



**PICKERINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR October 16, 2023**

1. Call to Order
 - a. Roll Call
 - b. Excused Absences
2. Secretary's Report
 - a. Consent Agenda
 1. Minutes
 - a. October 16, 2023 Regular Board meeting minutes
3. Public Participation
4. Friends of the Library Report
5. Finance Committee
 - a. Fiscal Officer's Report
6. Other Committee Reports
 - a. Fundraising Committee
 - b. Personnel Committee
7. Director's Report
8. Executive Manager – Community Engagement Report
9. Old Business

10. New Business

- a. Resolution to increase appropriations of the Healthy Snack Fund 2015-110-451-2115 to \$2016.26
- b. Resolution to appoint Tony Howard as the Prevailing Wage Coordinator for the Main Library Carpet Replacement Project
- c. Resolution to approve the Holiday and Scheduled Closings for 2024
- d. FOPPL Agreement - Discussion
 - i. No changes recommended by ELT
- e. Todd Stanley Board Reappointment
- f. 2024 Library Board Retreat

11. For the good of the order

12. Adjournment

Next Board Meeting:

Regular Board Meeting - Monday, December 18, 2023 at Main Library

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
October 16, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on October 16, 2023 at 7:00p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mary Herron, Alissa Henry, Beth Muncy, and Ashley Hughes.

Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director, and Colleen Bauman, Executive Manager – Community Engagement and Dorinda Ellinger, Human Resource Generalist. Also, in attendance: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Mike Jones entered at 7:03p.m.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Todd Stanley

Unexcused Absence(s): none

Secretary's Report

Consent Agenda

1. Minutes
 - a. September 18, 2023 Regular Board meeting minutes
2. Staff
 - a. Cyril Gojer Retirement on October 20, 2023 due to OPERS Rules
 - b. Cyril Gojer Starts November 6, 2023 as an Information Specialist at \$26.71 per hour
 - c. Rebekah Hughes Started October 2, 2023 as a Customer Service Assistant at \$12.52 per hour
 - d. Leah Huk Started October 2, 2023 as a Customer Service Assistant at \$12.52 per hour

10-01-23 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Beth Muncy seconded.

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

Public Participation

Friends of the Library Report

Theresa Wessel shared balance of \$30,956.92 and the Book sale is November 1st -5th.

Finance Committee

Fiscal Officer's Report

Tony Howard and Cristie Hammond spoke about the new property purchase being posted.

Other Committee Reports

Director's Report

Quarterly Strategic Focus

Connect Community

Significant Issues

- Internal
 - Afterschool Crowd Management
 - Here is an update on our approach to managing the increase in user visits during the 2:30pm to 5:30 pm times.
 - I have instituted a no warning approach for customers making excessive noise, using offensive language, or responding in inappropriate or disrespectful manners. **Not all staff are bought in or comfortable with this approach. More buyin beyond Managers is needed to make this successful. Cori Iannaggi has led efforts and is doing well by staff. We are extending this timeframe due to some ongoing issues.**
 - I am working with School Administrators and Coaches to gain support and increase our team's ability to control the library environment **Still not where we want to be with these relationships, but with Brenda leaving, not enough time was devoted to this on our behalf.**

- We have set aside Meeting Room A during the after-school hours for a “Teen Hang” space where teen customers can have conversations and socialize. *We have experienced some success with this approach. This will be continued.*
- We purchased walkie Talkies to connect all departments in real time. *Staff development day, I will be holding a walkie-talkie learning session. Not everyone is comfortable with this tool.*
- Our Information & Research Manager has been greeting all customers as they enter the building during these times to inform them of the expectations. *We saw a bit of success with this at first, but it does take a large emotional toll.*
- **Board Action Requested** – Support Administration and staff on the steps taken to ensure a welcoming experience for all.
- IDE Committee
 - The Committee requested that a member of the committee (rotating staff) be scheduled to attend Library Board meetings.
 - After brief consideration, this request was denied for the following reasons:
 - We run tight schedules where call off’s negatively impact the desk schedule and workflows.
 - Right staff for the workflow.
 - The board meeting packets are accessible online before the Board Meetings.
 - Key highlights that impact staff, services, or operations are communicated to all staff following the Board meetings.
 - Board meetings are open to the public and any staff member may attend if they are seeking information beyond the Director’s communications.
 - This month’s IDE focus is on serving customers with and working with people who have invisible disabilities.

- The intent is to increase awareness among staff and provide resources to build their toolkit in order to provide better service.

Points of Information

- Fiscal Officer turnover
 - Turnover of the fiscal responsibilities went okay.
 - The Secretary of State turnover expectations were met.
 - Colleen and I are dividing the responsibilities and double checking each other's work.
 - Currently, we are both feeling overwhelmed with the details of the work and are focusing on getting organized in a way which will lead us to success.
- Main Remodel
 - Construction began on Main Library's remodel last month.
 - There have been 9 RFI (Requests for Information)



September Board Meeting

Today



New Fish Tank space (Today)

Staff Member Highlight

Cori Iannaggi has been the Information & Research Manager for just shy of four months. While still learning her role, she has been a huge positive influence for the management team. She works hard to support her staff and meet their development needs. Coming from out of state, Cori is able to bring ideas outside of the Ohio Libraries sphere. This knowledge has benefitted her team and the organization. Her ideas and efforts on managing our afterschool crowds is the main reason we are starting to see some positive success with a few of our regular customers. For these reasons, Cori is being presented before the Library's Board of Trustees.

