

**Oxford Public Library / Board of Trustees Meeting**  
**Thursday January 21, 2010**

**Agenda**

*If you have additional items for the agenda or are unable to attend the meeting please contact Carol at 610-869-2791 or Ken at 610-932-9618 or Email: [kpienkos@ccls.org](mailto:kpienkos@ccls.org)*

**6:00 pm - Annual Meeting and Election of Officers**

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

- Minutes – Board Meeting December 3, 2009
- President’s Report -
- Treasure’s Report –
- Director’s Report -
- Committee Reports -
  - Building & Grounds / Long Range Planning
    - Demolition /Dismantling– Western Terrace Property
    - Architect’s Fees
    - Planning Commission status
    - RFP and Contractor Bidding
  - Annual Fund-raiser – *second appeal*
- Unfinished Business –Records Retention and Whistle Blower Policies; Strategic Planning Goals; and NEH Ben Franklin committee schedule.
- New Business – starting February, 2010 – Consent Agenda Format; previous month’s minutes and committee reports will be due three days prior to scheduled meeting. All system libraries will submit PDF board packets to district consultant.

Adjournment; Next Meeting will be Thursday February 25, 2010

***Library Advocacy Training with Peggy Wadsworth for Trustees and Friends 6:00 pm***

Calendar

***Dave Renz – Jazz Ensemble @ Arts Alliance 1/22/10***

***Monday February 15<sup>th</sup> “Lizzie Fox-Top” meet the author; Stevie French children’s luncheon***

***February 11<sup>th</sup> – 7pm “Global Café” world music series @ your library***

OXFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
DECEMBER 3, 2009

The meeting was called to order by President Carol Hauser at 6:10 PM. Others present at the meeting included: Frank Spohr, Maren Ketcham, Ruth Holmes, Jahan Sheikholeslami, Harry Farmer, and Ken Pienkos. Guest at the meeting was Walter Leis.

Unable to attend were Richard Hannum and Courtney Messick Jayne.

*At 6:20, a special meeting for employee affairs was held. At this meeting, the board recognized the appearance of Mr. and Mrs. Knorr.*

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RETURN TO BOARD MEETING AGENDA

REVIEW OF MINUTES OF THE SEPTEMBER and OCTOBER 2009 MEETINGS

1. Minutes approved. Motion by Jahan , second by Frank. Unanimously Approved.
2. Motion to welcome W Leis to the board. Motion by Carol, seconded by Frank. Unanimously Approved

THERE WAS NO TREASURER'S REPORT

DIRECTOR'S REPORT

1. An anonymous gift of 300K was received recently .The gift was presented in 2 equal amounts of 150K in 2009 and 2010.
2. Ken reviewed grants that have been applied for. He is seeking assistance to compose support letters for the grants.
3. Ken would also like to have a 2<sup>nd</sup> letter to act as a “community challenge”
4. Ken reviewed a conditional approval letter from Oxford Borough Manager. The letter enumerated 7 conditions that would be required to be met for construction of the new library addition.
5. The bookstore financial report was presented
6. The program for “Reading to our Dogs” is proceeding with training presently going on.This program has historically been shown to have positive outcomes for reluctant readers and those with certain reading disorders.
7. The “Café” opened on 12/01 and is within the core of the library. The plan is to charge a fee of 1\$ for a cup of coffee and a snack

8. A separate discussion was opened by Jahan who had talked with Mr Ed Herr about his pledge of long term support for the library. However, neither Herr , nor Ware are interested in leading efforts to raise money but would be active if we had a summary (1 page) letter regarding the financial needs to meet the obligations for the building program.

## BUILDING AND GROUNDS

The borough and the Carlson Trust have several questions that will need communication from a legal perspective. It had been agreed earlier that borough questions and issues would be responded to by Attorney Binder

2. Similarly, questions regarding personnel issues would be handled by Attorney Sebastian
3. A 5000\$ invoice for asbestos removal at the building demo site was discussed as were issues regarding induced runoff from the recnt parking lot work adjacent to the building site.

## ANNUAL FUND RAISER

1. Ruth will be sending the AFR letter by Dec 5 2009. The letter format and the accompanying bookmark (with the new library hours) were reviewed.
2. Two employees at the library bookstore will do the addressing and production of the final letters.
3. The 2010 library budget was discussed with alignments that would be required with respect to the 2009 budget. The budget would be available for approval by the Jan 2010 board meeting.

## CAPITAL CAMPAIGN.

1. Discussions with Donna Melton that took place in October were reviewed. She may be seeking compensation for what the library understood was a “proposal for services”
2. Walt discussed the contacts he made with several other candidates for a capitol campaign leader. The results were that, of the 3 people he contacted, all were presently employed and only W Middendorf was going to be available for assignment . His availability would not be till th second half of 2010.

## PERSONNEL

Ken is having regular meetings with staff in order to provide them a voice in the operations of the library

Ken will add information from his meetings to the monthly Directors Report.

## RECORDS RETENTION

1. Chester County will move forward to standardize the policies for Records Retention and Whistleblowers.
2. The Oxford Library will seek to adopt the county’s policy . The need for training in these items was briefly discussed.

## OTHER BUSINESS

1. Ken proposed a Saturday Board Meeting for January or February 2010. This will allow a more leisurely period of discussion and the Board won't be rushed to accommodate library hours .
2. The Nominations Committee will present a slate of officers by the January Board Meeting
3. Jahan suggested that we have the Architect here for the January meeting
4. Ken encouraged Board Members to visit the library more frequently to see the operations and observe the new hours of operations.

The next Meetings will be January 6, 2010, 9AM for a building subcommittee meeting.

The next Board of Trustees meeting will be on January 28, 2010.

The meeting was adjourned at 8:10, motioned by Frank Spor and seconded by Harry Farmer.

## System Director's January manifesto

OK – times were hard in 09 – they're bound to be just as hard or harder in 2010 – so how do we proceed? Let's get ready for the good times. We need to make sure that we've done all of the prep-work so that when we do get flush again, we're ready to spend wisely.

- Let's work on streamlining our processes – analyze our work-flow, focus on efficiencies, use technology wisely.
- Let's continue to adopt social networking tools for in-house and external communications. Convenience for our customers should be driving our efforts here. And let's continue to tweak our websites – for today's web surfer, if it isn't consistently useful and usable, they won't return. Applications like iTunesU suggest innovative ideas for library services.
- Let's strengthen our relationships with our customers in every possible way. The explosive growth of Facebook and social networking as a whole is proof that our dealings with customers should be relation-based, not transaction-based. Find more and varied ways to “touch” our customers.
- Let's open up our spaces for other uses than storing books. More comfortable seating, more public access computers, more spaces designed for using wireless. In other words, let's WEED! Get rid of the towers of old and/or unused items. There will be a dramatic impact on our turnover rate. Let's re-evaluate our roles as archivists.
- Let's involve our customers more in the process. It's a weird contradiction that people consider it a service if you make them do the work. More self-serve – check-outs, check-ins, fines and fees payments, etc. We should take a hard look at self-serve hold pick-ups.
- Let's think about getting out from under exorbitant licensing and maintenance fees and continue to explore open source solutions.

All of these ideas are represented in our Strategic Plan and I believe they are all do-able within our financial constraints if we apply a little innovative and creative thinking. So, Happy New Year and Good Luck!

John Vendetta

### Oxford Director's Report:

- Annual Report in process to include programming, budget, and 2009 library community summaries.
  - Overall 2009 budget revenue and expenditures ended with \$13,000 carry forward.
- Personnel updates, health insurance increase for 2010 announced 1/1
- **2010** Budget remains in draft form until final personnel costs can be determined
- **Book Buzz** first quarter successful >\$1000 in accounts
- **Circulation, program attendance, and facilities use increased an average of 15% since 2008**

**OXFORD PUBLIC LIBRARY**  
**2010 CLOSINGS**

NEW YEAR S DAY January 1 – Friday

MEMORIAL DAY HOLIDAY (Observed) May 31 - Monday

INDEPENDENCE DAY July 3 – Saturday

LABOR DAY September 6 - Monday

THANKSGIVING DAY November 25 - Thursday

CHRISTMAS EVE December 24 – Friday

CHRISTMAS DAY December 26 – Saturday

NEW YEAR’S EVE December 31 – Friday

Submitted for Approval  
1/21/2009 Board of Trustees

## Summary – B & G committee meeting

January 21, 2009

1. Land Development –
  - ? Can we push wall into foundation and top off with soil/granular material
  - ? Should we extend fence lease - \$1200 three month additional time.
2. Drawings and Specs – 90% complete
3. Borough letter 1/5/2010 from manager. (attached)
  - What is the lead item?
    - What affects project cost determination.

