



NOTICE OF MEETING

**FOR
DATE/TIME
PLACE
AGENDA**

Fairfield Public Library Board of Trustees
Monday, August 17, 2026 at 5:15 PM
FPL Meeting Room

1. Call to Order
2. Public Address – Isaac Nevas (Training for FPL Staff)
3. Communications – Joy Craig (Adult Reading Program)
4. Call for Additions to the Agenda
5. Approval of Minutes
6. Treasurer's Report
7. Approval of Bills
8. Report of Director
9. Continued Education – Boardroom Essentials: Board Member Expectations Video
10. Reports of Committee
 - a. Report of Personnel Committee
 - b. Report of Building & Grounds Committee
 - c. Report of Finance Committee
11. Old Business
 - a. Motion to Approve New Room Reservation Policy
12. New Business
 - a. Motion to Approve Revision of FPL Bylaws
13. Adjournment

UPCOMING

Book Sale – Saturday 8/1–8/31
"Ahead of Their Time" Fairfield History Series – Friday 8/28 @ 7pm
September is Library Card Signup Month
Book Treks – Every Wed. September - November @ 10am
Language Learning Circles – Tues., Wed & Thurs. September - November



Minutes of Library Board Meeting
July 20, 2026

CALL TO ORDER

President Sam Garchik called the meeting to order at 5:16 pm

Trustees Present: Wayne Ades, Rachel Brown, Brenda Diers, Sharon Flinspach, Sam Garchik, Ann Gookin, Joneane Parker and Sherri Smith.

Trustees joining via ZOOM: None

Trustees absent: David Thebodo

Also present: Director Alecs Schmidt Mickunas, Afton Pedrick and Karen Blakley.

PUBLIC ADDRESS – None

COMMUNICATIONS – None

CALL FOR ADDITIONS TO THE AGENDA – Director Schmidt Mickunas added the following to New Business – Request for Payment to use space at Golden Magnolia Sanctuary.

APPROVAL OF MINUTES –

Trustee Brown moved to approve the June 15, 2026 minutes as presented. Trustee Parker seconded the motion. The motion passed unanimously.

TREASURER’S REPORT –

Trustee Brown reviewed the statements of revenue and expenditures. Trustee Smith asked about the miscellaneous revenue amount for the period. Director Schmidt Mickunas explained it was a payroll overage repaid to the city. Trustee Brown reviewed the Statement of Funds, with a question about a maturing CD. Director Schmidt Mickunas explained the CD matured in May but due to delays has not been reinvested to date. He will follow up.

Trustee Parker moved to approve the treasurer’s report. Trustee Brown seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Garchik asked if Kanopy is being used in the library as a pay per use option. Director Schmidt Mickunas confirmed it is and the library currently pays on a monthly rather than annual basis. Trustee Garchik wondered how quickly the library would go through our budget for eBooks. Director Schmidt Mickunas anticipates using 40% by the end of the month. Trustee Smith asked what change the board was approving on the amended March Bills to be Approved. Director Schmidt Mickunas explained three replacement checks were issued last month.

Trustee Diers moved to approve the bills lists. Trustee Brown seconded the motion. The motion passed unanimously.

March 16, 2026 - AMENDED 7/20/26			
6371	Alliant Energy	Gas Expense (last year \$892.68)	1,100.29
6371	Alliant Energy	Electric Expense (last year \$822.69)	1,141.95
6310	ASSA ABLOY Entrance Systems US Inc	PMs Completed	220.00
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
6310	Brockway	Furnished and installed in-line circulating pump	6,361.00
6310	Chemsearch	Contract Water Treatment Program	455.12
6310	Great Prairie Area Education Agency	Delivery Fee FPL banner job#178037	9.20
6310	Great Prairie Area Education Agency	Fairfield Library Banner Job#178037	58.72
6373	Liberty Communications	Telecommunications 3/1/26 to 3/31/26	144.00
6502	Library Furniture International LLC	Book Display - Road to Recovery	3,720.00
6373	LISCO	Telecommunications 3/1/26 to 4/1/26	43.49
6310	MidWestOne Bank	Wood cleaner	10.95
6499	MidWestOne Bank	Open AI ChatGPT subscription	21.40
6506	MidWestOne Bank	Sign holder, Paper Trimmer, Paper Towels, Tissues, Scotch Tape	94.28
6508	MidWestOne Bank	Monthly Postage Fees	10.99
6506	Quill	White cardstock, copy paper	244.59
6506	Quill	Cardstock-white, black, assorted colors	53.69
6310	The Kitchen Organization & Killed Squeege	Monthly cleaning contract	1,998.33
		Total for General Fund	15,835.06
B	Craig, Joy	Educational Programming	16.98
B	Fairfield Public Library - General Fund	Library Materials 0174	106.31
B	Fairfield Public Library - General Fund	Library Materials 3462	105.06
B	Ingram Library Services	Library Materials - CHECK REPLACED 6/15/26-\$156.17	
B	Swank Movie Licensing USA	License Fee - 3/23/26 to 3/22/29 - CHECK REPLACED 5/18/26 - \$920.00	
B	The Dollywood Foundation	Imagination Library	10,000.00
		Total for Book Sale Fund	10,228.35
C	Fairfield Public Library - ISB Savings	Capital Improvement Funds	250,178.04
		Total for Capital Improvements Fund	250,178.04
F	Fairfield Public Library - General Fund	Library Materials 0174	73.29
F	Fairfield Public Library - Memorial Fund	Library Materials Grant - Mandarin Funds	5,250.00
F	Ingram Library Services	Library Materials-CHECK REPLACED 6/15/26-\$22.11	
		Total for Foundation Fund	5,323.29
M	Center Point	Large Print	51.54
M	Fairfield Public Library - General Fund	Library Materials 0174	1,207.04
M	Ingram Library Services	Library Materials-CHECK REPLACED 6/15/26 \$1179.58	
M	Kanopy Inc.	Monthly invoice	224.00
M	World Book, Inc.	Check never received - CHECK REPLACED 5/18/26-\$1277.00	
		Total for Memorial Fund	1,482.58
March 16, 2026 - AMENDED 7/20/26			

July 20, 2026				
	6371	Alliant Energy	Gas expense (last year \$75.06)	98.76
	6371	Alliant Energy	Electric expense (last year \$64.84)	67.08
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6499	ByWater Solutions	Koha annual support and hosting 7-14-26 to 7-13-27	5,250.00
	6310	ideal Energy	Labor Project O&M	400.00
	6310	Johnson Controls Building Solutions	Chiller time and temperature adjustments	659.60
	6499	Kevin Farley	New computer setup 6-12-26 to 7-10-26	1,163.75
	6373	Liberty Communications	Telecommunications 7-1-26 to 7-31-26	129.00
	6373	LISCO	Telecommunications 7/1/26 to 8/1/26	43.49
	6220	MidWestOne Bank	Subscription Claude Pro	214.00
	6506	MidWestOne Bank	Desk organizer, paper clip dispenser	17.50
	6508	MidWestOne Bank	Monthly postage fees, ILL postage	142.78
	6499	OCLC	World Share ILL 7-1-26 to 6-30-27	1,233.11
	6506	Office Express	Copy paper	89.97
	6506	Office Express	Copy paper	113.96
	6310	The Kitchen Organization & Kilted Squeegee	Monthly cleaning contract	1,998.33
	6310	Wilson Paper	Liquid hand cleaner	51.63
	6310	Wilson Paper	Furnace filters	572.17
	6310	Wilson Paper	Towel dispenser	54.15
	6310	Wilson Paper	Refund credit	21.51
			Total for General Fund	12,467.85
	B	Demco		359.90
	B	Fairfield Area Chamber of Commerce	Barnyard Bash Booth Sponsor	150.00
	B	Fairfield Public Library - General Fund	Fig bars	45.45
	B	Fairfield Public Library - General Fund	SRC, Fig bars	725.64
	B	Jefferson County Extension	SRC-summer kickoff program-paint for blender bike	29.10
			Total for Book Sale Fund	1,310.09
			Total for Capital Improvements Fund	0.00
			Total for Foundation Fund	0.00
	M	Center Point	Large Print	51.54
	M	Fairfield Public Library - General Fund	Library Materials 0257	620.77
	M	Fairfield Public Library - General Fund	Library materials 4566	461.32
	M	Fairfield Public Library - General Fund	Library Materials 0174	45.98
	M	Ingram Library Services	Library Materials	679.81
	M	Kanopy Inc.	Monthly invoice	167.00
	M	OverDrive, Inc.	FY 2027 Bridges Ebook content fee	3,030.64
	M	Value Line	Value Line Library Elite - 10 users 7-1-26 to 12-31-28	5,395.00
			Total for Memorial Fund	10,452.06
July 20, 2026				

REPORT OF DIRECTOR (A copy of the report is attached.)

Trustee Garchik asked about a recent donation of furniture and toys to youth services and how it would be acknowledged. Director Schmidt Mickunas explained the donation would be stored and rotated with current items as most are not replacements but additions. He would like to meet with trustees to discuss how to express the library's appreciation for the donation. Trustee Parker asked for an update on Liberty Communications. Director Schmidt Mickunas continues

to search for a Natel contract for comparison. Trustees had questions regarding the counseling opportunity for staff described in the Director's Report. Director Schmidt Mickunas suggested inviting the counselor and his supervisor to speak at the next board meeting.

Continued Education –Boardroom Essentials: Running a Board Meeting
Director Schmidt Mickunas played the video for trustees.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker reported the committee did not meet.
- b. Report of Building & Grounds Committee – Trustee Ades reported the committee did not meet. Director Schmidt Mickunas mentioned meeting with Melanie Carlson about determining the cause of water leaks at the library. Director Schmidt Mickunas also reviewed the estimates for repairs to the sprinkler system.
- c. Report of Finance Committee –Trustee Brown reported the committee did not meet.
- d. Report of Officer Nominating Committee - None
- e. Report of FPL Renewal Steering Committee –Director Schmidt Mickunas reported the committee did not meet.

OLD BUSINESS –

- a. Update to Meeting Room Upgrade –Director Schmidt Mickunas would like to meet with both parties submitting bids, Trustees Ades and Garchik to request a more uniform bid submission.

NEW BUSINESS –

- a. Motion to Approve New Cleaning Contract-Trustee Diers moved to accept Christina Noerenberg's proposal for the new cleaning contract. Trustee Ades seconded the motion. The motion passed unanimously.
- b. Motion to Approve Meeting Calendar for Fiscal Year 27 – Tabled
- c. Motion to Approve Art Purchase in Memory of June Kristen – Director Schmidt Mickunas noted a recent memorial gift to the library with the suggestion that it be used to purchase a piece of artwork from a local artist. Trustee Garchik asked if this would be included in the Art to Go collection. Director Schmidt Mickunas verified it would not. Trustee Smith moved to approve an art purchase in memory of June Kristen. Trustee Ades seconded the motion. The motion passed unanimously.
- d. Motion to Approve New Room Reservation Policy – Director Schmidt Mickunas highlighted the changes to be considered. Trustee Parker asked about political promotions and political candidates using the space. Trustee Garchik added 'as opposed to legislative forum'. Director Schmidt Mickunas suggested posting signage clarifying library's position. Trustee Flinspach moved to have a section in the policy stating political candidates cannot use these rooms, shall not have public events to promote their candidacy. Trustee Ades seconded the motion to open discussion. Following discussion, Trustee Flinspach withdrew her motion. Trustee Ades withdrew his second. Matter tabled.

- e. Request for payment to use Golden Magnolia Sanctuary-Director Schmidt Mickunas asked trustees to consider making a payment of up to \$300 to Golden Magnolia Sanctuary for use of their space for library programming. Trustee Garchik asked if payment would be per use or an aggregate amount. Director Schmidt Mickunas verified up to \$300 aggregate. Matter tabled.

ADJOURNMENT

The meeting was adjourned at 7:25 p.m. with a motion by Trustee Ades. Trustee Diers seconded the motion.

Respectfully submitted,

Ann Gookin
Secretary

STATEMENT OF REVENUE - FOR THE 1 MONTH ENDING JULY 31, 2026

Account No	Title	Period	YTD	Budget	Unearned	Pcnt
001-4-410-4190	MISCELLANEOUS REVENUE(R)	\$ -	\$ -	\$ -	\$ -	
001-4-410-4432	DIRECT STATE AIDE(R)	\$ -	\$ -	\$ 3,400.00	\$ 3,400.00	0.0%
001-4-410-4433	OPEN ACCESS(R)	\$ 2.00	\$ 2.00	\$ 3,600.00	\$ 3,598.00	0.1%
001-4-410-4434	ACCESS PLUS(R)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
001-4-410-4440	INTERLIBRARY LOAN FEES(R)	\$ -	\$ -	\$ -	\$ -	
001-4-410-4465	LIBRARY SERVICES(R)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
001-4-410-4470	TOWN CONTRACTS(R)	\$ 2,646.00	\$ 2,646.00	\$ 8,000.00	\$ 5,354.00	33.1%
001-4-410-4480	COUNTY CONTRIBUTIONS(R)	\$ -	\$ -	\$ 43,135.00	\$ 43,135.00	0.0%
001-4-410-4501	LIBRARY CONCESSIONS(R)	\$ 1,685.60	\$ 1,685.60	\$ 10,000.00	\$ 8,314.40	16.9%
001-4-410-4502	LIBRARY FEES(R)	\$ 220.42	\$ 220.42	\$ 1,500.00	\$ 1,279.58	14.7%
001-4-410-4550	MISC. CHARGES FOR SERVICE(R)**	\$ 4,847.48	\$ 4,847.48	\$ -	\$ (4,847.48)	
	TOTALS	\$ 9,401.50	\$ 9,401.50	\$ 69,635.00	\$ 60,233.50	13.5%

**Library Materials/Programs

STATEMENT OF EXPENDITURES - FOR THE 1 MONTH ENDING JULY 31, 2026

001-6-410-6010	SALARIES - FT(E)	\$ 23,297.54	\$ 23,297.54	\$ 196,817.00	\$ 173,519.46	11.8%
001-6-410-6020	SALARIES - PT(E)	\$ 16,618.58	\$ 16,618.58	\$ 156,637.00	\$ 140,018.42	10.6%
001-6-410-6040	OVERTIME(E)	\$ -	\$ -	\$ 200.00	\$ 200.00	
001-6-410-6099	OTHER PAY(E)	\$ -	\$ -	\$ -	\$ -	
001-6-410-6110	FICA(E)	\$ 2,949.83	\$ 2,949.83	\$ 27,040.00	\$ 24,090.17	10.9%
001-6-410-6130	LIBRARY IPERS(E)	\$ 3,620.43	\$ 3,620.43	\$ 33,366.00	\$ 29,745.57	
001-6-410-6150	LIBRARY HEALTH INS.(E)	\$ 4,610.82	\$ 4,610.82	\$ 55,218.00	\$ 50,607.18	
001-6-410-6220	SUBSCRIPTIONS(E)	\$ 214.00	\$ 214.00	\$ 924.00	\$ 710.00	23.2%
001-6-410-6230	TRAINING(E)	\$ -	\$ -	\$ 1,301.00	\$ 1,301.00	0.0%
001-6-410-6240	MEETINGS & CONFERENCES(E)	\$ -	\$ -	\$ 2,415.00	\$ 2,415.00	0.0%
001-6-410-6310	BUILDING MAINT & REPAIR(E)	\$ 3,757.39	\$ 3,757.39	\$ 70,000.00	\$ 66,242.61	5.4%
001-6-410-6350	OPERATIONS EQUIP REPAIR(E)	\$ -	\$ -	\$ -	\$ -	
001-6-410-6371	ELECTRIC/GAS EXPENSE(E)	\$ 165.84	\$ 165.84	\$ 15,000.00	\$ 14,834.16	1.1%
001-6-410-6373	TELECOMMUNICATIONS(E)	\$ 172.49	\$ 172.49	\$ 2,400.00	\$ 2,227.51	7.2%
001-6-410-6402	ADVERTISING(E)	\$ -	\$ -	\$ -	\$ -	
001-6-410-6408	INSURANCE EXPENSE(E)	\$ -	\$ -	\$ -	\$ -	
001-6-410-6414	PRINTING & PUBLISHING(E)	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00	0.0%
001-6-410-6499	OTHER CONTRACTURAL SERVICES(E)	\$ 7,793.92	\$ 7,793.92	\$ 26,500.00	\$ 18,706.08	29.4%
001-6-410-6502	LIBRARY MATERIALS(E)	\$ 1,899.16	\$ 1,899.16	\$ -	\$ (1,899.16)	#DIV/0!
001-6-410-6506	OFFICE SUPPLIES(E)	\$ 221.43	\$ 221.43	\$ 4,000.00	\$ 3,778.57	5.5%
001-6-410-6507	OPERATING SUPPLIES(E)	\$ -	\$ -	\$ -	\$ -	
001-6-410-6508	POSTAGE/SHIPPING(E)	\$ 142.78	\$ 142.78	\$ 1,500.00	\$ 1,357.22	9.5%
001-6-410-6599	MISCELLANEOUS EXPENSES(E)	\$ -	\$ -	\$ -	\$ -	
001-6-410-6799	OTHER CAPITAL OUTLAY(E)	\$ -	\$ -	\$ -	\$ -	
	TOTALS	\$ 65,464.21	\$ 65,464.21	\$ 594,518.00	\$ 529,053.79	11.0%

8.3% of the year has elapsed

	Memorial	Booksale	Capital	Endowment	Total
Balance July 1, 2026	\$ 10,836.71	\$ 12,284.94	\$ 1,833.83	\$ 609,548.30	\$ 634,503.78
Booksale		1459.4			\$ 1,459.40
Desk donations	\$ 160.75				\$ 160.75
Grant-FPL Foundation					\$ -
Donation - BK Sale Fund					\$ -
Memorials and gifts	\$ 893.45				\$ 893.45
Summer Reading Program-Donations					\$ -
ISB Interest Savings Account				\$ 664.30	\$ 664.30
Gift - Paul Praither	\$ 500.00				\$ 500.00
ISB - Interest paid cd 143689					\$ -
ISB Interest Checking	\$ 25.27				\$ 25.27
Adopt An Author	\$ 17.25				\$ 17.25
Total to account for	\$ 12,433.43	\$ 13,744.34	\$ 1,833.83	\$ 610,212.60	\$ 638,224.20
Disbursements	\$ (10,452.06)	\$ (1,310.09)			\$ (11,762.15)
Final balance July 31, 2026	\$ 1,981.37	\$ 12,434.25	\$ 1,833.83	\$ 610,212.60	\$ 626,462.05

Cash reconciliation:

ISB checking	\$ 56,987.41
ISB High Yield Savings (est 3/23/26)	\$ 252,973.61
ISB #143688: Matures 5/3/26	\$ 90,000.00
PGSB #11000528 Matures 5/26/27	\$ 104,766.42
MWO#42113: Matures 1/8/2027	\$ 80,850.59
ISB #143881 (EJ Accounts): Matures 1/26/2031	\$ 57,519.82
Outstanding checks	\$ (16,635.80)
Final balance July 31, 2026	\$ 626,462.05

MWO credit card account \$ 1,159.80

Deposits with City Finance Officer:	
Copies	\$ 891.15
Faxes	\$ 90.00
Laminate	\$ 1.50
ILL	\$ 6.00
Town Contracts	\$ 1,654.00
Room Maintenance	
Lost/Damaged	\$ 100.42
FPL for Visa	\$ 2,948.32
Fines	\$ 6.00
Library Services	
Total	\$ 5,697.39

