Board of Trustees Meeting Agenda
October 5, 2026 5:00 p.m.
Location: Harrop Board Room

Library Board members, please bring your e-meeting packet with you! Please notify Library Board President Liz Carrabine or Lara Lorenzi llorenzi@ccls.org, by Monday morning if you are unable to attend the meeting. The meeting will be chaired by Liz Carrabine.

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 5 minutes
- a. Update- Municipal and School District funding presentations- Lara Lorenzi 15 minutes
- b. Discussion- East Pikeland-passports-Lara Lorenzi 10 minutes
- c. Update: Board open position- Lara Lorenzi 5 minutes
- d. Foundation Funding Update- Lara Lorenzi 5 minutes
- e. By-Law review- Joe Koury 15 minutes
- f. Other new business

V. Old Business – Discussion Items
- a. Update: Mollman Estate- Lara Lorenzi-Joe Koury 5 minutes
- c. WWW update- Mileva Repasky 5 minutes
- b. Other old business? 5 minutes

Public Comments on Meeting – Limit 3 minutes per person

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

VII. Next Meeting: November 2, 2026- Teams
VIII. – /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
September 9, 2026

A Regular Meeting was called to order by Lauren Eustis at 5:04 p.m.

BOARD MEMBERS PRESENT
Jessica Bicker; Liz Carrabine; Lauren Eustis; Joe Koury; and Brittany Remington

BOARD MEMBERS ABSENT
Becky Bowlby; Steve Hirsch; and Krista Lazorik

STAFF PRESENT
Lara Lorenzi, Executive Director
Mileva Repasky, Director of Development

CONSENT AGENDA
On motion made by Brittany Remington, seconded by Lauren Eustis, and by unanimous vote thereafter, the Board approved the Consent Agenda items a. through h., consisting of: (i) the Minutes of the Board's Regular Monthly Meeting held July 6, 2026; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) the Circulation Report; (vi) Statistics; and (vii) Financial Statements for July and August 2026.

NEW BUSINESS
- Estate of Jennifer E. Mollman: Lara Lorenzi indicated the Library had received notice it is the beneficiary of a $25,000 gift from this estate. She explained, however, that documentation sent by the estate attorney indicated the gift was to go the Phoenixville Library Foundation, which is at odds with the language of the decedent's Will, which indicated the gift was intended for the Library. Ms. Lorenzi indicated she would raise the issue with the estate attorney.
- Wine, Wit & Wisdom: Mileva Repasky indicated planning was well underway and that she had met with Toni Vennettilli, Director of Sales at RiverCrest Golf Club & Preserve, to review their facilities and proposed contract. Ms. Repasky informed the Library Board that sponsorships were being placed and action items secured. Ms. Repasky also stated that letters were sent to past Library donors of $100 or more. She then confirmed the event photographer and sommelier had been secured, and that the event would again include a wine pull. Lara Lorenzi suggested Ms. Repasky discuss social media promotion of the event by the featured author Hannah Nicole Maehrer.
- Unused Shelving Lauren Eustis voiced concern that if unused shelving in the Library's Carnegie Room are removed, patching and painting would be required. She also suggested that the study pods be moved to allow more light to enter the area.
- Library Foundation: Liz Carrabine voiced concern that it's unclear what kind of support the Library Foundation actually provides. Lara Lorenzi responded that it oversees the endowment, and indicated that Leah Campbell had been the liaison to the Foundation when she was a Library Trustee. Brittany Remington, after first indicating she had previously been on the Foundation Board, suggested that in the absence of other candidates, she would serve as liaison to that board now.
- Trustee Orientation: Liz Carrabine indicated the Chester County Library System offers trustee training twice per year, and encouraged those Library Trustees that have not attended to do so. In addition, Ms. Carrbine encouraged all Library Trustees to sign up for Library newsletters, and to make sure they have a library card.

OLD BUSINESS

- 125th Anniversary Mileva Repasky indicated the celebration can continue into 2027. She indicated that as a result of Trustee-provided comments, she had revised the literature around this event.
- Draft Budget: Lara Lorenzi indicated a presentation to the Finance Committee of the Board of School Directors was scheduled for September 14, 2026, and that it appeared likely the Library will receive a $20,000 increase over last year's funding by the Phoenixville Area School District.

Meeting was adjourned at 6:11 p.m.

Respectfully submitted,



Joseph K. Koury

Report submitted by: Lara Lorenzi
October 2026 Library Board of Trustees Meeting

Informational Updates:

- I continue to watch all of the PASD board meetings each month to keep up on concerns and items the school district is dealing with.
- The library will be closed on Thursday November 26, 2026 (Thanksgiving) and Friday November 27, 2026.
- The library will once again be a polling location. Election day is Tuesday November 3,2026. The library will be open that day but no browsing of the collection will occur on the upper level of the library that day.
- We are still awaiting a response from the lawyer for the Mollman Estate. I reached out to them about changing the working of the release documentation to reflect the wording of the will.
    - Update 1: We have received word from Mollman estate that the library will be getting a financial gift from the estate. I have asked Joe Koury to review the will and the receipt release indemnification and distribution agreement. There was some wording in the second document that put some restrictions in place regarding the funds. We are reviewing the will to see if the restrictions are in the document. - agenda item for discussion.
    - Update 2: I heard back from the lawyer, and they have updated the receipt and release document. I have signed it and sent the document back. Once it's all processed, we will get the funds.
- Mileva Repasky and I met with Kathy Houch from East Pikeland Township to discuss our request for increased funding and other items. This meeting took place on Thursday September 17, 2026. Kathy will be bringing our ask to her board, and we will get word in October as to what our funding level will be for 2027/2028. It was a very positive meeting.
- I will be presenting our funding ask to the budget committee for Schuylkill township on Thursday September 24, 2026. They are moving forward with the $.25 increase and will discuss further within the overall budget conversation they will be having. They will have a draft budget in October. They will be finalizing the budget in November with an adoption of the final budget at their December meeting.
- Phoenixville Borough will finalize budget recommendation at the October 27th Finance committee meeting. On November 10th they will have a review of the draft budget and have final recommendations review. On December 8th the borough council will have their final vote on the 2027 budget.
- The PASD board will vote on an increase of funds for the library at the Monday September 28, 2026 voting meeting. I anticipate that we will receive an additional $20,ooo for this year.
- The auditors came to the library on Monday September 14, 2026 to begin collecting information needed.
- I will be in Harrisburg on Sunday October 4th through Wednesday October 7th for the PALA annual conference.

Personnel Updates:

- Offers have been made to two people regarding our open positions. Once their paperwork is completed, they will start.

Foundation Update:

- I have sent in a funding request to the Phoenixville Public Library Foundation for $40,000 from the endowment to be used for operational expenses for the 2026-2027 budget.
- I also send a request of $1,800 from the Bruer Fund held at the CCCF/Library Foundation for youth programming- this is a restricted fund.
- The foundation has been sent invoices for their portion of the 25/26 audit and for their D&O insurance for 26/27. (pending)
- The unaudited CCCF end-of-year statements are included in the board packet.
- The auditors have requested financial statements so they can begin working on the 2025/2026 audit, we have passed that request on to the foundation.

Facilities Update:

- Tree trimming took place on Monday September 14, 2026. They look great. This was offered to us free of charge.
- PASD was out on Friday September 25,2026 to deal with a toilet issue. They found that someone had put a belt buckle in the toilet and it was creating a blockage.
- PASD is fixing the ceiling in the passport office. Once its completed they will put together Christine's office furniture. We will be moving the library of things items into Christine's old office for better access to staff members.
- 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: I have reached out to Phil Vontor to see how we can get on a schedule to have interior painting completed by this spring for our 125th celebrations of the building. Waiting for a response.
- We will need to do some painting in the non-fiction 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 continues to replace lights throughout the library.
- Update: We will look into removing the unused shelving in the main reading room after the exterior work on the building has been completed. St. Nick's will be out to the library on Tuesday April 28th to look at the shelving we want removed in the Carnegie room. They will give us a quote for the scope of the job.

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

- June 2026
  - E-books: 3,882
  - E-Audio: 4,740
  - Total: 8,622
- July 2026
  - E-books: 4,363
  - E-audio: 4,917
  - Total: 9,280
- August 2026
  - E-books: 4,226
  - E-audio: 5,188
  - Total: 9,414
- September 2026
  - E-books: 3,711
  - E-audio: 4,841
  - Total: 8,552

Book Locker:

- June 2025: 573-holds 498-checkouts
- July 2025: 662-holds 593-checkouts
- August 2025:518-holds 450-checkouts
- September 2025: 531-holds 469-checkouts
- October 2025**:** 491-holds 406- checkouts
- November**:** 439-holds 392-checkouts
- December 2025: 391 holds 314 checkouts
- January 2026: 530 holds 490 checkouts
- February 2026: 442 holds 382 checkouts
- March 2026: 546 holds 471 checkouts
- April 2026: 482 holds 407 checkouts
- May 2026: 468 holds 431 checkouts
- June 2026: 650 holds 596 checkouts
- July 2026: 671 holds 580 checkouts

Door Count:

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 las year.
September 2025: 7,957 This is a 12% increase over this month last year.
October 2025: 8,301 This is a 1% decrease from this month last year.
November 2025: 7,846 This is a 7% decrease from this month last year.
December 2025: 6,770. This is a 1% decrease over this month last year.
January 2026:7,585 This is a 3% decrease over this month last year.

