

OHIO LIBRARY COUNCIL
BOARD OF DIRECTORS

Via Zoom
January 16, 2026
10:00 A.M.

PRESENT Kathy Bach, Cincinnati
Monica Baughman, Worthington
Travis Bautz, Middletown
Julianne Bedel, Medina
Kim DeNero-Ackroyd, Cleveland Heights
Sandra Hedlund Tunnell, Ashland
Mary Ellen Icaza, Canton
Cindy Lombardo, Peninsula
Elizabeth Muether, Celina
Bernie Rochford, Akron
Stacey Russell, Zanesville
William Rutger, Sandusky
Susan Titkemeier, Marion

GUESTS Mandy Knapp, State Library of Ohio
Nick Tepe, ALA Councilor
Don Yarman, OPLIN

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

CALL TO ORDER The meeting was called to order by Chair Icaza at 10:041 a.m. Icaza welcomed incoming Board members, Cindy Lombardo, Peninsula; and Susan Titkemeier, Marion Public Library to their first official meeting as OLC Board members. They gave a brief introduction. Icaza noted that Jason Elvers, OLC's Legal Counsel from Vorys, Sater, Seymour and Pease LLP, will be joining us at the March Board meeting for the Board's orientation on fiduciary responsibilities and conflicts of interest. The March meeting will be in-person at the OLC Office.

APPROVAL OF AGENDA DENERO-AKROYD MOVED AND ROCHFORD SECONDED APPROVAL OF THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES BAUGHMAN MOVED AND MUETHER SECONDED APPROVAL OF THE NOVEMBER 7, 2025 MINUTES AS PRESENTED. MOTION PASSED WITH 12 YEA VOTES: 1 ABSTENTION. (Lombardo)

DENERO AKROYD MOVED AND BAUTZ SECONDED APPROVAL OF THE NOVEMBER 7, 2025 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED WITH 12 YEA VOTES: 1 ABSTENTION (Lombardo)

BAUTZ MOVED AND BACH SECONDED APPROVAL OF THE DECEMBER 16, 2025 EXECUTIVE SESSION MINUTES AS PRESENTED. MOTION PASSED WITH 12 YEA VOTES: 1 ABSTENTION. (Lombardo)

ELECTION OF OFFICERS
2026

The Executive Committee submitted the following nominations for the 2026 officers:

William Rutger, Vice Chair of the Board/Chair-Elect
Travis Bautz, Secretary-Treasurer

No other nominations were received. ROCHFORD MOVED AND BAUGHMAN SECONDED TO CLOSE THE NOMINATIONS. MOTION PASSED UNANIMOUSLY. The NOMINATIONS FOR THE 2026 OFFICERS WERE APPROVED BY ACCLAMATION.

Icaza congratulated Rutger and Bautz on their elections and thanked them for accepting their leadership roles in the organization. Icaza then turned the meeting over to Stacey Russell as the 2026 Chair of the Board.

Icaza thanked the Board and noted that OLC as an organization means a lot to her. Russell thanked Icaza for her service as Chair of the OLC Board of Directors in 2025. A formal presentation will take place at the March Board meeting. Russell thanked the Board and looks forward to working with other Board members and OLC.

Francis reported a press release will be going out announcing the new officers.

FINANCIAL REPORT
MONTH-END NOV 2025

Francis presented the Financial Report-Month-End Nov. 2025.

Revenue.

Dues. Institutional Membership is over budget due to Plain City joining. Individual Membership is under budget due to decrease in personal membership.

Continuing Education. The Convention and Expo is over budget due to timing of accrual. Workshops are under budget due to low attendance.

Contract Income. Is over budget due to the one-time Amazon rebate.

Other Income. Interest and Dividends is over budget due to returns on short-term investments. Workers' Compensation is under budget due to timing of payment. Unrealized Gain/(Loss) is over budget due to returns on long-term investments. JobLine is under budget due to decrease in non-member postings. Management and Consulting is under budget due to decrease in background checks.

Expenses.

Salaries and Benefits.

Retirement is under budget due to timing of plan contributions. Health Insurance is under budget due to timing of 2025 adjustments. Payroll Taxes are under budget.

Consultants and Contractors. Speaker Honoraria is under budget due to timing of payments. Legal Services are under budget due to delayed invoicing. Expo Contractors are over budget due to timing of payments.

Supplies and Resources. Computer Software/Supplies are under budget.

Communications. Postage is under budget due to fewer mailings.

Printing and Design. Printing is under budget due to timing of payments. Copying is under budget.

Maintenance and Equipment. Equipment rental is over budget due to coding.

