

Defiance Public Library Board of Trustees  
Regular Board Meeting  
November 19, 2025

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, November 19, 2025, at the Defiance Public Library, Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Dennis Sobecki called the meeting to order at 5:00 pm. In attendance were Board members: Jenny Derringer, Shari Hedge, Chris Korhn, Ken Boroff, and Beth Michel. Staff members present: Director Cara Potter, CFO Kristi Keefer, Elaine Talbert, and Renee Hopper

Visitors: Tabitha Sullivan and Gary Cates

Renee Hopper gave a presentation on the Worthington Cemetery Project. The marker has been placed, and the library is finished with its part of the project.

Philanthropy Professional Gary Cates discussed his experience and how he can assist the library system with the annex fundraising efforts. Cates retired from ProMedica in 2024 and has started his own business assisting non-profit organizations. He is currently finishing up work for the Defiance YMCA. His Ohio-based consulting firm is known as mach73.

Gary Cates left the meeting at 5:32 pm.

The Finance Committee met on November 13, 2025, at 4:00 pm at the Defiance Public Library to review the October 2025 Financials and 2026 Revenue Estimates. Committee Chair Ken Boroff, Beth Michel, and CFO Kristi Keefer were in attendance. Director Cara Potter attended by phone. Ken Boroff reported to the library board that the PLF for October came in at \$127,392.32 or 2.5% below the estimate. The year-to-date PLF stands at 1.12% above the estimate.

The Policy Committee met on November 13, 2025, at 4:30 pm at the Defiance Public Library to review the DPLS Patron Code of Conduct Policy, DPLS Substitute Staff section of the Temporary Employment Policy, and DPLS Sick Leave Policy. Ken Boroff, Beth Michel, and CFO Kristi Keefer were present. Director Cara Potter attended by phone.

Chris Korhn and Shari Hedge updated the library board on the activities of the Friends of the Defiance Public Library and the Johnson Memorial Library, respectively. There was no report for the Friends of the Sherwood Branch Library.

#### Consent Agenda

Beth Michel moved, and Jenny Derringer seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on October 29, 2025.
- Approval of the October 2025 Financial Reports as reviewed by the Finance Committee and approval of the payment of bills for November 2025.
- Approval of the Fiscal Officer's Report as presented

The General Fund Activity for October 2025:

General Fund	\$2,552,938.99
	+ 2,137,391.09
	<u>-1,964,985.94</u>
	<u>\$ 2,725,344.14</u>

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October PLF: 127,392.32

- Approval of the Library Operations Report
  - DPLS Department Reports
- Revenue and Appropriation Adjustments
- Approval of accepting a \$30 donation from Karen and Steven Graf.
  - Approval of an increase in General Fund revenue in Unrestricted Contributions and Gifts of \$30.00
  - Approval of an increase in General Fund appropriations in DPL Children's Books for \$30.00
- Motion Carried

Items for Discussion

Philanthropy Consulting mach73 Proposal/Contract

Beth Michel moved, and Jenny Derringer seconded the motion, instructing the director and CFO to contract with mach73 for library annex fundraising services. Motion carried.

2026 Library Holidays and Closings Schedule

In 2026, the Day-After-Christmas paid holiday falls on a Saturday, and the library is closed Thursday and Friday for Christmas Eve and Christmas Day. Director Potter proposed that the Day-After-Christmas paid holiday will be recognized by closing that Saturday and the following Monday.

Chris Korhn moved, and Shari Hedge seconded the motion to accept the proposed 2026 Library Holidays and closing schedule as amended. Motion Carried

**PAID FULL HOLIDAYS**

New Year's Day Thursday 01-Jan-2026  
Martin Luther King Day Monday 19-Jan-2026  
Memorial Day Monday 25-May-2026  
Independence Day\* Friday & Saturday, 03-July-2026 & 04-July-2026  
Labor Day Monday 07-Sep-2026  
Thanksgiving Day Thursday 26-Nov-2026  
Christmas Eve Thursday 24-Dec-2026  
Christmas Day Friday 25-Dec-2026  
Day After Christmas\* Saturday & Monday 26-Dec-2026 & 28-Dec-2026

**PAID EARLY HOLIDAYS**

New Year's Eve - close at noon Thursday 31-Dec-2026

**UNPAID EARLY HOLIDAYS**

Good Friday – close at 4 pm Friday 03-April-2026

**NON-HOLIDAY CLOSINGS**

Staff mtg & summer update – noon – 5 pm Wednesday 13-May-2026  
Staff Development Day – all-day Wednesday 09-Sep-2026  
Staff Recognition Luncheon – 11:30 – 2:30 Wednesday 09-Dec-2026

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Strategic Plan

Ken Boroff moved, and Jenny Derringer seconded the motion to approve the 2026 – 2028 DPLS Strategic Plan. Motion carried.

