



**PICKERINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR October 21, 2024**

1. Call to Order
 - a. Roll Call
 - b. Excused Absences
2. Secretary's Report
 - a. Consent Agenda
 1. Minutes
 - a. September 16, 2024 Regular Board meeting minutes
 - b. September 24, 2024 Special Board meeting minutes
 2. Staff
 - a. Michelle Peterson started October 9, 2024 as the Branch Manager at an annual salary of \$59,000
3. Public Participation
4. Friends of the Library Report
5. Finance Committee
 - a. Fiscal Officer's Report
6. Other Committee Reports
7. Director's Report
8. Assistant Director – Public Service Report
9. Old Business
 - a. Motion to approve the updated Strategic Goals

10. New Business

- a. Resolution to Approve the 2025 Holiday and Closing Schedule
- b. Resolution to select the most qualified design professional and authorize solicitation of the price proposal
- c. Executive Session
 - i. To discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2 (A)(4) of the Administrative Code

11. For the good of the order

12. Adjournment

Next Board Meeting:

Regular Board Meeting - Monday, November 18, 2024 at Main Library

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
September 16, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on September 16, 2024 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Beth Muncy, and Ashley Hughes. Student Trustee Representatives present: Staff members present: Tony Howard- Library Director, Chuck Ressler- Fiscal Officer, Rafael Ortiz- Public Services Director, 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
Unexcused Absence(s): None

Secretary's Report

Consent Agenda

1. August 19, 2024 Regular Board minutes
2. Staffing Changes
 - a. Alaysia Winters started on August 22, 2024 as a part-time Youth Services Assistant at an hourly rate of \$14.81
 - b. Rafael Ortiz started on September 9, 2024 as Public Services Director at an annual salary of \$77,000 and 48 hours of PTO
 - c. Sarah Mayzum started on September 16, 2024 as Reference Librarian at \$22.05.

09-01-24 Motion to approve the Consent Agenda

Mike Jones made a motion to approve the Consent Agenda items. Alissa Henry seconded.

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

Public Participation

None

Friends of the Library Report

Treasure report for the Friends is \$41,544, Book sale is last week of October to the first week of November. Also, Author Stephen Mack Jones will be at Pickerington Main Library on October 24, 2024 from 6:00 pm to 8:00 pm.

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

- a. Facilities committee- Facilities Master Plan
 - a. RFQ's we had 12 submissions-will narrow down top 3-5
- b. Fundraising Committee
 - a. Stay with music bingo at Combustion on December 4, 2024 and April 9, 2025 dates so far. Soliciting for donations of gift cards.

Director's Report

Quarterly Strategic Focus

Connecting Community!

Significant Issues

- Internal
 - Security
 - We have had some success and some challenges when officers are actually at the Library.
 - Consistency of coverage
 - With the County Sheriff's Department and Pickerington Police being understaffed, we have had some major challenges with consistent coverage.
 - Some young customers will call their friends when police are not present at the Library.
 - Staff and officers have had to deal with multiple fights and their aftermath so far this school year.
 - At Main the fights have occurred inside the Library.

- At Sycamore Plaza, the fights are occurring in the parking lot and bleeding into the facility
 - **Board Action:** Awareness only at this time.
- Human Resources Privacy
 - While considering how to provide more privacy for staff to come to Human Resources, we began looking into options for reconfiguring the Administration Suite.
 - There are also privacy concerns regarding discussions among Administrators pertaining to Union negotiations, staff performance, and with Library Attorneys.
 - As a result, we relocated one of the copiers to the Adult info staff workroom
 - We have had discussions with contractors and architects in the Equalis Group regarding options to remodel the admin suite.
 - The Equalis Group is a preapproved method to bypass the bidding process
 - Our plan is to;
 - Add a door on the back side of Dorinda's workspace.
 - Move the admin suite entrance to the closet in the staff Breakroom.
 - Add a door to Rafael's office space and close off the door separating Emily and Rafael.
 - Add soundproofing in the drop ceiling of the admin suite.
 - We would like to move forward with Custom Controls Group to draw up plans for this project. .
 - The estimated cost of the design for this project is \$7612.88. Once we have the design, we plan use the contractors in the Equalis Group to manage the build.
 - **Board Action:** Share any concerns you might have with moving forward with this project.

- **HVAC Update**
 - Going through the Equalis Group, we asked for an evaluation of our HVAC system in the Meeting room.
 - Roger D. Fields Associates Assessed our system and provided a 3-phase plan for our entire HVAC system
 - Phase 1 – Replacing the units that provide heating and cooling to Meeting Rooms A and C, Information staff workroom, and the IT Office with one unit.
 - The estimated cost of this project would be \$152,500
 - Phase 2 – Adding two 30-ton units to control the air handling on the Public areas of the Library.
 - Phase 2 would cost \$226,250
 - Phase 3 Replacing the boilers and chiller with 2 15-ton units that control most staff areas and the barn.
 - Phase 3 would cost \$226,250
 - Additional costs of \$56,894 include general conditions, permits and bonds, and demolition.
 - **Board Action:** Consider moving forward with Phase 1 either right away or as part of the 2025 Capitol Fund projects
 - There is enough money set aside to cover the cost of this project.
- External
 - Legislative update
 - **Single-Sex Bathroom Bill – (Senate Bill 104)**
 - On June 26, the Ohio House amended language from HB 183 into SB 104 which prohibits public and private schools from allowing a member of the female biological sex to use a student restroom, locker room, changing room or shower room that has been designated by the school for the exclusive use of the male biological sex. Likewise, the bill bans a member of the male biological sex from using facilities designated by the school for exclusive use of the female biological sex. Additionally, schools are

prohibited from designating multi-occupancy restroom facilities as non-gendered, multi-gendered or open to all genders. Since the House made changes to the legislation previously passed by the Senate, SB 104 awaits further action, if any, by the Senate.

- As written, this would only affect public libraries located on school properties. We are waiting to see if the senate approves the changes or takes any further action.
- **Board Action:** Awareness at this time.

DRAFT

Points of Information

- OLC's Road Ahead Tour
 - On September 26 I will be attending this Road Ahead Tour
 - Topics:
 - State budget year and state funding issues
 - Advocacy efforts on legal issues affecting libraries.
- Yelp Review



Steven E.

👤 160 friends

📝 1094 reviews

📷 6242 photos

Elite 2024

★★★★★ 9/4/24

...

What a fun place to be. I could literally spend the day in here just getting lost in whatever.

As we walked in we were greeted. As we walked past each station we were greeted. The entire staff couldn't wait to assist us.

We received a free hour on line. We were able to print some much needed tax pages, for a very small fee. We listened to some music and read for an hour.

If I knew we would be staying, I would have applied for a library card. That really opens some doors.

With your individual card you qualify to check out books, cd's, dvd's and believe it or not, jigsaw puzzles. There are way too many perks to list here.

There's plenty of parking and a nice outdoor relaxation area, too. 09/24

Thank

Comment

Direct message

- I attended the State of Fairfield County where they rolled out their new Strategic Plan with the following five focus areas
 - Provide Supervisory Support & Coaching Opportunities for Team Members
 - Update Financial and REA Processes to Add Value
 - Focus on Strengths & Customer Service
 - Improve Communication and Outreach
 - Improve Use of Technology and Records Management Processes
- I took the opportunity to network with community leaders and the County Commissioners in order to leverage the library's capacity.
- Library Snapshot

- Public PC usage
 - 28.7 % increase in use
 - 4886 (Jan – Aug 2023)
 - 6278 (Jan – Aug 2024)
- Physical usage
 - -8% decrease in 2024
 - 325167 (Jan – Aug 2023)
 - 298010 (Jan – Aug 2024)
- Overdrive statistics
 - 11.8% increase in 2024
 - 78330 (Jan – Aug 2023)
 - 87516 (Jan – Aug 2024)
- Colleen's Retirement Celebration
 - The Library Celebrated Colleen's Retirement with a Tea on August 22nd. At this celebration, she was given a second key to the city from May Lee Gray for her work at the library and throughout the Pickerington Community.





- Cristie and I presented at OLC's New Director's workshop
- Staff Marched in the 2024 Labor Day Parade. This was the largest crowd we have seen in the last 9 years.





Kudos to Rhonda Adams, Debbie Madison and Emma Stokes for decorating our Float.

- SERB Union Training
 - Tony, Chuck, & Dorinda will be attending the SERB Academy on October 3 and October 4.
- Union Negotiation Dates
 - September 19
 - October 7

PTO Dates

Tony – October 10th & 11th

October 18th & 21st

Old Business

Staff “As measured by” ideas; all departments **Data we already collect/can collect now**

Welcoming Experience

Objective 1: **PROVIDE** a safe and enjoyable learning environment for everyone at the library.

- ~~Attendance and Engagement: Track the number of visitors, classes, and events attended, and overall engagement with learning activities (e.g., HHC, Reading Buddies, Violet's Learning Zone [barn], AWE tablets). Additionally, calculate the percentage of visitors who return to the library for continued learning experiences (retention rate).~~
- ~~Attendance and Participation: Monitor attendance at events and classes. An increase can indicate a positive learning environment.~~
 - ~~DEI: Observe attendance during activities. A diverse and inclusive environment is a sign of a welcoming space.~~
- ~~DEI: Consider tracking diversity of visitors and class/event attendees to ensure the learning environment is welcoming to a broad range of individuals and note if participation matches community metrics. If not, consider how best to broaden the audience.~~
- ~~Provide signage near entrance to direct newcomers to the library to the Children's Department, Information Services (Computers, Printers/Copiers, and Conference rooms), Teen materials, Homework Help, etc. Measured by decrease in directional stats.~~
- Visitor Satisfaction: As measured by at least 75% of visitors rating their experience as "safe" and "enjoyable" in post-visit surveys. Conduct regular surveys to gather feedback from customers about their perception of the library: Is it seen as a learning environment? Is the library top of mind when considering educational resources? Based on metrics, are there repeat visitors, or is there a way to track unique visits versus repeats?
- ~~Incident Reports: As measured by a decrease of 30% in the number of reported incidents over the past year.~~
- ~~A decrease/0 police or ambulance presence for x weeks, months, years.~~
- ~~Setting a goal of no more than "X" incidents for the month/year~~
- Return users, sharing with family/friends, tagging on social media.
- ~~Post-event surveys—consider emailing vs physical copies~~
 - ~~Gift card raffle to encourage participation~~

Objective 2: **PROMOTE** professional, reliable, and accountable conduct among customers and staff.

- ~~As measured by decrease in employee turnover.~~
- ~~As measured by staff attendance occurrence points averaging x/10 or under.~~
 - ~~Rewards for good attendance/no call offs; If you have "X" number of days of arriving on time you are entered into a gift card pool~~
- ~~Staff Training Completion: As measured by 100% of staff members completing mandatory conduct-related training programs.~~
 - ~~Accountability Measures: Tracking instances where staff members hold each other accountable for adhering to professional conduct standards. Examples include acknowledgement of a positive interaction, offering~~

~~resources to help coworkers grow and adapt professionally, or speaking up if derogatory comments or biased behavior is heard to promote an inclusive and respectful work environment.~~

- ~~● Priority given to scheduling meetings for policy evaluation, rather than those being put on the back burner.~~
- ~~● Customer Feedback: As measured by 30% increase in positive feedback regarding professional and reliable conduct. Track via customer interactions and regular surveys over time.~~
 - ~~○ User Interactions: Engage in conversations with customers to gather feedback about their experiences. Ask about their perception of safety, enjoyment, and their overall satisfaction with the environment.~~
 - ~~○ Regular Surveys: Conduct periodic surveys asking specific questions about safety, enjoyment, and overall learning experience. This can provide quantitative data to measure progress.~~
 - ~~○ Feedback Channels: Encourage customers to provide feedback through suggestion boxes, online forms, or other communication channels. Analyze feedback for trends and patterns. This includes gathering input from staff and volunteers; their insights can provide a more comprehensive perspective.~~
- ~~● Communication outlet (OneDrive or via email/in-person meetings/staff swaps) between Main/Sycamore where staff can discuss common experiences, practiced "solutions" when dealing with those common issues (sharing what works; successes)~~
- ~~● Attending department meetings as one/not as location based (ex: ALL customer service staff in one, and so on)~~
- ~~● Incident Reports: As measured by a decrease of 30% in the number of reported incidents over the past year.~~
- ~~● Community Perception: Consider the library's reputation in the community. Positive word of mouth and reviews can indicate this goal is being met.~~
- ~~● Positive Reinforcement: Track instances where staff and customers are recognized for exhibiting professional/appropriate conduct.~~
- ~~● Source EDI committee for recommendations, time at PDD, anonymous forms to send to PDD to talk about any discomfort/suggestions/etc.~~
- ~~● Swapping staff/shadowing (prioritizing this!!! it keeps getting pushed) *volunteers also able to shadow roles to learn more about libraries.~~
- ~~● Qualitative, anonymous staff surveys and/or public surveys to gauge community impressions. These would need to be well publicized (for the public, anyway)-- our suggestion boxes are not used as they stand now.~~
- Space Utilization Rate: As measured by maintaining an average utilization rate of 25% for collaborative spaces.
 - Accessibility: Ensure collaborative spaces (HHC) are easily accessible to all customers to promote inclusivity. Track which spaces are used by certain groups to see if other spaces require rework to be more accessible to customers.

- Noise Management: Utilize noise monitoring equipment to assess whether space planning accounts for acoustic considerations to balance collaboration and concentration.

●

Objective 3: **SUPPORT** a collaborative working and learning environment through innovative and effective space planning.

- ~~Make cross-training a priority.~~
 - ~~Ex: All staff should have basic training in all departments after 6 months on the job. This should include branch training for main staff and main training for branch staff. Allows staff to provide back-up for each other when needed in each department.~~
- ~~Space audits to set baseline for areas that may be sub-optimal. Set plans for ways to reformat or repurpose spaces/resources to get them to the most people possible.~~
 - ~~Consider seating availability and noise level.~~
 - ~~Creating a communal room like the quiet study, but for working in groups where talking is necessary.~~
- ~~Planned times throughout the week that encourages collaborative work and learning.~~
- Space Utilization Rate: As measured by maintaining an average utilization rate of 25% for collaborative spaces.
 - Accessibility: Ensure collaborative spaces (HHC) are easily accessible to all customers to promote inclusivity. Track which spaces are used by certain groups to see if other spaces require rework to be more accessible to customers.
 - Noise Management: Utilize noise monitoring equipment to assess whether space planning accounts for acoustic considerations to balance collaboration and concentration.
- ~~Technology Integration: As measured by having 85% of collaborative spaces equipped with interactive technology tools.~~
 - ~~Virtual Collaboration: Assess whether spaces facilitate virtual collaboration and remote learning through well-integrated technology. Measure via utilization of technology and customer feedback surveys.~~

Objective 4: **CREATE** an inclusive culture focused on equality and fairness, which celebrates the unique aspects of all stakeholders.

- ~~Diverse displays presented as measured by number of library items on these displays checked out.~~
- Demographic Data: Collect demographic information about stakeholders to ensure diversity and track changes over time.
- Demographics of complete set of stakeholders aligns with the entire service area population.
- ~~Encourage Diversity in Leadership: As measured by increasing representation of underrepresented groups in leadership positions by 15%.~~

- ~~Promotion and Advancement: Track career progression of employees from different backgrounds to ensure equal opportunities for growth.~~
- ~~Pay Equity: Analyze pay scales to ensure compensation is equitable across different demographic groups.~~
- ~~Inclusion Training Participation: As measured by 100% of employees participating in diversity and inclusion training sessions.~~
- ~~Community Engagement: As measured by 25% increase in attendance at community events focused on celebrating diversity.~~
- ~~Inclusive Language and Content: Measure use of inclusive language in internal and external communication, as well as representation of diverse perspectives in content and programming.~~

Health and Wellbeing

Objective 1: **IMPROVE** employee morale in order to increase retention rates and improve productivity.

- ~~Official, documented check in's with managers compared to yearly evaluations only to encourage communication, asking for help when needed, and setting up individualized staff goals to promote autonomy, creativity, and connection to the work staff produce.~~
- ~~Measure % of time we are short staffed, organized by how many vacancies are ongoing at any given time (like, x axis time, y axis number of vacancies). Vacancies are taxing on all of us, and make it harder to do off-desk work, or build relationships with the community outside of essential duties being filled. We might be able to establish "normal" by averaging % of vacancies over various 5-year periods? Then compare to current years and look for spikes.~~
- ~~Provide more time for staff to complete opening duties before the library opens, allowing staff to feel more prepared to greet customers unencumbered by these duties (Ex. Checking in expired holds, pulling holds, deposits, etc.). Another way to do this would be to appoint a staff member dedicated to these duties that are not scheduled to be at the customer service desk the first hour~~
- Employee Satisfaction Surveys: As measured by a minimum 50% increase in overall satisfaction scores in employee surveys.
- ~~Retention Rate: As measured by a 25% decrease in employee turnover within the next year.~~
- ~~Productivity Metrics: As measured by a 25% increase in key productivity metrics (e.g., projects completed, tasks accomplished) over the previous quarter.~~
- ~~Hybrid days to complete off-desk responsibilities.~~
- Survey staff about their well-being.
- ~~Provide counseling services. Can measure this by how many employees take advantage of it. Ask questions about morale, and measure the responses by categories: happy, sad, in-between, etc.~~
- ~~Establish a staff book club?~~
- ~~Giving staff a stake in the library. Ask staff what we like most about work and what we find the most frustrating to work toward remedying those frustrations.~~
- ~~Consider a more staff friendly PTO system. Making staff wait 120 days to take a day off is a long time.~~

- ~~Ex: Asking new staff to make time up during the week so they can leave early for a doctor's appointment is a negative bump to morale. To me it comes off as the library not taking into consideration that staff have other obligations outside of work; like their health.~~

Objective 2: **INVEST** in staff learning and development to foster professional growth, leadership, and lifelong learning.

- ~~Managers and admin being cross-trained to cover shifts to ease burden of covering shifts during times of vacancies, or even being in rotations where possible on a somewhat regular basis to see different sides of the community the way CS staff do.~~
- ~~Allow staff time off desk for professional growth webinars such as is offered by Southeast Regional Library System. These learning opportunities can be measured by the number of webinars attended by staff per year.~~
- ~~Team development days; time for departments to meet.~~
- ~~Set a goal of EDI events/resources to present with system-wide support.~~
- ~~Staff evaluations being less focused on productivity and scores, and more focused on areas of growth.~~
- ~~Training Completion: As measured by at least 75% of employees completing a certain number of training courses within a given time frame.~~
- ~~Leadership Promotions: As measured by promoting 10% of staff members to leadership roles from within the organization over the next two years.~~
- ~~Lifelong Learning Participation: As measured by 50% of employees participating in external courses, workshops, or conferences related to their field of work.~~
- ~~Get a baseline of % of staff who are able to participate in trainings—set training hour goals accordingly, with desk time scheduled to accommodate.~~
- ~~Allow work from home time to complete training opportunities for full and part-time staff. (ex: hours per quarter to use toward development).~~
- ~~Measure meetings and time spent considering and implementing ideas, to the best of library's ability.~~
- ~~Create something similar to a CEU system. Staff are required to participate in an agreed number of continuing education hours per year.~~
- As measured by the total monetary investment (budget, travel, time paid) compared to libraries of similar size and budget. Investment per person comparison

Objective 3: **ENCOURAGE** efficient and innovative programs, processes, and procedures as well as other performance areas.

- ~~Process Improvement Initiatives: As measured by implementing 3 new, more efficient processes within the next quarter.~~
- ~~Innovation Submissions: As measured by receiving 3 innovative ideas or suggestions from employees within a specified time frame.~~
- ~~Time Saved: As measured by a 15% reduction in the time taken to complete a specific task or project compared to the previous year.~~

- ~~Label shelving carts. As a new staff member, this would have helped greatly because of the large number of book categories, especially in the Children's Dept. Everything would not have to be labeled. For example, nonfiction, easy readers, juv fiction are alphabetical and would not need to be labeled. Labels could be placed on endcaps of carts to be referred to as needed.~~
- ~~Training structure: providing time for some preliminary LEAP training (training videos provided by Polaris).~~
- As measured by...

Objective 4: **CREATE** *an inclusive culture focused on equality and fairness, which celebrates the diverse aspects of staff and stakeholders.*

- ~~Establish and publish easy-to-access/use mediation procedures to help address issues in a way that doesn't hurt feelings, miscommunication or cause undue friction~~
- ~~Offer counseling, time off, or other official breaks to offer recovery time after anxiety-producing/uncomfortable/traumatic interactions.~~
- ~~Diversity in Leadership: As measured by increasing representation of underrepresented groups in leadership positions by 15% within a specific time frame.~~
- ~~Inclusion Training Completion: As measured by at least 100% of staff members completing diversity and inclusion training within the next six months.~~
- ~~Recognition of Diverse Achievements: As measured by featuring 15% more stories and achievements of staff from diverse backgrounds in internal communications.~~
- ~~Establish round-table discussions with admin by department regularly to build a reliable line of communication between staff and ELT. Set reliable "office hours" could be a compromise.~~
- ~~Outline consistent time periods for evaluating policies and how they serve/don't serve our community and staff. Regular meetings with staff from all departments, with attendance rotating so that many perspectives are heard on an issue.~~
- ~~Suggestion form for staff to anonymous changes they think would support our organizational goals.~~
- ~~Create an inclusive culture focused on equality and fairness, which celebrates the unique aspects of all stakeholders as measured by:~~
 - ~~Patrons want to see themselves represented in this space and considered for their unique needs and experiences. We should be focused on equity, not equality.~~
 - ~~Ex: Handing everyone the same pair of prescription glasses might be promoting equality, but it's only helpful for those who need that prescription to see.~~
- ~~Connecting with BIPOC organizations and making sure our job postings are being shared with the community.~~
- As measured by surveys of staff regarding the effectiveness of the Library's EDI Committee in developing the staff on this topic.

Youth Engagement

Early Literacy

Objective 1: **SUPPORT** the community as a respected resource by helping parents, caregivers, and educators teach the children of the community skills needed for kindergarten and beyond.

- Attendance numbers for ELC
- Number of educator cards registered.
- Participation and completion percentages of Summer/Winter Reading
- Provide at least one EL tip per ELC for parents.
- Number of newly registered Kids cards/limited access cards (active cards percentage from LibIQ)
- Participation numbers of pre-K students attending outreach (ex: Lorna's Pre-K story times)
- Reading buddies Participation numbers (5+ y/o)
- As measured by an increase of preschool children that we serv by 5%
- Create parent and educator satisfaction surveys after workshops or youth programming; Benchmark: achieving satisfaction of x% or above.
- Try to reach x number of children per 6-week ELC session.
- Offering youth outreach to community organizations; number of collab events/children in attendance.
- Developing online newsletter to reach x number of caregivers.
- Promote EL kits for checkout; aim for at least 2 CKO per month.
- Participants for the 1000 Books before Kindergarten program
- Invite parents to kindergarten readiness programs at the library—have many classes or a series of classes with this theme. Measure by how many people attend, what criteria the school uses and how we are using the criteria in our programs/events.
- Offering support packets for children outside of the library, track number of packets distributed.
- Direct caregivers to online/website. Blog posts with links to other EL sites. Track clicks/site visits.
- Measure how broad our youth reach is within the demographics of the community.

Objective 2: **ENSURE** that staff and physical spaces in the youth areas of the library support social emotional learning.

- Update early lit stations for social/emotional learning; asses them for quality using researched criteria *similar project completed within the past year*
- Circ stats of materials deemed as “social emotional.”
- Provide x number of classes/events that support objective; ex: scavenger hunts.

- ~~Event idea: Story Walk on library property~~
- Feedback from the community
 - ~~Partners serving the same age group with the same goals~~
- ~~Themed displays; quota?~~
- ~~Put x number of activities in barn SEL activity at least 1x per month and change every month. Use and attendance of SEL activities~~
- ~~Training/prof. dev for staff; quota/# of hrs.? Certificate of completion.~~
 - ~~Provide SEL workshop for staff (online, 60 min.) Fundamentals of SEL~~
- ~~“Learn through play” toy bins being used [in house] (including Lego table, puppets, etc.)~~
- ~~Number of teen/adult volunteering opportunities for classes and events that support objective.~~

Objective 3: **PROVIDE** culturally sensitive classes and events.

- ~~Represent through at least one book a variety of cultures/races in ELC.~~
- ~~Number of total events~~
- ~~Find diverse presenters for culturally and inclusive programming opportunities.~~
 - ~~Track number of outside presenters (experts)~~
 - ~~Event idea: Culture Night where we can invite families from other cultures to share with other families.~~
- ~~Diversity assessment of event/classes attendees~~
- ~~Consult the calendar to provide culturally and inclusive programming.~~
- ~~Number of cultures represented in the library.~~
- ~~Percentage of collection that represent different cultures.~~
- As measured by feedback from the community on their wants and needs.
- ~~Staff training~~

School Age, Tween and Teen

Objective 1: **PROVIDE** additional support to lower performing schools or lower performing academic areas.

- ~~Number of Kids cards made through PLSD collab; how many of those cards are in active use.~~
- ~~Number of students who use HHC.~~
- ~~Student participation ratio?~~
- ~~School delivery (high schools as measured by # of checkouts at visits)~~
- ~~Outreach focuses to targeted title 1 schools.~~
 - ~~Winter reading~~
 - ~~Title I nights that outreach covers as measured by # of events attended and people reached~~

- ~~Reading Buddies~~—target and market to the lowest performing schools
- ~~Number of events that support objective.~~
 - ~~Event/class ideas ACT, SAT, College Fair, Trade School Fair, Military, Job Fair, FAFSA program how to, school field trips, art showcases, talent shows etc.~~
- ~~Increase outreach staff to support services (as measured by the support for additional staffing such as increase in student enrollment, staff hours/ outreach hrs. ratio)~~
- ~~As measured by increase in the connection with students by 30% annually~~
- As measured by the use of library services by the community around Title 1 and low performing schools.

Objective 2: **CREATE** meaningful partnerships with schools and homeschool groups to ensure all students have equitable access.

- ~~HHC attendance numbers/Summer Reading and Winter reading totals~~
- ~~Total Homeschool programs, statistics of attendance.~~
- ~~Staff hours toward Homeschool centric classes and events/hrs. spent in outreach in PLSD schools.~~
- ~~Create resource guides for how to homeschool. Count how many of the resources have been taken.~~
- As measured by ongoing engagement through feedback (Satisfaction survey)

Objective 3: **DEVELOP** dynamic programming to foster a love of reading and life-long learning.

- ~~Number of School visits not for classwork~~
- ~~Number of classes and events/ ratio attendance vs returning attendees to measure quality (if they are coming back) including returning Summer/Winter Reading participants.~~
- ~~Reading programs like summer, winter; Reading Buddies; document an increase participation # of signups.~~
- ~~Number of/participation numbers of Mentorship programs.~~
- ~~Survey or comment/ review cards from event and class attendees and ask what students want in the way of programming.~~
- ~~Multigenerational storytimes; Tales with the Tigers~~
- ~~Offering more non-school specific reading programs (number of classes/events).~~
- ~~Measure use of online resources.~~
- Count how many kids are checking out non-school books.
- As measured by annual evaluation of programs offered.

Objective 4: **SUPPORT** the intellectual and emotional growth of school age, tween, and teen customers by helping them ignite their spark.

- As measured by increased program participation, feedback, and the expansion of emotional well-being resources.
 - Idea 1: Youth Empowerment Workshops
 - Host workshops on self-esteem, leadership, and emotional intelligence.
 - Track attendance and collect feedback, aiming for a 20% increase in participation.
 - Idea 2: Emotional Well-being Resources
 - Develop a dedicated section with books and materials on emotional well-being.
 - Measure the circulation of these resources and strive for a 15% increase.
 - Idea 3: Youth Surveys
 - Regularly survey young library users to assess their emotional and intellectual needs.
 - Target at least an 80% participation rate among this age group.
- ~~Assessment of Teen social and emotional needs; see increase in teen event and classes.~~
- ~~TAB/discord interaction stats~~
- As measured by the variety of the programming we offer.
- ~~Decrease in staff turnover rates to allow teens staffing consistency/familiar faces to help build upon relationships.~~
- ~~Learn about teen clubs in the area and reach out to see about partnering or offering programs together. Measure attendance.~~
- ~~Number of positive engagements between teens and staff.~~
- ~~Become "Safe Space" certified.~~

Objective 5: **ENSURE** all services, resources, classes, events, and initiatives foster and support inclusivity and accessibility.

- ~~Number of contracted programmers that reflect patron cultures.~~
- ~~Number of displays/visible support of welcoming spaces for diversity~~
- ~~Kulture City sensory bags; staff training and awareness. Measurable by number of staff certified through Kulture City.~~
- ~~Support different language groups; books for all languages present within our service area.~~
- Anonymous survey/comment cards (Satisfaction survey)
- ~~Number of resources that support different abilities; wayfinding for non-English speakers; dyslexia resources, etc.~~
- ~~Diversity assessment of event/classes attendees~~

- ~~As measured by ongoing trainings and feedback~~

Marketing and Outreach

Marketing

Objective 1: **INCREASE** brand awareness throughout the community by empowering the team to generate high quality leads through effective communication of organization expertise.

- ~~Number of staff social media submissions.~~
- ~~20% increase in SM followers~~
- ~~10% growth in website traffic~~
- ~~15% growth in community participation/attendance at events~~
- ~~Branding review by experts/outside consultant~~
- ~~Hrs. toward staff training/professional development.~~
- ~~Number of community trips/total hours with outreach vehicle~~
- ~~Addition of a PPL podcast/engagement numbers~~
- ~~Additional staff for social media; the support collected for this addition (such as time spent by loomly account staff members creating social media content)?~~
- ~~Assessment of diverse demographics reached through social media initiatives~~
- ~~After website revamp; complete a user experience review~~
- ~~Take organizational strategies handout to outreach events/track number handed out.~~
- ~~Increase/ track number of advertisements on a billboards, flyers in the library, local businesses.~~
- ~~Post flyers in businesses around Pickerington where people go. Have a tear off at the bottom of poster. When replacing and adding new posters, count how many tear offs are left. Or use a QR code and track.~~
- ~~As measured by working with the community partners; attain feedback.~~
- ~~An increase in leads~~
- Consistency and engagement~~As measured by interactions w/community through physical and virtual usage.~~

Objective 2: **INSTILL** our organizational value among our stakeholders.

- ~~A list of ways we communicate with outside stakeholders~~
- ~~As measured by engagement and usage statistics.~~
- ~~Change wording to “patrons” from “customers”. “Patrons” insinuates a collaborative symbiotic relationship; ‘you are here for us, and we are here for you’ vs “customer” which insinuates a one-sided service/ business transaction.~~

- ~~Survey to better understand how people use the space/how we can accommodate all needs.~~
- ~~End of year report should reflect organizational strategies and accomplishments, goals, strategic plans, tactical accomplishments.~~
- ~~Ideas for marketing toward our stakeholders:

 - ~~Short commercials about our programs and materials~~
 - ~~FREE stuff with a library card!~~
 - ~~School, Assisted Living, Senior Center, etc. newsletter ads~~
 - ~~People who use the Experience Passes — take a picture of them and testimonial to share in library and social media.~~~~
- ~~Collect testimonials of customers loving the library and post in library, social media~~
- ~~Measure by asking where they heard/saw about us.~~

Objective 3: **IMPLEMENT** a process to ensure all promotional and marketing approaches are equitable and inclusive.

- ~~IDE centric marketing practices, ex: photo descriptions~~
- ~~Create a Social media committee made up of staff volunteers, preferably with social media experience.~~
- ~~Opportunities for more moderators/ use staff voices.~~
- ~~As measured by feedback from the community.~~
- ~~Assess inclusivity of marketing efforts.~~
- ~~How can we reach audiences who are not using social media? Find where people are and place advertising there, like billboards, newspapers, etc.~~

Outreach

Objective 1: **PROVIDE** access to materials, demonstrating the organization's value by engaging with stakeholders.

- ~~Number of locations with PPL materials~~
- ~~Number of visits/Number of cards made.~~
- ~~Library on the go number of events and people in attendance~~
- ~~Call local businesses/event planners and ask if we can set up a pop-up library. Neighborhood associations may like to have this as well. Measure by how many places/businesses we go to and the number of participants.~~
- ~~As measured by an increase in the number of items that are checked out

 - ~~As measured by circulation data~~~~

Objective 2: **INVEST** time and effort in connecting the community with resources, inspiration, and entertainment for life.

- Number of event booths with information/reference questions tracked.
- Outreach statistics organized by type to visualize diversities in audience and services ex: daycares, PPLSD, nursing facilities, community spaces/events; etc.
 - Order materials that meet the needs of these groups
 - Increase or develop events/classes at these locations (more than pop-ups or crafts). Ex: booking performers such as musicians to play oldies in nursing homes.
- As measured by partnership demographics, establish partnerships with at least 3 organizations representing diverse communities and set a target for 20% of the marketing budget to support these initiatives.
- Increase the outreach department by 100% to be able to provide services to more people.
- As measured by staff time focused on outreach and programming. As measured by interactions and programming

Objective 3: **RECOGNIZE** that everyone has diverse needs but focus efforts in areas of highest impact.

- Number of visits to high impact areas
- Assessment of minority support services
- As measured by feedback collection, encourage and track feedback from diverse stakeholders to ensure marketing approaches resonate with a wide audience. Aim for a minimum of 300 feedback responses annually.
 - Survey to help understand services to meet needs of the community.
- Recurring/consistent programming
- Determine through stats which 'group' uses the library the most and concentrate either on that group or try and bring in the groups we aren't serving as well.

Technology

Objective 1: **FOCUS** new and existing technology by weighing value to the customer and responsible financial performance.

- Number of facility dude tickets
 - As measured by usage statistics. (usage normalized by cost)
- Number of uses for accessible technologies, ex: LP keyboard.
- Measure customer satisfaction through surveys regarding technology use and needs at the library. Implement at least 5 suggestions per year.
- As measured by a decrease in tech related help tickets by 15%

Objective 2: **PROVIDE** technologically advanced facilities, to keep the library relevant and allow for equitable access for all.

- ~~Basic tech checks; lifecycle planning for replacing technologies with “technology of tomorrow”. This will allow us to spend less time and money on investing in repair “band-aids” vs replacing.~~
- ~~Ideas for technological advancements:~~
 - ~~Offer printing from mobile devices.~~
 - ~~Collaborate with surrounding libraries to compare technologies and tech services.~~
 - ~~Provide working laptops for parents to use while they are using the YS department.~~
 - ~~Makerspace type kits available for checkouts (podcasting, ghost hunting, sewing, ukuleles)~~
 - ~~Provide wi-fi that is reliable and strong even in busy use times.~~
 - ~~3D printer for community use~~
 - ~~Update OS from Microsoft 2010 for customers~~
 - As measured by demographics and use of technology

Objective 3: **ENSURE** a safe technological environment through cybersecurity measures while providing access to technology of tomorrow.

- ~~Reduce the number of spam emails that come through employee emails.~~
- ~~Functional security cameras/upgraded camera system.~~
- ~~Review of cybersecurity measures taken by the library; compare to other libraries.~~
- ~~As measured by annual test and evaluation of our firewalls and filters~~
- ~~Informing the staff with training on safety for the customers on safe internet use.~~
- As measured by security incidents

New Business

09-02-24 Motion to approve phase one of replacing the HVAC units that provide heating and cooling to Meeting Rooms A and C, Information staff workroom, and IT Office with one unit immediately?

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

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

09-03-24 Resolution to approve a purge of inactive customer (3 years or more) with any fees: 2935 in total fees: \$4,512.05?

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

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

09-03-24 Resolution to approve changing library hours of operation as follows with an effective date of October 1, 2024?

- Sunday - 12 pm to 5 pm
- Monday through Thursday - 9 am to 8 pm
- Friday - 9 am to 6 pm
- Saturday - 9 am to 5 pm

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

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:18 p.m.

Next Board Meeting

Regular Board Meeting
October 21, 2024 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES EMERGENCY MEETING
September 24, 2024

The Board of Trustees of the Pickerington Public Library met in special emergency session for the purpose of discussing allegations of misconduct of a public employee on September 24, 2024 at 7:15 p.m. in the Large Conference Room of the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Alissa Henry, Beth Muncy, Ashley Hughes, Todd Stanley, and Mary Herron.

Staff members present: Tony Howard Library Director

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): None
Unexcused Absence(s): None

9-4-2024 Motion to go into Executive Session to discuss the investigation of charges and complaints against a public employee (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 the investigation of charges and complaints against a public employee (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code. Mary Herron seconded.

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

Went into Executive Session at 7:18pm.

9-5-2024 Motion to come out of Executive Session to discuss the investigation of charges and complaints against a public employee (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code

Beth Muncy made a motion to come out of Executive Session to discuss the investigation of charges and complaints against a public employee (ORC 121.22 (G)(1)) and Rule 3358:17-1-04.2 (A)(1) of the Administrative Code. Todd Stanley seconded.

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

Came out of Executive Session at 7:43 pm.

9-6-2024 Motion to place Fiscal Officer, Chuck Ressler on paid Administrative Leave during the course of the investigation of alleged misconduct

Mary Herron made the motion to place Fiscal Officer, Chuck Ressler on paid Administrative Leave during the course of the investigation of alleged misconduct. Todd Stanley seconded.

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

Adjournment

Cristie adjourned the meeting at 7:50 p.m.

Next Board Meeting:

Regular Board Meeting
October 21, 2024 @ 7 p.m. at Main Library

Cristie Hammond
President

Mike Jones
Vice President

Welcoming Experience

Objective 1: **PROVIDE** a safe and enjoyable learning environment for everyone at the library.

- Visitor Satisfaction: As measured by at least 75% of visitors rating their experience as "safe" and "enjoyable" in post-visit surveys. Conduct regular surveys to gather feedback from customers about their perception of the library: Is it seen as a learning environment? Is the library top of mind when considering educational resources? Based on metrics, are there repeat visitors, or is there a way to track unique visits versus repeats?
- Return users, sharing with family/friends, tagging on social media.

Objective 2: **PROMOTE** professional, reliable, and accountable conduct among customers and staff.

- Positive Reinforcement: Track instances where staff are recognized for exhibiting professional/appropriate conduct. Objective 3: **SUPPORT** a collaborative working and learning environment through innovative and effective space planning.

Objective 3: **SUPPORT** a collaborative working and learning environment through innovative and effective space planning.

- Space Utilization Rate: As measured by maintaining an average utilization rate of 25% for collaborative spaces.
 - Accessibility: Ensure collaborative spaces (HHC) are easily accessible to all customers to promote inclusivity. Track which spaces are used by certain groups to see if other spaces require rework to be more accessible to customers.
 - Noise Management: Utilize noise monitoring equipment to assess whether space planning accounts for acoustic considerations to balance collaboration and concentration.

Objective 4: **CREATE** an inclusive culture focused on equality and fairness, which celebrates the unique aspects of all stakeholders.

- Demographic Data: Collect demographic information about stakeholders to ensure diversity and track changes over time.
- Demographics of complete set of stakeholders aligns with the entire service area population.

Health and Wellbeing

Objective 1: **IMPROVE** employee morale in order to increase retention rates and improve productivity.

- Employee Satisfaction Surveys: As measured by a minimum 50% increase in overall satisfaction scores in employee surveys.
- Survey staff about their well-being.

Objective 2: **INVEST** *in staff learning and development to foster professional growth, leadership, and lifelong learning.*

- As measured by the total monetary investment (budget, travel, time paid) compared to libraries of similar size and budget. Investment per person comparison

Objective 3: cut from plan

Objective 4: **CREATE** *an inclusive culture focused on equality and fairness, which celebrates the diverse aspects of staff and stakeholders.*

- As measured by surveys of staff regarding the effectiveness of the Library's EDI Committee in developing the staff on this topic.

Youth Engagement

Early Literacy

Objective 1: **SUPPORT** *the community as a respected resource by helping parents, caregivers, and educators teach the children of the community skills needed for kindergarten and beyond.*

- Create parent and educator satisfaction surveys after workshops or youth programming; Benchmark: achieving satisfaction of x% or above.
- Measure how broad our youth reach is within the demographics of the community.

Objective 2: **ENSURE** *that staff and physical spaces in the youth areas of the library support social emotional learning.*

- Feedback from the community
- Use and attendance of SEL activities

Objective 3: **PROVIDE** *culturally sensitive classes and events.*

- As measured by feedback from the community on their wants and needs.

School Age, Tween and Teen

Objective 1: **PROVIDE** *additional support to lower performing schools or lower performing academic areas.*

- As measured by the use of library services by the community around Title 1 and low performing schools.

Objective 2: **CREATE** meaningful partnerships with schools and homeschool groups to ensure all students have equitable access.

- As measured by ongoing engagement through feedback (Satisfaction survey)

Objective 3: **DEVELOP** dynamic programming to foster a love of reading and life-long learning.

- Count how many kids are checking out non-school books.
- As measured by annual evaluation of programs offered.

Objective 4: **SUPPORT** the intellectual and emotional growth of school age, tween, and teen customers by helping them ignite their spark.

- As measured by increased program participation, feedback, and the expansion of emotional well-being resources.
 - Idea 1: Youth Empowerment Workshops
 - Host workshops on self-esteem, leadership, and emotional intelligence.
 - Track attendance and collect feedback, aiming for a 20% increase in participation.
 - Idea 2: Emotional Well-being Resources
 - Develop a dedicated section with books and materials on emotional well-being.
 - Measure the circulation of these resources and strive for a 15% increase.
 - Idea 3: Youth Surveys
 - Regularly survey young library users to assess their emotional and intellectual needs.
 - Target at least an 80% participation rate among this age group.
- As measured by the variety of the programming we offer.

Objective 5: **ENSURE** all services, resources, classes, events, and initiatives foster and support inclusivity and accessibility.

- Anonymous survey/comment cards(Satisfaction survey)

Marketing and Outreach

Marketing

Objective 1: **INCREASE** brand awareness throughout the community by empowering the team to generate high quality leads through effective communication of organization expertise.

- As measured by interactions w/community through physical and virtual usage.

Objective 3: **IMPLEMENT** a process to ensure all promotional and marketing approaches are equitable and inclusive.

- As measured by feedback from the community.

Outreach

Objective 1: **PROVIDE** access to materials, demonstrating the organization's value by engaging with stakeholders.

- As measured by circulation data

Objective 2: **INVEST** time and effort in connecting the community with resources, inspiration, and entertainment for life.

- As measured by interactions and programming

Technology

Objective 1: **FOCUS** new and existing technology by weighing value to the customer and responsible financial performance.

- As measured by usage statistics. (usage normalized by cost)

Objective 2: **PROVIDE** technologically advanced facilities, to keep the library relevant and allow for equitable access for all.

- As measured by demographics and use of technology

Objective 3: **ENSURE** a safe technological environment through cybersecurity measures while providing access to technology of tomorrow.

- As measured by security incidents

Summary

The common "as measured by" statements across the objectives, are summarized as a set of consistent methods for evaluating progress and success. The most common areas of measurement are **satisfaction surveys, feedback mechanisms, utilization rates, and data collection.** Below is a summary of the areas of measurement which shows how are strategic goals overlap.

- **Customer and Staff Satisfaction Surveys:**

- Across many objectives (e.g., Welcoming Experience, Health and Wellbeing, Youth Engagement, Marketing), **surveys** are a primary tool to gauge satisfaction. This includes:
- Visitor satisfaction surveys (e.g., for safety, enjoyment, and service experience)
- Employee satisfaction surveys (to measure morale, well-being, and EDI effectiveness)
- Parent, educator, and youth satisfaction after workshops and programs.

- **Feedback and Engagement Metrics:**

- **Community feedback** and ongoing **engagement** are frequently used to measure success, especially in objectives tied to inclusivity, cultural sensitivity, and professional conduct. Feedback is gathered through:
- Surveys, comment cards, and social media interactions.
- Responses to community needs (e.g., culturally sensitive programming, emotional well-being resources).

- **Utilization and Circulation Data:**

- **Utilization rates** and **circulation data** are commonly used to assess how well resources, spaces, and programs are used. This includes:
- Space utilization for collaborative spaces.
- Circulation of materials (e.g., technology, books, and resources for emotional well-being).
- Program attendance and participation metrics (e.g., youth programs and workshops).

- **Demographic Data and Inclusivity Measures:**

- Objectives that focus on inclusivity and equity are measured by **tracking demographics** and **ensuring alignment** with community representation. This includes:
- Gathering demographic data on stakeholders and staff.
- Ensuring equitable access to services and evaluating outreach impact based on community demographics.

- **Program and Service Evaluation:**

- Several objectives include evaluating the **effectiveness of programs** through **ongoing assessments**. This is typically measured by:
- Annual evaluations of programs (e.g., reading and learning programs).
- Measuring the diversity and variety of offerings.
- Tracking feedback on new or updated programming.

- **Financial and Technological Performance:**

- Objectives tied to technology and financial responsibility are measured by:
- **Usage statistics**, normalized by cost, to assess the value of technology and services.
- Tracking **cybersecurity incidents** to ensure the safety of technology environments.



Memorandum

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

From: Tony Howard

Date: October 21, 2024

Subject: 2025 Holiday and Closing Schedule

Executive Summary

In making decisions regarding holiday and building closures for 2025, we followed our Board approved policy. There are only two dates to note and those are the Staff Development Days.

Staff Development Days

We are planning two all-day Staff Development days again this coming year. In the spring, we focus on safety and security. In the fall, staff development day will focus on operational and library industry focused issues. In order for successful training days, we will need to close the library. These dates were chosen because they do not fall on holiday dates when government offices are closed.

Background

Staff Development Day during the past nine years were successes. The schedule adheres to the current holiday policy, which was updated in July 2021

Recommendation

- Close for major holidays (see holiday schedule) recognized by Board approved policy
- Close all day for both Staff Development Days

Action Requested

- Resolution to approve the 2025 Holiday and Closing Schedule

Pickerington Public Library
Holiday & Scheduled Closings 2025

New Year's Day – January 1 – Closed

Martin Luther King Day – January 20 – Closed

Staff Development– February 24 – Closed (Professional Development)

Easter – April 20 – Closed

Memorial Day – May 26 – Closed

Juneteenth – June 19 – Closed

Independence Eve – July 3 – Close at 5:00 pm

Independence Day – July 4 – Closed

Labor Day – September 1 – Closed

Staff Development Day – October 27 – Closed (Professional Development)

Thanksgiving Eve – November 26 – Close at 5:00 pm

Thanksgiving Day – November 27 – Closed

Christmas Eve – December 24 – Closed

Christmas Day – December 25 – Closed

New Year's Eve – December 31 – Close at 5:00 pm

M____. _____ introduced the following resolution and moved its passage:

Resolution No. _____

**SELECTING MOST-QUALIFIED DESIGN PROFESSIONAL AND
AUTHORIZING SOLICITATION OF PRICE PROPOSAL**

WHEREAS, the Pickerington Public Library Board of Trustees (the “Board”) is undertaking Facilities Master Planning (to include potential Main Library Expansion and New Branch) & New Pavilion Project (the “Project”); and

WHEREAS, the services of a design professional are needed for the facilities master planning, to develop programming recommendations, cost estimating, preparation of design documents and construction administration services for the New Pavilion, and possibly preparation of design documents and construction administration services following the master planning services if authorized in the future by the Board; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Director worked with construction legal counsel to advertise and issue a Request for Qualifications (“RFQ”) for the Project; and

WHEREAS, a selection committee evaluated the 12 design professional qualifications received based upon announced criteria consistent with Ohio Revised Code Section 153.65, interviewed 5 of those firms and ranked the most-qualified firms, and recommends to the Board that HBM Architects, LLC (“HBM”) is the most-qualified firm with SHP, DesignGroup, Bialosky, and Luminant ranked second, third, fourth, and fifth respectively; and

WHEREAS, pursuant to Ohio Revised Code Sections 153.65, et seq., the Board wishes to authorize the Director to solicit a price proposal from the most-qualified firm which is subject to approval as fair and reasonable at a subsequent Board meeting and to work with construction legal counsel to begin contract negotiations with the most-qualified firm per Ohio Revised Code Section 153.69.

NOW, THEREFORE, BE IT RESOLVED by the Pickerington Public Library Board of Trustees as follows:

1. The Board approves the design professional procurement process, accepts the ranking of design professional firms as set forth above, and selects HBM Architect, LLC as the most-qualified design professional firm for the Project per Ohio Revised Code Sections 153.65, et seq.
2. The Board authorizes solicitation of a price proposal from the most-qualified firm which is subject to approval as fair and reasonable at a subsequent Board meeting and authorizes the Director to work with construction legal counsel begin contract negotiations with the most-qualified firm pursuant to Ohio Revised Code Section 153.69.
3. Pursuant to Ohio Revised Code Section 153.69(D), if the Director determines that an agreement cannot be reached with the most-qualified firm, the Board authorizes the Director, working with the Board’s construction legal counsel, to terminate negotiations with the most-qualified firm, enter into negotiations with the firm ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

M____. _____ seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: _____ Nays: _____