

ATTACHMENTS FOR JULY 18, 2023 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Library Operations

- Worked Sunday, June 18 at Woodbourne Library as person-in-charge
- Discussed Outreach staffing and Adult Services Specialist/Creativity Commons staffing with Managers
- Participated in Customer Service Task Force meeting
- HVAC – Woodbourne and Centerville Libraries
 - Continued to contact Tri-Tech regularly for updates about contract with Sidney Electric for Woodbourne Library boiler and for bid opening for Centerville Library project
 - Sent contract for Woodbourne Library boiler project to attorney for review, and relayed feedback to Tri-Tech and Sidney Electric
 - Held bid opening for Centerville Library project
- Centerville Library renovation
 - Had additional meetings with realtors to begin looking at office or Creativity Commons space options, visited one property
 - Met with Wright Library Director to talk through their Construction Manager at Risk process for their building renovation
 - Received RFPs from short-listed architects
- The Wall That Heals
 - Attended meeting with VVMF staff and internal planning meetings, including on-site walk through
 - Spoke at Centerville City Council and Rotary meetings, and made announcement at Heart of Centerville and Washington Twp meeting
 - Sent thank letters to late donors

Communication

- Sent warning letter to patron who called a child a vulgar name
- Discussed ad space and promotional opportunities with Centerville Lifestyle magazine

Community / Professional Involvement

- Participated in Americana parade, debuting the van
- Met with other local public entities Directors
- Heart of Centerville & Washington Township
 - Attended weekly networking meeting
- Friends
 - Attended monthly meeting
 - Assisted with responses to reporter's questions
 - Assisted with money from paperback sale
- Centerville Noon Optimist Club
 - Met with Will Cale Scholarship mentees

6/19 – Juneteenth holiday; 7/4 – Independence Day holiday; 7/13 & 7/14 – vacation

July 2023

2024

Proposed Budget

Available Resources for Expenditures

Fund 101 - General Fund					
	2021 Actual	2022 Actual	2023 Estimated Receipts	2024 Budgeted	
Public Library Fund	\$ 2,735,843.83	\$ 3,093,823.56	\$ 3,345,950.00	\$ 3,000,000.00	①
Property Taxes	\$ 4,706,544.57	\$ 4,802,585.15	\$ 4,717,335.00	\$ 4,717,335.00	②
Homestead/Rollback	\$ 615,703.14	\$ 616,053.33	\$ 615,000.00	\$ 615,000.00	
Other State Grants	\$ -	\$ 3,750.00	\$ -		
Patron Fines, Fees, and Supplies					
Fines and Fees	\$ 47,054.39	\$ 35,090.16	\$ 26,000.00	\$ 26,000.00	
Copier, Faxing and Printing	\$ 22,962.98	\$ 27,591.04	\$ 27,600.00	\$ 28,000.00	
Program Fees	\$ -	\$ 4,562.65	\$ -		
Passports	\$ 20,965.00	\$ 28,570.00	\$ 25,000.00	\$ 27,500.00	
Passport Photos	\$ 4,750.00	\$ 6,680.00	\$ 6,000.00	\$ 7,000.00	
Patron Supplies	\$ 1,202.75	\$ 7,750.96	\$ 12,500.00	\$ 20,000.00	
Interest Income	\$ 30,307.75	\$ 91,672.89	\$ 75,000.00	\$ 150,000.00	③
Donations	\$ 29,019.85	\$ 61,866.86	\$ 40,000.00	\$ 30,000.00	
Refunds & Reimbursements	\$ 40,867.52	\$ 39,977.80	\$ 2,500.00	\$ 5,000.00	
Miscellaneous - Other	\$ 499,275.84	\$ 284.47	\$ 500.00	\$ 500.00	
Transfers-In	\$ -	\$ 42.50	\$ -		
 Total Receipts	 \$ 8,754,497.62	 \$ 8,820,301.37	 \$ 8,893,385.00	 \$ 8,626,335.00	
 Fund Balance, January 1	 \$ 6,469,478.63	 \$ 9,178,515.24	 \$ 8,173,214.46	 \$ 7,328,948.77	
Expenses	\$ 6,045,461.01	\$ 9,825,502.15	\$ 9,737,550.69	\$ 11,403,026.00	
Fund Balance, December 31	\$ 9,178,515.24	\$ 8,173,214.46	\$ 7,328,948.77	\$ 4,552,157.77	

Fund 205 - Special Operating Fund

	2021 Actual	2022 Actual	2023 Estimated Receipts	2024 Budgeted	
Total Receipts	\$ -	\$ -	\$ -	\$ -	④
Fund Balance, January 1	\$ 3,750,186.25	\$ 3,750,186.25	\$ 3,750,186.25	\$ 3,750,186.25	
Expenses	\$ -	\$ -	\$ -	\$ -	
Fund Balance, December 31	\$ 3,750,186.25	\$ 3,750,186.25	\$ 3,750,186.25	\$ 3,750,186.25	
Total General Fund Resources	\$ 12,928,701.49	\$ 11,923,400.71	\$ 11,079,135.02	\$ 8,302,344.02	

Fund 401 - Building Fund

	2021 Actual	2022 Actual	2023 Estimated Receipts	2024 Budgeted	
Transfer In	\$ -	\$ 2,000,000.00	\$ 1,000,000.00	\$ 3,000,000.00	⑤
Fund Balance, January 1	\$ 866,729.09	\$ 866,729.09	\$ 2,866,729.09	\$ 1,098,729.09	
Expenses	\$ -	\$ -	\$ 2,768,000.00	\$ 3,750,000.00	
Fund Balance, December 31	\$ 866,729.09	\$ 2,866,729.09	\$ 1,098,729.09	\$ 348,729.09	

