

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

April 21, 2025

The Medina County District Library Board of Trustees met in regular session on Monday, April 21, 2025, at Medina 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, Mark Krosse, Sarah Vachon, Brian Harr, Caleb Parker, and Christopher Jakab.

Library staff members in attendance included: Julianne Bedel, Executive Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Deputy Director; Tina Sabol, Community Engagement Director; Christine Gramm, Medina Branch Manager; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Mr. Parker motioned, and Mr. Jakab seconded the motion to add the agenda item "Collective Bargaining Matters" to XI Unfinished Business and adopt the agenda as revised. Motion carried.

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

Disposition of Meeting Minutes: Mr. Harr motioned, and Mr. Krosse seconded the motion to approve the March 17, 2025, regular meeting minutes. Ms. Vachon abstained. Motion carried.

Approval of Financial Report: Mr. Harr motioned, and Ms. Vachon seconded the motion to approve the March 2025 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that March 2025 receipts totaled \$812,193.07 while expenses totaled \$932,909.57. There was an unexpended cash balance of \$18,963,956.36 minus outstanding encumbrances of \$3,582,495.97 leaving an ending unencumbered balance of \$15,381,460.39.

General Fund revenues for the first quarter of 2025 are up 6.3% compared to last year, and General Fund expenses are up 3.7% compared to the first quarter of last year.

March 2025 investments earned \$59,997.02 at an average weighted interest rate of 4.057% as compared to \$59,745.17 in March 2024.

March 2025 PLF came in at \$353,793.69. This is \$7,730.53 higher than March 2024 and \$2,262.69 higher than budgeted. The year-to-date total for the PLF is currently 11.29% higher than the 2025 budget. The State of Ohio is currently in budget preparations for Fiscal Years 2026 and 2027. The House of Representatives version has passed, and the budget has now moved to the Senate. The House version proposes to create a line-item appropriation to fund libraries, instead of a percentage of the state's General Revenue Fund. This means the Public Library Fund would no longer receive 1.7% of the state's GRF as stated in current permanent law. Instead, the PLF would be a line-item

appropriation that is very vulnerable to budget cuts. The proposed line-item appropriations for libraries are \$490 million in FY26 and \$500 million in FY27. The total \$990 million in this budget is still \$90.8 million short of Governor DeWine's proposal. The budget process runs until June 30, since the new fiscal year begins July 1.

The Library has been randomly selected by the Auditor of State for an OPERS audit. The results should be available by the end of April.

Executive Director's Report: Executive Director Julianne Bedel thanked the Board of Trustees and all MCDL patrons who reached out to our Ohio House members in recent weeks sharing personal stories of how MCDL has positively impacted them. Their voices are essential in underscoring the importance of libraries as vital community hubs across our state. While the House's efforts to adjust the funding proposal are appreciated, it's important to note that the current version of the bill still falls \$90.8 million short of the Governor's proposed funding for public libraries over the biennium. Mr. Parker asked about the budget timeline. Ms. Bedel responded the Senate would propose their version of the budget in approximately six to eight weeks, then likely be referred to the Conference Committee. The final budget deadline is June 30, 2025.

Ms. Bedel thanked Caleb Parker, Ann Marie Flannery, and Ms. Gaebelein for accompanying her to OLC Library Legislative Day in Columbus on April 8. There were conversations with Representative Melanie Miller and Senator Mark Romanchuk on the history of public library funding in Ohio, the work that MCDL is doing in Medina County, and the potential impact the next biennium budget (including removing the PLF from permanent law) could have on libraries across Ohio. Substitute House Bill 96 will now move to the Ohio Senate, where lawmakers will begin shaping their version of the budget. While we are not calling on patrons to contact Senator Romanchuk at this time, the Library remains committed to working closely with the Senate to secure the support our public libraries need to continue delivering services, including access to educational resources, technology, and workforce development programs to Medina County residents.

Last fall, the Library's preliminary federal IMLS digitization grant application was approved for full submission this spring. While MCDL did complete the full application, all application processing is now on an indefinite hiatus due to Acting Director Keith Sonderling placing all IMLS staff on administrative leave. Even though our grants administrator was locked out of her official IMLS systems, she did reach out from her personal email to us to confirm the pause in funding. Mr. Koran inquired about the amount of the grant. Ms. Bedel and Ms. Gaebelein responded it was for \$125,000.

