

**Oxford Public Library / Board of Trustees Meeting  
March 24, 2011  
Agenda**

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

Minutes – February 24, 2011

- President’s Report -
- Treasurer’s Report –
- Director’s Report -
- Committee Reports -
  - Building & Grounds / Long Range Planning
    - Contractor Review and Contract update
  - Annual Fund-raiser –
  - Capital Campaign – Gifts, Grants, & Grabs
- Unfinished Business –

Adjournment; Next Meeting will be Thursday April 28, 2011

*Library Advocacy Updates – Programs March 8<sup>th</sup> & 15<sup>th</sup> Chester County Library*

*CCLS Friends and Trustee Retreat April 12<sup>th</sup> 5 to 9 pm at the Exton Library*

**LEGISLATIVE BREAKFAST – APRIL 29<sup>TH</sup> “PARTNERS FOR REFORM”**  
**Invitations mailed directly to Trustees**

Calendar

*Book Discussion – “Family Planning” with local author Elizabeth Letts 4/26 at 10 am*

- *Second Saturday Knitting 4/9– 2 pm*
- *Fourth Annual Children’s Pre-school Art Show opens Saturday 4/9 @your library*
- *READ – Dog Reading Therapy Saturdays at 2pm*
- *Dinner & Documentary 4/15 “Cho Sin” with guest Bill Patrick at the Arts Alliance*
- *Chess Club 4/9 & 4/23 AT 10 am*

**OXFORD PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING  
FEB 24, 2011**

The regular (and 2011 Annual) Board Meeting was called to order by 6:20 PM by President Carol Hauser. Board members in attendance included: Maren Ketchum, Frank Spor, Ruth Holmes, Courtney Messick Jayne, Richard Hannum, Walt Leis, and Director Ken Pienkos.

Unable to attend were Hon. Harry Farmer, Karen Hovis, and Jahan Sheikholeslami, Dr. Raymond Fischer

AGENDA-approved (Ken motioned and seconded by Ruth, *unanimous*.)

ELECTION of OFFICERS. Maren Ketchum, chair of the nominations committee, presented a slate of officers for 2011. The slate included:

President:	Frank Spor
Vice President:	Rich Hannum
Treasurer:	Carol Hauser
Secretary:	Walt Leis

The slate of officers was accepted and unanimously affirmed.

Outgoing President Carol Hauser, turned over the meeting to president elect Frank Spor. Frank then offered a sincere thanks to Carol and her years of tireless service as board president.

A letter identifying the new officers will be sent to Barb Hill of National Penn Trust Company.

At this point the meeting was returned to its normal monthly business agenda

MINUTES OF PREVIOUS MEETING –approved (Ruth, motioned to accept and seconded by Maren, *unanimous*)

NO PRESIDENTS REPORT AT THIS MEETING

TREASURERS REPORT presented on page 4 of handout. The transfer of information from Courtney to Carol will occur over the next two weeks.-approved (Ruth, motioned and seconded by Rich-*unanimous*)

EXECUTIVE DIRECTORS REPORT-presented on p 5 of the packet

COMMITTEE REPORTS

1. BUILDING AND GROUNDS

The contract is to be sent to Ms. Sebastian for recommendations and wording mods for following areas:

1. Existing 2 versions of “notices to Proceed” needs clarification
2. Cost savings alternatives to be identified
3. Schedule of payments –if invoices received by 5<sup>th</sup> of month, then to be paid by 20<sup>th</sup> of same month >(Should actually read that will be paid by date of monthly board meeting)
4. Change 5% withhold to 10%
5. Final Payment based upon satisfactory completion of a “punch list” of final activities
6. remove”arbitration” and change to “litigation”
7. Library representative and Board Member to act as go-betweens

8. Certificates of Insurance supplied by carrier with us named as additional insured

2. FUND RAISER-Ruth, Karen, and Maren to compile contacts and get activity underway

3. SERPENTINE BARRENS MEETING-A separate meeting with members of the Grants committee and persons involved with the Nottingham Serpentine barrens will be set up for mid to late March (Hopefully to report before the next board meeting) Meeting will be scheduled between invitees, board members and library Director.

