

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

The Fairfield Public Library Board of Trustees will hold a Special Meeting at 7:00 PM on September 11, 2023.

Members of the Public: To View or Listen by Phone:

- Via Webex: <https://tofit.my.webex.com/join/virtually>
- By phone: Dial in audio: 510-338-9438, Access Code: 292 468 998#

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 the meeting to the following email: publiccomment@fplct.org.

**Fairfield Public Library – Board of Trustees
Sept 11, 2023.**

**Main Branch Rotary Room & Virtual Via WebEx
Fairfield, CT**

AGENDA:

- I. Call to Order (WebEx recording start)
- II. Public Comment
- III. Approval of Minutes (attachment 1)
 - A. July Meeting

Recommended Motion: “that the Library Board of Trustees approves the following meeting minutes from the July meeting of the Library Board of Trustees.”

- IV. Chairman’s Report
- V. Library Updates
 - A. Operations Reports (attachment 2)
 - B. Book Challenge (attachment 3 & 4)
 - C. Special Report- 2023 Statistics and Strategic Plan Report (attachment 5)
- VI. Policy Review – Program Policy (attachment 6)
- VII. Committee/Liaison Reports
 - A. Space Planning Committee
 - B. Fundraising Committee
 - C. ADHOC Bond Committee
 - D. Friends of the Library update
 - E. Website Redesign
- VIII. Treasurer’s Report
- IX. New Business
 - A. Corporate Resolution Regarding Annuity Claim
 - B. Draft 2024 Meeting Schedule (attachment 7)
- X. Old Business
 - A. New Trustee Seat - Executive Session
 - B. Trustee Revolving Fund

Recommended Motion: “the Library Board of Trustees approves the transfer of 107,530.29 dollars from the Vanguard Account to the First County money market account to be used for 2023 approved capital projects.”

- C. Draft Website RFP Review (attachment 6)

Recommended Motion: “that the Library Board of Trustees approves of the draft Website RFP.”

XI. Adjournment

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: July 17, 2023 7:00 pm
AT: Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824
Rotary Room
And Virtual (due to the COVID-19 pandemic)
Recording: <https://www.youtube.com/watch?v=jlC9J5YswEQ>

Present:

Trustees: Mr. Andrew Minea, Ms. Jill Brown, Ms. Erin Harrigan, Mr. Peter Willner, Mr. Chris Rogers

Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian,

Absent: Ms. Nancy Sweeney, Branch Manager (excused)

Ex-Officio: Chris Tymniak (unexcused)

Members of the Public: Lori Kostopoulos, Donna Cahill

1. Call to Order

Meeting was called to order by Mr. Minea at 7:06 p.m.

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the June 5, 2023 meeting were reviewed. Ms. Brown made a motion to approve the minutes. Ms. Harrigan seconded. Motion passed.

4. Chairman's Report

Mr. Minea reported that there is excitement from both adults and children for the summer reading program. There has been very positive feedback about the individual school nights promoting the summer reading program. He expressed his appreciation for the staff and their hard work to make the summer reading program engaging for the community.

5. Library Updates

A. Operations Report – Mr. Jarzombek reported it has been a culturally rich month at the library. Four bands performed at the international Make Music Day event on June 21st.

Teen Services hosted a Mystery Night which was an after-hours program that maxed out attendance and was above the number of teens who signed up.

Children's Services kicked off the Summer Reading Program at the Fairfield Museum ~~um~~ ~~museum~~ and it was one of the best attended in years. Touch a Truck was a major success at Woods.

The Circulation Department is collecting the Mascot Vote which has been very popular with the patrons. Woods Staff has created a Words of Wisdom Tree where patrons can add their favorite saying or quote as an Adult Summer Reading activity.

The Library head of IT is out for the majority of the summer so the Town's IT person has been filling in. There are some issues with the book distributor, Baker and Taylor. However, we are getting in the majority of the items.

Website traffic has been steady with a slight increase which may be attributed to the open Trustee position on the Board.

There was an incident which resulted in a one year loss of library privileges for a patron. Mr. Jarzombek expressed his praise for the Fairfield Police and their terrific handling of the patron involved in the incident.

Mr. Jarzombek reported that the DPW did a fantastic job redoing the slate walkway between the parking lot and the Post Road at the Main Library. DPW also did an excellent job with the shelving, incredible work.

Mr. Jarzombek was quoted by the Hartford Current in a story about Old Lyme's current book challenge. Discussion ensued.

The Library of Things continues to make progress. They are working on cataloging and there has been a soft launch of games. The larger items are taking some time and the hope is to launch in the fall. Discussion ensued.

6. Policy Review (Facilities Use Policy)

Mr. Jarzombek reported that the policy was passed a year ago. The Facilities Use policy defines appropriate use of public space. The changes include a clear introduction paragraph; it establishes the library as a town department and limits food in the library. Discussion ensued. Mr. Willner made a motion to approve the policy and adopt the changes. Ms. Brown seconded. Motion passed.

7. New Policy (Privacy and Confidentiality of Library Records)

Mr. Jarzombek provided a draft of this policy to the Board. The Privacy Policy explains what information the Library collects from patrons and why. The policy is in line with state law and is being reviewed by the Town Attorney. Discussion ensued.

8. Committee/Liaison Reports

A. Space Planning: Ms. Fisher reported that they are waiting for the furniture for the periodical room to arrive.

B. Fundraising: No report.

C. ADHOC Bond Committee: No report. A Board meeting will be held at Woods so a walk through can be conducted during the meeting.

D. Friends of the Library Update: Ms. Cahill reported that the art gallery ~~was set up and~~ reception was well attended. Some paintings were sold as well. There was a booth outside during the Sidewalk Sale promoting Friends membership. On July 27th there will be a fundraiser

with cocktails at a private home in town with author Jane Roper. The Annual Friends meeting will be held on September 19th and it marks the 20th Anniversary of the Friends. A presentation will be made showing the impact of the Friends on the library over the 20 years. The Food Truck fundraiser will be held on September 10th and the Friends are seeking sponsorships for this event.

E. Website Redesign

Ms. Brown reported that the meeting she attended with Mr. Jarzombek and ~~Mary~~ Merry Mao was very productive. A draft RFP was presented to the Board along with a projected timeline for the project of updating the Library Website. The Town Attorney will be reviewing the RFP and it will be further discussed at the September meeting of the Board of Library Trustees.

Discussion ensued.

9. Treasurer's Report

Ms. Harrigan reported that the market is up about 10% end of the June. The numbers are back to Q1 of 2022. The final Debt Service payment to the Town has been made. Van-Guard wants to review the account and Ms. Harrigan will speak with them prior to the September meeting.

Ms. Harrigan made a motion to withdraw the 2% for Fiscal Year 2023 from the Memorial Funds to go toward Capital Projects. Mr. Willner seconded. Motion passed.

10. New Business

The draft website RFP will be reviewed prior to the next meeting. Discussion ensued.

11. Old Business

A. New Trustee Seat – Executive Session

Mr. Willner made a motion to enter executive session. Ms. Harrigan seconded. Motion passed.

12. Adjournment

Ms. Harrigan made a motion to adjourn the meeting at 8:20pm. Mr. Minea seconded. Motion passed.

Respectfully submitted,

Lori Kostopoulos for

Andrew Minea, Chair, Fairfield Board of Library Trustees

Date and Location of next meeting:

September 11, 2023 at 7:00 pm

Webex & In Person

Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824 Rotary Room

July & August 2023 Services & Operations Report

Services



Words of Wisdom Tree

Adult Services

July- All library-sponsored book clubs wrapped up the season in July, with everyone taking a month's break in August. Our three new book clubs ended with positive feedback and people looking forward to their return. Other highlighted programs include a lecture on the history of the Civilian Conservation Corps (Main), a Journaling program (Virtual), and a Weekly Pixel Party (Woods). The library has also been at the Farmers Market.

August- Adult Services hosted two successful ongoing Woods programs dedicated to sewing with a local Fairfield designer and The American Sewing Guild. Adult programming included NARCAN training in partnership with Fairfield CARES, Business Training with SCORE Fairfield, and very popular Take and Make Programs.

