

**Library Board of Director's
Special Meeting Minutes
January 8th, 2014**

Roll Call:

Meeting called to order: 7:00p.m.

In attendance: Federowicz; Gawitt; Joncyk; Keating; O'Brien.

Also in attendance: Higginson.

Acceptance of Minutes:

Review for acceptance of December's Meeting Minutes:

Change to Minutes for attendees; Gawitt listed twice, should include Federowicz.

Motion to Accept December's Minutes with said change: Keating; Second: Federowicz

Vote: 5-0.

Audience of Citizens:

Treasurer's Report:

Director's Report:

Children's Librarian Report:

Chairman's Report:

Old Business:

New Business:

Review Library's Budget for 2014-2015:

Budget for 2014-2015 approved with following amendments/changes:

- Line Item: Wages-Part-time Assistants: change of total to include extra .50 per hour for one part-time employee for total of \$23,296.
- Line Item: Computer-Software: description change to Adult and Children's Educational Software.
- Line Item Equipment-Expensed: change description to staff computer.
- Line Item: Water: increase to \$450.00.
- Total Requested Amount amended to reflect changes in above Line Item totals for a grand total of \$264,594.00.

Motion to accept Library's Budget for 2014-2015 with above said changes: Keating; Second: Joncyk. Vote: 5-0.

Motion to accept Capital Request Form: Keating; Second: Gawitt. Vote: 5-0.

Adjournment:

Motion: Gawitt; Second: Joncyk. Vote: 5-0.

Time: 8:40 P.M.

Respectfully Submitted by:

K. Solicito

**TOWN OF OXFORD
LINE ITEM DESCRIPTION AND JUSTIFICATION
EXPENDITURES
FY 2014-2015**

DEPARTMENT Library

Account Number 5390 - 511

Account Name WAGES - DIRECTOR

	Current Budget	Projected Current Expense	Requested Amount
81 – DIRECTOR	\$61,300	\$61,300	\$61,300
Description: salary by union contract-under negotiation-expired 6/30/2013			
	<u>\$61,300</u>	<u>TOTAL 511</u>	

Account Number 5390 - 515

Account Name WAGES – FULL-TIME LIBRARIANS

	Current Budget	Projected Current Expense	Requested Amount
81 – CHILDREN'S LIBRARIAN	\$40,349	\$40,349	\$40,349
82 – ASST. HEAD LIBRARIAN	\$42,078	\$42,078	\$42,078
83 – CIRCULATION LIBRARIAN	\$29,885	\$29,885	\$29,885
Description: salaries by union contract-same as last year as under negotiation for July 2014.			
	<u>\$112,312</u>	<u>TOTAL 515</u>	

Account Number 5390 – 517-0084

Account Name WAGES – PART-TIME ASSISTANTS

	Current Budget	Projected Current Expense	Requested Amount
84 – 3 PART-TIME ASSISTANTS	\$18,818	\$18,818	\$23,296

Description: We are the only department in town open 51 hours a week. Our circulation figures increased from 82,036 to 82,078 this year, a 1% increase. Minimum wage is increasing in January 2014 and 2015 to \$9 an hour. I know after working here 10 years, 8 years and 5 years respectively that our part-time help does work that is paid at the rate of \$14 an hour at every other library in the area with a high level of technical and specialized skill. I propose \$10.50 an hour for my 10-year experienced assistant and \$10 an hour for my other two assistants.

3 staff averaging working 44 hours per week X \$10.50-\$10/hr. X 52 weeks=\$23,296.

Account Number 5390–517-0158

Account Name WAGES- P/T CLERK-LIBRARY BOARD

	Current Budget	Projected Current Expense	Requested Amount
0158	\$375	\$375	\$500

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. The pay rate for clerks has increased to \$15 an hour, so I am increasing the line to meet the rate increase.

\$ 23,796 TOTAL 517

Account Number 5390 - 521

Account Name WAGES - OVERTIME

	Current Budget	Projected Current Expense	Requested Amount
1000	\$500	\$300	\$500

Description: We occasionally need to do programs outside the scope of our regular working hours, such as the tree lighting night, the volunteer reception night, etc. Also, professional meetings and conferences sometimes exceed our regular work hours and require overtime. The Assistant Director and Children's Librarian may need to meet with the Board of Library Directors to present the monthly reports along with the Director. These all may require overtime.

\$500 TOTAL 521

Account Number 5390 - 525

Account Name BOOKS

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

Description: More books are needed to provide books for new reading lists and meet demands for current fiction. We have currently 20,000 items below what is considered a basic core collection for a community this size. The average price of books is \$28 retail. We provide almost 3000 new materials each year, so for the investment of \$25,000 our residents will receive access to over \$80,000 worth of new materials. Patrons are increasingly using both regular and downloadable audio books. At patrons' request we have been increasing our service of Overdrive downloadable e-books, and the Friends purchased two Kindles. These services need continuation of support, or we will lose our investment of \$12,000. Requests for DVDs and music continue to increase. Revenue offsets on movies of approximately \$500 a year contribute to this requested budget.

