

VILLAGE IMPROVEMENT ASSOCIATION BOARD MEETING

May 15 • 6:30 pm • Sacco Room, Main Library

AGENDA

1. Minutes of April meeting
2. Director's Report C. Bailie
3. Assistant Director's Report C. Bushman
4. Staff Questions/Remarks
5. Treasurer's Report M. Bernardi/C. Gunning
6. Committees
7. Friends of the Library P. Donnelly
8. Old Business
 - a. Budget FY19 C. Bailie
9. New Business
10. Executive Session
11. Adjournment

If you are going to be late to the meeting, please call/text Colleen to get into the Library at 203-494-0349.

VILLAGE IMPROVEMENT ASSOCIATION

April 17, 2018

The Meeting of the Village Improvement Association was called to order by President Ted Brown at 6:40 p.m. on April 17, 2018 in the Connie Sacco Room of the Main Library.

Present were Gert Beckwith, Ted Brown, Patricia Donnelly, John Galvin, Charles Gunning, William Heffernan, Curtis Hodgkins, Alan Olenick, Susan Walker, Director Colleen Bailee and Assistant Director Catherine Bushman. Absent were Michelle Bernardi, Pamela Gardner, William Lang, John Lewis, and Mary Malenda. Also present were staff members Aisha Banks, Christine Maisano, Kym Powe, Tanarha Smith and Maria Zervos

Minutes Motion to accept the minutes of March 20, 2018 as printed was made by W. Heffernan, seconded by A. Olenick and carried.

Director's Report: C. Bailee: libraries were closed for two days for expected snow. Travis Feder has given his notice, last day will be May 11th (Salary). One part time employee has also given notice but will come in when necessary for a while. Colleen is thinking of hiring temporary summer help. New Alliance summer program: 8 certified teachers will teach the program. Another quote is coming for Main parking lot repair. OM check from insurance company expected soon minus the \$5,000 deductible. Bookmobile window was broken. On March 29th there was a fender bender accident in Main parking lot. Rotary will fund program "One thousand books before kindergarten". Thinking of another fine forgiveness program in summer to benefit WHEAT. City is looking at OM as a voting polling place.

Assistant Director's Report C. Bushman We will not have a children's free lunch program this summer because of poor turnout last year. Sacco room can now be used for programs.

Staff Reports:

Aisha Banks: Traffic is slow and there no big uptick of patrons coming. More TEAM students coming in this week and program may begin again in the fall. Summer read and ready for the grade in the works. ESUM-Forest School collaboration did not go forward this year because of closing of branch but she is looking for it in the next school year. Preschool students are coming in April 19th and again in May. They are trying to get more children into the library and are weeding juvenile fiction.

C., Maisano: Checking account balance \$119,005; special account \$155,618. \$53,000 bill for OM construction paid; there is a \$5,000 deductible for pipe leak. Looking into insurance costs for policy due in July. Sacco scholarships (3) information has been posted, no applications as yet. Budget: she is talking with departments heads to remind them to stay within their budgets. Waiting for final budget number.

K. Powe: One thousand books before kindergarten program will get underway soon. Summer reading planning doing OK. She is keeping track of teen volunteer minutes; they

April 17, 2018

will be invited to Escape Room only if they participate in summer program. She has list of books for summer reading from West Haven High School. Story time is being restructured, now it includes Music and Movement. More space is being created for more seating; tech programs going well.

T. Smith: trying to increase adult circulation; new program April Reading Brings May Prizes. Adult summer challenger 100 items check out between June and September. More museum passes: Roger Williams Zoo and Peabody Museum. Big shift: working on switching non-fiction into fiction area. Animal Embassy coming in June.

M. Zervos: Doing major weeding; area looks better and it is easier to find what you are looking for. Increase in checkouts over last year. Circulation is up this month. Display of student art from Haley and Pages Schools brought people in to see the display. West Haven Council on Art: View from my window" will have a reception on Thursday 4/19. At the request of Pagels School 4th grade teacher 72 books on WWII were located for class project. Downstairs room is being used by non-profits from West Haven. Friends are sponsoring annual ice cream social with hula-hoop. No leaks from repairs.

Treasurer's report: C. Gunning: 75% of funds from City are in and we have spent 74.2% so we are a little under budget. Motion to approve report made by B. Heffernan, seconded by A. Olenick, and carried.

Committees: no reports

Friends of Library: P. Donnelly: Book sale netted \$677; it was small with no non-fiction. This about matches the profit from the Elm City Girls Choir concert fund raiser. Pat will ask Travis to send out a notice high lighting the museum passes the Friends have purchased. Staff/volunteer appreciation lunch was held today, pizza, salad, dessert and conversation. Book sale will be in early September.

Old Business:

Budget FY19: Director appeared before City Council to ask for more funding. She has talked with Mayor Rossi and asked City Council for a meeting but has not yet received a response.

New Business

None

Board went into Executive Session at 7:38 p.m. and returned to open session at 7:40 p.m. Motion by W. Heffernan, seconded by A. Olenick to send a letter to Chair of WH City Council Ron Quagliani to request that Louise Martone recuse herself from voting on any library business because of close personal family relationships. Motion was defeated. In response to request of Clerk of Council Michael DiMassa, a letter will be sent informing Council the money for staff bonuses was not taken from City funds and is considered a personnel issue.

Meeting adjourned at 8:30 p.m.

Minutes taken by Gert Beckwith

NEXT MEETING WILL BE TUESDAY, MAY 16, 2018 AT 6:30 P.M.

Director's Report

Colleen Bailie, April 2018

Personnel:

As previously reported, Travis Feder gave his notice last month and his last day will be May 11. His position has been posted and interviews have begun. I hope to have the position filled no later than the end of June.

Sara White has also given her notice on April 26th. Her last working day will be May 8. Her position will be posted soon.

We also currently have posting for temporary PT Library Assistants for the summer to assist during the shortage of full-time staff and for summer programming to ensure as little interruption as possible and pending the final budget decisions.

Reviews of all employees have begun and will be done throughout the month of May.

Financial:

On April 5, the library went in front of City Council. Thanks to all the board members who attended and answered questions as needed.

As of May 1, there has not been a decision made on the budget for FY19. Once we know the numbers, there will be a finance committee meeting to make whatever decisions are necessary.

Programming/Grants:

Paving contractors were given the opportunity to re-bid for the parking lot expansion. Only one responded to the inquiry and I should have the quote for the May meeting.

Fiber at LP was fully installed at the end of April. OM should be done sometime in May.

Ready for the Grade information sessions for parents on how the program works will be done May 8 at LP and 9 at Main, both at 5:30p. The library will also have a meeting with the teachers who have agreed to tutor on May 10.

Beginning this summer, the library is going to once again have a presence at all Kindergarten registrations where we will give library cards to parents and adults. We will also start attending the schools literacy nights to bring more exposure to the library.

WH Rotary has agreed to sponsor our 1,000 Books Before Kindergarten program. Their logo will appear on marketing materials and bags purchased in addition to the library's.

Maintenance:

Work has begun to fix the issue at OM from January.

There has been a wasp infestation in the rear shed at the Main Library. CT Pest was called in to take care of it.

Other:

Travis and I presented at CLA on April 28 about our new wifi system. While there was low attendance for the program, those that did attend enjoyed hearing about other solutions to how to handle wi-fi at the library.

Colleen Bailie
Executive Director

Monthly Report – April 2018

Catherine Bushman, Assistant Director

Delivery of WT Cox's New York Times is still a problem. We are not being charged when the newspaper is not delivered. We are receiving the newspapers via USPS. From what I can gather after speaking with the delivery manager, the delivery people can't seem to put the newspapers in the book drop at LP.

Ordered the May/June 2018 brochures.

I left a message on John Lewis's answering machine on 4-11-18 asking him if he still wished to be on the VIA. He did not return the call.

Assisted Kymberlee Powe with preliminary pricing for "1000 Books Before Kindergarten" program.

Attended the Connecticut Library Association Conference. This was very informative. I attended two sessions on the subjects of: Collecting statistics and Library renovation. I spent much of the day with peers and gathering information at the vending tables.

I attended the Friends on April 24. Various ideas were discussed on how to raise funds for the library.

Assisted Tanarha Smith with gathering marketing items to make a new patron bag. Included is a current brochure, WHPL magnet, Welcome to West Haven flyer (designed mostly by Kymberlee Powe) and a Friends form.

Proposed to Colleen that I meet bi-monthly on a one on one basis with managers to discuss goals, current projects and concerns. Colleen approved.

Technical Services Report

April 2018

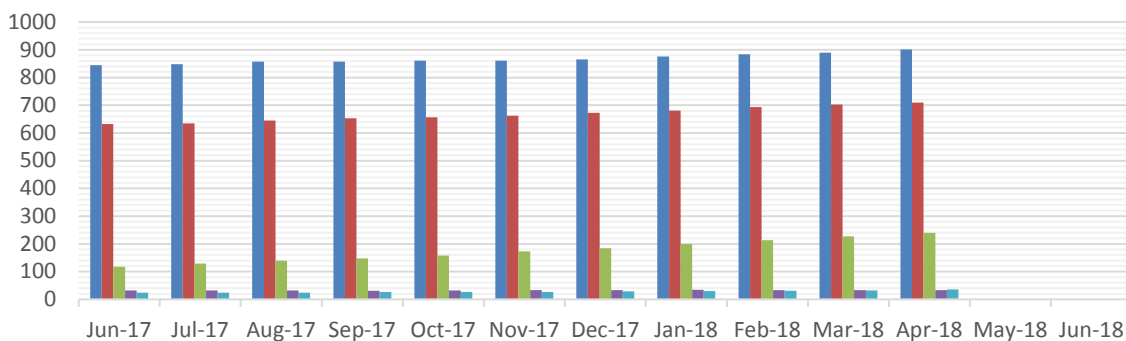
Notes

- We broke our previous wifi usage record, hitting 1,476 sessions at the Main Library in April.
- We surpassed 900 “likes” on Facebook, and have reached 240 followers on Instagram.
- The new patron discovery layer, PIKA, will roll out across our consortium towards the end of May. This will be a significant improvement for patrons.
- The fiber connection was installed at the Piantino branch, which will increase internet speeds dramatically.
- Friday, May 11th will be my last day in West Haven.

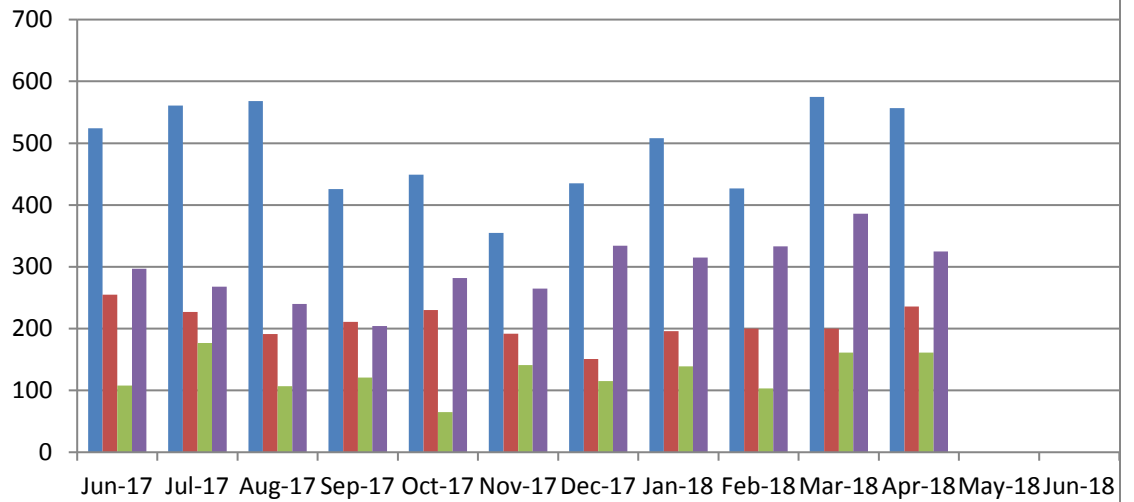
Statistics

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Added Copies	775	607	380	747	451	649	593	503	427	363			5495
Donations	26	44	78	158	77	258	375	119	27	51			1213
Withdraws	382	910	1765	2129	507	3455	1049	128	333	614			11272
Changes	57	123	65	257	341	65	99	88	79	172			1346
Items Received	363	195	258	468	246	367	285	368	401	290			3241
Processing	791	652	373	492	434	509	589	523	374	502			5239

Patron Engagement

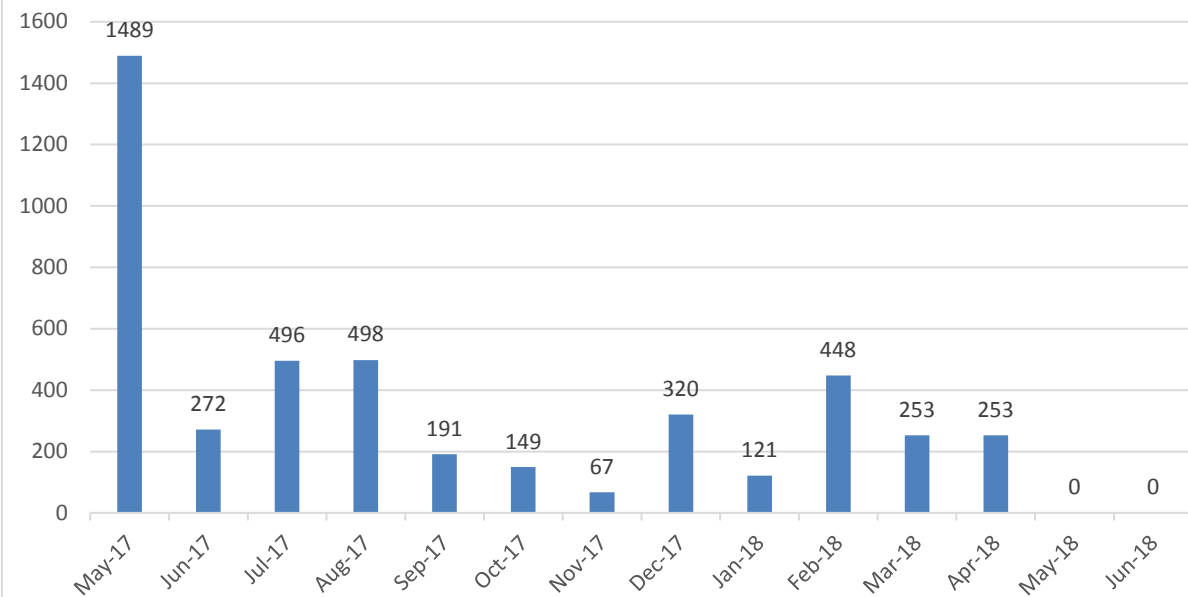


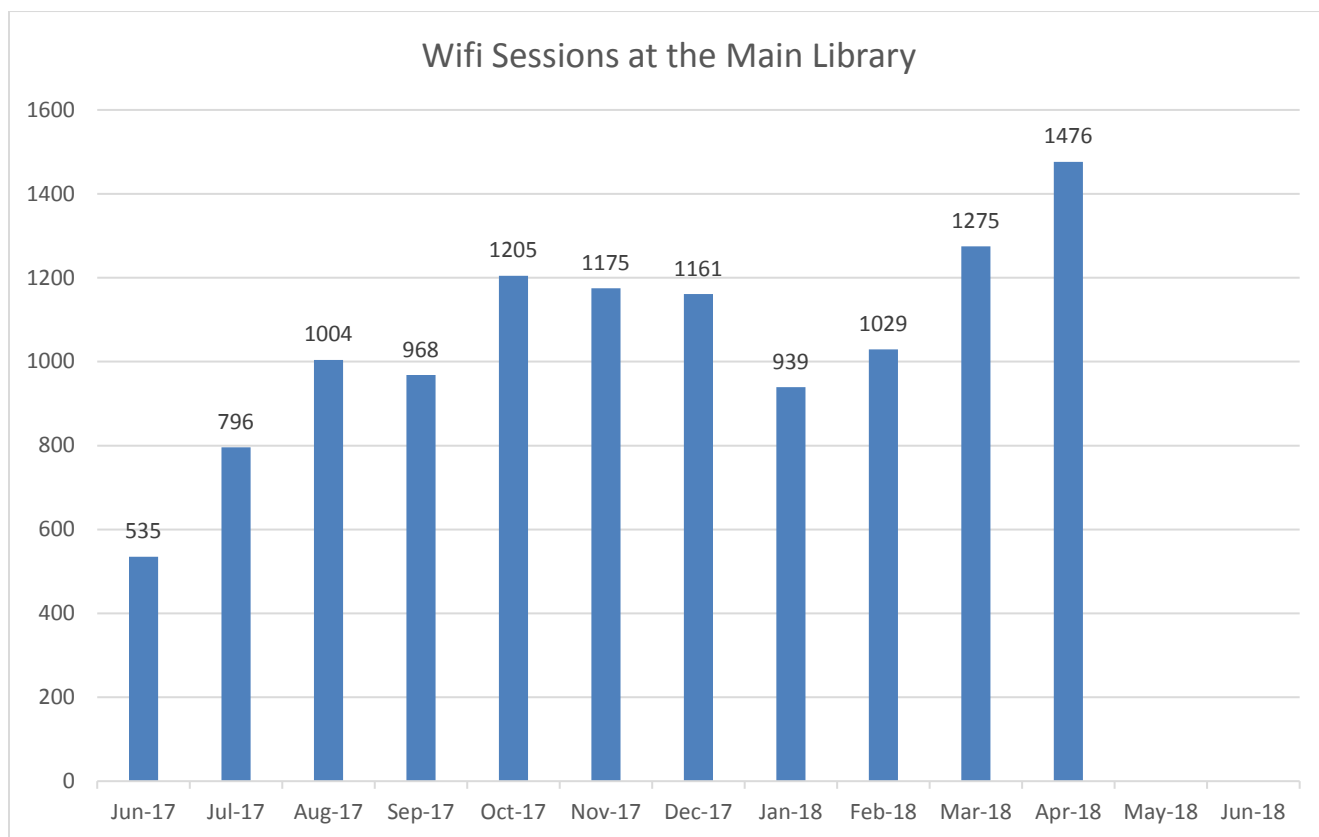
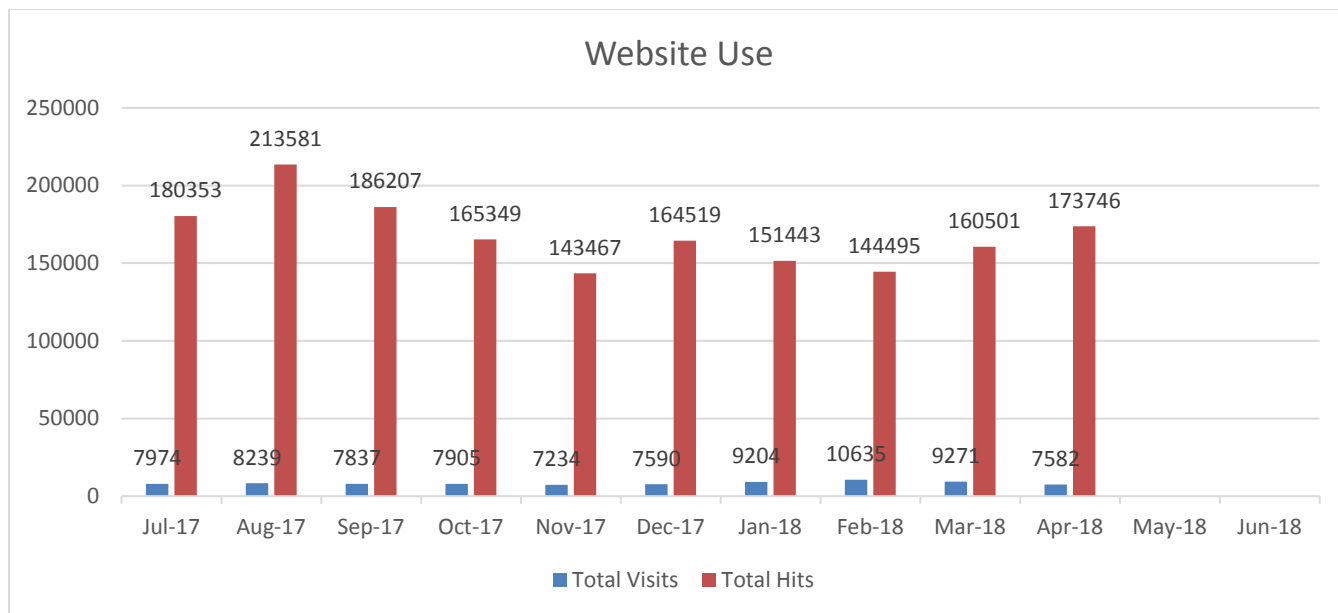
Downloadable Totals



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Ebooks (Overdrive)	524	561	568	426	449	355	435	508	427	575	557		
Audio (Overdrive)	255	227	191	211	230	192	151	196	200	200	236		
Magazines (RBDigital)	108	177	107	121	65	141	115	139	103	161	161		
Hoopla	297	268	240	204	282	265	334	315	333	386	325		

Educational Database Use





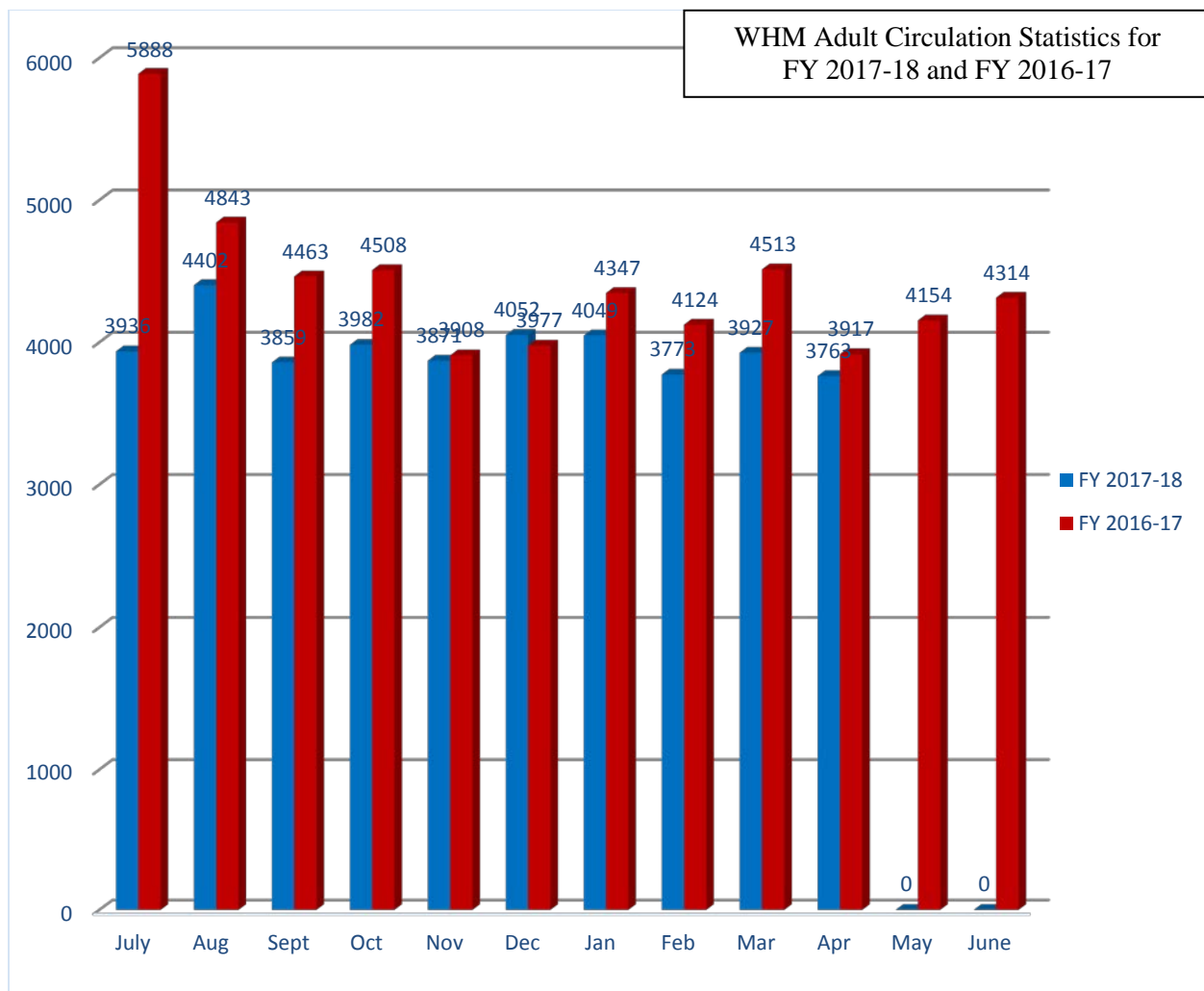
Travis S. Feder, MLIS
Digital Services Librarian

West Haven Public Library

Manager's Report for WHM Department

April 2018

- Total amount of books, and audio materials added to the West Haven Public Library Main Adult collection 1520.
- Created two coupons for new library patrons
 - ✚ "One time only" \$1 off fines coupon
 - ✚ "One time only" Bonus DVD check-out coupon
- Worked on gathering materials for the West Haven Main circulation adult department, the Graham Room, Louis Piantino library, and the Ora Mason library to incorporate the materials into "welcome bags" for new library patrons. The bags include:
 - ✚ Adult and Children's brochures
 - ✚ West Haven Public Library Magnet
 - ✚ Bonus DVD coupon
 - ✚ \$1 off of fines coupon
 - ✚ Half sheet flyer of a brief list stating what the West Haven Public Library has to offer
- Assisted circulation staff member Danitza Velazquez with two book displays.
 - ✚ Autism Awareness
 - ✚ Poetry Month
- Completed the "April Reads" adult reading program for the month of April. This program was for Patrons who checked-out five or more books. Their name was entered in a basket for prize drawing at the end of April. The program was successful with 36 participants, and a total of 237 books that were checked out.



Programs

April 2018 Community room use					
Date	Adults	Program	Library or Community program	Cost	Notes
3	8	Friends Meeting	Library/Community	\$0	
4	10	Rotary Meeting	Library	0	
7	50	Friends Book Sale	Library/Community	0	
13	3	DCF Meeting	Community	0	
12	1	Miles White	Community	0	
17	25	Staff Luncheon	Library	0	
17	12	Library Board Meeting	Library/Community	0	
19	3	Quilting	Library/Community	0	
26	3	Quilting	Library/Community	0	
Total	115			\$0	

Routing materials within W. H. Public Library system, Lion Consortia and Inter-library loan:

- 1789 library WHPL materials were sorted for routing from Main to the Branches and Connecticut.
- Main/GR routing within WHPL system: Borrowed/Loaned 152 total items.
- Main/GR Lion consortia system holds: Borrowed 645 Loaned 360 items.
- Outside of the Lion consortia using the state Inter-library loan system: Borrowed 1 and Loaned 3 items. *The CT Service Center asked all libraries to hold back from any more Inter Library Loans until the state catalog is operational.
- People counter: 13,688 WH Main Building.

Respectfully Submitted,

Tanarha Smith
User Services Librarian
West Haven Public Library
300 Elm Street
203-937-4233 Ext. 4503
tsmith@westhavenlibrary.org

West Haven Public Library

Reference Department Report, January 2018

Collection Development

- In April there were 5 adds, 0 transfers, 2 withdrawals
- I placed another book order for Reference through Baker and Taylor in April.

Adult Programs

January 2018 Reference							
Date	Child	YA	Adult	Program	Library or Community program	Cost	Notes
04/02/18	0	0	4	SBA Workshop 1	Library	\$0.00	
04/10/18	0	0	15	Adult Craft	Library	\$28.13	
04/12/18	0	0	10	Adult Game Night	Library	\$17.25	
04/16/18	0	0	5	Medicare Seminar 1	Library	\$0.00	
04/19/18	0	0	5	SBA Workshop 2	Library	\$0.00	
04/21/18	0	0	10	Adult Yoga	Library	\$0.00	
04/26/18	0	0	31	Hometown Habitat	Library	\$0.00	
04/30/18	0	0	6	Medicare Seminar	Library	\$0.00	
04/18	0	0	23	Tech Help	Library	\$0.00	
Total:	0	0	109			\$45.38	

Established Programs:

- Adult Yoga is still going strong. It is a very popular program at the Main Library.
- Another Adult Craft is scheduled for June. This craft will be making Water Marble Mugs.
- In April and May, I have set up a series of 5 SBA Workshops.
- Adult Game Night will take place from April through June on a Thursday evening.
- There will be a financial seminar in May and June.
- In June, Kim Larkin will be presenting a program titled: A Perky Pairing: Coffee and Chocolates.
- Margie Ford from Bankers Life will continue giving Medicare Seminars through July.
- Tanarha and I are starting a Zumba class on May 12th and another class on May 26th.
- Hometown Habitat was a collaboration with the West Haven Land Trust. It was very successful, and I would like to look into more collaborations with this group.

- The Passport to Libraries program had a nice amount of participants in West Haven. We stamped 50 passports at the Main Library.

Potential Programs

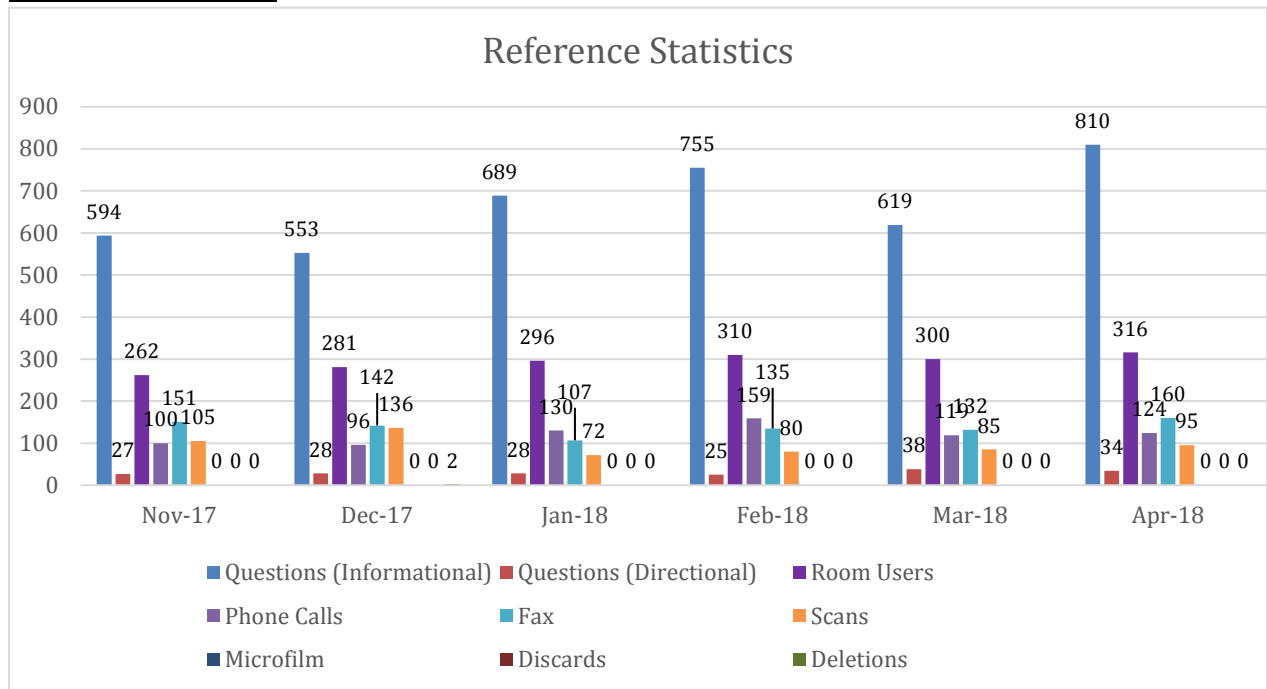
- I recently talked to someone who would like to start a Book Club at the Main Library for adults. I need to look into what genre of books they prefer, how many people, and when they would be interested in meeting.

Professional Development

I attended the LUX meeting on Wednesday, April 18th, in Guilford CT.

I attended the CLA Meeting on Tuesday, April 24th, in Danbury, CT.

Reference Statistics



Respectfully Submitted,

Sara White- MM, MLIS
Reference Librarian
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West Haven Public Library

Manager's Report – Teen Department

April 2018

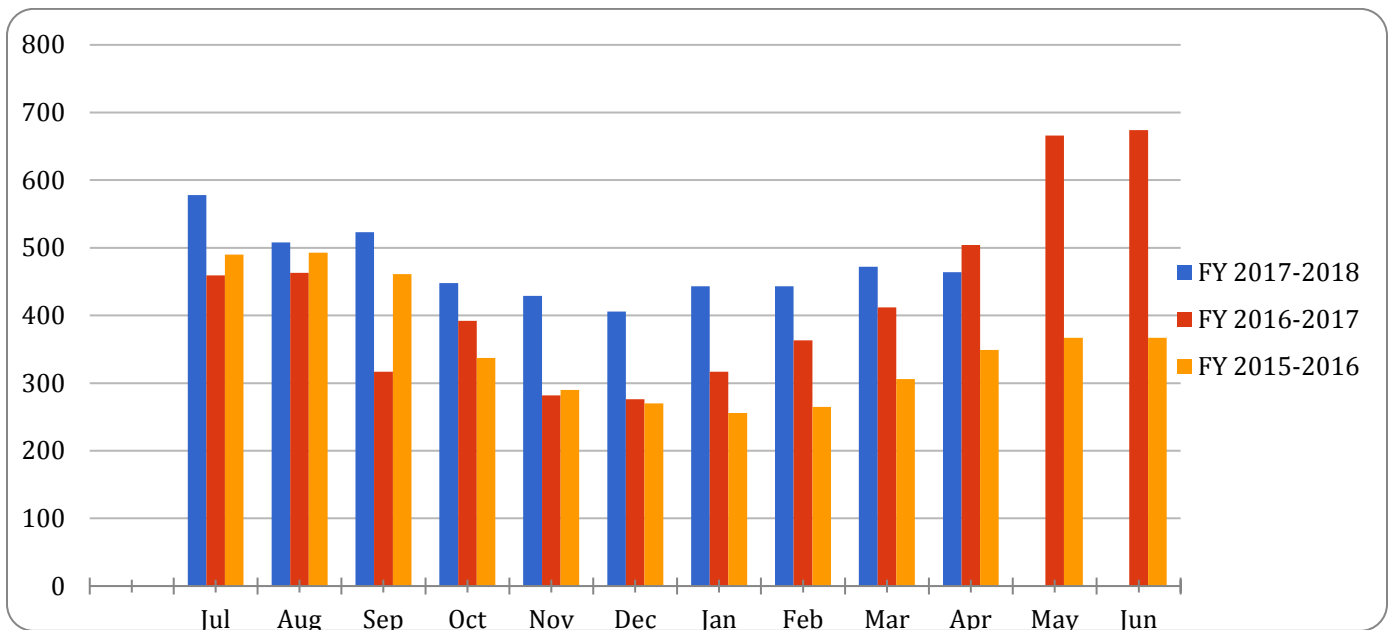
Graham Room Usage

- 254 Teens (13-19) in Graham Room

Program Statistics:

Program	Date	Children 12 & Under	Teens 13 - 18	Adults 18 & Up	Total Attendance	Place
Girls Who Code	4/9/2018	0	7	0	7	Connie Sacco
Girls Who Code	4/16/2018	0	3	0	3	Connie Sacco
Chocolate Olympics	4/17/2018	cancelled	cancelled	cancelled	cancelled	Connie Sacco
Girls Who Code	4/23/2018	0	3	0	3	Connie Sacco
Girls Who Code	4/30/2018	0	4	0	4	Connie Sacco
					17	

Circulation Statistics:



In House Circulations: 129

Notes:

- During the month of April, we had more teen visit the library than we did in January, February, or March.
- The Youth Services team is well on their way to having everything prepared for the Summer Reading program. All of the Summer Read starter bags have come in and we've begun to divide them by branch. We have also received the give-a-way books that we will be presenting to the kids who read at least 500 minutes this summer. Colleen will be allowing me time at the next staff meeting to go over our online system, Wandoo Reader, so that everyone will be familiar with it. Additional training will be provided if it's asked for. The bags have been ordered for our 1,000 Books Before Kindergarten program and a letter has been drafted to send to the preschools to inform parents about the program. Through advertisement for the Summer Read program and the 1,000 Books program we hope to bring new patrons into to the library this Summer. We are still rounding up donations for our end of the Summer Top Readers.
- The kids continue to react positively to various STEM items. We have been using Snap Circuits, which are a huge hit, and recently borrowed Maria's Ozobots which was received equally well.

Respectfully Submitted,

Kymberlee Powe
Youth Services Librarian
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West Haven Public Library

Manager's Report – Children's Department

April 2018

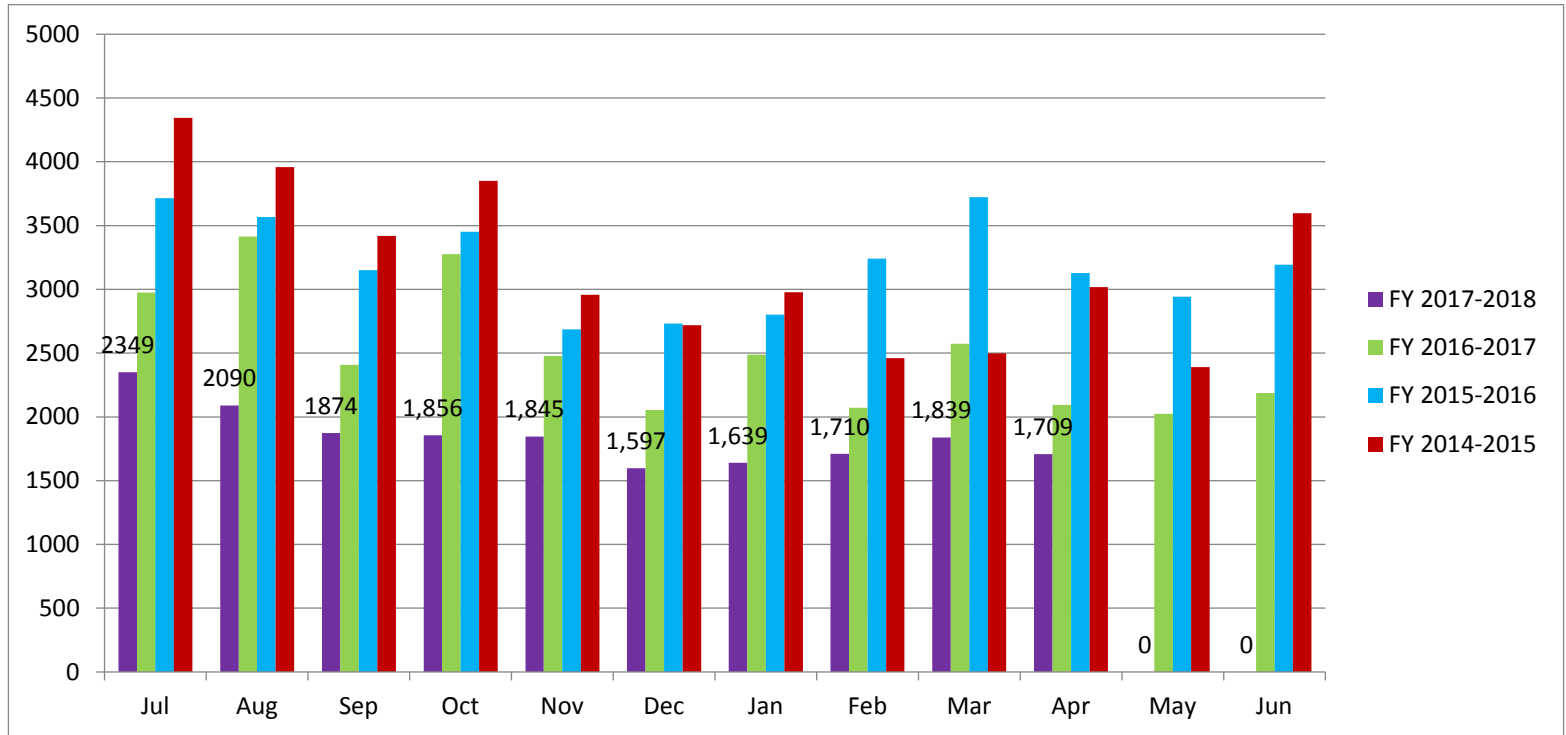
Graham Room Usage

- **749 Adults** (18 & Up) in Graham Room
- **616 Children** (12 & Under) in Graham Room
- **254 Teens** (13-19) in Graham Room

Program Statistics:

Program	Date	Children 12 & Under	Teens 13 - 18	Adults 18 & Up	Total Attendance	Place
Preschool Storytime	4/2/2018	Cancelled	0	Cancelled	Cancelled	Graham Room
	4/9/2018	3	0	4	7	Graham Room
	4/16/2018	5	0	6	11	Graham Room
	4/23/2018	7	0	7	14	Graham Room
	4/30/2018	4	0	4	8	Graham Room
Karate	4/3/2018	2	0	2	4	Connie Sacco
	4/10/2018	6	0	5	11	Connie Sacco
	4/17/2018	3	0	2	5	Connie Sacco
	4/24/2018	6	0	5	11	Connie Sacco
Baby Storytime	4/4/2018	6	0	6	12	Connie Sacco
	4/11/2018	6	0	8	14	Connie Sacco
	4/18/2018	9	0	8	17	Connie Sacco
	4/25/2018	6	0	8	14	Connie Sacco
Toddler Storytime (2-3 yrs)	4/5/2018	10	0	9	19	Connie Sacco
	4/12/2018	Cancelled	0	Cancelled	Cancelled	Connie Sacco
	4/19/2018	14	0	12	26	Connie Sacco
	4/26/2018	14	0	16	30	Connie Sacco
Drop-In Craft	4/3/2018	11	0	11	22	Connie Sacco
The Write Stuff	4/11/2018	12	0	2	14	Connie Sacco
Reading to Rabbits	4/14/2018	10	0	8	18	Connie Sacco
Chocolate Olympics: Tween	4/17/2018	9	0	2	11	Connie Sacco
Tween Crafting: Sculpy	4/18/2018	12	0	3	15	Connie Sacco
LifeSize Game Day: Sorry!	4/19/2018	10	0	3	13	Connie Sacco
Tween Video Games	4/20/2018	11	0	3	14	Connie Sacco
Lego Club	4/25/2018	7	0	4	11	Connie Sacco

Circulation Statistics:



Cassie Statistics:

- Total Stations: 5
- Total Sessions: 454

Notes:

- Total Program Attendance was 321
- Computer sessions/Statistics were WAY up this month.
- Changing the Storytime format has worked already – attendance was up throughout the week, with 10 children coming to 2, 3, 4, Stories Songs and More, Music and Motion and Bouncing Babies.
- Planning Summer Reading Programs, will be incentive based this year (If you are actively participating in summer reading, you will be invited to the programs)
- Star Wars Day was a hit, the children made pool noodle lightsabers, and completed Jedi Tasks and Training
- First Writing Club – The Write Stuff – went well, focused on Poetry
- Lego Club has moved to the Graham Room, and has increased in patron participation – much steadier attendance

Respectfully Submitted,

Julia Dandio
Children's Librarian
West Haven Public Library
300 Elm Street
203-937-4233 Ext. 4505

West Haven Public Library

Ora Mason Library

April 2018

Overview

- April 2018 circulation increased by almost 400 items compared to April 2017 (the start of the construction project). There was also an increase in foot traffic compared to last month (March).
- The new outdoor sign was installed on April 5 on the front lawn of the library. We have received many compliments about it.
- The Passport to Libraries Program: We had a total of 44 passport visitors, including 8 West Haven residents and people from Branford, Chester, Danbury, Fairfield, Hamden, Milford, Monroe, Portland, Salem, Seymour, Shelton, South Windsor, Stratford, Trumbull and Wallingford. It is a great program!
- We assisted Ms. Nebor's 4th grade class at Pagels Elementary with collecting books for their spring assignment. The books were borrowed from the LION libraries. The teacher was thrilled that she could get so many books through the library for the project.
- A local homeschool group (20 children and 7 adults) used our large program room to hold a science program. The group coordinator had borrowed books from our collection to help her with the program.
- Local author Margaret Golub donated several books to OM. She has also donated to the main library and LP.

Program Highlights

- Adults: The (daytime) coffee and chocolate program was very successful for us (10 attendees). The two women who came to the Library at Your Fingertips program were very excited to learn about hoopla and RBDigital (they already knew about Overdrive). They sent a really nice email thanking me for the program. They also shared the information with their fellow West Haven book club members.
- All Ages: The West Haven Arts Council reception had 38 attendees. The paintings, created at the main library, have been a big hit with patrons viewing them in the hallway art gallery. The paintings were on display for the month of April.
- Children: The music and movement class continues to do well. The building fun, mini golf and paper plane programs went very well. We had some first-time visitors for these events.

OM PROGRAM Statistics April 2018							
Date	0-2 age	3-5 age	6-12 age	YA	Adults	Program	Total
2						Spring Family Story Time	0
3					1	Tech Help	1
4			8			Building Fun	8
5					2	Career Group	2
9	2				2	Spring Family Story Time	4
10					1	Tech Help	1
11	9				9	Music & Movement	18
12			1			Mini Golf	1
12					4	Career Group	4
16						Spring Family Story Time	0
16			5			Mini Golf	5
17			5		1	Mini Golf	6
18					9	Adult Book Group	9
19						W.H. Arts Council Reception*	38
19					3	Career Group	3
23	4				4	Spring Family Story Time	8
23			8			MM- Paper Planes	8
24				1		Teen Book Club	1
24					2	Library at Your Fingertips	2
25	7				7	Music & Movement	14
25					10	Coffee & Chocolate	10
26					7	Adult Craft Class	7
26					2	Career Group	2
30	6				6	Spring Family Story Time	12
TOTAL	28		27	1	70	Grand Total	164

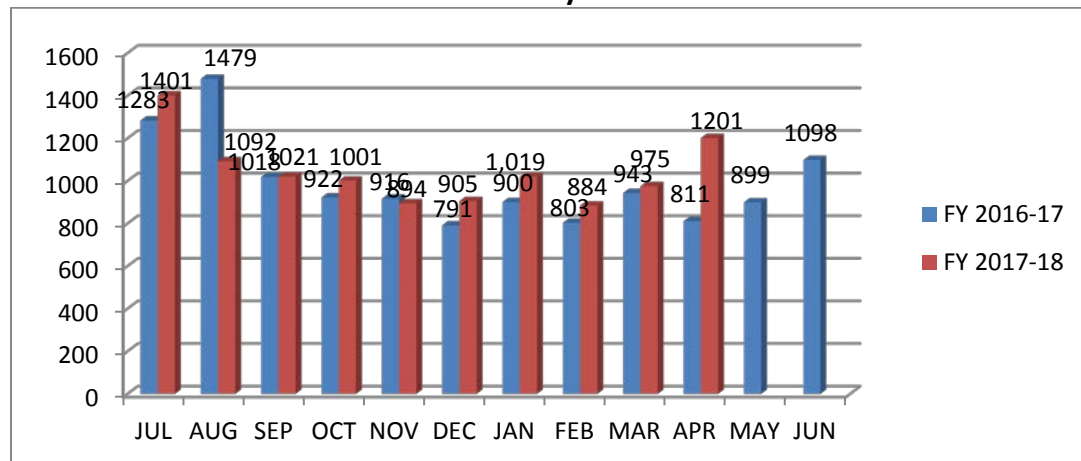
*There was a mix of adults and children at the art reception. This is the total attendance.

OM OPERATIONAL Statistics FY 2017-2018												
	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Reference Questions	340	319	189	207	138	185	201	240	184	219		
Reference Directional Questions	57	27	10	23	6	21	40	29	29	13		
Adult registered patrons	22	25	22	28	11	17	17	15	19	17		
Children registered patrons	24	7	6	7	6	2	5	9	7	6		
OM Routing	330	390	406	560	402	361	403	213	465	469		

ILLS from LION Libraries	70	119	136	98	113	86	148	104	153	154		
ILLS sent to LION libraries	95	105	118	104	71	101	176	108	131	116		
Interlibrary Loans Received Outside LION	-	-	-	-	-	-	-	-	-	7		
Interlibrary Loaned Outside LION System	1	0	1	0	0	0	1	0	2	1		
WiFi Use	3	11	4	6	8	8	9	7	10	5		
Computer Use (Adults')	140	179	161	185	162	173	194	175	114	147		
Computer Use (Children's)	4	3	5	15	17	49	74	43	15	25		
Telephone Calls	111	133	90	74	72	91	101	106	78	114		
People at Library (Staff Tally*)	1067	898	802	794	768	814	843	723	820	902		
People Counter: Bk Door*	787	1,277	1042	739	680	536	N/A	N/A	N/A	N/A		
Adults at Library (Staff Ct)	776	697	608	607	554	589	664	581	648	645		
Children at Library (Staff Ct)	291	201	194	187	214	225	179	142	172	257		
Meeting Room Use	N/A	N/A	N/A	N/A	N/A	N/A	1	0	0	2		
Volunteer Hours	5.5	4	7.25	7	3.25	4	7	12	15.5	11		

*People counter: The back entrance was closed to the public on 12/21/2017; the counter has not yet been moved. Patrons used the front and new door entrances- the staff counted them in the paper tally.

Circulation Statistics for Ora Mason Library – FY 2017-18 & FY 2016-17



Respectfully Submitted,

Maria Zervos
Branch Manager – Ora Mason Library

West Haven Public Library

Manager's Report for WHL Department

April 2018

- Yoga for Peace continues to grow in popularity.
- Planning and preparing for this year's Summer Read and READY for the Grade has increased.
- Library door counter: 65649

Special Report: The installation of high speed wireless internet provided by the Connecticut Education Network (CEN) is complete. This change will provide improved connectivity, improve statistics and is less maintained.

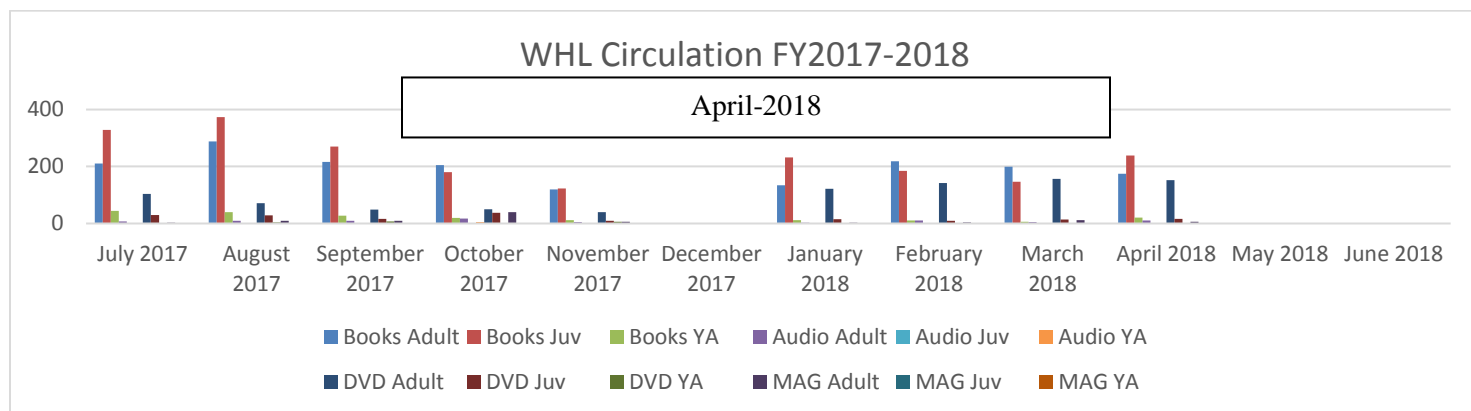
Building Maintenance

- 4/2 sewer pipe checked.

Computers

- Phones out of service 4/2-4, 4/11 LP #6 replaced, 4/18 CEN installed, and 4/25 Fiber connection completed.

Statistics



Programs

APRIL	Child	YA	Adult	Program	Library or Community	Cost	Notes
2				Coloring & Coffee	Library		
2			2	Yoga for Peace	Library		Cancelled
2	1			Creation Station	Library		
2				Passport to CT Libraries	Library		
4				STEAM	Library		
4			1	Passport to CT Libraries	Library		
4	10		3	Creation Station	Library		Train, Caterpillar
5			2	Tech Help	Library		
5			1	Community Use	Community		Study
5		1	1	Passport to CT Libraries	Library		
5	1		1	I Spy	Library		
9				Coloring & Coffee	Library		
9	2	1		Creation Station	Library		

10			1	Tech Help	Library		
10	1		3	Passport to CT Libraries	Library		
10	2		1	Creation Station	Library		
11			4	Cool Craft Projects	Library		Paper Hyacinth
12			1	Tech Help	Library		
12			1	Passport to CT Libraries	Library		
13				Weekend Wellness	Library		
13			4	Passport to CT Libraries	Library		
16			3	Coloring & Coffee	Library		
16			7	Yoga for Peace	Library		
16	6			I Spy	Library		
17			2	Tech Help	Library		
17			1	Passport to CT Libraries	Library		
17	6	1	1	Creation Station	Library		Train Table
17	4			I Spy	Library		
18	7		3	STEAM	Library		
18	2		6	Passport to CT Libraries	Library		
18	4			Creation Station	Library		
18	5		2	I Spy	Library		
19			1	Tech Help	Library		
19	3		6	Passport to CT Libraries	Library		
19	26		4	Stuffed Animal Sleepover	Library		
19			6	Social Security	Community		
19	1		1	Creation Station	Library		
19	2			Board Game	Library		
20	1		1	I Spy	Library		
23				Coloring & Coffee	Library		
23			15	Book Discussion Group	Library		
24				Tech Help	Library		
25	3		2	Creation Station	Library		
26			2	Tech Help	Library		
26	2		1	Creation Station	Library		
26	2			I Spy	Library		
26			1	Passport to CT Libraries	Library		
27			8	Weekend Wellness	Library		
27			1	Passport to CT Libraries	Library		
27	2	2		Creation Station	Library		
30				Coloring & Coffee	Library		
30			4	Yoga for Peace	Library		
30			4	Passport to CT Libraries	Library		
30			2	Creation Station	Library		
Total	79	3	99			\$0.00	

West Haven Public Library
General Fund Statement of Revenues and Expenditures
For the Ten Months Ending April 30, 2018

General Fund April 30th , 2018	Current Month	Year to Date	Annual Budget	Year to Date	Year to Date
REVENUES					
CITY OF WEST HAVEN FUNDING	\$ 133,000.00	\$ 1,330,000.00	\$ 1,596,000.00	(266,000.00)	83.33
TOTAL REVENUE FROM CITY FUNDING	133,000.00	1,330,000.00	1,596,000.00	(266,000.00)	83.33
OPERATIONAL					
COMPUTER PRINTING	447.66	10,084.84	15,000.00	(4,915.16)	67.23
COPIER PRINTING	565.55	3,954.69	5,500.00	(1,545.31)	71.90
FINES	301.69	8,137.02	15,000.00	(6,862.98)	54.25
MARKETING	19.80	1,181.72	800.00	381.72	147.72
DAY PASSES	38.00	544.30	1,200.00	(655.70)	45.36
ROOM RENTAL	0.00	575.00	900.00	(325.00)	63.89
OTHER INCOME	671.00	1,031.41	0.00	1,031.41	0.00
CONTRIBUTIONS	0.00	1,229.73	0.00	1,229.73	0.00
STATE AID PAYMENT	0.00	0.00	0.00	0.00	0.00
FAXES	538.72	4,886.46	5,700.00	(813.54)	85.73
CT CARD	0.00	0.00	0.00	0.00	0.00
MURDER MYSTERY NIGHT FUNDRAISE	0.00	0.00	0.00	0.00	0.00
FRIDAY NITE OUT	0.00	12.66	0.00	12.66	0.00
TOTAL REVENUE FROM OPERATIONS	2,582.42	31,637.83	44,100.00	(12,462.17)	71.74
TOTAL REVENUES, GAINS AND OTHER SUPPORTS					
	\$ 135,582.42	\$ 1,361,637.83	\$ 1,640,100.00	(278,462.17)	83.02
EXPENDITURES					
SALARIES					
DIRECTOR	\$ 6,037.80	\$ 64,141.90	\$ 74,460.00	(10,318.10)	86.14

West Haven Public Library
General Fund Statement of Revenues and Expenditures
For the Ten Months Ending April 30, 2018

General Fund April 30th , 2018	Current Month	Year to Date	Annual Budget	Year to Date	Year to Date
ASSISTANT DIRECTOR	5,146.86	54,683.93	61,659.00	(6,975.07)	88.69
BRANCH LIBRARIAN	27,785.98	309,146.17	346,615.00	(37,468.83)	89.19
LIBRARY ASSISTANTS	28,361.94	279,271.74	358,342.00	(79,070.26)	77.93
CUSTODIAN	2,145.00	42,548.59	44,363.00	(1,814.41)	95.91
ACCOUNTING	4,229.34	38,715.67	52,968.00	(14,252.33)	73.09
LONGEVITY	0.00	0.00	5,085.00	(5,085.00)	0.00
DRIVERS	926.42	9,812.44	15,383.00	(5,570.56)	63.79
TOTAL PAYROLL	74,633.34	798,320.44	958,875.00	(160,554.56)	83.26
OPERATIONAL					
AUDIO VISUAL	2,575.24	12,251.69	11,700.00	551.69	104.72
BOOKS	3,917.00	38,556.55	45,100.00	(6,543.45)	85.49
PERIODICALS	0.00	6,710.61	7,000.00	(289.39)	95.87
LION SERVICES	76.56	38,935.77	49,209.00	(10,273.23)	79.12
LIBRARY SUPPLIES	34.87	6,972.54	10,000.00	(3,027.46)	69.73
LIBRARY SUPPLIES - Paper/Toner	185.99	9,643.89	10,644.00	(1,000.11)	90.60
MARKETING PURCHASES	0.00	1,205.42	850.00	355.42	141.81
EMPLOYER PAYROLL TAX	5,516.23	58,821.37	72,404.00	(13,582.63)	81.24
CREDIT CARD	0.00	248.37	300.00	(51.63)	82.79
UNEMPLOYMENT TAX	1,239.22	8,305.63	9,409.00	(1,103.37)	88.27
MEDICAL INSURANCE	402.16	130,512.10	240,743.00	(110,230.90)	54.21
PENSION	3,626.17	25,076.77	37,180.00	(12,103.23)	67.45
TRANSPORTATION	340.33	1,627.68	1,700.00	(72.32)	95.75
AUDITING & BOOKKEEPING	120.00	11,288.16	14,730.00	(3,441.84)	76.63
INSURANCE CASUALTY	3,811.00	28,718.00	26,409.00	2,309.00	108.74
POSTAGE	17.00	399.72	500.00	(100.28)	79.94
OTHER OPERATIONAL EXPENSE	0.00	293.59	150.00	143.59	195.73
FRIDAY NITE OUT	0.00	45.62	0.00	45.62	0.00
PROGRAMS	228.49	5,295.86	6,750.00	(1,454.14)	78.46
DUES	20.00	912.00	2,745.00	(1,833.00)	33.22

West Haven Public Library
General Fund Statement of Revenues and Expenditures
For the Ten Months Ending April 30, 2018

General Fund April 30th , 2018	Current Month	Year to Date	Annual Budget	Year to Date	Year to Date
TELEPHONE	243.97	4,542.51	4,645.00	(102.49)	97.79
PRINTING	0.00	1,283.33	3,500.00	(2,216.67)	36.67
FURNITURE& EQUIPMENT	0.00	902.23	3,500.00	(2,597.77)	25.78
SECURITY GUARD	799.50	13,817.01	21,320.00	(7,502.99)	64.81
LEGAL	343.35	1,016.05	3,000.00	(1,983.95)	33.87
GAS	1,891.73	15,129.66	12,780.00	2,349.66	118.39
ELECTRICITY	2,647.49	33,051.01	31,500.00	1,551.01	104.92
REPAIRS & MAINTENANCE	215.04	18,099.27	14,250.00	3,849.27	127.01
BUILDING MAINT. CONTRACTS	95.50	18,054.79	19,464.00	(1,409.21)	92.76
TECHNOLOGY CONTRACT	358.57	8,877.74	4,000.00	4,877.74	221.94
ONLINE DATABASE	2,952.60	3,847.60	7,500.00	(3,652.40)	51.30
WATER & SEWER TAX	0.00	2,403.37	2,800.00	(396.63)	85.83
GASOLINE -BKM	0.00	0.00	1,000.00	(1,000.00)	0.00
COPIER LEASE	121.06	1,307.47	1,543.00	(235.53)	84.74
STAFF DEVELOPMENT	49.55	446.56	2,000.00	(1,553.44)	22.33
HOSPITALITY	0.00	692.38	500.00	192.38	138.48
BACKGROUND CHECKS	0.00	275.25	400.00	(124.75)	68.81
CONSULTING FEE	0.00	0.00	0.00	0.00	0.00
TOTAL FROM OPERATIONS	31,828.62	509,567.57	681,225.00	(171,657.43)	74.80
EXCESS REVENUES OVER EXPENDITURES	\$ 29,120.46	\$ 53,749.82	0.00	53,749.82	0.00

West Haven Public Library
Statement of Revenues and Expenditures - Special Fund
For the Ten Months Ending April 30, 2018

SPECIAL APRIL 30TH, 2018	Current Month Actual	Year -to- Date Actual
REVENUES:		
STATE GRANTS	\$ 0.00	\$ 203,898.00
FIBER OPTICS GRANT	0.00	32,000.00
NEW ALLIANCE GRANT	0.00	20,000.00
DONATIONS - SACCO	0.00	550.00
DONATION INCOME	0.00	1,432.10
DONATIONS - CHAMBERLIN	0.00	499.67
OTHER INCOME	494.45	1,268.26
	<hr/>	<hr/>
TOTAL REVENUES, GAINS & OTHER SUPPORTS	494.45	259,648.03

EXPENDITURES:		
BOOKS/DONATION	0.00	455.11
BOOKS/ORA MASON	0.00	0.00
BOOKS - GRAHAM	0.00	99.41
BOOK CHAMBERLIN	0.00	444.11
BOOKS - GRANT	0.00	0.00
NEW ALLIANCE GRANT	0.00	19,192.14
PROGRAMS - GRANT	0.00	392.28
PROGRAMS / DUES	0.00	0.00
LIBRARY SUPPLIES	0.00	49.20
HOLIDAY RESTAURANT	0.00	(223.65)
REPAIRS MAINTENANCE - ML	160.65	160.65
REPAIRS MAINTENANCE - OM	0.00	0.00
SACCO SCHOLARSHIP	0.00	0.00
BLDG IMPROVEMENT	61,399.21	304,981.69
CONSULTANT	0.00	0.00
TUITION	0.00	0.00
BIRTHDAY PARTY CELEBRATION	0.00	35.00
FURNITURE & EQUIPMENT	0.00	0.00
FURNITURE & FIXTURES	0.00	0.00
FURNITURE/EQUIPMENT	1,000.00	3,287.10

**West Haven Public Library
Statement of Revenues and Expenditures - Special Fund
For the Ten Months Ending April 30, 2018**

SPECIAL APRIL 30TH, 2018	Current Month Actual	Year -to- Date Actual
RETIREMENT PARTY	0.00	0.00
HOSPITALITY	0.00	2,150.00
	<hr/>	
TOTAL EXPENDITURES	62,559.86	331,023.04
	<hr/>	
EXCESS REVENUES OVER EXPENDITURES	(\$ 62,065.41)	(\$ 71,375.01)
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VILLAGE IMPROVEMENT ASSOC OF WEST HAVEN

Check Register

For the Period From Apr 1, 2018 to Apr 30, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
32247	4/5/18	ALL AMERICAN WASTE, LLC	1001-000-G	256.15 ML & OM RUBBISH REMOVAL
32248	4/5/18	COLLEEN BELL	1001-000-G	250.00 GR PIZZA PROGRAM
32249	4/5/18	BANK OF AMERICA	1001-000-G	2,217.56 CR CARD CHARGES
32250	4/5/18	Century Protective Services Inc	1001-000-G	656.00 SECURITY SERVICE
32251	4/5/18	DELAKE LANDEN	1001-000-G	245.94 COPIER LEASE
32252	4/5/18	THE GEORGE ELLIS COMPANY, INC.	1001-000-G	1,622.95 OM PUMP REPAIR
32253	4/5/18	FRONTIER COMMUNICATIONS	1001-000-G	119.84 LP TELEPHONE
32254	4/5/18	FRONTIER COMMUNICATIONS	1001-000-G	150.96 OM TELEPHONE
32255	4/5/18	LIBRARIES ONLINE, INC.	1001-000-G	285.70 LP & OM INTERNET SERV
32256	4/5/18	MIDWEST TAPE	1001-000-G	1,154.19 ML,LP,GR AUDIO
32257	4/5/18	Alissa Monteleone	1001-000-G	250.00 OM PROGRAM
32258	4/5/18	Planday Inc	1001-000-G	120.00 USER LICENSE
32259	4/5/18	Rotary Club of West Haven	1001-000-G	35.00 ROTARY AD
32260	4/5/18	SARA WHITE	1001-000-G	62.27 PROGRAM SUPPLIES
32261	4/5/18	SOUTHERN CT GAS COMPANY	1001-000-G	554.64 OM GAS
32262	4/5/18	SOUTHERN CT GAS COMPANY	1001-000-G	1,662.72 ML GAS
32263	4/5/18	SUBURBAN STATIONERS, INC.	1001-000-G	181.92 REF,LP SUPPLIES
32264	4/5/18	T-Mobile	1001-000-G	61.12 INTERNET SERVICE
32265	4/5/18	Jordon Voss	1001-000-G	250.00 ML,OM MARCH REMOVAL
32266	4/5/18	Mize Johnson	1001-000-G	125.00 OM COMPUTER PROGRAM
32267	4/5/18	TRANSAMERICA RETIRE. SOLUTIONS	1001-000-G	2,650.83 EMPLOYEE 401K
32247V	4/6/18	Assembly of the Martial Arts Academy	1001-000-G	-552.00 VOID
32268	4/17/18	TRANSAMERICA RETIRE. SOLUTIONS	1001-000-G	2,665.70 EMPLOYEE 401K
32269	4/18/18	COUNCIL 4, AFSCME, AFL-CIO	1001-000-G	672.95 APR UNION DUES
32270	4/18/18	BAKER & TAYLOR BOOKS	1001-000-G	980.77 OM BOOKS
32271	4/18/18	VOID	1001-000-G	
32272	4/18/18	BAKER & TAYLOR	1001-000-G	57.91 ML BOOKS
32273	4/18/18	BAKER & TAYLOR	1001-000-G	1,124.32 ML BOOKS
32274	4/18/18	BAKER & TAYLOR	1001-000-G	396.57 GR BOOKS
32275	4/18/18	BAKER & TAYLOR	1001-000-G	88.53 LP BOOKS
32276	4/18/18	BAKER & TAYLOR	1001-000-G	143.61 YA BOOKS
32277	4/19/18	Assembly of the Martial Arts Academy	1001-000-G	552.00 OCT THRU FEB KARATE
32278	4/19/18	AMAZON	1001-000-G	1,956.45 ML AUDIO & SUPPLIES -GR SUPPLIES
32279	4/19/18	CARMODY & TORRANCE	1001-000-G	343.35 LEGAL FEES
32280	4/19/18	COLLEEN BAILIE	1001-000-G	313.94 LION,FLAG,ROTARY MTG MILEAGE & EXPENSES
32281	4/19/18	Century Protective Services Inc	1001-000-G	820.00 SECURITY SERVICE
32282	4/19/18	Culligan	1001-000-G	21.51 OM WATER
32283	4/19/18	Travis Feder	1001-000-G	48.90 REIMB MILEAGE
32284	4/19/18	LIBRARIES ONLINE, INC.	1001-000-G	1,305.56 INTERNET SERVICE
32285	4/19/18	MIDWEST TAPE	1001-000-G	566.84 ML,LP AUDIO

VILLAGE IMPROVEMENT ASSOC OF WEST HAVEN

Check Register

For the Period From Apr 1, 2018 to Apr 30, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
32286	4/19/18	VOID	1001-000-G	
32287	4/19/18	SCARSDALE SECURITY SYSTEMS, IN	1001-000-G	299.16 ALARM SERVICE
32288	4/19/18	SELECTIVE INSURANCE COMPANY C	1001-000-G	2,431.00 LIABILITY INS
32289	4/19/18	The Standard Insurance Company	1001-000-G	478.02 EMPLOYEE LIFE INS
32290	4/19/18	SUBURBAN STATIONERS, INC.	1001-000-G	23.47 ML SUPPLIES
32291	4/19/18	Terrill Shaw	1001-000-G	27.93 REIMB MILEAGE
32292	4/19/18	UNITED ILLUMINATING	1001-000-G	2,085.69 ML ELECTRIC
Total				<u>29,764.97</u>

VILLAGE IMPROVEMENT ASSOC OF WEST HAVEN

Check Register

For the Period From Apr 1, 2018 to Apr 30, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
7608	4/9/18	Treasurer State of Connecticut	1001-000-S	2,952.60	INTERNET CONTRACT
7607	4/16/18	BAKER & TAYLOR BOOKS	1001-000-S	10.46	OM HANNA BOOK
7609	4/16/18	J. A. Rosa Construction LLC	1001-000-S	17,803.38	OM PIPE BURST REPAIRS
7610	4/16/18	Sideline Graphics	1001-000-S	1,000.00	OM SIGN
7611	4/16/18	J. A. Rosa Construction LLC	1001-000-S	53,487.76	OM RENOVATION
7612	4/18/18	BAKER & TAYLOR	1001-000-S	34.15	GR HANNA BOOK
7613	4/18/18	BAKER & TAYLOR	1001-000-S	26.96	LP HANNA BOOK
7614	4/25/18	SAPIENZA ARCHITECTS, LLC	1001-000-S	2,417.00	OM PROFESSIONAL SERV
Total				77,732.31	