

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, 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

- <u>Furniture Quotes:</u> 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 Benajmin 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.
- <u>2023 2026 Strategic Plan</u>: 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.
- <u>Budget Committee Update</u>: 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.
- <u>Officers Election</u>; 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.
- <u>Museum Pass Policy</u>: 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.
- <u>CD Interest Rate</u>: 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 23st 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 27th 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 27th 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 and 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.

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

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

Book Locker:

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

Door Count:

<u>February 2022</u>: 6,261 This is a 166% increase over 2/2021. <u>March 2022</u>: 7,911 <u>April 2022</u>: 7,207 <u>May 2022</u>: 6,756 <u>June 2022</u>: 8,005 This is a 44% increase over 6/2021. <u>July 2022</u>: 8,739 This is a 36% increase over last year. <u>August 2022</u>: 9,465 This is a 54% increase over last year. <u>September 2022</u>: 7,377 This is a 47% increase over last year. <u>October 2022</u>: 7,371 This is a 28% increase over last year. <u>November 2022</u>: 7,525 This is a 41% increase over last year. <u>December 2022</u>: 6,305. This is a 25% increase over last year. <u>January 2023</u>: 7,843. This is a 44% increase over last year. <u>February 2023</u>: 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
 - $\frac{1}{2}$ 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:

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

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 |
| Total: 0 on-site, 1 off-site | | | |

- 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 4th & 5th 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

Submitted by Tegan Conner-Cole, Director of Youth Services. March 1, 2023

<u>February 2023</u> 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

<u>Weekly Themes</u> 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. 15th

Other Planning

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

<u>February 2023</u> 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

| estimate est, encentral 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 | 22 | |
| appointments | | |
| 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 20th 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 90th 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 - 20th Anniversary Thursday, November 2, 2023

- New logo/rebrand more fun and modern
- Very innovative, bold and colorful invitations to come as well
- Wish list for Author has been sent to Jason at Reads & Company
 - We went BIG with whom we are hoping to have for this important anniversary year!
- Due to the menu costs increasing greatly, we decided to nix the salad per person, as it's a savings of \$6/pp.
- 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.
 - o 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:

| TOTAL | \$14,813.07 |
|--------------|-------------|
| 23Auctions | \$140 |
| Books | \$3,342.00 |
| Photographer | \$275.00 |
| Wine | \$836.91 |
| Catering | \$10,219.16 |
| | |

Revenue:

| TOTAL: | \$36,759.00 |
|--------------|-------------|
| Ads | \$800.00 |
| Donations | \$2,065.00 |
| Night of WWW | \$6,212.00 |
| Attendees | \$12,432.00 |
| Sponsorships | \$15,250.00 |

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:

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

Volunteers:

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

Library Card Sign-ups:

 \circ Total Amount of Patron Applications for the month of February: 135

Meetings/Events

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

Continuing Education:

- o Anti-Harassment for Employers and Managers February 13th
- o A Ready Reference Refresher February 27th
- o Service Dogs in the Library March 8th

Additional Updates:

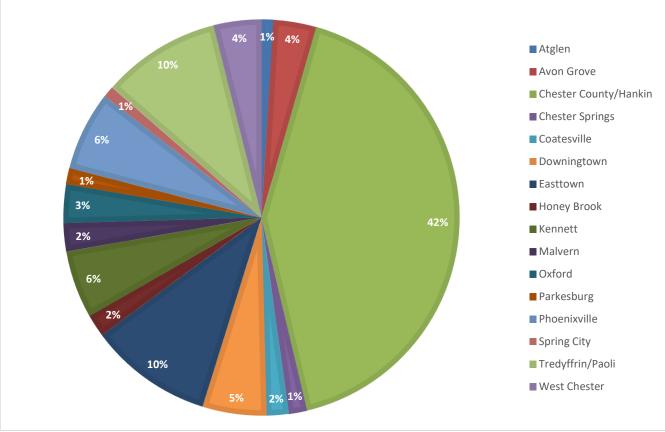
• Vacation Day – March 3rd

Respectfully Submitted,

Christine Nicholson *Circulation Manager & Volunteer Coordinator* March 2023

| verDrive Percentag ibrary | Percentage | | February | March | April | May | June | July | August | Sept | October | Nov | Dec | Total |
|------------------------------|------------|-------|----------|-------|-------|-----------|---------|-------|--------|-------|---------|-------|-------|-------|
| OTAL | | 88236 | | | | | | | | | | | | |
| tglen | 1.05% | 927 | | | | | | | | | | | | 92 |
| von Grove | 2.78% | 2453 | | | | | | | | | | | | 245 |
| hester County/HH | 38.74% | 34183 | | | | | | | | | | | | 3418 |
| hester Springs | 2.55% | 2251 | | | | | | | | | | | | 225 |
| oatesville | 1.38% | 1218 | | | | | | | | | | | | 121 |
| owningtown | 3.58% | 3159 | | | | | | | | | | | | 315 |
| asttown | 15.56% | 13730 | | | | | | | | | | | | 1373 |
| loneyBrook | 0.56% | 495 | | | | | | | | | | | | 49 |
| ennett | 8.52% | 7518 | | | | | | | | | | | | 751 |
| 1alvern | 2.06% | 1818 | | | | | | | | | | | | 181 |
| xford | 2.49% | 2198 | | | | | | | | | | | | 219 |
| arkesburg | 0.77% | 680 | | | | | | | | | | | | 68 |
| hoenixville | 7.22% | 6371 | | | | | | | | | | | | 637 |
| pring City | 0.46% | 407 | | | | | | | | | | | | 40 |
| redyffrin/Paoli | 9.45% | 8339 | | | | | | | | | | | | 833 |
| Vest Chester | 2.82% | 2489 | | | | | | | | | | | | 248 |
| otal | 100.0% | 88236 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| | - 1 | | Feb | - | April | May | June | July | - | Sept | . – | Nov | Dec | Total |
| 202 | | 88236 | | | | | | | | | | | | |
| 202 | 2 | 82504 | 72882 | 79613 | 76303 | 80375 | 81219 | 87176 | 87639 | 78222 | 77954 | 76808 | 78465 | 95916 |
| 202 | | 80781 | 74160 | 80475 | 73476 | 75495 | | 79305 | | 71318 | 72303 | 71207 | 74147 | 90669 |
| 202 | | 61115 | 57905 | 64191 | 79045 | 86400 | | 83754 | | 70712 | 70254 | 68060 | | 87924 |
| 201 | | 52474 | 48270 | 52779 | | 52922 | | 59442 | | 53763 | 54197 | 51585 | 54681 | 64460 |
| 201 | 8 | 39517 | 35554 | 40880 | 39606 | 41221 | 43825 | 49446 | 49190 | 44838 | 46512 | 44617 | 45459 | 52066 |
| | - | | | | | | | | | | | | | |
| | | | | | (| OverDrive | 2018-20 | 23 | | | | | | |
| | | | | | | Dicipline | 2010 20 | 20 | | | | | | |
| 100000 | | | | | | | | | | | | | | |
| 90000 | | | | | | | | | | | | | | |
| 70000 | | | | | | | | | | | | | | |
| 60000 | | | | | | | | | | | | | | |
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| 50000 | | | | | | | | | | | | | | |
| 50000 40000 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 40000 30000 20000 | | | | | | | | | | | | | | |
| 40000 | | | | | | | | | | | | | | |
| 40000 30000 20000 | n Fe | b N | March | April | Мау | June | Ju | lv | Aug | Sept | Oct | Nov | Dec | |

| January 2023 Circulation | | | |
|--------------------------|--------|-----------|--------|
| | Sierra | OverDrive | Total |
| Atglen | 2029 | 927 | 2956 |
| Avon Grove | 8272 | 2453 | 10725 |
| Chester County/Hankin | 94014 | 34183 | 128197 |
| Chester Springs | 2295 | 2251 | 4546 |
| Coatesville | 4312 | 1218 | 5530 |
| Downingtown | 12785 | 3159 | 15944 |
| Easttown | 17108 | 13730 | 30838 |
| Honey Brook | 5186 | 495 | 5681 |
| Kennett | 9363 | 7518 | 16881 |
| Malvern | 5238 | 1818 | 7056 |
| Oxford | 7428 | 2198 | 9626 |
| Parkesburg | 3382 | 680 | 4062 |
| Phoenixville | 13496 | 6371 | 19867 |
| Spring City | 2375 | 407 | 2782 |
| Tredyffrin/Paoli | 21318 | 8339 | 29657 |
| West Chester | 9461 | 2489 | 11950 |
| TOTAL | 218062 | 88236 | 306298 |



