

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

February 19, 2024

The Medina County District Library Board of Trustees met in regular session on Monday, February 19, 2024 at Medina 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, Mark Krosse, Jill McGarr, Ryan Carlson and Ann Marie Flannery.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Chris Weaver-Pieh, Collection Resources Manager; Sue Schuld, Technology Services Manager; Tina Sabol, Community Engagement Manager; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

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

Recognition of Guests and Comments from the Public: Mr. Harr welcomed all in attendance and recognized resident Vicki Coke, who addressed the board. She shared concerns regarding the content of the juvenile library collection and regarding an OPERS correction from late 2023.

Disposition of Meeting Minutes: Mr. Carlson motioned, and Ms. McGarr seconded the motion to approve the January 15, 2024, regular meeting minutes. Motion carried.

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

Fiscal Officer Allison Gaebelein included an updated Statement of Cash Position Report for 2023 in the Board packet to reflect the final adjustments that were made before closing the year. The annual financial report will be filed with the Ohio Auditor of State at the end of February 2024.

Ms. Gaebelein highlighted that January 2024 receipts totaled \$597,238.84, while expenses totaled \$850,632.36. There was an unexpended cash balance of \$15,905,677.48 minus outstanding encumbrances of \$3,635,600.02 leaving an ending unencumbered balance of \$12,270,077.46.

General Fund revenues were down 13.1% over prior year-to-date mainly due to the decreased amount of the PLF. Our first disbursement of real estate taxes was received at the end of January. The General Fund expenses are down 2.6% compared to the same year-to-date period.

January 2024 PLF came in at \$329,709.96. This is \$50,577.80 lower (-13.3%) than January

2023 but only \$70.04 (-0.02%) lower than budgeted. According to the Office of Budget and Management, overall state tax receipts came in at 11.5% below estimates for December 2023 due to large income tax refunds that were paid out at the end of the year for filers who had requested extensions for the 2022 tax year. They are still estimating that year-to-date revenues are on track.

January 2024 investments earned \$54,944.24 at an average weighted interest rate of 4.325% as compared to \$40,146.82 in January 2023.

Ms. Gaebelein followed up on a question from Mr. Harr that Charles E. Harris & Associates, Inc. previously audited the Medina County Library for the fiscal period of January 1, 2006, through December 31, 2011.

Director's Report: Director Julianne Bedel highlighted that circulation for January 2024 was up 10% over 2023 including e-media circulation that is up 34%. Door count was up 13% compared to last year. Overall computer usage was down 10% compared to last year. Wi-Fi use was down 6% over last year.

There is a new Circulation Detail report in the board packet. The report shares more detail on how various segments of the collection are performing and gives some insight on how the community is utilizing our physical and digital resources over time.

The 2023 year-end statistics summary showed solid growth in most of the primary measurement categories. Annual circulation was 2,880,392 (up 6% from 2022). Total circulation was 33% digital. People count was 533,163 (up 19%) and overall computer use was 304,056 (up 23%). Program attendance was 95,986, which was down 9%, primarily due to a change in the method of counting pre-recorded programs which was implemented by the State Library of Ohio. Demand for pickup lockers and curbside service continues to be low but fluctuates seasonally. Community attendance in meeting rooms was 55,590 (up 18%), 9,012 new cards were issued (up 13%), and 3,634 passport applications were processed (up 28%).

On Thursday, February 15, a fiber break near downtown Cleveland impacted Fusion services, taking down our phones system-wide, and Internet service at all library branches except Medina. The line was repaired and service restored by Friday morning.

Our IT Department has been working with Fusion and Medina County Fiber to resolve a voice call quality issue at Medina and Brunswick. The call quality was less than optimal over the last several weeks, but repair measures have been taken and seem to be effective.

CLEVNET will be moving forward with Aspen Discovery for the new patron catalog interface and with the Aspen LiDA patron app from ByWater Solutions. There will be site customization and staff training later this year. October 28 is the tentative roll-out date for these two new interfaces.

Dolly Parton's Imagination Library of Ohio updated participation information this month. Statewide, 60% of eligible children birth through age five are registered to receive free

books. In Medina County, participation is currently at 63%. The cost of the books is funded 50% by the Ohio General assembly and in Medina County the other 50% of the cost of the books is provided by the United Way of Summit and Medina, ensuring the program remains free for all families.

Our Aerial Photos Digitization Project grant proposal has been awarded \$18,723 from the Ohio History Fund. The OHF is the Ohio History Connection's competitive, matching grant program for history. Their review panel considered 40 proposals totaling \$615,021 in requests and ours was one of 14 approved projects to receive a portion of the \$187,600. Congratulations to Lauren Kuntzman and her team spearheading the project and to Monica Heath for this successful grant application.

Communications: None

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

Human Resources highlights from January 2024 included welcoming two new hires and celebrating two promotions. Three staff members left employment. There were nine leaves of absences compared to twelve last month.

The ADP learning management module is being rolled out as scheduled. Training throughout the year is being scheduled, including situational awareness safety walk-throughs with law enforcement, supervisor quarterly training, Staff Development Day and a re-imagined Leadership U.

Nine staff celebrated work anniversaries in January. Buckeye Library Associate Karen Tate has achieved five years of service. Congratulations, Karen!

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:

Technology Presentation: Sue Schuld gave an overview of our technological partnerships, support and funding. The library works with CLEVNET, OPLIN, OLC, and the State Library of Ohio. CLEVNET helps to provide access to things such as the security firewall

and virus protection, and public computer and printer access. A 2022 ROI study indicates a return in value of \$9.12 per dollar spent on CLEVNET membership. OPLIN provides broadband Internet connections for 251 library systems at no cost. OPLIN is paid for by the General Assembly's General Revenue Fund. OLC provides training and lifelong learning opportunities. OLC also advocates for libraries with the General Assembly at the state level.

Mr. Krosse asked about access to databases. Ms. Schuld responded that databases are purchased in a variety of ways, by OPLIN, CLEVNET, and MCDL. Each organization has a committee to determine which database are most utilized by patrons. Mr. Carlson asked about security changes and VPN access. Ms. Schuld confirmed that we already use CISCO connect.

Resolution 24 – 2: Interfund Transfer: Mr. Carlson motioned and Ms. McGarr seconded the motion that the Medina County District Library Board of Trustees hereby approves the \$75,000.00 Interfund Transfer from 401 Building Improvements to 401 Professional Services. Motion carried.

Donations: Mr. Koran motioned, and Mr. Krosse seconded the motion to approve the following donations for December. Motion carried.

1. Elizabeth Reed: \$100
2. A.E.F. Richardson: Handmade Clay Pottery
3. Colleen Long: Books
4. Anonymous: \$75
5. Emily Levandusky: Handmade book

The donations were accepted with gratitude.

Trustees Comments:

Ms. Flannery commented “hats off” to the Brunswick staff who processed a large number of passports with staffing levels down to only two passport agents.

Mr. Koran thanked Ms. Schuld for her presentation. He congratulated Lauren Kuntzman and her team for being awarded an Ohio History grant.

Mr. Krosse thanked Ms. Schuld for her informative presentation.

Ms. McGarr thanked Ms. Schuld for her presentation. She congratulated Karen Tate on her milestone anniversary.

Mr. Harr and Mr. Carlson echoed the sentiments of the other trustees.

Adjournment: There being no further business, Mr. Krosse motioned, and Ms. McGarr seconded the motion to adjourn the meeting at 6:53 p.m. Motion Carried.

Brian Harr, President

William Koran, Secretary

NEXT BOARD MEETING
Monday, March 18, 2024
6:00 p.m.
Buckeye Library