

Oxford Public Library / Board of Trustees Meeting
Thursday August 26, 2010

Agenda

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

- Minutes – *July 2010 minutes will be prepared for September report/ Secretary emergency*
- President's Report -
- Treasure's Report –
- Director's Report -
- Committee Reports -
 - Building & Grounds / Long Range Planning
 - Contractor Review
 - Annual Fund-raiser –
 - Capital Campaign – Gifts, Grants, & Grabs
 - Ben Franklin
- Unfinished Business –

Adjournment; Next Meeting will be Thursday September 23, 2010

Library Advocacy Updates – New Play Away Digital Book Display

Calendar

READ – Dog Reading Therapy Saturdays 9/11 & 9/ 25 at 2pm

Second Saturday Knitting – 2 pm

Dinner and Documentary – “September Issue” with Michelle Berkowitz 9/17 at 6:30 pm

Oxford Public Library: 2010
 Statistics for PA State Standards Reporting

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals	LY
Circulation	11,614	11,686	12,787	11,757	10,909	15,328	18,129						92,210	94300
Day Open	26	20	27	26	25	26	26						176	
New Patrons	65	65	100	77	87	106	135						635	
Reference Service	939	814	725	657	441	778	629						4,983	
Computer Use	1,086	831	1,299	997	1,165	1,244	1,420						8,042	

Chester County Library Financial System
Statement of Revenues and Expenditures
055 - OXFORD PUBLIC LIBRARY
From 7/1/2010 Through 7/31/2010

	Total Budget	Year to Date Actual	Current Period Actual	Total Budget Variance	Percent Remaining
REVENUE					
STATE REVENUE	98,265.00	98,265.00	0.00	0.00	0.00%
LOCAL GOVERNMENTAL CHARGES	80,387.00	44,582.75	19,176.25	(35,804.25)	44.53%
FINES AND OVERDUES	26,500.00	14,181.72	2,041.77	(12,318.28)	46.48%
INTEREST AND INVESTMENT INCOME	17,000.00	11,220.98	1,732.73	(5,779.02)	33.99%
DONATIONS	44,000.00	19,777.64	2,031.29	(24,222.36)	55.05%
FUND DRIVE	19,000.00	5,594.49	279.60	(13,405.51)	70.55%
TRANSFER FROM OTHER FUNDS	15,000.00	9,475.00	2,058.00	(5,525.00)	36.83%
Total REVENUE	12,747.00	0.00	0.00	(12,747.00)	100.00%
EXPENSE	312,899.00	203,097.58	27,319.64	(109,801.42)	35.09%
PERSONNEL SERVICES	228,300.00	140,451.76	27,235.14	87,848.24	38.47%
LIBRARY MATERIALS	34,750.00	25,033.38	2,147.70	9,716.62	27.96%
OTHER SERVICES AND CHARGES	43,805.00	30,400.26	3,868.18	13,404.74	30.60%
SUPPLIES	2,300.00	1,646.00	0.00	654.00	28.43%
MISCELLANEOUS	200.00	32.73	20.27	167.27	83.63%
CAPITAL OUTLAY	0.00	710.91	0.00	(710.91)	0.00%
Total EXPENSE	309,355.00	198,275.04	33,271.29	111,079.96	35.91%
EXCESS OF REVENUE OVER EXPENSE	3,544.00	4,822.54	(5,951.65)	1,278.54	(36.07)%

