

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 20, 2024**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, February 20, 2024 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

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

TRUSTEES EXCUSED WERE: Nathan Hale.

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.

16-24 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"; Margaret Quamme, "Aye"; and Makaila Tussing, "Aye". The President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- The Friends Board did not hold a meeting in December or January.
- At the February meeting, Cathy Bitler agreed to chair the annual book sale; Muriel Ballou will chair the Deck the Halls fundraiser; and Karyl Holt will chair receptions.
- The Friends are going to hold a Book Donation Day on Thursday, April 25 from 12:00 to 6:00 pm. Books accepted will be used for the Used Book Sale in May.
- The Friends Board approved financial support in the amount of \$3,500 for the Wands and Wizards weekend.
- Garret Players will be presenting *Finishing School* on February 23, February 24, and February 25.
- The Friends received a donation of \$1,331.00 from the *Merry American Christmas* production held in December as a collaboration between the Garret Players, The Lancaster Playhouse, and the Ohio University Lancaster Theatre.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- Schaade reported to the Board that a couple of weeks ago, a gentleman was doing a First Amendment Audit of the Main Library by video recording the Library along with staff and customers. The Library's policy states that no one is allowed to take pictures or video without the consent of Administration. The gentlemen felt he had permission from the Constitution. Staff called the police non-emergency number. After a conversation with police, the man left. However, on Saturday, February 17, this gentleman posted the incident on his You Tube channel and others began to attach it to the Library's Facebook page. In turn, the Library received several harassing remarks regarding First Amendment rights. Schaade immediately locked down Facebook to not allow

comments. This man's YouTube video received over 60,000 views. He has several video tapings on You Tube doing the same thing with a variety of other places. Library staff were well trained and remained calm trying to not to let this man incite a fight. Schaade let staff know that vulgar statements were received on social media. She instructed staff to not engage if anyone else tried to attempt taping. Finally, Schaade spoke with Michelle Francis of the Ohio Library Council (OLC) who is familiar with this type of incident happening in libraries. Francis confirmed that we have a right to have a policy regarding recording in the Library as a limited public forum as well as a right to lock down comments on Facebook.

- The Central Library Consortium (CLC) will be migrating the Westerville Public Library to the consortium between November 8 and November 10 with a go live date of November 11, 2024. Items will still be able to be checked out. However, no items will be due during this time and no items can be checked in. The Library will extend hold pickup dates. FCDL is closed on Monday, November 11 for Veterans Day. Several exempt staff members have volunteered to work that day to get things caught up while the library is closed and then would take another day off during the week.
- OLC is following several pieces of proposed legislation. The first piece of legislation is the State Personal Income Tax Repeal. Ohio Legislature has announced the introduction of two plans to eliminate the state personal income tax and the Commercial Activity tax by 2030. Both plans would phase down rates with a goal of full phase out by 2030. The CAT and Income Tax revenue is approximately 45% of the State's General Revenue Fund. The second piece of legislation is the prohibition on replacement levies where the Ohio House has introduced legislation to eliminate the authority of political subdivisions to levy replacement property tax levies beginning with elections held on or after October 1, 2024. The sponsors claim eliminating replacement levies will help to alleviate voter confusion over whether they are the same as a renewal levy. OLC, along with counties, schools, parks, and other local governments, provided opponent testimony on this bill.
- The LinkedIn Learning database has been paid for by the Ohio Public Library Information Network (OPLIN) for six years. The OPLIN board determined that they are no longer able to support this statewide subscription. The reserve funds that were used to pay for it have been depleted. CLC is seeking a quote for the consortium, which would be an opt in, if libraries decided to pay for the service individually. Schaade fears that the cost of LinkedIn may be too prohibitive for FCDL. The Library will continue to have access to this service through June 30, 2024.
- The elevator project has been completed, as well as, the LED lighting at the Baltimore Branch. The Library has purchased a new desk for the lower level and removed reference shelving. This has opened up the line of sight for the lower level allowing better safety/security.
- Schaade met with State Librarian Wendy Knapp who confirmed that FCDL's legal service is the entirety of Fairfield County, excepting the area of the Pickerington Local School District. The next meeting with Wagnalls Memorial Library and Pickerington Public Library regarding the Public Library Fund (PLF) split is scheduled for Thursday, February 22.
- The Northwest Branch Manager Robin Gibson has been asked to serve on the American Library Association's Sibert Award Committee. The Sibert Award is given yearly for the most distinguished American informational book for children (non-fiction). Technical Services Manager Allison Moore has been asked to participate in *the* Ohio University Lancaster Women's Leadership Summit. Congratulations to both!

Personnel

APPOINTMENT, Megan Schenck, Library Assistant III – Branch Services (Northwest), 20 hours per week, \$15.95 per hour, effective January 22, 2024

APPOINTMENT, Amanda Lipka, Library Assistant II – Circulation Services, 20 hours per week, \$14.47 per hour, effective January 22, 2024

SECRETARY'S REPORT

17-24 JANUARY REORGANIZATION/REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the minutes of the January 16, 2024 reorganization/regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- The Library will be making the final payment on the elevator. England received the service contract where OTIS gave a credit through November of 2024. England is working with OTIS to get this corrected.
- The PLF came in 3.19% or \$8,700.00 less than estimated. The Office of Budget and Management does not feel this is a concern and does not believe the decrease will continue.

18- 24 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 January 31, 2024 be approved as submitted.

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

DONATIONS

19-24 DONATIONS - RESTRICTED

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the following restricted donations be accepted:

\$100.00 from Barbara Wollenberg, Diana Wollenberg Wilson, Denise Wollenberg Ferguson, and Donna Wollenberg Kessinger in memory of Jill Ashley Wollenberg to be used for the Baltimore Branch
\$60.00 from Mr. & Mrs. Tom Wollenberg, Mr. & Mrs. Craig Wollenberg, Mr. & Mrs. Marilyn Johnson, and Mr. & Mrs. Wayne Daniels in memory of Jill Ashley Wollenberg to be used for the Baltimore Branch
\$200.00 from Terrain Evolution, Inc. (Ms. Cynthia Ries) in memory of Jill Ashley Wollenberg to be used for the Baltimore Branch.

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

20-24 2024 ANNUAL APPROPRIATIONS BUDGET

Be it resolved, upon motion by Makaila Tussing, seconded by Margaret Quamme, that the Board

of Trustees of the Fairfield County District Library, Fairfield County, Ohio, provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31, 2024, 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: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Margaret Quamme, "Aye"; and Makaila Tussing, "Aye". The President declared the motion adopted.

21-24 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"; Margaret Quamme, "Aye"; and Makaila Tussing, "Aye". The President declared the motion adopted.

There being no further business, the meeting adjourned at 11:06 a.m.

**Fairfield County District Library
2024**

101-GENERAL FUND

Annual Appropriation Budget

APPROPRIATIONS

1000 Salaries and Benefits

1100 Salaries & Leave Benefits	2,650,000.00
1400 Retirement Benefits	373,000.00
1600 Insurance Benefits	486,000.00
1900 Other Employee Benefits	12,000.00
Total Salaries & Benefits	<u>3,521,000.00</u>

2000 Supplies

2100 General Supplies	103,000.00
2200 Property	0.00
2300 Vehicle Fuel Supplies & parts	8,000.00
2900 Other Supplies	0.00
Total Supplies	<u>111,000.00</u>

3000 Purchased & Contracted Services

3100 Travel & Meeting Expense	13,000.00
3200 Communication, Publicity and Printing	102,500.00
3300 Property Maintenance & Repair	243,000.00
3400 Insurance	40,500.00
3500 Rent/Leases	37,000.00
3600 Utilities	112,000.00
3700 Professional Services	269,500.00
3800 Library Materials Control Services	32,500.00
3900 Other Contracts & Purchased Services	0.00
Total Purchased & Contracted Services	<u>850,000.00</u>

4000 Library Materials and Information

4100 Books	240,000.00
4200 Periodicals	21,000.00
4300 Audiovisual Materials	77,000.00
4500 Computer Services and Information	165,000.00
4600 Inter-Library Loan Fees/Charges	0.00
4700 Library Material Repairs	0.00
4900 Library Material-all other	30,000.00
Total Library Materials & Information	<u>533,000.00</u>

5000 Capital Outlay

5200 Land-Improvement	0.00
5400 Building Improvements	80,000.00
5500 Furniture & Fixtures	80,000.00
5700 Motor Vehicles	0.00
5900 Other Capital Outlay	0.00
Total Capital Outlay	<u>160,000.00</u>

**Fairfield County District Library
2024**

	<i>Annual Appropriation Budget</i>
7000 Other Objects	
7100 Dues & Memberships	22,000.00
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>23,000.00</u>
8900 Contingency	10,000.00
9900 Transfers Out	0.00
TOTAL APPROPRIATIONS	<u><u>5,208,000.00</u></u>

***Fairfield County District Library
2024 Annual Appropriation Budget***

220 SPECIAL REVENUE FUND

APPROPRIATIONS

2100 Supplies	1,000.00
3300 Property Maintenance	0.00
4000 Library Materials & information	16,525.78
5500 Furniture & Equipment	0.00

Total Library Materials & Information	<u>17,525.78</u>
---------------------------------------	------------------

TOTAL APPROPRIATIONS	<u><u>17,525.78</u></u>
----------------------	-------------------------

***Fairfield County District Library
2024 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
2024 Annual Appropriation Budget

Fiduciary 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

\$0.00

Fairfield County District Library 2024 Annual Appropriation Budget

FAIRFIELD COUNTY DISTRICT LIBRARY

RECAPITULATION OF FUNDS (GRAND TOTALS)

General Fund	\$5,208,000.00
Special Revenue Fund	\$17,525.78
Debt Services Fund	\$0.00
Capital Project Fund	\$250,000.00
GRAND TOTAL-ALL APPROPRIATIONS	<u>\$5,475,525.78</u>

Furniture & Equipment for Discard			Discard Plan
Type of Equipment	Description	Barcode	Discard Plan
Desk	Reference Desk Laminate with drawers 96X20X30	000350	Per Discard Policy
Desk	Reference Desk Laminate with drawers 96X20X30	000351	Per Discard Policy
Defender DVR	Security Camera DVR	000681	Per Discard Policy
Defeway DVR	Security Camera DVR	000682	Per Discard Policy
Defender DVR	Security Camera DVR	000683	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000221	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000358	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000359	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000360	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000361	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000362	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000363	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000364	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000365	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000366	Per Discard Policy
Bookcase wood	bookcase double sided wood 36X24X60 with casters	000367	Per Discard Policy
DATE APPROVED:	February 20, 2024	Resolution No. 21-24	