



Board of Trustees Meeting Agenda

September 8, 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. AED costs/proposal- Lara Lorenzi 5 minutes
 - b. Masonry Proposals- Lauren Eustis 10 minutes
 - c. Materials Budget to meet 12%- Lara Lorenzi 10 minutes
 - d. Other new business 5 minutes
- V. Old Business – Discussion Items
 - a. 5 minutes
 - b. 5 minutes
 - c. Other old business? 5 minutes

Public Comments on Meeting – Limit 3 minutes per person

VI. Executive Session

Move to Executive Session – to meet with an attorney or other professional advisor to discuss agency business, which, if discussed in public, would lead to the disclosure of information protected by law.

VII. Next Meeting: October 6, 2025 5pm via zoom

VIII. – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
July 7, 2025

A Regular Meeting was called to order by Lauren Eustis at 5:01 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
Lauren Coy, 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 June 2, 2025; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) Statistics; and (vi) Financial Statements for June 2025.

NEW BUSINESS

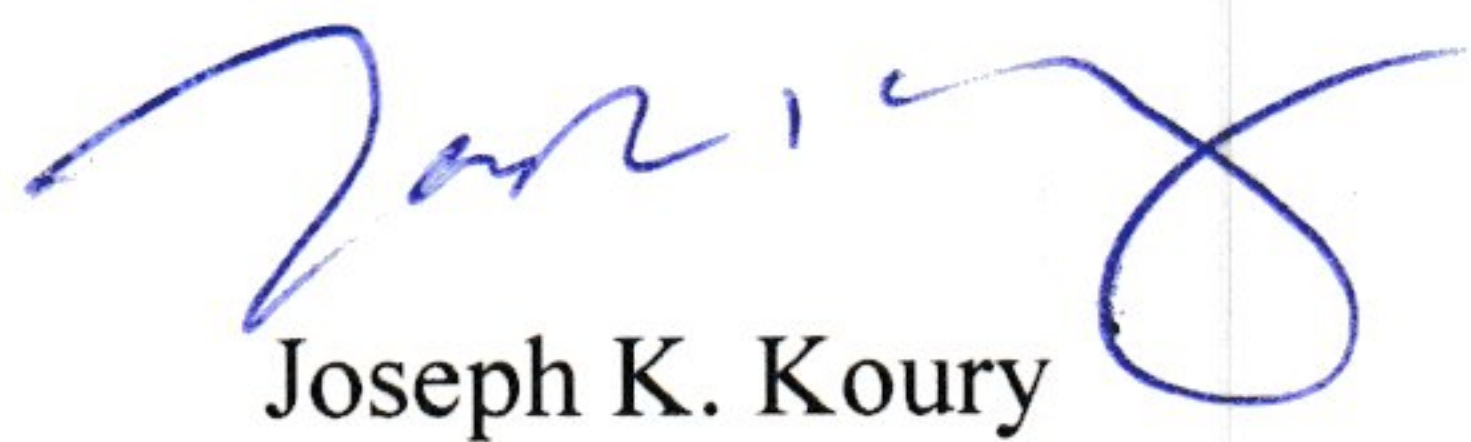
- Officer Slate for 2025/2026: With Liz Carrabine agreeing to serve as Treasurer, the following officers were appointed to serve for the coming year: Lauren Eustis, President; Steve Hirsch, Vice President; Liz Carrabine, Treasurer; and Joe Koury, Secretary.
- Meeting Calendar: Lara Lorenzi circulated and discussed a Trustee Meeting calendar for 2025 – 2026 setting forth in-person meetings for both December 2025 and June 2026, with no meeting in August 2025.
- Budget Update: Lara Lorenzi discussed the current updated budget for 2025 – 2026, noting that the resulting numbers were still the same as the prior draft circulated. She noted a slight increase in health insurance costs. Ms. Lorenzi also noted that the Pennsylvania state budget is not yet complete and that the rippling effects of the federal budget are yet to be felt. On motion made by Leah Campbell, seconded by Liz Carrabine, and by unanimous vote thereafter, the Board adopted the proposed budget circulated by Ms. Lorenzi.
- Printing Costs: Lara Lorenzi informed the Board that the Library has been spending a large amount of funds on printing costs, and she recommended that black and white copying charges be increased to \$.25 per page and color copying charges be increased to \$.50 per page. On motion made by Mackenzie Frees, seconded by Leah Campbell, and by unanimous vote thereafter, the Board adopted the proposed increases suggested by Ms. Lorenzi.
- Director of Development Position: Lauren Eustis indicated that Lauren Coy had given notice, and that although Lara Lorenzi wishes to advertise for the opening, Ms. Eustis wanted to discuss with the Board first. Ms. Eustis suggested the Board itself should take a greater role in development, to which Ms. Lorenzi responded that a "development board" has been rejected conceptually in the past. Ms. Eustis suggested the ideal candidate would have between five and seven years of experience, and that their salary would be between \$75,000 and \$80,000, although she stated Ms. Lorenzi should have discretion to offer a higher amount to a qualified candidate. On motion made by Leah Campbell, seconded by Liz Carrabine, and by unanimous vote thereafter, the Board voted to accept the proposed job description circulated by Ms. Lorenzi and salary range discussed, for the immediate posting of the position. Lauren Coy indicated she will be available on a limited basis to assist the new Director of Development going forward.

OLD BUSINESS

- Library Exterior Stonework: Lauren Eustis informed the Board that in light of a new Director of Development coming in, a capital campaign for repair of the stonework appears unrealistic. Instead, Ms. Eustis suggested getting three (3) quotes now and then approaching the Phoenixville Area School District to discuss, with the Library contributing some amount of funds. Ms. Eustis suggested the work be completed in 2026 in order to celebrate 125 years of the Library being in the building.
- Library Exterior Painting: Lauren Eustis suggested this be discussed at the September meeting of the Library Board alongside the exterior stonework item.

Meeting was adjourned at 6:02 p.m.

Respectfully submitted,



Joseph K. Koury



Report submitted by: Lara Lorenzi

September 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 has had presentations by all the various CCLS departments that the committee was tasked to look into their expenditures to come up a prioritization spending plan. The committee is working on recommendations and I expect we will be sharing them with the SAC in the fall..
- I was on vacation from August 16, 2025 (Saturday) through August 31, 2025 (Sunday). While I was away Christine Nicholson was in charge of the building. Mark Pinto and Tegan Conner-Cole will both managed their departments.
- The library is closed on Monday September 1st for Labor Day.
- The new printing fees went into place on August 1, 2025.
- I have completed the 2025 State Aid Library Subsidy Application for our library.
- I was able to give my direct reports their annual reviews for 2025.
- I posted the job opening for the director of development position. The interview consisted of a board member, the ccls development consultant and myself. Interviews were held the first week of August.
- I have successfully moved my office to the lower level of the library. I am now closer to the business office which is extremely helpful. My old office will now be home to the new director of development.
- We received the funds we requested from the Endowment Fund from the Library Foundation in late August. They approved the full amount of \$30,000.
- PCHF has let us know that we were awarded a \$15,000 grant for general operating. This is \$5,000 less then what we received last year and less then what we asked for this year. PCHF received asks for a million dollars over what they had to disperse. Grants are going to be difficult to get this year.

Personnel Updates:

- Director of Development position is currently open. We are actively interviewing for a replacement. Interviews will take place on Wednesday August 6, 2025 and Thursday August 7, 2025.
- An offer for the director of development position was offered and accepted. Chloe Tolman will start on Monday August 8, 2025.

Foundation Update:

- Our request for funds from the Endowment at the Phoenixville Public Library Foundation was approved by their board. The funds will reach us in early August.

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-We are waiting parts to arrive for the Passport Office so PASD can fix the hvac issues in that room. Once the parts arrive, they will be able finish repairing the ac. Parts have been ordered and repairs are taking place. We anticipate the AC will be up and running by August 15th.
- Lauren Eustis put together an RFP for the stone masonry and it has been sent out to various contractors for quotes.
- Doorknob for staff door leading to the downstairs offices has fallen off. Waiting for replacement to be ordered.
- Doorknob for Youth Services office needs to be replaced- waiting for replacement to be ordered.
- The smoke detector in the Harrop room went off in August, the building was evacuated and the fire department came to the building. They did a thorough search of the building. There was no fire or smoke present. Staff and patrons were allowed back in the library. They discovered that the smoke detector was faulty (old), and needed to be replaced. PASD replaced the faulty detector. We are under the belief that other detectors will start to fail as well, since they are all fairly old.

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

- May 2025:
 - E-books: 3,626
 - E-audio: 4,344
 - Total: 7,970
- June 2025:
 - E-books: 3,794
 - E-audio: 4,264
 - Total: 8,058
- 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

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-
- August 2025: 518-holds 450-



checkouts
checkouts

Door Count:

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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.
- CCLS tech department came out to switch out the pc powering our book locker with a new one that has up to date software that can be updated. This took place on July 25, 2025.
- The Chester County Community Foundation has awarded the Chester County Library System a three year, \$25,000 grant to expand access to the Foundation Directory Online (FDOP), a leading grant research database. Previously available only at the Chester County Library's Exton location, the FDOP will now be accessible from every Member Library for the next three years.

State Updates:

- There is no update on the State Budget at this time.

Meetings/Trainings

- 7/8 District Librarians Meeting
- 7/9 Training: Optimizing Your Nonprofit Personnel Handbook
- 7/10 Meeting with Lauren Coy- Salsa donor management
- 7/14 CCLS Budget Priorities Committee meeting
Mark Pinto annual review
- 7/15 CCLS board meeting

7/18 Tegan Conner-Cole annual review
7/21 CCLS Budget Priorities Committee meeting
7/24 Christine Nicholson-Wrage annual review
7/25 E-materials committee meeting
CCLS tech- out to replace cpu in book locker
7/31 Meeting with Liz Carrabine- Treasurer duties, foundation etc.
8/1 Meeting w/Tegan Conner-Cole- youth services updates
8/6 Director of Development Interviews- Mackenzie Frees & Nicole Richards
8/7 Director of Development Interviews- Mackenzie Frees & Nicole Richards
8/12 Joint DLM/SAC meeting @Exton
8/13 Emergency Management Training@ Ann's Heart
8/14 PA Care Kit info session
Lunch meeting with Maggie Stanton- Director West Chester
8/15 Meeting with Tegan Conner-Cole- Youth Services
8/18-8/29 Vacation
9/3 Training- 1 page disaster plan
Mentee Phone call

Youth Services Report for August 2025 For September 2025 Board Meeting

Programming:

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

August Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	2	31	27	58
Babies & Books	2	26	31	57
Block Party	2	33	22	55
Fun For All Ages Story Time	2	32	29	61
Sing-Along-Story Time	2	27	20	47
Toddler Time	4	97	82	179
In-Person Preschool Total	14	246	211	457
Elementary Age Events				
Family Movie Night	1	4	4	8
Scratch 3: Level Up Your Coding	1	10	3	13
Lego Club	2	28	18	46
Make & Takes	2	71	44	115
Take & Make (Passive)	1	24		24
Ages 6-11 Total	7	137	69	206
Young Adult Events				
2 Day Character Workshop	2	18	3	21
Tween/Teen: Color Your own	1	2	2	4
Total Young Adult	3	20	5	25
Total Events/Attendance	24	403	285	688
Teen Volunteers	5	28 hours		
1000 Books Before Kindergarten	4			
Summer Reading Challenge	250 (0 new)	427 (11 new)	52 (1 new)	729 (12 new)

Newsletter

The Children's Library Newsletter was sent 5 times between August 1 and August 31. Weekly newsletters were sent on Fridays that listed the next week's events. The newsletter was sent to an average of 946 subscribers and had an average 68% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Reach
PACLC – Main Street	22	3	25
PASD Power Up for School Event	70	51	121
Mom's House	10	3	13
Total: 0 on-site, 3 off-site	102	57	159

- Planned and implemented outreach events as listed above.
- Due to summer programming and summer break, outreach activities are significantly scaled back for June, July, and August.
- August 4 attendance to PASD Power UP for School Event. Hosted a table, talked to potential patrons, and

answered library questions.

- August 5 visit with PACLC-Main Street.
- August 13 visit with Mom's House.
- Reached out to Barnstone Art for Kids to confirm school year schedule.

Meetings

- Tegan C. (TC) met with Lara on August 1 and August 15.
- Tegan C. met with Rachel K on August 21.

Collection Activities:

- Ordered:
 - Baker & Taylor on August 8 (YA Titles for August & September)
 - Amazon on August 12 (J & YA books)
- Weeded and assessed J Bio collection to create space.
- Continual and ongoing tasks:
 - Built carts of new items for collections by reading reviews and creating carts in B&T, Midwest Tapes, and Playaway.
 - Sorted through donations. Selected titles to check against collection, for giveaway to community organizations, to sell, or to give for free.
 - Assessed books in mending for repair, replacement, or removal.

Event Activities

- Extended summer story time by a week and Lego Club by two weeks. Added a passive craft program. Created a flyer/calendar to advertise.
- TC supported or ran the following events in August:
 - Tween/Teen Sessions – August 5
 - Make & Take Sessions – August 1, August 8
 - 2 Day Character Design Workshop – August 6 & August 7
- Per staff suggestion, created a QR Code flyer that patrons can scan that will take them to the online calendar when we are out of calendars.
- **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.
 - TC scheduled Lego Club for 2025-2026 school year.
 - TC scheduled movies for September, penciled titles for October to December.
 - 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.
 - Reached out to artist for workshop in November 2026
 - TC Created September & October Story Time Calendars. Created a Kids & Teen Flyer for September.
- **Continual and ongoing tasks:**
 - Created weekly eNewsletters to highlight events coming up within one to two weeks of Friday email. Only during summer will it be highlighting one to two weeks. Will return to monthly during school year.
 - Checked locations of Summer & Teen Calendars and refilled as needed. Made copies of Teen Calendars as needed. (With support of circulation staff).
 - Checked attendance of programs. 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.

