

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
May 15, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on May 15, 2023 at 7:01 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mary Herron, Alissa Henry, Beth Muncy, Todd Stanley and Ashley Hughes. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, and Colleen Bauman, Executive Manager - Community Engagement. Also, in attendance: Theresa Wessel from the Friends of the Pickerington Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absences: Mike Jones, Mikayla Wagner and Alyssa Gray

Oath of Office

Colleen Bauman administered the Oath of Office to Ashley Hughes as a new Trustee of the Pickerington Public Library Board to replace Berniece Ritter's partial term beginning May 15, 2023 through December 31, 2024.

Ashley Hughes will be added to the Fundraising and Personal committees.

Secretary's Report

Consent Agenda

1. Minutes
 - a. April 17, 2023 Regular Board meeting minutes
 - b. April 25, 2023 Special Board Meeting Minutes
2. New Staff
 - a. Meredith Fletcher starts on May 23rd as the Customer Service Manager at a salary of \$43,622

05-01-23 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, Ashley Hughes-yes, Beth Muncy-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Theresa Wessel reported that the Friends have \$31,232 in checking. The summer reading book sale with children and young adult books on June 2nd and 3rd.

Finance Committee

Fiscal Officer's Report

Brenda shared with the Board that the Finance Committee went over the April Financial report, 2024 Budget request and 2021-2022 Audit. The 2021-2022 audit is complete and it is a clean audit. As soon as the auditor releases it, the Board will receive it in their email. Brenda asked if there were any questions from the financial reports. There were none.

Other Committee Reports

Director's Report

Quarterly Strategic Focus

Enriching Our World

Significant Issues

- Internal
 - Quotes for carpet at Main Library
 - We did receive quotes for the carpet project. Unfortunately, only one company has a current contract with the State of Ohio. Normally we would get at least 3 quotes
 - Continental Office with a quote of \$103,995.00
 - State Contract Confirmed
 - We received other proposals outside of state contract; however, those proposals did not include moving furniture. Additionally, those proposals were not state contract so they would need to go through a Bids process.
 - The carpet manufacturer, Patchcraft, ordered the carpet production and will hold it for our project until early June. If we do not have a contractor at that time, they will sell it and we will have to go to production again. There is no cost on our part, it will delay start of this project until the end of July.
 - Selecting Continental Office, allow the project to begin in early June. Going to Bid will push the project to August.
 - Board Action: Decide if we should move forward with using the State Contracted Continental Office or if we should go out for Bid's with this project

05-02-23 Motion to approve the award of the Carpet Project to Continental Office at \$103,995

Todd Stanley made a motion to approve the award of the carpet project to Continental Office at \$103,995. Beth Muncy seconded.

Roll Call: Ashley Hughes-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry – yes, Beth Muncy-yes, Mary Herron - yes. Resolution passed.

05-03-23 Motion to appoint Brenda Oliver as the Prevailing Wage Coordinator for the Carpet Project

Cristie Hammond made a motion to appoint Brenda Oliver as the Prevailing Wage Coordinator for the carpet project. Beth Muncy seconded.

Roll Call: Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry – yes, Ashley Hughes – yes, Mary Herron – yes, Beth Muncy-yes. Motion passed.

- External
 - **HB 33 (State Budget Bill) – Ohio Senate Talking Points**
 - On April 26, the Ohio House of Representatives passed their version of the state budget bill, House Bill (HB) 33, by a vote of 77-19. After passage by the House, the bill moved to the Ohio Senate where budget hearings are underway.
 - There is a tight timeline for the Senate to craft their version of the state budget. The first round of amendments in the Senate are due by **Wednesday, May 17th**. At this point, we are halfway through the budget process and a lot can change between now and the end of June.
 - Please utilize the following [talking points](#) and action items with Senator Schaffer:
 - Maintain PLF Funding at a Minimum of 1.70% of the GRF
 - Urge your Senator Schaffer to support funding the PLF at a minimum of 1.70%. Please ask that they support increasing the PLF should the Senate make reductions to the state's General Revenue Fund, causing a reduction in library funding.
 - Support Funding for Library Facilities
 - Ask Senator Schaffer to support public libraries with funding to update critical needs such as roofs, elevators, HVAC systems, flooring and security systems.

