

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

The Fairfield Public Library Board of Trustees will hold a Meeting at 7:00 PM on June 10, 2024.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84306847784>

Meeting ID: 843 0684 7784

One tap mobile

+16469313860,,84306847784# US

+19292056099,,84306847784# US (New York)

Please Note:

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

**Fairfield Public Library – Board of Trustees
June 10, 2024.**

**Fairfield Woods Library & Virtual Via Zoom
Fairfield, CT**

AGENDA:

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

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

- V. Chairman's Report
- VI. Library Updates
 - A. May Operations Reports (attachment)
 - B. Upcoming Events and Services
 - C. Quarter 3 Statistics and Strategic Plan
 - D. Website Update
- VII. Committee/Liaison Reports
 - A. Fundraising Committee
 - B. ADHOC Building Committee
 - C. Friends of the Library update

VIII. Treasurer's Report

IX. Reconciliations and Check Registry (attachments)

Recommended Motion: "I so move that the Library Board of Trustees approves the June check registry."

X. Policy Review/Discussion

A. New: Internet and Computer Use Policy (attachment)

XI. Unfinished Business

A. Unattended Adults in Children's Library Policy (attachment)

Recommended Motion: "I so move that the Library Board of Trustees rescind the Unattended Adults in Children's Library Policy."

B. Children's and Teen Spaces Policy (attachment)

Recommended Motion: "I so move that the Library Board of Trustees adopts the Children's and Teen Spaces Policy."

XII. New Business

A. 2025 Trustee Budget

B. Executive Session: New Trustee Search

Recommended Motion: "I so move that the Library Board of Trustees moves to executive session for discussion concerning the appointment of a public officer."

C. New Trustee Vote

XIII. Adjournment

Next Meeting: 6:30 PM on July 8th at the Main Library (Business Meeting 7:15 pm)

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: May 13, 2024 7:00 pm
AT: Fairfield Public Library – Main Library, 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. Erin Harrigan, Ms. May Bayer, Ms. Stefanie Borsari
Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian,
Ms. Nancy Sweeney, Branch Manager, (phone),
Ex-Officio - Mr. David Kanter, Town Treasurer (absent)
Absent: Mr. Chris Rogers, Mr. Peter Willner
Members of the Public: Lori Kostopoulos , Donna Cahill, Helen D’Avanzo

1. Call to Order

Meeting was called to order by Mr. Minea at 7:07 pm.

2. Roll Call

3. Public Comment

No public comment.

4. Approval of Minutes

The minutes of the April 8, 2024 meeting were reviewed. Ms. Harrigan made a motion to approve the minutes. Ms. Bayer seconded. Motion passed.

5. Library Updates

Mr. Minea welcomed new Trustee, Ms. Stefanie Borsari to the Board. Ms. Borsari introduced herself as having lived in Fairfield for twenty years. Her family frequents the library regularly and participates in many programming activities. She is delighted to be serving as a Trustee. Mr. Minea informed the Board that Ms. Borsari is taking over Ms. Jill Brown’s term.

6. Town Librarian’s Report

A. Operations Report – Mr. Jarzombek reported that many spring programs have taken place including gardening programs, the Gilded Age and commemorating the Holocaust. Teens celebrated Taylor Swift creating themed crafts and activities like bracelet making. High School students are embracing the Frequent Studier card and usage of study rooms is increasing due to end of year exams. Families enjoyed outdoor story times. Passport to CT libraries has taken off with over 700 participants. The new library cards with the Fox mascot were a viral hit on social media and over 400 Mascot branded library cards have been issued.

Several staff attended the CT Library Association Annual Conference. The April traffic study for on street parking will happen in May and the library administration will go before the Police Commission on June 12th.

B. Upcoming Events and Services

Ms. Fisher reported that the focus is on the upcoming Summer Reading Program. The teens and children's librarians are visiting the schools to promote the program.

C. 2025 Municipal Budget Update

Mr. Jarzombek reported that the budget passed. The library will see a 5% increase in books and a 3% increase in programming. In addition, a full time Teen Librarian at Woods will be added to the staff. A search for this position will begin soon. Discussion ensued.

D. Website Update

Ms. Jarzombek reported that the staff is working to collect information from patrons. They are working through some issues. Discussion ensued. The goal is to roll out the new website in August or September.

7. Committee/Liaison Reports

A. Fundraising: Mr. Willner was not present. Mr. Minea asked Ms. Borsari to join the fundraising committee. Discussion ensued.

B. ADHOC Building Committee: No report. The next meeting will be at Woods and time will be set to discuss and create a list of potential improvements to the space at Woods. Discussion ensued.

C. Friends of the Library: Ms. Donna Cahill reported that the Friends have been very busy. The April book sale was very successful. The Jen Butler fashion so was very well attended and had the most attendees since it started. The Water for Elephants fundraiser was a success and new leads have been identified on how to purchase tickets for future fundraisers. The Literary Luncheon is scheduled for May 31st at the Patterson Club. The author of The Guncle, Steven Rowley will be the first male speaker at a Literary Luncheon.

8. Treasurer's Report

Ms. Harrigan reported that the Endowment is up to \$9.3 million. Ms. Harrigan is going to schedule a meeting with the Mercer advisor prior to the next Board meeting.

9. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account for Period Ending 5/9/2024 was reviewed. Ms. Harrigan made a motion to approve the reconciliations and check registry report. Ms. Bayer seconded. Motion passed.

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10. Policy Review/Discussion

A. Internet Policy

Mr. Jarzombek reported this policy covers using the internet in the building including patrons using their own devices. An updated version of this policy will be reviewed at the next Board meeting.

11. Unfinished Business

A. Unattended Adults in Children's Library Policy

Mr. Phil Pires, Town Attorney, introduced a revised policy to the Board and explained the CT law regarding these policies. Discussion ensued. This policy will be addressed at the next meeting.

B. Children's and Teen Spaces Policy

Mr. Phil Pires, Town Attorney, introduced a revised policy to the Board and explained the CT law regarding these policies. Discussion ensued. This policy will be addressed at the next meeting.

C. 2025 Schedule of Service

Mr. Jarzombek presented the 2025 Schedule of Service. The schedule now mirrors the fiscal year calendar to go along with the budget. Discussion ensued. Ms. Bayer made a motion to approve the 2025 Schedule of Service as presented. Ms. Harrigan seconded. Motion passed.

12. New Business

A. July Annual Meeting

Mr. Jarzombek suggested that the July Annual Meeting be held in the Memorial Room or the Periodical Room and that former Trustees be invited to attend along with Selectman and other department heads. The meeting would begin at 7:00 with a social/cocktail time and then the business meeting would begin at 7:30. Discussion ensued.

B. New Trustee Search

Ms. Harrigan made a motion to enter into Executive Session at 8:41 p.m.. Ms. Bayer seconded. Motion passed.

13. Adjournment

Ms. Harrigan made a motion to adjourn at 8:52 p.m.. Ms. Borsari seconded. Motion passed.

Respectfully submitted,

Lori Kostopoulos for

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

Date and Location of next meeting:

June 10, 2024 at 7:00 pm

Webex & In Person

Woods Branch – Small Meeting Room

May 2024 Operations Report



As a certifying organization of The President's Volunteer Service Award, Fairfield Public Library was proud to honor these six exceptional teen volunteers

at Woods that made its way home.

