

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

**April 18, 2022**

The Medina County District Library Board of Trustees met in regular session on Monday, April 18, 2022, at Medina Library. With a quorum present, President Ryan Carlson called the meeting to order at 6:00 p.m.

**Roll call:** The following members were present: Ryan Carlson, Dr. Maria Griffiths, Brian Harr, William Koran, Mark Krosse, and Kyle White.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer; Suzie Muniak, Assistant Director; Tina Sabol, Community Engagement Manager; Aimee Adams, Events Coordinator; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

**Approval of the Agenda:** Dr. Griffiths moved, and Mr. Harr seconded the motion to approve the agenda. The agenda was approved unanimously.

**Recognition of Guests and Comments from the Public:** Mr. Carlson welcomed all in attendance. There were no comments from the public.

**Disposition of Meeting Minutes:** Mr. Harr moved, and Mr. Koran seconded the motion to approve the March 21, 2022, regular meeting minutes. Dr. Griffiths abstained. The minutes were approved.

**Approval of Financial Report:** Dr. Griffiths moved, and Mr. Krosse seconded the motion to approve the March 2022 financial report. The financial report was approved unanimously.

Fiscal Officer Kelly Conner highlighted that March 2022 receipts totaled \$890,180. Expenses totaled \$992,755. There was an unexpended cash balance of \$16,733,562 less outstanding encumbrances of \$6,167,079. This leaves an ending unencumbered balance of \$10,566,482 in all funds. General Fund revenues are at the same level as prior year-to-date. General Fund expenses are up 20% over prior year-to-date. General Fund expenses are at 21.3% of the budget versus a target of 25%. March 2022 expenses increased by 35% compared to March 2021. A majority of the increase is attributed to increases in salaries, benefits, and library materials.

March 2022 PLF came in at \$312,037. This is \$2,045 higher than prior year and \$56,793 higher than budgeted. Real estate taxes came in at \$381,070 which is \$201,960 lower than prior year due to timing issues. All the first half 2022 real estate taxes should be in by the end of April.

March 2022 investments earned \$6,812 with a principal balance of \$16,909,711 in bank accounts and investments at an average weighted interest rate of 0.252%. Our banks are providing better rates than the prior month, except for S&T Bank, which dropped their rate from 0.20% to 0.15% last month. As a result, \$5,000,000 was moved out of S&T Bank and deposited into Star Ohio which is now paying .36%. The library was able to purchase a CD in early April 2022 at 2.0%.

Mr. Harr asked for clarification on how the percentages are calculated in the expense report. Fiscal Officer Conner responded that the encumbrances affect the percentages. The accounts that have most of their budget already encumbered for the year will show a high percentage. She will further investigate specific accounts.

Mr. Carlson emphasized the completion of the financial audit. He congratulated the Finance Department on their clean audit report. The Library Board of Trustees will waive the post audit conference.

**Director's report:** Director Julianne Bedel highlighted that circulation for March 2022 was up 0.94% compared to March 2021. Door count was up 45.44% for the same period. Computer usage was up 102.58%. The number of patrons attending programs was up 86.3%. Curbside and pick-up lockers continue to decline as demand for COVID test kits wanes.

The annual review of library policies is in progress. The recommended policy revisions should be ready for consideration at the Policy & By-laws Committee meeting that is anticipated to be held the week of June 6, 2022.

The Bureau of Consular Affairs, Passport Services awarded a Certificate of Achievement to our staff for their exemplary performance on the passport facility oversight visit. Congratulations to ALL our staff on their excellent work with passport services. A special congratulations goes out to Courtney Metcalf at Brunswick who performed perfectly in the passport audit. Thank you, Courtney!

Mr. Krosse inquired about the process for the beginning stage of our strategic plan. Ms. Bedel responded that the Library will be sending out surveys to the community. Then NEO-RLS will help us in organizing all the information and data from the surveys.

**Communications:** There was no formal communication for the trustees.

**Personnel Report:** Mr. Koran moved, and Mr. Krosse seconded to approve the Personnel Report. The report was approved unanimously.

Director Bedel highlighted March 2022 included one staff transfer and four new hires. Two people left our staff this month. There were thirteen leaves of absence, which is up from ten last month. Only three LOA were due to COVID.

