

**Oxford Public Library / Board of Trustees Meeting
Thursday January 26, 2012**

Agenda

If you have additional items for the agenda or are unable to attend the meeting please contact Frank Spor or Ken at 610-932-9618 or Email: 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 2, 2011
- President’s Report -
- Treasure’s Report –
- Director’s Report -
- Committee Reports -
 - Building & Grounds / Long Range Planning
 - C. Raymond Davis – contract and timeline
 - *Capital Campaign*
- Unfinished Business –Mandate to Report Suspected Child Abuse Policy
 - New Business – Welcome Carolyn Bogardus, our new Library Director

Adjournment; Next Meeting will be Thursday February 23, 2012

Calendar

ESL Classes resume on Monday & Wednesday 1/31 to 5/23

READ dogs @ your library every Saturday at 2pm

Chess Club meets 2/4 & 2/18 at 10am

Dinner & Documentary! “The True Story of Killing Pablo” with special guest commentator Mark Bowden 2/17 at 6:30 pm / Arts Alliance

Oxford Public Library
 Board of Trustees Meeting
 December 1, 2011

The regular monthly meeting of the Board of Trustees began at 6:15 pm December 1. In attendance were: Frank Spor, President; Ruth Holmes; Carol Hauser; Karen Hovis; Walt Leis; Ken Pienkos, Director; Jahan Sheikholeslami; and Courtney Jane.

Joseph Sherwood, County Librarian attended as a guest.

Unable to attend: Harry Farmer, Rich Hannum, and Dr. Ray Fischer.

AGENDA---Approved motion by Walt, seconded by Karen.

MINUTES OF NOVEMBER 3---Motion by Ruth; seconded by Jahan.

TREASURER'S REPORT---No figures available for October 2011.

1. As a result of the input from our investment advisors, a meeting was held with Rich, Courtney, Carol, and Nat Penn. The items discussed were:
 - a. Operating income stream
 - b. Suggestions at moving the Building Fund into cash
- c. Asset allocations for the various funds were discussed
- d. Nat Penn will meet with us every 3 months with fund updates

MOTION --- A motion was made to change the Roberts and General Funds to a 70% equity/ 30% fixed income was made by Ruth; seconded by Jahan; unanimously passed.

MOTION---A motion to accept the Treasurer's Report was made by Walt, seconded by Ruth, unanimously passed.

PRESIDENT'S REPORT:

1. Capital campaign letter was prepared and will be sent December 5.
2. No reply from Cap Roberts since November
3. Director search and hiring: we discussed the candidates' interviews and the selection of Caroline Bogardus
4. Discussion was held regarding the offer letter to Ms. Bogardus

DIRECTOR'S REPORT:

1. The Library Child-Abuse policy will need to be adopted for the beginning of the year 2012
2. Staff Christmas bonuses were discussed and a motion was made regarding them by Carol, seconded by Jahan; unanimously passed.
3. Legacy activities that will be going on after Ken retires including the Serpentine Barrens and the archives of local art

MOTION---A motion to accept the Director's Report was made by Walt, seconded by Courtney, and unanimously passed.

Joseph Sherwood spoke to the Board regarding the County Librarian visiting Library Boards of Trustees frequently each year. He also discussed some interesting concepts for fundraising.

BUILDING AND GROUNDS COMMITTEE:

1. Front windows have been repaired and painted.
2. The Board needs a meeting by December 31, 2011 to accept or reject the C. Raymond Davis contract .
3. This “commitment meeting” is scheduled for Dec. 27 at 9:00 am
4. Discussions ensued regarding the Capital Campaign banners and fences; communications with the 1675 Foundation; and the Book Buzz.

NEW BUSINESS:

A Good-bye Dinner was scheduled for Ken on Wed., Jan. 4, 2012 at 5:30 pm at the Muse Restaurant.

MOTION TO ADJOURN----A motion was made by Walt, seconded by Carol.

