

**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 March 11, 2024.

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

**Fairfield Public Library – Board of Trustees
March 11, 2024.**

Fairfield Woods Branch Library Small Meeting Room & Virtual Via WebEx
Fairfield, CT

AGENDA:

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

Recommended Motion: “I so move that the Library Board of Trustees approves the minutes from the February meeting of the Library Board of Trustees.”
- V. Chairman’s Report
- VI. Treasurer’s Report
- VII. Town Librarian’s Report
 - A. Operations Reports (Attachment 2)
 - B. Q2 Statistics and Strategic Plan Update (Attachment 3)
 - C. 2025 Municipal Budget Update
- VIII. Committee/Liaison Reports
 - A. Fundraising Committee
 - B. ADHOC Building Committee
 - C. Friends of the Library update
 - D. Website Redesign
- IX. Reconciliations and Check Registry (Attachment 4)

- X. Policy Review
 - A. Children's and Teen Spaces (Attachment 5a)
 - B. Service to Minors (Attachment 5b)
- XI. Unfinished Business
- XII. New Business
 - A. Strategic Plan
- XIII. Announcements
 - A. Next Meeting: 7:00 PM on April 8, 2023, at the Main Library.
- XIV. Adjournment

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: February 12, 2024 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: Ms. Erin Harrigan, Ms. May Bayer, Mr. Chris Rogers (phone)
Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian,
Ms. Nancy Sweeney, Branch Manager, Ex-Officio: Mr. David Kanter, Town Treasurer
Absent: Mr. Andrew Minea, Mr. Peter Willner
Members of the Public: Lori Kostopoulos , Donna Cahill

1. Call to Order

Meeting was called to order by Ms. Harrigan at 7:08 pm.

2. Public Comment

No public comment.

3. Approval of Minutes

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

4. Chairman's Report

Ms. Harrigan read a report from Mr. Minea: Mr. Minea has received many applications for the open seat on the Board. Ms. Bayer has done a great job narrowing down applications. Interviews will be taking place soon. The winter reading challenge is getting positive attention. Mr. Minea thanked the library staff for continuing to provide such engaging events.

5. Library Updates

A. Operations Report – Mr. Jarzombek reported that Adult Services started a six part monthly series called The Sandwich Generation, partnering with Oasis Senior Advisors. The Teens packed the Main Library using the study rooms for midterms. The Study Break Room was set up with snacks, games and brain break activities. Author, Chad Sell spoke at the Main Library about his newest installment in the Cardboard Kingdom Series: Snow and Sorcery. Children had the opportunity to ask questions and then he did a book signing after the event. The Circulation Staff created a display with books focusing on reducing stress and getting healthier, which coincided with the meditation program and patrons New Year's Resolutions. An OBOT books are on display and promotional material for the programs are being created. Social Media was active with a Lost and Found collection that went mildly viral on Facebook. Website visitors went up by nearly 3,000 to 12,206.

Incidents in January were low with only three: two at Main and one at Woods. One incident involved a written warning from the Town Librarian. Three required investigation from the administration and at least two incidents involved teens.

B. Q2 Municipal Budget Update

Mr. Jarzombek reported that spending is on target at this time and there are no significant concerns. Discussion ensued.

C. 2025 Municipal Budget Update

Mr. Jarzombek reported that all budget requests have made it into the proposed budget. There has been no feedback on the staff increases at this time. Discussion ensued.

6. Committee/Liaison Reports

A. Fundraising: No report.

B. ADHOC Building Committee: No report.

C. Friends of the Library: Ms. Donna Cahill reported that the Community Art Show is in the gallery and the opening reception is February 15th at 5:30 p.m. There are many local artists displaying their work and the art is for sale. The mini golf fundraiser is set for April 7, 2024. The author Literary Lunch will be on May 31st at the Patterson Club. More details to follow. Work is being done on a new fundraiser around the book Water for Elephants. A trip to NYC to see the Broadway play is in the works. The fundraiser will be capped at 30 people. Jen Butler Spring Fashion Show will be in March.

E. Website Redesign

Mr. Jarzombek reported that they are working on the staff component of the committee. Then a Board member will be added. They are starting with the Children's section since it will coincide with the summer reading program.

