

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

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

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

TRUSTEES EXCUSED WERE: Mark Bohach.

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.

65-22 AMEND AGENDA

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the Board of Trustees amends the agenda to add a resolution to Amend Appropriations to the Capital Projects Fund.

Roll call vote: 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 held their annual meeting on November 9, 2022. Officers for 2023 are Caitlin Parrish, President; Karyl Holt, Vice President; Roxanne Dicken, Treasurer; and Toni Miller, Secretary
- The Deck the Halls fundraiser has raised approximately \$3,500.00 in donations. In addition, many of the trees currently on display have substantial bids on them already. The last day to bid on a tree or wreath will be Sunday, December 4.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- The Central Library Consortium completed its upgrade to Polaris 7.3.
- Union negotiations are scheduled to begin on Friday, November 18 and continue on Tuesday, December 6 and Wednesday, December 7.
- Schaade and Buildings Manager Dave Clark attended the Greenfield Township Trustees meeting on November 9. Schaade explained the issues that the Library is having at the Northwest Branch regarding delivery drivers and the need for a driveway off of Old Columbus Road. Tom Shafer, Road and Cemetery Superintendent, stated that because Old Columbus is unmarked for speed, 55 mph is assumed. Pulling out of a driveway at that speed is concerning to the Trustees. Therefore, they are going to request that

Fairfield County perform a speed study to see if 35 mph might be more appropriate and follow up with the Library.

- Schaade checked with the Board to make sure that attendance at the December 20th meeting will not be a problem. Schaade anticipates having the new Union contract for Board consideration.

Personnel

TRANSFER, Melanie McCormack, from Branch Manager (Bremen Rushcreek Memorial Branch and Johns Memorial Branch) to Branch Manager (Johns Memorial Branch Library), full-time, \$59,553.00 per year, effective October 31, 2022.

TRANSFER, Samantha Betts, from Coordinator of Circulation & Customer Services to Coordinator of Branch Services, Full-time, \$69,517.50 per year, effective October 31, 2022.

PROMOTIONAL TRANSFER, Tara Hutson, from Branch Manager (Northwest Branch), full-time, \$59,553.00 to Coordinator of Customer Services, full-time, \$69,517.50 per year, effective October 31, 2022.

TRANSFER, Carrie Bowlby, from Library Assistant III – Branch Services (Johns Memorial Branch) to Library Assistant III – Branch Services (Bremen Rushcreek Memorial Branch), 20 hours per week, \$15.05 per hour, effective November 17, 2022.

SECRETARY'S REPORT

66-22 RECORDS COMMISSION MEETING MINUTES

Be it resolved, upon motion by Matt Wideman, seconded by Lisa Evangelista, that the minutes of the October 18, 2022 Records Commission Meeting be approved as submitted.

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

67-22 OCTOBER REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the minutes of the October 18, 2022 regular meeting be approved as submitted.

Roll call vote: 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) came in at an increase of 9.78% or \$14,800.00.
- The process has started for the next audit. The Auditor of State is requesting proposals for independent auditors and allowing libraries three points towards their preferred auditor choice.

68-22 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Margaret Quamme, that the financial report and the check register as of October 31, 2022 be approved as submitted.

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

DONATIONS

There were no new donations.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

69-22 AMEND 2022 ANNUAL APPROPRIATIONS

Be it resolved, upon motion by Bryan Everitt, seconded by Matt Wideman, that the Board of Trustees amends the 2022 Annual Appropriations in the General Fund to appropriate \$500,000.00 to the Transfer Out Account being 101.000.59900.

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

70-22 BUDGET TRANSFER

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, to transfer the following:

General Fund to Capital Projects Fund

General Fund	101.000.59900	Transfer Out	(\$500,000.00)
Capital Projects Fund	424.000.49900	Transfer In - Building Improvements	\$500,000.00

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

71-22 AMEND APPROPRIATION TO THE CAPITAL PROJECT FUND

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, to appropriate an additional \$250,000.00 into the Capital Project Fund Improvements to Buildings being account number 424.000.55400 for the Limestone Façade Repair Project.

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

72-22 2023 TEMPORARY BUDGET

Be it resolved, upon motion by Nathan Hale, seconded by Bryan Everitt, that the Board of Trustees approves the attached 2023 Temporary Budget.

Roll call vote: 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 10:31 a.m.

FAIRFIELD COUNTY DISTRICT LIBRARY
2023 General Fund Budget Request

TEMPORARY GOVERNMENT FUND	Actual & Estimate Budget 2022	(+/-)	Temporary Budget 2023	Total budget %
101 GENERAL FUND				
REVENUE				
1000 General Property Tax	\$1,256,000.00	\$30,000.00	\$1,286,000.00	
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	\$3,000.00	\$17,000.00	
4000 Earnings on Investments/Interest	\$8,000.00	\$8,000.00	\$16,000.00	
6000 Contributions	\$9,000.00	\$0.00	\$9,000.00	
8000 Miscellaneous	\$10,500.00	\$0.00	\$10,500.00	
Total Revenue	\$4,246,500.00		\$4,374,500.00	
Plus: Carryover of Designated But Unencumbered Funds	\$2,783,416.00		\$2,050,000.00	
Total Funds to be Appropriated	\$7,029,916.00	\$0.00	\$6,424,500.00	
APPROPRIATIONS				
Salaries & Benefits-1000				
1100 Salary and Leave Benefits	\$2,140,000.00	\$130,000.00	\$2,270,000.00	48.9%
1400 Retirement Benefits	\$305,000.00	\$15,000.00	\$320,000.00	6.9%
1600 Insurance Benefits	\$399,500.00	\$60,500.00	\$460,000.00	9.9%
1900 Other Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	0.1%
Total Salary & Benefits	\$2,850,500.00	\$205,500.00	\$3,056,000.00	65.9%
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 Communication, Printing & Publicity	\$79,900.00	(7,500.00)	\$72,400.00	1.6%
3300 Property Maintenance	\$210,000.00	10,000.00	\$220,000.00	4.7%
3400 Insurance	\$38,600.00	0.00	\$38,600.00	0.8%
3500 Rents/Leases	\$36,000.00	0.00	\$36,000.00	0.8%
3600 Utilities	\$122,500.00	(500.00)	\$122,000.00	2.6%
3700 Professional services	\$259,500.00	(17,800.00)	\$241,700.00	5.2%
3800 Library Material Control Contracts	\$35,000.00	500.00	\$35,500.00	0.8%
Total Purchased & Contracted Services	\$792,500.00	(15,300.00)	\$777,200.00	16.8%
Library Materials & Information-4000				
4100 Books & Pamphlets	\$240,000.00	0.00	\$240,000.00	5.2%
4200 Periodicals	\$30,000.00	2,000.00	\$32,000.00	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	3.1%
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	2,000.00	\$509,000.00	11.0%

Capital Outlay-5000				
5200 Land Improvement	\$0.00	0.00	\$0.00	0.0%
5400 Building Improvements	\$100,000.00	(15,000.00)	\$85,000.00	1.8%
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	30,000.00	\$30,000.00	
Total Capital Outlay	\$164,000.00	15,000.00	\$179,000.00	3.9%
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	\$500,000.00	(500,000.00)	\$0.00	0.0%
Total Appropriations	\$4,930,000.00	(291,300.00)	\$4,638,700.00	100.0%

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

GOVERNMENT FUND	Budget 2022	(+/-)	Temporary Budget 2023
220 Gifts, Contributions & Donations			
REVENUE			
2000 State Income Taxes (PLF)			
3100 Patron Fines & Fees			
4100 Earnings on Investments			
6000 Contributions, Gifts & Donations	\$1,000.00	\$0.00	\$1,000.00
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	(\$10,134.70)	\$1,500.00
Total Revenue	\$12,634.70	(\$10,134.70)	\$2,500.00
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	(\$6,000.00)	\$1,600.00
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	(\$11,100.00)	\$2,500.00

FAIRFIELD COUNTY DISTRICT LIBRARY			
2023 Capital Projects Fund			
GOVERNMENT FUND	Budget	(+/-)	Temporary Budget
400 CAPITAL PROJECTS FUND	2022		2023
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	\$500,000.00	(\$500,000.00)	\$0.00
Plus: Carryover of Designated But Unencumbered Funds	\$281,697.12	\$0.00	\$281,697.12
Total Revenue	\$781,697.12	(\$500,000.00)	\$281,697.12
Appropriations			
424 Improvement to Buildings	\$250,000.00		\$250,000.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
Total Appropriations	\$250,000.00	\$0.00	\$250,000.00

FAIRFIELD COUNTY DISTRICT LIBRARY
2022 Non Expendable Permanent Trust Fund

GOVERNMENT FUND	Budget	(+/-)	Temporary
800 Non Expendable Trust Fund	2022		Budget
			2022
REVENUE			
2000 State Income Taxes (PLF)	\$0.00	\$0.00	\$0.00
3100 Patron Fines & Fees	\$0.00	\$0.00	\$0.00
4100 Earnings on Investments	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
9000 Interfund Transfers/Advances	\$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			
801-000-54000 Library Materials	\$0.00	\$0.00	\$0.00
802-000-54000 Library Materials	\$0.00	\$0.00	\$0.00
803-000-54000 Library Materials	\$0.00	\$0.00	\$0.00
804-000-54000 Library Materials	\$0.00	\$0.00	\$0.00
Total Appropriations	\$0.00	\$0.00	\$0.00