

**Woodbridge Library Commission
Regular Meeting
January 10, 2022- 6:00 PM**

In accordance with SB 1202 this meeting will be held by electronic transmission. This meeting can be viewed by the public via Zoom at

<https://us06web.zoom.us/j/84455415795?pwd=Uy9ha1FXTFIlcmlWR01VZm1US2FHQT09>

To dial in, call 646-558-8656. Meeting ID: 844 5541 5795 Passcode: 658481

In person attendance will not be permitted. Public comments must be emailed to ewerthmann@woodbridgect.org until 4:00 p.m. the day of the meeting.

Materials for this meeting will be posted on the web page:

<https://www.woodbridgect.org/306/Library-Commission>

AGENDA

1. Call to order
2. Additions to the agenda
3. Public Comment and Reports
 - a. Public comment
 - b. Friends of the Library Liaison Report
 - c. Board of Finance Liaison Report
 - d. Board of Selectmen Liaison Report
4. Approval of minutes from December 13, 2021 meeting
5. Approval of minutes from December 16, 2021 special meeting
6. Committee reports
 - a. Budget and Finance
 - i. Munis and 405 reports
 - b. Policy & Personnel
7. Director's report
8. New business
 - a. Approval of Operating Budget FY2023
 - b. Consideration of modifying Circulation Policy to eliminate overdue fines
9. Old business
 - a. Update on Café Rebelde's use of Meeting Room
10. Executive session
11. Items for February 14, 2022 meeting – 6 PM
12. Adjournment

Woodbridge Library Commission Minutes
December 13, 2021
Remote-Via- Zoom 6:30 PM

Meeting recording available at-

https://us06web.zoom.us/rec/share/FBYP1O4ZWYveMMpJUW_uB8y7pZVg4L3yVRzMrdOk155y22PoBo3b_1r1787tLpwliKnUFMcrpvwPGhrf

Members Present: Tom Shernow, Tina Brogadir, Jim Moriarty (Chair), Emily Sharp, Andi Doucette, AJ Cappiello, Thanh Huntington & Ellie Sheehy

Members Absent: Dick Blackwell

Also Present: Eric Werthmann, Library Director (LD), Susan Jacobs, Board of Finance and David Vogel, Board of Selectman.

1. Call to Order at 6:33 by Jim Moriarty.

2. Additions to the Agenda – Tina Brogadir proposed that we add under Old Business a discussion of the work of the *ad hoc* committee examining the Library's support for a "Little Free Library". Elle Sheehy seconded the motion. The motion passed unanimously.

3. Public Comment and Liaison Report-

- a) Public comment- N/A
- b) Friends of the Library – LD circulated The Friends' November report.

The Friends received so many book donations last month, that they will not be accepting new donations until after year-end.

The Friends have donated books to: Woodbridge families in need with children, a local service agency that provides care packages to children in foster care and to area Afghanistan immigrants.

The Friends will sponsor a holiday lunch for the staff in December.
The Friends express their gratitude for the wonderful Library staff.

- c) Board of Finance – Susan Jacobs- BOF has heard several Capital Budget presentations. Operating Budget presentations commence in January.
- d) Board of Selectman –David Vogel told us that at the December 8th BOS meeting, the Fire Department received BOS approval to purchase a Pumper/Fire truck to replace engine 9. Expected to occur in FY 2025 at a cost of \$ 989,016.

Strategic Plan- It was the consensus of the BOS that the Administrative Staff is to begin the process to retain a Town planner.

4. Approval of Minutes- from November 8, 2021 Meeting.

The November 8, 2021, Minutes have been amended to reflect that today's meeting began at 6:30p.m. not 6:00 as originally recorded. Meetings will commence at 6:00 pm beginning with the January 2022 meeting. Elle Sheehy moved to accept this amendment and Emily Sharp seconded. Motion passed unanimously, 8-0.

Andi Doucette moved and A.J. Cappiello seconded to accept the minutes as amended. Motion passed unanimously, 8-0.

5. Committees –

a. Budget & Finance –

Budget & Finance Committee met virtually on December 6 to discuss the Operating Budget FY2023 with LD. Non-substantial changes were made to the proposed budget.

Munis and 405 Reports- The Commission members received the November financial report and the 405 (Funds) report- LD explained that The Eckhardt Gift November expenditures was spent on Cultural Programming that meets the Fund's requirement.

b. Policy & Personnel – N/A

Tom Shernow moved to accept the Committee reports as presented. Thanh Huntington seconded. Vote passed unanimously, 8-0.

6. Directors Report –

- a. The commission focused its discussion of the Director's Report on items other than the operating budget as discussion of the operating budget was included in the agenda as a separate item under new business.
- b. Technical Services Assistant position- LD is in the process of interviewing several candidates to fill this position.
- c. American Rescue Plan grant (“ARPA”). The first use of this Grant was the purchase of lounge chairs for the Children’s Department and the Café area. The chairs have arrived and are a big improvement.
- d. LD and Commissioner Dick Blackwell are working to digitalize important Woodbridge-related historical documents. This will be accomplished at zero Library cost.

7. New Business –

- a. LD led the Commission through the FY2023 Operating Budget. Commission members engaged in a lengthy discussion of various budget items, including savings that could be realized by eliminating a position and having the LD take on the responsibilities of that position at a higher salary, and the elimination of fines for overdue items. At the completion of the discussion Commission members were encouraged to review the proposed budget and bring questions and suggestions to the January Commission meeting when the Operating Budget proposal will be voted on.
- b. Consideration of allowing Café Rebelde to utilize the Meeting Room.
After spirited discussion, Emily Sharp moved to allow the Café to utilize the Meeting Room through February 2022 pending Town Counsel approval. Andi Doucette seconded, the voted passed 6-2.