Teen Services

July- This session of Readers Theater was a fantastic collaborative effort. A Teen Council member wrote an original mystery script and directed it. We added a session to give them another rehearsal and performance time for family and friends. Other highlighted facilitated programs were a Mixed Media Art program and an Anime Watch Party with crafts. The department also reports a tangible increase in teens using the Main teen area.

August- Teen volunteers donated over 700 hours to the library this summer, helping hand out our prizes for the summer challenge and assisting with programs. Teen programs included a School of Rock Performance (Main), Chess Club, Anime Club, Board Game Nights, Chess and Take and Make Kits.

Children's Services

July- The department partnered with the Fairfield Fire Department for one of our most popular sessions of its Touch-a-Truck program. Fifty-six of our younger residents had a wonderful time learning about firefighters and got a chance to sit in the firetruck. (WOODS) The department hosted Award-winning authors Caroline and Katherine Brickley in a program that taught children how to write and illustrate their books (MAIN). The department wanted to highlight two other programs: the Good Eats book club (Woods) and the return of in-person Paint Along (Main).

August- Escape the Whispering Woods, an escape room done by the children's staff for families, was held at the Woods library. Families were tasked with saving the voices of the forest's creatures by solving puzzles. Children's programs included a Pop Palooza and early literacy outside programs. The department also facilitated multiple outreach sessions for the YMCA camp. Very successful Summer Reading Program with shortage of lawn signs for those who completed the goals.

The Circulation Department

July- The circulation department continues to wrap books for our extremely popular "Find a Book that Speaks to You" display. This program is where patrons borrow material staff selects without knowing what the book is (Woods and Main). The department continues promoting the Adult Summer Reading program by encouraging sign-up, reading, and activity participation. They also have continued the popular Words of Wisdom Tree (Woods).

August- As an Adult Summer Reading activity, patrons wrote their favorite saying or quote on a colorful leaf added to our Words of Wisdom Tree. (Woods). Wrapped books were a huge success as part of the Adult Summer Reading Challenge. Patrons have asked for this part of the program to be extended.

Operations

IT and Technical Services

July- Tech services staff continue to work on cataloging for the Library of Things. They also have begun work on some parts of the local history collection.

August- IT and Technical Services are working together to create special codes and rules for the Library of Things. Technical Services is reviewing the Inter Library Loan service since it is at the one-year mark of being launched. Air printing is now available at both locations. The copier at Woods continues to have issues. Jim, our head of IT, is back and has been busy with multiple network issues and upgrades.

Web and Social Media

July- Summer reading has dominated our online presence. Video and posts that include staff members garner significant interest. We also received many interactions for our “Beat the Heat” posts which promoted the library as a cooling center.

August- The most popular calendar event was the Friends annual meeting. The most popular social media posts are Touch-a-Truck and our open positions. Facebook continues to be our most engaged social media. Our Web librarian is also busy assisting the Town with their website transition.

Incidents

July- We had one incident at Main. Related to inappropriate graffiti in the Children’s Room.

August- One incident at Woods and three incidents at Main. Three required administrative review. One required the police (8/3).

Facilities

July- Woods had an HVAC issue, which caused damage to several ceiling tiles. This was handled swiftly by library staff and DPW. Fairfield Woods had one work order; it is closed. The main library had seven work orders; all were completed. There have been continuous issues with the women’s bathroom on the first floor of Main. DPW has been on it.

August- We received multiple complaints that the EV charging station at Woods now has limits to its hours of operation. We have passed that on to the town. The staff and DPW quickly took care of one work order at the branch, which included a small wasp infestation. Six work orders at Main. Two were related to the first-floor women’s bathroom, which continues to have issues. We have been having parking issues.

Stats at a Glance

It was a much busier summer than expected. This may have been driven by “work/study” usage, unique Wi-Fi usage was up 3.43% at Main. Study Rooms were also steady. Last month saw a 12.4 increase (32,302 vs. 28,728) in visits to the library. The library shows a 23.6% increase in visits over the last 12 months.

Town Librarian

They were asked to be a panelist at the Connecticut Library Association Leadership Institute Symposium (8/11),

Relevant Training- CCM: How to Run Legal and Effective Public Meetings (7/6), CCM: Ethics, Accountability, and Conflicts of Interest (7/12), and CCM: Records Retention & Management (7/27), State Library: Successful Onboarding Techniques to Improve Retention (8/10), LILRC: Departures and Arrivals: Succession Planning for Libraries (8/16), and the CLA: Library Leadership Institute Symposium (8/11)

Relevant External Meetings- CARES (7/10), CLA Legislative Committee (7/11), CLA Conference Committee (7/17), CLA Board (7/20), CARES (8/7), Fairfield Museum (8/7), CLA onboarding (8/8), FLAG(8/9), CLA Conference Committee (8/21) and Connecticut Audubon Society (8/30).

Special Report

Mascot

Patrons and staff are very invested in the mascot selection process. The date for the big reveal is September 22nd.

Looking Ahead

Adult Services

September finds us back to our full slate of adult programming. All Book Clubs will return. Mark Schenker will be doing a 4 part Film Series, the Embodied Meditation series returns, mid-month the Library will again be participating in National Voter Registration Day with the League of Women Voters on hand all day to register voters. There will be a jewelry repair program "Broken to Beautiful", at Woods and an author program at Main featuring Connecticut Softball legends. Working towards filling the Library Associate full-time vacancy.

Teen Services

downUnder is back in full swing. Every other Saturday Dungeons & Dragons meet-ups, Chess club, Teen Council.

Children's Services – Early Literacy programs starting up again after a short end of summer break. Sponsoring a Food Drive for Operation Hope in conjunction with making slime. Return of the Paws to Read program with the ROAR dogs. Will be happy to fill the full-time vacancy in the department.

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 Brianna Jay

Date 8/30/2023

Address 78 Unquoma place

City Fairfield

State CT

Zip 06824

Phone (315) 209-5773

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 We are little Feminists families

Author/Producer ~~Art~~ Archa Shrivastav

Publication Year 2020

2. What brought this resource to your attention? on display in childrens library

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 picture of the man pretending to be pregnant as an example of what family is in this book is very hard to explain to my 4 year old. This is not a conversation we as her parents are ready to have. Its truly confusing to even process as an adult.



Brianna Joy,

I have received your Request for Materials Review Form and have done a subsequent review of the material. We have found that the book upholds our collection development policy and will stay in the collection.

According to our research, *We Are Little Feminists Families* by Archa Shrivastav is available in 15 other libraries in Connecticut, including neighboring libraries like Westport, Ferguson (Stamford), and Bridgeport. The work is well reviewed in several professional publications and has received 4–5-star reviews on consumer sites like Amazon, Good Reads, and Walmart.com. The title has not been challenged in the past, and the two copies (Woods and Main) have circulated seven times since 2022.

We Are Little Feminists Families was the 2021 Stonewall Award Winner. The Stonewall Award was created in 1994 by the American Library Association to hallmark excellent literature about the LGBTQ experience. Staff rely heavily on critical reviews when making material choices. The nomination process for any book award is rigorous and is used as a benchmark for consideration in purchasing. Due to these factors, it was considered by FPL staff and subsequently added to the collection to bring additional diversity into our holdings.

We understand that the library's collection may hold material that does not align with the beliefs, views, or personal norms of everyone we serve. That is why it is essential that parents review all material and, as outlined in our service to children's policy, accompany children under the age of 12 to the library.

Thank you for reaching out. It is vital for us to hear all voices in our community and consider their viewpoints.