\$ 9,000	Approx. 650 Children's and Teen Books
\$ 8,500	Approx. 400 Adult Books
\$ 3,000	Approx. 75 Audio Books
\$ 1,000	Approx. 3 sets of Reference Books
\$ 1,500	Approx. 80 Downloadable Audio (Overdrive & Kindle)
\$ 1,000	Approx. 80 Music CDs
\$ 1,000	Approx. 65 Movies/DVDs
<u>\$25,000</u>	<u>TOTAL 525</u>

Account Number 5390 - 535

Account Name CIVIC ACTIVITIES

	Current Budget	Projected Current Expense	Requested Amount
	\$4,000	\$4,000	\$4,500

Description: PROGRAMS HELD AND PROJECTED EXPENSES JULY 2013 to JUNE 2014

Adult programs held:

Costs:

12 monthly book discussions	\$80
21 programs (Music, crafts, etc.) with a total attendance of 189 adults	\$1000, plus
	\$750 grant
	Adult Programs Total

Children's and Teen Programs Held:

Total programs held in fiscal year 2012-2013 were 426, with a total attendance of 5,480 people. Estimated programs will be 440 this year, which will lead to an increase in attendance.
Funds= \$2858

In these hard economic times, adults, parents and children are looking for free opportunities for education and entertainment. The library should be a place that they can find programs that meet these needs, and your support of these activities by funding this line item is a great service to the Oxford community. As you can see, we do a lot of programming with very little money. These programs are more in demand than ever.

See separate programs packet for more details.

\$2,400	Children's Programs offered by storytellers, artists, authors
\$1,000	Supplies, crafts and refreshments for programs
\$1,100	Adult programs
<u>\$4,500</u>	<u>TOTAL 535</u>

Account Number 5390 - 550

Account Name COMPUTER - HARDWARE

Current Budget	Projected Current Expense	Requested Amount
\$1,000	\$1,000	\$1,500

Description: \$1,500. We need to replace one staff computer, both the monitor and CPU, it is from 2008 and needs to be retired. It keeps breaking down and we need it replaced for circulation of materials.

\$1,500 TOTAL 550

Account Number 5390 - 551

Account Name COMPUTER - MAINTENANCE

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

Description: To purchase needed Bibliotech computer support hours. Bibliotech hours are important for our keeping current with technology upgrades, computer system repairs, etc. Each hour costs \$65. We use an average of 15 hours each year.

\$700 TOTAL 551

Account Number 5390 - 560

Account Name COMPUTER – INTEGRATED LIBRARY SYSTEM CATALOG

Current Budget	Projected Current Expense	Requested Amount
\$11,279	\$11,279	\$12,564

Description: The Integrated Library System Catalogue 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 missions. We need to renew our E-Set anti-virus protection. 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

need to keep our email accounts with Bibliomation, as that is how our colleagues communicate with us. The Eventkeeper service will enable people to register online for programs, be sent reminders of upcoming events, and ties in using our patron database. Boopsie provides our patrons the ability to access our services from any mobile device anytime.

\$	600	Wowbrary e-mail new materials notification program
\$	125	E-Set Virus protection(10 computers)
\$	50	SmartControl security software (for 4 public computers)
\$	200	Email and domain name hosting service
\$	10,579	Integrated Library System Catalog
\$	260	Eventkeeper Online Calendar Marketing tool for programs
\$	750	Boopsie Mobile App for patrons to access us 24/7 on mobile devices
	<u>\$ 12,564</u>	<u>TOTAL 560</u>

Account Number 5390 - 552

Account Name COMPUTER - SOFTWARE

Current Budget	Projected Current Expense	Requested Amount
\$800	\$800	\$800
Description: \$800 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 good discount on this software through Connecticut Library Consortium discounts.		
<u>\$ 800</u>	<u>TOTAL 552</u>	

Account Number 5390 - 555

Account Name CONFERENCES & MEETINGS

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

\$	500	CT Library Association Annual Conference
\$	200	Workshops from State Library and Bibliomation
\$	<u>700</u>	<u>TOTAL 555</u>

Account Number 5390 – 585

Account Name DUES

Current Budget	Projected Current Expense	Requested Amount
\$850	\$850	\$950
Description: 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)
\$ 150	CLA dues for Library
\$ 350	CLA dues for staff
\$ 350	Connecticut Library Consortium dues for library
<u>\$ 950</u>	<u>TOTAL 585</u>

Account Number 5390 – 604

Account Name EQUIPMENT - EXPENSED

Current Budget	Projected Current Expense	Requested Amount
\$400	\$400	\$350

Description: Replace the printer for staff use. The current printer is barely functioning and keeps jamming. Our digital camera needs replacing soon-the glass is cracked on the back and it sometimes does not work properly. These tools are needed for programming, report writing and publicity.

