

**LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
WEDNESDAY, JANUARY 3, 2024
6:15PM – OXFORD PUBLIC LIBRARY**

Call to Order

The meeting was called to order by Chairman Margaret Keating at 6:15pm.

Present: Chairman Margaret Keating, Secretary Lenore Sturm, Treasurer Mark Goumas, Rosemary Harner, Robbi Costigan, and Jessica Zaccagnini

Absent: Janet Berger

Discussion of Budget

Presented by Costigan.

Costigan discussed each line item in the 2024-25 budget and explained the amounts given for each section.

Discussion of wording for certain line items.

MOTION:

Mark Goumas moved to approve the 2024-25 budget presented by Costigan with minor refinements as discussed, this was seconded by Rosemary Harner. All Ayes. Motion carries.

Adjournment

MOTION:

Margaret Keating moved to adjourn the meeting at 7:10pm. This was seconded by Lenore Sturm. All Ayes. Motion carries.

Respectfully submitted, subject to approval

Anna Biewald

Anna Biewald
Clerk

2024 JAN -3 PM 12:51
LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING
JANUARY 3, 2024
OXFORD PUBLIC LIBRARY

	ADOPTED	DEPARTMENT	ADOPTED	DEPARTMENT	ADOPTED	DEPARTMENT
	BUDGET	REQUEST	BUDGET	REQUEST	BUDGET	REQUEST
	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2024-2025
Library						
WAGES EXECUTIVE DIRECTOR	72,981	72,981	72,981	72,981	72,981	78,976
WAGES ADULT SERVICES LIB.	50,514	50,524	50,524	50,524	51,000	55,613
WAGES - LIBR. CHILDREN'S	56,784	56,784	56,784	60,944	60,944	60,944
WAGES - LIBRARIAN	0	0	0	0	0	0
WAGES - LIBR. CIRC	30,568	42,183	42,183	50,295	50,294	50,294
WAGES - ALL PART-TIME	75,000	121,998	100,000	129,940	100,000	123,642
WAGES CUSTODIAL	15,000	14,055	14,055	14,055	14,055	13,552
TOTAL WAGES	300,847	358,525	336,527	378,739	349,274	383,021
TOTAL BENEFITS	148,512	155,240	155,240	181,150	181,150	181,150
TOTAL BENEFITS AND WAGES	449,359	513,765	491,767	559,889	530,424	564,171
CONTRACTED SVCS - CLERK	800	800	800	800	600	600
WAGES - OVERTIME	0	0	0	0		0
BOOKS	20,000	30,000	20,000	25,000	20,000	25,000
CIVIC ACTIVITIES	7,000	9,000	7,000	8,000	7,000	8,000
COMPUTER - HARDWARE	3,000	3,865	3,865	3,865	3,865	3,985
COMPUTER - MAINTENANCE	1,500	2,100	2,100	1,600	1,600	2,000
COMPUTER - SOFTWARE	1,200	1,725	1,725	1,725	1,725	1,900
CONFERENCES & MEETINGS	1,600	1,150	300	950	950	950
COMPUTER- LIBRARY CATALOGUE	18,385	18,413	18,413	18,169	18,169	18,819
DUES	1,455	1,660	1,660	1,440	1,440	1,440
ELECTRICITY	15,000	11,237	11,237	13,500	13,500	12,000
EQUIPMENT - LEASE	2,200	3,600	3,600	3,400	3,400	3,150
EQUIPMENT - EXPENSED	2,471	1,710	1,710	1,710	1,710	1,387
FACILITY - MAINTENANCE	9,500	10,490	10,490	10,490	10,490	10,910
HEATING - PROPANE	5,000	8,225	8,225	8,910	8,910	7,917
MAGAZINES & NEWSPAPERS	4,500	4,525	4,525	3,789	3,789	3,789
MILEAGE	250	750	250	500	500	700
SNOW PLOW REMOVAL	2,000	2,000	500	1,150	500	500
SUPPLIES - DEPARTMENTAL	4,000	4,000	4,000	4,000	4,000	4,000
SUPPLIES - OFFICE	3,000	3,000	3,000	3,000	3,000	3,000
TELEPHONE	6,000	7,944	5,000	7,776	7,776	7,352
WASTE REMOVAL	1,200	1,400	1,400	1,548	1,548	1,800
WATER	750	500	500	750	750	900
ALARM SYSTEM	800	800	800	800	800	800
TOTAL LIBRARY	560,970	642,659	602,867	682,761	646,446	685,070
TOTAL LIBRARY W/O BENEFITS	412,458	487,419	447,627	501,611	465,296	503,920

