

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
December 20, 2021

The Board of Trustees of the Pickerington Public Library met in regular session on December 20, 2021 at 7:03 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, 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.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Michelle Shirer and Todd Stanley

Secretary's Report

Consent Agenda

1. November 14, 2021 Regular Board Meeting minutes
2. November 14, 2021 Strategic Planning Session
3. Minimum Wage Increase – Patrick Thompson increase to \$9.30 an hour effective January 1st
4. New staff:
 - a. Ingrid Vanessa Marquez started December 7th at \$16.73 an hour as Community Engagement Assistant
 - b. Jamie Lingafelter started December 8th at \$13.16 an hour as Custodian

12-01-21 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Mike Jones seconded.

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

Public Participation

Friends of the Library Report

Finance Committee

Fiscal Officer's Report

Brenda shared with the Board what the Finance Committee discussed. Brenda asked if there were any questions from the financial reports. There were none. Brenda shared that the Finance Committee also discussed the 2022 Temporary Appropriations and the PTO Policy Updates.

Other Committee Reports

Personnel Committee scheduled for December 21 is postponed.

Director's Report

Winter Strategic Focus – Inspire Knowledge

Facilities:

Current projects:

- Picnic tables and benches - Project completed.
- Main Library Return and Air Duct issues - There have been continual issues with the heating and cooling system. Three of the air return ducts had to be repaired and the cost was \$2,980. As part of the work, an air balance test discovered that the airflow dampening doors are not working properly. So, sometimes the system does not work properly when trying to control airflow. When the main library's HVAC controls were upgraded to an automated system several years ago, this was not part of that upgrade. That upgrade enabled the library to operate the system online. This issue is due to failing electronics that are 30 years old.

IT:

- Computer Equipment delays - Cyril has been able to work with our IT support company (Sophisticated Systems Inc.) to acquire the PCs needed to replace our Public PCs. They will hopefully be installed in January.

Miscellaneous:

- Staff Member Highlight - Dana Folkerts: Dana is the Youth Services Manager and has been with the organization since September 2018. Dana is a caring leader focused on exceptional service to children in the community. She leads a highly functional team dedicated to helping the organization accomplish goals. Her attention to detail and thoughtful insights are an asset to the library's leadership team. The Youth Collection is very well maintained and developed to fit the needs of all in the community. Dana is an excellent programmer and has high expectations for her staff when they hold their classes and events. This year, under Dana's direction, three major youth events (Summer Reading Finale, Trunk or Treat, and Santa Saturday) were held and many other classes and minor events for the community. Dana is a great colleague and cares about the people she works with at the library. She is selfless and never says no when someone asks for help.

- Santa Saturday - There was a great turnout for Santa Saturday. In all, 383 customers visited with Santa and Violet, played Christmas Bingo, made Christmas boxes, ornaments and picture frames, and listened to the music of Joanie Caem. Tony shared some pictures.
- COVID-19 Operational Update - There were no changes to operations due to COVID-19 during the past month. However, beginning January 1, staff will no longer be paid for time off while being quarantined due to COVID-19 or expected exposure. This change is in line with most libraries in Ohio.
- OLC Legislative network & Government Relations - A meeting was held to discuss Legislative Day and state legislation impacting libraries. Legislative Day – Wednesday, April 6, 2022 - May be limited in person meetings. HB 327 – Prohibit teaching, advocating, or promoting divisive concepts - This bill as written includes political subdivisions. It would negatively impact collections and the library’s ability to manage challenged materials. Currently, it is in committee and probably won’t make it to the floor for a vote until early next year.
- First Amendment Challenge - Tony spent quite a bit of time communicating with the County Prosecutor’s office, OLC, and the State Library of Ohio regarding a challenge to the library’s policy on requiring consent to video other customers while on library property. Tony shared the email chain and guidance from the attorney with the Board.
- Public Records Request - Tony spent time responding to a public records request by the IRS regarding the current HVAC maintenance vendor General Temperature Control.
- Reading Initiatives Goals:

Strategy	Outcome
Increase engagement in the 3 lowest performing elementary schools and 1 low performing middle school	Support the increase in academic performance of identified schools
Increase participation in Summer/Winter Reading	Increase participation in Summer/Winter Reading by 10% in all age groups

- Tactical Plan Update - The library started out the year with 17 tactical plan projects. 11 tactics completed, 2 tactics are expected to be completed by the end of the year, and 4 tactics pushed to 2022.