\$350 TOTAL 604

Account Number 5390 - 601

Account Name EQUIPMENT - LEASE

Current Budget	Projected Current Expense	Requested Amount
\$1,800	\$1,800	\$4,272

Description: Lease for Xerox Color Copier, scanner, and fax machine for the public, which includes Maintenance and toners. Patrons have been demanding color copies and public fax service in town. We are beginning a new lease agreement with new services provided-public fax and color copying. There has been a revenue offset of an average of \$800-\$1000 each year which is given back to the Town's General Fund. We anticipate a higher revenue returned when we add public fax for \$1 to \$1.50 a page and color printing for 25 cents a page.

\$4,272 Lease for Xerox Copier, Maintenance / Revenue Offset

\$ 4,272 TOTAL 601

Account Number 5390 - 613

Account Name FACILITY MAINTENANCE

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

Description: \$ 2,500 Janitorial service, carpet cleaning. Needs to be cleaned monthly due to lots of foot traffic. Also books create lots of dust, which negatively affects workers' health and leads to more sick days if not dusted regularly.

\$ 2,500 TOTAL 613

Account Number 5390 - 680

Account Name MAGAZINES & NEWSPAPERS

Current Budget	Projected Current Expense	Requested Amount
\$3,000	\$3,000	\$3,500

Description: 50 newspaper and magazine subscriptions to keep Oxford informed and entertained. We plan to add the New York Times newspaper due to the volume of patron requests, both in print and digitally.

\$ 3,500 TOTAL 680

Account Number 5390 – 769

Account Name SUPPLIES - DEPARTMENTAL

Current Budget	Projected Current Expense	Requested Amount
\$4,200	\$4,200	\$4,200

Description: Audio book, CD, DVD, and video cases and sleeves are becoming more expensive but 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 all also necessary to get books on the shelves to be borrowed.

Library posters, and print promotions are necessary to inform about events and practices in the library.

\$ 1,600	Audio book, CD, and DVD cases and sleeves
\$ 1,700	barcodes, labels, book jacket covers and label protectors, date stamps, library cards
\$ 900	library flyers, brochures, posters, print promotions, library supplies
<u>\$ 4,200</u>	<u>TOTAL 769</u>

Account Number 5390 – 770

Account Name SUPPLIES - OFFICE

Current Budget	Projected Current Expense	Requested Amount
\$2,700	\$2,700	\$2,900

Description: We use this to buy your standard products-staples, tapes, pens, pencils, pads, markers, envelopes, bubble envelopes, paper clips, etc. More copier paper and printer ink needs to be purchased to meet the increased use of the copier by patrons. The copier has a revenue offset of \$800-\$1000 each year that returns to the town's General Fund.

<u>\$ 2,900</u>	<u>TOTAL 770</u>
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Account Number 5390 – 775

Account Name TELEPHONE

Current Budget	Projected Current Expense	Requested Amount
\$1,700	\$1,700	\$1,800

Description: Library uses three telephone lines and the cost is \$40 per line per month=\$1440. Call costs are assigned by the administrative assistant and finance director also add to the total.

<u>\$ 1,800</u>	<u>TOTAL 775</u>
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Account Number 5390 - 799

Account Name WATER

Current Budget	Projected Current Expense	Requested Amount
\$350	\$425	\$450

Description: More people, more water drank. We need to be able to offer drinking water to our patrons and staff, and we have no drinking fountain downstairs.

<u>\$ 450</u>	<u>TOTAL 799</u>
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Connecticut's Public Libraries: A Statistical Profile July 2012 – June 2013 was just published. Oxford's operating expenditures per capita were \$18.89. The average per capita expenditure for libraries in Connecticut was \$51.46, 272% more than Oxford spends. The town of Oxford spends 0.6% of its municipal budget on the library, far less than the 1.1% average for Connecticut.

Total budget amount 2013-2014: \$249,837 Requested: \$257,866.

This was an increase of \$8,521 over the previous year. The request accounted for 0.0059% of the Total Municipal Budget of \$42,387,103 from 2013-2014.

CT State Avg. Library Appropriation Amount of 1.1% of Total Town Budget 2013-2014:
\$466,258

Total spent by Library Board of Directors from Library Special Accounts Gifts in 2013-2014:
\$1755.00

Total requested amount 2014-2015: \$264,594.

RECEIVED 1/9 2014
AT 4:42
Randy H.
TOWN CLERK