

**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 May 13, 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
May 13, 2024.**

**Main Library Rotary 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. April 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
 - A. Welcome to New Trustee
- VI. Library Updates
 - A. March Operations Reports (attachment)
 - B. Upcoming Events and Services
 - C. 2025 Municipal Budget Update
 - 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 May check registry”

- X. Policy Review/Discussion
 - A. Internet 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 rescinds 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."

- C. 2025 Schedule of Service (attachment)

Recommended Motion: "I so move that the Library Board of Trustees adopts 2025 Schedule of Service." (attachment)

- XII. New Business
 - A. July Annual Meeting
 - B. New Trustee Search- Rodgers Replacement

- XIII. Adjournment

Next Meeting: 7:00 PM on June 10, 2023, at the Fairfield Woods Library.

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: April 8, 2024 7:00 pm
AT: Fairfield Public Library – Woods Branch, Fairfield CT 06824
Small Meeting 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, Mr. Chris Rogers (phone), Mr. Peter Willner (phone)
Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian, Ms. Nancy Sweeney, Branch Manager, (phone), Ms. Mary Mao, Municipal Web Librarian
Ex-Officio - Mr. David Kanter, Town Treasurer
Members of the Public: Lori Kostopoulos , Donna Cahill

1. Call to Order

Meeting was called to order by Mr. Minea at 7:17 pm.

2. Roll Call

3. Public Comment

No public comment.

4. Approval of Minutes

The minutes of the March 11, 2024 meeting were reviewed. Mr. Willner made a motion to approve the minutes. Ms. Harrigan seconded. Motion passed.

5. Chairman's Report

Mr. Minea thanked the Friends for a wonderful Mini-Golf fundraiser held on April 7th. There was excitement in the community about the event. Ms. Cahill mentioned that next year there will be a Saturday night adult mini golf and then Sunday children's mini golf.

6. Town Librarian's Report

A. Operations Report – Mr. Jarzombek reported that Dr. Mark Schenker began his 4 part series focused on four classic novels celebrating their publishing centennials in the 2020s. Teens had a successful PEEPS diorama event. There are twenty two dioramas on display at Woods for patrons to vote on. Fairfield resident and author, Mary Jo Scott shared her new book, Lucy and Sam at the Main Library. The Passport Program for CT libraries is set to go. Challenge is to visit five or more libraries in April. The IT Department has identified a problem with ILS partners, Pequot and the Fairfield Museum, connecting directly to the ILS server hosted on the network. To address this issue, the server is being moved from the Town's network to the cloud, a significant project that is being handled with the utmost care.

Six incidents occurred in March. Three involved teens from Ludlowe. The Town Librarian worked with the FPD and the school administration and met with the families of everyone involved. As a result, all students lost library privileges to one degree or another based upon the seriousness of the behavior.

B. 2025 Municipal Budget Update

Mr. Jarzombek reported that the budget has made it past the Finance Board. The RTM meeting is scheduled for April 24th. Mr. Jarzombek encouraged the Trustees to be in touch with the RTM members regarding the library budget and the position of the Teen Librarian. Discussion ensued.

C. OBOT Report

Ms. Fisher reported that the OBOT was very successful and it was the 16th year of this event. Mary Coe and Claudia Silk stepped down as co-chairs after twelve years. They were honored with plaques thanking them for their years of service at the author event. Jennifer Laseman, Head of Teen Services and Philip Bahr Head of Adult Services stepped up and served as co-chairs for this year's event. Changes were made after meeting with Mr. Jarzombek and Ms. Fisher to streamline the process. A book selection committee was formed and also a programming/marketing committee was formed. The book titles were under ten and the committee spent eight weeks discussing and voting. The author of Warrior Girl Unearthed, Angeline Boulley, was an amazing speaker and very gracious. The community was very pleased with over 400 people in attendance and another 240 viewers on YouTube. A post event was held on the Saturday after with a panel discussion covering important issues close to local Native American communities.

