

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 17, 2025, 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 19, 2025 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.

C. CONTRACTS AND AGREEMENTS

It is recommended that the Board approve the contracts and agreements as listed at the end of the agenda.

5. COMMENTS FROM THE GENERAL PUBLIC

RULES AND PROCEDURE FOR PUBLIC COMMENT

- 1) Comments and input from the public shall be confined to the Public Comment section of each Board meeting. In order to ensure efficient and productive meetings, interruptions from the public shall not be tolerated.

- 2) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with these rules and procedures.
- 3) 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.
- 4) 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.
- 5) Speakers shall limit their comments to matters pertaining to Library business. Disorderly conduct by speakers or members of the public may result in a reduction in speaking time or removal from the meeting.
- 6) 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.
- 7) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 8) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 9) 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 2025 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>
11/14/2025	Public Library Fund	1,624,032.61	1,624,032.61		
11/14/2025	RE Homestead Settlement	7,812.66	5,393.12	2,419.54	Debt Service
11/21/2025	RE MH Rollback	2,256.69	1,187.63	1,069.06	Debt Service
Total		1,634,101.96	1,630,613.36	3,488.60	

7. AMENDED 2025 APPROPRIATION RESOLUTION – ACTION

It will be necessary to amend the 2025 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, 2025:

<u>General Fund</u>	First Revised Budget (Current Year Appropriation)	Current Budget w/Carryover	Amended Budget w/Carryover	Amount Changed
1000 – Salaries & Benefits	\$27,853,200	\$27,874,209	\$24,874,209	(\$3,000,000)
2000 – Supplies	\$896,115	\$1,104,282	\$1,059,882	(\$44,400)
3000 - Purchased Services	\$7,522,925	\$8,555,241	\$7,555,241	(\$1,000,000)
4000 - Library Materials & Information	\$5,472,000	\$6,032,001	\$6,032,001	\$0
5000 – Capital Outlay	\$718,988	\$771,766	\$771,766	\$0
7000 – Other Objects	\$181,455	\$188,932	\$233,332	\$44,400
9000 – Transfer to other funds	\$88,612	\$88,612	\$4,088,612	\$4,000,000
Total	\$42,733,295	\$44,615,043	\$44,615,043	\$0
<u>Special Revenue Fund</u>	First Revised Budget (Current Year Appropriation)	Current Budget w/Carryover	Amended Budget w/Carryover	Amount Changed
3000 – Purchase Services	\$133,530	\$133,530	\$133,530	
5000 – Capital Outlay	\$288,713	\$288,713	\$288,713	
Total	\$422,243	\$422,243	\$422,243	\$0
<u>Debt Service Fund</u>	First Revised Budget (Current Year Appropriation)	Current Budget w/Carryover	Amended Budget w/Carryover	Amount Changed
3000 - Purchased Services	\$220,000	\$220,000	\$216,250	(\$3,750)
6000 - Debt Service	\$10,064,462	\$10,064,462	\$10,068,212	\$3,750
Total	\$10,284,462	\$10,284,462	\$10,284,462	\$0
<u>Building and Repair Fund</u>	First Revised Budget (Current Year Appropriation)	Current Budget w/Carryover	Amended Budget w/Carryover	Amount Changed
3000 - Purchased Services			\$1000	\$1000
5000 - Capital Outlay	\$593,870	\$593,870	\$593,870	\$0
7000 – Miscellaneous				\$0

9000 – Transfer Out	\$3,000,000	\$3,000,000	\$3,000,000	\$0
Total	<u>\$3,593,870</u>	<u>\$3,593,870</u>	<u>\$3,594,870</u>	<u>\$1,000</u>
<u>Taxable Construction Fund</u>	First Revised Budget (Current Year Appropriation)	Current Budget w/Carryover	Amended Budget w/Carryover	Amount Changed
2000 – Supplies				
3000 - Purchased Services			\$693	\$693
5000 – Capital Outlay				\$0
7000 – Other Objects				\$0
Total	<u>\$0</u>	<u>\$0</u>	<u>\$693</u>	<u>\$693</u>
Total All Funds Appropriations	<u>\$57,033,870</u>	<u>\$58,915,618</u>	<u>\$58,917,311</u>	

8. TEMPORARY 2026 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, 2026.

The Executive Director recommends the following Temporary 2026 Appropriation Resolution be passed:

GENERAL FUND

1000 – Salaries & Benefits	\$27,159,917
2000 - Supplies	\$912,813
3000 - Purchased Services	\$8,356,280
4000 – Library Materials & Information	\$5,167,606
5000 - Capital Outlay	\$1,780,800
6000 - Debt Service	\$0
7000 - Other Objects	\$173,041
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	<u>\$43,550,457</u>

SPECIAL REVENUE FUND

3000 - Purchased Services	\$0
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5000 – Capital Outlay	\$0
Total Special Revenue Fund Appropriations	<u>\$0</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$220,000
6000 - Debt Services	<u>\$10,070,587</u>
Total Debt Services Fund Appropriations	<u>\$10,290,587</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$1,000
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$0</u>
9000 – Transfers Out	\$0
Total Building and Repair Fund Appropriations	<u>\$1,000</u>

TAXABLE CONSTRUCTION FUND

3000 - Purchased Services	\$0
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$0</u>
9000 – Transfers Out	\$0
Total Building and Repair Fund Appropriations	<u>\$0</u>
Total All Funds Appropriations	<u>\$53,842,044</u>

It is recommended that the Board approve the Temporary Appropriation for 2026 for the General Fund in the amount of \$43,550,457, the Special Revenue Fund in the amount of \$0, the Debt Services Fund in the amount of \$10,290,587, the Building & Repair Fund in the amount of \$1,000 and the Taxable Construction Fund in the amount of \$0.

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

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

-Award Announcement

10. **COLLECTIVE BARGAINING AGREEMENT—ACTION**

The Executive Director recommends the Board approve a new one-year collective bargaining agreement with the Dayton Metro Library Staff Association. The agreement was ratified by the DMLSA membership on December 9, 2025.

11. MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN—ACTION

The Executive Director recommends the Board approve the proposed Managerial and Confidential Employee Compensation Plan as amended. This update recommends changes to all managers' and confidential employees' compensation consistent with similar terms to the recently negotiated collective bargaining agreement, retroactive to the pay period which includes July 1, 2025, which began June 29, 2025.

12. 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 25, 2026

Current Rate	\$12.00	\$12.25	\$12.68
New Rate	\$12.50	\$12.75	\$13.18

The proposed Substitute Pay Schedule includes increases of 3% for each employee over current rates:

**DAYTON METRO LIBRARY
Proposed Substitute Pay Ranges
Effective January 25, 2026**

Grade	Minimum	Maximum
Sub 01	\$11.79	\$14.10
Sub 02	\$12.14	\$14.49
Sub 03	\$12.52	\$14.97
Sub 04	\$12.97	\$15.48
Sub 05	\$13.55	\$16.17
Sub 06	\$14.14	\$16.87
Sub 07	\$14.84	\$17.74
Sub 08	\$15.66	\$18.69
Sub 09	\$16.54	\$19.76
Sub 10	\$17.61	\$21.04
Sub 11	\$18.79	\$22.44
Sub 12	\$20.21	\$24.12

Sub Total	\$20.21	\$21.12
Professional Offset		\$2.17

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 25, 2026.

13 POLICY REVIEW

As was discussed during the January 22, 2025 Board of Trustees meeting, the Board will begin reviewing previously approved policies during each Board meeting.

Trustees were asked to familiarize themselves with “Policy AD 108- Public Request, Retention & Disposition Policy” in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review “Policy AD 109- Safes and Safe Keeping Cash Assets” in advance of the January 28, 2026 meeting.

14. NOMINATING COMMITTEE - ACTION

At the November meeting the Board President appointed Ms. Geers, Mr. Kennebrew and Mr. Thomas to serve as the chair for the ad hoc nominating committee in order to present a 2026 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2025. 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 2026.

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.

15. NEW BUSINESS

16. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 28, 2026 at 4:00 p.m. in the Board Room at the Main Library.

17. EXECUTIVE SESSION

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 the employment of public employees.

A roll call vote will be needed

18. ADJOURNMENT – ACTION

CONSENT AGENDA ADDENDUM

A. PERSONNEL ACTIONS

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

Derek Pridemore, Branch Homework Help Liaison, full-time, Grade 09. West Branch Library, effective December 14, 2025 at the rate of \$20.48 per hour.

Nathan Whittaker, Facilities Technician, full-time, Grade 09, Facilities, Operations Center, effective November 30, 2025 at the rate of \$20.48 per hour.

Jules Williams, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective November 30, 2025 at the rate of \$19.35 per hour.

Kristie Wilson, Community Impact Specialist, full-time, Grade 12, Community Impact and Innovation, effective November 30, 2025 at the rate of \$27.98 per hour.

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

Aaron Botts, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, from Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective November 30, 2025 at the rate of \$19.56 per hour.

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

Lynne Herring, Branch Homework Help Liaison, full-time, Grade 09, West Carrollton Branch Library, effective January 5, 2026 for 40.00 hours for vacation.

Colin Morrison, Branch Homework Help Liaison, full-time, Grade 09, Northwest Branch Library, effective November 26, 2025 for 8.0 hours for personal reasons.

Colin Morrison, Branch Homework Help Liaison, full-time, Grade 09, Northwest Branch Library, effective November 18, 2025 for 1.0 hour for personal reasons.

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

Ashley Jackson, Branch Homework Help Liaison, full-time, Grade 09, Vandalia Branch Library, from Patron Services Assistant, full-time, Grade 05, Vandalia Branch Library, effective December 14, 2025 at the rate of \$20.48 per hour.

Michelle Lehmkuhle, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Library Aide, Northwest Branch Library, effective December 14, 2025 at the rate of \$19.35 per hour.

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

Alexandra Keith, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 14, 2025 at the rate of \$19.35 per hour.

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

Billy Leece, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 26, 2025.

Mark Vella, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective December 13, 2025.

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

Jordan Champion, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective December 1, 2025.

B. GIFTS AND GRANTS

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

\$50.00 from Ronald Sherwood on November 21, 2025.
\$200.00 from Kenneth Lloyd on November 26, 2025.
\$100.00 from Beth Schaeffer on December 12, 2025.

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

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

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

\$3,250.00 from Day Air Credit Union on December 11, 2025 for the First Responders Program Series.

C. CONTRACTS AND AGREEMENTS

It is recommended that the following contracts and agreements be accepted:

Hope Booth: The Hope Booth is a reimagined telephone booth strategically redesigned to house 3-minute interactive immersive experiences to deliver hope and connect individuals to free and cost reduced local help, support, mental health care and resources within proximity.

Paid for and sponsored locally by University of Dayton head basketball coach Anthony Grant and his wife Christina Grant, the Hope Booth will be placed in the Main lobby at the Third Street entrance. The booth will be installed and maintained by Hope Both personnel at no cost to the Dayton Metro Library. The booth will be in place for two years, with an option to extend the time as desired by both parties.

Dayton Society of Artists (DSA): A two-year MOU agreement with the Dayton Society of Artists to manage the installation and de-installation of temporary artwork/art exhibitions in the 2nd-floor Gallery at the Main Library. No monies will be exchanged between DML and DSA for services, use of space, purchasing of art. DML assumes no liability for any theft or damage of artwork or materials.

Disclosure Film 2 LLC: MOU for a screening of the film “HEIGHTENED SCRUTINY” on April 18, 2026. DML will pay \$350.00 for the right to hold one screening of the film.

Creative Financial Staffing (CFS): An agreement with Creative Financial Staffing (CFS) to source a temporary Human Resources Assistant during a period of increased workload.