

**TOWN OF FAIRFIELD
LIBRARY BOARD OF TRUSTEES
NOTICE OF PUBLIC MEETING**

**Fairfield Public Library – Board of Trustees
November 4, 2024.**

**Main Library & Virtual Via Zoom
1080 Old Post Rd, Fairfield, CT 06824
Meeting is scheduled to begin at: 7:00 pm**

Members of the Public: To View or Listen by Phone:
<https://us02web.zoom.us/j/84306847784>
Meeting ID: 843 0684 7784
+16469313860,,84306847784# US or +19292056099,,84306847784# US (New York)

Please Note:

✓ If you call to listen, you will not be heard by the committee members and there will be no live public comment until called for by the Chair during the meeting. The public is encouraged to send their comments by 3 pm on the day of the meeting to the following email: publiccomment@fplct.org.

AGENDA:

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes (packet)
 - A. October Meeting

Recommended Motion: “I so move that the Library Board of Trustees approves the meeting minutes from the September meeting.”

- V. Chairman’s Report
- VI. Library Updates
 - A. Operations Report (packet)
 - B. Annual Report
- VII. Policy Review: Photography, Recording, and Filming Policy
- VIII. Committee/Liaison Reports
 - A. Fundraising Committee
 - B. Building Committee
 - C. Friends of the Library update
- IX. Treasurer’s Report (packet)
- X. Reconciliations and Check Registry (packet)

Recommended Motion: “I so move that the Library Board of Trustees approves the October reconciliations and Check Registry.”

XI. Old Business

- A. Purchasing Policy (memo)
- B. Policy Map (memo & packet)

Recommended Motion: "I so move that the Library Board of Trustees approves a one-year subscription to Policy Map."

- C. Strategic Plan (memo & packet)

Recommended Motion: "I so move that the Library Board of Trustees approves hiring Maureen Sullivan to facilitate a strategic plan update."

- D. PRIVACY AND CONFIDENTIALITY of LIBRARY RECORDS Policy (memo)

XII. New Business

- A. Town Charter Revisions (memo & packet)
- B. Annual Report (memo & packet)

Recommended Motion: "I so move that the Library Board of Trustees approves the state annual report."

XIII. Adjournment

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: October 7, 2024 7:00 pm
AT: Fairfield Public Library, Rotary Room, Fairfield CT 06824
and Virtual (due to the COVID-19 pandemic)
Recording: <https://www.youtube.com/watch?v=jlC9J5YswEQ>

Present:

Trustees: Mr. Andrew Minea, Ms. Erin Harrigan, Ms. May Bayer, Ms. Stefanie Borsari, Mr. John Capasso

Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian, Ms. Nancy Sweeney, Branch Manager, Ex-Officio - Mr. David Kanter, Town Treasurer

Absent: Mr. Peter Willner,

Members of the Public: Lori Kostopoulos, Mike Foley

1. Call to Order

Meeting was called to order by Mr. Minea at 7:03 pm.

2. Roll Call

3. Public Comment

No public comment.

4. Approval of Minutes

The minutes of the September 9, 2024 meeting were reviewed. Ms. Borsari made a motion to approve the minutes as amended. Ms. Harrigan seconded. Motion passed.

5. Chairman's Report

Mr. Minea reported that he continues to receive positive feedback from the community.

6. Library Updates

A. Operations Report – Mr. Jarzombek reported that the all eight adult book clubs returned during September, both in and out of the buildings with over 100 participants. The National Voter Registration Day with the League of Women Voters was a success and 19 people were registered to vote. The STEAM programming by Children's Services became a family endeavor. Teens are returning to the downUnder room at Woods and the Teen council is back in session and ready to provide assistance to staff on future programming.

The Fox mascot's name was announced at the Food Truck Festival and with 2,600 votes his name is Scout. Tommy Silk's author event on October 28th for his book Hidden Landmakrs of NY, is the most popular on line event. The library received 180 new library card applications during the Library Card sign up month.

Ms. Fisher reported that Board Game Nights for adults is back and will be held on the first Monday of each month at Woods Branch. Jillian Celentano will be at Main Library on October 10th to present a program on misinformation and the transgender community.

B. Children’s Summer Reading – Tamara Lyhne, Head of Children’s Services

Ms. Lyhne made a presentation to the board on the 2024 Summer Reading programs. Summer Reading is fun and engaging for children and promotes the growth mindset. Research shows the number of books read in the summer relates to a child’s proficiency in reading. There were 2,052 children enrolled in the summer reading challenge which is a 6% increase from the previous year. There was an increase in participation among all age groups in 2024. There were 826 who completed the challenge which is a 20% increase from the previous year. Program attendance was up 14% and 1,200 DIY kits were taken from the library during the summer. The numbers this summer were record breaking and shows the library is a key destination in town for families.

7. Policy Review – Privacy and Confidentiality of Library Records

This policy was adopted in December 2023 and is part of the annual review of policies. Mr. Minea asked that the Trustees review the policy prior to the next meeting.

8. Committee/Liaison Reports

A. Fundraising: No report.

B. Building Committee: No report.

C. Friends of the Library: Mr. Mike Foley will be the next President of the Friends of the Library. He and his wife, Jennifer Butler, have been Fairfield residents for over 30 years and they wanted to give back to the town by getting involved with the Friends. The Food Truck Festival was a success, but the numbers are trending down. Ideas are in the works for increasing attendance for next year. Discussion ensued.

September was busy for the Friends as their events included: the Annual Meeting with the author event; the Jennifer Butler Fashion Show and the event at Elicit Brewery. Mr. Foley welcomes ideas for fundraisers and ideas to increase the attendance at the Food Truck Festival.

D. Website Redesign

Mr. Jarzombek reported that the new website will be launched on Wednesday, October 9, 2024.

9. Treasurer's Report

Ms. Harrigan reported that there has been little change since last month. She was in contact with Mercer and an additional account will be opened for the bequest from Margaret Simko. Ms. Harrigan made a motion to add the decision to open a Van Guard – Mercer account to track this donation to new business. Mr. Minea seconded. Motion passed.

10. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account for October 2024 was reviewed. Ms. Fisher noted that an additional Intrepid pass was purchased so now both locations have it.

Ms. Harrigan made a motion to approve the October reconciliations and check registry report. Ms. Borsari seconded. Motion passed.

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11. Old Business

A. Gift Acceptance

Mr. Jarzombek reported that both he and Ms. Fisher have been approached about gifts for the library. Mr. Minea asked that the Fundraising committee review the policy and provide feedback. Discussion ensued.

12. New Business

A. Purchasing Policy

Mr. Jarzombek will draft a purchasing policy that sets thresholds for money spent before approvals. .

B. Strategic Plan

Mr. Jarzombek will contact Maureen Sullivan, who did the original Strategic Plan, to help with updating it. He will ask her to provide a scope of work and costs associated.

C. Policy Map

Policy Map is a software that takes aggregated data and combines it with date input by the Library and then provides a physical map of how to locate individuals. Discussion ensued.

D. Margaret (Meg) Lerchen Fund

Meg Lerchen was a children's librarian and the family trust would like to donate \$30,000 of Coca Cola stock to the library to be used for improvements to the Children's Room in her name. Discussion ensued.

E. 2025 Proposed Meeting Schedule

Ms. Harrigan made a motion to approve the 2025 Proposed Meeting Schedule. Mr. Capasso seconded. Motion passed.

F. Barbara Simko Bequest

Ms. Harrigan made a motion to create a new account at Van Guard specifically for this bequest. Ms. Borsari seconded. Motion passed.

13. Adjournment

Ms. Harrigan made a motion to adjourn at 8:22 p.m. Mr. Capasso seconded. Motion passed.

Respectfully submitted,

Lori Kostopoulos for

Ms. May Bayer, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:

November 4, 2024 at 7:00 p.m.

Webex & In Person

Main Library

October 2024 Operations Report

Executive Summary



October was an action-packed month. We held another successful program on the main floor with a local author and social media star. At Woods, we brought back board game night for adults. A group of wonderful volunteers has reinvigorated our tech assistance sessions. The second floor of the library became a Candy Land board. We hosted multiple story times in and out of our building. Teens watched a Halloween classic and solved a mystery.

Operationally, things went smoothly. We have some new little friends we hope to get rid of soon. Staff caught a thief, and we overcame a few plumbing issues thanks to DPW. The administration worked diligently on a new proposal for our integrated library system and assisted the town's comptroller on an internal audit.

Adult Services

The library hosted another "Program on the Main Floor" with local author Tommy Silk. His viral social media account, Landmarks of NY, blossomed into a book deal, and attendance was at capacity for this incredible program. "Board Game Night for Adults" restarted with some new faces (Woods). Mark Schenker's "Song Lyrics as Poetry" series ended with the lyrics of Bob Dylan, which was incredibly popular (Main). Local author Andy Piascik led a great discussion on themes of the history of grassroots movements in Connecticut, mainly involving unknown activists (Main). A panel discussion on palliative and hospice care was held at Woods Branch, which included physicians, lawyers, and authors for a critical discussion.

We're pleased to announce that, thanks to the mother-daughter volunteers from SASO, additional "Tech Help" for patrons has begun. This is in addition to the staff-led tech help at both branches, providing more support and resources for our patrons. Omnicarge portable chargers are now available at both locations on the Info Desk, making it even more convenient for our tech-savvy patrons.

Children's Services

Children's staff created props for a "Life-Size Candy Land" board game that stretched through the second floor of the main library. Children and adults came in as a team and played the traditional board game with a little catch-- they had to stop on the pink dots and do the actions required there. We ran the program to engage children and families who may have had some downtime due to the school's early release (Main). The department hosted a "Haunt Your House!" program inviting families to decorate a toy house to make it as scary-looking as possible! (Main). "Good Eats Family Book Club" read *The Spice Box* by Meera Sriram together over Zoom. They made Paati's Potato Curry, the recipe highlighted in the book (Woods).

Storytime outreach to childcare facilities has resumed. Staff enjoys the change of pace that comes with presenting storytime outside of the Library, and the children are always excited to have outside visitors. The Library and Friends had tables at "Halloween on the Green," an annual event at the Fairfield



Museum. The Halloween Parade for little ones through the Main Library was once again a success and continues to be a popular holiday-themed program.

Teen Services

Teens enjoyed Halloween snacks while watching the original Beetlejuice movie and even sang along to Day-O! On craft days in the downUNDER, teens created recycled haunted houses and ghost garlands, brewed up some potions, and reimagined famous artworks into spooky Halloween scenes (Woods). In our “Maker Meet-up,” teens created magic wands and used the glow forge to etch custom-created designs into wood (Main).

This year, our annual after-hours “Mystery Night” was transformed into a Murder Mystery Whodunit, with teens

playing the dual roles of suspects and investigators (Main).

The Teen Department hosted our 2nd annual “Sensory Friendly Halloween Party” for adults and teens with developmental or intellectual disabilities and their friends and family. This year members of the Warde and Ludlowe High School Best Buddies groups, participants in the Fairfield Community Partnership program (“CPP”), and the Library’s Next Chapter Book Club joined to celebrate Halloween with games and crafts (Main).

Fairfield Ludlowe Drama Club performed select scenes from their fall production of *Pride and Prejudice* in a packed Memorial Room (Main). Teen computers continue to be in demand on weekends and after school. On half-days, the Main library’s teen room is packed with overflow into the common Library areas.

Technology and Circulation

The IT department is pleased to have completed the final steps of the migration. The lingering issue was we needed ProQuest and SirsiDynix to install a script on the server so we can run a report to output our holdings to ProQuest/Syndetics Unbound for catalog enhancements and to the state library to include our holdings in the state’s online catalog (FindIT). Now that the report was installed, I can set it up to actually send our holdings. I need to open a case with ProQuest to find out some of the specific criteria necessary for the report including how often they want to receive holdings updates from us.

Our “Ghosted” Halloween display featuring books with “ghost” in the title, horror DVDs, and a little ghost reading a book has been popular with patrons with close to 100 checkouts (Woods).

Marketing and Digital Services

Some of our most popular social media posts were our Haunted Houses, photos of the staff doing the Fairfield Pink Pledge and Candyland. Candyland was also our most viewed calendar entry. The website saw a bump in visits, about 3 times more after the new site launched. We are still getting a reasonable open rate for our newsletter.

