

**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 October 9, 2025 at 7:00 p.m. Trustees in attendance were Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Deborah Yue, Marilyn Valentino and Christina Mars. Also present were Interim Director Sybil Wendling, Fiscal Officer Lorie Scheer, Administrative Coordinator Carrie Muzychak and Technology Services Manager Nicholas Kelley.

**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*

Christina Mars moved and Amy Margiotti seconded **Resolution No. 3051-25**, approving the minutes of the regular meeting of September 11, 2025.

Call For Vote: All Ayes      Motion Carried

**V. Fiscal Officer's Report**

*A. Fiscal Officer's, September 2025 report, and monthly financial statements -*

Lorie began the Fiscal Officer's report relaying recent information regarding approval from the Lorain County commissioners regarding a "piggy back homestead rollback" which will provide credit to taxpayers and will affect Library revenue. Due to this additional tax credit, the Library will receive approximately \$63,000 less in tax receipts in 2026. This adjustment is temporary and accounts for approximately 2.5% to 3% of the property taxes revenue received. Addressing the September Revenue Report, Lorie mentioned that revenue received is more than what the Library is certified for and we are only three quarters through the year. The largest sources of revenue are the Public Library Fund (PLF) and property taxes including the Homestead Rollback. The Temporary budget will be adjusted again later this year and looking ahead, we will be more conservative as more changes may be on the horizon.

Addressing the Bank Report, Lorie addressed the general checking accounts, noting the need for two accounts; one to represent outstanding checks and another account for the balance. The current total of the two accounts is close to \$300,000.

Lorie referred to the Expense Report referring to negative balances in some accounts that will be shored up closer to the end of the year. Looking at the bottom line, the Library has over \$460,000 remaining in unencumbered funds which will be more than enough to cover the shortfall in those accounts. Michele requested clarification on the building accounts which are overencumbered due to a variety of smaller maintenance projects completed at the beginning of the year. Lorie clarified the Library is working toward evaluating and prioritizing the essential

needs of the building. The Library has also begun working with a new cleaning and maintenance supply company with intentions of reducing costs on these services. Rebecca asked Lorie for general status of the Library financials as compared to previous years to which Lorie clarified that overall, the Library is in good shape financially with more than ample funds available to cover costs.

Steve inquired about whether the Library has earned a health insurance premium holiday for 2025 to which Lorie replied that for the month of December, employees and the Library will not pay fees relating to medical, dental or vision insurance.

With no questions on the Check Report, Lorie concluded the Fiscal Officer's report.

Rebecca Shaltenbrand moved and Marilyn Valentino seconded **Resolution No. 3052-25**, approving the Fiscal Officer's September 2025 reports and monthly financial statements.

Call For Vote: All Ayes      Motion Carried

## **VI. Director's Reports**

A. *Gifts* - There was one gift to the Endowment Fund in September, as follows:

\$100.00 Noreen Cicerella, for a copper leaf in memory of Jean & Norma Jean

Sybil noted this is Ms. Cicerella's sixth donation to the Library.

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 3053-25**, accepting \$100.00 to the Endowment Fund.

Call For Vote: All Ayes      Motion Carried

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

Technical Services Manager, Nick Kelley began the discussion reporting changes that will be implemented in accordance with Ohio's newly instated cybersecurity laws. The intention of these laws was to ban ransomware and require incident reporting and response plans in efforts to protect Libraries. Nick has attended various webinars to gain information and has a draft of actions to be completed to be in compliance. The Library will achieve actions mandated before the deadline provided by the State.

Nick also discussed an update to the replacement of the Library's Integrated Library System (ILS), more commonly known as the catalog. The Library will be moving to Polaris which, like Sirsi, interfaces with the Library's app. In addition, the new ILS is approximately half the price and will provide a more user-friendly experience. The migration is in process and Nick and a team of employees are working to extract and test the data before the full cutover. In person and online training for staff will be provided and the new system will be live in January 2026.

Patrons will experience few changes and the transition will be as seamless as possible. Deborah inquired how long the contract is with Polaris to which Nick replied five years.

Sybil announced that the beacon that once adorned the Avon Lake power plant is now an official historical artifact. It will be housed at the Library until it finds its permanent home.

