



**Board of Trustees Meeting Agenda
October 9, 2023 5:00 p.m.
Location: Zoom**

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

Mission: To provide equitable access to information, education, and cultural enrichment for all members of the community.

- I. Call to order, roll
- II. Public welcome – All general public comments limited to 5 minutes
- III. Consent Agenda 2 minutes
 - a. Minutes
 - b. Director’s Report
 - c. Youth Services Report
 - d. Adult Services Report
 - e. Development Report
 - f. Circulation Report
 - g. Statistics
 - h. Financials
- IV. New Business - Discussion Items
 - a. WWW update- Laure Coy 10 minutes
 - b. Spooky Social update- Lauren Coy 5 minutes
 - c. Signage proposal- Lara Lorenzi 5 minutes
 - d. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. 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 November 6, 2023 via Zoom at 5pm

VIII. – /Adjournment

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

A Regular Meeting was called to order by Lauren Eustis at 5:03 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Mike English

STAFF PRESENT

Lara Lorenzi, Executive Director

CONSENT AGENDA

On motion made by Steve Hirsch, seconded by Liz Carrabine, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through h., consisting of: (i) the Minutes of the Board's Regular Monthly Meetings held June 5, 2023 and July 3, 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 July 2023.

NEW BUSINESS

- October Board Meeting: Lauren Eustis indicated the next Regular Meeting of the Library Board will be held October 9, 2023, not October 2, 2023, since Lara Lorenzi will be unavailable on October 2, 2023.
- Furniture Feedback: Lauren Eustis informed the Board that the new library furniture had been installed in July 2023, and that, although not the general consensus, one patron did express concern over the contemporary aesthetic of the same.
- Additional Furniture: Lara Lorenzi suggested the Library will need to order some chairs with arms. She indicated the company with whom the Library had purchased items in the past has gone out of business. Ms. Lorenzi added that there was a need for a few coffee tables as well. Quotes for both types of items from J.P. Jay Associates were circulated, and Lauren Eustis indicated there was money in the budget for them. On motion made by Steve Hirsch, seconded by Lauren Eustis, and by unanimous vote thereafter, the Board approved Ms. Lorenzi's request to purchase additional furniture for the Library.
- PASD Barbeque: Lauren Eustis stated that on September 22, 2023, a school-wide barbeque was being held by the Phoenixville Area School District, and suggested the Library have a presence at the same, with Lauren Coy to gather materials.
- Holidays and Closings: Lara Lorenzi discussed a list of proposed holiday and other closings during the 2023 – 2024 Library year which she circulated, noting particularly that Good Friday is no longer included. On motion made by Lauren Eustis, seconded by Liz Carrabine, and by unanimous vote thereafter, the Board approved the suggested list of holiday and other closings.

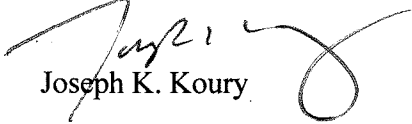
OLD BUSINESS

- Masking Policy: Lara Lorenzi indicated the Library's Covid-19 Masking Policy signage was still present in the Library, and that she would now remove it.
- Development: Lara Lorenzi indicated that the Wine, Wit & Wisdom and Spooky Social fundraisers now take precedent, such that the Spelling Bee has been moved to spring 2024.

- Harrop Funds: Lara Lorenzi indicated that as to the unrestricted charitable bequest in the amount of \$250,000, she recommends the funds be moved from Customers Bank to the Library Foundation for inclusion in the endowment. Ms. Lorenzi also suggested that the Chester County Community Foundation has an account that could accept money from the Library. Leah Campbell volunteered to serve on a committee with Mike English to investigate and make a recommendation to the Library Board.

Meeting was adjourned at 5:45 p.m.

Respectfully submitted,


Joseph K. Koury



Report submitted by: Lara Lorenzi

October 2023 Library Board of Trustees Meeting

Informational Updates:

- The Library will be closed on Thursday November 23rd and Friday November 24th .
- The library will be a polling location on Tuesday November 7th. The upper level will be open for passport services and holds pick up. Browsing will not be allowed.
- The library will once again host a voter box for early voting. The drop box will be manned by voter services personnel.
- 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.
- Our library hosted the Chester County System Library Board meeting and the CCL board meeting on Tuesday September 19th. I was able to show the board members our new furniture and how effective the changes have been for our library.
- I have also joined the Community of Learning group for executive directors hosted by the PCHF. This is a great opportunity for me to be better acquainted with other non-profit ed's to discuss various issues we all face.
- I met with our new super intendant of school Missy McTiernan on Tuesday September 19th. We discussed the relationship between the library and the school, gave her a tour and just talked about the library.
- The library will be loaning out 2 mobile hot spots to local non-profit PACS for their fundraiser this year. They will be listing us as a supporter on their promotions.
- I had meetings with all of the department heads and we discussed their annual reviews. They were productive meetings and I anticipate good things in the year to come. They are all doing good work and have been contributing to the various successes the library has had over the past year.
- The auditors will be out to the library on 10/11 and 10/12, Beth Runfola and I have been uploading and preparing materials for them.

Personnel Updates:

- We will be hiring another part time circulation assistant through a partnership with Cornerstone Clubhouse. We look forward to working with them in finding a position for one of their clients and filling an opening the library has.

Facilities Update:

- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- The HVAC system has been repaired and it is now working properly.
- PASD will be out to install 2 floor outlets in front of the fireplace so we can plug in our new chairs. They will also be changing out one of the outlets new our new study pods so we can plug two of them at the same outlet. - Pending
- We will need to replace the railroad ties that are holding the front garden in place. I will work on contacting a local landscaper to get some quotes. - pending
- Lawn maintenance and mowing is done by the school district.
- The library really needs a fresh coat of paint on the lower level (youth library), community meeting room and the stairwell. I'll be reaching out to PASD to see when we might be able to get this done.

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

- July 2023
 - E-book: 3,887

- E-Audio: 3,414
- Total: 7,301
- August 2023
 - E-book: 3,727
 - E-audio: 3,530
 - Total: 7,257
- September 2023
 - E-book: 3,305
 - E-audio: 3,251
 - Total: 6,556

Book Locker:

- May 2022: 154
- June 2022: 334
- July 2022: 279
- August 2022: 203
- September 2022: 266
- October 2022: 198
- November 2022: 193
- December 2022: 205
- January 2023: 234
- February 2023: 255
- March 2023: 294
- April 2023: 186
- May 2023: 209
- June 2023: 273
- July 2023: 274
- August 2023: 269
- September 2023: 278

Door Count:

September 2022: 7,377 This is a 47% increase over last year.
October 2022: 7,371 This is a 28% increase over last year.
November 2022: 7,525 This is a 41% increase over last year.
December 2022: 6,305. This is a 25% increase over last year.
January 2023: 7,843. This is a 44% increase over last year.
February 2023: 7,343. This is a 17% increase over last year.
March 2023: 8,800. This is an 11% increase over last year.
April 2023: 8,121. This is a 13% increase over last year.
May 2023: 8,153. This is a 21% increase over last year.
June 2023: 9,345 this is a 17% increase over last year.
July 2023: 9,281 this is a 6% increase over last year.
August 2023: 9,376 this is a 3% decrease over last year.
September 2023: 7,405 this number shows a 0% change.

Chester County Library System Updates:

- None at this time.

State Updates:

- None at this time.



Meetings/Trainings

- 9/12 District Librarian's Meeting
Funding Formula Committee
- 9/13 HUB@ PASD
- 9/14 Rotary
- 9/18 Elder HUB meeting at the Phoenixville Senior Center
- 9/19 CCLS & CCL Board meetings- Host at Phoenixville
Meeting with Missy McTiernan
Community of Learning- PCHF-zoom
- 9/20 Phone meeting with Debbie- PACS
Meeting with Lauren Eustis & Mike English- finances
- 9/22 PCHF Short
Meeting with Buffy MacLelland- AVT- book arch and donation
- 9/25 Annual review meeting with Tegan Conner-Cole
Annual Review meeting with Lauren Coy
Meeting with Signarama- interior directional signage
- 9/26 Funding formula committee
Training-Actively Anti-racist Library Service to Leisure Readers
- 9/27 Annual review meeting with Mark Pinto
Annual Review meeting with Christine Nicholson-Wrage
- 9/28 Rotary
- 10/1-10/4 PALA Annual Conference
- 10/5 WWW committee meeting

**Youth Services Report for
September 2023
For October 2023 Board Meeting**

Programming:

Programs held on September 1 to September 30 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

September Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	7	147	113	260
Babies & Books	8	96	98	194
Mighty Preschoolers	3	24	19	43
Toddler Time	8	145	122	267
Barnstone Art On the Go	4	36	39	75
Block Party	1	7	5	12
Preschool Ballet Class	1	11	12	23
Little Explorers – Tiny Talons	1	11	11	22
In-Person Preschool Total	33	477	419	896
Elementary Age Events				
Tinker Tuesday (Turing Tumble)	3	5	6	11
Family Movie Night	1	11	11	22
Lego Club	1	3	4	7
Lego Club for Homeschoolers	1	7	4	11
Interactive Story Time with Kathy Brandon	1	4	5	9
Ages 6-11 Total	7	30	30	60
Young Adult Events				
YA Mystery Bag	1	8		8
Mario Kart Monday	1	5	4	9
Total Young Adult	2	13	4	17
Total In Person Events	42	520	453	973
Virtual Events	0			
1000 Books Before Kindergarten	3	1 Completed		

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

September 1 to September 30: 625 sessions, 279 hours, 26-minutes average session

Newsletter

The Children’s Library Newsletter was sent 5 times between September 1 and September 30. A monthly overview of events was sent on September 29 for October and weekly newsletters on Fridays that listed the next week’s events. The newsletter was sent to an average of 550 subscribers and had an average 67% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Visitors
PASD ELD Family Night	54	54	108
Total: 0 on-site, 1 off-site			

- Approached by ELD at PASD to have a table at the ELD Family Night on September 20. Spoke to parents, caregivers, and students about resources available at the public library. Conversation Group information was of interest to attendees this year.
- Scheduled a visit with a class from Phoenixville Middle School.
- PACLC-Main Street will begin in October.

Meetings

- Tegan C. met with Lara L., Mark P., Lauren C., and Christine W. as needed on library services throughout the month.
- Tegan C. and Rachel K. attended the CCLS Youth Services Meeting on September 26.
- Tegan C. attended the CCLS STEM Pilot Wrap-up meeting to go over what to propose to CCLS going forward for science programs.

Additional Activities (TC unless otherwise noted)

- Continued assessment of Children's collection with removal of non-circulating, outdated, and damaged materials.
 - Assessed and weeded JBCD collection.
 - Started assessing Picture Books.
 - Assessed damaged items.
- Ordering of new items for collections as well as filling in series titles, missing topics, and replacing damaged titles.
- Covered Circulation Desk as needed due to illness and occasionally for breaks if busy.
- Publicizing of Children's Library Calendar and events through the e-newsletter.
- Ran and assisted programming for elementary and teens.
- Planned programming and promotion for October events.
 - Added events to online calendar.
 - Designed and created school age and YA calendars for people to take.
 - Created October Story Time Calendar for people to take.
 - Have already seen over 50 calendars go out.
- Communicated with presenters regarding current and future scheduled programs.
- Brainstormed future events over school year.
- Completed SRC Reports for CCLS and State.
- Sorted through donations. Selected titles for giveaway to community organizations, to sell, or to give for free.
- Rachel K ran and implemented Story Times for September. See attached.
- David B. maintained rotating displays throughout the children's department.

Trainings

- Galileoscope Training, CCL-Exton (on light and how to use the telescope) – September 8 - TC
- Intentional Relationships Webinar, online – September 11 & 18 – TC
- See attached report for RK trainings.

Correspondence in September

- 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.
- Email communication with PASD ELD department for ELD Family Night.
- Email correspondence with Indian Run Environmental Education Center about fall preschool programming.
- Email correspondence and in-person chats with Barnstone for teen summer programs and Barnstone on the Go.
- Email reminders to program attendees in September for events both day before and day of.
- Email correspondence with CCLS for computer and CCLS App issues and as needed.
- Email correspondence with 2 students about a robotics program and Project Inspiring STEM
- Email correspondence with PMS teacher for classroom visit in October.

Compliments

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

September 2023
Children's Report by Rachel K.

Program Overview

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

Activities/ Programs

Lead programs for various age groups

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

Weekly Programs

Currently we have 4 in-person programs running each week for kids ages 0-5 years old. These classes range from storytimes with weekly themes to general playtime to craft-making. For each week, we run 2 1-2-3 Learn with Me sessions, 1 Mighty Preschoolers session, 2 Babies & Books sessions, and 2 Toddler Time sessions.

