Board of Trustees Meeting Agenda
July 7, 2025 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. Slate of Officers 2025/2026-Lauren Eustis	5 minutes
b. Meeting Calendar 2025/2026- Lara Lorenzi	5 minutes
c. 25/26 Budget updated- Lara Lorenzi	10 minutes
d. Printing pricing- Lara Lorenzi	5 minutes
e. Director of Development position- Lauren Eustis	15 minutes
f. Other new business	5 minutes

V. Old Business – Discussion Items

a. Exterior Stonework Quotes- Lauren Eustis	5 minutes
b. Exterior Painting Quotes- Lara Lorenzi	5 minutes
c. 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: September 8, 2025 5pm via zoom
VIII. – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
June 2, 2025

A Regular Meeting was called to order by Lauren Eustis at 5:02 p.m.

BOARD MEMBERS PRESENT
Jessica Bicker; Liz Carrabine; Mike English; Lauren Eustis; Mackenzie Frees; and Joe Koury

BOARD MEMBERS ABSENT
Stephanie Allen; Leah Campbell; and Steve Hirsch

STAFF PRESENT
Lara Lorenzi, Executive Director
Lauren Coy, Director of Development

CONSENT AGENDA
On motion made by Mike English, seconded by Liz Carrabine, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through g., consisting of: (i) the Minutes of the Board's Regular Monthly Meetings held May 5, 2025; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) Statistics; and (vi) Financial Statements for May 2025.
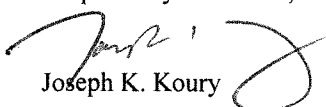
NEW BUSINESS
- Officer Slate for 2025/2026: Lauren Eustis indicated that with Mike English not re-applying to be a Library Trustee, the position of Board Treasurer would need to be filled, with all current officers (Ms. Eustis, President; Steve Hirsch, Vice President; and Joe Koury, Secretary) expected to again be seated as such at the July 7, 2025 Regular Meeting of Library Trustees. Ms. Eustis indicated interested Trustees can contact her or Lara Lorenzi regarding the Treasurer role. She also thanked Mr. English for his service.
- Line of Credit Renewal: On motion made by Lauren Eustis, seconded by Steve Hirsch, and by unanimous vote thereafter, the Board authorized the renewal of the $30,000 Line of Credit currently maintained at Phoenixville Federal Bank and Trust. The line of credit will be available for five (5) years once renewed.
- August 2025 Meeting: Lara Lorenzi indicated that in the past, the Library Board has not met in August. She suggested that she will circulate a list of proposed meetings for the upcoming fiscal year at the July 7, 2025 Regular Meeting of Library Trustees for Board review and approval. Lauren Eustis suggested it not include an August 2025 meeting.
- Library Exterior Stonework: Lauren Eustis informed the Board she had met with two (2) different masons, and that they each had different recommendations. Ms. Eustis indicated she would be obtaining additional quotes, but that at a minimum, spot repointing appears necessary at this time.
- Library Exterior Painting: Lauren Eustis informed the Board Lara Lorenzi had obtained one (1) quote , and anticipated receiving a second shortly, which she will share with the Board for its consideration.

OLD BUSINESS
- Bylaws Update: Joe Koury discussed the Bylaws as current through December 2021, with some additional redlines for consideration, that had been circulated to the Trustees for comment previously. On motion made by Liz Carrabine, seconded by Mackenzie Frees, and by unanimous vote thereafter, the Board adopted the proposed changes to the Bylaws set forth in the redlined document.
- Federal Funding Update: Lara Lorenzi indicated she was not sure where things stand but was of the belief that funding cuts would not be fully felt until 2026.

Meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Joseph K. Koury

Report submitted by: Lara Lorenzi
July 2025 Library Board of Trustees Meeting

Informational Updates:

- 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 continue to meet monthly with my Community of Learning Group hosted by PCHF.
- CCLS Budget Priority Committee- We had 2 meetings in June 2025. We heard about System Trainings, PR and Marketing, and CCLS printing department. We learned more about how these services work, when contracts expire, pricing and much more in order to start the process of prioritizing CCA and DCA expenditures. We will continue to meet to finish up the rest of the departments that we can look at for cuts.
- I will be away on vacation from August 16, 2025 (Saturday) through August 31, 2025 (Sunday). I will be out of the country and will not be checking my emails while I'm away. Christine Nicholson will be in charge of the building while I'm gone. Mark Pinto and Tegan Conner-Cole will both manage their departments.
- Holidays & Closings: The library is closed on Friday July 4th. We will be open Saturday July 5th.
  The library is closed on Monday September 1st for Labor Day.
- Printing pricing: I am recommending that we increase our black and white pricing to $.25 and increase our color printing to $.50. Please look at the chart below for what other libraries and businesses are charging. This is an agenda item.

• LOCATION	B/W	COLOR
PHX	$0.15	$0.35
STAPLES	$0.22	$0.49
FEDEX	$0.21	$0.71
UPS	$0.39	$0.60
COATESVILLE LIBRARY	$0.15	$0.50
SPRING CITY	$0.15	$0.25
MALVERN	$0.15	$0.25
CHESTER CO	$0.10	$0.50

Personnel Updates:

- Lauren Coy has submitted her resignation as our Director of Development. Her last day with the library is Wednesday July 16, 2025. I have not posted the position per our board president. This is an agenda item for our July 2025 library board meeting. At this point, I don't anticipate a new director of development starting before the end of October.

Facilities Update:

- Continuing- PASD is working on changing out light bulbs and converting our lighting throughout the building to led lights.
- 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
- 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. – Update: Phil Vontor is looking into getting us a quote for internal and external painting.
- We will need to do some painting in the non-fiction second area of the library. We will also need to get some holes patched that were left after the previous shelving was removed. We also need to replace one carpet square.
- PASD continue to maintain our lawn, moving occurred on Monday June 30, 2025.
- They were able to fix our AC issues that the building was having throughout the month of June 2025. New parts arrived for the unit controlling temps in the Passport Office, ac is working correctly throughout the building.

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

- March 2025:
  - E-books: 3,769
  - E-audio: 4,283
  - Total: 8,052
- April 2025:
  - E-books: 3,693
  - E-audio: 4,268
  - Total: 7,961
- May 2025:
  - E-books: 3,626
  - E-audio: 4,344
  - Total: 7,970
- June 2025:
  - E-books: 3,794
  - E-audio: 4,264
  - Total: 8,058

Book Locker:

- June 2024- 468
- July 2024- 499
- August 2024- 463
- September 2024- 510
- October 2024- 514
- November 2024-451
- December 2024- 405
- January 2025- 527
- February 2025: 404
- March 2025: 515-holds 459-checkouts
- April 2025: 404-holds 355-checkouts
- May 2025: 385-holds 345-checkouts

Door Count:

May 2024: 6,526 this is a 20% decrease over last year. We had sidewalk construction for a week and people were entering and exiting the building where the door counters were not located. So we are missing counts during that time.

June 2024: 8,506 This is a 9% decrease over last year.

July 2024: 9,958 This is a 7% increase over this month last year.

August 2024: 9,052 This is a 3% decrease over last year. This year school started a week earlier than normal and our summer reading programs ended the first week of august.

September 2024: 7,101 4% decrease from last year. School started a few weeks early this year which might account for this change.

October 2024: 8,347 This is a 7% increase over this month last year.

November 2024: 8,420 This is a 10% increase over this month last year.

December 2024: 6,823 This is a 1% decrease over this time last year.

January 2025: 7,827 This is a 6% increase over this month last year.

February 2025: 7,999 This is a 6% increase over this month last year.

March 2025: 9,186 This is a 4% increase over this month last year.

April 2025: 8,901 This is a 4% increase over this month last year.

May 2025: 8,253 This is a 26% increase over this month last year.

June 2025: 9,492 This is a 12% increase over this month last year.

Chester County Library System Updates:
- **Save the dates for 2025 in-person orientations at CCL**
  - Saturday, October 25, 10 a.m.
  - If you haven't attended yet as a director, please plan to attend one this year. Also, you and/or your library's trustees are always welcome to attend again for a refresher or to see what has changed. We are going to start recommending that Trustees attend every 6 years (if they remain on a Board) since many items change over that amount of time.

State Updates:
- Updates regarding the states federal funding is included in the board packet.
- There is no update on the State Budget at this time.

Meetings/Trainings

6/2   Meeting with Orion- notary services/partnership

6/3   Meeting with Painter

6/4   Meeting with mentee

6/7   Library attended PrideFest with CCLS

6/9   CCLS Budget Priorities Meeting

         Meeting with Christine Nicholson-Wrage- circulation, staff concerns

6/10   District Librarians Meeting

         Meeting with Tegan Conner Cole- spending, schedule in the fall, responsibilities

6/13   Sick Day

6/16   CCLS Budget Priorities Committee Meeting

         Senior HUB

6/17   CCLS Board Meeting

6/18   Vacation

6/19   Library Closed- Holiday

6/20, 6/23-6/25   Vacation

6/26   Rotary
        Incident with patron
7/2   Meeting with Kristen McGee-Ann's Heart/Pearson proctors
7/4   Library Closed- Holiday

Youth Services Report for
June 2025
For July 2025 Board Meeting

Programming:
Programs held on June 1 to June 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.

June Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	4	60	48	108
Babies & Books	3	33	36	69
Block Party	2	30	28	58
Fun For All Ages Story Time	4	91	66	157
Sing-Along-Story Time	3	37	19	56
Toddler Time	6	160	132	292
In-Person Preschool Total	**22**	**411**	**329**	**740**
Elementary Age Events				
Family Movie Night	3	23	20	43
Intro to Robotics	1	25	6	31
Lego Club	2	32	19	51
Make & Takes	2	44	59	103
Scratch 1 Class	1	10	6	16
Scratch 2 Class	1	8	2	10
STEM Spark: Mad Matter (CCLS)	1	16	7	23
Writing Workshop (Eric Bell)	2	17	6	23
Ages 6-11 Total	**13**	**175**	**125**	**300**
Young Adult Events				
Tween/Teen: Barnstone Art	1	11	3	14
Tween/Teen: TinkerCAD	1	9	2	11
Tween/Teen: Teen Advisory Group	1	3	1	4
Total Young Adult	**3**	**23**	**6**	**29**
Total In Person Events	**38**	**609**	**460**	**1069**
Passive Events				
Take & Make	1	36		36
Total Passive	**1**	**36**		**36**
Total Events/Attendance	**74**	**645**	**460**	**1105**
Teen Volunteers	**16**	**36.5 hours**		
1000 Books Before Kindergarten		**3**		
Summer Reading Challenge	**ER - 231**	**SA – 381**	**YA - 46**	**Total: 658**

Newsletter

The Children's Library Newsletter was sent 4 times between June 1 and June 30. Weekly newsletters were sent on Fridays that listed the next week's events. The newsletter was sent to an average of 926 subscribers and had an average 68% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Reach
We HEART Summer – Ann's Heart Summer	21	22	43
Total: 0 on-site, 1 off-site	**21**	**22**	**43**

- Planned and implemented outreach events as listed above.
- Due to summer programming and summer break, outreach activities are significantly scaled back for June, July, and August.
- Starting for the 2025-2026 school year, Tegan C. (TC) will be visiting, at least, two less preschools (visited 9 last school year). In process of planning which ones.
- June 3 tabled at "We Heart Summer Fest" which was an invitation only event to help kick off Ann's Heart's Summer Meal Program while introducing families to resources in their community. Attended with RK. In future, only one person needs to attend.
- June 10 visit with PACLC-Main Street canceled due to previous booking for their camp. Will visit in July.
- June 11 visit with Mom's House cancelled when TC arrived. Students were on an adventure. Will visit in July.
- Rescheduled dinner with ChestMont BPW. Will try to go in fall.
- A staffer from the 21st Century Community Learning Center Camp (through Phoenixville SD) reached out about having their campers attend a July Lego Club Session. Will reach back out closer to their date.
- Barnstone Art for Kids reached out regarding interviewing TC as part of their strategic planning.

Meetings
- Tegan C. (TC) met with Lara on June 10.

Collection Activities:
- Ordered:
    - From Penworthy on June 2 (bound books, non-fiction, popular characters)
    - Baker & Taylor on June 4 (Juv. Titles)
    - Midwest Tapes on June 4 (Juv. DVDs)
    - Playaway for YA on June 6.
- Left over materials budget was shifted to eMaterials on June 6.
- Started assessing Parenting Section for outdated titles (10+ years) and no circs (2 years). Will assess for updated copies of popular titles that are older. This is to make room for Story Collection and oversized which is in various locations. Ongoing.
- Story Collection was going to be interfiled into picture books. Due to spacing, decided to return some titles to Story Collection (popular characters are in both locations). Ongoing.
- Continual and ongoing tasks:
    - Built carts of new items for collections by reading reviews and creating carts in B&T, Midwest Tapes, and Playaway.
    - Sorted through donations. Selected titles to check against collection, for giveaway to community organizations, to sell, or to give for free.
    - Assessed books in mending for repair, replacement, or removal.

Event Activities
- Created SRC Rules in Spanish and Portuguese. Available as needed.
- TC supported or ran the following events in June (More details can be provided if needed, see attendance):
    - Scratch 1 – June 9
        - Teen volunteer led
    - Tween/Teen Sessions – June 10, June 17, June 24
    - Intro to Robotics – June 11
        - Team 1640 Sab-BOT-Age, Chester County's Robotics Team designed and led event to introduce STEM and robotics to elementary students. Teen volunteer led (as part of team requirements). Very popular.
    - Make & Take Sessions – June 13 and June 27
    - Take & Make Craft (Passive) Set up June 18 end of day. – June 20
    - STEM Spark – Mad Matter – June 16
        - CCLS paid for this event and STEM Spark events available throughout CCLS
    - Scratch 2 – June 18
        - Teen volunteer led
    - Writing Workshop for Kids – June 23, June 30
    - Daughters of the American Revolution presents: "LEGO World Meets 'Shot Heard 'Round the World" - June 25

- Students reenacted events leading up to 'Shot Heard 'Round the World" with Legos. Students built their own houses and had their own people to participate with as well as play historical figures. Students took home their houses and people. Program was well received.
    - Story Time Coverage – June 17, June 18, June 23
        - Toddler Time (2 sessions) *Note on June 18, Spring City Library was closed in the morning and their story time families attended our Toddler Time, doubling our numbers that day.
        - Babies & Books (1 session)
        - Sing-A-Long Story Time (1 session)
        - 1-2-3 Learn with Me (1 session)
        - Fun For All Story Time (1 session)
- TC posted some event highlights to Instagram account.
- TC scheduled a post on June 30 to promote Tween/Teen event.
- Submitted all SRC Events to PASD Community Events Newsletter on June 24. Event postings were approved June 30. Only half appeared on July 2 eBlast (events past July 20 into August). SRC still posted.
- **Looking Ahead**
    - TC reached out to Indian Run Environmental Education Center (IREEC), Studio of Valley Forge (Dance), and Sol and Skye, LLC (Yoga) about bringing back and scheduling recurring Preschool Programs that were popular. All scheduled on a Friday, monthly, from September 2025 to May 2026. TC created events in online calendar.
    - TC scheduled IREEC for Summer 2026 Thrilling Thursday.
    - TC contacted Chester County Food Bank about feedback from Teen Advisory Group on June 24 for potential fall programs. Have tentatively planned to meet again in August to set up Fall (set-up in May).
    - TC contacted PA CareerLink regarding Youth Programming with a focus on feedback from Teen Advisory Group session in April. The youth specific presenters will reach out directly.
    - Started brainstorming Fall Events for Kids & Teens by checking what was in storage. Will need to visit attic to plan school year and Summer 2026. Have spoken with summer presenters about school year.
- **Continual and ongoing tasks:**
    - Created weekly eNewsletters to highlight events coming up within one to two weeks of Friday email. Only during summer will it be highlighting one to two weeks. Will return to monthly during school year.
    - Checked locations of Summer & Teen Calendars and refilled as needed. Made copies of Teen Calendars as needed. (With support of circulation staff).
    - Checked attendance of programs. Send number of attendee updates to presenters as needed. Sent email reminders.
    - Set up and tear down of room for programs.

Displays and Décor
- Before open and throughout day, TC filled tops of picture book shelves in many days in June.
- Updated the YA Room Display for Pride.
- Decorated the YA room for Summer Reading.
- Asked staff to help fill in displays as needed.
- Asked Lindsay, Jena, and Rachel to design and build an iSPY bulletin board based off of an idea TC saw in School Library Journal.
- Asked RK to fill lobby display case.

Trainings
- No trainings.

Teen Services
- Teen Volunteers
    - TC called back 14 Teen Volunteer applications. Heard back from 13 and accepted all. Highlights in talking with volunteers: many want to give back to the library or the community, they just love their library, see the library as a community location, and look forward to helping in any way they can.
    - Created Sign-up Genius to manage Teen Volunteers and open opportunities. Opportunities include: open shelving shifts, programming assistance, Summer Reading Challenge support (giving out tickets), and Processing help.
    - There are five teen volunteers helping with shelving. One Monday morning (starting in July) two Monday afternoon, one Tuesday afternoon, and one Wednesday afternoon.
- Most Teen Volunteers are from Phoenixville School District.
- Most Teen Program Attendees are from other areas with Spring Ford School District pulling the most program attendees.

o   Note: In April Teen Advisory Group, it was asked why this is. Teens feel that this library is more teen friendly and we have a dedicated, separate teen space (with some room).

Correspondence in June
- Emailed two reminders to staff regarding Summer Challenge updates and corrections.
- Email correspondence with ChesMont BPW for their dinner meeting. Moved from June to hopefully fall.
- Email correspondence with Outreach Schools regarding July visits and themes.
- Email correspondence with PA Career Link (see Programming)
- Email correspondence with Barnstone about being interviewed as a stakeholder for their strategic planning.
- Ongoing:
  - Email, phone contact, and/or in person conversations with other staff members as needed regarding programming, policies, and patron issues.
  - Emails, phone conversations and/or in-person conversations with questions from patrons about programs, title requests, behavior policy, and volunteering.
  - Email correspondence with Summer Presenters.
  - Email correspondence with Teen Volunteers
  - Email correspondence with Department Heads.
  - Email correspondence with Lara.

Other Tasks
- Roaming/roving reference (worked with patrons to locate items they were looking for).
- Chatted with families, kids, and teens who come to the library.
- Worked with circulation desk on tasks and to answer any questions that come up.
- Diagnosed issue with not working monitor at YS Circ Desk. Cables needed unplugged and plugged back in.
- Encouraged families who were visiting for first time to get library cards (2).
- Cleaned and straightened YS areas as needed (mostly train table and puzzles).

Compliments
- One patron complimented the titles that were on display and said they were all topics they needed to read about.
- Writing Class Compliment via email: *"I just wanted to tell you how awesome it felt to see my son come out of a writing class (that he didn't want to leave the pool for) and say "I loved it. That was so fun. I can't wait to finish my writing at home." He said the teacher was "awesome". We are sorry to miss next week's class but look forward to the other 2. Thanks for all you do for the kids in our community!"* -Parent of attendee
- Patron "*appreciates us all and all we do.*" This from a conversation regarding Wonderbooks and Decodables and other potential resources for student as well as how welcoming we are compared to a neighboring library.
- There have been many patrons visiting from other libraries. Some comments have included: they prefer our story times, they prefer our programming, they like that we have a separate children's area, and that we have a great selection of books.

Submitted by Tegan Conner-Cole, Director of Youth Services.
Attached: Children's Report
July 2, 2025

Program Overview

Creating leading, and assisting with a variety of programs for children, with ages ranging from newborn babies to Elementary schoolers. 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
- Fun for All Ages Storytime
- Babies & Books
- Toddler Time
- Block Party
- Lego Club

Weekly Programs

Currently, we have 6 in-person programs running each week for kids of various ages. These classes range from storytimes with weekly themes to general playtime. For each week, we run 1 1-2-3 Learn with Me session, 1 Fun for All Ages Storytime session, 1 Babies & Books session, 1 Block Party session, 1 Lego Club session and 2 Toddler Time sessions.

<u>Reoccurring In-Formal</u>
Toddler Time
Babies + Books
1-2-3 Learn with Me
Fun for All Ages Storytime
Block Party Play Date
Lego Club

<u>Weekly Themes</u>
Fun for All Ages Storytime
- Drawing + Painting
- Colorful Clothes
- Photography
- 3D Art

Toddler Time
- Drawing + Painting
- Colorful Clothes
- Photography
- 3D Art

Babies & Books
- Drawing + Painting
- Colorful Clothes
- Photography
- 3D Art

Other Activities

- Created a Color Our World Display upstairs
- Created a Color Our World Display in the juvenile reader's section
- Created an ISpy Bulletin Board Downstairs Lobby in the children's section with Jena and Lindsey.
- Attended an outreach for Ann's Heart on June 3rd.

Patron Feedback
- Over the past month, we have had 4 compliments on our children's programs.

June 2025
Adult Services Report

Regular Activities
- Scheduling passport application acceptance and notary appointments; covering 3-hour passport appointment shifts 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, posting event announcements to other locally-based online calendars, and posting printed events calendars on bulletin boards at several local businesses.
- Creating and sending weekly Constant Contact e-mail newsletters to 2,700+ 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
- Met (along with Lara) with Margarita Mirkil and Maria Manogue of Orion Communities to discuss information-sharing partnership, which includes Mark conducting free notary appointments at Orion's office for an hour each Tuesday morning, 6/2.
- Viewed live webinar: "Super Searchers and Meet LEO" from Public Library Association, 6/12.
- Viewed part of CCLS webinar on LinkedIn Learning, 6/26.
- Attended exhibits at American Library Association convention in Philadelphia, 6/30.

Upcoming Special Programs/Events
- "The Gut-Brain Connection" with Elizabeth Doan, PA Link to Aging & Disability Resources, 7/7.
- "Summer Film Series: Great Movie Soundtracks", Thursdays, 7/3-24 & 8/21.
- "Hospice 101 & Volunteering with Hospice" with Evelyn Lewis, Patient Care Hospice, 7/14.
- "Cybersecurity: Keeping Yourself Safe Online" with George Dillman, PA Dept. of Banking & Securities, 7/21.
- "From the Museum: Home Delivery in Phoenixville Before Amazon" with John Keenan, Historical Society of the Phoenixville Area, 7/28.
- "Community Music School Summer Ensembles Concert", 8/5.
- "Eat Fresh Cooking Classes" with Chester County Food Bank, Wednesdays beginning 8/13/25, through 3/25/26.
- "Melinda Rice, Violin and Gareth Haynes, Piano in Concert", 8/14.
- "Blood on the Clocktower: A Social Deduction Game" with Bill Dawe, 8/16.
- "Financial Empowerment Presentation" with Vivian Gaiko, World Financial Group, 8/18.
- Historical Society of the Phoenixville Area Presentation TBA, 8/25.
- "Local Author Talk: C.J. McGroarty: *The House on Chambers Road*", 9/4.
- "The Downsizing Dilemma: Where Do You Start?" with Paula and Emily Mayewski, Home Stream, 9/8.

Program/Event/Other Planning
- Scheduling special online, in-person, and hybrid programs for August and beyond.

June Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	408
Adult Laptop Individual Users	84
Mobile Printing Orders	206
Mobile Hotspot Checkouts	18
Museum Pass Checkouts	189

June Passport Application Acceptance Statistics

Applications Accepted	369
Income	$15,635.00

June Program Statistics

Program	Attendance
Phoenix Book Club	10
Fourth Wednesday Readers	9
Books on Tap	9
Words in Progress	6
Dancin' Chairs with Holly	4
Phoenixville Tech Group	77 (5 sesions)
Tech Help appointments	4
PA-MEDI Medicare Counseling appointments	1
VNA Personal Navigator Benefits Assistance appointments	2
2-1-1 Human Services Assistance appointments	2
Maternal & Child Health Consortium Family Benefits Assistance appointments	28
"Get Connected: Jumpstart Your Job Search (CareerLink)" appointments	4
Sen. Katie Muth Mobile Office appointments	1
Sahaja Yoga Meditation Class	55 (4 sessions)
ESL Conversation Group	25 (4 sessions)
Movies on Tap: Zoom Edition	7
Outreach: Senior Center Book Club	8
Movie Night: *Last Breath*, 6/26	17
Afternoon at the Movies: *Finding Forrester*, 6/27	8
"Out of Rushmore's Shadow: The Luigi Del Bianco Story", 6/2	34
"Medicare 101", 6/5	6
"Local Author Talk: Bruce Mowday: *A Killer at the Door*", 6/9	13
"Jocelyn Crosby & Faith Wasson, Flutists in Concert", 6/12	25
"Blood on the Clocktower: A Social Deduction Game", 6/14	16
"Community Gardening around the Village: Native Plant Basics", 6/16	21
"Step-by-Step Acrylic Painting Class", 6/23	7
"49ers Chorus in Concert: Route 49", 6/30	41

Respectfully submitted,
Mark Pinto
Adult Services Director

June 2025
Development Report
Lauren Coy

Meetings/Training/Events

a. Attended Rotary meetings
   a. Will be sworn in as PRESIDENT of Rotary (7/10)
b. Meetings with Lara Lorenzi (ongoing)
c. Met with a donor about WWW Sponsorship (6/10)
d. Met with Robb Frees (6/24)
e. We were the beneficiary of the Cheesesteak Egg Roll Charitable Campaign at **BISTRO ON BRIDGE** for the month of June
   a. We received $2 for every order purchased during the month of June.
f. Met with Foundation Board VP
   a. Next meeting in Sept. for Foundation

<u>**Development News**</u>

Fiscal year income: $120,000 *(July 1, 2024 – June 30, 2025)*
   - *Breakdown in averages:*
     o $10,000/per month
     o $2,500 per week
       ▪ That equates to raising $71.42 per hour/35 hr. work week
       ▪
   - We had the 3rd <u>**LARGEST audience ever**</u> to Wine, Wit & Wisdom this year (218 people)
     o 5 **NEW** sponsors were procured as well!
   - We **sold out** the Spooky Social (150 people) for the second year in a row, within 3 days! ($5,000 raised)
   - We **sold out** all the Spelling Bee spots for our friend-raiser, where we actually brought in $2,000.