Fund 450 - Permanent Improvement - ILS

	2021 Actual	2022 Actual	2023 Estimated Receipts	2024 Budgeted	
Transfer In	\$ 20,000.00	\$ 500,000.00	\$ -	\$ -	
Fund Balance, January 1	\$ 97,120.85	\$ 107,520.85	\$ 606,120.85	\$ 553,316.85	
Expenses	\$ 9,600.00	\$ 1,400.00	\$ 52,804.00	\$ 5,000.00	
Fund Balance, December 31	\$ 107,520.85	\$ 606,120.85	\$ 553,316.85	\$ 548,316.85	

Fund 451 - Permanent Improvement - Reference/Info				
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	2021 Actual	2022 Actual	2023 Estimated Receipts	2024 Budgeted
Transfer In	\$ -	\$ 500,000.00	\$ -	\$ -
Fund Balance, January 1	\$ 241,099.34	\$ 241,099.34	\$ 741,099.34	\$ 686,699.34
Expenses	\$ -	\$ -	\$ 54,400.00	\$ 24,400.00
Fund Balance, December 31	\$ 241,099.34	\$ 741,099.34	\$ 686,699.34	\$ 662,299.34

Fund 898 - Good Life Award				
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	2021 Actual	2022 Actual	2023 Estimated Receipts	2024 Budgeted
Donations	\$ 4,945.15	\$ 5,090.22	\$ 5,750.00	\$ 4,500.00 ⑥
Fund Balance, January 1	\$ 3,738.54	\$ 3,728.42	\$ 4,208.95	\$ 4,208.95
Expenses	\$ 4,955.27	\$ 4,609.69	\$ 5,750.00	\$ 5,750.00
Fund Balance, December 31	\$ 3,728.42	\$ 4,208.95	\$ 4,208.95	\$ 2,958.95

Washington-Centerville Public Library
2024 Budget Presentation – Available Resources

1 – Public Library Fund (PLF) is set at nearly the same amount as 2023. There were some changes made to the tax laws as part of the Biennial budget. The effect that these will have on the PLF is still unclear.

2 – Property tax receipts are likely estimated low. The County Auditor estimates this at 95%, but we have used a 97.5% amount. We have typically been closer to 100%

3 – Interest income is budgeted at twice the amount that was originally budgeted for 2023. This amount is currently on pace to be greater than \$250,000 for 2023. Interest rates will decrease eventually, but current investment holdings should make this amount possible.

4 – Special Operating Fund transfer may be decided on during the appropriation process, dependent on the amount that we plan to transfer to the Building Fund

5 – Building Fund transfer of \$3,000,000 planned to help to pay for the Centerville renovation and the possibility of additional space for administration and/or Creativity Commons

6 – Donations related to the Good Life Award are less than the current year's amounts. We need to reduce the balance of the fund. The balance in the fund represents unspent funds over the last few years.

General Fund Appropriations

			2023	
51100 - Salaries	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 1,674,786.05	\$ 1,896,542.51	\$ 2,189,800.00	\$ 2,234,500.00
Collection Development	\$ 249,179.31	\$ 269,280.04	\$ 262,000.00	\$ 292,500.00
Facilities Operations and Maintenance	\$ 58,804.00	\$ 64,470.32	\$ 67,500.00	\$ 78,000.00
Information Services	\$ 157,790.13	\$ 151,140.14	\$ 288,500.00	\$ 327,000.00
Business Administration	\$ 467,265.32	\$ 496,798.87	\$ 556,000.00	\$ 624,500.00
Total Salaries	\$ 2,607,824.81	\$ 2,878,231.88	\$ 3,363,800.00	\$ 3,556,500.00

			2023	
51400 - OPERS	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 373,958.14	\$ 412,472.98	\$ 490,022.00	\$ 313,120.00
Collection Development	\$ 58,476.67	\$ 62,595.40	\$ 62,880.00	\$ 40,950.00
Facilities Operations and Maintenance	\$ 14,085.65	\$ 15,197.60	\$ 16,200.00	\$ 10,920.00
Information Services	\$ 36,850.78	\$ 34,605.94	\$ 71,520.00	\$ 45,780.00
Business Administration	\$ 106,870.40	\$ 116,912.09	\$ 133,440.00	\$ 87,500.00
Total OPERS	\$ 590,241.64	\$ 641,784.01	\$ 774,062.00	\$ 498,270.00

			2023	
51600 - Insurance Benefits	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 358,648.55	\$ 405,226.95	\$ 498,477.10	\$ 464,375.00
Collection Development	\$ 49,943.68	\$ 55,524.48	\$ 54,449.00	\$ 58,580.00
Facilities Operations and Maintenance	\$ 10,418.79	\$ 10,713.23	\$ 11,198.75	\$ 11,910.00
Information Services	\$ 37,892.75	\$ 32,555.65	\$ 54,596.00	\$ 69,700.00
Business Administration	\$ 97,079.72	\$ 63,576.38	\$ 89,737.00	\$ 82,050.00
Total Insurance Benefits	\$ 553,983.49	\$ 567,596.69	\$ 708,457.85	\$ 686,615.00

