

## 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 December 12, 2024 at 7:00 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 Administrative Coordinator 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 November 14, 2024*

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 2985-24**, approving the minutes of the regular meeting of November 14, 2024.

Call For Vote: All Ayes          Motion Carried

## V. Fiscal Officer's Report

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

Lorie began the Revenue Report and noted the Library will easily collect and exceed the Public Library Fund dollars we were certified for 2024. Also, through November, the Library funds have generated over \$90,000 in interest. Michele asked if any additional Homestead Rollback dollars will be received to which Lorie replied that no additional funds will be received this year. She explained the dollars for property tax revenue is certified in whole; Homestead Rollback is not separated out.

As for the Bank Report, Lorie noted the balance for all four accounts is currently \$3,206,391 and changes that will be discussed later in the meeting will be reflected in next month's report.

Lorie referred to the Expense Report, highlighting the negative unencumbered balances in accounts including Wages, Dues & Membership Fees, Technology Hardware, Outsourced Services and Furniture and Equipment. Lorie clarified a few extraordinary expenses such as the implementation fees associated with a new Integrated Library System (ILS) and a mover mailer to new residents. In addition, the Library purchased a scissor lift, new surveillance cameras and AV equipment for the Gallery. Also mentioned were expenses relating to Building which included masonry repair for the MOTUS bird tower and the sprinkler risers upgrades required by the fire department.

There were no questions regarding the Check Report.

Marilyn Valentino moved and Michele Jakubs seconded **Resolution No. 2986-24**, to approve the Fiscal Officer's December 2024 reports and monthly financial statements.

Call For Vote: All Ayes      Motion Carried

*B. General Fund Transfer -*

Rebecca Schaltenbrand moved and Amy Margiotti seconded **Resolution No. 2987-24**, approving a transfer of \$75,000 from the General Fund to the Building Fund as requested by the Fiscal Officer.

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

*C. Cross - millennial transfers*

Lorie began the discussion noting the Contingency Fund was used to cover overages in Wages, Outsourced Services, Dues and Membership Fees and Technology Hardware. Unencumbered dollars remaining in Supplies, Other Library Materials, Juvenile Books and Magazines were moved to the Furniture & Equipment. Lorie noted that in previous years the cross millennial transfer was approved in January; however, during the most recent audit, auditors advised Lorie to complete the process of finalizing cross-millennial transfers before year end. An error on the figures was realized during the meeting, and the revised version is as follows.

**2024 EOY CROSS MILLENIAL TRANSFERS**  
**DECEMBER 12, 2024** *(revised)*

TRANSFER FROM			AMOUNT	TRANSFER TO			AMOUNT
101.100.58900	CONTINGENCY		\$ 9,450.71	101.100.51110	WAGES		\$ 9,450.71
101.100.58900	CONTINGENCY		\$ 8,486.95	101.100.53795	OUTSOURCED SERVICES		\$ 8,486.95
101.100.58900	CONTINGENCY		\$ 69.31	101.100.57100	DUES & MEMBERSHIP FEES		\$ 69.31
101.100.58900	CONTINGENCY		\$ 1,187.34	101.100.55530	TECHNOLOGY HARDWARE		\$ 1,187.34
101.100.58900	CONTINGENCY		\$ 805.69				
101.100.52110	SUPPLIES-OFFICE		\$ 500.00				
101.110.52110	SUPPLIES-BUILDING		\$ 900.00				
101.300.52110	SUPPLIES-DW		\$ 1,900.00				
101.100.54210	MAGAZINES		\$ 1,000.00				
101.100.54999	OTHER LIBRARY MATERIALS		\$ 15,000.00				
101.200.54110	BOOKS-JV		\$ 2,944.76				
			\$ 23,050.45	101.100.55500	FURNITURE AND EQUIPMENT		\$ 23,050.45
TOTAL			<u>\$ 42,244.76</u>				<u>\$ 42,244.76</u>

Steve Parsons moved and Michele Jakubs seconded **Resolution No. 2988-24**, to approve the cross-millennial transfers presented with a correction to *101.200.54110* of \$2,944.76.

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

*D. 2024 Permanent appropriations adjustments* - Lorie stated the Board will vote on the finalized 2024 budget before the close of the year. Most adjustments were minor recalculations and assumptions based on current trends. The one notable change was to increase *101.110.53325 Building and Site Variable* to \$88,000. In addition, Lorie reported line item *401.100.55400 Building Improvements* was increased to allow for the full \$1,541,500 expenditure for the DiscoveryWorks project. To clarify, Lorie noted all purchase orders for 2024 are established and have adequate dollars to pay invoices in December.

Michele Jakubs moved and Rebecca Schaltenbrand seconded **Resolution No. 2989-24**, to approve the adjustments to the 2024 permanent appropriations as presented by the Fiscal Officer.

1000/Salaries and Benefits for	\$2,273,407.25
2000/Supplies for	\$44,641.80
3000/Operations/Contracts for	\$670,250.00
4000/Materials for	\$350,000.00
5000/Capital Outlay for	\$119,480.60
7000/8000/Other for	\$108,100.00

For a General Fund total of \$3,565,879.65 and a \$1,541,500.00 appropriation from the Building Fund for a combined total for the two funds of \$5,107,379.65.

