

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
January 23, 2025
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Lori Hauser, Sheila Odesky, Jesus Salas, Kendra Smith

Roll Call Mrs. Odesky called the meeting to order at 8:30 a.m., followed by roll call.

Minutes The minutes of the regular meeting on December 19, 2024, were approved on motion of Mr. Salas, seconded by Mr. Alexander; all voted aye, motion carried.

Resolution 01-2025 The Board unanimously approved a resolution of appreciation for Mark Schramm. Ms. Hauser moved for approval, seconded by Mr. Dansack; all voted aye, motion carried. Mr. Schramm served TLCPL for twenty-two years, during which time his impact was felt each and every day. He worked tirelessly to make the Library pristine and immaculate while being a coworker everyone could depend on. Mr. Schramm's rose garden at the Point Place branch was beautiful. Mr. Schramm passed away on December 20, 2024, and the Board extends its condolences to his family; he was a loving husband, father, and grandfather.

The complete resolution is attached to these minutes.

Trustee Reappointment by the Board of Lucas County Commissioners Mr. Dansack announced that the Board of Lucas County Commissioners has reappointed Jesus Salas to the Toledo Lucas County Public Library Board of Trustees. Mr. Salas's seven-year term continues until January 10, 2032. Mr. Dansack then administered the prescribed oath of office to Mr. Salas.

Note: A copy of the appointment letter is attached to these minutes.

Election of Officers and Oath of Office Nominating Committee Chair, Ms. Smith, along with members Mr. Salas and Ms. Hauser, proposed the following slate of officers for 2025: Sheila Odesky, President; Keith Jordan, Vice-President; Micheal Alexander, Secretary. Ms. Smith moved the nominations closed, and Mr. Salas seconded the motion; all voted aye, and the motion carried. Mr. Dansack then administered the prescribed oath of office to Mrs. Odesky and Mr. Alexander.

Reappointment of Fiscal Officer, Deputy Fiscal Officer, and Assistant Deputy Fiscal Officers The Board reappointed Jason Kucsma as Fiscal Officer, Mike Graybeal as Deputy Fiscal Officer, Dana Allee, Julie Bushroe, Michael Grunden and Emily Leach as Assistant Deputy Fiscal Officers at no additional salary on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried. Mr. Dansack then administered the oath of office.

Executive Director's Comments Mr. Kucsma, first and foremost, wanted to welcome Caprice Roberson, the Library's new Director of Inclusion and Engagement, to the Executive Leadership Team. She comes to TLCPL from BGSU, where she served as the Assistant Vice President for Academic Operations; before that, she had leadership roles at the College of Southern Nevada; in

Ms. Roberson's volunteer work, she served as the co-founder and board member of the State of Nevada's Council on Black American Affairs. We are happy to have her on our team; she is already doing great work. Tech Shelf was launched last week with support from the Library Legacy Foundation. This is a pilot store where individuals can purchase laptops or tablets at prices that are scaled to the person's income. We have sold a few items already. Once we see how the pilot goes for a handful of months, we will take it to a handful of branches that were located as hot spots identified by our gap analysis done by the Digital Equity Coalition. Other big news this week: the Oregon Branch opens today at 9:00 a.m. after six months of being closed. Kudos to our facilities team, especially Dave Scanlan, the Manager of F&O, for really shepherding all the work that had to happen between permits, contractors, and supplies. Kudos to the staff who were flexible over the last six months working where we needed them throughout the system. The Oregon community is terribly excited to get back into their branch today. TLCPL passed a milestone in processing 4,134 passport applications for our customers in Lucas County at the Sylvania Branch and Main Library. Circulation for 2024 is up 2%, and our door count is up 7%; this is a good sign and shows that folks are continuing to increase their engagement with the Library over the last year.

Employment Report The Employment Report was accepted on the motion of Mr. Alexander, seconded by Ms. Smith. All voted aye, and the motion carried.

Appointments

01/06/2025	Kurt	Badyna	Exempt	R05	\$54,054.98	Information Technology	FT	Tier II Technical Support Analyst
01/06/2025	Christina	Klein	Exempt	R02	\$43,134.98	Development Office	FT	Development Assistant
01/06/2025	Caprice	Roberson	Exempt	R13	\$130,000.07	Inclusion & Engagement	FT	Director of Inclusion and Engagement

Payroll Changes

01/19/2025	Return To Former Position	Brooke	Cox	Exempt	R08	\$77,094.42	Oregon	FT	Manager/Librarian VII
01/19/2025	Return To Former Position	Janice	Dingess	CWA	1A*	\$15,784.55	Oregon	LPT	Customer Service Clerk I
01/19/2025	Return To Former Position	Jasmine	Gale	CWA	1A*	\$44,526.89	Oregon	FT	Customer Service Clerk I
01/19/2025	Return To Former Position	Melinda	Lesniewicz	APLE	6C	\$52,437.84	Oregon	FT	Librarian I/Youth Services
01/19/2025	Return To Former Position	Madison	Lutman	CWA	1A*	\$40,818.38	Oregon	FT	Customer Service Clerk I