February 2026: 7, 403 This is a decrease of 7% from this month last year.
March 2026: 8,664 This is a decrease of 6% from this month last year.
April 2026: 7,978 This is a decrease of 11% from this month last year.
May 2026: 7,087 This is a 14% decrease from this month last year.
June 2026: 8,932 This is a 6% decrease from this month last year.
July 2026: 9,840 This is a 6% decrease from this month last year.
August 2026: 6,958 This is a 13% decrease from this month last year.
September 2026: 7,699 This is a 3% decrease from this month last year.

Chester County Library System Updates:

- The system is rolling out new software for our online library card applications. This new software will allow people to get an electronic card much faster and it can be used for electronic and physical materials. They will be rolling it out for Library Card Sign-up month (September).

State Updates: No updates at this time.

Meetings/Trainings

9/7 Labor Day- Library Closed
9/8 District Librarians Meeting- Easttown Library
Presentation at the Phoenixville Borough Meeting
9/9 Library Board meeting
9/10 Chester County Community Foundation info session
9/14 Presentation at the PASD Finance Committee meeting
9/15 CCLS board meeting
9/17 Meeting with East Pikeland Township
Rotary
Training
9/18 Meeting with Tegan Conner-Cole- youth services, summer reading
9/22 Meeting with Dan Weiser
9/24 Presentation at Schuylkill Budget meeting
9/28 Attend PASD board meeting for vote on additional funding
Development Roundtable
10/1 Rotary
10/4-10/7 PALA Annual Conference in Harrisburg

Youth Services Report for
September 2026
For October 2026 Board Meeting

Programming:

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

Programs will be on hiatus from August 17 to September 7 and will return September 8.

September Monthly Statistics:

Event Name	Total Occurrence	Total Student Attendance	Total Adult Attendance	Total Attendance
1-2-3 Learn With Me	5	59	54	113
Babies & Books	7	62	63	125
Barnstone Art On The Go	4	48	43	91
Nature's Little Explorers	1	15	13	28
Preschool Ballet	1	13	13	26
Preschool Story time	2	34	26	60
Toddler Time	8	148	143	291
Firefighter Story Time (with Boro)	1	78	73	151
In-Person Preschool Total	**29**	**457**	**428**	**885**
Elementary Age Events				
CuriosityQuest (Teen Run)	1	9	3	12
Lego Club	1	7	5	12
Ages 6-11 Total	**2**	**16**	**8**	**24**
Total Events/Attendance	**31**	**473**	**436**	**909**
1000 Books Before Kindergarten	**1**			

Newsletter

The Children's Library Newsletter was sent 3 times between September 1 to September 30. Weekly newsletters were sent on Fridays that listed the next week's events. The newsletter was sent to an average of 925 subscribers and had an average 52% open rate.

Community Outreach & Partnerships

Event	Total Students	Total Adults	Total Reach
Mom's House	11	5	16
PACLC-Fc	34	5	39
Gingerbread House	15	2	17
Headstart TCHS Pickering	43	9	52
Total: Off-Site	**103**	**21**	**124**

- Planned and implemented outreach events as listed above.
- Selected books for classrooms at: PACLC-Main Street, PACLC-Franklin Commons, Mom's House, and Gingerbread House. Each school gets a bag of 25 books on themes related to what they're covering.
- Tabled at Colonial Theatre showing of Dog-Man as part of our partnership. (Page to Screen is on a temporary hiatus as we work to improve the program. Meeting in October.)
- Worked with Phoenixville Department of Parks & Rec for a Firefighter Story Time. Well attended, well received, and will repeat in 2027.

Meetings

- Meeting with Lara, September 18.
- CCLS Youth Services, Chester County Library, September 29.

Collection Activities:

- Ordered Juvenile Books from Amazon (September 29, September 30)
- Continual and ongoing tasks:
    - Built carts of new items for collections by reading reviews and creating carts in Follett, Amazon, Midwest Tapes, and Playaway.
    - Sorted through donations. Selected titles to check against collection, for giveaway to community organizations, to sell, or to give for free.
    - Assessed books in mending for repair, replacement, or removal.
- Caught up on book reviews from PW and SLJ from July, August, September.
- Started creating “Who Would Win” book list. Ordered missing titles.
- Started creating “Scary Books” book list for J Fiction.
- Finished weeding J Fiction.
- Started weeding J Nonfiction with focus on 500s then 900s.
- Spoke with cataloging to be sure Tonies are properly labeled.

Event Activities

- TC supported or ran the following events in September 2026:
    - Lego Club (September 15)
    - CuriosityQuest (September 22)
- Worked with Barnstone to create a set of guidelines for event to try to address recuring, disruptive behavior early.
- Created October event flyers for story time and Kids & Teens.
    - Sent flyers to CCLS graphics to print.
- Created individual event flyers for October.
- **Looking Ahead**
    - Planning November & December events.
    - Planning Trunk or Treat on October 24
    - Will be attending YMCA Fall Event on October 16. This is a tabled event.
    - Scheduled event with Adult Services on Snapchat safety (happening October 6)
- **Continual and ongoing tasks:**
    - Created weekly eNewsletters to highlight events coming up within one week to one month of Friday email. Checked locations of Kids & Teen Calendars and refilled as needed.
    - Checked attendance of programs. Sent number of attendee updates to presenters as needed. Sent email reminders.
    - Set up and tear down of room for programs.

Displays and Décor

- Shifted and tightened shelves as needed.
- Shelf read chapter books.
- Asked staff to help fill in displays as needed.
- Filled in displays as needed.
- Created J Display for September 11 and Fat Bear Week.
- Updated YA Room Display for Hispanic Heritage Month.
- Planned Lobby Bulletin Board.

Trainings

- None

Teen Services

- Updated YA Room Display for Hispanic Heritage Month.

Correspondence in September

- Used Teams and email to update staff on Youth Services information.
- Email correspondence with Outreach Schools regarding visits: Mom’s House, PACLC-FC, PACLCl-MS, Gingerbread House, and Headstart.
- Email correspondence with presenters for fall.
- Email correspondence with Colonial Theatre for series of book and movie events.
- 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 schools for visits.
- Email correspondence with Department Heads.
- Email correspondence with Lara.

Other Tasks

- Roaming/roving reference (worked with patrons to locate items they were looking for).
- Readers Advisory (book suggestions for readers).
- Chatted with families, kids, and teens who come to the library.
- Worked with circulation desk on tasks and to answer any questions that come up.
- Cleaned and straightened YS areas as needed.
- Professional reading of School Library Journal.
- Assisted with incident on September 29.
- Completed CCLS and OCL Summer Reading Surveys & Reports.
- Helped shelve.
- Encouraged circulation staff to pass along concerns.

Submitted by Tegan Conner-Cole, Director of Youth Services.
Attached: Children's Report
September 30, 2026

September 2026
Children's Report – Rachel K.

Program Overview

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

Activities/ Programs

Lead/Assisted programs for various age groups

- 1-2-3 Learn with Me
- Preschool Storytime
- Toddler Time
- Babies & Books
- Barnstone On The Go
- Preschool Ballet
- Nature's Little Explorers
- Firefighter Storytime

Weekly Programs

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

Reoccurring In-Formal

- Toddler Time
- Babies + Books
- 1-2-3 Learn with Me
- Preschool Storytime
- Barnstone On The Go

Weekly Themes

Preschool Storytime

- Pets
- Dinosaurs

Toddler Time

- Alphabet
- Pets
- Bedtime
- Dinosaurs

Babies & Books

- Alphabet
- Pets
- Bedtime
- Dinosaurs

Other Activities

- Wrote blurbs for the newsletter titled “What’s Ms. Rachel Reading?”
- Created a Dolly Parton Display in one of the Picture Book Sections.
- Created a Library Card Month Display in the lobby upstairs.

Outreach

- Firefighter Story Time: Attended Monday, September 21st from 10:30-11:30

Patron Feedback

Over the past month, we have had 3 compliments on our programs.

September 2026
Adult Services Report
(All statistics as of September 30)

Regular Activities

- Schedule and handle notary and passport photo appointments.
- Update Library website as needed.
- Schedule and host online and in-person programs with outside presenters; post selected program videos to YouTube channel.
- Update online Library Events Calendar, create and send e-mail press releases, post event announcements to other locally based online calendars and the Library's Facebook page, and post printed events calendars on bulletin boards at several local businesses.
- Create and send weekly Constant Contact e-mail newsletters to 2,900+ adult contacts regarding Library services and programs, online resources for education and cultural entertainment, and important Library and community/government announcements.
- Order books and other materials for Adult Library collection; weed collection regularly.
- Create and manage Library book displays.
- Select book and lead monthly book discussion group at Phoenixville Area Senior Center.
- Fill in at Adult Circ Desk as needed and available.

Meetings/Workshops/Other Events Attended

- Attended webinar "The Potential & Peril of Generative AI" from WebJunction 9/10.
- Staffed Library table for Celebration Sunday event at St. James UCC Church, Limerick 9/13.
- Attended PARN (Phoenixville Area Resource Network) meeting online 9/22.
- Filed notary renewal paperwork with Chester County Recorder of Deeds and Prothonotary offices 9/22.

Upcoming Special Programs/Events

- **"**Snapchat Safety for Parents" with Zachary Yurick, attorney, 10/6.
- "Digital Literacy Class: Artificial Intelligence: How to Effectively Use AI Prompts" with RSVP Volunteers, 10/13.
- "AARP Smart Driver 8-Hour Class", 10/15-16.
- "Open Mic Night for Writers", 10/19.
- "Valley Forge Chorus Concert", 10/22.
- "PA-MEDI Medicare Open Enrollment Assistance", Fridays, 10/23 – 12/4.
- "Dungeons and Dragons for Adults" with Trip Peterson, 10/24.
- "Memento Mori Painting Class" with Veronica Batter, Rockdale Art Center, 10/26.
- "Ghost Towns in Pennsylvania" with Michael Martorelli, 11/2.

