

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 December 11, 2025 at 7:01 p.m. Trustees in attendance were Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Deborah Yue and Christina Mars. Marilyn Valentino was absent. Also present were Interim Director Sybil Wendling, and Fiscal Officer Lorie Scheer, Administrative Coordinator Carrie Muzychak, Technical Services Manager Nick Kelly, and Teen Services Librarian Julie Como.

II. Adjustments to the agenda -

There were two adjustments to the agenda as follows: *B. General Fund Transfers* was added to *V. Fiscal Officer's Report* and *C. ALC-TV Lease* was added to *VII. Unfinished Business*.

III. Public comments - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of November 13, 2025

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 3066-25**, approving the minutes of the regular meeting of November 13, 2025.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the report noting that we are eleven months through the year and have received 110% of the Libraries expected revenue. The Library has received another gift from the Karen Rockhold Trust of \$100,000. Another CD was opened for this amount. The Library will receive one additional disbursement from this trust when the property is sold. Lorie reminded the Board there was a large transfer of dollars from health insurance to cover and clean up negative balances in various accounts as approved in last month's meeting. At the end of the month, Lorie plans to release the Contingency Fund and Lorie will request \$75,000 be transferred from the General Fund to the Building Fund.

Lorie inquired if there were any questions on the Check Report, and with none, concluded the Fiscal Officer's Report.

Rebecca Schaltenbrand moved and Christina Mars seconded **Resolution No. 3067-25**, approving the Fiscal Officer's November 2025 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. General Fund Transfer-

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 3068-25**, 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	AYE
Amy Margiotti	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	ABSENT
Deborah Yue	AYE

VI. Director's Reports

A. *Gifts* - There was one gift to the Library in December, as follows:

\$100,000.00 from the Karen Rockhold Trust

Steve Parsons moved and Deborah Yue seconded **Resolution No. 3069-25**, accepting \$100,000.00 to the Avon Lake Public Library.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report -

Sybil began the discussion on the Public Library Fund and Ohio Statehouse update noting the Public Library Fund (PLF) is doing well. Also mentioned was House bill 137 which is pending in the House and would authorize a taxing authority to decline to submit a requested library levy or general health district levy to voters.

Sybil provided updates on the building, noting the frost slab project is completed with railings being recently installed. The air curtain will be installed by Simplified next week which will require the north doors to be closed for two days. Shea will provide communication and signage to convey the doors will not be accessible, and there will be parking available at Erieview Elementary for easier access to the north entrance.

Nick provided a brief update on the Avon Lake Public Library transition to Polaris, the new ILS software, and noted training will continue the next few weeks. During the week of January 19, data will be compiled and the Library will be in "offline mode" for a week. Some services such as InterLibrary Loans and holds requests will not be available during this time. Offline mode is currently being tested beforehand and a campaign is being created to inform patrons of the transition. Christina inquired if the transition will affect the usage of electronic materials

accessed through Libby to which Nick replied all Libby services will remain operable. Much of the offline mode will affect internal Library operations.

Julie Como spoke regarding efforts to increase programming for “tweens” (ages 9-12). Activities such as “Paws and Paint”, “Gingerbread Architects”, “No Sew, No Problem” and a few cooking programs have been strategically created and some have become a regular part of the schedule. Also mentioned were the few partner programs that are upcoming and the winter reading program which is always well received. This year's winter reading theme encourages the community to “Hibernate With a Good Book”.

Sybil also noted the Management team will be working on organizing and updating onboarding materials, training materials and emergency manuals. In addition, the “Shelf Care Squad” will be serving as mentors to new employees and keeping morale in the Library high by providing enjoyable activities for staff to engage in such as a holiday party and other activities.

Sybil provided highlights of the recent OLC conference and provided highlights of sessions attended by staff. Overall, the information was valuable and worthwhile.

C. Monthly Statistics - DiscoveryWorks has officially hosted over 100,000 patrons in the space. Sybil noted the low temperatures we have experienced the last few months have brought a recent uptick in visitors. Deborah inquired if this has led to more upkeep in the area to which Lorie replied that the increase in traffic has surpassed what was anticipated and has led to more expenses relating to cleaning, maintenance and general “wear and tear” of the area. Increased costs have been mainly from specialized floor cleaning and growing amounts of disposable supplies being used such as paper towels, soap and toilet paper. Deborah stated it would be helpful to see a summary of costs relating to DW once we have completed one year since the re-opening of DW after the renovation.

VII. Unfinished Business -

A. Director Search update- Steve addressed Nick asking if the Promethean Board in the Lakeshore room could be used for video conferencing candidates to which Nick replied yes. No further discussion was held regarding the director search.

B. 2026 Renewal Levy resolution update - Sybil reported that she and Lorie will attend the Avon Lake City Schools board meeting Tuesday, December 16 to receive approval for the Library renewal and get filed with the County. Sybil will attend a virtual ballot workshop and has invited former Library Trustee and current Treasurer of the PAC, Betsey Bell. The invitation was also extended to current Trustees.

C. ALC-TV - The lease with Avon Lake Community Television was renewed in October and per the request of the Mayor, is brought forth to Michele Jakubs as the sitting Board President for a signature.

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 3070-25**, to permit ALPL Board of Trustees President, Michele Jakubs, to sign the 2026 lease agreement, previously discussed at the October 9, 2025 board meeting, with no changes.

Call For Vote: All Ayes Motion Carried

VIII. New Business -

A. 2026 Temporary Appropriations Budget - Lorie began the discussion clarifying every year at the end of December, the temporary budget for the following year is established. Lorie has not received much direction from the County Auditor; however, the Library is aware the loss from the "piggyback homestead rollback" will be \$63,971.30. With this information, Lorie has reduced revenue from real estate taxes and provided a revenue budget totalling \$5,795,931.25 (including a \$300,000 carryover) which is slightly higher than last year's budget. As for expenses, Lorie has established a budget of approximately \$3.4 million which is lower than the 2026 Proposed Budget due to minor tweaks to some accounts. Overall, Lorie noted Library expenses are in line with revenue with an achievable goal of remaining fiscally conscious.

Christina Mars moved and Amy Margiotti seconded **Resolution No. 3071-25** to approve the 2026 Temporary Appropriation Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,184,740
2000/Supplies for	\$51,100
3000/Operations/Contracts for	\$791,355
4000/Materials for	\$334,500
5000/Capital Outlay for	\$55,000
7000/8000/Other for	\$66,100

For a General Fund total of \$3,482,795 and a \$175,000 appropriation from the Building Fund for a combined total for the two funds of \$3,657,795.

Roll Call Vote: All Ayes Motion Carried

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

B. Credit card compliance and rewards review - Sybil reminded the Board the state requires credit card compliance be conducted by a compliance officer. Sybil noted certain employees in management roles have credit cards to be used for library approved purchases. Carrie and Lorie perform an audit each month on the purchases by requesting receipts and reconciling purchase orders. Sybil noted that this year \$875.00 in rewards from credit card points were redeemed as credits. Sybil confirmed former director William Rutger's credit card will be closed once credit card points are redeemed.

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

Rebecca Schaltenbrand moved and Steve Parsons seconded **Resolution No. 3072-25**, to move into executive session to consider 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	ABSENT
Deborah Yue	AYE

The Board went into Executive session at 7:48 p.m. The Board came out of Executive session at 8:35 p.m. No action was taken.

X. Adjourn

With no further business to discuss, the meeting was adjourned at 8:38p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is January 8, 2026.

Michele Jakubs, President

Christina Mars, Secretary