

**Oxford Public Library / Board of Trustees Meeting
April 28, 2011
Agenda**

6:15 – Call to order / Approval of the agenda

Minutes – March 24, 2011

- President’s Report -
- Treasurer’s Report –
- Director’s Report -
- Committee Reports -
 - Building & Grounds / Long Range Planning
 - Contractor Review/ Value Engineering and Contract update
 - Original Building Façade repairs – front windows and updates
 - Annual Fund-raiser – mailing.
 - Trustee Workshop and West Chester Grants Workshop reports
 - Friends and Book Buzz updates
 - Capital Campaign – Gifts, Grants, & Grabs
 - PR materials, folders, and campaign support packets
- Unfinished Business –

Adjournment; Next Meeting will be Thursday May 26, 2011

LEGISLATIVE BREAKFAST – APRIL 29TH “PARTNERS FOR REFORM”
Invitations mailed directly to Trustees

Calendar

- *National Dairy Month Coloring Contest*
- *Second Saturday Knitting 5/14– 2 pm*
- *READ – Dog Reading Therapy Saturdays at 2pm*
 - *Special Thank You Tea with dogs, owners, and readers 5/14*
 - *Mayor’s Recognition to READ dogs “Citizens of the Year” 5/16*
- *Chess Club 5/79 & 5/21 AT 10 am*

OXFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 24, 2011
MEETING MINUTES

The regular Board Meeting was called to order at 6:19 PM by President Frank Spor. Board members in attendance included: Carol Hauser, Ruth Holmes, Courtney Messick Jayne, Karen Hovis, Maren Ketchum, Rich Hannum, Hon. Harry Farmer, Jahan Sheikholeslami, Walt Leis, and Director Ken Pienkos. In addition, Dr Ray Fischer was in attendance as guest and board nominee.

AGENDA OF MEETING

AGENDA APPROVED-, (Walt motioned and Ken seconded, unanimous)

MINUTES OF PREVIOUS MEETING-Several changes were requested by Walt to reflect a complete understanding of motions made.

Specifically, in OLD BUSINESS section of Feb 24 minutes.

SEC 4.c.4-Changed to reflect that the funds retained were in the Building Fund Checking account

SEC 4.c.5-Changed to correct a typographical error

SEC 4.b. - Changed to reflect that 3% will be retained as cash in the Building Fund Account (not 30% as stated in minutes)

MINUTES APPROVED-as per corrections (Carol motioned, and Karen seconded. unanimous)

PRESIDENTS REPORT – (first report by new president Frank Spor)

Frank reminded us that Todd would meet with Ray Davis on 3/30 to define and recommend some additional savings that could accrue through specific changes to the Library design plan.

Ms Sebastian reviewed and made recommendations for the insurance coverage by the contractor

Karen, Ruth and Frank are going to be attending the upcoming Trustee Training Program at West Chester University on April 2.

Harry, Carol, Rich and Karen will attend the evening program at the West Chester County Library on April 12.

A Legislative Breakfast will be held on April 29 sponsored by Sen. Pileggi. Topic of discussion will include “defending our libraries in legislative sessions”

TREASURERS REPORT-(first report by new Treasurer Carol Hauser)

Provided in page 9 of the Board Packet

Rich had signed documents for the Schwab account
New asset allocation mix as discussed and itemized from previous meeting has been accomplished. Changes to funds have been completed

TREASURERS REPORT APPROVED-(Walt motioned and Jahan seconded-unanimous)

DIRECTORS REPORT

Provide on pages 6-8 of the Board Packet
Items discussed from the complete report included:

Circulation at the library was down 5%
There was a 30% drop in book purchases due to budget constraints; whereas facility use is UP 20% from previous year. Indicates the changing model of the library's mission. It is no longer primarily a repository for books, but is becoming a community information center.

The 2011 Summer Reading Club has an overall Theme of "One World; Many Stories". The club members will be issued passports that will be stamped as they participate in club activities. An initial activity will be a picnic with the local RCA club giving flying demonstrations of their smaller RCA planes.

We reviewed several policy issues and discussions ensued:

1. Ken Asked that the board reviews and comment on the new "Donations Policy" statement on p7
2. Ken requested a statement of a specific policy and sought board approval to suspend the community service opportunities until budget resources strengthen.
3. Ken sought the suspension of court appointed community service and, instead to focus upon our existing volunteer and student project programs that have excellent responses within the library's ongoing mission.

The Chester County Intermediate Unit will assist in developing a community gardening project with the proposed garden site to be the area recently re-graded, backfilled with topsoil, and re-vegetated.

DIRECTOR'S REPORT ACCEPTED-(Ruth Motioned, seconded by Jahan-unanimous)

COMMITTEE REPORTS

The Annual Fund Raiser will send out 1000 letters to direct mail and to have as hand outs to patrons and businesses. It is anticipated that the letters will be completed by Library Week (in mid April 2011)

The Grants committee hosted a luncheon on 3/24 with committee members in attendance and James Subach (wild lands coordinator at Mt Cuba) and Rose Chase (community member who was key in the fight to prevent large scale mining of the Goat Hill Barrens during the 1980's). The meeting was used to introduce the concept of a Resource Center for the Barrens to be incorporated in the new library plan. In addition, we envision a native planting and a "mini" barrens landscape to be incorporated within the new library landscape architectural plan. The meeting led to some "next step" that Ken will summarize in a memo to committee members so we can initiate a program to seek funds for this important project..

The next steps envisioned include:

1. Bring others into the group on advisory levels
2. Look to inventory the wealth of written, materials on the Barrens at the County Park, The Nature Conservancy, and with "The Friends of the Serpentine Barrens"

UNFINISHED BUSINESS

The census numbers were presented and board members are asked to review and help develop activities that can foster better connectivity with the growing townships that are in the Library's service area.

ADJOURNED at 7:48 (Walt motioned and Karen seconded-no vote needed to adjourn)

055 Operating Budget Summary – First Quarter 2011

- Interest and Investment Income receipts completed April 1st will reflect next summary.
- Personnel Expenses reflect 1.33% under budget.
- Local Government revenues lag.
- Grants and Donations lag.
- Library materials reflect 11.8% over budget but fourth quarter will balance.

Chester County Library Financial System
 Statement of Revenue and Expenditures *
 055 - OXFORD PUBLIC LIBRARY
 From 3/1/2011 Through 3/31/2011

* This report may be affected by Account Level Security

	Total Budget	Year to Date Actual	Current Period Actual	Total Budget Variance	Percent Remaining
REVENUE					
STATE REVENUE	74,619.00	84,385.00	0.00	9,766.00	(13.08)%
LOCAL GOVERNMENTAL CHARGES	84,510.00	12,366.50	0.00	(72,143.50)	85.36%
FINES AND OVERDUES	25,000.00	5,452.27	2,148.53	(19,547.73)	78.19%
INTEREST AND INVESTMENT INCOME	17,500.00	4,124.78	1,631.87	(13,375.22)	76.42%
DONATIONS	68,344.00	11,080.44	2,007.87	(57,263.56)	83.78%
GRANTS	32,000.00	647.50	126.95	(31,352.50)	97.97%
FUND DRIVE	5,000.00	0.00	0.00	(5,000.00)	100.00%
TRANSFER FROM OTHER FUNDS	10,000.00	1,175.00	0.00	(8,825.00)	88.25%
Total REVENUE	<u>9,000.00</u>	<u>12,000.00</u>	<u>12,000.00</u>	<u>3,000.00</u>	<u>(33.33)%</u>
	<u>325,973.00</u>	<u>131,231.49</u>	<u>17,915.22</u>	<u>(194,741.51)</u>	<u>59.74%</u>
EXPENSE					
PERSONNEL SERVICES	236,310.00	55,920.76	18,625.35	180,389.24	76.33%
LIBRARY MATERIALS	39,750.00	14,626.88	7,026.13	25,123.12	63.20%
OTHER SERVICES AND CHARGES	47,130.00	11,100.13	1,693.27	36,029.87	76.44%
SUPPLIES	2,300.00	1,317.93	534.12	982.07	42.69%
MISCELLANEOUS	200.00	165.73	31.68	34.27	17.13%
CAPITAL OUTLAY	0.00	115.30	0.00	(115.30)	0.00%
Total EXPENSE	<u>325,690.00</u>	<u>83,246.73</u>	<u>27,910.55</u>	<u>242,443.27</u>	<u>74.44%</u>
EXCESS OF REVENUE OVER EXPENSE	<u>283.00</u>	<u>47,984.76</u>	<u>(9,995.33)</u>	<u>47,701.76</u>	<u>(16,855.74)%</u>

Investment Funds Summary – First Quarter 2011

- Investment re-allocations and updates will be better reflected in the April 2011 summary.
- The Schwab account has been transferred to National Penn Trust – M.
- The current month change for National Penn Trust and J.W. Roberts reflect gains disbursements to the 055-operating budget January – March.

Chester County Library Financial System
 Balance Sheet - investment summary *
 057 - OXFORD PUBLIC LIBRARY INVESTMENT FUND
 As of 3/31/2011

* This report may be affected by Account Level Security

	Beginning Year Balance	Prior Month Balance	Current Month Change	Current Balance	YTD Change	
ASSETS						
INVESTMENTS						
143300	NATIONAL PENN-TRUST AGREEMENT	532,888.41	612,746.04	(6,673.52)	606,072.52	73,184.11
143305	NATIONAL PENN-J.W.ROBERTS MEMORIAL ENDOWM	235,184.19	536,094.45	(3,474.12)	532,620.33	297,436.14
143310	MAINSTAY FUNDS	13,106.27	0.00	0.00	0.00	(13,106.27)
143330	SCHWAB INVESTMENT FUNDS	483,119.74	198,725.67	(2,668.36)	196,057.31	(287,062.43)
	Total INVESTMENTS	1,264,298.61	1,347,566.16	(12,816.00)	1,334,750.16	70,451.55
PROPERTY, PLANT AND EQUIPMENT						
176000	LAND	0.00	179,564.22	0.00	179,564.22	179,564.22
	Total PROPERTY, PLANT AND EQUIPMENT	0.00	179,564.22	0.00	179,564.22	179,564.22
	Total ASSETS	1,264,298.61	1,527,130.38	(12,816.00)	1,514,314.38	250,015.77
FUND BALANCE						
BEGINNING OF YEAR						
292000	FUND BALANCE	1,264,298.61	1,264,298.61	0.00	1,264,298.61	0.00
	Total BEGINNING OF YEAR	1,264,298.61	1,264,298.61	0.00	1,264,298.61	0.00
CHANGES IN FUND BALANCE-						
CURRENT YEAR REVENUE						
		0.00	446,780.90	5,827.68	452,608.58	452,608.58
CHANGES IN FUND BALANCE-						
CURRENT YEAR EXPENSE						
		0.00	(183,949.13)	(18,643.68)	(202,592.81)	(202,592.81)
	Total FUND BALANCE	1,264,298.61	1,527,130.38	(12,816.00)	1,514,314.38	250,015.77
TOTAL LIABILITIES AND FUND BALANCE						
		(1,264,298.61)	(1,527,130.38)	12,816.00	(1,514,314.38)	(250,015.77)

April 25, 2011
Director's Report

Circulation statistics are finally on the rise. Our efforts to re-organize the children's areas, follow holds requests more closely, and purchase the most demand items is helping. With declining new materials budgets our purchase skills, marketing displays, and best efforts are creating new and creative opportunities to provide customer services.

Personnel: Staff compliance with the online customer service competency courses is going well and return tests and documentation of the program is building staff personnel records.

Programs: The "Cho Sin" dinner and documentary was a great success on 4/15 with a sell-out crowd and *Great Spirit* for veteran's support and the library's social role. Our ongoing Chess, Knitting, and READ programs are stable.

The READ dogs have been selected for the Mayor's Citizen Recognition Award this year for service to the community.

The SRC programs are complete and preview hand-outs were available for the Easter Egg Hunt on Good Friday. Outreach to our OASD librarians is in place and registration will begin June 13th. Leanne and Nancy have story times, crafts and supplies ready to go.

Our partnerships are solid with the Chester County Intermediate Unit 21st Century Learners and the Chester County Food Bank for the *raised bed garden project*. This promises to be a summer of community evolvment and library-centered vitality in Oxford.

Our contact coordinators are Bill Rose & Dana Vannicola; Student Support Specialists, Chester County Intermediate Unit, Migrant Education - Oxford Stars After-School Program. Mary Kay Peterson, Chester County Food Bank.

Volunteer Program: Barb Palmer has initiated three new volunteers to assist on regular schedules with library programs, shelving, paged book retrieval, bulletin boards, capital campaign material planning, and social networking outreach. Our corps is now about ten regular workers. We hope the "Friends of the Oxford Library" will reach out to recruit and include them in bigger strategies.

Board Review Items:

The **Annual State Report** for 2010 is submitted and reviewed by district consultant. A copy is available for board review.

Our preliminary **990 Audit and Report** are also available for board review.

Annual Appeal: The **donor-based mailing list** has been printed with several copies for board review and our goal is to suggest additional names to be added to the mailing via word-of-mouth and "good neighbor" referrals. The envelopes are being addressed, letters and stuffers are ready and the mailing should be at the post office 4/29 to 5/3.

Director's Meetings: April 2011

- 3/24 OPL Board Meeting
- 3/28 CCIU, 21st Century Learners and the Garden Project
- 4/3 Camp Dreamcatcher, Board of Director's annual meeting and workshops
- 4/4 Goodwill survey and staffing meeting
- 4/5 District Librarian's Meeting
- 4/7 Arts Alliance Board Meeting
- 4/11 Chester County Food Bank and the Garden Project
- 4/13 B & G value engineering and architects meeting
- 4/14 OMI Board Meeting
- 4/20 Goodwill annual meeting for Senior Trainee staff (attended on behalf of M. Moorefield)
- 4/21 B & G contractors meeting for existing façade improvements with Rich Hannum.

Upcoming:

- 4/28 OPL Board Meeting
- 4/29 Legislative Breakfast – Exton
- 4/3 Advocacy, DLM & DISC Training – all day Exton

E-book news. Amazon has partnered with Overdrive (the library e-book vendor) to make library loaned e-books available on Kindle and Kindle Apps. This is one step toward an all digital access future. *These are very interesting times in Library Lands.*

Vacation: I am planning a vacation June 22 to July 1, 2011 /kp

ONE WORLD, MANY STORIES!



OXFORD PUBLIC LIBRARY

SUMMER READING PROGRAM 2011

REGISTRATION BEGINS **MONDAY, JUNE 13TH**
PARTICIPANTS MUST REGISTER IN PERSON!

OXFORD PUBLIC LIBRARY
48 SOUTH SECOND STREET, OXFORD, PA
610.932.9625 ☎ WWW.OXFORDPUBLICLIBRARY.ORG



SCIENCE IN THE SUMMER:
REGISTRATION BEGINS JUNE 21ST

MONDAY, JULY 18-THURSDAY, JULY 21

LEVEL 1: Grades 2-3 ☎ 9:45am
LEVEL 2: Grades 4-6 ☎ 11:00am

A program sponsored by the *GlaxoSmithKline Foundation* that introduces children to the fun of science. Brief experiment oriented courses are taught by certified teachers.



ART CLASSES FOR TWEENS TO TEENS!
REGISTRATION REQUIRED! ☎ Ages 9+

Watercolors ☎ July 18-21 ☎ 1-2:30pm
Cartooning ☎ July 25-28 ☎ 1-2:30pm

Sponsored by the Octoraro Art Association @ your library

SUMMER STORYTIME
Wednesdays- 10:30 & Thursdays- 12:30 ☎ June 15 - August 4

CLOSING PARTY
Saturday, August 6 ☎ 10:30am

Please see other side for additional programs ☎

SEND INQUIRIES TO: OxfordSRC@CCLS.ORG

FAMILY PICNIC AND AIRSHOW
Wednesday, June 15 ☎ 6:00pm

VISIT FROM WINTERTHUR MUSEUM
REGISTRATION REQUIRED! AGES 5+
Friday, June 17 ☎ 11:00am

AROUND THE WORLD @ THE LIBRARY
Philadelphia Field Trip: Monday, June 20 ☎ 11:00am
Orient Express: Monday, July 11 ☎ 11:00am
Morning in Paris: Monday, July 25 ☎ 11:00am
Walk Like an Egyptian: Monday, August 1 ☎ 11:00am

HAWAIIAN LUAU
Tuesday, June 21 ☎ 12:00pm

MAKE AND TAKE CRAFT DAYS:
Alaskan Igloos: Wednesday, June 22 ☎ 1:00pm
Animals of the Amazon: Monday, June 27 ☎ 11:00am
Guatemalan Worry Dolls: Tuesday, June 28 ☎ 1:00pm
Boomerangs and Didgeridoos: Friday, July 8 ☎ 11:00am
Chinese Dragons: Wednesday, July 13 ☎ 1:00pm
Antarctic Animals: Friday, July 22 ☎ 11:00am
African Masks: Friday, August 5 ☎ 11:00am

KIDS COOK! REGISTRATION REQUIRED! AGES 8+
Canadian Pancakes: Thursday, June 23 ☎ 9:30am
Tropical Treats: Friday, July 1 ☎ 12:00pm
Asian Creations: Friday, July 15 ☎ 12:00pm
Italian Pizza: Friday, July 29 ☎ 12:00pm

MEXICAN FIESTA
Friday, June 24 ☎ 2:00pm

ART AROUND THE WORLD!
REGISTRATION REQUIRED! AGES 7+
Mexican Yarn Art: Friday, June 24 ☎ 10:30pm
Australian Dot Art: Tuesday, July 5 ☎ 1:00pm & 3:00pm
Asian Symbol Art: Tuesday, July 12 ☎ 10:30am
European Mosaics: Thursday, July 28 ☎ 10:30am

JEWELRY MAKING
REGISTRATION REQUIRED! AGES 7+
Wednesday, June 29 ☎ 1:00pm & 3:00pm
Wednesday, August 3 ☎ 1:00pm & 3:00pm

KANGAROO SEWING CRAFT FOR BEGINNERS!
REGISTRATION REQUIRED! ☎ AGES 8+
Wednesday, July 6 ☎ 1:00pm & 3:00pm

ORIGAMI CLASS
REGISTRATION REQUIRED! AGES 7+
Tuesday, July 12 ☎ 1:00pm & 3:00pm

ENGLISH TEA PARTY
REGISTRATION REQUIRED! AGES 5+
Tuesday, July 26 ☎ 11:00AM

BACKYARD AFRICAN SAFARI
Tuesday, August 2 ☎ 11:00am

KENYAN HOT CARS
REGISTRATION REQUIRED! AGES 7+
Wednesday, August 3 ☎ 10:00am