

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., December 17, 2008

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:02 p.m. The President recognized two guests who had joined the meeting and invited them to speak to the Board of Trustees. Janice Allen, President of the Dayton Chapter of LINKS, Inc. and Debbie Watts Robinson, Project Coordinator for the "Links to Life" Wogaman Christmas Book Giveaway, wished to thank the Library and library staff for their assistance in the book giveaway program. Ms. Watts Robinson and Ms. Allen presented an award to Jean Gaffney, Manager of Collection Development and Acquisitions, who coordinated the selection of the titles with help from librarians Myrna Allen, Winnie Johnson, Kathleen Moore, Miriam Wise and Gretchen Yonata. Members of the LINKS chapter distributed the books to every student at Wogaman School on December 12<sup>th</sup>. Ms. Watts Robinson said club members and students alike were delighted with the selection of beautiful picture books and enticing novels. Upon receiving the award Ms. Gaffney commented, "There is nothing more enjoyable to librarians than connecting people with books."

The Executive Director then recognized Virginia Palmer, Grants Specialist, who is retiring from the library system, and welcomed her replacement, Genevieve Richardson.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any area 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 Mr. Turner, seconded by Mr. Gillispie, the Agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Ms. Holihan the minutes of the Board meeting of November 19, 2008 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Consent Agenda was approved by the Board. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the following items were approved by the Board:

A. INVESTMENT ACTIONS

On Monday, December 15, 2008, the Public Library Funds for December 2008 were received in the amount of \$1,141,590.88. It was determined that \$141,590.88 was needed for current operating expenses. The remaining amount of \$1,000,000 was invested in the High Balance Savings account yielding 1.5%.

On Friday, December 12, 2008 a Tangible Personal Property Tax Settlement was received in the amount of \$358,618.34. The entire amount was used for current operating expenses.

B. WORKSHOP HOURS

The attendance of staff members at the workshop/conference as listed at the end of the agenda.

C. PERSONNEL ACTIONS

Personnel actions as listed at the end of the agenda.

D. ALA MIDWINTER

The 2009 ALA Midwinter Meeting will be held in Denver, Colorado, from January 23-28, 2009. Requested authorization of payment of the advance registration fee of \$165.00 and airfare, shuttle service, lodging and meals in an amount not to exceed \$943 each for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

Ayes: All  
Nays: None

## MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through November 30, 2008. On a motion by Mr. Turner, seconded by Ms. Merz, the financial report for November was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He shared November 2008 circulation counts and said he was very proud to tell Trustees that by December 1<sup>st</sup> circulation statistics had reached over 7 million, and he expected the year to end with more than 7.6 million items circulated.

## ELECTION OF OFFICERS

The Nominating Committee, comprised of Ms. Merz and Ms. Holihan, presented a slate of officers for the year 2009. On a motion by Mr. Oehlers, seconded by Mr. Turner, the following slate of officers for the year 2009 was approved by the Board.

President – Barbara Hayde  
Vice President – William Gillispie  
Secretary – Jane Katsuyama

In addition to presenting the slate of officers, the Nominating Committee was asked to determine if Mr. Oehlers would be willing to serve another term on the Board of Trustees when his first term ends on May 31, 2009. Mr. Oehlers told the Nominating Committee and the Board of Trustees he would be pleased to serve another term if appointed. Mr. Kambitsch told Board members that he would forward their recommendation to reappoint Mr. Oehlers to another seven year term of office to the County Commissioners.

Traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Executive Director and Finance Manager respectively, who serve without compensation in these positions since they are compensated in their regular positions. On a motion by Mr. Gillispie, seconded by Mr. Oehlers, surety bonds for these two officers in the amount of \$50,000 were authorized by the Board.

Ayes: All  
Nays: None

## SUBSTITUTE AND LIBRARY AIDE WAGE RATES

The Executive Director recommended approval of revised Substitute and Library Aide Pay Schedules that incorporated increases for all substitutes and library aides. He explained that the proposed substitute pay schedule incorporated a 1.5% increase and said these rates were last

increased in July 2006. He also told Board Members that upon approval by the Board, new rates would be implemented with the pay period that includes January 1, 2009. On a motion by Mr. Oehlers, seconded by Ms. Merz, the following Substitute and Library Aide Pay Schedules were approved by the Trustees.

**Effective January 1, 2009**

<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>Sub 01</b>	\$8.07	\$8.32	\$8.57	\$8.82	\$9.09	\$9.36	\$9.64
<b>Sub 02</b>	\$8.31	\$8.56	\$8.81	\$9.08	\$9.35	\$9.63	\$9.92
<b>Sub 03</b>	\$8.57	\$8.83	\$9.10	\$9.37	\$9.65	\$9.94	\$10.24
<b>Sub 04</b>	\$8.87	\$9.14	\$9.41	\$9.70	\$9.99	\$10.29	\$10.59
<b>Sub 05</b>	\$9.27	\$9.55	\$9.84	\$10.13	\$10.44	\$10.75	\$11.07
<b>Sub 06</b>	\$9.67	\$9.96	\$10.26	\$10.57	\$10.89	\$11.21	\$11.55
<b>Sub 07</b>	\$10.17	\$10.48	\$10.79	\$11.11	\$11.45	\$11.79	\$12.14
<b>Sub 08</b>	\$10.71	\$11.04	\$11.37	\$11.71	\$12.06	\$12.42	\$12.79
<b>Sub 09</b>	\$11.32	\$11.66	\$12.01	\$12.37	\$12.75	\$13.13	\$13.52
<b>Sub 10</b>	\$12.06	\$12.42	\$12.79	\$13.17	\$13.57	\$13.98	\$14.40
<b>Sub 11</b>	\$12.87	\$13.25	\$13.65	\$14.06	\$14.48	\$14.91	\$15.36
<b>Sub 12</b>	\$13.83	\$14.25	\$14.67	\$15.11	\$15.57	\$16.03	\$16.51

MLS Offset  
\$1.51

Proposed Library Aide Pay Schedule:

**Library Aide Pay Schedule  
Effective January 1, 2009**

	<b>Step A Min Wage</b>	<b>Step B Year 2</b>	<b>Step C Year 3</b>	<b>Step D Year 4</b>	<b>Step E Year 7</b>
<b>Current</b>	\$7.00/\$7.21	\$7.43	\$7.65	\$8.00	\$8.45
<b>Proposed</b>	\$7.30	\$7.53	\$7.75	\$8.10	\$8.55
<b>% Increase</b>	4.3%/1.2%	1.3%	1.3%	1.3%	1.2%

Library Aides will receive step increments effective with the pay period that includes January 1st of each year. Staff members earning \$7.00 prior to January 1, 2009 must serve two full years before moving to Step B. Staff members earning \$7.21 prior to January 1, 2009 must serve one full year before moving to Step B. One full year of service must be completed at Steps B and C before moving to the next step. To be eligible for Step E, employees must complete three years at Step D.

Ayes: All  
Nays: None

AMENDED 2008 APPROPRIATION RESOLUTION

The Executive Director/Fiscal Officer told Trustees that it is necessary to amend the 2008 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations. The Executive Director/Fiscal Officer recommended the following amended appropriation allocations for fiscal year ending December 31, 2008:

<b>General Fund</b>	Current Appropriation	Amended Appropriation	Amount Changed
2000 – Supplies	\$663,897	\$713,897	\$50,000
7000 - Other Objects	\$82,316	\$107,316	\$25,000
8000 - Contingency	\$900,000	\$0	(\$900,000)
9000 - Transfer to other funds	\$3,000,000	\$3,825,000	\$825,000

On a motion by Mr. Turner, seconded by Mr. Gillespie, the Amended 2008 Appropriation Allocations were approved.

Ayes: All  
Nays: None

TRANSFERS OF FUNDS

In accordance with the Unreserved Fund Balance Policy adopted by the Board of Trustees on April 21, 2004, the Executive Director/Fiscal Officer and the Deputy Fiscal Officer reported on current fund balances, projected revenues and expenditures, and recommended transfers.

The 201 Special Revenue Fund was established in December 2003. The purpose of the fund is to accumulate funds for paying termination benefits and/or paying salaries when the number of pay periods exceeds the usual and customary number for a year. The next scheduled 27 pay period year is 2015.

Beginning Balance January 1, 2008	\$1,428,385.41
Earnings through November 30, 2008	\$35,010.03
Balance through November 30, 2008	\$1,463,395.44
<b><u>Current Obligation</u></b>	
Vacation	\$799,346.11
Compensatory Time	\$168,575.83
25% of Sick Leave (Eligible Retirees)	\$323,765.67
5/11 of Current Payroll	<u>\$257,163.85</u>
Total Obligation	<u>\$1,548,851.46</u>
Requested Transfer to Special Revenue Fund	<u>\$85,456.02</u>

The Computer Co-Op Fund was established in August 1991. The purpose of the fund was to accumulate capital funds for the purchase of hardware and software needed for the Library's shared Integrated Library System. Funds are contributed by the libraries sharing the automated library system. To establish adequate funds for the next replacement or upgrade of the Library's

shared system it is estimated that a total of \$374,217 will be needed over the next seven years. Initial funding of \$66,416.00 was made in 2004. Current funding should be at 71% or \$267,297.85.

Beginning Balance January 1, 2008	\$300,208.28
Less: 2008 Expenditures	\$43,200.00
Earnings through November 30, 2008	\$7,258.31
Less: 2008 Encumbrances	<u>\$13,913.00</u>
Unencumbered Balance through November 30, 2008	\$250,425.59
Unencumbered Fund Objective	\$267,297.85
Requested Transfer to Computer Co-Op Fund	<u>\$16,872.26</u>

The General Fund unreserved cash balance is estimated to be \$7,066,026 as of December 31, 2008 based on anticipated December revenues and expenditures and the recommended \$102,328 in transfers listed above. The General Fund will have an unreserved balance equal to 90 days of operating expenses.

It is recommended that the Board approve the transfer of \$85,456.02 to meet the objectives of the Special Revenue Fund. It is further recommended that the Board approve the transfer of \$16,872.26 to meet the objectives of the Computer Co-Op Fund. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the recommended Transfers of Funds were approved by the Board.

Ayes: All  
Nays: None

**TEMPORARY 2009 APPROPRIATION RESOLUTION**

The Executive Director explained that a final appropriation resolution is normally approved by the Board in March of each year once the Montgomery County Budget Commission has provided a revised Official Certificate of Estimated Resources that includes the total of unencumbered funds remaining at the end of the year.

All expenditures between January 1, 2009 and before the March 2009 Board meeting must be authorized by a temporary appropriation resolution using funds based upon the Original Certificate of Estimated Resources issued by the Budget Commission on August 18, 2008.

**GENERAL FUND**

1000 – Salaries & Benefits	\$19,879,744
2000 - Supplies	\$615,400
3000 - Purchased and Contracted Services	\$4,112,750
4000 – Library Materials & Information	\$4,398,000
5000 - Capital Outlay	\$320,000
6000 - Debt Service	0
7000 - Other Objects	\$66,250
8000 - Contingency	0
9000 - Transfers to other funds	\$250,000
<b>Total General Fund Appropriations</b>	<b>\$29,642,144</b>

**BUILDING AND REPAIR FUND**

3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	\$7,041,181
<b>Total Building and Repair Fund Appropriations</b>	<b>\$7,391,181</b>
<b>Total All Funds Appropriations</b>	<b>\$37,033,325</b>

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board approved the Temporary Appropriation for 2009 for the General Fund in the amount of \$29,642,144 and the Building and Repair Fund in the amount of \$7,391,181.

Ayes: All  
Nays: None

**ADVANCE ON TAX DOLLARS COLLECTED IN 2009**

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.25 mil Operating Levy will be collected in 2009, and

WHEREAS, these funds will be used for current operating expenses throughout 2009, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Holihan, Aye  
Ms. Merz, Aye  
Mr. Oehlers, Aye  
Mr. Turner, Aye

RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING A REPLACEMENT OF 1.25 MILS AND INCREASES OF 0.4 MILS, 0.5 MILS, 0.6 MILS, 0.7 MILS AND 0.75 MILS FOR FIVE YEARS AND A CONTINUING PERIOD OF TIME

The Executive Director updated the Trustees on Levy planning. He began by explaining that in order to give the Board the most flexibility, several millage replacement requests can be made of the County Auditor's Office in order to determine the revenue amount of each increase. He then shared a summary of polling on possible levy options. The Executive Director said 600 likely voters were polled and the results were very positive. He explained that 300 voters were asked a set of questions based on passing a replacement levy with an increase of 0.4 mil. The remaining 300 voters were asked a set of questions based on passing a replacement levy with an increase of 0.75 mil. He told Trustees that 52% of those polled were definitely in favor of a .75 mil increase while 64% were in favor of passing the .4 mil increase. Mark Willis, Community Relations Manager, said that the following two factors seemed to increase the likelihood of an individual casting a positive vote: 1) the more a person used the Library, the more likely it was that they would vote for an increase, 2) those polled who had children at home were very likely to vote for an increase. Board members discussed the fact that use of the Library system has increased 20% in the past five years, while the amount of money received from the state in 2009 will actually be less than the amount received 10 years ago.

The Executive Director then discussed actual and projected receipts and disbursements through 2014 which assumed a renewal of the current 1.25 mil levy. Without further reductions in operating costs the library would experience a total five year operating deficit of approximately \$30,136,780. Other scenarios were presented illustrating revenues projections based on viable levy replacement options ranging from 0.4 mil increases to .075 mil using recently received 2007 property valuations.

During the ensuing discussion, Trustees discussed the options available to the Board including the option of pursuing a continuing levy vs. a five year levy. No decisions were made. Trustees expressed their desire to request valuations and estimated tax revenue certifications for the full range of viable options.

On a motion by Mr. Oehlers, seconded by Mr. Turner, the following resolution was approved by the Board.

**WHEREAS**, the electors of the Library district comprising of all school districts within Montgomery County except Centerville, Oakwood and Valley View Districts approved a 1.25 mil tax levy for the purposes of current expenses for the Dayton Metro Library; and,

**WHEREAS**, that levy is scheduled for last collection in calendar year 2009; and,

**WHEREAS**, this Board of Library Trustees has determined that continuation of the current 1.25 mil tax levy upon its expiration will be insufficient to provide an adequate amount for the necessary expenses; and,

**WHEREAS**, in accordance with Division B) of the Section 5705.03 of the Revised Code, in order to submit the question of a tax levy pursuant to section 5705.192 and 5705.23 of the Revised Code, this Board must request that the Montgomery County Auditor certify (i) the total current tax valuation of the district and (ii) the dollar amount of revenue that would be generated by the requested replacement and increase tax levy;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees of the Dayton Metro Library, County of Montgomery, State of Ohio, that:

Section 1. It is hereby determined and recited that the Dayton Metro Library was established as a county public library district to serve all school districts in Montgomery County, except the Centerville, Oakwood and Valley View Districts. Accordingly, this Board is charged with title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.192 and 5705.23 of the Revised Code to initiate proceedings for the submission of the question of the replacement of an existing tax levy and an increase for the purpose of the current expenses of the Dayton Metro Library to the electors of that Library District.

Section 2. This Board hereby finds, determines and declares that the amount of the taxes which may be raised with the ten-mil limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Dayton Metro Library and that it is therefore necessary to replace all of an existing 1.25 mils tax levy outside of the ten-mil limitation and to increase that levy to constitute a tax in excess of such limitation for the purpose of the current expenses of the Dayton Metro Library at a rate not to exceed 2.0 mils for each one dollar of valuation, for collection commencing in 2010 and to run for five (5) consecutive years or a continuing period of time.

Section 3. The Board requests the Montgomery County Auditor to certify to it both (i) the total current tax valuation of the Dayton Metro Library's district, and (ii) the dollar amount of revenue that would be generated by the proposed 1.25 mil replacement with the following additional millage amounts and levy durations for the increase tax levy described in Section 2 hereof and the following tables:

Mils	0.4 mils	0.5 mils	0.6 mils	0.7 mils	0.75 mils
Duration	5 years	5 years	5 years	5 years	5 years

Mils	0.4 mils	0.5 mils	0.6 mils	0.7 mils	0.75 mils
Duration	Continuing	Continuing	Continuing	Continuing	Continuing

Ayes: All  
Nays: None

FACILITIES PLANNING

The Executive Director told Board members he had hoped to have more time to share information with them concerning facilities planning, but he felt the levy planning information took precedence. He said he would update Trustees on facilities planning at the January Board meeting.

## COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, told Trustees that Library staff members were very proud and excited to reach the 7+ million circulation number and said staff were already looking forward to surpassing that number next year. He then wished everyone a Happy Holiday season.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES 2009 CALENDAR

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 21, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The Board of Trustees meeting is normally held the third Wednesday of each month. Trustees made no changes to the calendar of meetings for 2009.

## ADJOURNMENT

The Board adjourned at 5:50.

## CONSENT AGENDA ADDENDUM

### B. WORKSHOP HOURS

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

Cindi Chibis, Human Resource Manager, Main Library and Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend "Looking for Love: Exploring Teen-Adult Relationships" in Dayton, Ohio on December 12, 2008. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Cindi Chibis, Human Resource Manager, Main Library to attend "Ohio Public Sector Developing Labor Law Seminar" in Columbus, Ohio on December 15, 2008. It is further recommended that mileage in an amount not to exceed \$82.49 be reimbursed by the Board.

### C. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Genevieve Richardson, Grants Specialist, full time, Grade 12, Step A, Adult Services, Main Library effective December 14, 2008 at the rate of \$18.58 per hour.

It is recommended that the following rehire be accepted:

Robert Dotson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch, effective December 7, 2008 at the rate of \$8.74 per hour.

It is recommended that the following promotion be accepted:

Dianna Pitsinger from Invoice Clerk, full time, Grade 4, Step K, Acquisitions Division to Acquisitions Clerk II, full time, Grade 5, Step K, Acquisitions Division, effective January 4, 2009 at the rate of \$16.71 per hour.

It is recommended that the following resignation be accepted:

Patricia Traves, Children's Librarian, full time, Grade 11, Step K, Ft. McKinley Branch, effective January 3, 2009 at the rate of \$25.33 per hour.

Mary Fordon, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Northtown-Shiloh Branch, effective July 5, 2008 at the rate of \$10.44 per hour.

Patricia Bruns, Library Technical Assistant I, hourly substitute, Grade 4, Step A, E.C. Doren Branch, effective July 5, 2008 at the rate of \$8.74 per hour.

Jenny Mount, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective August 16, 2008 at the rate of \$8.74 per hour.

It is recommended that the following leave without pay be accepted:

Phyllis Semblano, Library Technical Assistant I, full time, Grade 4, Step C, Belmont Branch , effective November 28, 2008 for 3.0 hours for personal reasons.

Paul Brown, Library Technical Assistant, 7/10 time, Grade 4, Step A, Northmont Branch, effective December 2, 2008 for 240.0 hours for personal reasons.