



**Board of Trustees Meeting Agenda
September 11, 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. Meeting Dates- Lauren Eustis 5 minutes
 - b. Furniture Feedback- Lauren Eustis 10 minutes
 - c. Proposal for additional furniture- Lara Lorenzi 5 minutes
 - d. PASD BBQ- 9/22- Lauren Eustis 5 minutes
 - e. Holiday’s and Closings 2024-2025- Lara Lorenzi 5 minutes
 - f. Masking Policy- Lara Lorenzi 5 minutes
 - g. Other new business 5 minutes
 - V. Old Business – Discussion Items
 - a. Harrop Funds- Lara Lorenzi 5 minutes
 - b. Other old business? 5 minutes
- Public Comments on Meeting – Limit 3 minutes per person
- VI. Executive Session
- Move to Executive Session – to meet with an attorney or other professional advisor to discuss agency business, which, if discussed in public, would lead to the disclosure of information protected by law.**
- VII. Next meeting October 9, 2023 via Zoom at 5pm
 - VIII. – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
July 3, 2023

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

BOARD MEMBERS PRESENT

Leah Campbell; Liz Carrabine; Mike English; Lauren Eustis; Steve Hirsch; and Joe Koury

BOARD MEMBERS ABSENT

Jessica Bicker; Alan Fegley; Mackenzie Frees

STAFF PRESENT

Lara Lorenzi, Executive Director
Lauren Coy, Director of Development

CONSENT AGENDA

On motion made by Steve Hirsch, seconded by Mike English, and by unanimous vote thereafter, the Board approved the Consent Agenda items b. through h., consisting of: (i) the Director's Report; (ii) the Youth Services Report; (iii) the Adult Services Report; (iv) the Development Report; (v) the Circulation Report; (vi) Statistics; and (vii) Financial Statements for June 2023.

NEW BUSINESS

- New Board Members: Lauren Eustis introduced new Board members present, Leah Campbell and Liz Carrabine.
- August Board Meeting: Lara Lorenzi reminded the Library Trustees that historically there is no Board Meeting held in August, and that the first Monday in September falls on Labor Day. As a result, Ms. Lorenzi indicated the next Regular Meeting of the Library Board of Trustees will instead be held by Zoom on September 11, 2023.
- Patron Incident: Lara Lorenzi briefed the Board concerning a disruptive patron who threw a book at another patron, explaining that thankfully that patron is okay.

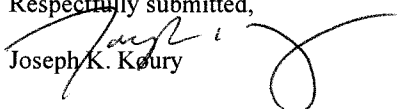
OLD BUSINESS

- Library Foundation Update: Lauren Eustis informed the Board that in mid-June, she and Lauren Coy visited with Sue Meadows, of the Phoenixville Public Library Foundation, and that Lauren Coy, in her new role as President of the foundation, has been charged with recruiting new board members for the organization.
- Evaluation of Executive Director: Lauren Eustis indicated that she, Mike English and Steve Hirsch met to formulate an evaluation process, and that the evaluation proposed will encompass the Library fiscal year that ended June 30, 2023.
- Front Doors: Lauren Eustis indicated a preference to move forward with Thomas Furniture Restoration, despite its quote being higher. On motion made by Joe Koury, seconded by Mike English, and by unanimous vote thereafter, the Board voted to accept the proposal made by Thomas Furniture Restoration.
- Remodeling: Lara Lorenzi indicated the remodeling had begun, and that in addition to a dumpster scheduled for delivery, the AV collection is in the process of being moved.

Meeting was adjourned at 5:51 p.m.

Respectfully submitted,

Joseph K. Koury



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Joseph K. Koury



Report submitted by: Lara Lorenzi

September 2023 Library Board of Trustees Meeting

Informational Updates:

- The Library will be closed on Monday September 4th for Labor Day.
- In August I will be away on vacation from August 18th through September 1st. While I'm away Christine Wrage and Lauren Coy will be in charge of the library.
- I will be attending the Pennsylvania Library Association Annual Conference on October 1st through the 4th. I will be out of the office those days. The conference is taking place at the Kalahari Conference Center and Resort.
- 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.
- I have completed the state 2023 WAFL and State Aid Subsidy Application and verified the info. This documentation is needed so we can be approved for State Aid.
- I presented to the Phoenixville Rotary Club in August 2023.
- I worked on collecting the usage stats, purchase amounts and other data for the annual report of the ARPA grant we received from Chester County with Lauren Coy submitting the written report.
- Met with Lauren Coy to discuss fundraising activities and future fundraising events.
- The library was awarded a technology mini-grant from PCHF to purchase technology/equipment for our new board/meeting room on the upper level. The breakdown of the equipment and cost is in the board packet. We will be going through AVT for these services.
- I have included the board contact list in the board packet. Please review and let me know of any updates or incorrect information. This info is for board and library business only. It will be shared with the system so they can invite you all to various trainings and system events.
- The Phoenixville Rotary will be increasing its annual dues for all members. The new annual non-profit rate is \$300 per person. This does include the \$15 cost of lunch for each meeting attended.

Personnel Updates:

- One of our long-time volunteers Eric Ruth passed away in late August. We are looking for a way to honor him in the library as a tribute to him and all of the care and devotion he gave to the library.

Facilities Update:

- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- We have ongoing HVAC issues with our main roof top unit. PASD is aware and we continue to monitor the situation.
- There is a leak to the right of the main circulation desk, PASD has been out to look at it.
- We have been working on getting the vending machine company in the building more frequently, specifically in the summer when the items are purchased more frequently. They will now be coming in every 3 weeks to refresh the snacks and the soda.
- PASD painted the new Harrop Room on July 20th.
- 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.
- Lawn maintenance and mowing is done by the school district.
- There is a leak to the right of the main circulation desk over the print release station. PASD has been notified and they will have someone come and look at the leak. You can see where it leaked on the drywall in that area.
- The PA state boiler inspector was in, he said everything looked good with the boiler room and equipment.
- We have asked PASD to install a lock box on the exterior electrical outlet located near the ac unit on ground level of the library. We have seen an increase of people using it to charge their devices at all hours. We have these lock boxes on other outdoor outlets.

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

- May 2023
 - E-books: 3,492
 - E-Audio: 3,069
 - Total: 6,561
- June 2023
 - E-book: 3,748
 - E-Audio: 3,139
 - Total: 6,887
- 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

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

Door Count:

August 2022: 9,465 This is a 54% increase over last year.
September 2022: 7,377 This is a 47% increase over last year.
October 2022: 7,371 This is a 28% increase over last year.
November 2022: 7,525 This is a 41% increase over last year.



Phoenixville PUBLIC LIBRARY

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.

Chester County Library System Updates:

- None at this time.

State Updates:

- The 2023/2024 budget has not been approved. This will push back when state funds arrive to the member libraries.
- We anticipate no changes to our state aid distribution.

Meetings/Trainings

7/4 Library Closed- Holiday

7/5 Development Roundtable- zoom meeting

7/6 Meeting with Lauren Coy- development activities and fundraising events

7/10-7/13 Furniture removal & delivery of new furniture

7/14 Meeting with Lauren Eustis- Annual review

7/18 Funding Formula Committee meeting

7/20 Rotary

7/21 Phone meeting with J. Sherwood

7/24 Meeting with Tegan Conner Cole- youth services, summer reading

7/25 Personal Day

7/26 CCLS Technology Committee

Phone call and site visit with AVT

7/28 Vacation

8/1 Institutional Advancement committee meeting

8/3 Rotary presentation

8/4 Meeting with CCCF- Endowment, Harrop Estate options with the fund

8/8 CCLS Funding Formula Committee meeting @ Exton

Joint District Librarians and System Advisory Meeting @ Exton

8/9 Meeting with interior sign vendor

8/18-9/2 Vacation

9/4 Library Closed- Holiday

9/6 Community that Cares meeting

Meeting with Lauren Coy- development, foundation and event updates

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

Programming:

Programs held on July 1 to July 31 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

Regular Events ended on June 2. Summer Reading Events continued into July.

Summer Reading Challenge for Early Readers, Independent Readers, and Teens started June 10 and continued into July.

July Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	5	84	88	172
Babies & Books	3	37	38	75
Mighty Preschoolers	4	54	42	96
Toddler Time	7	116	104	220
Block Party	1	14	9	23
Fun For All Storytime	5	76	55	131
In-Person Preschool Total	25	381	336	717
Elementary Age Events				
Take & Make Crafts	3	137		137
Family Movie Night	3	11	9	20
Lego Club	4	59	32	91
Project: Inspiring STEM	3	42	19	61
Thrilling Thursday	3	244	105	349
Music Theater Dance for Kids	1	11	5	16
Mindfulness Matters for Kids	1	9	5	14
Harmonious STEM: Physics	1	13	5	18
Mad Science: Detective	1	11	2	13
Writing Workshop for Kids	1	3	2	5
2-Day App Programming Workshop (Day 1)	1	12	1	13
Ages 6-11 Total	22	552	185	737
Young Adult Events				
YA Mystery Bag	1	14		14
Tween/Teen Thursday	4	26	6	32
Total Young Adult	5	40	6	46
Total In Person Events	52	973	527	1500
Summer Reading Sign-Ups	EL - 164	SA - 319	YA - 52	Total - 535
Virtual Events	ON BREAK			
1000 Books Before Kindergarten	5			

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

May 31 to July 31: 1722 sessions (May 31: 67; June: 867; July 832), 741 hours, 25-minutes average session

Newsletter

The Children's Library Newsletter was sent 6 times between July 1 and July 31. A monthly overview of events was sent on June 30 for July and weekly newsletters on Fridays that listed the next week's events. The newsletter was sent to an average of 517 subscribers and had an average 64% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Visitors
	NONE FOR JULY		
Total: 0 on-site, 0 off-site			

- Rented space for Thrilling Thursday at Phoenixville Recreation Center. For July Thrilling Thursdays, the campers also attended programs. Their numbers are in the statistics for the event.
- PACLC – Main Street will start visits to the library with students on Friday, September 22. Starting in October, students will visit monthly on the first Friday of the month.
- PACLC – Franklin Commons. Tegan approached via email to start visits again.
- YMCA ELC. Tegan approached via email to start visits again. Visit times to be confirmed.
- Worked with Barnstone to offer Teen Art Workshops at part of Thrilling Thursday. Due to amount of homeschooled teens who attended, will discuss Homeschool Teen Art Workshops during school year.

Meetings

- Tegan C. met with Lara L., Mark P., Lauren C., and Christine W. as needed on library services throughout the month.

Additional Activities (TC unless otherwise noted)

- Continued assessment of Children's collection with removal of non-circulating, outdated, and damaged materials.
- 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.
- Planned programming for Summer.
 - Added events to online calendar (story time expanded into one more week).
 - Ran and assisted programming for elementary, teens, and Thrilling Thursday.
 - Covered July 3 & 5 story times.
 - With David B, created flyers to promote Summer Events.
 - Created Social Media images as needed to send to Lauren C.
 - Sent Lauren C. list of events to promote on social media for July and then August toward end of July.
- Started planning and scheduling programming for Sept.-Dec.
 - Added events to online calendar for September.
 - Reached out to presenters for programs as needed.
 - Created September Story Time schedule to be promoted in August.
- Implemented Summer Reading Challenge and instructed staff on folders, records, and reporting.
 - Asked Ethan to create Excel Document of all registered participants.
- Rachel K ran and implemented Story Times for July. See attached.
- David B. maintained rotating displays throughout the children's department and ran a successful YA Mystery Bag event.