D. Website Update

Ms. Mary Mao, Municipal Web Librarian, provided an update on the website redesign project. The timeline sent by the provider was too quick. Currently, feedback is being collected by the staff. Discussion ensued. The goal is to roll out the new website in August or September.

7. Committee/Liaison Reports

A. Fundraising: Meeting will be rescheduled.

B. ADHOC Building Committee: No report.

C. Friends of the Library: Ms. Donna Cahill reported that the Mini Golf fundraiser was a success. The Kershner Gallery has another opening this week. It has been very well attended and art work is being sold. The gallery is booked until mid-2025. The gallery is getting lots of use and is in need of some updates to the physical space. The Literary Luncheon will be on May 31st at the Patterson Club. The Water for Elephants Fundraiser has been set with a book discussion, watching the movie and the play.

8. Treasurer's Report

Ms. Harrigan reported that the Endowment is up to \$9.5million and is back to the early 2022 balance. She will be meeting with the Mercer advisor soon.

9. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account for Period Ending 4/5/2024 was reviewed. Ms. Bayer made a motion to approve the reconciliations and check registry report. Mr. Willner seconded. Motion passed. Ms. Bayer made a motion to approve the proposed checks. Ms. Harrigan seconded. Motion passed.

10. Policy Review

A. Children's and Teen Spaces

Mr. Jarzombek reported that these policies will be discussed in detail at the next meeting when the Town Attorney can be present. Discussion ensued.

11. Unfinished Business

A. Unattended Child Policy

Discussion ensued. Ms. Harrigan made a motion to move that the Board of Trustees rescind the Unattended Child Policy. Ms. Bayer seconded. Motion passed.

B. Service to Minors Policy

Ms. Harrigan made a motion that the Library Board of Trustees adopt the Service to Minors Policy. Ms. Bayer seconded. Motion passed.

12. New Business

A. Schedule of Service

Ms. Jarzombek reported that the library schedule follows the union contracts. He noted that there is a three day weekend for Memorial Day and Labor Day. The staff is very happy with this and the public has not voiced any concerns. The Saturday after July 4th will be closed as the expectation is for low usage and possible staffing difficulties. The question of opening earlier on Saturdays was raised. Discussion ensued.

B. New Trustee Search

Mr. Minea made a motion to enter into Executive Session. Ms. Bayer seconded. Motion passed.

13. Adjournment

Ms. Harrigan made a motion to adjourn at 8:47pm. Ms. Bayer seconded. Motion passed.

Respectfully submitted,
Lori Kostopoulos for
Ms. May Bayer, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:

May 13, 2024 at 7:00 pm

Webex & In Person

Main Library



FPL was well represented at this year's Connecticut Library Association.

April 2024 Operations Report

Spring has sprung at the Fairfield Public Library. We hosted and facilitated programs about gardening, the Gilded Age, and commemorating the Holocaust. Teens celebrated a pop icon, and families enjoyed outdoor story times. PressReader continues to get fantastic usage, and the state-wide initiative, Passport to Connecticut Libraries, has taken off. The new library cards with our Fox mascot were a viral hit. Several staff members attended the CLA conference, and the Jen Butler Fashion Show helped us test our new portable PA system.

Adult Programming & Services

The Library and Sustainable Fairfield partnered for a great gardening program. Ted Luchsinger spoke about the positive impact of gardening and advocacy on his life. (Woods) Another partnership with the Fairfield Museum and History Center resulted in a popular program, "Money Talks: The Gilded Age in Fairfield," which was very well received. (Main) In honor of Holocaust Remembrance Day, the Library presented "Bearing Witness: a Legacy of Survival and Hope," which was well attended. (Main)

Fairfield Woods held a Spring Puzzle Swap. Staff were present at Fairfield's Earth Day/ Healthy Kids Day. Fairfield Museum has accepted all yearbooks dated 1949 and earlier to preserve them for the betterment of the public. The Friends of the Library held another Fashion show, packing the periodical room and gallery. (Main)

Teens Programming and Services

The Periodical Room at Main Library was packed for Fairfield Ludlowe High School Drama Club's sneak peek of selections from their Spring musical *Singin' in the Rain*. (Main) The partnership included an offer to library patrons for a special discount on matinee tickets to a performance. Staff and the Library were included in the "Special Thanks" on the back of the program.

For Spring Break, teens of all ages enjoyed Taylor Swift-themed crafts and activities like bracelet making and disco ball painting at our album listening party. They also made hot chocolate and snacks during our Wonka movie night! (Woods) With AP exams and the end of the school year around the corner, we are seeing an uptick in study room usage and teens studying around the library. We also see our high school students embracing the Frequent Studier card.

Children's Programs and Services

In preparation for the Friends Mini Golf fundraiser, patrons made a *mini* mini-golf course! Each participant was provided with various recycled materials and household supplies to design and

construct their own *mini* mini-golf hole complete with obstacles. This required them to use their imaginations as well as their STEAM skills and created interest in the Friends event. (Main)

For Financial Literacy Month, children “worked” at our Pop-Up Cupcake Shop, where they earned currency to spend on delicious cupcake toppings. They enjoyed a sweet dessert and learned about money at the same time. (Woods)

The Children’s Department continued community outreach efforts with story times at St. Paul’s Childcare, STEAM night at Burr Elementary and sharing the OBOT companion book with students at North Stratfield School.

Media Specialists came to Main Library for the annual meetup with Library staff. Databases and Summer Reading Challenge info were presented to them. It’s always nice to get face time with our partners.

Circulation and Collection

The library launched its new branded library card for National Library Week, featuring our soon-to-be-named Fox Mascot. Circulation helped IT implement the automatic renewal of eligible library material and explained the process to staff and patrons. Our Baseball display was a fan favorite (Woods). All full-time staff continue to attend programs regarding Reader’s Advisory and forthcoming books to gear up for our busy summer season.

Digital Services and Communication

Staff continue working on the new website, including reviewing feedback from our patron survey. Our most popular Facebook post was Fox gets his library card! The video of *Singing in the Rain* was our most popular Instagram content. The Jen Butler Fashion Show was our most popular calendar event. We also celebrated Arbor Day with the rest of the town, making an advisory video.

Incidents

Incident reports dropped in April. There were two at Main and one at Woods. All three were related to child or adult care.

Facilities & IT

The dumbwaiter at Fairfield Woods has been fixed. The copier at the Branch continues to be an issue. The new work order system makes tracking and reporting work extremely difficult. The Library has purchased a new portable PA system to use in and outside of the building. Replacement digital signage for the Main program rooms is on its way. IT staff continue to work with the Town IT department to migrate the Integrated Library Systems database to the cloud.

Staffing and Human Resources

Several staff attended the Connecticut Library Association Annual Conference. The library continues offering staff CPR training via the Fairfield Fire Academy. Part-time staffing, especially in Circulation, continues to be a challenge.

Stats at a Glance

- Patrons opened 70,559 articles in the last 12 months on PressReader, reading content from 53 publication countries.
- VITA tax assistance helped 691 individuals complete their taxes this year.
- The Passport to Connecticut Libraries program yielded over 700 participants.
- Over 400 Mascot-branded Library cards have been issued.

Town Librarian

The Selectmen's April 26th newsletter featured an interview with the Town Librarian. The Town Librarian will serve another term as Secretary of the Fairfield Library Administrators Group and will become the Connecticut Library Association's president in July. Additionally, he was invited to sit on a hiring committee for the Norwalk Public Library's custodian search. 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.

