

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
APRIL 15, 2025**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, April 15, 2025 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

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

TRUSTEES EXCUSED WERE: Margaret Quamme.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; and Leslie Yost, Administration Assistant.

The meeting was called to order at 10:12 a.m. by Mark Bohach, President.

27-25 APPROVE AGENDA

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

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

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- The Friends of the Library continue with their plans for book donation day on April 24 with a rain date of April 25. The Lancaster High School boys' soccer team will again help with the book sale setup along with the Friends and Rotary members.
- The Garret Players next performance of Four Old Broads will be on May 16, May 17, and May 18.

PUBLIC PARTICIPATION

No public participation.

DIRECTOR'S REPORT – Becky Schaade

- Schaade wanted to thank library supporters for reaching out to House representatives. Although the House says their proposed budget does not eliminate the Public Library Fund (PLF) which is currently 1.7% of the General Fund in permanent law; they are moving it to a line item in the General Fund making it vulnerable to future elimination with flat funding for the next two years. Local news stations are portraying it as a victory for Ohio libraries although it is not. Schaade believes that although Governor DeWine is supportive of library funding through the General Fund, the Senate is not. Currently FCDL gets 1/3 of its funds from the public and 2/3 from the PLF. Also included in the House budget is the following:
 - language that would require public libraries to place material related to sexual orientation and gender identity/expression in a portion of the library that is not primarily open to the view of minors;
 - language that reduces the number of years a trustee serves from 7 to 4 years;
 - prohibits a government entity, including public libraries, from placing menstrual products in men's restroom of a public building;

- proposes funding Dolly's Imagination Library at \$8.25 million in each biennium of the budget whereas the Governor's budget is \$10 million; and
- makes a change to the makeup of the County Budget Commission by removing the county prosecutor and replacing with a county commissioner. The county auditor and county treasurer would remain as part of the commission.

The next step in the budget process is for it to go to the Senate. The Ohio Library Council (OLC) will be providing budget testimony in the month of May. They are currently not asking for public contact of the Senate. During Legislative Day, representatives cancelled their meetings with Library personnel because they stated that they needed to address community concerns. Schaade dropped off literature with each representative. Schaade was able to meet with Senator Schaffer.

- The Library collaborated with The Rainbow Alliance of Fairfield County for a program titled Pride Not Prejudice on Thursday, March 27. The description of the program was: Join the Rainbow Alliance of Fairfield County to learn more about the LGBTQ+ community. This program will cover a variety of topics, from terminology and pronouns to LGBTQ+ history and ways to support folks in the present day. People of all levels of knowledge who want to be allies to friends, family, and colleagues are welcome. A local group known as the Fairfield County Conservatives made it known that they would be standing in front of the library, praying. This is permitted and not an issue, but Schaade continued with a contingency plan just in case anything escalated. The program was fine with about a half dozen community members praying and 84 people in attendance at the program. Out of over 1,000 programs per year, the Library hosts approximately five that are in regards to LGBTQ+. The Library has received several supportive comments from customers on the program.
- Staff Development Day (SDD) is scheduled for Tuesday, April 29. All FCDL locations will be closed with all staff coming to the Main Library for the day. The schedule for SDD includes Ohio Ethics Commission trainer Susan Willeke; Introduction to Artificial Intelligence with our Guiding Ohio Online trainer Andrew Hewetson; and Community Heart Watch presenter Teri Watson, who will be doing a refresher training on using AEDs and Hands-only CPR. There will be time for department meetings, as well as a few other updates for staff. The Friends of the Library have provided funding for lunch again this year.
- The Northwest locker project has been completed and lockers are available for customer use.
- The startup for the Main chiller did not happen. Not all parts of the project were completed. Schaade contacted SHP and put pressure on them to schedule completion otherwise the \$250.00 per day fee would be assessed against payment. The chiller is due to be completed Thursday, April 17.
- Search Ohio is the system that the library uses that allows customers to connect with academic and public libraries across the state to request materials not owned locally. Last year, the system shared more than six million items with each other. As lending has grown, so have issues with the system so it needs to be upgrade. Between May 23 and October 27, customers will not be able to borrow or renew items from the OhioLink collections. Between August 1 through October 27, customers will not be able to borrow or renew items from the SearchOhio collections. However, returns can be processed as usual. OhioLINK, the academic portion, is changing ILS systems at the same time, which why the expected downtime is longer. The benefits of the new system will allow SearchOhio to expand the number of libraries participating; cloud-based solution that no longer relies on local IT support for service and maintenance; simplified user experience; and being offered at no development costs to our library. This upgrade to SearchOhio will not affect CLC borrowing. For 2024, SearchOhio items sent out from FCDL were 5,231 and SearchOhio items received were 1,639.

SECRETARY'S REPORT

28-25 MARCH REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the minutes of the March 18, 2025 regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- The Public Library Fund for the year is up \$74,541.00. April was up another 6.55%. England anticipated receiving \$174,000 but received \$188,000 for the month of March.
- England met with representatives from Medical Mutual. The insurance representatives were optimistic about receiving favorable news regarding renewal rates. They are scheduled to meet soon with the Stark County Consortium.

29-25 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Matt Wideman, seconded by Nathan Hale, that the financial report and the check register as of March 31, 2025 be approved as submitted.

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

DONATIONS

No donations received.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Board reviewed the Request for Public Records Policy being resolution 98-07 and the Voter Registration Policy being resolution 70-08 and had no changes.

30-25 APPROVE REVISED FIXED ASSET INVENTORY POLICY

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the Board of Trustees approves the attached revised Fixed Asset Inventory Policy as presented to the Board by the Fiscal Officer.

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

There being no further business, the meeting adjourned at 10:52 a.m.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: FIXED ASSET INVENTORY

PASSED BY RESOLUTION NUMBER: 30-25 DATE: APRIL 15, 2025

The library will take a physical inventory of fixed assets at a minimum of once every two years.

Fixed assets are those items that have a life expectancy of three (3) years or more for which the Library has paid \$500.00 or more. Items with a value of more than \$500.00, but with a life expectancy of less than three-years will be included in General Fund capital expenditures, but will not be added to the inventory.

Library reference and circulating materials are not considered fixed assets.

FAIRFIELD COUNTY DISTRICT LIBRARY

PROCEDURE: FIXED ASSET

1. **Building List** of library-owned buildings to be updated annually:
 - Year constructed and year(s) of any major alterations/additions
 - Square footage
 - Type of construction
 - Purpose of structure
 - Latest valuation of building
2. **Asset Inventory** of items having a useful life greater than three years and an initial cost of \$500 or more. This includes assets such as vehicles, furniture, computer equipment, phone systems, etc.
 - Information recorded shall include: Item description, serial/VIN number, asset (inventory) tag number, initial cost, current location
 - The Fiscal officer should be notified of all updates, transfers and when inventory items are added to the discard list
 - Computers and related equipment may be maintained by the IT Manager as part of a dedicated IT inventory list. IT Manager will submit transfers and updates to the Fiscal Officer to maintain the inventory system
 - The library does not depreciate fixed assets
3. **Data Processing Software List** sufficient for insurance and audit purposes. Backups of business-necessary software shall be completed often and protected/stored offsite as necessary.
4. **Non-Circulating Valuable Artwork List** to include artist, date, and appraised value, if applicable.
5. **Library Materials List** can be created from the circulation system; library materials are not inventoried as part of this policy. However, the Fiscal Officer shall ensure circulated materials are adequately insured.

Disposal of Assets

A list of assets to be disposed will be provided to the library board for approval.

When an item no longer has value to the library, it will be removed from inventory and handled as follows:

1. Items will be placed on the Discard list in the Staff Share Folder and marked waiting for approval. Once discard is approved, the inventory tag will be removed.
2. Books and other material, no longer deemed appropriate for the collection, may be donated to the Friends of the Library or non-profit charitable organizations.
3. Furniture, equipment, or other items no longer of use to the library may be donated to a non-profit charitable organization to be repurposed.
4. Items not donated may be sold through auction (including on-line auction) or publicly advertised sale with any proceeds from such sale being deposited to the General Fund of the Library. The Director is authorized to approve the sale or disposal of assets. The notification will advise potential buyers that items will be sold as is and must be removed at the buyer's expense by a specified deadline. Prior to such sale, the Fiscal Officer will prepare a list of those items to be included in the sale for approval by the Board of Trustees.
5. If an item is determined by the Fiscal Officer to have marginal or no resale value, or it does not sell through auction or publicly advertised sale, it may be sold, recycled, or discarded in the best interest of the library.
6. The Fiscal Officer is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

7. In an instance where an item of surplus inventory is determined by the Director or Fiscal Officer to have unusual, historic or artistic value such items may be referred to the Board for determination of value which may include the services of a professional appraiser or outside expert opinion.