

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

**June 20, 2022**

The Medina County District Library Board of Trustees met in regular session on Monday, June 20, 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, Caleb Parker and Kyle White.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer acting as recording secretary; Suzie Muniak, Assistant Director; Aleen Olee, SEIU 1199 President; Tina Sabol, Community Engagement Manager, and Ann Plazek, Outreach Services Manager.

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

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

**Disposition of Meeting Minutes:** Dr. Griffiths moved, and Mr. Parker seconded the motion to approve the May 16, 2022, regular meeting minutes. The minutes were approved. Mr. Koran moved and Mr. Parker seconded the approval of the May 23, 2022, special meeting minutes. Dr. Griffiths abstained, and all others' votes were in the affirmative. The minutes were approved.

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

Fiscal Officer Kelly Conner highlighted that May 2022 receipts totaled \$564,390. Expenses totaled \$998,519. There was an unexpended cash balance of \$16,348,577 less outstanding encumbrances of \$5,201,825. This leaves an ending unencumbered balance of \$11,146,752 in all funds.

May 2022 PLF came in at \$535,922. This is \$168,240 higher than prior year and \$190,328 higher than budgeted. Year to date PLF is up 18% over last year and 28% over budget.

May 2022 investments earned \$7,018 with a principal balance of \$16,536,181 in bank accounts and investments at an average weighted interest rate of 0.707%. Interest rates continue to trend upwards. The Library was able to purchase three CDs in May above 3%. The last time the Library was able to attain CD rates at 3% was October 2018.

Ms. Conner reported that MCDL underwent a Bureau of Workers Compensation audit on Wednesday, June 8, 2022. It has been ten years since BWC audited public entities. We were this auditor's 20<sup>th</sup> public entity audit. MCDL was the first audit with findings resulting in no adjustments or penalties.

MCDL received approximately \$148,000 from the Medina County Auditor on June 10, 2022. This was a refund of the Real Estate Assessment Fund. The fund is set aside by the state for all county auditors to carry out their appraisal and reappraisal duties. The auditor was very proud and believes the county used the tax dollars very conservatively. Medina County had the lowest reappraisal costs in the state and were able to make this refund to the library.

**Director's report:** Director Julianne Bedel reported circulation for May 2022 was up 7.58% as compared to May 2021. Door count was up 38.95% for the same period. Computer usage was up overall 75.41% and the number of patrons attending programs was up 350.3%. Looking at our rolling six-month usage levels, nothing unexpected is found. Computer usage seems to have plateaued around 20,000 for now. Curbside and pick-up locker demand remains low but steady.

Cleveland Public Library (CPL) released the CLEVNET Return on Investment (ROI) analysis prepared by Howard Fleeter & Associates. This is a follow-up to the initial study of cost-effectiveness done by Driscoll & Fleeter in 2009. Mr. Fleeter will be discussing his findings at the quarterly CLEVNET Directors meeting in July. The analysis was done using calendar year statistics and costs as of year-end 2019. MCDL has been a CLEVNET member since 1985 and has 99,125 active patrons in the database. CLEVNET membership cost is calculated on four factors: inventory, circulation, number of active patrons, and square footage. Benefits of CLEVNET membership include interlibrary loans (the shared catalog of items that our patrons can borrow), electronic services (ILS and cataloging, e-books/media, databases), and Wi-Fi service maintenance. The aggregate ROI for 2019 finds that member libraries receive \$19.13 in services for each \$1.00 spent on CLEVNET membership fees. This is a substantial increase of the 2009 ROI of \$6.37, due largely to the expansion of electronic resources and the growing number of libraries participating in CLEVNET. However, an analysis of MCDL's specific membership cost and usage finds that our local ROI is substantially higher than the aggregate. Fleeter states that higher ratios of benefits to costs appear to result from libraries which are net borrowers from CLEVNET. That is to say that the highest return on investment is achieved when local patron's behaviors have served to expand their collections the most. When calculating MCDL's cost and usage factors, our ROI is an astounding \$29.51. For this reason, we are delighted to be a part of CPL's CLEVNET cooperative, as it provides excellent value for our investment, while exponentially increasing the amount of library material easily accessible to our patrons.

**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.

Human Resources highlights from May 2022 included two new hires and two staff transfers or promotions. One person left our staff this month. There were 13 leaves of absence (10 last month) with eight being due to COVID.

The ADP Applicant Tracking module was used this month to implement hiring actions and we continue to build the Onboarding module, which will transition new employee paperwork from hard copy to electronic fillable documents. We anticipate implementation on July 5. We have finished the Spring Sunday season and had 24 staff members who earned the \$100 Sunday season bonus. We send our thanks to 19 bargaining unit employees, one non-bargaining unit staff member, and four Pages who worked at least six Sundays in the rotation. Finally, we congratulated 13 colleagues on work anniversaries in May, including three milestones. Congratulations to Laura May (BR), Evan Furillo (TECH), and Katie Herald (SE) on reaching five years of service.

**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 Outreach Manager Ann Plazek:** Ms. Plazek shared her enthusiasm for Outreach Services by outlining bookmobile lobby stops, special events, and summer schools and camps. She shared photographs of the Bookmobile decked out for “Oceans of Possibilities” to coincide with the summer reading program theme. She brought several interesting show-and-tells, including Butterscotch the animatronic cat.

**Resolution # 22-05: 2023 Tax Budget:** Mr. Krosse resolved, and Dr. Griffiths seconded that the Medina County Board of Trustees hereby approves the 2023 Tax Budget as attached for submittal to the Medina County Budget Commission. **Motion Carried.**

**Service Recognition for Kathy Petras:** Mr. Carlson recognized Family History & Learning Center Associate Kathy Petras for her 34 years of dedicated service to MCDL. Kathy is retiring on June 30, 2022. The Board of Trustees thanked Kathy for more than three decades of service to the library and community. Her work has been appreciated by generations of community members, and that contribution will live on in the collection and services she worked to build.

**Service Recognition for Dianna Wertz:** Mr. Carlson recognized Medina Customer Service Clerk Dianna Wertz for her 35 years of dedicated service to MCDL. The Board of Trustees thanks Dianna Wertz for sharing her time and talent with the MCDL community. She will be missed terribly; our wish is that she receives as much joy in her retirement as she has given to us.

**Donations:** Dr. Griffiths moved, and Mr. Parker seconded the motion to approve the following donations:

1. Honeybee Quilters: \$50
2. RW Boyer: \$50

3. Susan Kowalski: Copy of *Detective Pugsley*
4. Linda McClure: Copy of *Through the Colors of a Butterfly*
5. Anonymous: \$25
6. Carole Kowell: *Goodnight Gorilla* Plush Toy
7. Levi Eliker: Copy of *Meccha Man and The Cool/Evil Robots*
8. Morena Carter: \$50

The Board unanimously accepted the donations with gratitude.

**Executive Session:** None.

**Trustees' Comments:**

Ms. White thanked all the employees who worked the Sunday shifts this past season. She congratulated all employees celebrating anniversaries. She thanked Ms. Plazek for her presentation and congratulated Ms. Petras and Ms. Wertz on their years of service to the library.

Mr. Koran thanked Ms. Plazek for her presentation and congratulated the retirees.

Mr. Parker congratulated Ms. Wertz and Ms. Petras on their retirements, and he thanked Ms. Plazek for her presentation.

Mr. Harr echoed earlier comments and stated that he had attended the Juneteenth event at Medina. It was very well done, and he was proud to see the bookmobile was present for the celebration.

Mr. Krosse noted the positive impact of issuing library cards to preschoolers, as our Outreach Services staff do. He thanked Ms. Plazek for the dynamic presentation.

Dr. Griffiths echoed earlier trustee comments. She thanked Ms. Conner for the successful BWC audit. She also congratulated this month's new hires and retirees.

Mr. Carlson thanked Ms. Plazek for her presentation. He noted that Outreach is a wonderful library service. He also gave his congratulations to the retirees.

**Adjournment:** There being no further business, Mr. Parker moved, and Mr. Harr seconded the motion to adjourn the meeting at 6:45 p.m. Motion Carried.

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**Ryan Carlson, President**

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**Brian Harr, Secretary**

NEXT BOARD MEETING  
Monday, July 18, 2022, at 6:00 p.m.  
Brunswick Library