Fairfield Public Library
BILLS TO BE APPROVED
GENERAL FUND

Num	Name	Memo	Amount
August 17, 2026			
6310	All American Pest Control	Pest Control - Bi Monthly/Special	880.00
6371	Alliant Energy	Gas Expense (last year \$289.05)	72.19
6371	Alliant Energy	Electric Expense (last year \$745.07)	73.77
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
6310	Crow Electric	Parts and labor - LED lighting	218.00
6506	Demco	Filament Tape	224.52
6506	Demco	CD albums	227.80
6506	ELM USA Inc.	Disc Cleaner supplies	279.95
6499	Envisionware	1 year maintenance CBA, client license, EW Suite First Bldg, EW SIP2	2,206.04
6499	Envisionware	1 year subscription Mobile Print Service	633.94
6310	Jorge's Lawn & Landscaping	Mowing 6-16-26 to 8-6-26, weeding, clean up, south exit door seeding, trimming	1,800.00
6373	Liberty Communications	Telecommunications 8/1/26 to 8/31/26	129.00
6373	LISCO	Telecommunications 8/1/26 to 9/1/26	43.49
6220	MidWestOne Bank	Amazon Prime Membership Fee - Annual	139.00
6310	MidWestOne Bank	Furniture cover, changing table supplies, refund of sales tax charged	284.24
6506	MidWestOne Bank	Tissues, Scotch tape, Hole punch, YS carts, Hard drive, Feathers	332.94
6508	MidWestOne Bank	Monthly Postage, ILL Postage	85.87
6310	Noerenberg, Christina	Monthly cleaning contract	1,875.00
6310	Plumbco LLC	Public Restroom Sinks - drain assemblies and flushometer	429.11
6310	Plumbco LLC	Public Restroom Sinks-angle stops and supply lines	441.60
6506	Quill	Copy paper	113.97
6310	Rios, Jesus	Caulking, paint touch-ups	78.75
6310	The Lock Dr. L.L.C.	Service call and keys	110.50
		Total for General Fund	10,826.74
B	Fairfield Public Library - General Fund	Educational Programming	134.11
B	Fairfield Public Library - General Fund	Educational Programming	284.49
B	Ingram Library Services	Library Materials	12.39
B	OverDrive, Inc.	Educational Programming - Right to Read	11.00
B	Bernice Shaller	FPL Permanent Holdings (Art) Memorial	500.00
		Total for Book Sale Fund	941.99
		Total for Capital Improvements Fund	0.00
F	Fairfield Public Library - Memorial Fund	Quarterly Grant - Library Materials	13,300.00
		Total for Foundation Fund	13,300.00
M	Center Point	Large Print	51.54
M	Fairfield Public Library - General Fund	Library Materials-0257	969.91
M	Ingram Library Services	Library Materials	1,796.12
M	Kanopy Inc.	Monthly invoice	260.00
M	Mango Languages	Subscription Renewal	1,397.83
M	OverDrive, Inc.	Library Materials - Libby	529.43
		Total for Memorial Fund	5,004.83

August 17, 2026



Director's Report for August 17, 2026

Submitted by Aleks Schmidt-Mickunas, MLIS, Director

BOARDS

- **Library Board:** The FPL Board will meet in the Library Meeting Room at 5:15pm on Monday, August 17th, with President Sam Garchik presiding.
- **FPL Foundation:** The FPL Foundation will be meeting Monday, August 25th at 5:15 PM in the Library's Conference Room with President Vicki Alexander Herriot presiding.

FISCAL

- **Liberty Communications Internet Agreement:** I have not yet met with Sandee Buysse to discuss formalizing a new agreement for discounted internet with Liberty. However, Liberty is continuing to provide the same amount of data provided by Natel for the same cost. I hope to establish a new agreement with them later this month.
- **Re-imbursement for Golden Magnolia:** Regarding last month's request from for retroactive payment for use of the sanctuary space for a summer reading program performance, we suggested that they invoice us but they have refused this offer, instead wanting a donation. However, as a city department, we cannot legally use our funds for this purpose. Until we receive an invoice, we cannot provide funds.
- **Funding for Art Purchase in Memorial to June Kristen:** Artist Bernice Shaller has approved of our request to purchase one of her paintings as a memorial. The work is valued at more than what we can contribute and Ms. Shaller is willing to gift the remainder to the Library. I plan to collect the painting later this week.
- **Sale of Former Library Computers:** IT support contractor Kevin Farley has reset and updated ten former public computers to Windows 11. Bundled with a monitor, keyboard, mouse and cables, they are being sold in the book sale for \$125 each. Michael Cacioppo has expressed interest in buying unsold devices.

COLLECTION DEVELOPMENT

- **Weeding of CD Collection:** Dani Hannes has now moved on to weed the CD collection using our standard protocol. It appears that over two-thirds to half of the CD collection has not circulated in the last 5 years, which warrants removal. We anticipate further weeding this time next year and based on what we find, we may decide to remove the CD collection entirely, which is extremely common among public libraries today.
- **OverDrive Advantage Digital Holds Fulfillment:** Using the budget and holds fulfillment strategy developed last month, our library has fulfilled 285 requests. This represents about 40% of requests accumulated over the last year. The current strategy allows us to continuously fulfill holds at the same rate while ensuring adequate funding through the end of 2026. It is my hope to receive some additional funding for this budget from the foundation at the start of the new calendar year.

POLICIES & PROCEDURES

▪ **Update to Meeting Room Reservation Policy:** The Library should welcome political candidates' use of the meeting room, since facilitating civic engagement and constituent access is part of our mission and is consistent with Iowa's public forum exception under 351 IAC 5.5(2): "Any public resource that is open to a member of the general public to use for other purposes may be used for political purposes[...]" To avoid any impression of endorsement, we will post signage inside and outside the room clarifying the library doesn't endorse any candidate or group using the space. Regardless of political affiliation, I support a strict ban on any event where fundraising is the primary purpose. *Please see the attached revised draft.*

▪ **Revision to FPL Bylaws:** It's been brought to my attention by City Clerk Rebekah Loper that the Library's bylaws are not in proper alignment with the City of Fairfield library ordinance. 2.56.040 : "Terms of Office. All appointments to the board shall be for a term of six years, except those to fill vacancies. Each regular term shall commence on July 1st. In order to stagger the terms, appointments shall be made every two years of one-third of the total, as near as possible." If FPL Trustees want to retain the two terms with additional terms after one year, the City Ordinance will need to be changed which would require up to three council meetings where the matter would be discussed. *See attached Bylaws.*

PROGRAMS & EVENTS

▪ **National Library Card Signup Month:** This year as we celebrate all things library, we will be launching a new Adult Reading Program, promoting online room reservations, and beginning two new adult programs – Book Treks, and Language Learning Circles.

▪ **Book Treks:** This weekly program welcomes community members to walk at Chautauqua Park, while listening to audiobooks. Every month we will provide on-demand access to a recommended audiobook in Libby. At the beginning and end of the hour, we welcome people to connect about their favorite books and get to know each other.

▪ **Language Learning Circles:** This informal event meets weekly and is led by advanced students and native speakers of several different languages. Initially we're going to be offering English, Spanish and Japanese. Each different language group will meet one day of the week for one hour to chat and get to know each other. With this program, we will be promoting our Mango Languages learning app.

FACILITIES, GROUNDS & EQUIPMENT

▪ **Roof Condition Update:** following the heavy rains of the last month, we've determined that potentially all of the leaking from the roof is coming from a stretch along the lower edge of the southside where possibly gutter corrosion has caused small openings in the roof. I have called back the gutter installer from the summer who applied patches earlier this year to patch these other sections on the outside and apply some kind of sealant on the inside as well. It's my hope that this will solve this long-standing problem.

PERSONNEL

▪ **Counseling Opportunity for Staff:** Counseling graduate student Isaac Nevas will make a brief introduction of his studies and qualifications at our meeting. Isaac has offered to lead an eight-session lunchtime training series for staff covering stress-response awareness, in-the-moment calming and listening tools, patron de-escalation techniques, boundary-setting, and post-shift decompression, culminating in an all-staff capstone presentation. Response to Isaac's offer has been received positively by staff.

Youth Services Monthly Report: July 2026 Sara Martindale

Regular July Programming:

- **Songs and Stories** (140 total attendance for the month; 35 average attendance) Attendance remains steady.
- **Stroller Storytime** (27 total attendance for the month; 5 average attendance) Wednesdays in July were hot- I expect that the number will bump up when the weather cools off.
- **Market Storytime** (52 total attendance for the month; 10 average attendance) I love that this event moved to Howard park- the shade in the park is great and the playground is so fun for the kids!
- **LEGO Playtime** (42 total attendance for the month; 11 average attendance).
- **Pokémon Club** (19 in attendance)
- **Shhh...We're Writing!** (8 attendance for the month) The regular attendees have a camp that was over at the end of the month. There were 3 7/3 and back up to our usual 5 on 7/31. I'm glad they are back after a break.
- **Kid Librarian** - July had 3 Kid Librarians! Owen Ehret, Kai Starling, and Cleo Waugh I didn't cut off the sign up fast enough last year (lesson learned!) so I ended up with more than 12. All of them are regular library kids - they each did a tour, Owen didn't make a display but he did show his friend the largest book in the library (according to Owen – see picture to the right), Kai made a horse themed display and scavenger hunt, and Cleo made a Roald Dahl themed display with movies and audio books!
- **Computer stats** (908 sessions)
- **Family Bike Ride** (0 in attendance) Cancelled due to storms.
- **Free Kids Movie** (47 in attendance for the month; 24 average attendance) There were two movies in the month of July. I stopped them early this year as attendance tends to dwindle at the end of summer.
- **Goblin Market** (85 in attendance for the month; 43 average attendance) The second July session had so many traders we filled the room! (Pictured below)



Pathfinder Studio (5 in attendance) Ganaia had some kiddos return to do another session in July and also had some curious kiddos give her program a try.

Preschool Storytime led by Addy Hagans (47 in attendance) Addy is a Girl Scout working on her Gold Torch Leadership Project by hosting 3 storytimes for the community in July. She is also helping with outreach visits at Community Childcare. She has steadily grown her attendance by providing quality programs and inviting family friends with kids! She has learned so much about program planning, and facilitating storytimes!

Outreach:

Addy Hagans, Afton, and I are visiting Cambridge Little Achievers, Community Childcare, and MSAE day camp to share 20-30 minute storytimes with their kiddos. These kids are enrolled in the Summer Reading Challenge, and earn badges, stickers, and prizes for each hour that they read.

We did visits on Wednesday and Thursdays – there were 5 in the month of July so seeing the number of individuals visited look HUGE! Adding in Community Child Care's 3-4 would have been a challenge without

Addy's help. Additionally, ISU Extension and Outreach Jefferson County sent summer interns to provide programming for the school age kids at both centers.

Last year, I was doing longer storytimes, but I scaled back the time spent in each room to reach more classes. Scaling back the time was easier with the support of programming provided by ISU Extension Office. Both day care centers appreciated the visits! The school age kids were sad when our visits wrapped up at the end of July. They will still be reading and asked if I would bring books that they could read from the library, so we boxed up a selection of books for each classroom to read, even though our visits have ended.

Cambridge Little Achievers (Ages 1-4: 482 in attendance for 3 weeks; 96 average attendance per week)
(School Age: 192 in attendance for 3 weeks; 38 average attendance per week)

Community Childcare (Ages 3-4: 94 in attendance for 3 weeks; 19 average attendance per week)
(School Age: 92 in attendance for 3 weeks; 19 average attendance per week)

Special Events:

Independence Day Parade Bike Brigade 7/2 (53 in attendance) We provided a bike decorating station in the parade line up for the Independence Day Parade put on by the Chamber of Commerce. It was so much fun seeing the creative way kids and families used the supplies to jazz up their bikes and strollers! We all rode the parade route together and enjoyed supporting this community event in celebration of America's 250th birthday!



Flower Talk with ISU Extension and Outreach Kala Miller 7/6 (30 in attendance)
Kala helped participants create flower presses and read a fun story about plants and pollinators. The remaining flowers and flower press kits were handed out in the youth area over the next few days.

Germination in Action - Farm Bureau Ag Educator Hailey 7/9 (6 in attendance) Hailey is a practiced educator and she helped attendees create and decorate a mini green house that they could take home and hang up in their windows.



Searching the Soil with Faith 7/9 (18 in attendance) Thanks to Kala Miller for loaning us microscopes from her classroom, we were able to get hands on experience using microscopes to view soil samples brought by local soil health consultant Faith Reeves. Attendee learned that healthy soil is a total ecosystem!

Exploring Jefferson County Park 7/13 (7 in attendance) Austin Roe and his summer intern teamed up to teach attendees about native prairies and pollinators. I read a couple of books about pollinators and then we went out to explore the prairie restoration project in Jefferson County Park.

