



Board of Trustees Meeting Agenda

November 3, 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. Carnegie Foundation gift-Lara Lorenzi 5 minutes
 - b. Outage Update- Lara Lorenzi 5 minutes
 - c. Municipal Advocacy- Lauren Eustis 5 minutes
 - d. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. Update-Keystone Grant - Chloe Tolman 5 minutes
 - b. Painting & Masonry quotes- Lauren Eustis 5 minutes
 - c. Update-Passport Processing- Lara Lorenzi 10 minutes
 - d. Update-Spooky Social and WWW -Chloe Tolman 10 minutes
 - e. 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: December 1, 2025 5pm in person- Harrop Board Room
- VIII. – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
October 6, 2025

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

BOARD MEMBERS PRESENT

Stephanie Allen; Leah Campbell; Liz Carrabine; Jenn Echikson; Lauren Eustis; Mackenzie Frees; Steve Hirsch; and Joe Koury

BOARD MEMBERS ABSENT

Jessica Bicker

STAFF PRESENT

Lara Lorenzi, Executive Director
Chloe Tolman, Director of Development

CONSENT AGENDA

On motion made by Steve Hirsch, seconded by Liz Carrabine, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through g., consisting of: (i) the Minutes of the Board's Regular Monthly Meetings held September 8, 2025; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) Statistics; and (vii) Financial Statements.

NEW BUSINESS

- Technology Outage: Lara Lorenzi informed the Board that the patron-facing technology of the Library was back up and running, as well as employee email and drives. She indicated the situation was mostly resolved, but that the Office of the Chester County Solicitor was investigating.
- Spooky Social / Wine, Wit & Wisdom: Chloe Tolman indicated Wine, Wit & Wisdom registration was open, and that so far 54 tickets had been sold, including as part of sponsorship packages. She indicated sponsors has already committed \$10,000 of a \$15,000 goal. Regarding the Spooky Social, Ms. Tolman indicated it would be held over two nights, the 20th and 21st of October, despite slower ticket sales as compared to last year. She indicated a competing event could be taking sales, and that heavy social media coverage was not translating into sales.
- Keystone Historic Preservation Construction Grant: Relative to capital improvements involving exterior masonry work, as well as elevator replacement inside the Library, Chloe Tolman indicated this grant is available and the application due November 25, 2025. She informed that the grant requires a 50/50 match by the applicant. She added that in her opinion, the full amount applied for is rarely granted. Lauren Eustis asked Ms. Tolman to research the amount of detail required for the application, including whether the Library will be bound by any contractor quotes submitted as part of the application.
- Passport Applications: Lara Lorenzi informed the Board that information was being circulated that non-profit libraries are being removed from the US Passport application program, but that she was thus far unable to gather definitive information. She concluded that a need to determine sources of replacing this income would exist if true.

OLD BUSINESS

- Expenditure for Materials: Lara Lorenzi indicated that as a result of reclassifying money sent to the Library Foundation as a one-time expenditure resulted in the Library successfully allocating at least 12% of its total operating expenditures for the budget year to materials (books, media, etc.) and thus will qualify for certain state aid categories.
- Masonry Proposals: Lauren Eustis indicated she had provided updated quotes in the Board's information packet, and that one bidder misunderstood the square footage involved with the project.

The Board entered Executive Session at 5:33 p.m. to discuss performance issues of an employee of the Library.

The Board exited Executive Session at 5:51 p.m.

Meeting was adjourned at 5:52 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J. K. Koury', with a stylized flourish at the end.

Joseph K. Koury



Report submitted by: Lara Lorenzi

November 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- The committee presented its recommendations at the October District Librarians meeting. All recommendations were accepted.
- The auditing process continues. We have submitted documentation and they are looking at our items.
- I am currently scheduled for Jury Duty on Tuesday October 28, 2025. I was not chosen to serve this time around.
- The library is once again a polling location. Voting will take place on the upper level of the library on Tuesday November 4th. Browsing and computer use will not be allowed on the upper level of the library but all activities located on the lower level will continue as usual.
- The library will be closed on Thursday November 27th and Friday November 28th.
- I will be vacation days Tuesday November 25th and Wednesday November 26th.
- I completed our Plan For State Aid, this is a document I fill out each year to let the state know how we plan to use the funding we get from them. We are using budget numbers that were drafted by Joe Sherwood since we don't actually have a state budget yet.
- I have decided that staff will continue to use Slack while we are in the library. This allows us real time communication between departments and those not in the building can check what was shared at home and in the office so they are up to date on communication. I have found this very helpful and aids in communication. We are using the free version.
- We have set up the staff appreciation dinner at RiverCrest again this year. Its something that we all look forward to each year. The dinner will take place in December.
- I have reached out to PASD about increase amounts for Health insurance and PSERS for the 2026-2027 fiscal year. It's really early and they don't have those numbers just yet. Once I have them I will build them into our draft budget numbers for next year.
- I reached out to Dr. Melber at PASD in regards to passport processing and our status. This is an agenda item so we will discuss more at the meeting.
- Chloe Tolman and I will be attending the Chamber Gala on Saturday November 15th.

Personnel Updates:

- We have hired a part time circulation assistant, they will begin the end of October 2025.

Foundation Update:

- We have received the endowment financials for July 1, 2025- September 30, 2025. They are included in the board packet.

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-ongoing.
- The heat has been turned on in the passport office, we have continuing HVAC issues in that room. PASD is aware and they continue to work on the issue.
- The state boiler inspector was out on Tuesday October 21, 2025 to inspect our boiler.
- PASD has replaced all our filters and they are getting the building ready for winter weather.
-

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

- July 2025:
 - E-books: 3,940
 - E-audio: 4,692
 - Total: 8,632
- August 2025:
 - E-books: 3,934
 - E-audio: 4,492
 - Total: 8,426
- September 2025:
 - E-books: 3,543
 - E-audio: 4,325
 - Total: 7,868
- October 2025: (10/1-10/29)
 - E-books: 3,358
 - E-audio: 4,081
 - Total: 7,439

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
- June 2025: 573-holds 498-checkouts
- July 2025: 662-holds 593-checkouts
- August 2025:518-holds 450-checkouts
- September 2025: 531-hold 469-checkouts



Door Count:

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.

July 2025: 10,454 This is a 5% increase over this month last year.

August 2025: 9,874 This is a 9% increase over this month last year.

September 2025: 7,957 This is a 12% increase over this month last year.

October 2025: 10/1-10/29: 7,762 This is a 1% decrease of this month last year.

Chester County Library System Updates:

- The CCLS system is potentially looking into moving to office 360 (with many security enhancements)- I have no information at this time, but its an idea after everything that happened recently. This item will be discussed at the October DLM that is being moved to an in-person meeting in Exton.

State Updates:

- There is no update on the State Budget at this time. Please reach out to state legislators and let them know how important the state budget is to us, school districts and other non-profits. Without this funding, things will become very difficult for many libraries within our system and throughout the state.

Meetings/Trainings

10/6 Auditors at the library

10/9 Rotary

Meeting with Christine- staffing concerns

10/13 Staff Development Day at Exton

10/15 District Librarians Meeting- Exton

10/17 Meeting with Tegan Conner-Cole- Youth Services programming and spending

10/20 Spooky Social

10/24 Personal Day

10/28 CCLS Board meeting-zoom

10/29 Non-profit Town Hall- PCHF at the rec center

Youth Services Report for October 2025 For November 2025 Board Meeting

Programming:

Programs held on October 1 to October 29 are listed below. The program schedule is shared in the library and listed in the newsletter along with the ability to enroll as required.

October Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	6	102	84	186
Babies & Books	8	81	87	108
Barnstone Art on the Go	5	49	46	95
Preschool Story Time	3	32	25	57
Preschool Ballet	1	12	11	23
Toddler Time	10	196	167	363
Nature's Little Explorers	1	18	11	29
Preschool Yoga	1	5	4	9
Family Movie Morning	1	18	16	34
In-Person Preschool Total	36	513	451	964
Elementary Age Events				
Family Movie Night	2	2	2	4
Lego Club	1	2	2	4
Ages 6-11 Total	3	4	4	8
Young Adult Events				
Teen Advisory Group	1	2	1	3
Total Young Adult	1	2	1	3
Total Events/Attendance	40	519	456	975
Teen Volunteers	0			
1000 Books Before Kindergarten	3			

Newsletter

The Children's Library Newsletter was sent 3 times between October 1 and October 29. Weekly newsletters were sent on Fridays that listed the next week's events. The newsletter was sent to an average of 932 subscribers and had an average 66% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Reach
PACLC – Main Street	18	2	20
PACLC – Franklin Commons	25	4	29
Mom's House	9	3	12
Gingerbread House	14	2	16
Headstart at TCHS Pickering	44	13	57
Headstart Resource Fair	16	18	34
Trunk or Treat	550	372	922
Total: 1 on-site, 6 off-site	676	414	1090

- Planned and implemented outreach events as listed above. Students enjoyed books and some classes requested more to be read! Many classes remembered me from the first visit last night.
- CCIU held a Headstart Resource fair which we confirmed to attend in August. This was a good opportunity to

meet with other area organizations. Resource fair moves around county so other CCLS libraries have an opportunity to promote services.

- Trunk or Treat was just a little lighter in attendance this year. Kids enjoyed the Jurassic Park theme of the trunk. Trick or Treaters got a book mark with a piece of candy attached.

Meetings

- Tegan C. (TC) met with Lara on October 3 and October 17.

Collection Activities:

- Ordered:
 - With the loss of B&T, ordering is trying to get sorted out. Granted access to Ingram before conference.
 - Midwest Tapes for DVDs and Blu-ray on October 8.
- Continual and ongoing tasks:
 - Built carts of new items for collections by reading reviews and creating carts in Amazon, 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.
 - Read review books from CCLS and completed review cards. Books are ours to add or give away.

Event Activities

- TC supported or ran the following events in October:
 - October 28 – Teen Advisory Group
- **Looking Ahead**
 - TC reached out to Teen Led Volunteer programs from Summer for Fall 2025. Coding and science classes to be scheduled on days off school. – Ongoing.
 - TC scheduled movies for November (waiting on confirmation of one title).
 - 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. – Ongoing.
 - Reached out to artist for workshop in November 2026 – Scheduled. Colored pencil workshop.
 - TC Created November Story Time Calendars. Created a Kids & Teen Flyer for November.
- **Continual and ongoing tasks:**
 - Created weekly eNewsletters to highlight events coming up within one to two weeks of Friday email. Checked locations of Kids & Teen Calendars and refilled as needed. Made copies of Kids & Teen Calendars as needed. (With support of circulation staff). Added October flyers.
 - Checked attendance of programs. Sent number of attendee updates to presenters as needed. Sent email reminders.
 - Set up and tear down of room for programs.
 - TC began planning events to use robots and books for afterschool and summer. Read books, drafted plans.

Displays and Décor

- Before open and throughout day, TC filled tops of picture book shelves in many days in October.
- Shifted and tightened shelves as needed.
- Rachel decorated for fall.
- With Rachel, updated bulletin boards.
- Asked staff to help fill in displays as needed.

Trainings

- TC & RK attended CCLS Staff Development Day on October 13. Heard inspirational speakers about library work as well as learned about county resources.
- TC watched recordings of SLJ Picture Book Palooza throughout month.
- TC attended PA Library Association Annual Conference in Erie, PA, October 19-22. Additional report to be submitted to LL.
 - TCC acted as moderator for an author panel on Monday, October 20 on SEL and Middle Grade. Authors included: Nashea Jones, Ali Therese, and Sydney Dunlap.

Teen Services

- Hosted one teen event. See above.

- Corresponded with two teen volunteers who wish to continue leading programs.
- Teen Advisory Group: Two attendees who were close in age. They swapped contact information at the end because they were talking about books they read or hadn't read. Good ideas from this group. Due to Holidays, we will pause Teen Advisory and reassess need for program.
- Brainstormed some programs and will review programs suggested by teens for school year.

Correspondence in October

- Used Slack to update staff on Youth Services information.
- Email correspondence with Outreach Schools regarding November visits, themes, and dates for school year.
- 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 Department Heads.
 - Email correspondence with Lara.
- Email returned early October. Most staff conversations have moved to Slack. A back-up email was in use to continue recurring tasks such as outreach and programming. Am catching up from missing emails during that time.

Other Tasks

- Roaming/roving reference (worked with patrons to locate items they were looking for).
- Readers Advisory (book suggestions for readers).
- 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.
- Cleaned and straightened YS areas as needed (mostly train table and puzzles).
- Brainstormed with RK ways to provide a fun and safe story time environment for toddler events. Preschool students attended toddler events which presented an issue for a variety of reasons. We will enforce ages and limit toddler program attendance starting November 3.

Compliments

- Families really enjoyed our Jurassic Park themed trunk at Trunk or Treat (to help promote new theme of summer reading: Unearth a Story).

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

Attached: Children's Report

October 29, 2025

October 2025
Children's Report – Rachel K.

Program Overview

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

Activities/ Programs

Lead/Assisted programs for various age groups

- 1-2-3 Learn with Me
- Preschool Storytime
- Babies & Books
- Toddler Time
- Barnstone On The Go
- Preschool Ballet
- Nature's Little Explorers
- Preschool Yoga
- Special Halloween Storytime (2 separate programs)
- Lego Club

Weekly Programs

Currently, we have 5 in-person programs running each week for kids of various ages. These classes range from story times with weekly themes to general playtime. For each week, we run 2 1-2-3 Learn with Me sessions, 1 Preschool Storytime session, 2 Babies & Books sessions, and 2 Toddler Time sessions.

Reoccurring In-Formal

Toddler Time

Babies + Books

1-2-3 Learn with Me

Preschool Storytime

Barnstone On The Go

Weekly Themes

Preschool Storytime

- Firefighters
- Fear/Being Afraid
- Kindness/Animals

Toddler Time

- Firefighters
- Bats
- Fear/Being Afraid
- Kindness/Animals

Babies & Books

- Firefighters
- Bats
- Fear/Being Afraid
- Kindness/Animals

Other Activities

- Created a Halloween Display in the upstairs lobby and YA Room.
- Decorated Children's Library for Halloween.

Patron Feedback

- Over the past month, we have had 3 compliments on our children's programs.

Trainings

- CCLS Staff Development Day: Attended October 13, 2025.

Outreach

- Phoenixville Trunk Or Treat: Attended Saturday, October 25 at the Phoenixville Rec Center.

October 2025
Adult Services Report
(Statistics as of 10/29)

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 the Library's Facebook page, 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

- Circulation staff meeting, 10/3.
- Ingram "Ask Me Anything" webinar, 10/8. (Background: The Library's longtime book supplier Baker & Taylor is going out of business. We've established new accounts with Ingram and with Amazon.)
- Google Meet meeting with Alzheimer's Association reps to discuss possible programming at Library, 10/13.
- Staffed table for Library at Rep. Friel's Senior Fair at Phx Rec Center, 10/16.
- PARN (Phoenixville Area Resource Network) meeting at Phx Hospital, 10/28.

Upcoming Special Programs/Events

- "Exploring Physical Therapy" with Maria D'Abbene, Physical Therapist and Phoenixville Public Library Circ Assistant, 11/10.
- "Military Encampments of the Continental Army: The Encampments That Won the War" with Russell Brindley, Park Guide, Valley Forge National Historical Park, 11/17.
- "The Early Years of Car Manufacturing in Southeastern Pennsylvania" with Christina Vitabile, Boyertown Museum of Historic Vehicles, 11/20.
- "Better Living with Hearing Loss" with Mike Miles, Hearing Loss Association of America, Chester County Chapter, 11/24.
- "Make Holiday Swags" with Toni Stuetz, Penn State Extension/4-H educator, 12/1.
- "The Basics of Generative AI" with Tom Pantazes, Teaching and Learning Center, West Chester University, 12/4.
- "May Your Days Be Merry and Weird: The Other Side of the Holidays" with Matt Lake, 12/8.

Program/Event/Other Planning

- Scheduling special online, in-person, and hybrid programs for January and beyond.
- Creating procedures manual for passport services.

October Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	362
Adult Laptop Individual Users	87

Mobile Printing Orders	141
Mobile Hotspot Checkouts	16
Museum Pass Checkouts	94

October Passport Application Acceptance Statistics

Applications Accepted	288
Income	\$13,195.00

October Program Statistics

Program	Attendance
Phoenix Book Club	8
Fourth Wednesday Readers	15
Books on Tap	12
Words in Progress	7
Dancin' Chairs with Holly	2
Phoenixville Tech Group	61 (4 sessions)
Tech Help appointments	5
PA-MEDI Medicare Counseling appointments	2
VNA Personal Navigator Benefits Assistance appointments	1
2-1-1 Human Services Assistance appointments	1
Maternal & Child Health Consortium Family Benefits Assistance appointments	27
Legal Consultation Appointments	4
"Get Connected: Jumpstart Your Job Search (CareerLink)" appointments	16
Sen. Katie Muth Mobile Office appointments	3
Sahaja Yoga Meditation Class	44 (3 sessions)
ESL Conversation Group	27 (4 sessions)
Movies on Tap: Zoom Edition	7
Outreach: Senior Center Book Club	8
Movie Night: <i>The Life of Chuck</i> , 10/9	24
Afternoon at the Movies	NA
"Eat Fresh Cooking Class"	56 (4 sessions)
"Diamond Painting Class", 10/2	9
"When Stars Go BOOM: The Blaze Star", 10/6	26
"AARP Smart Driver 8-Hour Class", 10/9-10	10
"Blood on the Clocktower: A Social Deduction Game", 10/11	13
"Updating Your Medicare for 2026", 10/13	22
"Power Stretching Class", 10/16	21
"Pennie 101 Health Insurance Presentation", 10/20	5
"Open Mic Night for Writers", 10/23	22
"Affirmations for High Achievers: A Book Discussion and Piano Concert with Joe Kenney", 10/27	16

Respectfully submitted,
Mark Pinto
Adult Services Director

November 2025

Development Report

Chloe Tolman

Meetings/Training/Events

- a. Attended Rotary meeting
Chloe was sworn in at the Oct. 23 meeting
- b. Attended Nonprofit Town Hall with Rep. Houlahan's Office 10/29

Development News

- **Wine, Wit and Wisdom- Thursday, November 6, 2025**
 - A total of 175 attendees- a strong turnout considering the late confirmation of our featured author, Lisa Scottoline.
 - Sponsorships totaled \$13,250, all from returning sponsors. Chloe has already begun relationship-building with local businesses and has developed a prospect list for new sponsors to approach for next year's event.
 - Since the event takes place the Thursday after this board meeting, an event wrap-up report will be presented at the December board meeting.
 - All board members are expected to participate in the wine pour for the first hour of the event, (5:45-7:00). There will be two wine pouring stations in the room, each station will have two board members pouring at a time. Below is the randomized schedule (to be discussed in meeting)-
 - Coverage: 5:45–7:00pm Stations: 2 (A & B)
Shift 1 — 5:45–6:30 PM
Station A: Lauren Eustis & Joe Koury
Station B: Leah Campbell & Mackenzie Frees
Shift 2 — 6:30–7:00 PM
Station A: Joe Koury & Liz Carrabine
Station B: Steve Hirsch & Dr. Stephanie Allen
- **Spooky Social- October 20th**
 - 43 total ticket sales, generating \$1,075 in revenue.
 - While smaller than last year's attendance, this was a comfortable and engaged group size for the walking tour format.
 - Guests has positive feedback and historian Ryan Conroy's updated the tour, which helped keep the experience fresh for returning visitors

- We will reassess the event format to see if it is still appropriate for 2026, given the attendance challenges, or if different programming would prove more lucrative.

- **Grants**

- Application for Keystone Grant Due Nov. 25th
We will not be submitting the Keystone Grant this cycle. While we initially planned to move forward, the shortened timeline, recent technology disruptions, and the need to submit materials early have made it unrealistic to complete a strong and competitive application at this time. Given the scale of the project and the application's expectations, the library will be waiting until the next cycle to apply with a fully developed and polished proposal.

September 2025 Circulation			
	Sierra	OverDrive	Total
Atglen	2795	1193	3988
Avon Grove	8375	2021	10396
Chester County/Hankin	90734	48333	139067
Chester Springs	8	3063	3071
Coatesville	4031	1763	5794
Downingtown	14232	3375	17607
Easttown	15924	12242	28166
Honey Brook	7052	881	7933
Kennett	11011	7653	18664
Malvern	6607	1311	7918
Oxford	7097	2268	9365
Parkesburg	4436	1687	6123
Phoenixville	14174	10544	24718
Spring City	2595	441	3036
Tredyffrin/Paoli	21136	8373	29509
West Chester	9052	2332	11384
TOTAL	219259	107479	326738

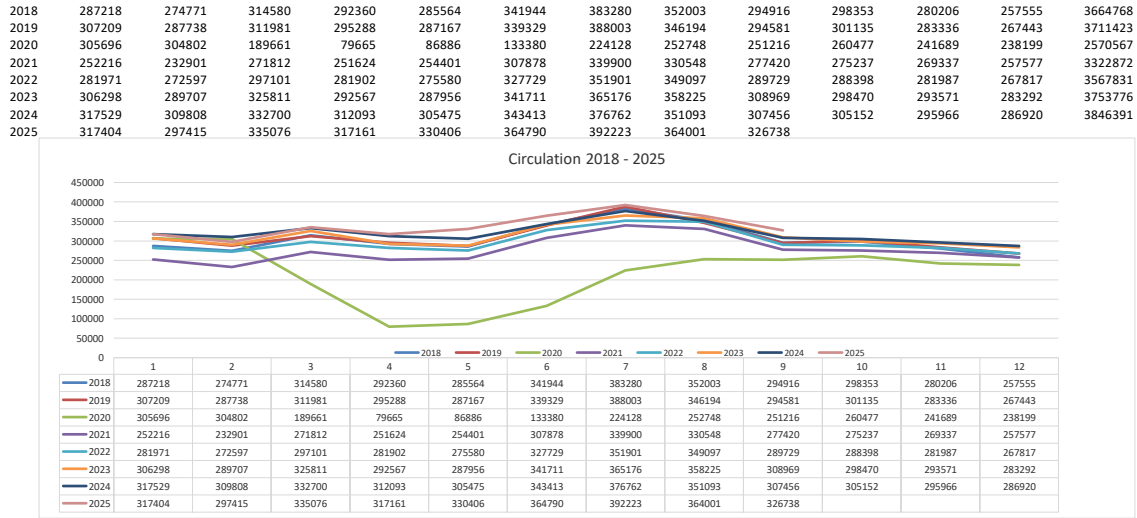
Circulation Comparisons 2025		January	February	March	April	May	June	July	August	September	October	November	December	Total	
ATGLEN	2018	2282	2322	2412	2312	2196	3385	3595	2825	2046	2451	2294	2127	30247	6.88%
	2019	2846	2239	2568	2454	2372	2789	3065	2599	2160	2150	2642	2015	29899	-1.15%
	2020	2560	2548	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	3343	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	4248	4841	4147	3988					
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	12579	13593	11625	10396					
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	51734	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	154118	164302	153360	139067					
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	3178	3282	3233	3071					
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	6134	6806	6218	5794					
DOWNTOWN	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	20455	20954	18328	17607					
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	22620	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	30649	32055	30700	28166					
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	8517	10129	8855	7933					

		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	22382	23006	22438	18664						
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	8636	9536	8907	7918						
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	10451	12268	11203	9365						
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	6734	7210	6670	6123						
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	27893	30212	28143	24718						
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	3799	3922	3695	3036						
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	32123	35422	32962	29509						
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	12891	14687	13517	11384						

System		January	February	March	April	May	June	July	August	September	October	November	December	Total
	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
	2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963
	2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236
	2013	322760	310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974
	2014	303205	282462	330326	299557	296856	347702	411539	361843	317450	294446	285698	274294	3805378
	2015	309020	291129	317277	289670	278038	361649	394319	361008	303319	299507	287243	271629	3763808
	2016	297683	299386	311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907
	2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155
	2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3662750
	2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3709404
	2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547
	2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851
	2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3565809
	2023	306298	289707	325811	292567	287956	341711	365176	357225	308969	298470	293571	283292	3750753
	2024	317529	308808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3843367
	2025	317404	297415	335076	317161	330406	364790	392223	364001	326738				3045214

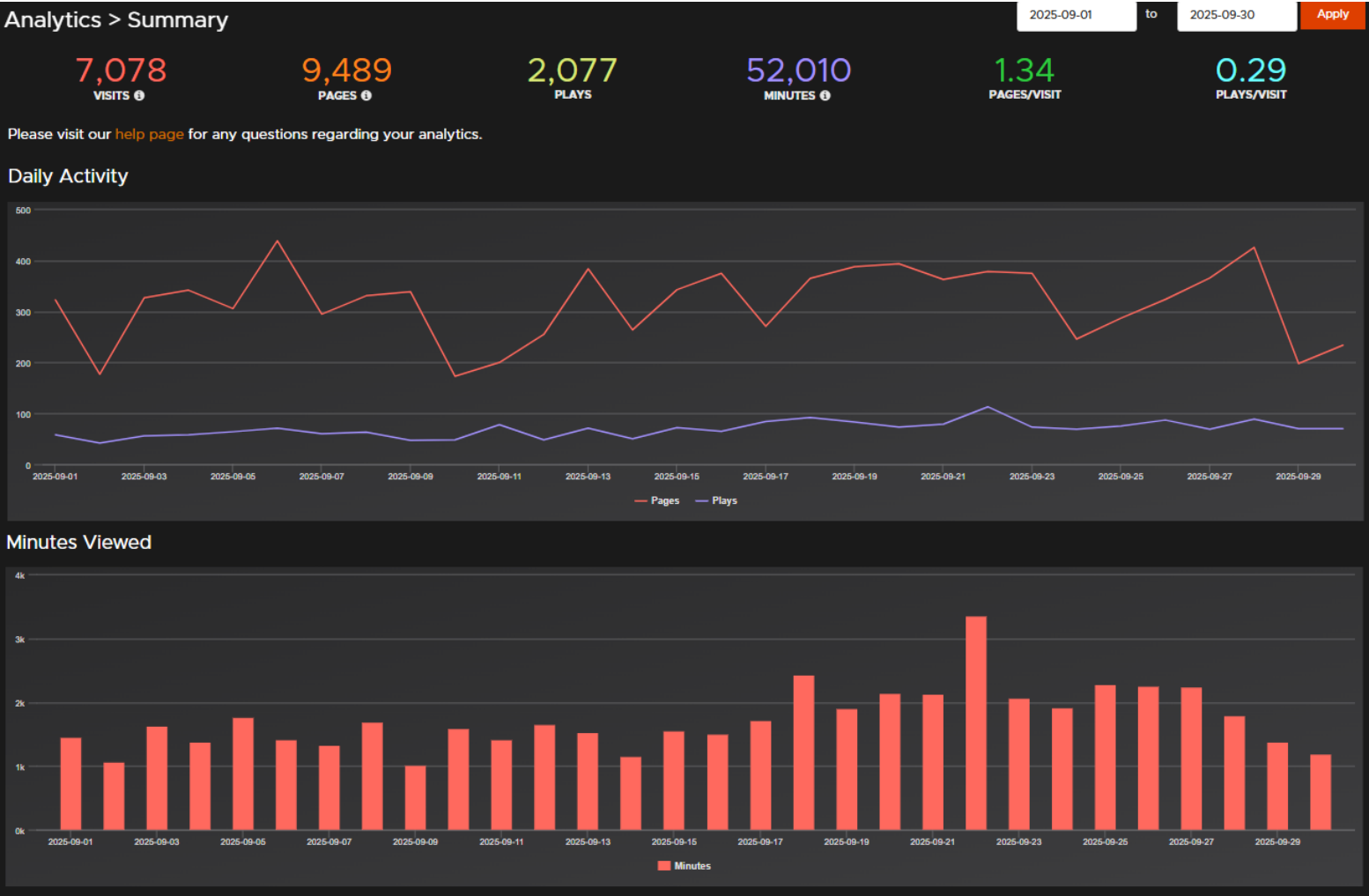
		January	February	March	April	May	June	July	August	September	October	November	December	Total
2010 to 2009	2010<2009	3.62%	-0.68%	4.12%	-4.83%	-2.02%	-2.45%	-2.03%	2.72%	-1.63%	-2.91%	2.14%	-3.47%	-0.60%
2011 to 2010	2011<2010	-1.35%	-0.52%	-2.62%	1.83%	0.60%	1.00%	-4.35%	-0.15%	-0.89%	-1.00%	-2.17%	0.41%	-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%	5.70%	3.94%	3.55%	5.90%				

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	364190	392223	364001	326738				3044614	



Kanopy Statistics

September 2025

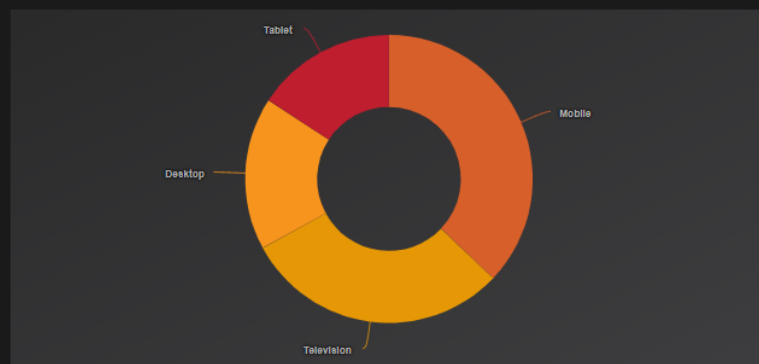


Total Users in September: 316

Top 10 Videos

Rank	Kanopy ID	Video Title	Supplier	Pages	Plays	Mins
1	13694710	T-Rex Ranch	Moonbug Entertainment	140	108	531.75
2	14615205	Pinkalicious & Peterrific: S2	PBS	179	93	651.60
3	13695202	Death In Paradise: S1	BBC Studios	123	65	3153.80
4	16624798	Potty Time	Vooks	84	35	255.43
5	15366854	Pagan Peak: S1	MHz Networks	41	29	1668.18
6	15880859	The Jetty	BBC Studios	108	28	1043.73
7	14960652	Beyond Paradise: S1	BBC Studios	64	27	1126.65
8	15886892	Joseph Campbell and the Power of Myth	Film Movement	53	23	554.33
9	16590107	Molly of Denali: S4	PBS	35	22	391.28
10	15679713	The Night Manager: S1	Fifth Season	45	22	879.70

Plays by Device



Subscription Package stats

Balance Sheet Comparison

Phoenixville Public Library

As of October 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 30, 2025	AS OF OCTOBER 30, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
100 Phoenixville Federal Savings #1	\$0.00	\$0.00
100.1 Operating Checking (040016792)	66,256.26	171,059.60
100.2 Operating Money Market (45001815)	258,648.90	193,099.48
100.3 Operating Credit Card Receipts (110030095)	7,060.02	8,413.83
100.5 Certificate of Deposit (61513)	22,610.84	21,931.26
100.6 Certificate of Deposit (61514)	23,119.64	22,424.78
100.7 Certificate of Deposit (59971)	36,249.17	34,989.00
100.8 Certificate of Deposit (61515) - CLOSED	0.00	0.00
100.9 Customers Bank - MM (5987) Restricted - CLOSED	0.00	0.00
Total for 100 Phoenixville Federal Savings #1	\$413,944.83	\$451,917.95
101 StoneCastle/Cantor		
101.1 StoneCastle/Cantor - Harrop Capital Funds (Restricted)	195,100.30	232,329.95
101.2 StoneCastle/Cantor - Operating (Unrestricted)	260,917.40	239,686.55
Total for 101 StoneCastle/Cantor	\$456,017.70	\$472,016.50
105 Petty Cash	\$348.01	\$281.28
105.6 Paypal	-40.00	-40.00
Total for 105 Petty Cash	\$308.01	\$241.28
106 Circulation Cash	399.20	399.20
Total for Bank Accounts	\$870,669.74	\$924,574.93
Accounts Receivable		
Other Current Assets		
125 Supplies	0.00	0.00
130 Prepaid Expenses	453.00	453.00
140 Accounts Receivable - Other	0.00	0.00
Total for Other Current Assets	\$453.00	\$453.00
Total for Current Assets	\$871,122.74	\$925,027.93

