

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, March 25, 2026, at the Sherwood Branch Library, Sherwood, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

Vice President Beth Michel called the meeting to order at 5:06 P.M. In attendance were Board members: Jenny Derringer, Tammy Bowers, Shari Hedge, and Chris Korhn. Dennis Sobecki and Rob Giesige were absent. Staff members present: Director Cara Potter, CFO Kristi Keefer, Elaine Talbert, and Branch Manager Kathy Holtsberry.

Visitors: Mark Weaner and Judy Hasch.

Sherwood Branch Manager Kathy Holtsberry updated the library board on the events at the library. They are now welcoming the third-grade classes from Fairview Elementary School for "Book Tasting" and other activities at the library. Fridays are Preschooler Day. They are working on Summer Reading events, and they will have lunches again this summer.

The Finance Committee met on March 17, 2026, at 1:00 P.M. at the Defiance Public Library to review the February 2026 Financials. Finance Chair Rob Giesige, Board Secretary Chris Korhn, and CFO Kristi Keefer were in attendance. Kristi Keefer reported to the library board that the PLF for February came in at \$131,360.00, which is .98% above the estimate. The YTD 2026 PLF stands at .56% below the estimate.

The DPLS Building & Land Committee met on March 24, 2026, at 12:00 P.M. at the Defiance Public Library to review SHP's possible cost reductions in annex design and DPL renovation. Trustees Chris Korhn, Jenny Derringer, and Tammy Bowers, CFO Kristi Keefer, Gary Ford, and Director Cara Potter were in attendance. Guests attending were Mandy Glenn and Jacob Dible. Cara Potter reported to the library board on the proposed cost reductions and the process for placing a library levy on the November 3, 2026, ballot.

Mark Weaner and Judy Hasch, Shari Hedge and Chris Korhn, updated the Library Board on the activities of the Friends of the Sherwood Branch, Johnson Memorial, and Defiance Public libraries, respectively.

#### Consent Agenda

Shari Hedge moved, and Jenny Derringer seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Board meeting February 25, 2026.
- Approval of the February 2026 Financial Reports as reviewed by the Finance Committee and approval of the payment of bills for March 2026.
- Approval of the Fiscal Officer's Report as presented.

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

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

Beginning Balance	\$2,563,035.04
Revenue	+ 138,860.75
Expenses	- 224,982.77
Month End Balance	<u>\$ 2,476,913.02</u>

February 2026 PLF: 131,359.76

- Approval of the Library Operations Report.
- DPLS Department Reports.

#### Revenue and Appropriation Adjustments

The adjustments below are an acceptance of gifts, one from the Carnegie Corporation, another from an anonymous donor, and the moving of funds among library accounts.

- A motion to accept donations from Susan Miller, Carnegie Corporation, and United Way of Defiance County.
- A motion to approve an increase in General Fund revenue in Unrestricted Contributions & Gifts of \$70.00.
- A motion to approve an increase in Building & Repair Fund revenue in Gifts & Donations of \$10,000.
- A motion to approve an increase in Bequest Fund revenue in Gifts & Donations of \$1,160.
- A motion to approve an increase in General Fund appropriations in Adult Reference Books for \$70.00.
- A motion to approve an increase in Building & Repair Fund appropriations in Building Improvements for \$10,000.00.
- A motion to approve an increase in Bequest Fund appropriations in Hicksville Furniture & Equipment for \$265.00.
- A motion to approve an increase in Bequest Fund appropriations in Sherwood Furniture & Equipment for \$265.00.
- A motion to approve an increase in Bequest Fund appropriations in Defiance Furniture & Equipment for \$630.00.

Motion Carried.

#### Items for Discussion:

##### Addendum

Withdrawal of Defiance Area Foundation interest income.

Annually, the library may withdraw the interest earned on the Defiance Public Library Foundation Fund held at the Defiance Area Foundation. The director is requesting that the library board approve the withdrawal of interest income to be used toward annex expenses or the DPL building repairs as needed.

Jenny Derringer moved, and Tammy Bowers seconded the motion to authorize the withdrawal of \$8,447.00 from the Defiance Public Library Foundation Fund held at the Defiance Area Foundation.

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

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

Fiscal Consultant Contract

CFO Kristi Keefer proposes renewing the agreement with Fiscal Consultant Doug Zimmerman.

Chris Korhn moved, and Shari Hedge seconded the motion to approve renewing the Temporary Fiscal Consulting Agreement with Fiscal Consultant Douglas Zimmerman. Motion Carried.

Huntington Bank Commercial Card Resolution

Huntington Bank requires the library board to approve the Commercial Card Resolution to open credit cards with them.

Jenny Derringer moved, and Chris Korhn seconded the motion to approve the signing of the Commercial Card Resolution between the Defiance Public Library and Huntington Bank.  
Motion Carried

Cost Breakdown by Location

CFO Kristi Keefer spoke to the library board about the breakdown of the operational costs of each building location.

BS&A project Update

CFO Kristi Keefer provided a verbal update on the new accounting system, BS&A, and the conversion timeline.

Building Project Update

Director Cara Potter gave an update on the annex and Defiance main building renovation projects. The Request for Proposal from the Construction Manager at Risk is put on hold until the vote on the ballot in the Fall of 2026. SHP will include design drawings that the library can use in its levy campaign.

Proposed 2026 Levy Update

Director Cara Potter and CFO Kristi Keefer gave an update on the 2026 library levy. They will need to determine the millage in partnership with Bricker Graydon and the Defiance County Auditor.

5:50 P.M.

Executive Session

Chris Korhn moved, and Jenny Derringer seconded the motion to go into Executive Session for the purpose of discussing the employment of library personnel.

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

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

6:11 P.M.

Come out of Executive Session.

The next Regular meeting is scheduled for Wednesday, April 29, 2026, at 5:00 P.M. at the Defiance Public Library.

Meeting adjourned by Board Vice President Beth Michel at 6:12 P.M.

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

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