

**Ohio Library Council
BOARD OF DIRECTORS**

AGENDA

January 17, 2025
Via Zoom
10:00 a.m.

1. Approval of Agenda (#)*
2. Approval of Minutes
 - A. Nov. 15, 2024 – Regular Meeting (#)*
 - B. Nov. 15, 2024 – Executive Session (#)* [*Board Members Only*]
 - C. Dec. 16, 2024 – Executive Session (#)* [*Board Members Only*]
3. Election of 2025 OLC Officers (#)*
4. Reports for Action
 - A. Financial Report: Month-End – November 2024 (#)*
 - B. OLC Board Committee Assignments – 2025 (#)*
 - C. OLC Board Liaison Assignments – 2025 (#)*
 - D. OLC Operating Budget – 2025 (#)*
5. Reports for Discussion
 - A. 2025 OLC Trustee Dinners/Luncheons
6. Reports for Information
 - A. ALA Councilor Report (#)
 - B. State Library of Ohio Report (#)
 - C. OPLIN Report (#)
 - D. Executive Director's Report (#)
 - E. Staff Reports
 1. Government and Legal Services Report (#)
 2. Professional Development Report (#)
 3. Communications Report (#)
 4. Membership Services Report (#)
7. Announcements – Next Meeting: Mar. 14 – OLC Office
8. Adjournment

(#) Report included in background packet

* Action Item

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS

OLC Office
November 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 (Virtual) Mary Ellen Icaza, Canton Robbie Jenkins, Gallipolis Cheryl Kuonen, Mentor Rick Rubin, Cuyahoga Falls (Virtual) Stacey Russell, Zanesville Jennifer Slone, Chillicothe Laura Lee Wilson, Huron County, Willard |
| GUESTS | Monica Baughman, Worthington Beverly Cain, Interim State Librarian Kim DeNero-Ackroyd, Cleveland Heights (Virtual) Mandy Knapp, Incoming State Librarian Nick Tepe, ALA Councilor (Virtual) 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 Jay Smith, Director, Government and Legal Services |
| CALL TO ORDER | The meeting was called to order by Chair Clevidence at 10:06 a.m. She noted Hedlund Tunnell, Rubin, DeNero-Ackroyd and Tepe will be joining virtually. She welcomed incoming Board members and asked them to introduce themselves, as well as Mandy Knapp, Incoming State Librarian. |
| APPROVAL OF AGENDA | Clevidence noted revised minutes from the Sept. 20, 2024 meeting are available. Clevidence reminded Board members there will be an Executive Session at the end of the meeting. FIFAREK MOVED AND RUSSELL SECONDED APPROVAL OF THE AGENDA WITH NOTED REVISIONS. MOTION PASSED UNANIMOUSLY. |
| APPROVAL OF REGULAR MEETING MINUTES | BAUTZ MOVED AND RUSSELL SECONDED APPROVAL OF THE REVISED REGULAR MEETING MINUTES FROM SEPT. 20, 2024 AS PRESENTED. MOTION PASSED WITH ONE ABSTENTION. (Slone) |
| APPROVAL OF EXECUTIVE EXECUTIVE SESSION | FIFAREK MOVED AND ICAZA SECONDED APPROVAL OF THE REVISED EXECUTIVE SESSION MINUTES FROM SEPT. 20, 2024 AS PRESENTED. MOTION PASSED WITH ONE ABSTENTION. (Slone) |

Francis thanked the Board for their kindness while she was out due to her mother-in-law's passing.

FINANCIAL REPORT
MONTH-END SEPT 2024

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

Revenue. Dues income is over budget due to an increase in Individual Membership of \$15,867. Publications is under estimate due to free digital copies to members. Francis noted these publications will be accessible by self-service in our new system. Continuing Education is over budget due to increased attendance, and this does not include the \$14,000 OLC will receive from the PLA Conference. The Sourcing Office is under budget due to timing of payments. This doesn't reflect the \$2,513 OLC received in Q3. Worker's Comp is over budget due to timing of payments. Unrealized gain is over budget due to returns on long-term investments.

Expenses. Salaries and Benefits are under budget due to timing of the unfilled position. Sherry Heffner recently joined the OLC staff. Consultants and Contractors is under budget due to timing of payments. Computer and Software support is over due to one year renewal extension of GoMembers. Staff travel is under budget and catering is under budget.

The Net Change in Assets is \$149,639.

BEDEL MOVED AND BAUTZ SECONDED APPROVAL OF MONTH-END SEPTEMBER 2024 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

BOARD MEETING
DATES 2025

KUONEN MOVED AND BAUTZ SECONDED TO ACCEPT THE 2025 BOARD MEETING DATES AS PRESENTED. MOTION PASSED UNANIMOUSLY. The 2025 Meeting Dates are: Jan. 17; Mar. 14; May 16; Jul. 18; Sept. 19; and Nov. 7.

RATIFICATION OF OLC
2025 COMMITTEE
APPOINTMENTS

Francis presented the 2025 Committee Appointments. She thanked the membership for volunteering their time and supporting the organization.

KUONEN MOVED AND ICAZA SECONDED ACCEPTANCE OF THE RATIFICATION OF THE 2025 COMMITTEE APPOINTMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

NEW ASSOCIATION
SOFTWARE

Clevidence thanked the staff for their work on the new association management software launch. Francis gave specific thanks to Swanson and Jacobsen. The new website goes live the week of Nov. 18. Francis requested patience and grace with the launch of the new platform. There are supplemental files that will come over by the end of the year. In some cases, there may be some issues where additional changes will be needed. For example, student membership is only 25.00 so we will need to require a .edu email address for verification. Also, OLC doesn't currently verify salary for Individual Memberships. Certification does not require OLC membership. However, to track individual information, you must be a member. Publications are now accessible in the Member Info Hub. Finally, legal opinions and sample policies need to be updated so that they can be posted for Institutional Members. Notification to Individual Members will go out first and then to Institutional Member public libraries.

OLC PLANNING &
LEADERSHIP

Francis thanked the staff for a busy week. This is the first time the Leadership Conference has been held in-person in five years. There were 86 members in

CONFERENCE

attendance, and 120-130 were invited. A new exercise with a focus on 2025 was conducted. The event was held at Columbus Metro Main to reduce costs, and they were very accommodating. The timing will be difficult next year with Convention in November. OLC did have to pay for AV and food and beverage. This conference is not meant to generate revenue, but OLC will have to consider the loss in the future.

Slone attended and shared her thoughts on the event and the new group exercise of focusing on 2025. She shared that it was nice to have members address the 2025 focus sheet first and was happy to see commonality when the groups shared their focus.

Wilson was also pleased that it was in person. She received good reports from her staff. While it might be a financial loss for the organization, it should be viewed as an investment in the membership. She hopes OLC will continue to do in-person in the future. Bautz agreed that he hopes the conference continues to be in-person. Kuonen agreed it is important to have a group of new people who don't have connections.

2026 OLC CONVENTION AND EXPO LOCATIONS

Staff have been working with Shonna Nitzel from Maritz Global Events on options for the 2026 Convention and Expo.

Currently, there are two options for 2026. Columbus did provide a date right after the election, but Battelle Hall would not be available. Cincinnati and Dayton will both be under construction. The only viable options are Toledo and Kalahari.

Kalahari has a food and beverage minimum of \$10,000 with a discounted room rate of \$149.00. Convention rental is based on a sliding scale and would be \$4,000, or no cost if we pick up 550+ rooms.

Toledo offered the Convention Center at a rate of \$16,000. There is one hotel connected with room rates of \$159.00. If the Renaissance Hotel (non-connected) is utilized, OLC would have to provide transportation. At this time, no information on food and beverage minimums were provided.

OLC staff requested feedback from the Board on moving forward.

[Discussion]

Bautz mentioned there is a nice Marriott on the University of Dayton campus. However, they don't have quite enough rooms for OLC. The Dayton Convention Center will still be under construction and isn't able to provide a full-service hotel connected to the Convention Center. It might be a goal for 2027. Kalahari may be the right price.

Kuonen mentioned OLC's bad experiences with the Toledo Convention Center.

Fifarek commented on Kalahari's decorations and food options.

Bedel commented on Kalahari as an option financially and logistically.

Tepe shared his viewpoint as a former member of the board. He appreciates that they may have updated their decor, but it doesn't change that it's a mid-western resort for families. Wilson respectfully mentioned she felt this was a conversation and decision for the current board members.

Kuonen noted the turnover in library staff and membership in recent years since the last C&E was held at Kalahari.

Kalahari would be a substantially lower cost to the members and the organization.

WILSON MOVED AND JENKINS SECONDED TO HAVE OLC STAFF PURSUE NEGOTIATIONS WITH KALAHARI FOR THE 2026 CONVENTION AND EXPO. MOTION PASSED UNANIMOUSLY.

STATE OF OLC REPORT

Francis gave an overview of what OLC has done in 2024. Strategic priorities drive the work related to advocacy, education and collaboration.

Clevidence thanked Francis and the entire staff for all they do to support the mission of OLC.

OLC BOARD OFFICERS

Wilson reported the OLC Board will elect its Vice Chair of the Board/Chair-Elect and Secretary Treasurer at the Jan. 17, 2025 meeting. The OLC Executive Committee submits the following nominations for the officers of the 2025 OLC Board of Directors:

Vice Chair/Chair-Elect: Stacey Russell, Executive Director, Muskingum County Library System

Secretary-Treasurer: Travis Bautz, Executive Director, MidPointe Library System

Both of these individuals have accepted the nomination. As these nominations come from a committee, they do not require a second. The nominations will remain open through the election, which will take place at the Board of Directors meeting on Jan. 17, 2025.

OLC BOARD COMMITTEE ASSIGNMENTS 2025

Francis presented the proposed assignments for the 2025 Committees of the OLC Board of Directors. Board members requesting changes to their proposed assignments should notify Icaza or Francis by Dec. 31.

ALA COUNCILOR REPORT

Tepe reported on the following:

Tepe apologized if he was out of order regarding Kalahari, he just wanted to share his experience from 2018.

ALA 2024 Election Results. ALA released a statement following the results of the 2024 US election. In response to the results of the 2024 US election, ALA vowed to continue its defense of the core values of librarianship in the face of political threats.

LibLearnX Registration Open. Registration is open and things are ramping up for the final LibLearnX Conference, January 24-27 in Phoenix.

Alan Inouye Retiring. Alan Inouye will be retiring from ALA on Feb. 28, 2025. Alan first joined ALA as Director, Office for Information Technology Policy in 2006 and was promoted to Senior Director of Public Policy and Government Relations in 2018. Alan made significant contributions to ALA and libraries during his time.

ALA Executive Director Search. The search for the new Executive Director has reopened. Paula Brehm-Heeger is on the Committee, so Ohio has

representation. Nominations for At-Large Council positions have also been announced.

STATE LIBRARY REPORT

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

Appointment of State Librarian. The State Library Board has hired Mandy Knapp as the next State Librarian. Knapp will begin her duties on Dec. 31, 2024. They have extended permission for Cain to stay on for a few weeks in January to aid in the transition.

Francis thanked Cain for serving as the Interim State Librarian and providing stability. Knapp shared her background and looks forward to beginning her work as State Librarian.

State Library Budget. The State Library submitted their budget request in September and has been moving through its technical review. They have a new budget analyst assigned to them from OBM.

OPLIN REPORT

A written report was provided in Yarman's absence.

NTIA Grant Updates. Broadband Ohio is still waiting for final approval of the NTIA grant funds for their state digital opportunity plans. Among these plans is continued funding for Northstar or equivalent tools. Northstar has extended access pending expected grant funds.

Managed Branch Connection Outlook. Fourteen libraries have asked OPLIN to provide them with an OPLIN-managed branch connection, totaling sixty new connections.

EXECUTIVE DIRECTOR'S REPORT

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

2025 OLC Budget. Francis presented a tentative timeline for the 2025 budget. She asked current members of the Finance Committee to review the timeline as the budget will be presented at the January Board meeting.

LJ Youth Services Leadership Summit. Francis had the honor of serving on an advocacy panel about standing up for the right to read at the LJ Youth Services Leadership Summit on Sept. 26 at the Cuyahoga County Public Library.