			2023	
51900 - Other Benefits	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 75.50	\$ -	\$ -	\$ -
Business Administration	\$ -	\$ 8,157.00	\$ 9,000.00	\$ 5,000.00
Total Other Benefits	\$ 75.50	\$ 8,157.00	\$ 9,000.00	\$ 5,000.00
Total Salaries and Benefits	\$ 3,752,125.44	\$ 4,095,769.58	\$ 4,855,319.85	\$ 4,746,385.00

			2023	
52100 - General/Administrative Supplies	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 23,940.17	\$ 63,403.52	\$ 100,700.00	\$ 93,200.00
Business Administration	\$ 27,689.96	\$ 30,426.47	\$ 35,000.00	\$ 37,500.00
Total General/Administrative Supplies	\$ 51,630.13	\$ 93,829.99	\$ 135,700.00	\$ 130,700.00

			2023	
52200 - Property Maintenance & Repair Suppli	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Facilities Operations and Maintenance	\$ 2,828.09	\$ 2,032.25	\$ 4,000.00	\$ 3,500.00
Total Property Maintenance & Repair Supplies	\$ 2,828.09	\$ 2,032.25	\$ 4,000.00	\$ 3,500.00

			2023	
52300 - Vehicle Supplies	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Facilities Operations and Maintenance	\$ -	\$ -	\$ -	\$ 3,000.00
Total Property Maintenance & Repair Supplies	\$ -	\$ -	\$ -	\$ 3,000.00

			2023	
52500 - Supplies Purchased for Resale	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Supplies Purchased for Resale	\$ 1,000.00	\$ 8,812.25	\$ 25,000.00	\$ 33,000.00
Total Supplies Purchased for Resale	\$ 1,000.00	\$ 8,812.25	\$ 25,000.00	\$ 33,000.00
Total Supplies	\$ 55,458.22	\$ 104,674.49	\$ 164,700.00	\$ 170,200.00

			2023	
53100 - Travel, Meeting and Dues	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 1,517.91	\$ 5,281.62	\$ 9,405.00	\$ 16,340.00
Collection Development	\$ -	\$ 257.13	\$ 400.00	\$ 50.00
Facilities Operations and Maintenance	\$ 314.24	\$ 176.08	\$ 969.66	\$ 2,800.00
Information Services	\$ 1,596.18	\$ 1,687.02	\$ 5,740.34	\$ 8,710.00
Business Administration	\$ 2,740.38	\$ 6,734.43	\$ 11,775.00	\$ 17,349.00
Total Travel & Meeting	\$ 6,168.71	\$ 14,136.28	\$ 28,290.00	\$ 45,249.00

			2023	
53200 - Communication, Printing & Publicity	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 3,296.71	\$ 1,151.85	\$ 3,800.00	\$ 3,600.00
Information Services	\$ 31,462.20	\$ 33,881.11	\$ 50,895.00	\$ 43,800.00
Business Administration	\$ 25,946.74	\$ 22,350.15	\$ 69,400.00	\$ 75,400.00
Total Communication, Printing & Publicity	\$ 60,705.65	\$ 57,383.11	\$ 124,095.00	\$ 122,800.00

			2023	
53300 - Property Maintenance, Repair & Security Services	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Facilities Operations and Maintenance	\$ 316,613.00	\$ 368,229.42	\$ 531,387.00	\$ 526,122.00
Total Property Maintenance, Repair & Security Services	\$ 316,613.00	\$ 368,229.42	\$ 531,387.00	\$ 526,122.00

			2023	
53400 - Insurance	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Business Administration	\$ 22,357.00	\$ 23,619.00	\$ 32,500.00	\$ 33,875.00
Total Insurance	\$ 22,357.00	\$ 23,619.00	\$ 32,500.00	\$ 33,875.00

			2023	
53500 - Rent	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Business Administration	\$ -	\$ 5,000.00	\$ 31,500.00	\$ 60,000.00
Total Rent	\$ -	\$ 5,000.00	\$ 31,500.00	\$ 60,000.00

			2023	
53600 - Utilities	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Facilities Operations and Maintenance	\$ 115,779.55	\$ 140,607.19	\$ 189,296.40	\$ 198,500.00
Total Utilities	\$ 115,779.55	\$ 140,607.19	\$ 189,296.40	\$ 198,500.00

			2023	
53700 - Professional Services	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 2,175.00	\$ 4,567.11	\$ 13,000.00	\$ 7,500.00
Business Administration	\$ 102,817.81	\$ 118,585.92	\$ 123,625.00	\$ 112,650.00
Total Professional Services	\$ 104,992.81	\$ 123,153.03	\$ 136,625.00	\$ 120,150.00

			2023	
53800 - Software Maintenance	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Information Services	\$ 130,768.87	\$ 258,848.10	\$ 248,662.44	\$ 259,820.00
Total Software Maintenance	\$ 130,768.87	\$ 258,848.10	\$ 248,662.44	\$ 259,820.00

			2023	
53900 - Other Contract Services	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Public Services & Programs	\$ 48,299.78	\$ 27,875.40	\$ 18,695.55	\$ 10,400.00
Facilities Operations and Maintenance	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Information Services	\$ 61,331.50	\$ 124,872.89	\$ 141,825.00	\$ 140,325.00
Business Administration	\$ 15,258.08	\$ 8,992.20	\$ 15,400.00	\$ 7,900.00
Total Other Contract Services	\$ 124,889.36	\$ 161,740.49	\$ 178,920.55	\$ 161,625.00

Total Contract Services	\$ 882,274.95	\$ 1,152,716.62	\$ 1,501,276.39	\$ 1,528,141.00
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			2023	
54100 - New Books	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ 404,426.60	\$ 459,476.30	\$ 510,000.00	\$ 507,000.00
Total New Books	\$ 404,426.60	\$ 459,476.30	\$ 510,000.00	\$ 507,000.00

			2023	
54200 - Periodicals	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ 24,580.60	\$ 23,496.87	\$ 25,000.00	\$ 23,750.00
Total Periodicals	\$ 24,580.60	\$ 23,496.87	\$ 25,000.00	\$ 23,750.00

			2023	
54300 - Audiovisual Materials	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ 89,394.75	\$ 123,645.57	\$ 158,500.00	\$ 148,500.00
Total Audiovisual Materials	\$ 89,394.75	\$ 123,645.57	\$ 158,500.00	\$ 148,500.00

			2023	
54400 - Collection Development Services	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ 5,195.00	\$ 4,845.00	\$ 5,400.00	\$ 6,000.00
Total Collection Development Services	\$ 5,195.00	\$ 4,845.00	\$ 5,400.00	\$ 6,000.00

			2023	
54500 - Online Subscriptions	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ 139,636.25	\$ 123,403.75	\$ 129,000.00	\$ 130,000.00
Total Online Subscriptions	\$ 139,636.25	\$ 123,403.75	\$ 129,000.00	\$ 130,000.00

			2023	
54600 - Interlibrary Loan Fees/Charges	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ -	\$ -	\$ 12,204.45	\$ 12,500.00
Total Interlibrary Loan Fees/Charges	\$ -	\$ -	\$ 12,204.45	\$ 12,500.00

			2023	
54700 - Library Material Repair	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ 10,899.36	\$ 7,334.22	\$ 15,000.00	\$ 11,000.00
Total Library Material Repair	\$ 10,899.36	\$ 7,334.22	\$ 15,000.00	\$ 11,000.00

			2023	
54800 - Electronic Materials	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ 503,691.67	\$ 500,774.11	\$ 585,000.00	\$ 645,800.00
Total Electronic Materials	\$ 503,691.67	\$ 500,774.11	\$ 585,000.00	\$ 645,800.00

			2023	
54900 - Other Library Materials	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Collection Development	\$ 6,043.33	\$ 5,920.63	\$ 35,000.00	\$ 35,000.00
Total Other Library Materials	\$ 6,043.33	\$ 5,920.63	\$ 35,000.00	\$ 35,000.00

Total Library Materials	\$ 1,183,867.56	\$ 1,248,896.45	\$ 1,475,104.45	\$ 1,519,550.00
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			2023	
55200 - Land Improvements	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Capital Outlay	\$ 13,247.26	\$ -	\$ 20,000.00	\$ 20,000.00
Total Land Improvements	\$ 13,247.26	\$ -	\$ 20,000.00	\$ 20,000.00

			2023	
55400 - Building Improvements	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Capital Outlay	\$ 11,393.55	\$ 39,878.50	\$ 37,000.00	\$ 30,000.00
Total Building Improvements	\$ 11,393.55	\$ 39,878.50	\$ 37,000.00	\$ 30,000.00

			2023	
55500 - Furniture & Equipment	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Capital Outlay	\$ 83,379.07	\$ 168,655.83	\$ 490,750.00	\$ 272,050.00
Total Furniture & Equipment	\$ 83,379.07	\$ 168,655.83	\$ 490,750.00	\$ 272,050.00

			2023	
55700 - Vehicles	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Capital Outlay	\$ -	\$ -	\$ 75,000.00	\$ -
Total Vehicles	\$ -	\$ -	\$ 75,000.00	\$ -
Total Capital Outlay	\$ 108,019.88	\$ 208,534.33	\$ 622,750.00	\$ 322,050.00

			2023	
57100 - Organizational Dues & Memberships	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Business Administration	\$ 12,304.00	\$ 12,514.00	\$ 14,800.00	\$ 12,200.00
Total Organizational Dues & Memberships	\$ 12,304.00	\$ 12,514.00	\$ 14,800.00	\$ 12,200.00

			2023	
57200 - Taxes	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Business Administration	\$ 151.02	\$ 646.86	\$ 1,500.00	\$ 2,000.00
Total Taxes	\$ 151.02	\$ 646.86	\$ 1,500.00	\$ 2,000.00

			2023	
57500 - Refunds & Reimbursements	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Business Administration	\$ 754.44	\$ 1,580.32	\$ 2,100.00	\$ 2,500.00
Total Refunds & Reimbursements	\$ 754.44	\$ 1,580.32	\$ 2,100.00	\$ 2,500.00

			2023	
57900 - Miscellaneous Expenses	2021 Actual	2022 Actual	Appropriations	2024 Budgeted
Business Administration	\$ 30,505.50	\$ -	\$ -	\$ -
Total Refunds & Reimbursements	\$ 30,505.50	\$ -	\$ -	\$ -

Total Other Expenses	\$ 43,714.96	\$ 14,741.18	\$ 18,400.00	\$ 16,700.00
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				2023	
58000 - Contingency	2021 Actual	2022 Actual	Appropriations	2024 Budgeted	
Contingency	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	
Total Contingency	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	
Total Contingency	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	