Yours,

Scott C. Jarzombek
Town Librarian

With assistance from
Tamara Lynne
Head of Children's Services



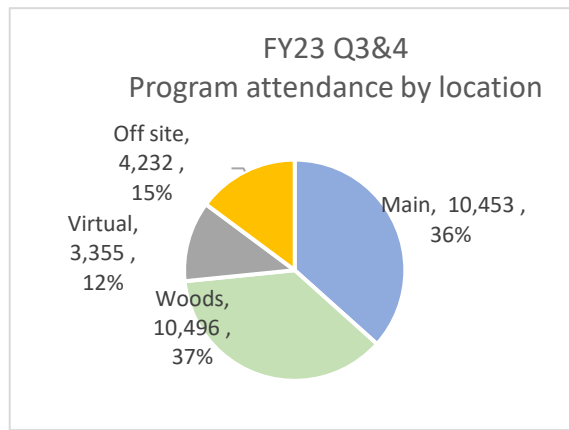
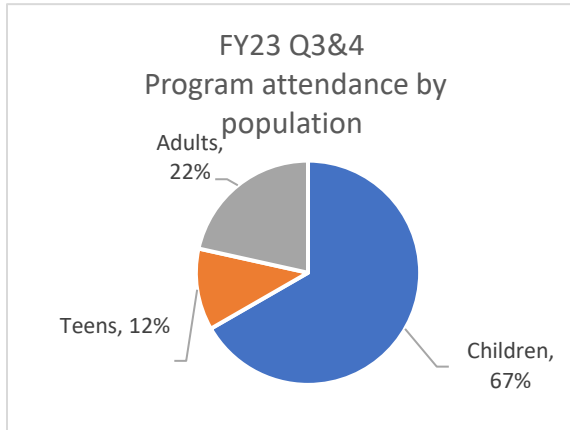
2023 Q 3&4 Performance

The following is an analysis for the second half of the 2023 fiscal year (January – June 2023). This report compares program participation, circulation, and library visits. We use data collected for the State Library's Division of Library Development to compare this half's performance to the prior year (2022), the previous half, and the three-year average for that period (2020–22).

Additionally, library staff highlight initiatives, programs, and services that align with the 2022–2024 strategic plan, including outputs, like the number of programs that align with strategic goals and outcomes, as demonstrated with highlighted initiatives and services.

Programming

The library saw a marked increase in overall program participation.



Q3 & 4 of 2023, overall, had 28,536 program attendees. This was a 41% increase in programming attendance compared to the previous year's Q3&4 (20,424) and the previous two quarters (20,432) and a 105% increase from the 3-year average (13,940).

Q3 & 4 of 2023 had 850 programs, compared to 757 in the previous half of the year and 801 in that period in FY22. There was 25% increase of attendees per program (33.6) from Q1&2 (27) and a 33% increase over FY22 (25.3) for attendees per program.

Adult Services

Q3&4 of 2023, overall, had 6144 adult program attendees. This was a 53% increase in attendance compared to Q3 & 4 of FY22 (4010), a 93.3 % increase in attendance from the prior 2 quarters of FY23 (3178), and a 104 % increase from the 3-year average (3012).

Q3&4 of 2023 had 275 adult programs, with an average of 22.3 attendees per program. This is a 24.5% increase in attendance per program compared to the Q3&4 of FY22 at 17.9, and an 65.5% increase from the prior 2 quarter (13.47), and a 17.4% increase from the 3-year average (19).

Teen Services

Q3&4 of 2023, overall, had 3362 program attendees for 175 teen programs, a 13.6 % increase in attendance compared to the previous year's Q3 & 4 (2959 – 176 programs) and a 29.5% increase in attendance from the prior 2 quarters (2595 – 168 programs).

This also represents an increase of 15.4 % for the average attendees per program for Q3&4 FY23 (19.2) from FY22 Q3&4 (16.64) and a 24.2 % increase from the previous 2 quarters of FY23 (15.45). This is also a 15.6% increase over the 3 year average (16.6) .

Children's Services

Q3&4 of 2023, overall, had 19030 program attendees, a 43% increase in programming attendance compared to the previous year (13303), a 30% increase in attendance from the prior 2 quarters (14659), and a 107% increase from the 3-year average (9201).

In Q3&4 of 2023 there were 400 children's programs, with an average of 47.58 attendees per program. This is an increase of 43.5 % compared to the same time period in FY22 (33.17) and an increase of 14.65 % from the prior 2 quarters of FY23 (41.5), and an 46.4 % increase from the 3-year average (32.5).

Circulation and Visits

Q3 & 4 of 2023 had 327,483 items circulate. This was an 14 % increase in items circulated compared to Q3&4 of 2022 (287,752), a 5.4 % increase in items circulated in the prior half (310,693), and a 33 % increase from the 3-year average (246,608) for the 3rd and 4th quarters.

Q3 & 4 of 2023 had 169,460 in-person library visits, a 29 % increase in visits compared to the previous year (130,893), an 11.3 % increase in visits from the prior half (152,261) and a 95 % increase from the 3-year average (86,823). Additionally, visits per hour are up 26% (56.75) compared to last year (44.87) for the 2 quarters.

Selected Year End Statistical Comparisons

	FY22 TOTAL	FY23 TOTAL
Circulation	562,844	634,496
Door count	221,386	321,727
Hours open	5,357	5,908
Circ Per Hour	105.07	107.40
Visits per hour	41.33	54.46
Total programs	1,456	1,607
Total program attendance	34,028	48,949
Attendance per program	23.37	30.46
Adult Programs	340	511
Adult Program Attendance	6,005	9,303
Adult Attendance per program	17.66	18.21
Teen Programs	344	343
Teen Program Attendance	5,163	5,957
Teen Attendance per program	15.01	17.37
Children's Programs	772	753
Children's Program Attendance	22,860	33,689
Children's Attendance per program	29.61	44.74

2023 Q 3 & Q4 Strategic Plan

The following analysis demonstrates a healthy adherence to the Strategic Plan All programs met one or more goals and the library initiated multiple programs or services that align with the plan.

ADULT SERVICES

Be a hub of lifelong learning and enrichment.

100 % met Goal 1 (273)

Highlighted program: All 273 of our programs met this goal. This year our One Book One Town (OBOT) welcomed local author, Ivan Maisel whose memoir, I Keep Trying to Catch His Eye explores the loss of his son Max to suicide. Ivan's author talk at Fairfield University's Quick Center became our most successful OBOT to date with 600 in-person attendance and 487 virtual on YouTube.

Expand our digital library and presence.

7.4 % met Goal 2 (20)

Highlighted program: ChatGPT: An Introduction kicked off a two-part series on Artificial Intelligence which drew 67 patrons. We've scheduled local tech presenter Gary Webster back for four sessions Fall 2023.

Sustain partnerships and build community connections.

29.3 % met Goal 3 (80)

Highlighted program: Sewing programs at Woods Branch Library feature a monthly partnership with The American Sewing Guild and biweekly programming led by Fairfield fashion designer Jennifer Butler.

Strengthen community awareness and support of the library's mission and services.

11 % met Goal 4 (30)

Highlighted program: Tax assistance continued in 2023 thanks to a long-term partnership with SimplifyCT/VITA. 651 patrons had their taxes completed and submitted reminding the town and surrounding communities of the diverse needs libraries fill for its patrons.

Outreach: Two new off-site monthly book clubs began in February 2023. Hitting the Books gathered at Little Pub restaurant with 111 attendees. Literature and Libations met at J.B. Percival Co. with 124 attendees.

TEEN SERVICES

Be a hub of lifelong learning and enrichment.

100 % (177) met Goal 1.

Expand our digital library and presence.

3 % (5) met Goal 2.

Sustain partnerships and build community connections.

10% (17) Teen Programs Met Goal 3

Strengthen community awareness and support of the library's mission and services.

5% (9) Teen Programs Met Goal 4

Highlighted programs: Teen Library Council meets once a month and has proven to be an excellent source for developing program ideas, getting feedback, and creating library ambassadors. Members helped with many aspects of the preparation for the summer challenge. They have also helped create and assist during a variety of programs including- Chess Club, Reader's Theater, Music Meet-ups, and Robotics Challenge Camp. Goals 1 & 4

Outreach: In preparation for OBOT, I spoke with elementary school media specialists and middle and high school English teachers.