TOWN OF OXFORD
LINE ITEM DESCRIPTION AND JUSTIFICATION
EXPENDITURES
FY 2024-2025

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	\$77,050	\$78,976

Description: Contract Salary

\$78,976 TOTAL 511

Account Number 5390 - 515

Account Name WAGES - FULL-TIME LIBRARIANS

	Current Budget	Projected Current Expense	Requested Amount
80 - ADULT SERVICE LIBRARIAN 40 hrs/wk	\$51,000	\$24,559	\$55,613
81 - CHILDREN'S LIBRARIAN 40 hrs/wk	\$60,944	\$60,944	\$60,944
82 - CATALOGING LIBRARIAN	\$0	\$0	\$0
83 -CIRCULATION LIBRARIAN 40 hrs/wk	\$50,294	\$50,294	\$50,294

Description: Adult Service Librarian, Children's Librarian and Circulation Librarian all 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.

\$166,851 TOTAL 515

Account Number 5390 - 517 - 0084

Account Name WAGES-ALL PART TIME

	Current Budget	Projected Current Expense	Requested Amount
84 -PART-TIME STAFF	\$100,000	\$121,693	\$123,642

Description: 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 2022-23 fiscal year, we circulated approximately 2,781 materials a month. This means materials are being checked out, checked in and put back on the shelves, all requiring staff hours. We also provided 4,138 curb-side pickups 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. Bags are available for pickup for one week. After that time, if the bag had not been picked up, it must be removed from the cabinet, materials checked in and shelved. 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. We will not be requesting part-time hours for a Technology & Information Services Specialist

anymore because our new Adult Service Librarian will be providing that service to our patrons. Our summer reading program broke all records again this year, attracting 893 participants who came in and out all summer long to get their books, tickets and prizes for hours read. We had an all-time high 7,641 visits June through August. In addition, all four Oxford schools had required summer reading, so we worked in conjunction with the school administration to provide not only the information about required assignments, but also the reading materials. We also host visits throughout the year from the classrooms of Quaker Farms, Great Oak and the Middle School, providing students with new cards, reader advisory and checking out items.

Minimum wage will increase to \$15.69 per hour January 1st 2024, unknown what it will raise to in 2025?

Cataloging Librarian (M. Kitlas), this position used to be full-time, now only 19.5 hours per week @ \$24.72 per hour X 52 weeks = \$25,066

Seven part-time clerks working a total of 100 hours per week = \$87,216

Two Library Pages (high school/college students) working a total of 12 hours per week @ \$15.69/hr. X 52 = \$9,791

Summer Reading staff 10 hours per week X \$15.69/hr. X 10 weeks = \$1,569

*Foot note: Projected expense for this year is so high because we were not funded what was requested. Having no ASL for ½ year required more part-time hours to make up for her absence (program prep, book ordering, weeding, statistics, annual report, etc). Also, our full-time Circulation Coordinator had surgery, requiring part-time staff to cover the desk in her absence.

\$123,642 TOTAL 0084

Account Number 5390 - 517 - 0085

Account Name WAGES - CUSTODIAN

	Current Budget	Projected Current Expense	Requested Amount
85-Custodian	\$14,055	\$14,055	\$13,552

Description: Library is cleaned 2 hours each day Monday-Friday, 10 hours per week. Janitor's rate is \$26.06/hr. \$26.06/hr X 10hrs/wk X 52 weeks = \$13,552

\$13,552 TOTAL 0085

Account Number 5390 - 517 - 0158

Account Name WAGES-P/T CLERK-LIBRARY BOARD

	Current Budget	Projected Current Expense	Requested Amount
0158-Clerk	\$600	\$600	\$600

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

\$600 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 3 years ago.

\$0 TOTAL 521

Account Number 5390 - 525

Account Name BOOKS

Current Budget	Projected Current Expense	Requested Amount
\$20,000	\$20,000	\$25,000

Description: This line item was cut \$10,000 from the requested amount & \$5,000 each year for the last four 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 almost 20,000 items below what is considered appropriate for a community this size. The average retail price of books is \$28.77 according to the Library Journal of May 2023. We need to provide more than 3,000 new materials each year at a discount from consortial pricing, so for the investment of \$25,000 our residents will receive access to over \$62,500 worth of new materials. Patrons are increasingly using both regular and downloadable audio and e-books. We have been supporting our schools who need summer reading books for their students. Also, there are many more parents' home schooling their children and are checking out 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.

\$10,000	Approx. 900 Children's and Teen Books
\$10,000	Approx. 750 Adult Books
\$ 2,000	Approx. 50 Audio Books
\$ 2,000	Non-Fiction/Reference Materials
\$ 500	Approx. 40 Music CDs
\$ 500	Approx. 30 Movies/DVDs

\$25,000 TOTAL 525

Account Number 5390 - 535

Account Name CIVIC ACTIVITIES

Current Budget	Projected Current Expense	Requested Amount
\$7,000	\$7,000	\$8,000

Description: Programs to be held and related expenses. 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 variety of programming for very little money! Program attendance this year: Adults: 83 programs with 554 participants; Kids and Teens: 445 programs with 5,754 total attendees (2,000 more attendees than last year). Total programs stats: 528 programs with 6,308 participants.

\$3,800	Kid's programs offered by storytellers, artists, authors, etc.
\$2,700	Adult programs: health, finance, Social Security workshops, technology classes, art, music, culture, etc.
\$1,500	Summer Reading expenses & Santa's visit

\$8,000 TOTAL 535

Account Number 5390 - 550

Account Name COMPUTER - HARDWARE

Current Budget	Projected Current Expense	Requested Amount
\$3,865	\$3,865	\$3,985

Description: This was cut \$2,055 three years ago and another \$865 two years ago. Up to date technology is essential to our patrons & staff. We have nine public computers and ten staff computers. Our newer public computers have a life expectancy of 3 to 5 years due to system feature updates. Three public computers need to be replaced. If we wait to replace these computers, the Town will be burdened with replacing all of our computers at once. Replacement cost is \$1,240 each. The installation cost is \$265.

\$3,985 TOTAL 550

Account Number 5390 - 551

Account Name COMPUTER - MAINTENANCE

Current Budget	Projected Current Expense	Requested Amount
\$1,600	\$1,600	\$2,000

Description: 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. Hourly rate is going up \$15 per hour, so each hour will cost \$100, much cheaper than using a non-consortium IT company. We anticipate using 20 hours this year. We have 19 computers and 10 handheld devices for public use that will need Bibliotech support.

\$2,000 TOTAL 551

Account Number 5390 - 552

Account Name COMPUTER - SOFTWARE

Current Budget	Projected Current Expense	Requested Amount
\$1,725	\$1,725	\$1,900

Description: \$1,000 for adult and children's educational software. Supporting kids' information literacy through software is an important part of our collection. 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 staff shared drive in the library, Carousel Software that runs the TV billboard in the foyer costs \$250, \$400 for mobile printing software, which allows patrons to print from anywhere, and \$150 for Go to Meeting, virtual program & meeting software used for Board meetings and library programs.

\$1,900 TOTAL 552

Account Number 5390 - 555

Account Name CONFERENCES & MEETINGS

Current Budget	Projected Current Expense	Requested Amount
\$950	\$950	\$950

Description: The State Library and New England Library Association 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. ****Discounted products and services are made available only by attending these conferences.**

\$ 600	CT Library Association Annual Conference (Spring)
\$ 350	NELA Conference

\$ 950 TOTAL 555

Account Number 5390 - 560

Account Name **COMPUTER - INTEGRATED LIBRARY SYSTEM CATALOG**

Current Budget	Projected Current Expense	Requested Amount
\$18,169	\$18,169	\$18,819

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. It has become very popular with our residents. We've seen a 44% increase in downloads over the last six months.

\$14,049 Integrated Library System Catalog increased
 \$ 500 Wowbrary e-mail new materials notification program
 \$ 243 E-Set Virus and Ninite protection (29 devices)
 \$ 174 Deep Freeze security software (29 devices)
 \$ 275 Bibliomation Email and domain name hosting
 \$ 600 Eventkeeper Online Calendar & marketing tool for programs
 \$ 0 Acorn Mobile App: free from Bibliomation
 \$ 330 Swank Movie Licensing
 \$ 648 Constant Contact: e-mail advertising all services including our databases
 \$ 2,000 Hoopla streaming platform
 0 Gale Databases cancelled to offset higher costs for above services

\$18,819 TOTAL 560

Account Number 5390 - 585

Account Name **DUES**

Current Budget	Projected Current Expense	Requested Amount
\$1,440	\$1,440	\$1,440

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)
\$ 290	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)

\$1,440 **TOTAL 585**

Account Number: 5390 - 595.

Account Name ELECTRICITY

Current Budget	Projected Current Expense	Requested Amount
\$13,500	\$10,490	\$12,000

Description: Projected current expense based on the average of 5 months of actual bills. Requested amount a bit higher for unknown energy costs next year.

\$12,000 **TOTAL 595**

Account Number 5390 - 601

Account Name EQUIPMENT - LEASE

Current Budget	Projected Current Expense	Requested Amount
\$3,400	\$3,150	\$3,150

Description: Copier/networked printer with toner and maintenance included in contract. There has been a revenue average of \$150 a month which is given back to the Town's General Fund to offset some of this cost.

\$3,150 **TOTAL 601**

Account Number 5390 - 604

Account Name EQUIPMENT - EXPENSED

Current Budget	Projected Current Expense	Requested Amount
\$1,710	\$1,710	\$1,387

Description: \$1,216 for two book carts which includes shipping costs and \$171 for bookshelf dividers and bins.

\$1,387 **TOTAL 604**

Account Number 5390 - 613

Account Name FACILITY MAINTENANCE

Current Budget	Projected Current Expense	Requested Amount
\$10,490	\$12,675	\$10,910

Description: Pest control \$800, \$2,800 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), fire extinguisher inspection \$120, septic pumping \$500 (needed every year now since we have so many people coming in), restroom cleaning & maintenance supplies \$1,290. Projected current expense is over budget this year because retaining wall needed to be fixed which cost \$2,185.

\$10,910 **TOTAL** **613**

Account Number: 5390 – 625

Account Name HEATING FUEL-PROPANE

Current Budget	Projected Current Expense	Requested Amount
\$8,910	\$6,600	\$7,917

Description: Library is currently paying \$1,999 per gallon for propane. Unknown temperatures and next year's price per gallon makes this hard to predict; 3,300 gallons X 2.399 per gallon.

\$7,917 **TOTAL** **625**

Account Number 5390 – 680

Account Name MAGAZINES & NEWSPAPERS

Current Budget	Projected Current Expense	Requested Amount
\$3,789	\$3,789	\$3,789

Description: \$340 for 16 print magazines (cut from 40 so we can offer more digital magazines), \$299 for one newspaper subscription (cut from 4), \$1,000 for Overdrive Magazines Simultaneous Use Subscription which covers simultaneous use lending model accessing 4,355 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 2022, we had 532 unique users check out 6,536 items using this subscription. \$1,000 for Newsbank, which is an on-line digital database of newspapers, magazines, and professional journals, all used for research purposes, totaling 1,063 searches.

\$3,789 **TOTAL** **680**

Account Number 5390 - 690

Account Name MILEAGE

Current Budget	Projected Current Expense	Requested Amount
\$500	\$700	\$700

Description: This line item reimburses staff and board members for mileage when attending annual CLA & NELA conferences to Springfield MA and Groton, CT, necessary meetings, & delivering books to other libraries when needed. WE DO NOT GET REIMBURSED FOR MILEAGE IN TOWN & TO SURROUNDING TOWNS' LIBRARIES, ONLY TRIPS THAT ARE FARTHER THAN THAT.

\$700 **TOTAL** **690**

Account Number: 5390-736

Account Name SNOW REMOVAL/SIDEWALK

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

Library is paying \$50 an hour for snow removal, plus salt. Unknown weather forecasts makes this difficult to predict. This has been cut back to \$500 a year.

\$500 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, four years ago. Inflation has raised costs of all items. 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 are very popular. Curb-side pickup of books requires bags of all sizes, 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	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 four years ago. 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
\$7,776	\$7,962	\$7,352

Description: Library has 2 lines for the fire alarm system currently at \$172.18 per month. 8X8 internet phone system monthly charge of \$189 a month & yearly phone support of \$180. Fiber maintenance & internet access monthly charges will be \$473 for 25 Mbps bandwidth usage, however, we will pay \$236.50 per month with our e-rate discount of 50%, a savings of \$2,838

annually. Will need to make a transfer at year end because our internet phone company doubled our monthly bill, forcing us to switch companies & needing to purchase new phones.

\$7,352 TOTAL 775

Account Number: 5390 - 798

Account Name WASTE REMOVAL

Current Budget	Projected Current Expense	Requested Amount
\$1,548	\$1,712	\$1,800

Dumpster charge has gone up again. Going to need transfer to finish out the year. \$142.60 per month with a little bit of cushion for a price hike.

\$1,800 TOTAL 798

Account Number 5390 - 799

Account Name WATER

Current Budget	Projected Current Expense	Requested Amount
\$750	\$900	\$900

Description: Heritage Village Water Company provides our water, need more because of increased traffic in the library.

\$900 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, service calls & panic button batteries.

\$800 TOTAL 900

Connecticut's Public Libraries: A Statistical Profile July 2022 - June 2023 was just published. Oxford's operating expenditures per capita were \$47.40. The average per capita expenditure for libraries in Connecticut was \$52.02, which means **Oxford spends 9% less** than the state average. The Town of Oxford spends 1.11% of its municipal budget on the library, less than the 1.18% average for Connecticut.

Total requested budget amount approved 2023-2024 with benefits: \$646,446, requested \$682,761.

Total requested budget amount approved 2023-2024 w/out benefits: \$465,296, requested \$501,611.

The department request for last year w/out benefits accounted for less than 1% of the Total Municipal Budget of \$54,162,623 from 2023-2024.

Total requested amount w/out benefits 2024-2025: \$503,920