Displays and Décor

- Before open and throughout day, TC filled tops of picture book shelves in many days in August.
- Created School Picture book display. Filled and updated as needed.
- Shifted and tightened shelves as needed.
- In YA Room, filled in display and other areas where books could be displayed.
- Asked staff to help fill in displays as needed.
- Asked RK to fill lobby display case, update bulletin boards, and decorate YS floor.

Trainings

- TC started watching recordings from SLJ Picture Book Palooza and SLJ Teen Live!

Teen Services

- Teen Volunteers
 - Compiled hours of all teen volunteers. Sent a letter and certificate for them regarding their hours that they can use with organizations.
 - Reached out to teen volunteers to thank them and give them updates for the school year.
 - Brainstorming opportunities for volunteers to help in the fall as a few have expressed a desire to continue helping.

Correspondence in August

- Emailed updates to staff regarding Summer Challenge updates and corrections, collection updates, and YS updates.
- Asked staff to fill out SRC survey to better plan for 2026 and complete reporting for state and CCLS.
- Email correspondence with patrons regarding LinkedIn Learning and logging on.
- Email correspondence with Outreach Schools regarding September 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 Summer Presenters.
 - Email correspondence with Teen Volunteers
 - Email correspondence with Department Heads.
 - Email correspondence with Lara.

Other Tasks

- Roaming/roving reference (worked with patrons to locate items they were looking for).
- Chatted with families, kids, and teens who come to the library.
- Worked with circulation desk on tasks and to answer any questions that come up.
- Cleaned and straightened YS areas as needed (mostly train table and puzzles).
- Worked to learn and understand Ender 3D Printer.

Compliments

- Patrons enjoyed the SRC.

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

Attached: Children's Report

September 2, 2025

August 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 programs for various age groups

- 1-2-3 Learn with Me
- Fun for All Ages Storytime
- Babies & Books
- Toddler Time
- Block Party Play Date
- Lego Club

Weekly Programs

Currently, we have 6 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 1 1-2-3 Learn with Me session, 1 Fun for All Ages Storytime session, 1 Babies & Books session, 1 Block Party Play Date session, 1 Lego Club session and 2 Toddler Time sessions.

Reoccurring Informal

Toddler Time

Babies + Books

1-2-3 Learn with Me

Fun for All Ages Storytime

Block Party Play Date

Lego Club

Weekly Themes

Fun for All Ages Storytime

- Beach
- Color My World

Toddler Time

- Beach
- Color My World

Babies & Books

- Beach
- Color My World

Other Activities

- Currently Working through *SLJ Teen Live*
- Sat in on the Scratch Art 3D Class on August 8
- Created a Back to School Display in the Juvenile Readers Section
- Created a Library Card Sign Up Month Display in the upstairs lobby
- Redecorated the library for fall

- Put up the Fall Display in the downstairs lobby
- Put up the School Bus Bulletin Board in the lobby with Jena

Patron Feedback

- Over the past month, we have had 8 compliments on our children's programs.

Trainings

- *SLJ Picture Book Palooza* (School Library Journal): Completed August 13 2025 (10 CE hours)

Youth Services Report for July 2025 For September 2025 Board Meeting

Programming:

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

July Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	4	80	57	137
Babies & Books	5	57	60	117
Block Party	1	13	10	23
Fun For All Ages Story Time	4	88	69	157
Sing-Along-Story Time	5	65	44	109
Toddler Time	10	211	186	397
In-Person Preschool Total	30	514	426	940
Elementary Age Events				
Family Movie Night	5	62	49	111
CuriosityQuest	2	23	6	29
Lego Club	5	58	36	94
Make & Takes	4	70	39	109
Thrilling Thursday	4	533	162	695
Writing Workshop (Eric Bell)	2	12	4	16
Intro to Java Class	1	11	1	12
Ages 6-11 Total	23	769	297	1066
Young Adult Events				
Tween/Teen: Peter the Party Pineapple Painting Workshop	1	2	2	4
Tween/Teen: Barnstone Art	1	4	3	7
Tween/Teen: Friendship Bracelets	1	4	1	5
Tween/Teen: Kaleidoscopes	1	1	1	2
Tween/Teen: Teen Advisory Group	1	0	0	0
Total Young Adult	5	9	5	18
Total In Person Events	58	1292	728	2024
Total Events/Attendance	58	1292	728	2024
Teen Volunteers	12 volunteers	58 hours		
1000 Books Before Kindergarten		3		
Summer Reading Challenge	247 (16 new)	416 (35 new)	51 (5 new)	714 (56 new)

Newsletter

The Children's Library Newsletter was sent 3 times between July 1 and July 31. Weekly newsletters were sent on Fridays that listed the next week's events. The newsletter was sent to an average of 955 subscribers and had an average 67% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Reach
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PACLC – Main Street	22	5	27
Preschool Special Education (CCIU-Pickering)	3	3	6
Total: 0 on-site, 1 off-site	25	8	33

- Planned and implemented outreach events as listed above.
- Due to summer programming and summer break, outreach activities are significantly scaled back for June, July, and August.
- July 8 visit with PACLC-Main Street happened.
- July 9 visit with Mom's House cancelled due to unforeseen circumstances. Will visit in August.
- Reached back out to Barnstone Art for Kids reached out regarding interviewing TC as part of their strategic planning. Did not hear back.
- Spoke with Barnstone about working with their Teen Group and Library Events.
- Invited to attend August 4, PASD Power UP for School Event. TC will be attending.

Meetings

- Tegan C. (TC) met with Lara on July 18.

Collection Activities:

- Ordered:
 - Baker & Taylor on July 9, July 11 (Juv. & YA Titles for July and August)
 - Playaway Wonderbooks on July 11
 - Playaway Audios on July 9
 - Midwest Tapes on July 9, July 23 (Juv. DVDs)
 - Playaway for YA on July 7.
 - Amazon on July 9, July 23 (books & video games)
 - Renewed YS magazines on July 17.
- Finished assessing Parenting Section for outdated titles (10+ years) and no circs (2 years).
- Started and finished assessing J Picture Book Section for titles not circulating (2 years) to create room in the collection for titles we have.
- Started assessing J&JE Non-fiction for outdated titles (5-10 years) and no circs (3 years)
- Continual and ongoing tasks:
 - Built carts of new items for collections by reading reviews and creating carts in B&T, Midwest Tapes, and Playaway.
 - Sorted through donations. Selected titles to check against collection, for giveaway to community organizations, to sell, or to give for free.
 - Assessed books in mending for repair, replacement, or removal.

Event Activities

- Extended summer story time by a week and Lego Club by two weeks. Added a passive craft program. Created a flyer/calendar to advertise.
- TC supported or ran the following events in July (More details can be provided if needed, see attendance):
 - Block Party – July 3
 - Lego Club – July 3
 - Tween/Teen Sessions – July 1, July 8, July 15, July 22, July 29
 - Make & Take Sessions – July 18, July 25
 - CuriosityQuest – July 16, July 23.
 - Teen volunteer led
 - Writing Workshop for Kids – July 7, July 14
 - Thrilling Thursdays – July 17, 24, 31
 - Took photos
 - Printed 3D Items from TinkerCAD classes in June.
- **Looking Ahead**
 - TC reached out to Teen Led Volunteer programs from Summer for Fall 2025. Coding classes to be scheduled on days off school.
 - TC scheduled Lego Club for 2025-2026 school year.
 - TC scheduled movies for September, penciled titles for October to December.
 - 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.
 - Reached out to artist for workshop in November 2026
 - TC Created September & October Story Time Calendars. Started creating a children's and teen flyer for September.

- **Continual and ongoing tasks:**
 - Created weekly eNewsletters to highlight events coming up within one to two weeks of Friday email. Only during summer will it be highlighting one to two weeks. Will return to monthly during school year.
 - Checked locations of Summer & Teen Calendars and refilled as needed. Made copies of Teen Calendars as needed. (With support of circulation staff).
 - Checked attendance of programs. Send number of attendee updates to presenters as needed. Sent email reminders.
 - Set up and tear down of room for programs.

Displays and Décor

- Before open and throughout day, TC filled tops of picture book shelves in many days in July.
- Updated the YA Room Display for Disability Pride Month. TC checked display every few days. Filled in display and other areas where books could be displayed.
- Asked staff to help fill in displays as needed.
- Asked RK to fill lobby display case.

Trainings

- TC started watching recordings from SLJ Picture Book Palooza.

Teen Services

- Teen Volunteers
 - Created Sign-up Genius to manage Teen Volunteers and open opportunities. Opportunities include: open shelving shifts, programming assistance, Summer Reading Challenge support (giving out tickets), and Processing help.
 - Brainstorming opportunities for volunteers to help in the fall as a few have expressed a desire to continue helping.

Correspondence in July

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

Other Tasks

- Roaming/roving reference (worked with patrons to locate items they were looking for).
- Chatted with families, kids, and teens who come to the library.
- Worked with circulation desk on tasks and to answer any questions that come up.
- Cleaned and straightened YS areas as needed (mostly train table and puzzles).
- Worked to learn and understand Ender 3D Printer.

Compliments

- Patron told staff that they enjoyed Thrilling Thursday on July 24 and July 31.

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

Attached: Children's Report

July 31, 2025

July 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 programs for various age groups

- 1-2-3 Learn with Me
- Fun for All Ages Storytime
- Babies & Books
- Toddler Time
- Thrilling Thursday
- Lego Club

Weekly Programs

Currently, we have 6 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 1 1-2-3 Learn with Me session, 1 Fun for All Ages Storytime session, 1 Babies & Books session, 1 Thrilling Thursday session, 1 Lego Club session and 2 Toddler Time sessions.

Reoccurring In-Formal

Toddler Time

Babies + Books

1-2-3 Learn with Me

Fun for All Ages Storytime

Thrilling Thursday

Lego Club

Weekly Themes

Fun for All Ages Storytime

- Writing And Storytelling
- Performing Arts
- Colorful Messes
- Dress-Up

Toddler Time

- Writing + Storytelling
- Performing Arts
- Colorful Messes
- Dress-Up

Babies & Books

- Writing And Storytelling
- Performing Arts
- Colorful Messes
- Dress-Up

Other Activities

- Created a Disability Pride Month Display in the juvenile reader's section
- Currently working through *SLJ Picture Book Palooza!*
- Had Leone Nijie come in for one of my Fun for All Ages Storytimes to read his book *Leone Likes Trucks*
- Hosted an Eras Tour friendship bracelet program for Tween/Teen Afternoon on July 8

Patron Feedback

Over the past month, we have had 6 compliments on our children's programs

July-August 2025

Adult Services Report

Regular Activities

- On vacation July 29 – August 11.
- Scheduling passport application acceptance and notary appointments; covering 3-hour passport appointment shifts on Wednesdays and Fridays; handling notary appointments as needed and available.
- Updating Library website as needed.
- Scheduling and hosting online and in-person programs with outside presenters; posting selected program videos to YouTube channel.
- Updating online Library Events Calendar, creating and sending e-mail press releases, posting event announcements to other locally-based online calendars, and posting printed events calendars on bulletin boards at several local businesses.
- Creating and sending weekly Constant Contact e-mail newsletters to 2,700+ adult contacts regarding Library services and programs, online resources for education and cultural entertainment, and important Library and community/government announcements.
- Ordering books and other Library materials for collection; weeding collection regularly.
- Select book and lead monthly book discussion group at Phoenixville Area Senior Center.

Meetings/Workshops/Other Events Attended

- Annual review with Lara, 7/14.
- Zoom meeting with Kennedy Shaw of Thrivent Financial regarding their proposed Library programs, 7/17.
- PARN (Phoenixville Area Resource Network) meeting at Ann's Heart, 7/22.
- Webinar: Envisionware EasyPay system, 7/22.
- Meeting with Mike Miles of Hearing Loss Association of Chester County regarding possible Library presentation, 8/25.

Upcoming Special Programs/Events

- "Community Gardening around the Village: A House Plant Moment" with Cassandra Hogue, Master Gardener, 9/15.
- "George & Ira Gershwin: A Lecture-in-Song" with Fred Miller, 9/18.
- "Monsters of Pennsylvania" with Matt Lake, 9/22.
- "From the Museum: Now and Then: The Changing Face of Phoenixville" with Jack Ertell, Historical Society of the Phoenixville Area, 9/25.
- "How to Craft a Podcast: Finding a Voice through Editing and Production" with Dan Yowell, Phoenixville Public Library, 9/29.
- "Diamond Painting Class" with Linda Infrerra and Denise Ackroyd, Phoenixville Public Library, 10/2.
- "When Stars Go Boom" with Don Miller, NASA Solar System Ambassador, 10/6.

Program/Event/Other Planning

- Scheduling special online, in-person, and hybrid programs for December and beyond.
- Planning for Library info presentation at Liberty House on 9/23.
- Planning procedures manual for passport services.

July Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	434
Adult Laptop Individual Users	84

Mobile Printing Orders	230
Mobile Hotspot Checkouts	16
Museum Pass Checkouts	180

August Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	442
Adult Laptop Individual Users	77
Mobile Printing Orders	206
Mobile Hotspot Checkouts	18
Museum Pass Checkouts	199

July Passport Application Acceptance Statistics

Applications Accepted	343
Income	\$18,215.00

August Passport Application Acceptance Statistics

Applications Accepted	367
Income	\$16,700.00

July Program Statistics

Program	Attendance
Phoenix Book Club	8
Fourth Wednesday Readers	10
Books on Tap	14
Words in Progress	8
Dancin' Chairs with Holly	NA
Phoenixville Tech Group	61 (4 sessions)
Tech Help appointments	6
PA-MEDI Medicare Counseling appointments	1
VNA Personal Navigator Benefits Assistance appointments	0
2-1-1 Human Services Assistance appointments	0
Maternal & Child Health Consortium Family Benefits Assistance appointments	26
Legal Consultation Appointments	4
"Get Connected: Jumpstart Your Job Search (CareerLink)" appointments	10
Sen. Katie Muth Mobile Office appointments	5
Sahaja Yoga Meditation Class	40 (3 sessions)
ESL Conversation Group	22 (4 sessions)
Movies on Tap: Zoom Edition	7
Outreach: Senior Center Book Club	9
Summer Movie Series: Great Movie Soundtracks: <i>Pulp Fiction</i> , 7/3	7
Summer Movie Series: Great Movie Soundtracks: <i>Purple Rain</i> , 7/10	9
Summer Movie Series: Great Movie Soundtracks: <i>Saturday Night Fever</i> , 7/17	8
Summer Movie Series: Great Movie Soundtracks: <i>The Graduate</i> , 7/24	10
Afternoon at the Movies: <i>Serpico</i> , 7/25	10
"The Gut-Brain Connection", 7/7	26
"Hospice 101", 7/14	6
"Chester County Food Bank Recipe Demonstration", 7/18	4

“Cybersecurity: Keeping Yourself Safe Online”, 7/21	11
“From the Museum: Home Delivery in Phoenixville Before Amazon”, 7/28	43

August Program Statistics

Program	Attendance
Phoenix Book Club	11
Fourth Wednesday Readers	13
Books on Tap	12
Words in Progress	8
Dancin’ Chairs with Holly	NA
Phoenixville Tech Group	57 (4 sessions)
Tech Help appointments	2
PA-MEDI Medicare Counseling appointments	3
VNA Personal Navigator Benefits Assistance appointments	3
2-1-1 Human Services Assistance appointments	???
Maternal & Child Health Consortium Family Benefits Assistance appointments	31
Legal Consultation Appointments	5
“Get Connected: Jumpstart Your Job Search (CareerLink)” appointments	7
Sen. Katie Muth Mobile Office appointments	4
Sahaja Yoga Meditation Class	52 (5 sessions)
ESL Conversation Group	24 (4 sessions)
Movies on Tap: Zoom Edition	4
Outreach: Senior Center Book Club	8
Summer Movie Series: Great Movie Soundtracks: <i>American Graffiti</i> , 8/21	9
Afternoon at the Movies: <i>Death at a Funeral</i> , 8/29	7
“Community Music School Summer Bands Concert”, 8/5	44
“Eat Fresh Cooking Class”	65 (3 sessions)
“Melinda Rice & Gareth Haynes, Violin & Piano, in Concert”, 8/14	27
“Blood on the Clocktower: A Social Deduction Game”, 8/16	16
“Financial Empowerment Presentation”, 8/18	10
“AARP Smart Driver Refresher Class”, 8/25	16
“Basics of Landlord/Tenant Law & Eviction Defense”, 8/25	11
“Understanding the New Weight Loss Medications”, 8/28	4

Respectfully submitted,
Mark Pinto
Adult Services Director



Circulation Report for August 2025

Circulation Department:

- Number of **checkouts** for August: 13828
 - * Including book locker stats
- Number of **check-ins** for August: 15041
- Number of **holds** placed for August: 415

Volunteers:

- **Total Amount of Volunteer Hours for August: 97.25**
- Total Amount of Volunteer Hours through fiscal year: 194
- Have two people interested in becoming a permanent volunteer
 - College Student
 - MLIS Librarian

Library Card Sign-ups:

- **Total Amount of Patron Applications for August: 196**

Interlibrary Loans:

- Number of Interlibrary Loans requested for August: 11
- Number of Interlibrary Loans requested from July-August: 28
- Number of Interlibrary Loans filled in August: 2
- Number of Interlibrary Loans filled from July-August: 4

Meetings/Events:

- Circulation Meeting – September 17th
- Almost completed performance reviews

Continuing Education:

Disaster Planning – Realities of Response and Recovery Panel Discussion – September 10th

Additional Updates:

- Creating a Disaster Response Manual for the library
 - Types of disasters, response, risk factors, etc.
- Vacation – September 15th

Respectfully Submitted,

Christine Wrage

Circulation Manager & Volunteer Coordinator

September 2025



Circulation Report for July 2025

Circulation Department:

- Number of **checkouts** for July: 14,692
 - * Including book locker stats
- Number of **check-ins** for July: 15,164
- Number of **holds** placed for July: 444

Volunteers:

- **Total Amount of Volunteer Hours for July: 96.75**
- Some summer teen volunteers expressed interest in continuing to volunteer throughout the school year

Library Card Sign-ups:

- **Total Amount of Patron Applications for July: 240**

Interlibrary Loans:

- Number of Interlibrary Loans requested for July: 17
- Number of Interlibrary loans that were filled for July: 2

Meetings/Events:

- Performance Review with Lara – July
- Performance reviews are underway

Continuing Education:

- Trauma Informed Care or Services for Teens in the Library – July 30th

Additional Updates:

- Vacation Days: July 1st, 2nd, and 3rd

Respectfully Submitted,

Christine Wrage
Circulation Manager & Volunteer Coordinator
July 2025

Computer Usage 2025 (Sessions)																		
																		Pre-Pandemic
															2025 YTD	2024 YTD	2023 YTD	2019 Annual
	January	February	March	April	May	June	July	August	September	October	November	December	Total		Percentage	Percentage	Percentage	Percentage
Atglen	245	222	325	329	347	275							1743		0.88%	0.85%	0.79%	0.78%
Avon Grove	668	716	831	780	756	718							4469		2.25%	2.42%	2.65%	2.93%
Chester County	6931	7041	7195	7388	7270	8132							43957		22.09%	23.16%	23.55%	25.39%
Chester Springs	221	90	0	0	0	45							356		0.18%	0.70%	0.84%	0.54%
Coatesville	1669	1742	1870	1963	1918	1665							10827		5.44%	6.52%	6.71%	6.94%
Downingtown	1297	1187	1503	1538	1404	1638							8567		4.31%	4.08%	4.29%	4.63%
Easttown	2601	2794	3410	3212	3266	3157							18440		9.27%	9.06%	10.26%	9.77%
Hankin	2385	1954	2058	2047	2176	2129							12749		6.41%	6.58%	7.00%	5.90%
Honey Brook	85	113	610	491	432	447							2178		1.09%	1.12%	1.40%	1.00%
Kennett	5304	4933	5752	5872	5884	6278							34023		17.10%	15.54%	9.85%	5.07%
Malvern	1000	859	878	1110	1085	1046							5978		3.00%	2.07%	2.48%	2.38%
Oxford	768	839	850	946	721	842							4966		2.50%	3.12%	3.54%	3.39%
Paoli	721	664	792	818	755	803							4553		2.29%	2.01%	2.24%	3.07%
Parkesburg	378	362	477	490	459	557							2723		1.37%	1.65%	1.70%	1.40%
Phoenixville	1774	1927	2208	2106	1831	2065							11911		5.99%	6.07%	6.65%	7.55%
Spring City	355	332	402	417	432	459							2397		1.20%	1.31%	1.60%	1.73%
Tredyffrin	3074	2976	3611	3614	3612	4671							21558		10.83%	10.17%	10.47%	13.33%
West Chester	1099	1073	1293	1381	1402	1340							7588		3.81%	3.56%	3.98%	4.20%
System	30575	29824	34065	34502	33750	36267	0	0	0	0	0	0	198983		100.00%	100.00%	100.00%	100.00%

Circulation Comparisons 2025

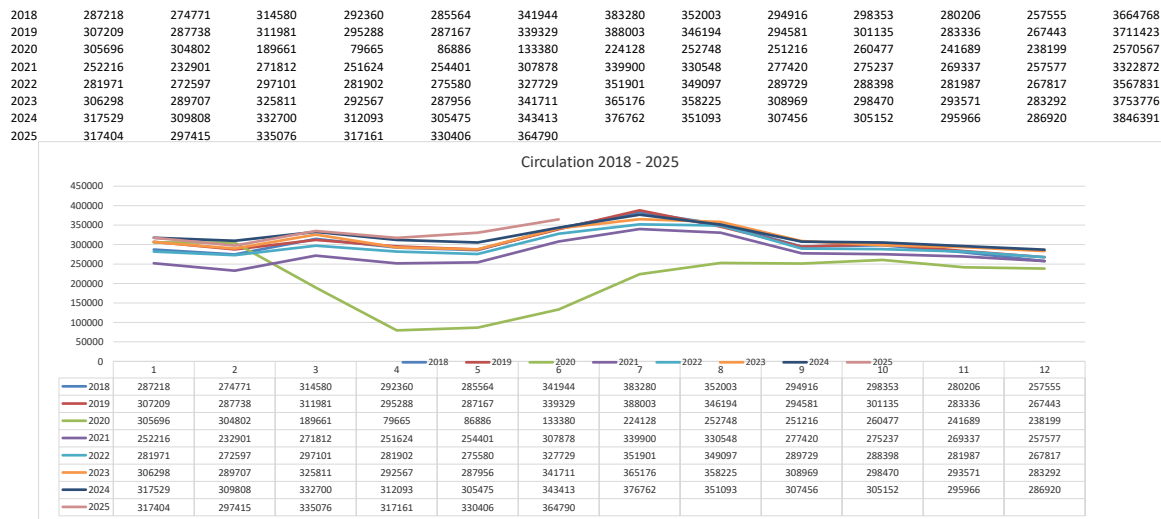
		January	February	March	April	May	June	July	August	September	October	November	December	Total	
ATGLEN	2018	2282	2322	2412	2312	2196	3385	3595	2825	2046	2451	2294	2127	30247	6.88%
	2019	2846	2239	2568	2454	2372	2789	3065	2599	2160	2150	2642	2015	29899	-1.15%
	2020	2560	2548	1487	639	699	1248	2038	1987	1760	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	3877	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								
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								
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	115759	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								
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	5111	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								
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								
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								
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								
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								

		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								
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								
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								
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								
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								
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								
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								
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								

		January	February	March	April	May	June	July	August	September	October	November	December	Total	
System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209	
	2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715	-0.60%
	2011	321538	312861	355908	319915	309108	386003	411359	405555	327730	316272	318126	287588	4071963	-0.76%
	2012	331201	327004	351807	319127	307838	383042	421728	376945	303187	312090	312984	271283	4018236	-1.34%
	2013	322760	310288	335590	312997	308489	366229	433261	379949	303346	316223	298777	269065	3956974	-1.55%
	2014	303205	282462	330326	299557	296856	347702	411539	361843	317450	294446	285698	274294	3805378	-3.98%
	2015	309020	291129	317277	289670	278038	361649	394319	361008	303319	299507	287243	271629	3763808	-1.09%
	2016	297683	299386	311959	295526	290048	358040	375734	359101	293046	288026	278320	260038	3706907	-1.51%
	2017	294812	276103	322125	291011	292474	344982	373740	351907	290713	294512	281047	249729	3663155	-1.18%
	2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3662750	-0.01%
	2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3709404	1.27%
	2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2568547	-30.76%
	2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3320851	29.29%
	2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3565809	7.38%
	2023	306298	289707	325811	292567	287956	341711	365176	357225	308969	298470	293571	283292	3750753	5.19%
	2024	317529	308808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3843367	2.47%
	2025	317404	297415	335076	317161	330406	364790							1962252	

		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%								

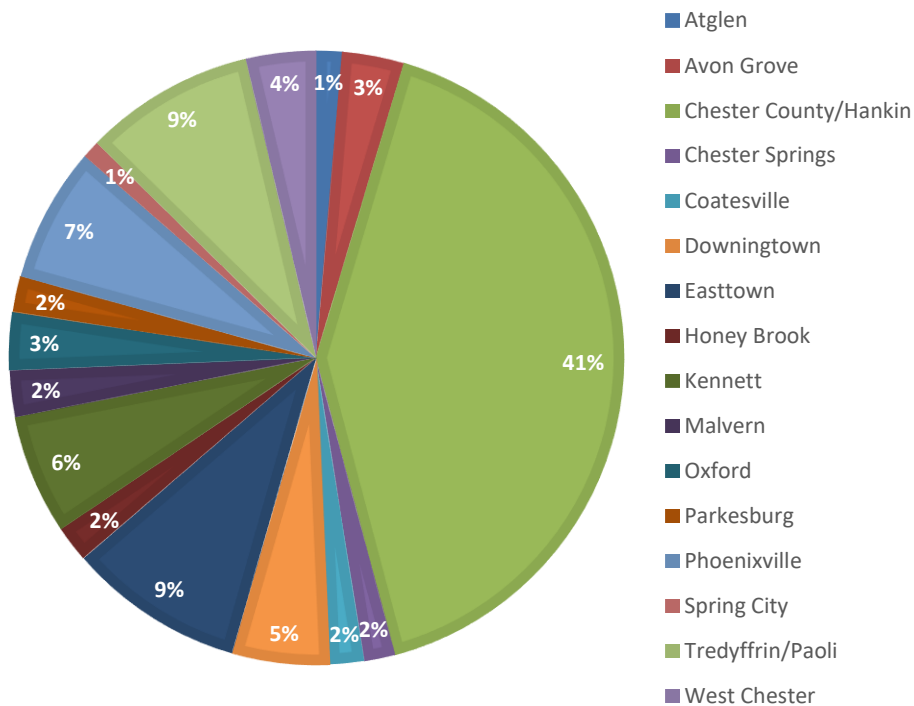
YTD2023		306298	289707	325811	292567	287956	341711	365176	357225	308969	298470	293571	283292	3750753	YTD 3.96%
YTD2024		317529	308808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3843367	2.41%
YTD2025		317404	297415	335076	317161	330406	364190							1961652	



June 2025 Circulation

	Sierra	OverDrive	Total
Atglen	3027	1221	4248
Avon Grove	10511	2068	12579
Chester County/Hankin	104645	49473	154118
Chester Springs	43	3135	3178
Coatesville	4330	1804	6134
Downingtown	17001	3454	20455
Easttown	18118	12531	30649
Honey Brook	7615	902	8517
Kennett	14549	7833	22382
Malvern	7294	1342	8636
Oxford	8130	2321	10451
Parkesburg	5007	1727	6734
Phoenixville	17101	10792	27893
Spring City	3348	451	3799
Tredyffrin/Paoli	23553	8570	32123
West Chester	10504	2387	12891
TOTAL	254776	110014	364790

PERCENTAGE DISTRIBUTION



June 2025 Computer Usage (Sessions)			
	Envisionware	Wireless	Total
Atglen	28	247	275
Avon Grove	253	465	718
Chester County	1595	6537	8132
Chester Springs	0	45	45
Coatesville	298	1367	1665
Downingtown	343	1295	1638
Easttown	479	2678	3157
Hankin	242	1887	2129
Honey Brook	123	324	447
Kennett	237	6041	6278
Malvern	113	933	1046
Oxford	297	545	842
Paoli	151	652	803
Parkesburg	200	357	557
Phoenixville	541	1524	2065
Spring City	206	253	459
Tredyffrin	330	4341	4671
West Chester	258	1082	1340
TOTAL	5694	30573	36267

Circulation Comparisons 2025

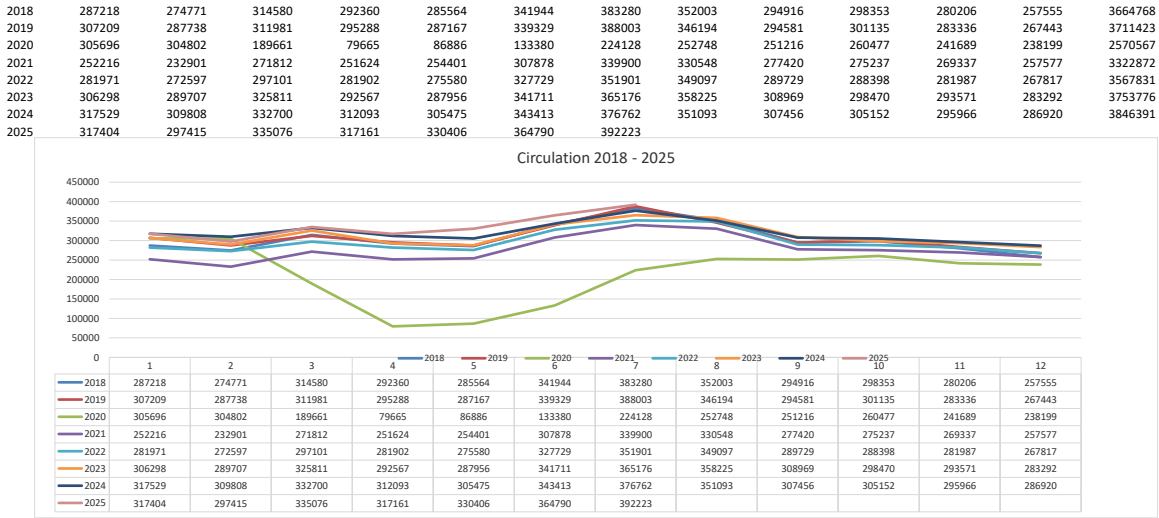
		January	February	March	April	May	June	July	August	September	October	November	December	Total	
ATGLEN	2018	2282	2322	2412	2312	2196	3385	3595	2825	2046	2451	2294	2127	30247	6.88%
	2019	2846	2239	2568	2454	2372	2789	3065	2599	2160	2150	2642	2015	29899	-1.15%
	2020	2560	2548	1487	639	699	1248	2038	1987	1760	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	3877	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							
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							
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							
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	5111	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							
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							
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							
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							
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							

		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							
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							
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							
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							
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							
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							
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							
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							

		January	February	March	April	May	June	July	August	September	October	November	December	Total
System	2009	314514	316598	351000	330124	313584	393702	438914	395383	336133	332569	318368	286320	4127209
	2010	325911	314476	365487	314192	307260	384072	430039	406160	330681	322851	325194	276392	4102715
	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						2354475

		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%						

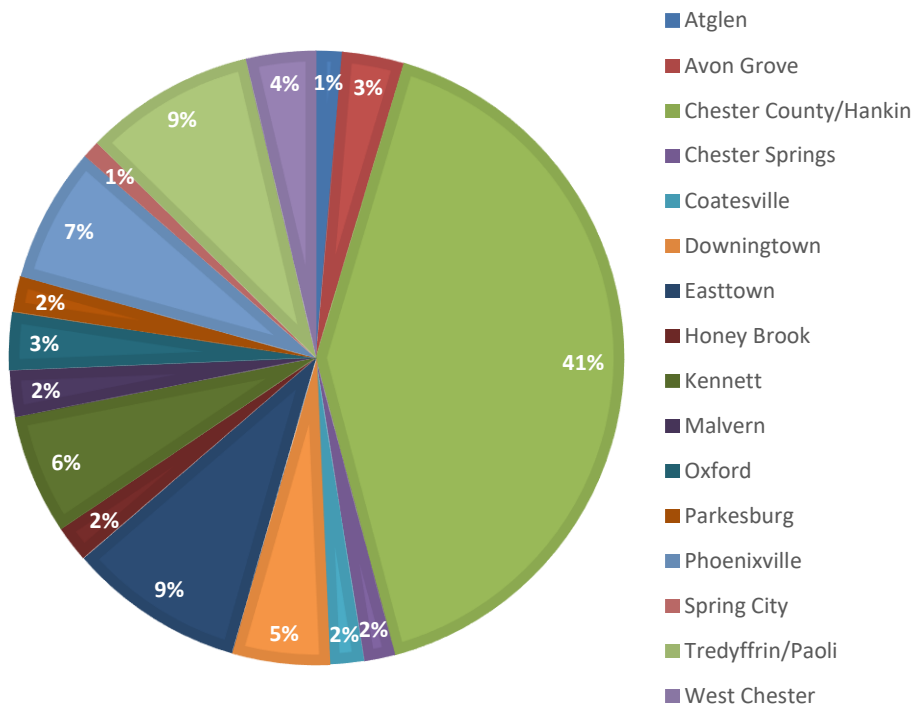
YTD2023		306298	289707	325811	292567	287956	341711	365176	357225	308969	298470	293571	283292	3750753	YTD 3.96%
YTD2024		317529	308808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3843367	2.41%
YTD2025		317404	297415	335076	317161	330406	364190	392223						2353875	



July 2025 Circulation

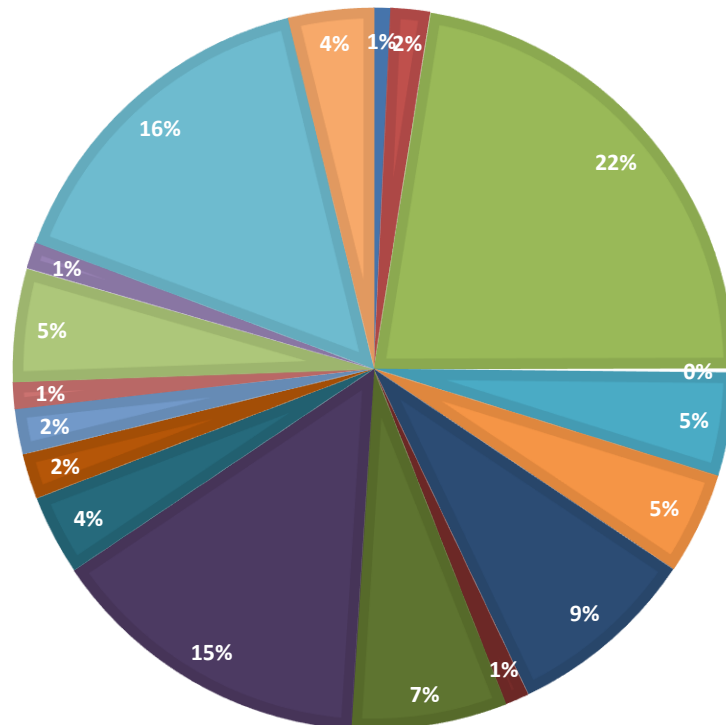
	Sierra	OverDrive	Total
Atglen	3569	1272	4841
Avon Grove	11439	2154	13593
Chester County/Hankin	112788	51514	164302
Chester Springs	17	3265	3282
Coatesville	4927	1879	6806
Downingtown	17357	3597	20954
Easttown	19008	13047	32055
Honey Brook	9190	939	10129
Kennett	14850	8156	23006
Malvern	8138	1398	9536
Oxford	9851	2417	12268
Parkesburg	5412	1798	7210
Phoenixville	18975	11237	30212
Spring City	3452	470	3922
Tredyffrin/Paoli	26498	8924	35422
West Chester	12201	2486	14687
TOTAL	277672	114551	392223

PERCENTAGE DISTRIBUTION



July 2025 Computer Usage (Sessions)

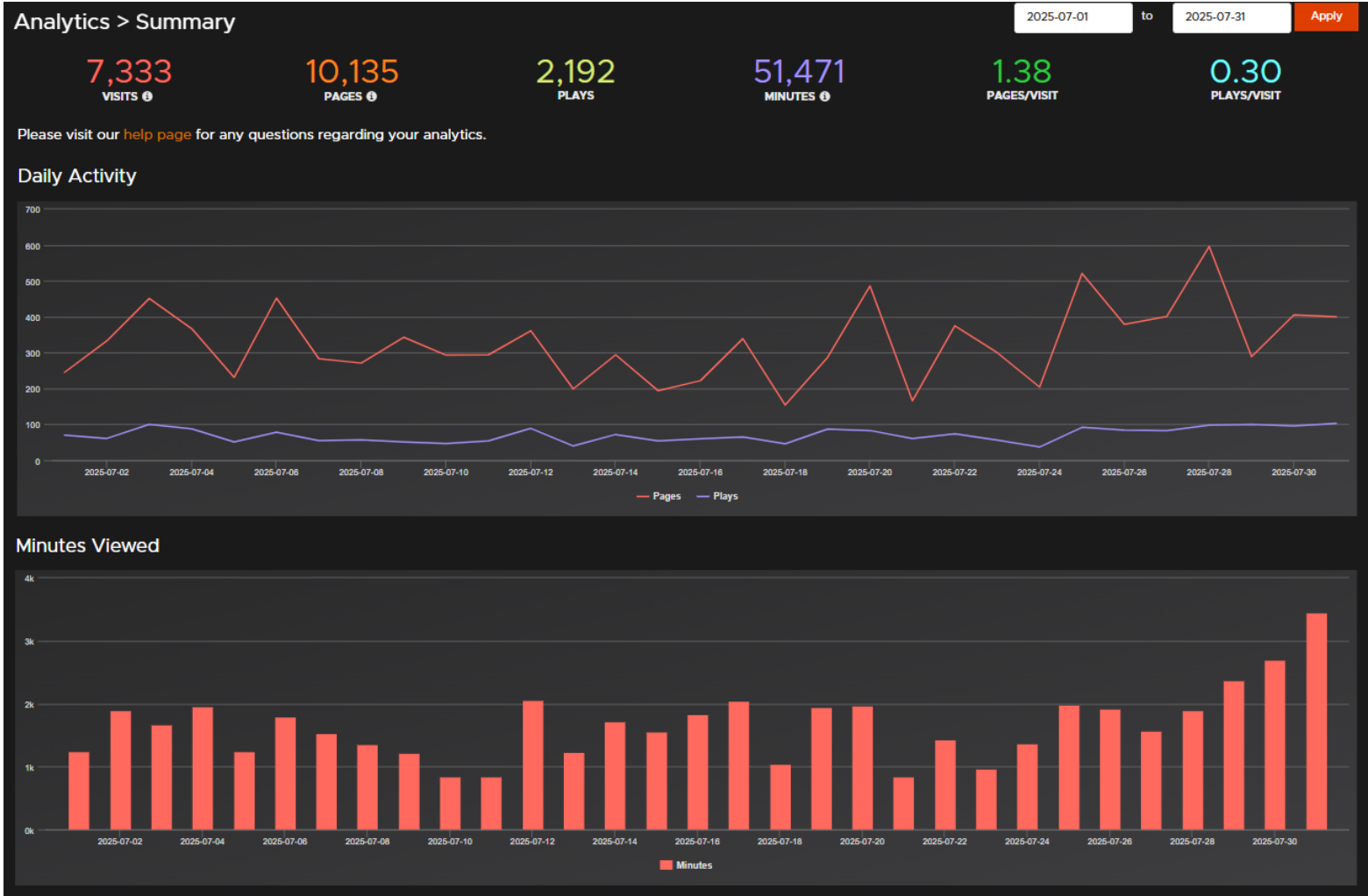
	Envisionware	Wireless	Total
Atglen	35	240	275
Avon Grove	281	575	856
Chester County	1547	7250	8797
Chester Springs	0	67	67
Coatesville	128	1496	1624
Downingtown	149	1481	1630
Easttown	490	2766	3256
Hankin	292	355	647
Honey Brook		2253	2253
Kennett	247	4706	4953
Malvern	113	1159	1272
Oxford	486	656	1142
Paoli	185	667	852
Parkesburg	129	380	509
Phoenixville	566	1630	2196
Spring City	166	393	559
Tredyffrin	296	5012	5308
West Chester	314	1227	1541
TOTAL	5424	32313	37737