				2023	
58000 - Transfers	2021 Actual	2022 Actual	Appropriations	2024 Budgeted	
Transfers	\$ 20,000.00	\$ 3,000,169.50	\$ 1,000,000.00	\$ 3,000,000.00	
Total Transfers	\$ 20,000.00	\$ 3,000,169.50	\$ 1,000,000.00	\$ 3,000,000.00	
Total Transfers	\$ 20,000.00	\$ 3,000,169.50	\$ 1,000,000.00	\$ 3,000,000.00	
Total General Fund	\$ 6,045,461.01	\$ 9,825,502.15	\$ 9,737,550.69	\$ 11,403,026.00	
Total Less Transfers and Contingency	\$ 6,025,461.01	\$ 6,825,332.65	\$ 8,637,550.69	\$ 8,303,026.00	

Washington-Centerville Public Library
2024 Budget Presentation – Budgeted Expenditures Narrative

Salaries and Benefits:

Salary growth is anticipated during 2024 due to the elimination of the OPERS pickup, resulting in 10% raises for all staff that received the pickup. This is in addition to the scheduled merit or contracted raises. Coupled with the salary growth, the OPERS payments are being passed to the employees. The 10% employee contribution that was being paid by the library now will be deducted from the increased earnings as noted in Footnote 1.

Insurance benefits are budgeted to decrease next year. This is due to the positions being unfilled or being filled but partially benefited staff. This could change going into the appropriation process as we look at staffing needs.

Supplies:

General Administrative supplies are budgeted to decrease slightly next year. Programming supplies are the reason for the decrease. Included in the 2023 appropriations were amounts related to “The Wall That Heals”. As this event will not be repeated next year, the decrease can be anticipated. We are planning for slight increases in office supplies costs.

Property Maintenance and Repair Supplies are also budgeted for a decrease next year. These expenditures relate to any supplies needed for facilities projects. These amounts are typically not spent each year, so we are looking to reduce the amount going into next year.

Vehicle supplies include anything related to the van. The main portion of these budgeted expenditures are for gasoline.

Supplies purchased for resale is an area that we are still looking at for potential savings. As we move to the appropriation process, we hopefully will have a lot better information about what we need to spend on an annual basis. For this year, it is tough to tell whether we are not spending these funds, or if they have been charged to incorrect purchase orders (programming supplies versus supplies purchased for resale).

Contracted Services:

Travel, Meeting and Dues expenditures includes mileage, in-house training and seminars, conferences and meetings, and professional dues paid by the library. The professional dues were previously considered to be an employee benefit but have been moved to contracted service due to the library directly paying these costs. We are budgeting for a nearly 60% increase in these costs as compared to 2023. Part of the increase is related to increased IRS mileage rates, and there is also an increase in conference/meeting expenses. This increase is related to the Public Library Association being held in Columbus next year. Due to the proximity of this conference, we are planning to send additional staff to all or parts of the conference.

Communication, Printing and Publicity expenditure includes telephone services, computer data line, legal advertisements, publicity advertisements, printing/publications and postage. Overall, we are budgeting a 1% decrease in these amounts from 2023. We have seen decreases in costs related to the computer data line and telephone services during the year. We anticipate that postage costs will continue to increase, which accounts for the slight increase in business administration expenditures.

Property Maintenance and Repair expenditures include security alarms, building and equipment repairs, grounds/snow removal, janitorial services and trash service. We are budgeting for these costs to be slightly less next year even with the potential addition of another location for Creativity Commons or administration.

Insurance costs are made up of the property, liability and automobile insurance. We are anticipating a slight increase next year. This year's costs have been less than anticipated, but this is partly due to the minimal insurance required currently on Creativity Commons.

Rent costs are nearly double what we budgeted for this year, due mostly to anticipating a separate space for the entire year. At this point, we are not sure if this space will be leased or purchased outright. This decision will effect this amount in the final appropriations.

Utility costs consist of electricity, natural gas and water/sewer. These are budgeted to increase next year due to rising costs and current contracts expiring. These amounts will be better estimated when the new contracts start.

Professional services include speakers and program stipends, architect and engineering services, auditing and accounting, legal services, tax collection fees and banking fees. We anticipate that these costs will decrease next year. Most of these costs are budgeted close to the same amount as this year, except for auditing/accounting. As the audit was conducted this year, these expenditures are not included.

Software Maintenance costs are for the various systems used by the library. These costs are budgeted for slight increases next year. Only one additional software is budgeted for purchase this year. Adobe Creative Cloud is budgeted for purchase for Creativity Commons.

Other Contract Services are for items that do not fit in any other category. At this point, the biggest portion of these expenditures are for online services. These include the Vega Discover Catalog, Microsoft 365 and the addition of an HR system, including an electronic time clock system. These costs are budgeted to decrease next year

Library Materials:

Book expenditures are expected to decrease slightly next year because of a reduction in the amount for standing orders. The decrease accounts for about 0.5% of the 2023 amount.

Periodicals amounts are also expected to decrease next year, as titles continue to become unavailable in print.

Audiovisual materials continue to evolve with online streaming options becoming more widely available. DVD and Blu-Ray movies are budgeted to decrease, as well as Books on CD and MP3 audiobooks.

Online subscription costs are budgeted to increase slightly next year. These costs include streaming services related to the Rokus that are available for patron use.

Interlibrary Loan Fees/Charges are for Search Ohio delivery costs. Based on the information received earlier in the year, there is an anticipated increase in these costs for next year. These were previously reported as temporary contract services.

Library material repair costs represent the supplies needed to repair damaged library materials. These costs were previously reported as supplies, but this did not accurately reflect the purpose of the expenditures. These expenditures have been over-budgeted for the last couple of years, so the reduction is to more closely reflect the way these amounts are spent.