PERCENTAGE DISTRIBUTION

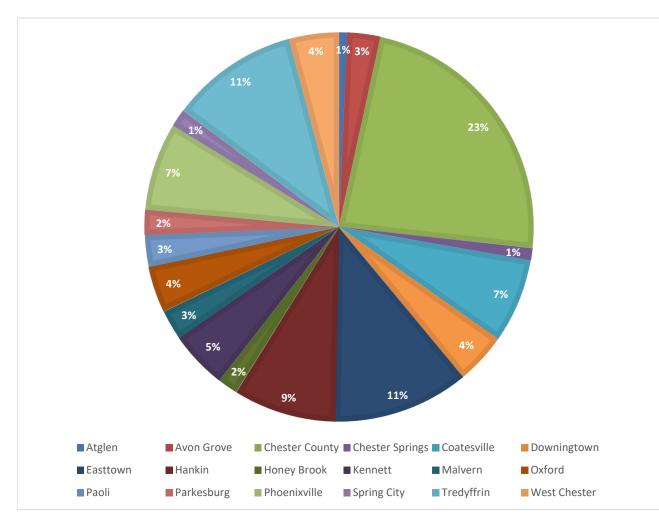
| 4 2009 244c 233 256e 2454 1372 2789 3060 2599 2100 2100 2640 3095 305 3999 1560 3199 1560 3199 1560 3199 1560 3199 1560 3209 2964 2071 351 5 2002 2246 2475 3317 2335 2855 2681 2249 2090 2064 2071 351 8 2002 2266 2771 3117 1138 10061 10092 10091 | | | | | | K | | | н | G | F | E | D | С | В | A | 1 |
|---|---------|---------|----------|----------|---------|-----------|--------|--------|---------|----------|--------|--------|----------|---|---------|------------------------------|----|
| A TACHEN 2018 2222 2222 2224 2216 2385 3956 2925 2046 2451 2224 2217 307 5 2020 2560 25 | | Total | December | November | October | September | August | July | June | May | April | March | February | January | ns 2022 | Circulation Compariso | 1 |
| 4 2019 2246 239 256 239 2300 2100 2100 2640 2001 2966 5 2001 1560 1752 2166 1846 2037 2335 2851 2249 2000 2000 2004 2055 2057 2057 2057 11071 11375 11350 10500 <th></th> <th>2</th> | | | | | | | | | | | | | | | | | 2 |
| 5 2020 2560 2248 1887 639 699 1248 2088 1987 1700 1711 1599 1640 1987 5 2022 2166 2169 1248 2037 2535 2855 2861 2449 2249 2000 2006 2007 2353 3436 2824 3029 2264 2771 351 3 0 2023 10284 1113 10090 10220 1333 15166 14008 11221 10044 8830 1384 14 2019 11357 11377 11377 11377 11377 11378 11444 13906 11488 11359 91008 10085 10057 12404 14486 11314 11339 10087 10371 13771 13771 13771 13787 1378 13144 13134 11339 10404 3636 3637 3636 3637 3134 13134 113354 11337 11379 <th>6.88%</th> <th></th> <th>ATGLEN</th> <th>3</th> | 6.88% | | | | | | | | | | | | | | | ATGLEN | 3 |
| 6 2021 1969 1752 2169 1246 2027 2335 2856 2811 2249 2000 2000 2004 2835 7 2023 2255 1 177 3377 3337 3436 2824 292 2964 2771 3351 8 2023 2255 1 1131 1050 100 100 100 100 100 100 100 100 10004 2830 1383 18 2020 1135 11070 11373 11378 11378 11378 11378 11378 11378 11378 11378 11378 11378 11380 10004 2830 13431 12 2020 1133 10056 6871 3330 3883 5782 11375 11390 10004 2830 13431 13 2020 10332 11323 11303 14408 11374 11390 10004 13333 1340 | -1.15% | | | | | | 2599 | 3065 | | 1 | 2454 | | 2239 | 2846 | | | |
| 7 2022 2146 2169 2475 3170 2738 3897 3338 3436 2834 3029 2964 2771 3151 3 0 <th>-33.12%</th> <th>1</th> <th></th> <th>1</th> <th>1</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>1487</th> <th></th> <th>2560</th> <th></th> <th></th> <th></th> | -33.12% | 1 | | 1 | 1 | | | | | | | 1487 | | 2560 | | | |
| E 2023 296 <th< th=""><th>31.67%</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<> | 31.67% | | | | | | | | | | | | | | | | |
| 9 0 | 33.59% | . 35172 | 2771 | 2964 | 3029 | 2824 | 3436 | 3533 | 3897 | 2758 | 3170 | 2475 | | | | | |
| 10 Avon GROVE 2018 9921 1044 11813 10590 1020 1333 11005 11 | | | | | | | | | | | | | | 2956 | 2023 | | _ |
| 11 2019 11377 11378 11378 11424 13065 14028 11222 1160 10449 9266 1451 13 2020 11337 10075 1013 1038 3722 10123 11375 114521 11375 11375 114521 11471 11385 1146721 12567 119576 11375 11471 11384 1146721 125674 119576 119791 </th <th></th> <th>-</th> | | | | | | | | | | | | | | | | | - |
| 18 2020 1135 1038 6671 3501 3883 5782 10112 11359 11355 11359 <th>2.02%</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>1</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>AVON GROVE</th> <th></th> | 2.02% | | | | | | | | 1 | | | | | | | AVON GROVE | |
| 19 2021 10876 1019 11212 10077 1204 11386 11386 10703 9622 1377 22 2022 10725 553 11261 10580 9832 13403 14790 14741 11376 11390 10947 9721 1377 24 - | 4.84% | | | | | | | | | | | | | | | | |
| 12 2022 10123 952 11261 10580 9882 14031 14740 11376 11390 10947 9757 1377 13 2023 1072 107 108809 122409 123301 145511 161667 14948 12764 11951 111951 11189 15580 16267 12653 12747 119761 114852 15580 16278 146773 12633 10750 131589 12209 12301 14531 10718 107561 114983 10890 12301 11591 111390 10750 113521 11234 111801 130468 138223 116701 116868 112933 106500 143938 11596 110149 14783 3189 2105 110149 14783 3189 2105 110149 14783 3189 3212 466 3373 3232 456 361 2019 3626 3412 4068 3000 3138 2219 2567 4005 | -26.59% | | | | | | | | 1 | | | | | | | | |
| 13 2023 1072 1089 1257 1089 1089 1089 1089 1089 1089 1089 1089 1089 1089 1089 1089 1089 1089 1089 1089 1089 10899 | 26.49% | | | | | | | | | | | | | | | | |
| 123 128 12809 128 | 2.19% | 137732 | 9/5/ | 10947 | 11390 | 11370 | 14741 | 14790 | 15405 | 9652 | 10290 | 11201 | | | - | | |
| 15 CCL/HANKIN 2019 132699 127420 122373 162876 162876 127420 12264 119511 111388 15800 26 2009 130294 129807 77499 28881 31522 51734 91143 107612 107968 112106 107540 113204 108933 28 2021 130294 122867 77499 28881 31522 51734 91143 107612 116868 112933 106500 143951 29 2021 103661 142962 123680 117579 115721 132775 142778 141212 120801 11832 11391 12778 30 2023 128197 -< | | | | | | | | | | | | | | 10723 | 2023 | | |
| 16 2010 13189 124255 133942 12600 12301 14315 16176 146273 127487 119761 114852 15333 27 2020 13094 12807 77499 2881 3522 5134 91434 10761 10768 11293 106500 14395 28 2021 118865 109705 125117 11234 111801 130436 140068 138223 116701 116868 112933 106500 14395 29 2022 10326 114924 12860 117579 115221 132275 142276 141221 120801 11832 11596 110149 14788 30 2022 13097 2922 3760 3388 2996 3692 4721 4088 3002 338 2919 2867 4050 34 2020 4369 4371 3044 3388 2394 4000 4237 250 3294 4078 4906 4371 3948 4000 4661 3375 3389 3773 | -1.79% | 1580020 | 111200 | 110511 | 125674 | 127242 | 1/0/20 | 162874 | 1/15501 | 122572 | 127/20 | 128800 | 121700 | 126600 | 2010 | CCI /ΗΔΝΚΙΝ | |
| 27 2020 13024 129807 77499 2881 31522 51734 91143 107540 112206 107540 113204 108323 28 2021 118855 109705 125117 112334 118011 130436 148223 116701 116868 112933 116901 116832 115996 110149 14393 30 2022 120326 114924 123808 115211 13277 14278 141221 12001 11832 115996 110149 14738 30 2023 128197 - <th>0.20%</th> <th></th> <th></th> <th></th> <th></th> <th>1</th> <th></th> | 0.20% | | | | | 1 | | | | | | | | | | | |
| 28 2021 118865 109705 125117 112334 111801 130436 140068 138222 116701 116686 112933 100500 143938 29 2022 120360 114924 123800 117779 115321 132775 141221 120801 118332 11596 110149 14738 30 2023 128197 -< | -31.20% | | | | | | | | | | | | | | | | |
| 129 2022 120326 114924 123680 117579 115321 132775 142278 141221 120801 118332 115996 110149 14738 30 2023 128197 - | 32.15% | | | 1 | 1 | 1 | | | 1 | 1 | | | | | | | |
| 30 2023 128197 1 | 2.38% | | 1 | | | | | | | | | | 1 | | | | |
| 31 | 2.30% | 1.0002 | | 110000 | 110552 | 120001 | | 1.2,70 | 132773 | 110021 | 11.575 | 120000 | 11.524 | | | | - |
| 32 CHESTER SPRINGS 2018 3097 2912 3760 3388 2996 3692 4721 4088 3002 3138 2919 2867 4051 33 2019 3628 3444 3634 3328 3121 4089 5216 4611 3753 3839 3723 3323 4366 35 2021 3609 3465 4256 3630 3854 4291 4774 4792 4047 4086 3918 3841 4855 36 2022 3636 3914 4200 4233 4009 4499 4811 5115 4105 3989 4061 3647 502 37 2023 4566 -< | | | | | 1 | | | | | 1 | | | | 120157 | 2023 | | |
| 33 2019 3628 344 3634 3328 3121 4069 5216 4611 3753 3339 3723 3232 4456 34 2020 4369 4371 3094 2337 2550 3294 4988 4790 4430 4417 3946 4000 4620 35 2021 3636 3914 4200 4233 4009 4499 4811 5115 4105 3989 4061 3647 5027 37 2023 4546 - <th>-1.61%</th> <th>40580</th> <th>2867</th> <th>2919</th> <th>3138</th> <th>3002</th> <th>4088</th> <th>4721</th> <th>3692</th> <th>2996</th> <th>3388</th> <th>3760</th> <th>2912</th> <th>3097</th> <th>2018</th> <th>CHESTER SPRINGS</th> <th>_</th> | -1.61% | 40580 | 2867 | 2919 | 3138 | 3002 | 4088 | 4721 | 3692 | 2996 | 3388 | 3760 | 2912 | 3097 | 2018 | CHESTER SPRINGS | _ |
| 34 2020 4369 4371 3094 2337 2550 3294 4988 4790 4350 4178 3948 4000 4622 35 2021 3660 3014 4200 4233 4009 4499 411 4792 4047 4086 3918 3844 4851 36 2022 3636 3914 4200 4233 4009 4499 4811 515 400 502 503 421 337 343 2985 466 502 5004 4434 4848 4141 4222 553 532 421 336 523 421 336 523 421 336 523 4214 326 328 523 4214 326 532 4214 326 532 4214 326 532 4214 326 | 12.41% | | | | | | | | r | | | | | | | | |
| 36 2022 3636 3914 4200 4233 4009 4499 4811 5115 4105 3989 4061 3647 5027 37 2023 456 - | 1.43% | | | | | | | | | | | - | | | | | |
| 36 2022 3636 3914 4200 4233 4009 4499 4811 5115 4105 3989 4061 3647 5027 37 2023 456 - | 4.96% | | | | | | | | 1 | 1 | 1 | | | | | | |
| 38 0 0 393 00ATESVILE 2018 3751 3337 3769 3930 3955 5007 5175 4241 336 3825 3333 2985 466 40 2019 4038 3982 4098 4473 4281 5300 5007 5175 4241 3362 3333 2985 5637 41 2020 4939 4219 2131 488 527 1684 3377 3976 4330 5223 4214 3206 5827 42 2021 4622 4336 5155 4061 3323 4866 5477 4959 3890 4080 3677 3554 5200 43 2022 3823 4157 4372 3997 3949 5141 5549 5959 4728 5072 4904 4220 5587 44 2023 5530 13709 17203 18394 17109 14778 14552 <th>3.41%</th> <th></th> | 3.41% | | | | | | | | | | | | | | | | |
| 39 COATESVILLE 2018 3751 3337 3769 3930 3955 5007 5175 4241 3376 3825 3343 2985 4666 40 2019 4038 3982 4098 4473 4281 5350 6520 5004 4434 4848 4111 4222 5533 41 2020 4939 4219 2131 488 527 1684 3377 3976 4333 5023 4214 3206 3820 42 2021 4622 4336 5155 4061 3323 4866 5477 459 3890 4080 3677 3554 550 43 2022 3823 4157 4372 3997 3949 5141 5549 5959 4728 5072 4904 4220 5587 44 2023 5530 | | | | | | | | | | | |] | | 4546 | 2023 | | 37 |
| 40 2019 4038 3982 4098 4473 4281 5350 6520 5004 4434 4888 4141 4222 5533 41 2020 4939 4219 2131 488 527 1684 3377 3976 4303 5223 4214 3206 3823 42 2021 4622 4336 5155 4061 3323 4866 5477 4959 3890 4080 3677 3554 5200 43 2022 4622 4336 5157 4372 3997 3949 5141 5549 5599 4728 5072 4904 4220 5587 44 2023 5530 | | | | | | | | | | | | | | | | | 38 |
| 41 2020 4939 4219 2131 488 527 1684 3377 3976 4303 5223 4214 3206 3824 42 2021 4622 4336 5155 4061 3323 4866 5477 4959 3890 4080 3677 3554 5200 43 2022 3823 4157 4372 3997 3949 5151 559 559 4728 5072 4904 4220 558 44 2023 5530 <th>-11.39%</th> <th>46694</th> <th>2985</th> <th>3343</th> <th>3825</th> <th>3376</th> <th>4241</th> <th>5175</th> <th>5007</th> <th>3955</th> <th>3930</th> <th>3769</th> <th>3337</th> <th>3751</th> <th>2018</th> <th>COATESVILLE</th> <th>39</th> | -11.39% | 46694 | 2985 | 3343 | 3825 | 3376 | 4241 | 5175 | 5007 | 3955 | 3930 | 3769 | 3337 | 3751 | 2018 | COATESVILLE | 39 |
| 42 2021 4622 4336 5155 4061 3323 4866 5477 4959 3890 4080 3677 3554 5200 43 2022 3823 4157 4372 3997 3949 5141 5559 4728 5072 4904 4220 5583 44 2023 5530 6 6 6 6 6 6 6 6 6 6 45 6 0 6 7 7397 7347 7347 7347 7347 7337 7347 7337 7347 7337 7337 7347 7337 7347 7337 7337 7347 7337 7347 7337 7347 7337 7347 7337 7347 7337 7347 7347 7347 7347 7347 7347 7347 7347 7347 7347 | 18.63% | 55391 | 4222 | 4141 | 4848 | 4434 | 5004 | 6520 | 5350 | 4281 | 4473 | 4098 | 3982 | 4038 | 2019 | | 40 |
| 43 2022 3823 4157 4372 3997 3949 5141 5599 4728 5072 4904 4220 5583 44 2023 5530 C <thc< th=""> <thc< th=""> C</thc<></thc<> | -30.88% | | 3206 | 4214 | 5223 | 4303 | 3976 | 3377 | 1684 | . 527 | 488 | 2131 | 4219 | 4939 | 2020 | | |
| 44 2023 5530 5330 5530 5330 5330 5530 5330 5330 5530 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 5330 53300 53300 53300 53300 | 35.82% | | | | | | | | | | | | | a second s | | | |
| 45 0 12705 12259 14176 13312 13709 17703 18394 17109 14778 14552 13931 11328 17344 47 2019 14002 13202 14228 13512 13545 16894 19723 17222 14850 14598 1266 12343 17344 48 2020 15073 14706 8018 2653 2893 491 751 7387 8084 870 7937 6744 9477 49 2021 7402 6298 7548 9201 9936 14625 17044 16716 13476 1263 12961 11701 13955 50 2022 13042 13025 14590 13041 12890 18506 19396 17778 14257 14555 13429 12715 17722 51 2023 1594 - - - - - - - - - - | 7.44% | 55871 | 4220 | 4904 | 5072 | 4728 | 5959 | 5549 | 5141 | 3949 | 3997 | 4372 | 1 | | | | |
| 46DOWNINGTOWN201812705122591417613312137091720318394171091477814552139311132817344472019140021320214228135121354516894197231722214850145981369612343177834820201507314706801826532893499175017387808487707937674494774920217402629875489201993614625170441671613476126631296111701139555020221304213025145901304112890185061939617778142571455513429127151772551202315944 </th <th></th> <th>5530</th> <th>2023</th> <th></th> <th></th> | | | | | | | | | | | | | | 5530 | 2023 | | |
| 47 2019 14002 13202 14228 13512 13545 16894 19723 17222 14850 14598 13696 12343 17783 48 2020 15073 14706 8018 2653 2893 4991 7501 7387 8084 8770 7937 6744 9473 49 2021 7402 6298 7548 9201 9936 14625 17044 16716 13476 12663 12961 11701 13955 50 2022 13042 13025 14590 13041 12890 18506 19396 17778 14257 14555 13429 12715 17722 51 2023 1594 | | | | | | | | | | | | | | | | | - |
| 48 2020 15073 14706 8018 2653 2893 4991 7501 7387 8084 8770 7937 6744 9472 49 2021 7402 6298 7548 9201 9936 14625 1704 16716 13476 12663 12961 11701 13955 50 2022 13042 13025 14590 13041 12890 18506 19396 17778 14257 14555 13429 12715 1772 51 2023 15944 | -2.67% | | | | | | | | | _ | | | | | | DOWNINGTOWN | |
| 49 2021 7402 6298 7548 9201 9936 14625 1704 16716 13476 1263 12961 11701 13955 50 2022 13042 13025 14590 13041 12890 18506 19396 17778 14257 14555 13429 12715 17722 51 2023 15944 - | 2.51% | | | | | | | | | | | | | | | | |
| 50 2022 13042 13025 14590 13041 12890 18506 19396 17778 14257 14555 13429 12715 17722 51 2023 15944 | -46.71% | | | 1 | | 1 | | | | | | | | | | | |
| 51 2023 15944 <th>47.29%</th> <th></th> | 47.29% | | | | | | | | | | | | | | | | |
| 52 Constraint | 26.98% | 1//224 | 12/15 | 13429 | 14555 | 14257 | 1///8 | 19396 | 18506 | 12890 | 13041 | 14590 | | | | | |
| 53 EASTTOWN 2018 27973 24084 28349 27487 27068 30526 33781 32462 28684 28684 26673 25587 34133 54 2019 30566 28729 30529 29221 29231 33377 36995 33153 29586 29798 28005 27419 36666 55 2020 31521 30967 24061 15699 17160 20736 27497 28951 27952 30489 28141 25249 30866 56 2021 2139 22600 27200 27497 28950 33156 35505 3174 28875 29470 29397 35333 57 2022 30900 28501 30917 29483 30655 33589 3578 35565 30845 30330 30102 29249 37600 | | | | | | | | | | <u> </u> | | | | 15944 | 2023 | | |
| 54 2019 30566 28729 30529 29221 29231 33377 36995 33153 29586 29798 28005 27419 36666 55 2020 31521 30967 24061 1569 17160 20736 27497 28951 27952 30489 28141 25249 30844 56 2021 25139 22620 25200 27449 28850 33196 36343 35505 31274 28875 29470 29397 35333 57 2022 30990 28501 30917 29483 30655 33589 35758 35565 30845 30300 30102 29249 37600 | 10.31% | 341358 | 25582 | 26672 | 28684 | 28684 | 32462 | 33781 | 30526 | 27069 | 27497 | 283/10 | 24084 | 27972 | 2018 | FASTTOWN | |
| 55 2020 31521 30967 24061 1569 17160 20736 27497 28951 27952 30489 28141 25249 30844 56 2021 25139 22620 25200 27449 28850 33196 36343 35505 31274 28875 29470 29397 35333 57 2022 30990 28501 30917 29483 30655 33589 35778 35565 30845 30300 30102 29249 37600 | 7.40% | | | | | | | | | | | | | | | | |
| 56 2021 25139 22620 25200 27449 28850 33196 36343 35505 31274 28875 29470 29397 35333 57 2022 30990 28501 30917 29483 30655 33589 35778 35565 30845 30300 30102 29249 37600 | -15.87% | | | | | | | | | 1 | | | | | | | |
| 57 2022 30990 28501 30917 29483 30655 33589 35778 35565 30845 30300 2022 29249 37600 | 14.56% | 1 | | | | 1 | | | 1 | 1 | 1 | | | | | | |
| | 6.42% | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | 2023 | | 58 |
| | | | | | 1 | | | | | | | | | | | | |
| 60 HONEY BROOK 2018 5416 5298 6292 5851 5389 6327 7555 6122 5504 5967 5720 5420 7084 | 4.39% | 70861 | 5420 | 5720 | 5967 | 5504 | 6122 | 7555 | 6327 | 5389 | 5851 | 6292 | 5298 | 5416 | 2018 | HONEY BROOK | 60 |
| | 1.53% | 71945 | 4884 | 5802 | 5969 | 5270 | 6507 | 7552 | | 5518 | 5821 | 5853 | 6068 | 6051 | 2019 | | 61 |
| | -40.18% | 43038 | 3096 | 3697 | | 4838 | | 4068 | | | 561 | 3395 | | 5559 | | | |
| | 53.28% | 65968 | 5147 | 5399 | 5589 | 5774 | 6303 | 6829 | 5597 | 4984 | 5079 | 5955 | 4502 | 4810 | 2021 | | |
| | 0.87% | 66540 | 4770 | 5446 | 5481 | 5108 | 5919 | 6209 | 6548 | 5166 | 5202 | 6007 | 5554 | 5130 | 2022 | | |
| 65 2023 5681 | | | | | | | | | | | | | | 5681 | 2023 | | 65 |
| 66 | | | | | | | | | | | | | | | | | |
| 67 | | | | | | | | | | | | | | | | | |
| 68 | | | | | | | | | | | | | | | | | |
| 69 | | | | | | | | | | | | | | | | | |
| 70 | | | | | | | | | | | | | | | | | |
| 71 | | | | | | | | | | | | | | | | | 71 |

| $ \begin{array}{ c c c c c c c c c c c c c c c c c c c$ | November 15465 1418 14258 1349 13960 1355 14519 1406 14960 1491 7166 6366 6491 6604 4137 379 6562 6353 7292 6722 | 9 13277 0 12777 3 14245 1 13276 7 14494 7 6077 2 5679 3 3563 | Total 186168 175554 138370 187758 193738 | -2.80% -5.70% -21.18% 35.69% 3.18% |
|--|--|--|---|--|
| 74 2019 13948 12581 14144 13752 13691 16360 20071 16926 13556 75 2020 14354 14084 10648 5252 5702 7342 11411 14181 13638 76 2021 14992 14298 16792 15184 15477 18035 19121 17574 14429 77 2022 15185 14528 16139 15223 15107 1796 19784 19807 15628 78 2023 16881 15628 <th>14258 1349 13960 1355 14519 1406 14960 1491 7166 636 6491 604 4137 379 6562 635</th> <th>0 12777 3 14245 1 13276 7 14494 7 6077 2 5679 3 3563</th> <th>175554 138370 187758 193738 </th> <th>-5.70% -21.18% 35.69% 3.18%</th> | 14258 1349 13960 1355 14519 1406 14960 1491 7166 636 6491 604 4137 379 6562 635 | 0 12777 3 14245 1 13276 7 14494 7 6077 2 5679 3 3563 | 175554 138370 187758 193738 | -5.70% -21.18% 35.69% 3.18% |
| 75 2020 14354 14084 10648 5252 5702 7342 11411 14181 13638 76 2021 14992 14298 16792 15184 15477 18035 19121 17574 14429 77 2022 15185 14528 16139 15223 15107 17966 19784 19807 15628 78 2023 16881 | 13960 1355 14519 1406 14960 1491 7166 636 6491 604 4137 379 6562 635 | 3 14245 1 13276 7 14494 7 6077 2 5679 3 3563 | 138370 187758 193738 | -21.18% 35.69% 3.18% |
| 76 2021 14992 14298 16792 15184 15477 18035 19121 17574 14429 77 2022 15185 14528 16139 15223 15107 17966 19784 19807 15628 78 2023 16881 | 14519 1406 14960 1491 7166 636 6491 604 4137 379 6562 635 | 1 13276 7 14494 7 6077 2 5679 3 3563 | 187758 193738 85435 | 35.69% 3.18% |
| 77 2022 15185 14528 16139 15223 15107 17966 19784 19807 15628 78 2023 16881 | 14960 1491 7166 636 6491 604 4137 379 6562 635 | 7 <u>14494</u> 7 <u>6077</u> 2 <u>5679</u> 3 <u>3563</u> | 193738 85435 | 3.18% |
| 78 2023 16881 Image: Constraint of the system of the s | 7166 636 6491 604 4137 379 6562 635 | 7 6077 2 5679 3 3563 | 85435 | |
| 79 2018 6405 6096 6715 6137 6318 8353 10024 9158 6619 81 2019 6959 6470 7080 6435 6482 7957 9783 8479 6384 | 6491 604 4137 379 6562 635 | 2 5679 3 3563 | | |
| 80 MALVERN 2018 6405 6096 6715 6137 6318 8353 10024 9158 6619 81 2019 6959 6470 7080 6435 6482 7957 9783 8479 6384 | 6491 604 4137 379 6562 635 | 2 5679 3 3563 | | |
| <u>81</u> <u>2019</u> 6959 6470 7080 6435 6482 7957 9783 8479 6384 | 6491 604 4137 379 6562 635 | 2 5679 3 3563 | | -2.78% |
| | 4137 379 6562 635 | 3 3563 | | -1.40% |
| | 6562 635 | | 44265 | -47.45% |
| 2021 4855 4636 5337 4804 4953 7123 8306 7705 6238 | | | 72881 | 64.65% |
| 84 2022 6652 6317 7295 6921 6534 7769 8557 8451 6916 | | | 85651 | 17.52% |
| 85 2023 7056 | | | | |
| 86 | | | | |
| 87 OXFORD 2018 8922 8768 9747 9779 9012 11180 12117 11964 9870 | 10368 925 | 5 7781 | 118763 | 1.41% |
| 88 2019 10087 8920 10355 10203 9516 10613 12359 11274 9283 | 9813 910 | | 119754 | 0.83% |
| <u>89</u> <u>2020</u> 9446 9737 6129 2253 2450 4104 8388 9343 9057 | 9615 851 | | | -26.54% |
| <u>90</u> 2021 8943 8743 10187 8422 8052 10022 11649 11732 9322 | 9227 895 | | 113922 | 29.49% |
| <u>91</u> <u>2022</u> 9248 9055 9921 9403 8768 11232 12102 12467 9624 | 9734 946 | 8 8726 | 119748 | 5.11% |
| <u>92</u> 2023 9626 | | | | |
| | 4046 | 1 4000 | 56450 | 2 700/ |
| 94 PARKESBURG 2018 4365 4671 4750 5011 3994 4958 5472 5044 4194 95 2019 4805 4558 4712 4310 3442 4283 5178 4224 3946 | 4946 473 4835 463 | | 56158 53521 | -2.78% -4.70% |
| 95 2019 4805 4558 4/12 4310 3442 4283 51/8 4224 3946 96 2020 4984 4685 2773 386 341 1520 3465 3762 4051 | 4835 463 4486 434 | | 39266 | -4.70% -26.63% |
| 30 2020 4934 4085 2775 360 341 1320 3405 3702 4051 97 2021 3712 3592 4541 3540 3527 4129 4215 3847 3506 | 3746 349 | | 45589 | -26.03% |
| 97 2021 3712 3592 4341 5340 5327 4123 4213 5647 5300 98 2022 3492 3623 3567 3479 3724 4192 4154 4152 3620 | 3803 365 | | 43383 | -1.50% |
| 20 2021 3022 3027 3724 4122 4124 4122 3020 99 2023 4062 <t< th=""><th>3803 303</th><th>4 5445</th><th>44505</th><th>-1.50%</th></t<> | 3803 303 | 4 5445 | 44505 | -1.50% |
| | | | | |
| 101 PHOENIXVILLE 2018 16378 15456 18147 17387 17182 21454 24052 21636 17349 | 18362 1711 | 3 14747 | 219263 | 2.77% |
| 102 2019 18264 16664 17865 17693 16611 20239 24236 21452 17445 | 17899 1660 | 4 15078 | 220050 | 0.36% |
| <u>103</u> 2020 17764 16994 10396 4091 4473 6806 10460 10489 10356 | 10627 970 | 6 9926 | 122088 | -44.52% |
| <u>104</u> <u>2021</u> <u>11449</u> <u>10373</u> <u>11464</u> <u>9850</u> <u>10516</u> <u>15431</u> <u>18997</u> <u>18858</u> <u>15931</u> | 15888 1569 | 1 15045 | 169493 | 38.83% |
| 105 2022 16988 16708 18590 17403 16642 20050 22194 21770 18064 | 18045 1772 | 3 16610 | 220787 | 30.26% |
| 106 2023 19867 | | | | |
| | | | | |
| 108 SPRING CITY 2018 2772 2887 3401 2923 3007 4212 4618 4166 3163 115 2019 2948 2858 3144 2892 3184 3971 4980 3791 2666 | 3102 270 | | 39273 | -3.99% |
| 115 2019 2948 2858 3144 2892 3184 3971 4980 3791 2666 116 2020 2908 2946 1715 471 518 1011 2123 2627 2299 | 2734 255 2235 218 | | 37890 22670 | -3.52% -40.17% |
| 110 2020 2500 2590 113 471 516 1011 2123 2027 2259 117 2021 1571 1347 1478 1627 1914 2374 2685 3191 2626 | 2160 225 | | 25272 | -40.17% |
| 118 2022 2096 2174 2885 2558 2443 3205 3635 3562 2864 | 2680 273 | | 33416 | 32.23% |
| 119 2023 2782 200 200 200 200 200 200 200 200 200 2 | 2000 275 | 2001 | 00110 | 0212070 |
| 120 | | | | |
| 123 TREDYFFRIN/PAOLI 2018 30450 29542 33492 30027 29914 34180 37196 34597 30110 | 30224 2930 | 1 27796 | 376829 | 1.53% |
| <u>124</u> <u>2019</u> <u>32444</u> <u>30670</u> <u>33220</u> <u>31319</u> <u>29629</u> <u>32899</u> <u>36563</u> <u>35057</u> <u>31093</u> | 31583 2997 | 9 29330 | 383786 | 1.85% |
| <u>125</u> <u>2020</u> <u>32884</u> <u>33602</u> <u>20374</u> <u>8202</u> <u>8923</u> <u>13557</u> <u>22464</u> <u>25710</u> <u>25925</u> | 25290 2276 | | 259615 | -32.35% |
| 126 2021 20659 18421 24680 24230 24718 29178 32707 31704 24807 | 26929 2628 | | 311000 | 19.79% |
| 127 2022 28040 27215 29181 28411 27226 30653 33428 33568 27421 | 27976 2778 | 3 27674 | 348576 | 12.08% |
| 128 2023 29657 | | + | | |
| 129 130 WEST CHESTER 2018 12105 11439 13480 12807 12309 14938 17168 15807 12913 | 13138 1214 | 1 10995 | 159240 | -1.21% |
| 130 WEST CHESTER 2018 12105 11439 13480 12807 12309 14938 17168 15807 12913 131 2019 12868 11891 13036 12488 11819 14638 16878 15584 12550 | 13138 1214 13173 1271 | | 159240 | -1.21% -0.16% |
| 131 2019 12868 11891 13036 12488 11819 14638 16878 15584 12550 132 2020 11457 12587 7371 3021 3348 5536 11246 11762 11375 | 131/3 12/1 11832 984 | | 158992 | -0.16% -32.29% |
| 122 2020 11437 12367 7371 3021 3346 33546 14644 13624 11691 133 2021 8346 34644 13624 11691 | 11097 1118 | | 134851 | 25.26% |
| 134 2022 11054 11201 12021 11219 10556 14304 15203 15586 11548 | 11730 1113 | | 146346 | 8.52% |
| | | | | 0.0270 |
| | | | | |
| 137 | | | | |
| 138 | | | | |
| 139 | | | | |
| 140 | | | | |
| 141 | | | | |
| 142 | | | | |

| | А | В | С | D | E | F | G | Н | | J | К | L | М | N | 0 | U |
|------------|------------------------------|------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|------------------|
| 143 | | - | January | February | March | April | May | June | July | August | September | October | November | December | Total | |
| 144 | System | 2009 | 314514 | | 351000 | 330124 | 313584 | 393702 | 438914 | 395383 | 336133 | | 318368 | 286320 | 4127209 | |
| 145 | • | 2010 | 325911 | 314476 | | 314192 | 307260 | 384072 | 430039 | 406160 | 330681 | 322851 | 325194 | 276392 | 4102715 | |
| 146 | | 2011 | 321538 | 312861 | 355908 | 319915 | 309108 | 386003 | 411359 | 405555 | 327730 | 316272 | 318126 | 287588 | 4071963 | |
| 147 | | 2012 | | | 351807 | 319127 | 307838 | 383042 | 421728 | 376945 | 303187 | 312090 | 312984 | 271283 | 4018236 | |
| 148 | | 2013 | | 310288 | 335590 | 312997 | 308489 | 366229 | 433261 | 379949 | | | 298777 | 269065 | 3956974 | |
| 149 | | 2014 | | 282462 | 330326 | 299557 | 296856 | 347702 | 411539 | 361843 | | 294446 | 285698 | 274294 | 3805378 | |
| 150 | | 2015 | | 291129 | 317277 | 289670 | 278038 | 361649 | 394319 | 361008 | | 299507 | 287243 | 271629 | 3763808 | -1.09% |
| 151 152 | | 2016 | | 299386 276103 | 311959 322125 | 295526 291011 | 290048 292474 | 358040 344982 | 375734 373740 | 359101 351907 | 293046 290713 | 288026 294512 | 278320 281047 | 260038 249729 | 3706907 3663155 | -1.51% -1.18% |
| 152 | | 2017 | - | 276103 | 314580 | 291011 | 292474 | 341944 | 373740 | 352003 | 290713 | 294512 | 281047 | 257555 | 3662750 | -1.18% |
| 154 | | 2018 | - | 1 | 311981 | 295288 | 287167 | 339329 | 388003 | 346194 | 294581 | | | | 3709404 | 1.27% |
| 155 | | 2020 | | 304802 | 189661 | 79665 | 86886 | 133380 | 224128 | 252748 | 251216 | 260477 | 241689 | 238199 | 2568547 | -30.76% |
| 156 | | 2021 | | 232901 | 271812 | 251624 | 254401 | 307878 | 339900 | 330548 | 277420 | 275237 | 269337 | 257577 | 3320851 | 29.29% |
| 157 | | 2022 | 281971 | 272597 | 297101 | 281902 | 275580 | 327729 | 351901 | 349097 | 289729 | 288398 | 281987 | 267817 | 3565809 | 7.38% |
| 158 | | 2023 | 306298 | | | | | | | | | | | | | |
| 159 | | | | | | | | | | | | | | | | |
| 160 | | | January | February | March | | May | June | July | August | September | October | November | | Total | |
| | 2010 to 2009 | 2010<2009 | 3.62% | -0.68% | 4.12% | -4.83% | -2.02% | -2.45% | -2.03% | 2.72% | -1.63% | -2.91% | 2.14% | -3.47% | -0.60% | |
| | 2011 to 2010 | 2011<2010 | -1.35% | -0.52% | -2.62% | 1.83% | 0.60% | 1.00% | -4.35% | -0.15% | -0.89% | -1.00% | -2.17% | 0.41% | -0.75% | |
| | 2012 to 2011 2013 to 2012 | 2012<2011 2013<2012 | 3.01% -2.55% | 4.52% | -4.15% -4.61% | -0.25% -1.92% | -0.41% 0.21% | -0.77% -4.39% | 2.52% 2.74% | -7.05% 0.80% | -7.49% 0.05% | -1.32% 1.21% | -1.62% -4.55% | -5.67% -0.82% | -1.32% -1.52% | |
| | 2013 to 2012 2014 to 2013 | 2013<2012 | -2.55% | -5.11% | -4.61% | -1.92% | -3.77% | -4.39% | -5.01% | -4.77 | | -6.89% | -4.55% | -0.82% | -1.52% | |
| _ | 2014 to 2013 2015 to 2014 | 2014<2013 | 1.92% | -8.97% | -1.57% | -4.29% | -5.77% | -5.06% | -4.18% | -4.77 | -4.45% | -0.89% | -4.38% | -0.97% | -3.85% | |
| | 2016 to 2015 | 2016<2015 | -3.67% | | -1.68% | 2.02% | 4.32% | -0.99% | -4.71% | -0.53% | -3.39% | -3.83% | -3.11% | -4.27% | -1.51% | |
| | 2017 to 2016 | 2017<2016 | -0.96% | | 3.26% | -1.53% | 0.84% | -3.65% | -0.54% | -2.00% | -0.80% | 2.25% | 0.98% | -3.96% | -1.18% | |
| 169 | 2018 to 2017 | 2018<2017 | -2.58% | -0.48% | -2.34% | 0.46% | -2.36% | -0.88% | 2.55% | 0.00% | 1.45% | 1.30% | -0.30% | 3.13% | -0.01% | |
| | 2019 to 2018 | 2019<2018 | 6.96% | 4.72% | -0.83% | 1.01% | 0.56% | -0.76% | 1.23% | -0.17% | -0.12% | 0.93% | 1.10% | 3.83% | 1.27% | |
| | 2020 to 2019 | 2020<2019 | -0.49% | | -39.21% | -73.02% | -69.74% | -60.69% | -42.24% | -27.00% | -14.72% | 1 | -14.70% | -10.93% | -30.76% | |
| | 2021 to 2020 | 2021/2020 | -17.50% | -23.59% | 43.31% | 215.85% | 192.79% | 130.83% | 51.65% | 30.78% | 10.43% | 5.67% | 11.44% | 8.14% | 29.29% | |
| | 2022 to 2021 | 2022/2021 | 11.80% | 17.04% | 9.30% | 12.03% | 8.33% | 6.45% | 3.53% | 5.61% | 4.46% | 4.78% | 4.70% | 3.98% | 7.38% | |
| 174 175 | | 2023/2022 | 8.63% | | | | | | | | | | | | | |
| 175 | YTD2022 | | 281971 | | | | | | | | | | | | | |
| 177 | YTD2023 | | 306298 | | | | | | | | | | | | | YTD 8.63% |
| 178 | | | | | | | | | | | | | | | | |
| 179 | | | | | | | | | | | | | | | | |
| 180 | | | 2018 | 287218 | 274771 | 314580 | 292360 | 285564 | 341944 | 383280 | 352003 | 294916 | 298353 | 280206 | 257555 | |
| 181 | | | 2019 | 307209 | 287738 | 311981 | 295288 | 287167 | 339329 | 388003 | 346194 | 294581 | 301135 | 283336 | 267443 | |
| 182 | | | 2020 | 305696 | 304802 | 189661 | 79665 | 86886 | 133380 | 224128 | 252748 | 251216 | 260477 | 241689 | 238199 | |
| 183 184 | | | 2021 2022 | 252216 281971 | 232901 272597 | 271812 297101 | 251624 281902 | 254401 275580 | 307878 327729 | 339900 351901 | 330548 349097 | 277420 289729 | 275237 288398 | 269337 281987 | 257577 267817 | |
| 185 | | | 2022 | 306298 | 272337 | 257101 | 201302 | 275580 | 521125 | 331301 | 343037 | 205725 | 200350 | 201507 | 20/01/ | |
| 186 | | | 2025 | | | | | | | | | | | | | |
| 187 | | | | | | | | Circula | tion 201 | 8-2023 | | | | | | |
| 188 | | 45,0000 | | | | | | 00414 | | | | | | | | |
| 189 | | 450000 | | | | | | | | | | | | | | |
| 190 | | 350000 | | | | | | | | | | | | | | |
| 191 | | 300000 | | | | | | | | | | | | | | |
| 192 193 | | 250000 | | | | | | | | | | | | | | |
| 193 | | 200000 | | | | | | | / | | | | | | | |
| 195 | | 100000 | | | | | | | | | | | | | | |
| 196 | | 50000 | | | | ~ | | | | | | | | | | |
| 197 | | 0 | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 |
| 198 | | 2018 2 | 87218 | 274771 | 314580 | 2923 | 60 | - | 341944 | 383280 | 352003 | | | | 280206 | 257555 |
| 199 | | | 07209 | 287738 | 311981 | 2952 | | | 339329 | 388003 | 346194 | 294 | | | 283336 | 267443 |
| 200 | | 2020 3 | 05696 | 304802 | 189661 | 7966 | 55 | 86886 | 133380 | 224128 | 252748 | 251 | 216 26 | 0477 | 241689 | 238199 |
| 201 | | | 52216 | 232901 | 271812 | 2516 | 24 | 254401 | 307878 | 339900 | 330548 | 277 | 420 27 | 5237 | 269337 | 257577 |
| 202 203 | | | 81971 | 272597 | 297101 | 2819 | 02 | 275580 | 327729 | 351901 | 349097 | 289 | 729 28 | 8398 | 281987 | 267817 |
| 203 | | 2023 3 | 06298 | | | | | | | | | | | | | |
| 204 | | | | | | | 2018 | 2019 | 2020 | 202120 | 22 2023 | | | | | |
| 205 | | | | | | | | | | | | | | | | |

| | А | В | С | D | E | F | G | Н | I | J | K | L | М | Ν | Q | R | S | Т |
|----------|--------------------|------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|------------|------------|------------|-------------|
| 1 | Computer Usag | e 2023 (Se | ssions) | | | | | | | | | | | | | | | |
| 2 | . ŭ | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | 2023 YTD | 2022 YTD | 2021 YTD | 2020 Annual |
| 4 | | January | February | March | April | May | June | July | August | September | October | November | December | Total | Percentage | Percentage | Percentage | Percentage |
| 5 | | | | | | | | | | | | | | | | | | |
| 6 | Atglen | 139 | | | | | | | | | | | | 139 | 0.68% | 1.14% | 0.77% | 1.49% |
| 7 | | | | | | | | | | | | | | | | | | |
| | Avon Grove | 557 | | | | | | | | | | | | 557 | 2.73% | 3.43% | 4.80% | 4.06% |
| 9 | | | | | | | | | | | | | | | | | | |
| | Chester County | 4751 | | | | | | | | | | | | 4751 | 23.31% | 25.24% | 30.54% | 25.28% |
| 11 | | | | | | | | | | | | | | | | | | |
| | Chester Springs | 206 | | | | | | | | | | | | 206 | 1.01% | 1.49% | 1.10% | 0.75% |
| 13 | | | | | | | | | | | | | | | | | | |
| | Coatesville | 1430 | | | | | | | | | | | | 1430 | 7.02% | 6.52% | 7.25% | 6.78% |
| 15 16 | Deuminateur | 869 | | | | | | | | | | | | 869 | 4.26% | 4.02% | 3.13% | 3.26% |
| 16 | Downingtown | 869 | | | | | | | | | | | | 869 | 4.20% | 4.02% | 3.13% | 3.20% |
| _ | Easttown | 2300 | | | | | | | | | | | | 2300 | 11.29% | 9.40% | 6.65% | 9.31% |
| 19 | Lastrown | 2300 | | | | | | | | | | | | 2300 | 11.2570 | 5.4070 | 0.0578 | 5.5170 |
| | Hankin | 1743 | | | | | | | | | | | | 1743 | 8.55% | 8.11% | 8.34% | 7.69% |
| 21 | | | | | | | | | | | | | | | | | | |
| | Honey Brook | 340 | | | | | | | | | | | | 340 | 1.67% | 1.55% | 1.76% | 1.42% |
| 23 | | | | | | | | | | | | | | | | | | |
| | Kennett | 982 | | | | | | | | | | | | 982 | 4.82% | 5.18% | 5.92% | 5.35% |
| 25 | | | | | | | | | | | | | | | | | | |
| | Malvern | 510 | | | | | | | | | | | | 510 | 2.50% | 2.45% | 1.98% | 2.11% |
| 27 | | | | | | | | | | | | | | | | | | |
| | Oxford | 787 | | | | | | | | | | | | 787 | 3.86% | 3.77% | 3.91% | 3.66% |
| 29 | | | | | | | | | | | | | | | | | | |
| 30 | Paoli | 538 | | | | | | | | | | | | 538 | 2.64% | 2.62% | 2.08% | 3.36% |
| 31 | | | | | | | | | | | | | | | 2.00% | 2.02% | 2.00% | 2.4.49/ |
| 32 | Parkesburg | 424 | | | | | | | | | | | | 424 | 2.08% | 2.02% | 2.90% | 2.14% |
| | Phoenixville | 1488 | | | | | | | | | | | | 1488 | 7.30% | 7.03% | 5.66% | 6.35% |
| 35 | noenixville | 1400 | | | | | | | | | | | | 1400 | 7.30% | 7.03% | 5.00% | 0.35% |
| | Spring City | 303 | | | | | | | | | | | | 303 | 1.49% | 1.68% | 1.92% | 1.72% |
| 37 | | 555 | | | | | | | | | | | | 555 | 2 | 2.0070 | 2.5270 | 1.7.270 |
| | Tredyffrin | 2166 | | | | | | | | | | | | 2166 | 10.63% | 9.00% | 6.40% | 10.60% |
| 39 | | | | | | | | | | | | | | | | | | |
| | West Chester | 846 | | | | | | | | | | | | 846 | 4.15% | 5.34% | 4.89% | 4.66% |
| 41 | | | | | | | | | | | | | | | | | | |
| | System | 20379 | | | | | | | | | | | | 20379 | 100.00% | 100.00% | 100.00% | 100.00% |
| 43 | | | | | | | | | | | | | | | | | | |
| _ | Notes: | | | | | | | | | | | | | | | | | |
| _ | 2017 and 2018 ba | | | | | | | | | | | | | | | | | ļ |
| _ | 2019 and 2020 ba | | ons | | | | | | | | | | | | | | | ļ |
| 47 | 2020 reflects Civi | d closures | | | | | | | | | | | | | | | | |

| January 2023 Computer Usage (Ses | sions) | | |
|----------------------------------|--------------|----------|-------|
| | 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 |
| TOTAL | 6045 | 14334 | 20379 |



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

| | | | Tota | | |
|---------------------------------------|----|------------|------------------|---------------|-------------|
| | | Actual | Budget | over Budget | % of Budget |
| Income | | | | | |
| 400 Appropriations | | | | 0.00 | |
| 400.1 Appropriation - P.A.S.D. | | 578,340.00 | 578,340.00 | 0.00 | 100.00% |
| 400.2 Appropriation - County | | 75,461.01 | 102,320.00 | -26,858.99 | 73.75% |
| 400.3 Appropriation - State | | 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% |
| Total 400 Appropriations | \$ | 767,372.99 | \$ 792,934.00 | -\$ 25,561.01 | 96.78% |
| 412 Development Income | | | | 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 | |
| Total 412.4 Donations | \$ | 983.34 | \$ 0.00 | \$ 983.34 | |
| 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% |
| Total 412.6 Individual Giving | \$ | 46,959.65 | \$ 46,000.00 | \$ 959.65 | 102.09% |
| 412.7 Corporate Engagement | | | 10,000.00 | -10,000.00 | 0.00% |
| 412.7.1 Third Party Fundraising | | 229.49 | | 229.49 | |
| 412.7.3 Matching Gifts | | 633.00 | | 633.00 | |
| Total 412.7 Corporate Engagement | \$ | 862.49 | \$ 10,000.00 | -\$ 9,137.51 | 8.62% |
| Total 412 Development Income | \$ | 86,743.48 | \$ 126,000.00 | -\$ 39,256.52 | 68.84% |
| 420 Operations Income | | | | 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 | |
| Total 420.4 Items Sold | \$ | 1,626.31 | \$ 2,500.00 | | 65.05% |
| 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 | |
| Total 420.6 Other (Copier, etc.) | \$ 2,129.21 | \$ 2,500.00 | -\$ | 370.79 | 85.17% |
| 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 | |
| Total 420.8 Rentals/Collection | \$ 479.85 | \$ 500.00 | -\$ | 20.15 | 95.97% |
| 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 | |
| Total 420.9 Hot Spots | \$ 1,989.13 | \$ 3,000.00 | -\$ | 1,010.87 | 66.30% |
| Total 420 Operations Income | \$ 147,254.61 | \$ 194,000.00 | -\$ | 46,745.39 | 75.90% |
| Total Income | \$ 1,001,371.08 | \$ 1,112,934.00 | -\$ | 111,562.92 | 89.98% |
| Gross Profit | \$ 1,001,371.08 | \$ 1,112,934.00 | -\$ | 111,562.92 | 89.98% |
| Expenses | | | | | |
| 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% |
| Total 500.1 Books | \$ 40,189.08 | \$ 56,500.00 | -\$ | 16,310.92 | 71.13% |
| 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% |
| Total 500 Adult Library | \$ 56,288.85 | \$ 85,100.00 | -\$ | 28,811.15 | 66.14% |
| 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 | |
| Total 510.1 Books | \$ 24,445.01 | \$ 33,000.00 | -\$ | 8,554.99 | 74.08% |
| 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% |
| Total 510 Youth Library | \$ | 32,534.72 | \$ | 48,200.00 | -\$ | 15,665.28 | 67.50% |
| 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% |
| Total 520 Development Expense | \$ | 31,672.10 | \$ | 32,588.00 | -\$ | 915.90 | 97.19% |
| 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 | |
| Total 530.1 General | \$ | 14,216.10 | \$ | 24,095.00 | -\$ | 9,878.90 | 59.00% |
| 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% |
| Total 540 Utilities | \$ | 20,155.64 | \$ | 29,785.00 | -\$ | 9,629.36 | 67.67% |
| 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% |
| Total 550 Computer Expense | \$ | 9,107.56 | \$ | 6,800.00 | \$ | 2,307.56 | 133.93% |
| 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% |
| Total 560 Other Supplies and Expense | \$ | 20,223.35 | \$ | 16,300.00 | \$ | 3,923.35 | 124.07% |
| 570 Equipment Leasing/Rental | Ţ | 4,531.44 | Ŧ | 5,090.00 | Ŧ | -558.56 | 89.03% |
| 580 Buildings & Grounds | | ., | | 2,000.00 | | 0.00 | 00.0070 |
| 580.1 Maintenance | | | | | | 0.00 | |
| 580.1.2 Grounds | | 667.25 | | 500.00 | | 167.25 | 133.45% |
| Total 580.1 Maintenance | \$ | 667.25 | \$ | 500.00 | \$ | 167.25 | 133.45% |
| 580.5 Janitorial Expense | Ψ | 507.25 | Ψ | 500.00 | Ψ | 0.00 | 155.45 /0 |

| 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% |
| Total 580.5 Janitorial Expense | \$ | 20,789.09 | \$ 29,000.00 | -\$ | 8,210.91 | 71.69% |
| 580.7 Minor Improvements and Repairs | | | 500.00 | | -500.00 | 0.00% |
| Total 580 Buildings & Grounds | \$ | 21,456.34 | \$ 30,000.00 | -\$ | 8,543.66 | 71.52% |
| Total 530 Administration | \$ | 89,690.43 | \$ 112,070.00 | -\$ | 22,379.57 | 80.03% |
| 610 Salaries & Benefits | | | | | 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% |
| Total 610.1 Salaries | \$ | 343,310.53 | \$ 587,150.00 | -\$ | 243,839.47 | 58.47% |
| 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% |
| Total 610.3 Employee Benefit Expense | \$ | 93,968.07 | \$ 112,691.00 | -\$ | 18,722.93 | 83.39% |
| 610.4 Retirement Expense | | 81,990.77 | 91,805.00 | | -9,814.23 | 89.31% |
| Total 610 Salaries & Benefits | \$ | 531,909.47 | \$ 834,976.00 | -\$ | 303,066.53 | 63.70% |
| Unapplied Cash Bill Payment Expense | | -243.49 | | | -243.49 | |
| Total Expenses | \$ | 741,852.08 | \$ 1,112,934.00 | -\$ | 371,081.92 | 66.66% |
| Net Operating Income | \$ | 259,519.00 | \$ 0.00 | \$ | 259,519.00 | |
| Other Expenses | | | | | | |
| 750 Non-Operating Expense | | | | | 0.00 | |
| 750.1 Furniture, etc. | | 274.97 | | | 274.97 | |
| 750.8 Other | | -22.33 | | | -22.33 | |
| Total 750 Non-Operating Expense | \$ | 252.64 | \$ 0.00 | \$ | 252.64 | |
| Total Other Expenses | \$ | 252.64 | \$ 0.00 | \$ | 252.64 | |
| Net Other Income | -\$ | 252.64 | \$ 0.00 | -\$ | 252.64 | |
| Net Income | \$ | 259,266.36 | \$ 0.00 | \$ | 259,266.36 | |

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 |
| ASSETS | | | | |
| 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 | |
| Total 100 Phoenixville Federal Savings #1 | 1,308,989.67 | 1,078,521.69 | 230,467.98 | 21.37 % |
| 105 Petty Cash | 500.00 | 500.00 | 0.00 | 0.00 % |
| 105.6 Paypal | 0.00 | 0.00 | 0.00 | |
| Total 105 Petty Cash | 500.00 | 500.00 | 0.00 | 0.00 % |
| 106 Circulation Cash | 500.00 | 500.00 | 0.00 | 0.00 % |
| Total Bank Accounts | \$1,309,989.67 | \$1,079,521.69 | \$230,467.98 | 21.35 % |
| Other Current Assets | | | | |
| 125 Supplies | 0.00 | 0.00 | 0.00 | |
| 130 Prepaid Expenses | 453.00 | 453.00 | 0.00 | 0.00 % |
| 140 Accounts Receivable - Other | 0.00 | 0.00 | 0.00 | |
| Total Other Current Assets | \$453.00 | \$453.00 | \$0.00 | 0.00 % |
| Total Current Assets | \$1,310,442.67 | \$1,079,974.69 | \$230,467.98 | 21.34 % |
| Fixed Assets | | | | |
| 150 General Fixed Assets | | | | |
| 150.1 Leasehold Improvements | | | | |
| , 150.1.1 1999/2000 Addition | 0.02 | 0.02 | 0.00 | 0.00 % |
| 150.1.2 General | 0.06 | 0.06 | 0.00 | 0.00 % |
| Total 150.1 Leasehold Improvements | 0.08 | 0.08 | 0.00 | 0.00 % |
| 150.2 2012/2013 Renovation | 0.00 | 0.00 | 0.00 | |
| 150.6 Computer Equipment | -0.12 | -0.12 | 0.00 | 0.00 % |
| 150.8 Furniture & Fixtures | 0.28 | 0.28 | 0.00 | 0.00 % |
| Total 150 General Fixed Assets | 0.24 | 0.24 | 0.00 | 0.00 % |
| Total Fixed Assets | \$0.24 | \$0.24 | \$0.00 | 0.00 % |
| OTAL ASSETS | \$1,310,442.91 | \$1,079,974.93 | \$230,467.98 | 21.34 % |

