

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

March 18, 2024

The Medina County District Library Board of Trustees met in regular session on Monday, March 18, 2024, at Buckeye 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, William Koran, Caleb Parker, Jill McGarr, Ryan Carlson and Ann Marie Flannery.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Laura Kettering, Buckeye Branch Manager; Tina Sabol, Community Engagement Manager; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

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

Recognition of Guest and Comments from the Public: Mr. Harr welcomed all in attendance and recognized resident Vickie Coke, who addressed the board. She commented on the cataloging of a teen nonfiction book.

Disposition of Meeting Minutes: Mr. Carlson motioned, and Ms. McGarr seconded the motion to approve the February 19, 2024, regular meeting minutes. Mr. Parker abstained. Motion carried.

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

Fiscal Officer Allison Gaebelein highlighted that February 2024 receipts totaled \$3,203,111.98, while expenses totaled \$1,045,085.39. There was an unexpended cash balance of \$18,063,704.07 minus outstanding encumbrances of \$3,510,648.49 leaving an ending unencumbered balance of \$14,553,055.58.

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 will be received in March. The Library received the annual Huntington rebate for \$4,958, which is about \$500 higher than last year. The year-to-date General Fund revenue totals are down 3.7% compared to last year, while the year-to-date General Fund expenses are up 11.9% over last year.

The Ohio Library Council announced a new partnership with Amazon. The Library has switched from Amazon Business to an Amazon Business Prime account at no cost. 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 2024 PLF came in at \$414,084.90. This is \$28,813.81 lower than February 2023 and \$12,593.10 lower than budgeted. The year-to-date total for the PLF is down 1.67%. The Office of Budget and Management claims that the state budget is still on solid footing for the year.

February 2024 investments earned \$49,950.53 at an average weighted interest rate of 3.811% as compared to \$38,666.99 in February 2023. There is usually a lot of movement in our investment accounts in March following the final property tax disbursements, including the two CDs that are maturing next month and available for reinvestment.

Director's Report: Director Julianne Bedel highlighted that circulation for February 2024 was up 5% over 2023 including e-media circulation which is up 16%. Door count was up 25% compared to last year. Overall computer usage was down 7% compared to last year. Wi-Fi use was down 8% over last year.

The CLEVNET app was restored to functionality on March 1. The disruption in service was caused by a dispute between SOLUS and SirsiDynix, which was eventually resolved. CLEVNET sent a targeted message through Patron Point to the 26,000 app users to alert them to the return of that service. The Library will continue with the current app until a ByWater Solutions catalog discovery layer and application goes live in late 2024.

Outreach Manager Ann Plazek and staff met with Sheriff Grice's office to re-launch *Project Read* at the Medina County Jail. The reading program connects incarcerated individuals with their families through books. Inmates first choose a children's book, then write a note in the book for their child or grandchild, and finally are recorded reading the book. MCDL mails the inscribed book to the child, and the Sheriff's Office emails the video recording to the family. The monthly program is voluntary and rotates between female and male populations. At her first visit, Ms. Plazek had seven inmates participate. MCDL is happy to renew this cooperative effort. This is one example of how the Library fulfills our mission to creatively serve all county residents, no matter where they may be.

On March 15, the Library launched Adventure Passes, which came to life last year as a suggestion from Innovation Team. The community passes are purchased by the library or donated by a local organization. They bring our patrons new ways to use their library cards to access a world of ideas, information, and imagination outside library walls. The current passes include the Akron Zoo, Stan Hywet Hall and Gardens, and the Akron Art Museum. Innovation Team continues to reach out to area attractions and hope to add additional partners to the program.

Raina Telgemeier is the author and illustrator of many New York Times #1 bestsellers, including graphic novels Smile, Drama, Sisters, Ghosts, and Guts. She also adapted and illustrated four graphic novel versions of Ann M. Martin's Baby-Sitters Club series. On

March 13, the Library hosted Ms. Telgemeier for an author visit. Early in the day, students at Applewood Elementary had a great time getting to hear about Raina's journey as a graphic novelist. In the evening, there was standing room only at the Medina High School Middle Stage for the main program. Special thanks to Catie Taylor, her "Raina Day" team, and every single staff member who made this special day happen. This was the largest stand-alone program that the Library has hosted in several years. It was an overwhelming success because of the care and attention of planning this day over the last year. Thanks to the Friends of the Library, whose annual support helps make programs like this possible.

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

Human Resources highlights from February 2024 included welcoming four new hires and celebrating one promotion. There were eight leaves of absences compared to nine last month.

Safety and security procedures were revised and shared with staff. Fire Captain Cavanaugh of the Lafayette Fire Dept. conducted a preliminary walkthrough at the Medina branch in preparation for upcoming situational awareness and active threat walkthroughs at each building this spring. HR staff continue to expand the ADP Learning Management System to support onboarding and compliance training.

Highland Customer Service Clerk Chris Steinbrink has achieved ten years of service. Congratulations, Chris!

New Business: Buckeye Branch Manager Laura Kettering spoke about the opportunity to host 25-50 teens in the library after school with a variety of program offerings that focus on food, activities, contests, and relaxation. Programs include *S'mores on the Go*, *Hot Cocoa Bar*, and the *Nugget Tasting Tournament*. Relaxation programs include visiting with Ripley the therapy dog and crafting fleece blankets which are donated to Akron Children's Hospital. Staff have been very successful at creating a positive and welcoming environment that allows the children to socialize and relax after school.

Service Recognition for Charlene Smiley: Mr. Harr recognized Brunswick Customer Service Department Supervisor Charlene Smiley for her 26 years of dedicated service. The Board of Trustees expresses deep appreciation for Charlene Smiley and the role that she played in our library family. We wish her health and happiness in the next chapter of her life.

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

1. Friends of MCDL: \$35,400
2. Lee Anne Jillings: \$50 in memory of Mary Ellen Hargrove
3. Carl Henderson: \$50
4. Darrell & Carolyn Waite: \$100 in memory of Noah Elliot Taylor

5. Granger Historical Society: Bound volume of 1843 "Democratic Watchman" newspaper
6. Sammy & Mike Sabra: "The Holy Qur'an" & "Quran in English"
7. Nancy Jackson: \$179.50

The donations were accepted with gratitude.

Trustees Comments: Mr. Carlson thanked Ms. Kettering for her presentation. He recognized the Buckeye staff who provide great services for the Buckeye kids. Congratulations to all celebrating service anniversaries. He congratulated the maintenance staff for getting so many 2024 projects already completed.

Ms. Flannery thanked Ms. Kettering for her presentation and commented on the creativity of the teen projects. She gave thanks for *Project Read*.

Mr. Koran thanked Ms. Kettering for her presentation. He recognized the outstanding customer service of a Brunswick staff member.

Ms. McGarr thanked Ms. Kettering for her presentation. She thanked Ms. Steinbrink and Ms. Smiley for their many years of service. She thanked and congratulated staff that worked on the wonderful Raina Telgemeier author event and said "they knocked it out of the park."

Mr. Parker congratulated Ms. Steinbrink on the milestone and Ms. Smiley on her retirement. He thanked Ms. Kettering for her presentation.

Mr. Harr thanked Ms. Bedel for sharing a grandmother's thank you note earlier in the month.

Adjournment: There being no further business, Mr. Koran motioned, and Mr. Parker seconded the motion to adjourn the meeting at 6:35 p.m. Motion Carried.

Brian Harr, President

William Koran, Secretary

NEXT BOARD MEETING
Monday, April 15, 2024
6:00 p.m.
Medina Library