Electronic materials are made up of eBooks, digital video and digital music services. Anticipating 5% in digital downloads costs, Freegal and the addition of Hoopla flex. These costs represent a more than 10% increase.

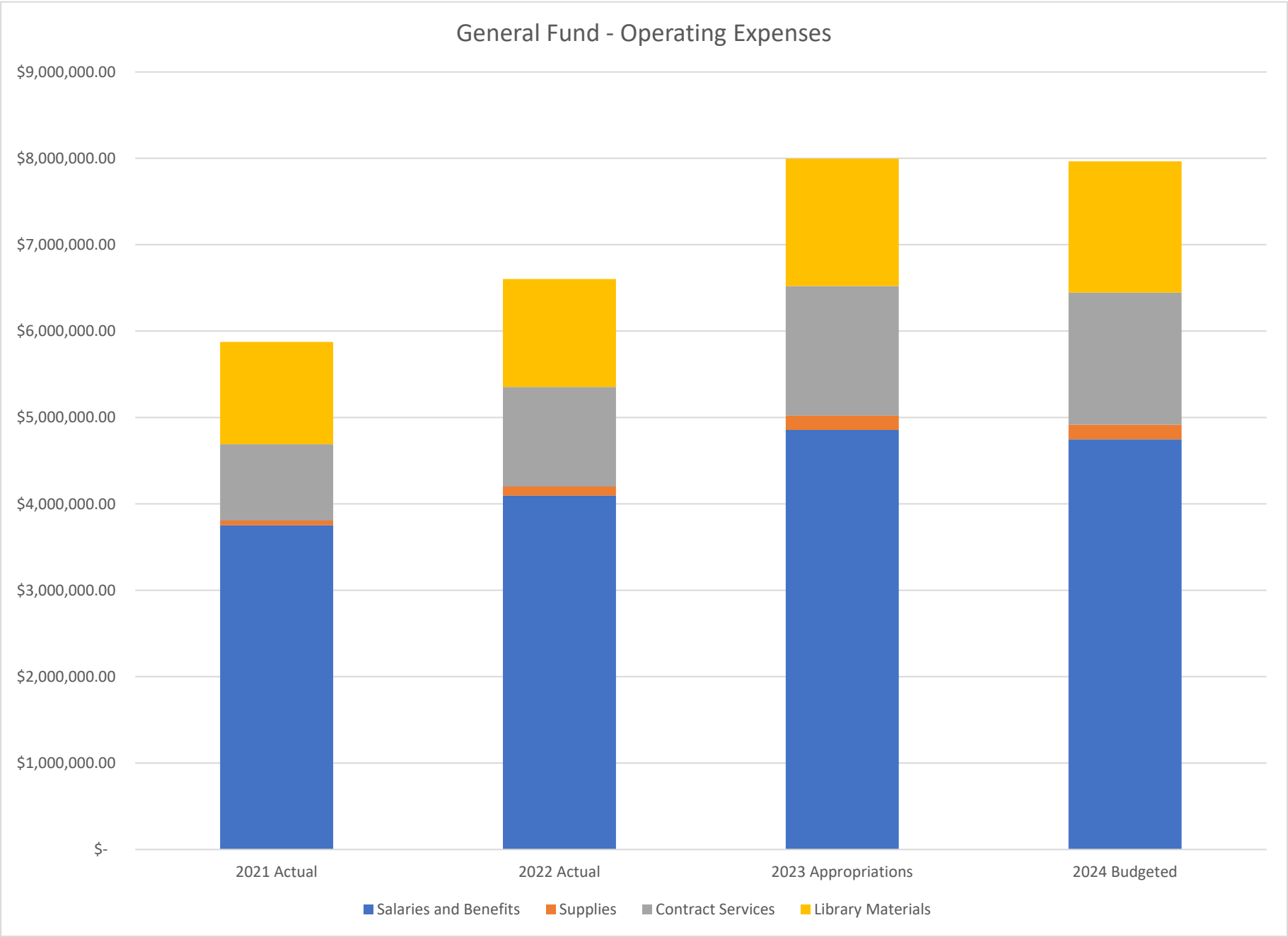
Other Library Materials consist of maker kits and the board game collections. These costs are budgeted at the same level for 2023 and 2024.

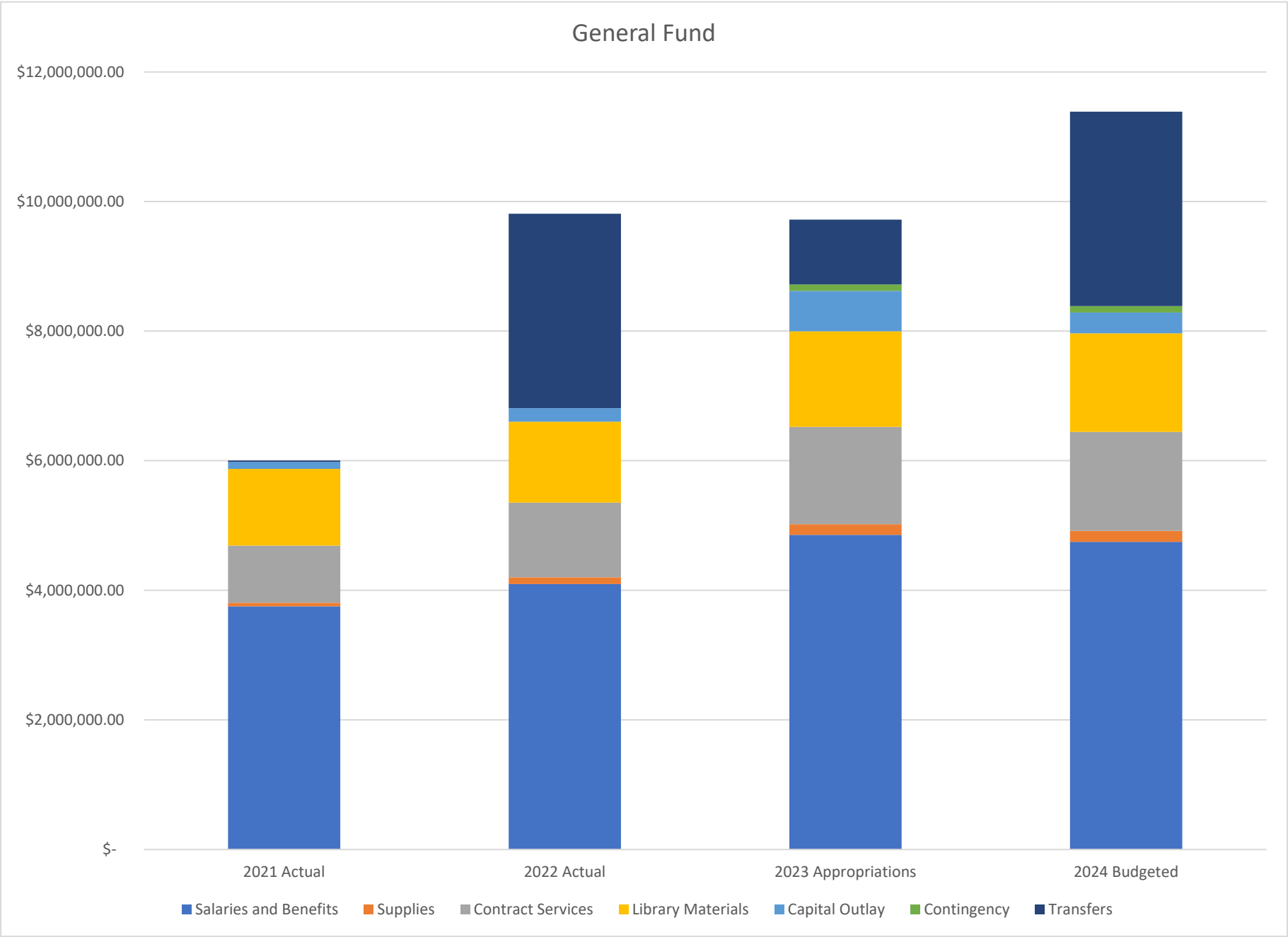
Capital Outlay:

Capital outlay expenditures are budgeted to decrease by about 50% from 2023 amounts. 2024 amounts include the addition of pickup lockers, a new copier and website redesign. Most of the capital outlay related expenditures for Centerville have been included in the Building Fund.

General Fund Summary

Operating expenditures for the general fund are budgeted to decrease by about 4%. When transfers are added in, the expenditures for the General Fund are budgeted to increase by just over 17%.





2024 Other Fund Budgets

Budget - Building Fund

				2023	
	2021 Actual	2022 Budget	Appropriations	2023	2024 Budget
53000 - Contract Services					
Facilities Operations and Maintenance	\$ -	\$ -	\$ 168,000.00	\$ 168,000.00	\$ 250,000.00
	\$ -	\$ -	\$ 168,000.00	\$ 168,000.00	\$ 250,000.00
55000 - Capital Outlay					
Capital Outlay	\$ -	\$ -	\$ 2,600,000.00	\$ 2,600,000.00	\$ 3,500,000.00
	\$ -	\$ -	\$ 2,600,000.00	\$ 2,600,000.00	\$ 3,500,000.00
Total Building Fund	\$ -	\$ -	\$ 2,768,000.00	\$ 2,768,000.00	\$ 3,750,000.00

Budget - Permanent Improvement - ILS Fund

				2023	
	2021 Actual	2022 Budget	Appropriations	2023	2024 Budget
55500 - Furniture & Equipment					
Capital Outlay	\$ 9,600.00	\$ 1,400.00	\$ 52,804.00	\$ 52,804.00	\$ 5,000.00
	\$ 9,600.00	\$ 1,400.00	\$ 52,804.00	\$ 52,804.00	\$ 5,000.00
Total Permanent Improvement - ILS Fund	\$ 9,600.00	\$ 1,400.00	\$ 52,804.00	\$ 52,804.00	\$ 5,000.00

2024 Other Fund Budgets

Budget - Permanent Improvement - Technology Fund

53300 - Property Maintenance, Repair & Security Services			2023	
	2021 Actual	2022 Budget	Appropriations	2024 Budget
Information Systems	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00
	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00
55500 - Furniture & Equipment			2023	
	2021 Actual	2022 Budget	Appropriations	2024 Budget
Capital Outlay	\$ -	\$ -	\$ 50,400.00	\$ 20,400.00
	\$ -	\$ -	\$ 50,400.00	\$ 20,400.00
Total Permanent Improvement - Technology Fund	\$ -	\$ -	\$ 54,400.00	\$ 24,400.00