7. Treasurer's Report

Ms. Harrigan reported there is little change. The Endowment funds are up over \$9 million again.

8. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account for Period Ending 1/31/2024 was reviewed. Ms. Bayer made a motion to approve the report. Ms. Harrigan seconded. Motion passed.

9. Policy Review

A. Unattended Adults in Children's Library

Mr. Jarzombek reported that the language in this policy is being changed. The Children's staff, Town Librarian and the Town attorney are working on the language. The teen room will also be included in this policy. Discussion ensued.

B. Unattended Child

The change in this policy will be that it will be by grade level instead of age. Discussion ensued.

10. New Business

A. Additional renewal of Candid, Foundation Directory

Ms. Bayer made a motion to renew Candid for one additional month. Discussion ensued.

Ms. Harrigan seconded. Motion passed.

B. Approval of transfer of investment advisory group from Vanguard to Mercer

Ms. Harrigan explained that the advisory group for non-profits is being transferred from Vanguard management to Mercer. Everything with the funds will remain the same. Ms. Bayer made a motion to approve. Mr. Rogers seconded. Motion passed.

11. Old Business

A. Code of Conduct

Mr. Jarzombek explained that the only change in the policy is the language at the beginning where it identifies that the library is a department of the Town and therefore it is a Town Policy. The loss of privileges occurs with a warning letter. Clarification makes it easier for the staff to interpret and then enforce the policy. Mr. Rogers made a motion to adopt the policy with the proposed changes. Ms. Harrigan seconded. Motion passed.

12. Adjournment

Ms. Bayer made a motion to adjourn at 7:43 pm. Ms. Harrigan seconded. Motion passed.

Respectfully submitted,
Lori Kostopoulos for
Andrew Minea, Chair, Fairfield Board of Library Trustees

Date and Location of next meeting:

March 11, 2024 at 7:00 pm

Webex & In Person

Fairfield Woods Library

February 2024 Operations Report



Li-Garden Dance Company

Adult Programming & Services

The rescheduled "PowerSmart - Solar & Storage Info Session" at Main proved a success, drawing a large audience and featuring opening remarks by First Selectman William Gerber. Author Kelsey James captivated the audience at the "Literature and Libations" Book Club at J. B. Percival. Li-Garden Dance Company's performance at Fairfield Woods garnered rave reviews for the dancing and the accompanying craft activity. The Library's tax preparation services continue to be highly popular, and the "English Conversation Class" has launched to a positive start at Main.

Teens Programming and Services

Teens at the Woods branch spread some Valentine's Day cheer by crafting heartfelt cards for seniors at Apple Rehab in West Haven. To encourage more teen participation, both Main and Woods branches launched a new monthly take-and-make craft program, with teen volunteers even helping to assemble the kits for this month. Additionally, the Library hosted a Valentine's Day Party at Main in collaboration with the Best Buddies Groups from Fairfield Ludlowe and Fairfield Warde High Schools. Best Buddies, an international organization, fosters one-on-one friendships between individuals with intellectual and developmental disabilities and neurotypical peers, making this party a heartwarming opportunity for all involved.

Children's Programs and Services

On February 3rd, the Library participated in Take Your Child to the Library Day. Thanks to Brooklyn Robot, children in grades 3-5 had a blast building and testing robots at the Main Library. Main (weekly) and Woods (biweekly) offer drop-in Storytime, often followed by a fun, hands-on activity or craft. Main's Storytime occurs in the children's space, while Woods holds theirs in the community room. Winter Reading was a huge success! We saw a 14% increase in participation compared to last year. Storytime sign-ups for the first week after the break went smoothly, with no reported issues.

Circulation and Collection

Blind Date with a Book was a hit with patrons! Wrapped books from different genres led to increased checkouts compared to last year. (Main & Woods) The Adult Reading Challenge was promoted through flyers, displays, and registration encouragement, boosting participation. (Main & Woods) Genre bookmarks have been popular with patrons, promoting specific collections. (Main) The Lunar New Year display (Woods) and Black History Month display (Woods) saw increased checkouts, complementing other programs.

