

***Oxford Public Library Board of Trustees
July 22, 2010 - Meeting***

6:15 pm – Call to order

/ Approval of the agenda

- Minutes – Board Meeting June 24, 2010
- President’s Report –
- Treasurer’s Report –
- Director’s Report –
- Committee Reports -
 - Building & Grounds / Long Range Planning
 - RFP and Contractor Bidding
 - *Ben Franklin- Ken, Courtney and Rich (check out www.fundred.com)*
 - *Annual Appeal 2010*
 - *Strategic goals and Long Range Planning*
 - *Grants, Gifts, and Grabs!*
 - *Committee recruitment, Board, and Friends*
- Unfinished Business –*Records Retention and Whistle Blower Policies – (County and CCLS policies reviewed for adoption)*



Next Meeting: August 26, 2010

Ken Vacation: August 16 - 25

Calendar:

August 4th LSTA Grant Workshop with Agatha Lyons

***Summer Reading Club – “Make a Splash @ Your Library”
Closing Party Saturday August 7th 10:00 am***

SAC meeting at Hankin Library August 10th 7:00pm - Funding Formula

OXFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 24, 2010

An abbreviated meeting was called to order at 5:45 by President Carol Hauser. Others present were Harry Farmer, Rich Hannum, Maren Ketchum, Courtney Messick Jayne, Jahan Sheikholesalmi, Karen Hovis, and Walt Leis.

Karen was identified as our newest board member and was welcomed on board officially. We all welcomed her on board individually (at the later meeting re: funding opportunities).

Ruth was absent due to surgery and we all wished her comfortable convalescence.

A (sic) was discussed prior to motions.

Ira Binder, it was clarified, is legal counsel to the Board on matters dealing with the Building and Grounds discussions with The Carlson Trust (The item discussed referred to the Archive Rooms).

BOARD MEETING AGENDA

Due to a procedural oversight, the Agenda was not approved. (Oops, bad secretary)

MINUTES OF 5/27/2010

Minutes were discussed and approved. Frank made motion to approve, Maren seconded, Approved UNANIMOUSLY.

DIRECTOR'S REPORT.

- Discussed the restrictions at the library during operating hours. A clarification was made by Ken that UNATTENDED MINORS were those to whom that the restrictions applied.
- A session with Courtney is planned in the next few weeks, in order to discuss operations budget. One issue being Health Insurance.
- Pathstone - The Oxford Library is partnered with above to determine possibilities for summer employment for two part-timers beginning on 6/28/2010.
- Goodwill Industries added 32 K in "in-kind" funding for the extension of employee at the Book Buzz.
- Harry, as District Judge, officially commended Ken for providing public service opportunities for some of the young people that come through the court system.

MOTION - a motion to approve the Director's report was made by by Jahan, seconded by Merin. Approved UNANIMOUSLY

TREASURER'S REPORT

The Chester County Library System cost numbers were included up to the end of May 2010.

COMMITTEE REPORTS

Building and Grounds

1. A letter was provided to all bidders to provide further information and clarifications on their respective bids.
2. Ben Franklin 300th birthday celebration activities include (at present):
 - a banquet
 - a glass "Armonica" performance
 - a series of Franklin exhibits and artifacts

We are still looking for a venue to host the activities.

ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

MOTION to adjourn made by Walt, seconded by Frank.

The July meeting will be held at 6:15 p.m. on July 22, 2010

A Funding group meeting was held following the board meeting. Each working group will produce action items for subsequent actions and discussions prior to next months meeting.