Board Orientation. Francis will be meeting with the incoming Board members over the next few weeks.

Public Library Levies. Voters approved 26 out of 28 public library levies on local ballots around the state.

OLC Staff. Jay Smith had his five-year staff anniversary on Nov. 18.

GOVERNMENT AND LEGAL SERVICES REPORT

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

Public Library Fund. The Ohio Department of Taxation posted the November 2024 PLF distribution of \$40,590,686 – which is \$644,159 (or + 1.61%) above ODT's original estimate that was issued in July 2023; and \$705,774 (or + 1.77%) above ODT's updated estimate issued in December 2023. The overall PLF year-to-date is still well below 2023 funding by more than \$30 million.

Road Ahead Tour. OLC held 13 meetings around Ohio throughout the months of September and October to discuss advocacy strategy regarding library funding for the next Ohio General Assembly. Thanks to OLC's Legislative Network for coordinating the stops on the tour and encouraging library directors to participate.

Lame Duck Session. Jay provided an update on the lame duck session and what OLC expects in the coming weeks.

PROFESSIONAL DEVELOPMENT REPORT

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

Professional Development Committee. The Professional Development Committee has a full roster of Committee members for 2025. PDC Liaisons will be chosen in December for the various OLC Divisions & Committees for 2025.

2025 Events. We are working to establish a date for an Ohio Library for the Blind and Print Disabled Webinar. We have moved some webinars to the new year.

Miller thanked the Board for the conversation and direction regarding the 2026 Convention and Expo.

COMMUNICATIONS REPORT

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

Library Ballot Results. OLC received positive media coverage on the Library ballot issues.

Planning & Leadership Conference. Leadership resources were updated and posted to the website. An evaluation form has been created to collect feedback about the event.

New Website. The new OLC website is ready to launch. It is fully integrated with OLC's new Association Management Software. The Member Info Hub includes access to member profile, event registration, invoice payment, resources, job postings, news, certification and more.

MEMBERSHIP SERVICES REPORT

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

2024 Individual Membership. The final 2024 Individual Membership year ended with a total of 2670 members as compared to the 2023 final total of 2358. D'Andrea acknowledged Lia Birnbaum, Chair and all members of the 2024 Membership Committee for their dedicated work.

New Member Referral Program. The New Member Referral Program began on Nov. 1, 2024 and will run through Feb. 1, 2025. The winner of the program will be selected on Feb. 5, 2025 and will receive a \$50.00 credit towards any OLC Professional Development to be used within the 2025 calendar year.

Committee Appointments. Committee members will receive a letter under Fifarek's signature including the length of their term.

RECOGNITION OF OUTGOING BOARD MEMBERS

Francis acknowledged Fifarek, Kuonen, Wilson, Rubin and Slone for their service on the OLC Board of Directors.

NEXT MEETING

The next meeting is scheduled for Jan. 17, 2025. It will be determined at a later date if it will be held via Zoom or in-person.

EXECUTIVE SESSION

RUSSELL MOVED AND BAUTZ SECONDED TO GO INTO EXECUTIVE SESSION AT 12:02 P.M. MOTION PASSED UNANIMOUSLY.
Hedlund Tunnell and Rubin will stay on the Zoom call for the executive session.

KUONEN MOVED AND JENKINS SECONDED TO CONCLUDE THE EXECUTIVE SESSION AT 12:17 P.M. MOTION PASSED UNANIMOUSLY.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 12:17 p.m.

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **4.A**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **Financial Report: Nov. 2024**

SUBMITTED BY: **Michelle Francis**

REPORT FOR ACTION

REVENUE

| Cost Center | YTD Actual | YTD Budget | Variance |
|----------------------|---------------------|---------------------|------------------|
| Dues | \$ 1,313,277 | \$ 1,299,450 | \$ 13,827 |
| Publications | 385 | 1,000 | (615) |
| Continuing Education | 150,030 | 168,675 | (18,645) |
| Contract Income | 6,176 | 3,750 | 2,426 |
| Other Income | 156,393 | 59,168 | 97,225 |
| TOTAL | \$ 1,626,262 | \$ 1,532,043 | \$ 94,219 |

Dues Income (+ \$13,827)

- Institutional Membership: slightly under budget (- \$1,591).
- Other Institutions: under budget due to delayed invoicing (- \$900).
- Individual Memberships: over budget due to increase in membership (+ \$16,293).
- Friends: on budget (+ \$25).

Publications (- \$615)

- Sales: under budget due to less demand for printed copies (- \$615).

Continuing Education (- \$18,645)

- Legislative Day: over budget due to increased attendance (+ \$405).
- Convention & Expo: over budget due to bookstore revenue carryover (+ \$111).
- Planning & Leadership: under budget due to low attendance (- \$5,435).
- Workshops: under budget due to timing of events (- \$13,726).

Contract Income (+ \$2,426)

- Sourcing Office: over budget due to usage by libraries (+ \$2,426).

Other Income (+ \$97,225)

- Interest and Dividends: over budget due to returns on short-term investments (+ \$5,500).
- Worker's Compensation: over budget due to timing of payments (+ \$12,426).
- Unrealized Gain/(Loss): over budget due to returns on long-term investments (+ \$80,009).
- JobLine: under budget due to less use of out-of-state postings (- \$935).
- Management/Consulting Revenue: over budget due to background checks (+ \$225).

EXPENSES

| Cost Center | YTD Actual | YTD Budget | Variance |
|-----------------------------|---------------------|---------------------|--------------------|
| Salaries and Benefits | \$ 827,162 | \$ 854,392 | \$ (27,230) |
| Consultants and Contractors | 107,995 | 123,780 | (15,785) |
| Supplies and Resources | 41,907 | 37,260 | 4,647 |
| Communications | 15,101 | 24,248 | (9,147) |
| Printing/Design | 1,605 | 6,233 | (4,628) |
| Maintenance and Equipment | 60,754 | 20,370 | 40,384 |
| Space Rental | 124,786 | 123,300 | 1,486 |
| Travel and Catering | 21,093 | 43,145 | (22,052) |
| Management Expenses | 121,569 | 158,252 | (36,683) |
| TOTAL | \$ 1,321,973 | \$ 1,390,980 | \$ (69,007) |

Salaries and Benefits (- \$27,230)

- Staff Salaries: under budget due to timing of 2024 adjustments and openings (- \$31,632).
- Accrued Vacation: reflects accrued vacation (+ \$23,231).
- Retirement: under budget due to timing of plan contributions (- \$3,575).
- Health Insurance: under budget due to selection of plan (- \$4,831).
- Worker's Compensation: under budget due to BWC rebates (- \$243).
- Payroll Taxes: under budget (- \$10,131).
- LTD & Life Insurance: on budget (- \$48).

Consultants and Contractors (- \$15,785)

- Auditor: slightly over (+ \$250).
- Speaker Honoraria: under budget (- \$1,800).
- Legal Services: under budget due to timing of payments (- \$18,806).
- Consultants/Contractors: slightly over budget due to AMS migration (+ \$4,571).

Supplies and Resources (+ \$4,647)

- Supplies: under budget (- \$7,949).
- Subscription/Resource Materials: under budget due to timing of payments and coding (- \$462).
- Computer Software/Supplies: over budget due to timing of payments for GZ subscription and Election Runner (+ \$13,058).

Communications (- \$9,147)

- Telephone: Local/Mobile/Conf. Calls: under budget (- \$874).
- Postage/Mailing Service/Courier Service: under budget (- \$4,375).
- Internet: under budget due to timing of payments (- \$3,898).

Printing and Design (- \$4,628)

- Printing: under budget due to reduced printing (- \$3,793).
- Copying: under budget (- \$834).

Maintenance and Equipment (+ \$40,384)

- Equipment Rental: over budget due to coding and CPIM AV costs(+ \$3,233).
- Equipment Maintenance: under budget (- \$1,780).
- Software Support: over budget due to one-year AMS renewal (+ \$38,931).

Space Rental (+ \$1,486)

- Office Space: under budget due to CAM (- \$8,638).
- Workshops / Meetings: over budget due to timing of invoices (+ \$10,124).

Travel and Meals (- \$22,052)

- Board: under budget due to timing of travel reimbursement (- \$1,702).
- Staff: under budget due to timing (- \$17,150).
- Committees and Divisions: under budget due to reduced requests for reimbursement (- \$3,500).
- Presenters: over budget due to timing of invoices (+ \$300).

Management Expenses (- \$36,683)

- Bank Services: under budget (- \$4,040).
- Investment Fees: on budget (+ \$527).
- Depreciation Replacement: under budget (- \$4,465).
- Employee Hiring: slightly over budget due to increase in library background checks (+ \$161).
- Insurance: on budget (+ \$53).
- Organization Memberships: under budget (- \$343).
- Staff Development and Memberships: over budget due to coding (+ \$2,014).
- Catering and Other Meals: under budget (- \$30,589).

| | Actual | Budget | Variance |
|-----------------------------|---------------|---------------|-----------------|
| Net Change in Assets | \$ 304,289 | \$ 141,063 | \$ 163,226 |

Ohio Library Council
Income Statement
For the 11 Months Ending Saturday, November 30, 2024

| | November | | | Year to Date | | |
|-----------------------------|--------------------|--------------------|----------------------|-----------------------|-----------------------|----------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| REVENUE | | | | | | |
| Dues | | | | | | |
| Institutional | \$0.00 | \$0.00 | \$0.00 | \$1,066,409.00 | \$1,068,000.00 | (\$1,591.00) |
| Other | 0.00 | 0.00 | 0.00 | 7,975.00 | 8,875.00 | (900.00) |
| Personal | 3,816.50 | 0.00 | 3,816.50 | 236,293.00 | 220,000.00 | 16,293.00 |
| Friends | 0.00 | 0.00 | 0.00 | 2,600.00 | 2,575.00 | 25.00 |
| Subtotal | \$3,816.50 | \$0.00 | \$3,816.50 | \$1,313,277.00 | \$1,299,450.00 | \$13,827.00 |
| Publications | | | | | | |
| Sales | 125.00 | 250.00 | (125.00) | 385.00 | 1,000.00 | (615.00) |
| Subtotal | \$125.00 | \$250.00 | (\$125.00) | \$385.00 | \$1,000.00 | (\$615.00) |
| Continuing Education | | | | | | |
| Legislative Day | 0.00 | 0.00 | 0.00 | 9,405.00 | 9,000.00 | 405.00 |
| Convention & Expo | 0.00 | 0.00 | 0.00 | 110.70 | 0.00 | 110.70 |
| Leadership | 4,565.00 | 5,000.00 | (435.00) | 4,565.00 | 10,000.00 | (5,435.00) |
| Workshops | 1,640.00 | 13,025.00 | (11,385.00) | 135,949.50 | 149,675.00 | (13,725.50) |
| Subtotal | \$6,205.00 | \$18,025.00 | (\$11,820.00) | \$150,030.20 | \$168,675.00 | (\$18,644.80) |
| Contract Income | | | | | | |
| Sourcing Office | 2,513.40 | 0.00 | 2,513.40 | 6,176.41 | 3,750.00 | 2,426.41 |
| Subtotal | \$2,513.40 | \$0.00 | \$2,513.40 | \$6,176.41 | \$3,750.00 | \$2,426.41 |
| Other Income | | | | | | |
| Interest & Dividends | 3,260.18 | 3,333.00 | (72.82) | 42,162.80 | 36,663.00 | 5,499.80 |
| Workers Compensation | 6,288.75 | 0.00 | 6,288.75 | 32,426.26 | 20,000.00 | 12,426.26 |
| Unrealized Gain/(Loss) | 28,129.88 | 0.00 | 28,129.88 | 80,009.16 | 0.00 | 80,009.16 |
| Jobline | 0.00 | 165.00 | (165.00) | 880.00 | 1,815.00 | (935.00) |
| Mgmt & Consulting Revenue | 45.00 | 60.00 | (15.00) | 915.00 | 690.00 | 225.00 |
| Subtotal | \$37,723.81 | \$3,558.00 | \$34,165.81 | \$156,393.22 | \$59,168.00 | \$97,225.22 |
| Total Revenue | \$50,383.71 | \$21,833.00 | \$28,550.71 | \$1,626,261.83 | \$1,532,043.00 | \$94,218.83 |