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

Kanopy Statistics

July 2025

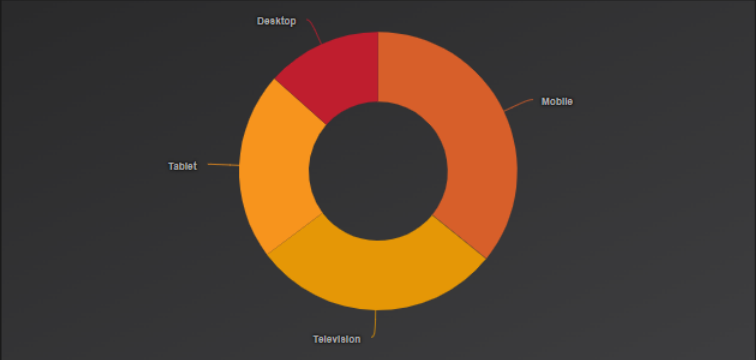


Total Users in July: 352

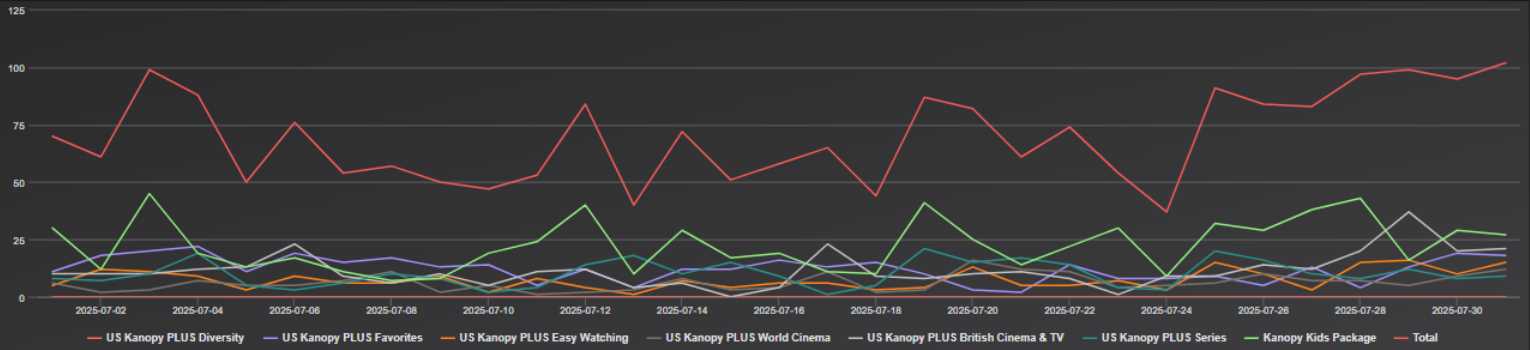
Top 10 Videos

Rank	Kanopy ID	Video Title	Supplier	Pages	Plays	Mins
1	3494248	Don't Let The Pigeon Drive The Bus	Weston Woods	68	39	169.97
2	15648981	History's Greatest Heists with Pierce Brosnan	The History® Channel	79	39	830.87
3	16487450	Masha and the Bear: s1	Filmhub, Inc.	51	38	230.82
4	14085838	Sherwood	BBC Studios	125	37	860.40
5	14961071	Six Four	BBC Studios	94	36	1135.92
6	16262214	Super Why's Comic Book Adventures: s1	PBS	38	35	92.12
7	14085914	The Buccaneers	BBC Studios	63	30	583.62
8	14921992	Curiosa	Film Movement	138	30	615.37
9	15139467	The Hitchhiker's Guide to the Galaxy	BBC Studios	74	30	572.08
10	3540887	Don't Let The Pigeon Stay Up Late	Weston Woods	64	29	178.52

Plays by Device



Subscription Package stats



Balance Sheet Comparison

Phoenixville Public Library

As of September 4, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF SEPTEMBER 4, 2025	AS OF SEPTEMBER 4, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
100 Phoenixville Federal Savings #1	0	0
100.1 Operating Checking (040016792)	15,000.32	100,577.62
100.2 Operating Money Market (45001815)	76,488.12	350,491.01
100.3 Operating Credit Card Receipts (110030095)	12,997.12	3,305.19
100.5 Certificate of Deposit (61513)	22,437.59	21,763.22
100.6 Certificate of Deposit (61514)	22,942.49	22,252.96
100.7 Certificate of Deposit (59971)	35,927.32	34,678.34
100.8 Certificate of Deposit (61515) - CLOSED		
100.9 Customers Bank - MM (5987) Restricted - CLOSED		
Total for 100 Phoenixville Federal Savings #1	\$185,792.96	\$533,068.34
101 StoneCastle/Cantor	0	0
101.1 StoneCastle/Cantor - Harrop Capital Funds (Restricted)	194,529.03	256,397.62
101.2 StoneCastle/Cantor - Operating (Unrestricted)	310,007.00	238,816.01
Total for 101 StoneCastle/Cantor	\$504,536.03	\$495,213.63
105 Petty Cash	\$409.79	\$252.21
105.6 Paypal	-40.00	-40.00
Total for 105 Petty Cash	\$369.79	\$212.21
106 Circulation Cash	399.20	500.00
Total for Bank Accounts	\$691,097.98	\$1,028,994.18
Accounts Receivable		
Other Current Assets		
125 Supplies		
130 Prepaid Expenses	453.00	453.00
140 Accounts Receivable - Other		
Total for Other Current Assets	\$453.00	\$453.00
Total for Current Assets	\$691,550.98	\$1,029,447.18

Balance Sheet Comparison

Phoenixville Public Library

As of September 4, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF SEPTEMBER 4, 2025	AS OF SEPTEMBER 4, 2024 (PY)
Fixed Assets		
150 General Fixed Assets	0	0
150.1 Leasehold Improvements	0	0
150.1.1 1999/2000 Addition	0.02	0.02
150.1.2 General	0.06	0.06
Total for 150.1 Leasehold Improvements	\$0.08	\$0.08
150.2 2012/2013 Renovation		
150.6 Computer Equipment	4,515.95	-0.12
150.8 Furniture & Fixtures	2,487.78	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	\$698,554.79	\$1,031,439.92
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
201 Accounts Payable	59,499.64	76,017.93
220 Credit Card Payables	907.03	907.03
Total for Accounts Payable	\$60,406.67	\$76,924.96
Credit Cards		
Other Current Liabilities		
221 Accounts Payable - Other	0.01	0.01
230 Employee Costs Payable	0	0
230.1 Salaries Payable	14,145.90	14,145.90
230.5 Accrued Vacation	12,566.33	12,566.33
230.9 Reimbursements by PPL		
Total for 230 Employee Costs Payable	\$26,712.23	\$26,712.23
250 Deferred Income		
Total for Other Current Liabilities	\$26,712.24	\$26,712.24
Total for Current Liabilities	\$87,118.91	\$103,637.20
Long-term Liabilities		
280 Line of Credit (3 year)		
Total for Long-term Liabilities	0	0
Total for Liabilities	\$87,118.91	\$103,637.20

Balance Sheet Comparison

Phoenixville Public Library

As of September 4, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF SEPTEMBER 4, 2025	AS OF SEPTEMBER 4, 2024 (PY)
Equity		
319 Net Assets	700,152.48	836,839.87
Net Income	-88,716.84	90,962.61
300 Opening Bal Equity		
310 Contributed Capital	0.24	0.24
Total for Equity	\$611,435.88	\$927,802.72
Total for Liabilities and Equity	\$698,554.79	\$1,031,439.92

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	3,500.00		3,500.00	
Total 412.2 Projects/Events	3,500.00	45,000.00	-41,500.00	7.78 %
412.6 Individual Giving				
412.6.1 Unsolicited	1,109.54		1,109.54	
412.6.3 Target Donors/Annual Appeal	2,074.39	50,000.00	-47,925.61	4.15 %
412.6.4 Restricted - General		3,000.00	-3,000.00	
412.6.5 Restricted - Children		3,000.00	-3,000.00	
Total 412.6 Individual Giving	3,183.93	56,000.00	-52,816.07	5.69 %
412.7 Corporate Engagement				
412.7.1 Third Party Fundraising	1,222.00	10,000.00	-8,778.00	12.22 %
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	37,905.93	166,000.00	-128,094.07	22.83 %
420 Operations Income				
420.1 Fines	4,057.84	22,500.00	-18,442.16	18.03 %
420.10 Notary Services	161.00	800.00	-639.00	20.13 %
420.2 Passport Applications	34,915.00	195,000.00	-160,085.00	17.91 %
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	635.98		635.98	
420.4.2 PA Sales Tax	4.80		4.80	
Total 420.4 Items Sold	640.78	2,800.00	-2,159.22	22.89 %
420.5 Lost Books	334.06	3,000.00	-2,665.94	11.14 %
420.6 Other (Copier, etc.)	30.00	5,000.00	-4,970.00	0.60 %
420.6.1 Library Income	1,239.92		1,239.92	
420.6.2 PA Sales Tax	-17.31		-17.31	

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.)	1,252.61	5,000.00	-3,747.39	25.05 %
420.8 Rentals/Collection		900.00	-900.00	
420.8.1 Library Income	324.94		324.94	
420.8.2 PA Sales Tax	2.70		2.70	
Total 420.8 Rentals/Collection	327.64	900.00	-572.36	36.40 %
420.9 Hot Spots		3,000.00	-3,000.00	
420.9.1 Library Income	329.00		329.00	
420.9.2 PA Sales Tax	-2.28		-2.28	
Total 420.9 Hot Spots	326.72	3,000.00	-2,673.28	10.89 %
Total 420 Operations Income	45,533.30	240,000.00	-194,466.70	18.97 %
Total Income	\$109,024.54	\$1,273,801.00	\$ -1,164,776.46	8.56 %
GROSS PROFIT	\$109,024.54	\$1,273,801.00	\$ -1,164,776.46	8.56 %
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	6,027.28	37,000.00	-30,972.72	16.29 %
500.1.2 E-Materials	3,253.98	18,205.00	-14,951.02	17.87 %
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	11,092.34	83,163.00	-72,070.66	13.34 %
500.1.11 Library of Things	408.91	2,750.00	-2,341.09	14.87 %
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	764.40	4,500.00	-3,735.60	16.99 %
500.2 Magazines & Newspapers	2,348.85	6,000.00	-3,651.15	39.15 %
500.3 Audios	790.49	5,000.00	-4,209.51	15.81 %
500.4 Videos	486.13	4,000.00	-3,513.87	12.15 %
500.5 Software	69.00	600.00	-531.00	11.50 %
500.7 Programs - Adult	1,171.78	5,000.00	-3,828.22	23.44 %
500.8 Program Supplies - Adult	140.44	1,500.00	-1,359.56	9.36 %
Total 500 Adult Library	17,809.33	118,813.00	-101,003.67	14.99 %
510 Youth Library				
510.1 Books				
510.1.1 Physical Books	586.91		586.91	
510.1.1 Physical Books	3,487.32	20,000.00	-16,512.68	17.44 %
510.1.2 E-Materials	883.13	9,753.00	-8,869.87	9.05 %
510.1.3 ARPA Children e-materials	950.40		950.40	
Total 510.1 Books	5,907.76	29,753.00	-23,845.24	19.86 %
510.13 Young Adult - All	827.54	4,000.00	-3,172.46	20.69 %
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	1,424.80	2,000.00	-575.20	71.24 %

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	282.25	2,000.00	-1,717.75	14.11 %
510.5 Software	246.34	1,000.00	-753.66	24.63 %
510.7 Programs - Children	600.00	4,750.00	-4,150.00	12.63 %
510.8 Program Supplies - Children	54.66	1,750.00	-1,695.34	3.12 %
Total 510 Youth Library	9,863.75	47,203.00	-37,339.25	20.90 %
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	175.38	2,500.00	-2,324.62	7.02 %
530.1.3 Staff Development/Memberships	993.01	3,648.00	-2,654.99	27.22 %
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	966.67	3,501.00	-2,534.33	27.61 %
530.1.9 Miscellaneous	-10.00		-10.00	
Total 530.1 General	1,682.33	27,949.00	-26,266.67	6.02 %
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	1,256.62	5,000.00	-3,743.38	25.13 %
540.4 Trash Collection		440.00	-440.00	
540.5 Water & Sewer		1,100.00	-1,100.00	
Total 540 Utilities	3,656.03	29,540.00	-25,883.97	12.38 %
550 Computer Expense				
550.2 Hardware		750.00	-750.00	
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	2,455.00	7,000.00	-4,545.00	35.07 %
560 Other Supplies and Expense				
560.1 Collection Maintenance	846.64	4,000.00	-3,153.36	21.17 %
560.2 Library	1,408.96	5,000.00	-3,591.04	28.18 %
560.3 Office	456.03	5,000.00	-4,543.97	9.12 %
560.4 Postage	1,018.85	8,500.00	-7,481.15	11.99 %
560.6 Passport Supplies	1,063.21	2,000.00	-936.79	53.16 %
Total 560 Other Supplies and Expense	4,793.69	24,500.00	-19,706.31	19.57 %

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	944.95	6,000.00	-5,055.05	15.75 %
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	4,500.00	25,000.00	-20,500.00	18.00 %
580.5.2 Supplies	410.68	4,000.00	-3,589.32	10.27 %
Total 580.5 Janitorial Expense	4,910.68	29,000.00	-24,089.32	16.93 %
Total 580 Buildings & Grounds	4,910.68	29,500.00	-24,589.32	16.65 %
Total 530 Administration	18,442.68	124,489.00	-106,046.32	14.81 %
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	74,983.22	470,987.00	-396,003.78	15.92 %
610.1.2 Part-Time	28,858.57	178,586.00	-149,727.43	16.16 %
610.1.3 Passport Agents	5,458.91	35,131.00	-29,672.09	15.54 %
Total 610.1 Salaries	109,300.70	684,704.00	-575,403.30	15.96 %
610.2 Social Security Expense	3,966.09	26,282.00	-22,315.91	15.09 %
610.3 Employee Benefit Expense	16,021.38	128,766.00	-112,744.62	12.44 %
610.3.2 H.S.A. Contribution	6,000.00	9,000.00	-3,000.00	66.67 %
Total 610.3 Employee Benefit Expense	22,021.38	137,766.00	-115,744.62	15.98 %
610.4 Retirement Expense	17,190.07	105,056.00	-87,865.93	16.36 %
Total 610 Salaries & Benefits	152,478.24	953,808.00	-801,329.76	15.99 %
Total Expenses	\$199,444.00	\$1,273,801.00	\$ -1,074,357.00	15.66 %
NET OPERATING INCOME	\$ -90,419.46	\$0.00	\$ -90,419.46	0.00%
NET INCOME	\$ -90,419.46	\$0.00	\$ -90,419.46	0.00%


Vendor	Model Name	Model #	2-AED Units w/case	2 - 4YR Batteries	2 - Adult Electrodes	2 - Infant/Child Electrodes	DISCOUNT	Shipping	TOTAL	Lead Time
CPR Savers	LifePak CR2	99512-001261	\$ 2,436.32	\$ 632.00	\$ 364.00	\$ 312.00	\$ (700.00)	\$ -	\$ 3,044.32	30-60 days
AEDGrant.com	LifePak CR2	99512-001435	\$ 3,780.54	included	included	\$ 260.90	GRANT (disc) APPLIED	\$ -	\$ 4,041.44	30-60 days
HeartSmart	Phillips HeartStart	M5066A_C02	\$ 3,058.00	included	included	\$ 250.00	\$ (400.00)	\$ -	\$ 2,908.00	30-60 days
AEDGrant.com	Phillips HeartStart	M5066A_C02	\$ 2,239.18	included	included	\$ 260.90	GRANT (disc) APPLIED		\$ 2,500.08	30-60 days
Amazon	Phillips HeartStart	M5066A_C02	\$ 3,244.00	included	included		\$ -			1-week

From: [Elizabeth Runfola](#)
To: [Lara Lorenzi](#)
Subject: AED - Purchased Direct from HeartSmart.com \$2,908.00
Date: Tuesday, July 22, 2025 1:14:22 PM
Attachments: [image001.png](#)
[image002.png](#)

2 AED's come with Adult Electrodes, we would have to purchase 2 pediatric Electrodes.

What's Included:

- Brand New Philips HeartStart OnSite Defibrillator
- 8-Year Manufacturer's Warranty
- Philips OnSite Adult SMART Pads Cartridge
- Philips OnSite 4 Year Lithium Battery Pack
- Philips OnSite User's Manual
- Philips OnSite Quick Use Guide
- Heart Smart Carrying Case for Philips OnSite
- Heart Smart CPR/AED Rescue Kit (HSRK-10)
- Heart Smart Inspection / Maintenance Tag (HST-ACC01)
- Heart Smart "AED Equipped Facility" Decal (HST-ACC02)
- Ground Shipping (lower 48 states only)


800.422.8129

Create New Account


[Shopped with us before? Log in to your account](#)

Billing Information

☒ Yes!, I would like to be notified of product updates.