#### 4. UNFINISHED BUSINESS-

- a. The Schwab account will be closed. Courtney began discussion re transfer of up to 4K per month to meet specific expense items
- b. The building fund asset allocation will be modified to leave approximately 3% in Cash. Presently in a fixed income (low yield) account. Weve been recommended to change to a 50/50 equity/bond mix
- c. CHANGES TO OUR ASSET ALLOCATIONS THAT REQUIRE A BOARD ACTION WAS AS FOLLOWS:
  1. Changing to a 50/50 equity/bond allocation for the building fund. (Carol motioned and seconded by Courtney-UNANIMOUS)
  2. Change General fund to a 60/40 equity/bond mix (Motioned by Carol and seconded by Ruth-UNANIMOUS)
  3. General Fund-recommended change from a 5% cash to 3% cash (Motioned by Carol and seconded by Rich-UNANIMOUS)
  4. Retain 10 K in (SPECIFY\_\_\_\_\_). account and return the remainder into a Trust Account (Motioned by Carol and seconded by Walt- UNANIMOUS)
  5. Take the available interest from the Roberts account for the ops budget shortfalls. (Motioned by Rich and seconded by Ruth-UNANIMOUS)

Discussion re; how much do we need to raise before we break ground.

WORK SHOP-Fund raising April 12 t the Exton library, from 5 to 9 PM

ADJOUNED at 7:45 (Motioned by Rich and Seconded by Courtney)

**Save the Date...** Registration information will be forthcoming in mid March.

**Let's Build Relationships and Raise Money, Not Just Apply Band-Aids!**

Dee Jay Oshry

Tuesday, April 12, 2011

5:00-9:00 PM (buffet dinner will be provided)

Struble Room, Chester County Library, Exton

**Dee Jay Oshry** brings 31 years of experience in the management of capital campaigns, major gift fundraising and leadership development to his role as fundraising consultant. Both nationally and locally he is a respected strategist, teacher, motivator and facilitator. Mr. Oshry has worked extensively with Boards of Trustees of nonprofit organizations, particularly in helping them to understand their role as representatives of the community. He is a regular faculty member of the Nonprofit Leadership Institute of Duquesne University, teaching the lead course of "What Boards Should Know about Fundraising." He has developed an unparalleled track record of successful fundraising initiatives, raising in excess of \$600 million. *See attached for full bio.*

Dee Jay Oshry has presented at the PA Trustee Institute and was brought back by popular demand. Directors from the CCLS who attended his session highly recommend him and believe that attending his session was will worth their time as they walked away with valuable information and tools.

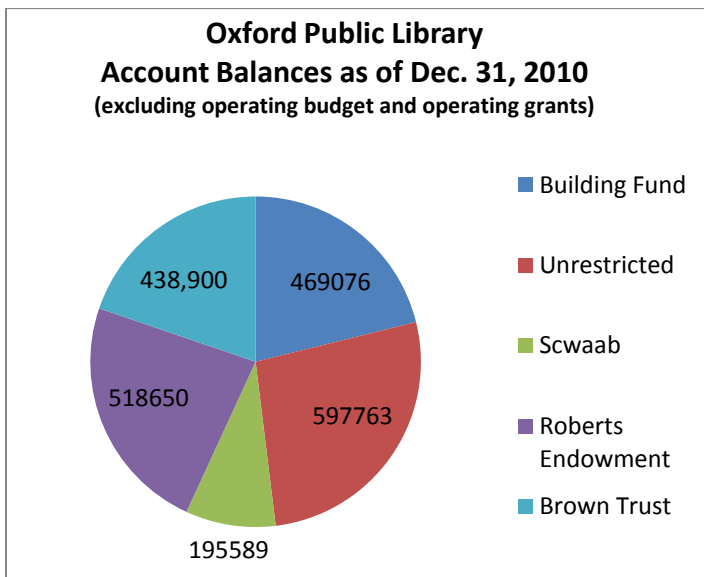
**Oxford Public Library – Board of Trustees Meeting**  
 January/February 2011 - Director's Report  
**Annual Summary (year-end) 2010**

**Financial Overview – Balances 12/31/2010 \***

	Cash Balance	Actual 2008	Actual 2009	Actual 2010	New 2011
<b>Operating Budget</b>					
	\$ 10,049 (carry forward)	\$365,000	\$ 344,778	\$ 335,957	\$ 325,690

Investments		Restricted	Unrestricted	Assets
Nat Penn Bldg Fund			\$ 469,076	
Nat Penn Gen. Fund			\$ 597,763	
Nat Penn Roberts Endowment		\$ 518,650		
Schwab – Gillingham Trust			\$ 195,589	
George Brown Trust (Wachovia)		\$ 438,900		
<b>Total</b>		<b>\$ 968,650</b>	<b>\$ 1,262,428</b>	<b>\$ 2,219,978</b>

Property Assessment July 2, 2007	Previous	Revised
Land	39,970	49,450
Buildings	839,810	839,810
<b>Total</b>	<b>879,780</b>	<b>889,260</b>



**\* subject to auditors reports\***

**Finance:** The year in review snapshot summarizes the financial status of operating and investment resources. We continue to reduce actual operating costs while increasing services and library use.

**2010 Circulation: 153,000**

<b>Programs:</b>	<b>Juvenile</b>	<b>272</b>	<b>Attendance:</b>	<b>8921</b>
	<b>Adult</b>	<b>184</b>	<b>Attendance:</b>	<b>3091</b>
	<b>Literacy</b>	<b>87</b>	<b>Attendance:</b>	<b>2327</b>
		<b>543</b>	<b>Total:</b>	<b>14,339</b>

**Library Visits: 117,156**

**Personnel:** Policies were last reviewed/revised by the board committee in 2009. At this time we do not recognize a need for addendums or updates.

There were no changes in personnel in 2010. Our library should boast that we have engaged, welcoming, and loyal staff.

**We have a new part-time employee sharing Tuesday and Wed. evening shifts with Barb Palmer. Dean Nusbaum is a senior at OAHs and plans to attend Kent State University in the fall.**

**Barb has agreed to take on the added task of coordinating our volunteers and planning monthly meetings for ongoing support and training opportunities.**

Health benefits have been reviewed and our partner libraries have reached consensus with a revised Blue Cross plan beginning March 1, 2011 that will stabilize our costs and provide continued employee benefits for eligible OPL full-time employees.

Our staff will be participating in the CCLS designed "5 Star" competency programs this spring and summer.

**Building & Grounds:** Estimates for repairs to the large windows in our Main Library are pending review and planning.

The expansion contracts were copied and forwarded to W. Sebastian, Attorney for comment and review as directed at our December meeting.

C Raymond Davis Senior Estimator, Tom Heisey continues to prepare Value Engineering concepts with the assistance of SMP and request a follow-up meeting with B & G committee to discuss expanded options.

**Friends of the Oxford Public Library and "the Book Buzz"** produced revenues over \$6000 in 2010 including a contribution to the library of \$4500 and the cost of furniture movers to provide the 7 new tables and 30 chairs in the main library and children's room. Our library users are very satisfied with the furnishings.

**Ongoing Director's Meetings:** "*Friends of OPL*"; OPL Grants Committee; OPL Finance Committee; Rotary; Oxford Mainstreet Inc.; Arts Alliance; District Library Meeting; Camp Dreamcatcher Board.

**Programming:** **Summer Reading Club** themes and events are nearly all in place. The theme this summer is "One World; Many Stories" The club members will receive passports to have stamped weekly as they participate in programming and reading adventures around the world. Our local radio plane squadron will open the summer with a family picnic and early evening demonstration of their flying machines. The CCIU 21st century middle school grant partners are planning a community garden among other summer student activities at the library.

**Policies:** Our dated donation policy is attached for review and comments. The addition of online donations and capital campaign programs will indicate a closer look at our programs and staff guideline.

Requesting a statement of policy with board approval to **suspend community service opportunities** until budget resources strengthen and library advocacy programs for positive “third place” and “community center” are better recognized.

The suspension of court appointed community service and a focus on our volunteer and student project programs will better serve the library’s positive placement and social mission for the community at large.

## DONATIONS

**The Oxford Public Library invites monetary donations, gifts, and contributions. They are an important part of the library’s annual operating budget and help to secure its future in the community.**

**Individuals, families and groups may make donations to the library in one of the following ways:**

- **General donation**  
Donations of \$10 or more will be acknowledged by letter; those of \$250 or more will receive a charitable contribution receipt.
- **Memorial or gift in honor of a person or event**  
These are handled in keeping with the purpose of the donation. A book or books will be plated with an appropriate message, depending upon the occasion. A minimum donation of \$25 per book to be plated is recommended. Following the donor’s suggestions, library staff selects titles for the collection. Letters of acknowledgement are sent to the donor and to the honoree or designated family members, depending upon the type of donation.

