

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS

Via Zoom
January 17, 2025
10:00 A.M.

PRESENT	Kathy Bach, Cincinnati Monica Baughman, Worthington Travis Bautz, Middletown Julianne Bedel, Medina Sarah Clevidence, Findlay Kim DeNero-Ackroyd, Cleveland Heights Sandra Hedlund Tunnell, Ashland Mary Ellen Icaza, Canton Robbie Jenkins, Gallipolis Elizabeth Muether, Celina Bernie Rochford, Akron Stacey Russell, Zanesville William Rutger, Avon Lake
GUESTS	Mandy Knapp, State Library of Ohio Nick Tepe, ALA Councilor Don Yarman, OPLIN
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
CALL TO ORDER	The meeting was called to order by Chair Clevidence at 10:03 a.m. Clevidence welcomed new Board members, Monica Baughman, Worthington; Kim DeNero-Ackroyd, Cleveland Heights; Liz Muether, Celina; Bernie Rochford, Akron; and William Rutger, Avon Lake. She introduced Mandy Knapp, State Librarian. Clevidence noted that Jason Elvers, OLC’s Legal Counsel from Vorys, Sater, Seymour and Pease LLP will be joining us at the March Board meeting for the Board’s orientation on fiduciary responsibilities and conflicts of interest. The March meeting to be in-person at the OLC Office.
APPROVAL OF AGENDA	BAUTZ MOVED AND RUSSELL SECONDED APPROVAL OF THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.
APPROVAL OF REGULAR MEETING MINUTES	ICAZA MOVED AND BAUTZ SECONDED APPROVAL OF THE NOVEMBER 15, 2024, MINUTES AS PRESENTED. MOTION PASSED WITH 8 YEA VOTES AND 5 ABSTENTIONS (Baughman, DeNero-Ackroyd, Muether, Rochford, Rutger).
APPROVAL OF EXECUTIVE EXECUTIVE SESSION	RUSSELL MOVED AND BEDEL SECONDED APPROVAL OF THE NOVEMBER 15, 2024 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED WITH 8 YEA VOTES AND 5 ABSTENTIONS (Baughman, DeNero-Ackroyd, Muether, Rochford, Rutger).

RUSSELL MOVED AND BAUTZ SECONDED APPROVAL OF DECEMBER 16, 2024 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED WITH 8 YEA VOTES AND 5 ABSTENTIONS (Baughman, DeNero-Ackroyd, Muether, Rochford, Rutger).

ELECTION OF OFFICERS
2025

The Executive Committee submitted the following nominations for the 2025 officers:

Stacey Russell, Vice Chair of the Board/Chair-Elect
Travis Bautz, Secretary-Treasurer

No other nominations were received. BEDEL MOVED AND DeNERO-ACKROYD SECONDED TO CLOSE THE NOMINATIONS. MOTION PASSED UNANIMOUSLY. The NOMINATIONS FOR THE 2025 OFFICERS WERE VOTED IN BY ACCLAMATION.

Clevidence congratulated Russell and Bautz on their elections and thanked them for accepting their leadership roles in the organization. Clevidence then turned the meeting over to Mary Ellen Icaza as the 2025 Chair of the Board. Icaza thanked Clevidence for her work. Icaza thanked the Board for their work in 2024 and looks forward to working with them in 2025.

Francis reported a Press release about the election of officers will be sent after this meeting.

FINANCIAL REPORT
MONTH-END NOV 2024

Francis presented the Financial Report-Month-End Nov. 2024.

Revenue. Institutional Memberships are slightly under budget. Other institutions are under budget due to delayed invoicing. Individual Memberships are over budget due to an increase in membership. Publications are under budget due to less demand for printed copies. Continuing Education is under budget \$18,645. Legislative Day is over budget due to increased attendance. Convention & Expo is over budget due to bookstore revenue carryover. Planning and Leadership Conference is under budget due to low attendance. Workshops are under budget due to timing of events. Interest and Dividends are over budget due to short term investments. Workers' Compensation is over budget due to timing of payments. Unrealized Gain is over budget due to returns on long-term investments. JobLine is under budget due to less use of out-of-state postings.

Expenses. Salary and benefits are under budget due to timing of 2024 adjustments and openings. Retirement is under budget due to vacancy and timing of plan contributions. Payroll taxes under budget. Legal Services is under budget due to timing of payments. Consultants/Contractors slightly over budget due to AMS migration. Supplies are under budget. Subscription/Resource Materials are under budget due to timing of payments and coding. Computer Software/Supplies is over budget due to timing of payments for GZ subscription and Election Runner software. Software Support is over budget due to one-year AMS renewal. Office Space is under budget due to CAM. Workshops/Meetings is over budget due to timing of invoices. Staff travel is under budget due to timing. Presenters is over budget due to timing of invoices. Bank Services and depreciation replacement are under budget. Staff Development over budget due to coding. Catering and Other Meals is under budget.

The net change in assets is over budget by \$163,226

BAUTZ MOVED AND RUSSELL SECONDED APPROVAL OF THE MONTH-END NOVEMBER 2024 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OLC BOARD
COMMITTEE
ASSIGNMENTS

RUSSELL MOVED AND BACH SECONDED APPROVAL OF THE 2025 BOARD COMMITTEE ASSIGNMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OLC BOARD LIAISONS
ASSIGNMENTS

CLEVIDENCE MOVED AND MUETHER SECONDED APPROVAL OF THE OLC BOARD LIAISON ASSIGNMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2025 OPERATING BUDGET

Francis thanked the Finance Committee who met via Zoom on Jan. 10 to review the proposed operating budget for 2025. The Committee is recommending the following budget.

Francis noted the change to a new association management software system would help to reduce costs. In addition, OLC is no longer hosting our own website and would no longer be responsible for PCI compliance. Also, the new online renewal saves on mailing and postage fees.

Francis also noted increases in costs and expenses. The OLC app subscription is increasing and the Decorator fees for Convention is increasing. Food and beverage costs are up 11%. Possible Health insurance increase of 13.8%.

REVENUE:

Dues – \$1,006,690. Anticipating a \$60,000 reduction in Institutional Dues from the previous year based on decrease in PLF funding in 2024. Based on the current dues formula of 0.27% of the 2024 PLF distribution plus the 0.055% of 2024 property tax receipts - assuming retention of 248 member libraries. Individual Dues: No increase in 2025. Individual dues are self-reported.

Publications – projections based on sale of publications in 2024. Most of our publications are free and downloadable.

Continuing Education – Legislative Day is based on a registration fee of \$65 per person for 275 attendees for the Statehouse Atrium as it is a state budget year.

Convention and Expo – Proposes a \$40 across the board increase in registration; \$15 increase in exhibit booth rental and \$10 increase for luncheons to cover substantial increase in costs.

Planning & Leadership Conference – Assumes an in-person event prior to the C&E with a \$55 registration fee to cover the cost for food and beverage for 150 attendees. Utilizes space already contracted for C&E to reduce costs.

Professional Development – Proposes a minor increase in registration fees of \$10-\$15 for webinars and \$10 increase for CPIM to cover increases in costs. Proposes a \$15 increase in certification fees to cover costs for materials and postage.

Contract Income – Projected revenue of \$5,000 based on past performance and increasing use of services.

Other Income – Projected revenue of \$65,375 based upon past performance.

TOTAL PROJECTED REVENUE: \$ 1,771,915

EXPENSES:

Staff Salaries – Estimating an average increase of 4 to 4.5% based on performance as compared to 2024. Does include the Executive Director's compensation as approved by the Board in December 2024. Retirement Contribution – Restores OLC's contribution to employees' 401(k) plan at 10% of salary for all qualifying employees. This was reduced in 2010 with cuts to state funding from 10% to 5%. In 2024, the Board raised it to 8% in a good faith effort. Health Insurance includes health, dental, and vision insurance for qualifying employees and dependents; assumes retention of the OLC's high-deductible health insurance plan and health savings account. At this time, four employees utilize OLC's health insurance, and five employees utilize dental and vision insurance.

Auditor – Assumes no increase in auditor fees from 2024. Speaker Honoraria – Includes anticipated costs for non-library speakers at Convention and Expo, two stand-alone conferences and Outreach Retreat. Supplies and Resource Materials – Includes supplies for Legislative Day, membership services, certified librarian and staff programs, unit projects, publications and general overhead.

Maintenance and Equipment – Includes office copier and postage machine, AV for C&E, stand-alone conferences, Legislative Day, Trustee Dinners and other professional development off-site. Software Support – Includes outside support and licensure expenses for Great Plains accounting software, but staff is reviewing other options for accounting software going forward. Management Expenses – Bank Services and Investment Fees includes fees for commercial banking, credit card services, and long-term investment management.

TOTAL PROJECTED EXPENSES: \$1,787,873

Russell noted that Francis did present the Finance Committee with a balanced budget. The Finance Committee made the change for the increased staff retirement.

BAUTZ MOVED AND BAUGHMAN SECONDED APPROVAL OF THE 2025 OPERATING BUDGET AS PRESENTED. MOTION PASSED UNANIMOUSLY.

Francis thanked the Finance Committee and Board for restoring the retirement contribution.

**TRUSTEE DINNERS/
LUNCHEONS**

Francis reported on attendance at the 2024 Trustee Dinners and requested feedback. Last year was just Francis and Smith, no legislators. This year should not be an issue because of discussion about the state budget. This is a great opportunity for Trustees. Staff would like to hear from Trustees on the Board regarding the time and type of place. OLC will try to keep them on Thursdays due to budget testimony.

Bautz – Many prefer Board meeting times that are during the workday. Volunteered to host Southwest Ohio. Rochford – Very helpful and seems like attendance is good. Possibly regional and absolutely vital.

**ALA COUNCILOR
REPORT**

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

Standing up for Libraries. He mentioned Icaza's panel discussion with PLA. Tepe has been appointed to a task force that is working on ALA's Strategic Plan and is looking forward to serving on that Task Force.

STATE LIBRARY REPORT

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

Listening Tour. Knapp is starting a listening tour to learn about perceptions about what the State Library is doing well. Phase one is with state library staff and phase two will be with trusted partners.

Space. The State Library location is in a rented facility. Staff toured a potential new location for the Library.

SEO. SEO doing exciting things. They will pilot with Guernsey County on IT as a managed service. How they may provide assistance to libraries, possibly through a tiered system.

ILEAD Ohio. – Applications are open for that and are due Feb. 17.

COSLA. Knapp thanked Jay Smith for participating in COSLA's fly-in. His recommendations are extremely valuable identifying folks to travel to DC.

OPLIN REPORT

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

OPLIN received three proposals for library hotspots in response to their statewide call for bids. Libraries can request funding against these bids or issue a 470 to gather bids separately. The FCC will not likely continue that hotspot order after this year. OPLIN is celebrating their 30th anniversary.

EXECUTIVE DIRECTOR'S REPORT

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

All incoming board members received Board orientation. Francis is excited to welcome them to the Board and thanked them for volunteering their time.

Institutional Dues. Institutional Membership invoices will be emailed to public library systems over the next couple of weeks.

Institutional Membership Survey. OLC received a very low response to the Institutional Membership Survey sent in December of 2024. All responses were positive.

Staff Notes. D'Andrea's 32nd Anniversary was on Jan. 11.

GOVERNMENT AND LEGAL SERVICES REPORT

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

Public Library Fund – The January 2025 PLF distribution is 6.3 million (or+18%) above ODT's original estimate that was issued in July and 0.19% below ODT's updated estimate issued in December 2024.

Lame Duck Session Recap. House Bill 257, legislation which allows certain boards, including public library boards, to hold and attend meetings by video conference, passed during the lame duck session and takes effect in April.

SB 290 - Dolly Parton License Plate. SB 290 was amended into HB 315 which became a "Christmas tree" bill. Some of the issues included in this bill are

updates to notary laws, and the inclusion of Dolly Parton's Imagination Library Advisory Board and licenses plate program.

136th Ohio General Assembly. Both chambers of the legislature convened an opening session on Jan 6 where members were sworn in and votes for leadership were taken.

Social Security Fairness Act. President Biden signed The Social Security Fairness Act which repeals a pair of provisions that limit benefits for recipients who pay into and receive benefits from other public pension systems. The new law rescinds the Windfall Elimination Provision and the Government Pension Offset.

Legislative Day. Legislative Day is scheduled for April 8 at the Statehouse. Registration will open soon.

PROFESSIONAL DEVELOPMENT REPORT

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

Convention and Expo. The call for programs for Convention & Expo went out in Access this week. Staff are working on volunteer interests on the Program, Expo and LA Committees. OLC will be celebrating our 130th anniversary and OPLIN's 30th anniversary.

Convention & Expo 2026. Staff are working on a revised contract for Kalahari for 2026.

Stand Alone Conferences – Unconventional to Conventional at OCLC in June; New to Libraries in Dayton area in September.

COMMUNICATIONS REPORT

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

OLC Website and Member Info Hub. The OLC Website and Member Info Hub launched on Nov. 20. OLC has had 1143 people create their credentials and 553 members who have accessed resources.

Webinars. A number of webinars were added to the Member Info Hub and can be accessed for free by OLC members.

JobLine. Members are getting the hang of posting their own jobs on JobLine. It reduces a significant amount of administrative work for staff. JobLine continues to be the most popular page.

Advocacy Resources. OLC is adding new resources continuously. Advocacy tools and templates, talking points, etc.

Awards and Honors. The Awards and Honors nominations opened on Jan. 8. Online forms are up and the deadline to nominate is April 30.

Jacobsen would appreciate any feedback regarding the new website.

Francis noted that supplemental files are still coming over. Once all of that is over, members can see more history on their individual profiles.

MEMBERSHIP SERVICES REPORT

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

2025 Membership. Individual dues are coming in steadily and a little ahead of last year. The first renewal was sent electronically on Dec. 5, 2024. A second renewal reminder will be sent soon. A printed invoice will be sent to only those members who have not provided OLC with an email address. The Membership Committee is scheduled to meet via Zoom on Jan. 23.

Several fiscal officers have indicated their intention to send memberships in for their staff electronically rather than by check, and they appreciate that change in our process.

Lifetime membership was promoted in Jan. 8 Access newsletter and one potential lifetime membership is already expected.

Awards and Honors. The Awards and Honors program was opened on Jan. 8. The submission process has been simplified. Watch for weekly articles in Access. The Awards and Honors Committee is scheduled to meet via Zoom on Feb. 27.

NEXT MEETING

The next meeting will be Mar. 14, 2025 at the OLC Office.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 11:40 a.m. JENKINS MOVED AND BAUTZ SECONDED TO ADJOURN AT 11:40 A.M. MOTION PASSED UNANIMOUSLY.