Phoenixville Public Library

Balance Sheet

As of February 28, 2023

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



Prepared Especially For: PHOENIXVILLE PUBLIC LIBRARY



By: Jay Malise February 9, 2023

1313 Roth Avenue, Allentown, PA 18102

610-435-9666

www.jpjay.com

| | DCIATES | www.jpjay. Phoenixville Pul Ms. Lara Lorenz 183 Second Av Phoenixville, PA Phone: 610-93 | PA 18102 66 - FAX: 610-435-9216 .com blic Library : e. A 19460 | PRO Reply to quotation Sheet 1 o Date 01/18 | f 4 |
|---------|---------|---|---|--|-------------|
| Item # | Qtv | Catalog # | Description | Unit Price | Ext. Price |
| - nen # | - QIY | | 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. | | |
| Tl | 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 | Cape Contract Kara arm chair Dimensions: 20.5"W x 20.75"D x 33"H (overall). Seat height is 17.75" Arm height is 26.25" Chair features molded maple plywood shell. Round tube metal frame - polished chrome. | \$697.60 | \$4,185.60 |
| T2 | 1 | TT-2496/2000 | Northway/Gibraltar rectangular table Dimensions: 96"L x 24"D x 29"H. High pressure laminate top with PVC edges. Round metal leas | \$1,029.75 | \$1,029.75 |



| MS1 | 4 | SSDOS6370- ? | Swiftspace Dos Meeting Space Footprint: 29" x 70" Wall Height: 63" Seat Height: 19" Seat Depth: 20" Seat Width: 28" (per side) Seat Weight Rating: 500 lbs. (per side) Panel Finish: Swiftspace standard laminate Surface Finish: Swiftspace standard laminate *Must be performance seating fabric on back - vinyl seats *Fold down back wall standard *Unit includes phone booth enhancement (roof, light, ventilation, fans, power & doors) | \$6,228.30 | \$24,913.20 |
|-----|---|-----------------|--|------------|-------------|
|-----|---|-----------------|--|------------|-------------|



| Item # | Qty | Catalog # | Description | Unit Price | Ext. Price |
|--------|-----|------------------|---|------------|---------------------------|
| LC1 | 8 | SKU-F150 | 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. | \$3,987.75 | \$31,902.00 |
| | 1 | Installation | Receipt and installation of above shelving and furniture by J. P. Jay Associates personnel. SubTotal | \$1,702.00 | \$1,702.00 \$82,909.75 |
| T3 | 6 | KTR/75150/S S | MEETING ROOM Muzo-Works Kite folding/nesting table - rectangle Dimensions: 59"W x 29.5"D x 29"H Straight Leg: Silver finish Laminate top: TBD from Tier 1 or Tier 2 standards | \$1,272.00 | \$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. | | |
| Place | varify the abo | ve information I.P. Jay Associates Inc. is not responsi | iblo | |

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 optons being selected from manufacturer's standard offerings.

| Accepted by: | _ | Total | \$93,415.00 |
|---|-------|----------------------------|-------------|
| Title: | - | | |
| Date: | _ By: | | |
| Trash will be removed by J. P. Jay Associates personnel to a receptacle provided by the client. | | J. P. Jay Associates, Inc. | |

STANDARD TERMS AND CONDITIONS

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

1. PRICE/TAXES

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

2. TERMS AND METHOD PAYMENT

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

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

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

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

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

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

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

4. In case of default of payment, or in case of removal of said goods or any part thereof without the consent of the seller or in the event the purchaser shall mortgage or part with the possession of said property, voluntarily or involuntarily, without the consent of the seller, the latter shall have the right to resume immediate possession of the same wherever it may be found, and remove it with or without process of law, and may declare this agreement terminated and may retain all money paid hereunder as liquidated damages and rental for said goods. In the event a claim is placed in an attorney's hands for collection or in the event of litigation, a reasonable attorney's fee and cost shall be added thereto. 5. The seller shall not be liable for any delay or for failure to deliver the goods covered hereunder because of fire, strikes, war or other emergency, whether national or state, or due to control, laws or regulations issued by any Nation or State, or any political sub-division thereof, or other causes beyond its control. IN NO EVENT SHALL THE SELLER BE LIABLE FOR INDIRECT OR CONSEQUENTIAL DAMAGES SUCH AS BUT NOT LIMITED TO LOSS OF ANTICIPATED PROFITS OR OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING OUT OF THE EXISTENCE, FURNISHING, FAILURE TO FURNISH, FUNCTIONING OR CUSTOMER'S USE OF THE GOODS.

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

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

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

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

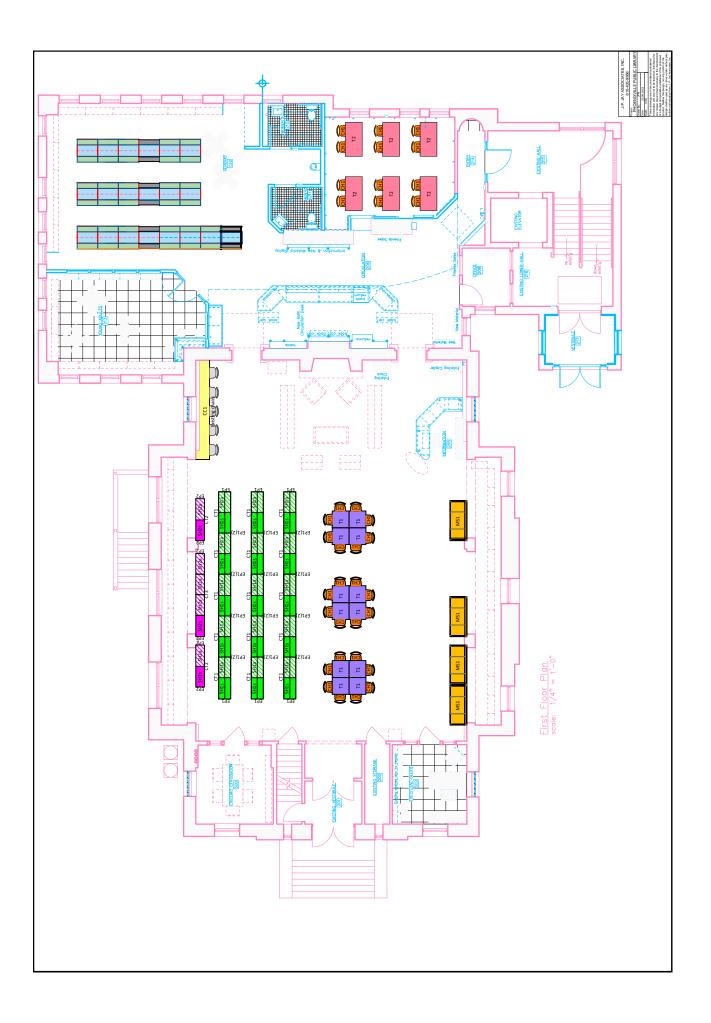
8. Customer hereby authorizes J. P. Jay Associates, Inc. to use its name and diagrams, photographs or other depictions of the subject installation in J. P. Jay Associates, Inc. promotional releases and/or literature.

9. GENERAL

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

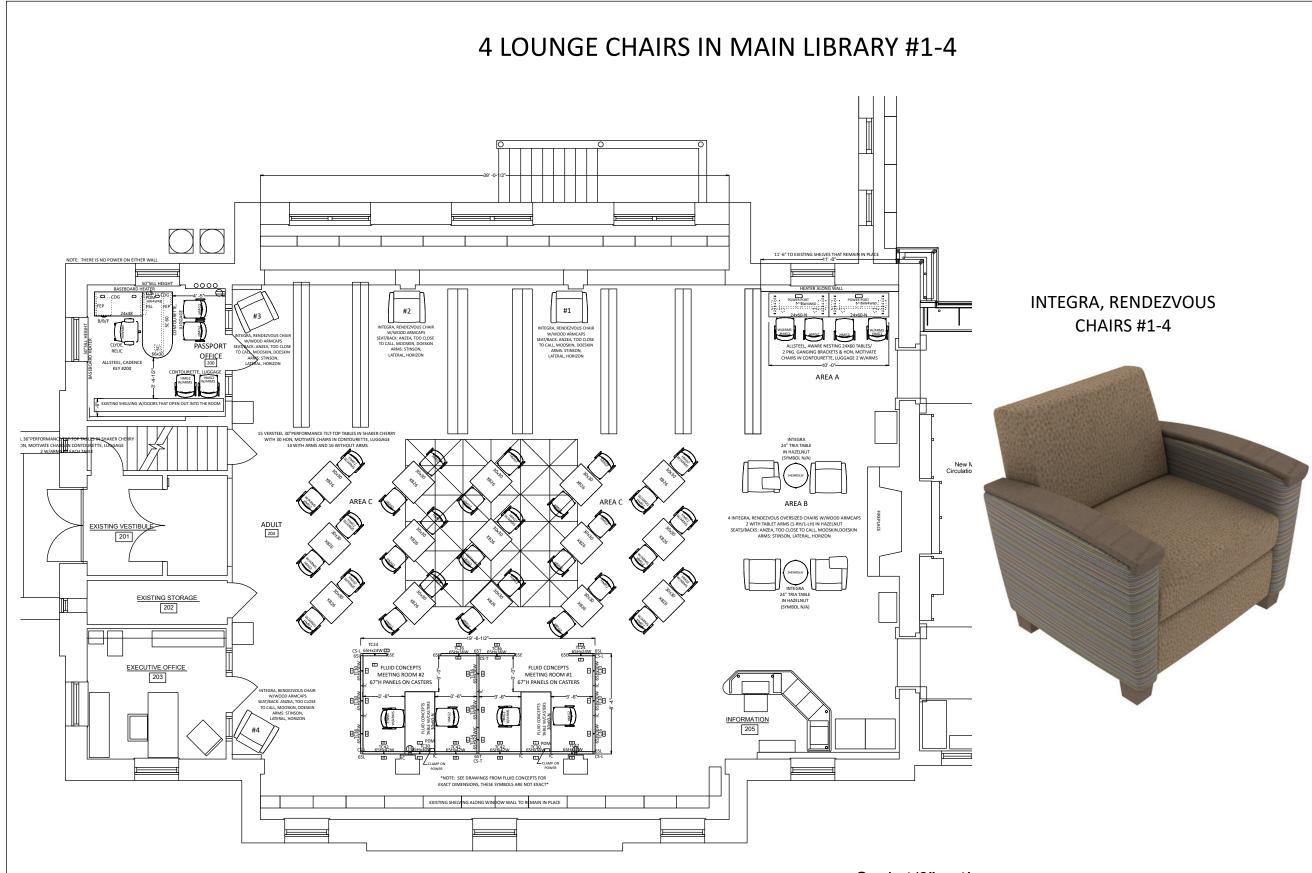
10. CONTROLLING LAW

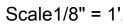
This contract of sale shall be governed by, subject to and construed according to the laws of the State of Pennsylvania.





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







240 N. Prince St. Lancaster, PA 17603

THIS DRAWING IS THE PROPERTY OF BENJAMIN ROBERTS LTD. AND CANNOT BE REPRODUCED OR OTHERWISE DUPLICATED WITHOUT THE EXPRESSED WRITTEN PERMISSION OF MANAGEMENT.

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

Terry Cabot

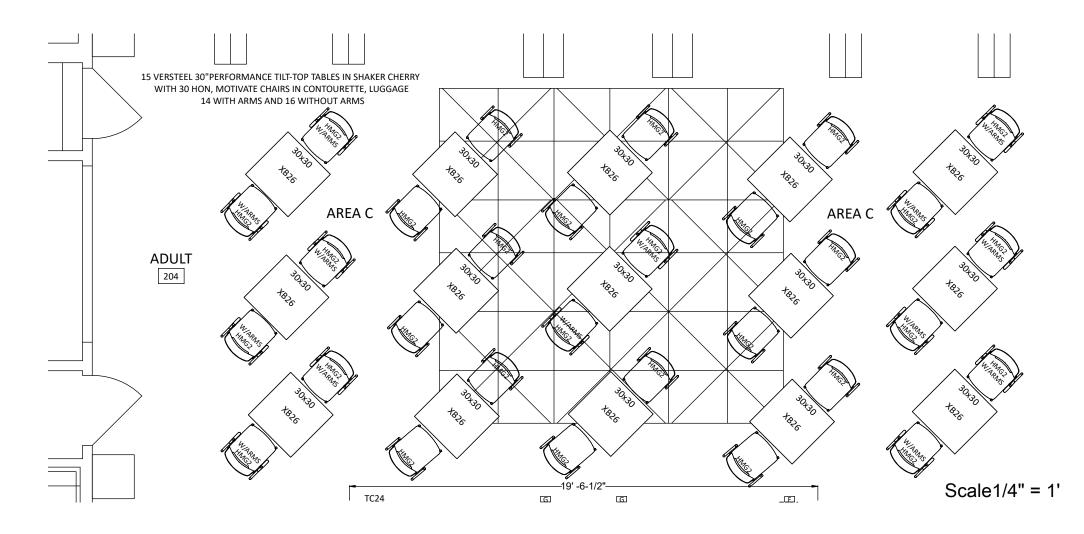
Sherry Spangler

Designer:

Sales Rep:

Dealer PO:

AREA C - ADULT AREA 204







240 N. Prince St. Lancaster, PA 17603

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Signatur

Date

Date:

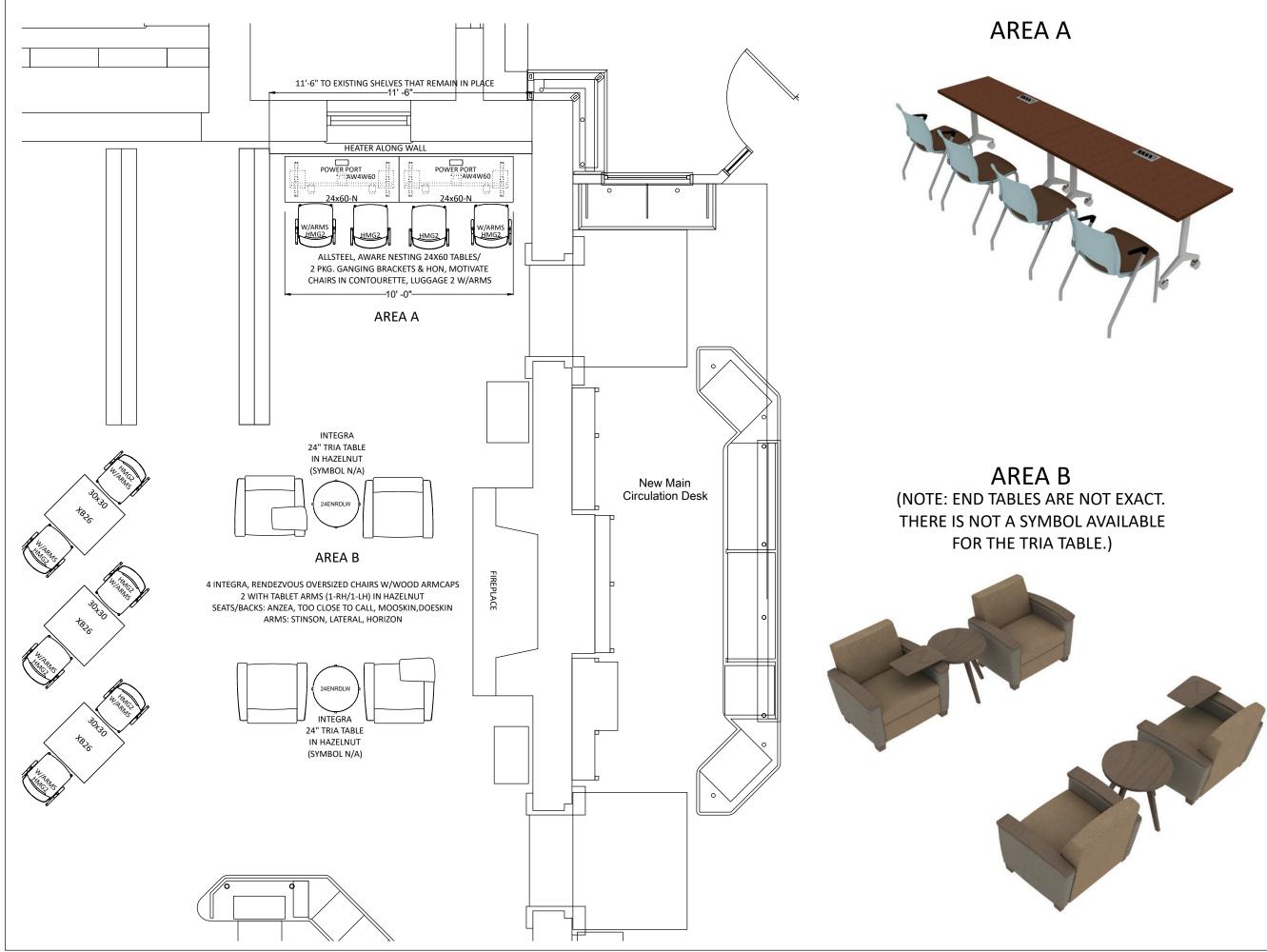
2/28/2023

Designer:

Sales Rep:

Dealer PO:

Terry Cabot





240 N. Prince St. Lancaster, PA 17603

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#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:

Sales Rep:

Dealer PO:

Terry Cabot

| BENJAMIN | Revised Proposal Benjamin Roberts, Ltd 119 S Tree Dr Lancaster, PA 17603-4081 Phone: 717.291.1001 Web: www.benjaminrobertsItd.com | Order Number Date | 11920 03/01/2023 |
|-------------------------------|--|----------------------|-----------------------------|
| ROBERTS | | Customer PO No | |
| ROBERTS | | Customer Name | Phoenixville Public Library |
| OFFICE INTERIORS | | Salesperson | Terry Cabot |
| | | Project Number | |
| Making Your Space Your Place. | | Terms | NET 30 |
| | | Page | 1 of 10 |
| | | | |

- S Phoenixville Public Library
- H 183 2nd Ave
- Phoenixville, PA 19460
- ATTN: Lara Lorenzi
- Phone: 610-933-3013 x-123
- Email: llorenzi@ccls.org

^T Phoenixville Public Library^O 183 2nd Ave

Phoenixville, PA 19460

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

NEW FURNITURE PROJECT

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

| | Description | | | Amount |
|--------|--------------|---|------------|--------------------|
| Area A | | | | 3,674.04 |
| Line | Qty | Description | Unit Price | Extended Amount |
| 1 | 2.00 Each | AW2TS24N60CB\$(P2)PR6S 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 | AW3LF2460TX-\$(L1STD)LW7CDFATE 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 | AW4W60P 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 | HMG2FEBU-\$(1)UR-26PR8 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 |

| BENJAMIN | Revised Proposal Benjamin Roberts, Ltd 119 S Tree Dr Lancaster, PA 17603-4081 Phone: 717.291.1001 Web: www.benjaminrobertsItd.com | Order Number Date | 11920 03/01/2023 | |
|-------------------------------|--|----------------------|-----------------------------|-------------|
| ROBERTS | | Customer PO No | 00/01/2020 | |
| ROBERTS | | Customer Name | Phoenixville Public Library | |
| OFFICE INTERIORS | | OTTICE INTERIORS | Salesperson | Terry Cabot |
| | | Project Number | | |
| Making Your Space Your Place. | | Terms | NET 30 | |
| | | Page | 2 of 10 | |

| | | OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area A | | |
|----|--------------|---|--------|--------|
| 23 | 1.00 Each | HMG2NEBU-\$(1)UR-26PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Area A | 534.00 | 534.00 |

. . .

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| Description | | Extended | l Amount | |
|-------------|---------------|--|------------|--------------------|
| Area C | | | | 19,119.60 |
| Line | Qty | Description | Unit Price | Extended Amount |
| 24 | 7.00 Each | HMG2FEBU-\$(1)UR-26PR8 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: .UR:Contourett OPTION: .PR8:Silver Texture Mark Line For: Area C | 571.80 | 4,002.60 |
| 25 | 8.00 Each | HMG2NEBU-\$(1)UR-26PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: .UR:Contourett OPTION: .PR8:Silver Texture Mark Line For: Area C | 534.00 | 4,272.00 |
| 33 | 15,00 Each | PEX1 30SQTL-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: TWSPEC:Special Wilsonart Laminate OPTION: Shaker Cherry 7935-60: OPTION: TBD:Std PVC Edge (to be specified) 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 |



Benjamin Roberts, Ltd 119 S Tree Dr Lancaster, PA 17603-4081 Phone: 717.291.1001 Web: www.benjaminrobertsItd.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 | 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)PR6S 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 | AW3LF2460TX-\$(L1STD)LW7CDFAGO 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 | HMG2FEBU-\$(1)UR-26PR8 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: \$(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 | HMG2NEBU-\$(1)UR-26PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: .UR:Contourett OPTION: 26:Luggage OPTION: .PR8:Silver Texture Mark Line For: Computer Lab | 534.00 | 1,602.00 |



Benjamin Roberts, Ltd 119 S Tree Dr Lancaster, PA 17603-4081 Phone: 717.291.1001 Web: www.benjaminrobertsItd.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 | 4 of 10 |
| | |

| | | Description | Extended | Amount |
|---------------|---|---|------------|--------------------|
| Meeting Rooms | Meeting Rooms 1&2/Seating, Electrical Receptacles | | | 2,776.58 |
| Line | Qty | Description | Unit Price | Extended Amount |
| 9 | 2.00 Each | APWRMOD2WCSTRM 2 Receptacle 2 USB Worksurface Clamp OPTION: .STRM:Storm Mark Line For: Meeting Rooms 1 & 2 | 282.49 | 564.98 |
| 28 | 2.00 Each | HMG2FEBU-\$(1)UR-26PR8 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: \$(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 | HMG2NEBU-\$(1)UR-26PR8 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: \$(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 | I 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 | AW4W48P 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 |



Benjamin Roberts, Ltd 119 S Tree Dr Lancaster, PA 17603-4081 Phone: 717.291.1001 Web: www.benjaminrobertsItd.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 PnI Sup OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office | | |
| Each I | CEP2429F\$(P1)P7C Freestanding 24DX29-1/2H End PnI Sup OPTION: \$(P1):P1 Paint Opts OPTION: .P7C:Bungalow Mark Line For: Passport Office | 108.24 | 108.24 |
| Each I | 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 |
| Each I ((((| PF197-183A\$(P1)P7CELOMT 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 |
| Each ((((| T52448S–\$(L7PTR)WLT6EXP 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 |
| Each ((((| T53066B–\$(L7PTR)WLT6EXP 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 |
| Each | Z5SC72 60W External Supt Channel for 72W W/S Mark Line For: Passport Office | 50.02 | 50.02 |
| Each S | 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 |
| Each I ((| LKFE1SLV\$(KEYNUM)X2002 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 |
| | HIWMMY1AHIM-\$(2)CLYD-06NLSBT Ignition 2 Task Mid-back, ilira back | 502.80 | 502.80 |



Benjamin Roberts, Ltd 119 S Tree Dr Lancaster, PA 17603-4081 Phone: 717.291.1001 Web: www.benjaminrobertsItd.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 | 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: .IM:4-Way Black OPTION: .S(2):II UPHOLSTERY OPTION: .CLYD:Clyde Color OPTION: .CLYD:Clyde Color OPTION: .CLYD:Clyde Color OPTION: .CLYD:Clyde Color OPTION: .CLYD:Clyde Color OPTION: .SB:Standard Base OPTION: .SB:Standard Base OPTION: .T:Black Mark Line For: Passport Office | | |
|----|--------------|---|--------|--------|
| 31 | 1.00 Each | HMG2FEBU-\$(1)UR-26PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .F:Fixed Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: .UR:Contourett OPTION: .PR8:Silver Texture Mark Line For: Passport Office | 571.80 | 571.80 |
| 32 | 1.00 Each | HMG2NEBU-\$(1)UR-26PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 OPTION: .N:No Arm OPTION: .E:Standard Nylon Glide OPTION: .BU:Surf OPTION: .BU:Surf OPTION: \$(1):Gr 1 UPH OPTION: .UR:Contourett OPTION: .UR:Contourett OPTION: .PR8:Silver Texture Mark Line For: Passport Office | 534.00 | 534.00 |

| | | Description | Extended | d Amount |
|------------|--------------|--|------------|--------------------|
| Adult Area | | | | 24,885.60 |
| Line | Qty | Description | Unit Price | Extended Amount |
| 34 | 8.00 Each | RUO1-HG4-HBU-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: U-IL:Fabric grade U or Integra Leather OPTION: FAB:Enter Fabric Now OPTION: FAB:Enter Fabric Now OPTION: CFST-Lateral-Horizon: 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-RUHAZ | 328.80 | 328.80 |



Benjamin Roberts, Ltd 119 S Tree Dr Lancaster, PA 17603-4081 Phone: 717.291.1001 Web: www.benjaminrobertsItd.com

| Order Number | 11920 |
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| Customer PO No | |
| Customer Name | Phoenixville Public Library |
| Salesperson | Terry Cabot |
| Project Number | |
| Terms | NET 30 |
| Page | 7 of 10 |

Making Your Space Your Place.

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

Description

| Extended Amou | nt |
|---------------|----|
|---------------|----|

25,450.20

Mobile Meeting Rooms 1&2/Pop Up Station "220 x 98"

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



Benjamin Roberts, Ltd 119 S Tree Dr Lancaster, PA 17603-4081 Phone: 717.291.1001 Web: 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 | 8 of 10 |
| | |

Making Your Space Your Place.

| Individual Items | 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 | | 1,000,00 | |
|------------------|--|--------------------------------------|----------|--|
| | 11. (2) *XPTFQ2824G1 *SPECIAL 28x24 Tackable Fabric Divider, G Style 4Q Modify to be 39Hx24W and to fit between truss cross beam double frain 12. (6) *XPTFQ2830G1 *SPECIAL 28x30 Tackable Fabric Divider, Gr 4Q Modify to be 39Hx30W and to fit between truss cross beam double frain 13. (6) *XPTFQ2836G1 *SPECIAL 28x36 Tackable Fabric Divider, Gr 4Q Modify to be 39Hx36W and to fit between truss cross beam double frain | me : 1 - Style me 1 - Style | | |

| 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 |
| | | | TOTAL ORDER : | \$89,927.06 |
| | | Require | ed 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 | |
| Terms | NET 30 |
| Page | 9 of 10 |
| | |

-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: | Na | ame: | Title: | Date: |
|------------|----|------|--------|-------|
|------------|----|------|--------|-------|



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

| Order Number | 11920 |
|----------------|-----------------------------|
| Date | 03/01/2023 |
| Customer PO No | |
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| Project Number | |
| Terms | NET 30 |
| Page | 10 of 10 |
| | |

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.