Travel and Meals. Board is under budget due to fewer reimbursements. Committees and Divisions are under budget due to reduced request for reimbursement. Presenters is under budget due to timing of reimbursements.

Management Expenses. Bank services are over budget. Investment fees are over budget. Organization Memberships is under budget. Staff Development and Memberships are under budget due to timing. Catering and Other Meals over budget due to RRHOF Reception.

The net change in assets is under budget by 178,748.

LOMBARDO MOVED AND ICAZA SECONDED TO APPROVE THE FINANCIAL REPORT: MONTH-END – NOVEMBER 2025 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OLC BOARD
COMMITTEE
ASSIGNMENTS

BEDEL MOVED AND BACH SECONDED ACCEPTANCE OF THE 2026 OLC BOARD COMMITTEE ASSIGNMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

OLC BOARD LIAISONS
ASSIGNMENTS

BAUGHMAN MOVED AND DENERO-AKROYD SECONDED APPROVAL OF THE OLC BOARD LIAISON ASSIGNMENTS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2025 OPERATING BUDGET

Francis thanked the Finance Committee who met via Zoom on Jan. 12 to review the proposed operating budget for 2026. The Committee is recommending the following budget.

REVENUE:

Dues: \$1,263,238

Institutional: \$1,054,438 – based on the current dues formula of 0.27% of 2025 PLF plus 0.055% of 2025 property tax receipts; assumes retention of all 249 Institutional-Member libraries from 2025; calculation based upon county auditor reports received to date that show an average increase in PLF funding in 2025 of about 2.09% as compared to 2024; local property tax revenue projected to be relatively the same as 2024. This includes the formula cap of \$18,000.

Other Institutions: \$7,000 – 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: \$199,800 – based on individual membership revenue in 2025. Individual/personal membership dues are based on salary and self-reported. The salary range bands and amounts have not been updated since 2010.

Friends: \$2,000 – projections based upon past retention and membership trends. (This also includes Foundations)

Publications: \$250

Sales: \$250 – projections based on sale of hard-copy publications in 2025 (e.g., *Trustees Handbook*, *Library Accounting Handbook*, etc.). Free electronic copies are available in the Member Info Hub to OLC members.

Continuing Education: \$493,825

Legislative Day: \$15,000 – projections based on a registration fee of \$75 per person for 200 attendees to cover cost of breakfast, space rental, AV equipment, etc.

Convention and Expo: \$330,075 – projects attendance based on past events and is based on signed contracts with Kalahari in Sandusky; proposes \$25 increase in registration fee across the board; \$200 increase in exhibit booth rental to align with other state associations and \$15 increase for luncheons to cover substantial increase in costs as compared to previous years. Rates are still comparable/lower than other state association conferences.

Planning & Leadership Conference: \$0 – assumes a virtual event free to OLC volunteers based on feedback and financial constraints.

Professional Development: \$148,750 – includes a small increase in registration fees to cover the increase in costs to OLC. No increase in certification fees (increased by \$15 in 2025 to cover costs for materials and postage). Includes revenue for hybrid events (Library Trustees, New Directors, Ballot Issues Workshops, Library Fiscal Officer 102, Outreach Retreat); in-person events (CPIM, Trustee Dinners/Lunch); includes revenue for one stand-alone subject-specific conference and maintains discounted registration for event planning committee members and library speakers at events. Proposes suspending Individual Membership requirement for discount membership rate for stand-alone conference on PL Safety & Security.

Contract Income: \$6,000

Sourcing Office/Equalis Group: \$6,000 – projects revenues totals based upon past performance and increasing use of services. Does not include Amazon Business Rebate.

Other Income: \$68,200

Interest on Short-Term Investments: \$35,000 – projects revenues totals based upon past performance.

Workers' Comp Group Rating: \$31,500 – projects revenue based upon past performance and premium changes.

Unrealized Gain/Loss on Long-Term Investments: \$0 – difficult to project based upon market volatility; conservative estimate on performance of long-term investments.

Management/Consulting Services: \$700 – includes fees charged to libraries for employee background checks.

JobLine: \$1,000 – revenue projection based upon anticipated number of job openings/postings by non-member libraries (no charge for member-library postings).

TOTAL PROJECTED REVENUE: \$ 1,831,513

EXPENSES:

Salary and Benefits: \$1,040,864

Staff Salaries: \$779,726 – includes an average increase of approximately 3.5% in staff compensation as compared to 2025 (effective March 2026); includes increase in Executive Director's compensation as approved by the Board in December 2025. Includes bonus pool equal to 1.5% of salary line-item.

Retirement Contribution: \$77,973 – maintains OLC's contribution to employees' 401(k) plan at 10% of salary for all qualifying employees.

Health Insurance: \$119,134 – 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 20% increase in health insurance premiums for 2026; and no increase in dental or vision premiums. Also includes the \$1,000 HSA contribution for each participating employee. At this time, four employees utilize OLC's health insurance, and five employees utilize dental and vision insurance.

Payroll Taxes (FICA, FUTA, Workers' Compensation, Unemployment): \$59,571 – reflects amount based on staff compensation totals.

LTD and Life Insurance: \$4,461 – anticipates no increase in premiums for 2026 for all qualifying full-time employees.

Consultants/Contractors: \$333,925

Auditor: \$8,250 – assumes small increase in audit fees from 2025.

Speaker Honoraria: \$32,000 – includes anticipated costs for "non-library" speakers at Convention and Expo.

Legal Services: \$50,000 – based upon actual expenses in 2025 and projected utilization in 2026 on sample policies.

Convention and Expo Contractors: \$55,950 – reflects projected cost of Convention and Expo pipe and drape (may vary depending upon number of exhibitors) and security; and Experient contract.

Consultants/Contractors: \$187,725 – includes administrative costs for payroll and 401(k) plan; Expedient Technology Solutions data backup; strategic planning consultant; public relations campaign consultant and polling; Northway Advisors consulting; and library funding/tax revenue analytics with Howard Fleeter and Associates.

Supplies and Resource Materials: \$84,459

Supplies: \$22,875 – includes supplies for Legislative Day, awards, membership services librarian and staff certifications, publications, committees, divisions, and general overhead.

Subscriptions and Resource Materials: \$6,550 – includes subscriptions to publications; fees for news clipping services and Ohio newspaper subscriptions; includes the Hannah Report and Complete Statehouse subscription.

Computer Software/Supplies: \$55,034 – includes fees for broadcast e-mail (Constant Contact), webinar software (Zoom), survey software (Alchemer/Survey Gizmo), OLC app (Results at Hand), MS Office/Teams, Creative Cloud/Adobe, Basecamp, election software (Election Runner), association management

software and new learning management software (GrowthZone), new firewall, new printers; and new accounting software/migration.

Communications: \$19,106

Telephone – Local/LD/Mobile: \$3,490 – costs for local/long distance service and staff mobile device charges.

Postage: \$4,250 – includes costs for mailings to members, C&E postcard mailing, certifications, hard copy publications, general business postage, etc.

Mailing Service: \$0 – bulk mailing for C&E postcard is no longer needed.

Courier Service: \$50 – includes general business expenses for UPS, FedEx, etc.; based on utilization in 2025.

Internet: \$11,316 – includes broadband service for the office (Spectrum) and hot spots (T-Mobile).

Printing and Design: \$12,515

Printing: \$7,100 – includes cost of regular printed materials (e.g., stationery, envelopes, etc.) and promotional materials, nominations, C&E postcard, C&E on-site guide, etc.

Design: \$2,600 – includes design costs for C&E on-site guide.

Copying: \$2,815 – reflects costs for materials produced in-house.

Maintenance and Equipment: \$63,760

Equipment Rental: \$62,460 – includes office copier and postage machine; AV for C&E, stand-alone conference, Legislative Day, Trustee Dinners and other professional development off-site.

Equipment Maintenance: \$1,300 – includes service on postage machine and office telecom equipment (Garber).

Software Support: \$0 – shift to new accounting software eliminates need for outside support and licensure expenses for accounting software.

Space Rental: \$141,869

Office Space: \$129,219 – includes per-square-foot rental fees for office and meeting room space at 495 Metro Place South.

Convention and Expo: \$5,000 – expresses rental fees for Kalahari in Sandusky. Rental is comp with 650 or more overnight rooms.

Workshops/Meetings: \$7,650 – includes space rental fees for CPIM conference, Legislative Day, stand-alone conference and other professional development events.

Travel: \$41,150

Board: \$5,000 – includes possible mileage reimbursement for attendees at OLC Board meetings, expenses for ALA Councilor to register/attend Annual Conference (Chicago).

Staff: \$28,650 – 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 \$0.725 per mile for use of personal cars for business travel. Includes travel for C&E at Kalahari and ALA Annual.

Committees and Divisions: \$0 – maintains the option of one in-person meeting for OLC Committees and Division Action Councils, but eliminates travel reimbursement for volunteers attending in-person meetings based on previous use and is consistent with other state associations. Recognizes OLC's use and cost savings with virtual meetings.

Presenters: \$7,500 – includes travel and accommodations for C&E presenters, etc.; maintains current mileage reimbursement at \$0.345 per mile for library presenters.

Management Expenses: \$192,097

Bank Services and Investment Fees: \$22,600 – includes fees for commercial banking, credit card services, and long-term investment management; based upon actual costs in 2025.

Depreciation Replacement: \$14,878 – reflects depreciation on value of current and new capital assets (laptops and conference room equipment).

Employee Hiring: \$800 – costs for background checks for libraries that are recouped through chargebacks.

Insurance: \$8,599 – premiums for ERISA bond, directors and officer's insurance, and property and casualty insurance.

Organizational Memberships: \$10,895 – includes OLC's organizational memberships in ALA, United for Libraries, Freedom to Read Foundation, Buckeye Book Award, and coalition to protect essential public services, etc.

Staff Development and Memberships: \$2,325 – 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: \$128,300 – includes charges for food and beverages for OLC Board meetings, unit meetings (one in-person meeting unless otherwise approved), professional development events, Leg Day, C&E; approximately 85% of expense is recouped through event registration fees or other revenue.

Advertising: \$3,700 – includes social media ad buy for public relations campaign.

TOTAL PROJECTED EXPENSES: \$1,929,745

HEDLUND-TUNNELL MOVED AND BAUGHMAN SECONDED APPROVAL OF THE 2026 OLC OPERATING BUDGET AS PRESENTED. MOTION PASSED UNANIMOUSLY. Russell thanked the Board and staff for their work. Francis thanked the staff for their work.

OLC STRATEGIC
PLANNING

Francis reported that OLC is moving forward with Vista Cova. She reached out to several consultants. Lowell Applebaum with Vista Cova has significant experience with state library associations. He most recently worked with the Texas Library Association (TLA). TLA is very similar to OLC. Also, ICLAE meets regularly and Lowell has worked with that group as well.

There will be a pre-retreat session via zoom and a one and one-half day session in the 2nd quarter. OLC will bring back some former Board members. Francis encouraged members to look at sample plans and on the back page you will see some of the associations Applebaum has worked with.

PUBLIC RELATIONS CAMPAIGN

Francis reported the OLC has contracted with Lesic & Camper Communications to develop an advocacy and communications strategy to support Ohio's public libraries. To maximize efficiency and reduce costs, this work is being conducted in conjunction with the Ohio Township Association. The project will begin with a statewide public opinion poll. The poll will assess voter attitudes, perceptions, and messaging opportunities related to public libraries and library funding. Staff received initial results yesterday. The majority of the questions on libraries were positive. The toolkit will be the next piece. This data has many uses with the public and the legislature. Polling is something the Board may find useful every other year.

The insights gained will be used to create a toolkit for Ohio's public libraries. The toolkit will help members communicate the value of public libraries more effectively and clearly demonstrate how libraries save Ohioans money and strengthen their communities.

Rochford mentioned the Summit Poll. Lombardo asked if there were any specific questions or concerns that were raised. Public libraries are going to have to educate voters on property tax.

COALITION TO PROTECT ESSENTIAL PUBLIC SERVICES

Francis reported the Coalition to Protect Essential Public Services meets every two weeks to discuss the possible constitutional amendment to eliminate property taxes. The coalition includes every statewide association that represents local government.

ALA COUNCILOR REPORT

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

Council Midwinter Virtual Meetings. This work to streamline ALA is essential so that ALA can respond to a rapidly changing landscape. The Committee on Organization will be presenting their final recommendations from "COO Review".

Francis noted in their meeting they mentioned a \$15 million deficit.

Lombardo asked about the impact of losing Deborah Caldwell Stone with the workforce reduction. The Deputy Director at OIF is very effective and the work of the office is going forward with her leadership.

STATE LIBRARY REPORT

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

Facilities. Considering moving collection of high value but low use collection to a storage facility. Next steps are to find a facility to house their staff.

LSTA Grants. The State Library of Ohio approved twelve LSTA Competitive Grants at its December Board meeting.

Listening Tour. Highlights and Takeaways from the State Librarian's Listening Tour can be found on the State Library's website.

Strategic Planning. Strategic planning for the State Library of Ohio is in process.

IMLS. IMLS is currently doing their IMLS grants which is encouraging.

ALA Fly-In. Knapp will be attending the ALA Fly-In in February. State Librarians (COSLA) group is doing a targeted approach.

OPLIN REPORT

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

ALA Fly-In. Yarman will be going to Washington DC for ALA Fly-In.

Web Accessibility Webinar. Solomon's webinar "Opening Doors Online: the basics of web accessibility" is currently available. If you have questions regarding accessibility reach out to Don Yarman. Bautz thanked the OPLIN team for webinar information.

EXECUTIVE DIRECTOR'S REPORT

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

Institutional Membership Dues Billing. The libraries that are capped have been invoiced. 64 county auditors have responded so OLC can now begin invoicing other libraries.

Institutional Membership Survey. OLC received 71 responses. Feedback will be shared with the Board.

2025 OLC Convention and Expo. Francis thanked the Board and OLC staff for their support of the 2025 Convention & Expo. It was a huge success. OLC celebrated its 130th anniversary, and received great feedback from the Rock and Roll Hall of Fame.

America 250 – Ohio Commission meeting. OLC was asked to present at the America 250 – Ohio Commission meeting in December. OLC staff highlighted events and programs happening in Ohio's public libraries across the state in relation to the nation's 250th birthday.

America 250 – Ohio Kickoff. OLC staff attended kickoff event at the Ohio Statehouse with 400 attendees.

Staff Notes. Jeanine D'Andrea's 33rd Anniversary on the OLC staff was on January 11.

GOVERNMENT AND LEGAL SERVICES REPORT

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

PLF Update. The January PLF distribution came in at \$39,186,904 which is \$839,123 (or -2.10%) below ODT's original estimate that was issued in July of 2025. According to the Office of Budget and Management, total General Revenue Fund tax receipts are \$518.2 million (+3.5%) above estimate for the first six months of Fiscal Year 2026.

Sales Tax Holiday Reminder. The PLF is now a line-item appropriation and is no longer calculated as a percentage of the state's GRF. As a result, public libraries are no longer impacted by the Sales Tax Holiday.

Ohio House and Senate Schedule for First Half of 2026.

The House schedule begins with their first session on Feb. 18 and a final one on June 10. The Senate will be back sooner, with a session planned for Jan. 28, and proposes to wrap up the same week as the House.

Gubernatorial Campaign Update. Both Republican Vivek Ramaswamy and Democrat Amy Acton announced their selection for lieutenant governor running mates. Ramaswamy selected Senate President Rob McColley while Acton selected former Democratic Party Chair David Pepper.

Constitutional Amendment to Eliminate Property Taxes. OLC and other local governments have been meeting to organize opposition against the amendment should it make it to the ballot.

Property Tax Legislation (HB 186, HB 335, HB 309)

HB 309 strengthens the authority of county budget commissions to modify or reduce levies if they deem local government collections to be unnecessary or excessive. This bill becomes effective on March 18, 2026.

OLC Library Legislative Day (March 18). Planning for Legislative Day is underway for March 18 at the Renaissance Columbus Downtown Hotel. Registration for the prep webinar on March 3 is open.

PROFESSIONAL DEVELOPMENT REPORT

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

2025 OLC Convention and Expo. There were over 960 attendees. 64 Exhibit booths and 61 breakout sessions. Francis showed the Peter H. Reynolds drawing for OLC's 130th Anniversary. She thanked Jacobsen for getting it framed.

2026 Events.

Many divisions and committees are meeting to prepare their submissions for 2026 Convention and Expo.

More events will be opening soon now that the budget has been approved.

COMMUNICATIONS REPORT

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

2025 Convention and Expo. The mobile app was implemented, and we continue to see growth in the number of active app users. Evaluation results have been compiled through the app and will be shared with the Program Committee.

2026 Convention and Expo. The Call for Programs for the 2026 Convention and Expo opened on Dec. 16, 2025. The online program submission form is on the OLC website.

Awards and Honors. The online nomination form forms were created for each award category. The nomination process will continue to be promoted in Access, the OLC website and social media.

Advocacy Calendar. The OLC Advocacy Calendar is on website.

Press Release. A press release will be sent regarding Stacey Russell as the 2026 Chair of the OLC Board of Directors.

MEMBERSHIP SERVICES REPORT

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

2026 Individual Membership. A second renewal email is scheduled to be sent on Jan. 26. Member Spotlight articles are coming in and will be published as space allows.

Leadership Tracking. Website updates continue to be made to reflect the 2026 Division Action Councils. Board Liaisons will be updated after today's Board meeting.

NEXT MEETING

The next meeting will be Mar. 13, 2026 at the OLC Office.

ADJOURNMENT

With there being no further business to come before the Board, the meeting was adjourned at 11:58 a.m.

BAUTZ MOVED AND DENERO-AKROYD SECONDED TO ADJOURN AT 11:58 A.M. MOTION PASSED UNANIMOUSLY.