

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS

OLC Offices  
March 15, 2024  
10:00 A.M.

- PRESENT
  - Kathy Bach, Cincinnati
  - Travis Bautz, Middletown
  - Julianne Bedel, Medina
  - Sarah Clevidence, Findlay
  - Aimee Fifarek, Youngstown
  - Sandra Hedlund Tunnell, Ashland
  - Mary Ellen Icaza, Canton
  - Robbie Jenkins, Gallipolis (virtual)
  - Cheryl Kuonen, Mentor
  - Rick Rubin, Cuyahoga Falls (virtual)
  - Stacey Russell, Zanesville
  - Jennifer Slone, Chillicothe
  - Laura Lee Wilson, Huron County, Willard
  
- GUESTS
  - Jason Elvers, Vorys, Sater, Seymour & Pease
  - Wendy Knapp, State Library of Ohio
  - Don Yarman, OPLIN
  
- GUESTS ABSENT
  - Nick Tepe, ALA Councilor
  
- STAFF
  - Michelle Francis, Executive Director
  - Jeanine D’Andrea, Director, Membership Services
  - Angie Jacobsen, Director, Communications
  - Denise Kise, Accounting/Data Services
  - Laurie Miller, Director, Professional Development
  - Jay Smith, Director, Government and Public Relations (virtual)
  
- CALL TO ORDER
  - The meeting was called to order by Chair Clevidence at 10:01 a.m.
  - Clevidence noted that Robbie Jenkins and Rick Rubin are joining via Zoom. OLC Staff member Jay Smith is also joining via Zoom. Clevidence welcomed Jason Elvers, OLC’s Legal Counsel from Vorys, Sater, Seymour and Pease LLP.
  
  - Clevidence thanked Laura Lee Wilson for her service as the 2023 Chair of the Board.
  
- APPROVAL OF AGENDA
  - Clevidence noted that Item 6.A – ALA Councilor report will be a written report. ICAZA MOVED AND SLONE SECONDED APPROVAL OF THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.
  
- APPROVAL OF MINUTES
  - BAUTZ MOVED AND RUSSELL SECONDED APPROVAL OF THE JANUARY 12, 2024, MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
  
  - WILSON MOVED AND BAUTZ SECONDED APPROVAL OF THE JANUARY 12, 2024, EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.
  
  - Francis thanked the Board for the reinstatement of the retirement contribution at 8%.

2024 BOARD  
ORIENTATION

Francis introduced Jason Elvers of Vorys, Sater, Seymour and Pease LLP. Elvers discussed the roles and responsibilities as an OLC Board Member. He discussed the fiduciary responsibilities of a Board member through the Duty of Care and the Duty of Loyalty. Francis thanked Elvers for his time.

CONFLICT OF INTEREST  
POLICY

Francis noted the OLC Board of Directors' Conflict of Interest Policy was included in the Board background materials. All Board members were asked to sign the form indicating their receipt, understanding and willingness to abide by the policy and return it to Francis within the next week.

FINANCIAL REPORT  
YEAR-END 2023

Francis presented the financial report for Year-End 2023.

Revenue. Institutional Membership Dues were over budget by \$61,756 and Individual Memberships were slightly under budget by \$594. The New London Public Library has joined for 2024. Francis thanked Laura Lee Wilson for working to bring New London on board. Publications were slightly under budget by \$205. Continuing Education was over budget \$29,385 due to increased attendance at Legislative Day; sponsorships and registration numbers at Convention and Expo; and Workshops were over budget due to strong attendance. Contract Income was over budget \$1,819 due to an increase in purchasing by public libraries. Other Income was over budget by \$96,655. Interest and Dividends are over budget \$50,671 due to returns on short-term investments. Unrealized Gain/(Loss) is over budget \$49,094 due to returns on long-term investments.

Expenses. Salaries and benefits were slightly under budget. Retirement is under budget \$1,065 due to timing of plan contributions. Health Insurance is under budget due to selection of plan \$8,309; Payroll taxes are over budget \$11,630. Consultants and Contractors are under budget \$10,289 due to timing of Legal Services from Vorys. Expo contractors is over budget \$18,913 due to cost of Wi-Fi and security at C&E. Communications were under budget due to timing of payments. Printing and Design are under budget \$4,073 due to reduced printing. Maintenance and Equipment are over budget \$10,916 due to Equipment Rental and Software Support is over budget \$8,223 due to the one-year AMS renewal. Office Space rental is over budget \$8,344 due to common area maintenance fees and workshop space rental is over budget \$7,639 due to coding of events. Travel is under budget mostly due to virtual meetings and Management and Expenses is over budget \$11,254 mostly due to catering and other meals for increased attendance and coding/billing for events.

The Net Change in Assets is \$177,904.

RUSSELL MOVED AND FIFAREK SECONDED APPROVAL OF THE YEAR-END 2023 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

NOMINATING COMMITTEE

BAUTZ MOVED AND SLONE SECONDED THAT THE OLC BOARD OF DIRECTORS APPOINT TARA SIDWELL, DIRECTOR, KATE LOVE SIMPSON MORGAN COUNTY LIBRARY, TO SERVE AS AN AT-LARGE MEMBER ON THE OLC NOMINATING COMMITTEE FOR A THREE-YEAR TERM (2024-2026). MOTION PASSED UNANIMOUSLY.

ENDORSEMENT – PLA  
PRESIDENT

Kim DeNero-Ackroyd, Deputy Director, Cleveland Heights-University Heights Public Library is a candidate for the position of PLA President. The election will be held March 11 – April 3, 2024. She is currently accepting endorsements for her campaign and has asked for the endorsement of the Ohio Library Council Board of Directors.

KUONEN MOVED AND WILSON SECONDED TO ENDORSE KIM DeNERO-ACKROYD, DEPUTY DIRECTOR OF CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS PUBLIC LIBRARY AS A CANDIDATE FOR THE POSITION OF PLA PRESIDENT. MOTION PASSED UNANIMOUSLY.

OLC BOARD OF DIRECTORS ELECTIONS

In the 2024 elections, five positions on the Board of Directors will be on the ballot, including one MLIS position, one Trustee position and three At-Large positions. The ALA Councilor position is also up for election. The OLC Nominating Committee will be responsible for identifying and recommending candidates for election, including new candidates for election to the Board.

A call for candidates interested in being considered for election to the Board will be included in *This Week* and *Access* and posted on the OLC website beginning on the Monday following the March Board meeting and continuing through April. The Nominating Committee uses this information to select the nominees and create the election slate.

Clevidence took the opportunity to thank the five Board members going off at the end of this year for their service – Wilson, Rubin, Fifarek, Kuonen and Slone.

AMAZON BUSINESS PRIME

Francis reported that OLC's partnership program with Amazon Business Prime officially launched 2 weeks ago, and so far, has been a huge success. OLC staff has received excellent feedback from the membership. So far as of March 14, 121 libraries have already switched over to OLC. There are 30 libraries that still don't have an account. There are 100 libraries who have NOT opted in yet. Some of the feedback is that the program is only authorized for one year. Tessa Sullivan will be presenting at the CPIM conference on Workflow. There are protections in place, so fiscal officers have what they need. Sullivan will also be at PLA and asked Francis to co-present at the ALA Annual Conference on the partnership. Some counterparts from other states are launching in March and May. Clevidence shared that her library recently switched and has already saved \$116. Other members of the board shared their positive experiences as well.

PLA 2024

As of March 13, the Full Conference Registration is at 4,868; Ohio Registration for full conference registration is 1,594 (32.7%); Overall registration (Exhibitors/Speakers/Sponsors is 6,701; and Registration for OLC's Pre-Conference Workshop on the Science of Reading is at 68. There will be a Tuesday night welcome reception from 5:30-7:30 p.m. OLC will have a room at the Hilton if any Board members need to use it let Francis know.

NEW ASSOCIATION MANAGEMENT SOFTWARE AND WEBSITE

OLC staff has started to interview different vendors. One vendor already has about 4500 associations and therefore, is not likely to dissolve. During this process, staff has realized that we will have to redo our website as well. Unfortunately, our current website is built on a proprietary platform and the company that we originally contracted with is no longer in business. Francis will have a recommendation to the Board in May. Fifarek noted from recent experience with payroll system to have any vendor identify what their employee support level is. Quality of employee support is important.

ALA COUNCILOR REPORT

A written report was provided. Francis reported on the following:

ALA Press Release with 2023 Book Ban update. In 2023 there were 4240 titles that were challenged, a 55% increase. A list of the top 10 most challenged books will be available on April 8.

LibLearnX 2026. The ALA Board recently announced that they are canceling LibLearnX in 2026 for financial reasons. However, LibLearnX 2025 is still on for Phoenix.

#### STATE LIBRARY REPORT

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

Ohio Collection Analysis Initiative. Is a tool for considering collections that empower children and young adult readers by respecting and appreciating what makes them different and the same. It is a collaborative project of the State Library of Ohio and TeachingBooks.net. The project is funded in whole or in part with Institute of Museum and Library Services and American Rescue Plan Act federal funds, granted to the State Library of Ohio.

Library Leadership Ohio. Library Leadership Ohio will be held July 23-25 at Cherry Valley Hotel in Newark, Ohio. Applications for the program open Tuesday, Feb. 20. The event will be facilitated by OhioNet and The State Library of Ohio. A virtual information session about Library Leadership Ohio will be held on Feb. 22.

Take Five Conference. The Take 5 Conference will be at the Huber Heights Branch, Dayton Metro Library on Friday, May 3. Take 5 is a day of dialogue and discovery for public library teen and youth services specialists, school librarians, and other youth advocates.

SEO Libraries. There are currently 99 libraries live on SEO.

#### OPLIN REPORT

In addition to his written report, Yarman reported on the following:

Managed Branch Connections Pilot. The OPLIN Board approved a pilot program to provide libraries with their branch circuits for a fee. OPLIN will order and pay for branch connections, filing for the E-rate refunds, and billing the libraries for OPLIN's average post discounted cost (currently \$130 per month for a 1G circuit). They will pilot with Clark, Geauga and Harrison County libraries.

LinkedIn Learning. OhioNet has negotiated a group discount of up to 15% on LinkedIn Learning renewals for those libraries wishing to pick up the resource after OPLIN's subscription ends June 30.

Ohio Persistent Cyber Improvement. Public libraries are eligible for the Ohio Persistent Cyber Improvement (O-PCI) project, a State of Ohio initiative to provide local government entities with free cybersecurity training. Register your library and O-PCI will reach out to discuss your participation options. All cybersecurity courses are designed to be interactive and engaging by using real-world scenarios and active learning techniques. Yarman will share an electronic copy of the flyer to send to Board members. Fifarek would like to have more information as this could be really useful.

#### EXECUTIVE DIRECTOR'S REPORT

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

City Club of Cleveland. Francis was honored to participate in the panel forum at The City Club of Cleveland entitled "Can Libraries Be Everything to Everyone?". A recording is available at [cityclub.org/archives](http://cityclub.org/archives).

Bricker Graydon Women in Networking Panel. Francis participated in a panel discussion for Bricker Graydon's Women in Networking group in celebration of Women's History Month and on International Women's Day.

GOVERNMENT AND  
LEGAL SERVICES REPORT

Institutional Membership Dues and Billing. OLC has received payment for 204 libraries. There are still 21 libraries where we are working to correct inaccurate information from a few county auditors. New London Public Library has paid their dues and will be joining OLC as an Institutional Member library.

Lifetime Member. Mary Dwyer, Mansfield-Richland County Public Library has joined as a Lifetime Member. Her membership was acknowledged in *Access Weekly*, sent a thank you note from the Membership Committee and a personal thank you note from Francis on behalf of the OLC Board and staff.

Short-term Reserves. Francis will be meeting with OLC's advisors at Morgan Stanley to invest our short-term investments and review our CD options.

OLC Employee Benefits. Health insurance was renewed with Medical Mutual Insurance (OLC pays 90% of employee premium and 80% of dependent premium.) Vision insurance was renewed with Ameritas. Life Insurance was changed from Guardian to One America.

Staff Notes. Francis celebrated her 10-year anniversary with OLC on February 12.

In addition to his written report, Smith reported on the following:

PLF Update. The March 2024 PLF distribution was \$717,948 (or 1.97%) above ODT's original estimate that was issued in July 2023 and \$751,022 (or 2.06%) above ODT's updated estimate issued in December 2023. Overall state tax receipts for the month of February came in 1.8% or \$38.4 million above estimates.

Joint Committee on Property Tax Review and Reform. A final report from the Committee must be submitted to the General Assembly by December 31, 2024, making recommendations on reforms to property tax law.

HB 344 – Replacement Levies. This legislation seeks to eliminate the authority of political subdivisions to levy replacement property tax levies beginning with elections held on or after October 1, 2024. The rationale is to alleviate voter confusion over whether they are the same as a renewal levy. This provision was previously included in HB 33, as passed by the House, but taken out of the budget bill while being considered in the Senate. OLC provided testimony in opposition to HB 344 on Jan. 23.

HB 257 – Virtual Meetings Bill. To provide certain public boards, including library boards, with the opportunity to have virtual meetings. A few amendments have been added to help clarify certain provisions of the bill. One of the changes includes a requirement for public bodies to define in their virtual meeting policy what would constitute a "major nonroutine expenditure; or "significant hiring decision" which are factors that can trigger a requirement to meet in person.

One-Time State Funding. OLC is attempting to reframe the conversation at the Statehouse on funding Ohio Public Library Facilities. In February, OLC hosted a webinar on the state's Capital Bill, One-Time Strategic Community Investment Fund and how libraries can submit requests for funding. A recording and additional resources are available on the OLC Website.

Voices for Libraries 2024 – Congressional Fly-In. OLC participated in the Chief Officers of State Library Agencies "Voices for Libraries 2024" event in Washington DC. COSLA collaborated with ALA in this advocacy event to

promote support for LSTA funding from Congress. Those attending from Ohio included, State Librarian Wendy Knapp, Otterbein University Library Director Tiffany Lipstreu, Lorain Public Library Director Anastasia Diamond-Ortiz and Jay Smith, OLC.

OLC Library Legislative Day. Library Legislative Day is scheduled for Wed., April 24 at the Sheraton on Capitol Square. There will be a welcome and legislative briefing beginning at 8:15 a.m. and repeated at 10:30 a.m. We are looking forward to having a property tax legislative panel discussion with Sen. Bill Blessing, Co-Chair of the Joint Committee on Property Tax Review and Reform, and Rep Dan Troy, Ranking Member on the House Ways and Means Committee. Our keynote speaker is Steve Dackin, Director of the Ohio Department of Education and Workforce.

## PROFESSIONAL DEVELOPMENT REPORT

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

Stand Alone Conference Updates. Stand Alone Conference Chairs have been named and they will populate their committees by March 15.

Adult Service and Customer Service  
Chair: Ada Myers, Guernsey County District Library  
Call for Programs opens April 10 – May 10

Library Management & Leadership Conference  
Chair: Jennifer Buch, Huron Public Library  
Call for Programs opens June 12-July 12

Trustee Dinners. OLC will continue to promote them as they have low attendance. The Board may want to go in a different direction after May 2 and have a discussion. Many trustees work full-time, and there is some difficulty with engagement. Trustees like to network not necessarily have dinner. Some indicate that the Director keeps them up to date so they don't need to attend. Maybe they are only offered in state budget years. Maybe daytime or luncheons?

The Board would like a breakdown of how many attendees at the Trustee dinners are directors versus trustees after this year's dinners are complete.

## COMMUNICATIONS REPORT

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

PLA 2024 Conference. PLA issued a press release for OLC to share with local media. This gives Ohio's public libraries an opportunity to shine.

Media Coverage. Recent press regarding Intellectual Freedom Issues and accessibility are available.

Solar Eclipse. Eclipse events and resources continue to be added to olc.org/eclipse page. Some government agencies are utilizing these.

Legislative Day. Registration is open. Resources and advocacy tools continue to be added.

Amazon Business and the Science of Reading. Each have landing pages. ODEW recently approved a curriculum list. It is a good resource for your youth librarians.

Election Day. There are seven libraries on the ballot. OLC will send out a press release the next day.

Standalone Conferences. A call for Planning Committee members was published in Access and on the OLC website. An online application form was created for volunteers to submit.

Website. The most popular pages on the OLC website over the past two months are: Jobline; News; Conferences, Workshops and Webinars; Access LinkedIn Learning Courses; Event Calendar, Certification; CPIM.

MEMBERSHIP SERVICES  
REPORT

In addition to her written report, D'Andrea reported on the following:

2024 Membership. A third membership renewal was sent at the end of February and Individual Memberships continue to come in. We are above target from last year at this time. New members are above 505 now as compared to 268 new members at this time in 2023.

Quick Poll. The Membership Committee sent a one-question quick poll to library directors regarding their policy on paying individual membership for staff. A total of 185 responses were received. 22 – No; 88 – Pay All; 75 Pay Partial; 66 did not respond. This means of the 185 responses – 163 of our libraries are paying some or all individual membership dues. A list of those libraries will be posted to the OLC website with our thanks for their support, along with a letter to those directors.

Nominations. Staff is currently working with each of our 14 divisions to complete their slates of candidates for election this summer. Thanks to Jacobsen for putting the Get Involved Form in Access last week, as we have begun to receive interest in serving on Division Action Councils.

Awards and Honors. The Committee met on March 7 to discuss recommendations for simplifying the 2025 Awards program. They reviewed each award, the criteria and requirements trying to remove any barriers for inclusion or nominating. Any recommendations will be referred to the full Board in May.

NEXT MEETING

The next meeting will be May 17 at the OLC Office. The auditor will attend the May meeting to present the 2023 Audit and answer questions from the Board. Other upcoming meeting dates include: July 19 at the OLC Office; Sept. 20 via Zoom; and Nov. 15 at the OLC Office.

ADJOURNMENT

FIFAREK MOVED AND ICAZA SECONDED TO ADJOURN THE MEETING AT 12:07 PM. MOTION PASSED UNANIMOUSLY.