

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 21, 2022**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, June 21, 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.

35-22 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"; and Matt Wideman, "Aye". The President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- The Friends of the Library are holding an essay contest in honor of their 50th anniversary. The Friends have already received over 25 entries which includes some in each age category.
- The Friends will again host the reception for the Artwalk.
- There was a vacancy on the Friends Board due to Jerry Neff stepping down. The Board elected Terri Garret to serve. Garret served as principal for both Gorsuch and West elementary schools and is now retired.

PUBLIC PARTICIPATION

There was no public participation.

Margaret Quamme arrives at 10:18 a.m.

DIRECTOR'S REPORT – Becky Schaade

- The Central Library Consortium (CLC) will have an in-person meeting in September. They plan to alternate meetings between in-person and virtual each month.
- COSI plans to distribute 100 Learning Lunchboxes at the Library. Last year the Library passed out 50. These kits are to introduce STEM programs to children who are in a lower economic situation.
- Schaade attended the ballot issues workshop presented by OLC. If FCDL maintains the same cycle, the next opportunity to be on the ballot would be November 2023. The Library's current levy is for .5 mills and makes up approximately one-third of the library's revenue.
- More than 500 customers responded to the strategic planning community survey. Afterwards, a follow-up questionnaire was sent to about 50 people who indicated they would be willing to be contacted. That follow-up survey will run through Monday, June 27, 2022.
- Summer Reading sign up and program attendance is back to pre-pandemic numbers. Previous to the month of June, physical circulation was still down across the system. However, with the increase in summer reading attendance and signups, Schaade will be interested to see what physical circulation is like for the month of June.

- The new Stark COG insurance has been working out well. There have been many positive comments from staff regarding the change. The Library continues to see a significant amount of savings. After discussion with England, Schaade would like the Board to consider paying for a portion of family insurance for employees. Cost would depend on how many employees elect taking family coverage. Schaade and England would propose offering a family plan where the Library pays 60% of the coverage. Currently, this would only affect Exempt and Confidential Non-exempt staff, since our bargaining unit (BU) contract dictates the amount paid for coverage for BU staff members and is in effect until the end of this year.
- The limestone band across the front of the building is in need of repair. After seeking bids for this project, Schaade and England believe it will be very close to or exceed the \$50,000 amount. In order to comply with ORC, Schaade contacted Bricker and Eckler, who have provided FCDL with a letter of engagement for their services by procuring professional design services for the project, as well as preparing the Request for Qualifications and negotiating a contract with the design firm the Library deems most qualified.

Personnel

RESIGNATION, Beverly Callahan, Library Assistant III- Adult Services, 20 hours per week, \$15.34 per hour, hire date October 1, 2014, resignation effective July 1, 2022.

SECRETARY'S REPORT

36-22 MAY REGULAR MEETING MINUTES

Be it resolved, upon motion by Matt Wideman, seconded by Nathan Hale, that the minutes of the May 17, 2022 regular meeting 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.

FINANCIAL REPORT – Alyssa England

- The Public Library Fund (PLF) is approximately \$200,000.00 over estimates for the year and June was up \$6,400.00. These additional funds will help with the upcoming limestone repair project.

37-22 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Mark Bohach, that the financial report and the check register as of May 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.

DONATION

38-22 DONATION - UNRESTRICTED

Be it resolved, upon motion by Matt Wideman, seconded by Bryan Everitt, that the following unrestricted donation be accepted:

\$2,700.00 from Mr. Don Maddux

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.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

39-22 2023 BUDGET REQUEST

Be it resolved, upon motion by Matt Wideman, seconded by Lisa Evangelista, to approve the proposed 2023 Budget Request as presented to the Board by the Fiscal Officer and attached hereto.

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 10:49 a.m.

GENERAL FUND

REVENUES:

	<u>2022</u> <u>BUDGET</u>	<u>2023</u> <u>REQUEST</u>	<u>%</u> <u>INCR/DECR</u>
General Property Tax	\$1,256,000	\$1,284,500	2.3%
Rollbacks & Homestead	\$24,000	\$24,000	
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E-rate	\$ 25,000	\$ 25,000	0%
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PLF	\$2,900,000	\$2,987,000	3%
<p>We are anticipating an increase. This total need may be adjusted when we receive the estimates for 2023 from the state at the end of June.</p>			
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OTHER REVENUE SOURCES:			
Patron Fines & Fees	\$ 14,000	\$ 14,000	
Investment Earnings	8,000	10,000	
Gifts-Unrestricted	9,000	9,000	
Miscellaneous	<u>10,500</u>	<u>10,000</u>	
	\$ 41,500	\$ 43,000	3.5%
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TOTAL GENERAL FUND REVENUES:			
	\$4,246,500	\$4,363,500	2.75%

APPROPRIATIONS/EXPENDITURES:

	<u>2022</u> <u>BUDGET</u>	<u>2023</u> <u>REQUEST</u>	<u>INCR/DECR</u>
SALARIES AND BENEFITS:	\$2,850,500	\$3,006,000	5.46%

Included in the budget Request for Salaries and Benefits are the following items:

- Health, Dental and Life Insurance, Short Term/Long Term Disability increases.
- Annual pay increases for existing staff.
- Bargaining Unit increases- Union Contract negotiations this year
- Exempt/Confidential Non-Exempt increases- to be determined by the Board later this year.

SUPPLIES:	\$ 91,000	\$ 92,500	1.65%
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PURCHASED SERVICES:	\$ 747,500	\$ 755,000	1%
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This may increase with final appropriations due to the rising cost of utilities, travel and meetings and property maintenance.

LIBRARY MATERIALS:	\$ 507,000	\$ 507,000	0%
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Approximately 11.2% of the 2023 budget.

CAPITAL OUTLAY:	\$ 139,000	\$ 149,000	7.2%
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The 2023 budget includes an increase for work on the buildings. Projects for work to be done will be determined before the final appropriations are due in March 2023.

OTHER EXPENDITURES:	\$ 15,000	\$ 15,000	0%
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CONTINGENCY:	\$ 10,000	\$ 10,000	0%
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TOTAL GENERAL FUND EXPENDITURES AND TRANSFERS:

	\$4,360,000	\$4,534,500	4%
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CONCLUSION

This narrative represents a brief overview of the 2023 General Fund Budget Request. Based on the PLF certified amount estimated from the State this budget may change and will be reflected at the end of 2022 in the 2023 Temporary Budget submitted later this year. If you have any questions about any of the above information, please feel free to contact me.

**FAIRFIELD COUNTY DISTRICT LIBRARY
2023 General Fund Budget Request**

Request	Actual & Estimate		Budget	Total
GOVERNMENT FUND	Budget	Adjustments	Request	budget
GENERAL FUND	2022		2023	%
REVENUE				
1000 General Property Tax	\$1,256,000.00	\$28,500.00	\$1,284,500.00	
2100 Federal Grants/Erate	\$25,000.00	\$0.00	\$25,000.00	
2220 State Grant-Restricted	\$0.00	\$0.00	\$0.00	
2200 State Income Tax (PLF)	\$2,900,000.00	\$87,000.00	\$2,987,000.00	
2230 Rollbacks & Homestead	\$24,000.00	\$0.00	\$24,000.00	
3000 Patron Fines & Fees	\$14,000.00	\$0.00	\$14,000.00	
4000 Earnings on Investments/Interest	\$8,000.00	\$2,000.00	\$10,000.00	
6000 Contributions	\$9,000.00	\$0.00	\$9,000.00	
8000 Miscellaneous	\$10,500.00	(\$500.00)	\$10,000.00	
Total Revenue	\$4,246,500.00		\$4,363,500.00	
Plus: Carryover of Designated But Unencumbered Funds	\$2,783,416.00		\$2,010,000.00	
Total Funds to be Appropriated	\$7,029,916.00	\$0.00	\$6,373,500.00	
APPROPRIATIONS				
Salaries & Benefits-1000				
1100 Salary and Leave Benefits	\$2,140,000.00	\$90,000.00	\$2,230,000.00	49.2%
1400 Retirement Benefits	\$305,000.00	\$5,000.00	\$310,000.00	6.8%
1600 Insurance Benefits	\$399,500.00	\$60,500.00	\$460,000.00	10.1%
1900 Other Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	0.1%
Total Salary & Benefits	\$2,850,500.00	\$155,500.00	\$3,006,000.00	66.3%
Supplies-2000				
2100 General Administrative Supplies	\$45,000.00	\$0.00	\$45,000.00	1.0%
2200 Property Maintenance Supplies	\$40,000.00	\$0.00	\$40,000.00	0.9%
2300 Vehicle Fuel & Supplies	\$6,000.00	\$1,500.00	\$7,500.00	0.2%
Total Supplies	\$91,000.00	\$1,500.00	\$92,500.00	2.0%
Purchased & Contracted Services-3000				
3100 Travel & Meeting Expense	\$11,000.00	0.00	\$11,000.00	0.2%
3200 Printing and Publicity	\$72,400.00	0.00	\$72,400.00	1.6%
3300 Property Maintenance	\$210,000.00	10,000.00	\$220,000.00	4.9%
3400 Insurance	\$38,600.00	0.00	\$38,600.00	0.9%
3500 Rents/Leases	\$36,000.00	0.00	\$36,000.00	0.8%
3600 Utilities	\$125,000.00	(3,000.00)	\$122,000.00	2.7%
3700 Professional services	\$219,500.00	0.00	\$219,500.00	4.8%
3800 Library Material Control Contracts	\$35,000.00	500.00	\$35,500.00	0.8%
Total Purchased & Contracted Services	\$747,500.00	7,500.00	\$755,000.00	16.7%
Library Materials & Information-4000				
4100 Books & Pamphlets	\$240,000.00	0.00	\$240,000.00	5.3%
4200 Periodicals	\$30,000.00	0.00	\$30,000.00	0.7%
4300 Audiovisual Services	\$77,000.00	0.00	\$77,000.00	1.7%
4500 Computer Services	\$145,000.00	0.00	\$145,000.00	3.2%
4600 Inter-Library Loan Fees	\$0.00	0.00	\$0.00	0.0%
4700 Library Material Repairs/Binding	\$0.00	0.00	\$0.00	0.0%
4900 Other	\$15,000.00	0.00	\$15,000.00	0.3%
Total Library Materials & information	\$507,000.00	0.00	\$507,000.00	11.2%

Capital Outlay-5000				
5200 Land Improvement	\$0.00	0.00	\$0.00	0.0%
5400 Building Improvements	\$75,000.00	10,000.00	\$85,000.00	1.9%
5500 Furniture & Equipment -general library	\$10,000.00	0.00	\$10,000.00	0.2%
Computers & Equipment	\$54,000.00	0.00	\$54,000.00	
5700 Motor Vehicle Purchase	\$0.00	0.00	\$0.00	
Total Capital Outlay	\$139,000.00	10,000.00	\$149,000.00	3.3%
Debt Service				
6100 Redemption of Principal	\$0.00	0.00	\$0.00	0.0%
6200 Interest Expense	\$0.00	0.00	\$0.00	0.0%
Total Debt Service	\$0.00	0.00	\$0.00	
Other-7000				
7100 Dues & Memberships	\$14,000.00	0.00	\$14,000.00	0.3%
7500 Refunds & Reimbursements	\$1,000.00	0.00	\$1,000.00	0.0%
Total Other	\$15,000.00	0.00	\$15,000.00	0.3%
8000 Contingency	\$10,000.00	0.00	\$10,000.00	0.2%
9000 Interfund Transfers/Advances	\$0.00	0.00	\$0.00	0.0%
Total Appropriations	\$4,360,000.00	174,500.00	\$4,534,500.00	100.0%

**FAIRFIELD COUNTY DISTRICT LIBRARY
2023 Special Revenue Fund Budget**

GOVERNMENT FUND	Budget 2022	Adjustments	Budget Request 2023
220 Gifts, Contributions & Donations			
REVENUE			
2000 State Income Taxes (PLF)			
3100 Patron Fines & Fees			
4100 Earnings on Investments			
6000 Contributions, Gifts & Donations	\$2,000.00	\$0.00	\$2,000.00
7000 Sale of Bonds or Notes			
8000 Miscellaneous Revenue			
9000 Interfund Transfers/Advances	\$0.00	\$0.00	\$0.00
Plus: Carryover of Designated But Unencumbered Funds	\$11,634.70	(\$10,637.70)	\$997.00
Total Revenue	\$13,634.70	(\$10,637.70)	\$2,997.00
Appropriations			
2100 Supplies	\$3,000.00	(\$2,100.00)	\$900.00
3300 Property Maintenance	\$0.00	\$0.00	\$0.00
3500 Rents & Leases	\$0.00	\$0.00	\$0.00
3700 Professional Services	\$0.00	\$0.00	\$0.00
4000 Library Materials & Information	\$7,600.00	(\$6,500.00)	\$1,100.00
5400 Building Improvements	\$0.00	\$0.00	\$0.00
5500 Furniture & Equipment	\$3,000.00	(\$3,000.00)	\$0.00
Total Appropriations	\$13,600.00	(\$11,600.00)	\$2,000.00

FAIRFIELD COUNTY DISTRICT LIBRARY
2023 Capital Projects Fund

GOVERNMENT FUND			
	Budget 2022	Adjustments	Budget Request 2023
400 CAPITAL PROJECTS FUND			
REVENUE			
2100 State Income Taxes			
3100 Patron Fines & Fees			
4100 Earnings on Investments			
6000 Contributions, Gifts & Donations	\$0.00	\$0.00	\$0.00
7000 Sale of Bonds or Notes	\$0.00	\$0.00	\$0.00
8000 Miscellaneous Revenue			
9000 Interfund Transfers/Advances	\$0.00	\$0.00	\$0.00
Plus: Carryover of Designated But Unencumbered Funds	\$31,697.12	\$0.00	\$31,697.12
Total Revenue	\$31,697.12	\$0.00	\$31,697.12
Appropriations			
424 Improvement to Buildings	\$25,000.00	(\$25,000.00)	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Total Appropriations	\$25,000.00	(\$25,000.00)	\$0.00

FAIRFIELD COUNTY DISTRICT LIBRARY
2023 Non Expendable Permanent Trust Fund

Request			
GOVERNMENT FUND	Budget	Adjustments	Budget
800 Non Expendable Trust Funds	2022		Request
			2023
REVENUE			
4100 Earnings on Investments	\$0.00	\$0.00	\$0.00
6000 Contributions, Gifts & Donations	\$0.00	\$0.00	\$0.00
Plus: Carryover of Designated But Unencumbered Funds	\$52,733.05	\$0.00	\$52,733.05
Total Revenue	\$52,733.05	\$0.00	\$52,733.05
Appropriations			
Total Appropriations	\$0.00	\$0.00	\$0.00