

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
April 15, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on April 15, 2024 at 7:08 p.m. in the Sycamore Plaza Library Branch of the Pickerington Public Library at 7861 Refugee Road, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry in at 7:1 Op.m., Beth Muncy, Ashley Hughes, and Todd Stanley. 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): none  
Unexcused Absence(s):

Secretary's Report

Consent Agenda

1. March 18, 2024 Regular Board Meeting minutes

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(s):

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:



December 13, 2023

Tony Hownd  
201 Opportunity Way  
Pickerington, OH 43147  
Occasionally,

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 GivingTuesday, 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 \$13,996 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 amount to participate funds is: \$357,996!

We are truly grateful to our donors and Millpollas who continue to make our annual 'Give' event such a success for the community. What is 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!

v

Sarah Stoughton  
Donor Services Officer

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1.11wlrllswlll&l-WIMIMlfrnmilyllmcrmmw

Quarterly Strategic Focus

Inspire Knowledge

Fiscal Updates

simultaneously

2. 2023/2024 Temporary Mode opened successfully o This allows us to work in both years
3. December Financials
  - a. Will be completed and share in February
  - b. This happens annually

- c. 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

o Completed and issued

- BWCTrue-up

o Completed and Paid in December

- I-9s

l

- 1099s

o In Progress (Still Learning)

o 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
      - o Saturdays 9am - 10am Average door count
        - Main Library- 27 People
        - Sycamore Plaza - 7 People

### Maio Remodel

4. This project is substantially complete.

a. Outstanding items

Blinds for the new window

- Repair the thermostat they broke
- Window decals for the Barn
- Window sill replacement (Materials issue)

### New Services

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

- Supports the Youth Engagement Strategy for Early Literacy
- Parent Teacher educational resources
  - Supports the Youth Engagement Strategy for School Age

### **Staff Member Highlight**

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

### **ELT PTO Dates**

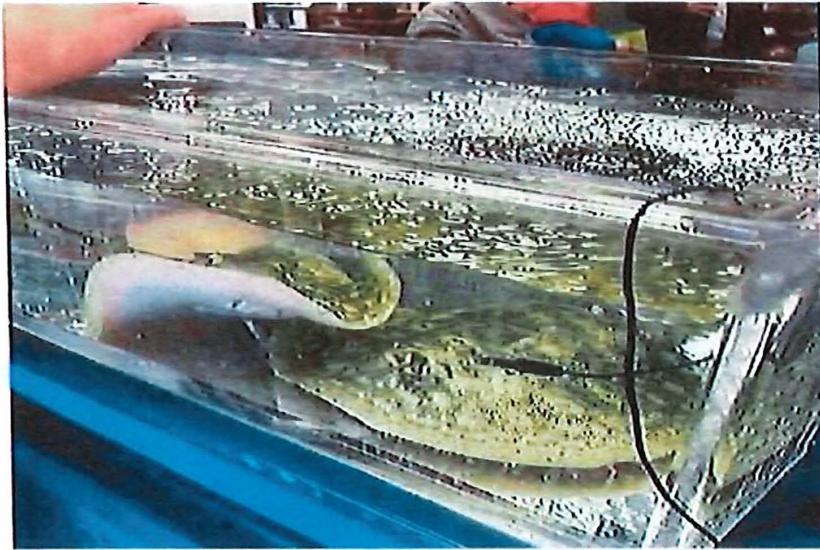
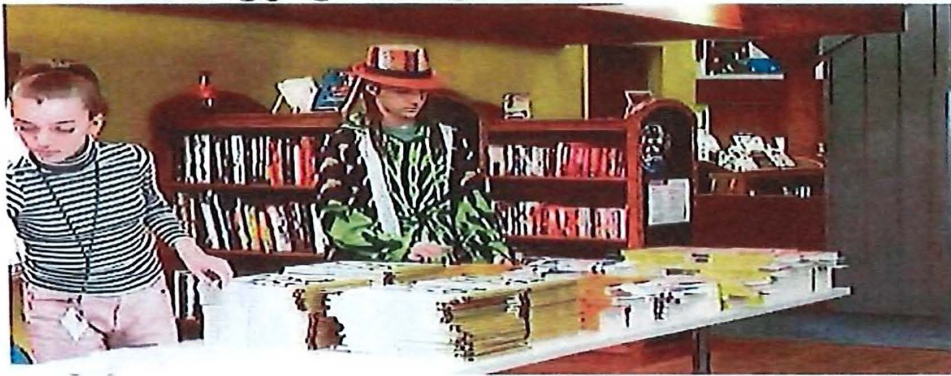
Tony - tentative due to personal matters

