



## Board of Trustees Meeting Agenda

May 1, 2023 5:00p.m.

Location: Zoom

Library Board members, please bring your e-meeting packet with you! Please notify Library Board President Lauren Eustis or Lara Lorenzi [llorenzi@ccls.org](mailto:llorenzi@ccls.org), by Monday morning if you are unable to attend the meeting. The meeting will be chaired by Lauren Eustis.

**Mission: to provide access to information and services that address the educational, cultural and recreational needs of the community the library serves**

- I. Call to order, roll
- II. Public welcome – All general public comments limited to 5 minutes
- III. Consent Agenda 2 minutes
  - a. Minutes
  - b. Director’s Report
  - c. Youth Services Report
  - d. Adult Services Report
  - e. Development Report
  - f. Circulation Report
  - g. Statistics
  - h. Financials
- IV. New Business - Discussion Items
  - a. Trustee applicants/recommendations- Lauren Eustis 10 minutes
  - b. Furniture removal proposal- Upper level redesign- Lauren Eustis 5 minutes
  - c. Front Door restoration- Lauren Eustis 5 minutes
  - d. Building update- Lara Lorenzi 5 minutes
  - e. Development update- Lauren Coy 5 minutes
  - f. Other new business 5 minutes
- V. Old Business – Discussion Items
  - a. Director Evaluation- Lauren Eustis 10 minutes
  - b. Mission Statement- Steve Hirsh 5 minutes
  - c. Strategic Plan Draft- Lara Lorenzi 5 minutes
  - d. Dolly Parton Imagination Library- Lauren Eustis 5 minutes
  - d. Other old business? 5 minutes

Public Comments on Meeting – Limit 3 minutes per person

### VI. Executive Session

**Move to Executive Session – to meet with an attorney or other professional advisor to discuss agency business, which, if discussed in public, would lead to the disclosure of information protected by law.**

VII. Next meeting Monday June 5,2023 @ 5pm (Zoom)

VIII. – /Adjournment

**PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MONTHLY MEETING**  
**April 11, 2023**

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

**BOARD MEMBERS PRESENT**

Jessica Bicker; Ted Bierer; Lauren Eustis; Alan Fegley; Steve Hirsch; and Joe Koury

**BOARD MEMBERS ABSENT**

Mike English

**STAFF PRESENT**

Lara Lorenzi, Executive Director

**GUESTS PRESENT**

Carl E. Hogan, CPA

**CONSENT AGENDA**

On motion made by Steve Hirsch, seconded by Alan Fegley, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through h., consisting of: (i) the Minutes of the Board's Regular Monthly Meeting held March 6, 2023; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) the Circulation Report; (vi) Statistics; and (vii) Financial Statements for March 2023.

**NEW BUSINESS**

- Draft Audit: Carl E. Hogan, CPA, from BBD, discussed the draft audit circulated to the Board concerning its fiscal year ending June 30, 2022. Mr. Hogan commended management for its cooperation, particularly in this first year of BBD's engagement. He added that the Library, a component unit of the Phoenixville Area School District, was subject to government auditing standards. Mr. Hogan stated that other than PPP funds received by the Library, year over year revenue was consistent. He also stated that there was \$700,000 excess cash over liabilities at the year end, with all liabilities currently paid. Mr. Hogan indicated no issues to report to the Board. On motion made by Joe Koury, seconded by Ted Bierer, and by unanimous vote thereafter, the Board moved to accept the draft audit report as presented.
- Finance Committee Update: Lara Lorenzi informed the Library Board that on April 10, 2023, the Finance Committee of the Board of School Directors voted to approve the Library's request for a five percent (5%) increase in funding from the Phoenixville Area School District to be included in its upcoming budget.
- East Pikeland Township: Lauren Eustis indicated that she and Mike English attended the Township Board of Supervisors Meeting on April 4, 2023, resulting in approval of a \$1.00 per capita tax for Library funding in their upcoming budget.

**OLD BUSINESS**

- Trustee Openings: Lara Lorenzi indicated that the Library received five (5) applications to fill three (3) Library Board positions, and that a committee to conduct interviews is needed. She suggested she would circulate the application materials received to all Library Trustees regardless. Alan Fegley stressed the Library Board should make a ranked recommendation of the applicants to the Board of School Directors of the Phoenixville Area School District. Steve Hirsch and Lauren Eustis agreed to serve on the committee.
- Mission Statement: Steve Hirsch indicated he still is looking for comments on the draft update he previously circulated, and requested that Lara Lorenzi list the item for action on the May Meeting Agenda.

- Furniture Quotes: Lara Lorenzi confirming to the Library Board that she submitted her selection to J.P. Jay Associates, and that a potential date of installation was set for July 10 through July 12, 2023. Ms. Lorenzi also indicated receipt of a quote from J.P. Jay Associated of \$2,250 to remove the furniture being replaced. Lauren Eustis suggested the old furniture be donated, to which Ms. Lorenzi responded she would contact Habitat for Humanity.
- Evaluation of Executive Director: Lauren Eustis highlighted that a written evaluation of Lara Lorenzi would provide her with documentation of Trustee feedback. Ted Bierer indicated he would contact the Tredyffrin Public Library to inquire of their policy, since he has a connection there, and Lauren Eustis indicated she would inquire of Joe Sherwood of the Chester County Library System for the same purpose.

*Meeting was adjourned at 6:02 p.m.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Joseph K. Koury', written in a cursive style.

Joseph K. Koury



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

**Informational Updates:**

- The library will be closed on Saturday May 20<sup>th</sup> for the Dogwood Festival. The library will also be closed on Monday May 29<sup>th</sup> for the Memorial Day holiday.
- I continue to watch all of the PASD board meeting each month to keep up on concerns and items the school district is dealing with along with being informed on the budget process.
- The library will be a polling location again this spring. We will also have a ballot box available for anyone who would like to use it. We will be posting the ballot box hours on our website, with social media and in our newsletters. On election day, the upper level of the library will be closed to browsing. Passport services will operate normally and the youth library will be fully open.
- I think it would be good to look into the cost up updating our website. It has been roughly 7 years since we updated it last. I would recommend that we look to get some quotes for a redesign. I don't think it will require much to make it more up to date and with the times.
- The PASD board will have their final budget approval voted on Monday May 22, 2023. I will be out that day so we will want a board member present at the meeting in case they have any questions for the library.
- We are in the process of setting up a meeting with the Foundation. I expect that we will have something set for early May.

**Personnel Updates:**

- Mary Kline has submitted her resignation. Her last day with the library is May 26, 2023. We wish her the best with her retirement.
- We are in the process of interviewing internal candidates for our cataloger/materials processing clerk.
- The circulation department is in the process of interviewing people for an open position.

**Facilities Update:**

- The fencing will be installed in the next month or so.
- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- Soroptimist Club of Phoenixville has been out and the front gardens have been weeded and cleaned up. We anticipate that mulch and flowers will be coming next.
- The Chester County Library System is installing new and updated door counters in all the member libraries. We anticipate that new wiring for the device will be run by May with installation of the unit after that.
- We are working on setting up a meeting with Phil V. and Ken Gibson at PASD to discuss the building projects that the library is interested in pursuing along with the items to be taken care of for the upper level redesign.
- The fence is up at the library and it looks amazing. I will be cleaning up that area the first week in May. I will also be looking for some outdoor seating for staff so we can use it as an outdoor lunch space or an area to get some air if needed. The fence is amazing and I'm excited to not have to worry about people sleeping on the property overnight.

