



## Director's Report to the Library Board of Trustees December 8, 2022

### Operations

We are currently working with the Human Resources Director for Tredyffrin Township to review candidates for the Community Outreach and Adult Programs Librarian position at Tredyffrin Public Library. We also continue to experience turnover and continue hiring for part-time staff positions in order to increase operating hours at Tredyffrin Public Library.

Tredyffrin Public Library is open to the public:

- Monday – Thursday 10 am – 7 pm
- Friday – Saturday 10 am – 5 pm
- Sunday 1 pm – 5pm

Paoli Library is currently open to the public:

- Monday - Wednesday: 9:30 am – 5 pm
- Thursday: 9:30 am – 7 pm
- Friday: 9:30 am – 5 pm
- Saturday: 9:30 am – 5 pm

The Tredyffrin Township Board of Supervisors voted to approve the bids for replacement/repair work on Tredyffrin Public Library's roof and HVAC system. The request submitted to approve the bids is included at the end of this report.

The Friends of Tredyffrin Public Library have offered to redo the staff lounge with new equipment and furnishings. I've spoken with Kate Currigan regarding staff suggestions and have started marking furniture to discard. The Friends have also offered to bring in a company to clear out some additional old furniture and items in the basement along with the furniture from the staff lounge.

Capital requests for a new circulation desk, a book locker for book pickups, and some new shelving for the Children's Department are included in the Township's capital budget for 2023.

I'm currently working with the Head of Reference and Technology to reconfigure the floor space from the Circulation Desk to the teen area with new furnishings. We have received one quote and are awaiting a second to replace the bulk of tables and desk space in the area.

I've been meeting monthly with a member of the Public Works Department to address some building maintenance and upkeep needs.

### Building Access

In working with the Township to clear out some unused equipment from Tredyffrin Public Library and the old security gates (the gates utilized magnetic strip technology as an anti-theft measure) that were non-operational and were removed. Unfortunately, the individuals assisting with removing the security gates believed the door counter was part of the security system to be removed and the door counter for the Children's Department door was accidentally removed and discarded. We discovered the mistake



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

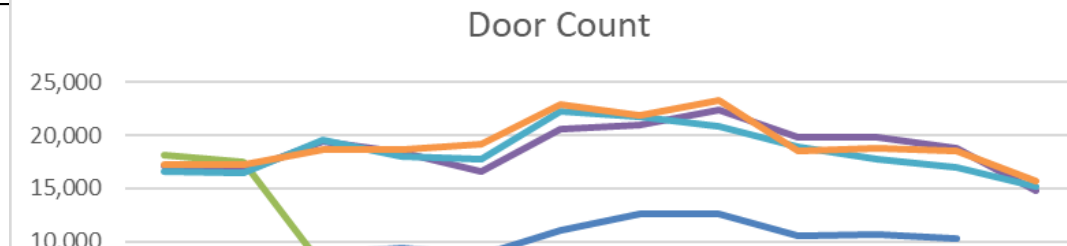
after the equipment had already been discarded. Unfortunately, the door counters are no longer available for purchase. Chester County has a spare that they will install as soon as possible. For the November door count data, we had 15 days of recorded data. For the purpose of creating a fairly accurate representation of door count data, the remaining 15 days for November were duplicated using the data for the first 15 days.

For the month of November, 10,323 library visits were recorded. Compared to October, the visitor count decreased by 284. Comparing January – November totals for 2021 and 2022, the door count increased by 76.2%.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
Sun	Paoli	5	0	2	0	0	11	12	2	0	0	2	34
	Tredyffrin	40	7	94	33	2	227	25	43	245	560	517	1,793
Mon	Paoli	337	335	340	343	420	349	366	565	350	364	372	4,141
	Tredyffrin	981	908	1,052	1,163	822	1,023	1,264	2,062	882	989	962	12,108
Tues	Paoli	330	333	422	393	409	416	381	526	428	497	528	4,663
	Tredyffrin	909	999	1,238	1,080	1,684	1,562	1,799	1,949	1,332	1,082	2,244	15,878
Wedns	Paoli	330	338	380	355	340	551	421	558	373	372	406	4,424
	Tredyffrin	712	814	1,119	1,004	1,097	1,607	1,464	1,885	1,362	1,205	1,147	13,416
Thurs	Paoli	357	343	481	387	392	636	499	500	518	467	287	4,867
	Tredyffrin	843	858	1,161	1,058	986	1,700	1,796	1,370	1,658	1,296	996	13,722
Fri	Paoli	277	312	370	460	320	305	624	423	439	463	237	4,230
	Tredyffrin	610	698	869	1,037	888	1,225	1,789	1,275	1,223	925	704	11,243
Sat	Paoli	180	247	192	305	242	343	338	298	366	621	331	3,463
	Tredyffrin	1,229	1,092	1,088	1,750	1,066	1,147	1,817	1,150	1,398	1,766	1,590	15,093
Total Paoli		1,816	1,908	2,187	2,243	2,123	2,611	2,641	2,872	2,474	2,784	2,163	25,822
Total Tredyffrin		5,324	5,376	6,621	7,125	6,545	8,491	9,954	9,734	8,100	7,823	8,160	83,253
Libraries Combined		7,140	7,284	8,808	9,368	8,668	11,102	12,595	12,606	10,574	10,607	10,323	109,075