Chester County Library Financial System
 Balance Sheet - BALANCE SHEET *
 056 - OXFORD PUBLIC LIBRARY BUILDING FUND
 As of 12/31/2011

* 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	
ASSETS							
CASH							
110000	CASH-SAVINGS ACCOUNT-TD BANK	87,394.85	2,510.33	1,757.17	4,267.50	(83,127.35)	4,267.50
	Total CASH	87,394.85	2,510.33	1,757.17	4,267.50	(83,127.35)	4,267.50
INVESTMENTS							
143303	NATIONAL PENN BUILDING FUND	381,682.96	477,163.02	625.96	477,788.98	96,106.02	477,788.98
	Total INVESTMENTS	381,682.96	477,163.02	625.96	477,788.98	96,106.02	477,788.98
PROPERTY, PLANT AND EQUIPMENT							
176000	LAND	348,000.00	348,000.00	0.00	348,000.00	0.00	348,000.00
	Total PROPERTY, PLANT AND EQUIPMENT	348,000.00	348,000.00	0.00	348,000.00	0.00	348,000.00
	Total ASSETS	817,077.81	827,673.35	2,383.13	830,056.48	12,978.67	830,056.48
FUND BALANCE							
BEGINNING OF YEAR							
292000	FUND BALANCE	817,077.81	817,077.81	0.00	817,077.81	0.00	817,077.81
	Total BEGINNING OF YEAR	817,077.81	817,077.81	0.00	817,077.81	0.00	817,077.81
CHANGES IN FUND BALANCE-							
CURRENT YEAR REVENUE							
		0.00	78,327.25	4,851.39	83,178.64	83,178.64	83,178.64
	Total CHANGES IN FUND BALANCE-	0.00	78,327.25	4,851.39	83,178.64	83,178.64	83,178.64
CHANGES IN FUND BALANCE-							
CURRENT YEAR EXPENSE							
		0.00	(92,731.71)	(2,468.26)	(95,199.97)	(95,199.97)	(95,199.97)
	Total CHANGES IN FUND BALANCE-	0.00	(92,731.71)	(2,468.26)	(95,199.97)	(95,199.97)	(95,199.97)
	Total FUND BALANCE	817,077.81	802,673.35	2,383.13	805,056.48	(12,021.33)	805,056.48

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2012 Contributions to date

\$ 217,116

Total Building Fund \$ 477,789
 3,000 (Nat. Penn Ckg.)

\$ 697,905

Veteran's Fund

5,296

\$703,201.

Chester County Library Financial System
Statement of Revenue and Expenditures *
055 - OXFORD PUBLIC LIBRARY
From 12/1/2011 Through 12/31/2011

* This report may be affected by Account Level Security

	<u>Total Budget</u>	<u>Year to Date Actual</u>	<u>Current Period Actual</u>	<u>Total Budget Variance</u>	<u>Percent Remaining</u>
REVENUE					
STATE REVENUE	74,619.00	84,385.00	0.00	9,766.00	(13.08)%
LOCAL GOVERNMENTAL	84,510.00	78,966.00	4,319.00	(5,544.00)	6.56%
CHARGES	25,000.00	21,357.88	1,393.67	(3,642.12)	14.56%
FINES AND OVERDUES	17,500.00	17,038.34	1,170.40	(461.66)	2.63%
INTEREST AND INVESTMENT INCOME	20,344.00	20,951.49	5.98	607.49	(2.98)%
DONATIONS	32,000.00	22,929.04	8,080.90	(9,070.96)	28.34%
GRANTS	5,000.00	0.00	0.00	(5,000.00)	100.00%
FUND DRIVE	10,000.00	8,875.00	0.00	(1,125.00)	11.25%
TRANSFER FROM OTHER FUNDS	57,000.00	74,000.00	4,000.00	17,000.00	(29.82)%
Total REVENUE	<u>325,973.00</u>	<u>328,502.75</u>	<u>18,969.95</u>	<u>2,529.75</u>	<u>(0.78)%</u>
EXPENSE					
PERSONNEL SERVICES	236,310.00	249,395.65	29,083.66	(13,085.65)	(5.53)%
LIBRARY MATERIALS	39,750.00	38,399.37	1,672.64	1,350.63	3.39%
OTHER SERVICES AND CHARGES	47,130.00	46,179.80	4,388.93	950.20	2.01%
SUPPLIES	2,300.00	2,952.13	39.51	(652.13)	(28.35)%
MISCELLANEOUS	200.00	393.45	45.51	(193.45)	(96.72)%
CAPITAL OUTLAY	0.00	294.88	0.00	(294.88)	0.00%
Total EXPENSE	<u>325,690.00</u>	<u>337,615.28</u>	<u>35,230.25</u>	<u>(11,925.28)</u>	<u>(3.66)%</u>
EXCESS OF REVENUE OVER EXPENSE	<u>283.00</u>	<u>(9,112.53)</u>	<u>(16,260.30)</u>	<u>(9,395.53)</u>	<u>3,319.97%</u>

