



**DERBY  
PUBLIC  
LIBRARY**

Harcourt Wood Memorial  
Established 1902

203-736-1482  
203-736-1419 Fax  
313 Elizabeth Street  
Derby, Connecticut 06418  
www.derbypubliclibrary.org

Derby Public Library  
Board of Directors Meeting  
Zoom Meeting  
June 16, 2021  
6:30 p.m.  
Director's Report

- 1) Correspondence & Media Coverage
  - a) Valley Community Foundation 2020 Annual Report.
  - b) Valley Community Foundation Digital Annual Reception Invitation. June 30, 5:00 p.m.  
www.valleyfoundation.org to RSVP.
- 2) Incident Reports None to report.
- 3) COVID-19 Update.
  - a) May 17, 2021. Main Level open for one (1) hour browsing and computer use without appointments.
  - b) Fine Free Derby Public Library Adult, Children and Teen materials began May 17, 2021, with exceptions. Automatic Renewals began June 1, 2021. Loan Periods, Renewals, Fees, and Account Blocks for Damaged or Lost Material Policy for approval. **OPEN**
  - c) Next step: Children's Room will open July 7, 2021 for one (1) hour browsing and computer use without appointments. Also, restrooms and elevator will be available.
- 4) Grants
  - a) CT State Library ARPA Grants to Public Libraries Program. \$3,000. **Due by June 30, 2021 Spend by September 30, 2022. OPEN**
  - b) Everybody Learns Grant. Derby Public Library.
    - (1) Touchless standing hand sanitizers. **OPEN**
    - (2) Paint outside Wi-Fi console. **OPEN**
  - c) 2017 State Construction Grant: The contract end date is October 2021. Per CT State Library, \$10,000 remains. Advised Finance Dept. **OPEN**
  - d) LoCIP. \$30,000. **OPEN**
  - e) 2018 Neighborhood Assistance award. **OPEN**  
Historical. French window on second floor overlooking portico repair and painting. **OPEN**
- 5) Treasurer's Report
  - a) Valley Community Foundation:
    - (1) Endowment Fund – \$1,248,572.48 - Market value as of 6/8/2021.  
Spendable Balance = \$0.00
    - (2) Harold B. Yudkin Historic Preservation Fund – \$92,195.45 Market Value as of 6/8/2021.  
Spendable Balance = \$3,330.00
  - b) Liberty Bank:
    - (1) Checking – \$3,330.06 as of 6/8/21
    - (2) Savings – \$30,033.49 as of 6/8/21
  - c) PayPal: **OPEN.**
  - d) 2020-2021 Budget Print-Out  
Motion to move monies: **PENDING**

MARC J. GAROFALO MHA  
*[Signature]*

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RECEIVED  
TOWN/CITY CLERK  
DERBY, CT

Compensated Absences (as of June 9, 2021) Hire Date: January 2, 2018

Cignoli, Nicole B. / Director / non-union / Jan. 2, 2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sick Days earned	Total Used	Total Allowed	Remaining Days	Sick Days earned less Sick Days Used plus Allotment	Max Sick Days carry over (120)	Remaining
Paid Vacation days used (12.5 days/yr.)#*							4	5	1	1	1	1		11	12.5	1.5		0	8/20 & 8/23; 8/30-9/8; 11/12; 12/27
Paid Sick days used (12 days/yr.)*	1			1									0	2	12	10	10	10=2018; 11=2019; 12=2020	
Paid Personal days (4/yr.)				1										4	4		0	0	5/24; 6/4 & 6/7; 10/8 10-Nov
Paid birthday										1				1	1	0		0	
Paid Bereavement Leave														0	5	5		0	
Jury Duty (see letter of agreement)														0	5	5		0	
Paid Medical leave used														0	0	0		0	

\* accrue annually at the rate of one (1) day per completed month of employment. Max 120 days

#\* Approved January 20, 2021 Library Board of Directors Meeting.

