

Defiance Public Library Board of Trustees
Regular Board Meeting
February 25, 2026

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, February 25, 2026, 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: Shari Hedge, Jenny Derringer, Beth Michel, Tammy Bowers, and Chris Korhn. Rob Giesige was absent. Staff members present: Director Cara Potter, CFO Kristi Keefer, and Elaine Talbert.

Visitors: Gary Cates, Marja McGuire, Taryn Lawson, Mark Weaner, and Jim McLaren.

Gary Cates presented the steps necessary to move forward with the annex to the board. The first step is to put the levy on the ballot this year.

Gary Cates left the meeting at 5:30 pm.

The Finance Committee met on February 11, 2026, at 4:00 pm at the Defiance Public Library to review the January 2026 Financials. Finance Chair Rob Giesige, Vice-President Beth Michel, Director Cara Potter, and CFO Kristi Keefer were in attendance. Kristi Keefer reported to the library board that the PLF for January came in at \$127,353.00, which is 2.1% below the estimate. The 2025-year-end PLF stands at \$1,610,824.70, or \$3,081.00/.19% above the estimate.

Chris Korhn, Shari Hedge, and Mark Weaner updated the Library Board on the activities of the Friends of the Defiance Public, Johnson Memorial, and Sherwood Branch Libraries consecutively. Taryn Lawson left the meeting at 5:38 pm.

Consent Agenda

Beth Michel moved, and Chris Korhn seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Organizational Board Meeting January 28, 2026, and the Regular Board meeting January 28, 2026.
- Approval of the January 2026 Financial Reports as reviewed by the Finance Committee and approval of the payment of bills for February 2026.
- Approval of the Fiscal Officer's Report as presented

The Year-to-Date General Fund Activity through January 2026:

Beginning Balance	\$2,563,077.20
Revenue	+ 158,092.22
Expenses	- 158,134.38
Month End Balance	<u>\$ 2,562,035.04</u>

January 2026 PLF: 127,353.41

- Approval of the Library Operations Report
- DPLS Department Reports

Revenue and Appropriation Adjustments

The adjustments below are an acceptance of a gift, updated appropriations for the 2026 Friends account balances, oversight of 2026 budget entries, and an increase for security

Defiance Public Library Board of Trustees
Regular Board Meeting
February 25, 2026

services.

- Accept donations from Terry Howarth and Friends of Defiance Public Library
- Approval of an increase in General Fund revenue in Unrestricted Contributions & Gifts of \$23,377.60
- Approval of an increase in General Fund appropriations in Furniture & Equipment for \$4,000.00
- Approval of an increase in General Fund appropriations in DPLFR Adult Prog Supplies for \$1,185.00
- Approval of an increase in General Fund appropriations in DPLFR Adult Prog Services for \$1,775.00
- Approval of an increase in General Fund appropriations in DPLFR Prog Supplies for \$1,000.00
- Approval of an increase in General Fund appropriations in DPLFR Program Services for \$3,000.00
- Approval of an increase in General Fund appropriations in DPLFR YA Prog Supplies for \$1,160.00
- Approval of an increase in General Fund appropriations in DPLSFR Programming Supplies for \$502.00
- Approval of an increase in General Fund appropriations in DPLFR Youth Programming Supplies for \$300.00
- Approval of an increase in General Fund appropriations in DPLFR Youth Summer Supplies for \$1,750.00
- Approval of an increase in General Fund appropriations in DPLSFR Programming Services for \$4,672.60
- Approval of an increase in General Fund appropriations in DPLFR Youth Programming Services for \$700.00
- Approval of an increase in General Fund appropriations in DPLFR Youth Summer Services for \$1,833.00

Motion Carried.

Items for Discussion:

The Johnson Memorial Library Friends' Open House is postponed for now.

Proposed New General Ledger Expense Accounts

The Director, CFO, and Makerspace Librarian requested adding two new general ledger expense accounts to track contributions received from the Friends of the Defiance Public Library to the Makerspace.

Sheri Hedge moved, and Jenny Derringer seconded the motion to approve creating two new general ledger expense accounts named DPLFR Makerspace Supplies and DPLFR Makerspace Programs. Motion Carried.

Defiance Public Library Board of Trustees
 Regular Board Meeting
 February 25, 2026

Tammy Bowers moved, and Jenny Derringer seconded the motion to approve

- an increase in the General Fund appropriations in DPLFR Makerspace Supplies for \$700.00
- an increase in the General Fund appropriations in DPLFR Makerspace Services for \$800.00

Motion Carried.

Updated 2026 General Fund Appropriations

CFO Kristi Keefer updated the library board on the proposed appropriation changes.

Beth Michel moved, and Shari Hedge seconded the motion to approve the following proposed updated 2026 General Fund appropriations:

	December 17, 2025 Approved Appropriations	2025 Friends Balance Carryover	2026 Budget Corrections	Updated February 25 2026 Appropriations
1000 Salaries and Benefits				
Total Salaries and Benefits	1,722,342.00			1,722,342.00
2000 Supplies				
Total Supplies	52,665.00	987.87	700.00	54,352.87
3000 Purchased and Contracted Services				
Total Purchased and Contracted Services	567,893.00	991.69	700.00	569,584.69
4000 Library Materials and Information				
Total Library Materials and Information	252,530.00		5620.00	258,150.00
5000 Capital Outlay				
Total Capital Outlay	26,350.00		1300.00	27,650.00
7000 Other Objects				
Total Other Objects	10,400.00			10,400.00
8000 Contingency				
Total Contingency	40,000.00			40,000.00
9000 Interfund Transfers				
Total Interfund Transfers	50,000.00	50,000.00		
GRAND TOTAL GENERAL FUND	2,722,180.00	1,979.56	8,320.00	2,732,479.56
 GENERAL Fund	 2,722,180.00			 2,732,479.56
Johnson Memorial Library				
Bequest Fund	267,000.00			267,000.00
Building & Repair Fund	100,000.00			100,000.00
Permanent Improvement Fund	390,323.00			390,323.00
Bequest` Fund	249,925.00			249,925.00
GRAND TOTAL –				
ALL APPROPRIATIONS	3,729,428.00			3,739,727.56

Motion Carried.

Defiance Public Library Board of Trustees
Regular Board Meeting
February 25, 2026

Addendum

Withdrawal of \$120,000.00 from Defiance Area Foundation Annex Fund

The library will have approximately \$120,000.00 in architectural and lawyer fees related to the Annex project due in 2026. Cara Potter anticipated covering these fees with donations to the Annex Fund.

Jenny Derringer moved, and Beth Michel seconded the motion to authorize the withdrawal of \$120,000.00 from the Defiance Area Foundation Annex Project Fund.

Roll Call Ayes: Dennis Sobecki, Tammy Bowers, Beth Michel, Shari Hedge, Jenny Derringer, and Chris Korhn. Nays: None. Motion Carried.

The next Regular meeting is scheduled for Wednesday, March 25, 2026, at 5:00 pm at the Sherwood Branch Library.

Meeting adjourned by Board President Dennis Sobecki at 6:05 pm.

_____, President

_____, Secretary

DRAFT