Relevant External Meetings/Events- Fairfield CARES: Data Committee (4/3), Town: Department Heads Meeting (5/4), CLA: Legislative Committee (3/9), Fairfield CARES: Coalition Meeting (4/17), Town: Board of Selectman Meeting (4/17), CLA: Board Meeting (4/18), CEN: Conference Speakers Meeting (4/18), Town: RTM Budget meeting (4/24), Fairfield CARES: Data Committee (4/25), CLA Conference 4/28-30

Relevant Training- CCM: Ethics, Accountability, and Conflicts of Interest (4/9), CPR (4/22)

Looking Ahead – Upcoming Highlights

Adult Services

Fun and exciting programs are coming up in May, including tech guru Gary Webster at Fairfield Woods talking about all things air-fryer on May 20! It's great to be offering a cooking program again.

Main Book Club's monthly discussion on May 29th will be extra special as author Karen Olson will be joining them to discuss her book *An Inconvenient Wife*.

Christopher Wigren, deputy director of Preservation Connecticut, will be talking about Frederick Olmsted's influence on Connecticut's landscape on Wednesday, May 22nd, at the Main Library. This is in commemoration of the 200th anniversary of his birth.

Teen Services

They are busy finalizing all Summer Challenge and program details, getting ready for school visits and reviewing applications for Summer Volunteers, always a successful program.

Children's Services

Summer Challenge outreaches to the elementary schools begin May 20! As you can imagine, a lot of time and energy goes into this, and it's a large factor in making our summer programs successful!

Fairfield Public Library Revolving Fund

First County Checking Account, Period Ending 04/30/2024

RECONCILIATION REPORT

Reconciled on: 05/09/2024

Reconciled by: Jan Fisher

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

Summary

USD

| | |
|--|-----------|
| Statement beginning balance | 12,065.42 |
| Checks and payments cleared (14) | -4,384.76 |
| Deposits and other credits cleared (3) | 6,565.31 |
| Statement ending balance | 14,245.97 |

| | |
|---|-----------|
| Uncleared transactions as of 04/30/2024 | -1,987.82 |
| Register balance as of 04/30/2024 | 12,258.15 |
| Cleared transactions after 04/30/2024 | 0.00 |
| Uncleared transactions after 04/30/2024 | -100.00 |
| Register balance as of 05/09/2024 | 12,158.15 |

Details

Checks and payments cleared (14)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|--------------------------|--------------|
| 03/12/2024 | Check | 1751 | Ann Wright | -475.00 |
| 03/15/2024 | Check | 1754 | MaryJo Scott | -300.00 |
| 04/01/2024 | Expense | | School Life | -1,161.01 |
| 04/09/2024 | Check | 1759 | Jen Laseman | -270.15 |
| 04/09/2024 | Check | 1762 | Gil Harel | -300.00 |
| 04/09/2024 | Check | 1760 | Philip Bahr | -95.72 |
| 04/09/2024 | Check | 1755 | Lori Kostopoulos | -150.00 |
| 04/09/2024 | Check | 1756 | Jennifer Butler | -100.00 |
| 04/09/2024 | Check | 1757 | Jen Hinkle | -125.00 |
| 04/09/2024 | Check | 1758 | Jessica Stevens | -25.45 |
| 04/15/2024 | Expense | | Foundation Center | -222.19 |
| 04/19/2024 | Check | 1764 | CT Museum of Culture ... | -125.00 |
| 04/22/2024 | Check | 1765 | Vanessa Fasanella | -250.00 |
| 04/26/2024 | Expense | | 4AllPromos | -785.24 |

Total -4,384.76

Deposits and other credits cleared (3)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|------------------------|--------------|
| 04/01/2024 | Deposit | | Fairfield Woods Branch | 85.00 |
| 04/09/2024 | Deposit | | | 3,378.76 |
| 04/25/2024 | Deposit | | | 3,101.55 |