Donation from St Mary's Preschool 7/13 We were truly blessed to be given the chance to look through the preschool supplies that will no longer be in use as St. Mary's preschool closed and has been working on re-homing all the stuff that goes with a strong preschool program. Their teacher Jean

Dorothy allowed Afton and I to select educational toys and materials to use in the preschool programs that we facilitate and we were able to select high quality items that will allow for imaginative play, more toy rotation, and collections to be added to the youth area. (Check out the picture to the right)



Will Stuck's M.E.S.S. Show 7/17 (32 in attendance) This former children's librarian delivered a program touching on **Music, Education, Science, Stories** with a heavy dose of humor and delight! He was an amazing artist and we learned about sound waves, vibrations, and how to make our own kazoo out of a drinking straw.



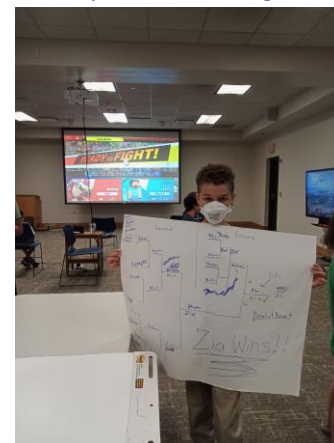
Hydroponics - Self Watering Planters with ISU Extension and Outreach Kala Miller 6/25 (12 in attendance) Kala brought the supplies to make a self watering planter so each participant could take one home and watch their seeds grow!

Super Smash Bros. Ultimate Smashdown 7/21 (28 in attendance) This program was supported by Tyler Weseman and the E sports team from Fairfield Highschool. These gentlemen were not only experienced players that were able to gauge if kids wanted to learn to play the game or just try to beat them - they also encouraged collaboration and teamwork. They made

up a bracket and ran an impromptu tournament (winner pictured to the right), and enjoyed playing with the kids that attended.



Skippy the Drum Machine 7/25 (32 in attendance) Skippy is a beat box performer based out of Kansas City, MO. I saw him at the performer showcase put on by the state library. July 25th was his birthday and he also came with me to the Farmer's Market that



morning to help draw people to his program. I was thinking that he would be a program for older kids, but his program was accessible and enjoyable to all ages and abilities.



Blank Park Zoo 7/28 (77 in attendance) Blank Park Zoo sent their educator, animals and animal artifacts to share with program participants. They brought a tegu (big lizard) from South America!

Prize Drawing/Chalk the Walk 7/31 (48 in attendance) This is a fun tradition that caps off the Summer Reading Challenge. I announced the raffle winners and we had a great time chalking the walk – luckily the rain held off. (Pictured to the right)

Meeting Room Craft Closet Clean Out 8/7 Joy and I once again pulled everything out of the closets that hold the craft supplies in the meeting room. We reviewed what had not been used in the last year, recycled, donated and re-organized the remaining supplies. It's a fresh start after the summer busy season.

Catalog Clean – Up Project:

As we have familiarized ourselves with Koha and learned the ins and outs of the program, Afton has found cataloging projects that make the records patrons use to find books more accurate and have information more clearly displayed. As programming wound down at the end of July she worked on the following projects:

- Formatting was standardized for materials in a language other than English, translated materials, and bilingual materials.
- Materials in a language other than English now display correctly.

Summer Reading Challenge Statistics – the final breakdown:

There were 399 active readers in the Summer Reading Challenge. 219 read 600 minutes or more. 54% of the active readers completed the program by reading 600 minutes. 339,994 is the grand total of minutes read this summer! (5666.5 hours).

My goal for future summers is to have Outreach centers served by vetted volunteers like Addy Hagans. This will allow Afton and I to be at the library more than we were this summer. This will support the front desk during this busy time and make us more available to answer questions and make book recommendations to patrons in the youth area.

For comparison in 2025 there was a rate of 56% of readers completing 600 minutes. There were 357,554 minutes read in 2025. In 2024 there was a rate of 48% completing 600 minutes. There were 288,563 minutes read in 2024.

Looking forward to: Next week I will have a week of vacation - I'm ready to spend quality time with my kids! The Quest for the Quackers will be August 22nd, and Ganaia Preema is planning to offer more programs similar to her summer offering in the month of September. With the help of volunteers Afton and I will be shifting the Juvenile Non-fiction books to the shelves that currently hold Young Adult Graphic Novels and Young Adult Fiction. In September I have a sticker swap planned, so kids can trade the stickers that they got as prizes for the Summer Reading Challenge. I'm also going to put out a box seeking donations so that we can use the stickers on the Book Mark Maker Space that will be back in October.

As of 7/15/26 there are 412 registered in the app "Beanstack" and there are a few families using paper logs. 320 are active readers – meaning that they have logged reading time. 125 readers have reached 600 minutes and as a group we have read 210,403 minutes or about 3,507 hours! This total is so exciting, and I still need to add in the group totals for Cambridge Little Achievers and Community Child Care!



As I have said in the past, I appreciate the extra work that the library staff takes on to facilitate whatever I plan for the summer program. I tell them this all the time, but I want the board to know as well! I am also very grateful for the volunteer support to help run or support programs this summer. I can only accomplish what I do with the support from sponsors, community partners, staff, and volunteers.



Library Board Bylaws

Following are the Bylaws of Fairfield Public Library of Fairfield, Iowa. These Bylaws supersede all previous versions.

Regular Meetings

The regular monthly meetings of the Fairfield Public Library Board of Trustees shall be held at the Library at 5:15pm on the third Monday of each month, except in December, when they precede that month's City Council meeting, or when the third Monday is a holiday.

Annual Meeting

The June Annual Meeting serves as the transition point between fiscal years and provides an opportunity to review the accomplishments and challenges of the previous year. During this meeting, officers are elected, authorized signers on accounts are updated, and the Bylaws are reviewed. The Annual Meeting shall be held at the time and location of the regular monthly meeting in June.

Special Meetings

Special meetings may be called by the President or upon the written request of three (3) members of the Board of Trustees for the transaction of business stated in the call for the meeting.

Quorum

A quorum for the transaction of business shall consist of five (5) members.

Parliamentary Guide

Meetings are conducted in general compliance with guidelines summarized in *Robert's Rules of Order Newly Revised in Brief*, pages 187-197.

Public Address

All meetings of the Board are open to members of the public who wish to observe and comment. Non-board members who wish to address the Board should request a place on the agenda not later than one week prior to a board meeting. The request may be directed to the President, Secretary, or the Library Director. The Board will not act upon any complaint or suggestion at the meeting at which the statement is presented.

This will allow the board to more thoroughly consider the statement. They may or may not

discuss the request and they may or may not act upon it at the next board meeting.

Order of Business

The order of business at regular meetings shall be as follows:

- | | | |
|--|--------------------------|-------------------------|
| 1. Call to order | 5. Treasurer's Report | 10. Continued Education |
| 2. Public address | 6. Approval of Bills | 11. Unfinished business |
| 3. Call for Additions to the
Agenda | 7. Communications | 12. New business |
| 4. Approval of Minutes | 8. Report of Director | 13. Adjournment |
| | 9. Reports of Committees | |

MEMBERSHIP AND OFFICERS

Number and Term

The Board of Trustees shall be composed of nine (9) members appointed by the Mayor, with the approval of the City Council, for a period of six (6) years. The ultimate responsibility for all library activities rests with the Board of Trustees. The board shall strive to maintain balanced gender representation among its nine members.

Tenure shall be limited to two (2) successive six (6) year terms, with reappointment permissible following a two-year period of non-service. A trustee appointed to fill out a term of less than three (3) years may then serve two additional full terms. It is the responsibility of the Library Board to nominate and present replacement names to the mayor.

Meeting Attendance

Should a member of the board be unable to attend four (4) meetings in a 12-month period, the potential need for resignation may be discussed with this member by the Board President.

Conflict of Interest

A person or spouse of a person who receives direct or indirect compensation in an amount greater than \$1,500 in a calendar year from the Fairfield Public Library shall not be eligible to serve as a trustee of the Fairfield Public Library.

Officers

Officers of the Board of Trustees shall be elected by simple majority of the board at the regular annual meeting of the Board, and shall be as follows: President, Vice-President, Secretary, and Treasurer. Officers shall serve one (1)-year terms, and an officer may succeed himself, provided that a President or Vice-President shall not serve more than three (3) consecutive terms.

President

The President of the Board shall work with the Director to set the monthly agenda, preside at all meetings, appoint all committees, authorize calls for any special meetings, authorize payment of

all accounts payable, and generally perform the duties of the presiding officer.

Vice-President

The Vice-President shall preside in the absence of the President and perform all other duties in case of the President's absence or incapacity. The Vice-President shall work with the Personnel Committee to coordinate the Library Director's Annual Performance Evaluation.

Secretary

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings.

Treasurer

The Treasurer shall authorize all accounts payable. The Library Director as Assistant Treasurer shall sign accounts of the Memorial and Gift Fund.

COMMITTEES

Standing

Three (3) standing committees of three members each shall be appointed for purposes outlined on page 49 of the Iowa Library Trustee's Handbook, 2009 edition: Personnel, Finance, and Building and Grounds. The board shall review the bylaws at the June annual meeting.

Descriptions of Committees

Personnel: The Personnel Committee shall advise the Board of Trustees and Library Director on matters pertaining to personnel administration, staffing, and benefits. The Committee will provide policy advice, as needed, in the areas of employee relations, benefits, training, compensation, recruitment, and retention. The Committee shall review position descriptions, wages, and salary ranges annually, and conduct a performance review of the Library Director. It is the responsibility of the chairman to call committee meetings.

Finance: The Finance Committee shall oversee the financial operations of the Library. The Committee reviews financial procedures and policies annually, makes recommendations to the Board for change as needed, reviews with the Director the assumptions made in the annual budget, and requests information as appropriate.

The Committee shall also represent the Board at meetings with the City as requested by the Director. The Committee shall work with the Building and Grounds Committee to update the capital improvements plan annually. It is the responsibility of the chairman to call committee meetings.

Building and Grounds: The Building and Grounds Committee shall provide overall guidance regarding the library property, including: Maintenance, safety, security, repairs, upgrades, and

future planning. The Committee shall work with the Finance Committee to update the capital improvements plan annually. The Committee, working with the Library Director, will keep the other trustees notified of possible impacts to the annual budget. It is the responsibility of the chairman to call committee meetings.

Special

Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until completion of the work for which they were appointed.

Books and Articles

All gifts of articles, books, rare items, etc. donated to Fairfield Public Library shall become the property of Fairfield Public Library and shall be used, displayed, or disposed of as the Board deems fitting and proper, according to the library's Gift Agreement.

Monetary Gifts & Grants

All money received as gifts or grants shall be held in the care of the Library Director and will be deposited in the Library's Gift & Memorials account at Iowa State Bank. These funds shall be used only with the approval of the Library Board of Trustees. Gifts in the form of Certificates of Deposit shall be managed by the Library Director with the Director, Board President, Board Treasurer, and the City's representative(s) listed as signers.

Endowments and Legacies

Endowment funds and legacies left in trust of the Board of Trustees shall be invested consistent with Iowa law.

Amendments

Trustees at any regular meeting of the Library Board may make amendments to these Bylaws with a quorum of five members present, providing the subject matter of the amendment was stated in the call for the meeting.

PROFESSIONAL PERSONNEL

Library Director

The Library Director shall be a professional librarian, holding a master's degree or equivalent. They shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director is responsible for:

1. The care of the building and equipment
2. The employment and direction of the staff and the training of same for efficiency of the Library's service to the public

3. The selection of books and materials according to the Library's collection development policy
4. The preparation of a budget for submission to the Finance Committee in time for approval by the Board before the date specified by the City Council, and
5. The operation of the Library under the financial conditions set forth in the annual budget as finally approved by the City Council.
6. The organizational structure of library departments and staff within these departments

The Library Director shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided.

During the first quarter of each calendar year, the Library Director shall receive a performance evaluation by the Personnel Committee, who will report results to the full Board.

SERVICE CONTRACTS

Jefferson County

Pursuant to the original contract of March 13, 1963, and Iowa Code 256.69, the Board of Trustees shall enter into an annual agreement with the Jefferson County Board of Supervisors for the amount of money to be supplied from taxation for free library services to rural residents of Jefferson County.

Incorporated Towns

Separate contracts are made with the town councils of outlying incorporated towns in Jefferson County for annual remuneration, entitling residents of said towns to free library service.

PATRONS' RIGHTS TO SERVICES

Use

The rights of an individual to use the Library shall not be denied or abridged because of a person's gender, race, religion, national origin, or social or political views.

