



**PICKERINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR April 15, 2024
At Sycamore Plaza Library Branch**

1. Call to Order
 - a. Roll Call
 - b. Excused Absences
2. Secretary's Report
 - a. Consent Agenda
 1. March 18, 2024 Regular Board Meeting minutes
 2. Staffing Changes
 - a. Matihias Dedousis started as Customer Service Assistant at \$12.52 per hour on April 11, 2024
 - b. Catherine "RO" Sassen started as Customer Service Assistant at \$12.52 per hour on April 11, 2024
 3. Formally recognize the changes to the Healthy Snack Administrative Procedures
3. Public Participation
4. Friends of the Library Report
5. Finance Committee
 - a. Fiscal Officer's Report
6. Other Committee Reports

7. Director's Report
8. Community Engagement Manager's Report
9. Old Business
10. New Business
 - a. Review the Records Retention schedule
 - b. Review the list of records to be disposed according to the schedule
 - c. Resolution to approve the permanent appropriation of \$3016.26 in 2015-110-451-2115 General Administrative Supplies (Teen Programs) retroactively effective February 19, 2024
11. For the good of the order
12. Adjournment

Next Board Meeting:

Regular Board Meeting

7:00 pm April 20, 2023 at the main library

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 18, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on March 18, 2024 at 7:00 p.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, Chuck Ressler, Fiscal Officer, Colleen Bauman, Executive Manager - Community Engagement 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 and Mike Jones
Unexcused Absence:

Secretary's Report

Consent Agenda

1. Minutes

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:

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December 13, 2023

Tony Howard

201 Opportunity Way

Pickerington, OH 43147

DcarTony,

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!

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Sarah Stoughton
Donor Services Officer



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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
 - o 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
 - o 30 Printer
 - Staff are learning the new technology and creating a service plan before rolling out to the public.
 - Supports the Technology Strategy
 - o Baby Kits
 - Supports the Youth Engagement Strategy for Early Literacy
 - o 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**



NE 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.

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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

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) 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.

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) **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 <i>J</i>	\$44,930.68
Folkerts, Dana	\$58,154.93
Gaulke, Lucas <i>J</i>	\$20.14
Gojer, Cyril P	\$28.54
Graham, Krista M	\$16.75
Hanby, Laura Marie	\$24.72
Hughes, Mary R	\$13.02
Huk, Leah <i>J</i>	\$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

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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



Memorandum

**To: Chuck Ressler, Fiscal Officer
Tony Howard, Library Director**

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

Date:

Subject: Biannual Credit Card Compliance Check

Total number of accounts and issued/active cards
account expiration dates and credit limits.

Position	Active Card Issued	Credit Limit	Credit Limit Confirmation Date	Account Expiration Date
Director	Tony Howard	\$10,000	\$10,000	01/2025
Exec. Manager-Community Engagement	Colleen Bauman	\$5,000	\$5,000	01/2027
Facilities Manager	Frank Moriconi	\$1,000		01/2027
Youth Services Manager	Dana Folkerts	\$1,000	\$1,000	01/2026
Information and Research Services Manager	N/A	\$1,000		
Branch Manager	Rebekah Lennon	\$3,000	\$3,000	01/2025

The above listed information was checked and verified on 02/07/2024.

Colleen Bauman

Executive Manager-Community Engagement/DFO
Pickerington Public Library

201 Opportunity Way

Pickerington, Ohio 43147

Public Participation

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
		206.5	46
Total			

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		2023	2024	2024	
Account Number	Appropriation Description	Budget	Budget Request	May 2023 Budget	1 B
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	\$

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Account Number	Appropriation Description	2023 Budget	2024 Budget Request	2024 Budget	
4001-760-320-0000	Communications, Printing & Publicity				
4001-760-374-0000	Engineering Services	\$ 10,000	\$ 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>		

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

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For the good of the order

Adjournment

Cristie adjourned the meeting at 8:01 p.m.

Regular Board Meeting

March 18, 2024 @ 7:00 p.m. at Main Library



Cristie Hammond
President



Mary Herron
Secretary

03-01-24 Motion to approve the Consent Agenda

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

Roll Call: 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 reported that they have \$36,248.19 and Friends book sale is scheduled for April 10th-April 14th at Pickerington main library.

