

**Ohio Library Council  
BOARD OF DIRECTORS**

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**AGENDA**

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July 17, 2020  
Via Zoom  
10:00 a.m.

1. Approval of Agenda (#)\*
2. Approval of Minutes
  - A. May 22, 2020 (#)\*
  - B. June 15, 2020 (#)\*
3. Reports for Action
  - A. Financial Report: Month-End – May 2020 (#)\*
  - B. 2019 Financial Audit (#)\*
  - C. 2020 OLC Awards and Honors Recommendations (#)
4. Reports for Discussion
  - A. OLC Pandemic Response Update
  - B. OLC 2020 Education Events/Activities
  - C. OLC 2020 Convention & Expo Update
  - D. Equity, Diversity and Inclusion Update
5. Reports for Information
  - A. OLC Chair's Report
  - B. ALA Councilor Report (#)
  - C. State Library of Ohio Report (#)
  - D. OPLIN Report (#)
  - E. Executive Director's Report (#)
  - F. Staff Reports
    1. Government and Legal Services Report (#)
    2. Education Report (#)
    3. Events Report (#)
    4. Communications Report (#)
    5. Member Services Report (#)
6. Announcements  
Next Meeting: Sept. 18
7. Executive Session
8. Adjournment

(#) Report included in background packet

\* Action Item

**ITEM 2.A.**

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS  
May 22, 2020

Zoom Meeting  
10:00 a.m.

PRESENT	Kacie Armstrong, Euclid Paula Brehm-Heeger, Cincinnati Sarah Clevidence, Findlay Tom Dillie, Minerva Aimee Fifarek, Youngstown Carol Herrick, Centerville Cheryl Kuonen, Willoughby Lynn Mercer, Zanesville Rick Rubin, Cuyahoga Falls Jennifer Slone, Chillicothe Mark Whitaker, Loudonville Laura Lee Wilson, Willard
ABSENT	Chad Seeburg, Marysville Meg Delaney, ALA Councilor
GUESTS	Bill Morris, State Library of Ohio Don Yarman, OPLIN
STAFF	Michelle Francis, Executive Director Jeanine D'Andrea, Director, Member Services Jason Gandee, Event Manager Lori Hensley, Director, Education Angie Jacobsen, Director, Communications Denise Kise, Accounting/Data Services Jay Smith, Director, Government and Legal Services
CALL TO ORDER	The meeting was called to order by Chair Kuonen at 10:04 a.m. She thanked everyone for attending, and reminded members to mute or unmute at the time of motions.
APPROVAL OF AGENDA	Kuonen noted this will be the last meeting for Bill Morris who is retiring from the State Library. The ALA Councilor's report is a written report only.  RUBIN MOVED AND FIFAREK SECONDED APPROVAL OF AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.
APPROVAL OF MINUTES	MERCER MOVED AND WHITAKER SECONDED APPROVAL OF JANUARY 17, 2020 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
APPROVAL OF EXECUTIVE SESSION MINUTES	HERRICK MOVED AND SLONE SECONDED APPROVAL OF THE JANUARY 17, 2020 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
FINANCIAL REPORT	Francis noted on Item 3.A. – Financial Report Year-End 2019, that the

YEAR-END 2019

new auditors were in the office last week and reviewed our reports from last year. We received a very rough draft yesterday. The complete report will come before the Board at the July Board meeting.

Revenue. Institutional Dues were down due to two non-renewing libraries. Publications down. Continuing Education was down approximately \$9,390. Other Income was up due to unrealized gain.

Expenses. Salaries & Benefits were under budget by \$46,192. Supplies were over budget due to increase in purchases and supplies due to software and supplies. Travel was under budget due to ALA Councilor not attending Midwinter. Committees and Divisions were under due to not meeting as much as scheduled.

Overall the net change in assets was \$98,909.

ARMSTONG MOVED AND HERRICK SECONDED ACCEPTANCE OF THE YEAR-END 2019 FINANCIAL REPORT AS SUBMITTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT  
MONTH-END MARCH 2020

Francis reported on the following:

Revenue. Institutional Dues are under budget mostly due to timing of payments. She reported we had delays with some County Auditors. Francis reached out to all libraries who had not paid an installment, or whom we had not heard from. Publications are over budget due to increase in requests. Continuing Education is under budget due to cancellation of Legislative Day and other workshops due to the pandemic. Other Income is significantly under budget due to the downturn in the economy in the value of long-term investments. Some rebound is being seen.

Expenses. Salaries and Benefits are under budget due to timing of Health Insurance payment and change in carrier. Overall, we are looking at a 4% increase rather than 10% increase in health insurance. Consultants and contractors are over budget due to use of counsel for office space lease. Communications are slightly over budget due to an increase in conference calls, etc. OLC shifted quickly to Zoom meetings and Zoom webinars, and it has saved us significantly already. Printing and Design are under budget due to a decrease in outside printing. Space Rental is under budget due to timing issues of Convention rental. Travel and meals are over budget due to timing of reimbursements from ALA for special DC Fly-in, Midwinter and PLFA.

Overall the net change in assets was (- \$136,913).

Armstrong asked how many libraries have paid at least an installment of their institutional dues. Francis reported: 218 libraries have paid in full, 12 paid installments; 21 have not paid at all. 10 typically do not pay. She noted several County Auditors changed software, and were late getting figures to us for billing.

WILSON MOVED AND HERRICK SECONDED ACCEPTANCE OF THE FINANCIAL REPORT MONTH-END MARCH 2020 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

RATIFICATION OF  
ACTION WITHOUT  
A MEETING

WHITAKER MOVED AND RUBIN SECONDED THE RATIFICATION OF ACTION WITHOUT A MEETING: THAT THE OLC BOARD OF DIRECTORS APPOINT KARL COLON, DIRECTOR, GREENE COUNTY PUBLIC LIBRARY, TO SERVE AS AN AT-LARGE MEMBER ON THE OLC NOMINATIONS

COMMITTEE FOR A THREE-YEAR TERM 2020-2022. MOTION PASSED UNANIMOUSLY.

NOMINATIONS  
COMMITTEE REPORT

Nominations Committee Chair Armstrong presented the proposed slate of candidates for election in this summer's Board of Directors elections.

MLIS

Tom Dillie, Minerva, *Incumbent*  
Rachelle Via (formerly) Miller, Troy

Library Trustee Director

Jed Grisez, Archbold Community  
Carol Herrick, Washington-Centerville, *Incumbent*

At-Large Director

Mary Ellen Icaza, Stark County District Library  
Rick Rubin, Cuyahoga Falls Public Library, *Incumbent*

At-Large Director

Melissa Marolt, Perry County District Library  
Debbie Saunders, Bossard Memorial Library of Gallia County

The question was raised if we may have trouble getting votes returned considering the pandemic situation. D'Andrea expressed that historically, we see 18-21% return. There are some members who request a paper ballot.

FIFAREK MOVED AND PAULA BREHM-HEEGER SECONDED ACCEPTANCE OF THE SLATE OF CANDIDATES AS RECOMMENDED BY THE NOMINATIONS COMMITTEE FOR ELECTION TO THE OLC BOARD OF DIRECTORS FOR THREE-YEAR TERMS BEGINNING JANUARY 2021. MOTION PASSES WITH 9 YEA VOTES AND 3 ABSTENTIONS. (DILLIE, HERRICK AND RUBIN).

HUMAN RESOURCES  
DIVISION NAME CHANGE

MERCER MOVED AND CLEVIDENCE SECONDED THAT THE NAME OF THE CURRENT OLC HUMAN RESOURCES AND TRAINER DEVELOPMENT DIVISION BE CHANGED TO THE HUMAN RESOURCES DIVISION EFFECTIVE JULY 1, 2020. MOTION PASSED UNANIMOUSLY.

RESOLUTION FOR  
STATE LIBRARIAN

WHITAKER MOVED AND ARMSTRONG SECONDED ADOPTION OF A RESOLUTION IN RECOGNITION OF BEVERLY CAIN, STATE LIBRARIAN OF OHIO, FOR HER SERVICE TO THE PUBLIC LIBRARIES OF OHIO. MOTION PASSED UNANIMOUSLY.

Armstrong asked in light of the current situation, if OLC would be sending any card or flowers. Francis mentioned the goal of the State Library was to have some type of recognition in person at the State Library. If that cannot happen, perhaps Bill Morris, Cheryl Kuonen and Francis will try to coordinate something.

OLC NEW OFFICES

Francis reported on the new OLC office space. Staff have moved to new offices. Francis thanked the OLC staff for their patience, hard work and flexibility. We are eager for the Board and members to see the new office space. We will have the capabilities to do more virtual training by our staff and for but our members. Staff are currently alternating days in the office in pods. Kuonen thanked the OLC staff, and appreciates all their effort and dedication. Francis thanked Jacobsen for her phenomenal communications work during this time.

## PANDEMIC RESPONSE

Francis thanked the OLC staff for providing members the information they need during this chaotic period. Our staff has been handling things by working in pods; utilizing masks; cleaning highly touched surfaces; alternating days in office and working from home on other days.

The OLC website front page highlights: Updates and Guidelines on the Coronavirus; News and Updates; Guidelines for Reopening Libraries; Learning Opportunities; Legal Information; Best Practices; Governor's Recap of Decisions and Executive Orders; other helpful links. We have also shared information from PLA, ALA, and IMLS.

Francis thanked Kuonen and Fifarek and all the ad hoc committee members and members of the Board for their time and assistance in developing the reopening plan.

The legal information is protected and for Institutional Members Libraries only. Our Legal Counsel has been doing Legal webinars on Thursdays, and we have made those available. There is a legal summary based on questions we were receiving from our libraries including information on open meetings, FAQ's and PLF information.

Francis thanked the OLC staff, especially Jacobsen for continually updating this information.

Francis provided an update on the partnership with the Sourcing Alliance/Equalis Group and the special Personal Protective Equipment (PPE) program and calculator to assist with purchasing. She thanked Mercer, Fifarek and Kuonen for their assistance.

Wilson thanked OLC on behalf of the Huron County Community Library and appreciates all of the efforts of the Ad Hoc Committee. Wilson noted that libraries are all about sharing, and people who are not Institutional Members are getting this information. We should remind them that is one of the benefits. Should we reach out to some of those libraries, particularly the 10 that don't normally join and demonstrate the value of what they would be getting if they paid their Institutional Dues? The Board agreed that is a very good recommendation. Armstrong and Brehm-Heeger mentioned reaching out to those members that are not Institutional Members.

Kuonen appreciates that OLC has been pulled in many ways and Francis has handled things with such grace and tact.

## 2020 EDUCATION EVENTS AND ACTIVITIES

Francis discussed the status of Professional Development events and activities throughout the remainder of 2020. She noted she has attended calls with colleagues from like-sized state associations to discuss their decisions regarding Professional Development.

To date: Legislative Day – Cancelled; New Directors Workshop – transitioned to virtual format and price reduced; Ballot Issues – Virtual in June; CPIM and Tech Services – Postponed until 2021; Outreach Retreat – cancelled; Library Fiscal Officer 102 – cancelled.

The stand-alone conferences: Multiple Literacies, Innovation Conference; and Service for All have been cancelled and are planning to be rescheduled for 2021. We have been successful with venues negotiating cancellation fees and reviewed contracts for force majeure clauses.

It was noted that many facilities are not prepared to handle meetings if we did not cancel. The Governor's office will be offering guidelines in June.

Kuonen enquired about OLC's financial losses. Gandee reported we lost the deposit on the Sheraton for Legislative Day. So far, all of the other hotels have been very understanding. Francis noted there is still the loss of the estimated revenue, but there will not be the expense.

Francis noted when we have been on calls with other state associations, they have not been as successful with their negotiations.

Rubin stated that in the 21<sup>st</sup> century that there will be dramatic changes in how people are educated. There is a real opportunity here. The Board and staff need to supplement education and training, not just substitute.

Francis noted that technology is one opportunity for improvement and growth. There is also a question about platforms. There is certain technology we don't currently have. We have started to look at other platforms for online education and tools. We have heard comments from members that we need to drastically revamp our education program.

## ALA COUNCILOR'S REPORT

### 2020 CONVENTION AND EXPO

A written report was provided by Meg Delaney.

Francis asked for discussion today regarding the 2020 Convention and Expo. Staff provided much information so the Board has all the information they need to move forward with a decision.

The Chair of the Convention and Expo Committee has concerns about the status of the Committee Members and their ability to attend Convention. We engage many volunteers. Francis reported that we are different from other states because we have a very narrow margin on our Convention revenue. Most other states use Convention as their primary source of revenue. Some states have cancelled their Convention and some are considering a hybrid or virtual approach. Other states are surveying their members. Some are moving forward with holding their Convention with a planned 50% reduction in revenue.

The timing of our Convention is also another concern. If there is a flare-up of the virus in the fall, we could possibly use the force majeure clause, but there are several unknowns. There are fixed costs regardless.

Sponsorships – some law firms and others have requested a partial refund of their sponsorship money.

We are not necessarily asking the board to vote today, but some options are:

1. Survey the membership
2. Cancel and see what possible penalties we would incur
3. Renegotiate some of these contracts – reduce penalties/cancellation fees

OLC has a contract for October 6-8 in Toledo for 2021. Normally the Board would be reviewing 2022 locations. We have put that on hold.

Armstrong reported that their library opened on Monday and on Tuesday they had to quarantine a team. Armstrong recommends that we cancel convention now and stressed concern around flu season.

Kuonen asked if Directors would be hesitant to send staff because of liability.

Armstrong commented that libraries have modified their staff schedules and they would not be able to send staff.

Kuonen asked if the Columbus Convention Bureau would work with us on rescheduling for 2022 or would they consider a smaller version for first quarter of 2021.

Hensley stated that all keynote speakers have agreed to let us out without a penalty. There are reports that 63% of hotels are closed or only have one person on staff. We must also consider the \$16,000 in sponsorships that could be pulled.