Trainings

- RA For All (Virtual), July 24, 2023 - RK

Correspondence in July

- 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 PACLC-Main Street about visits for 2023-2024 visits to library and bag swaps. Communication ongoing.
- Email communication with PACLC-Franklin Commons about visits for 2023-2024 to the school by Tegan. Communication ongoing.
- Email communication with YMCA-ELC about visits for 2023-2024 to the school by Tegan. Communication ongoing.

- Verbally spoke with Gingerbread House Coordinator about resuming library visits. Due to location, Tegan will visit the school. Communication ongoing.
- Email correspondence with Indian Run Environmental Education Center about fall preschool programming as well as expectations for Thrilling Thursday session on July 27.
- Email correspondence and in-person chats with Barnstone for teen summer programs and resuming Barnstone On the Go in 2023-2024 Story Time season. Program should return in September at 11:45 AM.
- Email correspondence and verbal chats with Phoenixville Rec Center about room needs for Thrilling Thursday as well as sharing numbers of attendance for their records.
- Email reminders to program attendees in July for events both day before and day of.
- Email correspondence with potential Yoga teacher for preschool classes. Fall may not work out, but possible classes later in the year.
- Email correspondence with Orion about partnership. Will schedule meeting in late August to discuss possibilities.
- Email correspondence with CCLS for computer issues and as needed.
- Email and phone correspondence with Girl Scout Silver Award student about Mindfulness Matters in July.
- Email correspondence with student about Inspiring STEM (formerly Girls In STEM) program.
- Email correspondence with student about coding programs hosted this summer.

Compliments

- See attached for email from Aadit, student who ran a school supply drive to send to students in Sierra Leone. Library helped Aadit collect 80 lbs of supplies!
- Parent compliment on Project Inspiring STEM events via email: *"Thanks for this wonderful summer lear[ning] program! It has been something to look forward to each week."* -DA
- Parent compliment on Project Inspiring STEM events via email: *"Thank you for all the amazing summer programs! My girls have really enjoyed the STEM sessions and the summer reading challenge."* - CM
- Verbal parent compliment regarding all the programs we've had all summer.
- Patron compliment to circ desk about how nice we are.

Submitted by Tegan Conner-Cole, Director of Youth Services.
 Attached: Children's Report, Email of Gratitude
 August 7, 2023

June 2023
Children's Report – Rachel K.

Program Overview

Creating and leading a variety of programs for children, with ages ranging from newborn babies to tweens. 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
- Fun for All Storytime
- Block Party
- Lego Club

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 1 1-2-3 Learn with Me session, 1 Mighty Preschoolers session, 1 Babies & Books session, and 2 Toddler Time sessions. For the summer, we have added a Fun for All Ages Storytime program, a Block party for kids ages 3+, and a Lego Club for ages 5+. Each of these programs meet once per week.

Reoccurring In-Formal

Toddler Time

Weekly Themes

Mighty Preschoolers

- Friendship
- Community Connections

Toddler Time

- Friendship
- Community Connections

Babies & Books

- Friendship
- Community Connections

Fun for All Storytime

- Friendship
- Community Connections

Patron Feedback

Within the past month, 5 patrons have personally complimented our children's programs after attending them. In addition, the library recently won the Southern Montgomery Family Favorite Award for Best Storytime/Programming.

Outreach Activities

- Mental Health Fun Day at the Phoenixville Recreation Center

From July 25, 2023

Good Morning Ms.Tegan,

Hope you're doing well. I wanted to reach back and provide you with an update on the School supplies drive. I just shipped 80lbs of school supplies to Develop Africa, an organization we support. The shipment will be sent to children in Sierra Leone, email from the organization is pasted below. This couldn't have been possible without your support and I'm very thankful for that opportunity. I did update the inventory details of the shipment on the website for full transparency.

I look forward to resuming this drive again with you, as and when it is possible.

Thanks again!

Aadit B.

School Essentials Drive.

Hi Aadit,

On behalf of Develop Africa and the children of Sierra Leone, I want to express my heartfelt gratitude for your recent donation of school supplies. Your generous gift will make a tremendous difference in the lives of these children, providing them with the tools they need to succeed in school and build a brighter future.

In Sierra Leone, many children lack access to even the most basic school supplies, making it difficult for them to learn and achieve their full potential. Your donation will help to ensure that these children have the resources they need to succeed, opening up new opportunities and possibilities for their future.

We hope that you will continue to support our work in the future, and we look forward to keeping you updated on the progress we are making. Together, we can make a real difference in the lives of these children and their communities.

You are making a difference!

Warmest Regards,
Amy Baty Herbert

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

Programming:

Programs held on August 1 to August 24 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

Summer Events ended on August 18. An extra story time week was scheduled for August 21 – 24. All Youth Programming took a break the week of August 28. Regular events will resume September 5.

Summer Reading Challenge for Early Readers, Independent Readers, and Teens started June 10 and ended August 19.

August Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	3	45	41	86
Babies & Books	3	40	43	83
Mighty Preschoolers	4	41	34	75
Toddler Time	7	105	103	208
Block Party	2	38	25	63
Fun For All Storytime	3	36	45	81
In-Person Preschool Total	22	305	291	596
Elementary Age Events				
Take & Make Crafts	2	86		86
Family Movie Night	3	19	12	31
Lego Club	3	30	18	48
Make & Take	1	13	9	22
Thrilling Thursday	2	146	93	239
Scratch 2: Beyond the Basics	1	3	1	4
2-Day App Programming Workshop (Day 2)	1	11	1	12
Intro to Python	1	7	1	8
Ages 6-11 Total	14	315	135	450
Young Adult Events				
2-Day Character Design Workshop	2	24	4	28
Tween/Teen Thursday	2	2	1	3
Total Young Adult	4	26	5	31
Total In Person Events	40	646	431	1077
Summer Reading Sign-Ups – Summer Total	EL - 163	SA - 335	YA - 54	552
Virtual Events	ON BREAK			
1000 Books Before Kindergarten	0			

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

August 1 to August 31: 937 sessions, 422 hours, 27-minutes average session

Newsletter

The Children's Library Newsletter was sent 3 times between August 1 and August 31. A monthly overview of

events was sent on July 28 for August and weekly newsletters on Fridays that listed the next week's events. The newsletter was sent to an average of 545 subscribers and had an average 66% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Visitors
Malvern Oaks School Preschool Camp	14	4	18
Total: 1 on-site, 0 off-site			

- Rented space for Thrilling Thursday at Phoenixville Recreation Center. For August Thrilling Thursdays, the theater campers attended a program. Their numbers are in the statistics for the event.
- Recap from July report
 - PACLC – Main Street will start visits to the library with students on Friday, September 22. Starting in October, students will visit monthly on the first Friday of the month.
 - PACLC – Franklin Commons. Tegan approached via email to start visits again.
 - YMCA ELC. Tegan approached via email to start visits again. Visit times to be confirmed.
 - Worked with Barnstone to offer Teen Art Workshops at part of Thrilling Thursday. Due to amount of homeschooled teens who attended, will discuss Homeschool Teen Art Workshops during school year.

Meetings

- Tegan C. met with Lara L., Mark P., Lauren C., and Christine W. as needed on library services throughout the month.

Additional Activities (TC unless otherwise noted)

- Continued assessment of Children's collection with removal of non-circulating, outdated, and damaged materials.
 - Assessed J Reference collection for outdated and non-circulating materials.
 - Weeded J Fiction for lack of circulating titles.
- 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, teens, and Thrilling Thursday.
- Planned programming and promotion for September events.
 - Added events to online calendar.
 - With David B, created flyers to promote Fall Events.
 - Designed and created school age and YA calendars for people to take.
 - Created September Story Time Calendar for people to take.
 - Have already seen over 50 calendars go out.
- Implemented Summer Reading Challenge and instructed staff on folders, records, and reporting.
 - Asked Ethan to create Excel Document of all registered participants. Ethan completed this after August 19.
- Rachel K ran and implemented Story Times for August. See attached.
- David B. maintained rotating displays throughout the children's department.

Trainings

- Sustainability 101, Webjunction, August 2, 2023 – TC
- Climate Action Part 1, Webjunction, August 16, 2023 – TC
- PLIX Café, Inflatables, MIT, August 2, 9, and 16 – TC
- See attached report for RK trainings.

Correspondence in August

- 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 Malvern Oaks confirming Preschool Camp Visit.
- 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 resuming Barnstone On the Go in 2023-2024 Story Time season.
- Email correspondence and verbal chats with Phoenixville Rec Center about room needs for Thrilling Thursday as well as sharing numbers of attendance for their records.

- Email reminders to program attendees in August for events both day before and day of.
- Email correspondence with CCLS for computer issues and as needed.
- Email correspondence with student about coding programs hosted this summer.
- Email correspondence with PASD ESL department to attend their ESL Family Night in September.
- Email correspondence with PMS teacher for classroom visit in October.

Compliments

Submitted by Tegan Conner-Cole, Director of Youth Services.
Attached: Children's Report
September 5, 2023

August 2023
Children's Report – Rachel K.

Program Overview

Creating leading, and assisting with a variety of programs for children, with ages ranging from newborn babies to tweens. 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
- Fun for All Storytime
- Thrilling Thursday
- Lego Club
- Block Party

Weekly Programs

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Reoccurring In-Formal

Toddler Time

Weekly Themes

Mighty Preschoolers

- Belonging
- Family
- Self-Love
- Listening

Toddler Time

- Belonging
- Family
- Self-Love
- Listening

Babies & Books

- Belonging
- Self-Love
- Listening

Fun for All Storytime

- Belonging
- Family
- Self-Love

- Listening

Patron Feedback

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

Webinars/Trainings

- Niche Academy's *Booktalk Your Way to the Friendliest Library in Town*-Attended August 8, 2023.
- Niche Academy's *Supporting Early Readers*-Attended August 29,2023
- Search Institute's Introduction to Developmental Assets, Commonwealth Libraries,-Attended August 30, 2023
- Niche Academy's *Demystifying Genre*-Attended August 30, 2023

July – August 2023
Adult Services Report
(all events/statistics as of August 31)

Regular Activities

- On vacation 8/3 - 8/18.
- 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.
- Conducted prize drawings for Adult Summer Reading Program, notified winners, and posted book review cards on bulletin board.
- Weeded and shifted affected collections and helped set up new passport services office prior to arrival of new Carnegie Room furniture.

Meetings/Workshops/Other Events Attended

- Met with presenters of 8/21 “Building Biology Tech Talk” 7/6.
- PARN (Phoenixville Area Resource Network) meeting on Zoom 8/22.

