



**PICKERINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
AGENDA FOR October 19, 2020**

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1. Call to Order
  - a. Roll Call
  - b. Excused Absences
2. Secretary's Report
  - a. Consent Agenda
    1. September 21, 2020 Regular Board Meeting minutes
    2. Rebekah Lennon started as the Reference Librarian at Sycamore on 10/7 at \$17.59 an hour
    3. Donations
      - a. \$50.00 from Nancy Ross in memory of Nikki Justice to purchase 3 books.
      - b. \$20.00 from Anna Weigand (donation unrestricted)
      - c. Smithsonian Magazine Subscription valued at \$12 from Dick Henley
3. Public Participation
4. Friends of the Library Report
5. Finance Committee
  - a. Fiscal Officer's Report
6. Other Committee Reports
7. Director's Report
8. Community Engagement Manager's Report
9. Old Business

- a. Board Retreat
  - i. When –Sunday November 8 **or** Sunday November 15 from 10 am to 2 pm (decision needed)
  - ii. Where - TBD
  - iii. Length - 4 hours
  - iv. Topics
    - 1. Bylaw update – first reading
    - 2. Role of the Trustee
    - 3. Industry trends – Libraries
    - 4. Strategic planning discussion
- b. COVID 19 and Operational Plan Review
  - i. Staff hours

#### 10. New Business

- a. Resolution to transfer \$4,266.28 from 1000-100-110-1120 Salaries (Professional Salaries) into 1000-910-910-0000 Transfers – Out
- b. Resolution to transfer \$4,266.28 from 1000-910-910-0000 General Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In
- c. Resolution to approve the changes to the Work Expectations Policy

#### 11. For the good of the order

#### 12. Adjournment

### **Next Board Meeting:**

Regular Board Meeting

7:00 pm November 16, 2020 Hybrid Meeting - Zoom Virtual/In Person

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
September 21, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on September 21, 2020 at 7:02 p.m. via a Zoom Virtual Meeting, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Michelle Shirer, Todd Stanley and Berneice Ritter. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Community Engagement Manager and Norma Lockney, Deputy Fiscal Officer. Also in attendance: Jennifer Hrusch and Mikel Coulter.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. August 17, 2020 Regular Board Meeting minutes
2. August 29, 2020 Special Board Meeting minutes

**09-01-20 Motion to approve the Consent Agenda**

Mary Herron made a motion to approve the Consent Agenda items. Todd Stanley seconded.

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes, Jennifer Hess-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Michelle Shirer joined the meeting.

Finance Committee

Fiscal Officer's Report

Brenda shared the August financials:

Checking balance - \$1,674,344.54  
General Fund Investments - \$2,339,600.35

Capital Fund Investments – Star Ohio - \$543,186.06

August General Fund Revenue - \$847,319.99

Revenue Highlights:

Property Tax - \$675,725.56

PLF - \$118,335.60

Property Tax Allocation (Rollback) - \$51,888.64

Customer Fines - \$72.68

Interest - \$483.00

Misc. Revenue - \$235.95 (Kroger Rewards)

Capital Projects Interest Income - \$134.51

Special Revenue - \$53,000.00 (Coronavirus Relief Fund - \$3,000, \$50,000 OBM-PLA Coronavirus Relief Fund)

Expenditure Highlights:

Main Personnel - \$75,687

Branch Personnel - \$13,371

Main Operations - \$23,053

Branch Operations - \$8,802

Collection - \$19,043

Equipment and Furniture - \$29

August General Fund Expenditures - \$139,985

Financial Updates:

Revenues:

- Property tax levy revenue – Fairfield County taxes have been collected and the 2<sup>nd</sup> half received was \$675,725.56 in August, which is \$39,488.59 over the budget. Franklin County's portion will be received soon.

- Public Library Fund – State Revenues – The August PLF based on July receipts was 36.78% higher than estimated due to delayed income taxes. The amount to be received for September PLF is \$109,676.34.



Pickerington Public Library PLF Receipts 2020				
	County Estimate	County Actual	Difference	
January	325,859.00	325,554.99	-304.01	
February	383,844.00	391,315.40	7,471.40	
March	268,219.00	287,045.41	18,826.41	
April	258,957.00	232,917.88	-26,039.12	
May	415,162.00	269,307.56	-145,854.44	
June	359,809.00	309,490.35	-50,318.65	
July	389,459.00	379,315.57	-10,143.43	
August	303,560.00	415,212.64	111,652.64	
September	352,071.00	384,829.27	32,758.27	
October	328,899.00			
November	335,210.00			
December	355,567.00			
	4,076,616.00	2,994,989.07	-61,950.93	
	PPL Estimate	PPL Actual	Difference	% of Monthly Est.
January	92,870	92,783.17	-86.64	-0.09%
February	109,396	111,524.89	2,129.35	1.95%
March	76,442	81,807.94	5,365.53	7.02%
April	73,803	66,381.60	-7,421.15	-10.06%
May	118,321	76,752.65	-41,568.52	-35.13%
June	102,546	88,204.75	-14,340.82	-13.98%
July	110,996	108,104.94	-2,890.88	-2.60%
August	86,515	118,335.60	31,821.00	36.78%
September	100,340	109,676.34	9,336.11	9.30%
October	93,736	0.00		
November	95,535	0.00		
December	101,337	0.00		
	1,161,835	853,571.88	-17,656.02	
Revised Estimate	1,073,160			
Difference	\$88,675			

Star Ohio's daily interest rate – 0.23%  
Star Ohio Plus daily interest rate – 0.25%

Other Items:

- Grants –

- Guiding Ohio Online Grant – The library has been approved for a \$17,649 federal grant for 2020-2021. The local requirement for this grant is \$5,883.
- IMLS CARES Act Grant – The library should be notified in September about this \$373,537 grant for a lending kiosk.
- Ohio's Office of Budget and Management Grant – The library has received \$50,000 for this grant to be used at either location for increased sanitation costs, maintaining social distancing, purchasing personal protective equipment and other necessary costs to comply with public health orders, local health

department recommendations and best practices. This grant can be applied toward expenses already incurred and expenses through 12/30/20.