8. Old Business –

- a. Little Free Library – Tina Brogadir provided an update on the efforts of the *ad hoc* committee on the creation of a Little Free Library. Ms. Brogadir informed the Commission that local Girl Scout troop #60164 has received approval to open a “Little Free Library” at the Pease Road playground, the same site the *ad hoc* committee was considering for a Library sponsored Little Free Library. Accordingly, the *ad hoc* committee suggested that the Library support the Girl Scout troop’s Little Free Library rather than sponsoring its own.

9. Executive Session – N /A

10. Items for January 10, 2022, Zoom Meeting – 6:00 P.M.

- a. Operating Budget FY 2023- Commission to vote on Operating Budget including whether to eliminate the charging of fines on overdue books.
- b. Café Rebelde- Eric to update us regarding their opening in the Meeting Room.
- c. Status of search to fill Technical Services Assistant position.
- d. Schedule of Library Staff members to join Commission meetings.

11. Adjournment

Andi Doucette moved to adjourn and seconded by Emily Sharp. Unanimously approved 8-0. Adjourned at 7:44 P.M.

Respectfully submitted,

Tom Shernow, Woodbridge Library Commission Secretary

- All votes other than procedural votes were conducted by roll call.

**Special Meeting Minutes
December 16, 2021
Remote-Via- Zoom 5:00 PM**

Meeting may be heard at:

https://us06web.zoom.us/rec/share/STx6c0VWVtxXtQva_rvEGfS7vaPmQNjECWCtW2nMSgBscX1VQzalRC8gDqZJZtA4.dt5YPGX0ZVgEL4Gc

Members Present: Tom Shernow, Jim Moriarty (Commission Chair), Andi Doucette, A.J.Cappiello, Tina Brogadir and Dick Blackwell.

Members Absent: Emily Sharp, Thanh Huntington & Ellie Sheehy

Also Present: Eric Werthmann, Library Director (LD)

1. Call to Order at 5:02 by Jim Moriarty.

2. Policy and Personnel

a. Approval of hire of part-time Technical Services Assistant. After discussion of the candidate's qualifications, Dick Blackwell moved for the Commission to approve the hiring of Miriam Hornburg. Andi Doucette seconded and the motion passed unanimously, 6-0.

3. Adjournment at 5:06. The Committee unanimously decided to adjourn.

Respectfully submitted,

Tom Shernow, Woodbridge Library Commission Secretary

- **All votes other than procedural votes were conducted by roll call.**

FOR 2022 06

ACCOUNTS FOR:
100 GENERAL FUND

ORIGINAL
APPROP

TRANSFRS/
ADJUSTMTS

REVISED
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

1550-00 Library

1550-00 50113 LIBRARY DIRECTOR	77,265	0	77,265	37,740.96	00	39,524.04	48.8%
1550-00 50210 REGULAR ASSISTANT	296,686	0	296,686	126,092.77	00	170,593.23	42.5%
1550-00 50350 PART-TIME ALL OTH	181,945	0	181,945	70,809.93	00	111,135.07	38.9%
1550-00 50700 BUY BACK SICK	9,280	0	9,280	0.00	00	9,280.00	0.0%
1550-00 52213 Automation	40,968	0	40,968	12,515.43	28,452.57	00	100.0%
1550-00 53510 REPAIR & MAINT -	3,900	0	3,900	1,410.88	00	2,489.12	36.2%
1550-00 53530 REPAIR & MAINTENA	1,800	0	1,800	806.44	00	993.56	44.8%
1550-00 54210 COMMUNICATIONS -	6,650	0	6,650	3,028.53	00	3,621.47	45.0%
1550-00 54250 COMMUNICATIONS -	150	0	150	0.00	00	150.00	0.0%
1550-00 54260 COMMUNICATIONS -	3,800	0	3,800	3,209.00	591.00	00	100.0%
1550-00 54610 PROF. DEVELOPMENT	700	0	700	649.06	00	50.94	92.7%
1550-00 54620 PROF. DEVELOPMENT	1,210	0	1,210	1,145.00	00	65.00	94.6%
1550-00 54710 Programs and Publ	3,000	0	3,000	2,342.76	00	657.24	78.1%
1550-00 54711 PROGRAMS AND PUBL	5,000	0	5,000	3,254.72	350.00	1,395.28	72.1%
1550-00 55110 OFFICE	7,600	0	7,600	1,964.60	00	5,635.40	25.9%
1550-00 55111 COMPUTER	1,300	0	1,300	1,300.00	00	100.00	0.0%
1550-00 55130 MAINTENANCE	1,150	0	1,150	346.86	00	803.14	30.2%
1550-00 55221 ELECTRIC BUILDING	53,500	0	53,500	21,462.32	00	32,037.68	40.1%
1550-00 55222 NATURAL GAS	10,500	0	10,500	1,772.96	00	8,727.04	16.9%
1550-00 55240 WATER	950	0	950	182.99	00	767.01	19.3%
1550-00 55300 BOOKS, MUSIC & MO	70,358	0	70,358	29,855.22	36,411.61	00	4,091.17
1550-00 55310 Subscriptions	9,800	0	9,800	3,193.14	1,450.00	00	5,156.86
TOTAL Library	787,512	0	787,512	323,083.57	67,255.18	397,173.25	49.6%
TOTAL GENERAL FUND	787,512	0	787,512	323,083.57	67,255.18	397,173.25	49.6%
TOTAL EXPENSES	787,512	0	787,512	323,083.57	67,255.18	397,173.25	49.6%

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TOWN OF WOODBRIDGE
YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

	ORIGINAL APPROP	TRANFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	787,512	0	787,512	323,083.57	67,255.18	397,173.25	49.6%

** END OF REPORT - Generated by Eric Wirthmann **



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405 LIBRARY FUND
December 2021

