

TOWN OF FAIRFIELD
LIBRARY BOARD OF TRUSTEES
NOTICE OF PUBLIC MEETING

Fairfield Public Library – Board of Trustees
May 12, 2025

Main Library & Virtual Via Zoom
1080 Old Post Rd, Fairfield, CT 06824
The 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 submit their comments by 3:00 p.m. on the day of the meeting to the following email address: publiccomment@fplct.org.

AGENDA:

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes
 - A. April Meeting

Recommended Motion: "I move that the Library Board of Trustees approve the meeting minutes from the April meeting."

- V. Chairman's Report
- VI. Library Updates
 - A. Operations Report (packet)
 - B. Budget Update (memo)
 - C. Strategic Framework (memo)
- VII. Policy Review: Internet Policy (packet & memo)
- 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 move that the Library Board of Trustees approve the April reconciliations and pending May checks."

- XI. Old Business
 - A. Collection Development Policy (Memo and Packet)
 - B. 2026 Schedule of Service (Memo & Packet)
 - C. Charter Revision (Memo & Packet)
- XII. New Business
 - A. Public Library Needs Assessment, Fairfield University
- XIII. Adjournment



Memo

To: Fairfield Public Library Trustees

From: Library Administration

Memo: May Agenda Items

VI. Library Updates

Budget Update

Notes: The budget passed, and we are now preparing to be open Saturdays at 10 am beginning in September.

Strategic Framework

Notes: Maureen Sullivan will gather information for our strategic plan at the June board meeting. We plan to start at 6 p.m., hold a brief business meeting, and then proceed to the focus group.

VII. Policy Review

Notes: We have provided the Internet Policy (packet & memo). We do not anticipate any changes before the June meeting.

XI. Old Business

Collection Developing Policy

Notes: The staff edits are attached. This edit streamlines the policy. We are asking for a vote in July since the town attorney still needs to review it.

2026 Schedule of Service (Memo & Packet)

Notes: In the packet, you will find a list of dates for closing the library in FY26. As in the past, we close on the days the town recognizes. Following past practice, we close early the evening before traditional holidays. If a major holiday falls on a Friday, we close the following Saturday and Sunday. This typically includes Labor Day and Memorial Day weekends, but this year, we also include Independence Day Weekend. Staff Development Day has also been added.

Charter Revision

Notes: The draft changes made to the charter are attached. The commission accepted the language provided by the library regarding how the Trustees are to handle their funds.

XII. New Business

New Business

In your packet is a quote for the cost of conducting a Public Library Needs Assessment with Fairfield University's Center for Social Impact. This would be the first time in 10 years that we have done one, and it will be important for our strategic plan. CSI has provided a very competitive price. The Contract will still need to be reviewed and approved by the Town.

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: April 7, 2025 7:00 pm
AT: Fairfield Public Library, Woods Branch, Fairfield CT 06824
and Virtual (due to the COVID-19 pandemic)
Recording: <https://www.youtube.com/watch?v=jlC9J5YswEQ>

Present:

Trustees: Mr. Andrew Minea (virtual), Ms. May Bayer,(virtual) Mr. John Capasso, Ms. Erin Harrigan, Ms. Stefanie Borsari, Mr. Peter Willner (virtual)
Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian, Ms. Nancy Sweeney, Branch Manager (virtual)
Ex-Officio - Mr. David Kanter, Town Treasurer
Members of the Public: Lori Kostopoulos, Mike Foley

1. Call to Order

Meeting was called to order by Mr. Minea at 7:04 pm.

2. Roll Call

3. Public Comment

No public comment.

4. Approval of Minutes

The minutes of the March 10, 2025 meeting were reviewed. Ms. Harrigan made a motion to approve the minutes as amended. Ms. Borsari seconded. Motion passed.

5. Chairman's Report

Mr. Minea mentioned that March was an exciting and busy month for the library.

6. Library Updates

A. Operations Report – Mr. Jarzombek reported that the OBOT author event was a huge success as over 350 people attended. The program continues to receive positive feedback. A new ILS (integrated library system) has been selected and will be available by July-August. The library hosted the entries in the Fairfield Arts Commission art challenge and approximately 12-13 pieces of art produced by high school students were displayed at the library on the temporary walls. The library hosted 75 people for an awards ceremony for the town. The library visits in March were up 10% over last year which results in 3,000 additional visits. Significant traffic was noted on Tuesday and Friday mornings and between the hours of 3:00 and 5:00 on Tuesday, Wednesday and Thursday. Woods has also seen a significant increase around 4:00 which is likely due to the new teen librarian and teen activities. The outdoor patio at Main is nearly finished and there is talk of doing a book sale under a tent on the patio once it's completed. Ms. Fisher recommended visiting Woods for the "Peeps Diorama Display" which will be open from April 12 through April 22nd. Ms. Borsari inquired about the issue regarding the W-2 tax forms and pay stub information regarding PTO for staff. Discussion ensued.

B. Budget Update

Mr. Jarzombek reported the budget was successfully presented to the Board of Finance. He is hopeful this will result in opening for additional hours on Saturdays.

C. Strategic Framework

Mr. Jarzombek will confirm when Maureen is available to conduct a session with the Trustees. The session will take place prior to a Trustees meeting in either May or June.

7. Policy Review – Bulletin Board and Handout Policy

Mr. Jarzombek that this policy language is likely to remain the same. He noted that the bulletin boards at the library are the best he's ever seen. They are meticulously kept and are outstanding.

8. Committee/Liaison Reports

A. Fundraising: Ms. Borsari met with Mr. Jarzombek and Ms. Fisher last week and gathered information. Another meeting will be scheduled when Ms. Bayer and Mr. Willner can also be in attendance.

B. Building Committee: Mr. Jarzombek will reach out to colleagues for information on RFP for Scope of Work. Mr. Capasso will reach out to the library he worked with previously as well.

C. Friends of the Library:

Mike Foley thanked Danielle Sharp for the success of the Mini Golf Event. This year, an adult mini golf was held on Saturday night and the traditional family mini golf was on Sunday. The adult night was a fabulous event and many are already talking about next year! Mini Golf raised approximately \$10,000. The Jennifer Butler Fashion Show was held on March 30 in the Art Gallery and was also a great event. There is a photography exhibit in the Art Gallery and a reception is being held on April 10th. The photographer is Tomas Koeck. The literary luncheon is coming up on May 22nd featuring author, Fiona Davis.

9. Treasurers Report

Ms. Harrigan reported that she is going to ask a representative from Mercer to guide her through the paperwork/process for opening the new account at First County for the recent donation made to the library. Mr. Minea will need to sign the paperwork to open the account. Discussion ensued.

10. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account period ending March 31, 2025. was reviewed along with the Check Registry for April. Discussion ensued.

Mr. Willner made a motion to approve the reconciliations and check registry report dated March 31, 2025. Ms. Harrigan seconded. Motion passed.

11. Old Business

A. Collection Development Policy

Mr. Jarzombek asked that this policy be on the agenda for the next meeting. This policy is extremely important and the staff needs an opportunity to review it and make edits.

12. New Business

A. 2026 Schedule of Service

Mr. Jarzombek presented the list of dates the library will be closed. Discussion ensued.

B. Charter Revision

Mr. Jarzombek presented the section to the Charter regarding management of funds. The Town would like the library to follow its procurement policy and procedures regarding projects over a certain amount of money. Discussion ensued. The language regarding the term of a Library Trustee has been proposed to change from six years to three years. Discussion ensued.

Mr. Minea mentioned that next month there will be a discussion regarding the new Trustee so the person can be in place and approved by the Town by the June meeting.

13. Adjournment

Mr. Willner made a motion to adjourn at 7:50 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:

May 12, 2025 at 7:00 p.m.

Zoom & In Person

April 2025 Operations Report



Librarians dressed up over the decades!

Executive Summary

April is always dominated by Tax Season at the Library; this year was no different. Adults also enjoyed programs on DNA, Executive function, and Origami. Kids were entertained and educated by magic, wind chimes, and delicious tamales. Teens got to enjoy their own egg hunt. The tradition of the Peeps Diorama lived on, and parents and their children were given some tips on the transition to college. Staff did social media around the Library of Thing and National Library Week. They also curated book displays on Flowers, Poetry, and inspiration.

Technical Services, Circulation, and IT staff are working on the migration to the new ILS. Facilities and security were somewhat quiet. April means the final quarter of the fiscal year, so we are wrapping up our purchasing. We are bracing ourselves for the deserved retirement of two key employees.

Staff have been organizing and drawing up themes for "Spirit Days dress up", which has been fun for both staff and patrons.

