

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
April 17, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on Monday April 17, 2023 at 7 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mary Herron, Alissa Henry, and Todd Stanley.

Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. 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. Public: Ashley Hughes.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Mike Jones and Beth Muncy

Unexcused Absence(s): None

Secretary's Report

Consent Agenda

1. March 20, 2023 FAB Meeting Minutes
2. March 20, 2023 Regular Board Meeting minutes
3. Credit Card Policy – Administrative Procedure change

In the course of normal business, we discovered the Branch Manager's responsibilities require credit card expenditures at a higher rate than managers of other departments. These expenditures range from programming expenses to non-traditional circulating materials expenses. Therefore, we are increasing the Branch Manager's credit limit to \$3000.

This change will allow us to operate more effectively and reduce the amount of times we have to temporarily increase their credit limit.

This increase in credit limit does not circumvent the checks and balances for expenditures the library currently has in place. All purchases must have prior approval from the Director or his/her designee.

## **04-01-23 Motion to approve the Consent Agenda**

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

Roll Call: Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes. Motion passed with no changes.

### **Pickerington Public Library**

#### **Credit Card Policy**

**Board Policy:**

**DATE APPROVED:** 06/17/19

**EFFECTIVE DATE:** 06/17/19

**REPLACING POLICY EFFECTIVE:** 1/21/19

The goal of the Pickerington Public Library Credit Card Policy is to improve the efficiency of purchases, while reducing transaction costs and maintaining integrity and control of the purchasing processes. In accordance with Ohio Revised Code (ORC) § 3375.392, the Board of Trustees (the Board) authorizes the use of credit cards as a means to pay for expenses related to Pickerington Public Library (PPL) business. The debt incurred as a result of the use of the credit card shall be paid from PPL funds. The Library does not obtain or maintain any debit cards.

Misuse of a library issued credit card by any employee of PPL is subject to ORC § 2913.21 and PPL discipline up to and including termination. The employee also may be found personally liable to PPL in a civil action.

Any employee of PPL who is authorized to use a credit card that PPL holds and who suspects the loss, the theft, or another person's possible unauthorized use of the credit card shall notify PPL's Fiscal Officer or Library Director immediately of the suspected loss, theft, or possible unauthorized use.

The employee may be held personally liable to PPL for any unauthorized debt resulting from the credit card's loss, theft, or third party unauthorized use in the amount of up to \$50.00 or the amount charged to the Credit Card as a result of the loss, theft, or third-party unauthorized use, whichever is less.

This policy provides internal controls to ensure that employees comply with all applicable laws. Credit cards may be provided to the director, assistant director and department/branch managers.

The Fiscal Officer and Director have the authority to authorize the issuance of credit cards to employees based on job requirements. Credit card limits will be determined by the director. There is no cash access feature on the credit card. Library credit cards

must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.

The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.

The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy

If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Fiscal Officer's designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

**Administrative Procedure:**

**DATE**

**APPROVED:** 1/21/19

**EFFECTIVE DATE:** 4/17/2023

**REPLACING PROCEDURE EFFECTIVE:** 1/21/2019

**A. Credit Card Distribution:**

1. As a general rule, credit card issuance should be minimized and issued only to staff who must routinely utilize a credit card while fulfilling job responsibilities.

a. The Following chart identifies positions that routinely need the use of a library credit card in order to perform their regular duties.

<b>Position</b>	<b>Credit Limit</b>
Director	\$10,000
Community Engagement Manager	\$5,000
Facilities Manager	\$1,000
Youth Services Manager	\$1,000
Information and Research Services Manager	\$1,000
Branch Manager	\$3,000

b. The Fiscal Officer or Director may approve the temporary increase of a credit limit when necessary.

2. The Fiscal Officer will ensure the Credit Card Policy Review form is completed before filling out the application for the credit card.
3. The Fiscal Officer will ensure that all issued credit cards contain the name of the library on the card in addition to the name of the individual whom the card is issued.
4. The Fiscal Officer will meet with the employee to review the credit card policy and review the appropriate credit card usage procedures before issuing the credit card.
5. In the event of a cardholder's separation or extended leave of absence from PPL, the Fiscal Officer will facilitate the cancellation of the card. The card must be returned to the Fiscal Officer if the employee is separated from PPL.

#### B. Authorized Use:

1. The Director and Fiscal Officer shall establish the types of goods/services allowable for purchase with a credit card.
2. At no time shall a credit card be authorized for the payment of employee salaries.
3. Cash withdrawals or advances are not permitted when using a credit card
4. The Director shall establish transactional and/or total credit limits for each credit card user.
5. The credit cards can only be used when:
  - a. The items and/or services to be purchased are for the official use of PPL.
  - b. The types of items and/or services to be purchased are those established by the Director and Fiscal Officer.
  - c. The cost does not exceed the transaction limit established by the Director.
6. The credit card is to be used for PPL business only. The use of the credit card to acquire or purchase goods and services for other than the official use of PPL is misuse of the card, and is subject to sanctions as outlined above.