	2022 YTD	2021 YTD	Difference	% Increase or Decrease
Paoli	25,822	16,035	9,787	61.0%
Tredyffrin	83,253	45,876	37,377	81.5%
Total	109,075	61,911	47,164	76.2%

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	7,147	7,284	8,808	9,368	8,668	11,102	12,595	12,606	10,574	10,607	10,323	
2021	0	2,088	4,043	4,763	5,578	7,160	8,345	8,442	5,954	7,376	8,162	7,279
2020	18,167	17,543	7,680	0	0	0	3,542	4,889	5,167	5,006	4,547	0
2019	17,089	16,585	19,445	18,431	16,650	20,531	20,984	22,329	19,778	19,857	18,829	14,727
2018	16,572	16,522	19,547	18,035	17,801	22,314	21,773	20,813	18,863	17,710	16,957	15,173
2017	17											15,696





# TREDYFFRIN TOWNSHIP LIBRARIES

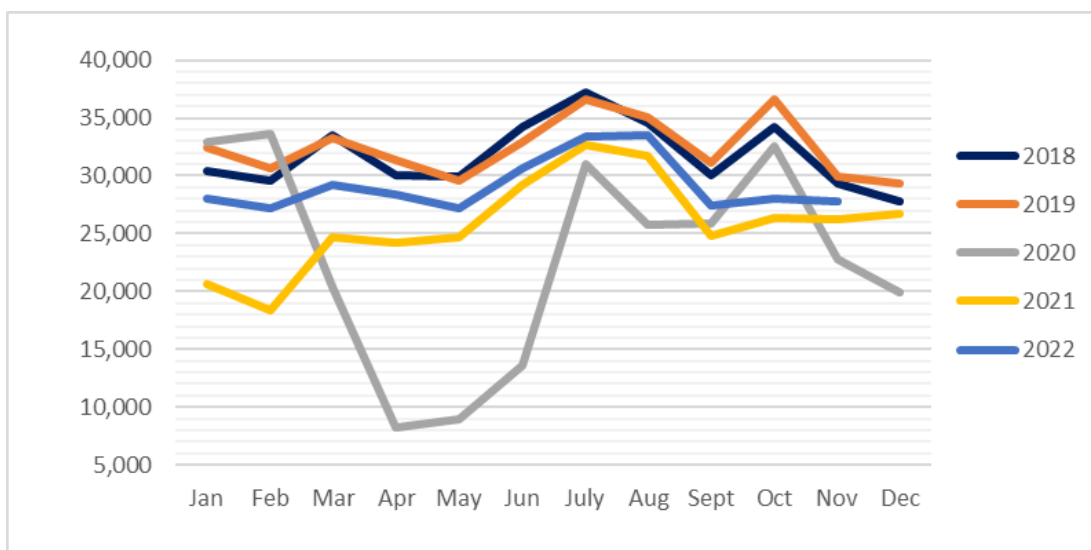
TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

## Circulation

November 2022 circulation totaled 27,783. Overall circulation has improved compared to 2021 but continues to remain slightly lower than pre-pandemic totals. E-materials circulation remains high and accounts for approximately 28% of total circulation for 2022.

### All Circulation

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2018	30,450	29,542	33,492	30,027	29,914	34,180	37,196	34,597	30,110	34,256	29,311	27,796	<b>380,871</b>
2019	32,444	30,670	33,220	31,318	29,629	32,899	36,563	35,057	31,093	36,564	29,987	29,330	<b>388,774</b>
2020	32,884	33,602	20,374	8,202	8,923	13,557	31,063	25,791	25,925	32,503	22,762	19,922	<b>275,508</b>
2021	20,659	18,421	24,680	24,230	24,718	29,178	32,707	31,704	24,807	26,401	26,285	26,682	<b>310,472</b>
2022	28,040	27,215	29,181	28,411	27,226	30,653	33,428	33,568	27,421	27,976	27,783		<b>320,902</b>



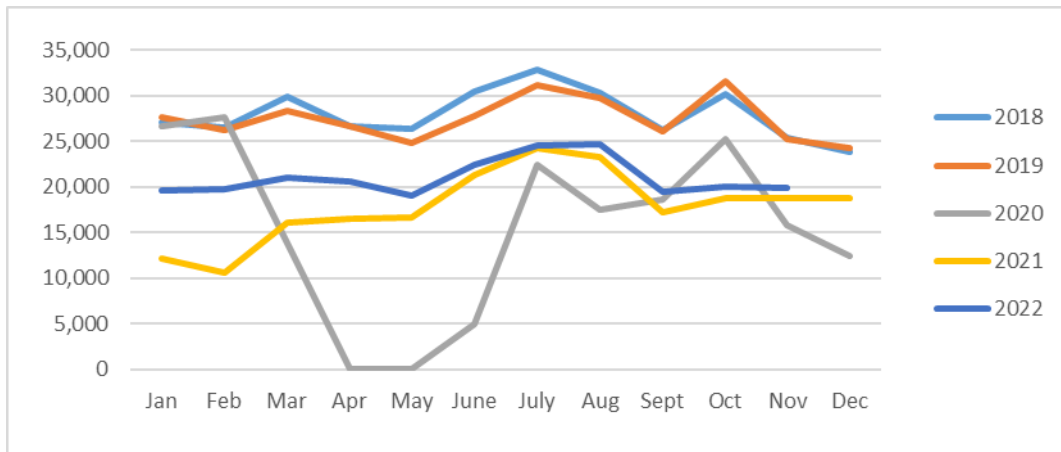


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TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

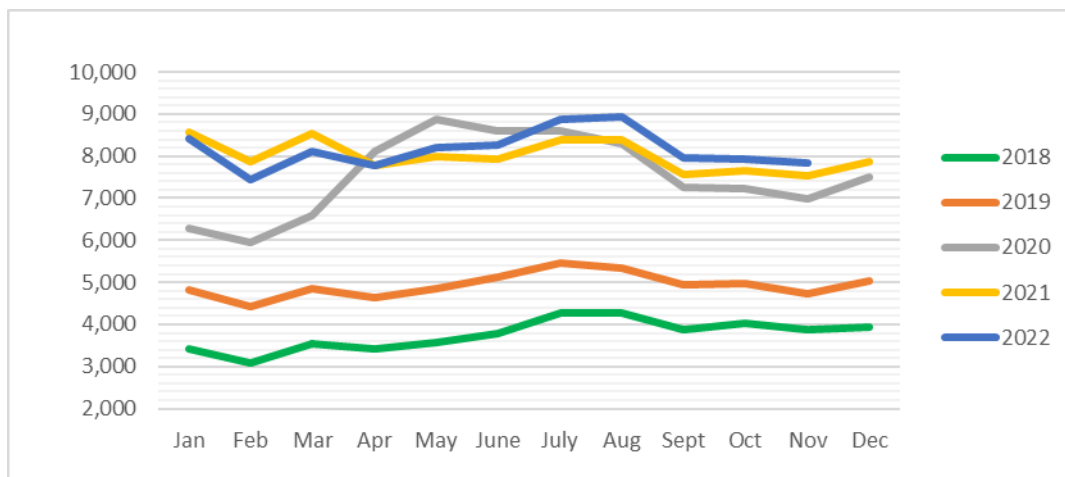
## Print Circulation

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2018	27,024	26,460	29,948	26,593	26,341	30,381	32,910	30,333	26,223	30,224	25,443	23,855	<b>335,735</b>
2019	27,621	26,233	28,369	26,674	24,765	27,772	31,099	29,708	26,151	31,583	25,246	24,304	<b>329,525</b>
2020	26,609	27,657	13,783	87	52	4,946	22,464	17,494	18,665	25,290	15,774	12,413	<b>185,234</b>
2021	12,104	10,567	16,157	16,448	16,723	21,244	24,308	23,325	17,254	18,744	18,744	18,829	<b>214,447</b>
2022	19,633	19,789	21,069	20,636	19,036	22,377	24,545	24,638	19,450	20,033	19,957		<b>231,163</b>



## E-Materials Circulation

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2018	3,426	3,082	3,544	3,434	3,573	3,799	4,286	4,264	3,887	4,032	3,868	3,941	<b>45,136</b>
2019	4,823	4,437	4,851	4,644	4,864	5,127	5,464	5,349	4,942	4,981	4,741	5,026	<b>59,249</b>
2020	6,275	5,945	6,591	8,115	8,871	8,611	8,599	8,297	7,260	7,213	6,988	7,509	<b>90,274</b>
2021	8,555	7,854	8,523	7,782	7,995	7,934	8,399	8,379	7,553	7,657	7,541	7,853	<b>96,025</b>
2022	8,407	7,426	8,112	7,775	8,190	8,276	8,883	8,930	7,971	7,943	7,826		<b>89,739</b>





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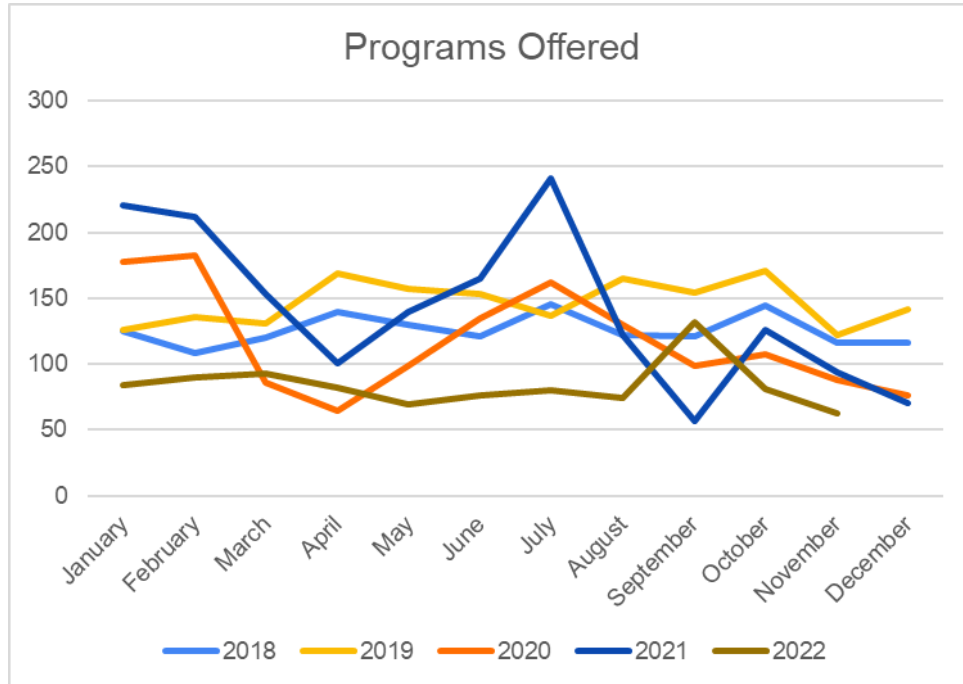
TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

## Programming Notes

In November, the libraries offered 62 programs and recorded 806 attendees. Programming totals for 2022 remain lower due to staffing changes and generally lower overall library visits.

### Programs Offered

	2018	2019	2020	2021	2022
January	125	126	178	221	84
February	108	136	183	212	90
March	120	131	86	153	93
April	140	169	64	101	82
May	130	157	99	140	69
June	121	153	135	165	76
July	145	137	162	241	80
August	122	165	130	122	74
September	121	154	99	57	132
October	144	171	107	126	81
November	116	122	88	94	62
December	116	142	76	70	
TOTAL	1,508	1,763	1,407	1,702	923



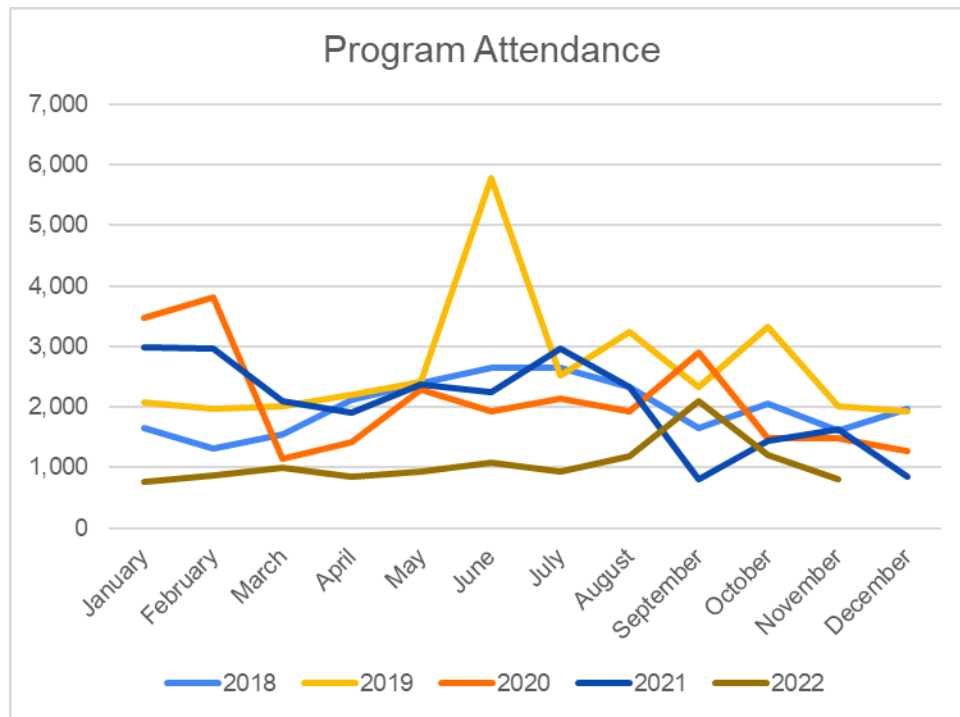


# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

## Program Attendance

	2018	2019	2020	2021	2022
January	1,654	2,084	3,474	2,997	756
February	1,308	1,973	3,822	2,966	867
March	1,539	2,020	1,156	2,107	1,005
April	2,126	2,197	1,418	1,915	841
May	2,389	2,420	2,282	2,363	943
June	2,643	5,786	1,928	2,254	1,086
July	2,655	2,518	2,144	2,966	941
August	2,324	3,230	1,925	2,324	1,192
September	1,655	2,334	2,897	816	2,095
October	2,061	3,335	1,491	1,445	1,218
November	1,620	2,005	1,494	1,635	806
December	1,975	1,930	1,278	852	
<b>TOTAL</b>	<b>23,949</b>	<b>31,832</b>	<b>25,309</b>	<b>24,640</b>	<b>11,750</b>



*Respectfully submitted by Christopher Kibler*



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY



## TREDYFFRIN TOWNSHIP MEMORANDUM

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**DATE:** November 29, 2022  
**TO:** Board of Supervisors and Finance Committee  
**FROM:** Dave Duda, Public Works Project Manager  
**SUBJECT:** Tredyffrin Public Library Roof and HVAC Renovation

The Township is seeking authorization, from the Board of Supervisors to approve construction contracts for the renovations for the Tredyffrin Township Public Library. The renovations will replace the outdated and leaking roof and repair all damages on the interior caused by water damage. Relocation of HVAC units and provisions to provide heating and cooling during the construction process.

On October 26, 2022 at 9 AM, Tredyffrin Township received bids from qualified contractors for the Public Library Roof Renovations. The contract was broken into Two prime contracts. Five bids were received for the General/Site Contract, two bids were received for the Mechanical Contract.

The apparent low bidders are listed below:

- General/Site – F.W. Houder Inc – \$592,897.00
- Mechanical –Hirschberg Mechanical - \$196,385.00

• **TOTAL CONSTRUCTION BIDS - \$789,282.00**

Staff has reviewed all the bids for the Public Library Roof and HVAC Renovation Project. We are recommending approval of the bids as stated above.

The design, construction and construction inspection related work associated with this project, the proposed cost for the Public Library Roof and HVAC Renovation is allocated in the 2022 Township Budget and the 5-yr Capital Project Funding Plan. .

**Action: Staff request the Board of Supervisors authorize the construction services associated with “Public Library Roof and HVAC Renovation” to the above listed contractors.**



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

Tredyffrin Township Library	Library Roof Renovation	
Contractor	Bid Type	Bid Amount
Hirschberg Mechanical	Mechanical	\$196,385.00
Clipper Pipe & Service Inc.	Mechanical	Withdrew Bid
F.W. Houder Inc.	General Contractor	592,897.00
S.B. Conrad Inc.	General Contractor	\$993,114.00
Uhrig Construction	General Contractor	1,084,513.00
Donal E. Reisinger Inc.	General Contractor	1,167,525.00
Bancroft Construction Company	General Contractor	1,797,070.00