Shipping Information
☒ Same as billing address
☐ Use a different shipping address

Order Summary [Edit Cart](#)



[Philips HeartStart OnSite Replacement Pads Cartridge - Pediatric](#)
\$125.00

\$250.00



[Philips HeartStart OnSite AED - M5066A](#)
[Carrying Case Option:: Slim Carrying Case](#)
\$1,529.00

\$3,058.00

Apply Coupon

Subtotal	\$3,308.00
Discount(s): (details)	- \$400.00
Shipping	\$0.00
Taxes	\$0.00
<input checked="" type="checkbox"/> Check here if your organization is exempt from sales tax <small>If we have a valid exemption certificate on file, we will not charge sales tax on this order. If we need an exemption certificate, we will send you a request to submit your certificate after checkout.</small>	
Total	\$2,908.00
Balance	\$2,908.00



Beth Runfola
Office Manager
183 Second Avenue
Phoenixville, PA 19460
610-933-3013 x 126

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QUOTE

1323050

Questions or concerns? Don't hesitate to call us at 1-800-480-1277 from 7am to 5pm MST (UTC - 7:00) or email us any time at service@cpr-savers.com.

GRANTS: ORDER 1323050

Ordered By: Beth Runfola [280312]
Order Reference:
Invoice Date: 16 Jul 2025
Terms: _Net 0_
Due: Net 0

BILL TO

Beth Runfola
Phoenixville Public Library
183 Second Ave
Phoenixville PA 19460
United States
erunfola@ccls.org

SHIP TO

Beth Runfola
Phoenixville Public Library
183 Second Ave
Phoenixville PA 19460
United States
erunfola@ccls.org

SKU	ITEM NAME	PRICE	QTY	TAX	SUBTOTAL
99512-001261	Lifepak CR2 AED Semi Automatic w/ Semi-Rigid Carry Case, Wifi, English *OM*	\$2436.3200	2	\$0.00	\$4872.64
11141-000165	Lifepak CR2 Lithium 4-Year Battery *OM*	\$316.0000	2	\$0.00	\$632.00
11101-000021	Lifepak CR2 Adult/Child Quik-Step 4-Year Electrode Pad *OM*	\$182.0000	2	\$0.00	\$364.00
11101-000016	Infant/Child Reduced Energy Defibrillation Electrodes *GSA*	\$156.0000	2	\$0.00	\$312.00
FREE-AED-ITEMS	Free AED Items with AED purchase. *OM* » AED Wall Sign *OM* x 1 » First Responder Kit No Logo *OM* x 1 » AED Decal Sticker *OM* x 1 » AED Inspection Tags - Single *OM* x 1	\$0.0000	2	\$0.00	\$0.00
FREE SHIPPING	FREE SHIPPING *OM*	\$0.0000	1	\$0.00	\$0.00
DISCOUNT-AED	\$350 Off AEDs *OM*	\$-350.0000	2	\$0.00	\$-700.00

TOTAL	\$5480.64
PAID TO DATE	\$0.00

FOR GOVERNMENT USE ONLY: O.M = OPEN MARKET ITEM

TEL: 1-800-480-1277 | FAX: 480-275-7002 | EMAIL: service@cpr-savers.com

7904 E Chaparral Rd. Suite A110-242, Scottsdale, AZ 85250

Phoenixville Public Library Stone Repointing Sept. 8, 2025

[illegible]



Management Team | Company Bios

Executive Leadership

Stephen Weihing | President

Stephen earned his B.S. in Business Management from the University of Phoenix in 1995 and launched his career in construction recruiting. He joined Jamison Masonry Restoration in 2007, later acquired by Mara Restoration, and became President in 2018. Stephen leads the company's strategic direction, HR, and operations with a focus on organizational growth and talent development.

Steve Stoughton | Vice President

Steve graduated from Temple University with a degree in Finance and a minor in Construction Engineering and Technology. With extensive experience in business development and project management, he joined Mara in 2017. Steve leads the "Clients for Life" initiative, emphasizing customer service and day-to-day operational oversight.

Andrew Thomas | Vice President of Project Management

Andrew studied Architecture and Civil Engineering Technology at Spring Garden College, Temple University, and Pennsylvania Institute of Technology. With hands-on field experience and leadership in operations, he oversees all project execution, team leadership, quality control, and client consultation.

Project Management & Estimating Team

Max Dashine | Project Manager

Max holds a B.A. in Economics with an English minor from Hobart College. His background includes finance and 15 years in general construction. Since joining Mara in 2019, Max has led remote projects and is certified in Procore and Microsoft Project. He is proficient in Spectrum, Oracle/Textura, and Eclipse, and is active in CFMA, SWRI, GBCA, and ICRI.

Nick Long | Project Engineer & Safety Manager

Nick brings 15 years of trade experience across masonry, plumbing, and construction. He supports equipment and safety training, procurement, logistics, and labor coordination. Nick has been instrumental in implementing company-wide safety initiatives since joining Mara.

Steve Lykens | Estimator/Project Manager

With a background in the U.S. Navy and over two decades in the field, Steve brings deep technical knowledge and leadership experience to Mara. His expertise in concrete and masonry restoration, along with his time as a consultant, makes him a valuable asset since joining in 2015.

Mike DellaVecchio | Estimator/Project Manager

Mike has nearly 30 years in the industry, beginning in his family's business and progressing from laborer to estimator. Since 2011, Mike has contributed his comprehensive field and management experience to Mara's continued growth.

Field Operations

Ed DeLeon | Production Manager

A 1994 graduate of Williamson College of the Trades, Ed joined Mara in 2014. He has led high-profile projects at City Hall, the Art Museum, and the Constitution Center. As Production Manager, he mentors field staff and ensures project quality and safety.

Rodney Reiff | Foreman

Rodney has over 35 years in the masonry trade, with extensive training from North Montgomery County Vocational School. A part of Mara since 2008, Rodney now leads projects as a seasoned foreman.

Jim Greco | Foreman

Jim brings 35+ years of restoration expertise, having studied architecture and masonry at Montco Technical Center. He joined Mara in 2007 and is a key leader in field operations.

Bob Nicolucci | Foreman

Bob has over 25 years in masonry, with formal training from North Montgomery County Vocational School. He joined Mara in 2008 and transitioned from new masonry to restoration, becoming a foreman in 2010.

Antonio Mercado | Foreman

Antonio joined the masonry field in 1995 and the union in 2000. Known for efficiency and safety, he brings over 30 years of experience and continues to grow through ongoing training and certifications.

Lisandro "Sandro" Ruiz | Foreman

After serving in the Marine Corps, Sandro entered the masonry industry in 2011 and joined Mara in 2014. He holds multiple certifications and is recognized for his leadership on historical restoration projects.

Patrick DeVinney | Foreman

Pat graduated from Williamson Free School with an A.S. in Construction Technology. He joined BAC Local 1 and Mara in 2013, contributing to significant projects like Bartram Gardens and Bryn Mawr College.

Matt Emberger | Foreman

Matt has nearly 25 years of restoration experience and has been a trusted foreman at Mara since 2018. He manages both specialty and large-scale projects with equal proficiency.

Mike Peters | Foreman

With over 25 years in construction, Mike joined Mara in 2017. His leadership on complex projects and dedication to client satisfaction make him a cornerstone of the field team.

Continuing Education

All Mara foremen participate in ongoing professional development through organizations such as the NYC Brickwork Design Center, World of Concrete, and FMI seminars. Certifications include training from Prosoco, Conproco, Hilti, Powers, Sika, Tremco, and more.



Historial Job References

Last Revised 1/10/25

<u>Project</u>	<u>Contract Amount</u>	<u>Scope of Work</u>	<u>Customer Contact</u>	<u>Architect</u>
Navy Yard Building 4 - Phases 1-4 Philadelphia Naval Business Center 5001 South Broad Street Philadelphia, PA 19112	\$2,142,134	Brick Replacement/Repair, Pointing, Caulking, Efflorescence Removal, Washing, Cleaning,	Ritz Construction Emily Lineburg 540-327-2855	N/A
NPS Franklin Square - Philadelphia 314, 316, 38, 320, 322 Market Street Philadelphia, PA 19106	\$38,903	Historic Pointing, Brick Replacement, Stucco Repair, Cleaning, Waterproofing, Cleaning	ICD Builders, Inc. Richard Rhoades 218-329-7210	NPS
NPS Sheriff's House 10 Market Street New Calstle, DE 19720	\$619,631	Cutting, Repointing of historic stone façade, Cleaning	Reilly Construction, Inc. Blaise Harper 609-970-6004	GWWO Architects
NPS Maurice Stephen's House Valley Forge National Park King of Prussia, PA 19406	\$462,603	Waterproofing, Window well rebuild, Hearth brick repair , Interior pointing, Stone repair, Pointing and Cleaning	RAAD Construction Group Aaron Smith 732-268-7744	NPS
NPS Hopewell Furnace 2 Mark Bird Lane Elverson, PA 19520	\$67,074	Masonry repointing, Stucco repairs, Masonry repointing, Cleaning	Reilly Construction, Inc. Blaise Harper 609-970-6004	NPS
Ambler Theater Phases 1 & 2 108 E. Butler Avenue Ambler, PA 19002	\$493,240	Replace and Repair Brick Shelf Angles, Random Brick Replacement, Cleaning	Chris Collier 215-348-1878 x114 610-761-5171	SDA Structural Design Associates, Inc.
The First Presnbyterian Church in Philadelphia 201 S 21st Street Philadelphia, PA 19103	\$1,125,885	Masonry, Pointing, Patching, Cleaning	Heather Coyne 713-256-9075 Lorraine Schnabel 609-394-7877	Atkin Olshin Schade
Girard College Founders Hall 2101 South College Avenue Philadelphia, PA 19121	\$586,990	Façade Repairs and Specialized Granite Cleaning	Dan Bosin Associates Kirsti Bracali 215-922-0579	Vitetta
Bartram Gardens 5400 Lindbergh Boulevard Philadelphia, PA 19143	\$305,000	Stone Pointing, Repair, Chimney Rebuilds, Historic Stucco, Cleaning	Becker & Frondorf Eric Godfrey 610-389-0407	CMVNext Enginners as well as Frens and Frens
Arch Street Meeting House 320 Arch Street Philadelphia, PA 19106	\$49,923	Remove and Replace Existing Mortar Joints, Cleaning	Arch Street Meeting House Preservation - Sean Connolly 215-837-8906	Patterhnn Ives LLC
UPenn Guest and Meeting House 3808-10 Walnut Street Philadelphia, PA 19104	\$190,059	Brick, Stone, Cleaning, Brick Pointing, Helifix, Ribbon Pointing, Pressure Washing, Cleaning	Target Building Dina Miller 267-374-4565	Berke
UPenn Weightman Hall 33 South 33rd Street Philadelphia, PA	\$30,000	Leak Investigations, Façade Repairs, Cleaning	O&S Associates Rob Mahan 610-628-9400	O&S Associates
Bryn Mawr College - Thomas Hall Library 101 N. Merion Avenue Bryn Mawr, PA 19010	\$426,012	Limestone Cleaning, Masonry Repairs, Cleaning	The Sullivan Group Joe Winchester 610-521-7676	N/A
Bryn Mawr College - Pembroke Hall-2018 245 N. Roberts Road Bryn Mawr, PA 19010	\$206,359	Granite Cleaning, Masonry Rebuild & Reporting, Brick Replacement	Wolf Scott Associates Inc. Stan Weglarz Jr. 484-270-1932	N/A
Bryn Mawr College - Pembroke Hall-2022 245 N. Roberts Road Bryn Mawr, PA 19010	\$727,845	Granite Cleaning, Masonry Rebuild & Reporting, Brick Replacement, Cleaning	Paul Restall Company, Inc John Rowley 610-566-5701	JCBI
Bryn Mawr College - Rockefeller Hall 245 N. Roberts Road Bryn Mawr, PA 19010	\$559,154	Granite Cleaning, Exterior Repairs, Masonry, Cleaning	The Sullivan Group Joe Winchester 610-521-7676	JBCI Engineers
Moravian College 1207 Main Street Bethlehem, PA 18017	\$32,000	Masonry, Masonry Restoration, Cast in Stone, Cleaning, Stone Restoration, Cleaning	Bracy Contracting Joe Jackson 610-590-1257	W2A Design Group
Archibald Johnston Mansion 3817 Christian Spring Bethlehem, PA 18020	\$214,225	Granite Cleaning, Stucco, Brick Clean & Repoint, Patch & Repair, Cleaning	Bethlehem Township Boyle Construction Ed Flowerdew 484-223-0726	Spillman Farmer
Cohen Courthouse 400 Cooper Street Camden, NJ 08102	\$183,012	Granite Cleaning, Repairs Caulking, Cleaning	Gale Construction Dave Delasandro 301-212-4178	GSA
Clarkson Fisher Courthouse East & West Elevation 402 East State Street Trenton, , NJ 08608	\$852,000	Granite Cleaning, Pointing, Caulking, Cleaning	Gale Construction Dave Delasandro 301-212-4178	GSA

