

**LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
WEDNESDAY, JANUARY 5, 2022
7:00 PM**

ROLL CALL

Federowicz, Keating, Goumas, Regan, Bunnell
Also in attendance, Costigan and Higginson

ACCEPTANCE OF DECEMBER MEETING MINUTES

Costigan commented on the information of scheduled meetings for next year in how they were typed. Suggested they be changed to a list in the minutes as they are unclear as typed.

Motion to change scheduled meeting dates as typed to a list: Federowicz

Second: Goumas

Vote: 5 – 0

Sturm joined at 7:08 pm

Motion to add to New Business Sturm's commentary which was sent in an email and reads: "Sturm attended the CT State Library Advisory Council Planning and Development Digital Navigator Pilot and reported on how it would or would not apply to Oxford Public library": Bunnell

Second: Keating

Vote: 5 - 0

Motion to accept minutes with said changes: Regan

Second: Goumas

Vote: 5 - 0

REVIEW AND ACCEPTANCE OF SUBMITTED BUDGET FOR FISCAL YEAR 2022 – 2023

Costigan submitted and presented proposed budget for Fiscal Year 2022-2023 and went through each item.

Discussion, questions and answers on line items as well as comments and some additions to descriptions.

Discussion on upgrade for computers to Windows 11 and statistical profile figures.

Motion to accept proposed budget with minor adjustments to some wording: Keating

Second: Bunnell

Vote: 5 - 0

ADJOURN

7:52 pm

Motion: Goumas

Second: Federowicz

Vote: 5 - 0

Minutes subject to approval at next meeting

k.a.

1/7/2022

	ADOPTED	ADOPTED	DEPARTMENT	ADOPTED	DEPARTMENT
	BUDGET	BUDGET	REQUEST	BUDGET	REQUEST
	2019-2020	2020-2021	2021-2022	2021-2022	2022-2023
Library					
WAGES EXECUTIVE DIRECTOR	61,620	71,550	72,981	72,981	72,981
WAGES ADULT SERVICES LIB	48,803	56,661	50,514	50,514	50,524
WAGES - LIBR, CHILDREN'S	55,646	57,053	57,920	56,784	56,784
WAGES - LIBRARIAN	50,779	12,012	0	0	0
WAGES - LIBR, CIRC	36,756	39,559	30,568	30,568	42,183
WAGES - ALL PART-TIME	72,462	104,367	125,535	75,000	121,998
WAGES CUSTODIAL	14,040	15,039	17,940	15,000	14,055
TOTAL WAGES	340,106	356,241	355,438	300,847	358,525
TOTAL BENEFITS	135,224	137,782	160,977	148,512	?
TOTAL BENEFITS AND WAGES	475,330	494,023	516,435	449,359	?
CONTRACTED SVCS - CLERK	800	800	800	800	800
WAGES - OVERTIME	600	0	0	0	0
BOOKS	25,000	20,000	30,000	20,000	30,000
CIVIC ACTIVITIES	7,500	7,000	9,000	7,000	9,000
COMPUTER - HARDWARE	6,015	5,280	5,055	3,000	3,865
COMPUTER - MAINTENANCE	1,625	2,100	2,100	1,500	2,100
COMPUTER - SOFTWARE	1,000	1,250	1,418	1,200	1,725
CONFERENCES & MEETINGS	1,600	1,600	1,600	1,600	1,150
COMPUTER- LIBRARY CATALOGUE	17,338	17,702	18,385	18,385	18,413
DUES	1,500	1,600	1,455	1,455	1,660
ELECTRICITY	15,000	15,000	15,000	15,000	11,237
EQUIPMENT - LEASE	2,200	2,200	2,200	2,200	3,600
EQUIPMENT - EXPENSED	3,450	1,200	1,200	2,471	1,710
FACILITY - MAINTENANCE	10,500	9,500	9,500	9,500	10,490
HEATING - PROPANE	7,000	5,000	5,000	5,000	8,225
MAGAZINES & NEWSPAPERS	4,500	4,500	4,500	4,500	4,525
MILEAGE	1,000	500	500	250	750
SNOW PLOW REMOVAL	2,500	2,000	2,000	2,000	2,000
SUPPLIES - DEPARTMENTAL	6,000	4,500	4,500	4,000	4,000
SUPPLIES - OFFICE	3,800	3,800	3,800	3,000	3,000
TELEPHONE	6,000	6,000	6,230	6,000	7,944
WASTE REMOVAL	1,200	1,200	1,200	1,200	1,400
WATER	830	830	750	750	500
ALARM SYSTEM	800	800	800	800	800
TOTAL LIBRARY	603,088	608,385	643,428	560,970	?
TOTAL LIBRARY W/O BENEFITS	467,864	470,603	482,451	412,458	487,419

**TOWN OF OXFORD
LINE ITEM DESCRIPTION AND JUSTIFICATION
EXPENDITURES
FY 2022-2023**

DEPARTMENT: Library

Account Number 5390 - 511 - 0080

Account Name WAGES - DIRECTOR

	Current Budget	Projected Current Expense	Requested Amount
80 - DIRECTOR 40 hrs/wk	\$72,981	\$72,981	\$72,981

Description: Contract Salary

\$72,981 TOTAL 511

Account Number 5390 - 515

Account Name WAGES - FULL-TIME LIBRARIANS

	Current Budget	Projected Current Expense	Requested Amount
80 - ADULT SERVICE LIBRARIAN 35 hrs/wk	\$50,514	\$50,524	\$50,524
81 - CHILDREN'S LIBRARIAN 40 hrs/wk	\$56,784	\$56,784	\$56,784
82 - CATALOGING LIBRARIAN	\$0	\$0	\$0
83 -CIRCULATION LIBRARIAN 40 hrs/wk	\$30,568	\$39,834	\$42,183

Description: Adult Service Librarian works 35 hours per week. Children's Librarian and Circulation Librarian work 40 hours per week. Full time 35 hour per week Cataloging Librarian position became a part time position at 19.5 hours per week. That salary is reflected in Wages-All Part Time.

\$149,491 TOTAL 515

Account Number 5390 - 517 - 0084

Account Name WAGES-ALL PART TIME

	Current Budget	Projected Current Expense	Requested Amount
84 - PART-TIME STAFF	\$75,000	\$97,268	\$121,998

Description: One of the most important line-items in the budget was cut \$30,000 last year and \$50,000 from our department's request. The library is open to the public Monday through Saturday, including Tuesday and Thursday evenings. There's an adult side of the building and a children's side, each with their own circulation desk which requires coverage by part-time staff. In 2021, we circulated approximately 2,450 materials a month. This means materials are being checked out, checked in and put back on the shelves, all requiring staff hours. We also provide curb-side pickup which requires part-time staff hours because the books have to be pulled, checked out and bagged in addition to making a phone call if the patron has not opted to be contacted via e-mail. The staff is continuously weeding the collection and adding new materials to stay current which requires staff hours. The State of Ct is pushing for digital literacy and inclusion among all communities so the need for a Technology & Information Services.

Specialist is evident now more than ever. We have patrons who need technology assistance above what our library clerks are qualified to address. The summer reading program attracted over 500 participants who came in and out all summer long to get their books, tickets and prizes for hours read. In addition, all 4 Oxford schools had required summer reading and we worked in conjunction with the school administration to provide not only the information about required assignments, but also the reading materials.

Minimum wage will increase to \$14 per hour July 1st 2022 & will increase again to \$15 an hour June 1st 2023.

Cataloging Librarian (M. Kitlas), this position used to be full-time, now only 19.5 hours per week @ \$24 per hour X 52 weeks = \$24,336

Technology & Information Services Specialist 16 hours per week @ \$19.80 per hour X 52 weeks = \$16,474

Seven part-time clerks working a total of 95 hours per week X \$14/hr. X 48 weeks = \$63,840 & 95 hours X \$15/hr. X 4 weeks = \$5,700 totals: \$69,540

Two Library Pages (high school/college students) working a total of 14 hours per week @ \$14/hr. X 48 weeks = \$9,408 & 14 hours X \$15/hr X 4 weeks = \$840 totals: \$10,248

Summer Reading staff 10 hours per week X \$14/hr. X 10 weeks = \$1,400

\$121,998 TOTAL 0084

Account Number 5390 - 517 - 0085

Account Name WAGES - CUSTODIAN

	Current Budget	Projected Current Expense	Requested Amount
85-Custodian	\$15,000	\$14,055	\$14,055

Description: Library is cleaned 2.5 hours Mon, Tues, Thurs, Friday & 1 hour on Wednesdays.

Total 11 hours per week. Janitor's rate increased to \$24.57/hr.

\$24.57hr X 11hrs/wk X 52 weeks = \$14,055

\$14,055 TOTAL 0085

Account Number 5390-517-0158

Account Name WAGES-P/T CLERK-LIBRARY BOARD

	Current Budget	Projected Current Expense	Requested Amount
0158-Clerk	\$800	\$800	\$800

Description: Pay for clerk to take minutes at Library Board meetings. The Library Board needs a clerk to take minutes and record the Board's actions and decisions with the Town.

\$800 TOTAL 0158

Account Number 5390 - 521

Account Name WAGES - OVERTIME

	Current Budget	Projected Current Expense	Requested Amount
	\$0	\$0	\$0

Description: This line item was cut out of the budget 2 years ago.

\$0 TOTAL 521

Account Number 5390 - 525

Account Name BOOKS

Current Budget	Projected Current Expense	Requested Amount
\$20,000	\$20,000	\$30,000

Description: This line item was cut \$10,000 from the requested amount & \$5,000 each year for the last two years. More materials are needed to provide books and audio for new reading lists and meet demands for current fiction. Our basic core collection is 20,000 items below what is considered appropriate for a community this size. The average retail price of books is \$27.97 according to the Library Journal of May 2021. We need to provide more than 3,000 new materials each year at a discount from consortial pricing, so for the investment of \$30,000 our residents will receive access to over \$75,000 worth of new materials. Patrons are increasingly using both regular and downloadable audio and e-books. We need more books to help our schools. Also, there are many more parents home schooling their children and are trying to checkout 100 books per day. We've had to limit them to 20 per day. There are constant, repeated requests for multiple copies of best sellers because patrons cannot reserve new books through the interlibrary loan system until the book is 6 months old.

\$ 9,000	Approx. 650 Children's and Teen Books
\$13,000	Approx. 500 Adult Books
\$ 3,500	Approx. 75 Audio Books
\$ 1,000	Non-Fiction/Reference Materials
\$ 2,000	Approx. 110 Downloadable Audio & e-books
\$ 1,000	Approx. 80 Music CDs
\$ 500	Approx. 30 Movies/DVDs

\$30,000 **TOTAL 525**

Account Number 5390 - 535

Account Name CIVIC ACTIVITIES

Current Budget	Projected Current Expense	Requested Amount
\$7,000	\$7,000	\$9,000

Description: Programs to be held and related expenses. This line item was cut \$500 two years ago. Our library is a place that Oxford residents can find programs that meet their needs, and your support of these activities by funding this line item is a great service to the Oxford community. We provide a lot of programming with very little money. These programs are in demand now more than ever. Because of COVID-19, we have been forced to go virtual and onsite to better serve our community which costs more money. Program attendance this year: Adults: 142 programs with 988 participants. Kids and Teens: 312 programs with 1,907 kids and 419 adults participating = 2,326 total attendees for kids programs. Total programs stats: 454 programs with 3,314 participants.

\$4,300	Children's programs offered by storytellers, artists, authors
\$3,200	Adult programs; health, finance, social security, tech, art
\$1,500	Summer reading expenses & Santa's visit

\$9,000 **TOTAL 535**

Account Number 5390 - 550

Account Name COMPUTER - HARDWARE

Current Budget	Projected Current Expense	Requested Amount
\$3,000	\$3,000	\$3,865

Description: This was cut \$2,055 last year. Up to date technology is essential to our patrons & staff. Three computers need to be replaced. Our newer public computers have a life expectancy of 3 to 5 years due to system feature updates. If we wait to replace these computers, the Town will be burdened with replacing all of our computers at once. Replacement cost is \$1,200 each. The installation cost is \$265.

\$3,865 **TOTAL 550**

Account Number 5390 - 551

Account Name COMPUTER - MAINTENANCE

Current Budget	Projected Current Expense	Requested Amount
\$1,500	\$1,500	\$2,100

Description: This was cut \$600 last year. We will need to pay for Bibliotech computer support hours. Bibliotech hours are important for keeping up to date with technology upgrades, computer system repairs, etc. Each hour costs \$70, much cheaper than using an IT company. We anticipate using 30 hours this year, because we will be converting to Windows 11. This conversion is a necessity to run the Evergreen software that supports our entire library catalog system. Without this upgrade we will be unable to function. We currently have 18 computers including both staff & public and 11 handheld devices for public use.

\$2,100 **TOTAL 551**

Account Number 5390 - 552

Account Name COMPUTER - SOFTWARE

Current Budget	Projected Current Expense	Requested Amount
\$1,200	\$1,200	\$1,725

Description: \$1,000 for adult and children's educational software. Supporting kids' information literacy through software is an important part of our collection and needs to be supported. We are getting a substantial discount on this software through Connecticut Library Consortium discounts. In addition, we need \$100 for iDrive backup software that protects our shared drive in the library, e-mail hosting \$225, Carousel Software that runs the TV billboard in the foyer costs \$250 & \$150 for Go to Meeting: virtual program & meeting software used for Board meetings and library programs.

\$1,725 **TOTAL 552**

Account Number 5390 - 555

Account Name CONFERENCES & MEETINGS

Current Budget	Projected Current Expense	Requested Amount
\$1,600	\$725 (due to pandemic)	\$1,150

Description: The State Library and Bibliomation workshops are essential to our function as a library and the CLA conferences help us keep up with new library software, products and procedures, and current library trends. Continuing education is vital in this information

technology field. To keep current, staff must attend conferences and workshops to keep their skills updated and to function as a library staff should. Often, discounted products and services are made available only by attending these conferences.

\$ 450	CT Library Association Annual Conference
\$ 500	NELA Conference
\$ 200	Grant Writing Seminars
\$1,150	TOTAL 555

Account Number 5390 - 560

Account Name COMPUTER – INTEGRATED LIBRARY SYSTEM CATALOG

Current Budget	Projected Current Expense	Requested Amount
\$18,385	\$18,385	\$18,413

Description: The Integrated Library System Catalog is necessary in order to look up and check out books and keep track of patron records in the library. Cutting this service means going back to paper and pens and losing patrons, as well as not meeting our primary mission. We need to continue to support the WOWbrary email notification program so our patrons can reach our new materials easily from home or office. We have to renew our E-Set anti-virus protection & our SmartShield security. We need to keep our email accounts with Bibliomation, as that is how our colleagues communicate with us. The Eventkeeper is an important service which enables people to register online for programs, be sent reminders of upcoming events, reserve the meeting room, and ties in using our patron database. Constant Contact is used to advertise our events, Hoopla is a service we started June 2020 with financial help from the Friends of the Library because of the pandemic. It is a web and mobile library media streaming platform for audio books, comics, e-books, movies, music, and TV. Patrons of libraries that support Hoopla have unlimited access to its collection of digital media. The Gale Databases are essential resources for our patrons described below.

\$13,237	Integrated Library System Catalog increased \$380
\$ 500	Wowbrary e-mail new materials notification program
\$ 203	E-Set Virus and Ninite protection (29 devices)
\$ 120	SmartShield security (20 devices)
\$ 250	Bibliomation Email and domain name hosting
\$ 175	Network Solutions website hosting & domain service for oxfordlib.org
\$ 600	Eventkeeper Online Calendar & marketing tool for programs
\$ 0	Acorn Mobile App: free from Bibliomation
\$ 275	Movie Licensing USA
\$ 575	Constant Contact: advertising all services including our databases
\$ 1,000	Hoopla
\$ 739	Gale Database-Peterson's Career & Test Prep (practice exams, resume resources & program potential for teens & adults)
\$ 739	Gale Database-Chilton's Auto Repair Database to replace books no longer in print

\$18,413 **TOTAL 560**

Account Number 5390 - 585

Account Name DUES

Current Budget	Projected Current Expense	Requested Amount
\$1,455	\$1,455	\$1,660

Ct Library Association is our primary professional organization that allows us to attend conferences and meetings to improve our skills. CT Library Consortium allows us discounts on books and other materials we purchase regularly, most as high as 40-50% off.

\$ 100	ACLB (Association of CT Library Boards)
\$ 200	Arts Collaborative of Greater Waterbury
\$ 310	CLA & NELA dues for staff
\$ 300	ALA education, magazine and free materials for patrons...flyers, reference materials, professional resource materials
\$ 750	Connecticut Library Consortium dues for library (saves us 60% on books, audiobooks, movies, music and supplies)

\$1,660 **TOTAL 585**

Account Number: 5390 - 595

Account Name ELECTRICITY

Current Budget	Projected Current Expense	Requested Amount
\$15,000	\$10,033	\$11,237

Description: Projected current expense based on bills from August to November of this year now that we are getting a monthly bill. Added 12% for next year per Jim Hliva's instructions.

\$11,237 **TOTAL 595**

Account Number 5390 - 601

Account Name EQUIPMENT - LEASE

Current Budget	Projected Current Expense	Requested Amount
\$2,200	\$3,600	\$3,600

Description: Copier/networked printer with toner and maintenance included in contract. New machine is more expensive to operate, therefore, this line item will be over budget this year and requesting additional funds for next year. There has been a revenue average of \$100 a month which is given back to the Town's General Fund.

\$3,600 **TOTAL 601**

Account Number 5390 - 604

Account Name EQUIPMENT - EXPENSED

Current Budget	Projected Current Expense	Requested Amount
\$2,471	\$2,471	\$1,710

Description: \$800 bookcart, includes shipping, two Epson thermal receipt printers \$710, tool set \$200.

\$1,710 **TOTAL 604**

Account Number 5390 - 613

Account Name FACILITY MAINTENANCE

Current Budget	Projected Current Expense	Requested Amount
\$9,500	\$9,500	\$10,490

Description: This was cut \$1,000 two years ago, need back because new pest control costs \$1,140 annually. \$3,000 HVAC maintenance contract, \$1,250 semi-annually to wash all glass inside & out, carpet cleaning \$2,000, handicapped doors: service 2 times per year (\$200 each), plus parts if needed (\$500), restroom, cleaning, & maintenance supplies \$950 (\$350 more this year because we had grant funds for this last year).

\$10,490 **TOTAL 613**

Account Number: 5390 - 625

Account Name HEATING FUEL-PROPANE

Current Budget	Projected Current Expense	Requested Amount
\$5,000	\$5,500	\$8,225

Description: This line item was cut \$2,000 two years ago. Library is currently paying \$1.999 per gallon for propane. Unknown temperatures and next year's price per gallon makes this hard to predict. Per Jim Hliva's instructions we calculate at \$2.35 per gallon:
 $3,500 \text{ gallons} \times \$2.35 = \$8,225$

\$8,225 **TOTAL 625**

Account Number 5390 - 680

Account Name MAGAZINES & NEWSPAPERS

Current Budget	Projected Current Expense	Requested Amount
\$4,500	\$4,500	\$4,525

Description: \$329 for 15 print magazines (cut from 40 so we can offer more digital magazines because of the pandemic), \$169 for one newspaper subscription (cut from 4), \$2,000 for Overdrive Magazines Simultaneous Use Subscription which covers simultaneous use lending model accessing 3,891 magazine titles that can be checked out by an unlimited amount of patrons for a set amount of time, \$1,150 for Overdrive/Libby downloadable ebooks & audiobooks. In 2021, we had 344 unique users check out 5,550 items using this subscription, which equates to 20 cents each. \$877 for Newsbank which is an on-line digital database of newspapers, magazines, and professional journals, all used for research purposes. _____

\$4,525 **TOTAL 680**

Account Number 5390 - 690

Account Name MILEAGE

Current Budget	Projected Current Expense	Requested Amount
\$250	\$250	\$750

Description: To reimburse staff and board members for mileage when attending annual conference, necessary meetings, training classes, audio book swaps & delivering books to other libraries when needed. This was cut \$750 over the last two years & we would have been over budget if it weren't for the pandemic.

\$750 **TOTAL 690**

Account Number: 5390-736

Account Name SNOW REMOVAL/SIDEWALK

Current Budget	Projected Current Expense	Requested Amount
\$2,000	\$2,000	\$2,000

Library is paying \$50 an hour for snow removal, plus salt. Unknown weather forecasts makes this difficult to predict.

\$2,000 TOTAL 736

Account Number 5390 – 769

Account Name SUPPLIES - DEPARTMENTAL

Current Budget	Projected Current Expense	Requested Amount
\$4,000	\$4,000	\$4,000

Description: This was cut \$500 last year. Audio book, CD, DVD, and video cases and sleeves are necessary to be able to put these items on the shelf to borrow. Barcodes, labels, book jacket covers and label protectors, date stamps, due date slips, and bookshelf supports are also necessary to get books on the shelves. Library posters and print promotions are essential to inform the public about programs, events and practices in the library. Supplies are necessary to run programs. Curb-side Take and Make Crafts have become very popular. A new and on-going expense serving over 100 patrons a week: brown paper bags of all sizes for curb-side pickup, a service that will continue so patrons can pick up their books anytime of the day or night.

\$ 1,000	Audio book, CD, and DVD cases and sleeves
\$ 1,400	Barcodes, labels, book jacket covers and label protectors, date stamps
\$ 1,000	Library flyers, brochures, posters, print promotions, program supplies
\$ 600	Brown paper bags

\$4,000 TOTAL 769

Account Number 5390 - 770

Account Name SUPPLIES - OFFICE

Current Budget	Projected Current Expense	Requested Amount
\$3,000	\$3,000	\$3,000

Description: This was cut \$800 last year. We use this to buy standard products: staples, tape, pens, pencils, pads, paper, ink, paper clips, markers, file folders, envelopes for overdue notices, rubber bands for interlibrary loan, bubble envelopes, etc.

\$3,000 TOTAL 770

Account Number 5390 – 775

Account Name TELEPHONE

Current Budget	Projected Current Expense	Requested Amount
\$6,000	\$4,029 would have been \$8,229 w/out grant	\$7,944

Description: Library has 2 lines for the fire alarm system currently at \$115 per month. Windstream internet phone system monthly charge of \$175 a month and yearly phone support of \$180. Fiber maintenance & internet access monthly charges will be \$595 per month for 50 Mbps bandwidth usage, however, we will pay \$357 per month with our e-rate discount of 40%, a savings of \$2,856 annually.

\$7,944 TOTAL 775

Account Number: 5390 - 798

Account Name WASTE REMOVAL

Current Budget	Projected Current Expense	Requested Amount
\$1,200	\$1,344	\$1,400

\$112 per month with a little bit of cushion for a price hike.

\$1,400 TOTAL 798

Account Number 5390 – 799

Account Name WATER

Current Budget	Projected Current Expense	Requested Amount
\$830	\$500	\$500

Description: Heritage Village Water Company provides our water.

\$500 TOTAL 799

Account Number: 5390 – 900

Account Name ALARM SYSTEM

Current Budget	Projected Current Expense	Requested Amount
\$800	\$800	\$800

Description: Alarm monitoring, fire alarm testing, and service calls.

\$800 TOTAL 900

Connecticut's Public Libraries: A Statistical Profile July 2020 – June 2021 was just published. Oxford's operating expenditures per capita were \$43.12. The average per capita expenditure for libraries in Connecticut was \$56.66, 131% more than Oxford spends. The Town of Oxford spends 1.10% of its municipal budget on the library, lower than the 1.15% average for Connecticut.

Total budget amount approved 2021-2022: \$412,458 requested \$482,451.

The request for last year accounted for 1.10% of the Total Municipal Budget of \$50,873,294 from 2021-2022.

Total requested amount 2022-2023: \$487,419