The 2026 Estimated Revenue for all funds

Jenny Derringer moved, and Shari Hedge moved to approve the 2026 Estimated Revenue of all Funds to be filed with the Defiance County Auditor.

Roll Call: Ayes – Dennis Sobecki, Jenny Derringer, Shari Hedge, Chris Korhn, Beth Michel, and Ken Boroff. Nays – None. Motion carried.

General Fund \$ 2,368,770.00  
Johnson Memorial Library Bequest Fund \$ 6,000.00  
Building & Repair Fund \$ 53,000.00  
Permanent Improvement Fund \$ 10,700.00  
Bequest Fund \$ 7,800.00  
Total \$ 2,446,270.00

Proposed Policy Updates

DPLS Patron Code of Conduct.

The director proposed amending item 6 of the DPLS Patron Code of Conduct to align with the age at which children transition from the children's department to the teen department and with eligibility for a teen card. The director confirmed with OhioPlan that this change would not negatively affect the library's liability risk. She also spoke with the Defiance Police Department to verify that the change didn't contravene any of their policies.

Substitute Staff Calling off Sick

Recently, a regular part-time staff member volunteered to substitute in another department but called off sick for those additional hours. The proposed changes to the DPLS Personnel Manual policies clarify that if a substitute or regular employee calls out sick when they are scheduled to work substitute hours, they will not be paid for those hours. Substitute hours are also not considered when calculating sick time accruals.

Beth Michel moved, and Chris Korhn seconded the motion to approve the updated DPLS Patron Code of Conduct, the updated SECTION 4.8 TEMPORARY JOB ASSIGNMENTS, and the updated SECTION 5.4 SICK LEAVE. Motion Carried.

Library Board Recruitment

Ney resident Tammy Bowers has been nominated by the library board to join the Defiance City Council as a member of the library board, taking over from former board member Laura Conner. The City Council will approve her appointment at the December 2026 DPLS Board meeting. Director Potter is also in talks with other potential candidates to replace DPLS Board Treasurer Ken Boroff, whose term concludes on December 31, 2026.

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Update on annex/renovation

Director Potter provided an update to the library board on the Annex/Renovation. Design Firm SHP had met with the DPLS Management Team to get input on their developing designs for the building. SHP will attend the December 17<sup>th</sup> DPLS Board meeting to present their work-in-progress and solicit input from the library board.

Addendum

2026 Health Insurance Cost

Kristi Keefer presented the 2026 health insurance cost estimates. The overall costs will increase by around 4% over the 2025 level. The proposal is to split the increase evenly between employees and the employer; the library's estimated contribution will increase by \$3,998.40.

Beth Michel moved, and Jenny Derringer seconded the motion to accept the 2026 Health Insurance Rates chart as presented to the Library Board. Motion carried.

2026 Health Insurance Rates

Monthly Amounts

Name	Coverage Type	2026	2026	2026 Total	Verify Total	2026	2025	Per Pay Cost Increase
		Employee Share	Employer Share			Employee Per Pay Cost	Employee Per Pay Cost	
Plan 4 (Standard)								
	Family	1,285.78	1,998.53	3,284.31	3,284.31	642.89	553.25	89.64
	EE + Child	646.30	1,359.69	2,005.99	2,005.99	323.15	261.48	61.67
	EE + Spouse	806.15	1,383.40	2,189.55	2,189.55	403.08	343.71	59.37
	Single	388.26	706.51	1,094.77	1,094.77	194.13	164.78	29.35
Plan 2	Coverage Type	2026 Employee Share	2026 Employer Share	2026 Total				
	Family	1,512.27	1,998.54	3,510.81	3,510.81	756.14	649.18	106.96
	EE+Child	746.80	1,359.69	2,106.49	2,106.49	373.40	319.04	54.36
	EE+Spouse	957.14	1,383.40	2,340.54	2,340.54	478.57	407.67	70.90
	Single	463.76	706.52	1,170.28	1,170.28	231.88	196.76	35.12

The next Regular meeting is scheduled for Wednesday, December 17, at 4:00 pm at the Defiance Public Library.

Meeting adjourned by Board President Dennis Sobecki at 6:21 pm

\_\_\_\_\_, President

\_\_\_\_\_, Secretary