Adult Services

The Bread Making program on April 8th with Chef Catherine was a hit with patrons, and the presenter will be returning. (Main/35) Gillian McNeil from Harvard Medical School did a lecture about DNA Ancestry Testing. Gill was a great speaker, making science accessible to our patrons who requested her back. (Woods/18) We also hosted a talk on Executive Function Skills for Adults. (Woods/25) Origami for Beginners was rescheduled from an earlier date to April 14th. (Main/8).

SimplifyCT/VITA finished another successful tax season at the Fairfield Public Library. They completed 823 tax returns. (Main) In April, representatives from the Connecticut Blood Center came to both branches for blood drives. The number of participants continues to increase, reaching 40 for these sessions. (Woods and Main) Let's Speak Together support group is off to a good start with 2 participants in the initial session, and an additional three new members signed up for the April 30th session. (Woods)

Children's Services

The magician Matt Matthews amazed audiences at both locations. During the show, he taught the crowd one of his favorite magic tricks, and several audience members had the chance to join on stage to help with the magic themselves! (Main and Woods/156). Our Make a Wind Chime explored the science behind wind, and participants created and decorated their own wind chimes. (Woods/23) Our Good Eats Book Club shaped and steamed their own tamales, paired with the book *The Last Tamale* by Orlando Mendiola. (Woods & Virtual/22)

Storytime outreaches to childcare facilities were successful (Woods & Main /114). Outreach to elementary schools for STEAM nights/Literacy Nights and to support their "Read together" initiative. (Main & Woods/4 Schools/231) A "Mini library masters" program has been created for the Girl Scouts and Scouts of America. We also hosted a group of Girl Scouts during "Government Day", now an annual tradition.

The staff have expressed a concern about “no shows” for children’s programming. We are seeing an increase in this program cycle. We are not the only library experiencing this, but this is a new issue for Fairfield. Staff are also gearing up for Summer Reading.

Teen Services

We hosted our first Egg Hunt and Field Day for Teens in collaboration with our Teen Council. Teens had a blast hunting through the stacks looking for eggs before the library opened. After the hunt, staff and teen volunteers ran various booths for teens to play games, paint flower pots, and get their faces painted. (Woods/46) Creativity was at an all-time high with the annual week of PEEPS diorama creating. We had 33 completed displays and over 570 votes from patrons! (Woods) Executive Function Coach, Hannah Choi, spoke to college students, high school juniors and seniors, and their parents about managing distractions, organizing schedules, and advocating for themselves as they transition to college. (Main, 33) Woods Teen Services saw some new faces in our Teen Chefs program. (Woods, 11).

Teen Services met with the media specialists to discuss and promote the summer challenge. We are now in the process of setting up presentation times at all the elementary schools to welcome graduating 5th graders to Teen Services. Visits will start in mid-May.

Merchandising & Displays

Circulation staff created “Tartan Noir” and “Tartan Mystery” displays and bookmarks, all of which were very popular (Main). Staff also created an “April Showers Bring May Flowers” display, featuring all types of gardening books. (Woods/50 Checkouts) The branch Celebrated National Poetry Month with a display featuring books from past and present poets. (Woods/25 Checkouts) Our “When You Need a Little Inspiration” display, featuring inspirational books and take-home pocket cards, remains popular with patrons, with over 60 total checkouts. (Woods)

Technology and Circulation

We are delighted to have our IT manager back. Technical services and IT have been very busy, with the help of all departments, to move forward with the ILS migration.

Marketing and Digital Services

The Patch picked up the press release about the Friends’ Big Spring Book Sale and it was included in the May calendar of the Fairfield Coastal Neighbors. WSHU announced our museum program, “Prohibition in Fairfield & Bridgeport,” during one of its NPR segments.

“Spring Cleaning” (Book Sale) was our most popular Facebook post (2041 views). “Cornhole coming” (LOT) was our most popular Instagram Post (1118 views). “Executive Functioning for Teens”, an April program, was our most popular calendar entry.

Facilities

Three work orders at Main have all been closed. 2 related to HVAC and one related to plumbing. One work order for Woods, related to shelving. The patio furniture for Main should be in next week.

Incidents

There were no incidents in April.

Staffing and Human Resources

The Adult Services department is preparing for Claudia Silk's retirement. Meetings are taking place, and work will be temporarily assigned. We will also have a Full-Time Custodian at Woods, Joey Ortega, retiring. We are working with HR to fill these positions. The Town is switching healthcare providers.

Stats at a Glance:

Last month, the Library saw a 1% (-337) decrease in visits. There was a 2.2 (-430) percent decrease at Main but an .8% (93) increase at Woods. It should be noted that we were open 4.5% (24) fewer hours this year than last.

Town Librarian

The Town Librarian spent significant time working with the Town Attorney and partners to draft a Memorandum of Understanding for the new integrated library system. The Board of Selectmen approved it on April 30th. On April 2nd, Library Administration successfully presented our budget section to the Finance Board; we were not asked to appear before the RTM. The budget went to a vote on May 5th and passed. The Town Librarian continued to participate in Fairfield Safe Street Alliance meetings, which they appreciated. The Town Librarian also met with staff at the Bigelow Center to discuss how we can strengthen the relationship between the Library and Social Services. The end of June marks the end of the CLA presidency. They are incredibly grateful for the support shown by board members, town officials, and most of all, the staff.

Relevant External Meetings: Fairfield Safe Street Alliance (4/2), Town Finance Board (4/2), Fairfield Safe Street Alliance (9/9), Fairfield CARES (4/22), Fairfield Safe Street Alliance (4/30), Board of Selectmen

Relevant Training: CLA Conference (4/27-29)

Special Library Events: Fairfield Arts Commission Reception (4/3), Mini Gold After Dark (4/5), Art Reception (4/10), Film Opening Reception (4/22)

Outreach: Bigelow Senior Center (4/10)

Looking Ahead – Upcoming Highlights

Adult Services

Gil Harel returns for the popular Broadway series, *Worthy of a Revival* featuring *Man of La Mancha* on May 22. On May 27th author Martha Hall Kelly returns to launch and discuss her new book, *The Martha's Vineyard Beach and Book Club*. The program coincides with the actual publication date.

Teens

They are also looking forward to awarding 12 of our Teen Council Members with the Presidential Volunteer Service Award during our final Teen Council Meeting for the School Year on May 15. And they are anticipating the start of Summer Volunteer Training sessions. Last summer, we had 60 volunteers complete training. Those volunteers worked a combined total of over 870 hours handing out summer challenge prizes, assisting with Children's and teen programs, and providing tech assistance for adults.

Children's

All members of the Children's department will be involved when they begin their outreach to the schools to introduce and promote the Summer Reading Challenge. School visits begin May 19th.

Administration

IT, Technical Services and Circulation Department heads along with Administration and the other departments have been working very hard to prepare for the migration to our new ILS in June. There are several meetings with the vendor every week. Please note the following important information which is now linked in any messages sent to patrons.

Good things are in the works at the Fairfield Public Libraries!

In our ongoing efforts to offer the highest quality library services to the Fairfield community, we have made the decision to migrate to a new integrated library system (ILS). This is the system we use to register patrons, check books in and out, send you notices and keep track of where items are. You use it to search the catalog, place holds and review your account.

We have selected a new system named Koha and a catalog named Aspen. The vendor, ByWater Solutions (BWS), is a nationwide company with offices in all time zones. We are very excited to share the new system with you. Our go-live date is scheduled for Monday, June 23, 2025.

As we get closer to go-live, we will be shutting down services from the old ILS. **NO ONE WILL BE ABLE TO CHECK OUT ANYTHING AT ALL ON JUNE 20 THROUGH JUNE 22.** No items will be due back from June 19 through June 26 so you will not have to return items while we are working on the new ILS.

PLEASE NOTE: Due to the nature of an ILS data migration such as this, we will have to shut down circulation services altogether beginning Friday, June 20. This includes:

- Library Card Registration (or changes)
- Placing Holds
- Receiving Notices
- Checking items in or out
- Paying Fines
- Accessing the catalog

Services will resume in the new ILS as of Monday, June 23.