In Marketing, 350 of our October print newsletters were distributed by the Circulation desks at Main and Woods. A press release announcing the Friends' "Big Fall Book Sale" was circulated to our media outlets and picked up by the Fairfield *Patch*.

Facilities

Nine work orders were placed at the Main Library, with two remaining open. Many of them are plumbing-related. Four work orders were placed for Fairfield Woods, and two remain open. The majority were bathroom and parking lot-related. Woods is installing a baby changing table station in the downstairs public bathroom and an ADA emergency call system in the staff bathroom upstairs, which also serves as our handicapped bathroom. The branch library is also working on directional signs in our parking lot, perhaps replacing the ones currently there with reflective paint and adding a "Do Not Enter" sign for the end of the driveway so one is visible on both sides.

Parking continues to be a challenge for patrons and, in turn, staff at Main. Mice have become an issue in the Children's workroom, which is a concern as we begin allowing food in the vestibule for winter (Main). Staff have also requested that the Children's room be cleaned regularly—staff is on a rotation to wipe the tables down (Main).

Incidents

Seven incident reports were filed in October, one at Woods and six at Main. In two of the incidents, police were called or contacted. In one of the two instances, the patron was caught stealing library material. The library has asked for charges to be pressed, and the individual will be banned for a year. In the other, a threatening note was left on a patron's car. In separate incidents, patrons were also warned about losing library privileges. One was for misuse of library study rooms, another for regularly moving library furniture, and another for arguing with an accompanying patron.

Staffing and Human Resources

We continued to have part-time staff out for vacation, time off, and illness, which created numerous schedule changes (Woods). Philip Bahr and Mary Coe hired two new part-time Adult Services Associates. Staff continues to be concerned about the transition to the new payroll system.

Stats at a Glance:

Last month, Library visits grew by 3.9%; a significant portion of this growth was at Fairfield Woods (+9.4%) compared to Main (+.6%). Woods saw 1,000 more visitors last month than the year before, a trend we have been seeing all year.

Town Librarian

The Town Librarian has been asked to join the Town's Safer Streets committee to assist the municipality in crafting an awareness campaign about pedestrian and vehicle safety. The Board President, Friends President, and Town Librarian participated in a town proclamation reading by the first selectman. The Town Librarian attended the New England Library Association Conference in Portland, Maine. Sessions attended included Documenting Personnel Issues for Better Results, Toxic: Current Events, Political Trauma & Social Media, Implicit Bias, and Quiet Leadership. The administrative staff has been incredibly busy with the town's payroll transition. The RFP for an integrated library system has been completed, and we are waiting for the purchase to post it. The Library's request to reallocate 35,184.33 dollars from AARPA has passed the Board of Selectmen and now needs to go to the Board of Finance.

Relevant External Meetings/Events- Town: Safer Streets 10/2, CARES: Leadership Meeting (10/7), FLAG (10/9), Town: BOS Meeting (10/23), 10/24 Town: Safer Streets (10/24), SHU (10/31)

Relevant Training- New England Library Association Conference (10/21-22), CCM: Change Management (10/29), CCM: Retire with Confidence (10/29), The Hive (10/30)

Outreach- Halloween on the Green (10/27)

Looking Ahead – Upcoming Highlights

OBOT – The book has been chosen and the author is booked. **Please save the date – March 5, 2025 for our Author Visit at the SHU Theater.**

For Adult Services in November, Woods Branch Library is hosting a program in conjunction with Sustainable Fairfield with a panel discussing the pro/cons of gas and electric leaf blowers. Local tech guru Gary Webster will be back at Woods doing a presentation on Canva. Cigar-box purse craft program will be happening at Main. Author Juliet Grames will be joining Woods Book Club for the discussion of her novel, *The Lost Boy of Santa Chionia*. A local history talk, *Playing in Fairfield and Bridgeport*, in partnership with the Fairfield Museum, will highlight the museum's new toys exhibit.

The Teen Department is looking forward to fun food programs in November, including making pickles and pumpkin cheesecake at Fairfield Woods. At Main, they look forward to makers experimenting with vinyl cutting and our crafty club sculpting 3-dimensional figurines.

Children's will conduct Coding classes for 3rd- 5th graders and will welcome author Alan Katz to the Main Library on Saturday, November 9. On November 20 at Woods, grades K-5 will learn about automation and make a thaumatrope, an optical illusion toy, to take home!

Administration is hosting a Volunteer Appreciation Luncheon on Thursday, November 7 at noon to recognize and thank our dedicated volunteers for their service to the Library.

The Friends of the Library will be holding the Big Fall Book Sale from Friday, Nov 15- Sunday, Nov 17. The current show in the Kershner Gallery, *The Dark of Light*, is open until November 30.

	#	Question	Answer FY2024	FY2023	FY2022
US	1.1	TOWN	Fairfield	Fairfield	Fairfield
US	1.2	LIBRARY	Fairfield Public Library	Fairfield Public Library	Fairfield Public Library
US	1.3	STREET ADDRESS	1080 Old Post Road	1080 Old Post Road	1080 Old Post Road
US	1.4	MAIL ADDRESS	1080 Old Post Road	1080 Old Post Road	1080 Old Post Road
US	1.5	TOWN	Fairfield	Fairfield	Fairfield
US	1.6	ZIP CODE	6,824	6,824	6,824
US	1.7	Telephone number	(203) 256-3155	(203) 256-3155	(203) 256-3155
CT	1.8	Director's First Name	Scott	Scott	Scott
CT	1.9	Director's Last Name	Jarzombek	Jarzombek	Jarzombek
CT	1.1	Director's E-MAIL for communicating with the Connecticut State Library staff	sjarzombek@fplct.org	sjarzombek@fplct.org	sjarzombek@fplct.org
CT	1.11	FOR NON-PRINCIPAL PUBLIC LIBRARIES ONLY, if you have an identifiable population in your town which y			
US	1.12	Square feet of main library	57,000	57,000	57,000
US	1.13	Branch Libraries	1	1	1
CT	1.14	Date of Latest Major Construction (Main Library)	2,005	2,005	2,005
CT	1.15	Do you think your library might apply for construction grants for physical expansion, significant co	Yes	Yes	Yes
CT	1.16	Is Building Wheelchair Accessible?	Wholly	Wholly	Wholly
CT	1.17	Does your library have at least one wheelchair accessible rest room?	Yes	Yes	Yes
CT	1.18	Public Meeting Room?	Yes	Yes	Yes
CT	1.19	Meeting Room's Legal Seating Capacity	125	125	125
US	1.2	Library Municipal or Association?	Municipal	Municipal	Municipal
CT	1.21	Library Board?	Yes	Yes	Yes
CT	1.22	Elected (Municipal or Assoc), Appointed, Both, Neither	Appointed	Appointed	Appointed
CT	1.23	Advisory or Governing Board?	Advisory	Advisory	Advisory
CT	1.24	Friends of the Library	Yes	Yes	Yes
US	1.25	Total Book Mobiles	-	-	-
US	1.26	Does the library meet the Federal Definition of a Public Library?	Yes	Yes	Yes
US	1.27	Is the library a member of Connecticut Library Consortium?	Yes	Yes	Yes
F	1.28	Integrated Library System	SirsiDynix Symphony	SirsiDynix Symphony	SirsiDynix Symphony
CT	1.29	Provide the name of your current Library Board Chair(s).	Andrew Minea	Andrew Minea	Andrew Minea
CT	1.3	# of Non-Library Meetings Held in Library	52	53	21

CT	1.31	Library website	https://fairfieldpubliclibrary.org	https://fairfieldpubliclibrary.org	https://fairfieldpubliclibrary.org
CT	1.32		See note		I believe the Library's expansion of study rooms was something to be proud of. We have gone from having 5 to 10 Study Rooms at the Main Library. The staff and Board of Trustees designed and built new spaces, including technology and support for how those spaces could be used—taking a traditional service and modernizing it to fit public demand. The staff did a fantastic job identifying a pre-pandemic need that would grow as we opened. Additionally, the staff has marketed the rooms to the community in a way that resonates with students and the growing work-from-home and entrepreneurial community members looking for co-working spaces.
Jan Fisher 10/01/2024		Tell us something your library did in FY{{ThisYear}} that you're proud of. You can also send us photo Notes	In FY 2024, the Fairfield Library rose to the occasion when an author's visit to the local school district was canceled due to the gender and sexuality of some of the characters in his Book. Within a week, staff planned a packed program featuring local author Chad Sell, with much praise coming from the local community. Our 2023 Summer Reading participants voted to select a mascot for the Library. Then, the fox, who won by an overwhelming majority of votes, was featured on a newly branded library card just in time for Library Card sign-up month. The library also launched automatic renewals in April 2024, moving towards a fine-free model. Another highlight is two successful Book Clubs at bars.		

US	2.1	Total Annual Service Hours (Main Library Only)	2,907	2,956	2,690
US	2.2	Weeks Open	52	52	52
CT	2.3	Open Sunday?	Yes	Yes	No
US	2.4	Hours Open in a Typical Week (Main Library)	61	61	56
US	2.5	Total Library Visits	355,734	321,727	221,386
CT	2.5a	Count Using People Counter?	Yes	Yes	Yes
US	2.5b	Actual Count or Estimate Based on Sample?	Annual Count	Annual Count	Annual Count
US	2.6	Total Registered Resident Borrowers	22,909	22,275	26,222
CT	2.7	Library Card Expire Date	3 Years	3 Years	3 Years
CT	2.8	digital content accessible	Yes		
US	2.9	# Internet Computers for the Public	70	37	31
		# Internet Computers for the Public Change Reason	35 laptops now used		
CT	2.1	CIPA Compliant	No	No	No
CT	2.11	Fastest Internet Connection	Cen	Cen	Cen
CT	2.12	Internet Connection Speed	CEN	cen	cen
US	2.13	Public Internet Computers Sessions	17,850	19,175	13,276
CT	2.13a	Usual Computer Session Length	over an hour	over an hour	over an hour
US	2.13b	Annual Count or Estimate Based on Sample?	Annual Count	ct	ct
US	2.14	Number of Wifi Sessions	133,637	166,892	96,115
US	2.14a	Annual Count or Estimate Based on Sample?	Annual Count	ct	ct
US	2.15	Total Reference Transactions	52,117	67,486	50,144
		Total Reference Transactions Change Reason	fewer counted		
US	2.15a	Annual Count or Estimate Based on Sample?	Annual Count	ct	ct
CT	2.15b	Number of one on one tech consultations	1,544	1,413	
CT	2.16	Childrens Programs for Ages 0 to 2	Yes	Yes	Yes
CT	2.17	Children's Programs for Ages 3 to 5	Yes	Yes	Yes
CT	2.18	Children's Programs for Ages 6 to 11	Yes	Yes	Yes
F	2.19a	# In-Person Onsite Children's Programs ages 0-5	473	409	294
F	2.19b	# In-Person Offsite Children's Programs ages 0-5	67	48	51
F	2.19c	# Live Virtual Children's Programs ages 0-5	-	-	50
US	2.19d	Total # Synchronous Children's Programs ages 0-5	540	457	395
F	2.19e	# Prerecorded Children's Programs ages 0-5	-	-	-
F	2.20a	In-Person Onsite Children's (ages 0-5) Attendance	15,618	12,486	5,410
		In-Person Onsite Children's (ages 0-5) Attendance Change Reason	more attended		
F	2.20b	In-Person Offsite Children's (ages 0-5) Attendance	7,185	4,292	1,421
		In-Person Offsite Children's (ages 0-5) Attendance Change Reason	more attended		
F	2.20c	Live Virtual Children's (ages 0-5) Attendance	-	-	474
US	2.20d	Total Attendance at Synchronous Children's (ages 0-5) Progr	22,803	16,778	7,305
F	2.20e	Views of Prerecorded Children's (ages 0-5) Programs	-	-	-

