Board of Trustees Meeting
Agenda
February 9, 2015
6:00p.m.
Location: Community Meeting Room

Library Board members, please bring your e-meeting packet with you! Please notify Library Board President Mike English at 610.952.3006 or Executive Director Lara Lorenzi, 610-933-3013 x123 llorenzi@ccls.org, by Monday morning if you are unable to attend the meeting. The meeting will be chaired by Mike English.

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

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. Statistics
- g. Financials

IV. New Business - Discussion Items
- a. Draft Strategic Plan-Lara Lorenzi 10 minutes
- b. Marketing Plan Update- Lara Lorenzi/Mark Gerner 5 minutes
- c. Major Events/WWW discussion- Lauren Coy 10 minutes
- d. Foundation Report- Mike English 5 minutes
- e. Other new business 5 minutes

V. Old Business – Discussion Items
- a. Financial Reports- Lara Lorenzi/Don Titus 2 minutes
- b. Trustee Opening Announcements-Mike English 5 minutes
- b. Bed Bug Policy Amendments-Lara Lorenzi 5 minutes
- c. Other old business? 5 minutes

VI. Public Comments on Meeting – Limit 3 minutes per person

VII. 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.

VIII. Next meeting – Monday, March 9, 2015 /Adjournment

PHOENIXVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
January 12, 2015

A Regular Monthly Meeting was called to order by Mike English at 6:00 p.m.

BOARD MEMBERS PRESENT
Mike English, President; Bill Vogel, Vice President; Joe Koury, Secretary; Alan Fegley (for Consent Agenda only); Mark Gerner; Kim Moretti; and Betsy Ruch.

BOARD MEMBERS ABSENT
Don Titus, Treasurer, and Larry Way

STAFF PRESENT
Lara Lorenzi, Executive Director

GUESTS PRESENT
Laurie E. Harvey, CPA

CONSENT AGENDA
On motion made by Kim Moretti, seconded by Betsy Ruch, 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 Meeting held December 8, 2014; (ii) the Director's Report; (iii) the Youth Services Report; (iv) the Adult Services Report; (v) the Development Report; (vi) monthly Statistics; and (vii) Financial Statements.

NEW BUSINESS

- Draft Audit Report: Laurie E. Harvey, CPA, a partner with Maillie LLP, discussed the draft Annual Financial Report for the year ending June 30, 2014 as prepared by Maillie LLP for the Library. Ms. Harvey indicated the draft contained a "clean" audit of the Library's financial report, and highlighted the difference between the "governmental funds" and "government-wide financial statements" as set forth therein, with the latter being more akin to for-profit accounting and presenting a longer-term outlook. Ms. Harvey recommended two (2) changes to the draft for Library Board consideration, namely: (1) that the approximately $181,000.00 in "unassigned" fund balance in the "governmental fund" section of the report be included in the Library budget as expenses incurred in its Fiscal Year ending June 30, 2015, and (2) that the approximately $25,000.00 in "Operating Reserve" fund balance in the "governmental fund" section of the report be included in the "unassigned" fund balance portion thereof instead, with a footnote explanation. Ms. Harvey then offered several areas of suggested change in Library practices, namely: (1) that someone other than the Library bookkeeper mail checks after the bookkeeper prepares and posts them; (2) that someone other than the Library bookkeeper open and preliminarily review bank statements when received, prior to those statements then going to the bookkeeper for reconciliation; (3) that once the Library bookkeeper completes statement reconciliation, the Library Executive Director reviews the same; (4) that, with regard to Adult Programming, the Library collect fees for programming and remit payment to the programming provider, instead of the provider collecting fees and remitting a net payment to the Library; (5) that general journal entries made by the Library bookkeeper be reviewed prior to posting; and (6) that a better process of capturing Passport Application income be instituted by the Library. On motion made by Joe Koury, seconded by Mark Gerner, and by unanimous vote thereafter, the Board voted to accept the draft Annual Financial Report for the year ending

June 30, 2014 as prepared by Maillie LLP, with the two (2) revisions suggested by Ms. Harvey first being completed.

- Library Foundation: Mike English informed the Board that the Library Foundation held a meeting prior to December 31, 2014, but that no Library personnel were invited to attend. Mr. English indicated he understood the meeting to essentially be a re-organization meeting, thus the lack of outreach to the Library. Mr. English concluded by stating the Foundation anticipated meeting on January 13, 2015, and that he expected to attend on behalf of the Library.
- Conflict of Interest Policy: Lara Lorenzi discussed the Library's Conflict of Interest Policy adopted January 2005, and requested that the current Board members review and execute the same.
- Bed Bug Policy: On motion made by Mark Gerner, seconded by Kim Moretti, and by unanimous vote thereafter, the Board approved a draft Bed Bug Policy containing, among other items, a "three-strike" policy pursuant to which Library patrons may have their library privileges revoked.

