

Proposed AGENDA

170th MEETING of the BOARD of the
OHIO PUBLIC LIBRARY INFORMATION NETWORK (OPLIN)
Mangrove Room, Kalahari Resort, Sandusky
October 5, 2018
10:00 am to 12:00 pm

1. WELCOME and CALL TO ORDER — Michael Penrod

Action items

2. APPROVAL OF THE AGENDA — Michael Penrod **
3. PUBLIC PARTICIPATION — Michael Penrod
4. APPROVAL OF THE MINUTES of August 10 meeting — Michael Penrod **
5. ACCEPTANCE OF THE FINANCIAL REPORTS — Don Yarman **
6. OLD BUSINESS — None
7. NEW BUSINESS — Don Yarman
 1. Request for OPLIN funding in FY2020-FY2021 state budget **
 2. Drupal Upgrade RFP

Reports

8. OPLIN DIRECTOR'S REPORT — Don Yarman
 1. Library Services Manager report — Laura Solomon
 2. Digital Resources Manager report — Mandy Knapp
 3. Technology Projects Manager report — Karl Jendretzky
9. CHAIR'S REPORT — Michael Penrod
10. ADJOURNMENT — Michael Penrod

** Action needed/possible

++ Roll call vote likely

**OHIO PUBLIC LIBRARY INFORMATION NETWORK (OPLIN)
ONE HUNDRED SIXTY-NINTH REGULAR MEETING of the BOARD OF TRUSTEES**

Minutes — August 10, 2018

DRAFT

1. WELCOME and CALL TO ORDER

The one hundred sixty-ninth meeting of the Ohio Public Library Information Network (OPLIN) Board of Trustees was called to order at 10:00 a.m. on Friday, August 10, 2018 by Board Vice-Chair Michael Penrod at the OPLIN office in Columbus, Ohio.

Present were Board members: Angela Baldree, Justin Bumbico, Jeff Garringer, Chris May, Travis McAfee, Michael Penrod, Tara Sidwell, and Garalyn Tomas.

Also present were: Mandy Knapp, Karl Jendretzky, Laura Solomon, and Don Yarman (OPLIN); Beverly Cain (State Library); and Michelle Francis (Ohio Library Council).

ACTION ITEMS

2. NOMINATION and ELECTION OF BOARD OFFICERS

Current Board Vice-Chair Michael Penrod presented the slate of officer candidates recommended by the Nominations Committee: Michael Penrod, Chair; Travis McAfee, Vice-Chair; Chris May, Treasurer; and Jeff Garringer, Secretary. Michael asked if there were any additional nominations or questions, and there were none.

The Vice-Chair called for a vote on the slate of officers submitted by the Nominations Committee; all aye.

3. APPROVAL OF THE AGENDA

Travis McAfee motioned to approve the agenda as presented; Chris May seconded. There was no discussion, so the chair called for a vote on the motion; all aye.

4. ESTABLISH BOARD MEETING SCHEDULE for FY2019

The Chair asked Don Yarman to present the proposed Board meeting schedule for Fiscal Year 2018 and asked for approval of the following schedule of meetings, all at the OPLIN office starting at 10:00 a.m. unless otherwise noted: August 10, 2018; October 5, 2018 (at Kalahari Convention Center, Sandusky); December 14, 2018; February 8, 2019; April 12, 2018; and June 14, 2018. The Chair also asked for approval of two further meetings for planning purposes: August 9, 2018; and October 11, 2018.

Justin Bumbico motioned to approve the Board meeting schedule as presented; Jeff Garringer seconded. There was no discussion, so the Chair called for a vote on the motion; all aye.

5. PUBLIC PARTICIPATION

The Chair called for public participation.

Beverly Cain reported that the State Library, in collaboration with the four regional library systems and OhioNET, have just completed a series of four very successful “Opioids in Communities, Libraries in Response” forums. Attendance was high, and feedback was overwhelming positive. Sam Quinones, author of *DREAMLAND: The True Tale of America’s Opiate Epidemic*, was the keynote speaker at each of the events; Dr. Meghan Harper, Kent State University iSchool, was the closing speaker for each forum, discussing the impact of the opioid epidemic on children and families. Different local practitioner panels and a local speaker from Project DAWN completed the agendas. The State Library is busy drafting their budget, which includes OPLIN, for fiscal years 2020 and 2021, due October 15. Michael Campbell has joined the State Library staff and will be the point of contact for the statewide delivery system. Cain reported that there are particular problems with Priority Dispatch’s Cleveland hub, and reminded libraries to fill out service tickets for problems. A new contract will be negotiated next year. Cain is near the end of the search process to fill the vacancy when Missy Lodge retires at the end of September. The deadline for submitting proposals for competitive LSTA grants up to \$50,000 with a 25% match is August 31. The State Library is offering grants up to \$4,999 to bring a certified mental health first aid trainer to libraries, and the open \$4,999 grant program is available year round. The federal LSTA program officer will be visiting Ohio the week of August 27, spending time at the State Library and visiting local libraries with successful LSTA-funded programs, including the Louisville Public Library which recently opened their new “Sensory Story Time” space for patrons with autism spectrum conditions.

Michael Penrod asked if the budget guidelines projected growth; Cain replied that agencies are permitted to request up to 90% of General Revenue Fund (GRF) programs, and a supplemental budget where they may request up to 10% more. These guidelines do not apply to OPLIN because it is not funded by GRF. Because State Library was cut 13.57% in the last budget, Cain will write a second letter to the budget director arguing for the restoration of some funds.

Michelle Francis reported that attendance at OLC’s regional subject conferences (including the “Beyond Books and Programs” youth services conference in Athens held the same day) has exceeded expectations. State revenues continue to come in above estimates, with the PLF August distribution about \$400,000 more than in 2017. Governor Kasich, the legislature, and local governments are in disagreement about what should be done with the state’s budget surplus – the Governor favoring a tax cut, and local governments wanting some money to help them cope with the opioid crisis locally. OLC has been busy helping OPLIN manage the Lynda.com project, stepping up to launch and track media attention; they will host a webinar for libraries about using and promoting Lynda on August 20. Some legislators have been very excited about Lynda, and OLC is coordinating another big media push at the start of September, when the service should be live in libraries.

Michael Penrod asked if the Lynda excitement is raising OPLIN’s profile with legislature. Francis replied that OPLIN’s instrumental role is foregrounded in the communications; so far, no legislator has asked what OPLIN is.

6. APPROVAL OF THE MINUTES of June 8 meeting

Justin Bumbico motioned to approve the minutes of the June 8, 2018, meeting as presented; Tara Sidwell seconded. There was no discussion, so the Chair called for a vote on the motion; all aye.

7. ACCEPTANCE OF THE FINANCIAL REPORTS

Don Yarman presented the financial reports prepared by Jamie Pardee. A few open encumbrances remain, but the final cash balance at the end of fiscal year 2018 will be approximately \$3.2 million, the high

balance caused mainly due to the FY2017 E-rate reimbursements coming late. The cash balance at the end of the next fiscal year is projected to be \$2.8 million, reflecting a steady spend down of the cash balance within the limits of current spending authority.

Chris May motioned to accept the financial reports; Justin Bumbico seconded. There was no discussion, so the Chair called for a vote on the motion; all aye.

8. OLD BUSINESS

8.1. Selection of cybersecurity/phishing awareness service

Yarman reviewed the rationale for investigating this service: libraries have reported an increase in targeted e-mail (“spear phishing”) campaigns to steal information. In response, Karl Jendretzky first envisioned a service where OPLIN could run 2-3 week tests/educational campaigns for sets of libraries, but soon began to recognize the value in longer educational campaigns controlled by the libraries who could adapt the tests and training to their own needs. Jendretzky began exploring vendor options for MSP services that would let OPLIN license an educational phishing service for libraries statewide, and pass out admin credentials, similar to current procedures for OpenDNS.

SecurityIQ PhishSim & AwareEd	270 sites / 15,000 seats	\$35,000
KnowBe4 Awareness Training Gold	15,000 seats	\$97,950
PhishingBox	Unlimited phishing tests	\$22,500
PhishingBox with Ninjio LMS	Monthly courses	\$210,000

SecurityIQ offers a lower per-seat price, and in staff review, appears to better meet OPLIN’s needs for offering the service to libraries, with better on-boarding materials and promotional webinars.

Garalynn Tomas asked what all the service covered. Jendretzky explained that the target is library staff, not patrons. Staff will receive emails that, just like a real phishing attempt, will seek to fool them into giving up login credentials; if someone falls for it, the service will guide the staff to materials to show them how to avoid being fooled in the future.

Travis McAfee asked if this was limited to email, or does it extend to phone services. Jendretzky replied currently it is just email, but companies are starting to expand as the threats do.

Justin Bumbico asked if accounts could be integrated into library single sign-on systems, like Active Directory. In his tests, Jendretzky did not find that end-users needed to have their own sign-ins for the service – they were sent customized links for the training materials. All the services have Active Directory integration for importing the users, but the users don’t have to authenticate against the system for any reason.

Mandy Knapp asked if there was a way to make sure the user completed the training. Jendretzky confirmed that if users “failed” the test, they can be signed up for training, and administrators could see if they visited and completed the training (the system also reminds users to complete the training).

Justin Bumbico motioned to select SecurityIQ for library cybersecurity/phishing education; Travis McAfee seconded. There was no additional discussion, so the Chair called for a roll call vote on the motion.

Recorded vote: Angela Baldree, aye; Justin Bumbico, aye; Jeff Garringer, aye; Chris May, aye; Travis McAfee, aye; Michael Penrod, aye; Tara Sidwell, aye; Garalyn Tomas, aye.

9. NEW BUSINESS – none

REPORTS

10. OPLIN DIRECTOR'S REPORT

Yarman discussed the successful process of finalizing the contract language with Lynda.com and securing a P.O. for the service before the end of the fiscal year. He described how the licensing breaks down: 4,265 concurrent user licenses, divided among the 251 library organizations according to population served. The current software cannot track and limit concurrent users, and Yarman opposes the imposition of limits narrower than the full licensed number for the state. The statewide agreement excludes access for the State Library and their service to state employees, as that conflicts with the territory of a different sales department.

Lynda.com authenticates library users by querying their local patron databases directly, so each library has its own “portal” set up. OPLIN staff helped coordinate the communication and on-boarding of Ohio libraries by focusing first on library consortia, then grouping libraries together by software platform (Polaris, Sierra, SirsiDynix, etc.) As of meeting time, twenty-five library portals were not yet set up.

OPLIN received an open records/FOIA request for details on the contract and pricing with Lynda.com. At the advice of the Attorney General’s Office, Yarman informed Lynda.com of the request, and intended to send the information to the requester at the beginning of the next week.

Yarman and Mandy Knapp talked with staff at OhioMeansJobs.com about creating linkages between the Ohio Means Jobs portal and the Lynda.com access. Michelle Francis asked whether they would develop a “crosswalk” of Lynda courses with Ohio’s list of in-demand jobs. Yarman confirmed that the crosswalk has already been created and agencies are exploring where best to present that. In addition, the customer success team at Lynda.com have offered to develop other curated learning paths and collections.

10.1. Library Services Manager report

Laura Solomon reported that Kinsman and Arcanum libraries have launched new website kits. Because of concerns about migrating sites to the next version of Drupal, she has slowed down promotion of the service to new libraries, instead working with existing customers to update their designs. The next version of Drupal 8 is due out at the beginning of September, and Solomon hopes this improves the upgrade process from Drupal 7. Solomon has been exploring the development of structured data and its relevance to library websites. In addition to creating the “rich snippets” that users see when searching certain subjects (such as events), structured data helps make websites interact better with voice services like Alexa, Google Home, and Siri. Voice interfaces are on the rise; Solomon notes that 1 in 4 American homes now has an Amazon Echo.

8.2. Digital Resources Manager report

Mandy Knapp showed the usage stats for the new Ohio Web Library databases on the report, explaining that she charted new resources separately because, after one month’s stats, there is not trend line. Some vendors (Oxford, Chilton’s by Gale) have a delay before statistics are provided. Knapp explained that Transparent Language statistics (and eventually Lynda.com statistics) will be reported separately from other databases; those statistics will report session information, rather than searches and documents. OPLIN has arranged many training webinars for the new databases; the genealogy webinars were particularly well-attended. Knapp also reported that she has filed the BEAR forms for last service year, and most of the refunds have already been received.

8.3. Technology Projects Manager report

Karl Jendretzky reported that 165 replacement routers have been deployed, and the process remains smooth. The default configuration has a SIP (session interchange protocol) port conflict with some InnReach member libraries; Jendretzky fixes those as crop up. He typically checks the new routers early in the morning, correcting configuration errors hours before libraries open.

The software on the OPLIN core routers was upgraded in June. Jendretzky explained that this upgrade corrects a deficiency that caused the bridged, redundant cores to “split apart” in September 2017. Jendretzky plans to have the second core back in production before the October Board meeting.

With the E-rate service year starting in July, July is a busy month with circuit changes. All CLEVNET libraries on Time Warner (Spectrum) and Everstream have been moved to the new CLEVNET core (including the new member, Morley Library). Two new 10Gb AT&T collector ports have been installed in the core. Jendretzky will move the Greene County library’s circuit to the new port as a test before beginning the migration of the remaining CLEVNET libraries, followed by the Cleveland Public Library branches

The NEO regional library system moved offices with very short notice, so they are currently without OPLIN-provided internet, but the order with Spectrum is in process. Estimated installation is late September.

Jendretzky described the SOCC Co-Location Center in “Network Room 3” for the benefit of new Board members, and reported that Greene County has moved a couple servers into OPLIN rack space, and that Worthington is scheduled to move in equipment the following week – Worthington and Greene County will be the first tenants to share rack space. Jendretzky arranged a SOCC tour for the SEO consortium and some metropolitan libraries (including Cincinnati, Cuyahoga County, and Akron); Cincinnati is looking to host disaster-recovery equipment there.

The OPLIN list server has been moved to Amazon Web Services, so now all of OPLIN’s public servers except for EZProxy are running on AWS. This eliminates hardware troubles and updates, enhances remote management, and is more easily scalable.

Because the Gongwer news service changed how it delivers its email subscription, Jendretzky wrote a piece of software that edits the links in the Gongwer email (so that links will use EZProxy authentication) and forwards messages to OPLIN’s subscriber list. While the software was built for Gongwer, it can be used for any email service that we want to do something programmatic to. Jendretzky also has been developing a framework for gathering stats from Lynda.com, which requires a separate admin login for each library account.

Two additional libraries have begun using OpenDNS, bringing the total to 154 libraries. A library branch was having trouble with OpenDNS, which led to the discovery that their local ISP was intercepting DNS requests.

Jendretzky reconfigured the SMS Gateway so that he can now distinguish between the CLEVNET member libraries; 142 libraries now use the service, which sends out about 130,000 messages per month.

9. CHAIR'S REPORT

The Chair announced he was appointing past Chair Joe Greenward as an at-large member of the executive committee.

13. ADJOURNMENT

The Chair adjourned the meeting at 11:35 a.m.

OPLIN FINANCIAL REPORTS

AS OF AUGUST 31, 2018

**STATE LIBRARY BOARD
OHIO PUBLIC LIBRARY INFORMATION NETWORK
BUDGET/EXPENDITURES
FY 2018 - JULY 1, 2017 through JUNE 30, 2018**

**FY 2018
(Updated 6/30/18)**

OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
ADMINISTRATION					
Salaries/Benefits-5 OPLIN staff	4S40	538,060.00	0.00	522,705.09	15,354.91
Board Travel	4S40	4,400.00	0.00	4,081.90	318.10
Office Supplies	4S40	3,000.00	0.00	2,632.51	367.49
OPLIN Staff Travel/Reg Fees/Drug Tests	4S40	15,300.00	0.00	12,496.22	2,803.78
Postage/Shipping	4S40	100.00	0.00	17.63	82.37
Telephone	4S40	1,600.00	0.00	1,346.76	253.24
Building Rent	4S40	28,870.00	0.00	28,863.86	6.14
Printing/Advertising	4S40	3,500.00	0.00	3,114.50	385.50
Fees for Financial Disclosure Statements	4S40	1,100.00	0.00	1,080.00	20.00
DAS/Real Estate Fees	4S40	100.00	0.00	0.00	100.00
Meetings/Conferences	4S40	20,000.00	0.00	20,000.00	0.00
Subscriptions/Memberships	4S40	20.00	0.00	0.00	20.00
Equipment/Software/Other	4S40	27,700.00	0.00	26,380.27	1,319.73
Consultant	4S40	0.00	0.00	0.00	0.00
Surplus	4S40	1,000.00	0.00	867.46	132.54
SLO Fiscal & HR services	4S40	0.00	0.00	0.00	0.00
ADMINISTRATION - TOTAL		\$644,750.00	\$0.00	\$623,586.20	\$21,163.80

OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
INFORMATION RESOURCES					
OH-TECH (Libraries Connect)	4S40	1,186,121.00	0.00	1,186,121.00	0.00
Continuous learning resources	4S40	0.00	0.00	0.00	0.00
Genealogy	4S40	0.00	0.00	0.00	0.00
Rotunda (Capital Connection-Hannah Report)	4S40	17,000.00	0.00	17,000.00	0.00
Gongwers (Ohio Report)	4S40	11,000.00	0.00	11,000.00	0.00
INFORMATION RESOURCES-TOTAL		\$1,214,121.00	\$0.00	\$1,214,121.00	\$0.00
OTHER LIBRARY SUPPORT SERVICES					
Hardware/Software Maintenance/Equipment	4S40	15,000.00	0.00	6,367.45	8,632.55
E-Rate Svcs (E-Tech) (OPLIN Appl/Workshops/Cons)	4S40	45,000.00	0.00	45,000.00	0.00
Filtering - Open DNS	4S40	48,430.00	0.00	48,427.31	2.69
EzProxy	4S40	37,430.00	0.00	37,422.00	8.00
DPLA membership fee	4S40	5,000.00	0.00	5,000.00	0.00
Travel for trainers	4S40	10,000.00	0.00	0.00	10,000.00
OTHER LIBRARY SUPPORT SERVICES - TOTAL		\$160,860.00	\$0.00	\$142,216.76	\$18,643.24
OPLIN ACCOUNTS					
TELECOMMUNICATIONS					
OIT/GOSIP	4S40	775,000.00	0.00	763,499.12	11,500.88
SOCC Co-location		48,500.00	0.00	48,291.35	208.65
AT&T/Time Warner-Somac/T1/DS3/Ethernet lines	4S40	1,780,000.00	0.00	1,772,448.69	7,551.31
TELECOMMUNICATIONS - TOTAL		\$2,603,500.00	\$0.00	\$2,584,239.16	\$19,260.84
UNPLANNED SPENDING AUTHORITY	4S40	\$1,066,557.00	\$0.00	\$0.00	\$1,066,557.00
TOTAL 4S40 - OPLIN - FY 2018		\$5,689,788.00	\$0.00	\$4,564,163.12	\$1,125,624.88

**STATE LIBRARY BOARD
OHIO PUBLIC LIBRARY INFORMATION NETWORK
BUDGET/EXPENDITURES
FY 2019 - JULY 1, 2018 through JUNE 30, 2019**

**FY 2019
Updated 8/31/18**

OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
ADMINISTRATION					
Salaries/Benefits-5 OPLIN staff	4S40	525,000.00	0.00	102,786.41	422,213.59
Board Travel	4S40	4,500.00	0.00	767.52	3,732.48
Office Supplies	4S40	2,500.00	0.00	150.07	2,349.93
OPLIN Staff Travel/Reg Fees/Drug Tests	4S40	12,000.00	0.00	2,186.00	9,814.00
Postage/Shipping	4S40	50.00	0.00	0.00	50.00
Telephone	4S40	1,500.00	0.00	193.73	1,306.27
Building Rent	4S40	28,870.00	21,233.84	7,077.94	558.22
Printing/Advertising	4S40	2,500.00	1,645.00	387.00	468.00
Fees for Financial Disclosure Statements	4S40	1,100.00	0.00	0.00	1,100.00
DAS/Real Estate Fees	4S40	700.00	0.00	0.00	700.00
Meetings/Conferences	4S40	10,000.00	0.00	0.00	10,000.00
Subscriptions/Memberships	4S40	50.00	0.00	0.00	50.00
Equipment/Software/Other	4S40	25,000.00	0.00	2,537.33	22,462.67
Surplus	4S40	500.00	0.00	0.00	500.00
SLO Fiscal & HR Services	4S40	10,000.00	0.00	0.00	10,000.00
ADMINISTRATION - TOTAL		\$624,270.00	\$22,878.84	\$116,086.00	\$485,305.16

OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
INFORMATION RESOURCES					
OH-TECH (Libraries Connect)	4S40	1,000,000.00	0.00	1,000,000.00	0.00
Genealogy Resources	4S40	570,000.00	0.00	570,000.00	0.00
Continuous Learning Resources	4S40	720,000.00	0.00	709,593.75	10,406.25
Rotunda (Capital Connection-Hannah Report)	4S40	17,000.00	0.00	17,000.00	0.00
Gongwers (Ohio Report)	4S40	12,000.00	0.00	12,000.00	0.00
INFORMATION RESOURCES-TOTAL		\$2,319,000.00	\$0.00	\$2,308,593.75	\$10,406.25
OTHER LIBRARY SUPPORT SERVICES					
Hardware/Software Maintenance/Equipment	4S40	12,000.00	0.00	0.00	12,000.00
E-Rate Services	4S40	36,000.00	33,000.00	3,000.00	0.00
Filtering - Open DNS	4S40	50,000.00	0.00	49,880.13	119.87
EzProxy	4S40	41,200.00	0.00	39,667.32	1,532.68
DPLA membership fee	4S40	5,000.00	0.00	5,000.00	0.00
SOCC Co-location	4S40	52,000.00	0.00	27,530.42	24,469.58
travel for trainers	4S40	2,000.00	0.00	0.00	2,000.00
OTHER LIBRARY SUPPORT SERVICES - TOTAL		\$198,200.00	\$33,000.00	\$125,077.87	\$40,122.13
OPLIN ACCOUNTS					
TELECOMMUNICATIONS					
OIT/GOSIP	4S40	770,000.00	0.00	0.00	770,000.00
AT&T/Time Warner-Somac/T1/DS3/Ethernet lines	4S40	1,701,000.00	0.00	317,572.43	1,383,427.57
TELECOMMUNICATIONS - TOTAL		\$2,471,000.00	\$0.00	\$317,572.43	\$2,153,427.57
UNPLANNED SPENDING AUTHORITY	4S40	\$77,318.00	\$0.00	\$0.00	\$77,318.00
TOTAL 4S40 - OPLIN - FY 2019		\$5,689,788.00	\$55,878.84	\$2,867,330.05	\$2,766,579.11

**STATE LIBRARY BOARD
OHIO PUBLIC LIBRARY INFORMATION NETWORK
BUDGET/EXPENDITURES
FY 2020 - JULY 1, 2019 through JUNE 30, 2020**

**FY 2020
(Updated 4/30/18)**

OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
ADMINISTRATION					
Salaries/Benefits-5 OPLIN staff	4S40	542,575.00	0.00	0.00	542,575.00
Board Travel	4S40	4,400.00	0.00	0.00	4,400.00
Office Supplies	4S40	2,200.00	0.00	0.00	2,200.00
OPLIN Staff Travel/Reg Fees/Drug Tests	4S40	12,000.00	0.00	0.00	12,000.00
Postage/Shipping	4S40	80.00	0.00	0.00	80.00
Telephone	4S40	1,600.00	0.00	0.00	1,600.00
Building Rent	4S40	28,870.00	0.00	0.00	28,870.00
Printing/Advertising	4S40	1,000.00	0.00	0.00	1,000.00
Fees for Financial Disclosure Statements	4S40	1,100.00	0.00	0.00	1,100.00
DAS/Real Estate Fees	4S40	700.00	0.00	0.00	700.00
Meetings/Conferences	4S40	10,000.00	0.00	0.00	10,000.00
Subscriptions/Memberships	4S40	50.00	0.00	0.00	50.00
Equipment/Software/Other	4S40	20,000.00	0.00	0.00	20,000.00
Surplus	4S40	500.00	0.00	0.00	500.00
SLO Fiscal & HR services	4S40	10,000.00	0.00	0.00	10,000.00
ADMINISTRATION - TOTAL		\$635,075.00	\$0.00	\$0.00	\$635,075.00

OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
INFORMATION RESOURCES					
OH-TECH (Libraries Connect)	4S40	1,075,000.00	0.00	0.00	1,075,000.00
Continuous learning resources	4S40	720,000.00	0.00	0.00	720,000.00
Genealogy	4S40	587,100.00	0.00	0.00	587,100.00
Rotunda (Capital Connection-Hannah Report)	4S40	17,000.00	0.00	0.00	17,000.00
Gongwers (Ohio Report)	4S40	11,000.00	0.00	0.00	11,000.00
INFORMATION RESOURCES-TOTAL		\$2,410,100.00	\$0.00	\$0.00	\$2,410,100.00
OTHER LIBRARY SUPPORT SERVICES					
Hardware/Software Maintenance/Equipment	4S40	15,000.00	0.00	0.00	15,000.00
E-Rate Svcs (E-Tech) (OPLIN Appl/Workshops/Cons)	4S40	32,000.00	0.00	0.00	32,000.00
Filtering - Open DNS	4S40	49,000.00	0.00	0.00	49,000.00
EzProxy	4S40	43,500.00	0.00	0.00	43,500.00
DPLA membership fee	4S40	5,000.00	0.00	0.00	5,000.00
Travel for trainers	4S40	3,000.00	0.00	0.00	3,000.00
OTHER LIBRARY SUPPORT SERVICES - TOTAL		\$147,500.00	\$0.00	\$0.00	\$147,500.00
OPLIN ACCOUNTS					
OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
TELECOMMUNICATIONS					
OIT/GOSIP	4S40	770,000.00	0.00	0.00	770,000.00
SOCC co-location	4S40	53,000.00	0.00	0.00	53,000.00
AT&T/Time Warner-Somac/T1/DS3/Ethernet lines	4S40	1,650,000.00	0.00	0.00	1,650,000.00
TELECOMMUNICATIONS - TOTAL		\$2,473,000.00	\$0.00	\$0.00	\$2,473,000.00
UNPLANNED SPENDING AUTHORITY	4S40	\$24,113.00	\$0.00	\$0.00	\$24,113.00
TOTAL 4S40 - OPLIN - FY 2020		\$5,689,788.00	\$0.00	\$0.00	\$5,689,788.00

**STATE LIBRARY BOARD
OHIO PUBLIC LIBRARY INFORMATION NETWORK
BUDGET/EXPENDITURES
FY 2021 - JULY 1, 2020 through JUNE 30, 2021**

**FY 2021
(Updated 4/30/18)**

OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
ADMINISTRATION					
Salaries/Benefits-5 OPLIN staff	4S40	557,495.00	0.00	0.00	557,495.00
Board Travel	4S40	4,400.00	0.00	0.00	4,400.00
Office Supplies	4S40	2,200.00	0.00	0.00	2,200.00
OPLIN Staff Travel/Reg Fees/Drug Tests	4S40	12,000.00	0.00	0.00	12,000.00
Postage/Shipping	4S40	80.00	0.00	0.00	80.00
Telephone	4S40	1,600.00	0.00	0.00	1,600.00
Building Rent	4S40	28,870.00	0.00	0.00	28,870.00
Printing/Advertising	4S40	1,000.00	0.00	0.00	1,000.00
Fees for Financial Disclosure Statements	4S40	1,100.00	0.00	0.00	1,100.00
DAS/Real Estate Fees	4S40	700.00	0.00	0.00	700.00
Meetings/Conferences	4S40	10,000.00	0.00	0.00	10,000.00
Subscriptions/Memberships	4S40	50.00	0.00	0.00	50.00
Equipment/Software/Other	4S40	20,000.00	0.00	0.00	20,000.00
Surplus	4S40	500.00	0.00	0.00	500.00
SLO Fiscal & HR services	4S40	10,000.00	0.00	0.00	10,000.00
ADMINISTRATION - TOTAL		\$649,995.00	\$0.00	\$0.00	\$649,995.00

OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
INFORMATION RESOURCES					
OH-TECH (Libraries Connect)	4S40	1,075,000.00	0.00	0.00	1,075,000.00
Continuous learning resources	4S40	720,000.00	0.00	0.00	720,000.00
Genealogy	4S40	604,713.00	0.00	0.00	604,713.00
Rotunda (Capital Connection-Hannah Report)	4S40	17,000.00	0.00	0.00	17,000.00
Gongwers (Ohio Report)	4S40	11,000.00	0.00	0.00	11,000.00
INFORMATION RESOURCES-TOTAL		\$2,427,713.00	\$0.00	\$0.00	\$2,427,713.00
OTHER LIBRARY SUPPORT SERVICES					
Hardware/Software Maintenance/Equipment	4S40	15,000.00	0.00	0.00	15,000.00
E-Rate Svcs (E-Tech) (OPLIN Appl/Workshops/Cons)	4S40	32,000.00	0.00	0.00	32,000.00
Filtering - Open DNS	4S40	48,430.00	0.00	0.00	48,430.00
EzProxy	4S40	43,500.00	0.00	0.00	43,500.00
DPLA membership fee	4S40	5,000.00	0.00	0.00	5,000.00
Travel for trainers	4S40	3,000.00	0.00	0.00	3,000.00
OTHER LIBRARY SUPPORT SERVICES - TOTAL		\$146,930.00	\$0.00	\$0.00	\$146,930.00
OPLIN ACCOUNTS					
OPLIN ACCOUNTS	FUND	BUDGET	OPEN ENCUMBRANCES	DISBURSEMENTS	AVAILABLE BALANCE
TELECOMMUNICATIONS					
OIT/GOSIP	4S40	770,000.00	0.00	0.00	770,000.00
SOCC co-location	4S40	53,000.00	0.00	0.00	53,000.00
AT&T/Time Warner-Somac/T1/DS3/Ethernet lines	4S40	1,650,000.00	0.00	0.00	1,650,000.00
TELECOMMUNICATIONS - TOTAL		\$2,473,000.00	\$0.00	\$0.00	\$2,473,000.00
UNPLANNED SPENDING AUTHORITY	4S40	(\$7,850.00)	\$0.00	\$0.00	(\$7,850.00)
TOTAL 4S40 - OPLIN - FY 2021		\$5,689,788.00	\$0.00	\$0.00	\$5,689,788.00

**OHIO PUBLIC LIBRARY INFORMATION NETWORK
REVENUE/CASH BALANCE
FY 2019 - JULY 1, 2018 through JUNE 30, 2019**

**(FY 2019)
(Updated 8/31/18)**

	Other Revenue	E-Rate	Public Library Fund	Total
FUND 4S40-OPLIN TECHNOLOGY FUND				
July 1, 2018 Cash Balance	\$500,035.70	\$2,692,101.99	\$14,696.48	\$3,176,834.17
FY 2019 Estimated Receipts (Telecommunication Refunds)	3,000.00	0.00	0.00	3,000.00
FY 2019 Receipts (Telecommunication Refunds) - as of August 31, 2018	0.00	0.00	0.00	0.00
FY 2019 estimated Receipts (E-Rate)	0.00	1,078,832.06	0.00	1,078,832.06
FY 2019 Receipts (E-Rate) - as of August 31, 2018	0.00	521,167.94	0.00	521,167.94
FY 2019 Estimated Receipts (Web Services)	1,205.37	0.00	0.00	1,205.37
FY 2019 Receipts (Web Services) - as of August 31, 2018	33,794.63	0.00	0.00	33,794.63
FY 2019 Estimated Receipts (Transfer from the Public Library Fund)	0.00	0.00	3,074,823.34	3,074,823.34
FY 2019 Receipts (Transfer from the Public Library Fund)-as of 8/31/18	0.00	0.00	614,964.66	614,964.66
FY 2019 Estimated Disbursements (Administration)	0.00	0.00	(508,184.00)	(508,184.00)
FY 2019 Disbursements (Administration) - as of August 31, 2018	0.00	0.00	(116,086.00)	(116,086.00)
FY 2019 Estimated Disbursements (Information Resources)	0.00	0.00	(10,406.25)	(10,406.25)
FY 2019 Disbursements (Information Resources) - as of August 31, 2018	0.00	0.00	(2,308,593.75)	(2,308,593.75)
FY 2019 Estimated Disbursements (Other Library Support Services)	0.00	0.00	(73,122.13)	(73,122.13)
FY 2019 Disbursements (Other Library Support Services)-as of August 31,	0.00	0.00	(125,077.87)	(125,077.87)
FY 2019 Estimated Disbursements (Telecommunications)	0.00	(1,726,840.25)	(426,587.32)	(2,153,427.57)
FY 2019 Disbursements (Telecommunications) - as of August 31, 2018	0.00	(234,113.64)	(83,458.79)	(317,572.43)
June 30, 2019 Cash Balance	\$538,035.70	\$2,331,148.10	\$52,968.37	\$2,892,152.17

**OHIO PUBLIC LIBRARY INFORMATION NETWORK
REVENUE/CASH BALANCE
FY 2020 - JULY 1, 2019 through JUNE 30, 2020**

**(FY 2020)
(Updated 5/10/18)**

	Other Revenue	E-Rate	Public Library Fund	Total
FUND 4S40-OPLIN TECHNOLOGY FUND				
July 1, 2019 Cash Balance	\$538,035.70	\$2,331,148.10	\$52,968.37	\$2,892,152.17
FY 2020 Estimated Receipts (Telecommunication Refunds)	6,400.00	0.00	0.00	6,400.00
FY 2020 Receipts (Telecommunication Refunds) - as of	0.00	0.00	0.00	0.00
FY 2020 estimated Receipts (E-Rate)	0.00	1,600,000.00	0.00	1,600,000.00
FY 2020 Receipts (E-Rate) - as of	0.00	0.00	0.00	0.00
FY 2020 Estimated Receipts (Web Services)	33,000.00	0.00	0.00	33,000.00
FY 2020 Receipts (Web Services) - as of	0.00	0.00	0.00	0.00
FY 2020 Estimated Receipts (Transfer from the Public Library Fund)	0.00	0.00	3,689,788.00	3,689,788.00
FY 2020 Receipts (Transfer from the Public Library Fund)-as of	0.00	0.00	0.00	0.00
FY 2020 Estimated Disbursements (Administration)	0.00	0.00	(635,075.00)	(635,075.00)
FY 2020 Disbursements (Administration) - as of	0.00	0.00	0.00	0.00
FY 2020 Estimated Disbursements (Information Resources)	0.00	0.00	(2,410,100.00)	(2,410,100.00)
FY 2020 Disbursements (Information Resources) - as of	0.00	0.00	0.00	0.00
FY 2020 Estimated Disbursements (Other Library Support Services)	0.00	0.00	(147,500.00)	(147,500.00)
FY 2020 Disbursements (Other Library Support Services)-as of	0.00	0.00	0.00	0.00
FY 2020 Estimated Disbursements (Telecommunications)	0.00	(1,973,000.00)	(500,000.00)	(2,473,000.00)
FY 2020 Disbursements (Telecommunications) - as of	0.00	0.00	0.00	0.00
June 30, 2020 Cash Balance	\$577,435.70	\$1,958,148.10	\$50,081.37	\$2,555,665.17

**OHIO PUBLIC LIBRARY INFORMATION NETWORK
REVENUE/CASH BALANCE
FY 2021 - JULY 1, 2020 through JUNE 30, 2021**

**(FY 2021)
(Updated 5/10/18)**

	Other Revenue	E-Rate	Public Library Fund	Total
FUND 4S40-OPLIN TECHNOLOGY FUND				
July 1, 2020 Cash Balance	\$577,435.70	\$1,958,148.10	\$50,081.37	\$2,555,665.17
FY 2021 Estimated Receipts (Telecommunication Refunds)	6,400.00	0.00	0.00	6,400.00
FY 2021 Receipts (Telecommunication Refunds) - as of	0.00	0.00	0.00	0.00
FY 2021 estimated Receipts (E-Rate)	0.00	1,600,000.00	0.00	1,600,000.00
FY 2021 Receipts (E-Rate) - as of	0.00	0.00	0.00	0.00
FY 2021 Estimated Receipts (Web Services)	33,000.00	0.00	0.00	33,000.00
FY 2021 Receipts (Web Services) - as of	0.00	0.00	0.00	0.00
FY 2021 Estimated Receipts (Transfer from the Public Library Fund)	0.00	0.00	3,689,788.00	3,689,788.00
FY 2021 Receipts (Transfer from the Public Library Fund)-as of	0.00	0.00	0.00	0.00
FY 2021 Estimated Disbursements (Administration)	0.00	0.00	(649,995.00)	(649,995.00)
FY 2021 Disbursements (Administration) - as of	0.00	0.00	0.00	0.00
FY 2021 Estimated Disbursements (Information Resources)	0.00	0.00	(2,427,713.00)	(2,427,713.00)
FY 2021 Disbursements (Information Resources) - as of	0.00	0.00	0.00	0.00
FY 2021 Estimated Disbursements (Other Library Support Services)	0.00	0.00	(146,930.00)	(146,930.00)
FY 2021 Disbursements (Other Library Support Services)-as of	0.00	0.00	0.00	0.00
FY 2021 Estimated Disbursements (Telecommunications)	0.00	(2,003,000.00)	(470,000.00)	(2,473,000.00)
FY 2021 Disbursements (Telecommunications) - as of	0.00	0.00	0.00	0.00
June 30, 2021 Cash Balance	\$616,835.70	\$1,555,148.10	\$45,231.37	\$2,187,215.17

OPLIN Board Meeting October 5, 2018

Agenda Item 7.1 Request for OPLIN funding in FY2020-FY2021 state budget

Background:

Prior to 2015, the OPLIN's strategic plan included the objective "Convince legislators that OPLIN services should not be funded from the Public Library Fund." That objective is no longer part of OPLIN's strategy. As I was preparing OPLIN's appropriations request for the next biennium, I noticed some references to the former objective. Initially, I had planned to ask the Board about removing these references. On closer examination, I find that they contain comprehensive summaries of OPLIN's funding history and accurately characterize the impact of PLF funding on OPLIN's operations (and vice versa).

In "Appendix F-Program Budget Request," in the Program Revenue section:

Fund 4S40, OPLIN Technology, was created under H.B. 117 during the FY1996-1997 biennial budget and included \$8,000,000 to cover one-time costs for the OPLIN network. Fund 4S40 began receiving revenue from E-rate and other purposes in FY2000. Spending authority in Fund 4S40 (350-604) has continued to be requested since FY2000. The OPLIN core program was funded from GRF funds during FY1996 through FY2001. From FY2002 through FY2004, the OPLIN was funded within Fund 4S40 by a transfer of funds from the Library and Local Government Support Fund (LLGSF). The OPLIN core program for FY2005 through FY2009 was again funded from GRF. From FY2010 through FY2017, the OPLIN has been funded within Fund 4S40 by a transfer of funds from the Public Library Fund (PLF). This transfer was offset by a concurrent transfer of funds from the GRF to the PLF in the FY2010-2011 biennium; in the FY2012-2013 biennium, this offsetting transfer of funds from the GRF to the PLF was discontinued.

[...]

Since the FY2012-2013 biennium, the Director of the Office of Budget and Management has been required to transfer cash in each fiscal year from the Public Library Fund (Fund 7065) to the OPLIN Technology Fund (Fund 4S40), even though the PLF (formerly LLGSF) was established for the express purpose of supporting local public libraries; this creates a problem for the OPLIN in regard to cooperative ventures that do not solely involve public libraries. This transfer also removes a significant amount of funds from the PLF.

In the "Internal and External Impacts" section, there is a question about interactions with other state programs:

The fact that the OPLIN funding is drawn entirely from the Public Library Fund is a barrier to more inter-agency cooperation. The PLF is intended to support local public library activities, but some of the most effective and innovative OPLIN activities are undertaken in collaboration with other state government organizations and involve all types of Ohio libraries. The partnership with OhioLINK and INFOhio, leveraging our state funds and federal funds administered by the State Library to jointly negotiate a favorable price for high quality electronic information resources that are appropriate for all four customer groups, is one such example. Because our funding source is a challenge for such cooperative services, the OPLIN Board has repeatedly requested that OPLIN funding be returned to the GRF.

Action needed:

Discuss whether it's advisable to leave this language in place, or to change or remove it.

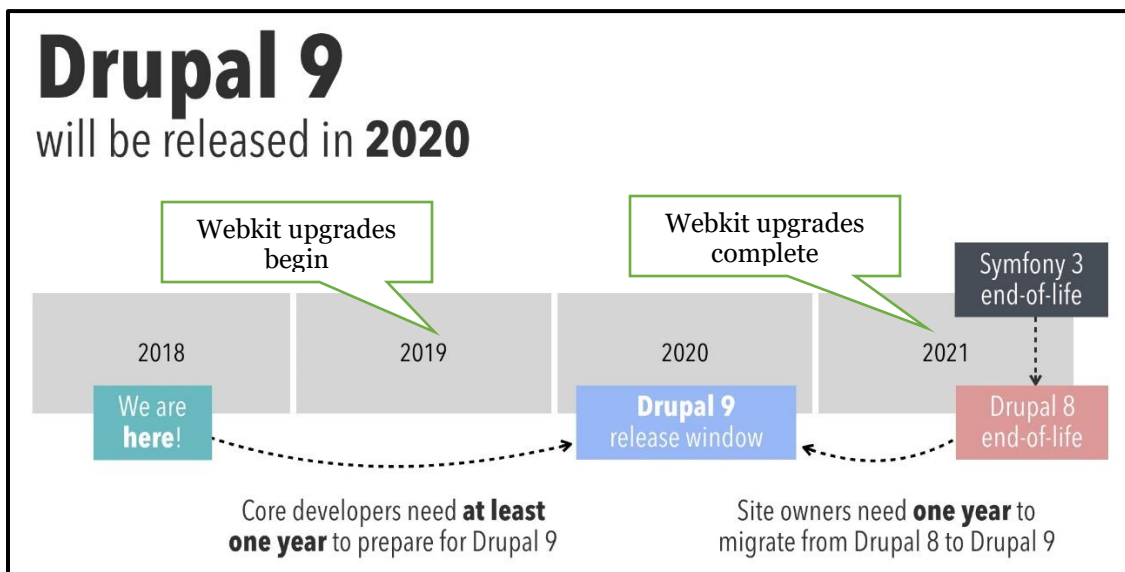
OPLIN Board Meeting October 5, 2018

Agenda Item 7.2 Drupal Upgrade RFP

Background:

OPLIN hosts 80 public library websites, running the latest release of Drupal 7. As Laura Solomon has discussed, Drupal 8 has been released, and she has been watching for the signs that indicate it is time to upgrade. We had thought that, as soon as Drupal 9 was out in beta, we would begin moving our client sites to Drupal 8, in advance of Drupal 7 end-of-life.

A few weeks ago, it was announced that Drupal 9 will be released in 2020, and that both Drupal 7 & 8 will be end-of-life **one year later**, in November 2021.



At a brisk pace of one library website per week, it will take over a year and a half to upgrade the OPLIN Webkit sites.

Laura has reached out to some Drupal service providers she is familiar with for their thoughts on the work needed and cost estimates. Our plan is to draft an RFP for release early in 2019, select and negotiate with vendor(s) in the spring for a project to begin July 2019 and conclude before the end of June 2021.

Action needed:

None at this time.

Director's Report

August 11, 2018 – October 5, 2018

Lynda.com

By September 1, all Ohio libraries but 4 were up on Lynda.com. Chillicothe and Alexandria had discontinued or trial subscriptions that were interfering with the new access, and a glitch in OPLIN's link swapper was blocking remote patrons of Sabina. On September 25, the Morley Library's patron records went live on CLEVNET, making Morley the last library to come up on Lynda.

I responded to the open records/FOIA request that I had discussed at the last OPLIN Board meeting; there has been no follow-up. I have responded to two library directors who contacted me with concerns about patron privacy or questions about the selection process. Libraries which were former Lynda subscribers have been inspired by renewed public interest to update their portal settings and revise the FAQ sections on their local websites.

Mandy created a "Librarian Tips" page on the OPLIN site to help with some of the more complicated support messaging, such as the complicated path patrons must follow to access Lynda's mobile apps, or the various ways to recover lost passwords. We continue to add information to that page as necessary.

Office Activities (highlights)

August 16	<i>Don</i> met with LCO directors
	<i>Karl</i> at SOCC for Worthington Libraries move into Co-Location space.
August 20	<i>Don</i> presented Lynda.com webinar with Michelle Francis
August 21	<i>Laura</i> trained Kinsman Free Public Library on their new Webkit site
August 24	<i>Karl</i> traveled to northwest Ohio to deploy routers at Toledo-Lucas County Public Library and Way Public Library
	<i>Don</i> in OLC Government Relations Committee/Legislative Network conference call
August 28	<i>Laura</i> trained Hubbard Public Library on their new Webkit site
August 29	<i>Mandy and Don</i> spoke with Allister Chang, director of Libraries Without Borders
August 31	<i>Eric</i> began internship at OPLIN
September 4	<i>Mandy</i> presented OWL Training Webinar - Genealogy

September 5	<i>Laura</i> trained Arcanum Public Library on their new Webkit site
	<i>Karl</i> coordinated Findlay-Hancock County Public Library VOIP migration
September 6	<i>Mandy</i> presented OWL Training Webinar
September 7	<i>Mandy</i> at CEC Meeting
September 11	<i>Laura</i> trained Medina County District Library on their new Webkit site
September 12	<i>Laura</i> presented website usability webinar for NEO-RLS
September 13	<i>Don</i> attended OC3 Education and Workforce Development Subcommittee meeting virtually
	<i>Mandy</i> presented OWL Training Webinar
September 14	<i>Don and Eric</i> at OLC Board Meeting
September 19	<i>Mandy</i> presented OWL Training Webinar
September 20	<i>Mandy</i> monitored Lorrie Germann's BEAR webinar
September 21	<i>Don</i> on "Off the Shelf" radio program, WDLR
September 22	Missy Lodge retirement reception, State Library
September 26	<i>Mandy</i> monitored Lorrie Germann's Form 486 webinar
September 27	<i>Laura</i> presented Webkit refresher webinar to Brown Memorial Public Library
September 28	<i>Mandy and Eric</i> at Pemberville Public Library for Wood County collaborative staff training day; <i>Mandy</i> presented Ohio Web Library training
October 3-5	OLC Convention and Expo



Annual Report

Fiscal Year 2018

July 1, 2017 – June 30, 2018

This Annual Report presents current information about the OPLIN organization, OPLIN financials, OPLIN services, and OPLIN technology leadership.

The **Ohio Public Library Information Network (OPLIN)** provides broadband internet connections and related information services to Ohio public libraries. Our vision is to ensure that all Ohio residents have fast, free public internet access through the 251 local public library systems in Ohio, as well as the use of high-quality statewide research databases.

OPLIN is defined in the Ohio Revised Code section 3375.64 as "an independent agency within the State Library of Ohio, for the purpose of ensuring equity of access to electronic information for all residents of this state." Planning for OPLIN started at the beginning of 1994 under the leadership of the Ohio Library Council (OLC) and it was established in the State Library budget in fiscal year 1996.

OPLIN collaborates with other state agencies, receiving extensive operational support from the State Library of Ohio and network management assistance from the Ohio Office of Information Technology (OIT).

The current OPLIN Strategic Plan is online at oplin.ohio.gov/strategic-plan.

Board of Trustees FY2018

Joe Greenward (*Chair*), Lane Libraries
Michael Penrod (*Vice-Chair*), Wood County District Public Library
Chris May (*Secretary*), Mansfield-Richland County Public Library
Travis McAfee (*Treasurer*), Way Public Library
Jamie Black, Loudonville Public Library Trustee
Susan Brown, former Washington-Centerville PL Trustee
Jill Billman-Royer, former Southwest Public Libraries Trustee
Justin Bumbico, Columbus Metropolitan Library
Jeff Garringer, Pickaway County District Public Library
Cindy Lombardo, Cleveland Public Library
Tara Sidwell, Kate Love Simpson-Morgan County Library

OPLIN is governed by a Board of Trustees composed of eleven members selected from the staff and past or present board members of Ohio public libraries. OPLIN seeks a variety of representatives from public libraries, so board members are chosen based on their experience, library size and location.

OPLIN Staff FY2018

Director	Don Yarman
Technology Project Manager	Karl Jendretzky
Library Services Manager	Laura Solomon
Digital Resources Manager	Mandy Knapp
Network Support	Vincent Riley

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www.oplin.ohio.gov • support@oplin.ohio.gov



Financials

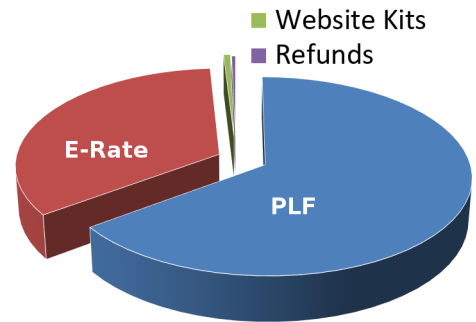
Revenue

Public Library Fund	\$3,689,788
E-rate reimbursements	\$1,940,435
Website kits	\$34,802
Telco refunds	\$300
Total:	\$5,665,325

Since Fiscal Year 2012, OPLIN has received an annual transfer of \$3,689,788 from the Ohio Public Library Fund (PLF). The other major source of revenue is annual reimbursement of a portion of internet costs distributed through the Schools and Libraries division of the federal universal service support program (E-rate). The OPLIN state budget includes \$2 million in "spending authority" to permit the expenditure of these federal funds. Minor revenue comes from refunds from telecommunications companies and fees charged to public libraries for website kits (oplin.ohio.gov/webkit).

E-rate reimbursements received in FY2018 amounted to much more than the usual ~\$1.4 million, as reimbursements applied for in FY2017 were not received until early in FY2018.

Website kits are the only OPLIN service for which fees are charged, since not all public libraries use this service. These fees are kept low, covering only actual costs incurred.

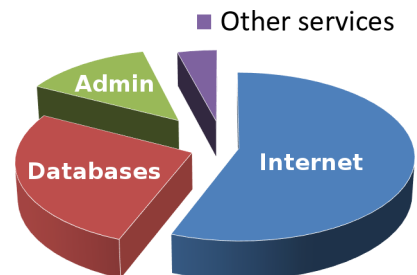


Expenditures

Internet	\$2,535,948
Databases	\$1,214,121
Administrative	\$603,583
Other services	\$186,758
Total:	\$4,540,410

Most OPLIN funds are spent on internet connectivity for public libraries and information databases for all Ohioans. Staff salaries, rent, board expenses, office supplies, and everything else that does not directly benefit libraries are considered Administrative; over 90% of expenditures were for direct services to libraries.

Items in the "Other services" category include annual **OpenDNS** licenses for filtering the internet, used so far by over 150 library systems; **EZproxy**, which supports remote access to databases; **E-rate** training and support; and the rent for space in the State of Ohio Computer Center, housing critical support systems and the new **Co-Location Service** available to public libraries and library consortia.

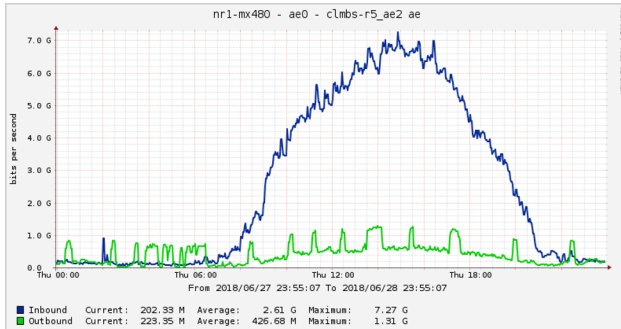




Services

Ethernet circuits and internet access

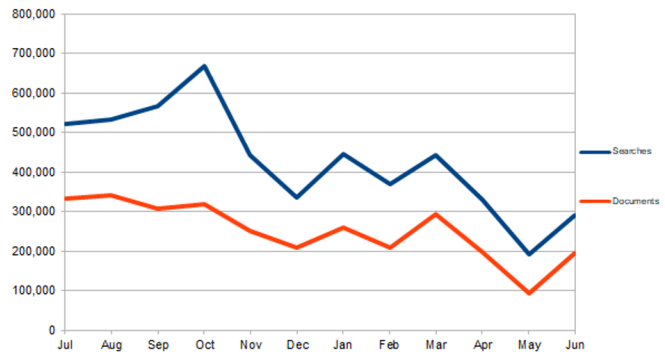
OPLIN provides an Ethernet internet connection for Ohio public library systems and regional library systems within Ohio, a total of **256** circuits. Circuit bandwidth is determined by actual usage. Each Ohio public library has at least **100 Mbps** (megabits per second) of circuit bandwidth, with larger circuits up to 2,000 Mbps.



All data traffic from the circuits is aggregated at the State of Ohio Computer Center before it goes to the commodity internet. OPLIN purchases only the bandwidth needed, which typically approaches **8 Gbps** at peak times. The majority of this demand for internet access comes from over **13,000** public computers in Ohio libraries.

Information databases

OPLIN cooperatively purchases statewide access to information databases in partnership with the State Library of Ohio, OhioLINK, and INFOhio (librariesconnectohio.org). This cost-effective arrangement provides all Ohioans with free access at ohioweblibrary.org to reference tools, newspaper and magazine articles, and genealogy resources that many individual libraries could not afford. In FY2017, public library users searched these databases **5,341,603** times and retrieved **3,121,559** documents.



Internet filtering

OPLIN is required by law to "research and assist or advise local libraries with regard to emerging technologies and methods that may be effective means to control access to obscene and illegal materials." OPLIN satisfies this requirement by contracting with Cisco Umbrella to provide a web-based internet content filtering system available to all Ohio public libraries at no charge. As of June 2018, **153** public library systems used this service. (Over 75% of all public library outlets in Ohio filter the internet on their public computers.)

Website kits

OPLIN offers Ohio public libraries the option of using an OPLIN Website Kit to deliver information about the library to the public. These kits build professional websites with advanced features and options, with all maintenance, upgrades and hosting handled by OPLIN. Because this is an optional service, the library is charged a small fee to cover the cost of the service. As of June 2018, **75** Ohio public library systems used these kits.

Co-Location Service

OPLIN leases space in the State of Ohio Computer Center (SOCC) for libraries to house their servers and networking equipment in the state's **Tier III rated data center**. Space is free for equipment servicing more than one library system, or charged per U for services dedicated to a single library. In FY2018, **one library system and two consortia** have housed their equipment in the SOCC.



Technology Leadership

In addition to the services listed on the previous page, OPLIN does a number of things to help Ohio public libraries efficiently use the internet.

E-rate training

The federal E-rate program provides discounts on telecommunications and internet access costs to schools and public libraries. Public libraries can receive these telecommunications discounts by completing some required forms, but these forms are complex and can be intimidating. OPLIN and the State Library of Ohio sponsor workshops presented by Lorrie Germann, the State E-rate Coordinator, to guide libraries through the process (oplin.ohio.gov/erateinfo). Lorrie is also available for individual assistance to libraries.

SMS text messaging

Many library patrons would prefer to receive notices and reminders from their library by text (SMS) message to their phone rather than by email. The software to integrate such a service with library automation systems is sometimes non-existent or prohibitively expensive. OPLIN therefore built an SMS messaging service (oplin.ohio.gov/sms) that can work with any Ohio public library's automation system and OPLIN pays all associated costs. In FY2018, this service delivered over **1,410,000** messages from **141** library systems, an annual increase of 36%.

Digitization support

For the past four years, OPLIN has been supporting efforts to improve and expand the digitization of non-digital information materials in public libraries so they can be published online. In March 2018, the Ohio Digital Network had its first harvest, or mass upload, of metadata records into the Digital Public Library of American (DPLA). There are 10 public libraries whose metadata is included in DPLA, with the Public Library of Cincinnati and Hamilton County acting as the largest overall contributor at over 35,000 records..

Technology blogs

In order to share technology news and developments that might impact public libraries, OPLIN publishes two blogs: the *OPLIN 4cast* (oplin.org/4cast), which is published every Wednesday morning; and *What Does This Mean to Me, Laura?* (meanlaura.com), which appears as needed.

Email lists

OPLIN hosts several electronic mailing lists so Ohio public librarians can share information among themselves (lists.oplin.org), with the two most important being OPLINLIST, for general library discussion topics, and OPLINTECH, for discussion of library technology topics.

Information tools

Sometimes people need a little help finding information about books and libraries. OPLIN has built two online tools that libraries can embed in their websites that are particularly helpful in this regard: *about:books* (aboutbooks.info), which searches for information by author, title, subject, or keyword; and *Find-A-Library* (oplin.org/fal), an app to find libraries by location or name.