#### 1. C. Purchase Approval, Use, and Purchase Review:

#### 2. Procedure for using a library issued Credit Card:

- i. Cardholder:
    - a. Obtain approval from the Fiscal Officer, Director or their designee to use credit card by submitting a requisition form
    - b. Make purchase with Credit Card
    - c. Submit a Purchase Order (PO) Request Form and receipts to the Fiscal Officer for final approval of purchase (no more than 3 days after the purchase)
  - ii. The Cardholder will retain and submit itemized, detailed vendor's receipts, records of telephone and/or internet orders
  - b. Examples of documentation not allowed are non-itemized cash register receipts and/or handwritten requests for reimbursement without receipts or other verification
3. The library does not pay sales tax on purchases, and it is the responsibility of the employee completing the purchase to obtain a tax-exempt certificate from the Fiscal Officer or Director prior to credit card purchase. If sales tax is charged to the credit card account it is the responsibility of the cardholder to contact vendor for obtaining a credit of sales tax amount.
  4. The Fiscal Officer and Deputy Fiscal Officer will review the credit card statements, requisition forms and receipts to ensure their proper use.

D. Misuse and Abuse:

1. In accordance with ORC § 2913.21, no person shall:
  - a. Practice deception for the purpose of procuring the issuance of a credit card.
  - b. Knowingly buy or sell a library issued credit card from or to a person other than the issuer.
2. No person, with purpose to defraud, shall:
  - a. Obtain control over a credit card as security for a debt.
  - b. Obtain property or services by the use of a credit card, in one or more transactions, knowing or having reasonable cause to believe that the card has expired or been revoked, or was obtained, is retained, or is being used in violation of law.
  - c. Furnish property or services upon presentation of a credit card, knowing that the card is being used in violation of law.
  - d. Represent or cause to be represented to the issuer of a credit card that property or services have been furnished, knowing that the representation is false.
3. No person, with purpose to violate this section, shall receive, possess, control, or dispose of a credit card.
4. Violation of this section may be subject to penalties associated with misuse of credit cards, as defined in ORC § 2913.21 (D)(1), (D)(2), (D)(3) and (D)(4), ranging from misdemeanor of the first degree to felony of the second degree.

### Library Issued Credit Card Acknowledgement

**Safekeeping.** You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

**Unauthorized Use.** If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Library Director Officer.

**No Right to Credit Card.** The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position/title.

**Policy.** In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I acknowledge that I have received a copy of Pickerington Public Library's Credit Card Policy and Procedures. Furthermore, I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

### Public Participation

One public comment was given.

### Friends of the Library Report

Theresa Wessel reported that the Friends of the Pickerington Public Library made \$5,284.25 at the Spring book sale. There is currently \$31,448.56 in the Friends checking account. The Friends t-shirts and bags are in. Theresa reported the next book sale is June 2-3.

### Finance Committee

The next meeting is May 15<sup>th</sup> at 6:30pm.

### Fiscal Officer's Report

Brenda shared the March Financial Report. Brenda asked if there were any questions from the financial reports. There were none.

Investments – Currently in the process of moving some funds from Star Ohio to Fifth Third Securities to invest in CD's.

2021-2022 Audit – The audit is expected to be complete by the end of May 2023.

Grants – Library approved for a matching Summer Reading Grant of \$600 for the learning kitchen at Sycamore Plaza Library.

Employee Benefits Renewal – 0% increase for Dental, Vision and Life Ins. Health Insurance increased 14%. The amounts budgeted for 2023 Health insurance is able to cover the employer portion of this increase.

## Other Committee Reports

Tony reported that the Library Fund at the Fairfield County Foundation at the beginning of 2022 was almost \$400,000 by the end of 2022 it lost almost \$100,000 in value, but it is increasing. The current balance is \$322,422.74.

## Director's Report

## Executive Manager - Community Engagement Report

### Digital Resource Highlight:



Be smart with your money with Weiss Financial Ratings. You can access this database for FREE with your library card and check out their financial literacy tools, bank ratings and insurance company ratings. Nine How-To Guides that will Help You Plan For & Select the Right Insurance and Financial Products. <https://greyhouse.weissratings.com/>

### HHC Stats:

March 2023

209 total visits

62 Sycamore Plaza

147 Pickerington Main

### Volunteer stats and highlight:

-Volunteers of the Month: The April Volunteers of the Month are Mary Gill, Shemar Mayo, and Susmita Adhikari. Mary, Shemar, and Susmita volunteer twice a week as a service-learning project for school with the support of their teacher Amberly Greuey. We appreciate their regular help shelving DVDs, and we always miss them during school breaks!

-Notable projects: Our volunteers did an AMAZING job helping the Info team weed in nonfiction. They logged over 70 hours pulling items for evaluation, marking and stamping withdrawn items, and shifting materials that remained on the shelves. With their help, we were able to process countless carts in time for the book sale and make room for new library materials.

<b>Place</b>	<b>Assignment</b>	<b>Mar 2023 Hours</b>	<b>Volunteer</b>	<b>Total Hours</b>	<b>Total Volunteer</b>
Total Pickerington Main		0	0	0	0
	Main - Events	4.5	3	7.5	4
	Main - General	70	15	125.52	25
	Main - HHC (3-7p.m.)	1.5	1	31.75	9
	Main - Orientation/Training	0	8	0	8
	Main - Shelving	104.75	27	290	39
Total Sycamore Plaza		180.75	35	454.77	57
	Syc - Events	2	1	4.5	1
	Syc - General	52	12	98.75	12
	Syc - Homework Help Center (3-7p.m.)	39.75	5	50	5
	Syc - Orientation/Training	0	2	0	2
Total		93.75	15	153.25	15
Total		274.5	50	608.02	72

Events:

March 2023:

52 in person events

14 adult programs with 78 total  
 2 teen programs with 20 total  
 73 children programs with 1018  
 total

6 Outreach events

2 adult visits with 17 total  
 4 child visits with 504 total











Pickerington Main Library  
201 Opportunity Way  
Pickerington, OH 43147  
614.837.4104  
pickeringtonlibrary.org

Sycamore Plaza Library  
7861 Refugee Road  
Pickerington, OH 43147  
614.837.4383



INSPIRING LEARNING <  
CONNECTING COMMUNITY <  
ENRICHING OUR WORLD <  
FOSTERING A LOVE OF READING <



Old Business

Creation of Strategic Plan Metrics Committee –

**Purpose:**

This committee will identify and define progress measurements, both qualitative and quantitative, for each strategic objective. The resulting metrics and measures should inform the Board and the Library staff where to focus Tactical initiatives and when it is time to work on a refreshed strategic plan.

**Time Commitment:** While this committee will only exist temporarily, participants should expect to devote 2-5 hours per month. Most committee meetings will occur during weekends and evenings. Since there are 5 outlined strategies set by the Board, our goal is to start with the expectation of a 5-month commitment. Preferably, the committee will be in place and begin work in June of 2023.

**Staff to include:** Ideally, we would have a mix of leadership and individual contributors that can represent all major Library operations. Diversity of contributors would be a plus, but all committee members should have a passion for driving our Library mission into the future.

Cristie Hammond the Board President created the Strategic Plan Metrics Committee combined of Library Trustees and Staff. Tony reported that Beth has volunteered to be on the committee. Todd volunteered to be on the committee as well. Mike will be leading the committee.

### New Business

Board Member Replacement Discussion – Applications and Resumes are due on April 21, 2023.

### Ohio Plan Risk Management Insurance Renewal –

The library is insured through the Ohio Plan Risk Management, Inc. for property/liability/auto/Director's and Officer's/umbrella/cyber/terrorism coverage. The policy is scheduled to renew on April 19, 2023. The premium has increased by \$603 compared to last year's policy. Building coverage and personal property limits were increased by 5%. The premium for this year is \$15,994. The insurance agent has recommended that we raise our building limit higher than the 5% increase due to construction costs. Each \$1 million increase in building value coverage is an estimated additional \$795.50 in premium costs. The main library is insured for \$10,967,693 with the \$15,994 premium.

The library is currently insured through the Ohio Plan for property/liability/auto/Director's and Officer's/umbrella/cyber/terrorism coverage April 19, 2022 through April 19, 2023. Last April, the board approved the insurance renewal with the Ohio Plan through April 19, 2023. The Ohio Plan Risk Management, Inc. is an Ohio self-insurance pool that falls under ORC 2744.081.

**4-02-23 Motion to approve the Resolution to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc. effective April 19, 2023 thru April 19, 2024 with an increase of \$2 million to the main library building coverage.**

Mary Herron made a motion to approve the Resolution to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc. effective April 19, 2023 thru April 19, 2024 with an increase of \$2 million to the main library building coverage. Todd Stanley seconded.

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

### For the good of the order

Fundraising Committee – Berniece was the chair of this committee and Beth has volunteered to chair this committee. Beth was appointed chair of the Fundraising Committee.

Adjournment

Cristie adjourned the meeting at 7:35 p.m.

Next Board Meeting:

Special Board Meeting – Board Interviews  
April 25, 2023 @ 7 p.m. at Main Library

FAB Committee Meeting  
May 15, 2023 @ 6:30 p.m. at Main Library

Regular Board Meeting  
May 15, 2023 @ 7 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary