

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, 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

- <u>Current Library Policy Review</u>: 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.
- <u>Story Walk:</u> 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.
- <u>Harrop Estate:</u> 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.
- <u>Wine, Wit & Wisdom:</u> 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.
- <u>Equity in Policy Training:</u> 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.

- <u>Spooky Social:</u> 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.
- <u>Library Funding</u>: 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^{tt} and Monday January 1st. The library will also be closed on Monday January 15th.
- 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 13th 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
 - o E-book: 3,305
 - E-audio: 3,251
 - o Total: 6,556
- October 2023
 - E-book: 3,296
 - E-audio: 3,274
 - o Total: 6,570

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

Book Locker:

- <u>November 2022:</u> 193
- <u>December 2022: 205</u>
- <u>January 2023:</u> 234
- <u>February 2023: 255</u>
- <u>March 2023: 294</u>
- <u>April 2023:</u> 186
- <u>May 2023:</u> 209
- <u>June 2023: 2</u>73
- July 2023: 274
- <u>August 2023: 2</u>69
- <u>September 2023: 278</u>
- <u>October 2023:</u>266
- <u>November 2023:</u> 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: 8,121. This is a 21% increase over last year. June 2023: 9,345 this is a 17% increase over last year. July 2023: 9,345 this is a 6% increase over last year. July 2023: 9,376 this is a 3% decrease over last year. September 2023: 7,405 this number shows a 0% change. October 2023: 7,330 (November 1st-29th- 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:

Event Name	Total	Total Student	Total Adult	Total
	Occurrence	Attendance	Attendance	Attendance
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
In-Person Preschool Total	34	476	401	904
Elementary Age Events				
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
Ages 6-11 Total	6	229	19	248
Young Adult Events				
YA Mystery Book Bag	1	8	2	10
Teen Watercolor Fox Workshop	1	9	3	12
Mario Kart Monday	1	5	1	6
Total Young Adult	3	103	6	22
Total In Person Events	43	808	426	1174
Virtual Events				
1000 Books Before Kindergarten	3			

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
Total: 1 on-site, 3 off-site	141	19	160

- •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..
 - o 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 students 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

<u>November 2023</u> <u>Children's Report by Rachel K.</u>

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

<u>One-Time Program</u> 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

<u>November 2023</u> 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 1	01
-------------------------	----

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	12	
appointments		
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: Jules	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"	22	47
11/13		
"Local Author Talk: Janice O'Brien: Eating My Way through Life" 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^{th} 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	AWARDED \$20,000!
PCHF Grant	\$4,753	IT needs for Board Room	Submitted: 7/15	AWARDED!
PA Library Smart Grant		Gaming grant For Youth Library	Submitted: 9/11	AWARDED!

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 2nd 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 20th 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:

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

Volunteers:

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

Library Card Sign-ups:

• Total Amount of Patron Applications for November: 121

Meetings/Events:

- o Konica Meeting with Business Office Manager November 28th
- o CC Link Meeting December 6th
- o PaLA Intellectual Freedom Committee December 13th
- o Circulation Meeting December 20th

Continuing Education:

- o CCLS Refresher Course November 8th One circulation assistant attended
- o Achieving Equity When Implementing Policy December 5th

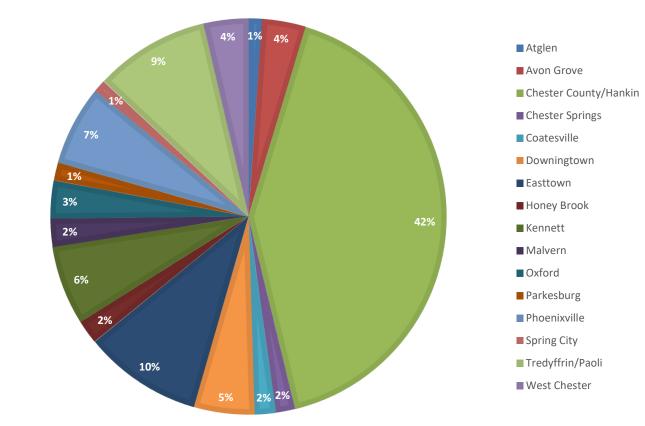
Additional Updates:

• 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
TOTAL	211702	86768	298470



PERCENTAGE DISTRIBUTION

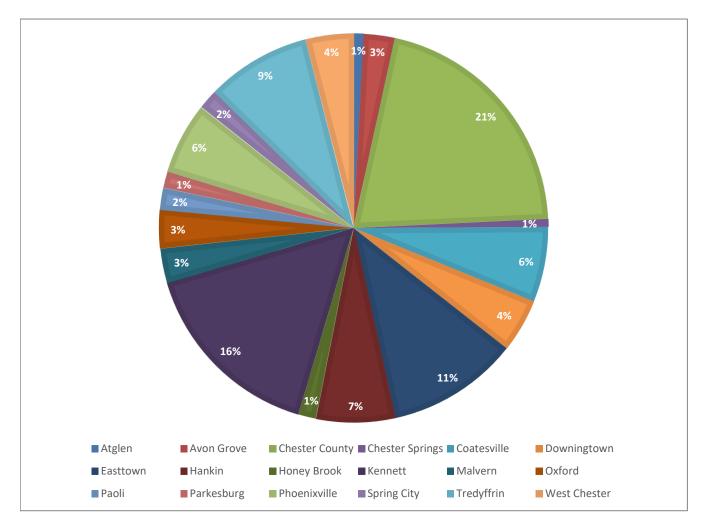
81 2472 69 34444 84 2268 82 1228 66 3184 23 13835 80 498 95 7576 64 1832	88909 9 934 - 2472 - 34444 3 2268 - 1228 - 3184 - 13835 1 498 - 7576 - 1832 - 2214 -	94600 994 2630 36649 2413 1306 3387 14720 530 8060 1949	August 94728 995 2634 36698 2416 1308 3392 14740 531 8071	Sept 87187 916 2424 33777 2224 1204 3122 13567 489	October 86768 912 2413 33614 2213 1198 3107 13502 486	Nov	Dec						
99 934 81 2472 69 34444 84 2268 82 1228 66 3184 23 13835 80 498 95 7576 64 1832 32 2214 60 685 82 6420	934 2472 34444 3 2268 1228 3184 13835 1 498 7576 1832 2214	994 2630 36649 2413 1306 3387 14720 530 8060	995 2634 36698 2416 1308 3392 14740 531	916 2424 33777 2224 1204 3122 13567 489	912 2413 33614 2213 1198 3107 13502			24361 339407 22346					
99 934 81 2472 69 34444 84 2268 82 1228 66 3184 23 13835 80 498 95 7576 64 1832 32 2214 60 685 82 6420	934 2472 34444 3 2268 1228 3184 13835 1 498 7576 1832 2214	994 2630 36649 2413 1306 3387 14720 530 8060	995 2634 36698 2416 1308 3392 14740 531	916 2424 33777 2224 1204 3122 13567 489	912 2413 33614 2213 1198 3107 13502			24361 339407 22346					
81 2472 69 34444 84 2268 82 1228 66 3184 23 13835 80 498 95 7576 64 1832 32 2214 60 685 82 6420	2472 34444 3 2268 1228 3184 13835 1 498 7576 1832 2214	2630 36649 2413 1306 3387 14720 530 8060	2634 36698 2416 1308 3392 14740 531	2424 33777 2224 1204 3122 13567 489	2413 33614 2213 1198 3107 13502			24361 339407 22346					
69 34444 84 2268 82 1228 66 3184 23 13835 80 498 95 7576 64 1832 32 2214 60 685 82 6420	34444 3 2268 1228 128 1 3184 1 13835 1 498 1 7576 1 1832 2214	36649 2413 1306 3387 14720 530 8060	36698 2416 1308 3392 14740 531	33777 2224 1204 3122 13567 489	33614 2213 1198 3107 13502			339407 22346					
84 2268 82 1228 66 3184 23 13835 80 498 95 7576 64 1832 32 2214 60 685 82 6420	2268 1228 3184 13835 1 498 7576 1832 2214	2413 1306 3387 14720 530 8060	2416 1308 3392 14740 531	2224 1204 3122 13567 489	2213 1198 3107 13502			22346					
82 1228 66 3184 23 13835 80 498 95 7576 64 1832 32 2214 60 685 82 6420	1228 3184 13835 1 498 7576 1832 2214	1306 3387 14720 530 8060	1308 3392 14740 531	1204 3122 13567 489	1198 3107 13502			12096					
66 3184 23 13835 80 498 95 7576 64 1832 32 2214 60 685 82 6420	3184 13835 1 498 7576 1832 2214	3387 14720 530 8060	3392 14740 531	3122 13567 489	3107 13502			12096					
23 13835 80 498 95 7576 64 1832 32 2214 60 685 82 6420	13835 1 498 7576 1832 2214	14720 530 8060	14740 531	13567 489	13502			31370					
80 498 95 7576 64 1832 32 2214 60 685 82 6420	498 7576 1832 2214	530 8060	531	489				136326					
95 7576 64 1832 32 2214 60 685 82 6420	7576 1832 2214	8060						4911					
64 1832 32 2214 60 685 82 6420	1832 2214		00/1		7393			74649					
32 2214 60 685 82 6420	2214	1949	1053	7429 1797									
60 685 82 6420			1952	-	1788			18053					
82 6420	685	2356	2359	2171	2161			21820					
		729	730	672	669			6751					
94 409		6831	6840	6295	6265			63259					
		436	437	402	400			4036					
		8941	8953	8239	8200			82797					
		2669	2672	2459	2447			24712					
17 88909	1	94600	94728	87187	86768	0	0	876098					
June	,		-	-1		Nov	Dec	Total					
17 88909		94600	94728	87187	86768	7000	70.465	050460					
75 81219		87176	87639	78222	77954	76808	78465	959160					
95 74908		79305	79118	71318	72303	71207	74147	906693					
00 83866		83754	80805	70712	70254	68060	73139	879246					
22 55778		59442	58194	53763	54197	51585	54681	644606					
21 43825	43825 4	49446	49190	44838	46512	44617	45459	520665					
2010.20	0.0000												
ve 2018-20	8-2023												
	July	A	Aug	Sept	Oct	Nov	Dec						
1e Ju	0 Jan Feb March April May June July Aug Sept Oct Nov Dec												
		,	,	, 0	, , , , , , , , , , , , , , , , , , , ,	, 0 1	, 0 1	, , ,					

	А	В	С	D	F	F	G	н			К	L	М	N	0	U	Y
1	Circulation Compariso	ns 2023			March	April	May	June	July	August	September	October		December	Total		
2																	
3	ATGLEN	2018	2282	2322	2412	2312	2196	3385	3595	2825	2046	2451	2294	2127	30247	6.88%	
4		2019	2846	2239	2568	2454	2372	2789	3065		2160	2150	2642	2015		-1.15%	
5		2020	2560	2548	1487	639	699	1248	2038		1760	1791	1599	1640		-33.12%	
6		2021	1969	1752	2169	1846	2037	2535	2855	2681	2349		2000	2045	26328	31.67%	
8		2022 2023	2146 2956	2169 2734	2475 3373	3170	2758	3897	3533	3436	2824 3185	3029 3284	2964	2771	35172	33.59%	
8		2023	2956	2734	33/3	3013	3143	3877	3542	3696	3185	3284					
	AVON GROVE	2018	9921	10844	11813	10590	10220	13313	16106	14095	11408	11291	10014	8830	138445	2.02%	
11		2019	11857	11207	11573	11378	11424	13905	17138		11252	11660	10449	9266	145147	4.84%	
18		2020	11135	10859	6871	3501	3883	5782	10112		11506	11159	9910	10085	106558	-26.59%	
19		2021	10876	10119	11212	10167	10057	12494	14186	13134	11359	10858	10703	9621	134786	26.49%	
22		2022	10123	9532	11261	10580	9832	13403	14790	14741	11376	11390	10947	9757	137732	2.19%	
23		2023	10725	9770	11562	10460	11201	13992	14197	12962	11276	10621					
24																	
25	CCL/HANKIN	2018	126699	121709	138899	127420	123573	145591	162876		127242	125674	119511	111398	1580030	-1.79%	
26		2019	131898	124255	135942	126009	123301	145315	161746		126353		119761	114852	1583192	0.20%	
27		2020 2021	130294 118865	129807 109705	77499 125117	28881 112334	31522 111801	51734 130436	91143 140068	107612 138223	107968 116701	112106 116868	107540	113204 106500	1089310 1439551	-31.20% 32.15%	
28 29		2021 2022	118865	109705	125117	112334	111801 115321	130436	140068	138223	116701	116868	112933 115996	106500		2.38%	
30		2022 2023	120326	122260	123680	123958	121095	132775	142778	141221	120801	118332	112330	110149	14/3682	2.38%	
31		2023	120137	122200	10/-01	125558	121055	135703	1,030	1-0100	123222	12-1020					
	CHESTER SPRINGS	2018	3097	2912	3760	3388	2996	3692	4721	4088	3002	3138	2919	2867	40580	-1.61%	
33		2019	3628	3444	3634	3328	3121	4089	5216	4611	3753	3839	3723	3232	45618	12.41%	
34		2020	4369	4371	3094	2337	2550	3294	4988	4790	4350	4178	3948	4000		1.43%	
35		2021	3609	3465	4256	3630	3854	4291	4774		4047	4086	3918	3841	48563	4.96%	
36		2022	3636	3914	4200	4233	4009	4499	4811	5115	4105	3989	4061	3647	50219	3.41%	
37		2023	4546	4318	4871	4144	4297	4941	5293	5574	4645	4706					
38																	
39 40	COATESVILLE	2018 2019	3751 4038	3337	3769	3930 4473	3955	5007	5175	4241	3376 4434	3825 4848	3343	2985 4222	46694	-11.39% 18.63%	
40		2019	4038	3982 4219	4098 2131	4473	4281 527	5350 1684	6520 3377	5004 3976	4434	5223	4141 4214	3206	55391 38287	-30.88%	
41		2020	4622	4336	5155	4061	3323	4866	5477	4959	3890	4080	3677	3554	52000	35.82%	
43		2022	3823	4157	4372	3997	3949	5141	5549	5959	4728	5072	4904	4220	55871	7.44%	
44		2023	5530	5561	6162	4928	4880	5916	6246		5011	5190					
45																	
	DOWNINGTOWN	2018	12705	12259	14176	13312	13709	17203	18394	17109	14778	14552	13931	11328	173456	-2.67%	
47		2019	14002	13202	14228	13512	13545	16894	19723		14850	14598	13696	12343	177815	2.51%	
48		2020	15073	14706	8018	2653	2893	4991	7501	7387	8084	8770	7937	6744		-46.71%	
49 50		2021 2022	7402 13042	6298 13025	7548 14590	9201 13041	9936 12890	14625 18506	17044 19396	16716 17778	13476 14257	12663 14555	12961 13429	11701 12715	139571 177224	47.29% 26.98%	
50		2022	13042	13025	14590	13041	12890	20797	20430	1///8	14257	14555	13429	12/15	1//224	20.98%	
52		2023	15544	14015	15550	14555	14/15	20757	20430	15511	15551	14730					
	EASTTOWN	2018	27973	24084	28349	27487	27068	30526	33781	32462	28684	28684	26673	25587	341358	10.31%	
54		2019	30566	28729	30529	29221	29231	33377	36995	33153	29586	29798	28005	27419		7.40%	
55		2020	31521	30967	24061	15699	17160	20736	27497	28951	27952	30489	28141	25249	308423	-15.87%	
56		2021	25139	22620	25200	27449	28850	33196	36343	35505	31274	28875	29470	29397	353318	14.56%	
57		2022	30990	28501	30917	29483	30655	33589	35778		30845	30330	30102	29249	376004	6.42%	
58		2023	30838	28781	31982	29334	29620	33829	33918	34253	29883	28854					
59 60	HONEY BROOK	2018	EAAC	E 200	6202	E0F4	5200	6227	7555	6122	EFO4	5007	5720	5420	70861	4.39%	
60	HUNET BROOK	2018	5416 6051	5298 6068	6292 5853	5851 5821	5389 5518	6327 6650	7555 7552		5504 5270	5967 5969	5720	4884		4.39%	
62		2019	5559	6278	3395	561	554	1696	4068	4717	4838	4579	3697	3096		-40.18%	
63		2020	4810	4502	5955	5079	4984	5597	6829	6303	5774	5589	5399	5147	65968	53.28%	
64		2022	5130	5554	6007	5202	5166	6548	6209	5919	5108	5481	5446	4770	66540	0.87%	
65		2023	5681	5350	5899	5630	5382	6370	6689	6559	5588	5801					
66																	
67																	
68																	
69																	
70																	
71 72																	
72																	
74																	
74																	
15												1	1			1	