### Building Permit

Recommendation: submit for permit now to complete Borough approval

### Board Motions:

1. Develop a Q & E (Qualifications and Experience Statement for bidders)
  - Ask bidders to respond with a critical skills matrix. Identify phases and needs
  - Todd will develop criteria for next B & G meeting
2. Legal advertisement in which we identify construction time and costs

Next steps: raising additional 200K

Fund-raising and campaign strategies

## Summary 2009

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2				Oxford Public Library 2009												
3				Statistics for PA State Standards Reporting												
4																
5		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals		
6																
7	Circulation	11,352	11,999	12,853	12,364	11,843	15,872	18,017	15,940	12,902	12,622	11,878	10,112		157,754	
8																
9	Day Open	26	24	25	26	25	26	26	26	25	27	24	26	306		
10																
11	New Patrons	92	68	66	102	89	86	99	70	113	151	42	49	1,027		
12																
13	Reference Service	288	538	604	696	616	765	932	971	856	877	758	830	8,731		
14																
15	Computer Use	1,087	1,088	1,050	1,187	1,104	1,167	1,230	1,314	1,374	1,406	1,302	1,115	14,424		
16																
17																
18																
19																
20																
21																

### Circulation Increases Year End (CCLS)

- January-December 2007                      3,543,608
  
- January-December 2008                      3,740,930
  
- January-December 2009                      4,128,735      (4,102,632 + Overdrive 26,103)

2007 compared to 2008                      +5.27%

2008 compared to 2009                      +9.39%

2007 compared to 2009                      +14.17%

Circulation Categories								
	Adult	Teens	Juv. Print	Preschool Print	Pre Juv AV	Unknown	Overdrive	Total
AT	12440	963	4279	5180	5675	46	129	28712
AG	50998	5313	24386	24966	2274	147	785	108869
BT	83324	4769	25957	27218	5101	68	1043	147480
CS	22717	1205	9022	10182	4817	92	262	48297
CO	35129	3302	17952	24285	1416	72	523	82679
DO	45844	3216	30720	32706	3973	64	785	117308
EA	129982	23166	51085	45111	16630	56	1826	267856
HB	41624	6964	13407	12949	2718	5	523	78190
MA	68341	5246	26236	38896	7722	28	1043	147512
OX	66654	4268	33153	40427	12094	115	1043	157754
PA	67222	3154	11314	16740	7154	14	785	106383
PK	49228	2292	15512	21786	11328	128	785	101059
PH	139506	14756	44383	66367	10000	886	1826	277724
SC	16288	2083	5177	11778	2128	13	129	37596
TR	181731	13001	43131	39161	16356	56	1307	294743
WC	79617	9582	33508	41537	5020	904	1043	171211
CCL	932485	47666	206055	156754	110464	15731	9396	1478551
HH	226983	19275	92045	106270	28469	899	2870	476811
CCLS	2250113	170221	687322	722313	253339	19324	26103	4128735

Website Unique Visits: 0  
Homework Help Visits: 0

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**Chester County Library Financial System**

Balance Sheet - BALANCE SHEET \*

055 - OXFORD PUBLIC LIBRARY

As of 12/31/2009

\* This report may be affected by Account Level Security

	Beginning Year Balance	Beginning Period Balance	Current Period Change	Current Period Balance	YTD Change	Current Year Ending Balance	
<b>ASSETS</b>							
<b>CASH</b>							
110000	CASH-SAVINGS ACCOUNT-TD BANK	6,936.41	(5,511.28)	18,258.68	12,747.40	5,810.99	12,747.40
113000	CASH-IMPREST FUND	500.00	500.00	0.00	500.00	0.00	500.00
	Total CASH	7,436.41	(5,011.28)	18,258.68	13,247.40	5,810.99	13,247.40
<b>PETTY CASH</b>							
121000	PETTY CASH	100.00	100.00	0.00	100.00	0.00	100.00
	Total PETTY CASH	100.00	100.00	0.00	100.00	0.00	100.00
	Total ASSETS	7,536.41	(4,911.28)	18,258.68	13,347.40	5,810.99	13,347.40
<b>LIABILITIES</b>							
<b>TAXES PAYABLE</b>							
222000	SALES TAX COLLECTED	362.83	256.02	105.52	361.54	(1.29)	361.54
	Total TAXES PAYABLE	362.83	256.02	105.52	361.54	(1.29)	361.54
	Total LIABILITIES	362.83	256.02	105.52	361.54	(1.29)	361.54
<b>FUND BALANCE</b>							
<b>BEGINNING OF YEAR</b>							
292000	FUND BALANCE	7,173.58	7,173.58	0.00	7,173.58	0.00	7,173.58
	Total BEGINNING OF YEAR	7,173.58	7,173.58	0.00	7,173.58	0.00	7,173.58
<b>CHANGES IN FUND BALANCE-</b>							
	<b>CURRENT YEAR REVENUE</b>	0.00	310,581.58	40,010.44	350,592.02	350,592.02	350,592.02
	<b>CHANGES IN FUND BALANCE-</b>						
	<b>CURRENT YEAR EXPENSE</b>	0.00	(322,922.46)	(21,857.28)	(344,779.74)	(344,779.74)	(344,779.74)
	Total FUND BALANCE	7,173.58	(5,167.30)	18,153.16	12,985.86	5,812.28	12,985.86
	TOTAL LIABILITIES AND FUND BALANCE	(7,536.41)	4,911.28	(18,258.68)	(13,347.40)	(5,810.99)	(13,347.40)

