

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

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, November 18, 2025 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

**TRUSTEES PRESENT WERE:** Mark Bohach, Lisa Evangelista, Margaret Quamme, and Makaila Tussing.

**TRUSTEES EXCUSED WERE:** Bryan Everitt, Nathan Hale, and Matt Wideman.

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

The meeting was called to order at 10:16 a.m. by Mark Bohach, President.

**74-25 APPROVE AGENDA**

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

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

**FRIENDS OF THE LIBRARY REPORT – Becky Schaade**

- Jim Aranda will not be reupping for another term on the Friends Board. He has served four terms equaling twelve years of service. In his honor, the book, *Ben Hogan's Five Lessons of Modern Golf*, has been added to the library's collection. The Friends will be working on filling his vacant position.
- The Friends Board approved the library's budget request for 2026 which equals approximately \$22,000. This funding goes to pay for a variety of things such as the summer reading program, the winter reading program, staff development lunches, branch and main library programs, professional development, and program supplies beyond what the Library supplies. This is a significant amount of funding granted by the Friends which is very appreciated by the Library. As a reminder the Friends moved their fiscal year to January through December which aligns with the Library's fiscal year.
- The Deck the Halls silent auction is going really well with approximately \$3,000 being received in donations and current tree bids being significant. The Friends anticipate the fundraiser making more than \$5,000.
- The Friends are applying for a South Center Power Foundation grant to fund the addition of a StoryWalk at Smeck Park. The application is nearly complete and will be submitted after Schaade receives a letter of support from the County Parks.
- The next Garret Players production is again in collaboration with the Ohio University-Lancaster Theatre and The Lancaster Playhouse. Performances of *Annie* will be held in OUL's Wagner Theatre on December 3 through December 7. Several Friends Board members will serve as ushers and provide baked goods for concession sales.

**PUBLIC PARTICIPATION**

There was no public participation.

## DIRECTOR'S REPORT – Becky Schaade

- The SearchOhio product which the Central Library Consortium (CLC) uses to borrow unique materials from other libraries and universities, which was put on hold for five months, was unable to go live at the end of October as anticipated. Just before the launch of the new SearchOhio platform, it was discovered that there was a major issue with the requesting server which was not caught during testing due to lower traffic. This issue has been fixed but there have been several other issues that have come to light that CLC is working on. While CLC is willing to go live, no other libraries are willing to do so. Most libraries are willing to go through a test phase where they will fill requests. The patron facing search and request tool (Vega) has had additional delays as well. A question addressed at the last CLC meeting was if it was normal for there to be these types of issues? There are not many of these systems in the world and CLC is a development partner for this brand-new system, so some issues are expected. CLC was disappointed that some issues that were brought forward during testing were not addressed by the go-live date. Another question from the CLC meeting was if there was to be any compensation for not having this service for almost six months? CLC reminded the member libraries they agreed to the downtime for system migration. Any negotiation for potential compensation would need to focus on the time period after October 27. The member libraries and CLC are hoping that they will not have to pursue this strategy.
- House Bill 137, which would grant sole decision making to a taxing authority to decide whether a library may place a property tax levy on the ballot, was recently approved by the Ohio House Local Government Committee by a narrow vote of 7-6. The Ohio Library Council (OLC) sent a letter to every member of the Ohio House outlining reasons for opposing HB 137. Because the bill has advanced from committee, it is eligible for a full House floor vote at any time. The next session is scheduled for November 19, with an 'if needed' session on November 20 and December 10. There are no updates on the efforts to put a constitutional amendment on the ballot to abolish property tax.
- Roof repairs are going well with no disruptions to public service.
- Security cameras have been upgraded at all locations and all are on the same cloud-based system. It was a significant upgrade over our previous system since all security cameras are now on the same system. The Library's policy strictly limits who has access to this system being the Library Director, Fiscal Officer, Facilities Manager, and Coordinator of Information Technology.
- The Library is adding computer wall mounted monitors, which are TVs with computer-monitor capability, to the meeting rooms at Baltimore, Bremen, Northwest, Main Library study room, Main Library boardroom, and in the Administrative conference room. The Johns Memorial Branch does not have a meeting room or space for a monitor. This project is relatively inexpensive and will provide convenient access to technology in our public meeting spaces for programs and for outside public group presentations.
- The Main Library will have the third floor stripped and a longer-lasting polyurethane coating added to the floor. This project is scheduled to happen around the holidays when there is less demand for programs and public meetings.
- The Ohio Persistent Cyber Improvement program that will provide training, in compliance with recent Auditor of State requirements, is due to launch on Thursday, December 11 with staff having access to the training the following week. All staff will have two to three months to complete the required training. Training is based on the position so most staff will have a two-hour training of 'cybermindfulness'. There are a few staff members that will have additional training to which include IT and Administration.
- Schaade will be attending the Ohio Library Council's Convention and Expo in Cleveland this Wednesday, Thursday, and Friday. In addition, Schaade will be attending the mid-sized library directors' meeting at the same time. Some of the sessions she will go to will include workplace accommodations, legal hot topics for libraries, safety and security in the library, and attracting and retaining quality library employees and onboarding.
- It was decided that the Library Director and Fiscal Officer will turn in their self-evaluations by December 1 to the Board President who will then create a summary report to be presented at the December Board meeting.
- Schaade presented to the Board a list of suggested revisions to the current 2016 Library Board bylaws to include: absences with prior notice are excused, changes to board term length, clarification on check signers being the President, VP, and Secretary, remove language regarding

financial report being automatically approved as this is not the current practice and discussing/approving at meetings is a more rigorous process; and adds the needed language to have either an all-virtual meeting or allow board members to attend in-person meetings virtually. Schaade discussed additional items to be consider included placing a restriction on the number of meetings that a board member may attend virtually which is not required by the statue, but it permits the Board to have a higher standard in their bylaws. After a discussion, Schaade will bring a proposed final version of the bylaws to the December meeting for review.

#### Personnel

APPOINTMENT, Daniel Thomas, Custodian, 37.5 hours per week, \$16.43 per hour, effective November 3, 2025.

#### **SECRETARY'S REPORT**

##### **75-25 RECORDS COMMISSION MEETING MINUTES**

Be it resolved, upon motion by Makaila Tussing, seconded by Margaret Quamme, that the minutes of the October 21, 2025 Records Commission Meeting be approved as submitted.

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

##### **76-25 OCTOBER REGULAR MEETING MINUTES**

Be it resolved, upon motion by Lisa Evangelista, seconded by Margaret Quamme, that the minutes of the October 21, 2025 regular meeting be approved as submitted.

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

#### **FINANCIAL REPORT – Alyssa England**

- The November Public Library Fund (PLF) came in slightly closer to estimates. Over the past few months it was considerably lower. This month the Library received approximately \$6,300 less. Since the PLF has become a line-item in the budget, it has been harder to compare estimates for the year. Because next year's estimates should rely only on the line-item budget, they should more closely match projections.
- The Library currently is in open enrollment for its medical, dental, and vision insurances.
- Ten employees attended the flu shot clinic offered by the Library.
- England purchased \$187,000 in CDs through Stifel with the donations received from the Faber estate. The Library currently has five different CDs with all of them maturing at different times. The earliest maturates in May 2026 then August, October, December, and the last one in January 2027.

##### **77-25 FINANCIAL REPORT & CHECK REGISTER**

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

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

#### **DONATION**

No donations received.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## ***NEW BUSINESS***

### **78-25 2026 TEMPORARY BUDGET**

Be it resolved, upon motion by Makaila Tussing, seconded by Margaret Quamme, that the Board of Trustees approves the attached 2026 Temporary Budget.

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

### **79-25 APPROVE REVISED HOURS OF WORK FOR EXEMPT AND CONFIDENTIAL NON-EXEMPT EMPLOYEES POLICY**

Be it resolved, upon motion by Lisa Evangelista, seconded by Makaila Tussing, that the Board of Trustees approves the attached revised Hours of Work for Exempt and Confidential Non-Exempt Employees Policy as presented to the Board by the Library Director.

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

### **80-25 APPROVE REVISED VACATION FOR EXEMPT AND CONFIDENTIAL NON-EXEMPT EMPLOYEES POLICY**

Be it resolved, upon motion by Makaila Tussing, seconded by Margaret Quamme, that the Board of Trustees approves the attached revised Vacation for Exempt and Confidential Non-Exempt Employees Policy as presented to the Board by the Library Director.

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

### **81-25 APPROVE REVISED SICK LEAVE FOR EXEMPT AND CONFIDENTIAL NON-EXEMPT EMPLOYEES POLICY**

Be it resolved, upon motion by Lisa Evangelista, seconded by Makaila Tussing, that the Board of Trustees approves the attached revised Sick Leave for Exempt and Confidential Non-Exempt Employees Policy as presented to the Board by the Library Director.

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

### **82-25 APPROVE REVISED PERSONAL LEAVE FOR EXEMPT AND CONFIDENTIAL NON-EXEMPT EMPLOYEES POLICY**

Be it resolved, upon motion by Makaila Tussing, seconded by Margaret Quamme, that the Board of Trustees approves the attached revised Personal Leave for Exempt and Confidential Non-Exempt Employees Policy as presented to the Board by the Library Director.

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

**83-25 APPROVE REVISED INSURANCE BENEFITS POLICY**

Be it resolved, upon motion by Lisa Evangelista, seconded by Makaila Tussing, that the Board of Trustees approves the attached revised Insurance Benefits Policy as presented to the Board by the Library Director.

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

**84-25 SALE AND DISPOSAL OF LIBRARY EQUIPMENT**

Be it resolved, upon motion by Makaila Tussing, seconded by Margaret Quamme, 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: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Margaret Quamme, "Aye"; and Makaila Tussing, "Aye". The President declared the motion adopted.

**85-25 EXEMPT AND NON-EXEMPT SALARY INCREASE**

Be it resolved, upon motion by Lisa Evangelista, seconded by Makaila Tussing, that Board of Trustees approves an increase of three percent (3%) to the Exempt and Non-Exempt salary scale effective January 2026.