Program/Event/Other Planning

- Starting a new monthly social crafting group, "Common Threads", to meet the third Wednesday of each month from 2:00 to 4:00 PM, beginning 10/21.
- Scheduling special online, in-person, and hybrid programs for January and beyond.
- "Board Gaming Night for Adults" likely to be discontinued after December, due to low interest.

September Computer Use/Checkout Statistics

Adult Internet Stations Individual Users	421
Adult Laptop Individual Users	138
Mobile Printing Orders	129

Mobile Hotspot Checkouts	13
Museum Pass Checkouts	158

September Program Statistics

Program	**Attendance**
Phoenix Book Club	7
Fourth Wednesday Readers	14
Books on Tap	14
Words in Progress	8
Phoenixville Tech Group	76 (4 sessions)
Tech Help appointments	5
PA-MEDI Medicare Counseling appointments	3
VNA Personal Navigator Benefits Assistance appointments	2
2-1-1 Human Services Assistance appointments	1
Legal Consultation appointments	5
Get Connected – Jumpstart Your Job Search (CareerLink) appointments*	3
Sen. Katie Muth Mobile Office appointments	2
Sahaja Yoga Meditation Class	23 (3 sessions)
ESL Conversation Group	27 (5 sessions)
Movies on Tap	6
Board Gaming Night for Adults	0
Movie Night: *Project Hail Mary*, 9/10	14
Afternoon at the Movies: *As Good as It Gets,* 9/25	14
Vinyl/CD Listening Club, 9/3	5
"Digital Literacy Class: AI: What Is It and How Can You Use It?", 9/8	14
"Money Made Clear: A Practical Financial Framework for Real Life", 9/14	2
"Human Trafficking 101", 9/16	5
"September of 1777: When the Revolutionary War Came to Southeastern Pennsylvania"	42 (2 sessions)
"Long-Term Care Planning", 9/21	10
"WHYY Bridging Blocks: The Power of Social Media", 9/28	7
"Applying for Low-Income Housing in Chester County", 9/30	22

*Program has been discontinued by the provider.

Respectfully submitted,
Mark Pinto
Adult Services Director

September 2026 – Development Report

Prepared by: Mileva Repasky, Director of Development

Wine, Wit & Wisdom – November 5, 2026

- Continued planning and preparation for the library's annual Wine, Wit & Wisdom fundraiser.
- Continued ticket promotion through email, social media, Board and staff outreach, and direct community communications.
- Conducted targeted sponsorship outreach to past supporters, local businesses, community organizations, and prospective new partners, while following up on outstanding commitments.
- Expanded silent auction and in-kind donation outreach to local businesses, cultural organizations, attractions, restaurants, and community partners.
- Continued coordination with featured author **Hannah Nicole Maehrer**, Reads & Company, sommelier **Michael Walsh**, photographer, and other event partners.
- Developed sponsor recognition, Board outreach, event communications, and promotional materials.
- Continued tracking sponsorships, auction donations, payments, follow-up, and sponsor benefits.
- October efforts will focus heavily on final ticket sales, sponsorships, auction procurement, event materials, and logistical preparation.

125th Anniversary Planning

- Continued planning for the library's 125th anniversary and opportunities to incorporate the milestone throughout the year.
- Continued developing ideas to highlight the library's history, community impact, and connection to generations of Phoenixville residents.
- Exploring opportunities (historian connected through Lauren) to collect and share community stories, memories, photographs, and reflections.
- Identifying ways to incorporate the anniversary into donor engagement, fundraising, communications, events, and community partnerships.

Grants & Funding

- Continued researching grant opportunities aligned with literacy, programming, technology, community access, and organizational priorities.

- Current prospect research includes opportunities through the **Dollar General Literacy Foundation, American Library Association, National Endowment for the Humanities, and Institute of Museum and Library Services (IMLS)**
- Prepared and submitted grant applications and supporting materials as opportunities became available.
- Continued identifying foundation, corporate, and community funding opportunities, including both program-specific and general operating support.

Communications & Donor Relations

- Continued developing fundraising and donor communications that clearly demonstrate the impact of community support and provide strong calls to action.
- Continued outreach and relationship-building with local businesses, community organizations, donors, and prospective partners.
- Continued identifying opportunities for more consistent development messaging across the website, email, social media, and donor communications.
- Focused on strengthening relationships with current supporters while identifying opportunities to cultivate new and longer-term partnerships.

Municipal & Community Partnerships

- Continued advocacy and relationship-building around increased municipal investment in the Phoenixville Public Library.
- Attended Township meetings with Lara related to the library's request for increased municipal investment and continued supporting conversations with local officials and community stakeholders.
- Attended the **Phoenixville Area School District (PASD) Finance Committee meeting** as part of ongoing efforts to strengthen relationships and increase awareness of the library's role and value within the broader community.
- Continued communicating the library's growing role in educational programming, literacy, technology and digital access, workforce resources, and community services.
- Continued identifying opportunities to deepen relationships with local government, the school district, community organizations, and other stakeholders.

Development Infrastructure

- Continued reviewing and strengthening development systems for donor stewardship, prospect tracking, communications, and outreach.
- Continued organizing historical giving, donor and prospect information, follow-up, and relationship management to support more coordinated development efforts.

- Continued working toward a broader development strategy connecting grants, fundraising, donor relations, communications, and community partnerships.

Upcoming Priorities

- Finalize Wine, Wit & Wisdom ticket, sponsorship, auction, promotional, and event-related efforts.
- Continue grant prospecting and application development.
- Advance 125th anniversary planning and associated fundraising and engagement opportunities.
- Continue municipal investment advocacy and relationship-building with local stakeholders.
- Continue cultivating donors, businesses, foundations, and community partners.
- Further strengthen donor stewardship and development tracking systems.

Circulation Comparisons 2026		January	February	March	April	May	June	July	August	September	October	November	December	Total	
ATGLEN	2018	2282	2322	2412	2312	2196	3385	3595	2825	2046	2451	2294	2127	30247	6.88%
	2019	2846	2239	2568	2454	2372	2789	3065	2599	2160	2150	2642	2015	29899	-1.15%
	2020	2560	2548	1487	639	699	1248	2038	1987	1760	1791	1599	1640	19996	-33.12%
	2021	1969	1752	2169	1846	2037	2535	2855	2681	2349	2090	2000	2045	26328	31.67%
	2022	2146	2169	2475	3170	2758	3897	3533	3436	2824	3029	2964	2771	35172	33.59%
	2023	2956	2734	3373	3013	3143	3877	3542	3696	3185	3284	3256	2993	39052	11.03%
	2024	3605	3311	3544	3544	3398	3601	4205	3789	3897	4113	3725	3470	44202	13.19%
	2025	3937	3747	4259	4016	4002	4248	4841	4147	3988	4144	3677	3394	48400	9.50%
	2026	3926	3730	4071	3905	3588	4093	4459	4368	0	0	0	0	0	
AVON GROVE	2018	9921	10844	11813	10590	10220	13313	16106	14095	11408	11291	10014	8830	138445	2.02%
	2019	11857	11207	11573	11378	11424	13905	17138	14038	11252	11660	10449	9266	145147	4.84%
	2020	11135	10859	6871	3501	3883	5782	10112	11755	11506	11159	9910	10085	106558	-26.59%
	2021	10876	10119	11212	10167	10057	12494	14186	13134	11359	10858	10703	9621	134786	26.49%
	2022	10123	9532	11261	10580	9832	13403	14790	14741	11376	11390	10947	9757	137732	2.19%
	2023	10725	9770	11562	10460	11201	13992	14197	12962	11276	10621	10051	9484	136301	-1.04%
	2024	9797	9856	10103	9433	9975	12481	13072	11967	10576	9954	9821	9530	126565	-7.14%
	2025	9735	9368	10619	9776	10386	12579	13593	11625	10396	10664	9589	9139	127469	0.71%
	2026	10225	9448	10038	10115	9635	12290	12402	11268	0	0	0	0	0	
CCL/HANKIN	2018	126699	121709	138899	127420	123573	145591	162876	149438	127242	125674	119511	111398	1580030	-1.79%
	2019	131898	124255	135942	126009	123301	145315	161746	146273	126353	127487	119761	114852	1583192	0.20%
	2020	130294	129807	77499	28881	31522	51734	91143	107612	107968	112106	107540	113204	1089310	-31.20%
	2021	118865	109705	125117	112334	111801	130436	140068	138223	116701	116868	112933	106500	1439551	32.15%
	2022	120326	114924	123680	117579	115321	132775	142778	141221	120801	118332	115996	110149	1473882	2.38%
	2023	128197	122260	137431	123958	121095	139703	147838	145163	129222	124028	122071	118588	1559554	5.81%
	2024	138525	133352	143345	133774	129200	142618	156819	146997	129436	125958	124074	124015	1628113	4.40%
	2025	139334	131781	145242	135913	140523	154118	164302	153360	139067	140831	132210	128736	1705417	4.75%
	2026	144636	133418	140075	137505	129311	142399	152604	147107	0	0	0	0	0	
CHESTER SPRINGS	2018	3097	2912	3760	3388	2996	3692	4721	4088	3002	3138	2919	2867	40580	-1.61%
	2019	3628	3444	3634	3328	3121	4089	5216	4611	3753	3839	3723	3232	45618	12.41%
	2020	4369	4371	3094	2337	2550	3294	4988	4790	4350	4178	3948	4000	46269	1.43%
	2021	3609	3465	4256	3630	3854	4291	4774	4792	4047	4086	3918	3841	48563	4.96%
	2022	3636	3914	4200	4233	4009	4499	4811	5115	4105	3989	4061	3647	50219	3.41%
	2023	4546	4318	4871	4144	4297	4941	5293	5574	4645	4706	4543	4327	56205	11.92%
	2024	5106	5245	5152	5030	4833	5316	5868	5683	4988	4964	4817	4605	61607	9.61%
	2025	5305	4064	3103	2797	3124	3178	3282	3233	3071	3407	3047	3167	40778	-33.81%
	2026	3538	3091	2937	3292	2939	2932	3067	3054	0	0	0	0	0	
COATESVILLE	2018	3751	3337	3769	3930	3955	5007	5175	4241	3376	3825	3343	2985	46694	-11.39%
	2019	4038	3982	4098	4473	4281	5350	6520	5004	4434	4848	4141	4222	55391	18.63%
	2020	4939	4219	2131	488	527	1684	3377	3976	4303	5223	4214	3206	38287	-30.88%
	2021	4622	4336	5155	4061	3323	4866	5477	4959	3890	4080	3677	3554	52000	35.82%
	2022	3823	4157	4372	3997	3949	5141	5549	5959	4728	5072	4904	4220	55871	7.44%
	2023	5530	5561	6162	4928	4880	5916	6246	5729	5011	5190	5027	4875	65055	16.44%
	2024	5092	5009	5889	5778	5853	5764	6011	6462	5215	5488	4604	4568	65733	1.04%

