



**PICKERINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR June 17, 2024 at Pickerington Main Library**

1. Call to Order
 - a. Roll Call
 - b. Excused Absences
2. Secretary's Report
 - a. Consent Agenda
 1. May 20, 2024 Regular Board Meeting minutes
 2. Staffing Changes
 - a. Samantha McCathran started on June 6, 2024 as a part-time Customer Services Assistant at an hourly rate of \$13.00
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. Resolution to approve the changes to the Credit Card Policy
- b. Executive Session
 - i. To discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2 (A)(4) of the Administrative Code
 - ii. To discuss Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

11. For the good of the order

12. Adjournment

Next Board Meeting:

Regular Board Meeting

7:00 pm June 17, 2024 at the main library

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
05/20/2024

The Board of Trustees of the Pickerington Public Library met in regular session on May 20, 2024 at 7:00 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, Ashley Hughes, and Todd Stanley. Student Trustee Representatives present: none 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): None
Unexcused Absence(s): None

Secretary's Report

a. Consent Agenda

1. April 15, 2024 Regular Board Meeting minutes
2. Staffing Changes
 - a. Macie Penrod- Started April 14, 2024 as a full-time Outreach Specialist at an hourly rate of \$16.50
 - b. Austen Corder- Started April 14, 2024 as a part-time Customer Assistant at an hourly rate of \$12.52
3. Guiding Ohio Online Grant Contractor- Caden O'Boyle- Started April 14, 2024 as a 30 hour per week Technology Trainer at an hourly rate of \$15.00. Caden's Contract ends June 30, 2025.

05-01-24 Motion to approve the Consent Agenda

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

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

Public Participation

Friends of the Library Report

Friends of the Library reported \$40,340, the book sale was \$4938. Children's book sale for the summer reading is June 7th and 8th and giving away a free book to anyone 18 and younger. New collaboration with Jared Schatz of Book history and he is organizing the books and selling the more valuable books on ecommerce and he's splitting with us 50%. He is a combat wounded veteran. He is also helping to organize all of the books in the shed and backroom.

Finance Committee

Discussed about employee health insurance with the committee about employee and employer rates for Anthem and what the Oswald Company our new Broker was able to negotiate with Anthem. Also, changing from Paychex payroll system to Rippling that HRIS/payroll system all in one.

Fiscal Officer's Report

Chuck Ressler shared with the Board what the Finance Committee discussed. Also mentions about paper shredding and also battery recycling. Also switching from IT pathways to IT services for 50% rate reduction and better customer service. Chuck Ressler asked if there were any questions from the financial reports. There were none.

Other Committee Reports

Finance committee said that Andy from Combustion states they can have fundraising events whenever and however often they would like. Discussing the options for that. Fundraiser at Combustion was very successful. Goal was met at \$1225 and 10% of sales from 4:00 to 10:00 pm were \$228 and some change.

Director's Report

To: Cristie Hammond; Michael Jones; Mary Herron; Alissa Henry;
Ashley Hughes; Beth Muncy; Todd Stanley; Mikayla Wagner
From: Tony Howard
Date: May 20, 2024

Quarterly Strategic Focus

Enriching our World

Significant Issues

- External
 - PLF Update
 - Over the course of the past ten (10) months, the three libraries have been meeting to negotiate an agreement for the distribution of the PLF.
 - During the April negotiations, it was determined that an amicable agreement couldn't be made due to a dispute over service area (Wagnalls Memorial and Fairfield County District Library).
 - Leadership from each Library notified the County Auditor and in Mid-May, the Auditor requested data, budgets, and explanations of budgets.
 - On May 18, 2024 the County Auditor issued a memo to the three Libraries Outlining the documentation submitted and the following information

Chart of Percentages Based on Six Variables & Rounded-Up for Wagnalls, Dividing the Remainder Among the Other Two Libraries for 2025 in Accordance with the Most Recent Proration by Consensus

