

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
April 18, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on April 18, 2022 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Berneice Ritter, and Todd Stanley. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. 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: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence: Jennifer Hess

Secretary's Report

Consent Agenda

1. March 21, 2022 Regular Board Meeting minutes
2. March 21, 2022 FAB Meeting minutes
3. March 31, 2022 Special Board Meeting minutes
4. Donations
 - a. Lynn Kirkby donated \$100 in memory of Mary Ann Kirkby for the Homework Help Center
 - i. Mary Ann Kirkby was a teacher in Pickerington Schools and Main Library's Homework Help Center was originally dedicated in her name thanks to a donation from the Friends of the Library

04-02-22 Motion to approve the Consent Agenda

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

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

Public Participation

Alissa Henry entered the meeting.

Friends of the Library Report

Cristie reported that the Friends made \$5,114.25 at the book sale. They had about \$450 in new memberships. The book sale flag sails were helpful in getting attention.

Finance Committee

Fiscal Officer's Report

Checking balance - \$1,784,140.19
General Fund Investments - \$3,144,601.15
Capital Fund investments – Star Ohio - \$689,155.29
March General Fund Revenue - \$953,518.98

Revenue Highlights:

- Property Tax - \$797,962.91
- Property Tax Rollback - \$53,901.34
- PLF - \$98,345.18 (\$95,086.08 – Fairfield County, \$3,259.10 – Franklin County)
- Customer Fines - \$482.83
- Coin Op - \$1,596.05
- Interest - \$741.11
- Capital Projects interest income - \$162.42
- Special Revenue - \$6,289

Expenditure Highlights:

- Main Personnel - \$89,154
- Branch Personnel - \$18,893
- Main Operations - \$31,835
- Branch Operations - \$9,296
- Collection - \$26,575
- Equipment and Furniture - \$4,695 (laptops)
- Transfers – Out - \$0

March General Fund Expenditures - \$180,448

Brenda asked if there were any questions from the financial reports. There were none.

Other Committee Reports

Director's Report

Spring Strategic Focus – Read

Facilities:

Current projects:

- Damage to the Gutter and roof - Work on this project will begin as soon as the rest of the roof is completed.

- Roof Repairs - Repairs have begun on this project. There is not an estimated completion date at this time.
- Fence for Butterfly Garden - Fence is installed. Staff and volunteers will be clearing the area and planting seed on Friday, 4/22/2022 from 9:00 a.m. to 1:00 p.m.
- Pavilion - Architectural fee proposal came back at almost 50% of project cost. There will be a meeting with the architects from TRIAD Architects to figure out the miscommunication. Zoning approval for main library was approved for the tents on the front lawn. They will go up on May 8.
- Youth Services Staff Workroom/Barn - DesignGroup is working on the estimate for the design of the space. The quote is expected later this week.
- Ravine - Met with school district to inform them that the work to repair the ravine might need to go onto their property. Once there is a formal plan, it will be shared to confirm approval if needed.

Miscellaneous

- Staff Member Highlight - Norma Lockney has been with the library as Deputy Fiscal Officer for two years and seven months. She is friendly, outgoing and caring toward her coworkers. Norma is extremely well organized, which is a necessity for success in her department. Norma's professional background and experiences allow her to bring different ideas to the organization. She is not afraid to make suggestions that help the organization grow. Recently, Norma stepped up and led the Fiscal Operations in the absence of the Fiscal Officer. While she had a heavier than normal workload, Norma remained calm and accomplished her tasks. For this, Norma is being recognized before the Board.
- Legislative Day - Brenda and Tony went to the Statehouse and lobbied for libraries on April 6, 2022. They met with Senator Tim Schaffer and shared what the library has been doing for the community. Representative LaRe cancelled the meeting, but Tony left the information folder for him to review. Tony invited him to the library when he is back in the district.
- Outreach Vehicle - The new outreach vehicle has been picked up and is in the parking lot at Main library. Once the design for the wrap is approved by ELT, the vehicle will be sent off to be wrapped. The equipment for the service has been ordered and has been slowly arriving. The brand for this service is Library On-The-Go. Estimated start of services is mid-to-late May.
- Branch Expansion - Planning is underway for the branch expansion. Tony shared some pictures of the initial outline.
- The Elephant & Piggie Party was a big success, and staff from all departments played a part in that success! Nearly 270 people attended. Rick and Lauren did a great job as Elephant & Piggie in those awkward, hot costumes, and Rhonda was a pro as Violet, as always. Tony shared a picture.