The library buildings will be OPEN on Friday, June 20 and Saturday, June 21. **HOWEVER, THERE WILL BE NO CIRCULATION NOR CATALOG SERVICES AS LISTED ABOVE.**

Pro-Forma Schedule for All Expense and Revenue Accounts

Dept: Fairfield Public Library

			(A)	(B)	(C)	(D)	(A)
			FY25	FY25	FY25		FY25
			9-month	9-month	(B) - (A)		Full-year
<u>Object</u>			<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Comment</u>	<u>Budget</u>
53200		FEES AND PROFESSIONAL SERVICES	0.00	3.74	3.74		0
53200	40100	FEES AND PROFESSIONAL SERVICES	15,000.00	8,913.87	-6,086.13		20,000
53200	40200	FEES AND PROFESSIONAL SERVICES	124,800.00	139,805.00	15,005.00		166,400
53200	40300	FEES AND PROFESSIONAL SERVICES	7,500.00	6,737.24	-762.76		10,000
53310		RENTAL AND STORAGE	4,125.00	4,364.88	239.88		5,500
54110		UTILITIES - WATER	4,275.00	3,992.24	-282.76		5,700
54150		MOTOR VEHICLE FUEL AND LUBE	1,005.00	250.54	-754.46		1,340
54310		MAINT/REPAIR EQUIPMENT	10,500.00	9,131.60	-1,368.40		14,000
						Certain maintenace occurs at end of	
54320		MAINT/REPAIR OF BLDGS & GROUND	20,823.75	7,728.73	-13,095.02	year i.e window cleaning, carpets	27,765
54370		MATERIALS FOR MAINT/REPAIR	825.00	343.00	-482.00		1,100
55300		COMMUNICATIONS	2,250.00	841.82	-1,408.18		3,000
56100		PRINTING BINDING & PHOTOGRAPH	17,250.00	15,302.53	-1,947.47		23,000
56110		OFFICE SUPPLIES	19,500.00	11,360.36	-8,139.64		26,000
56130		CLEANING AND JANITORIAL SUPPLI	7,500.00	6,235.43	-1,264.57		10,000
56150		POSTAGE	731.25	518.30	-212.95		975
56180		LIBRARY MATERIALS	352,500.00	280,047.68	-72,452.32	most funds are encumbered	470,000
58100		EDUCATIONAL AND MEMBERSHIPS	2,100.00	2,451.75	351.75		2,800
58120		TRAVEL AND MEETINGS	2,625.00	1,324.70	-1,300.30		3,500

Fairfield Woods Branch Library

(A)	(B)	(C)	(D)	(A)
FY25	FY25	FY25		FY25

<u>Object</u>			<u>9-month Budget</u>	<u>9-month Actual</u>	<u>(B) - (A) Variance</u>	<u>Comment</u>	<u>Full-year Budget</u>
53200	40100	FEES AND PROFESSIONAL SERVICES	7,500	4,118.65	-3,381		10,000
53200	40200	FEES AND PROFESSIONAL SERVICES	0	564.00	564		0
53200	40300	FEES AND PROFESSIONAL SERVICES	1,500	0.00	-1,500		2,000
53310		RENTAL AND STORAGE	1,500	179.81	-1,320		2,000
54110		UTILITIES - WATER	1,219	642.67	-576		1,625
54310		MAINT/REPAIR EQUIPMENT	1,967	0.00	-1,967		2,622
54320		MAINT/REPAIR OF BLDGS & GROUND	10,103	860.43	-9,242		13,470
54370		MATERIALS FOR MAINT/REPAIR	300	155.07	-145		400
55300		COMMUNICATIONS	1,275	0.00	-1,275		1,700
56100		PRINTING, BINDING & PHOTOGRAPH	2,250	4,000.00	1,750		3,000
56110		OFFICE SUPPLIES	4,500	3,288.41	-1,212		6,000
56130		CLEANING AND JANITORIAL SUPPLI	3,750	653.89	-3,096		5,000
56150		POSTAGE	0	9.35	9		0
56180		LIBRARY MATERIALS	97,500	51,085.32	-46,415		130,000
REVENUE							
OBJ	PROJECT	ACCOUNT DESCRIPTION					
41134		LIBRARY - CONNECTICARD	-10500	0.00	10,500.00		-14,000
42205		LIBRARY - FINES	-22500	-24,321.01	-1,821.01		-30,000
42350		LIBRARY - PHOTO COPY MACHINES	-1923	-4,656.20	-2,733.20		-2,564
42378		MISC. - LIBRARY	-5625	-3,631.80	1,993.20		-7,500
42511		LIBRARY - ROOM RENTAL FEES	-3,375	-4,418.38	-1,043.38		-4,500

(B) FY25 Full-year <u>Estimate</u>	(C) FY25 (B) - (A) <u>Variance</u>	<u>Comment</u>
4	4	
20,000	0	
166,400	0	
10,000	0	
5,500	0	
5,700	0	
250	-1,090	Now using electric vehicle
14,000	0	
27,765	0	
1,100	0	
3,000	0	
22,000	-1,000	covers Woods overage
26,000	0	
10,000	0	
975	0	
470,000	0	
2,800	0	
3,500	0	

(B) FY25	(C) FY25
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Full-year Estimate	(B) - (A) Variance	Comment
10,000	0	
564	564	
1,436	-564	
2,000	0	
1,625	0	
2,622	0	
13,470	0	
400	0	
0	-1,700	nothing charged here
		More public printing is requiring more
		toner for printers. Revenue from
4,000	1,000	printing has increased
6,000	0	
5,000	0	
0	0	
130,000	0	
-17,000		
-30,000		
-5,600		
-5,000		
-5,000		

Network & Computer Use Policy

The Fairfield Public Library, a department of the Town of Fairfield ("The Library"), is committed to ensuring access to computers and the Internet for patrons who seek information and technology whenever possible. The Library makes designated computers available to the public and allows patrons access to the internet either through its public computers or through patrons' connections of their personal devices to the Library's network.

The following policy outlines the acceptable use of the Library's public computers and network and provided software and apps, whether accessed using the Library's public computers or through a patron's personal device.

Public Computers

Library patrons with registered library cards may log in to a public computer using their library card number. Library cards and the privileges they convey are not transferrable. Guest passes to log in to the public computers may be made available upon request to a member of Library staff. The Library reserves the right to refuse to issue a guest pass if the Library, its computers, or network are at maximum capacity, if a guest has previously violated Library policy, or for any other nondiscriminatory reason determined in the Library's sole discretion. Guest passes are not transferrable and expire at the end of the day on which the pass was issued.

Use of the Library's public computers is on a first-come, first-served basis.

Library Provided Software and Applications

The library makes a suite of software available on its public computers. Staff are trained to assist patrons in using this software. However, staff may limit the time spent with each patron to a reasonable length of time based on other responsibilities. The Library provides digital literacy programming for basic technology assistance.

Personal Devices

Use of the library's network via a personal device is at that patron's own risk. Staff may assist patrons with accessing the library's WiFi and library-related applications. However, staff assigned to the information desk may limit the time spent with each patron to a reasonable length of time based on other responsibilities.

Accessing Public Printers

The Library provides access to public printers. Documents and images are printed to a shared, public printer and are printed at the patron's risk. Library patrons are responsible for picking up their items promptly. Printer users acknowledge that a public printer is shared with other users. Use of Library printers to generate lewd, obscene, or otherwise inappropriate images or content is strictly prohibited and may result in immediate removal from the Library and suspension or termination of privileges.



WiFi

The Library's wireless network is not secure, and the Library cannot guarantee the safety of your traffic across its wireless network. The Library assumes no responsibility for the configurations, security, or files on your personal device resulting from connection to the Library's network. Information sent out to or from your device can be captured by anyone else with a wireless device and appropriate software. All patrons access the Library's network at their own risk and remain at all times solely responsible for ensuring the safety and security of their own devices and files.

Filtering

The Town reserves the right to block access to sites that it deems a security threat to the Town's network or infrastructure. Besides public computers in the Children's Room, the library provides unfiltered access to the Internet. Each of the public computers in the Children's Room is filtered using software designed to restrict access to age-appropriate materials. However, the Library recognizes that filtering is not a completely reliable means of protection from materials that may be offensive, controversial, or illegal and is not responsible for preventing children's exposure to such materials while using the Library's public computers or network. Parents or guardians must monitor and supervise their children's public computer and internet use.

Acceptable Use

The Library's Code of Conduct applies equally to online activities conducted using the Library's public computers or network.

Use of the Library's network or public computers for illegal, inappropriate, or obscene purposes or in support of such activities is prohibited and, if discovered, may be reported to law enforcement authorities. The Library reserves the right to terminate a user's public computer session at any time for actions that violate the Library's Code of Conduct, Facilities Use, or this Policy. Similarly, the Library reserves the right to restrict network access because of inappropriate use. The Library further reserves the right to restrict future access to the Library's computer and network based upon illegal, inappropriate, or obscene use. Other Library privileges may also be suspended due to computer or network use that violates any library policy.