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

- February 2023
  - E-books: 3,215
  - E-audio: 2,498
  - Total: 5,713
- March 2023
  - E-books: 3,556
  - E-audio: 3,030
  - Total: 6,586
- April 2023 (1-24<sup>th</sup>) will update the April stat for the June meeting
  - E-books: 2,621
  - E-audio: 2,339
  - Total: 4,960

**Book Locker:**

- March 2022: 241 (We had some issues with the book locker for 2 days this month- the lockers wouldn't open. The issues occurred due to a power surge the library had. The issues have been resolved and the locker is working as it should.)
- April 2022: 237
- May 2022: 154
- June 2022: 334
- July 2022: 279
- August 2022: 203
- September 2022: 266
- October 2022: 198
- November 2022: 193
- December 2022: 205
- January 2023: 234
- February 2023: 255
- March 2023: 294
- April 2023: (1<sup>st</sup>-25<sup>th</sup>): 138

**Door Count:**

April 2022: 7,207

May 2022: 6,756

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

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

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

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

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

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

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

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

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

March 2023: 8,800. This is an 11% increase over last year.

April 2023: 6,531. Stats are from April 1-24<sup>th</sup>, will update in next month's report.

**Chester County Library System Updates:**

- CCLS has rolled and updated website, feel free to look at the new and updated website at ccls.org. It is more attractive and easier to use.
- **Trustee Orientation:** The Chester County Library System recognizes the important work Library Boards of Trustees do as they endeavor to govern their libraries and ensure excellent library service for their communities. As with any job, people do their best when they fully understand their roles and responsibilities. To assure that



- you have the tools for sound decision making and effective advocacy, the Chester County Library System has developed an orientation workshop for both the novice and experienced Trustee.
  - This year’s orientation will take place on Thursday, May 18 from 5:30 – 7:30 PM in the Struble Room at the Chester County Library in Exton.
  - Check-in and light supper starts at 5:00 PM
  - Orientation begins at 5:30 PM
  - To register, please click here: <https://ccls.libcal.com/calendar/CCLStaff/TrusteeOrientationSpring>

**State Updates:**

- None at this time.

**Meetings/Trainings**

- 4/10 PASD Board meeting  
Employee training/orientation for new office manager
- 4/11 District Librarian’s Meeting (zoom)
- 4/12 Communities that Care at Phoenixville Recreation Center
- 4/13 Rotary
- 4/18 Funding Formula Committee  
Trustee Interviews
- 4/19 HUB @ PASD  
Volunteer Lunch
- 4/20 Zoom meeting with Lauren Eustis and Steve Hirsh- trustee applicants
- 4/21 Legislative Breakfast  
POD delivery for voter services
- 4/24 E-materials committee
- 4/25 Institutional Advancement Committee meeting
- 4/26 Technology committee  
WWW committee meeting
- 4/27 Cataloger interviews  
Rotary  
Training: Approaching patrons who have experienced trauma  
PASD Superintendent Focus Group
- 4/28 PCHF Grantee Forum

**Youth Services Report for  
April 2023  
For May 2023 Board Meeting**

**Programming:**

Programs held on April 1 to April 26 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

**April Monthly Statistics:**

<b>Event Name</b>	<b>Total Occurrence</b>	<b>Total Student Attendance</b>	<b>Total Adult Attendance</b>	<b>Total Attendance</b>
1-2-3 Learn With Me	7	118	99	217
Barnstone On the Go – Art For Kids	4	36	32	68
Babies & Books	7	66	68	134
Mighty Preschoolers	4	49	41	90
Toddler Time	8	134	118	252
<b>In-Person Preschool Total</b>	<b>30</b>	<b>403</b>	<b>358</b>	<b>761</b>
<b>Elementary Age Events</b>				
Erin Murphy, Local Author (with Adult Services)	1	1	(Adult Services Stat)	1
Jazz Dance for Kids	1	3	3	6
Take & Make Crafts	2	80		80
Lego Club	1	1	1	2
Audubon Owl Program (with Adult Services)	1	9	(Adult Services Stat)	9
Girls In STEM	1	9	4	13
<b>Ages 6-11 Total</b>	<b>7</b>	<b>102</b>	<b>8</b>	<b>111</b>
<b>Teen Programs-Virtual/Picking up Materials</b>				
YA Mystery Bag	1	3		3
<b>Total Young Adult</b>	<b>1</b>	<b>3</b>		<b>3</b>
<b>Virtual Events</b>	TEMP BREAK			
<b>Total Virtual</b>				
<b>Total In Person Events</b>	<b>36</b>			
<b>1000 Books Before Kindergarten</b>	<b>1</b>			

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

**April 1 to April 25:** 489 sessions, 206 hours, average 25-minute sessions

**Newsletter**

The Children's Library Newsletter was sent 4 times in April. A monthly overview of events was sent on March 31 and weekly newsletters on Fridays that listed the next week's events. The newsletter was sent to an average of 475 subscribers and had an average 62% open rate.

**Community Outreach & Partnerships**

<b>Event</b>	<b>Total Students</b>	<b>Total Adults</b>	<b>Total Visitors</b>
YMCA Family Fun Fest (Table)	147	147	294
<b>Total: 0 on-site, 1 off-site</b>			

- On April 5, Tegan C. took a tour of Barnstone Art Barn.
- On April 22, Tegan C. with Rachel K. attended YMCA's Fun Fest and ran a table. Crafts and information were given away. For two hours, two teens volunteered at the table to promote Girls In STEM.

## Meetings

- Tegan C. met with Lara L., Mark P., and Christine N. as needed on library services throughout the month.

## Additional Activities

- Continued assessment of Children's collection with removal of non-circulating, outdated, and damaged materials with focus on Juvenile DVDs and BluRays.
- Continued process of updating call numbers in the J Graphic Novel Section for better browsability with Mary.
- Ordering of new items for collections as well as filling in series titles, missing topics, and replacing damaged titles.
- Publicizing of Children's Library Calendar and events through the e-newsletter and social media.
- Covered Circulation Desk as needed.
- Tegan C. worked with Rachel K. to set up for story time sessions. She ran her own story times by week of April 24.
  - Tegan C. will continue with one Babies & Books program a week (Tuesdays) and working with Barnstone On the Go (Wednesdays).
- Planned programming for May and made May calendar. Added events to online calendar.
- Planned and Partnered with Adult Services on joint program: Erin Murphy, local author.
- Planned and presented story time classes first two weeks in April. Week of April 24, presented Babies & Books.
- Planned and scheduled Summer Reading Events (ongoing).
- Tegan C. decorated Youth Services Bulletin Boards and display case. Display case had Earth Day and then National Library Week.
- David B. maintained rotating displays including a featured Black History Month and Valentine's display.

## Trainings

- April 5 – Beyond the Bookshelf (Library Journal) -TC
- April 11 - Under Scrutiny: Helping Staff Feel Safe and Empowered in the Face of Book Challenges (YALSA) – TC
- April 19 – Building Community Through Book Clubs (Niche Academy) – TC
- April 25 - Choosing and Using Picture Books to Engage in Developmentally Appropriate Race Talk (OCL) – TC&RK
- Super Charged Story Time – In Progress/Self-Paced - RK

## Correspondence in April

- Email and/or phone contact with other staff members as needed.
- Emails and/or phone conversations with questions from patrons about programs, title requests, and volunteering.
- Communicated with PACLC to discuss bag coordination.
- Email correspondence with Katie from Orion.
- Email correspondence with performers for potential future programs.
- Email correspondence with Daughters of the American Revolution about their summer program and summer display leading up to the 250th Anniversary of US Independence.
- Email correspondence with CCLS.
- Email correspondence with student about Girls In STEM program.

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

Addendum: Children's Report

April 26, 2023



April 2023  
Children's Report – Rachel K.

**Program Overview**

Creating and leading a variety of programs for children, with ages ranging from newborn babies to 5 years old. Activities within these programs include story times, sing-alongs, nursery rhymes, and playtime.

**Activities/ Programs**

Observed and lead programs for various age groups

- 1-2-3 Learn With Me
- Mighty Preschoolers
- Babies & Books
- Toddler Time
- Barnstone Art for Kids

**Weekly Programs**

Currently we have 5 in-person programs running each week for kids ages 0-5 years old. These classes range from story times with weekly themes to general playtime to craft-making. For each week, we run 2 1-2-3 Learn With Me sessions, 1 Mighty Preschoolers session, 2 Babies & Books sessions, 2 Toddler Time sessions, and 1 Barnstone Art for Kids session

Reoccurring In-Formal

1-2-3 Learn With Me

Babies & Books

Toddler Time

Weekly Themes

Mighty Preschoolers

- Letters of the Alphabet
- Letter U
- Letter V
- Letter W
- Letter X

Toddler Time

- Bunnies
- Ducks
- Veggie Garden
- Magic

Babies & Books

- Bunnies
- Ducks
- Veggie Garden
- Dinosaurs

**March 2023**  
**Adult Services Report**  
(all events/statistics as of April 25)

**Regular Activities**

- Scheduling passport application acceptance and notary appointments; covering 3-hour passport appointment shift on Wednesdays; 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 Leah Maher 4/5 regarding a partnership for the Phoenixville Film Festival.
- Met with Lara 4/13.
- Attended Library volunteer luncheon 4/19.

**Upcoming Special Programs/Events**

- “Fred Miller Lecture-in-Song: All Over the Map”, 5/4
- “Wills and Estate Planning” with Jim Ruggiero, Ruggiero Law Offices, 5/8
- “Ethnic History of the Phoenixville Area” with Jack Ertell, Historical Society of the Phoenixville Area, 5/15
- “Women and Investing Presentation” with Elizabeth Pagano, Creative Capital Wealth Management, 5/18
- “Adult Craft Class: Make Decoupage Boxes” with Laura Grablutz, 5/22
- “Downsizing or Discarding: Are You Throwing Away Treasure?” with Leon Castner, Castner Estate Service & National Appraisal Consultants, 5/25
- “Local Author Talk: Mike Weilbacher: *Wild Philly*”, 6/1
- “Balance/Fall Prevention Presentation” with Dr. Jeff Kurtz, Kinetic Physical Therapy, 6/5

**Program/Event/Other Planning**

- Scheduling special online, in-person, and hybrid programs for July and beyond.
- Planning for Adult Summer Reading Program
- Planning to hire new Cataloger/Processor

**April Computer Use/Checkout Statistics**

Adult Internet Stations Individual Users	380
Adult Laptop Individual Users	66
Mobile Printing Users	16
Mobile Hotspot Checkouts	13
Museum Pass Checkouts	64

**April Passport Application Acceptance Statistics**

Appointments	326
Income	\$12,522

**April Program Statistics**

<b>Program</b>	<b>Attendance</b>	<b>First-7-Day YouTube Views (where applicable)</b>
Phoenix Book Club	11	
Daytime Book Club	NA	
Phoenix Fiction Writers	10 (2 sessions)	
Phoenixville Tech Group	59 (4 sessions)	
Career Success Group	NA	
Tech Help appointments	3	
Legal Outreach Clinic appointments	1	
Maternal & Child Health Consortium Family Benefits Assistance appointments	NA	
Sen. Katie Muth Mobile Office appointments	1	
Sahaja Yoga Meditation Class	20 (4 sessions)	
ESL Conversation Group	29 (4 sessions)	
Books on Tap	10	
Movies on Tap: Zoom Edition	8	
Outreach: Senior Center Book Club	14	
Outreach: French Creek Manor presentation 4/18	11	
Movie Night: "A Man Called Otto" 4/13	35	
"Local Author Talk: Erin Murphy: <i>Halfway Home: A Dog Adoption Story</i> " 4/3	19	12
"Outstanding Owls" 4/10	32	
"Shakespeare at the Opera" 4/17	16	34 (first 6 days)
"Community Music School New Horizons Band Concert" 4/18	26	
"Longwood Gardens Community Read Book Discussion & Food Tasting" 4/20	3	
"Community Gardening around the Village: Wild Plant Walk at Reservoir Park" 4/23	21	
"Open Mic Night for Writers" 4/24	22	

Respectfully submitted,  
 Mark Pinto  
 Adult Services Director

## APRIL 2023

Development Report

Lauren Coy

### Meetings/Training/Events

- a. Attending biweekly Rotary meetings
- b. Meetings with Lara Lorenzi
- c. Attended a Vega Promote training through CCLS (4/18)
- d. Attended the HUB Meeting (4/19)
- e. Attended the Legislative Breakfast (4/21)
- f. Hosted another WWW Committee Meeting (4/26)
- g. Attended PANO Webinar - Turning Volunteers into Donors - and Vice Versa! (4/26)
- h. Attended the PCHF's Grantee Forum for their upcoming Grant Application at the Rec Center (4/28)
- i. Posted on Socials for National Library Week (4/23-4/29)

GRANTS	Amt. requested	Fund	Deadline	Decision
Erb Charitable Fund	\$40,000	Operating	3/1/2023	By 4/30/2023
	<b>\$45,000 RECEIVED!!!!</b>			
ARPA Grant	\$30,000 over 4 years	E-materials	Funds RECEIVED!	*recipient*

### Development News

- The Library will be the beneficiary of the Eggroll Charity Program from Bistro on Bridge in May. This begins on Monday, May 1<sup>st</sup>. Please plan to stop by at least once in the month of May!
- TWO ADDITIONAL IDEAS for Friend/Fundraisers:
  1. **The Haunted Library Tour**

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

## **2. The Adult Spelling Bee**

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

## **Wine, Wit & Wisdom – 20<sup>th</sup> Anniversary Thursday, November 2, 2023**

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

## **Annual Appeal**

GOAL: \$40,000.00

Actual (to date): **\$48,250.00**

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



## Circulation Report for May 2023

### Circulation Department:

- Number of **checkouts** from April 1<sup>st</sup> to April 25<sup>th</sup>: 8,919
- Number of **check-ins** from April 1<sup>st</sup> to April 25<sup>th</sup>: 8,878
- Number of **holds** from April 1<sup>st</sup> to April 25<sup>th</sup>: 313
- Hired new circulation assistant
  - Start date: May 2<sup>nd</sup>
- Looking to hire one more circulation staff
  - Average amount of hours: 6 hours per week
- Have some circulation staff interested in the Technical Services position

### Volunteers:

- **Total Amount of Volunteer Hours from April 1<sup>st</sup> to April 25<sup>th</sup>: 66 hours**
- **Total Amount of Volunteer Hours for TOTAL fiscal year: 705.75**
- Gardening is being done by the two groups:
  - Soroptimist International of Phoenixville
  - Barkley Elementary Gardening Club

### Library Card Sign-ups:

- **Total Amount of Patron Applications from April 1<sup>st</sup> to April 25<sup>th</sup>: 124**

### Meetings/Events:

- PaLA Conference Planning Committee – April 27<sup>th</sup>
- Library Challenges and the LGBTQIA+ Community: A Panel Discussion – May 4<sup>th</sup>
- Funding Formula Committee – May 16<sup>th</sup>
- PaLA Intellectual Freedom Committee – May 17<sup>th</sup>
- PaLA Conference Planning Committee – May 23<sup>rd</sup>

### Continuing Education:

- Mental Health First Aid – May 24<sup>th</sup>
  - Some circulation staff and myself signed up

### Additional Updates:

- Will be writing two articles for the PaLA Bulletin – Articles due in June

Respectfully Submitted,

Christine Nicholson

*Circulation Manager & Volunteer Coordinator*

April 2023



# Phoenixville Public Library

## Balance Sheet

As of April 28, 2023

	TOTAL			
	AS OF APR 28, 2023	AS OF APR 28, 2022 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	208.83	6,634.76	-6,425.93	-96.85 %
100.2 Operating Money Market	884,903.39	832,999.52	51,903.87	6.23 %
100.3 Operating Credit Card Receipts	61,703.97	21,412.66	40,291.31	188.17 %
100.5 Certificate of Deposit (61513)	20,738.69	20,693.65	45.04	0.22 %
100.6 Certificate of Deposit (61514)	21,205.36	21,165.90	39.46	0.19 %
100.7 Certificate of Deposit (59971)	33,033.51	32,148.05	885.46	2.75 %
100.8 Certificate of Deposit (61515)	250,470.01		250,470.01	
<b>Total 100 Phoenixville Federal Savings #1</b>	<b>1,272,263.76</b>	<b>935,054.54</b>	<b>337,209.22</b>	<b>36.06 %</b>
105 Petty Cash	500.00	500.00	0.00	0.00 %
105.6 Paypal	0.00	0.00	0.00	
<b>Total 105 Petty Cash</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00 %</b>
106 Circulation Cash	500.00	500.00	0.00	0.00 %
110 Customers Bank - Money Market - Restricted	250,000.00		250,000.00	
<b>Total Bank Accounts</b>	<b>\$1,523,263.76</b>	<b>\$936,054.54</b>	<b>\$587,209.22</b>	<b>62.73 %</b>
Other Current Assets				
125 Supplies	0.00	0.00	0.00	
130 Prepaid Expenses	453.00	453.00	0.00	0.00 %
140 Accounts Receivable - Other	0.00	0.00	0.00	
<b>Total Other Current Assets</b>	<b>\$453.00</b>	<b>\$453.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Assets</b>	<b>\$1,523,716.76</b>	<b>\$936,507.54</b>	<b>\$587,209.22</b>	<b>62.70 %</b>
Fixed Assets				
150 General Fixed Assets				
150.1 Leasehold Improvements				
150.1.1 1999/2000 Addition	0.02	0.02	0.00	0.00 %
150.1.2 General	0.06	0.06	0.00	0.00 %
<b>Total 150.1 Leasehold Improvements</b>	<b>0.08</b>	<b>0.08</b>	<b>0.00</b>	<b>0.00 %</b>
150.2 2012/2013 Renovation	0.00	0.00	0.00	
150.6 Computer Equipment	-0.12	-0.12	0.00	0.00 %
150.8 Furniture & Fixtures	0.28	0.28	0.00	0.00 %
<b>Total 150 General Fixed Assets</b>	<b>0.24</b>	<b>0.24</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Fixed Assets</b>	<b>\$0.24</b>	<b>\$0.24</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>TOTAL ASSETS</b>	<b>\$1,523,717.00</b>	<b>\$936,507.78</b>	<b>\$587,209.22</b>	<b>62.70 %</b>

# Phoenixville Public Library

## Balance Sheet As of April 28, 2023

	TOTAL			
	AS OF APR 28, 2023	AS OF APR 28, 2022 (PY)	CHANGE	% CHANGE
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
201 Accounts Payable	31,319.00	31,319.00	0.00	0.00 %
220 Credit Card Payables	200.00	200.00	0.00	0.00 %
<b>Total Accounts Payable</b>	<b>\$31,519.00</b>	<b>\$31,519.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
Other Current Liabilities				
221 Accounts Payable - Other	0.01	0.01	0.00	0.00 %
230 Employee Costs Payable				
230.1 Salaries Payable	16,801.95	16,801.95	0.00	0.00 %
230.5 Accrued Vacation	7,158.00	7,158.00	0.00	0.00 %
230.9 Reimbursements by PPL	0.00	0.00	0.00	
<b>Total 230 Employee Costs Payable</b>	<b>23,959.95</b>	<b>23,959.95</b>	<b>0.00</b>	<b>0.00 %</b>
250 Deferred Income	0.00	0.00	0.00	
<b>Total Other Current Liabilities</b>	<b>\$23,959.96</b>	<b>\$23,959.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Liabilities</b>	<b>\$55,478.96</b>	<b>\$55,478.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
Long-Term Liabilities				
280 Line of Credit (3 year)	0.00	0.00	0.00	
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Liabilities</b>	<b>\$55,478.96</b>	<b>\$55,478.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
Equity				
300 Opening Bal Equity	250,000.00	0.00	250,000.00	
310 Contributed Capital	0.24	0.24	0.00	0.00 %
319 Net Assets	745,697.35	684,903.30	60,794.05	8.88 %
Net Income	472,540.45	196,125.28	276,415.17	140.94 %
<b>Total Equity</b>	<b>\$1,468,238.04</b>	<b>\$881,028.82</b>	<b>\$587,209.22</b>	<b>66.65 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,523,717.00</b>	<b>\$936,507.78</b>	<b>\$587,209.22</b>	<b>62.70 %</b>

# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
400 Appropriations				
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	
400.5 Appropriation - Schuylkill Twp		6,250.00	-6,250.00	
400.6 Appropriation - East Pikeland	16,860.00	7,000.00	9,860.00	240.86 %
400.7 Appropriation - Phoenixville Borough	9,301.00		9,301.00	
<b>Total 400 Appropriations</b>	<b>784,933.99</b>	<b>792,934.00</b>	<b>-8,000.01</b>	<b>98.99 %</b>
412 Development Income				
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 %
412.2.3 Chester County ARPA Grant	7,500.00		7,500.00	
412.3 Annual Appeal	875.00		875.00	
412.4 Donations				
412.4.1 Unrestricted	543.34		543.34	
412.4.2 Restricted - General	170.00		170.00	
412.4.3 Restricted - Children's	350.00		350.00	
<b>Total 412.4 Donations</b>	<b>1,063.34</b>		<b>1,063.34</b>	
412.6 Individual Giving				
412.6.1 Unsolicited	3,528.25		3,528.25	
412.6.2 Unsolicited Memorial Gifts	100.00		100.00	
412.6.3 Target Donors	48,250.82	40,000.00	8,250.82	120.63 %
412.6.4 Restricted - General		3,000.00	-3,000.00	
412.6.5 Restricted - Children	527.18	3,000.00	-2,472.82	17.57 %
<b>Total 412.6 Individual Giving</b>	<b>52,406.25</b>	<b>46,000.00</b>	<b>6,406.25</b>	<b>113.93 %</b>
412.7 Corporate Engagement				
412.7.1 Third Party Fundraising	729.49		729.49	
412.7.3 Matching Gifts	1,408.00		1,408.00	
<b>Total 412.7 Corporate Engagement</b>	<b>2,137.49</b>	<b>10,000.00</b>	<b>-7,862.51</b>	<b>21.37 %</b>
<b>Total 412 Development Income</b>	<b>101,045.08</b>	<b>126,000.00</b>	<b>-24,954.92</b>	<b>80.19 %</b>
420 Operations Income				
420.1 Fines	12,302.48	12,000.00	302.48	102.52 %
420.10 Notary Services	149.00	1,000.00	-851.00	14.90 %
420.2 Passport Applications	160,941.70	170,000.00	-9,058.30	94.67 %
420.3 Interest	3,937.92	1,000.00	2,937.92	393.79 %
420.4 Items Sold				
420.4.1 Library Income	1,633.94	2,500.00	-866.06	65.36 %
420.4.2 PA Sales Tax	65.54		65.54	
<b>Total 420.4 Items Sold</b>	<b>1,877.56</b>	<b>2,500.00</b>	<b>-622.44</b>	<b>75.10 %</b>
420.5 Lost Books	1,672.12	1,500.00	172.12	111.47 %

# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.6 Other (Copier, etc.)	589.85		589.85	
420.6.1 Library Income	2,177.45	2,500.00	-322.55	87.10 %
420.6.2 PA Sales Tax	83.41		83.41	
<b>Total 420.6 Other (Copier, etc.)</b>	<b>2,850.71</b>	<b>2,500.00</b>	<b>350.71</b>	<b>114.03 %</b>
420.7 Rentals/Community Room	50.00		50.00	
420.8 Rentals/Collection	67.68		67.68	
420.8.1 Library Income	520.68	500.00	20.68	104.14 %
420.8.2 PA Sales Tax	-263.30		-263.30	
<b>Total 420.8 Rentals/Collection</b>	<b>325.06</b>	<b>500.00</b>	<b>-174.94</b>	<b>65.01 %</b>
420.9 Hot Spots				
420.9.1 Library Income	2,390.94	3,000.00	-609.06	79.70 %
420.9.2 PA Sales Tax	39.19		39.19	
<b>Total 420.9 Hot Spots</b>	<b>2,430.13</b>	<b>3,000.00</b>	<b>-569.87</b>	<b>81.00 %</b>
<b>Total 420 Operations Income</b>	<b>186,536.68</b>	<b>194,000.00</b>	<b>-7,463.32</b>	<b>96.15 %</b>
<b>Total Income</b>	<b>\$1,072,515.75</b>	<b>\$1,112,934.00</b>	<b>\$ -40,418.25</b>	<b>96.37 %</b>
<b>GROSS PROFIT</b>	<b>\$1,072,515.75</b>	<b>\$1,112,934.00</b>	<b>\$ -40,418.25</b>	<b>96.37 %</b>
Expenses				
500 Adult Library				
500.1 Books	133.45		133.45	
500.1.1 Physical Books	26,465.33	31,000.00	-4,534.67	85.37 %
500.1.2 E-Materials	17,226.30	24,000.00	-6,773.70	71.78 %
500.1.6 ARPA Adult e-materials	5,427.14		5,427.14	
500.1.7 Flipster		1,500.00	-1,500.00	
<b>Total 500.1 Books</b>	<b>49,252.22</b>	<b>56,500.00</b>	<b>-7,247.78</b>	<b>87.17 %</b>
500.13 Professional Develop. Material	900.57	800.00	100.57	112.57 %
500.14 Museum Passes	2,288.33	3,600.00	-1,311.67	63.56 %
500.15 Mobile Hotspots	3,093.41	4,500.00	-1,406.59	68.74 %
500.2 Magazines & Newspapers	4,957.43	6,000.00	-1,042.57	82.62 %
500.3 Audios	3,413.71	5,000.00	-1,586.29	68.27 %
500.4 Videos	3,306.53	4,000.00	-693.47	82.66 %
500.5 Software	154.28		154.28	
500.6 Reference	360.46	700.00	-339.54	51.49 %
500.7 Programs - Adult	2,463.28	3,000.00	-536.72	82.11 %
500.8 Program Supplies - Adult	541.40	1,000.00	-458.60	54.14 %
<b>Total 500 Adult Library</b>	<b>70,731.62</b>	<b>85,100.00</b>	<b>-14,368.38</b>	<b>83.12 %</b>
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	19,719.95	25,000.00	-5,280.05	78.88 %
510.1.2 E-Materials	7,071.12	8,000.00	-928.88	88.39 %
510.1.3 ARPA Children e-materials	2,757.88		2,757.88	
<b>Total 510.1 Books</b>	<b>29,548.95</b>	<b>33,000.00</b>	<b>-3,451.05</b>	<b>89.54 %</b>

# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
510.13 Young Adult - All	2,328.24	3,000.00	-671.76	77.61 %
510.14 Programs - Young Adults	293.63	500.00	-206.37	58.73 %
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	793.81	1,500.00	-706.19	52.92 %
510.4 Videos	1,404.07	2,000.00	-595.93	70.20 %
510.5 Software	617.84	1,000.00	-382.16	61.78 %
510.7 Programs - Children	1,529.23	4,000.00	-2,470.77	38.23 %
510.8 Program Supplies - Children	1,316.60	2,000.00	-683.40	65.83 %
<b>Total 510 Youth Library</b>	<b>38,497.51</b>	<b>48,200.00</b>	<b>-9,702.49</b>	<b>79.87 %</b>
520 Development Expense				
520.1 Annual Appeal	7,779.31	5,600.00	2,179.31	138.92 %
520.3 Special Events	25,211.83	22,500.00	2,711.83	112.05 %
520.5 Marketing	1,255.96	500.00	755.96	251.19 %
520.8 Donor Management		3,988.00	-3,988.00	
<b>Total 520 Development Expense</b>	<b>34,247.10</b>	<b>32,588.00</b>	<b>1,659.10</b>	<b>105.09 %</b>
530 Administration				
530.1 General				
530.1.1 Audit/Form 990		8,200.00	-8,200.00	
530.1.2 Library Board Expenses	2,260.61	1,500.00	760.61	150.71 %
530.1.3 Staff Development/Memberships	3,255.62	3,395.00	-139.38	95.89 %
530.1.4 Insurance		1,500.00	-1,500.00	
530.1.5 Advertising		500.00	-500.00	
530.1.6 Legal Expense		3,000.00	-3,000.00	
530.1.7 Credit Card Fees	5,090.73	3,000.00	2,090.73	169.69 %
530.1.8 Marketing and Website	5,686.74	3,000.00	2,686.74	189.56 %
530.1.9 Miscellaneous	113.83		113.83	
<b>Total 530.1 General</b>	<b>16,407.53</b>	<b>24,095.00</b>	<b>-7,687.47</b>	<b>68.10 %</b>
540 Utilities				
540.1 Electricity	12,757.47	17,000.00	-4,242.53	75.04 %
540.2 Gas	5,229.41	4,835.00	394.41	108.16 %
540.3 Telephone	6,852.78	6,000.00	852.78	114.21 %
540.4 Trash Collection	386.20	450.00	-63.80	85.82 %
540.5 Water & Sewer	715.63	1,500.00	-784.37	47.71 %
<b>Total 540 Utilities</b>	<b>25,941.49</b>	<b>29,785.00</b>	<b>-3,843.51</b>	<b>87.10 %</b>
550 Computer Expense				
550.2 Hardware	4,155.10	1,000.00	3,155.10	415.51 %
550.4 Software	252.00	1,800.00	-1,548.00	14.00 %
550.5 Software Maintenance	3,506.55	2,000.00	1,506.55	175.33 %
550.6 Supplies	1,193.91	2,000.00	-806.09	59.70 %
<b>Total 550 Computer Expense</b>	<b>9,107.56</b>	<b>6,800.00</b>	<b>2,307.56</b>	<b>133.93 %</b>
560 Other Supplies and Expense				

# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
560.1 Collection Maintenance	2,836.52	2,800.00	36.52	101.30 %
560.2 Library	5,421.24	3,500.00	1,921.24	154.89 %
560.3 Office	6,010.55	3,500.00	2,510.55	171.73 %
560.4 Postage	10,755.43	6,500.00	4,255.43	165.47 %
<b>Total 560 Other Supplies and Expense</b>	<b>25,023.74</b>	<b>16,300.00</b>	<b>8,723.74</b>	<b>153.52 %</b>
570 Equipment Leasing/Rental	4,531.44	5,090.00	-558.56	89.03 %
580 Buildings & Grounds				
580.1 Maintenance				
580.1.2 Grounds	667.25	500.00	167.25	133.45 %
<b>Total 580.1 Maintenance</b>	<b>667.25</b>	<b>500.00</b>	<b>167.25</b>	<b>133.45 %</b>
580.5 Janitorial Expense				
580.5.1 Service	24,187.50	25,000.00	-812.50	96.75 %
580.5.2 Supplies	1,101.59	4,000.00	-2,898.41	27.54 %
<b>Total 580.5 Janitorial Expense</b>	<b>25,289.09</b>	<b>29,000.00</b>	<b>-3,710.91</b>	<b>87.20 %</b>
580.7 Minor Improvements and Repairs	175.83	500.00	-324.17	35.17 %
<b>Total 580 Buildings &amp; Grounds</b>	<b>26,132.17</b>	<b>30,000.00</b>	<b>-3,867.83</b>	<b>87.11 %</b>
<b>Total 530 Administration</b>	<b>107,143.93</b>	<b>112,070.00</b>	<b>-4,926.07</b>	<b>95.60 %</b>
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	295,045.36	437,712.00	-142,666.64	67.41 %
610.1.2 Part-Time	78,537.93	122,294.00	-43,756.07	64.22 %
610.1.3 Passport Agents	19,570.37	27,144.00	-7,573.63	72.10 %
<b>Total 610.1 Salaries</b>	<b>393,153.66</b>	<b>587,150.00</b>	<b>-193,996.34</b>	<b>66.96 %</b>
610.2 Social Security Expense	14,476.63	43,330.00	-28,853.37	33.41 %
610.3 Employee Benefit Expense	93,542.30	103,691.00	-10,148.70	90.21 %
610.3.2 H.S.A. Contribution	7,499.94	9,000.00	-1,500.06	83.33 %
<b>Total 610.3 Employee Benefit Expense</b>	<b>101,042.24</b>	<b>112,691.00</b>	<b>-11,648.76</b>	<b>89.66 %</b>
610.4 Retirement Expense	90,573.87	91,805.00	-1,231.13	98.66 %
<b>Total 610 Salaries &amp; Benefits</b>	<b>599,246.40</b>	<b>834,976.00</b>	<b>-235,729.60</b>	<b>71.77 %</b>
Unapplied Cash Bill Payment Expense	-143.90		-143.90	
<b>Total Expenses</b>	<b>\$849,722.66</b>	<b>\$1,112,934.00</b>	<b>\$ -263,211.34</b>	<b>76.35 %</b>
NET OPERATING INCOME	<b>\$222,793.09</b>	<b>\$0.00</b>	<b>\$222,793.09</b>	<b>0.00%</b>
Other Expenses				
750 Non-Operating Expense				
750.1 Furniture, etc.	274.97		274.97	
750.8 Other	-22.33		-22.33	
<b>Total 750 Non-Operating Expense</b>	<b>252.64</b>		<b>252.64</b>	
<b>Total Other Expenses</b>	<b>\$252.64</b>	<b>\$0.00</b>	<b>\$252.64</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ -252.64</b>	<b>\$0.00</b>	<b>\$ -252.64</b>	<b>0.00%</b>
NET INCOME	<b>\$222,540.45</b>	<b>\$0.00</b>	<b>\$222,540.45</b>	<b>0.00%</b>

# Phoenixville Public Library

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

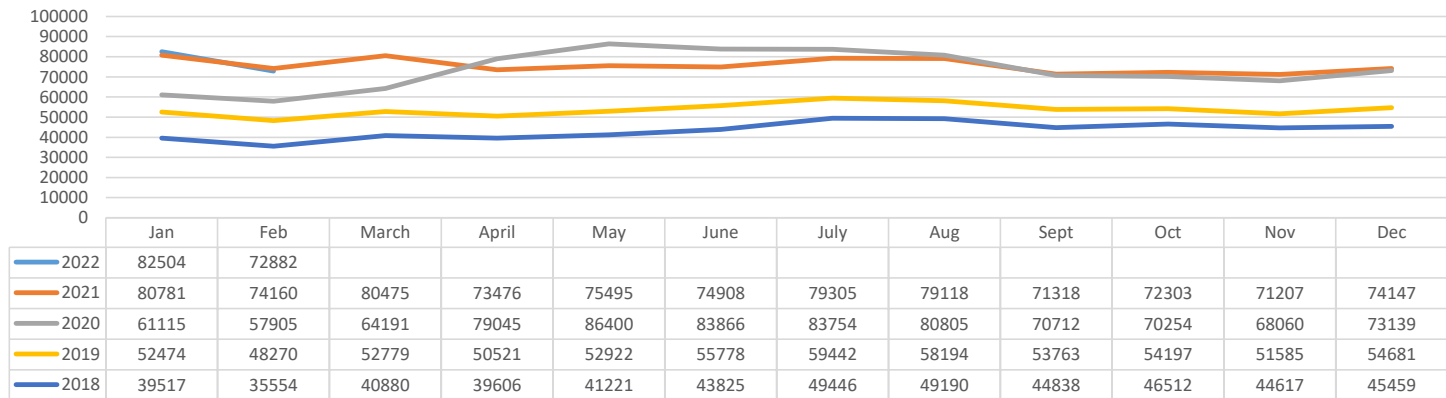
July 2022 - June 2023

**OverDrive Percentage Distribution 2022**

Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
<b>TOTAL</b>		<b>82504</b>	<b>72882</b>											
Atglen	1.02%	841	743	0	0	0	0	0	0	0	0	0	0	1584
Avon Grove	3.51%	2895	2558	0	0	0	0	0	0	0	0	0	0	5453
Chester County/HH	36.78%	30344	26806	0	0	0	0	0	0	0	0	0	0	57150
Chester Springs	2.30%	1897	1676	0	0	0	0	0	0	0	0	0	0	3573
Coatesville	1.11%	915	808	0	0	0	0	0	0	0	0	0	0	1724
Downingtown	3.17%	2615	2310	0	0	0	0	0	0	0	0	0	0	4925
Easttown	17.63%	14545	12849	0	0	0	0	0	0	0	0	0	0	27394
HoneyBrook	0.55%	453	400	0	0	0	0	0	0	0	0	0	0	854
Kennett	8.23%	6790	5998	0	0	0	0	0	0	0	0	0	0	12787
Malvern	2.12%	1749	1545	0	0	0	0	0	0	0	0	0	0	3293
Oxford	2.62%	2161	1909	0	0	0	0	0	0	0	0	0	0	4070
Parkesburg	0.40%	330	291	0	0	0	0	0	0	0	0	0	0	621
Phoenixville	6.72%	5544	4897	0	0	0	0	0	0	0	0	0	0	10441
Spring City	0.51%	420	371	0	0	0	0	0	0	0	0	0	0	791
Tredyffrin/Paoli	10.19%	8407	7426	0	0	0	0	0	0	0	0	0	0	15833
West Chester	3.15%	2598	2295	0	0	0	0	0	0	0	0	0	0	4894
<b>Total</b>	<b>100.0%</b>	<b>82504</b>	<b>72882</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>155386</b>