JUNE 2010 SYSTEM CIRCULATION

Circulation Categories								
	Adult	Teens	Juv. Print	Preschool Print	Pre Juv AV	Unknown	Overdrive	Total
AT	712	130	412	375	292	0	16	1937
AG	5632	833	3340	2499	172	27	96	12599
BT	8234	520	3016	2270	542	2	129	14713
CS	1868	99	712	876	479	0	32	4066
CO	3254	358	2217	2542	161	9	64	8605
DO	4462	320	3064	2833	312	1	96	11088
EA	13072	2979	5923	4545	1387	9	193	28108
HB	3805	697	1362	1234	230	0	64	7392
MA	6290	571	2897	3736	679	3	129	14305
OX	6137	495	3654	3931	972	10	129	15328
PA	5402	318	1213	1538	585	1	96	9153
PK	4137	279	1360	1911	808	6	64	8565
PH	11215	1365	4711	6792	1056	48	225	25412
SC	1450	240	576	898	164	1	16	3345
TR	15010	1332	3930	3681	1285	12	225	25475
WC	7136	982	4234	4035	436	36	129	16988
CCL	79585	5755	20938	14193	9527	848	1157	132003
HH	20797	1735	9144	10179	2724	58	353	44990
CCLS	198198	19008	72703	68068	21811	1071	3213	384072

055 Operating Budget Summary and Balances

055 - OXFORD PUBLIC LIBRARY						
* 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	98,265.00	98,265.00	0.00	0.00	0.00%	
LOCAL GOVERNMENTAL CHARGES	80,387.00	25,406.50	0.00	(54,980.50)	68.39%	
FINES AND OVERDUES	26,500.00	9,720.88	1,739.70	(16,779.12)	63.31%	
INTEREST AND INVESTMENT INCOME	17,000.00	7,693.52	1,400.23	(9,306.48)	54.74%	
DONATIONS	44,000.00	17,740.85	5,840.86	(26,259.15)	59.67%	
FUND DRIVE	19,000.00	4,722.52	1,274.37	(14,277.48)	75.14%	
TRANSFER FROM OTHER FUNDS	15,000.00	6,497.00	2,592.00	(8,503.00)	56.68%	
	12,747.00	0.00	0.00	(12,747.00)	100.00%	
Total REVENUE	312,899.00	170,046.27	12,847.16	(142,852.73)	45.65%	
EXPENSE						
PERSONNEL SERVICES	228,300.00	95,481.76	17,369.99	132,818.24	58.17%	
LIBRARY MATERIALS	34,750.00	19,783.14	2,681.02	14,966.86	43.07%	
OTHER SERVICES AND CHARGES	43,805.00	23,416.66	2,936.78	20,388.34	46.54%	
SUPPLIES	2,300.00	1,152.90	434.66	1,147.10	49.87%	
MISCELLANEOUS	200.00	12.46	0.00	187.54	93.77%	
CAPITAL OUTLAY	0.00	97.30	97.30	(97.30)	0.00%	
Total EXPENSE	309,355.00	139,944.22	23,519.75	169,410.78	54.76%	
EXCESS OF REVENUE OVER EXPENSE	3,544.00	30,102.05	(10,672.59)	26,558.05	(749.38)%	

056 Building Fund Balance Sheet

056 - OXFORD PUBLIC LIBRARY BUILDING FUND							
* 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	125,218.89	95,354.77	15.62	95,370.39	(29,848.50)	95,370.39
		125,218.89	95,354.77	15.62	95,370.39	(29,848.50)	95,370.39
143303	NATIONAL PENN BUILDING FUND	100,325.04	78,163.27	0.00	78,163.27	(22,161.77)	78,163.27
		100,325.04	78,163.27	0.00	78,163.27	(22,161.77)	78,163.27
PROPERTY, PLANT AND							
176000	LAND	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
Total PROPERTY, PLANT AND							
	Total	573,543.93	521,518.04	15.62	521,533.66	(52,010.27)	521,533.66
FUND							
292000	FUND BALANCE	573,543.93	573,543.93	0.00	573,543.93	0.00	573,543.93
		573,543.93	573,543.93	0.00	573,543.93	0.00	573,543.93
CHANGES IN FUND BALANCE-CURRENT YEAR REVENUE							
		0.00	1,239.41	15.62	1,255.03	1,255.03	1,255.03
CHANGES IN FUND BALANCE-CURRENT YEAR EXPENSE							
		0.00	(53,265.30)	0.00	(53,265.30)	(53,265.30)	(53,265.30)
	Total	573,543.93	521,518.04	15.62	521,533.66	(52,010.27)	521,533.66
TOTAL		(573,543.93)	(521,518.04)	(15.62)	(521,533.66)	52,010.27	(521,533.66)
LIABILITIES AND FUND BALANCE							

