

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.
- <u>Furniture Feedback:</u> 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.
- <u>PASD Barbeque</u>: 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

- <u>Masking Policy</u>: Lara Lorenzi indicated the Library's Covid-19 Masking Policy signage was still present in the Library, and that she would now remove it.
- <u>Development:</u> 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
 - o E-book: 3,887

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

Book Locker:

- May 2022: 154
- <u>June 2022</u>: 334
- <u>July 2022</u>: 279
- August 2022: 203
- <u>September 2022: 266</u>
- October 2022: 198
- <u>November 2022:</u> 193
- December 2022: 205
- <u>January 2023:</u> 234
- <u>February 2023: 255</u>
- March 2023: 294
- April 2023: 186
- May 2023: 209
- June 2023: 273
- <u>July 2023: 274</u>
- 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- PACSMeeting 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			
VIII CACITO				
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.
 - o 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.
 - o 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.

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

Attached: Children's Report

October 2, 2023

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	Submitted: 7/15	AWARDED!
PA Library Smart Grant		Gaming 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 entrail.
- 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

o Number of **holds** for September: 420

Volunteers:

o Total Amount of Volunteer Hours for September: 56.75

o Total amount month to date fiscal year: 245.25

Library Card Sign-ups:

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

Meetings/Events:

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

Continuing Education:

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

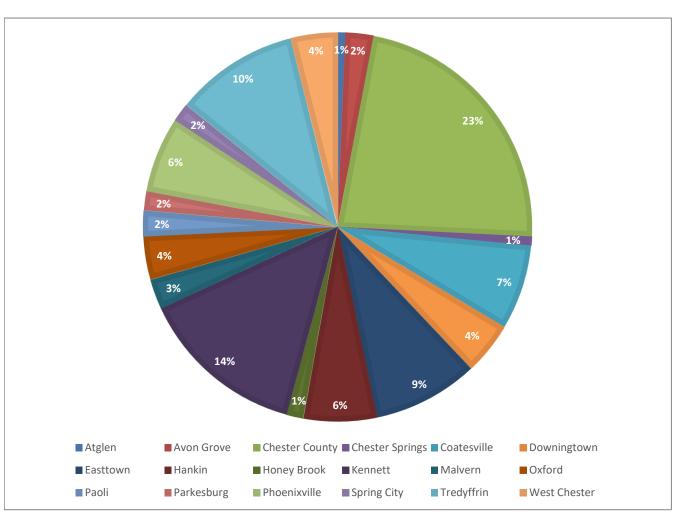
Additional Updates:

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

Respectfully Submitted,

Christine Wrage
Circulation Manager & Volunteer Coordinator
October 2023

August 2023 Computer Usage (Ses	sions)		
	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



