PICKERINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AGENDA FOR September 21, 2026

1. Call to Order
    a. Roll Call
    b. Excused Absences
2. Secretary's Report
    a. Consent Agenda
        1. Minutes
            a. August 17, 2026, Regular Board Meeting minutes
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. Public Services Director
9. Marketing Managers Report
10. Old Business
11. New Business
    a. Resolution to approve the closure of the Main Library at noon on Saturday, October 24, 2026, to allow for preparation of the facility for the

fundraising event scheduled that evening.

b. Resolution to approve Potential Change Order 004 for the revised piping pathway serving Air Handling Units 4, 5, and 6 in the amount of $25,991.35 and authorizes the Director to execute the related change-order documents

c. Resolution authorizing an amount not to exceed $30,000 for the exterior rerouting and installation of HVAC refrigerant line sets serving Air Handling Units 1, 2, and 3, including work directly necessary to complete those connections; authorizing the Director to review, approve, and execute the final change order within that amount, compliance with the applicable construction contract; and requires the Director to report the final approved amount to the Board at its next regular meeting. Any expenditure exceeding $30,000 or any material expansion of the authorized scope requires additional Board approval.

12. For the good of the order

13. Adjournment

Next Board Meeting:

Regular Board Meeting - Monday, October 19, 2026, at Main Library

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING
August 17, 2026

The Board of Trustees of the Pickerington Public Library met in regular session on August 17, 2026 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mary Herron, Todd Stanley, Beth Muncy, Ashley Hughes. Staff members present: Tony Howard- Library Director, Chuck Ressley- Fiscal Officer, Rafael Ortiz- Public Services Director, Emily Perkins- Marketing Manager, and Dorinda Ellinger-Human Resource Generalist

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Mike Jones & Alissa Henry
Unexcused Absence(s):

Secretary's Report

Consent Agenda

1. PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL MEETING
July 27, 2026

The Board of Trustees of the Pickerington Public Library met in special session on July 27, 2026 at 6:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Mike Jones, Mary Herron, Alissa Henry, Beth Muncy, Ashley Hughes. Staff members present: Tony Howard- Library Director, Chuck Ressley- Fiscal Officer, Rafael Ortiz- Public Services Director, Dorinda Ellinger-Human Resource Generalist.

Call to Order

Meeting called to order by Mike Jones.

Roll Call

Excused Absence(s): Cristie Hammond and Todd Stanley
Unexcused Absence(s):

Secretary's Report

Consent Agenda

1. PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
June 15,2026

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07-01-26 Motion to approve the Consent Agenda of the regular meeting of June 15, 2026

Beth Muncy made a motion to approve the Consent Agenda items. Ashley Hughes seconded.

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

Public Participation

None

New Business

Resolution Authorizing the Consolidation of Four Library-Owned Parcels into a Single Parcel

07-02-26 Resolution Authorizing the Consolidation of Four Library-Owned Parcels into a Single Parcel

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

Roll Call: Ashley Hughes-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 6:07 p.m.

Next Board Meeting

Regular Board Meeting
August 17, 2026 @ 7:00 p.m. at Main Library

_____
Mike Jones
Vice-President

_____
Mary Herron
Secretary

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08-01-26 Motion to approve the Consent Agenda for July 27, 2026 Special Board Meeting

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

Roll Call: Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Ashley Hughes-yes, Beth Muncy-yes.

With an Amendment to remove Todd Stanley from the approval's for motions.

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

Roll Call: Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Ashley Hughes-yes, Beth Muncy-yes.

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Public Participation

Laura Lindsay

Friends of the Library Report

None

Finance Committee

Fiscal Officer's Report

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

Other Committee Reports

The Fundraising Committee convened on August 17 and reviewed plans for the **Smoke & Mirrors Adult Night of Magic**. Event ticket sales are scheduled to launch on **August 22, 2026**. The silent auction will open for bidding on **October 15, 2026**, and will close during the event on **October 24, 2026**. Attendees will be admitted beginning at **6:00 p.m.**, and the event will start at **7:00 p.m.**

Director's Report

PICKERINGTON
PUBLIC LIBRARY

Director's Report

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

From: **Tony Howard**

Date: **August 17, 2026**

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Quarterly Strategic Focus

Read

Significant Issues

External

Public Records Requests – Compliance Reminder

- The Ohio Library Council (OLC) has advised that public libraries are receiving an increasing number of public records requests and recently provided additional guidance regarding appropriate responses.

- Public libraries are required to respond to public records requests in accordance with Ohio Revised Code 149.43, including providing existing responsive records within a reasonable period of time and appropriately reviewing records for information exempt from disclosure.
- Administration has reminded staff of the Library's procedures for receiving and responding to public records requests.
- Board members are reminded that communications and records related to Library business may constitute public records and may be subject to disclosure and records-retention requirements, including communications conducted electronically or through personal devices or accounts.
- **Board Action:** Awareness only. No action is required at this time.

General Updates

2026 Director Action Goals – Status updates

Goal 1: Operationalize and Analyze Strategic Data Systems

Status: In Progress – Analysis & Refinement Phase

Due to other operational priorities during this reporting period, there are no significant updates since the previous Board meeting. The completed dashboard framework remains available for ongoing operational analysis and review.

Next Steps:
• Continue analysis of operational trends and performance indicators
• Refine reporting metrics and dashboard structure as needed
• Continue development planning for the Annual Data Insights Report

Goal 2: Strengthen Community Partnerships and Inclusive Outreach

Status: In Progress

No significant updates during this reporting period. The Library continues its ongoing work with schools, community organizations, and other local partners.

Next Steps:
• Continue development of school and community partnerships
• Identify priority service and geographic gaps
• Expand outreach opportunities through community events and organizations

Goal 3: Strengthen Leadership Capacity and Succession Readiness

Status: In Progress

The management team continues to progress through its *Leadership Is Language* book study, with discussions increasingly focused on applying the book's concepts to day-to-day leadership and organizational decision-making.

The team is also nearing completion of the first strategic question, Understanding the Future, within the Library's three-year leadership development initiative. Through this work, the team recognized significant alignment between concepts in *Leadership Is Language* and the Library's ONE Leadership Model.

The ONE Leadership Model establishes shared expectations for Library leaders centered on **being present, communicating often, being honest, explaining the why, acknowledging what you don't know, and following through, with accountability serving as the foundation for each of these behaviors.**

The alignment between the two provides an opportunity to integrate concepts from *Leadership Is Language* into the ONE Leadership Model and create a more cohesive approach to leadership development across the organization.

Next Steps:
- Complete the first strategic question within the Understanding the Future leadership lens
- Continue *Leadership Is Language* discussions and practical application
- Integrate applicable concepts from the book study into the ONE Leadership Model
- Continue mentor/mentee development and leadership coaching

Goal 4: Evaluate Public Services Tasks for Delegation

Status: In Progress

Continued progress is being made in identifying operational responsibilities that can appropriately transition from me to other members of the leadership team.

Coordination of the Library's annual holiday leave process has been transitioned to the Public Services Director. Because holiday leave decisions are primarily driven by maintaining appropriate public service desk coverage during Thanksgiving, Christmas, and New Year's weeks, this responsibility more appropriately aligns with Public Services administration.

I have also begun transitioning direct participation in after-action meetings for major Library and community events to the Public Services Director. I continue to provide feedback and perspective but have moved away from routine participation in these operational discussions. This allows the appropriate leadership staff to manage event evaluation and follow-up while I maintain a more strategic role focused on organizational direction and higher-level decisions.

Next Steps:

- Continue identifying operational responsibilities appropriate for delegation
- Evaluate the effectiveness of recently transitioned responsibilities
- Continue shifting appropriate operational decision-making to department leadership
- Maintain Director involvement at the strategic and organizational level

Goal 5: Increase the Library’s Online and Social Media Presence

Status: In Progress – Implementation Phase

The Library's new Marketing Social Media Contractor has begun work and is actively creating and posting content. This additional capacity represents an important step toward increasing the Library's online presence, expanding digital engagement, and reaching more of the community through social media platforms.

Strong, measurable performance objectives have been established and are being tracked to evaluate the effectiveness and impact of the contracted position. Initial

discussions have also begun regarding future content development and platform strategies.

Detailed progress related to social media activity and performance will be reported through the Marketing Manager's regular updates.

Next Steps:

Next Steps:

- Continue implementation of measurable performance goals
- Monitor growth, engagement, and overall effectiveness
- Develop future content strategies
- Evaluate platform strategies and opportunities to expand community reach

Goal 6: Improve Facilities & IT Reporting to the Board

Status: Active review

Current Facilities and IT reporting processes remain in place. The Director continues to monitor how information is presented and received by the Board and will make adjustments as necessary based on future feedback and reporting needs.

Next Steps:

• Continue consistent monthly reporting updates

• Monitor reporting effectiveness and clarity
• Implement refinements as needed based on future feedback

Overall Summary

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Progress during this reporting period was most evident in leadership development, delegation of operational responsibilities, and expansion of the Library's social media capacity.

The management team is nearing completion of the first strategic question within the three-year leadership development initiative and has identified meaningful connections between the *Leadership Is Language* book study and the Library's broader leadership model. Operational responsibilities related to holiday leave coordination and after-action event review have been transitioned to appropriate members of the leadership team, allowing the Director to maintain greater focus on strategic direction and organizational priorities.

The Marketing Social Media Contractor has also begun work, with measurable performance objectives in place and initial discussions underway regarding future content and platform strategies.

Other goals remain active, with additional progress anticipated as operational demands and organizational priorities allow.

Facilities Projects Update

- **Tree Removal**
  - Two trees located behind the building have died and require removal. Both trees were previously cut back approximately nine years ago, which was the last time the wood line was cleared to maintain a 10-foot buffer from the building. One of the trees currently overhangs a portion of the library. Each tree is estimated to be 30–40 feet tall.
  - **Update**: We have not received any further quotes and plan to move forward with the lowest responsible quote of $11,750, which was submitted by Yardmaster.

- **Branch Design & Development**
  - **Design & Budget:** Design development continues to progress as the project team works toward completion of the construction documents. The project team recently completed a **value engineering review** to identify opportunities to reduce project costs and maintain the project within the

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established budget. Site development, property, and zoning activities also continue to advance.

- **Property Consolidation:** The process to consolidate the Library's four Refugee Road parcels into a single parcel is nearing completion. All necessary documentation has been prepared, with final signatures remaining before the consolidation can be completed.
- **Zoning Review:** The project team has addressed the City's previous zoning comments and design expectations. More recently, the City added a request for the project to incorporate a **southbound left-turn lane on Pleasant View Drive**. The Library and project team are evaluating the necessity and impact of this additional requirement and are working with the engineers to determine the associated cost prior to the September zoning meeting.
- **Easements:** The City has agreed to vacate its existing easement along the rear portion of the property. Staff are working with the City to complete the necessary process and have the easement vacation presented to City Council for approval. All other existing easements will remain in place.
- **Site Design:** The site plan continues to be refined to address City requirements related to landscaping, screening, stormwater management, and the impact of vehicle headlights on surrounding properties.
  - Along the **north property line**, the design will incorporate fencing to provide additional screening between the Library property and neighboring residences. The fencing will help mitigate vehicle headlights, particularly during winter months when the existing wooded area provides less natural screening.
  - Along **Refugee Road and Pleasant View Drive**, the stormwater and landscape plans have been revised to incorporate a berm approximately one to two feet in height, supplemented by evergreen trees and other landscaping. The berm and landscaping are intended to reduce vehicle headlights from the parking areas and meet City screening requirements. Under City requirements, the berm will extend along the frontage, including the area in front of the building.
- **Next Steps:** Complete the property consolidation; advance the City's easement vacation through City Council; determine the cost and project implications of the requested Pleasant View Drive turn lane; prepare for the September zoning meeting; and continue advancing construction documents within the established project budget.

- **Roof Replacement Project**
  - **Status**: Construction Underway
  - Installation of the new flat roof system is substantially progressing. Completion of portions of the roof is currently awaiting delivery of metal components needed to complete the transition between the flat roof areas

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and the existing metal roof. Once those materials arrive, the contractor will proceed with the remaining installation work.
    - During construction, an existing condition was identified involving the thickness of portions of the roof deck. The specified four-inch fasteners penetrated through the thinner-than-anticipated deck and became visible inside the building. The proposed solution is to increase insulation thickness in the affected areas, allowing the specified fastening system to be used without penetrating into the occupied space. Ruscilli has submitted Potential Change Order (PCO) #001 for $13,968.96 for this work.
    - Separately, an infrared moisture survey of approximately 8,900 square feet of the existing low-slope roof identified two areas of wet insulation totaling approximately 126 square feet. The affected insulation will need to be removed and replaced before completion of the new roofing system. A separate PCO of approximately $1,600 is anticipated for this work.
    - Legal counsel has reviewed the wet-insulation issue and advised that because the infrared survey was completed after the GMP was established and the condition was not included in the GMP basis documents, the resulting repair work is appropriately addressed as additional work through a change order.
    - **Board Action**: PCO #001 exceeds the Director's $10,000 change-order authority and will require Board approval. The anticipated wet-insulation change order is expected to fall within the Director's delegated authority.

- **HVAC Replacement Project**

    - **Status:** Construction Underway
    - HVAC replacement work continues to progress throughout the Main Library. Some portions of the project are ahead of schedule while others are slightly behind; overall, work continues to move forward as the contractor adjusts sequencing based on building conditions and project needs.
    - Installation of the new piping system is progressing throughout the building. Piping work has been completed in the conference room area; however, the conference rooms will remain closed until wiring for the new HVAC control system is installed and ceiling work can be completed.
    - Two new air handling units have been installed in Meeting Room C. Ductwork installation will follow to complete this phase of the work.
    - The existing air handling unit located above the Friends closet in Meeting Room B has been removed.
    - Work is beginning in the women's restroom area to remove and replace the air handling unit located above the restroom stalls. Beginning August 18, the public restrooms will be temporarily closed for approximately one week while this work is completed. During the closure, customers will be directed to the family restroom in the Children's area.
    - Removal of the existing boilers began last week. This work is being completed during the summer months while the boilers are not needed for building heating.

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- **Operational Impact:** Meeting Room C and the conference rooms remain temporarily unavailable while construction continues. The temporary public restroom closure will create an additional short-term service impact beginning August 18. Facilities and Administration continues to coordinate with Ruscilli Construction to minimize disruptions to library operations and reopen spaces as individual phases are completed.

- **StoryWalk Update**
  - I recently met with the City's leadership team and engineer regarding the covered bridge project at Sycamore Creek Park. The City's project was delayed after construction bids came in higher than anticipated, requiring the City to revise the estimated project cost, obtain approval, and rebid the work.
  - The City has established a revised **substantial completion date of April 1, 2027** for the covered bridge project. Installation of the Library's StoryWalk remains dependent upon and will be coordinated with the City's work because the StoryWalk route incorporates the bridge area.
  - The City continues to request coordination between the two projects to ensure the StoryWalk installation aligns appropriately with the bridge construction schedule.
  - **Contractor/Next Steps:** Administration is reassessing the Library's construction timeline and contractor arrangements in light of the City's revised schedule. If the Library's current contractor is willing to honor the previously established pricing, the Library intends to proceed with that contractor. If the pricing cannot be maintained, the StoryWalk project will be rebid. Installation will be coordinated with the City as the covered bridge project progresses.

IT Projects Update

- **IT Operations & Infrastructure**
  - Neshmi has completed her first 90 days with the Library and has developed a strong working understanding of the Library's technology environment, including systems, infrastructure, vendors, technology at both locations, and day-to-day operational needs. IT efforts are now transitioning from the initial assessment and discovery phase toward establishing sustainable, repeatable technology operations.
  - Work continues to strengthen IT documentation and standard operating procedures, including technology deployments, troubleshooting, employee onboarding and offboarding, system administration, and support

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processes. A longer-term goal is the development of a centralized IT knowledge base to improve organizational continuity and reduce reliance on institutional knowledge.

- **Technology Management & Asset Lifecycle**
    - NinjaOne continues to be developed as the Library's central platform for endpoint management and IT operations. Current work includes improving ticketing workflows, reporting, automation, documentation, and mobile device management.
    - IT is continuing the inventory and review of Library technology assets with the goal of establishing a formal lifecycle and replacement strategy. This will allow technology replacement needs to be anticipated and incorporated into future budget planning rather than primarily responding when equipment fails.

- **Technology Deployments & Access Management**
    - The initial new self-checkout workstation has been successfully configured, and the deployment process has been standardized and documented. Rollout of the remaining planned self-checkout devices will continue.
    - IT has also been reviewing employee technology access, including Active Directory, Microsoft 365, shared-drive permissions, distribution groups, and manager-level access. Standardized onboarding and offboarding processes are being developed to improve consistency, security, and access management.

- **Cybersecurity & Technology Modernization**
    - Cybersecurity is increasingly being incorporated into routine IT operations, including endpoint management, patch management, identity and access, device management, and infrastructure planning. The long-term objective is to treat cybersecurity and risk management as an ongoing operational responsibility rather than a stand-alone project.
    - IT has also begun a broader review of the Library's Microsoft environment, including Microsoft 365, Teams, SharePoint, OneDrive, Forms, Power Automate, and device management. The review will identify opportunities to improve security, collaboration, automation, operational efficiency, and potentially consolidate existing technology solutions.

- **Strategic Technology Planning**

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- Development of the Library's first 1–3 year Strategic Technology Roadmap is underway. Initial planning includes asset inventory and lifecycle needs, infrastructure, endpoint management, cybersecurity, Microsoft capabilities, operational inefficiencies, and technology modernization opportunities.
- This work will ultimately provide a more structured approach for prioritizing technology investments and connecting future technology needs with the Library's annual budget and long-range planning.

HR Update

Staff Recognition Event

The Library held its annual Staff Recognition Event, bringing employees from both locations together to celebrate staff accomplishments, strengthen connections, and recognize outstanding contributions to the organization.

2026 Award Recipients:

- **Brynn Antaran** – Customer Service & Community Engagement Award

- **Debbie Madison** – Behind-the-Scenes Excellence Award
- **Casee Ontko** – Leadership & Initiative Award
- **Jess Pinkerton** – Joan Underwood Smiling Star – Positivity & Enthusiasm Award
- **Faida McCain & M.C. Rigo** – Programming & Outreach Award
- **Lizzy Carraher** – Teamwork & Collaboration Award
- **Alaysia Winters** – Innovation & Creativity Award
- **Dana Folkerts** – Book Matchmaker Award
- **Rebekah Hughes** – Master of Displays – Exceptional Visual Creativity Award
- **Maxwell Duff** – Calm in the Storm – Grace Under Pressure Award
- **Casee Ontko** – Staff Choice Award – Leader
- **Beth Marshall** – Staff Choice Award – Staff Member
- **Grace Walker** – 2025 Employee of the Year
- **Michelle Petersen** – 2025 Manager of the Year

Service Milestones

Four employees were recognized for significant service anniversaries:

- **Trudi Coakley** – 15 years
- **Laura Hanby** – 10 years
- **Tony Howard** – 10 years
- **Debbie Madison** – 10 years

Following the event, 19 employees completed a feedback survey. Overall results were positive, with **84% rating the event Excellent or Good** and no respondents rating it Poor or Very Poor. All respondents agreed that the event celebrated staff contributions, and 18 of 19 agreed that the recognition presented was meaningful and sincere.

Staff particularly valued the awards and recognition, opportunities to socialize with colleagues, and event activities. Sixteen of 19 respondents felt the amount of time devoted to awards and recognition was about right.

Suggestions for future events included additional opportunities for interaction between management and staff, consideration of a more spacious location, enhanced breakfast options, and additional recognition categories. The planning team will use the feedback to refine next year's event while maintaining the emphasis on meaningful staff recognition and bringing employees from both Library locations together.

Staff Training – Sound Mind Health Services

Staff completed the first of four training sessions with Sound Mind Health Services designed to strengthen staff resilience, improve stress management, and provide practical strategies for responding to challenging situations, including the increased activity and large groups of students we experience during after-school hours.

One of the key tools introduced during the first session was the **PAUSE technique**, which provides staff with a simple framework for slowing down and responding intentionally during stressful or escalating situations:

- **P** – Plant yourself: Pause and become grounded before reacting.
- **A** – Assess: Evaluate the situation and what is occurring.
- **U** – Understand your role: Determine your responsibility and what is within your control.

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- **S** – Select your next response: Choose an intentional response rather than reacting automatically.
- **E** – Exit and escalate when appropriate: Recognize when to disengage and seek additional assistance.

The remaining three sessions will continue building practical skills staff can use to manage stress, support one another, and respond effectively during challenging customer interactions and high-volume periods.

Staff Recognition – Rhonda Adams

I would like to recognize Rhonda Adams, Customer Service Associate, for her dedication, reliability, and willingness to go above and beyond in serving both the Library and our community.

Much of Rhonda's daily work happens behind the scenes but is essential to keeping Library materials moving efficiently. She helps process cargo and ensures that materials arriving from other libraries are properly sorted and routed, whether they are going to the reserve shelves, shelving carts, or being returned to their home libraries. Rhonda is also one of the primary staff members working on our request-to-fill lists, helping fulfill reserves for Pickerington customers as well as customers throughout our consortium. In addition, she takes a lead role in managing the pickup lockers at Main Library.

Rhonda is perhaps most recognizable, however, through another important role: she is our primary Violet the Cow mascot staff member. Rhonda takes tremendous pride in bringing Violet, the Library's Reading Ambassador, to life and works hard to make every interaction with Violet memorable for children and families.

Serving as Violet is more physically demanding than it may appear from the outside. The costume requires stamina, particularly during outdoor and extended community events, yet Rhonda approaches every appearance with enthusiasm and professionalism. Whether participating in a community parade or helping Violet connect with families at events like Big Summer Celebration and Santa Saturday, Rhonda fully embraces the role and has helped make Violet a memorable and beloved part of the Pickerington Public Library.

Her commitment was especially evident this summer. Rhonda represented the Library as Violet during the Fourth of July parade and stepped into the costume again for Big

Summer Celebration on August 1, spending several hours bringing Violet to life and interacting with customers throughout the Main Library property. After finishing her responsibilities as Violet, Rhonda took a short break and then headed to another community event, where she represented the Library as a suspect in the Pickerington Chamber's murder mystery. Altogether, Rhonda dedicated nearly eight hours that day to representing the Library and engaging with the community. This is an extraordinary example of her willingness to step up, bring energy to every role, and help create memorable experiences both inside and outside the Library.

Rhonda's work demonstrates that outstanding customer service takes many forms. From making sure a customer's requested item gets exactly where it needs to go to creating the excitement a child experiences when they meet Violet. Her reliability behind the scenes and enthusiasm as one of our most visible reading ambassadors make Rhonda an important part of the Library team and very deserving of this month's recognition.

PTO Schedule

Tony: None

Public Services Director

Public Services Director
Board Report
08/17/2026

The 2026 Summer Reading Program delivered record-breaking results across nearly every performance measure. Registrations increased 31.5% to a record 4,369 participants, finishers increased 23.9%, and participants logged more than 78,000 days

of reading. Outreach participation more than tripled, community event attendance grew substantially, and participation increased across every age group. These results demonstrate the success of the library's literacy initiatives, expanded outreach efforts, and continued investment in community engagement.

Key Results

Record Registration

- 2025 Registrations: 3,323
- 2026 Registrations: 4,369
- Increase: +1,046 participants (+31.5%)

This represents the highest Summer Reading registration total in library history.

Record Finishers

- 2025 Finishers: 1,353
- 2026 Finishers: 1,677
- Increase: +324 finishers (+23.9%)

More than 1,600 participants completed the program, reflecting strong engagement with literacy goals throughout the summer

Increased Reading Activity

- 2025 Reading Logged: 61,452 days
- 2026 Reading Logged: 78,280 days
- Increase: 16,828 additional reading days
- Increase: +27.4%

Participants logged nearly 80,000 days of reading during the summer.

Growth Across All Age Groups

Every major age category experienced substantial growth.

Age Group	2025	2026	Change
Babies	95	124	+30.5%
Kids	1,825	2,440	+33.7%
Teens	385	534	+38.7%
Adults	894	1,271	+42.5%

Adult participation showed the largest increase, growing by more than 42%, while teen participation increased nearly 39%.

Significant Expansion of Outreach Impact

One of the strongest areas of growth was outreach.

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Measure	2025	2026
Outreach Events	8	29
Outreach Participants	1,238	4,256

This represents:

- 262.5% increase in outreach events
- 243.8% increase in outreach participation

Summer Feeding sites, daycares, Picktown Palooza, the Farmer's Market, and other community outreach efforts significantly expanded the library's reach beyond its physical locations.

Strong School Engagement

The library saw notable growth across many local schools.

Highlights include:

- Heritage Elementary: +49.3%
- Toll Gate Elementary: +20.1%
- Toll Gate Middle School: +78.0%
- Central Junior High: +66.1%
- Lakeview Junior High: +38.6%
- Pickerington Central High School: +44.6%
- Pickerington North High School: +35.4%
- Homeschool participants: +27.5%

These results indicate growing awareness and participation across elementary, middle, and high school populations.

Expanded Community Events

The library substantially expanded summer programming.

Library Events

- 2025: 134 events
- 2026: 206 events
- Increase: +53.7%

Program Attendance

- 2025: 2,417 participants (excluding kickoff/finale methodology differs)
- 2026: 3,714 participants
- Increase: +53.7%

Particularly strong growth occurred in:

- Teen programming (+133.6% participation)
- Adult programming (+183.3% participation)

Signature Event Success

Big Summer Celebration

- 2025: 555 attendees

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- 2026: 1,228 attendees
- Increase: +121%

Attendance more than doubled, making it one of the library's largest community events of the year.

Increased First-Time Participation

A particularly encouraging indicator was the growth in first-time participants.

- 2025 First-Time Participants: 987
- 2026 First-Time Participants: 1,945
- Increase: 97%

Nearly half of all 2026 participants reported that this was their first Pickerington Public Library Summer Reading experience, demonstrating the library's success in attracting new families and readers.

Volunteer Growth

Volunteer support also increased.

- 2025 Volunteer Hours: 574
- 2026 Volunteer Hours: 663
- Increase: 89 additional hours

Volunteer involvement helped support registration, events, shelving, and Summer Reading operations at both library locations.

Marketing Manager

Marketing Manager Report

Board of Trustees Meeting

August 17, 2026

Marketing continues to focus on strengthening the Library’s visibility, community engagement, and ability to communicate the value of Library services. Recent work has focused on expanding Marketing capacity, supporting major Library initiatives, preparing for the Fall Fundraiser and levy-related communications, and increasing community visibility through advertising, sponsorships, and partnerships.

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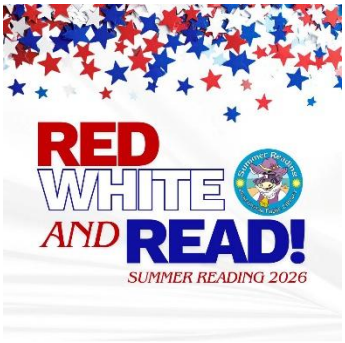
Strategic Campaigns

2026 “Red, White & READ!” Summer Reading



The 2026 **“Red, White & READ!” Summer Reading initiative** concluded with the most successful Summer Reading season in Library history, with **record-breaking participation and attendance at Big Summer Celebration**.

Marketing supported the initiative through development of the **“Red, White & READ!” theme and visual identity**, campaign graphics and promotional materials, and coordinated advertising and promotion across Library communication channels. These efforts helped build awareness, encourage participation, and maintain visibility throughout the summer.

The **July 4 Parade & America 250 Celebration** provided an opportunity to extend the Summer Reading campaign into the community. The coordinated use of “Red, White & READ!” branding, staff shirts, parade decorations, and promotional materials helped create a strong, highly visible Library presence while raising awareness of Summer Reading beyond Library locations. Strong staff participation and positive community response further strengthened the Library’s presence at this signature community event.

Following the parade, **Library On-The-Go and the Pie Eating Contest in the Elevate District** provided additional opportunities to highlight the Library’s community engagement. Marketing captured photos and video from these activities and developed social media content that performed strongly, extending the reach of the events and showcasing the Library services and resources to a broader audience.

Key results:

- Summer Reading: **Record-breaking 4300+** participants
- Big Summer Celebration: **1,300** attendees
- July 4 Parade: Distributed **more than 1,800 library-branded fans**
- July 4 Parade: Distributed **3,000 Summer Reading *Red, White & READ!* invitation cards**

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$4.45 Difference Campaign & Messaging Strategy

Continued advancement of the "$4.45 Difference | Strong Library, Strong Community" campaign, transitioning from introducing the Library's value in spring to demonstrating that value through visible summer programming, services, and resources.

- Spring (Mar–May): Introduced the value and meaning
- Summer (Jun–Aug): Demonstrate that value in action through programs, services, and Summer Reading initiatives.
- Fall (Sept–Oct): **Connect demonstrated value to future planning**, **stewardship, and community investment.**

Fall Newsletter

The **Fall Newsletter** has been completed and released, highlighting upcoming programs, events, resources, and services for all ages. A hard copy is being provided to each Board member.

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Social Media & Marketing Assistant

Rachel Canterbury began as the Library's Social Media & Marketing contractor on July 29. In her first few weeks, Rachel has made a strong contribution to the Marketing Department and is doing an excellent job supporting the Library's social media strategy.

Her primary focus is capturing and creating short-form social media content, including Reels, Stories, and video clips, while also assisting with content planning, the marketing calendar, signage, and monthly marketing and social media reporting.

This position and her efforts are **increasing the library's capacity to consistently produce timely, engaging content**. A strong example of this was Saturday, Aug. 1, with coverage of two major events: Big Summer Celebration and Pickerington Murder Mystery. Beyond large-scale events, the library's social media presence and engagement benefit from daily short-form content.

Short-form summary since July 29 (16 days)

Reels	Stories	Reel Views		Story Views	
12	22	Facebook Instagram Total	8,060 2,645 10,705	Facebook Instagram Total	5,402 4,200 9,602

Highest-Performing Content

Posts	Impressions (Views)	Shares	Clicks
Big Summer Celebration Photos	10,309	14	541
Teen Lock-In Photos	6,636	0	629
Surplus Sale	6,548	25	178

Short-Form Content	Impressions (Views)	Shares	Clicks
Farmers' Market Reel	3,454	4	44
Big Summer Celebration Recap	1,555	6	39
Murder Mystery Recap Reel	1,360	2	22

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Key Highlights:

- **Instagram reach increased nearly 169%**, with 22 new followers bringing total followers to 1,700. The platform generated 228 total engagements during the reporting period.
- **Facebook impressions increased 89% to 70,029**, up from 37,022. Video views increased significantly, from 43 to 2,079 (**+4,734.88%**).
- Summer Reading and community-event content, particularly photos and short-form video, generated the strongest performance.
- Content performs best when it features people, activity, or a strong visual hook.

Improvement Takeaways

- **Improve engagement efficiency on Facebook.** Impressions rose 89% but likes increased only 0.62%.
- **Strengthen calls to action.** Shortened-URL clicks fell 45.8%, so use clearer prompts such as “Register,” “View the full calendar,” or “Reserve your spot.” in-short form content.
- **Repurpose high-performing formats.** Use carousel recaps, short videos, photos of attendees, and posts that show the experience.
- **Increase content shares.** Increase our following and followers by identifying those who are likely to re-share our content and prioritizing tags.

Sponsorships & Advertising

Marketing continues to expand Library visibility through advertising, sponsorships, and community partnerships.

Current and upcoming efforts include:

- **BandFest Advertising:** The Library is running a **half-page, full-color advertisement** in the hard-copy program for the **52nd Annual BandFest**, hosted by Pickerington High School Central and Pickerington High School North.
- **Pickerington Magazine:** Continued advertising and a recurring **book recommendations page** provide ongoing visibility for the Library and its resources within the community.
- **2026 PACC Business & Leadership Conference:** The Library is a **Corporate Sponsor** of the 2026 PACC Business & Leadership Conference, hosted by the Pickerington Area Chamber of Commerce on **Sept. 18**. The Library will also have a **sponsor/vendor table** at the event, providing an opportunity to increase visibility and connect directly with local business and community leaders.

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- **Community Wellness Fair:** Marketing ordered Library-branded water bottles that will be filled with Library promotional materials and given to customers attending the **Wellness Fair at Pickerington Main Library** at the end of August.
- **PLSD "Stay in The Game" Initiative - Advertising Sponsorship:** The library is an All-Star *Stay in the Game* Sponsor for the 2026-27 school year, a statewide initiative that promotes and encourages student attendance. The All-Star sponsorship is a monetary sponsorship with advertising benefits. Marketing donated 250 color-changing, library-branded pencils as student reward giveaways for younger students and will donate a portion of any remaining library-branded water bottles from the Community Wellness Fair as incentive rewards for high school teens.
- **Volunteer Incentives:** Marketing has designed and ordered library-branded items to serve as incentives for community volunteers. The cost of these items is generously covered by the Friends of the Pickerington Public Library.

Community Engagement | Labor Day Parade

The Labor Day Parade will provide an important opportunity to increase Library visibility in the community. Marketing has strategically designed a staff T-shirt that all staff members will wear during the parade and at appropriate Library events and outreach opportunities. The design reinforces the Library's broader community-impact messaging and provides a consistent visual identity for staff as the Library continues to strengthen community awareness of its value.

The shirt and parade banner, signs, and handouts feature the message:

A Strong Library Builds a Strong Community

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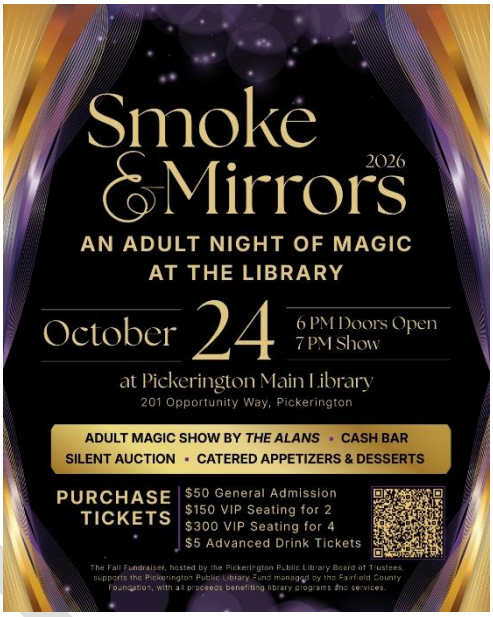
Board of Trustees Fall Fundraiser



Marketing met with **Fundraising Committee Chair Beth Muncy** and **Library Director Tony Howard** to finalize the promotional strategy for the *Smoke & Mirrors* Fall Fundraiser. Graphics and promotional messaging are complete, with promotions beginning at the end of the week across the Library's website, social media channels, and other promotional outlets.

Board members will receive digital and hard-copy invitations to personally invite community members and contacts to the event.

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Old Business

New Business

Approval of Potential Change Order 001 – Roof Insulation Thickness Change

PICKERINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES

RESOLUTION FOR THE APPROVAL OF POTENTIAL CHANGE ORDER 001 – ROOF INSULATION THICKNESS CHANGE

WHEREAS, the Pickerington Public Library Board of Trustees previously authorized the Existing HVAC Replacement Project, including associated roofing work at the Main Library; and

WHEREAS, during the roofing work, it was determined that portions of the existing roof deck are thinner than originally anticipated, resulting in the specified four-inch fasteners penetrating through the deck and into the interior ceiling; and

WHEREAS, Ruscilli Construction Co., LLC and the roofing contractor have determined that increasing the insulation thickness in the affected areas will provide the necessary additional depth to accommodate the specified roofing fasteners and address the existing condition; and

WHEREAS, Ruscilli Construction Co., LLC has submitted Potential Change Order 001, CE #004 – Insulation Thickness Change, in the amount of **Thirteen Thousand Nine Hundred Sixty-Eight Dollars and Ninety-Six Cents ($13,968.96)** for the additional work;

NOW, THEREFORE, BE IT RESOLVED, that the Pickerington Public Library Board of Trustees hereby approves Potential Change Order 001, CE #004 – Insulation Thickness Change, for the Existing HVAC Replacement Project in an amount not to exceed **$13,968.96**; and

BE IT FURTHER RESOLVED, that the Library Director and Fiscal Officer are authorized to execute the necessary change order documentation and take such other administrative actions as may be necessary to implement this change in accordance with the Library's contracts, policies, and applicable law

08-02-26 Approval of Potential Change Order 001 – Roof Insulation Thickness Change

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

Roll Call: Ashley Hughes-yes, Todd Stanley-yes, Cristie Hammond-yes, Beth Muncy-yes, Mary Herron-yes. Approval passed.

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Resolution to approve the Virtual Board Meetings Policy and Administrative Procedure, effective August 24, 2026

PICKERINGTON PUBLIC LIBRARY

Memorandum

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To: **Pickerington Public Library Board of Trustees**

From: **Tony Howard**

Date: **August 17, 2026**

Subject: **Virtual Board Meetings Policy and Administrative Procedure**

Executive Summary

Ohio Revised Code Section 121.221 provides qualifying public bodies with the ability to conduct meetings and permit individual members to participate remotely through video conferencing or similar electronic technology after adopting a policy governing such participation.

The proposed Virtual Board Meetings Policy and Administrative Procedure establish this authority for the Pickerington Public Library Board of Trustees while maintaining in-person attendance as the primary and expected means of participation. The policy is intended to provide reasonable flexibility when circumstances make physical attendance impractical, rather than make virtual participation an alternative to regular in-person attendance.

Background

Ohio House Bill 257 amended Ohio's Open Meetings Act to permit eligible public bodies to conduct virtual meetings and allow individual members to participate remotely. The legislation became

effective April 9, 2025. To utilize these provisions, the Board must first adopt a policy governing virtual participation.

The Library has also experienced two Board meetings that had to be cancelled due to the lack of a quorum. While in-person attendance remains the preferred and expected means of participation, the ability for an otherwise unavailable Trustee to participate remotely may help the Board maintain a quorum and conduct necessary Library business.

Policy Highlights

- Establishes in-person attendance as the primary and expected means of Trustee participation, with Trustees expected to physically attend at least 75% of regular Board meetings annually.
- Permits individual Trustees to participate remotely when appropriate while requiring them to be both seen and heard.
- Establishes requirements for All-Virtual Meetings, including electronic public access and public participation when applicable.
- Preserves in-person consideration of significant matters, including Major Non-Routine Expenditures, Significant Hiring Decisions, real property purchases, and tax issues.
- Establishes administrative procedures addressing notice, technology, voting, public access, meeting minutes, executive sessions, and technical interruptions.

Recommendation

It is recommended that the Board approve the Virtual Board Meetings Policy and Administrative Procedure. The proposed policy provides additional flexibility for Trustee participation while maintaining the Board's expectation that physical attendance remains the standard and ensuring compliance with Ohio's Open Meetings Act.

Action Requested

Resolution to approve the Virtual Board Meetings Policy and Administrative Procedure, effective August 24, 2026.

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PICKERINGTON
PUBLIC LIBRARY

Virtual Library Board Meetings

Board Policy:

Date Reviewed: 8/17/2026
Date Approved: 8/17/2026
Effective Date: 8/24/2026
Replacing Policy Effective: New

The Pickerington Public Library Board of Trustees recognizes that video conferencing and similar electronic technology may provide additional flexibility for conducting Library business and for Trustee participation when in-person attendance is not practical.

In-person attendance is the primary and expected means of participation in meetings of the Pickerington Public Library Board of Trustees. Virtual participation is intended to provide reasonable flexibility when circumstances make physical attendance impractical and is not intended to replace regular in-person participation by Trustees.

Trustees are expected to attend in person at least seventy-five percent (75%) of the regular meetings of the Board during each calendar year. Attendance through video conferencing or similar electronic technology in accordance with this policy constitutes attendance at the meeting for purposes of quorum, voting, and Ohio law, but does not constitute in-person attendance for purposes of this expectation.

The Board recognizes that circumstances including illness, family or employment obligations, travel, emergencies, or other circumstances may occasionally prevent a Trustee from meeting the in-person attendance expectation. The Board President may consider such circumstances when reviewing a Trustee's compliance with this provision.

In accordance with Ohio Revised Code Sections 121.22 and 121.221, the Board of Trustees and its committees and subcommittees may conduct meetings, and individual Trustees may participate in meetings, through video conferencing or similar electronic technology as permitted by law and this policy.

A Trustee participating remotely in accordance with this policy and applicable law shall be considered present at the meeting, may vote, and shall be counted for purposes of determining whether a quorum is present.

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Virtual participation must utilize video conferencing or similar electronic technology that enables participating Trustees to be both seen and heard. Audio-only participation does not constitute attendance under this policy.

The Board is committed to maintaining transparency and meaningful public access when conducting Virtual Meetings. Virtual Meetings shall be conducted in a manner that permits the public to see and hear the discussions and deliberations of participating Trustees and otherwise complies with Ohio's Open Meetings Act.

The Board shall not conduct a meeting virtually, and Trustees shall not participate remotely, when the meeting involves:

- a vote to approve a Major Non-Routine Expenditure;
- a vote involving a Significant Hiring Decision;
- a vote to purchase real property; or
- proposing, approving, or voting upon a tax issue or tax increase.

For purposes of this policy, a **Major Non-Routine Expenditure** means a one-time or infrequent expenditure exceeding $100,000 that falls outside the Library's ordinary course of operations or was not previously authorized or reasonably contemplated within an adopted budget, contract, capital plan, or Board-approved project.

A **Significant Hiring Decision** means a decision involving the appointment, employment, termination, or compensation of the Library Director or Fiscal Officer.

The greater of ten percent (10%) of the members of the Board or two Trustees may require that action on an agenda item occur only at a fully in-person meeting by providing notice to the Board President not less than forty-eight (48) hours before the meeting.

Virtual Meetings and remote Trustee participation shall be conducted in accordance with the accompanying Administrative Procedure and applicable Ohio law.

This policy does not intend to address every issue, exception, or contingency that may arise in connection with a Virtual Meeting. When circumstances are not specifically addressed, the Board shall comply with applicable provisions of Ohio's Open Meetings Act and may consult legal counsel as appropriate.

Administrative Procedure:

Date Reviewed: 8/17/2026
Date Approved: 8/17/2026
Effective Date: 8/24/2026
Replacing Procedure Effective: New

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Definitions

For purposes of this Policy and Administrative Procedure:

All-Virtual Meeting means a meeting conducted through video conferencing or similar electronic technology during which all participating Trustees attend remotely rather than being assembled at one physical location.

Emergency means an unforeseen event or circumstance that would prevent a Trustee from physically attending a scheduled in-person meeting without undue effort, expense, or risk to the Trustee or others. Examples may include illness, unexpected work or personal travel, adverse weather or transportation conditions, or similar circumstances.

Emergency Requiring Immediate Official Action means an unforeseen issue or circumstance requiring immediate consideration or action by the Board to address an imminent threat to the safety or security of the Library, its employees, customers, or property; avoid missing a statutory, contractual, or other material deadline; prevent substantial financial loss or liability; comply with law; preserve a significant business opportunity; or avoid other material adverse consequences to Library operations or finances.

Virtual Meeting means an All-Virtual Meeting or an otherwise in-person meeting during which one or more Trustees participate remotely through video conferencing or similar electronic technology.

A. Applicability

1. This Administrative Procedure applies to meetings of the Pickerington Public Library Board of Trustees and meetings of committees and subcommittees of the Board that constitute public bodies subject to Ohio's Open Meetings Act.
2. Meetings may be conducted virtually, or individual Trustees may participate remotely, only as authorized by the Board Policy, this Administrative Procedure, and applicable Ohio law.

B. Trustee Request for Remote Participation

1. A Trustee intending to participate remotely in a scheduled in-person meeting shall notify the Board President at least forty-eight (48) hours before the scheduled meeting.
2. In the event of an Emergency, the Trustee shall provide as much advance notice as reasonably possible.

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3. The Board President shall notify the Library Director or designee of the request so that appropriate meeting and technology arrangements can be made.

4. A Trustee participating remotely must have sufficient hardware, software, internet connectivity, audio, and video capability to participate effectively and to be clearly seen and heard.

C. All-Virtual Meetings

1. Before scheduling an All-Virtual Meeting, the Board President, in consultation with the Library Director and Fiscal Officer as appropriate, shall determine that:

    a. the meeting may legally be conducted virtually;

    b. the proposed agenda does not include an action that must occur at a fully in-person meeting;

    c. applicable public-notice requirements can be satisfied; and

    d. appropriate technology and public access can be provided.

2. Except in the event of an Emergency Requiring Immediate Official Action, an All-Virtual Meeting shall be scheduled sufficiently in advance to satisfy applicable notice requirements.

D. Agenda Review

1. Before a Virtual Meeting, the Library Director or designee shall review the proposed agenda to determine whether it includes:

    a. a vote on a Major Non-Routine Expenditure;

    b. a Significant Hiring Decision;

    c. a vote to purchase real property;

    d. proposing, approving, or voting upon a tax issue or tax increase; or

    e. another matter that applicable law requires to be considered at a fully in-person meeting.

2. If an agenda includes an item that may not be considered or acted upon virtually, the meeting shall be conducted fully in person or the affected agenda item shall be deferred to a fully in-person meeting.

E. Public Notice

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1. Except as otherwise permitted by law for an Emergency Requiring Immediate Official Action, the Library shall provide notice of an All-Virtual Meeting at least seventy-two (72) hours in advance.

2. Notice shall be provided to the public and to news media that have requested meeting notices and shall identify, as applicable:

    a. the date and time of the meeting;

    b. the agenda;

    c. that the meeting will be conducted virtually;

    d. the electronic technology being used; and

    e. the means by which members of the public may electronically access the meeting.

3. In the event of an Emergency Requiring Immediate Official Action, the Library shall immediately provide notice to news media that have requested meeting notices as required by Ohio law. The notice shall identify the time and purpose of the meeting and the means by which the public may access the meeting.

F. Public Access

1. The Library shall ensure that members of the public attending a meeting can see and hear the discussions and deliberations of all participating Trustees, including Trustees participating remotely.

2. When a meeting is conducted at a physical location that is open and accessible to the public, the Library is not required by this policy to provide members of the public with a separate electronic means of attending the meeting solely because one or more Trustees are participating remotely.

3. For an All-Virtual Meeting, the Library shall provide members of the public with electronic access that permits them to observe and hear the meeting.

4. When public comment is included on the agenda of an All-Virtual Meeting, the Library shall provide a means, through technology widely available to the public, for members of the public attending remotely to participate in public comment.

5. The same time limits, conduct expectations, and other rules governing public comment at an in-person meeting shall apply to electronic public comment.

6. When the public is provided an electronic means of accessing a meeting, the Library shall designate an email address, telephone number, or other method

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through which members of the public may report that the electronic means of access is not functioning.

G. Technology and Meeting Setup

1. The Library Director shall designate an employee to coordinate the technology necessary for a Virtual Meeting.
2. Prior to the meeting, the designated employee shall, as applicable:

    a. establish the video conference;

    b. test the Library's audio and video equipment;

    c. provide connection information to remotely participating Trustees;

    d. verify the public-access method;

    e. establish the method for reporting technical difficulties;

    f. establish procedures for electronic public comment when applicable; and

    g. make appropriate technological arrangements for an executive session, if anticipated.
3. Whenever reasonably practicable, Trustees participating remotely should test their equipment and connection before the meeting begins.

H. Conduct of the Meeting

1. At the beginning of the meeting, the presiding officer shall identify Trustees participating in person and Trustees participating remotely and confirm the existence of a quorum.
2. A remotely participating Trustee shall remain visible to the public while participating in the public portion of the meeting.
3. Trustees may mute their microphones when appropriate to minimize background noise but must remain capable of immediately participating in Board discussion.
4. A remotely participating Trustee should participate from a location that permits the Trustee to hear and participate in the proceedings without unreasonable interruption.

I. Voting

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1. All votes taken during a Virtual Meeting shall be conducted by roll-call vote unless there is a motion for unanimous consent and no Trustee objects.
2. When action is taken by unanimous consent, the Board shall indicate how each Trustee voted, including any Trustee who abstained.
3. A Trustee experiencing a technical interruption shall not vote unless the Trustee can be seen and heard as required at the time the vote occurs.

J. Technical Difficulties

1. If a remotely participating Trustee loses required audio or video capability, the presiding officer may pause the meeting to allow the connection to be restored.
2. A Trustee who cannot be both seen and heard as required shall not be considered present during the period of the technical interruption and shall not vote or be counted toward the quorum until compliant participation is restored.
3. If the technical interruption results in the loss of a quorum, Board deliberations and official action shall cease until a quorum is restored.
4. If the electronic technology fails so that members of the public cannot see or hear the proceedings as required, substantive discussion and official action shall be suspended while the Library attempts to restore public access.
5. If required public access cannot be restored within a reasonable period, the meeting shall be recessed, continued, or adjourned as appropriate.

K. Executive Sessions

1. The Board may enter executive session during an otherwise permissible Virtual Meeting when authorized by Ohio Revised Code Section 121.22.
2. The required motion and roll-call vote to enter executive session shall occur during the public portion of the meeting.
3. The Library shall take reasonable technological measures to prevent unauthorized individuals from seeing or hearing the executive session.
4. Each remotely participating Trustee shall take reasonable steps to ensure that unauthorized persons at the Trustee's location cannot see or hear the executive-session discussion.
5. Trustees shall not electronically record an executive session.

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6. Public electronic access shall be restored before the Board resumes public deliberations or takes official action following an executive session.

L. Meeting Minutes

1. Minutes of a Virtual Meeting shall identify:

    a. whether the meeting was conducted entirely virtually or as an in-person meeting with one or more Trustees participating remotely;

    b. each Trustee who participated remotely;

    c. the electronic technology used to conduct the meeting; and

    d. significant technical interruptions affecting Trustee attendance, quorum, or voting.

2. The minutes shall otherwise comply with Ohio's Open Meetings Act and applicable Library policies.

M. Meeting Records

1. Meeting notices, agendas, minutes, and other records shall be retained in accordance with the Library's Records Retention Schedule.

2. Use of video conferencing or similar technology does not, by itself, require the Library to make or retain an audio or video recording of a meeting unless otherwise required by law or Library policy.

08-03-26 *Resolution to approve the Virtual Board Meetings Policy and Administrative Procedure, effective August 24, 2026*

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

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

Resolution to approve the revised Employee Relations Policy and Administrative Procedure, effective August 24, 2026, replacing the prevous policy and administrative procedure.

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Memorandum

To: **Pickerington Public Library Board of Trustees**

From: **Tony Howard**

Date: **August 17, 2026**

Subject: **Employee Relations Policy and Administrative Procedure Revisions**

Executive Summary

Although the Employee Relations Policy and Administrative Procedure were updated in January 2026, subsequent discussions with HR leaders In a workshop identified an area that was not addressed in the policy: expectations regarding the recording of Library business. While Ohio law permits the recording of conversations with the consent of only one participant, Library leadership determined that establishing an internal expectation that participants be notified before recording meetings or conversations conducted as part of Library business better supports transparency, professionalism, and mutual trust in the workplace.

The proposed revisions were discussed with union leadership through the Labor Management Committee. Following those discussions, the revisions were refined and are being recommended for adoption.

In addition to adding expectations regarding the recording of Library business, the revisions clarify the Reporting and Resolution section and refine the Workplace Respect and Professional Conduct section to better distinguish general workplace conduct expectations from matters addressed under the Library's Anti-Harassment and Discrimination Policy. These revisions improve

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clarity, reduce overlap between policies, and provide employees and supervisors with more consistent guidance.

Background

Although the policy was revised in January 2026, subsequent professional discussions and internal review identified several opportunities to improve clarity and address situations not previously covered. Rather than waiting for the next comprehensive policy review, these targeted revisions are being presented to ensure the policy remains current and provides clear guidance to employees and supervisors.

Key Changes

1. Recording of Library Business

- Added expectations requiring individuals to notify participants before creating audio or video recordings of meetings, interviews, conversations, or other Library business communications.
- Reinforced expectations for transparency, professionalism, and compliance with confidentiality, records retention, and public records requirements.

2. Workplace Respect and Professional Conduct

- Distinguished general workplace conduct expectations from allegations of harassment, discrimination, or retaliation, which are governed by the Library's Anti-Harassment and Discrimination Policy.

3. Reporting and Resolution

- Clarified reporting expectations for workplace conduct concerns.
- Added a cross-reference directing allegations involving harassment, discrimination, or retaliation to the Anti-Harassment and Discrimination Policy.
- Reaffirmed the Library's prohibition against retaliation for reporting workplace concerns or participating in a review.

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Recommendation

It is recommended that the Board approve the revised Employee Relations Policy and Administrative Procedure. These revisions provide clearer workplace expectations, strengthen standards for professionalism and respectful conduct, improve consistency across the Personnel Policy Manual, and better distinguish everyday employee relations issues from formal harassment and discrimination matters.

Action Requested

Resolution to approve the revised Employee Relations Policy and Administrative Procedure, effective August 24, 2026, replacing the previous policy and administrative procedure.

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PICKERINGTON PUBLIC LIBRARY

Employee Relations

Board Policy:

Date Reviewed: 8/17/2026
Date Approved: 8/17/2026
Effective Date: 8/24/2026
Replacing Policy Effective: 1/26/2026

The Pickerington Public Library Board of Trustees affirms that a professional, respectful, and cooperative work environment is essential to fulfilling the Library's mission and providing excellent service to the community.

This policy applies to all Library employees, supervisors, managers, and volunteers while conducting Library business and establishes expectations for professional conduct in interactions with customers, colleagues, and the public.

Employees are expected to conduct themselves in a manner that reflects positively on the Library and supports high-quality service to all customers.

The Library is committed to:

- Providing equitable and respectful service to all customers
- Fostering collaboration and mutual respect among employees

- Maintaining clear supervisory relationships and communication
- Promoting professionalism, courtesy, and accountability in the workplace

The Library provides services and employment practices without discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, ancestry, age, disability, military status, or any other status protected by federal or state law.

Nothing in this policy supersedes the terms of any applicable Collective Bargaining Agreement. Where a conflict exists, the Collective Bargaining Agreement shall govern.

The Library is committed to fostering transparency, professionalism, and mutual trust in all interactions conducted as part of Library business. Employees, supervisors, managers, administrators, and members of the Board of Trustees are expected to conduct meetings and conversations in a manner that promotes open communication and respectful working relationships.

Any individual who intends to create an audio or video recording of a meeting, interview, or conversation conducted as part of Library business shall notify all participants before recording begins, regardless of the purpose for which the recording is being made. This expectation applies equally to employees, supervisors, managers, administrators, and members of the Board of Trustees.

Administrative Procedure:

Date Reviewed: 8/17/2026
Date Approved: 8/17/2026
Effective Date: 8/24/2026
Replacing Procedure Effective: 1/26/2026

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A. Service to the Community

Employees are expected to provide a high standard of service to all customers.

A high standard of service is demonstrated through behaviors including:

- Assisting customers promptly and courteously
- Maintaining a welcoming and professional demeanor
- Referring argumentative or difficult situations to the Person-in-Charge or supervisor
- Maintaining emotional control and professionalism during challenging interactions

- Avoiding loitering or congregating at public service desks in ways that detract from service
- Taking an active interest in the concerns of the community

B. Working Relationships with Supervisors

Employees are expected to cooperate with supervisors in attaining the common goals of the library. In resolving problems between employee and supervisor, the employee will follow the established chain of command. If problems cannot be resolved in this manner, employees may utilize the Grievance Procedure as outlined in the Collective Bargaining Agreement or applicable personnel policies.

C. Recording of Library Business

Employees, supervisors, managers, administrators, executive leadership, and members of the Board of Trustees who intend to create an audio or video recording of a meeting, conversation, interview, telephone call, virtual meeting, or other communication conducted as part of Library business shall notify all participants before recording begins. Notification shall occur before any substantive discussion takes place.

This expectation applies regardless of the purpose for which the recording is being made, including recordings intended for personal reference, documentation, note-taking, or any other purpose.

Individuals creating recordings associated with Library business are responsible for complying with all applicable Library policies regarding confidentiality, records retention, and public records requirements.

Failure to notify participants before recording is inconsistent with the Library's expectations for professionalism, transparency, and mutual respect and may result in corrective action consistent with Library policy and any applicable Collective Bargaining Agreement.

D. Working Relationships with Staff

Supervisors are expected to cooperate with their staff in attaining the common goals of the library. Supervisors welcome inquiries and suggestions from employees. Employees have the right to expect clear direction from a designated supervisor and/or the supervisor on duty.

E. Working Relationships with Co-Workers

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Employees are expected to cooperate with their co-workers in attaining the common goals of the library and to treat one another with professionalism, respect, and courtesy.

F. Professional Attitudes and Conduct

It is expected that the conduct of the staff members toward the public and each other will reflect favorably on the image of the library. A courteous, conscientious, and generally businesslike manner should be exhibited in the workplace at all times.

G. Workplace Respect and Professional Conduct

The Library is committed to maintaining a professional, respectful, and collaborative work environment.

Employees are expected to treat one another with professionalism, courtesy, and respect. Workplace conflicts, incivility, bullying, intimidation, and disruptive behavior are inconsistent with the Library's standards of conduct, regardless of whether the behavior constitutes unlawful harassment or discrimination.

Conduct involving harassment, discrimination, or retaliation based on a protected characteristic will be addressed under the Library's Anti-Harassment and Discrimination Policy.

Bullying or abusive conduct by anyone, including employees, supervisors, managers, volunteers, or others is not acceptable. This expectation applies in all directions: employee to employee, employee to supervisor, supervisor to employee, and management to staff.

a. Definition of Bullying

Workplace bullying includes repeated or severe behavior that a reasonable person would find intimidating, threatening, humiliating, or intentionally harmful to another person’s ability to perform their work. Examples may include:

- Verbal abuse, insults, or personal attacks
- Threatening or intimidating behavior
- Deliberate exclusion intended to isolate an individual
- Spreading malicious rumors
- Undermining work performance through sabotage or deliberate interference

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b. Distinction from Supervision and Performance Management

Constructive supervision, coaching, and performance feedback are normal and necessary parts of a professional workplace and do not constitute bullying.

Actions such as assigning work, setting expectations, monitoring performance, addressing conduct or performance concerns, providing corrective feedback, or implementing discipline consistent with Library policy and the Collective Bargaining Agreement are considered appropriate management responsibilities.

Disagreement with a decision, receiving corrective feedback, or being held accountable for job performance does not, by itself, constitute bullying.

H. Reporting and Resolution

Concerns regarding workplace conduct, interpersonal conflicts, or potential bullying should be reported to a supervisor, Human Resources, or the Director/designee and will be addressed through normal supervisory and personnel processes consistent with Board policy, the Personnel Policy Manual, and any applicable articles in the Collective Bargaining Agreement.

Reports involving alleged harassment, discrimination, or retaliation based on a protected characteristic will be addressed in accordance with the Library's Anti-Harassment and Discrimination Policy.

Retaliation against any individual for raising a concern or participating in a review is prohibited.

08-04-26 Resolution to approve the revised Employee Relations Policy and Administrative Procedure, effective August 24, 2026, replacing the prevous policy and administrative procedure

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

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

Resolution to approve the revised Travel and Mileage Reimbursement Policy and Administrative Procedure, effective August 24, 2026, replacing the previous Travel Reimbursement Policy and Administrative Procedure and Repeal the Mileage

Reimbursement Policy and Administrative Procedure, effective the same date, as its provisions have been incorporated into the revised Travel and Mileage Reimbursement Policy and Administrative Procedure.

PICKERINGTON PUBLIC LIBRARY

Memorandum

DRAFT

To: **Pickerington Public Library Board of Trustees**

From: **Tony Howard**

Date: **August 17, 2026**

Subject: **Travel and Mileage Reimbursement Policy and Administrative Procedure Revisions**

Executive Summary

The Travel Reimbursement Policy and Administrative Procedure were reviewed as part of the Library's ongoing policy maintenance process. During the review, it was determined that the existing Travel Reimbursement Policy and the separate Mileage Reimbursement Policy contained overlapping provisions that could be consolidated into a single comprehensive policy. The proposed revisions improve organization, eliminate duplication, and better align the policy with current Library operations.

The revisions also incorporate operational practices from the former Mileage Reimbursement Policy, update reimbursement procedures to align with the Library's recently adopted Procurement Policy, clarify travel time compensation language, and strengthen consistency with current Internal Revenue Service (IRS) guidance, Fair Labor Standards Act (FLSA) requirements, and the Collective Bargaining Agreement.

Overall, the revisions modernize the policy without substantially changing employee reimbursement benefits or eligibility. The proposed action also repeals the former Mileage Reimbursement Policy, as its provisions have been incorporated into the revised Travel and Mileage Reimbursement Policy and Administrative Procedure, eliminating duplication and creating a single comprehensive policy governing employee travel and mileage reimbursement.

Background

The current Travel Reimbursement Policy was adopted in 2022, while a separate Mileage Reimbursement Policy Update in 2016 remained in effect. Although both policies addressed employee travel, they contained overlapping provisions related to mileage reimbursement, vehicle use, and reimbursement procedures. Maintaining two separate policies increases the potential for inconsistent administration and unnecessary duplication.

In addition, the Library has recently updated its Procurement Policy to reflect current purchasing and reimbursement practices. This review provided an opportunity to ensure the Travel Policy is consistent with those revisions while incorporating current administrative practices and improving overall clarity.

Key Changes

1. Consolidation of Travel and Mileage Policies

- Combined the former Mileage Reimbursement Policy into the Travel Reimbursement Policy.
- Renamed the policy Travel and Mileage Reimbursement to better reflect its scope.
- Eliminated duplicative policy language while preserving existing reimbursement practices.

2. Mileage Reimbursement Procedures

- Clarified how reimbursable mileage is calculated.
- Added guidance regarding the use of the most direct reasonable route and online mapping tools.

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- Established prior approval requirements for extended mileage reimbursement requests.
- Clarified the review process for questionable mileage submissions.
- Updated language describing what the IRS mileage reimbursement rate is intended to cover.

3. Travel Time Compensation

- Simplified the FLSA travel compensation section by referencing applicable federal and state wage and hour laws rather than restating extensive regulatory guidance.
- Clarified supervisory expectations regarding compensable travel time and unauthorized work while traveling.

4. Procurement Policy Alignment

- Updated receipt and reimbursement documentation requirements to align with the Procurement Policy.
- Encouraged the use of Library purchasing methods whenever practical.
- Added guidance regarding missing receipts and acceptable alternative documentation.
- Updated language regarding reimbursement approvals and documentation requirements.

5. Tax-Exempt Purchases

- Clarified that the Library's tax-exempt status applies only to purchases made directly by the Library.
- Updated reimbursement language to reflect current purchasing practices and Ohio Auditor of State guidance.
- Clarified reimbursement of applicable travel-related taxes.

6. Collective Bargaining Agreement

- Added language confirming that nothing within the policy is intended to conflict with or supersede the Collective

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Bargaining Agreement and that the Agreement governs in the event of a conflict.

Recommendation

It is recommended that the Board approve the revised Travel and Mileage Reimbursement Policy and Administrative Procedure. These revisions consolidate two related policies into a single comprehensive document, improve consistency with other Library policies, strengthen administrative controls, align reimbursement practices with current procurement standards, and provide employees and supervisors with clearer guidance while maintaining existing reimbursement benefits.

Action Requested

Resolution to:

1. Approve the revised Travel and Mileage Reimbursement Policy and Administrative Procedure, effective August 24, 2026, replacing the previous Travel Reimbursement Policy and Administrative Procedure; and
2. Repeal the Mileage Reimbursement Policy and Administrative Procedure, effective the same date, as its provisions have been incorporated into the revised Travel and Mileage Reimbursement Policy and Administrative Procedure.

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PICKERINGTON PUBLIC LIBRARY

Travel and Mileage Reimbursement

Board Policy:

DATE REVIEWED: 08/17/2026

DATE APPROVED: 008/17/2026

EFFECTIVE DATE: 08/24/2026

The Library Board of Trustees (The Board) recognizes the need for staff to travel in order to conduct the business of the library. Any staff member attending an approved meeting, workshop, conference or to conduct Library business outside of the Library may request mileage reimbursement and when appropriate, meal, lodging, and parking reimbursement.

Library staff are expected to use the library owned vehicle for travel in accordance with the Use of Library Owned Vehicle and Equipment policy.

The Board acknowledges that some opportunities may require out-of-town/overnight travel. The Library will comply with FLSA guidelines in regard to compensation for non-exempt employees. In addition, all employees will be reimbursed for travel expenses as outlined in the procedural paragraphs below.

The employee must obtain prior approval for estimated travel expenses. All reimbursement requests should be for reasonable and necessary expenses. Staff approved to attend a meeting, workshop, conference or conduct library business will be paid for travel time to and from the temporary assignment, as well as attendance at the event.

The employee is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

This policy does not intend to address every issue, exception or contingency that may arise in the course of travel.

Nothing in this policy is intended to conflict with or supersede the Collective Bargaining Agreement. In the event of a conflict, the Collective Bargaining Agreement shall govern.

Administrative Procedure:

DATE REVIEWED: 08/17/2026

DATE APPROVED: 08/17/2026

EFFECTIVE DATE: 08/24/2026

REPLACING POLICY EFFECTIVE: 09/19/2022

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A. **Transportation**

Mileage reimbursement will be calculated from the employee's regularly assigned work location using the most direct reasonable route to the approved destination. Mileage reimbursement applies only to mileage in excess of the employee's normal commute and will be reimbursed at the current IRS established rate.

- Employees should use an online mapping service, odometer reading, or similar reasonable method to determine mileage reimbursement requests.
- Mileage reimbursement requests anticipated to exceed 150 miles round trip should receive prior approval from the Director or designee before travel occurs.
- Mileage reimbursement submissions that appear inaccurate, excessive, or inconsistent with the approved travel request may be reviewed with the employee prior to reimbursement approval.

The employee may use and will only be reimbursed for automobile travel in a private vehicle if the owner is insured under a liability policy that complies with Ohio Revised Code (ORC) Section 4509.51. The employee authorized for travel must maintain a valid driver's license.

The use of air, train, bus, or private vehicle shall be selected on the basis of the most reasonable and appropriate method, taking into account distance, time, and total costs. Reimbursement for mileage may not exceed the cost of one (1) reasonably-priced airline ticket, railway ticket, or other method of long distance transportation to the destination. Any frequent flyer miles or other travel incentives earned are to be credited to the library. Reimbursement for a rental car will be authorized only if its use is more economical than any other type of transportation.

Reasonable parking fees, tolls, taxi fees etc. will be reimbursed.

The mileage reimbursement rate is intended to cover fuel, maintenance, repairs, depreciation, insurance, and normal operating costs associated with the use of a privately owned vehicle. The Library assumes no responsibility for deductibles, damages, repairs, traffic violations, parking violations, or uninsured losses involving privately owned vehicles.

A. Compensation

The Library will comply with applicable federal and state wage and hour laws, including the Fair Labor Standards Act (FLSA) regarding compensable travel time for non-exempt employees.

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1. Whether time spent traveling out of town as a passenger is compensable depends on the time of the day during which the travel occurred, and whether the travel results in an overnight stay.

    a. Time spent traveling out of town *during* normal work hours on any day of the week *is* hours worked because the employee is simply substituting travel for other duties. This is true even if the travel occurs on an employee's regular day off, such as Saturday or Sunday, if the hours spent traveling correspond to the employee's normal work hours on a work day. For example, if the employee regularly works 10 a.m. to 6 p.m., Monday through Friday, travel between 10 a.m. and 6 p.m. on any day of the week, including weekends, is also work time. If an employee does not have a regular work shift, a regular work shift should be designated for purposes of determining compensable travel time. The schedule should be designated in advance of the traveling work week and should not change from week to week.

2. Travel *outside* normal hours resulting in an overnight stay usually *is not* considered compensable hours worked (unless the employee performs work while a passenger).

3. During non-work hours, non-exempt employees are not authorized to utilize the Intranet or remotely access email. Under extenuating circumstances (i.e., verify unexpected Library closing, review benefits information) non-exempt employees may do so for a limited period of time; however, they may not perform any work (i.e., respond to or act on information read) without pre-approval from their manager or the Director. Employees are not compensated for such time**.**

4. But if such travel outside normal working hours is part of a special *one-day* assignment, meaning that there is no overnight stay, then the time spent traveling during that day, even as a passenger *is* considered compensable hours worked. The employer can deduct the time that normally would be spent commuting, however.

5. Normal commuting trips occurring in a distant city (e.g., from hotel to work site and back), "down time" in the out-of-town city, as well as personal time such as sleep and meal time, are not hours worked. Business meals or working lunches are, however, considered hours worked.

6. General Rule Regarding Drivers of Vehicles: Travel by a driver beyond normal commuting distances is always hours worked. There is one exception to this rule.

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If an employee who is offered public transportation chooses instead to drive for personal convenience, then the time spent driving is not hours worked.

7. One Day Out-of-Town Business Trips: Uninterrupted travel to an out of town location which takes place in one day is hours worked. If the travel is interrupted (such as by travel to an airport and then travel via airplane to another city) then the travel to and from the airport in the "home" city is regarded as normal commuting time and therefore is not hours worked. The travel as a passenger by airplane within and outside the normal work hours is also hours worked.

B. Overnight Travel:

1. Overnight Out-of-Town Business Trips: Travel as a passenger outside normal work hours on any day of the week is not hours worked (so long as the employee doesn't perform work while a passenger). This is true even if the travel occurs on an employee's regular day off, such as Sunday or Saturday. For example, if the employee regularly works 10 a.m. to 6 p.m. Monday through Friday, travel between 10 a.m. and 6 p.m. on weekends is also work time. Whereas, travel outside shift hours even for the employer's benefit is not hours worked.
2. If an employee does not have a regular work shift a regular work shift should be designated for the purpose of determining compensable travel time. The schedule should be designated in advance of the work week in which travel time is occurring and should not change from week to week.
3. Travel that cuts across the work day on any day of the week is hours worked. In this situation, only the hours of the day which occur during the normal work day are considered hours worked. Normal commuting trips in the out of town city (such as from hotel to work site and back) are not hours worked.
4. Personal time out of town such as sleep and meal time is not hours worked. Business meals or working lunches are hours worked.

C. Reimbursement:

The following requirements relate to the Travel Reconciliation & Employee

Reimbursement process:

1. Receipts in General

    a. The Library's reimbursement policy is based on documentation of reasonable and actual expenses, supported by original receipts. Original, detailed, and itemized receipts, or other acceptable proof of purchase must be submitted for reimbursement requests in accordance with the Library's Procurement Policy and Administrative Procedures.
    b. Whenever practical, approved travel expenses should be paid directly by the Library using approved purchasing methods in accordance with the Procurement Policy.

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c. For Library credit card purchases, original, detailed, and itemized receipts must be submitted for all travel expenses including airline, rail, hotels, meals, automobile rental, and incidentals. Monthly credit card statements and/or travel agency invoices and statements alone are not acceptable as backup documentation.
d. The Library reserves the right to deny reimbursement requests lacking receipts, sufficient supporting documentation, or a valid explanation for missing documentation.
e. If an original receipt is unavailable, the employee may be required to complete a Missing Receipt Form or provide alternative documentation acceptable to the Fiscal Officer. Repeated missing receipt requests may result in denial of reimbursement requests.
f. Customary gratuities of up to 20% are reimbursable. Alcoholic beverages or costs associated with a guest are not reimbursable. Not all situations can be anticipated in the procedure. Therefore, general guidance is that only pre-approved expenses are reimbursable.

D. Registration & Conference Fees

1. Registration fees for a meeting or conference at which attendance has been approved should be completed using the Library credit card or by using a purchase order.
2. Registration fees paid directly by an individual will not be reimbursed until the conference is completed and proof of attendance is obtained by submitting the Conference/Workshop/Program/Event Reimbursement Form.

E. Airfares

1. All Library approved air travel must be at the most reasonable and economical rate, not first class or business class. All travelers should use the least expensive airfare, based on a two-hour "window" on either side of their preferred departure times. Refundable ticket fees and penalty fares must have prior approval by the Director or designee. In accordance with the Ohio Ethics Commission's Advisory Opinions, employees are prohibited from using frequent flyer miles accumulated on fares that were reimbursed or paid for by the Library. The lowest cost air travel should take precedence.
2. Travelers are strongly encouraged to book well in advance of travel to secure the lowest fares. In addition, travelers are encouraged to select special or promotional flights that may require significant advanced booking, use alternative airports, entail a connection, or feature departure and/or arrival times slightly different than originally specified by the traveler.
3. The Director or designee will make an assessment of the most reasonable method of travel to an event; in the event an attendee chooses to use an alternate method, lowest cost for transportation will be reimbursed with the attendee expected to make up the difference. It is acceptable if it is more economical to add an additional overnight lodging cost to save a greater cost on airfare.

F. Rail Transportation

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1. The Library will reimburse the cost of railroad fare not to exceed the cost of the least expensive method of travel.

G. Private Automobile Transportation – Mileage Rate

1. Travel using privately owned vehicles may be desirable to save time, transport equipment, or reduce cost when Library staff are traveling together. The rate of reimbursement is based on the Internal Revenue Service reimbursement rates at the time of travel. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs. The Library does not assume responsibility for deductibles or other uninsured loss to the vehicle.
2. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance. No reimbursement will be made for the cost of repairs to the vehicle or other such costs whether they result from the traveler's actions or the actions of others. Costs for parking violations and moving violations are not reimbursable.
3. If, primarily for the convenience of the traveler, a personal automobile is used for approved travel to points more than 300 miles beyond the point of origin, the following applies:
    a. Reimbursement will not exceed the lesser of the cost of the per-mile reimbursement plus tolls, or
    b. The least expensive round-trip air fare between the nearest commercial airport serving the origin and destination cities, plus associated transfer costs to and from the airport.

H. Rental Vehicles

1. Rental vehicles should be used only, as follows:
    a. Economy, compact or subcompact vehicles should always be rented.
    b. Reimbursement will be made for other types of vehicles in exceptional cases (e.g., several travelers are riding in one vehicle, equipment being transported, etc.).
    c. Travelers should rent vehicles in the Library's name with the authorized traveler as the named driver. Under no conditions should the authorized traveler allow another person to operate their rental vehicle.
    d. All detailed fuel receipts are required. Gas must not be purchased from any rental agency.
    e. Travelers must report all accidents to the Director and Fiscal Officer within 24 hours, and immediately when any accident results in any personal injury or towing of a vehicle. The traveler should follow the rental agency accident report instructions, in addition to forwarding a copy of the report to the Fiscal Officer.
    f. Renters should purchase the rental company's minimum insurance coverage, i.e., collision and liability, which is reimbursable by the Library.
    g. In accordance with the Ohio Ethics Commission's Advisory Opinions, employees are prohibited from using personal rewards accounts on fares that were reimbursed or paid for by the Library.

I. Tolls & Parking Fees

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1. Tolls and reasonable parking charges will be reimbursed. Receipts should be submitted with the Conference/Workshop/Program/Event Reimbursement Request form.
2. Library credit cards may be used for these expenses. Original, detailed, and itemized receipts must be submitted for all such expenses.

J. Ground Transportation

1. Taxi fares, including tips, are reimbursable where public transportation is not practical. This includes taxis between hotels and railroad stations or airports, between appointments or between hotels and places of temporary duty.
2. Shuttle, limousine, public transportation, or livery service to and from airports and railroad stations, plus reasonable tips is reimbursable, where such costs do not exceed the comparable taxi fare.

K. Lodging

1. Travelers must book standard accommodations in reasonably priced, commercial-class hotels and motels. Travelers should ask for government discounts at all hotels and motels.
2. Travelers will be reimbursed for the actual cost of lodging.
3. The Director or their designee will assess the most reasonable method of travel to an event; in the event an attendee chooses to use an alternate method, the lowest cost for transportation will be reimbursed with the attendee expected to make up the difference. It is acceptable if it is more economical to add an additional overnight lodging cost to save a greater cost on airfare.
4. The Director or designee will make the final decision on the purchase of travel insurance for all lodging.
5. In accordance with the Ohio Ethics Commission's Advisory Opinions, employees are prohibited from using personal membership rewards on lodgings that were reimbursed or paid for by the Library.

L. Extended Weekend Stays

1. Because of the significant cost savings associated with airline reservations that include a Saturday night stay, Library personnel are allowed to extend business trips over Saturday when such a decision is cost-effective. To monitor this procedure, travelers must receive prior authorization from their supervisor and must include a calculation of net savings with any request for reimbursement. The calculation should include the difference in airfare quotes, and the incremental reimbursable expenses accumulated that result from the extra days stayed.

M. Meals

1. Per Diem rates at the time of travel are allowed for meals only and are based on the U.S. Government Services Administration (GSA). The GSA establishes the maximum

CONUS (Continental United States) Per Diem rates for federal travel customers. These rates are reviewed annually.

2. For clarification on travel lasting more than twenty-four consecutive hours, the library allows meal expenses to be combined. However, the total amount should not exceed the daily total allotted for meals according to the GSA. A twenty-four-hour period is defined for these purposes as 12:00am to 11:59.59pm. All other travel less than twenty-four hours will strictly follow what the GSA outlines for each meal of the day.
3. For foreign travel, Google: Foreign Per Diem Rates to locate the most current rates. The rates are listed by travel date/country/city. According to current government regulations, per diem allowances shall not exceed the maximum found on the government's per diem web page.
4. Per Diem is defined as the maximum reimbursement for daily expenses. The Library's reimbursement policy for meals is based on documentation of actual expenses. Original, detailed, and itemized receipts must be submitted for reimbursement. The actual costs of all meals, even those less than or equal to $25.00, is required to be documented on the Conference/Workshop/Program/ Event Reimbursement Form.
5. The Library's reimbursement provision for gratuity is not to exceed 15% of the actual bill prior to tax being charged. Any gratuity paid above the 15% will not be reimbursed by the Library unless a valid reason for exceeding is documented and subsequently approved by the Director or his/her designee. Gratuity is considered as part of the per diem rates for meals as outlined by the GSA.
6. Payment for group meals while traveling is not recommended. Sometimes this is unavoidable due to restaurant policy or special circumstances.

N. Telephone & Internet Access

1. Telephone calls and faxes, specifically those necessary to obtain transportation and hotel reservations or to communicate with the office, are reimbursable. Internet access fees when the internet access is used for Library business are reimbursable.

O. Tips

Reasonable tips associated with baggage handling, storage and other services are reimbursable.

P. Taxes

The Library's tax-exempt status applies only to purchases made directly by the Library in accordance with the Procurement Policy and applicable law. Employees using personal funds for approved travel expenses should pay applicable sales taxes at the time of purchase unless the purchase is made directly by the Library.

Applicable lodging taxes, meal taxes, transportation taxes, and similar necessary travel-related taxes associated with approved Library business are reimbursable when supported by appropriate documentation.

Q. Travel Expenditures Not Reimbursable by the Library

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- Airline clubs
- Airline upgrades
- Books, magazines, newspapers for personal use
- Business or first-class airfares
- CD's and DVD's for personal use
- Child-care, babysitting, house-sitting, pet-sitting/kennel charges
- Commuting between home and PPL
- Corporate Charge Card delinquency assessments. (An exception may be if the delinquency assessment is not due to the actions of the traveler)
- Costs incurred by a traveler's failure to cancel transportation or hotel reservations in a timely fashion
- Evening-wear rentals
- Flowers
- Formal wear expenses
- Gifts
- Haircuts and personal grooming
- Laundry and dry-cleaning (An exception may be made for extended foreign travel with receipts)
- Passports, vaccinations, and visas, when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities, and related incidental costs
- Shoeshine services
- Other expenses not directly related to the performance of the travel assignment

R. Non-PPL Employees Expenses

Incremental costs for travel, lodging, meals, or other travel expenses for non-PPL employees will not be reimbursed. Please consult the Director and Fiscal Officer if special consideration is requested.

S. Visas, Passports, Inoculations

Fees for visas, passports, and inoculations are allowable when they are a specific and necessary condition of fulfilling a work assignment on behalf of the Library. For example, if foreign travel is authorized and a visa is necessary for travel, this is allowable.

T. Falsified travel forms

Falsification of a travel expense report is grounds for disciplinary action up to and including discharge.

U. Late Reimbursement Requests

Reimbursement requests submitted more than 30 days after the date of travel

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may be denied unless approved by the Fiscal Officer or Director due to extenuating circumstances.

08-05-26 ***Resolution to approve the revised Travel and Mileage Reimbursement Policy and Administrative Procedure, effective August 24, 2026, replacing the previous Travel Reimbursement Policy and Administrative Procedure and Repeal the Mileage Reimbursement Policy and Administrative Procedure, effective the same date, as its provisions have been incorporated into the revised Travel and Mileage Reimbursement Policy and Administrative Procedure***

Todd Stanley made a motion to approve. Ashley Hughes seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:13 p.m.

Next Board Meeting

Regular Board Meeting

September 21, 2026 @ 7:00 p.m. at Main Library

Signatures

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PICKERINGTON PUBLIC LIBRARY

Memorandum

To: **Pickerington Public Library Board of Trustees**

From: **Tony Howard**

Date: **September 21, 2026**

Subject: **Early Closure of Main Library for October 24 Fundraiser**

Executive Summary

At a previous Fundraising Committee meeting, the Board members present discussed closing the Main Library at noon on Saturday, October 24, 2026, to allow sufficient time to prepare the facility for the fundraising event scheduled that evening.

Background

The fundraiser will require significant preparation and coordination throughout the Main Library. Closing at noon would allow staff, Board members, volunteers, and event partners to complete setup without interfering with regular library operations or creating safety concerns for customers.

If approved, the early closure will be communicated to customers in advance through the Library's standard communication channels.

Recommendation

Administration recommends closing the Main Library at noon on October 24, 2026. The early closure will provide adequate time to prepare the building and ensure the facility is ready to safely and successfully host the evening fundraiser.

Action Requested

Resolution to approve the closure of the Main Library at noon on Saturday, October 24, 2026, to allow for preparation of the facility for the fundraising event scheduled that evening.

PICKERINGTON PUBLIC LIBRARY

Memorandum

To: **Pickerington Public Library Board of Trustees**

From: **Tony Howard**

Date: **September 21, 2026**

Subject: **Approval of PCO-004 for the Main Library HVAC Replacement Project**

Executive Summary

This memo requests Board approval of Potential Change Order 004 in the amount of $25,991.35 for a revised piping pathway serving Air Handling Units 4, 5, and 6. Approval will allow the contractor to proceed with the defined work and reduce further delay to completion and inspection of the affected HVAC systems.

Background and Scope

The original routing does not provide an acceptable pathway to connect AHUs 4, 5, and 6. The revised approach routes the refrigerant line sets through a new entry location and chase and aligns them with the existing line-set run above the conference rooms and offices.

MG Energy's proposal includes 90 labor hours, refrigerant piping and fittings, mounting materials, insulation, and travel and owned-equipment costs. The subcontractor proposal totals $24,104.00. After Ruscilli's insurance, bond, and construction-management fee, PCO-004 totals $25,991.35. The PCO identifies the change reason as design development and states that the price may be revised if it is not approved within 30 days of September 8, 2026.

Recommendation

I recommend approval of PCO-004 in the amount of $25,991.35 so the contractor may proceed with the revised piping pathway.

Action Requested

Resolution to approve Potential Change Order 004 for the revised piping pathway serving Air Handling Units 4, 5, and 6 in the amount of $25,991.35 and authorizes the Director to execute the related change-order documents

PICKERINGTON PUBLIC LIBRARY

Memorandum

To: **Pickerington Public Library Board of Trustees**

From: **Tony Howard**

Date: **September 21, 2026**

Subject: **Authorization for exterior line-set rerouting serving Air Handling Units 1, 2, and 3**

Executive Summary

This memo requests Board authorization of an amount not to exceed $30,000 for the exterior rerouting and installation of HVAC refrigerant line sets serving Air Handling Units 1, 2, and 3. The authorization would permit the Director to approve and execute the final change order when the scope and pricing are complete, provided the total does not exceed the Board-approved limit.

Background and Project Impact

During construction, the project team determined that there is no practical concealed interior pathway to connect the affected air handlers without leaving the line sets exposed in public areas of the building. The proposed solution requires portions of the line sets to be routed outside the facility. The Library is awaiting the contractor's formal change-order proposal. Until the routing is finalized and authorized, completion and inspection of the affected HVAC systems remain delayed.

Scope of Authorization

The authorization would be limited to work directly required to reroute and complete the line sets serving AHUs 1, 2, and 3. This may include piping, fittings, insulation, supports, building penetrations, weatherproofing, exterior finishes, equipment access, testing, commissioning, and contractually permitted contractor and construction-management fees. It would not authorize a material expansion of the project scope or expenditures above $30,000.

Recommendation

I recommend that the Board establish a $30,000 maximum authorization and delegate approval of the final change order to the Director, subject to review by the project Construction Manager at Risk, consistency with the construction contract, and

certification of available funds by the Fiscal Officer. The final approved amount will be reported to the Board at its next regular meeting. Any amount above $30,000 or any material expansion of scope will return to the Board for approval.

Action Requested

Resolution authorizing an amount not to exceed $30,000 for the exterior rerouting and installation of HVAC refrigerant line sets serving Air Handling Units 1, 2, and 3, including work directly necessary to complete those connections; authorizing the Director to review, approve, and execute the final change order within that amount, compliance with the applicable construction contract; and requires the Director to report the final approved amount to the Board at its next regular meeting. Any expenditure exceeding $30,000 or any material expansion of the authorized scope requires additional Board approval.