Community Engagement Report

General stats comparison:

Stats:	September 2021	October 2021	November 2021	December 2021
Curbside	632	331	14	
Drive-up	1583	1068	494	
Door count	8,999	10,299	10,249	
Circulation	37,748	38,433	32,103	
Wifi use	1,698	1,768	1,767	
Computer lab	451	462	402	
COVID tests	9,045	4,243	1,893	

2021 total COVID-19 tests handed out through the end of November: 17,747

Social Media:

Loomly







Loom.ly Account Overview (November 1 - 30, 2021)

<p style="text-align: center; font-weight: bold;">Total Clicks</p> <p style="text-align: center; font-size: 24px; font-weight: bold;">554</p> <p style="text-align: center; font-size: 12px;">+120 (27.6%)</p>	<p style="text-align: center; font-weight: bold;">Clicks Over Time</p>
Click Sources	Click Locations

Facebook Account Overview (November 1 - 30, 2021)

Posts Published	Total Likes	New Likes	Unlikes	Engaged People
44	3,306	17	7	637
-14 -24.1%	+12 0.4%		+2 40.0%	-18 -2.7%
Total Reach	Organic Reach	Paid Reach	Impressions	Video Views
15,642	15,620	0	23,367	319
+970 6.6%	+1,002 6.9%		+656 2.9%	+19 6.3%

3 Most Engaging Posts	3 Highest Reach Posts	3 Most Shared Posts
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">Santa Saturday</p> <p style="font-size: 10px; margin: 0;">Save the Date! Get into the holiday spirit with music by ...</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">10.12%</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">Gratitude!</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">8.45%</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">Winter Reading</p> <p style="font-size: 10px; margin: 0;">Sycamore Plaza Staff is working on the middle row of thei...</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">5.71%</p> </div> </div>	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">New Collection - Memory Care Kits</p> <p style="font-size: 10px; margin: 0;">Memory Care Kits from MEternally.com offer reminiscence t...</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">1,897</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">#givingtuesday</p> <p style="font-size: 10px; margin: 0;">Today is #GivingTuesday! Please support Pickerington Publ...</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">1,406</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">Santa Saturday</p> <p style="font-size: 10px; margin: 0;">Mark your calendar, Santa Saturday is one week away! Sto...</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">1,324</p> </div> </div>	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">Santa Saturday</p> <p style="font-size: 10px; margin: 0;">Mark your calendar, Santa Saturday is one week away! Sto...</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">10</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">New Collection - Memory Care Kits</p> <p style="font-size: 10px; margin: 0;">Memory Care Kits from MEternally.com offer reminiscence t...</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">5</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p style="font-weight: bold; margin: 0;">Santa Saturday</p> <p style="font-size: 10px; margin: 0;">Reposting: Save the Date! Get into the holiday spirit wit...</p> </div> <div style="width: 60%;"> <p style="text-align: right; font-weight: bold;">4</p> </div> </div>

Instagram Account Overview (November 1 - 30, 2021)					
Posts Published	Total Followers	New Followers	Impressions	Reach	Profile Views
28	1,010	11	5,430	3,446	78
-17 -37.8%	+4 0.4%	+2 22.2%	-3,821 -41.3%	-1,519 -30.6%	-66 -45.8%
3 Most Liked Posts			3 Most Commented Posts		
	Santa Saturday Mark your calendar, Santa Saturday is one week away! Stop by Pickerington Main from 1-3 p.m. for holiday crafts, mus...	30		Veteran's Day Event Hear stories of courage! Learn about Veteran's Day and those it honors. Presentation by National Veterans Memorial an...	1
	World Kindness Day We are celebrating World Kindness Day! Thank you to our Friends book sale volunteers for your kindness and support! ...	25		Libby Thanksgiving Are all the Thanksgiving books checked out at the library? Enjoy an e-book or audiobook together on the Libby app! 📖 🍂	1
	Santa Saturday Reposting: Save the Date! Get into the holiday spirit with music by Ioania	16		Winter Reading Join Pickerington Public Library in shaking off the winter blues! Winter Reading starts November 22nd 📖 ❄️ 🗓️ #readwi	1

Publicity/Promotion: Winter events and print newsletter is out for the public.

Save the Date: Thursday, Jan 6 at 8:00 p.m. - Local author visit and reading with S.R.D. Harris

Coming soon! Natural Wonders mobile exhibit - Colleen shared a picture.

Happy Holidays from Ugly Sweater Day! Colleen shared a picture of the staff, along with the results of the public voting. Most creative – Grace; Most flammable – Krista; Ugliest – Mary Ann

Old Business

Strategic Plan Document Review

Tony reviewed the Strategic Plan Document. Cristie wanted to re-visit the Mission Statement. Minor changes were made. Jennifer wanted to re-visit the wording in the technology section. A minor change was made.

12-02-21 Motion to approve the Strategic Plan Document with changes made

Berneice Ritter made a motion to approve the Strategic Plan Document with changes made. Jennifer Hess seconded.