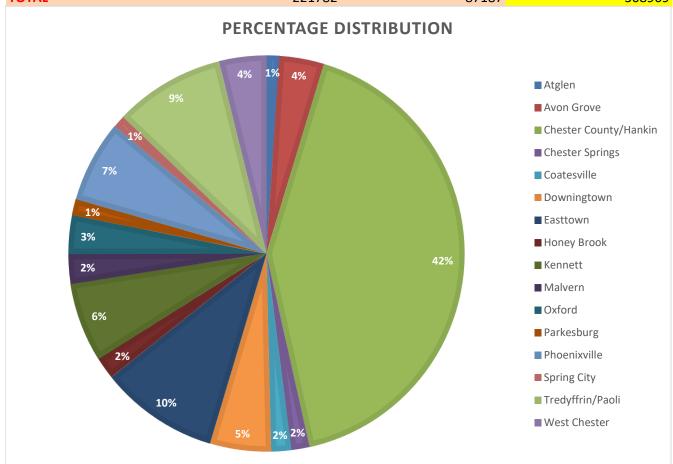
	Α	В	С	D	Е	F	G	Н	I	J	K	L	М	N	Q	R	S	T
1	Computer Usag	e 2023 (Ses	sions)															
2	·	Ì	·															
3															2023 YTD	2022 YTD	2021 YTD	2020 Annual
4		January	February	March	April	May	June	July	August	September	October	November	December	Total	Percentage	Percentage	Percentage	Percentage
5																		
	Atglen	139	157	152	154	194	230	197	182					1405	0.76%	1.14%	0.77%	1.49%
7																		
	Avon Grove	557	607	684	604	720	534	582	665					4953	2.70%	3.43%	4.80%	4.06%
9																		
	Chester County	4751	4903	6093	5049	5392	5843	6477	6505					45013	24.51%	25.24%	30.54%	25.28%
11																		
	Chester Springs	206	196	192	191	223	272	241	219					1740	0.95%	1.49%	1.10%	0.75%
13							4504								5.000/	6 5 20/	7.050/	6.700/
14 15	Coatesville	1430	1512	1534	1384	1535	1504	1617	2020					12536	6.83%	6.52%	7.25%	6.78%
-	Downingtown	869	794	909	841	1066	1163	1158	1243			-		8043	4.38%	4.02%	3.13%	3.26%
17	DOWNINGTOWN	609	794	909	641	1000	1103	1158	1243					8043	4.38%	4.02%	5.13%	3.20%
\vdash	Easttown	2300	2290	2616	2380	2564	2375	2340	2512					19377	10.55%	9.40%	6.65%	9.31%
19	Lusttown	2300	2230	2010	2500	250-7	2373	2540	2512					15577	10.5570	3.40%	0.0370	3.3170
-	Hankin	1743	1689	1859	1553	1652	1601	1607	1728					13432	7.31%	8.11%	8.34%	7.69%
21	-	_																
	Honey Brook	340	307	332	309	322	303	363	400					2676	1.46%	1.55%	1.76%	1.42%
23	·																	
24	Kennett	982	956	1178	956	771	920	2756	3969					12488	6.80%	5.18%	5.92%	5.35%
25																		
	Malvern	510	423	439	436	559	609	688	716					4380	2.38%	2.45%	1.98%	2.11%
27																		
	Oxford	787	773	878	765	840	863	879	1031					6816	3.71%	3.77%	3.91%	3.66%
29																		
	Paoli	538	518	487	497	536	541	595	603					4315	2.35%	2.62%	2.08%	3.36%
31							450								4.700/	2.000/	2.000/	2.440/
32	Parkesburg	424	345	434	385	419	459	342	454					3262	1.78%	2.02%	2.90%	2.14%
-	Phoenixville	1488	1470	1627	1428	1552	1633	1700	1801			-		12699	6.91%	7.03%	5.66%	6.35%
35	rnoenixville	1488	14/0	1027	1428	1352	1033	1/00	1801					12099	0.91%	7.03%	5.00%	0.35%
	Spring City	303	308	366	375	375	409	376	442					2954	1.61%	1.68%	1.92%	1.72%
37		303	500	330	3,3	3,3	403	370	774					2554	1.01/0	1.00/0	1.52/0	1.72/0
	Tredyffrin	2166	2253	2524	2190	2571	2563	2914	2939					20120	10.95%	9.00%	6.40%	10.60%
39																2.23/0	21.370	
-	West Chester	846	877	1039	890	862	887	955	1111					7467	4.07%	5.34%	4.89%	4.66%
41																		
42	System	20379	20378	23343	20387	22153	22709	25787	28540					183676	100.00%	100.00%	100.00%	100.00%
43																		
-	Notes:																	
-	2017 and 2018 ba																	
	2019 and 2020 ba		ons															
47	2020 reflects Cov	rid closures																

$\overline{}$	Α	В	С	D	F	F	G	н	- 1		V		М	N	0	u I	Υ
1	Circulation Comparison				_			June	July	August	September	October			Total	U	1
2	Circulation Companies		Junuary .	. ca.uu. y	.viai cii	7.45		34 c	Ju.,	rugust	осресные	Guioze.	- TOVELINGE	Determen	Total.		
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	699	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		2475	3170	2758	3897	3533	3436	2824	3029	2964	2771	35172	33.59%	
9		2023	2956	2734	3373	3013	3143	3877	3542	3696	3185						
10	AVON GROVE	2018	9921	10844	11813	10590	10220	13313	16106	14095	11408	11291	10014	8830	138445	2.02%	
11	ATOM GROVE	2019	11857	11207	11573	11378		13905	17138	14038	11252	11660	10449	9266	145147	4.84%	
18		2020	11135	10859	6871	3501	3883	5782	10112		11506	11159	9910	10085	106558	-26.59%	
19		2021	10876	10119	11212	10167	10057	12494	14186	13134	11359	10858	10703	9621	134786	26.49%	
22		2022	10123	9532	11261	10580	9832	13403	14790		11376	11390	10947	9757	137732	2.19%	
23		2023	10725	9770	11562	10460	11201	13992	14197	12962	11276						
24	COL (LLANUON)	2040	425500	424700	420000	427420	422572	445504	4.62076	440420	427242	425674	440544	444200	4500000	4.700/	
25	CCL/HANKIN	2018	126699	121709	138899	127420	123573	145591	162876		127242	125674	119511	111398	1580030	-1.79%	
26 27		2019 2020	131898 130294	124255 129807	135942 77499	126009 28881	123301 31522	145315 51734	161746 91143		126353 107968	127487 112106	119761 107540	114852 113204	1583192 1089310	0.20% -31.20%	
28		2020	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	121095	139703	147838		129222					2:30/0	
31																	
32	CHESTER SPRINGS	2018	3097	2912	3760	3388	2996	3692	4721		3002	3138	2919	2867	40580	-1.61%	
33		2019	3628	3444	3634	3328	3121	4089	5216		3753	3839	3723	3232	45618	12.41%	
34		2020	4369		3094	2337	2550	3294	4988		4350	4178	3948	4000	46269	1.43%	
35 36		2021 2022	3609 3636	3465 3914	4256 4200	3630 4233	3854 4009	4291 4499	4774 4811	4792 5115	4047 4105	4086 3989	3918 4061	3841 3647	48563 50219	4.96% 3.41%	
37		2022	4546		4871	4144	4297	4941	5293		4645	3303	4061	3047	30219	5.41%	
38		2023	4540	4318	4071	4144	4237	4941	3233	3374	4043						
39	COATESVILLE	2018	3751	3337	3769	3930	3955	5007	5175	4241	3376	3825	3343	2985	46694	-11.39%	
40		2019	4038	3982	4098	4473	4281	5350	6520		4434	4848	4141	4222	55391	18.63%	
41		2020	4939	4219	2131	488	527	1684	3377	3976	4303	5223	4214	3206	38287	-30.88%	
42		2021	4622	4336	5155	4061	3323	4866	5477	4959	3890	4080	3677	3554	52000	35.82%	
43		2022	3823	4157	4372	3997	3949	5141	5549		4728	5072	4904	4220	55871	7.44%	
44 45		2023	5530	5561	6162	4928	4880	5916	6246	5729	5011						
46	DOWNINGTOWN	2018	12705	12259	14176	13312	13709	17203	18394	17109	14778	14552	13931	11328	173456	-2.67%	
47	DOWNINGTOWN	2019	14002	13202	14228	13512	13545	16894	19723		14778	14598	13696	12343	177815	2.51%	
48		2020	15073	14706	8018	2653	2893	4991	7501	7387	8084	8770	7937	6744	94757	-46.71%	
49		2021	7402	6298	7548	9201	9936	14625	17044	16716	13476	12663	12961	11701	139571	47.29%	
50		2022	13042	13025	14590	13041	12890	18506	19396		14257	14555	13429	12715	177224	26.98%	
51		2023	15944	14813	15550	14395	14715	20797	20430	19311	15391						
52																	
53	EASTTOWN	2018	27973	24084	28349	27487	27068	30526	33781	32462	28684	28684	26673	25587	341358	10.31%	
