FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 21, 2025

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, October 21, 2025 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

TRUSTEES PRESENT WERE: Mark Bohach, Lisa Evangelista, Bryan Everitt, Nathan Hale, Margaret Quamme, Makaila Tussing, 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 10:17 a.m. by Mark Bohach, President.

62-25 APPROVE AGENDA

Be it resolved, upon motion by Lisa Evangelista, seconded by Margaret Quamme, that the Board of Trustees approves the agenda.

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

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- Friends' member Toni Miller did a great job representing the organization at the Women's Giving Circle. Unfortunately, the Friends' StoryWalk initiative was not chosen to be funded. They will still receive $500. Miller and Schaade were approached by a Giving Circle member who told them that they could apply for a South Central Power Grant before the end of the year to help fund this project.
- This year's Winter Reading Program is themed "Hot Chocolate Challenge." The Friends approved an additional $1,000 for prizes so that adults and teens can be included this winter.
- The Friends annual meeting is set for Wednesday, November 12 at 10:15 a.m. Adult Services Coordinator Lea Carrigan will be giving a presentation on the Library's digital collection.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- The Central Library Consortium (CLC) has been working on their 2026 Budget. FCDL will have a 4% increase in dues. In 2025, dues were approximately $204,000 and will increase to $213,000 in 2026. There is a series of formulas that CLC uses to establish dues. This year there was no one particular category that increased but small increases were made over all categories. The Polaris system, which all consortium libraries use, has a 3% increase for next year. Given the resources CLC provides, this still remains an incredible value to the Library.
- There have been a few changes as follows to digital resources:
    - In regards to the Libby (Overdrive) service, it is the most popular service to customers outperforming every other digital resource FCDL uses. This is in a different consortium than CLC called Digital Downloads Ohio. All CLC libraries are also in this consortium but it also includes other libraries such as Washington-Centerville and Greene County. Due to the popularity of Libby, the consortium has decided to do something to alleviate the time customers wait for holds. Previously, customers could choose a suspension end date, but

now customers must go into their hold and manually unsuspend the hold before it will be delivered. The change is intended to keep titles moving through the hold system by only filling holds when customers are ready for them. This prevents the problem of having many holds all come available at the same time. Libby will also be lowering digital download holds permitted from 25 to 15. This is an attempt to make hold lists shorter for customers. Among the entire digital download consortium, this only affects 0.5% of customers. The change is scheduled for November 1, 2025. Anyone with more than 15 holds at that point will maintain their current list but will not be able to place additional holds until their total amount comes down to below 15. The Library has been notified that its portion of the Libby subscription will increase about $20,000 for 2026 mostly due to usage and a slight increase in the materials budgets. It will be about $75,000 for next year.

- The Library has been subscribing to Wall Street Journal online for several years through CLC. It is not an expensive subscription at $1,000 a year but the usage is not great. The Library will be cancelling it for 2026 as part of the Library's general budget reductions. That money will be allocated to other digital resources. The Library will continue to subscribe to the New York Times online which is about $2000 a year but has a much stronger usage.
- Use continues to be strong with the Hoopla app with all budgeted funds expended every month this year. The daily budget cap was reached approximately half of the days in September. Any day that the daily budget cap is not reached, the funds rolled over to the next day. When the daily budget limit is hit, it blocks customers from use. Last month it blocked customers around 6:30 p.m. If this time gets earlier, the Library may have to go from 10 borrows to 5. The amount budgeted for Hoopla service is $60,000 with each circulation being around $2.40.
- Last year the Library added Scholastic Teachables and ProQuest Historical Database which includes archived Lancaster Eagle Gazette papers. Both databases have good usage compared to their cost. Scholastic Teachables is about $2,000 per year and has been used 4,000 times this year so far. ProQuest costs a couple thousand and has been used several thousand times.
- OPLIN had been funding LinkedIn Learning for the past several years but could no longer fund the database. FCDL picked up the cost with the current contract running through June 30, 2026. LinkedIn Learning continues to provide great content; however, the Library still struggles with usage. The cost is approximately $12,400. Year-to-date use is 1,656 which is an increase of 9% over last year. It still makes the cost of use expensive. The Director will continue to monitor this database.

- The Senate overrode the Governor's veto regarding replacement levies. After January 1, 2026, replacement levies will no longer be an option.
- As part of the budget bill, Library trustee terms for both School District and County District Public Libraries was changed from 7 years to 4 years. The four-year term applies to all appointments made on or after September 30, 2025. Current trustees appointed before the new law's effective date will continue to serve out the remainder of their original seven-year term. Appointments to fill vacancies for an unexpired term will continue to be for the remainder of the term. The change in law does not place a limit on the number of terms a library trustee can serve. This change will need to be made in the Board's bylaws.
- Earlier this year, the Legislature gave certain public bodies, including public libraries, the ability to hold and attend virtual meetings. There is no requirement to allow this, it is just an option. However, before a board can hold a virtual meeting, they must adopt and follow certain policies. It could give the Board the option to have an entirely virtual meeting. However, this would be difficult for the Library and require giving 72 hours' notice (unless an emergency) to the public, including meeting time, link, agenda, and have the ability to speak during public participation. The other option would be to have some Trustees be able to virtually attend. This type of meeting would be a little easier because you are having a public meeting in a public place which fulfills the requirement for the public to be able to attend in person so you do not have to send out a link. Of the two options, the hybrid meeting would be easier for the Library to manage. There is no statutory limit on how many meetings a board could hold virtually, but the Board is able to set a

more restrictive policy than the law requires. If the Board wishes to add one of these options, bylaws would need to be amended. The bylaws need also updating to reflect new term limits. Schaade would also like to amend the language regarding public participation. After a brief discussion, the Board asked Schaade to bring a draft of proposed amendments for consideration. The hope is to have the bylaws updated with an effective date of January 1, 2026.

- The Ohio Library Council (OLC) has testified against HB 137 which would allow a taxing authority to block a library from placing a tax levy on the ballot. This bill is gaining traction because it is seen as one part of the answer to the property tax problem. This bill has had three hearings, including proponent, opponent, and interested party testimony. Schaade reached out to Representatives Miller and LaRe, as well as Brian Lorenz and Angie King, chair of the House Local Government Committee, to express her opposition to this bill.

Personnel

PROMOTIONAL TRANSFER, Matthew Rogers, from Custodian, 37.5 hours per week, $16.43 to Maintenance Technician, 37.5 hours per week. $22.15 per hour, effective September 29, 2025.
APPOINTMENT, Madison Herron, Library Assistant III – Youth Services, 20 hours per week, $16.43 per hour, effective October 7, 2025.

SECRETARY'S REPORT

63-25 SEPTEMBER REGULAR MEETING MINUTES

Be it resolved, upon motion by Nathan Hale, seconded by Matt Wideman, that the minutes of the September 16, 2025 regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- The Library is still receiving less than the originally estimated budget. In October, the Library received approximately $10,000 less. FCDL was ahead by $105,000 in June 2025. England feels the budget will be even or slightly ahead by the end of the year.
- There will be a staff meeting with the Stark County consortium with dedicated members from Medical Mutual to provide staff with information about the Library's health, dental, and vision plan including extras that the plans offers. Staff will be able to talk to representatives regarding any questions they may have. Open enrollment is next month so this is a good time for these conversations.
- On October 29, the Library is offering flu shots through the Fairfield Community Health Center.

64-25 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Makaila Tussing, that the financial report and the check register as of September 30, 2025 be approved as submitted.

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

DONATION

65-25 DONATION - RESTRICTED

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that the following restricted donation be accepted:

$3,472.54 from the Estate of Johannes Faber to be used for the Baltimore Branch

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

66-25 DONATIONS - UNRESTRICTED

Be it resolved, upon motion by Matt Wideman, seconded by Makaila Tussing, that the following unrestricted donations be accepted:

$50.00 from the Karma Thegsum Choling aka Athens KTC
$25.00 from Mr. & Mrs. Curtis Kruse in memory of Peggy Ziegler

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

67-25 RESCIND EMPLOYEE CELL PHONE USE POLICY

Be it resolved, upon motion by Matt Wideman, seconded by Nathan Hale, that the Board of Trustees hereby rescinds the Employee Cell Phone Use Policy being Resolution Number 37-18.

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

68-25 APPROVE WORK ISSUED DEVICE POLICY

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the Board of Trustees approves the attached Work Issued Device Policy as presented to the Board by the Library Director.

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

69-25 APPROVE REVISED VEHICLE USAGE POLICY

Be it resolved, upon motion by Margaret Quamme, seconded by Makaila Tussing, that the Board of Trustees approves the attached revised Vehicle Usage Policy as presented to the Board by the Library Director.

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

70-25 SALE AND DISPOSAL OF LIBRARY EQUIPMENT

Be it resolved, upon motion by Matt Wideman, 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: Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

71-25 MOVE INTO EXECUTIVE SESSION

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the Board of Trustees go into Executive Session to discuss union negotiations and the proposed union contract at 11:19 a.m.

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

72-25 MOVE OUT OF EXECUTIVE SESSION

Be it resolved, upon motion by Bryan Everitt, seconded by Matt Wideman, that the Board of Trustees move out of Executive Session at 11:37 a.m.

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

73-25 APPROVE BARGAINING UNIT AGREEMENT

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the Board of Trustees approves the negotiated agreement with OAPSE/AFSCME Local 4/AFL-CIO Local #40, effective January 1, 2026 through December 31, 2028, to be signed by an officer of the Library Board of Trustees and the Library Director.

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

There being no further business, the meeting adjourned at 11:38 a.m.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: WORK-ISSUED DEVICE

PASSED BY RESOLUTION NUMBER: 68-25 DATE: OCTOBER 21, 2025

The Library may issue mobile devices (such as cell phones, tablets, or laptops) to employees when necessary to perform job responsibilities. This policy outlines appropriate use, security requirements, and employee responsibilities to ensure proper stewardship of Library-owned equipment.

All devices and accessories issued by the Library remain the property of the Library. Devices must be returned immediately upon request, when no longer needed for work, or upon separation of employment. Employees may not transfer devices to another person without prior authorization.

Devices are intended for business use in support of Library operations. Limited personal use is permitted if it does not interfere with job performance or patron service, incur additional cost to the Library, or violate Library policies or applicable laws. Devices must be stored securely and protected from theft, loss, or unauthorized access. Employees must promptly report any lost, stolen, or damaged devices to their supervisor. Employees must use Library-issued devices in a manner that protects confidential or sensitive information, including patron records and employee data, in accordance with Library privacy policies and applicable laws.

Employees may not install applications or software that are not required for Library business or that have not been approved by the Library's designated IT staff. Employees may not disable security features, use devices for illegal, harassing, or inappropriate activities or use devices for excessive personal activity (e.g. streaming, gaming, or social media). The Library may require reimbursement for loss or damage resulting from negligence or misuse.

Employees should have no expectation of privacy when using Library-issued devices. The Library reserves the right to access, monitor, or retrieve any data stored on devices in accordance with applicable law. Use of Library devices may be subject to public records requests.

Employees must comply with all laws regarding safe device use, including hands-free requirements when driving on Library business. Devices should never be used in a way that distracts from safe conduct in the workplace or public areas.

Violation of this policy may result in disciplinary action, up to and including revocation of device privileges and/or further corrective action as outlined in Library personnel policies.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: VEHICLE USAGE

PASSED BY RESOLUTION NUMBER: 69-25 DATE: OCTOBER 21, 2025

This policy is applicable to all full or part-time employees, volunteers, and contract employees of the Fairfield County District Library who drive a motor vehicle in the course of their employment or activities on behalf of the Library. For purposes of this policy, the above-listed categories of persons are referred to as "Employees." This policy applies to vehicles titled to, purchased or leased by, or insured by or through the Fairfield County District Library and also applies to privately-owned vehicles operated by Library employees in the course of their employment or activities on behalf of the Library.

Driver Safety Rules

To ensure the safety of employees and the public, drivers must give their full attention to operating the vehicle. The following rules apply when operating a Library vehicle or a personal vehicle for Library business:

1. All drivers must be at least eighteen (18) years of age.

2. All drivers must maintain a valid Driver's License that applies to the type of vehicle to be operated. (e.g. Commercial Driver's License) and, when using a personal vehicle for Library business, maintain at least the minimum amount of insurance required by the State of Ohio.

3. All drivers must operate the vehicle in a safe, courteous and economical manner. No driver shall operate when their ability to do so safely has been impaired by illness, fatigue, or injury.

4. Driving while under the influence of alcohol, marijuana, or any controlled substance, including prescription medication that impairs safe operation, is prohibited and will result in disciplinary action up to and including termination of employment.

5. Cell phone use while driving should be avoided whenever possible. If a call is necessary, drivers must use a hands-free device or safely pull off the road before engaging in phone conversations.

6. Texting while driving is prohibited. Drivers may not manually send, read, or type text messages while operating a vehicle. Voice-activated, hands-free features may be used only if permitted by law and if they do not distract from safe vehicle operation.

7. Wearing headphones, earbuds, or Bluetooth earpieces in one or both ears while driving is prohibited.

8. All drivers and passengers must comply with the motor vehicle laws of the State of Ohio or the state in which they are driving for or on behalf of the Library, including the mandatory use of seat belts by drivers and all passengers at all times while the vehicle is in motion.

9. Employees approved to drive on Library business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.

Driver Eligibility

Hiring or promoting a person who will be required to drive as a function of their job duties will be at the sole discretion of Fairfield County District Library. An applicant or employee, who will be required to drive as a function of their job duties, may be denied employment on the basis of a driving record deemed

unsatisfactory by the Library. Denial of employment may be made without regard to the number of points or violations, whether they occurred within the past thirty-six (36) months or whether they occurred within the State of Ohio.

Employees or applicants for employment may be considered qualified to drive when the following are met to the satisfaction of Fairfield County District Library:

a. A review of the applicant's or employee's motor vehicle driving record ("MVR");

b. A favorable recommendation by Library's insurance carrier ("Insurer"); and

c. The provision by the applicant or employee of proof of insurance or compliance with the State of Ohio's Financial Responsibility Laws.

The Library Fiscal Office shall maintain an Eligible Drivers List containing the names of all employees eligible under this policy and authorized to drive a Library-owned vehicle for or on behalf of the Fairfield County District Library. Motor vehicle records of drivers will be submitted by the Fiscal Office annually for review and approval by the Library's Insurer. Upon completion of such review, the Insurer will forward to the employer recommendations regarding continuation of eligibility restrictions, etc.

Upon evaluation by the Fairfield County District Library of an employee's MVR and a recommendation by the Library's Insurer, drivers may have their driving eligibility temporarily or permanently suspended/revoked and/or be required to participate in driving or alcohol/controlled substance intervention programs. Any conviction of one or more of the violations below appearing on an employee's MVR during the prior 36 months may result in the above action being taken.

a. Driving under the influence of alcohol or drugs

b. Leaving the scene of an accident

c. Vehicular homicides or manslaughter

d. Driving during a period of suspension or revocation

e. Reckless operation or other intentional and dangerous use of a motor vehicle

f. Attempting to elude or flee a law enforcement officer after a traffic violation

g. Road rage statute violations

h. Falling asleep while driving

i. Use of a motor vehicle in the commission of a crime

j. Non-Compliance with Ohio's Financial Responsibility Law

An arrest or conviction for one or more of the above violations on or off Library time by an employee whose job responsibilities require that they drive a motor vehicle for or on behalf of the Fairfield County District Library must be reported to the employee's immediate supervisor or Administration as soon as possible but no later than forty-eight (48) hours of arrest/conviction and prior to operating a vehicle on behalf of the Library. Failure to do so may result in disciplinary action up to and including termination of employment.

Each employee's eligibility to operate a vehicle is within the discretion of the Library and extends only so long as the employee is in compliance with this Policy.

In any case where the Library or Library's Insurance carrier has temporarily or permanently suspended/revoked the employee's driving eligibility and driving is an essential, necessary or substantial

function of the employee's job, the Library may take appropriate disciplinary action, up to and including termination of employment.

Violation Reporting

Any employee whose regular job responsibilities include the operation of a vehicle must notify their immediate supervisor or Administration any case where their license has expired or is suspended or revoked or which may cause them to no longer be insurable as defined by the Library's insurer. Employees must further report any and all accidents, arrests, violations, and citations issued to them while driving for or on behalf of the Library. Failure to do so may result in disciplinary action up to and including termination of employment.

Alcoholic Beverages or Controlled Substances

No alcoholic beverages, illegal drugs or controlled substances are permitted in a Library-owned vehicle.

No employee shall operate a vehicle for Library business when any physical or mental impairment causes the employee to be unable to drive safely. This includes but is not limited to impairment caused by illness, prescribed medication or intoxication or after having consumed or used any alcohol or illegal drugs or controlled substances and while such alcohol or illegal drugs or substances remain in the employee's body in any detectable quantity.

Accidents and Traffic Citations

In investigations of vehicular accidents by the Fairfield County District Library, the emphasis will be on fact-finding, however, discipline may result. The Library may take such disciplinary action as permitted by Library policy, laws and regulations of the State of Ohio, or any applicable collective bargaining agreement.

In the event of a traffic accident or traffic stop for a violation while in the course of employment, employees shall:

1. Stop, no matter how minor the accident. Report all collisions involving vehicles to the law enforcement agency having jurisdiction.

2. Take precautions to avoid further damage or injury to persons or property.

3. Make no statements admitting responsibility.

4. Not advise other parties involved on any matter, especially that the Library will pay for the damage resulting from said accident.

5. If the collision is with an unattended vehicle or other object, try to locate the owner and call the law enforcement agency. If this cannot be done, leave a written notice with your name, address, and telephone number.

6. Be responsible for the vehicle until it has been returned to the Library or collected by the towing service. Unsafe vehicles should not be driven from the scene of an accident. Contact your supervisor or Administration regarding damage and towing if necessary.

7. Upon request, submit to a drug and alcohol test at the Fairfield Medical Center's Drug and Alcohol Collection Services Laboratory if involved in any accident or suspected of being impaired while operating a vehicle on Library business.

8. Report all accidents and known damage to vehicles to Library Administration. A report of Unusual Occurrence should be filled out completely and submitted within seventy-two (72) hours. In the event of a collision, the following information should be filed with the Unusual Occurrence:

- A copy of all law enforcement reports, citations including all statements made at the scene or afterward to law enforcement, attached.
- Repair estimates, when appropriate, in due course.

Use of Personal Vehicles on Official Library Business

Employees who use their own vehicle on Library business must be covered by the State of Ohio minimum level of liability insurance. Employees must read and sign the Vehicle Usage Acknowledgement & Insurance Coverage Affidavit.

Employees who are authorized to use their personal vehicles on Library business will be reimbursed mileage at the Board approved rate of reimbursement.

Personal Use of Library-Owned Vehicles

No Library vehicle may be used for personal reasons, other than de minims personal use (such as a stop for a personal errand on the way between a business destination and the employee's home or to stop for lunch between two business destinations). Under certain circumstances, such as threat of winter storms, a Library-owned vehicle may be kept overnight at an employee's residence.

Firearms

Employees are prohibited from carrying firearms in any vehicle driven for or on behalf of the Library. Such prohibition applies to all non-law enforcement employees regardless of whether such employee has been issued a concealed carry permit under ORC 2923.124, et seq.

Miscellaneous

Employees who are charged with traffic violations resulting from improper, unsafe or negligent behavior are solely responsible for all liabilities that result from such actions. Parking tickets, moving violations, and other fines received while operating any vehicle are the responsibility of the driver.

Employees must report theft of or from a Library vehicle to local law enforcement.

All Library-owned vehicles are smoke-free, tobacco-free, vape-free, and drug-free. Noncompliance may be subject to discipline up to, and including, suspension or termination on the first offense.

FAIRFIELD COUNTY DISTRICT LIBRARY

PROCEDURE: VEHICLE USAGE

If drug/alcohol impairment is suspected, complete the Employee Notification Form and give to the employee. Arrange for transportation. You as their supervisor may drive the employee, another supervisor may be asked to drive the employee or call for public transit.

Between 7:00 a.m. and 6:30 p.m. - Monday through Friday

FAIRFIELD MEDICAL CENTER Laboratory Department
River Valley Campus
2384 N. Memorial Drive
Lancaster, OH 43130

Phone: 740-687-8146

If reporting before 7:00 a.m. or after 6:30 p.m. or on weekends report to:

FAIRFIELD MEDICAL CENTER – Main Laboratory
401 North Ewing Street
Second Floor
Lancaster, OH 43130

Instructions at the Main Lab: If door is locked, pick up phone to announce arrival.

Fairfield County District Library

Employee Notification Form

Date_____ Time of Notification:_____

Employee Name:_____

Upon receipt of this notification, the above-named employee should report immediately to:

Between 7:00 a.m. and 6:30 p.m. - Monday through Friday

FAIRFIELD MEDICAL CENTER Laboratory Department
River Valley Campus
2384 N. Memorial Drive
Lancaster, OH 43130

Phone: 740-687-8146

If reporting before 7:00 a.m. or after 6:30 p.m. or on weekends report to:

FAIRFIELD MEDICAL CENTER – Main Laboratory
401 North Ewing Street
Second Floor
Lancaster, OH 43130

Instructions at the Main Lab: If door is locked, pick up phone to announce arrival.

(Transportation will be provided.)

LAB REQUEST

The Fairfield County District Library requests the FMC Lab to administer the 10 Panel Drug Test and Breath Alcohol Test to the above-named employee.

Please send all results to the Medical Review Officer.

The Fairfield County District Library agrees to pay for the above screenings.

Please invoice:

Fairfield County District Library
219 N. Broad Street
Lancaster, OH 43130

For any questions, please contact the Library at (740) 653-2745, extension #100.

Signature:_____

____Library Director ____Coordinator ____Supervisor

Fairfield County District Library

Vehicle Usage Acknowledgment & Insurance Coverage Affidavit

I have received and read a copy of the Fairfield County District Library Vehicle Usage Policy and agree to follow the guidelines established within said policy for both library vehicles and my personal vehicle while on library business. I understand that any non-compliance of the Vehicle Usage Policy may result in disciplinary action up to and including termination on the first offense.

Any employee approved to drive on behalf of the library is required to immediately inform their supervisor and/or library administration of any changes that may affect either their legal or physical ability to drive or their continued insurability.

If it is necessary to drive my personal vehicle, I affirm that any vehicle which I might use for library business is and will continue to be covered by the State of Ohio minimum level of liability insurance. I further affirm that my vehicle(s) shall be in safe working order and in good repair, and that the library will not be held responsible for nor pay for any damages or malfunctions that occur to my vehicle(s) while in use on library business.

_____ _____

Employee Signature Date

_____ _____

Administration Date

☐ I am unable to drive on behalf of the Fairfield County District Library.

_____ _____

Employee Signature Date

	Furniture & Equipment for Discard			
Date Added to Discard list	**Type of Equipment**	**Description**	**Barcode**	**Discard Plan**
10/7/2025	DVR	Defender Camera System DVR	673	Per Policy
10/7/2025	DVR	Defender Camera System DVR	680	Per Policy
10/7/2025	DVR	Defeway Camera System DVR	1084	Per Policy
10/7/2025	Desktop	Dell Optiplex 3040	823	Per Policy
	DATE APPROVED:	**October 21, 2025 Resolution No. 70-25**		