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

There being no further business, the meeting adjourned at 11:09 a.m.

Fairfield County District Library  
General Fund Budget

2026 General Fund			11/10/2025	
GOVERNMENT FUND	Appropriations		Budget	Total
GENERAL FUND	Budget	Adjustments	Request	budget
	2025		2026	%
<b>REVENUE</b>				
1000 General Property Tax	\$1,875,000.00	\$50,000.00	\$1,925,000.00	26.7%
2100 Federal Grants-in-Aid	\$17,710.00	\$4,000.00	\$21,710.00	0.3%
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	(\$67,000.00)	\$2,783,000.00	38.6%
2230 Rollbacks & Homestead	\$20,000.00	\$4,000.00	\$24,000.00	0.3%
3000 Patron Fines & Fees	\$20,000.00	\$0.00	\$20,000.00	0.3%
4000 Earnings on Investments/Interest	\$228,290.00	(\$30,000.00)	\$198,290.00	2.8%
6000 Contributions	\$7,000.00	\$0.00	\$7,000.00	0.1%
8000 Miscellaneous	\$5,000.00	\$0.00	\$5,000.00	0.1%
<b>Total Revenue</b>	<b>\$5,047,000.00</b>		<b>\$5,008,000.00</b>	
Plus: Carryover of Designated But Unencumbered Funds	\$2,312,522.03		\$2,200,000.00	30.5%
<b>Total Sources - funds to be Appropriated</b>	<b>\$7,359,522.03</b>	<b>\$0.00</b>	<b>\$7,208,000.00</b>	<b>100.00%</b>
<b>APPROPRIATIONS</b>				
Salaries & Benefits-1000				
1100 Salary and Leave Benefits	\$2,820,000.00	\$100,000.00	\$2,920,000.00	50.9%
1400 Retirement Benefits	\$395,000.00	\$3,000.00	\$398,000.00	6.9%
1600 Insurance Benefits	\$548,000.00	\$8,000.00	\$556,000.00	9.7%
1900 Other Employee Benefits	\$12,000.00	(\$3,000.00)	\$9,000.00	0.2%
<b>Total Salary &amp; Benefits</b>	<b>\$3,775,000.00</b>	<b>\$108,000.00</b>	<b>\$3,883,000.00</b>	<b>67.7%</b>
Supplies-2000				
2100 General Administrative Supplies	\$46,000.00	\$17,000.00	\$63,000.00	1.1%
2200 Property Maintenance Supplies	\$85,000.00	(\$20,000.00)	\$65,000.00	1.1%
2300 Vehicle Fuel & Supplies	\$4,000.00	\$1,000.00	\$5,000.00	0.1%
<b>Total Supplies</b>	<b>\$135,000.00</b>	<b>(\$2,000.00)</b>	<b>\$133,000.00</b>	<b>2.3%</b>
Purchased & Contracted Services-3000				
3100 Travel & Meeting Expense	\$17,000.00	0.00	\$17,000.00	0.3%
3200 Printing and Publicity	\$105,000.00	(10,000.00)	\$95,000.00	1.7%
3300 Property Maintenance	\$265,000.00	(51,000.00)	\$214,000.00	3.7%
3400 Insurance	\$41,500.00	0.00	\$41,500.00	0.7%
3500 Rents/Leases	\$30,000.00	(2,000.00)	\$28,000.00	0.5%
3600 Utilities	\$112,000.00	2,000.00	\$114,000.00	2.0%
3700 Professional services	\$353,035.00	(13,035.00)	\$340,000.00	5.9%
3800 Library Material Control Contracts	\$35,000.00	0.00	\$35,000.00	0.6%
<b>Total Purchased &amp; Contracted Services</b>	<b>\$958,535.00</b>	<b>(74,035.00)</b>	<b>\$884,500.00</b>	<b>15.4%</b>
Library Materials & Information-4000				
4100 Books & Pamphlets	\$295,000.00	0.00	\$295,000.00	5.1%
4200 Periodicals	\$21,000.00	(4,000.00)	\$17,000.00	0.3%
4300 Audiovisual Services	\$62,500.00	(15,000.00)	\$47,500.00	0.8%
4500 Computer Services	\$235,000.00	20,000.00	\$255,000.00	4.4%
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	(5,000.00)	\$7,000.00	0.1%
<b>Total Library Materials &amp; information</b>	<b>\$625,500.00</b>	<b>(4,000.00)</b>	<b>\$621,500.00</b>	<b>10.8%</b>
Capital Outlay-5000				
5200 Land Improvement	\$0.00	0.00	\$0.00	0.0%
5400 Building Improvements	\$100,000.00	(25,000.00)	\$75,000.00	1.3%
5500 Furniture & Equipment - General	\$25,000.00	(5,000.00)	\$20,000.00	0.3%
Computers & Equipment	\$50,000.00	(5,000.00)	\$45,000.00	0.8%
5700 Motor Vehicle Purchase	\$0.00	0.00	\$0.00	0.0%
<b>Total Capital Outlay</b>	<b>\$175,000.00</b>	<b>(35,000.00)</b>	<b>\$140,000.00</b>	<b>2.4%</b>
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%
<b>Total Debt Service</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>0.0%</b>
Other-7000				
7100 Dues & Memberships	\$25,000.00	(4,000.00)	\$21,000.00	0.4%
7500 Refunds & Reimbursements	\$1,500.00	(1,000.00)	\$500.00	0.0%
<b>Total Other</b>	<b>\$26,500.00</b>	<b>(5,000.00)</b>	<b>\$21,500.00</b>	<b>0.4%</b>
8000 Contingency	\$50,000.00	0.00	\$50,000.00	0.9%
9000 Interfund Transfers/Advances	\$100,000.00	(100,000.00)	\$0.00	0.0%
<b>Total Appropriations</b>	<b>\$5,845,535.00</b>	<b>(112,035.00)</b>	<b>\$5,733,500.00</b>	<b>100.0%</b>