	2025	5400	5165	6046	6378	6058	6134	6806	6218	5794	5616	5087	4860	69562	5.83%
	2026	5575	5628	6217	6009	4880	5687	6313	6089	0	0	0	0	0	
DOWNINGTOWN	**2018**	12705	12259	14176	13312	13709	17203	18394	17109	14778	14552	13931	11328	173456	-2.67%
	2019	14002	13202	14228	13512	13545	16894	19723	17222	14850	14598	13696	12343	177815	2.51%
	2020	15073	14706	8018	2653	2893	4991	7501	7387	8084	8770	7937	6744	94757	-46.71%
	2021	7402	6298	7548	9201	9936	14625	17044	16716	13476	12663	12961	11701	139571	47.29%
	2022	13042	13025	14590	13041	12890	18506	19396	17778	14257	14555	13429	12715	177224	26.98%
	2023	15944	14813	15550	14395	14715	20797	20430	19311	15391	14730	14648	13175	193899	9.41%
	2024	15565	15427	16270	14570	15092	17997	20354	17258	16236	15624	14715	13625	192733	-0.60%
	2025	16015	14961	16857	15331	16970	20455	20954	18328	17607	16545	15626	14778	204427	6.07%
	2026	17731	16381	16901	16774	15283	19924	21071	19354	0	0	0	0	0	
EASTTOWN	**2018**	27973	24084	28349	27487	27068	30526	33781	32462	28684	28684	26673	25587	341358	10.31%
	2019	30566	28729	30529	29221	29231	33377	36995	33153	29586	29798	28005	27419	366609	7.40%
	2020	31521	30967	24061	15699	17160	20736	27497	28951	27952	30489	28141	25249	308423	-15.87%
	2021	25139	22620	25200	27449	28850	33196	36343	35505	31274	28875	29470	29397	353318	14.56%
	2022	30990	28501	30917	29483	30655	33589	35778	35565	30845	30330	30102	29249	376004	6.42%
	2023	30838	28781	31982	29334	29620	33829	33918	34253	29883	28854	28512	27989	367793	-2.18%
	2024	28309	28220	30034	28434	28347	30411	32319	30796	27704	28242	27221	26313	346350	-5.83%
	2025	27629	25570	27912	27501	28626	30649	32055	30700	28166	28710	26610	26120	340248	-1.76%
	2026	29419	26941	28231	28206	25814	28060	29960	29435	0	0	0	0	0	
HONEY BROOK	**2018**	5416	5298	6292	5851	5389	6327	7555	6122	5504	5967	5720	5420	70861	4.39%
	2019	6051	6068	5853	5821	5518	6650	7552	6507	5270	5969	5802	4884	71945	1.53%
	2020	5559	6278	3395	561	554	1696	4068	4717	4838	4579	3697	3096	43038	-40.18%
	2021	4810	4502	5955	5079	4984	5597	6829	6303	5774	5589	5399	5147	65968	53.28%
	2022	5130	5554	6007	5202	5166	6548	6209	5919	5108	5481	5446	4770	66540	0.87%
	2023	5681	5350	5899	5630	5382	6370	6689	6559	5588	5801	5892	5086	69927	5.09%
	2024	5607	5873	6579	6429	6004	6555	7105	5729	4541	5858	5549	2735	68564	-1.95%
	2025	1689	1875	7697	7997	8976	8517	10129	8855	7933	8538	7189	7035	86430	26.06%
	2026	8178	7508	8366	8039	8228	9809	10573	9611	0	0	0	0	0	
KENNETT	**2018**	13977	13147	15378	13999	14772	17625	20430	19251	14658	15465	14189	13277	186168	-2.80%
	2019	13948	12581	14144	13752	13691	16360	20071	16926	13556	14258	13490	12777	175554	-5.70%
	2020	14354	14084	10648	5252	5702	7342	11411	14181	13638	13960	13553	14245	138370	-21.18%
	2021	14992	14298	16792	15184	15477	18035	19121	17574	14429	14519	14061	13276	187758	35.69%
	2022	15185	14528	16139	15223	15107	17966	19784	19807	15628	14960	14917	14494	193738	3.18%
	2023	16881	15216	17328	15289	11563	13558	24160	23804	20003	19355	19081	18823	215061	11.01%
	2024	20201	19246	21202	20069	19395	22682	24212	22684	19302	19262	19067	17866	245188	14.01%
	2025	19705	18308	20724	19805	20226	22382	23006	22438	18664	20808	18708	18368	243142	-0.83%
	2026	20965	19628	20805	19846	20444	24243	26493	25809	0	0	0	0	0	
MALVERN	**2018**	6405	6096	6715	6137	6318	8353	10024	9158	6619	7166	6367	6077	85435	-2.78%
	2019	6959	6470	7080	6435	6482	7957	9783	8479	6384	6491	6042	5679	84241	-1.40%
	2020	6449	6412	3699	1230	1343	2339	3847	3699	3754	4137	3793	3563	44265	-47.45%
	2021	4855	4636	5337	4804	4953	7123	8306	7705	6238	6562	6355	6007	72881	64.65%
	2022	6652	6317	7295	6921	6534	7769	8557	8451	6916	7292	6724	6223	85651	17.52%
	2023	7056	7012	7876	6751	7159	8362	8892	8832	7432	6792	6610	6514	89288	4.25%

	2024	4855	5049	6319	6371	6859	7691	8887	8671	7896	7446	7184	7136	84364	-5.51%
	2025	7094	6827	7917	7512	7768	8636	9536	8907	7918	7592	7194	6978	93879	11.28%
	2026	7896	7311	8355	7793	7735	8901	9722	9833	0	0	0	0	0	
OXFORD	**2018**	8922	8768	9747	9779	9012	11180	12117	11964	9870	10368	9255	7781	118763	1.41%
	2019	10087	8920	10355	10203	9516	10613	12359	11274	9283	9813	9103	8228	119754	0.83%
	2020	9446	9737	6129	2253	2450	4104	8388	9343	9057	9615	8511	8942	87975	-26.54%
	2021	8943	8743	10187	8422	8052	10022	11649	11732	9322	9227	8956	8667	113922	29.49%
	2022	9248	9055	9921	9403	8768	11232	12102	12467	9624	9734	9468	8726	119748	5.11%
	2023	9626	9160	9982	9054	8944	11825	12298	11592	9644	9200	9269	8526	119120	-0.52%
	2024	9654	9287	10039	9598	9502	11032	12331	11490	9818	9237	8963	8154	119105	-0.01%
	2025	9052	8505	9081	9265	8907	10451	12268	11203	9365	9273	8293	7862	113525	-4.68%
	2026	9539	8802	9288	9006	8869	10868	11836	10931	0	0	0	0	0	
PARKESBURG	**2018**	4365	4671	4750	5011	3994	4958	5472	5044	4194	4946	4731	4022	56158	-2.78%
	2019	4805	4558	4712	4310	3442	4283	5178	4224	3946	4835	4636	4592	53521	-4.70%
	2020	4984	4685	2773	386	341	1520	3465	3762	4051	4486	4349	4464	39266	-26.63%
	2021	3712	3592	4541	3540	3527	4129	4215	3847	3506	3746	3492	3742	45589	26.49%
	2022	3492	3623	3567	3479	3724	4192	4154	4152	3620	3803	3654	3443	44903	-1.50%
	2023	4062	3688	4966	4168	4254	5137	4716	4656	4120	4412	4146	3902	52227	16.31%
	2024	4795	4672	5068	4992	4864	5399	5720	5802	5159	5777	5576	5074	62898	20.43%
	2025	6007	5862	5972	5423	6011	6734	7210	6670	6123	6457	6193	5422	74084	17.78%
	2026	5824	5958	6193	5983	5760	6907	7405	6883	0	0	0	0	0	
PHOENIXVILLE	**2018**	16378	15456	18147	17387	17182	21454	24052	21636	17349	18362	17113	14747	219263	2.77%
	2019	18264	16664	17865	17693	16611	20239	24236	21452	17445	17899	16604	15078	220050	0.36%
	2020	17764	16994	10396	4091	4473	6806	10460	10489	10356	10627	9706	9926	122088	-44.52%
	2021	11449	10373	11464	9850	10516	15431	18997	18858	15931	15888	15691	15045	169493	38.83%
	2022	16988	16708	18590	17403	16642	20050	22194	21770	18064	18045	17723	16610	220787	30.26%
	2023	19867	18307	20911	19153	19304	23038	23956	23975	20696	19617	19255	18806	246885	11.82%
	2024	21928	21195	22729	20970	20273	23982	26690	24273	20673	21716	21114	20076	265619	7.59%
	2025	23873	22334	24730	23232	24744	27893	30212	28143	24718	25750	24292	23200	303121	14.12%
	2026	25943	23616	24589	25612	24573	27943	29372	27294	0	0	0	0	0	
SPRING CITY	**2018**	2772	2887	3401	2923	3007	4212	4618	4166	3163	3102	2704	2318	39273	-3.99%
	2019	2948	2858	3144	2892	3184	3971	4980	3791	2666	2734	2551	2171	37890	-3.52%
	2020	2908	2946	1715	471	518	1011	2123	2627	2299	2235	2181	1636	22670	-40.17%
	2021	1571	1347	1478	1627	1914	2374	2685	3191	2626	2160	2251	2048	25272	11.48%
	2022	2096	2174	2885	2558	2443	3205	3635	3562	2864	2680	2730	2584	33416	32.23%
	2023	2782	2582	3054	2848	3074	3919	3904	3721	3110	2943	2762	2580	37279	11.56%
	2024	3152	2968	3162	3150	2952	3573	3955	3670	2659	2897	2636	2625	37399	0.32%
	2025	2864	2931	3111	3068	3209	3799	3922	3695	3036	2986	2872	2545	38038	1.71%
	2026	2825	2540	2935	2638	2647	3565	3722	3394	0	0	0	0	0	
TREDYFFRIN/PAC	**2018**	30450	29542	33492	30027	29914	34180	37196	34597	30110	30224	29301	27796	376829	1.53%
	2019	32444	30670	33220	31319	29629	32899	36563	35057	31093	31583	29979	29330	383786	1.85%
	2020	32884	33602	20374	8202	8923	13557	22464	25710	25925	25290	22762	19922	259615	-32.35%
	2021	20659	18421	24680	24230	24718	29178	32707	31704	24807	26929	26285	26682	311000	19.79%
	2022	28040	27215	29181	28411	27226	30653	33428	33568	27421	27976	27783	27674	348576	12.08%

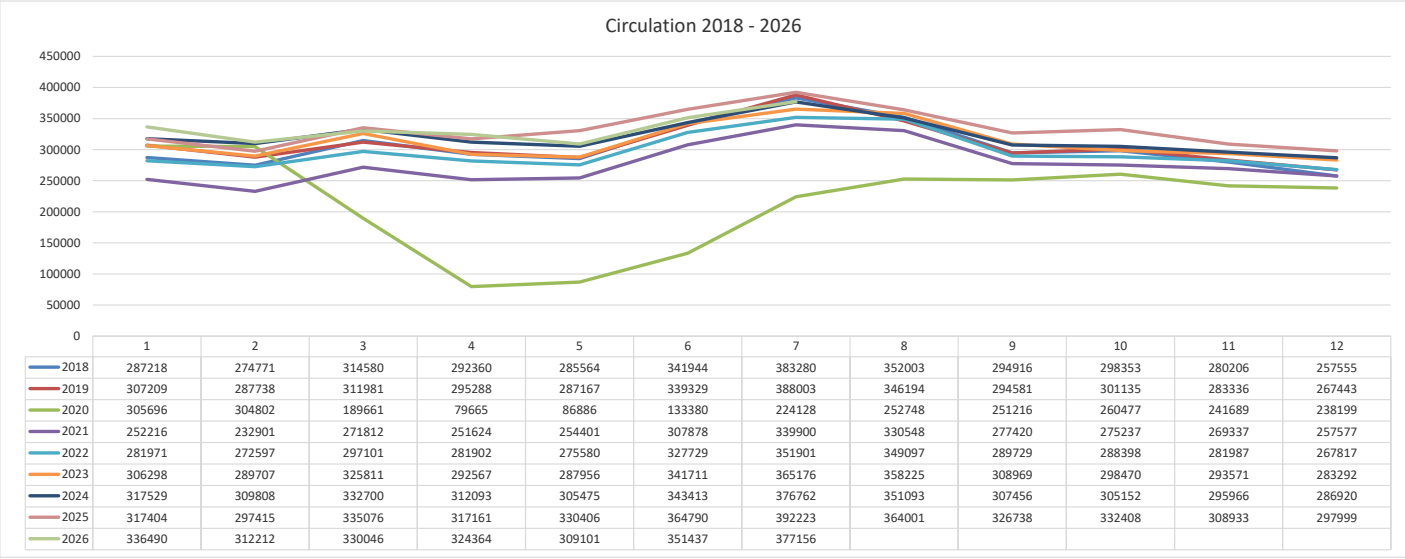
	2023	29657	28481	31813	28150	28181	31593	33983	33308	27822	28048	27995	27771	356802	2.65%
	2024	29948	29070	31479	28936	27825	30893	34214	32566	28332	27431	26658	27432	354784	-0.57%
	2025	28702	26487	30430	28536	30176	32123	35422	32962	29509	29446	28080	26826	358699	1.10%
	2026	29712	28110	30258	28706	29130	31452	34225	34568	0	0	0	0	0	
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	10699	12891	14687	13517	11384	11641	10267	9529	137295	-2.04%
	2026	10557	10101	10787	10935	10265	12363	13928	13690	0	0	0	0	0	

		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	392223	364001	326738	332408	308933	297999	3984554	3.67%
	2026	336490	312212	330046	324364	309101	351437	377156	362688						

		January	February	March	April	May	June	July	August	September	October	November	December	Total
2016 to 2015	2016<2015	-3.67%	2.84%	-1.68%	2.02%	4.32%	-0.99%	-4.71%	-0.53%	-3.39%	-3.83%	-3.11%	-4.27%	-1.51%
2017 to 2016	2017<2016	-0.96%	-7.78%	3.26%	-1.53%	0.84%	-3.65%	-0.54%	-2.00%	-0.80%	2.25%	0.98%	-3.96%	-1.18%
2018 to 2017	2018<2017	-2.58%	-0.48%	-2.34%	0.46%	-2.36%	-0.88%	2.55%	0.00%	1.45%	1.30%	-0.30%	3.13%	-0.01%
2019 to 2018	2019<2018	6.96%	4.72%	-0.83%	1.01%	0.56%	-0.76%	1.23%	-0.17%	-0.12%	0.93%	1.10%	3.83%	1.27%
2020 to 2019	2020<2019	-0.49%	5.93%	-39.21%	-73.02%	-69.74%	-60.69%	-42.24%	-27.00%	-14.72%	-13.50%	-14.70%	-10.93%	-30.76%
2021 to 2020	2021/2020	-17.50%	-23.59%	43.31%	215.85%	192.79%	130.83%	51.65%	30.78%	10.43%	5.67%	11.44%	8.14%	29.29%
2022 to 2021	2022/2021	11.80%	17.04%	9.30%	12.03%	8.33%	6.45%	3.53%	5.61%	4.46%	4.78%	4.70%	3.98%	7.38%
2023 to 2022	2023/2022	8.63%	6.27%	9.7%	3.78%	4.49%	4.27%	3.77%	2.62%	6.64%	3.49%	4.11%	5.78%	5.19%
2024 to 2023	2024/2023	3.67%	6.59%	2.11%	6.67%	6.08%	0.50%	3.08%	-1.75%	-0.49%	2.19%	0.81%	1.26%	2.41%
2025 to 2024	2024/2025	-0.04%	-3.83%	0.71%	1.60%	7.55%	5.70%	3.94%	3.55%	5.90%	8.20%	4.20%	3.72%	3.53%
2025 to 2026	2026/2025	-1.29%	-1.29%	-2%	2%	-7%	-4%	-4%	0%					

YTD2023		306298	289707	325811	292567	287956	341711	365176	357225	308969	298470	293571	283292	3750753	3.96%

YTD2024		317529	308808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3843367	2.41%
YTD2025		317404	297415	335076	317161	330406	364190	392223	364001	326738	332408	308933	297999	3983954	3.53%
YTD2026		336490	312212	330046	324364	309101	351437	377156	362688						3%
		January	February	March	April	May	June	July	August	September	October	November	December		
	2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555	3664768	
	2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443	3711423	
	2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199	2570567	
	2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577	3322872	
	2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817	3567831	
	2023	306298	289707	325811	292567	287956	341711	365176	358225	308969	298470	293571	283292	3753776	
	2024	317529	309808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920	3846391	
	2025	317404	297415	335076	317161	330406	364790	392223	364001	326738	332408	308933	297999	3986579	
	2026	336490	312212	330046	324364	309101	351437	377156							



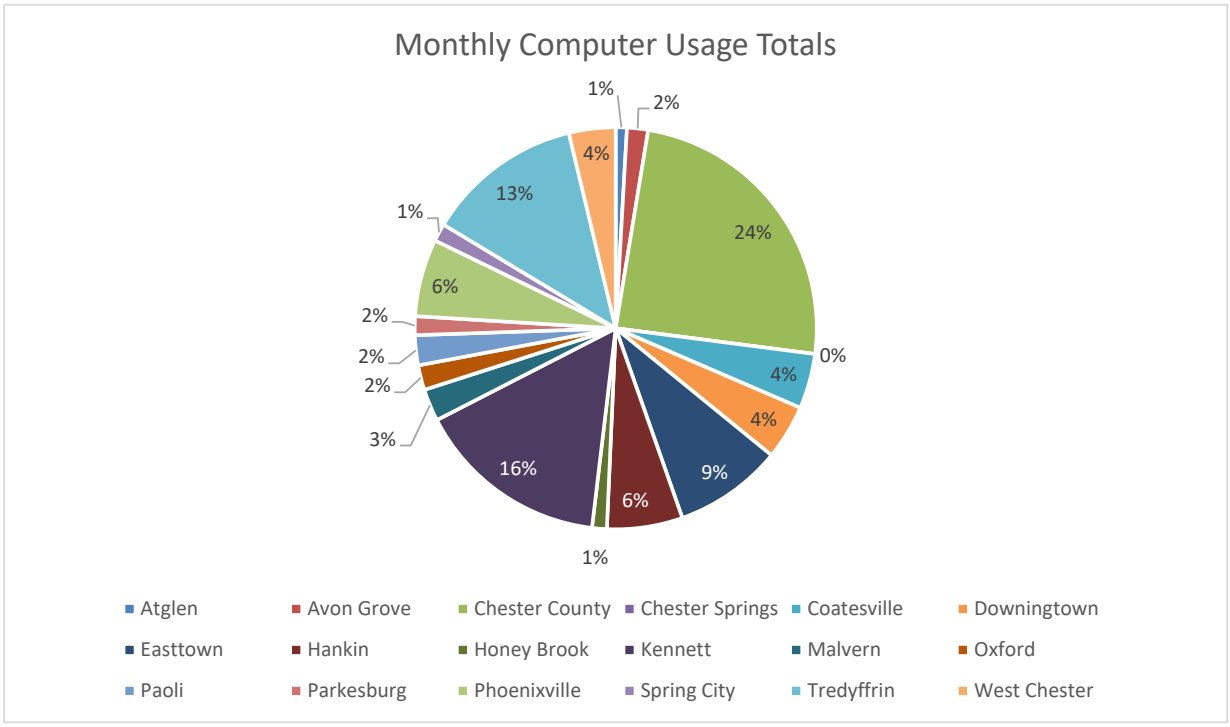
	1	2	3	4	5	6	7	8	9	10	11	12
2018	287218	274771	314580	292360	285564	341944	383280	352003	294916	298353	280206	257555
2019	307209	287738	311981	295288	287167	339329	388003	346194	294581	301135	283336	267443
2020	305696	304802	189661	79665	86886	133380	224128	252748	251216	260477	241689	238199
2021	252216	232901	271812	251624	254401	307878	339900	330548	277420	275237	269337	257577
2022	281971	272597	297101	281902	275580	327729	351901	349097	289729	288398	281987	267817
2023	306298	289707	325811	292567	287956	341711	365176	358225	308969	298470	293571	283292
2024	317529	309808	332700	312093	305475	343413	376762	351093	307456	305152	295966	286920
2025	317404	297415	335076	317161	330406	364790	392223	364001	326738	332408	308933	297999
2026	336490	312212	330046	324364	309101	351437	377156					

July 2026 Circulation		OverDrive	
	Sierra	eBooks + eAudio	Total
Atglen	3125	1243	4368
Avon Grove	9189	2079	11268
Chester County/Hankin	101166	45941	147107
Chester Springs	0	3054	3054
Coatesville	4578	1511	6089
Downingtown	16514	2840	19354
Easttown	17733	11702	29435
Honey Brook	8507	1104	9611
Kennett	16679	9130	25809
Malvern	8590	1243	9833
Oxford	8305	2626	10931
Parkesburg	5318	1565	6883
Phoenixville	16074	11220	27294
Spring City	2987	407	3394
Tredyffrin/Paoli	25716	8852	34568
West Chester	11032	2658	13690
TOTAL	255513	107175	362688

check 362688

Computer Usage																				
2026 (Sessions)	indicates missing data																			Pre-Pandemic
																2026 YTD	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	Percentage
Atglen	245	253	326	306	317	279	308	348					2382			0.84%	0.80%	0.85%	0.79%	0.78%
Avon Grove	626	630	644	642	691	666	662	656					5217			1.84%	2.15%	2.42%	2.65%	2.93%
Chester County	7655	9110	8339	8316	7899	8073	8247	9479					67118			23.67%	22.45%	23.16%	23.55%	25.39%
Chester Springs	0	0	0	0	0	0	0	0					0			0.00%	0.15%	0.70%	0.84%	0.54%
Coatesville	1194	984	1469	1479	1172	1214	1558	1716					10786			3.80%	4.80%	6.52%	6.71%	6.94%
Downingtown	1295	1351	1716	1817	1612	1854	1877	1710					13232			4.67%	4.23%	4.08%	4.29%	4.63%
Easttown	3363	3266	3435	3436	3606	3900	3836	3386					28228			9.95%	9.45%	9.06%	10.26%	9.77%
Hankin	2276	1944	2296	2079	2288	2205	2348	2358					17794			6.27%	6.33%	6.58%	7.00%	5.90%
Honey Brook	451	404	465	412	404	499	528	458					3621			1.28%	1.17%	1.12%	1.40%	1.00%
Kennett	6332	5662	6080	5901	6086	6032	6069	6035					48197			16.99%	16.96%	15.54%	9.85%	5.07%
Malvern	825	849	996	1021	982	1019	1033	1005					7730			2.73%	2.95%	2.07%	2.48%	2.38%
Oxford	731	754	796	807	728	772	771	774					6133			2.16%	2.50%	3.12%	3.54%	3.39%
Paoli	660	728	852	877	914	942	946	934					6853			2.42%	2.36%	2.01%	2.24%	3.07%
Parkesburg	372	384	518	577	535	601	633	586					4206			1.48%	1.36%	1.65%	1.70%	1.40%
Phoenixville	1841	1840	2014	1908	1864	2079	2222	2416					16184			5.71%	5.80%	6.07%	6.65%	7.55%
Spring City	361	411	495	509	535	461	490	554					3816			1.35%	1.27%	1.31%	1.60%	1.73%
Tredyffrin	3616	3633	3763	3853	3637	3911	4367	4892					31672			11.17%	11.46%	10.17%	10.47%	13.33%
West Chester	1043	850	1307	1544	1332	1457	1450	1453					10436			3.68%	3.82%	3.56%	3.98%	4.20%
																	0.00%			
System	32886	33053	35511	35484	34602	35964	37345	38760	0	0	0	0	283605			100.00%	100.00%	100.00%	100.00%	100.00%

July 2026 Computer Usage (Sessions)	Envisionware	Wireless	Total
Atglen	45	303	348
Avon Grove	204	452	656
Chester County	1557	7922	9479
Chester Springs	0	0	0
Coatesville	420	1296	1716
Downingtown	331	1379	1710
Easttown	639	2747	3386
Hankin	166	2192	2358
Honey Brook	185	273	458
Kennett	208	5827	6035
Malvern	118	887	1005
Oxford	235	539	774
Paoli	170	764	934
Parkesburg	176	410	586
Phoenixville	631	1785	2416
Spring City	202	352	554
Tredyffrin	503	4389	4892
West Chester		1453	1453
TOTAL	5790	32970	38760



Phoenixville Public Library

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026 - June 2027

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
400 Appropriations				
400.1 Appropriation - P.A.S.D.	202,419.00	607,257.00	-404,838.00	33.33 %
400.2 Appropriation - County	26,191.24	104,764.00	-78,572.76	25.00 %
400.3 Appropriation - State		131,632.00	-131,632.00	
400.4 Appropriation - Charlestown Tws		6,000.00	-6,000.00	
400.5 Appropriation - Schuylkill Twp	9,000.00	9,000.00	0.00	100.00 %
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	**237,610.24**	**885,913.00**	**-648,302.76**	**26.82 %**
412 Development Income				
412.1 Grants	20,000.00	75,000.00	-55,000.00	26.67 %
412.1.2 Grants - Restricted	75,000.00		75,000.00	
Total 412.1 Grants	**95,000.00**	**75,000.00**	**20,000.00**	**126.67 %**
412.2 Projects/Events		45,000.00	-45,000.00	
412.2.1 WWW - Restricted	2,553.55		2,553.55	
Total 412.2 Projects/Events	**2,553.55**	**45,000.00**	**-42,446.45**	**5.67 %**
412.6 Individual Giving				
412.6.1 Unsolicited	1,794.76		1,794.76	
412.6.3 Annual Appeal	1,048.03	50,000.00	-48,951.97	2.10 %
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	**2,842.79**	**56,000.00**	**-53,157.21**	**5.08 %**
412.7 Corporate Engagement		10,000.00	-10,000.00	
412.7.1 Third Party Fundraising	1,058.00		1,058.00	
Total 412.7 Corporate Engagement	**1,058.00**	**10,000.00**	**-8,942.00**	**10.58 %**
412.8 Planned Giving				
412.8.3 Unrestricted - Endowment		40,000.00	-40,000.00	
412.8.4 Restricted- Nancy Bruer Fund		1,800.00	-1,800.00	
Total 412.8 Planned Giving		**41,800.00**	**-41,800.00**	
Total 412 Development Income	**101,454.34**	**227,800.00**	**-126,345.66**	**44.54 %**
420 Operations Income				
420.1 Fines	4,063.91	22,500.00	-18,436.09	18.06 %
420.1.9 Collection Agency Report Charge	106.00		106.00	
420.10 Notary Services	160.00	1,500.00	-1,340.00	10.67 %
420.2 Passport Photos	600.00	0.00	600.00	
420.3 Interest	2,799.02	10,000.00	-7,200.98	27.99 %
420.4 Items Sold		3,300.00	-3,300.00	
420.4.1 Library Income	738.84		738.84	
420.4.2 PA Sales Tax	11.37		11.37	
Total 420.4 Items Sold	**750.21**	**3,300.00**	**-2,549.79**	**22.73 %**
420.5 Lost Books	991.02	3,000.00	-2,008.98	33.03 %

