

**Oxford Public Library / Board of Trustees Meeting
Thursday December 1, 2011**

Agenda

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

- Minutes – November 3, 2011
- Treasurer’s Report –
- President’s Report –
 1. Director Search and Interview Report
- Director’s Report – 2012 budget draft
 - Plan for Use of State Aid
 - Policy reviews – add Mandate to Report Child Abuse
 - 2012 Days Closed Schedule
- Committee Reports -
 - Building & Grounds / Long Range Planning
 - Contractor and Contract Review
 - Capital Campaign – Sponsor banner/fence
Letter to Cap Roberts, Packets to 1675 Foundation, Carlson Cultural Trust, Chester County Commissioners, Rep. John Lawrence, Sen. Dom. Pileggi, & Supporting Municipalities. Oxford Mainstreet Inc. Annual Meeting – BID
- Unfinished Business –

*Adjournment; Next Meeting will be
Thursday January 26, 2012*

Calendar

Librarian on the Roof – Dec. 2; 5-8 pm

Chess Club – Dec. 10; 10am

READ – Dog Day Saturdays 2pm

**Story Time – M & W 10:30am
Th. 12:30 pm**



***Oxford Public Library
Board of Trustees Meeting
November 3, 2011***

In attendance—Frank Spor; Carol Hauser; Rich Hannum; Ken Pienkos; Karen Hovis; Ruth Holmes; Jahan Sheikholeslami; Courtney Jayne; Maren Ketchum; Ray Fisher; Walt Leis.

Unable to attend: Harry Farmer

Guests: Andrew Meltzer; James Barnes; Barbara Hill, all of Penn National Bank

A presentation was made by the Penn National representatives. The presentation involved investment effectiveness, asset mixes and recent gains. A lively discussion ensued as board members questioned the Penn National reps of how they could more effectively represent our assets. Their presentation and our discussions closed with a strategy that would include the following:

- 1 The Penn National team would help us make strategy adjustments
- 2 They pledged a better routine communication stream regarding our investments
- 3 We would develop some benchmarks as to how we plan to use the money, arrange asset allocations, and finally pick securities. A time and date for next steps was agreed upon as NOV 9 at 5 PM. Rich, Courtney and Carol were volunteers to work on the special financial asset committee

The Normal Monthly Meeting commenced at 6:55 PM

AGENDA: Motion to accept by JAHAN, seconded by KAREN, APPROVED UNANIMOUSLY

MINUTES of 10/22 meeting: Motion to accept by JAHAN, seconded by RAY, APPROVED UNANIMOUSLY

TREASURERS REPORT: Carol discussed the recent downturn and then end of month upswing in our assets
The Laura Phillips recent gift to the Library was discussed

Motion to accept was made by WALT; seconded by KAREN, APPROVED UNANIMOUSLY

PRESIDENTS REPORT:

The Roberts Trust – Walt will compose a rough draft letter to be reviewed and commented upon with the idea that Cap Roberts would be solicited by the Library to consider the Oxford Public Library as a beneficiary of the new Roberts Trust. A letter would be sent to Roberts under Frank's signature prior to next meeting.

The Construction Contract was signed between the Library and C Raymond Davis

A personnel committee, charged with selecting candidates for the position of Library Director, would identify the top 5 candidates, and then select the candidates with which to conduct interviews and then develop a negotiation list. The committee would report back to the board the accomplishments by next board meeting of December 1, 2011..

The candidates with which interviews would be conducted were CAROLYN BOGARDUS, PATRICIA BAHEY, and DOREEN MILLER. Interviews were set for November 14.

The motion to accept the committee's action was made by MAREN, and seconded by JAHAN, UNANIMOUSLY ACCEPTED.

DIRECTORS REPORT-

A community presentation will be made on Nov 9 to highlight Flash Stories. Included will be the chess club etc

C Raymond Davis will be installing a fence as previously discussed. The borough has approved this fencing

Ken discussed an idea called "Librarian on the Roof" as part of the December first Friday events in town. It would potentially include hoisting willing notables up on a "cherry picker"

The "Librarian on the Roof" event will launch the public funding outreach for the building expansion. Capital campaign and donation/pledge programs will be promoted. Legislators will speak to the value of the library, and large funders will be assured of our public commitment. The interior renderings of the new spaces will be revealed and raffles, bake sales, and book sales will generate revenue.

BUILDING AND GROUNDS COMMITTEE:

The new library windows will be installed on Tues. Nov. 9 during which the library will be closed so that lead testing will be conducted on the paint.

