

## 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, 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.
- <u>Facilities Update</u>: 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.
- <u>Vice President</u>: 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.
- <u>Strategic Plan Update</u>: Lara Lorenzi opended 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.
- <u>Dolly Parton's Imagination Library</u>: 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.
- <u>Library Fooundation</u>: 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 10th. 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

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

## **Book Locker:**

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

## **Door Count:**

May 2022: 6,756

<u>June 2022:</u> 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.

<u>February 2023:</u> 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>	Total	Total Student	Total Adult	Total
	Occurrence	Attendance	Attendance	Attendance
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
In-Person Preschool Total	34	456	388	844
Elementary Age Events				
Take & Make Crafts	1	44		44
Ages 6-11 Total	1	44		44
Teen Programs- Virtual/Picking up Materials				
YA Mystery Bag	1	11		11
Total Young Adult	1	11		11
Virtual Events	TEMP BREAK			
Total Virtual				
Total In Person Events	36	511	388	899
1000 Books Before Kindergarten	5			

**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** 

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

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.
  - o 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, 4th 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 Phoenixvile 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	16	
appointments		
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"	34	54
5/1		
"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	

<sup>\*</sup>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)

GRANTS	Amt. requested	Fund	Deadline	Decision
Erb Charitable Fund	\$40,000	Operating	3/1/2023	By 4/30/2023
	\$45,000 RECEIVED!!!!			1, 00, 2020
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.
  - 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 - 20th Anniversary Thursday, November 2, 2023

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

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

## **Annual Appeal**

GOAL: \$40,000.00

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

• Spring Annual Appeal mailing has been doing well.

o Theme: "Spring into Support!"

Gifts incoming



## Circulation Report for June 2023

## Circulation Department:

- o Number of **checkouts** for May: 10,000
- o Number of **check-ins** for May: 10,334
- o Number of **holds** for May: 350
- o Hired new circulation assistant
  - Picking up paperwork on June 2<sup>nd</sup>
  - Looking for one more circulation assistant
  - Interview: May 31st
- o 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
- o Picking up mulch for garden: June 16<sup>th</sup>

## <u>Library Card Sign-ups:</u>

Total Amount of Patron Applications for May: 172

## Meetings/Events:

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

## Continuing Education:

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

## Additional Updates:

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

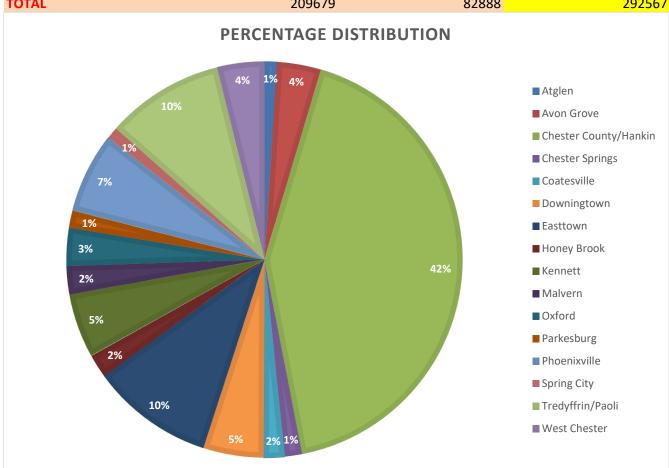
Respectfully Submitted, Christine Nicholson Circulation Manager & Volunteer Coordinator May 2023

	Α	В	С	D	Е	F	G	Н	1	J	K	L	М	N	0	U
1	Circulation Compariso	ons 2023	January	February	March	April	May	June	July	August	September	October	November	December	Total	·
2							·		,	Ĭ	·					
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	2599	2160	2150	2642	2015	29899	-1.15%
5		2020	2560	2548	1487	639		1248	2038	1987	1760	1791	1599	1640	19996	-33.12%
6		2021	1969	1752	2169	1846	2037	2535	2855	2681	2349	2090	2000	2045	26328	31.67%
7		2022	2146	2169	2475	3170	2758	3897	3533	3436	2824	3029	2964	2771	35172	33.59%
8		2023	2956	2734	3373	3013										
9																
	AVON GROVE	2018	9921	10844	11813	10590	10220	13313	16106		11408			8830	138445	2.02%
11 18		2019 2020	11857 11135	11207 10859	11573 6871	11378 3501	11424 3883	13905 5782	17138 10112	14038 11755	11252 11506	11660 11159			145147 106558	4.84% -26.59%
19		2020	10876	10859	11212	10167	10057	12494	14186	13134	11359	10858		9621	134786	-26.59% 26.49%
22		2022	10123	9532	11261	10580		13403	14790	14741	11376			9757	137732	2.19%
23		2023	10725	9770	11562	10460		15405	14730	14,41	11370	11330	10547	3737	137732	2.1370
24																
25	CCL/HANKIN	2018	126699	121709	138899	127420	123573	145591	162876	149438	127242	125674	119511	111398	1580030	-1.79%
26	-	2019	131898	124255	135942	126009	123301	145315		146273	126353			114852	1583192	0.20%
27		2020	130294	129807	77499	28881	31522	51734	91143	107612	107968	112106	107540	113204	1089310	-31.20%
28		2021	118865	109705	125117	112334	111801	130436	140068	138223	116701	116868	112933	106500	1439551	32.15%
29		2022	120326	114924	123680	117579	115321	132775	142778	141221	120801	118332	115996	110149	1473882	2.38%
30		2023	128197	122260	137431	123958										
31				l												
32	CHESTER SPRINGS	2018	3097	2912	3760	3388		3692	4721	4088	3002	3138			40580	-1.61%
33		2019	3628	3444	3634	3328		4089	5216	4611	3753	3839		3232	45618	12.41%
34		2020	4369	4371	3094	2337	2550	3294			4350				46269	1.43%
35 36		2021	3609	3465	4256	3630	3854 4009	4291	4774	4792 5115	4047	4086			48563	4.96% 3.41%
37		2022 2023	3636 4546	3914 4318	4200 4871	4233 4144		4499	4811	5115	4105	3989	4061	3647	50219	3.41%
38		2023	4340	4310	40/1	4144										
39	COATESVILLE	2018	3751	I 3337	3769	3930	3955	5007	5175	4241	3376	3825	3343	2985	46694	-11.39%
40	00/11201122	2019	4038	3982	4098	4473		5350	1	5004	4434		1	1	55391	18.63%
41		2020	4939	4219	2131	488	_	1684	3377	3976	4303				38287	-30.88%
42		2021	4622	4336	5155	4061	3323	4866	5477	4959	3890	4080		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										
45																
	DOWNINGTOWN	2018	12705	12259	14176	13312		17203	18394	17109	14778	14552		11328	173456	-2.67%
47		2019	14002	13202	14228	13512		16894			14850				177815	2.51%
48		2020	15073	14706	8018	2653	2893	4991	7501	7387	8084	8770	1	6744	94757	-46.71%
49		2021	7402	6298	7548	9201	9936	14625	17044	16716	13476	12663	12961	11701	139571	47.29%
50 51		2022 2023	13042 15944	13025 14813	14590 15550	13041 14395	12890	18506	19396	17778	14257	14555	13429	12715	177224	26.98%
52		2023	13544	14013	13330	14393										
53	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		29586	29798		27419	366609	7.40%
55		2020	31521	30967	24061	15699	17160	20736	27497	28951	27952			25249	308423	-15.87%
56		2021	25139	22620	25200	27449	28850	33196	36343		31274	28875		1	353318	14.56%
57		2022	30990	28501	30917	29483	30655	33589	35778	35565	30845	30330	30102	29249	376004	6.42%
58		2023	30838	28781	31982	29334										
59																
	HONEY BROOK	2018	5416	5298	6292	5851	5389	6327	7555	6122	5504		5720	5420	70861	4.39%
61		2019	6051	6068	5853	5821		6650			5270			4884	71945	1.53%
62		2020	5559	6278	3395	561	554	1696		4717	4838	4579		3096	43038	-40.18%
63		2021 2022	4810	4502 I 5554	5955	5079	4984	5597	6829	6303	5774				65968	53.28%
64 65		2022	5130 5681	5554 5350	6007 5899	5202 5630	5166	6548	6209	5919	5108	5481	5446	4770	66540	0.87%
66		2023	5681	5350	5899	5630										
67																
68																
69																
70																
71																

