

Toledo Lucas County Public Library
Board of Trustees Meeting
Thursday, May 27, 2021 8:30 a.m. Main Library
Agenda

1. Roll Call
2. Approval of Board Minutes for March 25, 2021 *Mrs. Savage* [motion required](#)
3. Executive Director's Comments *Mr. Kucsma*
4. Personnel *Mrs. Ward*
 - A. Approval of staff appointments, promotions, payroll changes and reported separations [motion required](#)
 - B. Other
5. Finance *Mr. Graybeal*
 - A. Financial Report [motion required](#)
 - B. Reported receipt of Tax Funds #10 [no motion required](#)
 - C. Approval of Scheduled Vouchers #11 [motion required](#)
 - D. Interim Funds Activity #12 [motion required](#)
 - E. Trust Fund Activity #13 [motion required](#)
 - F. Depository Agreements *Mr. Johnson* [motion required](#)
 - G. Other
6. Building & Grounds *Mr. Dansack*
 - A. Reynolds Corners Restroom Project Change Order [motion required](#)
 - B. Main Cooling Tower Change Order *Mr. Dansack* [motion required](#)
7. Miscellaneous
 - A. Staff Organizations Brooke Cox, APLE and Jon Henley, CWA
 - B. Date for the next scheduled meeting of the Board – Thursday, June 24, 2021, at 8:30 a.m., Main Library, 325 N. Michigan St., Toledo, OH 43604
8. Adjournment *Mrs. Savage* [motion required](#)

Toledo Lucas County Public Library
Board Report
May 2021

1. The **Business and Workforce Department** continues to be very active in serving entrepreneurs and non-profit organizations. The Business Specialist Librarians and Grants Specialist Librarian have been providing several virtual one-on-one appointments and small group sessions and recently provided two, four-part series by videoconference to help businesses sharpen their skills- *One-Year Action Plan for Success* and *Minding Your Own Business*. The first series focused on creating an operational and strategic plan that's true to a business's mission and core values, while activating its vision and goals. The second series, in partnership with ASSETS Toledo, helped entrepreneurs master the basics of business finance and participants learned bookkeeping and recordkeeping methods which do not require a computer or any previous accounting knowledge. The *Minding Your Own Business* series provided free, curriculum-related materials to all attendees and reached its maximum registration cap well before the deadline. Both series have received excellent feedback and will be offered twice more during 2021.

Linda Fayerweather, Business Specialist Librarian, also contributed to a business basics series organized by Mercy Health Innovation and LISC Toledo. The target audience was current business owners operating in the Dorr Street Corridor/Junction Neighborhood. The April 14th Zoom session (that the Library presented at) had nineteen attendees and participants received an e-copy of our Library Resources for Small Business booklet, a detailed list of key business databases, and were given a demonstration on how to access and utilize [TLCPL's Business Support](http://www.toledolibrary.org/business) page (www.toledolibrary.org/business).

2. Throughout the pandemic the Library has been a place for **community partners** to reach out to the community.
 - The Toledo Food Bank has distributed meals in many of the Library's parking lots over the past year and will expand distribution by being at Locke, Birmingham, Heatherdowns and Reynolds Corners branches every Tuesday from 11a-1p beginning June 2nd and at the South Branch the first Wednesday of every month.
 - TLCPL has distributed over 4,500 At-Home COVID test kits provided by the State of Ohio at our locations since mid-March.
 - Claire's Day book distribution events were held at the following locations May 14th - 15th: Main Library, Holland, Kent, King, Lagrange, Locke, Maumee, Mott, South and West Toledo.
 - Mobile COVID vaccination clinics administered by the Toledo Fire Department were held in the Mott and Kent parking lots in May. The Toledo Lucas County Health Department held COVID vaccination clinics in TARTA buses in the parking lots at Lagrange, Locke, South and West Toledo.
3. The **Executive Leadership Team** rolled out the Library's new strategic plan to all Library leaders. The sessions were very engaging, full of positive energy, and many leaders shared

that the approach was reinvigorating. Phase 2 will occur in June and will give all staff members an opportunity to provide input on how TLCPL will accomplish the Library's six strategic priorities over the next five years and what shifts TLCPL will need to make.

4. TLCPL has continued to see a **sustained decrease** in the amount of COVID exposures and COVID related illnesses for Library staff. The Library is currently experiencing 1-3 cases per week. The Library also continues to monitor and make adjustments to our Safe Work Playbook and internal protocols to keep up with changing COVID-19 protocols.

The Library is continuing to **backfill positions** that were vacated through natural attrition in 2020 with the intent to move back to pre-COVID staffing levels by the end of 2021. This has included filling leadership positions that were filled by temporary assignment as well as externally hiring for custodial and maintenance positions. In June, the Library will be hosting a mini-hiring fair where TLCPL hopes to hire ten to fifteen part-time customer service employees to backfill openings that occurred as a result of retirements and promotional status changes. The Library received 163 applicants for these positions and is hopeful that it will be able to attract highly qualified and diverse new hires. Our external applicant pools continue to attract large numbers of interested applicants which we feel is a strong testament to the Library's reputation as a premier employer within our current labor market.

5. In April, the Library provided eight development workshop sessions on **"Having Courageous Conversations about Matters of Diversity, Equity and Inclusion."** The sessions were led by Sheila Eason of Elevate People Solutions. The required training was live via Zoom and has been completed by 77% of the staff with all remaining individuals scheduled to complete via recording on NEOGOV -Learn (TLCPL learning management system). In May, the leadership academy training session for all management teams focused on **"From Courageous Conversation to Crucial Conversations: Accountability in Matters of Equity, Diversity and Inclusion"** Collectively, these sessions provided background information on microaggressions, various learning tools, and opportunities for real time application during facilitated scenarios. All staff have been encouraged to utilize the various tools and resources provided including facilitator discussion guides and workplace issues maps to have ongoing conversations. Additional opportunities will be provided for staff discussion as well such as the May Zoom Drop-In Office Hours where Erin Baker joined Jason Kucsma to discuss with staff all things equity, diversity, and inclusion. In June, Erin Baker will also be attending Manager, Supervisors and Regional Managers meetings as well as connecting with Union representatives to continue open dialogue with TLCPL leaders. Staff engagement as well as their candor and transparency in these sessions has been welcomed and greatly appreciated.

Recommended External Learnings have been added to the equity, diversity, and inclusion tab on the TLCPL intranet. All staff are encouraged to check frequently as items will be added regularly. Upcoming opportunities include "[Intentionally Intersectional: Feminist Programming in the Library](#)" facilitated by Rebecca Stanwick, Assistant Manager of Fact & Fiction on May 26.

The BIG IDEA discusses the importance of **IDEA Champions** as individuals from the Executive Leadership Team, management team and/or administrative level that have the role and responsibility to act as key drivers to the commitment to equity, diversity, and inclusion (EDI) in support of work groups. Erin Baker will serve as the administrative lead for the IDEA Champions serving as an ongoing consultant and working collaboratively with Andrea Francis (Public Service Manager), Allison Fiscus (Adult Services Coordinator), and Nancy Eames (Youth Services Coordinator). In the coming weeks, IDEA Champions will be providing guidelines and marketing materials to support all staff in execution of TLCPL's EDI strategic priorities.

The University of Toledo on behalf of the **Diversity Roundtable**, a cohort of Toledo-based Diversity, Equity, and Inclusion (DEI) practitioners, has invited Toledo Lucas County Public Library to be a beta test phase participant of their **Organizational Diversity Inventory Assessment Tool**. The brief questionnaire is designed to assist organizations in determining their level of engagement related to diversity, inclusion, and equity. The Organizational Diversity Inventory is only intended to provide a baseline of efforts. All the information collected in this process will be kept strictly confidential, and all reporting will be done in aggregate to protect the proprietary information of each organization participating in the beta testing phase. As a participant, TLCPL will have the opportunity to use the inventory as a tool to help define where the Library wants to go next in order to meet our EDI goals as well as share resources as well as best practices among the other beta test participants from the greater Toledo region.

6. The Development Department will be sending out a **mid-year campaign appeal letter** in June. This is a first for the Foundation, as historically, the Foundation only sends out an appeal in December.
7. Communications has developed a **summer campaign** aimed at helping people feel great about all the Library has to offer. After a year shaped by COVID, TLCPL explicitly wants to link the Library with happiness and link the community to the Library with a campaign called **“Find Your Happy.”**

Brand-advancing print materials include:

- Floor stand banners with each agency’s summer offerings
- Summer Read promo card and poster
- Outside activities promo card
- “Mailbox” and postcards to share with customers
- Find Your Happy oval bumper stickers to be generously shared
- A selfie frame to be placed inside or outside for customer use



The website will have pages for Summer Read, Summer, and Take-Home Learning. The Find Your Happy theme will be carried through a social media video featuring well-known Toledo names sharing their summer reading plans; radio and television spots including a weekly spot with Jaden Jefferson; placements in the Blade and community papers; and a media/social media campaign. People can also order a [Find Your Happy shirt](#) until June 13.

8. As previously reported in the April Board report, the Library awarded a contract with Comte Construction to renovate the public restrooms at the Reynolds Corner branch. TLCPL is happy to report that this project is substantially complete, with only minor punch list items that remain. This project was fast tracked and completed in approximately one month. Here are some comments recently received from staff on these improvements: *“The restrooms are beautiful, it's exciting and gratifying to hear people's reactions when they walk into the bright and beautifully renovated restrooms.”*

Before:



After:



As previously reported, the Library awarded a contract to Titan Mechanical to replace one of the **cooling towers** at Main library. Decommissioning of the tower is complete and planning is underway to remove all the old equipment from the building's rooftop. Removal of this equipment will be completed with a large crane which is scheduled for Sunday, June 6th. Keeping safety as the top priority with this project, there will be a 140' radius that will need to be clear of all people while this work takes place. The Library anticipates this work lasting approximately half of a day. After this work is complete, installation of the new tower will be scheduled. We anticipate this project wrapping up in July.

9. You may recall that TLCPL partnered with [Specialty Vehicle Solutions](#) to navigate four phases of work, with the last phase concluding with a **new book mobile** being delivered to the Library. Last week, TLCPL kicked off Phase 2, the Book Mobile Development phase. At this meeting a core group of staff discussed the needs and wants of the new book mobile. This second phase will conclude with a recommendation from Specialty Vehicle Solutions to TLCPL on what elements should be included in the RFP for the new vehicle. This RFP with specifications will be sent to numerous specialty vehicle manufacturers to quote. Due

to the pandemic and procurement challenges, vehicle delivery is about 1.5-2 years once an order is placed. More to come on this exciting project!

10. Tax Receipts – March 2021

Opening Balance	\$6,263,670.00
Real Property Tax	10,226,723.41
March Public Library Fund	1,326,906.40
2021 Year to Date	\$17,817,299.81

Tax Receipts – April 2021

Opening Balance	\$17,817,299.81
Real Property Tax	0.00
April Public Library Fund	1,132,923.50
2021 Year to Date	\$18,950,223.31

11. Summary of Scheduled Vouchers – March 2021

General Fund	\$3,546,422.07
Coronavirus Relief Fund (CRF)	699.35
Building & Repair Fund	0.00
Capital Projects Note Fund	1,987.50
Total Health Care	407,674.32
Gift Funds	0.00
Trust Funds	12,735.00
Total:	\$3,969,518.24

Summary of Scheduled Vouchers – April 2021

General Fund	\$3,523,479.83
Coronavirus Relief Fund (CRF)	9,508.00
Building & Repair Fund	0.00
Capital Projects Note Fund	44,923.20
Total Health Care	331,357.41
Gift Funds	739.95
Trust Funds	2,067.50
Total:	\$3,912,075.89

12. Interim Funds Activity – March 2021

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$14,714,400.24
STAR @ 1.77%	1,987.50	10,400,000.00	
Huntington @ 0.20%	2,831,951.87		
March - Interest		321.93	
Ending Balance	\$2,833,939.37	\$10,400,321.93	\$22,280,782.80
<i>Breakdown of Funds:</i>			

General & Insurance Fund	\$ 16,504,991.44
Building & Repair Fund	4,154,041.70
Gift Fund	182,725.17
Capital Projects Fund	1,439,024.49
	\$22,280,782.80

Interim Funds Activity April - 2021

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,280,782.80
STAR @ 1.77%	45,663.15	450,000.00	
Huntington @ 0.20%	2,553,223.94		
April- Interest		310.36	
Ending Balance	\$2,598,887.09	\$450,310.36	\$20,132,206.07
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 14,401,900.99		
Building & Repair Fund	4,154,116.35		
Gift Fund	181,995.27		
Capital Projects Fund	1,394,193.46		
	\$20,132,206.07		

13. Trust Fund Activity – March 2021

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$650,000.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$650,000.00

Trust Fund Activity – April 2021

Opening Balance			\$650,000.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$650,000.00

Jason Kucsma
Executive Director/Fiscal Officer