Materials obtained or copied on the internet may be subject to copyright laws which govern the making of reproductions of copyrighted works.

Library patrons use the public computers and the Library's network at their own risk.

Adopted by Board: 7/2024

Next Review: 7/2025

Fairfield Public Library Revolving Fund

002B 1st County Bank Money Market, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/08/2025

Reconciled by: Jan Fisher

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

Summary

USD

Statement beginning balance.....	496,363.11
Interest earned.....	84.17
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>496,447.28</u>

Register balance as of 04/30/2025.....	496,447.28
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Fairfield Public Library
Board of Library Trustees

BUDGET
FY25

	Income	Expense	
Annual 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	
TOTAL	171,296	171,296	

July 1, 2024
Balance

Other established Funds

Bernold gift (Schenker lectures)	762.93
Blumhardt, Kathryn Estate	19,283.87
Butler, Jennifer donations	3,461.64
Cerrone, Virginia Memorial donations	375.00
Edmonds, Judith Estate	22,250.00
Frankel, Barbara Estate	2,901.55
Schoff Foundation (unrestricted)	14,500.00
Shannehan (Children's)	574.89

Invested Funds

Restricted to interest only and specified expenditures

Approximate balance *
July 1, 2024

	Fund Total	Restricted	Approximate balance * July 1, 2024	
Dunn - Donations in memory of Beatrice Schlichting-Dunn	848.96	525.00	323.96	Use interest to purchase children's books for the Main Library
Fabryk - Donations in memory of Pennie Fabryk	1,713.06	720.00	993.06	Use interest to purchase mystery books for the Main Library
Kippen - \$3000 bequest from Mary B Kippen	4,463.93	3,000.00	1,463.93	Use interest to pay cost of library lectures
Magilnick -Donations from friends & family in memory of Judge Maurice Magilnick	9,279.49	3,675.00	5,604.49	Use interest to purchase books on the subject of antiques for Ffld Woods Branch Library
McCarroll - Donations in memory of Brian McCarroll	541.43	250.00	291.43	Use interest to purchase books by C.S. Lewis or a similar writer for the Main Library
Redmond - Donations in memory of Katie Redmond	1,607.12	1,400.00	207.12	Use interest for the purchase of children's library materials alternating annually between Main & Fairfield Woods Branch libraries
Reyburn \$1200 bequest in memory of John Bishop Reyburn	3,703.71	1,200.00	2,503.71	Use interest to purchase books in memory of John Reyburn
Smith - Donations in memory of Patricia Kerman Smith	15,351.98	11,219.29	4,132.69	Interest to be used for the purchase of materials (and programs with a significant impact) to advance the education and betterment of women and children who use the Fairfield Public Library
Stone - Donation from library staff members in memory of Dorothy Stone	1,974.79	1,040.00	934.79	Use interest to purchase mystery books for the Main Library
	39,484.48		16,455.19	

* For Endowment funds held in the Vanguard account, investment gains have not been computed since 2021.

Vanguard Revolving Fund Investments	73,711.23
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Other Invested Funds (Vanguard)

Memorial Fund		6,163,232.93
Jennings Fund		3,398,594.08
Lerchen Fund (established 9/2024)		35110.13

Fairfield Public Library
Board of Library Trustees

BUDGET
FY25

	Income	Expense	
Annual 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	6,585	Interactive Play table for Main Children's Room
TOTAL	177,881	177,881	

Other established Funds
July 1, 2024
Balance

Bernold gift (Schenker lectures)	762.93
Blumhardt, Kathryn Estate	19,283.87
Butler, Jennifer donations	3,461.64
Cerrone, Virginia Memorial donations	375.00
Edmonds, Judith Estate	22,250.00
Frankel, Barbara Estate	2,901.55
Schoff Foundation	14,500.00
Shannehan (Children's)	574.89
General - Unrestricted	4,038.00
Children	4,357.92
Teen	910.79
Memorials	10,555.11
Woods Fund	3,292.81
Main Library Fund	13,221.73
Restricted (Book)d	2,588.08
Total	445.34

Invested Funds

Restricted to interest only and specified expenditures

Approximate balance *

	Fund Total	Restricted	July 1, 2024	
Dunn - Donations in memory of Beatrice Schlicting-Dunn	848.96	525.00	323.96	Use interest to purchase children's books for the Main Library
Fabryk - Donations in memory of Pennie Fabryk	1,713.06	720.00	993.06	Use interest to purchase mystery books for the Main Library
Kippen - \$3000 bequest from Mary B Kippen	4,463.93	3,000.00	1,463.93	Use interest to pay cost of library lectures
Magilnick - Donations from friends & family in memory of Judge Maurice Magilnick	9,279.49	3,675.00	5,604.49	Use interest to purchase books on the subject of antiques for Ffld Woods Branch Library
McCarroll - Donations in memory of Brian McCarroll	541.43	250.00	291.43	Use interest to purchase books by C.S. Lewis or a similar writer for the Main Library
Redmond - Donations in memory of Katie Redmond	1,607.12	1,400.00	207.12	Use interest for the purchase of children's library materials alternating annually between Main & Fairfield Woods Branch libraries
Reyburn \$1200 bequest in memory of John Bishop Reyburn	3,703.71	1,200.00	2,503.71	Use interest to purchase books in memory of John Reyburn
Smith - Donations in memory of Patricia Kerman Smith	15,351.98	11,219.29	4,132.69	Interest to be used for the purchase of materials (and programs with a significant impact) to advance the education and betterment of women and children who use the Fairfield Public Library
Stone - Donation from library staff members in memory of Dorothy Stone	1,974.79	1,040.00	934.79	Use interest to purchase mystery books for the Main Library
	39,484.48	23,029.29	16,455.19	

* For Endowment funds held in the Vanguard account, investment gains have not been computed since 2021.

Vanguard Revolving Fund Investments	73,711.23
Other Invested Funds (Vanguard)	
Memorial Fund	6,163,232.93
Jennings Fund	3,398,594.08

Fairfield Public Library
Board of Library Trustees

BUDGET
FY25

	Income	Expense
Annual Transfer from invested Funds	113,296.28	
Board Administrative - Minutes, Staff appreciation, gifts, quickbooks, supplies, ACLB dues & conference		7,000
Website		30,000
Professional Development		12,500
Strategic Plan		20,000
Woods Branch Project		25,796
Facilities/Furniture		15,000
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	6,585
TOTAL	177,881	177,881

Other established Funds	July 1, 2024 Balance	
Bernold gift (Schenker lectures)	762.93	
Blumhardt, Kathryn Estate	19,283.87	
Butler, Jennifer donations	3,461.64	
Cerrone, Virginia Memorial donations	375.00	
Edmonds, Judith Estate	22,250.00	
Frankel, Barbara Estate	2,901.55	
Schoff Foundation (unrestricted)	14,500.00	
Shannehan (Children's)	574.89	
Simko bequest		
Children funds	4,045.02	
Teen	910.79	
Main Library	12,720.73	
Woods	2,779.19	
Memorial donations	8,015.59	

Approximate
available balance*
July 1 , 2024

Dunn Fund	323.96	
Fabryk Fund	993.06	
Kippen Fund	1,463.93	
Magilnick Fund	5,604.49	
McCarroll fund	291.43	

Redmond Fund	207.12	
Reyburn Fund	2,503.71	
Patricial Kerman Smith Fund	4,132.69	
Stone Fund	934.79	
16,455.19		

Vanguard Revolving Fund Investments		
Other Invested Funds (Vanguard)		
Memorial Fund		
Jennings Fund		
Lerchen Fund (established 9/2024)		

ACTUAL
as of
12/31/2024

Income	Expense
113,296.28	

	5,498.76
	32,641.00
	415.00
	12,234.00
	70.99
2,524.65	2,933.39
13,444.22	12,252.71
12,500.00	6,020.00
6,585.00	6,585.00
148,350	78,651