	А	В	С	D	Е	F	G	Н	ı	J	K	L	М	N	0	U
72			January	February	March	April			July	August	September	October			Total	·
73	KENNETT	2018	13977	13147	15378	13999	14772	17625	20430	19251	14658	15465	14189	13277	186168	-2.80%
74		2019	13948	12581	14144	13752	13691	16360	20071	16926	13556	14258		12777	175554	-5.70%
75		2020	14354	14084	10648	5252	5702	7342	11411	14181	13638	13960	13553	14245	138370	-21.18%
76		2021	14992	14298		15184	15477	18035	19121	17574	14429	14519	14061	13276	187758	35.69%
77		2022	15185	14528		15223	15107	17966	19784	19807	15628	14960	14917	14494	193738	3.18%
78 79		2023	16881	15216	17328	15289										
	MALVERN	2018	6405	6096	6715	6137	6318	8353	10024	9158	6619	7166	6367	6077	85435	-2.78%
81	IVIALVERIV	2018	6959	6470			6482	7957	9783	8479	6384	6491	6042		84241	-1.40%
82		2020		6412		1230	1343	2339	3847	3699	3754	4137	3793	3563	44265	-47.45%
83		2021	4855	4636		4804	4953	7123	8306	7705	6238	6562	6355	6007	72881	64.65%
84		2022	6652	6317	7295	6921	6534	7769	8557	8451	6916	7292	6724	6223	85651	17.52%
85		2023	7056	7012	7876	6751										
86																
87	OXFORD	2018	8922	8768	9747	9779	9012	11180	12117	11964	9870	10368	9255	7781	118763	1.41%
88		2019	10087	8920	10355		9516	10613	12359	11274	9283	9813	9103		119754	0.83%
89		2020	9446	9737	6129	2253	2450	4104	8388	9343	9057	9615	8511		87975	-26.54%
90		2021	8943	8743		8422	8052	10022	11649	11732	9322	9227	8956		113922	29.49%
91		2022	9248	9055	9921	9403	8768	11232	12102	12467	9624	9734	9468	8726	119748	5.11%
92		2023	9626	9160	9982	9054										
93 94	DARKECRURG	2010	4265	4674	4750	5011	2004	4050	F 472	5044	4404	40.46	4724	4022	56450	2.700/
95	PARKESBURG	2018 2019	4365 4805	4671 4558	4750 4712	5011 4310	3994 3442	4958 4283	5472 5178	4224	4194 3946	4946 4835	4731 4636	4022 4592	56158 53521	-2.78% -4.70%
96		2019	4984	4685	2773	386	341	1520	3465	3762	4051	4486	4349		39266	-26.63%
97		2021	3712	3592		3540	3527	4129	4215	3847	3506	3746	3492	3742	45589	26.49%
98		2022	3492	3623	3567	3479	3724	4192	4154	4152	3620	3803	3654	3443	44903	-1.50%
99		2023	4062	3688	4966	4168										
100																
101	PHOENIXVILLE	2018	16378	15456	18147	17387	17182	21454	24052	21636	17349	18362	17113	14747	219263	2.77%
102		2019	18264	16664	17865	17693	16611	20239	24236	21452	17445	17899	16604	15078	220050	0.36%
103		2020	17764	16994		4091	4473	6806	10460	10489	10356	10627	9706		122088	-44.52%
104		2021	11449	10373		9850	10516	15431	18997	18858	15931	15888	15691	15045	169493	38.83%
105		2022	16988	16708	18590	17403	16642	20050	22194	21770	18064	18045	17723	16610	220787	30.26%
106 107		2023	19867	18307	20911	19153										
107	SPRING CITY	2018	2772	l 2887	3401	2923	3007	4212	4618	4166	3163	3102	2704	2318	39273	-3.99%
115	SPRING CITT	2018	2948	2858		2892	3184	3971	4980	3791	2666	2734	2551	2318	37890	-3.52%
116		2020	2908	2946		471	518	1011	2123	2627	2299	2235	2181	1636	22670	-40.17%
117		2021	1571	1347	1478	1627	1914	2374	2685	3191	2626	2160	2251	2048	25272	11.48%
118		2022	2096	2174	2885	2558	2443	3205	3635	3562	2864	2680	2730	2584	33416	32.23%
119		2023	2782	2582	3054	2848										
120																
123	TREDYFFRIN/PAOLI	2018	30450	29542		30027	29914	34180	37196	34597	30110	30224	29301	27796	376829	1.53%
124		2019	32444	30670		31319	29629	32899	36563	35057	31093	31583	29979		383786	1.85%
125		2020	32884	33602		8202	8923	13557	22464	25710	25925	25290	22762	19922	259615	-32.35%
126		2021	20659	18421	24680	24230	24718	29178	32707	31704	24807	26929	26285	26682	311000	19.79%
127 128		2022 2023	28040 29657	27215 28481	29181 31813	28411 28150	27226	30653	33428	33568	27421	27976	27783	27674	348576	12.08%
128		2023	2965/	28481	31813	28150										
130	WEST CHESTER	2018	12105	11439	13480	12807	12309	14938	17168	15807	12913	13138	12141	10995	159240	-1.21%
131	WEST CHESTER	2018	12103	11891		12488	11819	14938	16878	15584	12550	13173	12712		158992	-0.16%
132		2020		12587	7371	3021	3348	5536	11246	11762	11375	11832	9848		107660	-32.29%
133		2021	8743	8694	10721	10200	10402	13546	14644	13624	11691	11097	11185	10304	134851	25.26%
134		2022	11054	11201	12021	11219	10556	14304	15203	15586	11548	11730	11139	10785	146346	8.52%
135		2023	11950	11674	13051	11292										
136																
137																
138																
139																
140																
141																
142																

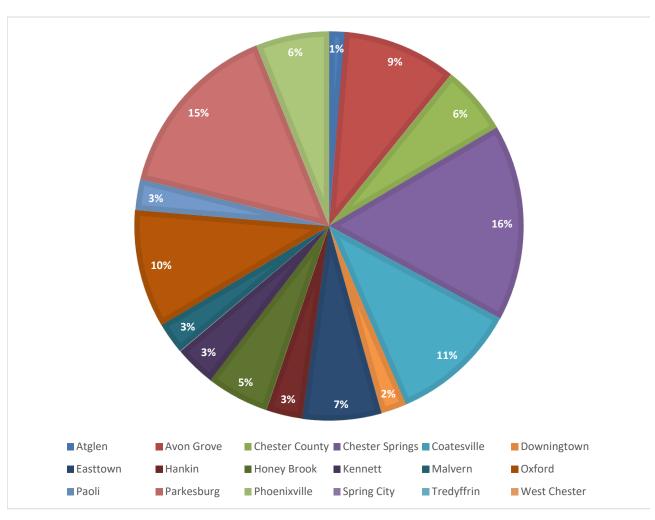
	Α	В	С	D	E	F	G	Н	ı	J	К	L	M	N	0	U
143			January	February	March	April	May	June	July	August	September	October	November	December	Total	
144	System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209	
145		2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715	
146		2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963	
147		2012	331201			319127	307838	383042	421728	376945	303187	312090		271283	4018236	
148		2013		310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974	
149 150		2014 2015	303205 309020	1	330326 317277	299557 289670	296856 278038	347702 361649	411539 394319	361843 361008	317450 303319	294446 299507	285698 287243	274294 271629	3805378 3763808	-1.09%
151		2015			311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907	-1.51% -1.51%
152		2017				291011	292474	344982	373740	351907	290713	294512		249729	3663155	-1.18%
153		2018	-		314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3662750	-0.01%
154		2019			311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3709404	1.27%
155		2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547	-30.76%
156		2021	252216		271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851	29.29%
157		2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3565809	7.38%
158		2023	306298	289707	325811	292567										
159 160				F-1	N. 4 b	A11		June	July	A	C	0-4-1	November	December	T-4-1	
	2010 to 2009	2010<2009	January 3.62%	February -0.68%	March 4.12%	April -4.83%	-2.02%	-2.45%	-2.03%	August 2.72%	September -1.63%	October -2.91%	2.14%	-3.47%	-0.60%	
	2010 to 2009 2011 to 2010	2010<2009	-1.35%	-0.52%	-2.62%	1.83%	0.60%	1.00%	-4.35%	-0.15%	-0.89%	-1.00%	-2.17%	0.41%	-0.00%	
-	2012 to 2011	2012<2011	3.01%	,		-0.25%	-0.41%	-0.77%	2.52%	-7.05%	-7.49%	-1.32%	-1.62%	-5.67%	-1.32%	
-	2013 to 2012	2013<2012	-2.55%	-5.11%	-4.61%	-1.92%	0.21%	-4.39%	2.74%	0.80%	0.05%	1.21%	-4.55%	-0.82%	-1.52%	
165	2014 to 2013	2014<2013	-6.06%	-8.97%	-1.57%	-4.29%	-3.77%	-5.06%	-5.01%	-4.77	4.65	-6.89%	-4.38%	1.94%	-3.83%	
166	2015 to 2014	2015<2014	1.92%	3.07%	-3.95%	-3.30%	-6.34%	4.01%	-4.18%	-0.23%	-4.45%	1.72%	0.54%	-0.97%	-1.09%	
_	2016 to 2015	2016<2015	-3.67%	2.84%	-1.68%	2.02%	4.32%	-0.99%	-4.71%	-0.53%	-3.39%	-3.83%	-3.11%	-4.27%	-1.51%	
-	2017 to 2016	2017<2016	-0.96%			-1.53%	0.84%	-3.65%	-0.54%	-2.00%	-0.80%	2.25%	0.98%	-3.96%	-1.18%	
169	2018 to 2017	2018<2017	-2.58%	-0.48%	-2.34%	0.46%	-2.36%	-0.88%	2.55%	0.00%	1.45%	1.30%	-0.30%	3.13%	-0.01%	
	2019 to 2018	2019<2018	6.96%	4.72%		1.01%	0.56%	-0.76%	1.23%	-0.17%	-0.12%	0.93%	1.10%	3.83%	1.27%	
-	2020 to 2019 2021 to 2020	2020<2019	-0.49%		-39.21%	-73.02% 215.85%	-69.74% 192.79%	-60.69%	-42.24%	-27.00%	-14.72%	-13.50%	-14.70%	-10.93%	-30.76%	
172 173	2021 to 2020 2022 to 2021	2021/2020 2022/2021	-17.50% 11.80%	-23.59% 17.04%	43.31% 9.30%	12.03%	8.33%	130.83% 6.45%	51.65% 3.53%	30.78% 5.61%	10.43% 4.46%	5.67% 4.78%	11.44% 4.70%	8.14% 3.98%	29.29% 7.38%	
174	2022 10 2021	2022/2021	8.63%	6.27%	9.7%	3.78%	0.33/0	0.45%	3.33%	3.01%	4.46%	4.76%	4.70%	3.96%	7.30%	
175		ZOZS/ ZOZZ	0.0370	0.2770	3.770	3.70%										
176	YTD2022		281971	272597	297101	281902									1133571	
177	YTD2023		306298	289707	325811	292567									1214383	YTD 7.13%
178																
179																
180			2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	
181 182			2019 2020	307209 305696	287738 304802	311981 189661	295288 79665	287167 86886	339329 133380	388003 224128	346194 252748	294581 251216	301135 260477	283336 241689	267443 238199	
183			2020	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	
184			2021	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	
185			2023	306298	289707	325811	292567	275500	52.725	551501	3.3037	203723	200000	202307	207017	
186																
187								Circula	tion 2018	3-2023						
188		450000														
189		400000														
190		350000			_											
191 192		300000														
192		250000														
194		200000 150000														
195		100000														
196		50000														
197		0	1	2	3	4		5	6	7	8	9	9	10	11	12
198		2018 2	87218	274771	314580	2923	60		341944	383280	352003	294			280206	257555
199			07209	287738	311981	2952			339329	388003	346194	294			283336	267443
200			05696	304802	189661	7966			133380	224128	252748	251			241689	238199
201		2021 2	52216	232901	271812	2516	24	254401	307878	339900	330548	277	420 27	5237	269337	257577
202			81971	272597	297101	2819		275580	327729	351901	349097	289	729 28	8398	281987	267817
203		2023 3	06298	289707	325811	2925	67									
204							2018	2019	2020 —	2021 ——20	22 — 2023					
205										20						