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

OverDrive 2018-2022

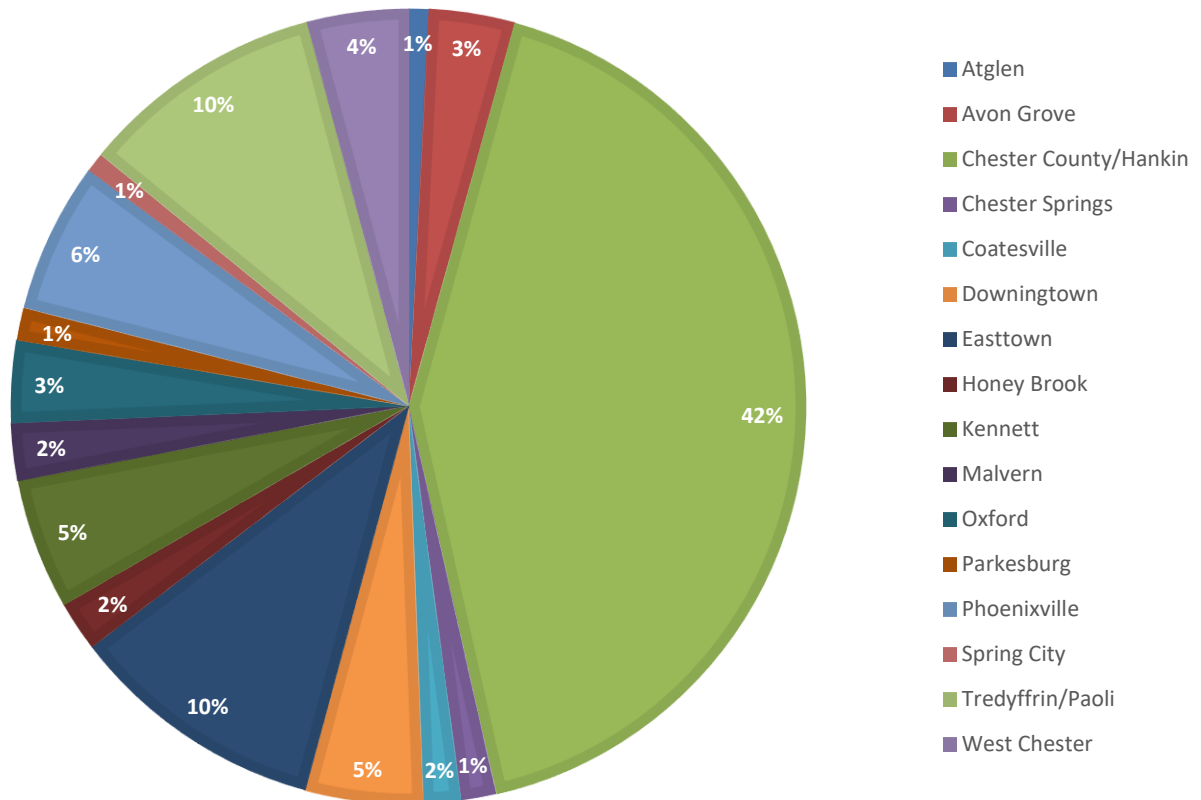




**February 2022 Circulation**

	<b>Sierra</b>	<b>OverDrive</b>	<b>Total</b>
Atglen	1426	743	2169
Avon Grove	6974	2558	9532
Chester County/Hankin	88118	26806	114924
Chester Springs	2238	1676	3914
Coatesville	3349	808	4157
Downingtown	10715	2310	13025
Easttown	15652	12849	28501
Honey Brook	5154	400	5554
Kennett	8530	5998	14528
Malvern	4772	1545	6317
Oxford	7146	1909	9055
Parkesburg	3332	291	3623
Phoenixville	11811	4897	16708
Spring City	1803	371	2174
Tredyffrin/Paoli	19789	7426	27215
West Chester	8906	2295	11201
<b>TOTAL</b>	<b>199715</b>	<b>72882</b>	<b>272597</b>