Phoenixville Public Library

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026 - June 2027

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.6 Other (Copier, etc.)		6,800.00	-6,800.00	
420.6.1 Library Income	1,796.48		1,796.48	
420.6.2 PA Sales Tax	5.30		5.30	
Total 420.6 Other (Copier, etc.)	**1,801.78**	**6,800.00**	**-4,998.22**	**26.50 %**
420.7 Rentals/Community Room	200.00		200.00	
420.8 Rentals/Collection		1,500.00	-1,500.00	
420.8.1 Library Income	319.13		319.13	
420.8.2 PA Sales Tax	4.69		4.69	
Total 420.8 Rentals/Collection	**323.82**	**1,500.00**	**-1,176.18**	**21.59 %**
420.9 Hot Spots		3,000.00	-3,000.00	
420.9.1 Library Income	342.16		342.16	
420.9.2 PA Sales Tax	-11.42		-11.42	
Total 420.9 Hot Spots	**330.74**	**3,000.00**	**-2,669.26**	**11.02 %**
Total 420 Operations Income	**12,126.50**	**51,600.00**	**-39,473.50**	**23.50 %**
Total Income	**$351,191.08**	**$1,165,313.00**	**$ -814,121.92**	**30.14 %**
GROSS PROFIT	**$351,191.08**	**$1,165,313.00**	**$ -814,121.92**	**30.14 %**
Expenses				
500 Adult Library				
500.1 Books				
500.1.1 Physical Books	7,458.93	33,000.00	-25,541.07	22.60 %
500.1.2 E-Materials	9,323.84	20,897.00	-11,573.16	44.62 %
500.1.3 Overdrive Holds Manager	2,214.34	33,150.00	-30,935.66	6.68 %
500.1.7 Flipster		650.00	-650.00	
Total 500.1 Books	**18,997.11**	**87,697.00**	**-68,699.89**	**21.66 %**
500.1.11 Library of Things		2,750.00	-2,750.00	
500.13 Professional Develop. Material	136.99	500.00	-363.01	27.40 %
500.14 Museum Passes	1,903.30	5,500.00	-3,596.70	34.61 %
500.15 Mobile Hotspots	1,447.00	1,000.00	447.00	144.70 %
500.2 Magazines & Newspapers	2,880.10	6,000.00	-3,119.90	48.00 %
500.3 Audios	1,128.69	5,000.00	-3,871.31	22.57 %
500.4 Videos	1,042.16	4,000.00	-2,957.84	26.05 %
500.5 Software	99.88	600.00	-500.12	16.65 %
500.7 Programs - Adult	1,750.00	5,000.00	-3,250.00	35.00 %
500.8 Program Supplies - Adult	141.37	1,500.00	-1,358.63	9.42 %
Total 500 Adult Library	**29,526.60**	**119,547.00**	**-90,020.40**	**24.70 %**
510 Youth Library				
510.1 Books	667.40		667.40	
510.1.1 Physical Books	3,301.27	20,000.00	-16,698.73	16.51 %
510.1.2 E-Materials	2,343.18	9,753.00	-7,409.82	24.03 %
Total 510.1 Books	**6,311.85**	**29,753.00**	**-23,441.15**	**21.21 %**
510.13 Young Adult - All	498.83	4,000.00	-3,501.17	12.47 %
510.14 Programs - Young Adults		1,000.00	-1,000.00	

Phoenixville Public Library

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026 - June 2027

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
510.15 Program Supplies - Young Adult	25.00	750.00	-725.00	3.33 %
510.2 Magazines	444.75	700.00	-255.25	63.54 %
510.3 Audios		2,000.00	-2,000.00	
510.4 Videos	204.47	2,000.00	-1,795.53	10.22 %
510.5 Software	186.68	1,000.00	-813.32	18.67 %
510.7 Programs - Children	780.00	6,000.00	-5,220.00	13.00 %
510.8 Program Supplies - Children	133.85	2,500.00	-2,366.15	5.35 %
Total 510 Youth Library	**8,585.43**	**49,703.00**	**-41,117.57**	**17.27 %**
520 Development Expense				
520.1 Annual Appeal		5,000.00	-5,000.00	
520.3 Special Events		20,000.00	-20,000.00	
520.5 Marketing		500.00	-500.00	
520.8 Donor Management	27.25	4,500.00	-4,472.75	0.61 %
Total 520 Development Expense	**27.25**	**30,000.00**	**-29,972.75**	**0.09 %**
530 Administration				
530.1 General				
530.1.1 Audit/Form 990	1,700.01	9,000.00	-7,299.99	18.89 %
530.1.2 Library Board Expenses		3,500.00	-3,500.00	
530.1.3 Staff Development/Memberships	989.40	5,000.00	-4,010.60	19.79 %
530.1.4 Insurance	-1,308.00	1,500.00	-2,808.00	-87.20 %
530.1.5 Advertising		500.00	-500.00	
530.1.7 Credit Card Fees	2,837.20	15,000.00	-12,162.80	18.91 %
530.1.8 Marketing and Website	1,351.02	4,500.00	-3,148.98	30.02 %
Total 530.1 General	**5,569.63**	**39,000.00**	**-33,430.37**	**14.28 %**
540 Utilities				
540.1 Electricity	4,631.20	19,000.00	-14,368.80	24.37 %
540.2 Gas	662.88	6,000.00	-5,337.12	11.05 %
540.3 Telephone	1,694.22	6,500.00	-4,805.78	26.06 %
540.4 Trash Collection		500.00	-500.00	
540.5 Water & Sewer		1,100.00	-1,100.00	
Total 540 Utilities	**6,988.30**	**33,100.00**	**-26,111.70**	**21.11 %**
550 Computer Expense	13.57		13.57	
550.2 Hardware		1,000.00	-1,000.00	
550.3 Hardware Maintenance	75.00		75.00	
550.4 Software	630.00	1,000.00	-370.00	63.00 %
550.5 Software Maintenance	2,489.60	4,000.00	-1,510.40	62.24 %
550.6 Supplies		3,000.00	-3,000.00	
Total 550 Computer Expense	**3,208.17**	**9,000.00**	**-5,791.83**	**35.65 %**
560 Other Supplies and Expense				
560.1 Collection Maintenance	227.03	4,000.00	-3,772.97	5.68 %
560.2 Library	2,055.64	5,000.00	-2,944.36	41.11 %
560.3 Office	717.82	5,000.00	-4,282.18	14.36 %

Phoenixville Public Library

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026 - June 2027

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
560.4 Postage	100.00	4,000.00	-3,900.00	2.50 %
Total 560 Other Supplies and Expense	**3,100.49**	**18,000.00**	**-14,899.51**	**17.22 %**
570 Equipment Leasing/Rental	1,869.57	7,000.00	-5,130.43	26.71 %
580 Buildings & Grounds				
580.1 Maintenance				
580.1.1 Buildings		1,000.00	-1,000.00	
580.1.2 Grounds		2,445.00	-2,445.00	
Total 580.1 Maintenance		**3,445.00**	**-3,445.00**	
580.5 Janitorial Expense				
580.5.1 Service	7,312.50	25,000.00	-17,687.50	29.25 %
580.5.2 Supplies	76.41	4,000.00	-3,923.59	1.91 %
Total 580.5 Janitorial Expense	**7,388.91**	**29,000.00**	**-21,611.09**	**25.48 %**
580.7 Minor Improvements and Repairs		500.00	-500.00	
Total 580 Buildings & Grounds	**7,388.91**	**32,945.00**	**-25,556.09**	**22.43 %**
Total 530 Administration	**28,125.07**	**139,045.00**	**-110,919.93**	**20.23 %**
610 Salaries & Benefits				
610.1 Salaries				
610.1.1 Full-Time	105,152.94	421,474.00	-316,321.06	24.95 %
610.1.2 Part-Time	45,838.84	164,970.00	-119,131.16	27.79 %
Total 610.1 Salaries	**150,991.78**	**586,444.00**	**-435,452.22**	**25.75 %**
610.2 Social Security Expense	5,426.91	22,431.00	-17,004.09	24.19 %
610.3 Employee Benefit Expense	23,469.12	116,143.00	-92,673.88	20.21 %
610.3.2 H.S.A. Contribution	6,000.00	7,000.00	-1,000.00	85.71 %
Total 610.3 Employee Benefit Expense	**29,469.12**	**123,143.00**	**-93,673.88**	**23.93 %**
610.4 Retirement Expense	25,434.87	95,000.00	-69,565.13	26.77 %
Total 610 Salaries & Benefits	**211,322.68**	**827,018.00**	**-615,695.32**	**25.55 %**
Total Expenses	**$277,587.03**	**$1,165,313.00**	**$ -887,725.97**	**23.82 %**
NET OPERATING INCOME	**$73,604.05**	**$0.00**	**$73,604.05**	**0.00%**
Other Expenses				
750 Non-Operating Expense	63,459.00		63,459.00	
750.1 Furniture, etc.	325.69		325.69	
750.8 Other	150.00		150.00	
Total 750 Non-Operating Expense	**63,934.69**		**63,934.69**	
Total Other Expenses	**$63,934.69**	**$0.00**	**$63,934.69**	**0.00%**
NET OTHER INCOME	**$ -63,934.69**	**$0.00**	**$ -63,934.69**	**0.00%**
NET INCOME	**$9,669.36**	**$0.00**	**$9,669.36**	**0.00%**

