

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 17, 2024, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to Library Board Members who were unable to attend the June Meeting by Gil Rutledge, Notary Public.

2. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

3. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the June 26, 2024 meeting of the Board.

5. CONSENT AGENDA - ACTION

All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conferences as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. GIFTS AND GRANTS

It is recommended that the Board approve the gifts and grants as listed at the end of the agenda.

6. COMMENTS FROM THE GENERAL PUBLIC

RULES AND PROCEDURE FOR PUBLIC COMMENT

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library’s Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting’s agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

- Lori Rotterman

7. **MONTHLY FINANCIAL REPORT - ACTION**

The Monthly Financial Report for June 2024 is included in the Board packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
6/15/2024	PLF	1,846,409.84	1,846,409.84		
6/21/2024	Real Estate Taxes	424,458.48	229,573.77	194,884.71	Debt Service
6/28/2024	Real Estate Taxes	124,451.86	69,608.88	54,642.98	Debt Service
Total		<u>2,395,320.18</u>	<u>2,145,592.49</u>	<u>249,527.69</u>	

8. AMENDED 2024 APPROPRIATION RESOLUTION- ACTION

It will be necessary to amend the 2024 Appropriation Resolution so that unencumbered funds in various accounts may be used to cover possible deficiencies in some appropriated accounts in order to satisfy financial obligations.

The Fiscal Officer recommends the following amended appropriation allocations for the fiscal year ending December 31, 2024:

<u>2024 First Revised Appropriations</u>	
<u>GENERAL FUND</u>	
1000 – Salaries & Benefits	26,035,844.00
2000 - Supplies	1,059,861.00
3000 - Purchased Services	7,327,463.00
4000 – Library Materials & Information	4,659,850.00
5000 - Capital Outlay	604,445.00
6000 - Debt Service	-
7000 - Other Objects	183,543.00
8000 – Contingency	
9000 – Transfer Out	<u>71,445.00</u>
Total General Fund Appropriations	<u>39,942,451.00</u>
<u>SPECIAL REVENUE FUND</u>	
2000- Supplies	-
3000- Purchased Services	137,164.00
5000- Capital Outlay	283,000.00
Total Special Revenue Appropriations	<u>420,164.00</u>
<u>DEBT SERVICES FUND</u>	
3000 - Purchased Services	220,000.00
6000 - Debt Services	<u>10,067,499.00</u>
Total Debt Services Fund Appropriations	<u>10,287,499.00</u>
<u>BUILDING AND REPAIR FUND</u>	
3000 - Purchased Services	340,000.00
5000 - Capital Outlay	
7000 - Miscellaneous	
9000- Transfer Out	<u>3,000,000.00</u>
Total Building and Repair Fund Appropriations	<u>3,340,000.00</u>

<u>TAXABLE CONSTRUCTION FUND</u>	
2000 - Supplies	10,000.00
3000 - Purchased Services	3,000.00
5000 - Capital Outlay	
	<u>20,000.00</u>
7000 - Miscellaneous	
Total Taxable Construction Fund	<u>33,000.00</u>
Appropriations	
Total All Funds Appropriations	<u>54,023,114.00</u>

9. **FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2025 - ACTION**

The Montgomery County Budget Commission has scheduled the 2025 Tax Budget Allocation Meeting for Thursday, August 29, 2024. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed a resolution in anticipation of the Budget Commission meeting. The Executive Director recommends Board approval of this resolution for consideration by the 2025 County Budget Commission.

The Executive Director recommends the Board approve the following resolution:

WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to developed a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE, BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2025 Public Library Fund by the Montgomery County Budget Commission.

10. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

The Executive Director will update the Board on current library programs and services.

-Kristina Hill, Community Wellness Specialist- Food Pantry and Peer Services Program Updates

11. RESOLUTION TO RELEASE APARTMENT PROPERTY FROM MONTGOMERY COUNTY REA 32022-00015201- ACTION

The Executive Director recommends approval of the following Resolution:

WHEREAS, the City of Huber Heights and The Dayton Metro Library entered into that certain Reciprocal Easement Agreement dated January 13, 2022, recorded March 4, 2022 as File # 2022-00015201 in the Montgomery County Recorder's Office ("REA"), which affects the real property described on Exhibit A hereto (the "**Apartment Property**"), among other real property, and

WHEREAS, the City of Huber Heights has conveyed the Apartment Property to Continental for the development of a multifamily residential development that will be developed separate and apart from the Library Parcel and the remainder of the City Parcel (as such terms are defined in the REA), and

WHEREAS, the City of Huber Heights, Continental, and The Dayton Metro Library desire to terminate and release the Apartment Property and only the Apartment Property from the REA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library:

Section 1. The Dayton Metro Library hereby agrees to the termination and release of the Apartment Property both now and in the future from the REA, including all terms, covenants, conditions, restrictions, and obligations contained therein. For the avoidance of doubt, the REA shall continue in full force and effect with respect to all other real property described therein excluding the Apartment Property.