Fairfield County District Library  
Special Revenue Fund Budget

<b>2026 Special Revenue Fund</b>			<b>11/10/2025</b>
<b>GOVERNMENT FUND</b>	<b>Appropriations</b>		<b>Temporary</b>
	<b>Budget</b>	<b>Adjustments</b>	<b>Budget</b>
<b>SPECIAL REVENUE FUND</b>	<b>2025</b>		<b>2026</b>
<b>REVENUE</b>			
2000 Federal, State & Local Grants-in-Aid	\$0.00	\$0.00	\$0.00
4000 Investmenstments/Interest	\$6,000.00	\$2,000.00	\$8,000.00
6000 Restricted Contributions, Gifts & Donations			
Misc. Restricted Donations	\$10,500.00	(\$8,500.00)	\$2,000.00
Faber for Baltimore Donations	\$822,300.00	(\$822,300.00)	\$0.00
8000 Miscellaneous	\$0.00	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$838,800.00</b>	<b>(\$828,800.00)</b>	<b>\$10,000.00</b>
Plus: Carryover of Designated But Unencumbered Funds	\$233,701.66	\$830,500.00	\$1,064,201.66
<b>Total Sources - funds to be Appropriated</b>	<b>\$1,072,501.66</b>	<b>\$1,700.00</b>	<b>\$1,074,201.66</b>
<b>APPROPRIATIONS:</b>			
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
<b>Total Appropriations</b>	<b>\$2,000.00</b>	<b>0.00</b>	<b>\$2,000.00</b>

Fairfield County District Library  
Capital Fund Budget

<b>2026 Capital Projects Fund</b>			<b>11/10/2025</b>
<b>GOVERNMENT FUND</b>	<b>Appropriations</b>		<b>Temporary</b>
	<b>Budget</b>	<b>Adjustments</b>	<b>Budget</b>
<b>Capital Projects Fund</b>	<b>2025</b>		<b>2026</b>
<b>REVENUE</b>			
9000 Interfund Transfers/Advances	\$100,000.00	(\$100,000.00)	\$0.00
Total Revenue	\$100,000.00	(\$100,000.00)	\$0.00
Plus: Carryover of Designated But Unencumbered Funds	\$1,346,970.04	(\$5,000.00)	\$1,341,970.04
<b>Total Sources - funds for appropriations</b>	<b>\$1,446,970.04</b>	<b>(\$105,000.00)</b>	<b>\$1,341,970.04</b>
<b>APPROPRIATIONS:</b>			
424 - Improvement to Buildings	150000.00	-50000.00	\$100,000.00
Total Improvement to Buildings	\$150,000.00	(\$50,000.00)	\$100,000.00
<b>Total Appropriations</b>	<b>\$150,000.00</b>	<b>(\$50,000.00)</b>	<b>\$100,000.00</b>

**FAIRFIELD COUNTY DISTRICT LIBRARY**

**BOARD OF TRUSTEES POLICY: HOURS OF WORK FOR EXEMPT AND  
CONFIDENTIAL NON-EXEMPT EMPLOYEES**

**PASSED BY RESOLUTION NUMBER: 79-25**

**DATE: NOVEMBER 18, 2025**

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This policy will become effective on January 1, 2026.

Regular and consistent attendance is an important performance expectation for both exempt and confidential non-exempt employees. The purpose of this policy is to establish work hour standards and ensure staff availability to provide the highest level of service to the Fairfield County District Library and its customers.

**Standard Work Week and Scheduling**

The standard workweek for full-time employees is thirty-seven and one-half (37.5) hours. This is typically scheduled in 7.5 hour shifts, five days a week. This schedule may include one unpaid meal break and two paid fifteen (15) minute breaks each workday for shifts exceeding six (6) hours. Employees are expected to report to work on time. Chronic or excessive tardiness may result in progressive disciplinary action. Time sheets must accurately reflect actual hours worked. Supervisors may approve occasional variations in arrival and departure times provided these adjustments occur within the same workweek and do not disrupt library operations.

**Use of Leave and Pay Adjustments**

Employees are expected to adhere to their assigned work schedules. Occasional adjustments to arrival and departure times may be approved by a supervisor when operational needs allow. Paid leave will be deducted for hours not worked unless the schedule is adjusted within the same pay period, at the supervisor's discretion. For exempt employees, deductions will be made from leave balances - and not salary - for any hours not worked below the standard 37.5-hour workweek. Confidential non-exempt employees will be paid for actual hours worked and leave used.

**Emergency Closings**

If the Library, or any of its branches, is temporarily closed by the Director or their designee due to an emergency or severe weather, employees will receive pay for all scheduled hours missed, up to a maximum of five (5) working days per calendar year. Employees who are on any preapproved leave will not receive additional time off due to the closure. Depending on the circumstances of the closing, staff may be reassigned to another Library location. In the case of inclement weather, if conditions improve, staff may be called in to complete a shift. The employee will not be required to stay past the time they were originally scheduled to work.

Employees who report off due to inclement weather or other emergency conditions when the Library is open shall be charged personal time unless it benefits the library to reschedule them later in the same workweek. If the employee has no personal leave remaining, they will be charged with vacation time. When a confidential non-exempt employee has no accumulated leave they will be paid only for the hours worked during that pay period and the missed time {unable to be rescheduled within the same workweek} will be considered an unexcused absence.

### **Mileage**

An employee who works a split shift at the direction of the Library shall receive the mileage allowance for the distance traveled from work to home and back to work between the work periods of the split shift.

### **Unexcused Absences**

Unexcused absences are subject to disciplinary action up to and including termination of employment. An unexcused absence includes any scheduled work hours, or portions thereof, that are not worked, are not protected by law (including but not limited to the FMLA and the ADA), and:

1. Result in unapproved time off;
2. Are not approved vacation, personal leave, sick leave, or bereavement leave;
3. Were taken as sick leave but are not able to be substantiated by a doctor's note when requested by the employer; or
4. Result in more than one hundred twelve and a half (112.5) total hours of sick leave or vacation used as sick leave for full-time employees of the equivalent of the hours in three (3) work weeks for part-time employees within a rolling twelve (12) month period.
5. Failure to report for a scheduled shift without notifying a supervisor (no call, no show).

Chronic and excessive unexcused absences as defined above will be subject to disciplinary steps up to and including termination. Each scheduled workday affected by an unexcused absence (in whole or in part) will be considered a single event for the purposes of discipline.

### **Additional Time Worked**

Exempt employees who work beyond their standard schedule to fulfill operational needs may adjust their hours with prior supervisor approval within the same pay period, provided operational needs are met. Non-exempt employees who work beyond their regular workweek should refer to the Compensatory Leave policy for applicable rules regarding overtime and compensatory time.

### **Sunday Hours**

Full time employees will receive compensation for a full day (7.5 hours) of work for working scheduled time of at least 4.5 hours on a Sunday. Any vacation, sick leave or personal leave taken on a scheduled Sunday will be charged 7.5 hours. An employee working more than 4.5 hours on Sunday up to 7.5 hours is paid for 7.5 hours only.

Any full-time employee scheduled to work 4.5 hours on a Sunday who leaves before the end of their shift will be compensated at the regular rate of pay equal to the number of hours worked and then charged with personal leave, sick leave or approved vacation leave equal to 7.5 hours minus the actual time worked depending upon the circumstance.

## **FAIRFIELD COUNTY DISTRICT LIBRARY**

### **PROCEDURE: HOURS OF WORK**

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All staff are required to record their actual hours worked and any leave hours used each pay period to verify compliance with the standard work schedule and to ensure accurate leave tracking.

Exempt employees should:

- Record total hours worked each day
- Record any approved leave used, such as vacation, personal, or sick leave, in the appropriate leave category on the time sheet
- Ensure that the total time worked and leave used meets the minimum weekly standard of 37.5 hours for full time employees
- Document any schedule adjustments in the "Notes" field

Confidential Non-Exempt employees should:

- Record actual hours worked through times in and out each day
- Record any approved leave used, such as vacation, personal, or sick leave, in the appropriate leave category on the time sheet
- Record any compensatory time in the appropriate column
- Ensure that the total time worked and leave used is accurate

Supervisors must review and approve all timesheets for accuracy before submission. Timesheets must reflect actual work schedule and leave usage, not a default schedule.

**FAIRFIELD COUNTY DISTRICT LIBRARY**

**BOARD OF TRUSTEES POLICY: VACATION FOR EXEMPT & CONFIDENTIAL  
NON-EXEMPT EMPLOYEES**

**PASSED BY RESOLUTION NUMBER: 80-25**

**DATE: NOVEMBER 18, 2025**

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This policy will become effective on January 1, 2026.

Vacation will be awarded on or after January 1<sup>st</sup> of each year, based on the schedule below.

Vacation can be scheduled in a minimum of thirty (30 minutes), up to a full work day, in fifteen (15) minute increments. Vacation may be taken at any time during the year, if approved by the Employee's supervisor. The needs of the Employer will be the sole criterion for approval/refusal of vacation requests. The library is a service institution and vacations must not interfere with the quality of library service.