<b>April 2023 Circulation</b>			
	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
TOTAL	209679	82888	292567



OverDrive Percentage														
Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
OTAL		88236	78859	88308	82888									
Atglen	1.05%	927	829	928	871									35
Avon Grove	2.78%	2453	2193	2455	2305									940
Chester County/HH	38.74%	34183	30550	34212	32111									1310
Chester Springs	2.55%	2251	2011	2252	2114									863
Coatesville	1.38%	1218	1089	1219	1144									467
Downingtown	3.58%	3159	2824	3162	2968									121:
Easttown	15.56%	13730	12271	13741	12898									526
HoneyBrook	0.56%	495	442	495	465									189
Kennett	8.52%	7518	6719	7524	7063									2882
Malvern	2.06%	1818	1625	1820	1708									697
Oxford	2.49%	2198	1964	2200	2064									842
Parkesburg	0.77%	680	608	680	639									260
Phoenixville	7.22%	6371	5694	6376	5985									2442
Spring City	0.46%	407	363	407	382									155
redyffrin/Paoli	9.45%	8339	7453	8346	7833									3197
Nest Chester	2.82%	2489	2224	2491	2338									954
otal	100.0%	88236	78859	88308	82888	0	0	0	0	0	0	0	0	33829
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2023	3	88236	78859	88308	82888									
2022	2	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	95916
2021	1	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	90669
2020	)	61115	57905	64191	79045	86400	83866	83754	80805	70712	70254	68060	73139	87924
2019	9	52474	48270	52779	50521	52922	55778	59442	58194	53763	54197	51585	54681	64460
2018	3	39517	35554	40880	39606	41221	43825	49446	49190	44838	46512	44617	45459	5206
						NorDrive	2018-20	23						
						VCIDIIVC	. 2010 20	23						
100000														
90000														
70000														
60000														
50000														
50000 40000														
40000 30000														
40000 30000 20000														
40000 30000 20000 10000														
40000 30000 20000	ı Fe	h M	March (	April	May	June	Ju	lv	Aug	Sept	Oct	Nov	Dec	

<b>April 2023 Computer Usage (Session</b>	ons)		
	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
TOTAL	5576	14814	20390



	Α	В	С	D	Е	F	G	Н		J	К	L	М	N	Q	R	S	Т
1	Computer Usag	e 2023 (Ses	sions)															
2		·	·															
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									602	0.71%	1.14%	0.77%	1.49%
7																		
	Avon Grove	557	607	684	604									2452	2.90%	3.43%	4.80%	4.06%
9																		
	Chester County	4751	4903	6093	5049									20796	24.61%	25.24%	30.54%	25.28%
11																		
	Chester Springs	206	196	192	191									785	0.93%	1.49%	1.10%	0.75%
13																		
	Coatesville	1430	1512	1534	1384									5860	6.94%	6.52%	7.25%	6.78%
15																	0.45-1	2.251
16 17	Downingtown	869	794	909	841									3413	4.04%	4.02%	3.13%	3.26%
-		2300	2200	2040	2200									0500	11 250/	0.400/	C CEN/	9.31%
19	Easttown	2300	2290	2616	2380									9586	11.35%	9.40%	6.65%	9.31%
	Hankin	1743	1689	1859	1553									6844	8.10%	8.11%	8.34%	7.69%
21	Turikiri	1743	1003	1033	1555									0044	0.1070	0.1170	0.5470	7.0370
	Honey Brook	340	307	332	309									1288	1.52%	1.55%	1.76%	1.42%
23	,															2.007.1		
	Kennett	982	956	1178	956									4072	4.82%	5.18%	5.92%	5.35%
25																		
	Malvern	510	423	439	439									1811	2.14%	2.45%	1.98%	2.11%
27																		
	Oxford	787	773	878	765									3203	3.79%	3.77%	3.91%	3.66%
29																		
	Paoli	538	518	487	497									2040	2.41%	2.62%	2.08%	3.36%
31																		
	Parkesburg	424	345	434	385									1588	1.88%	2.02%	2.90%	2.14%
33																		
	Phoenixville	1488	1470	1627	1428									6013	7.12%	7.03%	5.66%	6.35%
35															1.500/	1.500/	1.000/	4 700/
36	Spring City	303	308	366	375									1352	1.60%	1.68%	1.92%	1.72%
	Tredyffrin	2166	2253	2524	2190									9133	10.81%	9.00%	6.40%	10.60%
39	rreuyiirin	2100	2253	2524	2190									9133	10.81%	9.00%	0.40%	10.00%
	West Chester	846	877	1039	890									3652	4.32%	5.34%	4.89%	4.66%
41	vest chester	540	677	1033	330									3032	7.32/0	5.34/6	7.05/6	7.00%
-	System	20379	20378	23343	20390									84490	100.00%	100.00%	100.00%	100.00%
43	,													2.750				200.00%
	Notes:																	
45	2017 and 2018 ba	sed on minu	tes															
	2019 and 2020 ba																	
	2020 reflects Cov																	

