

**FAIRFIELD COUNTY DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 15, 2022**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, February 15, 2022 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

**TRUSTEES PRESENT WERE:** Mark Bohach, Lisa Evangelista, Bryan Everitt, Nathan Hale, Mary Mesi, Margaret Quamme, and Matt Wideman.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; and Leslie Yost, Administration Assistant.

The meeting was called to order at 10:15 a.m. by Mary Mesi, President.

**14-22 APPROVE AGENDA**

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the Board of Trustees approves the agenda.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

**FRIENDS OF THE LIBRARY REPORT – Becky Schaade**

- The Friends of the Library have scheduled a book sale for Saturday, May 7 and Sunday, May 8 with a preview night for members only on Friday, May 6. Roxanne Dicken will be in charge of this fundraiser.
- The Garret Players have undergone a name change in honor of Ron and Donna Keaton. The Keaton Players will perform *Independence Day at Happy Meadows* on April 29, April 30, and May 1, 2022.

**PUBLIC PARTICIPATION**

There was no public participation.

**DIRECTOR'S REPORT – Becky Schaade**

- Delivery of at-home Covid test kits continue to be unpredictable. After being notified the Library would not receive kits in January, a shipment of 2,000 came in. In February, the Library received 576 tests. The State notified us that they will ship when they can and the Library could receive either proctored or unproctored tests, or a mix. Currently, demand for the tests have declined since positive Covid numbers have decreased.
- The Ohio Library Council (OLC) has let public libraries know that the Ohio House and Senate have passed a bill that provides temporary authority for public bodies, including library boards, to meet by video conference. This has gone to the governor for his signature and if signed, will take effect immediately. This flexibility would be temporary and is set to expire on July 1, 2022. Currently, Schaade's preference would be to continue to meet in person.
- After a brief discussion, the Board agreed that Library Board minutes should be posted on the Library's website after approval.
- Schaade met with Scott Duff from Project Fort regarding the Naloxbox placement to suggest the possibility of Project Fort purchasing climate controlled boxes such as those used for AEDs. Schaade also would like to offer training in overdose awareness and the use of Narcan to supervisory staff who are interested. The Board would like Schaade and England to follow-up with

more information regarding risks and liability of this program and thought staff training would be good.

- Schaade gave the Board a brief synopsis of the accomplishments from the 2018-2021 Strategic Plan. Since it is time to begin planning for the next three years, Schaade contacted The State Library of Ohio for their free consulting services. The Library has been assigned Mandy Simon, a strategic planning consultant. Schaade has worked with Simon on other projects, and is pleased to be working with her on this project.
- Regular library hours will resume at the Main Library on Sunday, February 27, 2022.

#### Personnel

APPOINTMENT, Miranda Sampson, Library Assistant III – Adult Services, 20 hours per week, \$12.10 per hour, effective February 7, 2022

APPOINTMENT, Stacie Wentz, Library Assistant III – Circulation Services, 20 hours per week, \$12.10 per hour, effective February 7, 2022

#### **SECRETARY'S REPORT**

##### **15-22 JANUARY REORGANIZATION/REGULAR MEETING MINUTES**

Be it resolved, upon motion by Matt Wideman, seconded by Lisa Evangelista, that the minutes of the January 18, 2022 reorganization/regular meeting be approved with the correction under the Director's Report which mentions free community passes, that the Fairfield Heritage Association is now called the Fairfield County Heritage Association.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

#### **FINANCIAL REPORT – Alyssa England**

- England reported that the audit is almost complete. The auditors have noted a material weakness with donations made prior to 2017 when these gifts were not classified as restricted or unrestricted. England has asked the County Prosecutor for a legal opinion so that the remaining balance can be expensed which then would correct the special revenue fund.
- The Public Library Fund (PLF) remains steady.
- The new health insurance is in place and staff seem to be pleased with the benefits.

##### **16-22 FINANCIAL REPORT & CHECK REGISTER**

Be it resolved, upon motion by Nathan Hale, seconded by Mark Bohach, that the financial report and the check register as of January 31, 2022 be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

#### **DONATIONS**

No donations were received.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**17-22 2022 ANNUAL APPROPRIATIONS BUDGET**

Be it resolved, upon motion by Matt Wideman, seconded by Lisa Evangelista, that the Board of Trustees of the Fairfield County District Library, Fairfield County, Ohio, provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31, 2022, the following attached sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

There being no further business, the meeting adjourned at 10:53 a.m.

**Fairfield County District Library**  
**2022**  
**Annual Appropriation Budget**

APPROPRIATIONS

**1000 Salaries and Benefits**

1100 Salaried & Leave Benefits	2,140,000.00
1400 Retirement Benefits	305,000.00
1600 Insurance Benefits	399,500.00
1900 Other Employee Benefits	6,000.00
Total Salaries & Benefits	<u>2,850,500.00</u>

**2000 Supplies**

2100 General Administrative Supplies	45,000.00
2200 Property Maintenance/Repairs, Supplies	40,000.00
2300 Motor Vehicle Fuel	6,000.00
2900 Other Supplies	0.00
Total Supplies	<u>91,000.00</u>

**3000 Purchased & Contracted Services**

3100 Travel & Meeting Expense	11,000.00
3200 Communication, Publicity and Printing	72,400.00
3300 Property Maintenance & Repair	210,000.00
3400 Insurance	38,600.00
3500 Rent/Leases	36,000.00
3600 Utilities	125,000.00
3700 Professional Services	219,500.00
3800 Library Materials Control Services	35,000.00
3900 Other Contracts & Purchased Services	0.00
Total Purchased & Contracted Services	<u>747,500.00</u>

**4000 Library Materials and Information**

4100 Books	240,000.00
4200 Periodicals	30,000.00
4300 Audiovisual Materials	77,000.00
4500 Computer Services and Information	145,000.00
4600 Inter-Library Loan Fees/Charges	0.00
4700 Library Material Repairs	0.00
4900 Library Material-all other	15,000.00
Total Library Materials & Information	<u>507,000.00</u>

**5000 Capital Outlay**

5200 Land-Improvement	0.00
5400 Building Improvements	75,000.00
5500 Furniture & Fixtures	10,000.00
5700 Motor Vehicles	54,000.00
5900 Other Capital Outlay	0.00
Total Capital Outlay	<u>139,000.00</u>

*Fairfield County District Library*

*2022*

*Annual Appropriation Budget*

**7000 Other Objects**

7100 Dues & Memberships	14,000.00
7200 Taxes and Assessments	0.00
7300 Judgements & Findings	0.00
7500 Refunds & Reimbursements	1,000.00
7900 Other Miscellaneous Expenses	0.00
Total Other Objects	<u>15,000.00</u>

8900 Contingency	10,000.00
9900 Transfers Out	0.00

TOTAL APPROPRIATIONS	<u><u>4,360,000.00</u></u>
----------------------	----------------------------

*Fairfield County District Library*  
*2022 Annual Appropriation Budget*

SPECIAL REVENUE FUND

220 Gifts, Contributions & Donations

APPROPRIATIONS

2100 Supplies	3,000.00
3200 Printing & Publicity	0.00
3300 Property Maintenance	0.00
3700 Professional Services	0.00
4000 Library Materials & Information	7,600.00
5400 Building Improvements	0.00
5500 Furniture & Equipment	3,000.00

TOTAL APPROPRIATIONS

\$13,600.00

***Fairfield County District Library  
2022 Annual Appropriation Budget***

424 Capital Projects Fund

APPROPRIATIONS

    Capital Outlay

        424 Building Improvements 25,000.00

TOTAL APPROPRIATIONS

\$25,000.00

***Fairfield County District Library  
2022 Annual Appropriation Budget***

Fidiciary Fund

801 through 805 Non Expendable Trust Funds

**APPROPRIATIONS**

Fund No.	Object Code	Description	
801		Fritz Trust Fund	\$0.00
802		Martin Trust Fund	\$0.00
803		Beougher Trust Fund	\$0.00
804		Gilmore Trust Fund	\$0.00
805		O'Leary Trust Fund	\$0.00

<b>TOTAL APPROPRIATION</b>			<u><u>\$0.00</u></u>
----------------------------	--	--	----------------------



**FAIRFIELD COUNTY DISTRICT LIBRARY**  
**RECAPITULATION OF FUNDS (GRAND TOTALS)**

General Fund	\$4,360,000.00
Special Revenue Fund	\$13,600.00
Debt Services Fund	\$0.00
Capital Project Fund	\$25,000.00
<b>GRAND TOTAL-ALL APPROPRIATIONS</b>	<u><u>\$4,398,600.00</u></u>