

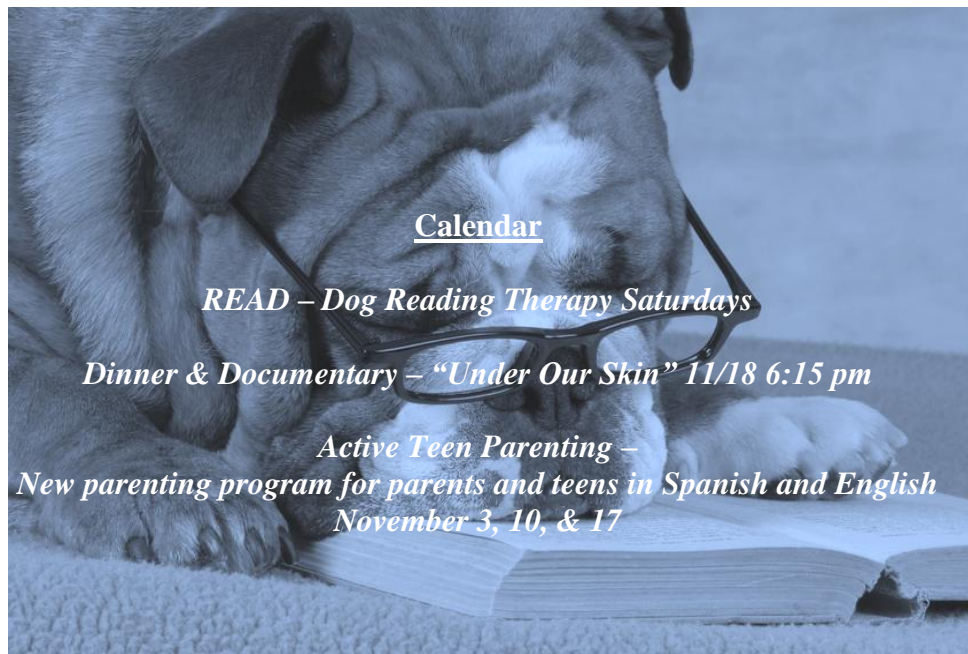
Oxford Public Library / Board of Trustees Meeting  
**Thursday November 3, 2011**

**Agenda**

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

- Minutes – *September 22, 2011*
- Treasurer's Report – ***Guest Presentation*** with Barbara Hill and National Penn Trust Account Manager
- President's Report -
- Director's Report -
- Committee Reports -
  - Building & Grounds / Long Range Planning
    - Contractor and Contract Review
  - Annual Fund-raiser – second appeal letter
  - Capital Campaign – Sponsor banner/fence  
*Letter to Cap Roberts, Packets to 1675 Foundation, Carlson Cultural Trust, Chester County Commissioners, Rep. John Lawrence, Sen. Dom. Pileggi, & Supporting Municipalities. Oxford Mainstreet Inc. Annual Meeting – BID*
- Unfinished Business –  
**CCLS -SAC Meeting at Exton, Tuesday 11/8 – 7pm**

***Adjournment; Next Meeting will be Thursday December 1, 2011***



Calendar

*READ – Dog Reading Therapy Saturdays*

*Dinner & Documentary – “Under Our Skin” 11/18 6:15 pm*

*Active Teen Parenting –  
New parenting program for parents and teens in Spanish and English  
November 3, 10, & 17*

***Oxford Public Library  
Board of Trustees Meeting  
September 22, 2011***

Present: Frank Spor; Carol Hauser; Ruth Holmes, Karen Hovis, Maren Ketchum, Jahan Sheikholeslami; Courtney Jayne; Dr. Ray Fisher; Judge Harry Farmer

Guest: Winifred Sebastian, Attorney

There were no minutes available from the August meeting due to the secretary's (Walt Leis) accident and illness.

Pres. Frank Spor asked for an approval of the agenda and the revision to discuss the contract with the advice of Ms. Sebastian first.

Contract discussions with Ms. Sebastian included:

- Date of commencement
- Substantial completion – definitions and terms to be negotiated
- Majority vote of the board
- Legislation v. Arbitration

*It was motioned by Jahan and seconded by Maren:* that Ms. Sebastian would negotiate the details of the contract per these conversations with Mr. Donatelli of C. Raymond Davis. Upon satisfactory resolution of questions and contract terms, Board President and one other Executive Officer will be authorized to sign the contracts.

Ken will forward contact information for Mr. Donatelli to Ms. Sebastian.

Finance Report – Budgets and Investment spread sheets in packet.

Director's Report –

- Two new P/T employees: Carlene Baer and Amie Sweren to replace college students and train for children's library services.
- Staff training system-wide October 10<sup>th</sup> – library closed
- Trustee Program – October 11<sup>th</sup> with George Needam; “future proofing your library”
- Three author events in October –
- Phillies campaign cards to support capital campaign

Maren shared news of her visit with the Quarryville Library and the success of their passport services to offset library operating costs.

Karen Hovis reviewed the updates for the Friends of the library and the Book Buzz/volunteer efforts.

The personnel committee will meet to define the ad for the director's position.

Board meetings scheduled for the remainder of the year: November 3, 2011 (in lieu of the 10/27 meeting when the Halloween Parade creates too much traffic throughout town) and December 1, 2011 to replace Thanksgiving.

11/1/11 – kp

**General Investment Fund Balances**

**Chester County Library Financial System**  
**Balance Sheet - BALANCE SHEET \***  
**057 - OXFORD PUBLIC LIBRARY INVESTMENT FUND**  
**As of 9/30/2011**

\* This report may be affected by Account Level Security

	Beginning Year Balance	Beginning Period Balance	September changes	Current Period Balance
<b>ASSETS</b>				
<b>INVESTMENTS</b>				
143300	597,763.64	765,560.94	(29,713.53)	735,847.41
143305	518,650.90	513,443.16	(25,797.36)	487,645.80
143330	196,915.58	0.00	0.00	0.00
	<u>1,313,330.12</u>	<u>1,279,004.10</u>	<u>(55,510.89)</u>	<u>1,223,493.21</u>
<b>PROPERTY, PLANT AND EQUIPMENT</b>				
176000	179,564.22	179,564.22	0.00	179,564.22
	<u>179,564.22</u>	<u>179,564.22</u>	<u>0.00</u>	<u>179,564.22</u>
	<u>1,492,894.34</u>	<u>1,458,568.32</u>	<u>(55,510.89)</u>	<u>1,403,057.43</u>
<b>FUND BALANCE</b>				
<b>BEGINNING OF YEAR</b>				
292000	1,492,894.34	1,492,894.34	0.00	1,492,894.34
	<u>1,492,894.34</u>	<u>1,492,894.34</u>	<u>0.00</u>	<u>1,492,894.34</u>
<b>CHANGES IN FUND BALANCE-</b>				
<b>CURRENT YEAR REVENUE</b>				
	0.00	213,414.55	(50,009.62)	163,404.93
<b>CHANGES IN FUND BALANCE-</b>				
<b>CURRENT YEAR EXPENSE</b>				
	0.00	(247,740.57)	(5,501.27)	(253,241.84)
	<u>1,492,894.34</u>	<u>1,458,568.32</u>	<u>(55,510.89)</u>	<u>1,403,057.43</u>
	<u>(1,492,894.34)</u>	<u>(1,458,568.32)</u>	<u>55,510.89</u>	<u>(1,403,057.43)</u>

**2011 Year to date changes – (89,836.90)**

**Scheduled contributions to 055 Operating Budget \$48,000**

**Building Fund Investment Balances**

**Chester County Library Financial System**  
 Balance Sheet - BALANCE SHEET \*  
 056 - OXFORD PUBLIC LIBRARY BUILDING FUND  
 As of 9/30/2011

\* 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 ACCOUNT-TD BANK	87,394.85	8,333.57	(536.48)	7,797.09	(79,597.76)	7,797.09
	Total CASH	87,394.85	8,333.57	(536.48)	7,797.09	(79,597.76)	7,797.09
<b>INVESTMENTS</b>							
143303	NATIONAL PENN BUILDING FUND	381,682.96	452,681.51	(19,301.40)	433,380.11	51,697.15	433,380.11
	Total INVESTMENTS	381,682.96	452,681.51	(19,301.40)	433,380.11	51,697.15	433,380.11
<b>PROPERTY, PLANT AND EQUIPMENT</b>							
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	<u>817,077.81</u>	<u>809,015.08</u>	<u>(19,837.88)</u>	<u>789,177.20</u>	<u>(27,900.61)</u>	<u>789,177.20</u>
<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	817,077.81
	Total BEGINNING OF YEAR	817,077.81	817,077.81	0.00	817,077.81	0.00	817,077.81
<b>CHANGES IN FUND BALANCE-</b>							
<b>CURRENT YEAR REVENUE</b>							
		0.00	73,249.39	(19,082.44)	54,166.95	54,166.95	54,166.95
<b>CHANGES IN FUND BALANCE-</b>							
<b>CURRENT YEAR EXPENSE</b>							
		0.00	(81,312.12)	(755.44)	(82,067.56)	(82,067.56)	(82,067.56)
	Total FUND BALANCE	<u>817,077.81</u>	<u>809,015.08</u>	<u>(19,837.88)</u>	<u>789,177.20</u>	<u>(27,900.61)</u>	<u>789,177.20</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>							
		<u>(817,077.81)</u>	<u>(809,015.08)</u>	<u>19,837.88</u>	<u>(789,177.20)</u>	<u>27,900.61</u>	<u>(789,177.20)</u>

**055 Operating Budget – 2011 (ytd)**

**Chester County Library Financial System**  
Statement of Revenue and Expenditures \*  
055 - OXFORD PUBLIC LIBRARY  
From 9/1/2010 Through 9/30/2010

\* 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	98,265.00	98,265.00	0.00	0.00	0.00%
LOCAL GOVERNMENTAL	80,387.00	63,182.75	12,200.00	(17,204.25)	21.40%
CHARGES	26,500.00	19,122.96	2,725.44	(7,377.04)	27.83%
FINES AND OVERDUES	17,000.00	14,707.56	1,556.07	(2,292.44)	13.48%
INTEREST AND INVESTMENT INCOME	44,000.00	27,614.11	2,001.13	(16,385.89)	37.24%
DONATIONS	19,000.00	9,534.47	3,863.48	(9,465.53)	49.81%
FUND DRIVE	15,000.00	9,675.00	200.00	(5,325.00)	35.50%
TRANSFER FROM OTHER FUNDS	12,747.00	0.00	0.00	(12,747.00)	100.00%
Total REVENUE	<u>312,899.00</u>	<u>242,101.85</u>	<u>22,546.12</u>	<u>(70,797.15)</u>	<u>22.63%</u>
EXPENSE					
PERSONNEL SERVICES	228,300.00	176,292.35	17,903.15	52,007.65	22.78%
LIBRARY MATERIALS	34,750.00	30,599.78	3,390.35	4,150.22	11.94%
OTHER SERVICES AND CHARGES	43,805.00	37,774.27	5,106.33	6,030.73	13.76%
SUPPLIES	2,300.00	2,353.62	453.90	(53.62)	(2.33)%
MISCELLANEOUS	200.00	114.61	81.88	85.39	42.69%
CAPITAL OUTLAY	0.00	821.69	110.78	(821.69)	0.00%
Total EXPENSE	<u>309,355.00</u>	<u>247,956.32</u>	<u>27,046.39</u>	<u>61,398.68</u>	<u>19.85%</u>
EXCESS OF REVENUE OVER EXPENSE	<u>3,544.00</u>	<u>(5,854.47)</u>	<u>(4,500.27)</u>	<u>(9,398.47)</u>	<u>265.19%</u>