- The result was more students showed up for Rose Brock's Virtual Talk and classrooms that weren't able to attend used the recording.
- This also led to an English teacher from Tomlinson reaching out to set up a visit for her ESL students to learn more about library services and get library cards.
- Additionally, an 8th-grade middle school teacher from that meeting asked me to speak to four of her classes to explain how the library can support their educational and informational needs as they enter high school. Next year she hopes to be able to bring her classes to Woods for a field trip. (I've attached her Thank You note)
- Goals 1, 2, 3, & 4

CHILDREN'S SERVICES

Be a hub of lifelong learning and enrichment.

400 (100%) Children's programs

Highlighted Program: Sing and Stomp on the Sherman Green consistently engaged 300 patrons in songs and rhymes. Instilling the importance of educating, engaging and nurturing our youngest patrons while fostering a sense of community. Parents often remarked how much they not only enjoy our story times but learned from them as well.

Expand our digital library and presence

.75 % (3) While programming has been limited in regards to expanding digital library presence the Library subscribed to Tumble books at the request of the schools—which is a curated database of e-books, teachers use in the schools.

During an outreach to McKinley Elementary, staff worked with the ESL parents, showing them how to navigate the library's website, highlighting databases such as tutor.com and Scholastic Teachables.

Sustain partnerships and build community connections

17.25 % (69) programs met this goal. We continue to have strong connections with the 11 elementary schools. One such example is offering them our skills and materials for their STEAM nights. The nights provide a time for families to work together to learn about the importance of science in a child's life. This allows the library staff an opportunity to showcase the STEAM'D collection and other offerings available through their public library.

We have created a very strong and fruitful bond with the Fairfield Museum. Utilizing their outdoor space 404 patrons enjoyed a multitude of activities for our summer reading kickoff. We also provided story times for the Museum's "First Saturdays" which gave patrons the opportunity to visit the Museum for free.

Strengthen community awareness and support of the library's mission and services

14 % (56) Touch a Truck summer series partnered with Town departments (police/fire/DPW) to bring amazing vehicles to the Woods Branch Library. Children and families had an opportunity to meet these amazing community workers while providing the kiddos an opportunity to learn about the work they do and sit in their cars.



~~Program Policy~~ **Program Policy – DRAFT 8/30/2022**

~~The Fairfield Public Library, a department of the Town of Fairfield (“Library”), aims to provide programming of the highest quality and relevance. The Programming Policy This policy provides guidelines for the development, management, and oversight of~~ **developing, managing, and overseeing programs presented by Fairfield Public Library.**

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Library Programming Defined

A Library program is an event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators, or performers and may be presented at venues outside of the ~~Library~~ [library](#).

Programming Planning

Programs are selected, curated, or facilitated by designated staff based on community ~~need~~ **needs**, relevant topics, ~~and~~ organizational capacity, ~~and the organization’s strategic plan~~. The Library welcomes suggestions from ~~the~~ residents on future programming.

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Co-Sponsored Programming

The Library may co-sponsor or endorse a program put on by a partnering entity. These partnerships are at the discretion of Library staff and reviewed by ~~the~~ Library administration.

Admission and Sales

The Library strives to make programs free whenever possible. However, the Library and the Friends of the Library reserve the right to charge for admission, goods or services.

Program Access

Library programs are open to the public on a first-come, first-served basis. Registration may be made in ~~advance~~ **by advance by** phone, in person, ~~or~~ online, ~~or~~ at the time of the program; if space permits. For programs targeted to a specific audience, ~~e.g.e.g.~~ children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come, first-served basis; ~~or~~ limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks ~~prior to~~ **before** the program.



Behavior

~~Program attendees, virtual and in-person~~Virtual and in-person program attendees are expected to adhere to all relevant Library policies concerning appropriate Library behavior.

Program Evaluation

Fairfield Public Library aims to provide programming of the highest quality and relevance. Library staff will gather statistical and survey information to guide future programming decisions and appropriate reporting. Direct feedback from participants is always welcomed.

Public Expressions of Concern

The library welcomes expressions of opinion from Fairfield residents about Library programs. Concerns or questions should be addressed by contacting the Library [Administration](#). All concerns will be reviewed by the Town Librarian, reported to the Board of Trustees, and become part of the public record.

~~Adopted: by Board:~~

~~9/2022~~

~~Amended: 9/2023~~

~~Next Review: 9/2024~~

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Trustees,

Below is the proposed schedule for the Board of Trustees meetings in 2024. This information is being presented as new business on the agenda with the request for a vote in October. The Town Clerk must file this schedule with the Secretary of State in January as a requirement of open meetings law. Operationally, we need to reserve space three-four months in advance.

We want to highlight two changes from the previous year's schedule. We request these meetings be held on the second Monday of the month; This provides enough time for the staff to provide an accurate operations report. Two exceptions are October and November, which fall on holidays, and the meetings will fall on the first Monday. We are also asking to hold three of the meetings at our branch.

Proposed **2024 meeting schedule** for the Board of Trustees of the Fairfield Public Library.

January 8, 7:00 pm – Main Library, 1080 Old Post Rd

February 12, 7:00 pm – Main Library, 1080 Old Post Rd

March 11, 7:00 pm – **Fairfield Woods Branch Library, 1147 Fairfield Woods Rd**

April 15, 7:00 pm – Main Library, 1080 Old Post Rd

May 13, 7:00 pm – Main Library, 1080 Old Post Rd

June 10, 7:00 pm – **Fairfield Woods Branch Library, 1147 Fairfield Woods Rd**

July 8 (Annual Meeting) 7:00 pm – Main Library, 1080 Old Post Rd

September 9, 7:00 pm – Main Library, 1080 Old Post Rd

October 7, 7:00 pm – **Fairfield Woods Branch Library, 1147 Fairfield Woods Rd ***

November 4, 7:00 pm – Main Library, 1080 Old Post Rd

December 9, 7:00 pm – Main Library, 1080 Old Post Rd

Fairfield Public Library Revolving Fund

Statement of Activity Detail

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Ordinary Revenue/Expenditures							
Revenue							
5000 Transfer from invested funds							
05/02/2023	Deposit		Vanguard Memorial Fund	Expense:Board - Administrative	For final payment of debt service to Town	114,950.00	114,950.00
Total for 5000 Transfer from invested funds						\$114,950.00	
70000 Revolving Fund - Income							
700001 Memorial donations							
04/06/2023	Deposit		John & Carolyn Edwards	Income:Donation-Memorial	in memory of Emery Silk - Ch Books	120.00	120.00
06/22/2023	Deposit			Income:Donation-Memorial	In Memory of Cliff Smith	175.00	295.00
Total for 700001 Memorial donations						\$295.00	
700002 Donations - unrestricted							
08/11/2022	Deposit		unknown	Income		75.00	75.00
10/27/2022	Deposit			Income:Donation - Unrestricted	Gravesen Memorial Fund annual distribution	426.00	501.00
10/27/2022	Deposit			Income:Donation - restricted	Scoff Foundation	7,000.00	7,501.00
12/22/2022	Deposit			Income:Donation - Unrestricted	donation	100.00	7,601.00
03/20/2023	Deposit			Income:Donation - Unrestricted	donation for hosting tax help	30.00	7,631.00
Total for 700002 Donations - unrestricted						\$7,631.00	
7000 Unrestricted Book Fund							
12/30/2022	Deposit			Income:Donation - restricted	donation	500.00	500.00
12/30/2022	Deposit			Income:Donation - restricted	donation	500.00	1,000.00
Total for 7000 Unrestricted Book Fund						\$1,000.00	
7002001 Butler							
11/17/2022	Deposit			Income:Donation - Unrestricted	checks from Fashion Show	75.00	75.00
Total for 7002001 Butler						\$75.00	
Total for 700002 Donations - unrestricted with sub-accounts						\$8,706.00	
700003 Donations - Restricted							
02/15/2023	Deposit			Income:Donation - restricted	contribution towards Street Project showing	100.00	100.00
02/15/2023	Deposit			Income:Donation - restricted	For SEED LIBRARY	50.00	150.00
04/11/2023	Expenditure		Rare Seeds	Income:Donation - restricted	Seeds for seed library	-51.19	98.81
Total for 700003 Donations - Restricted						\$98.81	
7002030 Main Children's donations							
04/21/2023	Check	1608	Library Ideas LLC	Expense:Library Materials - Children's	Vox books	-36.40	-36.40
Total for 7002030 Main Children's donations						\$ -36.40	