Brehm-Heeger provided historical context from when we cancelled in 2009.

The Convention was budgeted to lose \$13,000 originally. Based on the current contract, if we cancel 4-6 months out we would be on the hook \$51,000.

Whitaker asked what would happen if we held the convention as planned and nobody shows up. We would be on the hook for the same numbers 50,00-60,000.

Fifarek stated that renegotiating conference could put a big financial burden on OLC. She asked if conversations could be had now to give the Board some options as to what the financial implications could be.

Brehm-Heeger noted that besides the money (no travel through 2020) 2021 is a gamble itself. Because we don't know when the recovery will begin. Kuonen agreed that money is an issue.

Hensley noted that the force majeure clauses, unfortunately, would not be applicable.

Clevidence requested more information and stated she doesn't feel like it is a responsible decision and that we should wait, If we tell members it is on now, and then off later.

It was the sense of the Board to have the OLC staff and Experient go back to the Hilton and Convention Center and renegotiate for lower penalties if we reschedule in 2022. Staff will come back to the Board in June with more information. OLC will provide some historical content for members when the announcement is made.

## STATE LIBRARY REPORT

Morris reported on the following:

State Librarian. Wendy Knapp, has been appointed as the State Librarian of Ohio beginning June 8, 2020. Morris expressed his thanks to Bradbury Miller for their help with the search.

IMLS Grants. CARES Act IMLS funding was given to State Library. Evan Struble is working on the plan for mini grants to libraries. It will be delayed until end of June or July because of the way the State's appropriations flow.

Armstrong asked if the SLO will be doing any instructional videos on how to complete the grant paperwork. It was then asked if OLC was planning some instruction. Francis noted OLC would be willing to partner with the SLO to provide training. Mandy Knapp will be bringing expertise on this grant process.

Morris reported that they are trying to decide when statewide delivery can restart. Armstrong is grateful the Statewide Delivery is being held up for a few weeks to allow libraries time to prepare within their own library.

Retirement. Morris is retiring from the State Library of Ohio. He has spent 35 years with the State of Ohio of which 25 were at the State Library. Morris expressed that he has grown to appreciate the OLC Board and to appreciate libraries. Kuonen shared the OLC Board's best wishes for his retirement. Francis noted that Morris has been great to work with, especially regarding library boundaries and that he and OLC have had a positive working relationship.

## OPLIN REPORT

Yarman reported on the following:

LinkedIn Learning. LinkedIn announced they would not require users of Lynda.com to have a full LinkedIn profile to access the resources under LinkedIn Learning. The Lynda.com product was to stay in place through summer and change in the early fall, but due to COVID-19 that date has been pushed out to after the new year.

Budget. OBM has applied budget controls which freeze most purchases of equipment and technology. For FY 2021, state agencies have been ordered to put 20% of their GRF appropriations in a holding fund; although OPLIN is not GRF-funded, they are preparing for a tight year.

Ohio Web Library. The Ohio Web Library portal has been redesigned.

## EXECUTIVE DIRECTOR'S

Francis reported on the following:

2020 Short-Term Reserves. Revenue received in the first few months of 2020 has been assigned to the advisors at Morgan Stanley to invest in "laddered" certificates of deposit. The CD market was more limited this year in terms of options and possible yield. Other revenues were placed in money market accounts with a higher rate of return.

Employee Benefits. OLC's health insurance changed to Medical Mutual Insurance with a 4.06% increase in premiums. Dental Insurance was renewed with no increase in premium. Vision Insurance was renewed with no increase in premium. Life Insurance was renewed with no increase in premium and our Long-Term Disability Insurance was renewed with no change in premium.

## GOVERNMENT AND LEGAL SERVICES REPORT

Smith reported on the following:

Public Library Fund. The May ODT distribution was 35% below estimates. The estimate for next month is projected to be below estimate and the next month as well.

Primary Election. The primary election was changed to April 28.



Fourteen library levy issues appeared on the ballot: one bond; 9 renewals, two additional/new, one replacement and one replacement with an increase. All 14 issues passed.

Legal Information during Coronavirus. The OLC website provides the most up-to-date legal information. Talking points have been sent to utilize while communicating with state legislators.

HB 197 – the Ohio Legislature passed emergency legislation in response to the Coronavirus. One provision makes temporary changes to the Open Meetings Act and allows public library boards, to conduct meetings electronically. This doesn't terminate until the Governor terminates it.

SB 310. CARES Act authorizes the distribution of \$350 million of federal CARES Act funding to counties, municipalities and townships.

Ohio Tech Cred. The Ohio Tech Cred program should be making an announcement soon if anyone had applied for a grant.

EDUCATION  
REPORT

In addition to her written report, Hensley reported on the following:

Professional Development Committee. The Professional Development Committee will meet next week. They are working with the On-Demand Education Committee.

EVENTS REPORT

Gandee provided his written report.

COMMUNICATIONS  
REPORT

In addition to her written report Jacobsen noted that OLC is being respectful of inboxes as we navigate the ever changing news, guidelines and announcements. Jobline has been replaced as the reigning number one page on website.

MEMBER SERVICES  
REPORT

In addition to her written report, D'Andrea noted that OLC is continuing to work with the 15 divisions on preparing their nomination slates for elections.

ANNOUNCEMENTS

The next meeting of the OLC Board of Directors is scheduled for July 17, 2020.

Slone noted she will be reaching out to the Personnel Committee to discuss the Executive Director's contract. The goal is to have that complete before the July Board meeting.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 12:47 p.m.

**ITEM 2.B.**

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS

SPECIAL ZOOM MEETING  
Monday, June 15, 2020  
3:00 p.m.

ATTENDANCE Kacie Armstrong, Euclid  
Paula Brehm-Heeger, Cincinnati  
Sarah Clevidence, Findlay  
Tom Dillie, Minerva  
Aimee Fifarek, Youngstown  
Carol Herrick, Centerville  
Cheryl Kuonen, Mentor  
Lynn Mercer, Zanesville  
Rick Rubin, Cuyahoga Falls  
Chad Seeburg, Marysville  
Jennifer Slone, Chillicothe  
Mark Whitaker, Loudonville  
Laura Lee Wilson, Huron County

STAFF Michelle Francis, Executive Director  
Jeanine D’Andrea, Director, Member Services  
Jason Gandee, Event Manager  
Angie Jacobsen, Director, Communications  
Denise Kise, Accounting/Data Services

AGENDA Kuonen called the meeting to order at 3:10 p.m. and turned the meeting over to Francis. Francis noted there were three topics for the agenda: (1) the 2020 Convention & Expo; (2) Social Justice; and (3) Workers Comp.

2020 CONVENTION AND EXPO At the May meeting, the board asked OLC staff to work with OLC’s consultant Shonna Nitzel (Experient) and to reach out to the Hilton and the Greater Columbus Convention Center (GCCC) to renegotiate cancellation fees, possibly reschedule for 2022, etc.

Francis reported that most event contracts have been cancelled and utilized the force majeure clauses through September. However, now that the Stay-at-Home orders have been lifted, the Convention and Visitors Bureau indicated that they plan to be open this fall. Some associations are cancelling their events as far out as February 2021. The GCCC cancellation fee would mean a loss of the \$6,000 deposit that is not refundable. In addition, the GCCC is refusing to reduce the \$22,430 fee. The GCCC will not open conversations regarding 2022. Gandee noted their normal policy is to not book events of OLC’s size more than 18 months in advance.

In regards to OLC’s contract with the Conference Hotel (the Hilton), the pandemic has complicated negotiations further. Francis reported that because of the pandemic and the impact on the hospitality industry, conversations and negotiations are no longer at the local level with OLC’s local relationships. Negotiations are accelerated to attorneys and higher level decision makers in the organizations. Experient has indicated that 60% of hotels are going to close

completely. Originally, if OLC were to cancel between April 26 and June 25 the cancellation fee would have been \$51,238. The Hilton has indicated that they are willing to reduce the cancellation fee by 50%. If OLC cancels and provides notification by June 25, the cancellation fee would be \$25, 619.

Francis noted that if OLC cancels the hotel and GCCC contracts, an audit can still be done during the original event dates. If the hotel and/or GCCC space is rebooked, OLC may be able to reduce our fees.

As far as other revenue streams for the event, OLC did have sponsorship commitments from OPLIN and others. However, no payments have been received so no refunds are required at this time. As far as advertising for the on-site program, only one vendor submitted payment and would need to be refunded. No contracts have been signed yet with Fern for the expo hall and no contracts have been signed for AV. So, there is no cancellation cost on those items. However, vendors have purchased \$15,637 worth of booth space for the expo hall. Vendors could be given the option of a refund or credit towards the 2021 Convention & Expo.

In total, OLC would have to pay out of pocket just over \$54,000 in cancellation fees to the Convention Center and the Hotel. The original 2020 budget approved by the Board was anticipating a loss of \$13,000 on the C&E. Therefore, cancelling the event would cost about \$40,000. It was noted that the OLC Convention & Expo has never been a significant source of revenue for the organization.

All three keynote speakers have indicated there would be no penalty if it is cancelled, they would be willing to reschedule for 2021. It also was noted that if the event does go forward, speakers could cancel as well.

With restrictions on travel, it is anticipated that attendance would be down approximately 50%. Also, volunteers may no longer be able to attend.

Clevidence asked if OLC could still provide educational content that the membership needs now? Francis noted that staff has already started to look at professional development that could be offered virtually. Fifarek noted that divisions have been active and could come up with new ideas that could be adapted for online training. In order to make it work we would have to make a significant investment in technology. In the short term it would probably be better to make 1 hour sessions and not as rigid.

**FIFAREK MOVED AND HERRICK SECONDED TO CANCEL THE 2020 CONVENTION AND EXPO. MOTION PASSED UNANIMOUSLY.**

Armstrong thanked Francis and Gandee for their work and asked them to please pass the Board's thanks on to the Convention and Expo planning committees.

Francis, Gandee and Jacobsen will send special notifications to members, vendors and all other partners.

Francis noted that staff will have updated financials at the July Board meeting. Based on the Board's policy and dependent on where we are in September, we may need to dip into reserves, but there will be a clearer picture after July.

CLEVIDENCE MOVED AND FIFAREK SECONDED TO AUTHORIZE PAYMENT TO THE HILTON HOTEL AND CONVENTION CENTER ANY CANCELLATION FEES DUE. MOTION PASSED UNANIMOUSLY.

The Board directed Gandee to work with Experient on the best form to notify the Convention Center.

Rubin noted two very important things: (1) It is extremely hard to do an online conference without adding stress to people; (2) Out of adversity some exciting things can happen. He stressed that OLC should seriously consider a much more sophisticated online education system. He indicated that it may take 2-5 years to become a cutting-edge leader. Francis reported that staff will be looking at much more sophisticated platforms. In the next 3-6 months, staff would like to come back to the Board with an overview of options

#### SOCIAL JUSTICE

Francis noted it has been difficult with the pandemic and then the horrible situation with the death of George Floyd. The past three weeks have been hard for our libraries. OLC sent an update and statement to our members outright opposing racism and violence. Staff worked with the Diversity Committee to develop a special page of resources on the website for our libraries. For our directors and members, many will be looking to OLC for direction. Discrimination and racism are completely unacceptable. Francis thanked Kuonen and Armstrong for their input on next steps. Staff conducted a series of forums with library directors to talk about racism and what they are seeing. There were four regional Zoom meetings held and Kuonen and Armstrong were on each of those meetings. These were honest and frank conversations. More than 100 library directors participated in the hard conversations and we were able to expand our knowledge base. Lots of good ideas were gathered and several will be considered for implementation. Francis would like to host a conversation with Jason Reynolds and Brendan Kiely on their book "All American Boys." Also, the Ohio Legislative Black Caucus Foundation is hosting a virtual conference and has opened it up to our members. Vorys, Sater, Seymour & Pease is hosting a Discrimination and Unconscious Bias webinar free of charge to our members.

Rubin suggested a book with a little bit of historical note titled "Not Free, Not for All: Public Libraries in the Age of Jim Crow" by Cheryl Knott. He noted that the roots of our problem should be discussed as well as what is currently happening.

#### WORKERS COMP GROUP RATING

OLC sponsors a Workers Comp Group rating program to our institutional libraries at a discount through CareWorks Comp. OLC's program is in partnership with the Ohio School Boards Association, the Ohio Township Association and with OhioNet. More than 140 public library systems participate. The more libraries that participate, the greater the savings on premiums to the group.

Francis noted that two weeks ago at the State Library Board meeting, it came to our attention that the Regional library systems are contracting with Sheakley to provide this service. There is concern for our members because they are being asked to sign multi-year contracts. NEO-RLS already signed a contract. It was noted that this is a revenue stream for OLC. Last year, the OLC received approximately \$26,000 of which Ohionet gets 10%. Wilson, who is also on the NORWELD Board, noted that prior to the Stay-at-Home order, NORWELD had not signed a contract, and they have a Board meeting on Wednesday. She is not sure if Sheakley is requiring all four regionals to join. While NEO has signed, NORWELD has not.

ANNOUNCEMENTS     The next OLC Board meeting is scheduled for July 17, and will most likely will be held by Zoom.

Jacobsen, Gandee and Francis will work on notification and getting the Convention officially cancelled.

ADJOURNMENT        With no further business to come before the Board, the meeting was adjourned at 4:08 p.m.

**Ohio Library Council  
BOARD OF DIRECTORS**

ITEM NO.: **3.A**

MEETING DATE: **July 17, 2020**

SUBJECT: **Financial Report: Month-End  
May 2020**

SUBMITTED BY: **Michelle Francis**

**REPORT FOR ACTION**

**REVENUE**

<b>Cost Center</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>
Dues	\$ 1,001,500	\$ 1,015,850	\$ (14,350)
Publications	360	275	85
Continuing Education	34,765	122,250	(87,485)
Contract Income	781	1000	(219)
Other Income	(49,426)	31,180	(80,606)
<b>TOTAL</b>	<b>\$ 987,980</b>	<b>\$ 1,170,555</b>	<b>\$ (182,575)</b>

Dues Income (- \$14,350)

- Institutional Membership: under budget due to delay in payments and one non-renewing library (- \$19,308).
- Other Institutions: under budget due (- \$950).
- Personal Memberships: significantly over budget due to new memberships (+ \$6,483).
- Friends: slightly under budget due to drop in renewals (- \$575).

Publications (+ \$85)

- Sales: over budget due to increase in requests (+ \$85).

Continuing Education (- \$87,485)

- Legislative Day: under budget due to cancellation of event (- \$5,400).
- Convention and Expo: under budget due to cancellation and refunds (- \$10,500).
- Workshops: under budget due to cancellation of workshops due to the pandemic (- \$71,585).

Contract Income (- \$219)

- Sourcing Office: slightly under budget (- \$219).

Other Income (- \$80,606)

- Interest and Dividends: on budget (- \$67).
- Worker Compensation: under budget due to timing of payments (- \$15,385).
- Unrealized Gain/(Loss): reflects downturn in the economy in the value of long-term investments (- \$60,020).
- Jobline: slightly under budget (- \$95).
- Management/Consulting Revenue: on budget (- \$40).

## EXPENSES

Cost Center	YTD Actual	YTD Budget	Variance
Salaries and Benefits	\$ 347,098	\$ 353,309	\$ (6,211)
Consultants and Contractors	31,373	38,050	(6,677)
Supplies and Resources	8,459	12,290	(3,831)
Communications	10,843	11,083	(240)
Printing/Design	3,051	4,890	(1,839)
Maintenance and Equipment	16,295	17,756	(1,461)
Space Rental	28,637	45,437	(16,800)
Travel and Catering	10,219	12,770	(2,551)
Management Expenses	48,514	95,505	(46,991)
<b>TOTAL</b>	<b>\$ 504,490</b>	<b>\$ 591,090</b>	<b>\$ (86,600)</b>

### Salaries and Benefits (- \$6,211)

- Staff Salaries: under budget (- \$3,213).
- Accrued Vacation: reflects accrued vacation (+ \$9,183).
- Retirement: under budget due to timing of plan contributions (- \$1,876).
- Health Insurance: under budget due to timing of payment and change in carrier (- \$8,001).
- Worker's Comp: under budget due reduction in premiums (- \$308).
- Payroll Taxes: under budget (- \$1,276).
- LTD and Life Insurance: under budget (- \$721).

### Consultants and Contractors (- \$6,377)

- Auditor Fees: under budget due to timing of payment: (- \$7,250).
- Speaker Honoraria: under budget due to cancellation of events (- \$5,400).
- Legal Services: over budget due to use of counsel for new lease (+ \$6,410).
- Consultants/Contractors: under budget due to timing of payments (- \$437).

### Supplies and Resources (- \$3,831)

- Supplies: over budget (+ \$59).
- Subscription/Resource Materials: under budget due to timing of Hannah payment (- \$2,624).
- Computer Software/Supplies: under budget due to timing and amount of purchases (- \$1,266).

### Communications (- \$240)

- Telephone: Local/Mobile/Conf. Calls: over budget due to an increase in conference calls (+ \$579).
- Postage/Mail Service/Courier Service: under budget due to a decrease in mailings (- \$3,222).
- Internet: over budget due to unexpected license purchases (Zoom, Survey Gizmo, etc.) (+ 2,403).

### Printing and Design (- \$1,839)

- Printing: under budget due to a decrease in use of outside printing (- \$517).
- Copying: under budget due to reduced usage (- \$1,322).

### Maintenance and Equipment (- \$1,461)

- Equipment Rental: under budget (- \$1,260).

- Equipment Maintenance: on budget (- \$51).
- Software Support: under budget (- \$150).

Space Rental (- \$16,800)

- Office Space: under budget due to timing of payment with new lease (- \$7,065).
- Convention/Expo: under budget due to timing and cancellation (- \$6,000).
- Workshops/Meetings: under budget due to cancellation of events (- \$3,735).

Travel and Meals (- \$2,551)

- Board: over budget due to Midwinter, PLA and Emerging Leaders (+ \$1,943).
- Staff: under budget due to reduced travel and cancellations (- \$806).
- Committees and Divisions: under budget due to cancellation of in-person meetings (- \$2,688).

Management Expenses (- \$46,991)

- Bank Services: under budget due to decrease in credit card transactions (- \$438).
- Depreciation Replacement: over budget due to replacements (+ \$2,567).
- Employee Hiring: over budget due to background checks for libraries (+ \$225).
- Insurance: slightly over budget due to increase in premiums (+ \$170).
- Organization Memberships: under budget (- \$850).
- Staff Development and Memberships: under budget due to timing of membership renewals and professional development activities (- \$1,380).
- Catering and Other Meals: under budget due to cancellation of events (- \$40,511).
- Relocation Expenses: under budget due to timing of payments (- \$7,276).
- Pandemic Related Expenses: over budget due to unanticipated purchases (+ \$206).

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Net Change in Assets</b>	\$ 483,490	\$ 579,465	\$ (95,975)



**Ohio Library Council**  
**Income Statement**  
**For the 5 Months Ending Sunday, May 31, 2020**

	May			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>REVENUE</b>						
<b>Dues</b>						
Institutional	\$16,355.66	\$18,000.00	(\$1,644.34)	\$809,792.34	\$829,100.00	(\$19,307.66)
Other	0.00	0.00	0.00	7,800.00	8,750.00	(950.00)
Personal	1,254.00	1,500.00	(246.00)	181,482.50	175,000.00	6,482.50
Friends	75.00	0.00	75.00	2,425.00	3,000.00	(575.00)
<b>Subtotal</b>	<b>\$17,684.66</b>	<b>\$19,500.00</b>	<b>(\$1,815.34)</b>	<b>\$1,001,499.84</b>	<b>\$1,015,850.00</b>	<b>(\$14,350.16)</b>
<b>Publications</b>						
Sales	0.00	0.00	0.00	360.00	275.00	85.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$360.00</b>	<b>\$275.00</b>	<b>\$85.00</b>
<b>Continuing Education</b>						
Legislative Day	0.00	0.00	0.00	0.00	5,400.00	(5,400.00)
Convention & Expo	0.00	4,250.00	(4,250.00)	24,750.00	35,250.00	(10,500.00)
Workshops	(26,530.00)	19,290.00	(45,820.00)	10,015.00	81,600.00	(71,585.00)
<b>Subtotal</b>	<b>(\$26,530.00)</b>	<b>\$23,540.00</b>	<b>(\$50,070.00)</b>	<b>\$34,765.00</b>	<b>\$122,250.00</b>	<b>(\$87,485.00)</b>
<b>Contract Income</b>						
Sourcing Office	0.00	0.00	0.00	781.18	1,000.00	(218.82)
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>781.18</b>	<b>1,000.00</b>	<b>(218.82)</b>
<b>Other Income</b>						
Interest & Dividends	954.93	1,250.00	(295.07)	5,883.38	5,950.00	(66.62)
Workers Compensation	0.00	0.00	0.00	614.85	16,000.00	(15,385.15)
Unrealized Gain/(Loss)	19,463.88	1,700.00	17,763.88	(56,519.72)	8,500.00	(65,019.72)
Jobline	0.00	80.00	(80.00)	320.00	415.00	(95.00)
Mgmt & Consulting Revenue	0.00	65.00	(65.00)	275.00	315.00	(40.00)
<b>Subtotal</b>	<b>\$20,418.81</b>	<b>\$3,095.00</b>	<b>\$17,323.81</b>	<b>(\$49,426.49)</b>	<b>\$31,180.00</b>	<b>(\$80,606.49)</b>
<b>Total Revenue</b>	<b>\$11,573.47</b>	<b>\$46,135.00</b>	<b>(\$34,561.53)</b>	<b>\$987,979.53</b>	<b>\$1,170,555.00</b>	<b>(\$182,575.47)</b>

**Ohio Library Council**  
**Income Statement**  
**For the 5 Months Ending Sunday, May 31, 2020**

	May			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>EXPENSES</b>						
<b>Salary &amp; Benefits</b>						
Staff Salaries	\$53,721.40	\$55,646.00	(\$1,924.60)	\$275,017.41	\$278,230.00	(\$3,212.59)
Accrued Vacation	5,864.62	0.00	5,864.62	9,182.63	0.00	9,182.63
Retirement Contribution	2,198.17	2,778.00	(579.83)	12,014.41	13,890.00	(1,875.59)
Health Insurance	5,836.59	7,148.00	(1,311.41)	27,738.43	35,739.00	(8,000.57)
Workers' Compensation	0.00	90.00	(90.00)	142.12	450.00	(307.88)
Payroll Taxes	3,814.31	4,550.00	(735.69)	21,474.29	22,750.00	(1,275.71)
LTD & Life Insurance	321.50	450.00	(128.50)	1,528.92	2,250.00	(721.08)
<b>Subtotal</b>	<b>\$71,756.59</b>	<b>\$70,662.00</b>	<b>\$1,094.59</b>	<b>\$347,098.21</b>	<b>\$353,309.00</b>	<b>(\$6,210.79)</b>
<b>Consultants &amp; Contractors</b>						
Auditor	0.00	7,250.00	(7,250.00)	0.00	7,250.00	(7,250.00)
Speaker Honoraria	0.00	5,200.00	(5,200.00)	0.00	5,400.00	(5,400.00)
Legal Services	0.00	0.00	0.00	16,410.35	10,000.00	6,410.35
Expo Contractors	0.00	0.00	0.00	3,000.00	3,000.00	0.00
Consult / Contractors	3,656.86	2,100.00	1,556.86	11,963.02	12,400.00	(436.98)
<b>Subtotal</b>	<b>\$3,656.86</b>	<b>\$14,550.00</b>	<b>(\$10,893.14)</b>	<b>\$31,373.37</b>	<b>\$38,050.00</b>	<b>(\$6,676.63)</b>
<b>Supplies &amp; Resources</b>						
Supplies	1,181.71	785.00	396.71	4,653.64	4,595.00	58.64
Subscriptions / Res Mat	416.32	150.00	266.32	2,421.44	5,045.00	(2,623.56)
Computer Sftwr / Supplies	257.13	400.00	(142.87)	1,384.35	2,650.00	(1,265.65)
<b>Subtotal</b>	<b>\$1,855.16</b>	<b>\$1,335.00</b>	<b>\$520.16</b>	<b>\$8,459.43</b>	<b>\$12,290.00</b>	<b>(\$3,830.57)</b>
<b>Communications</b>						
Telephone - Local	222.90	223.00	(0.10)	1,490.03	1,106.00	384.03
Telephone - LD / Conf	10.58	144.00	(133.42)	637.46	442.00	195.46
Postage	103.40	1,105.00	(1,001.60)	1,564.61	4,030.00	(2,465.39)
Mailing Service	0.00	225.00	(225.00)	0.00	550.00	(550.00)
Courier / Special	0.00	55.00	(55.00)	8.40	215.00	(206.60)
Internet	1,677.79	948.00	729.79	7,142.70	4,740.00	2,402.70
<b>Subtotal</b>	<b>\$2,014.67</b>	<b>\$2,700.00</b>	<b>(\$685.33)</b>	<b>\$10,843.20</b>	<b>\$11,083.00</b>	<b>(\$239.80)</b>
<b>Printing &amp; Typesetting</b>						
Printing	92.02	600.00	(507.98)	2,213.43	2,730.00	(516.57)
Copying	23.38	780.00	(756.62)	837.81	2,160.00	(1,322.19)
<b>Subtotal</b>	<b>\$115.40</b>	<b>\$1,380.00</b>	<b>(\$1,264.60)</b>	<b>\$3,051.24</b>	<b>\$4,890.00</b>	<b>(\$1,838.76)</b>

**Ohio Library Council**  
**Income Statement**  
**For the 5 Months Ending Sunday, May 31, 2020**

	May			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Maintenance &amp; Equip</b>						
Equipment Rental	\$1,890.30	\$2,169.00	(\$278.70)	\$9,205.17	\$10,465.00	(\$1,259.83)
Equipment Maintenance	0.00	0.00	0.00	324.09	375.00	(50.91)
Software Support	1,397.73	1,383.00	14.73	6,765.65	6,916.00	(150.35)
<b>Subtotal</b>	<b>\$3,288.03</b>	<b>\$3,552.00</b>	<b>(\$263.97)</b>	<b>\$16,294.91</b>	<b>\$17,756.00</b>	<b>(\$1,461.09)</b>
<b>Space Rental</b>						
Office Space	2,190.04	7,961.00	(5,770.96)	28,471.93	35,537.00	(7,065.07)
Convention / Expo	0.00	0.00	0.00	0.00	6,000.00	(6,000.00)
Workshops / Meetings	(2,750.00)	1,250.00	(4,000.00)	164.66	3,900.00	(3,735.34)
<b>Subtotal</b>	<b>(\$559.96)</b>	<b>\$9,211.00</b>	<b>(\$9,770.96)</b>	<b>\$28,636.59</b>	<b>\$45,437.00</b>	<b>(\$16,800.41)</b>
<b>Travel</b>						
Board	0.00	175.00	(175.00)	4,967.83	3,025.00	1,942.83
Staff Travel	0.00	1,570.00	(1,570.00)	4,288.93	5,095.00	(806.07)
Committees	0.00	400.00	(400.00)	367.68	1,975.00	(1,607.32)
Divisions	0.00	0.00	0.00	594.30	1,675.00	(1,080.70)
Presenters	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$3,145.00</b>	<b>(\$3,145.00)</b>	<b>\$10,218.74</b>	<b>\$12,770.00</b>	<b>(\$2,551.26)</b>
<b>Management Expenses</b>						
Bank Services	672.92	350.00	322.92	5,737.14	6,175.00	(437.86)
Depreciation	2,582.95	2,085.00	497.95	12,987.00	10,420.00	2,567.00
Employee Hiring	0.00	0.00	0.00	225.00	0.00	225.00
Insurance	659.08	625.00	34.08	3,295.44	3,125.00	170.44
Organizational Mbrshps	0.00	250.00	(250.00)	500.00	1,350.00	(850.00)
Staff Devel & Mbrshps	700.00	0.00	700.00	1,565.00	2,945.00	(1,380.00)
Catering & Other Meals	72.18	11,795.00	(11,722.82)	6,204.07	46,715.00	(40,510.93)
125th Anniversary Expense	0.00	0.00	0.00	295.63	0.00	295.63
Relocation Expense	13,256.61	14,775.00	(1,518.39)	17,498.69	24,775.00	(7,276.31)
Pandemic Related Expenses	174.62	0.00	174.62	206.33	0.00	206.33
<b>Subtotal</b>	<b>\$18,118.36</b>	<b>\$29,880.00</b>	<b>(\$11,761.64)</b>	<b>\$48,514.30</b>	<b>\$95,505.00</b>	<b>(\$46,990.70)</b>
<b>Total Expenses</b>	<b>\$100,245.11</b>	<b>\$136,415.00</b>	<b>(\$36,169.89)</b>	<b>\$504,489.99</b>	<b>\$591,090.00</b>	<b>(\$86,600.01)</b>
<b>Net Change in Assets</b>	<b>(\$88,671.64)</b>	<b>(\$90,280.00)</b>	<b>\$1,608.36</b>	<b>\$483,489.54</b>	<b>\$579,465.00</b>	<b>(\$95,975.46)</b>

**Ohio Library Council**  
**Balance Sheet**  
**As of Sunday, May 31, 2020**

**ASSETS**

**Cash and Short Term Investments**

Commerce Nat'l Bank - Checking	\$39,874.25
Commerce Nat'l Bank - Money Mkt	104,198.14
Investments - Money Market	33,105.24
Investments - CDs	150,045.16
Investments - TRAK Account	492,747.87
Investments - Mutual Funds	612,401.43
<b>Total Cash and Short Term Investments</b>	<b>\$1,432,372.09</b>

**Other Current Assets**

Accounts Receivable	12,137.70
Accrued Interest	(8.56)
Office Equipment (net of Accum Depr)	54,290.88
Prepaid Postage	2,703.12
Prepayments	29,036.90
<b>Total Other Current Assets</b>	<b>\$98,160.04</b>

**Total Assets**

**\$1,530,532.13**

**LIABILITIES AND NET ASSETS**

**Liabilities**

Accounts Payable	\$997.34
Advances	1,591.06
Accrued Salaries	12,726.57
Accrued Vacation	60,779.44
Accrued Insurance	1,915.86
<b>Total Liabilities</b>	<b>\$78,010.27</b>

**Net Assets**

Unappropriates Fund Balance	969,032.32
YTD Change in Net Assets	483,489.54
<b>Total Net Assets</b>	<b>\$1,452,521.86</b>

**Total Liabilities & Net Assets**

**\$1,530,532.13**

**Ohio Library Council  
BOARD OF DIRECTORS**

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ITEM NO.: **5.B**

MEETING DATE: **July 17, 2020**

SUBJECT: **ALA Councilor Report**

SUBMITTED BY: **Meg Delaney**

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**REPORT FOR INFORMATION**

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During ALA January 23-27 Midwinter meetings in Philadelphia, Council was presented with stark, yet incomplete reporting on ALA's finances and proposed governance structure. The financial picture was bleak and various line-items were in the red. With an eye toward cost savings and efficiency, Council had hoped to pilot a Zoom event in March 2020 to demonstrate that this particular 187-person body could update practices and also be nimble & responsive to Association needs.

COVID-19 made a March meeting impossible. ALA staff did pivot quickly and almost flawlessly to produce [ALA Virtual: Community Through Connection](#) June 24-26, 2020. Council events related to the Conference began on June 18 and concluded on July 9. Prior to the start of the Virtual Conference, ALA staff shared with Council replies to the very long list of questions – primarily related to ALA finances – compiled during the Midwinter meetings. Questions about finances and the Steering Committee for Organizational Effectiveness (SCOE) came up at almost every gathering I attended.

Sessions attended:

Virtual Membership Meeting

Virtual Information Session

Virtual Inauguration Event

Chapter Relations Committee; Chapter Councilor's Forum; Chapter Leader's Forum

Council Practice Session

Council Forum I, II, III

Council I, II, III

Highlights from the meetings:

1. There were over 7,000 registrants for the Virtual Conference
2. New ALA Member benefit: access to 2 eLearning courses with membership: Fighting Fake News and Mindfulness for Librarians
3. ALA suffered an \$8 million-dollar loss from cancelling ALA (filed an insurance claim - luckily the rider included pandemics!) The loss would have been \$13m had we not cancelled so quickly
4. Tracie Hall is the 10<sup>th</sup> Executive Director of the Association [Executive Director Report](#)
5. Outgoing President Wanda Kay Brown's [Report to the Executive Board](#) talks about hiring the new Exec. Dir., supporting libraries that closed during the COVID pandemic, and seeing the breadth of the digital divide. President Brown challenges the Chapters who wrote moving and eloquent statements condemning police and citizen abuse of power to now take the next step by taking action and bringing those words to life.
6. Incoming President Julius C. Jefferson Jr.'s [Report to Council](#) and Inaugural Event showcased his theme / priorities: Advocacy / Equity, Diversity, and Inclusion / Building the ALA brand. He will pivot from the 11-day bus tour to a virtual event which includes Ohio! His purpose is to engage, listen, build, and advocate. Jefferson concluded by admonishing attendees to "Recognize the humanity and identity of everyone who works in our libraries and who visit our libraries."

Council I:

**5.B: ALA Councilor Report**

- A. ALA staff are scheduled to take a maximum of 23 furlough days as a result of the pandemic
- B. A Fall Council meeting will be scheduled to vote on the Approval of the Annual Estimates of Income for FY2021. COVID-19 resulted in unforeseen expenses and the Annual Estimate is not yet ready for review.
- C. [RESOLUTION on Protecting Privacy and Safety in Coronavirus-related Library Policy](#)  
Passed nearly unanimously

#### Council II:

- A. [Committee on Organization Report action](#)
  - a. Motion 1: To dissolve three divisions of the American Library Association: Association for Library Collections and Technical Services, Library Information Technology Association, and Library Leadership and Management Association; effective August 31, 2020 (VOTE: Yes 160; No 2; Abstain 1)
  - b. Motion 2: Authorize organization of Core: Leadership, Infrastructure, Futures as a division of the American Library Association, effective September 1, 2020 (VOTE: Yes 163; No 1; Abstain 0)
  - c. Motion 3: RESOLVED, That the ALA Council dissolve the Association of Specialized, Government, and Cooperative Library Agencies as a Division of ALA (VOTE: Yes 162; No 3; Abstain 5)
    - Emotional statements about the dissolution - some feel they weren't really given a choice; it's best to move forward for all of ALA
    - Where will advocacy for underserved populations take place?
    - Surprised by their financial situation after Midwinter 2020
  - d. Motion 4: To allocate the ASGCLA components to the respective ALA Units (see 5 page report for reassignment) (VOTE: Yes 166; No 1; Abstain 1)
  - e. 2nd vote required to dissolve a Division - that will take place immediately after Council III
- B. [Constitution and Bylaws Report action](#)
  - a. Action Item 1: Adding language to the Constitution which clarifies that both Council and membership meetings may be held electronically and that voting through electronic means may take place at those meetings. (VOTE: Yes 168; No 0; Abstain 0)
    - Given the need to conduct business of the association in an online environment, these changes clarify that the requirements for a quorum are the same in both physical and synchronous online formats, and that voting can occur by electronic means
  - b. Action Item 2: Changing requirements for a quorum in the Bylaws to make them consistent with the Constitution. Article VI, Section 3 of the ALA Constitution currently states that "Seventy-five members of the Council shall constitute a quorum." This change brings the ALA Bylaws into accordance with the ALA Constitution. (VOTE: Yes 164; No 0; Abstain 1)
- C. [Intellectual Freedom Committee](#) Report highlights
  - a. On May 8, the Privacy Subcommittee hosted the webinar "Protecting Privacy in a Pandemic: A Town Hall for Library and Information Workers." Privacy Subcommittee Chair Erin Berman, member Bill Marden, and Michelle Gibeault (Chair of Instruction and Librarian for Humanities at Tulane University and co-convener of the Digital Library Federation's Privacy and Ethics in Technology (PET) working group) highlighted best practices regarding video platforms, data collection, and vendor relations. The webinar welcomed more than 800 registrants and 500 attendees, with a lively Q&A. **The webinar recording is available on the OIF YouTube channel.** Resources from the webinar as well as additional tools were compiled in a resource guide published on ChoosePrivacyEveryDay.org.
  - b. Letter calling for a 7th standing committee to Forward Together related to Professional Ethics and Values. Selection: *We respectfully propose the addition of a seventh standing committee to the Forward Together recommendations— Professional Values. The Professional Values Standing Committee would be the arm*

*of the new ALA leadership structure that would focus on Intellectual Freedom, Professional Ethics, and Privacy. It would combine the work of the Intellectual Freedom Committee, Committee on Professional Ethics, and IFC Privacy Subcommittee and align with ALA's Office for Intellectual Freedom.*

- c. "Resolution Condemning Police Violence Against BIPOC, Protesters, and Journalists" (BIPOC is Black people, Indigenous People, and People of Color) Resolved, that the American Library Association (ALA), on behalf of its members: 1. calls upon its members to support initiatives to end police violence against Black people, to combat the systemic racism that infects our society, and to speak out against all attempts to restrict First Amendment rights. 2. calls upon federal, state, and local governments to uphold, preserve, and respect the constitutional rights of protesters, of journalists, and of all people who want to make their voices heard and to share their words and ideas with the rest of the world and future generations. 3. directs ALA staff to expeditiously publish and distribute this resolution to all ALA members through appropriate channels of communication. (VOTE: Yes 165; No 1; Abstain 2)
- D. Forward Together-Steering Committee on Organizational Effectiveness Timeline:
  - a. June/July 2020 • The final report of the Steering Committee on Organizational Effectiveness will be presented to ALA Council and the Forward Together Working Group will take over facilitation of the session with ALA Council. • ALA Council will vote on the proposed course of action as outlined here
  - b. June 2020 to December 2020 • In preparation for a large-scale "Constitutional Convention", virtually, ALA Council will discuss and vote on the various components of Forward Together as well as proposed amendments as identified by the Forward Together Working Group and ALA Council.
  - c. January 2021 Midwinter - Indianapolis • The amended Forward Together governance model will be presented for a final debate during a Constitutional Convention style event. Further amendments may be added during this event. This event will include ALA Councilors and additional stakeholders within the association. The details and process for the Constitutional Convention are still being discussed and will be led by the Forward Together Working Group in collaboration with ALA Parliamentarian Eli Mina. • A final vote on the model at the conceptual level will be taken by ALA Council. • The report from the Forward Together Fiscal Analysis Working Group will be presented to Council.
  - d. March 2021 • Preliminary new bylaws will be drafted in the fall/winter based on Council conversations and published in March reflecting the new governance structure. • The proposed new governance structure and the proposed new Bylaws to match it will be made available via ALA's website for ALA Council and ALA Members to review. These will be posted in March 2021 to ready Council for voting.
  - e. April 2021 • First Council Vote on the New ALA Bylaws: The proposed new ALA Bylaws, reflecting the original Forward Together proposal and amendments made to it to accommodate Council's input, will be presented for debate, final amendments, and the first official vote, as required by the current ALA Constitution.
  - f. Annual Session 2021 • Second Council Vote on the New ALA Bylaws
  - g. Special ballot to members July 2021 • An Online Vote by ALA Membership on the New Bylaws: The new ALA Bylaws, having been approved by two consecutive votes of the ALA Council, will be presented to the ALA Membership for an online vote as part of a special July 2021 ballot.
  - h. Sept 2021 • Implementation Begins

#### Council III:

##### A. Election Results:

- a. 2020-2021 Member to the **Committee on Committees** (CoC) Vote for 4 LeRoy LaFleur 88 votes or 59.1 % Melissa I. Cardenas-Dow 67 votes or 45.0 % Leslie Preddy 67 votes or 45.0 % Eric Suess 57 votes or 38.3 %

#### 5.B: ALA Councilor Report

- b. 2020-2022 At-Large Councilor to the **Planning and Budget Assembly (PBA)** Vote for 3 Louis Muñoz Jr. 102 votes or 69.4 % Kymberly Keeton, M.L.S., C.A. 75 votes or 51.0 % Susan F. Gregory 65 votes or 44.2 %
  - c. 2020-2022 Chapter Councilor to the **Planning and Budget Assembly (PBA)** Vote for 2 Sam Helmick 84 votes or 58.3 % Jack Martin 77 votes or 53.5 %
- B. Financial discussion:
- a. Related documents: [ALA Financial Questions and Responses](#); [ALA Roundtable Net Asset Balance-Appendix 1](#); [ALA Division Net Asset Balance-Appendix 2](#)
  - b. Upshot: a tough financial situation was made worse by the COVID pandemic. Since January 2020 the Executive Director and Executive Board have set new expectations:
    - i. Strong & frequent communication
    - ii. Council also wants clearer communication & clearer reports
    - iii. IT spending: new controls to manage the 3 IT budgets: IT, capital, move (Overall IT budget has already been reduced by \$320K)
    - iv. ED with EB is developing a contract review process (over 50K) with thresholds, etc.
    - v. FY21 budget not yet approved - it needs to come down & have more realistic projections
    - vi. Operating Agreement work group coming: appointees during June 30 EB meeting
    - vii. Fiscal Analysis committee as part of Forward Together
    - viii. ED, Interim CFO, and Council will work together to get us on a firm financial standing
    - ix. ED Hall: Staff furloughs - explanation of how they came to that process / decision as a collective. It saved them from layoffs & will help them deal with coming volatility. they may not need to take all the furlough days that are forecast / planned
  - c. [Forward Together-Steering Committee on Organizational Effectiveness](#) – Loads of discussion on the goals & timeline for this work
    - i. In addition to the reorganization contained in the link above, there was considerable discussion of whether ALA needs both a Constitution and Bylaws. The language in both documents is woefully out of date and part of what slows everything down
    - ii. In the end, Council did support an amended Resolution to receive the SCOE documentation and move ahead with the Forward Together process.
  - d. [RESOLUTION Condemning U.S. Media Corporations' Abridgement of Free Speech](#) was referred to the Intellectual Freedom Committee and the International Relations Committee with a report due back at Midwinter 2021 (VOTE: Yes 153; No 6; Abstain 2)
  - e. [RESOLUTION on Financial Autonomy and Collaboration among ALA Management, Divisions and Roundtables](#) Written because of the confusion after Midwinter meeting; going forward, looking for more information; placing triggers for finances transferring between budgets. Lots of discussion: concerns about the Whereas clauses; clauses misrepresent what is currently happening; adds layers of bureaucracy; puts Council into the operational weeds. Many appreciated the intent behind the resolution. The problem was communication and transparency – that is getting better every day. (VOTE: Yes 6 ; No 153; Abstain 3)
  - f. [RESOLUTION on Developing Library Security Policies in keeping with ALA Policy](#) added ALA's ethnic affiliates to the Resolved clause. (VOTE: Yes 152; No 7; Abstain 2)
  - g. Announcements:
    - i. EB statement - affirming the rights of transgender people
    - ii. EB statement - statement taking responsibility for Associations' past racism
    - iii. Thanks to Mary Ghikas / June 30 is her last day



## Special Council Session

- A. Required 2<sup>nd</sup> vote on: Action requested from Councilors is to cast their vote to dissolve ALCTS, LITA, LLAMA and vote for the creation of the Core division. (VOTE: Yes 157; No 3, Abstain 2)
- B. Required 2<sup>nd</sup> vote on: The dissolution of the Association of Specialized, Government, and Cooperative Library Agencies (ASGCLA) division. (VOTE: Yes 138; No 12; Abstain 12)

## Next Steps:

Ohio will be well represented as the work begun by SCOE continues

### Forward Together Working Group

Charge: The Forward Together Working Group will lead Forward Together through a multi-step process, involving Council and resulting in a member vote upon approval and acceptance by Council. This group will also test and assess Forward Together recommendations.

### Co-Chairs:

Joslyn Bowling Dixon, Prince William Library System  
Steven Yates, University of Alabama SLIS

### Members:

Camila Alire, Dean Emeritus at the University of New Mexico and Colorado State University  
Stephanie Chase, Constructive Design  
Sara Dallas, Southern Adirondack Library System  
Meg Delaney, Toledo Lucas County Public Library  
Ed Garcia, Cranston Public Library  
Eboni Henry, Truesdell Educational Campus, Washington DC  
Lesliediana Jones, The George Washington University Law School  
Ben Hunter, University of Idaho Library  
Erika Linke, Carnegie Mellon University  
JJ Pionke, University of Illinois at Urbana-Champaign  
Christina Rodriques, OCLC

### Forward Together Fiscal Analysis Working Group

Charge: The Forward Together Fiscal Analysis Working Group will conduct a comprehensive fiscal analysis of the amended Forward Together recommendations from December - January 2021. This report will be presented to ALA Council at the 2021 Midwinter meeting.

Chair: John A. Lehner, University of Houston

### Members:

Tom Adamich, Monroe County Community College  
Victor Baeza, Oklahoma State University  
Ronald A. Dubberly, Retired: Atlanta-Fulton County Public Library and Seattle Public Library  
Susan Jennings, Chattanooga State Community College  
Brenda Pruitt-Annisette, Kent State University  
Karen G. Schneider, Sonoma State University  
Carrie Wilson, Calvert Library

# STATE LIBRARY OF OHIO

Monthly Report, June 30, 2020  
Reports are posted on the State Library of Ohio website at  
<https://library.ohio.gov/about/state-librarian-board/>

## Announcements

### *Email Listservs*

- The Librarian's Guide to Homelessness core training and upcoming Jerks with Homes webinar with Ryan Dowd, sent June 18, 2020
- Statewide Delivery will resume on June 29, sent June 16, 2020
- Continuing Education Roundup for Ohio Library Staff- Issue 3, sent June 10, 2020

## Census 2020

- The State Library of Ohio's [Ohio Library Census Committee](#) is working to disseminate up-to-date information about the Census to library staff all over Ohio. The State Library wants to make sure all Ohio libraries and library staff have the resources they need to be prepared for Census programming, outreach, and patron queries. The [Census Resource for Libraries](#) web page provides a wealth of information and links including a Census [timeline](#), dispelling Census [myths](#), [marketing](#) and promotional tools, and [potential partners](#). The page will be updated regularly as more information and resources come out. Contact a member of the committee in your region with questions or to share information.

## Choose to Read Ohio

- The State Library of Ohio and the Ohioana Library Association, with the Ohio Center for the Book and the Choose to Read Ohio Advisory Council, have announced the 20 books selected for the **2021 & 2022 Choose to Read Ohio (CTRO) booklist**. [Download the new 2021 & 2022 booklist](#) formatted for printing and sharing. [Read the press release](#) about the new booklist and how it was selected.
- Through a biennial booklist of 20 representative titles for all ages, CTRO helps libraries, schools, families, book clubs, and others build communities of readers and an appreciation of Ohio authors, illustrators, and literature. Learn more about CTRO and download booklists and toolkits: [library.ohio.gov/ctro](http://library.ohio.gov/ctro). Questions about CTRO can be directed to Janet Ingraham Dwyer at [jdwyer@library.ohio.gov](mailto:jdwyer@library.ohio.gov).

## Continuation of Service During the COVID-19 Pandemic

- Due to the COVID-19 pandemic, and in accordance with Governor DeWine's order for state employees to telework when at all possible, all State Library staff are working from their homes.
- Our reference and cataloging librarians are still on the job working remotely, [responding to reference requests](#) from state employees and the general public alike.
- As the regional federal documents depository and state of Ohio documents depository, our physical collections are not accessible but our librarians are still responding to government documents-related questions. We continue to catalog and archive state agency web publications regarding COVID-19 for posterity.
- Digital resources including the Ohio Digital Library remain available. In addition, our Library Programs and Development (LPD) division staff continue to assist libraries.
- Office phone lines are being checked, but email is the best way to get in touch with staff during this time of prolonged library closure. Email contact information can be found [here](#).

## Guiding Ohio Online

- Guiding Ohio Online is a State Library administered competitive [LSTA \(Library Services and Technology Act\) grant](#). The purpose of the grant is to allow libraries serving rural populations in Ohio to hire a dedicated technology trainer for their library. The technology trainer is hired as an independent contractor in a full- or part-time capacity depending on the needs of the library for a one-year period.

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The vision of the State Library of Ohio is a Smarter Ohio where every Ohioan can access the necessary resources to be engaged citizens, excel at their jobs, participate in the workforce, and pursue their passions and interests.

# STATE LIBRARY OF OHIO

- Applications are no longer being accepted for library sites to participate in the 2020-2021 Guiding Ohio Online program; the final date for submission was Friday, May 15, 2020. Please see the information located [here](#) on the State Library's web site for complete details.
  - Applications are currently being reviewed and grants will be awarded at the July State Library Board meeting.
- If you have any questions regarding the funding or budget of Guiding Ohio Online, please contact the LSTA Office at [lsta@library.ohio.gov](mailto:lsta@library.ohio.gov).
- If you have any questions regarding Guiding Ohio Online trainers (hiring, best practices, etc.) please contact Anne Kennedy, Technology Consultant, at [akennedy@library.ohio.gov](mailto:akennedy@library.ohio.gov).

## Library Leadership Ohio

- [Library Leadership Ohio 2020](#) will be held online and will take place July 15-17, 2020. Library Leadership Ohio is co-sponsored by the State Library of Ohio and OhioNET, with support from the Ohio Educational Media Library Association (OELMA) and the Ohio Private Academic Libraries (OPAL). The program is funded in part through a federal Institute of Museum and Library Services (IMLS) LSTA grant awarded by the State Library of Ohio.

## List of New Acquisitions

- A selection of ebooks and audiobooks recently added to the Ohio Digital Library for June is available on our website at: <https://library.ohio.gov/collections/new-books/june-2020/>. Due to the closure of the library building and staff working remotely due to the COVID-19 pandemic, the list was limited to ebooks and audiobooks.

## LSTA

- Libraries may apply for an Open Grant at any time. Information on Open Grants can be found at: <https://library.ohio.gov/services-for-libraries/lsta-grants/#AvailableGrants>.
- The following libraries received an Open Grant in June:
  - Lorain Public Library
  - University of Akron
- The State Library of Ohio's LSTA Advisory Council met in June to discuss the current year's LSTA grant initiatives and provide feedback and suggestions for the direction of the LSTA program in the coming year.
- Questions on the LSTA program should be addressed to Cindy Boyden, [cboyden@library.ohio.gov](mailto:cboyden@library.ohio.gov).

## NASA@ My Library

- The NASA@ My Library Kit lending program has been placed on hold. Library staff is encouraged to visit the Starnet Website, <http://www.starnetlibraries.org/resources/>, to check out STEAM @Home and STEM in Libraries activities. Some of these activities can be incorporated into virtual storytimes and other programming.
- Questions regarding the NASA@ My Library program should be addressed to Penelope Shumaker, [pshumaker@library.ohio.gov](mailto:pshumaker@library.ohio.gov).

## Ohio Digital Library

- Through June 30, 2020, ODL has tallied 3,319,922 checkouts.
- In mid-March, ODL enabled the opportunity for Ohioans to take advantage of the Overdrive [Instant Digital Card](#). A user can sign up with his/her phone number and gain quick access to e-content via ODL. Once libraries re-open, those users that signed up via the Instant Digital Card will be directed to their local library to fill out a physical library card. Since this feature was enabled for ODL, more than 34,000 registrations have taken place.
- The top five checked out items in June were:
  - [Me and White Supremacy](#) (ebook)
  - [White Fragility](#) (ebook)
  - [Walking to Listen](#) (audiobook)

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- [Where the Crawdads Sing](#) (ebook)
- [Harry Potter and the Sorcerer's Stone](#) (audiobook)
- Curious about what's being checked out? Take a look at [the real-time checkouts and holds](#).

## Ohio Digital Network [Digital Public Library of America (DPLA) Project]

- Through June, the Ohio Digital Network (ODN) now has over 233,000 items on [dp.la](#) from 24 active contributors.
  - Two new contributing institutions added collections in June:
    - [Xavier University](#) contributed the Moses Dawson Letter collection, which includes letters from presidents Andrew Jackson and Martin Van Buren.
    - [Ohio Wesleyan University](#) contributed two letter collections: The Letters of Marshall Clauson and The Paula B. and Thomas W. Harvey Civil War Letters Collection.
- ODN is proud to announce the launch of a summer webinar series focusing on Wikipedia and digital library collections. No registration is required, and recordings will be available after the fact. Just mark your calendar and follow the links below!
  - What the Wiki: Community Editing
    - <https://bit.ly/3cezo7B>
    - Thursday, July 30, 2020
    - 2:00 PM - 3:00 PM
    - The idea (and practice) of becoming a Wikipedia editor can feel overwhelming. In this session, we'll take the bite-by-bite approach of eating this fact-filled banana split. You've never eaten those in one gulp, so why start now? There are lots of ways to become involved, while updating and editing information about something you know inside and out - your own institution and community!
  - What the Wiki: Adding Content to the Wikiverse
    - <https://bit.ly/2TQwf7L>
    - Thursday, August 27, 2020
    - 2:00 PM - 3:00 PM
    - Lastly, we'll top that banana split with our own content (or chocolate sauce, whatever!), and add it to the proverbial catalog of resources that other users can use, as well. Even if you're not into editing what's already there, your institution can increase its visibility on one of the most-used websites in the world.
- The Ohio Digital Network Outreach Working Group curated eight primary source sets for the ODN website. These eight themed resource sets focus on Ohio and American History and are linked to primary sources from ODN contributors found in DPLA. These sets are:
  - [African American Ohioans in the Arts](#)
  - [Flooding in Ohio: Using Historical Floods to Prepare for the Future](#)
  - [Flora and Fauna of Ohio](#)
  - [Historic Ethnic Groups in Ohio](#)
  - [Industry in Ohio](#)
  - [Maps](#)
  - [The Underground Railroad in Ohio](#)
  - [Women's Suffrage and the 100th Anniversary of the 19th Amendment](#)
- ODN has promotional materials for interested institutions and patrons, including stickers and post-it notes. To request promotional materials for your institution, contact Jen Johnson, [jjohnson@library.ohio.gov](mailto:jjohnson@library.ohio.gov).
- Jen Johnson and Penelope Shumaker are available to speak to cultural heritage institutions about DPLA and ODN. For details, contact Jen Johnson, [jjohnson@library.ohio.gov](mailto:jjohnson@library.ohio.gov).
- For those interested in being a part of the ODN or who want to learn more, please visit the ODN website and subscribe to the ODN listserv: <https://lists.library.ohio.gov/mailman/listinfo/odn>.
- Questions on DPLA or the Ohio Digital Network should be addressed to Jen Johnson, [jjohnson@library.ohio.gov](mailto:jjohnson@library.ohio.gov).

## Ohio Ready to Read

- As the ongoing pandemic continues to limit opportunities for families with young children, remember that the [Day By Day Ohio Family Literacy Calendar](#) website at [DayByDayOH.org](http://DayByDayOH.org) features a perpetual calendar with songs, activities, book suggestions, and videos for every day of the year. Day By Day Ohio offers resources to further develop early literacy skills and improve school readiness.
- Day By Day Ohio, a service of the State Library of Ohio in collaboration with Ohio Ready to Read, also includes literacy and health information and an Ohio public library locator map. It is available anytime, anywhere and requires just internet access and a computer, smartphone, or mobile device.

## Presentations

- Jen Johnson presented an informational webinar titled, “What the Wiki: Wikimedia Foundation Overview” as part of the Ohio Digital Network’s series of sessions revolving around Wikipedia and digital library collections.
- Anne Kennedy gave a recorded presentation as part of a session titled, “Digital Library Trends from COVID-19” and participated in a live Q&A for the American Library Association’s Annual Conference, which was held online this year.
- Evan Struble presented a brief session on the role of the State Library of Ohio within Ohio’s library ecosystem as part of the Ohio Library Council’s New Directors Workshop.

## Publications

- The [State Library of Ohio 2019 Annual Report](#) was published. The report encompasses Fiscal Year and Calendar Year 2019 and includes statistical measures on many of our services and a financial picture of how we used state and federal funds.
- [Continuing Education Roundup for Ohio Library Staff- Issue 3](#)
- The State Library Coronavirus Information and Resources webpage is kept up-to-date with new information and resources. To improve ease of access, links to the page are featured on the library’s home page ([library.ohio.gov/coronavirus-information-resources/](http://library.ohio.gov/coronavirus-information-resources/)). The webpage includes our Here to Help video and features links with summaries in categories of Government Information and Resources, For Everyone, For Libraries, Learning Opportunities, Access to Library Resources, Resources for Economic Support, and State Library News.

## SEO Service Center

- The total automation consortium circulation for past 30 days was 494,011.
- There were 1,523 new users created in the past 30 days.
  - Of these newly created users, 522 of them were self-registered and e-resource cards.
- Interlibrary loans initiated for the past 30 days—41
  - This includes Referral Center requests and SEO Items requested.
- Courtesy Renewals for Referral Center members due closures—205
- There were 479 support tickets for the past 30 days.
- **Niche Academy Stats:**

Tutorial	20-Jun
COVID-19 RESOURCES AND INFORMATION	13
The SEO Library App	38
OverDrive Libby eBooks, Audiobooks, and More	215
Using the Online Catalog	219
Managing Your Online Account	156
Using the Online Catalog to Find Digital Materials	62
Using the Catalog to Find Articles and Journals	35
Lynda.com Tech Skills to Boost Your Career	11
Chilton Auto Repair Instructions	18
Consumer Health Complete	2

# STATE LIBRARY OF OHIO

Elementary (Kids InfoBits)	4
The Reading Room: Accelerated Reader (AR) and Lexile Reading Levels	0
Ancestry Library Edition - Access Billions of Genealogical Records	14
Fold3 Remembering Veterans Through Military Records	18
World Book Encyclopedias and More (1)	1
Science Reference Center	2
Transparent Language Online Language Learning	0
The SEO Library Die-Cut Collection	1
Using the My Lists Feature	20
Placing Holds on Magazines	16
Placing Item Specific or Multiple Holds	62
Goodreads Perfect Book Recommendations	22
<b>Total</b>	<b>929</b>

- **SEO Consortium Libraries App (BCMobile) Stats**
  - **586** new devices
  - **8,558** holds placed
  - **26,872** app launches
  - **27,577** total searches
- SEO IT Staff and the Tuscarawas Public Library are beta testing a new upcoming feature in BCMobile that will allow patrons to self-service via the app. Patrons would have the ability to check-in and check-out material using the SEO Libraries App.
- **Consortium Service Highlights**
  - 127,582 holds were placed in the SEO Library Consortium.
  - 92 of the 94 public libraries in the SEO Library Consortium are either open, offering contactless pickup, or a combination of both.
  - The Library Management System (LMS) support staff updated notices, circulation details, and hours for thirty libraries due to the COVID-19 pandemic.
  - The LMS support staff aided one library in the setup of circulating hotspots.
  - On June 17, Kirstin Krumsee, Library Consultant, State Library of Ohio, presented “Thinking Ahead to the 2020 Public Library Survey” for SEO Consortium Library directors. John Stewart, Jay Miley, Janice Bond, Nicole Brown, and Brenda Michel attended from the SEO Service Center staff.
  - Misty Wyscarver reported that on June 1, 2020 she trained a member of the SEO Technical Services Committee to use the SEO Support Site to process original cataloging requests.
  - Misty also trained three members of the SEO Technical Services Committee to use the SEO Support Site to process original cataloging requests on June 16, 2020.
  - Misty also created and released a new training program called *Two Minute Tutorials*. Here is the link for the first video titled *Paying Bills*: <https://youtu.be/iqIDr0ePmJY>.

## Staffing

- Wendy Knapp began as State Librarian of Ohio on June 8. She has 18 years of library experience that includes state and public libraries. Read the announcement about her appointment [here](#).
- Bill Morris, Governmental Affairs Coordinator, retired from the State Library on July 1 after 25 years with the Library and 35 years of service with the State of Ohio. Read the announcement about his retirement [here](#).

## Strategic Planning

- Libraries currently receiving strategic planning services from State Library consultants include:
  - Ashland Public Library
  - Oak Harbor Public Library
  - Lima Public Library

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- o Swanton Public Library
- o Loudonville Public Library
- o Canal Fulton Public Library
- o Germantown Public Library
- If you have questions about the [State Library's strategic planning services](#), or would like to be placed on the waiting list for this service, please contact Evan Struble at [estruble@library.ohio.gov](mailto:estruble@library.ohio.gov).

## Summer Food Service Program

- Many libraries in Ohio and around the USA participate in the **Summer Food Service Program (SFSP)**, a USDA-funded program that provides free meals and snacks to children ages 0-18 in communities with high levels of need.
- The USDA has extended temporary waivers that permit SFSP sites to provide grab-and-go meals/snacks and allow parents to pick meals up for their children. Other waivers are also in place to facilitate food distribution under social distancing guidelines.
- The USDA has also extended a temporary waiver of the area eligibility requirement for open SFSP sites. The Ohio Department of Education is permitting open sites in Ohio communities where at least 30% of students are eligible for free or reduced-price school meals. The ordinary eligibility requirement is 50%, so many more communities than usual are eligible in 2020.
- The Collaborative Summer Library Program (CSLP) offers a thorough and clear how-to guide for libraries: [Libraries and Summer Food](#). The State Library also offers a [basic SFSP guide for Ohio libraries](#).
- The CSLP also offers a free mini-manual for non-library SFSP sites, with ideas for integrating literacy activities and encouraging reading during the summer. [Download the "Read Up!" mini-manual from the CSLP website](#).
- Libraries in eligible areas that are not themselves serving as SFSP sites are encouraged to identify sites in their community and publicize the local availability of free meals for children. SFSP sites can also be excellent distribution points for SLP materials, library card applications, and library grab-and-go activities.

## Summer Library Program/Summer Reading Program

- Libraries are adapting their summer library programs to the ongoing requirements for social distancing. The Collaborative Summer Library Program (CSLP) created a resource to help libraries provide literacy and learning activities that families can do on their own, and other materials in support of summer library programs in the current environment. This resource is available for free download on the [CSLP website](#).
- The **2020 Ohio Summer Library Program evaluation survey** is somewhat different and a bit shorter this year. All Ohio public libraries are asked to indicate if they offered a Summer Library Program in 2020 and are strongly encouraged to submit SLP participation numbers (if collected) and to indicate whether the library participated in the Summer Food Service Program. Other questions are optional, including program/event attendance and information about new activities/strategies developed for 2020.
- All Ohio public libraries are asked to complete the Ohio Summer Library Program evaluation survey at the end of their Summer Library Program. The survey link is <https://www.surveymonkey.com/r/slpeval2020>.
- Contact Janet Ingraham Dwyer ([jdwyer@library.ohio.gov](mailto:jdwyer@library.ohio.gov)) with any questions about SLP or if the State Library of Ohio can assist you in any way. We can help you find resources, ideas, and support as you continue to adjust your SLP and other programs and services to meet safety and social distancing protocols.

## Take 5

- After the State Library of Ohio's successful, first-ever [virtual Take 5](#) event in May, the next Take 5 event is tentatively scheduled for Friday, May 7, 2021 at Columbus Metropolitan Library.

- Take 5 is a day of dialogue and discovery for public library teen and youth services specialists, school librarians, and other youth advocates. Take 5 is a peer-to-peer event, planned and produced by collaborating librarians with support from host libraries. Take 5 is also supported by the State Library of Ohio with federal funds from the Institute of Museum and Library Services. The event ordinarily takes place at a different Ohio location each spring. Past attendees call Take 5 energizing, affirming, and inspiring. [Visit the Take 5 web page](#) and like the [Take 5 Facebook page](#). Take 5 is also [now on Twitter](#).

## Talking Books

- The Ohio Library for the Blind and Physically Disabled (OLBPD) has resumed mail and phone services for patrons of the Ohio Braille and Talking Book Program. OLBPD staff will be available to take phone calls Monday through Thursday, from 10 am to 2:30 pm. Patrons may also begin returning items to OLBPD.
- The State Library of Ohio is still currently closed but has resumed sending equipment on a limited basis to patrons beginning in June.
- We appreciate your patience as we begin to resume services and comply with COVID-19 guidance as required for the health and safety of our patrons and staff.
- For more information about OLBPD and links to online library services, please visit <https://olbpd.cpl.org>.

## Transforming Teen Services

- The Young Adult Library Services Association (YALSA) is leading a nationwide training initiative to support and elevate teen services in libraries and other learning environments. Transforming Teen Services integrates connected learning, computational thinking, and youth development to help librarians build responsive services for and with teens.
- A national cohort includes teams of trainers from 46 states; Washington, DC; and the Northern Mariana Islands. Ohio's team: Kristin Wilson, Loudonville Public Library; Steve Moser, Dayton Metro Library; and Janet Ingraham Dwyer, State Library of Ohio. Kristin, Steve, and Janet will be scheduling training opportunities around Ohio for 2020 and 2021.
- Transforming Teen Services prioritizes the value of services for and with teens, the uniqueness of each community, and the primacy of equity. Learn more about this national initiative:
  - [www.ala.org/yalsa/train-trainer-project](http://www.ala.org/yalsa/train-trainer-project)
  - [www.slj.com/?detailStory=imls-grants-yalsa-chance-train-librarians-better-serve-teens](http://www.slj.com/?detailStory=imls-grants-yalsa-chance-train-librarians-better-serve-teens)



**Ohio Library Council  
BOARD OF DIRECTORS**

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ITEM NO.: **5.D**

MEETING DATE: **July 17, 2020**

SUBJECT: **OPLIN Report**

SUBMITTED BY: **Don Yarman**

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**REPORT FOR INFORMATION**

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COVID-19

Teleworking is not a hardship for the OPLIN staff, and the agency runs at full speed even with the office suite vacant. (Which is good, because early in June, a water line above the OPLIN offices developed a leak, and the landlord has yet to repair the damage.) Most of the expanded offerings from databases have expired, although remote access to Ancestry has been extended through July. The quarantine did make it a challenge to complete site inspections for new library circuits due to come up July 1, and the state has made it a little more difficult to get into the State of Ohio Computer Center to do maintenance in the Co-Location Space ([oplin.ohio.gov/co-location-service](http://oplin.ohio.gov/co-location-service)), but generally it's business as usual.

Database and Service Renewals

We are expecting no changes to the database collection in FY2021, which started July 1. Most databases are starting year 3 of a 5-year agreement. We renegotiated the genealogy package pricing, and will keep African-American Heritage, Ancestry Library Edition, Fold3, and HeritageQuest for another 3 years.

Lynda.com will remain on the current platform through December. The company will likely want to migrate libraries to the new LinkedIn Learning platform early next year. That is also when we expect to release an RFP for a career skills development resource, as the current 3-year agreement for Lynda.com ends June 30, 2021.

Renewals for other services (Umbrella/OpenDNS, EZProxy) are working their way through the state administrative processes. *We are not expecting to renew Infosec IQ, the phishing education and training service; access to that will end in October.*

Database Marketing

Best practice is for libraries to curate the statewide database links and present them on their own websites, but we do maintain a generic public portal at [ohioweblibrary.org](http://ohioweblibrary.org). A new design of that site launched in June. In addition to the refreshed look, we fixed some accessibility issues with the old site.

OPLIN's iSchool intern Hannah Simpson finished her work developing marketing kits for each of the statewide databases. The kits contain logos and templates for print and digital promotions, including graphics sized specifically for targeted social media campaigns. Explore the materials at [oplin.ohio.gov/tips-marketing](http://oplin.ohio.gov/tips-marketing).

**Ohio Library Council  
BOARD OF DIRECTORS**

ITEM NO.: **5.E**

MEETING DATE: **July 17, 2020**

SUBJECT: **Executive Director's Report**

SUBMITTED BY: **Michelle Francis**

**REPORT FOR INFORMATION**

Institutional Membership Dues Billing

Dues invoices for 2020 Institutional Membership Dues have been processed and sent to all public libraries in the state regardless of their past OLC membership. The majority of invoices were sent by the end of January, but a few were delayed because of delays in PLF and property tax revenue reports from county auditors. (A report from the Logan County Auditor was finally received at the beginning of May.)

Through July 1, 240 libraries had paid their 2020 Institutional membership dues in full; 2 libraries had paid their first or second installment; and 9 had not paid any portion of their dues (includes 8 libraries that were not members in 2019). Greenville Public Library has indicated that they will not be joining OLC in 2020, but plan to join in 2021.

IRS Forms 990 and 990-T

Following the completion of the 2019 financial audit, the OLC's auditors will prepare IRS Forms 990 and 990-T, the informational tax returns that 501(c)(6) organizations are required to file under the IRS tax code. As per OLC policy, the forms will be reviewed by the Finance Committee.

Regional OLC Discussion Forums for Library Directors

On June 5<sup>th</sup>, we held four, one-hour virtual meetings with library directors from different regions of the state to discuss reopening, racism and increased violence across the nation. These were very open and honest conversations that will help to inform our work and the services we provide our members. More than 100 public library directors participated in the conversations.

On July 10<sup>th</sup>, we held another series of four, one-hour virtual meetings with library directors from different regions of the state to discuss reopening and the Governor's new Public Health Advisory System. More than 100 public library directors participated in the forums.

Small Library Directors' Forums

The OLC Small Libraries Division will host two discussion forums for directors of small libraries virtually in August via OLC's Zoom account. These forums are designed for directors of small libraries to discuss issues of common interest and to share ideas on how to deal with challenges unique to small libraries. The discussion also will include an update on OLC activities, legislative issues, and library funding.

The dates and times for the forums include:

- Aug. 13: 10:00 a.m. – 12:00 p.m.
- Aug. 20: 1:00 p.m. – 3:00 p.m.

OLC Anniversaries

Denise Kise – July 1: 7 years

**5.E: Executive Director's Report**

## ALA Annual Conference - Virtual

Activities for the American Library Association's 2020 Annual Conference included:

- ALA Chapter Leaders Forum
- ALA Chapter Relations Committee (CRC)

### Activities

Activities since the May 22 Board meeting include:

May 26	OLC PDC Meeting Sourcing Alliance/Equalis Group PPE Purchasing Webinar
May 27	Mtg. w/ Experient on OLC Convention & Expo Mtg. w/ Metro Directors ICLAE Mtg. w/ TX, NY, IL, PA, VA, IN Execs.
May 28	SLO Board Meeting Vorys Return to Work Webinar BWC Emergency Action Plan Webinar
May 29	ETM Meeting Sourcing Alliance/Equalis Group Mtg. on OLC Marketplace
June 1	Meeting w/FAO on Broadband Meeting w/Betsy Lantz (NEO)
June 3	Meeting w/Julia Bowling (CareWorks Comp) Mtg. w/ Experient on OLC Convention & Expo
June 4	New Directors Workshop – Session I
June 5	N/NE Ohio Library Director Discussion Forum GRC Meeting SE Ohio Library Director Discussion Forum NW Ohio Library Director Discussion Forum Central/SW Ohio Library Director Discussion Forum
June 8	Cuyahoga County Library Directors Meeting Meeting w/Christie Hinrichs (Jason Reynolds) Mtg. w/ Experient on OLC Convention & Expo
June 9	Mtg. w/Megan Sheeran (Ohio Legal Help) Mtg. w/Andrea Fisher (OLC Diversity Committee) Mtg. w/Ohio State Treasurer's Office Mtg. w/Nancy Kirkpatrick (OhioNET)
June 10	New Directors Workshop – Session 2 Mtg. w/Metro Directors Mtg. w/Sourcing Alliance/Equalis Group on PPE
June 12	OPLIN Board of Trustees Meeting
June 15	Mtg. w/Ohio State Treasurer's Office Mtg. w/Megan Cusick (ALA Tour) OLC Board of Directors Special Virtual Meeting Mtg. w/OLC Convention & Program Chairs
June 17	Metro Directors Meeting
June 18	Ballot Issues Workshop Mtg. w/Megan Cusick (ALA Tour) Meeting w/Christie Hinrichs (Jason Reynolds) Small Libraries Division Meeting ALA Chapter Relations Committee Meeting
June 24	Meeting w/New State Librarian Wendy Knapp Metro Directors Meeting
June 25	OLBC Foundation Virtual Conference

June 26	Meeting w/GRIT on Broadband
June 30	Vorys at Work Webinar - Discrimination & Unconscious Bias in the Workplace
	Governor's Exec. Workforce Board Meeting
July 1	Mtg. w/Mark Bell (CyberOhio)
	Mtg. w/Brian Perera (OSU Kirwan Institute)
	Metro Directors Meeting
	Mtg. w/Peter Voderberg (Broadband Ohio)
July 6	Metro Directors Meeting
July 8	ALA 2020 Census Webinar
	Metro Directors Meeting
July 9	Vorys on Call Webinar
	ALA Chapter Leaders Forum
July 10	N/NE Ohio Library Director Discussion Forum
	SE Ohio Library Director Discussion Forum
	NW Ohio Library Director Discussion Forum
	Central/SW Ohio Library Director Discussion Forum
July 13	Mtg. w/OSU Kirwan Institute
July 15	Metro Directors Meeting
	ALA Chapter Management Exchange: Virtual Events/Conferences
July 16	SLO Board Meeting

**Ohio Library Council  
BOARD OF DIRECTORS**

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ITEM NO.: **5.F.1**

MEETING DATE: **July 17, 2020**

SUBJECT: **Government and Legal  
Services Report**

SUBMITTED BY: **Jay Smith**

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**REPORT FOR INFORMATION**

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PLF

The Ohio Department of Taxation (ODT) posted the July 2020 PLF distribution of \$38,541,614 – which is \$1.5 million (- 3.68%) below ODT’s original estimate that was issued in July 2019. Surprisingly, the actual July distribution came in + \$4,985,168 (+ 14.86%) above ODT’s latest estimates that were just issued at the end of June.

A look at the PLF distribution for the past three years and a link to an Excel spreadsheet listing each county’s distribution total for July 2020 can be found on the [OLC website](#).

According to the Office of Budget and Management (OBM), overall state tax receipts for the month of June came in at \$2.23 billion and were just \$50.5 million (or – 2.2%) below estimates. The state closed out Fiscal Year (FY) 2020 on June 30 in a much better position than expected and did not have to utilize the Budget Stabilization Fund (BSF). However, the state plans to use the BSF/Rainy Day Fund in FY 2021.

In an interview with reporters on July 7, OBM Director Kim Murnieks stated, “We were able to get through this final quarter of FY 2020 without having to access it. It is likely that we will need to rely on that source in FY 2021 and even into the next biennium. Economists are projecting a protracted recovery; we’re not expecting to rebound quickly.”

ODT Posts Final CY 2020 PLF Certification Update

The Ohio Department of Taxation (ODT) issued their final estimates for the Public Library Fund (PLF) distributions for each county for Calendar Year 2020 (CY 2020).

Overall, ODT is now estimating the total CY 2020 PLF distribution will be \$382,603,481, which is \$31,989,227 (- 7.7%) less than the original ODT certification issued in July 2019, and \$31,614,367 (- 7.6%) less than the certification update issued in December 2019.

ODT has stated that their updated CY 2020 forecast does take into account the Office of Budget and Management’s (OBM) updated state revenue forecast for Fiscal Year 2021, which begins on July 1.

ODT’s month-by-month cash flow breakdown for each county (Excel file): <http://olc.org/odt-plf-cy-2020-estimates-jun-2020/>

ODT’s county-by-county certification estimates distributed to county auditors (PDF): <http://olc.org/wp-content/uploads/2020/06/PLF-Certs-CY2020-Final-June-Update.pdf>

Please read the certification letter for your county entitlement carefully. The entitlement estimates are based on 1.70 percent of projected revenues (net of the transfers) from state’s General Revenue Fund (GRF) tax sources, multiplied by your county’s computed share of the total PLF for the July-December 2020 period at that same temporary rate. These are county-by-county estimates and not detailed down to the library system or building level. As you know, each county has a

**5.F.1: Government and Legal Services Report**

different distribution formula. Therefore, neither OLC nor the ODT can issue estimates for each individual library system.

As a reminder, by statute, ODT is required to provide an initial certification in July for the following calendar year. That certification is then updated later that year in December and a final update is required in June of the actual calendar year. Therefore, the final statutory required certification for CY 2020 was just provided and no further updates are planned by ODT for the CY 2020 estimates. The next certification issued by ODT will be in July 2020 for CY 2021.

#### House Bill (HB) 450 - Fiscal Officer Succession Guidelines

The bill, sponsored by Rep. Jason Stephens (R-Kitts Hill) requires fiscal officers of certain political subdivisions, including library fiscal officers, to prepare a certificate of transition for their successor upon leaving their position or elected office. The certificate would contain specific documents, account information, and any other information prescribed by the Auditor of State. The Auditor of State would also have the authority to “test the accuracy” of the certificate and may report discrepancies or findings as provided under law. In addition, the county treasurer or fiscal officer must sign and certify the certificates.

HB 450 was passed out of the House on June 9 by a vote 92-0 and now proceeds to the Senate for further action.

#### Amended Substitute Senate Bill (SB) 10 - Theft in Office

SB 10, sponsored by Sen. Steve Wilson (R-Maineville) increases the penalty for the offense of “theft in office” when the value of property or services stolen is \$150,000 or more. The maximum penalty under current law is a third degree felony if the value of property or services stolen equals \$7,500 or more. Under the bill, the penalty would be raised to a second degree felony if the value of stolen property equals \$150,000 - \$749,999.99. If the value exceeds \$750,000, then the level of the offense would be raised to a first degree felony. The bill further requires the offender to pay restitution for the costs of auditing any public entity that suffered a loss as a result of the theft.

Am. Sub. SB 10 was passed out of the House on June 9 by a vote 90-0 and now awaits concurrence by the Senate.

#### SB 308 & Amended Substitute HB 606 - Civil Immunity

Both SB 308, sponsored by Sen. Matt Huffman (R-Lima), and Am. Sub. HB 606, sponsored by Rep. Diane Grendell (R- Chesterland), seek to address civil liability for certain healthcare and service providers during a government-declared disaster. The legislation grants a person providing services for businesses and operations civil immunity for injury, death, or loss to person or property caused by the transmission of COVID-19. The bills do not provide immunity for those acting with malicious purpose, acting recklessly, or in bad faith.

SB 308 applies to “persons”, which include nonprofit institutions. This would cover association libraries in Ohio. It also includes within the definition of “person,” “governmental entities,” which includes public libraries. A “service provider” under the bill is any “person” providing any services, and so because a library is a “governmental entity” (or “nonprofit”), it is a “person” and therefore is also a “service provider” to whom the bill’s immunity provisions apply. SB 308 was passed out of the Senate by a vote 24-9 on June 3.

HB 606 generally prohibits actions related to COVID-19 against any “person.” “Person” is defined in HB 606, the same as in SB308, and so the analysis of coverage under the two bills is the same. Because the library is a governmental entity, it is a “person” and is covered by the immunity provision in HB 606.

### **5.F.1: Government and Legal Services Report**

Am. Sub. HB 606 passed out of the Senate on June 30 and now seeks concurrence by the Ohio House.

#### Resolutions declaring Racism a Public Health Crisis in Ohio

Resolutions were recently introduced in both the House and the Senate with the intent to declare racism a public health crisis in Ohio. The resolutions would also call for the establishment of a working group that would promote racial equity in the state. In addition, the resolutions ask for the following actions to be taken:

- defining terms concerning racism and health equity
- starting educational efforts to address and dismantle racism as well as to expand the understanding of racism and how it affects individual and population health
- promoting community engagement on issues of racism
- committing to review codified ordinances with a racial equity lens
- committing to look at how the government hires and promotes its employees, selects vendors and chooses grant recipients with a racial equity lens
- promoting policies that prioritize the health of people of color and mitigate exposure to adverse childhood experiences or trauma
- requiring that elected officials, staff, funders and grantees receive training on workplace biases and how to mitigate them
- encouraging community partners and stakeholders in the education, employment, housing, and criminal justice and safety arenas to recognize racism as a public health crisis
- securing resources to successfully accomplish the above activities

Senate Concurrent Resolution 14 is sponsored by Sen. Hearcel Craig (D-Columbus) and Sen. Sandra Williams (D-Cleveland) and is now being heard in the Senate Health, Human Services and Medicaid Committee.

House Concurrent Resolution 31 is sponsored by Rep. Stephanie Howse (D-Cleveland) and Rep. Erica Crawley (D-Columbus) and has been referred to the House State and Local Government Committee.

#### HB 481 – Capital Reappropriations and Local Government CARES Act funding

After navigating an atypical political process, legislation reappropriating \$1.28 billion in capital funds and distributing \$350 million in federal coronavirus aid was passed as HB 481. The bill, originally focused on authorizing the conveyance of state-owned property, then was amended on the Senate floor to include some of the language the House had attached to SB 310. The House then voted to concur with the Senate amendments by a vote of 85-0. In addition, the bill included an amendment that would allow the DeWine administration to freeze pay for non-union state employees. The bill was signed by the governor on June 19 and became effective immediately.

#### Substitute HB 13 – Residential Broadband Expansion Program

The House passed HB 13, sponsored by Rep. Rick Carfagna (R-Westerville) and Rep. Michael O'Brien (D-Warren), seeking to expand broadband coverage to unserved residential areas around Ohio. The bill as passed by the House provides \$20 million from the Facilities Establishment Fund in the Ohio Development Services Agency to the newly-created Ohio Residential Broadband Expansion Grant Program Fund in the Ohio Department of Commerce. The bill encourages internet service providers to apply for grants to address the lack of broadband access in specific locations. These areas lacking broadband access can be identified by local governments and publicized by the Department of Commerce.

OLC has been a strong proponent of HB 13 from the beginning and has testified multiple times in the House in support of the legislation. The legislation passed the House by a vote 81-8 and now awaits further action by the Senate Energy and Public Utilities Committee.

Regional Advocacy Meetings being discussed by GRC and Leg. Network

The Government Relations Committee and the Legislative Network have scheduled a special meeting on July 24 to discuss plans for a strategy and potential advocacy meetings to be held this fall. Similar to the “Road Ahead Tour” approach used two years ago, the committee will focus on specific messaging and engagement opportunities for library advocates in preparation for next year’s biennial budget process.



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ITEM NO.: **5.F.2**

MEETING DATE: **July 17, 2020**

SUBJECT: **Education Report**

SUBMITTED BY: **Lori Hensley**

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**REPORT FOR INFORMATION**

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Professional Development Committee (PDC)

The PDC met via Zoom on May 26. Normally at this meeting the 3 big standalone conferences for 2021 would be made. Instead we pivoted to the current situation for 2020 events. Members were informed that the New Director Workshops and the Ballot Workshops would be held via Zoom this year; all events other than Convention and the three standalone conferences have been cancelled. Since that meeting the decision to cancel the Convention and the three standalone conferences has been made. The next meeting is scheduled for the week of July 20 where they will discuss 2021 events. They want to have a discussion about the whether the 3 conferences that were planned for 2020 are appropriate for 2021 or if new subjects should be explored.

On-Demand Education Committee (ODEC)

The committee cancelled their March 25 meeting. Their next meeting (via Zoom) is scheduled for July 15.

2020 OLC Convention and Expo – Theme: Developing Greatness - **CANCELLED**

The Greater Columbus Convention Center and Downtown Hilton Columbus-October 28-30, 2020  
**Convention and Expo Chair:** Trinity Lescallett, Tiffin-Seneca Public Library  
**Program Chair:** Kim DeNero-Ackroyd, Cleveland Heights-University Heights Public Library  
**Local Arrangements Chair:** Erica Cherup, Columbus Metropolitan Library  
**Expo Chair:** Rebecca Wilden, Bucyrus Public Library

**Keynote Speakers:**

- Jason Reynolds is the only speaker we are committed to for 2021. The contract dictates that we will lose our deposit of \$3,750 if we don't reschedule his appearance. Also, going forward his fees are in the area of \$15,000 so it is a deal for us to have him join us in Toledo in 2021.
- Safiya Noble and Nancy Pearl have indicated they are open to coming to the Convention in 2021. We do not have to make that decision at this time.

2020 OLC Stand Alone Conferences.

Service for All Conference – **CANCELLED**

OCLC, Dublin, Ohio

Chair: Drew Wichterman, Adult Services Librarian, Tipp City Public Library

The Chair and the planning committee strongly recommend that the event be held in 2021. They have agreed to remain on the planning committee.

Multiple Literacies Conference – **CANCELLED**

Great Wolf Lodge, Mason, OH

Chair: Chris May, Director, Mansfield-Richland County Public Library

The Chair and the planning committee strongly recommend that the event be held in 2021. They have agreed to remain on the planning committee.

Innovation Conference – **CANCELLED**

**5.F.2: Education Report**

Bowling Green State University

Chair: Jeff Yahraus, Director, Williams County Public Library

The Chair and the planning committee strongly recommend that the event be held in 2021. They have agreed to remain on the planning committee.

2021 OLC Convention and Expo – October 6-8, 2021

SeaGate Convention Centre and Renaissance Toledo Downtown Hotel, Toledo, Ohio

**Educational Events – Status Report** (Final registration includes speakers)

<b>2020 Events</b>			
Library Trustee Workshop	Mar. 7	53 - Final	Quest Conference Center
New Director Workshop 1 of 4 (Virtual)	<del>May 20</del> Jun. 4	23 –Final	Virtual
New Director Workshop 2 of 4 (Virtual)	Jun. 10	21 – Final	Virtual
Ballot Workshop #1 (Virtual)	Jun. 18	22 - Final	Virtual
Technical Services Retreat	<del>April 15-16</del> June 30- July 1	CANCELLED	Nationwide Conference Center; Sponsored by OLC's Technical Services Division
Library Accounting Conference (CPIM)	<del>April 15-16</del> June 30- July 1	CANCELLED	Nationwide Conference Center; Sponsored by OLC's Library Accounting Division
Ohio Legal Help Webinar	July 9	31 – Current	Virtual
Multiple Literacies Conference	July 10	CANCELLED	Great Wolf Lodge, Mason, OH
New Director Workshop 3	July 22	21 – Current	Virtual
Virtual Storytime Webinar	July 23	61 – Current	Virtual
New Director Workshop 4	Aug. 5	23 – Current	Virtual
Outreach Retreat	Aug. 7	CANCELLED	Quest Conference Center; Sponsored by Outreach and Special Services Division
Library Fiscal Officer 102	Aug. 14	CANCELLED	State Library of Ohio; Sponsored by OLC's Library Accounting Division
Curbside/Drive Through/Lobby Service Webinar	Aug. ?	Not opened	Virtual
Innovation During the Pandemic	Aug. ?	Not opened	Virtual
Mini LFO 102	Aug. ?	Not Opened	Virtual
LFO Update	Sept. ?	Not Opened	Virtual
Innovation Conference	Aug. 19	CANCELLED	Bowling Green State University
Trustee Dinner–South Columbus	<del>April 2</del> Sept. 3	12 – Current	Aladdin Shrine Center, Grove City
Trustee Dinner – NW	<del>April 30</del> Sept. 10	14 – Current	Hilton Garden Inn, Perrysburg
Service For All Conference	<del>May 14</del> Sept. 15	0 – Current	OCLC Conference Center, Dublin

**5.F.2: Education Report**

Trustee Dinner – North/NE	<del>April 9</del> Sept. 17	20 - Current	Holiday Inn Cleveland/Independence
Trustee Dinner – East	<del>May 7</del> Oct. 1	1 – Current	Guernsey Co. PL- Crossroads Br.
Ballot Workshop #2	Oct. TBD	Not opened	Virtual
2020 OLC Convention and Expo	Oct. 28-30	CANCELLED	Greater Columbus Convention Center and the Downtown Hilton Hotel
2020 OLC Leadership Conference	Dec. 2	Not opened	TBD

Activities since May report:

Staff Meetings

Working from Home part time/OLC Office part time (back in office full time July 6)

Multiple Meetings with Event Planning Committees, consultants and staff.

Multiple webinars to explore online learning platforms and learning.

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ITEM NO.: **5.F.3**

MEETING DATE: **July 17, 2020**

SUBJECT: **Events Report**

SUBMITTED BY: **Jason Gandee**

**REPORT FOR INFORMATION**

2020 Stand Alone Conferences

**Service For All** – Cancelled, Future of event TBD

**Multiple Literacies** – Cancelled, Future of event TBD

**Innovation Conference** – Cancelled, Future of event TBD

2020 Events

**CPIM** – Cancelled and Rescheduled for March 30 & March 31, 2021

**Technical Services Conference** – Cancelled and Rescheduled for March 30 & March 31, 2021

**Legislative Day** – Cancelled and Rescheduled for April 21, 2021

**Outreach Retreat** – Cancelled, Will return in August 2021

**Library Fiscal Officer 102** – Cancelled, Looking into virtual options

**2020 OLC Convention and Expo** – Cancelled

**Leadership Conference - TBD**

Upcoming Events

2021 Convention & Expo

October 6-8, 2021 at the SeaGate Convention Center in Toledo, Ohio

Current Projects

- Participating in webinars to understand how the event planning industry is evolving during the pandemic which will help in gathering ideas for OLC as an organization.
- Working with Lori and helping her in any way I can for future virtual programs in the short term.
- Reviewing the format for Leadership Conference and when it will take place.
- Researching how we can revamp our sponsorship packages for next year's convention.
- Staying in contact with facilities around the state about the status of our Trustee Dinners.

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ITEM NO.: **5.F.4**

MEETING DATE: **July 17, 2020**

SUBJECT: **Communications Report**

SUBMITTED BY: **Angie Jacobsen**

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**REPORT FOR INFORMATION**

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Equity, Diversity and Inclusion

A new page has been added to the OLC website <http://olc.org/racial-equity/> which has been developed by the OLC's Diversity Awareness and Resources Committee. The webpage includes tools, reading lists, webinars, articles, podcasts, videos and other resources to help libraries respond to current events and social justice issues. New material is continually added to this page.

Coronavirus

Information continues to be shared about the evolving situation with the Coronavirus through e-mails to members, the OLC website <http://olc.org/coronavirus/>, *Access, This Week* and social media pages. The OLC website includes the latest information from the Governor's Office, Ohio Department of Health (ODH), Centers for Disease Control and Prevention (CDC) as well as results from the REALM (Battelle, IMLS and OCLC) Research Project that is examining the length of time COVID-19 may live on common library materials.

2020 Census

New resources and tools have been added to the OLC website at <http://olc.org/census/>, including information on changes to the 2020 Census process and opportunities for libraries to adapt census outreach activities. The webpage also includes links to Ohio (and U.S.) response rates and a map of hard-to-count areas.

Division/Committee Projects

- Information on voting for OLC Leadership was included in *Access, This Week* and on the OLC website.
- The Marketing and Public Relations Division held its first discussion group on OLC's Zoom account on June 23. The meeting gave library marketers an opportunity to ask questions, exchange ideas and share best practices for handling library promotions in the current environment. It was so successful that the Division has planned another one for July 21.
- The Adult Services Division sent out an e-mail with a "Bingeable Viewing and Reading Advisory" for staff and patrons. It has also been posted on the Division's webpage.
- The Teen Services Division sent out a call for James Cook Book Award Selection Committee members. The deadline for selection committee applications is Oct. 1. The Division will also mail a postcard in August to solicit award nominations and selection committee members.
- The Small Libraries Division will host two online discussion forums in August for directors of public libraries with annual operating revenues of less than \$1M and a service area of less than 25,000. The meetings will be held via OLC's Zoom account on Aug. 13 and Aug. 20. The discussion forums have been promoted via e-mail, *This Week* and the OLC website.

**5.F.4: Communication Report**

- Information on dues proration was shared in *Access, This Week* and on the OLC website.
- The Certified Public Librarian and Certified Public Library Staff certification holders were listed in *Access* and on the OLC website.

### Education Promotion

- The 2020 Convention and Expo cancellation notice was sent to all members on June 17.
- The *New Directors Workshop* series continues to be promoted in *Access*, social media and the OLC website.
- The Ballot Issues Workshop was promoted in *Access, This Week*, the OLC website and social media.
- The Ohio Legal Help Webinar was promoted in *Access, This Week*, the OLC website and social media.
- The Virtual Storytime Webinar continues to be promoted in *Access*, the OLC website and social media.

### OLC Website

JOBLine has returned to the number one spot. The most popular pages on the OLC website over the past two months are:

1. JOB Line
2. Coronavirus Resources
3. Best Practices for Ohio's Public Libraries under COVID-19
4. What's Happening in Ohio's Public Libraries (Ohio Library News)
5. Library Funding/PLF Distributions

### OLC Social Media

OLC members continue to engage on OLC's Facebook and Twitter pages. Over the past few years, the number of followers has increased:

Followers	Twitter	Facebook
June 2016	1,875	1,958
June 2020	2,759	3,425

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ITEM NO.: **5.F.5**

MEETING DATE: **July 17, 2020**

SUBJECT: **Member Services Report**

SUBMITTED BY: **Jeanine D'Andrea**

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**REPORT FOR INFORMATION**

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Individual Membership

The Individual Membership count as of July 8, 2020 is 2,310. By comparison, the 2019 July 08 total was 2,399. The OLC Individual Membership revenue budget at the end of June of \$175,750 is over budget by \$6,485. There are 287 new individual members. In addition, there are currently 1487 Library Trustee Members; 99 Friends Groups; 242 Public Libraries; 12 Other Institutions and 11 Associate Members.

Proration of individual membership dues for **New** members only, began on July 1. \*New Members joining between July 1 and September 30 pay one-half annual membership dues. \*New Members joining after October 1 receive free membership for the remainder of the current year with the payment of full dues for the following year. \*Applies to individuals who have never been OLC members or who have not been OLC members for five or more consecutive years.

The Membership Committee held a Zoom meeting on June 23. Discussion included: vacancy due to resignation of Campbell; statistics update; ALA/OLC Joint Membership update; student raffle winner; promotion of prorated dues; cancellation of OLC Convention & Expo; possible virtual New Member Meet & Greet; digital New Member packets in the future, and Access articles. There was discussion on the impact of COVID-19 on library budgets and staffing, and the potential decrease in individual memberships that could occur in 2021. OLC experienced an individual membership loss of approximately 600 members in 2010, after the 2009 PLF decrease. The Committee is requesting a letter from OLC leadership to directors asking for continued consideration of OLC memberships for employees to be kept in their 2021 budgets in early September.

Nominations and Elections

The start of the online voting process in the OLC's 2020 elections opened on June 30, using our election software Election Runner. Electronic ballots were sent to all individual members who have a valid email address on file (3482). Members without e-mail addresses, Friends groups, and those who opted out of online voting were mailed paper ballots (411). Once the online voting opens, members will have 30 days to cast their ballots for four positions on the OLC Board of Directors, as well as the action council members for their respective Divisions. A reminder email will be sent one week prior to voting which closes on July 30.

Staff will review the results with Armstrong; Nominations Chair a few days after the online election closes to allow time for any print ballots to be received by the postmark deadline. A final results report will be sent to all candidates on all ballots prior to posting to the website.

Awards and Honors

The Awards and Honors Committee held a Zoom meeting on June 19. The Awards and Honors Committee recommendation is covered under Reports for Action as agenda item 3.C.

Committee Appointments

The 2020 Appointments Committee will begin their work in mid-to late August. Members of the Committee include: Laura Lee Wilson, Chair; Tom Dillie and Cheryl Kuonen, Ex-Officio. Committee openings will be identified and sent to the Committee by mid-August.

Database Projects

In preparation for voting, an email was sent to those members who did not select Divisions at the time of renewal. Updates have been made to include division selections to those that responded.

**5.F.5: Member Services Report**