

## I. Call to Order and Roll Call

President Deborah Yue called to order a meeting of the Avon Lake Public Library Board of Trustees on March 14, 2024 at 7:01 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Michele Jakubs, Marilyn Valentino and Christina Mars. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, and Fiscal Assistant Carrie Muzychak.

**II. Adjustments to the agenda** -There were no adjustments to the agenda.

## III. Public comments -

Ned Lauver, ALCS Director of Operations, spoke regarding the Avon Lake High School Tennis Court Project. Due to substantial cracking and deterioration of the courts, a proposal for replacing them is being completed. This will potentially impact the Library as the walking path will be moved further south. A written request for these proposed changes may be forthcoming.

## IV. Minutes

### A. *Minutes of the regular meeting of February 8, 2024*

Christina Mars moved and Steve Parsons seconded **Resolution No. 2937-24**, approving the minutes of the regular meeting of February 8, 2024.

Call For Vote: All Ayes      Motion Carried

## V. Fiscal Officer's Report

### A. *Fiscal Officer's month, February 2024 report, and monthly financial statements -*

Lorie began the Revenue Report noting we have not yet received the Property Tax check. This will now be received via direct deposit and will most likely arrive in March. This revenue will be moved to Star Ohio, until needed, to take advantage of rising interest rates. The Public Library Fund (PLF) is on target for this time in the year. Lorie mentioned Interest Earnings are way ahead of what was expected which is extra income for the Library. As for donations provided toward the DiscoveryWorks renovation, over eight thousand dollars was received in February and fourteen thousand dollars year to date. The majority of these are from individual donors from Avon Lake and the surrounding communities. Lorie then referenced the Bank Report noting rising interest rates continue to generate revenue.

Lorie referred to the Expense Report and mentioned there are some negative balances shown as unencumbered balances. These will be corrected by adjustments included in the Permanent Appropriations Budget which will be discussed later in the meeting. One account is wages which will be adjusted for the full year's impact of the 8% increase from June 2023 and an

additional 3.5% increase in June 2024, included as part of the new union contract. Lorie mentioned the increase in wages also affects OPERS and Medicare costs. Health insurance is in good shape and Lorie is budgeting an 8.5% increase for the upcoming year. Lorie commented we are two months into the year and accounts are consistent with expectations.

Michele inquired on the \$60.00 Banking Fee to which Lorie acknowledged was a charge for an overdraft of two checks, created due to a pending transfer.

Lorie then pointed out line item *101.100.55510 - Other Capital Projects* is reflective of budgeted dollars leftover that were carried over from the previous year. This will be earmarked for funding for the DiscoveryWorks project aside from donations.

Moving on to the Check Report, Lorie inquired if there were any questions and with none concluded the Fiscal Officer’s report.

Michele Jakubs moved and Amy Margiotti seconded **Resolution No. 2938-23**, approving the Fiscal Officer’s February 2024 reports and monthly financial statements.

Call For Vote: All Ayes          Motion Carried

**VI. Director’s Reports**

*A. Gifts -*

For DiscoveryWorks Renovation:

Erin Rudy	\$250
Scott Zieger	\$25
Jessie Spicer	\$100
Michelle Witten	\$500
Jacqueline Spenzer	\$100
Jenefer Machovina	\$100
Laura Falkinburg	\$100
Allyson Teeters	\$100
Sarah Jankovic	\$100
Michael Triska	\$100
Lauren Schiavone	\$100
Kaye and Aaron Snyder	\$100
Caitlin Fillioe	\$100
Paula Keating	\$100
Angela Chapman	\$250
Amy Margiotti	\$250
Rita Stroempl	\$1,000
Teri Rife	\$5,000
Avon-on-the-Lake Garden Club	\$250

There were no gifts to the Endowment Fund.

William noted the majority of the latest gifts are earmarked toward the DiscoveryWorks renovation. William noted Teri Rife is a current Friends of the Library board member and Rita Stroempl is a former Avon Lake Public Library Trustee. To date, the majority of gifts are from individual donors. William is meeting and providing information to corporate donors such as Lubrizol and community organizations such as the Avon Lake Early Childhood PTA.

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 2939-23**, accepting \$8,625.00 to the Library.

Call For Vote: All Ayes      Motion Carried

*B. Director's Monthly Report*

William began the report by passing around copies of the recent press provided by local media outlets for the Board to review. Articles highlighted a variety of events, including the ALPL Tiny Art Show, the DiscoveryWorks renovation, and the February Rock and Roll speaker series.

William began discussions on the Discovery Works renovation, noting that the timeline has been refined to accommodate a few design tweaks. The project will go out for bid in April. Also, efforts were made to take down the plane hanging from the ceiling; however, they were not successful. Upon further discussion, the plane will remain with the general contractor working around it during the renovation.

Issues have been resolved with our provider and the Avon Lake Public Library app is back to being operational. Users have successfully resumed using the app to search for materials, check out items, and review their holds.

William noted that the Friends of the Avon Lake Public Library recently held their indoor book sale, generating over \$4,000 in sales. The Friends has raised over \$15,000 out of the anticipated \$17,000 revenue for the year before this most recent book sale. These revenues came from the sale of eclipse glasses and ongoing book sales. William is appreciative of the money provided to support Library programming, supplies, and speakers.

William highlighted the Library's partnership with the Avon Lake Historical Society in providing the upcoming "History Mystery Hunt," which will offer participants an opportunity to solve clues at twelve historic landmarks and learn about the history of Avon Lake. Those interested can register beginning April 13, 2024.

*C. Monthly Statistics* - William reminded the Board that January data for downloadables and self-checkout, missing from the January report, are displayed in the current report. As for the February statistics, both circulation and attendance are up. William noted that the Taylor Swift program and the Rock and Roll speaker series brought many people into the Library.

As a side note, William provided information to the Board on conduct issues with a few teenage patrons. There have been some confrontations with staff and issues have persisted even with management involvement. The Library has hired uniformed, off-duty officers to come in for three hours for the next week to assist with monitoring and addressing any continued issues.

**VII. Unfinished Business -**

*A. Trustee Summer Gathering* - Christina extended an invitation to the Board, offering to host a summer get-together. This will be an informal gathering where no Library business will be discussed. The decision was made to meet on the evening of July 18th. Typically, the Board takes a summer recess in July; thus, the decision was made to cancel the July Board meeting. Deborah inquired if there was any other unfinished business and, with none, moved on.

**VIII. New Business -**

*A. 2024 permanent appropriations budget* - Lorie presented the Permanent Appropriations Budget noting there were few adjustments made from the Temporary Budget. The bottom line is about the same with the changes made, resulting in only a \$505 difference. As mentioned earlier in the meeting, the salary budget was adjusted. When evaluating adjustments for the Permanent Appropriations Budget, Lorie reviewed 2023 actuals and adjusted the operational contract accounts in line with previous year actuals. The budget for materials was not changed, remaining at \$350,000. Lorie added Gerry often requests movement of budget dollars from specific materials budgets during the year; however, the bottom line is kept the same. Lorie also mentioned the Contingency and Transfer accounts were lowered. The budget for the Building Fund remains at \$150,000 which may change when we have firm numbers for the DiscoveryWorks renovation. The Library can opt to transfer excess dollars to the Building Fund at the end of the year. Lorie does not have concern regarding the Contingency account as we have funds unbudgeted in the General Fund bank accounts. Lastly, Lorie mentioned a new line *401.100.55750 - Infrastructure* was created to represent technology equipment such as the servers which will come out of the Building Fund.

Marilyn inquired about the new line item *101.100.53900 - Program Speakers*. Lorie clarified it is a new account so there is no data for 2023. William added some of the funding for speakers has been provided from the Friends of the Avon Lake Public Library or Endowment Funds.

As a side note, Rebecca inquired when the next Library levy will be on the ballot to which Lorie replied May, 2026. The Board will vote on whether it will be a renewal, which is most likely.

Michele Jakubs moved and Rebecca Schaltenbrand seconded **Resolution No. 2940-24**, to approve the 2024 Final Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for	\$ 2,263,500
2000/Supplies for	\$ 44,500
3000/Operations/Contracts for	\$ 617,250
4000/Materials for	\$ 350,000
5000/Capital Outlay for	\$ 100,000
7000/8000/Other for	\$ 108,100

For a General Fund total of \$3,483,350 and a \$175,000 appropriation from the Building Fund for a combined total for the two funds of \$3,658,350.

Roll Call Vote: All Ayes      Motion Carried

Michele Jakubs	AYE
Christina Mars	AYE
Amy Margiotti	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

*B. Endowment Request - 2024 Community Read* - William communicated we are looking ahead to the next Community Read, *Finding Dorothy* by Elizabeth Letts. As in previous years, the Library will be partnering with the Avon Lake City Schools to provide funding for an author visit which will take place on September 26, 2024. Planning has already begun for “Wizard of Oz” themed programming and decor. William proposes using money from the Endowment Fund towards the author visit and Community Read event.

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 2941-24**, to authorize a \$2,000 expenditure from interest earned on the Library Endowment Fund for the purchase of an author visit from Elizabeth Letts for the Community Read event.

Roll Call Vote: All Ayes      Motion Carried

Michele Jakubs	AYE
Christina Mars	AYE
Amy Margiotti	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

## IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:07 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is April 11, 2024.

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Deborah Yue, President

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Marilyn Valentino, Secretary