01/19/2025	Return To Former Position	Rebecca	Mate	CWA	2A	\$47,003.58	Oregon	FT	Customer Service Clerk II
01/19/2025	Return To Former Position	Rebecca	Roberts	APPLE	7A	\$75,862.41	Oregon	FT	Librarian II/Adult Services
01/19/2025	Return To Former Position	Renee	Sarra	APPLE	6C	\$49,940.48	Oregon	FT	Librarian I/Children's Services
01/19/2025	Return To Former Position	Stephanie	Sherlock	Exempt	R05	\$65,882.90	Oregon	FT	Supervisor Circulation Services III
01/19/2025	Return To Former Position	Emily	Spencer	Page 2	Page 2	\$8,736.00	Oregon	Page	Page
01/19/2025	Return To Former Position	Syedah	Zunnoor	CWA	1A*	\$37,248.90	Oregon	FT	Customer Service Clerk I
01/05/2025 Retro (12/03/024)	Salary Adjustment	Brandy	Reid	APPLE	6B	\$64,126.53	Main Teen	FT	Librarian I/Teen Services
01/05/2025	Status Change	Allyson	Ball	Exempt	R05	\$43,050.54	Main Circulation	PT-I	Supervisor Circulation Services III
01/05/2025	Temporary Transfer	Stephanie	Sherlock	Exempt	R05	\$65,882.90	Mott	FT	Supervisor Circulation Services III
01/19/2025	Temporary Transfer	Allyson	Ball	Exempt	R05	\$43,050.54	Mott	PT-I	Supervisor Circulation Services III
01/19/2025	Temporary Transfer	Ambrosia	Myers	CWA	1A*	\$39,461.37	Mott	FT	Customer Service Clerk I
01/05/2025	Transfer	Heather	Hehl	APPLE	7C	\$54,048.35	Local History & Genealogy	FT	Librarian II/Adult Services
01/19/2025	Transfer	Madison	Dykema	APPLE	6C	\$47,562.45	Oregon	FT	Librarian I/Children's Services
01/19/2025	Transfer	Virginia	Wolter	APPLE	7A	\$75,862.41	Sanger	FT	Librarian II/Adult Services

Separations

12/20/2024 Separation Amber Bertram APPLE Librarian II/Teen Services

01/06/2025 Separation Michelle Smith Shelton Exempt Manager/Librarian VII

12/22/2024 Deceased Mark Schramm CWA Custodian II

Travel, Training, and Tuition Expenditures The following travel, training, and tuition expenditures were approved on motion of Mr Alexander, seconded by Ms. Smith; all voted aye, motion carried.

Travel and Training

Event	Date	Name	Amount
Personal Protective Equipment Update, Northwood, Ohio	January 7, 2025	Ryan Snodgrass	\$30.00
Bridges out of Poverty, Toledo, Ohio	February 4, 2025	Seantylle Boden, Denise Zellers	\$140.00
Norweld Summer Reading Program Workshop, Bowling Green, Ohio	March 7, 2025	Andrea Sanford	\$133.50
Innovated Users Group Conference, Denver, Colorado	March 12 – 15, 2025	Jessica Luce, Kelly Michalak, Susan Roudebush	\$10,175.00
Labor Arbitration Institute Labor Law and Arbitration Conference, Southfield, Michigan	March 28, 2025	Sheryl Grauman, Thomas Posadny	\$1,210.00
OhioNet 2025 ILEAD, Mt. Sterling, Ohio	April 15, 2025 – October 23, 2025	Terwase Ngur	\$715.56
Creative Aging Ohio Grant, Columbus, Ohio	June 5, 2025	Hannah Grohowski	\$137.00

Tuition Expenditures

School	Name	Amount
University of Alabama	Keshawn Jones	\$1,500.00

Financial Report The financial report for the month ending December 31, 2024, was accepted on motion of Mr. Salas, seconded by Ms. Smith; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$44,107,646.34
Real Property Tax	\$1,037.12
Public Library Fund	\$1,892,430.85

2024 Year to Date

\$46,001,114.31

Approval of Scheduled Vouchers The payment of the following schedule of vouchers for December 2024 was approved on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried.

General Fund	\$3,225,448.05
IMLS BEBS Fund	0.44
Ohio Arts Council Fund	688.70
Brownfield Remediation Fund	1,150.00
Building & Repair Fund	339,218.30
Capital Projects Note Fund	0.00
Total Health Care	547,560.02
Gift Funds	227.94
Trust Funds	34,972.96
FSA Custodial Funds	8,598.47
Dog License Custodial Funds	0.00
Total:	\$4,157,864.88

Interim Funds Activity Interim Funds Transactions were approved as listed below on Ms. Smith's motion, seconded by Mr. Salas; all voted aye, motion carried.

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$20,323,211.52
STAR @ 1.77%			
Huntington @ 0.20%	2,707,461.59	2,005,766.00	
PNC	41.00		
December - Interest		42,520.07	
Ending Balance	\$2,707,502.59	\$2,048,286.07	\$19,663,995.00
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 10,831,887.41		
Building & Repair Fund	8,783,584.46		
Gift Fund	41,357.76		
Capital Projects Fund	7,165.37		
	\$19,663,995.00		

Trust Fund Activity Trust Fund Activity was approved on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried.

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$0.00
December Activity	0.00		
Ending Balance	\$0.00	\$0.00	\$0.00

Resolution 02 – 2025 The Finance Committee met with Library Administration on January 22, 2025, to discuss a resolution formally requesting the Lucas County Board of Commissioners, as taxing and bond-issuing authority of the Library, to provide for the issuances and sale of Library

Improvement Bonds of the Library, in the maximum principal amount of \$153,000,000 for the purposes of constructing, adding to, renovating, remodeling, equipping, and otherwise improving library buildings and facilities, and acquiring, clearing and improving the sites, thereof. This resolution emphasizes compliance with state and federal law, granting the Fiscal Officer and other officials authority to finalize terms, execute agreements, and take necessary actions to implement the bond issuance effectively. Mr. Salas moved for approval of the resolution, seconded by Ms. Hauser. Mr. Salas requested a roll call vote be taken. All voted aye.

The complete resolution is attached to these minutes.

Resolution 03 – 2025 The Finance Committee met on January 22, 2025, to discuss the engagement of the Local Government Services Section of the Office of the Auditor of State (LGS) to prepare the Library's annual comprehensive financial statements in accordance with accounting principles generally accepted in the United States of America. Mr. Salas moved for the approval of the following resolution, seconded by Ms. Hauser; all voted aye, motion carried.

WHEREAS, The total cost to engage LGS is not anticipated to exceed \$21,000 for fiscal year 2025.

WHEREAS, Toledo Lucas County Public Library as the \$21,000 in funds required to pay LGS and will be appropriated in the treasury or in the process of collection to the credit of the General Fund, free from any obligation or certification now outstanding.

NOW THEREFORE, BE IT RESOLVED the Board of Trustees authorizes Library Administration to engage with the Local Government Services Section of the Auditor of State to prepare the Library's annual comprehensive financial statements for the fiscal year 2024.

Resolution 04 – 2025 The Finance Committee met on January 22, 2025, to discuss the establishment of the following funds:

- Bond Retirement Fund (302)

This fund will account for taxpayer money accumulated and disbursed to pay for principal and interest on outstanding taxpayer-issued bonds.

- Capital Bond Funds

1) Capital Bond Fund - Tax Exempt (408)

2) Capital Bond Fund - Taxable (409)

These funds are for the purpose of financing the construction, addition to, renovation, remodeling, furnishing, equipping, and otherwise improving library buildings and facilities, as well as acquiring, clearing, and improving the sites thereof.

Mr. Salas moved for approval of the following resolution, seconded by Ms. Smith; all voted aye, motion carried.

Be it resolved that the Board of Trustees of the Toledo Lucas County Public Library acknowledges the importance of maintaining and improving its facilities

to better serve the community and ensure access to resources, programs, and services. Therefore, the Board authorizes the Library Administration to establish these funds in accordance with state laws, the Ohio Revised Code, accounting standards, and the Library's financial policies. These funds will be managed in full compliance with all applicable laws, including the Ohio Revised Code.

Property Acquisition 1000 Adams Street Library Administration secured the property known as 1000 Adams Street, Lucas County Auditor Parcel #15-00152, 15-49737, 15-00175, 15-49841, 15-00153, and 15-49747, located northwest of Main Library's parking garage entrance. Its prime location supports the growth of Adams Street, and it is aligned with the Library's past practice of strategically securing properties near library locations for future library use when opportunities arise. This property contains one building totaling approximately 39,000 square feet situated on approximately .49 acres of land. Library administration worked with attorneys at Eastman & Smith to acquire this site. The Building and Grounds Committee recommends that the Board of Trustees authorize Library Administration to take necessary action to secure the acquisition of this property, pending successful results of the Phase 2 environmental study, located at 1000 Adams Street, Toledo, Ohio, for a total purchase price of \$900,000 plus required closing costs, which amounts to \$865,000 for the real property and \$35,000 for the personal property furnishing the building. Additionally, the Building and Grounds Committee recommended that the Board of Trustees authorize Library Administration to take necessary action to exercise a 30-year option tied to 1000 Adams, which expires March 30, 2025. This parcel of land is immediately north of 1000 Adams for the purchase price of \$5,000. Once closed and as the successor in title, the Library would be entitled to exercise this option to purchase. Ohio revised code sections 3375.33 and 3375.40 authorizes Public Library Boards to acquire real property. Mr. Alexander moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

Staff Organizations Brief remarks were heard by Steve Nichols, APLE representative, and Jon Henley, CWA representative.

Regular Meeting February 27, 2025, Main Library Mrs. Odesky announced that the next regular meeting of the Board would be on Thursday, February 27, 2025, at 8:30 a.m. at Main Library, 325 N. Michigan, Toledo, Ohio.

Adjournment There being no further business to come before the Board, Mrs. Odesky asked for a motion to adjourn the meeting. Motion made by Mr. Alexander, seconded by Mr. Salas; all voted aye, motion carried.

Approved by: _____
Sheila Odesky, President

Attested by: _____
Micheal Alexander, Secretary

Date: February 27, 2025