Programming in the month of September focused on cryptids with book discussions, decorations and other information on unusual and unsubstantiated Ohio creatures. Sybil commended Public Services Associate Haley Carl for developing the idea. Sybil also credited Public Services Librarian Laura Ploenzke for her largely attended virtual Genealogy programs which frequently draw over 100 participants.

As a side note, Marilyn inquired about the upcoming OLC Annual Convention taking place this November in downtown Cleveland. Sybil extended an invitation to the Board to attend sessions that are relevant. Select library staff will be in attendance and will report back pertinent information. Marilyn expressed an interest in receiving a summary of information relating to the general and future state of Libraries.

A brief discussion was held on the recently created Facilities Master Plan which will be presented when a permanent Library Director is in place. Sybil stated the architecture firm, GPD Group will present to the Board early next year at which time the Board can move forward. The reports provided from GPD did not uncover any projects that needed to be addressed urgently.

*C. Monthly Statistics* - Referring to the statistics report, Sybil commented on the large decline of physical audiobooks being borrowed and the large rate at which downloadable materials are increasing. It is estimated items such as audiobooks on CD and playaways will be phasing out of the collection in the next three to five years.

## **VII. Unfinished Business -**

*A. Trustee Reappointment-* The Avon Lake City Schools District will approve Steve Parsons reappointment at the ALCS Regular Board of Education meeting on October 14. Sybil will be in attendance at the meeting.

*B. Trustee By-Laws review and update* - Michele began by providing thanks to the Board especially Rebecca and Marilyn for reviewing and providing suggestions for revisions for the trustee by-laws. Rebecca clarified a significant change was changing the terms to four years from seven years and in addition, may serve a maximum of three terms. This change is in response to recent changes in Ohio law. Rebecca also added a sentence was added to Article 1 stating “*Trustees appointed prior to January 1 2026 who served seven (7) years or more, whether consecutive or not, shall be limited to one (1) four year term*”. Michele asked if there were any other revisions that needed to be made and with none, proceed with the vote.

Steven Parsons moved and Amy Margiotti seconded **Resolution No. 3054-25**, to amend Articles I, II, IV, and VI of the Avon Lake Public Library Board of Trustees Bylaws to read as noted.

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. ALC-TV Lease agreement update* - Sybil provided an update on the lease agreement and provided a letter from Avon Lake Cable Television’s Director of Community Technology Robert Rua requesting a renewal of the lease. The lease rate will be amended if ALC-TV piggybacks on ALPL cleaning service when their current cleaning contract expires in January.

*D. Director Search update* - Steve noted the Director search committee met recently and efforts continue to keep the process going.

*E. 2026 Levy Certification* - Lorie provided information regarding the 2026 levy and noted once approval is made, forms will be brought to the Lorain County Board of Elections. Also reviewed was the revised timeline. Millage requests will be provided to the Lorain County Auditor's office by October 13, 2025. In addition, the Library board will approve the millage at the November meeting and the Avon Lake School Board will approve the levy renewal at their December meeting.

Rebecca Schaltenbrand moved and Deborah Yue seconded **Resolution No. 3055-25**, to adopt a resolution declaring it necessary to renew an existing 2.8-mill tax levy for the purpose of current expenses of the library and requesting the Lorain County auditor to make certain certifications, pursuant to sections 5705.03, 5705.23 and 5705.25 of the revised code.

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

**VIII. New Business -**

*A. 2025 levy proceeds* - Lorie provided documents relating to the acceptance of the amounts and rates for our current levy. This is completed on an annual basis and trustees are required to approve the acceptance of the proceeds from tax levies at a tax rate of 2.8 mills and an estimated total of \$2,569,505.

Rebecca Schaltenbrand moved and Christina Mars seconded **Resolution No. 3056-25**, to accept 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	AYE
Amy Margiotti	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

*IX. Executive Session to consider the appointment, employment, or compensation of a public official–*

Amy Margiotti moved and Steven Parsons seconded **Resolution No. 3056-25**, to move into executive session for the purpose of discussing the appointment, employment or compensation of a public official.

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

The Board went into Executive session at 7:38 p.m. The Board came out of Executive session at 9:21 p.m. No action was taken.

**IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 9:22 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is November 13, 2025.

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**Michele Jakubs, President**

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**Christina Mars, Secretary**