## **Balance Sheet**

As of June 1, 2023

		TOTAL		
	AS OF JUN 1, 2023	AS OF JUN 1, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
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	
Total 100 Phoenixville Federal Savings #1	1,397,853.01	862,285.11	535,567.90	62.11 %
105 Petty Cash	500.00	500.00	0.00	0.00 %
105.6 Paypal	0.00	0.00	0.00	
Total 105 Petty Cash	500.00	500.00	0.00	0.00 %
106 Circulation Cash	500.00	500.00	0.00	0.00 %
110 Customers Bank - Money Market - Restricted	250,000.00		250,000.00	
Total Bank Accounts	\$1,648,853.01	\$863,285.11	\$785,567.90	91.00 %
Other Current Assets				
125 Supplies	0.00	0.00	0.00	
130 Prepaid Expenses	453.00	453.00	0.00	0.00 %
140 Accounts Receivable - Other	0.00	0.00	0.00	
Total Other Current Assets	\$453.00	\$453.00	\$0.00	0.00 %
Total Current Assets	\$1,649,306.01	\$863,738.11	\$785,567.90	90.95 %
Fixed Assets				
150 General Fixed Assets				
150.1 Leasehold Improvements				
150.1.1 1999/2000 Addition	0.02	0.02	0.00	0.00 %
150.1.2 General	0.06	0.06	0.00	0.00 %
Total 150.1 Leasehold Improvements	0.08	0.08	0.00	0.00 %
150.2 2012/2013 Renovation	0.00	0.00	0.00	
150.6 Computer Equipment	-0.12	-0.12	0.00	0.00 %
150.8 Furniture & Fixtures	0.28	0.28	0.00	0.00 %
Total 150 General Fixed Assets	0.24	0.24	0.00	0.00 %
Total Fixed Assets	\$0.24	\$0.24	\$0.00	0.00 %
TOTAL ASSETS	\$1,649,306.25	\$863,738.35	\$785,567.90	90.95 %

## Balance Sheet

As of June 1, 2023

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

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

		TO	TAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
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	
Total 400 Appropriations	815,236.00	792,934.00	22,302.00	102.81 %
412 Development Income				
412.1 Grants	20,010.00	25,000.00	-4,990.00	80.04 %
412.1.2 Grants - Restricted	45,000.00		45,000.00	
412.1.3 Chester County ARPA Grant	15,000.00		15,000.00	
Total 412.1 Grants	80,010.00	25,000.00	55,010.00	320.04 %
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	
Total 412.4 Donations	1,291.51		1,291.51	
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 %
Total 412.6 Individual Giving	56,980.90	46,000.00	10,980.90	123.87 %
412.7 Corporate Engagement		10,000.00	-10,000.00	
412.7.1 Third Party Fundraising	729.49	,	729.49	
412.7.3 Matching Gifts	1,408.00		1,408.00	
Total 412.7 Corporate Engagement	2,137.49	10,000.00	-7,862.51	21.37 %
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	
Total 412.8 Planned Giving	500,000.00		500,000.00	
Total 412 Development Income	657,482.90	126,000.00	531,482.90	521.81 %
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		•		

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

		TO	TAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.11.2 PA Sales Tax	27.54		27.54	
Total 420.11 Rentals/Roku	27.54		27.54	
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	
Total 420.4 Items Sold	2,128.06	2,500.00	-371.94	85.12 %
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	
Total 420.6 Other (Copier, etc.)	3,271.76	2,500.00	771.76	130.87 %
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	
Total 420.8 Rentals/Collection	415.06	500.00	-84.94	83.01 %
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	
Total 420.9 Hot Spots	2,832.13	3,000.00	-167.87	94.40 %
Total 420 Operations Income	213,405.45	194,000.00	19,405.45	110.00 %
Total Income	\$1,686,124.35	\$1,112,934.00	\$573,190.35	151.50 %
GROSS PROFIT	\$1,686,124.35	\$1,112,934.00	\$573,190.35	151.50 %
Expenses				
500 Adult Library				
500.1 Books	133.45		133.45	
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	
Total 500.1 Books	55,744.64	56,500.00	-755.36	98.66 %
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 %
	-,			