Balance Sheet Comparison

Phoenixville Public Library

As of October 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 30, 2025	AS OF OCTOBER 30, 2024 (PY)
Fixed Assets		
150 General Fixed Assets		
150.1 Leasehold Improvements		
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	0.00	0.00
150.6 Computer Equipment	4,441.10	4,125.51
150.8 Furniture & Fixtures	2,487.78	1,992.78
Total for 150 General Fixed Assets	\$6,928.96	\$6,118.37
Total for Fixed Assets	\$6,928.96	\$6,118.37
Other Assets		
Total for Assets	\$878,051.70	\$931,146.30
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
201 Accounts Payable	16,506.43	152,777.30
220 Credit Card Payables	200.00	200.00
Total for Accounts Payable	\$16,706.43	\$152,977.30
Credit Cards		
Other Current Liabilities		
221 Accounts Payable - Other	0.01	0.01
230 Employee Costs Payable		
230.1 Salaries Payable	72,812.23	72,812.23
230.5 Accrued Vacation	0.00	0.00
230.9 Reimbursements by PPL	0.00	0.00
Total for 230 Employee Costs Payable	\$72,812.23	\$72,812.23
250 Deferred Income	0.00	0.00
Total for Other Current Liabilities	\$72,812.24	\$72,812.24
Total for Current Liabilities	\$89,518.67	\$225,789.54
Long-term Liabilities		
280 Line of Credit (3 year)	0.00	0.00
Total for Long-term Liabilities	\$0.00	\$0.00
Total for Liabilities	\$89,518.67	\$225,789.54

Balance Sheet Comparison

Phoenixville Public Library

As of October 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 30, 2025	AS OF OCTOBER 30, 2024 (PY)
Equity		
319 Net Assets	645,281.87	781,969.26
Net Income	82,882.26	-136,981.40
300 Opening Bal Equity	60,368.66	60,368.66
310 Contributed Capital	0.24	0.24
Total for Equity	\$788,533.03	\$705,356.76
Total for Liabilities and Equity	\$878,051.70	\$931,146.30

Phoenixville Public Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
400 Appropriations				
400.1 Appropriation - P.A.S.D.	202,419.00	607,257.00	-404,838.00	33.33 %
400.2 Appropriation - County	51,170.60	102,341.00	-51,170.40	50.00 %
400.3 Appropriation - State		116,843.00	-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 Borough		19,000.00	-19,000.00	
Total 400 Appropriations	253,589.60	867,801.00	-614,211.40	29.22 %
412 Development Income				
412.1 Grants	15,000.00	25,000.00	-10,000.00	60.00 %
412.2 Projects/Events		45,000.00	-45,000.00	
412.2.1 WWW - Restricted	7,895.00		7,895.00	
Total 412.2 Projects/Events	7,895.00	45,000.00	-37,105.00	17.54 %
412.6 Individual Giving				
412.6.1 Unsolicited	1,505.83		1,505.83	
412.6.2 Restricted - Unsolicited Memorial Gifts - Adult	500.00		500.00	
412.6.3 Target Donors/Annual Appeal	5,598.19	50,000.00	-44,401.81	11.20 %
412.6.4 Restricted - General		3,000.00	-3,000.00	
412.6.5 Restricted - Children	500.00	3,000.00	-2,500.00	16.67 %
Total 412.6 Individual Giving	8,104.02	56,000.00	-47,895.98	14.47 %
412.7 Corporate Engagement		10,000.00	-10,000.00	
412.7.1 Third Party Fundraising	1,222.00		1,222.00	
Total 412.7 Corporate Engagement	1,222.00	10,000.00	-8,778.00	12.22 %
412.8 Planned Giving				
412.8.2 Restricted - Endowment	30,000.00		30,000.00	
412.8.3 Unrestricted - Endowment		30,000.00	-30,000.00	
Total 412.8 Planned Giving	30,000.00	30,000.00	0.00	100.00 %
Total 412 Development Income	62,221.02	166,000.00	-103,778.98	37.48 %
420 Operations Income				
420.1 Fines	7,583.41	22,500.00	-14,916.59	33.70 %
420.10 Notary Services	455.00	800.00	-345.00	56.88 %
420.2 Passport Applications	63,255.00	195,000.00	-131,745.00	32.44 %
420.3 Interest	5,706.75	7,000.00	-1,293.25	81.53 %
420.4 Items Sold		2,800.00	-2,800.00	
420.4.1 Library Income	1,041.12		1,041.12	
420.4.2 PA Sales Tax	-21.05		-21.05	
Total 420.4 Items Sold	1,020.07	2,800.00	-1,779.93	36.43 %
420.5 Lost Books	843.74	3,000.00	-2,156.26	28.12 %
420.6 Other (Copier, etc.)	93.65	5,000.00	-4,906.35	1.87 %
420.6.1 Library Income	2,389.38		2,389.38	

Phoenixville Public Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.6.2 PA Sales Tax	-46.87		-46.87	
Total 420.6 Other (Copier, etc.)	2,436.16	5,000.00	-2,563.84	48.72 %
420.7 Rentals/Community Room	150.00		150.00	
420.8 Rentals/Collection		900.00	-900.00	
420.8.1 Library Income	438.85		438.85	
420.8.2 PA Sales Tax	-13.96		-13.96	
Total 420.8 Rentals/Collection	424.89	900.00	-475.11	47.21 %
420.9 Hot Spots		3,000.00	-3,000.00	
420.9.1 Library Income	579.04		579.04	
420.9.2 PA Sales Tax	-15.43		-15.43	
Total 420.9 Hot Spots	563.61	3,000.00	-2,436.39	18.79 %
Total 420 Operations Income	82,438.63	240,000.00	-157,561.37	34.35 %
Total Income	\$398,249.25	\$1,273,801.00	\$ -875,551.75	31.26 %
GROSS PROFIT	\$398,249.25	\$1,273,801.00	\$ -875,551.75	31.26 %
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	10,467.62	37,000.00	-26,532.38	28.29 %
500.1.2 E-Materials	8,057.63	18,205.00	-10,147.37	44.26 %
500.1.3 Overdrive Holds Manager		27,958.00	-27,958.00	
500.1.6 ARPA Adult e-materials	1,811.08		1,811.08	
Total 500.1 Books	20,336.33	83,163.00	-62,826.67	24.45 %
500.1.11 Library of Things	750.85	2,750.00	-1,999.15	27.30 %
500.1.9 ERB - Museum Passes	100.00		100.00	
500.13 Professional Develop. Material	136.99	800.00	-663.01	17.12 %
500.14 Museum Passes	1,225.00	5,500.00	-4,275.00	22.27 %
500.15 Mobile Hotspots	1,518.02	4,500.00	-2,981.98	33.73 %
500.2 Magazines & Newspapers	2,475.85	6,000.00	-3,524.15	41.26 %
500.3 Audios	1,769.26	5,000.00	-3,230.74	35.39 %
500.4 Videos	777.32	4,000.00	-3,222.68	19.43 %
500.5 Software	315.88	600.00	-284.12	52.65 %
500.7 Programs - Adult	1,371.78	5,000.00	-3,628.22	27.44 %
500.8 Program Supplies - Adult	241.74	1,500.00	-1,258.26	16.12 %
Total 500 Adult Library	31,019.02	118,813.00	-87,793.98	26.11 %
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	6,368.40	20,000.00	-13,631.60	31.84 %
510.1.2 E-Materials	3,636.99	9,753.00	-6,116.01	37.29 %
510.1.3 ARPA Children e-materials	950.40		950.40	
Total 510.1 Books	11,542.70	29,753.00	-18,210.30	38.80 %
510.13 Young Adult - All	1,611.87	4,000.00	-2,388.13	40.30 %
510.14 Programs - Young Adults		750.00	-750.00	

Phoenixville Public Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
510.15 Program Supplies - Young Adult	23.34	500.00	-476.66	4.67 %
510.2 Magazines	497.06	700.00	-202.94	71.01 %
510.3 Audios	1,937.01	2,000.00	-62.99	96.85 %
510.4 Videos	753.05	2,000.00	-1,246.95	37.65 %
510.5 Software	366.21	1,000.00	-633.79	36.62 %
510.7 Programs - Children	855.00	4,750.00	-3,895.00	18.00 %
510.8 Program Supplies - Children	331.69	1,750.00	-1,418.31	18.95 %
Total 510 Youth Library	17,917.93	47,203.00	-29,285.07	37.96 %
520 Development Expense				
520.1 Annual Appeal		5,000.00	-5,000.00	
520.3 Special Events	750.00	20,000.00	-19,250.00	3.75 %
520.5 Marketing	100.00	500.00	-400.00	20.00 %
520.8 Donor Management		3,988.00	-3,988.00	
Total 520 Development Expense	850.00	29,488.00	-28,638.00	2.88 %
530 Administration				
530.1 General				
530.1.1 Audit/Form 990		8,300.00	-8,300.00	
530.1.2 Library Board Expenses	294.38	2,500.00	-2,205.62	11.78 %
530.1.3 Staff Development/Memberships	1,995.32	3,648.00	-1,652.68	54.70 %
530.1.4 Insurance	-2,616.00	1,500.00	-4,116.00	-174.40 %
530.1.5 Advertising		500.00	-500.00	
530.1.7 Credit Card Fees	3,268.46	8,000.00	-4,731.54	40.86 %
530.1.8 Marketing and Website	1,309.22	3,501.00	-2,191.78	37.40 %
530.1.9 Miscellaneous	-46.00		-46.00	
Total 530.1 General	4,205.38	27,949.00	-23,743.62	15.05 %
540 Utilities				
540.1 Electricity	4,342.85	18,500.00	-14,157.15	23.47 %
540.2 Gas	225.65	4,500.00	-4,274.35	5.01 %
540.3 Telephone	2,008.04	5,000.00	-2,991.96	40.16 %
540.4 Trash Collection	116.00	440.00	-324.00	26.36 %
540.5 Water & Sewer	197.86	1,100.00	-902.14	17.99 %
Total 540 Utilities	6,890.40	29,540.00	-22,649.60	23.33 %
550 Computer Expense				
550.2 Hardware	51.78	750.00	-698.22	6.90 %
550.4 Software	315.00	750.00	-435.00	42.00 %
550.5 Software Maintenance	2,140.00	3,500.00	-1,360.00	61.14 %
550.6 Supplies		2,000.00	-2,000.00	
Total 550 Computer Expense	2,506.78	7,000.00	-4,493.22	35.81 %
560 Other Supplies and Expense				
560.1 Collection Maintenance	1,021.62	4,000.00	-2,978.38	25.54 %
560.2 Library	1,950.67	5,000.00	-3,049.33	39.01 %
560.3 Office	726.22	5,000.00	-4,273.78	14.52 %

Phoenixville Public Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
560.4 Postage	3,732.98	8,500.00	-4,767.02	43.92 %
560.6 Passport Supplies	1,444.08	2,000.00	-555.92	72.20 %
Total 560 Other Supplies and Expense	8,875.57	24,500.00	-15,624.43	36.23 %
570 Equipment Leasing/Rental	2,027.01	6,000.00	-3,972.99	33.78 %
580 Buildings & Grounds				
580.1 Maintenance				
580.1.2 Grounds		500.00	-500.00	
Total 580.1 Maintenance		500.00	-500.00	
580.5 Janitorial Expense				
580.5.1 Service	9,562.50	25,000.00	-15,437.50	38.25 %
580.5.2 Supplies	410.68	4,000.00	-3,589.32	10.27 %
Total 580.5 Janitorial Expense	9,973.18	29,000.00	-19,026.82	34.39 %
Total 580 Buildings & Grounds	9,973.18	29,500.00	-19,526.82	33.81 %
Total 530 Administration	34,478.32	124,489.00	-90,010.68	27.70 %
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	113,044.06	470,987.00	-357,942.94	24.00 %
610.1.2 Part-Time	45,496.08	178,586.00	-133,089.92	25.48 %
610.1.3 Passport Agents	8,342.53	35,131.00	-26,788.47	23.75 %
Total 610.1 Salaries	166,882.67	684,704.00	-517,821.33	24.37 %
610.2 Social Security Expense	6,053.76	26,282.00	-20,228.24	23.03 %
610.3 Employee Benefit Expense	23,559.51	128,766.00	-105,206.49	18.30 %
610.3.2 H.S.A. Contribution	6,000.00	9,000.00	-3,000.00	66.67 %
Total 610.3 Employee Benefit Expense	29,559.51	137,766.00	-108,206.49	21.46 %
610.4 Retirement Expense	26,979.97	105,056.00	-78,076.03	25.68 %
Total 610 Salaries & Benefits	229,475.91	953,808.00	-724,332.09	24.06 %
Total Expenses	\$313,741.18	\$1,273,801.00	\$ -960,059.82	24.63 %
NET OPERATING INCOME	\$84,508.07	\$0.00	\$84,508.07	0.00%
Other Expenses				
750 Non-Operating Expense				
750.1 Furniture, etc.	2,630.02		2,630.02	
Total 750 Non-Operating Expense	2,630.02		2,630.02	
Total Other Expenses	\$2,630.02	\$0.00	\$2,630.02	0.00%
NET OTHER INCOME	\$ -2,630.02	\$0.00	\$ -2,630.02	0.00%
NET INCOME	\$81,878.05	\$0.00	\$81,878.05	0.00%

Collection Expenditure Change for Incentive for Excellence Standard

by [Mike Reilly](#) | Oct 23, 2025 | [State Aid](#)

Hello Everyone,

The 12% collection expenditure requirement for the Incentive for Excellence category of State Aid is now based on the previous year's total operating expenditure instead of the current year's total operating expenditure. For example, if ABC Library had operating expenses of \$100,000 for the 2024 calendar year period, they would be expected to spend \$12,000 in collections for the 2025 calendar year period to meet the Incentive for Excellence standard for next year's SALSA. In this example, you would see \$12,000 on your 2024 WAFL (Waiver Assessment for Libraries).

For libraries and systems that report on a calendar year, the 2025 calendar year's collection expenditure requirement is reflected on your library's 2024 WAFL.

For libraries or systems that report on a fiscal year, the 2025-2026 fiscal year's collection expenditure requirement is based on the 2023-2024 operating expenditures and is what is reflected on the 2024 WAFL.

[Visit this link for a screengrab from a WAFL.](#)

Federated System Member Libraries: Since the system is responsible for meeting the 12% collection expenditure standard, we do not provide a breakdown of system member collection expenditure requirements on WAFLs.

Please send questions via [LibAnswers for Mike Reilly, State Aid Advisor](#), [by selecting State Aid as the category](#).



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At **GoFundMe**, our mission has always been to help people help each other. This mission extends to every nonprofit: we strive to connect nonprofits with new donors, empower supporters to give and fundraise, and enable communities to rally behind the causes they care about.

However, we understand clearly that our recent efforts with Nonprofit Pages have caused confusion, concern, and distraction from the vital missions of the very nonprofits we aim to support. We are very sorry for this and take responsibility for missing the mark. Trust is foundational to our work with nonprofits, and we are fully committed to rebuilding it through better communication, collaboration, and partnership.

Rebuilding trust starts with action. After speaking with many nonprofit leaders and advocates, and listening carefully to members of our community, we are taking swift action:

Nonprofit Pages are now opt-in only: Moving forward, only nonprofits that opt-in to their Nonprofit Page and complete the verification process will have a public Nonprofit Page that is searchable on GoFundMe - making these Nonprofit Pages a completely opt-in experience. Nonprofit Pages for organizations that have not been claimed and verified will be removed. SEO will also be turned off by default. Nonprofits that opt-in to their Nonprofit Pages will gain enhanced visibility, control, and access to certain supporter data for fundraising and compliance purposes. Nonprofits can verify their pages and learn more here: <https://gfme.co/47o885i>

Unclaimed Nonprofit Pages will be de-indexed: We will remove and de-index the Nonprofit Pages that are not claimed so they no longer appear in search engine results. Once a nonprofit opts in, they can choose to index their Nonprofit Page, turn SEO on, and edit their Nonprofit Page.

Nonprofit directory listings will continue: As we have done for many years, we will maintain basic nonprofit directory listings so nonprofits are discoverable and organizers can create fundraisers to support nonprofits.

We are committed to creating stronger feedback loops with nonprofit representatives to ensure future product releases are shaped in deeper partnership with nonprofits. Our goal remains to support the nonprofit sector - making giving easy for donors, empowering nonprofits with tools to thrive, and doing so in a way that reflects our shared values of trust and transparency.

Thank you for your feedback and ongoing commitment to making the world a better place.

Buttonwood Co., Inc.
Lead Removal Plan

1. The Hazardous Waste Facility used will be Eldredge Inc. 898 Fern Hill Rd. West Chester, PA 19380
2. Employees to be LEAD Tested prior to start by WorkNet.
3. Buttonwood Painting will be doing the removal by water mist/scraping loose and deteriorate paint. Buttonwood will **not** be burning, sanding, or scraping dry which will cause airborne dust. We will be doing air monitoring as lead removal work is ongoing and a test result will be submitted within 16 hours of the test. If the air quality is at an unsafe level per EPA/DEP guidelines, we will stop all lead scraping/removal.
4. Buttonwood Painting will have a lead removal supervisor on site at all times during lead removal work. The supervisor will make sure the lead removal work is being done in accordance with state and City of Phila lead removal guidelines and contract documents.
5. The work is slated to commence on TBD the work will be done during the day.
6. The work is protected by plastic and caution tape keeping the public away.

Buttonwood Co., Inc.

Site Hazard Assessment

During this project, there are several sources of hazardous materials or situations. These consist of, but are not limited to: paint scraping, paint removal, clean-up of paint debris, support work in and around painting operations, painting operations themselves.

Daily Employee Awareness of Site Operations

A daily employee awareness training session shall be conducted by the project Foreman, which shall describe in detail the day's duties and the associated hazards of the duties of the day for job, and if necessary each worker.

Method of Paint Removal

- Spray a fine mist of water on steel to be scraped (to control lead dust) lay 6-mil poly on the ground (to collect paint chips). Scrape all deteriorate/flaking paint. Bag up poly and store in 55 gallon drums marked lead paint waste.
- Protective clothes, gloves, respirator, goggles **will be worn during removal/scraping**
- Perimeter caution signs will be placed to demarcate the work area boundaries and preventing unauthorized or untrained personnel from entering the work area.
- Daily inspections and evaluation of work areas for compliance and efficiency of containment controls.
- Safety lights if necessary
- 6-Mil poly on the ground, and taped to bottom of substrate being prepped, bagged up each day
- Check for tears in the poly throughout the day
- Cleanup- Wet wipe and mopping of areas scraped of deteriorate lead paint.

Waste Disposal

- Waste contaminated shall be contained and stored in a secure location and disposed of with accordance with federal, local and state standards.
- Waste material storage containers will be removed from site by Buttonwood Co., Inc. and taken to our shop, then will be removed by Eldredge Inc.
- The hazardous waste will be delivered to a license disposal site, documents to follow.
- Hazardous waste manifest with shipment.
- Waste material storage containers will be marked "**Danger! Lead Waste**" or "**Hazardous Waste**".
- Non-hazardous waste will be kept in separate and segregated from hazardous waste.

Clean up Criteria

At the end of day, wrap up poly, seal with duct tape and store in the drums with other hazardous waste to be disposed of by the hazardous waste management company waste.

Debris if any that is caused during the abatement will be placed in the hazardous waste container and disposed of.

Collect and discard any rags, mopheads etc. used for cleaning, in the hazardous waste container provided.

Wet wash/wipe surfaces as necessary, rags used will also be placed in the hazardous waste container and dispose of accordingly.

HEPA Vacuum, as necessary.

Protection Against Exposure to Lead Paint Waste Material Waste

- Only the people working on the lead removal job will be allowed to enter the work area. Do not allow pedestrians to enter restricted areas where lead paint material has been handled or stored.
- Temporary caution tape and/or signs, cones will be installed to keep public out of work zone, by others
- Use Caution signs/tapes to keep the public or other workers away from work area.
- Store all lead paint waste in sealed metal containers, clearly marked **“Danger! Lead Waste”**.
- Store container/s in secure location.

Decontamination In The Event Of Exposure to Lead Paint Waste

- **Fine mist/scraping** will be used to remove the paint. Consequently, there will not be airborne lead dust that can be inhaled during incidental handling of the lead paint waste material.
- If lead paint/lead paint waste material is swallowed, contact the poison control center immediately for treatment instructions. If severe symptoms such as vomiting or seizures, call 911 immediately!
- If eyes are involved, flush thoroughly with warm water for **15 minutes**. If irritation persists, seek medical attention.
- Advise lead dust is a hazard. **DO NOT** touch any food or other areas until “decontaminated”.
- Advise not to smoke, or eat any food until they have been “decontaminated”.
- If lead paint waste material contacts with intact skin is not likely to cause a problem, advise them to wash the area thoroughly with soap and plenty of water and to avoid the source of exposure. Advise to clean the area and to seek medical attention if the lead paint waste contact skin that is intact.
- Buttonwood Co will have their own eyewash kit on site.

Steve Lykens

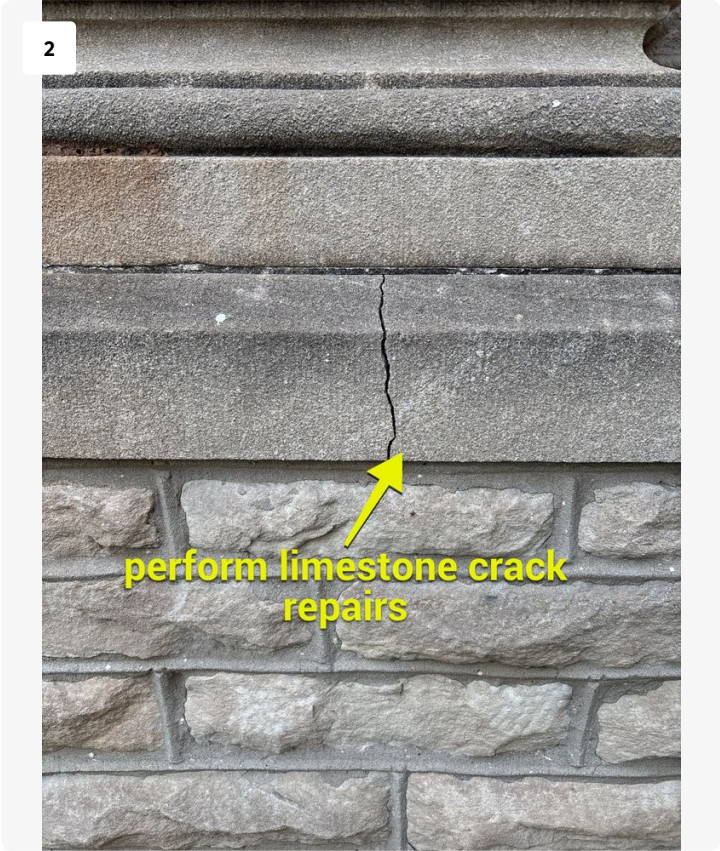
Mara Restoration, Inc.

Aug 27, 2025 | 14 Photos



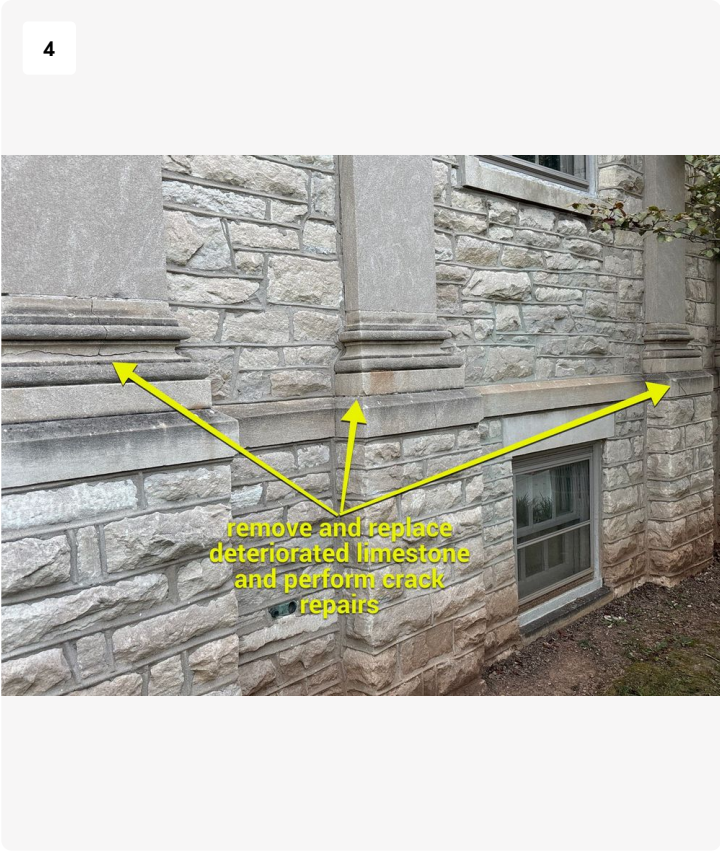
Phoenixville Library- Main Street upper and lower stairs and main building limestone repairs

Section 1





Project: Phoenixville Library
Date: Aug 27, 2025, 6:48 AM
Creator: Steve Lykens



Project: Phoenixville Library
Date: Aug 27, 2025, 6:48 AM
Creator: Steve Lykens

5



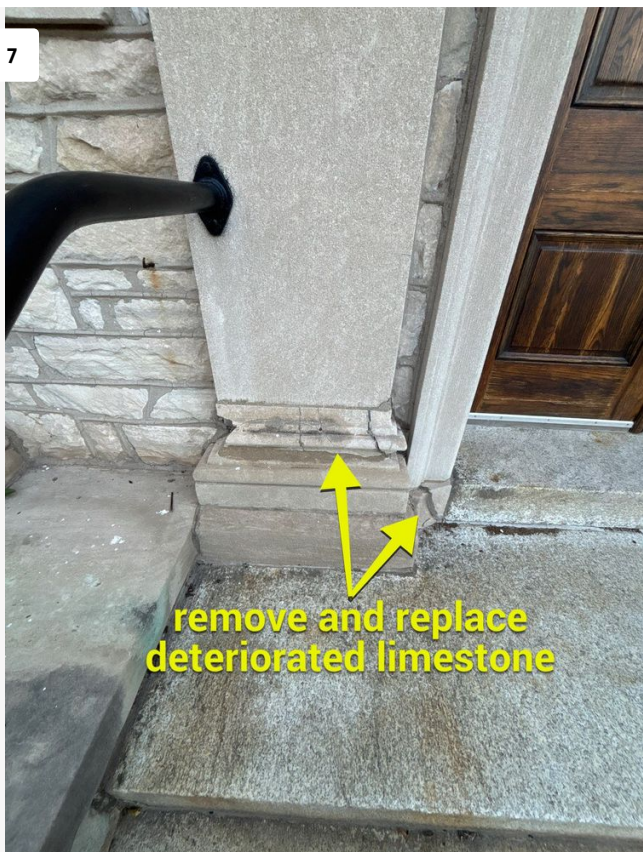
Project: Phoenixville Library
Date: Aug 27, 2025, 6:50 AM
Creator: Steve Lykens

6



Project: Phoenixville Library
Date: Aug 27, 2025, 6:50 AM
Creator: Steve Lykens

7



**remove and replace
deteriorated limestone**

Project: Phoenixville Library
Date: Aug 27, 2025, 6:53 AM
Creator: Steve Lykens

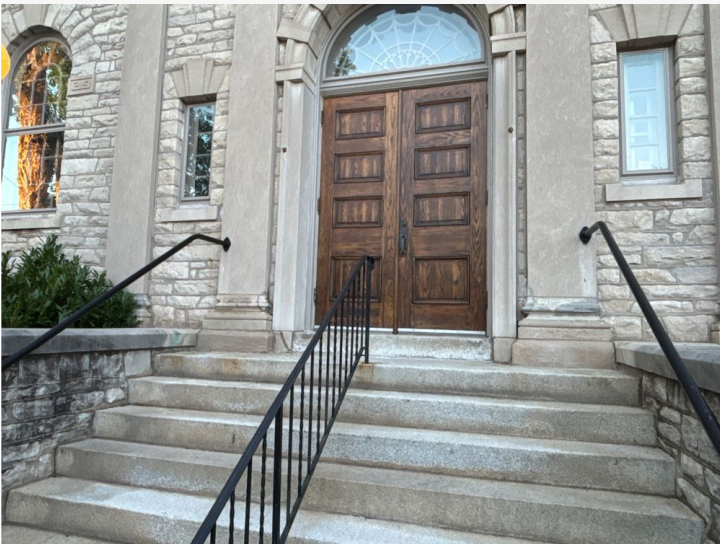
8



**repair cracks and spalls
at limestone**

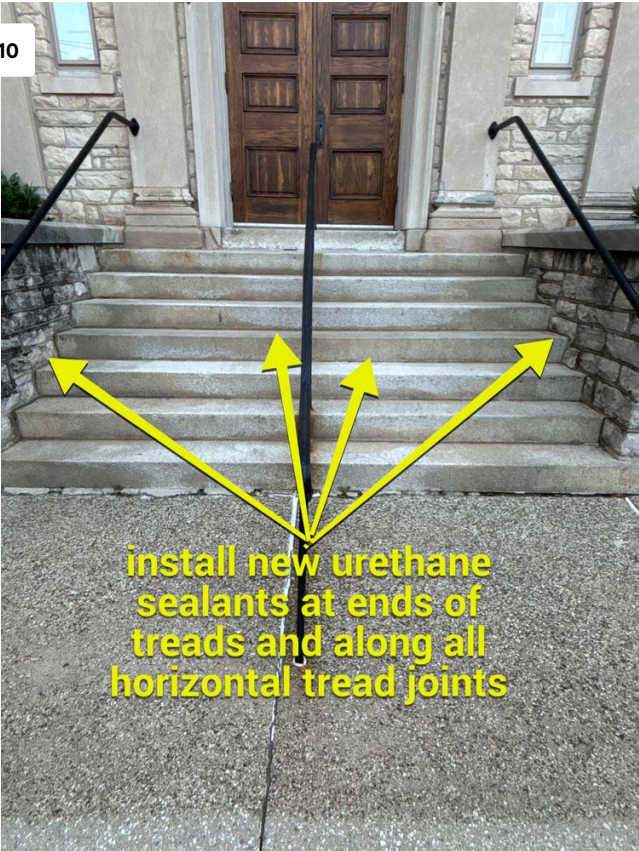
Project: Phoenixville Library
Date: Aug 27, 2025, 6:54 AM
Creator: Steve Lykens