Technical Services staff are working to implement items agreed on in the annual review meeting. We have started organizing and pulling together some Library of Things products and expect to begin adding them to the collection in March. This is the third month of book delivery using a vehicle from the town fleet instead of a dedicated car, so far it has worked well.



Digital Services and Communication

Technical Services staff have worked with a Baker and Taylor representative to explore Comics Plus, an online Graphic database provided by Baker and Taylor. The Children's department has decided to subscribe.

Besides snow closure posts, Blind Date with a Book was our most engaged Facebook Post, and the Winter Reading Backpack image was the most popular on Instagram. We are still seeing success in targeting one of the e-mail blasts, which often drives up program registration.

Facilities & Infrastructure

Seven work orders were submitted for Main, three of which remain open. Six work orders were submitted for Fairfield Woods, one of which remains open. DPW electricians installed the new TV and soundbar in Woods's small downstairs meeting room. Woods continues to have issues with its public copier, and parking at Main remains challenging for patrons. The administration did a walk-through with the Building Manager to explore the removal of some shelving in the periodical room. Providing a snack room for caregivers and children has created additional work for staff and custodians. Administration and staff have discussed removing book returns on Old Post Road instead of repairing them. They have been closed for a month, and we have received no complaints. We will ask the Friends if they are interested in using them for donations.

Incidents

In February, four incidents were reported across our libraries, two at Main and two at Woods. One required administrative attention. Additionally, at the end of January, an incident was not included in the previous OPS report. This incident at a book club required administrative investigation and attention. A warning letter was sent. The staff handled it incredibly well.

Facilities

Seven work orders were submitted for Main, three of which remain open. Six work orders were submitted for Fairfield Woods, one of which remains open. There are no major newly developing building issues.

Staffing and Human Resources

The library has recently hired two part-time adult services staff who will work at both locations. All have been onboarded and are being trained.

Highlighted Stat

On Tuesday, February 20th, six preparers from VITA/SimplifyCT helped eighty-seven people with their taxes, the highest number this tax season.

Town Librarian

The board should be aware of two state bills that address issues with digital licensing. One, SB 148, is out of committee and has been filed with the Legislative Commissioner's Office. This proposed bill fully supports the Fairfield Delegation, with McCarthy Vahey, Hwang, Keitt, and Leeper as co-sponsors.

Relevant External Meetings/Events- Chamber Legislative Breakfast 2/1, Fairfield CARES Board 2/5, CLA Strategic Planning (2/5), FLAG (2/14), CLA Board (2/15), FLAG/CLA All Directors Summit (2/27), Town of Fairfield - Tourism Partners Meeting

Relevant Training- CCM: Practical Advice for Managing a Union-Represented Workforce (2/22)

Looking Ahead – Upcoming Highlights

Adult Services

Dr. Mark Schenker is back for a 4-part series focused on four classic novels celebrating their publishing centennials in 2024. Woods Book Group's will be discussing the OBOT title Warrior Girl, Unearthed on March 14th. There will be a program on Edible Wild Mushrooms on March 26 and Woods & Crafts will be doing both a morning and evening session in March; the craft will be learning how to embroider an astrological constellation onto canvas.

Teen Services

The annual Peeps contest is back for March! (Woods) and they will be trying out an open studio approach for the next Glow Forge Design Studio session. Teens will decide what they want to create using our proof grade material. Teen Librarian will guide them on use of Glow forge and Canva graphic design platform to create their personal projects.

Children's Services

Storyteller Darlene Kascak - Quinnetukut: Stories of Survival comes on March 9th in conjunction of OBOT programming. Fairfield's own- Mary Jo Scott will be here on March 16th to read her published book.