**PERCENTAGE DISTRIBUTION**



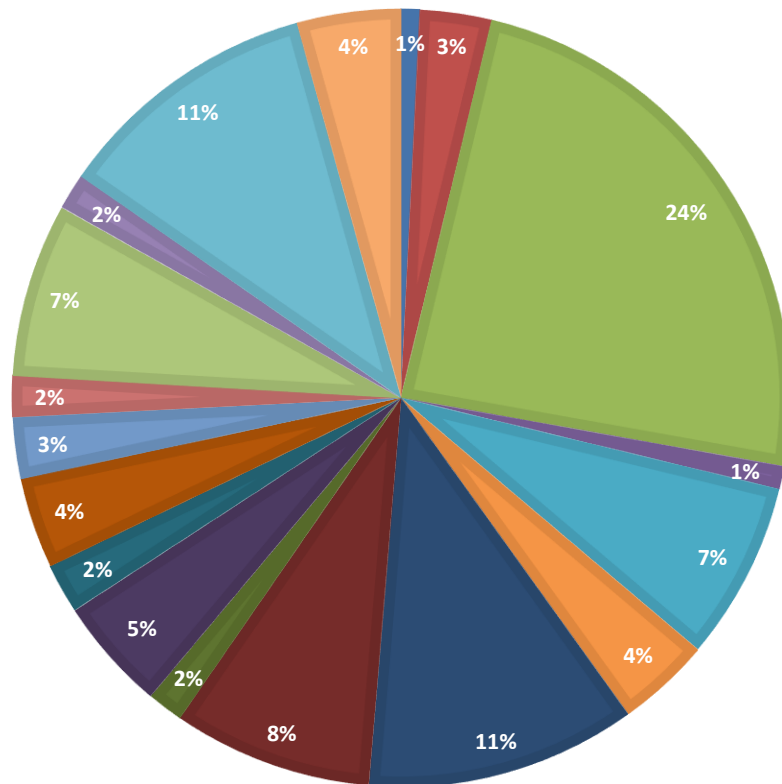




	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	Y
132																	
133																	
134			January	February	March	April	May	June	July	August	September	October	November	December	Total		
135	2010 to 2009	2010<2009	3.62%	-0.68%	4.12%	-4.83%	-2.02%	-2.45%	-2.03%	2.72%	-1.63%	-2.91%	2.14%	-3.47%	-0.60%		
136	2011 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%		
137	2012 to 2011	2012<2011	3.01%	4.52%	-4.15%	-0.25%	-0.41%	-0.77%	2.52%	-7.05%	-7.49%	-1.32%	-1.62%	-5.67%	-1.32%		
138	2013 to 2012	2013<2012	-2.55%	-5.11%	-4.61%	-1.92%	0.21%	-4.39%	2.74%	0.80%	0.05%	1.21%	-4.55%	-0.82%	-1.52%		
139	2014 to 2013	2014<2013	-6.06%	-8.97%	-1.57%	-4.29%	-3.77%	-5.06%	-5.01%	-4.77	4.65	-6.89%	-4.38%	1.94%	-3.83%		
140	2015 to 2014	2015<2014	1.92%	3.07%	-3.95%	-3.30%	-6.34%	4.01%	-4.18%	-0.23%	-4.45%	1.72%	0.54%	-0.97%	-1.09%		
141	2016 to 2015	2016<2015	-3.67%	2.84%	-1.68%	2.02%	4.32%	-0.99%	-4.71%	-0.53%	-3.39%	-3.83%	-3.11%	-4.27%	-1.51%		
142	2017 to 2016	2017<2016	-0.96%	-7.78%	3.26%	-1.53%	0.84%	-3.65%	-0.54%	-2.00%	-0.80%	2.25%	0.98%	-3.96%	-1.18%		
143	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%		
144	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%		
145	2020 to 2019	2020<2019	-0.49%	5.93%	-39.21%	-73.02%	-69.74%	-60.69%	-42.24%	-27.00%	-14.72%	-13.50%	-14.70%	-10.93%	-30.76%		
146	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%		
147	2022 to 2021		11.80%	17.04%													
148																	
149																	
150	YTD2021		252216	232901											485117		
151	YTD2022		281971	272597											554568	14.32%	YTD

## February 2023 Computer Usage (Sessions)

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



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





Prepared Especially For:  
**PHOENIXVILLE PUBLIC LIBRARY**



By:  
Jay Malise  
March 30, 2023

1313 Roth Avenue, Allentown, PA 18102

610-435-9666

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







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

# PROPOSAL

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

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

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

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

INST1	1	Removal/disposal	J. P. Jay Associates personnel to remove and dispose of shelving & furniture items from library. Price is for removal/disposal of the following: --13 double-face 72"H A-frame DVD shelving units --8 tables --18 chairs (approx.) --6 double-face 42"H wood magazine shelving units Price includes dumpster to be placed in library parking lot for disposal. *All work to be performed during normal business hours.	\$2,150.50	\$2,150.50
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Note: Please verify the above information. J.P. Jay Associates, Inc. is not responsible for errors or omissions.

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

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

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

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

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

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

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

J. P. Jay Associates, Inc.

## STANDARD TERMS AND CONDITIONS

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

### 1. PRICE/TAXES

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

### 2. TERMS AND METHOD PAYMENT

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

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

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

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

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

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

\*NOT APPLICABLE TO FEDERAL GOVERNMENT

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

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

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

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

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

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

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

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

### 9. GENERAL

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

### 10. CONTROLLING LAW

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



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

## Phoenixville Public Library Mission- Draft (3/2023)

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

### Current Mission Statement:

Provide access to information and services that address the educational, cultural and recreational needs of the community the library serves.



# DAVID RYDER PAINTING, INC.

April 10, 2023

Dear Lara,

Thank you for considering David Ryder Painting to complete this project for you. Please find enclosed the proposal you requested. Listed below are a few important details regarding David Ryder Painting:

- Not to exceed pricing policy: we clearly list the number of hours estimated to complete each project and our labor rate. If the job takes more hours than estimated, you will not pay more than the original estimated price (this assumes that the original scope of work does not change). If the job takes fewer hours than estimated, you will only pay for the hours it takes to complete the job. We also separately list the cost of materials (DRP always passes on our wholesale material cost to our customers).
- All of our painting work is guaranteed for three years; clear finishes, semi-transparent finishes and translucent finishes are guaranteed for two years.
- All of our work is performed meticulously by honest, dependable and courteous craftsmen using only the finest materials available.
- All employees are covered by worker's compensation insurance and we carry one million dollars in liability insurance with a three million dollar aggregate. Our Worker's Compensation and Liability Insurance are with Erie Insurance Co. 610-544-1908 (Broker Agency).
- We are a registered home improvement contractor in the Commonwealth of Pennsylvania. Our registration # is PA008872.
- Often our estimated prices are higher than other painting contractors and you may ask why? The answers are:
  1. We put more man hours in each estimate to insure that every detail can be attended to especially during the surface preparation phase of the job, which is the most important part of the job. The detailed prep work is what makes our jobs last much longer than our competitors.
  2. David Ryder Painting is a completely legitimate business. All David Ryder Painting employees are paid "on the books" meaning all required insurances and taxes are paid and our employees receive fair compensation and benefits.
- Our website is [www.davidryderpainting.us](http://www.davidryderpainting.us)

Please call if you have any questions concerning this proposal. If you wish to schedule the work, please sign one of the copies of the proposal and return to us as soon as possible so we can put your job on our schedule.

Sincerely,

David Ryder

---

**FINEST QUALITY CRAFTSMANSHIP ~ WALLPAPER ~ CARPENTRY**

**PHONE 610-687-9330 – [dryderpainting@aol.com](mailto:dryderpainting@aol.com)  
MAILING ADDRESS: PO BOX 753, KIMBERTON, PA 19442**



# DAVID RYDER PAINTING, INC.

April 10, 2023

Lara Lorenzi  
Executive Director, Phoenixville Public Library  
183 2<sup>nd</sup> Avenue  
Phoenixville, PA 19460

RE: Oak entry doors and frame

I hereby submit specifications and estimates for preparing and staining or painting the following surfaces:

1. Doors
  - a. Strip current finish to bare wood.
  - b. Thoroughly sand.
  - c. Fill large cracks with clear epoxy filler.
  - d. Apply three coats Sikkens "Door & Window" stain/sealer.
  
2. Frame
  - a. Strip to bare wood.
  - b. Thoroughly sand.
  - c. Fill gaps with epoxy filler.
  - d. Prime.
  - e. Caulk gaps.
  - f. Apply two coats Sherwin Williams "Duration" gloss finish.

A few important details:

- Doors will be delivered to and picked up from David Ryder Painting shop in Kimberton.
- Interior cracks on doors will be filled with clear caulk.

Material: 465.00  
Labor: 6,864.00 (88 hours @ 78.00 per hour)  
Less: -686.00 (10% discount)  
Total: 6,643.00

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Acceptance of proposal - the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature: \_\_\_\_\_

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

Contractor registration #PA008872

---

**FINEST QUALITY CRAFTSMANSHIP ~ WALLPAPER ~ CARPENTRY**  
**PHONE 610-687-9330 – dryderpainting@aol.com**  
**MAILING ADDRESS: PO BOX 753, KIMBERTON, PA 19442**

**THOMAS FURNITURE RESTORATION**  
793 Wollaston Rd.  
Kennett Square, PA. 19348  
610-347-0188 - 610-347-0141  
E-Mail: [tfr1228@aol.com](mailto:tfr1228@aol.com)

**ESTIMATE**

April 7, 2023

Lara Lorenzi  
Phoenixville Public Library  
183 Second Ave.  
Phoenixville, Pa. 19460  
[llorenzi@ccls.org](mailto:llorenzi@ccls.org)

Strip and Refinish exterior side of 2 exterior doors.  
... Touchup and Revarnish interior side  
... Repair all splits and damaged wood  
.....\$5,460.00

Door Frame Trim  
... Strip, Sand, Repair damaged wood, Repaint.....\$4,280.00

(Doors to be removed by maintenance dept. and Rehung also)