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REVENUE					
310000 STATE REVENUE	98,265.00	98,265.00	0.00	0.00	0.00%
310000 STATE AID	98,265.00	98,265.00	0.00	0.00	0.00%
Total STATE REVENUE	98,265.00	98,265.00	0.00	0.00	0.00%
320000 LOCAL GOVERNMENTAL	50,812.00	38,109.75	12,703.25	(12,702.25)	24.99%
320000 LOCAL GOVERNMENTAL UNIT-COUNTY	6,475.00	6,473.00	6,473.00	(2.00)	0.03%
320006 LOCAL GOVERNMENTAL UNIT-BOROUGH OF OXFORD	4,500.00	0.00	0.00	(4,500.00)	100.00%
320056 LOCAL GOVERNMENTAL UNIT-LOWER OXFORD TOWNSHIP	3,700.00	0.00	0.00	(3,700.00)	100.00%
320057 LOCAL GOVERNMENTAL UNIT-UPPER OXFORD TOWNSHIP	2,700.00	0.00	0.00	(2,700.00)	100.00%
320068 LOCAL GOVERNMENTAL UNIT-WEST NOTTINGHAM TOWNSHIP	10,000.00	0.00	0.00	(10,000.00)	100.00%
320069 LOCAL GOVERNMENTAL UNIT-EAST NOTTINGHAM TOWNSHIP	2,200.00	0.00	0.00	(2,200.00)	100.00%
320070 LOCAL GOVERNMENTAL UNIT-ELK TOWNSHIP	80,387.00	44,582.75	19,176.25	(35,804.25)	44.54%
Total LOCAL GOVERNMENTAL CHARGES	20,000.00	10,226.76	1,610.49	(9,773.24)	48.86%
331000 CHARGES-RENTAL BOOKS	5,000.00	3,049.66	334.30	(1,950.34)	39.00%
333000 CHARGES-COPIER-B/W	1,500.00	905.30	96.98	(594.70)	39.64%
335100 CHARGES-LOST BOOKS	26,500.00	14,181.72	2,041.77	(12,318.28)	46.48%
Total CHARGES	16,000.00	10,133.35	1,518.53	(5,866.65)	36.66%
340000 FINES AND OVERDUES	1,000.00	1,087.63	214.20	87.63	(8.76)%
340000 FINES AND OVERDUES - COLLECTION AGENCY	17,000.00	11,220.98	1,732.73	(5,779.02)	33.99%
Total FINES AND OVERDUES	0.00	111.64	31.29	111.64	0.00%
350000 INTEREST	20,000.00	7,666.00	0.00	(12,334.00)	61.67%
350040 INTEREST-GEORGE BROWN ESTATE TRUST	24,000.00	12,000.00	2,000.00	(12,000.00)	50.00%
350200 INTEREST-INVESTMENTS	44,000.00	19,777.64	2,031.29	(24,222.36)	55.05%
Total INTEREST AND INVESTMENT INCOME	10,000.00	4,515.77	279.60	(5,484.23)	54.84%
360000 DONATIONS	2,500.00	0.00	0.00	(2,500.00)	100.00%
361000 DONATIONS-FRIENDS	1,500.00	1,078.72	0.00	(421.28)	28.08%
364000 DONATIONS-UNITED WAY	5,000.00	0.00	0.00	(5,000.00)	100.00%
365000 DONATIONS-CORPORATE					

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	Total Budget	Year to Date Actual	Current Period Actual	Total Budget Variance	Percent Remaining
Total DONATIONS	19,000.00	5,594.49	279.60	(13,405.51)	70.56%
FUND DRIVE					
FUND DRIVE	15,000.00	9,475.00	2,058.00	(5,525.00)	36.83%
Total FUND DRIVE	15,000.00	9,475.00	2,058.00	(5,525.00)	36.83%
TRANSFER FROM OTHER FUNDS					
CARRY FORWARD	12,747.00	0.00	0.00	(12,747.00)	100.00%
Total TRANSFER FROM OTHER FUNDS	12,747.00	0.00	0.00	(12,747.00)	100.00%
Total REVENUE	312,899.00	203,097.58	27,319.64	(109,801.42)	35.09%
EXPENSE					
PERSONNEL SERVICES					
WAGES-LOCAL PARTTIME	185,000.00	109,740.44	21,531.07	75,259.56	40.68%
FRINGE BENEFITS-FICA AND MEDICARE EMPLOYER	12,500.00	8,395.31	1,647.16	4,104.69	32.83%
MEDICAL BENEFITS	26,000.00	18,068.32	2,637.80	7,931.68	30.50%
UNEMPLOYMENT COMPENSATION CLAIMS	0.00	2,661.00	1,122.00	(2,661.00)	0.00%
RETIREMENT/403B	2,400.00	1,586.69	297.11	813.31	33.88%
INSURANCE-WORKMAN'S COMPENATION	2,400.00	0.00	0.00	2,400.00	100.00%
Total PERSONNEL SERVICES	228,300.00	140,451.76	27,235.14	87,848.24	38.48%
LIBRARY MATERIALS					
BOOKS-ADULT	12,000.00	9,224.13	1,002.97	2,775.87	23.13%
BOOKS-CHILDREN	8,000.00	2,422.80	104.74	5,577.20	69.71%
BOOKS-PROFESSIONAL	500.00	0.00	0.00	500.00	100.00%
PERIODICALS	2,200.00	2,136.20	123.44	63.80	2.90%
AUDIO VISUAL	0.00	20.84	0.00	(20.84)	0.00%
AUDIO/MUSIC-ADULT	500.00	0.00	0.00	500.00	100.00%
AUDIO/MUSIC-CHILDREN	150.00	208.04	0.00	(58.04)	(38.69)%
VHS/DVD-ADULT	5,200.00	4,119.26	636.35	1,080.74	20.78%
VHS/DVD-CHILDREN	1,200.00	864.00	0.00	336.00	28.00%
AUDIO BOOKS-ADULT	3,500.00	5,175.92	280.20	(1,675.92)	(47.88)%
AUDIO BOOKS-CHILDREN	0.00	322.80	0.00	(322.80)	0.00%
SPECIAL COLLECTIONS	500.00	0.00	0.00	500.00	100.00%
LIBRARY SUPPLIES - PROCESSING	1,000.00	539.39	0.00	460.61	46.06%
Total LIBRARY MATERIALS	34,750.00	25,033.38	2,147.70	9,716.62	27.96%
OTHER SERVICES AND CHARGES					
PROFESSIONAL SERVICES	400.00	100.00	0.00	300.00	75.00%
AUDIT FEES	1,500.00	1,334.00	0.00	166.00	11.06%