Executive Manager - Community Engagement's Report

**Pickerington Public Library  
Community Engagement Board Report**



NE A 31=80 18 o 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.**

1

2023 YEARLY CHECKOUT TOTALS			
<u>Catearv</u>	<u>Total Checkouts</u>	<u>Total Holds</u>	<u>Total Uniaue Users</u>
Ebook	3,172,982	1,657,842	0
Audiobook	2,794,874	1,435,508	0
Video	0	0	0
Maaazine	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 February	Main Sycamore	2380	2279	1330	552	2102
March	Main Sycamore	225	489	245	297	362
April	Main Sycamore	2493	2382	587	1245	2161
- I	Main Sycamore	271	498	232	277	415
May June July August	Main Sycamore	2554	1601	831	1532	2347
September October	Main Sycamore	338	419	260	314	440
November	Main Sycamore	2687	82	852	1671	<b>2350</b>
December	Main Sycamore	408	177	291	330	<b>455</b>
	Main Sycamore	2707	140	889	1569	2396
	Main Sycamore	464	244	288	335	483
	Main Sycamore	2229	176	1029	1560	1745
	Main Sycamore	379	295	255	352	437
		2422	573	1093	1543	1782
		397	315	1358	329	390
		2853	383	1305	1913	<b>2225</b>
		435	302	291	372	407
		3006	906	1339	2221	2401
		522	340	299	452	508
		2067	967	1462	2325	2237
		525	367	306	421	484
		2868	744	1433	2247	2144
		533	342	334	375	419
		2458	526	1294	1785	1565
		463	287	<b>284</b>	352	375

Old Business

Roll call: Mike Jones-yes. Cristie Hammond-yes, Ashly Hughes-yes. Alissa Henry-yes. Marv 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. Marv Heron seconded.

Roll Call: Ashley Hughes-yes, Cristie Hammond-yes. Alissa Henry-yes, Mike Jones-yes, Marv 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

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

Roll Call: Mike Jones-yes. Alissa Henry-yes. Marv 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 CE-Services)

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

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

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

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

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

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

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

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Ashley Hughes-yes, Marv 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: Marv 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

Marv 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. Marv 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. Marv Heron seconded.

Fletcher, Meredith J	\$44,930.68
Folkerts, Dana	\$58,154.93
Gaulke, Lucas J	\$20.14
Gojer, Cyril P	\$28.54
Graham, Krista M	\$16.75
Hanby, Laura Marie	\$24.72
Hughes, Mary R	\$13.02
Huk, Leah J	\$13.02
Lennon, Rebekah Jane	\$56,552.27
Linton, Reita	\$18.89
Madison, Debra	\$15.39
Marshall, Elizabeth A	\$15.25
Mattingly, Hannah E	\$20.32
Meuser, Moth M	\$20.01
Moriconi, Frank	\$24.73
Nase, Kathryn R	\$12.90
Olexa, Kimberlee A	\$13.52
Perkins, Emily F	\$21.00
Reine, Lorna S	\$20.8
Rosser, Cari L	\$12.90
Seeds.Rebecca	\$13.9
Spencer, Norma	\$13.02
Stokes, Emma D	\$12.90

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
2. Credit Card Compliance Update



**Memo**

**To:** Chud Rossloy, Fiscal Office.-  
 Tony Howard, Library Director

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

**Onto:**

**Subject:** Biannual Credit Card Compliance Check

Total number of accounts and Issued/active cards  
 account explanation 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/Facilities Manager	Colleen Bauman	\$5,000	\$5,000	01/2027
Youth Services Manager	Frank Moriconi	\$1,000		01/2027
Information and Research Services Manager	Dana Folker	\$1,000	\$1,000	01/2026
Branch Manager	N/A	\$1,000		
	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  
 Cincinnati Public Library  
 201 Opportunity Way  
 Cincinnati, 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**

5. 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

- a. 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
- b. Wagnalls Memorial is seeking to claim Bloom Township as part of their service area in addition to Lithopolis.