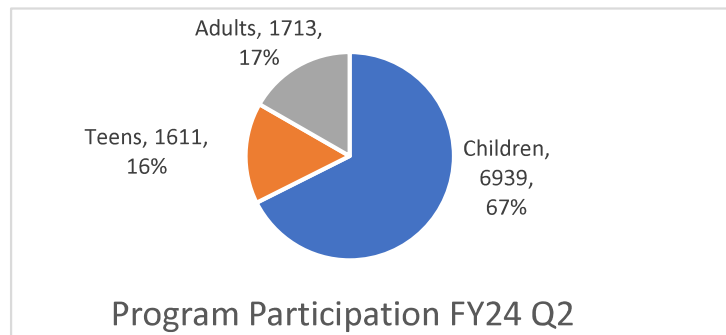
2024 Q2 Performance

The following is an analysis for the second quarter of the 2024 fiscal year (October, November & December). 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 quarter's performance to the prior year (2023), the previous quarter, and the three-year average (2021-23). 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 steady program participation in Q2 FY24 compared to Q2 FY23. For most metrics, the second quarter resulted in reduced attendance compared to Q1 FY24. All numbers for the quarter are up over the 3-year average.



Q2 of 2024, overall, had 10,263 program attendees. This was very similar in programming attendance compared to the previous year's Q2 (10,305), a 28.2% decrease from FY24 Q1 (14,295), and a 14.5% increase from the 3-year average (8,701).

Q2 of 2024 had 264 programs, with an average of 28.2 attendees per program. This is about the same compared to Q2 of FY23 (27.9) and a decrease of 21.3% from the prior quarter (35.8). This quarter's overall program attendance per program was a decrease of 6% from the 3-year average (30).

Adult Services

Overall, 1,713 program attendees attended Q2 of 2024, a slight decrease of 4.3% compared to Q2 of FY23. Attendance increased from the prior quarter (1,344) and was 21.3% higher than the 3-year average (1,412).

Q2 of 2024 had 106 programs, with an average of 16.2 attendees per program. This is a 14.7% increase in attendance per program compared to the Q2 of FY23 at 14, a 33.5% increase from the prior quarter (12.1), and a 12.3% increase from the 3-year average (14.4).

Teen Services

Q2 of 2024, overall, had 1,611 program attendees, a 12.7% increase compared to the previous year Q2 (1,430), a 39.7% decrease in attendance from the prior quarter FY24 (2,670) , and a 59.5% increase from the 3-year average (1,010).

Q2 of 2024 had 90 programs, with an average of 17.9 attendees per program. Q2 of FY23 had 92 similar programs with an average of 15.54 attendees per program, reflecting a 15.2% increase. FY24 Q2 shows a decrease of 50% from the prior quarter (36) and a 13.1% increase from the 3-year average (15.8).

Children's Services

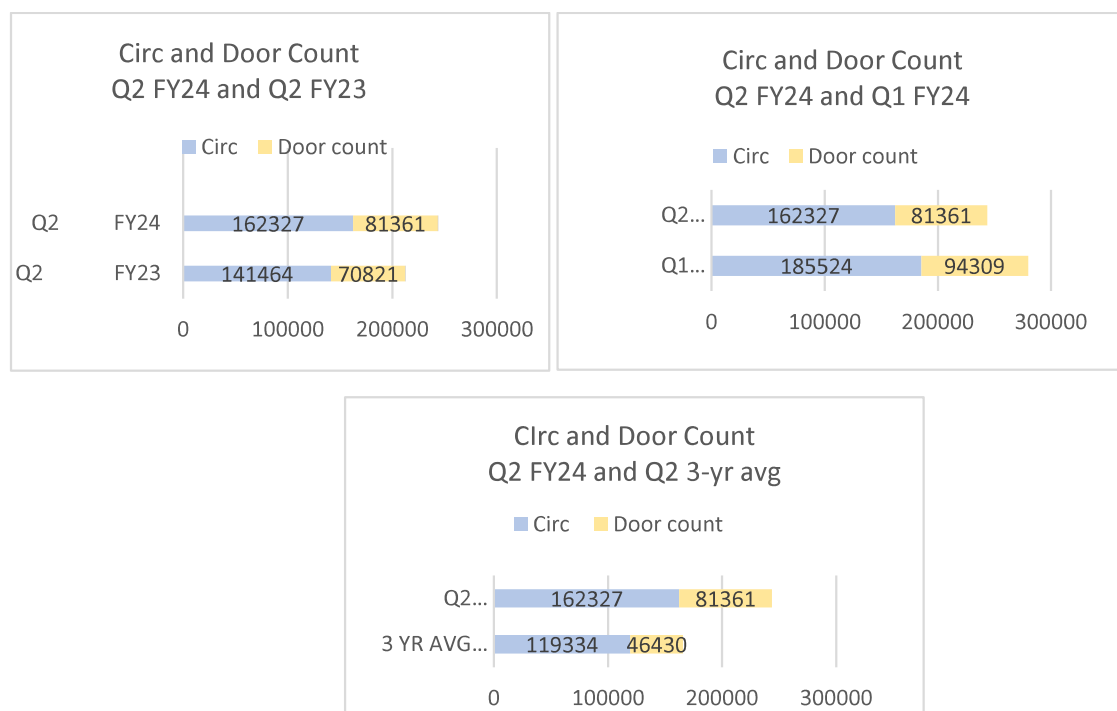
Overall, Q2 of 2024 had 6,939 program attendees, a 6% decrease but a number close to FY23's Q2 (7,085). Quarter 2 2024 saw a 32.5% decrease in programming attendance compared to the previous quarter (10,281) and a 5.7% increase from the 3-year average (6279).

