DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 15, 2020, 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 June 17, 2020 meeting of the Board, the July 6, 2020 Facilities meeting, and the July 6, 2020 Special 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.

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 Executive Director approved the following investments:

<table>
<thead>
<tr>
<th>Date</th>
<th>Source</th>
<th>Amount</th>
<th>Use in Operations</th>
<th>Investment</th>
<th>Where</th>
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<tbody>
<tr>
<td>6/15/2020</td>
<td>PLF</td>
<td>$1,271,985</td>
<td>$1,271,985</td>
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<tr>
<td>6/15/2020</td>
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<td>6/15/2020</td>
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<td>Debt Service</td>
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<td>6/5/2020</td>
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<td>-</td>
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<td>6/5/2020</td>
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<td>Debt Service</td>
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Total $1,640,217 $1,473,581 $166,636

7. **FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2021 - ACTION**

The Montgomery County Budget Commission has scheduled the 2021 Tax Budget Allocation Meeting for Thursday, August 27, 2020. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

Representatives of the four libraries, along with representatives of the Montgomery County Budget Commission, have met and discussed changes to the funding formula and have come to
an agreement to support the following new funding formula to be adopted for 2021 calendar year:

Public Library Fund Distribution Formula

Each year the Montgomery County Budget Commission shall determine for the following year the distribution of Public Library Fund receipts using percentages for each library district calculated from projected receipts estimated in July by the Ohio Department of Taxation. The formula for distribution shall use four factors:

(A) For 2021 only, the beginning Projected Base Allocation Amount shall be established using the Projected Base Distribution for 2019 and 2020 plus Cost of Living Increase and Excess Distribution, and less the Square Foot Adjustments in those years. For years 2022 and beyond, the beginning Projected Base Allocation Amount shall be the Adjusted Distribution Percent Share as calculated for the prior year, as detailed below.

(B) In years when the projected total PLF funds for Montgomery County exceed prior year projections, a Cost of Living Increase of up to 3% shall be added to each library’s projected distribution.

(C) If projected funds remain undistributed after the 3% Cost of Living Increase has been applied, a Square Footage Adjustment shall be made for any library that has increased its total square footage in the prior year. The maximum adjustment shall be calculated at rate of 50% of countywide cost per square foot applied to the new square footage. Regardless of how square footage is reported year over year, the Square Footage Adjustment applies to only actual new square footage added for library use.

(D) If projected funds remain undistributed following the square footage adjustment, an Excess Distribution shall be proportionally allocated using data submitted to the State Library of Ohio weighted with square footage used for library purposes at 50%, circulation at 30%, and cardholders at 20%.

For each library the Projected Distribution Amount for the following year shall be total Base Allocation Amount (A) plus any Cost of Living Increase (B), plus any Square Footage Adjustment (C), plus any Excess Distribution (D).

The relative proportion of each library’s Projected Distribution Amount shall determine the Distribution Percentage Share for the following year. Actual distribution of the Public Library Fund receipts will be allocated using the Distribution Percentage Share for each library district.

The Adjusted Distribution Percent Share less the Square Footage Adjustment (C) shall determine the Projected Distribution Base Amount for the subsequent year. The four libraries agree to annually share copies of data submitted to the State Library within 30 days of submission and to share data on square footage, circulation, and cardholders by January 31.

It is intended that the Public Library Fund will be distributed in this manner until at least 2032. However, any library may call for a meeting with representatives of the Budget Commission to review the formula, data reporting standards, and data submitted to the State Library, and propose any changes to the formula. The library making such request shall notify the other libraries within a reasonable amount of time that the request has been made with an explanation of why.

The Board representing each library shall pass a resolution each year when in agreement with the distribution.
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 develop 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 Commission desires that the Library Boards of all four libraries endorse the adoption of the agreed to formula commencing with calendar year 2021 prior to the 2020 Montgomery County Budget Commission hearing, and

WHEREAS, the Funding Distribution Formula will 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 2021 Public Library Fund by the Montgomery County Budget Commission.

8. EXECUTIVE DIRECTOR’S REPORT - INFORMATION
The Executive Director will update the Board on current library programs and services.
- COVID-19 Update
- Me and White Supremacy

9. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION
- Project budget update
- Facilities progress and upcoming milestones
- Special facilities meeting to award contract to lowest responsible bidder

10. STRATEGIC PLAN - ACTION
The Executive Director will share the final graphic for the new strategic plan with the Trustees. The Executive Director also recommends that the Board endorse the new vision statement for the Library.

11. NEW BUSINESS
12. **DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING**

There are no scheduled meetings for the month of August.

The next Facilities Meeting will be held Tuesday, September 8, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 16, 2020 at 4:00 p.m. via WebEx.

13. **ADJOURNMENT – ACTION**
A. PERSONNEL ACTIONS

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

Denny Russell, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective July 1, 2020.

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

William McIntire, Interim Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective July 5, 2020 at the rate of $27.5979 per hour.