- Extra Spending Due to Pandemic – The library has been spending an extra \$1,300 a month on average due to the pandemic for PPE, social distancing, increased sanitation costs, curbside services, quarantining materials and unemployment costs. The library also paid an additional \$10,000 for increased Overdrive access for customers for 2020. These amounts will be reimbursed from OBM-PLA Coronavirus Grant from Ohio's Office of Budget and Management.
- August 26th Power Outage/Surge – The library had some damage to the computer firewall and HVAC system due to the power surges on August 26<sup>th</sup>. The total damage was \$13,641.13 and the library's deductible is \$1,000. The library is expecting an insurance claim check for \$12,641.13.

### Other Committee Reports

#### Director's Report

#### Fall Strategic Focus – Connect Community

##### Facilities:

##### Current projects:

- Main Library Structural roofing issue - The State of Ohio Board of Building Appeals has scheduled the library's variance hearing for 9:00 a.m. on October 13, 2020. Mikel Coulter from CTL engineering will be presenting the case. Tony will be there to provide historical information about the building if needed. Mikel shared information about the variance.
- Storing furniture - With extended quarantine causing space issues, staff are finding ways to be more creative in storing furniture. Both storage units are filled close to capacity. Additionally, Main library's quiet study room has been filled. This is expected to last through the pandemic. Tony shared some pictures.
- Annual Boiler inspection and biannual preventative maintenance - The library passed the annual boiler inspection. General Temperature conducted the Biannual Preventative maintenance on the HVAC systems at both locations.
- Repairs to the HVAC System - Three air-handling units had damage to their transformers after power surges from recent storms. Insurance covered the cost of the damage and all air handlers are now repaired. The library had to pay out the \$1000 deductible.
- Leaking roof at Sycamore Plaza - Frank is investigating a possible roof leak at Sycamore Plaza Library. Ceiling tiles have been removed in preparation for the next rain to determine where the leak is located. These repairs will be the responsibility of the property owner.

##### Miscellaneous:

##### Project work:



- Down with Dewey - Project is on track and moving forward swiftly! Planning phase is complete. All supplies purchased in order to make changes (labels, tape, stickers, etc.). Communications plan has been created and is being implemented. Timeline:

<b>Deliverables</b>	<b>End Date</b>	Finance	HR	Marketing	Facilities	Patron	IT	Children	Reference	Tech Services	ELT	Community	BOARD	PPLF	FOPPL
Research & Recommend Categories	9/1/2020							X	X	X	X				
Finalize Categories & Select call numbers	9/15/2020									X	X				
Create Marketing Plan	9/7/2020			X							X				
Convert Graphic Novel & Manga	9/15/2020							X	X	X	X				
Convert Picture Books, Easy Reader, & Blue Label nonfiction	10/31/2020			X	X	X		X	X	X	X	X			
Identify and relabel Adult Thriller/Horror & remove from general fiction	10/31/2020			X	X	X		X	X	X	X	X			
Convert J fiction	11/18/2020			X	X	X		X	X	X	X	X			
Convert J non-fiction book and all J AV	12/18/2020			X	X	X		X	X	X	X	X			
Convert Adult Audiobook, Adult DVD	12/18/2020			X	X	X		X	X	X	X	X			
Convert Adult Nonfiction	2/26/2020			X	X	X		X	X	X	X	X			
Convert Teen Fiction	4/15/2020			X	X	X		X	X	X	X	X			
Survey the Public - Follow-up to changes	6/14/2020			X							X	X			

Kudos to Joan Underwood, Grace Walker & Laura Hanby for helping keep this project organized and moving along.

**HHC:**

The library began in person homework help on September 8. With limited seating and strict safety protocols, we have only had mild success. There were 10 students at Main Library and 4 students at Sycamore Plaza.

Virtual HHC – The library has an agreement with PLSD to use their system to provide virtual help. The bugs are still being worked out.

**Summer Reading:**

**Registration & Reading Logs**

	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Registration</b>	Total: 832*	Total: 3000	Total: 2163
	Baby: 26 (3.1%)	Baby: 116 (3.9%)	Pre-Reader: 505 (23.3%)
	Children: 250 (42.1%)	Pre-Reader: 615 (20.5%)	Reader: 964 (44.6%)
	Teen: 74 (8.9%)	Reader: 912 (30.4%)	Teen: 280 (12.9%)
	Adult: 270 (32.4%)	Tween: 529 (17.6%)	Adult: 414 (19.1%)
		Teen: 172 (5.7%)	
		Adult: 656 (21.9%)	

<b>Registration / Logging Format</b>	Online registration & logging via READsquared  Paper logging with online tracking of prize redemption  Online: 677 (81.3%)* Paper: 155 (18.7%)*	Online registration & prize redemption via Google Forms  Paper Logging	Paper only
<b>Age/Grade Breakdown of Pre-K/ School-Age Participants</b>	Unspecified: 6 (0.8%) Under 1: 9 (1.2%) Age 1: 16 (2.2%) Age 2: 26 (3.6%) Age 3: 22 (3.1%) Age 4: 41 (5.7%) Age 5: 36 (5%) Age 6: 45 (6.2%) Age 7: 50 (7.0%) Age 8: 33 (4.6%) Age 9: 42 (5.8%) Age 10: 30 (4.2%) Age 11: 23 (3.2%) Age 12: 25 (3.5%) Age 13: 15 (2.1%) Age 14: 12 (1.7%) Age 15: 9 (1.3%) Age 16: 5 (0.7%) Age 17: 8 (1.2%)	<ul style="list-style-type: none"> <li>• Preschool: 269 (13.3%)</li> <li>• Kindergarten: 186 (9.2%)</li> <li>• 1st: 223 (11%)</li> <li>• 2nd: 246 (12.1%)</li> <li>• 3rd: 229 (11.3%)</li> <li>• 4th: 199 (9.8%)</li> <li>• 5th: 171 (8.4%)</li> <li>• 6th: 150 (7.4%)</li> <li>• 7th: 112 (5.5%)</li> <li>• 8th: 85 (4.2%)</li> <li>• 9th: 58 (2.9%)</li> <li>• 10th: 36 (1.8%)</li> <li>• 11th: 28 (1.4%)</li> <li>• 12th: 36 (1.8%)</li> </ul>	<ul style="list-style-type: none"> <li>• (No data for Preschool-6<sup>th</sup> grade)</li> <li>• 7th: 114 (40.7%)</li> <li>• 8th: 60 (21.4%)</li> <li>• 9th: 36 (12.9%)</li> <li>• 10th: 25 (8.9%)</li> <li>• 11th: 28 (10%)</li> <li>• 12th: 17 (6%)</li> </ul>