Executive Summary

May was a somewhat quiet month with many of our staff out promoting summer reading at schools and childcare facilities throughout the town. Some Adult programs of note include a program on air frying, a book discussion group with the book's author, and a look at our state's landscape. The Library hosted a news conference and an awards ceremony. Children and families celebrated America's favorite dolls, moved around the Sherman Green, and camped out in "the Woods" (branch). We did material marketing for the Adult Reading Challenge and Mental Health Awareness Month. On social media, our group photo from CLA has remained popular. Operationally, staff celebrated the return of Qalert for reporting facility issues. We had a wayward mahjong kit

Adult Programming & Services

Tech guru Gary Webster was at Fairfield Woods to talk about all things air-frying. Main Book Club's monthly discussion on May 29th was extra special as Karen Olson, the author, joined to discuss her book "An Inconvenient Wife." Christopher Wigren, deputy director of Preservation Connecticut, spoke about Frederick Olmsted's influence on Connecticut's landscape (Main).

Teens Programming and Services

The library held its first annual ceremony to award six members of our Teen Council with the President's Volunteer Service Award. Parents and family members attended to support the six teens who donated almost 300 hours of service to Fairfield Public Library. We also had our first Summer Volunteer Training session for teens. Teen Services staff have been busy with school visits promoting summer reading.

Children's Programs and Services

Children's Services hosted an American Girl Adventure program, an immersive adventure filled with stories, crafts, and activities inspired by the beloved American Girl Doll brand (Main). Sing and Stomp, an active movement class that encouraged children and caregivers to use fine and gross motor skills through rhymes and recorded music, packed the Sherman Green. After hours, Camp-in @ the Woods Branch Library occurred on Saturday, May 18th; this included a scavenger hunt and a story time followed by creating "tents" out of blankets to read books as a family while having a s'mores snack. (Woods)

Circulation and Collection

The Technical Services department is working hard on the rollover for the fiscal year. Staff are weeding and updating the language learning sections. May's Adult Reading Challenge theme for May was "Flower Power." Circulation staff created bookmarks with info about the Seed-to-Seed Library and book recommendations. (Main) Created several bookmarks featuring recent award winners. This passive reader's advisory is always popular. (Main) In recognition of Mental Health Awareness Month, we



displayed well-received books, information, and support material. (Woods) Our “Moms the Word” display, which featured books and DVDs with titles containing the word “Mom”, was a hit with patrons. (Woods)

Digital Services and Communication

Our most popular Facebook posts were FPL Librarians at CLA, which went strong from the previous month when it was posted, and the Jennings Book Club. The Teen Volunteer Service award and the Town Librarian demonstrating the new Birds of the World Database were our most popular images on Instagram. The Friends Literary Luncheon was our most viewed calendar event.

Facilities & IT

Q alert is back! The Town graciously restored the work order system; we should have accurate stats to provide in the next report. The Main Library has new bike racks. The changing weather has created some challenges with HVAC, including condensation issues at Woods. The meeting rooms at Main now have all new signage. We continue to have issues with the Woods copier, but we believe we will have a replacement once the fiscal year turns over.

Incidents

There were three incident reports in May, two at Main and one at Woods. The Woods incident was connected to a missing Mahjong Kit, which has been found.

Staffing and Human Resources

One full-time staff member on probation has been let go. We have selected another candidate from that search process and they will begin probation in the next few weeks. We have begun the hiring process for the newly created teen services position.

Stats at a Glance:

Library visits have grown significantly over the last year and are finally normalizing. May saw a minimal decrease of .2% compared to May 2023. The library was closed for an additional three days, which may explain Main's 18 percent decrease. However, Woods, bucking the trend, still saw a 6% increase. The library is still trending for a 6% increase in visits this year.

Special Report: Best Practices in CT Libraries

On Monday, June 3rd, the board was sent a copy of the most recent edition of The Best Practices for CT Public Libraries. Created by the Public Library Standards Committee in collaboration with the Division of Library Development, this document is endorsed by the CT State Library Board as an "effective tool for advocacy, strategic planning, capital planning, and general library operations by libraries across the state." Two special reports will be created based on this document and its essential (lowest), enhanced, and exemplary (highest) rating system. This month, we will look at how FPL is performing in terms of the metrics outlined in the document.

The library meets the "exemplary" benchmark for square feet per capita in physical space and the "enhanced" benchmark for hours, which is just shy of 4 hours for "exemplary." Regarding technology infrastructure, the library meets only the "essential" benchmark.