Project	Contract Amount	Scope of Work	Customer Contact	Architect
Walnut Park Plaza 6250 Walnut Street Philadelphia, PA 19139	\$804,796	Brick Masonry, Remove Sealant, Mortar, Cleaning, Lintel, Brick, Cast Stone, Crack Repair, Cleaning	Altman Management Company Ben Altman 215-884-0500	Wiss, Janney, Elstner Associates, Inc.
Americus Hotel 549 W. Hamilton Street Allentown, PA 18101	\$252,900	Pressure Washing, Caulking, Brick Pointing, Cleaning, Brick Replacement, Cleaning	JD Matthews Associates Neil Lipschultz 215-520-2290	Gouck
Mattison Castle, Wall, Gazebo, Entrance Monument, Statuary 701 S. Bethlehem Pike Ambler, PA 19002	\$533,800	Stone Pointing, Caulking, Handicap Lift (Masonry Walls), Cleaning	The Goldenberg Group Rob Fluer 610-260-1463	Stampfl / Voith McTavish Architects
St. Agatha - St. James Parrish 3728 Chestnut Street Philadelphia, PA 19104	\$1,186,500	Façade Restoration, Cleaning	St. Agatha - St. James Parrish Rev. Carlos Keen 267-787-5000 x2	Ascent Restoration
Gettysburg Pennsylvania Monument Gettysburg National Memorial Park 1195 Baltimore Pike Gettysburg, PA 17325	\$228,000	Cleaning, Caulking, Resetting Granite Coping, Cleaning	K2 Contracting Group Jeff Steff 703-342-9135	John G. Waite, Associates
Longwood Gardens Cascade Garden 1001 Longwood Road Kennet Square, PA 19348	\$566,565	Stone Wall Disassembly and Stone for Future Rebuild, Cleaning	Bancroft Construction Matt McNicholl 302-655-3434	John Millner Architects
Monroe County Courthouse 610 Monroe Street Stroudsburg, PA 18360	\$942,000	Stone restoration, Resetting, Patch Pointing Injecting, Lintel replacement, Caulking, Cleaning	Lobar, Inc. AJ Arfanelle 717-432-9728 Ext. 4280	CGL Architects
Church of the Crucifixion 807 Bainbridge Street Philadelphia, PA 19147	\$253,261	Brick replace, Stone salvage, Stucco repair, Cleaning	Patriot Construction, Inc. Richard Storz 484-758-7687	John Milner Architects
The Rosenbach Museum 2008-2010 Delancey Street Philadelphia, PA 19103	\$399,740	Brick pointing, Lintel, Sealants, Thru Wall flashing, Cleaning	The Rosenbach Museum Kelsey Scouten Bates 215-732-1600 Ext. 122	Wiss, Janney, Elstner Associates, Inc.
Verizon 1631 Arch Street Philadelphia, PA 19103	\$1,699,604	Exterior wall repairs, Thru wall flashings and window heads, Limestone pointing, Terra Cotta sealant replacement, Cleaning	Frank V. Radomski & Sons, Inc. Phil Radomski 215-997-8844	O'Donnell & Naccarato
Farmstead Park Carriage House 2688 Byberry Road Hatboro, PA 19040	\$17,686	Stone repair, Stucco repair, Install new fieldstone, Cleaning	Donald E. Reisinger Inc. Stephen Reisinger 610-696-6921	Mark B. Thompson Associates PC
St. Mary Episcopal Church 1831 Brainbridge Street Philadelphia, PA 19146	\$37,000	Brick repair, Cleaning	Episcopal Diocese of PA Sean N. McCauley 484-598-3202	SE2 Engineering, LLC
University City Housing - The Westbury 271 S. 15th Street Philadelphia, PA 19102	\$868,275	Brick and Masonry repairs, Pointing, Cleaning	University City Housing Cree Moore 215-320-2000	Ascent Restoration Consultants
Whittier Kipp School 2600 W. Clearfield Street Philadelphia, PA 19132	\$433,925	Façade Restoration, Cleaning	Axis Construction Management Cory Biggs 610-834-9080 Ext 112	KSS Architects
Swarthmore College WBL Exterior Facade 500 College Avenue Swarthmore, PA 19081	\$410,873	Exterior Façade Repair, Cleaning	Torcon, Inc. Jackie Harris 215-271-1449	Atkin Olshin Schade Architects

REFERENCES

Last Revised 4/10/2025

OWNERS

LCOR
1919 Market Street
Philadelphia, PA 19102
Contact: Dave McMurtrie, ARM
Phone: 609-440-0025
Email: dmcumurtie@lcor.com
(Formerly 1500 Locust Street - Bozzuto)

University City Housing Co.
3418 Sansom Street
Philadelphia, PA 19104
Chuck Tralies
Regional Maintenance Manager
Phone: 484-383-0759
Email: Ctrialies@uchweb.com

The Wistar Institute
3601 Spruce Street
Philadelphia, PA 19104
Peter Scarpatti, Sr Project Manager, Facilities
Phone: 215-898-3722
Email: pscarpati@wistar.org

Post Brothers
1021 Hancock Street
Philadelphia, PA 19123
Sarina Rose, VP of Development
Phone: 215-253-8300
Email: sarina@postcre.com

First Presbyterian Church in Philadelphia
201 S 21st Street
Philadelphia, PA 19103
Heather E. Coyne
Phone: 713-256-9075
Email: hcoyne@fastmail.com

Heritage Conservancy
85 Old Dublin Pike
Doylestown, PA 18901-2489
Laura Hornby
Phone: 215-391-0960
Email: lhornby@heritageconservancy.org

ENGINEERS / ARCHITECTS / HISTORIC*

Roofing Resources Inc.
423 McFarlan Road- Suite 100
Kennett Square, PA 19348
Jason Speck
Cell: 610-329-8774
Office: 610-558-4000
Email: jspeck@teamrri.com

O and S Associates
532 Township Line Road - Suite 150
Blue Bell, PA 19422
Rob Mahan
Office: 610-628-9400
Cell: 215-280-5136
Email: rmahan@oandsassociates.com

O'Donnell & Naccarato
701 Market Street #6000
Philadelphia, PA 19106
Matt Mowrer
Façade Manager
Phone 610-608-4618
Email: mmowrer@o-n.com

Ascent
30 S. 15th Street, Suite 800
Philadelphia, PA 19102
Joel W. Darras, President
Phone: 215-701-3860
Email: jdarras@ascentresto.com

Wiss, Janney, Elstner Associates, Inc.
5 Vaughn Drive, Suite 100
Princeton, NJ 08540
Justin Spivey, Senior Associate/Jason Coleman
Phone: 215-567-0703 / 215-925-3788
Email: jspivey@wje.com / jcoleman@o-n.com

Voith & Mactacvish
2401 Walnut Street
Philadelphia, PA 19103
John Cluver
Phone: 610-545-4544
Email: cluver@vma1.com

FRENS & FRENS Studio
pattern ives llc
120 North Church Street, Suite 207
West Chester, PA 19380
Carol Jean Quigley
Phone: 610-430-7730
Email: cquigley@patterhn-ives.com

Schnabel Conservation L.L.C.
110 Kensington Avenue
Trenton, NJ 08618
Lorraine Schnabel
Phone: 609-394-7877
Email: lorraine@schnabelconservation.com

Preservation Alliance for Greater Philadelphia
1608 Walnut Street, Suite 804
Philadelphia, PA 19103
Paul Steinke
215-546-1146
Email: paul@preservationalliance.com

Rittenhousetown
208 Lincoln Drive
Philadelphia, PA 19144
Amy Ricci
Phone: 215-438-5711
Email Amy@rittenhousetown.com

GENERAL CONTRACTORS

Target Building Construction
1124 Chester Pike
Crum Lynne, PA 19022
Dina Miller, Project Executive
Phone: 610-521-3300
Email: dinam@targetbuilding.com

W.S. Cumby, Inc.
938 Lincoln Avenue
Springfield, PA 19064
Michael Bennett, VP Director of Preconstruction
Phone: 610-328-5353
Email: mbennett@cumby.com

Boyle Construction
1209 Hausman Road, Suite B
Allentown, PA 18104
Ken Duerholtz, Executive VP
Phone: 484-223-0726
Email: kduerholtz@boyleconstruction.com

The How Group
720 Fayette Street
Conshohocken, PA 19428
Tom McHale, Operations Manager
Phone: 484-531-7900
Email: tom@howgc.com

The Goldenberg Group
630 Sentry Parkway, Suite 300
Blue Bel, PA 19422
Rob Fluehr Jr., VP - Director Residential Development
Phone: 610-260-1463
Email: rfluehr@goldenberggroup.com

Gilbane Building Company
100 Penn Square East, Suite 1040
Philadelphia, PA 19107
Antonio Parretta, Sr. Project Manage
Phone: 267-534-8021
Email: Aparretta@GilbaneCo.com

TRADE

TB Philly
400 Thoms Drive
Suite 411
Phoenixville, PA 19460
Frank Tropicano
Phone: 610-482-6001
Email: ftropicano@tbphilly.com

Superior Scaffold Services
600 Center Avenue
Bensalem, PA 19020
Bob Sarkisian, VP
Phone: 215-743-2200
Email: bob@superiorscaffold.com

Robinson Flagstone
491 S. Bethlehem Pike
Fort Washington, PA 19034
Douglas B. Fredericks, President
Phone: 215-646-3500
Email: doug@robinsonflagstone.com

United Rentals
3501 New Falls Road
Bristol, PA 19007
Jake Ricci, Account Manager
Phone: 856-716-3222
Email: jricci@ur.com

Kreilick Conservation, LLC
519 Toll Road
Oreland, PA 19075
Scott Kreilick, President
Phone: 215-572-6616
Email: skreilick@kreilickconservation.com

Rupp Automotive
1419 Bruce Road
Oreland, PA 19075
Jim Rupp
Phone: 215-576-9980

Allied Landscaping
1752 Limekiln Pike
Dresher, PA 19025
Mike Szot / Carrie Davis
Phone: 215-643-9857
Email: mszot@alliedlandscape.com

BANK

Ambler Savings Bank
155 East Butler Pike
Ambler, Pa 19002
Account # 1000010577
Kevin J. Gallagher
Phone: 215-619-8885
Email: kgallagher@amblersav.com

Steve Lykens

Mara Restoration, Inc.

Aug 22, 2025 | 4 Photos



Phoenixville Library- equipment site placement

Section 1



3



Project: Phoenixville Library
Date: Aug 18, 2025, 12:39 PM
Creator: Steve Lykens

4



Project: Phoenixville Library
Date: Aug 18, 2025, 12:42 PM
Creator: Steve Lykens

Steve Lykens

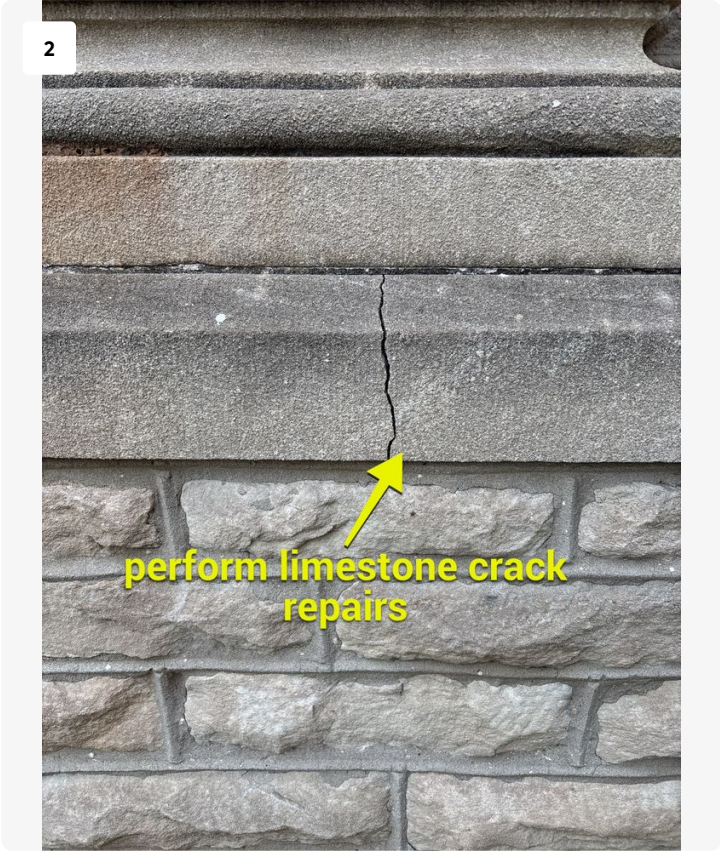
Mara Restoration, Inc.

