

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
February 19, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on February 19, 2024 at 7:03 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Beth Muncy. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director, Chuck Ressler, Fiscal Officer, Dorinda Ellinger-Human Resource Generalist. 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, Ashley Hughes
Unexcused Absence(s):

Secretary's Report

Consent Agenda

1. Minutes
 - a. January 22, 2024 Regular Board meeting minutes
PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 22, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on January 22, 2024 at 7:07 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 Ashley Hughes. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director and Fiscal Officer, 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.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Beth Muncy and Todd Stanley
Unexcused Absence:



December 13, 2023

Tony Howard
201 Opportunity Way
Pickerington, OH 43147

Dear Tony,

Congratulations! The Pickerington Public Library Fund was the recipient of \$2,149.48 in donations during the Fairfield County Foundation's 34-HOUR GIVE and will receive \$232.84 in matching funds. Your matching funds are available in your fund now! Details can be viewed by logging in to your fund advisor portal, found on our website.

To celebrate our 34th Anniversary and Giving Tuesday, we invited Foundation fund holders to participate in our 34-HOUR GIVE. This event is the perfect way for the Foundation to celebrate 34 years of Building a Legacy, by giving back to those individuals and organizations that support our community and our community Foundation. A total of \$313,996 was donated this year to over 100 individual Fairfield County Foundation funds. Add to that the \$34,000 in matching funds from the Foundation in addition to the additional \$10,000 to celebrate the 10th year of our 'Give' events, and this year's total award to participating funds is \$357,996!

We are truly grateful to our donors and supporters who continue to make our annual 'Give' events such a success for the community. What an incredible way to kick off the season of giving!

We appreciate the difference you are making in our community and thank you for your participation!

Very truly yours,

A handwritten signature in black ink, appearing to read "Sarah Stoughton". The signature is fluid and cursive, written over a light blue horizontal line.

Sarah Stoughton
Donor Services Officer

162 EAST MAIN STREET, LANCASTER, OH 43130
TELEPHONE: (740) 654-8451 • FAX: (740) 654-3971 • www.FairfieldCountyFoundation.org



Other Committee Reports

Quarterly Strategic Focus

Inspire Knowledge

Fiscal Updates

- 2023/2024 Temporary Mode opened successfully
 - This allows us to work in both years simultaneously
- December Financials
 - Will be completed and share in February
 - This happens annually
 - You will get a notice that December isn't reconciled.
 - Brenda recommended that we leave it open for Chuck to review and ensure everything is correct and noted appropriately.
- W-2s
 - Completed and issued
- BWC True-up
 - Completed and Paid in December
- I-9s
 - In Progress(Still Learning)
- 1099s
 - In Progress (Still Learning)

Significant Issues

- Internal
 - Saturday and Sunday Operating Hours
 - Staff recently requested that Administration consider changing weekend hours by adding 1 hour to Sunday and taking one hour away from Saturday.
 - We reviewed data from September through November 2023
 - Saturdays 9am – 10am Average door count
 - Main Library – 27 People
 - Sycamore Plaza – 7 People

- Main Remodel
 - This project is substantially complete.
 - Outstanding items
 - Blinds for the new window
 - Repair the thermostat they broke
 - Window decals for the Barn
 - Window sill replacement (Materials issue)
- New Services
 - 3D Printer
 - Staff are learning the new technology and creating a service plan before rolling out to the public.
 - Supports the Technology Strategy
 - Baby Kits
 - Supports the Youth Engagement Strategy for Early Literacy
 - Parent Teacher educational resources
 - Supports the Youth Engagement Strategy for School Age

Staff Member Highlight

Cyril Gojer has been the Library's IT Specialist for fourteen years and eleven months. He is dedicated to the organization's success. Cyril is knowledgeable and works diligently within his resources to ensure our equipment is operational. He is our team's go to person when anything computer related breaks. Cyril will work on Sundays when we are closed or late at night in order to ensure updates will not negatively impact the public or staff. Cyril cares about his colleagues and takes time to get to know all of the staff. For these reasons, Cyril is being recognized before the Board of Trustees.

ELT PTO Dates

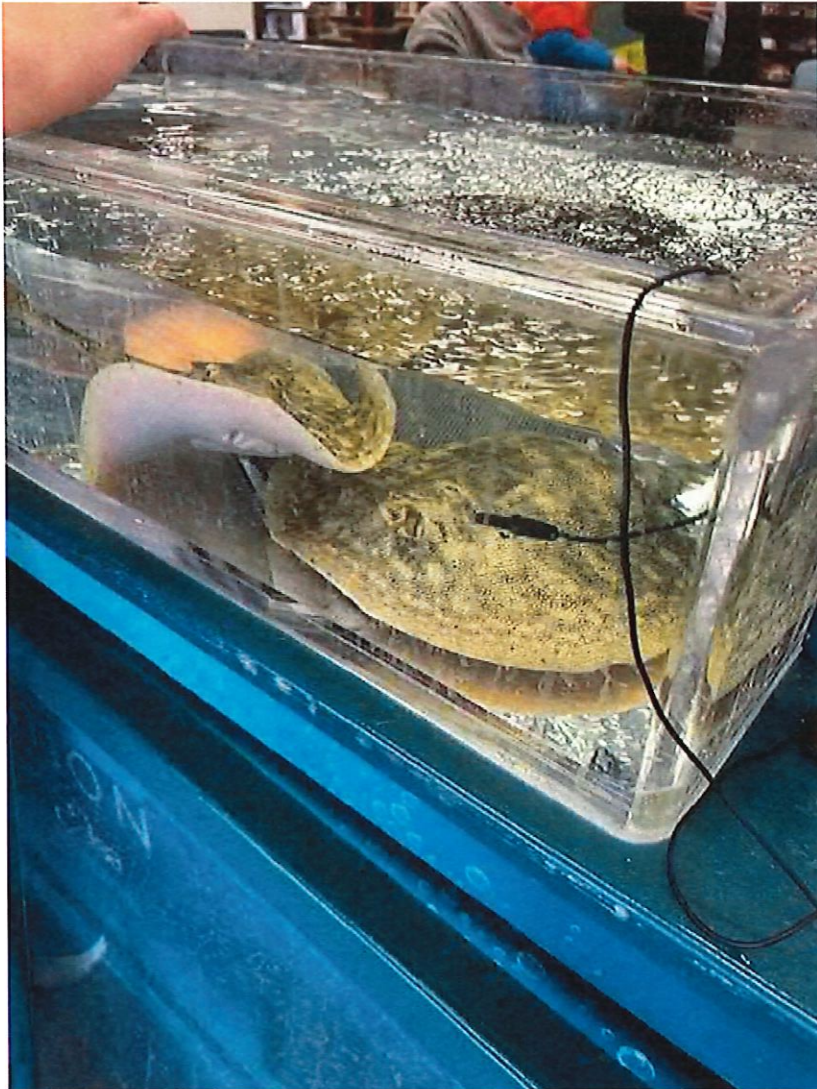
Tony - tentative due to personal matters

Executive Manager - Community Engagement's Report

**Pickerington Public Library
Community Engagement Board Report**

NEA Big Read ongoing through March





Volunteer of the Month: The January Volunteer of the Month is Cathi Kennedy. Cathi has been volunteering with us since mid-2022, and she has always been a steady and dependable presence at the Sycamore branch. Recently, she has done double duty and helped at both Sycamore and Main on the same day!

Volunteer of the Year: 2023 Volunteer of the Year is Barb Campbell. Barb is a longtime volunteer who always goes above and beyond. This year, she singlehandedly labeled thousands of adult audio/visual materials, and she shifted the entire Thriller section in a single day!! We are truly grateful for all her time, effort, and good cheer.

2023 YEARLY CHECKOUT TOTALS			
Category	Total Checkouts	Total Holds	Total Unique Users
Ebook	3,172,982	1,657,842	0
Audiobook	2,794,874	1,435,508	0
Video	0	0	0
Magazine	347,173	1	0
External Service	437	0	0
Yearly Total	6,315,466	3,093,351	1,131,049

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
	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	2237
	Sycamore	525	367	306	421	484
November	Main	2868	744	1433	2247	2144
	Sycamore	533	342	334	375	419
December	Main	2458	526	1294	1785	1565
	Sycamore	463	287	284	352	375

Old Business

Roll call: Mike Jones-yes, Cristie Hammond-yes, Ashly Hughes-yes, Alissa Henry-yes, Mary Herron-yes. Resolution passed.

01-09-24 Resolution to re-invest the 2024 interest allocated back into the fund generated

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

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

01-10-24 Resolution to approve Individual Surety Bond in the amount of \$50,000 for Fiscal Officer Charles "Chuck" Ressler

Mary Heron made a motion to approve. Ashley Hughes seconded.

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

01-11-24 Resolution to approve the transfer of \$12,000 from 1000-230-390-3111 Other-Purchased and Contracted Services (Legal Fees) to 1000-120-419-4160 Other - Library Materials and Information (E-Services)

Mary Heron made a motion to approve. Ashley Hughes seconded.

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

01-12-24 Resolution to authorize the Director, Fiscal Officer and Deputy Fiscal Officer to transfer funds between appropriations accounts up to \$25,000

Alissa Henry made a motion to approve. Mary Heron seconded.

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

01-13-24 Resolution to appoint Charles "Chuck" Ressler as the Prevailing Wage Coordinator for the Main Library Carpet Project effective February 7, 2024

Mike Jones made a motion to approve. Alissa Henry seconded.

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

01-15-24 Resolution to approve January “Then and Now” Purchase Order for the Central Library Consortium in the amount of \$35,256.14

Mary Heron made a motion to approve. Ashley Hughes seconded.

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

01-16-24 Resolution to approve the transfer of \$54,000 from 4001-760-740-0000 Building Improvement to 4001-760-710-0000

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

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

01-17-24 Motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Mary Heron made a motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code. Cristie Hammond seconded.

Roll call: Motion passed.

Entered into Executive Session at 8:20 p.m.

01-18-24 Motion to come out of Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Mike Jones made a motion to come out of Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code. Mary Heron seconded.

Roll call: Motion passed.

Came out of Executive Session at 8:43 p.m.

01-19-24 Resolution to Approve the annual salary of \$85,000 for Charles “Chuck” Ressler with four (4) weeks of PTO balance beginning February 7, 2024

Cristie Hammond made a motion to approve. Mary Heron seconded.

Fletcher, Meredith J	\$44,930.68
Folkerts, Dana	\$58,154.93
Gaulke, Lucas J	\$20.14
Gojer, Cyril P	\$28.54
Graham, Krista M	\$16.75
Hanby, Laura Marie	\$24.72
Hughes, Mary R	\$13.02
Huk, Leah J	\$13.02
Lennon, Rebekah Jane	\$56,552.27
Linton, Reita	\$18.89
Madison, Debra	\$15.39
Marshall, Elizabeth A	\$15.25
Mattingly, Hannah E	\$20.32
Meuser, Moth M	\$20.01
Moriconi, Frank	\$24.73
Nase, Kathryn R	\$12.90
Olexa, Kimberlee A	\$13.52
Perkins, Emily F	\$21.00
Reine, Lorna S	\$20.82
Rosser, Cari L	\$12.90
Seeds, Rebecca	\$13.93
Spencer, Norma	\$13.02
Stokes, Emma D	\$12.90

FAB Committee Meeting
February 19, 2024 @ 6:00 p.m. at Main Library

Regular Board Meeting
February 19, 2023 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary

3. Staffing
 - a. Rebekah Hughes was promoted to Homework Help and Reading Initiatives Coordinator on February 11, 2024 at an hourly rate of \$14.81
 - b. Riley Lauchard started as a Customer Service Assistant on February 13, 2024 at an hourly rate of \$13.50
 - c. Bill Morgan started as a Customer Service Assistant on February 13, 2024 at an hourly rate of \$13.50
 - d. Dalton Hardwick – Starts as Information and Research Manager on February 26, 2024 at a salary of \$50,946
4. Credit Card Compliance Update



To: Cristie Hammond; Michael Jones; Ashley Hughes; Mary Herron; Alyssa Henry; Beth Muncy; Todd Stanley; Mikayla Wagner; Chuck Ressler, Fiscal Officer;
Tony Howard, Library Director

From: Colleen Bauman – Executive Manager-Community Engagement/DFO

Date: 2/18/2024

No public participation

Friends of the Library Report

Theresa Wessel reported a balance of \$37,380,04

Finance Committee

Tony Howard shared with the Board what the Finance Committee discussed.

Fiscal Officer's Report

Chuck Ressler presented the financial report asked if there were any questions. There were none.

Other Committee Reports

Fundraising Committee program scheduled for April 3, 2024 at Combustion between 7:00p.m. – 9:00 p.m.

Fundraising Committee meeting scheduled for March 18,2024 at 6:00pm at Main Pickerington Library

Director's Report

Quarterly Strategic Focus

Inspire Knowledge

Significant Issues

- Internal
 - Union Strategy Planning Meeting
 - Jonathan has requested we meet to discuss our strategy for Union negotiations and develop the library's initial proposal. This meeting will be under the umbrella of Attorney/Client privilege so the expectation is that Jonathan and a designee from Admin will be the only ones to take notes.
 - The location for this meeting has yet to be determined.
 - Date and time of Meeting – March 26, 2024 from 8 am to 12 pm
 - **Board Action** – It would be great if at least two Trustees could attend this

- PLF Negotiations
 - The Director of Fairfield County District Library and I met with the State Librarian to discuss the PLF and Issues with Fairfield County's Distribution
 - Wagnalls Memorial is seeking to claim Bloom Township as part of their service area in addition to Lithopolis.
 - According to the State Library, Wagnalls Memorial does not have an assigned services area; Therefore, they have no population.
 - The Fairfield County Auditor is leaning toward giving some if not all of the population of Bloom Township to Wagnalls Memorial.
 - This has no bearing on Pickerington Public Library's population, but it will impact us being able to come to an agreement.
 - **Board Action** - Nothing at this time. It is important to be aware that we are doing everything within our power to come to a resolution.
 - The next negotiation meeting is Thursday, February 22, 2024

Points of Information

- Main Remodel
 - This project is 100% complete.

- Lighting Project Main Library
 - This project started late 2023 but was put on hold until Frank returned from medical leave.
 - Vendors are expected to complete the project in the next couple of weeks.
 - The project is intended to address many lights and ballasts not working at Main Library.
 - We are slowly transition the public service floor lights from florescent bulbs to LED.

Chuck - March 8, 2024

March 11, 2024 to March 14, 2024

Colleen – February 27, 2024 to March 6, 2024

Executive Manager - Community Engagement's Report

Executive Manager-Community Engagement
Board Report
February 19, 2024

MANGO LANGUAGES

	Total	Web	Mobile	Total Learning	Ave.	
2024	Sessions	Sessions	Sessions	Time	Learning	Courses
					Time	
January	289	54	235	78:48:02	0:17:11	275
French	99					
Italian	70					
Spanish, Latin						
American	53					
Russian	17					
Hebrew, Biblical	9					
English	5					
German	5					
Spanish, Castilian	5					
Hindi	2					
Korean	2					
Pirate	2					
Swahili	2					
French, Canadian	1					
Greek, Modern	1					
Norwegian	1					

	Main - Orientation/Training	3	3
	Main - Reading Buddies	0.5	1
	Main - Shelving	92.5	27
	Main - Summer Reading Table	0	0
Total		178.25	38
Sycamore Plaza	Syc - Events	0	0
	Syc - General	5	2
	Syc - Homework Help (3-6p.m.)	5	2
	Syc - Orientation/Training	0	0
	Syc - Reading Buddies	0	0
	Syc - Shelving	18.25	5
	Syc - Summer Reading Table	0	0
Total		28.25	8
Total		206.5	46

Winter Reading wrap-up:

424 total sign-ups with 180 turning in a Bingo card win. One win = 5 days of reading or activities.

Events January 2024:

Pickerington Main:

Adult: 7 events/148 people

Teen: 4 events/71 people

Kids: 35 events/819 people

Sycamore Plaza:

Adult: 2 events/47 people

Teen: 4 events/51 people

Kids: 11 events/120 people

Outreach events:

Adult: 4 events/45 people

Teen: 1 event/75 people

Kids: 1 event (PLSD Night of Engagement @ Wigwam) 400 people

CE Office:

Andrea Spires with Fairfield County Foundation visited with the Youth Advisory Committee. Schools were represented from all over Fairfield County. They took a tour and learned about our Volunteer program and scholarship.

Date: February 19, 2024

Subject: 2024 Permanent Appropriations

Executive Summary

The proposed 2024 Permanent Appropriations for the General, Homework Help Center, Guiding Ohio Online, and the Capital Funds are included. The proposed General Fund Appropriations are \$3,633,730, Homework Help Center \$600, Guiding Ohio Online \$5,903.50, NEA Big Read \$3,815.16, and the Capital Fund is \$862,035.

Background

Normally every March, the Board approves the Permanent Appropriations for the year.

Recommendation

To approve the 2024 Permanent General Fund Appropriations at \$3,633,730, Homework Help Center \$600, Guiding Ohio Online \$5,903.50, and the Capital Fund is \$862,035.

Action Requested

Resolution to approve the 2024 permanent appropriations as proposed.

2024 Permanent Appropriations

Equipment and Furniture					
Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 May 2023 Budget	
1000-760-750-5510	Furniture	\$ 60,000	\$ 90,000	\$ 80,000	\$
1000-760-750-5512	Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$
1000-760-750-5514	Computer Equipment	\$ 22,000	\$ 40,000	\$ 30,000	\$

Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	
4001-760-320-0000	Communications, Printing & Publicity				
4001-760-374-0000	Engineering Services	\$ 70,000	\$ 150,000		
4001-760-390-3910	Other - Purchased and Contracted Services (Other)				
4001-760-720-0000	Land Improvement	\$ 200,000	\$ 54,000		
4001-760-730-0000	Buildings	\$ 100,000	\$ 350,000		
4001-760-740-0000	Building Improvement	\$ 500,000	\$ 308,035	\$ 140,000	\$ 140,000
4001-760-750-0000	Furniture & Equipment				
	Total Capital Projects	\$ 870,000	\$ 862,035	\$ 140,000	\$ 140,000
			<i>*\$140,000 is the limit avail for temp budget</i>		

Special Funds		2023 Perm Budget	2024 Budget Request	
Account Number	Appropriation Description			
Homework Help Center				
2005-120-411-4111	Books (Adult Fiction)			
2005-120-411-4115	Books (Adult Non-Fiction)	\$ 450.00	\$ 200.00	\$ 200
2005-120-411-4130	Books (Teen)			
2005-120-411-4135	Books (Juvenile Fiction)			
2005-120-411-4136	Books (Juvenile NF)	\$ 200.00	\$ 200.00	\$ 200

Mary J. Herron

Mary Herron
Secretary