

**Oxford Public Library / Board of Trustees Meeting
June/July, 2011**

**July 28, 2011
Agenda**

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

Minutes – May 26, 2011

- President's Report -
- Treasurer's Report –
- Director's Report -
- Committee Reports -
 - Building & Grounds / Long Range Planning
 - Contractor Review/ update
 - Original Building Façade repairs – front windows and updates
 - Annual Fund-raiser – mailing responses and counter display outreach
 - 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 August 25, 2011

Calendar

***Summer Reading Club Programs Daily
Big Summer Party Saturday August 6th!***

***July 23rd K-Pet and READ dog certification class 10 to 1
August 5th – First Friday Art Stroll ...visit the Book Buzz and
meet the Library's Award-winning READ dogs on the lawn at Fulton Bank. 5 to 8 pm***

***Chess Club continues every other Saturday
SAC Meeting Tuesday August 9th at Exton Library***

**OXFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 26, 2011**

The regular board meeting was called to order at 6:15 PM by President Frank Spor. All board members were in attendance except Dr Ray Fisher who was unable to attend.

AGENDA _no vote recorded, oversight by Secretary

MINUTES of PREVIOUS MEETING-Motion to Approve by Karen, and seconded by Maren,
UNANIMOUS

PRESIDENTS REPORT- discussed folders to the capital campaign. These will be in filled with information about the library, its history, and future plans

MOTION TO ACCEPT PRESIDENT’S REPORT- by Walt seconded by Frank (oops).
UNANIMOUS.

TREASURERS REPORT (pages 5 and 6 of board packet)

Discussion ensued re: the “Transfer” line on the Brown Trust, to avoid potential duplication of interest income

MOTION TO ACCEPT TREASURERS REPORT-by Jahan, seconded by Walt, UNANIMOUS.

FRIENDS OF THE OXFORD LIBRARY-report by Karen. Discussed gross income , net income and expenses for the last three years of operations of the Book Buzz. The net income of 3408.+ includes income after rents , staff, and donations to the Library.

MOTION TO ACCEPT THE FRIENDS REPORT-by Walt, seconded by Maren,
UNANIMOUS.

DIRECTORS REPORT – (Begins on p* of the Board Packet)

-The Annual Appeal has recorded 4000\$ to date

-Posters being finalized for the First Friday show on June 3

-A discussion ensued regarding library finances

MOTION TO ACCEPT DIRECTORS REPORT- by Maren, seconded by Jahan, UNANIMOUS.

BUILDING AND GROUNDS COMMITTEE

-A Discussion ensued regarding the approved funding for work and the level of incoming bids to complete the window repairs and trim painting (12500 v bids at 16000\$)

-Additional bid for landscape work came in at 900\$

-An additional bid is forthcoming to compare against

MOTION – by Jahan to accept the low bid for these repairs once all the bids are in. Seconded by Walt, UNANIMOUS

We reviewed the proposed procedures regarding the contract with C Raymond Davis. We will proceed with the contract with the provisos that C Raymond Davis will do the following:

1. The contract cost will remain as is presently presented to us

2. His contract will remain firm and unchanged for 180 days
3. If, at the end of the 180 days, we still have not acquired pledges or Funds, we can opt out of the contract with no penalties.

Jahan, in addition, brought up the point that, with these provisos, we need to be able to define what amounts of money can be readily raised by a loan from a lending institution.

MOTION was made to contact both the architect and the contractor re: the above provisos –by Walt, seconded by Carol, UNANIMOUS

THE ANNUAL APPEAL FUND RAISER REPORT-Ruth conveyed thanks to all the volunteers to date.

MOTION TO ACCEPT RUTH’S REPORT-by Carol, seconded by Karen, UNANIMOUS

GRANTS- Discussed plans to seek several grants and the NEH grant will have its own subcommittee activity from a weekly meeting until its due date.

NO UNFINISHED BUSINESS

MOTION TO ADJOURN AT 7:22-by Courtney seconded by Karen.

RS b. WM LEIS

055 Operating Budget Summary –

- Personnel Expenses reflect 2.74% under budget.
- **Local Government revenues lag. (*outreach to our municipalities is needed*)**
- 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 6/1/2011 Through 6/30/2011

* 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	24,733.00	0.00	(59,777.00)	70.73%
FINES AND OVERDUES	25,000.00	11,147.19	2,457.73	(13,852.81)	55.41%
INTEREST AND INVESTMENT INCOME	17,500.00	8,687.74	1,926.85	(8,812.26)	50.35%
DONATIONS	68,344.00	10,826.74	3.78	(57,517.26)	84.15%
GRANTS	32,000.00	2,947.26	1,023.40	(29,052.74)	90.78%
FUND DRIVE	5,000.00	0.00	0.00	(5,000.00)	100.00%
TRANSFER FROM OTHER FUNDS	10,000.00	7,480.00	2,465.00	(2,520.00)	25.20%
Total REVENUE	325,973.00	182,206.93	11,876.76	(143,766.07)	44.10%
EXPENSE					
PERSONNEL SERVICES	236,310.00	111,666.70	19,033.17	124,643.30	52.74%
LIBRARY MATERIALS	39,750.00	23,084.23	2,848.89	16,665.77	41.92%
OTHER SERVICES AND CHARGES	47,130.00	21,772.43	3,665.20	25,357.57	53.80%
SUPPLIES	2,300.00	1,830.17	163.39	469.83	20.42%
MISCELLANEOUS	200.00	198.43	10.17	1.57	0.78%
CAPITAL OUTLAY	0.00	294.88	179.58	(294.88)	0.00%
Total EXPENSE	325,690.00	158,846.84	25,900.40	166,843.16	51.23%
EXCESS OF REVENUE OVER EXPENSE	283.00	23,360.09	(14,023.64)	23,077.09	(8,154.44)%

Investment Funds Summary –

- The Schwab account has been transferred to National Penn Trust – M.
- Year to date change reflects \$80,658 on all assests while still supporting the library operating budget with \$4000 /month.
- Barb Hill’s offices (and the National Penn Trust Management Department) have moved to West Chester and her new contact information is on our current statements.

Chester County Library Financial System
 Balance Sheet - investments *
 057 - OXFORD PUBLIC LIBRARY INVESTMENT FUND
 As of 6/30/2011
 * 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	810,809.14	(6,277.23)	804,531.91	271,643.50
NATIONAL PENN-J.W.ROBERTS MEMORIAL ENDOWM	235,184.19	547,808.97	(7,384.23)	540,424.74	305,240.55
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	<u>1,264,298.61</u>	<u>1,358,618.11</u>	<u>(13,661.46)</u>	<u>1,344,956.65</u>	<u>80,658.04</u>
PROPERTY, PLANT AND EQUIPMENT					
LAND	0.00	179,564.22	0.00	179,564.22	179,564.22
Total PROPERTY, PLANT AND EQUIPMENT	<u>0.00</u>	<u>179,564.22</u>	<u>0.00</u>	<u>179,564.22</u>	<u>179,564.22</u>
Total ASSETS	<u><u>1,264,298.61</u></u>	<u><u>1,538,182.33</u></u>	<u><u>(13,661.46)</u></u>	<u><u>1,524,520.87</u></u>	<u><u>260,222.26</u></u>
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	<u>1,264,298.61</u>	<u>1,264,298.61</u>	<u>0.00</u>	<u>1,264,298.61</u>	<u>0.00</u>
CHANGES IN FUND BALANCE-					
CURRENT YEAR REVENUE					
	0.00	681,923.58	(5,570.05)	676,353.53	676,353.53
CHANGES IN FUND BALANCE-					
CURRENT YEAR EXPENSE					
	0.00	(408,039.86)	(8,091.41)	(416,131.27)	(416,131.27)
Total FUND BALANCE	<u>1,264,298.61</u>	<u>1,538,182.33</u>	<u>(13,661.46)</u>	<u>1,524,520.87</u>	<u>260,222.26</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>(1,264,298.61)</u></u>	<u><u>(1,538,182.33)</u></u>	<u><u>13,661.46</u></u>	<u><u>(1,524,520.87)</u></u>	<u><u>(260,222.26)</u></u>

July 23, 2011
Director's Report

Circulation year to date is improving for 2011 but still about 1.5% short. Considering the \$30,000 reduction in materials purchase budget, this is a very good statistic. Our library staff is dedicated to ending this year with a positive percentage growth.

Personnel: Library staff continues to complete the online competency courses and should be commended for team efforts. A few challenges and planned vacations have created scheduling shortages that have been covered gracefully and in good spirit.

Building and Maintenance: The garden build is complete and the picket fence finishes a very attractive library spot. *The contribution of two Adirondack chairs would surely complete the picture.*

The exterior shrubbery excavation is complete and the exposed building promises to become as nice as when new. The original *Katherine B. Alexander* Sign has been restored by Ken Brown.

Summer Programming is open and registration seems to exceed recent memory. There were lines waiting when the library opened Monday morning June 13th and the first family event featuring the Oxford Radio Controlled Air Squadron was attended by more than 200 people and everyone had a wonderful time. The plane demonstration and flight simulator was a “huge hit” for all ages.

Website Updates: our library website has been updated with a new calendar format and scrolling FaceBook conversations.

Grants:

- *An anonymous benefactor* is gifting nearly \$54,000 in new technologies to our library. The items include 22 new flat screen monitors, ergonomic keyboards, and mice; a new monitored camera security system inside and outside; a 9' electric movie screen, computer and projector; and a popcorn machine; 2 new Children's early literacy stations; and 2 new laptops for public use. Our community paper bulletin board will be replaced with a paperless flat-screen and software for scrolling community events and announcement that will be simultaneous with our website information.
- *The Oxford Rotary* secured a matching grant totaling \$975 for the purchase of children's materials.
- The “Friends of the Oxford Library” are completing a grant application with *ING Bank* for \$25,000 to sustain the development of “the Book Buzz” book store, specialized collection development and popular materials, and volunteer development programs for capital campaign growth.
- The Serpentine Barrens committee continues to communicate and develop its planning and fund-raising strategies.

Capital Campaign: The folders and insert materials are coming together and we will have our outreach tools in place by mid-July for building and expansion advocacy and finance development.

Meetings: May/June/July

- 5/25 Oxford Foundation Technology grant
- 5/26 OPL Board Meeting
- 5/27 Serpentine Grants
- 6/2 Russellville Grange
- 6/3 Serpentine Grants
- 6/4 Arts Alliance Garden Party – good connection with Rep. John Lawrence
- 6/7 District Librarian’s Meeting - Exton
- 6/7 Poetry evening @ your library
- 6/17 “Friends” Value Study 1pm
- 7/7 Dennis Melton, Library trends consultation
- 7/8 Walt Leis - grants
- 7/12 Website planning
- 7/14 Agatha Lyons – LSTA grant (Exton)
- 7/19 Presentation and OPL updates to the CCLS Board
- 7/19 Camp Dreamcatcher board meeting
- 7/20 Insurance – Bob Hall
- 7/21 Jim Lawrence – technology grant
- 7/21 Garden Story - Press and Photo for *Community Courier* with students and leaders
- 7/22 Insurance – Jonathan Gatt
- 7/26 Arts Alliance – Executive meeting
- 7/27 Insurance – Bob Longley

KP/6.11

Create a working committee

You're going to go for it. Who should you ask to help you get started?

Your chances of success will be greater if you work with the right people. Start by forming a small Local Notables Committee, and find people with the skills and connections you need. Recruit your committee members from the following groups:

1. *People who know people.* We've all encountered those amazing individuals who seem to know everyone. Their personal or professional networks read like a "Who's Who" of your community's leaders. Maybe they are your colleagues if you work in a school or academic library. Enlist their help! Get them on your committee. They can give you valuable insight into who might be willing to serve as a passionate, vocal advocate for your library, plus their personal connections may be the best way to reach your local notables/celebrities.
2. *Media representatives.* Individuals who work in the media cross paths with many notable people, and they also tend to have wide personal and professional networks. In addition, media personnel can often help you with the production and placement of your notables' advocacy messages.
3. *Library Friends and Trustees.* Whatever your library, your Friends and trustees (or board members) have an interest in your library that goes far beyond even your most faithful library user. They also understand the current challenging funding environment that your library faces. Choose several of the most energetic members of your Friends and Trustees and put their passion to work on your committee.
4. *Library staff.* Select a few staff members who are well organized, enthusiastic and willing to make calls, write letters and take on a variety of tasks as you pursue and host your local notable/celebrity advocates. Involving your staff is important in sharing the ownership of this effort.
5. *Library volunteers and library lovers in your community.* These people already love your library and would probably be honored to help you find and persuade local notables and celebrities to share their appreciation for your library and its services.
6. *Representatives of unique communities within your community.* If your community is home to a corporation, institution of higher learning, or other prominent or unique organization, look for representation from there as well. For example, if a company is headquartered or extremely prominent in your community, ask for someone from that company to join your Local Notables Committee. This strategy can open doors both to people and to other resources you can use.

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