

**FAIRFIELD COUNTY DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
JUNE 20, 2023**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, June 20, 2023 at Fairfield Federal Savings & Loan, 111 E. Main Street, Suite 317, Lancaster, Ohio.

**TRUSTEES PRESENT WERE:** Mark Bohach, Lisa Evangelista, Bryan Everitt, Nathan Hale, 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 Matt Wideman, President.

**45-23 APPROVE AGENDA**

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

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

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

- The Friends of the Library will host an ArtWalk reception with traditional cookies baked by the Friends and the Garret Players.
- The dates for the Deck the Halls fundraiser have been decided.

**PUBLIC PARTICIPATION**

There was no public participation.

**DIRECTOR'S REPORT – Becky Schaade**

- The Ohio Senate passed their version of the state budget and it maintained the Public Library Fund (PLF) at 1.7% in permanent law. However, there are changes to the tax code that Ohio Library Council (OLC) anticipates would reduce funding over the biennium for the entire state at about \$39 million. OLC is advocating that the final version of the budget hold libraries harmless for those reductions by possibly raising the 1.7%. OLC is also asking the General Assembly that libraries be allowed to apply for the one-time funds for addressing emergency needs and critical repairs such as elevators, HVAC systems, and security systems. Other local governments and schools were able to apply for ARPA funds; however, libraries were not initially included. The biennium budget should wrap up within the next couple of weeks.
- Mary Mesi has resigned her position on the Board. She extended her thanks to all of the Board, not only for their service on the Board but the grace that they have shown her over the past few months. Mesi believes strongly in the Library's mission. Mesi's position is one appointed by Fairfield County judges. Schaade asked for suggestions from the Board regarding a new member. After a brief discussion, the following resolution was made:

## **46-23 REQUEST FOR NEW TRUSTEE**

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the Board ask the Library Director to approach Makaila Tussing to see if she is interested in being asked to be appointed to the Library Board of Trustees.

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

## **CONTINUATION OF DIRECTOR'S REPORT – Becky Schaade**

- Wagnall's Library requested that the three libraries meet again regarding the PLF split and to have Board members attend with Library Directors. Matt Wideman and Mark Bohach attended on behalf of the Fairfield County District Library (FCDL) with Schaade and England. Pickerington Public Library attended with their Director and a Board member. Wagnall's Library had several Board members and staff attend. Bohach gave the Board a summary of the meeting. Bohach, Wideman, and Schaade did not feel that the meeting moved negotiations forward. It did show that FCDL was committed to working the split out with a compromise.
- On June 6, 2023, the Commissioners approved the Library's replacement levy on the ballot. Schaade spoke briefly at their meeting to explain what that replacement would mean to the Library. The Commissioners then had the opportunity to ask a few questions. Everitt asked about how the campaign will be run. The Library will provide facts regarding the levy in the Calendar of Events. The Friends of the Library, in the past, have donated to the PAC for the purchase of yard signs and have been the only funding source for the Library's campaigns. Any monies left in the PAC at the end of the election are returned to the Friends of the Library. Schaade has not asked but anticipates that the Chamber of Commerce will again agree to have signs available at the Chamber for supporters to pick up. Hale reminded Schaade to be mindful of the early voting and will help provide information in that regard.
- The Summer Reading Program is going great. Most normal summer in years with a lot of customers signing up for summer reading and attending programs. There were 160 in attendance at the Matt Jergen's juggling program and over 40 attending a storytime at the Bremen Branch.
- Schaade let the Board know that over the months of April and May there has been an increase in security incidences. Most of these events are relatively small such as smoking in the bathroom and possessing alcohol in the building. However, there was one serious incident involving a man found to be masturbating in the women's first floor restroom. Schaade worked with the Lancaster Police Department to identify the man and he has been trespassed from all FCDL locations. He had a warrant out for his arrest so he is currently in jail. These incidents prompted Schaade to talk with other libraries regarding their Code of Conduct policies and procedures. Schaade ended up working with Columbus Metropolitan Library (CML). They had very detailed documents that were very helpful to Schaade. Schaade feels that FCDL's Code of Conduct passed by the Board is good and does not need to be updated. However, she has been working on the procedure so all staff are on the same page especially with a rubric for consequences for a large number of offences. This will empower staff to be consistent with what we are telling people if they are being suspended. If it continues, then they will go to the next consequence with progressively longer time periods. Schaade added to the procedure an opportunity to appeal a suspension when it is 30 days or longer. CML had this in their procedures but said it was rarely used. Any staff member can suspend a person for less than thirty days if their conduct warrants it; however, longer time periods have to go through the Director.
- In the next couple of months, the Library will be adding a community pass for the National Veterans Memorial for free admission.
- The Limestone Façade Project has started. They are doing a great job maintaining a safe work area. Access to the Library is still maintained.
- Otis does not have an exact delivery date on the cylinder yet. They cannot give us a firm timeline until they have a delivery date. They hope to be onsite for installation in the month of July.
- The Library is looking at replacement of its chiller due to being at the end of life. Because of the anticipated cost of the chiller replacement, Michelle Francis from OLC strongly recommended that

the Library go through the bidding process. There will be a long lead time in getting the chiller. However, Francis did not feel the long lead time was enough to declare urgent necessity. Schaade will be asking the Board to approve contracting services with SHP who is the architect that was used for the Limestone Façade Project.