<i>Developing Percentages for 2025</i>	<i>Pickerington</i>	<i>Fairfield County</i>	<i>Wagnalls Memorial</i>
Sum of Six Variables	1,528,469	1,945,476	255,063
Percentage of the Total Six Variables, taken together	0.409886326	0.521714112	0.068399562
<i>Round up to the nearest percent for the smallest percentage; prorate on current percentages for the remainder among the other two libraries</i>			
	32.68	60.32	7.00
<i>2025</i>	<i>32.68</i>	<i>60.32</i>	<i>7.00</i>
<i>2024, most recent consensus</i>	<i>32.50</i>	<i>60.00</i>	<i>7.50</i>

For 2026 and going forward, the data collection tool can be used to begin discussion for consensus. In this way, as the variables and impacts to the budget change, the most recent data can inform the review and discussion.

- **Board Action** – Determine if this decision is acceptable to the Board or If the Board wished it to be Challenged in August at the County Budget Commission Hearing.
- Legislation
 - According to the Office of Budget and Management (OBM), state tax receipts came in below estimate again last month by \$224.4 million (– 8.4% below estimate for the month of April). OBM has indicated that the shortfall is related to higher-than-expected personal income tax refunds. In addition, the Commercial Activities Tax for April came in \$39.9 million below estimate. With two months left in Fiscal Year 2024, overall fiscal year-to-date state tax revenues are down by \$446 million (or - 1.9%).
 - The Ohio Department of Taxation (ODT) posted the May 2024 Public Library Fund (PLF) distribution of \$42,174,542 – which is \$3.9 million (or – 8.49%) below ODT’s original estimate that was issued in July 2023; and \$3.87 million (or – 8.42%) below ODT’s updated estimate issued in December 2023.

- Because state tax receipts have continually come in under estimate, the PLF is continuing to come in under estimate. For the first five months of this year, the PLF is now \$12 million below what was anticipated.

- **Board Action** – Awareness only at this time. We are watching closely as the year progresses to determine future budgeting

- HB 344
 - This bill if passed would eliminate our ability to put a replacement levy on the ballot

 - Libraries and OLC gave testimony on May 22, 2024.

 - Currently the Bill hasn't been brought to the House floor for a vote.

 - **Board Action** - Be prepared to Contact Representative Jeff LaRe if this Bill is scheduled for a Vote in the Ohio House of Representatives.

- HB 556 was recently introduced at the Statehouse.
 - This bill seeks to create criminal liability for certain teachers and librarians for the offense of pandering obscenity. The bill further defines a “school librarian” to include librarians employed in a school district public library

 - This legislation is similar to other legislation being introduced around the country targeting school districts and school librarians over curriculum and materials.

 - OLC has been in contact with Representative Matthews and School District Public Libraries were not intended to be included in this bill.

- **Board Action** - Be prepared to contact our local legislators if School District Free Public Libraries are not removed from this bill.

Points of Information

- Painting the Outside of the Library
 - o To be completed this week



- Parking Lot
 - o Phase 2 Completed by the end of Next Week



- Replacing Pillars on Entryway Path
 - o We discovered that the center Pillars along the outside awning were deteriorating and needed replace.



ELT PTO Dates

Tony – May 24, 2024

May 31, 2024

Executive Manager - Community Engagement's Report

Executive Manager-Community Engagement
Board Report
May 20, 2024

CE Office:

Mobile app refresh (Colleen) and Website refresh (Emily) is moving along. We are working with Communico with an end of summer request timeline.

As we are working through this process, we are looking at all the different digital resources we have available, which ones we want on the app and are now collecting stats for all 56 resources.