	А	В	С	D	E	F	G	Н	I	J	К	L	М	N	0	U	Y
76			January	February	March	April	May	June	July	August	September	October	November	December	Total		
77	KENNETT	2018	13977	13147	15378	13999	14772	17625	20430		14658	15465	14189	13277	186168	-2.80%	
78		2019	13948	12581	14144	13752	13691	16360	20071		13556	14258	13490	12777	175554	-5.70%	
79		2020	14354	14084	10648	5252	5702	7342	11411	14181	13638	13960	13553	14245	138370	-21.18%	
80		2021	14992	14298	16792	15184	15477	18035	19121	17574	14429	14519	14061	13276	187758	35.69%	
81 82		2022	15185	14528	16139	15223	15107	17966	19784		15628	14960	14917	14494	193738	3.18%	
82		2023	16881	15216	17328	15289	11563	13558	24160	23804	20003	19355					
83 84	MALVERN	2018	6405	6096	6715	6137	6318	8353	10024	9158	6619	7166	6367	6077	85435	-2.78%	
85	MALVERN	2019	6959	6470	7080	6435	6482	7957	9783		6384	6491	6042			-1.40%	
86		2010	6449	6412	3699	1230	1343	2339	3847	3699	3754	4137	3793	3563	44265	-47.45%	
87		2021	4855	4636	5337	4804	4953	7123	8306		6238	6562	6355	6007	72881	64.65%	
88		2022	6652	6317	7295	6921	6534	7769	8557	8451	6916		6724	6223		17.52%	
89		2023	7056	7012	7876	6751	7159	8362	8892	8832	7432	6792					
90																	
91	OXFORD	2018	8922	8768	9747	9779	9012	11180	12117	11964	9870	10368	9255	7781	118763	1.41%	
92		2019	10087	8920	10355	10203	9516	10613	12359	11274	9283	9813	9103	8228	119754	0.83%	
93		2020	9446	9737	6129	2253	2450	4104	8388		9057	9615	8511	8942		-26.54%	
94		2021	8943	8743	10187	8422	8052	10022	11649		9322	9227	8956	8667	113922	29.49%	
95		2022	9248	9055	9921	9403	8768	11232	12102		9624		9468	8726	119748	5.11%	
96		2023	9626	9160	9982	9054	8944	11825	12298	11592	9644	9200					
97			1267	467-1	4777	5011	2021		F 4			10.10		1			
98 99	PARKESBURG	2018 2019	4365	4671	4750 4712	5011	3994 3442	4958	5472	5044	4194	4946 4835	4731 4636	4022 4592		-2.78%	
99 100		2019 2020	4805 4984	4558 4685	4/12 2773	4310 386	3442 341	4283 1520	5178 3465		3946 4051	4835 4486	4636 4349	4592		-4.70% -26.63%	
100		2020	4984 3712	4685 3592	4541	386 3540	341 3527	1520 4129	3465 4215		4051 3506	4486 3746	4349 3492	4464 3742		-26.63% 26.49%	
101		2021	3/12	3623	3567	3540	3527	4129 4192	4215		3620		3492	3742 3443		-1.50%	
102		2022	4062	3688	4966	4168	5254	5137	4134		4122	4412	3034	3443	44503	-1.50%	
104		1010	1002	5000	1500	1200	5251	515,		1050							
105	PHOENIXVILLE	2018	16378	15456	18147	17387	17182	21454	24052	21636	17349	18362	17113	14747	219263	2.77%	
106		2019	18264	16664	17865	17693	16611	20239	24236		17445	17899	16604	15078	220050	0.36%	
107		2020	17764	16994	10396	4091	4473	6806	10460	10489	10356	10627	9706	9926	122088	-44.52%	
108		2021	11449	10373	11464	9850	10516	15431	18997	18858	15931	15888	15691	15045	169493	38.83%	
109		2022	16988	16708	18590	17403	16642	20050	22194		18064	18045	17723	16610	220787	30.26%	
110		2023	19867	18307	20911	19153	19304	23038	23956	23975	20696	19617					
111																	
112	SPRING CITY	2018	2772	2887	3401	2923	3007	4212	4618		3163	3102	2704	2318		-3.99%	
119 120		2019 2020	2948 2908	2858 2946	3144 1715	2892 471	3184 518	3971 1011	4980 2123		2666 2299	2734 2235	2551 2181	2171 1636		-3.52%	
120		2020	1571	1347	1/13	1627	1914	2374	2123	1	2626	2255	2181	2048	1	-40.17%	
122		2022	2096	2174	2885	2558	2443	3205	3635		2864		2730	2584	33416	32.23%	
123		2023	2782	2582	3054	2848	3074	3919	3904		3110		2750	2001	55110	02.2370	
124																	
127	TREDYFFRIN/PAOLI	2018	30450	29542	33492	30027	29914	34180	37196	34597	30110	30224	29301	27796	376829	1.53%	
128		2019	32444	30670	33220	31319	29629	32899	36563	35057	31093	31583	29979	29330	383786	1.85%	
129		2020	32884	33602	20374	8202	8923	13557	22464	1		25290	22762	19922	259615	-32.35%	
130		2021	20659	18421	24680	24230	24718	29178	32707		24807	26929	26285	26682	311000	19.79%	
131		2022	28040	27215	29181	28411	27226	30653	33428	33568	27421	27976	27783	27674	348576	12.08%	
132		2023	29657	28481	31813	28150	28181	31593	33983	34308	27822	28048					
133	WEST CHESTER	2018	12105	11439	13480	12807	12309	14938	17168	15807	12913	13138	12141	10995	159240	-1.21%	
125	WEST CHESTER	2018	12105	11439	13480	12807	12309	14938	1/168		12913	13138	12141		-	-1.21%	
135		2019	12868	12587	7371	3021	3348	5536	11246		12350	11832	9848	8277	107660	-32.29%	
137		2021	8743	8694	10721	10200	10402	13546	14644	1	11691	11097	11185	10304	134851	25.26%	
138		2022	11054	11201	12021	11219	10556	14304	15203	15586	11548	11730	11139	10785	146346	8.52%	
139		2023	11950	11674	13051	11292	11144	14854	15114	14090	11941	10889					
140																	
141																	
142																	
143																	
144																	
145																	
146																	
147																	
148 149																	
149													-				
130											L	I		l			