Fairfield Public Library Revolving Fund

Statement of Activity Detail

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 700003 Donations - Restricted with sub-accounts						\$62.41	
700007 Friends - Museum pass support							
10/07/2022	Deposit		Friends of Fairfield Public Library	Income:Friends	2022 Museum pass gift	12,500.00	12,500.00
Total for 700007 Friends - Museum pass support						\$12,500.00	
700008 Friends of the Library							
11/17/2022	Deposit			Income:Friends	Support of Q1 programs	6,665.00	6,665.00
01/24/2023	Deposit	2532	Friends of Fairfield Public Library	Income:Friends	Program support	4,637.78	11,302.78
03/20/2023	Deposit			Income:Friends	Friends Program Support	5,350.34	16,653.12
05/01/2023	Deposit		Friends of Fairfield Public Library	Income:Friends	Program support	5,414.82	22,067.94
Total for 700008 Friends of the Library						\$22,067.94	
70007 Woods Book sale et al							
09/30/2022	Deposit		Fairfield Woods Branch	Income:Sale of items	60% of book sale	397.00	397.00
12/29/2022	Deposit		Fairfield Woods Branch	Income:Sale of items	Bags sold and share of Book sale	308.00	705.00
03/31/2023	Deposit		Fairfield Woods Branch	Income:Sale of items	60% of book sale and bags	407.00	1,112.00
06/30/2023	Deposit		Fairfield Woods Branch	Income:Sale of items	60% of book sale @ Woods and bags 4/23-6/23	318.00	1,430.00
Total for 70007 Woods Book sale et al						\$1,430.00	
76430 Miscellaneous Revenue							
04/05/2023	Deposit		Amazon.com	Expense:Library Materials - Children's	Refund of items	57.54	57.54
Total for 76430 Miscellaneous Revenue						\$57.54	
Total for 70000 Revolving Fund - Income						\$45,118.89	
Total for Revenue						\$160,068.89	
Expenditures							
1 Town Debt Service							
07/01/2022	Expenditure		Town of Fairfield	Expense:Board - Administrative		119,790.00	119,790.00
05/05/2023	Expenditure		Town of Fairfield	Expense:Board - Administrative		114,960.00	234,750.00
Total for 1 Town Debt Service						\$234,750.00	
90000 Revolving Fund - Expense							
50001B Bank fees							
07/29/2022	Check	SVCCHRG				5.00	5.00
08/31/2022	Check	SVCCHRG				5.00	10.00
02/22/2023	Expenditure		First County Bank	Expense:Board - Administrative	Stop payment fee	30.00	40.00
Total for 50001B Bank fees						\$40.00	
900001 General (Memorials)							
04/21/2023	Check	1608	Library Ideas LLC	Expense:Library Materials - Children's	VOX books in memory of Emery Silk	120.00	120.00

Fairfield Public Library Revolving Fund

Statement of Activity Detail

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 900001 General (Memorials)						\$120.00	
900004 Main Library - Unrestricted							
08/03/2022	Check	1493	Guilford Free Library	Expense:Supply, General	Discounted fax cards	213.29	213.29
03/24/2023	Check	1589	Jen Laseman	Expense:Miscellaneous	H.S. Animal Sculpture Reception	53.45	266.74
05/26/2023	Check	1617	CT Zoological Society	Expense:Museum Pass	repl pass (pd for by patron) for Woods	150.00	416.74
Total for 900004 Main Library - Unrestricted						\$416.74	
900045 Main Library - Books							
01/05/2023	Check	1556	Ingram Library Services	Expense:Library Materials	Books	85.00	85.00
02/22/2023	Check	1567	Ingram Library Services	Expense:Library Materials	Books	11.25	96.25
06/06/2023	Expenditure		Amazon.com	Expense:Library Materials	Art of Communication :A Librarian's Guide	50.00	146.25
Total for 900045 Main Library - Books						\$146.25	
Total for 900004 Main Library - Unrestricted with sub-accounts						\$562.99	
90002 General							
09/22/2022	Check	1503	Lori Kostopoulos	Expense:Board - Administrative	minutes 9-12-22	150.00	150.00
10/21/2022	Check	1514	Lori Kostopoulos	Expense:Board - Administrative	October minutes	150.00	300.00
11/08/2022	Check	1525	Lori Kostopoulos	Expense:Board - Administrative	Minutes Nov 7 2022	150.00	450.00
11/18/2022	Expenditure		Amazon.com	Expense:Miscellaneous	forks for Volunteer Luncheon	8.99	458.99
11/21/2022	Expenditure		Amazon.com	Expense:Miscellaneous	paper goods for Volunteer Luncheon	29.96	488.95
11/22/2022	Expenditure		Amazon.com	Expense:Miscellaneous	paper goods for Volunteer Luncheon	47.78	536.73
12/06/2022	Check	1531	Teresa Domnauer	Expense:Miscellaneous	Zentangle supplies - 2 invoices	94.84	631.57
12/06/2022	Check	1530	Teresa Domnauer	Expense:Miscellaneous	Volunteer lunch program &supplies	247.27	878.84
12/06/2022	Check	1533	Fairfield Public Schools Food Service	Expense:Miscellaneous	Food for Volunteer Lundheon	155.00	1,033.84
12/15/2022	Check	1550	Philip Bahr	Expense:Miscellaneous	Beverages for Volunteer lunch	10.42	1,044.26
12/15/2022	Check	1549	Claudia Silk	Expense:Miscellaneous	Flowers for Volunteer lunch	38.24	1,082.50
01/25/2023	Check	1559	Lori Kostopoulos	Expense:Board - Administrative	January mtg minutes	150.00	1,232.50
01/26/2023	Expenditure		Quickbooks	Expense:Board - Administrative	1099 Tax filing	27.21	1,259.71
02/10/2023	Check	SVCCHRG				5.00	1,264.71
03/07/2023	Check	1574	Lori Kostopoulos	Expense:Board - Administrative	March 6 minutes	150.00	1,414.71
03/24/2023	Check	1581	Andrew Minea	Expense:Board - Administrative	Brick for Chamber Project	250.00	1,664.71
04/04/2023	Expenditure		Amazon.com	Expense:Program:Children's Supplies	children's prog materials	39.96	1,704.67
05/02/2023	Check	SVCCHRG				15.00	1,719.67
05/02/2023	Check	1611	Lori Kostopoulos	Expense:Board - Administrative	May meeting minutes	150.00	1,869.67
06/05/2023	Expenditure		Hansen's Flower Shop	Expense:Board - Administrative	Lib Board member exit gift	45.73	1,915.40
06/22/2023	Check	1632	Lori Kostopoulos	Expense:Board - Administrative	June 5, 2023 minutes	150.00	2,065.40
06/22/2023	Check	1627	Janet Fisher	Expense:Board - Administrative	Board member exit gift	30.67	2,096.07

Fairfield Public Library Revolving Fund

Statement of Activity Detail

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 90002 General						\$2,096.07	
900002 Professional Dev - General Fund							
11/18/2022	Check	1528	Tamara Lyhne	Expense:Professional Development	NELA Conference expenses for team	1,182.58	1,182.58
11/18/2022	Check	1529	Stefanie Bergstrom	Expense:Professional Development	NELA Conference expenses	61.42	1,244.00
12/15/2022	Check	1543	Wendy Hrynewski	Expense:Professional Development	NELA Conference (meals and tolls)	88.16	1,332.16
04/05/2023	Check	1598	Linda Quinn	Expense:Professional Development	Audie Awards ceremony expenses	59.97	1,392.13
04/05/2023	Check	1600	Janet Fisher	Expense:Professional Development	Audies Award ceremony	54.72	1,446.85
05/01/2023	Expenditure		Expedia	Expense:Professional Development	SJ - hotel for CLA conference	108.11	1,554.96
05/16/2023	Expenditure		Friends of Fairfield Public Library	Expense:Professional Development	Literary Luncheon tickets - thank you	300.00	1,854.96
Total for 900002 Professional Dev - General Fund						\$1,854.96	
Total for 90002 General with sub-accounts						\$3,951.03	
90004 Juvenile Book							
12/06/2022	Check	1535	Lookout Books	Expense:Library Materials - Children's	12 children's books	24.00	24.00
Total for 90004 Juvenile Book						\$24.00	
90006 Space plan							
08/04/2022	Check	1497	Robert H. Lord Co. Inc.	Expense:Space planning	Inv 34662A - Partial furniture	33,589.08	33,589.08
10/21/2022	Check	1515	Robert H. Lord Co. Inc.	Expense:Space planning	Main floor and upper stack furniture, part 2	73,307.44	106,896.52
04/05/2023	Check	1599	Robert H. Lord Co. Inc.	Expense:Space planning	Inv 34962 - Study Carrels	42,698.66	149,595.18
Total for 90006 Space plan						\$149,595.18	
92000 Donations and Grants							
92010 Bernold donation							
12/15/2022	Check	1542	Mark Schenker	Expense:Program:Adult programming	Program 12-7-22 Madame Bovary	375.00	375.00
Total for 92010 Bernold donation						\$375.00	
Total for 92000 Donations and Grants						\$375.00	
92005 Shannehan							
07/13/2022	Check	1487	Baker & Taylor	Expense:Library Materials - Children's	Inv 5017825275	21.25	21.25
07/13/2022	Check	1488	Baker & Taylor	Expense:Library Materials - Children's	Inv 5017801949	273.69	294.94
07/13/2022	Check	1489	Baker & Taylor	Expense:Library Materials - Children's	Inv 5017813198	36.61	331.55
08/03/2022	Check	1494	Baker & Taylor	Expense:Library Materials - Children's	Inv 5017837373 - Children's books	69.76	401.31
08/03/2022	Check	1495	Baker & Taylor	Expense:Library Materials - Children's	Inv 5017853687 Children's books	112.16	513.47
08/03/2022	Check	1496	Baker & Taylor	Expense:Library Materials - Children's	inv 5017865384 Children's books	99.68	613.15
09/22/2022	Check	1506	Baker & Taylor	Expense:Library Materials - Children's	Inv 5017901714	41.28	654.43
11/07/2022	Check	1521	Baker & Taylor	Expense:Library Materials - Children's	Inv 5018002296	15.02	669.45
03/07/2023	Check	1580	Baker & Taylor	Expense:Library Materials - Children's	Inv 5018227446	579.26	1,248.71
03/07/2023	Check	1578	Baker & Taylor	Expense:Library Materials - Children's	Inv 5018222110	40.51	1,289.22
03/07/2023	Check	1579	Baker & Taylor	Expense:Library Materials - Children's	Inv 5018203143	477.85	1,767.07
03/24/2023	Check	1587	Baker & Taylor	Expense:Library Materials - Children's	Children's books - Inv 5018252334	168.86	1,935.93
03/24/2023	Check	1588	Baker & Taylor	Expense:Library Materials - Children's	Children's books - Inv 5018240839	60.78	1,996.71
04/05/2023	Check	1596	Baker & Taylor	Expense:Library Materials - Children's	Inv 5018265835	138.20	2,134.91

Fairfield Public Library Revolving Fund

Statement of Activity Detail

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 92005 Shannehan						\$2,134.91	
94004 Friends Museum Pass							
09/22/2022	Check	1510	Frick Collection	Expense:Museum Pass	M&W Library member	200.00	200.00
09/22/2022	Check	1505	New York Historical Society	Expense:Museum Pass	2 passes M&W	160.00	360.00
09/22/2022	Check	1507	Brooklyn Botanic Garden	Expense:Museum Pass	Library Membership	125.00	485.00
09/22/2022	Check	1508	Museum of the City of New York	Expense:Museum Pass	Library Friend Membership M&W	250.00	735.00
09/22/2022	Check	1509	Guggenheim Museum	Expense:Museum Pass	Library membership - 2 passes	500.00	1,235.00
10/21/2022	Check	1513	New Britain Museum of American Art	Expense:Museum Pass	1 library pass - Main	100.00	1,335.00
12/06/2022	Check	1539	Basketball Hall of Fame	Expense:Museum Pass	2 passes M & W	100.00	1,435.00
12/06/2022	Check	1538	Florence Griswold Museum	Expense:Museum Pass	2 Passes - 1M, 1W	400.00	1,835.00
12/06/2022	Check	1537	Stepping Stones Museum	Expense:Museum Pass	4 passes - 2M, 2W	500.00	2,335.00
12/06/2022	Check	1536	Shore Line Trolley Museum	Expense:Museum Pass	2 passes - 1 M, 1 W	200.00	2,535.00
12/06/2022	Check	1540	Springfield Museums	Expense:Museum Pass	3 passes, M&W	0.00	2,535.00
01/05/2023	Check	1553	CT Zoological Society	Expense:Museum Pass	6 passes, 3 Main , 3 Woods	900.00	3,435.00
01/25/2023	Check	1562	Metropolitan Museum of Art	Expense:Museum Pass	Small Business membership - 5 passes-3M, 2W	2,000.00	5,435.00
02/22/2023	Check	1571	Discovery Science Center & Planetarium	Expense:Museum Pass	4 passes, 2M, 2W	800.00	6,235.00
02/22/2023	Check	1572	New York Transit Museum	Expense:Museum Pass	M & W	200.00	6,435.00
02/22/2023	Check	1573	Springfield Museums	Expense:Museum Pass	1 pass - Main	175.00	6,610.00
03/24/2023	Check	1592	CT Historical Society	Expense:Museum Pass	2 passes, M&W	100.00	6,710.00
03/24/2023	Check	1591	Jewish Museum	Expense:Museum Pass	2 passes, M&W	500.00	7,210.00
03/24/2023	Check	1590	New York City Fire Museum	Expense:Museum Pass	2 passes, M&W	200.00	7,410.00
04/05/2023	Check	1597	Earthplace	Expense:Museum Pass	2 passes M&W	200.00	7,610.00
04/21/2023	Check	1609	Harriet Beecher Stowe Center	Expense:Museum Pass	2 passes, M&W	200.00	7,810.00
05/02/2023	Check	1613	Children's Museum of Manhattan	Expense:Museum Pass	2 passes, M&W	350.00	8,160.00
05/26/2023	Check	1621	Stamford Museum and Nature Center	Expense:Museum Pass	4 passes, 2M, 2W	440.00	8,600.00
05/26/2023	Check	1620	Mystic Seaport	Expense:Museum Pass	1 Library membership - Main	350.00	8,950.00
05/26/2023	Check	1619	Everwonder Children's Museum	Expense:Museum Pass	2 passes M&W	300.00	9,250.00
05/26/2023	Check	1618	Fairfield Museum & History Center	Expense:Museum Pass	2 passes M&W	100.00	9,350.00
06/13/2023	Expenditure		Aldrich Contemporary Museum of Art	Expense:Museum Pass	2 passes, M&W	100.00	9,450.00
06/22/2023	Check	1626	Mark Twain House & Museum	Expense:Museum Pass	1 pass Main	150.00	9,600.00
06/26/2023	Expenditure		Bruce Museum	Expense:Museum Pass	1 pass	100.00	9,700.00
06/26/2023	Expenditure		Lyman Allyn Art Museum	Expense:Museum Pass	1 pass Main	75.00	9,775.00

