

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

**October 21, 2024**

The Medina County District Library Board of Trustees met in regular session on Monday, October 21, 2024, at Lodi Library. With a quorum present, President Brian Harr called the meeting to order at 6:00 p.m.

**Roll call:** The following members were present: Brian Harr, Caleb Parker, William Koran, Ryan Carlson, Ann Marie Flannery, Mark Krosse, and Sarah Vachon.

Library staff members in attendance: Julianne Bedel, Executive Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Deputy Director; Tina Sabol, Community Engagement Director; Emily Henry, Human Resources Director; Dan Holahan, Lodi Branch Manager; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

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

**Recognition of Guest and Comments from the Public:** Mr. Harr welcomed all in attendance.

**Disposition of Meeting Minutes:** Mr. Koran motioned, and Mr. Krosse seconded the motion to approve the September 16, 2024, regular meeting minutes. Motion carried.

**Approval of Financial Report:** Mr. Carlson motioned, and Ms. Flannery seconded the motion to approve the September 2024 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that September 2024 receipts totaled \$524,014.04, while expenses totaled \$799,525.89. There was an unexpended cash balance of \$18,335,445.40 minus outstanding encumbrances of \$2,973,805.78 leaving an ending unencumbered balance of \$15,361,639.62.

General Fund revenues are down 1.4% over prior year-to-date, and General Fund expenses are up 4.2% compared to the same year-to-date period.

September 2024 investments earned \$70,976.11. The 2024 year-to-date total investment earnings are \$571,618.86 at an average weighted interest rate of 4.645%.

September 2024 PLF came in at \$413,406.05. This is \$14,118.72 lower than September 2023, but \$10,410.05 higher than budgeted. This is only the fourth month this year that the PLF revenue has exceeded the expected budget. The year-to-date total for the PLF is down 6.44% from 2023 and down 1.73% from the 2024 budget.

Ms. Gaebelein reported the updated fraud reporting and training requirements from the Ohio Auditor

of State can be found on their website. It is recommended by OLC that the Library Board of Trustees completes this training. The training certificates and signed acknowledgement forms can be emailed to the Fiscal Officer.

Mr. Harr asked Ms. Gaebelein to explore utilizing more Medina County financial institutions for our investments. Mr. Krosse added that he would like these investments to focus on local banks who are also making small business loans in the county.

**Director's Report:** Director Julianne Bedel highlighted that circulation for September 2024 was up 4% over 2023, including e-media circulation which is up 15%. The door count was down 3% compared to last year. Overall computer usage was down 12%, and Wi-Fi use was down 13% over last year. The number of programs offered was down 17%, and the number of patrons attending those programs was down 7%. The number of new cards issued was up 14%, and the number of passports issued was up 15%.

The Medina boiler replacement project is in the final stage. The repair on the Columbia Gas line was completed last week, and boiler start-up will commence once the exhaust stack fan is completed. The auxiliary heating system on two of the rooftop units is being used in the interim. The HVAC replacement project in Seville has commenced. Calvary Mechanical has received the equipment, and installation is being scheduled between 7-10am for minimal impact on patrons and staff.

Last month there was an outstanding author visit from novelist and romance writer Abby Jimenez. Patrons enjoyed the small-group book discussion with the author at Medina Library. More than 300 patrons attended the evening event at Brunswick Middle School PAC. The event included autographed books and selfies. Hats off to Amanda Walter and all other library staff who managed the event. Thanks also to our community partner Black Cat Books who coordinated on-site book sales.

Mr. Carlson asked about decreased physical circulation and increased e-media circulation. He also inquired about issues with publishers selling e-books. Ms. Bedel responded that in the last two to three years we have shifted more of the budget from physical items in the collection to e-media. On a national level, ALA and top authors are leading discussions within the publishing industry about pricing models and the availability of digital content to libraries.

**Communications:** None

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

Human Resources highlights from September 2024 include welcoming two new hires and three staff leaving employment. Three pages were promoted to Customer Service Clerks. There was just one leave of absence compared to six last month.

The healthcare renewal process is underway. Human Resources Director Emily Henry is collecting information with our broker and is meeting with the staff Wellness Committee on Wednesday.

There was a Leadership U alumni survey and subsequent meeting to review the in-house leadership program. Staff are brainstorming suggestions for re-starting the program.

This month Eric Lucius, Highland Manager, and Carmen Croghan, Brunswick Library Associate, both celebrated twenty years with MCDL. Thank you and congratulations to both!

**Board Committee Reports:**

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

**Finance Committee:** No Meeting

**Personnel Committee:** No Meeting. Next meeting is Tuesday, November 12, at 5:30 p.m. in Medina.

**Buildings Committee:** No Meeting

**Unfinished Business:** None

**New Business:**

**Lodi Presentation:** Lodi Branch Manager Dan Holahan gave a presentation highlighting his first year at Lodi. He spoke about the many events held at the Lodi location including Winter Wonderland, an Eclipse Party, Summerfest, and hosting the Justice Bus. He also spoke about getting to know the patrons and organizations in the Lodi community.

Mr. Krosse asked if the Justice Bus is scheduled to return in the future. Ms. Muniak responded that the most recent visit to Brunswick Library focused on assisting low-income seniors with family law issues including wills, powers of attorney, living wills and more. The service is coordinated with Medina County Legal Aid, and MCDL is supportive of additional visits. The Justice Bus is funded through the Ohio Access to Justice Foundation and the Supreme Court of Ohio.

**2025 Tax Levy Rates**

**Resolution 24 - 16:** Mr. Carlson moved the resolution to accept the 2025 Tax Levy amounts and rates and authorize the necessary tax levies as determined by the Medina County Budget Commission. This is a requirement for the Medina County Auditor to collect real estate taxes for the Library next year.

Mr. Parker seconded the resolution and the roll being called upon its adoption of the vote resulted as follows: Mr. Parker, yes; Mr. Koran, yes; Mr. Carlson, yes; Ms. Flannery, yes; Mr. Krosse, yes; Mrs. Vachon, yes; Mr. Harr, yes.

**Winter Programs with Alcohol**

**Resolution 24 – 17:** Mr. Carlson motioned, and Mr. Krosse seconded the motion to approve *Wine and Canvas* events February 28, 2025, at Brunswick Library and December 7, 2024, and February

21, 2025, at Medina Library. Motion carried.

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

1. David Hartman: Reel-to-Reel player, VCR & DVD player for FHLC Digital Lab
2. Carol Jordan: \$1,000
3. Cleveland Clinic Medina Hospital Foundation: Mamava Nursing Pod
4. Ohio Early Intervention: 1,000 board books for Caregiver Kits
5. Kathleen Kulton: \$40
6. Beeology: \$50
7. Joseph Kisvardai: \$10,000
8. Black Cat Books & Oddities: \$694.11
9. Lori Hahalyak: Elmer Zarney assemblage *Flying Machines* in memory of her parents Quinten and Becky Seeley; and Georgia Kimble *Trillium* print
10. David Kaminski: \$75 in memory of David Tome
11. Buckeye Library Staff: \$50 in memory of David Tome
12. Shannon Just: \$100
13. Stacey Darr: \$25
14. Sandra Unger: \$50 in memory of David Tome

The donations were accepted with gratitude.

**Trustees Comments:**

Mr. Carlson thanked Mr. Holahan for his presentation.

Ms. Flannery congratulated those celebrating work anniversaries. She thanked Mr. Holahan for his presentation.

Mr. Koran thanked Mr. Holahan for his presentation and immersing himself in the Lodi community. He congratulated those celebrating work anniversaries.

Mr. Krosse gave a shout out to those that worked on the FHLC grant application. He thanked Mr. Holahan for his presentation and congratulated him on his first year in Lodi.

Mr. Parker congratulated those celebrating work anniversaries. He thanked Mr. Holahan for his presentation. He commented that it is great to see the Lodi Library being involved in the community.

Ms. Vachon thanked Mr. Holahan for his presentation. She is looking forward to Winter Wonderland.

Mr. Harr thanked Mr. Holahan for his presentation. He asked the other trustees to let him know if they were interested in being Board Officers next year.

**Adjournment:** There being no further business, Mr. Koran motioned, and Mr. Parker seconded the motion to adjourn the meeting at 6:41 p.m. Motion Carried.

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Brian Harr, President

William Koran, Secretary

NEXT BOARD MEETING  
Monday, November 18, 2024  
6:00 p.m.  
Medina Library