	FUND NAME	BEGINNING BALANCE	REVENUE THIS MONTH	ADJUSTMENTS/ TRANSFERS	EXPENDITURES THIS MONTH	BALANCE REMAINING
GIFTS NAMED	LIBRARY TRUST	3,280.24				3,280.24
	SPECIAL GIFTS	8,437.55			(734.98)	7,702.57
*****YUDKIN FAMILY GIFT		26,005.85				26,005.85
SPECIAL PROGRAMS		26.70				26.70
LEGACY RETIREMENT GROUP		350.00				350.00
LITHUANIAN COMMUNITY		390.00				390.00
ECKHARDT GIFT		641.00				641.00
CALL GIFT		12,071.10				12,071.10
GIFTS SUBTOTAL		51,202.44	-	-	-	50,467.46
STATE GRANTS	CULTURAL GRANT - CHINESE	280.78				280.78
		-				
STATE GRANT		8,506.71				(610.45)
GRANTS SUBTOTAL		8,787.49	\$0.00			7,896.26
						8,177.04
FRIENDS	AD PROGRAM	1,307.67				1,307.67
	AUTOMATION	2,032.60				(3,989.83)
	BOOK CLUB	1,700.12				(1,957.23)
	FURNITURE ETC.	4,013.38				1,700.12
	MATERIALS	1,958.49				4,013.38
	MUSEUM PASSES	2,096.00				1,958.49
	PUBLICITY & PRINTING	1,767.03				2,096.00
	STAFF DEVELOPMENT	1,778.76				1,767.03
	UNDESIGNATED	577.56				1,778.76
	YA (TEEN) PROGRAM	1,331.93				577.56
	FRIENDS SUBTOTAL	18,563.54	-			1,331.93
						14,573.71
REPLACEMENT		885.93				(3,989.83)
INTEREST		5,774.76				814.23
						5,774.76
	TOTAL 405	\$ 85,214.16	\$0.00			\$ 79,807.20
						(4,671.98)

Library Director's Report

January 2022

December is always a slow month at the Library, but this one has been slower than most. We've had to cancel all programming due to the recent increase in Covid cases, and traffic has generally been less than it's been since we re-opened to the public. Things should pick up again as this wave of the pandemic recedes and as we can reintroduce programming.

Our pick for the part-time Technical Services Assistant, Miriam Hornburg, was approved by the Library Commission at a special meeting on December 16th. This gets us back to something approaching a full level of staffing, and so we are still on track to expand to our full 54 hours a week in January. Plans are to have this happen the week of the 17th. However, with the way things are going with the pandemic, it is entirely possible that staffing shortages could cause this to be delayed – or to even have to roll back our open hours. So far we've been incredibly lucky, but at least two local libraries have had to close entirely for several days because too many employees were sick or isolating.

I had discussion with Café Rebelde about using the Meeting Room, after this was approved on a temporary basis at the December Library Commission meeting. Unfortunately, this never ended up happening because we were never quite able to make the timing work, and they are soon going to start using their new coffee truck.

As I mentioned last month, I am proposing that we eliminate all late fines for overdue materials. I believe that removing this barrier to access will be easily worth the loss of a small amount of revenue (probably about \$5,000 per year). As I mentioned last month, going fine-free is becoming very common among libraries, and a spreadsheet listing fine free libraries statewide was recently sent out to the main listserv for Connecticut libraries. The current total is 89 libraries, almost half of the 191 public libraries in Connecticut.

To eliminate fines, the Commission would need to modify the Library's *Circulation Policy*, which I've attached here. The relevant section is III.E.1, which lays out the various fines levied for different materials. This section could either be eliminated or changed to read "The Library does not charge fines for overdue materials."

Budget FY2023

All of the necessary budget materials were completed and sent to the Finance Department by the January 4th deadline. This allows them to start entering the data into the budget software. However, anything can still be modified by the Library Commission prior to their approval.

The main 3 budget documents are:

1. **The FY23 Operating Budget Forms.** This was shown to the Commission in December and hasn't changed much. I did add more detail to the narrative as requested by the Commission.

2. **The Letter of Transmittal.** I wrote this with very significant contributions from Jim. It's much longer than usual, as we've had to explain the budget cuts of the past two years and justify why we need most of that money restored.
3. **The General Description Form.** This contains a description of the Library, as well as a list of our accomplishments for FY22 and goals for FY23.

Emily Cantor, Head of Children's Services

This has been a busy month for take-home crafts and kits. Beth continued to offer her Monday and Thursday afternoon crafts in a limited capacity, as well as a weekly indoor story time until indoor programming was put on hold at the end of the month. Her PoetryCraft program continued to be fully booked, and she started to offer a winter-themed take-home craft kit for children ages 3 and up.

Kyla started to offer a new take-home STEAM subscription kit for children ages 5 and up. The kits contain crafts and activities that involve a mixture of science, math and art; topics so far include slime and winter bird identification. The kits have been well received, with 9 families participating every other week.

Unfortunately, due to rising COVID numbers the gingerbread program that Kira and I were planning to offer was canceled, but we were able to send home a DIY gingerbread house kit with every family that signed up (about 14). I also began working on weeding the J DVDs to make room for newer titles as well as preliminary research for a 1000 Books Before Kindergarten program, which I hope to start developing in the coming months.

Jennifer Sullivan, Head of Adult Services

The department was busier in December than in November, at least inside the building and more so on weekdays versus Saturdays. (Although that might be due to the holidays between people being busy and closing for the observance of two holidays.) December computer use was the highest it has been this half of the fiscal year and use of the study room remains steady. Our out of the building services (mainly interlibrary borrowing and lending) have been in slow decline throughout the year. At the time of this writing, I cannot comment on the statistics of our digital services (primarily used out of the building) as I have not yet received data from LION or one external vendor.

The Senior Center Book Club finally met in person inside the library for the first time since March 2020! We discussed *The Woman They Could Not Silence*, by Kate Moore. That joy was short-lived when Covid rates began climbing and we had to stop meeting room use, library programs included.

We continue to work on weeding (which is supposed to be continuous but often gets pushed to the bottom of to-do lists)—Kira is working on the 600s, Matt on older issues of magazines, Bill

on the 200s, and I am reviewing the fiction collection. Fiction may have to be done letter by letter (all of the A authors, then the B authors, etc.) as there are a lot of books that are not circulating. The entire collection remains bloated and does not look attractive for patrons to easily browse our shelves. It is good to have lots of resources; however, it is better that our resources are current, of interest and use to our patrons, and do not take up the entire shelf. Space is good!

I am working on developing a “substitute” folder for the reference desk, in case someone from another department should have to cover—a guide to where certain things are kept, our policies for printing, other rules. Other projects that the department will work on through the winter include updating the information kept in the wooden rack by the front door—we’ve received a lot of great materials from local agencies and would like to make it more available for those who may not want to venture down the desk. We’ll also update our digital information table, as well as migrate our museum passes to our new online reservation program. Kira is ramping up an Adult Winter Reading Program and Bill is developing a plan with how Woodbridge can participate in the *All CT Reads* program (similar to a *One Book One Town*, this is for the entire state).

Displays:

Take Care of Your Mental Health during the Holiday Season

Holiday cooking

Holiday themed nonfiction

Holiday themed nonfiction

Memorial to Joan Didion & Desmond Tutu

Staff Picks

Active Programming

Tuesday, December 7: Senior Center Book Club discussion of *The Woman They Could Not Silence* by Kate Moore: 15 (13 in person, 2 Zoom)

Total active program attendance: 15

Passive Programming

No passive programs were held in December.

Total passive program attendance: 0

TOTAL ALL ADULT PROGRAM ATTENDANCE/PARTICIPATION: 15

Adult Programs coming in January:

Most adult programming is on hold or has been rescheduled due to the rise of Covid cases in the area. The Book Group will meet virtually on Tuesday, January 4th to discuss *Take Me with You* by Catherine Ryan Hyde.

Returning to the library in January: art exhibits in the meeting room and Adult Winter Reading.

Email Blasts

Total Emails Sent: 4

Total Subscribers: 724

Highest Open Rate: Email sent on December 30; open rate of 54.7%. Subject: We wish you lots of reading & a happy new year!

Social Media: December

Facebook		Instagram		Tik Tok	
Total Page Likes	1014	Total Followers	657	Total Followers	278
Posts	12	Posts	5	Posts	1
Views	1923	Views	481	Views	8

Re: Tik Tok low posting rate over the last few months: the videos take more time and energy to film than photo or text posts on the other two platforms, and staff time has been limited, but Kira reassures us that “Emily and I are working on building up a buffer of Tik Toks so we can post more videos—since people seem to like it when we do.”

FY22 Adult Services Statistics

2021-2022 Digital Statistics	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Overdrive Audio (circulations)	417	426	383	364	369	N/A	1959
Overdrive Ebooks (circulations)	817	725	704	609	651	N/A	3506
Overdrive Magazines (circulations)	137	133	125	199	132	N/A	726
Consumer Reports (page views)	483	882	561	593	918	N/A	3487
Shoutbom ¹ (new patrons each month)	0	0	0	1	0	N/A	79
Hoopla (circulations)	925	939	691	735	851	892	5033
Kanopy (plays)	315	364	429	327	238	189	1862
Creativebug (sessions)	6	0	15	9	6	5	41
Creativebug (total views)	0	0	47	25	6	18	96
Ancestry ² (sessions)	35	20	25	23	12	21	136
Ancestry (searches)	713	420	214	395	160	424	2326

1. Beginning of fiscal year: 78

2. Ancestry moved to at-home use April 2020 and continued through 12/31/21, along with the In-library option during open hours.

2021-2022 Reference Statistics	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
A. Quick	84	82	73	76	58	82	455
B. Complex	57	91	81	75	69	63	436
C. Redirected	11	6	4	4	5	12	42
D. e-materials	8	8	18	10	11	11	66
E. Computers	53	22	43	67	39	17	241

F. Scan/Copy/Fax	24	14	18	25	35	58	174
G. Dig. Station	0	0	0	0	0	0	0
H. ILL lending work	27	45	40	12	17	28	169
I. ILL borrowing work	15	20	20	17	21	12	105
J. Purchase req.	2	0	3	2	3	3	13
K. Circ related	21	31	36	17	9	30	144
L. Program related	31	25	18	74	25	21	194
M. Other.	86	25	38	26	45	48	268
Total All Reference Statistics	419	369	392	405	337	385	2307

Public Computer Use	77	80	91	104	107	125	584
Quiet Study Use	9	2	3	8	21	19	62

ILL Borrowing Filled	14	15	12	17	12	17	87
ILL Lending Filled	28	33	35	26	26	38	186
LION Borrowing Filled	1117	1112	852	819	816	773	5489
LION Lending Filled	1074	1141	1022	844	892	864	5576
TOTAL BORROWING	1131	1127	864	836	828	790	6023
TOTAL LENDING	1102	1174	1057	870	918	902	5121

Woodbridge Town Library

General Description of Department

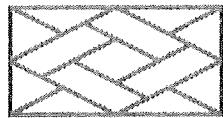
The Woodbridge Town Library serves as a welcoming and vibrant community hub that inspires creativity, discovery, critical thinking and personal fulfillment. It fosters a love of reading and learning, and provides access to resources, services and experiences to residents of all ages. People come to the Library to check out bestsellers, browse DVDs, use our Wi-Fi, attend lectures, watch movies, bring children to story times, hunt for jobs, ask complex reference questions or flip through the latest magazines. The Library strives to work collaboratively with other town departments, as well as with local schools and community organizations.

Accomplishments 2021-2022

- Presented expanded array of outdoor programs and events during the summer, including story-times, craft programs, book-sales and outdoor movies.
- Rebuilt library staff after multiple lay-offs and retirements, and then transitioned back to being open to the public 54 hours per week
- Installed self-checkout machine to allow the contactless checking out of all library materials
- Invested in updated furniture, including new computer chairs, lounge chairs, café seating and board book shelving
- Brought back our One Book, One Town community reading program with book *American Like Me*, which connected to the town-wide *Woodbridge Like Me* event.

Major Objectives 2022-2023

- Maintain pre-pandemic level of services and hours, including being open to the public 54 hours per week
- Launch *1,000 Books Before Kindergarten* program to promote early childhood literacy
- Contribute to the establishment of a web-accessible digital archive of important Woodbridge historical documents
- Continue to expand the breadth and depth of our programming efforts, especially outdoor programming during the summer months
- Increase usage of streaming and downloadable content by boosting public relations efforts and expanding range of available resources



WOODBRIDGE TOWN LIBRARY

10 Newton Road
Woodbridge, CT 06525
Tel.: 203.389.3433
Fax: 203.389.3457
www.woodbridgetownlibrary.org

January 11, 2022

Board of Selectmen
Board of Finance
Town of Woodbridge
11 Meetinghouse Lane
Woodbridge, CT 06525

Dear members of the Boards of Selectman and Finance:

In accordance with established procedures, the Woodbridge Town Library Commission (the "Commission") and I, as Library Director, respectfully submit the Library's proposed operating budget for Fiscal Year 2023 (the "FY2023 Proposed Budget"). We take pleasure in informing you that as a result of our efforts to locate and implement cost-savings, the FY2023 Proposed Budget is less than the proposed FY2022 budget submitted at this time last year. Indeed, the FY2023 Proposed Budget is less than the FY2022 proposed budget even when taking into account the 2.4% contracted salary increases for all employees that will go into effect at the beginning of the fiscal year, and the increase in the state minimum wage to \$14 per hour that will take place on July 1, 2022; the minimum wage will increase to \$15 per hour on June 1, 2023 and that increase, which will impact the final 30-days of FY2023, is also factored in to the FY2023 Proposed Budget.

The FY2023 Proposed Budget totals \$845,529, a decrease of \$2,983 or 0.4%, from the \$848,512 FY2022 requested budget. It is the FY2022 requested budget, not the FY2022 adopted budget, against which the FY2023 Proposed Budget must be compared because, as you are all likely aware, the Library's FY2022 requested budget was subjected to drastic pandemic-related cuts, most notably in the part-time salary line. These cuts forced substantial limits on the Library's hours and services, and it was not until January 2022 that the Library was able to return to its full, pre-pandemic hours of operations. The submitted FY2023 Proposed Budget seeks to continue to provide Library patrons with the pre-pandemic hours of operation and level of service they expect and deserve, and as such it must be compared to the FY22 requested budget which was intended to accomplish that same goal.

The Commission and I understand that when compared to the Library's approved FY21 and FY22 budgets, the FY2023 Proposed Budget appears to seek a substantial year-over-year increase. Thus, the following historical context is and will be important in the consideration of the FY2023 Proposed Budget.

Following the onset of the Covid-19 pandemic and statewide closures in the spring of 2020, the Library's FY2021 proposed budget was reduced by \$179,300, or more than 21%. The Library requested a complete restoration of its budget with its submitted FY2022 proposed budget, but the requested budget was again reduced, first by \$106,000 and ultimately by \$61,000. The vast majority of the Library's annual budget is dedicated to the payment of salaries and wages, and there is very

little that can be cut from non-wage line items. Thus, the bulk of both of the FY21 and FY22 reductions came from the part-time salary line, and those reductions necessitated substantial cuts in staff and staffing level, with a commensurate limit on the Library's public operating hours, even during periods when the pandemic's impact had waned.

The Library was closed to the public either fully or partially during much of the period from March 2020 to the spring of 2021. In connection with the FY2022 budget process, and with an eye towards a full re-opening, in March 2021 the Library submitted a four-phased re-opening plan (the "Phased Reopening") to the Boards of Selectmen and Finance. The Phased Reopening increased the Library's operating hours over time so that the Library would be operating at pre-pandemic levels by January 2022. To achieve the increased operating hours the library had to fill vacant positions, a time consuming process, but one that fortunately has yielded excellent results for the Library and its patrons.

The universe within which we look to locate qualified candidates to fill open positions is small. Many of our most qualified candidates come from other libraries in Connecticut, and there can be no doubt that libraries develop reputations as desirable or undesirable places to work. Both the Commission and I believe that the Library is considered a desirable place to work, but we are very concerned that any layoffs of newly hired employees that are necessitated by budget cuts will negatively impact the Library's reputation as an employer and make recruiting the best and most well-qualified candidates much more difficult. The most desirable candidates will undoubtedly have multiple opportunities and they are not going to choose the one that provides the least stability; we want to make sure that the Library provides the most stability and that is what the FY2023 Proposed Budget accomplishes.

Now that the Library is once again fully staffed and open, we do not want to go backwards. At the same time, the Commission and I are mindful of the fiscal pressures faced by the Town, and have made every effort to find reductions where possible. Indeed, we have found more than \$22,000 in savings when compared to a budget that fully restores the funding cut over the past two years. These savings can be grouped into two areas:

- **Salaries and wages.** As the Commission and I have rebuilt the Library's staff over the past six months, we have made sure to do so in a way that maximizes staffing efficiency. By doing so we have located \$21,018 in savings in salaries and wages. This substantial savings was realized by eliminating one position and reducing the hours and/or the rate of pay of two other positions. In addition, we are proposing that the Business Manager position, a \$15,000 annual cost, be eliminated, and the duties and responsibilities of that position be transferred to the Director, with the Director's salary increasing by \$10,000 annually, resulting in a \$5,000 annual savings to the Library. The proposed elimination of this position and corresponding savings follows a pattern of staffing consolidation and cost-savings that the Town has been pursuing for several years.
- **Miscellaneous.** I have also found, and the Commission has approved, several ways to trim small amounts from several budget lines: *Repair & Maintenance (Machines & Equipment)*, *Repair & Maintenance (Building)*, *Communications (Security)*, *Professional Development (Conferences)* and *Office Supplies*. Together, these reductions add up to \$1,000.

Not surprisingly, there are also areas where I have had to factor in cost increases to the FY23 Proposed Budget:

- **Salaries and Wages.** As discussed above, the FY2023 Proposed Budget includes a mandatory 2.4% pay increase, and takes into account the two increases in the state's minimum wage that will become effective during FY23. The increases in salaries and wages constitute a \$14,661 increase over the FY22 proposed budget, but this increase is fully offset by the savings described above.
- **Automation.** The Library is a member of the LION consortium and through LION we receive shared cataloging software, web hosting, IT support, a catalog of digital books and audiobooks, and an inter-library delivery service. LION provides these benefits at a fraction of the cost we would have to pay to get them separately. The fees we pay to them have increased for the first time in three years, and we will pay an additional \$767.
- **Natural Gas.** I have included a \$500 increase in this line, as we went over on this line slightly last year.
- **Buy Back Sick.** The Finance Department calculates this as 70% of the total possible funds that employees could receive. Thus, the Buy Back Sick line item in the FY2023 Proposed Budget is \$2,289 more than it was in the FY22 adopted budget.

Also worth noting is that the Library is likely to eliminate fines for late returned items. Hundreds of libraries nationwide have been making this change, including, most notably, the New York Public Library. Dozens of public libraries right here in Connecticut have also gone fine free over the last few years, including those in cities like New Haven, Hartford and Stamford and those in smaller towns like Avon, Branford, Madison and Cheshire. Libraries have come to believe that fines create barriers to access to our services and collections, and that they therefore are antithetical to the values of our profession. In fact, the American Library Association passed a resolution on this issue in 2019 that reads, in part, the "imposition of monetary library fines creates a barrier to the provision of library and information services". We would, of course, still charge people for materials that are never returned.

The Library has not been charging fines for late returned items since the beginning of the pandemic, and the Commission and I are considering whether to permanently eliminate them now (as opposed to bringing them back and then trying to eliminate them later). The elimination of fines will result in a reduction in the revenue generated by the Library and paid over to the Town, but the Library will still generate and turn over revenue from its photocopier and will also start turning over revenue generated from printouts at the reference desk. I estimate that the permanent elimination of fines would decrease the Library's annual revenue by about \$5,000.

Although the Library does not generate significant revenue, it does receive funding from sources other than the Town. In particular, we are incredibly grateful for the support we receive from patrons, either from personal donations or via the Friends of the Library. There are numerous budget line items that are subsidized by the generosity of the Library's supporters—from *Automation*

to *Professional Development* to *Subscriptions*—and the requested amount for each of these line items would be greater without their support.

Lastly, and again being mindful of budgetary pressures, we are compelled to point out that if we were to keep to absolutely no increase, or even a modest increase, from last year's adopted budget, there will have to be significant cuts to the Library's hours and services. This is because the only line items from which we could realize material reductions are salaries and wages which represent almost three-quarters of the FY2023 Proposed Budget. Indeed, as we said in our letter to the Boards of Selectmen and Finance last spring, cuts "to our staffing budget will have a particularly large impact on the Library because it leaves us with few options other than to reduce essential staff, a move that will force significant cuts to our hours of operations, programming and services." Depending on the level of funding, we would be forced to cut several evenings a week, and possibly Saturdays. Moreover, and as discussed above, the Library would also likely be forced to layoff employees, some of whom were only recently hired, thereby potentially sullying the Library's reputation as a good place to work, and making it difficult to attract quality candidates in the future.

The Commission and I believe that the FY2023 Proposed Budget strikes the proper balance between fiscal responsibility and the provision of quality services. We thank the respective boards for taking the time to consider our budget request. The Commission, the Library staff and I are excited to be able to continue to act as a critical center of culture and community in Woodbridge and to serve all residents of the Town.

Sincerely,



Eric Werthmann
Library Director

**TOWN OF WOODBRIDGE
BUDGET NARRATIVE
FISCAL YEAR 2023**

OBJECT#	OBJECT DESCRIPTION	FY22 ADOPTED BUDGET	FY22 PROJECTED EXPENDITURES	FY23 REQUESTED BUDGET	NARRATIVE
50113	Library Director	\$ 77,265	\$ 77,265	\$ 89,120	This line has increased considerably because we have consolidated a position from <i>Part-Time All Other</i> into it. Also, please note that the Library was subject to substantial pandemic-related budget cuts in FY2021 and FY2022, and so, for FY2023, our budget request includes the restoration of most of the funding that was cut. This is necessary to maintain the level of service that the Woodbridge community expects and deserves. However, we've also worked hard to find significant cost savings, and so our FY23 requested budget is actually lower than our request for FY22. This is despite the fact that we've included the 2.4% contracted salary increases that will go into effect on 7/1/22.
50210	Regular Assistants	\$ 296,686	\$ 296,686	\$ 290,353	We have found efficiencies that save more than \$20,000 from salary lines. This line includes all other full time employees: Head of Technical Services, Head of Circulation, Head of Adult Services, one Adult Services Librarian, Head of Children's, and one Children's Assistant.
50350	Part-Time All Other	\$ 181,945	\$ 181,945	\$ 225,949	This includes all part-time employees. This line has been cut significantly for the past two fiscal years due to the pandemic. We are proposing restoring the funding to this line so that we can maintain our staffing and thus our hours and services.
50700	Buy Back Sick	\$ 9,280	\$ 9,280	\$ 11,569	Calculated by the Finance Department.
52213	Automation	\$ 40,968	\$ 40,968	\$ 41,735	This consists of the fees for Libraries Online, a consortium of 30 local libraries. LION provides a shared online catalog and circulation system to all of its members. It also supports all public computers and our networks. LION hosts our website and most of our email accounts. They currently run an inter-library delivery system for member libraries. This line also includes fees for Overdrive digital books and magazines. After three years of no increases, we are now seeing an increase of 1.8%. We are using some our limited funds from the Friends of the Library to pay additional fees related to a self-checkout machine that we bought for the pandemic.
(SUB) TOTALS		\$ 606,144	\$ 606,144	\$ 658,726	