057 Investment Fund Balance Sheet

Chester County Library Financial System
 Balance Sheet - BALANCE SHEET *
 057 - OXFORD PUBLIC LIBRARY INVESTMENT FUND
 As of 6/30/2010

* 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	554,582.66	557,960.24	0.00	557,960.24	3,377.58	557,960.24
143305	444,702.37	438,363.65	0.00	438,363.65	(6,338.72)	438,363.65
143330	203,973.70	196,567.13	(2,880.08)	193,687.05	(10,286.65)	193,687.05
	1,203,258.73	1,192,891.02	(2,880.08)	1,190,010.94	(13,247.79)	1,190,010.94
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
	1,382,822.95	1,372,455.24	(2,880.08)	1,369,575.16	(13,247.79)	1,369,575.16
FUND BALANCE						
BEGINNING OF YEAR						
292000	1,382,822.95	1,382,822.95	0.00	1,382,822.95	0.00	1,382,822.95
	1,382,822.95	1,382,822.95	0.00	1,382,822.95	0.00	1,382,822.95
CHANGES IN FUND BALANCE-						
CURRENT YEAR REVENUE						
	0.00	2,882.31	(880.08)	2,002.23	2,002.23	2,002.23
CHANGES IN FUND BALANCE-						
CURRENT YEAR EXPENSE						
	0.00	(13,250.02)	(2,000.00)	(15,250.02)	(15,250.02)	(15,250.02)
	1,382,822.95	1,372,455.24	(2,880.08)	1,369,575.16	(13,247.79)	1,369,575.16
TOTAL LIABILITIES AND FUND BALANCE						
	(1,382,822.95)	(1,372,455.24)	2,880.08	(1,369,575.16)	13,247.79	(1,369,575.16)

Building and Grounds

All,

I have attached each of the submissions from the contractors and will mail a hard copy to Ken's attention. Below are my comments on the various submissions, in order of the previous low bids. I'm recommending interviews of the two low bidders – Wohlsen and C Raymond Davis – as I think either could provide a quality job for the Library, and one that substantially adheres to the design intent that we have worked together to create.

Please don't hesitate to let me know your thoughts.

Todd - Todd Woodward, AIA, LEED AP

Wohlsen: I like how they organized the ideas into three levels of impact. We would want to discuss each item to be sure we understood the change, and some I would argue against (especially some of the material changes) for a variety of reasons, but overall, this is a very responsive submission. I think they should be interviewed.

C Raymond Davis: They were actually able to lower their original bid cost without any changes, bringing it closer to Wohlsen's original cost. Their list of savings measures is also very responsive. Using the measures that we suggested, they were able to cut a total of \$173,000, which is great and puts them basically equal to Wohlsen. Their next level of cuts is not as interesting, as it includes removing the geothermal, but maybe some could be selected to implement. I am also skeptical of light fixture changes (which appear in most of these proposals). I think they should be interviewed.

Paul Risk: I don't think they were particularly thoughtful in considering the opportunities and they didn't even include all of our suggested changes. The savings quoted for removing the wood ceiling isn't large enough. The suggested change to the elevator is not a good idea, especially because it would require re-design (and additional design fees to do so).

Warfel: I think this letter does a nice job of suggesting possibilities (although some would need to be fully understood before they are agreed to – alternate brick, top-down shades, planting and lighting changes). If you interview a third company, it could be Warfel.

Contracting Systems: I think they were reasonably responsive to our request, but are still higher in cost than the companies above.

Nowland: They provided good credits for the savings items that we suggested, but this still doesn't bring them down to same level as the companies above. The additional suggestions that are made by Nowland amount to a complete redesign of the project and would result in a different building. Most, and maybe all, of the sitework suggestions would be problematic given the Land Development approval that is already in place. Instead of a lengthy email discussing this one, we can talk more about it, if necessary, but my recommendation is that they not be considered further.

WS Cumby: Declined to resubmit.

Note: Contractor's submissions are in unpublished attachments to current board packet.

Director's Report:

Oxford Public Library

July 22 , 2010

Programs: Our "Make a Splash" season is busy, busy, busy. Water Color and Cartooning classes have been great hits with our participants and the annual Science in the Summer week ended today. The season is passing quickly. Our final party on August 7th promises to be especially fun. ***Please try to visit and meet our parents about library campaigns our building expansion outreach.*** We received \$1400 in contributions toward our tent and special events. Our new 15' x 15' green and white striped tent arrive and was erected July 12th just in time for "Water You Doing – Tie Die"; Nancy is hosting outdoor story times and weekly programs will move to the fresh air.

Building: *AGAIN! On behalf of the staff, patrons, and community...thank you for expediting and preparing the work for our grounds and building maintenance needs. The property is exceptional and people are commenting with great enthusiasm about the efforts.*

Personnel: *all is well.* District Center is preparing an extensive development program for the fall season and our staff will be strongly represented in the training sessions. We continue to host three Goodwill employees and this summer have three Pathstone supported high school employees assisting as library pages. These partnerships will assist with our LFE and state support reporting.

Meetings Attended: No July District Librarians; Rotary – Wednesdays; Oxford Mainstreet Inc. Board Meeting; Camp Dreamcatcher Board of Trustees; Oxford Arts Alliance Executive Committee; Book Buzz and Friends support visits. **An important funding formual SAC meeting is scheduled for August 10th.**

Statistics, Circulation, and Details: Our circulation year-to-date is matching last year. We are less than 1% down and the winter weather conditions would account for several lost days in January and February. The reduced materials purchase funds are also impacting our overall circulation. *Great increases in circulation and material check-outs this month will bring us back to last year's levels and help return to our expected growth figures.* This year our adult circulation is surpassing children's...we will work on strategies to catch up with purchasing and improve display and marketing in our children's library the last of august to prepare for back to school.

Operating Budget expenditures halfway 2010: *April note: Health Insurance costs continue to rise and the payroll expenditures are scratching at about 1.5% heavy year to date. Since April costs have reigned in...we have 58.17 percent of budget remaining at this point.* I plan to explore the status of insurance reviews and possible alternatives with CCLS. I look forward to a careful budget study with the finance committee to identify any possible adjustments to the 2010 operating budget when our six month figures are ready.

Funding Formula guidelines and processes were presented at the May 11 SAC meeting and the Systems Advisory Council requests member library board review and approval for the August meeting. The details are transparent and complimentary with the system strategic plan. ***The district center aid budget was approved at the May SAC with more than \$50,000 in reductions to system and member library services.***

Municipal letters: *pending verbiage and feedback I would like to prepare an invoice mailing to our supporting municipalities requesting library support contributions before August 31st to avoid last minute posting and risk state support compliance in reports. The Plan for Use of State Aid is typically prepared early November using September revenue reports.* CCLS is planning a regional Municipal Breakfast for November 5th. The date was confirmed today... **NOW** I plan to send "save the date" notices and reminders to submit library support.

Public Capital Campaign: I look forward to the coming season's outreach efforts.

Book Buzz: Account balance is \$3200. Our Goodwill sponsorship for Marjorie’s employment may end June 30th. (Marjorie has been extended) Mary England is assisting with annual 990 filings and we must correct the time laspse issues for continued non-profit status and to bring our filings up to date. We all hope that the book store will continue to operate in the store front to a while longer. We will already complete one year of service at our *gifted location* in August. I am looking for support to expand hours and build creative program interest around the book store. *Karen and I will be exploring ideas.*

Piano Donation. We have been offered a “good condition” upright piano for the library. It will need to be tuned; should we accept? Our donor is asking for assistance moving it...any ideas. I would love to have it to enhance story time and other music programs.

KP/7/2010