● **SAVE THE DATE**
   Wine, Wit & Wisdom –Thursday, November 6, 2025
       ■ We are working with Reads & Company for our author
       ■ Our goal is to match or exceed last year's attendance of 218!

- **Grants**
  - Application for PCHF for General Operating was submitted in early May.
    - We are requesting *$25,000* for general operating funds.
    - Last year we received $20,000.
      - We should know the decision September 2025.

Phoenixville
PUBLIC LIBRARY

Circulation Report for June 2025

Circulation Department:

- o   Number of **checkouts** for June: 14, 143
           * Including book locker stats
- o   Number of **check-ins** for June: 12,412
- o   Number of **holds** placed for June: 422

Volunteers:
- o   **Total Amount of Volunteer Hours for June: 90.75**
- o   **Total amount month-to-date fiscal year: 1171.08**
- o   New volunteer – Started June 23rd

Library Card Sign-ups:
- o   **Total Amount of Patron Applications for June: 208**

Interlibrary Loans:
- o   Number of Interlibrary Loans requested for June: 19
- o   Number of Interlibrary loans requested from July 2024 to June 2025: 89
- o   Number of Interlibrary loans that were filled for June: 2
- o   Number of Interlibrary loans filled from July 2024 to June 2025: 9

Meetings/Events:
- o   Attended Chester County's PRIDE fest – June 7th

Continuing Education:

- o   Fortifying Your Library: Protecting Your Library and Staff Through Policy – July 9th

Additional Updates:
- o   Vacation – July 1st, July 2nd, and July 3rd

Respectfully Submitted,
Christine Wrage
Circulation Manager & Volunteer Coordinator
June 2025

May 2025 Circulation	Sierra	OverDrive	Total
Atglen	2805	1197	4002
Avon Grove	8358	2028	10386
Chester County/Hankin	92018	48505	140523
Chester Springs	50	3074	3124
Coatesville	4289	1769	6058
Downingtown	13583	3387	16970
Easttown	16341	12285	28626
Honey Brook	8092	884	8976
Kennett	12546	7680	20226
Malvern	6452	1316	7768
Oxford	6631	2276	8907
Parkesburg	4318	1693	6011
Phoenixville	14163	10581	24744
Spring City	2767	442	3209
Tredyffrin/Paoli	21774	8402	30176
West Chester	8358	2341	10699
TOTAL	222545	107861	330406

PERCENTAGE DISTRIBUTION

Legend:
- Atglen
- Avon Grove
- Chester County/Hankin
- Chester Springs
- Coatesville
- Downingtown
- Easttown
- Honey Brook
- Kennett
- Malvern
- Oxford
- Parkesburg
- Phoenixville
- Spring City
- Tredyffrin/Paoli
- West Chester
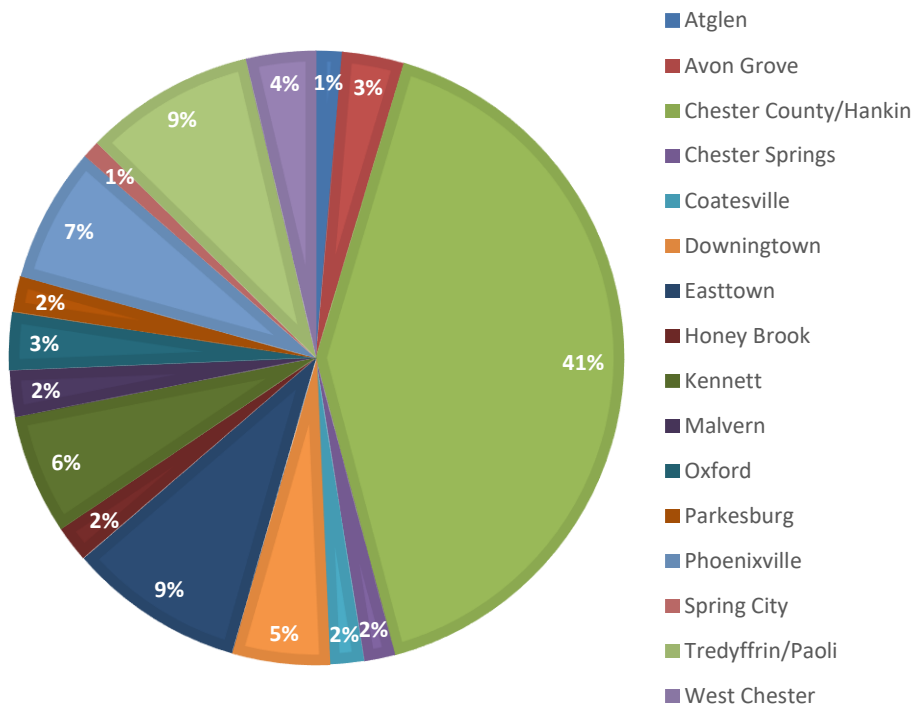
Circulation Comparisons 2025

		January	February	March	April	May	June	July	August	September	October	November	December	Total	
ATGLEN	**2018**	2282	2322	2412	2312	2196	3385	3595	2825	2046	2451	2294	2127	30247	6.88%
	2019	2846	2239	2568	2454	2372	2789	3065	2599	2160	2150	2642	2015	29899	-1.15%
	2020	2560	2548	1487	639	699	1248	2038	1987	1760	1791	1599	1640	19996	-33.12%
	2021	1969	1752	2169	1846	2037	2535	2855	2681	2349	2090	2000	2045	26328	31.67%
	2022	2146	2169	2475	3170	2758	3897	3533	3436	2824	3029	2964	2771	35172	33.59%
	2023	2956	2734	3373	3013	3143	3877	3542	3696	3185	3284	3256	2993	39052	11.03%
	2024	3605	3311	3544	3544	3398	3601	4205	3789	3897	4113	3725	3470	44202	13.19%
	2025	3937	3747	4259	4016	4002									
AVON GROVE	**2018**	9921	10844	11813	10590	10220	13313	16106	14095	11408	11291	10014	8830	138445	2.02%
	2019	11857	11207	11573	11378	11424	13905	17138	14038	11252	11660	10449	9266	145147	4.84%
	2020	11135	10859	6871	3501	3883	5782	10112	11755	11506	11159	9910	10085	106558	-26.59%
	2021	10876	10119	11212	10167	10057	12494	14186	13134	11359	10858	10703	9621	134786	26.49%
	2022	10123	9532	11261	10580	9832	13403	14790	14741	11376	11390	10947	9757	137732	2.19%
	2023	10725	9770	11562	10460	11201	13992	14197	12962	11276	10621	10051	9484	136301	-1.04%
	2024	9797	9856	10103	9433	9975	12481	13072	11967	10576	9954	9821	9530	126565	-7.14%
	2025	9735	9368	10619	9776	10386									
CCL/HANKIN	**2018**	126699	121709	138899	127420	123573	145591	162876	149438	127242	125674	119511	111398	1580030	-1.79%
	2019	131898	124255	135942	126009	123301	145315	161746	146273	126353	127487	119761	114852	1583192	0.20%
	2020	130294	129807	77499	28881	31522	51782	91143	107612	107968	112106	107540	113204	1089310	-31.20%
	2021	118865	109705	125117	112334	111801	130436	140068	138223	116701	116868	112933	106500	1439551	32.15%
	2022	120326	114924	123680	117579	115321	132775	142778	141221	120801	118332	115996	110149	1473882	2.38%
	2023	128197	122260	137431	123958	121095	139703	147838	145163	129222	124028	122071	118588	1559554	5.81%
	2024	138525	133352	143345	133774	129200	142618	156819	146997	129436	125958	124074	124015	1628113	4.40%
	2025	139334	131781	145242	135913	140523									
CHESTER SPRINGS	**2018**	3097	2912	3760	3388	2996	3692	4721	4088	3002	3138	2919	2867	40580	-1.61%
	2019	3628	3444	3634	3328	3121	4089	5216	4611	3753	3839	3723	3232	45618	12.41%
	2020	4369	4371	3094	2337	2550	3294	4988	4790	4350	4178	3948	4000	46269	1.43%
	2021	3609	3465	4256	3630	3854	4291	4774	4792	4047	4086	3918	3841	48563	4.96%
	2022	3636	3914	4200	4233	4009	4499	4811	5115	4105	3989	4061	3647	50219	3.41%
	2023	4546	4318	4871	4144	4297	4941	5293	5574	4645	4706	4543	4327	56205	11.92%
	2024	5106	5245	5152	5030	4833	5316	5868	5683	4988	4964	4817	4605	61607	9.61%
	2025	5305	4064	3103	2797	3124									
COATESVILLE	**2018**	3751	3337	3769	3930	3955	5007	5175	4241	3376	3825	3343	2985	46694	-11.39%
	2019	4038	3982	4098	4473	4281	5350	6520	5004	4434	4848	4141	4222	55391	18.63%
	2020	4939	4219	2131	488	527	1684	3377	3976	4303	5223	4214	3206	38287	-30.88%
	2021	4622	4336	5155	4061	3323	4866	5477	4959	3890	4080	3677	3554	52000	35.82%
	2022	3823	4157	4372	3997	3949	5141	5549	5959	4728	5072	4904	4220	55871	7.44%
	2023	5530	5561	6162	4928	4880	5916	6246	5729	5011	5190	5027	4875	65055	16.44%
	2024	5092	5009	5889	5778	5853	5764	6011	6462	5215	5488	4604	4568	65733	1.04%
	2025	5400	5165	6046	6378	6058									
DOWNINGTOWN	**2018**	12705	12259	14176	13312	13709	17203	18394	17109	14778	14552	13931	11328	173456	-2.67%
	2019	14002	13202	14228	13512	13545	16894	19723	17222	14850	14598	13696	12343	177815	2.51%
	2020	15073	14706	8018	2653	2893	4991	7501	7387	8084	8770	7937	6744	94757	-46.71%
	2021	7402	6298	7548	9201	9936	14625	17044	16716	13476	12663	12961	11701	139571	47.29%
	2022	13042	13025	14590	13041	12890	18506	19396	17778	14257	14555	13429	12715	177224	26.98%
	2023	15944	14813	15550	14395	14715	20797	20430	19311	15391	14730	14648	13175	193899	9.41%
	2024	15565	15427	16270	14570	15092	17997	20354	17258	16236	15624	14715	13625	192733	-0.60%
	2025	16015	14961	16857	15331	16970									
EASTTOWN	**2018**	27973	24084	28349	27487	27068	30526	33781	32462	28684	28684	26673	25587	341358	10.31%
	2019	30566	28729	30529	29221	29231	33377	36995	33153	29586	29798	28005	27419	366609	7.40%
	2020	31521	30967	24061	15699	17160	20736	27497	28951	27952	30489	28141	25249	308423	-15.87%
	2021	25139	22650	25200	27449	28850	33196	36343	35505	31274	28875	29470	29397	353318	14.56%
	2022	30990	28501	30917	29483	30655	33589	35778	35565	30845	30330	30102	29249	376004	6.42%
	2023	30838	28781	31982	29334	29620	33829	33918	34253	29883	28854	28512	27989	367793	-2.18%
	2024	28309	28220	30034	28434	28347	30411	32319	30796	27704	28242	27221	26313	346350	-5.83%
	2025	27629	25570	27912	27501	28626									
HONEY BROOK	**2018**	5416	5298	6292	5851	5389	6327	7555	6122	5504	5967	5720	5420	70861	4.39%
	2019	6051	6068	5853	5821	5518	6650	7552	6507	5270	5969	5802	4884	71945	1.53%
	2020	5559	6278	3395	561	554	1696	4068	4717	4838	4579	3697	3096	43038	-40.18%
	2021	4810	4502	5955	5079	4984	5597	6829	6303	5774	5589	5399	5147	65968	53.28%
	2022	5130	5554	6007	5202	5166	6548	6209	5919	5108	5481	5446	4770	66540	0.87%
	2023	5681	5350	5899	5630	5382	6370	6689	6559	5588	5801	5892	5086	69927	5.09%
	2024	5607	5873	6579	6429	6004	6555	7105	5729	4541	5858	5549	2735	68564	-1.95%
	2025	1689	1875	7697	7997	8976									