Roll Call: Berneice Ritter-yes, Cristie Hammond-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Motion passed.

Mission

Inspiring Learning

Connecting Community

Enriching Our World

Fostering a Love of Reading

Vision

An ever evolving resource that meets the engagement and life-long learning needs of our diverse community.

Organizational Strategies

Welcoming Experience

Desired Outcomes

Objective 1: **Provide** a safe and enjoyable learning environment for everyone at the library.

Objective 2: **Promote** professional, reliable and accountable conduct among customers and staff.

Objective 3: **Support** a collaborative working and learning environment through innovative and effective space planning.

Objective 4: **Create** an inclusive culture focused on equality and fairness, which celebrates the unique aspects of all stakeholders.

Health and Well Being

Desired Outcomes

Objective 1: **Improve** employee morale in order to increase retention rates and improve productivity.

Objective 2: **Invest** in staff learning and development to foster professional growth, leadership, and life-long learning.

Objective 3: **Encourage** efficient and innovative programs, processes, and procedures as well as other performance areas.

Objective 4: **Create** an inclusive culture focused on equality and fairness, which celebrates the diverse aspects of staff and stakeholders.

Youth Engagement

Desired Outcomes

Early Literacy

Objective 1: **Support** the community as a respected resource by helping parents, caregivers, and educators teach the children of the community skills needed for kindergarten and beyond.

Objective 2: **Ensure** that staff and physical spaces in the youth areas of the library support social emotional learning.

Objective 3: **Provide** culturally sensitive classes and events.

School Age, Tween and Teen

Objective 1: **Provide** additional support to lower performing schools or lower performing academic areas.

Objective 2: **Create** meaningful partnerships with schools and homeschool groups to ensure all students have equitable access.

Objective 3: **Develop** dynamic programming to foster a love of reading and life-long learning.

Objective 4: **Support** the intellectual and emotional growth of school age, tween, and teen customers by helping them ignite their spark

Objective 5: **Ensure** all services, resources, classes, events, and initiatives foster and support inclusivity and accessibility.

Marketing and Outreach

Desired Outcomes

Marketing

Objective 1: **Increase** brand awareness throughout the community by empowering the team to generate high-quality leads through effective communication of organizational expertise.

Objective 2: **Instill** our organizational value among our stakeholders.

Objective 3: **Implement** a process to ensure all promotional and marketing approaches are equitable and inclusive.

Outreach

Objective 1: **Provide** access to materials, demonstrating the organization's value by engaging with stakeholders.

Objective 2: **Invest** time and effort in connecting the community with resources, inspiration, and entertainment for life.

Objective 3: **Recognize** that everyone has diverse needs, but focus efforts in areas of highest impact.

Technology

Desired Outcomes

Objective 1: **Focus** new and existing technology by weighing value to the customer and responsible financial performance.

Objective 2: **Provide** technologically advanced facilities, to keep the library relevant and allow for equitable access for all.

Objective 3: **Ensure** a safe technological environment through cybersecurity measures while providing access to technology of tomorrow.

New Business

Tax Advances

The County Auditor collects real estate taxes on the library's levy and this authorization approves the Fiscal Officer, on behalf of the Pickerington Public Library, to receive tax advances and settlements from the county auditor for calendar year 2022. Every December, the Board approves the authorization for the county auditor to release advance distribution of tax dollars for the following year.

12-03-21 Resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2022 year as they are received

Mike Jones made a motion to approve the resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2022 year as they are received. Mary Herron seconded.

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

2022 Temporary Appropriations

The 2022 Temporary Budget includes \$1,170,879 for the General Fund, \$250 Homework Help Center Fund, \$5,953.50 Guiding Ohio Online Grant Fund and \$354,000 for the Capital Projects Fund. These budgets cover the 1st quarter of 2022 for the library being fully staffed at both locations, an additional full-time staff for outreach, equipment and furniture that was unable to be purchased in 2020 and 2021, a new Outreach vehicle and funds to begin work on approved capital projects. The library needs to approve a temporary budget for the first quarter of 2022, so the library is able to appropriate and pay bills starting January 1st, before the permanent budget is approved by March 2022.

12-04-21 Resolution to approve the 2022 Temporary Appropriations of \$1,170,879 General Fund, \$250 Homework Help Center Fund, Guiding Ohio Online Grant Fund \$5,953.50 and Capital Projects Fund \$354,000

Mary Herron made a motion to approve the 2022 Temporary Appropriations of \$1,170,879 General Fund, \$250 Homework Help Center Fund, Guiding Ohio Online Grant Fund \$5,953.50 and Capital Projects Fund \$354,000. Jennifer Hess seconded.