55		2019 2020	30566 31521	28729 30967	30529 24061	29221 15699	29231 17160	33377 20736	36995 27497	33153 28951	29586 27952	29798 30489	28005 28141	27419 25249	366609 308423	7.40% -15.87%	
56		2020	25139	22620	25200	27449	28850	33196	36343		31274	28875	29470	29397	353318	14.56%	
57		2022	30990		30917	29483	30655	33589	35778		30845	30330	30102	29249	376004	6.42%	
58		2023	30838	28781	31982	29334	29620	33829	33918	34253	29883						
59																	
60	HONEY BROOK	2018	5416	1	6292	5851	5389	6327	7555	6122	5504	5967	5720	5420	70861	4.39%	
61		2019	6051	6068	5853	5821	5518	6650	7552		5270	5969	5802	4884	71945	1.53%	
62		2020	5559	6278	3395	561	554	1696	4068		4838	4579	3697	3096	43038	-40.18%	
63 64		2021 2022	4810 5130	4502 5554	5955 6007	5079 5202	4984 5166	5597 6548	6829		5774 5108	5589 5481	5399 5446	5147 4770	65968 66540	53.28% 0.87%	
65		2022	5681	5350	5899	5630	5382	6370	6209 6689	5919 6559	5588	3481	5446	4//0	00340	0.87%	
66		2023	3081	3330	5099	5030	3382	- 0370	0083	0333	5300						
67																	
68																	
69																	
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73 74																	
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76			January		March	April			July	August	September	October		December	Total		
77	KENNETT	2018	13977	13147	15378	13999	14772	17625	20430	19251	14658	15465	14189	13277	186168	-2.80%	
78		2019	13948	12581	14144	13752	13691	16360	20071	16926	13556	14258	13490	12777	175554	-5.70%	
79		2020	14354	14084	10648	5252	5702	7342	11411	14181	13638	13960	13553	14245	138370	-21.18%	
80		2021	14992		16792	15184	15477	18035	19121	17574	14429		14061	13276	187758	35.69%	
81 82		2022	15185	14528	16139	15223 15289	15107 11563	17966 13558	19784	19807	15628 20003		14917	14494	193738	3.18%	
83		2023	16881	15216	17328	15289	11503	13558	24160	23804	20003						
84	MALVERN	2018	6405	6096	6715	6137	6318	8353	10024	9158	6619	7166	6367	6077	85435	-2.78%	
85		2019	6959	6470	7080	6435	6482	7957	9783	8479	6384	6491	6042	5679	84241	-1.40%	
86		2020	6449	6412	3699	1230	1343	2339	3847	3699	3754	4137	3793	3563	44265	-47.45%	
87		2021	4855	4636	5337	4804	4953	7123	8306	7705	6238	6562	6355	6007	72881	64.65%	
88		2022	6652	6317	7295	6921	6534	7769	8557	8451	6916		6724	6223	85651	17.52%	
89		2023	7056	7012	7876	6751	7159	8362	8892	8832	7432						
90	OVEGEE	2040	0022	0750	0747	0770	0043	44400	42447	44054	0070	40250	0255	7704	440763	4 440/	
91 92	OXFORD	2018 2019	8922 10087	8768 8920	9747 10355	9779 10203	9012 9516	11180 10613	12117 12359	11964 11274	9870 9283	10368 9813	9255 9103	7781 8228	118763	1.41% 0.83%	
93		2019	9446	8920 9737	6129	2253	2450	4104	8388	9343	9283	9615	8511	8228	119754 87975	-26.54%	
94		2020	8943	8743	10187	8422	8052	10022	11649	11732	9322	9227	8956	8667	113922	29.49%	
95		2022	9248	9055	9921	9403	8768	11232	12102	12467	9624		9468	8726	119748	5.11%	
96		2023	9626	9160	9982	9054		11825	12298	11592							
97																	
98	PARKESBURG	2018	4365	4671	4750	5011	3994	4958	5472	5044	4194	4946	4731	4022	56158	-2.78%	
99		2019	4805	4558	4712	4310		4283	5178	4224	3946		4636	4592	53521	-4.70%	
100		2020	4984		2773	386	341	1520	3465	3762	4051		4349	4464	39266	-26.63%	
101 102		2021 2022	3712 3492	3592 3623	4541 3567	3540 3479	3527 3724	4129 4192	4215 4154	3847 4152	3506 3620	3746 3803	3492 3654	3742	45589 44903	26.49%	
102		2022	4062	3688	4966	4168	5254	5137	4716	4656	4122		3054	3443	44903	-1.50%	
