

1894-15

Vice-President Steve Lavelle called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, October 8, 2015 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Steve Lavelle, Linda Rakvic, Rebecca Schaltenbrand and Rita Stroempl. Howard Lane was absent. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, and managers Linda Janesz and Nick Kelley, and Public Relations Coordinator Jill Ralston.

There were no adjustments to the agenda and no comments from the public.

Mary introduced Linda Janesz to the trustees as our new DiscoveryWorks Manager.

2338-15  
Approve minutes  
of regular  
meeting

Rita Stroempl moved and Holly Moore Kowalski seconded Resolution #2338-15, approving the minutes of the regular meeting of September 10, 2015.

Call for Vote: All Ayes Motion Carried

The following financial report for September 2015 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 188,818.41	\$ 82.76
Expenses MTD	\$ 224,066.98	\$ 17,095.91
Unexpended Balance	\$ 1,628,827.44	\$ 582,230.91
<b>Total Unexpended Balance, All Funds</b>	<b>\$ 2,211,058.35</b>	

**Fiscal Officer's Report:** Lorie noted as per the Revenue report that we have received 102.9 percent of our Homestead/Rollback, with the PLF revenue at 75 percent. Lorie detailed Expenses and noted that transfers will be necessary as we are starting the fourth quarter. \$12,755 for Furniture & Equipment will need to be transferred, as well as \$7,300 for Cooperative Projects, which occur when we partner with other libraries on various projects and act as fiscal agent. Lorie suggested that we take the \$20,600 from Contingency. Regarding Cooperative Projects, Mary noted we have been fiscal agent for the Lorain County Reads author (\$5,000) and the joint ad with six libraries for the upcoming 2016 Lorain County Image Builders magazine (\$2,200).

2339-15  
Approve financial  
reports

Betsey Bell moved and Holly Moore Kowalski seconded Resolution #2339-15, approving the Fiscal Officer's September 2015 report and monthly financial statements.

Call for Vote: All Ayes Motion Carried

2340-15  
Approve  
millennium  
transfer

Holly Moore Kowalski moved and Rita Stroempl seconded Resolution #2340, approving a transfer of \$20,066.57 from 101-100-58900/Contingency to two line items: \$12,755.86 to 101-100-5550/Furniture & Equipment, and \$7,310.71 to 101-100-57150/Cooperative Projects, as presented by the Fiscal Officer.

A Roll Call Vote Was Taken: All Ayes, Motion Carried

Bell	AYE
Kowalski	AYE
Lane	Absent
Lavelle	AYE
Rakvic	AYE
Schaltenbrand	AYE
Stroempl	AYE

**Gifts:** Mary noted there was a total of \$320 donated to the Endowment Fund from family and friends in memory of Mary Jean Garrett.

\$20.00	Patrick & Shannan Moran
\$25.00	Stephanie Otis
\$75.00	Lori Kenyon
\$100.00	Shawn Friel Nachtrieb & Howard Nachtrieb
\$100.00	Catherine Lawhon & Gloria La Douceur

2341-15  
Accept gifts

Betsey Bell moved and Holly Moore Kowalski seconded Resolution #2341-15, accepting gifts totaling \$320 to the Avon Lake Public Library Endowment Fund.

Call for Vote: All Ayes Motion Carried

**Director's Report:** Mary and Jill attended the author's program for Lorain County Reads, featuring Mary Doria Russell who wrote *Doc*. About 150 Lorain Countians attended her talk on a rainy night at the Spitzer Conference Center on the campus of Lorain County Community College. Her program was quite wonderful; her Q&A session almost more so. The public libraries of Lorain County do LCR in odd-numbered years. Mary reported that the new exterior LED lighting will be installed the week of October 12 in time for the "Trail of Haunted Tales" on Saturday, October 17. The split system HVAC units in Children's were installed the week of September 28.