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

2022 Board Meeting Schedule

Meeting on the third Monday of each month sometimes coincides with days the library is closed.

12-05-21 Motion to approve the 2022 Board Meeting Schedule to meet on the third Monday of every month, with the exception of January, June and October when it will be the fourth Monday of the month

Berneice Ritter made a motion to approve the 2022 Board Meeting Schedule to meet on the third Monday of every month, with the exception of January, June and October when it will be the fourth Monday of the month. Mike Jones seconded.

Roll call: Jennifer Hess-yes, Berneice Ritter-yes, Cristie Hammond-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

Friends of the Pickerington Public Library Agreement

Every two years the Library and Friends of the Pickerington Public Library renew their agreement. As ELT reviewed the agreement, the pandemic situation was considered as well as the need for the Friends to restock saleable merchandise. ELT does not feel it is appropriate to increase the fees beyond the merchandise goals outlined in the agreement.

The major changes to the agreement are the dates of the agreement. Per the FOPPL Board's request, we added technical support for web services to the agreement. This is something the library is already doing and will not add to staff workflows.

12-06-21 Resolution to approve the Friends of the Pickerington Public Library Agreement as presented

Berneice Ritter made a motion to approve the resolution to approve the Friends of the Pickerington Public Library Agreement as presented. Mary Herron seconded.

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

AGREEMENT
BETWEEN

PICKERINGTON PUBLIC LIBRARY AND
FRIENDS OF THE PICKERINGTON
PUBLIC LIBRARY

January 2022
AGREEMENT BETWEEN
PICKERINGTON PUBLIC LIBRARY
AND
FRIENDS OF THE
PICKERINGTON PUBLIC LIBRARY

This Agreement (the "Agreement") is entered into effective as of January 1, 2022, by and between:

PICKERINGTON PUBLIC LIBRARY, with administrative offices at 201 Opportunity Way, Pickerington, Ohio 43147, hereinafter called "PPL".

and

FRIENDS OF THE PICKERINGTON PUBLIC LIBRARY, a not-for-profit corporation of the State of Ohio, hereinafter referred to as "FOPPL".

WHEREAS, FOPPL is a group formed for and dedicated to, among other things, the support of PPL and important PPL programs; and

WHEREAS, the Board of Trustees of PPL and the Board of Trustees of FOPPL have determined that it is in their mutual interest to enter into an Agreement governing certain relationships between the two organizations; and

NOW, THEREFORE, subject to all of the terms and provisions of this Agreement, PPL and FOPPL AGREE TO THE TERMS AND CONDITIONS AS SET FORTH BELOW:

1. DISCARDED LIBRARY MATERIALS

1.1 Background.

PPL continually discards Library Materials from the PPL collection. PPL desires to sell, and FOPPL desires to buy, these discarded Library Materials. For purposes of this Agreement, the term "Library Materials" shall mean circulating or reference books, periodicals, and audio-visual materials.

1.2 PPL Obligations.

1.2.1 PPL shall, at its convenience and discretion; remit to FOPPL discarded Library Materials from PPL's library collection. PPL makes no guarantee as to the number of items to be discarded or the quality of such items. All discarded materials shall be placed in boxes that are primarily supplied by PPL (any additional boxes can be supplied by FOPPL).

1.2.2 PPL shall store discarded items in the storage shed or FOPPL closet designated by the PPL Director.

1.2.3 Upon requests from FOPPL, PPL shall make available to FOPPL facilities at PPL for the purpose of holding public sales of discarded Library Materials sold or donated to FOPPL, and donated materials. PPL shall not be obliged to make such facilities available at times that conflict with other scheduled events or with work schedules.

1.2.4 PPL custodial staff will assist FOPPL in cleaning up the meeting rooms after sales.

1.2.5 PPL staff will manage (stocking, changing out, selling) discarded and donated Library Materials on a daily basis from the FOPPL materials sale display unit as provided in this Agreement.

1.2.6 PPL staff will process credit card payments for large book sales managed by FOPPL. PPL will not accept checks made out to FOPPL. Furthermore, PPL will not accept checks for FOPPL Merchandise.

1.2.7 PPL staff will support FOPPL in preparing shipments to online bookseller. PPL will provide staff to support the pickup of shipments to online bookseller.

1.3 FOPPL Obligations.

1.3.1 FOPPL shall pay PPL for the discarded Library Materials as provided in this Agreement.

1.3.2 FOPPL shall sell the majority of the Library Materials purchased under this Agreement to the general public at PPL and/or online. FOPPL may hold sales at other locations, and FOPPL shall have sole responsibility for arranging such sales and for transporting discarded Library Materials to and from the site of such sales.

1.3.3 FOPPL shall determine if materials are suitable for selling. Decisions will be based on, but not limited to, damaged or outdated materials.

1.3.4 FOPPL shall publicize each sale to attract buyers. All fees for such publicity shall be borne by FOPPL.

1.3.5 FOPPL shall assume all responsibility for setting up materials for sale, for rental of any needed equipment, for collecting and depositing all cash and check monies from the biannual book sales, and for staffing the biannual book sales.

1.3.6 At the conclusion of each sale, FOPPL shall clear the sale area of all materials, boxes, tables, etc. used in the sale and shall clean the sale area to the satisfaction of PPL, and shall discard all trash remaining from the sale. FOPPL volunteers can assist PPL custodial staff in cleaning up after sales.

1.3.7 FOPPL shall keep all storage areas designated by PPL in an orderly and non-hazardous condition. If a Fire Marshal or an authorized PPL staff member shall find hazardous conditions in any storage area, FOPPL shall promptly remove the hazard or relocate the stored materials. FOPPL shall be responsible for any costs or fees associated with the finding and/or removal of hazardous conditions.

1.3.8 FOPPL shall not discard or destroy any Library Materials acquired from PPL under this Agreement unless such materials are in unsalable condition or unless they have been offered for sale on a previous occasion. Materials in non-saleable condition will be, whenever possible, disposed of by the FOPPL unless other arrangements are made with PPL. FOPPL shall be responsible for any costs or fees associated with the disposal of non-saleable materials.

1.3.9 FOPPL will support PPL in the provision boxes and pallets whenever possible to support the storage and shipment of materials to an online bookseller of the FOPPL's choice.

1.3.10 FOPPL will coordinate all shipments to online booksellers and support PPL staff in preparing shipments.

2. PROVISION OF OFFICE SERVICES TO FOPPL.

2.1 Background.

FOPPL is a volunteer organization that does not maintain permanent offices or hire an office staff. FOPPL and PPL desire to have PPL provide routine office services to the FOPPL to assist FOPPL with effectively carrying out its mission to support PPL.

2.2 PPL Obligations.

2.2.1 PPL shall provide office services to FOPPL, including the occasional use of PPL staff. Such services shall include, but not be limited to, receiving and maintaining correspondence, business records, the bulk mail account, technical support for web services and the FOPPL membership database.

2.2.2 PPL shall provide up to date information about FOPPL membership, meetings, programs and events on PPL's Internet web site.

2.2.3 PPL shall provide administrative support to FOPPL merchandise programs. PPL shall coordinate purchase and sale of merchandise (*i.e.*, book bags, shirts,

hats, coffee mugs) for merchandise programs. PPL shall also coordinate purchase and sale of books related to author visits. PPL shall provide administrative support to FOPPL materials sales and sales of discarded library materials.

2.2.4 PPL shall issue FOPPL a check at the end of each month from the sale of merchandise, membership fees, and materials sales. PPL shall provide documentation of all FOPPL sales with the issuance of each month's check.

2.2.5 PPL shall not be required to provide extraordinary office services (for example telephone banks for a solicitation to all FOPPL members) nor to provide services which, in the opinion of PPL's Fiscal Officer, are inconsistent with the remuneration paid by the FOPPL under this Agreement.

2.3 FOPPL Obligations.

2.3.1 FOPPL shall pay PPL, as provided in Section 3 of this Agreement, for the office services and space PPL provides to FOPPL.

2.3.2 FOPPL shall pay all out-of-pocket office expenses, supplies, photocopies, long-distance telephone charges, etc. duly reported and charged to FOPPL by PPL, but FOPPL shall not be required to reimburse PPL for furniture, space, office equipment, or salaries except as provided in this Agreement.

2.3.3 FOPPL will coordinate with PPL on designs of merchandise sold. All merchandise (*i.e.*, book bags, shirts, hats, coffee mugs), and purchase of books for author visit book sales, must be approved by the PPL Director and President of the FOPPL Board.

2.3.4 FOPPL will reimburse PPL on all expenses incurred by PPL to obtain merchandise and books for author visits; including shipping costs and damages.

3. FOPPL PAYMENTS TO PPL

3.1. FOPPL shall pay PPL the annual sum of \$640.00 for the goods and services PPL provides to FOPPL in accordance with the terms of this Agreement. An increase of \$100 for years 2022 and 2023 will be added, if gross merchandise sales by PPL Staff, in the previous calendar year, exceed \$1000.00.

Purchase of Discarded Library Materials	\$ 200.00
Merchandise space (80 sq ft)	40.00.
Office and Administrative services (Merchandise management, correspondence handling, credit card fees, etc)	<u>\$ 400.00</u>
Total	\$ 640.00

3.2. Annual payment from the FOPPL is due in full on March 1st of each year contractual year.

4. GENERAL.

4.1 This Agreement shall not cover any activity in which a staff member of PPL volunteers his or her own time on behalf of FOPPL.

4.2 This Agreement is not assignable or transferable to any other party.

4.3 In the case of differences between the parties arising out of the subject matter of this Agreement, the parties will endeavor to resolve those differences amicably through discussion between the Director of PPL and the President or other officer of FOPPL.

4.4 Waivers, changes, modifications to this contract shall be made in writing and signed by both parties. If a party to this contract does not demand strict performance of any item of this contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance.

4.5 Force Majeure: If PPL or FOPPL is unable to perform any part of its obligations under this Agreement by reason of a force majeure event, the nonperforming party shall be excused from its obligations, to the extent that its performance is prevented by such force majeure event. A "force majeure event" shall be defined as an event that causes delay in the performance of any obligation under this Agreement (other than the payment of money) by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, restrictive governmental laws or regulations, riots, insurrection, war, or other reason of a similar or dissimilar nature not the fault of such party and beyond the control of such party.

4.6 Indemnification: FOPPL will indemnify PPL, its employees, members of the Board of Trustees, and its administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, breaches of FOPPL's obligations this contract including FOPPL staff, volunteers or any subcontractor or its employees. PPL will indemnify FOPPL, its employees, members of the Board of Trustees, and its administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, breaches of FOPPL's obligations this contract including FOPPL staff, volunteers or any subcontractor or its employees.

4.7 The term of this Agreement shall commence on January 1, 2022 and expire on December 31, 2023.

4.8. Ohio law shall apply in the interpretation, enforcement, and resolution of all disputes under this Agreement.

4.9 Severability - If a part of this Agreement is held unenforceable or invalid or prohibited under law, it shall be struck from the Agreement and shall not affect the enforceability of the other parts of this Agreement.

4.10 Breach of this Agreement will result in the breaching party owing all costs associated with the breach of this Agreement.

The aforementioned terms being mutually and entirely agreed upon by the parties, PPL and FOPPL do hereby indicate their approval of this Agreement.

FRIENDS OF THE PICKERINGTON
PUBLIC LIBRARY

PICKERINGTON PUBLIC LIBRARY

President or Vice President Date

Director Date

Secretary Date

Fiscal Officer Date

Operating Hours

The library continually works to find the best way to serve a community changed by the COVID-19 pandemic. One area that needs consideration is the library's hours of operation. During the past year and nine months, the library operated under reduced hours. Previous decisions by the Board reduced the organization's hours by 20 hours per week. This is the equivalent of reducing access to the library by more than forty-three days per year.

As a result of the reduction in hours and changes in community members' habits brought on by the pandemic, user visits for the organization have decreased by almost 50% compared to pre-pandemic visits. Due to service changes, this number is offset by the drive-up window and curbside service, providing more outside programming and an increase in online presence.

When considering operational hours for Sycamore Plaza Library, door count and curbside service statistics are increasing. Additionally, the branch is experiencing an increase in typical in-house services such as daily reference questions, directional help, technology support, and special services such as notary and exam proctoring. An informal customer survey has been established and when customers were asked "Would it be helpful if we were able to reopen on Fridays?", all responses yielded a positive "yes!". Additionally, over the past year, branch staff and library leadership have heard many comments by customers asking why the branch is closed Fridays, asking if we will ever consider reopening Fridays, and expressing inconvenience that on Fridays they have to go to main library instead of coming to the branch (where they have established their "home library" location), etc. Finally, staff has heard the complaint that

closing Sycamore on Fridays is confusing to the public because the hours at both locations are not the same.

With the addition of Friday hours, Sycamore Plaza Library will be able to:
Support a Customer First experience-

- Extend Library Services to every day of the week
- Have more flexibility and options to schedule classes and events
- Mirror service hours across both locations, supporting the one library experience

Finally, our data is not completely comparable to pre-pandemic numbers. Many factors have changed within the community we serve and the services we provide as an organization. It is our recommendation that we extend operating hours back to pre-pandemic hours effective February 1, 2022. The Executive Leadership Team plans to consider operational hours as part of our future reviews of our outputs and outcomes.

Proposed New Hours:

Permanent Hours of Operation for both library locations

- Monday – Thursday 9am to 8pm
- Friday & Saturday 9am to 6pm
- Sunday 1pm to 5pm

Staffing Reductions and Vacancies considerations:

As a result of changes due to concerns regarding economic effects from the pandemic, the available workforce was reduced by 16.65%. These hours were reinstated in 2021; however, Sycamore Plaza has two customer service vacancies which will need to be filled before reopening on Fridays.

Location Usage considerations:

This past year's data was reviewed to determine usage by the public. Increases in usage continue to be seen; however, there is a long way to go in order to rival pre-pandemic numbers.

Workflow considerations:

While workflow has changed, there was not a reduction in the amount of work that staff needed to accomplish. Customers are reserving more materials and staff are providing more virtual services as well as curbside pickup. These tasks are in addition to the other regular duties of each staff member.

12-07-21 Resolution to approve the increased operating hours as presented effective February 1, 2022

Mike Jones made a motion to approve the resolution to approve the increased operating hours as presented effective February 1, 2022. Mary Herron seconded.

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

PTO Policy

One of the tactical plan items for 2021 was to evaluate and create an employee retention process. As part of the retention process, ELT has been reviewing benefits offered by PPL and comparing them to industry and regional standards. When reviewing PTO benefits compared to other Ohio libraries, it was discovered that many libraries offer paid time off benefits to their part-time employees. Additionally, many of the libraries not offering some type of vacation or leave benefit are considering changes for staff retention purposes.

Policy Changes:

There are a couple minor changes impacting the actual policy.

- All employees become eligible for PTO.
- Allocation of PTO hours becomes dependent on budgeted hours.
- ELT found it more appropriate to combine the Sick Leave/PTO Transfer Policy with this policy. As a result, there is no longer a need for two separate policies.

Administrative Procedure Changes:

More changes were made to the Administrative procedures in order to align with the policy changes.

- Many of the updates removed wording which limited PTO benefits to employees budgeted at 30 or more hours.
- PTO allotment schedules were created for part-time staff.
- Since no staff in the organization have sick leave balances, the statement pertaining to this was removed from the document.
- The section outlining the expectations and procedures for PTO transfers was added.

12-08-21 Resolution to approve the changes to the PTO Policy effective January 1, 2022

Mike Jones made a motion to approve the resolution to approve the changes to the PTO Policy effective January 1, 2022. Berneice Ritter seconded.

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

Pickerington Public Library

Paid Time Off Policy

Board Policy:

Date Reviewed:	12/20/21
Date Approved:	12/20/21
Effective Date:	01/01/22
Replacing Policy Effective:	02/11/16

It is the policy of the library to provide Paid Time Off (PTO) to eligible employees for periods of time away from work. PTO benefit time encompasses the traditional Vacation Days and Sick Leave. Jury Duty, library designated holidays, Military and Bereavement Leave are not covered under this policy. Employees are not permitted to use any PTO hours, until such time as the leave is displayed on the employee paycheck stub. These hours are allotted in accordance with their budgeted hours of work and years of library service. Employees may donate accumulated PTO to co-workers for emergency medical situations or who are affected by major disasters and have exhausted all paid leave available to them. Approval of the Director or his/her designee is required for donated PTO.

Administrative Procedure:

Date Approved:	12/20/21
Effective Date:	01/01/22
Replacing Procedure Effective:	02/11/16

- A. PTO hours are allotted quarterly on January 1st, April 1st, July 1st, and October 1st. An employee's PTO bank may not exceed the maximum set forth in the PTO schedule. If an employee's allotment would exceed the maximum hours that can be banked, the employee will only receive the number of hours to reach the maximum hours and the rest will be forfeited. PTO cannot be used until it has been allotted.
- B. If an employee changes from full-time to part-time or vice versa during the year, PTO will be adjusted on a pro rata basis. If an employee transfers from full-time to part-time employment and the employee's banked PTO exceeds the maximum for part-time employees, the library will pay the employee for the hours in excess of the maximum for part-time employees at the percentage the employee would have been paid if he or she had terminated employment.
- C. PTO benefits must be used in no less than 15-minute increments and employees are responsible for requesting PTO seven (7) days in advance (or as soon as the employee knows of the need for PTO, if less than seven (7) days), except in the case of illness. A request of one day or less must be submitted 24 hours in advance. A request for extended PTO of more than one workday must be submitted four weeks prior to beginning of leave. A request may be denied at the discretion of library management.
- D. Full-time and part-time employees are eligible for PTO hours, beginning 120 days after starting employment.
- E. A new employee will be awarded PTO hours based on prior years of public library service and pro-rated based on the month of hire. However, a new employee is not permitted to transfer any type of leave allotment or accrual from a previous employer unless approved by the Library Board of Trustees as a result of negotiated employment agreement. Employees in their first year of employment at PPL will have no right to receive any compensation for any banked PTO hours upon resignation or discharge of employment. Once an employee reaches 12 months of PPL library service they are eligible to receive compensation for banked PTO according to the PTO schedule.
- F. An employee does not have to state a reason for requesting PTO. However, the employee's supervisor has the right to deny the request if it would disrupt the ability to provide services to the public. The library will not deny use of PTO for a medical reason that prohibits the employee from working.

PTO is allotted based on the following schedules:

Years Of Library Service	Full-time (FT)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days - 1 year	Full-time	64 Hours	64 Hours	0%	0 Hours
1-3 years	Full-time	184 Hours	960 Hours	5%	48 Hours
4-9 years	Full-time	184 Hours	960 Hours	12.5%	120 Hours
10-15 years	Full-time	224 Hours	960 Hours	17.5%	168 Hours
16-20 years	Full-time	224 Hours	960 Hours	20%	192 Hours
21+ years	Full-time	264 Hours	960 Hours	25%	240 Hours

Years Of Library Service	Part-time (PT-Budgeted)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days - 1 year	15-22	32 Hours	32 Hours	0%	0 Hours
1-3 years	15-22	92 Hours	480 Hours	5%	24 Hours
4-9 years	15-22	92 Hours	480 Hours	12.5%	60 Hours
10-15 years	15-22	112 Hours	480 Hours	17.5%	84 Hours
16-20 years	15-22	112 Hours	480 Hours	20%	96 Hours
21+ years	15-22	132 Hours	480 Hours	25%	120 Hours

Years Of Library Service	Part-time (PT-Budgeted)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days - 1 year	22.5-27	40 Hours	40 Hours	0%	0 Hours
1-3 years	22.5-27	115 Hours	600 Hours	5%	30 Hours
4-9 years	22.5-27	115 Hours	600 Hours	12.5%	75 Hours
10-15 years	22.5-27	140 Hours	600 Hours	17.5%	105 Hours
16-20 years	22.5-27	140 Hours	600 Hours	20%	120 Hours
21+ years	22.5-27	165 Hours	600 Hours	25%	150 Hours

Years Of Library Service	Part-time (PT-Budgeted)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days - 1 year	27.5-35.5	48 Hours	48 Hours	0%	0 Hours
1-3 years	27.5-35.5	138 Hours	720 Hours	5%	36 Hours
4-9 years	27.5-35.5	138 Hours	720 Hours	12.5%	90 Hours
10-15 years	27.5-35.5	168 Hours	720 Hours	17.5%	126 Hours
16-20 years	27.5-35.5	168 Hours	720 Hours	20%	144 Hours
21+ years	27.5-35.5	198 Hours	720 Hours	25%	180 Hours

- G. If after one year of the employee's hire date, the employee resigns, is laid off, dies, retires or is dismissed from the library, the library will pay the employee or their estate for all PTO hours based on the payout percentages shown in the PTO schedule section of this policy.
- H. If an employee is dismissed (i.e. fired) as a result of a criminal act against the library, he/she will not receive any leave payout from his/her PTO hours balance.
- I. The library will transfer all PTO hours for which an employee did not receive payment to any other employer that is willing to accept them. The library will assume none of the costs of paid time transferred to another employer.

Accumulated Vacation Leave Balances from prior Policy

- A. Vacation hours can be used once an employee has exhausted their PTO Bank. Once the Vacation Reserve hours are exhausted, they will not be replenished. Upon separation of employment Vacation Reserve balances will be paid out at 100% of the employee's balance.

PTO Transfer

- A. PTO contributions are donated on a voluntary basis only.

- B. Donation parameters
 - a. Employees who donate time must maintain a minimum balance of no less than their normally scheduled hours for a one week period
 - b. Donation Minimum – 4 hours
 - c. Donation Maximum – 80 hours or no more than 50% of the donor's current balance
 - d. Employees cannot borrow against future paid time off allotments in order to donate PTO hours.
- C. PTO donations will only be approved for emergency situations and does not cover short or intermittent absences.
- D. Requirement for eligibility to receive donated PTO hours
 - a. Employee must exhaust all PTO and Vacation balances, and Employee must have a medically approved leave of absence or must have had an unexpected major disaster
- E. If applicable, Workers' Compensation will take precedence over this policy.

Sick Leave/PTO Transfer Policy

12-09-21 Resolution to delete the Sick Leave/PTO Transfer Policy

Mary Herron made a motion to approve the resolution to delete the Sick Leave/PTO Transfer Policy. Jennifer Hess seconded.

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

Board Trustee Candidate

Only one application was received by the deadline. So, the deadline for receiving applications will be extended to January 10, 2022. Due to the timeline to get on the School Board agenda, there will be a Special Board Meeting on January 18, 2022 to conduct interviews.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:17 p.m.

Next Board Meeting:

Special Board Meeting
January 18, 2021 @ 6:30 p.m. at Main Library

FAB Committee Meeting
January 24, 2021 @ 6:30 p.m. at Main Library

Regular Board Meeting
January 24, 2021 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary