

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 15, 2026**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, September 15, 2026 at the Main Library, 219 N. Broad Street, Lancaster.

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 10:15 a.m. by Mark Bohach, President.

62-26 APPROVE AGENDA

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, 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 Board reviewed the 2027 membership renewal letter and membership application. The cost of memberships will remain the same. There is a new option to pay by Zeffy through a QR code. This option gives members the opportunity to opt in to automatically renewing their memberships each year.
- Board members Tara Craaybeek and Sandy Hendrickson agreed to serve as this year's nominating committee. 2026 marks the end of the two-year term of officers. Toni Miller and Roxanne Dickens have agreed to stay on as secretary and treasurer. Karyl Holt will move to past president. Terri Garret will move to president. The nominating committee is looking for a volunteer from the Friends Board to serve a two-year term as vice president.
- The Friends of the Library are in the process of establishing an online merchandise store through TeePublic, with the help of Library staff member Judith Cosgray. Once launched, customers will be able to purchase Friends of the Library branded apparel and promotional items, including t-shirts, mugs, and stickers. These items would be direct shipped to the customer and the Friends would not have to maintain an inventory of materials. All designs will be approved by the Library Director and the Friends Board before being offered as an option.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – *Becky Schaade*

- Columbus Metro Library (CML) provides transportation services for the Central Library Consortium (CLC). All member libraries pay a fixed amount for this service. The annual cost to FCDL is \$20,500 per location with five stops per week, and \$24,500 for six stops per week. CML has an Ops center located in Gahanna to facilitate the more than 150 locations receiving delivery through CLC. They have reached their maximum capacity for sorting at the Ops Center and they currently cannot take on additional locations. CLC is asking all member libraries to review their current transportation arrangements to see if any efficiencies can be gained.
- The stripe and seal of parking lots has been completed at all FCDL locations. Repair work has started on the Main Library's north parking lot catch basin.

- The elevator glide replacement upgrade has been completed.
- The City of Lancaster helped facilitate removal and replanting of the two American Hornbeam trees in front of the Main Library. The Library is currently assessing what should be done with the birch tree on the side of the building which is growing into wires and has the potential for roots to grow into the foundation. The Library is also obtaining bids to replace the concrete in the area where the third tree was previously located in front of the Library, as well as to complete minor concrete repairs at both the Johns Memorial Branch and Northwest Branch.
- The City of Lancaster has let the Library know that it will need an architect to work up and sign off on plans for modular study rooms planned for the lower level of the Main Library. The meeting with the architect is scheduled for Friday, September 18.
- The Building Services department has completed painting the Johns Memorial Branch, the meeting room in the Bremen Branch, and the meeting room in the Baltimore Branch.
- The online meeting room reservation project was successfully rolled out ahead of schedule and is progressing well. Recently, a nonprofit organization needed to reserve meeting space for two days. They were able to schedule the first day at the Main Library but were unable to secure a second day at that location. Using the online reservation site, they were able to identify and reserve a room at the Baltimore Branch for their second meeting.
- Peter Snellgrove has completed his Eagle Scout project in the Northwest Branch Story Garden. As part of the project, he rebuilt the potting shed and constructed a freestanding sand and water table, a market stand, and an insect hotel, all of which have been added to the garden. An Open House will be held on Friday, October 2, from 10:30 a.m. to noon.
- The Manhattan Short Film Festival begins Friday, September 25 and runs through Saturday, October 3. There will be eight showings during that time.
- The Library is participating in Destination Downtown Lancaster's youth passport program. The program is designed to encourage teens and young adults ages 20 and younger to take advantage of all the wonderful things to do in downtown Lancaster. They will receive a stamp for coming to the Main Library.
- The Library currently has part-time vacancies in Youth Services and Circulation Services. Following postings through Constant Contact and Facebook, the Library received more than 200 applications. An applicant has been selected for the Youth Services position, and interviews have been scheduled for the Circulation Services positions.
- Krile Communications presented several pieces of social media graphics created for the Essential Services group, including a PowerPoint and several social media pieces for their educational campaign.

Personnel –

APPOINTMENT, Katherine Kessler, Library Assistant III – Youth Services, 20 hours per week, \$16.92 per hour, effective September 14, 2026.

SECRETARY'S REPORT

63-26 AUGUST REGULAR MEETING MINUTES

Be it resolved, upon motion by Matt Wideman, seconded by Bryan Everitt, that the minutes of the August 18, 2026 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 (PLF) has been staying close to the July 2025 estimates with an increase of \$10,800.
- The County Auditor let England know that the second half of the property settlement will be delayed by a month due to updates being made to the taxing platform the Auditor uses to distribute funds.
- England and Buildings Facilities Tammy Smith attended the Safety and Security Conference. It provided good information as the Library plans for staff training and as the Library begins to modify spaces.

64-26 AUGUST FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Nathan Hale, that the financial report and check register as of August 31, 2026 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

65-26 DONATION - RESTRICTED

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

\$1,000.00 from Ms. Makaila Tussing & Ms. Samantha Shafer for building improvements of library facilities

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

66-26 AMEND 2026 SPECIAL REVENUE FUND APPROPRIATIONS

Be it resolved, upon motion by Bryan Everitt, seconded by Matt Wideman, that the Board of Trustees amends the 2026 Annual Appropriations in the Special Revenue Fund in accordance with the attached revised budget.

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.

67-26 2027 HOLIDAY SCHEDULE

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the Board of Trustees approves the following 2027 holiday schedule:

Friday, January 1	New Year's Day*
Monday, January 18	Martin Luther King Jr. Day
Monday, February 15	Presidents' Day
Sunday, March 28	Closed
Wednesday, April 28	Staff Development Day
Sunday, May 30	Closed

Monday, May 31	Memorial Day
Sunday, July 4	Closed
Monday, July 5	Independence Day*(observed)
Sunday, September 5	Closed
Monday, September 6	Labor Day
Thursday, November 11	Veterans Day
Wednesday, November 24	All locations close at 5:00 pm
Thursday, November 25	Thanksgiving
Thursday, December 23	Closed
Friday, December 24	Christmas Eve*
Saturday, December 25	Christmas Day*
Sunday, December 26	Closed
Thursday, December 30	Closed
Friday, December 31	New Year's Eve*

*Part time staff are paid for the holiday

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 11:03 a.m.

Fairfield County District Library
Special Revenue Fund Budget

2026 Special Revenue Fund			BOARD MEETING 9/15/2026
GOVERNMENT FUND	Revenue 2026	Adjustments	Revised Revenue 2026
SPECIAL REVENUE FUND			
REVENUE			
2000 Federal, State & Local Grants-in-Aid	\$0.00	\$0.00	\$0.00
4000 Investmenstments/Interest	\$8,000.00	\$7,000.00	\$15,000.00
6000 Restricted Contributions,Gifts & Donations			
Misc. Restricted Donations	\$2,000.00	\$7,000.00	\$9,000.00
Faber for Baltimore Donations	\$0.00	\$1,085.55	\$1,085.55
8000 Miscellaneous	\$0.00	\$0.00	\$0.00
Total Revenue	\$10,000.00	\$15,085.55	\$25,085.55
Plus: Carryover of Designated But Unencumbered Funds	\$1,077,310.80		\$1,077,310.80
Total Sources - funds to be Appropriated	\$1,087,310.80	\$15,085.55	\$1,102,396.35

2026 Special Revenue Fund			BOARD MEETING 9/15/2026
APPROPRIATIONS:	Appropriations 2026	Adjustments	Revised Appropriations 2026
Supplies-2000			
2100 Supplies	\$1,101.04	\$1,200.00	\$2,301.04
Total Supplies	\$1,101.04	\$1,200.00	\$2,301.04
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	\$8,898.96	6,000.00	\$14,898.96
5500 Furniture & Equipment	\$1,000.00	1,300.00	\$2,300.00
Total Capital Outlay	\$9,898.96	7,300.00	\$17,198.96
Total Appropriations	\$12,000.00	8,500.00	\$20,500.00