

DAYTON METRO LIBRARY

**REVISED-** AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 18, 2024, 4:00 p.m.

1. 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.

2. APPROVAL OF AGENDA - ACTION

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

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the November 20, 2024 meeting of the Board.

4. 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. PERSONNEL ACTIONS

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

B. GIFTS AND GRANTS

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

5. 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.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for November 2024 are 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>
11/13/2024	Public Library Fund	1,662,122.18	1,662,122.18		
11/27/2024	RE Homestead Settlement	5,262.00	2,795.00	2,467.00	Debt Service
<b>Total</b>		<b>1,667,384.18</b>	<b>1,664,917.18</b>	<b>2,467.00</b>	

7. 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 fiscal year ending December 31, 2024:

<b>2024 Final Revised Appropriations</b>				
<b><u>GENERAL FUND</u></b>	<b>First Revised Budget (Current Year Appropriation)</b>	<b>First Revised Budget w/Carryforward</b>	<b>Final Revised Budget w/Carryforward</b>	<b>Amount Change</b>
1000 – Salaries & Benefits	26,035,844.00	26,121,539.00	26,455,539.00	334,000.00
2000 - Supplies	1,059,861.00	1,187,834.00	1,087,834.00	(100,000.00)
3000 - Purchased Services	7,327,463.00	8,592,047.00	8,592,047.00	-
4000 – Library Materials & Information	4,659,850.00	5,373,947.00	5,373,947.00	-
5000 - Capital Outlay	604,445.00	967,220.00	702,220.00	(265,000.00)
6000 - Debt Service	-			
7000 - Other Objects	183,543.00	206,397.00	237,397.00	31,000.00
8000 – Contingency				
9000 – Transfer Out	71,445.00	71,445.00	71,445.00	-
<b>Total General Fund Appropriations</b>	<b><u>39,942,451.00</u></b>	<b><u>42,520,429.00</u></b>	<b><u>42,520,429.00</u></b>	<b>-</b>

<b>2024 Final Revised Appropriations</b>			
	<b>First Revised Budget (Current Year Appropriation)</b>	<b>Final Revised Budget (Current Year Appropriation)</b>	<b>Amount Change</b>
<b><u>SPECIAL REVENUE FUND</u></b>			
2000- Supplies	-	-	-
3000- Purchased Services	137,164.00	137,164.00	-
5000- Capital Outlay	283,000.00	283,000.00	-
Total Special Revenue Appropriations	<b>420,164.00</b>	<b>420,164.00</b>	-
<b><u>DEBT SERVICES FUND</u></b>			
3000 - Purchased Services	220,000.00	220,000.00	-
6000 - Debt Services	10,067,499.00	10,067,499.00	-
Total Debt Services Fund Appropriations	<b>10,287,499.00</b>	<b>10,287,499.00</b>	-
<b><u>BUILDING AND REPAIR FUND</u></b>			
3000 - Purchased Services	340,000.00	340,000.00	-
5000 - Capital Outlay			-
7000 - Miscellaneous			-
9000- Transfer Out	3,000,000.00	3,000,000.00	-
Total Building and Repair Fund Appropriations	<b>3,340,000.00</b>	<b>3,340,000.00</b>	-
<b><u>TAXABLE CONSTRUCTION FUND</u></b>			
2000 - Supplies	10,000.00	10,000.00	-
3000 - Purchased Services	3,000.00	3,000.00	-
5000 - Capital Outlay			-
7000 - Miscellaneous	20,000.00	20,000.00	-
Total Taxable Construction Fund Appropriations	<b>33,000.00</b>	<b>33,000.00</b>	-

8. TEMPORARY 2025 APPROPRIATION RESOLUTION – ACTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for the subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March, 2025.

The Executive Director recommends the following Temporary 2025 Appropriation Resolution be passed:

**GENERAL FUND**

1000 – Salaries & Benefits	\$27,849,905
2000 - Supplies	\$861,115
3000 - Purchased Services	\$7,477,925
4000 – Library Materials & Information	\$5,422,000
5000 - Capital Outlay	\$807,600
6000 - Debt Service	\$0
7000 - Other Objects	\$181,455
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<b><u>\$42,600,000</u></b>

**SPECIAL REVENUE FUND**

3000 - Purchased Services	\$137,164
5000 – Capital Outlay	<u>\$281,445</u>
Total Special Revenue Fund Appropriations	<b><u>\$418,609</u></b>

**DEBT SERVICES FUND**

3000 - Purchased Services	\$220,000
6000 - Debt Services	<u>\$10,064,462</u>
Total Debt Services Fund Appropriations	<b><u>\$10,284,462</u></b>

**BUILDING AND REPAIR FUND**

3000 - Purchased Services	\$0
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$0</u>
9000 – Transfers Out	\$3,000,000
Total Building and Repair Fund Appropriations	<b><u>\$3,000,000</u></b>

Total All Funds Appropriations **\$56,303,071**

It is recommended that the Board approve the Temporary Appropriation for 2025 for the General Fund in the amount of \$42,600,000, the Special Revenue Fund in the amount of \$418,609, the Debt Services Fund in the amount of \$10,284,462, and the Building & Repair Fund in the amount of \$3,000,000.

9. **EXECUTIVE DIRECTOR’S REPORT - INFORMATION**

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

- Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, and Robert Owens, Racial Equity Manager, Equity, Diversity and Inclusion- Reading Railroad
- Southeast Update
- PLF Update

10. LIBRARY AIDE AND SUBSTITUTE WAGE RATES - ACTION

The proposed Library Aide Pay Schedule includes increases of \$0.50 per hour over current rates:

**Dayton Metro Library  
Proposed Library Aide Pay Schedule  
Effective January 26, 2025**

Current Rate	\$11.50	\$11.75	\$12.18
New Rate	\$12.00	\$12.25	\$12.68

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY  
Proposed Substitute Pay Ranges  
Effective January 26, 2025**

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Sub 01	\$11.45	\$13.69
Sub 02	\$11.79	\$14.07
Sub 03	\$12.16	\$14.53
Sub 04	\$12.59	\$15.03
Sub 05	\$13.16	\$15.70
Sub 06	\$13.73	\$16.38
Sub 07	\$14.41	\$17.22
Sub 08	\$15.20	\$18.15
Sub 09	\$16.06	\$19.18
Sub 10	\$17.10	\$20.43
Sub 11	\$18.24	\$21.79
Sub 12	\$19.62	\$23.42

**Professional Offset**                      \$2.11

The Executive Director recommends approval of the proposed Library Aide Pay Schedule and the proposed Substitute Pay Schedule to be effective with the pay period that includes January 26, 2025.

11. 2025 LIBRARY STAFF SURVEY- DISCUSSION

The Board President will seek input from the Board on a 2025 Library Staff Survey.

12. NOMINATING COMMITTEE - ACTION

At the November meeting the Board President appointed Ms. Isom, Mr. Williamson and Mr. Thomas to serve as the chair for the ad hoc nominating committee in order to present a 2025 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2024. Additionally, the nominating committee will put forth a recommendation to appoint a Trustee to serve as a liaison to the Dayton Metro Library Foundation Board of Directors in 2025.

The Board President should seek nominations from the floor prior to the election.

Traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. Surety bonds for these two officers in the amount of \$25,000 will need to be authorized by the Board. The Executive Director recommends Trustees approval to authorize securing the recommended surety bonds.

13. NEW BUSINESS

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 22, 2025 at 4:00 p.m. in the Board Room at the Main Library.

15. EXECUTIVE SESSION- ACTION

It is recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss employment of a public employee.

A **roll call** vote will be needed.

16. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. PERSONNEL ACTIONS

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

Keilani Judkins, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective December 15, 2024 at the rate of \$24.98 per hour.

Yasmine Lajimi, Community Wellness Specialist, full-time, Grade 12, Community Development, effective December 29, 2024 at the rate of \$24.98 per hour.

Eric Pennington, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective December 15, 2024 at the rate of \$29.3269 per hour.

David Williams, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 29, 2024 at the rate of \$19.00 per hour.

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

Precious Jones, Library Aide, Miami Township Branch Library, effective November 25, 2024 for 25 days for school.

Keilani Judkins, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective January 20, 2025 for 40 hours for vacation.

Matthew Lamm, Facilities Technician, full-time, Grade 09, Facilities, effective December 3, 2024 for 7.8 hours for personal reasons.

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services, effective November 13, 2024 for 0.1 hours for personal reasons.

It is recommended that the following **Promotion** accepted:

Damar Schlub, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, from Library Aide, Miamisburg Branch Library, effective December 1, 2024 at the rate of \$19.35 per hour.

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

Kathleen Co, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, from Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library effective December 1, 2024 at the rate of \$19.98 per hour.

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

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 1, 2024.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective December 7, 2024.

Edward Love II, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 26, 2024.



It is recommended that the following **Return to Appointed Position** be accepted:

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective December 15, 2024 at the rate of \$30.6541 per hour.

B. **GIFTS AND GRANTS**

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

\$100.00 from Norma Landis on November 8, 2024.

\$3,549.00 from Friends of the Dayton Metro Library Foundation on December 2, 2024.

\$10,000.00 from Ann Bender on December 2, 2024.

\$85.00 from Mary Jo Pfander on December 9, 2024.

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

Dayton Metro Library has not received any Grants since the November Meeting.