		January	February	March	April	May	June	July	August	September	October	November	December	Total	
KENNETT	2018	13977	13147	15378	13999	14772	17625	20430	19251	14658	15465	14189	13277	186168	-2.80%
	2019	13948	12581	14144	13752	13691	16360	20071	16926	13556	14258	13490	12777	175554	-5.70%
	2020	14354	14084	10648	5252	5702	7342	11411	14181	13638	13960	13553	14245	138370	-21.18%
	2021	14992	14298	16792	15184	15477	18035	19121	17574	14429	14519	14061	13276	187758	35.69%
	2022	15185	14528	16139	15223	15107	17966	19784	19807	15628	14960	14917	14494	193738	3.18%
	2023	16881	15216	17328	15289	11563	13558	24160	23804	20003	19355	19081	18823	215061	11.01%
	2024	20201	19246	21202	20069	19395	22682	24212	22684	19302	19262	19067	17866	245188	14.01%
	2025	19705	18308	20724	19805	20226									
MALVERN	2018	6405	6096	6715	6137	6318	8353	10024	9158	6619	7166	6367	6077	85435	-2.78%
	2019	6959	6470	7080	6435	6482	7957	9783	8479	6384	6491	6042	5679	84241	-1.40%
	2020	6449	6412	3699	1230	1343	2339	3847	3699	3754	4137	3793	3563	44265	-47.45%
	2021	4855	4636	5337	4804	4953	7123	8306	7705	6238	6562	6355	6007	72881	64.65%
	2022	6652	6317	7295	6921	6534	7769	8557	8451	6916	7292	6724	6223	85651	17.52%
	2023	7056	7012	7876	6751	7159	8362	8892	8832	7432	6792	6610	6514	89288	4.25%
	2024	4855	5049	6319	6371	6859	7691	8887	8671	7896	7446	7184	7136	84364	-5.51%
	2025	7094	6827	7917	7512	7768									
OXFORD	2018	8922	8768	9747	9779	9012	11180	12117	11964	9870	10368	9255	7781	118763	1.41%
	2019	10087	8920	10355	10203	9516	10613	12359	11274	9283	9813	9103	8228	119754	0.83%
	2020	9446	9737	6129	2253	2450	4104	8388	9343	9057	9615	8511	8942	87975	-26.54%
	2021	8943	8743	10187	8422	8052	10022	11649	11732	9322	9227	8956	8667	113922	29.49%
	2022	9248	9055	9921	9403	8768	11232	12102	12467	9624	9734	9468	8726	119748	5.11%
	2023	9626	9160	9982	9054	8944	11825	12298	11592	9644	9200	9269	8526	119120	-0.52%
	2024	9654	9287	10039	9598	9502	11032	12331	11490	9818	9237	8963	8154	119105	-0.01%
	2025	9052	8505	9081	9265	8907									
PARKESBURG	2018	4365	4671	4750	5011	3994	4958	5472	5044	4194	4946	4731	4022	56158	-2.78%
	2019	4805	4558	4712	4310	3442	4283	5178	4224	3946	4835	4636	4592	53521	-4.70%
	2020	4984	4685	2773	386	341	1520	3465	3762	4051	4486	4349	4464	39266	-26.63%
	2021	3712	3592	4541	3540	3527	4129	4215	3847	3506	3746	3492	3742	45589	26.49%
	2022	3492	3623	3567	3479	3724	4192	4154	4152	3620	3803	3654	3443	44903	-1.50%
	2023	4062	3688	4966	4168	4254	5137	4716	4656	4120	4412	4146	3902	52227	16.31%
	2024	4795	4672	5068	4992	4864	5399	5720	5802	5159	5777	5576	5074	62898	20.43%
	2025	6007	5862	5972	5423	6011									
PHOENIXVILLE	2018	16378	15456	18147	17387	17182	21454	24052	21636	17349	18362	17113	14747	219263	2.77%
	2019	18264	16664	17865	17693	16611	20239	24236	21452	17445	17899	16604	15078	220050	0.36%
	2020	17764	16994	10396	4091	4473	6806	10460	10489	10356	10627	9706	9926	122088	-44.52%
	2021	11449	10373	11464	9850	10516	15431	18997	18858	15931	15888	15691	15045	169493	38.83%
	2022	16988	16708	18590	17403	16642	20050	22194	21770	18064	18045	17723	16610	220787	30.26%
	2023	19867	18307	20911	19153	19304	23038	23956	23975	20696	19617	19255	18806	246885	11.82%
	2024	21928	21195	22729	20970	20273	23982	26690	24273	20673	21716	21114	20076	265619	7.59%
	2025	23873	22334	24730	23232	24744									
SPRING CITY	2018	2772	2887	3401	2923	3007	4212	4618	4166	3163	3102	2704	2318	39273	-3.99%
	2019	2948	2858	3144	2892	3184	3971	4980	3791	2666	2734	2551	2171	37890	-3.52%
	2020	2908	2946	1715	471	518	1011	2123	2627	2299	2235	2181	1636	22670	-40.17%
	2021	1571	1347	1478	1627	1914	2374	2685	3191	2626	2160	2251	2048	25272	11.48%
	2022	2096	2174	2885	2558	2443	3205	3635	3562	2864	2680	2730	2584	33416	32.23%
	2023	2782	2582	3054	2848	3074	3919	3904	3721	3110	2943	2762	2580	37279	11.56%
	2024	3152	2968	3162	3150	2952	3573	3955	3670	2659	2897	2636	2625	37399	0.32%
	2025	2864	2931	3111	3068	3209									
TREDYFFRIN/PAOLI	2018	30450	29542	33492	30027	29914	34180	37196	34597	30110	30224	29301	27796	376829	1.53%
	2019	32444	30670	33220	31319	29629	32899	36563	35057	31093	31583	29979	29330	383786	1.85%
	2020	32884	33602	20374	8202	8923	13557	22464	25710	25925	25290	22762	19922	259615	-32.35%
	2021	20659	18421	24680	24230	24718	29178	32707	31704	24807	26929	26285	26682	311000	19.79%
	2022	28040	27215	29181	28411	27226	30653	33428	33568	27421	27976	27783	27674	348576	12.08%
	2023	29657	28481	31813	28150	28181	31593	33983	33308	27822	28048	27995	27771	356802	2.65%
	2024	29948	29070	31479	28936	27825	30893	34214	32566	28332	27431	26658	27432	354784	-0.57%
	2025	28702	26487	30430	28536	30176									
WEST CHESTER	2018	12105	11439	13480	12807	12309	14938	17168	15807	12913	13138	12141	10995	159240	-1.21%
	2019	12868	11891	13036	12488	11819	14638	16878	15584	12550	13173	12712	11355	158992	-0.16%
	2020	11457	12587	7371	3021	3348	5536	11246	11762	11375	11832	9848	8277	107660	-32.29%
	2021	8743	8694	10721	10200	10402	13546	14644	13624	11691	11097	11185	10304	134851	25.26%
	2022	11054	11201	12021	11219	10556	14304	15203	15586	11548	11730	11139	10785	146346	8.52%
	2023	11950	11674	13051	11292	11144	14854	15114	14090	11941	10889	10453	9853	146305	-0.03%
	2024	11390	11028	11786	11015	11103	13418	15001	13256	11026	11185	10243	9696	140147	-4.21%
	2025	11061	9632	11377	10610	106999									

		January	February	March	April	May	June	July	August	September	October	November	December	Total	
System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209	
	2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715	-0.60%
	2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963	-0.76%
	2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236	-1.34%
	2013	322760	310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974	-1.55%
	2014	303205	282462	330326	299557	296856	347702	411539	361843	317450	294446	285698	274294	3805378	-3.98%
	2015	309020	291129	317277	289670	278038	361649	394319	361008	303319	299507	287243	271629	3763808	-1.09%
	2016	297683	299386	311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907	-1.51%
	2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155	-1.18%
	2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3662750	-0.01%
	2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3709404	1.27%
	2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547	-30.76%
	2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851	29.29%
	2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3565809	7.38%
	2023	306298	289707	325811	292567	287956	341711	365176	357225	308969	298470	293571	283292	3750753	5.19%
	2024	317529	308808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3843367	2.47%
	2025	317404	297415	335076	317161	330406								1597462	

		January	February	March	April	May	June	July	August	September	October	November	December	Total
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%
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%
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%
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%
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%
2015 to 2014	2015<2014	1.92%	3.07%	-3.95%	-3.30%	-6.34%	4.01%	-4.18%	-0.23%	-4.45%	1.72%	0.54%	-0.97%	-1.09%
2016 to 2015	2016<2015	-3.67%	2.84%	-1.68%	2.02%	4.32%	-0.99%	-4.71%	-0.53%	-3.39%	-3.83%	-3.11%	-4.27%	-1.51%
2017 to 2016	2017<2016	-0.96%	-7.78%	3.26%	-1.53%	0.84%	-3.65%	-0.54%	-2.00%	-0.80%	2.25%	0.98%	-3.96%	-1.18%
2018 to 2017	2018<2017	-2.58%	-0.48%	-2.34%	0.46%	-2.36%	-0.88%	2.55%	0.00%	1.45%	1.30%	-0.30%	3.13%	-0.01%
2019 to 2018	2019<2018	6.96%	4.72%	-0.83%	1.01%	0.56%	-0.76%	1.23%	-0.17%	-0.12%	0.93%	1.10%	3.83%	1.27%
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%
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%
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%
2023 to 2022	2023/2022	8.63%	6.27%	9.7%	3.78%	4.49%	4.27%	3.77%	2.62%	6.64%	3.49%	4.11%	5.78%	5.19%
2024 to 2023	2024/2023	3.67%	6.59%	2.11%	6.67%	6.08%	0.50%	3.08%	-1.75%	-0.49%	2.19%	0.81%	1.26%	2.41%
2025 to 2024	2024/2025	-0.04%	-3.83%	0.71%	1.60%	7.55%								

	January	February	March	April	May	June	July	August	September	October	November	December	Total	
YTD2023	306298	289707	325811	292567	287956	341711	365176	357225	308969	298470	293571	283292	3750753	YTD 3.96%
YTD2024	317529	308808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3843367	2.41%
YTD2025	317404	297415	335076	317161	330406								1597462	

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3664768
2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3711423
2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2570567
2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3322872
2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3567831
2023	306298	289707	325811	292567	287956	341711	365176	358225	308969	298470	293571	283292	3753776
2024	317529	309808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3846391
2025	317404	297415	335076	317161	330406								

Circulation 2018 - 2025

	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
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2024	317529	309808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920
2025	317404	297415	335076	317161	330406							

May 2025 Computer Usage (Sessions)	Envisionware	Wireless	Total
Atglen	43		43
Avon Grove	233		233
Chester County	1496		1496
Chester Springs	0		0
Coatesville	313		313
Downingtown	271		271
Easttown	521		521
Hankin	277		277
Honey Brook	110		110
Kennett	237		237
Malvern	122		122
Oxford	232		232
Paoli	155		155
Parkesburg	145		145
Phoenixville	498		498
Spring City	139		139
Tredyffrin	296		296
West Chester	220		220
TOTAL	5308	0	5308

Kanopy Statistics
May 2025

Analytics > Summary

2025-05-01 to 2025-05-31 **Apply**

7,089	**9,784**	**2,102**	**55,487**	**1.38**	**0.30**
VISITS ⓘ	PAGES ⓘ	PLAYS	MINUTES ⓘ	PAGES/VISIT	PLAYS/VISIT

Please visit our help page for any questions regarding your analytics.