F	2.21a	# In-Person Onsite Children's Programs ages 6-11	245	183	120
F	2.21b	# In-Person Offsite Children's Programs ages 6-11	59	20	30
F	2.21c	# Live Virtual Children's Programs ages 6-11	9	12	44
		# Live Virtual Children's Programs ages 6-11 Change Reason	more in person, less virtual		
US	2.21d	Total # Synchronous Children's Programs ages 6-11	313	215	194
F	2.21e	# Prerecorded Children's Programs ages 6-11	47	30	49
F	2.22a	In-Person Onsite Children's (ages 6-11) Attendance	3,962	3,362	1,597
F	2.22b	In-Person Offsite Children's (ages 6-11) Attendance	6,444	4,094	4,845
		In-Person Offsite Children's (ages 6-11) Attendance Change Reason	more people attended		
F	2.22c	Live Virtual Children's (ages 6-11) Attendance	367	217	1,262
		Live Virtual Children's (ages 6-11) Attendance Change Reason	more people		
US	2.22d	Total Attendance at Synchronous Children's (ages 6-11) Prog	10,773	7,673	7,704
F	2.22e	Views of Prerecorded Children's (ages 6-11) Programs	3,888	34,665	1,254
		Views of Prerecorded Children's (ages 6-11) Programs Change Reason	last year one of the pre-rec programs went viral		
F	2.23a	# In-Person Onsite Teen/YA Programs	341	318	272
F	2.23b	# In-Person Offsite Teen/YA Programs	15	17	16
F	2.23c	# Live Virtual Teen/YA Programs	-	1	23
US	2.23d	Total # Synchronous Teen/YA Programs	356	336	311
F	2.23e	# Prerecorded Teen/YA Programs	12	2	-
		# Prerecorded Teen/YA Programs Change Reason	more programs were done		
F	2.24a	In-Person Onsite Teen/YA Attendance	5,793	4,178	3,681
		In-Person Onsite Teen/YA Attendance Change Reason	greater attendance		
F	2.24b	In-Person Offsite Teen/YA Attendance	754	827	730
F	2.24c	Live Virtual Teen/YA Attendance	-	65	218
		Live Virtual Teen/YA Attendance Change Reason	more in person, less virtual		
US	2.24d	Total Attendance at Synchronous Teen/YA Programs	6,547	5,070	4,629
F	2.24e	Views of Prerecorded Teen/YA Programs	3,364	630	253
		Views of Prerecorded Teen/YA Programs Change Reason	"We are awesome" SJ		
F	2.25a	# In-Person Onsite Adult Programs	394	454	213
F	2.25b	# In-Person Offsite Adult Programs	39	34	7
F	2.25c	# Live Virtual Adult Programs	77	93	118
US	2.25d	Total # Synchronous Adult Programs	510	581	338
F	2.25e	# Prerecorded Adult Programs	1	1	2
F	2.26a	In-Person Onsite Adult Attendance	7,248	6,940	3,481
F	2.26b	In-Person Offsite Adult Attendance	1,271	1,188	106

F	2.26c	Live Virtual Adult Attendance	471	625	2,352
		Live Virtual Adult Attendance Change Reason	fewer virtual participants		
US	2.26d	Total Attendance at Synchronous Adult Programs	8,990	8,753	5,939
F	2.26e	Views of Prerecorded Adult Programs	241	442	282
		Views of Prerecorded Adult Programs Change Reason	fewer viewers		
F	2.27a	# In-Person Onsite Other Programs	13	31	19
F	2.27b	# In-Person Offsite Other Programs	2	7	3
F	2.27c	# Live Virtual Other Programs	-	-	15
US	2.27d	Total # Synchronous Other Programs	15	38	37
F	2.27e	# Prerecorded Other Programs	-	-	1
F	2.28a	In-Person Onsite Other Attendance	550	602	737
F	2.28b	In-Person Offsite Other Attendance	490	3,012	402
		In-Person Offsite Other Attendance Change Reason	Halloween on the Green, a major family event, was not held due to rain.		
F	2.28c	Live Virtual Other Attendance	-	-	466
US	2.28d	Total Attendance at Synchronous Other Programs	1,040	3,614	1,605
F	2.28e	Views of Prerecorded Other Programs	-	-	552
US	2.29a	Total # In-Person Onsite Programs	1,466	1,395	918
US	2.29b	Total # In-Person Offsite Programs	182	126	107
US	2.29c	Total # Live Virtual Programs	86	106	250
US	2.29d	Total # Synchronous Programs	1,734	1,627	1,275
US	2.29e	Total # Prerecorded Programs	60	33	52
US	2.30a	Total # In-Person Onsite Attendance	33,171	27,568	14,906
US	2.30b	Total # In-Person Offsite Attendance	16,144	13,413	7,504
US	2.30c	Total # Live Virtual Attendance	838	907	4,772
US	2.30d	Total # Synchronous Attendance	50,153	41,888	27,182
US	2.30e	Total # Prerecorded Views	7,493	35,737	2,341
CT	2.31	sensory friendly	Yes		
F	2.32	Children's Program Expenditures	23,283	17,253	24,612
		Children's Program Expenditures Change Reason	more funds available		
F	2.33	All Other Program Expenditures	48,309	40,371	41,270
CT	2.34	Library Also Has Program Expenditures Paid by Friends, etc.	Yes	Yes	Yes
CT	2.35a	# Self-Directed Activities Children 0-5	-	-	-
CT	2.35b	# Self-Directed Activities Children 6-11	17	10	3
CT	2.35c	# Self-Directed Activities Teen/YA	24	3	8
		# Self-Directed Activities Teen/YA Change Reason	more self directed activity kits were made		
CT	2.35d	# Self-Directed Activities Adults	-	2	9
		# Self-Directed Activities Adults Change Reason	none		
CT	2.35e	# Self-Directed Activities General	-	2	3

CT	2.35f	Total # Self-Directed Activities		41	17	23
CT	2.36a	# Participants in Activities Children 0-5		-	-	-
CT	2.36b	# Participants in Activities Children 6-11		1,508	1,994	52
		# Participants in Activities Children 6-11 Change Reason	fewer participants			
CT	2.36c	# Participants in Activities Teen/YA		760	240	9
		# Participants in Activities Teen/YA Change Reason	More activities provided			
CT	2.36d	# Participants in Activities Adults		-	10	41
		# Participants in Activities Adults Change Reason	no activities			
CT	2.36e	# Participants in Activities General		-	205	16
		# Participants in Activities General Change Reason	no activities			
CT	2.36f	Total # Participants in Activities		2,268	2,449	118
CT	2.37	did you run a summer library program for 0-5	Yes		Yes	
CT	2.38	did you run a summer library program for 6-11	Yes		Yes	
CT	2.39	did you run a summer library program for 12-18	Yes		Yes	
CT	2.4	did you run a summer library program for adults	Yes		Yes	
CT	2.41	did you run a summer library program for families	Yes		Yes	
CT	2.42	did you partner with schools on your summer planning	Yes		Yes	
CT	2.43	did you partner with other local institutions on summer planning	Yes		Yes	
CT	2.44	did you use the iRead resource guide?	No		No	

CT	3	Collection Development Policy	Yes		
CT	3.1	CDP Revision in fiscal year	No		
F	3.2	Adult Print Books		116,248	119,478
F	3.3	YA Print Books		9,230	9,560
F	3.4	Children's Print Books		74,153	76,719
US	3.5	Physical Audio Held		9,487	8,866
US	3.6	Physical Video Held		21,339	21,462
US	3.7	Other Non-Print Items		855	825
US	3.8	Total Print Books Held		199,631	205,757
US	3.9	Total Non-Print Phys. Items Held		31,681	31,153
US	3.1	Total Physical Collection		231,312	236,910
CT	3.11	Foreign Language Collection For Children	N/A	N/A	N/A
CT	3.11a	Chinese	No	No	No
CT	3.11b	French	No	No	No
CT	3.11c	German	No	No	No
CT	3.11d	Italian	No	No	No
CT	3.11e	Japanese	No	No	No
CT	3.11f	Korean	No	No	No
CT	3.11g	Polish	No	No	No
CT	3.11h	Portuguese	No	No	No
CT	3.11i	Russian	No	No	No
CT	3.11j	Spanish	No	Yes	Yes
		Spanish Change Reason	not substantial		
CT	3.11k	Hindi	No	No	No
CT	3.11l	Other	no	no	no
US	3.13	e-books - library	Yes		
CT	3.12	braille and large print	Yes		
US	3.14	e-books consortium	No		
US	3.15	e-books state library	Yes		
US	3.16	e-serials - library	Yes		
US	3.17	e-serials - consortium	No		
US	3.18	e-serials - state library	Yes		
US	3.19	e-audio - library	Yes		
US	3.2	e-audio - consortium	No		
US	3.21	e-audio - state library	Yes		
US	3.22	e-video - library	Yes		
US	3.23	e-video - consortium	No		
US	3.24	e-video -state library	No		
US	3.25	research databases - library	Yes		
US	3.26	research databases - consortium	Yes		
US	3.27	research databases - state library	Yes		
US	3.28	online learning - library	Yes		
US	3.29	online learning - consortium	Yes		
US	3.3	online learning - state library	Yes		

US	3.31	State's researchIT CT (iCONN) databases	38	38	38
US	3.32	Local, Consortia, and all other databases and electronic services	32	28	24
US	3.33	Databases	70	66	62
US	4	Automatic Renewals	Yes	No	No
		Automatic Renewals Change Reason	Began auto-renewals mid April 2024		
F	4.1	ADULT	163,590	163,882	150,084
F	4.2	YA	19,674	20,287	18,588
F	4.3	JUVENILE	252,539	253,859	213,649
F	4.4	OTHER	-	-	-
F	4.5	Physical Book Circulation	435,803	438,028	382,321
F	4.6	ADULT	6,560	7,657	7,250
F	4.7	YA	12	9	13
		YA Change Reason	3 more items went out than previous year		
F	4.8	JUVENILE	2,398	1,824	2,103
		JUVENILE Change Reason	more children's items circulated		
F	4.9	OTHER	-	-	-
F	4.1	TOTAL AUDIO CIRCULATION	8,970	9,490	9,366
F	4.11	ADULT	25,442	23,089	24,300
F	4.12	YA	204	213	407
F	4.13	JUVENILE	6,576	5,890	5,233
F	4.14	OTHER	-	-	-
F	4.15	TOTAL VIDEO CIRCULATION	32,222	29,192	29,940
F	4.16	ADULT	10,445	4,196	1,809
		ADULT Change Reason	more circ plus magazine now included here		
F	4.17	YA	50	-	-
		YA Change Reason	magazines		
F	4.18	JUVENILE	2,041	1,440	1,263
		JUVENILE Change Reason	magazines included		
F	4.19	OTHER	-	-	-
US	4.2	Circulation of All Other Physical Items	12,536	5,636	3,072
F	4.21	TOTAL ADULT CIRCULATION	206,037	198,824	183,443
F	4.22	TOTAL YA CIRCULATION	19,940	20,509	19,008
US	4.23	TOTAL JUVENILE CIRCULATION	263,554	263,013	222,248
F	4.24	OTHER CIRCULATION	-	-	-
US	4.25	Total Physical Items Circulation	489,531	482,346	424,699
F	4.26	e-book circulation adult	53,838		
F	4.27	ebook circulation YA	4,332		
F	4.28	ebook circulation juvenile	14,708		
F	4.29	ebook circulation other	-		
US	4.3	total ebooks circulation	72,878	77,272	66,612

F	4.31	e-serials circulation adult	2,498		
F	4.32	e-serials circulation YA	-		
F	4.33	e-serials circulation juvenile	-		
F	4.34	e-serials other	21,462		
	4.35	e-serials total circulation	23,960	-	-
F	4.36	ADULT_eaudio	43,989	35,607	28,950
		ADULT_eaudio Change Reason	audio circ keeps increasing		
F	4.37	YA_eaudio	2,768	1,814	1,440
		YA_eaudio Change Reason	more used		
F	4.38	JUVENILE_eaudio	4,550	4,487	3,440
F	4.39	OTHER_eaudio (including any items where age level is not known)	48,434	32,024	31,920
		OTHER_eaudio (including any items where age level is not known) Change Reason	more music streaming		
US	4.4	Audio Downloads (Counted with Audio Circulation)	99,741	73,932	65,750
F	4.41	ADULT_evideo	9,547	8,709	2,587
F	4.42	YA_evideo	-	-	-
F	4.43	JUVENILE_evideo	370	224	196
		JUVENILE_evideo Change Reason	more views		
F	4.44	OTHER_evideo (including any items where age level is not known)	-	-	4,818
US	4.45	Video Downloads (Counted with Video Circulation)	9,917	8,933	7,601
F	4.46a	Palace checkouts of CSL owned ebooks, all ages	53	70	-
F	4.46b	Palace checkouts of CSL owned audiobooks, all ages	52	60	
US	4.47	Total E-Media Circulation	206,601	160,267	139,963
F	4.47b	In the total reflected in the above (4.41) figure, how many of these items are downloads that DO NOT	4,202	4,401	6,111
F	4.48	Total Adult Circulation, All Formats	315,909	300,627	258,274
F	4.49	Total YA Circulation, All Formats	27,040	26,146	23,621
US	4.5	Total Children's Circulation, All Formats	283,182	283,648	236,869
F	4.51	Other Circulation (Age Not Specified)	70,001	32,192	45,898
CT	4.52	Total Book Circulation	508,734	515,370	448,933
CT	4.53	Total Audio Circulation	108,763	83,482	75,116
CT	4.54	Total Video Circulation	42,139	38,125	37,541
CT	4.55	Total Circulation	696,132	642,613	564,662
US	4.56	Total ILLs Borrowed	289	277	-
US	4.57	Total ILLs Loaned	878	741	-
CT	4.58	Does your library have a program to deliver library materials to the homebound?	Yes		

CT	5.1	Volunteer Hours In Typical Week		58	70	62
F	5.2	Hours in Full-Time Work Week		35	35	35
CT	5.3	Do you have at least one M.L.S./M.L.I.S.-degreed librarian working 30 hours or more per week provide	Yes		Yes	Yes
CT	5.3a	If you answered "no" to question 5.3, do you have at least one M.L.S./M.L.I.S.- degreed librarian working				
CT	5.4	Do you have at least one M.L.S./M.L.I.S.-degreed librarian working 30 hours or more per week provide	Yes		Yes	Yes
CT	5.4a	If you answered "no" to question 5.3, do you have at least one M.L.S./M.L.I.S.- degreed librarian working				
F	5.5	Staff hours doing professional library work during a typical week. Include M.L.S./M.L.I.S.-degreed librarians		686	636	628
US	5.5a	Total Prof FTEs Based On 40 Hours		17	16	16
F	5.5b	For 5.5 (staff doing professional library work), how many of these hours represent work by M.L.S./M.L.I.S.?		686	636	628
US	5.6	Total MLS FTEs Based On 40 Hours		17	16	16
F	5.7	All other Paid Staff hours (all staff hours not counted in 5.5 above). Add together all f/t and p/t		800	787	793
US	5.7a	TOTAL FOR ALL OTHER FULL-TIME EQUIVALENT EMPLOYEES, BASED ON 40 HOURS/WEEK (5.7 divided by 40)		20	20	20
US	5.8	Total FTE Employees Based on 40 Hours		37	36	36
CT	5.9	Entry Level MLS Salary		66,881	\$35.85/hr	\$33.37/hr
CT	5.1	Approx. Number of Full-Time Staff		27	27	27
CT	5.10a	Approx Number of Part-Time Staff		50	50	46
CT	5.11	Director's Salary or Range		80	\$78.02/hr	\$76.92/hr
CT	5.11a	Hours Per Week		35	35	35
CT	5.12	Assistant Director's Salary or Range		72	\$70.25/hr	\$70.25/hr
CT	5.12a	Hours Per Week		35	35	35
CT	5.13	Children's Librarian's Salary or Range	38.68 - 70.25		\$35.85 - \$55.15/hr	\$33.37-50.26/hr
CT	5.13a	Hours Per Week		35	35	35
CT	5.14	Reference / Adult Services Librarian's Salary or Range	38.68 - 70.25		\$35.85-\$55.15/hr	\$33.37-50.26/hr
CT	5.14a	Hours Per Week		35	35	35
CT	5.15	Library Technical Asst Salary or Range		34	\$33.96-\$39.82/hr	\$28.26-37.06/hr
CT	5.15a	Hours Per Week		35	35	35
CT	5.16	Library Clerk/Assist. Salary or Range	29.36-36.67		28.64-35.64	\$26.66-33.17/hr
CT	5.16a	Hours Per Week		35	35	35

CT	5.17	Staff Labor Union?	Yes	yes	yes
CT	5.18	Cont. Ed Reimbursement Full Time	Yes	Yes	Yes
CT	5.19	Cont. Ed Reimbursement Part Time	Yes	yes	yes
CT	5.2	Medical Insurance Full Time	Yes	Yes	Yes
CT	5.20a	Medical Insurance Part Time	No	No	No
CT	5.20b	Medical Insurance Co-Paid By Employee	Yes	Yes	Yes
CT	5.21	Dental Insurance Full Time	Yes	Yes	Yes
CT	5.21a	Dental Insurance Part Time	No	-	-
CT	5.21b	Dental Insurance Co-Paid By Employee	Yes	yes	yes
CT	5.22	Life Insurance Full Time	Yes	Yes	Yes
CT	5.22a	Life Insurance Part Time	No	No	No
CT	5.22b	Life Insurance Co-Paid By Employee	No	-	-
CT	5.23	Disability Insurance Full Time	Yes	-	-
CT	5.23a	Disability Insurance Part Time	No	No	No
CT	5.23b	Disability Insurance Co-Paid By Employee	No	No	No
CT	5.24	Retirement Plan Full Time	Yes	Yes	Yes
CT	5.24a	Retirement Plan Part Time	No	-	-
CT	5.24b	Retirement Plan Co-Paid By Employee	Yes	yes	yes
CT	5.25	Sick Leave Full Time	Yes	Yes	Yes
CT	5.25a	Sick Leave Part Time	Yes	yes	yes
CT	5.25b	Sick Leave Maximum Days Per Year	20	20	20
CT	5.25c	Some Sick Leave Rolls Over	Yes	yes	yes
CT	5.26	Vacation Leave Full Time	Yes	Yes	Yes
CT	5.26a	Vacation Leave Part Time	No	-	-
CT	5.26b	Vacation Leave Max.Days Per Year	25	25	25
CT	5.26c	Some Vacation Leave Rolls Over	Yes	Yes	Yes
US	6.1	Online Card Registration	Yes	Yes	Yes
US	6.2	Outside/ Curbside Service	No	Yes	Yes
		Outside/ Curbside Service Change Reason	No longer requested		
CT	6.2a	# Outdoor/ Curbside Appointments		-	-
CT	6.2b	# Outdoor/ Curbside Patrons		-	-
US	6.3	Provide WiFi internet access to users outside of the buildi	Yes	Yes	Yes
CT	6.4	EDI Plan	No	No	No
CT	6.5	assistive technology for the blind low vision	Yes		
CT	6.6	assistive technology for the deaf or hard of hearing	No		
CT	6.7	Library Lends Computers For Home	No	No	No
CT	6.8	Library Lends Hotspots For Home	No	No	No
US	6.9	Charge overdue fines to print materials	Yes	Yes	Yes
CT	6.1	Pay per-day fine for a book	0		
CT	6.11	Pay per-day fine for a DVD	1		
CT	6.12	SJEDIA training	No		

F	7.1	Municipal appropriation received FY{{ThisYear}}	3,988,379	3,899,355	3,800,394
F	7.2	If any of the funds were returned to the Municipality, provide that amount here	114,969	85,859	102,979
		If any of the funds were returned to the Municipality, provide that amount here Change Reason	most of this was salary for vacant positions		
F	7.3	Municipal appropriation for FY{{ThisYear}}	3,873,410	3,813,496	3,697,415
F	7.4	Appropriation received from nearby town to provide library services. Griswold (Slater), Salem, and W	-		
US	7.5	Library's Municipal Appropriation for this year	3,873,410	3,813,496	3,697,415
F	7.6	Income From Fees and Charges	57,251		
F	7.7	Fees and Charges Returned To Town	57,251	60,386	44,235
F	7.8	Income Kept From Fees and Charges	-	(60,386)	(44,235)
CT	7.9	Does your library charge library patrons fees for resident borrowers cards (not including lost card	No	No	No
CT	8.1	Source	N/A	no	N/A
F	8.2	Income From Contract Services	-	-	-
F	8.3	LSTA grant	-	-	-
F	8.4	All other federal sources	-	-	22,834
CT	8.5	Identify these sources	n/a		ARPA
US	8.6	Income From Federal Funds	-	-	22,834
CT	8.7	Connecticard grant	17,949	13,994	8,840
F	8.8	All state sources besides borrowIT	1,442	-	-
		All state sources besides borrowIT Change Reason	State grant		
CT	8.9	Identify these sources	State Aid grant	n/a	N/A
US	8.1	Income From State Funds	19,391	13,994	8,840
F	8.11	Income From Gifts & Fund Raising	86,886	45,119	85,341
		Income From Gifts & Fund Raising Change Reason	people died and left money		
F	8.12	Income From Endowment/ Investments	107,530	114,950	218,350
F	8.13	Income from All Other Sources	-	-	-
US	8.14	TOTAL INCOME ALL OTHER SOURCES - includes Fees and Contract Services	194,416	99,683	259,456
F	8.15	Non-Gov't Income Added to Endowment	-	-	-
US	8.16	Total Operating Income	4,087,217	3,927,173	3,988,545
US	8.17	Total from Local Government	27,455	54,910	-
		Total from Local Government Change Reason	Automatic door replacement at Main Library		
US	8.18	Total from State Government (include Construction Grants here)	-	-	-
US	8.19	Total from Federal Government	-	-	-
US	8.2	Total from Other Sources	-	149,595	119,790
		Total from Other Sources Change Reason	No other capital projects this year		
US	8.21	Income for Capital Expenditures	27,455	204,505	119,790
US	8.22	Total Library Income	4,114,672	4,131,678	4,108,335

US	9.1	Wages and Salaries Paid	2,828,888	2,930,040	2,837,171
US	9.2	Employee Benefits Paid	-	-	
US	9.3	TOTAL STAFF SALARIES, WAGES AND EMPLOYEE BENEFITS	2,828,888	2,930,040	2,837,171
US	9.4	Expenditure on Physical Print Materials	232,177	227,042	217,872
US	9.5	Expenditure on Electronic Materials	305,205	301,699	269,425
US	9.6	All Other Materials Expenditure (include physical audio & video like DVDs and CDs, other non-print i	47,713	55,994	58,300
US	9.7	Total Collection Expenditures	585,095	584,735	545,597
CT	9.8	Expenditure on Children's Materials	92,418	97,883	89,599
CT	9.9	Expenditure on YA Materials	24,300	24,459	24,144
F	9.1	ILS, Hardware, Software, Telecommun	149,300	139,617	206,195
F	9.11	Library Programs	71,592	57,624	65,882
F	9.12	Staff Continuing Ed. Expenditures Paid	7,210	8,101	4,948
CT	9.13	Does your library allocate funding to access-related ?	Yes		
CT	9.13a	Total amount of access related expenditures	-		
F	9.14	All Other Operating Expenses	179,034	236,828	377,520
		All Other Operating Expenses Change Reason	FY23 included a large furniture replacement project, FY24 includes a smaller amount of furniture purchase		
US	9.15	Total Operating Expenditures that aren't Salaries, Benefits, Materials	407,136	442,170	654,545
US	9.16	Total Operating Expenditures	3,821,119	3,956,945	4,037,313
US	9.17	Capital Expenditures	27,455	177,050	119,790
		Capital Expenditures Change Reason	automatic door replacement		
CT	9.18	Off-Budget Expenditures By Friends Groups, Etc.	23,479		
CT	9.19	Total Library Expenses	3,872,053	4,133,995	4,157,103
CT	9.2	Town Spends Additional Amount Not Reported Here?	No	No	No
CT	9.21	Town Spends Additional Amount Not Reported Here?	Yes	Yes	Yes
CT	9.22	Town Spends Additional Amount Not Reported Here?	No	No	No
CT	9.23	Town Spends Additional Amount Not Reported Here?	Yes	Yes	Yes
CT	9.24	Town Or Friends Spend Amt. Not Reported Here?	No	No	No
CT	9.25	Town Spends Additional Amount Not Reported Here?	No	No	No
CT	9.26	Town Spends Additional Amount Not Reported Here?	Yes	yes	yes

	10.1	Name	Jan Fisher	Jan Fisher	Jan Fisher
	10.2	Title	Deputy Town Librarian	Deputy Town Librarian	Deputy Town Librarian
	10.3	Date	10/01/2024 11:15 am	45,229	44,864
	10.4	Email address	jfisher@fplct.org	jfisher@fplct.org	jfisher@fplct.org
	10.5	Do you hereby certify that the Library Director has seen this report in its entirety and has confirm	Yes	Yes	Yes
	2.1a	Annual Public Service Hours for a Branch Library or Bookmobile (see help note for more information o	-	-	-
	2.2a	Total Number of Weeks the Branch or Bookmobile was open (count all weeks the bookmobile was open for	-	-	-
Branch 1					
	1.2a	Name of Branch	Fairfield Woods Public Library	Fairfield Woods Public Library	Fairfield Woods Public Library
	1.12a	Sq Ft of branch	19,000	19,000	19,000
	2.1a	Total ANNUAL PUBLIC SERVICE HOURS (Note: Minor variations in scheduled public service hours need not	2,952	2,952	2,668
	2.2a	Total Number of Weeks the Branch was open (count all weeks the library was open for at least two day	52	52	52

Photography, Recording, and Filming Policy

Policy Statement

The Fairfield Public Library strives to make its facilities welcoming and safe for all. Members of the community should use library services without fearing that their identity, location, time of use, or resource choices be published. Photography, filming or audio recording (hereinafter, “Record” or “Recording”), as described below, is permitted to the extent that it does not violate library patrons' privacy, disrupt library operations, and is consistent with the library's code of conduct.