104		2023	4002	3000	4500	4100	3234	3137	4710	4030	7122						
105	PHOENIXVILLE	2018	16378	15456	18147	17387	17182	21454	24052	21636	17349	18362	17113	14747	219263	2.77%	
106		2019	18264	16664	17865	17693	16611	20239	24236	21452	17445	17899	16604	15078	220050	0.36%	
107		2020	17764	16994	10396	4091	4473	6806	10460	10489	10356	10627	9706	9926	122088	-44.52%	
108		2021	11449	10373	11464	9850	10516	15431	18997	18858	15931	15888	15691	15045	169493	38.83%	
109		2022	16988	16708	18590	17403	16642	20050	22194	21770	18064	18045	17723	16610	220787	30.26%	
110		2023	19867	18307	20911	19153	19304	23038	23956	23975	20696						
111 112	SPRING CITY	2018	2772	2887	3401	2923	3007	4212	4618	4166	3163	3102	2704	2318	39273	-3.99%	
119	SI KING CITT	2019	2948	2858	3144	2892	3184	3971	4980	3791	2666	2734	2551	2171	37890	-3.52%	
120		2020	2908		1715	471	518	1011	2123	2627	2299	2235	2181	1636	22670	-40.17%	
121		2021	1571	1347	1478	1627	1914	2374	2685	3191	2626	2160	2251	2048	25272	11.48%	
122		2022	2096	2174	2885	2558	2443	3205	3635	3562	2864		2730	2584	33416	32.23%	
123		2023	2782	2582	3054	2848	3074	3919	3904	3721	3110						
124								222									
127 128	TREDYFFRIN/PAOLI	2018 2019	30450 32444	29542	33492 33220	30027 31319	29914 29629	34180 32899	37196 36563	34597 35057	30110 31093		29301 29979	27796 29330	376829 383786	1.53% 1.85%	
129		2019	32444	30670 33602	20374	8202	8923	13557	22464	25710	25925	25290	29979	19922	259615	-32.35%	
130		2020	20659	18421	24680	24230	24718	29178	32707	31704	24807		26285	26682	311000	19.79%	
131		2022	28040	27215	29181	28411	27226	30653	33428	33568	27421		27783	27674	348576	12.08%	
132		2023	29657	28481	31813	28150	28181	31593	33983	34308	27822						
133																	
134	WEST CHESTER	2018	12105	11439	13480	12807	12309	14938	17168	15807	12913	13138	12141	10995	159240	-1.21%	
135 136		2019	12868	11891	13036	12488	11819	14638	16878	15584	12550		12712	11355	158992	-0.16%	
136		2020 2021	11457 8743	12587 8694	7371 10721	3021 10200	3348 10402	5536 13546	11246 14644	11762 13624	11375 11691	11832 11097	9848 11185	8277 10304	107660 134851	-32.29% 25.26%	
138		2021	11054	11201	12021	11219	10402	14304	15203	15586	11548	11097	11139	10304	146346	8.52%	
139		2023	11950		13051	11292	11144	14854	15114	14090	11941	11,50		10,00	2.0570	3.3276	
140																	
141																	
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151			January	February	March	April	May	June	July	August	September	October	November	December	Total		
152	System	2009	314514	316598	351000	330124	313584	393702		395383							
153		2010	325911	314476	365487	314192	307260	384072	430039	406160		322851	325194		4102715		
154		2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272					
155		2012	331201	327004	351807	319127	307838	383042	421728	376945		312090					
156 157		2013 2014	322760 303205	310288 282462	335590 330326	312997 299557	308489 296856	366229 347702	433261 411539	379949 361843					3956974 3805378		
158		2014	309020	291129	317277	289670	278038	361649		361008						-1.09%	5
159		2016	297683	299386	311959	295526	290048	358040		359101						-1,51%	
160		2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155	-1.18%	S
161		2018	287218	274771	314580	292360	285564	341944		352003		298353				-0.01%	
162		2019	307209	287738	311981	295288	287167	339329		346194						1.27%	S
163		2020	305696	304802	189661	79665	86886	133380		252748						-30.76%	
164		2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851	29.29%	
165		2022	281971	272597	297101	281902	275580	327729		349097	289729	288398	281987	267817	3565809	7.38%	
166 167		2023	306298	289707	325811	292567	287956	341711	365176	358225	308969						
168			January	February	March	April	May	June	July	August	September	October	November	December	Total		
169	2010 to 2009	2010<2009	3.62%	-0.68%	4.12%	-4.83%	-2.02%	-2.45%	-2.03%	2.72%	-1.63%	-2.91%	2.14%		-0.60%		
170		2011<2010	-1.35%	-0.52%	-2.62%	1.83%	0.60%	1.00%		-0.15%		-1.00%		0.41%			
171		2012<2011	3.01%	4.52%	-4.15%	-0.25%	-0.41%	-0.77%	2.52%	-7.05%	-7.49%	-1.32%					
172	2013 to 2012	2013<2012	-2.55%	-5.11%	-4.61%	-1.92%	0.21%	-4.39%	2.74%	0.80%	0.05%	1.21%	-4.55%	-0.82%	-1.52%		
173		2014<2013	-6.06%	-8.97%	-1.57%	-4.29%	-3.77%	-5.06%	-5.01%	-4.77							
174		2015<2014	1.92%	3.07%	-3.95%	-3.30%	-6.34%	4.01%	-4.18%	-0.23%		1.72%					
175		2016<2015	-3.67%	2.84%	-1.68%	2.02%	4.32%	-0.99%	-4.71%	-0.53%		-3.83%					
176		2017<2016	-0.96%	-7.78%	3.26%	-1.53%	0.84%	-3.65%	-0.54%	-2.00%	-0.80%	2.25%					
177		2018<2017 2019<2018	-2.58% 6.96%	-0.48% 4.72%	-2.34% -0.83%	0.46% 1.01%	-2.36% 0.56%	-0.88% -0.76%	2.55% 1.23%	0.00% -0.17%		1.30%					
179	2019 to 2018 2020 to 2019	2020<2019	-0.49%	5.93%	-39.21%	-73.02%	-69.74%	-60.69%	-42.24%	-0.17%	-14.72%	-13.50%	-14.70%		-30.76%		
180		2021/2020	-17.50%	-23.59%	43.31%	215.85%	192.79%	130.83%	51.65%	30.78%	10.43%	5.67%	11.44%	8.14%	29.29%		
181		2022/2021	11.80%	17.04%	9.30%	12.03%	8.33%	6.45%	3.53%	5.61%	4.46%	4.78%	4.70%		7.38%		
182		2023/2022	8.63%	6.27%	9.7%	3.78%	4.49%	4.27%	3.77%	2.62%	6.64%						
183																	
184	YTD2022		281971	272597	297101	281902	275580	327729	351901	349097	289729				2727607		
185	YTD2023		306298	289707	325811	292567	287956	341711	365176	358225	308969				2876420	5.46%	
186 187																	
188			2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555		
189			2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135				
190			2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689			
191			2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577		
192			2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817		
193			2023	306298	289707	325811	292567	287956	341711	365176	358225	308969					
194												ļ	1				
195 196									Circulatio	on 2018-20	023						
196		450000 -															
198		400000															
199		400000 -															
200		350000 -															
201		300000 -	_														
202																	
203		250000 -								_							
204 205		200000 -															
205		150000 -															
206																	
208		100000 -															
209		50000 -															
210																	
211		0	1	2	3		4	5	6	7	8		9	10	11	12	
212		2018	287218	27477	1 314	580	292360	285564	341944	383280	35200	3 2	94916	298353	280206	257555	
213		2019	307209	28773			295288	287167	339329	38800				301135	283336	267443	
214		2020	305696	30480			79665	86886	133380	22412				260477	241689	238199	
215 216		2021	252216	23290			251624	254401	307878	33990				275237	269337	257577	
216		2022	281971 306298	27259 28970			281902 292567	275580 287956	327729 341711	35190: 365170			89729 08969	288398	281987	267817	
217		2023	3Ub298	28970	, 325	011	47430/	79/A2P	541/11	36517	35822	. 3	EGEOU				