Door count and total circulation are at the same level as March 2024. Circulation of physical items was down 4% and circulation of digital items was up 7%. Overall computer usage was up 9% and Wi-Fi use was down 4%. Meeting room bookings were up 10.5%. The number of new library cards issued was up 24%. The number of passport applications was up 6%. The number of programs offered was down 7% and the number of patrons attending programs was down 24%. The Adult Winter Reading program finished with 1,477 readers logging 11,104 books. This is a 52% increase in readers over last year!

Mr. Krosse asked if we track the types of businesses that use the Digital Lab and Makerspace. Ms. Bedel responded that the Library tracks the number of patrons using the Makerspace and the type of equipment being used but does not track the intended purpose of the projects or types of businesses.

Communication: There was an informal note shared by Ms. Bedel from Northern Medina County

Chamber Alliance thanking MCDL for a presentation at their recent meeting.

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

Human Resources highlights from March 2025 include welcoming four new staff members while one left employment. There were six leaves of absence compared to five last month.

The Job Description Review Committee continues to meet to review proposed changes from Union staff. The Leadership U program is being revived. It is an internal leadership development program that, in the past, MCDL has offered to support emerging leaders. Emily Henry and Pat Bernauer, with input from staff who have previously completed the program, are working with Suzie Muniak and Julianne Bedel to review and re-launch Leadership U. The Library is looking at the program not only as a solid succession planning tool, but through the wider lens of developing effective leadership characteristics in staff throughout MCDL, regardless of their current position in the organization. This updated effort will be launched later this year. Mr. Harr inquired about the Leadership U curriculum. Ms. Bedel responded that the program follows a library leadership style book. The program will be expected to last ten months instead of the previous 18-month timeline. The program will culminate with a final presentation to the Board.

Rhonda Magoolaghan, Lodi Library Associate, celebrated five years with MCDL! Congratulations Rhonda and thank you for being on the MCDL team!

Board Committee Reports:

Personnel Committee: No Meeting

Buildings Committee: No Meeting

Policy and By-laws Committee: No Meeting

Finance Committee: No Meeting

Unfinished Business: Ms. Vachon motioned, and Mr. Parker seconded the motion to move into executive session to discuss collective bargaining matters at 6:24 p.m.

Roll Call Vote: Mr. Krosse – Aye; Mr. Parker – Aye; Ms. Vachon – Aye; Mr. Harr – Aye; Mr. Jakab – Aye; Mr. Koran – Aye. Motion carried.

Ms. Bedel and Ms. Gaebelein were asked to attend the session. Regular session resumed at 6:43 p.m.

New Business:

Medina Library Presentation: Medina Branch Manager Christine Gramm highlighted the 15th anniversary of passport services being offered here at Medina Library. Close to 40,000 passports have been processed since 2015. Passport applications take about 30 minutes to complete and cost \$35 for an execution fee and \$15 for a photo. Staff complete an eight-hour online training course to

become passport agents. The State Department audits the service every two years, and MCDL has received a perfect score multiple times. Mr. Krosse asked if the Library has thought about offering notary services. Ms. Gramm and Ms. Bedel both responded that there while there are no immediate plans, there has been discussion regarding notary services.

Resolution 25-04: Transfer funds from 204 ALA LTC to 101 General Fund

RESOLUTION AUTHORIZING THE TRANSFER OF MONIES FROM A SPECIAL FUND TO THE GENERAL FUND [(R.C. Sections 5705.14(D))]

WHEREAS, the Library accepted a grant from the American Library Association for a hearing loop assistive listening device (the “Project”);

WHEREAS, the Project was completed on or about December 2023 and all activity and obligations relating to the Project have ceased and/or been satisfied; and

WHEREAS, there remains in the Project Fund an unexpended balance of \$706.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Medina County District Library, Ohio, two-thirds of its members elected thereto concurring, that:

Section 1. The Board hereby determines that \$706.00 be transferred from the Project Fund to the General Fund, all activity and all obligations relating to such fund having terminated or been satisfied.

Section 2. The Fiscal Officer is hereby directed to record the foregoing transfer on the records of the Library in compliance with law. Section 3. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code

Roll Call Vote: Mr. Krosse – Aye; Ms. Vachon – Aye; Mr. Harr – Aye; Mr. Parker – Aye; Mr. Jakab – Aye; Mr. Koran – Aye. Motion carried.

Resolution 25-05: Transfer funds from 301 Debt Service Fund to 101 General Fund

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE BOND RETIREMENT FUND TO THE GENERAL FUND [(R.C. Section 5705.14(C)(I))]

WHEREAS, there is presently an unexpended balance of approximately \$142,294.17 in the Bond Retirement Fund of the Library, all indebtedness, interest, and other obligations for the payment of which such fund exists having been paid; and

WHEREAS, Ohio Revised Code Section 5705.14(C)(I) allows a subdivision such as the Library to transfer such funds to any other fund where the aforesaid conditions are met, provided the Court of Common Pleas where the Library is located approves the transfer; and

WHEREAS, in order to request the Court's approval, a resolution authorizing the transfer of funds must be passed by the affirmative vote of two-thirds of its members; and

WHEREAS, this Board has determined that it is necessary to transfer the unexpended balance in the Bond Retirement Fund to the General Fund;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Medina County District Library, Ohio, two-thirds of the members elected thereto concurring, that:

Section I. The amount remaining in the Bond Retirement Fund, approximately \$142,294.17, be hereby transferred to the General Fund of the Library, pursuant to Ohio Revised Code Section 5705.14(C)(I), provided the approval of the Court of Common Pleas of Medina County is obtained as required by said section and this Board hereby authorizes that an application be made to the Court of Common Pleas for such purpose.

Section 2. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Roll Call Vote: Mr. Krosse – Aye; Ms. Vachon – Aye; Mr. Harr – Aye; Mr. Parker – Aye; Mr. Jakab – Aye; Mr. Koran – Aye. Motion carried.

Resolution 25-6: Mr. Parker motioned, and Mr. Krosse seconded the motion to approve *Wine and Canvas* events June 14, 2025, and August 8, 2025, at Medina Library and August 15, 2025, at Brunswick Library. Motion carried.

Mr. Harr asked how many people participate in the *Wine and Canvas* events. Ms. Bedel responded this is a very popular program and about 25 people attend each event, which is capacity.

Dolly Parton's Imagination Library of Ohio: Ms. Bedel shared an update that Medina County has lost the local program partner for Imagination Library. She has spoken with Missy Timko, Northern Ohio's Regional Director for Dolly Parton's Imagination Library of Ohio, about ways to possibly secure a local partner to keep the program going in Medina County. There was an initial meeting with other interested community members to explore potential funding and administrative options. There are currently around 6,000 children registered in Medina County. Mr. Krosse inquired about the cost of the program. Ms. Bedel responded that the 50% generated by a local partner is approximately \$7,500 per month, and the other 50% of the monthly cost is funded by the State of Ohio.

Donations: Mr. Jakab motioned, and Ms. Vachon seconded the motion to approve the following donations for March. Motion carried.

1. Black Cat Books and Oddities: Autographed copy of Jen Calonita's book *Isle of Ever*
2. Brian O'Connell: A copy of his book *Jesus Does Stand-Up*
3. Judy Kaufmann: Two slide projectors, a sound movie camera, and a movie projector..

The donations were accepted with gratitude.

Trustees Comments:

Mr. Harr congratulated those celebrating work anniversaries. He expressed how important the Imagination Library is to families.

Ms. Vachon thanked staff leaders and trustees for attending Legislative Day in Columbus and advocating for the library. She thanked Ms. Gramm for her presentation and mentioned how great the staff was in helping her get a passport for her baby.

Mr. Parker thanked Ms. Gramm for her presentation. He congratulated those celebrating work anniversaries. He appreciated the opportunity to attend Library Legislative Day and thanked community members for pulling together to support and advocate for the Library.

Mr. Krosse thanked staff leaders and Trustees for attending Library Legislative Day in Columbus and advocating for the library.

Mr. Jakab dittoed the previous sentiments.

Mr. Koran thanked Ms. Gramm for her presentation. He thanked Ms. Bedel for keeping the Board updated on legislation. He thanked the Board for reaching out to our State Representatives.

Adjournment: There being no further business, Mr. Parker motioned, and Mr. Jakab seconded the motion to adjourn the meeting at 7:27 p.m. Motion carried.

William Koran, President

Sarah Vachon, Secretary

NEXT BOARD MEETING

Monday, May 19, 2025

6:00 p.m.

Brunswick Library