Aug 27, 2025 | 14 Photos



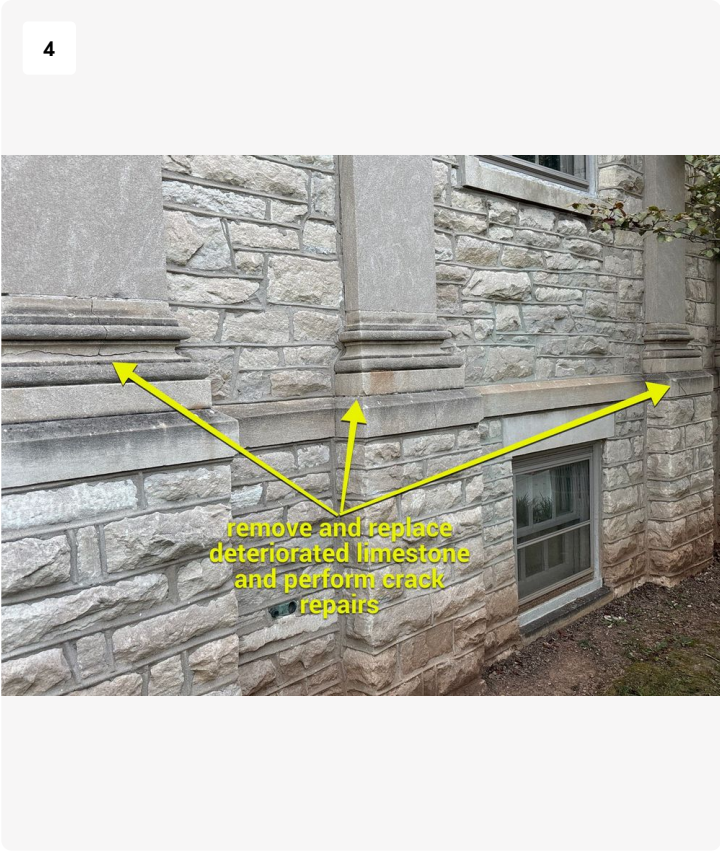
Phoenixville Library- Main Street upper and lower stairs and main building limestone repairs

Section 1





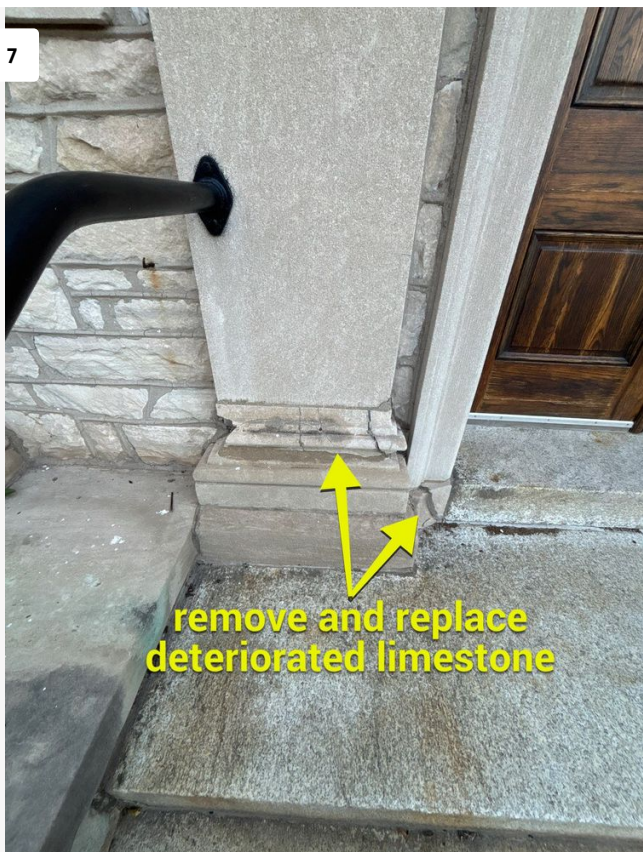
Project: Phoenixville Library
Date: Aug 27, 2025, 6:48 AM
Creator: Steve Lykens



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



7



remove and replace
deteriorated limestone

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

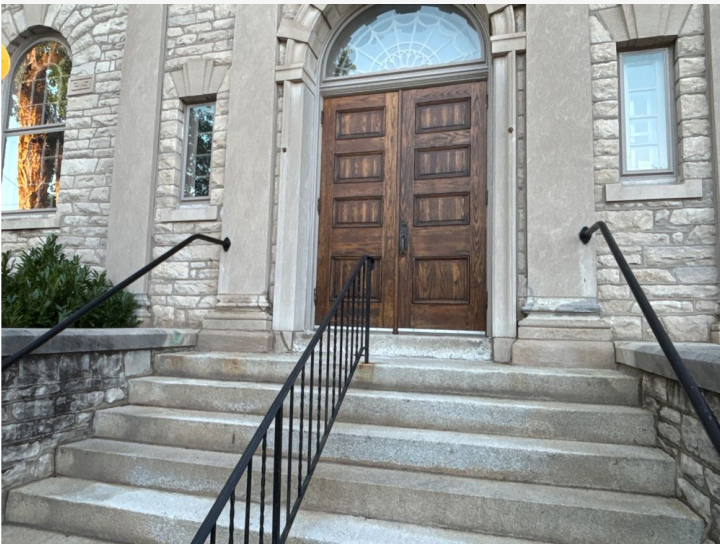
8



repair cracks and spalls
at limestone

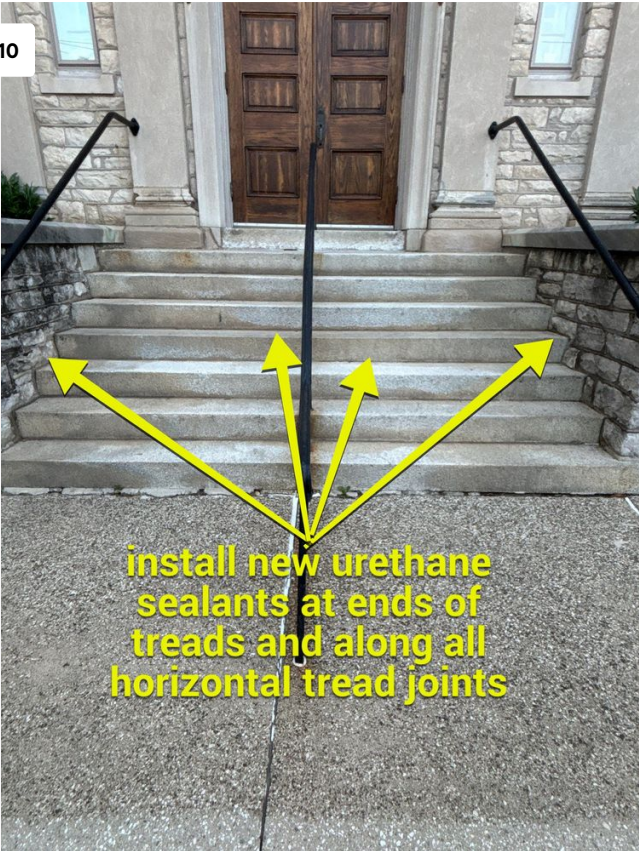
Project: Phoenixville Library
Date: Aug 27, 2025, 6:54 AM
Creator: Steve Lykens

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

August 12, 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 20% of defective mortar joints as per quantities issued in Addendum #2.
- Power wash façade to remove debris.
- Remove debris from site.
- Work to be completed within 2025.

Total Price: - - - **One Hundred Seventy-two Thousand Five Hundred Fifty Dollars (\$172,550.00).**

Exclusions: Permits, stone replacement

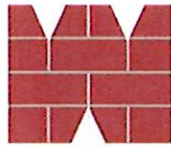
If you have any questions, please feel free to contact me at 267-784-3638 or by email at kwalls@wattsrestoration.com

Thank you!

Watts Restoration Co., Inc.

Kevin Walls

Kevin Walls
Project Manager



WATTS RESTORATION COMPANY, INC.

1704 Bustleton Pike
Feasterville, PA 19053

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- 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

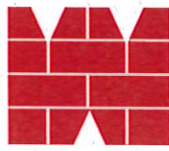
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- A considerable amount of dust may be created during the work process. Watts Restoration Co., Inc. is not responsible for any interior and/or exterior cleaning, repair or replacement of items affected by said dust. In all cases, Watts Restoration 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.



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

August 14, 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 20% of defective mortar joints as per quantities issued in Addendum #2.
- Power wash façade to remove debris.
- Remove debris from site.
- Work to be completed within 2025.

Total Price:----- **One Hundred Seventy-two Thousand Five Hundred Fifty Dollars (\$172,550.00).**

Unit Cost - Additional Repointing: \$32.00/SF

Exclusions: Permits, stone replacement

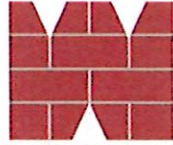
If you have any questions, please feel free to contact me at 267-784-3638 or by email at kwalls@wattsrestoration.com

Thank you!

Watts Restoration Co., Inc.

Kevin Walls

Kevin Walls
Project Manager

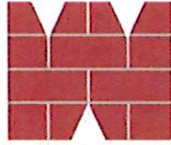


WATTS RESTORATION COMPANY, INC.

1704 Bustleton Pike
Feasterville, PA 19053

General Conditions:

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- 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.
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- This contract amount excludes any architectural, engineering and any other design professional fees.
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- 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.
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**WATTS RESTORATION
COMPANY, INC.**

1704 Bustleton Pike
Feasterville, PA 19053

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Signature of Owner

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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

August 26, 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 3500SF 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:- - - - **One Hundred Forty-two Thousand Eight Hundred Eighty Dollars (\$142,880.00).**

Exclusions: Permits, stone replacement

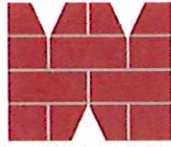
If you have any questions, please feel free to contact me at 267-784-3638 or by email at kwalls@wattsrestoration.com

Thank you!

Watts Restoration Co., Inc.

Kevin Walls

Kevin Walls
Project Manager

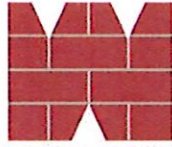


WATTS RESTORATION COMPANY, INC.

1704 Bustleton Pike
Feasterville, PA 19053

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**WATTS RESTORATION
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1704 Bustleton Pike
Feasterville, PA 19053

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Signature of Owner

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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

CHLOE TOLMAN

Wilmington, DE | (609) 468-5043 | Chloe.tolman42@gmail.com

MULTIDISCIPLINARY NONPROFIT LEADER & STRATEGIC THINKER

Versatile professional with extensive experience across development, administration, community engagement, historical preservation, and education. Known for bridging strategic vision with human-centered practice, and bringing an intersectional, justice-forward lens to every role. Thrives at the intersection of planning, communication, systems-building, and storytelling. Passionate about reproductive health, inclusive history, and community empowerment.

KEY SKILLS & COMPETENCIES

- Integrated Fundraising Campaigns & Digital Strategy
- Major Donor & Prospect Stewardship
- Grant Writing & Institutional Giving
- Volunteer Management & Staff Supervision
- Event Planning & Community Fundraisers
- CRM Management: DonorPerfect & EveryAction
- Curatorial & Archival Practices
- Nonprofit Administration & Budget Oversight

DEVELOPMENT & NONPROFIT LEADERSHIP

Development Manager, Planned Parenthood of Delaware

May 2023 – Present

- Oversaw multimodal fundraising strategy including Giving Tuesday and DoMore24
- Increased social media engagement by 400% within one month of managing digital strategy
- Created internal SOPs and handbooks to professionalize systems and strengthen continuity
- Built donor segmentation models and personalized profiles to deepen stewardship
- Launched an oral history initiative that combines reproductive justice, DEI values, and community voice
- Developed new volunteer training programs and engagement pathways

HIGHER EDUCATION ADMINISTRATION

Administrative Coordinator, Suffolk University Aug 2019 – May 2022

- Managed departmental budgets totaling \$50K+, coordinated faculty hiring processes

- Supervised and trained student workers, supporting their professional development
- Reviewed accreditation documentation and supported faculty operations

Administrative Coordinator, Northeastern University Oct 2018 – May 2019

- Coordinated logistics for visiting scholars and department events
- Maintained graduate student records and wrote handbooks for departmental use

ARCHIVAL & PUBLIC HISTORY WORK

Curatorial Intern, Claymont Community Center Jun 2023 – Mar 2024

- Processed, catalogued, and conserved historical objects for inclusive community exhibit
- Created exhibition text and layout plan emphasizing accessibility and diverse histories

Graduate Assistant, Hagley Library Sep 2022 – May 2023

- Processed archival materials and wrote finding aids for public access
- Researched collections and wrote public-facing summaries for researchers

COMMUNITY FUNDRAISING & VOLUNTEER LEADERSHIP

Event Coordinator, Muscular Dystrophy Association (Volunteer) 2010 – Present

- Organize annual accessible community fundraiser generating over \$14K in a single afternoon
- Handle everything from donor outreach to accessibility logistics
- Trained in inclusive fundraising strategies and event budgeting

Volunteer Liaison, Keshet 2014

- Coordinated communications and led successful effort to include synagogue in LGBTQ+ friendly directory

EDUCATION

- MA in History, Certificate in Museum Studies – University of Delaware
- BA in Anthropology & Creative Writing – Sarah Lawrence College
- Coursework: Archaeology in Practice – Oxford University (Continuing Education)

AWARDS & HONORS

- Employee of the Month – Planned Parenthood of Delaware (May 2025)
- UDARI Fellowship Recipient – University of Delaware Anti-Racism Initiative

The Chester County Library System recognizes the important work Library Boards of Trustees do as they endeavor to govern their libraries and ensure excellent library service for their communities. As with any job, people do best when they fully understand their roles and responsibilities.

To ensure that you have the tools for sound decision making and effective advocacy, the Chester County Library System has developed an orientation workshop for our new Trustees and Directors.

The Fall session of this year's orientation will take place on Saturday, October 25 from 10:00 am – 12:00 pm at Chester County Library in Exton. We will have coffee and light breakfast fare for you to enjoy while we present.

You MUST REGISTER at this link to attend: <https://ccls.libcal.com/calendar/CCLStaff/TOFall2025>

Note: we will be in the Burke Room, so there are limited registrations/seats available for this session.

Joe Sherwood (Executive Director), Meghan Lynch (District Consultant), and Lauren Harshaw (Staff Development and Advocacy Coordinator) will present.

Who should attend?

- New Trustees and new Library Directors/Branch Managers
- Current Trustees looking for a refresher

Please make sure you have read through the online Trustee Orientation modules prior to this meeting, as the presentation will build upon the information presented in these:

Library Trustees 101: <https://rise.articulate.com/share/DuRNFoP718Z9ctdQOmtY0ZF7BS9Zq8BK>

CCLS Organization & Funding: https://rise.articulate.com/share/S_Pu5rmbpBWAw70Ns-XtJQ7Vriihfj2l

Fundraising & Development Planning for your

Library: <https://rise.articulate.com/share/kbpcvOMaNpHZAKsnzZNxCSKRFmEZr59b>

Library Advocacy: https://rise.articulate.com/share/KbSa2hUqI_eI0-ENQiEnqiSIYdi5Mp50

If you have any questions, please do not hesitate to reach out.

With thanks,
Lauren