

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
March 27, 2025
Main Library 8:30 a.m.**

Present Micheal Alexander, Lori Hauser, Keith Jordan, Jesus Salas, Kendra Smith

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

Minutes The minutes of the regular meeting on February 27, 2025, were approved on a motion by Ms. Smith, seconded by Mr. Salas; all voted aye, motion carried.

Executive Director's Comments As the budget process continues at the State Capital, we have spent a lot of time with legislators and have been in regular contact. As Mr. Kucsma mentioned at our last meeting, there has been an significant increase in government entities in our meeting spaces. We have also ramped our time in front of them as they continue through the budgeting process, as Mr. Kucsma attended the House Finance Committee for Ohio Library Council testimony to raise the PLF to 2% of the General Fund. Currently, the Governor has set it at 1.75%. The PLF has not increased in 25 years and has not kept up with inflation due to tax cuts. The PLF is currently \$27 million below where it usually comes in. TLCPL will be making its case on April 8th at Library Legislative Day. Mr. Salas, Small Business & Non-Profit Department (SBN), members of Administration, and members of Friends of the Library will be attending. In an interview that was published this week with *Ohio Capital Journal*, along with the State Library Mandy Knapp, and OLC Director Michelle Francis, Mr. Kucsma reported the \$3 million in services that the SBN Department puts back into the community. The ULC Business Value Calculator helps libraries put a dollar figure to the business dollars they preserve in the communities they serve. The House will present its version of the budget on April 8th. The Senate, in its version, may put the PLF to 2%. Following the Senate version of the budget, the House and Senate will go into the Conference Committee, and, along with the Governor, the budget will be presented and signed by the end of June. Mr. Kucsma thanked the board members who sent letters and continued to advocate for the library. The Library continues to see rising costs, a stagnant PLF that has not moved in twenty-five years—all while Lucas County voters just approved a \$153 million bond issue for capital work. The operating budget challenges combined with the bond issue make for complicated communications from the Library. At a future Board meeting, Terri Carroll, director of communication, design, and analytics will discuss the communication around that capital work.

Employment Report The Employment Report was accepted on Mr. Alexander's motion, seconded by Mr. Salas; all voted aye, motion carried.

Appointments

03/17/2025	Appointment	Samantha	Herrera	\$51,106.77	Mott	FT	Supervisor Circulation Services III
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Payroll Changes

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03/02/2025		Classification Change/Transfer	Juliette	Hebert	6C	6C	\$60,451.17	West Toledo	FT	Librarian I/Adult Services
03/16/2025		Increment	Donald	Bush	Page 1	Page 2	\$8,736.00	Washington	Page	Page
03/16/2025		Increment	Annette	Stalker	Page 1	Page 2	\$8,736.00	Sylvania	Page	Page
03/16/2025		Promotion/Transfer	Lexus	Carter-Anderson	Sub 8.1	6C	\$47,562.65	Teen	FT	Librarian I/Teen Services
03/02/2025		Return to Former Position	Rachel	Stewart	R07	R06	\$74,201.79	Holland	FT	Assistant Manager/ Librarian V
03/23/2025		Return To Former Position	Shelly	Rarick	R08	R08	\$86,486.01	Point Place	FT	Manager/ Librarian V
03/02/2025	Retro 09/30/2024	Salary Adjustment	Veronica	Mitchell	4	4	\$52,688.61	Local History	FT	Clerk IV
03/02/2025	Retro 09/30/2024	Salary Adjustment	Itzenith	Zielinski	4	4	\$52,688.61	Technical Services	FT	Clerk IV
03/02/2025		Status Change	Hayley	Lewis	1A*	1A*	\$37,248.90	Maumee	FT	Customer Service Clerk I
03/02/2025		Status Change	Lisa	Vineyard	1A*	1A*	\$37,248.90	Kent	FT	Customer Service Clerk I
03/02/2025		Transfer	James	Keith	1A*	1A*		Main Circulation	FT	Customer Service Clerk I
03/16/2025		Transfer	Nancy	Adlington	1A*	1A*	\$38,409.74	F&O - Point Place	FT	Custodian I
03/16/2025		Transfer	Andrew	Ramirez	1A*	1A*	\$36,204.68	F&O - South	FT	Custodian I

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

Event	Date	Name	Amount
OLC Government Relations Committee, Columbus, Ohio	February 14, 2025	Jason Kucsma	\$203.00
Women of Toledo's International Women's Day Luncheon, Toledo, Ohio	March 10, 2025	Melissa Luthman	\$50.00