In March 2022, the Library transitioned back to in-person quarterly new-hire training. The implementation of the ADP Onboarding and Applicant Tracking modules went quicker than planned. The modules will be rolled out next Monday, April 25, 2022.

There were seventeen colleagues celebrating their work anniversaries in March. Ann Plazek, the Outreach Services Manager, celebrated a milestone anniversary of fifteen years with MCDL! Thank you, Ann.

### **Board Committee Reports:**

**Finance Committee:** No Meeting

**Personnel Committee:** No Meeting

**Policy and By-Laws Committee:** No Meeting.

**Buildings Committee:** No Meeting

**Unfinished Business:** None

**New Business:**

**Presentation by Events Coordinator Aimee Adams:** Aimee Adams was very excited to promote the upcoming Summer Reading Challenge event. It is the largest library event of the year, and it spans ten weeks over the summer to promote learning and literacy. The Friends of the Library are a major contributor to the success of the program every summer. The 2022 Summer Reading Challenge will be using graphics that were designed by our own Community Engagement staff, Stephanie Sanford and Jessica Giurbino. The Children's Team planned the juvenile program which is comprised of a board game in which participants advance along the board by achieving reading goals. Children can pick prizes from a treasure chest and will receive a free book upon completion of the game. The Teen Team planned the young adult program, which is completed mostly online. There are still prizes to choose from, and students also receive a free book upon completion of the game.

**Resolution # 22-01: Summer and Fall Wine and Canvas Events:** Dr. Griffiths resolved, and Ms. White seconded that the Medina County Library Board of Trustees hereby approves the following *Bring Your Own Wine* events to be held at Medina Library on June 24, July 29, and October 7, 2022, and the Seville Library on September 16, 2022. **Motion Carried.**

**Service Recognition for Gregg Biebelhausen:** Mr. Carlson provided a service recognition for Mr. Biebelhausen who retired from the Maintenance Department after fifteen years.

**Donations:** Mr. Krosse moved, and Mr. Koran seconded the motion to approve the following donations:

1. Kiwanis Club of Medina: \$72 to purchase books
2. Jenna Elswick: Cricut Explore Air 2 for Virginia Wheeler Martin Center
3. Jaclyn Welder: KidKraft Dollhouse for Medina Children's Play Area
4. Steve Hambley: 7 copies of *Historic Tales of Medina County*
5. Betty's Book Club: \$50 in memory of Betty Palmquist
6. Alison Duiker: 2 copies of *A Daughter's Journey*

The Board unanimously accepted the donations with gratitude.

**Executive Session:** None.

**Trustees' Comments:**

Dr. Griffiths thanked Aimee Adams for her enthusiasm for the Summer Reading Challenge program. She congratulated Gregg Biebelhausen on his retirement. She congratulated the Finance Department on their clean audit report.

Ms. White echoed the previous sentiments. She congratulated Courtney Metcalf and Ann Plazek. She was thankful for the work that the Community Engagement staff has put into the Summer Reading Challenge, specifically Stephanie Sanford and Jessica Giurbino. She was also thankful for the Friends of the Library.

Mr. Krosse indicated many ways that the Library brings value to the community. He mentioned the beekeeper training taking place at Medina Library and the volunteer tax return service being offered at Lodi Library.

Mr. Harr dittoed the previous comments and elaborated on upcoming community events. He mentioned the Medina County Economic Development Corporation meeting taking place at the Library in April. He also referenced the Library's involvement in the annual Pinwheel Walk sponsored by the Child Advocacy Center of Medina County. He gave a reminder of the OLC (Ohio Library Council) Trustee Dinner happening in May.

Mr. Koran thanked Community Engagement Manager Tina Sabol for her wonderful presentation to the Sunrise Rotary. He congratulated the Finance Department on their clean audit report. He also thanked Aimee Adams for her enthusiasm for the Library's programs.

Mr. Carlson congratulated Gregg Biebelhausen on his retirement. He thanked Aimee Adams and the Friends of the Library for all the effort they put into the Library's Summer Reading Challenge.

**Adjournment:** There being no further business, Mr. Harr moved, and Dr. Griffiths seconded the motion to adjourn the meeting at 7:00 p.m. Motion Carried.

---

**Ryan Carlson, President**

---

**Brian Harr, Secretary**

NEXT BOARD MEETING  
Monday, May 16, 2022, at 6:00 p.m.  
Highland Library