29%
540.3 Telephone	4,790.27	6,000.00	-1,209.73	79.84%
540.4 Trash Collection	287.20	450.00	-162.80	63.82%
540.5 Water & Sewer	537.77	1,500.00	-962.23	35.85%
<b>Total 540 Utilities</b>	<b>\$ 20,155.64</b>	<b>\$ 29,785.00</b>	<b>-\$ 9,629.36</b>	<b>67.67%</b>
550 Computer Expense			0.00	
550.2 Hardware	4,155.10	1,000.00	3,155.10	415.51%
550.4 Software	252.00	1,800.00	-1,548.00	14.00%
550.5 Software Maintenance	3,506.55	2,000.00	1,506.55	175.33%
550.6 Supplies	1,193.91	2,000.00	-806.09	59.70%
<b>Total 550 Computer Expense</b>	<b>\$ 9,107.56</b>	<b>\$ 6,800.00</b>	<b>\$ 2,307.56</b>	<b>133.93%</b>
560 Other Supplies and Expense			0.00	
560.1 Collection Maintenance	2,349.42	2,800.00	-450.58	83.91%
560.2 Library	4,500.24	3,500.00	1,000.24	128.58%
560.3 Office	5,253.35	3,500.00	1,753.35	150.10%
560.4 Postage	8,120.34	6,500.00	1,620.34	124.93%
<b>Total 560 Other Supplies and Expense</b>	<b>\$ 20,223.35</b>	<b>\$ 16,300.00</b>	<b>\$ 3,923.35</b>	<b>124.07%</b>
570 Equipment Leasing/Rental	4,531.44	5,090.00	-558.56	89.03%
580 Buildings & Grounds			0.00	
580.1 Maintenance			0.00	
580.1.2 Grounds	667.25	500.00	167.25	133.45%
<b>Total 580.1 Maintenance</b>	<b>\$ 667.25</b>	<b>\$ 500.00</b>	<b>\$ 167.25</b>	<b>133.45%</b>
580.5 Janitorial Expense			0.00	

580.5.1 Service	19,687.50	25,000.00	-5,312.50	78.75%
580.5.2 Supplies	1,101.59	4,000.00	-2,898.41	27.54%
<b>Total 580.5 Janitorial Expense</b>	<b>\$ 20,789.09</b>	<b>\$ 29,000.00</b>	<b>-\$ 8,210.91</b>	<b>71.69%</b>
580.7 Minor Improvements and Repairs		500.00	-500.00	0.00%
<b>Total 580 Buildings &amp; Grounds</b>	<b>\$ 21,456.34</b>	<b>\$ 30,000.00</b>	<b>-\$ 8,543.66</b>	<b>71.52%</b>
<b>Total 530 Administration</b>	<b>\$ 89,690.43</b>	<b>\$ 112,070.00</b>	<b>-\$ 22,379.57</b>	<b>80.03%</b>
<b>610 Salaries &amp; Benefits</b>			0.00	
610.1 Salaries			0.00	
610.1.1 Full-Time	256,373.94	437,712.00	-181,338.06	58.57%
610.1.2 Part-Time	69,768.75	122,294.00	-52,525.25	57.05%
610.1.3 Passport Agents	17,167.84	27,144.00	-9,976.16	63.25%
<b>Total 610.1 Salaries</b>	<b>\$ 343,310.53</b>	<b>\$ 587,150.00</b>	<b>-\$ 243,839.47</b>	<b>58.47%</b>
610.2 Social Security Expense	12,640.10	43,330.00	-30,689.90	29.17%
610.3 Employee Benefit Expense	86,468.13	103,691.00	-17,222.87	83.39%
610.3.2 H.S.A. Contribution	7,499.94	9,000.00	-1,500.06	83.33%
<b>Total 610.3 Employee Benefit Expense</b>	<b>\$ 93,968.07</b>	<b>\$ 112,691.00</b>	<b>-\$ 18,722.93</b>	<b>83.39%</b>
610.4 Retirement Expense	81,990.77	91,805.00	-9,814.23	89.31%
<b>Total 610 Salaries &amp; Benefits</b>	<b>\$ 531,909.47</b>	<b>\$ 834,976.00</b>	<b>-\$ 303,066.53</b>	<b>63.70%</b>
Unapplied Cash Bill Payment Expense	-243.49		-243.49	
<b>Total Expenses</b>	<b>\$ 741,852.08</b>	<b>\$ 1,112,934.00</b>	<b>-\$ 371,081.92</b>	<b>66.66%</b>
<b>Net Operating Income</b>	<b>\$ 259,519.00</b>	<b>\$ 0.00</b>	<b>\$ 259,519.00</b>	
<b>Other Expenses</b>				
750 Non-Operating Expense			0.00	
750.1 Furniture, etc.	274.97		274.97	
750.8 Other	-22.33		-22.33	
<b>Total 750 Non-Operating Expense</b>	<b>\$ 252.64</b>	<b>\$ 0.00</b>	<b>\$ 252.64</b>	
<b>Total Other Expenses</b>	<b>\$ 252.64</b>	<b>\$ 0.00</b>	<b>\$ 252.64</b>	
<b>Net Other Income</b>	<b>-\$ 252.64</b>	<b>\$ 0.00</b>	<b>-\$ 252.64</b>	
<b>Net Income</b>	<b>\$ 259,266.36</b>	<b>\$ 0.00</b>	<b>\$ 259,266.36</b>	

Friday, Feb 24, 2023 06:11:23 AM GMT-8 - Cash Basis

# Phoenixville Public Library

## Balance Sheet

As of February 28, 2023

	TOTAL			
	AS OF FEB 28, 2023	AS OF FEB 28, 2022 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	46,602.40	90,363.68	-43,761.28	-48.43 %
100.2 Operating Money Market	928,046.54	897,578.08	30,468.46	3.39 %
100.3 Operating Credit Card Receipts	8,893.16	16,572.33	-7,679.17	-46.34 %
100.5 Certificate of Deposit (61513)	20,738.69	20,693.65	45.04	0.22 %
100.6 Certificate of Deposit (61514)	21,205.36	21,165.90	39.46	0.19 %
100.7 Certificate of Deposit (59971)	33,033.51	32,148.05	885.46	2.75 %
100.8 Certificate of Deposit (61515)	250,470.01		250,470.01	
<b>Total 100 Phoenixville Federal Savings #1</b>	<b>1,308,989.67</b>	<b>1,078,521.69</b>	<b>230,467.98</b>	<b>21.37 %</b>
105 Petty Cash	500.00	500.00	0.00	0.00 %
105.6 Paypal	0.00	0.00	0.00	
<b>Total 105 Petty Cash</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00 %</b>
106 Circulation Cash	500.00	500.00	0.00	0.00 %
<b>Total Bank Accounts</b>	<b>\$1,309,989.67</b>	<b>\$1,079,521.69</b>	<b>\$230,467.98</b>	<b>21.35 %</b>
Other Current Assets				
125 Supplies	0.00	0.00	0.00	
130 Prepaid Expenses	453.00	453.00	0.00	0.00 %
140 Accounts Receivable - Other	0.00	0.00	0.00	
<b>Total Other Current Assets</b>	<b>\$453.00</b>	<b>\$453.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Assets</b>	<b>\$1,310,442.67</b>	<b>\$1,079,974.69</b>	<b>\$230,467.98</b>	<b>21.34 %</b>
Fixed Assets				
150 General Fixed Assets				
150.1 Leasehold Improvements				
150.1.1 1999/2000 Addition	0.02	0.02	0.00	0.00 %
150.1.2 General	0.06	0.06	0.00	0.00 %
<b>Total 150.1 Leasehold Improvements</b>	<b>0.08</b>	<b>0.08</b>	<b>0.00</b>	<b>0.00 %</b>
150.2 2012/2013 Renovation	0.00	0.00	0.00	
150.6 Computer Equipment	-0.12	-0.12	0.00	0.00 %
150.8 Furniture & Fixtures	0.28	0.28	0.00	0.00 %
<b>Total 150 General Fixed Assets</b>	<b>0.24</b>	<b>0.24</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Fixed Assets</b>	<b>\$0.24</b>	<b>\$0.24</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>TOTAL ASSETS</b>	<b>\$1,310,442.91</b>	<b>\$1,079,974.93</b>	<b>\$230,467.98</b>	<b>21.34 %</b>

# Phoenixville Public Library

## Balance Sheet

As of February 28, 2023

	TOTAL			
	AS OF FEB 28, 2023	AS OF FEB 28, 2022 (PY)	CHANGE	% CHANGE
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
201 Accounts Payable	31,319.00	31,319.00	0.00	0.00 %
220 Credit Card Payables	200.00	200.00	0.00	0.00 %
<b>Total Accounts Payable</b>	<b>\$31,519.00</b>	<b>\$31,519.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
Other Current Liabilities				
221 Accounts Payable - Other	0.01	0.01	0.00	0.00 %
230 Employee Costs Payable				
230.1 Salaries Payable	16,801.95	16,801.95	0.00	0.00 %
230.5 Accrued Vacation	7,158.00	7,158.00	0.00	0.00 %
230.9 Reimbursements by PPL	0.00	0.00	0.00	
<b>Total 230 Employee Costs Payable</b>	<b>23,959.95</b>	<b>23,959.95</b>	<b>0.00</b>	<b>0.00 %</b>
250 Deferred Income	0.00	0.00	0.00	
<b>Total Other Current Liabilities</b>	<b>\$23,959.96</b>	<b>\$23,959.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Liabilities</b>	<b>\$55,478.96</b>	<b>\$55,478.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
Long-Term Liabilities				
280 Line of Credit (3 year)	0.00	0.00	0.00	
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Liabilities</b>	<b>\$55,478.96</b>	<b>\$55,478.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
Equity				
300 Opening Bal Equity	250,000.00	0.00	250,000.00	
310 Contributed Capital	0.24	0.24	0.00	0.00 %
319 Net Assets	745,697.35	684,903.30	60,794.05	8.88 %
Net Income	259,266.36	339,592.43	-80,326.07	-23.65 %
<b>Total Equity</b>	<b>\$1,254,963.95</b>	<b>\$1,024,495.97</b>	<b>\$230,467.98</b>	<b>22.50 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,310,442.91</b>	<b>\$1,079,974.93</b>	<b>\$230,467.98</b>	<b>21.34 %</b>



Prepared Especially For:  
**PHOENIXVILLE PUBLIC LIBRARY**



By:  
Jay Malise  
February 9, 2023

1313 Roth Avenue, Allentown, PA 18102

610-435-9666

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 Allentown, PA 18102  
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# PROPOSAL

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

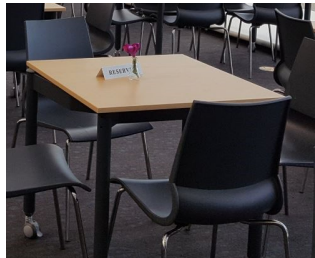
**Phone:** 610-933-3013  
**Email:** llorenzi@ccls.org

Reply to quotation	JPMB020923
Sheet	1 of 4
Date	01/18/23

Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
--------	-----	-----------	-------------	------------	------------

**J. P. Jay Associates is pleased to quote on the following shelving and furniture. Wherever possible, Pennsylvania COSTARS-35 Contract 035-049 discount has been applied.**




T1	12	KTS/7575/??	Muzo-Works Kite folding/nesting table - square Dimensions: 29.5"W x 29.5"D x 29"H Straight Leg: Silver finish Laminate top: TBD from Tier 1 or Tier 2 standards	\$1,142.40	\$13,708.80
----	----	-------------	--	------------	-------------





CH1	18	SFLA11318??	TMC Flick Chair - no cut-out Dimensions: 19.25"W x 21"D x 33.5"H (overall) Seat Height: 18" Wood Finish TBD Leg Finish Options: Black, White or Silver Back Style: TBD from Arc, Round, Tapered, Hip, Fan or Square	\$303.80	\$5,468.40
-----	----	-------------	--	----------	------------





Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
CH2	6	3889	<p>Cape Contract Kara arm chair  Dimensions: 20.5"W x 20.75"D x 33"H (overall).  Seat height is 17.75"  Arm height is 26.25"  Chair features molded maple plywood shell.  Round tube metal frame - polished chrome.</p> 	\$697.60	\$4,185.60
T2	1	TT-2496/2000	<p>Northway/Gibraltar rectangular table  Dimensions: 96"L x 24"D x 29"H.  High pressure laminate top with PVC edges.  Round metal leas</p> 	\$1,029.75	\$1,029.75
MS1	4	SSDOS6370- ?	<p>Swiftspace Dos Meeting Space  Footprint: 29" x 70"  Wall Height: 63"  Seat Height: 19"  Seat Depth: 20"  Seat Width: 28" (per side)  Seat Weight Rating: 500 lbs. (per side)  Panel Finish: Swiftspace standard laminate  Surface Finish: Swiftspace standard laminate  *Must be performance seating fabric on  back - vinyl seats  *Fold down back wall standard  *Unit includes phone booth enhancement  (roof, light, ventilation, fans, power &amp; doors)</p> 	\$6,228.30	\$24,913.20

Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
LC1	8	SKU-F150	<p>Fomcore Social Series low arm club chair  Dimensions: 35"L x 34.75"W x 32"H (overall)  Seat height is 18"  Chair has metal 6" premium legs.  Chair includes:  --Laminate arms  --Integrated power unit with 3 outlets, 1  USB/AC port and 10' long cord  *NOTE: The ports in the power unit cannot  be changed in the future.</p>  	\$3,987.75	\$31,902.00
1	Installation		<p>Receipt and installation of above shelving  and furniture by J. P. Jay Associates  personnel.</p> <p style="text-align: right;">SubTotal</p>	\$1,702.00	\$1,702.00
					\$82,909.75

**MEETING ROOM**

T3	6	KTR/75150/S S	<p>Muzo-Works Kite folding/nesting table -  rectangle  Dimensions: 59"W x 29.5"D x 29"H  Straight Leg: Silver finish  Laminate top: TBD from Tier 1 or Tier 2  standards</p>	\$1,272.00	\$7,632.00
----	---	------------------	--	------------	------------



Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
CH1- OPT	12	1051 FT1 A0 PS SC23 GL1 FC? AC	SitOnIt Rio four-leg armless side chair Dimensions: 21.2"W x 21.6"D x 33."H (overall) Seat height is 17.9". Chair has plastic shell and metal legs. Chair features ARC Technology (Active Rebound Control) ARC enables chair to flex based on amount of weight pressed against it.	\$188.50	\$2,262.00
	12	C13	Upcharge for carpet casters	\$26.00	\$312.00
	1	Installation	Receipt and installation of above meeting room furniture by J. P. Jay Associates personnel.	\$299.25	\$299.25
SubTotal					\$10,505.25



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

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

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

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

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

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

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

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

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

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

<b>Total</b>	<b>\$93,415.00</b>
--------------	--------------------

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

J. P. Jay Associates, Inc.

## STANDARD TERMS AND CONDITIONS

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

### 1. PRICE/TAXES

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

### 2. TERMS AND METHOD PAYMENT

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

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

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

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

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

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

\*NOT APPLICABLE TO FEDERAL GOVERNMENT

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

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

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

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

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

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

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

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

### 9. GENERAL

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

### 10. CONTROLLING LAW

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





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

# 4 LOUNGE CHAIRS IN MAIN LIBRARY #1-4



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Lancaster, PA  
17603

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PHOENIXVILLE  
PUBLIC LIBRARY

#11920

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

Client Approval

\_\_\_\_\_  
Signatur

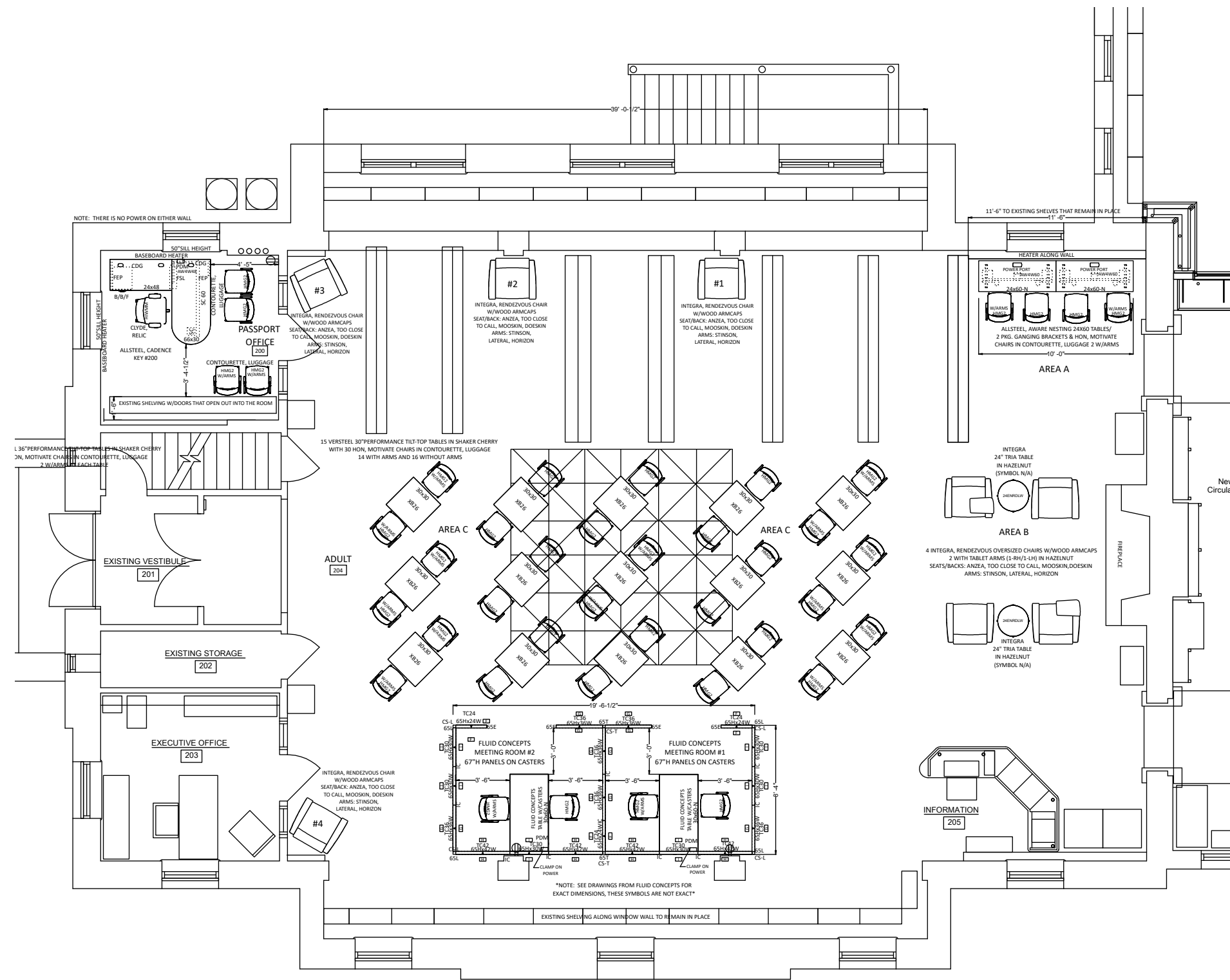
\_\_\_\_\_  
Date

Date: 2/28/2023

Designer: Sherry Spangler

Sales Rep: Terry Cabot

Dealer PO:

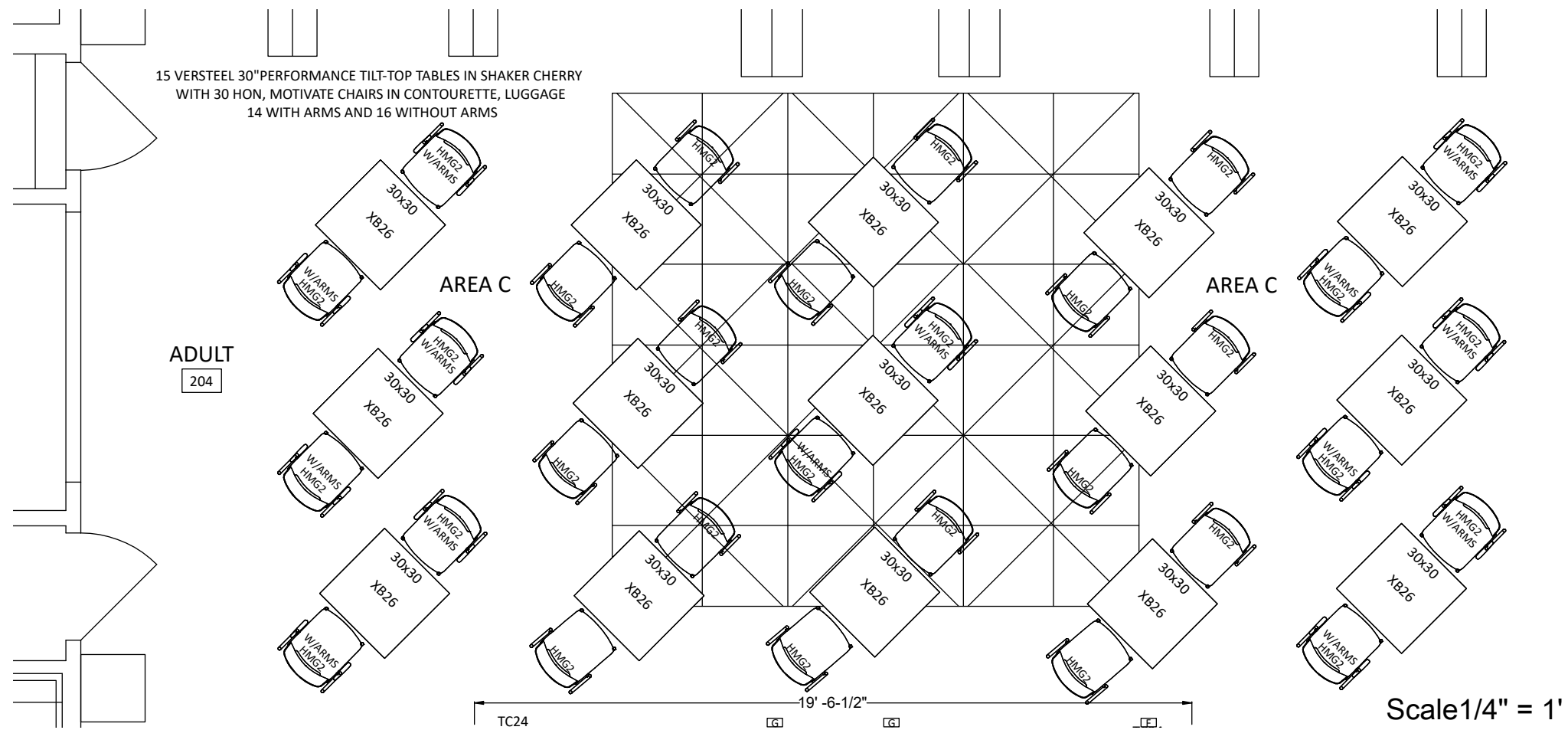


INTEGRA, RENDEZVOUS  
CHAIRS #1-4



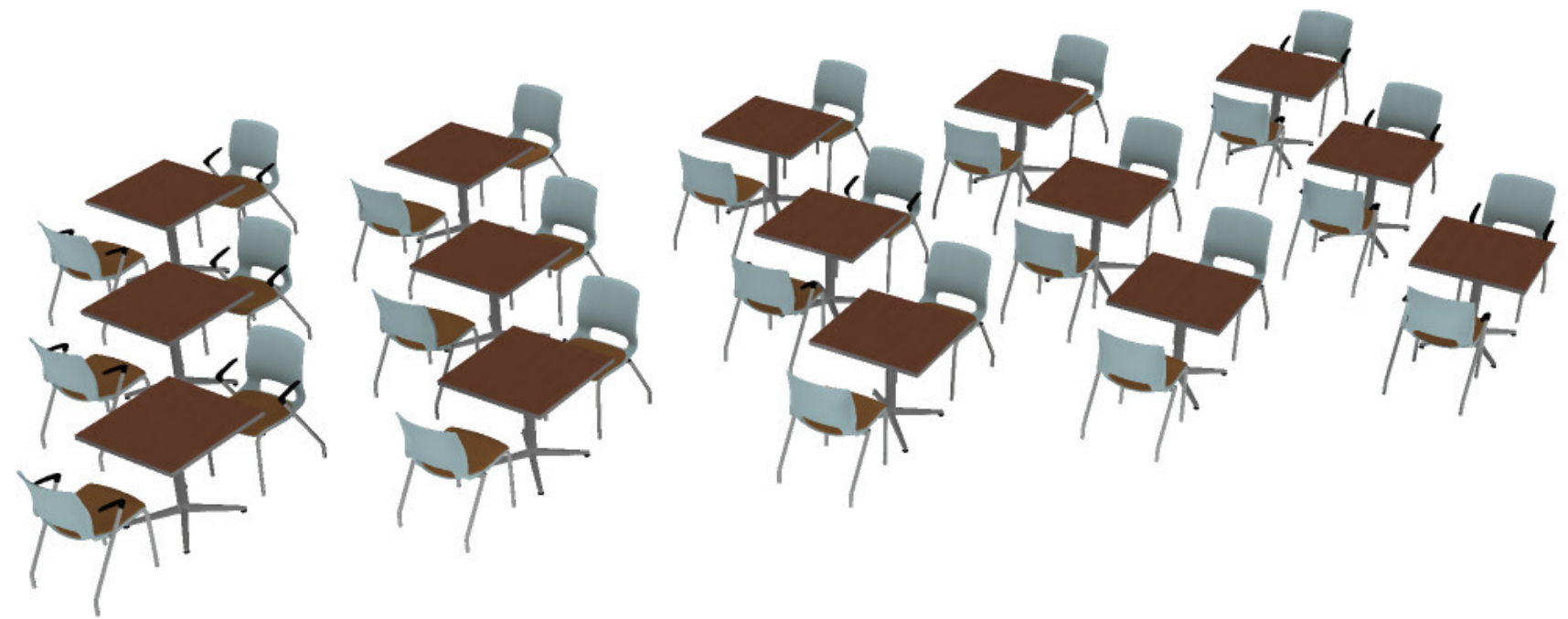
Scale 1/8" = 1'

# AREA C - ADULT AREA 204



ADULT  
204

Scale 1/4" = 1'



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Lancaster, PA  
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Client Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date: 2/28/2023

Designer: Sherry Spangler

Sales Rep: Terry Cabot

Dealer PO:



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Lancaster, PA  
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#11920

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PLACEMENT ONLY, not for construction,  
electrical, etc. Contractors must field verify  
all dimensions.

Client Approval

\_\_\_\_\_  
Signatur

\_\_\_\_\_  
Date

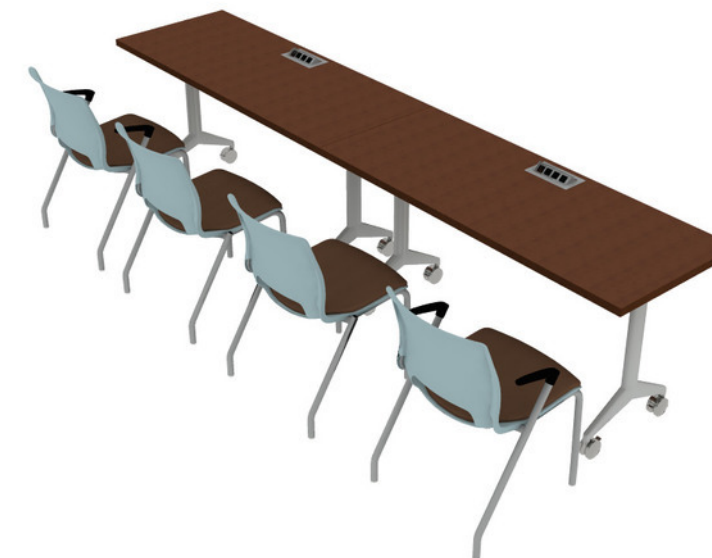
Date: 2/28/2023

Designer: Sherry Spangler

Sales Rep: Terry Cabot

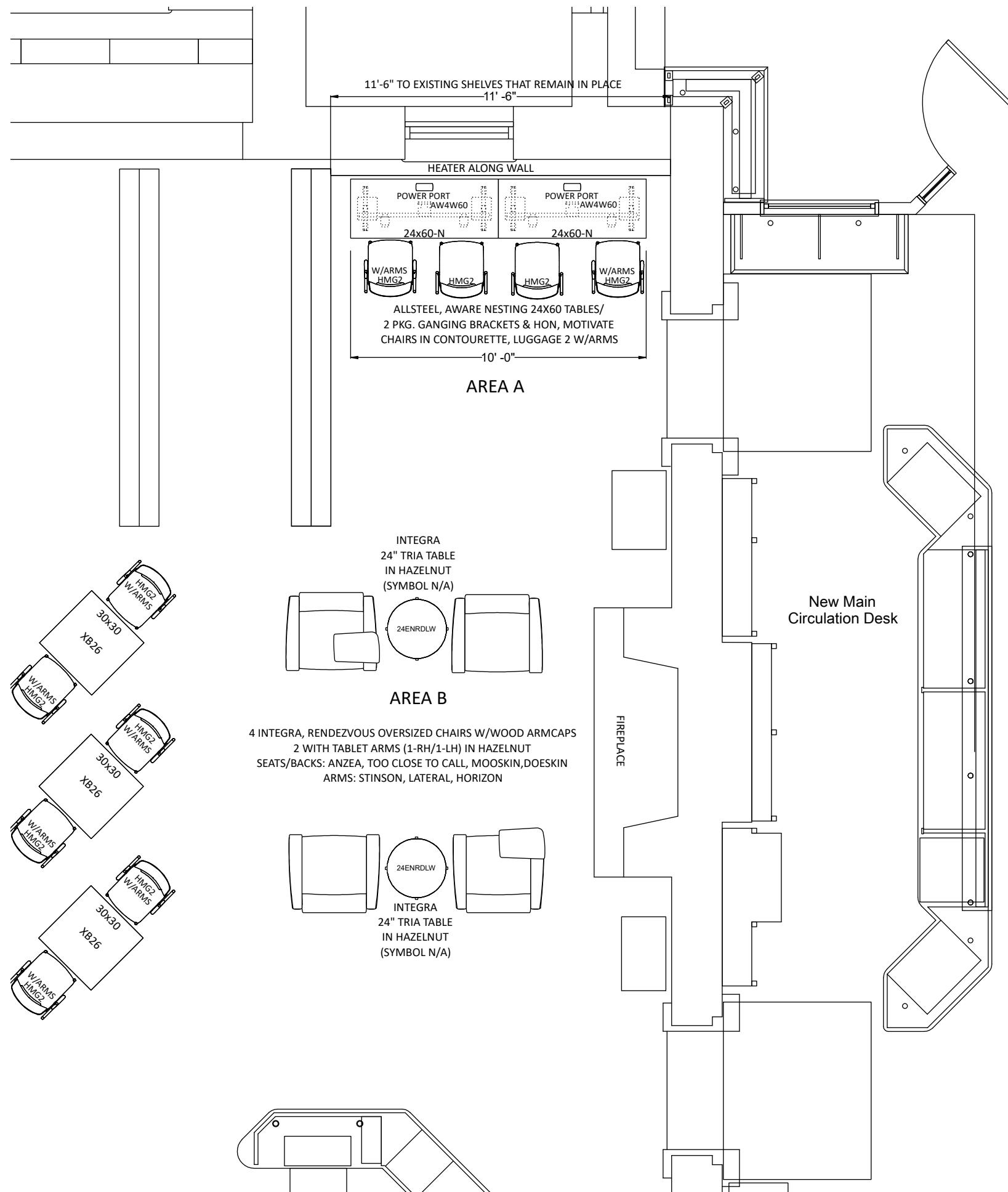
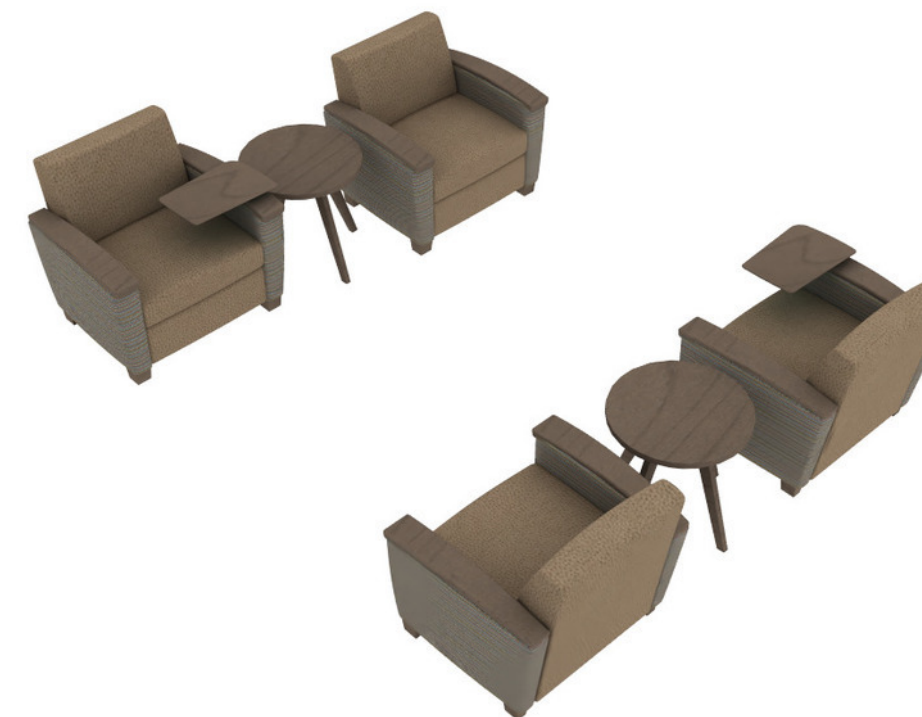
Dealer PO:

### AREA A



### AREA B

(NOTE: END TABLES ARE NOT EXACT.  
THERE IS NOT A SYMBOL AVAILABLE  
FOR THE TRIA TABLE.)





Making Your Space Your Place.

## Revised Proposal

Benjamin Roberts, Ltd  
119 S Tree Dr  
Lancaster, PA 17603-4081  
Phone: 717.291.1001  
Web: [www.benjaminrobertsltd.com](http://www.benjaminrobertsltd.com)

Order Number	11920
Date	03/01/2023
Customer PO No	
Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	1 of 10

T Phoenixville Public Library  
O 183 2nd Ave  
Phoenixville, PA 19460  
  
ATTN: Lara Lorenzi  
Phone: 610-933-3013 x-123  
Email: [llorenzi@ccls.org](mailto:llorenzi@ccls.org)

S Phoenixville Public Library  
H 183 2nd Ave  
I 183 2nd Ave  
P Phoenixville, PA 19460  
  
T ATTN: Lara Lorenzi  
O Phone: 610-933-3013 x-123  
Email: [llorenzi@ccls.org](mailto:llorenzi@ccls.org)

\*NEW FURNITURE PROJECT\*

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

Description	Extended Amount
Area A	3,674.04

Line	Qty	Description	Unit Price	Extended Amount
1	2.00 Each	AW2TS24N60CB--\$(P2)-.PR6-.S Aware 24D x 60W NestingT-Leg CSTR Pnt(Kit) OPTION: \$(P2):P2 Paint Opts OPTION: .PR6:Silver OPTION: .S:Silver Mark Line For: Area A	637.96	1,275.92
2	2.00 Each	AW3LF2460T--.X-\$(L1STD)-.LW7C-.DF-.ATE 24Dx60W Aware Top Lam FlatEdg for T-Fixed or Nest OPTION: .X:Standard Wood OPTION: \$(L1STD):Grd L1 Standard Laminates OPTION: .LW7C:Shaker Cherry OPTION: .DF:Shaker Cherry *Prev EDF* OPTION: .ATE:One Cutout for Popup Pwr 2inbk Mark Line For: Area A	285.36	570.72
3	2.00 Each	AW4P2C Power Harness Corded - 3 AC/1 Open Mark Line For: Area A	248.87	497.74
4	2.00 Each	AW4W60--.P 34" Wire Trough for 60" table OPTION: .P:Black Mark Line For: Area A	71.75	143.50
5	2.00 Each	AW4GANG Ganging Hardware Mark Line For: Area A	40.18	80.36
22	1.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett	571.80	571.80



Making Your Space Your Place.

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 Lancaster, PA 17603-4081  
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Order Number	11920
Date	03/01/2023
Customer PO No	
Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	2 of 10

		OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area A		
23	1.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area A	534.00	534.00

Description		Extended Amount
Area C		19,119.60

Line	Qty	Description	Unit Price	Extended Amount
24	7.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area C	571.80	4,002.60
25	8.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area C	534.00	4,272.00
33	15.00 Each	PEX1 30SQTLL-L-P2S-TW-TWSPEC-Shaker Cherry 7935-60-TBD->-PSIL-~~~ CAS55-~~~ Performance X, 30 Square Tilt OPTION: L:HP Laminate Surface Table Top OPTION: P2S:1 1/4" Flat PVC w/Square Corners OPTION: TW:Wilsonart OPTION: TWSPEC:Special Wilsonart Laminate OPTION: Shaker Cherry 7935-60: OPTION: TBD:Std PVC Edge (to be specified) OPTION: >:Standard Process OPTION: PSIL:Silver (Base Color) OPTION: ~:Standard 29" Tbl Height	723.00	10,845.00



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Order Number	11920
Date	03/01/2023
Customer PO No	
Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	3 of 10

OPTION: ~:No Bullet End Caps  
OPTION: CAS55:Casters (4) - Dual Wheel Black Hard Wheel  
OPTION: ~:No Table Link  
OPTION: ~:No Lightweight Core  
Mark Line For: AREA C

Description	Extended Amount
Computer Lab	9,098.40

Line	Qty	Description	Unit Price	Extended Amount
6	6.00 Each	AW2TS24N60CB--\$(P2)-.PR6-.S Aware 24D x 60W NestingT-Leg CSTR Pnt(Kit) OPTION: \$(P2):P2 Paint Opts OPTION: .PR6:Silver OPTION: .S:Silver Mark Line For: Computer Lab	637.96	3,827.76
7	6.00 Each	AW3LF2460T--X-\$(L1STD)-.LW7C-.DF-.AGO 24Dx60W Aware Top Lam FlatEdg for T-Fixed or Nest OPTION: .X:Standard Wood OPTION: \$(L1STD):Grd L1 Standard Laminates OPTION: .LW7C:Shaker Cherry OPTION: .DF:Shaker Cherry *Prev EDF* OPTION: .AGO:No Cutouts Mark Line For: Computer Lab	285.36	1,712.16
8	6.00 Each	AW4GANG Ganging Hardware Mark Line For: Computer Lab	40.18	241.08
26	3.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Computer Lab	571.80	1,715.40
27	3.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Computer Lab	534.00	1,602.00



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Order Number	11920
Date	03/01/2023
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Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	4 of 10

Description	Extended Amount
Meeting Rooms 1&2/Seating, Electrical Receptacles	2,776.58

Line	Qty	Description	Unit Price	Extended Amount
9	2.00 Each	APWRMOD2WC--.STRM 2 Receptacle 2 USB Worksurface Clamp OPTION: .STRM:Storm Mark Line For: Meeting Rooms 1 & 2	282.49	564.98
28	2.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Meeting Rooms 1 & 2	571.80	1,143.60
29	2.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Meeting Rooms 1 & 2	534.00	1,068.00

Description	Extended Amount
Passport Office	3,922.64

Line	Qty	Description	Unit Price	Extended Amount
10	1.00 Each	APWRMOD2WC--.STRM 2 Receptacle 2 USB Worksurface Clamp OPTION: .STRM:Storm Mark Line For: Passport Office	282.49	282.49
11	1.00 Each	AW4W48--.P 17 1/4" Wire Trough for 48" table OPTION: .P:Black Mark Line For: Passport Office	40.18	40.18
12	2.00 Each	CDG--\$(P1)-.P7C Gussets (1 Pr) OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	70.11	140.22
13	1.00	CEP1129F--\$(P1)-.P7C	100.45	100.45



Making Your Space Your Place.

## Revised Proposal

**Benjamin Roberts, Ltd**  
119 S Tree Dr  
Lancaster, PA 17603-4081  
Phone: 717.291.1001  
Web: [www.benjaminrobertsltd.com](http://www.benjaminrobertsltd.com)

Order Number	11920
Date	03/01/2023
Customer PO No	
Customer Name	Phoenixville Public Library
Salesperson	Terry Cabot
Project Number	
Terms	NET 30
Page	5 of 10

	Each	Freestanding 11DX29-1/2H End Pnl Sup OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office		
14	1.00 Each	CEP2429F--\$(P1)-.P7C Freestanding 24DX29-1/2H End Pnl Sup OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	108.24	108.24
15	1.00 Each	CSL2429F--\$(P1)-.P7C Freestanding 24Dx29-1/2H Sup Leg OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	93.48	93.48
16	1.00 Each	PF197-183A--\$(P1)-.P7C-.EL-.OMT Essentials Support Ped BBF 28Hx18Dx15W Arch Pull OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow OPTION: .EL:Matte Silver OPTION: .OMT:omt Core to Ord key Alike Mark Line For: Passport Office	473.55	473.55
17	1.00 Each	T52448S--\$(L7PTR)-.WLT6-.EX-.P Primary 24Dx48W Flat Eg Lam w/Grommets OPTION: \$(L7PTR):Grd L7 Partnership Laminates OPTION: .WLT6:Timberwolf Alona Y0288-12 OPTION: .EX:Bungalow OPTION: .P:Plastic Grommet Mark Line For: Passport Office	296.84	296.84
18	1.00 Each	T53066B--\$(L7PTR)-.WLT6-.EX-.P Peninsula 30Wx66L Flat Eg Lam w/Grommet OPTION: \$(L7PTR):Grd L7 Partnership Laminates OPTION: .WLT6:Timberwolf Alona Y0288-12 OPTION: .EX:Bungalow OPTION: .P:Plastic Grommet Mark Line For: Passport Office	605.57	605.57
19	1.00 Each	Z5SC72 60W External Supt Channel for 72W W/S Mark Line For: Passport Office	50.02	50.02
20	1.00 Each	TT629SC--\$(P1)-.P7C Sup Column 29-1/2Hx3 Dia. OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office	102.09	102.09
21	1.00 Each	LKFE1SLV--\$(KEYNUM)-.X200-.2 Lock Core Kit Silver - 1 Core 2 Keys OPTION: \$(KEYNUM):Key Number OPTION: .X200:Key Number 200 OPTION: .2:2 Mark Line For: Passport Office	20.91	20.91
30	1.00 Each	HIWMM--.Y1-.A-.H-.IM-\$ (2)-.CLYD-06-.NL-.SB-.T Ignition 2 Task Mid-back, ilira back	502.80	502.80



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Salesperson	Terry Cabot
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Page	6 of 10

		OPTION: .Y1:Syncho-Tilt W Seat Slider OPTION: .A:Height and Width Adj. Arm OPTION: .H:Hard Caster OPTION: .IM:4-Way Black OPTION: \$(2):II UPHOLSTERY OPTION: .CLYD:Clyde Color OPTION: 06:Relic OPTION: .NL:No Lumbar OPTION: .SB:Standard Base OPTION: .T:Black Mark Line For: Passport Office		
31	1.00 Each	HMG2--.F-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Passport Office	571.80	571.80
32	1.00 Each	HMG2--.N-.E-.BU-\$(1)-.UR-26-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Passport Office	534.00	534.00

Description	Extended Amount
Adult Area	24,885.60

Line	Qty	Description	Unit Price	Extended Amount
34	8.00 Each	RUO1-HG4-HB--U-IL-FAB-CFST-Lateral-Horizon-HAZ-PERM_NONE-WT_NONE-MBFW_NONE-TP_NONE Rendezvous Oversize Chair-Hide & Go Mobility-High Back, Maple Arm Cap Hazelnut, Recessed Pull Handle Gray (High Back) OPTION: U-IL: Fabric grade U or Integra Leather OPTION: FAB: Enter Fabric Now OPTION: CFST-Lateral-Horizon: OPTION: HAZ: Hazelnut OPTION: PERM_NONE: No permacoat OPTION: WT_NONE: No additional weight OPTION: MBFW_NONE: No moisture barrier or firewall OPTION: TP_NONE: No tamper proof hardware Mark Line For: ADULT AREA	2,657.40	21,259.20
35	1.00	TABG3M4-RU--HAZ	328.80	328.80



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Salesperson	Terry Cabot
Project Number	
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	Each	Solid Maple Tablet Gen3 on Right as Seated OPTION: HAZ:Hazelnut Mark Line For: ADULT AREA		
36	1.00	TABG3M5-RU--HAZ	328.80	328.80
	Each	Solid Maple Tablet Gen3 on Left as Seated OPTION: HAZ:Hazelnut Mark Line For: ADULT AREA		
37	2.00	TRIA-TB	1,484.40	2,968.80
	Each	Tria Table 24" Round 22" High, 4 Legs, Hazelnut Maple Mark Line For: ADULT AREA		

Description	Extended Amount
Mobile Meeting Rooms 1&2/Pop Up Station "220 x 98"	25,450.20

Line	Qty	Description	Unit Price	Extended Amount
38	1.00	MOBILE MEETING ROOM	25,450.20	25,450.20
	Each	1. (20) XPST4Q67 67"H - 2.5" Square Post, 4 Slot, 90 - Style 4Q  2. (20) CASTERS 60mm Black Plastic Caster with Lock HACC021  3. (6) *TFCB36D *SPECIAL Truss, 36"W Cross Beam, Double Frame, Modify to be 24"W  4. (18) *TFCB36D *SPECIAL Truss, 36"W Cross Beam, Double Frame, Modify to be 30"W  5. (18) *TFCB36D Truss, 36"W Cross Beam, Double Frame  6. (15) *TFCB42D *SPECIAL Truss, 42"W Cross Beam, Double Frame, Modify to be 38"W  7. (2) *XPTFQ2824G1 *SPECIAL 28x24 Tackable Fabric Divider, Gr. 1 - Style 4Q, fit between truss cross beam double frame  8. (6) *XPTFQ2830G1 *SPECIAL 28x30 Tackable Fabric Divider, Gr. 1 - Style 4Q, 8 6 *XPTFQ2830G1 *SPECIAL 28x30 Tackable Fabric Divider, Gr. 1 - Style 4Q, to fit between truss cross beam double frame  9. (6) *XPTFQ2836G1 *SPECIAL 28x36 Tackable Fabric Divider, Gr. 1 - Style 4Q to fit between truss cross beam double frame  10. (5) *XPTFQ2842G1 *SPECIAL 28x42Tackable Fabric Divider, Gr. 1 - Style 4Q, Modify to be 28Hx38W and to fit between truss cross beam double frame		





Making Your Space Your Place.

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Project Number	
Terms	NET 30
Page	8 of 10

11. ( 2 ) *XPTFQ2824G1 *SPECIAL 28x24 Tackable Fabric Divider, Gr. 1 - Style 4Q Modify to be 39Hx24W and to fit between truss cross beam double frame		
12. (6) *XPTFQ2830G1 *SPECIAL 28x30 Tackable Fabric Divider, Gr. 1 - Style 4Q Modify to be 39Hx30W and to fit between truss cross beam double frame		
13.( 6) *XPTFQ2836G1 *SPECIAL 28x36 Tackable Fabric Divider, Gr. 1 - Style 4Q Modify to be 39Hx36W and to fit between truss cross beam double frame		
14. (5) *XPTFQ2842G1 *SPECIAL 28x42Tackable Fabric Divider, Gr. 1 - Style 4Q Modify to be 39Hx38W and to fit between truss cross beam double frame		
15. (4) UTHC30BL Treo, Metal "T" Base w/ Casters (Rect Tube), Black, 3W x 28D x 27.75H		
16. (2) 3RS6030 Treo, Rectangular Table Top, 60W x 30D		

<b>Individual Items</b>		1,000.00
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Line	Qty	Description	Unit Price	Extended Amount
39	1.00 Each	DELIVERY AND INSTALLATION Delivery and Installation	1,000.00	1,000.00
			Order Sub-Total :	\$89,927.06
			<b>TOTAL ORDER :</b>	<b>\$89,927.06</b>
			Required Deposit 50.0% :	\$44,963.53

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

**Fluid Concepts Product Information for :**

**The A1 moveable offices**

- 2.5" square aluminum post with full-length septum for strength and rigidity (67" tall)
- Aluminum posts are 100% recyclable
- Includes zinc diecast top caps for a clean finish
- Double-frame cross beams for additional strength and rigidity
- 60 mm durable locking casters
- Tackable grade-1 fabric panels
- 8 lines of grade-1 fabric with many colors in each line (Office Furniture Fabrics and Finishes – fluidconcepts)
- Panels can be disassembled and reconfigured for different applications and designs in the future
- Installation is quick and easy with our "Tension-lock" connection method

**A2 Mobile tables:**

- 60" x 30" x 1" thick worksurfaces
- Made with low-emission particleboard substrate meeting SCS Indoor Advantage Gold certification
- 22 Thermally Fused Laminate (TFL) color and wood grain options
- All laminates come with matching edging as standard



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Project Number	
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- Rectangular steel tube T-base legs
- Legs are hybrid epoxy power-coated for durability and minimum manufacturing waste

Misc.:

- All wood, fabric and aluminum offcuts are either re-used or recycled
- Materials are shipped in re-usable or recyclable containers
- Our products are designed for disassembly for re-use or recycling at end of life
- Installation guides are provided
- Installation review meeting/tutorial are available

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

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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### Terms and Conditions

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

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

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

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

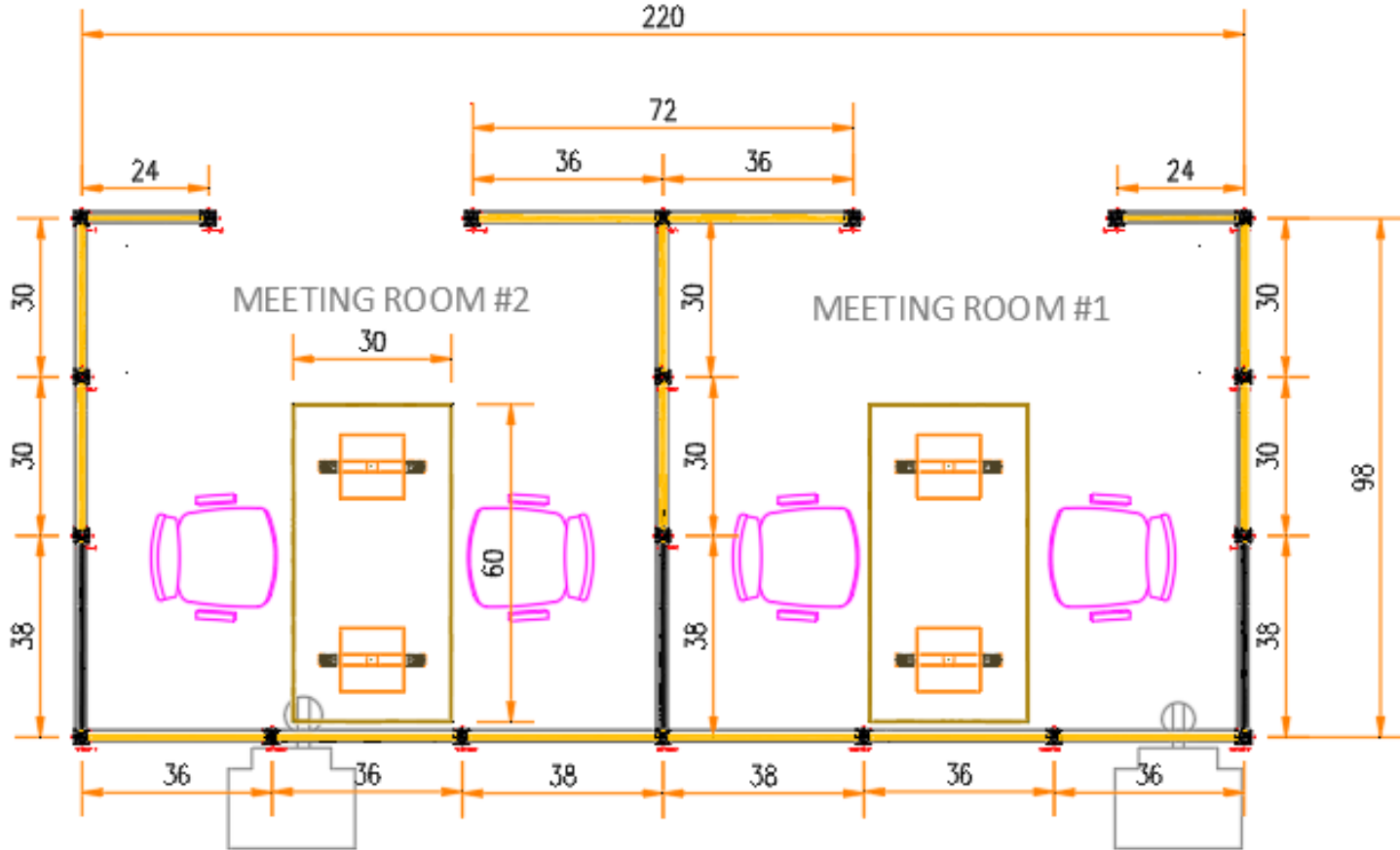
**Late Charge.** Purchaser agrees to pay a late charge at the rate of 1 1/2 % per month (18% annual percentage rate) on all past due invoice balances.

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

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

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

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



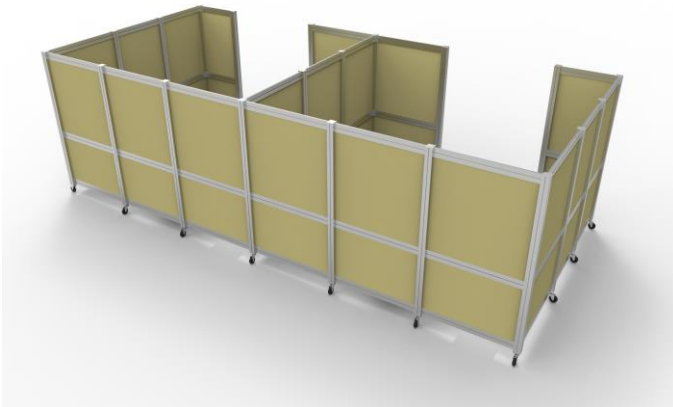
**PLAN VIEW**

**Q20230210-20601-PHOENIXVILLE PUBLIC LIBRARY-R2**

Notes -

Please closely check corresponding quotation to ensure accuracy between drawings and quotations. Two design revisions are included. Any additional design revisions or additional time are chargeable at an hourly design rate. All finishes in Fluid Concepts standard finishes unless specified otherwise.

Product Line:  
Designer: Vincere Ip



**Q20230210-20601-PHOENIXVILLE PUBLIC LIBRARY-R2**

**Notes -**

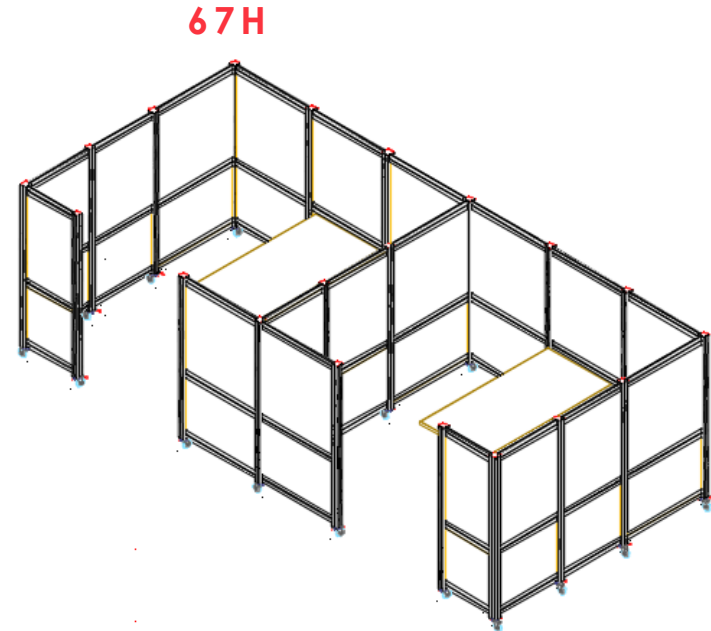
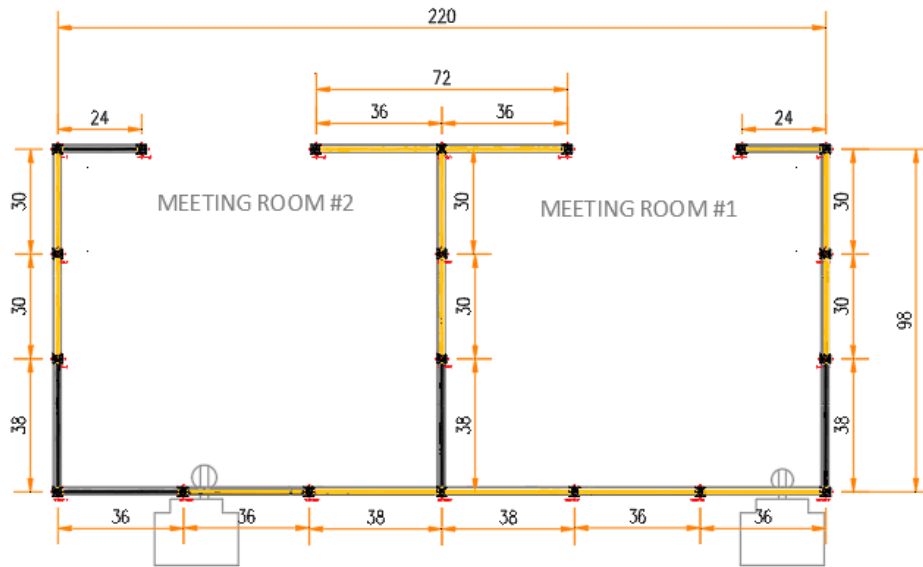
Please closely check corresponding quotation to ensure accuracy between drawings and quotations. Two design revisions are included. Any additional design revisions or additional time are chargeable at an hourly design rate. All finishes in Fluid Concepts standard finishes unless specified otherwise.

Product Line:  
Designer: Vincere Ip

**STANDARD FINISHES**

Structures: Anodized Aluminum  
 Upper Dividers: G1 Fabric  
 Lower Dividers: G1 Fabric

**Please Note:** the station can be moved on casters, but all the casters will have to be in the unlock position – FLUIDCONCETPS will not bear responsibility for unlevel flooring



**A1 – 220x98 Pop Up Station**

**Q20230210-20601-PHOENIXVILLE PUBLIC LIBRARY-R2**

**Notes –**

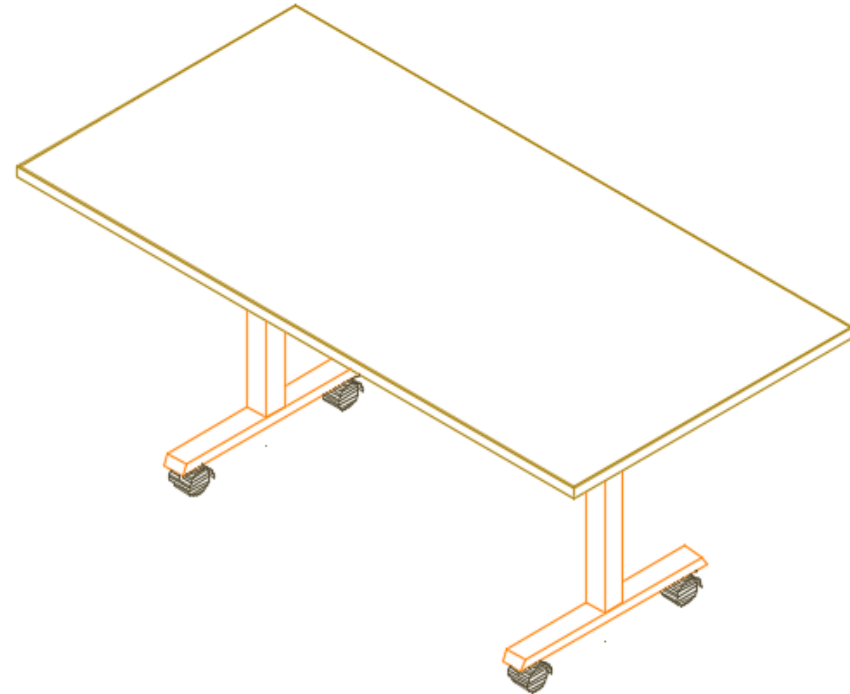
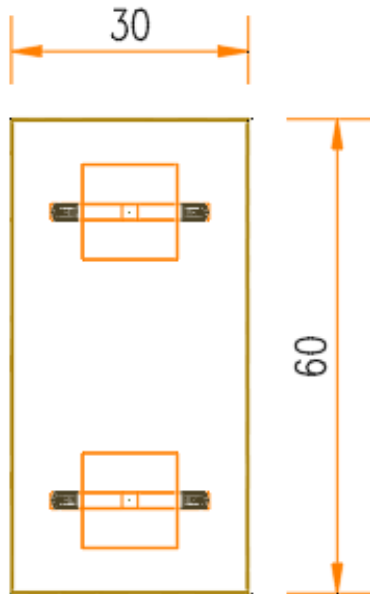
Please closely check corresponding quotation to ensure accuracy between drawings and quotations. Two design revisions are included. Any additional design revisions or additional time are chargeable at an hourly design rate. All finishes in Fluid Concepts standard finishes unless specified otherwise.

Product Line:  
 Designer: Vincere Ip

**STANDARD FINISHES**

Structures: **Anodized Aluminum**

Worksurfaces: **TFL, 3mm edge**



**A2 – 60Wx30D Mobile Table**

**Q20230210-20601-PHOENIXVILLE PUBLIC LIBRARY-R2**

**Notes –**

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Product Line:  
Designer: Vincere Ip

# COMPUTER LAB - ROOM 207



240 N. Prince St.  
Lancaster, PA  
17603

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PHOENIXVILLE  
PUBLIC LIBRARY

#11920

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

Client Approval

\_\_\_\_\_  
Signature

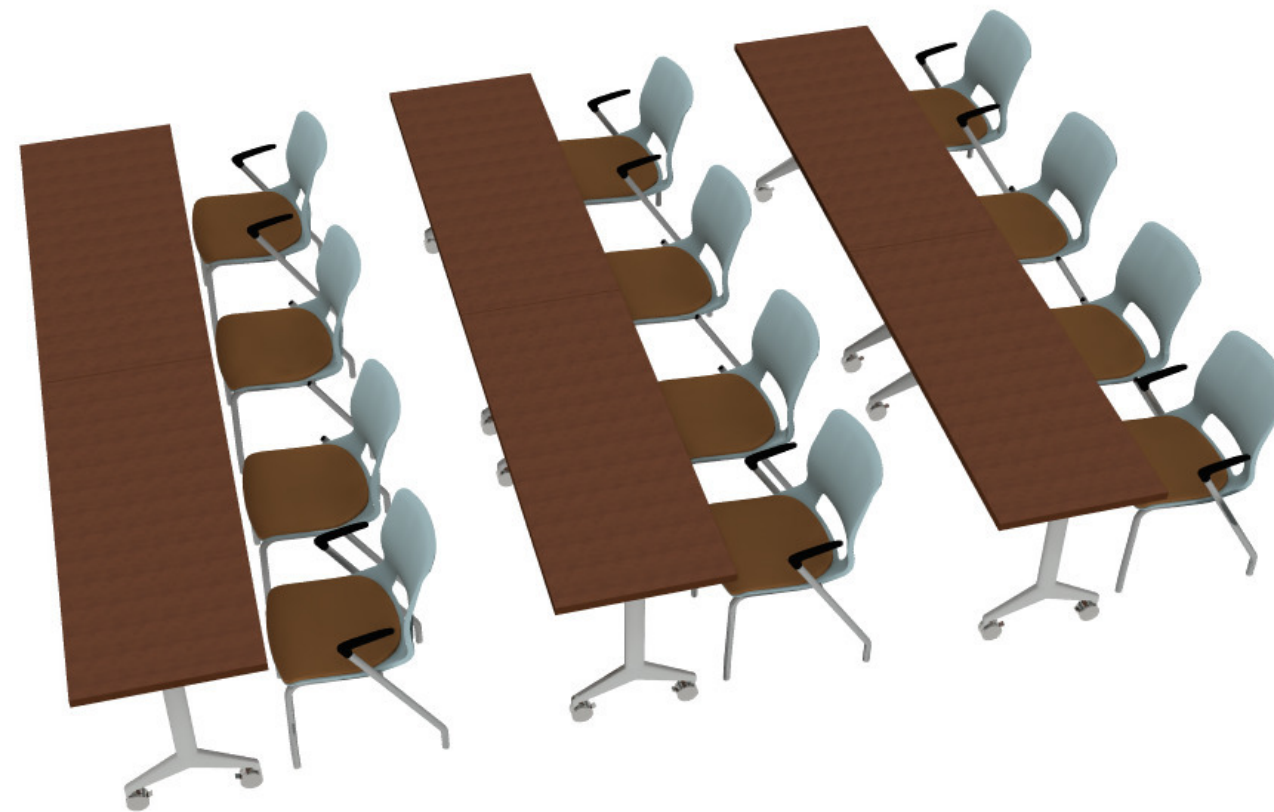
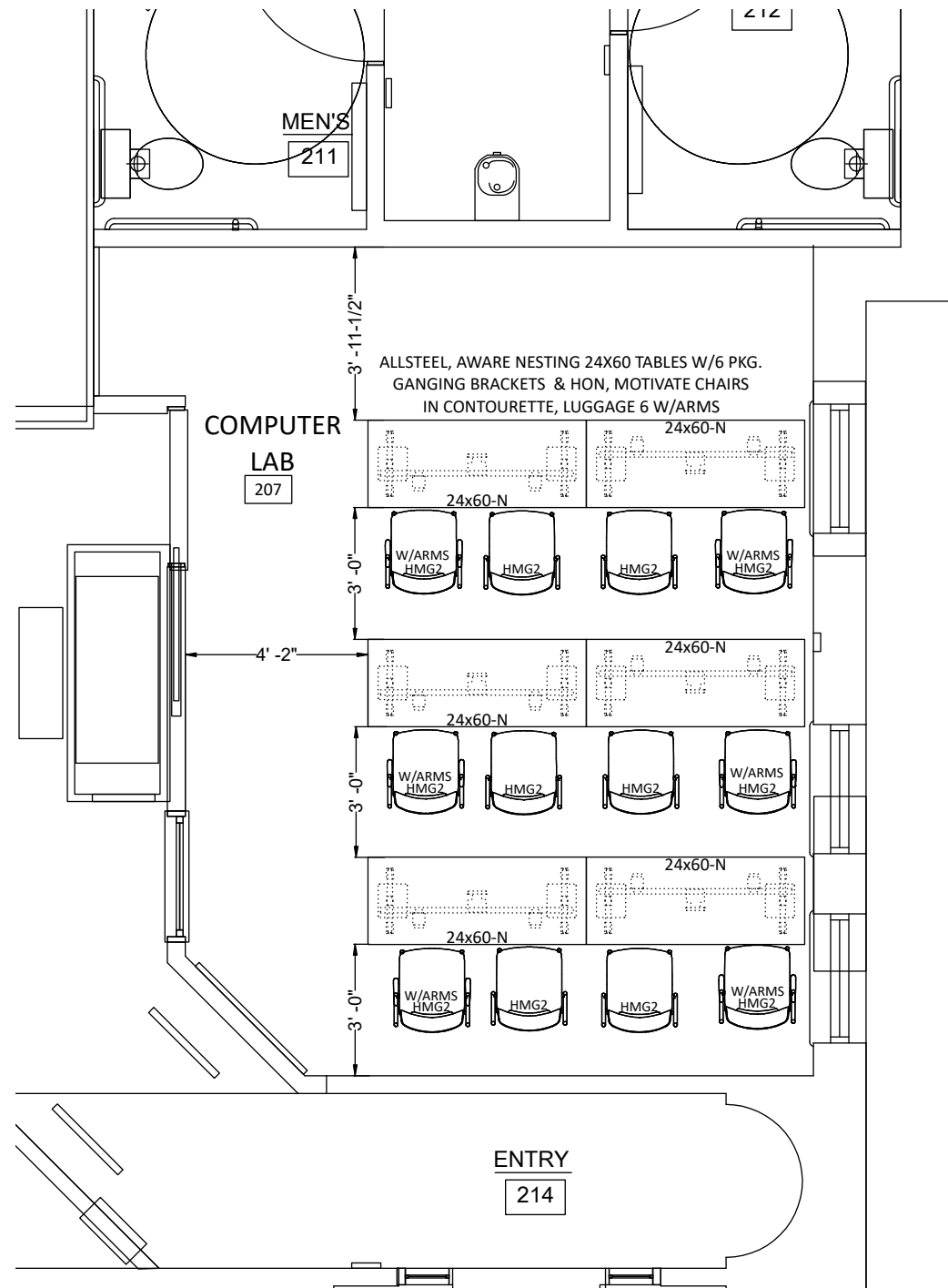
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Date

Date: 2/28/2023

Designer: Sherry Spangler

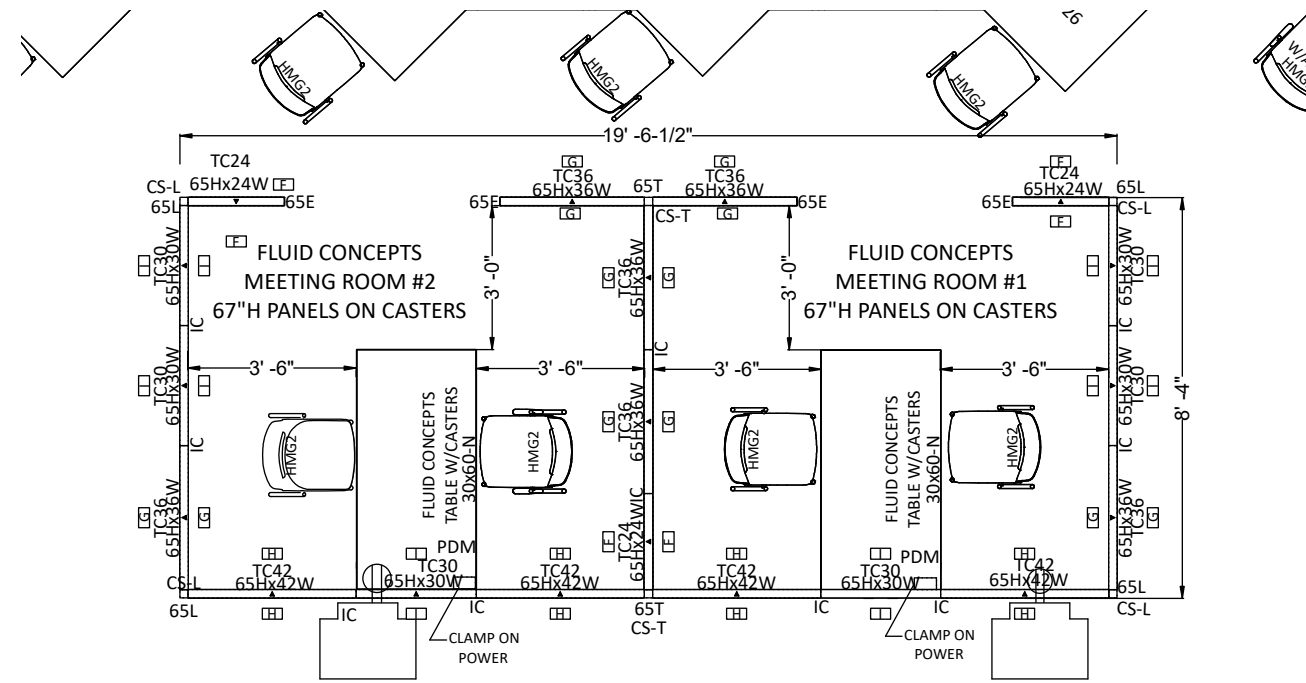
Sales Rep: Terry Cabot

Dealer PO:





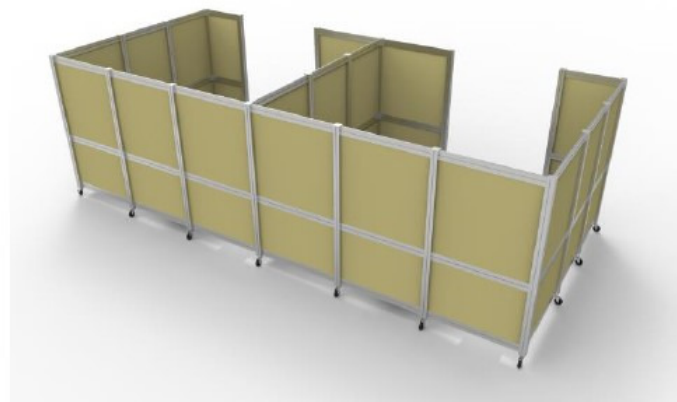
# MEETING ROOMS #1 & #2



\*NOTE: SEE DRAWINGS FROM FLUID CONCEPTS FOR EXACT DIMENSIONS, THESE SYMBOLS ARE NOT EXACT\*

		EXISTING SHELVING ALONG WINDOW WALL TO REMAIN IN PLACE		
--	--	--	--	--

## RENDERINGS PROVIDED BY FLUID CONCEPTS



240 N. Prince St.  
Lancaster, PA  
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Client Approval

\_\_\_\_\_  
Signatur

\_\_\_\_\_  
Date

Date: 2/28/2023

Designer: Sherry Spangler

Sales Rep: Terry Cabot

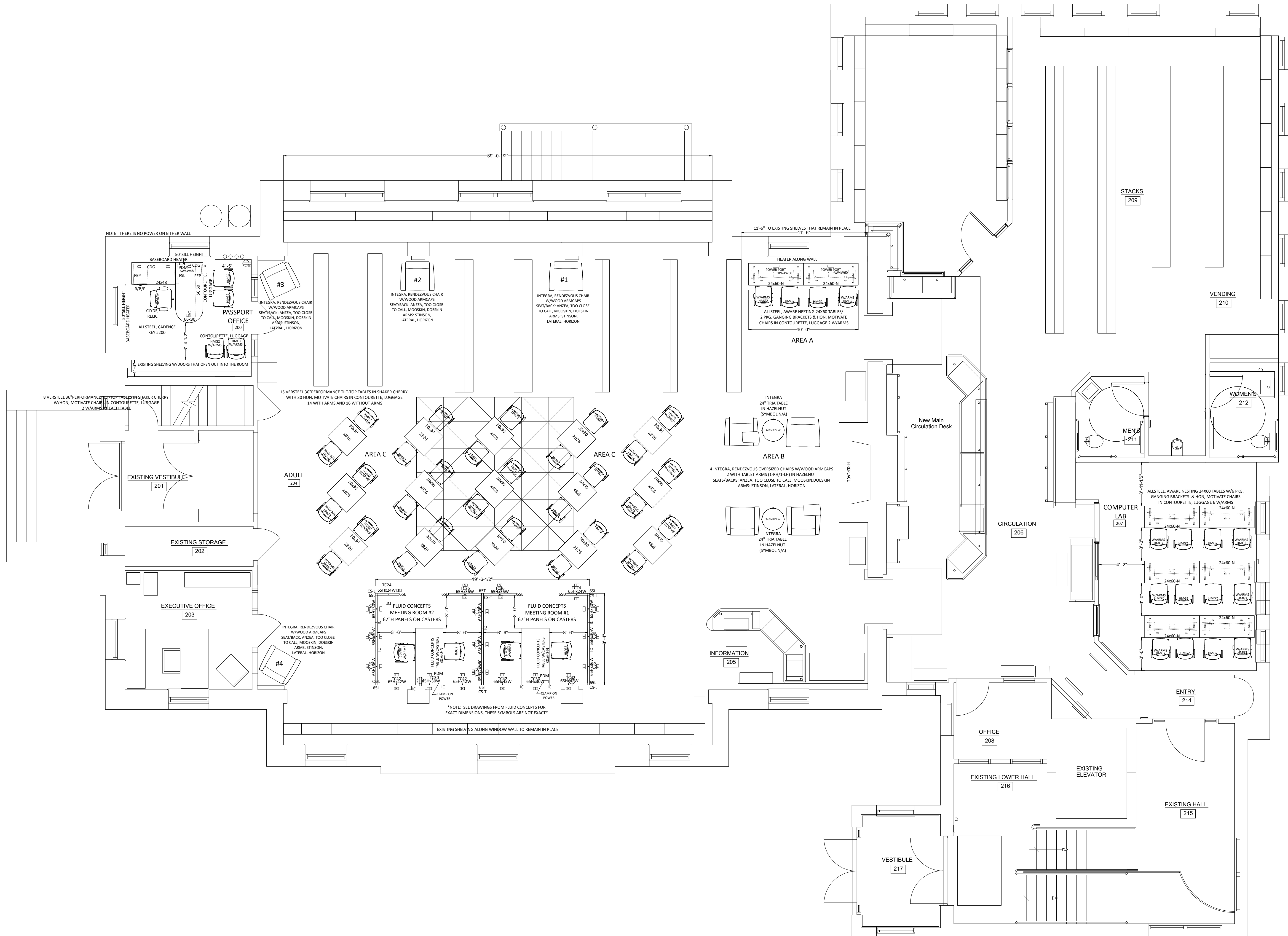
Dealer PO:

# OVERALL PLAN - REVISED 02.28.23



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CLIENT APPROVAL

SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

Date: 2/28/2023  
Designer: Sherry Spangler  
Salesperson: Terry Cabot  
Dealer PO:

Scale 1/4" = 1'

# PASSPORT OFFICE 200

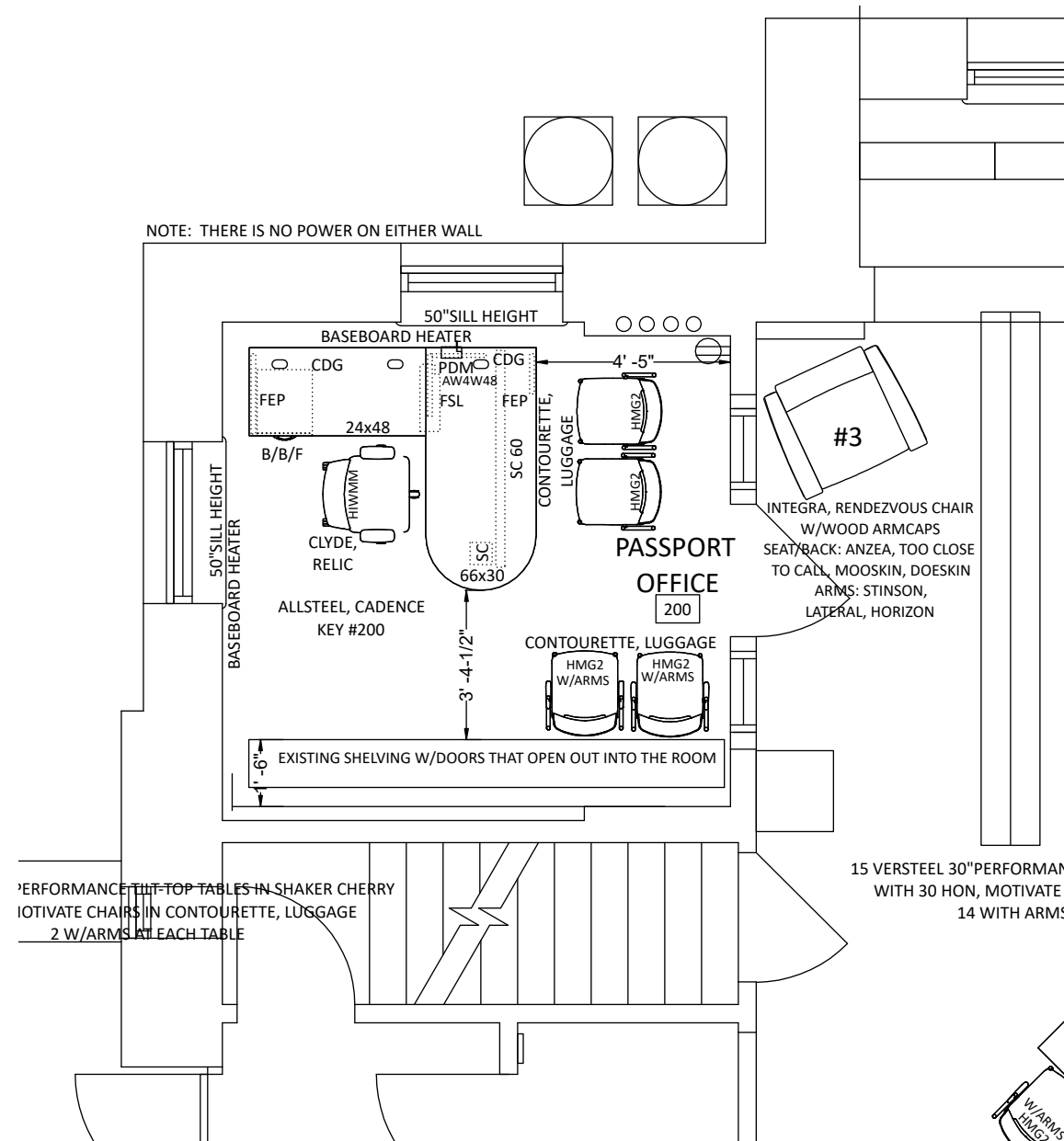


240 N. Prince St.  
Lancaster, PA  
17603

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Client Approval

Signature

Date

Date: 2/28/2023

Designer: Sherry Spangler

Sales Rep: Terry Cabot

Dealer PO:

