

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 17, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on June 17, 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, Beth Muncy, and Ashley Hughes Student Trustee Representatives present: Vacant, Staff members present: Tony Howard, Library Director, Chuck Ressler, Fiscal Officer, Colleen Bauman, Executive Manager - Community Engagement Dorinda Ellinger-Human Resource Generalist.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Todd Stanley, Alissa Henry and Theresa Wessel

Unexcused Absence(s):

Secretary's Report

Consent Agenda

1. May 20, 2024 regular board Meeting minutes

1. 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

March 18, 2024 Regular Board Meeting minutes

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.

cau to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused **Absence(s):** Todd Stanley and Mike Jones **Unexcused**

Absence:

Secretary's Report

) ConsentAgenda

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**.

cau 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

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1. Minutes

- a. January 22, 2024 Regular Board meeting minutes PICKERINGTON

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

January 22, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on January 22, 2024 at 7:07 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147.

Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, and Ashley Hughes. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director and Fiscal Officer, Colleen Bauman, Executive Manager - Community Engagement and Dorinda Ellinger, Human Resource Generalist. Also, in attendance: Theresa Wessel, President of the Friends of the Pickerington Public Library.

) Call to Order

Meeting called to order by Cristie Hammond. Roll Call
Excused Absence(s): Beth Muncy and Todd Stanley

) Unexcused Absence:

)

December 13, 2023

Tony Howard

201 Opportunity Way

Pickerington, OH 43147

Dear Tony,

Congratulations! The Pickerington Public Library Fund was the recipient of \$2,119.4K in donations during the Fairfield County Foundation's 34-HOUR GIVE and will receive \$232.84 in an exciting bonus. Your matching funds were available in your food pantry. Details can be viewed by logging in to your food pantry portal, found on our website.

To celebrate our 34th Anniversary, 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 making a legacy, by giving back to those individuals, families, and organizations that support our community and our Foundation. A total of \$13,196 was donated this year to over 100 individual Fairfield County Foundation funds. Add to that the \$31,000 in matching

funds from the Foundation in addition to the additional \$10,000 to celebrate the 34th year of our 'Give' events, and this year's total amount of participating funds is \$53,196.

We are Indy grateful to our donors and supporters who continue to make our annual 'Give' events such as success"- for the community. What an incredible way to kick off the season or 1:tvng!

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

v

Sarah Stoughton
Development Services Officer

Quarterly Strategic Focus

Inspire Knowledge

Fiscal Updates

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

11/20/2023

62 EAST MAIN STREET, FABER, OH 43110
TEL: (614) 637-7401 • FAX: (614) 637-7401 • www.FairfieldCountyCouncil.org

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.

o Completed and issued

BWCTrue-up

o Completed and Paid in December

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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

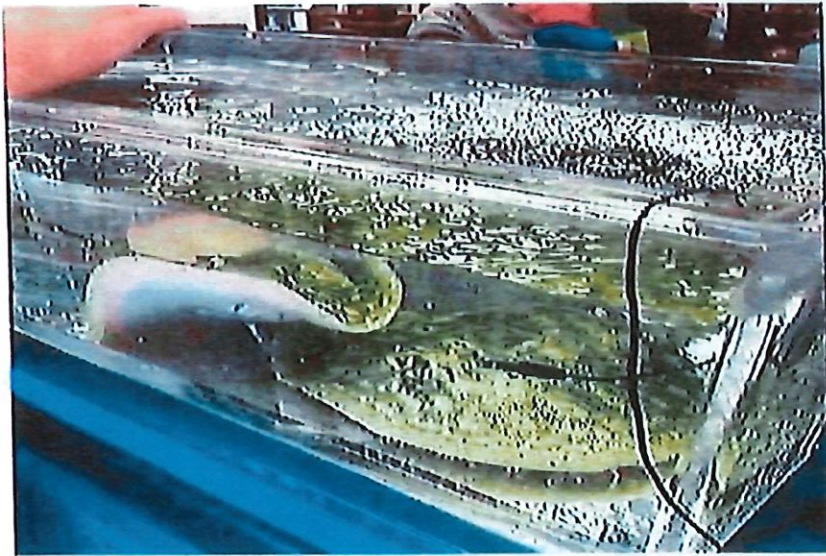
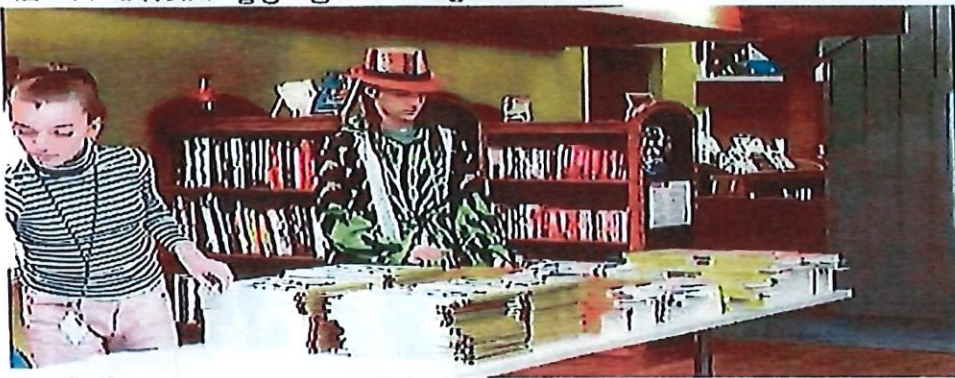
Executive Manager - Community Engagement's Report

Pickerington Public Library

Community Engagement Board Report



NE A ၁၂၆၈၀ ၂၆ ၀ 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 o fadult audio/visual materials, and she shifted the entire Thriller section in a single day/ We are truly grateful for all her time, effort, and good cheer.

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2023 YEARLY CHECKOUT TOTALS			
<u>Cateagorv</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	11	0
External Service	437	0	0
Yearlv Total	6 315 466	3 093 351	0
			1 131 049

Total Wireless Users by Location

Year	Location	2019	2020	2021	2022	2023
January	Main Sycamore	2380	2279	1330	552	2102
February	Main Sycamore	225	489	245	297	362
March	Main Sycamore	2493	2382	587	1245	2161
April	Main Sycamore	271	498	232	277	415
May	Main Sycamore	2554	1601	831	1532	2347
June	Main Sycamore	338	419	260	314	440
July	Main Sycamore	2687	82	852	1671	2350
August	Main Sycamore	408	177	291	330	455
September	Main Sycamore	2707	140	889	1569	2396
October	Main Sycamore	464	244	288	335	483
November	Main Sycamore	2229	176	1029	1560	1745
December	Main Sycamore	379	295	255	352	437
		2422	573	1093	1543	1782
		397	315	1358	329	390
		2853	383	1305	1913	2225
		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	284	352	375

Old Business

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

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

Mike Jones made a motion to approve. 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-

and Contracted Services (Legal Fees) to 1000-120-419-4160 Other - Library

) Purchased 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. Marv 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: Marv 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

Marv 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)(t) of the Administrative

) Code. Cristie Hammond seconded.

Roll call: Motion passed.

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

01-18-24 Motion to come out of Executive Session - Compensation of Public Employees (ORC

121.22 (G)(1) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

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

Roll call: Motion passed.

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

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

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

1)

Perkins, Emily F	\$21.00
Reine, Lorna S	\$20.82
Rosser, Cari L	\$12.90
Seeds, Rebecca	\$13.90
Spencer, Norma	\$13.02
Stokes, Emma D	\$12.90

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

Me m o r a n d u m

PROHIBITION TO TALK

To: Chocl< Ressler, Fiscal Officer
 Tony Howard, Library Director

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

Date:

Subject: Biannual Credit Card Compliance Chocl<

**Total number of accounts and Issued/active cards
 account exp-Aton 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
	Colleen Bauman	\$5,000	\$5,000	01/2027
Exoc. Manager-Community Engagement Facilities Manager	Fran< Morcon	\$5,000	\$1,000	01/2027
	Dana Folkerts	\$1,000		01/2026
Youth Services Manager-Information and Research Services Manager	N/A	\$1,000	\$3,000	01/2025
		\$1,000		

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Lennon
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201 Opportunity Way
Pickerington, Ohio 43147

Public Participation

No public participation

Friends of the Library Report

Theresa
Wessel
reported a
balance of
\$37,380.04
finance

Committee

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

Fiscal Officer's Report

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

Reports

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

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

Director's Report
Quarterly Strategic Focus

Significant Issues

5. Internationally Strategic Planning Meeting

- Jonathan

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ations and develop the library's initial proposal. This meeting will be under the umbrella of Attorney/Client privilege so the expectation is that Jonathan and a designee from Admin will be the only ones to take notes.

- The location for this meeting has yet to be determined.

