



**Board of Trustees Meeting Agenda**

**June 5, 2023 5:00p.m.**

**Location: Zoom**

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

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

- I. Call to order, roll
- II. Public welcome – All general public comments limited to 5 minutes
- III. Consent Agenda 2 minutes
  - a. Minutes
  - b. Director’s Report
  - c. Youth Services Report
  - d. Adult Services Report
  - e. Development Report
  - f. Circulation Report
  - g. Statistics
  - h. Financials
- IV. New Business - Discussion Items
  - a. Slate of Officers- Lauren Eustis 5 minutes
  - b. 2023/2024 Draft Budget- Lara Lorenzi 10 minutes
  - c. Other new business 5 minutes
- V. Old Business – Discussion Items
  - a. Director Evaluation- Lauren Eustis 5 minutes
  - b. Mission Statement- Steve Hirsh 5 minutes
  - c. Strategic Plan Draft- Lara Lorenzi 5 minutes
  - d. Front Door Restoration Quote- Lauren Eustis 5 minutes
  - d. Other old business? 5 minutes

Public Comments on Meeting – Limit 3 minutes per person

VI. Executive Session

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

VII. Next meeting Monday July 3, 2023 @ 5:15pm in-person

VIII. – /Adjournment

**PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MONTHLY MEETING**  
**May 1, 2023**

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

**BOARD MEMBERS PRESENT**

Jessica Bicker; Ted Bierer; Mike English; Lauren Eustis; Alan Fegley; 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 Steve Hirsch, seconded by Alan Fegley, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through h., consisting of: (i) the Minutes of the Board's Regular Monthly Meeting held April 11, 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 April 2023.

**NEW BUSINESS**

- Trustee Openings: Lauren Eustis indicated that she, Steve Hirsch and Lara Lorenzi, constituting a committee, interviewed all five current candidates and that all were duly qualified, nonetheless recommending McKenzie Frees, Leah Campbell, and Elizabeth Carrabine. The committee noted the strong experience with nonprofits, finances and community engagement that these three applicants embody. On the question of next steps with the Phoenixville Area School District, Alan Fegley indicated he would find out from the School Board on May 8<sup>th</sup> as to what it believes next steps should be with Trustee openings. He also indicated the Library Board Committee should make a recommendation at to the candidates. On motion made by Joe Koury, seconded by Mike English, and by unanimous vote thereafter, the Library Board voted to accept the committee recommendation as to three applications.
- Furniture Quotes: Lauren Eustis indicated that Habitat for Humanity will not take a donation of old furniture. As a result, Ms. Eustis suggested accepting the quote from J.P. Jay Associated of \$2,250 to remove the furniture. On motion made by Mike English, seconded by Ted Bierer, and by unanimous vote thereafter, the Library Board voted to accept the recommendation to accept the J.P. Jay removal quote.
- Front Doors: Lauren Eustis led a discussion concerning the wear of the doors in the last three years since being restored, informing the Board that she had received two proposals for restoration work. Noting the expense, Ms. Eustis suggested both a fundraiser or expenditure of current Library funds be considered. In response to alternatives as questioned by Ted Bierer, Ms. Eustis noted the need to go the Historical Society of the Phoenixville Area to research, with a further update from her to come at a future Library Board meeting.
- Facilities Update: Lara Lorenzi told the Library Board that the Phoenixville Area School District had installed a fence at the back of the Library building, as requested, and that the fence is already proving to be a deterrent for unwanted activity. She

suggested the possibility of installing a picnic bench for staff to use for outdoor eating. Ms. Lorenzi also indicated her efforts to schedule a meeting with the School District regarding the new furniture being purchased by the Library and removal of certain shelving in connection therewith.

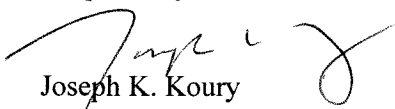
- Development Update: Lauren Coy indicated that she had just attended a forum conducted by the Phoenixville Community Health Foundation to become better informed as to current criteria for grants from it. Ms. Coy informed the Library Board that the Library is a \$45,000 grant recipient from the Erb Charitable Trust. Ms. Coy then indicated income exceeding costs relative to the Annual Appeal response to date. Lastly, Ms. Coy confirmed she is seeking out Reads & Co. to help secure this year's author for Wine, Wit & Wisdom.
- Vice President: Lauren Eustis noted a vacancy in this office, and suggested Steve Hirsch be appointed for a short time through the July meeting of the Library Board. On motion made by Joe Koury, seconded by Ted Bierer, and by unanimous vote thereafter, the Library Board voted to appoint Steve Hirsch to serve as Vice President until the July meeting of the Library Board.
- Finance Committee Update: Lara Lorenzi informed the Library Board that on May 22, 2023, the Board of School Directors will consider a recommendation to approve the Library's request for a five percent (5%) increase in funding from the Phoenixville Area School District. Lauren Eustis volunteered to attend on behalf of the Library.

#### **OLD BUSINESS**

- Evaluation of Executive Director: Lauren Eustis indicated she spoke with Agatha Lyon of the Chester County Library System and Ted Bierer had been in contact with the Tredyffrin Public Library to inquire of their policy. Steve Hirsch volunteered to compose a simple, one-page written evaluation of Lara Lorenzi taking all into consideration.
- Mission Statement: Steve Hirsch reviewed his draft update to the Mission Statement, noting that it is larger than the Library's current Mission Statement. Mr. Hirsch noted that it was also not as passive as the current statement. He indicated that he did not receive comments from the Library Trustees. Alan Fegley and Lara Lorenzi then offered brief comments that Mr. Hirsch indicated he will incorporate in a revised draft to be circulated to the Library Board in the future.
- Strategic Plan Update: Lara Lorenzi opened a discussion on an updated draft of the Library's Strategic Plan by encouraging the Library Trustees to review it, for discussion to begin at the next Library Board meeting.
- Dolly Parton's Imagination Library: Lauren Eustis indicated the whole of Chester County Library System now has access to the program and that it was looking for a local sponsor. Lara Lorenzi indicated the current proposed Library budget did not account for the expense of participating in the program. Discussion concluded with the suggestions from Steve Hirsch and Lauren Eustis that grant money, partnering with Rotary, or corporate sponsorship all be explored.
- Library Foundation: Lara Lorenzi indicated she is working on setting up a joint meeting. Mike English reminded of the goal of the Foundation being to grow the Library's Endowment to \$1,000,000, which it has not yet done.

*Meeting was adjourned at 6:24 p.m.*

Respectfully submitted,

  
Joseph K. Koury



Report submitted by: Lara Lorenzi

June 2023 Library Board of Trustees Meeting

**Informational Updates:**

- The library will be closed on Monday June 19, 2023 for the Juneteenth Holiday.
- The library will be closed on Tuesday July 4, 2023.
- I will be out of the office on 6/2, 6/9, 6/15, 6/16, 6/20, & 6/23.
- I continue to watch all of the PASD board meeting each month to keep up on concerns and items the school district is dealing with along with being informed on the budget process.
- We are anticipating getting our new upper level furniture on July 10<sup>th</sup>. Our old furniture will be removed first and then they will move assemble the new furniture and set it up in the library. The building will not be closed that day. We don't anticipate a disruption in service. They will be bringing in our new items through the old front doors, so access into the library will not be hampered.
- We are waiting to hear back from the foundation on when they can meet with us. I was hoping the meeting would take place in May, but I'm not sure that will be the case.
- Lauren Eustis and I met up with Ken Gibson and Phil Vontor at PASD to discuss the building and potential building maintenance projects for the library. We are getting some of these bigger projects on the radar for pasd, we will also be looking into Keystone Grant opportunities to help offset the costs. It was a very productive meeting.
- Mark Pinto is working on weeding and shifting various collections in the adult library to make room for the new furniture and equipment that will be delivered in early July. I will be helping him with this transition as needed.
- I am working on end of year documents such as earned leave allotments for 2023/2024, annual evaluations, and continuing education hours.

**Personnel Updates:**

- We have promoted Maria Jante to the position of cataloger/materials processing clerk. She her first day in this new role will take place on Tuesday May 30, 2023. It will be a seamless transition. Maria has been working with Mary to get trained in all the various job tasks and duties that are required of the position.
- The circulation department is in the process of interviewing people for an open position.

**Facilities Update:**

- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- The wiring has been pulled for the new door counter device that will be mounted above the front door.
- PASD will be running the wiring so we can put the laptop computers on the floor in the main room on the upper level, this should happen in the next week or two.
- PASD will send out a crew to remove the counter tops, patch and paint the computer center so we can convert it into a larger meeting room.
- Lawn maintenance and mowing is done by the school district.
- Our garden is looking good and is showing off some new plants and flowers. It looks wonderful.

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

- March 2023

- E-books: 3,556
- E-audio: 3,030
- Total: 6,586
- April 2023
  - E-books: 3,280
  - E-audio: 2,992
  - Total: 6,272
- May 2023
  - E-books: 3,492
  - E-Audio: 3,069
  - Total: 6,561

**Book Locker:**

- April 2022: 237
- May 2022: 154
- June 2022: 334
- July 2022: 279
- August 2022: 203
- September 2022: 266
- October 2022: 198
- November 2022: 193
- December 2022: 205
- January 2023: 234
- February 2023: 255
- March 2023: 294
- April 2023: 186
- May 2023: 209

**Door Count:**

May 2022: 6,756

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

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

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

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

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

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

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

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

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

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

April 2023: 8,121. This is a 13% increase over last year.

May 2023: 8,153. This is a 21% increase over last year.

**Chester County Library System Updates:**

- None at this time.

**State Updates:**

- None at this time.

**Meetings/Trainings**

5/5 Vacation Day

5/8 Meeting with Tegan Conner-Cole- youth services, schedules, coverage and summer reading

Meeting with Mike English

5/9 District Librarians Meeting at Exton



- 5/10 De-escalating Difficult Customer Behaviors
- 5/11 Rotary at the Phoenixville Country Club
- 5/15 PCHF short- training
- 5/17 Meeting with Karin- the Heart  
Meeting with Ken Gibson & Phil Vontor- PASD, discussed building projects
- 5/18 Library safety and security- a holistic approach- training
- 5/19 Library Closed
- 5/22 Floating Holiday
- 5/23 Funding Formula Committee Meeting  
CCLS board meeting
- 5/24 HUB meeting
- 5/29 Library Closed
- 5/30 Personal Day
- 5/31 Elder Hub meeting
- 6/2 Vacation Day

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

**Programming:**

Programs held on April 27 to May 31 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

**May 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	6	89	85	174
Barnstone On the Go – Art For Kids	8	94	67	161
Babies & Books	7	73	75	148
Mighty Preschoolers	3	29	23	52
Toddler Time	8	146	119	265
Block Party	1	10	7	17
Preschool Ballet	1	15	12	27
<b>In-Person Preschool Total</b>	<b>34</b>	<b>456</b>	<b>388</b>	<b>844</b>
<b>Elementary Age Events</b>				
Take & Make Crafts	1	44		44
<b>Ages 6-11 Total</b>	<b>1</b>	<b>44</b>		<b>44</b>
<b>Teen Programs-Virtual/Picking up Materials</b>				
YA Mystery Bag	1	11		11
<b>Total Young Adult</b>	<b>1</b>	<b>11</b>		<b>11</b>
<b>Virtual Events</b>	TEMP BREAK			
<b>Total Virtual</b>				
<b>Total In Person Events</b>	<b>36</b>	<b>511</b>	<b>388</b>	<b>899</b>
<b>1000 Books Before Kindergarten</b>	<b>5</b>			

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

**April 26 to May 30:** 539 sessions, 243 hours, average 26-minute sessions

**Newsletter**

The Children’s Library Newsletter was sent 5 times between April 26 and May 31. A monthly overview of events was sent on April 28 and weekly newsletters on Fridays that listed the next week’s events. The newsletter was sent to an average of 477 subscribers and had an average 62% open rate.

**Community Outreach & Partnerships**

<b>Event</b>	<b>Total Students</b>	<b>Total Adults</b>	<b>Total Visitors</b>
<b>Total: 0 on-site, 0 off-site</b>			

- There is outreach and partnerships in the works.

**Meetings**

- Tegan C. met with Lara L., Mark P., and Christine N. as needed on library services throughout the month.
- May 9 - Tegan C. had a phone meeting with Theresa Thornton about a potential Juneteenth Quilt

Program at the library based off of a program in West Chester.

- May 23- Tegan C. attended the CCLS Youth Services meeting about Beanstack and STEM tools available to borrow.
- May 26 - Tegan C. had a Zoom meeting with Margot, a Girl Scout earning her Silver Award, about hosting a program on Mindfulness and having mindful toys in the library for patron use.

### **Additional Activities**

- Continued assessment of Children's collection with removal of non-circulating, outdated, and damaged materials with focus on Juvenile Music CDs.
- Continued process of updating call numbers in the J Graphic Novel Section for better browsability with Mary.
- Ordering of new items for collections as well as filling in series titles, missing topics, and replacing damaged titles.
- Publicizing of Children's Library Calendar and events through the e-newsletter and social media.
- Covered Circulation Desk as needed.
- Planned programming for Summer and made Summer calendar. Added events to online calendar.
- Rachel K ran and implemented Story Times for May.
  - Story Time Break during week of May 15 but other events were scheduled to run for families.
  - Planned and presented Babies & Books for first two weeks of May. Rachel K presented last two Babies & Books in May with TC plans and selections.
- Finalized details of Summer Reading Events and Challenges. Challenge for Youth starts June 10 and runs for 10 weeks. Programming starts June 20 and runs for 9 weeks.
- Tegan C. decorated Youth Services Bulletin Boards and display case. Display case had Mental Health Month for Teens.
- Purchased, displayed, and shared books purchased with a donation from ChesMont BWP organization.
- David B. maintained rotating displays including a featured AAPI Month and Memorial Day display.

### **Trainings**

- May 3 – Library Services to Homeschoolers (Niche Academy) – TC & RK (viewed May 9)
- May 22 – CCLS cHQLite Training - TC
- May 24 – Mental Health First Aid, Hybrid Course. In person at CCL Exton – TC
- Super Charged Story Time – Completed/Self-Paced - RK

### **Correspondence in May**

- Email and/or phone contact with other staff members as needed.
- Emails and/or phone conversations with questions from patrons about programs, title requests, and volunteering.
- Communicated with PACLC to discuss bag coordination.
- Email correspondence with Jennifer Huxta, 4<sup>th</sup> Grade at Barkley about walking field trip to library in June.
- Email correspondence with performers for potential future programs.
- Email correspondence with Daughters of the American Revolution about their summer program and summer display leading up to the 250th Anniversary of US Independence.
- Email correspondence with CCLS.
- Email correspondence and phone call with Billie Goldstein about a table for the library at the Phoenixville Hospital Mental Health Fair in June.
- Email correspondence with Phoenixville Rec Center for room rental for Thrilling Thursday.
- Emily correspondence with Theresa T about Juneteenth program.
- Email correspondence with Barnstone for teen programs.
- Email correspondence with student about Inspired STEM (formerly Girls In STEM) program.

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

Addendum: Children's Report

May 31, 2023



**May 2023**  
**Children's Report – Rachel K.**

**Program Overview**

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

**Activities/ Programs**

Lead programs for various age groups

- 1-2-3 Learn with Me
- Mighty Preschoolers
- Babies & Books (Thursdays)
- Toddler Time
- Barnstone Art for Kids (May 24)

**Weekly Programs**

Currently we have 5 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, 2 Toddler Time sessions, and 1 Barnstone Art for Kids session

**Reoccurring In-Formal**

1-2-3 Learn with Me

Babies & Books

Toddler Time

**Weekly Themes**

Mighty Preschoolers

- Letters of the Alphabet
- Letter Y
- Letter Z
- Birds

Toddler Time

- Pirates
- Jungle
- Camping
- Summer

Babies & Books

- Pets
- Trucks
- Family
- Summer

**Webinars/Trainings**

- Supercharged Storytime-Completed May 8
- Niche Academy Webinar-Library Services to Homeschoolers-Viewed May 9

**May 2023**  
**Adult Services Report**  
(all events/statistics as of May 31)

**Regular Activities**

- Scheduling passport application acceptance and notary appointments; covering 3-hour passport appointment shift on Wednesdays; handling notary appointments as needed and available.
- Updating Library website as needed.
- Scheduling and hosting online and in-person programs with outside presenters; posting selected program videos to YouTube channel.
- Updating online Library Events Calendar, creating and sending e-mail press releases, and posting event announcements to other locally-based online calendars.
- Sending weekly Constant Contact e-mail newsletters to 2,400+ adult contacts regarding Library services and programs, online resources for education and cultural entertainment, and important Library and community/government announcements.
- Ordering books and other Library materials for collection; weeding collection regularly.
- Select book and lead monthly book discussion group at Phoenixville Area Senior Center.

**Meetings/Workshops/Other Events Attended**

- Audit of passport operation with State Department rep Tracy Barber 5/10.
- Webinar “De-Escalating Difficult Patron Behaviors” with CCLS 5/10.
- Manned table for Senior Health Fair at Phx YMCA 5/31.

**Upcoming Special Programs/Events**

- “Mankind’s Search for Life beyond the Earth” with Dr. Don Miller, NASA Solar System Ambassador 6/12.
- “Local Author Talk: Mark Lanyon: *Abolition & the Underground Railroad in Chester County*” 6/15.
- Adult Summer Reading Gift Card Raffle begins 6/20 (through 8/19).
- “Violin and Harp Recital” with Melinda Rice and Candace Lark-Masucci 6/20.
- “Insurance Expo” 6/22.
- “Community Gardening around the Village: Five Easy Steps to Home Composting” with Colleen Falicki 6/26.
- “Medicare 101” with PA MEDI 6/29.
- “Local Author Talk: Cynthia McGroarty: *Clara in a Time of War* 7/3.

**Program/Event/Other Planning**

- Preparing for arrival of new Adult Library furniture and relocation of passport services office (weeding/shifting affected collections, purchasing equipment, etc.)
- Scheduling special online, in-person, and hybrid programs for August and beyond.
- Purchasing prizes for Adult Summer Reading Program

**May Computer Use/Checkout Statistics**

Adult Internet Stations Individual Users	430
Adult Laptop Individual Users	73
Mobile Printing Users	17
Mobile Hotspot Checkouts	16
Museum Pass Checkouts	91

### May Passport Application Acceptance Statistics

Appointments	393
Income	\$18,735.00

### May Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	10	
Fourth Wednesday Readers (formerly Daytime Book Club)	8	
Phoenix Fiction Writers	8 (2 sessions)	
Phoenixville Tech Group	54 (4 sessions)*	
Tech Help appointments	4	
Legal Outreach Clinic appointments	3	
Maternal & Child Health Consortium Family Benefits Assistance appointments	16	
Sahaja Yoga Meditation Class	20 (3 sessions)	
ESL Conversation Group	49 (5 sessions)	
Books on Tap	11	
Movies on Tap: Zoom Edition	8	
Outreach: Senior Center Book Club	13	
Movie Night: "The Fabelmans" 5/11	31	
Community Gardening around the Village: "Herb Gardening for Beginners" 5/1	34	54
"Fred Miller Lecture-in-Song: All Over the Map" 5/4	20	
"Will Retirement Derail Your Estate Planning?" 5/8	6	
"Ethnic History of the Phoenixville Area" 5/15	47	32
"Women & Investing Presentation" 5/18	6	4
"Make Decoupage Boxes: A Craft Class for Adults" 5/22	6	
"Downsizing or Discarding: Are You Throwing Away Treasure?" 5/25	12	

\*Tech Group had 5 sessions in May, but I don't have the statistic for one of the sessions.

Respectfully submitted,  
 Mark Pinto  
 Adult Services Director

**MAY 2023**

*Development Report*

Lauren Coy

**Meetings/Training/Events**

- a. Attending biweekly Rotary meetings
- b. Meetings with Lara Lorenzi
- c. Attended PPL Board Meeting (5/1)
- d. Attended the Chamber Legislative Brunch (5/18)
- e. Attended Chamber’s Coffee & Conversations Networking (5/23)
- f. Attended the HUB Meeting (5/24)
- g. Meeting with Robb Frees about Spelling Bee Fundraiser (6/1)

<b>GRANTS</b>	<b>Amt. requested</b>	<b>Fund</b>	<b>Deadline</b>	<b>Decision</b>
Erb Charitable Fund	\$40,000	Operating	3/1/2023	By 4/30/2023
	<b>\$45,000 RECEIVED!!!!</b>			
ARPA Grant	\$30,000 over 4 years	E-materials	Funds RECEIVED!	*recipient*
PCHF Grant	\$25,000	Operating	6/2/23 Submitted 5/31/23	Sept. 2023

**Development News**

- The Library will be the receiving the check from the Eggroll Charity Program from Bistro on Bridge on Monday, June 5<sup>th</sup>. We are going to be a beneficiary of this program annually.
- TWO ADDITIONAL IDEAS for Friend/Fundraisers:
  - 1. **The Haunted Library Tour**
    - a. Historical presenter Ryan Conroy would kick off the evening at the Library, giving its history and the discussion of its hauntings.

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

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

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

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

- New logo/rebrand - more fun and modern
- Very innovative, bold and colorful invitations to come as well

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

### **Annual Appeal**

GOAL: \$40,000.00

Actual (to date): **\$54,057.86** (*125% over goal*)

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



### Circulation Report for June 2023

#### Circulation Department:

- Number of **checkouts** for May: 10,000
- Number of **check-ins** for May: 10,334
- Number of **holds** for May: 350
- Hired new circulation assistant
  - Picking up paperwork on June 2<sup>nd</sup>
  - Looking for one more circulation assistant
  - Interview: May 31<sup>st</sup>
- Circulation Assistant was hired for the Technical Services position

#### Volunteers:

- **Total Amount of Volunteer Hours for May: 69.25**
- **Total Amount of Volunteer Hours for TOTAL fiscal year: 786.75**
- Picking up mulch for garden: June 16<sup>th</sup>

#### Library Card Sign-ups:

- **Total Amount of Patron Applications for May: 172**

#### Meetings/Events:

- PaLA Intellectual Freedom Committee: June 1<sup>st</sup> and June 21<sup>st</sup>
- PaLA Conference Committee: June 14<sup>th</sup>? (unsure if in-person or online)

#### Continuing Education:

- Staff close to 20 hours per week are getting their CE credits for the two years
- The Power of Brevity: Maximum Impact with Less Words: June 14<sup>th</sup> (\*will watch recording)

#### Additional Updates:

- Will be writing two articles for the PaLA Bulletin – Articles due in June
- Sick day: June 8<sup>th</sup>
- Vacation Days: June 23<sup>rd</sup> to June 27<sup>th</sup>

Respectfully Submitted,  
Christine Nicholson  
*Circulation Manager & Volunteer Coordinator*  
May 2023





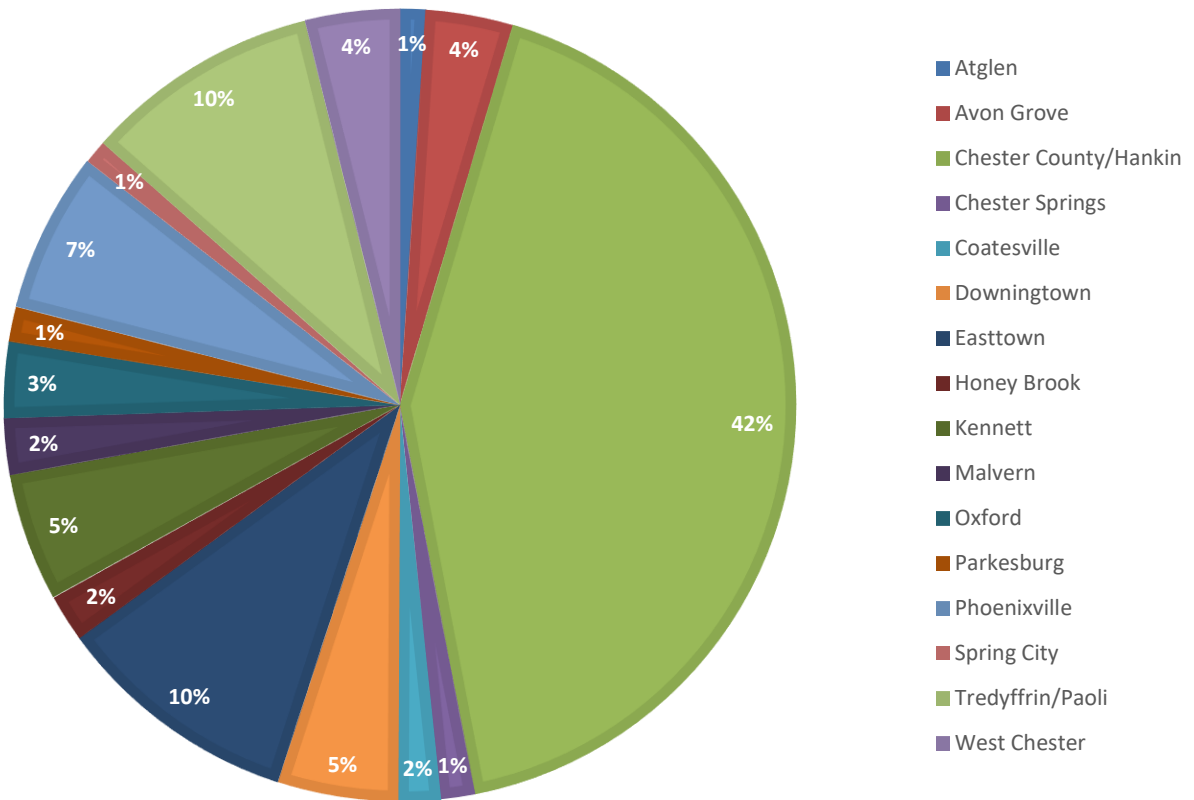




**April 2023 Circulation**

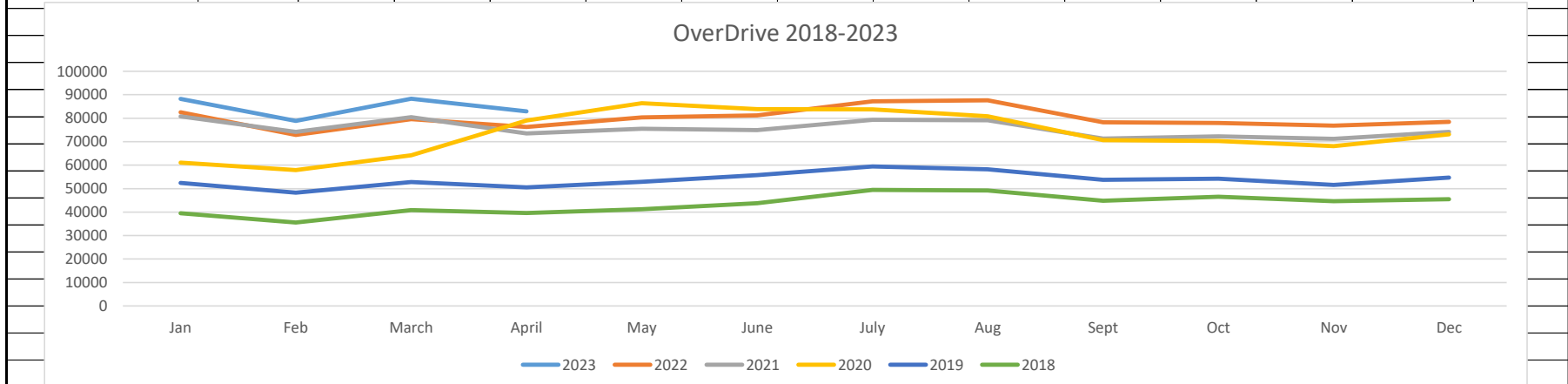
	Sierra	OverDrive	Total
Atglen	2142	871	3013
Avon Grove	8155	2305	10460
Chester County/Hankin	91847	32111	123958
Chester Springs	2030	2114	4144
Coatesville	3784	1144	4928
Downingtown	11427	2968	14395
Easttown	16436	12898	29334
Honey Brook	5165	465	5630
Kennett	8226	7063	15289
Malvern	5043	1708	6751
Oxford	6990	2064	9054
Parkesburg	3529	639	4168
Phoenixville	13168	5985	19153
Spring City	2466	382	2848
Tredyffrin/Paoli	20317	7833	28150
West Chester	8954	2338	11292
<b>TOTAL</b>	<b>209679</b>	<b>82888</b>	<b>292567</b>

**PERCENTAGE DISTRIBUTION**



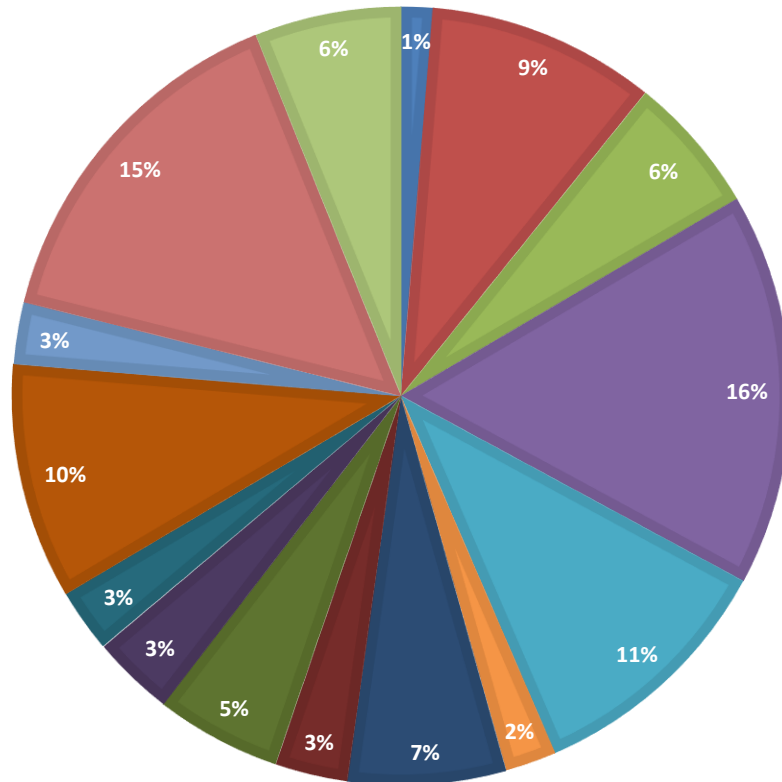
OverDrive Percentage Distribution 2023														
Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		<b>88236</b>	<b>78859</b>	<b>88308</b>	<b>82888</b>									
Atglen	1.05%	927	829	928	871									3554
Avon Grove	2.78%	2453	2193	2455	2305									9406
Chester County/HH	38.74%	34183	30550	34212	32111									131057
Chester Springs	2.55%	2251	2011	2252	2114									8628
Coatesville	1.38%	1218	1089	1219	1144									4670
Downingtown	3.58%	3159	2824	3162	2968									12113
Easttown	15.56%	13730	12271	13741	12898									52640
HoneyBrook	0.56%	495	442	495	465									1896
Kennett	8.52%	7518	6719	7524	7063									28824
Malvern	2.06%	1818	1625	1820	1708									6971
Oxford	2.49%	2198	1964	2200	2064									8426
Parkesburg	0.77%	680	608	680	639									2607
Phoenixville	7.22%	6371	5694	6376	5985									24427
Spring City	0.46%	407	363	407	382									1559
Tredyffrin/Paoli	9.45%	8339	7453	8346	7833									31970
West Chester	2.82%	2489	2224	2491	2338									9542
Total	<b>100.0%</b>	<b>88236</b>	<b>78859</b>	<b>88308</b>	<b>82888</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>338291</b>

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



### April 2023 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	29	125	154
Avon Grove	231	373	604
Chester County	1562	3487	5049
Chester Springs	34	157	191
Coatesville	387	997	1384
Downingtown	254	587	841
Easttown	479	1901	2380
Hankin	324	1229	1553
Honey Brook	154	155	309
Kennett	245	711	956
Malvern	151	288	439
Oxford	267	498	765
Paoli	184	313	497
Parkesburg	171	214	385
Phoenixville	527	901	1428
Spring City	108	267	375
Tredyffrin	294	1896	2190
West Chester	175	715	890
<b>TOTAL</b>	<b>5576</b>	<b>14814</b>	<b>20390</b>



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



# Phoenixville Public Library

## Balance Sheet

As of June 1, 2023

	TOTAL			
	AS OF JUN 1, 2023	AS OF JUN 1, 2022 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
100 Phoenixville Federal Savings #1				
100.1 Operating Checking (040016792)	-12,053.07	35,442.35	-47,495.42	-134.01 %
100.2 Operating Money Market (45001815)	815,633.11	744,436.33	71,196.78	9.56 %
100.3 Operating Credit Card Receipts (110030095)	18,825.40	8,398.83	10,426.57	124.14 %
100.5 Certificate of Deposit (61513)	20,738.69	20,693.65	45.04	0.22 %
100.6 Certificate of Deposit (61514)	21,205.36	21,165.90	39.46	0.19 %
100.7 Certificate of Deposit (59971)	33,033.51	32,148.05	885.46	2.75 %
100.8 Certificate of Deposit (61515)	500,470.01		500,470.01	
<b>Total 100 Phoenixville Federal Savings #1</b>	<b>1,397,853.01</b>	<b>862,285.11</b>	<b>535,567.90</b>	<b>62.11 %</b>
105 Petty Cash	500.00	500.00	0.00	0.00 %
105.6 Paypal	0.00	0.00	0.00	
<b>Total 105 Petty Cash</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00 %</b>
106 Circulation Cash	500.00	500.00	0.00	0.00 %
110 Customers Bank - Money Market - Restricted	250,000.00		250,000.00	
<b>Total Bank Accounts</b>	<b>\$1,648,853.01</b>	<b>\$863,285.11</b>	<b>\$785,567.90</b>	<b>91.00 %</b>
Other Current Assets				
125 Supplies	0.00	0.00	0.00	
130 Prepaid Expenses	453.00	453.00	0.00	0.00 %
140 Accounts Receivable - Other	0.00	0.00	0.00	
<b>Total Other Current Assets</b>	<b>\$453.00</b>	<b>\$453.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Assets</b>	<b>\$1,649,306.01</b>	<b>\$863,738.11</b>	<b>\$785,567.90</b>	<b>90.95 %</b>
Fixed Assets				
150 General Fixed Assets				
150.1 Leasehold Improvements				
150.1.1 1999/2000 Addition	0.02	0.02	0.00	0.00 %
150.1.2 General	0.06	0.06	0.00	0.00 %
<b>Total 150.1 Leasehold Improvements</b>	<b>0.08</b>	<b>0.08</b>	<b>0.00</b>	<b>0.00 %</b>
150.2 2012/2013 Renovation	0.00	0.00	0.00	
150.6 Computer Equipment	-0.12	-0.12	0.00	0.00 %
150.8 Furniture & Fixtures	0.28	0.28	0.00	0.00 %
<b>Total 150 General Fixed Assets</b>	<b>0.24</b>	<b>0.24</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Fixed Assets</b>	<b>\$0.24</b>	<b>\$0.24</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>TOTAL ASSETS</b>	<b>\$1,649,306.25</b>	<b>\$863,738.35</b>	<b>\$785,567.90</b>	<b>90.95 %</b>

# Phoenixville Public Library

## Balance Sheet

As of June 1, 2023

	TOTAL			
	AS OF JUN 1, 2023	AS OF JUN 1, 2022 (PY)	CHANGE	% CHANGE
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
201 Accounts Payable	31,319.00	31,319.00	0.00	0.00 %
220 Credit Card Payables	200.00	200.00	0.00	0.00 %
<b>Total Accounts Payable</b>	<b>\$31,519.00</b>	<b>\$31,519.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
Other Current Liabilities				
221 Accounts Payable - Other	0.01	0.01	0.00	0.00 %
230 Employee Costs Payable				
230.1 Salaries Payable	16,801.95	16,801.95	0.00	0.00 %
230.5 Accrued Vacation	7,158.00	7,158.00	0.00	0.00 %
230.9 Reimbursements by PPL	0.00	0.00	0.00	
<b>Total 230 Employee Costs Payable</b>	<b>23,959.95</b>	<b>23,959.95</b>	<b>0.00</b>	<b>0.00 %</b>
250 Deferred Income	0.00	0.00	0.00	
<b>Total Other Current Liabilities</b>	<b>\$23,959.96</b>	<b>\$23,959.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Liabilities</b>	<b>\$55,478.96</b>	<b>\$55,478.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
Long-Term Liabilities				
280 Line of Credit (3 year)	0.00	0.00	0.00	
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Liabilities</b>	<b>\$55,478.96</b>	<b>\$55,478.96</b>	<b>\$0.00</b>	<b>0.00 %</b>
Equity				
300 Opening Bal Equity	250,000.00	0.00	250,000.00	
310 Contributed Capital	0.24	0.24	0.00	0.00 %
319 Net Assets	745,697.35	684,903.30	60,794.05	8.88 %
Net Income	598,129.70	123,355.85	474,773.85	384.88 %
<b>Total Equity</b>	<b>\$1,593,827.29</b>	<b>\$808,259.39</b>	<b>\$785,567.90</b>	<b>97.19 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,649,306.25</b>	<b>\$863,738.35</b>	<b>\$785,567.90</b>	<b>90.95 %</b>



# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
400 Appropriations				
400.1 Appropriation - P.A.S.D.	578,340.00	578,340.00	0.00	100.00 %
400.2 Appropriation - County	99,762.02	102,320.00	-2,557.98	97.50 %
400.3 Appropriation - State	104,971.98	93,524.00	11,447.98	112.24 %
400.4 Appropriation - Charlestown Tws	6,001.00	5,500.00	501.00	109.11 %
400.5 Appropriation - Schuylkill Twp	8,600.00	6,250.00	2,350.00	137.60 %
400.6 Appropriation - East Pikeland	8,260.00	7,000.00	1,260.00	118.00 %
400.7 Appropriation - Phoenixville Borough	9,301.00		9,301.00	
<b>Total 400 Appropriations</b>	<b>815,236.00</b>	<b>792,934.00</b>	<b>22,302.00</b>	<b>102.81 %</b>
412 Development Income				
412.1 Grants				
412.1.2 Grants - Restricted	45,000.00		45,000.00	
412.1.3 Chester County ARPA Grant	15,000.00		15,000.00	
<b>Total 412.1 Grants</b>	<b>80,010.00</b>	<b>25,000.00</b>	<b>55,010.00</b>	<b>320.04 %</b>
412.2 Projects/Events	17,063.00	45,000.00	-27,937.00	37.92 %
412.4 Donations				
412.4.1 Unrestricted	771.51		771.51	
412.4.2 Restricted - General	170.00		170.00	
412.4.3 Restricted - Children's	350.00		350.00	
<b>Total 412.4 Donations</b>	<b>1,291.51</b>		<b>1,291.51</b>	
412.6 Individual Giving				
412.6.1 Unsolicited	4,178.17		4,178.17	
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult	1,100.00		1,100.00	
412.6.3 Target Donors	51,175.55	40,000.00	11,175.55	127.94 %
412.6.4 Restricted - General		3,000.00	-3,000.00	
412.6.5 Restricted - Children	527.18	3,000.00	-2,472.82	17.57 %
<b>Total 412.6 Individual Giving</b>	<b>56,980.90</b>	<b>46,000.00</b>	<b>10,980.90</b>	<b>123.87 %</b>
412.7 Corporate Engagement				
412.7.1 Third Party Fundraising	729.49		729.49	
412.7.3 Matching Gifts	1,408.00		1,408.00	
<b>Total 412.7 Corporate Engagement</b>	<b>2,137.49</b>	<b>10,000.00</b>	<b>-7,862.51</b>	<b>21.37 %</b>
412.8 Planned Giving				
412.8.1 Restricted - Capital	250,000.00		250,000.00	
412.8.2 Restricted - Endowment	250,000.00		250,000.00	
<b>Total 412.8 Planned Giving</b>	<b>500,000.00</b>		<b>500,000.00</b>	
<b>Total 412 Development Income</b>	<b>657,482.90</b>	<b>126,000.00</b>	<b>531,482.90</b>	<b>521.81 %</b>
420 Operations Income				
420.1 Fines	14,585.03	12,000.00	2,585.03	121.54 %
420.10 Notary Services	113.80	1,000.00	-886.20	11.38 %
420.11 Rentals/Roku				

# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.11.2 PA Sales Tax	27.54		27.54	
<b>Total 420.11 Rentals/Roku</b>	<b>27.54</b>		<b>27.54</b>	
420.2 Passport Applications	183,826.70	170,000.00	13,826.70	108.13 %
420.3 Interest	4,347.00	1,000.00	3,347.00	434.70 %
420.4 Items Sold	257.04		257.04	
420.4.1 Library Income	1,790.45	2,500.00	-709.55	71.62 %
420.4.2 PA Sales Tax	80.57		80.57	
<b>Total 420.4 Items Sold</b>	<b>2,128.06</b>	<b>2,500.00</b>	<b>-371.94</b>	<b>85.12 %</b>
420.5 Lost Books	1,808.37	1,500.00	308.37	120.56 %
420.6 Other (Copier, etc.)	770.26		770.26	
420.6.1 Library Income	2,392.87	2,500.00	-107.13	95.71 %
420.6.2 PA Sales Tax	108.63		108.63	
<b>Total 420.6 Other (Copier, etc.)</b>	<b>3,271.76</b>	<b>2,500.00</b>	<b>771.76</b>	<b>130.87 %</b>
420.7 Rentals/Community Room	50.00		50.00	
420.8 Rentals/Collection	92.12		92.12	
420.8.1 Library Income	580.84	500.00	80.84	116.17 %
420.8.2 PA Sales Tax	-257.90		-257.90	
<b>Total 420.8 Rentals/Collection</b>	<b>415.06</b>	<b>500.00</b>	<b>-84.94</b>	<b>83.01 %</b>
420.9 Hot Spots	13.16		13.16	
420.9.1 Library Income	2,755.66	3,000.00	-244.34	91.86 %
420.9.2 PA Sales Tax	63.31		63.31	
<b>Total 420.9 Hot Spots</b>	<b>2,832.13</b>	<b>3,000.00</b>	<b>-167.87</b>	<b>94.40 %</b>
<b>Total 420 Operations Income</b>	<b>213,405.45</b>	<b>194,000.00</b>	<b>19,405.45</b>	<b>110.00 %</b>
<b>Total Income</b>	<b>\$1,686,124.35</b>	<b>\$1,112,934.00</b>	<b>\$573,190.35</b>	<b>151.50 %</b>
<b>GROSS PROFIT</b>	<b>\$1,686,124.35</b>	<b>\$1,112,934.00</b>	<b>\$573,190.35</b>	<b>151.50 %</b>
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	29,835.49	31,000.00	-1,164.51	96.24 %
500.1.2 E-Materials	18,880.04	24,000.00	-5,119.96	78.67 %
500.1.4 Downloadable Materials County	18.45		18.45	
500.1.6 ARPA Adult e-materials	6,877.21		6,877.21	
500.1.7 Flipster		1,500.00	-1,500.00	
<b>Total 500.1 Books</b>	<b>55,744.64</b>	<b>56,500.00</b>	<b>-755.36</b>	<b>98.66 %</b>
500.13 Professional Develop. Material	900.57	800.00	100.57	112.57 %
500.14 Museum Passes	3,487.33	3,600.00	-112.67	96.87 %
500.15 Mobile Hotspots	3,916.61	4,500.00	-583.39	87.04 %
500.2 Magazines & Newspapers	5,087.56	6,000.00	-912.44	84.79 %
500.3 Audios	3,710.97	5,000.00	-1,289.03	74.22 %
500.4 Videos	3,704.50	4,000.00	-295.50	92.61 %
500.5 Software	154.28		154.28	

# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
500.6 Reference	529.79	700.00	-170.21	75.68 %
500.7 Programs - Adult	2,896.75	3,000.00	-103.25	96.56 %
500.8 Program Supplies - Adult	888.95	1,000.00	-111.05	88.90 %
<b>Total 500 Adult Library</b>	<b>81,021.95</b>	<b>85,100.00</b>	<b>-4,078.05</b>	<b>95.21 %</b>
510 Youth Library				
510.1 Books	130.50		130.50	
510.1.1 Physical Books	21,403.89	25,000.00	-3,596.11	85.62 %
510.1.2 E-Materials	7,710.45	8,000.00	-289.55	96.38 %
510.1.3 ARPA Children e-materials	3,172.25		3,172.25	
<b>Total 510.1 Books</b>	<b>32,417.09</b>	<b>33,000.00</b>	<b>-582.91</b>	<b>98.23 %</b>
510.13 Young Adult - All	2,328.24	3,000.00	-671.76	77.61 %
510.14 Programs - Young Adults	618.63	500.00	118.63	123.73 %
510.15 Program Supplies - Young Adult	306.44	500.00	-193.56	61.29 %
510.2 Magazines	358.70	700.00	-341.30	51.24 %
510.3 Audios	857.55	1,500.00	-642.45	57.17 %
510.4 Videos	1,411.56	2,000.00	-588.44	70.58 %
510.5 Software	617.84	1,000.00	-382.16	61.78 %
510.7 Programs - Children	3,869.23	4,000.00	-130.77	96.73 %
510.8 Program Supplies - Children	1,316.60	2,000.00	-683.40	65.83 %
<b>Total 510 Youth Library</b>	<b>44,101.88</b>	<b>48,200.00</b>	<b>-4,098.12</b>	<b>91.50 %</b>
520 Development Expense				
520.1 Annual Appeal	7,779.31	5,600.00	2,179.31	138.92 %
520.3 Special Events	25,211.83	22,500.00	2,711.83	112.05 %
520.5 Marketing	1,255.96	500.00	755.96	251.19 %
520.8 Donor Management		3,988.00	-3,988.00	
<b>Total 520 Development Expense</b>	<b>34,247.10</b>	<b>32,588.00</b>	<b>1,659.10</b>	<b>105.09 %</b>
530 Administration				
530.1 General				
530.1.1 Audit/Form 990	8,000.00	8,200.00	-200.00	97.56 %
530.1.2 Library Board Expenses	2,585.11	1,500.00	1,085.11	172.34 %
530.1.3 Staff Development/Memberships	4,476.22	3,395.00	1,081.22	131.85 %
530.1.4 Insurance		1,500.00	-1,500.00	
530.1.5 Advertising		500.00	-500.00	
530.1.6 Legal Expense		3,000.00	-3,000.00	
530.1.7 Credit Card Fees	4,281.19	3,000.00	1,281.19	142.71 %
530.1.8 Marketing and Website	5,995.50	3,000.00	2,995.50	199.85 %
530.1.9 Miscellaneous	113.83		113.83	
<b>Total 530.1 General</b>	<b>25,451.85</b>	<b>24,095.00</b>	<b>1,356.85</b>	<b>105.63 %</b>
540 Utilities				
540.1 Electricity	15,522.25	17,000.00	-1,477.75	91.31 %
540.2 Gas	4,091.57	4,835.00	-743.43	84.62 %
540.3 Telephone	7,324.23	6,000.00	1,324.23	122.07 %

# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
540.4 Trash Collection	386.20	450.00	-63.80	85.82 %
540.5 Water & Sewer	715.63	1,500.00	-784.37	47.71 %
<b>Total 540 Utilities</b>	<b>28,039.88</b>	<b>29,785.00</b>	<b>-1,745.12</b>	<b>94.14 %</b>
550 Computer Expense				
550.2 Hardware	4,155.10	1,000.00	3,155.10	415.51 %
550.4 Software	579.00	1,800.00	-1,221.00	32.17 %
550.5 Software Maintenance	3,506.55	2,000.00	1,506.55	175.33 %
550.6 Supplies	1,193.91	2,000.00	-806.09	59.70 %
<b>Total 550 Computer Expense</b>	<b>9,434.56</b>	<b>6,800.00</b>	<b>2,634.56</b>	<b>138.74 %</b>
560 Other Supplies and Expense				
560.1 Collection Maintenance	2,955.65	2,800.00	155.65	105.56 %
560.2 Library	5,839.54	3,500.00	2,339.54	166.84 %
560.3 Office	6,172.78	3,500.00	2,672.78	176.37 %
560.4 Postage	11,260.43	6,500.00	4,760.43	173.24 %
<b>Total 560 Other Supplies and Expense</b>	<b>26,228.40</b>	<b>16,300.00</b>	<b>9,928.40</b>	<b>160.91 %</b>
570 Equipment Leasing/Rental	5,796.24	5,090.00	706.24	113.88 %
580 Buildings & Grounds				
580.1 Maintenance				
580.1.2 Grounds	667.25	500.00	167.25	133.45 %
<b>Total 580.1 Maintenance</b>	<b>667.25</b>	<b>500.00</b>	<b>167.25</b>	<b>133.45 %</b>
580.5 Janitorial Expense				
580.5.1 Service	27,000.00	25,000.00	2,000.00	108.00 %
580.5.2 Supplies	1,101.59	4,000.00	-2,898.41	27.54 %
<b>Total 580.5 Janitorial Expense</b>	<b>28,101.59</b>	<b>29,000.00</b>	<b>-898.41</b>	<b>96.90 %</b>
580.7 Minor Improvements and Repairs	175.83	500.00	-324.17	35.17 %
<b>Total 580 Buildings &amp; Grounds</b>	<b>28,944.67</b>	<b>30,000.00</b>	<b>-1,055.33</b>	<b>96.48 %</b>
<b>Total 530 Administration</b>	<b>123,895.60</b>	<b>112,070.00</b>	<b>11,825.60</b>	<b>110.55 %</b>
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	403,415.32	437,712.00	-34,296.68	92.16 %
610.1.2 Part-Time	111,805.45	122,294.00	-10,488.55	91.42 %
610.1.3 Passport Agents	28,688.57	27,144.00	1,544.57	105.69 %
<b>Total 610.1 Salaries</b>	<b>543,909.34</b>	<b>587,150.00</b>	<b>-43,240.66</b>	<b>92.64 %</b>
610.2 Social Security Expense	20,026.94	43,330.00	-23,303.06	46.22 %
610.3 Employee Benefit Expense	115,558.33	103,691.00	11,867.33	111.44 %
610.3.2 H.S.A. Contribution	8,499.94	9,000.00	-500.06	94.44 %
<b>Total 610.3 Employee Benefit Expense</b>	<b>124,058.27</b>	<b>112,691.00</b>	<b>11,367.27</b>	<b>110.09 %</b>
610.4 Retirement Expense	116,624.83	91,805.00	24,819.83	127.04 %
<b>Total 610 Salaries &amp; Benefits</b>	<b>804,619.38</b>	<b>834,976.00</b>	<b>-30,356.62</b>	<b>96.36 %</b>
Unapplied Cash Bill Payment Expense	-143.90		-143.90	
<b>Total Expenses</b>	<b>\$1,087,742.01</b>	<b>\$1,112,934.00</b>	<b>\$ -25,191.99</b>	<b>97.74 %</b>

# Phoenixville Public Library

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>NET OPERATING INCOME</b>	<b>\$598,382.34</b>	<b>\$0.00</b>	<b>\$598,382.34</b>	<b>0.00%</b>
Other Expenses				
750 Non-Operating Expense				
750.1 Furniture, etc.	274.97		274.97	
750.8 Other	-22.33		-22.33	
<b>Total 750 Non-Operating Expense</b>	<b>252.64</b>		<b>252.64</b>	
<b>Total Other Expenses</b>	<b>\$252.64</b>	<b>\$0.00</b>	<b>\$252.64</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$ -252.64</b>	<b>\$0.00</b>	<b>\$ -252.64</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$598,129.70</b>	<b>\$0.00</b>	<b>\$598,129.70</b>	<b>0.00%</b>

# Phoenixville Public Library

## Draft Budget 2023-2024

	Budget 2022-2023	Draft Budget 23/24- revised 1/23
<b>Income</b>		
<b>400 Appropriations</b>		
400.1 Appropriation - P.A.S.D.	578,340.00	607,257.00
400.2 Appropriation - County	102,320.00	97,204.00
400.3 Appropriation - State	93,524.00	104,972.00
400.4 Appropriation - Charlestown Tws	5,500.00	5,500.00
400.5 Appropriation - Schuylkill Twp	6,250.00	8,600.00
400.6 Appropriation - East Pikeland	7,000.00	7,000.00
400.7 Appropriation - Phoenixville Borough		9,301.00
<b>Total 400 Appropriations</b>	<b>\$ 792,934.00</b>	<b>839,834.00</b>
<b>412 Development Income</b>		
412.1 Grants	25,000.00	25,000.00
County ARPA Grant (\$30,000 total/\$7,500 per year 4 years)		
412.2 Projects/Events	45,000.00	45,000.00
412.6 Individual Giving		
412.6.3 Target Donors	40,000.00	40,000.00
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>\$ 46,000.00</b>
412.7 Corporate Engagement	10,000.00	10,000.00
<b>Total 412 Development Income</b>	<b>\$ 126,000.00</b>	<b>\$ 126,000.00</b>
<b>420 Operations Income</b>		
420.1 Fines	12,000.00	15,000.00
420.10 Notary Services	1,000.00	1,000.00
420.2 Passport Applications	170,000.00	180,000.00
420.3 Interest	1,000.00	1,000.00
420.4 Items Sold	2,500.00	2,800.00
420.5 Lost Books	1,500.00	3,000.00
420.6 Other (Copier, etc.)	2,500.00	2,500.00
420.8 Rentals/Collection	500.00	1,000.00
420.9 Hot Spots	3,000.00	3,000.00
<b>Total 420 Operations Income</b>	<b>\$ 194,000.00</b>	<b>209,300.00</b>
<b>Total Income</b>	<b>\$ 1,112,934.00</b>	<b>1,175,134.00</b>
<b>Gross Profit</b>		
<b>Expenses</b>		
<b>500 Adult Library</b>		
500.1 Books		

500.1.1 Physical Books	31,000.00	33,000.00
500.1.2 E-Materials	24,000.00	28,500.00
500.1.7 Flipster	1,500.00	3,500.00
<b>Total 500.1 Books</b>	<b>\$ 56,500.00</b>	<b>65,000.00</b>
500.13 Professional Develop. Material	800.00	800.00
500.14 Museum Passes	3,600.00	4,500.00
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
500.6 Reference	700.00	0.00
500.7 Programs - Adult	3,000.00	3,424.00
500.8 Program Supplies - Adult	1,000.00	1,000.00
<b>Total 500 Adult Library</b>	<b>\$ 85,100.00</b>	<b>94,224.00</b>
<b>510 Youth Library</b>		
510.1 Books		
510.1.1 Physical Books	25,000.00	25,000.00
510.1.2 E-Materials	8,000.00	11,016.00
<b>Total 510.1 Books</b>	<b>\$ 33,000.00</b>	<b>36,016.00</b>
510.13 Young Adult - All	3,000.00	4,000.00
510.14 Programs - Young Adults	500.00	750.00
510.15 Program Supplies - Young Adult	500.00	750.00
510.2 Magazines	700.00	700.00
510.3 Audios	1,500.00	3,000.00
510.4 Videos	2,000.00	2,000.00
510.5 Software	1,000.00	2,000.00
510.7 Programs - Children	4,000.00	5,000.00
510.8 Program Supplies - Children	2,000.00	3,000.00
<b>Total 510 Youth Library</b>	<b>\$ 48,200.00</b>	<b>57,216.00</b>
<b>520 Development Expense</b>		
520.1 Annual Appeal	5,600.00	5,000.00
520.3 Special Events	22,500.00	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>\$ 32,588.00</b>	<b>29,488.00</b>
<b>530 Administration</b>		
530.1 General		
530.1.1 Audit/Form 990	8,200.00	8,300.00
530.1.2 Library Board Expenses	1,500.00	1,901.00
530.1.3 Staff Development/Memberships	3,395.00	3,000.00
530.1.4 Insurance	1,500.00	1,500.00
530.1.5 Advertising	500.00	500.00
530.1.6 Legal Expense	3,000.00	
530.1.7 Credit Card Fees	3,000.00	5,000.00
530.1.8 Marketing and Website	3,000.00	3,500.00
<b>Total 530.1 General</b>	<b>\$ 24,095.00</b>	<b>23,701.00</b>

540 Utilities		
540.1 Electricity	17,000.00	20,400.00
540.2 Gas	4,835.00	5,802.00
540.3 Telephone	6,000.00	6,000.00
540.4 Trash Collection	450.00	540.00
540.5 Water & Sewer	1,500.00	1,800.00
<b>Total 540 Utilities</b>	<b>\$ 29,785.00</b>	<b>34,542.00</b>
550 Computer Expense		
550.2 Hardware	1,000.00	1,000.00
550.4 Software	1,800.00	1,000.00
550.5 Software Maintenance	2,000.00	4,000.00
550.6 Supplies	2,000.00	2,000.00
<b>Total 550 Computer Expense</b>	<b>\$ 6,800.00</b>	<b>8,000.00</b>
560 Other Supplies and Expense		
560.1 Collection Maintenance	2,800.00	3,500.00
560.2 Library	3,500.00	4,000.00
560.3 Office	3,500.00	4,000.00
560.4 Postage	6,500.00	7,000.00
<b>Total 560 Other Supplies and Expense</b>	<b>\$ 16,300.00</b>	<b>18,500.00</b>
570 Equipment Leasing/Rental	5,090.00	5,090.00
580 Buildings & Grounds		
580.1 Maintenance		
580.1.2 Grounds	500.00	1,000.00
<b>Total 580.1 Maintenance</b>	<b>\$ 500.00</b>	<b>1,000.00</b>
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>30,500.00</b>
<b>Total 530 Administration</b>	<b>\$ 112,070.00</b>	<b>120,333.00</b>
610 Salaries & Benefits		
610.1 Salaries		
610.1.1 Full-Time	437,712.00	475,892.00
610.1.2 Part-Time	122,294.00	107,743.00
610.1.3 Passport Agents	27,144.00	30,763.00
<b>Total 610.1 Salaries</b>	<b>\$ 587,150.00</b>	<b>614,398.00</b>
610.2 Social Security Expense	43,330.00	47,001.00
610.3 Employee Benefit Expense	103,691.00	108,024.00
610.3.2 H.S.A. Contribution	9,000.00	9,000.00
<b>Total 610.3 Employee Benefit Expense</b>	<b>\$ 112,691.00</b>	<b>117,024.00</b>
610.4 Retirement Expense	91,805.00	95,450.00
<b>Total 610 Salaries &amp; Benefits</b>	<b>\$ 834,976.00</b>	<b>873,873.00</b>
<b>Total Expenses</b>	<b>\$ 1,112,934.00</b>	<b>1,175,134.00</b>
<b>Net Operating Income</b>	<b>-\$ 1,112,934.00</b>	
<b>Net Income</b>	<b>-\$ 1,112,934.00</b>	



**Draft budget  
revised 3/2023**

607,257.00
97,204.00
104,972.00
5,500.00
8,600.00
7,000.00
9,301.00
<b>839,834.00</b>
25,000.00
7,500.00
45,000.00

40,000.00
3,000.00
3,000.00
<b>\$ 46,000.00</b>
10,000.00
<b>\$ 133,500.00</b>

15,000.00
1,000.00
180,000.00
1,000.00
2,800.00
3,000.00
3,000.00
1,000.00
3,000.00
<b>209,800.00</b>
<b>1,183,134.00</b>

33,000.00
28,500.00
3,500.00
<b>65,000.00</b>
800.00
4,500.00
4,500.00
6,000.00
5,000.00
4,000.00
0.00
3,000.00
1,000.00
<b>93,800.00</b>

25,000.00
<b>11,016.00</b>
<b>36,016.00</b>
<b>4,000.00</b>
500.00
500.00
700.00
3,000.00
2,000.00
2,000.00
4,000.00
2,000.00
<b>54,716.00</b>
5,000.00
20,000.00
500.00
3,988.00
<b>29,488.00</b>

8,300.00
1,500.00
3,465.00
1,500.00
500.00
3,000.00
<b>4,461.00</b>
3,000.00
<b>25,726.00</b>

25,500.00
7,252.00
6,000.00
540.00
1,800.00
<b>41,092.00</b>

1,000.00
1,000.00
3,000.00
2,000.00
<b>7,000.00</b>

3,000.00
3,500.00
3,500.00
6,500.00
<b>16,500.00</b>
5,090.00

500.00
<b>500.00</b>
25,000.00
4,000.00
29,000.00
500.00
<b>30,000.00</b>
<b>125,408.00</b>

444,027.00  
150,799.00  
30,763.00  
**625,589.00**  
23,929.00  
122,037.00  
9,000.00  
**131,037.00**  
99,167.00  
**879,722.00**  
**1,183,134.00**

# Phoenixville Public Library

## Draft Budget 2023-2024

	Budget 2022-2023	Draft budget revised 3/2023
<b>Income</b>		
<b>400 Appropriations</b>		
400.1 Appropriation - P.A.S.D.	578,340.00	607,257.00
400.2 Appropriation - County	102,320.00	97,204.00
400.3 Appropriation - State	93,524.00	104,972.00
400.4 Appropriation - Charlestown Tws	5,500.00	5,500.00
400.5 Appropriation - Schuylkill Twp	6,250.00	8,600.00
400.6 Appropriation - East Pikeland	7,000.00	8,260.00
400.7 Appropriation - Phoenixville Borough		9,301.00
<b>Total 400 Appropriations</b>	<b>\$ 792,934.00</b>	<b>841,094.00</b>
<b>412 Development Income</b>		
412.1 Grants	25,000.00	25,000.00
County ARPA Grant (\$30,000 total/\$7,500 per year 4 years)		7,500.00
412.2 Projects/Events	45,000.00	45,000.00
412.6 Individual Giving		
412.6.3 Target Donors	40,000.00	40,000.00
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>\$ 46,000.00</b>
412.7 Corporate Engagement	10,000.00	10,000.00
<b>Total 412 Development Income</b>	<b>\$ 126,000.00</b>	<b>\$ 133,500.00</b>
<b>420 Operations Income</b>		
420.1 Fines	12,000.00	15,000.00
420.10 Notary Services	1,000.00	1,000.00
420.2 Passport Applications	170,000.00	180,000.00
420.3 Interest	1,000.00	1,000.00
420.4 Items Sold	2,500.00	2,800.00
420.5 Lost Books	1,500.00	3,000.00
420.6 Other (Copier, etc.)	2,500.00	3,000.00
420.8 Rentals/Collection	500.00	1,000.00
420.9 Hot Spots	3,000.00	3,000.00
<b>Total 420 Operations Income</b>	<b>\$ 194,000.00</b>	<b>209,800.00</b>
<b>Total Income</b>	<b>\$ 1,112,934.00</b>	<b>1,184,394.00</b>
<b>Gross Profit</b>		
<b>Expenses</b>		
<b>500 Adult Library</b>		
500.1 Books		

500.1.1 Physical Books	31,000.00	33,000.00
500.1.2 E-Materials	24,000.00	28,500.00
500.1.7 Flipster	1,500.00	3,500.00
<b>Total 500.1 Books</b>	<b>\$ 56,500.00</b>	<b>65,000.00</b>
500.13 Professional Develop. Material	800.00	800.00
500.14 Museum Passes	3,600.00	4,500.00
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
500.6 Reference	700.00	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>\$ 85,100.00</b>	<b>93,800.00</b>
<b>510 Youth Library</b>		
510.1 Books		
510.1.1 Physical Books	25,000.00	25,000.00
510.1.2 E-Materials	8,000.00	11,016.00
<b>Total 510.1 Books</b>	<b>\$ 33,000.00</b>	<b>36,016.00</b>
510.13 Young Adult - All	3,000.00	4,000.00
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	1,500.00	3,000.00
510.4 Videos	2,000.00	2,000.00
510.5 Software	1,000.00	2,000.00
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>\$ 48,200.00</b>	<b>54,716.00</b>
<b>520 Development Expense</b>		
520.1 Annual Appeal	5,600.00	5,000.00
520.3 Special Events	22,500.00	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>\$ 32,588.00</b>	<b>29,488.00</b>
<b>530 Administration</b>		
530.1 General		
530.1.1 Audit/Form 990	8,200.00	8,300.00
530.1.2 Library Board Expenses	1,500.00	2,000.00
530.1.3 Staff Development/Memberships	3,395.00	3,865.00
530.1.4 Insurance	1,500.00	1,500.00
530.1.5 Advertising	500.00	500.00
530.1.6 Legal Expense	3,000.00	0.00
530.1.7 Credit Card Fees	3,000.00	4,461.00
530.1.8 Marketing and Website	3,000.00	3,000.00
<b>Total 530.1 General</b>	<b>\$ 24,095.00</b>	<b>23,626.00</b>

540 Utilities		
540.1 Electricity	17,000.00	25,500.00
540.2 Gas	4,835.00	7,252.00
540.3 Telephone	6,000.00	6,000.00
540.4 Trash Collection	450.00	540.00
540.5 Water & Sewer	1,500.00	1,800.00
<b>Total 540 Utilities</b>	<b>\$ 29,785.00</b>	<b>41,092.00</b>
550 Computer Expense		
550.2 Hardware	1,000.00	1,000.00
550.4 Software	1,800.00	1,000.00
550.5 Software Maintenance	2,000.00	3,360.00
550.6 Supplies	2,000.00	3,000.00
<b>Total 550 Computer Expense</b>	<b>\$ 6,800.00</b>	<b>8,360.00</b>
560 Other Supplies and Expense		
560.1 Collection Maintenance	2,800.00	3,000.00
560.2 Library	3,500.00	4,000.00
560.3 Office	3,500.00	4,000.00
560.4 Postage	6,500.00	7,500.00
<b>Total 560 Other Supplies and Expense</b>	<b>\$ 16,300.00</b>	<b>18,500.00</b>
570 Equipment Leasing/Rental	5,090.00	5,090.00
580 Buildings & Grounds		
580.1 Maintenance		
580.1.2 Grounds	500.00	500.00
<b>Total 580.1 Maintenance</b>	<b>\$ 500.00</b>	<b>500.00</b>
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>\$ 112,070.00</b>	<b>126,668.00</b>
610 Salaries & Benefits		
610.1 Salaries		
610.1.1 Full-Time	437,712.00	444,027.00
610.1.2 Part-Time	122,294.00	150,799.00
610.1.3 Passport Agents	27,144.00	30,763.00
<b>Total 610.1 Salaries</b>	<b>\$ 587,150.00</b>	<b>625,589.00</b>
610.2 Social Security Expense	43,330.00	23,929.00
610.3 Employee Benefit Expense	103,691.00	122,037.00
610.3.2 H.S.A. Contribution	9,000.00	9,000.00
<b>Total 610.3 Employee Benefit Expense</b>	<b>\$ 112,691.00</b>	<b>154,966.00</b>
610.4 Retirement Expense	91,805.00	99,167.00
<b>Total 610 Salaries &amp; Benefits</b>	<b>\$ 834,976.00</b>	<b>879,722.00</b>
<b>Total Expenses</b>	<b>\$ 1,112,934.00</b>	<b>1,184,394.00</b>
<b>Net Operating Income</b>	<b>-\$ 1,112,934.00</b>	
<b>Net Income</b>	<b>-\$ 1,112,934.00</b>	