Phoenixville Public Library

Balance Sheet Comparison

As of Oct 1, 2026

	TOTAL	
	As of Oct 1, 2026	As of Oct 1, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
100 Phoenixville Federal Savings #1	$0.00	$0.00
100.1 Operating Checking (040016792)	140,898.21	19,910.46
100.2 Operating Money Market (45001815)	129,045.75	90,292.00
100.3 Operating Credit Card Receipts (110030095)	6,871.95	14,497.01
100.5 Certificate of Deposit (61513)	23,124.32	22,610.84
100.6 Certificate of Deposit (61514)	23,644.67	23,119.64
100.7 Certificate of Deposit (59971)	37,221.29	36,249.17
100.8 Certificate of Deposit (61515) - CLOSED	0.00	0.00
100.9 Customers Bank - MM (5987) Restricted - CLOSED	0.00	0.00
Total for 100 Phoenixville Federal Savings #1	**$360,806.19**	**$206,679.12**
101 StoneCastle/Cantor		
101.1 StoneCastle/Cantor - Harrop Capital Funds (Restricted)	97,759.05	195,100.30
101.2 StoneCastle/Cantor - Operating (Unrestricted)	372,946.93	310,917.40
Total for 101 StoneCastle/Cantor	**$470,705.98**	**$506,017.70**
105 Petty Cash	$245.03	$275.17
105.6 Paypal	-40.00	-40.00
Total for 105 Petty Cash	**$205.03**	**$235.17**
106 Circulation Cash	399.20	399.20
Total for Bank Accounts	**$832,116.40**	**$713,331.19**
Other Current Assets		
125 Supplies	0.00	0.00
130 Prepaid Expenses	453.00	453.00
140 Accounts Receivable - Other	0.00	0.00
Total for Other Current Assets	**$453.00**	**$453.00**
Total for Current Assets	**$832,569.40**	**$713,784.19**
Fixed Assets		
150 General Fixed Assets		
150.1 Leasehold Improvements		
150.1.1 1999/2000 Addition	0.02	0.02
150.1.2 General	0.06	0.06
Total for 150.1 Leasehold Improvements	**$0.08**	**$0.08**
150.2 2012/2013 Renovation	0.00	0.00
150.6 Computer Equipment	4,441.10	4,441.10
150.8 Furniture & Fixtures	2,487.78	2,487.78
Total for 150 General Fixed Assets	**$6,928.96**	**$6,928.96**
Total for Fixed Assets	**$6,928.96**	**$6,928.96**
Total for Assets	**$839,498.36**	**$720,713.15**

Phoenixville Public Library

Balance Sheet Comparison

As of Oct 1, 2026

	TOTAL	
	As of Oct 1, 2026	As of Oct 1, 2025 (PY)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
201 Accounts Payable	81,686.75	97,248.34
220 Credit Card Payables	200.00	200.00
Total for Accounts Payable	**$81,886.75**	**$97,448.34**
Other Current Liabilities		
221 Accounts Payable - Other	0.01	0.01
230 Employee Costs Payable		
230.1 Salaries Payable	72,812.23	72,812.23
230.5 Accrued Vacation	0.00	0.00
230.9 Reimbursements by PPL	0.00	0.00
Total for 230 Employee Costs Payable	**$72,812.23**	**$72,812.23**
250 Deferred Income	0.00	0.00
Total for Other Current Liabilities	**$72,812.24**	**$72,812.24**
Total for Current Liabilities	**$154,698.99**	**$170,260.58**
Long-term Liabilities		
280 Line of Credit (3 year)	0.00	0.00
Total for Long-term Liabilities	**$0.00**	**$0.00**
Total for Liabilities	**$154,698.99**	**$170,260.58**
Equity		
300 Opening Bal Equity	60,368.66	60,368.66
310 Contributed Capital	0.24	0.24
319 Net Assets	612,951.90	645,281.87
Net Income	11,478.57	-155,198.20
Total for Equity	**$684,799.37**	**$550,452.57**
Total for Liabilities and Equity	**$839,498.36**	**$720,713.15**

Phoenixville Public Library
Board of Trustees
By-Laws

Preamble

The Phoenixville Public Library, established in 1896 by the directors of the Phoenixville Area School District (the "Board of School Directors") as the Public Library of the Phoenixville School District, provides free library and information services as it fulfills its role as a member of the Chester County Library System, serving the Phoenixville Area School District and Charlestown Township.

ARTICLE I. NAME

The name of this organization shall be the Phoenixville Public Library.

ARTICLE II. MISSION

The mission of the Phoenixville Public Library is to provide equitable access to information, education, and cultural enrichment for all members of the community.

ARTICLE III. BOARD

Section 1. The Board of Trustees of the Phoenixville Public Library (the "Library Trustees") shall consist of nine members, including the President of the Board of School Directors of the Phoenixville Area School District or a designee of the President, and the Superintendent of Schools or a designee of the Superintendent. The remaining seven Library Trustees shall, to the extent possible, include at least one member from each of the townships served by the Phoenixville Area School District and the Borough of Phoenixville itself.

Section 2. The seven Library Trustees other than the President of the Board of School Directors (or the President's designee) and the School Superintendent (or the Superintendent's designee) shall be elected by the Board of School Directors.

Section 3. Expiration dates of the terms of each of the seven Library Trustees other than the President of the Board of School Directors (or the President's designee) and the School Superintendent (or the Superintendent's designee) shall be staggered. Annually, at least two members shall be elected by the Board of School Directors for the term of three years. Each elected Library Trustee shall serve until his or her successor is duly qualified and elected, and, in the case of vacancy, shall serve for the remainder of any unexpired term.

Section 4. The Library Trustees may set in motion due process for removal of an elected Library Trustee who fails to perform the duties required of a Library Trustee, which removal shall be subject to confirmation by the Board of School Directors.

ARTICLE IV. OFFICERS

Section 1. The officers of this organization shall be a president, a vice president, a recording secretary, and a treasurer.

Section 2. The president, vice president, recording secretary, and treasurer shall be elected to serve for one year or until their successors are elected, and their terms of office shall begin at the close of the July meeting at which they were elected.

Section 3. The president of this organization shall preside over all meetings of Library Trustees, and shall perform all other duties as are incident to the office or are properly required by a resolution passed by the Board. During the absence or disability of the president, the vice president (if any and in the order designated by the Board) may exercise all functions of the president. If there is no vice president, then the treasurer shall perform such duties of the president during the absence or disability of the president. The recording secretary shall keep the minutes of all meetings and shall have the authority to certify such meeting minutes, and at other times may perform such duties as are directed by the president or the Board. The treasurer shall assist with documenting the financial condition of the organization, and at other times may perform such duties as are directed by the president or the Board.

ARTICLE V. DUTIES OF THE BOARD

The duties of the Library Trustees shall be: to secure adequate funding for the library, to hire the Executive Director, to evaluate the performance of the Executive Director on a yearly basis, to determine library policy, to approve the budget and the monthly financial statements and the annual independent audit, to attend meetings of the Library Trustees regularly, to work actively for the improvement of all libraries — supporting library legislation locally, statewide and nationally — and to become familiar with what constitutes good service.

ARTICLE VI. MEETINGS

Section 1. The regular meetings of the Library Trustees shall be held on the first Monday of each month, year round, unless otherwise ordered by the president. There shall be notification of at least one week for change in date of meeting.

Section 2. Special meetings can be called by the president, the purpose of the meeting to be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Meetings of the Library Trustees shall take place at a meeting open to the public unless closed for a purpose or purposes consistent with the Pennsylvania Sunshine Act, as may be amended from time to time. If closed by the Library Trustees for purposes of executive session, only Library Trustees and individuals invited by the Library Trustees may be present. Library Trustees may discuss the business conducted in an executive session only with other Library Trustees or with persons present in the executive session by invitation of the Library Trustees. Library Trustees shall not discuss the business conducted in an executive session with

others except with the consent of a majority of the Library Trustees. The Library Trustees may choose to seek the advice of legal counsel when considering granting said consent. The regular Library Trustees meeting minutes shall indicate when the Library Trustees went into an executive session, what the primary reason was, when the Library Trustees came out of executive session, and a general description of any formal decisions that were made in executive session. Nothing in the meeting minutes shall divulge any confidential information discussed in executive session.

Section 4. The Executive Director shall attend all Library Trustees meetings except during executive sessions called for the purpose of discussing the employment or performance of the Executive Director and where the Executive Director has not requested in writing that said executive sessions be conducted publicly. The duties of the Executive Director are: to act as executive officer of the Library Trustees, having sole charge of the administration of the library under the direction and review of the Library Trustees, to be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operating of the library under the financial conditions set forth in the annual budget.

Section 5. One or more persons may participate in a meeting of the Library Trustees by means of a conference telephone or other electronic technology by means of which all persons participating in the meeting can hear each other.

ARTICLE VII. COMMITTEES

Committees, standing or special, local or system wide, shall be appointed by the president as deemed necessary to carry on the work of the Library Trustees. The president shall publicly announce at meetings of the Library Trustees the creation of any such committee contemporaneously with its creation, with the expectation that once created, said committees will regularly furnish the Library Trustees with a committee report. The president shall be ex-officio a member of all committees except the nominating committee.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Library Trustees in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Library Trustees may adopt.

ARTICLE IX. AMENDMENT OF BY-LAWS

These by-laws can be amended at any regular meeting of the Library Trustees by a two-thirds vote of the full Library Trustees, provided that the amendment has been submitted in writing at the previous regular meeting.

Amended: 7/81
Amended: 4/87
Amended: 7/88

Amended: 11/02
Amended: 11/11/02
Amended: 8/16/04
Amended: 12/13/04
Amended: 10/12/09
Amended: 1/14/13
Amended: 3/10/14
Amended: 6/13/16
Amended: 12/6/21
Amended: 6/2/25