The library's budget meets the "enhanced" benchmark in funding and operating expenditures per capita. Community commitment, a measure of how much the municipality invests in the library from its



overall revenue, is "enhanced" at 1.19, which is less than half of what would give us an "exemplary" rating (2.42)

The library receives an "essential" for physical collection turnover but an "exemplary" for library materials expenditures per capita. In terms of staffing, we receive an enhanced FTE Staff Per 1,000 Population while getting an "exemplary" FTE MLS (Librarian) per 100,000 population.

Next month, we will review the provided checklists. Then, we will provide our analysis and plan for moving forward with this information.

Town Librarian

After cyber security concerns were raised, the Town Librarian continued to work with staff, town IT, and outside partners to migrate the integrated library system to the cloud. This may include looking for an alternative ILS shortly. The Town Librarian presented at the Connecticut Education Network's annual conference on FOIA in the Digital Age. The survey team has denied the library's request for on-street parking along Old Post Road; the hearing will be on 6/12.

Relevant External Meetings/Events- Pequot Library: Shared ILS (5/1), CARES: Leadership Meeting (5/6), Town: RTM Budget Vote (5/6), U.S. Small Business Administration: Library Hosted Press Conference (5/13), CLA: Legislative Committee (5/14), CARES: Leadership Retreat (5/15), Town: Department Head Meeting (5/16), CARES Data Committee (5/16), Friends of FPL (5/21), HIVE: Networking Event (5/22), CLA: Sustainability Committee (5/28)

Relevant Training- DLD: Keeping Staff Happy and Motivated: Supervision and HR Basics (5/1), CEN: Conference (5/9), Fire School: Stop the Bleed (5/20), DLD: Capital Projects (5/21), DLD: It's Not About Math: Understanding Budgeting and Financial Reporting (5/22)

Looking Ahead – Upcoming Highlights

Adult Services is excited to welcome author Jon Clinch (The General and Julia) and author Liv Constantine (The Next Mrs. Parrish) to separate events in June. Adults can also finish up the 6-part Sandwich Generation series assisting loved ones with elder care issues. And finally in music related news: learn to play the Ukulele with an all-ages event and we are once again participating in Make Music Fairfield.

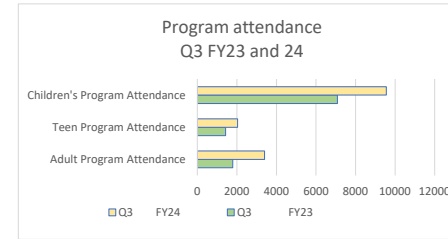
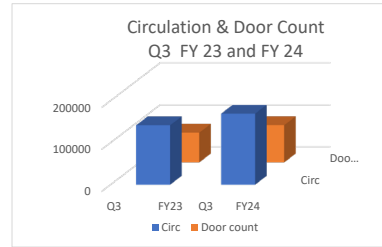
The **Teen Services** Department is also excited for our busiest season of the year-Summer Reading! This year as in the past the program will benefit from the assistance of a crew of well-trained teen volunteers.

Children's Services - Summer Challenge Begins! The Kickoff is once again a partnership with FMHC, held on the Museum grounds. This is always a well-attended event with fun for kiddos of all ages.

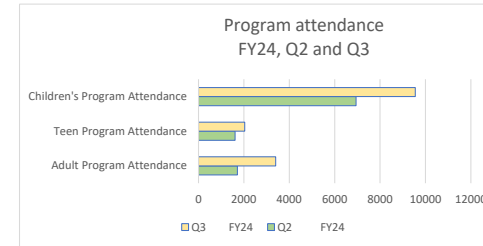
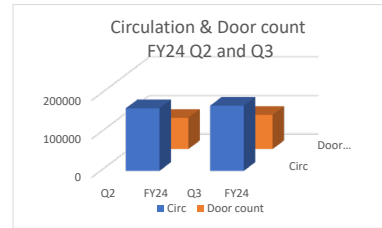
The Circulation departments have been busy prepping for the Adult Summer Reading Challenge which features guess the emoji, wrapped books, and other activities at both Main & Woods. At Main, they have begun planning new themes for 2025 Adult Reading Challenge.