Finance Committee

Fiscal Officer's Report

Chuck Ressler shared with the Board what the Finance Committee discussed. Chuck Ressler asked to make a motion to allow the Fiscal Officer and Director make two investments for \$250,000 at a rate of no more than 5.05%

03-02-24 Motion to allow the Fiscal Officer and Director make investments for \$250,000 at a rate of no more than 5.05%?

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

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

Other Committee Reports

Fundraising committee spoke about the fundraiser at Combustion on April 3, 2024. Promotional materials have gone out on Facebook, LinkedIn and Instagram. There will be some gift bag baskets to give away with six rounds of music Bingo and a portion of the beer sales will be donated to fundraiser.

Director's Report



Director's Report

To: Cristie Hammond; Michael Jones; Mary Herron; Alissa Henry; Ashley Hughes; Beth Muncy; Todd Stanley; Mikayla Wagner
From: Tony Howard
Date: March 18, 2024

Quarterly Strategic Focus

Enriching our World

Significant Issues

- Internal
 - Union
 - Strategy Planning Meeting
 - This meeting is set for March 26 to discuss the Library's meeting strategy. 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 is at Westly Ridge Senior Living facility.
 - Date and time of Meeting – March 26, 2024 from 8 am to 12 pm

- **Board Action** – Just a reminder, no further Board action needed
- Union Negotiations Begin March 28, 2024
 - No additional negotiation meetings are schedule at this time.

Points of Information

- Lighting Project Main Library
 - This project started late 2023 but was put on hold until Frank returned from medical leave.
 - Due to the amount of work on this project, we have extended the completion date by three weeks.
 - Reminder - 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.

- Carpet Project at Main Library
 - Project started last week in the Youth Services Area. We are expecting 3 to 4 weeks to complete project

- PLA Conference
 - The PLA (Public Library Association) Conference is in Columbus. This is an opportunity to send multiple staff because transportation and lodging is not necessary. Normally we would send myself and one other staff member.
 - April 2 - Preconference
 - April 3-April 5 Conference

- Staff Development Day
 - Dorinda did an excellent planning and running our Staff Development Day for 2024 Q1
 - We had sessions on Cyber Security and Lifting safely in the workplace.
 - Staff participated in a team building exercise to cover emergency procedures such as fire, tornado, etc.
 - Overall a successful day.





Staff Member Highlight

- Cari Rosser has been with the Library as a Customer Service Assistant for almost a year. During that time, Cari has proven to be hard working and reliable. She has stepped up in holding customers accountable when they are not following our code of conduct, which helps to set a positive example for her colleagues. While Cari has worked hard over the past year in learning her duties, she is also committed to creating an enjoyable environment for staff and customers. She brought value to the Youth Services remodel with her knowledge of aquariums. Not only did she provide educational background for all fish that we put on card for our young customers, she helped us create a fish ER. Now, when a fish becomes sick, we have the capability to isolate and treat appropriately. For these reasons, Cari is being highlighted before the Board of Trustees.

ELT PTO Dates

Tony – April 1, 2024

Executive Manager - Community Engagement's Report

Executive Manager-Community Engagement
Board Report
March 18, 2024

CE Office:

Mobile app refresh - Communico has updated features

Website refresh – different layout and better clarity on where things can be found

State Library report – adding stats by the end of the week

Event Stats:

Adult:

PPLM: 13 events with 71 adults

SPL: 1 event with 13 adults

Outreach: 5 events with 56 adults

Teens:

PPLM: 4 events with 61 teens

SPL: 2 events with 7 teens

Outreach: 0

Youth:

PPLM: 23 events with 308 children (1 passive with 99 children)

SPL: 10 events with 46 children (1 passive with 67 children)

Outreach: 3 events with 122 children

Highlighted Resource: Value Line: People taking control of their investments!

2024	Logins (Includes Remote Access)	Searches	Downloads
January	448	3407	1633
February	426	3544	1797

All	Jan 2024	Feb 2024
Reference	2091	2017
Tech	962	1283
Directional	809	796
Curbside	15	6
Drive-up	98	95
COVID Tests	359	306

Daily stats: People visited, questions we answered, items we delivered.

Total Door Count By Location							
	Location	2019	2020	2021	2022	2023	2024
January	Main	13065	13991	3284	7184	11486	10924
	Sycamore	2159	3662	988	1816	3101	4710
February	Main	12772	13541	3515	6769	11466	11773
	Sycamore	2110	3415	1081	1969	3157	4681

Total Wireless Users By Location							
	Location	2019	2020	2021	2022	2023	2024
January	Main	2380	2279	1330	552	2102	1675
	Sycamore	225	489	245	297	362	403
February	Main	2493	2382	587	1245	2161	1855
	Sycamore	271	498	232	277	415	424

Old Business

New Business

03-03-24 Resolution to approve the reinvestment of \$250,000 from the Fifth Third Money Market account to a CD in Southern State Bank with 5.05% interest?

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

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



Pickerington Public Library Customer Code of Conduct

Board Policy:

DATE REVIEWED: 03/18/2024

DATE APPROVED: 03/18/2024

EFFECTIVE DATE: 03/25/2024

REPLACING POLICY EFFECTIVE: 09/19/2022

In order to provide a comfortable environment for use of the Pickerington Public Library (PPL) and on the Library's websites, the rules for customer behavior are listed below. The term customer addresses anyone on or utilizing Library property. Any individual who repeatedly violates the Library rules and regulations shall be denied the privilege of access to the Library by the Board of Trustees. Specific violations with lengths of eviction are outlined in Appendix A. Any individual whose privileges have been denied may have the decision reviewed by the board.

The board authorizes the Library Director to bring to the attention of law enforcement authorities the identity of and circumstances involving those individuals who violate these rules. Individuals who have been evicted may be required to discuss the violation with a manager, or a member of the Library's Executive Leadership Team before being readmitted. Juveniles may be required to bring a parent or guardian for such a conference.

Any individual evicted from the Library has the right to appeal that eviction by following the steps outlined in the Eviction Procedure.

The Library's Executive Leadership Team (ELT) has the responsibility for maintaining order in the Library and enforcing the established rules. The ELT will maintain a Code of Conduct and ensure that the Customer Code of Conduct is posted prominently and communicated to Library customers in electronic and print formats. Library employees are authorized to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the Library. Such an individual will be asked to change the problem behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the Library property in accordance to Appendix A of the Customer Code of Conduct. Failure to leave, if asked, will result in the police being summoned. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his\her own accord.

Any misconduct that hinders the use of Library materials or services, that disturbs the use of the Library by other customers or Library staff, or endangers the safety of the customer in question or other customers or Library staff, is prohibited. The rules of conduct include but are not limited to:

1. Appropriate attire, including a fastened/closed shirt must be worn.

2. Children under the age of twelve must be accompanied by an adult. Responsibility for all children (under the age of 18) using the Library rests with the parent/guardian or assigned chaperone, *not* with the Library personnel.
3. Customers must abide by the Library's Computer & Internet Usage Policy.
4. Customers shall promptly leave the building at closing time or in an emergency.
5. Personal items are the sole responsibility of the owner. They should not be left unattended.
6. Behavior that interferes with Library services and activities is prohibited. This includes, but is not limited to:
 - Unreasonable noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
 - Physical or verbal abuse of Library customers or staff
 - Profanity or other abusive language toward other Library customers or toward employees
 - Harassing others, either verbally or through actions. Deliberate repeated behavior that is intimidating, hostile, offensive, or adversely impacts staff work performance
 - Fighting on Library property
 - Roughhousing or running in the building
 - Misuse of Library furnishings, restroom facilities, materials, or equipment
 - Unauthorized removal or attempted removal of materials (liable to prosecution —see Ohio Revised Code 2935.041)
 - Animals in the building, except service animals or those used in programs authorized by Library staff
 - Any illegal activity
 - Gambling, panhandling, soliciting money, any activity for personal profit
 - Trespassing, such as entering or remaining on premises after closing, or failing to leave property for violating the code of conduct
 - Engaging in or soliciting a sexual act
 - Consuming food or beverages while using Library technology
 - Excluding programming, consuming food outside of designated areas of the Library (The Director shall determine designated areas)
 - Offensive odors including but not limited to body odor
 - Bathing, shaving, or washing clothes on Library premises
 - Smoking, chewing tobacco, or using electronic cigarettes
 - Other acts disruptive to customers or staff

The Library does not permit weapons of any kind, either concealed or in plain view, in its facilities pursuant Ohio Revised Code, Section 2923, unless the owner of the weapon is a law enforcement officer.