OLD BUSINESS

- 2015 – 2016 Draft Budget: Lara Lorenzi indicated that on February 17, 2015, the Budget Committee of the Board of School Directors of the Phoenixville Area School District will be considering the draft budget as previously approved by the Library Board.
- Strategic Plan Update: Lara Lorenzi indicated the update process is ongoing, and staff continues to meet and discuss the same.
- Employee Handbook Update: Lara Lorenzi informed the Board that Keith Black, Director of Human Resources at the Phoenixville Area School District, was leaving the employ of the school district, and, thus, except for items requiring immediate attention, finalization must await the appointment of Mr. Black's successor, in order that personnel policies of the Library can be coordinated to the extent possible with those of the school district.

Nothing further appearing, the Board Meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Joseph K. Koury

Director's Report submitted by: Lara Lorenzi
February 2015 Library Board of Trustees Meeting

Informational Updates:

- Conflict of Interest Policy- I will be bringing blank copies for board member to fill out. I will keep these documents on file and will ask board members to fill one out each January.
- I will be passing out the Statements of Financial Interest forms from PASD. These must be filled out each year by our board members and select staff. All forms must be submitted to PASD by March 1st- this is required by law. Please take this seriously. If you do not fill out the forms you could be held financially liable by the Pennsylvania State Ethics Commission.
- The library will be making its budget presentation to the PASD board on Tuesday February 17, 2015. The PASD budget meeting is held in the Admin. Office board room and starts at 6pm. It would be great to have some board member attendance at the meeting as a show of support.
- I will be away on vacation March 13th –March 20th. In my absence, Maggie Stanton will be the person in charge. Mark Pinto will be attending the March budget meeting.

Personnel Updates:

We just received information from PASD that new hires will not be able to start work at the library until all 3 clearances are received by PASD HR department. There have also been new state changes in regards to clearances. Now all employees must get new clearances every 36 months. Anyone hired before January 2012 they must renew their clearances by December 2015, all other must renew 36 months from date of clearance. This holds true for volunteers as well. This will now have a financial impact on the library. I am working on the numbers and will have an update at the March 2015 meeting regarding this matter.

Facilities Update:

- PASD has been out to change light bulbs, replace a broken soap dispenser and other routine maintenance tasks.
- PASD has been preparing the sidewalks when we have had to deal with snow during work hours. They have been doing a great job with this. We also have a small supply of ice melt to help reapply when needed.
- Our snow removal contractors were out Saturday January 24th to remove the snow/slush from the walks and lay down ice melt.
- We are working with our cleaning company in order to make sure cleaning standards remain high. Some aspects of the routine cleanings have been slipping. I will be working with our office manager to set up appointments in order to receive cleaning proposals from other companies. It has been a long time since a RFP went out and I feel it might be time to do so again. If any of your have companies you would like to recommend, please let me know so I can contact them.

Statistical updates:

Door Count:

- Door count ytd:
    - From July 2013-January 2014 total door count was: 88,939
    - From July 2014-January 2015 total door count is: 79,738
        - This is a 10% decrease from 2013-2014. This is showing the impact due to the renovation.

- Door Count Current month:
  - January 2014 door count::10,465
  - January 2015 door count:: 10,342
    - This is a1% decrease from the previous year. Our numbers are starting to trend back in a positive manner. I expect to see much the same in February depending on the weather.

Chester County Library System Updates:

- The next DLM meeting is Tuesday February 3, 2015**.**
- At the last DLM/SAC meeting there was a presentation for Analytics on Demand a software that pulls demographic data, household data, etc. that we can use to see where our patrons are located in our geographic service areas along with data groups the house hold falls under in order to help target marketing. This software has 5 applications, patron profiles, collection intelligence, eBook insights, marketing action-patrons and marketing action-non-patrons. The system is looking at purchasing the software for use by the system. I think this is very valuable and something we need as a system in order to help us stay competitive, use currently marketing strategies in order to do comprehensive or targeted correspondence with patrons and non-patrons.
- Starting March 2, 2015 patrons will be able to freeze their holds. This is done solely by the patron with no staff interaction. A patron has to freeze the item before the hold is pulled. The patron has to also unfreeze the hold; staff members cannot do this for them. The default freeze is for 255 days.

State Updates: None at this time.

Computer Updates: Replacing passport photo printer.

Meetings Attended:

Date	**Meeting/Outreach/Training**
1/13	Joint SAC/DLM meeting in Exton
	Meeting with patron
	Rotary
1/15	Taste of Phoenixville
1/19	Library closed-Holiday
1/20	Rotary
1/21	PCHF Grantee Forum
	PA Clearance requirements for staff and volunteers-webinar
1/27	Meeting with patron
1/28	Communication Task Force Meeting
	Mtg. with Fred Perry and Lauren Coy- Foundation
1/29	Strategic Plan Meeting with key staff
2/3	DLM
	SAC Membership Agreement Review Committee mtg.
2/4	Mtg. with Maggie Stanton- HR items
	Mtg. with Lauren Coy and Mark Gerner-Marketing/Communication
2/5	Mtg. with Drexel MS Student
	Mtg. with Don Titus- Budget Presentation
2/6	Mtg. with Mike English

Youth Services Report for January 2015
February 2015 Board Meeting

Community Outreach

- U.S. Passport Agent Acceptance Sessions.
- Ongoing outreach to community schools via site visits and through contact regarding library events.

January Programming

Children's Library

Winter regular programming began on January 5.

