

NOTICE OF MEETING

**FOR
DATE/TIME
PLACE
AGENDA**

Fairfield Public Library Board of Trustees
Monday, September 21, 2026 at 5:15 PM
FPL Meeting Room

1. Call to Order
2. Public Address
3. Communications
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: Boards & Standards
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 Revision to Bylaws
12. New Business
 - a. Motion to Approve Updated Loan & Fee Schedule
 - b. Motion to Approve Request for Revision to City Ordinance for Library Trustees
 - c. Motion to Approve Revised Terms for FPL Trustees
 - d. Motion to Approve Purchase of Commercial Vacuum
 - e. Motion to Approve Updated Library Addendum to Dress Code for City Employee Handbook
13. Adjournment

UPCOMING

Tuesday 9/22 @ 3:30 PM – Sticker Swap
Saturday 9/19 @ 10 AM – Kids' Day Parade
Friday 9/25 @ 7 PM – Free Screening of "Parson"
Monday 9/28 @ 7:15 PM – Tracing the Dragoon Trail: A History Presentation
Saturday 10/3 at 3 PM – Growing Up in a Digital World: Kids, Screens, and Mental Health
Friday 10/23 @ 4 PM – FPL Halloween Party



Minutes of Library Board Meeting
August 17, 2026

CALL TO ORDER

President Sam Garchik called the meeting to order at 5:19 pm

Trustees Present: Wayne Ades, Brenda Diers, Sam Garchik, Ann Gookin, Joneane Parker, Sherri Smith and David Thebodo.

Trustees joining via ZOOM: Sharon Flinspach

Trustees absent: Rachel Brown

Also present: Director Alecs Schmidt Mickunas, Afton Pedrick, Joy Craig, Isaac Nevas and Karen Blakley.

PUBLIC ADDRESS – Isaac Nevas (Training for FPL Staff) -Isaac Nevas shared a brief summary of the program he has offered to share with staff. Trustee Garchik verified staff would not lose lunch or break times and would be paid while attending the program. Trustee Parker verified staff would have input into topics discussed.

COMMUNICATIONS – Joy Craig (Adult Reading Program) - Joy Craig was present to discuss National Library Signup Month and the adult reading program planned to begin in September. Director Schmidt Mickunas noted this year the library will launch programs such as an informal language learning group promoting Mango and a book treks program partnering with Park & Rec.

CALL FOR ADDITIONS TO THE AGENDA –None.

APPROVAL OF MINUTES –

Trustee Flinspach moved to approve the July 20, 2026 minutes as presented. Trustee Diers seconded the motion. The motion passed unanimously.

TREASURER'S REPORT –

Trustee Smith reviewed the Reports of Revenue and Expenditure noting expenditures were a bit above budget. Trustee Flinspach asked about the town contracts for the past fiscal year.

Director Schmidt Mickunas noted letters will be sent for the next fiscal year to all contracting towns in an effort to have all payments made within the fiscal year. Trustee Smith asked about the CD that matured earlier in the year. Director Schmidt Mickunas has invested funds in a new CD and the updated information will appear on next month's Statement of Funds.

Trustee Parker moved to approve the treasurer's report. Trustee Thebodo seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Garchik asked about the new cleaning contractor. Director Schmidt Mickunas indicated the new contractor had taken over and was in need of a new riding vacuum. Trustee Ades asked if the city might have one to potentially borrow until the library could budget for a new one.

Trustee Smith asked about a budget amendment. Trustee Garchik asked about cost sharing with other city departments. Director Schmidt Mickunas will talk with personnel at City Hall.

Trustee Thebodo moved to approve the August Bills to be Approved. Trustee Diers seconded the motion. The motion passed unanimously.

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 Law n & Landscaping	Mow ing 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

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

Director Schmidt Mickunas highlighted recent programs with good attendance. Trustee Smith asked for an update on a donation to Golden Magnolia. Director Schmidt Mickunas has spoken with the City Administrator who indicated per Iowa Code we are unable to make a donation to another organization. Trustee Parker asked about fulfilling hold requests. Director Schmidt Mickunas explained the library fulfills holds when they meet specific criteria. Trustee Garchik asked about the roof. Director Schmidt Mickunas feels corroded gutters on the alley side of the building have caused the roof to leak. He will contact Heartland Construction.

Continued Education – Boardroom Essentials: Board Member Expectations Video

Director Schmidt Mickunas played the video for the trustees.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker reported the committee had not met.
- b. Report of Building & Grounds Committee – Trustee Ades reported the committee had not met.
- c. Report of Finance Committee –Trustee Smith reported the committee had not met.

OLD BUSINESS –

- a. Motion to Approve New Room Reservation Policy – Trustee Ades reminded trustees there was a specific point of discussion at last month’s meeting. Director Schmidt Mickunas reviewed suggested edits to the policy. Trustee Parker recommended specific signage related to changes in prominent places. Trustee Parker moved to approve changes to the policy. Trustee Gookin seconded the motion. The motion passed unanimously.