CE staff PTO: Colleen May 24-June 2, Emily June 3-7

April Circulation	
Location	Unique Borrowers by Branch
Main Lockers	83
Library On-The-Go	0
Main Drive-up	31
Main	2,073
Sycamore Lockers	177
Sycamore	600
Monthly Total:	2964

Hoopla (Midwest Tape)								
2024	AUDIOBOOKS	BINGEPASSES	COMICS	EBOOKS	MOVIES	MUSIC	TELEVISION	TOTAL
Jan	543	8	83	136	49	39	44	902
Feb	505	6	55	138	52	24	9	789
Mar	565	10	70	169	39	44	57	954
Apr	562	12	69	157	50	53	70	973

Transparent Languages			

2024	Total Sessions	Unique Users	Total Session Time	Web Sessions
January	10	7	1:45:43	10
February	16	6	3:11:28	16
March	8	6	2:08:46	8
April	12	4	3:37:41	12

April breakdown		
English for French Speakers	9	60%
English for Spanish, Latin American Speakers	4	26.67%
English for English Speakers	2	13.33%

Mango Languages						
2024	Total Sessions	Web Sessions	Mobile Sessions	Total Learning Time	Ave. Learning Time	Courses
Jan	98	23	75	18:42:34	0:12:20	90
Feb.	59	28	31	12:49:22	0:17:38	45
March	30	13	17	5:03:27	0:09:28	29
April	24	2	22	4:22:53	0:11:56	23

April breakdown	
Spanish, Latin American	11
Russian	8
French	1
Greek, Modern	1
Italian	1
Latin	1

PPL Event Stats:

Adult: Total of 83 participants

PPLM: 6
SPL: 1
Offsite: 3

Teens: 63
PPLM: 4
SPL: 4
Offsite: 0

Youth: Total of 889 participants
PPLM: 26
SPL: 5
Offsite: 2

2024 Chocolate Hop



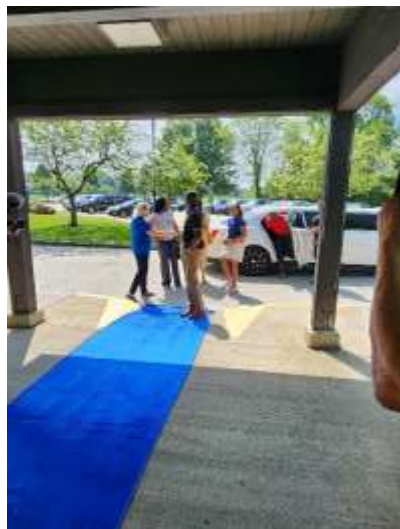
2024 PACC Raffle basket



May 18 – Dash book signing with Make-a-Wish
Strong turnout for Joshua Chukwu's book signing 90-110 people

Make-a-Wish called to ask if we would be a part of a PLSD student's wish. Of course! He is a student at Ridgeview currently.

<https://www.dispatch.com/story/entertainment/events/2024/05/17/make-a-wish-chuckwu-book-signing-reading-pickerington-library-ohio/73733662007/>





Dash | Butler Books Online Store
<https://www.butlerbooks.com/dash.html>

Upcoming Events:

Summer Reading begins June 1 and runs through July 31
kicks off with Comic Fest on June 1 (see newsletter for all info)

Summer Feeding Fridays: June 7,14,21,28

Farmer's Market: June 6

Wands & Wizards Weekend
Thursday, August 8- Saturday, August 10, 2024.

Wizard Faire in Victory Park
Friday, August 9, 2024 4 – 9 pm
PPL is hosting Ohio Falconry, Scavenger Hunt plus Library On-The-Go.

Old Business

New Business

05-02-24 Motion to authorize the Director and Fiscal Officer to find the least impact to the community and implement a Staff Appreciation event

Cristie Hammond made a motion to approve. Mike Jones seconded.

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

05-03-24 Resolution to approve the 2025 Budget request of \$3,803,603 General Fund, \$710,000 Capital Projects Fund, \$2000 Healthy snacks Fund, and \$6645 Guiding Ohio Online

Mary Herron made a motion to approve. Todd Stanley seconded.