Reoccurring In-Formal

Toddler Time

Babies + Books

1-2-3 Learn with Me

Mighty Preschoolers

Weekly Themes

Mighty Preschoolers (Alphabet)

- A
- B
- C

Toddler Time

- Back to School
- Alphabet
- Autumn
- Bedtime

Babies & Books

- Back to School
- Alphabet
- Autumn
- Bedtime

Patron Feedback

Within the past month, 2 patrons have personally complimented our children's programs after attending them.

Webinars/Trainings

- Office of Commonwealth Libraries' *Navigating the Next Wave of Challenges: Educate, Communicate, De-Escalate*-Attended September 21, 2023

Outreach

- Attended Chester County youth services meeting on September 26, 2023.

September 2023
Adult Services Report

(all events/statistics as of September 30)

Regular Activities

- Scheduling passport application acceptance and notary appointments; covering 3-hour passport appointment shift on Wednesdays and Fridays; handling notary appointments as needed and available.
- Updating Library website as needed.
- Scheduling and hosting online and in-person programs with outside presenters; posting selected program videos to YouTube channel.
- Updating online Library Events Calendar, creating and sending e-mail press releases, and posting event announcements to other locally-based online calendars.
- Sending weekly Constant Contact e-mail newsletters to 2,500+ adult contacts regarding Library services and programs, online resources for education and cultural entertainment, and important Library and community/government announcements.
- Ordering books and other Library materials for collection; weeding collection regularly.
- Select book and lead monthly book discussion group at Phoenixville Area Senior Center.

Meetings/Workshops/Other Events Attended

- Viewed archived webinar “Public Library Services for Strong Communities: Results from PLA’s 2022 Survey” 9/2.
- Community Gardening around the Village committee meeting on Zoom 9/5.
- Viewed archived webinar “It’s a New Day, Be a Great New Boss” from CCLS Niche Academy 9/19.
- Attended webinar “Actively Anti-Racist Library Service to Leisure Readers: Foundation” from Becky Spratford and Office of Commonwealth Libraries 9/26.
- Annual review with Lara 9/27.

Upcoming Special Programs/Events

- “Lovers, Loners & Enemies: A One-Woman Performance” with Katherine Mallon-Day, 10/9
- “NAMI In Our Own Voice” with Sara Wein, NAMI Chester County PA, 10/12
- “The History of the Pennsylvania Turnpike” with Kendra Cook, Boyertown Museum of Historic Vehicles, 10/16
- “Open Mic Night for Writers”, 10/19
- “Dark History III: Black Widows & The Devil’s Luck in Penn’s Woods” with Jennifer Green, Chester County History Center, 10/23
- PA-MEDI Medicare Open Enrollment Assistance appointments Wednesdays, 10/25 – 12/6
- AARP Smart Driver Refresher Class, 10/26
- “Updating Your Medicare for 2024” with PA-MEDI counselors, 10/26
- “Tree Walk in Black Rock Park” with Martha Cownap, 10/29
- “The Truth about Low Back Pain” with Dr. Jeff Kurtz, Kinetic Physical Therapy, 10/30
- “Building Biology Tech Talk: Protect Your Baby and Children: How to Manage Your Personal Devices” with Kate Pettit and Jo-Anna Hennessy, Illuminate-EMF, 11/1
- “Tips to Find Savings on Prescription Drugs” with Dana Matkovic, 11/6

Program/Event/Other Planning

- Scheduling special online, in-person, and hybrid programs for January and beyond, including special programs utilizing programming grant.
- Setting up VHS/DVD converter workstation in Carnegie Room.

September Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	438
Adult Laptop Individual Users	84
Mobile Printing Users	25
Mobile Hotspot Checkouts	16
Museum Pass Checkouts	69

September Passport Application Acceptance Statistics

Appointments	312
Income	\$14,760.00

September Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	8	
Fourth Wednesday Readers	10	
Phoenix Fiction Writers	8 (2 sessions)	
Words in Progress: A Writer's Support Group	2	
Phoenixville Tech Group	59 (4 sessions)	
Tech Help appointments	8	
"Get Connected - Jumpstart Your Job Search" appointments	6	
Maternal & Child Health Consortium Family Benefits Assistance appointments	24	
Katie Muth Remote Office appointments	2	
Sahaja Yoga Meditation Class	17 (2 sessions)	
ESL Conversation Group	42 (4 sessions)	
Books on Tap	9	
Movies on Tap: Zoom Edition	8	
Movie Night: <i>Blackberry</i>	24	
Outreach: Senior Center Book Club	11	
"Decoupage Class for Adults" 9/7	5	
"AARP Smart Driver 8-Hour Class" 9/7-8	10	
"Ivan Stiles in Concert" 9/11	37	
"Author Talk: Christine Emmert & Stephanie Cowell: A Writing Friendship" 9/18	7	
"The New Look of Nicotine Addiction: Vaping: What Every Parent Should Know!" 9/21	3	56
Phoenixville Film Festival workshop: "Empowering Women in Film" 9/22	14	
Phoenixville Film Festival workshop: "Crafting Compelling Shorts" 9/22	23	
Phoenixville Film Festival workshop: "Mastering the Film Festival Circuit" 9/23	22	
"Get the Most Out of Your Sleep: Tools to a More Restful and Rejuvenating Sleep" 9/28	12	3 (first day)
"Save Your Photos - Digital, Print & Video" 9/29	20	

Respectfully submitted,
Mark Pinto
Adult Services Director

September 2023
Development Report
 Lauren Coy

Meetings/Training/Events

- a. Attending biweekly Rotary meetings
- b. Meetings with Lara Lorenzi
- c. Walk through of Ann’s Heart for Spooky Social Happy Hour (9/12)
- d. HUB Meeting (9/13)
- e. Chamber of Commerce Coffee meeting (9/19)
- f. Attended In This Together PXV Meeting (9/21)
- g. WWW Invitations to printer (9/25)

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

Development News

- The Library received the PCHF Mini Grant for IT needs in the amount of \$4,753. Lara Lorenzi provided the breakdown of all that this will entail.
- TWO ADDITIONAL IDEAS for Friend/Fundraisers:
 1. **Spooky Social: A Haunted Tour & Toast**
 2. Tuesday, October 24th – 6:30- 8:30PM
 3. **SOLD OUT!! The tickets flew in 5 days.**

- a. Historical presenter Ryan Conroy will kick off the evening at the Library, giving its history and the discussion of its hauntings.
- b. The attendees will be stamped. 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 will be themed drinks/snacks that go along with spooky authors/novels.
 - ii. Our episode of "Scared" would be streaming on the screen here during this as well.
 - iii. The cost was \$20 per attendee.
 - iv. We have raised over \$3,000!

4. The Adult Spelling Bee

- a. **Thursday, April 11, 2024 - 6:30 - 8:30PM**
- b. It will be teams of 4; \$100/team
- c. It will take place on 2nd floor of Conshohocken Brewing Co. on Bridge St. - they happily approved this idea and new April date
- d. The words would be submitted by folks that want to trick the potentially tipsy participants.
 - i. Tricky words for friends or foes: \$1 for 1 word; \$5 for 3.
 - ii. Judges already in place. Would love Board members to come be spectators and cheer on folks!

Wine, Wit & Wisdom - 20th Anniversary Thursday, November 2, 2023

- New logo/rebrand - more fun and modern
- Very innovative, bold and colorful invitations have been mailed!
- Author Megan Abbott is the guest for this evening.
- Due to the menu costs increasing greatly, we decided to nix the salad per person, as it's a savings of \$6/pp.
- The ticket prices this year will be increased a bit due to rising costs; \$135 per person; \$95 for first-time attendees.
- We have over \$15,500 in sponsorships and \$20,750 over all.



Circulation Report for October 2023

Circulation Department:

- Number of **checkouts** for September: 11,855
- Number of **check-ins** for September: 11,830
- Number of **holds** for September: 420

Volunteers:

- **Total Amount of Volunteer Hours for September: 56.75**
- **Total amount month to date fiscal year: 245.25**

Library Card Sign-ups:

- **Total Amount of Patron Applications for September: 192**
- September was library card sign-up month
 - Raffle prize was a \$50 gift card to Reads and Company

Meetings/Events:

- Funding Formula Meeting – September 6th, 12th, 13th, and October 17th

Continuing Education:

- Google Super Searchers for Library Workers (F/T circulation assistant took webinar) – September 19th
- Climate Action Planning Part 2: Disaster Preparedness and Community Resilience – September 26th
- Dementia Friends for PA Forward – October 17th

Additional Updates:

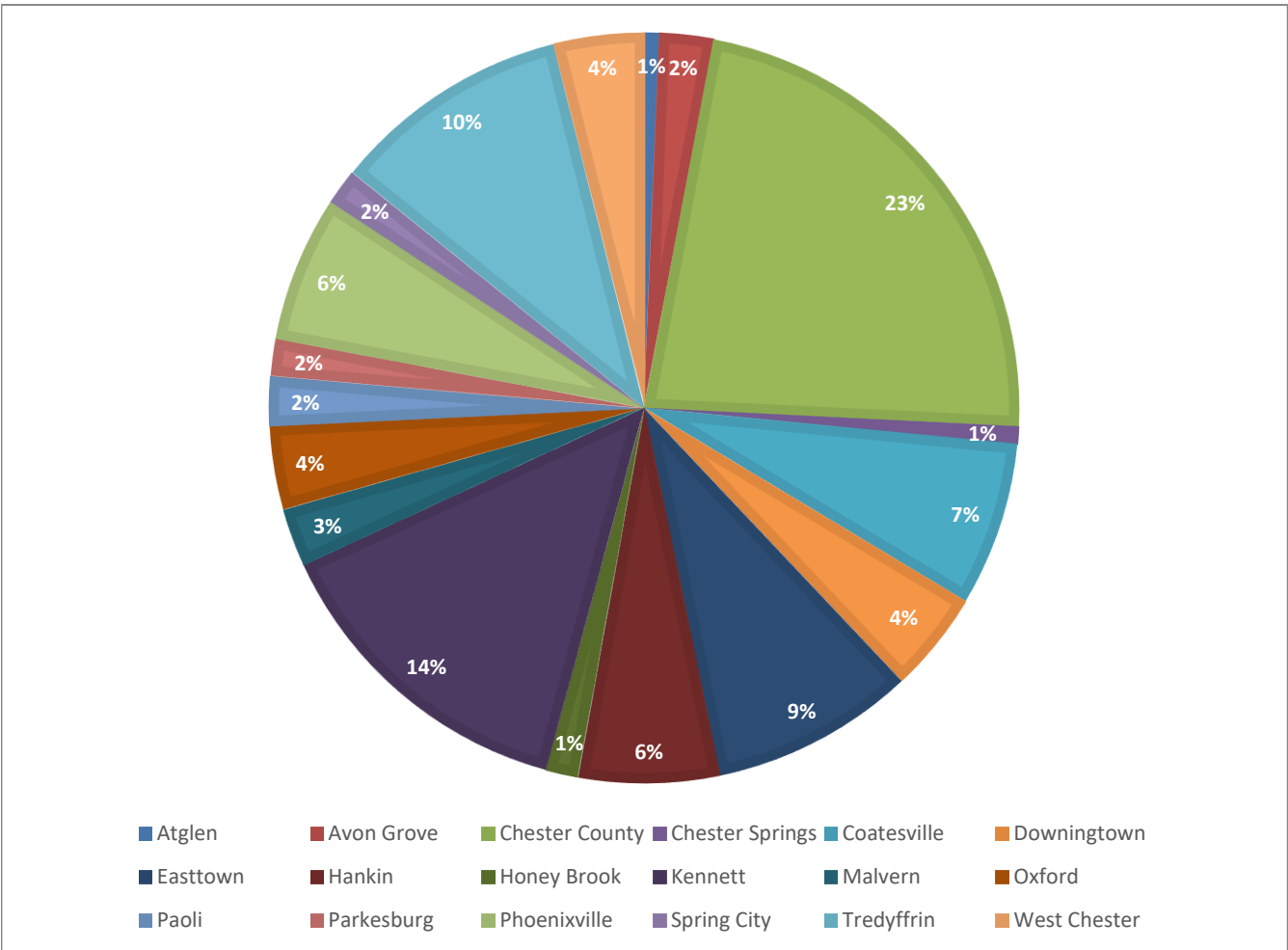
- Floating Holiday – September 8th and 11th
- Vacation – October 9th to October 16th

Respectfully Submitted,

Christine Wrage
Circulation Manager & Volunteer Coordinator
October 2023

August 2023 Computer Usage (Sessions)

