

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 November 13, 2025 at 7:00 p.m. Trustees in attendance were Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Marilyn Valentino and Christina Mars. Deborah Yue was absent. Also present were Interim Director Sybil Wendling, Fiscal Officer Lorie Scheer, Administrative Coordinator Carrie Muzychak and Technology Services Manager Nick Kelley.

II. Adjustments to the agenda -

There was one adjustment to the agenda to add an item under *V. Fiscal Officer's Report* to be named *B. Cross Millennial Transfer*.

III. Public comments - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of October 9, 2025 -

Christina Mars moved and Amy Margiotti and seconded **Resolution No. 3060-25**, approving the minutes of the regular meeting of October 9, 2025.

Call For Vote: All Ayes Motion Carried

B. Minutes of the minutes of the special meeting of October 20, 2025 -

Steve Parsons moved and Marilyn Valentino and seconded **Resolution No. 3061-25**, approving the minutes of the special meeting of October 20, 2025.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the Revenue Report noting the Library has received over 107% of what we were certified for and the Public Library Fund (PLF) is on target. Overall, revenue is in very good shape. Lorie highlighted over \$1,500 in interest has been earned since the money market/sweep account was established in September 2025.

Lorie referred to the Expense Report, referencing the accounts that are overencumbered. Lorie proposed a cross millennial transfer to address these accounts. Lorie has evaluated all accounts, ensuring dollars allocated in accounts will cover expenses through the end of the year. During this process, it was identified *101.100.51610 Health Insurance* was under budget by approximately \$150,000. Lorie made the suggestion for the Board to approve the cross millennial transfer of \$150,000 to be allocated to cover accounts with overencumbered balances

in 101.100.53725 Professional Services with intentions to re-allocate the money to other accounts at the discretion of the Director. In addition, Lorie noted there is a balance of \$20,000 in the contingency account available if needed.

Looking ahead to the end of the year, Lorie commented the Library typically approves a transfer from the General Fund to the Building Fund. Due to recent economic uncertainties and changes in Ohio law, it was suggested a more conservative approach be maintained by maintaining a higher balance in the General Fund, instead of restricting them in the Building Fund. Lorie also highlighted the Library has a balance of \$2.25 million in the Star Ohio General Fund.

With no questions on the financials including the Check Report, Lorie concluded the report.

Rebecca Schaltenbrand moved and Amy Margiotti seconded **Resolution No. 3062-25**, approving the Fiscal Officer’s October 2025 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. Cross Millennial Transfer -

Steve Parsons moved and Rebecca Schaltenbrand seconded **Resolution No. 3063-25**, to approve the cross millennial transfer of \$150,000 from 101.100.51610 Health Insurance to 101.100.53725 Professional Services.

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	ABSENT

VI. Director’s Reports

A. Gifts -

- \$750 Sandra Nowak, in honor of the generous, hard-working librarians that enrich our lives with monthly book clubs
- In honor of Carole Hill
 - \$250 McCune, Morgan, Pleska, and Walter families
 - \$25 Angie Laverty
 - \$25 Janice Brooks
- \$500 Bill DeMuth

There were no gifts to the Endowment Fund.

Marilyn Valentino moved and Christina Mars seconded **Resolution No. 3064-25**, accepting \$1,550.00 to the Avon Lake Public Library.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report - Sybil began the Director's report briefly touching on the PLF noting Ohio House Bill 137 has made its way to the Ohio House for a pending vote. This bill authorizes a taxing authority to decline or submit a requested library levy or general health district levy to voters. Sybil commented that she is not worried but watching the potential of this.

As for building updates, the frost slab project is nearly complete and railings will be added to the walkway. The "air curtain" will be installed by Simplified on December 16 which will require the south entrance to remain closed. Signage directing patrons to the north doors will be established for two days while work is being completed. Simplified is also working on a gate to keep small patrons off the circular staircase which will be compliant with safety protocols. Lastly, Sybil remarked the bubble tube in DiscoveryWorks is temporarily closed for maintenance.

Sybil highlighted the annual Boo by the Woods event and noted nearly 4,000 participants attended. Per usual, tickets sold out well in advance of the event. Marilyn shared words of appreciation for the efforts staff and volunteers put forth to make this event successful.

Staff have been working on many different learning opportunities and Sybil made mention of a few including Polaris ILS training and the forthcoming Ohio Library Council (OLC) Conference. Seven Avon Lake Public Library employees will be attending the conference, two of whom will be presenting.

Recovery Resources, our current Employee Assistance Program (EAP) provider, will no longer be providing services as of January 1, 2026. The Library will be contracting with a new EAP provider.

C. Monthly Statistics - Looking at the statistics from October 2026, Sybil commented DiscoveryWorks has hit an impressive milestone of over 92,000 patrons since the re-opening in February. Sybil mentioned that number is steadily rising toward 95,000 in the last week. Also of note, an effort has been made to increase speakers and other programming for adults and adults of advanced age which have been well attended. Examples of recent events have included speakers from the Historical Society, Genealogy, and others presenting on topics such as nutrition and fall prevention.

VII. Unfinished Business -

A. Director Search update - Steve reported the Avon Lake Public Library Director posting was made public on various websites on November 7, 2025. Resumes will be taken until December 14, 2025.

B. 2026 Renewal Levy resolution #2 -

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 3065-25**, to adopt a resolution determining to proceed with a request to the Board of Education of Avon Lake City School District to submit to the electors of the school district the question of the renewal of an existing 2.8-mill tax levy for the purpose of current expenses of the library, 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	ABSENT

VIII. New Business -

A. 2026 Temporary Appropriations Budget update - Lorie began by stating the 2026 Temporary Appropriation budget is typically discussed in November and December and must be approved before January. Lorie had contacted the Lorain County Auditor to obtain certifiable numbers for next year's budget; however, did not receive adequate direction due to recent changes in legislation. As discussed in previous meetings, it has been communicated the Avon Lake Public Library is anticipated to lose approximately \$63,000 in 2026. Lorie has begun the process of targeting areas of the budget where we can make adjustments and will collaborate with Sybil to finalize changes. Lorie will keep the Board updated on any additional information relating to the items that may affect next year's financials.

B. Nominating Committee for 2026 officers - Michele began the discussion letting the group know she will be stepping down as President for the upcoming year and called a nominating committee of the whole. Nominations for officers and committees will be presented at the organizational meeting to be held after the next regular board meeting in December.

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

An Executive Session was not needed. Steve added the option for the Board to go into Executive Session for all meetings while the Director Search is in process.

X. Adjourn

With no further business to discuss, the meeting was adjourned at 7:41 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is December 11 2025.

Michele Jakubs, President

Christina Mars, Secretary