Community Engagement Report

Library Stats:

Social Media:

Platform	Date	# of posts	Total followers/page likes	New likes /retweet /impressions
Facebook	21 Dec	44	3387	73
	22 Jan	37	3477	94
	22 Feb	40	3481	18
	18 Mar	32	3558	72
Instagram	21 Dec	40	1020	17
	22 Jan	34	1040	29
	22 Feb	30	1052	22
	18 Mar	19	1058	10
Twitter	21 Dec	26	290	30/8
	22 Jan	29	1601	30/4
	22 Feb	21	24	3
	18 Mar	6	4	3
LinkedIn	21 Dec	1	71	244
	22 Jan	15	75	296
	22 Feb	9	2	203
	18 Mar	3	4	235

Google Business	location	Interactions	Call	Directions	Clicks	
21 Dec	PPLM	3436	2013	564	859	
	PPLS	1258	883	181	194	
22 Jan	PPLM	3070	1438	447	1183	
	PPLS	908	468	144	296	
22 Feb	PPLM	1241	308	346	587	
	PPLS	407	143	121	143	
18 Mar	PPLM	1241	225	383	631	
	PPLS	323	78	121	124	

Volunteers:

The volunteers were stellar this month!

- 8 Elephant and Piggie volunteers - handlers and craft help
- 15 prom event volunteers - mix of library volunteers and prom committee members. Several of the girls got dresses before/after their shifts!
- 30+ volunteers for the book sale - mix of library, NHS, and junior NHS helpers. Many volunteered for multiple days, and Marilyn really put them to work. She also had a lot of help with cleanup on Sunday which she says is usually a pretty small group.
- Library volunteers processed over 200 board games to check for damage/missing pieces.

- Lots of new volunteers this spring through NHS/Junior NHS/Key Club, and many of them are being referred by friends who enjoy volunteering with the library.

Projects:

- Library On-The-Go vehicle – expecting graphic mock-up this week
- Website nav updates – on schedule
- Wayfinding project – expecting mock-ups of end caps this week

Events:

Colleen shared a picture of the Prom Dress Event.

Prom Dress stats:

Marketing Tool	Total
Family	21
Friends	64
Facebook	164
Instagram	1
Google	5
School	64
News/Media	11
Email Marketing	3
Community (Case Worker, Mentors, etc.)	3
Total	336

Event Attendance	
Checked In	165
Registered (Not Checked In)	192
Walk Ins	30

March:

Elephant & Piggie (160 people attended)

Upcoming:

May 6: Chocolate Hop

May 7: Pickerington Comic Fest – Colleen shared a picture of Violet in a cape

May 21: Summer Reading begins!

Old Business

New Business

The library has applied for and has been approved for two summer reading grants. The first one is through the State Library of Ohio for \$1,269 in federal funds and \$423 in local funds. The library is going to use the grant funds to pay for summer reading program presenters and program supplies. This grant is a LSTA federally funded and \$423 in matching funds are required for this grant. The second one is from the Fairfield County Foundation in collaboration with the Youth Advisory Committee for \$1,500 from the George and Dollie L. Zimpfer Memorial Fund. This grant is to be used for summer reading book prizes. The total revenue to be received in this fund is \$3,192.

Restricted Grants need to be accounted for in a separate special revenue fund. The Summer Reading Grant fund was set-up in 2020.

04-03-22 Resolution to transfer \$423 from 1000-910-910-0000 Transfers – Out to 2011-931-0000 Transfers - In

Mike Jones made a motion to approve the resolution to transfer \$423 from 1000-910-910-0000 Transfers – Out to 2011-931-0000 Transfers - In. Todd Stanley seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

04-04-22 Resolution to appropriate 2011-100-390-3914 Other Purchased & Contracted Services (YS Programs) for \$775 and 2011-100-451-2114 General Administrative supplies (YS Programs) for \$2,417

Berneice Ritter made a motion to approve the resolution to appropriate 2011-100-390-3914 Other Purchased & Contracted Services (YS Programs) for \$775 and 2011-100-451-2114 General Administrative Supplies (YS Programs) for \$2,417. Mary Herron seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes, Mary Herron-yes. Resolution passed.

Cristie asked committee members to stay after the meeting to set dates and times for meetings.

For the good of the order

Adjournment

Cristie adjourned the meeting at 7:41 p.m.

Next Board Meeting:

FAB Committee Meeting
May 16, 2022 @ 6:30 p.m. at Main Library

Regular Board Meeting
May 16, 2022 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary