

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 18, 2025**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, March 18, 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 10:14 a.m. by Mark Bohach, President.

21-25 APPROVE AGENDA

Be it resolved, upon motion by Matt Wideman, seconded by Lisa Evangelista, 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

- The Garret Players' performance of *Mrs. Packard* had more than 250 people in attendance, with 130 attending on Sunday, and raised \$1,250 in donations for the Friends.
- The book sale will be held the first weekend in May with a used book collection/donation day at the end of April. The Lancaster High School boys' soccer team has again agreed to help set up.
- Last year, the Library had a summer program for teen volunteers with approximately 20 teens participating systemwide. The Library is offering the program again this year and the Friends have agreed to pay for teen volunteer t-shirts.
- The Friends are sponsoring a drawing for a \$100 Kroger gift card for anyone who checks out a physical item during the month of April in honor of National Library Week.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- The Central Library Consortium (CLC) is recommending to purge some historic item data from Polaris. Polaris currently retains approximately 10 billion rows, with an additional 800 million new records added every year. This results in slower reporting times and limits additional storage. The data being considered is detailed transaction data older than five years and keyword search data. Detailed transaction data consists of zip codes, patron codes, collection codes, and material type of an item that was checked out more than 5 years ago. Keyword search data maintains information like on this day, at this time, someone searched for the term dogs. The system never retains any information about who is conducting the searches. Under CLC's new proposal, the keyword search data would never be retained.
- March 14, 2025 was the deadline for legislators to submit their budget amendment requests. While libraries do not know how the Public Library Fund (PLF) will be impacted until the House introduces the substitute version of HB 96, it is encouraging to see positive feedback and support for our amendment to increase the PLF to 2%. Chairman Brian Stewart plans for the Finance Committee to adopt a sub bill on Tuesday, April 1, and after public testimony, to adopt an omnibus amendment on Wednesday, April 9. On April 8, Schaade and two staff members will be attending Library Legislative Day at the State House.
- HB 137 was introduced by Representative Brian Lorenz (R-Powell) which would allow taxing authorities to deny public libraries access to the ballot. HB 137 would give sole discretion to a library's taxing authority with regards to moving a levy request to the county board of elections.

Ohio Library Council strongly opposes this legislation for several reasons, including the fact that library boundaries do not always match the boundaries of the taxing authority. There are several library systems that have service areas in multiple counties and multiple school districts.

- The House Ways and Means Committee is currently having hearings on HB 28. HB 28 will eliminate the option for a political subdivision, including public libraries, to seek a replacement property tax levy. Last week, OLC and other local governmental agencies submitted opposition testimony.
- On March 5 and March 6, Schaade attended Voices for Libraries with a delegation from Ohio to Washington DC to advocate for continued funding of the Institute of Museum and Library Services (IMLS). The delegation was able to meet with 14 of the 17 federal legislators, and the meetings were positive. Schaade's role on the delegation was to share stories of successes that the library had with programs funded through the IMLS, bringing the 'human' part to statistics and budgets.
- Over the weekend, an executive order was signed by the president that requires several federal agencies to reduce its function and personnel to "the minimum presence and function required by law" including the IMLS. This has the potential to affect the State Library of Ohio, although State Librarian Mandy Knapp has indicated that the executive order only applies to non-statutory components and functions of agencies. Knapp stated that the State Library believes that the State Library's programs, services, and grants are required by law and should not be directly affected by this federal executive order. The Library only receives revenue from the IMLS in the form of awarded grants. Currently, the Guiding Ohio Online grant is awarded through Library Services and Technology Act (LSTA) funds that come from the IMLS to the State Library and then to FCDL. Guidance from the State Library is to continue to operate these grant funded programs as normal and continue any application process for next year. The State Library provides many different services for libraries across the state. Outside of grant funding, FCDL relies on the State Library for access to a number of databases (Ohio Web Library), including Ebsco, World Book, Chiltons, Ancestry, and more.
- FCDL is working with Pickaway to apply for a second year of funding for the Guiding Ohio Online program.
- The Main Library is less than a month into the expanded hours and things are going well. There definitely has been an increase in door count. Currently, the Main library is averaging 55 people on Monday nights. The average for Tuesdays, Wednesdays, and Thursdays is about 80 people from the 5:00 to 8:00 p.m. hours. The Library is averaging 15 to 20 people during the 9:00 to 10:00 a.m. hour Monday through Saturday. Schaade anticipates these numbers will only increase as more people become aware of the earlier hours and when programs begin to happen during these times. There has been positive feedback from customers, especially for the earlier opening time.
- Trane has installed an adaptor and finished up the controls on the Chiller. They have started insulating. The startup is tentatively scheduled for Friday, March 21, 2025 weather pending.
- The Awning has been installed and the lockers are scheduled to be installed this afternoon at the Northwest Branch. They should be available to customers soon.
- The A/V upgrade has been completed and the new speakers sound great and the controls are easy to use.

Personnel

APPOINTMENT, Trevor Klase, Custodian, 37.5 hours per week, \$16.43 per hour, effective February 24, 2025.

RESIGNATION, Drake Hamilton, Library Assistant III – Adult Services, 37.5 hours per week, \$17.25 per hour, hire date June 18, 2018, resignation effective February 28, 2025.

PROMOTIONAL TRANSFER, Trina Ross, Library Assistant III – Adult Services, from 20 hours per week to 37.5 hours per week, \$16.43 per hour, effective March 3, 2025.

APPOINTMENT, Taylor Powell, Adult Services Librarian, 37.5 hours per week, \$52,650.00 per year, effective March 24, 2025.

RESIGNATION, Abby Pennington, Library Assistant III – Youth Services, 20 hours per week, \$16.43 per hour, hire date October 14, 2024, resignation effective March 31, 2025.

SECRETARY'S REPORT

22-25 FEBRUARY REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the minutes of the February 18, 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 PLF for March was down 2.3% or \$2,959.40 below estimates. The \$10,145.08 overage received in January was also deducted. However, the PLF for the year remains \$61,249.95 above estimates.
- The Library received the first half of its property taxes levy in the amount of \$1,078,334.74 with England transferred \$1,010,550.50 into the STAR Ohio account.
- England attended a conference in Cleveland at the end of February hosted by Baker Hostetler, the Library's employment attorneys. Some of the sessions attended included labor relations and employment laws, NLRB, ADA compliance, and internal investigations. The information that was packed into the one-day workshop was invaluable and England would like to attend next year if it is offered by the law firm.

23-25 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Nathan Hale, seconded by Margaret Quamme, that the financial report and the check register as of February 28, 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.

DONATIONS

No donations were received.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

24-25 2025 ANNUAL APPROPRIATIONS BUDGET

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, 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, 2025, 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"; Margaret Quamme, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

25-25 APPROVE REVISED LIBRARY MATERIALS SELECTION AND ACCESS POLICY

Be it resolved, upon motion by Makaila Tussing, seconded by Margaret Quamme, that the Board of Trustees approves the attached revised Library Materials Selection and Access 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.

26-25 SALE AND DISPOSAL OF LIBRARY EQUIPMENT

Be it resolved, upon motion by Bryan Everitt, seconded by Matt Wideman, 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.

There being no further business, the meeting adjourned at 10:56 a.m.

**Fairfield County District Library
2025**

Annual Appropriations

101-GENERAL FUND

APPROPRIATIONS

1000 Salaries and Benefits	
1100 Salaries & Leave Benefits	2,820,000.00
1400 Retirement Benefits	395,000.00
1600 Insurance Benefits	548,000.00
1900 Other Employee Benefits	12,000.00
Total Salaries & Benefits	<u>3,775,000.00</u>
2000 Supplies	
2100 General Supplies	61,000.00
2200 Property	40,000.00
2300 Vehicle Fuel Supplies & parts	4,000.00
2900 Other Supplies	0.00
Total Supplies	<u>105,000.00</u>
3000 Purchased & Contracted Services	
3100 Travel & Meeting Expense	17,000.00
3200 Communication, Publicity and Printing	110,000.00
3300 Property Maintenance & Repair	275,000.00
3400 Insurance	41,500.00
3500 Rent/Leases	37,000.00
3600 Utilities	112,000.00
3700 Professional Services	353,035.00
3800 Library Materials Control Services	35,000.00
3900 Other Contracts & Purchased Services	0.00
Total Purchased & Contracted Services	<u>980,535.00</u>
4000 Library Materials and Information	
4100 Books	295,000.00
4200 Periodicals	21,000.00
4300 Audiovisual Materials	62,500.00
4500 Computer Services and Information	235,000.00
4600 Inter-Library Loan Fees/Charges	0.00
4700 Library Material Repairs	0.00
4900 Library Material-all other	12,000.00
Total Library Materials & Information	<u>625,500.00</u>
5000 Capital Outlay	
5200 Land-Improvement	0.00
5400 Building Improvements	100,000.00
5500 Furniture & Fixtures	83,000.00
5700 Motor Vehicles	0.00
5900 Other Capital Outlay	0.00
Total Capital Outlay	<u>183,000.00</u>

Fairfield County District Library

2025

Annual Appropriations

7000 Other Objects	25,000.00
7100 Dues & Memberships	0.00
7200 Taxes and Assessments	0.00
7300 Judgements & Findings	1,500.00
7500 Refunds & Reimbursements	0.00
7900 Other Miscellaneous Expenses	<u>26,500.00</u>
Total Other Objects	
8900 Contingency	50,000.00
9900 Transfers Out	100,000.00
TOTAL APPROPRIATIONS	<u><u>5,845,535.00</u></u>

Fairfield County District Library
2025 Annual Appropriations

SPECIAL REVENUE FUND

220 Gifts, Contributions & Donations

APPROPRIATIONS

2100 Supplies	1,000.00
3200 Printing & Publicity	0.00
3300 Property Maintenance	0.00
3700 Professional Services	0.00
4000 Library Materials & Information	1,000.00
5400 Building Improvements	0.00
5500 Furniture & Equipment	0.00

TOTAL APPROPRIATIONS

\$2,000.00

*Fairfield County District Library
2025 Annual Appropriations*

424 Capital Projects Fund

APPROPRIATIONS

Capital Outlay
424

Improvement to Buildings

150,000.00

TOTAL APPROPRIATIONS

\$150,000.00

*Fairfield County District Library
2025 Annual Appropriations*

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><u>\$0.00</u></u>

Fairfield County District Library 2025 Annual Appropriations

FAIRFIELD COUNTY DISTRICT LIBRARY

RECAPITULATION OF FUNDS (GRAND TOTALS)

General Fund	\$5,845,535.00
Special Revenue Fund	\$2,000.00
Debt Services Fund	\$0.00
Capital Project Fund	\$150,000.00
GRAND TOTAL-ALL APPROPRIATIONS	<u><u>\$5,997,535.00</u></u>

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: LIBRARY MATERIALS SELECTION AND ACCESS

PASSED BY RESOLUTION NUMBER: 25-25

DATE: MARCH 18, 2025

PREAMBLE

The Fairfield County District Library Board of Trustees recognizes that the United States of America is a country in which the right to free expression is guaranteed by the First Amendment to the Constitution. People may speak, hear, read and view what they choose no matter how popular or unpopular it may be, because democracy functions only when a full range of ideas are available to all people. The public library is the institution in our society which provides material representing all points of view in all fields, including political, social and religious, no matter how controversial or objectionable these ideas may be to some people. Therefore, the Fairfield County District Library, within the limits of selection standards, budget and space offers a collection that is varied, divergent, inclusive and protected by the First Amendment to the United States Constitution, the Constitution of the State of Ohio and the Library Board of Trustees' endorsement of the American Library Association's [Library Bill of Rights](#). In addition, the Board of Trustees endorses the following interpretations of the Library Bill of Rights: [Free Access to Libraries for Minors](#), [Diversity in Collection Development](#), [Freedom to Read](#) and [Freedom to View](#).

OBJECTIVES OF THE COLLECTION

The Library collection will be selected and maintained to enable each person to find the library materials and information that they want according to their own free choice. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of either the author or of the material.

The library will provide collections through which an individual may explore all points of view and issues of interest. The Library will be responsive to public demand for materials of contemporary significance and interest, while balancing this with the need to collect and preserve materials of permanent value.

The Board recognizes that library resources are not unlimited. Selection of materials must adhere to budget allocations. Resource sharing with other libraries, and electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

MATERIALS SELECTION

The scope of the collection is intended to offer all persons a choice of format, treatment and level of difficulty so that the majority of the cultural, informational, educational and recreational needs of an individual user can be met. To satisfy demand for highly specialized materials or materials which are of interest only to the advanced researcher, the library will depend on interlibrary loan service.

Materials selection is conducted by qualified librarians, with the goal of maintaining a well-balanced, vital collection that is useful to the entire community. This requires continuous evaluation and an awareness of current and future trends. Factors affecting the selection of materials include the nature and scope of the intended collections, the availability of funds and space, the continuous availability of new titles and the need to weed collections of outdated and worn out materials.

Final responsibility for materials selection rests with the Director, who administers this policy under the authority of the Board of Trustees.

Suggestions from the public and staff are welcomed and receive serious consideration. A suggestion can be made by completing a [Suggestion for Purchase request form](#). The Library is under no obligation to furnish a public platform to anyone with sufficient funds to publish or produce their viewpoint. However, it does give access to a variety of opinions on matters of current interest and encourages freedom of expression.

ACCESS

The Board of Trustees recognizes that full, confidential, and unrestricted access to information is essential in order for patrons to exercise their constitutional rights.

The Board believes reading, listening, and viewing are individual private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted.

The Library does not stand in loco parentis. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

The Library collection will be organized, marked, and maintained to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled by the Library because of controversy about the author or the subject matter.

GENERAL SELECTION CRITERIA

Recognizing the varied informational, cultural, and educational needs of the individual in a diverse community, all acquisitions, whether purchased or donated, are considered in terms of the criteria listed below. Not every item is subjected to each criteria, nor does an item have to meet a certain number of criteria for inclusion in the collection. Rather, these are general parameters within which selection decisions are made.

1. Contribution to a collection of classics and contemporary works.
2. Competence, popularity and reputation of author, illustrator, creator, producer, performer and/or publisher.
3. Qualities conducive to critical thought and understanding.
4. Timeliness and importance for contemporary society.
5. Suitability of subject and method of presentation for intended audience.
6. Relationship to existing collection and other media in the same subject field.
7. Relevance to present and projected community needs.
8. Availability of items from other Central Library Consortium (CLC) member libraries.
9. Factual accuracy and literary merit.
10. Originality and/or artistic and/or literary presentation.
11. Cost.
12. Attention of critics and reviewers.
13. Representative expression of controversial or unique points of view.
14. Suitability and durability of physical format for library purposes.
15. Relation to other resources in the community.
16. Importance as a document of the times.
17. Scarcity of materials on the subject.

CONTROVERSIAL MATERIALS

The Library has a responsibility to select and offer a representative collection of materials on varied subjects of interest to its customers, including controversial matters. The Library makes an effort to supply information that provides balanced coverage of diverse opinions so individuals can examine all sides of an issue. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers. Materials are chosen on the basis of content as a whole and are not excluded because of the origin, background or views of those contributing to their creation.

Materials in any format that contain frank treatments of certain situations, language, or illustrations which may be objectionable to some individuals are included if they meet general selection criteria. Each work must be judged on its own merits, considering the audience for whom it is intended. The Library has a responsibility to protect the rights of mature or sophisticated users by providing materials that are well balanced, authoritative and up-to-date.

CONSTITUTIONAL PROTECTION

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Constitution of the State of Ohio. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron.

If a court having jurisdiction over the Fairfield County District Library decides that any material in the collection is unprotected by these constitutions, such material will be removed immediately. Material under court consideration will remain available to patrons until a court ruling is made.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Library welcomes expressions of opinion from customers concerning materials selected or not selected for the collection. If a customer questions the content, tone, or placement of an item in the collection, they should first address the concern with a Library Supervisor. The customer should be provided with a copy of the Library's Material Selection policy to review. Customers who wish to continue their request for reconsideration of library materials maybe submit the Request for Reconsideration form (attached).

The following limitations are placed on Requests for Reconsideration:

- The requester must have reviewed the material in its entirety.
- The requester must live within the funding boundaries of the Fairfield County District Library (Fairfield County).
- No lists of materials to be reconsidered will be accepted. Each individual item must have its own completed Request for Reconsideration form.
- Materials will not be reconsidered multiple times, unless at least five years have passed since the last decision.

All Request for Reconsideration forms will be given to the Library Director. The Library Director will consult with other professional library staff, including materials selection staff and staff members with relevant subject knowledge. The item will be reconsidered using the criteria set forth in the Library Materials Selection policy and professional reviews from recognized sources. During this process, the material in question will remain accessible to library customers. A decision for retention, removal, or relocation within the Library's collection will be made, and the Library Director will notify the customer of the decision. Appeals to the Board of Trustees may be made if the requester disagrees with the Library's decision.

GIFTS

Gifts of books and other materials are accepted by the Library with the explicit understanding that the Library reserves the right to handle or dispose of them in the best interest of the institution. Materials to be added to the collection must meet the Library's selection criteria. Limitations of space and funds for staff handling and processing of gifts make it necessary to be selective in the acceptance of donations.

The Library encourages memorial gifts of money which will be used for the purchase of books and other materials.

COLLECTION MAINTENANCE

To maintain the effectiveness of the library's total collection, the library will attempt to systematically remove materials no longer useful.

Library collections should contain current materials that are in good condition and are in demand. The Main Library's collection contains a greater variety of materials because it serves as a resource for further information and as a storehouse for materials for the entire Library system. Use is of paramount importance

in deciding whether to retain a title. Space, the cost of replacement, and the appearance of the collection are additional factors in making weeding decisions.

All collections need to be weeded on a continuing and scheduled basis. Regardless of use, materials should be removed if they are duplicate copies no longer in demand; have been replaced by a newer edition; are worn, damaged, or have pages missing; or contain out-of-date, obsolete or inaccurate information.

FAIRFIELD COUNTY DISTRICT LIBRARY

PROCEDURE: LIBRARY MATERIAL SELECTION AND ACCESS

Ultimate responsibility for the library's collection rests with the Library Director who in turn delegates authority for selection to the various department managers and to those members of the staff who are qualified by reason of education, experience and daily contact with the users of the library.

Acquisition Tools

The collection development staff use a variety of selection review sources including, but not limited to, trade and professional journals, as well as the media. Examples of the types of review sources include Publisher's Weekly, Library Journal, Horn Book, School Library Journal, Booklist, Kirkus and Internet Movie Database. The library also consults vendors' and publishers' marketing tools, such as catalogs and lists of recommended titles from such vendors as Baker & Taylor, Ingram, and others. Staff also consults award lists and best seller lists as sources for purchases. Examples include the New York Times Best Seller list, Newbery Awards, Caldecott Awards, other ALA Book Awards, National Book Awards, Academy Awards, Grammy Awards and Emmy Awards.

Patron Requests

FCDL may purchase materials requested by patrons if the materials are acceptable according to the Library Materials and Access policy.

Acquisition Sources

FCDL purchases materials from jobbers such as Baker & Taylor, Ingram, & Ebsco. It also purchases from publishers who do not distribute to jobbers, such as Recorded Books and electronic database publishers. Because it outsources the cataloging and processing of materials as much as possible, the library deals primarily with those vendors who offer such services that meet the library's specifications, in particular the ability to interface with OCLC, the benchmark international network for catalog and interlibrary loan services. Additionally, the library occasionally purchases items such as the works of local authors and titles of regional interest.

General Collection Priorities

- Collection emphasis is on up-to-date information. Older materials, which remain accurate, may be retained or replaced as outlined in the above selection criteria.
- General treatments, over those which are specialized, scholarly, or primarily for professional use will be given purchase priority.
- Breadth over depth. In general, FCDL will purchase single copies of a wide range of titles rather than multiple copies of the same title. Multiple copies will be purchased when they are warranted by public demand, or when the title is of local interest and may go out of print.
- Single-volume overviews will be preferred over multi-volume works.
- Materials written in the English language are preferred with consideration given to additional languages as the need arises.
- Unabridged editions over abridgments are preferred.

Self-Published Materials

In most cases, the library will not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for self-published materials of local interest that meet the selection criteria of the collection policies.

Donations

FCDL accepts donations of materials or money with the understanding that items added to the collection must meet the same criteria as purchased materials. The library reserves the right to refuse gifts and to make all decisions about use, housing, and disposition of materials. With regard to monetary gifts, every effort will be made to respect the intent of the donor's wishes, but specific titles may or may not be purchased. For tax purposes, a receipt will be given to the donor, but the donor them self must indicate the value of the donation. If the library decides not to add a donated title to its collection, it will be donated to the Friends of the Library for book sale.

Donations of Book, DVDs, CDs or other materials –

- Give the customer the Donation Receipt to fill out in full and the staff person receiving the materials may sign and return the receipt to the customer immediately.
- Staff is not expected to count the number of items received ... if what the customer fills out seems reasonable, that is enough to justify an endorsement of the materials received.
- Staff should not offer a receipt for materials which are clearly unusable - mildewed, wet or falling apart.

Weeding and Replacement

FCDL discards books on a regular basis to maintain the usefulness of the collection. A regular schedule of collection maintenance will be followed to ensure a vibrant and useful collection at each FCDL location. As a general rule, materials are withdrawn if they have had no circulations within the last three to five years. Generally, discards will be donated to the Friends of the Library for book sale.

The following criteria are considered when making the decision to retain, replace, or weed: significance and relevance to current classification holdings;

- Presence of multiple copies
- Availability of new works; titles in a series
- Circulation statistics; age and physical condition
- Timeliness of materials
- Shelf space

(Updated 3/2025)

Request for Reconsideration

Date _____

Please complete this form and return it to a library staff member.

Name _____ Phone # _____

Address _____

City _____ State _____ Zipcode _____

Email _____

Do you represent: Yourself An Organization? (check one)

Are you a resident of Fairfield County, Ohio? Yes No (Only residents of Fairfield County may request reconsideration.)

What type of material or service are you commenting on?

- Book Magazine Movie Music CD
 Library Program Display/Exhibit Other: _____

What item/program/display are you commenting on? Please include title/author/performer for items. Please include title and date for programs or displays.

Did you read, view, or listen to the entire work? Yes No

The Library will not consider a request for reconsideration if the item is not examined in full.

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

Staff Use Only:
Staff Initials: _____
Customer Contact: _____

Thank you for your comments. The Library Director will contact you regarding your concerns. Please use the back of this page for further comments, if necessary.