- ( )
- c. According to the State Library, Wagnalls Memorial does not have an assigned services area; Therefore, they have no population.
  - d. The Fairfield County Auditor is leaning toward giving some if not all of the population of Bloom Township to Wagnalls Memorial.
  - e. This has no bearing on Pickerington Public Library's population, but it will impact us being able to come to an agreement.
  - f. **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.
  - g. The next negotiation meeting is Thursday, February 22, 2024

## Points of Information

### Main Remodel

o 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

<b>2024</b>	Total Sessions	Web Sessions	Mobile Sessions	Total Learning Time	Ave. Learning Time	Courses
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						
Greek, Modern	1					
Norwegian	1					

)

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

Total

206.5 - 46

**Winter Reading wrap-up:**

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

1 ) 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:

)

Subject:

February 19, 2024



## 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	I B
1000-760-750-5510	Furniture	\$ 60,000	\$ 90,000	\$ 80,000	\$
1000-760-750-5512	Equipment	\$ 20,000	\$	\$	\$
1000-760-750-5514	Computer Equipment	\$	20,000	20,000	\$

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4001-760-320-0000	Communications, Printing I & Publicity		1 \$ 150,000 I
4001-760-374-0000	Engineering Services Other - Purchased and Contracted Services (Other)		I
4001-760-390-3910	Land Improvement	\$200,000	\$ 54,000

Account Number	Appropriation Description	2023 Budaet	2024 Budget Request	2024 Budaet	B
		\$ 10,000			
400 I-760-730-0000	Buildings	\$ 100,000	\$ 350,000		\$
400 I-760-740-0000	Building Improvement	\$ 500,000	\$ 308,035	\$ 140,000	114(
4001-760-750-0000	Furniture & Equipment				\$
	Total Capital Projects	\$810,000	\$ 862,035	\$ 140,000	14(

\*\$140,000 is the limit availfor temp budget

Special Funds	Appropriation Description	2023	2024	
		Perm	Budget Request	1
Account Number		Budget		B
Homework Help Center	Books (Adult Fiction)		\$	
2005-120-4 J 14 J11	Books (Adult Non-Fiction) Books (Teen)		200.00	
2005-120-411-4 JJ5	Books (Juvenile Fiction)	\$		\$
2005-120-41 14 130		450.00	\$	201
2005-120-41 14 135	Books (Juvenile NF)		200.00	
2005-120-41 1-4136		\$		\$
		200.00		201

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**

**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 Re.12.ort

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

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### Director's Report

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

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### Quarterly Strategic Focus

Enriching our World  
Significant Issues

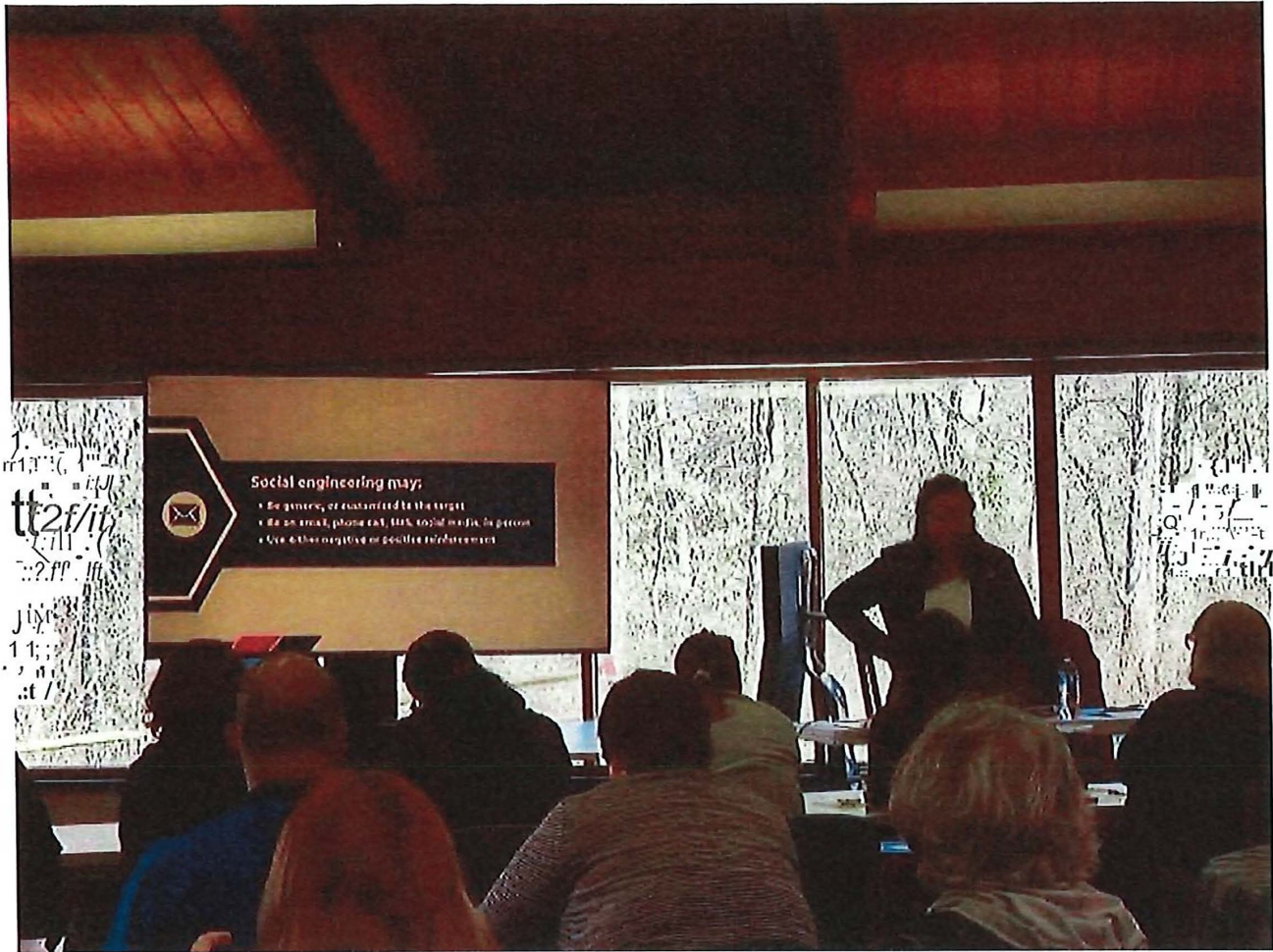
1. Internal
  - a. Union
    - Strategy Planning Meeting
      - This meeting is set for March 26 to discuss the Library's meeting strategy. This meeting will be under the umbrella of Attorney/Client privilege so the expectation is that Jonathan and a designee from Admin will be the only ones to take 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

- o **Board Action** - Just a reminder, no further Board action needed
  - 6 Union Negotiations Begin March 28, 2024
    - a. 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, Max 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

January February

Logins (Includes Remote Access) 448  
426

Searches 3407  
3544

Downloads 1633  
1797



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

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

**Total Door Count by Location**

**1**

	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:

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

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

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.

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.

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.

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.

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.

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.

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. **Exceptions:** 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.

Enforcement of the policy

- 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.

Appendix A  
Customer Code of  
Conduct

	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.	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.		7-day eviction	30-day eviction

	other customers or staff.			
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 maybe 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:	Asked to leave premises immediately. Eviction period to be determined after	Asked to leave premises immediately.	Asked to leave premises immediately.

**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

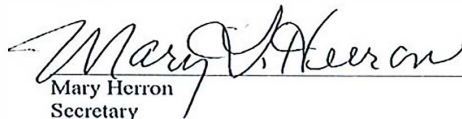
Adjournment

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

**U uim1**  
Cristie Hammond  
Pr.siden1

  
Mary Herron  
Secretary

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

Formally recognize the changes to the Healthy Snack Administrative Procedures



# 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.

## **ActJon Requested**

Formally recognize the changes to the Healthy Snack Administrative Procedures





## Pickerington Public Library Healthy Snack Policy

Board Policy:

Date Reviewed 01/28/2024

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 01/28/2024

Effective Date: 01/28/2024

Replacing Procedure Effective: 01/28/2024

### 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 a n-academic activity~~ to receive a snack. Once signed in, they may have ~~unlimited Q.IIISnack& 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~~ required
- Hands must be cleaned before eating.
- Students are ~~AGt-limited in the amount of to~~ ~~sRaGkone snack& per day~~ ~~13~~ ~~it must take one at a time~~.
- Students may ~~not take~~ a snack with them when they leave the HHC or ~~biBfaf~~ ~~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 ~~Hom(jwor) < H(jlp 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. ~~should communicate with the food pantry Operations Coordinator to arrange food ordering and pick up~~.

04-01-24 Motion to approve the Consent Agenda

Mike Jones made a motion to approve the Consent Agenda items. Ashley Hughes 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

Finance Committee

Fiscal Officer's Report

Chuck Ressler asked if there were any questions from the financial reports. There were none. Chuck mentioned about changing insurance brokers to Oswald Companies. The driving factors were customer service and better rates for insurances across the board.

## Other Committee Reports

The fundraiser at Combustion was a success on April 3, 2024. The sales of bingo cards were \$1025 and that does not include the percentage from the 4:00pm to 10:pm cost of beer sales. Thank you to Mary and Cristie for donating baskets.

## Director's Report

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

From: Tony Howard

Date: April 15, 2024

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## Quarterly Strategic Focus

Enriching our World

### Significant Issues

- Internal
  - o Staff Anonymous Feedback
    - In an attempt to improve staff morale and foster good will, we began accepting anonymous feedback from staff.
    - What we noticed was a prevalence of personal attacks and passive-aggressive statements within the feedback.
    - Originally, we began to respond to all feedback, but it became clear that addressing performance in a public forum can be detrimental to our team dynamics and morale. Therefore, we've decided to refrain from responding to anonymous feedback directly.
    - Our goal is to leverage constructive feedback to identify and analyze performance trends, develop actionable plans, continuously evaluate and refine our approaches, and enthusiastically celebrate the successes achieved along the way.
      - We will approach feedback through multiple avenues dependent on the nature of the feedback.
    - Recently a suggestion from staff was to provide the Board members an email address or contact form on the website.
      - The staff member stated, "I've noticed that other libraries have methods for directly contacting their Boards of Trustees on their websites. I would like to see this for our library. It gives customers and staff

the opportunity to communicate directly with the board without having to attend a board meeting and speak in front of an audience. This could help increase board engagement and knowledge of the library."

- When researching this suggestion, I discovered on one (1) of the 18 CLC libraries offer contact emails for the public.
- Board Action: Understand the reasoning behind ELT's approach when following up on anonymous staff feedback. Decide if you wish to have a direct email or feedback form.

### Points of Information

- Carpet Project at Main Library
  - o Complete except punch list corrections
- PLA Conference
  - 9 staff attended the Conference, making connections with vendors, attending sessions and networking with colleagues from around the country.

### Staff Member Highlight

- Grace Walker has been with the Library as a Youth Services Librarian for nine years and four months. During that time, Grace has become an informal leader among staff as well as a leader in the library industry. Grace is a PIC (Person in Charge) and extremely knowledgeable on Library procedures. She has a keen ability to look at most situations and make decisions, which lead to positive outcomes. Grace leads the way when it comes to advancing the library and often is involved in many initiatives. For example, she leads our efforts in working with partners on creating our butterfly garden. Additionally, she recently moved heavy bags of sand to till our outdoor nature table. Grace is passionate about supporting volunteer efforts and making sure they are inclusive to everyone. She is active in the greater library community by presenting on topics related to her duties. Soon she will be presenting to library professionals on the topic of inclusive programming. For these reasons, Grace is being highlighted before the Board of Trustees.

### ELT PTO Dates

Tony - May 1 - 3, 2024

Executive Manager - Community Engagement's Report  
 Executive Manager-Community Engagement  
 Board Report  
 April 15, 2024

March 2024 Event Stats:

Adult:

PPLM: 9 classes with 73 total attendees

SPL: 1 class with 9 total attendees

Offsite: 4 events with 28 total attendees

Teens:

PPLM: 2 classes with 14 total attendees

SPL: 4 classes with 23 total attendees

Youth:

PPLM: 35 classes/events with 1188 total attendees

SPL: 12 classes/events with 90 total attendees

Offsite: 3 events with 184 total attendees

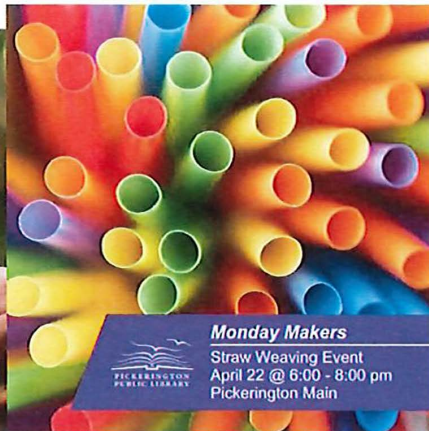
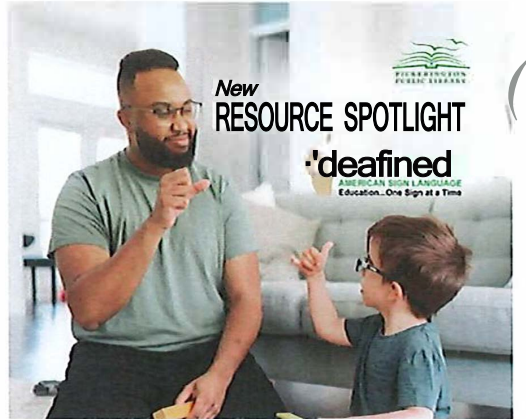
March Daily Stats - who visited and what they needed  
 PICKERINGTON MAIN & SYCAMORE PLAZA COMBINED TOTALS

All	Jan 2024	Feb 2024	March 2024
Reference	2091	2017	2160
Tech	962	1283	915
Directional	809	796	815
Curbside	15	6	9
Drive-up	98	95	80
COVIDTests	359	306	113

Highlighted Resource and upcoming classes:

New! We've added ASL Deafined to our list of available on line learning resources. ASL Deafined offers an 18,000 word signed video dictionary, themed lessons taught by deaf instructors, and retention exercises for you to master ASL at your own pace, improve your fluency and empower yourself to connect with the deaf community. With your library card, access it and many other resources by visiting Digital Resources <https://loom.ly/QvLpi0U> #ASL #onlinelearning

Image description: Adult and child using sign language to communicate.



<) Liked by danadoodah B and 1 other pickeringtonlibrary Comedy Juggler Matt Jergens will thrill and captivate the audience with his one-man variety show of juggling, stunts, acrobatics, and comedy on Saturday, April 20, from 10:30- 11:30am at Pickerington Main Library. Interactive fun for all ages. Mark the date! #PPLbrary #comedy #juggler

CE Office:

April 18 - attending Pickerington Chamber luncheon

April 19 - attending Women's Leadership Coalition

April 28 - OLC Legislative Day (handout)

May 3 - Chocolate Hop treat and handouts

Coordinating Offsite: Summer Feeding, Farmer's Market, Wizard Faire

Scheduled PTO:

April 19-PM

April 23

April 26, 29, 30

Old Business

New Business

- a Review the Records Retention schedule. **No Action taken**



# 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

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## 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 shows 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
<b>ADMINISTRATION</b>		
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	Build Ing 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
<b>A-28</b>	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
<b>A-38</b>	Recordings of Board Meetings (Audio)	Until written minutes approved
A-39	Records Commission/ Records Disposal Documents	10 years
<b>A-40</b>	Software	Retain until software is no longer in use
<b>A-41</b>	Survey Results	Permanent
<b>A-42</b>	Survey Results - Individual Customer surveys	Until incorporated into survey results
<b>A-43</b>	Technology Plans	Until superseded
<b>A-44</b>	Training Manuals	Until superseded

<b>A-45</b>	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
<b>A-46</b>	Vehicle Title	Retain as long as PPL owns the vehicle
<b>A-47</b>	Volunteer Applications/Agreements - Applicant	1 year if never completed application process
<b>A-48</b>	Volunteer Applications/Agreements/Background checks	Retain as long as they are an active volunteer, 6 years after inactive
<b>A-49</b>	Volunteer Profiles	1 year after inactivity
<b>FINANCE</b>		
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
<b>PAYROLL</b>		
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	19 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
<b>P-21</b>	Time Sheets	4 years provided audited
<b>P-22</b>	Unemployment Compensation Claims	4 years provided audited
P-23	W-2 Forms	Permanent
<b>P-24</b>	W-4 Forms	Until superseded
P-25	Worker's Compensation Claims	10 years after date of final payment
<b>Technical Services</b>		
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.

b. Review the list of records to be disposed according to the schedule. **No Action taken**

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

**04-02-24 Resolution to approve the permanent appropriation of \$3016.26 in 2015-110-451-2115 General Administrative Supplies (Teen Programs) retroactively effective February 19, 2024**

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

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:12 p.m.

Next Board Meeting

FAB Committee Meeting  
May 19, 2024@ 6:30 p.m. at Main Library

Regular Board Meeting  
May 19, 2024@ 7:00 p.m. at Main Library



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Cric/k  
President

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MaryHerr  
Secretary

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