Chester County Library Financial System
 Balance Sheet - BALANCE SHEET *
 175 - OXFORD - VETERAN MATERIALS AND SERVICES GRANT
 As of 12/31/2011

* 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	
ASSETS							
CASH							
110000							
	CASH-SAVINGS	6,060.97	5,296.33	0.45	5,296.78	(764.19)	5,296.78
	ACCOUNT-TD BANK						
	Total CASH	6,060.97	5,296.33	0.45	5,296.78	(764.19)	5,296.78
	Total ASSETS	6,060.97	5,296.33	0.45	5,296.78	(764.19)	5,296.78
FUND BALANCE							
BEGINNING OF YEAR							
292000							
	FUND BALANCE	6,060.97	6,060.97	0.00	6,060.97	0.00	6,060.97
	Total BEGINNING OF YEAR	6,060.97	6,060.97	0.00	6,060.97	0.00	6,060.97
CHANGES IN FUND							
BALANCE-							
CURRENT YEAR REVENUE							
		0.00	6.57	0.45	7.02	7.02	7.02
	Total CHANGES IN FUND	0.00	6.57	0.45	7.02	7.02	7.02
BALANCE-							
CURRENT YEAR EXPENSE							
		0.00	(771.21)	0.00	(771.21)	(771.21)	(771.21)
	Total CHANGES IN FUND	0.00	(771.21)	0.00	(771.21)	(771.21)	(771.21)
	Total FUND BALANCE	6,060.97	5,296.33	0.45	5,296.78	(764.19)	5,296.78
TOTAL LIABILITIES AND							
FUND BALANCE							
		(6,060.97)	(5,296.33)	(0.45)	(5,296.78)	764.19	(5,296.78)

Chester County Library Financial System
 Balance Sheet - BALANCE SHEET *
 057 - OXFORD PUBLIC LIBRARY INVESTMENT FUND
 As of 12/31/2011
 * 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
ASSETS						
INVESTMENTS						
143300	597,763.64	773,496.03	(302.44)	773,193.59	175,429.95	773,193.59
143305	518,650.90	514,489.39	48,120.53	562,609.92	43,959.02	562,609.92
143330	196,915.58	0.00	0.00	0.00	(196,915.58)	0.00
	1,313,330.12	1,287,985.42	47,818.09	1,335,803.51	22,473.39	1,335,803.51
PROPERTY, PLANT AND EQUIPMENT						
176000	179,564.22	179,564.22	0.00	179,564.22	0.00	179,564.22
	179,564.22	179,564.22	0.00	179,564.22	0.00	179,564.22
	1,492,894.34	1,467,549.64	47,818.09	1,515,367.73	22,473.39	1,515,367.73
FUND BALANCE						
BEGINNING OF YEAR						
292000	1,492,894.34	1,492,894.34	0.00	1,492,894.34	0.00	1,492,894.34
	1,492,894.34	1,492,894.34	0.00	1,492,894.34	0.00	1,492,894.34
CHANGES IN FUND BALANCE-						
CURRENT YEAR REVENUE						
	0.00	238,442.80	52,624.58	291,067.38	291,067.38	291,067.38
	0.00	238,442.80	52,624.58	291,067.38	291,067.38	291,067.38
CHANGES IN FUND BALANCE-						
CURRENT YEAR EXPENSE						
	0.00	(263,787.50)	(4,806.49)	(268,593.99)	(268,593.99)	(268,593.99)

**Oxford Public Library
Book Buzz
As of December 31, 2011, 2010 & 2009**

	As of 12/31/11	As of 12/31/10	As of 12/31/09
Statements of Financial Position			
ASSETS			
Cash	1,620.79	2,397.28	1,205.57
Total Assets	1,620.79	2,397.28	1,205.57
LIABILITIES & EQUITY			
Sales Tax Payable	278.93	248.79	140.96
Total Liabilities	278.93	248.79	140.96
Net Assets	1,341.86	2,148.49	1,064.61
Total Liabilities & Net Assets	1,620.79	2,397.28	1,205.57

Statements of Activities

Receipts			
Book Sales	6,900.16	6,400.55	2,349.29
Bake Sales	243.00		
Friends of Library Membership Dues	50.00		
Total Receipts	7,193.16	6,400.55	2,349.29
Expenses			
Water	(102.00)	(100.00)	(345.03)
Sewer	(202.50)	(192.50)	(606.00)
Electric	(976.72)	(1,185.48)	(282.04)
Repairs & Maintenance	-	(87.60)	-
Subcontractors	(6,300.00)	(408.67)	-
Marketing	(396.04)		
Office Expense & Supplies	(22.53)	(342.42)	(51.61)
Contribution to Oxford Public Library	-	(3,000.00)	-
Total Expenses	(7,999.79)	(5,316.67)	(1,284.68)
Net Income	(806.63)	1,083.88	1,064.61

Net Assets

Balance, BOY	2,148.49	1,064.61	-
Current Year Net Income (Loss)	(806.63)	1,083.88	1,064.61
Balance, EOY	<u>1,341.86</u>	<u>2,148.49</u>	<u>1,064.61</u>
	0.00	-	-

Oxford Public Library 2011													
Statistics for PA State Standards Reporting													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Circulation	10,707	11,297	12,951	11,775	10,720	15,286	16,438	15,937	11,825	11,667	11,705	9,573	149,881
Day Open	22	24	27	26	25	26	25	27	25	25	24	24	300
New Patrons	69	51	77	84	110	170	180	139	161	165	63	53	1,322
Reference Service	544	615	719	826	729	794	890	817	626	580	621	715	8,476
Computer Use	927	1,037	1,101	1,002	1,121	1,242	1,329	1,020	980	965	965	1,151	12,840

-1.9%

January 2012

Director's Report – Annual Summary 2011

Personnel – Leanne (Mahaney) Gebhart took extended vacation to get married last May and has now resigned as of December 23rd to stay at home with her new baby. Leanne is expecting early March 2012. Leanne's full-time position and responsibilities have been filled by two new part-time staff: Amie Sweren and Carlene Baer.

Carolyn Bogardus joined us on January 17th as the new library director.

Circulation - OPL finished 2011 with materials circulation almost at par with 2010 while new materials purchasing funds were considerably reduced. We do credit the re-organization of the children's services area for some of the balance.

The past year closes with great and not-so-great summaries:

- The 055 operating budget was the most challenging in my 8 year experience and should not be considered a single model for future comparisons but will be better balanced on a five year review for line item costs and support.
- Building and maintenance costs are skewed as we prepared the existing building to be ready for the expansion.
- Snow removal and safety costs were also excessively high January through March
- Personnel costs reflected unprecedented health care increases and excessive overlap as new employees were trained and long-time staff prepared to leave.
- Our technology and new hardware gifts were greatly appreciated and prepare the library for expansion

Capital Campaign programs are increasing and the community support and advocacy for the library's expansion is exceptional.

The Librarian on the Roof event launched an increased awareness for the planned expansion and the library's important role and history for the Oxford Community.

On a personal note:

I am grateful and beholden to the Library Board of Trustees, Staff and the Oxford Community for nearly a decade of kindness, respect, and encouragement. It is a privilege to have been of service and I am especially pleased to continue to be present in a fund-raising and financial/strategic development role for the next several months.

Yours Truly,

Ken Pienkos, Oxford Library Director Emeritis