NEW BUSINESS –

- a. Motion to Approve Revision of FPL Bylaws-Trustee Garchik clarified the revision relates to terms of trustees. Trustee Parker suggested a change under Professional Personnel, Library Director, point number two, to add the words ‘and quality’ following efficiency. Director Schmidt Mickunas explained the Library Bylaws are not aligned with the Fairfield City Ordinance in terms of terms and term limits. Trustee Ades shared his concern if terms were shortened. Trustee Garchik asked if the board would be making a recommendation or leaving the decision to the city. Director Schmidt Mickunas would like to submit a recommendation to the city from the board. Trustee Ades would like to explore retention. Director Schmidt Mickunas will develop different scenarios and discuss the issue with personnel at City Hall. Matter tabled.

ADJOURNMENT

The meeting was adjourned at 7:07 p.m. with a motion by Trustee Parker. Trustee Thebodo seconded the motion.

Respectfully submitted,

Ann Gookin
Secretary

STATEMENT OF REVENUE - FOR THE 2 MONTHS ENDING AUGUST 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	0.0%
001-4-410-4433	OPEN ACCESS(R)	\$	-	\$	3,600.00	0.1%
001-4-410-4434	ACCESS PLUS(R)	\$	-	\$	-	NA
001-4-410-4440	INTERLIBRARY LOAN FEES(R)	\$	-	\$	-	
001-4-410-4465	LIBRARY SERVICES(R)	\$	-	\$	(1,899.16)	NA
001-4-410-4470	TOWN CONTRACTS(R)	\$	-	\$	8,000.00	33.1%
001-4-410-4480	COUNTY CONTRIBUTIONS(R)	\$	-	\$	43,135.00	0.0%
001-4-410-4501	LIBRARY CONCESSIONS(R)	\$	923.95	\$	10,000.00	26.1%
001-4-410-4502	LIBRARY FEES(R)	\$	195.10	\$	1,500.00	27.7%
001-4-410-4550	MISC. CHARGES FOR SERVICE(R)**	\$	1,388.51	\$	-	
	TOTALS	\$	2,507.56	\$	69,635.00	57,725.94 17.1%

**Library Materials/Programs

STATEMENT OF EXPENDITURES - FOR THE 2 MONTHS ENDING AUGUST 31, 2026

001-6-410-6010	SALARIES - FT(E)	\$	15,583.45	\$	38,880.99	\$	196,817.00	\$	157,936.01	19.8%
001-6-410-6020	SALARIES - PT(E)	\$	11,647.12	\$	28,420.87	\$	156,637.00	\$	128,216.13	18.1%
001-6-410-6040	OVERTIME(E)	\$	-	\$	-	\$	200.00	\$	200.00	
001-6-410-6099	OTHER PAY(E)	\$	-	\$	-	\$	-	\$	-	
001-6-410-6110	FICA(E)	\$	1,979.38	\$	4,929.21	\$	27,040.00	\$	22,110.79	18.2%
001-6-410-6130	LIBRARY IPERS(E)							\$	-	
001-6-410-6150	LIBRARY HEALTH INS.(E)							\$	-	
001-6-410-6220	SUBSCRIPTIONS(E)	\$	139.00	\$	353.00	\$	924.00	\$	571.00	38.2%
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)	\$	6,117.20	\$	9,874.59	\$	70,000.00	\$	60,125.41	14.1%
001-6-410-6350	OPERATIONS EQUIP REPAIR(E)	\$	-	\$	-	\$	-	\$	-	
001-6-410-6371	ELECTRIC/GAS EXPENSE(E)	\$	145.96	\$	311.80	\$	15,000.00	\$	14,688.20	2.1%
001-6-410-6373	TELECOMMUNICATIONS(E)	\$	172.49	\$	344.98	\$	2,400.00	\$	2,055.02	14.4%
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)	\$	2,987.04	\$	10,780.96	\$	26,500.00	\$	15,719.04	40.7%
001-6-410-6502	LIBRARY MATERIALS(E)	\$	1,388.51	\$	3,287.67	\$	-	\$	(3,287.67)	NA
001-6-410-6506	OFFICE SUPPLIES(E)	\$	1,179.18	\$	1,400.61	\$	4,000.00	\$	2,599.39	35.0%
001-6-410-6507	OPERATING SUPPLIES(E)	\$	-	\$	-	\$	-	\$	-	
001-6-410-6508	POSTAGE/SHIPPING(E)	\$	85.87	\$	228.65	\$	1,500.00	\$	1,271.35	15.2%
001-6-410-6599	MISCELLANEOUS EXPENSES(E)	\$	-	\$	-	\$	-	\$	-	
001-6-410-6799	OTHER CAPITAL OUTLAY(E)	\$	-	\$	-	\$	-	\$	-	
	TOTALS	\$	41,425.20	\$	98,813.33	\$	505,934.00	\$	407,120.67	19.5%

17% of the year has elapsed

	Memorial	Booksale	Capital	Endowment	Total
Balance August 1, 2026	\$ 1,981.37	\$ 12,434.25	\$ 1,833.83	\$ 610,212.60	\$ 626,462.05
Booksale		\$ 2,493.45			\$ 2,493.45
Desk donations					\$ -
Grant-FPL Foundation	\$ 13,300.00				\$ 13,300.00
Donation - BK Sale Fund					\$ -
Memorials and gifts	\$ 540.00				\$ 540.00
Summer Reading Program-Donations					\$ -
ISB Interest Savings Account				\$ 666.05	\$ 666.05
Gift - Paul Praither	\$ 500.00				\$ 500.00
ISB - Interest paid cd 143688				\$ 2,440.96	\$ 2,440.96
ISB Interest Checking	\$ 20.71				\$ 20.71
Adopt An Author	\$ 35.65				\$ 35.65
Total to account for	\$ 16,377.73	\$ 14,927.70	\$ 1,833.83	\$ 613,319.61	\$ 646,458.87
Disbursements	\$ (5,004.83)	\$ (941.99)			\$ (5,946.82)
Final balance August 31, 2026	\$ 11,372.90	\$ 13,985.71	\$ 1,833.83	\$ 613,319.61	\$ 640,512.05

Cash reconciliation:

ISB checking	\$ 57,380.86
ISB High Yield Savings (est 3/23/26)	\$ 253,639.66
LSB #207687: Matures 8/1/28	\$ 92,440.96
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	\$ (6,086.26)
Final balance August 31, 2026	\$ 640,512.05

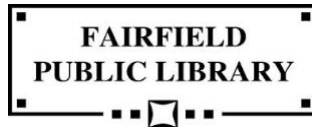
MWO credit card account \$ 3,364.72

Deposits with City Finance Officer:	
Copies	\$ 1,102.40
Faxes	\$ 82.10
Laminate	
ILL	\$ 2.00
Town Contracts	\$ 992.00
Room Maintenance	\$ 60.00
Lost/Damaged	\$ 189.10
FPL for Visa	\$ 3,287.67
Fines	\$ 12.00
Library Services	
Total	\$ 5,727.27

Fairfield Public Library
BILLS TO BE APPROVED
GENERAL FUND

Num	Name	Memo	Amount
September 21, 2026			
6310	All American Pest Control	Bi-Monthly Pest Control	80.00
6371	Alliant Energy	Gas Expense (last year \$272.66)	73.89
6371	Alliant Energy	Electric Expense (last year \$1736.97)	64.84
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
6310	Brockway	Quarterly Preventative Maintenance	353.98
6310	Chemsearch	Contract Water Treatment Program	477.09
6310	Crow Electric	Retrofit LED cans, LED recessed downlight	420.00
6310	Department of Inspections	Annual certification fee	40.00
6506	ELM USA Inc.	Plastic center pin	64.79
6310	Johnson Controls Fire Protection LP	Alarm & detection monitoring	569.01
6499	Kevin Farley	Computer set up and reset 7-11-26 to 9-11-26	1,583.75
6373	Liberty Communications	Telecommunications 9-1-26 to 9-30-26	129.00
6373	LISCO	Telecommunications 9/1/26 to 10/1/26	43.49
6310	Menards-Ottumwa	Building repair supplies	67.48
6230	MidWestOne Bank	Annual membership ALA, membership renewal ILA	540.00
6310	MidWestOne Bank	Brackets, bit set, recycling fee	42.40
6506	MidWestOne Bank	Paper towels, batteries, kiosk iPad stand, acrylic sign holders, flyer display, markers	440.16
6508	MidWestOne Bank	Monthly postage, ILL postage	55.52
6310	Noerenberg, Christina	Monthly cleaning contract	1,875.00
6506	Office Express	Copy paper	149.95
6508	Postmaster	2 rolls first class stamps	164.00
6414	The Iowa Source	1/4 pg color ad	250.75
6310	Wilson Paper	Can liner black	32.82
		Total for General Fund	7,664.98
B	Demco	Large Easels	65.44
B	Fairfield Public Library - General Fund	Educational Programming	155.67
B	Fairfield Public Library - General Fund	Educational Programming	46.75
B	HyVee	Refreshments Fix-It Friday	34.55
B	Kevin Mason	Educational Programming - Notes on Iowa	100.00
B	Mickunas, Alecs	Snacks educational programming	14.28
B	OverDrive, Inc.	Educational programming - Libby	28.50
		Total for Book Sale Fund	445.19
		Total for Capital Improvements Fund	0.00
		Total for Foundation Fund	0.00
M	Bottom Line Health	Annual subscription	29.95
M	Center Point	Large Print	51.54
M	Des Moines Register	Annual service 9-1-26 to 8-31-27	797.06
M	Fairfield Public Library - General Fund	Library Materials 0257	1,046.87
M	Ingram Library Services	Library Materials - Auto Yours	148.13
M	Ingram Library Services	Library Materials	2,157.19
M	Kanopy Inc.	Monthly invoice	218.00
M	OverDrive, Inc.	Libby - New to Collection	267.55
M	OverDrive, Inc.	Libby - Holds Fulfillment	886.31
M	The Atlantic	Annual subscription (last year \$53.45)	58.80
		Total for Memorial Fund	5,661.40

September 21, 2026



Director's Report for September 21, 2026

Submitted by Alecs Schmidt-Mickunas, MLIS, Director

BOARDS

▪ **Library Board:** The FPL Board will meet in the Library Meeting Room at 5:15pm on Monday, September 21, with President Sam Garchik presiding.

FISCAL

▪ **August Book Sale:** Total sales during our last 3-week book sale was \$2,817.80. We sold 24 former public and staff computers, with reset computers being sold for \$100 each. Monitors, keyboards and mice were sold as well. Staff developed a new method of marking new items to keep buyers coming back day after day. To compare, in our last 3-week sale in February 2026, we had about \$1,900 in sales.

▪ **Purchase of Refurbished Riding Vacuum:** I have provided a quote for the purchase of a refurbished Karcher Chariot 3 vacuum from Southeastern Equipment for \$8,840—a new machine would cost \$18,310. This is the same make as the vacuum used by Tim and Linda, which was retained by Sam Kitchen after his contract ended. The vacuum taken by Kitchen was close to 20 years old and needed about \$5,000 in repair work. I have also included a cost comparison with two other options. I will speak more to the need for this vacuum at our meeting. See attachments.

COLLECTION DEVELOPMENT

▪ **Library of Things:** Last month, Afton cataloged all of the equipment in our collection we historically used paper checkout forms for in maintaining records. With the items now checkout-able in our online system, we can make our offerings more visible, and we can more easily see usage. Additionally, I am in favor of removing deposits for all Library of Things or equipment checkouts. Deposits have never been enough to cover a full replacement on most items we loan and there is no history of significant loss of these items. Additionally, deposits are a barrier to access and keeping cash or checks on for patrons is. Please see my attached revised Replacement & fee Schedule.

POLICIES & PROCEDURES

▪ **Revision to Fairfield City Ordinance Chapter 2.56 BOARD OF LIBRARY TRUSTEES:** After meeting with the Personnel Committee, it is our recommendation that we request to have the City Ordinance updated to remove second terms but retain the possibility for additional terms after 2 years of non-service. We can speak to our reasoning at the meeting. Modification is marked with <> below.
2.56.040 Organization. (A) 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. <Reappointment for an additional term is permissible following a two (2)-year period of non-service.> In order to stagger the terms, appointments shall be made every two years of one third of the total, as near as possible.

- **Revision to FPL Bylaws:** Additionally, the Personnel Committee recommends adjusting the FPL Bylaws to be aligned with our requested change to the City Ordinance. This also includes Trustee Parker's inclusion of the word "quality" in the description of the director's management of the library. See attached draft of the revision.

- **Revision to Terms of Service Document:** In order to adjust the pacing of new cohorts joining the Board of Trustees to be in rhythm with what is laid out in the City Ordinance and our Bylaws, the Personnel Committee has developed a plan for revised end-of-term dates for all current trustees. The three cohorts, each with three trustees, will see terms ending in 2031, 2033 and 2035. We did our best to minimize term length extension or reduction, maintaining end-of-term year very close to the historical end year. When the new cohort rhythm is approved, we will transition to a primary document that does not contain details about original terms dates. See attached document.

PROGRAMS & EVENTS

- **National Library Card Signup Month:** We are celebrating this month with several new programs including Book Treks and Language Learning Circles. We are offering a raffle prize again this year of \$50 in Chamber Bucks for one patron who renews or opens a new account this month.

- **New Program Attendance:** We have seen 8-10 attendees at Japanese and Spanish Language Circles. The English Circle has not taken off yet. Books Treks has not seen visible participation but we will have a clearer picture after we see loans for the ebook in Libby we are promoting with this program.

FACILITIES, GROUNDS & EQUIPMENT

- **Liberty Communications Donated Labor for Ethernet Activation:** The first week of September, Liberty Communications donated labor to re-activate ethernet ports in our study rooms. This has been a request by several community members. The cost if we had hired a technician to do this would have been \$400-\$600.

- **Men's Restroom Repair by Volunteer:** Rotary Club member John Hanks assisted us last month in repairing two bathroom steel partitions in the men's restroom. The work required that he sand and repaint the pieces. We provided the materials and he completed the work.

- **Soffit Lighting Repair:** Bradley Crow of Crow Electric retrofitted LEDs in the burned-out soffit fixtures outside along Main St and on the south side.

- **Roof Condition Update:** I have contacted Heartland Construction to get an estimate to patch the holes in the roof along the gutter line. If weather cooperates, he will likely patch the week of 9/21.

PERSONNEL

Professional Development: Staff members have expressed an interest in getting some specialized trainings. Joy, who does not have a formal education in Library work wants to find a program to better understand cataloging. After has shared that it would benefit the library if we had a staff member proficient in SQL coding for writing reports; in the meantime, Bywater is able to create acceptable reports for us as needed.

COMMUNICATION

September Publications: September 2026 Source: "September is Library Card Sign-Up Month" and "September at Your Library"; 9/8/26 Southeast Iowa Union: "Fairfield library boasts new artwork on display"

Youth Services Monthly Report: August 2026 Sara Martindale

Regular August Programming:

- **Songs and Stories** (144 total attendance for the month; 36 average attendance) It has been so much fun having the teachers, their kiddos, and summer families in this storytime.
- **Stroller Storytime** (14 total attendance for the month; 4 average attendance) Wednesdays in August were hot or rain threatened. There are a couple of loyal attendees that show up anyway.
- **Market Storytime** (36 total attendance for the month; 9 average attendance) Weather impacted attendance for event as well.
- **LEGO Playtime** (38 total attendance for the month; 8 average attendance).
- **Pokémon Club** (22 in attendance)
- **Shhh...We're Writing!** (14 attendance for the month; 4 average) My regular attendees are back!
- **Kid Librarian** – August's librarian was Paige Godwin (also Karen's granddaughter) She is a horse enthusiast, just like Kai last month. She also crafted a horse themed display. We toured the library and she helped me out with library projects.
- **Computer stats** (874 sessions)
- **Family Bike Ride** (10 in attendance) The weather was iffy so we rode to Howard Park instead of our regular route.
- **Preschool Storytime led by Addy Hagans pictured to the right ->** (12 in attendance; 6 average) Addy continued her library storytimes through August. She has gained a following and is starting to see regular attendees! Kids love to have big kids read to them!

Kid Librarian Paige Godwin



Outreach:



Dexter Free Laundry Day 8/12 (300 in attendance) Laundry Cares is a non-profit that offers free laundry days at laundromats around the country. They use these free laundry events to connect families to free books and literacy tools. Joy, Afton and I teamed up to provide kids activities inside the laundromat and periodic storytimes over the course of the event. I had Stroller Storytime that morning so Joy and Afton helped cover the gap in time that I could not be there. It was a well-attended event. We met lots of new families and saw familiar faces as well.

Special Events/Projects:

Quest for the Quacker 8/23 (23 in attendance) This event was the special after hours activity for all those readers who read 1800 minutes. Afton, myself and volunteer Ruthie Scoter hid 50-75 min rubber duckies in the

library and participants searched for the ducks with flash lights. There are still 10 ducks somewhere out in the library - the kids couldn't find them, and the adult hiders didn't remember where they hid them all!

Juvenile Non-Fiction/YA shift 8/13 Pictured to the right -> The YA Graphic Novels, YA fiction and YA Non-Fiction have moved to the shelves that used to hold the Juvenile Non-Fiction. Juvenile Non-Fiction took over the former YA shelves. YA Graphic Novels are now the next set of shelves down from the Juvenile Graphic Novels and the YA books are closer to the aisle. I still need to update some directional signs, but getting the books moved was a big project. This was accomplished in one day with myself, Afton, Madeline Thomas, her daughter Mina, my daughter Julia and her friend Jaylyn. Lots of books on lots of carts going lots of directions!



Sara takes one week off! 8/17-8/21 I enjoyed my time off, I spent a lot of time with my kids, getting ready for school and doing projects at home. This was a great re-set! Now I'm ready to shift gears to the in-school schedule.

Catalog Clean – Up Project:

Afton worked on cataloging AV Equipment which technically doesn't fall under Youth Services but she really loves cataloging! On Jonathan Sand's recommendation Afton also updated the Board Games to update shelf location to be "Board Game" instead of "Front Desk".

For youth services cataloging, Sarah Ferguson pointed out some of our manga series labels and records need improvement. Afton made corrections and fixed them all up – for the Maximum Ride series. One down, so many to go! Afton and I so appreciate that front desk staff bring issues to light and want to make improvements to the catalog.

Looking forward to:

The fall lineup events! Preschool outreach will start in September, with all sites from last year eagerly awaiting visits from myself or Afton. September will have community outreach opportunities for Library Card Sign Up Month. Ganaia Preema has decided to do her events where kids record audio books in October instead of September. I have a sticker swap planned in September. In October there will be a reader's theatre performance of "Matilda", an epic fall Goblin Market, a Halloween Party and Trunk-or-Treat. The Book Mark Maker space will also be back in October. It will be maintained with the help of the Hickenbottom family. I am planning to learn the full lost book process and look at lost titles in the youth collection. I expect that this will extend into the winter months as well.



Loan and Replacement Fee Schedule

Library Materials	Renewals	Loan Period	Replacement Fee
DVD or Blu-Ray (Limit of 10 total checkouts at a time), Periodicals, Library of Things – Standard Loan	Yes	7 days	28 days after due date
New Books, Video Games, Board Games	Yes	14 days	28 days after due date
Books, Most New Youth Services Books, Audiobooks, Music CDs, Library of Things – Extended Loan	Yes	28 days	28 days after due date
Art To Go	No	90 days	28 days after due date
Equipment	Varies	See Equipment Schedule	28 days after due date
Interlibrary loans	Varies	Varies	28 days after due date

Book drop

An after-hours drive-up return slot is located on the south side of the library building, along the alley.

Renewal of library materials

Most library materials can be renewed once, as long as another patron has not reserved them. You may renew in person, by phone, or through your online account.

Linked accounts for minors

Replacement fees will be the responsibility of parents and legal guardians for minors with “Full-Access” accounts. Minors with Juvenile Quick Cards will be responsible for their own fees. Services are blocked for responsible parties when one cardholder in the group accumulates lost fees of \$10 or more. When a cardholder reaches age 18 with earlier fees in their account, the parent or legal guardian remains responsible for the earlier lost fees.

~~Vacation extensions~~

~~Patrons with travel plans may request a vacation extension, doubling the loan period for up to 7 regular items. Please alert library staff before they scan the barcodes. This special accommodation assumes the audiobooks are not new releases; not waitlisted.~~

Loss or Damages

You will be charged for damage that occurs to library materials while they are checked out to your account. Full list price is charged for lost or damaged-beyond-use materials. Patrons have the option of working with staff to determine whether they can save money by ordering items themselves, but they must be the same edition and format as the lost or damaged items.

The cost of a replacement library card is \$2.00. Free of charge, we can replace your lost or damaged card at the time of its annual renewal.

Renewal of borrowed equipment

Most Equipment **Library of Things items** can be renewed for one additional loan period, as long as another patron has not reserved the item during that loan period. Exceptions are noted above. Renewals can be accomplished in person or by phone. We cannot accept equipment renewals by email.

Parts inventory

Equipment **Library of Things items** with multiple loose parts will include an inventory list. A Library employee will take inventory at checkout, and again upon return.

Other Services	Description	Fee
Fax transmissions	First page – long distance	\$1.00 / 50¢ per additional
Fax transmissions	First page – international (not India)	\$5.00 / \$1.00 per additional
Fax transmissions	Local or toll free (800, 888, 877, 866)	\$1.00 total
Fax transmissions	Incoming	25¢ per page
Copying and printing	Black and white, 8-1/2 x 11"	10¢ per page
Copying and printing	Black and white, 8-1/2 x 14"	15¢ per page
Copying and printing	Black and white, 11 x 17"	20¢ per page
Copying and printing	Color, 8-1/2 x 11"	50¢ per page
Copying and printing	Color, 8-1/2 x 14"	80¢ per page
Copying and printing	Color, 11 x 17"	\$1.00 per page
Laminating service	8" of blank film goes thru the machine. Charges include that 8" of film, plus the project length.	\$1.00 per foot

[Draft] Revised 9-21-2026

Karcher Chariot™ 3 CV 86/1 RS Bp Stand-On Vacuum

Equipment Purchase Comparison — Fairfield Public Library

	Southeastern Equipment (SES) Reconditioned	eBay – Karcher Refurbished Equipment	New Unit (SupplyItAll.com)
Item / Part #	ERKACVC86	Item #278211469758 (MPN 1.012-597.0)	SKU JEKWE-00464
Condition	Reconditioned (SES-certified)	Seller (Karcher) refurbished	New
Price	\$8,490.00 + \$350 shipping = \$8,840	\$8,999.00 + \$400.00 shipping = \$9,399.00 total	\$18,310.20
Battery / Hours	New 3 x 12V, 205–234 Ah wet batteries	Used unit; ~2,002 operating hours shown on meter	New batteries; 225 Ah w/ on-board charger
Warranty	90 days parts / 30 days labor (stated)	Not specified in listing beyond “seller refurbished” condition	Full new-equipment manufacturer coverage (confirm terms with dealer)
Seller / Purchasing Path	Established commercial equipment dealer; formal quote, invoice, PO accepted; financing available	eBay marketplace listing (Buy It Now / Best Offer); consumer platform, local-pickup discount structure	Authorized Karcher/Windsor dealer; formal quote and invoice
Lead Time	~6 weeks	Not specified	Not specified
Specs (34" path, 4.4 gal, HEPA)	Yes — matches OEM spec	Yes — same model	Yes — same model



Recommendation: Purchase the reconditioned unit from Southeastern Equipment & Supply (SES).

- Meets the need at a fraction of new-equipment cost. At \$8,490, the SES unit is \$9,820 (54%) below the new-unit price of \$18,310.20, while carrying the same specifications (34" cleaning path, HEPA filtration, 4.4-gal capacity).
- Lowest price is not the same as best value. The eBay listing (\$9,399 total) is \$909 less than SES, but that unit is used ($\approx$ 2,002 hours) with no stated parts/labor warranty, and is offered through a consumer marketplace rather than a documented commercial quote.
- SES provides a written 90-day parts / 30-day labor warranty and new batteries, plus a standard B2B purchase order and invoice process suited to municipal procurement, financing, and audit documentation.
- A \$909 price difference is minor relative to the added risk of an undocumented warranty and an auction-style purchase on public funds; SES's dealer relationship and warranty terms justify the modest premium over the lowest bid.

Why the Karcher/Windsor Chariot 3 Platform

Rationale for selecting this model class over other equipment on the market

1. Category-defining productivity and cleaning path.

- At a 34" cleaning path, the Chariot 3 CV 86/1 covers large open floor areas (stacks, reading rooms, meeting spaces) with rated practical productivity of roughly 32,300 ft²/hr (manufacturer spec).
- By comparison, Tennant's closest product, the V-WA-30 wide-area vacuum, is a 30" walk-behind, corded machine rated by Tennant at up to ~10,000 ft²/hr — both a narrower path and a fraction of the productivity.

2. Battery stand-on design vs. corded/walk-behind alternatives.

- The Chariot is battery-powered and stand-on, so staff cover large areas without dragging a power cord or walking behind a push unit — reducing trip hazards, fatigue, and the need for outlet access throughout the building.
- Tennant's V-WA-30 is corded (75-ft cord) and walk-behind, which works for smaller, outlet-accessible spaces but is less practical across a full-floor public library layout.

3. Consolidates multiple cleaning tools into one machine.

- The Chariot 3 is designed to replace the combined functions of a sweeper, wide-area vacuum, and dust mop, and is rated for hard and soft floors alike (carpet, tile, wood, concrete, VCT) — relevant given the library's mix of carpeted reading areas and hard-surface stacks/entryways.
- Consolidating equipment reduces the number of machines the library must own, store, and maintain.

4. Standard HEPA filtration for indoor air quality.

- HEPA filtration is standard on the Chariot 3, supporting air quality in a public building with heavy foot traffic, paper/book dust, and patrons who may have respiratory sensitivities.

5. Established dealer network and parts/service availability.

- The Chariot 3 is sold and serviced through a wide network of authorized commercial-equipment dealers nationwide (evidenced by the multiple independent listings identified during this comparison), which supports parts availability and service continuity over the equipment's life.
- This broad, established secondary/reconditioned market is also what allows the Library to responsibly source a reconditioned unit at roughly half the cost of new, an option that is far more limited for less common or discontinued equipment lines.

In short: the Chariot 3 platform offers the productivity, ergonomics, and multi-surface versatility the Library needs, backed by a mature dealer and parts network — which is what makes a cost-effective reconditioned purchase (rather than new equipment) a responsible option in the first place.



Southeastern Equipment & Supply, INC.
1940 Old Dunbar Rd
West Columbia, SC, 29172
Phone: (800)440-6723
www.southeasternequipment.net

Quote

Order No.: QT005646
Order Date: 9/15/2026
Customer ID: C016744
Currency: USD

Finance with
APPROVE

BILL TO:

Fairfield Public Library
104 West Adams Ave
Fairfield IA 52556-3433

SHIP TO:

Fairfield Public Library
Attn: Alex Schmidt Mickunas
104 West Adams Ave
Fairfield IA 52556-3433

CUSTOMER P.O. NO.	TERMS	SHIP VIA	SALES ASSOCIATE
	Payment Due With Order	BEST WAY	Darren Murphy, darrenm@southeasternequipment.net

NO.	ITEM	QTY.	UOM	PRICE	AMOUNT
1	ERKACVC86: Reconditioned Karcher Chariot 3 CV 86/1 RS Bp -Stand-On Vacuum	1.00	EA	8490.00	8,490.00

NOTE:

Fully reconditioned Kärcher Chariot 3 CV 86/1 RS Bp-Stand on Vacuum.

Production time is approx. 4-6 weeks from the date of order.

Limited access and a liftgate are required for delivery. Southeastern Equipment to pay all other shipping costs.

Warranty is 90 days parts and 30 days labor.

2	*LIMITEDACCESS: Limited Access	1.00	EA	75.00	75.00
3	*LIFTGATEREQUIRED: Liftgate Required	1.00	EA	75.00	75.00

[Click Here to Finance through APPROVE](#)

Signature:

Residential Delivery:	No	Forklift:	No
Liftgate Required:	True	Notify Prior to Arrival:	No
Limited Access:	True	Receiving Hours:	7:30-3:00 M-F
Loading Dock:	No		

Sales Total:	8,490.00
Freight & Misc.:	150.00
Tax Total:	604.80
Total (USD):	9,244.80

Pricing is guaranteed up to 15 days from the Order Date listed above.
Availability is not guaranteed and may change without notice.
Full Terms and Conditions can be found at www.southeasternequipment.net



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~~ **one (1) six (6)-year term**, with reappointment permissible following a two (2)-year period of non-service, **commencing with the annual meeting in June 2027**. A trustee appointed to fill out a term of less than three (3) years may then serve ~~two additional full terms~~ **one (1) additional term**. 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 and quality 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.

[Draft] Updated by FPL Trustees 9-21-2026

Fairfield Public Library Trustees_x000a_Terms of Service

Last Name	First Name	Officers	Committees	Start Date	Partial Term Ends	1st Term Ends	2nd Term Ends	Proposed End Date	Adjustment
Smith	Sherri		Finance Chair	6/17/2019	7/15/2019	6/16/2025	6/16/2031	6/30/2031	2 weeks more
	<i>Completes a term for Margaret Kelly ending 7/15/2019 (1 month)</i>								
Parker	Joneane ★		Personnel Chair	6/17/2019	10/16/2023	6/18/2029	NA	6/30/2031	24.5 months more but served a shorter first original term
	<i>Completes a term for Nan Cameron ending 10/16/2023 (4 years, 4 months)</i>								
Flinspach	Sharon		Personnel	8/17/2020	NA	8/17/2026	8/19/2032	6/30/2031	Approximately 14 months less
Garchik	Sam	President	Finance	8/16/2021	NA	8/16/2027	8/15/2033	6/30/2033	1.5 months less
Thebodo	David		Building & Grounds	12/7/2022	NA	12/7/2028	12/18/2034	6/30/2033	Approximately 18 months less
Gookin	Ann ★	Secretary	Personnel	9/18/2023	2/15/2028	9/18/2034	NA	6/30/2033	Approximately 15 months less
	<i>Completes a term for Kimberly Broz ending 2/15/2028 (4 years, 5 months)</i>								
Diers	Brenda		Building & Grounds	10/16/2023	NA	10/15/2029	10/15/2035	6/30/2035	3.5 months less
Ades	Wayne		Building & Grounds Chair	9/16/2024	2/18/2025	9/15/2031	9/15/2036	6/30/2035	14.5 month's less
	<i>Completes a term for Brandon Nelson ending 2/18/25 (5 months)</i>								
Brown	Rachel ★	Treasuer	Finance	9/16/2024	10/19/2029	9/17/2035	NA	6/30/2035	Approximately 3 months less
	<i>Completes a term for Motier Haskins ending 10/19/2029 (5 years, 1 month)</i>								

Note: When a partial term is 3 years or more, this counts as a full term.

★ = Partial term counts as a full term



Library Addendum to the City of Fairfield Employee Handbook

The Fairfield Public Library Board agrees to adopt the City of Fairfield Employee Handbook with the following provisions:

Reporting structure

Iowa Code 392.5 and chapter 2.56 of local ordinances designate the Fairfield Public Library Board of Trustees as the Library's governing board. Library employees report to the Director. In turn, the Director works under the policy guidance and direction of the Board. Due to this reporting structure, certain Handbook modifications are required. Where the City of Fairfield Employee Handbook refers employees to the

- City Administrator; substitute the Library Director
- City's Personnel Committee; substitute the Library's Personnel Committee
- City Council; substitute the Library Board

1.1 Day

An 8-hour period of time for full time hourly Library employees. A 5.6-hour period of time for part time Library employees who receive paid leave.

9.1 Work Week and Hours of Work

A normal workweek for part time Library employees who receive paid leave shall constitute twenty-eight (28) hours. Library employees who routinely work fewer than 20 hours per week do not accrue paid leave.

10.2 Longevity Bonus

Part time Library employees work an average of 5.6 hours per day, which is 70% of a full time, 8-hour day. Accordingly, longevity bonuses shall be calculated at 70% of the full time rate going forward.

"Part time Library employees who work 56 hours per pay period shall receive \$3.50 per pay period for every five (5) years of service with no maximum."

11.1 Designated Holidays

Differences in City vs. Library holidays reflect patron borrowing patterns. The Library is open for business when demand is high, and employees are given different holidays to compensate:

	Holidays-Library	Holidays-Other Departments
Martin Luther King Day	1	1
Juneteenth	1	1
New Year's Day	1	1
President's Day	1	1
Good Friday		1
Easter Sunday		
Memorial Day	1	1
Independence Day	1	1
Labor Day	1	1
Veteran's Day		1
Thanksgiving Day	1	1
Friday after Thanksgiving	1	1
Christmas Eve Day	1	1
Christmas Day	1	1
Employee birthday	1	
Employee work anniversary day	1	
Total holidays	13	13

11.1 Designated Holidays

Part time staff shall receive 5.75 hours for each day of holiday leave to reflect the average length of a shift.

11.2 Personal Days

Assuming 56-hour pay periods, part time Library employees shall receive the same quantity of personal days as full time Library employees. However, these part time staff shall receive 5.75 hours for each day of personal leave accumulated to reflect the average length of a shift.

	Personal Days-Library	Personal Days-Other Departments
Personal day	1	1
Personal day	1	1
Totals	2	2

11.3 Different But Equal

When holidays and personal days are combined, all City employees receive the same total of 15.

12.2 Vacation Calculation

Assuming 56-hour pay periods, part time Library employees shall receive the same quantity of vacation days as full time Library employees who have met the same service requirements. However, compensated hours shall be prorated at 70% to reflect their part time status:

Service requirement	Vacation Leave	Accrual Rate
After 1 full year of service	10	4.67 Hours/month
After 5 full years of service	15	7.00 Hours/month
After 12 full years of service	20	9.33 Hours/month

12.35 Part-time employee promoted to full-time

When a part-time library employee is promoted to full-time status, accrued vacation leave is calculated at the part-time rate up to the date of promotion. Those hours are available for use during the new employment year, which starts with the date of promotion.

The City's finance department continues to calculate that employee's longevity from the original date of hire. However, subsequent vacation leave accrues from the date of promotion at the new full-time rate.

When an existing part-time library employee moves into a full-time role, the 12-month service requirement described in section 12.2 is waived. Vacation accrual continues without interruption.

13.31 Sick Leave Accrual

Part-time employees working 56 hours per pay period shall accrue 5.75 hours of sick leave for each month worked.

16.9 Uniforms and Dress Code

Library employees are provided with name badges that feature the Library's logo and the staff member's first name. Badges are required to be worn during work hours, so each employee is readily identifiable as a staff member.

In order to project a positive and professional image, staff are expected to adhere to the following guidelines.

- Clothing styles may vary, but attire must be modest, neat, clean, in good repair, and appropriate to a professional public-service environment. Clothing slogans and images must be suitable for a professional public-service environment and may not include profanity, sexual content, or political or religious messaging.
- Shoulders and midriffs must be covered; shorts and skirts should be no shorter than mid-thigh.
- Personal bags, backpacks, or purses should be stored in staff areas during work hours.
- Staff should maintain good personal hygiene, and perfumes or other fragrances should be minimized.
- Staff assisting with facilities maintenance or working in storage areas with heavy boxes must wear closed-toe shoes.
- Tattoos and piercings may be visible, but tattoos must not depict profane, violent, or sexually explicit content, and jewelry must not compromise workplace safety.
- Employees who knowingly report to work inappropriately dressed will be given an oral warning and sent home to change on their own time.

The library director will provide reasonable accommodation for employees whose disability or religious beliefs affect compliance with this policy.

Updated this 21st Day of September, 2026:

Sam Garchik, President
Fairfield Public Library Board

Sharon Flinspach, Vice-President
Fairfield Public Library Board