The Technical Services department is working on several initiatives to improve the Library catalog both for the public and behind the scenes.

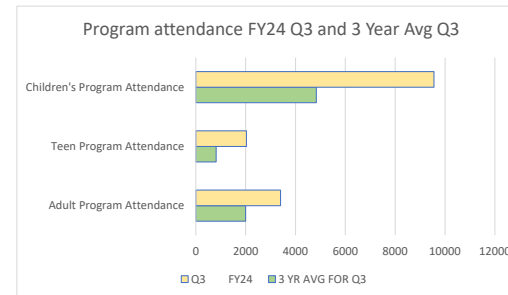
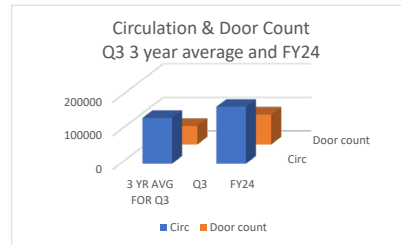
	Q3 FY23	Q3 FY24	% change
Circ	141,464	169,273	19.7%
Circ Per Hour	96.6	116.1	20.2%
Door count	70,821	88,662	25.2%
Visits per hour	48.38	60.8	25.7%
Hours open	1,464	1,458	-0.4%
Adult Programs	127	132	3.9%
Adult Program Attendance	1,790	3,398.0	89.8%
Adult Attendance per program	14.09	25.7	82.6%
Teen Programs	92	91	-1.1%
Teen Program Attendance	1430	2033	42.2%
Teen Attendance per program	15.54	22.3	43.7%
Children's Programs	150	275	83.3%
Children's Program Attendance	7085	9553	34.8%
Children's Attendance per program	47.23	34.7	-26.5%
Total programs	369	498	35.0%
Total program attendance	10,305	14,984	45.4%
Attendance per program	27.93	30.09	7.7%



	Q2 FY24	Q3 FY24	% change
Circ	162,327	169,273	4.3%
Circ Per Hour	112.1	116.1	3.6%
Door count	81,361	88,662	9.0%
Visits per hour	56.2	60.8	8.2%
Hours open	1,448	1,458	0.7%
Adult Programs	106	132	24.5%
Adult Program Attendance	1,713.0	3,398.0	98.4%
Adult Attendance per program	16.2	25.7	59.3%
Teen Programs	90	91	1.1%
Teen Program Attendance	1611	2033	26.2%
Teen Attendance per program	17.9	22.3	24.8%
Children's Programs	168	275	63.7%
Children's Program Attendance	6939	9553	37.7%
Children's Attendance per program	41.3	34.7	-15.9%
Total programs	364	498	36.8%
Total program attendance	10,263	14,984	46.0%
Attendance per program	28.20	30.09	6.7%



	3 YR AVG FOR Q3	Q3 FY24	% change
Circ	136,097.0	169,273	24.4%
Circ Per Hour	113.7	116.1	2.1%
Door count	55,039.0	88,662	61.1%
Visits per hour	43.1	60.8	41.1%
Hours open	1,197.0	1,458	21.8%
Adult Programs	87.0	132	51.7%
Adult Program Attendance	1,995.0	3,398.0	70.3%
Adult Attendance per program	24.1	25.7	6.8%
Teen Programs	57.7	91	57.8%
Teen Program Attendance	812.3	2033	150.3%
Teen Attendance per program	14.1	22.3	58.0%
Children's Programs	167.3	275	64.3%
Children's Program Attendance	4,835.3	9553	97.6%
Children's Attendance per program	29.3	34.7	18.4%
Total programs	312.0	498	59.6%
Total program attendance	7,642.7	14,984	96.1%
Attendance per program	24.5	30.09	22.8%