Upcoming Special Programs/Events

- “Ivan Stiles in Concert” 9/11.
- First meeting of “Words in Progress”, an in-person writer’s support group, 9/16.
- “Author Talk: Christine Emmert & Stephanie Cowell: A Writing Friendship” 9/18.
- “The New Look of Nicotine Addiction: Vaping: What Every Parent Should Know!”, with Michelle Evans, Phoenixville Hospital, 9/21.
- Phoenixville Film Festival workshops 9/22 & 9/23.
- “Protecting Assets for the Senior Years” with Sean Curran, TriCounty Home Health 9/25.
- “Get Connected – Jumpstart Your Job Search” with Juan Valencia, CareerLink Chester County 9/26.
- “Get the Most Out of Your Sleep: Tools to a More Restful and Rejuvenating Sleep” with Dr. Skyler McCormick, McCormick Chiropractic 9/28.
- “Step by Step Acrylic Painting Class” with Geraldine Guzman 10/2.

Program/Event/Other Planning

- Scheduling special online, in-person, and hybrid programs for November and beyond.
- Preparing list of potential program presenters and museum passes for grant we’ve received.

July Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	485
Adult Laptop Individual Users	73
Mobile Printing Users	25

Mobile Hotspot Checkouts	17
Museum Pass Checkouts	126

August Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	474
Adult Laptop Individual Users	96
Mobile Printing Users	21
Mobile Hotspot Checkouts	16
Museum Pass Checkouts	104

July Passport Application Acceptance Statistics

Appointments	408
Income	\$15,265.00

August Passport Application Acceptance Statistics

Appointments	438
Income	\$16,340.00

July Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	10	
Fourth Wednesday Readers	7	
Phoenix Fiction Writers	11 (2 sessions)	
Phoenixville Tech Group	71 (5 sessions)	
Tech Help appointments	4	
“Get Connected - Jumpstart Your Job Search” appointments	15	
Maternal & Child Health Consortium Family Benefits Assistance appointments	6	
Katie Muth Remote Office appointments	3	
Sahaja Yoga Meditation Class	39 (5 sessions)	
ESL Conversation Group	32 (3 sessions)	
Books on Tap	9	
Movies on Tap: Zoom Edition	3	
Outreach: Senior Center Book Club	9	
Movie Night Starring Chester County: “The Village” 7/6	9	
Movie Night Starring Chester County: “The Mighty Macs” 7/13	25	
Movie Night Starring Chester County: “The Lovely Bones” 7/20	13	
Movie Night Starring Chester County: “From the Terrace” 7/27	16	
Local Author Talk: C.J. McGroarty: <i>Clara in a Time of War</i> 7/3	11	3
“Ready, Steady, Go!: Balance & Falls Prevention” 7/10	21	21
“Joe Kenney Keyboard Concert” 7/17	34	
“Summer Solutions and Self-Care with Essential Oils” 7/25	6	
“Rediscovering Pennsylvania's History Makers: The Battle of Wyoming: A Film Screening & Discussion”	16	

August Program Statistics

Program	Attendance	First-7-Day YouTube Views (where applicable)
Phoenix Book Club	12	
Fourth Wednesday Readers	10	
Phoenix Fiction Writers	3	
Phoenixville Tech Group	57 (4 sessions)	
Tech Help appointments	4	
Career Success Group	6	
“Get Connected - Jumpstart Your Job Search” appointments	12	
Maternal & Child Health Consortium Family Benefits Assistance appointments	27	
Katie Muth Remote Office appointments	7	
Sahaja Yoga Meditation Class	10 (2 sessions)	
ESL Conversation Group	32 (4 sessions)	
Books on Tap	12	
Movies on Tap: Zoom Edition	4	
Movie Night Starring Chester County: “Bright Victory” 8/24	32	
“Building Biology Tech Talk: Give Yourself and Your Child the Best Work Environment to Succeed” 8/21	8	15
“Carolyn Cott, Ken Meyle & Bob Martin in Concert” 8/28	54	
“Basics of Landlord/Tenant Law and Eviction Defense” 8/31	10	16 (first 4 days)

Respectfully submitted,
 Mark Pinto
 Adult Services Director

JULY & AUGUST 2023

Development Report

Lauren Coy

Meetings/Training/Events

- a. Attending biweekly Rotary meetings
- b. Meetings with Lara Lorenzi
- c. Professional Development Webinar/Training (7/13)
- d. Meeting with Viviann Schorle about 2022 Grant/Final Report (8/1)
- e. Meeting with Jason Arbacheski, VP at CCCF (8/4)
- f. Meeting with Doug Wessels about Spelling Bee (8/22)

GRANTS	Amt. requested	Fund	Deadline	Decision
PCHF Grant	\$25,000	Operating	6/2/23 Submitted 5/31/23	Sept. 2023
PCHF Grant	\$4,753	IT needs for Board Room	Submitted: 7/15	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**
 - 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'd 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 would be approximately \$20 in advance, \$25 at the door. The goal is to have price points much less than WWW to diversify audiences and to engage more folks.

3. The Adult Spelling Bee

- a. **Thursday, October 12th - 6:30 - 8:30PM**
- b. This idea was presented to me by a well-known member of the Phoenixville community.
- c. It will be teams of 4; \$100/team
- d. It will take place on 2nd floor of Conshohocken Brewing Co. on Bridge St. - they happily approved this idea
- e. 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 to come as well
- We are very close to finalizing our author. STAY TUNED!
- Due to the menu costs increasing greatly, we decided to nix the salad per person, as it's a savings of \$6/pp.
- Solicitation letters/walk and talk (Bridge St. & surrounding areas) have started; items already rolling in!
 - Follow up solicitation requests occur in late July/August
- The ticket prices this year will be increased a bit due to rising costs; \$135 per person; \$95 for first-time attendees.
- Sponsorships have already been rolling in: \$14,250 to date.\



Circulation Report for August & September 2023

Circulation Department:

- Number of **checkouts** for August: 14,476
- Number of **check-ins** for August: 14,328
- Number of **holds** for August: 463
- Hired new circulation assistant
 - Started August 15th
- Part-time circulation assistant was offered to additionally be a technical services assistant

Volunteers:

- **Total Amount of Volunteer Hours for July: 96**
- **Total Amount of Volunteer Hours for August: 92.5**
- **Total amount month to date fiscal year: 188.5**

Library Card Sign-ups:

- **Total Amount of Patron Applications for July: 214**
- **Total Amount of Patron Applications for August: 229**

Meetings/Events:

Funding Formula Meeting – August 8th, September 12
Cornerstone Clubhouse Meeting – August 8th
Funding Formula Subcommittee – September 6, September 13th
PaLA Conference Committee – September 13th
Intellectual Freedom Committee – August 24th, September 20th
CC-Link Meeting – August 23rd

Continuing Education:

Effective Library Leadership Webinar: August 31st

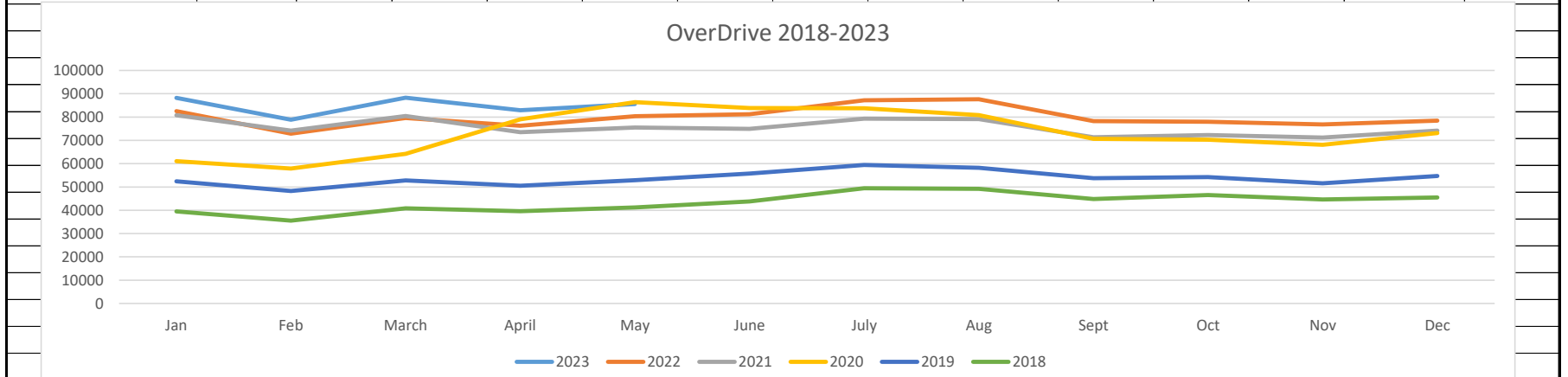
Additional Updates:

- Regarding longtime volunteer – Ask Lara for information
- September is Library Card Sign-up Month
 - Raffling off \$50.00 gift card to Reads & Company
- Floating Holidays – September 9th and September 11th

Respectfully Submitted,
Christine Wrage
Circulation Manager & Volunteer Coordinator
September 2023

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							
Atglen	1.05%	927	829	928	871	899	934							5388
Avon Grove	2.78%	2453	2193	2455	2305	2381	2472							14259
Chester County/HH	38.74%	34183	30550	34212	32111	33169	34444							198669
Chester Springs	2.55%	2251	2011	2252	2114	2184	2268							13080
Coatesville	1.38%	1218	1089	1219	1144	1182	1228							7080
Downingtown	3.58%	3159	2824	3162	2968	3066	3184							18362
Easttown	15.56%	13730	12271	13741	12898	13323	13835							79797
HoneyBrook	0.56%	495	442	495	465	480	498							2875
Kennett	8.52%	7518	6719	7524	7063	7295	7576							43695
Malvern	2.06%	1818	1625	1820	1708	1764	1832							10567
Oxford	2.49%	2198	1964	2200	2064	2132	2214							12772
Parkesburg	0.77%	680	608	680	639	660	685							3952
Phoenixville	7.22%	6371	5694	6376	5985	6182	6420							37028
Spring City	0.46%	407	363	407	382	394	409							2362
Tredyffrin/Paoli	9.45%	8339	7453	8346	7833	8091	8402							48464
West Chester	2.82%	2489	2224	2491	2338	2415	2508							14465
Total	100.0%	88236	78859	88308	82888	85617	88909	0	0	0	0	0	0	512816

