

From: [Murtha, Helene](#)
To: [Gardiner, Linda](#); [Fisher, Jan](#)
Cc: [Mayer, Robert](#)
Subject: RE: BOF follow up
Date: Monday, March 25, 2019 1:27:44 PM

- 1. Total cost of Library repairs from the flood** – Emmet Hibson (in his Risk Management Role) to provide information
- 2. Number of Library Cardholders (Patrons) active during the FY18** – As reported at BOF meeting, 40% of residents hold library cards. The amount of actively used cards (past year) to borrow physical materials is a bit less – 34% .
- 3. FY19 and FY20 budget amounts for DVD and Videogames**

	2019	2020
Games	1500	1200
DVD	35000	30000

- 4. Foot traffic on Sundays at Fairfield Woods** – Average of 60 people/hour @ Woods on Sunday.

Average door count by day of the week

	MAIN		WOODS	
	Average	Avg per hour	Average	Avg per hour
Monday	1006	84	676	61
Tuesday	1048	87	655	60
Wednesday	895	75	625	57
Thursday	1015	85	646	59
Friday	769	96	510	64
Saturday	860	107	464	58
Sunday	366	92	242	60

5. Maintenance plan for Fairfield Woods

- *Joe Michelangelo & James Ryan, DPW are overseeing the Woods elevator project – construction may begin at the end of the summer.
- *I am working with Joe Michelangelo, DPW and he in turn is working with the Building Department to actively explore updating restrooms on the main floor of Woods.
- *In pre- planning stage - I have begun speaking with firms that handle Library Design to develop a proposal for a long term space improvement plan for Woods. This was timed purposefully to coincide with the hiring of a Woods Branch Manager (vacated by Nancy Coriaty).

6. Schedule of Part-time Library Employees – acceptable - thanks

From: Gardiner, Linda
Sent: Friday, March 22, 2019 10:26 AM
To: Murtha, Helene ; Fisher, Jan
Cc: Mayer, Robert
Subject: FW: BOF follow up

Hi Helene,

A few more follow-up items from the BOF meeting that Sheila captured:
[Foot traffic on Sundays at Fairfield Woods](#)

Maintenance plan for Fairfield woods

WE are looking to send out responses beginning of next week.

Thanks.

Linda

From: Gardiner, Linda
Sent: Thursday, March 21, 2019 2:19 PM
To: Murtha, Helene
Subject: RE: BOF follow up
Thank you. I will follow up with Pat Egan.

From: Murtha, Helene
Sent: Thursday, March 21, 2019 1:56 PM
To: Gardiner, Linda
Cc: Mayer, Robert
Subject: RE: BOF follow up
Thanks Linda, I'm on it. I do not have the total cost of Library Repairs from the flood – That information is probably with Risk Management Pat Egan
Helene

From: Gardiner, Linda <LGardiner@fairfieldct.org>
Sent: Thursday, March 21, 2019 9:56 AM
To: Murtha, Helene <hmurtha@FPLCT.ORG>
Cc: Mayer, Robert <RMayer@fairfieldct.org>
Subject: BOF follow up
Importance: High

Hi Helene,

In response to last evening's BOF meeting, please provide me with the following:

1. Total cost of Library repairs from the flood
2. Number of Library Cardholders (Patrons) active during the FY18
3. FY19 and FY20 budget amounts for DVD and Videogames

Attached is the **Schedule of Part-time Library Employees** that was used to develop the Library Part-time budget.

Please review. If this Schedule is acceptable, I will provide it in response to the BOF request for Part-time information.

I look forward to your assistance with this request.

Best,

Linda