Fairfield Public Library Revolving Fund

002A First County Checking Account, Period Ending 05/31/2024

RECONCILIATION REPORT

Reconciled on: 06/05/2024

Reconciled by: Jan Fisher

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

Summary

USD

Statement beginning balance	14,245.97
Service charge	-30.00
Checks and payments cleared (28)	-15,336.09
Deposits and other credits cleared (5)	5,319.93
Statement ending balance	<u>4,199.81</u>
Uncleared transactions as of 05/31/2024	-3,016.82
Register balance as of 05/31/2024	1,182.99
Cleared transactions after 05/31/2024	0.00
Uncleared transactions after 05/31/2024	10,000.00
Register balance as of 06/05/2024	11,182.99

Details

Checks and payments cleared (28)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/19/2024	Check	1763	Ann Wright	-475.00
05/01/2024	Expense		The Pantry	-100.00
05/08/2024	Expense		Volunteer Scheduler	-360.00
05/10/2024	Expense		Amazon.com	-553.94
05/10/2024	Expense		Sticker Mule	-91.00
05/13/2024	Expense		Amazon.com	-53.94
05/13/2024	Expense		Amazon.com	-250.31
05/14/2024	Check	1782	Mark Schenker	-1,500.00
05/14/2024	Check	1774	Mark Edinberg	-300.00
05/14/2024	Check	1775	New York City Fire Museum	-150.00
05/14/2024	Check	1776	Jennifer Butler	-100.00
05/14/2024	Check	1778	Minuteman Press	-728.00
05/14/2024	Check	1784	Webster Tutorials	-225.00
05/14/2024	Check	1781	Philip Bahr	-50.00
05/14/2024	Check	1783	Nancy Sweeney	-400.20
05/14/2024	Check	1785	Just Yard Signs	-3,350.00
05/14/2024	Check	1766	Scholastic Teacher Store	-4.55
05/14/2024	Check	1767	Indiana Whiteman	-690.69
05/14/2024	Check	1768	Scholastic Teacher Store	-647.31
05/14/2024	Check	1769	Jessica Stevens	-83.76
05/14/2024	Check	1770	Lori Kostopoulos	-150.00
05/14/2024	Check	1771	Stirling Brandworks	-3,456.00
05/14/2024	Check	1772	Earthplace	-200.00
05/15/2024	Expense		Foundation Center	-222.19
05/16/2024	Expense		Amazon.com	-522.85
05/16/2024	Expense		amazon	-11.41
05/16/2024	Expense		4AllPromos	-507.97
05/30/2024	Expense		Amazon.com	-151.97

Total -15,336.09

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Deposit		Fairfield Woods Branch	162.00
05/13/2024	Deposit		amazon	5.93
05/15/2024	Transfer			5,000.00
05/20/2024	Deposit		Norean & Keith Bradley	50.00
05/31/2024	Deposit		Fairfield Woods Branch	102.00

Total 5,319.93

Additional Information

Uncleared checks and payments as of 05/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2024	Check	1748	Mark Edinberg	-150.00
04/09/2024	Check	1761	Laurie Parnell	-175.00
05/14/2024	Check	1780	Ann Wright	-475.00
05/14/2024	Check	1779	Debby Reelitz	-279.00
05/14/2024	Check	1777	Preservation Connecticut	-250.00
05/14/2024	Check	1773	Jewish Museum	-500.00
05/29/2024	Check	1786	Barnes & Noble	-1,187.82
Total				-3,016.82

Uncleared deposits and other credits as of 05/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/13/2024	Check	1711	Barnes & Noble	0.00
Total				0.00

Uncleared deposits and other credits after 05/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2024	Transfer			10,000.00
Total				10,000.00

