

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JULY 19, 2022**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, July 19, 2022 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

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

TRUSTEES EXCUSED WERE: Mary Mesi.

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 Matt Wideman, Vice President.

40-22 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: Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- The Friends of the Library received more than 70 essays in conjunction with their 50th Anniversary Essay Contest and chose winners at their July meeting.
- Friends Board member Dianne Seifert will be stepping down from the Board.

PUBLIC PARTICIPATION

There was no public participation.

Mark Bohach arrives at 10:19 a.m.

DIRECTOR'S REPORT – Becky Schaade

- Allison Moore, Technical Services Librarian, attended the ALA Annual Conference in Washington DC. The Central Library Consortium (CLC) has several committees for member libraries. Moore chairs the Technical Services Committee. As a 'thank you' for chairing the committee for a two-year term, CLC agrees to pay for attendance at a national conference such as PLA or ALA. CLC pays for travel, lodging, conference registration, and food expenses. It was the first time Moore had attended a conference of this size and felt it was a very worthwhile experience.
- CLC had an ePass demo. This is a piece of software that the CLC is looking at that would allow consortium members to better manage museum and experience passes. It would allow CLC libraries to standardize practices across the consortium for the same museum. This particular piece of software was designed to be used by consortia, and branding can be done at the library level. It would allow member libraries to have an online platform where customers can checkout and reserve museum passes, print passes, and receive museum passes on a mobile device. CLC is going to explore this and other software options.
- The Library has submitted information to Communico for them to help build the Engage App. The app should be ready for customers to use soon.
- The Library will be purchasing six family community passes to The Works. There will be one per branch and two for the Main Library to circulate for a one week checkout period. The Library will also purchase three Franklin Park Conservatory passes having one for the Main Library, one for the Baltimore Branch, and one for the Northwest Branch.

- Mandy Simon from the State Library of Ohio shared data in regards to the strategic plan which was included in the Board packet. Schaade will be using this report, along with the data gathered through the survey process, and input from the leadership team to create specific goals to be accomplished system-wide over the next few years. Schaade noted on Simon's report that staff is highly valued by the customers as well as the Library's collection.

Personnel

RESIGNATION, Kayleigh Norris, Library Assistant II - Circulation Services, 20 hours per week, \$10.96 per hour, hire date May 23, 2022, resignation effective June 21, 2022.

APPOINTMENT, Hannah Adkins, Library Assistant II - Circulation Services, 20 hours per week, \$10.96 per hour, effective July 12, 2022.

PROMOTIONAL TRANSFER, Drake Hamilton, Library Assistant III – Adult Services, 20 hours per week to 37.5 hours per week, \$15.05 per hour, effective July 17, 2022.

SECRETARY'S REPORT

41-22 JUNE REGULAR MEETING MINUTES

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the minutes of the June 21, 2022 regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- The Library received its revised estimates at the end of June. Said estimate is still up 8.9% or approximately \$157,000.00 for the year.
- Since September 2021, Time Warner has not billed the Library for service at the Bremen and Norwest branches. Last summer, Time Warner moved circuits from the Main Library (219 N. Broad) to the Annex (203 N. Broad). Somewhere in that move, Time Warner said they didn't have those two circuits active although those locations continued to have service. After extensive conversations and England providing information, Time Warner feels they have it figured out. This account is under state contract and receives e-rate; however, England only has until October to file for e-rate. England estimates the Library owes approximately \$10,000.00. Bohach suggested that Time Warner be served notice that if they do not bill within a certain period of time, it becomes a zero balance because it is under state contract. Everitt suggested if billing is not what is anticipated, contact the County Prosecutor to send a letter to finalize the balance.

42-22 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Mark Bohach, seconded by Nathan Hale, that the financial report and the check register as of June 30, 2022 be approved as submitted.

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

DONATION

43-22 DONATION - UNRESTRICTED

Be it resolved, upon motion by Margaret Quamme, seconded by Nathan Hale, that the following unrestricted donation be accepted:

\$50.00 from Mr. & Mrs. Matt Traum in memory of Andrew Batchelor, Sr.

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

44-22 REVISED INSURANCE BENEFITS POLICY

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Board of Trustees approves the attached revised Insurance Benefits Policy presented to the Board by the Library Director.

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

45-22 FLU SHOTS

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the Board of Trustees approves that Library Administration may offer free flu shots to Fairfield County District Library personnel and that such cost to the Library will not exceed \$1,000.00.

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

46-22 APPROVE AMENDED 2022 ANNUAL APPROPRIATIONS – GENERAL FUND

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that the Board of Trustees amends the 2022 Annual Appropriations Budget – General Fund as attached hereto.

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

47-22 SALE AND DISPOSAL OF LIBRARY EQUIPMENT

Be it resolved, upon motion by Mark Bohach, seconded by Bryan Everitt, that the Board of Trustees has reviewed the attached inventory of miscellaneous library equipment and furniture. The Board declares all items as surplus property and approves the sale or disposal of all items in accordance with Board policy.

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

There being no further business, the meeting adjourned at 10:34 a.m.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: INSURANCE BENEFITS

PASSED BY RESOLUTION NUMBER: 44-22 DATE: JULY 19, 2022

Insurance Benefits

The library provides several different types of insurance coverage for employees. Access to coverage depends upon full or part time employment status. The Patient Protection and Affordable Care Act defines full time employment for the purpose of benefits to be working an average of 30 hours per week. All insurance costs paid by the employee will be taken by payroll deduction. Any employee choosing to not take coverage will not receive compensation in lieu of participation.

Medical Insurance

Medical coverage is available to all full time employees. For Exempt and Confidential Non-Exempt staff, the Library will pay 85% of the cost of individual coverage medical insurance, with the employee paying 15% of the cost. Family coverage is available to full time Exempt and Confidential Non-Exempt employees, with the Library paying 60% and the employee paying 40% of the cost of family insurance coverage. Please refer to the collective bargaining agreement for percentages paid for bargaining unit staff. A spouse with access to health insurance coverage through their own employment cannot be on the Library's medical plan.

Full details of the medical insurance plan are provided by the insurance company to subscribers. These details are subject to change.

Dental Insurance

Dental coverage is available to all full time employees. For Exempt and Confidential Non-Exempt staff, the Library will pay 85% of the cost of individual coverage, with the employee paying 15%. Family coverage is available to full time Exempt and Confidential Non-Exempt employees, with the Library paying 60% and the employee paying 40% of the cost of family insurance coverage. Please refer to the collective bargaining agreement for percentages paid for bargaining unit employees.

Vision Insurance

Vision coverage is available to all full time employees, with 100% of premium cost for individual or family coverage to be paid by the employee.

Short Term / Long Term Disability

The Library pays 100% of the premium for short and long term disability insurance for all full time employees. The details of this plan are described by the insurance plan documents and are subject to change. In order to qualify to use this benefit, the employee must first have exhausted their own balance of sick leave.

Life Insurance / Accidental Death and Dismemberment

The Library pays 100% of the premium for \$30,000 in life insurance and accidental death and dismemberment coverage for each full time staff member. Staff members may voluntarily chose to purchase additional supplemental life insurance, with the entire supplemental premium being paid by the staff member. Additional coverage is dependent on approval from the insurance company.

**FAIRFIELD COUNTY DISTRICT LIBRARY
2022 General Fund Budget Request**

| GOVERNMENT FUND | Annual Appropriations 2022 | Adjustments | Ammended Appropriations 2022 | Total budget % |
|--|-----------------------------------|--------------------|-------------------------------------|-----------------------|
| GENERAL FUND | | | | |
| APPROPRIATIONS | | | | |
| Salaries & Benefits-1000 | | | | |
| 1100 Salary and Leave Benefits | \$2,140,000.00 | \$0.00 | \$2,140,000.00 | 48.3% |
| 1400 Retirement Benefits | \$305,000.00 | \$0.00 | \$305,000.00 | 6.9% |
| 1600 Insurance Benefits | \$399,500.00 | \$0.00 | \$399,500.00 | 9.0% |
| 1900 Other Employee Benefits | \$6,000.00 | \$0.00 | \$6,000.00 | 0.1% |
| Total Salary & Benefits | \$2,850,500.00 | \$0.00 | \$2,850,500.00 | 64.3% |
| 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 | \$0.00 | \$6,000.00 | 0.1% |
| Total Supplies | \$91,000.00 | \$0.00 | \$91,000.00 | 2.1% |
| Purchased & Contracted Services-3000 | | | | |
| 3100 Travel & Meeting Expense | \$11,000.00 | 0.00 | \$11,000.00 | 0.2% |
| 3200 Communication, Printing & Publicity | \$72,400.00 | 5,000.00 | \$77,400.00 | 1.7% |
| 3300 Property Maintenance | \$210,000.00 | 0.00 | \$210,000.00 | 4.7% |
| 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 | 0.00 | \$125,000.00 | 2.8% |
| 3700 Professional services | \$219,500.00 | 15,000.00 | \$234,500.00 | 5.3% |
| 3800 Library Material Control Contracts | \$35,000.00 | 0.00 | \$35,000.00 | 0.8% |
| Total Purchased & Contracted Services | \$747,500.00 | 20,000.00 | \$767,500.00 | 17.3% |
| Library Materials & Information-4000 | | | | |
| 4100 Books & Pamphlets | \$240,000.00 | 0.00 | \$240,000.00 | 5.4% |
| 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 | 3.3% |
| 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 | 11.4% |

| | | | | |
|---|----------------|-----------|----------------|--------|
| Capital Outlay-5000 | | | | |
| 5200 Land Improvement | \$0.00 | 0.00 | \$0.00 | 0.0% |
| 5400 Building Improvements | \$75,000.00 | 50,000.00 | \$125,000.00 | 2.8% |
| 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 | 50,000.00 | \$189,000.00 | 4.3% |
| 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 | 70,000.00 | \$4,430,000.00 | 100.0% |