	А	В	C	D	F	F	G	Н		1	K	1	М	N	0	U	Y					
151	~	Б	January		March	April		June	Julv	August	September	October	November	December	Total	0						
152	System	2009	314514	316598	351000	330124	313584	3937		395383	336133	332569	318368	286320	4127209							
153		2010	325911	314476	365487	314192	307260	3840		406160	330681	322851	325194	276392	4102715							
154		2011	321538	312861	355908	319915	309108	3860		405555	327730	316272	318126	287588	4071963							
155		2012	331201	327004	351807	319127	307838	3830	42 421728	376945	303187	312090	312984	271283	4018236							
156		2013	322760	310288	335590	312997	308489	3662		379949	303346	316223	298777	269065	3956974							
157		2014	303205	282462	330326	299557	296856	3477		361843	317450	294446	285698	274294	3805378							
158		2015	309020	291129	317277	289670	278038	3616		361008	303319	299507	287243	271629	3763808	-1.09%						
159		2016	297683	299386	311959	295526	290048	3580		359101	293046	288026	278320	260038	3706907	-1.51%						
160		2017	294812	276103	322125	291011	292474	3449		351907	290713	294512	281047	249729	3663155	-1.18%						
161		2018	287218	274771	314580	292360	285564	3419		352003	294916	298353	280206	257555	3662750	-0.01%						
162 163		2019	307209	287738	311981	295288	287167	3393		346194	294581	301135	283336	267443	3709404	1.27%						
163		2020 2021	305696	304802	189661 271812	79665	86886 254401	1333	1	252748 330548	251216 277420	260477 275237	241689	238199 257577	2568547	-30.76% 29.29%						
165		2021	252216 281971	232901 272597	271812	251624 281902	275580	3078 3277		349097	277420 289729	2/323/	269337 281987	267817	3320851 3565809	7.38%						
166		2023	306298	289707	325811	292567	287956	3417		358225	308969	298470	201507	20/01/	3303005	7.56%						
167		2023	550258	200707	525011	252507	237330	5417		556225	300303	230470										
168			January	February	March	April	May	June	July	August	September	October	November	December	Total							
169	2010 to 2009	2010<2009	3.62%	-0.68%	4.12%	-4.83%	-2.02%	-2.45		2.72%	-1.63%	-2.91%	2.14%	-3.47%	-0.60%							
_	2011 to 2010	2011<2010	-1.35%	-0.52%	-2.62%	1.83%	0.60%	1.00		-0.15%	-0.89%	-1.00%	-2.17%	0.41%	-0.75%							
	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	<mark>%</mark> 2.74%	0.80%	0.05%	1.21%	-4.55%	-0.82%	-1.52%							
	2014 to 2013	2014<2013	-6.06%	-8.97%	-1.57%	-4.29%	-3.77%	-5.06		-4.77	4.65	-6.89%	-4.38%	1.94%	-3.83%							
	2015 to 2014	2015<2014	1.92%	3.07%	-3.95%	-3.30%	-6.34%	4.01		-0.23%	-4.45%	1.72%	0.54%	-0.97%	-1.09%							
	2016 to 2015	2016<2015	-3.67%	2.84%	-1.68%	2.02%	4.32%	-0.99		-0.53%	-3.39%	-3.83%	-3.11%	-4.27%	-1.51%							
	2017 to 2016	2017<2016	-0.96%	-7.78%	3.26%	-1.53%	0.84%	-3.65		-2.00%	-0.80%	2.25%	0.98%	-3.96%	-1.18%							
	2018 to 2017	2018<2017	-2.58%	-0.48%	-2.34%	0.46%	-2.36%	-0.88		0.00%	1.45%	1.30%	-0.30%	3.13%	-0.01%							
	2019 to 2018 2020 to 2019	2019<2018 2020<2019	6.96%	4.72%	-0.83%	1.01%	0.56% -69.74%	-0.76		-0.17%	-0.12%	0.93%	1.10%	3.83%	1.27% -30.76%							
115	2020 to 2019 2021 to 2020	2020<2019	-0.49% -17.50%	-23.59%	-39.21% 43.31%	-73.02% 215.85%	-69.74%	-60.69 130.8		-27.00% 30.78%	-14.72% 10.43%	-13.50% 5.67%	-14.70% 11.44%	-10.93% 8.14%	-30.76% 29.29%							
_	2021 to 2020 2022 to 2021	2021/2020	-17.50%	-23.59%	9.30%	12.03%	8.33%	6.4		5.61%	4.46%	4.78%	4.70%	3.98%	7.38%							
182		2023/2022	8.63%	6.27%	9.7%	3.78%	4.49%	4.2		2.62%	6.64%	3.49%	4.70%	5.56%	7.50%							
183			0.0570	0.2770	5.770	5.7070		-112	5.77	2.0270	0.0170	5.1570										
184	YTD2022		281971	272597	297101	281902	275580	3277	29 351901	349097	289729	288398			3016005	5.27% YTD						
185	YTD2023		306298	289707	325811	292567	287956	3417		358225	308969	298470			3174890							
186																						
187																						
188			2018	287218	274771	314580	292360	2855	64 341944	383280	352003	294916	298353	280206	257555							
189			2019	307209	287738	311981	295288	2871	67 339329	388003	346194	294581	301135	283336	267443							
190			2020	305696	304802	189661	79665	868		224128	252748	251216	260477	241689	238199							
191			2021	252216	232901	271812	251624	2544		339900	330548	277420	275237	269337	257577							
192			2022	281971	272597	297101	281902	2755		351901	349097	289729	288398	281987	267817							
193 194			2023	306298	289707	325811	292567	2879	56 341711	365176	358225	308969	298470									
194 195		-		I		1	ı I			1			1			l	l					
195		-							Circulati	on 2018-20)23											
197		450000																				
		-																				
198		40000																				
198 199		400000		25000																		
199 200		400000																				
199 200 201																						
199 200 201 202		350000 300000																				
199 200 201 202 203		350000																				
199 200 201 202 203 204		350000 300000																				
199 200 201 202 203 203 204 205		350000 - 300000 - 250000 - 200000 -			T																	
199 200 201 202 203 204 205 206		350000 300000 250000			t																	
199 200 201 202 203 204 205 206 207		350000 - 300000 - 250000 - 200000 -			T																	
199 200 201 202 203 204 205 206 207 208		350000 300000 250000 150000 100000			T																	
199 200 201 202 203 204 205 206 207 208 209		350000 300000 250000 200000 150000			F					/												
199 200 201 202 203 204 205 206 207 208 209 210		350000 300000 250000 150000 100000																				
199 200 201 202 203 204 205 206 207 208 207 208 209 210 211		350000 - 300000 - 250000 - 150000 - 100000 - 50000 - 0	1	2			4 200260	5	6	7	8		9	10	11	12						
199 200 201 202 203 204 205 206 207 208 209 210 211 211		350000 - 300000 - 250000 - 150000 - 150000 - 50000 - 0 - 0	287218	27477	1 314	580	292360	285564	341944	38328	35200		94916	298353	280206	257555						
199 200 201 202 203 204 205 206 207 208 209 210 211 211 212 213		350000 - 300000 - 250000 - 150000 - 150000 - 50000 - 0 0 - 2018 - 2019	287218 307209	27477 28773	1 314 8 311	580 981	292360 295288	285564 287167	341944 339329	38328	35200 34619	4 2	94916 94581	298353 301135	280206 283336	257555 267443						
199 200 201 202 203 204 205 206 207 208 209 210 211 211 212 213 214		350000 - 300000 - 250000 - 150000 - 150000 - 50000 - 0 - 0	287218	27477	1 314 8 311 2 189	580 981 661	292360 295288 79665	285564	341944 339329 133380	383280 38800 22412	35200 34619 25274	4 2 8 2	94916 3 94581 3 51216 3	298353	280206	257555						
199 200 201 202 203 204 205 206 207 208 209 210 211 211 212 213		350000 - 300000 - 250000 - 150000 - 100000 - 50000 - 0 - 2018 - 2019 - 2019 - 2020	287218 307209 305696	27477 28773 30480	1 314 8 311 2 189 1 271	580 981 661 812	292360 295288	285564 287167 86886	341944 339329	38328	35200 34619 25274 33054	4 2 8 2 8 2	94916 2 94581 2 51216 2 77420 2	298353 301135 260477	280206 283336 241689	257555 267443 238199						
199 200 201 202 203 204 204 205 206 207 208 209 210 211 211 212 213 214 215		350000 - 300000 - 250000 - 150000 - 100000 - 50000 - 0 - 2018 - 2019 - 2020 - 2021	287218 307209 305696 252216	27477 28773 30480 23290	1 314 8 311 2 189 1 271 7 297	580 981 661 812 101	292360 295288 79665 251624	285564 287167 86886 254401	341944 339329 133380 307878	38328 38800 224121 33990	35200 34619 25274 33054 34909	4 2 8 2 8 2 7 2:	94916 2 94581 2 51216 2 77420 2 89729 2	298353 301135 260477 275237	280206 283336 241689 269337 2	257555 267443 238199 257577						

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					
Parkesburg	149	231	380					
Phoenixville	544	1094	1638					
Spring City	129	322	451					
Tredyffrin	320	2073	2393					
West Chester	246	851	1097					
TOTAL	5890	21596	27486					



	А	В	С	D	E	F	G	Н	Ι	J	К	L	М	Ν	Q	R	S	Т
1	Computer Usag	e 2023 (Ses	sions)															
2	ĭ																	
3															2023 YTD	2022 YTD	2021 YTD	2020 Annual
4		January	February	March	April	May	June	July	August	September	October	November	December	Total	Percentage	Percentage	Percentage	Percentage
5																		
6	Atglen	139	157	152	154	194	230	197	182	210	228			1843	0.78%	1.14%	0.77%	1.49%
7																		
8	Avon Grove	557	607	684	604	720	534	582	665	666	708			6327	2.68%	3.43%	4.80%	4.06%
9																		
	Chester County	4751	4903	6093	5049	5392	5843	6477	6505	5772	5730			56515	23.96%	25.24%	30.54%	25.28%
11																		
	Chester Springs	206	196	192	191	223	272	241	219	168	178			2086	0.88%	1.49%	1.10%	0.75%
13																		
_	Coatesville	1430	1512	1534	1384	1535	1504	1617	2020	1725	1719			15980	6.77%	6.52%	7.25%	6.78%
15	Dennington	0.00	794	000	0.11	4000	1102	4450	42.42	10.5	4225			10212	4.37%	4.02%	2 1 2 0/	2 2 60/
16 17	Downingtown	869	794	909	841	1066	1163	1158	1243	1045	1225			10313	4.37%	4.02%	3.13%	3.26%
_	Easttown	2300	2290	2616	2380	2564	2375	2340	2512	2387	3006			24770	10.50%	9.40%	6.65%	9.31%
19	Lasttown	2300	2290	2010	2380	2304	2375	2340	2312	2387	2000			24770	10.50%	5.40%	0.05%	5.31%
	Hankin	1743	1689	1859	1553	1652	1601	1607	1728	1453	1807			16692	7.08%	8.11%	8.34%	7.69%
21		1,45	1005	1000	1335	1002	1001	1007	1720	1,55	1007			10052	7.0070	0.11/0	0.0470	,
_	Honey Brook	340	307	332	309	322	303	363	400	304	403			3383	1.43%	1.55%	1.76%	1.42%
23																		
	Kennett	982	956	1178	956	771	920	2756	3969	3494	4361			20343	8.62%	5.18%	5.92%	5.35%
25																		
26	Malvern	510	423	439	436	559	609	688	716	562	785			5727	2.43%	2.45%	1.98%	2.11%
27																		
_	Oxford	787	773	878	765	840	863	879	1031	825	875			8516	3.61%	3.77%	3.91%	3.66%
29																		
30	Paoli	538	518	487	497	536	541	595	603	487	502			5304	2.25%	2.62%	2.08%	3.36%
31																		
_	Parkesburg	424	345	434	385	419	459	342	454	469	380			4111	1.74%	2.02%	2.90%	2.14%
33							4 6 9 9								6 70%	7 000/	5.669/	6.959/
34 35	Phoenixville	1488	1470	1627	1428	1552	1633	1700	1801	1533	1638			15870	6.73%	7.03%	5.66%	6.35%
_	Spring City	303	308	366	375	375	409	376	442	395	451			3800	1.61%	1.68%	1.92%	1.72%
37	Spring City	505	508	300	3/5	3/5	409	370	442	292	451			3000	1.01%	1.00%	1.52%	1.7270
	Tredyffrin	2166	2253	2524	2190	2571	2563	2914	2939	2328	2393			24841	10.53%	9.00%	6.40%	10.60%
39		2100	2255	2024	2150	25/1	2000	2014	2335	2320	2000			2.041	20.0070	5.0070	0076	10.00/0
	West Chester	846	877	1039	890	862	887	955	1111	912	1097			9476	4.02%	5.34%	4.89%	4.66%
41																		
42	System	20379	20378	23343	20387	22153	22709	25787	28540	24735	27486			235897	100.00%	100.00%	100.00%	100.00%
43						_												
44	Notes:																	
45	2017 and 2018 ba	ased on minu	tes															
	2019 and 2020 ba		ons															
47	2020 reflects Cov	id closures																