- The Lancaster Festival has sent Schaade a letter advising that the Library has been chosen as a Lancaster Festival Walk of Fame honoree. The induction ceremony will be held at OUL later in July.

## Personnel

TRANSFER, Cindy Greene, from Library Assistant III – Circulation Services (Floater) to Library Assistant III – Floater (Branch), 37.5 hours per week, \$16.11 per hour, effective May 29, 2023.

APPOINTMENT, Trina Ross, Library Assistant III – Adult Services, 20 hours per week, \$15.34 per hour, effective July 11, 2023.

## SECRETARY'S REPORT

### 47-23 MAY REGULAR MEETING MINUTES

Be it resolved, upon motion by Lisa Evangelista, seconded by Nathan Hale, that the minutes of the May 16, 2023 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 President declared the motion adopted.

## FINANCIAL REPORT – Alyssa England

- The June PLF was up 3.8% which is \$11,000 more than the original estimates.
- Interest for this year has been really good which also has helped make up some of what the Library has not received in the PLF.

### 48-23 FINANCIAL REPORT & CHECK REGISTER

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

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

## DONATIONS

There were no new donations.

## UNFINISHED BUSINESS

There was no unfinished business.

**NEW BUSINESS**

**49-23 AMEND 2023 ANNUAL APPROPRIATIONS**

Be it resolved, upon motion by Mark Bohach, seconded by Lisa Evangelista, that the Board of Trustees amends the 2023 Annual Appropriations in the General Fund to appropriate \$500,000.00 to the Transfer Out Account being 101.000.59900.

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

**50-23 FUND 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: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

**51-23 AMEND APPROPRIATION TO THE 2023 CAPITAL PROJECT FUND**

Be it resolved, upon motion by Nathan Hale, seconded by Bryan Everitt, to appropriate an additional \$200,000.00 into the Capital Project Fund Improvements to Buildings being account number 424.000.55400 for the Chiller Replacement Project.

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

**52-23 APPROVING A CONTRACT FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE REPLACEMENT OF THE MAIN LIBRARY'S CHILLER**

Be it resolved, upon motion by Lisa Evangelista, seconded by Margaret Quamme, that the Fairfield County Board of Trustees desires to engage SHP to provide architectural and engineering design services for its Chiller Replacement Project at the Main Library, 219 N. Broad Street, Lancaster. An agreement has been presented to the Board for review and approval, a copy of which is attached hereto. Said Agreement sets forth the purpose thereof, the extent of participation of the parties, and the rights, duties, and responsibilities of the parties. Therefore, the Agreement is approved and the Library Director is hereby authorized and directed to execute and deliver the same.

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

**53-23 2024 BUDGET REQUEST**

Be it resolved, upon motion by Mark Bohach, seconded by Bryan Everitt, that the Board of Trustees approves the attached 2024 Budget Request.

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

**54-23 RESOLUTION OF THANKS TO MARY MESI**

Be it resolved, upon motion by Mark Bohach, seconded by Bryan Everitt, that the Board of Trustees of the Fairfield County District Library thanks Mary Mesi for her 22 years of service on the Board of Trustees including the years when she served on the Executive Committee as Secretary, Vice President, and then President.

While on the Board, Ms. Mesi provided invaluable insight, perspective, and guidance to the Board of Trustees to assist the Library in fulfilling its mission to be a continuous learning center which enriches our community by inspiring choices for reading, entertainment, and lifelong learning which are accessible to all.

The Library Board of Trustees and Administration extend its special thanks and appreciation to Ms. Mesi for her devotion and untiring efforts, and commends her contributions to the Fairfield County District Library.

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

There being no further business, the meeting adjourned at 10:58 a.m.



312 PLUM STREET, SUITE 700  
CINCINNATI, OH 45202  
513.381.2112

2 June 2023

Alyssa England  
Fiscal Officer  
Fairfield County District Library  
219 N. Broad St.  
Lancaster, OH 43130

Re: FCDL - Proposal for Chiller Replacement Project

Basic Services Fee

---

<b>Engineering</b>	<b>\$18,960.00</b>
Design + Technical Documentation	\$12,200.00
Bid Phase	\$2,600.00
Construction Administration	\$3,200.00
Close-out	\$960.00

*\*Notes:*

- 1) Technical documentation phase includes preparation of front-end specifications + estimate for the required public advertisement.*
- 2) Construction Administration phase includes a defined number of site visits. Additional trips, if required/directed will be invoiced as an additional service at \$1,320 daily rate.*
- 3) Specific exclusions: site survey, construction testing + special inspections, commissioning agent services*

Reimbursable Expenses (mileage, printing/scanning)

---

**Total** **\$2,500.00**

*\*Note: Reimbursable expenses do not include agency / permit review fees (these can be added at a later date with written authorization from FCDL)\**

Basic scope of services

---

- MEP design of (1) replacement chiller (drawings and specifications):
  - Demolition and removal of the existing chiller
  - New hydronic piping as needed
  - Electrical work associated with installation
  - Modifications to supports as needed
  - Building automation system integration
  - Specifications defining startup, training, test & balance requirements

- Meetings
  - (1) kickoff meeting with owner during design
  - (4) virtual Owner/Engineer/Contractor progress meetings during construction
- Site visits
  - (1) site visit during design to investigate existing conditions
  - (1) site visit during construction to observe progress
  - (1) site visit at project completion to perform final punchlist inspection
- Bidding & permitting
  - (1) set of bidding and permitting documents, including drawings and specifications
- Construction Administration (C/A)
  - Answering contractor requests for information
  - Shop drawing + submittal review
  - Site visits per above

### Hourly Rate Schedules

---

Attached for SHP

### Proposed modifications to the AIA Agreement

---

This proposal assumes that the contracting terms will be the same as those defined by the FCDL Limestone Replacement project currently under construction.

**FAIRFIELD COUNTY DISTRICT LIBRARY  
2024 General Fund Budget Request**

Request	Actual & Estimate		Budget	Total
<b>GOVERNMENT FUND</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Request</b>	<b>budget</b>
<b>GENERAL FUND</b>	<b>2023</b>		<b>2024</b>	<b>%</b>
<b>REVENUE</b>				
1000 General Property Tax	\$1,286,000.00	\$28,500.00	\$1,314,500.00	
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)	\$2,987,000.00	\$80,000.00	\$3,067,000.00	
2230 Rollbacks & Homestead	\$24,000.00	\$0.00	\$24,000.00	
3000 Patron Fines & Fees	\$17,000.00	\$0.00	\$17,000.00	
4000 Earnings on Investments/Interest	\$125,000.00	(\$25,000.00)	\$100,000.00	
6000 Contributions	\$9,000.00	\$0.00	\$9,000.00	
8000 Miscellaneous	\$10,500.00	(\$500.00)	\$10,000.00	
Total Revenue	\$4,483,500.00		\$4,566,500.00	
Plus: Carryover of Designated But Unencumbered Funds	\$3,018,300.59		\$2,510,300.00	
<b>Total Funds to be Appropriated</b>	<b>\$7,501,800.59</b>	<b>\$0.00</b>	<b>\$7,076,800.00</b>	
<b>APPROPRIATIONS</b>				
<b>Salaries &amp; Benefits-1000</b>				
1100 Salary and Leave Benefits	\$2,470,000.00	\$180,000.00	\$2,650,000.00	46.6%
1400 Retirement Benefits	\$348,000.00	\$25,000.00	\$373,000.00	6.6%
1600 Insurance Benefits	\$460,000.00	\$34,000.00	\$494,000.00	8.7%
1900 Other Employee Benefits	\$8,000.00	\$2,000.00	\$10,000.00	0.2%
Total Salary & Benefits	\$3,286,000.00	\$241,000.00	\$3,527,000.00	62.0%
<b>Supplies-2000</b>				
2100 General Administrative Supplies	\$66,900.00	(\$13,900.00)	\$53,000.00	0.9%
2200 Property Maintenance Supplies	\$40,000.00	\$10,000.00	\$50,000.00	0.9%
2300 Vehicle Fuel & Supplies	\$7,500.00	\$500.00	\$8,000.00	0.1%
Total Supplies	\$114,400.00	(\$3,400.00)	\$111,000.00	2.0%
<b>Purchased &amp; Contracted Services-3000</b>				
3100 Travel & Meeting Expense	\$11,000.00	2,000.00	\$13,000.00	0.2%
3200 Printing and Publicity	\$75,400.00	8,000.00	\$83,400.00	1.5%
3300 Property Maintenance	\$227,000.00	11,000.00	\$238,000.00	4.2%
3400 Insurance	\$38,600.00	1,500.00	\$40,100.00	0.7%
3500 Rents/Leases	\$36,000.00	0.00	\$36,000.00	0.6%
3600 Utilities	\$112,000.00	0.00	\$112,000.00	2.0%
3700 Professional services	\$245,700.00	8,300.00	\$254,000.00	4.5%
3800 Library Material Control Contracts	\$35,500.00	500.00	\$36,000.00	0.6%
Total Purchased & Contracted Services	\$781,200.00	31,300.00	\$812,500.00	14.3%
<b>Library Materials &amp; Information-4000</b>				
4100 Books & Pamphlets	\$245,600.00	(5,600.00)	\$240,000.00	4.2%
4200 Periodicals	\$32,000.00	0.00	\$32,000.00	0.6%
4300 Audiovisual Services	\$77,000.00	0.00	\$77,000.00	1.4%
4500 Computer Services	\$150,000.00	5,000.00	\$155,000.00	2.7%
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	\$519,600.00	(600.00)	\$519,000.00	9.1%



Capital Outlay-5000				
5200 Land Improvement	\$0.00	0.00	\$0.00	0.0%
5400 Building Improvements	\$92,000.00	8,000.00	\$100,000.00	1.8%
5500 Furniture & Equipment -general library	\$25,000.00	10,000.00	\$35,000.00	0.6%
Computers & Equipment	\$55,000.00	0.00	\$55,000.00	
5700 Motor Vehicle Purchase	\$30,000.00	(30,000.00)	\$0.00	
Total Capital Outlay	\$202,000.00	(12,000.00)	\$190,000.00	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	\$16,000.00	3,000.00	\$19,000.00	0.3%
7500 Refunds & Reimbursements	\$1,000.00	0.00	\$1,000.00	0.0%
Total Other	\$17,000.00	3,000.00	\$20,000.00	0.4%
8000 Contingency	\$10,000.00	0.00	\$10,000.00	0.2%
9000 Interfund Transfers/Advances	\$500,000.00	0.00	\$500,000.00	8.8%
Total Appropriations	\$5,430,200.00	259,300.00	\$5,689,500.00	100.0%

**FAIRFIELD COUNTY DISTRICT LIBRARY**  
**2024 Special Revenue Fund Budget**

<b>GOVERNMENT FUND</b>	<b>Appropriations</b>	<b>(+/-)</b>	<b>Budget Request</b>
<b>220 Gifts, Contributions &amp; Donations</b>	<b>2023</b>		<b>2024</b>
<b>REVENUE</b>			
2000 State Income Taxes (PLF)			
3100 Patron Fines & Fees			
4100 Earnings on Investments			
6000 Contributions, Gifts & Donations	\$1,000.00	\$700.00	\$1,700.00
7000 Sale of Bonds or Notes			
8000 Miscellaneous Revenue			
9000 Interfund Transfers/Advances	\$0.00		\$0.00
Plus: Carryover of Designated But Unencumbered Funds	\$1,310.70		\$1,284.54
<b>Total Revenue</b>	<b>\$2,310.70</b>	<b>\$700.00</b>	<b>\$2,984.54</b>
<b>Appropriations</b>			
2100 Supplies	\$900.00	\$0.00	\$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	\$1,600.00	\$484.54	\$2,084.54
5400 Building Improvements	\$0.00	\$0.00	\$0.00
5500 Furniture & Equipment	\$0.00	\$0.00	\$0.00
<b>Total Appropriations</b>	<b>\$2,500.00</b>	<b>\$484.54</b>	<b>\$2,984.54</b>

**FAIRFIELD COUNTY DISTRICT LIBRARY**  
**2023 Capital Projects Fund**

GOVERNMENT FUND	Appropriations	(+/-)	Budget Request
400 CAPITAL PROJECTS FUND	2023		2024
<b>REVENUE</b>			
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	\$0.00	\$500,000.00
Plus: Carryover of Designated But Unencumbered Funds	\$490,497.12	\$0.00	\$610,126.10
<b>Total Revenue</b>	<b>\$990,497.12</b>	<b>\$0.00</b>	<b>\$1,110,126.10</b>
<b>Appropriations</b>			
424 Improvement to Buildings	\$450,000.00	(\$150,000.00)	\$300,000.00
<b>Total Appropriations</b>	<b>\$450,000.00</b>	<b>(\$150,000.00)</b>	<b>\$300,000.00</b>

**FAIRFIELD COUNTY DISTRICT LIBRARY**  
**2024 Non Expendable Permanent Trust Fund**

<b>GOVERNMENT FUND</b>	<b>Budget 2023</b>	<b>Adjustments</b>	<b>Budget Request 2024</b>
<b>800 Non Expendable Trust Funds</b>			
<b>REVENUE</b>			
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	\$52,982.96	\$0.00	\$52,982.96
<b>Total Revenue</b>	<b>\$52,982.96</b>	<b>\$0.00</b>	<b>\$52,982.96</b>
<b>Appropriations</b>			
<b>Total Appropriations</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>