## 1896-15

**Statistics:** Use of self-checks hovers around 25 percent. Mary is concerned that circulation has dropped by “double digits” over last year. The statewide trend for circulation is indeed decreasing, but only in the single digits as reported by other libraries. She will look into this and report back to the trustees in November. The first item to be examined will be the statistics spreadsheet; perhaps there is a glitch. Betsey inquired as to whether or not all items do indeed get checked out at the self-checks. We have knowledge that sometimes items do not.

### **Unfinished Business**

**2016 Levy:** Lorie shared her 2017–2021 Revenue Projections compared to revenue for that same period as per three of the four millage certifications. (As the 2.8 mill replacement only netted an additional \$8,000 a year, Lorie and Mary deemed this millage option insignificant; the trustees agreed.) Any of the options other than the 2.8 mill renewal would result in the loss of Homestead/Rollback payments (12.5 percent) on property taxes by the State for senior citizens. As Lorie’s revenue projections, including revenue from the PLF and miscellaneous funds, still resulted in an annual loss, Lorie and Mary recommended that the Library ask for a 2.8 mill renewal for five years with the anticipation that in 2021, an increase would be called for. Projections are just that, projections – and other factors can impact the numbers, e.g., the fate of the PLF in the next biennium budget, and changes in staffing.

Lorie and Mary were asked if the revenue from the millage certifications would include the new property valuations. They were certain that the renewal would not, but Lorie will follow-up with the County Auditor about the replacements. The trustees agreed that they wanted to be fair to the taxpayers, and that Administration will have to budget to the revenue over the life of the levy. Steve opined that a renewal will be much easier to campaign for as it does not add any new library taxes for the taxpayer. Mary and Lorie also feel this is the better course of action because, 1) we did a significant millage increase in 2011, and 2) the average taxpayer may surmise that if we did ask for an increase, we did so to pay for the recent renovation.

Mary will attend the school board meeting on Tuesday, November 3 when the school board members will approve their resolution to put the Library on the March 2016 ballot. (The school system will have their permanent improvements levy on the ballot at the same time; it is a straight renewal, also.) Holly and Rita will also attend the school board meeting.

Rita Stroempl moved and Linda Rakvic seconded Resolution #2342-15, 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 expense of the Avon Lake Public Library, pursuant to Section 5705.23 of the Revised Code.

1897-15

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

Bell	AYE
Kowalski	AYE
Lane	Absent
Lavelle	AYE
Rakvic	AYE
Schaltenbrand	AYE
Stroempl	AYE

The strategic planning meeting is scheduled for Saturday, November 14, 2015 at 9:00 a.m. There will be 16 of us on hand for this planning session. Mary noted that Howard bought a house in Grafton, and will be resigning his position on the Board. Steve noted that we have a good framework to build upon for the strategic plan.

**New Business:** Mary provided a listing of obsolete equipment that will either be sold or discarded, with the proceeds benefitting the Friends of Avon Lake Public Library.

**2343-15**  
Approve obsolete  
equipment

Betsey Bell moved and Holly Moore Kowalski seconded Resolution #2343-15, approving the listing of obsolete equipment, including some items for a cash and carry sale with proceeds, benefitting the Friends of Avon Lake Public Library, and some items for responsible disposal.

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

Bell	AYE
Kowalski	AYE
Lane	Absent
Lavelle	AYE
Rakvic	AYE
Schaltenbrand	AYE
Stroempl	AYE

**2344-15**  
Accept Levy  
proceeds

Steve Lavelle moved and Rita Stroempl seconded Resolution #2344-15, accepting the amount of \$2,197,808 and the rate of 2.8 mills as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the Lorain County Auditor for CY 2016.

1898-15

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

Bell	AYE
Kowalski	AYE
Lane	Absent
Lavelle	AYE
Rakvic	AYE
Schaltenbrand	AYE
Stroempl	AYE

With no further business to discuss, the meeting adjourned at 7:56 p.m.

The next meeting of the Avon Lake Public Library Board of Trustees will be held on Thursday, November 12, 2015.



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Steve Lavelle, Vice-President



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Linda Rakvic, Secretary