Unless otherwise negotiated, the amount of vacation awarded to full-time upper management employees to include the Director, Fiscal Officer, Coordinators, and Facilities Manager is as follows:

- Upon hire: two (2) weeks (75 hours)
- January 1<sup>st</sup>: Probationary Employees with less than one (1) year of employment – two (2) weeks (75 hours), with an additional two (2) weeks (75 hours) awarded upon successful completion of probationary period
- January 1<sup>st</sup>: Employees who have successfully completed their probationary period but have less than nine (9) years of employment – four (4) weeks (150 hours)
- January 1<sup>st</sup>: Employees with nine (9) continuous years but less than nineteen (19) years of employment – four (4) weeks (150 hours) plus two (2) days (165 hours)
- January 1<sup>st</sup>: Employees with nineteen (19) years but less than twenty-four (24) continuous years of employment – five (5) weeks (187.5 hours).
- January 1<sup>st</sup>: Employees with twenty-four (24) or more continuous years of employment— five (5) weeks and two days (202.5 hours)

Unless otherwise negotiated, the amount of vacation awarded to other full-time Exempt employees or Confidential Non-Exempt employees is as follows:

- Upon hire: one (1) week (37.5 hours)
- January 1<sup>st</sup>: Probationary Employees with less than one (1) year of employment - one (1) week (37.5 hours), with an additional one (1) week (37.5 hours) awarded upon successful completion of probationary period
- January 1<sup>st</sup>: Employees who have successfully completed their probationary period but have less than four (4) years of employment – two (2) weeks (75 hours)
- January 1<sup>st</sup>: Employees with four (4) continuous years but less than nine (9) years of employment – three (3) weeks (112.5 hours).
- January 1<sup>st</sup>: Employees with nine (9) continuous years but less than fifteen (15) years of employment – four (4) weeks (150 hours)
- January 1<sup>st</sup>: Employees with fifteen (15) continuous years but less than nineteen (19) years of employment—four (4) weeks and two (2) days (165 hours)
- January 1<sup>st</sup>: Employees with nineteen (19) continuous years but less than twenty-four (24) years of employment— five (5) weeks (187.5 hours).
- January 1<sup>st</sup>: Employees with twenty-four (24) or more continuous years of employment— five (5) weeks and two days (202.5 hours)

Unless otherwise negotiated, the amount of vacation awarded to a part-time Confidential Non-Exempt Employee is as follows:

- Upon hire: Vacation equal to the number of hours regularly scheduled in a one (1) week period
- January 1<sup>st</sup>: Probationary employees with less than one (1) year of employment - vacation equal to number of hours regularly scheduled in a one (1) week period, with an additional amount awarded equal to number of hours regularly schedule in a one (1) week period upon successful completion of probationary period
- January 1<sup>st</sup>: Employees who have successfully completed their probationary period but have less than four (4) years of employment – vacation equal to number of hours regularly scheduled in a two (2) week period
- January 1<sup>st</sup>: Employees with four (4) continuous years but less than nine (9) years of employment – vacation equal to number of hours regularly scheduled in a three (3) week period
- January 1<sup>st</sup>: Employees with nine (9) continuous years but less than fifteen (15) years of employment – vacation equal to number of hours regularly scheduled in a four (4) week period
- January 1<sup>st</sup>: Employees with fifteen (15) continuous years but less than nineteen (19) years of employment—vacation equal to number of hours regularly schedule in a four (4) week period, plus ten (10) hours
- January 1<sup>st</sup>: Employees with nineteen (19) continuous years but less than twenty-four (24) years of employment– vacation equal to number of hours regularly scheduled in a five (5) week period
- January 1<sup>st</sup>: Employees with twenty-four (24) or more continuous years of employment—vacation equal to number of hours regularly schedule in a five (5) week period, plus ten (10) hours

Employees leaving employment shall be paid for awarded but unused vacation. Vacation time cannot be used until it has been awarded. The Library will not make any monetary payment of unused vacation to active employees. When exceptional operational needs prevent an employee from using vacation time before December 31<sup>st</sup>, the Director may approve a carryover of up to one week (37.5 hours) of unused vacation time into the next calendar year. Carried-over vacation must be used by March 31<sup>st</sup> of the new year, unless otherwise approved by the director.

Employees with at least one continuous year of employment may request up to two weeks of vacation for the upcoming year beginning November 1<sup>st</sup>. After January 2<sup>nd</sup>, all other awarded vacation may be submitted for approval.

Employees are encouraged to request vacation as far in advance as possible to allow for adequate scheduling and coverage. However, due to the nature of their positions and operational responsibilities, exempt and confidential non-exempt employees may request vacation leave with minimal notice, provided coverage and workload permit.

In the event of the death of any employee, their awarded but unused vacation shall be paid to their surviving spouse or their estate.

**FAIRFIELD COUNTY DISTRICT LIBRARY**

**BOARD OF TRUSTEES POLICY: SICK LEAVE FOR EXEMPT AND  
CONFIDENTIAL NON-EXEMPT EMPLOYEES**

**PASSED BY RESOLUTION NUMBER: 81-25      DATE: NOVEMBER 18, 2025**

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This policy will become effective on January 1, 2026.

Absences due to illness shall be reported to the immediate supervisor at the earliest possible time and no later than one-half (1/2) hour before the expected start of the employee's workday. All sick leave requests require documentation in the form of a leave request form to attach to the time sheet during the pay period when the absence occurred. Sick leave is taken in a minimum of thirty (30) minutes, up to a full workday, in 15-minute increments.

Sick leave will be granted for the following reasons: absence of the employee due to his/her own bona fide illness, injury, medical confinement, pregnancy-related medical condition, quarantine, or disability; absence of the employee for bona fide medical, dental, optical or psychological appointments by an appropriate practitioner; and absence by the employee for bona fide medical appointments, surgery, childbirth, critical or sudden illness of a member of the employee's immediate family or household requiring that the employee act as caregiver.

The immediate family of an employee is defined as and limited to:

- Father, father-in-law, or step-father
- Mother, mother-in-law or step-mother
- Individual who stood 'in loco parentis' to an employee as a child
- Spouse, Domestic Partner
- Son, son-in-law or step-son
- Daughter, daughter-in-law or step-daughter
- Legal ward or child for whom the employee stands 'in loco parentis'
- Brother, half-brother, brother-in-law or step-brother
- Sister, half-sister, sister-in-law or step-sister
- Grandchild, grandparent or grandparent-in-law

Absences due to illness and/or sick leave of five (5) or more consecutive work days will require a doctor's certificate to return to work. Without a FMLA-recognized serious health condition or other legally required leave, sick leave absences in a rolling twelve (12) month period totaling more than one hundred twelve and a half (112.5) hours for full-time employees and the equivalent of the hours in three (3) work weeks for part-time employees, will be considered excessive and will be subject to progressive disciplinary action up to and including termination. Each separate absence over the limits set forth will be considered as a single event subject to the disciplinary steps up to and including termination. For scheduled time lost due to illness and/or sick leave in excess of accumulated sick leave, the employee must use personal leave, vacation hours once personal leave has been exhausted or be off without pay. Unless otherwise protected by law or as part of an approved leave of absence, being off without pay will be treated as an unexcused absence subject to disciplinary action. Vacation leave taken without prior approval and used as sick leave will be included in the sick leave absences total.

Application by an employee for sick leave through fraud or dishonesty will result in disciplinary action up to and including termination.

Employees are granted sick leave after the leave has been earned. Sick leave will accrue at a rate of 9.38 hours per month for full time employees. Sick leave will accrue at a rate of five hours per month for eligible part-time employees. Sick leave earned for the month is available after the last pay check of the month is distributed. The amount of sick leave an employee has available is that amount reflected on their last pay stub.

All full-time employees will have their maximum sick leave accumulation limit set at nine hundred (900) hours.

All part-time employees will have their maximum sick leave accumulation limit set at four hundred fifty (450) hours. No part time employee will be able to accumulate more than four hundred fifty hours (450) hours of sick leave.

When a confidential non-exempt employee is reduced from a full-time position to a part time position, they may only retain up to the maximum four hundred fifty (450) allowable hours of sick leave for part time employees. When an employee is laid off or is reduced in hours from a full time to a part time position, sick leave hours the employee has accumulated in excess of the maximum four hundred fifty (450) allowable for a part time employee will be banked. The banked sick leave will only be reinstated once the employee returns to a full-time position or a laid off employee returns to work and prior to an expired or cancelled recall.

Banked hours may not be used by a part time employee to build up their accumulated sick leave if and when it drops below four hundred fifty (450) hours.

If an employee chooses to move from a full-time position to a part time position, the employee will forfeit any sick leave hours over the four hundred fifty (450) part time maximum accumulation.

Employees who are terminated will not be paid for unused sick leave. See Resignation-Retirement Policy for additional information.

Employees who move from a confidential non-exempt position within the Library to a bargaining unit or exempt position and vice versa shall retain their sick leave accrual according to the limitations set forth, full time or part time, of the new position.

Sick leave will be charged concurrently when a leave of absence is granted for non-FMLA qualifying illnesses or medical events. During the leave of absence, remaining vacation and personal leave accruals will be charged once sick leave has run out.

As of August 17, 2021, a new exempt or confidential non-exempt employee hired by the Library from another Ohio public employer may be credited with the unused balance of their earned, unused sick leave from that previous employer up to 240 hours, provided that no more than 5 years have elapsed since the employee left the previous employer and provided that the employee was not compensated in any way for the sick leave being credited by the Library. The employee is responsible for obtaining written proof of sick leave balance from the transferring employer. This policy is not retroactive.

Accumulated sick leave will be forwarded to a new employer upon written request to the Administrative Office from the new employer.

**FAIRFIELD COUNTY DISTRICT LIBRARY**

**BOARD OF TRUSTEES POLICY: PERSONAL LEAVE FOR EXEMPT AND  
CONFIDENTIAL NON-EXEMPT EMPLOYEES**

**PASSED BY RESOLUTION NUMBER: 82-25**

**DATE: NOVEMBER 18, 2025**

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This policy will become effective on January 1, 2026.

Upon completion of a probationary period, personal leave shall be awarded on or after January 1 each year to eligible employees based upon the following schedule:

Employees who have completed their probationary period before January 1:

- Full-time (37.5) hours weekly = twenty-two and one-half (22.5) hours of personal leave
- Twenty (20) hours weekly = sixteen (16) hours of personal leave

Employees completing their probationary period between January 1 and April 15 in a calendar year:

- Full-time (37.5) hours weekly = twenty-two and one-half (22.5) hours of personal leave
- Twenty (20) hours weekly = sixteen (16) hours of personal leave

Employees completing their probationary period between April 16 and July 31 in a calendar year:

- Full-time (37.5) hours weekly = fifteen (15) hours of personal leave
- Twenty (20) hours weekly = five (5) hours of personal leave

Employees completing their probationary period between August 1 and November 15 in a calendar year:

- Full-time (37.5) hours weekly = seven and one-half (7.5) hours of personal leave
- Twenty (20) hours weekly = three (3) hours of personal leave

Personal leave may be taken in a minimum of thirty (30) minutes, up to a full workday, in 15-minute increments. Personal leave must be taken between the award date and December 31<sup>st</sup> of the calendar year. Personal leave cannot be accumulated. An employee must present a leave request form to their supervisor to account for any personal time used. If the request was made verbally, the paperwork may be filed later and attached to the appropriate time sheet.

Personal leave is intended to be used primarily for emergencies and situations where advanced scheduling is not possible. Therefore, personal leave cannot be scheduled more than two months in advance. A supervisor must grant an employee's request for personal leave and shall not require an explanation as to the reason personal leave is needed. However, if a pattern of abuse occurs, a supervisor may address such a pattern of abuse, (such as every Friday afternoon at 3:00 p.m.). An employee is expected to notify their supervisor at the first available opportunity when personal leave is being used for an emergency. If an employee knows in advance that personal leave will be needed, prior arrangements should be made with the supervisor. When an employee has an emergency and no personal hours remaining, the employee must use vacation hours; if the employee has no vacation hours remaining, the employee must be off without pay. Unless otherwise protected by the FMLA, ADA, or as part of an approved leave of absence, being off without pay will be treated as an unexcused absence subject to disciplinary action.

All personal leave must be scheduled by November 1. If necessary, scheduled leave may be changed by the employee due to an emergency situation.

Upon separation from employment, an employee will be paid for any unused personal leave.

## **FAIRFIELD COUNTY DISTRICT LIBRARY**

### **BOARD OF TRUSTEES POLICY: INSURANCE BENEFITS**

**PASSED BY RESOLUTION NUMBER: 83-25**

**DATE: NOVEMBER 18, 2025**

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#### **Insurance Benefits**

The library provides several different types of insurance coverage for employees. Access to coverage depends upon full or part time employment status. The Patient Protection and Affordable Care Act defines full time employment for the purpose of benefits to be working an average of 30 hours per week. All insurance costs paid by the employee will be taken by payroll deduction. Any employee choosing to not take coverage will not receive compensation in lieu of participation.

#### **Medical Insurance**

Medical coverage is available to all full-time employees. For Exempt and Confidential Non-Exempt staff, the Library will pay 85% of the cost of individual coverage medical insurance, with the employee paying 15% of the cost. Family coverage is available to full time Exempt and Confidential Non-Exempt employees, with the Library paying 60% and the employee paying 40% of the cost of family insurance coverage. Please refer to the collective bargaining agreement for percentages paid for bargaining unit staff. A spouse with access to health insurance coverage through their own employment cannot be on the Library's medical plan.

Full details of the medical insurance plan are provided by the insurance company to subscribers. These details are subject to change.

#### **Dental Insurance**

Dental coverage is available to all full-time employees. For Exempt and Confidential Non-Exempt staff, the Library will pay 85% of the cost of individual coverage, with the employee paying 15%. Family coverage is available to full time Exempt and Confidential Non-Exempt employees, with the Library paying 60% and the employee paying 40% of the cost of family insurance coverage. Please refer to the collective bargaining agreement for percentages paid for bargaining unit employees.

#### **Vision Insurance**

Vision coverage is available to all full-time employees, with 100% of premium cost for individual or family coverage to be paid by the employee.

#### **Short Term / Long Term Disability**

The Library pays 100% of the premium for short and long term disability insurance for all full time employees. The details of this plan are described by the insurance plan documents and are subject to change. In order to qualify to use this benefit, the employee must first have exhausted their own balance of sick leave.

#### **Life Insurance / Accidental Death and Dismemberment**

The Library pays 100% of the premium for \$30,000 in life insurance and accidental death and dismemberment coverage for each full-time bargaining unit staff member and \$50,000 for each full-time exempt and confidential non-exempt staff member. Staff members may voluntarily choose to purchase additional supplemental life insurance, with the entire supplemental premium being paid by the staff member. Additional coverage is dependent on approval from the insurance company.