Interior Recording by Patrons and Visitors

Casual amateur Recording by patrons and visitors wanting a memento of their visit is permitted in library facilities if it captures the image of the person Recording or of people who have provided express permission to be Recorded as long as it does not disrupt library operations or violate any library policy. Equipment that is disruptive to library operations, such as lighting or tripods, is not permitted without express authorization by the Town Librarian or their designee.

Interior Recording by a Third Party

The Town Librarian or their designee has the sole discretion to grant or deny permission to Record the interior of library buildings and setting the conditions under which the Recording may take place. Requests for permission to Record must generally be made in writing at least 48 hours prior. The library may terminate any authorized session that is deemed, in its sole discretion, to disrupt library operations or violate any library policy.

Exterior Recording by Patrons and Visitors

Recording of the exterior of library buildings does not require permission if it does not impede the ingress or egress of visitors and staff or violate any library policy.

Recording by Library Staff or Designee

The Fairfield Public Library reserves the right to utilize Recordings taken by library staff or their designee for future library publications and other publicity. All library patrons consent to using their photos/video/audio at the library or during library events for such purposes. If a patron does not wish to be recorded, the patron must notify the library staff to that effect.

Adopted by the Board of Trustees of the Fairfield Library – January 10, 2022

This policy replaces the Photo Release Policy adopted in April 2018

**PROPOSED BUDGET
FY25**

	Income	Expense	
Transfer from invested Funds	113,296.28		
Board Administrative - Minutes, Staff appreciation, gifts, quickbooks, supplies, ACLB dues & conference		7,000	
Website		30,000	The remaining balance and additional costs for a site redesign.
Professional Development		12,500	
Strategic Plan		20,000	Projected cost of strategic plan revision.
Woods Branch Project		25,796	Projected cost of architecture for branch project.
Facilities/Furniture		15,000	Repair and replacement of library furniture.
Miscellaneous - Volunteer Appreciation		3,000	
OBOT Support	15,000	15,000	
Friends Program Support	30,500	30,500	
Friends Museum Pass gift	12,500	12,500	
Friends Special Gift (2022 Food Truck + Butler)	6,585	6,565	
	177,881	177,861	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
01007010 LIBRARY	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
01007010 51010 REGULAR PAYROLL	1,697,892	0	1,697,892	401,597.12	1,149,700.17	146,594.71	91.4%	
01007010 51030 PART-TIME PAYROL	326,890	0	326,890	79,421.06	.00	247,468.94	24.3%	
01007010 51050 OVERTIME EARNING	0	0	0	626.63	.00	-626.63	100.0%	
01007010 51110 PAY DIFFERENTIAL	48,342	0	48,342	5,890.00	.00	42,452.00	12.2%	
01007010 51160 LONGEVITY BONUS	7,800	0	7,800	.00	.00	7,800.00	.0%	
01007010 51180 FRINGE-DEF COMP	1,000	0	1,000	.00	.00	1,000.00	.0%	
01007010 52200 SOCIAL SECURITY	134,360	0	134,360	31,538.20	.00	102,821.80	23.5%	
01007010 53200 40100 FEES AND PR	20,000	0	20,000	1,972.19	4,249.32	13,778.49	31.1%	
01007010 53200 40200 FEES AND PR	155,000	11,400	166,400	108,230.74	.00	58,169.26	65.0%	
01007010 53200 40300 FEES AND PR	10,000	0	10,000	1,015.35	340.00	8,644.65	13.6%	
01007010 53310 RENTAL AND STORA	5,500	0	5,500	.00	.00	5,500.00	.0%	
01007010 54110 UTILITIES - WATE	5,700	0	5,700	1,867.52	3,132.48	700.00	87.7%	
01007010 54150 MOTOR VEHICLE FU	1,340	0	1,340	.00	.00	1,340.00	.0%	
01007010 54310 MAINT/REPAIR EQU	14,000	0	14,000	462.04	770.04	12,767.92	8.8%	
01007010 54320 MAINT/REPAIR OF	25,260	2,505	27,765	.00	3,505.00	24,260.00	12.6%	
01007010 54370 MATERIALS FOR MA	1,100	0	1,100	.00	.00	1,100.00	.0%	
01007010 55300 COMMUNICATIONS	3,000	0	3,000	210.34	1,589.66	1,200.00	60.0%	
01007010 56100 PRINTING BINDING	23,000	0	23,000	6,267.25	585.62	16,147.13	29.8%	
01007010 56110 OFFICE SUPPLIES	26,000	0	26,000	2,149.04	11,307.67	12,543.29	51.8%	
01007010 56130 CLEANING AND JAN	10,000	0	10,000	2,128.99	973.45	6,897.56	31.0%	
01007010 56150 POSTAGE	975	0	975	36.51	.00	938.49	3.7%	
01007010 56180 LIBRARY MATERIAL	470,000	0	470,000	59,565.34	92,463.00	317,971.66	32.3%	
01007010 58100 EDUCATIONAL AND	2,800	0	2,800	862.75	1,040.00	897.25	68.0%	
01007010 58120 TRAVEL AND MEETI	3,500	0	3,500	.00	.00	3,500.00	.0%	
TOTAL LIBRARY	2,993,459	13,905	3,007,364	703,841.07	1,269,656.41	1,033,866.52	65.6%	
TOTAL EXPENSES	2,993,459	13,905	3,007,364	703,841.07	1,269,656.41	1,033,866.52		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	2,993,459	13,905	3,007,364	703,841.07	1,269,656.41	1,033,866.52	65.6%

** END OF REPORT - Generated by JANET FISHER **

YEAR-TO-DATE BUDGET REPORT

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
01007011 LIBRARY - FAIRFIELD WOODS BRAN			APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
01007011	51010	REGULAR PAYROLL	682,986	0	682,986	191,891.20	556,231.24	-65,136.44	109.5%
01007011	51030	PART-TIME PAYROL	178,741	0	178,741	57,503.33	.00	121,237.67	32.2%
01007011	51110	PAY DIFFERENTIAL	18,262	0	18,262	2,842.02	.00	15,419.98	15.6%
01007011	51160	LONGEVITY BONUS	1,400	0	1,400	.00	.00	1,400.00	.0%
01007011	52200	SOCIAL SECURITY	55,192	0	55,192	15,238.10	.00	39,953.90	27.6%
01007011	53200	40100 FEES AND PR	10,000	0	10,000	509.77	2,940.23	6,550.00	34.5%
01007011	53200	40300 FEES AND PR	2,000	0	2,000	.00	.00	2,000.00	.0%
01007011	53310	RENTAL AND STORA	2,000	0	2,000	.00	.00	2,000.00	.0%
01007011	54110	UTILITIES - WATE	1,625	0	1,625	288.51	1,336.49	.00	100.0%
01007011	54310	MAINT/REPAIR EQU	2,622	0	2,622	.00	234.00	2,388.00	8.9%
01007011	54320	MAINT/REPAIR OF	13,470	0	13,470	750.53	.00	12,719.47	5.6%
01007011	54370	MATERIALS FOR MA	400	0	400	77.31	172.69	150.00	62.5%
01007011	55300	COMMUNICATIONS	1,700	0	1,700	.00	.00	1,700.00	.0%
01007011	56100	PRINTING, BINDIN	3,000	0	3,000	2,747.86	1,252.14	-1,000.00	133.3%
01007011	56110	OFFICE SUPPLIES	6,000	0	6,000	773.84	2,943.52	2,282.64	62.0%
01007011	56130	CLEANING AND JAN	5,000	0	5,000	405.73	2,354.15	2,240.12	55.2%
01007011	56180	LIBRARY MATERIAL	130,000	0	130,000	1,815.79	30,721.21	97,463.00	25.0%
TOTAL LIBRARY - FAIRFIELD WOODS BRAN			1,114,398	0	1,114,398	274,843.99	598,185.67	241,368.34	78.3%
TOTAL EXPENSES			1,114,398	0	1,114,398	274,843.99	598,185.67	241,368.34	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,114,398	0	1,114,398	274,843.99	598,185.67	241,368.34	78.3%

** END OF REPORT - Generated by JANET FISHER **

Checks for Approval
Library Board of Trustees Meeting
November 4, 2024

Date	Transaction type	Name	Memo/Description	Amount	Account
11/04/2024	Check	BonnaH Co Fiber Arts	Craft program 11-2-24	\$ 300.00	Friends gifts
11/05/2024	Check	Mark Edinberg	Nov 1 piano music	\$ 150.00	Friends gifts
11/05/2024	Check	Lori Kostopoulos	Nov 4 Board Meeting minutes	\$ 150.00	General
11/05/2024	Check	Alan Katz	Children's program 11-9-24	\$ 200.00	Shannehan Fund
11/05/2024	Check	Jennifer Butler	Nov Sew Studio	\$ 100.00	Friends gifts
11/05/2024	Check	Stirling Brandworks	Inv # 20127645 Website	\$ 1,900.00	Website Upgrade
11/05/2024	Check	Tamara Lyhne	Children's program supplies - Candyland, Haunt your House, American Girl	\$ 82.36	Friends gifts
11/05/2024	Check	Martika Santiago	Children's supplies - Dirt & Worm program	\$ 37.05	Friends gifts
11/05/2024	Check	Stirling Brandworks	Inv 20127588 VIP Website support	\$ 8,000.00	Website Upgrade
11/05/2024	Check	MBA Design & Display Products Corp.	Gallery improvement: movable walls	\$ 12,234.00	General
11/07/2024	Check	Michele Jacobson	Storyteller for Volunteer Lunch 11/7/24	\$ 150.00	Main Library - Unrestricted
11/20/2024	Check	Carol Danhauser	Memoir writing program -11/20/24	\$ 150.00	Friends gifts
11/20/2024	Check	Vanessa Fasanella	November craft Program	\$ 250.00	Friends gifts
11/21/2024	Check	Ann Wright	Dec. Jobs programs	\$ 475.00	Friends gifts
				\$ 24,178.41	

Fairfield Public Library Revolving Fund

002A First County Checking Account, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/01/2024

Reconciled by: Jan Fisher

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	24,290.59
Checks and payments cleared (19).....	-11,442.32
Deposits and other credits cleared (4).....	24,871.91
Statement ending balance.....	<u>37,720.18</u>

Uncleared transactions as of 10/31/2024.....	-2,784.96
Register balance as of 10/31/2024.....	34,935.22
Cleared transactions after 10/31/2024.....	0.00
Uncleared transactions after 10/31/2024.....	-24,178.41
Register balance as of 11/01/2024.....	10,756.81

Details

Checks and payments cleared (19)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/06/2024	Check	1845	Guggenheim Museum	-500.00
09/06/2024	Check	1846	New York Historical Society	-160.00
09/10/2024	Check	1852	Martika Santiago	-25.30
09/16/2024	Check	1858	Ann Wright	-475.00
09/25/2024	Check	1861	Jennifer Butler	-100.00
10/08/2024	Check	1866	Mark Edinberg	-150.00
10/08/2024	Check	1872	Lori Kostopoulos	-150.00
10/08/2024	Check	1871	Peter Stack	-600.00
10/08/2024	Check	1862	Brooklyn Botanic Garden	-150.00
10/08/2024	Check	1863	Intrepid Sea, Air and Space M...	-1,000.00
10/08/2024	Check	1864	New Britain Museum of Ameri...	-125.00
10/08/2024	Check	1865	Victoria Sherrow	-125.00
10/08/2024	Check	1869	Tamara Lyhne	-16.17
10/08/2024	Check	1868	Down-to-Earth Finance, LLC	-375.00
10/10/2024	Check	1873	After-Mouse.com	-6,585.00
10/16/2024	Check	1876	Mark Edinberg	-150.00
10/21/2024	Check	1874	Ann Wright	-475.00
10/21/2024	Expense		Amazon.com	-209.86
10/30/2024	Expense		Amazon.com	-70.99

Total -11,442.32

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/02/2024	Deposit			12,540.00
10/09/2024	Deposit		amazon	2.28
10/16/2024	Deposit		Friends of Fairfield Public Libr...	12,218.63
10/31/2024	Deposit		Fairfield Woods Branch	111.00

Total 24,871.91

Additional Information

Uncleared checks and payments as of 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/20/2024	Check	1838	Jessica Stevens	-9.78
09/17/2024	Expense		Fairfield university Book Store	-63.81

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2024	Check		Shore Line Trolley Museum	-200.00
09/30/2024	Check		Stepping Stones Museum	-600.00
09/30/2024	Check		Naismith Memorial Basketball ...	-100.00
09/30/2024	Check		Florence Griswold Museum	-400.00
10/08/2024	Check	1870	Stefanie Bergstrom	-71.54
10/08/2024	Check	1867	Martika Santiago	-39.83
10/08/2024	Check	1875	Mark Schenker	-1,200.00
10/30/2024	Check		Jennifer Butler	-100.00
Total				-2,784.96

Uncleared deposits and other credits as of 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2024	Check	1748	Mark Edinberg	0.00
06/11/2024	Check	1809	Leslie Hagel	0.00
Total				0.00

Uncleared checks and payments after 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/04/2024	Check		BonnaH Co Fiber Arts	-300.00
11/05/2024	Check		Jennifer Butler	-100.00
11/05/2024	Check		Alan Katz	-200.00
11/05/2024	Check		Stirling Brandworks	-1,900.00
11/05/2024	Check		Tamara Lyhne	-82.36
11/05/2024	Check		Martika Santiago	-37.05
11/05/2024	Check		Stirling Brandworks	-8,000.00
11/05/2024	Check		MBA Design & Display Produc...	-12,234.00
11/05/2024	Check		Mark Edinberg	-150.00
11/05/2024	Check		Lori Kostopoulos	-150.00
11/07/2024	Check		Michele Jacobson	-150.00
11/20/2024	Check		Carol Danhauser	-150.00
11/20/2024	Check		Vanessa Fasanella	-250.00
11/21/2024	Check		Ann Wright	-475.00
Total				-24,178.41

Fairfield Public Library Revolving Fund

002B 1st County Bank Money Market, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/01/2024

Reconciled by: Jan Fisher

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	505,879.27
Interest earned	81.27
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>505,960.54</u>

Register balance as of 10/31/2024 505,960.54



Memo

To: Fairfield Public Library Trustees

From: Library Administration

Memo: November Agenda Items

Old Business

Purchasing Policy (XI. A.)

The administration asks that we be given another month to draft a purchasing policy for the board. We still feel such a policy is necessary.

Policy Map (XI. B.)

Policy Map curates, normalizes and makes understandable data, including information provided by the Library. They access this data via an interactive mapping and analytics platform. This database would examine local demographics and market penetration. The tool would be used during our strategic planning process. Attached is the quote for \$4,300 for a one-year subscription.

Strategic Plan (XI. C.)

The administration requests permission to retain Maureen Sullivan, who did the original plan, to help with the updating. She is excellent at working with us, and since we will not be creating a new strategy, it would be advantageous for us to continue working with her. While the full scope of the work is not yet determined, we would like her to facilitate public and internal surveys and focus groups at the start of the new year. Attached is a quote. The estimated cost is \$10-\$15,000.

PRIVACY AND CONFIDENTIALITY of LIBRARY RECORDS Policy (XI. D.)

The administration is requesting no changes.

New Business

Town Charter Revisions (XII. A.)

The Town Charter revisions requested by the Library last year are attached. The administration requests that trustees review these revisions and that the Executive Committee and board meet about any changes that may need to be made. The town has already established a committee, and it may be prudent to reach out as the work begins.

Annual Report (XII. B.)

The board must approve the annual report as presented during the Operations Report.

Standard Subscriber Agreement Order Form

Effective Date: November 15, 2024

Premium Subscriber

Subscriber	<u>Fairfield Public Library</u>
Type of organization	<u>Public Library</u>
Postal Address	<u>611 Old Post Road</u>
Street Address	<u></u>
City/State/Province	<u>Fairfield, CT</u>
Zip/Postal Code	<u>06824</u>
Country	<u>USA</u>

Primary Contact for Subscriber

Name	<u>Scott Jarzombek</u>	Address	<u></u>
Title	<u>Town Librarian</u>	City	<u></u>
Telephone	<u>203-256-3158</u>	State/Province	<u></u>
Fax	<u></u>	Zip/Postal Code	<u></u>
Email	<u>sjarzombek@fplct.org</u>	Country	<u></u>

Billing Contact (if different)

Name	<u></u>	Address	<u></u>
Title	<u></u>	City	<u></u>
Telephone	<u></u>	State/Province	<u></u>
Fax	<u></u>	Zip/Postal Code	<u></u>
Email	<u></u>	Country	<u></u>

Subscription

Subscription Type	<u>Standard Access + Data Services</u>
Effective Date	<u>November 15, 2024</u>
Start Date	<u>November 15, 2024</u>
Initial Term	<u>One year</u>
Renewal Term(s)	<u>One year each</u>
Fees (USD\$)	<u>See Schedule A</u>
Payment Terms	<u>The License Fee Is due within 45 days of signing. Fees for each Renewal Term will be invoiced 60 days in advance.</u>
	<u>\$4300</u>
Authorized Department(s) or Enterprise	<u></u>

Signatures

The parties execute this Premium Subscriber Agreement, which consists of this Order Form and any other Order Forms signed by the parties, and the Terms and Conditions, as of the Effective Date.

PolicyMap	PolicyMap, Inc.	Premium Subscriber
Signature	<u></u>	Signature
Name	<u>Maggie McCullough</u>	Name
Title	<u>CEO</u>	Title
Date	<u></u>	Date

PolicyMap, Inc.
Standard Subscriber Agreement
Terms and Conditions

This Standard Subscriber Agreement including the attached Schedules hereto (collectively, “Agreement”) is made and entered into as of the Effective Date set forth on the Order Form, by and between PolicyMap, Inc (“PolicyMap”), a Pennsylvania Benefit Corporation, and the individual or entity identified in the Order Form (“Subscriber”). This Agreement and the terms of use (the “Terms of Use”) on PolicyMap’s website and services (collectively, the “Service”) shall govern the terms and conditions of Subscriber’s access to and use of the Service, including the use of the data and other information available on the Service.

1. LICENSE AND PERMITTED USES

- 1.1. The Service includes and provides access to and use of PolicyMap’s data warehouse and mapping tools to provide Subscriber with online access to data, tables, charts, reports and maps, all of which are the proprietary and intellectual properties of PolicyMap and its suppliers. The Service is protected by the terms of this Agreement as well as domestic and foreign contractual and intellectual property laws including but not limited to copyright, trademark, patent, and trade secret laws. Access to and use of the Service shall be governed by the terms of this Agreement and the Terms of Use. In the event of any conflict between this Agreement and the Terms of Use, this Agreement shall control.
- 1.2. Upon both parties signing this Agreement, and subject to PolicyMap receiving payment in full, PolicyMap grants to Subscriber a non-exclusive, non-transferable, non-sublicensable, limited license to access and use the Service for the term of the subscription as identified in the Order Form (unless this Agreement or the Terms of Use are terminated sooner) for Subscriber’s internal business purposes only. In the Order Form, Subscriber will identify each department (“Authorized Department”) or specify that the entire Enterprise is authorized to use PolicyMap. “Authorized Users” are limited to the Authorized Departments or Enterprise, as specified on the Order Form. For the sake of clarity, the users from departments or the Enterprise not specified in the Order Form may not use PolicyMap. Authorized Users are not permitted to share login information. Subscriber is responsible for the actions and omissions of its Authorized Users as if they were the actions and omissions of Subscriber.
- 1.3. Subscriber and its Authorized Users may not do any of the following that PolicyMap specifies as prohibited (each, a “Prohibited Use”), including but not limited to:
 - 1.3.1. Decompile, reverse engineer, disassemble or create derivative works of the Service;
 - 1.3.2. Remove or obscure any proprietary notices including, but not limited to, any and all copyright, trademark and patent designations contained in the Service;
 - 1.3.3. Use the Service for advertising or exploitation
 - 1.3.4. Rental, lease, sell or resell the Service or access to the Service or use of the Service;
 - 1.3.5. Market, sell or make commercial use of the Service other than for Subscriber’s own, direct benefit; or
 - 1.3.6. Systematically collect and use any data or information on or from the Service, including by means of any data spiders, robots, or similar data gathering, mining or extraction methods.
 - 1.3.7. Download data from the Service and redistribute to any authorized person outside the scope of this subscription. Raw, downloaded data cannot be included in reports distributed to any person or entity outside the scope of this subscription, unless stated otherwise.
- 1.4. Should Subscriber choose to purchase data loading or other custom services, those services are listed in Schedule A. Should subscriber have unused hours at the expiration of this agreement, those unused hours will roll over at the time of renewal. If subscriber chooses not to renew, unused hours will expire on the expiration date of this agreement. Data sent to PolicyMap by Subscriber “Subscriber Data” and listed in Schedule A only be made available through Subscriber’s own internal access and will not be redistributed to the public, unless specified otherwise by the Subscriber. PolicyMap will take reasonable steps to treat all Subscriber Data uploaded into PolicyMap on behalf of Subscriber as private and confidential. All right, title and interest in and to the Subscriber Data shall be retained by Subscriber. If Subscriber wishes to change the confidential treatment of Subscriber Data, Subscriber must notify PolicyMap in writing.
- 1.5. All trade names, marks, logos, page headers, custom graphics, button icons and domain names (collectively, “Trademarks”) of each party remain the Trademarks of such party. Each party grants the other party sufficient rights to use the other party’s Trademarks solely to implement this Agreement and advertise the business relationship between the parties. Any and all goodwill generated by use of a Trademark owned by a party shall be for the benefit of that party.

2. SUBSCRIBER'S REPRESENTATIONS AND WARRANTIES

- 2.1. Subscriber represents, warrants and covenants that Subscriber and its Authorized Users will:
 - 2.1.1. use the Service in accordance with this Agreement and the Terms of Use;
 - 2.1.2. at all times comply with all applicable laws, rules and regulations in using the Service;
 - 2.1.3. not knowingly or otherwise introduce to or through the Service any viruses or other items of a destructive nature.
- 2.2. Subscriber represents, warrants and covenants that the Subscriber Data does not violate or infringe the intellectual property rights or other rights of any third party.