- The Technology for our security system is extremely outdated and we will need to invest quite a bit next year to upgrade.
- Support Increasing the Competitive Bidding Threshold for Public Libraries
 - Urge your Senator Schaffer to maintain language added by the House to increase this competitive bidding threshold from \$50,000 to \$75,000 for public libraries.
- Restore the Option for Replacement Levies
 - The House’s version of the state budget eliminates the authority of local governments to levy replacement property tax levies beginning in 2025. Local governments, including libraries, will still have the option to propose a renewal levy, renewal with an increase/decrease, or a new/additional levy. However, this may cause even further confusion for voters.
 - Ask Senator Schaffer to restore this language and give libraries and local governments the option to seek replacement levies.
- Board Action: Contact Senator Schaffer
<https://ohiosenate.gov/members/tim-schaffer/contact>

Organizational Performance

- Library on the Go/Outreach
 - April marked one full year with our Library on the Go vehicle. Additionally, we began our outreach initiatives of providing extra support to our lowest performing schools.
 - Stats for expanded outreach services

	2022 (7 Months)	2023 (4 Months)	Total
Adults served	2027	514	2541
Teens Served	794	810	1604
Children Served	1616	1324	2940
New Library Cards	255	18	273
Items Circulated	850	717	1567
Reference Questions Answered	94	17	111

These statistics include

Programming, Summer Feeding, School Visits, Assisted Living Facility Visits, and Community events

- Not every visit involved the Library on the Go Vehicle
- Before April 2022, our outreach services were limited and included a few class visits but mainly focused on serving Assisted Living Facilities

Points of Information

Request for Reconsideration

We received a request for reconsideration for a new graphic novel titled Below Ambition by Simon Hanselmann. As with all requests for reconsideration, we formed a committee.

The Committee

Library Trustee – Todd Stanley
Director – Tony Howard
Manager/Selector – Rebekah Lennon
Youth Services Librarian – Grace Walker
Teen Librarian – Moth Meuser
Adult Librarian – Laura Hanby

The customer specifically requested that the book be relocated somewhere else in the library. All members of the committee reviewed the Library's Collection Development Guidelines, Mission, Vision, Strategies, the original challenge, and ALA's Principles of the Freedom to Read

The Committee determined that there was merit to the customer's request. The final agreement of the committee was to relocate all graphic novels outside of the teen area. Additionally, we will separate teen graphic novels from adult graphic novels. The customer is satisfied with this decision.

Staffing Update

ELT recently met to discuss our administrative vacancies. We have had a challenge getting qualified for all of these positions. As part of our discussion, we outlined the responsibilities of each position. Additionally, we looked at ELT responsibilities.

The three positions we are having trouble filling

- Part Time Human Resources
- Part Time Deputy Fiscal Officer
- Part Time Community Engagement Assistant

As a result, we think our best approach is to change the postings and fill the positions as follows:

- Full Time HR Generalist

- All day to day HR Responsibilities will be moved from Brenda to the HR Generalist. She will still manage the position.
- All Administrative assistant duties will be moved from Colleen to the HR generalist
- The HR Generalist will support Tony in the area of Staff Development
- Part Time Community Engagement Assistant
- Colleen would take on the responsibility of Deputy Fiscal Officer.
 - Colleen has experience in this role and her responsibilities would kick in mainly when Brenda is on PTO.

We are moving forward with the HR Generalist and Community Engagement Assistant. We want to make sure the Board is okay with transferring fiscal responsibilities to Colleen.

Staff Member Highlight

- Reita Linton has worked for the library for one year and nine months. During that time, she was promoted into her current position of Customer Services Leader at Main Library. During the absence of a Customer Services Manager, Reita has been successfully managing the workflow of the customer services department. She is well organized and is able to easily connect with the team, which has helped with their morale. Her temporary leadership of this department has freed up the Director's time to allow him to focus on other areas of need in the organization. For these reasons, Reita is being highlighted before the Board of Trustees.

Opportunities for Board Engagement

- Comic Fest May 27, 2023 11am – 3pm Main Library
- Pop-up Children's Booksale June 2 & June 3, 2023 9am to 6pm

Executive Manager - Community Engagement's Report

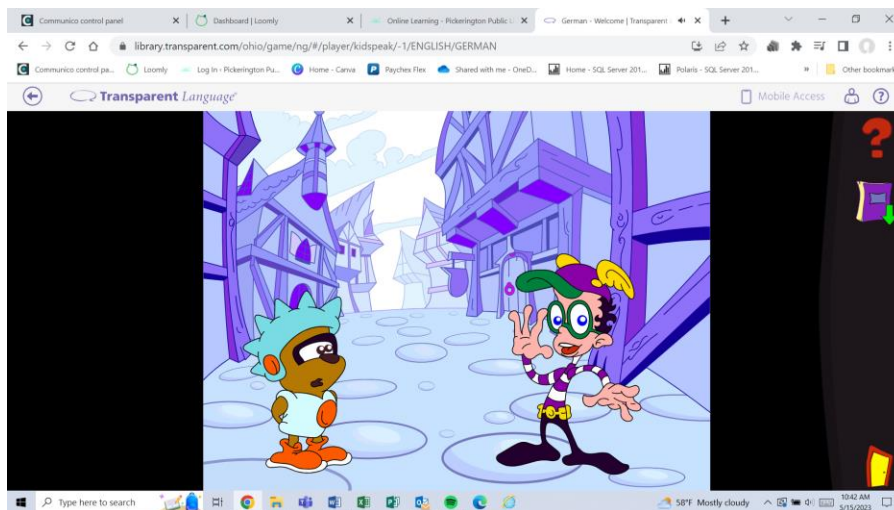
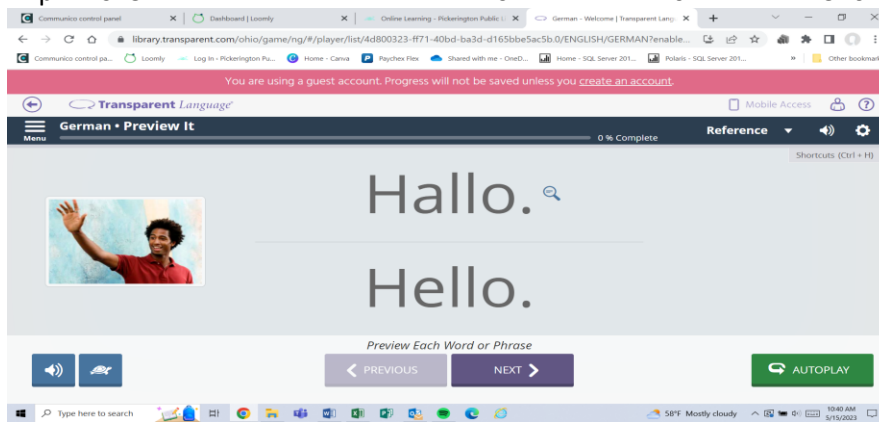
Library stats:

Total Wireless Users By Location						
	Location	2019	2020	2021	2022	2023
January	Main	2380	2279	1330	552	2102
January	Sycamore	225	489	245	297	362
February	Main	2493	2382	587	1,245	2,161
February	Sycamore	271	498	232	277	415
March	Main	2554	1601	831	1532	2347
March	Sycamore	338	419	260	314	440
April	Main	2687	82	852	1671	2350
April	Sycamore	408	177	291	330	455

LinkedIn: Focus on more intentional posts and choosing demographics.

What does impression on LinkedIn mean? Like other social media metrics that measure impressions, LinkedIn impressions reflect the number of times your LinkedIn posts were seen. The number of impressions is an essential starting point to get true insights into your audience engagement rate.

Date	# of Posts	Total Likes	Followers	Impressions	Clicks	Engagement Rate
January 2023	6	2	100	212	6	4.65%
February 2023	8	1	103	186	0	4.44%
March 2023	14	1	108	189	3	4.36%
April 2023	11	20	116	376	20	4.86%



Digital Resource Highlight:

Transparent Language for online language learning has over 100 languages. Some languages provide dialects as well as kidspeak. Kidspeak is available for the most popular languages: French, Spanish, Italian, Chinese and is set up in a game format. Choose a language and start learning as a family today!

Volunteer stats:

Assignment	Apr	Apr Volunteer	Total Hours	Total Volunteer
Off-Site - Events	0	0	0	0
	0	0	0	0
Main - Events	0	0	7.5	4
Main - General	59.25	20	189.77	38
Main - HHC (3-7p.m.)	13.75	4	47.5	12
Main - Orientation/Training	5	0	0	5
Main - Shelving	97.75	20	397.5	47
Main - Summer Reading Table	0	0	0	0
	170.8	35	642.27	70
Syc - Events	0	0	4.5	1
Syc - General	27.75	8	129	14
Syc - Homework Help Center (3-7p.m.)	25.5	3	78.5	6
Syc - Orientation/Training	0	0	0	0
Syc - Shelving	0	0	0	0
Syc - Summer Reading Table	0	0	0	0
	53.25	10	212	17
	224	44	854.27	86
	224	44	854.27	86

Volunteer Notes:

5 orientations/shelving trainings

Volunteer of the Month - Barbara Daniel is a regular Homework Help Volunteer at Sycamore Plaza Library. In her time as a volunteer, students have gotten to know her by name, often asking for her math expertise and coming in specifically when she is volunteering. She is truly a huge help each week when she comes in!

April 2023 events:

Main:

- 5 adult programs/attendance 31
- 3 teen programs/attendance 31
- 41 children programs/attendance 744

Sycamore:

7 adult programs/attendance 36
3 teen programs/attendance 17
9 children programs/attendance 130

Outreach:

6 off-site programs/attendance 306

Upcoming events:

Gearing up for Summer Reading and Comic Fest!

Summer Reading: May 27 – August 5 with Finale at the Wigwam

Comic Fest: Saturday, May 27 11 am – 3 pm

The library will be transformed into all-things-comic with superhero-themed activities and fun for all ages! Visit with comic authors, illustrators and artists; get your picture taken in the Mirror Mirror Photo Booth for a free and unique Comic Fest souvenir. Take a break and grab a bite to eat from local food trucks.

Bucknut Ice Cream | Kona Ice | Guapo's Tacos | Zaki Grill | Poppy's Roadside Diner

Help us kick off the first day of Summer Reading! Make sure to sign up and pick up a reading log and enter a raffle for Kings Island tickets by signing up in costume!!

Old Business

New Business

2024 Budget Request of \$3,337,264 General Fund, \$600 Homework Help Center Fund and \$140,000 Capital Projects Fund

The proposed 2024 Budget Request is \$3,337,264 General Fund, \$600 Homework Help Center Fund and \$140,000 for the Capital Projects Fund. This budget proposes a new full-time staff member for Youth Services Outreach and a half year of two contract Technology Trainers. The collection budget is increased for some materials and databases due to circulation, increased usage and increased costs. The request estimates revenue for 2024 at \$3,126,260 for the General Fund and \$4,500 for the Capital Projects Fund.

05-04-23 Motion to approve the Resolution for the 2024 Budget Request of \$3,337,264 General Fund, \$600 Homework Help Center Fund and \$140,000 Capital Projects Fund.

Mary Herron made a motion to approve the resolution for the 2024 Budget Request of \$3,337,264 General Fund, \$600 Homework Help Center Fund and \$140,000 Capital Projects Fund. Beth Muncy seconded.

Roll Call: Mary Herron-yes, Todd Stanley-yes, Beth Muncy – yes, Cristie Hammond – yes, Alissa Henry – yes, Ashley Hughes-yes. Resolution passed.

Resolution to establish a NEA Big Read Grant Fund #2016

The library has applied and been approved for a matching grant with Arts Midwest for the NEA Big Read Grant. The library is going to use the grant funds to pay for hosting community events centered around the themes of Disability Awareness, and Accessibility. The library will host book discussions and larger community events like a community mural, author visits/engagements, panel discussions, writing workshops, and film screenings. The library will receive \$6,000 in federal funds for this grant and match it with \$6,000 in local funds.

In order to receive and spend these restricted funds, a special revenue fund must be created.

05-05-23 Motion to approve the Resolution to establish a NEA Big Read Grant Fund #2016

Beth Muncy made a motion to approve the resolution to establish a NEA Big Read Grant Fund #2016. Mary Herron seconded.

Roll Call: Beth Muncy- yes, Ashley Hughes – yes, Todd Stanley-yes, Cristie Hammond – yes, Alissa Henry – yes, Mary Herron-yes. Resolution passed.

Transfer and Appropriations of the Summer Reading Grant Fund

The library has applied for and has been approved for a summer reading grant. The library is going to use the grant funds to pay for learning kitchen supplies for the summer reading programs. The library has received \$439 through the State Library of Ohio in federal funds. This grant is a LSTA federally funded and \$146 in matching funds are required for this grant.

05-06-23 Motion to approve the Resolution to transfer \$146 from 1000-910-910-0000 Transfers - Out to 2011-931-0000 Transfers – In

Todd Stanley made a motion to approve the resolution to transfer \$146 from 1000-910-910-0000 Transfers-Out to 2011-931-0000 Transfers - In. Ashley Hughes seconded.

Roll Call: Cristie Hammond – yes, Mary Herron – yes, Beth Muncy- yes, Todd Stanley – yes, Alissa Henry - yes, Ashley Hughes – yes. Resolution passed.

05-07-23 Motion to approve the Resolution to appropriate 2011-110-451-6112 General Admin Supplies – Branch Program for \$585

Mary Herron made a motion to approve the resolution to appropriate 2011-110-451-6112 General Admin Supplies – Branch Program. Beth Muncy seconded.

Roll Call: Alissa Henry – yes, Cristie Hammond – yes, Beth Muncy- yes, Ashley Hughes – yes, Mary Herron – yes, Todd Stanley - yes. Resolution passed.

Resolution to award the main library remodel project

Brenda reported that the library received four bids for the main library remodel project. The bid tabulation for this project includes Elford, Inc. at \$228,664, Ferguson Construction at \$174,176, Setterlin Building Company at \$233,016, and BOMAR Construction Company, Inc. at \$219,600. The project was budgeted at \$231,600. The architect reviewed the bids and Ferguson is the lowest and responsible bid.

05-08-23 Motion to Award the Main Library Remodel Project to Ferguson Construction at \$174,176

Mary Herron made a motion to award the main library remodel project to Ferguson Construction at \$174,176. Todd Stanley seconded.

Roll Call: Todd Stanley – yes, Cristie Hammond – yes, Beth Muncy- yes, Alissa Henry – yes, Mary Herron – yes, Ashley Hughes - yes. Resolution passed.

PLF Negotiation update and discussion

Over the past several months, we have met with representatives from Fairfield County District Library (FCDL) and Wagnalls Memorial Foundation and Library (WM) to negotiate an updated PLF (Public Library Fund) distribution.

As part of our negotiations, we identified appropriate categories to consider for our updated PLF distribution formula. The categories we agreed should be included in the formula are as follows:

- Population of Service Area
- Total Circulation
- Buildings (SQ FT)
- Area served

We removed staffing because the group felt this was ambiguous and dependent on what each library's budget would allow.

We considered many options including weighting the categories dependent on their importance.

- Population was weighted high in the formula because this is how the State determines the distribution of the PLF to the Counties.
- Circulation had the next highest weights because this relates to actual usage of resources
- Buildings were weighted a little lower because it is still an important factor due to the fact that we have to maintain them on a regular basis.
- Area is new to the formula. We agreed to adding this category as long as it was weighted lowest compared to all categories. The main argument for adding this was that the more area in your service area, the more expense a library has on serving that area.

	Population*	Circulation (5 Year Avg)	Buildings	Area
Fairfield County District Library	103,051	865,587	62,580	463.4
Pickerington Public Library	55,517	553,878	31,892	38.8
Wagnalls Memorial Library	2,134	106,539	28,861	2.2
	Population	Circulation	Buildings	Area
Fairfield County District Library	64.13%	56.72%	50.74%	91.87%
Pickerington Public Library	34.55%	36.30%	25.86%	7.69%
Wagnalls Memorial Library	1.33%	6.98%	23.40%	0.44%

* The service area population for WM & FCDL is in question, which will be outlined later in this memo

Current PLF Distribution Percentages

FCDL	63.2%
PPL	28.50%
WM	8.30%

Five (5) separate calculations for the 2024 formula

Average 1	35% Population, 35% Circulation, 20% Buildings, 10% Area
Average 2	50% Population, 25% Circulation, 15% Buildings, 10% Area
Average 3	50% Population, 30% Circulation, 10% Buildings, 10% Area
Average 4	45% Population, 30% Circulation, 15% Buildings, 10% Area
Average 5	45% Population, 35% Circulation, 10% Buildings, 10% Area

Average 1	Calculation	Percent of Change
Fairfield County District Library	61.63%	-1.57%
Pickerington Public Library	30.74%	2.24%
Wagnalls Memorial Library	7.63%	-0.67%

Average 2	Calculation	Percent of Change
Fairfield County District Library	63.04%	-0.16%
Pickerington Public Library	31.00%	2.50%
Wagnalls Memorial Library	5.96%	-2.34%

Average 3	Calculation	Percent of Change
Fairfield County District Library	63.34%	0.14%
Pickerington Public Library	31.52%	3.02%
Wagnalls Memorial Library	5.14%	-3.16%

Average 4	Calculation	Percent of Change
Fairfield County District Library	62.67%	-0.53%
Pickerington Public Library	31.08%	2.58%
Wagnalls Memorial Library	6.25%	-2.05%

Average 5	Calculation	Percent of Change
Fairfield County District Library	62.97%	-0.23%
Pickerington Public Library	31.60%	3.10%
Wagnalls Memorial Library	5.42%	-2.88%

Population confusion

When initial numbers were shared this year, it was clear there was a disagreement regarding the population in which WM serves. The state numbers showed WM with Lithopolis' population. However, WM disputed that number claiming the population of

Bloom Township. WM's argument is that because they changed their Articles of Incorporation to include Bloom Township to allow them to receive public funds, they have a right to those PLF funds. FCDL disagreed with this claim. Since that time, WM has changed their Articles of Incorporation twice and now they include all of the service areas of the CLC libraries.

In order to clear up this disagreement and verify true population of service area, we first looked through all of the legal documents pertaining to FCDL/PPL vs. WM. These documents were only slightly helpful. They outlined that the State Library Board sets the service area for each public library for taxing districts to ensure no one is taxed twice. To further clarify this issue, Tony sent a formal request for clarification to Wendy Knapp, State Librarian of Ohio. This email request also went to OLC because they have historical and legal knowledge. Furthermore, we copied all representatives from the other two libraries in this email for transparency.

In summary of Wendy's responses, Association Libraries have to follow the same rules as other Public Libraries. In 2012, the law changed giving authority over Association Libraries to set their boundaries. Wagnalls does not technically have boundaries on file. They are a special case because they were established as a public library after the entire territory was claimed. The State Library report reflects Lithopolis' population twice. These numbers are included for WM and FCDL.

With Wendy's responses, our stance is that if we are to continue to use state report numbers for population, they need adjusted to reflect elimination of the double count.

Negotiations stalled

PPL is not affected by the outcome of the population of service area dispute between WM and FCDL. However, since an agreement has not been accomplished, we considered negotiations to be officially stalled.

Continuance Request

During our last meeting, the representative from WM requested a continuance on the current agreement for one year in order to try and resolve the population dispute between FCDL and WM.

From the (2003) time of the lawsuit between WM and FCDL/PPL up to 2017, the PLF distribution was never updated. There is no clarity on the original formula used by the County Budget Commission because the minutes from the meeting where they decided the distribution breakdown is missing.

In 2017, WM requested an increase to their portion of the PLF distribution to 15%. They brought no data to justify this request. We brought data to the negotiations and all libraries agreed to use data moving forward to update our PLF distribution formula. They agreed upon four (4) categories of data at that time was as follows:

Population of Service Area, Total Square Footage, FTE Staff, and Total Circulation.

These categories were not weighted and data was used directly from the State Library Report.

At that time, PPL agreed to give WM .19% of our share of the distribution in order to keep them at 8.3%. This is the only way WM would agree to sign according to Tami Morehart, then Director of WM.

Fairfield County PLF per Capita under current agreement

	Population	2023 PLF	Per Capita
Fairfield County District Library	103,051	\$3,101,924	\$30.10
Pickerington Public Library	55,517	\$1,398,810	\$25.20
Wagnalls Memorial Library	2,134	\$407,373	\$190.90
		<u>\$4,908,107</u>	

Additionally, we decided to wait 3 years until the new census data was to be released in 2020. Due to the COVID 19 pandemic, and the delays of the release of the census data, we have extended the 2017 agreement twice.

Recommendation

Consider two options

Option 1: Agree to Wagnalls Memorial Foundation and Library’s request for an extension of the current PLF Distribution Agreement through FY 2024

Option 2: Do not agree to Wagnalls Memorial Foundation and Library’s request and allow the Fairfield County Budget Commission to determine the PLF Distribution percentages for the libraries in the County.

05-09-23 Motion to approve option 2 and not agree to Wagnalls Memorial Foundation and Library’s request and allow the Fairfield County Budget Commission to determine the PLF Distribution percentages for the libraries in the County

Cristie Hammond made a motion to approve option 2 and not agree to Wagnalls Memorial Foundation and Library’s request and allow the Fairfield County Budget Commission to determine the PLF Distribution percentages for the libraries in the County. Mary Herron seconded.

Roll Call: Ashley Hughes – yes, Todd Stanley – yes, Cristie Hammond – yes, Alissa Henry – no, Beth Muncy- yes, Mary Herron – yes. Motion passed.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:19 p.m.

Next Board Meeting

Regular Board Meeting

June 26, 2023 @ 7:00 p.m. at Sycamore Plaza Library

Cristie Hammond
President

Mary Herron
Secretary