

OHIO LIBRARY COUNCIL  
BOARD OF DIRECTORS

Via Zoom  
July 19, 2024  
10:00 A.M.

PRESENT Kathy Bach, Cincinnati  
Travis Bautz, Middletown  
Julianne Bedel, Medina  
Sarah Clevidence, Findlay  
Aimee Fifarek, Youngstown  
Sandra Hedlund Tunnell, Ashland  
Mary Ellen Icaza, Canton  
Robbie Jenkins, Gallipolis (virtual)  
Cheryl Kuonen, Mentor  
Rick Rubin, Cuyahoga Falls  
Stacey Russell, Zanesville  
Jennifer Slone, Chillicothe  
Laura Lee Wilson, Huron County, Willard

GUESTS Beverly Cain, Interim State Librarian  
Nick Tepe, ALA Councilor  
Don Yarman, OPLIN

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

CALL TO ORDER The meeting was called to order by Chair Clevidence at 10:01 a.m.

APPROVAL OF AGENDA Clevidence noted there is a revised copy of the May Financial Report and Income Statement under agenda Item 3.A. RUBIN MOVED AND FIFAREK SECONDED APPROVAL OF THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES BAUTZ MOVED AND ICAZA SECONDED APPROVAL OF THE MAY 17, 2024, MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

EXECUTIVE SESSION MINUTES SLONE MOVED AND BACH SECONDED APPROVAL OF THE MAY 17, 2024 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

FINANCIAL REPORT MONTH-END MAY 2024 Francis presented the Financial Report-Month-End May 2024.  
Revenue. Dues income is under budget due to delayed invoicing of Institutional and Other memberships. Only three library systems continue to choose to not be Institutional Members of OLC: Bettsville Public Library, Franklin Public Library and Plain City Public Library. Individual memberships are over budget due to new members. Continuing Education is over budget due to increased attendance

at Legislative Day and Workshops. Contract Income is over budget due to increased purchasing. Other Income is over budget due to returns on short-term investments and long-term investments.

Expenses. Salaries and Benefits are over budget mostly due to accrued vacation. Consultants and Contractors is under budget due to timing of payments. Computer Software/Supplies is over budget due to timing of payments and coding. Communications is under budget due to the timing of payments. Printing and design is under budget due to reduced printing. Maintenance and Equipment is over budget mostly due to one-year renewal of AMS software. Space rental is under budget due to CAM and Workshops are under budget due to timing of payments. Travel and Meals is under budget due to timing of staff travel and reduced requests for reimbursement. Management Expenses are under budget mostly due to reduced catering and meals.

**The Net Change in Assets is (\$40,905).**

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

SMALL LIBRARIES  
DIVISION  
RECOMMENDATION

Francis reported the OLC Small Libraries Division Action Council discussed changing the definition of “small library” as related to the Small Libraries Division. The current definition includes, but is not limited to libraries that meet the following criteria:

- An operating budget under \$1,000,000
- A service population of 20,000 or less people

The Small Libraries Division Action Council recommends a change in OLC’s definition of “small library” to include the following:

- Libraries with a legal area population of 25,000 or less, and
- Located in an area that’s at least five miles from an urbanized area

This would make OLC’s definition consistent with the definition used by the Institute of Museum and Library Services (IMLS) and the Association for Rural & Small Libraries (a division of the American Library Association).

BAUTZ MOVED AND ICAZA SECONDED TO ACCEPT THE RECOMMENDATION OF THE SMALL LIBRARIES DIVISION ACTION COUNCIL TO CHANGE THE DEFINITION OF “SMALL LIBRARY”. MOTION PASSED UNANIMOUSLY.

STATEHOUSE UPDATE

Smith reported on a few bills and topics.

HB 556 – Criminal Liability for Teachers and Librarians. HB 556 seeks to create criminal liability for certain teachers and librarians for the offense of pandering obscenity. The bill further defines a “school librarian” to include librarians employed in a school district public library. OLC staff met with Rep. Matthews and shared our concerns with the legislation.

HB 622 – Materials Harmful to Juveniles. HB 622 is legislation seeking to mandate that all public libraries incorporate a policy for children under the age of 18, to have parental consent to obtain or view any material that is deemed “harmful to juveniles”. It would also require all libraries to conceal from viewing certain materials by placing them behind “blinder racks” or locating it so that it is not open to the view of juveniles. The bill would allow any resident to file a

complaint with the State Library and PLF funds could be withheld. OLC responded immediately.

OTSCIF. The General Assembly announced recipients of the One-Time Strategic Community Investment Fund (OTSCIF). A total of \$4,033,356 from the OTSCIF was awarded to public libraries to repair and renovate specific aging library building projects across the state. OLC received good feedback that libraries are doing a great job expressing their needs.

#### NEW ASSOCIATION MANAGEMENT SOFTWARE AND WEBSITE

Francis provided an update on the migration to GrowthZone. Staff provided notice of non-renewal to GoMembers. Staff has begun weekly meetings with an implementation coach on Tuesdays at 11:00 a.m. Prior to that meeting each week, staff has homework with online courses. In addition, she thanked Swanson and Jacobsen for time and meetings on Thursday mornings with the GrowthZone website designer. Francis thanked the entire staff for working on migration information.

Francis shared a few questions that have come up since migration. GrowthZone platform automatically assumes that your individual membership relates to your organizational membership as an “inheritance”. These ideas may be coming up for recommendations. OLC has many membership types in comparison to other organizations. Individual membership has 9 different salary categories, plus proration of dues from July to September and again from October to December. As we start to work through these things we may come back to the Board for feedback or input.

Francis thanked the staff for their time working through the modules. Once data is migrated, we will have larger conversations with the membership. The membership portal will be changing from myOLC to the InfoHub. Staff is excited about the website. It is fully integrated with the association management software. It’s going to have a modern, mobile responsive design. The homepage is being built now.

Clevience thanked staff for their investment of time and excitement.

#### ALA COUNCILOR REPORT

Tepe reported on the following:

Council Meetings at Annual Conference. A resolution to increase services and support for school and academic library state organizations that are not the official ALA state chapter from the Chapter Relations Office, Public Policy and Advocacy Office, and Office of Intellectual Freedom was introduced. The revised resolution calls for the creation of a task force that will “further the understanding and awareness of these inequities and....consider action steps” and will report back to Council during ALA’s 2025 Annual Conference.

An undercurrent of the Council meetings was the ongoing work on revising the organization’s operating agreement, which determines how the different units of ALA relate to the organization as a whole and how the organization’s finances are managed across all the various units.

Raymond Pun steps down as President-Elect. President-Elect Raymond Pun announced that he would not be able to take the position due to health concerns. The new Executive Board will be making their determination on how to fill the position and will hold a special meeting of Council for confirmation on July 23.

STATE LIBRARY  
REPORT

Executive Director Search. Tepe reported he heard there is a good pool of candidates, and they are continuing to move forward. Francis noted that Leslie Burger's Interim Director contract is through December.

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

State Librarian Search. The State Library Board has contracted with Organizational Architecture. They began meeting this week. Cain enjoyed meeting with them. They are under contract for the fiscal year, but hoping to finish up by the end of calendar year.

Ohio, The Heart of It All Slogan. In May 2023 the Governor announced he was bringing back "Ohio, The Heart of It All" slogan and wanted state agencies to start using it. The SLO will incorporate this new branding in digital communications. Starting with Website, email signatures, etc.

Francis thanked Beverly Cain for her great work and consistency. She appreciates the cooperation between OLC and the SLO and the libraries that benefit from that work.

OPLIN REPORT

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

Category 2 E-rate Funds: "Use It or Lose It". This is the last year to apply for E-rate Category 2 funds for your library in this budget cycle. Category 2 funds are internal wiring and equipment and also covers consulting fees for installation and configuration. OPLIN is building out a portal to help libraries take advantage of the funds.

E-rate Cybersecurity Pilot. The FCC approved a three-year pilot to explore funding cybersecurity services and tools. Eligible services include advanced/next-generation firewalls, endpoint protection, identity management, and threat monitoring.

FCC and Hotspots. The FCC approved E-rate funding for lending hotspots. They will have to be filtered. The FCC set the pricing cap on the cost that schools got for their hotspots statewide which is \$15 month. Ohio's libraries' cost is around \$30-35 per month. OPLIN is waiting for the actual release.

Managed Branch Connections. The first set of OPLIN-provided branch circuits are live. OPLIN will be inviting libraries whose branch connections expire before January 2026 to consider paying OPLIN to order and support branch connectivity for them. The cost will be about \$2,000 billed annually.

Website Accessibility Requirements. The Department of Justice has said that library websites and apps should be compliant with the ADA. The courts settled on "WCAG 2.1 Level AA". The DOJ made the court standard official. The compliance deadline is April 2026 for large libraries, 2027 for others. OPLIN's advice is do not fall for companies trying to sell you a website overlay. OPLIN will have more advice for compliance later this year.

EXECUTIVE DIRECTOR'S  
REPORT

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

Awards and Honors Recommendations. At the May meeting, the Board appointed an Ad Hoc Committee to discuss the Awards and Honors Committee's

recommendations. Committee members Icaza, Bautz and Slone will be meeting next week.

IRS Form 990. The Finance Committee of the Board met with Michael Goldberg from Perks Pusateri CPAs on June 3 to review the 2023 Financial Audit. A final copy of the clean audit will be distributed to members of the Board. The Auditors are preparing OLC's IRS Form 990, the Finance Committee will review the form as per OLC policy. Francis thanked Kise for her work on the audit.

ALA Annual Conference. Thanks was given to the OLC Board for including additional resources in the 2024 Budget for the Executive Director and the Director of Professional Development to attend the ALA Annual Conference. Francis attended the ALA Chapter Leaders Forum; General Sessions and Keynotes; Chapter Relations Committee; Meeting with State Library Association Executives; Joint presentation with Amazon Business; COSLA Reception; ICLAE meeting and sessions where OLC members were speaking.

OLC Elections. The elections started on June 30 and run through July 30. Once voting closes, staff will review the results with the chair of the Nominating Committee. Results will be sent to all candidates and then posted on the OLC website. Francis thanked Swanson, D'Andrea and Diosy for their work on voting. Francis also thanked Laura Lee as the Chair of the Nominating Committee.

Small Library Directors' Forums. The Small Libraries Division will host three discussion forms for directors of small libraries this fall: Aug. 20 at the Chillicothe & Ross County Public Library; Sept. 24 at the Bellevue Public Library; and Oct. 15 at the Wood County District Library.

Staff Anniversaries. Denise Kise celebrated her 11-year anniversary on July 1.

## GOVERNMENT AND LEGAL SERVICES REPORT

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

PLF Update. State tax receipts came in \$55.3 million (-2.1%) below estimate in June. Preliminary data shows that the state closed Fiscal Year 2024 with a \$1.1 billion cash balance even though overall tax revenues came in \$484.7 million below estimates. ODT posted the July 2024 PLF distribution of \$45,284,931 – which is \$934,001 below ODT's original estimate that was issued in July 2023.

ODT Posts Final CY 2024 PLF Certification Update. The ODT recently issued their final estimates for the PLF distributions for each county for Calendar Year 2024. Overall, they are estimating the total CY 2024 PLF distribution will be \$480,202,810, which is \$11,578,946 less than the original ODT certification issued in July 2023 and almost \$30 million less than the actual 2023 total distribution. Smith encouraged members to share this information with your legislators over the next four months when they are back in your district and out on the campaign trail.

Joint Committee on Property Tax Review and Reform. This joint legislative committee continued to meet throughout the spring and held hearings with invited testimony from a variety of stakeholders including county auditors, schools, county commissioners, township trustees and mayors. At this time, it does not appear that the committee will have any additional hearings and will be issuing a report by the end of the year.

Legislature on Summer Break. The Ohio General Assembly began their summer break. Libraries that received OTSCIF funding will be contacted by OBM on how

to begin drawing down their funds. It is a great time to meet with your legislators back in the district. OLC will be traveling around the state hosting meetings with library directors, fiscal officers and trustees, setting the stage for next year's biennial state budget. Watch for further information.

AOS Bulletin 2024-005 – New Fraud Training. The AOS recently released Bulletin 2024-005 regarding fraud reporting and training. The new training requirement applies to all political subdivisions – including public libraries. Current public employees will be required to complete the training within 90 days of the date listed in the bulleting (beginning Ocxt.1 for public libraries) unless good cause exists for completion at a later date. The 8-Minute On-Demand Training Video, Employee Acknowledgement Forms, Employer Fraud Training Tracking Spreadsheet, and FAQ regarding these requirements are available on the AOS Website.

## PROFESSIONAL DEVELOPMENT REPORT

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

ALA Annual Conference. Miller attended the Exhibits; OLC member sessions; Amazon Business session; OCLC; Main Stage Featured Speakers, etc. It was exciting to see our members in action.

2024 Events. The Outreach Retreat numbers have increased as well as the Adult Services and Customer Service Conference. Fiscal Officer 102 has been posted to the Website. The Technical Services Division is scheduling a webinar for September. The Library Management and Leadership Conference received 21 program submissions, and the Committee is judging those programs this week.

2025 Convention and Expo. We are finalizing the timeline.

Miller will be heading to ASAE in Cleveland.

## COMMUNICATIONS REPORT

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

Media Coverage. A press release was issued about the state's \$4 million investment in public library projects through the One-Time Strategic Community Investment Fund (OTSCIF).

An article about the decline in state revenues and its impact on the PLF ran in the Ohio Capital Journal. Our goal was to draw more attention. Expressed our objections and the mission of public libraries. OLC received many media calls.

Website. A meeting with our website design project manager was held on July 18. The new website will be fully integrated with OLC's new Association Management Software.

Intellectual Freedom. Additional resources have been added to the password-protected page on the OLC website to help library administrators prepare for challenges or complaints.

## MEMBERSHIP SERVICES REPORT

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

2024 Membership. As of June 30, there were 2613 Individual Members, the highest number of Individual Members since 2009. There are 607 new members. Proration of Individual Membership Dues began on July 1 and goes through Sept. 1.

New Hire Letter. An email was sent to Library Directors on June 28 with a request to enclose the OLC New Hire Letter in their library's on-boarding packets. We received several responses from directors expressing appreciation.

Committee Appointments. Openings will be identified by mid-August and staff will begin working with their respective committees to make recommendations for fulfillment to the Appointments Committee in September.

NEXT MEETING

The next meeting is scheduled for Sept. 20 in-person at the OLC Office.

ADJOURNEMENT

With there being no further business to come before the Board, the meeting was adjourned at 11:55 a.m.