12. RESOLUTION DECLARING IT NECESSARY TO LEVY AN ADDITIONAL 1.00 MILL LEVY AND REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION THEREWITH- ACTION

The Fiscal Officer recommends the Board of Library Trustees adopt the following resolution to place a question before voters on the November 5, 2024 ballot.

A roll call vote is required to establish that super majority of two-thirds of the Trustees (5) approve placement of the question on the ballot.

WHEREAS, the voters within the service area of Dayton Metro Library ("The Library"), Montgomery County, Ohio (composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts) authorized a One and Twenty Five Hundredths (1.25) Mill Replacement Levy and an increase of Fifty Hundredths Mill (0.50) for a total of One and Seventy Five Hundredths (1.75) Mill for a continuous period beginning with collection year 2010; and

WHEREAS, the Board has determined an Additional 1.00 Mill Levy is necessary, and pursuant to Section 5705.03 of the Ohio Revised Code, the Board is required to certify to the Montgomery County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy.

NOW THEREFORE, BE IT RESOLVED, by at least two-thirds of the members of the Board of Trustees of the Library:

SECTION 1. That pursuant to the provisions of Sections 5705.03(B) and 5705.192 and 5705.23 of the Ohio Revised Code (“Revised Code”), the Board has determined that the amount of taxes that may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and that the Board hereby declares it to be necessary to levy a 1.00 Mill Additional tax levy outside the ten mill limitation.

SECTION 2. The question of the adoption of an Additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five(5) years shall be submitted to the electors of the entire territory of the Library at the election held on November 5, 2024. If approved by the electors, the Additional levy shall first be placed upon the 2024 tax list and duplicate, for first collection in calendar year 2025 and continue for a period of five years.

SECTION 3. That the territory of Dayton Metro Library is located in Montgomery County only, and is composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts, and the tax is to be levied on the entire territory of the Library.

SECTION 4. That pursuant to Section 5705.03 of the Revised Code, the Auditor of Montgomery County, Ohio (the “County Auditor”) is hereby requested to certify to this Board the total current tax by 1.00 mills, and the Fiscal Officer of this Board be and is hereby directed to certify forthwith a copy of this resolution to the County Auditor as required by law so that said County Auditor may certify such matters in accordance with section 5705.03 of the Revised Code.

A **roll call vote** is required.

13. A RESOLUTION DECLARING THE NECESSITY OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MONTGOMERY, AS THE TAXING AUTHORITY OF THE DAYTON METRO LIBRARY, SUBMITTING THE QUESTION OF AN ADDITIONAL 1.00 MILLS LEVY, GENERATING \$10,558,000.00 PER ANNUM FOR FIVE YEARS TO THE ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE LIBRARY, AND REQUESTING THE BOARD OF COUNTY COMMISSIONERS TO SUBMIT THE QUESTION OF THE ADDITIONAL TAX TO THE ELECTORS OF SAID LIBRARY DISTRICT, PURSUANT TO SECTION 5705.03 OF THE REVISED CODE. - ACTION

The Fiscal Officer recommends the Board of Library Trustees adopt the following resolution to place a question before voters on the November 5, 2024 ballot.

A roll call vote is required to establish that super majority of two-thirds of the Trustees (5) approve placement of the question on the ballot.

WHEREAS, this Board is charged with the title, custody, control and maintenance of a county library district known as the “Dayton Metro Library”; and

WHEREAS, pursuant to a resolution duly adopted by the State Library Board, the Dayton Metro Library is comprised of all the territory of the County of Montgomery, with the exception of the territory of (i) Centerville City School District, which is served by the Washington-Centerville Public Library, (ii) Oakwood City School District, which is served by the Wright Memorial Public Library, and (iii) Valley View Local School District, which is served by the Germantown Public Library; and

WHEREAS, the voters within the service area of Dayton Metro Library (“The Library”), Montgomery County, Ohio (composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts) authorized a One and Twenty Five Hundredths (1.25) Mill Replacement Levy and an increase of Fifty Hundredths Mill (0.50) for a total of One and Seventy Five Hundredths (1.75) Mill for a continuous period beginning with collection year 2010; and

WHEREAS, the Board has determined an Additional 1.00 Mill Levy is necessary, and pursuant to Section 5705.03 of the Ohio Revised Code, the Board is required to certify to the Montgomery County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy.

NOW THEREFORE, BE IT RESOLVED, by at least two-thirds of the members of the Board of Trustees of the Library:

SECTION 1. That pursuant to the provisions of Sections 5705.03(B) and 5705.192 and 5705.23 of the Ohio Revised Code (“Revised Code”), the Board has determined that the amount of taxes that may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and that the Board hereby declares it to be necessary to levy a 1.00 Mill Additional tax levy outside the ten mill limitation.

SECTION 2. The question of the adoption of an Additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five(5) years shall be submitted to the electors of the entire territory of the Library at the election held on November 5, 2024. If approved by the electors, the Additional levy shall first be placed upon the 2024 tax list and duplicate, for first collection in calendar year 2025 and continue for a period of five years.

SECTION 3. That the territory of Dayton Metro Library is located in Montgomery County only, and is composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts, and the tax is to be levied on the entire territory of the Library.

SECTION 4. An additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five (5) years.

SECTION 5. The question of such tax levy shall be submitted to the electors of the library district of the Library, as established under R.C. Chapter 3375, at the election to be held therein on November 5, 2024. Such tax levy shall be for five years and at a rate not exceeding 1.00 mills for each one dollar of valuation, which amounts to \$0.035 for each one hundred dollars of valuation. Such tax

levy shall be placed upon the tax list and duplicate for the current tax year, beginning 2024, first due in calendar year 2025, if a majority of the electors voting thereon vote in favor thereof.

A **roll call vote** is required.

14. BOARD RETREAT UPDATE- INFORMATION

The Board President will provide an update on the potential for a Board Retreat, which was discussed during the June meeting.

15. NEW BUSINESS

16. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 18, 2024 at 4:00 p.m. in the Community Room at the Northwest Branch Library.

17. ADJOURNMENT – ACTION

CONSENT AGENDA ADDENDUM

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Cassandra Buckingham, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Jack Cotting, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, and Shane Hall, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR/AED” training sponsored by Focus Health and held in the Main Library on June 29, 2024. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Wren Newmark-Weishan, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective July 14, 2024 at the rate of \$26.25 per hour.

It is recommended that the following **Change in Location** be accepted:

Kathleen Co, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, full-time, Grade 05, Miami Township Branch Library, effective July 14, 2024 at the rate of \$19.40 per hour.

It is recommended that the following **Change in Location, Change in Position** be accepted:

Ariya Arnold, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective June 14, 2024 at the rate of \$22.40 per hour.

It is recommended that the following **Change in Title, Change in Location, HAY Reclassification** be accepted:

Donna Balskey, Facilities Clerk, 3/5-time, Grade 05, Facilities, from Administrative Assistant for Construction Management, 3/5-time, Grade CE1, Construction Management, effective June 30, 2024 at the rate of \$18.79 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, effective August 23, 2024 for 56 hours for personal reasons.

It is recommended that the following **Promotion, Change in Location** be accepted:

Jacobee Buchanan, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective July 14, 2024 at the rate of \$19.62 per hour.

Frances Crawford, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective July 14, 2024 at the rate of \$19.35 per hour.

It is recommended that the following **Promotion, Change in Hours, Change in Location** be accepted:

Garret Johnson, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, Substitute. Grade Sub08, Miamisburg Branch Library, effective July 14, 2024 at the rate of \$19.35 per hour.

Aaron Oates, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective July 14, 2024 at the rate of \$19.35 per hour.

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective July 14, 2024 at the rate of \$19.35 per hour.

Kendall Westmor, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, Substitute, Grade Sub08, Youth Services, effective July 14, 2024 at the rate of \$19.35 per hour.

It is recommended that the following **Resignation** be accepted:

Jeri Goins, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective February 15, 2024.

Terry Rawnsley. Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective July 3, 2024.

Amy Schutte, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Wilmington-Stroop Branch Library, effective July 27, 2024.

C. GIFTS AND GRANTS

It is recommended that the following **Gifts** be accepted:

\$10.00 from Anthony Chambers on June 23, 2024.

\$25.00 from Cassie McKinney on June 23, 2024.

\$200.00 from James Patrick and Suzanne Crippen on June 24, 2024.

\$10.00 from Anita Burton on June 25, 2024.

\$50.00 from Richard Roediger on June 25, 2024.

\$100.00 from Susan Zurcher on June 25, 2024.

\$2,500.00 from LR Janitors, LLC on June 26, 2024.

\$50.00 from Chad Wyen on June 26, 2024.

\$100.00 from Angelina Grosso on June 27, 2024.

\$100.00 from Alex Hara on June 28, 2024.

\$100.00 from Ellen and Tom Rohmiller on June 28, 2024.

\$100.00 Ron Bernard and Judy Woll on July 1, 2024.

\$500.00 from Lori Hausfeld on July 2, 2024.

\$100.00 from Jacquelyn Waggamon on July 3, 2024.

\$280.00 from Jeffrey Trzeciak on July 4, 2024.

\$50.00 from Heather Williams on July 4, 2024.

\$100.00 from Kenneth Marcellus on July 5, 2024.

\$10.00 from Jennifer Lamott on July 10, 2024.

It is recommended that the following **Grants** be accepted:

\$5,000.00 from The Gerald M. and Carole A. Miller Family Foundation on June 24, 2024.