

**FAIRFIELD COUNTY DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 21, 2023**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, February 21, 2023 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

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

**TRUSTEES EXCUSED WERE:** Mary Mesi 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 Mark Bohach, Vice President.

**20-23 AMEND AGENDA**

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the Board of Trustees amends the agenda to include a resolution to give the legal level of authority to the Fiscal Officer to transfer funds.

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**

- Garret Players' presentation of *12 Angry Men* had a full house at its Friday performance and nice attendance at the Saturday and Sunday shows. After payment was made for the rights and scripts, the Friends of the Library made almost \$500 in donations.
- Karyl Holt and Cathy Bitler will co-chair the Friends book sale in May.
- Muriel Ballou, Jim Aranda, and Nancy Conrad will co-chair the Deck the Halls fundraiser.
- There will not be a volunteer luncheon this year; however, the Friends will send out thank you cards to volunteers for their service.

**PUBLIC PARTICIPATION**

There was no public participation.

**DIRECTOR'S REPORT – Becky Schaade**

- Westerville Public Library requested information about joining the Central Library Consortium (CLC). If approved by the Governing Council, it would take CLC until 2024, or potentially even 2025, to complete the process for Westerville to join.
- FCDL now offers the digital edition of Wall Street Journal.
- The Public Library Fund (PLF) discussion has begun between FCDL, Pickerington Public Library, and the Wagnalls Library. FCDL receives 63.2%, Pickerington Public Library receives 28.5%, and Wagnalls receives 8.3% of the PLF. The formula used was based on circulation, population, staffing levels, and square footage of buildings. It was discussed what should go into a new formula such as population, circulation, square footage, and geographic area served. Currently the split is not equal because population and circulation are weighted more heavily than square footage and geographic area. The goal is to come to an agreement and have Board approval from all three entities by May so that England can prepare the Budget Request to be submitted in June.

- The Baltimore Branch closure begins today for the refresh project. There will be new paint for the entire building, new furniture, and some additional early literacy items. The branch is scheduled to reopen on Monday, March 6, 2023.
- Schaade discussed with the Board several levy options that were provided to Schaade and England by Josh Van Dyke and Chris Wagner from the Auditor's Office. Currently, FCDL has a 5-year, 0.5 mil levy that was renewed in 2018. According to the Auditor's Office, FCDL is collecting 0.319 of its 0.5 mils. This is because the rate of assessment is adjusted for increases in property value, so that the levy never generates more money than when it was first imposed. The Board discussed a renewal, a replacement, and an additional amount. They also discussed a 5-year renewal versus a 10-year. The Board did not want an additional tax, and after discussion, decided it would be best to proceed with a replacement levy at a 10-year term. Schaade will prepare the resolutions for the next Board meeting.

## **SECRETARY'S REPORT**

### **21-23 JANUARY REORGANIZATION MEETING MINUTES**

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the minutes of the January 17, 2023 reorganization meeting be approved as submitted.

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

### **22-23 JANUARY REGULAR MEETING MINUTES**

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that the minutes of the January 17, 2023 regular meeting be approved as submitted.

Roll call vote: 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 PLF came in .35% less than last year or a decrease of \$1,064.00. Every month of 2022 there was an increase, so a decrease at some point was expected.

### **23-23 FINANCIAL REPORT & CHECK REGISTER**

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the financial report and the check register as of January 31, 2023 be approved as submitted.

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

## **DONATIONS**

There were no new donations.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

### **24-23 REVISED BORROWING OF LIBRARY MATERIALS POLICY**

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that the Board of Trustees approves the attached revised Borrowing of Library Materials Policy as presented to the Board by the Library Director.

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

### **25-23 2023 ANNUAL APPROPRIATIONS BUDGET**

Be it resolved, upon motion by Lisa Evangelista, seconded by Nathan Hale, that the Board of Trustees of the Fairfield County District Library provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31, 2023, 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: Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

### **26-23 GRANT FISCAL OFFICER LEGAL LEVEL OF AUTHORITY TO MOVE FUNDS**

Be it resolved, upon motion by Nathan Hale, seconded by Lisa Evangelista, that the Board of Trustees of the Fairfield County District Library gives the Fiscal Officer the legal level of authority to move up to \$10,000.00 in accounts within the General Fund, Special Revenue Fund, and Capital Fund without prior Board approval, so long as the overall appropriation does not change. Movement of funds over \$10,000.00 will require Board approval.

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

### **27-23 SALE AND DISPOSAL OF LIBRARY EQUIPMENT**

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, 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: 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 11:26 a.m.

**FAIRFIELD COUNTY DISTRICT LIBRARY**

**BOARD OF TRUSTEES POLICY: BORROWING OF LIBRARY MATERIALS**

**PASSED BY RESOLUTION NUMBER: 24-23**

**DATE: FEBRUARY 21, 2023**

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Borrowers must have a valid library card in good standing to check out materials.

All Ohio residents are eligible to obtain a free Fairfield County District Library (FCDL) card.

To obtain a library card or replacement card, adults 18 years of age and older must present a photo I.D. and proof of current address. Without photo I.D. or proof of current address, the customer can be offered a Limited Access Card.

To obtain a library card or replacement card for a child under the age of 6, a parent or guardian must accompany the child and present a photo I.D. and proof of current address to issue the child's library card. If the parent or guardian has a FCDL account, it must be in good standing in order to obtain a Library card for their preschooler.

To obtain a library card or replacement card for a minor aged 6-17, a parent or guardian must accompany the minor and present a photo id and proof of current address to issue the minor's library card. Parents must sign the application for their child and accept full responsibility for the card being issued. Upon registration for a library card for a minor, the parent or guardian may authorize the minor to change their own PIN and to obtain a subsequent replacement card.

A driver's license or other photo identification or the in-app digital library card may be used to checkout in lieu of the actual library card. If a photo is added to the library customer's account, that photo is considered a valid ID.

A PIN (personal identification number) will be assigned to each account and will be needed to access the account online, to use the self-checkout, or to use in-house computers. To protect a Library account and personal information, customers should not disclose PINs to others. PINS are immediately encrypted. A photo ID is requested and the account holder must verify account information to change a PIN.

Each customer may designate one authorized user on their account. This authorization allows that person to check out materials on the account including checking out items on hold for the card holder. Authorized users may not access the Internet using the account. The parent or guardian of record on a minor's account is automatically authorized to use the account. The parent or guardian of record may designate one other person as an authorized user on the account.

Lost/stolen library cards should be reported at once to the Library. The customer is responsible for any materials checked out up to the time the card is reported lost or stolen. To avoid missing any overdue, hold or other messages from the Library, customers should report any address, phone or email changes to the Library immediately. The Library will make every effort to provide reminders, notices, and receipts about their accounts to customers; however, customers are ultimately responsible to pay any fees associated with their accounts regardless of the ability of the Library to provide checkout receipts or other notices.

Materials checked out are due back as follows:

Books - within 21 days  
Audiobooks and Playaways - within 21 days  
Music CDs - within 21 days  
Magazines - within 21 days  
Nonfiction DVD - within 21 days  
Fiction DVD - within 7 days  
TV DVDs – within 21 days  
Children's DVD - within 7 days  
Launchpads – within 7 days  
WiFi Hotspots – within 14 days  
Museum Passes –per organization guidelines  
Safety Cones – within 14 days

No more than two (2) Launchpad may be checked out at one time. No more than one (1) hotspot may be checked out at one time.

A customer may borrow a total of one hundred (100) library items at one time on their account. A receipt listing material due dates is offered at the time of checkout. Account status is available online on the Library's website.

Most FCDL items may be renewed up to five (5) times provided the items are not on hold for another customer. Materials may be renewed online, by telephone, or in person. Eligible items will be automatically renewed, provided they are not on hold for another customer and have not reached the limit of (5) renewals.

Borrowers under age 18 will have limited borrowing privileges for DVDs and digital resources unless given signed consent by a parent/guardian for broader access. Parents/guardians of record can add/update this consent to their child's library card at any library location at any time. A photo I.D. will be required to update any library account information.

#### **DVD Borrowing Level Options:**

**Video/VG Restricted**– No checkout of any DVD

**Video up to G/VG up to E**– Borrower may checkout DVD material rated G, TV-Y, or TV-Y-7 or Juvenile Nonfiction

**Video up to PG/VG up to E:** Borrower may checkout DVD material rated G, PG, TV-Y, or TV-Y-7 or Juvenile Nonfiction

**Video up to PG-13/VG up to T** – Borrower may check out any DVD Rated G, PG, PG-13, TV-Y, TV-Y-7, TV-14, or Juvenile Nonfiction

**Full Access** - Borrower may checkout any DVD

It is the right and responsibility of parents to guide their own family's library use while allowing other parents to do the same. The library offers parents the ability to choose a borrowing level which can limit their own child's access to DVDs. Decisions about what materials are suitable for particular children should be made by the people who know them best, their parents or guardians.

Selection is an inclusive process, in which librarians seek materials that will provide a broad range of viewpoints and subject matter. This means that while library collections have thousands of items families want, like, and need, they also will have materials that some parents may find offensive to them or

inappropriate for their children. Because an item is selected does not mean the librarian endorses or promotes it. They are simply helping the library to fulfill its mission of providing information from all points of view. Parents are encouraged to learn as much about a film or book as possible before they permit their children to view or read it.

This policy pertains to physical materials owned by the Fairfield County District Library. Materials borrowed from other libraries through library resource sharing may not designate DVDs in the same manner. Electronic movies are not restricted by the card access levels established by the FCDL.

The library assumes no responsibility for damage caused to a borrower's DVD, computer, or other audiovisual equipment.

Copyright laws limit DVD and music CDs to home viewing and listening only and prohibits their duplication. Do not copy, tamper with, or alter these materials in any way.

### **Lost Materials and Fees:**

There is no fee for an Ohio resident to obtain a FCD Library card.

There are no daily incremental fines for overdue items borrowed at any FCDL locations, except items borrowed at FCDL from statewide networks [SearchOhio](#) and [OhioLINK](#), which have their own loan terms.

Items that are 30 or more days overdue will be considered "Lost" and charged to the customer's account at the original cost to the library plus a processing fee of \$2.00. Reimbursement/credit for the cost of materials and processing will only be made for lost items that are returned within one (1) year of the lost date.

For up to one (1) year from the lost date, in lieu of paying a lost materials charge, a customer may choose to replace a lost or damaged item with an identical item in good condition. The processing fee will still be collected when an item is replaced.

The cost to replace/repair A/V material returned with a damaged case, missing cover or missing booklet is \$2.00.

There is no fee for requesting and receiving materials.

Customers with fees totaling more than \$10.00 or with more than four (4) overdue items checked out will have their library borrowing privileges blocked until the fee is paid and/or the materials are returned.

A non-refundable collection fee will be charged to a customer when lost material charges are sent to the library's collection agency.

### **Outreach/Homebound Services**

In order to ensure that all citizens have access to basic library services, the Fairfield County District Library will offer delivery of library materials within our service area to residents who are homebound due to illness or disability. Books (including large print), audio books, music CDs, and DVDs are selected by a library staff member based on each user's interests then delivered free of charge to the customer. Homebound customers may borrow a maximum of one hundred (100) items at one time.

A customer must meet one or more of the following criteria to qualify for homebound service:

- Has a permanent condition that prohibits them from safely visiting the Library.\*
- Has a temporary health situation (medical leave due to surgery, etc.) that prohibits them from safely visiting the Library. Service will be provided until recovery is complete.\*
- Resides in a nursing care facility, whether temporary or permanent.

\*A medical or caregiver's certification is required to receive homebound service. Library staff may also certify eligibility.

### **Agency Borrowing**

Agencies such as nursing homes and extended care facilities may apply to have collections of materials delivered free of charge to their facility on a regular basis. In addition, an agency card may be used by authorized staff to come to the library to select materials for residents or for agency use. Local preschool and child care centers may also request delivery of age-appropriate books or apply for agency card accounts. Each agency may have up to one hundred (100) items checked out at one time.

### **Limited Access Borrowing**

A Limited Access Card entitles the cardholder to borrow up to three (3) items at one time on the library account. A Limited Access Account also provides for Internet access, digital downloads, full renewal access and hold access.

Limited Access borrowing is available to those age 18 and over who are unable to secure a regular Full Access account due to being unable to provide proof of address or identification. Accounts in good standing may be converted into a Full Access account once proof of current address and valid identification are provided.

A PIN (personal identification number) will be required and needed to access the account online, to use the self-checkout, or to use in-house computers.

A designated authorized user will not be permitted on a Limited Access Account.

Those under the age of 18 are eligible to receive a Kids Card, which have different criteria and limitations than a Limited Access Card.

## **FAIRFIELD COUNTY DISTRICT LIBRARY**

### **PROCEDURE: BORROWING OF LIBRARY MATERIALS**

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#### **Individual Card Holders**

Good standing is defined as follows:

- For general borrowing of physical library items: fees must be under \$10.00 and overdue items cannot exceed four (4) at the time of checkout.
- For administering a card to a preschooler, the parent's account (if one exists) cannot owe over \$100.

Once a child is enrolled in kindergarten or a higher grade, the parent/guardian account is not considered when issuing the library card.

Adults (age 18+) whose library accounts became blocked when they were minors may petition to have fees waived from the time their parent/guardian was responsible for the actions on the account. When possible, fees should be transferred to the responsible parent/guardian's account when such an account exists. If no parent/guardian account exists, fees may simply be waived. Staff should use discretion when making such waivers and the age of the minor at the time the account was blocked should be a telling factor as far as the knowledge the minor had about the unreturned materials and/or fees. For fee waivers over \$50.00, the Coordinator of Customer Services or the Director should be consulted.

#### **Interlibrary Loan (ILL) Borrowing**

Most customer requests will be filled through the Central Library Consortium or by borrowing through SearchOhio or OhioLINK. On the rare occasion that specific research material, such as microfilm, is unavailable through traditional methods, FCDL can make a direct request to borrow the item from the owning institution for a customer with a library card in good standing.

Renewals are decided by the lending library. If a borrower would like to renew an ILL, they must let Library staff know in advance of the due date, to give the lending library time to respond. The borrower may be charged any expenses incurred for ILL, including postage. Every effort will be made to acquire ILL materials from libraries which do not charge a fee. Library staff will make every effort to alert the customer to any known charges before the request is placed. Damaged or lost ILL items will be billed to the customer's FCDL account at the cost determined by the lending library. This may include processing fees as well as the replacement cost of the item.

#### **ILL Lending**

Materials requested from FCDL for ILL will be checked out for seventy (70) days to allow time for delivery, use and return of the material borrowed. Up to ten (10) pages will be copied (from a non-circulating resource) free of charge and sent via mail or email to the requesting Library. FCDL holds the borrower, not the cooperating library, liable for any replacement costs, damages or overdue charges, including collection agency fees.

FCDL will not normally loan the following materials via ILL:

- Materials published within the last twelve (12) months
- Audiovisual materials in any format
- Microforms



- Board books
- Ephemeral materials (e.g. pamphlets), periodicals or newspapers
- College texts or other direct curriculum support materials
- Reference or other materials classified as non-circulating

### **Homebound Service**

Each customer will be asked to complete an "Application for Homebound Service" form and submit a signed certification of eligibility.

Once eligibility has been determined, staff will make the necessary changes in the library account to indicate that the customer is receiving Outreach Services. Homebound customers may keep possession of their library card in order to access digital resources and place items on hold. The library recognizes that homebound customers may occasionally need to utilize the library in person. This occasional use does not affect their homebound status. If homebound service is no longer needed, the library account will be changed to reflect this.

After an initial consultation with the customer to set up a profile of reading, listening and viewing preferences, Library staff will assemble materials for the individual based on his/her interests and special requests. Homebound customers may borrow a maximum of one hundred (100) items at one time.

Materials will be delivered and picked up on a prearranged and regular basis no more than every three weeks. Customers are expected to have all materials ready for pickup when new materials are dropped off. As a courtesy, whenever possible, library staff will contact the customer prior to a delivery to remind them to have returns ready.

Materials will be checked out to the customer's library card account. Items may be renewed up to five (5) times upon request provided no other customer has the item(s) on hold. Homebound customers are responsible for fees associated with lost or damaged items.

Any abuse or misuse of this library service will be sufficient cause for immediate cancellation and denial of the service in the future.

### **Agency Borrowing**

Agencies such as nursing homes and extended care facilities may apply to have collections of materials delivered free of charge to their facility on a regular basis. In addition, an agency card may be used by authorized staff to come to the library to select materials for residents or for agency use. Local preschool and child care centers may also request delivery of age-appropriate books or apply for agency card accounts.

The head of the agency desiring a library account must submit a signed request on agency letterhead to that effect. The letter may specify up to two staff member(s) with borrowing privileges. These staff members must provide photo identification to use the agency card account in the library. The head of the agency is responsible for ensuring that agency borrowing contacts are kept up-to-date. The head of the agency is also responsible for ensuring that the prompt payment of fees associated with lost or damaged items is made. Materials loaned to an agency must stay in the facility for use by or with residents. No personal loans are allowed to staff or family members of residents.

Each agency may have up to one hundred (100) items checked out at one time. Materials will be delivered and picked up on a prearranged and regular basis no more than every three weeks. Items may

be renewed up to five (5) times upon request provided they do not have other holds on them. All items must be packaged for pick up at the time that the next delivery is made. To keep agencies aware of outstanding items, overdue notices will be sent for unreturned items. After 30 days overdue, processing and replacement costs will be assessed for any unreturned items. Agency borrowing will be blocked until items are returned or until restitution is made for the lost materials.

Any abuse or misuse of this library service by an agency will be sufficient cause for immediate cancellation and denial of the service in the future.

### **Limited Access Card**

A Limited Access card is typically issued to an adult customer who cannot get a Full Access card because they do not have photo ID and/or proof of current address.

The Limited Access card has a unique patron code type and the following parameters:

- Checkout maximum of 3 items
- No Authorized User
- Up to Full Internet Access
- Up to Full Renewal Access
- Hold Access

The customer fill out a library application for the card.

The Patron Code Type **Limited Access** will be used on the registration for the Limited Access Card

Accounts in good standing may be converted into a Full Access account once proof of current address and valid identification are provided. The Limited Access account should be deactivated or overwritten once a Full Access account is issued. A Full Access account will not be issued if any items are in Lost status on the Limited Access account or if the Limited Access account has outstanding fees.

### **Banned/Blocked Patrons**

For a patron banned from any library location due to inappropriate behavior for any length of time, the following procedure should be followed:

- Place the letter "B" for banned in front of the patron barcode in the patron registration section of the patron's library card. The card will now be inactive. A message will be returned stating NO MATCHING BARCODE.
- Place a General Note from the Patron Status screen (G) in the patron account that states: "Patron Banned see notes"
- In the Patron notes field (in the blocked notes area) place a more detailed note stating reason for being banned with dates, location and staff initials.

The patron can be pulled up at any time by doing a regular name search. F6

*Note: Caution should be used when pulling up a patron by name as checkout would be possible.*

Once the patron ban/block has expired the "B" may be removed from the patron barcode to resume full access.

The patron note in the patron notes field should remain in the patron record.

(Updated 02/21/23)

**Fairfield County District Library**  
**2023**

101-GENERAL FUND

**Annual Appropriation Budget**

APPROPRIATIONS

**1000 Salaries and Benefits**

|                                |                     |
|--------------------------------|---------------------|
| 1100 Salaries & Leave Benefits | 2,470,000.00        |
| 1400 Retirement Benefits       | 348,000.00          |
| 1600 Insurance Benefits        | 460,000.00          |
| 1900 Other Employee Benefits   | 8,000.00            |
| Total Salaries & Benefits      | <u>3,286,000.00</u> |

**2000 Supplies**

|   |                   |
|---|-------------------|
| 2100 General Administrative Supplies        | 66,900.00         |
| 2200 Property Maintenance/Repairs, Supplies | 40,000.00         |
| 2300 Motor Vehicle Fuel                     | 7,500.00          |
| 2900 Other Supplies                         | 0.00              |
| Total Supplies                              | <u>114,400.00</u> |

**3000 Purchased & Contracted Services**

|  |                   |
|--|-------------------|
| 3100 Travel & Meeting Expense              | 11,000.00         |
| 3200 Communication, Publicity and Printing | 75,400.00         |
| 3300 Property Maintenance & Repair         | 227,000.00        |
| 3400 Insurance                             | 38,600.00         |
| 3500 Rent/Leases                           | 36,000.00         |
| 3600 Utilities                             | 112,000.00        |
| 3700 Professional Services                 | 245,700.00        |
| 3800 Library Materials Control Services    | 35,500.00         |
| 3900 Other Contracts & Purchased Services  | 0.00              |
| Total Purchased & Contracted Services      | <u>781,200.00</u> |

**4000 Library Materials and Information**

|  |                   |
|--|-------------------|
| 4100 Books                             | 245,600.00        |
| 4200 Periodicals                       | 32,000.00         |
| 4300 Audiovisual Materials             | 77,000.00         |
| 4500 Computer Services and Information | 150,000.00        |
| 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>519,600.00</u> |

**5000 Capital Outlay**

|                            |                   |
|----------------------------|-------------------|
| 5200 Land-Improvement      | 0.00              |
| 5400 Building Improvements | 92,000.00         |
| 5500 Furniture & Fixtures  | 80,000.00         |
| 5700 Motor Vehicles        | 30,000.00         |
| 5900 Other Capital Outlay  | 0.00              |
| Total Capital Outlay       | <u>202,000.00</u> |

**Fairfield County District Library**  
**2023**

***Annual Appropriation Budget***

|                                   |                            |
|-----------------------------------|----------------------------|
| <b>7000 Other Objects</b>         |                            |
| 7100 Dues & Memberships           | 16,000.00                  |
| 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>17,000.00</u>           |
| <br>                              |                            |
| 8900 Contingency                  | 10,000.00                  |
| 9900 Transfers Out                | 0.00                       |
| <br>                              |                            |
| <b>TOTAL APPROPRIATIONS</b>       | <u><u>4,930,200.00</u></u> |

**Fairfield County District Library**  
**2023 Annual Appropriation Budget**

220 SPECIAL REVENUE FUND

Donations, Gifts & Contributions

APPROPRIATIONS

**2000 Supplies**

|                |                 |
|----------------|-----------------|
| 2100 Supplies  | 1,200.00        |
| Total Supplies | <u>1,200.00</u> |

**3000 Purchased and Contracted Services**

|   |             |
|---|-------------|
| 3200 Printing & Publicity               | 0.00        |
| 3300 Property Maintenance               | 0.00        |
| 3500 Rents/Leases                       | 0.00        |
| 3700 Professional Services              | 0.00        |
| Total Purchased and Contracted Services | <u>0.00</u> |

**4000 Library Materials and Information**

|  |                 |
|--|-----------------|
| 4100 Books                             | 1,810.70        |
| 4200 Periodicals                       | 0.00            |
| 4300 Audiovisual Materials             | 0.00            |
| 4500 Computer Services and Information | 0.00            |
| 4600 Inter-Library Loan Fees/Charges   | 0.00            |
| 4700 Library Materials Repairs         | 0.00            |
| 4900 Library Materials & Information   | 0.00            |
| Total Library Materials & Information  | <u>1,810.70</u> |

**5000 Capital Outlay**

|                           |             |
|---------------------------|-------------|
| 5500 Furniture & Fixtures | 0.00        |
| 5900 Other Capital Outlay | 0.00        |
| Total Capital Outlay      | <u>0.00</u> |

|                    |      |
|--------------------|------|
| 8900 Contingency   | 0.00 |
| 9900 Transfers Out | 0.00 |

|                      |                 |
|----------------------|-----------------|
| TOTAL APPROPRIATIONS | <u>3,010.70</u> |
|----------------------|-----------------|

***Fairfield County District Library  
2023 Annual Appropriation Budget***

424 Capital Projects Fund

APPROPRIATIONS

    Capital Outlay

        424 Improvement to Buildings 250,000.00

TOTAL APPROPRIATIONS

\$250,000.00

***Fairfield County District Library  
2023 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 |

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

Fairfield County District Library 2023 Annual Appropriation Budget

**FAIRFIELD COUNTY DISTRICT LIBRARY**

**RECAPITULATION OF FUNDS (GRAND TOTALS)**

|                                |                              |
|--------------------------------|------------------------------|
| General Fund                   | \$4,930,200.00               |
| Special Revenue Fund           | \$3,010.70                   |
| Debt Services Fund             | \$0.00                       |
| Capital Project Fund           | \$250,000.00                 |
| GRAND TOTAL-ALL APPROPRIATIONS | <u><u>\$5,183,210.70</u></u> |



| Furniture & Equipment for Discard |   |                      |               |
|-----------------------------------|---|----------------------|---------------|
| Type of Equipment                 | Description                                 | Barcode              | Discard Plan  |
| Network Switch                    | Cisco Meraki 8 Port Switch                  | 000792               | As Per Policy |
| Table                             | Round wood base laminate top                | 000097               | As Per Policy |
| Table                             | Round wood base laminate top                | 000098               | As Per Policy |
| computer station                  | Sunburst computer carrel 6 station laminate | 000502               | As Per Policy |
| chairs                            | 20 - wood slat back side chairs             | 900020               | As Per Policy |
| Printer table                     | Printer table - open face wood              | 000319               | As Per Policy |
| computer station                  | Single pc station wood desk                 | 000328               | As Per Policy |
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| <b>DATE APPROVED:</b>             | February 21, 2021                           | Resolution No. 27-23 |               |