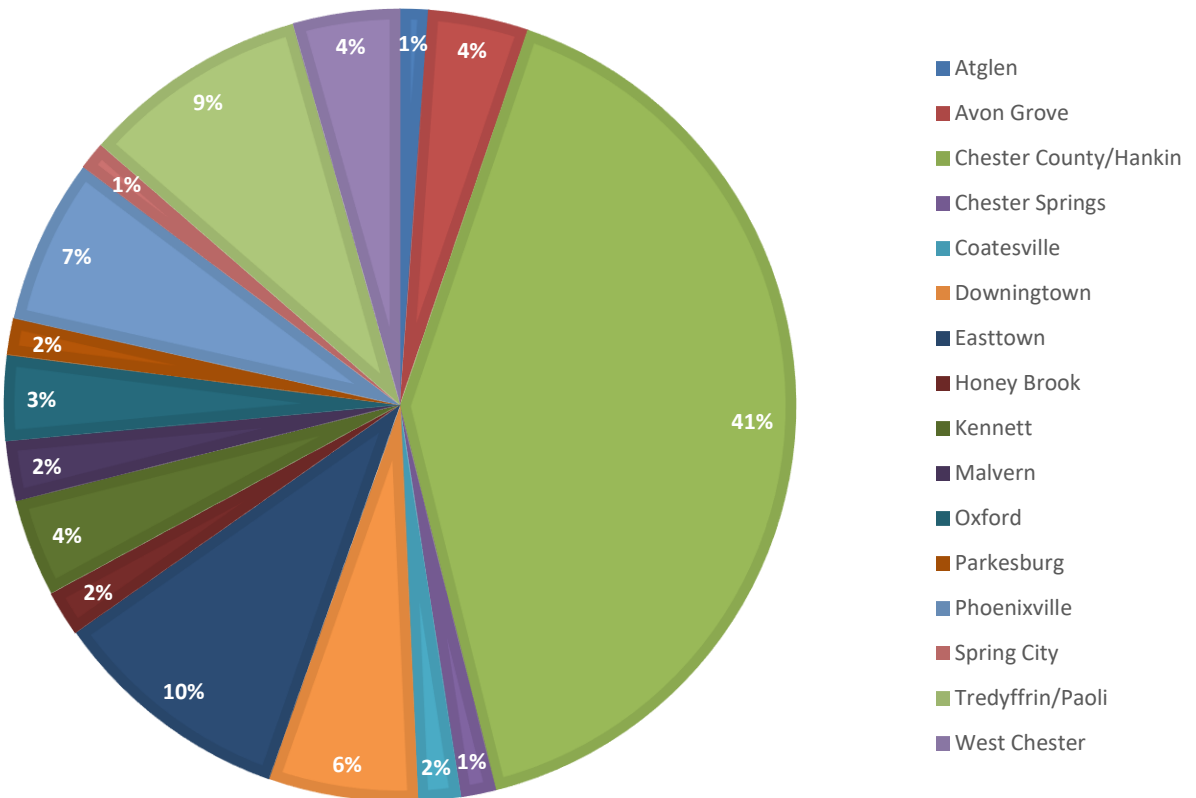
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2023	88236	78859	88308	82888	85617								
2022	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	959160
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
2020	61115	57905	64191	79045	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



May 2023 Circulation

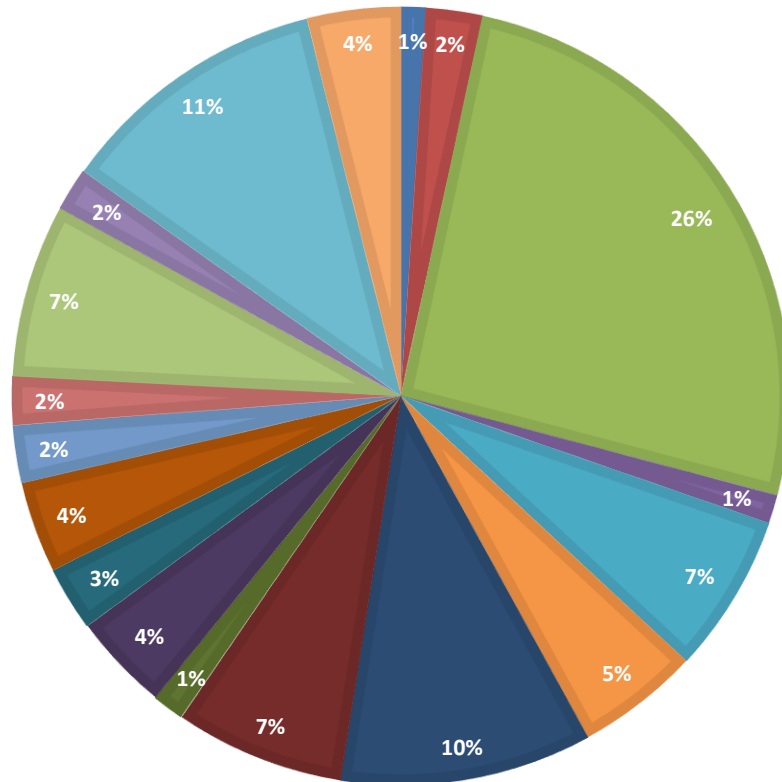
	Sierra	OverDrive	Total
Atglen	2943	934	3877
Avon Grove	11520	2472	13992
Chester County/Hankin	105259	34444	139703
Chester Springs	2673	2268	4941
Coatesville	4688	1228	5916
Downingtown	17613	3184	20797
Easttown	19994	13835	33829
Honey Brook	5872	498	6370
Kennett	5982	7576	13558
Malvern	6530	1832	8362
Oxford	9611	2214	11825
Parkesburg	4452	685	5137
Phoenixville	16618	6420	23038
Spring City	3510	409	3919
Tredyffrin/Paoli	23191	8402	31593
West Chester	12346	2508	14854
TOTAL	252802	88909	341711

PERCENTAGE DISTRIBUTION



June 2023 Computer Usage (Sessions)

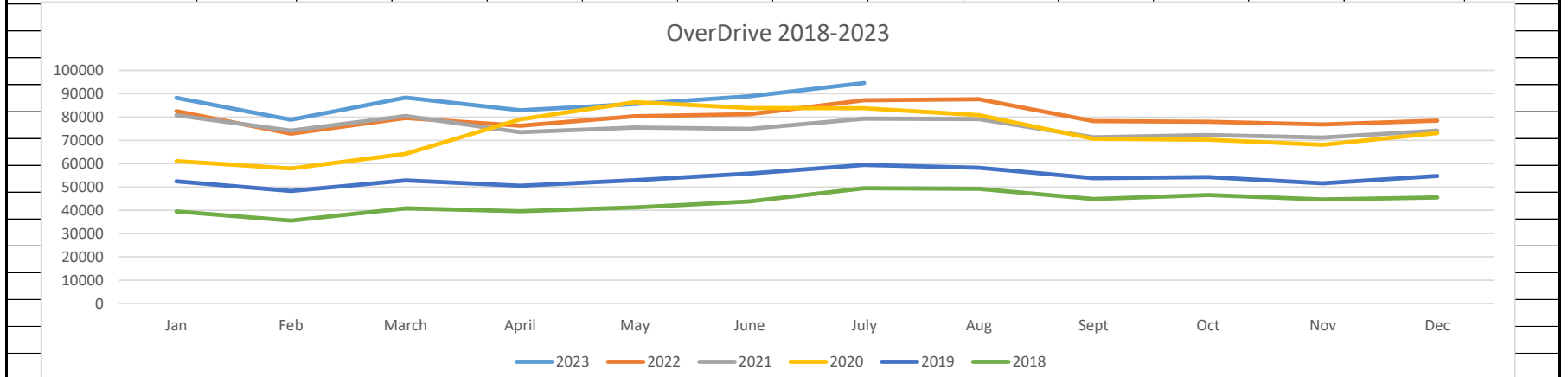
	Envisionware	Wireless	Total
Atglen	39	191	230
Avon Grove	211	323	534
Chester County	1451	4392	5843
Chester Springs	64	208	272
Coatesville	364	1140	1504
Downingtown	356	807	1163
Easttown	394	1981	2375
Hankin	351	1250	1601
Honey Brook	134	169	303
Kennett	0	920	920
Malvern	131	478	609
Oxford	301	562	863
Paoli	200	341	541
Parkesburg	180	279	459
Phoenixville	638	995	1633
Spring City	100	309	409
Tredyffrin	322	2241	2563
West Chester	231	656	887
TOTAL	5467	17242	22709



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

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						
Atglen	1.05%	927	829	928	871	899	934	994						6381
Avon Grove	2.78%	2453	2193	2455	2305	2381	2472	2630						16890
Chester County/HH	38.74%	34183	30550	34212	32111	33169	34444	36649						235318
Chester Springs	2.55%	2251	2011	2252	2114	2184	2268	2413						15493
Coatesville	1.38%	1218	1089	1219	1144	1182	1228	1306						8386
Downingtown	3.58%	3159	2824	3162	2968	3066	3184	3387						21749
Easttown	15.56%	13730	12271	13741	12898	13323	13835	14720						94518
HoneyBrook	0.56%	495	442	495	465	480	498	530						3405
Kennett	8.52%	7518	6719	7524	7063	7295	7576	8060						51755
Malvern	2.06%	1818	1625	1820	1708	1764	1832	1949						12516
Oxford	2.49%	2198	1964	2200	2064	2132	2214	2356						15128
Parkesburg	0.77%	680	608	680	639	660	685	729						4681
Phoenixville	7.22%	6371	5694	6376	5985	6182	6420	6831						43859
Spring City	0.46%	407	363	407	382	394	409	436						2798
Tredyffrin/Paoli	9.45%	8339	7453	8346	7833	8091	8402	8941						57405
West Chester	2.82%	2489	2224	2491	2338	2415	2508	2669						17133
Total	100.0%	88236	78859	88308	82888	85617	88909	94600	0	0	0	0	0	607416

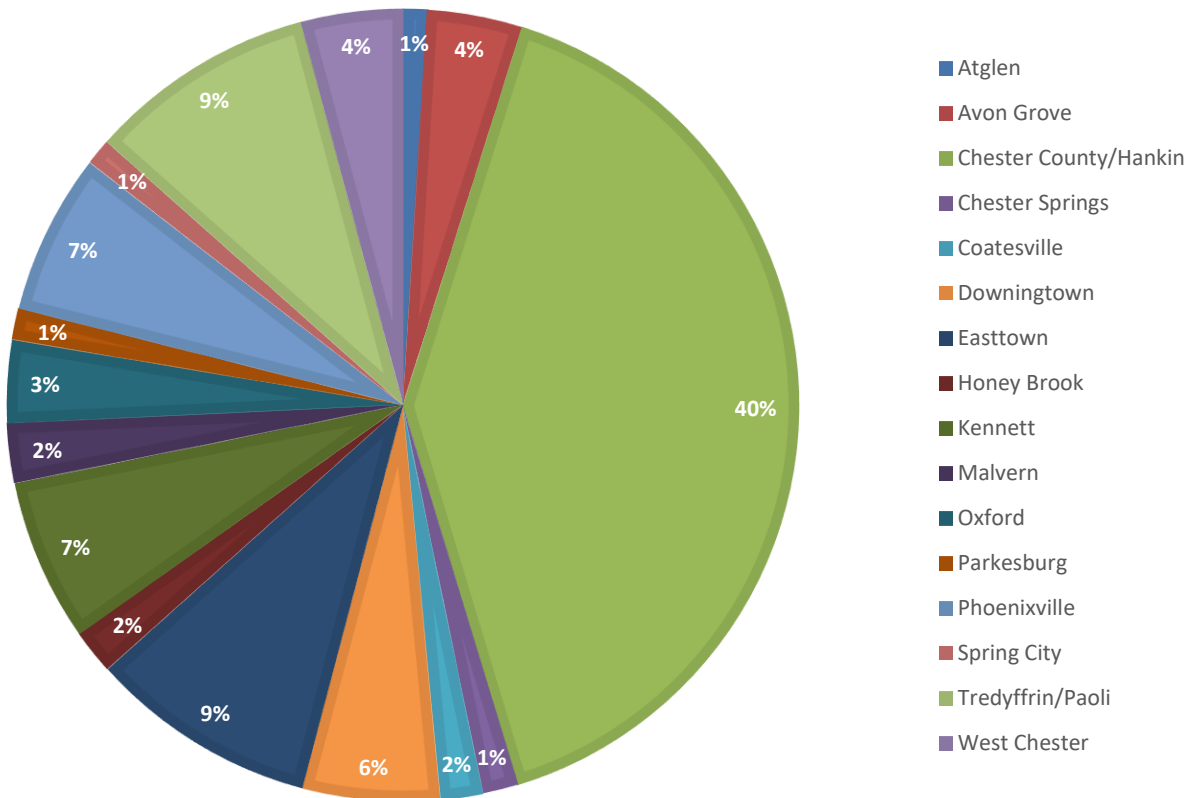
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2023	88236	78859	88308	82888	85617	88909	94600						
2022	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	959160
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
2020	61115	57905	64191	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



July 2023 Circulation

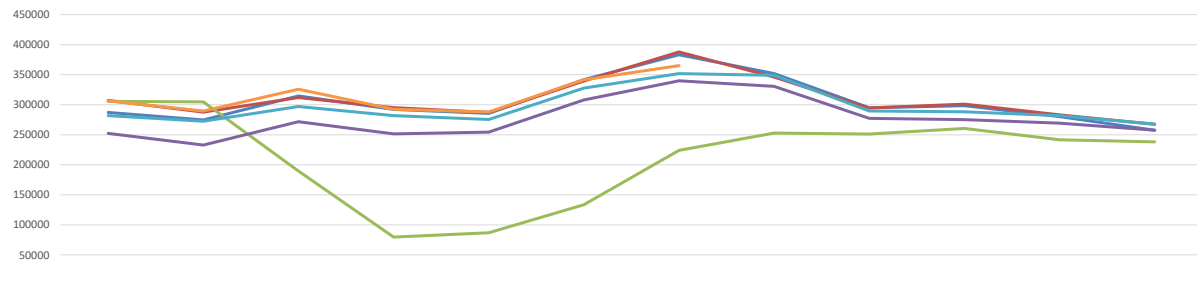
	Sierra	OverDrive	Total
Atglen	2548	994	3542
Avon Grove	11567	2630	14197
Chester County/Hankin	111189	36649	147838
Chester Springs	2880	2413	5293
Coatesville	4940	1306	6246
Downingtown	17043	3387	20430
Easttown	19198	14720	33918
Honey Brook	6159	530	6689
Kennett	16100	8060	24160
Malvern	6943	1949	8892
Oxford	9942	2356	12298
Parkesburg	3987	729	4716
Phoenixville	17125	6831	23956
Spring City	3468	436	3904
Tredyffrin/Paoli	25042	8941	33983
West Chester	12445	2669	15114
TOTAL	270576	94600	365176

PERCENTAGE DISTRIBUTION



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	Y
151			January	February	March	April	May	June	July	August	September	October	November	December	Total		
152	System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209		
153		2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715		
154		2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963		
155		2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236		
156		2013	332760	310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974		
157		2014	303205	282462	330326	299557	296856	347702	411539	361843	317450	294446	285698	274294	3805378		
158		2015	309020	291129	317277	289670	278038	361649	394319	361008	303319	299507	287243	271629	3763808		-1.09%
159		2016	297683	299386	311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907		-1.51%
160		2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155		-1.18%
161		2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3662750		-0.01%
162		2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3709404		1.27%
163		2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547		-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	351901	349097	289729	288398	281987	267817	3565809		7.38%
166		2023	306298	289707	325811	292567	287956	341711	365176								
167			January	February	March	April	May	June	July	August	September	October	November	December	Total		
168																	
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%	-3.47%	-0.60%		
170	2011 to 2010	2011<2010	-1.35%	-0.52%	-2.62%	1.83%	0.60%	1.00%	-4.35%	-0.15%	-0.89%	-1.00%	-2.17%	0.41%	-0.75%		
171	2012 to 2011	2012<2011	3.01%	4.52%	-4.15%	-0.25%	-0.41%	-0.77%	2.52%	-7.05%	-7.49%	-1.32%	-1.62%	-5.67%	-1.32%		
172	2013 to 2012	2013<2012	-2.55%	-5.11%	-4.61%	-1.92%	0.21%	-4.39%	2.74%	0.80%	0.05%	1.21%	-4.55%	-0.82%	-1.52%		
173	2014 to 2013	2014<2013	-6.06%	-8.97%	-1.57%	-4.29%	-3.77%	-5.06%	-5.01%	-4.77%	4.65	-6.89%	-4.38%	1.94%	-3.83%		
174	2015 to 2014	2015<2014	1.92%	3.07%	-3.95%	-3.30%	-6.34%	4.01%	-4.18%	-0.23%	-4.45%	1.72%	0.54%	-0.97%	-1.09%		
175	2016 to 2015	2016<2015	-3.67%	2.84%	-1.68%	2.02%	4.32%	-0.99%	-4.71%	-0.53%	-3.39%	-3.83%	-3.11%	-4.27%	-1.51%		
176	2017 to 2016	2017<2016	-0.96%	-7.78%	3.26%	-1.53%	0.84%	-3.65%	-0.54%	-2.00%	-0.80%	2.25%	0.98%	-3.96%	-1.18%		
177	2018 to 2017	2018<2017	-2.58%	-0.48%	-2.34%	0.46%	-2.36%	-0.88%	2.55%	0.00%	1.45%	1.30%	-0.30%	3.13%	-0.01%		
178	2019 to 2018	2019<2018	6.96%	4.72%	-0.83%	1.01%	0.56%	-0.76%	1.23%	-0.17%	-0.12%	0.93%	1.10%	3.83%	1.27%		
179	2020 to 2019	2020<2019	-0.49%	5.93%	-39.21%	-73.02%	-69.74%	-60.69%	-42.24%	-27.00%	-14.72%	-13.50%	-14.70%	-10.93%	-30.76%		
180	2021 to 2020	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 to 2021	2022<2021	11.80%	17.04%	9.30%	12.03%	8.33%	6.45%	3.53%	5.61%	4.46%	4.78%	4.70%	3.98%	7.38%		
182		2023<2022	8.63%	6.27%	9.7%	3.78%	4.49%	4.27%	3.77%								
183																	
184	YTD2022		281971	272597	297101	281902	275580	327729	351901						2088781		
185	YTD2023		306298	289707	325811	292567	287956	341711	365176						2209226		5.77%
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	283336	267443		
190			2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199		
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							
194																	
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212			1	2	3	4	5	6	7	8	9	10	11	12			
213			287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555			
214			307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443			
215			305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199			
216			252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577			
217			281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817			
218			306298	289707	325811	292567	287956	341711	365176								

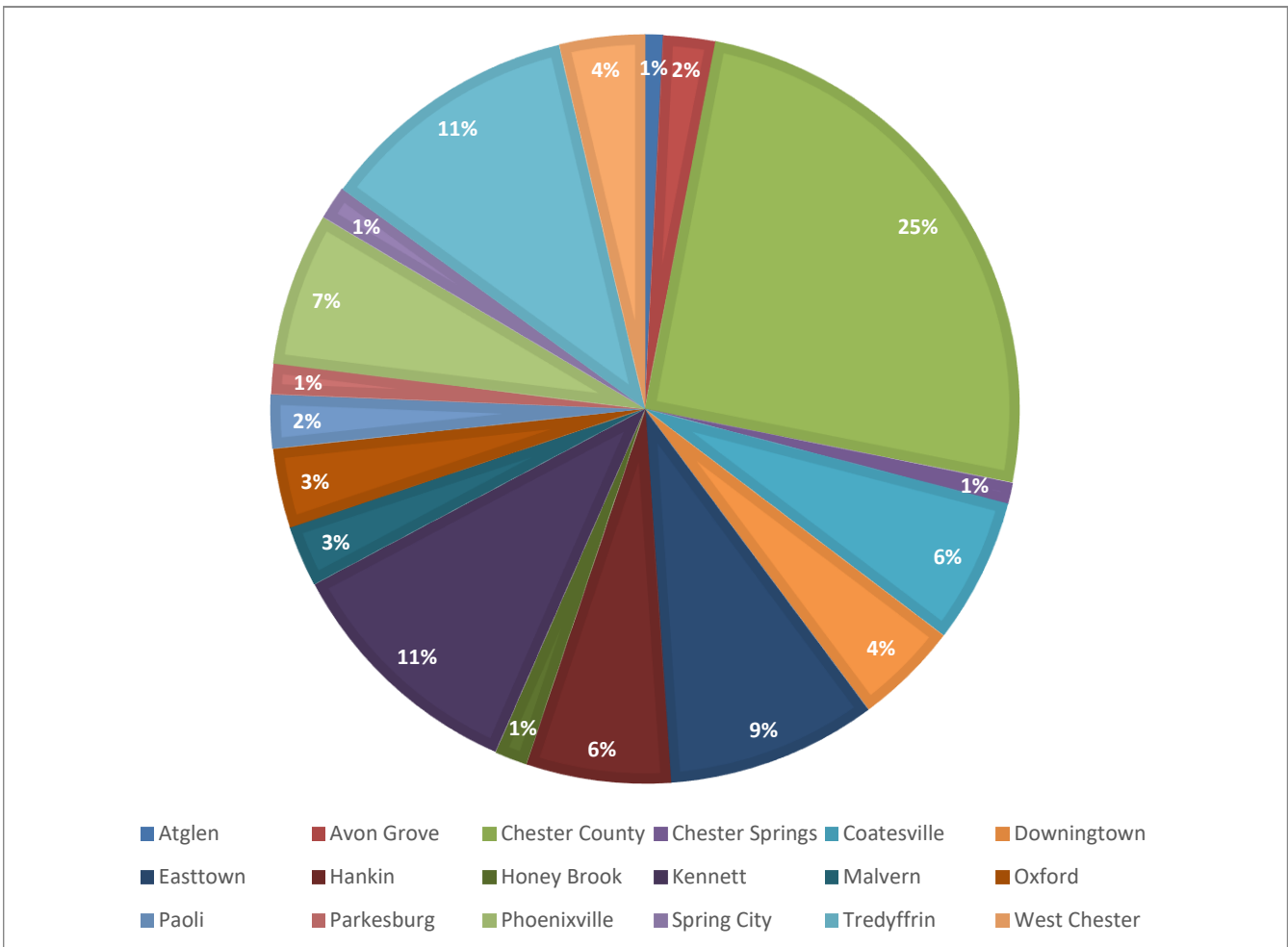
Circulation 2018-2023



	1	2	3	4	5	6	7	8	9	10	11	12
2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555
2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443
2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199
2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577
2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817
2023	306298	289707	325811	292567	287956	341711	365176					

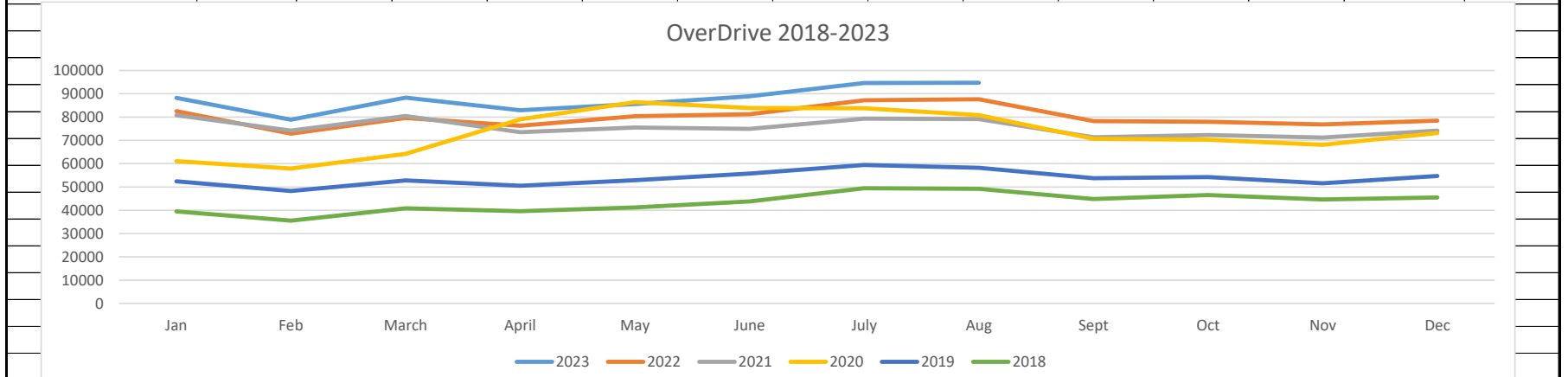
July 2023 Computer Usage (Sessions)

	Envisionware	Wireless	Total
Atglen	34	163	197
Avon Grove	267	315	582
Chester County	1581	4896	6477
Chester Springs	33	208	241
Coatesville	404	1213	1617
Downingtown	299	859	1158
Easttown	336	2004	2340
Hankin	338	1269	1607
Honey Brook	169	194	363
Kennett	66	2690	2756
Malvern	148	540	688
Oxford	323	556	879
Paoli	227	368	595
Parkesburg	168	174	342
Phoenixville	699	1001	1700
Spring City	89	287	376
Tredyffrin	403	2511	2914
West Chester	210	745	955
TOTAL	5794	19993	25787



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					
Atglen	1.05%	927	829	928	871	899	934	994	995					7377
Avon Grove	2.78%	2453	2193	2455	2305	2381	2472	2630	2634					19524
Chester County/HH	38.74%	34183	30550	34212	32111	33169	34444	36649	36698					272016
Chester Springs	2.55%	2251	2011	2252	2114	2184	2268	2413	2416					17909
Coatesville	1.38%	1218	1089	1219	1144	1182	1228	1306	1308					9694
Downingtown	3.58%	3159	2824	3162	2968	3066	3184	3387	3392					25141
Easttown	15.56%	13730	12271	13741	12898	13323	13835	14720	14740					109258
HoneyBrook	0.56%	495	442	495	465	480	498	530	531					3936
Kennett	8.52%	7518	6719	7524	7063	7295	7576	8060	8071					59827
Malvern	2.06%	1818	1625	1820	1708	1764	1832	1949	1952					14468
Oxford	2.49%	2198	1964	2200	2064	2132	2214	2356	2359					17488
Parkesburg	0.77%	680	608	680	639	660	685	729	730					5411
Phoenixville	7.22%	6371	5694	6376	5985	6182	6420	6831	6840					50699
Spring City	0.46%	407	363	407	382	394	409	436	437					3235
Tredyffrin/Paoli	9.45%	8339	7453	8346	7833	8091	8402	8941	8953					66358
West Chester	2.82%	2489	2224	2491	2338	2415	2508	2669	2672					19805
Total	100.0%	88236	78859	88308	82888	85617	88909	94600	94728	0	0	0	0	702143

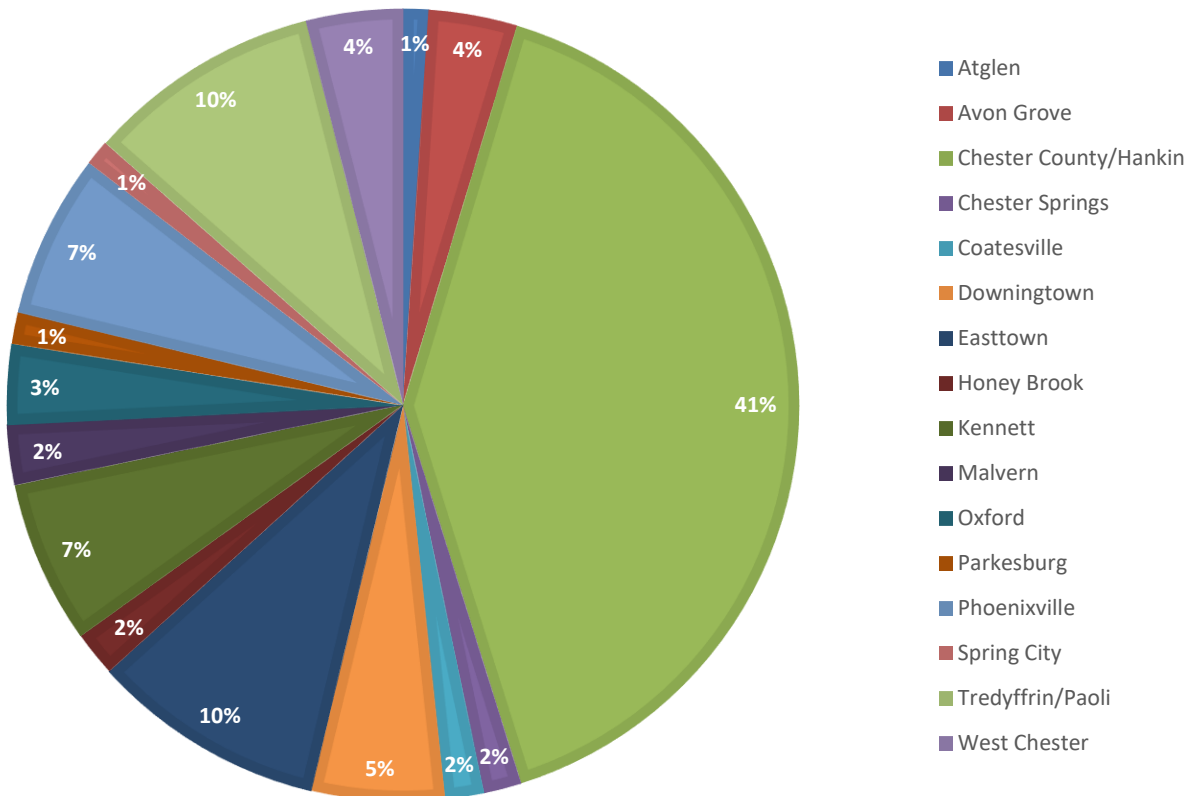
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2023	88236	78859	88308	82888	85617	88909	94600	94728					
2022	82504	72882	79613	76303	80375	81219	87176	87639	78222	77954	76808	78465	959160
2021	80781	74160	80475	73476	75495	74908	79305	79118	71318	72303	71207	74147	906693
2020	61115	57905	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



August 2023 Circulation

	Sierra	OverDrive	Total
Atglen	2701	995	3696
Avon Grove	10328	2634	12962
Chester County/Hankin	108465	36698	145163
Chester Springs	3158	2416	5574
Coatesville	4421	1308	5729
Downingtown	15919	3392	19311
Easttown	19513	14740	34253
Honey Brook	6028	531	6559
Kennett	15733	8071	23804
Malvern	6880	1952	8832
Oxford	9233	2359	11592
Parkesburg	3926	730	4656
Phoenixville	17135	6840	23975
Spring City	3284	437	3721
Tredyffrin/Paoli	25355	8953	34308
West Chester	11418	2672	14090
TOTAL	263497	94728	358225

PERCENTAGE DISTRIBUTION



Phoenixville Public Library

Balance Sheet

As of September 7, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100 Phoenixville Federal Savings #1	
100.1 Operating Checking (040016792)	-44,832.92
100.2 Operating Money Market (45001815)	581,316.57
100.3 Operating Credit Card Receipts (110030095)	11,145.35
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	1,123,076.57
105 Petty Cash	540.00
105.6 Paypal	-40.00
Total 105 Petty Cash	500.00
106 Circulation Cash	500.00
Total Bank Accounts	\$1,124,076.57
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	\$1,124,529.57
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	\$1,124,529.81

Phoenixville Public Library

Balance Sheet

As of September 7, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 Accounts Payable	30,819.00
220 Credit Card Payables	200.00
Total Accounts Payable	\$31,019.00
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	\$54,978.96
Long-Term Liabilities	
280 Line of Credit (3 year)	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$54,978.96
Equity	
300 Opening Bal Equity	250,000.00
310 Contributed Capital	0.24
319 Net Assets	1,012,880.75
Net Income	-193,330.14
Total Equity	\$1,069,550.85
TOTAL LIABILITIES AND EQUITY	\$1,124,529.81

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				
412.1.3 Chester County ARPA Grant		7,500.00	-7,500.00	
Total 412.1 Grants	51.68	32,500.00	-32,448.32	0.16 %
412.2 Projects/Events				
412.2.1 WWW - Restricted	5,750.00		5,750.00	
Total 412.2 Projects/Events	5,750.00	45,000.00	-39,250.00	12.78 %
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				
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult	685.00		685.00	
412.6.3 Target Donors	738.20	40,000.00	-39,261.80	1.85 %
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	1,644.95	46,000.00	-44,355.05	3.58 %
412.7 Corporate Engagement				
412.7.1 Third Party Fundraising	163.94	10,000.00	-9,836.06	
Total 412.7 Corporate Engagement	163.94	10,000.00	-9,836.06	1.64 %
Total 412 Development Income	8,713.93	133,500.00	-124,786.07	6.53 %
420 Operations Income				
420.1 Fines				
420.10 Notary Services	80.00	1,000.00	-920.00	8.00 %
420.2 Passport Applications	39,716.00	180,000.00	-140,284.00	22.06 %
420.3 Interest	700.41	1,000.00	-299.59	70.04 %
420.4 Items Sold				
420.4.1 Library Income	571.58		571.58	
420.4.2 PA Sales Tax	36.47		36.47	
Total 420.4 Items Sold	608.05	2,800.00	-2,191.95	21.72 %
420.5 Lost Books	638.34	3,000.00	-2,361.66	21.28 %
420.6 Other (Copier, etc.)		3,000.00	-3,000.00	

Phoenixville Public Library

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

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.6.1 Library Income	772.81		772.81	
420.6.2 PA Sales Tax	49.29		49.29	
Total 420.6 Other (Copier, etc.)	822.10	3,000.00	-2,177.90	27.40 %
420.8 Rentals/Collection		1,000.00	-1,000.00	
420.8.1 Library Income	167.61		167.61	
420.8.2 PA Sales Tax	10.69		10.69	
Total 420.8 Rentals/Collection	178.30	1,000.00	-821.70	17.83 %
420.9 Hot Spots		3,000.00	-3,000.00	
420.9.1 Library Income	746.66		746.66	
420.9.2 PA Sales Tax	44.94		44.94	
Total 420.9 Hot Spots	791.60	3,000.00	-2,208.40	26.39 %
Total 420 Operations Income	47,319.22	209,800.00	-162,480.78	22.55 %
Total Income	\$80,334.16	\$1,184,394.00	\$ -1,104,059.84	6.78 %
GROSS PROFIT	\$80,334.16	\$1,184,394.00	\$ -1,104,059.84	6.78 %
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	5,753.26	33,000.00	-27,246.74	17.43 %
500.1.2 E-Materials	2,628.70	28,500.00	-25,871.30	9.22 %
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	9,392.83	65,000.00	-55,607.17	14.45 %
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	823.20	4,500.00	-3,676.80	18.29 %
500.17 Passport Supplies	889.00		889.00	
500.2 Magazines & Newspapers	2,634.25	6,000.00	-3,365.75	43.90 %
500.3 Audios	817.59	5,000.00	-4,182.41	16.35 %
500.4 Videos	1,037.50	4,000.00	-2,962.50	25.94 %
500.5 Software	54.85		54.85	
500.6 Reference	338.61		338.61	
500.7 Programs - Adult	744.76	3,000.00	-2,255.24	24.83 %
500.8 Program Supplies - Adult	116.27	1,000.00	-883.73	11.63 %
Total 500 Adult Library	17,093.86	93,800.00	-76,706.14	18.22 %
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	4,402.30	25,000.00	-20,597.70	17.61 %
510.1.2 E-Materials	950.56	11,016.00	-10,065.44	8.63 %
510.1.3 ARPA Children e-materials	733.16		733.16	
Total 510.1 Books	6,086.02	36,016.00	-29,929.98	16.90 %
510.13 Young Adult - All	905.57	4,000.00	-3,094.43	22.64 %
510.14 Programs - Young Adults		500.00	-500.00	

Phoenixville Public Library

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

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
510.15 Program Supplies - Young Adult		500.00	-500.00	
510.2 Magazines		700.00	-700.00	
510.3 Audios		3,000.00	-3,000.00	
510.4 Videos	104.69	2,000.00	-1,895.31	5.23 %
510.5 Software	29.83	2,000.00	-1,970.17	1.49 %
510.7 Programs - Children	240.00	4,000.00	-3,760.00	6.00 %
510.8 Program Supplies - Children	190.46	2,000.00	-1,809.54	9.52 %
Total 510 Youth Library	7,556.57	54,716.00	-47,159.43	13.81 %
520 Development Expense				
520.1 Annual Appeal		5,000.00	-5,000.00	
520.3 Special Events		20,000.00	-20,000.00	
520.5 Marketing		500.00	-500.00	
520.8 Donor Management		3,988.00	-3,988.00	
Total 520 Development Expense		29,488.00	-29,488.00	
530 Administration				
530.1 General				
530.1.1 Audit/Form 990		8,300.00	-8,300.00	
530.1.2 Library Board Expenses	70.00	2,000.00	-1,930.00	3.50 %
530.1.3 Staff Development/Memberships	670.85	3,865.00	-3,194.15	17.36 %
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	463.05	4,461.00	-3,997.95	10.38 %
530.1.8 Marketing and Website	1,019.43	3,000.00	-1,980.57	33.98 %
530.1.9 Miscellaneous	30.00		30.00	
Total 530.1 General	-1,724.67	23,626.00	-25,350.67	-7.30 %
540 Utilities				
540.1 Electricity	3,959.47	25,500.00	-21,540.53	15.53 %
540.2 Gas	306.48	7,252.00	-6,945.52	4.23 %
540.3 Telephone	506.52	6,000.00	-5,493.48	8.44 %
540.4 Trash Collection	99.00	540.00	-441.00	18.33 %
540.5 Water & Sewer	330.36	1,800.00	-1,469.64	18.35 %
Total 540 Utilities	5,201.83	41,092.00	-35,890.17	12.66 %
550 Computer Expense				
550.2 Hardware	-292.44	1,000.00	-1,292.44	-29.24 %
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	2,099.56	8,360.00	-6,260.44	25.11 %
560 Other Supplies and Expense				
560.1 Collection Maintenance	424.04	3,000.00	-2,575.96	14.13 %
560.2 Library	815.71	4,000.00	-3,184.29	20.39 %
560.3 Office	671.19	4,000.00	-3,328.81	16.78 %

Phoenixville Public Library

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

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
560.4 Postage	2,011.05	7,500.00	-5,488.95	26.81 %
Total 560 Other Supplies and Expense	3,921.99	18,500.00	-14,578.01	21.20 %
570 Equipment Leasing/Rental	1,303.61	5,090.00	-3,786.39	25.61 %
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	5,062.50	25,000.00	-19,937.50	20.25 %
580.5.2 Supplies		4,000.00	-4,000.00	
Total 580.5 Janitorial Expense	5,062.50	29,000.00	-23,937.50	17.46 %
580.7 Minor Improvements and Repairs		500.00	-500.00	
Total 580 Buildings & Grounds	5,062.50	30,000.00	-24,937.50	16.88 %
Total 530 Administration	15,864.82	126,668.00	-110,803.18	12.52 %
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	73,062.16	444,027.00	-370,964.84	16.45 %
610.1.2 Part-Time	22,772.56	150,799.00	-128,026.44	15.10 %
610.1.3 Passport Agents	5,127.25	30,763.00	-25,635.75	16.67 %
Total 610.1 Salaries	100,961.97	625,589.00	-524,627.03	16.14 %
610.2 Social Security Expense	3,713.73	23,929.00	-20,215.27	15.52 %
610.3 Employee Benefit Expense	13,066.58	122,037.00	-108,970.42	10.71 %
610.3.2 H.S.A. Contribution	6,000.00	9,000.00	-3,000.00	66.67 %
Total 610.3 Employee Benefit Expense	19,066.58	131,037.00	-111,970.42	14.55 %
610.4 Retirement Expense	16,825.31	99,167.00	-82,341.69	16.97 %
Total 610 Salaries & Benefits	140,567.59	879,722.00	-739,154.41	15.98 %
Unapplied Cash Bill Payment Expense	-8.26		-8.26	
Total Expenses	\$181,074.58	\$1,184,394.00	\$ -1,003,319.42	15.29 %
NET OPERATING INCOME	\$ -100,740.42	\$0.00	\$ -100,740.42	0.00%
Other Expenses				
750 Non-Operating Expense				
750.1 Furniture, etc.	92,290.25		92,290.25	
750.8 Other	299.47		299.47	
Total 750 Non-Operating Expense	92,589.72		92,589.72	
Total Other Expenses	\$92,589.72	\$0.00	\$92,589.72	0.00%
NET OTHER INCOME	\$ -92,589.72	\$0.00	\$ -92,589.72	0.00%
NET INCOME	\$ -193,330.14	\$0.00	\$ -193,330.14	0.00%



Prepared Especially For:
PHOENIXVILLE PUBLIC LIBRARY



By:
Jay Malise
July 20, 2023

1313 Roth Avenue, Allentown, PA 18102

610-435-9666

www.jpjay.com



1313 Roth Avenue
 Allentown, PA 18102
 610-435-9666 - FAX: 610-435-9216
www.jpjay.com

PROPOSAL

Sold To: Phoenixville Public Library
 Ms. Lara Lorenzi
 183 Second Ave.
 Phoenixville, PA 19460

Phone: 610-933-3013
Email: llorenzi@ccls.org

Reply to quotation	JPMB072023
Sheet	1 of 3
Date	07/20/23

Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
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J. P. Jay Associates is pleased to quote on the following shelving and furniture. Wherever possible, Pennsylvania COSTARS-35 Contract 035-049 discount has been applied.

T1	4	KTS/7575/SS/ KM	Muzo-Works Kite folding/nesting table - square Dimensions: 29.5"W x 29.5"D x 29"H Straight Leg: Silver finish Laminate top: Kensington Maple (KM)	\$1,142.40	\$4,569.60
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CH1	8	SFLA11318S Q	TMC Flick Chair - no cut-out Dimensions: 19.25"W x 21"D x 33.5"H (overall) Seat Height: 18" Wood Finish: TMC Lime 90 Leg Finish: TMC CPP11 Silver Back Style: SQ Square	\$325.50	\$2,604.00
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Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
CH2	6	1051FT2A131 PSSC24G0FC 15AC	SitOnIt Rio sled base chair with arms Dimensions: 21.2"W x 23.2"D x 33.4"H (overall) Seat height is 17.9" Chair features plastic seat and back Wire rod sled base Fixed arms Plastic Color: TBD Frame Finish: Chrome	\$219.70	\$1,318.20



LT1	2	3400-3620	Arcadia Contract Reprise occasional table - round Dimensions: 36" in diameter x 20"H. Laminate top: Arcadia Clear Maple Metal Base: Arcadia 90 Metallic Silver	\$1,578.40	\$3,156.80
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1	Installation		Receipt and installation of above shelving and furniture by J. P. Jay Associates personnel.	\$799.25	\$799.25
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--All pricing is based on all finishes being selected from manufacturer's standard offerings. Non-standard, premium, high definition or custom finishes will carry an upcharge.

--Pictures are for representation only. Please refer to product description for exact details on proposed item.

--Pricing includes freight to the library, but does not include any additional services such as lift gate and/or inside delivery. If J. P. Jay is contracted to perform the installation our installer will be on site to receive the trucks.

--Due to the volatile materials market prices are only good for 30 days from date of quote.

Note: Please verify the above information. J.P. Jay Associates, Inc. is not responsible for errors or omissions.

Note: Unless otherwise noted, the above prices are based on all finishes and options being selected from manufacturer's standard offerings.

Accepted by: _____

Title: _____

Date: _____

Trash will be removed by J. P. Jay Associates personnel to a receptacle provided by the client.

Total	\$12,447.85
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By: _____

J. P. Jay Associates, Inc.

STANDARD TERMS AND CONDITIONS

LIMITS OF AGREEMENT. The terms and conditions set forth herein when accepted by Buyer, as set for the below, shall constitute the entire agreement between J. P. Jay Associates, Inc. and Buyer. Any provisions of Conditions of Buyer's order which are in any way inconsistent with or in addition to these terms and conditions shall not be binding upon J. P. Jay Associates, Inc. and shall not be applicable, notwithstanding its acceptance of Buyer's purchase order

1. PRICE/TAXES

The retail list prices that pertain to orders for J. P. Jay Associates, Inc. products placed by Buyer under this agreement will be the respective retail list prices in effect when the particular order is placed. Prices do not include Federal, state or local taxes now or hereafter enacted, applicable to the goods sold or this transaction which tax or taxes will be added by J. P. Jay Associates, Inc. to the sale price where J. P. Jay Associates, Inc. has the legal obligation to collect same, and will be paid by Buyer unless Buyer provides J. P. Jay Associates, Inc. with a proper Tax exemption certificate.

2. TERMS AND METHOD PAYMENT

Where J. P. Jay Associates, Inc. has extended credit to Buyer terms of payment shall be NET cash; i.e. "Payment in full upon receipt of invoice." The amount of credit or terms of payment may be changed or credit withdrawn by J. P. Jay Associates, Inc., Inc. at any time. On an order on which credit is not extended by J. P. Jay Associates, Inc. shipment or delivery shall be made at J. P. Jay Associates, Inc. election, cash with order (in whole or in part), C.O.D., or Sight Draft attached to Bill of Lading or other shipping documents, will all costs of collection for the amount of Buyer. Shipments outside the United States shall require confirmed irrevocable letter of credit in favor of J. P. Jay Associates, Inc. issued by a United States bank for the full amount of the contract price plus all taxes, shipping, insurance and import costs.

If the goods are sold on INSTALLMENT terms Buyer shall pay for installment in accordance with the terms hereof.

- 1/3 due upon acceptance of order
- 1/3 due upon receipt at warehouse and
- 1/3 due upon acceptance of installation.

Payment shall be made for the goods without regard to whether Buyer has made or may make any inspection of the goods. If shipments are delayed by Buyer, payments are due from date when

J. P. Jay Associates, Inc. is prepared to make shipments and Buyer shall be liable for the cost of storage charges as then prevailing and any increase in the cost of labor and/or materials to effect the installation upon the termination of the delay period.

FINANCE CHARGES* - A delinquency charge of 1 ½% per month (which is an ANNUAL PERCENTAGE RATE OF 18% - but not in excess of applicable lawful maximum) may be added to all amounts not paid within 60 days after invoice date.

*NOT APPLICABLE TO FEDERAL GOVERNMENT

3. Title to the goods describes on the face hereof shall not pass until the purchase price is paid in full and purchaser hereby grants a security interest in said goods to secure payment and performance to seller. It is mutually agreed that the billing of such goods is for convenience only and does not carry title with it.

4. In case of default of payment, or in case of removal of said goods or any part thereof without the consent of the seller or in the event the purchaser shall mortgage or part with the possession of said property, voluntarily or involuntarily, without the consent of the seller, the latter shall have the right to resume immediate possession of the same wherever it may be found, and remove it with or without process of law, and may declare this agreement terminated and may retain all money paid hereunder as liquidated damages and rental for said goods. In the event a claim is placed in an attorney's hands for collection or in the event of litigation, a reasonable attorney's fee and cost shall be added thereto.

5. The seller shall not be liable for any delay or for failure to deliver the goods covered hereunder because of fire, strikes, war or other emergency, whether national or state, or due to control, laws or regulations issued by any Nation or State, or any political sub-division thereof, or other causes beyond its control. IN NO EVENT SHALL THE SELLER BE LIABLE FOR INDIRECT OR CONSEQUENTIAL DAMAGES SUCH AS BUT NOT LIMITED TO LOSS OF ANTICIPATED PROFITS OR OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING OUT OF THE EXISTENCE, FURNISHING, FAILURE TO FURNISH, FUNCTIONING OR CUSTOMER'S USE OF THE GOODS.

6. Any equipment sold hereunder is warranted to be in satisfactory operating condition when delivered. Should any part prove defective in material or workmanship during the warranty period, replacement of same will be made without charge. Mechanical adjustments will be provided without charge during the warranty period. Buyer shall permit full and free access to perform these services when equipment is not portable; otherwise, Buyer shall at its expense return equipment for service. This warranty does not include replacement or parts due to misuse, neglect.

THE FOREGOING WARRANTY AND LIMITATIONS ARE EXCLUSIVE REMEDIES AND ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.

7. PRICES QUOTED ARE FOR WORK PERFORMED BY VENDOR AUTHORIZED PERSONNEL ONLY: WORKING FROM 9:00 AM TO 5:00 PM, MONDAY THROUGH FRIDAY ONLY, UNLESS OTHERWISE INDICATED. CUSTOMER AGREES TO PAY ADDITIONAL FOR UNION INVOLVEMENT, OTHER INTERFERENCE OR OVERTIME WORK, UNLESS THE PRICES QUOTED SPECIFICALLY INCLUDE THESE ITEMS.

CUSTOMER WILL PROVIDE ADEQUATE FREIGHT ELEVATOR SERVICE, AS REQUIRED, WITHOUT COST TO THE VENDOR AND/OR HIS SUBCONTRACTORS.

8. Customer hereby authorizes J. P. Jay Associates, Inc. to use its name and diagrams, photographs or other depictions of the subject installation in J. P. Jay Associates, Inc. promotional releases and/or literature.

9. GENERAL

If any of the provisions or portions of these terms and conditions are invalid under any applicable statute or rule of law, they are to that extent to be deemed omitted. Buyer acknowledges that he has read and understands these terms and conditions and agrees to be bound by them, further agrees it is the complete and exclusive statement of the agreement between the parties and supersedes all proposals, oral or written and all other communications between the parties relating to the subject matter hereof. This agreement may be modified only by writing signed by J. P. Jay Associates, Inc. and the Buyer. No waiver or breach of any provision of this order shall constitute a waiver of any other breach or such provision.

10. CONTROLLING LAW

This contract of sale shall be governed by, subject to and construed according to the laws of the State of Pennsylvania.



610-435-9666
1313 Roth Avenue, Allentown, PA 18102
www.jpjay.com

Library Board Meetings 2023-2024

July 3, 2023- Monday @ 5:15pm in person

August- No Meeting

September 11,2023 -zoom @5pm

October 9, 2023*

November 6, 2023

December 4, 2023

January 8, 2024*

February 5,2024

March 4, 2024

April 1, 2024

May 6, 2024

June 3, 2024

July 1, 2024

Holidays and Closings 2024-2025 fiscal year

Independence Day	Thursday July 4, 2024
Labor Day	Monday September 2, 2024
Thanksgiving Day	Thursday November 28, 2024
Day after Thanksgiving	Friday November 29, 2024
Christmas Eve	Tuesday December 24, 2024
Christmas Day	Wednesday December 25, 2023
New Year's Eve	Tuesday December 31, 2024
New Year's Day	Wednesday January 1, 2025
Martin Luther King Jr. Day	Monday January 20, 2025
Presidents Day	Monday February 17, 2025
Dogwood Festival Day	Saturday May 17, 2025 (*)
Memorial Day	Monday May 26, 2025
Juneteenth	Thursday June 19, 2025

The Library is currently closed on Sunday.

There are no Floating Holidays this year.



Phoenixville Public Library Masking Policy

Face masks are required to be worn in the library at all times. The mask must be properly worn covering both the nose and the mouth. If the mask is removed at anytime during the visit in the library, library employees will ask the patron to fix the mask one time. If the employee needs to talk with a patron regarding the proper wearing of a face mask a second time, that patron will be asked to leave the library.

If you do not have a face mask, the library has disposable masks for your use.

All patrons and employees are required to properly wear a mask, in the library, at all times.

Patrons age 2 and up must wear a face mask at all times in the library.

Acceptable Face coverings for Library Use:

- Masks must have two (2) or more layers of breathable fabric like cotton.
- N95 masks and disposable masks are acceptable.
- Mask can be made from tightly woven fabrics that do not let light through.
- Masks must completely cover the nose and the mouth.
- Masks must fit properly on the face. (Snug fit with no gaps.)
- Single layer masks, masks with valves, bandana's, scarves and single layer gaiters are unacceptable face coverings.
- Goggles and face shields are not acceptable face coverings. Face shields may be worn with a mask.

Reviewed and approved by the Phoenixville Library Board of Trustees

Date: April 5, 2021

Revised: May 18, 2021

Phoenixville Library Board of Trustees Contact Info.

<u>NAME</u>	<u>ADDRESS</u>	<u>Phone #</u>	<u>E-Mail</u>	<u>Term Limits</u>
Lauren Eustis- President SAC Rep	210 Virginia Avenue Phoenixville, PA 19460	610-724-0258	lauren@cearchitects.com	June-24
Steven Hirsch- Vice President	55 Clivedon Lane Phoenixville, PA 19460	610-945-6497	hirschsa@gmail.com	June-24
Joseph Koury - Secretary	347 Bridge Street Phoenixville, PA 19460 (work) 81 Do-Jan Drive, Pottstown, PA 19465 (home)	610-917-9347 (office) 610-983-8026 (cell) (484) 938-7828 (home)	jkkoury@owmlaw.com	June-25
Mike English - Treasurer	35 North Spring La. Phoenixville, Pa. 19460	610-935-0323 (home) 610-952-3006 (cell)	mteggolf@yahoo.com	June-25
Mackenzie Frees		(484)-928-0254	mackenzie@freesspeech.com	June-26
Leah Campbell	145 Picket Post Lane Phoenixville, PA19460	(856) 912 2001	leahcampbell511@gmail.com	June-26
Elizabeth Carrabine	114 Charlestown Hunt Drive Phoenixville, PA 19460	(610) 933-2318	elizabeth.carrabine@gmail.com	Jun-25
Jessica Bicker	21 Windsor Drive Royersford, PA 19468	717-951-3044	Jessica.L.Bicker@gmail.com	
Alan Fegley	4 Shenandoah Dr. Newark, DE 19711	484-927-5010 (work)	fegleya@pasd.k12.pa.us	

Phoenixville Library Board of Trustees Contact Info.

Library Director info: Lara Lorenzi	212 Dudley Ave. Narberth, PA 19072	610-933-3013 ext 123 (library) 609-744-9136 (cell)	llorenzi@ccls.org	
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From: [Christi Buker](#)
To: [Lara Lorenzi](#)
Subject: *EXTERNAL* - PALA - state budget note
Date: Friday, July 14, 2023 12:02:05 PM



Notes about the state budget –

I was holding off sending a message about the state budget with hopes that everything would be finalized shortly. Since that hasn't happened, I'll give you a quick rundown about where we stand.

The dollar amounts for the state budget have been finalized, and the numbers are the same as last year.

Public Library Subsidy: \$70.47 million (reminder, this was an \$11 million increase last year!)

Library access: \$3.071 million

Library services for the visually impaired and disabled (now LAMP): \$2.567 million

State Library: \$2.238 million

We did ask for STABILITY in the budget this year because of potential risks and cuts to funding. We are pleased to remain stable with these numbers. Governor Shapiro did propose a new line item of \$4.27 million for rural, small library facilities improvements. This line did not pass this year.

As you've probably heard from the news, the numbers have passed, but the legislation that authorizes the distribution of funds has not. Due to some of the events in the process which upset various caucuses, there is a pause in the process. Both the House and Senate are scheduled to return for voting sessions in September. Once things have cooled off a bit, it is possible they will come back earlier than that, but we don't have any solid predictions to offer on this.

We will share more information when it becomes available.

Thank you, and please continue your great work in the library and share it with elected officials!

Christi

Christi Buker, CAE | Executive Director
Pennsylvania Library Association



220 Cumberland Parkway, Suite 10 | Mechanicsburg, PA 17055
www.palibraries.org | Ph: 717.766.7663 or In PA 1.800.622.3308



*This email was sent to llorenzi@ccls.org from Pennsylvania Library Association.
If you wish to stop receiving email from us, you can simply remove yourself
by visiting: [http://www.palibraries.org/members/EmailOptPreferences.aspx?
id=19105130&e=llorenzi@ccls.org&h=0b10b56887337e20831bf115a6984fb1d67ccc58](http://www.palibraries.org/members/EmailOptPreferences.aspx?id=19105130&e=llorenzi@ccls.org&h=0b10b56887337e20831bf115a6984fb1d67ccc58)*