DATE: January 4, 2022

DEPARTMENT: Library

DEPARTMENT #: 1560-00

**TOWN OF WOODBRIDGE
BUDGET NARRATIVE
FISCAL YEAR 2023
Page 2**

DATE: January 4, 2022
DEPARTMENT: Library
DEPARTMENT #: 1550-00

OBJECT#

OBJECT DESCRIPTION

	FY22 ADOPTED BUDGET	FY22 PROJECTED EXPENDITURES	FY23 REQUESTED BUDGET	NARRATIVE
53510	\$ 3,900	\$ 3,900	\$ 3,600	Includes the monthly fees for one public and one staff photocopier.
53530	\$ 1,800	\$ 1,800	\$ 1,600	Includes matting service (\$1200) to protect high traffic rugs, general repairs, elevator calls and biennial elevator certificate (\$240).
54210	\$ 6,650	\$ 6,650	\$ 6,650	The Library has 19 extensions plus a fax line. This budget line also includes our fire alarm line, at \$180/month.
54250	\$ 150	\$ 150	\$ 150	
54260	\$ 3,800	\$ 3,600	\$ 3,600	This covers our contract with Johnson Controls, which is \$3,209 per year. The extra is for any service calls which might be necessary.
54610	\$ 700	\$ 700	\$ 1,500	Staff are encouraged to attend conferences and other educational opportunities. This line was cut from \$1700 for last two years as conferences were cancelled, but we are expecting at least some of them to restart in FY23.
54620	\$ 1,210	\$ 1,145	\$ 1,145	This covers our membership in the Connecticut Library Consortium at \$795/year. This enables us to receive discounts on books, AV items, supplies, furnishings and programs. This also includes \$350 for access to Request!T CT, a statewide library system used for interlibrary loans.
54710	\$ 3,000	\$ 3,000	\$ 3,000	This covers about 1/3 of the cost of adult programming, including movies and one book, one town events. Other programming costs are paid for by the Friends of the Library. This line has not increased since FY16.
54711	\$ 5,000	\$ 5,000	\$ 5,000	This covers most of the programming offered by the Children's department, including Summer Reading. This line has not increased since FY16.
(SUB) TOTALS		\$ 26,210	\$ 25,945	\$ 26,245

TOWN OF WOODBRIDGE
BUDGET NARRATIVE
FISCAL YEAR 2023

Page 4

(SUB) TOTAL

TOTALS

\$ 787,512

\$ 787,747 \$ 845,529

- 1 -

**TOWN OF WOODBRIDGE
SUMMARY OF CAPITAL OUTLAY
FISCAL YEAR 2023**

January 4, 2022

Library

1550-00

DATE:

DEPARTMENT.

DEPARTMENT #:

EXPERIMENTAL

None.

NUMBER OF UNITS

- 66 -

SUBTOTALS

1

UNIT COST

10 100 1000

COMMENTS:

COMMENDS.

**TOWN OF WOODBRIDGE
PART TIME EMPLOYEE
WAGE ANALYSIS
FISCAL YEAR 2023**

Woodbridge Town Library

Circulation Policy

I. Who May Use the Library

- A.** The Library will serve all residents of the community. Service will not be denied or abridged because of age or religious, racial, social, economic, sexual, or political status.
- B.** The Library participates in BorrowIT CT, a cooperative program among public libraries in Connecticut. It allows a resident of any town in the state who holds a valid borrower card issued by their home library to use that card to borrow materials from any public library in the state that is participating in the program. For purposes of the borrowIT CT program, a person is a resident of a town if that person is principally domiciled in that town. A borrower who holds dual residency or who owns property in more than one town is considered a resident only in the town in which they are principally domiciled. In all other towns, that borrower is considered a non-resident. The public library in the town where a borrower is a resident is that borrower's home library.
- C.** The circulation services of the Library may be denied for due cause. Such cause includes, but is not limited to, the failure to return books or to pay for lost or damaged items.
- D.** The Library maintains that parents, legal guardian and/or designees "have the right and the responsibility to restrict the access of their children—and only their children – to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults."

Excerpted from *Free Access to Libraries for Minors*, Adopted June 30, 1972; amended July 1, 1981; July 3, 1991; June 30, 2004 by the American Library Association Council.

II. Library Cards

- A. Anyone who lives in Woodbridge is entitled to a Woodbridge Town Library card upon presentation of a proof of residency. Proof of residency includes, but is not limited to, the following: a valid Connecticut driver's license; checks imprinted with name and address; receipt from the Register of Voters or a utility bill. Where no identification showing a Woodbridge address is presented, a temporary registration will be issued for one month and no more than 10 items may be borrowed.
- B. Library cards are valid for five years, provided the holder maintains Woodbridge residency.
- C. There is no charge for a new library card. However, there is a \$2.00 charge for a lost or replacement card.
- D. There is no minimum age requirement for a library cardholder.
- E. Under the borrowIT CT program, residents of the state are entitled to only one library card, from the town in which they are principally domiciled. Out-of-state residents who own property and pay taxes in Woodbridge may obtain a library card upon presentation of a tax bill or tax receipt from the Woodbridge Tax Collector's office.
- F. Nonresidents with a valid library card from their hometown library will be able to borrow materials after being registered at the Woodbridge Library.

III. Lending Regulations

- A. There is a limit of 50 items for all patrons in good standing who possess valid library cards. Temporary cardholders are limited to 10 items. At the discretion of a librarian, additional restrictions may be imposed if such limits are in the best interest of Woodbridge library cardholders. Such interests might include the needs of local school children researching a specific topic or a temporary increased demand for a specific title or works on a specific subject.
- B. The Library loan period is twenty-one (21) days and materials may be renewed twice provided there are no holds for them. Renewals by telephone, email, text or through the Library's online catalog are

accepted. At the discretion of a librarian, materials may temporarily be assigned an alternative loan period.

C. Exceptions to the above loan period include:

1. Books in the Bestseller collection circulates for fourteen (14) days and no holds or renewals are allowed. DVDs or Blu-rays in the Bestseller collection circulate for three (3) days and no holds or renewals are allowed.
2. Most feature films, TV shows, adult and juvenile movies circulate for seven (7) days.
3. DVD or Blu-ray sets with more than six discs circulate for twenty-one (21) days.
4. Downloadable material circulates for the period set by the relevant vendor.
5. Museum passes circulate for 48 hours. No holds or renewals are accepted. Museum passes checked out through Library Insight's service will be valid for one day.
6. Theater passes are valid only for the showing listed on the pass.

D. The Library will not circulate materials, for which there is a continual demand, such as reference books, local history items, or items which are costly or fragile. These materials are designated for in-house use only.

E. FINES

1. Overdue fines are levied at the rate of \$0.10 per day on all library materials returned after the due date. With the exception of: A fine of \$2.00 per day for Museum passes, a fine of \$1.00 per day for all DVDs, Blu-rays, CD-ROMs, and \$0.50 per day on Best Seller collection.
2. After 28 days overdue, an item that has not been returned will be considered lost and billed at the rate set forth when the item is catalogued.
3. A patron will have borrowing privileges suspended if they have accrued more than \$25 in fines or fees.
4. A fee of \$30.00 will be charged for each returned check.

IV. Holds

- A. Patrons may request holds be placed, in accordance with lending regulations, on materials owned by the Library or other Library Online,

Inc. consortium (LION) libraries that are either "on shelf" or not available at the time the patron makes the initial request.

- B. The placement of a hold does not assure delivery of the item within any specific time period.
- C. Patrons will be notified when a reserved item is available. The item will be held for seven days (not counting days when the library is closed) after the patron has been notified.
- D. No charge is made for placing a hold.

V. Interlibrary Loan

- A. The Library offers Interlibrary Loan (ILL) as an additional service. The Library will attempt to borrow items not owned by the Library from within the LION system, from the statewide system or, in special circumstances, from out-of-state institutions.
- B. ILL services are offered to all resident borrowers. Non-residents are encouraged to use the ILL services of their own library when possible. Due to limited resources, the Library reserves the right to decline placing ILL requests by non-residents.
- C. All attempts are made to keep an ILL free of charge. However, if lending libraries do charge, then those charges will be passed on to the borrower.
- D. Patrons may have up to seven (7) ILLs on request or checked out at one time.
- E. The lending library will set all loan periods and renewal policies.

VI. Confidentiality

- A. The Library's Circulation records, overdue records, and registration records which contain information about patrons are considered to be confidential in accordance with the Connecticut General Statutes, section 11-25(b).
- B. The information contained in these records will not be made available to any person or organization, or any agency of the federal, state, or local government, unless the Library is ordered to do so by applicable legal documents.

- C. Any such process, order, or subpoena must be presented to the Library Director who will consult with Town Hall to determine if the correct legal procedure has been followed to require compliance by the Library.
- D. A patron's own library record may be viewed by that patron. A minor's library record may be reviewed by his/her parent or legal guardian.

Adopted by the Woodbridge Library Commission March 8, 1993; amended September 12, 1994; amended January 16, 1996; amended July 23, 1996; amended July 17, 2000 & June 13, 2005; amended March 12, 2007; amended October 14, 2008; amended March 10, 2010; amended November 13, 2018; amended June 10, 2019.

Fine-Free Public Libraries in CT as of 01/2022

Town/Library	No overdue book fines	No overdue DVD fines
Andover	X	
Ashford - Babcock	X	
Avon	X	X
Beacon Falls	X	
Berlin - Peck	X	X
Bethany - Clark	X	X
Bethlehem	X	X
Bloomfield	X	X
Branford - Blackstone	X	X
Canaan - David Hunt	X	X
Canton	X	X
Chaplin	X	X
Cheshire	X	X
Clinton - Henry C. Hull	X	X
Cornwall	X	X
Cromwell	X	X
Derby - Derby Neck	X	X
East Granby	X	X
East Haddam	X	X
East Hampton	X	X
East Hartford	X	X
East Lyme	X	X
Eastford	X	
Easton (Until at least 7/1/2022)	X	X
Enfield	X	X
Essex - Ivoryton	X	X
Franklin - Janet Carlson	X	X
Goshen	X	
Granby	X	X
Groton - Groton Public	X	X
Haddam - Brainerd	X	X
Hamden	X	
Hampton - Fletcher	X	X
Hartford	X	X
Harwinton	X	
Hebron - Douglas	X	X
Jewett City - Slater	X	X
Kent	X	X
Ledyard	X	X
Litchfield - OWL	X	X
Lyme	X	X
Madison - E.C. Scranton	X	X
Mansfield	X	X
Middlefield - Levi Coe	X	X

Fine-Free Public Libraries in CT as of 01/2022

Middletown - Russell	X	X
Morris	X	
Naugatuck - Howard Whittemore	X	X
New Britain	X	X
New Hartford - Bakerville	X	X
New Hartford - Bækley	X	X
New Haven	X	X
New London	X	X
Norfolk	X	
North Branford	X	X
North Canaan - Douglas	X	
North Haven	X	X
Old Lyme - Phoebe	X	X
Old Saybrook - Acton	X	X
Oxford	X	
Plymouth - Terryville	X	X
Pomfret	X	X
Portland	X	X
Putnam	X	X
Redding - Mark Twain	X	X
Rocky Hill - Cora Belden	X	X
Roxbury - Minor	X	
Salisbury - Scoville	X	X
Sharon - Hotchkiss	X	X
Shelton - Plum	X	X
Sherman	X	
Simsbury	X	X
Southbury	X	
Sprague	X	X
Stafford	X	X
Stamford - Ferguson	X	X
Sterling	X	X
Stonington	X	X
Stratford	X	X
Thomaston	X	
Thompson	X	
Wallingford	X	X
Warren	X	X
West Haven	X	X
Westbrook	X	X
Windham - Willimantic	X	X
Windham - Windham Free	X	X
Woodbury	X	
Woodstock - Bracken	X	X
Woodstock - May	X	X
Woodstock - West	X	X