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

\$00.6 Reference		TOTAL					
\$00.7 Programs - Adult   \$0.896.75   \$0.00.00   \$1.03.25   \$96.56 % \$0.08 Program Supplies - Adult   \$1.00.00   \$1.11.05   \$89.99 % \$1.00.00   \$1.11.05   \$89.99 % \$1.00.00   \$1.00.00		ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET		
Son Age	500.6 Reference	529.79	700.00	-170.21	75.68 %		
Total S00 Adult Library	500.7 Programs - Adult	2,896.75	3,000.00	-103.25	96.56 %		
S10 Youth Library	500.8 Program Supplies - Adult	888.95	1,000.00	-111.05	88.90 %		
510.1 Books         130.50         130.50         3.596.11         85.62.4           510.1.2 F-Materials         7,710.45         8,000.00         -3,596.11         85.62.9           510.1.3 ARPA Children e-materials         3,172.25         3,172.25         3,172.25           Total 510.1 Books         32,417.09         33,000.00         -582.91         98.38 %           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         -682.45         7.77 %           510.5 Software         617.84         1,000.00         -588.44         70.58 %           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 %           510.7 Programs - Children         3,869.23         4,000.00         -130.77         96.73	Total 500 Adult Library	81,021.95	85,100.00	-4,078.05	95.21 %		
\$10.1.1 Physical Books	510 Youth Library						
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         3,172.25           Total 510.1 Books         32,417.09         33,000.00         -582.91         98.23 %           510.13 Young Adult - All         2,328.24         3,000.00         -671.76         77.61 %           510.14 Programs - Young Adult         36.44         500.00         -19.56         61.29 %           510.2 Magazines         358.70         700.00         -94.56         61.29 %           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         -588.44         70.58 %           510.8 Program Supplies - Children         3,869.23         4,000.00         -4098.12         91.50 %           520.2 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           7tola 510 Youth Library         44,101.88         48,200.00         -2179.31         138.92 %           520.1 Annual Appeal         7,779.31         5,600.00         2,719.31         138.92 %	510.1 Books	130.50		130.50			
510.1.3 ARPA Children e-materials         3,172.25         3,172.25           Total 510.1 Books         32,417.09         33,000.00         -582.91         98.23 %           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         356.70         700.00         -341.30         51.24 %           510.3 Audios         857.55         1,500.00         -642.45         57.17 %           510.3 Videos         1,411.56         2,000.00         -588.44         70.58 %           510.7 Program Supplies - Children         3,869.23         4,000.00         -382.16         61.78 %           510.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           701.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           520 Development Expense         25.211.83         22,000.00         2,179.31         138.92 %           520.1 Annual Appeal         7,779.31         5,600.00         2,179.31	510.1.1 Physical Books	21,403.89	25,000.00	-3,596.11	85.62 %		
Total 510.1 Books	510.1.2 E-Materials	7,710.45	8,000.00	-289.55	96.38 %		
10.13 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   887.55   1,500.00   -642.45   571.77 %   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 Program Supplies - Children   3,869.23   4,000.00   -382.16   61.78 %   510.7 Programs - Children   3,869.23   4,000.00   -40.98.12   91.50 %   520.00 Month   520.00 Mont	510.1.3 ARPA Children e-materials	3,172.25		3,172.25			
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         512.4 %           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         -683.40         65.83 %           510.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           510.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           510.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           7total 510 Youth Library         41,101.88         48,200.00         -4,098.12         91.50 %           520.1 Annual Appeal         7,779.31         5,600.00         2,179.31         138.92 %           520.5 Marketing         1,255.96         500.00	Total 510.1 Books	32,417.09	33,000.00	-582.91	98.23 %		
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         70.88 %           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 %           510.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           510.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           510.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           510.8 Program Supplies - Children         3,416.80         2,000.00         2,179.31         130.77         96.73 %           520. Development Expense         25.211.83         22,500.00         2,179.31         138.92 %         2,500.30         3,988.00         3	510.13 Young Adult - All	2,328.24	3,000.00	-671.76	77.61 %		
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 %           7tola 510 Youth Library         44,101.88         48,200.00         -4,098.12         91.50 %           520 Development Expense         25,211.83         22,500.00         2,179.31         138.92 %           520.3 Special Events         25,211.83         22,500.00         2,711.83         112.05 %           520.3 Donor Management         1,255.96         500.00         755.96         251.19 %           530 Administration         3,988.00         1,659.10         105.09 %           530.1 General         3,000.00         8,200.00         -200.00         97.56 %           530.1.1 Audit/Form 990         8,000.00         8,200.00         1,085.11         172.34 %      <	510.14 Programs - Young Adults	618.63	500.00	118.63	123.73 %		
\$10.3 Audios	510.15 Program Supplies - Young Adult	306.44	500.00	-193.56	61.29 %		
510.4 Videos         1,411.56         2,000.00         -588.44         70.58 %           510.5 Software         617.84         1,000.00         -382.16         617.8%           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 %           510.4 Sto Youth Library         41,101.88         48,200.00         -4,098.12         91.50 %           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 %           520.1 Special Events         34,247.10         32,588.00         755.96         251.19 %           520.5 Marketing         1,255.96         500.00         755.96         251.19 %           520.1 Annual Appeal         8,247.10         32,588.00         1,659.10         105.09 %           520.3 Special Events         8         3,988.00         755.96         251.19 %           520.5 Marketing         8         3,000.00	510.2 Magazines	358.70	700.00	-341.30	51.24 %		
510.5 Software         617.84         1,000.00         -382.16         617.8%           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%           Total 510 Youth Library         44,101.88         48,200.00         -70.98.12         91.50%           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         -3,988.00         1,659.10         105.09 %           530 Administration         530.13 General         8         8         2,588.00         1,659.10         105.09 %           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         1,081.12         131.85 %           530.1.5 Advertising         4,476.22         3,395.00         1,081.22         131.85 %	510.3 Audios	857.55	1,500.00	-642.45	57.17 %		
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 %           Total 510 Youth Library         44,101.88         48,200.00         -4,098.12         91.50 %           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 %           520.8 Donor Management         3,988.00         -3,988.00         -3,988.00           520.8 Donor Management         3,988.00         -3,988.00         -3,988.00           70 Administration         3,988.00         -3,988.00         -3,988.00           530.1 General         8,000.00         8,200.00         -200.00         97.56 %           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         -1,081.22         131.85 %           530.1.5 Advertising         500.00         -3,000.00         -500.00           530.1.6 Legal Expense         4,281.19         3,000.00         2,995.00         199.85 % <td>510.4 Videos</td> <td>1,411.56</td> <td>2,000.00</td> <td>-588.44</td> <td>70.58 %</td>	510.4 Videos	1,411.56	2,000.00	-588.44	70.58 %		
510.8 Program Supplies - Children         1,316.60         2,000.00         -683.40         65.83 %           Total 510 Youth Library         44,101.88         48,200.00         -4,098.12         91.50 %           520 Development Expense         520.1 Annual Appeal         7,779.31         5,600.00         2,179.31         138.92 %           520.1 Marketing         25,211.83         22,500.00         2,711.83         112.05 %           520.8 Donor Management         25,211.83         3,988.00         -3,988.00           Total 520 Development Expense         34,247.10         32,588.00         1,659.10         105.09 %           530 Administration         300.1 General         3,000.00         8,200.00         -200.00         97.56 %           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         1,081.11         172.34 %           530.1.3 Staff Development/Memberships         4,476.22         3,395.00         1,081.22         131.85 %           530.1.5 Advertising         500.00         -500.00         -500.00         -500.00         500.10         -500.00         -500.00         500.10         -500.00         -500.00         -500.00         -500.00<	510.5 Software	617.84	1,000.00	-382.16	61.78 %		
Total 510 Youth Library         44,101.88         48,200.00         -4,098.12         91.50 %           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         -3,988.00           Total 520 Development Expense         34,247.10         32,588.00         1,659.10         105.09 %           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 %           530.1.5 Advertising         500.00         -500.00         -500.00         -500.00           530.1.6 Legal Expense         4,281.19         3,000.00         2,995.50         199.85 %           530.1.8 Marketing and Website         5,995.50         3,000.00         2,995.50         199.85 % <td>510.7 Programs - Children</td> <td>3,869.23</td> <td>4,000.00</td> <td>-130.77</td> <td>96.73 %</td>	510.7 Programs - Children	3,869.23	4,000.00	-130.77	96.73 %		
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       -3,988.00         Total 520 Development Expense       34,247.10       32,588.00       1,659.10       105.09 %         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 %         530.1.5 Advertising       500.00       -500.00       -500.00       500.00       -500.00       500.00       -500.00       500.10       -500.00       500.15 Advertising       500.10       -3,000.00       -1,281.19       142.71 %       500.18 Marketing and Website       5,995.50       3,000.00       2,995.50       199.85 %       500.19 Miscellaneous       113.83       113.83       113.83       113.83       113.83 <t< td=""><td>510.8 Program Supplies - Children</td><td>1,316.60</td><td>2,000.00</td><td>-683.40</td><td>65.83 %</td></t<>	510.8 Program Supplies - Children	1,316.60	2,000.00	-683.40	65.83 %		
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         -3988.00           Total 520 Development Expense         34,247.10         32,588.00         1,659.10         105.09 %           530 Administration         530.1 General         530.1 Audit/Form 990         8,000.00         8,200.00         -200.00         97.56 %           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         1,081.21         172.34 %           530.1.3 Staff Development/Memberships         4,476.22         3,395.00         1,081.22         131.85 %           530.1.5 Advertising         500.00         -500.00         -500.00         -500.00           530.1.6 Legal Expense         4,281.19         3,000.00         2,995.50         199.85 %           530.1.9 Miscellaneous         113.83         113.83         113.83           Total 530.1 General         25,451.85	Total 510 Youth Library	44,101.88	48,200.00	-4,098.12	91.50 %		
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         -3,988.00           Total 520 Development Expense         34,247.10         32,588.00         1,659.10         105.09 %           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         -1,500.00         -500.00           530.1.5 Advertising         500.00         -500.00         -500.00         -500.00           530.1.6 Legal Expense         4,281.19         3,000.00         1,281.19         142.71 %           530.1.9 Miscellaneous         113.83         113.83         113.83           Total 530.1 General         25,451.85         24,095.00         1,356.85         105.63 %           540.1 Electricity         15,522.25	520 Development Expense						
520.5 Marketing       1,255.96       500.00       755.96       251.19 %         520.8 Donor Management       3,988.00       -3,988.00       -3,988.00         Total 520 Development Expense       34,247.10       32,588.00       1,659.10       105.09 %         530 Administration       530.1 General       530.1 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       -300.00         530.1.5 Advertising       500.00       -500.00       -3000.00         530.1.6 Legal Expense       3,000.00       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       113.83         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         540 Utilities       15,522.25       17,000.00       -1,477.75       91.31 %         540.2 Gas       4,091.57       4,835.00 <td>520.1 Annual Appeal</td> <td>7,779.31</td> <td>5,600.00</td> <td>2,179.31</td> <td>138.92 %</td>	520.1 Annual Appeal	7,779.31	5,600.00	2,179.31	138.92 %		
520.8 Donor Management       3,988.00       -3,988.00       -3,988.00         Total 520 Development Expense       34,247.10       32,588.00       1,659.10       105.09 %         530 Administration       530.1 General       530.1 General       530.1 General       530.1 General       530.1 A Undit/Form 990       8,000.00       8,200.00       -200.00       97.56 %       97.50 %       97.56 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %       97.50 %	520.3 Special Events	25,211.83	22,500.00	2,711.83	112.05 %		
Total 520 Development Expense         34,247.10         32,588.00         1,659.10         105.09 %           530 Administration         530.1 General         530.1 General         530.1 A Laudit/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         -500.00         -500.00           530.1.5 Advertising         500.00         -3,000.00         -3,000.00         -3,000.00           530.1.6 Legal Expense         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         113.83           Total 530.1 General         25,451.85         24,095.00         1,356.85         105.63 %           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 %	520.5 Marketing	1,255.96	500.00	755.96	251.19 %		
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       -500.00         530.1.5 Advertising       500.00       -500.00       -500.00         530.1.6 Legal Expense       3,000.00       -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       113.83         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	520.8 Donor Management		3,988.00	-3,988.00			
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       -500.00         530.1.5 Advertising       500.00       -500.00       -500.00         530.1.6 Legal Expense       3,000.00       -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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	Total 520 Development Expense	34,247.10	32,588.00	1,659.10	105.09 %		
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       -1,500.00         530.1.5 Advertising       500.00       -500.00       -500.00         530.1.6 Legal Expense       3,000.00       -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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         540 Utilities       15,522.25       17,000.00       -1,477.75       91.31 %         540.2 Gas       4,091.57       4,835.00       -743.43       84.62 %	530 Administration						
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       -1,500.00         530.1.5 Advertising       500.00       -500.00       -500.00         530.1.6 Legal Expense       3,000.00       -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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	530.1 General						
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       -500.00         530.1.5 Advertising       500.00       -500.00       -3,000.00         530.1.6 Legal Expense       3,000.00       -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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	530.1.1 Audit/Form 990	8,000.00	8,200.00	-200.00	97.56 %		
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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	530.1.2 Library Board Expenses	2,585.11	1,500.00	1,085.11	172.34 %		
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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	530.1.3 Staff Development/Memberships	4,476.22	3,395.00	1,081.22	131.85 %		
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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	530.1.4 Insurance		1,500.00	-1,500.00			
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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         540 Utilities       15,522.25       17,000.00       -1,477.75       91.31 %         540.2 Gas       4,091.57       4,835.00       -743.43       84.62 %	530.1.5 Advertising		500.00	-500.00			
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         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         540 Utilities       15,522.25       17,000.00       -1,477.75       91.31 %         540.2 Gas       4,091.57       4,835.00       -743.43       84.62 %	530.1.6 Legal Expense		3,000.00	-3,000.00			
530.1.9 Miscellaneous       113.83       113.83         Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	530.1.7 Credit Card Fees	4,281.19	3,000.00	1,281.19	142.71 %		
Total 530.1 General       25,451.85       24,095.00       1,356.85       105.63 %         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 %	530.1.8 Marketing and Website	5,995.50	3,000.00	2,995.50	199.85 %		
540 Utilities 540.1 Electricity	530.1.9 Miscellaneous	113.83		113.83			
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 %	Total 530.1 General	25,451.85	24,095.00	1,356.85	105.63 %		
540.2 Gas 4,091.57 4,835.00 -743.43 84.62 %	540 Utilities						
	540.1 Electricity	15,522.25	17,000.00	-1,477.75	91.31 %		
540.3 Telephone 7,324.23 6,000.00 1,324.23 122.07 %	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 %		

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

		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 %			
Total 540 Utilities	28,039.88	29,785.00	-1,745.12	94.14 %			
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 %			
Total 550 Computer Expense	9,434.56	6,800.00	2,634.56	138.74 %			
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 %			
Total 560 Other Supplies and Expense	26,228.40	16,300.00	9,928.40	160.91 %			
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 %			
Total 580.1 Maintenance	667.25	500.00	167.25	133.45 %			
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 %			
Total 580.5 Janitorial Expense	28,101.59	29,000.00	-898.41	96.90 %			
580.7 Minor Improvements and Repairs	175.83	500.00	-324.17	35.17 %			
Total 580 Buildings & Grounds	28,944.67	30,000.00	-1,055.33	96.48 %			
Total 530 Administration	123,895.60	112,070.00	11,825.60	110.55 %			
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 %			
Total 610.1 Salaries	543,909.34	587,150.00	-43,240.66	92.64 %			
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 %			
Total 610.3 Employee Benefit Expense	124,058.27	112,691.00	11,367.27	110.09 %			
610.4 Retirement Expense	116,624.83	91,805.00	24,819.83	127.04 %			
Total 610 Salaries & Benefits	804,619.38	834,976.00	-30,356.62	96.36 %			
Unapplied Cash Bill Payment Expense	-143.90		-143.90				
otal Expenses	\$1,087,742.01	\$1,112,934.00	\$ -25,191.99	97.74 %			