The construction contract signing – previously discussed in President's Report section. The original version of the contract is on file in the library with a contract deadline of Dec. 31, 2011.

THE CAPITAL CAMPAIGN AND FUNDRAISERS:

We must plan to separate the letters for the Capital Campaign and the fundraisers. We will focus our energy on the Capital Campaign letter which should go out ASAP.

BOOK BUZZ:

The Board discussed an important personnel issue affecting performance at the Book Buzz. A resolution was forwarded but not voted upon.

ADJOURNMENT:

A motion to adjourn was made at 7:50 pm. Motion made by RUTH, seconded by KAREN.

General Investment Fund Balances

Chester County Library Financial System
Balance Sheet - investment funds *
057 - OXFORD PUBLIC LIBRARY INVESTMENT FUND
As of 10/31/2011

* This report may be affected by Account Level Security

	Beginning Year Balance	Prior Month Balance	Current Month Change	Current Balance	YTD Change
ASSETS					
INVESTMENTS					
NATIONAL PENN-TRUST AGREEMENT	532,888.41	735,847.41	40,594.32	776,441.73	243,553.32
NATIONAL PENN-J.W.ROBERTS MEMORIAL ENDOWM	235,184.19	487,645.80	29,841.96	517,487.76	282,303.57
MAINSTAY FUNDS	13,106.27	0.00	0.00	0.00	(13,106.27)
SCHWAB INVESTMENT FUNDS	483,119.74	0.00	0.00	0.00	(483,119.74)
Total INVESTMENTS	1,264,298.61	1,223,493.21	70,436.28	1,293,929.49	29,630.88
PROPERTY, PLANT AND EQUIPMENT					
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	1,403,057.43	70,436.28	1,473,493.71	209,195.10
FUND BALANCE					
BEGINNING OF YEAR					
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	570,920.37	75,750.89	646,671.26	646,671.26
CHANGES IN FUND BALANCE-					
CURRENT YEAR EXPENSE					
	0.00	(432,161.55)	(5,314.61)	(437,476.16)	(437,476.16)
Total FUND BALANCE	1,264,298.61	1,403,057.43	70,436.28	1,473,493.71	209,195.10
TOTAL LIABILITIES AND FUND BALANCE	(1,264,298.61)	(1,403,057.43)	(70,436.28)	(1,473,493.71)	(209,195.10)

2011 Year to date changes – (89,836.90) Sept. 30, 2011 / 29,630.88 Oct. 31, 2011

These asset balances are after scheduled contributions to 055 Operating Budget \$48,000 annually

Chester County Library Financial System
 Statement of Revenue and Expenditures *
 056 - OXFORD PUBLIC LIBRARY BUILDING FUND
 From 10/1/2010 Through 10/31/2011
 * This report may be affected by Account Level Security

		Total Budget	Year to Date Actual	Current Period Actual	Total Budget Variance	Percent Remaining
REVENUE						
350000	INTEREST AND INVESTMENT INCOME					
350000	INTEREST	0.00	7,299.08	800.05	7,299.08	0.00%
351000	INVESTMENT GAINS/LOSSES	0.00	(6,212.61)	21,839.25	(6,212.61)	0.00%
	Total INTEREST AND INVESTMENT INCOME	0.00	1,086.47	22,639.30	1,086.47	0.00%
360000	DONATIONS					
360000	DONATIONS	0.00	25.00	0.00	25.00	0.00%
	Total DONATIONS	0.00	25.00	0.00	25.00	0.00%
375000	FUND DRIVE					
377000	FUND DRIVE	0.00	5,694.78	5,000.00	5,694.78	0.00%
	Total FUND DRIVE	0.00	5,694.78	5,000.00	5,694.78	0.00%
390000	TRANSFER FROM OTHER FUNDS					
390000	TRANSFER FROM OTHER FUNDS	0.00	75,000.00	0.00	75,000.00	0.00%
	Total TRANSFER FROM OTHER FUNDS	0.00	75,000.00	0.00	75,000.00	0.00%
	Total REVENUE	0.00	81,806.25	27,639.30	81,806.25	0.00%
EXPENSE						
430000	OTHER SERVICES AND CHARGES					
431000	PROFESSIONAL SERVICES	0.00	1,473.15	0.00	(1,473.15)	0.00%
439400	FUND RAISING EXPENSES	0.00	360.00	0.00	(360.00)	0.00%
	Total OTHER SERVICES AND CHARGES	0.00	1,833.15	0.00	(1,833.15)	0.00%
450000	MISCELLANEOUS					
456025	CREDIT CARD FEES	0.00	187.83	25.50	(187.83)	0.00%
456050	INVESTMENT FEES	0.00	1,893.51	183.08	(1,893.51)	0.00%
	Total MISCELLANEOUS	0.00	2,081.34	208.58	(2,081.34)	0.00%
470000	TRANSFERS AND REIMBURSEMENTS					
475000	TRANSFER TO OTHER FUNDS	0.00	75,000.00	0.00	(75,000.00)	0.00%
	Total TRANSFERS AND REIMBURSEMENTS	0.00	75,000.00	0.00	(75,000.00)	0.00%
490000	CAPITAL OUTLAY					
480000	CAPITAL-CONSTRUCTION/IMPROVEMENT	0.00	9,173.65	5,812.00	(9,173.65)	0.00%
	Total CAPITAL OUTLAY	0.00	9,173.65	5,812.00	(9,173.65)	0.00%
	Total EXPENSE	0.00	88,088.14	6,020.58	(88,088.14)	0.00%
	EXCESS OF REVENUE OVER EXPENSE	0.00	(6,281.89)	21,618.72	(6,281.89)	0.00%