	762.93
1,600.00	299.00
	200.00
330,234.19	10,000.00
	1,815.71
	437.07
769.00	

	3,060.00

75,271.10

6,323,593.38
3,555,355.58
33,726.98

Fairfield Public Library
Board of Library Trustees

BUDGET
FY25

ACTUAL
7/1/24 -3/31/2025

3/31/2025
BALANCE

	Income	Expense	Income	Expense	
Annual Transfer from Invested Funds	113,296.28		113,296.28		
Interest on Money market/Bank fees			542.09	20.00	522.09
Board Administrative - Minutes, Staff appreciation, gifts, quickbooks, supplies, ACLB dues & conference		7,000		6,035.61	964.39
Website		30,000		32,641.00	(2,641.00)
Professional Development		12,500		3,120.07	9,379.93
Strategic Plan		20,000			20,000.00
Woods Branch Project		25,796			25,796.00
Facilities/Furniture		15,000		12,234.00	2,766.00
Miscellaneous - Volunteer Appreciation		3,000		70.99	2,929.01
OBOT Support	15,000	15,000	2,524.65	2,933.39	12,066.61
Friends Program Support	30,500	30,500	13,444.22	20,279.46	10,220.54
Friends Museum Pass gift	12,500	12,500	12,500.00	7,970.00	4,530.00
Friends Special Gift (2022 Food Truck + Butler)	6,585	6,585	6585	6,585	-
TOTAL	171,296	171,296	148,892	91,869.52	79,426.48

	7/1/2024 Balance			3/31/2025 Balance
Other established Funds				
Bernold gift (Schenker lectures)	762.93		762.93	-
Blumhardt, Kathryn Estate	19,283.87			19,283.87
Butler, Jennifer donations	3,461.64			3,461.64
Cerrone, Virginia Memorial donations	375.00			375.00
Edmonds, Judith Estate	22,250.00			22,250.00
Frankel, Barbara Estate	2,901.55			2,901.55
Matton, Colin Estate		213,886.05		213,886.05
Schoff Foundation (unrestricted)	14,500.00			14,500.00
Shannehan (Children's)	574.89		200.00	374.89
Simko bequest		335,221.69	10,000.00	325,221.69
General - Unrestricted	4,038.00	798.00	658.06	4,177.94
Children	4,357.92		3,017.34	1,340.58
Teen	910.79			910.79
Memorials	10,555.11	1,650.00	299.00	11,906.11
Woods Fund	3,292.81	958.00		4,250.81
Main Library Fund	13,221.73			13,221.73
Restricted (Book)	2,588.08			2,588.08
	103,074.32			640,650.73

	Restricted Portion	Approximate available balance* July 1 , 2024		
Invested Funds				
Dunn Fund	525.00	323.96		323.96
Fabryk Fund	720.00	993.06		993.06
Kippen Fund	3,000.00	1,463.93		1,463.93
Magilnick Fund	3,675.00	5,604.49		5,604.49
McCarroll fund	250.00	291.43		291.43
Redmond Fund	1,400.00	207.12		207.12
Reyburn Fund	1,200.00	2,503.71		2,503.71
Patricial Kerman Smith Fund	11,219.29	4,132.69	3,060.00	1,072.69
Stone Fund	1,040.00	934.79		934.79
		16,455.19		13,395.19

Other Invested Funds (Vanguard)

Vanguard Revolving Fund Investments		73,711.23	77,369.55
Memorial Fund		6,163,232.93	6,309,627.48
Jennings Fund		3,398,594.08	3,561,064.12
Lerchen Fund		-	38,797.41
			9,986,858.56

First County Money Market		496,363.11
First County Checking Account		219,494.32

Fairfield Public Library Revolving Fund

002A First County Checking Account, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/08/2025

Reconciled by: Jan Fisher

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

Summary

USD

Statement beginning balance.....	219,494.32
Checks and payments cleared (26).....	-10,808.25
Deposits and other credits cleared (3).....	9,675.71
Statement ending balance.....	<u>218,361.78</u>

Uncleared transactions as of 04/30/2025.....	-4,997.48
Register balance as of 04/30/2025.....	213,364.30
Cleared transactions after 04/30/2025.....	0.00
Uncleared transactions after 04/30/2025.....	-12,649.95
Register balance as of 05/08/2025.....	200,714.35

Details

Checks and payments cleared (26)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/11/2025	Check	1944	Lori Kostopoulos	-150.00
03/11/2025	Check	1947	Varghese John	-150.00
03/20/2025	Check	1952	Ann Wright	-475.00
03/21/2025	Check	1953	BonnaH Co Fiber Arts	-300.00
03/24/2025	Check	1954	Jennifer Butler	-100.00
04/07/2025	Check	1955	Lori Kostopoulos	-150.00
04/08/2025	Check	1968	Michael Bielawa	-350.00
04/08/2025	Check	1956	Shakespeare On The Sound	-350.00
04/08/2025	Check	1977	Renu Vora	-165.00
04/08/2025	Check	1959	Gil Harel	-350.00
04/08/2025	Check	1961	Melissa Katz	-200.00
04/08/2025	Check	1962	Jen Laseman	-393.63
04/08/2025	Check	1963	Jessica Stevens	-185.46
04/08/2025	Check	1964	Tamara Lyhne	-32.12
04/08/2025	Check	1965	Frick Collection	-400.00
04/08/2025	Check	1967	Tastebudsct	-350.00
04/08/2025	Check	1969	Marie-Helene Bertino	-1,000.00
04/08/2025	Check	1970	CT Museum of Culture & History	-125.00
04/08/2025	Check	1971	Stowe Center for Literary Acti...	-200.00
04/08/2025	Check	1974	Indiana Whiteman	-158.50
04/08/2025	Check	1975	Mark Edinberg	-150.00
04/15/2025	Expense		School Life	-728.84
04/16/2025	Check	1978	Just Yard Signs	-2,957.50
04/18/2025	Check	1980	Julie Blitzer	-150.00
04/28/2025	Expense		4AllPromos	-1,124.95
04/28/2025	Expense		Next Day Flyers	-112.25

Total -10,808.25

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2025	Deposit		Fairfield Woods Branch	127.00
04/08/2025	Deposit			9,528.71
04/10/2025	Deposit		Ralph Raucci	20.00

Total 9,675.71

Additional Information

Uncleared checks and payments as of 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/11/2025	Check	1951	Julie Moffat	-200.00
03/11/2025	Check	1945	Discovery Science Center & P...	-400.00
04/08/2025	Check	1958	Vera Fernandes	-300.00
04/08/2025	Check	1976	Discovery Science Center & P...	-400.00
04/08/2025	Check	1973	Springfield Museums	-175.00
04/08/2025	Check	1957	The Party Troupe, LLC	-770.00
04/08/2025	Check	1966	Mark Schenker	-1,500.00
04/18/2025	Check	1979	Varghese John	-150.00
04/21/2025	Check	1982	Ann Wright	-475.00
04/21/2025	Check	1981	Jennifer Butler	-100.00
04/30/2025	Check	1984	OverDrive Inc	-127.48
04/30/2025	Check		Xia Wang	-400.00
Total				-4,997.48

Uncleared checks and payments after 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/13/2025	Check		Aldrich Contemporary Museu...	-150.00
05/13/2025	Check		Indiana Whiteman	-45.00
05/13/2025	Check		Jessica Stevens	-21.52
05/13/2025	Check		Lori Kostopoulos	-150.00
05/13/2025	Check		Quality Logo Products	-4,536.00
05/13/2025	Check		Mattatuck Museum	-75.00
05/13/2025	Check		Everwonder Children's Museum	-300.00
05/13/2025	Check		Stamford Museum and Nature...	-500.00
05/13/2025	Check		Children's Museum of Manhat...	-400.00
05/13/2025	Check		Varghese John	-150.00
05/13/2025	Check		Peace Islands Institute	-100.00
05/13/2025	Check		Stefanie Bergstrom	-33.43
05/13/2025	Check		Quality Logo Products	-4,536.00
05/13/2025	Check		Springfield Museums	-175.00
05/13/2025	Check		Earthplace	-200.00
05/13/2025	Check		Mystic Seaport	-350.00
05/20/2025	Check		Ann Wright	-475.00
05/23/2025	Check		Julie Moffat	-100.00
05/23/2025	Check		Jennifer Butler	-100.00
06/02/2025	Check		Tastebudsct	-350.00
Total				-12,746.95

Uncleared deposits and other credits after 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2025	Deposit		Fairfield Woods Branch	97.00
Total				97.00

Fairfield Public Library Revolving Fund

Statement of Activity Detail

April 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
002 First County - Revolving Fund					
002A First County Checking Account					
04/01/2025	Deposit		Fairfield Woods Branch		127.00
04/07/2025	Check	1955	Lori Kostopoulos	April 7 meeting minutes	-150.00
04/08/2025	Check	1971	Stowe Center for Literary Activism	Library membership	-200.00
04/08/2025	Check	1973	Springfield Museums	1 Library Pass	-175.00
04/08/2025	Check	1977	Renu Vora	Inv #203	-165.00
04/08/2025	Check	1956	Shakespeare On The Sound	Hamlet 4/17/25	-350.00
04/08/2025	Check	1968	Michael Bielawa	Inv #1-2025 prog 3/15/25	-350.00
04/08/2025	Check	1962	Jen Laseman	Teen program supply	-393.63
04/08/2025	Check	1961	Melissa Katz	Let's Speak Together program 4/2/25	-200.00
04/08/2025	Check	1959	Gil Harel	Fiddler program 3-24-25	-350.00
04/08/2025	Deposit				9,528.71
04/08/2025	Check	1976	Discovery Science Center & Planetarium	2 Library passes	-400.00
04/08/2025	Check	1963	Jessica Stevens	Craft supplies -Woods	-185.46
04/08/2025	Check	1957	The Party Troupe, LLC	Magic show 4/16/25	-770.00
04/08/2025	Check	1964	Tamara Lyhne	Full STEAM Ahead supplies	-32.12
04/08/2025	Check	1967	Tastebudsct	Inv # 81176	-350.00
04/08/2025	Check	1975	Mark Edinberg	April piano music	-150.00
04/08/2025	Check	1965	Frick Collection	2 Library memberships	-400.00
04/08/2025	Check	1966	Mark Schenker	Range of Realism - 4 programs	-1,500.00
04/08/2025	Check	1974	Indiana Whiteman	Movie & Peeps supplies	-158.50
04/08/2025	Check	1958	Vera Fernandes	3 quilting programs	-300.00
04/08/2025	Check	1969	Marie-Helene Bertino	OBOT lecture 3-5-25	-1,000.00
04/08/2025	Check	1970	CT Museum of Culture & History	Public Library Membership	-125.00
04/10/2025	Deposit		Ralph Raucci		20.00
04/15/2025	Expenditure		School Life	SRP Brag tags	-728.84
04/16/2025	Check	1978	Just Yard Signs	Inv. 28580 - Lawn signs	-2,957.50
04/18/2025	Check	1980	Julie Blitzler	Program 4/23/25	-150.00
04/18/2025	Check	1979	Varghese John	Inv 1004 4/22/25	-150.00
04/21/2025	Check	1981	Jennifer Butler	April Sew Studio	-100.00
04/21/2025	Check	1982	Ann Wright	May Jobs programs	-475.00
04/28/2025	Expenditure		4AllPromos	Teen SR prize	-1,124.95
04/28/2025	Expenditure		Next Day Flyers	SR Bookmarks	-112.25
04/30/2025	Check	1984	OverDrive Inc	Inv. 02421CO25047381	-127.48
04/30/2025	Check		Xia Wang	Inv 1000013 Ch New Yr Program	-400.00
Total for 002A First County Checking Account					\$ -4,355.02
002B 1st County Bank Money Market					
04/10/2025	Deposit	INTEREST		Interest Earned	84.17
Total for 002B 1st County Bank Money Market					\$84.17
Total for 002 First County - Revolving Fund					\$ -4,270.85
70000 Revolving Fund - Income					
700001 Memorial donations					
04/08/2025	Deposit			In memory of Barbara Wallischeck	25.00
Total for 700001 Memorial donations					\$25.00
700002 Donations - unrestricted					
04/10/2025	Deposit		Ralph Raucci	General donation	20.00
Total for 700002 Donations - unrestricted					\$20.00
700008 Friends of the Library					
04/08/2025	Deposit			Program support	9,503.71
Total for 700008 Friends of the Library					\$9,503.71
70007 Woods Book sale et al					
04/01/2025	Deposit		Fairfield Woods Branch	60% book sale	127.00
Total for 70007 Woods Book sale et al					\$127.00
Total for 70000 Revolving Fund - Income					\$9,675.71

Fairfield Public Library Revolving Fund

Statement of Activity Detail

April 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
90000 Revolving Fund					
90002 General					
04/07/2025	Check	1955	Lori Kostopoulos	April 7 meeting minutes	150.00
Total for 90002 General					\$150.00
90005 OBOT					
04/30/2025	Check	1984	OverDrive Inc	OBOT audiobooks - Inv. 02421CO25047381	127.48
Total for 90005 OBOT					\$127.48
94004 Friends Museum Pass					
04/08/2025	Check	1965	Frick Collection	2 Library passes	400.00
04/08/2025	Check	1970	CT Museum of Culture & History	4 passes	125.00
04/08/2025	Check	1971	Stowe Center for Literary Activism	Library membership - 2 passes	200.00
04/08/2025	Check	1973	Springfield Museums	1 Library Pass	175.00
04/08/2025	Check	1976	Discovery Science Center & Planetarium	2 Library passes	400.00
Total for 94004 Friends Museum Pass					\$1,300.00
94006 Friends gifts					
04/08/2025	Check	1957	The Party Troupe, LLC	Children's program 4/16/25 Magic Show	770.00
04/08/2025	Check	1975	Mark Edinberg	April 1st Friday piano	150.00
04/08/2025	Check	1974	Indiana Whiteman	Teen Supplies	158.50
04/08/2025	Check	1967	Tastebudsct	Bread baking program 3/8/25	350.00
04/08/2025	Check	1966	Mark Schenker	4 Library programs	1,500.00
04/08/2025	Check	1964	Tamara Lyhne	Children's program supply 3/20/25	32.12
04/08/2025	Check	1963	Jessica Stevens	craft supplies- Woods 3/5 + 3/17	185.46
04/08/2025	Check	1962	Jen Laseman	Teen program supply , Dec, Feb, March	393.63
04/08/2025	Check	1961	Melissa Katz	Let's Speak program	200.00
04/08/2025	Check	1959	Gil Harel	Broadway program 3-24-25	350.00
04/08/2025	Check	1958	Vera Fernandes	Quilting basics March - 3 sessions	300.00
04/08/2025	Check	1956	Shakespeare On The Sound	Program 4/17 - Page to Stage Hamlet	350.00
04/08/2025	Check	1977	Renu Vora	Painting workshop 3/7/25	165.00
04/15/2025	Expenditure		School Life	Summer Rdg brag tags	728.84
04/16/2025	Check	1978	Just Yard Signs	SRP Lawn signs	2,957.50
04/18/2025	Check	1980	Julie Blitzler	Program 4/23/25	150.00
04/18/2025	Check	1979	Varghese John	Inv 1004 - Program 4/22/25	150.00
04/21/2025	Check	1981	Jennifer Butler	April Sew Studio	100.00
04/21/2025	Check	1982	Ann Wright	Job programs May	475.00
04/28/2025	Expenditure		Next Day Flyers	Bookmarks for summer reading	112.25
04/28/2025	Expenditure		4AllPromos	wooden puzzle for Teen SR Prize	1,124.95
04/30/2025	Check		Xia Wang	Chinese Dance program 5/3/25	400.00
Total for 94006 Friends gifts					\$11,103.25
940065 Friends - OBOT					
04/08/2025	Check	1968	Michael Bielawa	OBOT program 3/15/25	350.00
04/08/2025	Check	1969	Marie-Helene Bertino	OBOT author program 3-5-25	1,000.00
Total for 940065 Friends - OBOT					\$1,350.00
Total for 94006 Friends gifts with subs					\$12,453.25
Total for 90000 Revolving Fund					\$14,030.73
70001B Interest					
04/10/2025	Deposit	INTEREST			84.17
Total for 70001B Interest					\$84.17
TOTAL					\$19,519.76

FAIRFIELD PUBLIC LIBRARY BOARD OF TRUSTEES

Revolving Fund

CHECKS FOR APPROVAL

May 12, 2025

Date		Name	Line description	Amount	Account
05/13/2025	Check	Peace Islands Institute	Coffee tasting program - 5/10/25	100.00	Friends gifts
05/13/2025	Check	Stefanie Bergstrom	Supplies for Good Eats Book Club 4/24& 4/27/25	33.43	Friends gifts
05/13/2025	Check	Springfield Museums	1 Library pass	175.00	Friends Museum Pass
05/13/2025	Check	Earthplace	2 Library memberships, M, W	200.00	Friends Museum Pass
05/13/2025	Check	Mystic Seaport	1 museum pass	350.00	Friends Museum Pass
05/13/2025	Check	Mattatuck Museum	2 Library passes	75.00	Friends Museum Pass
05/13/2025	Check	Everwonder Children's Museum	2 Library passes, M&W	300.00	Friends Museum Pass
05/13/2025	Check	Stamford Museum and Nature Center	4 library passes	500.00	Friends Museum Pass
05/13/2025	Check	Minuteman Press	Summer Reading Tshirts (up to)	900.00	Friends gifts
05/13/2025	Check	Children's Museum of Manhattan	Library membership	400.00	Friends Museum Pass
05/13/2025	Check	Aldrich Contemporary Museum of Art	Library Pass	150.00	Friends Museum Pass
05/13/2025	Check	Varghese John	Program 5/14/25	150.00	Friends gifts
05/13/2025	Check	Indiana Whiteman	Peeps & Teen chefs supplies	45.00	Friends gifts
05/13/2025	Check	Jessica Stevens	craft supply - Woods	21.52	Friends gifts
05/13/2025	Check	Lori Kostopoulos	May meeting minutes	150.00	General
05/20/2025	Check	Ann Wright	June Jobs Programs	475.00	Friends gifts
05/23/2025	Check	Jennifer Butler	May Sew Studio	100.00	Friends gifts
05/23/2025	Check	Julie Moffat	May Move your Qigong	100.00	Friends gifts
05/30/2025	Check	Tastebuds	Teen cooking program 6/17	350.00	Friends gifts

TOTAL 4,574.95



Collection Development Policy

Collection Development Policy Committee
Fairfield Public Library
Fairfield, CT

Approved May 20, 2019
Library Board of Trustees

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Fairfield Public Library System

-To deliver dynamic service through informative programs, materials, technology, and spaces to strengthen our community

Mission Statement, Fairfield Public Library Long Range Plan 2016-2019

The Fairfield Public Library System, composed of the Main Library and the Fairfield Woods Branch Library, serves the Fairfield community of approximately 60,000 residents.

Other libraries in Fairfield include the private association Pequot Library, the Fairfield Museum and History Center Library, the academic libraries at Fairfield University and Sacred Heart University. Bibliographic records from the Pequot Library and Fairfield Museum and History Center Library are shared through our online catalog system. Fairfield Public Library patrons can borrow materials from the Pequot Library directly or have them delivered to the Main or Branch libraries. The FMHC Library's materials cannot be borrowed and must be used on site. Fairfield Public Library cards are honored at the academic libraries at Fairfield and Sacred Heart Universities.

Principles of Collection Management

The Fairfield Public Library's collection is an evolving entity. As items are added, others are reviewed for the ongoing value and may be withdrawn from the collection. Care is taken to retain or replace items that have enduring value to Fairfield residents. Decisions are influenced by patterns of use as well as by the holdings of other libraries in Fairfield.

The Fairfield Public Library System does not advocate particular beliefs or views. The selection of any given item is not an endorsement of the viewpoint expressed therein. Selections are made on the merits of the work in relation to the collection development and the needs of library patrons.

The Fairfield Public Library System endorses and operates under the principles described in three key documents of the American Library Association:

- The Library Bill of Rights -
<http://www.ala.org/advocacy/intfreedom/librarybill>
- The Freedom to Read Statement -
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- The Freedom to View Statement -
<http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

The Fairfield Public Library System also endorses the American Library Association's Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>.

Scope of the Children's Services Collections

The Children's Collection offers materials that strive to meet the educational, recreational and/or emotional needs of children from birth through early adolescence. The collection intentionally overlaps with the library's young adult collection. Materials for children are not classified by age or grade level. Therefore the Library does not assume the role or function of parental authority and maintains that only parents and guardians have the right and responsibility to determine their children's access to library resources.

Scope of the Young Adult Services Collections

The Young Adult Collection offers materials that strive to meet the informational, recreational and/or emotional needs of young adults in grades 6 through 12. Young Adult services maintains a collection that is balanced, relevant and of appropriate size, quality and diversity to suit the needs of our users. The choice of materials used by Young Adults is the responsibility of the young adult and their parent(s) or guardian(s). (**actual link to Free Access to Libraries for Minors on pg. 4).

Scope of the Adult Services Collections

The Adult Services Collection provides materials and services that reflect the diverse educational, information and recreational needs of its adult users. The collection encompasses multiple formats, including but not limited to print, non-print, and digital resources.

Criteria for Selection

The following criteria will be given full consideration by the Library staff in making selections of new materials:

- Popular demand
- Cost
- Format
- Relationship and importance to the entire collection
- Relevance
- Critical Review
- Authoritativeness
- Date of publication
- Local interest

Tools for Selection of New Materials

- Reviews in library and book seller trade and other publications
- Publisher sources
- Authoritative resources
- Staff expertise

Gifts and Donations

The Library reserves the right to incorporate donated materials into its collection, to sell them in the Friends of the Library book sale, or to dispose of them as the library sees fit. The library will not accept donations if the donor places restrictions on the disposition of the material.

Evaluation of Collections

Library collections are constantly being reviewed to maintain quality and relevance. Materials are regularly evaluated and may be kept or withdrawn from the collection based on the following criteria:

- Damaged or in poor condition
- Information is no longer accurate or timely
- Item has not circulated for several years
- Format of item is no longer in demand

Request for Materials to be Purchased

Fairfield residents may request the purchase of library materials. If the item requested meets collection development criteria, the material will be considered for purchase. Patrons may submit their request by filling out a Request for Purchase form. These forms can be found on the Library's website (fairfieldpubliclibrary.org/my-fpl/request-an-item/purchase-request/) or at any of the service desks.

Request for Materials Review

Fairfield Public Library patrons may request that an item in the Library's collections be reviewed for reconsideration. Completion of a Request for Materials Review Form (see next page) is the first step in that procedure. If you wish to request review of a resource, please return the completed form to the Town Librarian.

Request for Materials Review Form

Final authority for the Library collection rests with the Town Librarian. Reconsideration of library materials by patrons is addressed by filling out this form and submitting it to the Town Librarian. A title will be reviewed only once within a five year period unless the content has undergone major revisions. Please review the Fairfield Public Library Collection Development Policy before submitting this request.

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Do you represent self? ☐ Organization? ☐ _____

1. Resource on which you are commenting (circle choice):

Book Audio Video Magazine Music CD Audio Recording

Newspaper Display Electronic information/network/other (please specify)

Title _____

Author/Producer _____

Publication Year _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? ☐ yes ☐ no

4. What concerns you about the resource? (use other side or additional pages if necessary) _____

The Fairfield Public Library, a department of the Town of Fairfield ("The Library"), is committed to providing free access to collections, both physical and digital that meet our users' informational, educational, research, cultural, and recreational needs.

The following policy outlines the criteria for selecting items, the tools used in that selection, how donations are handled, how residents can request items to be purchased, and how residents can request items to be reviewed for consideration.

Life Cycle of the Collection

The Library's collection is an evolving entity. As items are added, others are reviewed and may be withdrawn from the collection. Care is taken to retain or replace items that have enduring value to Fairfield residents. Decisions are influenced by patterns of use and by the holdings of other libraries in Fairfield, Connecticut.

Merits of Work

The Library does not advocate particular beliefs or views. The selection of any given item does not endorse the viewpoint expressed therein. Selections are made on the merits of the work, the collection development, and the current needs of library patrons.

Age Restrictions

Materials are not classified by age or grade level. Therefore, the Library does not assume the role or function of parental authority and maintains that only parents and guardians have the right and responsibility to determine their children's access to library resources.

Non-Traditional Items & Formats

The library may add to its collection items such as, but not limited to, tools, devices, and games for patrons to borrow. The library is not responsible for injury, loss, or damage that may occur from using these items. Additional borrowing restrictions may be placed on such items.

Criteria for Selection
The Library staff will give the following criteria full consideration in making selections of new materials:

Authoritativeness

Cost

Critical review

Date of publication

Adherence to the library's strategic plan

Format

Historical or Current demand for related items

Local interest

Popular demand

Relationship and importance to the entire collection

Relevance

Tools for Selection of New Materials

Authoritative resources

Publisher sources

Reviews in the library and book seller trade, and other publications

Staff expertise Gifts and Donations of Material

The Library reserves the right to incorporate donated materials into its collection, to sell them in the Friends of the Library book sale, or to dispose of them as the Library sees fit. The library will not accept book or other material (Board) donations if the donor places restrictions on the disposition of the material.

Valuation of Collections

Library collections are continuously being reviewed to maintain quality and relevance. Materials are regularly evaluated and may be kept or withdrawn from the collection based on the following criteria:

- Damaged or in poor condition

- Information is no longer accurate or timely

- The item has not circulated for several years

- The format of an item is no longer in demand

Request for Materials to be Purchased

Fairfield residents may request the purchase of library materials. If the item requested meets collection development criteria, the material will be considered for purchase. Patrons may submit their request by filling out a Request for Purchase form. These forms can be found on the Library's website (fairfieldpubliclibrary.org/my-fpl/request-an-item/purchase-request/) or at any of the service desks.