Total 6,565.31

Additional Information

Uncleared checks and payments as of 04/30/2024

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|-------|---------|----------------|--------------|
| 02/13/2024 | Check | 1711 | Barnes & Noble | -1,187.82 |
| 03/12/2024 | Check | 1748 | Mark Edinberg | -150.00 |
| 04/09/2024 | Check | 1761 | Laurie Parnell | -175.00 |
| 04/19/2024 | Check | 1763 | Ann Wright | -475.00 |

| | |
|-------|-----------|
| Total | -1,987.82 |
|-------|-----------|

Uncleared checks and payments after 04/30/2024

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|------------|--------------|
| 05/01/2024 | Expense | | The Pantry | -100.00 |

| | |
|-------|---------|
| Total | -100.00 |
|-------|---------|

Fairfield Public Library Revolving Fund

002B 1st County Bank Money Market, Period Ending 04/30/2024

RECONCILIATION REPORT

Reconciled on: 05/07/2024

Reconciled by: Jan Fisher

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

Summary

USD

| | |
|--|-------------------|
| Statement beginning balance | 117,258.83 |
| Interest earned | 21.18 |
| Checks and payments cleared (0) | 0.00 |
| Deposits and other credits cleared (0) | 0.00 |
| Statement ending balance | <u>117,280.01</u> |
| Register balance as of 04/30/2024 | 117,280.01 |

First County Bank
Revolving Fund Checking Account

Checks for Approval - May 13, 2024

| Date | Transaction type | Num | Name | Memo/Description | Amount | Account |
|------------|---------------------|----------|---------------------------|---|----------|---------------------|
| 05/01/2024 | Expense | To print | The Pantry | Adult rdg challenge- April & May prizes | 100.00 | Friends gifts |
| 05/14/2024 | Check | -- | Just Yard Signs | Inv 5590 - SRP Yard signs | 3,350.00 | Friends gifts |
| 05/14/2024 | Check | -- | Scholastic Teacher Store | Inv 58961329 -SRP Teen prizes | 4.55 | Friends gifts |
| 05/14/2024 | Check | -- | Indiana Whiteman | Inv 004 - graphic design | 672.75 | Friends gifts |
| 05/14/2024 | Check | -- | Indiana Whiteman | Teen movie night items | 17.94 | Friends gifts |
| 05/14/2024 | Check | -- | Scholastic Teacher Store | Inv 58837662 -SRP Teen prizes | 647.31 | Friends gifts |
| 05/14/2024 | Check | -- | Jessica Stevens | woods craft supplies (4/23 &26) | 83.76 | Friends gifts |
| 05/14/2024 | Check | -- | Lori Kostopoulos | May minutes | 150.00 | General |
| 05/14/2024 | Check | -- | Stirling Brandworks | Website Inv #20127298 | 3,456.00 | General |
| 05/14/2024 | Check | -- | Earthplace | 2 passes - Inv LP-04122024 | 200.00 | Friends Museum Pass |
| 05/14/2024 | Check | -- | Jewish Museum | Partner level library pass -2 passes | 500.00 | Friends Museum Pass |
| 05/14/2024 | Check | -- | Mark Edinberg | April & May 1st Friday piano | 300.00 | Friends gifts |
| 05/14/2024 | Check | -- | New York City Fire Museum | 1 Library membership, Main | 150.00 | Friends Museum Pass |
| 05/14/2024 | Check | -- | Jennifer Butler | April Sew Studio | 100.00 | Friends gifts |
| 5/20/2024 | Check | -- | Preservation Connecticut | Program - May 22, 2024 | 250.00 | Friends gifts |
| 05/14/2024 | Check | -- | Minuteman Press | SRP t-shirts Inv 26080 | 728.00 | Friends gifts |

| | | | | | | |
|---------------------|-------|----|-------------------|--|------------------|---------------------------------|
| 05/14/2024 | Check | -- | Debby Reelitz | Handwriting program 6-5-24 | 279.00 | Friends gifts |
| 5/20/2024 | Check | -- | Ann Wright | Jobs programs - June 2024 | 475.00 | Friends gifts |
| 05/14/2024 | Check | -- | Philip Bahr | Cost match for Literary Luncheon | 50.00 | Professional Dev - General Fund |
| 05/14/2024 | Check | -- | Mark Schenker | Program series on Classical lit | 1,500.00 | Friends gifts |
| 05/14/2024 | Check | -- | Nancy Sweeney | CLA Conference (Shared room - Sweeney, Fisher) | 400.20 | Professional Dev - General Fund |
| 05/14/2024 | Check | -- | Webster Tutorials | Program 4/18/24 iphone troubleshooting | 225.00 | Friends gifts |
| Total amount | | | | | 13,639.51 | |