\*43 paper participants redeemed prizes for a total of 720 online registrants. The numbers above track unique participants.

#### Incentives & Completion

	2020	2019	2018
<b>Treasure Chest / Coupon Prizes</b>	845  *Combination of Levels 1 & 2	2539  Level 1: 1367 Level 2: 1172	2976  Level 1: 1226 Level 2: 1086 Level 3: 664
<b>Completion / Book Prize</b>	246 (29.5%)  *15 hours of reading	1048 (34.9%)  *15 hours of reading	580 (30.0%)  *20 hours of reading



<b>Bonus logs</b>	Y: Every 100 minutes/points = 1 raffle ticket, including after completion	Y: Every 300 minutes after completion = 1 raffle ticket	N
<b>Total number of reading hours logged</b>	6,435	24,015	Unknown

**READSquared:**

89 book reviews written

278 missions achieved by completing more than 1,390 literacy activities

684 literacy games played

**Volunteers:**

7 volunteers completed "virtual volunteering" projects including book reviews and cards for homebound residents.

**2020 Director Action Items:**

- Better Communication early on with Managers and Staff regarding changes
  - o Holding regular meetings with Managers during the Pandemic. Continuing with an all staff zoom update meeting every week. These meetings are to ensure all staff have the information they need to help them through the transitions occurring during the pandemic.
  - o The Dewey project has been a focus in communications lately. With all of the changes, extra efforts have been made to speak with managers in person to ensure they understand and are able to communicate the changes to their teams.
  - o Met with a couple managers when there was major change regarding the oversight of the virtual programming process.
- Better Communication with the Board – Tony was out a couple weeks this month and there were not any pressing changes that needed communicated outside of the Board Meeting. Tony shared the newest Gale Analytics information with the Board at the last meeting to provide a current snapshot of the community.
- Continue to expand community outreach to be reflective of the community – With the updated Gale Analytics information, the library has been incorporating that information into projects and programming decisions.
- Find better ways to manage the afterschool crowds – The current COVID-19 safety protocols have been a major factor in low turnout of the afterschool crowds.

Community Engagement Report

- Attended first FACFC virtual meeting since March. Message from PPL: We are open! Reserve a Service available for reserving tables, business center is open as well.

- Grace Fellowship book bundles – Remote Learning Center has 64 total students visiting throughout the week. K-8 level. Mix of picture, easy readers, chapter books.
- Autograph request:  
Ramsey received a Violet coloring book, sticker and a note from Violet with her stamp.

#### Service/Resource changes:

- OverDrive consolidated collections on Libby  
(E-books, audiobooks all in one place to browse, read and listen)
- Reserve a service rolled out
- Reserve a table, computer or business center.

#### EVENTS: 16 Total events

- 9 hosted interactive (live) events
- 7 recorded YouTube videos  
\*Not including grab n' go and 1-2 events missing from after/forms.

#### Most attended hosted interactive events:

- Virtual Family Fun w/ Grace
- First Draft Book Club
- Brown Bag Book Club
- On demand stories & songs w/ Brienne
- On demand stories & songs w/ Grace

#### Most watched recorded videos:

- Family Fun Early Literacy w/ Miss Ali (July 31, 2020: 36 views)
- Cup Shooters: Summer Reading Grab & Go (Aug. 3, 2020: 21 views)
- Sensory Stories w/ Miss Grace (Aug. 1, 2020: 17 views)
- Science in 60 Seconds: Capillary Action (2014: 16 views)
- No-Sew Heating Pads (2017: 16 views)

#### Mobile App:

Events – How do they work on the app? Colleen demonstrated the app.

Colleen gave an update about the Labor Day parade.

#### Old Business

#### COVID-19 Update

#### Library Stats: Aug. 1 – Aug. 31, 2020

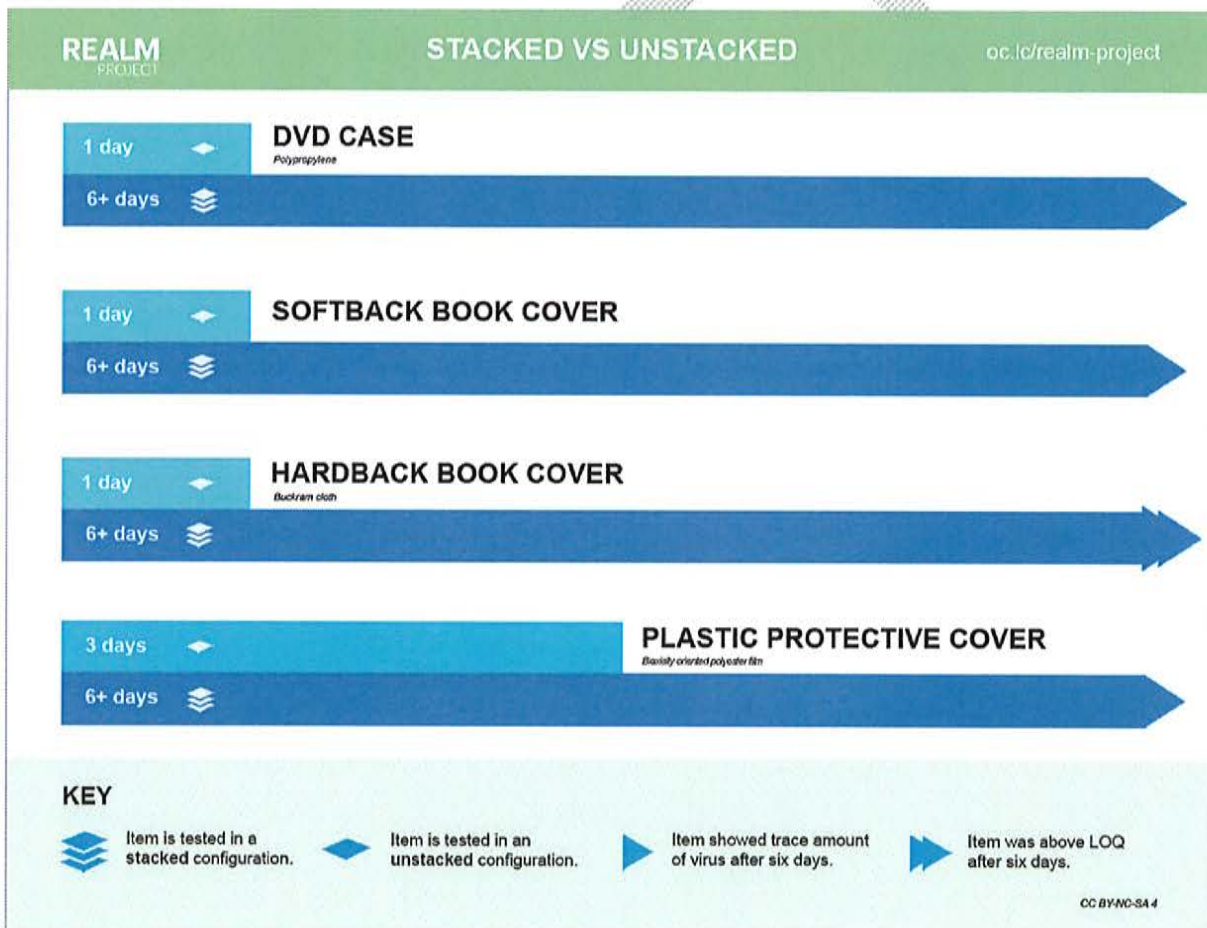
- Curbside: 2,188
- Door Count: 2,978 (subtracting curbside employee activity)
- Computer Use: 106 (75 were reservations)\
- Circulation: 23,328 (checkouts and renewals)
- Wifi Use: 383 unique users
- Copy/Fax/Scan reservations: 39 (does not include walk in)
- Table reservations: 41 (does not include walk in)
- \*Reserve a service rolled out this month.



July Comparison: July 1 – July 31, 2020

- Curbside: 2,588
- Door Count: 4,496 (subtracting curbside employee activity)
- Computer Use (to July 27): 379 people
- Circulation: 34,583 (checkouts and renewals)
- Wifi Use: 573 unique users

Quarantine - REALM Test 4 results show that after six days of quarantine the SARS-CoV-2 virus was still detected on all five materials tested. When compared to Test 1, which resulted in nondetectable virus after three days on an unstacked hardcover book, softcover book, plastic protective cover, and DVD case, the results of Test 4 highlight the effect of stacking and its ability to prolong the survivability of the SARS-CoV-2 virus.



As a direct result of these findings, the library has extended the quarantine of items stacked in bookdrop bins to 9 days. When taking a deeper dive into the findings, the library felt a longer approach is in the best interest of our customers and community. Additionally, staff is looking into ways to reduce the length of the quarantine time by “Unboxing” or spreading returns out on tables. Tony shared some pictures.

A couple of CLC libraries have increased their quarantine time to one week (6 to 7 days). Most stayed with the 96-hour quarantine. To accommodate all the CLC libraries with different quarantine lengths, CLC has adjusted the protocol for the quarantine process. Beginning last week, the library began putting dates on the bin so the receiving location knows when the last time those materials were touched.

Mike asked if any adjustments need to be made to the operational plan. Tony felt that the current plan is working.

### New Business

#### Drive Up Window

While considering long term options for serving the public during and beyond the current pandemic, the library is looking at all areas of operations. One area for opportunity is the curbside service at Main library. The new curbside service is working well and popular with customers. This service does not come without challenges. At both locations, it is difficult to serve customers at curbside during inclement weather. Sycamore Plaza has an overhang, providing staff with some protection from bad weather. At Main library, all pickup spots are out in the open. Thus requiring staff to work in unfriendly environments or temporarily halting the service. There is simply no way to locate these spots in a semi covered area. Therefore, in order to improve this service and ensure staff safety during inclement weather, staff has determined adding a drive up window at Main library is the best option.

With COVID-19 funding provided by the State of Ohio, the library has an opportunity to pay for these changes to the facility.

The Library's Facilities Manager has been working on quoting out the project. Currently, the library has two quotes and are expecting one to two more over the next week.

Quote one -	Varone Construction	\$10,175
Quote two -	Handyman Matters	\$12,000

The library will need to follow up on both current quotes to add an overhang to the drive up window, which could add at least a couple thousand dollars to the project.

Main library has a sizable drive up book drop room that would easily accommodate a drive up window as well as maintain current materials return space.

#### **09-02-20 Resolution to authorize the Director and Fiscal Officer to accept the lowest responsible bid not to exceed \$20,000 in order to move forward with adding a drive up bookdrop window at Pickerington Main library**

Mary Herron made a motion to authorize the Director and Fiscal Officer to accept the lowest responsible bid not to exceed \$20,000 in order to move forward with adding a drive up bookdrop window at Pickerington Main library. Berneice Ritter seconded.



Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Resolution passed.

