



Board of Trustees Meeting Agenda

October 6, 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. Technology Outage- Lara Lorenzi 5 minutes
 - b. Spooky Social and WWW updates-Chloe Tolman 10 minutes
 - c. Keystone Grant Updates- Chloe Toleman 5 minutes
 - d. Other new business 5 minutes
 - V. Old Business – Discussion Items
 - a. Update: Materials Budget to meet 12%- Lara Lorenzi 5 minutes
 - b. Painting & Masonry quotes- Lauren Eustis 10 minutes
 - c. Other old business? 5 minutes
 - Public Comments on Meeting – Limit 3 minutes per person
 - VI. Executive Session 15 minutes
- Move to Executive Session – to meet with an attorney or other professional advisor to discuss agency business, which, if discussed in public, would lead to the disclosure of information protected by law.**
- VII. Next Meeting: November 3, 2025 5pm via zoom
 - VIII. – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
September 8, 2025

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Lara Lorenzi, Executive Director

CONSENT AGENDA

On motion made by Steve Hirsch, seconded by Mackenzie Frees, 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 July 7, 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

- Quote to Replace Automated External Defibrillators: Lara Lorenzi informed the Board that the AED located on the upper floor as well as the AED located on the lower floor of the Library need replacing. Ms. Lorenzi stated that to her knowledge, the Library is one of the few public buildings in Phoenixville with these devices, which are used to treat sudden cardiac arrest by delivering an electric shock to the heart. Ms. Lorenzi indicated the cost could be covered from the Library's operating account, and Leah Campbell suggested that if the Library is required to have the devices, it could be paid from the Library's capital funds. Ms. Lorenzi responded she would investigate which account to pull the funds from. On motion made by Liz Carrabine, seconded by Leah Campbell, and by unanimous vote thereafter, the Board authorized the purchase of two AED systems per the quote presented by Ms. Lorenzi, with the funds to come from the appropriate account as determined by her.
- Masonry Proposals: Lauren Eustis indicated she had received four proposals and that many of them were in line with one another. Steve Hirsch noted the five-year warranty of workmanship and materials provided by Datum Structural Restoration as being the longest, to which Ms. Eustis noted that that company had completed restoration work on the Colonial Theatre. Lara Lorenzi noted that the Keystone Historic Preservation Construction Grant is available for capital improvements to historic properties located in Pennsylvania, but that the application window is not yet open, and that the Phoenixville Area School District would probably need to be a co-applicant; Ms. Lorenzi said she would investigate and get back to the Board.
- Expenditure for Materials: Lara Lorenzi reminded the Board that the Library must allocate at least 12% of its total operating expenditures for the budget year to materials (books, media, etc.) to qualify for certain state aid categories, and that she had been working with the Chester County Library and the District Consultant for the Chester County Library System to satisfy this requirement. Ms. Lorenzi indicated there had been a recent change to the formula, resulting in a budgetary shortfall of about \$13,000.00.

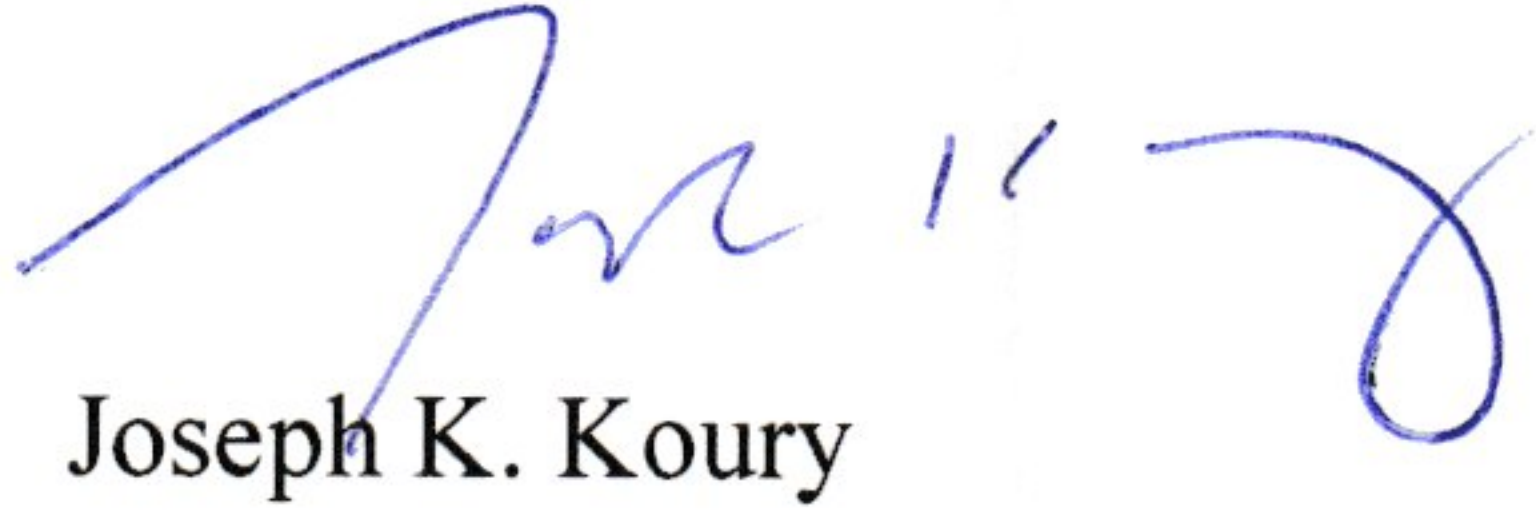
OLD BUSINESS

- Director of Development Hire: Lara Lorenzi informed the Board that Chloe Tolman had accepted the position of Director of Development and that today was her first day on the job. Ms. Lorenzi indicated she was in the process of letting all other applicants know that

they were not successful. Ms. Lorenzi concluded by indicating Ms. Tolman would attend the Regular Meeting of the Library Board of Trustees to be held on October 6, 2025.

Meeting was adjourned at 5:36 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joe Koury", with a stylized flourish at the end.

Joseph K. Koury



Report submitted by: Lara Lorenzi

October 2025 Library Board of Trustees Meeting

Informational Updates:

- I continue to watch all of the PASD board meeting each month to keep up on concerns and items the school district is dealing with.
- I continue to meet monthly with my Community of Learning Group hosted by PCHF.
- CCLS Budget Priority Committee- We continue to meet and will have a recommendation to the DLM and System Board by November 2025.
- The auditors will be out to the library on Monday October 6, 2025. Now that we have access to our documents, we will be able to start uploading what's needed to complete the library audit for last year.
- The library system as you know has had a system wide outage. All services and tools that patrons need access to are back online and have been for days. Some tools for our staff continue to come online. This is an agenda item.
- I will be attending Staff Development Day at the Henrietta Hankin Branch on Monday October 13, 2025. This is an all-day training. Others from our library will also be in attendance.
- The DLM meeting this month (10/11) will take place at the Honeybrook Library. I will be attending the meeting in person so I can see their newly renovated library.
- Spooky Social will take place on Monday October 20th and Tuesday October 21st.
- I am currently scheduled for Jury Duty on Tuesday October 28, 2025. I will keep you posted on if I have to serve.
- WWW will be on Thursday November 6, 2025, please purchase your tickets. This is an agenda item for Chloe to discuss the event and what we still need.
- 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.
- We have been using slack channels to communicate effectively while our work email has been down. I find it very helpful and a timely way to send out information to staff and to have staff share immediate updates and issues/concerns.
- Tegan Conner-Cole will be attending the PALA annual conference this year. She is helping to moderate a presentation while she is there.

Personnel Updates:

- We are hiring for a part time library assistant. Christine Nicholson-Wrage is currently conducting interviews.