ELT PTO Dates

No ELT PTO Scheduled

Community Engagement Report

Executive Manager-Community Engagement
Board Report
October 16, 2023

Stats:

Total Wireless Users By Location						
	Location	2019	2020	2021	2022	2023
January	Main	2380	2279	1330	552	2102
	Sycamore	225	489	245	297	362
February	Main	2493	2382	587	1245	2161
	Sycamore	271	498	232	277	415
March	Main	2554	1601	831	1532	2347
	Sycamore	338	419	260	314	440
April	Main	2687	82	852	1671	2350
	Sycamore	408	177	291	330	455
May	Main	2707	140	889	1569	2396
	Sycamore	464	244	288	335	483
June	Main	2229	176	1029	1560	1745
	Sycamore	379	295	255	352	437
July	Main	2422	573	1093	1543	1782

Our libraries are busy locations – especially in the after-school hours.

	Sycamore	397	315	1358	329	390
August	Main	2853	383	1305	1913	2225
	Sycamore	435	302	291	372	407
September	Main	3006	906	1339	2221	2401
	Sycamore	522	340	299	452	508
October	Main	2067	967	1462	2325	
	Sycamore	525	367	306	421	
November	Main	2868	744	1433	2247	
	Sycamore	533	342	334	375	
December	Main	2458	526	1294	1785	
	Sycamore	463	287	284	352	

Total Circulation By Location						
September	Location	2019	2020	2021	2022	2023
	Main Drive-up	0	0	1687	361	250
	Main	43343	30687	29551	31,327	31,090
	Sycamore Lockers	1343	1793	1815	1,695	1,383
	Sycamore	3206	5035	3843	4,341	5,290
	LOTG	0	0	0	33	298

September 2023			
Category	Total Checkouts	Total Holds	Total Unique Users
Ebook	256,572	132,466	
Audiobook	235,488	119,518	
Video	0	0	
Magazine	28,276	0	
External Service	43	0	
Monthly Total	520,379	251,984	95,594

September Circulation

Volunteer of the Month:

The October Volunteer of the Month is Carole Pruiksma. She is a dedicated volunteer always willing to help with Summer Reading, interacting with customers, the tedious task of counting board game pieces, and keeping us up to date on good book recommendations.

Volunteer stats:

Site	Place	Assignment	Sep 2023 Hours	Sep 2023 Volunteer Count
PPL	Off Site	Off-Site - Events	0	0
	Total		0	0
	Pickerington Main	Main - Events	9	3
		Main - General	59.78	13
		Main - Homework Help (3-7p.m.)	13.25	4
		Main - Orientation/Training	1	1
		Main - Reading Buddies	8.25	6
		Main - Shelving	74.25	15
		Main - Summer Reading Table	0	0
	Total		165.53	33
	Sycamore Plaza	Syc - Events	0	0
		Syc - General	8	4
		Syc - Homework Help (3-6p.m.)	3.75	1
		Syc - Orientation/Training	0	0
		Syc - Reading Buddies	1	1
		Syc - Shelving	22.5	6
		Syc - Summer Reading Table	0	0
	Total		35.25	9
Total			200.78	40
Grand total			200.78	40

Events:

Sycamore:

Adult – 1 event with 9 participants

Teen – 4 events with 13 participants

Children – 15 events with 192 participants

PPL Main

Adult – 6 events with 51 total participants

Teen – 6 events with 61 total participants

Children – 38 events with 1,070 total participants

Outreach (Library out and about in September)

Second Cup Book Club	9/13/2023	In Person	Off Site	Adults	2
Farmers' Market	9/14/2023	Outreach	Farmers Market	Adults	61

First Drafts Book Club	9/14/2023	In Person	Off Site	Adults	3
Go Wild! Nature Fair	9/30/2023	Outreach	Library On-The-Go	Adults	99
PLSD Fall Fest	9/30/2023	Outreach	Central HS	Child	108
Nature Fair	9/30/2023	Outreach	Coyote Run	Adults	97
Farmers' Market	9/28/2023	Outreach	Farmers' Market	Adults	12

Behind the scenes:

Continuing Ed:

Completed CPIM certification for 2023 required as Deputy Fiscal Office.

Old Business

New Business

Mike Jones spoke about his meeting about youth engagement and working on a strategic plan and that it would be one or two more meetings to come up with a plan. Tony Howard mentioned youth engagement training at the Annual training on Monday, October 23, 2023.

Resolution to appoint Tony Howard as the Prevailing Wage Coordinator for the Main Library Remodel Project retroactively effective October 6, 2023

10-02-23 Resolution to appoint Tony Howard as the Prevailing Wage Coordinator for the Main Library Remodel Project retroactively effective October 6, 2023

Mike Jones made a motion to approve. Mary Herron seconded.

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

Resolution to appoint Colleen Bauman as Credit Card Compliance Officer replacing Tony Howard effective October 16, 2023.

10-03-23 Resolution to appoint Colleen Bauman as Credit Card Compliance Officer replacing Tony Howard effective October 16, 2023.

Mary Herron made a motion to approve. Beth Muncy seconded.

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

Resolution to increase appropriations of the NEA Big Read Grant Fund to \$8,496 as follows: 216-110-325-0000 to \$500 and 2016-110-451-2112 to \$7,996.

10-04-23 Resolution to increase appropriations of the NEA Big Read Grant Fund to \$8,496 as follows: 216-110-325-0000 to \$500 and 2016-110-451-2112 to \$7,996.

Beth Muncy made a motion to approve. Mary Herron seconded.

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

Motion to approve a purge of inactive customers (3 years or more) with any fees: 2,597, total fees: \$9,719.19

10-05-23 Motion to approve a purge of inactive customers (3 years or more) with any fees: 2,597, total fees: \$9,719.19.

Mike Jones made a motion to approve. Beth Muncy seconded.

Roll call: Beth Muncy-yes, Ashley Hughes-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

For the good of the order

Beth Muncy announced that the Budget meeting with the Finance Committee is rescheduled for November 20, 2023, Fundraising Committee is November 13, 2023 at 6 p.m.

Adjournment

Cristie adjourned the meeting at 7:46 p.m.

Next Board Meeting:

FAB Committee Meeting
November 20, 2023 @ 6:00 p.m. at Main Library

Regular Board Meeting
November 20, 2023 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary



Memorandum

To: Cristie Hammond; Michael Jones; Ashley Hughes; Mary Herron; Alissa Henry; Beth Muncy; Todd Stanley; Mikayla Wagner

From: Tony Howard

Date: November 20, 2023

Subject: 2024 Holiday and Closing Schedule

Executive Summary

In making decisions regarding holiday and building closures for 2024, we followed our Board approved policy. There are only two dates to note and those are the Staff Development Days.

Staff Development Days

We are planning two all-day Staff Development days again this coming year. In the spring, we focus on safety and security. In the fall, staff development day will focus on operational and library industry focused issues. In order for successful training days, we will need to close the library. These dates were chosen because they do not fall on holiday dates when government offices are closed.

Background

Staff Development Day during the past eight years were successes. The schedule adheres to the current holiday policy, which was updated in July 2021

Recommendation

- Close for major holidays (see holiday schedule) recognized by Board approved policy
- Close all day for both Staff Development Days

Action Requested

- Resolution to approve the 2024 Holiday and Closing Schedule

Pickerington Public Library
Holiday & Scheduled Closings 2024

New Year's Day – January 1 – Closed

Martin Luther King Day – January 15 – Closed

Staff Development– February 26 – Closed (Professional Development)

Easter – March 31 – Closed

Memorial Day – May 27 – Closed

Juneteenth – June 19 – Closed

Independence Eve – July 3 – Close at 5:00 pm

Independence Day – July 4 – Closed

Labor Day – September 2 – Closed

Staff Development Day – October 28 – Closed (Professional Development)

Thanksgiving Eve – November 27 – Close at 5:00 pm

Thanksgiving Day – November 28 – Closed

Christmas Eve – December 24 – Closed

Christmas Day – December 25 – Closed

AGREEMENT
BETWEEN

PICKERINGTON PUBLIC LIBRARY AND

FRIENDS OF THE PICKERINGTON
PUBLIC LIBRARY

January 202~~4~~²
AGREEMENT BETWEEN

PICKERINGTON PUBLIC LIBRARY

AND

FRIENDS OF THE
PICKERINGTON PUBLIC LIBRARY

This Agreement (the "Agreement") is entered into effective as of January 1, 202~~4~~², by and between:

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

and

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

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

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

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

1. DISCARDED LIBRARY MATERIALS

1.1 Background.

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

1.2 PPL Obligations.

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

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

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

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

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

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

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

1.3 FOPPL Obligations.

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

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

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

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

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

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

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

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

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

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

2. PROVISION OF OFFICE SERVICES TO FOPPL.

2.1 Background.

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

2.2 PPL Obligations.

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

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

2.2.3 PPL shall provide administrative support to FOPPL merchandise programs. PPL shall coordinate purchase and sale of merchandise (*i.e.*, book bags, shirts, hats, coffee mugs) for merchandise programs. PPL shall also coordinate purchase and sale of books related to author visits. PPL shall provide administrative support to FOPPL materials sales and sales of discarded library materials.

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

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

2.3 FOPPL Obligations.

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

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

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

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

3. FOPPL PAYMENTS TO PPL

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

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

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

4. GENERAL.

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

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

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

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

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

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

4.7 The term of this Agreement shall commence on January 1, 202~~4~~² and expire on December 31, 202~~5~~³.

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

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

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

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

FRIENDS OF THE PICKERINGTON
PUBLIC LIBRARY

PICKERINGTON PUBLIC LIBRARY

President or Vice President Date

Director Date

Secretary Date

Fiscal Officer Date