

## I. Call to Order and Roll Call

President Michele Jakubs called to order a meeting of the Avon Lake Public Library Board of Trustees on June 12, 2025 at 7:01 p.m. Trustees in attendance were Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Deborah Yue, Marilyn Valentino and Christina Mars. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel 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 May 14, 2025

Amy Margiotti moved and Deborah Yue seconded **Resolution No. 3029-25**, approving the minutes of the regular meeting of May 14, 2025 as amended.

Call For Vote: All Ayes      Motion Carried

## V. Fiscal Officer's Report

### A. Fiscal Officer's May 2025 reports, and monthly financial statements -

Lorie reviewed the Revenue Report, affirming the PLF is on target and all other revenue accounts meet expectations at this point in the year. Interest continues to yield a sizable amount. Lorie then provided a review of the Bank Report, noting the balance in the Building checking account is \$402,736.20 and an additional \$368,763.97 is with StarOhio, which can be used for payments toward the DiscoveryWorks renovation.

Moving on to the Expense Report, Lorie clarified that accounts are on track with the exception of a few overencumbered line items the Library is aware of that will be adjusted as the year goes on.

Overall, Library financials are in good shape and there are no surprises. With no questions on the Check Report, Lorie concluded the Fiscal Officer's Report.

Rebecca Schaltenbrand moved and Christina Mars seconded **Resolution No. 3030-25**, approving the Fiscal Officer's May 2025 reports and monthly financial statements.

Call For Vote: All Ayes      Motion Carried

## VI. Director's Reports

### A. Gifts -

#### Gifts to the Library

\$75.00 from the Avon on the Lake Garden Club in memory of past members

\$1,000.00 from Maribeth Stahl (Aurora's humans) for DiscoveryWorks

In memory of Dan Cotton

- o \$500.00 from Ronald & Maureen DiGiacomo
- o \$500.00 from Lilian DiGiacomo
- o \$500.00 from Marisa Walker
- o \$500.00 from Catherine Kimmet
- o \$200.00 from Rita Harper
- o \$100.00 from Allan Harper
- o \$200.00 from Shannon Harper-Bison
- o \$75.00 from Marian Guzzo
- o \$50.00 from Mary Rose Tobias
- o \$100.00 from Carol Miller
- o \$250.00 from Rebecca Daft
- o \$50.00 from Mary Ellen & Ross Terradas
- o \$100.00 from Karen Goldman

Gift to the Endowment Fund

\$100.00 Timothy & Jeanne Regan in memory of Dan Cotton

\$100.00 Thomas & Lois Smith in memory of Dan Cotton

William made the Board aware that donations in memory of former staff member Dan Cotton were used to purchase three outdoor instruments which will be installed at the end of summer. Also highlighted was the generous donation to Discovery Works from Aurora's "family".

Marilyn Valentino moved and Steve Parsons seconded **Resolution No. 3031-25**, accepting \$4,200.00 to the Avon Lake Public Library and \$200.00 to the Endowment Fund.

Call For Vote: All Ayes      Motion Carried

*B. Director's Monthly Report*

William began the report by providing a Legislative update on changes in library funding. The Ohio House and Senate approved their versions and the proposal is now going to a conference committee with leadership from both chambers of government and the Governor's office. Once reconciled, it will be returned to both chambers for approval and then submitted to the Governor. The Governor can provide a line item veto; however, the Legislature holds a supermajority which enables them to override the veto.

William provided clarity by explaining that there are three key provisions of the budget that impact public libraries. The first is the most notable. The PLF would fund additional items that were previously outside the PLF, resulting in a \$10.2 million reduction in funds provided to public libraries. As proposed, the impact on funding would vary from county to county and by library. William added that the financial burden would not be significant for Avon Lake Public Library for the next two years and noted that, overall, 75% of our funding comes from local property taxes. The next impact would restrict access to materials deemed as harmful to persons under the age of eighteen. William communicated that the application and execution of this is not defined and thus far, no instructions or consequences have been provided. The last provision

would allow the County budget commission to adjust a voter-approved tax levy.

William noted OLC is advising against mobilizing patrons at this time and emphasizing a focus on a balance of soft education and advocacy. William will send a message to Avon Lake Library staff to provide them with this information and reinforce our mission of providing access to information and ideas. William will keep the Board updated on any information he receives in the upcoming weeks. The Board expressed gratitude to William for staying informed about all developments.

William stated that the first meeting relating to the establishment of the Facilities Master Plan was held and a draft will be prepared by the end of July.

The DiscoveryWorks ambassadors volunteer program is underway and a number of people are being trained. DW ambassadors will be provided with aprons to differentiate them from Library staff.

William provided an update on the Summer Reading program. The theme is “games” and a variety of game-related decor has been established throughout the building.

*C. Monthly Statistics* - Referring to the Statistics report, William noted there were increases in both circulation and attendance for May. William also added that the Library typically experiences a spike in statistics during the summer months.

## **VII. Unfinished Business -**

*A. Frost slab project* - William provided an update on the frost slab project which did not receive formal bids at the time of bidding. The architects touched base with contractors who communicated with potential bidders and relayed that they were either understaffed or deemed the project too small. The architectural team is reaching out to others to find an interested party to complete the project and will communicate their findings back.

*B. Board Summer Recess* - The Board had a brief discussion about taking a summer recess. It was decided to cancel the August 14, 2025, meeting and the Board will meet for the July 10th meeting.

## **VIII. New Business -**

*A. 2026 Proposed Appropriations budget* - Lorie reminded the Board the Proposed Appropriations budget is the first of three iterations and communicated with only a few months of actual data, much of the budget is based on broad adjustments with a few exceptions. Lorie budgeted for a 7% increase in health insurance. Additionally, an estimated 10% increase was established for both fixed and variable building accounts. The budget for line item 101.100.53710 - Audit and Tax Distribution Fees was increased as 2026 will be a full audit for

the Library. Lorie also added money to the budget for program speakers not paid by the Friends of the Library.

Per the earlier discussion on potential reduced funding for Ohio libraries, Marilyn requested clarity on the feasibility of the Library charging nominal fees for special programming. William explained that the Library can charge for anything that is not books, so it can require admission for speakers, programs or DiscoveryWorks. Deborah inquired if the frost slab project was included in the budget to which Lorie replied this will be encumbered in 2025.

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 3032-25**, to approve the 2024 Proposed Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,330,542.00
2000/Supplies for	\$47,569.50
3000/Operations/Contracts for	\$772,036.50
4000/Materials for	\$326,500.00
5000/Capital Outlay for	\$70,000.00
7000/8000/Other for	\$111,100.00

For a General Fund total of \$3,657,748.00 and a \$175,000 appropriation from the Building Fund for a combined total for the two funds of \$3,832,748.00.

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. Backflow replacement project* - Gerry explained that an inspection from Avon Lake Water required an update to the Library's backflow. The current unit does not meet the standards. The function of the backflow is to prevent water in our system from backing up into the municipal system. It is necessary to have the water off during the installation of the backflow and Rebecca asked when the system would be installed. Gerry replied that work will most likely be performed on a Sunday this summer. Michele asked if the current quote includes work completed on a Sunday. William noted the amount requested includes a contingency.

Marilyn Valentino moved and Christina Mars seconded **Resolution No. 3033-25**, approving a backflow replacement for an amount not to exceed \$12,000.00 to Raymond Plumbing & Heating LLC

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

*C. Furniture project* - William proposed purchasing additional adult seating outside the Gallery. Eight chairs and two tables will be purchased and the configuration can be modified for special events. Two additional upholstered chairs and a table will also be located in that area. A three-piece couch in the teen area will be replaced as it would be more costly to reupholster. William clarified that the material used for the chairs is priced separately on the invoice. The chosen fabric is commercial-grade, high-performance, and can be easily cleaned. Deborah inquired about the estimated life of the furniture to which William replied, ten to twelve years depending on usage. William also noted that \$1,400 in estimated tariffs are reflected on the quote.

Deborah Yue moved and Rebecca Schaltenbrand seconded **Resolution No. 3034-25**, to approve the purchase of adult lounge furniture for the Teen Area and Mezzanine for an amount not to exceed \$36,000.00 to Ohio Desk.

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

*D. Biannual review of credit cards* - Per the State Auditor's mandate, William provided a brief overview of the Library credit card usage noting credit cards are being properly used and there is no fraud suspected. The Board took no action.

## **IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 8:04 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is July 2025.

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**Michele Jakubs, President**

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**Christina Mars, Secretary**