Ohio Library Council
BOARD OF DIRECTORS

AGENDA

January 12, 2024
Via Zoom
10:00 a.m.

1. Approval of Agenda (#)*

2. Approval of Minutes
   A. Nov. 17, 2023 – Regular Meeting (#)*
   B. Nov. 17, 2023 – Executive Session (#)* [Board Members Only]

3. Election of 2024 OLC Officers (#)*

4. Reports for Action
   A. Financial Report: Month-End – November 2023 (#)*
   B. OLC Board Committee Assignments – 2024 (#)*
   C. OLC Board Liaison Assignments – 2024 (#)*
   D. OLC Operating Budget – 2024 (#)*

5. Reports for Discussion
   A. Amazon Associated Accounts Program and Amazon Business Prime for Ohio’s Public Libraries (#)

6. Reports for Information
   A. OLC Chair’s Report
   B. ALA Councilor Report (#)
   C. State Library of Ohio Report (#)
   D. OPLIN Report (#)
   E. Executive Director’s Report (#)
   F. Staff Reports
      1. Government and Legal Services Report (#)
      2. Professional Development Report (#)
      3. Communications Report (#)
      4. Membership Services Report (#)

7. Announcements – Next Meeting: Mar. 15 – OLC Office

8. Executive Session

9. Adjournment

(#) Report included in background packet  * Action Item
PRESENT
Kathy Bach, Cincinnati
Julianne Bedel, Medina
Sarah Clevidence, Findlay
Tom Dillie, Minerva
Aimee Fifarek, Youngstown
Carol Herrick, Centerville
Mary Ellen Icaza, Canton
Robbie Jenkins, Gallipolis
Cheryl Kuonen, Mentor
Melissa Marolt, New Lexington
Rick Rubin, Cuyahoga Falls
Jennifer Slone, Chillicothe (Virtual)
Laura Lee Wilson, Huron County, Willard

GUESTS
Travis Bautz, OLC Incoming Board Member
Nick Tepe, ALA Councilor (Virtual)
Don Yarman, OPLIN

GUESTS ABSENT
Sandra Hedlund Tunnell, OLC Incoming Board Member
Wendy Knapp, State Librarian of Ohio
Stacey Russell, OLC Incoming Board Member

STAFF
Michelle Francis, Executive Director
Jeanine D'Andrea, Director of Membership Services
Angie Jacobsen, Director of Communications
Denise Kise, Accounting/Data Services
Jay Smith, Director of Government and Legal Services

STAFF ABSENT
Laurie Miller, Director of Professional Development

CALL TO ORDER
The meeting was called to order by Chair Wilson at 10:09 a.m.
Wilson welcomed incoming Board members/Wilson noted Jen Slone and Nick Tepe will be joining via Zoom.

APPROVAL OF AGENDA
ICAZA MOVED AND RUBIN SECONDED APPROVAL OF THE AGENDA. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES
FIFAREK MOVED AND HERRICK SECONDED APPROVAL OF SEPTEMBER 15, 2023 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

Herrick has one correction to the September 15, 2023 Executive Committee minutes to note: Herrick was in attendance. CLEVIDENCE MOVED AND MAROLT SECONDED APPROVAL OF THE SEPTEMBER 15, 2023 EXECUTIVE SESSION MINUTES AS CORRECTED. MOTION PASSED UNANIMOUSLY.

Revenue. Dues Income is over budget by $66,263. Publications are slightly under budget by $255.00. Continuing Education is over budget by $82,310. Convention and Expo is over budget $80,085 due to sponsorships. Contract Income is over budget $1,610. Other Income is over budget by $46,258. Interest and Dividends is over budget $28,668 due to returns. Workers’ Compensation is over budget $13,199 due to timing of payments. Unrealized Gain reflects a rebound in market $4,101. Jobline is over budget $115 due to out-of-state postings.

Expenses. Salaries and benefits are over budget $2,861 due to timing of payments. Salaries are under budget $9,302. Health Insurance is under budget $6,032 due to selection of plan. Consultants and Contractors are under budget $19,363 due to timing of payments. Speaker honoraria is under budget $5,750 due to timing of payments. Legal Services are under budget $17,648 due to timing of payments. Space rental is over budget $13,103. Travel is under budget $12,209 mostly due to timing of reimbursements and payments for presenter travel. Management expenses are under budget $38,247. Catering and other meals are under budget to timing of payments and coding $38,140.

The Net Change in Assets is $274,071.

HERRICK MOVED AND FIFAREK SECONDED APPROVAL OF THE MONTH-END SEPTEMBER 2023 FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

The proposed 2024 Board meeting dates are as follows:
Jan. 12; Mar. 15; May 17; Jul. 19; Sept. 20; and Nov. 15.

CLEVIDENCE MOVED AND JENKINS SECONDED TO ACCEPT THE PROPOSED 2024 BOARD MEETING DATES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

Francis presented the 2024 Committee Appointments. OLC Staff will continue to work to fulfill the openings.

BEDEL MOVED AND FIFAREK SECONDED TO ACCEPT THE RATIFICATION OF THE OLC COMMITTEE APPOINTMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

Francis thanked the Board members who were able to attend the 2023 Convention and Expo in Cincinnati. She thanked the Chairs, volunteers, and staff. We have received responses that the Convention was very successful. There were 60 exhibit booths, sponsorships of $64,000, and some vendors are already looking ahead for 2025 in Cleveland. Attendance for the Convention was 788. She thanked the Board again for their support.

The 2024 Planning and Leadership Kickoff was Thursday, November 16. The kickoff was held as a webinar as staff continue to look for options in the future to meet in person. Committees and Divisions will plan to meet between now and Dec. 21.

Registration for PLA opened just after the OLC C&E. Individual members of OLC receive a significant discount. Emails went out to PLA members, and then PLA emailed OLC Individual Members. To date, registration for PLA is 961 and 143.
are from Ohio. PLA is hoping for a final registration of 5,000. OLC is offering two pre-con workshops on April 2. One is related to Broadband and Digital Navigators and the second one is on the Science of Reading. There will be more to come on a welcome reception.

STATE OF OLC 2023

Francis gave an overview of the 2023 State of OLC. Francis presented a summary of what we have accomplished throughout the year with strategic priorities of Advocacy, Education, Collaboration and Communication. Francis noted what’s ahead for OLC are book challenges and AMS Software. Francis thanked the State Library of Ohio for their partnership on the COSI Stem Kits. OLC worked with the Metro Libraries on picking up their boxes directly from the warehouse and the SLO distributed boxes through their Statewide Delivery System.

Advocacy - PLF is expected to increase CY 2023 to more than $505 million; Legislative Day; State Representatives attending Trustee Dinners.
Education – Increase in paid attendance at webinars, workshops and C&E. Youth Services Conference and Library Facilities Conference.
Collaboration – Governor’s Inauguration; Imagination Library; COSI STEM Kits; Ohio Department of Education; BroadbandOhio; Small Libraries Forum.
Communication – Legal/Statehouse Updates; Press Releases, What’s Happening in PLs; This Week; Access Weekly; Division Newsletters.

CHAIR REPORT

Wilson noted OLC is doing a good job, and is grateful for the work Francis and her team accomplish.

OLC BOARD OFFICER NOMINATIONS 2024

The Executive Committee of the board met to put forward names for 2024 Vice Chair and Secretary-Treasurer. The Committee submits the following nominations for the officers of the 2024 OLC Board of Directors: Mary Ellen Icaza as Vice Chair and Stacey Russell as Secretary-Treasurer. They have accepted the nominations. The nominations remain open through the January Board meeting. The vote will take place at the Jan. 12 board meeting.

OLC BOARD COMMITTEE ASSIGNMENTS

The proposed assignments for the 2024 Committees of the Board were presented. Any member requesting changes should notify Clevidence or Francis by Dec. 31. Approval of the Committee assignments will take place at the Board meeting on Jan. 12 board meeting.

ALA COUNCILOR REPORT

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

Executive Director Tracie Hall Resigns. Tracie Hall resigned as Executive Director of ALA effective October 6. Leslie Burger was appointed Interim Director as of Nov. 15. ALA will launch a nationwide search for the next Executive Director. ALA Council meeting is Nov. 30 to discuss the permanent director search process.

Preliminary Data on 2023 Book Challenges. Between Jan. 1 and Aug. 31, 2023, ALA’s Office for Intellectual Freedom reported 695 attempts to censor library materials and services and documented challenges to 1,915 unique titles. This is an increase of 20% from the same reporting period in 2022.

Texas School Book Law (HB 900). Federal judge Alan Albright issued a substantive 59-page written opinion and order officially blocking Texas’s controversial book rating law, HB 900 from taking effect. Texas State officials have indicated they will appeal the ruling.
2024 World Library and Information Congress. The International Federation of Library Association (IFLA) was informed on Oct. 3 of the decision to withdraw the invitation to hold the 2024 World Library and Information Congress in Dubai. As Dubai was the only viable bid, there will now not be a World Library and Information Conference in 2024.

STATE LIBRARY REPORT

A written report was available in Knapp’s absence.

Francis highlighted the State Library has launched Libraries by the Numbers, an online tool to help Ohio public libraries create custom infographics to visualize data from their IMLS Public Library Surveys.

OPLIN REPORT

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

**Board Members.** Yarman noted that Holly Richards is leaving Dayton and therefore will resign from the OPLIN Board.

**E-rate.** The deadline has officially passed for listing branches on the statewide, omnibus 470.

**LinkedIn Learning.** OPLIN shared the news of the potential subscription loss of LinkedIn Learning at the OLC Convention.

EXECUTIVE DIRECTOR’S REPORT

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

**2024 OLC Budget.** The Finance Committee of the Board will be meeting in early January.

**ALA Emerging Leaders Program.** ALA has selected Hannah Van Sile, Adult Services Program Specialist, Stark Library to participate in the 2024 Emerging Leaders program. OLC will provide a $1,500 stipend to help offset expenses associated with participation in the program and attendance at the ALA’s LibLearnX and ALA’s Annual Conference.

**Amicus Brief.** OLC joined our local government partners and signed on to an Amicus Brief in the case of Hicks v. Union Township, Clermont County Board of Trustees – stemming from a Court of Claims public records case. Other statewide organizations partnering with OLC include: the Ohio Township Association (lead), Buckeye Association of School Administrators, Ohio Association of School Business Officials, Ohio Municipal League and County Commissioners Association of Ohio.

**Association Management Software Project.** OLC staff participated in the American Society of Association Executives Management Software Demo Days. Staff participated in 19 different high-level demonstrations over the two-day period. We are currently working to narrow our options to five or six vendors for more detailed discussions.

**OLC Board Orientation.** Francis scheduled and met with Hedlund Tunnell, Bautz and Russell for Board orientation discussions.

**Ohioans Approve 25 out of 26 Public Library Levies.** Contact was made will of the libraries. Conversations have been had with the unsuccessful library to try to assist them.
Staff Anniversaries.
Jay Smith – 4 years on Nov. 18
Sandy Diosy – 8 years on Nov. 2
Beth Ann Yablonski – 8 years on Oct. 19

Institutional Members. A Membership Satisfaction Survey was sent out Monday to Institutional Libraries.

Amazon Business. Francis met with Amazon Business Prime. The Michigan Library Association has a statewide contract. This could be an answer to some libraries having limits on their credit cards.

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

PLF Update. The November 2023 distribution of $42,022,696 is $1 million or 2.33% below ODT’s original estimate that was issued in July 2022; and $1.77 million or +4.44% above ODT’s updated estimate issued in December 2022.

Ohio General Election Ballot Issues. Issue 2 passed and will legalize adult-use marijuana in the state of Ohio. It was not a constitutional amendment – it was an initiated statute which means the legislature can still make changes to its implementation. The statute becomes effective on Dec. 7. The rule making process for recreational use is not expected to be complete until later in 2024.

Hb 187 – Property Taxes. The Ohio House of Representatives passed HB 187 which makes several changes to the information that the Ohio Department of Taxation uses to review and update property values for tax purposes. The bill would also temporarily modify the method for valuing farmland in addition to other real property. Senate Bill 153 is a companion bill to HB 187 and is currently being heard in the Senate Ways and Means Committee.

HB 257 – Virtual Meetings. Passed out of House Government Oversight Committee. One change includes a requirement for public bodies to define in their virtual meeting policies what would constitute a “major nonroutine expenditure” or “significant hiring decision,” which are factors that can trigger a requirement to meet in person.

HB 245 – Adult Cabaret Performances. Looks at obscenity Laws and material harmful to juveniles. This bill will not be moving out of the House this year.

OPERS. The OPERS Board voted to allow OPERS staff to seek legislative support to increase the employer contribution from 14 percent to 18 percent for its general population plan and from 19.5 to 24 percent for its law enforcement and public safety employee plans. At this time, no legislation has been introduced.

Solar Eclipse Webinar. The Solar Eclipse Webinar is scheduled for Dec. 5 at 10:00 a.m.

Book Ban Update Webinar. To help libraries prepare for current and emerging challenges, the OLC will host a free webinar on Nov. 30 at 2:00 p.m. on how to manage these difficult situations.

Road Ahead Tour. Throughout the month of October, the Road Ahead Tour made 13 stops around the state to discuss our strategy in advocating for library funding. OLC is encouraging library directors to reach out to their state
representatives and senators to educate decision-makers on the partnership we have with the state of Ohio through the Public Library Fund.

**PROFESSIONAL DEVELOPMENT REPORT**

A written report was available in Miller's absence.

Francis reported the Professional Development Committee has slated an Adult Services/Customer Service Conference in August and Library Management & Leadership Conference in October.

**COMMUNICATIONS REPORT**

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

- **Convention and Expo.** There was an increase in the number of active users on the OLC app and it has been expanded for other conferences.
- **Library Ballot Results.** Levy results were posted on the OLC website and announced via news release. They were also featured in the Nov. 8 issue of Access.
- **Awards and Honors.** OLC continues to receive media coverage for its Awards and Honors program. Several news outlets recently shared stories about the award winners.
- **Other Division/Committee Projects.** The Membership Committee added a Member Spotlight to Access and the OLC Website. The New Member Referral Program was promoted. A Member Satisfaction Survey (Institutional Members) ran in the Nov. 13 issue of This Week.

**MEMBERSHIP SERVICES REPORT**

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

- **2023 Individual Membership.** The final Individual Membership total for 2023 was 2358 members in comparison to the 2022 final total of 2375. Staff acknowledged KT Mockensturm, Chair and all members of the 2023 Membership Committee for their dedicated work.
- **2024 Membership.** The first membership renewal notice is scheduled to be mailed the week of Nov. 27. The first renewal is in print format, the remaining two notices will be via email. OLC has received several inquiries regarding joining for the purpose of attending PLA at a reduced rate.
- **New Member Referral Program.** The New Member Referral Program will run from Nov. 1, 2023 through Feb. 1, 2024. The winner will receive $50 in credit toward any OLC continuing education within the 2024 calendar year.
- **Committee Tracking.** Updates to OLC’s rosters for Committees and Division Action Councils will be made after the 2024 Planning and Leadership Kickoff.

**NEXT MEETING**

The next meeting will be Jan. 12, 2024. A decision will be made later whether it will be in-person or virtual.

**EXECUTIVE SESSION**

FIFAREK MOVED AND RUBIN SECONDED TO ENTER INTO EXECUTIVE SESSION AT 12:06 P.M. TO DISCUSS THE EXECUTIVE DIRECTOR EVALUATION. MOTION PASSED UNANIMOUSLY.

FIFAREK MOVED AND MAROLT SECONDED A MOTION TO ADJOURN THE EXECUTIVE SESSION AT 12:31 PM. MOTION PASSED UNANIMOUSLY.
ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned at 12:31 p.m.
ITEM NO.: 3 MEETING DATE: Jan. 12, 2024
SUBJECT: Election of 2024 OLC Officers SUBMITTED BY: Executive Committee

REPORT FOR ACTION

For 2024, the OLC Board of Directors will need to elect its Vice Chair of the Board/Chair-Elect and Secretary-Treasurer. The OLC Executive Committee submits the following nominations for the officers of the 2024 OLC Board of Directors:

Vice Chair of the Board/Chair-Elect: Mary Ellen Icaza, Director
   Stark County District Library

Secretary-Treasurer: Stacey Russell, Executive Director
   Muskingum County Library System

These individuals accepted their nomination. As of Jan. 5, no other nominations have been received. The nominations will remain open through the election on Jan. 12, 2024.
Ohio Library Council
BOARD OF DIRECTORS

ITEM NO.: 4.A  MEETING DATE: Jan. 12, 2024
SUBJECT: Financial Report: Month-End Nov. 2023

SUBMITTED BY: Michelle Francis

REPORT FOR ACTION

REVENUE

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$1,262,635</td>
<td>$1,200,100</td>
<td>$62,535</td>
</tr>
<tr>
<td>Publications</td>
<td>795</td>
<td>1,000</td>
<td>(205)</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>351,390</td>
<td>318,330</td>
<td>33,060</td>
</tr>
<tr>
<td>Contract Income</td>
<td>5,819</td>
<td>3,000</td>
<td>2,819</td>
</tr>
<tr>
<td>Other Income</td>
<td>121,415</td>
<td>41,005</td>
<td>80,410</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,742,053</strong></td>
<td><strong>$1,563,435</strong></td>
<td><strong>$178,618</strong></td>
</tr>
</tbody>
</table>

Dues Income (+$66,535)
- Institutional Membership: over budget (+ $61,756).
- Other Institutions: over budget (+ $1,275).
- Personal Memberships: slightly under budget (- $572).
- Friends: on budget (+ $75).

Publications (-$205)
- Sales: slightly under budget (- $205).

Continuing Education (+$30,060)
- Legislative Day: over budget due to increased attendance (+ $2,220).
- Convention and Expo: over budget due to sponsorships (+ $23,740).
- Workshops: over budget due to increase in registrations (+ $7,100).

Contract Income (+$2,819)
- Sourcing Office: over budget due to an increase in purchasing (+ $2,819).

Other Income (+$80,410)
- Interest and Dividends: over budget due to returns on short-term investments (+ $34,780).
- Worker’s Compensation: over budget due to timing of payments (+ $13,595).
- Unrealized Gain/(Loss): reflects rebound in the market in value of long-term investments (+ $31,656).
- Jobline: over budget due to out-of-state postings (+ $145).
- Management/Consulting Revenue: over budget due to background checks (+ $220).
EXPENSES

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>$787,547</td>
<td>$792,924</td>
<td>$(5,377)</td>
</tr>
<tr>
<td>Consultants and Contractors</td>
<td>195,096</td>
<td>197,191</td>
<td>(2,096)</td>
</tr>
<tr>
<td>Supplies and Resources</td>
<td>42,080</td>
<td>39,878</td>
<td>2,202</td>
</tr>
<tr>
<td>Communications</td>
<td>17,970</td>
<td>21,711</td>
<td>(3,741)</td>
</tr>
<tr>
<td>Printing/Design</td>
<td>10,391</td>
<td>14,619</td>
<td>(4,228)</td>
</tr>
<tr>
<td>Maintenance and Equipment</td>
<td>79,446</td>
<td>71,157</td>
<td>8,289</td>
</tr>
<tr>
<td>Space Rental</td>
<td>144,025</td>
<td>128,713</td>
<td>15,312</td>
</tr>
<tr>
<td>Travel and Catering</td>
<td>33,055</td>
<td>46,250</td>
<td>(13,195)</td>
</tr>
<tr>
<td>Management Expenses</td>
<td>168,891</td>
<td>155,051</td>
<td>13,841</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,478,501</td>
<td>$1,467,494</td>
<td>$(11,007)</td>
</tr>
</tbody>
</table>

Salaries and Benefits (- $5,377)
- Staff Salaries: under budget due to timing of payments (- $12,206).
- Accrued Vacation: reflects accrued vacation (+ $9,278).
- Retirement: under budget due to timing of plan contributions (- $1,299).
- Health Insurance: under budget due to selection of plan (- $7,546).
- Worker’s Compensation: under budget due to BWC rebates (- $711).
- Payroll Taxes: over budget due to timing of payments (+ $6,837).

Consultants and Contractors (- $2,096)
- Auditor: on budget (- $100).
- Speaker Honoraria: under budget due to timing of payments (- $4,600).
- Legal Services: under budget due to timing of payments (- $16,698).
- Expo Contractors: over budget due to the cost of WiFi and security at C&E (+ $18,913).
- Consultants/Contractors: slightly over budget (+ $389).

Supplies and Resources (+ $2,202)
- Supplies: slightly over budget due to unanticipated kitchen faucet repairs (+ $4,301).
- Computer Software/Supplies: under budget (- $1,641).

Communications (- $3,741).
- Telephone: Local/Mobile/Conf. Calls: under budget due to timing of payments (- $1,150).
- Postage/Mail Service/Courier Service: under budget due to less mailings (- $1,427).
- Internet: under budget due to timing of payments (- $1,164).

Printing and Design (- $4,228)
- Printing: under budget (- $3,618).
- Typesetting: on budget (+ $6).
- Copying: under budget (- $616).
Maintenance and Equipment (+ $8,289.)
- Equipment Rental: slightly over budget due to C&E AV costs (+ $2,220).
- Equipment Maintenance: over budget due to unexpected kitchen repairs (+ $673).
- Software Support: over budget due to one-year AMS renewal (+ $5,397).

Space Rental (+ $15,312)
- Office Space: over budget due to timing of payment and CAM (+ $7,672).
- Workshops / Meetings: over budget due to coding of events (+ $7,639).

Travel and Meals (- $13,195)
- Board: under budget (- $708).
- Staff: under budget (- $4,439).
- Committees and Divisions: under budget due to reduced requests for reimbursement (- $2,845).
- Presenters: under budget due to timing of payments (- $5,203).

Management Expenses (+ $13,840)
- Bank Services: under budget (- $3,846).
- Investment Fees: reporting based on auditor recommendation (+ $4,488).
- Depreciation Replacement: under budget (- $2,492).
- Employee Hiring: on budget (+ $75).
- Insurance: on budget (- $3).
- Organization Memberships: under budget (- $550).
- Staff Development and Memberships: over budget due to coding (+ $2,138).
- Catering and Other Meals: over budget due to timing of payments and coding (+ $13,630).

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
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<tbody>
<tr>
<td>Net Change in Assets</td>
<td>$263,552</td>
<td>$95,941</td>
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# Ohio Library Council
## Income Statement
### For the 11 Months Ending Thursday, November 30, 2023

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>November</th>
<th>Year to Date</th>
<th>Variance</th>
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<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td><strong>Dues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Personal</td>
<td>22.00</td>
<td>0.00</td>
<td>22.00</td>
</tr>
<tr>
<td>Friends</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$22.00</td>
<td>$0.00</td>
<td>$22.00</td>
</tr>
<tr>
<td><strong>Publications</strong></td>
<td>300.00</td>
<td>250.00</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$300.00</td>
<td>$250.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Continuing Education</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislative Day</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Convention &amp; Expo</td>
<td>0.00</td>
<td>500.00</td>
<td>(500.00)</td>
</tr>
<tr>
<td>Workshops</td>
<td>2,410.00</td>
<td>3,250.00</td>
<td>(840.00)</td>
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<td><strong>Subtotal</strong></td>
<td>$2,410.00</td>
<td>$3,750.00</td>
<td>($1,340.00)</td>
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<td><strong>Contract Income</strong></td>
<td>1,208.90</td>
<td>0.00</td>
<td>1,208.90</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$1,208.90</td>
<td>$0.00</td>
<td>$1,208.90</td>
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<tr>
<td><strong>Other Income</strong></td>
<td>4,331.74</td>
<td>1,600.00</td>
<td>2,731.74</td>
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<tr>
<td>Workers Compensation</td>
<td>395.63</td>
<td>0.00</td>
<td>395.63</td>
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<tr>
<td>Unrealized Gain/(Loss)</td>
<td>44,422.31</td>
<td>0.00</td>
<td>44,422.31</td>
</tr>
<tr>
<td>Jobline</td>
<td>240.00</td>
<td>165.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Mgmt &amp; Consulting Revenue</td>
<td>55.00</td>
<td>60.00</td>
<td>(5.00)</td>
</tr>
<tr>
<td>Branded Merchandise</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$49,444.68</td>
<td>$1,825.00</td>
<td>$47,619.68</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$53,385.58</td>
<td>$5,825.00</td>
<td>$47,560.58</td>
</tr>
</tbody>
</table>
## Ohio Library Council
### Income Statement
**For the 11 Months Ending Thursday, November 30, 2023**

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>November</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>Salary &amp; Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Salaries</td>
<td>$56,532.81</td>
<td>$58,238.00</td>
</tr>
<tr>
<td>Accrued Vacation</td>
<td>119.76</td>
<td>0.00</td>
</tr>
<tr>
<td>Retirement Contribution</td>
<td>3,597.54</td>
<td>4,016.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>4,647.15</td>
<td>5,404.00</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>0.00</td>
<td>85.00</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>3,863.78</td>
<td>3,993.00</td>
</tr>
<tr>
<td>LTD &amp;Life Insurance</td>
<td>381.83</td>
<td>348.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$69,142.87</td>
<td>$72,084.00</td>
</tr>
<tr>
<td>Consultants &amp; Contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditor</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Speaker Honoraria</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Legal Services</td>
<td>950.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Expo Contractors</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Consult / Contractors</td>
<td>6,489.20</td>
<td>6,881.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$7,439.20</td>
<td>$6,881.00</td>
</tr>
<tr>
<td>Supplies &amp; Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>1,435.25</td>
<td>661.00</td>
</tr>
<tr>
<td>Subscriptions / Res Mat</td>
<td>424.92</td>
<td>100.00</td>
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<tr>
<td>Computer Sftwr / Supplies</td>
<td>1,113.71</td>
<td>1,458.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$2,973.88</td>
<td>$2,219.00</td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone - Local</td>
<td>134.80</td>
<td>283.00</td>
</tr>
<tr>
<td>Postage</td>
<td>1,381.15</td>
<td>1,400.00</td>
</tr>
<tr>
<td>Mailing Service</td>
<td>0.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Courier / Special</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Internet</td>
<td>960.60</td>
<td>1,074.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$2,476.55</td>
<td>$3,757.00</td>
</tr>
<tr>
<td>Printing &amp; Typesetting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>0.00</td>
<td>220.00</td>
</tr>
<tr>
<td>Typesetting</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Copying</td>
<td>216.06</td>
<td>138.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$216.06</td>
<td>$358.00</td>
</tr>
</tbody>
</table>

Printed 11/30/2023
Ohio Library Council  
Income Statement  
For the 11 Months Ending Thursday, November 30, 2023

<table>
<thead>
<tr>
<th></th>
<th>November</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>Maintenance &amp; Equip</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>$1,324.07</td>
<td>$866.00</td>
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<tr>
<td>Equipment Maintenance</td>
<td>0.00</td>
<td>125.00</td>
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<tr>
<td>Software Support</td>
<td>4,398.59</td>
<td>1,573.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$5,722.66</td>
<td>$2,564.00</td>
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<tr>
<td><strong>Space Rental</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Space</td>
<td>10,050.11</td>
<td>9,383.00</td>
</tr>
<tr>
<td>Convention / Expo</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Workshops / Meetings</td>
<td>874.31</td>
<td>0.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$10,924.42</td>
<td>$9,383.00</td>
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<tr>
<td><strong>Travel</strong></td>
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<td></td>
</tr>
<tr>
<td>Board</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Staff Travel</td>
<td>(672.83)</td>
<td>2,350.00</td>
</tr>
<tr>
<td>Committees</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Divisions</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Presenters</td>
<td>1,000.00</td>
<td>0.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$327.17</td>
<td>$2,350.00</td>
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<tr>
<td><strong>Management Expenses</strong></td>
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<tr>
<td>Bank Services</td>
<td>338.32</td>
<td>1,274.00</td>
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<tr>
<td>Investment Fees</td>
<td>467.93</td>
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<tr>
<td>Depreciation</td>
<td>900.80</td>
<td>1,339.00</td>
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<tr>
<td>Employee Hiring</td>
<td>45.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>640.75</td>
<td>641.00</td>
</tr>
<tr>
<td>Organizational Mbrshps</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Staff Devel &amp; Mbrshps</td>
<td>449.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Catering &amp; Other Meals</td>
<td>5,902.70</td>
<td>3,662.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$8,744.50</td>
<td>$6,966.00</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$107,967.31</td>
<td>$106,562.00</td>
</tr>
<tr>
<td><strong>Net Change in Assets</strong></td>
<td>($54,581.73)</td>
<td>($100,737.00)</td>
</tr>
</tbody>
</table>

Printed 11/30/2023
### Ohio Library Council
#### Balance Sheet
**As of Thursday, November 30, 2023**

**ASSETS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash and Short Term Investments</strong></td>
<td></td>
</tr>
<tr>
<td>Commerce Nat'l Bank - Checking</td>
<td>$28,870.05</td>
</tr>
<tr>
<td>Commerce Nat'l Bank- Money Market</td>
<td>98,000.38</td>
</tr>
<tr>
<td>Investments - Money Market</td>
<td>4,082.24</td>
</tr>
<tr>
<td>Investments - TRAK Account</td>
<td>533,818.73</td>
</tr>
<tr>
<td>Investments - Mutual Funds</td>
<td>819,122.06</td>
</tr>
<tr>
<td><strong>Total Cash and Short Term Investments</strong></td>
<td><strong>$1,483,893.46</strong></td>
</tr>
<tr>
<td><strong>Other Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>6,984.23</td>
</tr>
<tr>
<td>Office Equipment (net of Accum Depr)</td>
<td>20,293.47</td>
</tr>
<tr>
<td>Prepaid Postage</td>
<td>1,399.67</td>
</tr>
<tr>
<td>Prepayments</td>
<td>52,904.95</td>
</tr>
<tr>
<td><strong>Total Other Current Assets</strong></td>
<td><strong>$81,582.32</strong></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$1,565,475.78</strong></td>
</tr>
</tbody>
</table>

**LIABILITIES AND NET ASSETS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>($1,569.49)</td>
</tr>
<tr>
<td>Advances</td>
<td>15,506.36</td>
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<tr>
<td>Accrued Salaries</td>
<td>23,127.06</td>
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<tr>
<td>Accrued Vacation</td>
<td>36,112.81</td>
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<tr>
<td>Accrued Insurance</td>
<td>274.22</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>$73,450.96</strong></td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Unappropriated Fund Balance</td>
<td>1,228,494.38</td>
</tr>
<tr>
<td>YTD Change in Net Assets</td>
<td>263,530.44</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td><strong>$1,492,024.82</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities &amp; Net Assets</strong></td>
<td><strong>$1,565,475.78</strong></td>
</tr>
</tbody>
</table>
Ohio Library Council
BOARD OF DIRECTORS

ITEM NO.: 4.B  MEETING DATE: Jan. 12, 2024
SUBJECT: OLC Board Committee Assignments – 2024  SUBMITTED BY: Michelle Francis

REPORT FOR ACTION

Below are the proposed assignments for the 2024 Committees of the OLC Board of Directors. No changes have been requested since the assignments were originally proposed at the November 2023 Board Meeting.

Executive Committee
Sarah Clevidence, Chair of the Board
TBD, Vice Chair of the Board/Chair-Elect (Mary Ellen Icaza*)
TBD, Secretary-Treasurer (Stacey Russell*)
Laura Lee Wilson, Immediate Past Chair

Appointments Committee
Aimee Fifarek, Chair
Jenn Slone
Sarah Clevidence, Ex-Officio

Finance Committee
TBD, Chair (Stacey Russell*)
Travis Bautz
Robert Jenkins
Sandra Hedlund Tunnell
Sarah Clevidence, Ex-Officio

Nominations Committee
Laura Lee Wilson, Chair
Kathy Bach
Nieca Nowels (2024)
Michael Penrod (2025)
TBD (2026) [at-large member from OLC membership]
Sarah Clevidence, Ex-Officio

Personnel Committee
TBD, Chair (Mary Ellen Icaza*)
Julianne Bedel
Cheryl Kuonen
Rick Rubin
Sarah Clevidence, Ex-Officio

*Pending outcome of OLC Officer elections on Jan. 12, 2024
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 2024:

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Liaison Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Bach</td>
<td>Customer Service and Support Staff Division</td>
</tr>
<tr>
<td></td>
<td>Outreach and Special Services Division</td>
</tr>
<tr>
<td></td>
<td>Technical Services Division</td>
</tr>
<tr>
<td>Travis Bautz</td>
<td>Professional Development Committee</td>
</tr>
<tr>
<td></td>
<td>Teen Services Division</td>
</tr>
<tr>
<td>Julianne Bedel</td>
<td>Intellectual Freedom Committee</td>
</tr>
<tr>
<td></td>
<td>Children’s Services Division</td>
</tr>
<tr>
<td>Aimee Fifarek</td>
<td>Adult and Reference Services Division</td>
</tr>
<tr>
<td></td>
<td>Management and Administration Division</td>
</tr>
<tr>
<td>Mary Ellen Icaza</td>
<td>Awards and Honors Committee</td>
</tr>
<tr>
<td></td>
<td>Diversity, Equity and Inclusion Committee</td>
</tr>
<tr>
<td>Cheryl Kuonen</td>
<td>Government Relations Committee</td>
</tr>
<tr>
<td></td>
<td>Human Resources Division</td>
</tr>
<tr>
<td>Jennifer Slone</td>
<td>Information Technology Division</td>
</tr>
<tr>
<td></td>
<td>Marketing and Public Relations Division</td>
</tr>
<tr>
<td></td>
<td>Special Collections Division</td>
</tr>
<tr>
<td>Stacey Russell</td>
<td>Digital and Media Services Division</td>
</tr>
<tr>
<td></td>
<td>Library Accounting Division</td>
</tr>
<tr>
<td>Laura Lee Wilson</td>
<td>Membership Committee</td>
</tr>
<tr>
<td></td>
<td>Small Libraries Division</td>
</tr>
</tbody>
</table>
Ohio Library Council
BOARD OF DIRECTORS

ITEM NO.: 4.D MEETING DATE: Jan. 12, 2024
SUBJECT: OLC Operating Budget – 2024 SUBMITTED BY: Michelle Francis

REPORT FOR ACTION

The OLC Finance Committee members met via Zoom on Jan. 5 to review in detail the proposed operating budget for 2024. The Committee is recommending the following budget.

REVENUE

Dues: $1,299,450
- Institutional: $1,068,000 – based on the current dues formula of 0.27% of 2023 PLF plus 0.055% of 2023 property tax receipts; assumes retention of all 247 Institutional-Member libraries from 2023; calculation based upon county auditor reports received to date that show an average increase in PLF funding in 2023 of about 1.55% as compared to 2022; local property tax revenue projected to be relatively the same as 2022. This includes the new 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: $220,000 – assumes slight increase in personal membership revenue due to PLA. Individual/personal membership dues are based on salary and an honors system. The salary range bands and amounts have not been updated since 2010.
- Friends: $2,575 – projections based upon past retention and membership trends.

Publications: $1,000
- Sales: $1,000 – projections based on sale of publications in 2023 (e.g., Trustees Handbook, Library Accounting Handbook, etc.) and policy to allow for free downloads to members.

Continuing Education: $173,300
- Legislative Day: $9,000 – projections based on a registration fee of $45 per person for 200 attendees to cover cost of breakfast, space rental, AV equipment, etc. at the Sheraton.
- PLA Pre-Conference Workshops: $15,000 – assumes possible net revenue after expenses.
- Planning & Leadership Conference: $10,500 – assumes an in-person event at Columbus Metropolitan Library Main with a $60 registration fee to cover the cost of breakfast and lunch for 175 attendees.
- Professional Development: $138,800 – includes a small increase in registration fees ($5 increase for Trustee Dinners; $10 increase for CPIM; $20 increase for Outreach Retreat) to cover increases in costs. Includes revenue for hybrid events (Library Trustees, New Directors, Ballot Issues Workshops, Library Fiscal Officer 102); in-person events (Library Fiscal Officer Conference, Trustee Dinners, Outreach Retreat); includes revenue for two stand-alone subject-specific conferences (Adult Services and Management/Leadership (both in-person)); assumes no increase in webinar registration fees; maintains discounted registration for event planning committee members and library speakers at events; includes webinars.
Contract Income: $5,000

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

Other Income: $72,750

- Interest: $40,000 – projects revenues totals based upon past performance.
- Workers’ Comp Group Rating: $30,000 – projects revenue based upon past performance and premium changes.
- Unrealized Gain/Loss (TRAK): $0 – difficult to project based upon market volatility; conservative estimate on performance of long-term investments.
- Management/Consulting Services: $750 – 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: $1,551,500

EXPENSES

Salary and Benefits: $914,850

- Staff Salaries: $723,970 – includes an average increase of approximately 4.5% in staff compensation as compared to 2023 (effective March 2024); no increase in Executive Director’s compensation. Includes bonus pool equal to 1.5% of salaries.
- Retirement Contribution: $49,929 – maintains OLC’s contribution to employees’ 401(k) plan at 7% of salary for all qualifying employees. This was reduced in 2010 with the cuts to state funding from 10% to 5%. In 2023, the Board raised it to 7% in a good faith effort.
- Health Insurance: $75,265 – 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 16.73% increase in health insurance premiums for 2024; and no increase in dental or vision premiums. Also includes the $1,000 HSA contribution. At this time, only three employees utilize OLC’s health insurance.
- Payroll Taxes (FICA, FUTA, Workers’ Compensation, Unemployment): $61,104 – reflects amount based on staff compensation totals.
- LTD and Life Insurance: $4,582 – reflects a small increase in long-term disability insurance premiums for 2024 for all qualifying full-time employees.

Consultants/Contractors: $140,532

- Auditor: $7,750 – assumes a $100 increase in audit fees for 2023 financials.
- Speaker Honoraria: $2,000 – includes anticipated costs for “non-library” speakers at stand-alone conferences and Leadership.
- Legal Services: $35,000 – based upon actual expenses in 2023 and projected utilization in 2024.
- Convention and Expo Contractors: $0 – assumes no decorator contract and no Experient contract due to PLA (C&E cancellation).
• Consultants/Contractors: $95,782 – includes administrative costs for payroll and 401(k) plan; Expedient Technology Solutions data backup; North Hill consulting; and library funding/tax revenue analytics with Howard Fleeter and Associates.

Supplies and Resource Materials: $39,770
• Supplies: $20,000 – includes supplies for Legislative Day, membership services, certified librarian and staff programs, unit projects, publications, and general overhead.
• Subscriptions and Resource Materials: $6,380 – includes subscriptions to publications; fees for news clipping services; etc.; includes the Hannah Report and Complete Statehouse subscription.
• Computer Software/Supplies: $13,390 – 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 and election software (Election Runner).

Communications: $25,998
• Telephone – Local/LD/Mobile: $3,418 – costs for local/long distance service and staff mobile device charges.
• Telephone – Conference Calls: $0 – no longer needed because of Zoom and Teams.
• Postage: $5,500 – includes costs for mailings to members, annual membership renewal, hard copy publications, general business postage, etc.
• Mailing Service: $1,200 – includes costs of membership renewal, professional development program promotion, and any other bulk mailings.
• Courier Service: $100 – includes general business expenses for UPS, FedEx, etc.; based on utilization in 2023.
• Internet: $15,780 – includes broadband service for the office (Spectrum) and hot spots (T-Mobile). Includes website hosting fees (Liquid Web) and e-mail service (Google Suite).

Printing and Design: $6,500
• Printing: $4,000 – includes cost of regular printed materials (e.g., stationery, envelopes, etc.) and promotional materials, etc.
• Design: $0 – assumes no on-site guide due to PLA (C&E cancellation).
• Copying: $2,500 – reflects costs for materials produced in-house.

Maintenance and Equipment: $21,615
• Equipment Rental: $17,925 – includes copier, and postage machine; AV for stand-alone conferences, Legislative Day, Trustee Dinners and other professional development off-site.
• Equipment Maintenance: $2,775 – includes service on postage machine and office telecom equipment (Garber).
• Software Support: $915 – includes outside support for software licensure expenses. Does not assume or include costs for new association management software.

Space Rental: $133,470
• Office Space: $122,000 – includes per-square-foot rental fees for office and meeting room space at 495 Metro Place South.
• Convention and Expo: $0 – assumes no costs due to PLA (C&E cancellation).
- Workshops/Meetings: $11,470 – includes space rental fees for stand-alone conferences and other professional development events.

Travel: $46,000

- Board: $7,500 – includes possible mileage reimbursement for attendees at OLC Board meetings, expenses for ALA Councilor to register/attend LibLearnX (Baltimore) and Annual Conference (San Diego); and ALA Emerging Leader stipend.
- Staff: $35,000 – 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 $0.67 per mile for use of personal cars for business travel. Includes staff travel for ALA Annual, PLA 2024, and ASAE in Cleveland in preparation for 2025 C&E.
- 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: $0 – assumes no C&E presenter travel costs due to PLA (C&E cancellation).

Management Expenses: $164,420

- Bank Services and Investment Fees: $17,895 – includes fees for commercial banking, credit card services, and long-term investment management; based upon actual costs in 2023.
- Depreciation Replacement: $16,080 – reflects depreciation on value of current capital assets, new server, switch and licensing certificate for server.
- Employee Hiring: $675 – costs for background checks for libraries that are recouped through chargebacks.
- Insurance: $7,890 – 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, PLA, Freedom to Read Foundation, etc.
- Staff Development and Memberships: $3,000 – 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: $117,680 – includes charges for food and beverages for OLC Board meetings, Division Action Council and Committee meetings for one in-person meeting (unless otherwise approved), professional development events, Legislative Day, and a reception at PLA; approximately 85% of expense is recouped through event registration fees or other revenue.

TOTAL PROJECTED EXPENSES: $1,493,155
## OPERATING BUDGET: 2024
### REVENUE

<table>
<thead>
<tr>
<th></th>
<th>2023 Budget</th>
<th>YTD Actual</th>
<th>Variance</th>
<th>2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dues</strong></td>
<td></td>
<td></td>
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<tr>
<td>1 Institutional</td>
<td>$990,000</td>
<td>$1,051,756</td>
<td>$61,756</td>
<td>$1,068,000</td>
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<tr>
<td>2 Other Institutions</td>
<td>7,600</td>
<td>8,875</td>
<td>1,275</td>
<td>8,875</td>
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<tr>
<td>3 Personal</td>
<td>200,000</td>
<td>199,428</td>
<td>(572)</td>
<td>220,000</td>
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<tr>
<td>4 Friends</td>
<td>2,500</td>
<td>2,575</td>
<td>75</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td>$1,200,100</td>
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<tr>
<td><strong>Publications</strong></td>
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<tr>
<td>6 Sales</td>
<td>$1,000</td>
<td>$795</td>
<td>(205)</td>
<td>$1,000</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td>$1,000</td>
<td>$795</td>
<td>(205)</td>
<td>$1,000</td>
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<tr>
<td><strong>Continuing Education</strong></td>
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<tr>
<td>8 Legislative Day</td>
<td>$15,000</td>
<td>$17,220</td>
<td>$2,220</td>
<td>$9,000</td>
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<tr>
<td>9 Convention &amp; Expo</td>
<td>190,980</td>
<td>214,720</td>
<td>23,740</td>
<td>15,000</td>
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<tr>
<td>10 Leadership Conference</td>
<td>-</td>
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<tr>
<td>11 Professional Development</td>
<td>116,350</td>
<td>119,450</td>
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<td><strong>Sub-Total</strong></td>
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<td>$29,060</td>
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<td><strong>Contract Income</strong></td>
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<tr>
<td>13 Sourcing Alliance/Equalis Group</td>
<td>4,000</td>
<td>5,819</td>
<td>$1,819</td>
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<td><strong>Sub-Total</strong></td>
<td>$4,000</td>
<td>$5,819</td>
<td>$1,819</td>
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<tr>
<td><strong>Other Income</strong></td>
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<tr>
<td>15 Interest</td>
<td>$20,000</td>
<td>$53,180</td>
<td>$33,180</td>
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<td>16 Workers’ Comp Group Rating</td>
<td>30,200</td>
<td>33,695</td>
<td>3,495</td>
<td>30,000</td>
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<td>17 Unrealized Gain/(Loss) - TRAK</td>
<td>-</td>
<td>31,656</td>
<td>31,656</td>
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<tr>
<td>18 Management/Consulting Services</td>
<td>750</td>
<td>910</td>
<td>160</td>
<td>750</td>
</tr>
<tr>
<td>19 JobLine</td>
<td>2,000</td>
<td>1,960</td>
<td>(40)</td>
<td>2,000</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td>$52,950</td>
<td>$121,401</td>
<td>$68,451</td>
<td>$72,750</td>
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<td><strong>Total</strong></td>
<td>$1,580,380</td>
<td>$1,742,039</td>
<td>$161,659</td>
<td>$1,551,500</td>
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</tbody>
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**Notation:**

[1] As of Nov. 30, 2023
<table>
<thead>
<tr>
<th>Expenses</th>
<th>2023 Budget</th>
<th>2023 YTD Actual</th>
<th>Variance</th>
<th>2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
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<tr>
<td>22 Staff Salaries</td>
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<td>$628,412</td>
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<td>23 Retirement Contribution</td>
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<td>$42,877</td>
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<td>24 Health Insurance</td>
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<td>$51,898</td>
<td>($12,956)</td>
<td>$75,265</td>
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<tr>
<td>25 Payroll Taxes (FICA, FUTA, WC, Unemp.)</td>
<td>$48,930</td>
<td>$50,984</td>
<td>2,054</td>
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<tr>
<td>26 LTD &amp; Life Insurance</td>
<td>$4,180</td>
<td>$4,099</td>
<td>($81)</td>
<td>$4,582</td>
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<td>27 Sub-Total</td>
<td>$860,824</td>
<td>$778,270</td>
<td>($82,554)</td>
<td>$914,850</td>
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<tr>
<td><strong>Consultants &amp; Contractors</strong></td>
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<tr>
<td>28 Auditor</td>
<td>$7,750</td>
<td>$7,650</td>
<td>($100)</td>
<td>$7,750</td>
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<td>29 Speaker Honoraria</td>
<td>$24,000</td>
<td>$19,150</td>
<td>($4,850)</td>
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<td>30 Legal Services</td>
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<td>$9,553</td>
<td>($25,447)</td>
<td>$35,000</td>
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<tr>
<td>31 Convention &amp; Expo Contractors</td>
<td>$53,750</td>
<td>$72,663</td>
<td>18,913</td>
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<tr>
<td>32 Consultants/Contractors</td>
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<td>$95,782</td>
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<td>33 Sub-Total</td>
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<td>$140,532</td>
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<td><strong>Supplies &amp; Resources</strong></td>
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<tr>
<td>34 Supplies</td>
<td>$18,000</td>
<td>$21,862</td>
<td>$3,862</td>
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<tr>
<td>35 Subscriptions &amp; Resource Materials</td>
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<td>$5,742</td>
<td>($558)</td>
<td>$6,380</td>
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<td>36 Computer Software/Supplies</td>
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<td>$14,476</td>
<td>($3,099)</td>
<td>$13,390</td>
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<td>37 Sub-Total</td>
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<tr>
<td><strong>Communications</strong></td>
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<tr>
<td>38 Telephone - Local/LD/Mobile</td>
<td>$3,406</td>
<td>$1,973</td>
<td>($1,433)</td>
<td>$3,418</td>
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<td>39 Telephone - Conf. Calls</td>
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<td>40 Postage</td>
<td>$5,500</td>
<td>$5,304</td>
<td>($196)</td>
<td>$5,500</td>
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<tr>
<td>41 Mailing Service</td>
<td>$1,300</td>
<td>-</td>
<td>($1,300)</td>
<td>$1,200</td>
</tr>
<tr>
<td>42 Courier Service</td>
<td>$100</td>
<td>$36</td>
<td>($64)</td>
<td>$100</td>
</tr>
<tr>
<td>43 Internet</td>
<td>$12,895</td>
<td>$10,657</td>
<td>($2,238)</td>
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<td>44 Sub-Total</td>
<td>$23,201</td>
<td>$17,970</td>
<td>($5,231)</td>
<td>$25,998</td>
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<tr>
<td><strong>Printing &amp; Design</strong></td>
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<tr>
<td>45 Printing</td>
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<td>$5,142</td>
<td>($3,858)</td>
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<tr>
<td>46 Design/Typesetting</td>
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<td>$6</td>
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<tr>
<td>47 Copying</td>
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<td>($757)</td>
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<td>48 Sub-Total</td>
<td>$15,000</td>
<td>$10,391</td>
<td>($4,609)</td>
<td>$6,500</td>
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<tr>
<td><strong>Maintenance &amp; Equipment</strong></td>
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</tr>
<tr>
<td>49 Equipment Rental</td>
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<td>$54,699</td>
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<tr>
<td>50 Equipment Maintenance</td>
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<td>$548</td>
<td>$2,775</td>
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<tr>
<td>51 Software Support</td>
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<td>$22,700</td>
<td>$3,825</td>
<td>$915</td>
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<td>52 Sub-Total</td>
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<td>$79,447</td>
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<td>$21,615</td>
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<tr>
<td><strong>Space Rental</strong></td>
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<td></td>
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<tr>
<td>53 Office Space</td>
<td>$112,591</td>
<td>$110,885</td>
<td>($1,706)</td>
<td>$122,000</td>
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<tr>
<td>54 Convention &amp; Expo</td>
<td>$23,500</td>
<td>$23,500</td>
<td>-</td>
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<tr>
<td>55 Workshops/Meetings</td>
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<td>$9,639</td>
<td>$7,639</td>
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<tr>
<td>56 Sub-Total</td>
<td>$138,091</td>
<td>$144,024</td>
<td>$5,933</td>
<td>$133,470</td>
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</table>
## Operating Budget: 2024

### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>2023 Budget</th>
<th>2023 YTD Actual [1]</th>
<th>Variance</th>
<th>2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
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</tr>
<tr>
<td>57 Board</td>
<td>$5,500</td>
<td>$4,792</td>
<td>$(708)</td>
<td>$7,500</td>
</tr>
<tr>
<td>58 Staff</td>
<td>$30,000</td>
<td>$23,311</td>
<td>$(6,689)</td>
<td>$35,000</td>
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<tr>
<td>59 Committees</td>
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<td>$155</td>
<td>$(1,345)</td>
<td>$1,400</td>
</tr>
<tr>
<td>60 Divisions</td>
<td>$1,500</td>
<td>-</td>
<td>$(1,500)</td>
<td>$2,100</td>
</tr>
<tr>
<td>61 Presenters</td>
<td>$10,000</td>
<td>$4,797</td>
<td>$(5,203)</td>
<td>-</td>
</tr>
<tr>
<td>62 Sub-Total</td>
<td>$48,500</td>
<td>$33,055</td>
<td>$(15,445)</td>
<td>$46,000</td>
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### Management Expenses

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<tr>
<th></th>
<th>2023 Budget</th>
<th>2023 YTD Actual [1]</th>
<th>Variance</th>
<th>2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>63 Bank Services &amp; Investment Fees</td>
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<td>$15,056</td>
<td>$(234)</td>
<td>$17,895</td>
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<td>64 Depreciation Replacement</td>
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<td>$(3,690)</td>
<td>$16,080</td>
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<td>65 Employee Hiring</td>
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<td>25</td>
<td>$675</td>
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<td>66 Insurance</td>
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<td>$(652)</td>
<td>$7,890</td>
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<td>67 Organization Memberships</td>
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<td>$650</td>
<td>$(550)</td>
<td>$1,200</td>
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<tr>
<td>68 Staff Development &amp; Memberships</td>
<td>$2,800</td>
<td>$4,938</td>
<td>$2,138</td>
<td>$3,000</td>
</tr>
<tr>
<td>69 Catering &amp; Other Meals</td>
<td>$118,000</td>
<td>$128,337</td>
<td>$10,337</td>
<td>$117,680</td>
</tr>
<tr>
<td>70 Sub-Total</td>
<td>$161,659</td>
<td>$168,891</td>
<td>$7,232</td>
<td>$164,420</td>
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</table>

### TOTAL

<table>
<thead>
<tr>
<th></th>
<th>2023 Budget</th>
<th>2023 YTD Actual [1]</th>
<th>Variance</th>
<th>2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>71 TOTAL</td>
<td>$1,575,950</td>
<td>$1,469,224</td>
<td>$(106,726)</td>
<td>$1,493,155</td>
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</tbody>
</table>

### Net Change in Assets

<table>
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<tr>
<th></th>
<th>2023 Budget</th>
<th>2023 YTD Actual</th>
<th>Variance</th>
<th>2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 Net Change in Assets</td>
<td>$4,430</td>
<td>$272,815</td>
<td>$268,385</td>
<td>$58,345</td>
</tr>
</tbody>
</table>

**Notation:**

[1] As of Nov. 30, 2023
Amazon Business Prime for OLC Institutional Member Libraries

The OLC staff has had several meetings with Amazon Business for Government regarding Amazon’s Associated Accounts Program (AAP). Amazon Business currently has about 95 associations participating in AAP. Two other state library associations currently have AAP partnerships with Amazon Business for their member libraries.

Amazon’s continued growth with library associations is allowing them to offer even more discounts which will specifically benefit Ohio’s public libraries. This includes discounted pricing on a list of book titles that will be exclusive to library associations. As they continue to have a positive partnership with library associations and OLC, they hope to replicate their success to other state library associations across the country.

Below is a summary of our conversations:

1. Benefit to Libraries:
   a. Amazon Business Account; discounted pricing up to 15% from amazon.com
   b. Business Prime; fast and free shipping on prime eligible items
   c. Pay by invoice; $10k monthly line of credit with net-30 terms
   d. Additional 10% discount on 5k items
   e. Tax Exemption on all purchases
   f. Additional discounts on specific book titles; list in progress
   g. Dedicated Customer Advisor, Tessa Sullivan

2. Benefit to the Ohio Library Council:
   a. All that is included in point #1
   b. Money back with Amazon’s Rebate program

3. No Cost to OLC:
   a. Amazon’s AAP has no cost whatsoever to OLC. Also, there will be no cost to OLC Institutional Member Libraries to join the program. This would be an exclusive benefit with OLC Institutional Membership.
   b. As part of the program Amazon provides Business Prime (BP) Medium to all participating OLC Institutional Member Libraries for free. The BP Medium plan allows libraries to have up to 100 unique users on the account. This equates to a $1,299 value for free.
LibLearnX 2024
Preparations are underway for two council sessions at LibLearnX in Baltimore next week. Based on the agendas currently published we are looking at action items from the Membership Committee regarding their ongoing work on the pricing structure for ALA membership, from the Committees on Organization, International Relations, Policy Monitoring, and Bylaws. Many of those will be related to the ongoing work on the policy manual and bylaws following the revision of the constitution and bylaws. We will also be reviewing and likely approving a revision to the ALA Core Values following the work of a task force assigned to update the values.

In addition to these more routine items, a resolution is being put forward in response to a situation in another state where the official ALA Chapter is the state’s public library association, with separate associations for school and academic libraries. The resolution seeks to have the ALA Chapter Relations Office work with the non-ALA chapters in states where this is the case, including Ohio. It also seeks to formalize a relationship between the state’s Chapter Councilor and the non-ALA chapters in the State. As most of you are aware, we are in good shape in this regard in Ohio thanks to the work we did about 5 years ago to build connections with OELMA and ALAO and host a joint library association conference in 2019. As Chapter Councilor I also give regular reports on ALA activities to the OELMA board and maintain good relations with academic librarians in my region.

Michelle and I have reviewed the resolution language, and with one small adjustment that the movers are open to, have no issue with the resolution moving forward. We will discuss this in more detail during our meeting.

November Virtual Council Meeting
On November 30th Council met virtually to approve two items which needed to be addressed ahead of the regular meetings at LLX. First, Council approved revisions to the Standards for Accreditation of Master’s Programs in Library and Information Studies. This had to be approved before the end of the year so that institutions could make any needed changes before enrollments began for 2024. Second, Council approved guidelines for the election of Executive Board members in light of the changes to the composition of the Executive Board made in the new Bylaws. This had to be approved ahead of the regular meetings so that the nominating committee could ensure that any candidates for Executive Board would meet the requirements for composition.

These documents can be reviewed on Connect [here](#).
Monthly Report, December 31, 2023

Reports are posted on the State Library of Ohio website at https://library.ohio.gov/about/publications/state-librarian-reports

Announcements

Email Listserv

- Apply for a COBAA Collection Development LSTA Grant. December 5, 2023
- State Library Board Awards 2023 Ohio LSTA Competitive Grants to Six Libraries. December 8, 2023

Website - What’s new announcements

- State Library Board Awards 2023 Ohio LSTA Competitive Grants to Six Libraries. December 8, 2023
- State Library Honors Laurie Gemmill Arp for Service. December 11, 2023

Buckeye Children’s and Teen Book Awards

- The winners of the 2023 Buckeye Book Awards include:
  - Grades K-2: *Pizza and Taco: Too Cool for School* by Stephen Shaskan
  - Grades 3-5: *Endlessly Ever After* by Laurel Snyder and Dan Santat
  - Grades 6-8: *Play Like a Girl* by Misty and David Wilson
  - Teen: *Heartstopper* (Vol. 4) by Alice Oseman
- Students are invited to nominate titles for the 2024 awards. Eligible books are first published in 2022 or 2023 and not part of a series that has previously won the award. Nominations run through March 10, 2024. See the Buckeye Book Awards website for details.
- The Buckeye Children’s and Teen Book Award program is Ohio’s readers’ choice book award. It was established in 1981 and is a collaborative project of the Ohio Educational Library Media Association, Ohio Council of Teachers of English Language Arts, Ohio Library Council, the Kent State University School of Information, and State Library of Ohio. Contact Janet Ingraham Dwyer at jdwyer@library.ohio.gov with any questions.

Child and Adult Care Food Program / At-risk Afterschool Meals

- Many libraries in Ohio and around the USA participate in At-risk Afterschool Meals/Snacks (a part of the Child & Adult Care Food Program or CACFP). This is a USDA-funded program that provides free meals and snacks to children ages 0-18 in communities with high levels of need. Besides the obvious benefits of addressing hunger and supporting vulnerable youth, CACFP participation benefits libraries through:
  - Access to new user groups, especially underserved and marginalized populations
  - Increased visibility of the library as a community asset
  - Opportunities for new partnerships
Positioning of the library as an important stakeholder in community well-being and positive child outcomes

Potential increased attendance at library programming

- If you are already a CACFP site or have been in the past, work with your current/previous sponsor to participate.
- If you want to become a CACFP site, see No Kid Hungry’s Summer and Afterschool Meals in Libraries resource guide for basic information. The Ohio Department of Education, Office of Integrated Student Supports can help you identify a CACFP sponsor. Children’s Hunger Alliance can serve as sponsor for eligible sites across Ohio.
- Contact Janet Ingraham Dwyer with questions about CACFP and food distribution through libraries.

Government Documents

- This month, Government Documents Librarian Elissa Lawrence submitted the State Library of Ohio’s response to the Government Publishing Office’s questionnaire about which Government Document titles we would like to continue to receive in print as opposed to receiving them only in a digital format. The State Library is a Preservation Steward for some of these titles which means that the State Library will preserve print copies of these titles for the GPO.
- The State Library of Ohio is a Congressionally designated depository for U.S. Government Publications and the official Ohio government documents depository, and our Government Documents Librarian Elissa Lawrence is the Regional Depository Coordinator for Ohio. If you have questions about Government Documents, feel free to contact Elissa with questions at elawrence@library.ohio.gov.

Library Leadership Ohio (LLO)

- Library Leadership Ohio (LLO)—a partnership between the State Library of Ohio and OhioNet—will return in 2024! LLO is an individual-based library leadership program for Ohio library staff at all position levels and library types. This three-day, in-person, residential program will take place in late-July 2024. Please keep an eye on the various library e-mail listservs for application information, date, location, etc.
- At the December 2023 State Library Board meeting, OhioNet was awarded an LSTA grant of up to $50,000 in support of the 2024 iteration of LLO. A planning committee of State Library staff and OhioNet staff will convene in early-January.

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 at: https://library.ohio.gov/home/news-and-events/all-news/new-books-dec-2023.
The vision of the State Library of Ohio is a Smarter Ohio where every Ohioan can access the necessary resources to be engaged citizens, excel at their jobs, participate in the workforce, and pursue their passions and interests.

LSTA
- The State Library of Ohio’s LSTA Competitive Grant application period closed on October 31. Applications have been reviewed, and final recommendations for award funding were presented at the State Library of Ohio Board Meeting on December 7. Applicants for this year’s Competitive Grant were able to request up to $50,000.00 in federal funds. Proposals are expected to align with the focus areas that reflect and support Ohio’s new LSTA Five Year Plan 2023-2027. The following six institutions were awarded an LSTA Competitive Grant:
  - Eastern Local Schools (Pike County)
  - Harris-Elmore Public Library
  - Hiram College
  - Ohio Wesleyan University
  - Otterbein University
  - Public Library of Mount Vernon and Knox County
- The State Library of Ohio’s Celebrating Ohio Book Awards and Authors (COBAA) grant initiative began accepting applications on Tuesday, December 5, 2023. The COBAA grant initiative provides libraries and eligible institutions with up to $2,000.00 in federal LSTA funds to build or expand a collection of books by Ohio authors and books recognized by Ohio-based book award programs. Applications will be accepted through Tuesday, January 16, 2024. The grant term will begin in March. Click here to apply.
- Two additional LSTA grant opportunities will be made available to libraries in January of 2024. On Wednesday, January 10, the Summer Library Program (SLP) grant initiative will be announced, and on Tuesday, January 23, the Guiding Ohio Online (GOO) grant application will go live. The SLP grant initiative allows eligible libraries the opportunity to request up to $2,000.00 to enhance their summer program offerings. The GOO grant provides funds for libraries to hire a dedicated technology trainer contractor for their patrons and staff.
- Submissions for The State Library of Ohio’s LSTA Open Grant program remain closed. Submissions will be reopened in January 2024. No Open Grants were awarded in December.
- Questions regarding the LSTA program should be addressed to Jeff Regensburger, Library Consultant/LSTA Coordinator, at LSTA@library.ohio.gov.

Meetings
- Marsha McDevitt-Stredney coordinated the Library PR Communications & Marketing Interest Group quarterly virtual meeting on December 7, 2023. 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 disseminating library news. 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.

NASA@My Library and Solar Eclipse Activities for Libraries (SEAL)
- The State Library of Ohio is currently circulating four kits designed to facilitate Libraries Space Science Programming.
  - The Younger Audience kit provides activities geared at younger audiences such as elementary age students. The Kit includes a Sunspotter, Mini Sunoculars and an activity based on the book Moonbear's Shadow.
  - The Multi-Generational Programming kit is designed to help your library provide programs for all age groups. The Kit includes 2 large Sunoculars, a sun telescope, and activity materials about the sun.
  - The Sun-Earth-Moon Connections Kit focuses on activities and experiences that better help patrons understand their place in space, and how the Sun and Moon impact our planet. Major content areas in this kit include: modeling both lunar and solar eclipses with easy to use tools, detecting ultraviolet light in a creative way, using sorting cards to explore concepts relating to size, distance, and temperature, and an experiential activity that allows for a greater understanding of the vast scale of our Solar System.
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**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 750 users in 88 of 88 Ohio counties!
- Erin Kelsey and Jake Stone (TeachingBooks) continue to host a slate of thematic webinars and workshops, teaching users how to enhance their youth-focused library collections. The 2024 slate of workshops and webinars will be posted soon.
- Additionally, Erin Kelsey and Jake Stone (TeachingBooks) continue to host drop-in Office Hours, where interested parties can ask a quick question or learn more about the initiative. Future dates/times for 2024 will be posted soon.

**Ohio Digital Library**

- In the month of December, ODL patrons checked out 815,327 items. The total for the year stands at 9,121,896 checkouts—another record-smashing year for ODL!
  - Curious about what’s being checked out? Take a look at [the real-time checkouts and holds](#).
- 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 his/her 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 2023, 4,037 registrations took place.

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

- Through December, the Ohio Digital Network (ODN) now has over 402,000 items on dp.la from 40 active contributors.
On December 4 and 5, Penelope Shumaker visited Kent State’s Geauga Campus and Twinsburg Academic Center to share information on the Ohio Digital Network and DPLA, as well as other State Library programs. Penelope hosted a table at both locations and shared resources with over 25 students.

On December 13, Penelope Shumaker attended DPLA-hosted discussion meetings on DPLA’s strategic plan and visioning process.

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 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

Librarian Stephanie Michaels researched and wrote the Ohio Memory blog post “Of Mice and Music: Public Domain Day 2024.”

Manager Ryan Burley researched and wrote the Ohio Memory blog post “Hidden History Discovered at the State Library.”

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.

Ohio Memory contains over 1,600,000 digital images from a variety of primary and secondary source image types, including:

- Photographs, maps, drawings, and paintings
- Manuscripts, letters, diaries, and journals
- Archaeological artifacts, natural history specimens and historical objects
- Newspapers, books, and e-publications
- Audio and video
- Materials are selected for inclusion on Ohio Memory based on their historical significance, scanning potential, complementary value, ownership, and copyright.

If you have questions about this program, you can contact our Digital Initiatives Librarian Shannon Kupfer-Trausch at strausch@library.ohio.gov.

Ohio Ready to Read

Ohio Ready to Read provides a resource for public librarians and library workers on Kindergarten Readiness and Student Learning. This resource can work as a self-paced course on key topics in Ohio PreK-12 education and how libraries can support student learning. A section on the science of reading has recently been added, incorporating information from the Ohio Library Council’s Science of Reading guide, webinar recordings, and more.

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. Workshop dates for spring 2024 will be announced in coming months.

Contact Janet Ingraham Dwyer with any questions about Ohio Ready to Read.

Professional Activities

Research and Catalog Services Librarians Josh Jones, Stephanie Michaels, and Phil Willke hold the Consumer Health Information Specialist certification from the Medical Library Association and provide support to medical professionals.
Professional Development

- There is an upcoming symposium from the Network of the National Library of Medicine (NNLM):
  - **NNLM Showcase: A Show-and-Tell of Funded Projects**
    - January 24, 25, and 26, 2024
    - Free and open to everyone!
    - The 2024 NNLM Virtual Symposium is designed to showcase a variety of health-related events and programs sponsored by the NNLM over the past few years. It will provide an opportunity to learn about the exciting projects being done by the NNLM as well as by grant recipients. A wide range of topics will be covered, including programs and projects you can adapt to meet the needs of your community. All sessions are live and will be recorded for later viewing. For more information and to register for this free event, visit [https://nnlm24.vfairs.com/en/](https://nnlm24.vfairs.com/en/).

Reference Services

- Research and Cataloging services staff provided reference assistance to the public, businesses, and universities. This included finding and providing articles, finding government documents, answering reference questions, assisting with electronic resources, etc.

Reference Services to State Government

- In December, Research and Cataloging services staff provided reference assistance to the following state agencies. This included finding and providing articles, finding government documents, answering reference questions, assisting with electronic resources, etc.
  - Ohio Attorney General
  - Ohio Bureau of Workers' Compensation
  - Ohio Department of Agriculture
  - Ohio Department of Health
  - Ohio Department of Job & Family Services
  - Department of Mental Health and Addiction Services
  - Ohio Department of Rehabilitation & Correction
  - Ohio Department of Public Safety
  - Ohio Governor's office
  - Ohio History Connection
  - Opportunities for Ohioans with Disabilities

Reference Statistics

- Reference questions staff answered 109 questions totaling 1041 minutes of reference research.

Reimagining School Readiness

- The State Library of Ohio is proud to support the Reimagining School Readiness Toolkit, a suite of research-backed resources created for library staff to help families prepare children ages birth to 8 years for success in school and in life. The toolkit was developed by the Bay Area Discovery Museum in collaboration with the California State Library and the Pacific Library Partnership.

- Please keep an eye on the various library listservs and traditional communication channels for additional workshop announcements and registration openings
  - These workshops cover such topics as:
    - key findings from current cognitive and developmental psychology research
    - the implications of those findings for library staff’s daily work
    - practical ready-to-implement ideas for activities
    - resources for staff training and for parents/caregivers
  - If your library is interested in hosting a Reimagining School Readiness training for your staff, contact Penelope Shumaker, pshumaker@library.ohio.gov

- Additional information about this initiative can be found [here](#). Questions regarding Reimagining School Readiness should be addressed to Penelope Shumaker (pshumaker@library.ohio.gov).
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SEO Service Center

- Total automation consortium circulation for the past 30 days—960,225
- Total number of new users created in the past 30 days—5,075
- Interlibrary loans initiated for the past 30 days—517
- In-house periodicals filled—11
- Total number of support tickets created for the previous month—649
- Support tickets logged with Integrated Library Software (ILS) vendor SirsiDynix—18

Phone Support
- 933 Total calls
  - 345 Incoming
  - 289 Outgoing
  - 299 Internal staff calls
- 51 hrs. 9 min. total call duration

Remote Customer Support On-Demand Access
- 15 on-demand remote sessions

SEO Consortium Libraries App (BCMobile) Stats
- 3,347 new devices
- 21,625 holds placed
- 61,948 app launches
- 72,256 total searches

Click and Collect Curbside service with the Consortium Libraries App
- 33 service locations actively using Click and Collect “Curbside Pickup” to serve their patrons
- 119 Page Loads – number of times the “Curbside Pickup” button was engaged
- 40 Patrons arrived and completed their session
Consortium Service Highlights
- On December 1, Heather Miller connected with the Minerva Public Library Director.
- On December 4, the SEO ILS Support Team held Open Office Hour and presented on WorldShare Record Manager, the CatExpress replacement, with 73 participants.
- On December 6, SEO attended the COSI Kit wrap-up meeting.
- On December 6, Heather Miller completed a draft of changes for the Advisory Agreement document.
- On December 6, Jay Miley attended the final presentation of Return on Investment for the Serving Every Ohioan Library Consortium created by senior applied mathematics students from Baldwin Wallace University.
- On December 6, Jay Miley met with Licking County Library and LibraryIQ to discuss the data LibraryIQ gathers from the Symphony database.
- On December 7, Heather Miller and John Stewart attended the State Library Board Meeting.
- On December 7, Heather Miller delivered COSI kits to Mansfield Richland County Public Library.
- On December 8, John Stewart, Michael Postlethwait, and Jay Miley attended the Byesville Branch Library reopening.
- On December 11, Heather Miller and Michael Postlethwait created a holiday greeting card.
- On December 11, Heather Miller sent out holiday greeting card to the entire SEO membership. Jamie Price placed the same card in shipping bags.
- On December 11, Heather Miller and Jay Miley attended the monthly SureSailing call with Kat Stephens, SirsiDynix Lead Consultant.
- On December 14, Jay Miley met with Gene Shimshock, COO of Patron Point.
- On December 14, Nicole Brown, Brenda Michel, and Jay Miley met with staff at Licking County Library to discuss the workflow of adding materials to the 24/7 Kiosk branches.
- On December 18, Paula Clark and Jay Miley provided a demonstration of Patron Point Marketing to staff from Logan County Libraries.
- On December 21, Paula Clark and Jay Miley provided a demonstration of Patron Point Marketing to staff from Carnegie Public Library (Washington Courthouse).
- On December 21, the Migration Team met with staff from the Brumback Library to discuss the upcoming migration to SEO.
- During the week commencing December 26, the SEO team successfully dispatched a total of 18 lots of Brumback Library audiobooks to various libraries within the consortium.
- On December 28, 2023, Heather Miller delivered the last of the COSI Kits to Medina County District Library.

Niche Academy Stats
- Serving Every Ohioan Staff Tutorials views - 584
- Online Catalog Tutorials views - 466
- Technical Services Committee - 88
- ASL Storytime - 1

Syndetics Unbound Statistics
- Enterprise Catalog
  - 12,129,981 cover images loaded in online catalog searches.
  - Syndetics Unbound enriched 80,152 (94%) out of 84,538 pages loaded.
  - 34,068 patron interactions with enriched content.
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- 68 display widgets updated.
- 62,703 widgets loaded
- Patrons have interacted with display widgets 9,970 times.

- **PatronPoint Notices sent to consortium patrons**
  - 103,277 email notices sent
  - 59,185 email notices read
  - 78,273 SMS notices sent
  - 46,973 unique patrons notified

- **Offsite Storage**
  - 4,434 items are housed at SEO for offsite storage.
  - 55 items were sent to fill holds for consortium members.

**Services for the Blind and Print Disabled**
- Library service for the blind and print disabled in the United States is 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. To help in this effort, we have machine sub-lending agencies, local public libraries, or social service organizations to help assist eligible residents in their areas.
- Contact Tracy Grimm at tgrimm@library.ohio.gov with any questions concerning the Talking Book Program.
Staffing

- Mandy Simon recently left her role as a library consultant to join the library consulting firm Bradbury Miller Associates as a Managing Consultant. Mandy’s last day at the State Library was Thursday, December 21, 2023. Mandy was hired at the State Library in January 2017 as a library consultant responsible for providing strategic planning and space planning assistance to libraries around the state. During her time in this position, Mandy has led numerous strategic planning processes for libraries big and small, which includes the development of community surveys, administration of focus groups, local library Board presentations, and finalized reports with recommendations. Mandy was called upon to utilize her strategic planning prowess at the State Library as well, as she was instrumental in leading the process to first overhaul, and then update, the State Library’s own strategic plan. With a keen eye for design and library usage, Mandy was able to offer space planning expertise and consultation to libraries as well, often working with library directors on heat maps, usage studies, furniture/department layouts, and more. Over the years, Mandy threw herself into education about new and emerging strategic planning methods and tactics and worked to incorporate those into the State Library’s strategic planning services, most recently through the addition of Appreciative Inquiry techniques. Mandy gave back to the library community through presentations at various library events and conferences and her work behind the scenes on planning committees for continuing education events, as well as serving as an LSTA grant reviewer. Mandy was an LSTA grant reviewer on many grant initiatives over the years, including the ARPA Outreach grants and Competitive grants. She assisted with the planning of continuing education events, such as Take 5, and served on the internal committee that brought about the State Library’s own State Agency Liaison program. Mandy was recognized as an Emerging Leader by the American Library Association in 2012, was a member of the 2014 Library Leadership Ohio cohort and the 2015 ILEAD USA – Ohio cohort, and obtained her Certificate in Public and Nonprofit Leadership from the Ohio State University’s John Glenn College of Public Affairs. We will miss Mandy and wish her nothing but the best in her next endeavor!

- After 23 years of service at the State Library of Ohio, Library Assistant Paul Seedhouse has retired from his position. Congratulations to Paul and we wish him a happy retirement!

- Katy Hite will begin Monday, January 8, 2024, as the State Library’s newest Library Consultant, a position that has an Adult Services focus. Katy comes to us from Delaware County District Library (DCDL), where she currently serves as Assistant Branch Manager of the Orange Branch in Lewis Center. Prior to DCDL, Katy served as Emerging Technology Librarian at the Upper Arlington Public Library, Adult Services Librarian at Worthington Libraries, and Reference/Instruction & Distance Learning Librarian at Roosevelt University in Chicago. Katy is two-time ILEAD USA alumni, having been a part of the 2013 Library Leadership Illinois cohort and the 2015 ILEAD USA – Ohio cohort, and obtained her Certificate in Public and Nonprofit Leadership from the Ohio State University’s John Glenn College of Public Affairs. We will miss Mandy and wish her nothing but the best in her next endeavor!

- Ron Woods joined the State Library at SEO Library Center on December 18, 2023, as a Library Technology Specialist. Ron brings a wealth of experience and expertise, having spent an impressive 15 years at the St. Clairsville Public Library as the Technology and Facilities Manager. During his tenure, he played a pivotal role in shaping and advancing technology services for the library, contributing significantly to its growth and modernization. Beyond his dedicated service to the St. Clairsville Public Library, Ron has also been actively involved in public service as the Mayor of Belmont, Ohio. His commitment to community development and passion for technology aligns seamlessly with our mission and values. Ron will be a valuable asset to our organization as our new Library Technology Specialist. His unique combination of technical skills, leadership experience, and community engagement will contribute to the continued success and innovation of our State Library team.
Strategic Planning

- Libraries currently receiving strategic planning services from State Library consultants include:
  - Champaign County Public Library
  - Ashtabula County District Library
  - Milton-Union Public Library
  - Chillicothe and Ross County Public Library
  - Williams County Public Library

- If you have questions about the State Library’s strategic planning services, or would like to be placed on the waiting list for this service, please contact Evan Struble at estruble@library.ohio.gov.

Summer Library Program

- The 2023 Ohio Summer Library Program evaluation report is now available (download/print a PDF copy here). SLP participation continues to rise across Ohio libraries and communities. If participation and attendance trends over the past two summers continue, summer challenge participation and event attendance in 2024 will be very near pre-pandemic levels. Some libraries have already reported turnout exceeding their previous records. But the numbers tell only a small part of the story. See the full report for anecdotes, observations, and lots of photos from libraries around Ohio!
- The Regional Library Systems will host summer planning workshops around the state. 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. Additional workshops will be added as announced.
- 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 2024 Take 5 event is in the early planning stages and is expected to take place at the Huber Heights Branch, Dayton Metro Library, on Friday, May 3. Details and registration will be posted on Ohio library listservs and to https://library.ohio.gov/take5 in early February 2024.
- 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.

Tours

- Manager Ryan Burley gave tours of the State Library of Ohio’s collection this month to staff from the Ohio Department of Transportation and Ohio Center for Autism and Low Incidence. The tours included the State Library of Ohio’s Rare Book Rooms which include many rare and unique items such as original letters written by President George Washington, Medieval Manuscripts and early Federal and State Documents.

WebJunction

- There were 112 WebJunction course completions in December 2023, up from 81 in November. Individuals completing courses in November represented the following types of libraries: 94 public, 11 academic, 2 school, and 5 did not include identity for a library type.
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2020-2023 Number of Completed Courses in Months & Years

The numbers represent courses completed not individuals

<table>
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</table>
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• **WebJunction Webinar Reports** are received on a quarterly basis.
  o In the third quarter of calendar year 2023 (July-September), seven webinars were offered and there were 217 views from Ohio (combined all webinars, live and recorded viewings)—up from 207 views in the second quarter of 2023. The seven webinars included:

  - Designing for Diversity in Your Library’s Communications
  - Sustainability 101
  - AI and Libraries: Enhancing Services and Engaging Communities
  - Climate Action Planning (Part 1): An Introduction
  - Libraries Helping Refugees and New Immigrants Learn the US Financial System
  - Bridgebuilding: Fostering Community Engagement and Dialogue
  - Climate Action Planning (Part 2): Disaster Preparedness and Community Resilience

  o Recordings of WebJunction webinars can be found in the [WebJunction Course Catalog](#).

Note: The number of views does not reflect occurrences when more than one person gathers to view together.
Institutional Membership Dues Billing
Following the December 2023 PLF distribution, forms were sent to all 88 county auditors requesting information for each library’s 2023 PLF and local property tax receipts (if applicable). To date, responses have been received from 73 county auditors. All libraries should receive their initial invoice for 2024 dues by the end of the month.

Institutional Membership Survey
The Institutional Membership Satisfaction Survey was completed on Dec. 15. It was distributed to library directors and fiscal officers at OLC Institutional Member library systems. Seventy-nine individuals completed 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 31st Anniversary on the OLC staff was on Jan. 11.

Activities
Activities since the Nov. 17 Board meeting include:

Nov. 28  OLC ED Evaluation
Nov. 30  OLC Book Ban Update Webinar
Dec. 4   OLC Library Accounting Division Action Council Meeting
Dec. 5   OLC Small Libraries Division Action Council Meeting
         OLC Intellectual Freedom Committee Meeting
Dec. 6   Meeting w/Metro Library Directors
         OLC HR Division Action Council Meeting
Dec. 8   Meeting w/North Hill Consulting
         OPLIN Board Meeting
Dec. 11  Meeting w/Amazon Prime for Business/Libraries
Dec. 12  Meeting w/PLA
         Mid-Ohio Foodbank
         Local Arrangements Meeting on PLA 2024
Dec. 13  Ohio Supreme Court Oral Arguments in Hicks Case
         OLC Staff Budget Meetings
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<td>Dec. 15</td>
<td>OLC Staff Team Building</td>
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| Dec. 18 | OLA Webinar w/OBM  
OLC Webinar w/BroadbandOhio |
| Dec. 19 | Library Safety & Security Meeting  
OLC Staff Budget Meetings  
Meeting w/State Library Assoc Eds |
| Dec. 20 | Meeting with House Caucus Budget/Finance Staff |
| Dec. 27 | Beth Ann’s Visitation |
| Dec. 28 | Beth Ann’s Funeral |
| Jan. 3  | Meeting w/SEBO on Health Insurance  
Meeting w/Metro Library Directors |
| Jan. 4  | Meeting w/OLC’s ALA Councilor |
| Jan. 5  | OLC BoD Finance Comm Meeting  
Meeting w/North Hill Consulting |
| Jan. 8  | OLC Board Chair Transition Meeting  
Meeting w/North Hill Consulting |
PLF Update
The Ohio Department of Taxation (ODT) posted the December 2023 Public Library Fund (PLF) distribution of $44,150,436 – which is $1.3 million (+ 3.02%) above ODT’s estimates issued in December 2022.

This brings the calendar year (CY) 2023 total to $510,185,923, which is $16.6 million (+ 3.37%) more than ODT’s estimate and $7.8 million (+ 1.55%) more than the CY 2022 total distribution.

Big picture takeaways:
• 2023 Total Distribution is $45.78 million (+ 9.86%) more than 2021
• 2023 Total Distribution is $100.78 million (+ 24.62%) more than 2020

According to the Office of Budget and Management (OBM), overall state tax receipts for the month of November came in $26.1 million (or + 1%) above estimates. So far, State Fiscal Year 2024 tax collections are about $245 million (+ 2.1%) above estimates.

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 December 2023 can be found on the http://olc.org/funding/.

An update on the January 2024 PLF distribution will be provided at the board meeting.

CY 2024 PLF Certification Update
The Ohio Department of Taxation (ODT) posted the December update to the Calendar Year 2024 (CY24) Public Library Fund (PLF) Certification. As a reminder, the Public Library Fund (PLF) receives 1.7% of the state’s General Revenue Fund (GRF) tax resources. The official updated statewide PLF estimate of $486,742,158 is $5 million less than the initial estimate of $491,781,756 that was provided in July 2023. According to ODT, the estimates reflect the current best projection of state tax revenues for CY24.


Please double-check your county estimated entitlement for the PLF and read it carefully. As required by state statute, in June 2024, ODT will issue a final updated entitlement estimate for CY24.

Joint Committee on Property Tax Review and Reform
This joint legislative committee was a provision in the state budget bill (HB 33) which passed last June. The committee is made up of five Senators and five Representatives who are authorized to hold hearings and make recommendations on pending legislation related to property taxation. A final report from the committee must be submitted to the General Assembly by December 31, 2024, making recommendations on reforms to property tax law. The committee is being co-chaired by Rep. Bill Roemer (R-Richfield) and Sen. Louis Blessing (Colerain Twp.). In addition to the co-chairs, the committee comprises Sen. George Lang (R-West Chester Twp.), Sen. Sandra O’Brien (R-Rome), Sen. Hearcel Craig (D-Columbus), Sen. Bill DeMora (D-Columbus), Rep. Dan Troy (D-Willowick), Rep. Tracy Richardson (R-Marysville), Rep. Tom Young (R-Dayton) and Rep. Bride Rose Sweeney (D-Cleveland). More will be discussed at the board meeting.

SB 91 - Reporting of Fraud, Waste and Abuse
Senate Bill (SB) 91 requires certain public officials and employees that become aware of fraud, theft in office, or misuse or misappropriation of public money to notify the Auditor through the Auditor of State’s fraud-reporting system. These “mandatory reporters” would include any person who is elected or appointed, or has a fiduciary duty, or holds a supervisory position, or is employed in the department or office responsible for processing any expenses of the local public office.

Additionally, the bill prohibits political subdivisions or taxing authorities from making any expenditures of money unless the fiscal officer of the subdivision or taxing authority certifies the following:

- The expenditure has been appropriated in accordance with the tax levy law;
- The expenditure has been appropriated by the subdivision’s legislative authority; and
- The expenditure is not compelled by a process authorized by a vote of the subdivision’s residents.

Language from an earlier version of SB 91 that requires the State Auditor to create fraud training materials was included in the state budget bill (HB 33). SB 91 passed both chambers and was signed into law by Gov. DeWine on Dec. 28, 2023.

Issue 2 – Marijuana Law
The initiated statute legalizing adult use marijuana, State Issue 2, technically became effective on Dec. 7, 2023. However, legislation is currently being debated at the Statehouse that would make several changes to the new law, including increasing the excise tax from 10%-15%, altering the tax distribution, reducing THC content limits, modifying home grow provisions, and prohibiting public consumption.

In addition, Issue 2 includes provisions that establish the Division of Cannabis Control within the Department of Commerce which will regulate and license where marijuana can be commercially cultivated, tested and sold. This regulatory process is expected to take 6-10 months.
Most importantly for employers (including public libraries), the new law protects the employers' ability to manage their workplaces and employees like the employer protections in the Ohio Medical Marijuana Law. This means that:

- An employer is not required to permit or accommodate employees' use, possession, or distribution of cannabis.
- An employer may refuse to hire and may discharge, discipline, or take other adverse employment action against a person because they use, possess, or distribute cannabis.
- A person may not sue an employer for refusing to hire or for discharging, disciplining, discriminating, retaliating, or otherwise taking adverse employment action against them related to their cannabis use.
- An employer may establish and enforce a drug testing policy, drug-free workplace policy, or zero-tolerance drug policy.
- The Ohio Bureau of Workers' Compensation may continue to grant rebates or discounts on premium rates to employers participating in the Bureau's drug-free workplace program.
- A person who is terminated because they used cannabis is considered to have been discharged for "just cause" under the Unemployment Compensation Law if that use violated an employer's drug-free workplace policy, zero-tolerance policy, or other formal program or policy. This means the person will be ineligible to serve a waiting week or receive unemployment benefits for the duration of the unemployment.
- Issue 2 does not interfere with any federal restrictions on employment, including U.S. Department of Transportation regulations.

The legislation seeking to revise the language passed in Issue 2 continues to be debated in the statehouse.

House Bill 187 – Property Taxes

HB 187 is legislation seeking to counter the significant increases in local property values. Originally, the legislation sought to put a pause on these valuation increases over the next three years. However, due to the complexity of temporarily changing the property valuation process, which opponents claimed would create harmful unintended consequences and a lack of uniformity around the state for conducting property appraisals or reappraisals, the Senate moved forward with a substitute version of the bill offering a temporary expansion of the Homestead Exemption.

HB 187, as passed by the Senate, increases the income eligibility amount for seniors and disabled from $36,100 to $75,000. According to the Senate, increasing the exemption amount and expanding eligibility will help provide direct tax relief to those most impacted by rising property valuations. Factors considered for an individual to qualify for the increased homestead exemption will include the following:

- a household income at or below $75,000, and
- at least one of the homeowners must be 65 years or older, or
- permanently and totally disabled, or
- the surviving spouse of someone who is otherwise qualified and is at least 59 years of age.

Loss of revenue to local governments due to the expansion of the homestead exemption will be covered 100% by the State, except for local school districts which will be reimbursed for 50% of the cost. The bill includes an emergency clause which will make it effective
immediately upon signing by the governor. The House did not act on the bill as passed by the Senate prior to recessing for the holiday break and awaits further consideration.

HB 344 – Replacement Levies
HB 344 is recent legislation introduced by Reps. Mathews (R-Lebanon) and Hall (R-Middletown) seeking to eliminate the authority of political subdivisions to levy replacement property tax levies beginning with elections held on or after Oct. 1, 2024. The rational for eliminating this option is to alleviate voter confusion over whether they are the same as a renewal levy. This provision was previously included in HB 33, as passed by the House, but taken out of the budget bill while being considered in the Senate.

HB 257 - Virtual Meetings Bill
HB 257 is legislation sponsored by Rep’s Hoops (R-Napoleon) and Claggett (R-Newark) to provide certain public boards, including library boards, with the opportunity to have virtual meetings. Since its introduction a few amendments have been added to help clarify certain provisions of the bill. One of the changes includes a requirement for public bodies to define in their virtual meeting policy what would constitute a “major nonroutine expenditure” or “significant hiring decision,” which are factors that can trigger a requirement to meet in person.

Another change requires a virtual meeting notification to be distributed 72 hours prior to the meeting with an agenda. Objections to agenda items must be sent to the president of the board at least 48 hours before the meeting. If two or more members or the board object to an agenda item, the issue can be discussed, but the public body cannot take action on that item during the virtual meeting. HB 257 was voted out of the House chamber and now awaits further action in the Ohio Senate. Currently, trustees of library boards are still required to have their meetings in-person.

OLC Library Legislative Day – Save the Date!
This year’s Library Legislative Day is scheduled for Wednesday, April 24 at the Sheraton on Capitol Square. More information about this year’s event will be discussed at the board meeting.
PLA 2024: Early Bird Registration Deadline is January 12
The early bird registration deadline for the Public Library Association (PLA) 2024 Conference is Jan. 12. PLA is offering all OLC Individual members a deep discount on full conference, single day and workshop registration fees. You can save nearly 50% — if you register before Jan. 12.

The PLA 2024 Conference will be held on April 3-5 at the Greater Columbus Convention Center, with special pre-conference workshops developed by OLC on April 2. The workshops feature members of the Ohio library community and key leaders in the areas of broadband and the Science of Reading. 

DEA, BEAD, and the ACP: Step-by-Step to Getting This Money for Your Library. The federal government is making historic investments in advancing digital equity, literacy, and inclusion. But we all know the different programs (and acronyms!) can be confusing. This workshop will show you how to leverage new broadband funding to grow and expand services. It will be held on April 2 from 9 a.m.-12 p.m.

Public Libraries and Schools: Everything You Need to Know about the Science of Reading. This workshop will focus on the Science of Reading and how public libraries are assisting schools and students to overcome the learning loss caused by the pandemic. It will be held on April 2 from 2-5 p.m.

PLA’s pre-conference workshops require a separate paid admission. The discounted fee for OLC Individual members is $205 per workshop. More information is available at placonference.org.

2024 Educational Events

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<td>Library Trustees Dinner (East)</td>
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<td>CPIM – Public Library Fiscal Officer Conference</td>
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<td>Library Legislative Day</td>
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<td>Outreach and Special Services Retreat</td>
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Ohio Library Council
BOARD OF DIRECTORS

ITEM NO.: 6.F.3 MEETING DATE: Jan. 12, 2024
SUBJECT: Communications Report SUBMITTED BY: Angie Jacobsen

REPORT FOR INFORMATION

2024 Planning and Leadership Conference
Leadership resources were updated and posted to the OLC website (olc.org/leadership). Divisions and Committees continue to submit their meeting minutes, goals and objectives, and annual reports online through the OLC website.

PLA 2024 Conference
Information about the Public Library Association’s (PLA) 2024 Conference in Columbus continues to be shared on the OLC website, Access, This Week and social media. Details about the pre-conference workshops developed by OLC and the early bird registration discount for OLC Individual members were also provided.

New 2024 Conferences
Information about the Adult Services/Customer Service Conference as well as the Library Management & Leadership Conference was posted on the OLC website and shared in Access. A Call for Planning Committee Chairs ran in Access on Nov. 15 and Nov. 22.

Book Challenges
Additional information was shared with members on how to prepare for and respond to book challenges. Sample policies and templates were also provided. This information is password protected at olc.org/open-to-all.

Division/Committee Projects
- The 2024 Advocacy Calendar was created and posted on the OLC website.
- The New Member Referral Program and Individual membership renewal information were included in Access and the OLC website.
- The “Get Involved” member participation form was updated on the OLC website to reflect the new (merged) Adult and Reference Services Division.
- Names and libraries of new and recently renewed Certification holders (CPL and CPLS) were listed in Access and the OLC website.
- The Adult Services Division’s e-newsletter was sent on Nov. 10.
- The Teen Services Division will host an online forum on Feb. 29. This event will be similar to the discussion forums held by the Outreach and Special Services Division.
- The Children’s Services Division’s e-newsletter was created and distributed on Dec. 12.
- A Member Satisfaction Survey was created and distributed to all Institutional Member Libraries on Nov. 13. Seventy-nine libraries participated. Results will be shared prior to board meeting.
Website
The most popular pages on the OLC website over the past two months are:

1. JOBLine
2. OLC News
3. What's Happening in Ohio's Public Libraries
4. Library Jobs
5. Individual Membership
6. Access LinkedIn Learning Courses with Your Ohio Library Card
7. Certification
8. OLC Events Calendar
9. Webinars & Online Reference Training
10. PLA 2024 Conference in Columbus
Ohio Library Council
BOARD OF DIRECTORS

ITEM NO.: 6.F.4 MEETING DATE: Jan. 12, 2024
SUBJECT: Member Services Report SUBMITTED BY: Jeanine D’Andrea

REPORT FOR INFORMATION

2024 Membership
As of Jan. 3, 2024, there are a total of 499 individual/personal members. There are currently 288 renewals; 184 new members; and 27 Lifetime. We have seen an increase of 120 New Members as compared to Jan. 5, 2023, mainly due to the PLA discount offered to OLC members. Many libraries who pay dues for staff approved it at their January board meetings.

The first membership renewal was sent by first-class mail on Nov. 27, 2023. A second renewal reminder is scheduled to be sent electronically on Jan. 12.

Staff revised the new member materials and resources and made them available on the OLC website. Other updates included the membership application, Get Involved Form and Divisions flyer.

The Membership Committee is scheduled to meet via Zoom on Jan. 25 @ 2:30 p.m.

Awards and Honors
The Awards and Honors Committee met on Sept. 7. They are seeking the Board’s input on the status of giving Awards in 2024 since there will not be an OLC Convention and Expo due to PLA being hosted in Columbus. It was the sense of the Committee to not open Award nominations for 2024 and to wait until 2025 to open nominations. They would like to use 2024 as an opportunity to work to review all award criteria, guidelines and processes. The Awards and Honors Committee is scheduled to meet via Zoom on Jan. 31 at 2:30 p.m.

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

Committee Appointments
Staff continue to work on fulfilling any remaining appointments on Committees.

Governance
Staff continue to update the website and revisions continue to be made to reflect the Committees and Divisions Action Councils, 2024 Goals and Objectives, and 2023 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 are being made to each Division and Committee Basecamp to reflect their 2024 members, Professional Development Committee Liaisons and Board Liaisons.