### **Procedure:**

- **Provide the patron/donor with a copy of the “Donation Form” sheet (attached) and make sure the form at the bottom is completed. The more information we have, the easier it is to comply with the donor’s wishes.**
- **Make sure the form contains clear information: names with Mr., Ms., Miss, Mrs. or other appellation; suggestions for use should be possible titles or areas of interest of the person being honored. If two people are making the donation, are they related? Are they husband/wife or brother/sister? Make sure the addresses are correct. A phone number is nice in case there are any questions.**
- **Adding a note about the relationship of the donor to the honoree helps a lot. Is this an organization making a donation to honor a deceased member or a member’s deceased spouse? Is the donor honoring a friend’s mother or other relative? Find out as much as you can so that the acknowledgments can be more personal.**
- **If a book is to be purchased, does the donor want special wording on the bookplate?**
- **And make sure the information is readable.**
- **Staff should initial the form and give it and the check to the director who will write letters of acknowledgment to all concerned.**

**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											22,004	-5%
Day Open	22	24											46	
New Patrons	69	51											120	
Reference Service	544	615											1,159	
Computer Use	927	1,037											1,964	

**Chester County Library Financial System**  
 Statement of Revenue and Expenditures \*  
 055 - OXFORD PUBLIC LIBRARY  
 From 2/1/2011 Through 2/28/2011

\* 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	74,619.00	84,385.00	0.00	9,766.00	(13.08)%
LOCAL GOVERNMENTAL CHARGES	84,510.00	12,366.50	0.00	(72,143.50)	85.36%
FINES AND OVERDUES	25,000.00	3,303.74	2,131.76	(21,696.26)	86.78%
INTEREST AND INVESTMENT INCOME	17,500.00	2,492.91	1,487.56	(15,007.09)	85.75%
DONATIONS	68,344.00	9,072.57	7,064.85	(59,271.43)	86.72%
GRANTS	32,000.00	520.55	367.50	(31,479.45)	98.37%
FUND DRIVE	5,000.00	0.00	0.00	(5,000.00)	100.00%
TRANSFER FROM OTHER FUNDS	10,000.00	1,175.00	175.00	(8,825.00)	88.25%
<b>Total REVENUE</b>	<u>9,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,000.00)</u>	<u>100.00%</u>
	<u>325,973.00</u>	<u>113,316.27</u>	<u>11,226.67</u>	<u>(212,656.73)</u>	<u>65.24%</u>
<b>EXPENSE</b>					
PERSONNEL SERVICES	236,310.00	37,295.41	17,716.67	199,014.59	84.21%
LIBRARY MATERIALS	39,750.00	7,600.75	5,293.18	32,149.25	80.87%
OTHER SERVICES AND CHARGES	47,130.00	9,406.86	5,481.11	37,723.14	80.04%
SUPPLIES	2,300.00	783.81	501.67	1,516.19	65.92%
MISCELLANEOUS	200.00	134.05	14.05	65.95	32.97%
CAPITAL OUTLAY	0.00	115.30	115.30	(115.30)	0.00%
<b>Total EXPENSE</b>	<u>325,690.00</u>	<u>55,336.18</u>	<u>29,121.98</u>	<u>270,353.82</u>	<u>83.01%</u>
<b>EXCESS OF REVENUE OVER EXPENSE</b>	<u>283.00</u>	<u>57,980.09</u>	<u>(17,895.31)</u>	<u>57,697.09</u>	<u>(20,387.66)%</u>



**Chester County Library Financial System**  
 Balance Sheet - BALANCE SHEET \*  
 056 - OXFORD PUBLIC LIBRARY BUILDING FUND  
 As of 2/28/2011

\* 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
<b>ASSETS</b>						
<b>CASH</b>						
110000						
	CASH-SAVINGS	87,394.85	87,408.36	10.02	87,418.38	23.53
	ACCOUNT-TD BANK					
	Total CASH	87,394.85	87,408.36	10.02	87,418.38	23.53
<b>INVESTMENTS</b>						
143303						
	NATIONAL PENN	381,682.96	382,170.30	1,484.20	383,654.50	1,971.54
	BUILDING FUND					
	Total INVESTMENTS	381,682.96	382,170.30	1,484.20	383,654.50	1,971.54
<b>PROPERTY, PLANT AND EQUIPMENT</b>						
176000						
	LAND	348,000.00	348,000.00	0.00	348,000.00	0.00
	Total PROPERTY, PLANT	348,000.00	348,000.00	0.00	348,000.00	0.00
	AND EQUIPMENT					
	Total ASSETS	817,077.81	817,578.66	1,494.22	819,072.88	1,995.07
<b>FUND BALANCE</b>						
<b>BEGINNING OF YEAR</b>						
292000						
	FUND BALANCE	817,077.81	817,077.81	0.00	817,077.81	0.00
	Total BEGINNING OF YEAR	817,077.81	817,077.81	0.00	817,077.81	0.00
<b>CHANGES IN FUND BALANCE-</b>						
<b>CURRENT YEAR REVENUE</b>						
		0.00	676.68	1,669.18	2,345.86	2,345.86
<b>CHANGES IN FUND BALANCE-</b>						
<b>CURRENT YEAR EXPENSE</b>						
		0.00	(175.83)	(174.96)	(350.79)	(350.79)
	Total FUND BALANCE	817,077.81	817,578.66	1,494.22	819,072.88	1,995.07
<b>TOTAL LIABILITIES AND FUND BALANCE</b>						
		(817,077.81)	(817,578.66)	(1,494.22)	(819,072.88)	(819,072.88)

The Quarryville Library has been awarded a \$5,000 Land O' Lakes grant that it has used to purchase 550 books and educational materials that align with Solanco School District curriculum for kindergarten through 12th grade.

The books' subject matter include biography, geography, science, economics and history, including local and Pennsylvania history.

The books will provide all Solanco students with educational materials that match curriculum and are available to them at the public library. The library's use of the Land O' Lakes grant strengthens the connections between the Solanco School District, the Quarryville Library, and the community, school district spokesman Keith Kaufman said.

The Land O' Lakes grant is a community grant that has to be recommended by a local farmer.

# Region's population swells, census shows

By Steve Hoffman  
Staff Writer

Recently released U.S. Census data reveals that Chester County's population grew by a robust 15.1 percent between 2000 and 2010.

At the time of the 2000 Census, Chester County had 433,501 inhabitants. That number has now grown to 498,886, a population increase of 65,385. Some of the fastest-growing municipalities in Chester County are located

in the southern portion of the region. Penn Township's population increased by almost 91 percent, jumping from 2,812 to 5,364. Much of that population growth can be attributed to several age-restricted communities that were developed in the township. East Nottingham Township added 3,134 citizens in the last ten years, increasing from 5,516 to 8,650. That's the largest population increase in the area, followed by New Garden Township, which

grew by 2,901 citizens. London Grove Township now has 7,475 residents, an increase of 2,210 people in the last decade.

Only a handful of communities in Chester County—Modena Borough, West Marlborough Township, Malvern Borough, Warwick Township, and Birmingham Township—saw their populations decline in the last ten years.

Overall, most communities in southern Chester County out-paced

the growth rate of Pennsylvania as a whole. The state's population increased a modest 3.4 percent, to 12,702,379. Most of the growth was in the southeastern part of the state. Chester County (15.1 percent) grew faster than neighboring Montgomery County (6.8 percent) Bucks County (4.6 percent), and Delaware County (1.3 percent).

The chart below shows the U.S. Census figures for municipalities in southern Chester County.

Municipality	2010 pop.	2000 pop.	Change 2000 to 2010	Percent change
Penn Twp.	5,364	2,812	2,552	90.8%
East Nottingham Twp.	8,650	5,516	3,134	56.8%
London Grove Twp.	7,475	5,265	2,210	42.0%
Pocopson Twp.	4,582	3,350	1,232	36.8%
New Garden Twp.	11,984	9,083	2,901	31.9%
New London Twp.	5,631	4,583	1,048	22.9%
Lower Oxford	5,200	4,319	881	20.4%
Upper Oxford	2,484	2,095	389	18.6%
Oxford Borough	5,077	4,315	647	17.7%
Kennett Twp.	7,565	6,451	1,114	17.3%
Kennett Square	6,072	5,273	799	15.2%
Avondale Borough	1,265	1,108	157	14.2%
Elk Township	1,681	1,485	196	13.2%
Franklin Twp.	4,352	3,850	502	13%
London Britain Twp.	3,139	2,797	342	12.2%
East Marlborough Twp.	7,026	6,317	709	11.2%
West Grove Borough	2,854	2,652	202	7.6%
West Nottingham Twp.	2,722	2,634	88	3.3%