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

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

## Phoenixville Public Library Draft Budget 2023-2024

	-		
	Budg	et 2022-2023	
Income			
400 Appropriations			
400.1 Appropriation - P.A.S.D.		578,340.00	
400.2 Appropriation - County		102,320.00	
400.3 Appropriation - State		93,524.00	
400.4 Appropriation - Charlestown Tws		5,500.00	
400.5 Appropriation - Schuylkill Twp		6,250.00	
400.6 Appropriation - East Pikeland		7,000.00	
400.7 Appropriation - Phoenixville Borough			
Total 400 Appropriations	\$	792,934.00	
412 Development Income		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
412.1 Grants		25,000.00	
County ARPA Grant (\$30,000 total/\$7,500 per year 4 years)			
412.2 Projects/Events		45,000.00	
412.6 Individual Giving			
412.6.3 Target Donors		40,000.00	
412.6.4 Restricted - General		3,000.00	
412.6.5 Restricted - Children		3,000.00	
Total 412.6 Individual Giving	\$	46,000.00	
412.7 Corporate Engagement		10,000.00	
Total 412 Development Income	\$	126,000.00	
420 Operations Income			
420.1 Fines		12,000.00	
420.10 Notary Services		1,000.00	
420.2 Passport Applications		170,000.00	
420.3 Interest		1,000.00	
420.4 Items Sold		2,500.00	
420.5 Lost Books		1,500.00	
420.6 Other (Copier, etc.)		2,500.00	
420.8 Rentals/Collection		500.00	
420.9 Hot Spots		3,000.00	
Total 420 Operations Income	\$	194,000.00	
Total Income	\$	1,112,934.00	
Gross Profit			
Expenses			
500 Adult Library			
500.1 Books			

Draft Budget 23/24- revized 1/23

607,257.00
97,204.00
104,972.00
5,500.00
8,600.00
7,000.00
9,301.00
839,834.00
25,000.00
45,000.00
40,000.00
3,000.00
3,000.00
\$ 46,000.00
10,000.00
\$ 126,000.00

15,000.00
1,000.00
180,000.00
1,000.00
2,800.00
3,000.00
2,500.00
1,000.00
3,000.00
209,300.00
1,175,134.00

31,000.00	33,000.00
24,000.00	28,500.00
1,500.00	3,500.00
56,500.00	65,000.00
800.00	800.00
3,600.00	4,500.00
4,500.00	4,500.00
6,000.00	6,000.00
5,000.00	5,000.00
4,000.00	4,000.00
700.00	0.00
3,000.00	3,424.00
1,000.00	1,000.00
85,100.00	94,224.00
25,000.00	25,000.00
8,000.00	11,016.00
33,000.00	36,016.00
3,000.00	4,000.00
500.00	750.00
500.00	750.00
700.00	700.00
1,500.00	3,000.00
2,000.00	2,000.00
1,000.00	2,000.00
4,000.00	5,000.00
2,000.00	3,000.00
48,200.00	57,216.00
5,600.00	5,000.00
22,500.00	20,000.00
500.00	500.00
3,988.00	3,988.00
32,588.00	29,488.00
8,200.00	8,300.00
1,500.00	1,901.00
3,395.00	3,000.00
1,500.00	1,500.00
500.00	500.00
3,000.00	
3,000.00	5,000.00
3,000.00	3,500.00
24,095.00	23,701.00
-	3,000.00

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540 Utilities		47.000.00	
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	<u> </u>	1,500.00	1,800.00
Total 540 Utilities	\$	29,785.00	34,542.00
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
Total 550 Computer Expense	\$	6,800.00	8,000.00
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
Total 560 Other Supplies and Expense	\$	16,300.00	18,500.00
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
Total 580.1 Maintenance	\$	500.00	1,000.00
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	30,500.00
Total 530 Administration	\$	112,070.00	120,333.00
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
Total 610.1 Salaries	\$	587,150.00	614,398.00
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
Total 610.3 Employee Benefit Expense	\$	112,691.00	117,024.00
610.4 Retirement Expense		91,805.00	95,450.00
Total 610 Salaries & Benefits	\$	834,976.00	873,873.00
Total Expenses	\$	1,112,934.00	1,175,134.00
Net Operating Income	-\$	1,112,934.00	
Net Income	-\$	1,112,934.00	1
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# 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
839,834.00
25,000.00
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\$ 133,500.00
10,000.00
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15,000.00
1,000.00
180,000.00
1,000.00
2,800.00
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209,800.00
1,183,134.00

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28,500.00
3,500.00
65,000.00
800.00
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4,500.00
6,000.00
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4,000.00
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1,000.00
93,800.00

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

8	3,300.00
-	1,500.00
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	500.00
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	3,000.00
25	5,726.00

25,500.00
7,252.00
6,000.00
540.00
1,800.00
41,092.00

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29,000.00
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125,408.00

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
Income		
400 Appropriations		
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
Total 400 Appropriations	\$ 792,934.00	841,094.00
412 Development Income		
412.1 Grants County ARPA Grant (\$30,000 total/\$7,500 per	25,000.00	25,000.00
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
Total 412.6 Individual Giving	\$ 46,000.00	\$ 46,000.00
412.7 Corporate Engagement	10,000.00	10,000.00
Total 412 Development Income	\$ 126,000.00	\$ 133,500.00
420 Operations Income		
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
Total 420 Operations Income	\$ 194,000.00	209,800.00
Total Income	\$ 1,112,934.00	1,184,394.00
Gross Profit		
Expenses		
500 Adult Library		
500 4 D		

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
Total 500.1 Books	\$ 56,500.00	65,000.00
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
Total 500 Adult Library	\$ 85,100.00	93,800.00
510 Youth Library		
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
Total 510.1 Books	\$ 33,000.00	36,016.00
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
Total 510 Youth Library	\$ 48,200.00	54,716.00
520 Development Expense		
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
Total 520 Development Expense	\$ 32,588.00	29,488.00
530 Administration		
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
Total 530.1 General	\$ 24,095.00	23,626.00

540 Utilities		
540.1 Electricity	17,000.00	25,500.00
540.2 Gas	4,835.00	
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
Total 540 Utilities	\$ 29,785.00	41,092.00
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
Total 550 Computer Expense	\$ 6,800.00	8,360.00
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
Total 560 Other Supplies and Expense	\$ 16,300.00	18,500.00
570 Equipment Leasing/Rental	5,090.00	5,090.00
580 Buildings & Grounds		
580.1 Maintenance		
580.1.2 Grounds	500.00	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	\$ 112,070.00	126,668.00
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
Total 610.1 Salaries	\$ 587,150.00	625,589.00
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
Total 610.3 Employee Benefit Expense	\$ 112,691.00	154,966.00
610.4 Retirement Expense	91,805.00	99,167.00
Total 610 Salaries & Benefits	\$ 834,976.00	879,722.00
Total Expenses	\$ 1,112,934.00	1,184,394.00
Net Operating Income	-\$ 1,112,934.00	
Net Income	-\$ 1,112,934.00	