PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 20, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on March 20, 2023 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, and Beth Muncy.
Student Trustee Representatives present: none. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Executive Manager - Community Engagement. 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(s): Todd Stanley, Berneice Ritter, Alyssa Gray and Mikayla Wagner.

Secretary's Report

Consent Agenda

1. February 20, 2023 Regular Board Meeting minutes

2. Donations

   a. An unrestricted donation of $100.00 from the

      Pickerington Book Club in memory of Carrie Ebert

3. Employment Classification Policy – Administrative

   Procedures Changes

4. Employee Dress and Personal Appearance Policy -

   Administrative Procedure Changes

5. Staffing Changes

   a.   Elizabeth Marshall started as a Youth Services

   Assistant – main on February 23rd at $14.81 an hour

b.	Anastasia Haist started as a Customer Service Assistant – main on March 7th at $12.52 an hour

c.	Lillie McFerrin started as a Customer Service Assistant – main on March 7th at $12.52 an hour

d.	Jaime Taylor-King started as a Youth Services Assistant – main on March 9th at $14.81 an hour

e.	Cari Rosser starts as a Customer Service Assistant- main on March 22nd at $12.52 an hour

03-01-23 Motion to approve the Consent Agenda

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

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Beth Muncy-yes. Motion passed with no changes.

Pickerington Public Library

Employment Classification Categories

Board Policy:

	Date Reviewed: 3/20/2023
	Date Approved: 3/18/2019
	Effective Date: 3/18/2019
	Replacing Policy Effective: 1/1/2018

It is the policy of the library that all employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and benefit eligibility. These classifications do not guarantee employment for any specified period of time and can change with job duties or as stated in the Fair Labor Standards Act. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Pickerington Public Library.

Administrative Procedure:

	Date Reviewed: 3/20/2023
	Date Approved: 3/20/2023
	Effective Date: 3/20/2023
	Replacing Procedure Effective: 5/18/2020

The following terms will be used to describe employment categories and status:

Exempt Employees

An exempt employee is a salaried employee earning at least the minimum defined salary per week and holds an executive, administrative, professional, or computer professional position as

defined by the Fair Labor Standards Act. Exempt employees are exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (FLSA).

Non-Exempt Employees

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Full-Time Employee

Full-time employees are those who are regularly scheduled to work at least forty 40 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

Part-Time Employee

Part-time employees are those who are regularly scheduled to work less than forty 40 hours per week. Eligibility for benefits is determined by the number of hours worked per week.

Independent Contractors

Independent Contractors are persons the Library retains to perform a particular job, typically for a limited time period. These persons may be self-employed or they may work for an outside agency. Independent contractors are not eligible for Library benefits and they are not employees of the Library.

Pickerington Public Library
Employee Dress and Personal Appearance Policy

Board Policy:

DATE REVIEWED: 3/20/2023
DATE APPROVED: 11/9/2017
EFFECTIVE DATE: 1/1/2018
REPLACING POLICY EFFECTIVE: 1/12/2015

Creating a favorable impression is a goal of the Pickerington Public Library. It is the policy of the Library that each employee's dress, grooming and personal hygiene be appropriate for the work environment and convey an image consistent with the Library's mission and vision. Library management reserves the right to determine whether the attire is appropriate. To this end, all staff should be aware that how they dress and their overall appearance helps to create this positive image.

Administrative Procedure:

DATE REVIEWED: 3/20/2023
DATE APPROVED: 3/20/2023
EFFECTIVE DATE: 3/20/2023
REPLACING PROCEDURE EFFECTIVE: 8/16/2021

A. Based on job duties, some employees may be required to wear uniforms.

B. Staff attire should be appropriate to the individual's work responsibilities and should always be neat, clean, well fitted and in good repair.
   a. Appropriate Attire Per Duty Assignment
      i. Direct Public Service (Customer Services, Information & Research Services, Youth Services)
         1. Casual Attire - Business Casual
      ii. Indirect Public Service (Customer Service Associate)
         1. Casual Attire – Business Casual
      iii. Facilities Management/IT
         1. Casual Attire
      iv. Administration
         1. Casual Attire– Business Formal
      v. Community Events/Casual weekend attire
         1. Casual Attire
         2. Library logo attire
   b. Footwear
      i. Comfortable shoes that are in good condition must be worn at all times.
         1. For safety reasons, shoes should cover the entire foot; flip-flops and open toed shoes are not acceptable.
         2. Tennis shoes and sport shoes are permitted.
         3. Facilities management staff are permitted to wear work boots.
   c. Name Badges
      i. In order for library customers to identify staff members easily, every employee in both public and non-public service areas must wear an identification badge, which will be provided by the Library.
      ii. Badges are to be worn so that they are easily visible, and no lower than 12 inches from the chin.
      iii. Name badges should not be worn at formal events or other community events where they may be socially inappropriate.
   d. Branded Attire
      i. Staff are permitted to wear approved library logo attire at any time as long as it falls within the appropriate attire for their duty assignment.
      ii. Past Library event shirts may be worn anytime except during the timeframe of the same themed event. i.e. T-shirts from Summer Reading 2019 cannot be worn during any future year's Summer Reading.
      iii. Unless pre-approved by the Director or his/her Designee, clothing with branding other than the official library logo is prohibited.

C. Definitions for appropriate attire are outlined below. This list is not all-inclusive and the Director or his/her designee has the final decision on if an item of clothing

is appropriate attire.
- a. Casual attire consists of:
    - i. Casual pants, jeans, shorts, skirts, capri pants, shirts with collars or not, book themed shirts, Children's character themed shirts, sweaters, vests, sweatshirts, blouses, tops and casual shoes.
- b. Business Casual
    - i. Khakis, dress, or Dockers-type pants, jeans, skirts, dresses, blouses, tops, shirts or golf-type shirts with collars, sweaters, vests, sports jacket or informal jacket with traditional business shirt, and attractive shoes and accessories.

- c. Business Formal
    - i. Formal suit, skirt suit or pant suit, sports jacket with a tie, dress pants, jacket or dressy sweater, button down or traditional business shirt, blouse, shirt, top, or nice turtleneck, hose, dress shoes, and attractive accessories.
- d. Casual Weekend
    - i. Casual weekend attire is defined by the Director or his/her Designee and will be used as a morale-boosting tool These weekends can include but won't be limited to, Sports team shirts, School shirts, or Holiday themed shirts.
- e. Good Repair
    - i. "Good repair" is defined as clothing without frayed hems, stains, rips or tears.
- f. Well Fitted
    - i. "Well fitted" is defined as not too tight, loose or revealing and applies to skirt and shorts lengths.
        Skirt lengths are expected to be at or below the knee.
        Shorts lengths are expected to be no less than 4 inches above the top of the knee

- g. Examples of unapproved attire
    - i. Leggings and exercise wear
    - ii. Clothing showing midriff and Spaghetti strap shirts.
    - iii. Hats for fashion
    - iv. Any shirt or attire with images or word phrases are discouraged as they may be offensive and alienate a portion of the library's customer base. If staff are unsure they should check with management. Staff wearing attire that could damage the image of the library or alienate customers could face disciplinary action up to and including termination.
- D. Employees are expected to maintain personal hygiene that is consistent with working with the public, or co-workers, in a public setting. The employee's immediate supervisor will handle personal hygiene problems in need of correction.
    - a. *Hair* - Hair, beards, mustaches and sideburns must be clean, combed and

neatly trimmed
   b. *Make up* - must be professional and conservative
   c. *Fragrance* - Fragrant products should be used in moderation out of concern for other library employees and library customers who may have allergies.
   d. *Jewelry* - Employees may wear tasteful jewelry in moderation. The size and/or number of earrings, rings, necklaces, and bracelets may be determined at the department level based on specific job functions, operational, and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited. In other areas, moderate (including size and amount) jewelry may be worn.
   e. *Tattoos* - Tattoos or other body art (such as surgically implanted ball bearings, spikes, and the like) are permitted at the library. Visible tattoos or body art (i.e., wrist, neck, face, etc.) must be non-offensive. Any body art or tattoo found offensive must be covered or removed during work shifts.
   f. All exceptions require the approval of the Director or his/her Designee.

E. Violations
   a. Employees who violate this policy and procedure will be made aware of the issue and may be instructed to leave work until the problem is corrected. If an employee must leave work to correct the issue this is unpaid time.
   b. Violations of this policy will follow the corrective counseling procedures.

F. Exceptions - Employees seeking an exception from any of the above standards should speak with the Director or his/her Designee.

Public Participation

None.

Friends of the Library Report

Theresa reported that the Friends balance is $27,927. Paid for the fish tank for $2,380 for Youth Services waiting for renovation. Book sale next week. Getting ready to buy tote bags, t-shirts and bottles for sale.

Finance Committee

Fiscal Officer's Report

Brenda reported that the FAB committee reviewed the January and February Financial reports, and the proposed 2023 Permanent Budget. She reported that the 2021-2022 audit is on its way. The auditors are picking up 15 boxes on Thursday. She also reported that the library has been approved for a matching grant from the State Library

for $600 for kitchen supplies for the branch. The library also applied for Guiding Ohio Online Grant last week. She asked if there were any questions over the reports or the 2023 Permanent Budget. There were none.

<u>Other Committee Reports</u>

Tony reported that two applicants were selected by the scholarship committee for a $750 scholarship. Zion Walker and Natalie Barnes. Zion Walker deferred until next year.

<u>Director's Report</u>

Quarterly Strategic Focus

Enriching Our World

Significant Issues

- <u>Internal</u>
  - o Staffing and staff morale
    - This continues to be a significant issue for the organization
    - 2 Managers gave their notice
      - Customer Service Manager
        - o Stresses of public service and focusing on schooling and helping her family
      - Information & Research Manager
        - Took a position at OCLC - Better pay & work schedule
    - Management Team met and discussed morale and staffing
      - Immediate opportunities of focus
        - o Improved Communication
        - o Create an anonymous feedback loop for staff
        - o Find ways to improve on how we as leaders appreciate and recognize staff
    - Trustee Action –
      - Outside of the regular Board meeting, provide Tony with ideas and feedback on your experience on staff morale and staffing
- <u>External</u>

- o Earth Day cleanup – Coyote Run – A 287-acre national park preserve on Pickerington Road to Ault Rd. David Hague is the creator of the reserve.

    - Coyote Run has partnered with the school district to clean up their portion of the woods surrounding the library. Their plan is to begin cleaning up the woods on Earth Day (April 22) and continue the project through volunteers on a regular basis.
    - They plan to clean up all trash and invasive plant and tree life al part of this ongoing project.
    - On the positive side, clearing up the invasive plan life will allow for native plants to reclaim the land.
    - The down side is that a majority of the underbrush is made up of invasive species. Therefore, clearing the underbrush would open visibility to the road from the library. An unintended consequence of this cleanup could be a reduction in local wildlife using the woods surrounding the library.
    - As a solution, the plan is to cut trees and leave them where they are felled. Additionally, all invasive plants will be removed at the root, the ground treated and the removed plants would be left throughout the wooded areas.
    - The ask is support from the library in helping to get the word out about this ongoing project
    - Trustee Action –
        - Share with the Director your opinions regarding this cleanup and potential extension of this partnership

The board is fine with putting up a poster, newsletter or flyer, but when it comes to clearing land, then further discussion is needed.

- o PLF Distribution Update
    - Brenda and I met with representatives from Fairfield County District Library and Wagnalls Memorial Library for the second PLF negotiation meeting

- The issue of Wagnalls Memorial Library's service area is the biggest hurdle the group needs to overcome
  - Wagnalls claims that Bloom Township is their service area
  - Fairfield County claims that legal precedence from their Levy approval justifies Bloom Carol and Lithopolis as part of their service area.
- No matter how you look at the numbers, they support an increase in the PLF for Pickerington due to population, service area, circulation, facility size
- It was indicated that the Fairfield County may be inclined to let the County Budget Commission decide this distribution.
- Trustee Action
  - While an agreement between all parties is ideal, it may not be possible.
    - Is the Board comfortable with us taking a neutral approach on this service area disagreement?
    - Is there a point at which you want Brenda and I to push a decision by the other parties on this matter?
    - Where does the Board stand on negotiating percentage points of the PLF in order to come to an agreement?

Board supports staying neutral on the service area disagreement. The Board wants Tony and Brenda to wait to see how the agreement discussions continue. The Board wants to stand firm on the current PLF percentage and believes the percentages should be logical and data driven.

Strategic Plan/Tactical Update

- To be discussed later in the meeting

Organizational Performance

- **Winter Reading** Youth Engagement Strategic Focus
  <u>Overall - Public</u>

	# Participants	% Finishers	Difference from last year
Total Registration	396	48%	# Participants +8% Finisher percentage + 40%

<u>Location:</u>

	# Participants	% of Total	% Finishers
Pickerington Main	335	85%	49%
Sycamore Plaza	58	15%	45%

<u>Retention:</u>

	# Participants	% of Total	% Finishers
First Time Participating	142	36%	49%
Not First Time Participating	205	52%	45%
Not Sure	30	8%	50%
No Response	19	5%	14%

Demographics:

	Participants #	% of Total	Finishers # (%)	Difference from last year
Babies (age 0-23 mo.)	20	5%	70%	# Participants -31% Finisher percentage +47%
Kids (age 2-11)	270	68%	48%	# Participants +6% Finisher percentage +20%
Teens (age 12-17)	25	6%	40%	# Participants +16% Finisher percentage -3%
Adults (age 18+)	78	20%	50%	# Participants +18% Finisher percentage +20%

Overall – Schools:

	Quantity	Finishers # (%)
Student Participation	1665	817 (49%)
Teacher Participation	12 teachers 5 librarians	10/17 (59%) of teachers reported completions

School	Students	Finishers # (%)
Sycamore Creek Elementary	468	389 (79%)
Fairfield Elementary	110	50 (45%)
Diley Middle School	600	50 (8%)

Toll Gate Middle School	300	300 (100%)
Ridgeview Junior High	30	20 (66%)
Pickerington High School Central	225	8 (4%)

Level / Prize(s)	How to Earn	Quantity Distributed # (% of total)
Small item	1st BINGO	817 (49%)
Small item	2nd BINGO	487 (29%)

<u>Feedback:</u>

We received great feedback from both the public and teachers. This feedback will be used to improve next year.

Points of Information

Staff Highlight

- Max Duff has been with the Library as a Customer Service Assistant for about 5 months. During that time, he has been a positive addition to our Main Library team. He puts in the effort to try and create positive relationships with the after-school crowd and shows resilience through difficult situations. In addition to quickly learning his daily responsibilities, Max is always willing to help others. He has provided insight and perspective on social media posts. For these reasons, Max is being highlighted before the Board of Trustees.

Opportunities for Board Engagement

- Bruce event Wednesday March 22 @ 10 AM – Main Library
- Library Trustee Dinners
  - **March 30** — with **Senator Frank Hoagland** (R-Mingo Junction) at the Salt Fork Lodge and Conference Center, Cambridge

- - **April 6** — with **Senator Theresa Gavarone** (R-Bowling Green) at the Hilton Garden Inn, Perrysburg
  - **April 20** — with **Senator Bob Hackett** (R-London) at the Roberts Conference Centre, Wilmington
  - **May 4** — with **Senator Matt Dolan** (R-Chagrin Falls) at the Embassy Suites Cleveland Rockside, Independence
- OLC Legislative Day April 26, 2023 8am – 4pm Ohio Statehouse

Community Engagement Report

Stats:

E-newsletter:

Date	Recipients	Open	Open Rate %
January 2023	886	160	37.30%
January 2022	762	374	49.5 %

Facebook:

Date	# of Posts	Total Page Likes	New Likes	Increased Likes
January 2023	26	3,790	24	24%
January 2022	37	3,477	94	2.60%

Instagram:

Date	# of Posts	Total Followers	New Followers
January 2023	23	1,122	12
January 2022	34	1,040	29

Website:

Category	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	
Total Users	5,907							
New Users	4,869							
Total Sessions	12,379							
Number of Sessions Per User	2.1							
Pageviews	44,032							

Pages/Sessions	3.56							
Average Session Duration	1:55							
Bounce Rate	2.32							

Total Circulation by Location						
Month	**Location**	**2019**	**2020**	**2021**	**2022**	**2023**
January	Main Lockers	452	596	607	618	613
	Main Drive-up	0	0	2011	710	436
	Main	43577	42341	26492	33461	32639
	Sycamore Lockers	1272	1321	1910	1744	1566
	Sycamore	2866	3797	3704	4462	4444
	LOTG	0	0	0	0	954

Volunteer:

Volunteer orientations and trainings:

Lauren/Main – 5
Ana/Sycamore - 7

Volunteer of the Month:

The March Volunteer of the Month is Ariel Queen. Ariel was nominated by the Information Services staff for her help processing discarded movies and books for the Friends of the Library sale. She is hardworking and enthusiastic, and we really appreciate all her help!

2023	Place	Assignment	Jan Hours	Jan Vol	Feb Hours	Feb Vol	Total Hours	Total Volunteer
	Pickerington Main	Main - Events	0	0	3	1	3	1
		Main - General	28.77	12	19.75	6	48.52	15
		Main - HHC (3-7p.m.)	25.25	6	4	1	29.25	7
		Main - Shelving	97.5	23	57.75	19	155.25	29
	Total		151.52	36	84.5	26	236.02	46
	Sycamore Plaza	Syc - Events	0	0	2.5	1	2.5	1
		Syc - General	25	5	21.75	5	46.75	7
		Syc - Homework Help Center (3-7p.m.)	1.5	1	6.75	3	8.25	3
	Total		26.5	6	31	8	57.5	10
Grand total			178.02	42	115.5	34	293.52	56

Events & Classes:

ESOL classes offered this session at Sycamore Plaza. Twice a week. Sign up is through Columbus Literacy Council. Classes will continue through the summer.

Vital Essential cooking classes – registration is full for every class!

Upcoming in March:

Wed., March 22 @ 10am - Spring Break with Bruce the Bear!
Bruce books by Ryan T. Higgins

Monday Makers: March 27 Cricut Bouquets – all supplies provided.

Old Business

New Business

Records Retention Schedule Review

Brenda explained that there are no proposed changes to the Records
Retention Schedule. Records to be disposed according to the schedule
are listed. The board reviewed the March 2022 schedule.

SCHEDULE NUMBER	RECORD TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATION		
A-01	Accident/Incident Report	6 years providing no pending action

A-02	Administrative Policy/Procedure File	1 year after superseded
A-03	ADA grievance files	6 years
A-04	Annual Reports to the Community	4 years
A-05	Annual Reports to the State Library of Ohio	Permanent
A-06	Board Agendas	1 year
A-07	Building Fire Inspections	7 years
A-08	Building Project Records – Unsuccessful	3 years
A-09	Building Project Records – Successful	Retain as long as PPL owns or leases the property
A-10	Building Specifications and Plans	Retain as long as PPL owns or leases the property
A-11	CCTV Surveillance Videos	20 days (unless as part of a criminal investigation, court proceeding, or security incident report)
A-12	Circulation Records	Retained until Item is returned
A-13	Committee Reports - staff	2year
A-14	Computer Booking Logs	Daily
A-15	Consultant Report	4 years
A-16	Correspondence – Informative – does not attempt to influence library policy	2 years
A-17	Customer Information	Permanent or 3 years after inactive

A-18	E-Mail	Retain according to content
A-19	Formal Legal Opinions	Permanent
A-20	General Correspondence	2 years
A-21	Historical Information	Permanent
A-22	Library Board of Trustees' Minutes	Permanent
A-23	Library Card Applications	Until entered into ILS System
A-24	Library Customer Rental Agreement	1 year
A-25	Library Material Request for Review Form	2 Years
A-26	Library News Releases	4 Years
A-27	Library Publications	2 Years
A-28	Litigation Records	5 years after case closed and appeals exhausted
A-29	Meeting Room Applications	1 year
A-30	Monthly Statistical Reports	Until incorporated into year end report
A-31	Open Meeting Notifications	3 years
A-32	Operating Procedures/Guidelines	Retained until Superseded
A-33	Overdue Circulation Records	6 years
A-34	Postal Records (e.g. registered /certified/ insured or receipts/postal meter documents)	2 years
A-35	Proctoring Records	1 year
A-36	Public Programming documentation	4 years

A-37	Record Requests and responses	2 years
A-38	Recordings of Board Meetings (Audio)	Until written minutes approved
A-39	Records Commission/ Records Disposal Documents	10 years
A-40	Software	Retain until software is no longer in use
A-41	Survey Results	Permanent
A-42	Survey Results – Individual Customer surveys	Until incorporated into survey results
A-43	Technology Plans	Until superseded
A-44	Training Manuals	Until superseded
A-45	Transient Material (all informal and/or temporary messages and notes, including e-mail and voice mail message, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
A-46	Vehicle Title	Retain as long as PPL owns the vehicle
A-47	Volunteer Applications/Agreements - Applicant	1 year if never completed application process
A-48	Volunteer Applications/Agreements/Background checks	Retain as long as they are an active volunteer, 6 years after inactive
A-49	Volunteer Profiles	1 year after inactivity
FINANCE		
F-01	Accounting Records not specified	5 years provided audited

F-02	Accounts Payable Ledger	5 years provided audited
F-03	Amended Official Certificates	5 years provided audited
F-04	Annual Budget Resolutions	5 years provided audited
F-05	Annual Certificate of Estimated Resources	5 years provided audited
F-06	Annual Financial Reports to the Auditor of State	Permanent
F-07	Appropriation Ledger	5 years provided audited
F-08	Audit of Library's Financial Records	Permanent
F-09	Bank Deposit Receipts	Until audited
F-10	Bank Statements	4 years provided audited
F-11	Bids – Successful	15 years after completion of project
F-12	Bids – Unsuccessful	4 years after Letting of Contract provided audited
F-13	Budgets – Annual (filed with the County Budget Commission)	10 years
F-14	Canceled Checks	4 years provided audited
F-15	Cash Journals	4 years provided audited
F-16	Cash Register Tapes	Until audited

F-17	Certificates of Total Amount from Sources Available for Expenditures	4 years provided audited
F-18	Check Registers	4 years provided audited
F-19	Construction Contracts	Retain as long as PPL owns or leases the building/property
F-20	Contracts	6 years after expiration
F-21	Depository Agreements	4 years provided audited
F-22	Donor Correspondence	2 years (unless gift requires a commitment from PPL that extends beyond 2 years)
F-23	Encumbrance and Expenditure Journal	5 years provided audited
F-24	Expense Records	5 years
F-25	Financial Year End Backups	4 years
F-26	Gift Donor Forms	3 years
F-27	Grant Files	5 years provided all state or federal audits conducted and audit reports released and audit findings resolved
F-28	Insurance Policies/Bonds	12 years after expiration provided all claims have been settled
F-29	Inventories, except library materials	Until superseded

F-30	Investment Records	4 years provided audited
F-31	Leases - Equipment	4 years after expiration
F-32	Leases – Real Estate	5 years after expiration, provided audited
F-33	Levy Campaigns and Work Papers	Life of Levy plus 5 years
F-34	Levy Official Files	Life of Levy plus 5 years
F-35	Monthly financial reports, including investment report to the Library's Board of Trustees	3 years (provided that the audit report was released
F-36	Prevailing Wages Records	4 years provided audited
F-37	Purchase Orders	2 years provided audited
F-38	Purchased Services and Maintenance Contracts	7 Years after expiration, unless part of litigation
F-39	Receipt Books	Until audited
F-40	Receipt Journals	5 years provided audited
F-41	Voucher with Invoices	5 years provided audited
PAYROLL		
P-01	Annual Employee Absence Summary	5 years provided audited

P-02	Annual Payroll Summaries	Permanent
P-03	Applications for Employment, resumes, interview notes and all other related employment documents	Retain with personnel records if applicant employed, others 1 year
P-04	Benefits Enrollment	2 years
P-05	Benefits Summary Plan Documents	2 years
P-06	Court Orders for Payroll Deductions	Permanent
P-07	Deduction Authorizations	Permanent
P-08	Deferred Compensation Deduction Reports	5 years provided audited
P-09	Employment Handbook	2 years provided audited
P-10	Employment Request for Leave Forms	Until audited
P-11	Employee Schedules	4 years provided audited
P-12	Employee Withholding Requests	Until replaced or revoked by employee
P-13	Employer Quarterly Federal Tax Return	Permanent
P-14	I-9 Immigration Verification Forms (retained separately from personnel files)	1 year following termination as long as it is later than 3 years from date of hire
P-15	Job Descriptions	Until Superseded
P-16	Job Postings/Advertisement of Job Openings, Promotions, Training Programs	1 years if no action pending
P-17	OPERS Records and Reports	Permanent

P-18	Payroll Journals	4 years provided audited
P-19	Payroll Tax Records	Permanent
P-20	Personnel Records	Permanent
P-21	Time Sheets	4 years provided audited
P-22	Unemployment Compensation Claims	4 years provided audited
P-23	W-2 Forms	Permanent
P-24	W-4 Forms	Until superseded
P-25	Worker's Compensation Claims	10 years after date of final payment
Technical Services		
T-01	Material Inventories	Maintained online; until superseded
T-02	Collection Guidelines	Retain until superseded
T-03	Collection Management – Ordering (Selections)	Keep until no longer administratively necessary
T-04	Collection Management - Acquisitions	2 years
T-05	Collections – Holdings (Items in Library Catalog)	As long as viable item exists in the library collection
T-06	ILL Records	30 days, unless financial obligation

2023 Permanent Appropriations

The proposed 2023 Permanent Appropriations for the General, Homework Help Center, Guiding Ohio Online, and the Capital Funds are included. The proposed General Fund Appropriations are $3,142,335, Homework Help Center $850, Guiding Ohio Online $13,296.36, and the Capital Fund is $870,000.

03-02-23 Resolution to approve the 2023 Permanent General Fund Appropriations at $3,142,335, Homework Help Center $850, Guiding Ohio Online $13,296.36, and the Capital Fund at $870,000

Mike made a motion to approve the Resolution for 2023 permanent General Fund appropriations of $3,142,335, Homework Help Center $850, Guiding Ohio Online $13,296.36, and the Capital Fund at $870,000. Mary seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Beth Muncy-yes. Resolution passed.

Main Library Remodel

The original posting of this project in December 2022 resulted in no bid submissions. Since then, our lead architect on this project has changed and we have developed a longer timeline and removed the carpet from the project. This project covers remodeling the youth services staff workspace, enclosing the barn, and adding motorized blinds to the atrium. These are all planned building improvement projects differed due to the pandemic.

The architect is still recommending an estimated cost of the project at least 30% higher than we initially planned for due to increased costs of materials and labor. The total estimated cost of this project is $231,600.

03-03-23 Resolution to put the Main Library Remodel out for bids

Mary made a motion to approve the Resolution to put the Main Library Remodel out for bids. Beth seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Beth Muncy-yes. Resolution passed.

03-04-23 Resolution to approve the advertisement for bids on the Main Library Remodel

Mike made a motion to approve the Resolution to approve the advertisement for bids on the Main Library Remodel. Beth seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Beth Muncy-yes. Resolution passed.

<u>Legal Ad</u>

Sealed bids will be received no later than 12:00 noon, local time, Wednesday, May 10th, 2023 at the Fiscal Officer's Office, Pickerington Public Library, 201 Opportunity Way, Pickerington, OH 43147. They will be publicly opened and read at 12:15 pm at that location, for all labor, material and services necessary for the Main Library Remodel (Construction cost estimate $231,600), all in accordance with Contract Documents prepared by DesignGroup. Direct all questions to Joseph Mayer, Senior Principal Designer, DesignGroup 614.255.2242, jmayer@designgroup.us.com.
Contract documents may be examined at the Library, 201 Opportunity Way, Pickerington, and will be provided electronically at no cost upon request to Tony Howard at thoward@pickeringtonlibrary.org.

Each bid must include a Bid Guaranty as described in the Instructions to Bidders; Ohio prevailing wage rates are required.

Pre-bid meeting: Tuesday April 11th, 2023 at 12:00 pm, at Pickerington Public Library, 201 Opportunity Way, Pickerington.

No bid may be withdrawn within 60 days after the bid opening. The Library reserves the right to waive irregularities, reject any or all bids, and to investigate bidder responsibility.

03-05-23 Resolution to publicly open and read the bids by the Fiscal Officer immediately after the time for filing the bids has expired on Wednesday May 10, 2023 at noon and a Report of the Tabulation of the bids brought to the Board at its next meeting

Mike made a motion to approve the Resolution to publicly open and read the bids by the Fiscal Officer immediately after the time for filing the bids has expired on Wednesday May 10, 2023 at noon and a Report of the Tabulation of the bids brought to the Board at its next meeting. Mary seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Beth Muncy-yes. Resolution passed.

03-06-23 Resolution to appoint Brenda Oliver as the Prevailing Wage Coordinator for the Main Library Remodel Project

Mary made a motion to approve the Resolution to appoint Brenda Oliver as the Prevailing Wage Coordinator for the Main Library Remodel project. Beth seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Beth Muncy-yes. Resolution passed.

Strategic Plan and Tactical Plan Review and Discussion

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.

CONTACT US

Pickerington Public Library

201 Opportunity Way
Pickerington, OH 43147
614-837-4104
www.pickeringtonlibrary.org

**Pickerington Public Library
Mission | Vision
Organizational Strategies**

Technology

FOCUS new and existing technology by weighing value to the customer and responsible financial performance.

PROVIDE technologically advanced facilities, to keep the library relevant and allow for equitable access for all.

ENSURE a safe technological environment through cybersecurity measures while providing access to technology of tomorrow.

Welcoming Experience

PROVIDE a safe and enjoyable learning environment for everyone at the library.

PROMOTE professional, reliable and accountable conduct among customers and staff.

SUPPORT a collaborative working and learning environment through innovative and effective space planning.

CREATE an inclusive culture focused on equality and fairness, which celebrates the unique aspects of all stakeholders.

Health and Well Being

IMPROVE employee morale in order to increase retention rates and improve productivity.

INVEST in staff learning and development to foster professional growth, leadership, and life-long learning.

ENCOURAGE efficient and innovative programs, processes, and procedures as well as other performance areas.

CREATE an inclusive culture focused on equality and fairness, which celebrates the diverse aspects of staff and stakeholders.

Youth Engagement - Early Literacy

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.

ENSURE that staff and physical spaces in the youth areas of the library support social emotional learning.

PROVIDE culturally sensitive classes and events.

Youth Engagement - School Age, Tweens and Teen

PROVIDE additional support to lower performing schools or lower performing academic areas.

CREATE meaningful partnerships with schools and homeschool groups to ensure all students have equitable access.

DEVELOP dynamic programming to foster a love of reading and life-long learning.

SUPPORT the intellectual and emotional growth of school age, tween and teen customers by helping them ignite their spark.

ENSURE all services, resources, classes, events, and initiatives foster and support inclusivity and accessibility.

Marketing and Outreach - Marketing

INCREASE brand awareness throughout the community by empowering the team to generate high quality leads through effective communication of organizational expertise.

INSTILL our organizational value among our stakeholders.

IMPLEMENT a process to ensure all promotional and marketing approaches are equitable and inclusive.

Marketing and Outreach - Outreach

PROVIDE access to materials, demonstrating the organization's value by engaging with stakeholders.

INVEST time and effort in connecting the community with resources, inspiration, and entertainment for life.

RECOGNIZE that everyone has diverse needs, but focus efforts in areas of highest impact.

Strategic Focus	Tactic	Project Manager	Project Administrator	Strategic goal	Completion Quarter	Status
Welcoming Experience	Wayfinding signage - Post Dewey	Colleen	Tony	Create signage to make it easy for customers to find their way around the facilities (Objectives 1 & 3)	Q4 ->Q1 2023	Initial tours of other locations complete. Next step is to look at library schematics and decide on Decision Points for signage. Method of signage (vinyl cutter-in-house) Contacted Eclipse in Gahanna for ideas. Designs approved and work has begun in the Main Library Youth Services Department. On target to complete project by end of 2022. CB Pushed completion due to Vendor capacity
	Update Collection Development Policy and Refocus Collection guidelines using Data and Gale Analytics on Demand	Ryan	Tony	Finish updating the Collection Guidelines to match the changed collection budget, selection philosophy and current customer habits. (Objective 2)	Q2	
	Re-evaluate the customer code of conduct regarding warnings and evictions to ensure equity for all customers and that it is supportive of a safe learning environment	Rebekah	Tony	Evaluate and update the Code of Conduct and determine if a if a safety and security software is necessary to help staff. (Objectives 1 & 4)	Assessment- Q2 Implementation Q3	
Youth Engagement	Evaluate the Parent/Teacher (PT) collection and work with PLSD to identify potential materials to add to the collection.	Grace	Dana	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. (Youth Engagement--Early Literacy--Objective 1)	Quarter 2	
	Develop practical applications and training for staff to promote social emotional learning through classes and events, displays, and spaces.	Grace	Dana	Ensure that staff and physical spaces in the youth areas of the library support social emotional learning. (Youth Engagement--Early Literacy--Objective 2)	Quarter 3	
	Evaluate the youth collection to make sure it is culturally representative of the Youth population and build up the collection where needed. Reach out to the schools to find out the cultural breakdown of the PLSD student population. Look into ways we can promote these materials to the community. For example, Westerville Library's World Languages collection in their youth department.	Dana	Tony	(SEE NOTE) Provide culturally sensitive classes and events. (Youth Engagement--Early Literacy--Objective 3 & School Age --Objective 5)	Quarter 4	NOTE: Youth Engagement--Early Literacy--Objective 3 only covers classes & events but the tactic would be for the collection. I would also like the whole youth/teen collection, not just collection for early literacy (picture books).
	Work with homeschool groups/families to see what types of programming they would like us to provide. We might be able to provide some drop in passive programs like art or makerspace activities.	Dana	Colleen	Create meaningful partnerships with schools and homeschool groups to ensure all students have equitable access. (Youth Engagement--School Age, Tween, Teen--Objective 2)	Quarter 4	
	Increase PLSD collaboration in outreach efforts and literacy-focused support. Develop and improve early literacy classes and events using current programming metrics guidelines.	Rebekah	Colleen	Improve school age through teen outreach to ensure strategic focus and success (Youth Engagement--School Age, Tween, Teen-- All Objectives	Assessed every quarter	
Marketing and Outreach	Update guidelines for outreach/LOTG visits with information learned during 2022 visits	Erica	Ryan	Streamline processes and set expectations for outreach events and partnerships. (Outreach Objectives 1 and 2)	Draft end of Q1, finalized by end of Q3	
	Create and implement a brand awareness campaign through the community with the support of staff and develop metrics to measure that success	Colleen	Tony	Using the website, staff support, media, the internet and other outlets to increase brand awareness (Marketing Objectives 1& 2)	Quarter 2 Creation of Campaign Quarter 3 Implementation	
Technology	Green and Sustainable Technologies	Tony	Tony	Research and determine what sustainable and green technologies are available and if adding them to the library would improve efficiencies and/or enhance services (Objectives 1 & 2)	Quarter 3	
	Develop a Technology Group	Leah	Tony	Create a team to research new and upcoming technologies, which might enhance the library service to the public.(All Objectives)	Quarterly	
	Update servers for both locations and finalize cloud based back up solution	Cyril	Tony	(Objective 3)	Quarter 2	
Health and Well Being	Create a wellness program for staff	Brenda	Tony	Develop an ongoing wellness program focused on improving staffs' physical and mental health (Objective 1)	Q3 -> Q2 2023	Pushed to 2023 due to State Auditor changes in appropriations accounts. BO 10/17
	Expand Class and event offerings as well as partnerships which focus on the health and well being of the individual, groups, and the community as a whole.	Ryan	Colleen	Conduct Market research to deterring needs and work with staff and paid programmers to meet community needs(Objectives 3 & 4)	Quarter 4	
	Further enhance the IDE committee to ensure staff development continues in this area.	Rebekah/IDE Committee	Brenda	increase staff engagement in IDE resource shares- support an inclusive, equitable, and diverse staff and community Objective 4	Quarterly	IDE committee is sharing a staff survey Dec 2022 to help facilitate and improve committee tactics going into 2023

Strategy	Project	Project Manager	Project Administrator	Desired Goal	Expected Completion	Status
Welcoming Experience	Build a Pavilion on the front lawn of Main Library	Tony	Tony	Create a dynamic covered outdoor programming space	Q1 -> Q2 2023	Met with TRIAD Architects and received quote for their services at almost 50% of overall project. Negotiating with them on pricing - TH Pushed project to Q4 - TH Pushed to 2023 due to capacity - TH
	Parking lot repair and enhancement	Frank	Tony	Contract with a vendor to repair 1/3 of the parking lot and adjust traffic patterns to improve flow around the drive up window.	Q4 ->Q3 2023	Pushed to 2023 dependent on the completion of ravine project TH
	Enclose Barn and remodel the Childrens staff workspace	Dana	Tony	Create a functional workspace for youth services staff to plan and prepare for public programs. Enclose the Barn with out reducing visibility	Q4 -> Q2 2023	DesignGroup selected as architect for this project - TH Received site drawings (90% complete) 9/9 TH Working with Architect to create Bid packet TH 9/13 Project ready to go out for Bids.10/22 Dependent on Responsible bids this projects is expected to be complete mid summer 2023 TH 11/09
	Carpet Project	Frank	Tony	Using the DAS Get quotes from three approved contractors for this project.	Quarter 2	
	Long Range Facilities Plan	Tony	Tony	Create a team and select an architect to conduct a long range facilities plan to determine the best direction for the library.	Quarter 2 Selection of Architect Quarter 4 Completion of plan	

Mike mentioned we may be due for another Board retreat to review the Strategic Plan. Mike mentioned that we have no ways to determine if we are done or meeting the strategies. He noted that what the Strategic Plan is missing are metrics to determine whether the strategic goals are being met. We should create a group to come together before the retreat to bring ideas on how to measure the strategies.

Mike volunteered to be on the committee or lead the committee. Tony asked for a description of the committee, purpose and time commitment, so we can share it with staff. Cristie said we will create the committee at the next meeting.

Cristie noted that they would skip the rest of the meeting agenda,.

<u>Capital Project Review</u>

Did not discuss.

<u>For the good of the order</u>

<u>Adjournment</u>

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

<u>Next Board Meeting:</u>

Regular Board Meeting
April 17, 2023 @ 7 p.m. at Main Library

_____
Cristie Hammond
President

_____
Mary Herron
Secretary