3. OBLIGATIONS

- 3.1. PolicyMap will offer reasonable levels of continuing support to assist Subscriber and its Authorized Users in the use of the Service. PolicyMap will provide a help page accessible to all Authorized Users on the the Service. The help page will provide access to materials, which may include a training manual, video tutorials and a help blog, as well as access to PolicyMap's help desk via email or telephone. PolicyMap's sole liability and Subscriber's sole remedy for any breach of PolicyMap's warranties is that PolicyMap will use reasonable efforts to promptly correct any failure of the Service to operate in the manner documented by PolicyMap in the help pages and written documentation created and provided by PolicyMap.
- 3.2. PolicyMap will make available training to Subscriber and its Authorized Users relating to the use of the Service. PolicyMap will provide regular system and project updates to Subscriber as they become available. These notifications will be accessible to Authorized Users within the PolicyMap application.
- 3.3. Subscriber shall use reasonable efforts to limit the Service access to its Authorized Users. If a party learns of any Prohibited Uses, it will notify the other party, and the parties will thereafter cooperate to identify and use reasonable efforts to terminate the Prohibited Use. PolicyMap may suspend access to the Service while diagnosing and trying to resolve any Prohibited Use, in which case, PolicyMap shall use reasonable efforts to contact the Subscriber prior to any suspension of access and, if applicable, to restore access promptly following successful resolution of the matter.
- 3.4. As part of the subscription process, Subscriber (through its Authorized Users) shall maintain a password and a subscriber ID. Subscriber shall provide PolicyMap with certain registration information, all of which must be accurate and updated as appropriate. Subscriber shall be responsible for maintaining the confidentiality of all passwords of Subscriber and its Authorized Users. Subscriber shall immediately notify PolicyMap of any known or suspected breach of security, including loss, theft or unauthorized disclosure of a password.
- 3.5. Subscriber is responsible for all usage or activity with Subscriber's subscription, including, but not limited to, use of Services by any Authorized User. In the event Subscriber wishes to delete or substitute Authorized Users, Subscriber shall notify PolicyMap in accordance with PolicyMap's current process, and PolicyMap will then cancel any deleted ID and password, or substitute one Authorized User for a new one. If necessary, adding Authorized Users beyond the upper limit stated on the Order Form may result in additional fees charged by PolicyMap for the larger number of Authorized Users.
- 3.6. The Service contains Terms of Use that notify Authorized Users of the Permitted Uses and Prohibited Uses. Authorized Users will not be required to click-through the Terms of Use in order to access the Service.
- 3.7. PolicyMap makes reasonable efforts to remain compliant with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. §794d), as amended.
- 3.8. Each party (the "Indemnitor") agrees to indemnify and hold harmless the other party (the "Indemnitee") for any losses, claims, damages, awards, penalties, or injuries incurred by the Indemnitee (including reasonable attorney's fees) that result from a third party's allegations or claims that the Indemnitor infringed the copyright or other intellectual property rights of the third party bringing the claim ("Claim"). The Indemnitee shall promptly notify the Indemnitor in writing of any Claim. The Indemnitor shall have the sole right to defend such Claims at its own expense, while the Indemnitee shall provide, at the Indemnitor's expense, such assistance in investigating and defending such Claims as the Indemnitor may reasonably request. After the Indemnitor accepts the Claim, an Indemnitee may have its counsel assist counsel for the

Indemnitee in an advisory capacity at the Indemnitee's sole cost and expense. This indemnity shall survive the termination of this Agreement.

4. DISCLAIMER OF WARRANTIES AND LIMITATIONS OF LIABILITY

- 4.1 SUBSCRIBER AGREES THAT USE OF THE SERVICE IS AT SUBSCRIBER'S SOLE RISK. THE SERVICE IS PROVIDED ON AN "AS-IS" AND "AS AVAILABLE" BASIS. POLICYMAP IS NOT RESPONSIBLE FOR PRINTING, TYPOGRAPHICAL OR OTHER ERRORS.
- 4.2 NEITHER POLICYMAP NOR ANY OF POLICYMAP'S LICENSORS, SUPPLIERS OR BUSINESS PARTNERS REPRESENT OR WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT DEFECTS, IF ANY, WILL BE CORRECTED; NOR DOES POLICYMAP OR ITS SUPPLIERS OR BUSINESS PARTNERS MAKE ANY REPRESENTATIONS OR WARRANTIES ABOUT THE ACCURACY, RELIABILITY, CURRENCY, QUALITY, PERFORMANCE OR SUITABILITY OF THE SERVICE OR ANY DATA.
- 4.3 EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, TO THE FULLEST EXTENT PERMISSIBLE PURSUANT TO APPLICABLE LAW, POLICYMAP AND EACH OF POLICYMAP'S SUPPLIERS AND BUSINESS PARTNERS DISCLAIM ALL WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.
- 4.4 UNDER NO CIRCUMSTANCES SHALL POLICYMAP OR ANY OF POLICYMAP'S SUPPLIERS, BUSINESS PARTNERS, EMPLOYEES, DIRECTORS, OFFICERS OR AGENTS, BE LIABLE FOR ANY, PUNITIVE, EXEMPLARY, CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES ARISING FROM OR IN CONNECTION WITH THE SERVICE, REGARDLESS OF ANY THEORY OF BREACH OF CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 4.5 In the event that PolicyMap is liable for any damages directly arising in connection with the Service or this Agreement, the aggregate liability of PolicyMap shall not exceed the amounts actually paid to PolicyMap by Subscriber, if any, for the one-year period preceding the first event that gave rise to such damages.
- 4.6 APPLICABLE LAW MAY NOT ALLOW THE LIMITATIONS OF LIABILITY SET FORTH ABOVE, SO THESE LIMITATIONS OF LIABILITY MAY NOT APPLY TO SUBSCRIBER. THE LIMITATIONS OF LIABILITY SET FORTH IN THIS AGREEMENT ARE INDEPENDENT AND SHALL SURVIVE ANY FAILURE OF ANY REMEDY (EXCLUSIVE OR OTHERWISE).

5. TERM, TYPE AND PRICE

- 5.1. The term of Subscriber's subscription and start date are stated on the Order Form (the "Initial Term"); provided that Subscriber's subscription shall not be activated unless and until PolicyMap is in receipt of a fully-executed copy of this Agreement. PolicyMap will provide Subscriber an opportunity to renew the subscription 60 days prior to the expiration of this Agreement at PolicyMap's then-current prices (each, a "Renewal Term") or any previously agreed to price as noted on the Order Form. The Initial Term and any Renewal Terms shall be collectively referred to as the "Term." If Subscriber chooses not to renew its subscription, it must notify PolicyMap within 30 days of the expiration of the Term in order to cancel the subscription. If PolicyMap does not receive notice of cancellation 30 days prior to termination, the subscription will automatically renew for another Renewal Term.
- 5.2. In the event that either party believes that the other party materially has breached any obligations under this Agreement, or if PolicyMap believes that the Subscriber has exceeded the scope of the license granted by this Agreement, the non-breaching party shall notify the breaching party in writing. The breaching party shall have ten (10) calendar days from the receipt of notice to cure the alleged breach and to notify the non-breaching party in writing that cure has been effected. If the breach is not cured within the ten (10) calendar day period, the non-breaching party shall have the right to terminate this Agreement without further notice.
- 5.3. The prices for the Service are listed on each applicable Order Form signed by the parties, and on Schedule A. Unless otherwise set forth on an invoice or an Order Form, all fees are due upon receipt of invoice and shall be paid to PolicyMap, Inc., 109 South 13th Street Suite 3N Philadelphia, PA 19107, Attn: Accounts Payable (or any other address subsequently specified by PolicyMap) within 45 days of the date of the invoice. A late fee of 1.5% will be applied to any invoice not paid within 45 days.

6. GENERAL

- 6.1. Neither party shall assign its rights, duties, or obligations under this Agreement to any person or entity, in whole or in part; provided however that either party may assign no less than all of its rights under this Agreement to a successor

entity as a result of a merger, acquisition or re-organization. Any permitted assignment shall be effective upon receipt of written notice by the non-assigning party.

- 6.2. If any provision of this Agreement is found by any court or other tribunal of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this Agreement, and all provisions not affected by such invalidity shall remain in full force and effect. Either party's failure to exercise or enforce any right or provision of this Agreement will not be deemed to be a waiver of such right or provision.
- 6.3. If the Subscriber maintains its principal office in the United States, then the law of the State in which Subscriber's principal office is located, as well as United States federal law, shall govern this Agreement, without reference to any conflicts of laws principles. If Subscriber maintains its principal office outside the United States of America, then the law of the Commonwealth of Pennsylvania, and the federal law of the United States of America, shall govern this Agreement, without reference to any conflicts of laws principles. The U.N. Convention on Contracts for the International Sales of Goods shall not apply to this Agreement.
- 6.4. Any controversy or claim between the parties or arising out of this Agreement, its performance or breach shall be determined by one arbitrator in binding arbitration administered by the American Arbitration Association pursuant to its Commercial Arbitration Rules. The arbitration hearings will be conducted, and all testimony will be entered, via audio conference and video conference, and there shall be no in-person hearings. The arbitral award will be final and binding on the parties, and may be entered and enforced in any court of competent jurisdiction. However, if Subscriber is an institution of a State in the United States, and if the laws of the State require that any dispute be brought in a court of the State, then any dispute will be brought in a court of competent jurisdiction in that State pursuant to such laws.

Schedule A
Standard Subscription Order Details

Premium Subscription - \$1800 per year / 1-5 Users

Includes:

- Premium data, Healthcare Reports are not included
- Ability to self-service upload up to 5000 address-based datapoints using the spreadsheet data loader.
- Some custom data processing

Additional PolicyMap Data Services: *Price: \$2400*

- Upload of full member dataset to be displayed as points on the map with filtering options ~27k member records. (Assuming complete addresses, we anticipate a 90-95% match rate from PolicyMap's machine geocoder. No manual or hand geocoding by the PolicyMap team is included.)
- Creation summary counts of members at the block group level to display as a map layer

Total: \$4300

**POLICYMAP
PLATFORM AVAILABILITY, SUPPORT AND DATA SECURITY**

“Platform Availability” means the percentage of hours in a calendar month that the Service is available, excluding scheduled maintenance and/or critical maintenance (“Maintenance”). PolicyMap will use reasonable efforts to make the Service available 24 hours per day, 7 days per week, with the exception of Maintenance periods. PolicyMap will provide Subscriber notice of any Maintenance and will use reasonable efforts to limit extended periods of Maintenance to Saturdays and Sundays, between 11 pm and 2 am US Eastern time. Any Service downtime that is explicitly the responsibility of PolicyMap’s hosting provider (initially, Amazon), and is acknowledged by the hosting provider, counts as Maintenance time and not against the reimbursement schedule below.

If PolicyMap fails to meet the Platform Availability standards during any calendar month, then PolicyMap will provide Subscriber a credit as a percentage of that calendar month’s Service Fees (“Credit”) as shown below. Credits may only be applied against subsequent Service fees.

<u>Credits based on Platform Availability</u>	
<u>Platform Availability during a Calendar Month</u>	<u>Credits</u>
99.5% - 100.0%	-0-
96.5% - 99.4%	15% of that calendar month’s Service fee
94.0% - 96.4%	20% of that calendar month’s Service fee
< 94%	50% of that calendar month’s Service fee

Should the Subscriber’s Service fail to comply with PolicyMap’s documentation (independent of any Platform Availability issues pursuant to the above provisions), then Subscriber must promptly contact PolicyMap’s support team by telephone or email to request support services (“Support”), and PolicyMap’s Support team will review the notice, assign a level of response (“Level”), and respond, as follows.

<u>Level</u>	<u>Problem</u>	<u>Support Availability</u>	<u>Response Time</u>	<u>Status Reports</u>
Level One	Basic administrative request or identification of non-material or non-critical errors in the service	9 am-5 pm Monday-Friday*	Acknowledgement of Support request within two business days; ticket added to current application development cycle; resolution in subsequent release.	None.
Level Two	Intermittent Service availability that is minimally disruptive to Service use.	9 am-5 pm Monday-Friday*	Acknowledgement of Support request within 12 hours; PolicyMap will devote resources to resolve issue; resolve ASAP (and if possible no later than 24 hours after acknowledgement).	Upon resolution.
Level Three	Total service unavailability; intermittent service availability that is materially disruptive to service use.	24 hours/day, 7 days/week	Acknowledgement of issue within 1 hour; resolve ASAP (and if possible no later than 12 hours after acknowledgement).	Within 1 hour after initiation of response; upon resolution.
*All times are US Eastern local time, and available days exclude US federal holidays. For Support requested outside of specified hours, requests will be initiated on the next business day.				

Statement on Data Security:

PolicyMap (which includes all Services including site licenses), and all associated data as of the Effective Date are hosted on Amazon’s Web Services infrastructure, at a hosting facility located in Northern Virginia. Our database development group maintains the security of the Service production application and all associated data via firewall facilities provided by the Amazon Web Service. Only ports 80 and 443 are publicly accessible, which is consistent with standard implementation of World Wide Web protocols. The software delivering data from these ports is routinely scanned by Security Metrics for PCI compliance or compliance with similar metrics.

Administrative access to servers hosting the Service at the hosting provider is currently done through the Secure Shell program (also known as SSH) as of the Effective Date, which implements encrypted communication between the administrator and the machine being administered. The SSH server is the only mechanism for data to be uploaded to PolicyMap systems at the hosting provider, and also the only mechanism for direct administration of the hosting provider’s environment. Access to the SSH server’s port on all systems is strictly limited to the IP addresses of the PolicyMap offices in Philadelphia, Baltimore and Los Angeles, and the ability to access and use the SSH server is limited to those personnel having a need for such access. All development personnel are required to sign PolicyMap’s form of nondisclosure agreement.

MAUREEN SULLIVAN ASSOCIATES
201 Fox Hopyard Road
East Haddam, CT 06423
+1-410-279-7277
msull317@aol.com

INVOICE

TO: Scott Jarzombek, Town Librarian, Fairfield Public Library
FROM: Maureen Sullivan
DATE: October 29, 2024
RE: Strategic Planning: Proposed Fee

I believe the work can be done in five or six work sessions. At the start of our engagement, we will develop an initial timetable and project the schedule of my time on site.

My hourly fee is \$500.00. I expect the total cost for my time to be within the range of \$10,000.00 to \$15,000.00.

I look forward to working with you and your colleagues.

Fairfield Public Library

Strategic Plan Update

Maureen Sullivan's Presentation

November 16, 2020

My Background

- Forty years of experience in consulting services to libraries
- Focus on strategic planning, leadership development, human resource planning and development
- Extensive list of clients that includes a number of public libraries
- Human resources administrator at Yale University (1983-1991)
- American Library Association President, 2012-2013
- Advisor to The Aspen Institute's *Rising to the Challenge: Re-Envisioning Public Libraries* (2013-2019)

Recently Completed Projects

- Wallingford (CT) Public Library (2019-2020)
- Springfield (MA) City Library (2019)
- Iowa City (IA) Public Library (2019)
- Cambridge (MA) Public Library (2018-2019)
- Daniel Boone Regional Library System (MO) (2018)
- Ridgefield (CT) Public Library (2018)

Overview of My Approach

- Align library's plan with community goals and aspirations
- Involve key stakeholders as early as possible
- Build upon current strengths and a clear understanding of community needs
- Develop a timetable that moves the work forward and takes account of library and community needs
- Design and manage a process that builds staff and organizational capacity to plan and implement meaningful goals and objectives
- On site visits to facilitate work sessions; available for off site telephone consultation and virtual meetings as needed
- Design the actual process with the client

Engaging Non-Library Users

- Community conversations scheduled outside of the library and held in partnership with community organizations
- Identification of community leaders who would be best positioned to help reach non-library users
- Develop a brief survey that could be administered in key public areas – one project on which I worked used high school students with iPads to do this
- Promote community conversations broadly in the community and include a specific invitation to non-library users

Linking Goals and Measures

- The objectives in each goal should have defined measures of success
- The measures should include both quantitative and qualitative ones
- Often the best place to start is to identify indicators of success; this can then be the basis of determining where quantitative measures would be needed and where qualitative ones would be best
- It is important to develop a set of measures that will serve the library and its work to implement the new plan

Methods to Measure the Success of the Plan

- Develop action plans to implement the goals and objectives; track progress of implementation in regular reviews
- Prepare regular reports that document progress
- Convene Board discussions to review these documents and overall progress
- Expect library managers to monitor implementation of work activities in their areas; engage them in periodic reviews of progress across the Library
- Continuous review is essential to identify where changes may be needed and to ensure progress

My Time On Site

- This varies according to the needs of the project
- My time on site in the past two years has ranged from 5 visits (each a half day) to 10 days (a mix of half and full day sessions)
- This is an important topic for discussion at the start of the project
- The decision is usually based upon the resources available, the capacity and desire of leaders and staff to undertake the work activities required, and the timeframe for the project

PRIVACY AND CONFIDENTIALITY of LIBRARY RECORDS

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), is committed to protecting your user privacy, whether visiting the library, using a library service, attending, or registering for a library program. Connecticut State statute, Section 11-25, mandates the library to treat information about borrowed materials and accessed content as confidential.

What Information does the library Collect?

- The Library collects information about our patrons directly from them (“user-provided”) or through the use of hardware, software, Wi-Fi networks, and surveillance equipment (“automatically collected”).

How Does the Library Use Collected Data?

- The Library uses personal Information to establish and maintain a library account.
- The Library uses account information to send alerts and other communications.
- The Library uses Library Records, including account information, to maintain our collections and report library performance.
- The Library uses account Information and Login Credentials to provide access to our digital services.
- The Library uses library records, account information, and surveillance equipment when reviewing incident and accident reports.

When does the Library Share Information?

- The Library shares an Integrated Library System (ILS) with designated community organizations.
- The Library uses third-party library service providers and technologies to help deliver some of our services. These services are optional, and information is only shared after the user establishes an account with the third party.
- The Library shares information pursuant to a court order.
- The Library may share information with partners or grantors with the express permission of the participants.

Adopted: December 2023

Next Review: December 2024

§8.16. Board of Library Trustees.

A. Members and terms. The Board of Library Trustees shall consist of the ~~Town Treasurer~~ Chief Fiscal Officer, ex officio without vote, and six (6) trustees appointed ~~in the following manner: Annually, by~~ the Board of Library Trustees, with the approval of the Board of Selectmen, ~~shall appoint one trustee~~ Selectpersons, to ~~serve for a term~~ terms of six ~~three~~ (3) years: staggered as follows:

(1) Two (2) members to a term of three (3) years commencing on the first (1st) day of July 2026 through the thirtieth (30th) day of June, 2029; and, thereafter as the term may fall;

(2) Two (2) members to a term of three (3) years commencing on the first (1st) day of July 2027 through thirtieth (30th) day of June, 2030; and, thereafter as the term may fall; and

(3) Two (2) members to a term of three (3) years commencing on the first (1st) day of July 2028 through thirtieth (30th) day of June, 2031; and, thereafter as the term may fall.

Transitional Provision. In the interim, the Board of Library Trustees shall appoint, subject to the approval of the Board of Selectpersons:

(1) On or about the first (1st) day of July, 2023, one (1) member shall be appointed to a term of three (3) years, ending on the thirtieth (30th) day of June, 2026;

(2) On or about the first (1st) day of July, 2024, one (1) member shall be appointed to a term of two (2) years, ending on the thirtieth (30th) day of June, 2026;

(3) On or about the first (1st) day of July, 2025, one (1) member shall be appointed to a term of two (2) years, ending on the thirtieth (30th) day of June, 2027;

(4) On or about the first (1st) day of July, 2026, one (1) member shall be appointed to a term of one (1) year, ending on the thirtieth (30th) day of June, 2027; and

(5) On or about the first (1st) day of July, 2027, one (1) member shall be appointed to a term of one (1) ending on the thirtieth (30th) day of June, 2028.

B. Vacancy and reappointment limitation. Any vacancy in the Board of Library Trustees, from any cause other than the expiration of a term, shall be filled for the remainder of the term by appointment by the remaining trustees, with the approval of the Board of ~~Selectmen. No person who has served a full six-year term as trustee shall be eligible for reappointment to the Board of Library Trustees until after the lapse of one year from the expiration of that person's term of office~~Selectpersons.

C. Powers and duties. The Board of Library Trustees shall:

(1) Manage, control, maintain, and operate all property of the Town devoted to library purposes, except such property as may be under the jurisdiction of the Board of Education;

(2) Establish/Identify and enforce reasonable fines/adopt written policies to govern the operation and penalties for the violation/programs of its rulesthe Library;

(2)(3) Seek adequate funds to carry out Library operations and regulations/monitor the use of those funds to provide Library services;

~~(1) In addition to its free library services, have the ability to provide for the rental of books, periodicals, motion pictures, exhibits, or other library facilities;~~

~~(3)(4) Turn over money which may be collected in the enforcement of fines and penalties from revenue generating services to the Town Treasurer;~~

~~(5) Subject to appropriation, (a) appoint a Town Librarian with the approval of the First Selectman, Selectperson and a regular performance appraisal process; and (b) appoint such assistant librarians, clerks,~~

~~(4)(6) Ensure that the Library has a strategic plan with implementation and other employees as may be necessary to maintain and operate the library facilities; evaluation components.~~

~~(2) Determine the duties, terms of service, and the compensation of library employees; and~~

~~(3) Purchase such books, periodicals, publications, materials and supplies as may be useful or necessary for the operation of the library facilities of the Town.~~

D. Acceptance and use of private donations.

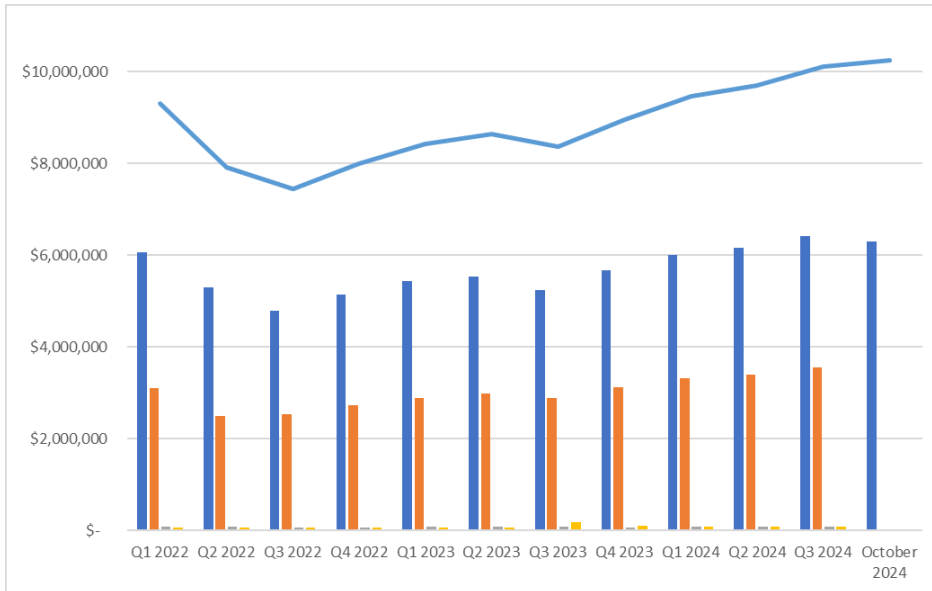
(1) **Acceptance and use.** Subject to the provisions contained in this Charter and in the General Statutes, the Board of Library Trustees may accept any gift of property of any character upon any terms and conditions which the donor may prescribe and which may be acceptable to the Board of Library Trustees, provided no gift which imposes upon the Town an obligation to incur any expense in order to keep, use or maintain the gift may be accepted by the Board of Library Trustees unless it is approved by the RTM. The Board of Library Trustees may establish one or more library funds with any of such property and shall have the exclusive control and management of, may hold title to, and may manage and invest and reinvest, the property in accordance with the laws of the State governing the investment of trust funds.

(2) **Management of fundsFunds.** Subject to the terms and conditions upon which any of such property or funds shall be held, the Board of Library Trustees shall transfer the gross income at least quarterly to the ~~Town Treasurer to be expended by the Town for general library purposes~~ Chief Fiscal Officer. ~~Such transfers shall be placed in a separate, non-lapsing account to be expended on non-recurring capital improvement projects~~ or for such special purposes as may be required to comply with the terms and conditions of any gift. ~~Such projects shall be approved by the Board of Library Trustees, Board of Selectpersons, and by the Board of Finance.~~ To the extent permitted by the terms and conditions upon which any of the property or funds may have been received, the Board of Library Trustees may transfer to the ~~Town Treasurer~~ Chief Fiscal Officer the whole or any part of the principal of any library fund ~~to be expended by the Town for general library purposes.~~ ~~Subject to appropriation, the Board of Library Trustees may employ such agents, experts, and other personnel as it may deem advisable in connection with the administration and management of any of such property or funds.~~

TOWN OF FAIRFIELD
LIBRARY BOARD OF TRUSTEES
November 4, 2024 Treasurer Report

Update

- Total funds value of \$10.2mm as of October 31, 2024, up 14.5% since year end.



Other

- As a reminder, Vanguard’s Institutional Advisory Services department, which includes the OCIO for nonprofits, has been acquired by Mercer. The team has become Mercer employees.
 - Fees, portfolio lineup, and relationship team will remain the same.
 - The treasurer signed the Transfer Agreement following the Feb Board meeting, allowing the now Mercer team to continue to manage the portfolio.
- \$113,296.28 transferred from Memorial Fund to First Country to be used for 2025 expenditures, as approved in the July 2024 Board of Trustees meeting.
- Mercer advisor has recommended a separate account under the FPL umbrella for large patron donation
- There is now a separate account for the donated stock, under the Vanguard fund umbrella. This was created by Vanguard.