DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 15, 2020, 4:00 p.m.

PRESENT: Barbara Hayde, Elaine Johnson,
Margot Merz, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:01 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Ms. Hayde, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the Board meeting of June 17, 2020, the Facilities meeting of July 6, 2020 and the Special meeting of the Board of July 6, 2020 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Hayde, the following items from the Consent Agenda were approved by the Board:
PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

DISMISSAL

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

INTERIM CHANGE IN POSITION AND LOCATION

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.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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<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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<tr>
<td>6/15/2020</td>
<td>PLF</td>
<td>$1,271,985</td>
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<td>6/15/2020</td>
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On a motion by Ms. Hayde, seconded by Ms. Merz, the June 2020 Financial Report was approved by the Board.
Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2021

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.

On a motion by Ms. Merz, seconded by Mr. Thomas, the Board approved 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.

Ayes: All
Nays: None

WEST BRANCH RENDERINGS

John Fabelo, from LWC, shared renderings of the design of the new West Branch Library.
EXECUTIVE DIRECTOR’S REPORT

The Executive Director gave the Trustees a brief update on the Library’s reopening since the closure due to COVID-19. Plans are still fluid and could change based what the Governor might announce at his press conference later tonight.

The Library hosted a Facebook panel discussion for the book “Me and White Supremacy”. It was well attended and is available to watch later.

LIBRARIES FOR A SMARTER FUTURE UPDATE

In lieu of time, the Board deferred the facilities discussion to the next meeting.

STRATEGIC PLAN

The Executive Director shared the final graphic for the new strategic plan. The Board discussed the proposed vision statement. On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved “We spark a thriving community” as the Library’s new vision statement.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

There will probably be a Special meeting called in September to consider bids for the West Branch Library.

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.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board adjourned at 5:33 p.m.

Ayes: All
Nays: None