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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810-7769

DAVID ST. HILAIRE
DIRECTOR OF FINANCE

(203) 797-4652
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MEMORANDUM

TO: Mayor Mark D. Boughton via the City Council

FROM: David W. St. Hilaire, Director of Finance *DST*

DATE: December 21, 2010

CERTIFICATION

SUBJECT: Certification of Funds – Farioly/Learmont Fund

Attached please find a request from the Library Director and Library Board minutes regarding the purchase of ESL materials. I hereby certify the availability of \$2,415.80 to be appropriated for the Learmont account within the Farioly Fund. The status of the fund balance is as follows:

Learmont Account –	
Unappropriated Fund Balance as of 12/21/10	\$2,847.51
Interest Earned (fiscal to date)	131.13
This Request	<u>- 2,415.80</u>
Balance After Appropriation	\$ 562.84

The gift from the estate of Carol Learmont is for supplementing the Danbury Public Library's service program for English learning and literacy for the public.

I respectfully request that this appropriation be placed on the January 2011 agenda for approval by the City Council. Please feel free to contact me should you require any additional information.

DWS/dg
attachments

DANBURY LIBRARY

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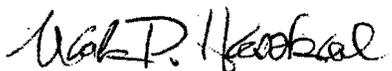
November 15, 2010

David St. Hilaire
Director of Finance
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

Re: Submission of Learmont Requests to City Council

David, attached are four Purchase Requisitions totaling \$2,415.80 that I would ask you to submit to the City Council at their December, 2010 meeting for approval. These Purchase Requisitions are for ESL materials that we would like to purchase with the money available from the Learmont fund. There is currently \$2,847.51 available in the Unappropriated Learmont Fund Balance. The Purchase Requests being submitted for approval are as follows:

- . Barron's Education Series – ESL Books - \$400.00
 - . Delta Systems – ESL Books - \$700.00
 - . Lexicon BiLingual Resources – ESL Books - \$990.00
 - . Zenaric, Inc. – ESL course includes DVDs, CDs & 2 books - \$325.80
- Total: \$2,415.80



Mark P. Hasskarl
Director, Danbury Library

/attachment

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THE DANBURY PUBLIC LIBRARY**CITY BOARD OF DIRECTORS****REGULAR MEETING – December 16, 2010**

President Ned Moore called the meeting to order at 4:00PM.

PRESENT: Ned Moore, President, Joan Damia, Gary Falkenthal, Robert Feinson, John Hoffer, Robert Mosley, Randolph Summ, Douglas VanClief, Mark Hasskarl, Director, Tanya Castiglione, FRIENDS.

1. Minutes – November 18, 2010

***Motion made by Mr. Mosley to approve the minutes of the November 18, 2010 meeting. It was seconded by Mr. Falkenthal and approved unanimously.**

2. Financial Report – Mark Hasskarl

Financial Reports: Mr. Hasskarl presented the Board with the report for November. Expenses for November included the purchase of the newest hard copy of the World Book, memberships to various organizations, children's programs and mileage reimbursement to staff. There was nothing out of the ordinary on the Farioly and Learmont reports.

***Motion made by Mr. Summ to approve the financial report as presented. It was seconded by Mr. Mosley and approved unanimously.**

Learmont Fund Request: Mr. Hasskarl presented the Board with a request to spend \$2,415.80 from the Learmont Funds on ESL materials.

***Motion made by Mr. VanClief to approve the request to spend \$2,415.80 from the Learmont Funds. It was seconded by Mr. Feinson and approved unanimously.**

2011-2012 Budget: Mr. Hasskarl reported that he and Assistant Director Michele Capozzella have reviewed the department budgets with each department manager and have met several times to finalize the 2011-2012 library budget request. The total budget request minus staff costs is only \$1,600 higher than this current year's budget.

Investment Information: Mr. Hasskarl reported that the Finance Department has consolidated investment funds. A small amount of money has been left in each bank so that in the event a bank wins the next investment bid, another account does not have to set up.

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Purchase of New Book Drops: Mr. Hasskarl reported that Michele Capozzella has gotten quotes from both Gaylord and Brodart for new book drops. Both quotes are just slightly over \$11,000.00 for two new book drops and include 2 carts for each drop. Mr. Hasskarl asked the Board to approve the purchase of two new book drops along with 4 carts, with the money to be expended from Office Equipment.

***Motion made by Mr. Summ to approve the purchase of two new book drops and 4 carts using money from the Office Equipment line item. It was seconded by Mr. Mosley and approved unanimously.**

3. FRIENDS OF THE DANBURY LIBRARY – Tanya Castiglione

Ms. Castiglione reported that there was no FRIENDS meeting held in December and the next scheduled meeting will be Monday, January 10, 2011. A mini Holiday book sale was held on December 11, 2010 and raised approximately \$322.00. The FRIENDS have received 100 membership renewals to-date. A plaque to honor the founding members of the FRIENDS has been completed, and Ms. Castiglione will work with Mr. Hasskarl to have the plaque hung in the library. Ms. Joan Damia was thanked for her part as a founding member of the FRIENDS. In January the FRIENDS will be reviewing their guidelines.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl pointed out that there were two sets of statistics given out in December. The monthly year-to-date as well as a 5-year comparison was given to all Board members. Mr. Hasskarl remarked that one of the reasons for some of the negative percentages in statistics has been the reduction in staff and the elimination of certain types of materials such as VHS tapes. Mr. Falkenthal questioned why the library does not use filters on the public computers, and Mr. Hasskarl informed the board that there are many imperfections in filters that block legitimate sites and therefore the library staff and security continuously monitor computer use to ensure that inappropriate sites are not being accessed.

Programs & Services:

Book Drops: Mr. Hasskarl reports that the book drops are now located on the plaza, by the Bank Street Library entrance, and on the Union Savings Bank drive-through lane located off Bank Street.

Library website redesign: A preliminary version of the newly redesigned website homepage was distributed for the Board's review, and Mr. Hasskarl reported that work continues on the redesign.