Balance Sheet

As of November 29, 2023

	TOTAL
ASSETS	
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
Total 100 Phoenixville Federal Savings #1	1,431,616.11
105 Petty Cash	388.73
105.6 Paypal	-40.00
Total 105 Petty Cash	348.73
106 Circulation Cash	500.00
Total Bank Accounts	\$1,432,464.84
Other Current Assets	
125 Supplies	0.00
130 Prepaid Expenses	453.00
140 Accounts Receivable - Other	0.00
Total Other Current Assets	\$453.00
Total Current Assets	\$1,432,917.84
Fixed Assets	
150 General Fixed Assets	
150.1 Leasehold Improvements	
150.1.1 1999/2000 Addition	0.02
150.1.2 General	0.06
Total 150.1 Leasehold Improvements	0.08
150.2 2012/2013 Renovation	0.00
150.6 Computer Equipment	-0.12
150.8 Furniture & Fixtures	0.28
Total 150 General Fixed Assets	0.24
Total Fixed Assets	\$0.24

Balance Sheet

As of November 29, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 Accounts Payable	30,819.00
220 Credit Card Payables	0.00
Total Accounts Payable	\$30,819.00
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
Total 230 Employee Costs Payable	23,959.95
250 Deferred Income	0.00
Total Other Current Liabilities	\$23,959.96
Total Current Liabilities	\$54,778.96
Long-Term Liabilities	
280 Line of Credit (3 year)	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$54,778.96
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
Total Equity	\$1,378,139.12
TOTAL LIABILITIES AND EQUITY	\$1,432,918.08

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

		TC	TAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGE
Income				
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	
Total 400 Appropriations	429,139.01	841,094.00	-411,954.99	51.02 %
412 Development Income				
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	
Total 412.1 Grants	24,718.04	32,500.00	-7,781.96	76.06 %
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	
Total 412.2 Projects/Events	18,328.50	45,000.00	-26,671.50	40.73 %
412.4 Donations				
412.4.1 Unrestricted	1,228.54		1,228.54	
Total 412.4 Donations	1,228.54		1,228.54	
412.6 Individual Giving				
412.6.1 Unsolicited	551.82		551.82	
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult	626.47		626.47	
412.6.3 Target Donors	14,197.31	40,000.00	-25,802.69	35.49 %
412.6.4 Restricted - General	,	3,000.00	-3,000.00	
412.6.5 Restricted - Children	450.00	3,000.00	-2,550.00	15.00 %
Total 412.6 Individual Giving	15,825.60	46,000.00	-30,174.40	34.40 %
412.7 Corporate Engagement	,	10,000.00	-10,000.00	
412.7.1 Third Party Fundraising	163.94	10,000.00	163.94	
Total 412.7 Corporate Engagement	163.94	10,000.00	-9,836.06	1.64 %
412.8 Planned Giving			-,	
412.8.2 Restricted - Endowment	39,256.00		39,256.00	
Total 412.8 Planned Giving	39,256.00		39,256.00	
		100 500 00	· · · · · · · · · · · · · · · · · · ·	74 55 0/
Total 412 Development Income	99,520.62	133,500.00	-33,979.38	74.55 %
420 Operations Income				
420.1 Fines	8,073.21	15,000.00	-6,926.79	53.82 %
420.10 Notary Services	154.00	1,000.00	-846.00	15.40 %
420.2 Passport Applications	78,086.00	180,000.00	-101,914.00	43.38 %
420.3 Interest	1,641.01	1,000.00	641.01	164.10 %
420.4 Items Sold		2,800.00	-2,800.00	
420.4.1 Library Income	1,132.38		1,132.38	

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

		тс	DTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.4.2 PA Sales Tax	-2.04		-2.04	
Total 420.4 Items Sold	1,130.34	2,800.00	-1,669.66	40.37 %
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	
Total 420.6 Other (Copier, etc.)	1,581.61	3,000.00	-1,418.39	52.72 %
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	
Total 420.8 Rentals/Collection	274.98	1,000.00	-725.02	27.50 %
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	
Total 420.9 Hot Spots	1,475.91	3,000.00	-1,524.09	49.20 %
Total 420 Operations Income	93,346.27	209,800.00	-116,453.73	44.49 %
Total Income	\$622,005.90	\$1,184,394.00	\$ -562,388.10	52.52 %
GROSS PROFIT	\$622,005.90	\$1,184,394.00	\$ -562,388.10	52.52 %
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	
Total 500.1 Books	23,648.04	65,000.00	-41,351.96	36.38 %
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 %
Total 500 Adult Library	46,965.71	93,800.00	-46,834.29	50.07 %
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	8,911.19	25,000.00	-16,088.81	35.64 %

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

		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		
Total 510.1 Books	13,326.95	36,016.00	-22,689.05	37.00 %	
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 %	
Total 510 Youth Library	15,747.13	54,716.00	-38,968.87	28.78 %	
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		
Total 520 Development Expense	22,581.92	29,488.00	-6,906.08	76.58 %	
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		
Total 530.1 General	2,166.58	23,626.00	-21,459.42	9.17 %	
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 %	
Total 540 Utilities	12,261.91	41,092.00	-28,830.09	29.84 %	
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 %	

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

		тс	DTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
550.6 Supplies	22.46	3,000.00	-2,977.54	0.75 %
Total 550 Computer Expense	5,563.66	8,360.00	-2,796.34	66.55 %
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	
Total 560 Other Supplies and Expense	10,170.51	18,500.00	-8,329.49	54.98 %
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	
Total 580.1 Maintenance	5,460.00	500.00	4,960.00	1,092.00 %
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 %
Total 580.5 Janitorial Expense	12,711.41	29,000.00	-16,288.59	43.83 %
580.7 Minor Improvements and Repairs	820.92	500.00	320.92	164.18 %
Total 580 Buildings & Grounds	18,992.33	30,000.00	-11,007.67	63.31 %
Total 530 Administration	52,018.96	126,668.00	-74,649.04	41.07 %
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 %
Total 610.1 Salaries	203,095.40	625,589.00	-422,493.60	32.46 %
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 %
Total 610.3 Employee Benefit Expense	32,133.16	131,037.00	-98,903.84	24.52 %
610.4 Retirement Expense	34,001.41	99,167.00	-65,165.59	34.29 %
Total 610 Salaries & Benefits	276,703.16	879,722.00	-603,018.84	31.45 %
Unapplied Cash Bill Payment Expense	-8.26		-8.26	
Uncategorized Expense	-17.95		-17.95	
otal Expenses	\$413,990.67	\$1,184,394.00	\$ -770,403.33	34.95 %
ET OPERATING INCOME	\$208,015.23	\$0.00	\$208,015.23	0.00%
ther Expenses				
750 Non-Operating Expense	60.33		60.33	
750.1 Furniture, etc.	92,586.83		92,586.83	

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

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

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		
ACTUAL	BUDGET 2023-	DRAFT BUDGET 20
Income		
400 Appropriations	607,257.00	619,342.00
400.1 Appropriation - P.A.S.D.		
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
Total 400 Appropriations	841,094.00	861,936.00
412 Development Income	25,000.00	25,000.00
412.1 Grants		
412.1.3 Chester County ARPA Grant	7,500.00	7,500.00
Total 412.1 Grants	32,500.00	32,500.00
Total 412.2 Projects/Events	45,000.00	45,000.00
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
Total 412.6 Individual Giving	46,000.00	56,000.00
412.7 Corporate Engagement	10,000.00	10,000.00
Total 412 Development Income	133,500.00	143,500.00
420 Operations Income	45 000 00	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
Total 420 Operations Income	209,800.00	226,300.00
Total Income	\$1,184,394.00	1,231,736.00
GROSS PROFIT	\$1,184,394.00	1,231,736.00
Expenses		
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
Total 500.1 Books	65,000.00	68,255.00
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
	1,000.00	.,

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
Total 500 Adult Library	93,800.00	98,655.00
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
Total 510.1 Books	36,016.00	43,000.00
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
Total 510 Youth Library	54,716.00	65,200.00
520 Development Expense	5 000 00	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
Total 520 Development Expense	29,488.00	29,488.00
530 Administration		
530.1 General		
530.1.1 Audit/Form 990	0.000.00	0.000.00
	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
Total 530.1 General	23,626.00	25,300.00
540 Utilities	25,500.00	25,500.00
540.1 Electricity		
540.2 Gas	7,252.00	7,000.00
540.3 Telephone	6,000.00	4,500.00
E40 4 Treach Callestian	F 40.00	540.00
540.4 Trash Collection	540.00	
540.5 Water & Sewer	1,800.00	1,800.00
540.5 Water & Sewer		1,800.00 39,340.00
	1,800.00	

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
Total 550 Computer Expense	8,360.00	8,500.00
560 Other Supplies and Expense 560.1 Collection Maintenance	3,000.00	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
Total 560 Other Supplies and Expense	18,500.00	23,500.00
570 Equipment Leasing/Rental 580 Buildings & Grounds	5,090.00	6,000.00
580.1 Maintenance		
580.1.2 Grounds	500	500.00
Total 580.1 Maintenance	500.00	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
Total 580.5 Janitorial Expense	29,000.00	29,000.00
580.7 Minor Improvements and Repairs	500.00	500.00
Total 580 Buildings & Grounds	30,000.00	30,000.00
Total 530 Administration	126,668.00	132,640.00
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
Total 610.1 Salaries	625,589.00	640,366.00
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
Total 610.3 Employee Benefit Expense	131,037.00	142,046.00
610.4 Retirement Expense	99,167.00	98,847.00
Total 610 Salaries & Benefits	879,722.00	905,753.00
	\$1,184,394.00	•
Total Expenses	\$1,104,3\$4.00	1,231,736.00

Assumptions for the 2024-2025

<u>Income</u>

Appropriations:

PASD

- 2% increase which is \$12,085 in increased funding
- <u>State and County</u>: 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:

- <u>Passport services:</u> Increase of \$15,000.
- <u>Hotspot:</u> no change
- <u>Fines:</u> 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

<u>Admin</u>

<u>General:</u>

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

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

<u>Computer Expense:</u> slight increase to this item.

<u>Other Supplies/Expenses</u>: increase of \$1,000 for postage, also added a line item for passport supplies <u>Equipment/Leasing</u>: no change

Maintenance-Buildings: no change

Janitorial Expense: no change

<u>Salary:</u>

- 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