



**Board of Trustees Meeting Agenda  
December 4, 2023 5:00 p.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 equitable access to information, education, and cultural enrichment for all members of the community.**

- 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. Finance Committee Recommendations- Lara Lorenzi 10 minutes
    - b. Draft budget info 2024/2025- Lara Lorenzi 10 minutes
    - c. State Aid update- Lara Lorenzi 5 minutes
    - d. CCLS funding formula update- Lara Lorenzi 5 minutes
    - e. Library of things- Lara Lorenzi 10 minutes
    - f. Other new business 5 minutes
  - V. Old Business – Discussion Items
    - a. WWW financials-Lauren Coy 10 minutes
    - b. 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 January 8, 2024 via Zoom at 5pm
  - VIII. – /Adjournment

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

*A Regular Meeting was called to order by Lauren Eustis at 5:02 p.m.*

**BOARD MEMBERS PRESENT**

Jessica Bicker; Leah Campbell; Liz Carrabine; Mike English; Lauren Eustis; Mackenzie Frees; Steve Hirsch; and Joe Koury

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Lara Lorenzi, Executive Director  
Lauren Coy, Director of Development

**CONSENT AGENDA**

On motion made by Mike English, seconded by Steve Hirsch, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through h., consisting of: (i) the Minutes of the Board's Regular Monthly Meetings held October 9, 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 October 2023.

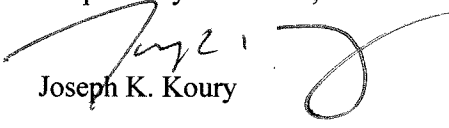
**NEW BUSINESS**

- Current Library Policy Review: Lara Lorenzi referred to certain Library Policies distributed to the Trustees, including: removing references to Friends of the Library; displays; and photography and filming. With regard to the programming policy, Mike English asked what other libraries within the system are currently doing, and Steve Hirsch noted some subjectivity in the policy particularly with regard to a reference to a "quality" standard; Ms. Lorenzi confirmed that programming is left to library staff to evaluate. With regard to the Bill or Rights document, Mr. Hirsch expressed concern about an omission with respect to a "hate speech" exclusion, to which Ms. Lorenzi informed that, as an American Library Association-provided document, the Trustees could not rewrite the document, but could add to the Library's Code of Conduct. With regard to a public demonstration policy, Ms. Lorenzi indicated a lack of a policy currently, and suggested the Library adopt that of the Chester County Library System verbatim.
- Story Walk: Lara Lorenzi briefed the Board on a potential project with the Rotary Club of Phoenixville which she had recently discussed with its current president, Chuck Benz. Ms. Lorenzi described a "story walk," or a story along a path made with permanent displays, for which the Rotary Club would pay. Ms. Lorenzi suggested it was very early in discussions, but that the Borough should be approached, perhaps with regard to Reeves Park. Mackenzie Frees then volunteered to assist with that discussion.
- Harrop Estate: Lara Lorenzi indicated the Library had received an additional distribution from the Estate, in an amount approaching \$40,000. She indicated the Finance Committee will make a presentation at the December 4, 2023 Regular Meeting of the Library Board.
- Wine, Wit & Wisdom: Lauren Coy informed the Board of significant turnout of 164 people for the event, including a seemingly large number of new attendees. Ms. Coy expressed particular satisfaction since many nonprofits are struggling with event attendance. She also noted 100% attendance of the Board.
- Equity in Policy Training: Lara Lorenzi indicated she will be attending this program, offered through the Chester County Library System, as will Liz Carrabine, and she expects it will be of assistance in evaluating the Library's policies.

- Spooky Social: Lauren Coy indicated the event sold out with 150 attendees. As a result, Ms. Coy indicating that going forward, the event would be by Library Board Committee steerage, with smaller groups over multiple nights recommended. Mackenzie Frees offered a suggestion of having different stations operating concurrently, with a final gathering at Ann's Heart of Phoenixville.
- Library Funding: Liz Carrabine indicated a desire to approach Charlestown Township concerning an increase in funding for the Library.

*Meeting was adjourned at 5:49 p.m.*

Respectfully submitted,

  
Joseph K. Koury



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

**Informational Updates:**

- The Library will be closed on Monday December 25<sup>th</sup> and Monday January 1<sup>st</sup>. The library will also be closed on Monday January 15<sup>th</sup>.
- 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.
- The staff appreciation dinner will take place on Wednesday December 13<sup>th</sup> at RiverCrest. I will be sending out information to all staff soon. The employees look forward to this dinner every year and it's greatly appreciated.
- I will be rotating off the System Advisory Board as my term is up.
- The state aid for libraries has not been released by the state legislature. They will be meeting in mind-December, we are all hoping they will approve the wording to release the funds. If that does not happen, we are unsure when the funds will be released. We currently have enough funds on hand to cover us until the state aid comes through. In the meantime, system resources will be impacted such as databases and other items that we can't renew on the system level due to lack of funds. This is an agenda item.
- The funding formula committee will be reviewing the service area for Phoenixville in regards to Charlestown Township. The system library board has put the recommendation back to the funding formula committee to look at more stats and review all the info. I will keep you posted on this. The potential impact is minimal, but I still felt it was important to appeal the decision. This is also an agenda item.

**Personnel Updates:**

- We are currently fully staffed.

**Facilities Update:**

- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- PASD will be out to install 2 floor outlets in front of the fireplace so we can plug in our new chairs. They will also be changing out one of the outlets new our new study pods so we can plug two of them at the same outlet. - Pending
- We will need to replace the railroad ties that are holding the front garden in place. I will work on contacting a local landscaper to get some quotes. - pending
- The library really needs a fresh coat of paint on the lower level (youth library), community meeting room and the stairwell. I'll be reaching out to PASD to see when we might be able to get this done.- pending
- We have been working on going through old materials up in the attic that can be disposed of, following our document retention plan. We are trying to make more space in the attic for items we actually need to store. The youth department is also going through all the various craft items that have been stored and will be using them.- In progress

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

- September 2023
  - E-book: 3,305
  - E-audio: 3,251
  - Total: 6,556
- October 2023
  - E-book: 3,296
  - E-audio: 3,274
  - Total: 6,570

- November 2023 (1<sup>st</sup>-29<sup>th</sup>)
  - E-book: 3,027
  - E-audio: 3,219
  - Total: 6,246

**Book Locker:**

- November 2022: 193
- December 2022: 205
- January 2023: 234
- February 2023: 255
- March 2023: 294
- April 2023: 186
- May 2023: 209
- June 2023: 273
- July 2023: 274
- August 2023: 269
- September 2023: 278
- October 2023: 266
- November 2023: 268

**Door Count:**

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: 8,121. This is a 13% increase over last year.  
May 2023: 8,153. This is a 21% increase over last year.  
June 2023: 9,345 this is a 17% increase over last year.  
July 2023: 9,281 this is a 6% increase over last year.  
August 2023: 9,376 this is a 3% decrease over last year.  
September 2023: 7,405 this number shows a 0% change.  
October 2023: 7,774 this is a 5% increase over last year.  
November 2023: 7,330 (November 1<sup>st</sup>-29<sup>th</sup>- will update for next meeting)

**Chester County Library System Updates:**

**State Updates:**

- At this time, we are unsure of when the state funding for public libraries will be released. The funds have not been given to the district library. At this point, we do not know when our funds will be received. We normally receive the funds in January/February, this year that is completely up in the air. When we have an update, I'll be sure to let you know.

**Meetings/Trainings**

- 11/6 Finance Committee meeting  
Meeting with Mike English
- 11/8 Chamber coffee and chat at the ReStore
- 11/9 Meeting with Kelly Raggazino at Open Hearth
- 11/10 Meeting with Kate Pacitto- PASD Admin, Library Board
- 11/13 PCHF Community of Learning  
Chester County Food Bank Strategic Planning Meeting



- 11/14 Website Accessibility Training  
DLM/SAC joint meeting
- 11/15 Monthly Meeting with Mark Pinto- adult services and ERB grant
- 11/16 Phone meeting with Joe Sherwood
- 11/18 Chamber Gala
- 11/20 Elder HUB
- 11/21 Chester County Library System Board meeting
- 11/22 earned leave day
- 11/23 Library Closed
- 11/24 Library Closed
- 11/27 Annual review meeting with Lauren Eustis  
Monthly meeting with Tegan Conner-Cole- youth services items
- 11/28 Visitation and Funeral for Charles Henry
- 11/30 Rotary
- 12/1 SEPLA annual meeting and training at Upper Dublin Library

**Youth Services Report for  
November 2023  
For December 2023 Board Meeting**

**Programming:**

Programs held on November 1 to November 29 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

**November 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	126	107	233
Babies & Books	7	51	48	99
Mighty Preschoolers	4	32	22	54
Toddler Time	8	156	138	297
Barnstone Art On the Go	4	58	50	108
Preschool Ballet Class	1	12	14	26
Little Explorers – Nature Detective	1	8	8	16
Special Thanksgiving Story Time	2	48	26	74
<b>In-Person Preschool Total</b>	<b>34</b>	<b>476</b>	<b>401</b>	<b>904</b>
<b>Elementary Age Events</b>				
Youth 3D Printing Workshop	1	13	7	20
Take & Make	2	196	0	196
Lego Club for Homeschoolers	1	0	0	0
Project Inspiring STEM	1	5	3	8
Lego Club	1	15	9	24
<b>Ages 6-11 Total</b>	<b>6</b>	<b>229</b>	<b>19</b>	<b>248</b>
<b>Young Adult Events</b>				
YA Mystery Book Bag	1	8	2	10
Teen Watercolor Fox Workshop	1	9	3	12
Mario Kart Monday	1	5	1	6
<b>Total Young Adult</b>	<b>3</b>	<b>103</b>	<b>6</b>	<b>22</b>
<b>Total In Person Events</b>	<b>43</b>	<b>808</b>	<b>426</b>	<b>1174</b>
<b>Virtual Events</b>				
<b>1000 Books Before Kindergarten</b>	<b>3</b>			

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

**November 1 to November 29:** 567 sessions, 260 hours, 27-minutes average session

**Newsletter**

The Children’s Library Newsletter was sent 3 times between November 1 and November 28. Weekly newsletters were sent on Fridays that listed the next week’s events. A monthly overview of events was sent on November 3. The newsletter was sent to an average of 559 subscribers and had an average 66% open rate.

## Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Visitors
11/3/23 – PACLC Main Street	14	2	16
11/13/23 – YMCA ELC	97	13	110
11/20/23 – PACLC Franklin Commons	30	4	39
<b>Total: 1 on-site, 3 off-site</b>	<b>141</b>	<b>19</b>	<b>160</b>

- Correction from last report: There are 3 preschools on a semi-regular schedule. One visits on site, while Tegan C. goes to the other two.
- Pulled a selection of titles for Crescendo's upcoming field trip.

## Meetings

- Tegan C. met with Lara L., Mark P., Lauren C., and Christine W. as needed on library services throughout the month.
- Tegan C. and Rachel K. met to discuss events for December and story time break.
- Tegan C. attended virtual CCLS Youth Meeting on November 28.

## Additional Activities (TC unless otherwise noted)

- Continued assessment of Children's collection with removal of non-circulating, outdated, and damaged materials.
  - Assessed and weeded JFic, J Reference..
  - Beginning assessment of J Biographies, and J Video Games
  - Assessed damaged items.
- Ordered new items for collections.
- Covered Circulation Desk as needed due to illness and occasionally for breaks if busy.
- Publicizing of Children's Library Calendar and events through the e-newsletter.
- Ran and assisted programming for elementary and teens.
- Planned and implemented outreach events as listed above.
- Planned programming and promotion for December events.
  - Added events to online calendar.
  - Designed and created school age and YA calendars for people to take.
  - Created December Story Time Calendar for people to take.
- Planned and implemented in-house programming for November including: Mario Kart Monday, Lego Clubs, and art class.
- Communicated with presenters regarding current and future scheduled programs.
- Brainstormed future events over school year.
- Updated event bulletin board in lobby with November events and bookish slogan.
- Changed bulletin board by computers for Thankful for Books November theme.
- Decorated children's area for Fall/Thanksgiving and in last week of November for Winter.
- Sorted through donations. Selected titles for giveaway to community organizations, to sell, or to give for free.
- Rachel K ran and implemented Story Times for November. See attached.
- David B. maintained rotating displays throughout the children's department.
- David B. shifted J Non-Fiction to gain another open book case section to prepare for major shifting project in December.

## Trainings

- Actively Anti-Racist Library Service for Leisure Readers: Foundations, PA Library Staff Academy– November 14 – TC
- RA For All: Flip the Script and Think Like A Reader, PA Library Staff Academy – November 16 – TC
- See attached report for RK trainings.

## Correspondence in November

- Email and/or phone contact with other staff members as needed.
- Emails, phone conversations and/or in-person conversations with questions from patrons about programs, title requests, and volunteering. Addressed one concern/complaint about story time.
- Email communication with preschools about visits.
- Email correspondence with Indian Run Environmental Education Center about fall and second half of year preschool programming.
- Email correspondence and in-person chats with Barnstone for teen summer programs and Barnstone on the Go.



- Email reminders to program attendees for events both day before and day of (as applicable).
- Email correspondence with 1 student about Project Inspiring STEM.

### **Compliments**

On the whole, we continue to receive multiple compliments on how wonderful our programs are.

One grandparent said we offer nice events here and also mentioned that she enjoys the adult events as well.

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

Attached: Children's Report

November 29, 2023

**November 2023**  
**Children's Report by Rachel K.**

**Program Overview**

Creating leading, and assisting with a variety of programs for children, with ages ranging from newborn babies to preschoolers. Activities within these programs include storytimes, sing-alongs, nursery rhymes, coloring, games, and playtime.

**Activities/ Programs**

Lead programs for various age groups

- 1-2-3 Learn with Me
- Mighty Preschoolers
- Babies & Books
- Toddler Time
- Thanksgiving Program

**Weekly Programs**

Currently we have 4 in-person programs running each week for kids ages 0-5 years old. These classes range from storytimes 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, and 2 Toddler Time sessions.

**Reoccurring In-Formal**

Toddler Time

Babies + Books

1-2-3 Learn with Me

Mighty Preschoolers

**One-Time Program**

Thanksgiving Program All Ages-November 22

**Weekly Themes**

Mighty Preschoolers (Alphabet)

- H
- I
- J
- K

Toddler Time

- Leaves
- Apples
- Disney
- Bears

Babies & Books

- Leaves
- Apples
- Disney
- Bears

## **Patron Feedback**

Within the past month, 6 patrons have personally complimented our children's programs after attending them. We received the same complaint from the same individual as last month despite taking their requests into consideration, but we will keep an eye on the situation.

## **Webinars/Trainings**

- Richland Library's *Let's Talk Race: Community Healing through Conversation*: Attended November 16, 2023

**November 2023**  
**Adult Services Report**

(all events/statistics as of November 29)

**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 2,500+ 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**

- Longwood Gardens 2024 Community Read kickoff webinar 11/3
- Viewed recorded webinar “Homeless Training: How to Manage Problematic Behavior (Compassionately) from Ryan J. Dowd
- Monthly meeting with Lara 11/15
- PARN (Phoenixville Area Resource Network) meeting on Zoom 11/28
- Webinar “Super Searchers for Library Workers” from Public Library Association 11/28

**Upcoming Special Programs/Events**

- “Passports 101: Everything You Need to Know to Get a U.S. Passport” with Mark Pinto (*hey, that’s me!*), 12/7
- “The ZenTorpedoZ Christmas Concert”, 12/11
- “Prisoners of War during the American Revolution” with Russell Brindley, Valley Forge National Historical Park Guide, 12/18
- “S.O.A.P. (Spirit of the Airwaves Players) Christmas “Radio” Show”, 12/21
- “AARP Smart Driver Refresher Class”, 1/4
- “Pennhurst: Shame, Tragedy, and Triumph” with Jim Conroy & Jean Searle, 1/4
- “How to Get Organized in 2024” with Darla DeMorrow, HeartWork Organizing, 1/8

**Program/Event/Other Planning**

- Scheduling special online, in-person, and hybrid programs for March and beyond, including special programs utilizing programming grant.
- Researching and ordering items for planned “Library of Things” collection.

**November Computer Use/Checkout Statistics**

Adult Internet Stations Individual Users	367
Adult Laptop Individual Users	63
Mobile Printing Users	20
Mobile Hotspot Checkouts	11

Museum Pass Checkouts	101
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### November Passport Application Acceptance Statistics

Appointments	295
Income	\$13,075.00

### November Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	10	
Fourth Wednesday Readers	6	
Books on Tap	19 (2 sessions)	
Phoenix Fiction Writers	10 (2 sessions)	
Words in Progress: A Writer's Support Group	5	
Phoenixville Tech Group	57	
Tech Help appointments	4	
Maternal & Child Health Consortium Family Benefits Assistance appointments	12	
Katie Muth Remote Office appointments	1	
PA-MEDI Medicare Open Enrollment Assistance Appointments	5	
Sahaja Yoga Meditation Class	24 (3 sessions)	
ESL Conversation Group	36 (6 sessions)	
Movies on Tap: Zoom Edition	7	
Movie Night: <i>Jules</i>	34	
Outreach: Senior Center Book Club	9	
"Building Biology Tech Talk: How to Protect Yourself and Your Child" 11/1	4	9
"Tips to Find Savings on Prescription Drugs" 11/6	4	14
"From the Trenches into the Studio: U.S. Photography in World War I" 11/13	22	47
"Local Author Talk: Janice O'Brien: <i>Eating My Way through Life</i> " 11/16	22	22
"The Art of Coziness" 11/20	7	
"Introduction to FamilySearch.org" 11/27	18	

Respectfully submitted,  
Mark Pinto  
Adult Services Director

## November 2023

### *Development Report*

Lauren Coy

### Meetings/Training/Events

- a. Attending biweekly Rotary meetings
- b. Meetings with Lara Lorenzi
- c. Hosted the 20<sup>th</sup> Wine, Wit & Wisdom (11/2)
- d. Attended Rotary's Multi-Club Dinner (11/9)
- e. Meeting with potential sponsor/donor (11/13)
- f. ADA Compliance for CCLS (11/14)
- g. Attended Chamber of Commerce Gala (11/18)

GRANTS	Amt. requested	Fund	Deadline	Decision
PCHF Grant	\$25,000	Operating	6/2/23 Submitted 5/31/23	<b>AWARDED!</b> \$20,000!
PCHF Grant	\$4,753	IT needs for Board Room Gaming grant	Submitted: 7/15	<b>AWARDED!</b>
PA Library Smart Grant		For Youth Library	Submitted: 9/11	<b>AWARDED!</b>

### Development News

- The Phoenixville Public Library will be the **MARCH 2024** Recipient for Round up at the Register at Kimberton Whole Foods in Kimberton!
- Annual Appeal has been printed & mailed.
- Giving Tuesday raised \$782.
- I was asked to give a Fundraising Class/Seminar in partnership with PCHF for January 2024!
- Creating information/posts for new event in Spring 2024
  - **The Adult Spelling Bee**
    - a. **Thursday, April 11, 2024 - 6:30 - 8:30PM**
    - b. It will be teams of 4; \$100/team

- c. It will take place on 2<sup>nd</sup> floor of Conshohocken Brewing Co. on Bridge St.
  - i. Tricky words for friends or foes: \$1 for 1 word; \$5 for 3.
  - ii. Judges already in place. Would love Board members to come be spectators and cheer on folks!

- **Wine, Wit & Wisdom - 20<sup>th</sup> Anniversary Thursday, November 2, 2023**
- The auction, wine pull and donations brought in **\$27,017.12** net.
- Great feedback from the event!
- Sponsor thank you cards written & mailed out.
- Saved the date with RiverCrest for next year - **Thurs. 11/7/2024**
- We will be collaborating with Reads & Company next year as well to get our author for the evening.



Circulation Report for December 2023

Circulation Department:

- Number of **checkouts** for November: 10,100
- Number of **check-ins** for November: 9, 879
- Number of **holds** for November: 319

Volunteers:

- **Total Amount of Volunteer Hours for November: 80**
- **Total amount month to date fiscal year: 392**

Library Card Sign-ups:

- **Total Amount of Patron Applications for November: 121**

Meetings/Events:

- Konica Meeting with Business Office Manager – November 28<sup>th</sup>
- CC Link Meeting – December 6<sup>th</sup>
- PaLA Intellectual Freedom Committee – December 13<sup>th</sup>
- Circulation Meeting – December 20<sup>th</sup>

Continuing Education:

- CCLS Refresher Course – November 8<sup>th</sup> – One circulation assistant attended
- Achieving Equity When Implementing Policy – December 5<sup>th</sup>

Additional Updates:

- Staff are very excited to go to the Annual Holiday Party

Respectfully Submitted,

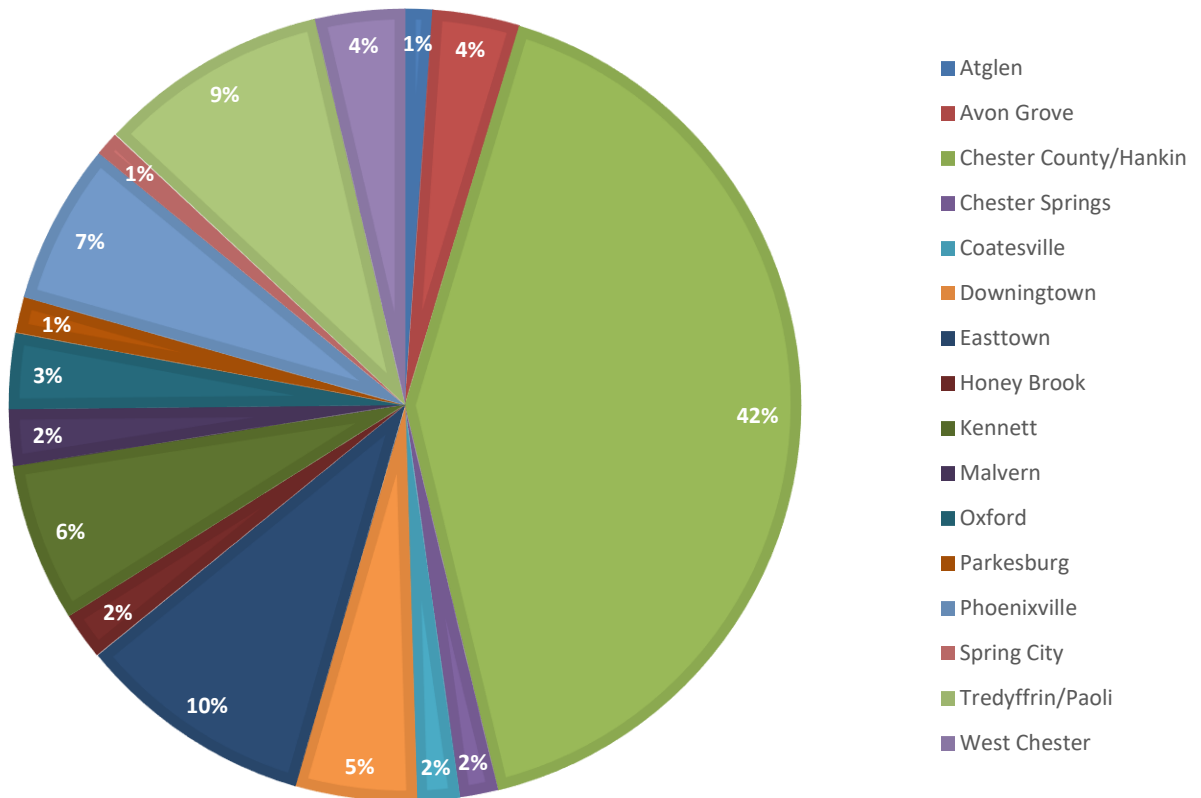
Christine Wrage  
*Circulation Manager & Volunteer Coordinator*  
November 2023



**October 2023 Circulation**

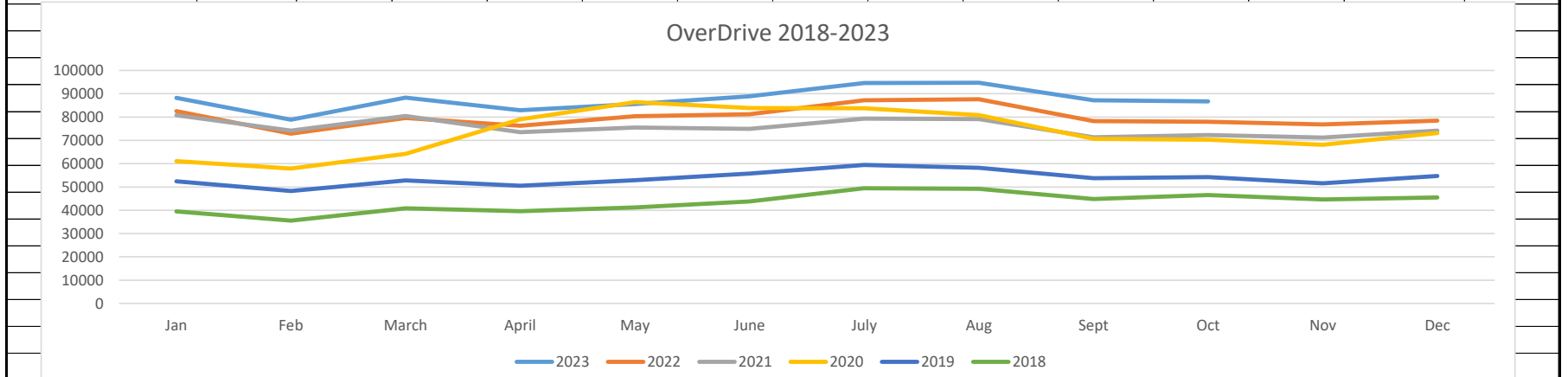
	Sierra	OverDrive	Total
Atglen	2372	912	3284
Avon Grove	8208	2413	10621
Chester County/Hankin	90414	33614	124028
Chester Springs	2493	2213	4706
Coatesville	3992	1198	5190
Downingtown	11623	3107	14730
Easttown	15352	13502	28854
Honey Brook	5315	486	5801
Kennett	11962	7393	19355
Malvern	5004	1788	6792
Oxford	7039	2161	9200
Parkesburg	3743	669	4412
Phoenixville	13352	6265	19617
Spring City	2543	400	2943
Tredyffrin/Paoli	19848	8200	28048
West Chester	8442	2447	10889
<b>TOTAL</b>	<b>211702</b>	<b>86768</b>	<b>298470</b>

**PERCENTAGE DISTRIBUTION**



OverDrive Percentage Distribution 2023														
Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		<b>88236</b>	<b>78859</b>	<b>88308</b>	<b>82888</b>	<b>85617</b>	<b>88909</b>	<b>94600</b>	<b>94728</b>	<b>87187</b>	<b>86768</b>			
Atglen	1.05%	927	829	928	871	899	934	994	995	916	912			9205
Avon Grove	2.78%	2453	2193	2455	2305	2381	2472	2630	2634	2424	2413			24361
Chester County/HH	38.74%	34183	30550	34212	32111	33169	34444	36649	36698	33777	33614			339407
Chester Springs	2.55%	2251	2011	2252	2114	2184	2268	2413	2416	2224	2213			22346
Coatesville	1.38%	1218	1089	1219	1144	1182	1228	1306	1308	1204	1198			12096
Downingtown	3.58%	3159	2824	3162	2968	3066	3184	3387	3392	3122	3107			31370
Easttown	15.56%	13730	12271	13741	12898	13323	13835	14720	14740	13567	13502			136326
HoneyBrook	0.56%	495	442	495	465	480	498	530	531	489	486			4911
Kennett	8.52%	7518	6719	7524	7063	7295	7576	8060	8071	7429	7393			74649
Malvern	2.06%	1818	1625	1820	1708	1764	1832	1949	1952	1797	1788			18053
Oxford	2.49%	2198	1964	2200	2064	2132	2214	2356	2359	2171	2161			21820
Parkesburg	0.77%	680	608	680	639	660	685	729	730	672	669			6751
Phoenixville	7.22%	6371	5694	6376	5985	6182	6420	6831	6840	6295	6265			63259
Spring City	0.46%	407	363	407	382	394	409	436	437	402	400			4036
Tredyffrin/Paoli	9.45%	8339	7453	8346	7833	8091	8402	8941	8953	8239	8200			82797
West Chester	2.82%	2489	2224	2491	2338	2415	2508	2669	2672	2459	2447			24712
<b>Total</b>	<b>100.0%</b>	<b>88236</b>	<b>78859</b>	<b>88308</b>	<b>82888</b>	<b>85617</b>	<b>88909</b>	<b>94600</b>	<b>94728</b>	<b>87187</b>	<b>86768</b>	<b>0</b>	<b>0</b>	<b>876098</b>

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>2023</b>	88236	78859	88308	82888	85617	88909	94600	94728	87187	86768			
<b>2022</b>	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	959160
<b>2021</b>	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
<b>2020</b>	61115	57905	64191	79045	86400	83866	83754	80805	70712	70254	68060	73139	879246
<b>2019</b>	52474	48270	52779	50521	52922	55778	59442	58194	53763	54197	51585	54681	644606
<b>2018</b>	39517	35554	40880	39606	41221	43825	49446	49190	44838	46512	44617	45459	520665

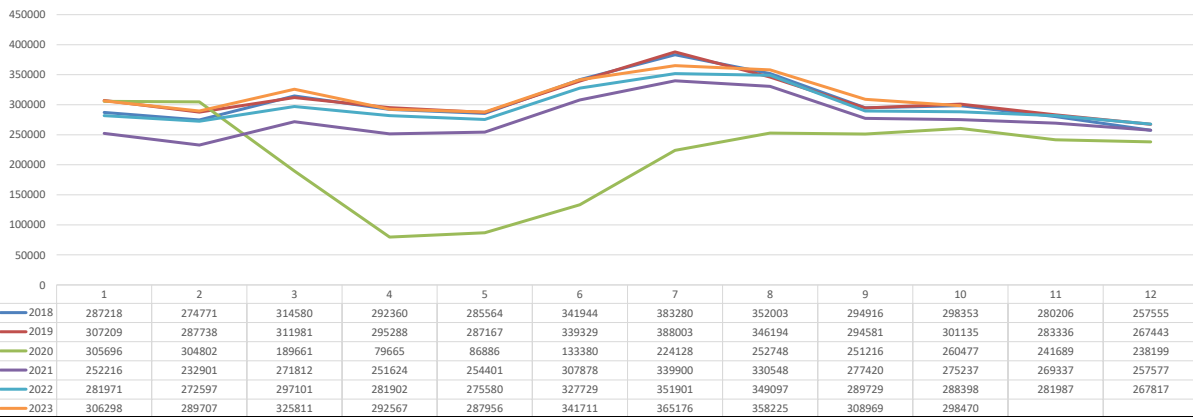






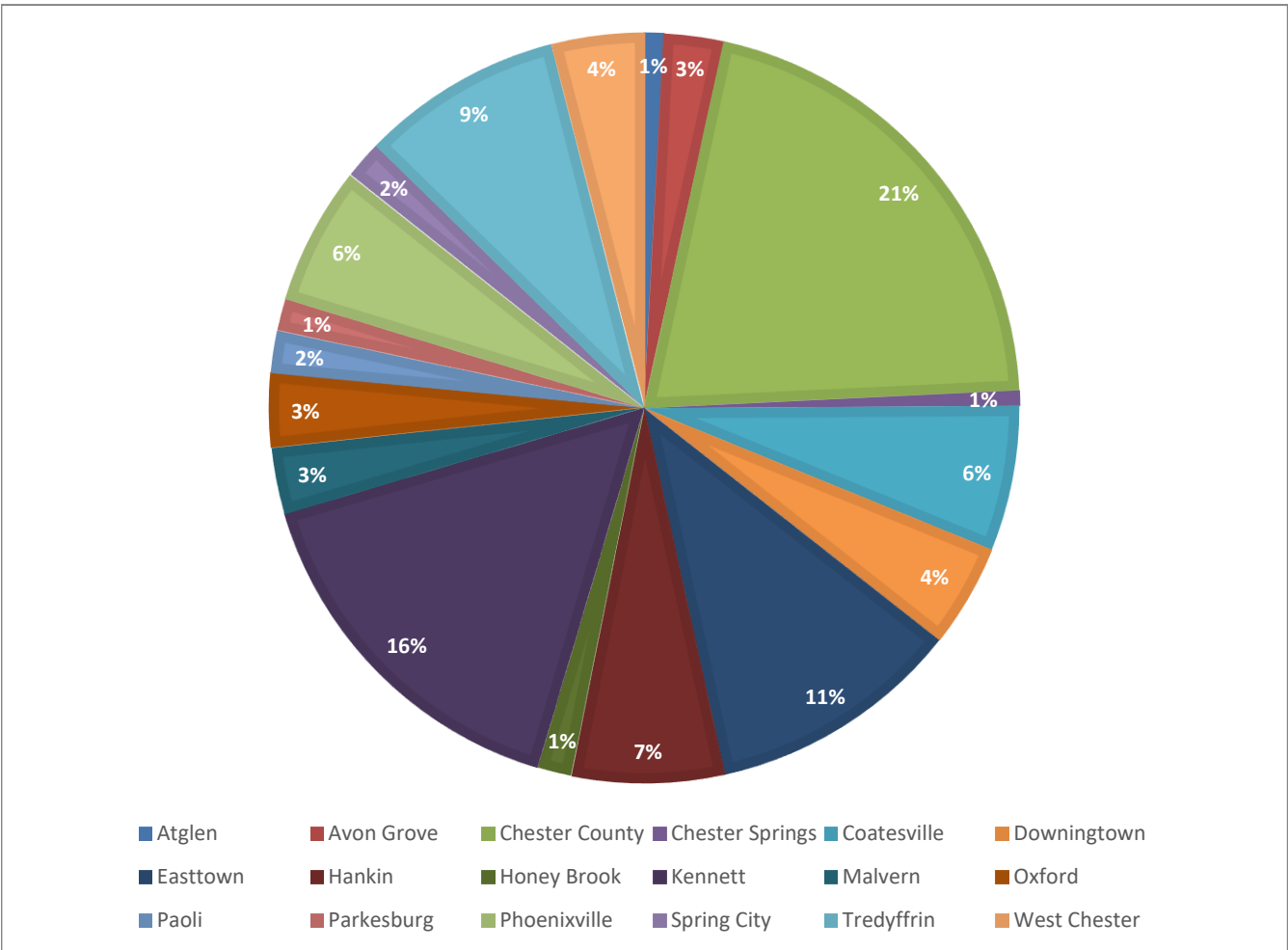
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	Y
151			January	February	March	April	May	June	July	August	September	October	November	December	Total		
152	System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209		
153		2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715		
154		2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963		
155		2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236		
156		2013	322760	310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974		
157		2014	303205	282462	330326	299557	296856	347702	411539	361843	317450	294446	285698	274294	3805378		
158		2015	309020	291129	317277	289670	278038	361649	394319	361008	303319	299507	287243	271629	3763808		-1.09%
159		2016	297683	299386	311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907		-1.51%
160		2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155		-1.18%
161		2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3662750		-0.01%
162		2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3709404		1.27%
163		2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547		-30.76%
164		2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851		29.29%
165		2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3565809		7.38%
166		2023	306298	289707	325811	292567	287956	341711	365176	358225	308969	298470					
167			January	February	March	April	May	June	July	August	September	October	November	December	Total		
168			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%
170			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%
171			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%
172			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%
173			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%
174			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%
175			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%
176			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%
177			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%
178			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%
179			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%
180			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%
181			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%
182			2023 to 2022	2023<2022	8.63%	6.27%	9.7%	3.78%	4.49%	4.27%	3.77%	2.62%	6.64%	3.49%			
183																	
184			YTD2022		281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	3016005	5.27% YTD	
185			YTD2023		306298	289707	325811	292567	287956	341711	365176	358225	308969	298470	3174890		
186																	
187																	
188			2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555		
189			2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443		
190			2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199		
191			2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577		
192			2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817		
193			2023	306298	289707	325811	292567	287956	341711	365176	358225	308969	298470				
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Circulation 2018-2023



### October 2023 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	24	204	228
Avon Grove	286	422	708
Chester County	1575	4155	5730
Chester Springs	35	143	178
Coatesville	375	1344	1719
Downingtown	301	924	1225
Easttown	470	2536	3006
Hankin	312	1495	1807
Honey Brook	172	231	403
Kennett	350	4011	4361
Malvern	131	654	785
Oxford	315	560	875
Paoli	156	346	502
Parquesburg	149	231	380
Phoenixville	544	1094	1638
Spring City	129	322	451
Tredyffrin	320	2073	2393
West Chester	246	851	1097
<b>TOTAL</b>	<b>5890</b>	<b>21596</b>	<b>27486</b>





# Phoenixville Public Library

## Balance Sheet

As of November 29, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
100 Phoenixville Federal Savings #1	
100.1 Operating Checking (040016792)	85,924.67
100.2 Operating Money Market (45001815)	753,625.15
100.3 Operating Credit Card Receipts (110030095)	16,618.72
100.5 Certificate of Deposit (61513)	20,738.69
100.6 Certificate of Deposit (61514)	21,205.36
100.7 Certificate of Deposit (59971)	33,033.51
100.8 Certificate of Deposit (61515)	250,470.01
100.9 Customers Bank - MM (5987) Restricted	250,000.00
<b>Total 100 Phoenixville Federal Savings #1</b>	<b>1,431,616.11</b>
105 Petty Cash	388.73
105.6 Paypal	-40.00
<b>Total 105 Petty Cash</b>	<b>348.73</b>
106 Circulation Cash	500.00
<b>Total Bank Accounts</b>	<b>\$1,432,464.84</b>
Other Current Assets	
125 Supplies	0.00
130 Prepaid Expenses	453.00
140 Accounts Receivable - Other	0.00
<b>Total Other Current Assets</b>	<b>\$453.00</b>
<b>Total Current Assets</b>	<b>\$1,432,917.84</b>
Fixed Assets	
150 General Fixed Assets	
150.1 Leasehold Improvements	
150.1.1 1999/2000 Addition	0.02
150.1.2 General	0.06
<b>Total 150.1 Leasehold Improvements</b>	<b>0.08</b>
150.2 2012/2013 Renovation	0.00
150.6 Computer Equipment	-0.12
150.8 Furniture & Fixtures	0.28
<b>Total 150 General Fixed Assets</b>	<b>0.24</b>
<b>Total Fixed Assets</b>	<b>\$0.24</b>
<b>TOTAL ASSETS</b>	<b>\$1,432,918.08</b>



# Phoenixville Public Library

## Balance Sheet

As of November 29, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
201 Accounts Payable	30,819.00
220 Credit Card Payables	0.00
<b>Total Accounts Payable</b>	<b>\$30,819.00</b>
Other Current Liabilities	
221 Accounts Payable - Other	0.01
230 Employee Costs Payable	
230.1 Salaries Payable	16,801.95
230.5 Accrued Vacation	7,158.00
230.9 Reimbursements by PPL	0.00
<b>Total 230 Employee Costs Payable</b>	<b>23,959.95</b>
250 Deferred Income	0.00
<b>Total Other Current Liabilities</b>	<b>\$23,959.96</b>
<b>Total Current Liabilities</b>	<b>\$54,778.96</b>
Long-Term Liabilities	
280 Line of Credit (3 year)	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$54,778.96</b>
Equity	
300 Opening Bal Equity	250,000.00
310 Contributed Capital	0.24
319 Net Assets	1,013,070.28
Net Income	115,068.60
<b>Total Equity</b>	<b>\$1,378,139.12</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,432,918.08</b>

# Phoenixville Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
400 Appropriations				
400.1 Appropriation - P.A.S.D.	404,838.00	607,257.00	-202,419.00	66.67 %
400.2 Appropriation - County	24,301.01	97,204.00	-72,902.99	25.00 %
400.3 Appropriation - State		104,972.00	-104,972.00	
400.4 Appropriation - Charlestown Tws		5,500.00	-5,500.00	
400.5 Appropriation - Schuylkill Twp		8,600.00	-8,600.00	
400.6 Appropriation - East Pikeland		8,260.00	-8,260.00	
400.7 Appropriation - Phoenixville Borough		9,301.00	-9,301.00	
<b>Total 400 Appropriations</b>	<b>429,139.01</b>	<b>841,094.00</b>	<b>-411,954.99</b>	<b>51.02 %</b>
412 Development Income				
412.1 Grants				
412.1 Grants	20,135.04	25,000.00	-4,864.96	80.54 %
412.1.2 Grants - Restricted	4,583.00		4,583.00	
412.1.3 Chester County ARPA Grant		7,500.00	-7,500.00	
<b>Total 412.1 Grants</b>	<b>24,718.04</b>	<b>32,500.00</b>	<b>-7,781.96</b>	<b>76.06 %</b>
412.2 Projects/Events				
412.2 Projects/Events	223.50	45,000.00	-44,776.50	0.50 %
412.2.1 WWW - Restricted	18,105.00		18,105.00	
<b>Total 412.2 Projects/Events</b>	<b>18,328.50</b>	<b>45,000.00</b>	<b>-26,671.50</b>	<b>40.73 %</b>
412.4 Donations				
412.4.1 Unrestricted				
412.4.1 Unrestricted	1,228.54		1,228.54	
<b>Total 412.4 Donations</b>	<b>1,228.54</b>		<b>1,228.54</b>	
412.6 Individual Giving				
412.6.1 Unsolicited				
412.6.1 Unsolicited	551.82		551.82	
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult				
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult	626.47		626.47	
412.6.3 Target Donors				
412.6.3 Target Donors	14,197.31	40,000.00	-25,802.69	35.49 %
412.6.4 Restricted - General				
412.6.4 Restricted - General		3,000.00	-3,000.00	
412.6.5 Restricted - Children				
412.6.5 Restricted - Children	450.00	3,000.00	-2,550.00	15.00 %
<b>Total 412.6 Individual Giving</b>	<b>15,825.60</b>	<b>46,000.00</b>	<b>-30,174.40</b>	<b>34.40 %</b>
412.7 Corporate Engagement				
412.7.1 Third Party Fundraising				
412.7.1 Third Party Fundraising	163.94	10,000.00	-10,000.00	
<b>Total 412.7 Corporate Engagement</b>	<b>163.94</b>	<b>10,000.00</b>	<b>-9,836.06</b>	<b>1.64 %</b>
412.8 Planned Giving				
412.8.2 Restricted - Endowment				
412.8.2 Restricted - Endowment	39,256.00		39,256.00	
<b>Total 412.8 Planned Giving</b>	<b>39,256.00</b>		<b>39,256.00</b>	
<b>Total 412 Development Income</b>	<b>99,520.62</b>	<b>133,500.00</b>	<b>-33,979.38</b>	<b>74.55 %</b>
420 Operations Income				
420.1 Fines				
420.1 Fines	8,073.21	15,000.00	-6,926.79	53.82 %
420.10 Notary Services				
420.10 Notary Services	154.00	1,000.00	-846.00	15.40 %
420.2 Passport Applications				
420.2 Passport Applications	78,086.00	180,000.00	-101,914.00	43.38 %
420.3 Interest				
420.3 Interest	1,641.01	1,000.00	641.01	164.10 %
420.4 Items Sold				
420.4.1 Library Income				
420.4.1 Library Income	1,132.38		1,132.38	

# Phoenixville Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.4.2 PA Sales Tax	-2.04		-2.04	
<b>Total 420.4 Items Sold</b>	<b>1,130.34</b>	<b>2,800.00</b>	<b>-1,669.66</b>	<b>40.37 %</b>
420.5 Lost Books	929.21	3,000.00	-2,070.79	30.97 %
420.6 Other (Copier, etc.)		3,000.00	-3,000.00	
420.6.1 Library Income	1,593.43		1,593.43	
420.6.2 PA Sales Tax	-11.82		-11.82	
<b>Total 420.6 Other (Copier, etc.)</b>	<b>1,581.61</b>	<b>3,000.00</b>	<b>-1,418.39</b>	<b>52.72 %</b>
420.8 Rentals/Collection		1,000.00	-1,000.00	
420.8.1 Library Income	284.17		284.17	
420.8.2 PA Sales Tax	-9.19		-9.19	
<b>Total 420.8 Rentals/Collection</b>	<b>274.98</b>	<b>1,000.00</b>	<b>-725.02</b>	<b>27.50 %</b>
420.9 Hot Spots		3,000.00	-3,000.00	
420.9.1 Library Income	1,436.62		1,436.62	
420.9.2 PA Sales Tax	39.29		39.29	
<b>Total 420.9 Hot Spots</b>	<b>1,475.91</b>	<b>3,000.00</b>	<b>-1,524.09</b>	<b>49.20 %</b>
<b>Total 420 Operations Income</b>	<b>93,346.27</b>	<b>209,800.00</b>	<b>-116,453.73</b>	<b>44.49 %</b>
<b>Total Income</b>	<b>\$622,005.90</b>	<b>\$1,184,394.00</b>	<b>\$ -562,388.10</b>	<b>52.52 %</b>
<b>GROSS PROFIT</b>	<b>\$622,005.90</b>	<b>\$1,184,394.00</b>	<b>\$ -562,388.10</b>	<b>52.52 %</b>
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	13,392.32	33,000.00	-19,607.68	40.58 %
500.1.2 E-Materials	8,100.84	28,500.00	-20,399.16	28.42 %
500.1.6 ARPA Adult e-materials	2,154.88		2,154.88	
500.1.7 Flipster		3,500.00	-3,500.00	
<b>Total 500.1 Books</b>	<b>23,648.04</b>	<b>65,000.00</b>	<b>-41,351.96</b>	<b>36.38 %</b>
500.1.8 Erb - Program Costs	10,039.37		10,039.37	
500.1.9 Erb - Museum Passes	2,110.00		2,110.00	
500.13 Professional Develop. Material	657.93	800.00	-142.07	82.24 %
500.14 Museum Passes	445.00	4,500.00	-4,055.00	9.89 %
500.15 Mobile Hotspots	1,651.35	4,500.00	-2,848.65	36.70 %
500.2 Magazines & Newspapers	2,495.40	6,000.00	-3,504.60	41.59 %
500.3 Audios	1,759.74	5,000.00	-3,240.26	35.19 %
500.4 Videos	1,929.30	4,000.00	-2,070.70	48.23 %
500.5 Software	127.69		127.69	
500.6 Reference	669.44		669.44	
500.7 Programs - Adult	1,169.76	3,000.00	-1,830.24	38.99 %
500.8 Program Supplies - Adult	262.69	1,000.00	-737.31	26.27 %
<b>Total 500 Adult Library</b>	<b>46,965.71</b>	<b>93,800.00</b>	<b>-46,834.29</b>	<b>50.07 %</b>
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	8,911.19	25,000.00	-16,088.81	35.64 %

# Phoenixville Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
510.1.2 E-Materials	3,594.07	11,016.00	-7,421.93	32.63 %
510.1.3 ARPA Children e-materials	821.69		821.69	
<b>Total 510.1 Books</b>	<b>13,326.95</b>	<b>36,016.00</b>	<b>-22,689.05</b>	<b>37.00 %</b>
510.13 Young Adult - All	1,227.07	4,000.00	-2,772.93	30.68 %
510.14 Programs - Young Adults		500.00	-500.00	
510.15 Program Supplies - Young Adult		500.00	-500.00	
510.2 Magazines		700.00	-700.00	
510.3 Audios	253.92	3,000.00	-2,746.08	8.46 %
510.4 Videos	-93.05	2,000.00	-2,093.05	-4.65 %
510.5 Software	29.83	2,000.00	-1,970.17	1.49 %
510.7 Programs - Children	645.00	4,000.00	-3,355.00	16.13 %
510.8 Program Supplies - Children	357.41	2,000.00	-1,642.59	17.87 %
<b>Total 510 Youth Library</b>	<b>15,747.13</b>	<b>54,716.00</b>	<b>-38,968.87</b>	<b>28.78 %</b>
520 Development Expense				
520.1 Annual Appeal	1,200.32	5,000.00	-3,799.68	24.01 %
520.3 Special Events	19,535.40	20,000.00	-464.60	97.68 %
520.5 Marketing	1,747.20	500.00	1,247.20	349.44 %
520.6 Other	99.00		99.00	
520.8 Donor Management		3,988.00	-3,988.00	
<b>Total 520 Development Expense</b>	<b>22,581.92</b>	<b>29,488.00</b>	<b>-6,906.08</b>	<b>76.58 %</b>
530 Administration				
530.1 General				
530.1.1 Audit/Form 990		8,300.00	-8,300.00	
530.1.2 Library Board Expenses	160.00	2,000.00	-1,840.00	8.00 %
530.1.3 Staff Development/Memberships	1,600.47	3,865.00	-2,264.53	41.41 %
530.1.4 Insurance	-3,978.00	1,500.00	-5,478.00	-265.20 %
530.1.5 Advertising		500.00	-500.00	
530.1.7 Credit Card Fees	2,688.11	4,461.00	-1,772.89	60.26 %
530.1.8 Marketing and Website	1,537.01	3,000.00	-1,462.99	51.23 %
530.1.9 Miscellaneous	158.99		158.99	
<b>Total 530.1 General</b>	<b>2,166.58</b>	<b>23,626.00</b>	<b>-21,459.42</b>	<b>9.17 %</b>
540 Utilities				
540.1 Electricity	9,015.08	25,500.00	-16,484.92	35.35 %
540.2 Gas	990.82	7,252.00	-6,261.18	13.66 %
540.3 Telephone	1,549.79	6,000.00	-4,450.21	25.83 %
540.4 Trash Collection	198.00	540.00	-342.00	36.67 %
540.5 Water & Sewer	508.22	1,800.00	-1,291.78	28.23 %
<b>Total 540 Utilities</b>	<b>12,261.91</b>	<b>41,092.00</b>	<b>-28,830.09</b>	<b>29.84 %</b>
550 Computer Expense				
550.2 Hardware	2,897.20	1,000.00	1,897.20	289.72 %
550.4 Software	504.00	1,000.00	-496.00	50.40 %
550.5 Software Maintenance	2,140.00	3,360.00	-1,220.00	63.69 %

# Phoenixville Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
550.6 Supplies	22.46	3,000.00	-2,977.54	0.75 %
<b>Total 550 Computer Expense</b>	<b>5,563.66</b>	<b>8,360.00</b>	<b>-2,796.34</b>	<b>66.55 %</b>
560 Other Supplies and Expense				
560.1 Collection Maintenance	1,476.81	3,000.00	-1,523.19	49.23 %
560.2 Library	2,111.85	4,000.00	-1,888.15	52.80 %
560.3 Office	1,347.34	4,000.00	-2,652.66	33.68 %
560.4 Postage	4,034.53	7,500.00	-3,465.47	53.79 %
560.6 Passport Supplies	1,199.98		1,199.98	
<b>Total 560 Other Supplies and Expense</b>	<b>10,170.51</b>	<b>18,500.00</b>	<b>-8,329.49</b>	<b>54.98 %</b>
570 Equipment Leasing/Rental	2,863.97	5,090.00	-2,226.03	56.27 %
580 Buildings & Grounds				
580.1 Maintenance				
580.1.1 Buildings	5,460.00		5,460.00	
580.1.2 Grounds		500.00	-500.00	
<b>Total 580.1 Maintenance</b>	<b>5,460.00</b>	<b>500.00</b>	<b>4,960.00</b>	<b>1,092.00 %</b>
580.5 Janitorial Expense				
580.5.1 Service	12,375.00	25,000.00	-12,625.00	49.50 %
580.5.2 Supplies	336.41	4,000.00	-3,663.59	8.41 %
<b>Total 580.5 Janitorial Expense</b>	<b>12,711.41</b>	<b>29,000.00</b>	<b>-16,288.59</b>	<b>43.83 %</b>
580.7 Minor Improvements and Repairs	820.92	500.00	320.92	164.18 %
<b>Total 580 Buildings &amp; Grounds</b>	<b>18,992.33</b>	<b>30,000.00</b>	<b>-11,007.67</b>	<b>63.31 %</b>
<b>Total 530 Administration</b>	<b>52,018.96</b>	<b>126,668.00</b>	<b>-74,649.04</b>	<b>41.07 %</b>
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	146,124.32	444,027.00	-297,902.68	32.91 %
610.1.2 Part-Time	47,689.13	150,799.00	-103,109.87	31.62 %
610.1.3 Passport Agents	9,281.95	30,763.00	-21,481.05	30.17 %
<b>Total 610.1 Salaries</b>	<b>203,095.40</b>	<b>625,589.00</b>	<b>-422,493.60</b>	<b>32.46 %</b>
610.2 Social Security Expense	7,473.19	23,929.00	-16,455.81	31.23 %
610.3 Employee Benefit Expense	26,133.16	122,037.00	-95,903.84	21.41 %
610.3.2 H.S.A. Contribution	6,000.00	9,000.00	-3,000.00	66.67 %
<b>Total 610.3 Employee Benefit Expense</b>	<b>32,133.16</b>	<b>131,037.00</b>	<b>-98,903.84</b>	<b>24.52 %</b>
610.4 Retirement Expense	34,001.41	99,167.00	-65,165.59	34.29 %
<b>Total 610 Salaries &amp; Benefits</b>	<b>276,703.16</b>	<b>879,722.00</b>	<b>-603,018.84</b>	<b>31.45 %</b>
Unapplied Cash Bill Payment Expense	-8.26		-8.26	
Uncategorized Expense	-17.95		-17.95	
<b>Total Expenses</b>	<b>\$413,990.67</b>	<b>\$1,184,394.00</b>	<b>\$ -770,403.33</b>	<b>34.95 %</b>
<b>NET OPERATING INCOME</b>	<b>\$208,015.23</b>	<b>\$0.00</b>	<b>\$208,015.23</b>	<b>0.00%</b>
Other Expenses				
750 Non-Operating Expense	60.33		60.33	
750.1 Furniture, etc.	92,586.83		92,586.83	

# Phoenixville Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
750.8 Other	299.47		299.47	
<b>Total 750 Non-Operating Expense</b>	<b>92,946.63</b>		<b>92,946.63</b>	
<b>Total Other Expenses</b>	<b>\$92,946.63</b>	<b>\$0.00</b>	<b>\$92,946.63</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ -92,946.63</b>	<b>\$0.00</b>	<b>\$ -92,946.63</b>	<b>0.00%</b>
NET INCOME	<b>\$115,068.60</b>	<b>\$0.00</b>	<b>\$115,068.60</b>	<b>0.00%</b>

**Finance Committee Fund recommendations:**

**Current Endowment Total: \$495,467.35**

**Harrop Funds:**

- \$250,000 unrestricted, move to Phoenixville Public Library Endowment
- \$39,256.00 (additional gift-unrestricted) move to Phoenixville Public Library Endowment
- \$250,000 restricted, move to Cantor Funds account (info attached)

**Library Funds: (revenue created by PPP, Cares Act Funds)**

- Move \$215,276.65 out of our money market account to Phoenixville Public Library Endowment
- Cd's- \$70,000- leave these alone

**Total funds to move to the Endowment account:**

- \$504,532.65
- This will bring the endowment to \$1 million dollars, which has been our goal.

	TOTAL		DRAFT BUDGET 20
	ACTUAL	BUDGET 2023-	
<b>Income</b>			
400 Appropriations			619,342.00
400.1 Appropriation - P.A.S.D.		607,257.00	
400.2 Appropriation - County		97,204.00	100,712.00
400.3 Appropriation - State		104,972.00	110,221.00
400.4 Appropriation - Charlestown Tws		5,500.00	5,500.00
400.5 Appropriation - Schuylkill Twp		8,600.00	8,600.00
400.6 Appropriation - East Pikeland		8,260.00	8,260.00
400.7 Appropriation - Phoenixville Borough		9,301.00	9,301.00
<b>Total 400 Appropriations</b>		<b>841,094.00</b>	<b>861,936.00</b>
412 Development Income			25,000.00
412.1 Grants		25,000.00	
412.1.3 Chester County ARPA Grant		7,500.00	7,500.00
<b>Total 412.1 Grants</b>		<b>32,500.00</b>	<b>32,500.00</b>
<b>Total 412.2 Projects/Events</b>		<b>45,000.00</b>	<b>45,000.00</b>
412.6 Individual Giving			
412.6.1 Unsolicited			
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult			
412.6.3 Target Donors		40,000.00	50,000.00
412.6.4 Restricted - General		3,000.00	3,000.00
412.6.5 Restricted - Children		3,000.00	3,000.00
<b>Total 412.6 Individual Giving</b>		<b>46,000.00</b>	<b>56,000.00</b>
412.7 Corporate Engagement		10,000.00	10,000.00
<b>Total 412 Development Income</b>		<b>133,500.00</b>	<b>143,500.00</b>
420 Operations Income			17,000.00
420.1 Fines		15,000.00	
420.10 Notary Services		1,000.00	500.00
420.2 Passport Applications		180,000.00	195,000.00
420.3 Interest		1,000.00	3,000.00
420.4 Items Sold		2,800.00	2,800.00
420.5 Lost Books		3,000.00	3,000.00
420.6 Other (Copier, etc.)		3,000.00	3,500.00
420.8 Rentals/Collection		1,000.00	500.00
420.9 Hot Spots		3,000.00	3,000.00
<b>Total 420 Operations Income</b>		<b>209,800.00</b>	<b>226,300.00</b>
<b>Total Income</b>		<b>\$1,184,394.00</b>	<b>1,231,736.00</b>
<b>GROSS PROFIT</b>		<b>\$1,184,394.00</b>	<b>1,231,736.00</b>
<b>Expenses</b>			
500 Adult Library			
500.1 Books			32,255.00
500.1.1 Physical Books		33,000.00	
500.1.2 E-Materials		28,500.00	32,000.00
500.1.7 Flipster		3,500.00	4,000.00
<b>Total 500.1 Books</b>		<b>65,000.00</b>	<b>68,255.00</b>
500.13 Professional Develop. Material		800.00	800.00
500.14 Museum Passes		4,500.00	5,500.00
500.15 Mobile Hotspots		4,500.00	4,500.00



500.2 Magazines & Newspapers	6,000.00	6,000.00
500.3 Audios	5,000.00	5,000.00
500.4 Videos	4,000.00	4,000.00
500.5 Software		600.00
500.6 Reference		0.00
500.7 Programs - Adult	3,000.00	3,000.00
500.8 Program Supplies - Adult	1,000.00	1,000.00
<b>Total 500 Adult Library</b>	<b>93,800.00</b>	<b>98,655.00</b>
510 Youth Library		25,000.00
510.1 Books		
510.1.1 Physical Books	25,000.00	
510.1.2 E-Materials	11,016.00	18,000.00
<b>Total 510.1 Books</b>	<b>36,016.00</b>	<b>43,000.00</b>
510.13 Young Adult - All	4,000.00	4,000.00
510.14 Programs - Young Adults	500.00	1,000.00
510.15 Program Supplies - Young Adult	500.00	500.00
510.2 Magazines	700.00	700.00
510.3 Audios	3,000.00	4,000.00
510.4 Videos	2,000.00	3,000.00
510.5 Software	2,000.00	3,000.00
510.7 Programs - Children	4,000.00	4,000.00
510.8 Program Supplies - Children	2,000.00	2,000.00
<b>Total 510 Youth Library</b>	<b>54,716.00</b>	<b>65,200.00</b>
520 Development Expense		5,000.00
520.1 Annual Appeal	5,000.00	
520.3 Special Events	20,000.00	20,000.00
520.5 Marketing	500.00	500.00
520.8 Donor Management	3,988.00	3,988.00
<b>Total 520 Development Expense</b>	<b>29,488.00</b>	<b>29,488.00</b>
530 Administration		
530.1 General		
530.1.1 Audit/Form 990	8,300.00	8,300.00
530.1.2 Library Board Expenses	2,000.00	2,000.00
530.1.3 Staff Development/Memberships	3,865.00	4,000.00
530.1.4 Insurance	1,500.00	1,500.00
530.1.5 Advertising	500.00	500.00
530.1.7 Credit Card Fees	4,461.00	6,000.00
530.1.8 Marketing and Website	3,000.00	3,000.00
<b>Total 530.1 General</b>	<b>23,626.00</b>	<b>25,300.00</b>
540 Utilities		25,500.00
540.1 Electricity	25,500.00	
540.2 Gas	7,252.00	7,000.00
540.3 Telephone	6,000.00	4,500.00
540.4 Trash Collection	540.00	540.00
540.5 Water & Sewer	1,800.00	1,800.00
<b>Total 540 Utilities</b>	<b>41,092.00</b>	<b>39,340.00</b>
550 Computer Expense		1,000.00
550.2 Hardware	1,000.00	

550.4 Software	1,000.00	1,000.00
550.5 Software Maintenance	3,360.00	3,500.00
550.6 Supplies	3,000.00	3,000.00
<b>Total 550 Computer Expense</b>	<b>8,360.00</b>	<b>8,500.00</b>
560 Other Supplies and Expense		3,000.00
560.1 Collection Maintenance	3,000.00	
560.2 Library	4,000.00	4,000.00
560.3 Office	4,000.00	4,000.00
560.4 Postage	7,500.00	8,500.00
Passport Supplies		4,000.00
<b>Total 560 Other Supplies and Expense</b>	<b>18,500.00</b>	<b>23,500.00</b>
570 Equipment Leasing/Rental 580 Buildings & Grounds	5,090.00	<b>6,000.00</b>
580.1 Maintenance		
580.1.2 Grounds	500	500.00
<b>Total 580.1 Maintenance</b>	<b>500.00</b>	500.00
580.5 Janitorial Expense		
580.5.1 Service	25,000.00	25,000.00
580.5.2 Supplies	4,000.00	4,000.00
<b>Total 580.5 Janitorial Expense</b>	<b>29,000.00</b>	<b>29,000.00</b>
580.7 Minor Improvements and Repairs	500.00	500.00
<b>Total 580 Buildings &amp; Grounds</b>	<b>30,000.00</b>	<b>30,000.00</b>
<b>Total 530 Administration</b>	<b>126,668.00</b>	<b>132,640.00</b>
610 Salaries & Benefits		
610.1 Salaries		
610.1.1 Full-Time	444,027.00	451,524.00
610.1.2 Part-Time	150,799.00	154,803.00
610.1.3 Passport Agents	30,763.00	34,039.00
<b>Total 610.1 Salaries</b>	<b>625,589.00</b>	<b>640,366.00</b>
610.2 Social Security Expense	23,929.00	24,494.00
610.3 Employee Benefit Expense	122,037.00	133,046.00
610.3.2 H.S.A. Contribution	9,000.00	9,000.00
<b>Total 610.3 Employee Benefit Expense</b>	<b>131,037.00</b>	<b>142,046.00</b>
610.4 Retirement Expense	99,167.00	98,847.00
<b>Total 610 Salaries &amp; Benefits</b>	<b>879,722.00</b>	<b>905,753.00</b>
<b>Total Expenses</b>	<b>\$1,184,394.00</b>	<b>1,231,736.00</b>

# **Assumptions for the 2024-2025**

## **Income**

### Appropriations:

#### PASD

- 2% increase which is \$12,085 in increased funding
- State and County: we will be receiving an increase in state and county funds based on our community touch points within the system funding formula.

Township funding: We are not anticipating an increase in local municipal funds.

Development Income: increase in annual appeal funds based on previous years growth.

#### Library Operating Income:

- Passport services: Increase of \$15,000.
- Hotspot: no change
- Fines: Increase of \$2,000.

**Operating revenue for 23-24: \$1,182,673.00**

**Operating revenue for 24-25: \$1,231,736.00**

## **Expenditures**

### Adult Library:

- E-materials now make up 25% of our materials budget. Of that percentage 40% goes towards the holds manager line and 60% goes towards purchasing new content. This is with agreement with the other member libraries due to the popularity of this type of content.
- Increase of \$500 for flipster (e-magazines)
- Increase of \$3,500 for e-materials
- Increase of \$1000 for museum passes

### Youth Library

- Increase of \$7,000 for youth e-materials
- Increase of \$500 for ya programming
- Increase of \$1,000 for audios
- Increase of \$1,000 for software

Materials Spending: The library must spend a total of 12% of its total expenditures on materials (books, magazines, dvd's, cd's, etc. and the materials used to process these items. This is outlined in the Library Code/Law.

Development Department: no change

## **Admin**

### General:

- Small increase in staff development/memberships
- Increase of \$1,539 for credit card charges

Utilities: decrease of telephone expense of \$1,500.

Computer Expense: slight increase to this item.

Other Supplies/Expenses: increase of \$1,000 for postage, also added a line item for passport supplies

Equipment/Leasing: no change

Maintenance-Buildings: no change

Janitorial Expense: no change

Salary:

- Funds added for full time salary increases
- Funds added for part time salary increases
- No bonuses are budgeted for

Benefits:

- Social Security line items includes FICA (6.2%) and Medicare (1.45%);
- Employee Benefit Expense: 7.5% increase for medical and 7.5% increase for dental & vision.
  - This includes Medical/prescription, dental, and vision costs, along with, Workers compensation (.17%), unemployment (.5%), and short-term disability (\$13.83/month per fulltime employee).
  - There is \$9,000 budgeted for HSA account contributions for fulltime employees.
  - Employees pay 5% of their benefits costs.
- Retirement (PSERS) is 34% we budget 17% since the state reimburses PASD for half of the amount (this amount is applied to all full-time employees and part time employees who work more than 500 hours a year).
- **Total Salary/Benefits: \$905,753.00**

**Total Expenditures: \$1,231,736.00**