Q2 of 2024 had 168 programs, averaging 41.3 attendees per program. This is a 12.6% decrease compared to the Q2 of FY23 (47.2), a 14% decrease from the prior quarter (48), and a 23.8% decrease from the 3-year average (42.5) for Q2.

Circulation and Visits

Q2 of 2024 had 162,237 items circulated. This was a 14.7% increase in items circulated compared to Q2 of 2024 (141,464), a 14.4% decrease from the prior quarter (185,524), and a 36% increase from the 3-year average (119,334).

In Q2 of 2024, there were 81,361 in-person library visits, a 13.7% increase from the previous year (70,821), a 13.7% decrease from the prior quarter (94,309), and a 75.2% increase from the 3-year average (46,430).



2024 Q2 Strategic Plan

The following analysis demonstrates a healthy adherence to the Strategic Plan from October 1 to December 30, 2023. All programs in this quarter met one or more goals and the Library initiated multiple programs or services that align with the plan.

ADULT SERVICES FY2024 Q2



Be a hub of lifelong learning and enrichment.

113 Adult Programs Met Goal 1

Highlighted program: All 154 of our programs met this goal. A program of special note was the addition of a weekly *Mahjong* get-together at Fairfield Woods Branch which began in November. Main Library's Mahjong has been so popular that there were patron requests to add an evening group at Woods. 98 patrons have participated through December.

Expand our digital library and presence.

12 Adult Programs Met Goal 2

Highlighted program: 68 patrons attended a *4-part series about AI* at the Main Library. Topics ranged from shopping with AI to using AI with Google docs, Gmail and painting tools.

Sustain partnerships and build community connections.

24 Adult Programs Met Goal 3

Highlighted programs: Two "*Local to Fairfield*" lectures were offered in partnership with the Fairfield Museum and History Center at the Main Library; more collaborations are planned for the future.

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

4 Adult Programs Met Goal 4

Highlighted programs: Our two off-site book clubs – *Literature & Libations* and *Hitting the Books* – continue to be extremely popular with 96 people in attendance. Holding these book discussions at Fairfield dining spots increases awareness of the Library and our librarians among restaurant customers and the community in general.

TEEN SERVICES FY2024 Q2

Be a hub of lifelong learning and enrichment.

92 programs or 100% met this goal.

Highlighted program(s): Our *gift-making seasonal December programs* (3 at each location) are always popular and teach teens new skills. Teens were able to try their hand at no-bake baking, mixed media painting, jewelry-making, sewing, mixed media painting, vinyl-cutting, and more.

Expand our digital library and presence.

There has been an uptick of teen items in Libby with five or more holds. To encourage usage of the Hoopla collection, signage has been placed in the physical collection near popular books that are available in Hoopla.

Sustain partnerships and build community connections.

We hosted a *Sensory-Friendly Halloween Celebration* and a *Sensory-Friendly Karaoke Winter Celebration* for young adults with developmental disabilities in partnership with the Fairfield Warde and Fairfield Ludlowe Best Buddies groups.

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

Teen Services did a lot of outreach to middle and high schools for *One Book One Town*. Middle School media specialists helped select the middle grade companion pick. Fairfield Public Schools also became a community partner for OBOT with representation on both the Reading and Planning & Marketing Committees.

CHILDREN'S SERVICES FY2024 Q2**Be a hub of lifelong learning and enrichment.**

307 (100%) Children's Highlighted Program: *Haunt Your House!* Families were given a Dollar Tree mini house to "haunt." 46 people participated– decorating 15 houses. They were put on display at the Main Library to be voted on – over 300 people voted for their favorite! The two families that won walked away with a donated gift card to an eatery in the Fairfield area and a board game.

Expand our digital library and presence.**Sustain partnerships and build community connections.**

(25 programs) Highlighted Program: *Santa on The Green*. We served 337 children and families by participating in The Fairfield Chamber of Commerce Santa Event on November 26th at the Sherman Green. We hosted a table providing books to read as the kiddos waited in line to meet Santa. We spoke to the adults about the services we offered and distributed fliers about programs and databases to interested families.



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

(6 programs) *Storytime at Fairfield Museum and the Sherman Green* brought the Library to the townspeople out in the world, away from our brick-and-mortar building. This reminds people that we are accessible in a variety of places and spaces. We are accessible to more families in outdoor spaces which provides more equitable service to the community. Outdoor story times encourage people who have not physically entered the library to check us out and see what a story time is all about. The story time component brings education and fun to families, demonstrating that books, rhymes and music are a good idea anywhere.

Fairfield Public Library Revolving Fund						
Checks for Approval						
MARCH 11, 2024						
Date	Num	Name	Memo/Description	Amount	Account	
002 First County - Revolving Fund						
002A First County Checking Account						
03/12/2024	Check	Lori Kostopoulos	February & March minutes	-300.00	002A First County - Revolving Fund: First County Checking Account	
			Minutes Feb & March	300.00	90002 Revolving Fund - Expense: General	
03/12/2024	Check	Friends of the N Y Transit Museum	Library membership 2 passes	-200.00	002A First County - Revolving Fund: First County Checking Account	
				200.00	94004 Revolving Fund - Expense: Friends Museum Pass	
03/12/2024	Check	PShoran Piper	Inv 427	-100.00	002A First County - Revolving Fund: First County Checking Account	
			3/19/24 OBOT program	100.00	940065 Revolving Fund - Expense: Friends gifts: Friends - OBOT	
03/12/2024	Check	Natasha Gambrell	Inv 1 - 3/9/24 program	-100.00	002A First County - Revolving Fund: First County Checking Account	
			3/9/24 OBOT program	100.00	940065 Revolving Fund - Expense: Friends gifts: Friends - OBOT	
03/12/2024	Check	Paul Wegner	Inv 38 - program 3/9/24	-100.00	002A First County - Revolving Fund: First County Checking Account	
			3/9/24 OBOT program	100.00	940065 Revolving Fund - Expense: Friends gifts: Friends - OBOT	
03/12/2024	Check	Joshua Carter	Inv 159 - 3/9/24 program	-100.00	002A First County - Revolving Fund: First County Checking Account	
			3/9/24 OBOT program	100.00	940065 Revolving Fund - Expense: Friends gifts: Friends - OBOT	
03/12/2024	Check	Stirling Brandworks	Inv 20127248	-10,368.00	002A First County - Revolving Fund: First County Checking Account	
			Website - Inv 20127248	10,368.00	90002 Revolving Fund - Expense: General	
03/12/2024	Check	Mark Edinberg	March piano	-150.00	002A First County - Revolving Fund: First County Checking Account	
			March piano music	150.00	94006 Revolving Fund - Expense: Friends gifts	
03/12/2024	Check	Institute for American Indian Studies	3/9/24 program	-100.00	002A First County - Revolving Fund: First County Checking Account	
			3/9/24 OBOT program (adult)	100.00	940065 Revolving Fund - Expense: Friends gifts: Friends - OBOT	
03/12/2024	Check	Karen Monger	Program 3/26/24	-275.00	002A First County - Revolving Fund: First County Checking Account	
			Mushroom Program 3/26/24	275.00	94006 Revolving Fund - Expense: Friends gifts	
03/12/2024	Check	Ann Wright	April 2024 programs	-475.00	002A First County - Revolving Fund: First County Checking Account	
				475.00	94006 Revolving Fund - Expense: Friends gifts	
03/12/2024	Check	Jennifer Butler	March Sew Studio	-100.00	002A First County - Revolving Fund: First County Checking Account	
			Feb Sew Studio	100.00	94006 Revolving Fund - Expense: Friends gifts	
03/12/2024	Check	Harriet Beecher Stowe Center	Library Membership	-200.00	002A First County - Revolving Fund: First County Checking Account	
			2 passes	200.00	94004 Revolving Fund - Expense: Friends Museum Pass	