Special Events Held in January:

- Judy Tudy the Clown, January 17.
- "If I Stay" Young Adult Movie Night, January 20.

Special Events Coming in February

- Take Your Child to the Library Day! All day Saturday, February 7. Activities table will offer crafts, activity sheets, and reading, reading information for parents, etc. Parents are encouraged to get their children library cards.
- Dolphin Tale 2 Family Movie Night, February 17 at 6:00 PM, (2014), rated PG.
- Rockin' Thru History – The Underground Railroad will be Saturday, February 21, at 3:00 PM: History told through music and storytelling.
- Valentine's Day Estimating Game for young adults. Winner receives the "guessed" candy in the jar and two movie tickets.

Future Programming

- We are invited to participate in the PASD Summer Camp Program again in 2015 – planning begun.
- Currently planning programming for remainder of school year.
- Ongoing planning for Summer 2015 programs and activities. Five weeks of intensive programming will run from July 6 through August 7. Thrilling Thursdays will be July 9 through August 6.

Accessibility

- Publicity for Early Winter programming: library calendar, various online calendars, and area print media.
- Library displays: Upstairs foyer display case: snow/winter theme. Snowflake/winter theme throughout Children's Library, including walls, bulletin board, ceiling, etc. Books/materials displays: Winter DVDs, International Creativity Month, Martin Luther King Day, Multicultural Day; authors Bridwell, San Souci, Grimm Brothers.

Meetings

- Attended PASD Budget Committee Meeting, January 13.
- Strategic Plan Meeting, January 29.

Training

Summer 2015 Training Meeting, Upper Merion Library, January 27.

Statistics:

Programs/Visits		Attendance/Individuals
Preschool Programs-Regular	30	724 Children/Adults
Preschool-1-2-3 Learn with Me	7	209 Children/Adults
Preschool-Special-Little Sprouts	1	30 Children/Adults
Preschool-Special-Rhythm Babies Music Class	1	20 Children/Adults
Preschool Programs-Outreach	5	67 Children/Adults
Preschool Visiting Group: PACLC	2	37 Children/Adults
Preschool/School Age: Judy Tudy the Clown	1	100 Children/Adults
School Age Programs	1	20 Children/Adults
School Age Visiting: VF Montessori School	1	15 Children/Adults
Young Adult Movie Night	1	8 Children/Adults
Total Youth Programs, January 2015	50	1,230 Children/Adults

Computer Usage Statistics:

Children's Internet Stations Usage, January 2015: 225 users; Young Adult: 184 users.
AWE Literacy Station Usage for January 2015: 31 hours, 626 total sessions, 29-minute average session

Respectfully submitted,

Rebecca F. Krause,
Director of Youth and Young Adult Services
February 2015

Adult Services Report
for
February 2015 Board Meeting

Regular Activities

- Work Adult Circulation Desk Tuesdays 9 AM – 1 PM, and as needed.
- Work weekly passport application acceptance shifts and schedule appointments.
- Staffed Ask Here PA online chat reference service 1/15 for an hour.

Meetings/Workshops

- Communication Leadership Team meeting 1/28.
- Strategic Plan staff meetings 1/12 & 1/29.
- State Dept. evaluation of passport program 1/13.
- Circulation staff meeting 1/21.
- Met with Jackie of Brandywine Senior Living 1/29 to discuss library programs and services that may be of benefit to the residents at their soon-to-be-open facility near Phoenixville.

Upcoming Special Programs/Events

- "Valentine Craft Class for Adults" with Helen Burnley 2/5.
- Movie Night: "Boyhood" 2/12.
- "Long Term Care Workshop" with Patrick & Colin Cissne (insurance and retirement specialist & financial advisor) 2/19.
- "Overlooked Tax Deductions" with Charles Wilfong, Wilfongtax.com 2/23.
- "Veterans Benefits Seminar" with Rebecca Hobbs, Attorney 2/26.
- Outreach presentations to Phoenixville Senior Center 2/23 & Spring Mill Senior Living 2/24 to promote Library services and electronic resources.
- Chesco Pops concert at Phoenixville Middle School (portion of proceeds benefits Library) 3/1.
- "Eleanor Roosevelt: The Arc of Her Journey" with Ann Atkins 3/5.

Program/Event Planning

- Finalizing presenters for Spring Adult Speakers & Events series.
- Continuing to look for speakers for monthly Jobseeker Speaker Series.

January Passport Application Acceptance Statistics

Appointments	269
Income	$8,310

vs. December

Appointments	105
Income	$2,625

January Computer Use Statistics

Laptop Checkouts	230
Adult Internet Stations Individual Usage	1295

January Program Statistics

Program	**Attendance**
Phoenix Book Club	14
OVR appointments	5
"Job Searching Online" class	1
One-on-One computer tutoring appointments	10
Phoenixville Area Time Bank orientation	2
ESL Conversation Class	2
Healthy Cooking/Cocina Saludable class	11
Jobseeker Support Group	20 (4 sessions)
One-on-One Job Counseling appointments	10
Phoenix Writers	12 (2 sessions)
Movie Night: "Saving Mr. Banks"	15
Saturday computer classes	39 (4 sessions)
"Photo Editing Workshop" 1/3	6
Joe Kenney Jazz Keyboard Concert 1/12	29
"12 Steps Toward Employment" 1/22	7
SCORE event: "How to Start & Operate a Small Business" 1/22	7
"Understanding Your Credit Report" 1/29	4
Total Program Attendance:	**194**

Respectfully submitted,

Mark Pinto
Adult Services Director

January 2015

Development Report

Meetings/Training/Events

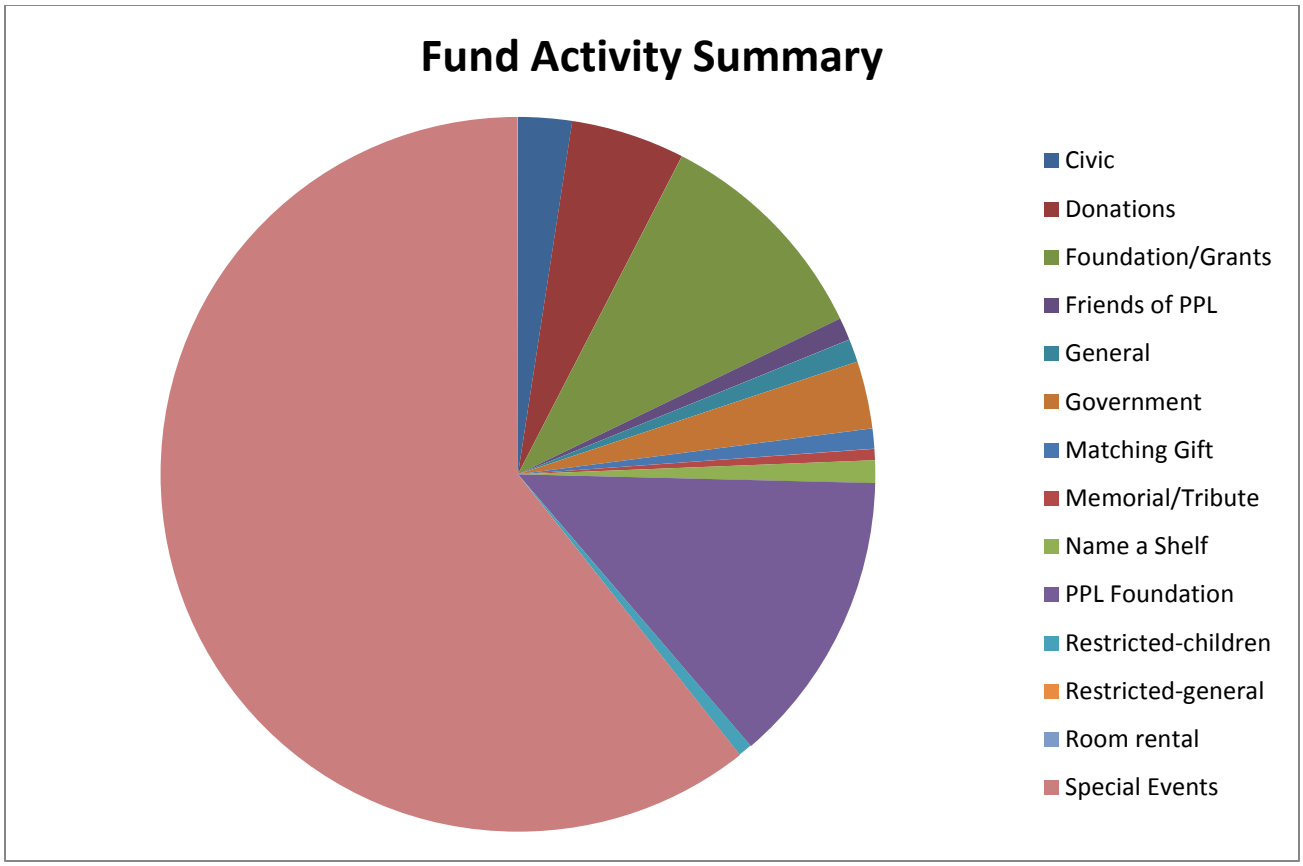
a. Grants/Fundraising
    a. Have submitted application for the following grants:
        a. PCHF
b. Collecting data/research for the following grants:
    a. The Genuardi Family Foundation
    b. The Connelly Foundation
    c. Wells Fargo
    d. The Patricia Kind Family Foundation
    e. H.O. West Foundation
    f. National Endowment for the Humanities (for the Foundation)

c. Other Business
    a. Continual meetings with Lara Lorenzi
    b. Attending weekly Rotary meetings
    c. Attending Strategic Planning meetings
    d. Set up proper meeting with several employees of Customers Bank
        a. Will take place mid-February
    e. Attended Taste of Phoenixville – The Good Samaritan Shelter's fundraiser
    f. Attended the Phoenixville Bank & Trust Check Presentation at Columbia Station
        a. The Library was recognized, as was Wine, Wit & Wisdom

d. Marketing
    a. I have finalized the Marketing & Communications plan for the Library to implement.
    b. Creation of marketing materials
        a. General brochure (in English and Spanish)
            1. More specific brochures/materials for fundraising opportunities
                - Planned giving/Bequests

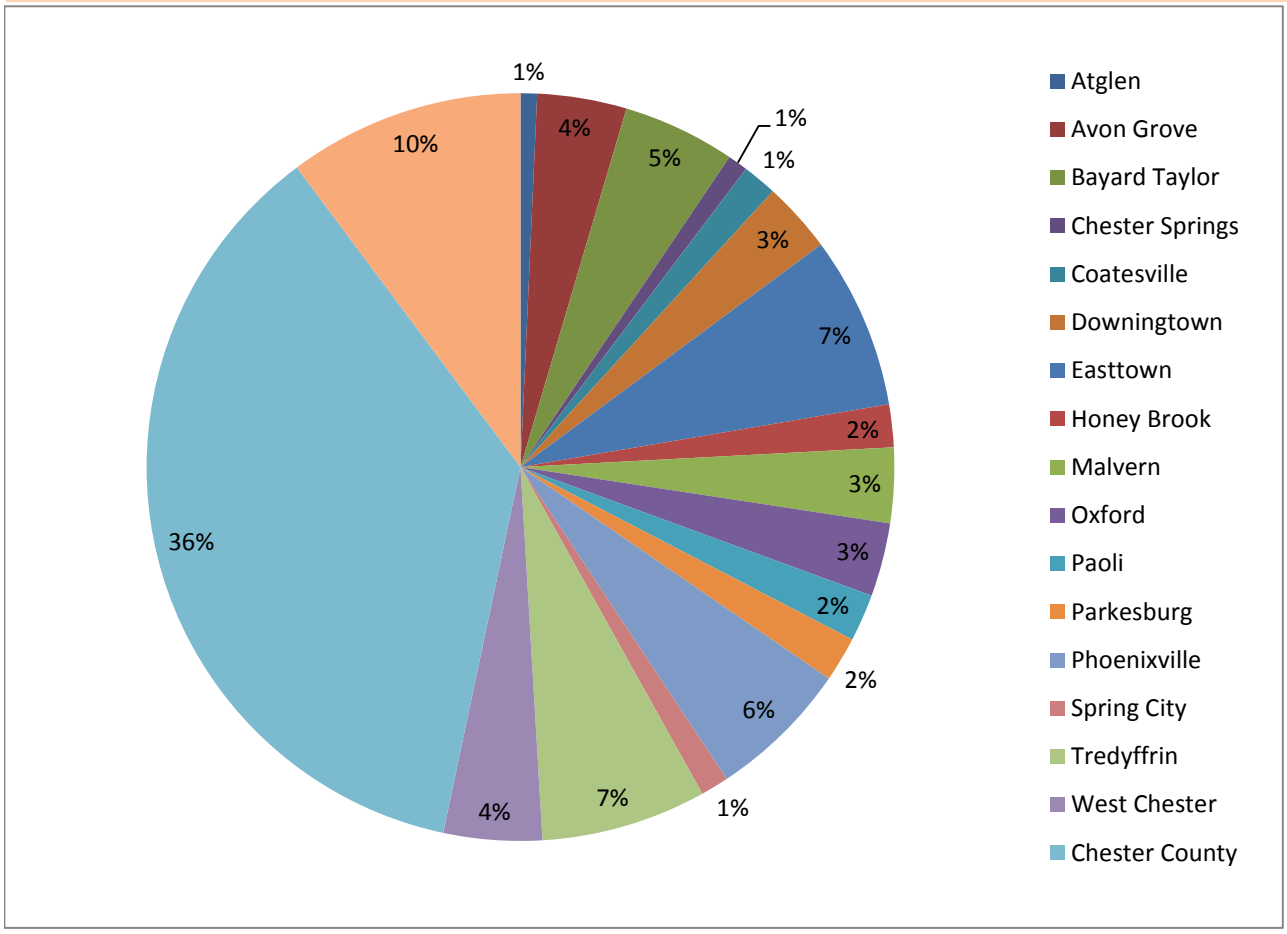
- Endowment
- Annual Fund
- General
- Restricted Giving
- In Memoriam/honor

2. Professional photographer to come take pictures to use for marketing purposes
    - Website
    - Printed materials
    - Social media



Annual	$ 5224.54
Civic	$ 1193.23
Donations	$ 2529.48
Foundation/Grants	$ 5045.34
Friends of PPL	$ 500.00
General	$ 513.90
Government	$ 1500.00
Matching Gift	$ 450.00
Memorial/Tribute	$ 250.00
Name a Shelf	$ 500.00
PPL Foundation	$ 6550.00
Restricted-children	$ 313.53
Restricted-general	$ 0.00
Room rental	$ 0.00
Special Events	$ 29,815.00
TOTAL	**$ 54,385.02**

January 2015 Circulation	Sierra	OverDrive	Total
Atglen	2123	79	2202
Avon Grove	10762	1176	11938
Bayard Taylor	13102	1919	15021
Chester Springs	2464	217	2681
Coatesville	4360	234	4594
Downingtown	8637	835	9472
Easttown	21746	1286	23032
Honey Brook	5310	401	5711
Malvern	9285	762	10047
Oxford	8793	1031	9824
Paoli	5781	532	6313
Parkesburg	5687	301	5988
Phoenixville	17138	1815	18953
Spring City	3420	335	3755
Tredyffrin	20494	1590	22084
West Chester	11838	1309	13147
Chester County	101573	11133	112706
Henrietta Hankin	29962	1590	31552
TOTAL	282475	26545	309020



OVERDRIVE January 2015	e-books	e-audio	Total
Atglen Public Library	53	26	79
Avon Grove Library	820	356	1176
Bayard Taylor Library	1524	395	1919
Chester County Library	8605	2528	11133
Chester Springs Library	136	81	217
Coatesville Library	168	66	234
Downingtown Library	664	171	835
Easttown Library	1071	215	1286
Henrietta Hankin Library	1246	344	1590
Honey Brook Library	293	108	401
Malvern Library	586	176	762
Oxford Library	800	231	1031
Paoli Library	411	121	532
Parkesburg Library	237	64	301
Phoenixville Library	1321	494	1815
Spring City Library	240	95	335
Tredyffrin Library	1227	363	1590
West Chester Library	1034	275	1309
TOTAL	20436	6109	26545

Phoenixville Public Library
Balance Sheet Prev Year Comparison
As of January 31, 2015

	Jan 31, 15	Jan 31, 14	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · Phoenixville Federal Savings #1				
100.1 · Operating Checking (040016792)	19,010.65	290,053.29	-271,042.64	-93.45%
100.2 · Operating Money Market	557,095.27	194,129.15	362,966.12	186.97%
100.3 · Operating Credit Card Receipts	12,994.80	17,082.54	-4,087.74	-23.93%
100.4 · El Puente	3,811.25	3,000.90	810.35	27.0%
Total 100 · Phoenixville Federal Savings #1	592,911.97	504,265.88	88,646.09	17.58%
105 · Petty Cash	500.00	500.00	0.00	0.0%
106 · Circulation Cash	500.00	500.00	0.00	0.0%
Total Checking/Savings	593,911.97	505,265.88	88,646.09	17.54%
Other Current Assets				
130 · Prepaid Expenses	2,520.00	0.00	2,520.00	100.0%
140 · Accounts Receivable - Other	0.00	-1,077.00	1,077.00	100.0%
Total Other Current Assets	2,520.00	-1,077.00	3,597.00	333.98%
Total Current Assets	596,431.97	504,188.88	92,243.09	18.3%
Fixed Assets				
150 · General Fixed Assets				
150.1 · Leasehold Improvements				
150.1.1 · 1999/2000 Addition	0.02	473,479.02	-473,479.00	-100.0%
150.1.2 · General	0.06	8,188.06	-8,188.00	-100.0%
Total 150.1 · Leasehold Improvements	0.08	481,667.08	-481,667.00	-100.0%
150.2 · 2012/2013 Renovation	0.00	493,597.00	-493,597.00	-100.0%
150.6 · Computer Equipment	-0.12	59,387.88	-59,388.00	-100.0%
150.8 · Furniture & Fixtures	0.28	392,049.28	-392,049.00	-100.0%
Total 150 · General Fixed Assets	0.24	1,426,701.24	-1,426,701.00	-100.0%
Total Fixed Assets	0.24	1,426,701.24	-1,426,701.00	-100.0%
TOTAL ASSETS	**596,432.21**	**1,930,890.12**	**-1,334,457.91**	**-69.11%**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
201 · Accounts Payable	-3.49	-3.49	0.00	0.0%
220 · Credit Card Payables	717.50	717.50	0.00	0.0%
Total Accounts Payable	714.01	714.01	0.00	0.0%
Other Current Liabilities				
221 · Accounts Payable - Other	0.01	-7,390.99	7,391.00	100.0%
230 · Employee Costs Payable				
230.5 · Accrued Vacation	5,809.00	0.00	5,809.00	100.0%
230.1 · Salaries Payable	5,973.95	5,059.95	914.00	18.06%
Total 230 · Employee Costs Payable	11,782.95	5,059.95	6,723.00	132.87%
Total Other Current Liabilities	11,782.96	-2,331.04	14,114.00	605.48%

Phoenixville Public Library
Balance Sheet Prev Year Comparison
As of January 31, 2015

	Jan 31, 15	Jan 31, 14	$ Change	% Change
Total Current Liabilities	12,496.97	-1,617.03	14,114.00	872.84%
Total Liabilities	12,496.97	-1,617.03	14,114.00	872.84%
Equity				
310 · Contributed Capital	0.24	873,104.24	-873,104.00	-100.0%
319 · Net Assets	218,015.50	724,387.24	-506,371.74	-69.9%
Net Income	365,919.50	335,015.67	30,903.83	9.23%
Total Equity	583,935.24	1,932,507.15	-1,348,571.91	-69.78%
TOTAL LIABILITIES & EQUITY	**596,432.21**	**1,930,890.12**	**-1,334,457.91**	**-69.11%**

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July 2014 through January 2015

	Jul '14 - Jan 15	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400 · Appropriations				
400.1 · Appropriation - P.A.S.D.	533,742.00	533,742.00	0.00	100.0%
400.2 · Appropriation - County	54,899.75	70,000.00	-15,100.25	78.43%
400.3 · Appropriation - State	83,910.00	85,000.00	-1,090.00	98.72%
400.4 · Appropriation - Charlestown Tws	0.00	5,500.00	-5,500.00	0.0%
400.5 · Appropriation - Schuylkill Twp	1,500.00	1,500.00	0.00	100.0%
Total 400 · Appropriations	674,051.75	695,742.00	-21,690.25	96.88%
412 · Development Income				
412.1 · Grants	5,145.34	50,000.00	-44,854.66	10.29%
412.2 · Projects/Events	31,738.37	50,000.00	-18,261.63	63.48%
412.3 · Annual Appeal	4,744.16	13,000.00	-8,255.84	36.49%
412.4 · Donations				
412.4.1 · Unrestricted	5,298.81	10,500.00	-5,201.19	50.47%
412.4.2 · Restricted - General	115.00	10,000.00	-9,885.00	1.15%
412.4.3 · Restricted - Children's	374.08	10,000.00	-9,625.92	3.74%
412.4.5 · El Puente	3,162.12			
Total 412.4 · Donations	8,950.01	30,500.00	-21,549.99	29.34%
412.5 · Civic Organizations	1,139.33	1,500.00	-360.67	75.96%
Total 412 · Development Income	51,717.21	145,000.00	-93,282.79	35.67%
420 · Operations Income				
420.1 · Fines	14,180.19	29,000.00	-14,819.81	48.9%
420.2 · Passport Applications	29,058.90	45,000.00	-15,941.10	64.58%
420.3 · Interest	411.57	1,500.00	-1,088.43	27.44%
420.4 · Items Sold	6,574.84	5,000.00	1,574.84	131.5%
420.5 · Lost Books	1,082.14	2,400.00	-1,317.86	45.09%
420.6 · Other (Copier, etc.)	3,528.81	4,500.00	-971.19	78.42%
420.7 · Rentals/Community Room	37.50			
420.8 · Rentals/Collection				
420.8.1 · Library Income	12,863.70	28,000.00	-15,136.30	45.94%
420.8.2 · PA Sales Tax	-2.00			
Total 420.8 · Rentals/Collection	12,861.70	28,000.00	-15,138.30	45.94%
Total 420 · Operations Income	67,735.65	115,400.00	-47,664.35	58.7%
Total Income	793,504.61	956,142.00	-162,637.39	82.99%
Expense				
500 · Adult Library				
500.1 · Books				
500.1.1 · Physical Books	16,294.88	32,600.00	-16,305.12	49.98%
500.1.2 · E-Books	787.18	4,140.00	-3,352.82	19.01%
Total 500.1 · Books	17,082.06	36,740.00	-19,657.94	46.49%
500.2 · Magazines & Newspapers	6,378.97	6,500.00	-121.03	98.14%
500.3 · Audios	4,172.76	8,000.00	-3,827.24	52.16%

Phoenixville Public Library
Profit & Loss Budget vs. Actual
July 2014 through January 2015

	Jul '14 - Jan 15	Budget	$ Over Budget	% of Budget
500.4 · Videos	4,975.24	10,000.00	-5,024.76	49.75%
500.5 · Software	247.36	1,000.00	-752.64	24.74%
500.6 · Reference	409.43	1,030.00	-620.57	39.75%
500.7 · Programs - Adult	2,012.00	4,800.00	-2,788.00	41.92%
500.8 · Program Supplies - Adult	233.97	1,330.00	-1,096.03	17.59%
Total 500 · Adult Library	35,511.79	69,400.00	-33,888.21	51.17%
510 · Youth Library				
510.1 · Books				
510.1.1 · Physical Books	13,982.04	28,800.00	-14,817.96	48.55%
510.1.2 · E-Books	262.38	1,300.00	-1,037.62	20.18%
Total 510.1 · Books	14,244.42	30,100.00	-15,855.58	47.32%
510.2 · Magazines	808.30	900.00	-91.70	89.81%
510.3 · Audios	693.77	3,000.00	-2,306.23	23.13%
510.4 · Videos	2,790.28	6,000.00	-3,209.72	46.51%
510.5 · Software	523.73	1,000.00	-476.27	52.37%
510.7 · Programs - Children	1,695.00	8,000.00	-6,305.00	21.19%
510.8 · Program Supplies - Children	2,302.02	6,000.00	-3,697.98	38.37%
510.13 · Young Adult - All	2,079.37	4,000.00	-1,920.63	51.98%
510.14 · Programs - Young Adults	174.09	1,500.00	-1,325.91	11.61%
510.15 · Program Supplies - Young Adult	396.68	1,000.00	-603.32	39.67%
Total 510 · Youth Library	25,707.66	61,500.00	-35,792.34	41.8%
520 · Development Expense				
520.1 · Annual Appeal	3,923.95	7,500.00	-3,576.05	52.32%
520.3 · Special Events	11,562.87	17,900.00	-6,337.13	64.6%
520.5 · Marketing	4,952.44	6,000.00	-1,047.56	82.54%
520.6 · Other	-273.15	250.00	-523.15	-109.26%
520.7 · El Puente Program	1,426.48			
Total 520 · Development Expense	21,592.59	31,650.00	-10,057.41	68.22%
530 · Administration				
530.1 · General				
530.1.1 · Audit/Form 990	150.00	7,500.00	-7,350.00	2.0%
530.1.2 · Library Board Expenses	1,302.86	3,000.00	-1,697.14	43.43%
530.1.3 · Staff Development/Memberships	1,437.76	4,000.00	-2,562.24	35.94%
530.1.4 · Insurance	-1,260.00	1,500.00	-2,760.00	-84.0%
530.1.5 · Advertising	449.98	1,000.00	-550.02	45.0%
530.1.6 · Legal Expense	1,219.64	6,500.00	-5,280.36	18.76%
530.1.7 · Credit Card Fees	829.31	1,500.00	-670.69	55.29%
530.1.8 · Marketing and Website	1,134.15	6,000.00	-4,865.85	18.9%
530.1.9 · Miscellaneous	249.50	400.00	-150.50	62.38%
Total 530.1 · General	5,513.20	31,400.00	-25,886.80	17.56%
540 · Utilities				
540.1 · Electricity	7,994.45	22,000.00	-14,005.55	36.34%
540.2 · Gas	1,178.65	5,000.00	-3,821.35	23.57%

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540.3 · Telephone	2,867.79	6,000.00	-3,132.21	47.8%
540.4 · Trash Collection	226.25	620.00	-393.75	36.49%
540.5 · Water & Sewer	940.98	1,100.00	-159.02	85.54%
Total 540 · Utilities	13,208.12	34,720.00	-21,511.88	38.04%
550 · Computer Expense				
550.2 · Hardware	0.00	5,350.00	-5,350.00	0.0%
550.4 · Software	75.10	500.00	-424.90	15.02%
550.5 · Software Maintenance	1,106.73	1,000.00	106.73	110.67%
550.6 · Supplies	1,620.49	6,350.00	-4,729.51	25.52%
Total 550 · Computer Expense	2,802.32	13,200.00	-10,397.68	21.23%
560 · Other Supplies and Expense				
560.1 · Collection Maintenance	3,458.86	6,000.00	-2,541.14	57.65%
560.2 · Library	1,381.17	5,000.00	-3,618.83	27.62%
560.3 · Office	1,767.37	5,000.00	-3,232.63	35.35%
560.4 · Postage	2,290.42	4,500.00	-2,209.58	50.9%
560.5 · Vending	166.82			
Total 560 · Other Supplies and Expense	9,064.64	20,500.00	-11,435.36	44.22%
570 · Equipment Leasing/Rental	3,383.72	6,000.00	-2,616.28	56.4%
580 · Buildings & Grounds				
580.1 · Maintenance				
580.1.1 · Buildings	56.26	1,000.00	-943.74	5.63%
580.1.2 · Grounds	41.99	500.00	-458.01	8.4%
Total 580.1 · Maintenance	98.25	1,500.00	-1,401.75	6.55%
580.5 · Janitorial Expense				
580.5.1 · Service	9,075.45	16,000.00	-6,924.55	56.72%
580.5.2 · Supplies	1,476.47	4,000.00	-2,523.53	36.91%
Total 580.5 · Janitorial Expense	10,551.92	20,000.00	-9,448.08	52.76%
580.7 · Minor Improvements and Repairs	12.99	1,500.00	-1,487.01	0.87%
Total 580 · Buildings & Grounds	10,663.16	23,000.00	-12,336.84	46.36%
Total 530 · Administration	44,635.16	128,820.00	-84,184.84	34.65%
610 · Salaries & Benefits				
610.1 · Salaries				
610.1.1 · Full-Time	199,204.11	356,974.12	-157,770.01	55.8%
610.1.2 · Part-Time	40,615.59	104,697.88	-64,082.29	38.79%
610.1.3 · Passport Agents	4,667.50	10,400.00	-5,732.50	44.88%
610.1.4 · Consultants	6,850.00	11,700.00	-4,850.00	58.55%
Total 610.1 · Salaries	251,337.20	483,772.00	-232,434.80	51.95%
610.2 · Social Security Expense	17,999.81	33,500.00	-15,500.19	53.73%
610.3 · Employee Benefit Expense	20,086.22	105,500.00	-85,413.78	19.04%
610.4 · Retirement Expense	8,298.27	42,000.00	-33,701.73	19.76%
Total 610 · Salaries & Benefits	297,721.50	664,772.00	-367,050.50	44.79%
Total Expense	425,168.70	956,142.00	-530,973.30	44.47%
Net Ordinary Income	368,335.91	0.00	368,335.91	100.0%

Phoenixville Public Library
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Other Income/Expense				
Other Expense				
750 · Non-Operating Expense				
750.1 · Furniture, etc.	2,416.41			
Total 750 · Non-Operating Expense	2,416.41			
Total Other Expense	2,416.41			
Net Other Income	-2,416.41			
Net Income	**365,919.50**	**0.00**	**365,919.50**	**100.0%**