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

05-04-24 Resolution to approve the Director and Fiscal Officer to award the main library access control and camera project to Security Cameras of Columbus with the lowest responsible proposal in the amount of \$40633.49, which includes 10% for contingencies or changes orders

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

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

05-05-24 Resolution to approve the proposed changes to the Disposal of Surplus furniture and Equipment Policy including changing the name to Asset Management Policy

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

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

05-06-24 Motion to go into Executive Session to discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2(A)(4) of the Administrative Code

Mary Herron made the motion to go into Executive Session to discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2(A)(4) of the Administrative Code. Mary Herron made a motion to approve. Mike Jones Seconded

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

Went into Executive Session at 8:16 pm

05-07-24 Motion to come out of Executive Session- Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2(A)(4) of the Administrative Code

Mary Herron made the motion to go into Executive Session to discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2(A)(4) of the Administrative Code. Mike Jones Seconded

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

Came out of Executive Session at 8:52 pm

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:55 p.m.

Next Board Meeting

FAB Committee Meeting
June 17, 2024 @ 6:00 p.m. at Main Library

Regular Board Meeting
June 17, 2024 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary



Memorandum

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

From: Tony Howard & Chuck Ressler

Date: June 17, 2024

Subject: Credit Card Policy

Executive Summary

As we changed banks for our library credit cards, we took a look at the policy and procedures. In reviewing this policy and comparing to other Ohio Libraries policies, we have determined not to recommend any changes to the content of the Board policy at this time. There is only one change to the Administrative procedure that has been made.

Board Policy

We are recommending adding a review date to the policy in order to document. This will help us track when it is due for general updates.

Administrative Procedure

When reviewing finances and credit card purchases, we have increased the Facilities Manager's credit limit to \$2500.

Background

This policy was last updated in June 2019 and the Administrative Procedure was last changed in April 2023.

Action Requested

- Resolution to approve the changes to the Credit Card policy.



Pickerington Public Library

Credit Card Policy

Board Policy:

DATE APPROVED: 06/17/19

EFFECTIVE DATE: 06/17/19

Review Date: 06/17/24

REPLACING POLICY EFFECTIVE: 1/21/19

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

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

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

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

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

The Fiscal Officer and Director have the authority to authorize the issuance of credit cards to employees based on job requirements. Credit card limits will be determined by the director. There is no cash access feature on the credit card. Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

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

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

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

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

Administrative Procedure:

DATE APPROVED:

1/21/19

EFFECTIVE DATE:

4/17/2023 5/21/2024

REPLACING PROCEDURE EFFECTIVE:

4/21/2019 4/17/2024

A. Credit Card Distribution:

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

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

Position	Credit Limit
Director	\$10,000
Community Engagement Manager	\$5,000
Facilities Manager	\$1,000 <u>\$2,500</u>
Youth Services Manager	\$1,000
Information and Research Services Manager	\$1,000
Branch Manager	\$3,000

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

2. The Fiscal Officer will ensure the Credit Card Policy Review form is completed before filling out the application for the credit card.

3. The Fiscal Officer will ensure that all issued credit cards contain the name of the library on the card in addition to the name of the individual whom the card is issued.

4. The Fiscal Officer will meet with the employee to review the credit card policy and review the appropriate credit card usage procedures before issuing the credit card.

5. In the event of a cardholder's separation or extended leave of absence from PPL, the Fiscal Officer will facilitate the cancellation of the card. The card must be returned to the Fiscal Officer if the employee is separated from PPL.

B. Authorized Use:

1. The Director and Fiscal Officer shall establish the types of goods/services allowable for purchase with a credit card.

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

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

2. Procedure for using a library issued Credit Card:

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

D. Misuse and Abuse:

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

4. Violation of this section may be subject to penalties associated with misuse of credit cards, as defined in ORC § 2913.21 (D)(1), (D)(2), (D)(3) and (D)(4), ranging from misdemeanor of the first degree to felony of the second degree.

Library Issued Credit Card Acknowledgement

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

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

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

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

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

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____

Credit Card Policy Employee Acknowledgement

I hereby acknowledge that I have received a copy of the Pickerington Public Library's Credit Card Policy and Procedures. I have read this policy and clarified with the Director or Fiscal Officer any questions that I might have. I understand that as the cardholder I am responsible for all charges incurred on the credit card. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy or procedures and that the library will require restitution if the credit card is improperly used.

Employee: _____

Date: _____

Director Approval: _____

Date: _____