Daily Activity
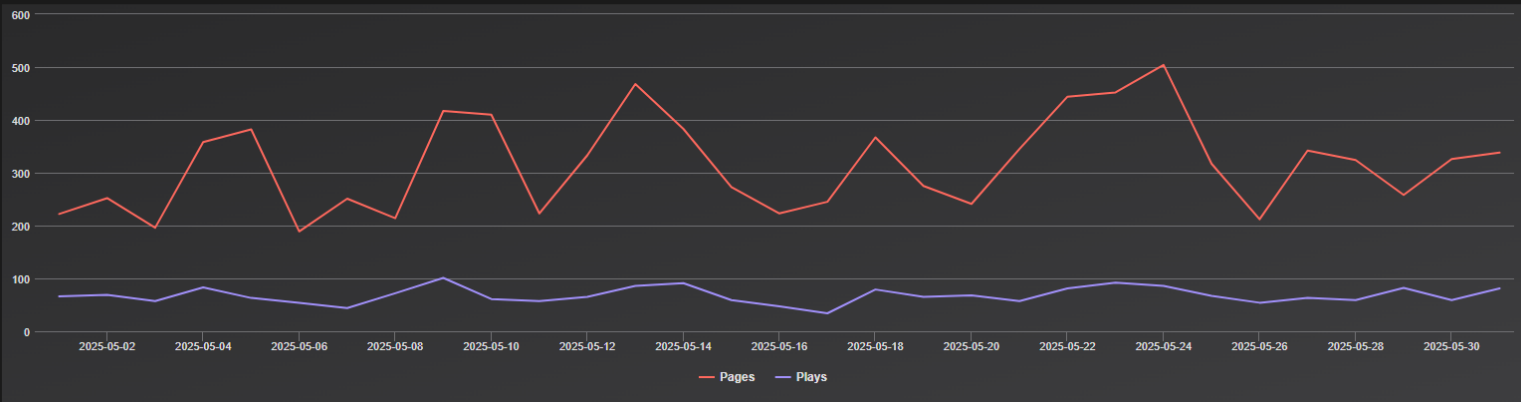
Minutes Viewed
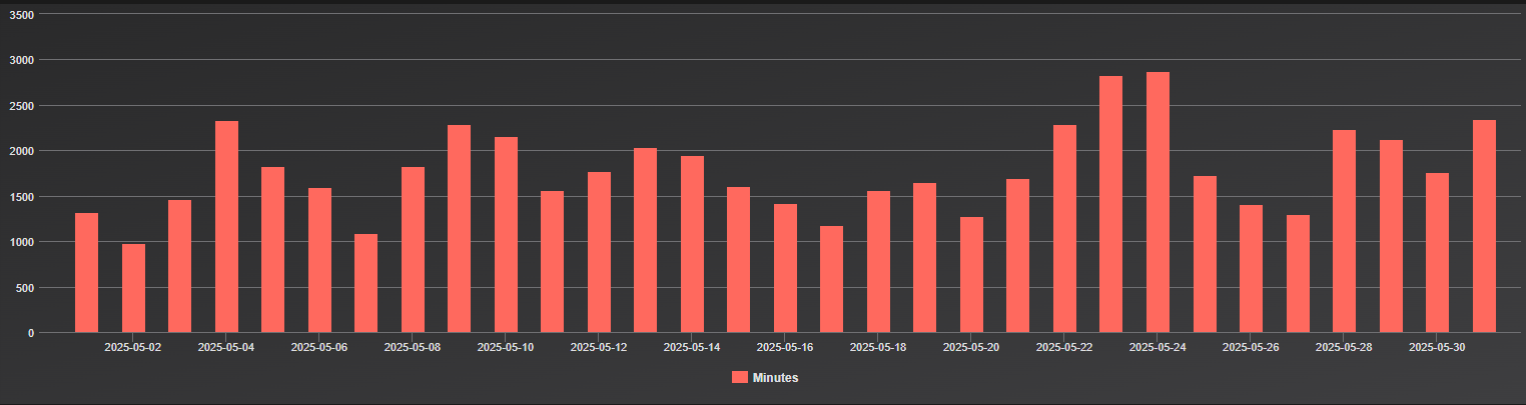
Total Users in May: 311

Top 10 Videos

Rank	Kanopy ID	Video Title	Supplier	Pages	Plays	Mins
1	14085838	Sherwood	BBC Studios	179	79	3063.77
2	13677047	Father Brown: S1	BBC Studios	92	53	1104.83
3	14085914	The Buccaneers	BBC Studios	65	42	1191.13
4	14961071	Six Four	BBC Studios	108	39	1039.48
5	15943865	Doodle Girl	Monster Entertainment	62	36	183.63
6	16040714	Interstellar Ella: S1	Aardman Animations	40	30	232.48
7	14921992	Curiosa	Film Movement	121	28	688.65
8	12318442	The Prisoner	Shout Studios	73	25	288.40
9	15666098	Death on the Nile	Shout Studios	68	25	1166.35
10	15139467	The Hitchhiker's Guide to the Galaxy	BBC Studios	56	24	433.85

Plays by Device
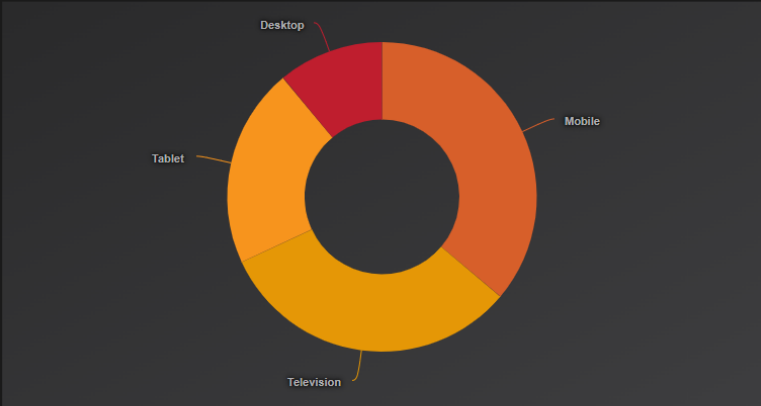
Subscription Package stats

COLOR OUR WORLD
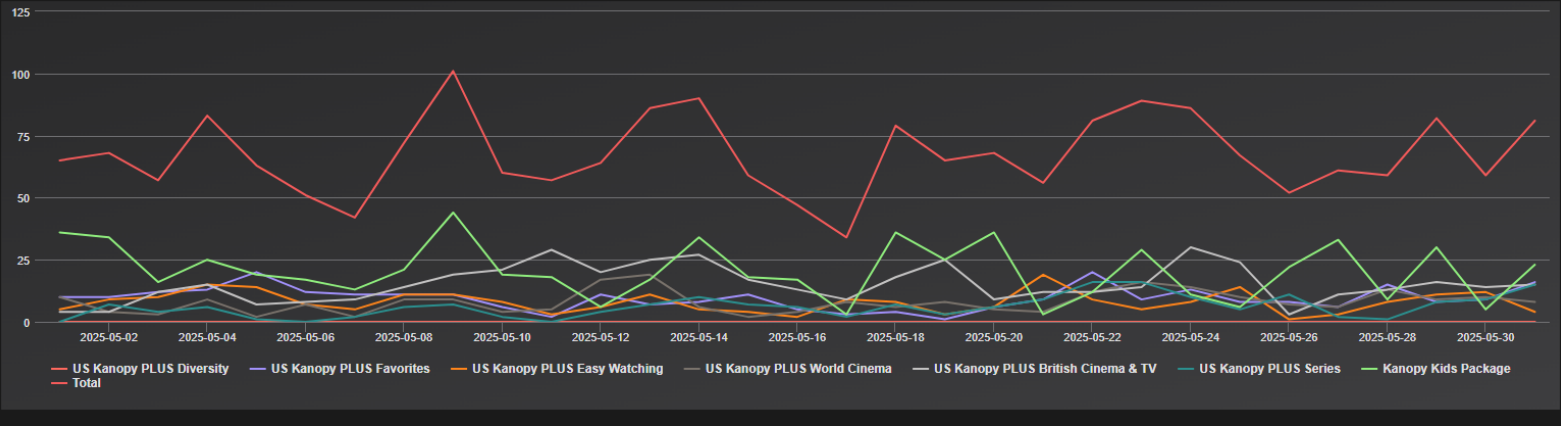
June 9 to July 4
Summer Events
At Phoenixville Public Library

*Registration required for events marked with an Asterix.
*Walk-ins will be accommodated as space allows.

Monday	Tuesday	Wednesday	Thursday	Friday
June 9 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families* Scratch 1: A Beginners Guide to Programming* 2-4 PM *Going into grades 2-3*	**June 10** Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* 4-5 PM *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	**June 11** Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years* Intro to Robotics with 1640* 2-3:30 PM *Ages 6-12 years*	**June 12** Block Party Play Date 10-11:30 AM *Ages 3 years & up* LEGO Club 1:30-2:30 PM *Ages 5 years & up*	**June 13** Make & Take Craft 10 AM–1 PM OR while supplies last *Ages 3 years & up*
June 16 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families* STEM Spark: Mad Matter* 4-4:45 PM *Going into grades 2-5*	**June 17** Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* 4-5 PM *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	**June 18** Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years* Scratch 2: Beyond Basics* 2-4 PM *Going into grades 4-6*	**June 19** ## Library CLOSED	**June 20** Take & Make Craft Kit 10 AM–4:30 PM OR while supplies last *Ages 3 years & up*
June 23 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families* Writing Workshop (Part 1 of 4)* 3-4 PM *Ages 9-12 years*	**June 24** Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* 4-5 PM *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	**June 25** Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years* Lego World Meets the 'Shot Heard 'Round the World'* 3-4:30 PM *Going into grades 2-8*	**June 26** Block Party Play Date 10-11:30 AM *Ages 3 years & up* LEGO Club 1:30-2:30 PM *Ages 5 years & up*	**June 27** Make & Take Craft 10 AM–1 PM OR while supplies last *Ages 3 years & up*
June 30 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families* Writing Workshop (Part 2 of 4)* 3-4 PM *Ages 9-12 years*	**July 1** Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* **3:30-5:00 PM** *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	**July 2** Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years* Intro to Java Coding* 2-4 PM *Going into grades 5-8*	**July 3** Block Party Play Date 10-11:30 AM *Ages 3 years & up* LEGO Club 1:30-2:30 PM *Ages 5 years & up*	**July 4** ## Library CLOSED

Join our Summer Reading Challenge!
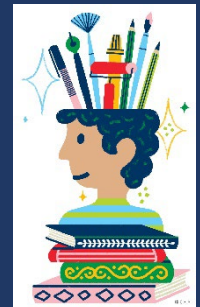
Stop by the Youth Services Desk to sign up!

*Register for special events online at: phoenixvillelibrary.org
OR
scan the QR code

Events are subject to change. Check online calendar for latest.

Thrilling Thursday is at the Phoenixville Recreation Center 501 Franklin Ave Phoenixville, PA

Questions?
Contact Youth Services
☎ 610-933-3013 x124
✉ tconnercole@ccls.org
183 Second Ave
Phoenixville, PA

Phoenixville Public Library is a member of the Chester County Library System

Version: 5/6/2025

July 7 to August 8 Events
At Phoenixville Public Library

Registration required for events with an Asterix. Walk-ins will be accommodated as space allows.

Monday	Tuesday	Wednesday	Thursday	Friday
July 7 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families* Writing Workshop (Part 3 of 4)* 3-4 PM *Ages 9-12 years*	July 8 Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* 4-5 PM *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	July 9 Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years*	July 10 Thrilling Thursday: Big Idea Committee* 10:30-11:30 AM *All Ages & Families* LEGO Club 1:30-2:30 PM *Ages 5 years & up*	July 11 Make & Take Craft 10 AM–1 PM OR while supplies last *Ages 6 years & up*
July 14 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families* Writing Workshop (Part 4 of 4)* 3-4 PM *Ages 9-12 years*	July 15 Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* 4-5 PM *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	July 16 Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years* CuriosityQuest* 2-2:45 PM *Ages 8-11 years*	July 17 Thrilling Thursday: PA Wildlife with IREEC* 10:30-11:30 AM *Ages 6 years-up & Families* Lego Club 1:30-2:30 PM *Ages 5 years & up*	July 18 Make & Take Craft 10 AM–1 PM OR while supplies last *Ages 3 years & up*
July 21 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families*	July 22 Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* 4-5 PM *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	July 23 Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years* CuriosityQuest* 2-2:45 PM *Ages 8-11 years*	July 24 Thrilling Thursday: Magician Ed Schmidt* 10:30-11:30 AM *All Ages & Families* Lego Club 1:30-2:30 PM *Ages 5 years & up*	July 25 Make & Take Craft 10 AM–1 PM OR while supplies last *Ages 3 years & up*
July 28 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families*	July 29 Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* 4-5 PM *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	July 30 Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years*	July 31 Thrilling Thursday: Puppets Pizzazz* **10 AM-11 AM** *All ages & Families* LEGO Club 1:30-2:30 PM *Ages 5 years & up*	August 1 Make & Take Craft 10 AM–1 PM OR while supplies last *Ages 3 years & up*
August 4 1-2-3 Learn With Me 10-10:45 AM *Ages 18-36 months* Fun For All Story Time 11:15 AM-12 PM *All Ages & Families* Scratch 3* 2-4 PM *Going into Grades 4-8*	August 5 Toddler Time 10:15-11 AM *Ages 18-36 months* Babies & Books 11:15 AM-12 PM *Ages 0-18 months* Tween/Teen Afternoon* 4-5 PM *Ages 11-17 years* Family Movie Night 5:30 PM *All Ages*	August 6 Toddler Time 10:15-11 AM *Ages 18-36 months* Sing-Along Story Time* 11:15 AM-12 PM *Ages 3-5 years* Character Design Workshop (Part 1 of 2)* 2-4 PM *Ages 11-17 years*	August 7 Block Party Play Date 10-11:30 AM *Ages 3 years & up* Character Design Workshop (Part 2 of 2)* 2-4 PM *Ages 11-17 years*	August 8 Make & Take Craft 10 AM–1 PM OR while supplies last *Ages 3 years & up*

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✉ tconnercole@ccls.org
183 Second Ave
Phoenixville, PA

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Version: 5/6//2025

Balance Sheet Comparison

Phoenixville Public Library
As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JUNE 30, 2025	AS OF JUNE 30, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
100 Phoenixville Federal Savings #1	0	0
100.1 Operating Checking (040016792)	85,274.90	169,945.46
100.2 Operating Money Market (45001815)	67,166.52	406,697.25
100.3 Operating Credit Card Receipts (110030095)	21,038.41	36,356.14
100.5 Certificate of Deposit (61513)	22,437.59	21,763.22
100.6 Certificate of Deposit (61514)	22,942.49	22,252.96
100.7 Certificate of Deposit (59971)	35,927.32	34,678.34
100.8 Certificate of Deposit (61515) - CLOSED		
100.9 Customers Bank - MM (5987) Restricted - CLOSED		
Total for 100 Phoenixville Federal Savings #1	**$254,787.23**	**$691,693.37**
101 StoneCastle/Cantor	0	0
101.1 StoneCastle/Cantor - Harrop Capital Funds (Restricted)	193,318.72	254,395.74
101.2 StoneCastle/Cantor - Operating (Unrestricted)	407,766.62	
Total for 101 StoneCastle/Cantor	**$601,085.34**	**$254,395.74**
105 Petty Cash	$409.79	$338.60
105.6 Paypal	-40.00	-40.00
Total for 105 Petty Cash	**$369.79**	**$298.60**
106 Circulation Cash	399.20	500.00
Total for Bank Accounts	**$856,641.56**	**$946,887.71**
Accounts Receivable		
Other Current Assets		
125 Supplies		
130 Prepaid Expenses	453.00	453.00
140 Accounts Receivable - Other		
Total for Other Current Assets	**$453.00**	**$453.00**
Total for Current Assets	**$857,094.56**	**$947,340.71**

Balance Sheet Comparison

Phoenixville Public Library
As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JUNE 30, 2025	AS OF JUNE 30, 2024 (PY)
Fixed Assets		
150 General Fixed Assets	0	0
150.1 Leasehold Improvements	0	0
150.1.1 1999/2000 Addition	0.02	0.02
150.1.2 General	0.06	0.06
Total for 150.1 Leasehold Improvements	**$0.08**	**$0.08**
150.2 2012/2013 Renovation		
150.6 Computer Equipment	4,515.95	-0.12
150.8 Furniture & Fixtures	2,487.78	0.28
Total for 150 General Fixed Assets	**$7,003.81**	**$0.24**
Total for Fixed Assets	**$7,003.81**	**$0.24**
Other Assets		
Total for Assets	**$864,098.37**	**$947,340.95**
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
201 Accounts Payable	135,630.51	82,881.57
220 Credit Card Payables	907.03	907.03
Total for Accounts Payable	**$136,537.54**	**$83,788.60**
Credit Cards		
Other Current Liabilities		
221 Accounts Payable - Other	0.01	0.01
230 Employee Costs Payable	0	0
230.1 Salaries Payable	14,145.90	14,145.90
230.5 Accrued Vacation	12,566.33	12,566.33
230.9 Reimbursements by PPL		
Total for 230 Employee Costs Payable	**$26,712.23**	**$26,712.23**
250 Deferred Income		
Total for Other Current Liabilities	**$26,712.24**	**$26,712.24**
Total for Current Liabilities	**$163,249.78**	**$110,500.84**
Long-term Liabilities		
280 Line of Credit (3 year)		
Total for Long-term Liabilities	**0**	**0**
Total for Liabilities	**$163,249.78**	**$110,500.84**

Balance Sheet Comparison

Phoenixville Public Library
As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JUNE 30, 2025	AS OF JUNE 30, 2024 (PY)
Equity		
319 Net Assets	836,839.87	1,234,500.90
Net Income	-135,991.52	-397,661.03
300 Opening Bal Equity		
310 Contributed Capital	0.24	0.24
Total for Equity	**$700,848.59**	**$836,840.11**
Total for Liabilities and Equity	**$864,098.37**	**$947,340.95**

Phoenixville Public Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
400 Appropriations				
400.1 Appropriation - P.A.S.D.	607,257.00	607,257.00	0.00	100.00 %
400.2 Appropriation - County	101,526.79	100,712.00	814.79	100.81 %
400.3 Appropriation - State	116,842.95	110,221.00	6,621.95	106.01 %
400.4 Appropriation - Charlestown Tws	6,001.00	5,500.00	501.00	109.11 %
400.5 Appropriation - Schuylkill Twp	8,600.00	8,600.00	0.00	100.00 %
400.6 Appropriation - East Pikeland	8,260.00	8,260.00	0.00	100.00 %
400.7 Appropriation - Phoenixville Borough	19,600.00	19,000.00	600.00	103.16 %
Total 400 Appropriations	**868,087.74**	**859,550.00**	**8,537.74**	**100.99 %**
412 Development Income				
412.1 Grants	20,000.00	25,000.00	-5,000.00	80.00 %
412.1.2 Grants - Restricted	4,791.99		4,791.99	
412.1.3 Chester County ARPA Grant	8,000.00	7,500.00	500.00	106.67 %
Total 412.1 Grants	**32,791.99**	**32,500.00**	**291.99**	**100.90 %**
412.2 Projects/Events	6,690.77	45,000.00	-38,309.23	14.87 %
412.2.1 WWW - Restricted	22,481.22		22,481.22	
Total 412.2 Projects/Events	**29,171.99**	**45,000.00**	**-15,828.01**	**64.83 %**
412.6 Individual Giving				
412.6.1 Unsolicited	3,466.31		3,466.31	
412.6.3 Target Donors (deleted)	33,591.02	50,000.00	-16,408.98	67.18 %
412.6.3 Target Donors/Annual Appeal	8,973.78		8,973.78	
412.6.4 Restricted - General		3,000.00	-3,000.00	
412.6.5 Restricted - Children	169.00	3,000.00	-2,831.00	5.63 %
Total 412.6 Individual Giving	**46,200.11**	**56,000.00**	**-9,799.89**	**82.50 %**
412.7 Corporate Engagement		10,000.00	-10,000.00	
412.7.1 Third Party Fundraising	12,260.98		12,260.98	
Total 412.7 Corporate Engagement	**12,260.98**	**10,000.00**	**2,260.98**	**122.61 %**
Total 412 Development Income	**120,425.07**	**143,500.00**	**-23,074.93**	**83.92 %**
420 Operations Income				
420.1 Fines	21,460.04	18,000.00	3,460.04	119.22 %
420.10 Notary Services	814.00	500.00	314.00	162.80 %
420.2 Passport Applications	184,843.00	195,000.00	-10,157.00	94.79 %
420.3 Interest	24,258.15	3,000.00	21,258.15	808.61 %
420.4 Items Sold		2,800.00	-2,800.00	
420.4.1 Library Income	2,420.17		2,420.17	
420.4.2 PA Sales Tax	-4.95		-4.95	
Total 420.4 Items Sold	**2,415.22**	**2,800.00**	**-384.78**	**86.26 %**
420.5 Lost Books	2,121.15	3,000.00	-878.85	70.71 %
420.6 Other (Copier, etc.)	15.27	3,500.00	-3,484.73	0.44 %
420.6.1 Library Income	5,435.60		5,435.60	
420.6.2 PA Sales Tax	-6.21		-6.21	

Phoenixville Public Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 420.6 Other (Copier, etc.)	5,444.66	3,500.00	1,944.66	155.56 %
420.7 Rentals/Community Room	1,037.50		1,037.50	
420.8 Rentals/Collection		750.00	-750.00	
420.8.1 Library Income	1,231.40		1,231.40	
420.8.2 PA Sales Tax	-18.98		-18.98	
Total 420.8 Rentals/Collection	1,212.42	750.00	462.42	161.66 %
420.9 Hot Spots		3,000.00	-3,000.00	
420.9.1 Library Income	2,048.26		2,048.26	
420.9.2 PA Sales Tax	-46.89		-46.89	
Total 420.9 Hot Spots	2,001.37	3,000.00	-998.63	66.71 %
Total 420 Operations Income	245,607.51	229,550.00	16,057.51	107.00 %
Total Income	$1,234,120.32	$1,232,600.00	$1,520.32	100.12 %
GROSS PROFIT	$1,234,120.32	$1,232,600.00	$1,520.32	100.12 %
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	31,911.27	32,255.00	-343.73	98.93 %
500.1.2 E-Materials	38,679.82	32,000.00	6,679.82	120.87 %
500.1.3 Print Materials County Funded	101.97		101.97	
500.1.6 ARPA Adult e-materials	9,515.26		9,515.26	
500.1.7 Flipster		4,000.00	-4,000.00	
Total 500.1 Books	80,208.32	68,255.00	11,953.32	117.51 %
500.1.11 Library of Things	855.31		855.31	
500.1.8 ERB - Program Costs	400.00		400.00	
500.13 Professional Develop. Material		800.00	-800.00	
500.14 Museum Passes	5,998.00	5,500.00	498.00	109.05 %
500.15 Mobile Hotspots	4,899.21	4,500.00	399.21	108.87 %
500.2 Magazines & Newspapers	7,325.32	6,000.00	1,325.32	122.09 %
500.3 Audios	3,731.10	5,000.00	-1,268.90	74.62 %
500.4 Videos	3,811.46	4,000.00	-188.54	95.29 %
500.5 Software	313.41	600.00	-286.59	52.24 %
500.6 Reference	306.70	0.00	306.70	
500.7 Programs - Adult	5,069.78	5,000.00	69.78	101.40 %
500.8 Program Supplies - Adult	1,515.81	1,500.00	15.81	101.05 %
Total 500 Adult Library	114,434.42	101,155.00	13,279.42	113.13 %
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	24,574.38	25,000.00	-425.62	98.30 %
510.1.2 E-Materials	20,720.02	18,000.00	2,720.02	115.11 %
510.1.3 ARPA Children e-materials	5,807.53		5,807.53	
Total 510.1 Books	51,101.93	43,000.00	8,101.93	118.84 %
510.13 Young Adult - All	2,829.96	4,000.00	-1,170.04	70.75 %

Phoenixville Public Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
510.14 Programs - Young Adults	523.98	1,000.00	-476.02	52.40 %
510.15 Program Supplies - Young Adult	405.99	500.00	-94.01	81.20 %
510.2 Magazines	684.17	700.00	-15.83	97.74 %
510.3 Audios	2,196.49	4,000.00	-1,803.51	54.91 %
510.4 Videos	2,967.94	3,000.00	-32.06	98.93 %
510.5 Software	795.49	3,000.00	-2,204.51	26.52 %
510.7 Programs - Children	4,994.96	6,436.00	-1,441.04	77.61 %
510.8 Program Supplies - Children	2,244.48	2,500.00	-255.52	89.78 %
Total 510 Youth Library	**68,745.39**	**68,136.00**	**609.39**	**100.89 %**
520 Development Expense	59.70		59.70	
520.1 Annual Appeal	5,132.11	5,000.00	132.11	102.64 %
520.3 Special Events	24,909.37	20,000.00	4,909.37	124.55 %
520.5 Marketing	521.52	500.00	21.52	104.30 %
520.8 Donor Management	4,145.40	3,988.00	157.40	103.95 %
Total 520 Development Expense	**34,768.10**	**29,488.00**	**5,280.10**	**117.91 %**
530 Administration				
530.1 General				
530.1.1 Audit/Form 990	7,000.00	8,300.00	-1,300.00	84.34 %
530.1.2 Library Board Expenses	3,953.29	2,000.00	1,953.29	197.66 %
530.1.3 Staff Development/Memberships	4,516.36	4,858.00	-341.64	92.97 %
530.1.4 Insurance	2,616.00	1,500.00	1,116.00	174.40 %
530.1.5 Advertising		500.00	-500.00	
530.1.7 Credit Card Fees	12,004.41	6,000.00	6,004.41	200.07 %
530.1.8 Marketing and Website	4,358.60	3,000.00	1,358.60	145.29 %
530.1.9 Miscellaneous	-40.00		-40.00	
Total 530.1 General	**34,408.66**	**26,158.00**	**8,250.66**	**131.54 %**
540 Utilities				
540.1 Electricity	20,640.00	20,000.00	640.00	103.20 %
540.2 Gas	4,473.54	4,500.00	-26.46	99.41 %
540.3 Telephone	6,322.87	4,500.00	1,822.87	140.51 %
540.4 Trash Collection	458.00	540.00	-82.00	84.81 %
540.5 Water & Sewer	1,103.44	1,800.00	-696.56	61.30 %
Total 540 Utilities	**32,997.85**	**31,340.00**	**1,657.85**	**105.29 %**
550 Computer Expense				
550.2 Hardware	1,318.69	1,000.00	318.69	131.87 %
550.4 Software	315.00	1,000.00	-685.00	31.50 %
550.5 Software Maintenance	3,995.65	3,500.00	495.65	114.16 %
550.6 Supplies		3,000.00	-3,000.00	
Total 550 Computer Expense	**5,629.34**	**8,500.00**	**-2,870.66**	**66.23 %**
560 Other Supplies and Expense				
560.1 Collection Maintenance	3,153.49	3,000.00	153.49	105.12 %
560.2 Library	7,591.62	4,000.00	3,591.62	189.79 %

Phoenixville Public Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
560.3 Office	2,523.43	4,000.00	-1,476.57	63.09 %
560.4 Postage	11,818.55	8,500.00	3,318.55	139.04 %
560.6 Passport Supplies	2,852.36	2,000.00	852.36	142.62 %
Total 560 Other Supplies and Expense	**27,939.45**	**21,500.00**	**6,439.45**	**129.95 %**
570 Equipment Leasing/Rental	5,935.10	6,000.00	-64.90	98.92 %
580 Buildings & Grounds				
580.1 Maintenance				
580.1.1 Buildings	835.00		835.00	
580.1.2 Grounds	1,227.50	500.00	727.50	245.50 %
Total 580.1 Maintenance	**2,062.50**	**500.00**	**1,562.50**	**412.50 %**
580.5 Janitorial Expense				
580.5.1 Service	30,487.50	25,000.00	5,487.50	121.95 %
580.5.2 Supplies	1,616.68	4,000.00	-2,383.32	40.42 %
Total 580.5 Janitorial Expense	**32,104.18**	**29,000.00**	**3,104.18**	**110.70 %**
580.7 Minor Improvements and Repairs	39.19	500.00	-460.81	7.84 %
Total 580 Buildings & Grounds	**34,205.87**	**30,000.00**	**4,205.87**	**114.02 %**
Total 530 Administration	**141,116.27**	**123,498.00**	**17,618.27**	**114.27 %**
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	485,973.89	455,528.00	30,445.89	106.68 %
610.1.2 Part-Time	187,821.52	154,803.00	33,018.52	121.33 %
610.1.3 Passport Agents	32,656.50	34,039.00	-1,382.50	95.94 %
Total 610.1 Salaries	**706,451.91**	**644,370.00**	**62,081.91**	**109.63 %**
610.2 Social Security Expense	25,770.83	24,647.00	1,123.83	104.56 %
610.3 Employee Benefit Expense	81,374.12	131,703.00	-50,328.88	61.79 %
610.3.2 H.S.A. Contribution	7,000.00	9,000.00	-2,000.00	77.78 %
Total 610.3 Employee Benefit Expense	**88,374.12**	**140,703.00**	**-52,328.88**	**62.81 %**
610.4 Retirement Expense	118,163.09	100,553.00	17,610.09	117.51 %
Total 610 Salaries & Benefits	**938,759.95**	**910,273.00**	**28,486.95**	**103.13 %**
Uncategorized Expense	30.00		30.00	
Total Expenses	**$1,297,854.13**	**$1,232,550.00**	**$65,304.13**	**105.30 %**
NET OPERATING INCOME	**$ -63,733.81**	**$50.00**	**$ -63,783.81**	**-127,467.62 %**
Other Expenses				
750 Non-Operating Expense	30.00		30.00	
750.1 Furniture, etc.	63,126.91		63,126.91	
750.8 Other	9,100.80		9,100.80	
Total 750 Non-Operating Expense	**72,257.71**		**72,257.71**	
Total Other Expenses	**$72,257.71**	**$0.00**	**$72,257.71**	**0.00%**
NET OTHER INCOME	**$ -72,257.71**	**$0.00**	**$ -72,257.71**	**0.00%**
NET INCOME	**$ -135,991.52**	**$50.00**	**$ -136,041.52**	**-271,983.04 %**

Library Board Meetings 2025-2026

(All board meetings will be held via zoom at 5pm unless otherwise stated)

July 7, 2025

August 2025-no meeting

September 8, 2025

October 6, 2025

November 3, 2025

December 8, 2025 (in person)

January 5, 2026

February 2, 2026

March 2, 2026

April 6, 2026

May 4, 2026

June 8, 2026 (in person)

July 6, 2026

Accounts	2024-2025	2025-2026
Income		
400 Appropriations		
400.1 Appropriation - P.A.S.D.	$607,257.00	$607,257.00
400.2 Appropriation - County	$100,712.00	$102,341.00
400.3 Appropriation - State	$110,221.00	$116,843.00
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 Borouٍ	$19,000.00	$19,000.00
	$859,550.00	**$867,801.00**
412 Development Income		
412.1 Grants	$25,000.00	$25,000.00
412.2 Projects/Events	$45,000.00	$45,000.00
412.6 Individual Giving		
412.6.3 Target Donors	$50,000.00	$50,000.00
412.6.4 Restricted - General	$3,000.00	$3,000.00
412.6.5 Restricted - Children	$3,000.00	$3,000.00
412.7 Corporate Engagement	$10,000.00	$10,000.00
412.8 Planned Giving		
412.8.1 Restricted - Capital		
412.8.2 Restricted - Endowment		
412.8.3 Unrestricted - Endowment		$30,000.00
	$136,000.00	**$166,000.00**
420 Operations Income		
420.1 Fines	$18,000.00	$22,500.00
420.10 Notary Services	$500.00	$800.00
420.2 Passport Applications	$195,000.00	$195,000.00
420.3 Interest	$3,000.00	$7,000.00
420.4 Items Sold	$2,800.00	$2,800.00
420.5 Lost Books	$3,000.00	$3,000.00
420.6 Other (Copier, etc.)	$3,500.00	$5,000.00
420.8 Rentals/Collection	$750.00	$900.00
420.9 Hot Spots	$3,000.00	$3,000.00
	$229,550.00	**$240,000.00**
Total Income	**$1,225,100.00**	**$1,273,801.00**
Expense		
500 Adult Library		
500.1 Books		
500.1.1 Physical Books	$32,255.00	$37,000.00
500.1.2 E-Materials	$32,000.00	$18,205.00

500.1.3 Overdrive Holds Manager		$27,958.00
500.1.7 Flipster	$4,000.00	$0.00
500.1.11 Library of Things		$2,750.00
500.13 Professional Develop. Material	$800.00	$800.00
500.14 Museum Passes	$5,500.00	$5,500.00
500.15 Mobile Hotspots	$4,500.00	$4,500.00
500.2 Magazines & Newspapers	$6,000.00	$6,000.00
500.3 Audios	$5,000.00	$5,000.00
500.4 Videos	$4,000.00	$4,000.00
500.5 Software	$600.00	$600.00
500.6 Reference	$0.00	$0.00
500.7 Programs - Adult	$5,000.00	$5,000.00
500.8 Program Supplies - Adult	$1,500.00	$1,500.00
	$101,155.00	**$118,813.00**
510 Youth Library		
510.1 Books		
510.1.1 Physical Books	$25,000.00	$20,000.00
510.1.2 E-Materials	$18,000.00	$9,753.00
510.13 Young Adult - All	$4,000.00	$4,000.00
510.14 Programs - Young Adults	$1,000.00	$750.00
510.15 Program Supplies - Young Adult	$500.00	$500.00
510.2 Magazines	$700.00	$700.00
510.3 Audios	$4,000.00	$2,000.00
510.4 Videos	$3,000.00	$2,000.00
510.5 Software	$3,000.00	$1,000.00
510.7 Programs - Children	$6,436.00	$4,750.00
510.8 Program Supplies - Children	$2,500.00	$1,750.00
	$68,136.00	**$47,203.00**
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
520.6 Other		
520.8 Donor Management	$3,988.00	$3,988.00
	$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	$2,000.00	$2,500.00
530.1.3 Staff Development/Membership	$4,858.00	$3,648.00
530.1.4 Insurance	$1,500.00	$1,500.00
530.1.5 Advertising	$500.00	$500.00
530.1.6 Legal Expense		

530.1.7 Credit Card Fees	$6,000.00	$8,000.00
530.1.8 Marketing and Website	$3,000.00	$3,501.00
530.1.9 Miscellaneous		
	$26,158.00	**$27,949.00**
540 Utilities		
540.1 Electricity	$20,000.00	$18,500.00
540.2 Gas	$4,500.00	$4,500.00
540.3 Telephone	$4,500.00	$5,000.00
540.4 Trash Collection	$540.00	$440.00
540.5 Water & Sewer	$1,800.00	$1,100.00
	$31,340.00	**$29,540.00**
550 Computer Expense		
550.2 Hardware	$1,000.00	$750.00
550.3 Hardware Maintenance		
550.4 Software	$1,000.00	$750.00
550.5 Software Maintenance	$3,500.00	$3,500.00
550.6 Supplies	$3,000.00	$2,000.00
	$8,500.00	**$7,000.00**
560 Other Supplies and Expense		
560.1 Collection Maintenance	$3,000.00	$4,000.00
560.2 Library	$4,000.00	$5,000.00
560.3 Office	$4,000.00	$5,000.00
560.4 Postage	$8,500.00	$8,500.00
560.6 Passport Supplies	$2,000.00	$2,000.00
	$21,500.00	**$24,500.00**
570 Equipment Leasing/Rental	**$6,000.00**	**$6,000.00**
580 Buildings & Grounds		
580.1 Maintenance		
580.1.1 Buildings		
580.1.2 Grounds	$500.00	$500.00
580.5 Janitorial Expense		
580.5.1 Service	$25,000.00	$25,000.00
580.5.2 Supplies	$4,000.00	$4,000.00
580.7 Minor Improvements and Repairs	$500.00	$0.00
	$30,000.00	**$29,500.00**
610 Salaries & Benefits		
610.1 Salaries		
610.1.1 Full-Time	$455,528.00	$470,987.00
610.1.2 Part-Time	$154,803.00	$178,586.00
610.1.3 Passport Agents	$34,039.00	$35,131.00
610.2 Social Security Expense	$24,647.00	$26,282.00
610.3 Employee Benefit Expense	$131,703.00	$128,766.00
610.3.2 H.S.A. Contribution	$9,000.00	$9,000.00

610.4 Retirement Expense	$100,553.00	$105,056.00
	$910,273.00	**$953,808.00**
Total Expense		
		$1,273,801.00

PROJECT NAME:

CUSTOMER: **DATE:**

DESCRIPTION OF SERVICES - 09900 PAINTING

TOTAL: $

TERMS: Payment terms are NET 30 unless otherwise stated. Work will be completed according to scope. Any alterations or deviations from above specifications involving extra cost will be executed only upon written agreement and will become an extra charge over the above estimate. Please note this proposal must be updated if not accepted within 30 days.

Please send all contracts to admin@canthonypaint.com

ACCEPTANCE OF PROPOSAL

CLIENT SIGNATURE: **DATE:**

Certified WBE
Women's Business Enterprise

CHAD PIACITELLI | ESTIMATOR
Chad.Piacitelli@canthonypaint.com
C: 610.937.4484

GEORGE GARVEY | SUPERINTENDENT
George.Garvey@canthonypaint.com
C: 215.840.1579

May 16, 2025

Phoenixville Public Library
183 2nd Ave
Phoenixville, Pa 19460
Atten: Lara Lorenzi
P: 610-933-3013 X123
llorenzi@ccls.org

Scope of work: Exterior painting
1. Work will be done on ladders
2. Scrape and sand to remove loose paint
3. Bare wood receives primer
4. Caulk and putty as needed
5. Paint cornice with dental mold 2 coats
6. Paint door frame and window frames, 2 coats
7. Paint circle vents 2 coats

Price: $15,560.00

Exclude: weekend time, window sashes, railings, addition

Thank you

Greg Reppert
Estimator
***ALL bid questions contact Email: greg.r@hypaintwash.com**

PHOENIXVILLE PUBLIC LIBRARY
Job Description/Posting
Director of Development

Position   **:** Director of Development
Reports To   **:** Library Executive Director

Summary / Main Purpose of Job:

This position is responsible for the assigned tasks and duties that support the work, goals, and objectives of the Phoenixville Public Library and its Foundation. Such activity for this position include but are not limited to public relations, communications, fundraising management and development for the Library.

Scope

Organizes, directs and implements fundraising functions and activities including, but not limited to annual appeals, signature events for the Library and the Library Foundation, planned giving, and building the endowment. Prepares grants and manages time lines for grant applications. This position works closely with the Library's Executive Director to define and recommend fund-raising policy and plans. It is expected that an annually updated development and marketing/pr plans, created by the Director of Development, in collaboration with the Executive Director will establish the Library's fund-raising goals, objectives and action steps and serve as the development director's guide. Maintain a master data file for all prospects and donors to the Library and the Library Foundation.

Essential Duties and Responsibilities

- Development of the Library's annual development plan in cooperation with the Executive Director
- Regular review and support of the development plan goals and objectives in keeping with the Library's short- and long-range strategic plan
- Regular review and support of the PR/Marketing plan goals and objectives in keeping with the Library's short- and long-range strategic goals
- Full participation as cultivator and solicitor of major gift prospects
- Complete special projects as assigned by the Executive Director
- Provide scheduling details for events, programs, grant submissions, annual appeals, newsletters and other development related activity for the Library Board of Trustees
- Outreach within the community

Fund Development

The development director is responsible for the planning, organization, coordination and management of essential fund-raising functions.

- Establish short- and long-range goals for unrestricted funding sources
- Implement, monitor and maintain goals, objectives, time lines and other management activities related to the Library's annual, capital, research, stewardship, and planned giving programs
- Research public and private granting sources (agencies, corporations and foundations) to identify sources of funding, maintain grant deadlines, pending and completed grants along with monies received
- Maintain all donor records including data entry and acknowledgment of gifts, guiding administration of deferred and planned gifts and execution of the Library's stewardship efforts
- Ongoing review and cultivation of donors of all levels to the Library
- Full participation as a cultivator and solicitor of major gift prospects in collaboration with the Library's key volunteers, the Foundation board and the Library board of trustees
- Develop and advance training for volunteers and staff in the area of fund development, as needed
- Produce written reports, including financial and statistical reports and make oral presentations to the Library staff, board and community, as needed and/or directed
- Ensure that all Library fund-raising activities are carried out in accordance with all regulatory and legislative standards and guidelines.

Public Relations and Marketing

Designs and coordinates events/public relations activities that directly complement and enhance the Library's fund-raising program under the overall direction/review of the Executive Director. Responsibilities include, but are not limited to the following essential functions:

- Create a marketing and public relations plan to be established each year
- Work with volunteers to plan and execute the Library's signature annual event and its related cultivation activities
- Develop all fund-raising related communications including the following: annual report, case statement and related collateral materials such as brochures and newsletters
- Under the overall direction and review of the Executive Director, coordinate media relations and external communications for Library development and fundraising. Coordinate appropriate aspects of communications with PR/marketing consultants
- Maintain the Library's social media outlets, such as Facebook, Twitter, Instagram, etc.

Qualifications /Requirements

- Bachelor's Degree required, preferably in nonprofit development, business, marketing, or communications.
- 5-7 years of professional fundraising experience
- Strong partnership-building and event planning skills
- Basic computer literacy skills: MS Word, Excel, PowerPoint, Adobe, Outlook
- Basic Internet and Web searching skills
- Working knowledge of donor management software, preferably Salsa or other platforms
- Excellent interpersonal skills
- Accurate and detail-oriented with the ability to complete work in a timely manner
- Ability to work independently, as part of a team, and in support of co-workers
- Strong verbal and written communication skills
- Excellent organizational and problem-solving skills
- Excellent customer service skills
- Ability to work effectively with a diverse group of people
- Thorough understanding of all components of a diversified funding base

Preferred Skills, Knowledge and Experience

- Master's degree [Marketing, Business, Communications]
- Experience working or volunteering in a public Library.
- Knowledge of the Phoenixville Area

The following background checks are required:

- Pennsylvania State Police Request for Criminal Records Check
- Department of Public Welfare Child Abuse History Clearance
- Federal Criminal History Record Information

Hours and Pay

This is a full time exempt position.
The salary range is from $70,000-$80,000 depending on experience, plus benefits.
Equal Opportunity Employer

Submit cover letter and resume to:

Lara Lorenzi, Executive Director
Phoenixville Public Library
183 Second Avenue, Phoenixville, PA 19460-3243
or by e-mail to llorenzi@ccls.org

Development & Marketing Plan

Mission statement: Provide access to information and services that address the educational, cultural and recreational needs of the community the library serves.

Goal: *Strengthen public funding and grow private funding to ensure the longevity of the Library and its services.*

Objectives:

a.   Coordinate between Library Executive Director and inform PPL Board on facets of fundraising and special events.

b.   Across the board education on the nuances of private fundraising and the establishment of signature events.

c.   Email out information about the library and its services (related to Development/outreach), hold individual meetings with potential civic and private donors.

e.   Add Library Development events to the Chamber of Commerce community calendar of events. Use social media to advertise, create interest and sign-ups for Development events.

g.   Use Constant Contact and website to keep information up to date and relevant.

Development

Goal 2: Financial objectives

a. Work with the Executive Director and Office Manager to ensure monies received are accounted for and are tracked efficiently for future budgeting purposes

b. Utilize Salsa Engagement and Salsa CRM, (donor data base) in keeping contact information up-to-date as well as capturing context of meetings and further action steps of donors

c. Raise significant funds in Development events.

- Spooky Social (2 nights)
- **SOLD OUT** (second year in a row) (150 ppl)

- $5,000 raised
- ● Wine, Wit & Wisdom - largest fundraiser
  - ○ 3rd largest audience - 218 in 2024
    - ■ Over $27,000 net profit!

      Thursday, November 6, 2024 – RiverCrest Golf Club & Preserve
- The Buzzed Bee - raised $2,000 during event, sold out all 10 team spots

c.   Create unique event experiences to keep the event relevant and sustainable

d.   Seek new sponsorship opportunities and steward and retain previous sponsors

e.   Grow silent auction revenue by obtaining out-of-the-box auction items and experiences

f.   Raise awareness of Library programs and services in email newsletter, social media, in person, with donors (prospective and current), through civic orgs (Rotary, Chamber, etc.)

g.   Increase event participants by working with community influencers, the Board, the Foundation, the Committee and other supporters of the Library

h.   Continue working relationship with Reads & Company Bookshop

i.   Collaborate with other organizations (when prudent) to highlight the Library and all it does

Think outside the box! (Such example: a table at PRIDE on Bridge St. in June)

Goal 3: Raise money in Corporate Engagement and identify third party fundraiser events

Objectives:

a.   Identify new corporate partners that align with our mission

b.   Seek out funding opportunities from local businesses that benefit nonprofits (i.e. Rounding Up at the Register)

Goal 4: Raise $25,000 in grants

Objectives:

a.   Identify and apply for grants that align with the Library's mission

b. Represent the Library at grant funders meetings, conferences, events, etc.

Goal 5: Raise $40,000 in individual giving

Objectives:

a.   Send out two appeals in the spring and end of year
- Fall - tent card/remittance
- Spring - a "white paper" to focus on ONE idea/theme, along with remittance and QR code
- Include these links in e-comms as well, plus on socials

b. Meet with individual donors to solicit, cultivate, and steward

c. Grow individual givers through networking, meetings, special events, marketing

d. Work to obtain 15 new donors in fiscal year - (easily accomplished)

e. Create or rejuvenate leadership giving program to ensure major gift donors are being cultivated and solicited

Goal 6: Strengthen relationships with the Townships we serve

Objectives:

a.   Attend Township Supervisor meetings when requested, as well as provide Library updates
- Township Supervisors have their own email group to receive Development newsletter that is sent out

b.   Work to increase giving by per capita

c.   Bring awareness to Phoenixville, Charlestown Township, East Pikeland Township, and Schuylkill Township the programs and services the Library provides

d.   Find projects to collaborate with one another to foster a working relationship (i.e. Little Free Libraries)

Goal 7: Support the Foundation as the long-term fundraising arm of the Library

Objectives:

a.   Support the Foundation with collaborative ideas and abilities

b.   Collaborate with Foundation when necessary

i.   Keep the Foundation abreast of what's happening at the Library and vice versa

ii.   Support the Foundation's new fundraiser in 2026 as a Library

- Attend/promote the event once it's public!

Goal 8: Collaborate and support other Library initiatives as needed

Marketing/PR

·   Work with Marketing Committee to determine the Library's marketing message

·   Work with Adult and Children's Library Directors in promoting their programs and services

·   Increase brand awareness in the community

Work with community champions/influencers to share Library services and diversity inclusion

o   Represent the Library at special events and civic events when schedule allows it

o   Maintain social media presence

o Use Meta page to set/plan social media for at least 2 weeks out!

Facebook/Instagram– events & services

o   Utilize community advertising when applicable

o Create unique and branded Canva templates and images for events, holidays, Library information, etc.

·   **Donor Communications**

§ Share Library activities, events and more via social media and constant contact (emailing platform)

o (2) Appeals

§ Mailed

§ Promoted via constant contact and social media

o (2) Donor Impact electronic newsletters

§ Shared via Constant Contact (emailing platform)

o Thank you letters to donors who have made a contribution

- Mailed to donor

- Email if address is unavailable

- **Phoenixville Library Website**

o Collaborate in keeping the website up-to-date

o Continue to populate community calendars to promote community events that will ultimately drive traffic to website

o Maintain Giving Pages with relevant dollar impact information

o Update the images/photos in Canva for designs to be used

Update on Federal Funding Received by OCL

by Carrie Cleary | Jun 16, 2025 | Office of Commonwealth Libraries (OCL) News, Susan Banks Deputy Secretary of Education and Commissioner for Libraries

This message serves as a factual update regarding the FY 2025 LSTA Grants to States Award from the Institute of Museum and Library Services.

Susan Banks, Deputy Secretary and State Librarian

Greetings, Colleagues –

I wanted to share news that the Office of Commonwealth Libraries received official notice that the full award for the Grants to States for FY 2025 is now available. The process for renewal of statewide grant projects is already underway by the staff of the Bureau of Library Development. Because these funds have now been committed, we expect to award funding and to continue to provide funding to support the cost of librarians and advising staff, special projects, and statewide services and resources in alignment with the Office of Commonwealth Libraries approved 5 Year Plan.

If you have questions about how the funding received from the Grants to States program has been used, you can reference the **federal funding** tab on the Bureau of Library Development LibGuide for information.

At this time, it is uncertain what the coming years will hold in terms of federal funding. The programs and services provided by the Office of Commonwealth Libraries are a critical piece of support for many libraries. Statewide programs like POWER Library provide a crucial cost-savings for all Pennsylvanians to have access to online subscription resources. PaILS is able to provide discounted membership rates and no-cost migration to its Integrated Library System because of these funds. Access to collaborative Summer Library Reading Program materials is provided to all Pennsylvania public libraries because of this funding. Without federal funding, much would be lost for Pennsylvania libraries and the communities of people they serve.

Looking ahead, our focus is on improving the long-term sustainability of federally-funded programs and resources. As we assess what we can realistically maintain, our priorities will be:

- Programs and resources that provide the greatest value to Pennsylvania libraries and residents.

- Services that deliver broad statewide impact and would be difficult for individual libraries to obtain independently.

We will be examining both cost and usage and will be using the results of our statewide impact assessment to prioritize our resource allocation in the future.

Thank you for your patience and persistence in serving your communities today and always. Now, more than ever, attention to information literacy is critical.

Below, we present a timeline of facts regarding federal funding for the IMLS.

Timeline for Reference:

Wednesday, June 11, 2025: OCL received official notification in the online platform portal provided by the IMLS that the FY 2025 (funds for the period 10/1/2024 through 9/30/2026), LSTA State Grants (commonly called the Grants to States) will be $5,877,282. This is matched with a 34% state contribution of $3,027,690.73 for a combined total of $8,904,972.73.

May 22, 2025: The House voted to approve the President's Budget Request.
May 2, 2025: The Budget FY 2026 – The President's FY 2026 Discretionary Budget Request, Budget of the United States Government, Fiscal Year 2026 was submitted by the administration. Relevant to libraries. the Institute of Museum and Library Serves (IMLS) is one of the small agencies listed for elimination. As stated in the President's budget request: "The Budget includes the elimination of, or the elimination of Federal funding for, the following small agencies— consistent with the President's efforts to decrease the size of the Federal Government to enhance accountability, reduce waste, and reduce unnecessary governmental entities. Past Trump Administration Budgets have also supported these eliminations. Remaining funds account for costs of orderly shutdowns."
May 6, 2025: A judge issued an injunction to the halt the defunding of IMLS. This is in connection to the lawsuit filed by 21 states.
May 1, 2025: A judge temporarily blocked the Trump administration from further dismantling of IMLS. Read the full ruling.
March 20, 2025: Appointment of Keith Sonderling as IMLS Director. Deputy Secretary of Labor Keith E. Sonderling was sworn in as Acting Director of the Institute of Museum and Library Services (IMLS), after being appointed to the role by President Donald J. Trump.
March 18, 2025: OCL received a message from IMLS – "Congress has passed a full-year Continuing Resolution through September 30, 2025, and we are awaiting review of our funding levels by program from the Office of Management and Budget (OMB).   After we receive our final review from OMB, our plan is to issue awards to all states. As we finalize the full-year allotment schedule in our system we will reach out to you with a final allotment table for the year. Notwithstanding outside guidance, we expect the FY 2025 allotments to be similar to last year's allotments. Based on our grant processes, we expect to issue these awards by April 22, unless you hear otherwise from us. If the outside review takes longer than expected, we will communicate with you about issuing partial awards of approximately 50% in April."
March 14, 2025: Executive Order – CONTINUING THE REDUCTION OF THE FEDERAL BUREAUCRACY named the IMLS – "non-statutory components and functions of the following governmental entities shall be eliminated to the maximum extent consistent with applicable law, and such entities shall reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law."

Susan Banks | Deputy Secretary, Commissioner for Libraries, and State Librarian
Pennsylvania Department of Education | Office of Commonwealth Libraries
607 South Drive | Harrisburg, PA 17120
Phone: 717-214-4046 | https://www.pa.gov/agencies/statelibrary.html
This communication is issued on the Deputy Secretary's behalf by Carrie Cleary, Executive Assistant (ccleary@pa.gov; 717-783-5725).