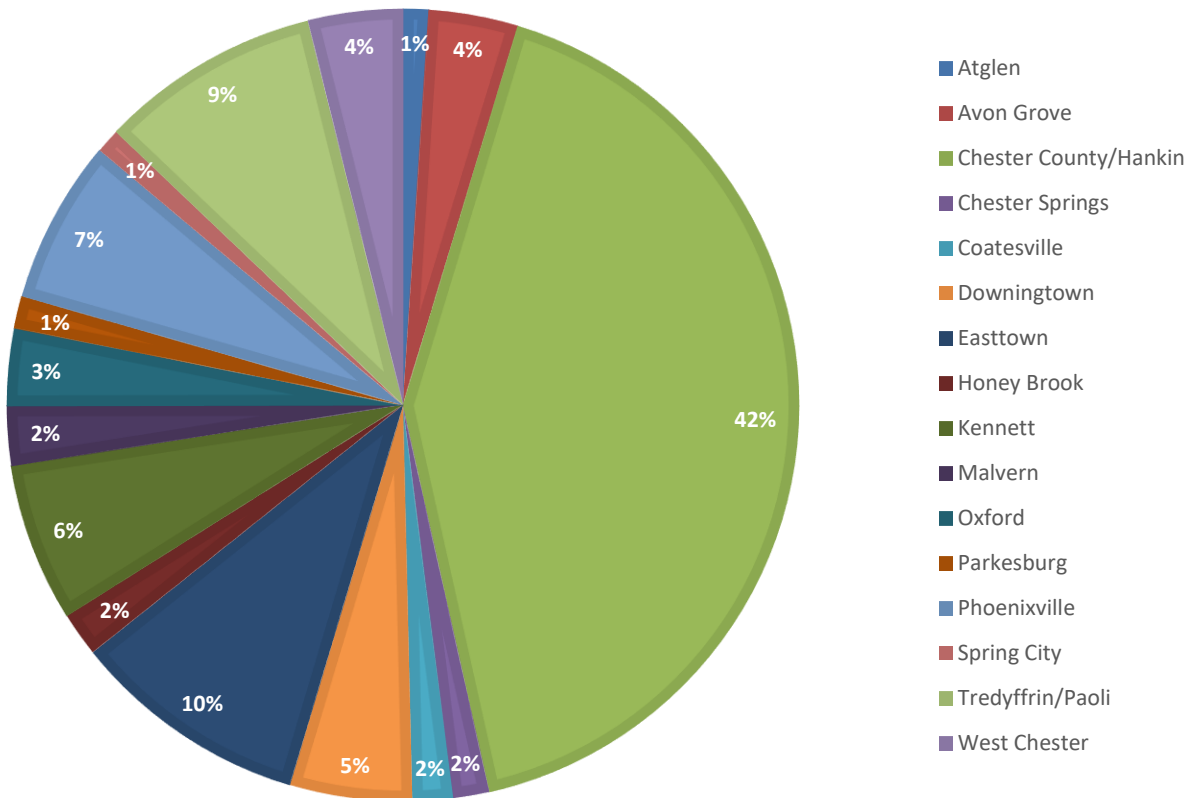
	Envisionware	Wireless	Total
Atglen	30	152	182
Avon Grove	280	385	665
Chester County	1747	4758	6505
Chester Springs	42	177	219
Coatesville	454	1566	2020
Downingtown	354	889	1243
Easttown	416	2096	2512
Hankin	375	1353	1728
Honey Brook	199	201	400
Kennett	188	3781	3969
Malvern	169	547	716
Oxford	391	640	1031
Paoli	177	426	603
Parkesburg	214	240	454
Phoenixville	685	1116	1801
Spring City	113	329	442
Tredyffrin	403	2536	2939
West Chester	265	846	1111
TOTAL	6502	22038	28540



September 2023 Circulation

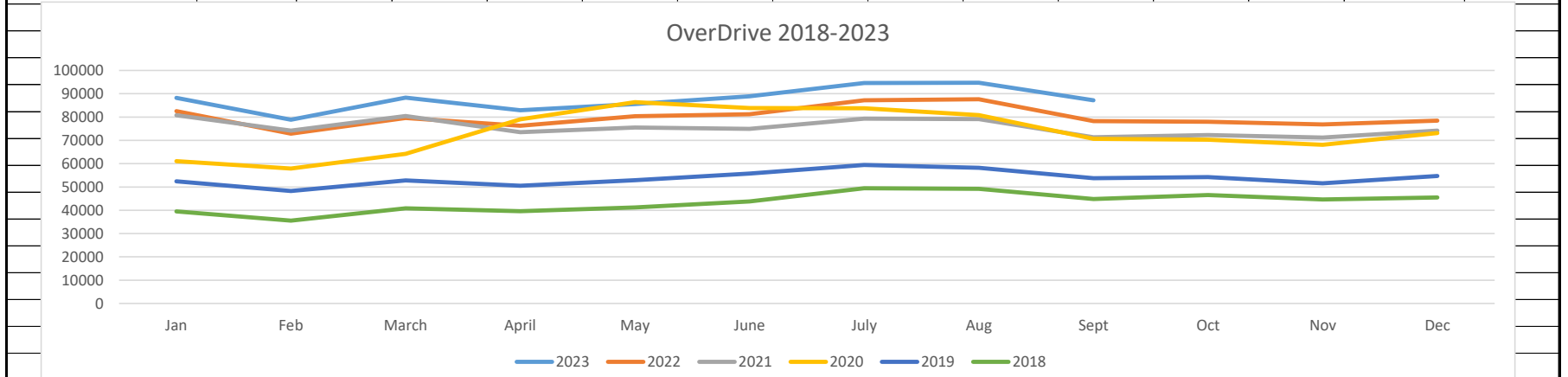
	Sierra	OverDrive	Total
Atglen	2269	916	3185
Avon Grove	8852	2424	11276
Chester County/Hankin	95445	33777	129222
Chester Springs	2421	2224	4645
Coatesville	3807	1204	5011
Downingtown	12269	3122	15391
Easttown	16316	13567	29883
Honey Brook	5099	489	5588
Kennett	12574	7429	20003
Malvern	5635	1797	7432
Oxford	7473	2171	9644
Parkesburg	3448	672	4120
Phoenixville	14401	6295	20696
Spring City	2708	402	3110
Tredyffrin/Paoli	19583	8239	27822
West Chester	9482	2459	11941
TOTAL	221782	87187	308969

PERCENTAGE DISTRIBUTION



OverDrive Percentage Distribution 2023														
Library	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
TOTAL		88236	78859	88308	82888	85617	88909	94600	94728	87187				
Atglen	1.05%	927	829	928	871	899	934	994	995	916				8293
Avon Grove	2.78%	2453	2193	2455	2305	2381	2472	2630	2634	2424				21948
Chester County/HH	38.74%	34183	30550	34212	32111	33169	34444	36649	36698	33777				305793
Chester Springs	2.55%	2251	2011	2252	2114	2184	2268	2413	2416	2224				20132
Coatesville	1.38%	1218	1089	1219	1144	1182	1228	1306	1308	1204				10898
Downingtown	3.58%	3159	2824	3162	2968	3066	3184	3387	3392	3122				28263
Easttown	15.56%	13730	12271	13741	12898	13323	13835	14720	14740	13567				122825
HoneyBrook	0.56%	495	442	495	465	480	498	530	531	489				4425
Kennett	8.52%	7518	6719	7524	7063	7295	7576	8060	8071	7429				67256
Malvern	2.06%	1818	1625	1820	1708	1764	1832	1949	1952	1797				16265
Oxford	2.49%	2198	1964	2200	2064	2132	2214	2356	2359	2171				19659
Parkesburg	0.77%	680	608	680	639	660	685	729	730	672				6082
Phoenixville	7.22%	6371	5694	6376	5985	6182	6420	6831	6840	6295				56994
Spring City	0.46%	407	363	407	382	394	409	436	437	402				3637
Tredyffrin/Paoli	9.45%	8339	7453	8346	7833	8091	8402	8941	8953	8239				74597
West Chester	2.82%	2489	2224	2491	2338	2415	2508	2669	2672	2459				22264
Total	100.0%	88236	78859	88308	82888	85617	88909	94600	94728	87187	0	0	0	789330

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



Phoenixville Public Library

Balance Sheet

As of October 6, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100 Phoenixville Federal Savings #1	
100.1 Operating Checking (040016792)	-35,729.15
100.2 Operating Money Market (45001815)	501,136.14
100.3 Operating Credit Card Receipts (110030095)	13,554.13
100.5 Certificate of Deposit (61513)	20,738.69
100.6 Certificate of Deposit (61514)	21,205.36
100.7 Certificate of Deposit (59971)	33,033.51
100.8 Certificate of Deposit (61515)	250,470.01
100.9 Customers Bank - MM (5987) Restricted	250,000.00
Total 100 Phoenixville Federal Savings #1	1,054,408.69
105 Petty Cash	540.00
105.6 Paypal	-40.00
Total 105 Petty Cash	500.00
106 Circulation Cash	500.00
Total Bank Accounts	\$1,055,408.69
Other Current Assets	
125 Supplies	0.00
130 Prepaid Expenses	453.00
140 Accounts Receivable - Other	0.00
Total Other Current Assets	\$453.00
Total Current Assets	\$1,055,861.69
Fixed Assets	
150 General Fixed Assets	
150.1 Leasehold Improvements	
150.1.1 1999/2000 Addition	0.02
150.1.2 General	0.06
Total 150.1 Leasehold Improvements	0.08
150.2 2012/2013 Renovation	0.00
150.6 Computer Equipment	-0.12
150.8 Furniture & Fixtures	0.28
Total 150 General Fixed Assets	0.24
Total Fixed Assets	\$0.24
TOTAL ASSETS	\$1,055,861.93

Phoenixville Public Library

Balance Sheet

As of October 6, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 Accounts Payable	30,819.00
220 Credit Card Payables	0.00
Total Accounts Payable	\$30,819.00
Other Current Liabilities	
221 Accounts Payable - Other	0.01
230 Employee Costs Payable	
230.1 Salaries Payable	16,801.95
230.5 Accrued Vacation	7,158.00
230.9 Reimbursements by PPL	0.00
Total 230 Employee Costs Payable	23,959.95
250 Deferred Income	0.00
Total Other Current Liabilities	\$23,959.96
Total Current Liabilities	\$54,778.96
Long-Term Liabilities	
280 Line of Credit (3 year)	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$54,778.96
Equity	
300 Opening Bal Equity	250,000.00
310 Contributed Capital	0.24
319 Net Assets	1,013,070.28
Net Income	-261,987.55
Total Equity	\$1,001,082.97
TOTAL LIABILITIES AND EQUITY	\$1,055,861.93

Phoenixville Public Library

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

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
400 Appropriations				
400.1 Appropriation - P.A.S.D.		607,257.00	-607,257.00	
400.2 Appropriation - County	24,301.01	97,204.00	-72,902.99	25.00 %
400.3 Appropriation - State		104,972.00	-104,972.00	
400.4 Appropriation - Charlestown Tws		5,500.00	-5,500.00	
400.5 Appropriation - Schuylkill Twp		8,600.00	-8,600.00	
400.6 Appropriation - East Pikeland		8,260.00	-8,260.00	
400.7 Appropriation - Phoenixville Borough		9,301.00	-9,301.00	
Total 400 Appropriations	24,301.01	841,094.00	-816,792.99	2.89 %
412 Development Income				
412.1 Grants				
412.1 Grants	51.68	25,000.00	-24,948.32	0.21 %
412.1.2 Grants - Restricted	4,573.00		4,573.00	
412.1.3 Chester County ARPA Grant		7,500.00	-7,500.00	
Total 412.1 Grants	4,624.68	32,500.00	-27,875.32	14.23 %
412.2 Projects/Events				
412.2 Projects/Events	108.50	45,000.00	-44,891.50	0.24 %
412.2.1 WWW - Restricted	7,100.00		7,100.00	
Total 412.2 Projects/Events	7,208.50	45,000.00	-37,791.50	16.02 %
412.4 Donations				
412.4.1 Unrestricted				
412.4.1 Unrestricted	1,103.36		1,103.36	
Total 412.4 Donations	1,103.36		1,103.36	
412.6 Individual Giving				
412.6.1 Unsolicited				
412.6.1 Unsolicited	251.39		251.39	
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult				
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult	685.00		685.00	
412.6.3 Target Donors				
412.6.3 Target Donors	1,038.40	40,000.00	-38,961.60	2.60 %
412.6.4 Restricted - General				
412.6.4 Restricted - General		3,000.00	-3,000.00	
412.6.5 Restricted - Children				
412.6.5 Restricted - Children	50.00	3,000.00	-2,950.00	1.67 %
Total 412.6 Individual Giving	2,024.79	46,000.00	-43,975.21	4.40 %
412.7 Corporate Engagement				
412.7.1 Third Party Fundraising				
412.7.1 Third Party Fundraising	163.94	10,000.00	-10,000.00	
Total 412.7 Corporate Engagement	163.94	10,000.00	-9,836.06	1.64 %
Total 412 Development Income	15,125.27	133,500.00	-118,374.73	11.33 %
420 Operations Income				
420.1 Fines				
420.1 Fines	5,218.13	15,000.00	-9,781.87	34.79 %
420.10 Notary Services				
420.10 Notary Services	100.00	1,000.00	-900.00	10.00 %
420.2 Passport Applications				
420.2 Passport Applications	53,225.00	180,000.00	-126,775.00	29.57 %
420.3 Interest				
420.3 Interest	976.00	1,000.00	-24.00	97.60 %
420.4 Items Sold				
420.4.1 Library Income				
420.4.1 Library Income	756.76		756.76	
420.4.2 PA Sales Tax				
420.4.2 PA Sales Tax	-26.02		-26.02	
Total 420.4 Items Sold	730.74	2,800.00	-2,069.26	26.10 %
420.5 Lost Books				
420.5 Lost Books	677.33	3,000.00	-2,322.67	22.58 %

Phoenixville Public Library

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

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.6 Other (Copier, etc.)		3,000.00	-3,000.00	
420.6.1 Library Income	1,085.93		1,085.93	
420.6.2 PA Sales Tax	-44.22		-44.22	
Total 420.6 Other (Copier, etc.)	1,041.71	3,000.00	-1,958.29	34.72 %
420.8 Rentals/Collection		1,000.00	-1,000.00	
420.8.1 Library Income	205.21		205.21	
420.8.2 PA Sales Tax	-14.23		-14.23	
Total 420.8 Rentals/Collection	190.98	1,000.00	-809.02	19.10 %
420.9 Hot Spots		3,000.00	-3,000.00	
420.9.1 Library Income	1,042.76		1,042.76	
420.9.2 PA Sales Tax	14.15		14.15	
Total 420.9 Hot Spots	1,056.91	3,000.00	-1,943.09	35.23 %
Total 420 Operations Income	63,216.80	209,800.00	-146,583.20	30.13 %
Total Income	\$102,643.08	\$1,184,394.00	\$ -1,081,750.92	8.67 %
GROSS PROFIT	\$102,643.08	\$1,184,394.00	\$ -1,081,750.92	8.67 %
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	8,132.61	33,000.00	-24,867.39	24.64 %
500.1.2 E-Materials	4,956.32	28,500.00	-23,543.68	17.39 %
500.1.6 ARPA Adult e-materials	1,010.87		1,010.87	
500.1.7 Flipster		3,500.00	-3,500.00	
Total 500.1 Books	14,099.80	65,000.00	-50,900.20	21.69 %
500.1.8 Erb - Program Costs	985.78		985.78	
500.1.9 Erb - Museum Passes	1,810.00		1,810.00	
500.13 Professional Develop. Material		800.00	-800.00	
500.14 Museum Passes	245.00	4,500.00	-4,255.00	5.44 %
500.15 Mobile Hotspots	1,236.53	4,500.00	-3,263.47	27.48 %
500.17 Passport Supplies	1,199.98		1,199.98	
500.2 Magazines & Newspapers	2,737.24	6,000.00	-3,262.76	45.62 %
500.3 Audios	1,186.35	5,000.00	-3,813.65	23.73 %
500.4 Videos	1,186.83	4,000.00	-2,813.17	29.67 %
500.5 Software	127.69		127.69	
500.6 Reference	378.59		378.59	
500.7 Programs - Adult	1,044.76	3,000.00	-1,955.24	34.83 %
500.8 Program Supplies - Adult	187.50	1,000.00	-812.50	18.75 %
Total 500 Adult Library	26,426.05	93,800.00	-67,373.95	28.17 %
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	5,485.96	25,000.00	-19,514.04	21.94 %
510.1.2 E-Materials	2,132.72	11,016.00	-8,883.28	19.36 %
510.1.3 ARPA Children e-materials	733.16		733.16	

Phoenixville Public Library

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

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 510.1 Books	8,351.84	36,016.00	-27,664.16	23.19 %
510.13 Young Adult - All	1,076.82	4,000.00	-2,923.18	26.92 %
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	42.97	3,000.00	-2,957.03	1.43 %
510.4 Videos	333.33	2,000.00	-1,666.67	16.67 %
510.5 Software	29.83	2,000.00	-1,970.17	1.49 %
510.7 Programs - Children	410.00	4,000.00	-3,590.00	10.25 %
510.8 Program Supplies - Children	190.46	2,000.00	-1,809.54	9.52 %
Total 510 Youth Library	10,435.25	54,716.00	-44,280.75	19.07 %
520 Development Expense				
520.1 Annual Appeal		5,000.00	-5,000.00	
520.3 Special Events	50.09	20,000.00	-19,949.91	0.25 %
520.5 Marketing		500.00	-500.00	
520.6 Other	99.00		99.00	
520.8 Donor Management		3,988.00	-3,988.00	
Total 520 Development Expense	149.09	29,488.00	-29,338.91	0.51 %
530 Administration				
530.1 General				
530.1.1 Audit/Form 990		8,300.00	-8,300.00	
530.1.2 Library Board Expenses	160.00	2,000.00	-1,840.00	8.00 %
530.1.3 Staff Development/Memberships	882.85	3,865.00	-2,982.15	22.84 %
530.1.4 Insurance	-3,978.00	1,500.00	-5,478.00	-265.20 %
530.1.5 Advertising		500.00	-500.00	
530.1.7 Credit Card Fees	814.90	4,461.00	-3,646.10	18.27 %
530.1.8 Marketing and Website	1,133.97	3,000.00	-1,866.03	37.80 %
530.1.9 Miscellaneous	169.00		169.00	
Total 530.1 General	-817.28	23,626.00	-24,443.28	-3.46 %
540 Utilities				
540.1 Electricity	5,946.48	25,500.00	-19,553.52	23.32 %
540.2 Gas	426.32	7,252.00	-6,825.68	5.88 %
540.3 Telephone	759.89	6,000.00	-5,240.11	12.66 %
540.4 Trash Collection	198.00	540.00	-342.00	36.67 %
540.5 Water & Sewer	508.22	1,800.00	-1,291.78	28.23 %
Total 540 Utilities	7,838.91	41,092.00	-33,253.09	19.08 %
550 Computer Expense				
550.2 Hardware	2,451.79	1,000.00	1,451.79	245.18 %
550.4 Software	252.00	1,000.00	-748.00	25.20 %
550.5 Software Maintenance	2,140.00	3,360.00	-1,220.00	63.69 %
550.6 Supplies		3,000.00	-3,000.00	
Total 550 Computer Expense	4,843.79	8,360.00	-3,516.21	57.94 %

Phoenixville Public Library

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

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
560 Other Supplies and Expense				
560.1 Collection Maintenance	741.84	3,000.00	-2,258.16	24.73 %
560.2 Library	1,132.23	4,000.00	-2,867.77	28.31 %
560.3 Office	938.61	4,000.00	-3,061.39	23.47 %
560.4 Postage	2,511.05	7,500.00	-4,988.95	33.48 %
Total 560 Other Supplies and Expense	5,323.73	18,500.00	-13,176.27	28.78 %
570 Equipment Leasing/Rental	1,985.85	5,090.00	-3,104.15	39.01 %
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	7,312.50	25,000.00	-17,687.50	29.25 %
580.5.2 Supplies		4,000.00	-4,000.00	
Total 580.5 Janitorial Expense	7,312.50	29,000.00	-21,687.50	25.22 %
580.7 Minor Improvements and Repairs		500.00	-500.00	
Total 580 Buildings & Grounds	7,312.50	30,000.00	-22,687.50	24.38 %
Total 530 Administration	26,487.50	126,668.00	-100,180.50	20.91 %
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	109,593.24	444,027.00	-334,433.76	24.68 %
610.1.2 Part-Time	35,100.92	150,799.00	-115,698.08	23.28 %
610.1.3 Passport Agents	7,247.95	30,763.00	-23,515.05	23.56 %
Total 610.1 Salaries	151,942.11	625,589.00	-473,646.89	24.29 %
610.2 Social Security Expense	5,590.22	23,929.00	-18,338.78	23.36 %
610.3 Employee Benefit Expense	19,599.87	122,037.00	-102,437.13	16.06 %
610.3.2 H.S.A. Contribution	6,000.00	9,000.00	-3,000.00	66.67 %
Total 610.3 Employee Benefit Expense	25,599.87	131,037.00	-105,437.13	19.54 %
610.4 Retirement Expense	25,358.75	99,167.00	-73,808.25	25.57 %
Total 610 Salaries & Benefits	208,490.95	879,722.00	-671,231.05	23.70 %
Unapplied Cash Bill Payment Expense	-8.26		-8.26	
Total Expenses	\$271,980.58	\$1,184,394.00	\$ -912,413.42	22.96 %
NET OPERATING INCOME	\$ -169,337.50	\$0.00	\$ -169,337.50	0.00%
Other Expenses				
750 Non-Operating Expense	60.33		60.33	
750.1 Furniture, etc.	92,290.25		92,290.25	
750.8 Other	299.47		299.47	
Total 750 Non-Operating Expense	92,650.05		92,650.05	
Total Other Expenses	\$92,650.05	\$0.00	\$92,650.05	0.00%
NET OTHER INCOME	\$ -92,650.05	\$0.00	\$ -92,650.05	0.00%

Phoenixville Public Library

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

July 2023 - June 2024

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$ -261,987.55	\$0.00	\$ -261,987.55	0.00%



70 Buckwalter Road
 Suite 407
 Limerick, PA 19468
 (484) 961-8802

EST-26503

The Way to Grow Your Business
 www.signarama-limerick.com

Payment Terms: 50/50

Created Date: 9/18/2023

DESCRIPTION: Survey for Directional/Interior Signage

Bill To: Phoenixville Public Library
 183 2nd Avenue
 Phoenixville, PA 19460
 US

Pickup At: Signarama
 70 Buckwalter Road
 Suite 407
 Limerick, PA 19468
 US

Requested By: Lara Lorenzi
 Email: llorenzi@ccls.org
 Work Phone: (610) 933-3013
 Cell Phone: (610) 933-3013

Salesperson: Phil White
 Email: phil@signarama-limerick.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Restroom Vending Computer RESTROOMS: 16" x 24" x 3mm double sided dibond panel with digitally printed and matte laminated graphics. (2) grommets and mounting hardware included.	1	\$144.06	\$144.06
2	Lower Level Restroom RESTROOMS: 16" x 24" x 3mm single sided dibond panel with digitally printed and matte laminated graphics. (2) grommets and mounting hardware included.	2	\$120.435	\$240.87
3	Passports PASSPORTS: 16" x 48" x 3mm double sided dibond panel with digitally printed and matte laminated graphics. VHB Tape to concrete wall	1	\$139.42	\$139.42
4	HARROP BOARD ROOM 10" x 12" x 1/8" etched brass plaque. Mounted with VHB tape	1	\$97.13	\$97.13
5	Children's entrance Black Vinyl lettering applied over doorway in three languages.	1	\$82.35	\$82.35
6	Community Room Digitally printed and matte laminated graphics for Community Room Glass. Black with white text.	1	\$98.17	\$98.17
7	Lobby Directional Lobby Directional	1	\$115.31	\$115.31

	20" x 30" x 3mm double sided dibond panel with digitally printed and matte laminated graphics. VHB Tape to concrete wall			
8	Hours on door Hours removed from door and new hours installed on Inside of glass	1	\$47.10	\$47.10
9	Yard Sign 18" x 24" - SS 18" x 24" digitally printed single sided coroplast yard sign with LD stake.	1	\$18.46	\$18.46
10	Installation of Signs	1	\$600.00	\$600.00

Subtotal:	\$1,582.87
Taxes:	\$58.97
Grand Total:	\$1,641.84

50% NON-REFUNDABLE deposit due at order placement with balance due at completion (Some projects may have alternate pay terms and is at Signarama Limerick's discretion to set if needed.) Orders under \$500 must be paid in full at order placement (No refunds.) Installation orders where Signarama Limerick is not supplying materials, 100% NON-REFUNDABLE deposit due at order placement. Estimates with multiple line items listed for review and without a grand total do not have sales tax included in shown prices. Tax will be shown with grand total once line items are chosen. Design services include up to three proof revisions per order before additional design fees are added.

By signing your proof or email approval, you approve of its content and size. You are solely responsible for the content of the proof once it has been signed. READ PROOF CAREFULLY! All dates promised on this invoice are approximations. Vendor's total liability is limited to the services indicated on the invoice and will not be liable for any subsequent damages, consequential damages, or otherwise.

Signature: _____ **Date:** _____

ESTIMATES ARE VALID FOR 15 DAYS AND INCLUDE UP TO FOUR PROOF REVISIONS