Fairfield Public Library Revolving Fund

Statement of Activity Detail

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 94004 Friends Museum Pass						\$9,775.00	
94006 Friends gifts							
07/13/2022	Check	1486	Mark Edinberg	Expense:Program:Adult programming	First Friday Jazz 7-1-22	150.00	150.00
07/13/2022	Check	1485	Jamilah Henna Creations	Expense:Program:Adult programming	Henna Program 7-13-2022	250.00	400.00
07/22/2022	Check	1490	Ann Wright	Expense:Program:Adult programming	Jobs Programs - Aug 2022	475.00	875.00
07/22/2022	Check	1491	Michelle L. Griffis	Expense:Program:Adult programming	Nutmeg Nose program 7-27-22	200.00	1,075.00
08/03/2022	Check	1492	Trevor Youngberg	Expense:Program:Adult programming	Potter's Studio Program 8-3-22	250.00	1,325.00
08/18/2022	Check	1498	Ann Wright	Expense:Program:Adult programming	Jobs Programs - Aug 2022	475.00	1,800.00
08/24/2022	Check	1500	Mark Edinberg	Expense:Program:Adult programming	August - 1st Friday piano	150.00	1,950.00
08/24/2022	Check	1499	Jennifer Butler	Expense:Program:Adult programming	July & August Sew Studio	100.00	2,050.00
09/18/2022	Check	1501	Ann Wright	Expense:Program:Adult programming	Jobs Programs - Oct 2022	475.00	2,525.00
09/22/2022	Check	1502	Mark Edinberg	Expense:Program:Adult programming	Friday Jazz 9/2/22	150.00	2,675.00
09/22/2022	Check	1504	Gil Harel	Expense:Program:Adult programming	Program 9-7-22 Come from away	300.00	2,975.00
10/21/2022	Check	1511	Ann Wright	Expense:Program:Adult programming	November job programs	475.00	3,450.00
10/21/2022	Check	1512	Webster Tutorials	Expense:Program:Adult programming	Inv #29	375.00	3,825.00
10/24/2022	Check	1516	Dustin Pari	Expense:Program:Adult programming	Program 10-24-22	500.00	4,325.00
10/24/2022	Check	1517	Jennifer Butler	Expense:Program:Adult programming	October Sew Studio	100.00	4,425.00
11/07/2022	Check	1518	ICONS, LLC	Expense:Program:Children's program	Program with sticker books 11/5/22	180.00	4,605.00
11/07/2022	Check	1519	Mike Norris	Expense:Program:Adult programming	Van Gogh program 11/2/22	100.00	4,705.00
11/07/2022	Check	1522	Gil Harel	Expense:Program:Adult programming	Hamilton program 11-8-22	300.00	5,005.00
11/07/2022	Check	1523	Back in the Bronx	Expense:Program:Adult programming	Bronx program 11-7-22	300.00	5,305.00
11/07/2022	Check	1524	Jennifer Butler	Expense:Program:Adult programming	September Sew Studio programs	100.00	5,405.00
11/07/2022	Check	1520	Teresa Domnauer	Expense:Program:Adult programming	4 Zentangle programs and 27 kits	410.00	5,815.00
11/08/2022	Check	1526	Webster Tutorials	Expense:Program:Adult programming	Inv #30 Google Travel Program	375.00	6,190.00
11/18/2022	Check	1527	Ann Wright	Expense:Program:Adult programming	Jobs Programs - Dec 2022	475.00	6,665.00
12/06/2022	Check	1534	Mark Edinberg	Expense:Program:Adult programming	1st Friday Jazz 12-2-2022	150.00	6,815.00
12/06/2022	Check	1532	Jennifer Butler	Expense:Program:Adult programming	November Sew Studio	100.00	6,915.00
12/15/2022	Check	1548	Jen Laseman	Expense:Program:Teen Programs	Card drive raffle & prog refreshments	226.74	7,141.74
12/15/2022	Expenditure		Amazon.com	Expense:Program:Children's Supplies	Crafts for Halloween 2023	103.92	7,245.66
12/15/2022	Expenditure		Amazon.com	Expense:Program:Children's Supplies	Crafts for Halloween 2023	47.25	7,292.91
12/15/2022	Check	1547	Webster Tutorials	Expense:Program:Adult programming	Inv 31 - Word Art 12-1-22	375.00	7,667.91
12/15/2022	Check	1547	Webster Tutorials	Expense:Program:Adult programming	32 Word Labels & Tables	375.00	8,042.91
12/15/2022	Check	1546	ICONS, LLC	Expense:Program:Adult programming	Library Trivia Program 12-6-22	135.00	8,177.91
12/15/2022	Check	1545	Ann Wright	Expense:Program:Adult programming	January Jobs programs	475.00	8,652.91
12/15/2022	Check	1548	Jen Laseman	Expense:Program:Teen Programs	Mystery Night 10/21/22 refreshments	244.05	8,896.96
01/05/2023	Check	1552	Lisa Phillips	Expense:Program:Adult programming	Programs - 1/16/22 & 12/14/22	300.00	9,196.96
01/05/2023	Check	1554	Jen Laseman	Expense:Program:Teen Programs	Trivia & Board Game tournament refreshments	60.04	9,257.00
01/05/2023	Check	1555	Jennifer Butler	Expense:Program:Adult programming	December Sew Studio	100.00	9,357.00

Fairfield Public Library Revolving Fund

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July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
01/05/2023	Check	1556	Ingram Library Services	Expense:Program:OBOT	OBOT books	1,078.78	10,435.78
01/05/2023	Check	1551	Teresa Domnauer	Expense:Program:Children's program	Zentangle for Children - 4 programs	200.00	10,635.78
01/12/2023	Expenditure		Amazon.com	Expense:Library Materials	Books for Little Pub Book Club	102.00	10,737.78
01/25/2023	Check	1561	OverDrive Inc	Expense:Program:OBOT	Inv 02421CO23007886 - OBOT eaudio	325.00	11,062.78
01/25/2023	Check	1560	Ingram Library Services	Expense:Program:OBOT	Inv. 73743057 OBOT BOOKS	172.95	11,235.73
01/25/2023	Check	1558	Mark Edinberg	Expense:Program:Adult programming	1st Friday Jazz	150.00	11,385.73
01/25/2023	Check	1557	Ann Wright	Expense:Program:Adult programming	Jobs programs - February 2023	475.00	11,860.73
02/01/2023	Expenditure		The Pantry	Expense:Program:Adult programming	Gift card for Reading Challenge prize	50.00	11,910.73
02/21/2023	Check	1563	OverDrive Inc	Expense:Program:OBOT	OBOT ebooks	390.00	12,300.73
02/22/2023	Check	1565	Drumming Spirit	Expense:Program:Children's program	Program 2/4/23	300.00	12,600.73
02/22/2023	Check	1564	The Digital Chameleon	Expense:Program:OBOT	OBOT banners	475.00	13,075.73
02/22/2023	Check	1568	Lisa Franco	Expense:Program:Adult programming	Program 2/9/23	0.00	13,075.73
02/22/2023	Check	1570	Mark Edinberg	Expense:Program:Adult programming	February Piano music	150.00	13,225.73
02/22/2023	Check	1566	Jennifer Butler	Expense:Program:Adult programming	January Sew Studio	100.00	13,325.73
02/22/2023	Check	1567	Ingram Library Services	Expense:Program:OBOT	OBOT books	837.39	14,163.12
02/22/2023	Check	1569	Ann Wright	Expense:Program:Adult programming	Job programs March 2023	475.00	14,638.12
03/01/2023	Expenditure			Expense:Program:Adult programming	Genre Reading challenge Feb prize	50.00	14,688.12
03/07/2023	Check	1575	Mark Edinberg	Expense:Program:Adult programming	March 1st Friday Jazz	150.00	14,838.12
03/07/2023	Check	1576	Mike Norris	Expense:Program:Adult programming	Seurat Art Program 2/15/23	100.00	14,938.12
03/07/2023	Check	1577	Jennifer Butler	Expense:Program:Adult programming	Feb Sew Studio	50.00	14,988.12
03/07/2023	Expenditure		Amazon.com	Expense:Program:Teen Programs	Teen Summer program supplies	614.69	15,602.81
03/24/2023	Check	1589	Jen Laseman	Expense:Program:Teen Programs	Teen programs - Mid term study break, Peeps, Teen Council, Chess Club	221.58	15,824.39
03/24/2023	Check	1586	Jessica Stevens	Expense:Program:Adult Supply & Refreshmnt	Adult craft program supplies	10.22	15,834.61
03/24/2023	Check	1585	BonnaH Co Fiber Arts	Expense:Program:Adult programming	Sewing program 3-23-23	130.00	15,964.61
03/24/2023	Check	1584	Coulter Jackson	Expense:Program:OBOT	Children's program - 3/25/23	300.00	16,264.61
03/24/2023	Check	1583	Ann Wright	Expense:Program:Adult programming	April 2023 Jobs programs	475.00	16,739.61
03/24/2023	Check	1582	Teresa Domnauer	Expense:Program:Adult programming	Supplies for Spring Zentangle programs	164.05	16,903.66
03/29/2023	Expenditure		Amazon.com	Expense:Program:Children's Supplies	Children's program supplies	530.01	17,433.67
03/30/2023	Expenditure		Amazon.com	Expense:Program:Children's Supplies	Children's program supply	43.56	17,477.23
04/04/2023	Expenditure		Centro Ristorante	Expense:Program:Adult programming	Adlt Rdg Challenge Prize - March	50.00	17,527.23
04/05/2023	Check	1593	Lisa Phillips	Expense:Program:Adult programming	2 programs 2/21/23 & 2/28/23	300.00	17,827.23
04/05/2023	Check	1594	Inspire, Inc.	Expense:Program:OBOT	printing of pamphlets for programs	220.80	18,048.03
04/05/2023	Check	1595	Lisa Franco	Expense:Program:Adult programming	Program 2-9-23	150.00	18,198.03
04/18/2023	Check	1601	Ann Wright	Expense:Program:Adult programming	Jobs Programs - Dec 2022	475.00	18,673.03
04/21/2023	Check	1606	Calm Strips	Expense:Program:Summer Reading	Calm strips for SRP	1,085.00	19,758.03
04/21/2023	Check	1602	Ainissa Ramirez	Expense:Program:Adult programming	Program 4-20-23	350.00	20,108.03
04/21/2023	Check	1603	CT Historical Society	Expense:Program:Adult programming	Witches program 4-25-23	200.00	20,308.03
04/21/2023	Check	1604	Jennifer Butler	Expense:Program:Adult programming	March Sew Studio	150.00	20,458.03

