

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 17, 2025**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, June 17, 2025 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

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

TRUSTEES EXCUSED WERE: Nathan Hale & Makaila Tussing.

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 Mark Bohach, President.

37-25 APPROVE AGENDA

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

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

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- The Friends of the Library membership chair, Jean Hammer, reported that they have 151 members, the highest number of memberships that anyone on the board remembers.
- The Friends were invited to present at the September meeting of the Fairfield Foundation's Women's Giving Circle. Toni Miller, Friends Secretary, has volunteered to present. The Giving Circle invites three non-profits to present on a program or initiative of the non-profits choosing, with the Women's Giving Circle voting on a winner. The winner is awarded approximately \$5,000 for their program with the other two organizations receiving \$500.
- The Friends voted to partner again in the collaboration between the Garret Players, the Lancaster Playhouse and Ohio University Lancaster Theatre for their December production of *Annie*. Last year the Friends made \$5,000 from this partnership. However, OUL's Artistic Director, Victor Jones, did make it known to the group that the production costs for this production are higher than usual, so it is likely that it would not generate as much funds as last year's performance. In the unlikely situation that the production costs are not met by ticket sales, the participating organizations would be expected to contribute to make up for production costs. The Friends were willing to continue the partnership.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- The OHIOlink pause has gone into effect. The SearchOhio service interruption is to begin on August 1, 2025 and is anticipated to restart on October 28, 2025.
- The Central Library Consortium (CLC) implemented an immutable storage solution for Polaris production database, backups that cannot be changed or deleted for 28 days, even by CLC staff. They are stored on an Azure backup account that uses a separate 'break the glass' admin login. CLC already has a 'belt and suspenders' approach to backups but this adds an additional safety net mainly to prevent ransomware attacks. There will be no additional costs to consortium members for 2025 with a small increase in price anticipated in 2026.

- The Ohio Senate voted on their version of the state budget bill. It was similar to the House bill with a few additional items of concern to libraries. The Senate's version makes the Public Library Fund (PLF) a line item appropriation at the same funding that the House proposed being \$490 million in 2026 and \$500 million in 2027. However, the Senate version proposes funding several state-wide library services such as the State Library, OPLIN, regional library systems, and the Ohioana Library which is approximately \$10.3 million each year from the PLF making the funding to libraries even less. With funding for statewide agencies coming off the top of the budget, libraries can likely expect \$479.7 million in fiscal year 2026 and \$489.7 million in fiscal year 2027 resulting in almost a \$25 million cut in state funding in comparison to fiscal year 2025. The Senate's version also keeps House-proposed language on materials deemed harmful to juveniles, requiring libraries to place materials related to sexual orientation or gender identity/expression in a portion of the public library that is not open to the view of persons under the age of eighteen. The Senate also maintained the reduction of library board trustees' terms from a 7-year terms to a 4-year term. Also, new language was added by the Senate that would allow County Budget Commissions to reduce tax collections and eliminate the option for replacement levies which could further affect local library revenues. There is also a possibility that the conference committee may add provisions from HB 209 and HB 335 related to County Budget Commissions to the current version of the bill. Schaade received numbers from the Budget Commission late yesterday and FCDL's split reduction will be about \$105,000 less for 2025.
- The County Budget Commission requested statistical information from FCDL, Pickerington Public Library (PPL), and Wagnalls Memorial (WAG) by March 31, 2025 which included a 5-year projection. The Budget Commission then returned a Library Allocation Analysis to FCDL, PPL, and WAG on May 28, 2025. Using the datapoints requested, they calculated percentages for variables plus the State Library service area population and the 'adjusted' population of WAG being credited with Bloom Township at the request of WAG. Both scenarios resulted in 57% of the funding going to FCDL, 38% to PPL, and 5% to WAG, no matter which population was credited to them. When compared to percentages in 2025, this would be a 1.81% reduction for WAG, a 0.55% reduction to FCDL, and a 2.36% increase to PPL. However, the Commission felt that further consideration was warranted because of the difference in scale among the libraries, with FCDL and PPL operating budgets that are more than nine times larger than that of WAG. The Budget Commission stated that the larger libraries maintain carryover balances that provide stability for their operations, while WAG has not been able to build a carryover because their operational needs remain disproportionately high. For these reasons, the Budget Commission felt that there should be a guaranteed minimum percentage. The proposed minimum allocation of 6% for WAG aligns with the historical low between 2004 and 2024. This would make FCDL's share 56.23% (-1.32%) and PPL's share 37.77% (+2.13%). The Budget Commission wanted to keep this proposed split over a 3-year term. Schaade met with Auditor Carri Brown to express concerns she had with this analysis. Her concerns included the minimum allocation that was set for WAG at their 20-year low. FCDL's 20-year low during the same time period was 60%. What would FCDL's minimum allocation be set at? The data used still does not take into account the geographical disparity that FCDL faces with providing service to 91% of the county compared to PPL's 8% and WAG's 0.5%. There were discrepancies in the survey data around CLC dues, which has been rectified. The analysis mentions that after the minimum allotted amount for WAG is accounted for, the percentages for both PPL and FCDL are consistent with the performance indicator of circulation which Schaade recommended that the indicator of population between FCDL and PPL be considered instead. WAG and PPL both had separate and distinct concerns. PPL's concerns focus on the importance of preserving data-driven decision making instead of legacy practices that lack documentation or defensible logic. WAG's argument mostly centers around their need for additional funding to meet their community needs and the fact that they feel they are outperforming in service activity in relation to their size. The three libraries and Auditor Carri Brown are scheduled to meet on Tuesday, July 1, 2025. The Budget Commission hearing for library allocations is scheduled for Monday, August 4, 2025.
- The Summer Reading Program is underway with more than 1,000 customers already participating and door counts increasing by 10% exceeding numbers since before Covid.
- Nearly all remaining items have been completed on the chiller. All pay applications, amounting to all but \$3,000 of the project cost, have been paid.

Personnel

APPOINTMENT, Brynn Sowers, Library Assistant III – Circulation Services, 20 hours per week, \$16.43 per hour, effective May 27, 2025

APPOINTMENT, Adriana Lutz, Library Assistant III – Circulation Services, 20 hours per week, \$16.43 per hour, effective June 9, 2025

Matt Wideman left the meeting at 11:50 a.m. during the Director's Report.

SECRETARY'S REPORT

38-25 MAY REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that the minutes of the May 20, 2025 regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- June PLF distributions were up 7.51% over original estimates being approximately \$105,000 for the year.
- Perry & Associates have completed the Library's Audit. Auditor Sarah Burns will be presenting the post-audit report; however, the findings indicated that everything proceeded smoothly, with no issues or concerns identified.
- The Stark COG consortium voted last week on the insurance renewal information. There will be an increase of 4.9% to medical insurance allowing for one premium holiday in the next fiscal year. There was a minimal decrease in dental. England and the Deputy Fiscal Officer Keely Thompson will be attending semiannual summer conference of the Stark COG.

39- 25 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the financial report and the check register as of May 31, 2025 be approved as submitted.

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

DONATIONS

40-25 DONATIONS - UNRESTRICTED

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

\$25.00 from the Hartung family in memory of Richard Welch

\$25.00 from Mr. & Mrs. Curtis Kruse in memory of Walter Frank Zeigler

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

41-25 2026 BUDGET REQUEST

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the Board of Trustees approves the attached 2026 Budget Request.

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

42- 25 RESCIND PATRIOT ACT POLICY

Be it resolved, upon motion by Margaret Quamme, seconded by Bryan Everitt, that the Board of Trustees hereby rescinds Resolution Number 65-11 Patriot Act Policy.

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

There being no further business, the meeting adjourned at 10:55 a.m.

Fairfield County District Library
General Fund Budget

			6/12/2025	
2026 General Fund				
GOVERNMENT FUND				
	Appropriations		Budget	Total
	Budget	Adjustments	Request	budget
GENERAL FUND	2025		2026	%
REVENUE				
1000 General Property Tax	\$1,875,000.00	\$37,000.00	\$1,912,000.00	25.9%
2100 Federal Grants-in-Aid	\$37,000.00	\$4,000.00	\$41,000.00	0.6%
2110 Federal Grants/Erate	\$24,000.00	\$0.00	\$24,000.00	0.3%
2220 State Grant-Restricted	\$0.00	\$0.00	\$0.00	0.0%
2200 State Income Tax (PLF)	\$2,850,000.00	\$0.00	\$2,850,000.00	38.6%
2230 Rollbacks & Homestead	\$20,000.00	\$5,000.00	\$25,000.00	0.3%
3000 Patron Fines & Fees	\$20,000.00	\$0.00	\$20,000.00	0.3%
4000 Earnings on Investments/Interest	\$220,000.00	(\$30,000.00)	\$190,000.00	2.6%
6000 Contributions	\$7,000.00	\$0.00	\$7,000.00	0.1%
8000 Miscellaneous	\$5,000.00	\$0.00	\$5,000.00	0.1%
Total Revenue	\$5,058,000.00		\$5,074,000.00	
Plus: Carryover of Designated But Unencumbered Funds	\$2,312,522.03		\$2,300,000.00	31.2%
Total Funds to be Appropriated	\$7,370,522.03	\$0.00	\$7,374,000.00	100.00%
APPROPRIATIONS				
Salaries & Benefits-1000				
1100 Salary and Leave Benefits	\$2,820,000.00	\$140,000.00	\$2,960,000.00	50.9%
1400 Retirement Benefits	\$395,000.00	\$3,000.00	\$398,000.00	6.8%
1600 Insurance Benefits	\$548,000.00	\$8,000.00	\$556,000.00	9.6%
1900 Other Employee Benefits	\$12,000.00	(\$3,000.00)	\$9,000.00	0.2%
Total Salary & Benefits	\$3,775,000.00	\$148,000.00	\$3,923,000.00	67.5%
Supplies-2000				
2100 General Administrative Supplies	\$46,000.00	\$14,000.00	\$60,000.00	1.0%
2200 Property Maintenance Supplies	\$55,000.00	\$5,000.00	\$60,000.00	1.0%
2300 Vehicle Fuel & Supplies	\$4,000.00	\$0.00	\$4,000.00	0.1%
Total Supplies	\$105,000.00	\$19,000.00	\$124,000.00	2.1%
Purchased & Contracted Services-3000				
3100 Travel & Meeting Expense	\$17,000.00	0.00	\$17,000.00	0.3%
3200 Printing and Publicity	\$110,000.00	(14,000.00)	\$96,000.00	1.7%
3300 Property Maintenance	\$275,000.00	(56,000.00)	\$219,000.00	3.8%
3400 Insurance	\$41,500.00	2,000.00	\$43,500.00	0.7%
3500 Rents/Leases	\$37,000.00	(2,000.00)	\$35,000.00	0.6%
3600 Utilities	\$112,000.00	(2,000.00)	\$110,000.00	1.9%
3700 Professional services	\$353,035.00	(25,035.00)	\$328,000.00	5.6%
3800 Library Material Control Contracts	\$35,000.00	0.00	\$35,000.00	0.6%
Total Purchased & Contracted Services	\$980,535.00	(97,035.00)	\$883,500.00	15.2%
Library Materials & Information-4000				
4100 Books & Pamphlets	\$295,000.00	0.00	\$295,000.00	5.1%
4200 Periodicals	\$21,000.00	(5,000.00)	\$16,000.00	0.3%
4300 Audiovisual Services	\$62,500.00	(14,000.00)	\$48,500.00	0.8%
4500 Computer Services	\$235,000.00	0.00	\$235,000.00	4.0%
4600 Inter-Library Loan Fees	\$0.00	0.00	\$0.00	0.0%
4700 Library Material Repairs/Binding	\$0.00	0.00	\$0.00	0.0%
4900 Other	\$12,000.00	(4,000.00)	\$8,000.00	0.1%
Total Library Materials & information	\$625,500.00	(23,000.00)	\$602,500.00	10.4%
Capital Outlay-5000				
5200 Land Improvement	\$0.00	0.00	\$0.00	0.0%
5400 Building Improvements	\$100,000.00	(20,000.00)	\$80,000.00	1.4%
5500 Furniture & Equipment - General	\$25,000.00	(5,000.00)	\$20,000.00	0.3%
Computers & Equipment	\$58,000.00	(5,000.00)	\$53,000.00	0.9%
5700 Motor Vehicle Purchase	\$0.00	0.00	\$0.00	0.0%
Total Capital Outlay	\$183,000.00	(30,000.00)	\$153,000.00	2.6%
Debt Service				
6100 Redemption of Principal	\$0.00	0.00	\$0.00	0.0%
6200 Interest Expense	\$0.00	0.00	\$0.00	0.0%
Total Debt Service	\$0.00	0.00	\$0.00	0.0%
Other-7000				
7100 Dues & Memberships	\$25,000.00	0.00	\$25,000.00	0.4%
7500 Refunds & Reimbursements	\$1,500.00	0.00	\$1,500.00	0.0%
Total Other	\$26,500.00	0.00	\$26,500.00	0.5%
8000 Contingency	\$50,000.00	0.00	\$50,000.00	0.9%
9000 Interfund Transfers/Advances	\$100,000.00	(50,000.00)	\$50,000.00	0.9%
Total Appropriations	\$5,845,535.00	(33,035.00)	\$5,812,500.00	100.0%

Fairfield County District Library
Special Revenue Fund Budget

2026 Special Revenue Fund			6/12/2025
GOVERNMENT FUND	Appropriations		Budget
	Budget	Adjustments	Request
GENERAL FUND	2025		2026
REVENUE			
2000 Federal, State & Local Grants-in-Aid	\$0.00	\$0.00	\$0.00
4000 Investmenstments/Interest	\$1,000.00	\$500.00	\$1,500.00
6000 Restricted Contributions, Gifts & Donations	\$2,000.00	\$700,000.00	\$702,000.00
8000 Miscellaneous	\$0.00	\$0.00	\$0.00
Total Revenue	\$3,000.00	\$700,500.00	\$703,500.00
Plus: Carryover of Designated But Unencumbered Funds	\$233,701.66		\$233,701.66
Total Funds to be Appropriated	\$236,701.66	\$700,500.00	\$937,201.66
APPROPRIATIONS:			
Supplies-2000			
2100 Supplies	\$1,000.00	\$0.00	\$1,000.00
Total Supplies	\$1,000.00	\$0.00	\$1,000.00
Purchased & Contracted Services-3000			
3300 Property Maintenance	\$0.00	0.00	\$0.00
3700 Professional Services	\$0.00	0.00	\$0.00
Total Purchased & Contracted Services	\$0.00	0.00	\$0.00
Library Materials & Information-4000			
4000 Library Materials & Information	\$1,000.00	0.00	\$1,000.00
Total Library Materials & information	\$1,000.00	0.00	\$1,000.00
Capital Outlay-5000			
5400 Building Improvements	\$0.00	0.00	\$0.00
5500 Furniture & Equipment	\$0.00	0.00	\$0.00
Total Capital Outlay	\$0.00	0.00	\$0.00
Total Appropriations	\$2,000.00	0.00	\$2,000.00

Fairfield County District Library
Capital Fund Budget

2026 Capital Fund			6/12/2025
GOVERNMENT FUND	Appropriations		Budget
	Budget	Adjustments	Request
GENERAL FUND	2025		2026
REVENUE			
9000 Interfund Transfers/Advances	\$100,000.00	(\$50,000.00)	\$50,000.00
Total Revenue	\$100,000.00	(\$50,000.00)	\$50,000.00
Plus: Carryover of Designated But Unencumbered Funds	\$1,346,970.04		\$1,346,970.04
Total Funds to be Appropriated	\$1,446,970.04	(\$50,000.00)	\$1,396,970.04
APPROPRIATIONS:			
424 - Improvement to Buildings	150000.00	0.00	\$150,000.00
Total Improvement to Buildings	\$150,000.00	\$0.00	\$150,000.00
Total Appropriations	\$150,000.00	\$0.00	\$150,000.00