INTERNET POLICY

ETHICAL USE

Internet computers may only be used for legal purposes.

Unacceptable uses include, but are not limited to: harassment of other users; installation and/or use of unauthorized software; libeling or slandering other users; destruction of or damage to equipment, software or data belonging to the library or other users; changing the library's setup of software or hardware; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; viewing or downloading of pornographic or potentially offensive information and images, text, videos or sounds.

Misuse or abuse of the library's computers will result in a warning and a one month suspension of Internet privileges. A second violation may lead to a permanent loss of Internet privileges. If a person is using library Internet computers in a way that is deemed harmful to the library's equipment by the Town Librarian, the Deputy Town Librarian, the Internet Librarian or their designate, they may lose Internet privileges immediately and permanently.

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. 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.

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.

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.

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.

~~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.~~

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. The designated Children's and Teen Spaces of the Library are specifically designed to serve the needs of young Library users. Adults not using these spaces for their intended purposes will be asked to use other areas of the Library in accordance with the following guidelines. 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. Adults and teens may enter children's spaces for the purpose of retrieving items for borrowing or when accompanying an age-appropriate user.
- Unaccompanied adults and teens reviewing materials must take items to the age-appropriate section of the library.

Designated Teen Spaces:

- Teen spaces are for library users entering sixth through twelfth grade.
- Adults and children may enter teen spaces for the purpose of retrievinge items for borrowing or when accompanying an age-appropriate user.
- Unaccompanied adults and children reviewing materials must take items to the age-appropriate section of the library.

Consistent with this Policy, adults may be asked by Library staff to use facilities, services, and equipment in the age-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.

Trustees,

Below are the dates on which the library will be closed in FY25. As in the past, we close on the days the town recognizes. Following past practice, we close early the evening before traditional holidays. The two union contracts for library employees also may influence these decisions.

FY 2025 FPL Closing

Independence Day Eve (Wednesday) 5:00 pm Closing July 3, 2024

Independence Day (Thursday) Closed July 4, 2024

Labor Day (Saturday-Monday) Closed August 31 – September 2, 2024

Columbus Day/Indigenous Peoples' Day (Monday) Closed October 14, 2024

Veterans Day (Monday) Closed November 11, 2024

Thanksgiving Eve (Wednesday) Early Closing 5:00 pm November 27, 2024

Thanksgiving Day (Thursday) Closed November 28, 2024

Day After Thanksgiving (Friday) Closed November 29, 2024

Christmas Eve (Tuesday) Early closing 3:00 pm December 24, 2024

Christmas Day (Wednesday) Closed December 25, 2024

Sunday December 29, 2024 Closed

New Year's Eve (Tuesday) Early Closing 3:00 pm December 31, 2024

New Year's Day (Wednesday) Closed January 1, 2025

MLK Day (Monday) Closed January 20, 2025

President's Day (Monday) Closed February 17, 2025

Good Friday (Friday) Closed April 18, 2025

Easter (Sunday) Closed April 20, 2025

Memorial Day Weekend (Saturday-Monday) Closed May 24- 26, 2025

Memo

Subject: Proposed Draft Schedule of Service Change

Trustees,

At the April Meeting, we presented the 2025 calendar year schedule. We have switched this to correspond with the fiscal year. We will add this as a standing agenda item for February to be voted on in March. This allows us to make changes based on the following year's proposed budget. Hours of operation will be discussed separately from the service schedule in a future conversation.