Fairfield Public Library Revolving Fund

Statement of Activity Detail

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
04/21/2023	Check	1605	Jillian Celentano	Expense:Program:Teen Programs	Program 4/24/23	100.00	20,558.03
04/21/2023	Check	1607	Minuteman Press	Expense:Program:Summer Reading	Tshirts for SRP	530.00	21,088.03
04/28/2023	Expenditure		Amazon.com	Expense:Program:Summer Reading	Items for Teen SRP	458.28	21,546.31
04/28/2023	Expenditure		Amazon.com	Expense:Program:Summer Reading	Teen SRP items	13.49	21,559.80
04/28/2023	Check	1610	CT Historical Society	Expense:Program:Summer Reading	Tories, Spies & Traitors 5-2-23	200.00	21,759.80
05/02/2023	Check	1612	Minuteman Press	Expense:Program:Summer Reading	SRP stickers	59.78	21,819.58
05/02/2023	Check	1614	Jennifer Butler	Expense:Program:Adult programming	April Sew Studio	100.00	21,919.58
05/03/2023	Expenditure		Fairfield university Book Store	Expense:Program:Adult programming	Adult Reading prize	50.00	21,969.58
05/03/2023	Expenditure		4imprint	Expense:Program:Summer Reading	SRP prize bags - Teen & Adult	890.76	22,860.34
05/05/2023	Expenditure		MyBinding	Expense:Program:Summer Reading	SRP items - Teen	77.28	22,937.62
05/16/2023	Expenditure		Amazon.com	Expense:Program:Adult programming	Raffle prize for outreach (ukelele)	59.99	22,997.61
05/18/2023	Check	1615	Ann Wright	Expense:Program:Adult programming	Jobs Programs - June 2023	475.00	23,472.61
05/26/2023	Check	1616	Mark Edinberg	Expense:Program:Adult programming	First Friday piano	150.00	23,622.61
05/26/2023	Check	1622	Jennifer Butler	Expense:Program:Adult programming	Repl for lost check # 1464	40.00	23,662.61
06/01/2023	Expenditure		Amazon.com	Expense:Program:Summer Reading	items for SRP-childrens	304.06	23,966.67
06/13/2023	Expenditure		Trader Joe's	Expense:Program:Adult programming	Adult Rdg Challenge prize - June	50.00	24,016.67
06/13/2023	Expenditure		Wild Birds Unlimited	Expense:Reading Challenges	Adult Reading prize (July)	50.00	24,066.67
06/13/2023	Expenditure		Sorrento Importing	Expense:Program:Adult programming	Adult Rdg Challenge -prize May	50.00	24,116.67
06/19/2023	Expenditure		City Bonfires	Expense:Program:Summer Reading	SRP prize - adult	28.67	24,145.34
06/20/2023	Expenditure		Amazon.com	Expense:Program:Summer Reading	items for SRP-childrens	49.99	24,195.33
06/20/2023	Expenditure		4AllPromos	Expense:Program:Summer Reading	Prizes for Adult SRP - book lights	325.45	24,520.78
06/22/2023	Check	1629	Teresa Domnauer	Expense:Program:Teen Programs	Inv 0619-2023 Supplies for teen programs	34.19	24,554.97
06/22/2023	Check	1628	Valerie Bolling	Expense:Program:Children's program	Program 6/23/23	500.00	25,054.97
06/22/2023	Check	1624	Mark Edinberg	Expense:Program:Adult programming	June - 1st Friday Jazz	150.00	25,204.97
06/22/2023	Check	1623	Ann Wright	Expense:Program:Adult programming	July Jobs programs	475.00	25,679.97
06/22/2023	Check	1630	Carol Fitzgerald	Expense:Program:Adult programming	Program 6-21-23	500.00	26,179.97
06/22/2023	Check	1631	Jennifer Butler	Expense:Program:Adult programming	May Sew Studio	100.00	26,279.97
06/30/2023	Check	1633	Jennifer Butler	Expense:Program:Adult programming	June Sew Studio	100.00	26,379.97
06/30/2023	Check	1634	Jen Laseman	Expense:Program:Teen Programs	Teen programs refreshment -June	691.22	27,071.19
Total for 94006 Friends gifts						\$27,071.19	
Total for 90000 Revolving Fund - Expense						\$193,649.30	
9999 In/Out							
12/15/2022	Check	1544	Town of Vernon	In/out	Payment for lost ILL book	40.00	40.00
12/22/2022	Deposit			In/out	payment for ILL book	-40.00	0.00
Total for 9999 In/Out						\$0.00	
Total for Expenditures						\$428,399.30	
Net Ordinary Revenue						\$ -268,330.41	

Fairfield Public Library Revolving Fund

Statement of Activity Detail

July 2022 - June 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	AMOUNT	BALANCE
Other Revenue/Expenditure							
Other Revenue							
70001B Interest							
07/08/2022	Deposit		INTEREST			8.93	8.93
08/10/2022	Deposit		INTEREST			10.53	19.46
09/10/2022	Deposit		INTEREST			9.57	29.03
10/07/2022	Deposit		INTEREST			8.93	37.96
11/10/2022	Deposit		INTEREST			10.85	48.81
12/09/2022	Deposit		INTEREST			9.26	58.07
01/10/2023	Deposit		INTEREST			10.22	68.29
02/10/2023	Deposit		INTEREST			9.90	78.19
03/10/2023	Deposit		INTEREST			9.41	87.60
04/10/2023	Deposit		INTEREST			10.49	98.09
05/10/2023	Deposit		INTEREST			10.98	109.07
06/09/2023	Deposit		INTEREST			9.09	118.16
Total for 70001B Interest						\$118.16	
Total for Other Revenue						\$118.16	
Net Other Revenue						\$118.16	
Net Revenue						\$ -268,212.25	