Fairfield Public Library Revolving Fund

002B 1st County Bank Money Market, Period Ending 05/31/2024

RECONCILIATION REPORT

Reconciled on: 06/04/2024

Reconciled by: Jan Fisher

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

Summary

USD

Statement beginning balance.....	117,280.01
Interest earned.....	19.26
Checks and payments cleared (1).....	-5,000.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>112,299.27</u>
Register balance as of 05/31/2024.....	112,299.27
Cleared transactions after 05/31/2024.....	0.00
Uncleared transactions after 05/31/2024.....	-10,000.00
Register balance as of 06/04/2024.....	<u>102,299.27</u>

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/15/2024	Transfer			-5,000.00
Total				-5,000.00

Additional Information

Uncleared checks and payments after 05/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2024	Transfer			-10,000.00
Total				-10,000.00

Draft- 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.



Unattended Adults in Children's Department Policy

Adults may visit the Children's Department only when accompanied by children using this department or when retrieving materials for research or check out.

Unaccompanied adults who are retrieving materials for research or check out may not remain in the Children's Department to review the materials, but instead take them to the adult section of the library to review.

The computer in the Kiwanis Parent-Teacher Room is for use by an adult who is accompanied by a child in the Children's Department.

Unaccompanied adults may be asked by library staff to use the facilities, services, and equipment in the adult section of the library.

This policy reflects the library's concern for the safety of children in the library.

Adopted by the Board of Trustees Fairfield Public Library: December 2019

Reviewed by the Board of Trustees: March 2023



Children’s and Teen Spaces

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), strives to make its physical facilities welcoming and safe for all people. Consistent with this goal, certain spaces within the Library are designed for the use of certain age groups. These spaces include the Children’s and Teen Spaces within the Library.

Sections of the Library designated “Children’s spaces” are designed for library users ranging from birth to grade five. Adults accompanying age-appropriate users (including as required by the Library’s Service to Minors policy) are welcome in Children’s spaces. Library users outside of the age-appropriate range who desire to view or borrow materials housed in a Children’s space are encouraged to retrieve the desired items and bring them elsewhere in the Library to review.

Sections of the Library designated “Teen spaces” are designed for library users ranging from grades six through twelve. Library users outside of the age-appropriate range who desire to view or borrow materials housed in a Teen space are encouraged to retrieve the desired items and bring them elsewhere in the Library to review.

Users of Children’s and Teen Spaces, regardless of age, remain at all times subject to the Library’s Code of Conduct.



Children's and Teen Spaces – Draft

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), strives to make its physical facilities welcoming and safe for patrons of all ages and levels of development. Accordingly, certain spaces in the Library are designed for use by certain age groups. This includes the Children’s and Teen Spaces within the Library. This policy will be applied without discrimination and in the best interests of all library users so that everyone may safely and comfortably use the library facilities.

Designated Children’s Spaces:

- Children’s spaces are intended for library users and their caregivers from birth through fifth grade.

Designated Teen Spaces:

- Teen spaces are intended for library users from sixth through twelfth grade.

The activities, technology, and manipulatives provided in the Children’s and Teen spaces are intended for patrons at their appropriate developmental stage. As outlined in the Library Code of Conduct, loitering in such spaces is unacceptable. Staff may ask adult patrons to use designated areas of the library that are more age-appropriate.

The library’s policy on Service to Minors, Patron Code of Conduct, and Facilities Use Policy provide additional guidelines.

**PROPOSED BUDGET
FY25**

	Income	Expense	
Transfer from invested Funds	112,829.42		
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		12,000	
Strategic Plan		20,000	Projected cost of strategic plan revision.
Woods Branch Project		25,829	Projected cost of architecture for branch project.
Facilities/Furniture		15,000	Repair and replacement of library furniture.
Miscellaneous - Volunteer Appreciation		3,000	
OBOT Support	22,000	22,000	
Friends Program Support	36,300	36,300	
Friends Museum Pass gift	12,500	12,500	
	183,629	183,629	

July 1, 2024

Other established Funds

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

64,109.88

Invested Funds

Restricted to interest only and specified expenditures

	Fund Total	Restricted	Approximate balance *	
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		16,455.19	

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