Date: 12/10/09 2:36 PM

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**Chester County Library Financial System**

Statement of Revenues and Expenditures \*

055 - OXFORD PUBLIC LIBRARY

From 12/1/2009 Through 12/31/2009

\* This report may be affected by Account Level Security

	Total Budget	Year to Date Actual	Current Period Actual	Total Budget Variance	Percent Remaining
<b>REVENUE</b>					
STATE REVENUE	135,998.00	128,526.70	0.00	(7,471.30)	5.49%
LOCAL GOVERNMENTAL CHARGES	83,056.00	83,403.00	0.00	347.00	(0.41)%
FINES AND OVERDUES	28,200.00	25,669.92	2,780.51	(2,530.08)	8.97%
INTEREST AND INVESTMENT INCOME	17,000.00	16,608.05	1,314.57	(391.95)	2.30%
DONATIONS	42,000.00	44,256.56	2,009.53	2,256.56	(5.37)%
GRANTS	25,500.00	35,719.18	28,140.83	10,219.18	(40.07)%
FUND DRIVE	5,000.00	0.00	0.00	(5,000.00)	100.00%
MISCELLANEOUS REVENUE	9,500.00	16,385.00	5,765.00	6,885.00	(72.47)%
	0.00	23.61	0.00	23.61	0.00%
Total REVENUE	346,254.00	350,592.02	40,010.44	4,338.02	(1.25)%
<b>EXPENSE</b>					
PERSONNEL SERVICES	247,200.00	239,184.22	17,241.65	8,015.78	3.24%
LIBRARY MATERIALS	50,200.00	47,512.06	2,978.94	2,687.94	5.35%
OTHER SERVICES AND CHARGES	45,030.00	55,047.39	1,597.41	(10,017.39)	(22.24)%
SUPPLIES	3,500.00	2,824.94	21.52	675.06	19.28%
MISCELLANEOUS	200.00	211.13	17.76	(11.13)	(5.56)%
Total EXPENSE	346,130.00	344,779.74	21,857.28	1,350.26	0.39%
EXCESS OF REVENUE OVER EXPENSE	124.00	5,812.28	18,153.16	5,688.28	(4,587.32)%

**Chester County Library Financial System**  
 Balance Sheet - BALANCE SHEET \*  
 056 - OXFORD PUBLIC LIBRARY BUILDING FUND  
 As of 12/31/2009

\* This report may be affected by Account Level Security

	Beginning Year Balance	Beginning Period Balance	Current Period Change	Current Period Balance	YTD Change	Current Year Ending Balance
<b>ASSETS</b>						
<b>CASH</b>						
110000						
	0.00	0.00	125,218.89	125,218.89	125,218.89	125,218.89
	0.00	0.00	125,218.89	125,218.89	125,218.89	125,218.89
<b>INVESTMENTS</b>						
143303						
	150,619.69	270.89	100,054.15	100,325.04	(50,294.65)	100,325.04
	150,619.69	270.89	100,054.15	100,325.04	(50,294.65)	100,325.04
<b>PROPERTY, PLANT AND EQUIPMENT</b>						
176000						
	348,000.00	348,000.00	0.00	348,000.00	0.00	348,000.00
	348,000.00	348,000.00	0.00	348,000.00	0.00	348,000.00
	498,619.69	348,270.89	225,273.04	573,543.93	74,924.24	573,543.93
<b>FUND BALANCE</b>						
<b>BEGINNING OF YEAR</b>						
292000						
	498,619.69	498,619.69	0.00	498,619.69	0.00	498,619.69
	498,619.69	498,619.69	0.00	498,619.69	0.00	498,619.69
<b>CHANGES IN FUND BALANCE-</b>						
<b>CURRENT YEAR REVENUE</b>						
	0.00	4,554.39	225,273.19	229,827.58	229,827.58	229,827.58
<b>CHANGES IN FUND BALANCE-</b>						
<b>CURRENT YEAR EXPENSE</b>						
	0.00	(154,903.19)	(0.15)	(154,903.34)	(154,903.34)	(154,903.34)
	498,619.69	348,270.89	225,273.04	573,543.93	74,924.24	573,543.93
<b>TOTAL LIABILITIES AND FUND BALANCE</b>						
	(498,619.69)	(348,270.89)	(225,273.04)	(573,543.93)	(74,924.24)	(573,543.93)