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



OverDrive Percentage	Distribution	2023												
ibrary	Percentage	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Total
OTAL		88236	78859	88308	82888	85617	88909	94600	94728	87187				
Atglen	1.05%	927	829	928	871	899	934	994	995	916				829
Avon Grove	2.78%	2453	2193	2455	2305	2381	2472	2630	2634	2424				2194
Chester County/HH	38.74%	34183	30550	34212	32111	33169	34444	36649	36698	33777				30579
Chester Springs	2.55%	2251	2011	2252	2114	2184	2268	2413	2416	2224				2013
Coatesville	1.38%	1218	1089	1219	1144	1182	1228	1306	1308	1204				1089
Downingtown	3.58%	3159	2824	3162	2968	3066	3184	3387	3392	3122				2826
Easttown	15.56%	13730	12271	13741	12898	13323	13835	14720	14740	13567				12282
HoneyBrook	0.56%	495	442	495	465	480	498	530	531	489				442
, Kennett	8.52%	7518	6719	7524	7063	7295	7576	8060	8071	7429				6725
Malvern	2.06%	1818	1625	1820	1708	1764	1832	1949	1952	1797				1626
Oxford	2.49%	2198	1964	2200	2064	2132	2214	2356	2359	2171				1965
Parkesburg	0.77%	680	608	680	639	660	685	729		672				608
Phoenixville	7.22%	6371	5694	6376	5985	6182	6420	6831	6840	6295				5699
Spring City	0.46%	407	363	407	382	394	409	436	437	402				363
redyffrin/Paoli	9.45%	8339	7453	8346	7833	8091	8402	8941	8953	8239				7459
West Chester	2.82%	2489	2224	2491	2338	2415	2508	2669	2672	2459				2226
otal	100.0%	88236	78859	88308	82888	85617	88909	94600	94728	87187	0	0	0	78933
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2023	3	88236	78859	88308	82888	85617	88909	94600	94728	87187				
2022	!	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	95916
2021		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		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	52066
					0	verDrive	2018-202)3						
					Ü	VCIDIIVC	2010 202	-5						_
100000														
90000														
70000														
60000														
50000														
40000														
30000														
20000														
10000														
0														
Jan	Feb) N	1arch	April	May	June	Jul	у	Aug	Sept	Oct	Nov	Dec	
_				2023	2022	2021	2022	2019	2018					-

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

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

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

		TO	TAL	
	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	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	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	1,103.36		1,103.36	
Total 412.4 Donations	1,103.36		1,103.36	
412.6 Individual Giving				
412.6.1 Unsolicited	251.39		251.39	
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult	685.00		685.00	
412.6.3 Target Donors	1,038.40	40,000.00	-38,961.60	2.60 %
412.6.4 Restricted - General	.,	3,000.00	-3,000.00	
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	_,	10,000.00	-10,000.00	
412.7.1 Third Party Fundraising	163.94	10,000.00	163.94	
Total 412.7 Corporate Engagement	163.94	10,000.00	-9,836.06	1.64 %
Total 412 Development Income	15,125.27	133,500.00	-118,374.73	11.33 %
·	13,123.27	133,300.00	-110,374.73	11.55 //
420 Operations Income 420.1 Fines	E 010 10	15 000 00	0.701.07	24.70.0/
	5,218.13 100.00	15,000.00 1,000.00	-9,781.87	34.79 %
420.10 Notary Services			-900.00	10.00 %
420.2 Passport Applications 420.3 Interest	53,225.00	180,000.00	-126,775.00	29.57 %
420.4 Items Sold	976.00	1,000.00 2,800.00	-24.00 2.800.00	97.60 %
	756.76	∠,000.00	-2,800.00 756.76	
420.4.1 Library Income 420.4.2 PA Sales Tax	-26.02		-26.02	
Total 420.4 Items Sold	730.74	2,800.00	-26.02 -2,069.26	26.10 %
420.5 Lost Books	677.33	3,000.00	-2,322.67	22.58 %

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

		ТО	TAL	
	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	

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

		TO	TAL	
	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 %
Fotal 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	33.33 /
Total 550 Computer Expense	4,843.79	8,360.00	-3,516.21	57.94 %

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

			T 4.1	
	ACTUAL		TAL OVER BUDGET	% OF BUDGET
560 Other Supplies and Expense	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
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%
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Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

		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

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

EST-26503

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 Salesperson: Phil White

Email: llorenzi@ccls.org Email: phil@signarama-limerick.com

Work Phone: (610) 933-3013 Cell Phone: (610) 933-3013

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

9	Yard Sign 18" x 24" - SS 18" x 24" digitally printed single sided coro	1 plast yard sign with LD stake.	\$18.46	\$18.46
9	Yard Sign 18" x 24" - SS	1	\$18.46	\$18.46
	nours removed from door and new nours	installed on inside of glass		
	Hours removed from door and new hours	installed on Inside of glass	447.10	Ψ-7.10
8	Hours on door	1	\$47.10	\$47

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.

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

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