

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
June 15, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on June 15, 2020 at 7:02 p.m. via a Zoom Virtual Meeting. 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: Grace Walker, Rhonda Adams and Jennifer Hrusch.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. May 18, 2020 Regular Board Meeting Minutes
2. May 30, 2020 Special Board Meeting Minutes
3. New Staff – Traci Bakenhaster – Customer Service Assistant – Sycamore effective July 6th at \$10.25 an hour

06-01-20 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. Motion passed with no changes.

Public Participation

Friends of the Library Report

Tony shared that the Friends of the Pickerington Public Library has agreed to reimburse a lot of the Summer Reading Program expenses. They have not had a meeting since the pandemic started.

Finance Committee

Fiscal Officer's Report

Brenda shared the May Financial Reports.

Checking balance - \$873,898.94
General Fund Investments - \$2,481,297.29
Capital Fund investments – Star Ohio - \$542,571.72

May General Fund Revenue - \$78,626.90
Revenue Highlights:
PLF - \$76,752.65
Customer Fines - \$154.97
Interest - \$1,294.87
Misc Revenue - \$172.78 (Kroger community rewards)
Capital Projects interest income \$359.08
Special Revenue - \$7,445

Expenditure Highlights:
Main Personnel - \$78,702
Branch Personnel - \$15,786
Main Operations - \$46,916 (Other – Purchased/Contracted (Other) - \$40,275 customer service area remodel costs)
Branch Operations - \$6,566
Collection - \$20,459 (\$10,000 to increase Overdrive materials)
Equipment and Furniture - \$1,852 (laptops ordered in February)
May General Fund Expenditures - \$170,280

Financial Updates:

Revenues:

- Property tax levy revenue – Franklin County Auditors are delaying the due date of real estate taxes by a couple of months. Fairfield County has not changed their due date from July 16, 2020.
- Public Library Fund – State Revenues – The May PLF based on April receipts was 35.13% lower than estimated. June PLF based on May collections is 13.98% lower than the State's estimate. Delayed income tax collections are expected in July, which are normally received in April. The amount to be received for May PLF is \$88,204.75. The library has projected to receive 20% less PLF revenue this year than estimated.

Pickerington Public Library				
PLF Receipts				
2020				
	County	County		
	Estimate	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			
August	303,560.00			
September	352,071.00			
October	328,899.00			
November	335,210.00			
December	355,567.00			
	4,076,616.00	1,815,631.59	-196,218.41	
	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%
				-9.75% % short of estimate through June
July	110,996	0.00		
August	86,515	0.00		
September	100,340	0.00		
October	93,736	0.00		
November	95,535	0.00		
December	101,337	0.00		
	1,161,835.56	517,455.00	-55,922.25	

- Star Ohio's 6/15 daily interest rate – .61%
- Federal Reserve Update – The Federal Reserve reported that they see no rate hike through 2022. They expect the unemployment rate to be slow to recover ending 2020 at 9.3% and dipping to 5.25% by the end of 2021.

Other Items:

- 2021 Budget Request – The Board of Education approved the library's 2021 Budget at their board meeting on Monday, June 8th. This is being forwarded to the County Auditor for the August meeting.
- Libraries Lead with Digital Skills - Grow with Google – The library has been approved for a \$2,000 grant for online workforce development. There is a possibility for an additional \$3,000 at the end of the reporting period for a "spotlight award". Thanks to Eriikka Sawdey for applying for this grant!
- IMLS CARES Act Grant – The library has submitted a grant application through Grants.gov requesting \$373,537 to pay for a lending kiosk, structure, book drop bin and pickup/hold lockers in the parking lot of Tussing Elementary School. The Pickerington Local School District has committed to providing the space for this new service. This would provide access to library materials and internet. If this grant is approved, then it

would assist the Pickerington Public Library in fulfilling one of our promises to expand services to the northwest area of Pickerington. This is a Federal Grant over \$100,000, so the library would need to fulfill the single year audit requirement for 2020 and 2021. The library will be notified in August 2020 regarding this grant application.

Other Committee Reports

Director's Report

Summer Strategic Focus – Connect Community

Facilities:

Current projects:

- Main Library Structural roofing issue - Still on hold - waiting to hear back on the request for a variance on the R-value of the insulation.
- Chiller Water Pump repair - Completed.
- Water damage to walls in entryway and men's restroom - Repairs on hold until roof is repaired.
- Sycamore Plaza gutter issue - The gutters clogged and overflowed directly over the bookdrop at Sycamore Plaza. Several items were damaged. Property management for the center addressed the situation quickly.

Miscellaneous:

- OLC presentations - Cristie and Tony presented to 18 participants during OLC's rescheduled New Directors Workshop on June 4. Topic 1 (Tony) – So you decided to become a Library Director. Topic 2 (Cristie & Tony) – Success with your Board of Trustees.
 - Ohio Means Jobs (OMJ) - Tony is working with the Fairfield County District Library and Wagnalls Memorial Library Directors to renew our countywide agreement with Ohio Means Jobs. This agreement is our commitment to support the efforts of OMJ by providing job help support and collaborating with their staff to promote each organizations initiatives.
 - Reopening Plan - The library is making plans to reopen both locations on July 6 to the public. Tony has been in regular communications with many Directors throughout Ohio and the plan is a combination of many ideas throughout the state.
- Entry/Exit: Option 1 - Entry through the regular entrance and exit through the emergency exit near the public PCs. Option 2 - Install clear plastic sheets in the entry way clearly marking entry from exit.
- Tables & seating: Remove all cloth seating, two chairs per table, first come/first serve, only soft seating with vinyl fabric will be left on the public service floor.
- Plexiglas Barriers: Install Plexiglas barriers at each desk and strategically place a table in front of the desk to promote social distancing. Install social distancing floor decals to help manage foot traffic.
- Computer usage: Removing every other computer and the AWE children's computers.

Public Restrooms: Only opening the family restroom at Main Library and one restroom at Sycamore Plaza Library. These restrooms will be cleaned once per hour per the recommendation of the Public Health Department.

Closed Reserves: Customers will not be able to walk up and pull their own reserves from the shelves.

Meetings rooms: Will remain closed to the public.

- The library continues to plan for the worst and hope for the best. This phase of reopening is expected to last for two to four months. The library is monitoring State orders, community expectations and tolerance as well as staff tolerance.
- Summer Reading: READSquared – The library had 480 people sign up for Summer Reading through READSquared so far. Since this is the first year of providing a virtual summer reading experience, there is no data to go on. These numbers are similar to several libraries who went virtual this year.
- Grab N Go crafts – The library is offering crafts on the go for all ages throughout the summer. These crafts were paid for through a grant.

2020 Director Action Items:

- Better Communication early on with Managers and Staff regarding changes: Holding regular meetings with Managers during the Pandemic. Additionally, every Friday Tony holds a zoom meeting with all staff. These meetings are to ensure all staff have the information they need to help them through the transitions occurring during the pandemic.
- Better Communication with the Board: Tony communicated several times with the Board this past month to ensure they are staying informed.
- Continue to expand community outreach to be reflective of the community: This has been put on hold until the library knows what will happen after the Governor's Stay at Home order ends.
- Find better ways to manage the afterschool crowds: The library has had some discussion surrounding this topic because of the plans to reopen the facilities. We do not see this as an issue with the next phase of reopening the library to the public.

Michelle Shirer and Jennifer Hess entered the meeting.

Community Engagement Report

Social Media Highlights:

Zoom: 16 Zoom classes (including ASL and books clubs) | Reach of 241 sessions

New Cards: 92 total March 16 – May 31. Web only: 77

WiFi: (Sycamore) Roughly 500 unique users in the last three months. (Main) Roughly 1,630 unique users in the last three months.

YouTube: 63 total videos created. 2.4k views from March through May. 84.5 hours watch time. 40 new subscribers.

Facebook: 3,135 followers as of June 1 - April had largest increase of followers in the period of a month since page creation with 82 new followers (total 3,122).

Popular posts:

- ASL announcement (adding more classes): 17.5k reach

- Curbside pickup announcement: 3k reach
 - Bookdrop reminder: 3k
 - Curbside pickup update: 2.7k reach
 - Art class w/ Kim (tiger king image): 1.9k reach
 - App announcement: 1.8k reach
- Website: 40,00 page views (From March 1 – May 31)

Popular pages:

- home page (21.5k)
- curbside pickup announcement post (3.2 k)
- E-branch (2.9k)
- Services (740)

Blogs: 23 blogs/press releases created. Had 5,819 hits March - May (making it the site's most popular general destination other than the home page).

Popular posts:

- curbside pickup announcement (2.6k)
- curbside pickup preview (851)
- Facilities closure announcement (470)
- Closing to foot traffic (382)
- Coronavirus resource guide (270)

New Mobile Application: (March – May)

Apple: 52 downloads, 257 sessions Google/Android: 165 downloads

Colleen shared some signage the library intends to use when reopening about the procedures that will be in place.

Colleen shared several articles from the Pickerington Times Sun;

<https://www.thisweeknews.com/pickerington>.

- June 11, 2020 - Summer reading program underway: The Pickerington Public Library, 201 Opportunity Way, recently announced details of its 2020 summer reading program and other virtual programming. Participants can register for the summer reading program, which will run through Aug. 8, to earn toys, coupons, free books and raffle prizes. The library's virtual reading platform READSquared allows users to track their reading, find book recommendations, complete objectives and play mini-games through the app or a web browser. Alternative opportunities will be available for people with limited technology access. Patrons can pick up grab-and-go activity bags containing a simple craft or activity, supplies and instructions. Activities will be available for preschool, elementary school and tween/teen patrons. Family Fun classes will be held at 10 a.m. Wednesdays online via Zoom; sessions will be archived on the library's YouTube channel. Families can register online for a 20- minute personalized Stories and Songs virtual session with a youth services staff member. Adults can take part in trivia competitions, crafting tutorials and live chats. Patrons can also request a book bundle of staff-selected materials personalized to their selected interests. For information, visit the events calendar at pickeringtonlibrary.libnet.info/events.
- May 4, 2020 - Pickerington Public Library plans curbside pickups: The Pickerington Public Library is accepting returned materials through book drops and is offering curbside pickup of materials. Because of the COVID-19 coronavirus pandemic, the main

library and the Sycamore Creek Plaza branch were closed to patrons and numerous operations and procedures have been suspended. Library director Tony Howard said in an April 29 news release that to ensure public and staff safety, all materials returned via the drop boxes would be quarantined for 72 hours before staff processes and redistributes the items to the public...

- April 20, 2020 - Online options keep Pickerington Public Library books within reach: A month after the COVID-19 coronavirus pandemic forced it to close the doors to its two branches, the Pickerington Public Library's expanded online services are helping residents through tough times. Beginning March 16, coronavirus-related health concerns shut down visits to the library's main branch and Sycamore Plaza branch. The action put a pinch on patrons who regularly visit the library for everything from perusing and checking out books to using library computers, getting homework help or attending a myriad of programs offered on a daily basis.

Columbus on the Cheap – Library Reading Programs;

<https://www.columbusonthecheap.com/>

- Pickerington Public Library Summer Reading 2020: "Summer Reading 2020: Imagine Your Story" begins June 8 through August 8. Register beginning June 8 for Summer Reading, which runs through August 8. Participants can earn toys, coupons, and free books as well as raffle tickets for grand prize packages. E Track reading, get book recommendations, complete missions, and play mini-games on READsquared, their new virtual reading platform, available via both app and web browser. Earn points by logging reading activity and completing missions, then collect virtual and real-world prizes as you level up. Play literacy-building games, explore reading lists curated by Pickerington Public Library staff, and see what other users are reading. At the end of the program, download a personalized certificate to celebrate your progress!

If you would like to participate in Summer Reading but have limited technology access, please call them at 614-837-4104 to learn about alternate opportunities.

Check out other virtual and at-home summer fun with Pickerington Public Library on their Facebook page.

Old Business

New Business

Operation Hour Changes

As the library prepares to reopen the facilities to foot traffic, we are in the process of reviewing all services, programming and hours of operation. In considering hours of operation for the future, the library took into account staffing reductions and vacancies not being filled, as well as previous usage at each location.

Proposed New Hours:

Main Library

Option1:

Sunday	1pm – 5pm
Monday	9am – 7pm
Tuesday	10am – 8pm
Wednesday	10am – 8pm
Thursday	9am – 7pm
Friday	9am – 5pm
Saturday	9am – 5pm

Option 2:

Sunday	1pm – 5pm
Monday	9am – 7pm
Tuesday	9am – 7pm
Wednesday	9am – 7pm
Thursday	9am – 7pm
Friday	9am – 5pm
Saturday	9am – 5pm

Both options are a reduction of six (6) operating hours per week. Option 1 reflects actual usage, whereas Option 2 provides consistency to reduce confusion by the community.

Sycamore Plaza Library

Option 1:

Sunday	1pm – 5pm
Monday	10am – 7pm
Tuesday	10am – 7pm
Wednesday	9am – 7pm
Thursday	9am – 7pm
Friday	Closed
Saturday	9am – 5pm

Option 2:

Sunday	1pm – 5pm
Monday	10am – 7pm
Tuesday	10am – 7pm
Wednesday	10am – 7pm
Thursday	10am – 7pm
Friday	Closed
Saturday	9am – 5pm

Option 1 shows a reduction of sixteen (16) operating hours per week. Option 2 shows a reduction of eighteen (18) hours per week. Option 1 reflects actual usage, whereas Option 2 provides consistency to reduce confusion by the community.

The thought is that we need a minimum of two (2) staff per hour for each location in order to run public service operations. With a reduction of twenty-two (22) open hours to the public, we can offset the reduction in available staff. The decision to reduce Sycamore Plaza Library Branch's hours is a data driven decision. Per hour, they are averaging over twenty (20) or less user visits than Main library. The days and time to close for both locations reflect the usage by the public

06-02-20 Resolution to approve the changes in operation hours using Option 2 beginning July 6, 2020

Mary Herron made a motion to approve the changes in operation hours using Option 2 beginning July 6, 2020. 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.

For the good of the order

Mary shared that she did a tour of the library and she wanted all of the staff and Tony to know that they are doing a good job.

Adjournment

Cristie adjourned the meeting at 8:04 p.m.

Next Board Meeting:

Regular Board Meeting
July 20, 2020 @ 7:00 p.m. via a Zoom Virtual Meeting

Cristie Hammond
President

Mary Herron
Secretary