Ohio Library Council
Income Statement
For the 11 Months Ending Saturday, November 30, 2024

| | November | | | Year to Date | | |
|--------------------------------------|--------------------|--------------------|-------------------|---------------------|---------------------|----------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| EXPENSES | | | | | | |
| Salary & Benefits | | | | | | |
| Staff Salaries | \$57,677.76 | \$61,054.00 | (\$3,376.24) | \$639,961.70 | \$671,594.00 | (\$31,632.30) |
| Accrued Vacation | 10,533.15 | 0.00 | 10,533.15 | 23,231.01 | 0.00 | 23,231.01 |
| Retirement Contribution | 4,031.38 | 4,812.00 | (780.62) | 49,357.46 | 52,932.00 | (3,574.54) |
| Health Insurance | 5,341.32 | 6,272.00 | (930.68) | 64,160.92 | 68,992.00 | (4,831.08) |
| Workers' Compensation | 41.32 | 48.00 | (6.68) | 284.68 | 528.00 | (243.32) |
| Payroll Taxes | 4,419.73 | 5,105.00 | (685.27) | 46,023.72 | 56,155.00 | (10,131.28) |
| LTD & Life Insurance | 354.22 | 381.00 | (26.78) | 4,142.61 | 4,191.00 | (48.39) |
| Subtotal | \$82,398.88 | \$77,672.00 | \$4,726.88 | \$827,162.10 | \$854,392.00 | (\$27,229.90) |
| Consultants & Contractors | | | | | | |
| Auditor | 0.00 | 0.00 | 0.00 | 8,000.00 | 7,750.00 | 250.00 |
| Speaker Honoraria | 0.00 | 500.00 | (500.00) | 200.00 | 2,000.00 | (1,800.00) |
| Legal Services | 0.00 | 0.00 | 0.00 | 7,443.53 | 26,250.00 | (18,806.47) |
| Consult / Contractors | 13,870.38 | 7,980.00 | 5,890.38 | 92,351.35 | 87,780.00 | 4,571.35 |
| Subtotal | \$13,870.38 | \$8,480.00 | \$5,390.38 | \$107,994.88 | \$123,780.00 | (\$15,785.12) |
| Supplies & Resources | | | | | | |
| Supplies | 514.86 | 1,390.00 | (875.14) | 10,740.80 | 18,690.00 | (7,949.20) |
| Subscriptions / Res Mat | 509.87 | 90.00 | 419.87 | 5,827.53 | 6,290.00 | (462.47) |
| Computer Sftwr / Supplies | 1,185.94 | 1,110.00 | 75.94 | 25,338.41 | 12,280.00 | 13,058.41 |
| Subtotal | \$2,210.67 | \$2,590.00 | (\$379.33) | \$41,906.74 | \$37,260.00 | \$4,646.74 |
| Communications | | | | | | |
| Telephone - Local | 188.51 | 285.00 | (96.49) | 2,258.79 | 3,133.00 | (874.21) |
| Postage | 46.23 | 150.00 | (103.77) | 2,254.39 | 5,350.00 | (3,095.61) |
| Mailing Service | 0.00 | 0.00 | 0.00 | 0.00 | 1,200.00 | (1,200.00) |
| Courier / Special | 0.00 | 0.00 | 0.00 | 21.19 | 100.00 | (78.81) |
| Internet | 960.60 | 1,315.00 | (354.40) | 10,566.60 | 14,465.00 | (3,898.40) |
| Subtotal | \$1,195.34 | \$1,750.00 | (\$554.66) | \$15,100.97 | \$24,248.00 | (\$9,147.03) |
| Printing & Typesetting | | | | | | |
| Printing | 0.00 | 160.00 | (160.00) | 41.90 | 3,835.00 | (3,793.10) |
| Copying | 113.71 | 101.00 | 12.71 | 1,563.55 | 2,398.00 | (834.45) |
| Subtotal | \$113.71 | \$261.00 | (\$147.29) | \$1,605.45 | \$6,233.00 | (\$4,627.55) |

Ohio Library Council
Income Statement
For the 11 Months Ending Saturday, November 30, 2024

| | November | | | Year to Date | | |
|--------------------------------|-----------------------------|------------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Maintenance & Equip | | | | | | |
| Equipment Rental | \$1,661.36 | \$1,934.00 | (\$272.64) | \$20,219.88 | \$16,987.00 | \$3,232.88 |
| Equipment Maintenance | 0.00 | 231.00 | (231.00) | 764.08 | 2,544.00 | (1,779.92) |
| Software Support | 79.91 | 76.00 | 3.91 | 39,769.90 | 839.00 | 38,930.90 |
| Subtotal | \$1,741.27 | \$2,241.00 | (\$499.73) | \$60,753.86 | \$20,370.00 | \$40,383.86 |
| Space Rental | | | | | | |
| Office Space | 9,996.06 | 10,170.00 | (173.94) | 103,192.17 | 111,830.00 | (8,637.83) |
| Workshops / Meetings | 8,409.15 | 0.00 | 8,409.15 | 21,593.93 | 11,470.00 | 10,123.93 |
| Subtotal | \$18,405.21 | \$10,170.00 | \$8,235.21 | \$124,786.10 | \$123,300.00 | \$1,486.10 |
| Travel | | | | | | |
| Board | 0.00 | 0.00 | 0.00 | 5,798.37 | 7,500.00 | (1,701.63) |
| Staff Travel | 381.26 | 2,855.00 | (2,473.74) | 14,994.87 | 32,145.00 | (17,150.13) |
| Committees | 0.00 | 0.00 | 0.00 | 0.00 | 1,400.00 | (1,400.00) |
| Divisions | 0.00 | 0.00 | 0.00 | 0.00 | 2,100.00 | (2,100.00) |
| Presenters | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 | 300.00 |
| Subtotal | \$381.26 | \$2,855.00 | (\$2,473.74) | \$21,093.24 | \$43,145.00 | (\$22,051.76) |
| Management Expenses | | | | | | |
| Bank Services | 428.09 | 1,000.00 | (571.91) | 6,959.72 | 11,000.00 | (4,040.28) |
| Investment Fees | 529.01 | 491.00 | 38.01 | 5,930.87 | 5,404.00 | 526.87 |
| Depreciation | 984.88 | 1,340.00 | (355.12) | 10,275.35 | 14,740.00 | (4,464.65) |
| Employee Hiring | 35.00 | 56.00 | (21.00) | 780.00 | 619.00 | 161.00 |
| Insurance | 657.45 | 657.00 | 0.45 | 7,285.70 | 7,233.00 | 52.70 |
| Organizational Mbrshps | 50.00 | 0.00 | 50.00 | 857.00 | 1,200.00 | (343.00) |
| Staff Devel & Mbrshps | 395.00 | 0.00 | 395.00 | 5,014.00 | 3,000.00 | 2,014.00 |
| Catering & Other Meals | 4,379.19 | 13,300.00 | (8,920.81) | 84,466.61 | 115,056.00 | (30,589.39) |
| Subtotal | \$7,458.62 | \$16,844.00 | (\$9,385.38) | \$121,569.25 | \$158,252.00 | (\$36,682.75) |
| Total Expenses | \$127,775.34 | \$122,863.00 | \$4,912.34 | \$1,321,972.59 | \$1,390,980.00 | (\$69,007.41) |
| Net Change in Assets | <u>(\$77,391.63)</u> | <u>(\$101,030.00)</u> | <u>\$23,638.37</u> | <u>\$304,289.24</u> | <u>\$141,063.00</u> | <u>\$163,226.24</u> |

Ohio Library Council
Balance Sheet
As of Saturday, November 30, 2024

ASSETS

Cash and Short Term Investments

| | |
|--|------------------------------|
| Commerce Nat'l Bank - Checking | \$114,153.61 |
| Commerce Nat'l Bank- Money Market | 214,162.81 |
| Investments - Money Market | 2,843.67 |
| Investments - TRAK Account | 603,393.61 |
| Investments - Mutual Funds | 801,287.03 |
| Total Cash and Short Term Investments | <u>\$1,735,840.73</u> |

Other Current Assets

| | |
|--------------------------------------|---------------------------|
| Accounts Receivable | (13,903.00) |
| Office Equipment (net of Accum Depr) | 57,949.02 |
| Prepaid Postage | 2,002.12 |
| Prepayments | 33,341.16 |
| Total Other Current Assets | <u>\$79,389.30</u> |

Total Assets

\$1,815,230.03

LIABILITIES AND NET ASSETS

Liabilities

| | |
|--------------------------|----------------------------|
| Accounts Payable | \$18,523.99 |
| Advances | 1,249.86 |
| Accrued Salaries | 27,465.60 |
| Accrued Vacation | 53,192.80 |
| Accrued Insurance | 232.13 |
| Total Liabilities | <u>\$100,664.38</u> |

Net Assets

| | |
|-----------------------------|------------------------------|
| Unappropriated Fund Balance | 1,410,276.41 |
| YTD Change in Net Assets | 304,289.24 |
| Total Net Assets | <u>\$1,714,565.65</u> |

Total Liabilities & Net Assets

\$1,815,230.03

**Ohio Library Council
BOARD OF DIRECTORS**

| | | | |
|-----------|---|---------------|-------------------------|
| ITEM NO.: | 4.B | MEETING DATE: | Jan. 17, 2025 |
| SUBJECT: | OLC Board Committee Assignments – 2025 | SUBMITTED BY: | Michelle Francis |

REPORT FOR ACTION

Below are the proposed assignments for the 2025 Committees of the OLC Board of Directors. No changes have been requested since the assignments were originally proposed at the November 2024 Board Meeting.

Executive Committee

Mary Ellen Icaza, Chair of the Board
TBD, Vice Chair of the Board/Chair-Elect (Stacey Russell*)
TBD, Secretary-Treasurer (Travis Bautz*)
Sarah Clevidence, Immediate Past Chair

Appointments Committee

Kathy Bach, Chair
Kim DeNero-Ackroyd
Mary Ellen Icaza, Ex-Officio

Finance Committee

TBD, Chair (Travis Bautz*)
Monica Baughman
Robert Jenkins
Sandra Hedlund Tunnell
Mary Ellen Icaza, Ex-Officio

Nominations Committee

Sarah Clevidence, Chair
William Rutger
Michael Penrod (2025)
Tara Sidwell (2026)
TBD (2027) *[at-large member from OLC membership]*
Mary Ellen Icaza, Ex-Officio

Personnel Committee

TBD, Chair (Stacey Russell*)
Julianne Bedel
Liz Muether
Bernie Rochford
Mary Ellen Icaza, Ex-Officio

**Pending outcome of OLC Officer elections on Jan. 17, 2025*

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **4.C**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **OLC Board Liaison
Assignments – 2025**

SUBMITTED BY: **Michelle Francis**

REPORT FOR ACTION

OLC Board members who work in libraries are responsible for serving as Board Liaisons to OLC Committees and Divisions. The Board Liaisons maintain contact with the Committee and Division chairs, and either attend the meetings of the Committees and Division Action Councils or establish a mechanism for follow-up in order to stay up-to-date on the units' activities.

Below are the proposed Board Liaison assignments for 2025:

| Board Member | Liaison Assignments |
|---------------------------|--|
| Kathy Bach | Customer Service and Support Staff Division Outreach and Special Services Division Technical Services Division |
| Monica Baughman | Diversity, Equity and Inclusion Committee Digital and Media Services Division Special Collections Division |
| Travis Bautz | Professional Development Committee Teen Services Division |
| Julianne Bedel | Intellectual Freedom Committee Children's Services Division |
| Sarah Clevidence | Marketing and Public Relations Division Small Libraries Division |
| Kim DeNero-Ackroyd | Convention & Expo Committee Adult and Reference Services Division Information Technology Division |
| Liz Muether | Awards and Honors Committee Membership Committee |
| Stacey Russell | Human Resources Division Library Accounting Division |
| William Rutger | Government Relations Committee Management and Administration Division |

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **4.D**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **OLC Operating Budget – 2025**

SUBMITTED BY: **Michelle Francis**

REPORT FOR ACTION

The OLC Finance Committee members met via Zoom on Jan. 10 to review in detail the proposed operating budget for 2025. The Committee is recommending the following budget.

REVENUE

Dues: \$1,250,165

- Institutional: \$1,006,690 – based on the current dues formula of 0.27% of 2024 PLF plus 0.055% of 2024 property tax receipts; assumes retention of all 248 Institutional-Member libraries from 2024; calculation based upon county auditor reports received to date that show an average decrease in PLF funding in 2024 of about 5.6% as compared to 2023; local property tax revenue projected to be relatively the same as 2023. This includes the formula cap of \$18,000.
- Other Institutions: \$8,875 – includes membership dues for Associate Members and Other Institutions; assumes no increase in \$450 Associate Membership dues (increased by \$50 in 2022); assumes no increase in \$275 Other Institutional dues category (increased by \$25 in 2022).
- Personal: \$232,000 – based on personal membership revenue in 2024. Individual/personal membership dues are based on salary and self-reported. The salary range bands and amounts have not been updated since 2010.
- Friends: \$2,600 – projections based upon past retention and membership trends.

Publications: \$500

- Sales: \$500 – projections based on sale of hard-copy publications in 2024 (e.g., *Trustees Handbook*, *Library Accounting Handbook*, etc.). Free electronic copies are available on the Member Info Hub to OLC to members.

Continuing Education: \$450,875

- Legislative Day: \$17,875 – projections based on a registration fee of \$65 per person for 275 attendees to cover cost of breakfast, lunch, space rental, AV equipment, etc. in the Statehouse Atrium.
- Convention and Expo: \$270,425 – projects attendance based on past events and is based on signed contracts with the Huntington Convention Center in Cleveland; proposes \$40 increase across the board in registration; \$15 increase in exhibit booth rental and \$10 increase for luncheons to cover substantial increase in costs as compared to previous years. Rates are still comparable/lower than other state library association conferences.
- Planning & Leadership Conference: \$8,250 – assumes an in-person event prior to the C&E with a \$55 registration fee to cover the cost of lunch for 150 attendees. Utilizes space already contracted for C&E to reduce costs.
- Professional Development: \$154,325 – includes a minor increase in registration fees (\$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. Includes revenue for hybrid events (Library Trustees, New Directors, Ballot Issues Workshops, Library Fiscal Officer 102); in-

person events (CPIM, Trustee Dinners, Outreach Retreat); includes revenue for two stand-alone subject-specific conferences; assumes no increase in webinar registration fees; maintains discounted registration for event planning committee members and library speakers at events.

Contract Income: \$5,000

- Sourcing Office/Equalis Group: \$5,000 – projects revenues totals based upon past performance and increasing use of services.

Other Income: \$65,375

- Interest on Short-Term Investments: \$30,000 – projects revenues totals based upon past performance.
- Workers' Comp Group Rating: \$32,500 – projects revenue based upon past performance and premium changes.
- Unrealized Gain/Loss on Long-Term Investments: \$0 – difficult to project based upon market volatility; conservative estimate on performance of long-term investments.
- Management/Consulting Services: \$875 – includes fees charged to libraries for employee background checks.
- Jobline: \$2,000 – revenue projection based upon anticipated number of job openings/postings by non-member libraries (no charge for member-library postings).

TOTAL PROJECTED REVENUE: \$1,771,915

EXPENSES

Salary and Benefits: \$991,169

- Staff Salaries: \$753,358 – includes an average increase of approximately 4-4.5% in staff compensation as compared to 2024 (effective March 2025); includes increase in Executive Director's compensation as approved by the Board in December 2024. Includes bonus pool equal to 1.5% of salaries.
- Retirement Contribution: \$75,336 – 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: \$100,668 – 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 for employees; includes the possibility of a 13.48% increase in health insurance premiums for 2025; and no increase in dental or vision premiums. Also includes the \$1,000 HSA contribution. At this time, four employees utilize OLC's health insurance, and five employees utilize dental and vision insurance.
- Payroll Taxes (FICA, FUTA, Workers' Compensation, Unemployment): \$57,556 – reflects amount based on staff compensation totals.
- LTD and Life Insurance: \$4,251 – anticipates no increase in premiums for 2025 for all qualifying full-time employees.

Consultants/Contractors: \$222,276

- Auditor: \$8,000 – assumes no increase in audit fees from 2024.
- Speaker Honoraria: \$26,200 – includes anticipated costs for “non-library” speakers at Convention and Expo, two stand-alone conferences and Outreach Retreat.

- Legal Services: \$35,000 – based upon actual expenses in 2024 and projected utilization in 2025.
- Convention and Expo Contractors: \$55,950 – reflects projected cost of Convention and Expo pipe and drape (may vary depending upon number of exhibitors) and security; increase from previous years due to location of 2025 C&E (Huntington Convention Center in Cleveland); and Experient contract.
- Consultants/Contractors: \$97,126 – includes administrative costs for payroll and 401(k) plan; Expedient Technology Solutions data backup; Provisio migration for new AMS; Northway Advisors consulting; and library funding/tax revenue analytics with Howard Fleeter and Associates.

Supplies and Resource Materials: \$64,649

- Supplies: \$28,149 – includes supplies for Legislative Day, membership services, certified librarian and staff programs, unit projects, publications, and general overhead.
- Subscriptions and Resource Materials: \$6,400 – includes subscriptions to publications; fees for news clipping services; etc.; includes the Hannah Report and Complete Statehouse subscription.
- Computer Software/Supplies: \$30,100 – includes fees for broadcast e-mail (Constant Contact), webinar software (Zoom), survey software (Alchemer/Survey Gizmo), OLC app (Results at Hand), MS Office/Teams, Creative Cloud/Adobe, Basecamp, election software (Election Runner), and association management software (GrowthZone).

Communications: \$22,330

- Telephone – Local/LD/Mobile: \$3,465 – costs for local/long distance service and staff mobile device charges.
- Postage: \$6,935 – includes costs for mailings to members, C&E postcard mailing, certifications, hard copy publications, general business postage, etc.
- Mailing Service: \$300 – includes costs for bulk mailing of C&E postcard; achieves significant savings with the elimination of the membership renewal mailing that is no longer needed with the new AMS.
- Courier Service: \$100 – includes general business expenses for UPS, FedEx, etc.; based on utilization in 2024.
- Internet: \$11,530 – includes broadband service for the office (Spectrum) and hot spots (T-Mobile). Achieves significant savings with the elimination of Liquid Web hosting fees that are no longer needed with the new AMS.

Printing and Design: \$15,300

- Printing: \$10,000 – includes cost of regular printed materials (e.g., stationery, envelopes, etc.) and promotional materials, etc.
- Design: \$2,800 – includes design costs for C&E on-site guide.
- Copying: \$2,500 – reflects costs for materials produced in-house.

Maintenance and Equipment: \$62,294

- Equipment Rental: \$59,579 – includes office copier and postage machine; AV for C&E, stand-alone conferences, Legislative Day, Trustee Dinners and other professional development off-site.
- Equipment Maintenance: \$1,800 – includes service on postage machine and office telecom equipment (Garber).

- Software Support: \$915 – includes outside support and licensure expenses for Great Plains accounting software.

Space Rental: \$172,373

- Office Space: \$121,350 – includes per-square-foot rental fees for office and meeting room space at 495 Metro Place South.
- Convention and Expo: \$37,500 – expresses rental fees for Huntington Convention Center in Cleveland.
- Workshops/Meetings: \$13,523 – includes space rental fees for CPIM conference, Outreach Retreat, stand-alone conferences and other professional development events.

Travel: \$51,000

- Board: \$7,500 – includes possible mileage reimbursement for attendees at OLC Board meetings, expenses for ALA Councilor to register/attend LibLearnX (Phoenix) and Annual Conference (Philadelphia); and ALA Emerging Leader stipend.
- Staff: \$30,000 – includes staff reimbursement for mileage, hotel and meals for business-related travel, including local and out-of-town meetings, attendance at professional development events, etc.; reflects increase in IRS allowable reimbursement to \$0.70 per mile for use of personal cars for business travel. Includes staff travel for C&E in Cleveland, LibLearnX and ALA Annual.
- Committees: \$1,400 – projection based upon Committees' costs for hosting one in-person meeting (unless otherwise approved); maintains current mileage reimbursement at \$0.345 per mile.
- Divisions: \$2,100 – projection based upon Division Action Councils' costs for hosting one in-person meeting (unless otherwise approved); maintains current mileage reimbursement at \$0.345 per mile.
- Presenters: \$10,000 – includes travel and accommodations for C&E presenters, etc.; maintains current mileage reimbursement at \$0.345 per mile for library presenters.

Management Expenses: \$186,482

- Bank Services and Investment Fees: \$13,220 – includes fees for commercial banking, credit card services, and long-term investment management; based upon actual costs in 2024.
- Depreciation Replacement: \$11,695 – reflects depreciation on value of current capital assets.
- Employee Hiring: \$800 – costs for background checks for libraries that are recouped through chargebacks.
- Insurance: \$8,322 – premiums for ERISA bond, directors and officer's insurance, and property and casualty insurance.
- Organizational Memberships: \$1,200 – includes OLC's organizational memberships in ALA, Freedom to Read Foundation, etc.
- Staff Development and Memberships: \$5,000 – includes fee for employees' memberships in ALA, PLA, ASAE, OSAE, and OLA; registration fees for meetings of OLA, ALA and OSAE.
- Catering and Other Meals: \$146,245 – includes charges for food and beverages for OLC Board meetings, unit meetings (one in-person meeting unless otherwise approved), professional development events, Leg Day, C&E; approximately 85% of expense is recouped through event registration fees or other revenue.

TOTAL PROJECTED EXPENSES: \$1,787,873

**Ohio Library Council
OPERATING BUDGET: 2025
REVENUE**

| | | 2024 Budget | 2024 YTD Actual [1] | Variance | 2025 Budget |
|-----------------------------|--|---------------------|------------------------|--------------------|---------------------|
| Dues | | | | | |
| 1 | Institutional | \$ 1,068,000 | \$ 1,066,409 | \$ (1,591) | \$ 1,006,690 |
| 2 | Other Institutions | 8,875 | 7,975 | (900) | 8,875 |
| 3 | Personal | 220,000 | 236,293 | 16,293 | 232,000 |
| 4 | Friends | 2,575 | 2,600 | 25 | 2,600 |
| 5 | Sub-Total | \$ 1,299,450 | \$ 1,313,277 | \$ 13,827 | \$ 1,250,165 |
| Publications | | | | | |
| 6 | Sales | \$ 1,000 | \$ 385 | \$ (615) | \$ 500 |
| 7 | Sub-Total | \$ 1,000 | \$ 385 | \$ (615) | \$ 500 |
| Continuing Education | | | | | |
| 8 | Legislative Day | \$ 9,000 | \$ 9,405 | \$ 405 | \$ 17,875 |
| 9 | PLA Pre-Con | 15,000 | 13,960 | (1,041) | - |
| 10 | Convention & Expo | - | 111 | 111 | 270,425 |
| 11 | Leadership Conference | 10,500 | 4,565 | (5,935) | 8,250 |
| 12 | Professional Development | 138,800 | 134,675 | (4,125) | 154,325 |
| 13 | Sub-Total | \$ 173,300 | \$ 162,715 | \$ (10,585) | \$ 450,875 |
| Contract Income | | | | | |
| 14 | Sourcing Alliance/Equalis Group | 5,000 | \$ 6,176 | \$ 1,176 | 5,000 |
| 15 | Sub-Total | \$ 5,000 | \$ 6,176 | \$ 1,176 | \$ 5,000 |
| Other Income | | | | | |
| 16 | Interest/Short Term Investments | \$ 40,000 | \$ 42,163 | \$ 2,163 | \$ 30,000 |
| 17 | Workers' Comp Group Rating | 30,000 | 32,426 | 2,426 | 32,500 |
| 18 | Unrealized Gain/Loss - Long Term Investments | - | 80,009 | 80,009 | - |
| 19 | Management/Consulting Services | 750 | 915 | 165 | 875 |
| 20 | JobLine | 2,000 | 880 | (1,120) | 2,000 |
| 21 | Sub-Total | \$ 72,750 | \$ 156,393 | \$ 83,643 | \$ 65,375 |
| 22 | TOTAL | \$ 1,551,500 | \$ 1,638,947 | \$ 87,447 | \$ 1,771,915 |

Notation:

[1] As of Nov. 30, 2024

Ohio Library Council
OPERATING BUDGET: 2025
EXPENSES

| | | 2024 Budget | 2024 YTD Actual [1] | Variance | 2025 Budget |
|--------------------------------|--|-------------------|------------------------|---------------------|-------------------|
| Salaries & Benefits | | | | | |
| 22 | Staff Salaries [3] | \$ 732,656 | \$ 639,962 | \$ (92,694) | \$ 753,358 |
| 23 | Retirement Contribution [3] | 57,746 | 49,357 | (8,389) | 75,336 |
| 24 | Health Insurance | 75,265 | 64,161 | (11,104) | 100,668 |
| 25 | Payroll Taxes (FICA, FUTA, WC, Unemp.) | 61,104 | 46,308 | (14,796) | 57,556 |
| 26 | LTD & Life Insurance | 4,582 | 4,143 | (439) | 4,251 |
| 27 | Sub-Total | \$ 931,353 | \$ 803,931 | \$ (127,422) | \$ 991,169 |

| | | | | | |
|--------------------------------------|-------------------------------|-------------------|-------------------|--------------------|-------------------|
| Consultants & Contractors | | | | | |
| 28 | Auditor | \$ 7,750 | \$ 8,000 | \$ 250 | \$ 8,000 |
| 29 | Speaker Honoraria | 2,000 | 200 | (1,800) | 26,200 |
| 30 | Legal Services | 35,000 | 7,444 | (27,556) | 35,000 |
| 31 | Convention & Expo Contractors | - | - | - | 55,950 |
| 32 | Consultants/Contractors | 95,782 | 92,351 | (3,431) | 97,126 |
| 33 | Sub-Total | \$ 140,532 | \$ 107,995 | \$ (32,537) | \$ 222,276 |

| | | | | | |
|---------------------------------|------------------------------------|------------------|------------------|--------------------|------------------|
| Supplies & Resources | | | | | |
| 34 | Supplies | \$ 20,000 | \$ 10,741 | \$ (9,259) | \$ 28,149 |
| 35 | Subscriptions & Resource Materials | 6,380 | 5,828 | (552) | 6,400 |
| 36 | Computer Software/Supplies [2] | 63,390 | 25,338 | (38,052) | 30,100 |
| 37 | Sub-Total | \$ 89,770 | \$ 41,907 | \$ (47,863) | \$ 64,649 |

| | | | | | |
|-----------------------|-----------------------------|------------------|------------------|--------------------|------------------|
| Communications | | | | | |
| 38 | Telephone - Local/LD/Mobile | \$ 3,418 | \$ 2,259 | \$ (1,159) | \$ 3,465 |
| 39 | Postage | 5,500 | 2,254 | (3,246) | 6,935 |
| 40 | Mailing Service | 1,200 | - | (1,200) | 300 |
| 41 | Courier Service | 100 | 21 | (79) | 100 |
| 42 | Internet | 15,780 | 10,567 | (5,213) | 11,530 |
| 43 | Sub-Total | \$ 25,998 | \$ 15,101 | \$ (10,897) | \$ 22,330 |

| | | | | | |
|------------------------------|--------------------|-----------------|-----------------|-------------------|------------------|
| Printing & Design | | | | | |
| 44 | Printing | \$ 4,000 | \$ 42 | \$ (3,958) | \$ 10,000 |
| 45 | Design/Typesetting | - | - | - | 2,800 |
| 46 | Copying | 2,500 | 1,564 | (936) | 2,500 |
| 47 | Sub-Total | \$ 6,500 | \$ 1,605 | \$ (4,895) | \$ 15,300 |

| | | | | | |
|------------------------------------|-----------------------|------------------|------------------|------------------|------------------|
| Maintenance & Equipment | | | | | |
| 48 | Equipment Rental | \$ 17,925 | \$ 20,220 | \$ 2,295 | \$ 59,579 |
| 49 | Equipment Maintenance | 2,775 | 764 | (2,011) | 1,800 |
| 50 | Software Support | 915 | 39,770 | 38,855 | 915 |
| 51 | Sub-Total | \$ 21,615 | \$ 60,754 | \$ 39,139 | \$ 62,294 |

| | | | | | |
|---------------------|--------------------|-------------------|-------------------|-------------------|-------------------|
| Space Rental | | | | | |
| 52 | Office Space | \$ 122,000 | \$ 103,192 | \$ (18,808) | \$ 121,350 |
| 53 | Convention & Expo | - | - | - | 37,500 |
| 54 | Workshops/Meetings | 11,470 | 21,594 | 10,124 | 13,523 |
| 55 | Sub-Total | \$ 133,470 | \$ 124,786 | \$ (8,684) | \$ 172,373 |

**Ohio Library Council
OPERATING BUDGET: 2025
EXPENSES**

| | | 2024 Budget | 2024 YTD Actual [1] | Variance | 2025 Budget |
|---------------|------------------|------------------|------------------------|--------------------|------------------|
| Travel | | | | | |
| 56 | Board | \$ 7,500 | \$ 5,798 | \$ (1,702) | \$ 7,500 |
| 57 | Staff | 35,000 | 14,995 | (20,005) | 30,000 |
| 58 | Committees | 1,400 | - | (1,400) | 1,400 |
| 59 | Divisions | 2,100 | - | (2,100) | 2,100 |
| 60 | Presenters | - | 300 | 300 | 10,000 |
| 61 | Sub-Total | \$ 46,000 | \$ 21,093 | \$ (24,907) | \$ 51,000 |

| Management Expenses | | | | | |
|----------------------------|---------------------------------|-------------------|-------------------|--------------------|-------------------|
| 62 | Bank Services & Investment Fees | \$ 17,895 | \$ 12,891 | \$ (5,004) | \$ 13,220 |
| 63 | Depreciation Replacement | 16,080 | 10,275 | (5,805) | 11,695 |
| 64 | Employee Hiring | 675 | 780 | 105 | 800 |
| 65 | Insurance | 7,890 | 7,286 | (604) | 8,322 |
| 66 | Organization Memberships | 1,200 | 857 | (343) | 1,200 |
| 67 | Staff Development & Memberships | 3,000 | 5,014 | 2,014 | 5,000 |
| 68 | Catering & Other Meals | 117,680 | 84,467 | (33,213) | 146,245 |
| 69 | Sub-Total | \$ 164,420 | \$ 121,569 | \$ (42,851) | \$ 186,482 |

| | | | | | |
|-----------|--------------|---------------------|---------------------|---------------------|---------------------|
| 70 | TOTAL | \$ 1,559,658 | \$ 1,298,742 | \$ (260,916) | \$ 1,787,873 |
|-----------|--------------|---------------------|---------------------|---------------------|---------------------|

| | | | | | |
|-----------|-----------------------------|-------------------|-------------------|-------------------|--------------------|
| 71 | Net Change in Assets | \$ (8,158) | \$ 340,205 | \$ 348,363 | \$ (15,958) |
|-----------|-----------------------------|-------------------|-------------------|-------------------|--------------------|

| | | | | | |
|---|--|--|--|--|--|
| Notation: | | | | | |
| [1] As of Nov. 30, 2024 | | | | | |
| [2] Includes up to \$50,000 Approved by the Board in May 2024 for New AMS | | | | | |
| [3] As approved by the OLC Board in January 2024 | | | | | |

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **6.A**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **ALA Councilor Report**

SUBMITTED BY: **Nick Tepe**

REPORT FOR INFORMATION

Standing Up for Libraries

As I mentioned in my last report, a significant number of ALA members have been expressing concern about government actions that may come against libraries and the principles of intellectual freedom due to the transition to a new administration and the results of down-ballot elections nationwide. ALA has been working to develop responses to the evolving situation and identify ways to further support library workers in this uncertain environment. Currently those efforts are coalescing under the banner of “Standing Up for Libraries,” with multiple events and initiatives happening across the organization to design strategies to guide effective work moving forward.

This week on January 15th ALA will be hosting “Standing Up for Libraries: The Next 100 Days,” the second in what is planned to be an ongoing series. On January 14th PLA will be hosting a town hall, “Public Libraries Standing Up and Standing Together,” which will feature a panel including our own Mary Ellen Icaza. Similar events and efforts are happening across all ALA units. I am planning on attending both events and will share any further details at our meeting.

LibLearnX

As usual, council activity is ramping up ahead of the final LibLearnX, held in Phoenix January 24-27. I have been participating in an ad hoc caucus of councilors working on any actions and coordination Council might be able to provide in support of efforts around the organization in response to the 2024 election. Currently the work of this caucus has focused on boosting awareness and fundraising for the [Merritt Fund](#), a trust established to support library workers who face discrimination as a member of a protected class or due to defense of intellectual freedom. The goal is to both encourage library workers facing this sort of discrimination to apply for support, and to garner additional funds for the anticipated higher demand. The group is drafting a council resolution calling on all ALA units and Chapters to identify ways to promote the Merritt Fund within their membership, as well as developing a toolkit to assist in finding ways to do this promotion.

In addition to this I am anticipating ongoing discussion around changes to the policy manual following the revision of the Bylaws two years ago, as well as updates coming from the newly adopted changes to the operating agreement.

ALA Receives Transformational Gift to Fund Scholarships

As a piece of good news we could all use right now, I wanted to be sure you all saw that ALA has received the largest bequest in its history from James W. Lewis of Washington, D.C. From the press release:

6.A: ALA Councilor Report

The approximately \$25 million bequest is truly transformational and will fund scholarships for aspiring librarians, ensuring future generations of highly educated and committed librarians prepared to meet the informational needs of their communities, according to Leslie Burger, ALA Interim Executive Director.

Mr. Lewis' gift will fund library school scholarships for students with demonstrated financial needs. These scholarships will benefit legions of young people who would otherwise be unable to pursue professional librarianship.

The American Library Association provides more than \$300,000 in scholarships annually for studies toward master's degrees in library and information science at ALA-accredited library schools. In the future, the bequest from Mr. Lewis could triple the funds available to support scholarships, significantly expanding educational access.

Monthly Report, December 31, 2024

Reports are posted on the State Library of Ohio website at

<https://library.ohio.gov/about/publications/state-librarian-reports>

Updates from the State Librarian

- Representatives from the State Library toured a potential new location for the Library on December 9. There are many positive aspects to this space but there are also several unknowns that are currently being investigated. Ryan Burley is the State Library's project lead for this initiative.
- Chief Officers of State Library Agencies (COSLA) is hosting Voices for Libraries 2025 on March 5-6, 2025, in Washington, D.C. This event provides an opportunity for library advocates from every state to travel to Washington to talk with legislators about the importance of libraries and to advocate for support. Due to space constraints, state delegations will be limited to eight people. Kirstin Krumsee is the State Captain for Ohio. She and Mandy Knapp will work together to strategically build Ohio's delegation.
- At its December 16 meeting, the State Library Board awarded more than \$170,000 in LSTA Competitive Grants to Ohio libraries.
- The SEO Service Center added three new public libraries to the SEO Consortium in December: Mt. Gilead, Bucyrus, and Galion. The SEO Consortium is now 103 members strong.

Announcements

Website – What's new announcements



- [Libraries Invited to Apply for 2025 Collection Development Grant](#), December 3, 2024



- [ILEAD Ohio Returns in 2025](#), December 4, 2024



- [15 Public Libraries Awarded Know Your Flow Ohio Grant](#), December 16, 2024



• [State Library Awards Over \\$170,000 in LSTA Competitive Grants](#), December 16, 2024

Government Documents

- The State Library of Ohio is a Congressionally designated depository for U.S. Government Publications and the official Ohio government documents depository. If you have questions about Government Documents, feel free to contact Government Documents Librarian/Regional Depository Coordinator Elissa Lawrence with at questions at elawrence@library.ohio.gov.

ILEAD Ohio

- The State Library of Ohio and [OhioNet](#) are pleased to announce the return of [ILEAD Ohio](#) in 2025. ILEAD Ohio is a transformative nine-month program designed to develop the leadership and project management skills of library staff across the state. By working in teams to address real community needs, participants will gain hands-on experience in project management, team building, and community collaboration.
 - Applications for the 2025 iteration of ILEAD Ohio will open later in January; look for a forthcoming announcement on the various library listservs
 - An [ILEAD Ohio information session](#), led by State Library and OhioNet staff, was held on Thursday, December 19. The session was recorded and can be viewed at any time.
 - If you have any questions regarding ILEAD Ohio, please contact Erin Kelsey, Library Consultant, at ekelsey@library.ohio.gov or 614-644-6889.

Know Your Flow Ohio

- The State Library of Ohio, in partnership with the Network of the National Library of Medicine (NNLM) Region 6, is pleased to announce the [Know Your Flow Ohio \(KYFO\) Grant](#) program. The purpose of the KYFO Grant is to help public libraries address period poverty for patrons within their communities. The application period for this grant closed on November 17, and applications were reviewed. The following [fifteen public libraries were awarded](#) the grant:
 - Ashland Public Library
 - The Brumback Library
 - Bucyrus Public Library
 - Columbiana Public Library
 - Conneaut Public Library
 - Germantown Public Library
 - Huron County Community Library
 - Mary Lou Johnson Hardin County District Library
 - Mechanicsburg Public Library
 - Medina County District Library



- Mentor Public Library
- Pickaway County District Public Library
- Public Library of Steubenville and Jefferson County
- Williams County Public Library
- Wornstaff Memorial Public Library
- Each library selected will receive one menstrual product dispenser along with menstrual hygiene supplies from Aunt Flow. As part of this special grant program, these libraries will also receive \$1,000 to acquire additional Aunt Flow supplies and create health programs focused on menstrual hygiene, education, and menopausal health information. Libraries are encouraged to collaborate with local public health districts, universities, clinics, and other healthcare providers to organize presentations, panels, programs, or outreach events. Educational resources can be found at [KnowYourFlow.Info](#), a platform created by the [NNLM Region 6](#) and Aunt Flow to enhance awareness of menstrual health.
- The Know Your Flow Ohio grant program is supported in-part with federal funding awarded to the State Library from the Library Services and Technology Act (LSTA) provided by the Institute of Museum and Library Services (IMLS) and in partnership with the Network of the National Library of Medicine (NNLM) Region 6.
- For more information about Know Your Flow, please contact our Adult Services Consultant [Katy Hite](#).

List of New Acquisitions



- A list of print books, ebooks, and audiobooks recently added to the State Library's collection for December is available on our [website](#).

LSTA

- On Thursday, December 12, the State Library Board approved funding for LSTA Competitive Grant awards to eight Ohio libraries. This represents a total of \$176,762.00 in LSTA funds. Libraries awarded funding were Ashtabula County District Library, Bexley Public Library, Briggs Lawrence County Public Library, Clermont County Public Library, Jackson City Library, Mentor Public Library, Ohio Northern University, and Stark County District Library. More details on the Competitive Grant awards and proposals, visit <https://library.ohio.gov/home/news-and-events/all-news/libs-2024competitive-grant>.
 - The LSTA Competitive Grant is the State Library of Ohio's largest grant, offering eligible libraries the opportunity to apply for up to \$50,000.00 in LSTA funds for projects that address one of three possible focus areas: Literacy, Library as Community Anchor, and Outreach and Engagement. Funded projects will commence on January 1, 2025, and be completed by August 31, 2025.

- The State Library of Ohio's LSTA Celebrating Ohio Book Awards and Authors (COBAA) grant application window opened on Tuesday, December 3. The COBAA grant program invites Ohio libraries to apply for up to \$2,000 in grant funds to support collection development and collection-related program initiatives for their communities. The initiative supports the purchase of books by Ohio authors as well as books recognized by Ohio-based book award programs. COBAA applications close on Sunday, January 12. Details regarding the COBAA grant can be found here: <https://library.ohio.gov/libraries/grants/cobaa>.
- The application period for Cycle 2 of the State Library of Ohio's LSTA Open Grant initiative closed on Tuesday, December 3. State Library staff will review applications in January and recommend not more than six projects for funding. LSTA Open Grant projects will begin on March 1, 2025, and be completed by August 31, 2025. For more information on the Open Grant initiative, visit: <https://library.ohio.gov/libraries/grants/open-grant>.
- Questions regarding the LSTA program should be addressed to Jeff Regensburger, Library Consultant/LSTA Coordinator, at: LSTA@library.ohio.gov.

Meeting Rooms

- The State Library of Ohio provides meeting rooms that can be booked by State of Ohio agencies and members of the library community. In December, 383 hours of meetings were held in our 7 meeting spaces by groups including the Ohio Civil Rights Commission, Ohio Department of Developmental Disabilities, Ohio Department of Education and Workforce, Ohio Department of Job and Family Services, and many others.
- Visit our [website](#) to learn more about our meeting rooms.

Meetings

- Marsha McDevitt-Stredney coordinated the Library PR Communications & Marketing Interest Group quarterly virtual meeting on December 16, 2024. She led a round-robin discussion for State Library marketing professionals across the country to share their work, successes, and challenges in 2024.
 - This interest group is a community of practice hosted by the Chief Officers of State Library Agencies (COSLA). Members of the group shared processes and strategies for increasing awareness and use of reference services and collections. The purpose of this community of practice is to provide a forum to exchange best practices and discuss trends, challenges, and initiatives in public relations, communications, and marketing for state libraries and the libraries they serve.

Ohio Collection Analysis Initiative

- The [Ohio Collection Analysis Initiative](#) (OCAI) is an original, self-paced, collection analysis tool for considering collections that empower children and young adult readers by respecting and appreciating what makes them different and the same. OCAI 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 (IMLS) and American Rescue Plan Act (ARPA) federal funds, granted to the State Library of Ohio. [Register for access here!](#)



- Notable highlights from this impactful initiative:
 - Free for staff working in all types of Ohio libraries! It is available at no cost to you.
 - There are no time constraints for completing this program. Set your own goals and progress at your own pace.
 - Personalized support. You have access to a dedicated, full-time specialist for assistance at any time.
 - Unlimited access to a Collection Analysis Toolkit. This toolkit complements the collection development work you already have in place.
 - Unlimited access to a vetted collection of materials about children's & young adult books and authors.
 - Identifiable action steps. You will receive a custom Implementation Plan that outlines your collection development decisions and next steps.
- [Click here](#) to check out recorded workshops and webinars related to the Ohio Collection Analysis Initiative to learn more.
- Through December, OCAI has over 800 users in 88 of 88 Ohio counties!
- Erin Kelsey and TeachingBooks staff continue to host a slate of [thematic webinars and workshops](#), teaching users how to enhance their youth-focused library collections. Upcoming webinars and workshops for 2025 are in the process of being scheduled.
- Additionally, Erin Kelsey and TeachingBooks staff continue to host drop-in [Office Hours](#), where interested parties can ask a quick question or learn more about the initiative.
 - Drop in Office Hours for 2025 are in the process of being scheduled.

Ohio Digital Library

- In the month of December, ODL patrons checked out 858,026 items. The total for 2024 stands at 10,256,648 checkouts—[a record-breaking year for ODL circulation!](#)
 - The most popular non-magazine title in December was *Pretty Girls*, by Karin Slaughter—a perpetually-popular thriller. The most popular magazine title was *The New Yorker*.
- In mid-March 2020, ODL enabled the opportunity for Ohioans to take advantage of the Overdrive [Instant Digital Card](#). A user can sign up with their phone number and gain quick access to e-content via ODL. Users that sign up via the Instant Digital Card will be directed to their local library to fill out a physical library card. In December 2024, 3,762 registrations took place.
- 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]

- The application period for the State Library's Library Juice Academy Digital Curation Cohort program closed on November 8. Applications were reviewed, and the following individuals were selected:
 - Colleen Badenhop, Greene County Public Library
 - Shelby Beatty, Sinclair Community College
 - Stephanie Bricking, Cincinnati & Hamilton County Public Library
 - Catherine Cubera, University of Cincinnati
 - Eugénie Fortier, Oberlin College



- Elizabeth Grauel, University of Dayton - University Libraries
- Grace Hammond, Delaware Area Career Center (Career Technical Education High School)
- Valerie Lines, Bowling Green State University
- Lisa Longenecker, Case Western Reserve University
- Tori Otten, Warren County Records Center & Archives
- Tracie Pickett, Shaker Heights Public Library and University of Akron Libraries
- Emily Rebmann, Oberlin College
- Polly Reynolds, Hudson Library & Historical Society
- Katy Scullin, Ohio History Connection
- Lisa Wood, The Ohio State University Medical Heritage Center
- This initiative provides 15 Ohio library staff members or cultural heritage professionals from Ohio the chance to complete coursework and earn a Digital Curation Certificate from Library Juice Academy.
- Enrollment costs for each participant will be covered by federal funding awarded to the State Library from the Library Services and Technology Act (LSTA), provided by the Institute of Museum and Library Services (IMLS).
- Penelope Shumaker is available to speak to libraries and cultural heritage institutions about DPLA and ODN. For details, contact Penelope at: pshumaker@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 Penelope Shumaker, pshumaker@library.ohio.gov.

Ohio Memory

- [Ohio Memory](#) is the collaborative statewide digital library program of the Ohio History Connection and the State Library of Ohio. On this free [website](#), you can explore digital content from over 390 cultural heritage institutions representing all 88 of Ohio's counties covering a wide range of topics from prehistory to present day.
- If you have questions about this program, you can contact our Digital Initiatives Librarian Shannon Kupfer-Trausch at trausch@library.ohio.gov.

Ohio Ready to Read

- Ohio Ready to Read provides library-oriented resources on the [science of reading](#), including webinar recordings, articles, and other tools to help public librarians and library workers learn about the science of reading and ways that public libraries support reading acquisition. This resource collection is part of ORTR's [Kindergarten Readiness and Student Learning](#) guide for Ohio public libraries.
- [Early Literacy 101](#) is a free, full-day (6 contact hour) hands-on workshop to help library staff build a firm foundation in early literacy. Participants learn how brain development impacts how young children learn; discover effective, research-based early literacy resources and activities; and explore how storytime supports early literacy. [Learn more about the workshop](#). 2025 workshop dates will be announced in coming months. Public libraries may request to host an Early Literacy 101 workshop via the link above.



- Contact [Janet Ingraham Dwyer](#) with any questions about Ohio Ready to Read.

Presentations

- Erin Kelsey co-led the online workshop “The Power of TeachingBooks Resources” as part of her work with the Ohio Collection Analysis Initiative.

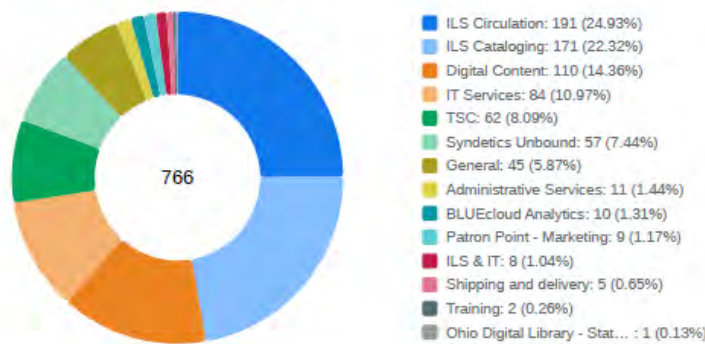
Reference Services

- In December we provided research assistance to State Agencies, Businesses, Universities and to the public. Here are some of the organizations that we served this month:
 - Ohio Attorney General
 - Ohio Board of Pharmacy
 - Ohio Board of Regents
 - Ohio Civil Rights Commission
 - Ohio Department of Administrative Services
 - Ohio Department of Aging
 - Ohio Department of Health
 - Ohio Department of Job and Family Services
 - Ohio Department of Rehabilitation and Correction
 - Ohio Department of Transportation
 - Ohio Department of Youth Services
 - Ohio Public Employees Retirement System

SEO Service Center

- Total automation consortium circulation for the past 30 days—**983,860**
- Total number of new users created in the past 30 days—**4,341**
- In-house periodicals filled—**4**
- Interlibrary loans initiated for the past 30 days—**449**
- Total number of support tickets created for the previous month—**766**
- Support tickets logged with Integrated Library Software (ILS) vendor SirsiDynix—**10**

Total Tickets by Month





- **Consortium Service Highlights**

- Bucyrus Public Library, Galion Public Library, and Mt. Gilead Public Library joined the SEO Library Consortium as the 101st, 102nd, and 103rd members.
- On December 2, Paula Clark onboarded staff from Rossford Public Library on the Patron Point Marketing Platform.
- On December 4, Paula Clark onboarded Guernsey County District Public Library staff on the Patron Point Marketing Platform.
- On December 4, SEO staff met with ByWater Solutions for an overview of Koha's administration.
- On December 5, Heather Miller met with the Preble County District Library Director.
- On December 5, SEO IT met with the agency's Technology Managers to discuss IT Managed Services (ITMAAS).
- On December 6, SEO staff met with Clarivate for an overview of Polaris administration.
- On December 11, Paula Clark onboarded staff from the Puskarich Public Library System on the Patron Point Marketing Platform.
- On December 12, Jay Miley met with Dain McQuarrie, Patron Point Library Relations Manager, for a monthly touch base meeting.
- On December 17, SEO IT met the Freshworks Team to view a demo on Freshservice as a potential replacement for the current support desk software.
- On December 18, the SEO IT Team and State Library IT Manager visited the Guernsey County District Library branches in preparation for the IT Managed Service project launch in the new year. SEO and State Library will provide a fee-based service to manage IT Services for the Guernsey County District Library.
- On December 19, The SEO Management Team met with State Library Managers to discuss Lending services to incarcerated Ohioans during the OhioLINK platform change.
- On December 26, Paula Clark onboarded Mercer County District Library staff on the Patron Point Marketing Platform.
- On December 31, the SEO IT Team met to discuss the ITMAAS first steps for the Guernsey County District Library.

- **Niche Academy Stats**

- Serving Every Ohioan Staff Tutorials views—**694**
- Online Catalog Tutorial views—**724**
- Technical Services Committee—**1**
- ASL Storytime—**7**

Services for the Blind and Print Disabled

- Library services for the blind and print disabled in the United States are delivered through a network of libraries and agencies coordinated by the [Library of Congress National Library Service for the Blind and Print Disabled \(NLS\)](#). In partnership with the Ohio Library for the Blind and Print Disabled (OLBPD) at the Cleveland Public Library, the State Library of Ohio serves as the machine lending agency for the state providing playback equipment to eligible blind, visually impaired, and print disabled residents.
- Contact Ryan Burley at rburley@library.ohio.gov with any questions concerning the Talking Book Program.

Staffing

- Lisa Hickle retired from the State Library effective December 1, 2024, after 36 years of service to the residents of Ohio. Lisa began as an Account Clerk 3 in Fiscal Services in 1988, later became a Grants Coordinator 2 in 2000, was reclassified in 2008 to a Management Analyst working on collecting public library statistics, and finally worked as an Office Professional 2 starting in 2017, assisting patrons with the Talking Book Program.

Strategic Planning

- Libraries currently receiving strategic planning services from State Library consultants include:
 - Alexandria Public Library
 - Coshocton Public Library
 - Mansfield-Richland County Public Library
 - Briggs-Lawrence County Public Library
 - London Public Library
 - Logan-Hocking County District 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.

Summer Library Program

- The 2025 [Collaborative Summer Library Program](#) (CSLP) theme will be Art, with the slogan “Color Our World / Colorea Nuestro Mundo” and featuring artwork by [Mike Mullan](#).
- The **Regional Library Systems will host summer planning workshops** around the state in January-March. For a list of SLP workshops and links to register, go to <https://library.ohio.gov/ohio-summer-library-program> and click on the “Workshops and Webinar Recordings” tab.
- See the [Ohio Summer Library Program website](#) for resources to support summer planning, and contact [Janet Ingraham Dwyer](#) with any questions about SLP.

Take 5

- The 2025 Take 5 event will take place at the Main Library Annex, Chillicothe & Ross County Public Library, on Friday, May 2. Details and registration will be posted on Ohio library listservs and to <https://library.ohio.gov/take5> in February 2025.



- 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 events feature active learning opportunities, speaker sessions with allies outside the library field, hands-on activities, and networking. [Learn more about Take 5.](#)

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **6.C**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **OPLIN Report**

SUBMITTED BY: **Don Yarman**

REPORT FOR INFORMATION

NTIA Grant Updates

Broadband Ohio received federal funds for the state's digital opportunity plan in December. They will release the RFP for a digital literacy training platform (Northstar or equivalent) by January 21. After sixty days, OPLIN will be part of the evaluation committee to select the platform that will be available from public libraries and will support the state's digital literacy education efforts in correctional facilities.

The first round of NTIA competitive grant awards was announced. No Ohio-specific proposals were awarded in the first round, but Ohio is included in a few multi-state proposals, including projects from National Black Tech Ecosystem Association to establish digital hubs, National Digital Inclusion Alliance to expand digital navigator programs, and National Lead For America Inc. to build a program that reminds me very much of the State Library's Guiding Ohio Online cohort. We're still hopeful that our "Building Gigabit Network Capacity for Ohio Libraries" project will be funded in a future round.

E-Rate Miscellany

- The 471 Window to request services for July 2025 – June 2026 opens January 15 at noon and will close on Wednesday, March 26. If you still need to file a 470 to request services, it must be posted by February 26.
- OPLIN received three proposals—from AT&T, Kajeet/CDWG, and T-Mobile—for library hotspots in response to our statewide call for bids. Libraries can submit requests for funding against these bids, or issue a 470 to gather bids separately. The link and login credentials were emailed to our library E-Rate administrator contacts, but you can request login information by contacting OPLIN Support.
- Bids for the branch connections OPLIN will manage for libraries are due January 17. Between new branch circuits and our regular upgrades/renewals, we expect to place 137 circuit orders for July.
- The Supreme Court will review the 5th Circuit's findings that USF is a "tax" and that the FCC's delegation of admin responsibilities to USAC is unconstitutional. Appellate courts in the 6th and 11th Circuit courts had previously upheld the USF funding system as constitutional. A decision from the Supreme Court is likely before June 30, 2025.

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **6.D**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **Executive Director's Report**

SUBMITTED BY: **Michelle Francis**

REPORT FOR INFORMATION

OLC Board Orientation

In-person Board orientation sessions were held with Liz Muether on Dec. 2; William Rutger and Kim DeNero-Ackroyd on Dec. 3, and Monica Baughman on Dec. 9. A virtual orientation is scheduled with Bernie Rochford for Jan. 15. We look forward to welcoming all five of them to the OLC Board of Directors in 2025 for three-year terms. The discussions cover a variety of topics, including their roles on the Board, fiduciary responsibilities, the Board Code of Conduct, conflict of interest, and Board meeting agendas procedures.

Institutional Membership Dues Billing

Following the December 2024 PLF distribution, forms were sent to all 88 county auditors requesting information for each library's 2024 PLF and local property tax receipts (if applicable). To date, responses have been received from over 70 county auditors. All libraries should receive their initial invoice for 2025 dues by the end of the month. Some county auditors have been delayed due to the late sales tax holiday distribution.

Institutional Membership Survey

The Institutional Membership Satisfaction Survey was completed at the end of December. It was distributed to library directors and fiscal officers at OLC Institutional Member library systems. About 25 libraries responded to the survey. A copy of the results will be distributed to the Board of Directors prior to the board meeting.

OLC Staff Notes

Jeanine D'Andrea's 32nd Anniversary on the OLC staff was on Jan. 11.

Activities

Activities since the Nov. 15 Board meeting include:

- Nov. 19 New OLC Website & Member Info Hub Launch
- Nov. 20 Meeting w/Ohio Township Association
- Meeting w/Fleeter and Associates
- OLC/BWC Audit
- Meeting w/SEBO
- Nov. 21 OLC Ballot Issues Webinar
- America 250/Ohio 250 – 88 County Meeting
- Nov. 22 ETM Zoom Meeting
- OLC Gov. Relations Comm. Meeting
- ALA Standing Up for Libraries Webinar
- New Employee Onboarding
- Nov. 25 Meeting w/Ohio Dept. of Education & Workforce
- Dec. 2 OLC Board Orientation w/Liz Muether in Mercer County
- Dec. 3 OLC Board Orientation w/William Rutger & Kim DeNero-Ackroyd at Rocky
 River Public Library

6.D: Executive Director's Report

Meeting w/OLC Commercial Real Estate Consultant
 Dec. 4 Meeting w/Metro Library Directors
 Dec. 5 Individual Membership Renewal
 Intellectual Freedom Comm. Meeting
 Dec. 6 Meeting w/new CML Director
 Dec. 9 CML Legislative Breakfast
 OLC Board Orientation w/Monica Baughman in Columbus
 Dec. 10 Meeting w/North Hill Consulting
 Dec. 11 GrowthZone Meeting
 Dec. 12 Meeting w/Michigan Library Association
 State Library Board Meeting
 Mid-Ohio Food Collective
 Meeting w/ALA PPA
 Dec. 13 OLC Staff Team Building
 OLC ED Evaluation
 Dec. 16 OLC Board of Directors Executive Session
 Meeting w/Principals Association
 OLC Staff Budget Meetings
 Dec. 17 OLC Small Libraries Division Action Council Meeting
 OLC Staff Budget Meetings
 Dec. 19 OLC Staff Budget Meetings
 OLC ED Evaluation
 Dec. 20 Convention & Expo Planning/Budgets
 Jan. 2 Meeting w/Governor's Office
 Meeting w/SEBO on Health Insurance
 Jan. 6 OLC Staff Budget Meetings
 Jan. 8 OLC Staff Budget Meetings
 OLC Library Accounting Division Action Council Meeting
 Jan. 9 OLC Intellectual Freedom Committee Meeting
 Meeting w/Fleeter & Associates
 OLC Advocacy Webinar
 Jan. 10 OLC BoD Finance Committee Meeting
 GrowthZone Meeting w/PA, OH, MD

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **6.E.1**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **Government and Legal
Services Report**

SUBMITTED BY: **Jay Smith**

REPORT FOR INFORMATION

ODT Posts January 2025 PLF Distribution

The Ohio Department of Taxation (ODT) posted the January 2025 Public Library Fund (PLF) distribution of \$41,236,569 – which is \$6.3 million (or + 18.18%) above ODT’s original estimate that was issued in July 2024; and \$80,097 (or – 0.19%) below ODT’s updated estimate issued in December 2024.

Distributions in late December from the 2024 expanded sales tax holiday has caused some confusion in measuring state tax collections. According to the Office of Budget and Management (OBM), total General Revenue Fund (GRF) tax receipts were \$140.8 million (- 5.4%) below estimate when the Sales Tax Holiday transfer was added to the Sales & Use category total. Excluding the impact of the Sales Tax Holiday transfer, GRF tax receipts exceeded the monthly estimate by \$319.7 million (16.7%).

In addition to their Monthly Financial Report, OBM posted their Annual Financial Report for FY2024. According to the report, GRF tax revenues decreased by \$971.2 million (-3.4%) in FY2024 as compared to FY2023.

“Overall, tax revenues to the GRF are solid through the first six months of fiscal year 2025, running 2.6 percent ahead of projections, mostly due to lower-than-anticipated income tax refunds. Combined Sales Tax revenues are right at estimate for the fiscal year-to-date, with a positive \$7.6 million variance compared to forecast. Ohio’s budget is conservative and balanced, and OBM continues to analyze the data to inform our forecast for the upcoming biennium,” said OBM Director Kimberly Murnieks.

A more detailed explanation is included in OBM’s *Monthly Financial Report and Annual Financial Report*:

<https://obm.ohio.gov/home/news-and-events/all-news/monthly+financial+report+-+january+2025>

<https://obm.ohio.gov/home/news-and-events/all-news/obm+releases+annual+financial+reports>

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 January 2025 can be found on the [OLC website](#).

CY 2025 PLF Certification Update

ODT posted the December update to the Calendar Year 2025 (CY25) PLF Certification. As a reminder, the Public Library Fund (PLF) receives 1.7% of the state’s General Revenue Fund (GRF) tax receipts. The official updated statewide PLF estimate of \$504,788,482 is \$10.2 million more than the initial estimate of \$494,554,967 that was provided in July 2024.

6.E.1: Government and Legal Services Report

According to ODT, the estimates reflect the current best projection of state tax revenues for CY25.

Even though the overall estimate is higher, this does not change our advocacy strategy for the next state budget!

[ODT CY25 PLF Certification– December Update by County \(PDF\)](#)
[ODT CY25 PLF Monthly Estimates by County – December Update \(Excel\)](#)

Please double-check your county estimated entitlement for the PLF and read it carefully. As required by state statute, in June 2025, ODT will issue a final updated entitlement estimate for CY25.

2024 Sales Tax Holiday Distribution

In addition to the PLF update, ODT posted the 2024 Sales Tax Holiday distribution for the PLF. OBM recently indicated that the adjustment/offset would be posted before the end of the year. The total distribution to the PLF is \$2,177,830.

[PLF 2024 Sales Tax Holiday –Distribution by County](#)

“Lame Duck” Session Recap

House Bill (HB) 257, legislation which allows certain public boards, including public library boards, to hold and attend meetings by video conference, passed during the lame duck session last month. The bill was then sent to the governor for signing on December 30. The governor now has ten days to sign the bill. Once that happens, the bill will become effective 90 days later. OLC is currently preparing information for libraries on what specific actions need to be taken by their boards to comply with the bill. Watch for more information from OLC in the coming weeks.

HB 257 requires public boards to adopt a policy regarding notifications of the meeting to the public, news media, and any parties required to be notified.

In addition, the policy needs to include that the public body must provide the public with access based on the method in which the meeting is being conducted. The public body needs to ensure that the public can observe and hear the discussion and deliberations of all members of the public body. All votes taken at a meeting that is held by video conference must be a roll call vote unless there is a motion for unanimous consent.

Public boards are prohibited from holding virtual meetings for the purpose of voting on a major non-routine expenditure, significant hiring decision, or tax issue. These exceptions need to be defined in board policy regarding virtual meetings.

Additionally, if at least 2 members of a public body with less than 20 members notifies the board chair 48 hours prior to a meeting, that an item in the agenda must be acted upon at a meeting conducted fully in person, the public body may only act on that item when the meeting is conducted fully in person.

SB 290 – Dolly Parton Imagination Library License Plate –SB 290 was amended into HB 315 which became a “Christmas tree” bill (see below).

HB 315 – Omnibus bill for Townships – This bill became subject to a conference committee where many other bills and amendments were added and or deleted. 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 license plate program.

Changes to Notary Law include the following:

- Requires a notary to take the oath of office in person.
- Eliminates the requirement that the Secretary of State hold an administrative hearing disciplining a notary for violating the Notary Law.
- Allows the SOS to revoke a notary public’s commission for any act or omission that demonstrates a lack of honesty, integrity, competence, or reliability.
- Prohibits a notary public whose commission has been revoked from reappointment.
- Authorizes online notaries to charge a \$10 technology fee per online notarization session for the use of an online identity verification process and increases the maximum fee for online notarization from \$25 to \$30.
- Requires notaries seeking a duplicate commission or amending an existing commission to file an electronic form as opposed to a paper form.
- Imposes new requirements for verifying the identity of persons making an acknowledgement or a jurat.

HB 364 – Seed Sharing – This legislation exempts certain noncommercial seed sharing activities from the laws governing seed labeling, permitting, inspection, advertising, and sales reporting. The bill includes language defining seed libraries, which is a nonprofit, governmental, or cooperative organization or association for the purposes of facilitating the donation, exchange, preservation, and dissemination of seeds among the library’s members or the general public.

136th Ohio General Assembly

The 136th Ohio General Assembly has officially begun. Both chambers of the legislature convened an opening session on Jan. 6 where members were sworn in and votes for leadership were taken. Unlike two years ago, there were no surprises. Both Matt Huffman (R-Lima) in the House and Rob McColley (R-Napoleon) in the Senate were elected unanimously to lead their respective chambers.

The Senate also chose Sen. Bill Reineke (R-Tiffin), as president pro tem; Sen. Theresa Gavarone (R-Bowling Green), as majority floor leader; and Sen. George Lang (R-West Chester), as majority whip. Senate Democrats will be led by Sen. Nickie Antonio (D-Lakewood) as minority leader; Sen. Hearcel Craig (D-Columbus), assistant minority leader; Sen. Kent Smith (D-Euclid), minority whip; and Sen. Beth Liston (D-Dublin) as assistant minority whip.

Republicans in the Senate will have a 24-9 supermajority heading in the next session.

Additional leadership positions in the House include Reps. Gayle Manning (R-Lorain) as speaker pro tem; Phil Plummer (R-Dayton) as assistant speaker pro tem; Marilyn John (R-Shelby) as majority floor leader; Adam Bird (Cincinnati) as assistant majority floor leader; and Riordan McClain (R-Upper Sandusky), Steve Demetriou (R-Chagrin Falls), Nick Santucci (R-Warren) and Josh Williams (R-Oregon) as majority whips.

House Democrats will be led by House Minority Leader Allison Russo (D-Upper Arlington), Rep. Dontavius Jarrells (D-Columbus) assistant minority leader, Rep. Dani Isaacsohn (D-Cincinnati) as minority whip and Rep. Michele Grim (D-Toledo) as assistant minority whip.

Republicans in the House will have a 65-34 supermajority heading into the next session.

Social Security Fairness Act

President Biden recently 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. Currently, the Social Security Administration is evaluating how the newly signed law will be implemented. OLC is also following this and will provide additional information to libraries.

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **6.E.2**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **Professional Development
Report**

SUBMITTED BY: **Laurie Miller**

REPORT FOR INFORMATION

Meetings Participation

- Ballot Issues Workshop – Nov. 21
- Adult & Reference Services Division Meeting – Dec. 4
- Digital & Media Services Division Meeting – Dec. 5

Convention & Expo

- Working on a contract for 2026 at Kalahari.
- Looking at budget items for 2025 in Cleveland. Planning will gear up soon!

| 2025 Events | Date | Location |
|---|-------------|--------------------------------------|
| Ohio Library for the Blind & Print Disabled Webinar | TBD | Virtual |
| Library Trustee Workshop | Mar. 8 | OLC/Virtual |
| Library Trustees Dinner (East) | Mar. 28 | Guernsey County Library, Cambridge |
| Library Trustees Dinner (NW) | Apr. 3 | Stone Ridge Golf Club, Bowling Green |
| Library Legislative Day | Apr. 8 | Ohio Statehouse |
| Library Trustees Dinner (SW) | Apr. 24 | TBD |
| Human Resources Workshop | TBD | OLC/Virtual |
| CPIM – Public Library Fiscal Officer Conf. | May 1-2 | Nationwide Hotel & CC, Columbus |
| Library Trustees Dinner (NE) | May 8 | TBD |
| New Director Workshop 1 of 4 | May 20 | OLC/Virtual |
| Ballot Issues Workshop #1 | June TBD | OLC/Virtual |
| Unconventional to Conventional Conference | Jun. 12 | OCLC |
| New Director Workshop 2 of 4 | Jun. 24 | OLC/Virtual |
| New Director Workshop 3 of 4 | Jul. 23 | OLC/Virtual |
| New Director Workshop 4 of 4 | Aug. 27 | OLC/Virtual |
| Outreach and Special Services Retreat | Aug. TBD | TBD |
| Library Fiscal Officer 102 | Sept. TBD | OLC/Virtual |
| New to Libraries Conference | Sept. 12 | TBD |
| RightClick | Oct. TBD | Virtual |
| Ballot Issues Workshop #2 | Oct. TBD | OLC/Virtual |

6.E.2: Professional Development Report

| | | |
|----------------------------------|------------|---|
| Planning & Leadership Conference | Nov. 18 | Huntington Convention Center, Cleveland |
| Convention & Expo | Nov. 19-21 | Huntington Convention Center, Cleveland |

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **6.E.3**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **Communications Report**

SUBMITTED BY: **Angie Jacobsen**

REPORT FOR INFORMATION

Planning and Leadership Conference

Leadership resources were updated and posted to the Member Info Hub. Division and Committee members were able to submit their meeting minutes, goals and objectives, and annual reports online.

State Budget

Advocacy materials have been updated in preparation for the Fiscal Year 2026-2027 state budget process. This includes new Ohio House and Senate information, Legislative Network contacts, fact sheets, frequently asked questions about the Public Library Fund, and other tools and templates for members to utilize. Resources will continue to be added such as webinar recordings and talking points.

Awards and Honors

The 2025 Awards and Honors program officially launched on Jan. 8, 2025. Online nomination forms were created for each award category. The nomination process will continue to be promoted in Access, the OLC website and social media. The nomination period runs through April 30, 2025.

2025 Convention and Expo

The Call for Programs for the 2025 Convention and Expo will open mid-January. Information about the event is available at olc.org/2025-convention-and-expo. A call for committee members for the Program, Expo, and Local Arrangements committees ran in Access.

2025 Stand Alone Conferences

Information about the new 2025 conferences and a call for planning committee members ran in Access. The Unconventional to Conventional Conference will be held in the spring and will focus on providing innovative materials, programs and services and how to get all staff engaged with something they've never done. The New to Libraries Conference will be held in the fall and will focus on developing new library staff and helping them gain a better understanding of the library's mission, their role within it, and intricacies of library operations. A Call for Programs will be issued for each conference.

Division/Committee Projects

- Articles on the OLC New Member Referral Program and Individual membership renewal were included in *Access* and the OLC website. The “Get Involved” member participation form was updated.
- Names and libraries of new and recently renewed Certification holders (CPL and CPLS) were listed in *Access* and the OLC website.
- The Children’s Services Division’s e-newsletter was created and distributed on Dec. 10.
- A member satisfaction survey was created and distributed to all Institutional Member Libraries on Dec. 9, 2024.

New Website and Member Info Hub

The new OLC website and Member Info Hub officially launched on Nov. 20, 2024.

Resources continue to be added. The following webinars were added to the Member Info Hub and can be accessed for free by OLC members:

- Intellectual Freedom – A Foundation Webinar
- Addressing Race in Public Libraries Webinar
- Advancing Racial Equity within Public Libraries Webinar:
- Crisis Communications Webinar: Planning for the Unpredictable
- Message Dissemination During a Crisis Webinar
- Science of Reading Webinar Series for Public Libraries (3)
- Sensory Storytime Webinar
- Stress First Aid Webinar

**Ohio Library Council
BOARD OF DIRECTORS**

ITEM NO.: **6.E.4**

MEETING DATE: **Jan. 17, 2025**

SUBJECT: **Membership Services Report**

SUBMITTED BY: **Jeanine D'Andrea**

REPORT FOR INFORMATION

2025 Membership

2025 Individual Membership renewals are coming in steadily. Many of our libraries who pay dues for staff approve of this at their January Board of Directors meetings. To date, we have 575 renewals and 77 new members.

The first membership renewal was sent electronically on Dec. 5, 2024. A second renewal reminder is scheduled to be sent electronically on Jan. 10. A printed invoice will be sent to only those members who have not provided OLC with an email address.

Updates have been made to the Individual Membership page of the website including the membership application, and how to Get Involved. We are currently working on creating new reports. An article on Lifetime Membership was published in the Jan. 8 Access newsletter. We received a call on Jan. 9 from a potential new Lifetime Member. The Membership Committee is scheduled to meet via Zoom on Jan. 23 @ 2:30 p.m.

ALA/OLC Joint Student Membership Program

Membership through the ALA/OLC Joint Student Membership Program through Dec. 31, 2024 totaled 64. In comparison, 2023 = 71; 2022 = 65; 2021= 83; 2020 = 78.

Awards and Honors

The Awards and Honors program opened on Jan. 8, 2025 with an article in Access. The submission process has been simplified. The Awards and Honors Committee is scheduled to meet via Zoom on Feb. 27 at 2:00 p.m.

Governance

Staff continue to update the website and revisions continue to be made to reflect the Divisions and Committee Action Councils, 2025 Goals and Objectives, and 2024 Annual reports. A follow-up email will be sent to those who have not responded. As new terms begin for our Division Action Councils, updates have been made to each Division and Committee Basecamp to reflect their 2025 members. Board liaisons will be updated after the Jan. 17 Board meeting and the Professional Development Committee Liaisons will be updated after their meeting later this month.