Use of Records

All records of Fairfield Public Library which, by themselves or when examined with other public records, would reveal the identity of a library patron checking out or requesting an item from the library, shall be kept confidential unless otherwise ordered by court of competent jurisdiction. The following rules shall govern public access to all other records of the Fairfield Public Library:

1. The Library Director is designated as the official custodian of the Library's public records.

2. The person desiring access to the records shall request access in writing, identifying as accurately as possible the specific records to which access is desired. In addition, the person shall be asked the reason for the request but cannot be denied access if no reason is stated.
3. Access to the records shall be granted during the hours of 9:00am to 5:00pm, Monday through Friday.
4. Access to the records shall be granted only under the supervision of the Library Director or a staff member specifically authorized by the Library Director.
5. Staff time spent in providing and supervising access to the records shall be charged to the person requesting access at the rate of \$10.00 per hour. The minimum charge shall be \$2.00. Law enforcement agency personnel conducting an authorized investigation shall be exempt from charges, except for the use of the copy machine.
6. If there is cause to believe that examination and/or copying of the records would clearly not be in the public interest and would substantially and irreparably injure any person or persons, access to the records may be delayed until a District Court opinion is given.

Rules

After approval by the Board, the Library Director may issue rules regarding standards for patrons' use of the Library and materials, and behavior on Library property or grounds.

Updated by FPL Trustees 6-15-2026



Room Reservation Policy

1. Purpose

The Fairfield Public Library provides meeting and study spaces to support educational, cultural, and civic activities within the community. These spaces are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Use of Library meeting spaces does not constitute endorsement by the Library, its staff, or its Board of Trustees. Groups shall clearly identify themselves as the sponsoring organization in any publicity and shall not imply Library sponsorship.

2. General Conditions of Use

2.1 Responsible Party

The responsible party reserving a room shall be a Fairfield Public Library cardholder with an account in good standing. The responsible party assumes full responsibility for compliance with all Library policies, applicable fees, damage to Library property, and the condition of the space. Responsibility for the reservation may not be transferred without approval of the Library.

2.2 Fees and Cost Recovery

Fees associated with room use are established solely to offset costs related to staffing, utilities, cleaning, and equipment use and are not intended to generate profit.

2.3 Prohibited Activities

The following are prohibited: use of tobacco, vaping devices, alcohol, or illegal substances; open flames, full meals, potlucks, or cooking equipment; and the attachment of materials to walls or ceilings. Financial activity is governed by 2.4.

2.4 Fundraising and Financial Transactions

The sale of goods or services shall not be the primary purpose of any reservation. Fundraising and the exchange of funds on Library premises are prohibited except as expressly permitted by this policy.

For purposes of this policy, fundraising means the solicitation or collection of money, pledges, or other items of value on Library premises, including admission charges, suggested donations, membership dues, raffles, auctions, and the passing or placement of collection containers. Distributing or displaying information about an organization, its mission, and how the public may support it off-site does not constitute fundraising.

Incidental sales directly related to a program may be permitted at the discretion of the Library Director or designee. Voluntary contributions may be collected solely to offset approved Meeting Room maintenance fees as provided in Section 4.

2.5 Supervision of Minors

At least one adult shall be present for every ten (10) minors.

2.6 Condition of Facilities

Rooms shall be left clean and orderly. The Library reserves the right to assess charges or deny future use for damage or policy violations.

2.7 Food and Beverages

Light refreshments and covered beverages may be permitted except where otherwise restricted.

2.8 Library Priority

Library-sponsored programs take precedence over all other reservations.

2.9 Policy Compliance

All room use is subject to Library policy. The Library may deny, revoke, cancel, or modify reservations for policy violations or operational needs.

2.10 Business-Related Educational Programs

Individuals or groups offering free educational programs that promote, reference, or are affiliated with a business may do so no more than once per calendar quarter. No financial transactions, solicitation, registration for paid services, or exchange of funds shall occur. The Library reserves the right to determine whether a program constitutes business promotion.

2.11 Political and Governmental Use

Elected officials, candidates for public office, political organizations, and governmental bodies may reserve rooms on the same terms and conditions as any other individual or group. Provision of space does not constitute Library endorsement of any candidate, party, or position. All such use is subject to this policy, including the prohibition on fundraising and the exchange of funds set forth in 2.4, and to the fee schedule in Section 4.

2.12 Screening License Availability and Authorization

The Library maintains public performance licensing through Movie Licensing USA and Kanopy for eligible films that are free and open to the public. Availability is limited. Groups wishing to screen a film shall coordinate with Library staff in advance. No public film screening may occur without prior authorization.

2.13 Reservation Cancellations

Reservation holders shall notify the Library of cancellations at least forty-eight (48) hours prior whenever possible.

2.14 Use Outside Regular Hours

Individuals reserving the Meeting Room outside regular business hours shall obtain the front door key during regular Library hours prior to the event.

2.15 Exceptions

Individual exceptions may be approved at the discretion of the Library Director, except as otherwise required by this policy.

3. Reservation Guidelines

A reservation is not considered approved until confirmed by the Library.

3.1 Meeting Room

- For larger public gatherings
- Available outside business hours until 10:00 p.m.
- Capacity 125
- Reservable up to 6 months in advance
- Reservation must be made at least 5 days in advance

- Maximum time 3 hours
- One reservation per month per responsible party
- No recurring reservations

3.2 Conference Room

- Small-group use
- Business hours only
- Capacity 12
- Reservable up to 1 month ahead
- Reservation must be made at least 3 days in advance
- Maximum time is 3 hours
- Four reservations per month per responsible party
- Recurring reservations permitted

3.3 AV Room

- Individual/small-group space with specialized equipment
- Business hours only
- Capacity 4
- Reservable up to 1 month in advance
- Reservation must be made at least 3 days in advance
- Maximum time is 3 hours; 1 hour extensions
- Two reservations per week per responsible party

4. Fees

Maintenance fees apply only to private or commercial use of the Meeting Room. No fees or deposits are required for the Conference Room or AV Room. Except as permitted under 2.4, the exchange of money for goods or services is prohibited in any Library space. Violation shall result in immediate revocation of room reservation privileges without reinstatement.

4.1 Meeting Room

No security deposit is required.

Maintenance fees are due when the Meeting Room key is issued to the responsible party.

The responsible party is financially responsible for damage to Library facilities, furnishings, equipment, or keys, and the Library may assess charges up to the full cost of repair or replacement.

4.2 Maintenance Fees

Nonprofit organizations and groups offering free public programs are exempt. Private or commercial uses: \$10/hour standard; \$15/hour with Library AV equipment. Two-hour minimum. Maximum daily fee: \$100 first day, \$50 each additional consecutive day.

Voluntary contributions may be collected solely to offset approved Meeting Room maintenance fees. No other exchange of funds is permitted.

5. Final Provision

Through this policy, the Fairfield Public Library seeks to provide equitable, responsible, and sustainable access to community meeting spaces while protecting Library facilities and resources for the benefit of all users.

Approved by Fairfield Public Library Board of Trustees August 17, 2026 [DRAFT]