Home Depot: Windows balance \$5812.00 paid

055 Operating budget through 10/31/011

Expenses are averaging 3% below budget year-to-date.

Revenue is over 4% under budget year-to-date.

Chester County Library Financial System

Statement of Revenue and Expenditures *

055 - OXFORD PUBLIC LIBRARY

From 10/1/2011 through 10/31/2011

* 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	84,510.00	72,447.00	12,366.50	(12,063.00)	14.27%
CHARGES	25,000.00	18,304.58	1,524.54	(6,695.42)	26.78%
FINES AND OVERDUES	17,500.00	14,868.83	869.40	(2,631.17)	15.03%
INTEREST AND INVESTMENT INCOME	20,344.00	15,889.51	0.40	(4,454.49)	21.89%
DONATIONS	32,000.00	4,638.24	286.22	(27,361.76)	85.50%
GRANTS	5,000.00	0.00	0.00	(5,000.00)	100.00%
FUND DRIVE	10,000.00	8,875.00	395.00	(1,125.00)	11.25%
TRANSFER FROM OTHER FUNDS	57,000.00	48,000.00	4,000.00	(9,000.00)	15.78%
Total REVENUE	325,973.00	267,408.16	19,442.06	(58,564.84)	17.97%
EXPENSE					
PERSONNEL SERVICES	236,310.00	201,033.63	20,305.41	35,276.37	14.92%
LIBRARY MATERIALS	39,750.00	34,972.24	3,710.89	4,777.76	12.01%
OTHER SERVICES AND CHARGES	47,130.00	39,910.25	8,558.74	7,219.75	15.31%
SUPPLIES	2,300.00	2,635.37	402.86	(335.37)	(14.58)%
MISCELLANEOUS	200.00	336.88	62.44	(136.88)	(68.44)%
CAPITAL OUTLAY	0.00	294.88	0.00	(294.88)	0.00%
Total EXPENSE	325,690.00	279,183.25	33,040.34	46,506.75	14.28%
EXCESS OF REVENUE OVER EXPENSE	283.00	(11,775.09)	(13,598.28)	(12,058.09)	4,260.80%

