

**MEDINA COUNTY DISTRICT LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING**

**March 17, 2025**

The Medina County District Library Board of Trustees met in regular session on Monday, March 17, 2025, at Buckeye Library. With a quorum present, President William Koran called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

**Roll call:** The following members were present: William Koran, Ann Marie Flannery, Brian Harr, Mark Krosse, Caleb Parker and Christopher Jakab.

Library staff members in attendance included: Julianne Bedel, Executive Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Deputy Director; Chris Weaver-Pieh, Collection Resources Director; Jason Brzezinski, Facilities Director; Emily Henry, Human Resources Director; Laura Kettering, Buckeye Branch Manager; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

**Approval of the Agenda:** Mr. Harr motioned, and Mr. Parker seconded the motion to approve the agenda. Motion carried.

**Recognition of Guests and Comments from the Public:** President Koran welcomed all in attendance.

**Disposition of Meeting Minutes:** Mr. Harr motioned, and Ms. Flannery seconded the motion to approve the February 17, 2025, regular meeting minutes. Mr. Krosse, Mr. Parker, and Mr. Jakab abstained. Motion carried.

**Approval of Financial Report:** Mr. Harr motioned, and Mr. Parker seconded the motion to approve the February 2025 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that February 2025 receipts totaled \$3,339,791.53, while expenses totaled \$1,087,902.84. There was an unexpended cash balance of \$19,084,672.86 minus outstanding encumbrances of \$3,799,609.06 leaving an ending unencumbered balance of \$15,285,063.80.

General Fund revenues are high in February due to the first half of the year property tax disbursements from the Medina County Auditor. There is still at least one outstanding disbursement from property taxes that should be received in March. We received the annual Huntington rebate of \$4,436, which is about \$500 lower than last year. The year-to-date General Fund revenue totals are up 9.5% compared to last year, and the year-to-date General Fund expenses are up 6.8%.

The Ohio Library Council announced that it is continuing its partnership with Amazon for a second year. The Library's Amazon Business Prime account is free with our OLC Institutional Membership. This has the added benefits of discounted prices and reduced shipping. The Library regularly uses the Amazon account for library supplies, program supplies, and books. February 2025 PLF came in at \$450,665.70. This is \$36,580.80 higher than February 2024, and \$49,553.70 higher than budgeted. The year-to-date total for the PLF is up 12.56%.

February 2025 investments earned \$47,569.19 at an average weighted interest rate of 3.613% as compared to \$49,950.53 in February 2024. There is usually some movement in our investment accounts in March following the property tax disbursements.

Mr. Harr asked about the reduced Huntington annual rebate. Ms. Gaebelein responded this is due to vendors unenrolling from the virtual payment program because of credit card fees.

**Executive Director's Report:** Executive Director Julianne Bedel highlighted that circulation for February was down 2.5% over February 2024. Of that total, physical items were down 8% and circulation of digital items was up 6%. The door count was down 12% and overall computer usage was down 7%. Wi-Fi use was down 13% over last year. Meeting room bookings were down 2%. The number of new library cards issued was up 17% primarily due to an unusually high number of e-cards. This is nearly double our normal monthly number of e-cards issued, which was attributed to many Overdrive e-cards expiring. The number of passports being processed was down 3%. The number of programs offered was down 7%, and the number of patrons attending programs was down 13%.

Reflecting on patron patterns and usage trends, along with the information gathered in the strategic staffing level study, two staffing changes have been made recently. A Library Associate position will remain unfilled in Medina Reference. The vacant Delivery Driver position has been adjusted to part time, 25 hours per week, based on the slow but steady decline in circulation of physical materials. While individual adjustments are not generally reported to the Trustees since Board action is not required for these actions beyond accepting the HR report, this information is being shared as an example of the ongoing adjustments that we routinely make to ensure that MCDL is appropriately staffed. These kinds of adjustments also allow for changes we hope to implement in the future, such as increasing capacity in the FHLC. The Administration Team is currently familiarizing themselves with Gimlet. This software will be implemented in April, which will help provide data on staff time and trends in patron transactions.

The President issued an Executive Order (EO) regarding several federal agencies, including the Federal Mediation and Conciliation Service (FMCS) which we routinely utilize for labor relations training, and the Institute of Museum and Library Services (IMLS). The order directs these agencies to develop and submit plans within seven days to the federal Office of Management and Budget on reducing its function and personnel to the "minimum presence and function required by law."

As State Librarian Mandy Knapp indicated in her message to library directors – "The federal Executive Order emphasizes that the required reduction only applies to non-statutory components and functions of the agencies. We believe the law requires the Grants to States program, which funds State Library programs, Library Services & Technology Act (LSTA) grants, services, and staffing, to be awarded every fiscal year," and she added, "We have every reason to believe that, as a "function required by law," State Library's programs, grants, and services should not be directly affected by this federal Executive Order." Although we do from time to time apply for IMLS grants either directly or through the State Library of Ohio, MCDL is not currently the recipient of any grant award, so we do not have any current project or resource that would be directly impacted. However, many Ohio residents, including those in Medina County, regularly take advantage of the Talking Book program (which serves Ohio's Blind and Physically Disabled veterans and residents), the Ohio Digital Library, and Ohio Web

library, so we will keep apprised of actions as they unfold. The State Librarian and Ohio Library Council will help us understand the process and the impact of any changes.

FHLC Library Associate Miranda Fein entered the Ohio Genealogical Society's "Ohio Genealogy News" magazine writing contest. She won first place for her essay on the historical context of our Fritz Family Civil War letters collection. In addition, FHLC Library Associate Madison Thomas won the Ohio Genealogical Society Quarterly writing contest. Congratulations to both. We are proud to have them with us in the FHLC!

Mr. Parker asked about the downward trends in our statistics. Ms. Bedel responded that this trend is being seen across the state, especially the decreased circulation of physical materials. Mr. Harr asked if the Library would be able to fill in the gaps for funding for the programs affected by the federal Executive Order. Ms. Bedel responded that MCDL is not currently budgeted for the resources currently provided by the State Library of Ohio.

**Communication:** None

**Personnel Report:** Mr. Parker motioned, and Mr. Harr seconded the motion to approve the February Personnel Report. Motion carried.

Human Resources highlights from February 2025 include welcoming two new staff members while four left employment. There was one promotion. There were five leaves of absence compared to six last month. Mary Habrat, Medina Page, celebrated five years with MCDL! Congratulations Mary and we are happy to have her on our team!

**Board Committee Reports:**

**Personnel Committee:** Ms. Flannery reported the committee met on March 10, 2025, to further discuss the reports from Organizational Architecture regarding the Workforce Development and Compensation Studies.

**Resolution 25 - 2:** Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the proposed job bands for Policy HR-C-05 (Administrative Staff Salary Structure) as presented effective June 1, 2025. Motion carried.

**Buildings Committee:** Ms. Flannery reported the committee met on March 17, 2025, to receive updated information on the Medina roof project that had been scheduled for 2025. The Trustees agreed it is in the organization's best interest to postpone the project until the new EPA standards are available, which will likely be at least a year.

**Resolution 25 - 3:** Upon recommendation of the Buildings Committee, the Board of Trustees of the Medina County District Library hereby postpones indefinitely the 2025 Medina Library Roof Project as recommended by the Library's contracted engineering firm Scheeser, Buckley, Mayfield. Motion carried.

**Policy and By-laws Committee:** No Meeting

**Finance Committee:** No Meeting

**Unfinished Business:** None

**New Business:**

**Buckeye Library Presentation:** Buckeye Branch Manager Laura Kettering highlighted the summer teen volunteer program at Buckeye, along with an in-depth look at the reasons behind offering this program. She highlighted the importance of the 40 Developmental Assets framework and how those connect to and support the summer teen volunteer program. Ms. Flannery asked if some of the teens come back every year. Ms. Kettering responded that yes, some volunteers do return, and even some come back as adult volunteers.

**Service Recognition for Lori Morton:** Mr. Koran recognized Outreach Library Associate Flex Lori Morton for her seven years of dedicated service. The Board of Trustees expresses deep appreciation for Lori Morton and her role in the Library's family. They wish her health and happiness in the next chapter of her life.

**Donations:** Ms. Flannery motioned, and Mr. Parker seconded the motion to approve the following donations for February. Motion carried.

1. Gary & Carole Erlinger: \$200 to the Endowment Fund
2. Ronald Homolka: \$100
3. Tim Boggs: Framed photograph of Lodi Railroad Bridge taken by his aunt, Frances Mae Frost
4. Amy Martin: Sony Camera for use in the digital lab
5. Kevin Gamin: iPad Pro 12.9" for use in the Family History and Learning Center
6. R.D. Dickson: a copy of his book Adventures in InnerScapes
7. Theresa Laffey: \$25 in memory of Jan Leatherman

The donations were accepted with gratitude.

**Trustees Comments:**

Ms. Flannery thanked Ms. Kettering for her presentation and for connecting to the developmental level of teens in the community. She congratulated Ms. Morton on her retirement and Ms. Fein and Ms. Thomas on their writing achievements.

Mr. Harr mentioned that he appreciates the opportunity to visit Buckeye and enjoys the branch.

Mr. Parker thanked Ms. Kettering for her presentation and engaging with the community. He congratulated Ms. Thomas and Ms. Fein on their outstanding achievements in the writing contests.

Mr. Krosse thanked Ms. Kettering for her presentation and is amazed at what a great job the staff are doing in delivering outstanding services to patrons. He is impressed with the Buckeye teen volunteer program.

Mr. Jakab thanked Mr. Brzezinski for his detailed work for the Building Committee.

Mr. Koran thanked Ms. Kettering for her presentation and her nine years of dedication at the Buckeye Library. He congratulated Ms. Morton, Ms. Fein and Ms. Thomas on their achievements. He noted it was great to see the Annual Report on the front page of the Gazette.

**Adjournment:** There being no further business, Mr. Harr motioned, and Ms. Flannery seconded the motion to adjourn the meeting at 6:48 p.m. Motion carried.

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William Koran, President

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Sarah Vachon, Secretary

NEXT BOARD MEETING  
Monday, April 21, 2025  
6:00 p.m.  
Medina Library