Request for Materials Review

Fairfield residents may request that an item in the Library's collections be reviewed for reconsideration. Completing a Request for Materials Review form (see next page) is the first step in that procedure. If you wish to request a resource review, please return the completed form to the Town Librarian. The form to be completed in its entirety and that incomplete forms will not be accepted or reviewed.

Memo

Subject: Proposed Draft Schedule of Service Change

Trustees,

At the April Meeting, we presented the 2026 calendar year schedule. We have switched this to correspond with the fiscal year. We will add this as a standing agenda item for April to be voted on. This allows us to make changes based on the following year's proposed budget. Hours of operation will be discussed separately from the service schedule in a future conversation.

Below are the dates on which the library will be closed in FY26. As in the past, we close on the days the town recognizes. Following past practice, we close early in the evening before traditional holidays. The two union contracts for library employees may also influence these decisions.

FY 2026 FPL Closing

Independence Day Eve (Thursday) Early Closing 5:00 pm July 3, 2025

Independence Day Weekend (Friday-Sunday) Closed July 4, 5, and 6, 2025

Labor Day Weekend (Saturday - Monday) Closed August 30 – September 1, 2025

Columbus Day/Indigenous Peoples' Day (Monday) Closed October 13, 2025

Veterans Day (Tuesday) Closed November 11, 2025

Thanksgiving Eve (Wednesday) Early Closing 5:00 pm November 26, 2025

Thanksgiving Day (Thursday) Closed November 27, 2025

Day After Thanksgiving (Friday) Closed November 28, 2025

Christmas Eve (Wednesday) Early Closing 5:00 pm on December 24, 2025

Christmas Day (Thursday) Closed December 25, 2025

New Year's Eve (Wednesday) Early Closing 5:00 pm December 31, 2025

New Year's Day (Thursday) Closed January 1, 2026

Staff Development Day (Friday) Closed January 9, 2026

MLK Day (Monday) Closed January 19, 2026

President's Day (Monday) Closed February 16, 2026

Good Friday (Friday) Closed April 3, 2026

Easter (Sunday) Closed April 5, 2026

Memorial Day Weekend (Saturday - Monday) Closed May 23- 25, 2026

§ 9.267. Town Librarian

Details the appointment, qualifications, duties, and supervision of the Town Librarian.

The Town Librarian is appointed by the Board of Library Trustees with the approval of the First Selectperson.

Duties include managing and supervising policies, programs, and personnel related to public town libraries.

§ 10.176. Board of Library Trustees

Discusses the composition, terms, powers, and duties of the Board of Library Trustees.

Powers include managing library property, adopting policies, appointing library staff, and overseeing library operations.

The Board can accept and manage private donations for library purposes.

§ 9.267. Town Librarian.

A. Appointment and qualifications. The Town Librarian shall be appointed by the Board of Library Trustees, with the approval of the First ~~Selectman~~Selectperson, and shall have such qualifications as may be required by the Board of Library Trustees. The Town Librarian shall have such qualifications established in accordance with the provisions of Section 9.1B of the Charter. The Town Librarian may be removed without cause by the Board of Library Trustees with approval of the First Selectperson and shall serve until removal, retirement, or resignation.

B. Duties. The Town Librarian shall:

- (1) Report to and have such duties as are defined by the Board of Library Trustees on matters of policy, and by the First ~~Selectman~~Selectperson on matters of administration.
- (2) Manage and supervise policy, programs and personnel relating to all public town libraries.
- (3) Have responsibilities as set forth by the Board of Library Trustees pursuant to Section 10.17C(5) and (6).

(1)

§ 10.176. Board of Library Trustees.

A. Members and terms. The Board of Library Trustees shall consist of the Town Treasurer, ex officio without vote, and six trustees appointed ~~in the following manner:~~ Annually, by

the Board of Library Trustees, with the approval of the Board of ~~Selectmen~~Selectpersons and the RTM, ~~shall appoint one trustee to serve for a term of to a term of six~~three years ~~staggered as follows:-~~

(1) Two members to a term of three years commencing on July 1, 2029 through June 30, 2032; and, thereafter as the term may fall;

(2) Two members to a term of three years commencing on July 1, 2030 through June 30, 2033; and, thereafter as the term may fall; and

(3) Two members to a term of three years commencing on July 1, 2031 through June 30, 2034; 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 and the RTM:

(1) On or about July 1, 2026, one member shall be appointed to a term of three years, ending on June 30, 2029;

(2) On or about July 1, 2027, one member shall be appointed to a term of two years, ending on June 30, 2030;

(3) On or about July 1, 2028 , one member shall be appointed to a term of two years, ending on June 30, 2029;

(4) On or about July 1, 2029, one member shall be appointed to a term of one year, ending on June 30, 2030; and

(5) On or about July 1, 2030, one member shall be appointed to a term of one year ending on June 30, 2031.

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~~Selectpersons. ~~No person who has served at two full six~~three ~~year term~~terms ~~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.~~

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) Identify and adopt written policies to govern the operation and programs of the Library~~Establish and enforce reasonable fines and penalties for the violation of its rules and regulations;~~

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

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

(5) Subject to appropriation, ~~(a) appoint a Town Librarian with the approval of the First Selectman~~Selectperson, and (b) appoint such assistant librarians, clerks, and other employees as may be necessary to maintain and operate the library facilities and a regular performance appraisal process; and

(6) ~~Determine the duties, terms of service, and the compensation of library employees~~Ensure that the library has a strategic plan with implementation of evaluation components; and

~~(7) 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 funds. Subject to the terms and conditions upon which any of such property or funds shall be held, the Board of Library Trustees ~~shall transfer~~ is permitted to use the gross income ~~at least quarterly to the Town Treasurer~~for capital improvements to facilities, the administrative functions of the Board of Library Trustees, strategic planning, to be expended by the Town for general library purposes or for such special purposes as may be required to comply with the terms and conditions of any gift or any applicable State standards. The principal balance of the funds shall not be used for operational budget purposes, but shall be used solely for capital improvements outside of the library's normal operating budget. Any such expenditures must be approved by the Board of Library Trustees and the Board of Selectpersons. 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 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~~concerning the administration and management of any of such property or funds.

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DRAFT

Position: Principal Investigator (PI) – Public Library Needs Assessment

Overview: The Center for Social Impact (CSI) is collaborating with the Fairfield Public Library (FPL) to support its comprehensive self-study and needs assessment. CSI seeks a Fairfield University faculty member to lead a mixed-methods study as part of the FPL's needs assessment. The project will focus on understanding user and non-user perceptions, satisfaction metrics, barriers to access, and demographic trends. Methods will include a town-wide survey complemented by select interviews and/or focus groups. The findings will be shared with library leadership and the board for use as part of the FPL's comprehensive needs assessment and strategic planning process.

Research Questions:

- How well does the Fairfield Public Library's (FPL) intended brand align with community perceptions?
- What factors influence community members' decisions to use or not use FPL services?
- What are the perceptions and attitudes of non-users toward FPL?
- How do active patrons view FPL and its services?

PI Responsibilities:

- Design and implement a survey to assess library usage, satisfaction, and community needs (note: the majority of users are Fairfield residents, but some are residents of communities outside of Fairfield).
 - Initial randomized data collection (3-4 weeks), followed by targeted recruitment via social media and partnerships with local organizations (note: this is one possible strategy, but others can be considered).
 - Analyze operating hours, geographical accessibility, and service availability concerns.
 - Compare findings against town demographics using census data.
 - Survey will need to be available in multiple languages (English, Portuguese, Spanish)
- Develop and conduct interviews and/or focus groups to further explore perceptions of non-users (other strategies can be considered to meet project goals).
- Collaborate with library staff to facilitate data collection and secure staff investment in the project.
- Prepare and present findings and final report to the library board by year-end.

Qualifications:

- Experience in survey design, community needs assessments, qualitative research, and data analysis.
- Understanding of public libraries and their role in community engagement.
- Proficiency in statistical and qualitative data analysis software.

- Ability to work collaboratively with library staff and community stakeholders.
- Willingness to work with a graduate or undergraduate student research fellow.
- Strong written and verbal communication skills.

Timeline:

May – December 2025

Compensation:

- Research Stipend - \$5,000
- Student Research Fellow – paid by the Center for Social Impact

Application Process: Interested candidates should submit a CV, a cover letter detailing relevant experience, and a sample of previous research (if available) by May 2. Applications will be reviewed on a rolling basis.

Submit materials by May 2, to:

Melissa Quan, Director, Center for Social Impact
mquan@fairfield.edu

For more information, contact:

Melissa Quan, Director, Center for Social Impact
mquan@fairfield.edu