Book Buzz Summaries June 1 - Oct. 31, 2011

Totals and Balances Reflect History since August 2009

6/1/2011	Receipts	\$ 106.00	\$ 6.00	\$ 100.00
6/7/2011	Receipts	\$ 184.40	\$ 10.44	\$ 173.96
6/16/2011	Receipts	\$ 121.00	\$ 6.85	\$ 114.15
6/21/2011	Receipts	\$ 200.00	\$ 11.32	\$ 188.68
7/5/2011	Receipts	\$ 354.00	\$ 20.04	\$ 333.96
7/19/2011	Receipts	\$ 104.00	\$ 5.89	\$ 98.11
7/26/2011	Receipts	\$ 124.00	\$ 7.02	\$ 116.98
8/2/2011	Receipts	\$ 130.00	\$ 7.36	\$ 122.64
8/10/2011	Receipts	\$ 275.00	\$ 15.57	\$ 259.43
8/23/2011	Receipts	\$ 128.00	\$ 7.25	\$ 120.75
9/1/2011	Receipts	\$ 144.00	\$ 8.15	\$ 135.85
9/6/2011	Receipts	\$ 368.00	\$ 20.83	\$ 347.17
9/7/2011	Receipts	\$ 100.00	\$ 5.66	\$ 94.34
9/14/2011	Receipts	\$ 293.00	\$ 16.58	\$ 276.42
9/27/2011	Receipts	\$ 206.00	\$ 11.66	\$ 194.34
10/5/2011	Receipts	\$ 120.00	\$ 6.79	\$ 113.21
10/11/2011	Receipts	\$ 291.00	\$ 16.47	\$ 274.53
10/18/2011	Receipts	\$ 140.00	\$ 7.92	\$ 132.08
10/19/2011	Receipts	\$ 135.00	\$ 7.64	\$ 127.36
10/27/2011	Receipts	\$ 140.00	\$ 7.92	\$ 132.08
		\$ 15,144.58	\$ 857.24	\$ 14,287.34
	Paid 2nd half 2009, 1st half 2010, 2nd half 2010, 1st half 2011		\$ (677.65)	-
	Sales Tax Reserve Requirement		\$ 179.59	

Deposits and Revenue

540	6/15/2011	Marjorie Moorefield	\$ (450.00)	\$ (450.00)
541	6/22/2011	Marjorie Moorefield	\$ (450.00)	\$ (450.00)
542	7/5/2011	Peco (5/11/11 - 6/12/11)	\$ (109.41)	\$ (109.41)
543	7/5/2011	Water (3/9/11 - 6/9/11)	\$ (25.50)	\$ (25.50)
544	7/5/2011	Oxford Area Sewer Authority	\$ (50.00)	\$ (50.00)
ACH	8/22/2011	Sales Tax 1st half 2011	\$ (157.90)	\$ (157.90)
545	8/1/2011	Marjorie Moorefield	\$ (450.00)	
546	8/1/2011	Marjorie Moorefield	\$ (450.00)	
547	8/2/2011	Peco (6/12/11 - 7/12/11)	\$ (96.90)	
548	8/19/2011	Marjorie Moorefield	\$ (450.00)	
549	8/29/2011	Marjorie Moorefield	\$ (450.00)	
550	8/30/2011	Peco (7/12/11 - 8/10/11)	\$ (125.86)	
551	9/16/2011	Marjorie Moorefield	\$ (450.00)	
552	10/3/2011	Marjorie Moorefield	\$ (450.00)	
ACH	10/4/2011	Peco (8/10/11 - 9/11/11)	\$ (104.08)	
553				
554	10/17/2011	Marjorie Moorefield	\$ (450.00)	
555	10/31/2011		\$ (22.53)	
ACH	10/25/2011	Peco (9/11/11 - 10/10/11)	\$ (75.19)	
556	10/26/2011	Water (6/9/11 - 9/9/11)	\$ (25.50)	
557	10/26/2011	Oxford Area Sewer Authority	\$ (52.50)	
558	10/24/2011	Marjorie Moorefield	\$ (450.00)	
			\$ (13,406.20)	\$ (9,303.64)
Balance			\$ 1,738.38	
RESERVE FOR SALES TAX			\$ (179.59)	
AVAILABLE BALANCE			\$ 1,558.79	\$ 5,661.35

Expenditures and Balances

Utility Account Numbers:
 PECO Account #91354-91001
 Borough of Oxford Water Account #12640
 Oxford Area Sewer Authority Account #12640.00

Bank Reconciliation as of 10/31/11

Balance per Bank	\$ 1,738.38
Outstanding checks	\$ -
	\$ -
	\$ -
	\$ -
Adjusted Balance	\$ 1,738.38
Balance per Above	\$ 1,738.38
Difference	\$ -

The following addition to the Library Policy Manual *as a sample* is here for consideration by the policy committee and as a guide for recommendation for implementation of an Oxford Library Policy to be prepared for the January, 2012 meeting.

MANDATE TO REPORT SUSPECTED CHILD ABUSE POLICY

This policy is adopted to affirm the obligation of Oxford Public Library (“Library”) employees to assist in identifying suspected child abuse and to establish procedures for reporting such in compliance with the Pennsylvania Child Protective Services Law (Title 23 Pa. C.S. Chapter 63).

Definitions (23 Pa. C.S. § 6303(b)):

“Child Abuse” shall mean any of the following:

- (i) Any recent act or failure to act by a perpetrator which causes nonaccidental serious physical injuries to a child under 18 years of age.
 - (ii) Any act or failure to act by a perpetrator which causes nonaccidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
 - (iii) Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
 - (iv) Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers a child’s life or development or impairs the child’s functioning.
- (2) No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child’s welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Duty to Report Suspected Child Abuse (23 Pa. C.S. §§ 6311, 6312)

All Library employees shall report or cause a report to be made when during the course of their duties they have reasonable cause to suspect, on the basis of their training and experience, that a child is an abused child. Reasonable cause may be established by direct observation or report from a third party.

The library confidentiality policy does not apply in situations of suspected child abuse.

Any person required to report suspected child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

A person or official required to report a case of suspected child abuse who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.

Mandated Reporting Procedures (23 Pa. C.S. § 6313)

Employees who have reasonable cause to suspect child abuse shall immediately notify the Library Director or Person In Charge (hereinafter “the administrator”). Upon notification, the administrator shall assume the responsibility and have the legal obligation to report the suspected child abuse. The administrator may not make an independent determination of whether to report.

Oral reports of suspected child abuse shall **immediately** be made by the administrator by telephone to ChildLine (1-800-932-0313). A courtesy call to Chester County Department of Children, Youth and Families (“CYF”) is recommended (610-344-5800).

The administrator shall notify the employee within 24 hours when the report was made to ChildLine. An administrator’s failure to report does not relieve the employee or staff member of their responsibility to report. Within 48 hours of reporting to ChildLine, the administrator who made the report shall complete Form CY-47, Report of Suspected Child Abuse, and send it to CYF.

Investigation

Library employees shall cooperate with the Department of Public Welfare or CYF investigation of a report of suspected child abuse, including permitting authorized child welfare or law enforcement personnel to interview the child while the child is in the Library.

Library Documentation Procedures

Information regarding a mandated report by a Library employee is confidential except in certain instances specified by law. All communication and records of such reports will be treated as confidential. Records kept to document background information or that provide a timeline of the report will be maintained in a secured file cabinet by the administrator. Only one copy of any record will be maintained by the Library.

When a report is made to ChildLine, the employee who observed or received the information of suspected child abuse and the administrator who made the report shall jointly complete the Library’s Mandated Report of Suspected Child Abuse Form. A copy of Form CY-47, Report of Suspected Child Abuse, referenced above, should be attached to the Library’s form.

Training

All Library employees and volunteers shall receive initial and periodic training regarding the requirements of this policy. The Director shall oversee and implement appropriate training.

Employment Background Checks

The Library policy on Employment Background Checks covers the requirements for criminal and child abuse background checks in accordance with the Pennsylvania Child Protective Services Law.

Presented December 1, 2011 to the Board of Trustees, Oxford Public Library

December 1, 2011
Director's Report

Finance:

- Act 141 and Investment transfer recommendations have been submitted by National Penn Trust for review.
- First Drafts of the 2012 budget are also ready for committee review and work-through. Final investment transfer, municipal contributions, and other local financial effort final details remain.
- Municipal contribution from Lower Oxford Township is still pending. Advocacy letters and 2012 Municipal budget contribution statements have been sent to all six municipalities. The notices reflect 2010 census population changes and the minimum local support at \$1 per capita based on the new data. The Oxford Public Library is once again requesting the consideration of \$1.50 per capital from its supporting municipalities.

Policy Manual updates include the addition of the Mandate to Report Suspected Child Abuse Policy and annual review of the manual.

President's Capital Campaign appeal letter is complete and will be mailed out to the new revised donor list as soon as the envelopes are addressed and stuffed.

The library will be open 3pm until 8 pm Friday December 2 to prepare for and hi-light the "Librarian on the Roof" event. Event press release and advance coverage is in place.

"*Possibility*" Images are ready and hand-outs for individual sponsorship for the library's new a.) Veteran's Community Room; b.) Screening and Media Center; c.) Local History Research Center are ready for Friday's big community reveal.

Consideration of annual Holiday bonuses should be forwarded to the business office by Dec. 9th.

The Proposed "Days Closed" schedule is attached for approval.

OXFORD PUBLIC LIBRARY

2012 CLOSINGS

New Year's	January 1	Sunday
New Year's (Observed)	January 2	Monday
Memorial Day Holiday	May 28	Monday
Independence Day	July 4	Wednesday
Labor Day	September 3	Monday
Thanksgiving Day	<u>November 22</u>	Thursday
Christmas Eve	December 24	Monday
Christmas Day	December 25	Tuesday
New Year's Eve	December 31	Monday