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Statehouse Testimony, Columbus, Ohio	March 11, 2025	Jason Kucsma	\$214.55
Energy Control/Lock Out- Tag Out Training, Toledo, Ohio	March 20, 2025	Ryan Snodgrass	\$1,000.00
2025 Employment Law Conference, Perrysburg, Ohio	March 21, 2025	Irene Blue	\$225.00
Hand & Glove Safety, Toledo, Ohio	April 8, 2025	Ryan Snodgrass	\$30.00
BWC Update, Toledo, Ohio	April 16, 2025	Ryan Snodgrass	\$25.00
17th Annual Construction Procurement Seminar for Public Entities in Ohio, Dublin, Ohio	May 8, 2025	Nick Hamilton	\$321.00
Digipalooza, Cleveland, Ohio	August 13 -15, 2025	Lauren Boeke, Kristie Lanzotti	\$1,741.06

Financial Report The financial report for the month ending February 28, 2025, was accepted on motion of Mr. Salas, seconded by Ms. Smith; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$3,237,836.24
Real Property Tax	6,400,000.00
February Public Library Fund	1,909,616.42
Bond Retirement	2,600,000.00
2025 Year to Date	\$14,147,452.66

Approval of Scheduled Vouchers The payment of the following schedule of vouchers for February 2025 was approved on motion of Ms. Smith, seconded by Mr. Salas; all voted aye, motion carried.

General Fund	\$3,443,752.21
Building & Repair Fund	111,172.03
Total Health Care	527,937.36
Gift Funds	3,202.54
Trust Funds	4,985.56
FSA Custodial Funds	9,677.06
Dog License Custodial Funds	147,525.00
Total:	\$4,248,251.76

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$19,219,319.94

STAR	0.00	7,500,000.00	
Huntington	9,613,100.32	9,267,455.73	
PNC	41.00	0.00	
February - Interest		51,632.02	
Ending Balance	\$9,613,141.32	\$16,819,087.75	\$26,425,266.37
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 17,971,674.58		
Building & Repair Fund	8,355,057.75		
Gift Fund	93,176.82		
Capital Projects Fund	5,357.22		
	\$26,425,266.37		

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$0.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$0.00

Resolution 03 – 2025 The Finance Committee met on March 25, 2025, and discussed revisions to the investment policy. These revisions represent best practices recommended by the Government Finance Officers Association for a comprehensive investment policy and simplify the definition of “authorized investment” for the Portfolio.

WHEREAS, On August 22, 1996, the Board of Trustees approved the Library’s Investment Policy; and

WHEREAS, It is now deemed necessary to amend the Library’s Investment policy; now therefore be it

RESOLVED, That the Board of Library Trustees approves the attached Toledo-Lucas County Public Library Investment Policy to become effective March 27, 2025; and be it further

RESOLVED, That the Fiscal Officer obtain the required acknowledgements and convey this policy to the auditor of State.

Mr. Salas moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.
The complete policy is attached to these minutes.

Modification of the Revenue Budget and Appropriations Budget The Board made the following adjustments to the 2025 Revenue budget and Annual Appropriations Budget for the following items:

Increase the 2025 Revenue Budget by:
Gift Fund (700’s) \$12.12

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Reduce the 2025 Annual Appropriations Budget by:
Capital Projects Fund (400's) \$(15.22)
Trust Fund (800s) \$(12.99)

Increase the 2025 Annual Appropriations Budget by:
Gift Fund (700's) \$12.12

Mr. Salas moved for approval, seconded by Mr. Alexaner; all voted aye, motion carried.

Adjusted Sunday Hours in Branches The Community Relations Committee reviewed a recommendation from the Library administration regarding Sunday hours during the summer. Library data for summer visits on Sunday drops significantly, and Library administration recommended that for the summer months, Sunday hours will continue at Sanger Branch only. The Sunday Summer hours will begin on Sunday, June 1st. Sunday hours will return to Heatherdowns, Oregon, and Sylvania on Sunday, September 7th. Sunday hours will continue to be from 1 p.m. to 5 p.m. Mr. Jordan moved for approval, seconded by Ms. Hauser; all voted aye, motion carried.

Staff Organizations Brief remarks were heard by Teresa Alvarad, APLE Representative, and Jon Henley, CWA Representative.

Regular Meeting April 24, 2025, Main Library Mr. Jordan announced that the next regular meeting of the Board would be on Thursday, April 24, 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, Mr. Jordan asked for a motion to adjourn the meeting. Motion made by Mr. Alexander, seconded by Ms. Smith; all voted aye, meeting adjourned at 8:58 a.m.

Approved by: _____
Keith Jordan, Vice-President

Attested by: _____
Micheal Alexander, Secretary

Date: April 24, 2025