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

## VI. Director's Reports

### A. *Gifts* - Gifts to the Library were as follows:

- For the DiscoveryWorks Renovation:
 

Gallup Family (exhibit sponsorship)	\$12,208.00
Gallup Family (bubble)	\$500.00
Virginia Brandt	\$100.00
Susan Dieger (third donation)	\$250.00
Steve Parsons	\$2,500.00
Peter & Co Jewelers, Inc.	\$500.00
North Coast Rotary	\$1,000.00
  
- \$500.00 from Gallup Family in memory of Robyn Gallup

Amy Margiotti moved and Marilyn Valentino seconded **Resolution No. 2990-24**, accepting \$17,558.00 to the Avon Lake Public Library.

Call For Vote: All Ayes      Motion Carried

### B. *Director's Monthly Report*

The DiscoveryWorks renovation continues and installation of the flooring by Infinity Construction will begin soon. Infinity Construction is close to completing their portion of the job and RGI continues work creating arches, installing the constellation privacy screen, and producing donor walls. Furniture pieces such as tables and chairs, and exhibits including the train table and gravity wall are arriving. Fundraising continues and William is looking into grants for next year's cycle. The "buy a beaker" promotion is in full swing with select golden ticket winners being offered a chance to see the space. The donor preview night will be held in January with the Friends of the Avon Lake Public Library as co-hosts. The public reopening of the space will be held on February 1, 2025 with new hours at 10:00am - 9:00pm with the hour before opening reserved for school and large group visits. Michele inquired as to how many individuals donated to the project and William will provide that information to the Board.

William provided an update on security as there have been recent behavioral incidents with some young adults at the Library after school hours. Recently, we have hired security guards to act as a consistent presence and reinforce positive behaviors and react when necessary. Members of the Avon Lake Police Department have also helped provide backup; however, they cannot commit to a daily presence at the Library. In addition, Lisa Goodwin, a social worker with LCADA, provided training for staff on methods to compassionately communicate with teens and ways to react in certain situations.

William is a member of the Avon Lake power plant artifact committee and is assisting the City of Avon Lake to preserve memorial elements, some of which will be displayed at the Library. There are some decorative pieces that would be best preserved inside and the Library is assisting in taking inventory of the items and showcasing them.

As a side note, William clarified minutes from the monthly Avon Lake Library Board of Trustee meetings are posted on the website in a timely manner. Minutes from the previous month are posted after approval at the following meeting. Any adjustments to the calendar and special meetings are posted within twenty-four hours.

*C. Monthly Statistics* - November statistics reflect a dip in Circulation and in Library attendance to which William attributed the low figures to the absence of the Holly Days event which brought in over 2,000 people in 2023. Steve remarked it is incredible that the Library has circulated over 400,000 items and welcomed close to 200,000 visitors in eleven months.

**VII. Unfinished Business** - There was no unfinished business

**VIII. New Business** -

*A. 2025 Temporary appropriations* - Lorie presented the budget and reviewed some modifications made. Estimated 2025 Certified Revenue was raised slightly to \$3,529,926 which for the most part, increased due to favorable interest rates. As for Expenses, Lorie evaluated current salary and benefit levels assuming staffing is at an adequate level and health insurance will increase by eight to nine percent. Supplies were raised slightly and Lorie consulted with Gerry regarding the Materials budget, decreasing the amount to \$325,000 from \$350,000. Lorie also noted encumbered dollars were increased to allow for the purchase of additional adult seating, celebrations relating to the DiscoveryWorks reopening, integration of a new ILS system and expenses relating to building maintenance completed by Simplified Facilities Group. As for the Building Fund, dollars were set aside for the frost slab project and other larger building projects.

Michele Jakubs moved and Steve Parsons seconded **Resolution No. 2991-24**, to approve the 2025 Temporary Appropriation Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,291,722
2000/Supplies for	\$48,000
3000/Operations/Contracts for	\$727,624
4000/Materials for	\$325,000
5000/Capital Outlay for	\$270,000
7000/8000/Other for	\$110,600

For a General Fund total of \$3,772,946 and a \$175,000 appropriation from the Building Fund for a combined total for the two funds of \$3,947,946.

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
Yue Deborah	AYE

*B. Credit card compliance and rewards review* - William reported the Library assigns credit cards to select members of the management team to be used for Library approved purchases. Carrie noted \$950 was redeemed from rewards and applied as credit to the December 2024 credit card statement. Lorie also noted a thorough review of purchases made is completed each month to ensure compliance.

*C. Building update* - William presented the building plan and reviewed what we have completed this year and what we are looking to accomplish next year and in the future. William added the costs provided are rough estimates. Projects for 2025 include a frost slab for the fire exits, gutter guards, installation of a “blast curtain” for the south sliding doors and a lactation room. In addition, GPD provided a quote to provide a comprehensive building plan which William noted is on the horizon. William also mentioned remodeling the public and employee bathrooms is a future priority and the intent is for the space to be configured to provide single-stall, gender-neutral restrooms.

## **IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 8:27 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is January 9, 2025.

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**Deborah Yue, President**

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**Marilyn Valentino, Secretary**