The Library recognizes that Ohio Law gives all individuals the right to own, possess, transport, carry, and keep a knife for purposes of personal protection and other legitimate uses (e.g., hunting and sporting activities), and establishes that such right shall not be subject to any license, permission, restriction, delay or process other than those which

are imposed by the U.S. Constitution, the Ohio Constitution or applicable state or federal law. Therefore, while knives are allowed on library property, the library reserves the right to prohibit the brandishing of knives, using a knife to threaten or intimidate others, or using knives in any unsafe manner that could reasonably result in personal injury or property damage.

Filming and photography are allowed as described below only to the extent that they do not interfere with the mission of PPL or delivery of library services.

Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

PPL is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve library purposes. Foremost of these is ensuring the right of PPL customers to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others.

PPL may film, photograph, or record library-sponsored programs or events at its discretion.

The Library reserves the right to inform law enforcement if any customer appears to be under the influence of any controlled substance.

The Library reserves the right to limit the number of individuals who may gather together where ingress and egress are blocked.

The above rules are based on powers granted to a public Library Board of Trustees under the Ohio Revised Code, Section 3375.40(H). They will be posted prominently in the Library building.

With everyone's cooperation with the above policy, the Library will continue to be a pleasant environment for our customers and visitors.

The Board of Trustees of the Pickerington Public Library reserves the right to change this policy without notice.

Administrative Procedure:

DATE APPROVED 03/18/2024
EFFECTIVE DATE: 03/25/2024
REPLACING PROCEDURE EFFECTIVE: 09/19/2022

Customers and visitors who fail to abide by the Library's policies are subject to having their Library privileges suspended and/or being evicted from all premises of the Pickerington Public Library. Eviction or suspension of Library privileges will be based upon the following administrative procedural guidelines.

Under normal circumstances, evictions and suspensions should be decided upon and imposed by the Director, Executive Manager of Community Engagement, or department managers. However, in the absence or unavailability of any of the foregoing and if circumstances require prompt action, all staff are authorized to evict a customer from the premises for the day of a code of conduct violation.

In the event a staff member issues an eviction under the prior sentence, the staff member is required to review the eviction with his or her supervisor or the Director to determine whether the eviction should be extended beyond one day in accordance to Appendix A as outlined in the Customer Code of Conduct policy.

Library staff members are to address behavior by individuals that violates Customer Regulations, Customer Code of Conduct, or related Library policies and procedures in the following manner:

A. Warnings and Evictions:

1. All staff members are required to inform customers immediately when improper conduct is observed or reported. Customers should be given a chance to respond to the allegation before any action is taken against the customer. If, after giving the customer a chance to respond, the staff member still believes that the customer has engaged in improper conduct, the staff member should warn the customer so the customer has the opportunity to correct their behavior.

Under certain circumstances, a customer determined to have engaged in improper conduct will not be given the opportunity to correct their behavior and will be asked to leave immediately. These situations include conduct which poses a threat to the safety of the staff and other customers and/or involves criminal activity. Furthermore, if the situation is a repeat offense or disruptive to the overall operations of the library, staff may forego providing an opportunity to for customers to correct their behavior. See Appendix A of the Customer Code of Conduct.

2. A customer who has been warned of improper behavior may also be asked to leave immediately after a warning and asked not to return until the improper conduct is corrected.
3. Customers being accused of conduct that would normally result in eviction of a day or less will be verbally informed of the allegations against them and be given an opportunity to respond verbally.
4. Customers being accused of conduct that would normally result in eviction for more than a day will be given written notice of the allegations against them and the opportunity to respond in writing to the allegation.
5. If the customer being accused is a minor, his/her parents/guardians should be informed of the allegation and be given the opportunity to respond, if possible.
6. Department Managers and PIC (Person in Charge) staff have the authority to inform a minor child not to return to the Library until the child's parent or guardian contacts a manager, the Director or Executive Manager of Community Engagement. Any minor child evicted for seven (7) or more days must have their parent or guardian contact a Library Manager, the Director or Executive Manager of Community Engagement before returning to the library.

7. Managers may issue evictions for up to 30 days. The Director or Executive Manager of Community Engagement is required to approve evictions for greater than 30 days.

8. The department manager or his/her designee may mail the eviction notice to the adult evictee, or if a minor child to their parent or guardian.
9. Customers being accused of conduct that poses a risk to the safety of other customers or staff may not be permitted on the premises while an initial determination of their case is made. In such cases, the Library will act as quickly as possible in ruling on the customer's case.
10. Customer's accused of other conduct not posing a safety risk may be asked to leave the premises for the remainder of the day but will be allowed back on the premises while an initial determination of their case is made.
11. For allegations that could result in evictions longer than one day, the Director or Executive Manager of Community Engagement will mail the customer a written notice of the decision within one business day of making the decision, if the customer's address is known. If the customer's address is unknown the Director or Executive Manager of Community Engagement will call to notify the customer of the decision, if the customer's phone number is known. The failure to mail or notify by phone the decision within one day will not make the eviction invalid.
12. Staff members should attempt to identify the customer being warned and evicted by name. If additional information can be obtained, such as address, telephone number, and borrower card number, staff members should record this as well. At the discretion of the Director or Executive Manager of Community Engagement, if a customer being evicted fails to provide their name, they can be informed not to return to the Library until they are willing to provide that information.
13. The customer's information as well as details about the warning and eviction, including date, time, and location of the situation, will be recorded on the incident report.

B. Rights of Redress:

Any customer evicted from Library premises has the right to appeal that eviction. The customer is not permitted on the Library premises during any appeal, unless the original term of the eviction has expired. If the individual disagrees with the eviction, the following procedure for redress will be utilized:

1. The customer should contact the Director or Executive Manager of Community Engagement within 48 hours of receiving his/her eviction to initiate an appeal. The customer may do so via telephone, mail, or email. The customer should explain the reasons for the appeal and include any additional information that he/she wants considered during review.
2. Upon receiving notice from the customer that he/she would like to appeal the eviction, the Director or Executive Manager of Community Engagement shall consider the appeal and whatever additional information is submitted and

advise the customer of his/her decision on the eviction terms within seven business days or a reasonable amount of time dependent on the situation and the amount of research needed. Notice of the decision may be made via telephone, mail, or email.

3. Upon receipt of the decision by the Director or Executive Manager of Community Engagement, the customer has the right to further appeal the eviction to Board of Trustees. The customer should notify the Director within 48 hours of receiving his/her notice of decision regarding his/her eviction to initiate a board appeal. The customer may do so via telephone, mail, or email. The customer's appeal will be added as an agenda item on the next scheduled Board of Trustees Meetings. The Customer has the right to attend the meeting to personally explain the reasons for the appeal and to include any additional information that he/she wants considered during review.
4. The Board's decision will be considered final. The Library's failure to meet any of the deadlines set forth above shall not invalidate an eviction.
5. The Director or Executive Manager of Community Engagement will update the incident report involving the Customer's eviction being appealed by adding a supplement stating the appeal decision.

C. Safety:

It is the expectation of Library administration that all staff manage customer code of conduct violations in a safe manner.

The seriousness of the action and repeated misbehavior of a customer may indicate that a longer eviction than that which is indicated in Appendix A of the Customer Code of Conduct is appropriate. The Director or Executive Manager of Community Engagement are authorized to recommend an extended eviction to the Board for consideration. The Board will make the final decision on any eviction outside of the approved policy.

D. Consumption of Food and Beverages:

In order to maintain a clean and conducive environment for study, research, and the preservation of library resources, Pickerington Public Library only allows the consumption of food within specified areas of the library's facilities.

1. Food consumption is only permitted in designated areas of the library. These areas are specifically allocated for eating purposes and are equipped with appropriate facilities for the disposal of waste. Users are required to consume food only within these designated areas.
 - i.

Designated Eating Areas:

Main Library

1. Meeting Room A
2. Meeting Room C
3. Youth Services Barn

ii. Sycamore Plaza Library

1. Meeting Room

2. **Restricted Areas:** Food consumption is strictly prohibited in all other areas of the library, including but not limited to study spaces, conference rooms,

Exceptions to this policy may be granted for library-sponsored events or activities with prior approval from library administration. Such exceptions will be subject to specific guidelines and restrictions outlined by the administration at the time of approval. The Library allows consumption of beverages anywhere on library property except when using library technology. All beverages brought into the library must be in a closed container.

E. Filming and Photography:

The library allows members of the community and media to film and take pictures while on library property. However, it is prohibited to film or photograph anyone without their prior consent.

1. Enforcement of the policy
 - a. Library staff members are authorized to enforce this policy and may request individuals to cease filming or photography immediately. Failure to comply with this policy may result in expulsion from the premises or suspension of library privileges.

computer area, and aisles containing library materials. This restriction applies to all forms of food, including snacks, and meals.

3. **Cleanliness and Hygiene:** Users consuming food in designated areas are responsible for maintaining cleanliness and hygiene standards. This includes disposing of food waste properly in designated bins, wiping down surfaces after use, and ensuring that no food debris is left behind.

4. **Exceptions:**

Customer Code of Conduct
Appendix A

	Infraction Type	First Violation	Second Violation	Third Violation
1	Inappropriate dress, to include but not limited to no shirt and no shoes.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
2	Presenting offensive and pervasive odor or odors, which constitute a nuisance to other customers or staff.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.

3	Consuming food outside of designated areas or while using library technology	Warning, and may be asked to leave the premises to correct the problem.	7-day eviction	30-day eviction
4	Filming or photographing customers or staff without their prior consent	Warning, and may be asked to leave the premises to correct the problem.	7-day eviction	30-day eviction
5	Distributing or posting unauthorized printed materials.	Warning, and may be asked to leave the premises to correct the problem.	7-day eviction	30-day eviction
6	Bringing pets into the library, with the exception of service animals	Warning, and may be asked to leave the premises to correct the problem.	7-day eviction	30-day eviction
7	Sleeping	Warning, and may be asked to leave the premises to correct the problem.	7-day eviction	30-day eviction
8	Being under the influence of alcohol or drugs to the extent that one is unable to exercise care for one's own safety or the safety of others.	Warning, and may be asked to leave the premises to correct the problem.	7-day eviction	30-day eviction
9	Abuse or improper use of library facility and equipment, to include but not be limited to public computer usage, bathing, shaving, or washing clothes	Warning, and may be asked to leave the premises for the remainder of the business day.	7-day eviction	30-day eviction
10	Smoking, using chewing tobacco, or smoking e-cigarettes on library property	Warning, and may be asked to leave the premises for the remainder of the business day.	7-day eviction	30-day eviction
11	Creating any unreasonable noise, including loud talking, singing, running, boisterous activity and the playing of audio or video equipment which disturbs other customers or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7-day eviction	30-day eviction

12	Use of offensive, obscene, or abusive language	Warning, and may be asked to leave the premises for the remainder of the business day.	7-day eviction	30-day eviction
13	Gambling, panhandling, soliciting money or engaging in activity for personal profit on library premises.	Warning, and may be asked to leave the premises for the remainder of the business day.	7-day eviction	30-day eviction
14	Engaging in any act which clearly disrupts or prevents the normal or intended use of the public library by any other customers or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7-day eviction	30-day eviction
15	Intentionally destroying, vandalizing, or damaging Library Property to include defacing material.	4-month eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1-year eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1-year eviction. Eviction period may be extended longer until financial restitution is paid for the damage
16	Intentionally destroying, vandalizing, or damaging Customer Property while on library premises.	4-month eviction with approval	1-year eviction with approval	1-year eviction with approval
17	Trespassing, violating an eviction, or entering upon library property when banned.	4-month eviction with approval	1-year eviction with approval	1-year eviction with approval
18	Theft or attempted theft of personal property or library property.	4-month eviction with approval	1-year eviction with approval	1-year eviction with approval
19	Brandishing a knife or other cutting instrument, using a knife or other cutting instrument to threaten or intimidate others, or using a knife or other cutting instrument in any unsafe manner that could reasonably result in personal injury or property damage.	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement

20	Inducing panic or placing false 911 calls to police or fire agencies on premises.	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement
21	Harassment of staff or customers to include but not limited to: threatening language; expressing racial or ethnic epithets to another person; stalking behavior, such as following a person on premises without permission, staring or watching persons to the point that it is unreasonable or the party claims the behavior makes them feel uncomfortable. To also include acts of harassing behavior committed via the telephone, email, or written communications directed toward customers or staff while on library premises.	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement
22	Possession, selling, or distributing illegal drugs or alcoholic beverages on library premises.	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement
23	Engaging in or soliciting any sexual act. Indecent exposure.	1-year minimum eviction with approval by Director/Executive Manager of	1-year minimum eviction with approval by Director/Executive Manager of	1-year minimum eviction with approval by Director/Executive Manager of

		Community Engagement	Community Engagement	Community Engagement
24	Engaging in fighting, challenging persons to fight, physically abusing or assaulting anyone on the library premises.	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement

03-04-24 Resolution to approve the changes to the Code of Conduct Policy?

Mary Herron made a motion to approve. Cristy Hammond seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:15 p.m.

Next Board Meeting

FAB Committee Meeting
 Regular Board Meeting
 April 15, 2024 @ 7:00 p.m. at Sycamore Plaza

Cristie Hammond
 President

Mary Herron
 Secretary



Memorandum

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

From: Tony Howard

Date: April 15, 2024

Subject: Healthy Snack Policy Administrative Procedures Change

Executive Summary

The decision to restrict food to designated areas of the library triggered a review of this policy and procedures. There are no recommendations to change the policy. All changes are specifically limited to the Administrative Procedures.

When we originally approved this policy and procedures, we were partnering with the Pickerington Food Pantry. Unfortunately, they decided not to continue the partnership. Therefore, we changed all language linking the procedures to their partnership expectations. Additionally, due to limited funding, we are limiting to one snack per customer per day.

Background

This policy was last updated in January 2020.

Action Requested

Formally recognize the changes to the Healthy Snack Administrative Procedures



Pickerington Public Library Healthy Snack Policy

Board Policy:

Date Reviewed 04/28/2004/15/24

Date Approved 01/28/20

Effective Date: 01/28/20

Replacing Policy Effective: NEW

The Board of Trustees (The Board) of the Pickerington Public Library (The Library) supports the success of students who use the library during after school hours and during the summer. The Board recognizes the adverse impacts hunger can have on children's physical and mental health, and their ability to learn. In an effort to support lifelong learning and enjoyment of reading, The Library will collaborate with community organizations to fund and provide free healthy snacks at Library locations to students in the Library's service area. All library staff will adhere to federal and state health and food safety regulations.

Administrative Procedure:

Date Approved 04/28/2004/15/24

Effective Date: 04/28/2004/22/24

Replacing Procedure Effective: 01/28/20NEW

A. Food Safety:

- a. Food safety is a top priority for the library and all staff are expected to adhere to Federal and state guidelines. <https://www.foodsafety.gov>
 - i. All staff are expected to wear gloves when issuing **non-prepackaged** food.
- b. Perishable foods are to be stored and discarded according to Federal Safety Guidelines. <https://www.foodsafety.gov/food-safety-charts/cold-food-storage-charts>
- c. All federal and state guidelines must be kept in print form anywhere food is being distributed.
- d. Food storage equipment
 - i. Refrigerator must be kept at 40 degrees Fahrenheit or below. A thermometer must be kept in the refrigerator.
 - ii. Shelf stable foods must be kept on shelves at least 6 inches off the floor.
- e. The Library is required to follow federal safety standards for expired foods.
 - i. Food past its sell-by date may be distributed.
 - ii. Food past its expiration date must be discarded.
- f. Inspections
 - i. As long as the library serves prepackaged foods, it is not required to have officially sanctioned health inspections. However, The Department manager responsible for this service at each location is expected to inspect once a month ensuring federal and state guidelines are being followed.
- g. Types of snacks
 - i. ~~All snacks provided by The Library are to be nut-free. The Library will work to ensure at least some snacks are nut free.~~
 - ii. Students with other dietary concerns may be accommodated on an individual basis when possible.
 - iii. ~~The Library will keep an updated list of approved healthy snack types. This list will be reviewed once a year with a community partner from a local health provider or someone with nutrition expertise.~~

B. School Year Healthy Snack:

The healthy snack program is available at Pickerington Main Library and Sycamore Plaza Library to students grades K-12, Monday-~~Friday~~Thursday, during Homework Help Center and Teen Hang hours. Students must sign into the Homework Help Center or Teen Hang for an academic activity to receive a snack. Once signed in, they may have unlimited one snacks while working on academic activities during program hours.

a. Rules for Students:

- Food is served to customers in grades K-12 during HHC hours
- Sign-in ~~to the HHC~~ is required
- Hands must be cleaned before eating.
- Students are ~~not limited in the amount of~~ one snack per day, ~~but must take one at a time.~~
- Students may not take a snack with them when they leave the HHC or Library Meeting Room A.
- Students are expected to clean up their space before leaving and to throw away their trash.
- Library Code of Conduct applies in After School Snack.

C. Non-School Year/Summer:

Healthy snacks will be provided to school aged customers in grades K-12 students who volunteer at the library during summer reading or who are at the library for extended lengths of time (4 hours or more). These snacks must be consumed in the appropriate designated area as outlined by the Library's Code of Conduct Policy

D. Statistics:

Statistics are tracked and uploaded at the end of each month on the LAN. through the Homework Help Center/Summer Reading sign-in form. Information collected includes grade, activity, and new/returning. Statistics are compiled by the Homework Help Coordinator staff member leading the service. at the end of each month on the LAN.

E. Food Pick Up:

The designated agents to pick up snacks ~~from the Pickerington Food Pantry~~ are the Youth Services Manager, Branch Manager, Homework Help Center Coordinator(s) and any member of the ELT. ~~They should communicate with the food pantry Operations Coordinator to arrange food ordering and pick-up.~~



Memorandum

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

From: Chuck Ressler

Date: April 15, 2024

Subject: Review the Records Retention Schedule and Records for Disposal

Executive Summary

This year there are no proposed changes to the Records Retention Schedule. Records to be disposed according to the schedule are listed.

Background

Once a year, the Board reviews the records retention schedule. If updates are made to the schedule, then it is submitted to the Ohio Historical Connection and Auditor of State for approval. Once approval is received, the library can dispose of items per the schedule unless the Ohio Historical Connection makes a notation on the approved schedule for a Certificate of Records Disposal before disposition.

Recommendation

- Review the Records Retention schedule
- Review the list of records to be disposed according to the schedule

Action Requested

- No action needed unless there are changes made by the Library's Records Commission

PICKERINGTON PUBLIC LIBRARY

RECORDS RETENTION POLICY

Board Policy

Date Approved: 3/19/2018

Effective Date: 3/19/2018

Replacing Policy Effective: 3/12/2012

The Pickerington Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. It is the Policy of the Library to comply with all applicable laws for the proper retention of public records.

Although the Ohio Revised Code does not set guidelines for public libraries, the Pickerington Public Library Records Commission sets and approves the record retention schedule. The Pickerington Public Library Records Commission is comprised of all Board Members, the Fiscal Officer and the Library Director. The Commission will meet at least once every twelve months to review schedules of records retention and disposition.

Administrative Procedures

Date Approved: 3/21/2022

Effective Date: 3/21/2022

Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list show the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society:

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

Replacing Schedule Approved: 3/16/2020

Regardless of format, computer back-ups of any of the above-referenced records shall follow the same retention period as paper records.

For all above records, if a paper record has been scanned into electronic format, then the paper copy of the record can be destroyed after the audit.

“Until Audited” and “Provided Audited” are defined as the Auditor of State (or other contracted auditors) having audited the fiscal years encompassed and the audit report has been duly released.