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- e) 2021-2022 Capital Planning Projects Matrix for next 10 years. **OPEN**
- 6) Staff Update:
  - a) Digital time clock system installation. **OPEN**
  - b) Staff preparing and delivering virtual programming for all ages. Staff available for questions, obtain a library card, assist with downloadables, databases, and other duties performed virtually.
  - c) Weeding Project. Fiction Room.
- 7) Children's Department Report
  - a) Coordinated weekly online programs/activities with Technical Librarian
  - b) Take & Make series continues.
  - c) Recording promo videos of Children's events, collection, etc.
  - d) June 29-second story walk scheduled with Tammy Dicenso.
  - e) May 12 - 'Passive Programming that Pulls Them In' webinar presented by Niche Academy.
  - f) May 24 - 'Family Homelessness and CT Libraries' workshop presented by the CT State Library.
- 8) Young Adult Department Report
  - a) Kellogg Center/CT DEEP marketing research summer webinars.
  - b) YA fiction weeding
  - c) Classic Graphic Novel Reading/Recording continues.
- 9) Local History:
  - a) Research requests
    - i) Incoming: 7
    - ii) Outgoing: 42
  - b) Donation Report July 2020 to June 2021 attached.
  - c) Deaccession Report July 2020 to June 2021 attached.
  - d) Effect of COVID-19 online Survey — Continue to receive answers
  - e) Hunting for History— Continues
- 10) 120<sup>th</sup> Anniversary Celebration: Building dedicated December 27, 1902. Official opening to the public February 13, 1903. **TABLED** until September 2021.
- 11) Building Maintenance & Repairs.
  - a) Systems. **OPEN**
  - b) Exterior Maintenance.
    - i) Elizabeth Street book drop. **OPEN**
    - ii) Elizabeth Street door. **OPEN**.
    - iii) Back door near A/C units. **OPEN**.
    - iv) Caroline Street/Children's door. **OPEN**.
  - c) Historical. Original front wood door. **OPEN**
  - d) Elizabeth Street entrance steps, handicap ramp, and sidewalk repair. Waiting for third quote. **OPEN**.
- 12) Meetings Attended: Zoom meetings
  - a) City of Derby Monthly Zoom meeting. Every third week.
  - c) Fairfield Library Administrators Group, second Tuesdays. Zoom meeting.
  - d) Board of Aldermen/Alderwomen, Second Tuesdays.
  - e) Naugatuck Valley Council of Governments Regional Planning Commission, alternate months, first Tuesday evenings.
  - f) Board of Appropriation and Taxation. Third Monday.
  - g) May 4 – Valley Council on Health & Human Services Monthly Meeting.
  - h) May 4 - Department Heads Meeting
  - i) May 5 – Valley United Way Annual Meeting.
  - j) May 10 – Frontier Zoom meeting.
  - k) ARPA Grants to Public Libraries Program drop in meetings.
  - l) May 10-May 14 - CT Library Association Virtual Annual Meeting.
  - m) May 13 Staff Meeting. Emergency Connectivity Fund Webinar.

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- n) May 19 - Leading Your Library: The Importance of Foresight and Vision to Library Success.
- o) May 27 - Information Session on Digital Navigation Pilot Project Grants.
- p) May 27 - NVCOG Regional Resilient Connecticut Workshop #2
- 13) Meetings / Professional Development absences requiring approval
  - a) Leading Your Library: The Importance of Foresight and Vision to Library Success additional sessions.
  - b) June 11 – A Racial Equity Institute Workshop The Community Foundation Virtual Groundwater
  - c) June 18 - Counting Programs & Activities
  - d) June 23 – Virtual Staff Meeting.

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VALLEY COMMUNITY

FOUNDATION

Valley Community Foundation  
253-A Elizabeth Street  
Derby, CT 06418

Presorted First Class  
U.S. Postage  
PAID  
Bridgeport, CT  
Permit No. 347

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Ms. Nicole B. Cignoli  
Derby Public Library  
313 Elizabeth St  
Derby, CT 06418-1599



DIGITAL ANNUAL RECEPTION

YOU'RE INVITED TO THE  
**Valley Community Foundation  
Digital Annual Reception**

Join us using your computer, tablet, or mobile device as we share a live presentation on grantmaking and activities from 2020, a new community initiative, and a special video project made possible by those who live and work in the Valley.

♥ ♥ ♥

**Wednesday, June 30<sup>th</sup>  
5:00 P.M.**

**REGISTRATION REQUIRED**  
Visit [www.valleyfoundation.org](http://www.valleyfoundation.org) to RSVP  
Contact Beth Colette with questions at 203-751-9162  
or at [bcolette@valleyfoundation.org](mailto:bcolette@valleyfoundation.org)

Healing Together

DIGITAL ANNUAL RECEPTION





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Established 1902

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## **Loan Periods, Renewals, Fees, and Account Blocks for Damaged or Lost Material Policy**

It's About Choices.

Your library card presents many opportunities for educational and entertaining experiences.

The public library provides a wide variety of materials representing many points of views. Libraries contain or provide access to some printed and visual materials which you may find objectionable. We encourage parents to take an active role by helping their children select library materials.

It is not the library's role to decide which ideas are appropriate for you or your family.

We provide alternatives. You make the choices.

### **Loan periods**

No loans are allowed if card holder has one (1) lost item.

<b>Material Type</b>	<b>Loan Period</b>	<b>Auto-Renewable?</b>	<b>Holdable?</b>
Books and books on CD	21 days	Once	Yes
New books (adult, teen, and Children)	14 days	Once	Yes*
Music CDs	21 days	Once	Yes*
Magazines (Latest editions in-library use only)	14 days	Once	Yes*
Standard DVDs (Movies/TV)	7 days	Once	Yes* +
New Releases on DVD	3 days	Once	Yes* +
Museum Passes	3 days	No	Yes**
Hot spots	7 days	No	Yes#
Laptops	0 days	No	No

\* Must be picked up at Derby Public Library

+ Maximum number of videos (at any one time): Eight (8) consists of four (4) Adult DVDs and four (4) Children DVDs; however two (2) TV series limited to the total of four (4) Adult DVDs

\*\* Must be returned directly to a Derby Public Library staff member. Limit of one (1) pass per day per family and maximum four (4) passes in a 30-day period, first come, first served.

# Must be returned directly to a staff member and patron must be a Derby Public Library card holder aged 18 and above in good standing with a current library card and have a valid CT driver's license, or valid photo ID in lieu of driver's license to borrow a hotspot.

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PLEASE NOTE: books can be returned to any public library within Connecticut  
It is the responsibility of the patron to check your date due slip.

### **Need to return something after library hours?**

For your convenience, the Library offers book drops near the Elizabeth Street entrance and the Children's entrance to return items after library hours. DVDs and CDs can also be returned in the designated slots near the drop boxes.

### **Renewals and Reserves**

Derby Public Library items will automatically renew three (3) days prior to the due date and for one (1) renewal period per item, unless someone is waiting for the item. Renewal periods will extend from their original due date and be the same length as the original loan period. For example, an item with a three-week loan period would extend automatically for another three weeks from the original due date when it is automatically renewed.

Circulating materials may be reserved by patrons at the Library, by telephone, or online. Patrons will be notified by phone, text message (patron responsible for carrier costs), or by email (if provided) when the material becomes available.

### Teacher library card/accounts

Upon request, and with proof of employment by the City of Derby, teachers may receive a library card/account saying DERBY TEACHER/EXTENDED LOAN PERIODS FOR SCHOOL USE ONLY.

Institutional cards and Teacher cards are valid for use in the Derby Public Library only and will be marked accordingly.

### **Fees and Account Blocks for Damaged or Lost Material**

Derby Public Library is fine free, except for the following materials:

Museum Passes: \$2.00/day, up to \$100 maximum. \$100.00 for lost pass

Hot spots: \$10.00/day up to the full replacement cost of \$180.00 for a lost hotspot. Damaged devices or parts will be charged at full replacement cost.

Laptops: \$0.00/day up to full replacement costs \$500 for unreturned laptop. Damaged devices or parts will be charged at full replacement cost.

Derby Public Library cardholders are expected to return borrowed materials on time. However, items from other libraries circulated by Derby Public Library are subject to standards established by the owning library. Cardholders are responsible for all borrowed materials charged to their account; including fines and fees incurred for lost or damaged items.

Parents/guardians/responsible adults are responsible for materials checked out on the cards of their minor children. Derby Public Library issues bills for replacement fees on non-returned and/or damaged items. eLibrary items cannot become overdue.

Library Account Holders may be notified of overdue materials. Those who agree to be contacted by email may receive:

- 3 days before item is due Courtesy Notice
- 7 days late First overdue notice
- 14 days late Bill issued for item Replacement Fee(s) and account blocked

The Replacement Fee is the amount listed in the library record at the time of purchase or \$25 if no price exists in the Derby Public Library record.

Library Account Holders may not check out or renew library items if the account is blocked. Patrons pay for any fees with cash, only. Any lost or damaged items will be charged the full Replacement Fee. No refunds shall be issued for lost items paid for and then "found."

Derby Public Library may use a collection agency to communicate outstanding account balances. In the event an overdue account is sent to a Collection Agency, a non-refundable \$15 fee will be added to the account.



City Of Derby  
APPROPRIATION SUMMARY

Date Range:  
7/01/2020  
6/11/2021

001 GENERAL FUND

Description LIBRARY 5500	Original Budget	Current Budget	Expended	Encumbrance	Remaining Budget	Pct Used
5500-110-0110-0000 LIBRARY DIRECTOR	68,621.00	68,621.00	64,641.62		3,979.38	94.2%
5500-110-0112-0000 ADULT CIRCULATION LIBRARIAN	42,736.00	42,736.00	40,258.47		2,477.53	94.2%
5500-110-0113-0000 CUSTODIAN	41,551.00	41,551.00	28,409.74		13,141.26	68.4%
5500-110-0114-0000 PART TIME ASSISTANTS	141,655.00	141,655.00	131,467.67		10,187.33	92.8%
5500-110-0115-0000 CHILDRENS LIBRARIAN	54,131.00	54,131.00	51,052.50		3,078.50	94.3%
5500-110-0116-0000 EXTRA COVERAGE HOURS	11,570.00	7,570.00	4,445.26		3,124.74	58.7%
5500-150-0151-0000 DUES	2,500.00	2,500.00	1,838.00	-52.12	714.12	71.4%
5500-150-0155-0000 STAFF DEVELOPMENT	900.00	900.00	219.20	-44.99	725.79	19.4%
5500-160-0160-0000 MATERIALS-ADULT	23,000.00	43,000.00	32,156.97	6,697.02	4,146.01	90.4%
5500-160-0161-0000 MATERIALS-CHILDREN	15,000.00	25,000.00	16,666.47	7,532.72	800.81	96.8%
5500-170-0170-0000 PROGRAMS-ADULT	3,000.00	3,000.00	1,674.05	1,060.87	265.08	91.2%
5500-170-0171-0000 PROGRAMS-CHILDREN	3,000.00	3,000.00	1,725.63	718.81	555.56	81.5%
5500-180-0180-0000 EQUIPMENT	7,500.00	7,500.00	3,428.78	-344.50	4,415.72	41.1%
5500-180-0181-0000 FURNITURE	2,000.00	2,000.00	1,660.42	265.00	74.58	96.3%
5500-220-0220-0000 UTILITIES	11,300.00	11,300.00	8,490.80	2,789.12	20.08	99.8%
5500-220-0221-0000 CEN FIBER CONNECTION	4,500.00	4,500.00	570.00	570.00	3,360.00	25.3%
5500-270-0270-0000 MISCELLANEOUS	3,700.00	3,700.00	1,854.87	-181.96	2,027.09	45.2%
5500-280-0280-0000 PRESERVATION	2,200.00	2,200.00	2,199.05	0.60	0.35	100.0%
5500-330-0330-0000 SUPPLIES	9,900.00	9,900.00	3,692.27	2,539.47	3,668.26	62.9%
5500-350-0350-0000 REPAIRS & MAINTENANCE	28,500.00	32,500.00	27,476.74	2,211.91	2,811.35	91.3%
5500-360-0360-0000 GRANTS		36,244.93	29,111.00	3,935.00	3,198.93	91.2%
5500-450-0451-0000 DERBY PUBLIC LIBRARY BIBLIOMATION	50,500.00	50,500.00	44,766.97	5,733.03		100.0%
Department Total 5500	527,764.00	594,008.93	497,806.48	33,429.98	62,772.47	
APPROPRIATION TOTAL	527,764.00	594,008.93	497,806.48	33,429.98	62,772.47	

Derby Public Library Donation Report  
Local History Coordinator – Christine Boulay  
7-2020 to 6-2021

<u>Item:</u>	<u>Who donated:</u>	<u>Date:</u>	<u>Location:</u>
Copy-1936 photo Derby High School Football Team	Warren Wojiski	7-6-2020	Folder DHS
Star Pin Company Mechanical Pencil	Helen Felice	4-4-2019	History Closet box 74
Pic of St. Mary's School 1929 graduates	unknown	7-2-2020	Map Case upstairs office
Two DHS face masks – one red one white	Derby High School	9-11-2020	Pandemic box
CD - Lt.Col. D. Humphreys..in his own words	Derby Historical Soc.	9-19-2020	Upstairs office
2 Bassett books & 2 D-Day Derby Books	" "	11-3-2020	Desk & Archive
Painting of Derby looking west from Academy Hill	Mayor R. Dziekan	11-25-2020	City Hall Mayor Office
Print of last Cobblestone St-Caroline St Derby	" "	11-25-2020	" "
Photo – Mr. Sullivan Janitor St Mary's School	Suzanne Stevenson	12-7-2020	Map Case upstairs office
1944 Derby High School Yearbook	Carmen Cafasso	1-21-2021	Yearbook Room
Derby CT Commodore Hull envelope & Stamp	Warren Wojiski	4-7-2021	History Closet
Postcard Derby Public Library exterior	" "	5-27-2021	Yearbook Room

Derby Public Library Deaccession Report  
Local History Coordinator – Christine Boulay  
7-2020 to 6-2021

<u>Item:</u>	<u>AC#:</u>	<u>Board Approval:</u>
Newspaper Clipping with song "It's a long, long way to Tipperary"	FIC2009.48.2123	3-17-2021

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