<b>Oxford Public Library</b>					
<b>Book Buzz</b>					
<b>As of September 30, 2011</b>					
<b><u>Bank Activity</u></b>					
				<b>6%</b>	<b>Reported</b>
<b>Deposits</b>				<b>PA Sales Tax</b>	<b>Sales</b>
YTD 2009	Receipts	\$ 2,490.25		\$ 140.96	\$ 2,349.29
YTD 2010	Receipts	\$ 6,784.58		\$ 384.03	\$ 6,400.55
1/17/2011	Receipts	\$ 126.00		\$ 7.13	\$ 118.87
1/27/2011	Receipts	\$ 91.00		\$ 5.15	\$ 85.85
2/2/2011	Receipts	\$ 192.00		\$ 10.87	\$ 181.13
2/7/2011	Receipts	\$ 47.00		\$ 2.66	\$ 44.34
2/14/2011	Receipts	\$ 60.00		\$ 3.40	\$ 56.60
2/23/2011	Receipts	\$ 115.00		\$ 6.51	\$ 108.49
3/7/2011	Receipts	\$ 226.35		\$ 12.81	\$ 213.54
3/14/2011	Receipts	\$ 102.00		\$ 5.77	\$ 96.23
3/23/2011	Receipts	\$ 122.00		\$ 6.91	\$ 115.09
4/4/2011	Receipts	\$ 409.00		\$ 23.15	\$ 385.85
4/27/2011	Receipts	\$ 108.00		\$ 6.11	\$ 101.89
5/4/2011	Receipts	\$ 100.00		\$ 5.66	\$ 94.34
5/10/2011	Receipts	\$ 292.00		\$ 16.53	\$ 275.47
5/18/2011	Receipts	\$ 108.00		\$ 6.11	\$ 101.89
5/25/2011	Receipts	\$ 108.00		\$ 6.11	\$ 101.89
6/1/2011	Receipts	\$ 106.00		\$ 6.00	\$ 100.00
6/7/2011	Receipts	\$ 184.40		\$ 10.44	\$ 173.96
6/16/2011	Receipts	\$ 121.00		\$ 6.85	\$ 114.15
6/21/2011	Receipts	\$ 200.00		\$ 11.32	\$ 188.68
7/5/2011	Receipts	\$ 354.00		\$ 20.04	\$ 333.96
7/19/2011	Receipts	\$ 104.00		\$ 5.89	\$ 98.11
7/26/2011	Receipts	\$ 124.00		\$ 7.02	\$ 116.98
8/2/2011	Receipts	\$ 130.00		\$ 7.36	\$ 122.64
8/10/2011	Receipts	\$ 275.00		\$ 15.57	\$ 259.43
8/23/2011	Receipts	\$ 128.00		\$ 7.25	\$ 120.75
9/1/2011	Receipts	\$ 144.00		\$ 8.15	\$ 135.85
9/6/2011	Receipts	\$ 368.00		\$ 20.83	\$ 347.17
9/7/2011	Receipts	\$ 100.00		\$ 5.66	\$ 94.34
9/14/2011	Receipts	\$ 293.00		\$ 16.58	\$ 276.42
9/27/2011	Receipts	\$ 206.00		\$ 11.66	\$ 194.34
		<b>\$ 14,318.58</b>		<b>\$ 810.49</b>	<b>\$ 13,508.09</b>
	Paid 2nd half 2009, 1st half 2010, 2nd half 2010, 1st half 2011			\$ (677.65)	-
				<b>\$ 132.84</b>	

Checks				Expenses
	YTD 2009	Checks 501-505	\$ (1,284.68)	\$ (1,284.68)
	YTD 2010	Checks 506-529	\$ (5,592.87)	\$ (5,592.87)
530	1/31/2011	Peco (12/9/10 - 1/12/11)	\$ (86.19)	\$ (86.19)
531	1/31/2011	Water (9/9/10 - 12/9/10)	\$ (25.50)	\$ (25.50)
532	1/31/2011	Oxford Area Sewer Authority	\$ (50.00)	\$ (50.00)
ACH	2/22/2011	Sales Tax 2nd half 2010	\$ (243.55)	\$ (243.55)
533	3/8/2011	Peco (1/12/11 - 2/12/11)	\$ (86.52)	\$ (86.52)
ACH	4/6/2011	Peco (2/12/11 - 3/14/11)	\$ (81.45)	incl \$3.50 fee \$ (81.45)
534	4/8/2011	Peco (2/12/11 - 3/14/11) - dupl	\$ (77.95)	DUPLICATE (applied to 3/14 - 4/12 bill) \$ (77.95)
535	4/20/2011	Oxford Area Sewer Authority	\$ (50.00)	\$ (50.00)
536	4/8/2011	Signs Unlimited	\$ (121.90)	\$ (121.90)
537	4/20/2011	Water (12/9/10 - 3/9/11)	\$ (25.50)	\$ (25.50)
538	5/11/2011	Karen Hovis (marketing)	\$ (274.14)	\$ (274.14)
539	5/25/2011	Peco (4/12/11 - 5/11/11)	\$ (60.58)	\$ (60.58)
540	6/15/2011	Marjorie Moorefield	\$ (450.00)	\$ (450.00)
541	6/22/2011	Marjorie Moorefield	\$ (450.00)	\$ (450.00)
542	7/5/2011	Peco (5/11/11 - 6/12/11)	\$ (109.41)	\$ (109.41)
543	7/5/2011	Water (3/9/11 - 6/9/11)	\$ (25.50)	\$ (25.50)
544	7/5/2011	Oxford Area Sewer Authority	\$ (50.00)	\$ (50.00)
ACH	8/22/2011	Sales Tax 1st half 2011	\$ (157.90)	\$ (157.90)
545	8/1/2011	Marjorie Moorefield	\$ (450.00)	
546	8/1/2011	Marjorie Moorefield	\$ (450.00)	
547	8/2/2011	Peco (6/12/11 - 7/12/11)	\$ (96.90)	
548	8/19/2011	Marjorie Moorefield	\$ (450.00)	
549	8/29/2011	Marjorie Moorefield	\$ (450.00)	
550	8/30/2011	Peco (7/12/11 - 8/10/11)	\$ (125.86)	
551	9/16/2011	Marjorie Moorefield	\$ (450.00)	
			<b>\$ (11,776.40)</b>	<b>\$ (9,303.64)</b>
<b>Balance</b>			<b>\$ 2,542.18</b>	
<b>RESERVE FOR SALES TAX</b>			<b>\$ (132.84)</b>	
<b>AVAILABLE BALANCE</b>			<b>\$ 2,409.34</b>	<b>\$ 4,882.10</b>
<b>Utility Account Numbers:</b>				
PECO Account #91354-91001				
Borough of Oxford Water Account #12640				
Oxford Area Sewer Authority Account #12640.00				
<b>Bank Reconciliation as of 9/30/11</b>				
	Balance per Bank		\$ 2,542.18	
	Outstanding checks			
			\$ -	

October 2011 Circulation Report

Circulation Categories								
	Adult	Teens	Juv. Print	Preschool Print	Pre Juv AV	Unknown	Overdrive	Total
AT	1150	90	374	678	465	0	50	2807
AG	4953	765	2886	2310	149	11	266	11340
BT	7667	408	2162	1831	355	7	329	12759
CS	1069	79	570	892	184	0	85	2879
CO	2812	267	1336	1941	105	18	181	6660
DO	3460	138	2492	2434	190	5	249	8968
EA	9866	1890	4610	5482	1190	4	606	23648
HB	3217	491	1616	1254	175	1	168	6922
MA	5567	501	1894	3335	454	2	320	12073
OX	4966	266	2300	3244	569	2	320	11667
PA	4372	209	615	1238	351	5	202	6992
PK	3119	200	1078	2087	923	9	197	7613
PH	9793	752	3089	5555	746	30	554	20519
SC	1086	145	343	737	71	5	76	2463
TR	11414	742	2751	3309	966	5	596	19783
WC	5018	404	2149	3289	340	40	348	11588
CCL	65428	3564	16991	19776	1465	1197	3044	111465
HH	16813	1040	6720	9056	1485	14	998	36126
CCLS	161770	11951	53976	68448	10183	1355	8589	316272



Patrons 2159  
 Overdrive ebook 5823  
 Overdrive audio 2766  
 total 8589

Director’s Report – November 3, 2011

The Auditors have completed the **2010 990 IRS** return. It is ready for signatures and mailing. Copies are now on file for National Penn Bank and Capital Campaign Grant Applications and Outreach.

The Oxford Library has been notified of a Bequest from the Estate of Laura Phillips in the amount of \$25,000. The acknowledgement has been signed and the contribution is forthcoming.

Annual Appeal 2<sup>nd</sup> Request letter drafts are ready for review and final revisions. The donor base lists and updates will be revised and ready shortly to be used for this second mailing.

The Oxford Borough Code Enforcement Officer is preparing a comment and criteria for the Sponsorship Fence installation. C. Raymond Davis is prepared to install the fence the week of November 7<sup>th</sup> and sponsorship forms drafts and packets should be ready for outreach and solicitation as well. It is our goal that Staff, Trustees, and Library Patrons will all participate in this community sponsorship effort by contacting businesses, organizations, and community leaders for scheduling and banner representation on behalf of the library and our “Core of the Community” mission.

**Packets will include: Rendering, Pledge forms and Banner guidelines. (These details may require a brief committee meeting to define and complete.)**

Capital Campaign and Major Donor packets are being prepared with statistics, finance information, and personal library user stories/pictures. Among the stories we have received permission to share are:

- Renee Harris and her national award winning video;
- Irene Strode and the cultural studies program – India;
- Var Coberly and his mulit-generational chess club/student community service project;
- Early Literacy testimonials from library mom’s;
- ESL testimonials and our new English/Spanish Teen Parenting program.

Personnel: Library staff attended the all day county-wide training on Monday 10/10 and returned with ideas, enthusiasm, and new understandings for **“FutureProofing”** our libraries.

Circulation for October, 2011 exceed the previous October by more than 500 items. It is encouraging to identify the staff’s extra efforts, marketing strategies, and targeted purchasing to continue to build our circulation statistics with greatly reduced purchasing budgets.

The first Applicant Interviews are scheduled for Monday 11/14 at 9:00 am & 10:30 am.

Meetings:

- 10/11 Director/Trustee Workshop
- 10/11 District Librarian’s Meeting
- 10/25 Ware Presb. Village outreach and book club
- 11/1 District Librarian’s Meeting
- 11/2 Community Advocacy dinner
- 11/8 SAC meeting (unable to attend)
- 11/10 Oxford Mainstreet Inc. Community Leaders annual meeting – library presentation
- 11/15 Oxford Area Historic Assoc. library recognition

**ADVOCACY – Trustee Workshop was held October 11, 2011**

**OPL Trustees were unable to be present for this valuable program but will find the themes of “Viral Optimism” and encouraging advocacy support for the future at [www.georgeneedham.com](http://www.georgeneedham.com)**

# George Needham

**Viral Optimism to  
Futureproof Your Library**

[Home](#) [Viral Optimism](#) [Services](#) [George](#) [Links](#) [Contact Me](#)

## Welcome

**George Needham helps libraries prepare for,  
and more important, create their futures.**

George Needham is a library strategist. As a librarian with over 30 years experience in public and state libraries, library associations, and not-for-profit organizations, George can help YOUR institution think strategically, enabling you to understand your clientele thoroughly and create a future that keeps you at the heart of your community.



From his years of experience leading libraries and working with library staff of all types, George understands the many challenges that we face in the profession today: How do we stay relevant in a networked, 24/7 world? How do we make the case for continued funding from public sources in difficult economic times? And, perhaps most important, how do we find the spark that makes us passionate library champions?

George works from the head, the heart, and funny bone simultaneously.

### Contact Information

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# 2011 DOWNTOWN OXFORD ANNUAL TOWN MEETING What Are We Missing?

Hosted by Oxford Mainstreet, Inc.

**Offering the Community  
the Opportunity to Be  
Informed, Ask Questions and  
Partner With Us!**

**Thursday, November 10th @ 7:00pm  
Ware Presbyterian Village**

(Huntsworth Room. Follow entrance signs)

Ample parking, handicap accessibility  
and light refreshments served.

Call the OMI office for questions @  
(610)998-9494

**Enter to win \$200 Downtown Oxford Gift  
Certificates! 8 Chances to Win \$25  
Must Be Present to Win**

HELP US TO IMPROVE DOWNTOWN OXFORD  
Share your insights and ideas. Write your suggestions and  
submit at anytime prior or bring them to the Town Meeting.

Feel free to reply anonymously. Mail to:  
OMI • PO Box 315 • Oxford, PA 19363



**EMBRACE OUR CHARM**  
*Progress through Partnerships*