9



Project: Phoenixville Library
Date: Aug 27, 2025, 6:55 AM
Creator: Steve Lykens

10



Project: Phoenixville Library
Date: Aug 27, 2025, 6:55 AM
Creator: Steve Lykens

11



remove and replace
deteriorated concrete at
base of stairs

Project: Phoenixville Library
Date: Aug 27, 2025, 6:56 AM
Creator: Steve Lykens

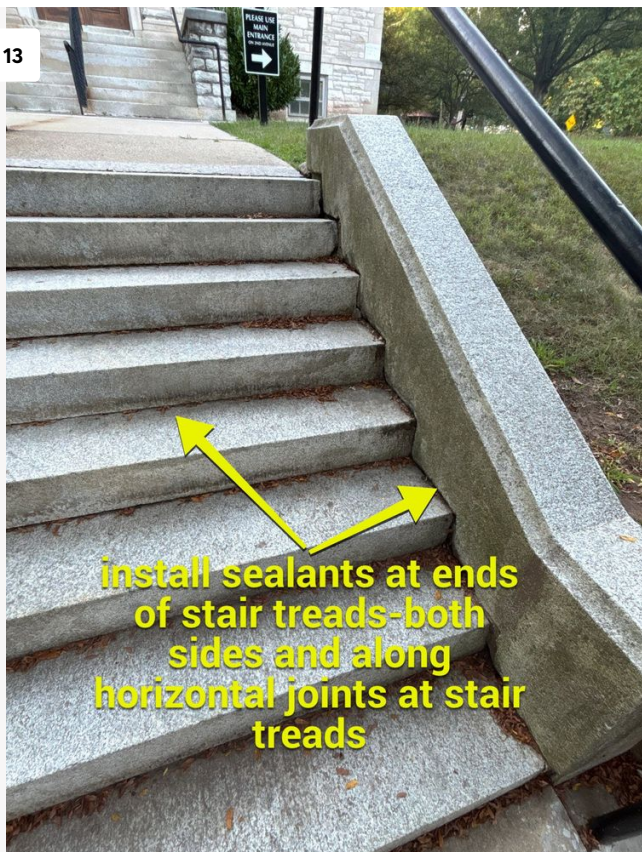
12



remove and replace
failed sealants along all
horizontal tread joints

Project: Phoenixville Library
Date: Aug 27, 2025, 6:56 AM
Creator: Steve Lykens

13



install sealants at ends of stair treads-both sides and along horizontal joints at stair treads

Project: Phoenixville Library
Date: Aug 27, 2025, 7:00 AM
Creator: Steve Lykens

14



install a urethane sealant at both tread ends to fill voids- at lower set of stairs on Main street

Project: Phoenixville Library
Date: Aug 27, 2025, 7:00 AM
Creator: Steve Lykens

Proposal Submitted To:
Phoenixville Library

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

Proposal Number: **25-195**
Date: August 27, 2025
Project / Property: Phoenixville Library
Address: 183 Second Ave
Phoenixville, PA
Architect: CEA Architects
Engineer: N/A

Mara thanks you for the opportunity to serve your organization and submit the following proposal for your consideration.

Base Bid: **\$ 74,644.00**

Scope Included in Mara's Proposal: exterior façade repairs

1. Mobilize equipment and materials to work areas.
2. Utilize **pump jacks, scaffolding** and **high reach** to perform work items.
3. Remove deteriorated stone to stone, limestone to limestone mortar joints to sound material based **20%** of mortar replacement on the below elevations.
 - A. West elevation- **1,100 SF- 20% = 220 SF**
 - B. South elevation- **1,370 SF- 20% = 274 SF**
 - C. East elevation- **480 SF- 20% = 96 SF**
 - D. North elevation- **1,382 SF- 20% = 276 SF**
 - E. Limestone repairs- **8 locations- bottom of limestone pilasters (plinths)**
4. Clean exposed joints by removing dust and debris.
5. Wet newly prepared joints and hand apply **Limestone Ecologic Mortar by Lime Works** tooling the joint to match existing joint profile. **(color of mortar to match existing color as close as possible).**
6. Upon cure of mortar, clean areas to remove excess mortar from stone surface.
7. Perform limestone repairs utilizing Cathedral Stone Limestone repair mortar **Jahn-M-70.**

Mara expressly agrees that the proposal price includes all work provided for based on **Addendum 1 and 2** provided by Architect. and specifications, together with all work reasonably inferable therefrom (consistent with the scope of the project).

Unit cost : 30.00 LF- Mortar replacement

Alternate: Main Street- upper and lower section of stairs-remove and replace or install missing sealants at all tread ends and horizontal tread joints with a urethane sealant to prevent water intrusion. At base of upper stair section remove and replace deteriorated concrete

Cost \$ 8,061.00

Project Schedule:

- | | |
|---------------------|---------|
| 1. West elevation- | 2 weeks |
| 2. South elevation- | 3 weeks |
| 3. East elevation- | 1 week |
| 4. North elevation- | 3 weeks |

Work will be performed on 2 elevations at one time- project duration is 6 weeks for completion.

Project payment terms:- project to be invoiced upon completion of project

Qualifications:

1. Owner to provide water and electrical hookups
2. Owner to provide restroom access.

Not Included in Mara's Proposal:

1. Cost of Bonds
2. Rock removal & excavation
3. Architectural, engineering, and any other design professional services
4. Removal of pre-existing structural damage; buried fuel, utility or other service lines; concrete surfaces greater than 5 inches in thickness or containing metal reinforcement; previous construction or other immovable obstructions (i.e., tree roots)
5. Repair or replacement of walkways, sidewalks, lawns or landscaping
6. Interior or exterior cleaning, repair or replacement of items affected by dust created by Mara's Work
7. Water damage of any kind
8. Removal, remediation or abatement of any unforeseen or undocumented hazardous materials
9. Mold and mold removal
10. Permits
11. Premium time or overtime

General Qualifications:

1. The project scheduled and any modification shall allow Mara a reasonable time to complete its work in an efficient manner considering the contract completion date or time limits set forth in the contract documents.
2. Notwithstanding anything to the contrary, this proposal is contingent upon the execution of a contract in the form attached or other form agreed upon between the Owner and Mara.
3. This proposal is valid for a period of 60 days.
4. This proposal and scope of work outline shall become a part of any contract awarded to Mara.
5. Owner shall furnish 1) a dry and secure location for materials, 2) onsite water, electric and bathroom facilities for the duration of the Project, and 3) at least two (2) hook-ups of 240-volt 20-amp power for the duration of the work, preferably from somewhere on the roof.
6. SWRI Mold Exclusion Policy: All parties recognize that the building/job site currently has moisture infiltration issued and, as a result, it is possible that fungi, mold, organic pathogens, yeasts, mildew, virus, mycotoxins, spores, scents, byproducts produced or released by fungi or other airborne contaminants are already present in or about the building/job site, including its contents, if any. Any determination of the existence of fungi, mold, organic pathogens, yeasts, mildew, virus, mycotoxins, spores, scents, byproducts produced or released by fungi or other airborne contaminants, during the course of Mara Restoration's commencement of work. Mara Restoration has been retained to perform defined installation and/or repair work on the building or at the job site and has not guaranteed the removal or eradication of all fungi, mold, organic pathogens, yeasts, mildew, virus, mycotoxins, spores, scents, byproducts produced or released by fungi or other airborne contaminants. Mara Restoration shall be held harmless from and against any and all claims, suits or damages resulting in anyway whatsoever from the fungi, mold, organic pathogens, yeasts, mildew, virus, mycotoxins, spores, scents, byproducts produced or released by fungi or other airborne contaminants present at the job site before, during and after Mara Restoration has completed its work pursuant to said contract.

The information in this proposal and quotation is privileged and confidential and intended for the use of the individual(s) and/or entity(ies) named above. You are hereby notified that any unauthorized disclosure, copying, or distribution of this proposal is strictly prohibited.

Mara Restoration, Inc.



Signature/Title: Estimator
Printed Name: Steve Lykens

Date: 08-27-2025

Customer Signature for Acceptance

Signature/Title:
Printed Name:

Date:



Datum Restoration, Inc.
35 Second Street
P.O. Box 1213
Lansdowne, PA 19050

Tel: 610-623-9600 Ext. #23
Fax: 610-623-9641
pleisenring@datumsri.com

August 25, 2025

Phoenixville Public Library
183 Second Avenue
Phoenixville, PA 19460

Attention: Ms. Lara Lorenzi
Executive Director

Reference: **Stone Façade Restoration**
Phoenixville Public Library
183 2nd Avenue
Phoenixville, PA

Dear Ms. Eustis:

In response to your **Request for Proposals** issued July 18, 2025, kindly allow this correspondence to serve as formal confirmation regarding our bid quotation for the proposed masonry restoration work which is required at the Phoenixville Public Library.

Bid pricing is based upon the scope of work as outlined in the RFP, Addendum #1 issued July 23, 2025, and Addendum #2 issued July 29, 2025, which are all acknowledged as part of this submission.

We met with Lauren Eustis on-site May 12, 2025 to inspect the exterior building façade and discuss the areas of concern. The findings of this assessment were used to formulate bid pricing, and determine the proper means and methods which are necessary to complete the priority remedial masonry repairs.

If awarded this contract, we agree to furnish all labor, material, equipment, and supervision, to necessitate performance of the following remedial work as specified and indicated herein.

Contractor Experience, Capability & References

- **Project Management/Project Approach:** I will be responsible for all project management tasks including scope review with project foreman, material procurement, on-site samples, rigging, safety considerations, project schedule, cost breakdown and progress invoices. Throughout the project, we will coordinate all on-site activities with the owner, specifically labor, materials and equipment, to ensure efficiency while maintaining strict quality and safety standards. Regular progress updates and inspections are conducted to keep the owner informed and ensure that all work is executed and completed in strict accordance with the specifications. Special emphasis shall be placed on maintaining the intended aesthetic integrity of the finished work with regard to color, texture and workmanship of the stone pointing and repairs. We intend to document all phases of the work in progress with digital photos and submit to the owner for review.
- **Quality Control:** We shall conduct a daily inspection of the work in progress to verify repair means and methods, and to ensure adherence to the project specifications specifically with regard to National Park Standards for the Treatment of Historic Properties.

Building Solutions for Structural Repair, Waterproofing & Protection Since 1983

- **Company Information:** Datum Restoration, Inc. has been in business since 1983 offering a full range of masonry/concrete restoration and waterproofing services in the tri-state region. We pride ourselves in meeting customer requirements on time and within budget. All of our supervisors and mechanics are permanent employees who take ownership of the work tasks performed.
- **Experience & Qualifications:** Historic projects recently completed include the New Jersey State House building which included repairs and restoration to the exterior stucco and stone façade. We completed brick replacement and pointing at Independence Hall in Philadelphia. Other projects include masonry repairs and preservation of the Edgar Allan Poe House, Fort Mifflin and Fairmount Waterworks.
- **Project Team:** The following personnel will supervise and execute all of the required work on this project: Michael Kirchhoff – Outside Superintendent (33 years experience), Larry Rivello – Project Foreman (37 years experience) and Preston Leisenring – Project Manager (48 years experience).
- **Client References:** Refer to the following client references:
 Dave Weiss – d171weiss@gmail.com
 Robert Ochs – rochs@cidgroup.net
 Bill Temple – bill.temple2401@gmail.com
- **Five-Year Warranty:** We provide a five-year warranty on the stone pointing work. This warranty covers defects in workmanship and materials that result in mortar joint failure and cracking relative to the pointing and repair process. The warranty does not cover damage caused by structural movement, settlement, improper maintenance, natural disasters, or exposure to chemicals beyond normal environmental conditions.
- **Safety Plan:** *Safety is Priority #1.* All OSHA workplace safety guidelines shall be strictly enforced and adhered to by all field personnel working on this project. We shall ensure safe execution of the remedial masonry repair work, compliance with OSHA, local codes and owner requirements. Prior to commencement of the work, our safety plan shall be thoroughly reviewed with the owner to ensure the total safety of pedestrians, employees and mechanics.
- **Scope of Work:** The following remedial repair work is included as indicated:

Base Bid

- **Stone Pointing:** Cut out and point cracked and deteriorated rubble stone joints with beveled “V” joints which shall match the existing. Quantities and locations of the stone pointing are included in Addendum #2. The total gross area is 4,332 SF at 20% = 866 SF net area of stone pointing.
- **Limestone Columns Bases & Vertical Mortar Joints:** Prepare the surfaces and carefully repair eight individual limestone column bases using a special mixture of pure natural hydraulic lime and aggregates which shall be shaped accordingly to duplicate the architectural elements and profile of the exiting column base. All existing vertical mortar joints on each side of the eight limestone columns shall be cut out and repointed to provide a new mortar joint of similar size, color and profile.

• **Cost Breakdown**

Base Bid.....	\$69,333.00
Add – Step Repairs.....	\$5,995.00
Unit Price - Cut & Point Rubble Stone Joints w/ Beveled “V” Joints.....	\$ 79.50 per SF

Please note that the above unit price cost is based upon completing small isolated areas of the stone façade in lieu of larger areas. These prices can be reduced accordingly based upon “economy to scale.” If awarded this project, we can meet with you to develop an all-encompassing scope of work for the priority repairs while reducing total costs.

Special Conditions

1. **Expiration of Proposal/Contract Agreement:** This Proposal/Contract Agreement shall remain in effect for a period of 30 calendar days after the date of this document. If the Proposal/Contract Agreement is accepted beyond that date, the proposal shall be reviewed and adjusted if necessary to reflect any changes in labor and material costs.
2. **Insurance:** Upon acceptance of this Proposal/Contract Agreement, a Certificate of Insurance, delineating our standard specific coverage types and amounts, shall be forwarded to the Client for the project file.
3. **Access to the Work:** Client must provide adequate and uninterrupted access to all applicable work areas, Monday thru Friday, during the normal working hours of 7:00 a.m. to 3:30 p.m., or unless otherwise stated.
4. **Premium Time:** This Proposal/Contract Agreement does not include the cost to provide on-site labor beyond the normal working hours stated above in Item #3. The cost of any required premium time, as required by the client, shall be included as an additional charge above the original contract amount.
5. **Fees and Permits:** If required, all necessary fees and permits which are mandated by federal, state, or local codes shall be included as an additional charge over and above the original contract amount.
6. **Site Protection:** Extreme care shall be exercised by Contractor personnel to protect all adjacent areas which are contiguous to the actual work operation. All areas in close proximity to the work shall be properly protected with yellow caution tape and fluorescent cone barricades. This is necessary to insure the safety of pedestrians, occupants, employees, and visitors. Barricades shall be maintained during the entire duration of the project.
7. **Progressive and Final Site Clean-Up:** All construction dirt and debris as a result of the remedial repair work, shall be properly cleaned-up on a daily basis, and finally at the completion of the project. Contractor shall be responsible for all costs associated with the removal of construction related debris unless otherwise noted.
8. **Payment Terms:** Net 15 days after invoice date. No retainage shall be withheld from any invoices. Progress invoices shall be submitted for work completed to date, and/or a final invoice for total project completion. All invoices shall be paid in full no later than fifteen (15) calendar days after invoice date.
9. **Engineering Services:** It is understood and agreed that Contractor, is not licensed to, nor has the ability to perform engineering or architectural services. All such services shall be provided by the Engineer of Record, and be deemed to be provided directly to the Client. The Contractor shall not be held responsible for any errors and omissions which are caused by the Engineer of Record and/or the Client.
10. **Exclusions:** The following items are excluded as Part of the terms and conditions of this Proposal/Contract Agreement.
 - **Special Insurance**
 - **Builders Risk Insurance**
 - **Performance and Payment Bonds**
 - **Building Permit**
 - **Special Fees**
 - **Premium Time other than included in the original cost proposal**
 - **Cost of any required inspections by design professional or other related parties**

- **Cost of unscheduled shut-downs and remobilization**
- **Cost associated with phasing of work other than included in the original proposal**
- **Cost of project delays caused by others**

If you are intending to award this contract, we truly hope that you consider Datum Restoration, Inc. as a serious contender for the work. We are prepared and would welcome the opportunity to meet with you and members of your organization to review the components of this proposal as well as the methods and procedures of the work.

We greatly appreciate the opportunity for allowing us to submit a bid for this project and eagerly await your acknowledgment and acceptance of our proposal. If you have any further questions, or require more definitive information, feel free to contact me at your convenience.

Very truly yours,

DATUM RESTORATION, INC.

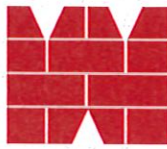
Preston D. Leisenring

Preston D. Leisenring

PDL/nd

Sent via E-Mail: llorenzi@ccls.org

cc: Lauren Eustis lauren@cearchitects.com



WATTS RESTORATION COMPANY, INC.

Exterior Facade Restoration | Plaza Restoration | Parking Garage Restoration
Masonry | Pointing | Concrete | Pavers | Cleaning | Waterproofing | Sealants | Coatings | Carbon Fiber
1704 Bustleton Pike | Feasterville, PA 19053 | E-Mail info@wattsrestoration.com | Phone 215-426-7500
Website wattsrestoration.com

September 15, 2025

Phoenixville Public Library
Attn: Lara Lorenzi
183 Second Avenue
Phoenixville, PA 19460

llorenzi@ccls.org

Re: Stone Repointing

Dear Lara,

As per your request, Watts Restoration Co., Inc. would do the following:

Scope of Work:

- Provide labor, materials, and equipment, as needed.
- Supply and erect pedestrian barricades at work area.
- Supply and erect scaffolding to access work location.
- Inspect façade.
- Chip out and remove 850SF of defective mortar joints as per quantities issued in Addendum #2.
- Patch four (4) columns at base at entrances.
- Power wash façade to remove debris.
- Remove debris from site.
- Work to be completed within 2025.

Total Price:----- **Sixty-two Thousand Eight Hundred Eighty Dollars (\$62,880.00).**

Exclusions: Permits, stone replacement

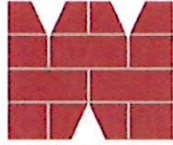
If you have any questions, please feel free to contact me at 267-784-3638 or by email at kwalls@wattsrestoration.com

Thank you!

Watts Restoration Co., Inc.

Kevin Walls

Kevin Walls
Project Manager

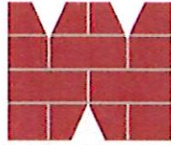


WATTS RESTORATION COMPANY, INC.

1704 Bustleton Pike
Feasterville, PA 19053

General Conditions:

- **THIS PROPOSAL IS CONTINGENT ON A LACK OF IMPACT BY THE CORONAVIRUS NATIONAL EMERGENCY.** Due to the existence of the coronavirus pandemic, Watts Restoration Co., Inc., will put forth its best efforts to staff and supply this project to meet its scheduled completion date but reserves its right to seek an excusable extension of time if Watts Restoration Co., Inc., or its subcontractors and suppliers are unable to maintain planned crew sizes due to illness, supply shortages or governmental restraints on business, travel and/or assembly. To the extent that the project is suspended, pursuant to the terms of the proposed contract or subcontract, we intend to seek additional costs associated with that suspension.
- All work will be completed in a professional manner according to the standard industry practices. The appearance, conduct and language of Watts Restoration Co., Inc., employees shall not be offensive, abusive, or objectionable to the occupants of the buildings.
- Watts Restoration Co., Inc. is not held responsible for pre-existing or concealed conditions of any kind.
- Onsite water, electric and bathroom facilities will be required for the length of the project.
- At least two (2) hook-ups of 240-volt 20-amp power is required for the length of the project, preferably from somewhere on the roof. Adapter cables will be provided, however all costs associated with the proper installation and removal of the cables to the appropriate power supply is the responsibility of the Owner.
- Owner must provide adequate and continuous access to all applicable work area(s), Monday through Friday, during normal working hours of 7:00AM to 3:30PM. The costs of any required overtime as mandated by the owner, shall be considered an additional charge over and above the original contract amount.
- Pedestrian and vehicular traffic may be re-routed and/or restricted during this work.
- All areas are to be free from any excess scrap or material and left in a clean, safe condition as soon as possible after completion of the work in that area. All construction debris produced by Watts Restoration Co., Inc., is to be removed from the jobsite by Watts Restoration Co., Inc., unless other prior arrangements were made and agreed upon.
- The owner is responsible for approving the locations for all construction material, equipment and dumpsters that will be left in place overnight. All other construction equipment and vehicles are to be parked in areas authorized by the Owner or Owner's Representative.
- All ladders will be removed from buildings at the end of each workday. Swing stage and/or conventional scaffolding will be left in place and stabilized overnight.
- This contract amount excludes any architectural, engineering and any other design professional fees.
- Tax is applied to materials only.
- Watts Restoration Co., Inc. does not guarantee against, or is responsible for: pre-existing structural damage, buried fuel, utility or other service lines, concrete surfaces greater than 5 inches in thickness or containing metal reinforcement, large, buried rock, previous construction, or other immovable obstructions (i.e., Tree roots)
- Watts Restoration Co., Inc. work is warranted for a (1) one-year period.
- Pennsylvania One Call System, Inc. (PA One Call) will be notified before any excavation work begins that is expected to be greater than 12 inches in depth. The Owner or Owner's Representative is responsible to notify Watts Restoration Co., Inc. in writing, of the locations of all utilities, conduits, wires, pipes, etc. that will not be marked by PA One Call. Watts Restoration Co., Inc. is not responsible for the repair or replacement costs incurred from the damage of any of these unmarked conditions during the excavation work performed by Watts Restoration Co., Inc., or its subcontractors.
- If required and requested by the Owner or Owner's Representative, all necessary fees and permits mandated by federal, state, or local codes can be facilitated and obtained by Watts Restoration Co., Inc., Inc. Incurred costs for such fees and/or permits will then be supplied as an additional charge over and above this original contract amount.



**WATTS RESTORATION
COMPANY, INC.**

1704 Bustleton Pike
Feasterville, PA 19053

- Performance and Payment Bonds required by the Owner shall be considered an additional charge over and above the original contract amount.
- Care will be taken to protect walkways, sidewalks, lawns and landscaping; however, there may be some damage. Watts Restoration Co., Inc. is not responsible for the repair or replacement of these areas.
- Please note that sealants, waterproofing, coatings and cleaning materials have an odor. During the application/installation process, all ventilation systems must be turned off. All efforts to ventilate the work area must be communicated with Watts Restoration Co., Inc.
- A considerable amount of dust may be created during the work process. Watts Restoration Co., Inc. is not responsible for any interior and/or exterior cleaning, repair or replacement of items affected by said dust. In all cases, Watts Restoration Co., Inc. will employ engineered controls to minimize the level of crystalline silica.
- Watts Restoration Co., Inc. is not responsible for water damage of any kind, either directly or indirectly, because of work performed. Any water damage repairs and incidental and/or consequential damages, including mold, which may occur are the responsibility of others.
- Watts Restoration Co., Inc. is not responsible for the removal, remediation, or abatement of any unforeseen or undocumented hazardous materials. Watts shall be held harmless from and against any and all claims, suits or damages resulting in any way whatsoever from mold, fungi, organic pathogens or other airborne contaminants that may be present at the jobsite before, during and after Watts has completed its work pursuant to this contract.
- CRIMINAL Background Checks and Criminal History Reports are kept in file for every employee in our office. If federal criminal history reports are required, we will obtain them prior to commencement of the project, as long as ample notification is given.

Acceptance of Proposal: The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

Signature of Owner

Workers are fully covered by Workmen's Compensation insurance and full liability coverage is in place for all projects. All applicable state and local licenses are on display in our office.



P.O BOX 500 EAGLEVILLE, PA 19408

PHONE 610-631-7701 FAX 610-631-7709 CELL 215-692-4662

EMAIL: bflanagan@buttonwoodinc.net

WWW.BUTTONWOODPAINTING.COM

WBE & DBE CERTIFIED

Date: 10/10/25

To: Phoenixville Public Library / Lauren Eustis - Lora Lorenzi

Email: lauren@cearchitects.com; llorenzi@ccls.org

From: Buttonwood Co / Brian Flanagan

Project: Phoenixville Public Library

Trade: Painting

Price: **\$70,000.00**

Add Alternate: **\$2,100.00** paint existing railings at front elevation.

Scope of Work: Our firm would furnish the necessary labor, material, and equipment to complete the painting at the above reference.

1. Remove existing failing paint by scraping and remove from site.
2. Reglaze existing windows, caulk, prime and finish paint.
3. Apply primer and Sherwin Williams exterior paints to all wood substrates.

Clarifications:

1. Removal and reinstallation of existing storm windows by a third-party window contractor.

Thank you for this opportunity to submit the quotation. If you should have any questions, please do not hesitate to contact our office. We hope we may be of service to you on this project.

Buttonwood Co. Inc. is a certified WBE with Commonwealth of Pennsylvania – 111227

Buttonwood Co. Inc. is a certified by SBE - 426010-2021-12-SB

Buttonwood Co. Inc. is a certified DBE - 12614

Qualification to this proposal:

All coatings prior to the finish are to be spray-applied prior to the installation of ceiling grid, carpets, cove base switch plates and millwork. Finish coat is to be applied prior to the installation of carpets, cove base, switch plates and millwork. We include touch up of our own errors and omissions. Repair of damage caused by other trades is not included in our quotation.

PAINTING - PROTECTIVE COATINGS – SANDBLASTING – ELECTROSTATIC - WALL COVERING



P.O BOX 500 EAGLEVILLE, PA 19408

PHONE 610-631-7701 FAX 610-631-7709 CELL 215-692-4662

EMAIL: bflanagan@buttonwoodinc.net

WWW.BUTTONWOODPAINTING.COM

WBE & DBE CERTIFIED

Date: 10/10/25

To: Phoenixville Public Library / Lauren Eustis - Lora Lorenzi

Email: lauren@cearchitects.com; llorenzi@ccls.org

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2. Reglaze existing windows, caulk, prime and finish paint.
3. Apply primer and Sherwin Williams exterior paints to all wood substrates.

Clarifications:

1. Removal and reinstallation of existing storm windows by a third-party window contractor.

Thank you for this opportunity to submit the quotation. If you should have any questions, please do not hesitate to contact our office. We hope we may be of service to you on this project.

Buttonwood Co. Inc. is a certified WBE with Commonwealth of Pennsylvania – 111227

Buttonwood Co. Inc. is a certified by SBE - 426010-2021-12-SB

Buttonwood Co. Inc. is a certified DBE - 12614

Qualification to this proposal:

All coatings prior to the finish are to be spray-applied prior to the installation of ceiling grid, carpets, cove base switch plates and millwork. Finish coat is to be applied prior to the installation of carpets, cove base, switch plates and millwork. We include touch up of our own errors and omissions. Repair of damage caused by other trades is not included in our quotation.

PAINTING - PROTECTIVE COATINGS – SANDBLASTING – ELECTROSTATIC - WALL COVERING

Phoenixville Public Library
183 Second Avenue, Phoenixville, Pennsylvania

SECTION 099113 - EXTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes surface preparation and the application of paint systems on the following exterior substrates:
 - 1. Wood.

1.2 DEFINITIONS

- A. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.

1.3 ACTION SUBMITTALS

- A. Samples: For each type of paint system and each color and gloss of topcoat.
- B. Product List: For each product indicated. Include printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.

1.4 QUALITY ASSURANCE

- A. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include but are not limited to products listed in other Part 2 articles for the paint category indicated.

2.2 PAINT, GENERAL

- A. MPI Standards: Provide products that comply with MPI standards indicated and that are listed in its "MPI Approved Products List."
- B. Material Compatibility:
 - 1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 - 2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.

- C. VOC Content: Provide materials that comply with VOC limits of authorities having jurisdiction.
- D. Colors: The intent is the match the existing colors. The windows are painted Sherwin Williams SW0037 Morris Room Grey, the cornice millwork is painted Sherwin Williams SW0038 Library Pewter.

2.3 WOOD PRIMERS

- A. Primer, Latex for Exterior Wood.
 - 1. Sherwin-Williams: Exterior Latex wood primer

2.4 WATER-BASED PAINTS

- A. Latex, Exterior Semi-Gloss (Gloss Level 5): Wood windows and trim
 - 1. Sherwin-Williams: SuperPaint acrylic exterior latex

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
 - 1. Wood: 15 percent.

Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- C. Proceed with coating application only after unsatisfactory conditions have been corrected.
 - 1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Maintenance Repainting Manual" applicable to substrates and paint systems indicated.
- B. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
- C. Scrape and remove existing paint from surfaces on which the existing paint is cracked, peeling, delaminating, or failing. Sand bare wood smooth and 'feather' edges of sound and secure existing paint.

3.3 APPLICATION

- A. Apply paints according to manufacturer's written instructions and recommendations in "MPI Maintenance Repainting Manual."

- B. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

3.4 CLEANING AND PROTECTION

- A. Protect existing adjacent materials against damage from paint application.

3.5 EXTERIOR PAINTING SCHEDULE

- B. Wood Substrates: Including wood trim, architectural woodwork and windows.

1. Latex System:

- a. Prime Coat: Primer, latex for exterior wood.
- b. Intermediate Coat: Latex, exterior, matching topcoat.
- c. Topcoat: Latex, exterior semi-gloss (Gloss Level 5).

END OF SECTION 099113



Kevin Dobson
Sales Estimator
610-804-3930
kevin.dobson@nolanpainting.com

Proposal

Nolan Painting
181 W. Hillcrest Ave.
Havertown, PA 19083
610-449-7795

Contact	Job Address	Proposal ID	Date
Lauren Eustis 183 2nd Ave Phoenixville, PA 19460 lauren@cearchitects.com 610-933-0197		43910	Oct 1, 2025

Item
<p>Lead Safe Practices</p> <ul style="list-style-type: none">• Consideration with Lead Paint: Because of the hazards of lead dust, special care shall be taken in preparation and clean up phases. All work shall be done in accordance to Lead Safe Practices. We are an EPA certified Lead Safe Firm in accordance with the Repair, Renovation, and Painting (RRP) law.
<p>Exterior Preparation</p> <ul style="list-style-type: none">• Clean all surfaces to be painted to remove accumulated dirt, moss, mold, and mildew.• To scrape, hand sand, and power sand all wood surfaces to a tight, sound surface.• Sand edges of old paint to increase new paint bond to existing paint.• Prime all areas of bare wood.• Caulk all gaps in wood trim.• To properly prepare and paint the following with two (2) coats premium quality finish:
<p>Front</p> <ul style="list-style-type: none">• Remove Storm Frames, Prep, and Paint Windows and Frames. Clean and Re-Install Storm Frames.,• Cornice, Soffits, and Fascia Trim,• Gable Vent,• Front Door Frame and Transom Window
<p>Left Side</p> <ul style="list-style-type: none">• Remove Storm Frames, Prep, and Paint Windows and Frames. Clean and Re-Install Storm Frames.,• Cornice, Soffits, and Fascia Trim,• Gable Vent
<p>Rear</p> <ul style="list-style-type: none">• Cornice, Soffits, and Fascia Trim

Right Side

- Remove Storm Frames, Prep, and Paint Windows and Frames. Clean and Re-Install Storm Frames.,
- Cornice, Soffits, and Fascia Trim,
- Gable Vent

Paint Specicifation

- Paint Type: Sherwin Williams Duration Exterior Acrylic
- Paint Colors:
 - Windows and Frames: SW0037 Morris Room Gray
 - Cornice/Soffits/Fascia Trim: SW0038 Library Pewter

Additional Notes

- Project is bid off non-prevailing wage.

Total \$36,708.00

Options

These items are optional additions and are not included in the total. To add items to your proposal, just click +Add Option.

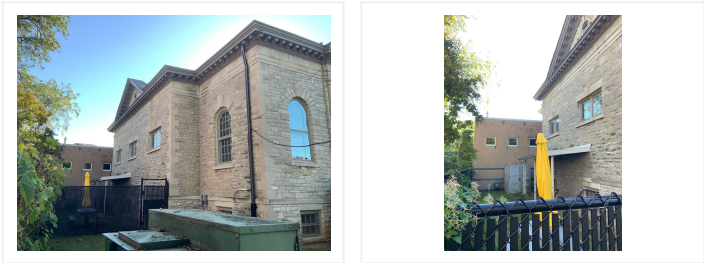
Item	
Exterior of Library	\$4,788.00
• Wire Brush, Prep, and Paint Wrought Iron Railings	+ Add Option

Media

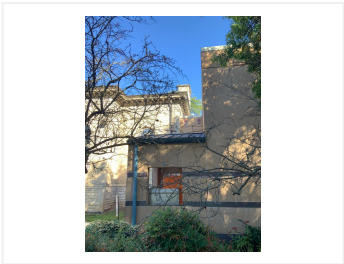
Front



Left Side



Rear



Right Side




Exterior of Library



Please take special note of job description. Nolan Painting Inc. is not required to perform any projects or tasks not specifically listed.

Projects including carpentry and repairs, please note: Carpentry materials are not included in total cost unless noted otherwise. Material costs will be added to the final invoice.

Why Hire Nolan Painting:

- Family owned, local business, not a franchise, with over 45 years of experience.
- Top managers have been with the company for over 30 years.
- Hire Full Time Employees - not Subcontractors where you receive consistent, reliable work.
- Use of premium paint products + 2 coats of paint.
- Guarantee 100% Customer Satisfaction.
- Train & educate our employees.
- Employees receive health insurance, retirement savings plans and paid time off.
- Over 1,000 5-star  customer reviews on Google and ranked 99 out of 100 on our net promoter score in customer experience.

Exterior Preparation:

- Nolan Painting Inc. will protect all necessary areas with drop cloths.
- Surfaces will be scraped of peeling paint and sanded. Glossy surfaces will be sanded to assure proper adhesion.
- Deteriorated glazing compound around windows will be replaced, and window sashes will be razored clean and washed.
- All cracks in wood will be filled with latex caulk to lock out moisture. If wood repairs are needed, customer will be notified. Customer may contract with Nolan Painting Inc. to do repairs.
- Areas of bare wood will be primed.
- When the job is completed, paint residue and debris will be cleaned up and taken away. Unused paint will be labeled and left at job site.

Exterior Product Specification:

We use premium products for exterior application. Included in this proposal (unless noted otherwise in above description):

Siding Surfaces (including aluminum, wood, and cement board siding): Sherwin Williams Resilience or Latitude, or Benjamin Moore Regal Select.

Trim Surfaces (including shutters, doors, and windows): Sherwin Williams Resilience or Latitude, or Benjamin Moore Element Guard.

Stucco/ Brick/ Concrete Walls: Sherwin Williams Super Paint flat masonry paint.

Elastomeric Waterproof System for Masonry Walls (if specified): Benjamin Moore Ultra Spec Elastomeric, or Sherwin Williams Sherlastic. Stucco cracks will be repaired with an elastomeric waterproof patch compound prior. This finish is permeable, so to allow stucco to breathe and allow moisture vapor to pass through it and prevent moisture entrapment.

Stain Application, including deck and siding surfaces (if applicable): Benjamin Moore Arborcoat, or Sherwin Williams Woodscapes.

All surfaces will receive two (2) coats of finish paint (unless noted otherwise in above description) and primed where necessary.

Other levels of Sherwin Williams, Benjamin Moore, or other brands may incur additional costs.

Colors:

Colors and sheen level must be chosen 1 week prior to the start date. An additional cost will be charged for color changes made after colors are confirmed and materials are ordered.

Some accent colors are inherently less opaque and may require more than two coats to achieve a satisfactory and uniform appearance. Therefore, using these colors may result in additional costs. If these colors are selected, customers will be notified before work begins in that area. All surfaces will receive two (2) coats of finish (unless noted otherwise in above description) paint and primed where necessary.

Conditions Unforeseen:

Because of conditions unseen, additional repairs/costs may become necessary. Customer will be notified if any such conditions exist at time of discovery and will be required to sign an Additional Work Order for said repairs.

We are Insured:

Nolan Painting carries full liability and workman's compensation insurance. Please feel free to contact our office for a copy of a Certificate of Insurance. A copy of our certificate of insurance can be found in the Documents section.

Work Standard:

Nolan Painting Inc. is a member of the Painting Contractors of America.

All work is to be completed in a workman-like manner according to standard practices.

Our work procedures follow the standards of the PCA (Painting Contractors Association), <https://www.pcapainted.org/>:

The Painting Contractor will produce a properly painted surface. A properly painted surface is one that is applied in accordance with the contract documents, the manufacturer's printed Technical Data Sheet(s) and is uniform in appearance, color, texture, hiding and sheen. It is virtually free of foreign material, lumps, skins, runs, sags, holidays, misses, or insufficient coverage. It is also a surface free of drips, splatters, spatters, spills, cracks or overspray caused by the Painting Contractor's workforce or its assigns. In order to determine whether a surface has been properly painted it shall be examined without magnification at a distance of thirty-nine (39) inches or one (1) meter, or more, under finished lighting conditions and from a normal viewing position.

PA Home Improvement Consumer Protection Act:

- Nolan Painting Inc. registration number is: 020814
- **Right of Rescission** - You are permitted to rescind this contract within three (3) business days after accepting/signing this proposal.
- The bureau maintains a toll-free telephone number from which a caller can obtain information as to whether a contractor is registered with the bureau, as well as information that may be obtained on the bureau's Internet website.
- PA bureau's toll free number: 1-888-520-6680

Terms:

- **Exterior Projects:** 1/3 deposit to reserve a date on our schedule.
- Progress payments required for jobs over \$10,000.00.
- *Balance due upon completion of job.*
- We accept all major credit cards.
- We will provide all material and labor needed for the job. Carpentry materials not included, unless noted otherwise.
- The quoted price is valid for 30 days.
- The cost of all revisions must be agreed upon in writing.

Warranty:

Nolan Painting Inc.'s warranty covers labor and material for a period of 2 years. This warranty is transferable. See details below:

- If paint failure appears, we will supply labor and materials to correct the condition without cost. This warranty is in lieu of all other warranties, expressed or implied. Our responsibility is limited to correcting the condition as indicated above.
- This warranty excludes -- and in no event will Nolan Painting Inc. be responsible for -- consequential or incidental damages caused by accident or abuse, normal wear and tear, temperature changes, settlement or moisture; i.e., nail pops or cracks caused by expansion and/or contraction. Cracks will be properly prepared as indicated at time of job, but will not be covered under this warranty.
- The exclusion also includes: Painted or stained horizontal walking surfaces (i.e. decks, floors and steps), dirt and mildew accumulation; paint failure due to rotted wood, structural defects, moisture intrusion, failure of previous paint coatings and insect infestation.
- Nolan Painting Inc. is not responsible for differences in paint color when performing warranty work.

Accept Our Proposal:

- You may accept this proposal by clicking on Accept Proposal above.
- Addendum: After acceptance of this proposal has been received, customer will receive additional job specific information, including deposit information, and tentative start and finish dates.
- Customers with homes built prior to 1978: I acknowledge that I have received the Renovate Right brochure, contained in the Documents section.



Estimator Signature

Date

Customer Signature

Date

Proposal #43910 for Lauren Eustis
Total value: \$36,708.00

REQUEST FOR PROPOSALS (RFP)

PROJECT: Exterior Painting at Phoenixville Public Library, 183 Second Ave. Phoenixville, PA 19460

ISSUE DATE: September 15, 2025

PROPOSAL DUE DATE: October 6, 2025 by 5PM

1. INTRODUCTION

The Phoenixville Public Library is seeking proposals from qualified painting contractors who are lead-safe certified (EPA RRP certified) for exterior painting at their building in the Borough of Phoenixville, 183 Second Ave. This RFP details the project scope, proposal requirements, and evaluation criteria. The RFP includes this document, specification section Exterior Painting 0099113 and one 36x24 drawing with exterior elevations and notes.

2. PROJECT OVERVIEW

The historic Carnegie library building was built in 1901. The body of the building is Avondale stone and Indiana limestone. The original wood windows, casings, sills and brick molding & wood cornice, pediments and detailing at the fascia/soffit need to be repainted. The wood windows have exterior storms that were installed in 2012. In most cases, they have preserved the windows, but some of the exposed wood needs to be repaired before all the wood is repainted.

3. SCOPE OF WORK

The scope includes tasks such as:

Remove existing exterior storms windows. Label locations and stockpile in secure on-site location until reinstallation.

Inspect existing windows and historic woodwork including cornice/fascia and pediments.

Wood Repair: Repair any damaged wood to match existing.

Surface Preparation and Repainting: Scrape and prime areas of woodwork that have failing paint.

Repaint all woodwork including cornice/fascia and pediments, trim and windows.

Reinstall exterior storms after cleaning exterior window and both sides of storm glass.

4. PROPOSAL REQUIREMENTS

Interested firms should submit a proposal addressed to Lara Lorenzi, Executive Director, Phoenixville Public Library at llorenzi@ccls.org containing:

Cover Letter: Describing how the firm will manage the project, including timeline and payment schedule.

Firm Information: Basic details about the firm.

Experience & Qualifications: Description of relevant experience, especially work on historic buildings.

References: A list of at least 3 client references for similar projects.

Project Approach: A detailed description of the proposed methodology, materials, and equipment.

Price Proposal: A firm fixed fee or not-to-exceed price proposal with an itemized schedule of values.

Warranty: Information on the warranty period for materials and workmanship.

Safety Plan: An outline of the contractor's safety approach.

Contractor's Licenses: Copies of required licenses and EPA RRP certification.

Proof of Insurance

5. SITE VISIT

Bidders are encouraged to visit the site to assess conditions. The building is open to the public M, T, Th from 10-8, and W, F and Saturday 10-5.

6. EVALUATION CRITERIA

Proposals will be evaluated based on criteria including:

- * Experience and qualifications
- * Proposed project approach
- * Price proposal
- * Warranty period
- * References

7. SUBMISSION INSTRUCTIONS

Submit an electronic copy of your proposal by 5PM on October 6, 2025, to Lara Lorenzi at llorenzi@ccls.org and copy Lauren Eustis at lauren@cearchitects.com

8. QUESTIONS

Submit all questions regarding this RFP in writing to Lauren Eustis at lauren@cearchitects.com by 5PM on September 22, 2025.

9. CONTRACT AWARD

The Phoenixville Public Library reserves the right to reject any or all proposals.

10. ADDITIONAL INFORMATION

- * Access to the East elevation will be via ladders from the ground onto the existing flat roof.
- * The Phoenixville Public Library is pursuing a Keystone Grant for Public Library Facilities.
- * The library would like this work done in 2026.
- * The library will be open to the public when the work is performed, so the contractor shall provide safe access and egress to the public during library operation hours.
- * The payroll is based on prevailing wage rates with certified payrolls.

Lara Lorenzi
Executive Director
Phoenixville Public Library
183 Second Ave
Phoenixville, PA 19460
llorenzi@ccls.org

ADDENDUM #1

PROJECT: Stone Spot Repointing Work at Phoenixville Public Library, 183 Second Ave. Phoenixville, PA 19460

ISSUE DATE: July 23, 2025

1. The proposals are due by 5PM on August 25, 2025
2. The work is repointing defective mortar joints at the exterior stonework on the original building including the exposed stone above the roof on the East elevation and the projecting walls on either side of the front steps. (See photo below) along with repairing damaged limestone details. You will need to visit the building to determine the extent of the work.
3. We would like a separate price from you to include repairing both sets of risers at the existing steps from Main Street all the way up to the original front doors.



REQUEST FOR PROPOSALS (RFP)

PROJECT: Stone Spot Repointing Work at Phoenixville Public Library, 183 Second Ave. Phoenixville, PA 19460

ISSUE DATE: July 14, 2025

PROPOSAL DUE DATE: August 25, 2025

1. INTRODUCTION

The Phoenixville Public Library is seeking proposals from qualified masonry contractors for stone repointing work at their building in the Borough of Phoenixville, 183 Second Ave. This RFP details the project scope, proposal requirements, and evaluation criteria.

2. PROJECT OVERVIEW

The historic Carnegie library building features random coursed ashlar stone with limestone quoins, pilasters, and cornice details with mortar joints needing repointing. The project aims to restore the integrity and appearance of the masonry by removing deteriorated mortar and replacing it with suitable new mortar and repairing any damaged limestone including the plinths at the some of the pilasters.

3. SCOPE OF WORK

The scope includes tasks such as:

Joint Preparation: Raking out existing mortar to an adequate depth for proper bonding and cleaning surfaces.

Mortar Selection & Mixing: Matching new mortar to historic mortar and submitting samples for approval.

Ensuring the new mortar is less permeable and softer than the masonry units and original mortar.

Mortar Application: Dampening surfaces, applying mortar with pressure in layers (maximum 3/8" per layer), compacting each layer, and ensuring joints match existing.

The work shall follow the Department of Interior's National Park Services Cultural Resources Preservation Brief titled "Repointing Mortar Joints in Historic Masonry Buildings"

Cleaning: Continuously removing excess mortar from masonry faces.

4. PROPOSAL REQUIREMENTS

Interested firms should submit a proposal addressed to Lara Lorenzi, Executive Director, Phoenixville Public Library containing:

Cover Letter: Describing how the firm will manage the project, including timeline and payment schedule.

Firm Information: Basic details about the firm.

Experience & Qualifications: Description of relevant experience, especially in stone pointing and historic masonry, and resumes of key personnel.

References: A list of at least 3 client references for similar projects.

Project Approach: A detailed description of the proposed methodology, materials, and equipment.

Price Proposal: A firm fixed fee or not-to-exceed price proposal with an itemized schedule of values.

Warranty: Information on the warranty period for materials and workmanship.

Safety Plan: An outline of the contractor's safety approach.

Contractor's Licenses: Copies of required licenses.

Proof of Insurance

5. SITE VISIT

Bidders are encouraged to visit the site to assess conditions. The building is open to the public M, T, Th from 10-8, and W, F and Saturday 10-5.

6. EVALUATION CRITERIA

Proposals will be evaluated based on criteria including:

- * Experience and qualifications
- * Proposed project approach
- * Price proposal
- * Warranty period
- * References

7. SUBMISSION INSTRUCTIONS

Submit an electronic copy of your proposal by August 25, 2025, to Lara Lorenzi at llorenzi@ccls.org and copy Lauren Eustis at lauren@cearchitects.com

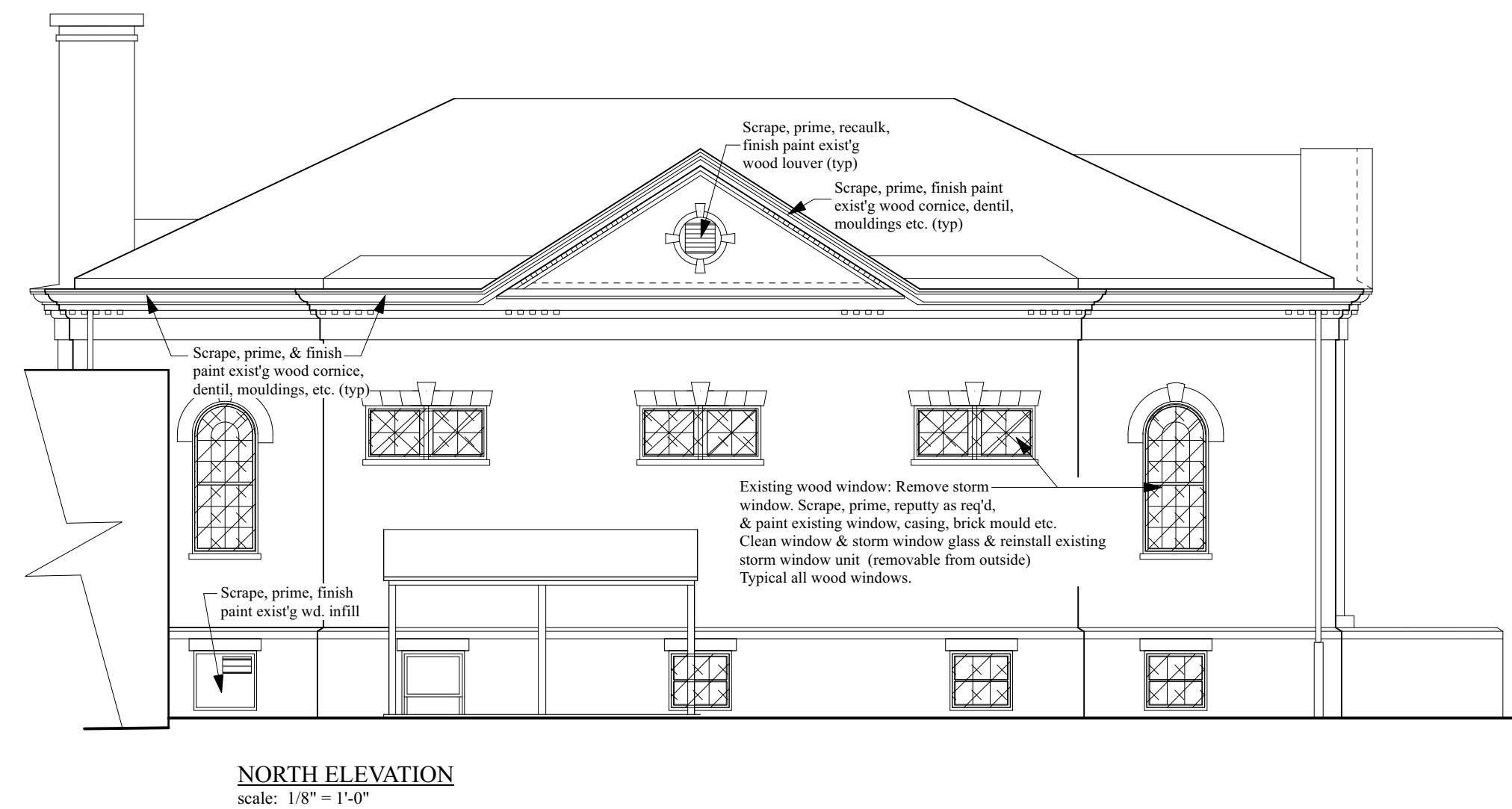
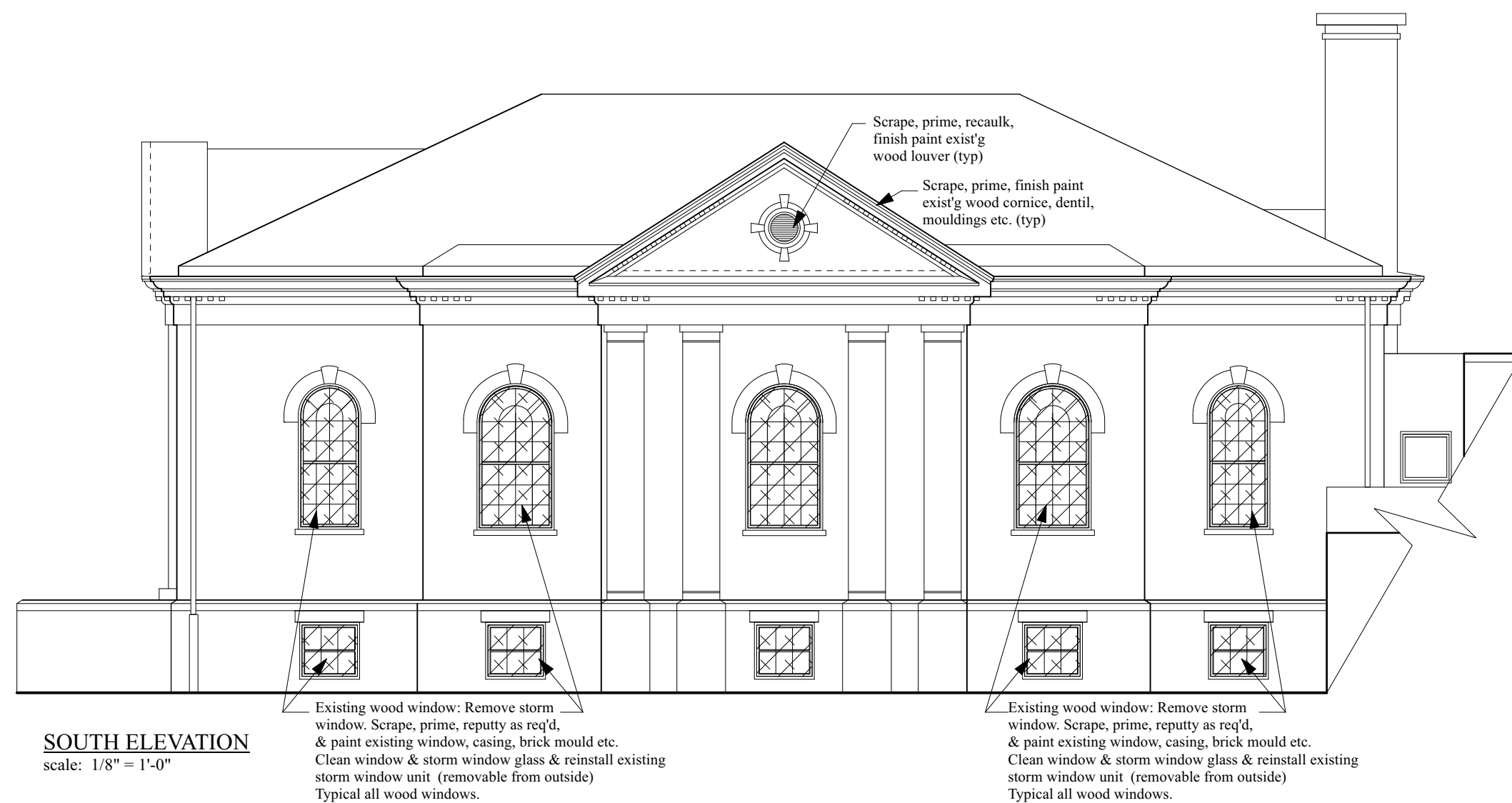
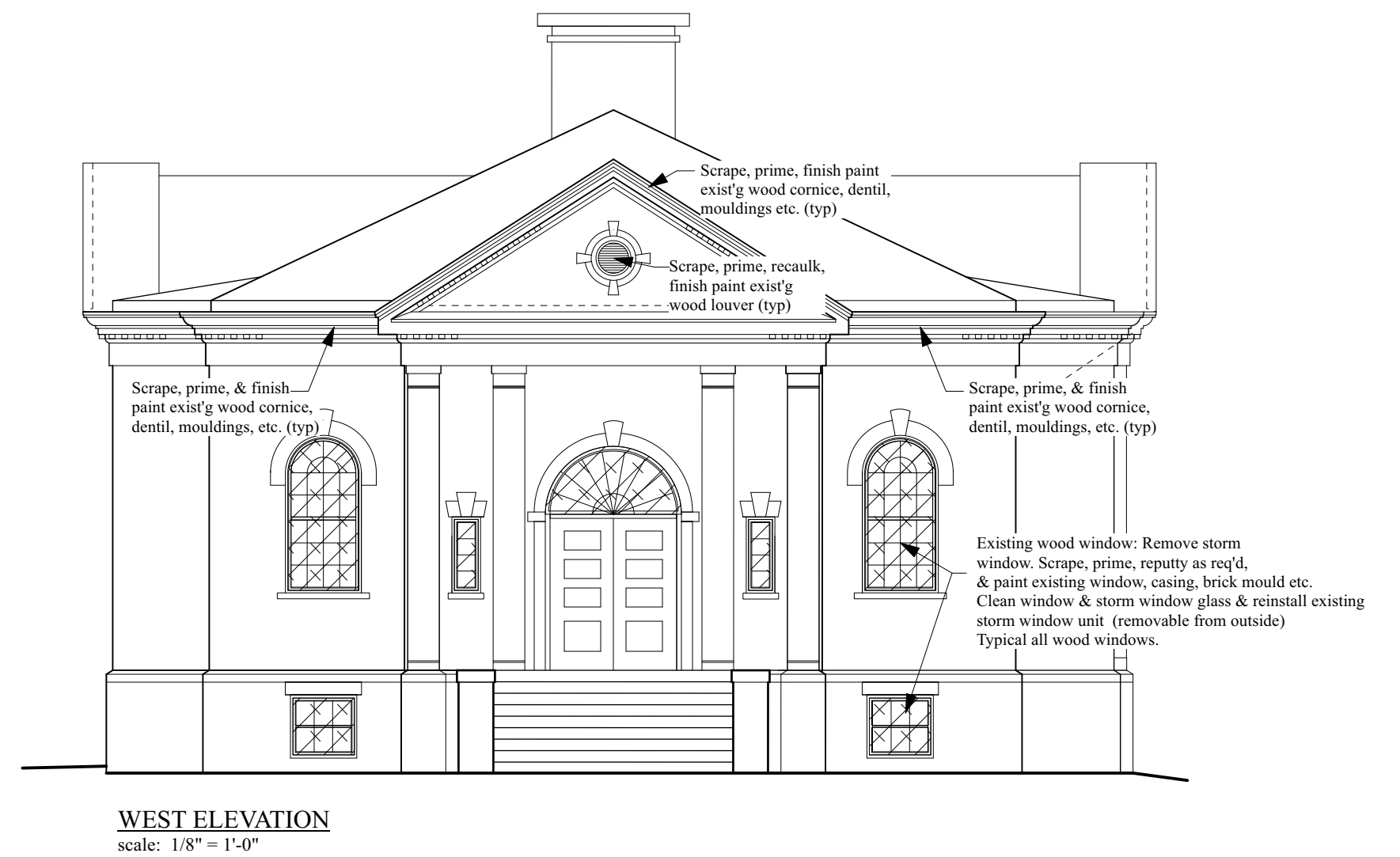
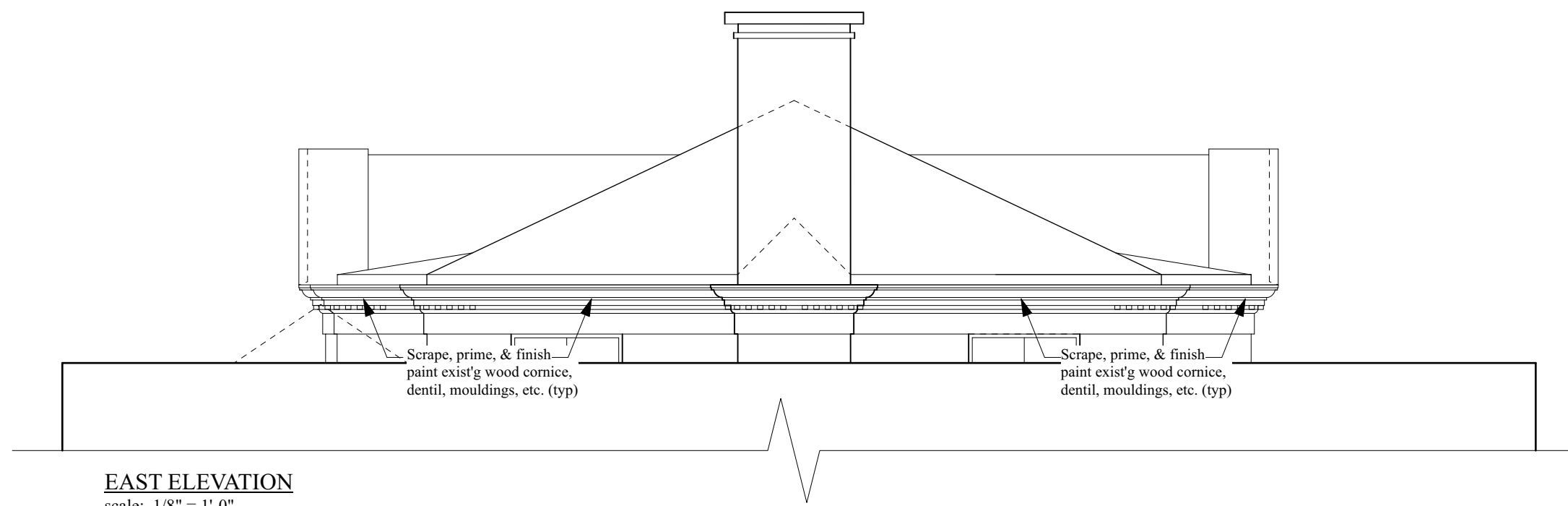
8. QUESTIONS

Submit all questions regarding this RFP in writing to Lauren Eustis at lauren@cearchitects.com by July 28, 2025.

9. CONTRACT AWARD

The Phoenixville Public Library reserves the right to reject any or all proposals.

Lara Lorenzi
Executive Director
Phoenixville Public Library
183 Second Ave
Phoenixville, PA 19460



PAINT COLORS TO MATCH EXISTING
WINDOWS: Sherwin Williams SW0037 Morris Room Grey
CORNICE: Sherwin Williams SW0038 Library Pewter

NOTE: Painting Contractor to follow EPA's regulations pertaining to toxic substances namely the Renovation, Repair, and Painting Rule. They shall be EPA RRP certified.
Title 40 Code of Federal Regulations:
"Each firm conducting activities that disturb painted surfaces shall be a 'Lead-Safe Certified Firm' according to 40 CFR 745, Subpart E, and use only workers that are trained in lead-safe work practices".

Phoenixville Public Library
183 Second Avenue, Phoenixville, PA 19460
Sept. 15, 2025

REQUEST FOR PROPOSALS (RFP)

PROJECT: Stone Spot Repointing Work at Phoenixville Public Library, 183 Second Ave. Phoenixville, PA 19460

ISSUE DATE: July 18, 2025

PROPOSAL DUE DATE: August 25, 2025

1. INTRODUCTION

The Phoenixville Public Library is seeking proposals from qualified masonry contractors for stone repointing work at their building in the Borough of Phoenixville, 183 Second Ave. This RFP details the project scope, proposal requirements, and evaluation criteria.

2. PROJECT OVERVIEW

The historic Carnegie library building features random coursed ashlar stone with limestone quoins, pilasters, and cornice details with mortar joints needing repointing. The project aims to restore the integrity and appearance of the masonry by removing deteriorated mortar and replacing it with suitable new mortar and repairing any damaged limestone including the plinths at the some of the pilasters.

3. SCOPE OF WORK

The scope includes tasks such as:

Joint Preparation: Raking out existing mortar to an adequate depth for proper bonding and cleaning surfaces.

Mortar Selection & Mixing: Matching new mortar to historic mortar and submitting samples for approval.

Ensuring the new mortar is less permeable and softer than the masonry units and original mortar.

Mortar Application: Dampening surfaces, applying mortar with pressure in layers (maximum 3/8" per layer), compacting each layer, and ensuring joints match existing.

The work shall follow the Department of Interior's National Park Services Cultural Resources Preservation Brief titled "Repointing Mortar Joints in Historic Masonry Buildings"

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4. PROPOSAL REQUIREMENTS

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Cover Letter: Describing how the firm will manage the project, including timeline and payment schedule.

Firm Information: Basic details about the firm.

Experience & Qualifications: Description of relevant experience, especially in stone pointing and historic masonry, and resumes of key personnel.

References: A list of at least 3 client references for similar projects.

Project Approach: A detailed description of the proposed methodology, materials, and equipment.

Price Proposal: A firm fixed fee or not-to-exceed price proposal with an itemized schedule of values.

Warranty: Information on the warranty period for materials and workmanship.

Safety Plan: An outline of the contractor's safety approach.

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5. SITE VISIT

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6. EVALUATION CRITERIA

Proposals will be evaluated based on criteria including:

- * Experience and qualifications
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- * Price proposal
- * Warranty period
- * References

7. SUBMISSION INSTRUCTIONS

Submit an electronic copy of your proposal by August 25, 2025, to Lara Lorenzi at llorenzi@ccls.org and copy Lauren Eustis at lauren@cearchitects.com

8. QUESTIONS

Submit all questions regarding this RFP in writing to Lauren Eustis at lauren@cearchitects.com by July 28, 2025.

9. CONTRACT AWARD

The Phoenixville Public Library reserves the right to reject any or all proposals.

Lara Lorenzi
Executive Director
Phoenixville Public Library
183 Second Ave
Phoenixville, PA 19460
llorenzi@ccls.org