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 all people. The Library reserves the right to restrict the use of the Children's and Teen spaces based on grade and age. 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 for library users from birth through fifth grade.
- An age-appropriate user must accompany adults and teens unless those adults or teens are retrieving items for borrowing.
- Unaccompanied adults and teens reviewing materials must take items to the appropriate section of the library.

Designated Teen Spaces:

- Teen spaces are for library users entering sixth through twelfth grade.
- Adults and children may retrieve items for borrowing.
- Unaccompanied adults and children reviewing materials must take items to the appropriate section of the library.

Additional guidelines are provided in the Library's policy on Service to Minors. The library reserves the right to make age accommodations for some groups and individuals.

Service to Minors- Draft

The Fairfield Public Library, a department of the Town of Fairfield ("Library"), strives to provide service to all users of every age. Consistent with this mission, Library staff endeavor to create a safe and comfortable environment for patrons of all ages. Keep in mind, however, that the Library is a public building and staff are not responsible for and cannot guarantee the safety of children left unattended in the Library. **The supervision, welfare, and behavior of children using the Library remains at all times the responsibility of the child's parent, guardian, or other responsible adult caregiver accompanying the child to the library.**

In accordance with Connecticut General Statutes § 53-21a*, the purpose of this Policy is to communicate the Library's expectations regarding the use of the Library by children and to promote the safety and welfare of the children it serves. 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.

Minors under the age of 12:

- Library Users under the age of 12 must be accompanied by a parent, guardian, or other adult caregiver responsible for the child's safety and behavior while on Library premises ("caregiver").
- While on Library premises, Library users under the age of 12 must at all times remain in the immediate vicinity of, meaning in the direct line of sight of, their parent, guardian, or caregiver. Exceptions to this requirement may be made during specific library programs for minors in grades six and up on a case-by-case basis. Any parent, guardian, or caregiver seeking to enroll their child in such a program should contact the head of the Children's Services
- In the event that Library staff encounters an unaccompanied minor under the age of 12 on Library premises, staff will typically attempt to locate the minor's parent, guardian, or caregiver.
 - If the parent, guardian, or caregiver is on Library premises, they will be reminded of this Policy and instructed not to leave the minor unsupervised. Repeat offenses may result in Library staff asking the parent, guardian, or caregiver and the minor to leave the Library.
 - If staff cannot locate the parent, guardian, or caregiver on Library premises, Library staff will attempt to contact the child's parent, guardian, or caregiver. If the parent, guardian, or caregiver cannot be reached, staff will contact the Fairfield Police Department.
- Library users under the age of 12 who cannot follow library policy or who require excessive staff attention may be asked to leave.

Minors age 12 and older:

- Library Users 12 years and older may use library facilities unaccompanied by a parent or caregiver.
- While minors ages 12 and older may use the Library unaccompanied, parents, guardians, and caregivers should be aware that Library staff are not responsible for supervising minors, and as such, should consider whether unsupervised use of the Library is appropriate for their individual child before allowing the minor to visit the Library unattended.
- Parents and caregivers should be aware of the Library's opening and closing times and that operating hours might change unexpectedly.
- Staff do not monitor minors leaving the premises, nor is it the staff's responsibility to know with whom a minor is leaving with.



Parents, guardians, and caregivers are responsible for the conduct and safety of their children in the Library whether or not a parent, guardian, or caregiver is present. Library users of any age may be asked to leave the Library if they violate the Library Code of Conduct or otherwise demonstrate inappropriate behavior requiring excessive staff attention.