

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
April 24, 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 March 27, 2025, were approved on motion by Mr. Alexander, seconded by Mrs. Hauser; all voted aye, motion carried.

Executive Director's Comments Since last September when work began on the 2025 budget, we've been talking to you about the rising costs and stagnant PLF challenges. This has continued. As a reminder, we balanced our budget with reserves, knowing that we had some work to do this year to close that gap between our revenues and expenses before putting together a 2026 budget. That was done assuming we had some pretty big ticket items that we could look at—health care, for instance, jumped 11%, over \$ 1 million. We had reason to be optimistic that the PLF would see an increase this year; we've been advocating for an increase to 2%, which would have yielded a significant increase in our operating budget. As the House version of the budget came out about two weeks ago, it became clear that the best-case scenario is static funding for the PLF. We will continue to advocate for the preservation of the PLF as the Governor set in his budget, but we are starting to prepare for the fact that we will not see that extra increase to our operating budget. The leadership team has been doing work behind the scenes, looking at every line item with three principles against which we are measuring any budget decisions: 1) that the library is positioned to remain sustainable, 2) we take steps that are least impactful to our customers and staff, and 3) that we bring clarity and transparency to staff on decisions. Over the last couple of weeks, we've looked at about \$1.7 million and are looking to close the gap through several measures. Among those are reducing programming dollars, some operational expenses, sunseting our wellness program for the remainder of the year, and some database reductions with a high cost per user. We are taking these steps now, so we do not find ourselves six or eight months down the road wishing we had taken steps early to avoid having to make major, drastic changes. We are trying to do things surgically and methodically. Incentivized retirements will be offered again as they were in 2020, when we had a gap to close. Conversations like this are happening in board rooms across the country. We have a list of about twenty steps under consideration to help reduce expenses. Our staff continues to do good work for our community, and it's our job as a leadership team to try to keep that work moving forward and ensure we can sustain that work in the future.

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

04/14/2025	Appointment	Kevin	Brown	\$91,000.07	Kent	FT	Manager/Librarian VII
04/14/2025	Appointment	Alison	Huftalen	\$17,940.00	Substitutes	SUB	Substitute Librarian II
04/14/2025	Appointment	Steven	James	\$36,204.68	Facilities & Operations	FT	Custodian I

Payroll Changes

04/13/2025		Acting Status	Unique	Britton	Exempt	Exempt	R06	R07	\$77,079.60	Lagrange	FT	Acting Manager/ Librarian IV Coordinator of Training & Organizational Development
04/13/2025	Retro 3/30/2025	Promotion	Jacey	Duffer	Exempt	Exempt	R07	R09	\$89,391.12	Human Resources	FT	
03/31/2025		Promotion/ Transfer	Samantha	Nessif	CWA	APPLE	1A*	7C	\$54,048.35	Main Teen	FT	Librarian II/Teen Services
03/31/2025		Status Change/ Transfer	Colleen	Schmidt	CWA	CWA	1A*	1A*	\$24,860.55	Kent	PT -II	Customer Service Clerk I
04/13/2025		Status Change/Transfer	Alisa	Warton	CWA	CWA	1A*	1A*	\$24,832.60	Holland	PT -II	Customer Service Clerk I
03/31/2025		Transfer	Adira	Fuller-Warren	APPLE	APPLE	6C	6C	\$57,200.13	Holland	FT	Librarian I/Teen Services
03/31/2025		Transfer	Brittany	Goldsmith	CWA	CWA	1A*	1A*	\$28,819.96	Maumee	PT -II	Customer Service Clerk I
03/31/2025		Transfer	Adam	Haley	CWA	CWA	2A	2A	\$47,003.58	King Road	FT	Customer Service Clerk II

03/31/2025	Transfer	Hayley	Lewis	CWA	CWA	1A*	1A*	\$37,248.90	Main Circulation	FT	Customer Service Clerk I
03/31/2025	Transfer	Lisa	Vineyard	CWA	CWA	1A*	1A*	\$37,248.90	Main Circulation	FT	Customer Service Clerk I

Separations

04/18/2025	Separation	Maureen	Martin	CWA	1A*	\$40,644.83	Facilities & Operations	FT	Custodian I
------------	------------	---------	--------	-----	-----	-------------	-------------------------	----	-------------

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

Event	Date	Name	Amount
Good Agricultural Practices Training, Toledo, Ohio	January 25, 2025	Morgan Rinkey	\$15.77
OLC Legislative Day, Columbus, Ohio	April 8, 2025	Lucas Camuso-Stall	\$470.52
ILEAD, Mt. Sterling, Ohio	April 15 – October 23, 2025	Kate McGowan	\$1,175.00
Ohio Health Conference, Lewis Center, Ohio	April 29, 2025	Ryan Snodgrass	\$269.80
Society of Ohio Archivists Annual Conference, Toledo, Ohio	May 15 – 16, 2025	Caitlyn Riehle	\$85.00

Financial Report The financial report for the month ending March 31st, 2025, was accepted on motion of Mr. Dansack, seconded by Ms. Hauser; all voted aye, motion carried.

Tax Receipts

	\$14,147,452.6
Opening Balance	6
Real Property Tax	6,435,825.70
March Public Library Fund	1,499,138.38
Bond Retirement	2,633,008.45
	\$24,715,425.1
2025 Year to Date	9

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

General Fund	\$3,738,039.10
--------------	----------------

Toledo Lucas County Public Library Board of Trustees Minutes April 24, 2025

Brownfield Remediation Fund	21,171.06
Bond Retirement Fund	107,738.02
Building & Repair Fund	1,055,509.49
Capital Projects Note Fund	5,357.22
Total Health Care	477,792.03
Gift Funds	2,041.09
Trust Funds	7,802.64
FSA Custodial Funds	4,098.39
Dog License Custodial Funds	12,475.00
Total:	\$5,432,024.04

Interim Funds Activity Interim Funds Transactions were approved as listed below 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			\$26,425,266.37
STAR	0.00	13,457,418.87	
Huntington	10,479,905.01	3,687,109.64	
Fifth Third	4,879,658.81	0.00	
PNC	913,952.17	0.00	
March - Interest		92,009.62	
		\$17,236,538.1	
Ending Balance	\$16,273,515.99	3	\$27,388,288.51
<i>Breakdown of Funds:</i>			
General, Capital Project, & Insurance Fund	\$ 26,949,610.23		
Building & Repair Fund	-		
Gift & Trust Funds	433,300.82		
Capital Projects Fund	5,377.46		
	\$27,388,288.51		

Trust Fund Activity Trust Fund Activity was approved on motion of Ms. Smith, seconded by Mr. Dansack; 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

Increase the 2025 Revenue Budget and Modify Appropriation Budget The Board increased the 2025 Revenue Budget and Annual Appropriations Budget for the following items:

Increase the 2025 Revenue Budget by:

Debt Service Fund (302)	\$15,171,077.70
Capital Projects Funds (408) (409)	\$157,079,999.00

Increase the 2025 Appropriations Budget by:

Debt Service Fund (302)	\$11,124,896.34
Capital Project Fund (408)	\$13,354,083.07

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

Resolution 03 – 2025 Washington Branch Campus GMP #2 The Toledo Lucas County Public Library Board of Trustees is undertaking the New Washington Branch Project and previously entered into a construction manager at risk agreement with The Lathrop Company for preconstruction services for the project, with the understanding that a guaranteed maximum price (“GMP”) for construction of the Project (or a portion of the Project) was anticipated to be added to the agreement by one or more amendments at a later date. For the earthwork, concrete, and structural steel portion of the Project, Lathrop has completed the preconstruction services and subcontractor bidding and has proposed Amendment No. 2 to the GMP.

The Buildings and Grounds Committee recommended that the Board approve amendment No. 2 to the GMP Agreement in the amount of \$2,947,022, pending successful negotiations by the Executive Director/Fiscal Officer and the Director of Operations/Deputy Fiscal Officer. Future phases will be authorized by a separate resolution and amendment.

The Committee also recommended that the Board authorize the Executive Director/Fiscal Officer and the Director of Operations/Deputy Fiscal Officer to approve changes or modifications to the Work, which shall not exceed a contingency of 5% (\$147,351.10) of the cost of the Work. Mr. Alexander made a motion to pass the resolution and called for a roll call vote, seconded by Mr. Dansack. A roll call vote was taken, and all voted aye.

A copy of the resolution is attached to these minutes.

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

Regular Meeting May 22, 2025, Main Library Mrs. Odesky announced that the next regular meeting of the Board would be on Thursday, May 22, 2025, at 8:30 a.m. at Main Library 325 M. 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. Meeting adjourned at 9:05 a.m.

Approved by: _____
Sheila Odesky, President

Attested by: _____
Micheal Alexander, Secretary

Date: May 22, 2025