Foundation Update:

- We have received Foundation Endowment reports for our annual audit process. We are waiting for their banking reports for the auditors.

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.
- Pending-
- Lauren Eustis put together an RFP for the stone masonry and it has been sent out to various contractors for quotes.

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

- June 2025:
 - E-books: 3,794
 - E-audio: 4,264
 - Total: 8,058
- 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

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.

Chester County Library System Updates:

- **Save the dates for 2025 in-person orientations at CCL**
 - Saturday, October 25, 10 a.m. at the Exton Library
 - If you haven't attended yet as a director, please plan to attend one this year. Also, you and/or your library's trustees are always welcome to attend again for a refresher or to see what has changed. We are going to start recommending that Trustees attend every 6 years (if they remain on a Board) since many items change over that amount of time.
 - Information is included in the board packet including links to documents/information, as well as, how to sign up for the orientation.
- 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 a 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.

Meetings/Trainings

9/8 Meeting with Christine Nicholson-Wrage- Circulation items

9/9 District Librarians meeting

9/10 System Budget Priorities Committee meeting-Exton

9/11 Rotary-Phoenixville Country Club

Meeting with Jason Hafer and Chloe Tolman- authors/WWW

9/12 Meeting with Tegan Conner-Cole- youth services & purchasing

9/16 Community of Learning meeting

CCLS Board meeting

9/16 Outage starts

9/25 Meeting with Toni Vitinelli and Chloe Tolman- RiverCrest set up for WWW, menu, outline for the event

10/1 HUB at PASD

10/3 Meeting with Tegan Conner-Cole- youth services updates

September 2025

Adult Services Report

Regular Activities

- Scheduling passport application acceptance and notary appointments; covering 3-hour passport appointment shifts on Wednesdays and Fridays; handling notary appointments as needed and available.
- Updating Library website as needed.
- Scheduling and hosting online and in-person programs with outside presenters; posting selected program videos to YouTube channel.
- Updating online Library Events Calendar, creating and sending e-mail press releases, posting event announcements to other locally-based online calendars and 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

- None.

Upcoming Special Programs/Events

- "AARP Smart Driver 8-Hour Class", 10/9-10.
- "Blood on the Clocktower: A Social Deduction Game" with Bill Dawe, 10/11.
- "Updating Your Medicare for 2026" with PA-MEDI, 10/13.
- "Power Stretching Class" with Dr. Bill Keenan, McCormick Chiropractic, 10/16.
- Pennie/Health Insurance presentation with Jeanne O'Brien, Pennie Outreach, 10/20.
- "Open Mic Night for Writers", 10/23.
- "Affirmations for High Achievers: A Book Discussion and Piano Concert with Joe Kenney", 10/27.
- "Halloween Hauntings: A One-Woman Show" with Michele LaRue, 10/30.
- "The Five Phases of an IRA" with Nathaniel Cooper, Thrivent Financial, 11/3.

Program/Event/Other Planning

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

September Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	296
Adult Laptop Individual Users	45
Mobile Printing Orders	100
Mobile Hotspot Checkouts	18
Museum Pass Checkouts	79

September Passport Application Acceptance Statistics

Applications Accepted	259
Income	\$11,530.00

September Program Statistics

Program	Attendance
Phoenix Book Club	10
Fourth Wednesday Readers	12
Books on Tap	14
Words in Progress	4
Dancin' Chairs with Holly	5
Phoenixville Tech Group	72 (5 sessions)
Tech Help appointments	4
PA-MEDI Medicare Counseling appointments	0
VNA Personal Navigator Benefits Assistance appointments	3
2-1-1 Human Services Assistance appointments	1
Maternal & Child Health Consortium Family Benefits Assistance appointments	29
Legal Consultation Appointments	4
"Get Connected: Jumpstart Your Job Search (CareerLink)" appointments	8
Sen. Katie Muth Mobile Office appointments	2
Sahaja Yoga Meditation Class	58 (4 sessions)
ESL Conversation Group	36 (5 sessions)
Movies on Tap: Zoom Edition	8
Outreach: Senior Center Book Club	9
Outreach: Liberty House Presentation, 9/23	6
Movie Night: <i>Vermiglio</i> , 9/11	19
Afternoon at the Movies: <i>The Magic of Belle Isle</i> , 9/26	17
"Eat Fresh Cooking Class"	34 (2 sessions)
"Local Author Talk: C.J. McGroarty: <i>The House on Chambers Road: A Ghost Story</i> ", 9/4	8
"The Downsizing Dilemma: Where Do You Start", 9/8	16
"Community Gardening around the Village: A House Plant Moment", 9/15	18
"George & Ira Gershwin: A Lecture-in-Song", 9/18	26
"Stitch & Share Crochet Circle", 9/19	11
"Monsters of Pennsylvania", 9/22	38
"From the Museum: Now and Then: The Changing Face of Phoenixville", 9/25	35
"How to Craft a Podcast: Finding a Voice through Editing and Production", 9/29	4

Respectfully submitted,
Mark Pinto
Adult Services Director

Youth Services Report for September 2025 For October 2025 Board Meeting

Programming:

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

Septemb Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	8	143	105	248
Babies & Books	9	71	73	144
Barnstone Art on the Go	4	44	38	82
Preschool Story Time	4	35	29	64
Preschool Ballet	1	10	10	20
Toddler Time	9	227	201	428
Nature's Little Explorers	1	10	10	20
Preschool Yoga	1	6	7	13
In-Person Preschool Total	37	546	473	1019
Elementary Age Events				
Family Movie Night	1	5	6	11
Lego Club	1	9	6	15
Ages 6-11 Total	2	14	12	26
Young Adult Events				
Tween/Teen Gaming Afternoon	1	1	1	2
Teen Advisory Group	1	0	0	0
Total Young Adult	2	1	1	2
Total Events/Attendance	41	561	486	1047
Teen Volunteers	0			
1000 Books Before Kindergarten	1			

Newsletter

The Children's Library Newsletter was sent 4 times between September 1 and September 30. Weekly newsletters were sent on Fridays that listed the next week's events. The newsletter was sent to an average of 940 subscribers and had an average 66% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Reach
PACLC – Main Street	13	2	15
PACLC – Franklin Commons	24	5	29
Mom's House	10	5	15
Gingerbread House	16	2	18
Headstart	40	9	49
Total: 1 on-site, 4 off-site	103	23	126

- Planned and implemented outreach events as listed above.
- PASD reached out to us about their annual ELD Family Night. This year it is at Barkley on October 1.
- Scheduled meeting with 21st Century Coordinator of Program Activities to work with their after-school program.
 - We have started an open dialogue on how the library can support their program from bringing programs to them, lending books, and/or a walking field trip. We also touched on Summer Camp briefly.

Meetings

- Tegan C. (TC) met with Lara on September 12.
- Tegan C. met with Amy, 21st Century Coordinator of Program Activities on September 30.

Collection Activities:

- Ordered:
 - Baker & Taylor on September 8, 9 & 11 (YA Titles for Sept-November)
 - Amazon on September 11 (J & YA books)
 - Penworthy on September 11
 - Playaway on September 11 for Oct-Dec titles
 - Midwest Tapes for DVDs and Blu-ray on September 11
- Continual and ongoing tasks:
 - Built carts of new items for collections by reading reviews and creating carts in B&T, Midwest Tapes, and Playaway.
 - Sorted through donations. Selected titles to check against collection, for giveaway to community organizations, to sell, or to give for free.
 - Assessed books in mending for repair, replacement, or removal.
 - 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 September:
 - September 22 - Tween/Teen Gaming Afternoon
 - September 26 – Preschool Yoga
 - September 30 – Teen Advisory Group
- Due to tech issues, Scratch Masters event had to be canceled
- Submitted the CCLS and OCL (state) Summer Reading Challenge reports.
- **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 October.
 - 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. Activity to be determined.
 - TC Created October Story Time Calendars. Created a Kids & Teen Flyer for October.
- **Continual and ongoing tasks:**
 - Created weekly eNewsletters to highlight events coming up within one to two weeks of Friday email. Checked locations of Summer & Teen Calendars and refilled as needed. Made copies of 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.
 - Submitted events for PASD Community eBlast.
 - 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 September.
- Shifted and tightened shelves as needed.
- In YA Room, updated display to be Hispanic Heritage Month.
- Asked staff to help fill in displays as needed.

Trainings

- TC finished watching recordings from SLJ Picture Book Palooza.

Teen Services

- Hosted two teen events. See above.
- Corresponded with two teen volunteers who wish to continue leading programs.
- Tween/Teen Gaming had on teen attend, but we had a good time playing Switch Sports and Chatting. Showed them the YA room.
- Teen Advisory Group: No attendees.

- Teens are using the Teen Space to do homework and hang out.
- TC started swapping décor over to Halloween.
- TC tested the YA TV. HDMI ports do not work.

Correspondence in September

- Emailed updates to staff regarding Summer Challenge updates and corrections, collection updates, and YS updates.
- Asked staff to fill out RA Survey - Ongoing
- Email correspondence with Outreach Schools regarding October 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 has been down since mid-September. Most staff conversations have moved to Slack. A back-up email is in use to continue recurring tasks such as outreach and programming.

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).

Compliments

- One little patron remembered something I told them in Summer and their grownup relayed a response to me.
- Compliment on Readers Advisory.
- Patron's child prefers our library over a Montgomery County Library.

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

Attached: Children's Report

October 1, 2025

September 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 storytimes, 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

Weekly Programs

Currently, we have 5 in-person programs running each week for kids of various ages. These classes range from storytimes with weekly themes to general playtime. For each week, we run 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

- Vegetables
- Pirates
- Sign Language
- Alphabet

Toddler Time

- Back To School
- Vegetables
- Pirates
- Sign Language
- Alphabet

Babies & Books

- Back To School
- Vegetables
- Pirates
- Sign Language

- Alphabet

Other Activities

- Filled in for Lego Club on September 18, 2025
- Created a Hispanic Heritage Month Display in the upstairs lobby

Patron Feedback

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

Trainings

- *SLJ Teen Live*: School Library Journal: Completed September 18, 2025

October 2025

Development Report

Chloe Tolman

Meetings/Training/Events

- a. Attended Rotary meeting
Will be sworn in a member soon

Development News

- **Wine, Wit and Wisdom- Thursday, November 6, 2025**
 - Reads & Company has secured Lisa Scottoline!
 - Push for auction items, we need to double what we currently have
 - Spread the word. Share our posts on your pages!
- **Spooky Social- October 20th and 21st**
 - Last year we sold out both nights, this year we have initial low-ticket sales. Night 2 tickets are being held until more night 1 tickets are sold
 - Speaking with historian Ryan Conroy about adjusting the tour to attract people who came in years past
 - Need volunteers to help scan tickets and keep the crowds together
- **Grants**
 - Wrap Up Reporting for PCHF for General Operating Due Oct 31
 - Last year we received \$20,000
 - Application for Keystone Grant Due Nov. 25th
 - We are requesting funding for a new elevator as well as masonry work and painting on the exterior of the building
 - Letters of support and updated quotes for work are being requested and collected
 - Drafting responses to application questions



Circulation Report for September 2025

Circulation Department:

- Number of **checkouts** for September: 11,364
 - * Including book locker stats
- Number of **check-ins** for September: 12,138
- Number of **holds** placed for September: 376

Volunteers:

- **Total Amount of Volunteer Hours for September: 92.5**
- Total Amount of Volunteer Hours through fiscal year: 286.25

Library Card Sign-ups:

- **Total Amount of Patron Applications for September: 155**

Interlibrary Loans:

- Number of Interlibrary Loans requested for September: 14
- Number of Interlibrary Loans requested from July-September: 131
- Number of Interlibrary Loans filled in September: 1
- Number of Interlibrary Loans filled from July-September: 5

Meetings/Events:

- Circulation Meeting – Moved to October 3rd

Continuing Education:

- Staff Development Day – October 13th
 - A few staff are attending
- Book Care Workshop – October 20th

Additional Updates:

- September 21st (1/2 day), September 22-24th – Vacation Days
- October 2nd – Bereavement
- May need to change location of one computer at circulation desk upstairs
- Circulation Assistants doing programming
 - Creating Podcast – September 29th
 - Diamond Art Painting Class – October 2nd

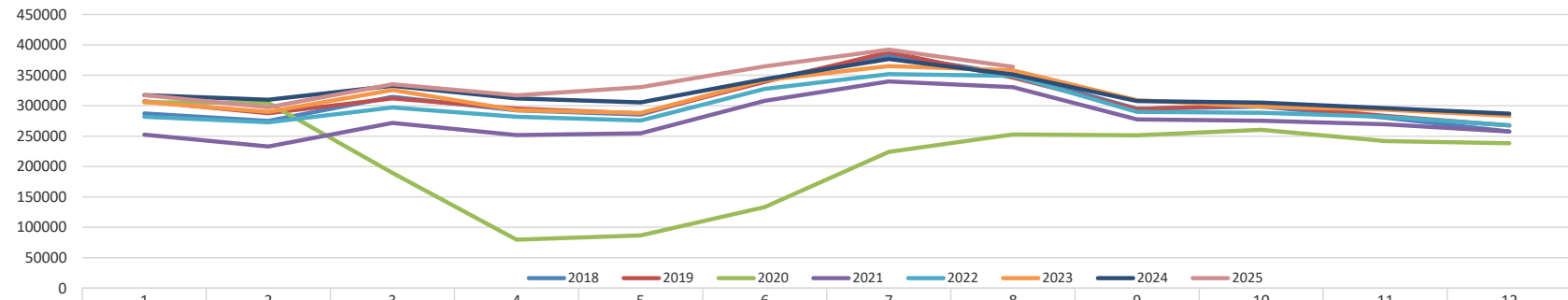
Respectfully Submitted,

Christine Wrage

Circulation Manager & Volunteer Coordinator

October 2025

Circulation 2018 - 2025

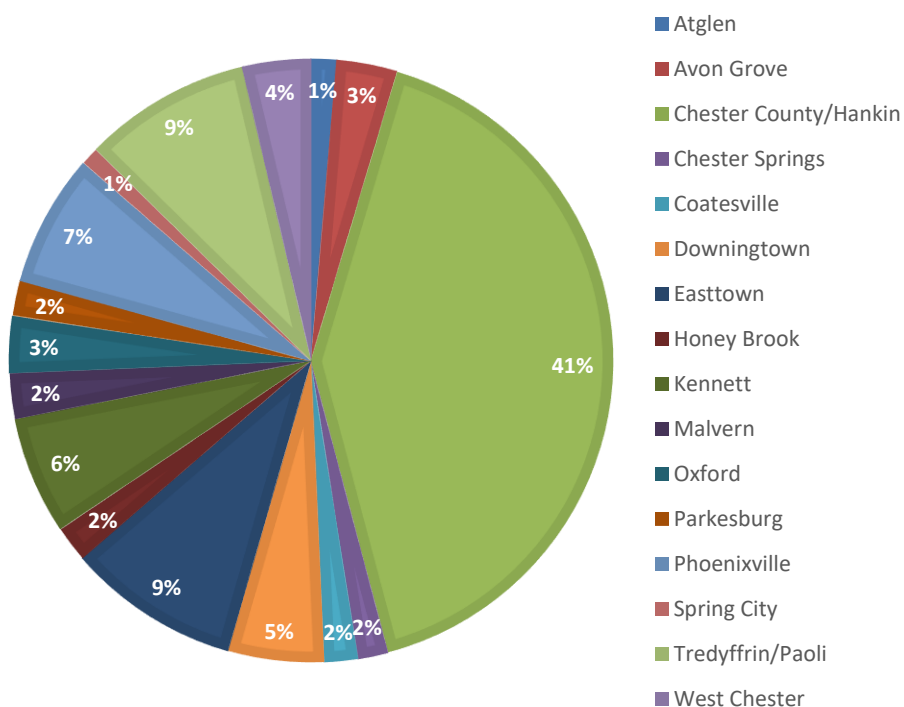


	1	2	3	4	5	6	7	8	9	10	11	12
2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555
2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443
2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199
2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577
2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817
2023	306298	289707	325811	292567	287956	341711	365176	358225	308969	298470	293571	283292
2024	317529	309808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920
2025	317404	297415	335076	317161	330406	364790	392223	364001				

August 2025 Circulation

	Sierra	OverDrive	Total
Atglen	2892	1255	4147
Avon Grove	9499	2126	11625
Chester County/Hankin	102512	50848	153360
Chester Springs	10	3223	3233
Coatesville	4364	1854	6218
Downingtown	14778	3550	18328
Easttown	17821	12879	30700
Honey Brook	7928	927	8855
Kennett	14387	8051	22438
Malvern	7528	1379	8907
Oxford	8817	2386	11203
Parkesburg	4895	1775	6670
Phoenixville	17051	11092	28143
Spring City	3231	464	3695
Tredyffrin/Paoli	24154	8808	32962
West Chester	11063	2454	13517
TOTAL	250930	113071	364001

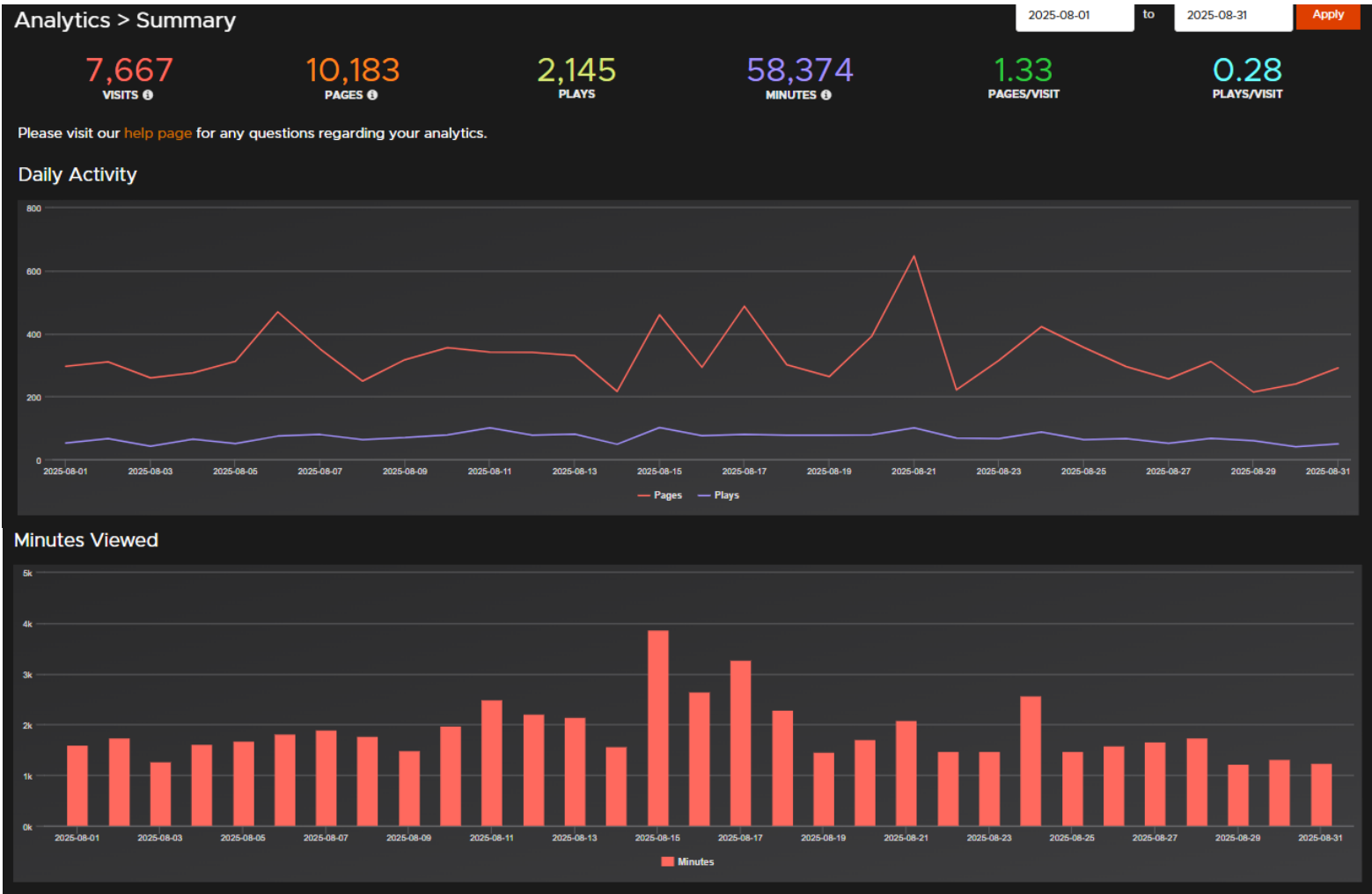
PERCENTAGE DISTRIBUTION



August 2025 Circulation			
	Sierra	OverDrive	Total
Atglen	2892	1255	4147
Avon Grove	9499	2126	11625
Chester County/Hankin	102512	50848	153360
Chester Springs	10	3223	3233
Coatesville	4364	1854	6218
Downingtown	14778	3550	18328
Easttown	17821	12879	30700
Honey Brook	7928	927	8855
Kennett	14387	8051	22438
Malvern	7528	1379	8907
Oxford	8817	2386	11203
Parkesburg	4895	1775	6670
Phoenixville	17051	11092	28143
Spring City	3231	464	3695
Tredyffrin/Paoli	24154	8808	32962
West Chester	11063	2454	13517
TOTAL	250930	113071	364001

Kanopy Statistics

August 2025

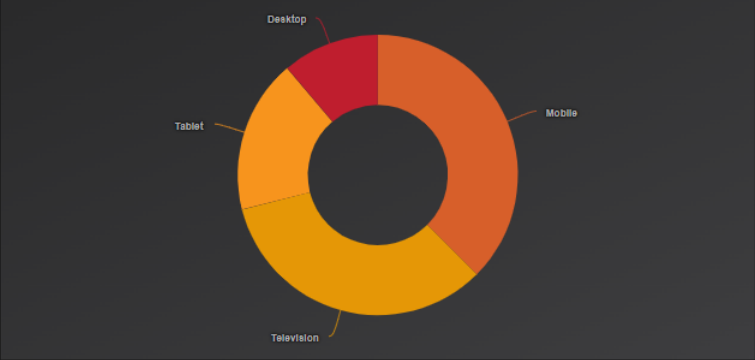


Total Users in August: 358

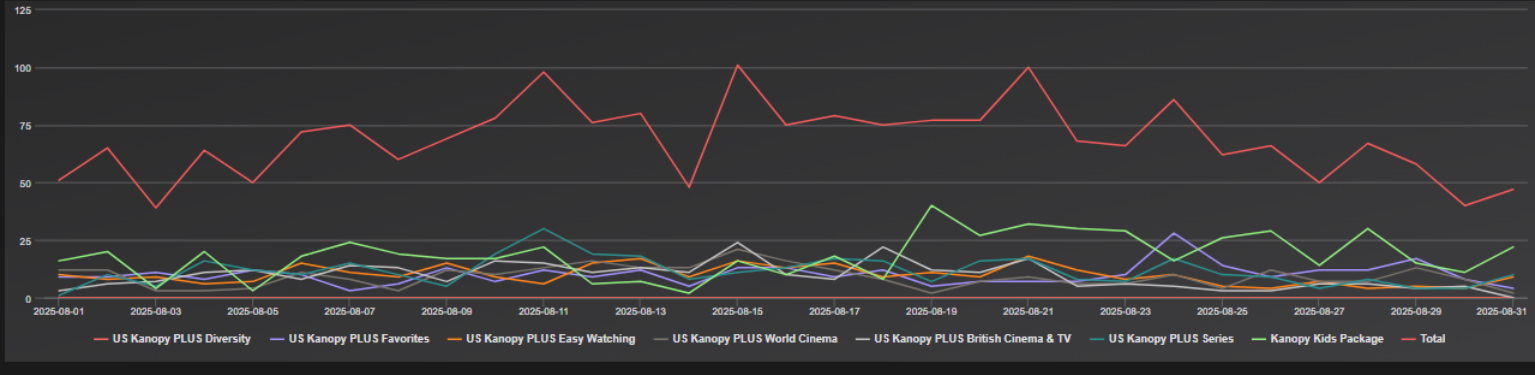
Top 10 Videos

Rank	Kanopy ID	Video Title	Supplier	Pages	Plays	Mins
1	15880859	The Jetty	BBC Studios	178	73	2252.57
2	14085838	Sherwood	BBC Studios	107	32	1236.53
3	15886892	Joseph Campbell and the Power of Myth	Film Movement	83	32	714.45
4	14615205	Pinkalicious & Peterrific: S2	PBS	50	31	478.72
5	6563262	Sex & Lucia	Music Box Films	83	28	321.65
6	14921992	Curiosa	Film Movement	130	27	345.78
7	15121060	The Outlaws: S1	BBC Studios	43	24	851.40
8	16211531	Bob the Builder: S3	WildBrain	46	24	494.38
9	15943505	Jane Eyre	BBC Studios	63	22	548.53
10	15139467	The Hitchhiker's Guide to the Galaxy	BBC Studios	56	21	322.52

Plays by Device



Subscription Package stats



Balance Sheet Comparison

Phoenixville Public Library

As of October 2, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 2, 2025	AS OF OCTOBER 2, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
100 Phoenixville Federal Savings #1	\$0.00	\$0.00
100.1 Operating Checking (040016792)	3,926.16	33,600.91
100.2 Operating Money Market (45001815)	90,261.76	269,640.31
100.3 Operating Credit Card Receipts (110030095)	15,377.43	6,808.11
100.5 Certificate of Deposit (61513)	22,437.59	21,931.26
100.6 Certificate of Deposit (61514)	22,942.49	22,424.78
100.7 Certificate of Deposit (59971)	35,927.32	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	\$190,872.75	\$389,394.37
101 StoneCastle/Cantor		
101.1 StoneCastle/Cantor - Harrop Capital Funds (Restricted)	194,529.03	257,329.95
101.2 StoneCastle/Cantor - Operating (Unrestricted)	310,007.00	239,686.55
Total for 101 StoneCastle/Cantor	\$504,536.03	\$497,016.50
105 Petty Cash	\$348.01	\$228.00
105.6 Paypal	-40.00	-40.00
Total for 105 Petty Cash	\$308.01	\$188.00
106 Circulation Cash	399.20	399.20
Total for Bank Accounts	\$696,115.99	\$886,998.07
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	\$696,568.99	\$887,451.07

Balance Sheet Comparison

Phoenixville Public Library

As of October 2, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 2, 2025	AS OF OCTOBER 2, 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	4,515.95	-0.12
150.8 Furniture & Fixtures	2,487.78	1,992.78
Total for 150 General Fixed Assets	\$7,003.81	\$1,992.74
Total for Fixed Assets	\$7,003.81	\$1,992.74
Other Assets		
Total for Assets	\$703,572.80	\$889,443.81
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
201 Accounts Payable	146,198.50	65,490.05
220 Credit Card Payables	907.03	907.03
Total for Accounts Payable	\$147,105.53	\$66,397.08
Credit Cards		
Other Current Liabilities		
221 Accounts Payable - Other	0.01	0.01
230 Employee Costs Payable		
230.1 Salaries Payable	14,145.90	14,145.90
230.5 Accrued Vacation	12,566.33	12,566.33
230.9 Reimbursements by PPL	0.00	0.00
Total for 230 Employee Costs Payable	\$26,712.23	\$26,712.23
250 Deferred Income	0.00	0.00
Total for Other Current Liabilities	\$26,712.24	\$26,712.24
Total for Current Liabilities	\$173,817.77	\$93,109.32
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	\$173,817.77	\$93,109.32

Balance Sheet Comparison

Phoenixville Public Library

As of October 2, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 2, 2025	AS OF OCTOBER 2, 2024 (PY)
Equity		
319 Net Assets	700,152.48	836,839.87
Net Income	-170,397.69	-40,505.62
300 Opening Bal Equity	0.00	0.00
310 Contributed Capital	0.24	0.24
Total for Equity	\$529,755.03	\$796,334.49
Total for Liabilities and Equity	\$703,572.80	\$889,443.81

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.		607,257.00	-607,257.00	
400.2 Appropriation - County	25,585.31	102,341.00	-76,755.69	25.00 %
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	25,585.31	867,801.00	-842,215.69	2.95 %
412 Development Income				
412.1 Grants		25,000.00	-25,000.00	
412.2 Projects/Events		45,000.00	-45,000.00	
412.2.1 WWW - Restricted	4,500.00		4,500.00	
Total 412.2 Projects/Events	4,500.00	45,000.00	-40,500.00	10.00 %
412.6 Individual Giving				
412.6.1 Unsolicited	1,144.05		1,144.05	
412.6.3 Target Donors/Annual Appeal	2,099.39	50,000.00	-47,900.61	4.20 %
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	3,743.44	56,000.00	-52,256.56	6.68 %
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	39,465.44	166,000.00	-126,534.56	23.77 %
420 Operations Income				
420.1 Fines	5,745.56	22,500.00	-16,754.44	25.54 %
420.10 Notary Services	325.00	800.00	-475.00	40.63 %
420.2 Passport Applications	46,580.00	195,000.00	-148,420.00	23.89 %
420.3 Interest	3,517.65	7,000.00	-3,482.35	50.25 %
420.4 Items Sold		2,800.00	-2,800.00	
420.4.1 Library Income	818.34		818.34	
420.4.2 PA Sales Tax	16.44		16.44	
Total 420.4 Items Sold	834.78	2,800.00	-1,965.22	29.81 %
420.5 Lost Books	508.05	3,000.00	-2,491.95	16.94 %
420.6 Other (Copier, etc.)	63.75	5,000.00	-4,936.25	1.28 %
420.6.1 Library Income	1,650.51		1,650.51	
420.6.2 PA Sales Tax	8.90		8.90	

Phoenixville Public Library

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

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 420.6 Other (Copier, etc.)	1,723.16	5,000.00	-3,276.84	34.46 %
420.8 Rentals/Collection		900.00	-900.00	
420.8.1 Library Income	378.69		378.69	
420.8.2 PA Sales Tax	6.13		6.13	
Total 420.8 Rentals/Collection	384.82	900.00	-515.18	42.76 %
420.9 Hot Spots		3,000.00	-3,000.00	
420.9.1 Library Income	460.60		460.60	
420.9.2 PA Sales Tax	6.12		6.12	
Total 420.9 Hot Spots	466.72	3,000.00	-2,533.28	15.56 %
Total 420 Operations Income	60,085.74	240,000.00	-179,914.26	25.04 %
Total Income	\$125,136.49	\$1,273,801.00	\$ -1,148,664.51	9.82 %
GROSS PROFIT	\$125,136.49	\$1,273,801.00	\$ -1,148,664.51	9.82 %
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	7,003.33	37,000.00	-29,996.67	18.93 %
500.1.2 E-Materials	6,364.80	18,205.00	-11,840.20	34.96 %
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	15,179.21	83,163.00	-67,983.79	18.25 %
500.1.11 Library of Things	550.86	2,750.00	-2,199.14	20.03 %
500.13 Professional Develop. Material	136.99	800.00	-663.01	17.12 %
500.14 Museum Passes	400.00	5,500.00	-5,100.00	7.27 %
500.15 Mobile Hotspots	1,146.60	4,500.00	-3,353.40	25.48 %
500.2 Magazines & Newspapers	2,475.85	6,000.00	-3,524.15	41.26 %
500.3 Audios	1,409.31	5,000.00	-3,590.69	28.19 %
500.4 Videos	607.31	4,000.00	-3,392.69	15.18 %
500.5 Software	177.88	600.00	-422.12	29.65 %
500.7 Programs - Adult	1,371.78	5,000.00	-3,628.22	27.44 %
500.8 Program Supplies - Adult	167.41	1,500.00	-1,332.59	11.16 %
Total 500 Adult Library	23,623.20	118,813.00	-95,189.80	19.88 %
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	4,574.33	20,000.00	-15,425.67	22.87 %
510.1.2 E-Materials	3,454.02	9,753.00	-6,298.98	35.41 %
510.1.3 ARPA Children e-materials	950.40		950.40	
Total 510.1 Books	9,565.66	29,753.00	-20,187.34	32.15 %
510.13 Young Adult - All	920.61	4,000.00	-3,079.39	23.02 %
510.14 Programs - Young Adults		750.00	-750.00	
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	1,712.80	2,000.00	-287.20	85.64 %

Phoenixville Public Library

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

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
510.4 Videos	539.84	2,000.00	-1,460.16	26.99 %
510.5 Software	246.34	1,000.00	-753.66	24.63 %
510.7 Programs - Children	735.00	4,750.00	-4,015.00	15.47 %
510.8 Program Supplies - Children	162.59	1,750.00	-1,587.41	9.29 %
Total 510 Youth Library	14,403.24	47,203.00	-32,799.76	30.51 %
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	210.38	2,500.00	-2,289.62	8.42 %
530.1.3 Staff Development/Memberships	1,332.64	3,648.00	-2,315.36	36.53 %
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	2,173.27	8,000.00	-5,826.73	27.17 %
530.1.8 Marketing and Website	1,287.22	3,501.00	-2,213.78	36.77 %
530.1.9 Miscellaneous	-22.00		-22.00	
Total 530.1 General	2,365.51	27,949.00	-25,583.49	8.46 %
540 Utilities				
540.1 Electricity	2,271.73	18,500.00	-16,228.27	12.28 %
540.2 Gas	127.68	4,500.00	-4,372.32	2.84 %
540.3 Telephone	1,747.94	5,000.00	-3,252.06	34.96 %
540.4 Trash Collection		440.00	-440.00	
540.5 Water & Sewer		1,100.00	-1,100.00	
Total 540 Utilities	4,147.35	29,540.00	-25,392.65	14.04 %
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	854.15	4,000.00	-3,145.85	21.35 %
560.2 Library	1,950.67	5,000.00	-3,049.33	39.01 %
560.3 Office	702.83	5,000.00	-4,297.17	14.06 %
560.4 Postage	2,724.93	8,500.00	-5,775.07	32.06 %
560.6 Passport Supplies	1,444.08	2,000.00	-555.92	72.20 %
Total 560 Other Supplies and Expense	7,676.66	24,500.00	-16,823.34	31.33 %

Phoenixville Public Library

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

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
570 Equipment Leasing/Rental	1,311.54	6,000.00	-4,688.46	21.86 %
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	27,981.02	124,489.00	-96,507.98	22.48 %
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	\$296,333.37	\$1,273,801.00	\$ -977,467.63	23.26 %
NET OPERATING INCOME	\$ -171,196.88	\$0.00	\$ -171,196.88	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	\$ -173,826.90	\$0.00	\$ -173,826.90	0.00%

From: [Joseph Sherwood](#)
To: [Abigail Cengel](#); [Amber Osborne](#); [Amber Timlin](#); [Carey Bresler](#); [Christopher Manna](#); [David Payne](#); [Gwen Gatto](#); [Jasmine Smith](#); [Jenna Persick](#); [Jennifer Spade](#); [Jonathan Dunkle](#); [Joseph Sherwood](#); [Justine Fafara](#); [Lara Lorenzi](#); [Maggie Stanton](#); [Mallory Hoffman](#); [Meghan Lynch](#); [Nancy Niggel](#); [Niki Rife](#); [Robbyn Kehoe](#)
Subject: Friday update
Date: Friday, October 3, 2025 1:50:32 PM
Attachments: [image001.png](#)
[image002.png](#)
Importance: High

CAUTION: This message contains a reference to a password. DO NOT click any links in this email unless you are expecting this email from the sender. Remember no county employee, department, or major organization will request that you enter your password through an emailed link unless you have requested a password reset. If you have any questions please contact Computer Services.

10/3 update

Good Afternoon,

I wanted to send you an update. And now that e-mail is back up, I'll send here... (note for anyone outside the building I'll put in slack).

First the positive news, e-mail is back up (inside the buildings access). The held mail at Proofpoint is downloading to the server (and as I write this, still coming in). If you have space issues, please contact Theresa or Mikey to resolve.

OWA (Outlook Web Access) for outside the building. We are working diligently on this. They would prefer we have Multi-Factor Authentication (MFA) turned on before we do this, but that isn't possible to do so quickly. Right now we are working through yet another review of passwords that were too easy to crack (according to our Security Consultant team). The Help Desk is reaching out to people individually to resolve these password issues. Once these are resolved, we will talk to the Security team and look at re-enabling OWA. I do not have an ETA on this, but as soon as I do, I will let you know. Currently our plan is to reset anyone's password we can't reach and they will have to contact the Help Desk to get it reset. As of right now there are less than 20 accounts we need to talk to.

Now the unpleasant news. The security team and lawyers have confirmed we did indeed have a breach and information was taken. We will be reaching out individually to the affected individuals. They will get an official letter regarding this, including services available. The County and its Insurance company are managing this process. Also, the District Attorney and the PA Attorney General's office have/are being notified. Legally, there are a bunch of protocols and timelines that come into play once a data breach is confirmed and we are working with the County to meet those deadlines.

Proactive efforts are underway to ensure we don't have something like this happen again including:

- We've already increased Password requirements
- We've shut down VPN access until we can get an MFA solution
- Moving to a product like Microsoft 365 enterprise edition which has MFA and advanced security
- Reviewing our other locally stored services (like Abila/MIP) to see if there are on-line options and cost

- Upgrading our Firewall (which Chesconet has been working on for some time) with enhanced security and Geo-blocking

Meghan, the Priorities Committee and I have met as we are working through CCA and looking as a potential funding source for these new products (and removing duplicated products). More information will be available on this next week.

My next County meeting on this is Monday at 1pm and I expect to have more information after that.

Thanks in advance for bearing with us as we address this situation.

-Joe

Joseph L. Sherwood,
Executive Director

Chester County Library System
450 Exton Square Parkway
Exton, PA 19341-2496

Direct: 610.344.4052
Mobile: 610.909.6712
Fax: 610.344.6328



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Steve Lykens

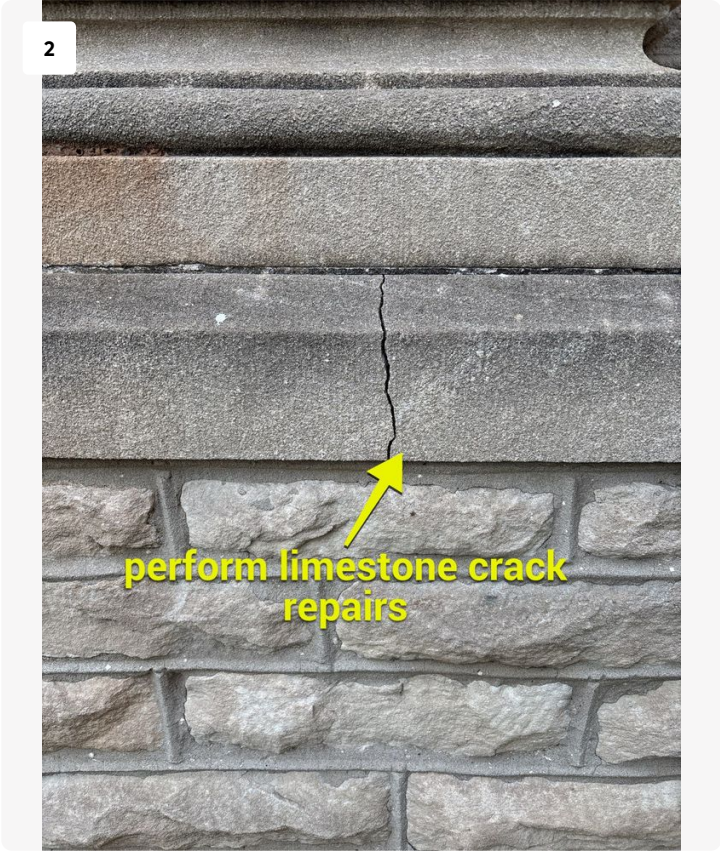
Mara Restoration, Inc.

Aug 27, 2025 | 14 Photos



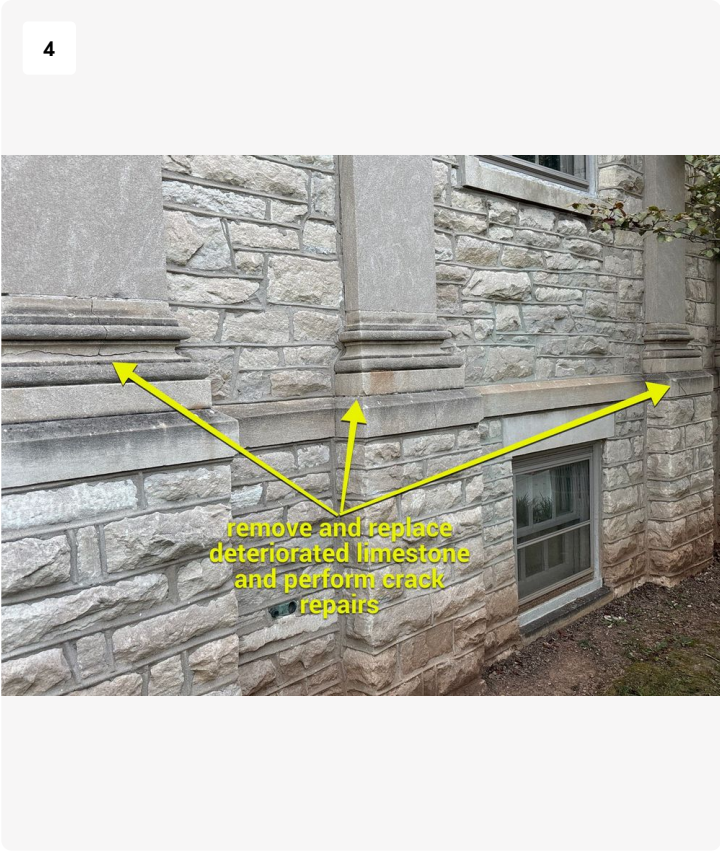
Phoenixville Library- Main Street upper and lower stairs and main building limestone repairs

Section 1



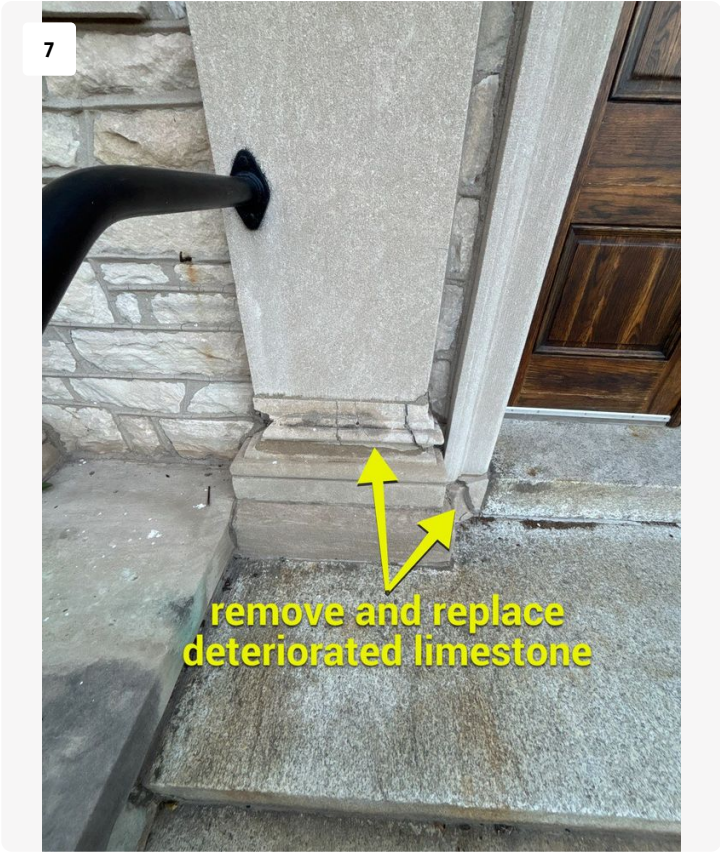


Project: Phoenixville Library
Date: Aug 27, 2025, 6:48 AM
Creator: Steve Lykens



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



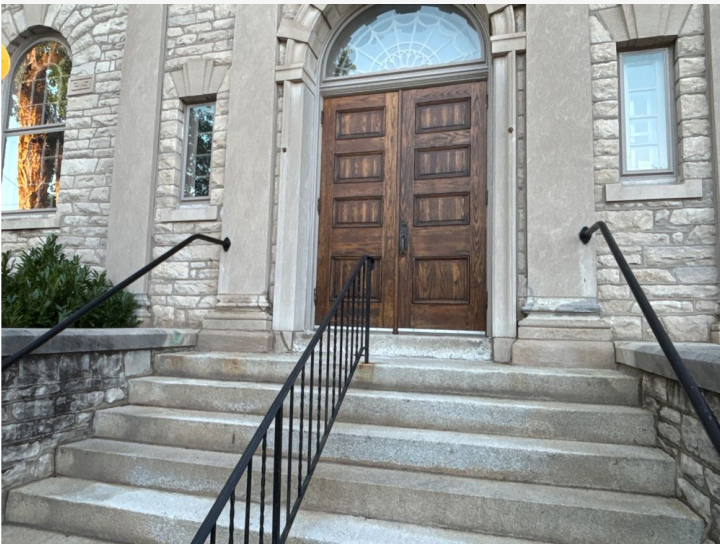


Project: Phoenixville Library
Date: Aug 27, 2025, 6:53 AM
Creator: Steve Lykens



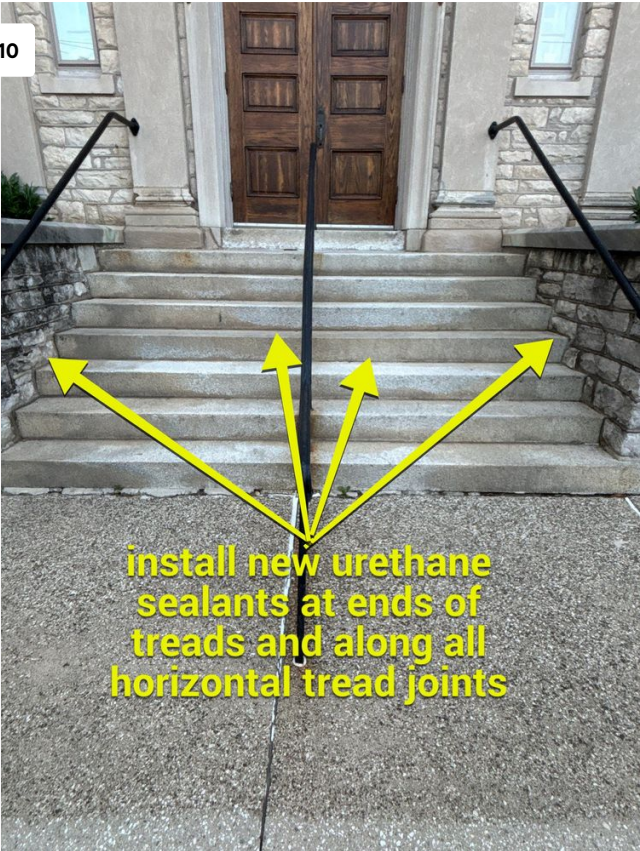
Project: Phoenixville Library
Date: Aug 27, 2025, 6:54 AM
Creator: Steve Lykens

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

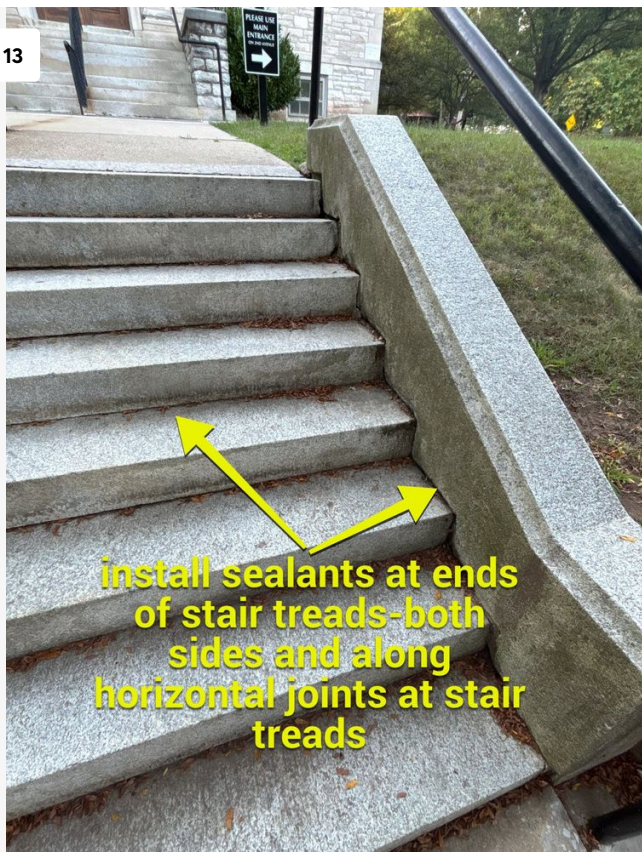
12



remove and replace
failed sealants along all
horizontal tread joints

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

13



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

14



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.

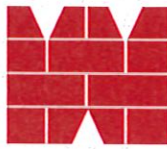
Preston D. Leisenring

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

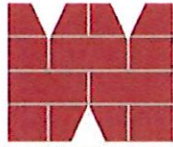
If you have any questions, please feel free to contact me at 267-784-3638 or by email at kwalls@wattsrestoration.com

Thank you!

Watts Restoration Co., Inc.

Kevin Walls

Kevin Walls
Project Manager

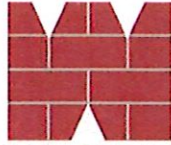


WATTS RESTORATION COMPANY, INC.

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.

Phoenixville Public Library Stone Repointing Sept. 8, 2025 revised 9/30/2025

[illegible]



www.preferredmasonry.com

☎ 610.849.0075

FAX 215.766.7316

7036 Easton Road Unit C Pipersville, PA 18947

Phoenixville Public Library
183 Second Ave
Phoenixville, PA 19460
Attn: Lauren Eustis, Lara Lorenzi

September 2, 2025

Re: Phoenixville Public Library – Repointing
PMR 25P

At your request we are furnishing this proposal for the masonry restoration at the above referenced property. Our scope of work and pricing are as follows:

Scope of Work:

- Furnish Access for our Work.
- Cut out and repoint 20% of Stone Façade Mortar Joints (approximately 866 SF)
- Include a one-year warranty on our work.

Our Price for the above Scope of Work: \$69,840.00

Exclusions:

Permits, Utilities, Dumpster, Cleaning of Façade, Porta Potty, Unforeseen Conditions.

Unit Price: Additional stone repointing \$30.00 Per LF (plus access)Add

If you have any questions, please feel free to call.
Sincerely,

Bob Neas



www.preferredmasonry.com

☎ 610.849.0075

FAX 215.766.7316

7036 Easton Road Unit C Pipersville, PA 18947

Phoenixville Public Library
183 Second Ave
Phoenixville, PA 19460
Attn: Lauren Eustis, Lara Lorenzi

May 5, 2025

Re: Phoenixville Public Library – Plinth Repairs
PMR 25P

We are pleased to furnish this proposal for the masonry restoration at the above referenced property. Our scope of work and pricing are as follows:

Scope of Work:

- Furnish Access for our Work.
- Take Profile and Color Samples for Cast Stone Fabrication.
- Demolish (6) Limestone Plinths and Replace with Cast Stone.
- Patch/Stitch (2) Cracked Plinths with Repair Mortar.
- Patch/Stitch Crack at (1) Chamfered Plinth Base Unit.
- Patch Spall on Column Directly above Plinth. (1) Location, Approximately 4"x12".
- Mortar / Point Newly Installed Units.
- Clean up Work Area.
- Include a one year warranty on our work.

Our Price for the above Scope of Work: **\$15,915.00**

Exclusions:

Permits, Utilities, Dumpster, Repointing, Cleaning of Façade, Porta Potty, Unforeseen Conditions.

Please Note: Any Additional Repointing, Stone Repairs, and/or Cleaning Work can be done on a Time and Materials Basis.

If you have any questions, please feel free to call.
Sincerely,

Roger Hull