

## 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 October 17, 2024 at 7:01 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Michele Jakubs, and Marilyn Valentino. Christina Mars was absent. 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** - There were no public comments.

## IV. Minutes

*A. Minutes of the regular meeting of September 12, 2024*

Amy Margiotti moved and Rebecca Shaltenbrand seconded **Resolution No. 2975-24**, approving the minutes of the regular meeting of *September 12, 2024*.

Call For Vote: All Ayes      Motion Carried

## V. Fiscal Officer's Report

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

Lorie began the Revenue Report noting the third quarter is complete and the Library has collected 93.78% of what was certified for the General Fund for the year. Specifically, the percent of Public Library Fund (PLF) dollars collected thus far in 2024 is 74.75%, which is on target considering we are three quarters through the year. As for the Bank Report, Lorie also mentioned the current balance in the STAROhio Building Fund is \$1.521 million.

Lorie mentioned all accounts on the Expense Report are in good shape mentioning that the negative balances in some accounts will be adjusted at the end of the year. Lorie stated there is about \$103,000 unencumbered dollars that can be used to shore up accounts.

Deborah inquired about \$30.00 in bank fees to which Lorie explained fees from wiring money from StarOhio. Marilyn inquired the \$623.00 balance in Object Class 53 to which Lorie replied represents excess and unused money that came over from 2023. It has been applied and posted to a line item but is not limited to a specific purchase order.

Marilyn Valentino moved and Michele Jakubs seconded **Resolution No. 2976-24**, approving the Fiscal Officer's September 2024 reports and monthly financial statements.

Call For Vote: All Ayes      Motion Carried

## VI. Director's Reports

A. *Gifts* - Gifts to the Library and Endowment Fund are as follows:

Gifts to the Library:

- For the DiscoveryWorks Renovation:
  - Hanleigh Heinzmann                 \$250
  - Susan Jagoda                         \$250
  - Sara Troyer                         \$250
  - Patricia McDonald                 \$250
  - Christine Dobbins                 \$250
  
- \$75.00 from Northwest Bank CRE Credit Team in memory of Margurite Usry Aquino

Gift to the Endowment Fund:

- \$100 from Noreen Cicerrella in loving memory of Ashley Nicole Trefero
- \$100 from Noreen Cicerrella in loving memory of Peter Eichstaedt

Michele Jakubs moved and Steve Parsons seconded **Resolution No. 2977-24**, accepting \$1,325.00 to the Avon Lake Public Library and \$200.00 to the Endowment Fund.

Call For Vote: All Ayes                 Motion Carried

### *B. Directors Monthly Report*

The DiscoveryWorks renovation continues, with most of the construction completed. Infinity Construction will return to install flooring once items requiring the lift are finished. RGI Creative has begun bringing in fixtures such as the desk. William noted that the Library is still receiving donations toward the “lake wall.”

The canopy pillar project is nearing completion, and William will evaluate what to place in the planters at the base of the pillars. Rebman is also finishing up the installation of fire alarm strobe and pull stations. William noted that there was a change order for \$8,000 to get the building up to code.

Since Tony Frank resigned in September, William notified the Board that Simplified Facilities Group had been contracted to provide building maintenance and oversight. Many other Libraries and organizations in the area also use Simplified for their services, including Oberlin Library, Amherst Library, Grafton-Midview Public Library, Sandusky Library, and Avon Lake City Schools. The largest benefit is having twenty-four-hour, seven-day support that can meet the needs of the Library. Simplified provides licensed specialty services and institutional knowledge, including electrical, plumbing, and construction. Reviews of current vendor contracts will also be conducted. William noted there will also be cost savings, stating the Library will pay Simplified \$1,100 per month for monthly visits and an additional \$65.00 per hour itemized for special

projects. Marilyn noted there are benefits to having someone look at the building to evaluate future planning and to see projects with “new eyes.” Deborah mentioned that the direction sounds positive, has many long-term benefits, and is a good solution to meet the operational needs of the library.

William stated that September’s month-long Community Reads series based on the book *Finding Dorothy* by Elizabeth Letts was outstanding and that every event was successful. The Library received positive media coverage and feedback from the community. The series culminated with an author visit, which was well received. Highlights of the speaker visit included the ukulele jammers performing “*Somewhere Over the Rainbow*” and an anonymous donor who loaned an original Dorothy dress and socks from the film for temporary display during the author's visit. Looking ahead, William briefly mentioned some of the details of Library programming planned for the end of the year, including a Gingerbread House contest.

Boo by the Woods was a success, with over 3,000 people attending. William noted that the increased staff this year enhanced the event's success and execution.

*C. Monthly Statistics* -Circulation was flat for the month of September, and the Library experienced a drop in attendance. Marilyn noted there continues to be a significant drop in audiobooks, and Gerry noted the ratio of digital audiobooks to physical audiobooks is currently 10 to 1.

## **VII. Unfinished Business -**

*A. ALCS Tennis Court Replacement Project* - Conversation on the Tennis Court Replacement approval was tabled until the October meeting as the final version of the Deed of Easement was unavailable. William will provide Deborah and Rebecca with the most recent documents for their review.

## **VIII. New Business -**

*A. 2024 levy proceeds* - Lorie began the discussion relaying, formal approval of levy proceeds is required on an annual basis. Documents were provided relating to the acceptance of the amounts and rates relating to the levy at a tax rate of 2.80 mills and an estimated total of \$2,510,617. Steve inquired if the amount changes from year to year to which Lorie replied the dollar amount the Library receives does not change however the percentage amount changes from year to year as the value of real estate fluctuates.

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 2978-24**, accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Roll Call Vote: All Ayes      Motion Carried

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

*B. Trustee reappointment - Mars* - William stated he spoke with Christina Mars and she is interested in serving another term as Avon Lake Library Trustee. Her appointment will be presented to Avon Lake City School Board of Education for approval at either the November or December meeting.

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 2979-24**, requesting the reappointment by the Board of Education of the Avon Lake City Schools of Christina Mars to the Avon Lake Public Library Board of Trustees for a 7-year term, commencing January 1, 2025 through December 31, 2031.

Roll Call Vote: All Ayes      Motion Carried

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

*C. Censorship and the role of Libraries* - Marilyn provided a summary of the American Library Association (ALA) presentation discussing censorship and the role of Libraries. Marilyn stated many issues lie in areas containing a large Native American population where misinformation and hate increase instances of book banning and reduced access to materials. Marilyn provided encouraging statistics that show people love and trust their libraries, and continual efforts are being made at many libraries to ensure equal access for everyone. Marilyn also commended the Avon Lake Public Library's continual efforts to create policies and procedures to provide programming and materials that represent all. Marilyn credited the Library for continuing to connect with libraries and other groups to focus on meeting the community's needs rather than letting censorship gain traction.

William thanked Marilyn for the overview and mentioned that the Library's strategic plan will be reevaluated at the beginning of next year. William also reminded the group that Ohio public libraries benefit from state funding and emphasized the value of the PLF in Ohio, which is not the case in other states. The Library continues its focus on providing accessible and equitable conditions to all.

As a side note, William will be in discussions with the City of Avon Lake regarding potential financial benefits for the Library through the development of the lakefront area on the former site of the power plant. Early discussions with the City predict the project will be funded through Tax Increment Financing (TIF). Generally, the Library would be excluded from any financial benefits from the development of the area. William is in discussions with Economic Development Director Ted Esborn, City Council President Jennifer Federbosch, and others to discuss potential considerations for some future financial advantages to the Library. William plans to attend Avon Lake City Council and collective committee meetings. Rebecca advised that legal counsel should be consulted on any potential agreement and William agreed, noting Bricker and Graydon will be provided review if an agreement is made.

## **IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 8:18 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is November 14, 2024.

---

**Deborah Yue, President**

---

**Marilyn Valentino, Secretary**