- Date and time of Meeting - March 26, 2024

from 8 am to 12 pm

Board Action - It would be great if at least two Trustees could attend this

- PLF Negotiations
 - The Director of Fairfield County District Library and I met with the State Librarian to discuss the PLF and Issues with Fairfield County's Distribution
 - Wagnalls Memorial is seeking to claim Bloom Township as part of their service area in addition to Lithopolis.
 - According to the State Library, Wagnalls Memorial does not have an assigned services area; Therefore, they have no population.
 - The Fairfield County Auditor is leaning toward giving some if not all of the population of Bloom Township to Wagnalls Memorial.
 - This has no bearing on Pickerington Public Library's population, but it will impact us being able to come to an agreement.
 - Board Action** - Nothing at this time. It is important to be aware that we everything within our power to come to a resolution.
 - 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 in 2023 but was put on hold until

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plete 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

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2024 Sessions

Total

(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						
	Norwegian	1					
		1					

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	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 - Orientationrrraining	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: February 19, 2024

Subject:2024 Permanent Appropriations

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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

F11rnlhirA

Account Number	Appropriation Description	2023	2024	2024	B
		Budget	Budget	May2023	
		\$	Reauest		
1000-760-750-5510	Furniture	60,000	90,000	80,000	\$
1000-760-750-5512	Equipment	\$	\$	\$	
1000-760-750-5514		20,000	20,000	20,000	\$
		\$			

Communications, Printing & Publicity

1 \$ 150,000

Engineering Services
Other - Purchased and Contracted Services (Other)

4001-760-320-0000

4001-760-374-0000

4001-760-390-3910

4001-760-720-0000 Land Improvement \$200,000 \$ 54,000

Account Number	Appropriation Description	2023 Budaet	2024 Budget	2024 Budaet
4001-760-730-0000	Buildings	\$ 10,000		
	Computer Equipment	\$ 100,000	\$ 350,000	
4001-760-740-0000	Building Improvement	\$ 500,000	\$ 308,035	\$ 140,000
4001-760-750-0000	Furniture & Equipment			
	Total Capital Projects	\$ 510,000	\$ 862,035	\$ 140,000

*\$140,000 is the limit avail for temp budget

Special Funds	Appropriation Description	2023	2024
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Account Number	Description	Perm Budget	Budget Request	BI
	Books (Adult Fiction)			
	Homework Help Center		\$	
2005-120-411-41 TI	Books (Adult Non-Fiction)		200.00	
	Books (Teen)			
		\$		\$
	Books (Juvenile Fiction)			
2005-120-411-41 I5		450.00	\$	201
2005-120-411-4130	Books (Juvenile NF)		200.00	
2005-120-41 1-4 I 35				
		\$		\$
2005-120-41 1-4136		200.00		200

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

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

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

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

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

Other Committee Reports

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

Director's Report

) **Director's Report**

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

From: Tony Howard

Date: March 18, 2024

Quarterly Strategic Focus

**Enriching our World
Significant Issues**

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 01

We had sessions on Cyber Security and Lifting safely in the workplace.

 - Staff participated in a team building exercise to cover emergency procedures such as fire, tornado, etc.
 - Overall a successful day.





Staff Member Highlight

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

ELT PTO Dates

() Tony- April 1, 2024

Executive Manager - Community Engagement's Report

Executive Manager-Community Engagement Board Report
March 18, 2024

CE Office:

Mobile app refresh - Communico has updated features

Website refresh - different layout and better clarity on where things can be found State Library report - adding stats by the end of the week

Event Stats:

Adult:

PPLM: 13 events with 71 adults

SPL: 1 event with 13 adults

Outreach: 5 events with 56 adults

Teens:

PPLM: 4 events with 61 teens

SPL: 2 events with 7 teens

Outreach: 0

Youth:

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

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

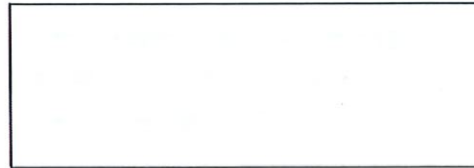
Outreach: 3 events with 122 children

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

2024

January February

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



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

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

Total Door Count by Location

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

Total Wireless Users by Location

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

Old Business

New Business

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

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

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

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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, 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 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 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.	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. Warning, and may be asked to leave the premises to correct the problem.	7-day eviction	30-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	
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 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 defacing financial restitution is paid for the damage

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t)	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 also 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.

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

//rmnd

Cmuc l-111111ond

Pr.sident


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

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

From: Tony Howard

Date: April 15, 2024

Subject: Healthy Snack Policy Administrative Procedures Change

Executive Summary

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

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

Background

This policy was last updated in January 2020.

Action Requested

Formally recognize the changes to the Healthy Snack Administrative Procedures

Board Policy:

PICKERINGTON
PUBLIC LIBRARY

Pickerington Public Library Healthy Snack Policy

Date Revisado 01/28/20

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 01/28/20

Effective Date: 01/28/20
Replacing Procedure Effective: 01/28/20

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 11:00am-1:00pm, during Homework Help Center and Teen Hang hours. Students must sign into the Homework Help Center or Teen Hang for an academic activity to receive a snack. Once signed in, they may have 1, unlimited Q.D. snacks while working on academic activities during program hours.

a. Rules for Students:

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

C. Non-School Year/Summer:

Healthy snacks will be provided to school aged customers in grades K-12 students who volunteer at the library during summer reading or who are at the library for extended lengths of time (4 hours or more).

These snacks must be consumed in the appropriate designated area as outlined by the Library's Code of Conduct Policy

D. Statistics:

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

E. Food Pick Up:

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

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

- 1) The fund raiser 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 April

Date: 15, 2024

Quarterly Strategic Focus

Enriching our World

Significant Issues

- Internal
 - 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 fill 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

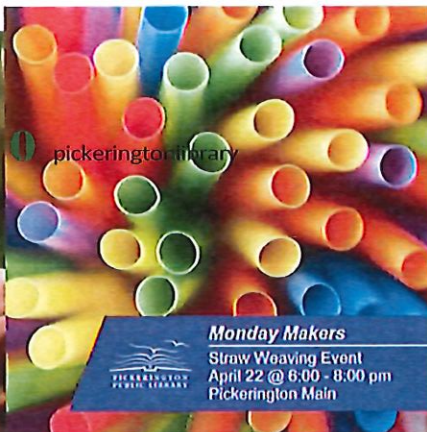
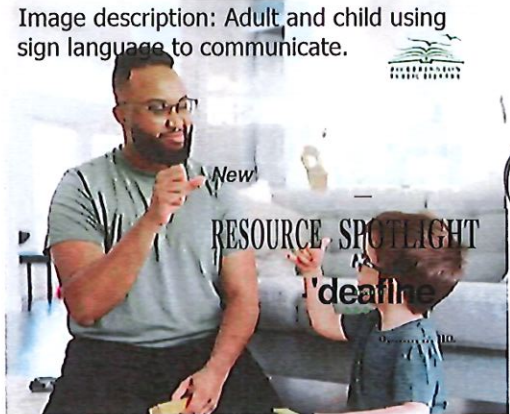
PICKERINGTON MAIN & SYCAMORE PLAZA COMBINED TOTALS

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.



♡ 🔍 📌

f) Liked by danadoodah 13 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 - 11,30 am at Pickerington Main Library. Interactive fun for all ages. Mark the date! #PPLibrary #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

Executive Summary

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

Background

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

Recommendation

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

Action Requested

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

PICKERINGTON PUBLIC LIBRARY

RECORDS RETENTION POLICY

Board Policy

Date Approved: **3/19/2018**
 Effective Date: **3/19/2018**
 Replacing Policy Effective: **3/12/2012**

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

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

Administrative Procedures

Date Approved: **3/21/2022**
 Effective Date: **3/21/2022**

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

SCHEDULE NUMBER	RECORD TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATION		
A-01	Accident/Incident Report	6 years providing no pending action
A-02	Administrative Policy/Procedure File	1 year after superseded
A-03	ADA grievance files	6 years
A-04	Annual Reports to the Community	4 years
A-05	Annual Reports to the State Library of Ohio	Permanent
A-06	Board Agendas	1 year

A-07 Building Fire Inspections 7 years

A-08	Building Project Records - Unsuccessful	3 years
A-09	Building Project Records - Successful	Retain as long as PPL owns or leases the property
A-10	Building Specifications and Plans	Retain as long as PPL owns or leases the property
A-11	CCTV Surveillance Videos	20 days (unless as part of a criminal investigation, court proceeding, or security incident report)
A-12	Circulation Records	Retained until Item is returned
A-13	Committee Reports •staff	2year
A-14	Computer Booking Logs	Daily
A-15	Consultant Report	4 years
A-16	Correspondence - Informative - does not attempt to influence library policy	2 years
A-17	Customer Information	Permanent or 3 years after inactive
A-18	E-Mail	Retain according to content
A-19	Formal Legal Opinions	Permanent
A-20	General Correspondence	2 years
A-21	Historical Information	Permanent
A-22	Library Board of Trustees' Minutes	Permanent
A-23	Library Card Applications	Until entered into ILS System
A-24	Library Customer Rental Agreement	1 year
A-25	Library Material Request for Review Form	2 Years

A-26	Library News Releases	4 Years
A-27	Library Publications	2 Years
A-28	Litigation Records	5 years after case closed and appeals exhausted
A-29	Meeting Room Applications	1 year
A-30	Monthly Statistical Reports	Until incorporated into year end report
A-31	Open Meeting Notifications	3 years
A-32	Operating	Retained until Superseded
	Procedures/Guidelines A-33 Overdue	6 years
	Circulation Records	2 years
A-34	Postal Records (e.g. registered /certified/ Insured or receipts/postal meter documents)	1 year
A-35	Proctoring Records	4 years
A-36	Public Programming documentation	2 years
A-37	Record Requests and responses	Until written minutes approved
A-38	Recordings of Board Meetings (Audio)	10 years
A-39	Records Commission/ Records Disposal Documents	Retain until software is no longer In use
A-40	Software	Permanent
A-41	Survey Results	Until incorporated into survey results
A-42	Survey Results - Individual Customer surveys	Until superseded
A-43	Technology Plans	Until superseded
A-44	Training Manuals	Until superseded

A-45	Transient Material (all informal and/or temporary messages and notes, including e-mail and voice mail message, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
A-46	Vehicle Title	Retain as long as PPL owns the vehicle
A-47	Volunteer Applications/Agreements - Applicant	1 year if never completed application process
A-48	Volunteer Applications/Agreements/Background checks	Retain as long as they are an active volunteer, 6 years after inactive
A-49	Volunteer Profiles	1 year after inactivity
FINANCE		
F-01	Accounting Records not specified	5 years provided audited
F-02	Accounts Payable Ledger	5 years provided audited
F-03	Amended Official Certificates	5 years provided audited
F-04	Annual Budget Resolutions	5 years provided audited
F-05	Annual Certificate of Estimated Resources	5 years provided audited
F-06	Annual Financial Reports to the Auditor of State	Permanent
F-07	Appropriation Ledger	5 years provided audited
F-08	Audit of Library's Financial Records	Permanent
F-09	Bank Deposit Receipts	Until audited
F-10	Bank Statements	4 years provided audited
F-11	Bids - Successful	15 years after completion of project
F-12	Bids - Unsuccessful	4 years after Letting of Contract provided audited

F-13	Budgets - Annual (filed with the County Budget Commission)	10 years
F-14	Canceled Checks	4 years provided audited
F-15	Cash Journals	4 years provided audited
F-16	Cash Register Tapes	Until audited
F-17	Certificates of Total Amount from Sources Available for Expenditures	4 years provided audited
F-18	Check Registers	4 years provided audited
F-19	Construction Contracts	Retain as long as PPL owns or leases the building/property
F-20	Contracts	6 years after expiration
F-21	Depository Agreements	4 years provided audited
F-22	Donor Correspondence	2 years (unless gift requires a commitment from PPL that extends beyond 2 years)
F-23	Encumbrance and Expenditure Journal	5 years provided audited
F-24	Expense Records	5 years
F-25	Financial Year End Backups	4 years
F-26	Gift Donor Forms	3 years
F-27	Grant Files	5 years provided all state or federal audits conducted and audit reports released and audit findings resolved
F-28	Insurance Policies/Bonds	12 years after expiration provided all claims have been settled
F-29	Inventories, except library materials	Until superseded

F-30	Investment Records	4 years provided audited
F-31	Leases - Equipment	4 years after expiration
F-32	Leases - Real Estate	5 years after expiration, provided audited
F-33	Levy Campaigns and Work Papers	Life of Levy plus 5 years
F-34	Levy Official Files	Life of Levy plus 5 years
F-35	Monthly financial reports, including investment report to the Library's Board of Trustees	3 years (provided that the audit report was released)
F-36	Prevailing Wages Records	4 years provided audited
F-37	Purchase Orders	2 years provided audited F-
38	Purchased Services and Maintenance Contracts	7 Years after expiration, unless part of litigation
F-39	Receipt Books	Until audited
F-40	Receipt Journals	5 years provided audited
F-41	Voucher with Invoices	5 years provided audited
PAYROLL		
P-01	Annual Employee Absence Summary	5 years provided audited
P-02	Annual Payroll Summaries	Permanent
P-03	Applications for Employment, resumes, interview notes and all other related employment documents	Retain with personnel records if applicant employed, others 1 year
P-04	Benefits Enrollment	2 years
P-05	Benefits Summary Plan Documents	2 years
P-06	Court Orders for Payroll Deductions	Permanent
P-07	Deduction Authorizations	Permanent
P-08	Deferred Compensation Deduction Reports	5 years provided audited

P-09	Employment Handbook	2 years provided audited
P-10	Employment Request for Leave Forms	Until audited
P-11	Employee Schedules	4 years provided audited
P-12	Employee Withholding Requests	Until replaced or revoked by employee
P-13	Employer Quarterly Federal Tax Return	Permanent
P-14	1-9 Immigration Verification Forms (retained separately from personnel files)	1 year following termination as long as it is later than 3 years from date of hire
P-15	Job Descriptions	Until Superseded
P-16	Job Postings/Advertisement of Job Openings, Promotions, Training Programs	1 years if no action pending
P-17	OPERS Records and Reports	Permanent
P-18	Payroll Journals	4 years provided audited
P-19	Payroll Tax Records	Permanent
P-20	Personnel Records	Permanent
P-21	Time Sheets	4 years provided audited
P-22	Unemployment Compensation Claims	4 years provided audited
P-23	W-2 Forms	Permanent
P-24	W-4 Forms	Until superseded
P-25	Worker's Compensation Claims	10 years after date of final payment
Technical Services		
T-01	Material Inventories	Maintained online; until superseded

T-02 Collection Guidelines Retain until superseded

T-03	Collection Management - Ordering (Selections)	
T-04	Collection Management - Acquisitions	2 years
T-05	Collections - Holdings (Items in Library Catalog) exists	As long as viable item In the library collection
T-06	ILL Records financial	30 days, unless 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

FAS 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


Cristie Hammond
President


Mary Herron
Secretary

2. Staff Changes

- a. Samantha McCathran started on June 6, 2024 as a part-time Customer Service Assistant at an hourly rate of \$13.00.

06-01-24 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Ashley Hughes seconded.

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

Public Participation

No public present

Friends of the Library Report

Finance Committee

Fiscal Officer's Report

Chuck Ressler shared with the Board what the Finance Committee discussed. Chuck Ressler asked if there were any questions from the financial reports. There were none.

Other Committee Reports

Finance Committee didn't meet -setting up another date

Director's Report

To: Cristie Hammond; Michael Jones; Mary Herron; Alissa Henry; Ashley Hughes;
Beth Muncy; Todd Stanley; Mikayla Wagner
From: Tony Howard
Date: June 17, 2024

Quarterly Strategic Focus

Enriching our World

Significant Issues

- Internal
 - End of School Year challenges
 - Damage to Men's Public Restroom



- High rate of security incidents resulting in multi-day evictions and involving Police Support
 - Concern of nowhere quiet at Main library to concentrate
 - Solutions:
 - As a result, any minor evicted for more than one (1) day will not be allowed to return until a member of the management team speaks to their parent or guardian.
 - Special Duty for the first month of school.
 - **Board Action:** Awareness only at this time.
- External
 - PLF Update
 - After the last efforts to come to an agreement on the distribution of the PLF, the Directors notified the County Auditor that we were unable to come to an agreement.

- We were notified that the County Budget Commission will use the data from the May 18, 2024 memo issued by the County Auditor, 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>

- The Library's may attend the Budget Commission Hearing, but will not be invited to share any further information with the Budget Commission.
 - The Commission wishes the three Libraries understand that they must use data to make their decision and cannot use opinion to make their decision.
- 2026 and going forward, the data collection tool will be used to determine the distribution.
 - The data will be updated on an annual basis.

- The Budget Commission does not plan to seek a consensus agreement from the three libraries until the matter of the service area dispute can be resolved.
- **Board Action** – Understand that the County Budget Commission has taken the PLF Distribution decision out to the library's control. Additionally, the distribution data will be updated each year.

- Legislation

- **HB 622 Update**

- HB 622 would require all public libraries to incorporate a policy for children under the age of 18 to have parental consent to obtain or view any material that is deemed "harmful to juveniles" under ORC 2907.01. It would require all libraries to conceal from viewing certain materials by placing them behind blinder racks, wrapping the material, covering the material, or locating it so that it is not open to the view of juveniles.
 - If any resident of the state believes that a library is not in compliance, they could file a complaint with the State Library Board, who will then oversee investigating the library. Based on the investigation, if a library is found to not be complying, a report would be issued to the county treasurer with directions to withhold distributions from the county public library fund until they are complying.
 - The bill was formally introduced a couple of weeks ago and has been assigned to the House Government Oversight Committee. At this time, HB 622 has no co-sponsors.
- **Board Action -**
 - If media contacts you about this bill, please refer them to the Director.
 - Be prepared to contact our local legislators if this moves forward

Points of Information

- Joan Underwood's Memorial Tree
 - Yardmaster planted a red maple in honor of Joan Underwood.
 - Joan's family provided input on the type of tree planted.



- Parking lot project is completed.
 - The parking lot has been completely restriped.
 - The new dumpster fence is up and the dumpster has been relocated.



- Storage Shed
 - We will be purchasing a small storage shed to place on the pad where the old dumpster was located.
 - This will provide us with additional on-site storage.



- Exterior Painting
 - The Building was painted and is complete.
 - We have quotes for painting the light poles and they will be the next phase in the project

- Path on side of Library
 - We discovered toward the end of the school year that there was a lot of mud on the new carpet, especially in seating areas and main walkways.
 - We learned that the students were bringing the mud in from the path along the school's amphitheater.
 - We are currently investigating options to add a path from the School property to our sidewalk next to the bike rack.
 - We have investigated options to close off the path, but nothing the school will agree to at this time.
 - It costs a little over \$2000 to have the carpets cleaned at Pickerington Main Library.



- Tents
 - The tents were cleaned and put up for the summer
- Bathroom Refurbish in 2025

- The Public Restrooms are outdated and have issues with tile cracking. We are starting to seek quotes for remodeling the public restrooms.



Staff Member Highlight

- Rhonda Berning has been with the Library for a little over one year. In January, Rhonda was promoted from Customer Service Specialist to Teen Services Specialist. Since taking over her new role, Rhonda worked hard to lead the way in supporting library Leadership's goal of regaining control of the library during the afterschool hours. While this was an uphill battle at times, Rhonda stood out when enforcing the rules. Rhonda and the leadership team will be using the summer months to find more ways to build relationships with our teen customers. Finally, Rhonda is eager to help her colleagues and support the library in achieving its mission and vision. Upon arriving to work one day, Rhonda noticed staff cleaning the tents. She immediately stepped in to help get the work done so the tents could be put up. For these reasons, Rhonda is being highlighted before the Board of Trustees.

PTO Dates

Tony –June 20, 2024

July 5, 2024

July 8, 2024

Executive Manager - Community Engagement's Report

Executive Manager-Community Engagement
Board Report
June 17, 2024

CE Office:

Mobile app refresh workbook is almost finished. We are working with Communico with an end of summer request timeline.

Department transitional documents ready by mid-July.

Dalton – Pickerington Magazine book reviews

Dalton & Rebekah H – Wands/Wizards & Wizard Faire

CE staff summer PTO:

Colleen: June 20, 21/July 5, 10,12,17,19,23,26, July 29-Aug 9 with last day being August 30

Emily: June 24-28/July 22-26

Mailchimp-e-newsletter:

The click rate is the proportion of total recipients that have clicked/tapped a hyperlink in the email message. A good click-through rate is between 2-5% for our industry.

2024	Recipients	Open	Open Rate %	Total Clicks	Click Rate
January	949	459	38.1%	39	2.8%
February	954	464	37.0%	85	6.0%
March	961	497	37.9%	97	5.8%
April	961	361	38.2%	108	6.3%
May	960	317	33.0%	98	16.1%

Overdrive / Libby						
		(Video / Streaming Video)				
2024	ALL AUDIOBOOKS	ALL EBOOKS	MOVIES	MAGAZINE	MUSIC	UNIQUE USERS
January	5124	5836	0	906	0	1904
PPL	5110	5573		906		1872
PLSD	14	263				32
February	4809	5135	0	922	0	1851
PPL	4804	4841		922		1813
PLSD	5	294				38
March	5094	5628	0	1024	0	1892
PPL	5090	5372		1024		1856
PLSD	4	256				36
April	4912	5055	0	588	0	1839
PPL	4908	4782		588		1805
PLSD	4	273				34
May	4851	5119	0	740	0	1860
PPL	4839	4887		740		1819
PLSD	12	232				41

May	Main Lockers	499	52	508	609	521	725
	Main Drive-up	0	0	1415	439	370	208
	Main	43118	8326	30816	30864	30108	27084
	Sycamore Lockers	1326	126	1759	1517	1376	1084

	Sycamore	3212	845	3502	3899	5299	5170
	LOTG	0	0	0	0	598	49

May events:

Pickerington Main

Adults – 6 classes with total of 74 participants

Teens – 7 classes with total of 52 participants

Children – 14 classes with total of 405 participants

Sycamore Plaza

Adults – 1 class with total of 9 participants

Teens – 3 classes with total of 21 participants

Children – 5 classes with total of 107 participants



Event Name	Event Date	Location	Target Group	Adult Total	Child Total	Teen Total	Attendee Total
Craft at Abbington	5/2/2024	Abbington	Adults	9	0	0	9
Second Cup Book Club	5/8/2024	Sorso	Adults	1	0	0	1

Pom Pom Bald Eagle							
Outreach Craft	5/8/2024	Pickfair Square	Adults	3	0	0	3
First Drafts Book Club	5/9/2024	Combustion	Adults	6	1	0	7
Preschool Storytimes at Pickerington Elementary							
Elementary	5/14/2024	Pickerington Elementary School	Child	15	58	0	73
Preschool Storytimes at Sycamore Creek Elementary							
Elementary	5/16/2024	Sycamore Creek Elementary	Child	10	43	0	53



Old Business

New Business

06-02-24 Resolution to approve the changes to the Credit Card Policy

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

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

06-03-24 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 and to discuss Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Cristie Hammond made a 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 and to discuss Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Mary Herron seconded.

Roll call: Motion passed.

Entered into Executive Session at 7:39 p.m.

06-04-24 Motion to come out of 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 and to discuss Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Cristie Hammond made a motion to come out of 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 and to discuss Compensation of Public Employees (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Mary Herron seconded.

Roll call: Motion passed.

Came out of Executive Session at 8:35 p.m.

06-05-24 Motion to change Executive Manager-Community Engagement position to Public Service Director position

Mike Jones made a motion to approve. Ashley Hughes seconded.

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

06-06-24 Motion to change Community Engagement Assistant position to Marketing Leader

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

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

06-07-24 Resolution to approve Emily Perkins as Marketing Leader at a rate of \$24.00 per hour

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

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

06-08-24 Resolution to approve new salary range 11 for the new Public Services Director position

Pickerington Public Library

2024 Salary Ranges

New employees are hired at the minimum rate assigned to their position. However, department managers may recommend higher starting rates based on work experience, advanced education, or special education or training.

Employees who are already paid at the top of their salary range will not be eligible for salary increases until the salary ranges are adjusted.

Range	Min	Mid	Max
1	11.14	13.10	15.07
2	12.52	14.73	16.94
3	13.69	16.11	18.52
4	14.81	17.43	20.04
5	16.73	19.68	22.63
6	18.47	21.74	25.00
7	19.55	22.99	26.44
8	21.21	24.95	28.69
9 (Exempt – Salary)	43,622	50,901	58,536

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

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

For the good of the order

Adjournment

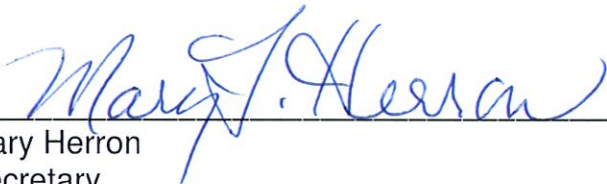
Cristie adjourned the meeting at 8:37 p.m.

Next Board Meeting

Regular Board Meeting
July 15, 2024 @ 7:00 p.m. at Main Library-Cancelled
August 19, 2024 @ 7:00pm at Sycamore Plaza



Cristie Hammond
President



Mary Herron
Secretary

10 (Exempt - Salary)	50,946	58,588	70,306
11 (Exempt - Salary)	62,400	75,192	87,985

Range 1

Customer Service Associate

Range 2

Customer Service Assistant

Range 3

Custodian

Range 4

Youth Services Assistant
 Reference Assistant
 Homework Help & Reading Initiatives Coordinator
 Technical Services Staff II
 Outreach Specialist

Range 5

Marketing Assistant

Range 6

Deputy Fiscal Officer
 Customer Service Leader
 Youth Services Leader

Range 7

Cataloging Supervisor
 Facilities Manager
 Reference Librarian
 Teen Services Librarian
 Youth Services Librarian

Range 8

IT Specialist
 HR Generalist

Range 9

Marketing Manager
 Customer Services Manager (Non-MLIS)

Range 10

Branch Manager
 Customer Services Manager (MLIS)
 Information & Research Services Manager
 Youth Services Manager

Range 11

Public Services Director