#### OBM-PLA Coronavirus Grant Fund

The library has received \$50,000 for the OBM-PLA Coronavirus Relief Fund. This grant is for COVID-19 related costs from March 1, 2020 through December 30, 2020. This grant reimburses the library for expenses that were spent out of the General Fund that were not originally included in the budgeted amounts as well as additional expenses until December 30, 2020. Examples of items these funds pay for are PPE, sanitation, plexiglass, signage for curbside, unemployment costs, paid sick leave due to the FFCRA Act, additional electronic resources due to COVID-19 and more. These are Federal Funds provided through the CARES Act. The library also received the amended Certificate of Estimated Resources from the county showing the available grant funds of \$50,000 available for appropriation. The library was approved for \$50,000 for COVID-19 Relief from the Ohio Office of Budget and Management for Public Library Assistance. The library set-up the OBM-PLA Coronavirus Relief Fund at the August 29, 2020 special board meeting.

#### **09-03-20 Resolution to appropriate OBM-PLA Coronavirus Grant Fund of 2802 for \$50,000**

Mike Jones made a motion to appropriate OBM-PLA Coronavirus Grant Fund of 2802 for \$50,000. Todd Stanley seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes, Mary Herron-yes, Jennifer Hess-yes. Resolution passed.

#### **09-04-20 Resolution to authorize the Fiscal Officer and Library Director to add additional account codes and to transfer between appropriation accounts, as needed in the OBM-PLA Coronavirus Relief Fund**

Mary Herron made a motion to authorize the Fiscal Officer and Library Director to add additional account codes and to transfer between appropriation accounts, as needed in the OBM-PLA Coronavirus Relief Fund. Berneice Ritter seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Jennifer Hess-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes. Resolution passed.

#### Patron Purge

Currently, the library has 2673 cardholders with three or more years of inactivity. These cardholders owe a combined \$28670.90 in fines and fees.

Out of these 2673 inactive cardholders, 824 owe the library money.  
66 owe between \$100 and \$784 totaling \$13698.26

244 owe between \$25.01 and \$99.99 totaling \$11386.34  
514 owe between \$.01 and \$25.00 totaling \$3586.30

1849 inactive cardholders have a zero balance on their accounts.

With current CLC membership costs, the library is paying \$2779.92 annually to hold these inactive customers. By purging these customers, the library will save \$27799.20 over the next 10 years.

Staff would like to do this purge now in order to clean up server space and to maintain a more accurate customer count.

Annually, the library purges customers with three or more years of inactivity. In January of 2019, the Board of Trustees decided to purge all customers regardless of what they owed to the library. Before that decision, the library only purged customers with fines and fees less than \$25.00.

The library conducts these annual purges to free up file storage space on the computer system, and to reduce consortium costs. There is a cost of \$1.04 associated with each cardholder. This cost is realized as part of the Central Library Consortium (CLC) membership dues.

Three years is determined as the purge timeframe due to historical trends and industry standards.

The Library's last customer purge was January 2019 when 2712 customers were purged with a total of \$238,741.57 in fines and fees.

Normally this purge is conducted in October; however, CLC has requested it be complete by October 5.

**09-05-20 Resolution to approve a purge of inactive customers (3 years or more) regardless of the amount of fees: 2673 inactive customers, total fines & fees \$28670.90**

Todd Stanley made a motion to approve a purge of inactive customers (3 years or more) regardless of the amount of fees: 2673 inactive customers, total fines & fees \$28670.90. Mary Herron seconded.

Roll call: Jennifer Hess-yes, Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

#### Board Retreat

Cristie Hammond proposed a Board Retreat that is socially distanced in person, with Tony and Brenda attending, for a Saturday or Sunday in October for 4 hours. Topics to



be covered are the Bylaw updates, role of the Trustee, industry trends, and strategic planning.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:16 p.m.

Next Board Meeting:

Regular Board Meeting

October 19, 2020 @ 7:00 p.m. will be a hybrid meeting at Main Library in person and Zoom for virtual attendees, including the public

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Cristie Hammond  
President

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Mary Herron  
Secretary

# Memorandum

**To:** Cristie Hammond; Michael Jones; Berneice Ritter; Mary Herron; Michelle Shirer; Jenn Hess; Todd Stanley

**From:** Tony Howard

**Date:** October 19, 2020

**Subject:** Monthly COVID update

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## Month over Month comparison

### Sept. 1 – Sept. 30:

**Curbside:** 597

**Computer reservations:** 188

**Copy/Fax/Scan reservations:** 50

**Table reservations:** 577

**Door Count:** 4,569 (subtracting curbside employee activity)

**Total circulation:** 38,118

**Wifi use:** 1,210 (unique users)

**Computer lab use:** 381

### Aug. 1 – Aug. 31, 2020

**Curbside:** 2,188

**Computer reservations:** 75 (does not include walk in)

**Copy/Fax/Scan reservations:** 39 (does not include walk in)

**Table reservations:** 41 (does not include walk in)

**Door Count:** 2,978 (subtracting curbside employee activity)

**Total Circulation:** 23,328 (checkouts and renewals)

**Wifi use:** 685 unique users

**Computer lab use:** 106 people

*\*Reserve a service rolled out this month.*

### July 1 – July 31, 2020

**Curbside:** 2,588

**Door Count:** 4,496 (subtracting curbside employee activity)

**Total circulation:** 34,583 (checkouts and renewals)

**Wifi use:** 888 unique users

**Computer lab use (to July 27):** 379 people



## Quarantine

### **REALM Test 5**

What was tested?

Leather book cover\* Leather (circa 1861)

Hardcover book covering Synthetic leather\*

Expanded polyvinyl chloride (PVC) Upholstery Polyolefin fabric\*

100% polyolefin Upholstery Cotton fabric\*

100% cotton (blue) Upholstery, costumes Nylon webbing\*\* Nylon weave Nylon belt crowd control barrier

The results showed small traces of the virus was still detected on leather and synthetic leather materials at 8 days. We do not carry these types of materials as they are mostly found in archival libraries. On polyolefin and nylon fabric, no traces were found after 1 hour. For cotton fabric, they could not find traces of the virus at all.

### **Additional Information**

In addition to the REALM test results, information has come out questioning the use of the REALM results for making specific recommendations regarding quarantining materials. Library leaders from around the county and ALA started asking Virologists for opinions on the virus and the results of the REALM Study. A Virologist and Biologist from Rutgers University challenged the results being used as recommendations for quarantining periods specifically due to the amount of virus Battelle uses on each material type. Here is his letter to Battelle,

Numerous librarians worldwide have contacted me because the advice you are providing is in disagreement with the assessment that I published in the Lancet comment. I was asked to look at the research study on which your recommendations are based, and I find that research to be subject to the same criticism of the research I reviewed in my Lancet Comment, namely the work used extraordinarily huge and unrealistic amounts of virus ( $2.6 \times 10^5$ , i.e., 260,000) on the materials tested. This has essentially no relation to a real-life scenario, as discussed in my Lancet Comment.

Even with these large amounts, half of the virus is dead after 1 hour on the surface. With a half-life of 1 hour, 7 hours would be enough to expect no remaining virus on library materials if the amount at the start were 100 virus particles, already a high end start point in itself. In my opinion, the risk of transmission on library materials is negligible, but if you want to play it safe, leave the materials undisturbed for a day. No cleaning would be required in that case.

Let me also point out that there are NO confirmed cases of

transmission of this virus by surfaces in the scientific literature, and there is at least one report of lack of transmission by surfaces where it would have been expected had it occurred."

Recently, I attended an all-day conference hosted by Library Journal and one of the sessions included the Realm Project and library responses to the pandemic. The Battelle Virologists and communications team referred to this challenge to their research and clearly stated that the results should be considered but not used as the sole deciding factor when deciding appropriate quarantine lengths for materials. Additionally, they clarified that they used a high quantity because there is currently no research on how much virus is expelled by humans.

We also purchased an electrostatic sprayer to disinfect materials and furniture.

**Electrostatic sprayers** work by charging liquids (i.e., cleaners, sanitizers, and disinfectants) as they pass through a **sprayer** nozzle. This generates charged droplets that repel one another and actively seek out environmental surfaces, which they stick to and even wrap around to coat all sides.

The cleaner we are using is Vital Oxide.

**Vital Oxide** is an EPA registered hospital disinfectant cleaner, food surface sanitizer, mold killer, and heavy-duty odor eliminator. Effective on a broad-spectrum of virus and bacteria, including "super bugs" like MRSA and H1N1, **Vital Oxide** breaks down to simple salt and produces no harmful by-products.

After researching the various products on the market, we felt the risk of long term damage to books was negligible compared to public safety. This sprayer is not recommended on archival materials. As a circulating public library, we have very few materials more than 5-10 years old.

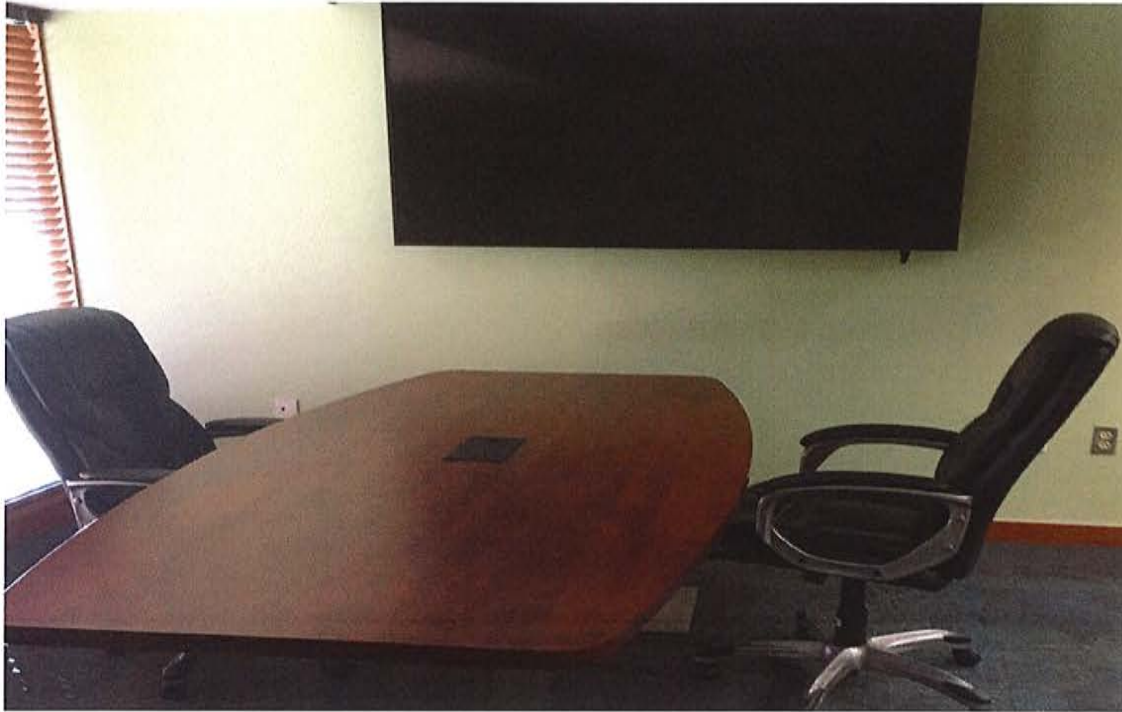
As a direct result of these findings and additional information, we have reduced our quarantine of items stacked in bookdrop bins to 3 days. We are also continuing to unbox materials to shorten the quarantine length to 1 day.



Changes to service



We reopened small conference rooms, but limited seating to 2 to 3 people. These are by appointment only.



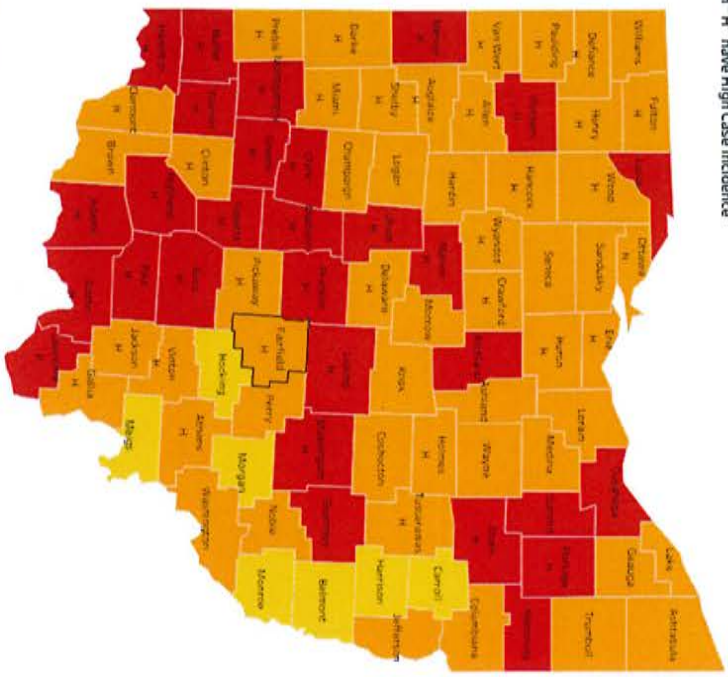
### Staffing

We reduced staff hours as a cost saving measure in order to prevent furloughs of staff. The workhours reduction reflected the changes in our business model and hours of operation. Since that decision, our business model and circumstances have changed.

We have been able to identify and adjust to the changing workflows, but the needs for staff to cover public service and the additional station of Curbside Service has increased. Staff spend a great deal of time managing the quarantine process. We are also preparing to begin safe services to assisted living facilities in the next couple of months. Additionally, we have several staff working reduced schedules and others on Leave of Absence (LOA) for more than 3 months. These additional reductions in hours and LOA are directly related to impacts from the pandemic.

Financially, we have fared better than expected, while the revenues are down for the year, impact isn't as harsh as it could have been. Finally, most libraries have or are planning to bring their staff back by the end of the year. When considering all of these factors, ELT has determined there is a need to bring nonexempt staff back to their full pre-COVID hours by the end of the year.

Countries with an "H" have High Case Incidence



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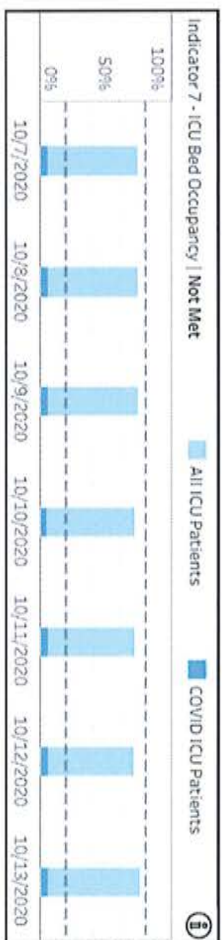
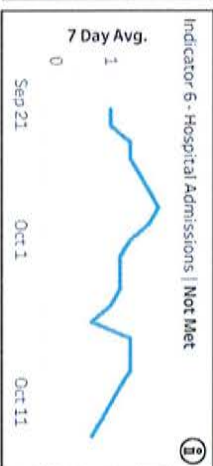
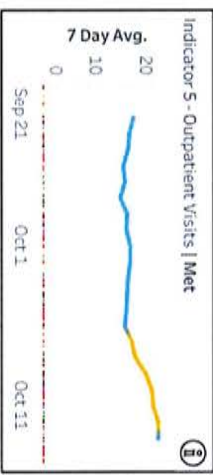
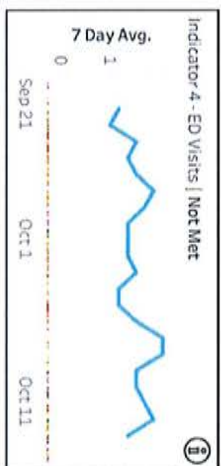
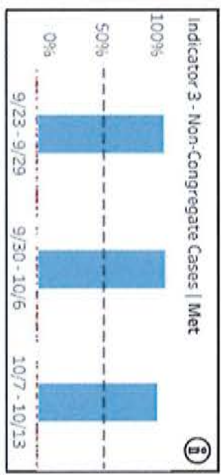
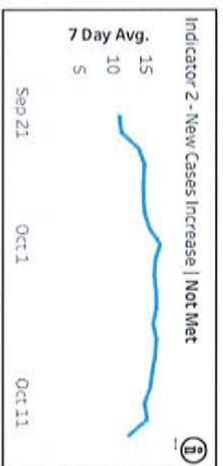
- Level 1 Public Emergency:** active exposure and spread. Yellow
- Level 2 Public Emergency:** increased exposure and spread. Exercise high degree of caution. Orange
- Level 3 Public Emergency:** very high exposure and spread. Limit activities as much as possible. Red
- Level 4 Public Emergency:** severe exposure and spread. Only leave home for supplies and services. Purple

For All Public Emergency Levels, Follow All Current Health Orders

Fairfield County | Orange

County  
Fairfield  
Published Date  
10-15-2020

Indicator 1 - New Cases per Capita   Met	County Population	Cases per 100k
199	157,574	126.29



Data within the final 14 days of indicators 1, 2, 3 and 6 is preliminary and subject to change as more information is reported to ODH







# Memorandum

**To:** Cristie Hammond; Michael Jones; Berneice Ritter; Mary Herron; Michelle Shirer; Jennifer Hess; Todd Stanley

**From:** Brenda Oliver

**Date:** October 19, 2020

**Subject:** Transfers for the Guiding Ohio Online Grant fund

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## **Executive Summary**

The library has been approved for the Guiding Ohio Online Grant for 2020-2021 for two Technology Trainers at 15 hours a week. The library needs to transfer local funds into the grant fund.

## **Background**

The library committed 25% matching funds for this grant of \$5,883. The total Federal funds expected between October 2020 and September 2021 is \$17,649. The first installment of \$4,413 will be received this month and the remaining balance of \$13,236 will be received in 2021. The library did not spend \$1,616.72 of the local funds from the 2019-2020 Guiding Ohio grant. The library needs to transfer \$4,266.28 into the Guiding Ohio Grant Fund for 2020-2021.

## **Action Requested**

Resolution to transfer \$4,266.28 from 1000-100-110-1120 Salaries (Professional Salaries) into 1000-910-910-0000 Transfers – Out.

Resolution to transfer \$4,266.28 from 1000-910-910-0000 General Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In.



# Memorandum

**To:** Cristie Hammond; Michael Jones; Berneice Ritter; Mary Herron; Michelle Shirer; Jennifer Hess; Todd Stanley

**From:** Brenda Oliver

**Date:** October 19, 2020

**Subject:** Changes to the Work Expectations policy

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## **Executive Summary**

As part of the normal practice of reviewing policies and procedures, the work expectations policy was identified as outdated. In looking to other libraries, we were unable to find example policies. Therefore, we used Duke University and Wisconsin University's policies as resources.

As with all policy updates, we separated the policy from the administrative procedure.

## Policy

Since most of the policy was actually procedure, we crafted an official stance for the board on this topic.

## Administrative Procedure

The procedures are broken down into three areas of expectations (Orientation, Work Station, and Public Service Floor). Most of the procedures came directly from the former policy.

## **Background**

The last time this policy was updated was January 12, 2015.

## **Action Requested**

Resolution to approve the changes to the Work Expectations Policy.





## Pickerington Public Library Cardholder Work Expectations Policy

Board Policy:

Date Reviewed: 10/19/2020

Date Approved: 10/19/2020

Effective Date: 10/19/2020

Replacing Policy Effective: 01/12/2015

The Pickerington Public Library Board of Trustees (The Board) believes success in its mission depends on the successful job performance of its employees. Successful job performance depends on, among other things, an understanding of workplace expectations. The Board expects all employees to cooperate in maintaining a quality work environment. Employees contribute to the success of the work environment through good work habits, personal responsibility, respect for others, professional decorum, supporting an inclusive work environment, and following library policies, procedures, and programs.

The Library Director and his/her designee are responsible for setting workplace expectations, training staff on workplace expectations and ensuring expectations are followed.

As employees of an institution supported by the public, staff members have a special obligation to give a full day's work for a day's pay and to put forth their best efforts so that the public's tax dollars will not be wasted.

~~Employees are expected to be in their work area ready for work at the time specified.~~

~~Punctuality is important to efficient performance. Anyone not on the job as scheduled is considered late. Please notify the Director, or his/her authorized representative, if you are unavoidably detained. Excused time lost may be made up if the Director approves it. The Director may take disciplinary action for unexcused or habitual lateness.~~

~~Perform your work quietly with dignity and with efficiency. Meet the public cordially, helpfully, and with a smile.~~

~~When helping a patron, always begin with a cheerful greeting, help them locate the materials they desire, and end with a cordial good bye.~~

~~Do not socialize while on duty.~~

~~Answer the telephone as quickly as possible by identifying the department the patron has reached. Employees are expected to keep personal calls to a minimum. Such calls should be made from non-public areas and only during break times.~~

~~Do not chew gum or use tobacco products while on duty in the Library.~~

~~Do not eat food, candy, and snacks or drink beverages while working in the public areas, which include but are not limited to the circulation desk, reference desk, or juvenile information desk. Keep work areas as neat as possible.~~

~~Employees are expected to observe a quiet decorum so as to maintain a quiet place for study and research.~~

~~As employees of an institution supported by the public, staff members have a special obligation to give a full day's work for a day's pay and to put forth their best efforts so that the public's tax dollars will not be wasted.~~



## A. Orientation

As part of the orientation process for newly hired staff, supervisors should review the library's policies regarding workplace expectations and guidelines in addition to any department or job-specific expectations. New staff receive a copy of the library's Staff Handbook during the first day<sup>[U1]</sup> of onboarding. After reviewing the handbook and having an opportunity to ask questions or seek clarification, staff should sign the Acknowledgement of Receipt form and return it to the Human Resources Manager for inclusion in the individual's department personnel file.

## B. Work Station

Employees are expected to be in their work area ready for work at the time specified on their work schedule. Punctuality is important to efficient performance. Anyone not on the assigned job station as scheduled is considered late.

Workstations are to be kept as clean and orderly as possible. Staff are expected to clean their workstation before turning it over to anyone else.

## C. Public Service Floor

A. — Perform your work quietly with dignity and with efficiency. Meet the public cordially, helpfully, and with a smile.

When helping a patron customer, always begin with a cheerful greeting, help them locate the materials they desire, and end with a cordial good-bye. All staff are expected to approach every interaction like it is the first time they have met the customer.

Do not socialize while on duty Administration recognizes that socializing is a part of human nature. Therefore, staff must limit socializing to a minimum while on duty. Staff should never socialize with each other in the presence of customers.

Answer the telephone as quickly as possible by identifying the department the patron customer has reached. Employees are expected to keep personal calls to a minimum. Such calls should be made from non-public areas and only during break times unless there is an emergency.

Do not chew gum or use tobacco products while on duty in the Library.

Do not eat food, candy, and snacks or drink beverages while working in the public areas, which include but are not limited to the circulation customer service desk, reference information and research desk, or juvenile information youth services desk. Staff may drink while on station, but the drink must remain closed and out of the way of the workflow when not actively taking a drink.

Keep work areas as neat as possible.



Employees are expected to observe a quiet decorum so as to maintain a quiet place for study and research. Administration recognizes the need to communicate in the course of the library's daily operations, so staff must remain cognizant of their surroundings.

As employees of an institution supported by the public, staff members have a special obligation to give a full day's work for a day's pay and to put forth their best efforts so that the public's tax dollars will not be wasted.