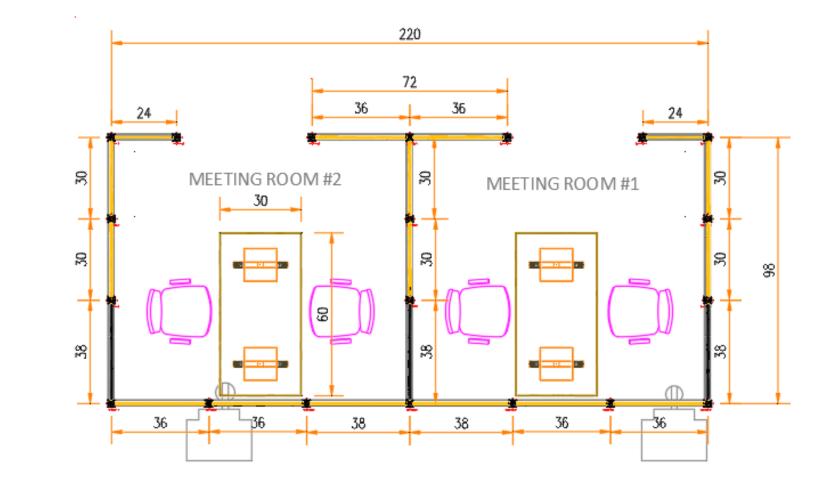
Force Majeure. Seller shall have no liability for delay, non-delivery or other consequence in the event of war, riot, fire, flood, acts of God, court order, strike, work stoppage, act of government or other causes beyond Seller's control.

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. EXECPT 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.



Tel 866 933 5258 Tel 905 672 5258 design@fluidgroup.com concepts www.fluidgroup.com

benjamin roberts office interiors



PLAN VIEW

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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.



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benjamin roberts office interiors



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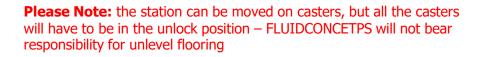
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Please closely check corresponding quotation to ensure accuracy between drawings and quotations. Two design revisions are included. Any additional design revisions or additional time are chargeable at an hourly design rate. All finishes in Fluid Concepts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

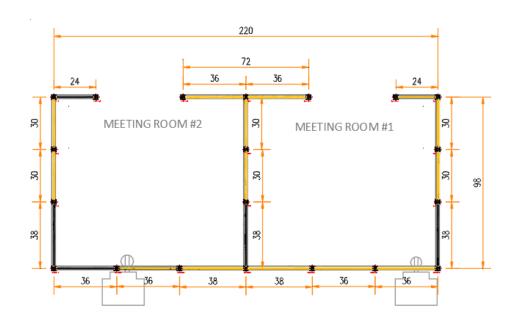


STANDARD FINISHES

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



67H



A1 – 220x98 Pop Up Station

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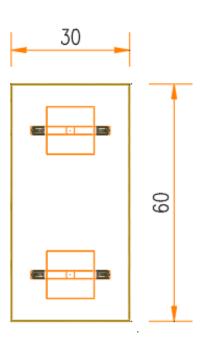
Notes -

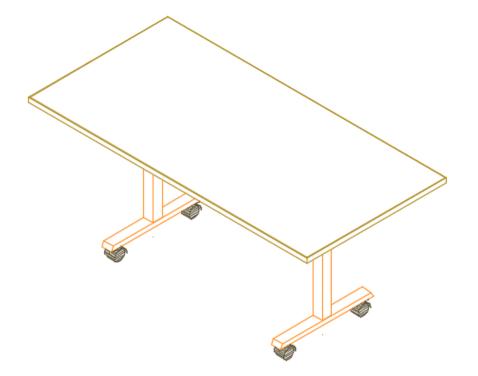
Please closely check corresponding quotation to ensure accuracy between drawings and quotations. Two design revisions are included. Any additional design revisions or additional time are chargeable at an hourly design rate. All finishes in Fluid Concepts standard finishes unless specified otherwise.



benjamin roberts office interiors

Structures: Anodized Aluminum Worksurfaces: TFL, 3mm edge





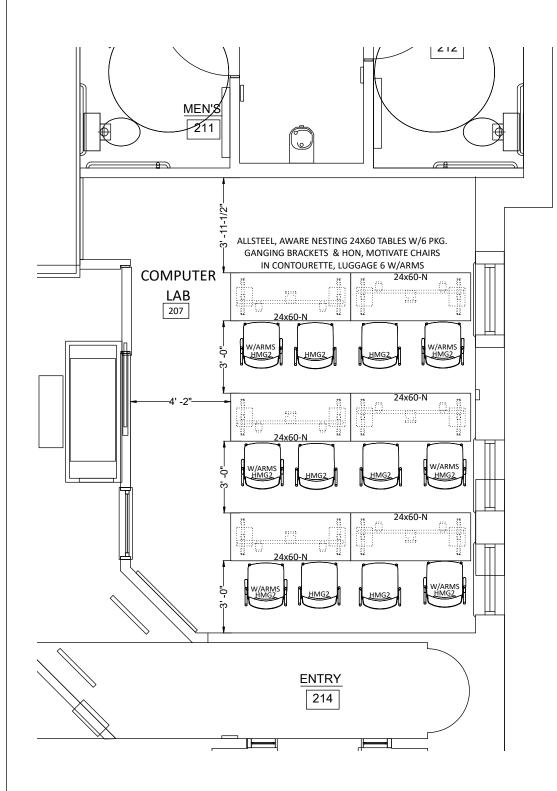
A2 – 60Wx30D Mobile Table

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Notes -

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COMPUTER LAB - ROOM 207







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Client Approval

Signatur

Date

Date:

Designer:

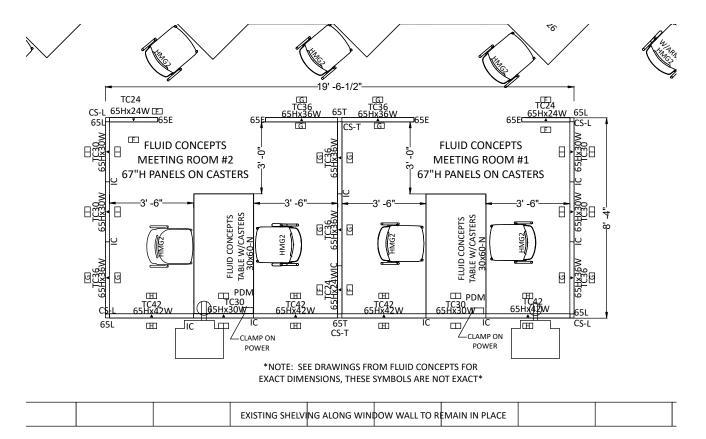
Sales Rep:

Dealer PO:

2/28/2023

Terry Cabot

MEETING ROOMS #1 & #2



RENDERINGS PROVIDED BY FLUID CONCEPTS











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Date:

2/28/2023

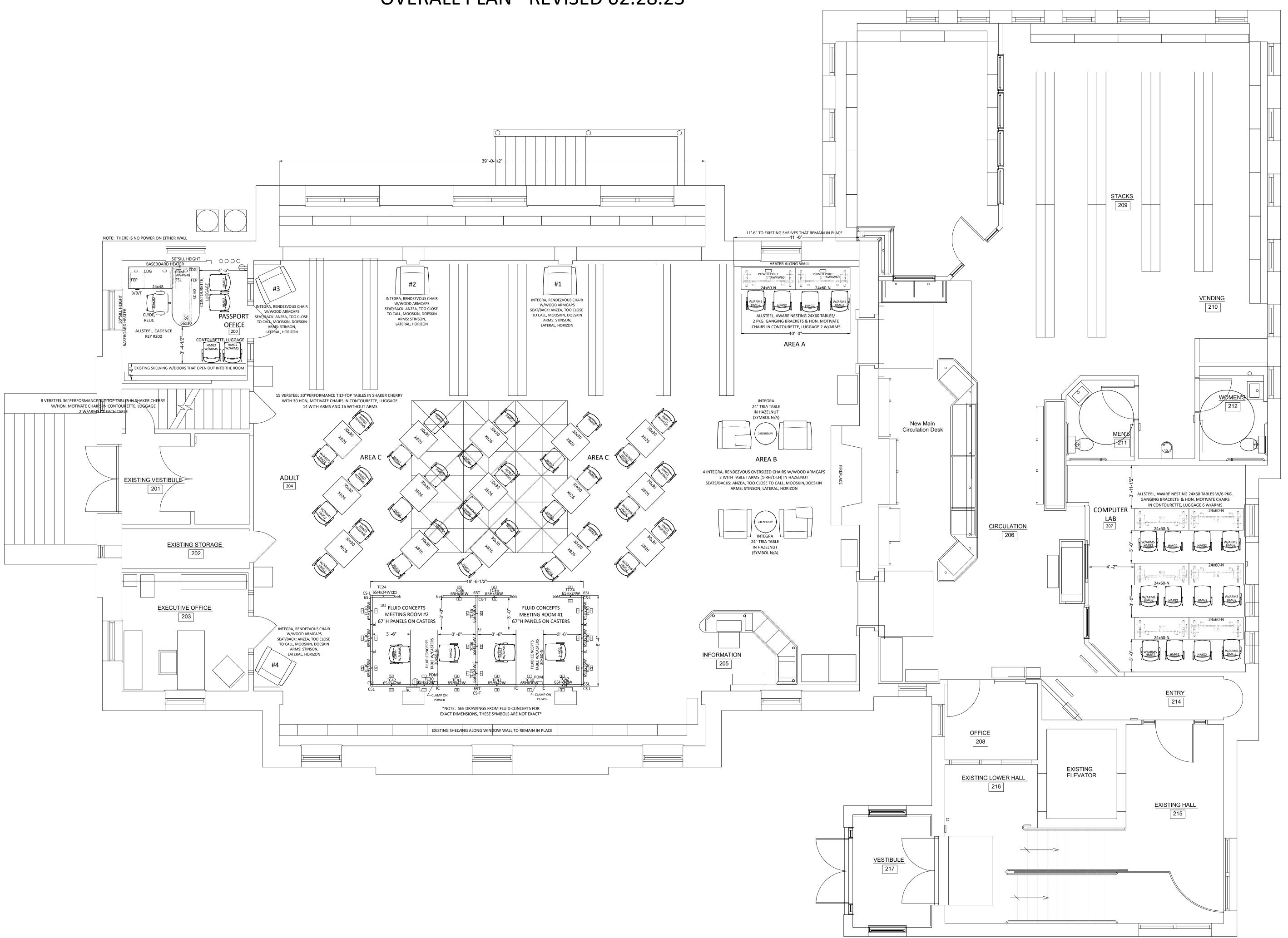
Designer:

Sales Rep:

Dealer PO:

Terry Cabot

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OVERALL PLAN - REVISED 02.28.23



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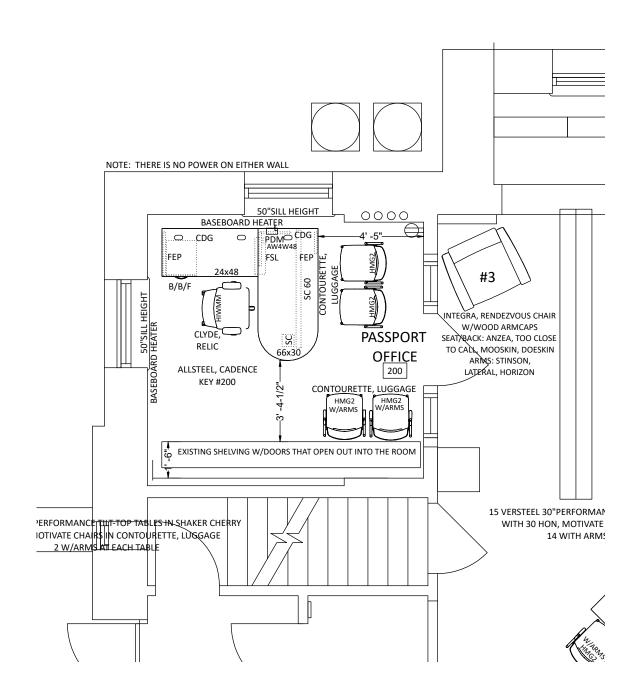
CLIENT APPROVAL

SIGNATURE:

DATE

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

PASSPORT OFFICE 200







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2/28/2023

Terry Cabot