Budget - Dorothy R. Yeck Good Life Fund

			2023		
52100 - General/Administrative Supplies	2021 Actual	2022 Budget	Appropriations	2024 Budget	
Public Services and Programs	\$ 4,829.95	\$ 4,472.93	\$ 5,500.00	\$	5,500.00
	\$ 4,829.95	\$ 4,472.93	\$ 5,500.00	\$	5,500.00
			2023		
53200 - Communication, Printing & Publicity	2021 Actual	2022 Budget	Appropriations	2024 Budget	
Public Services and Programs	\$ 125.32	\$ 136.76	\$ 250.00	\$	250.00
	\$ 125.32	\$ 136.76	\$ 250.00	\$	250.00
Total Dorothy R. Yeck Good Life Fund	\$ 4,955.27	\$ 4,609.69	\$ 5,750.00	\$	5,750.00

LONG-RANGE PROJECTION OF INCOME & EXPENDITURES

Based on 2021 and 2022 Actual Expenditures, 2023 Estimated Expenses; 2024 Proposed Budget and Assumptions about future expenditures

General Fund / Special Operating Fund

Washington-Centerville Public Library

	2021 Actual	2022 Actual	2023 Appropriations	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
GF / SOF Cash Balance 1/1/	\$10,219,665	\$12,928,602	\$11,923,400	\$10,960,909	\$8,107,469	\$7,976,070	\$7,578,313	\$6,875,657
INCOME:								
PLF ¹	\$2,735,844	\$3,093,824	\$3,345,950	\$3,000,000	\$3,075,000	\$3,151,875	\$3,230,672	\$3,311,439
Operating Levy ²	\$5,322,248	\$5,418,638	\$5,195,609	\$5,332,335	\$5,332,335	\$5,332,335	\$5,332,335	\$5,332,335
Other Income ³	\$696,406	\$307,796	\$215,100	\$217,251	\$219,424	\$221,618	\$223,834	\$226,072
Transfer from Other Fund	\$0	\$43	\$0	\$0	\$0	\$0	\$0	\$0
Total Income	\$8,754,498	\$8,820,301	\$8,756,659	\$8,549,586	\$8,626,759	\$8,705,828	\$8,786,841	\$8,869,846
EXPENDITURES								
Public Services & Programs	\$2,487,798	\$2,840,075	\$3,348,900	\$3,176,035	\$3,300,564	\$3,430,365	\$3,565,686	\$3,706,787
Collection Development	\$1,541,467	\$1,636,554	\$1,854,833	\$1,911,630	\$1,987,640	\$2,066,720	\$2,148,998	\$2,234,607
Facilities Operation	\$518,843	\$601,426	\$823,552	\$837,752	\$878,297	\$920,828	\$965,444	\$1,012,248
Information Services	\$457,692	\$637,591	\$861,739	\$895,135	\$935,126	\$976,989	\$1,020,815	\$1,066,701
Business Administration	\$911,740	\$901,153	\$1,107,377	\$1,160,424	\$1,218,378	\$1,253,622	\$1,315,741	\$1,354,721
Total Operating Expenditures	\$5,917,541	\$6,616,798	\$7,996,401	\$7,980,976	\$8,320,005	\$8,648,525	\$9,016,684	\$9,375,063
Capital Outlay	\$108,020	\$208,534	\$622,750	\$322,050	\$338,153	\$355,060	\$372,813	\$391,454
Interfund Transfers & Contingency	\$20,000	\$3,000,170	\$1,100,000	\$3,100,000	\$100,000	\$100,000	\$100,000	\$100,000
Total Expenditures ⁴	\$6,045,561	\$9,825,502	\$9,719,151	\$11,403,026	\$8,758,157	\$9,103,585	\$9,489,497	\$9,866,517
GF / SOF Cash Balance 12/31/	\$12,928,602	\$11,923,400	\$10,960,909	\$8,107,469	\$7,976,070	\$7,578,313	\$6,875,657	\$5,878,986

⁴ Multiplying Factors:		Other Factors:
Facilities:	3.00%	¹ PLF is estimated to grow by 2.5% over the next five years. This is based on growth seen in the past.
Salaries/Retirement/Medicare	3.50%	
Insurance:		² Montgomery County estimates the property tax level based on 95% collection. Our assumptions are based on 97.5% collection which is closer to our historical amount collected
Health Insurance	7.00%	
Life & Dental Insurance	5.00%	
Other Insurance/Benefits	3.00%	
Program		³ projected to grow
Non-Program	3.00%	
Materials	4.00%	

LONG-RANGE PROJECTION OF INCOME & EXPENDITURES
Building Fund

Washington-Centerville Public Library

	2021 Actual	2022 Budget	2023 Appropriated	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected
BF Cash Balance 1/1/	\$866,729	\$866,729	\$2,866,729	\$1,098,729	\$348,729	\$348,729	\$348,729	\$348,729
<u>INCOME:</u>								
Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interfund Transfers-GF	\$0	\$2,000,000	\$1,000,000	\$3,000,000	\$0	\$0	\$0	\$0
Total Income	\$0	\$2,000,000	\$1,000,000	\$3,000,000	\$0	\$0	\$0	\$0
<u>EXPENDITURES</u>								
Contract Services	\$0	\$0	\$168,000	\$250,000				
Capital Outlay	\$0	\$0	\$2,600,000	\$3,500,000	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$2,768,000	\$3,750,000	\$0	\$0	\$0	\$0
BF Cash Balance 12/31/	\$866,729	\$2,866,729	\$1,098,729	\$348,729	\$348,729	\$348,729	\$348,729	\$348,729

LONG-RANGE PROJECTION OF INCOME & EXPENDITURES Permanent Improvement Funds--ILS 2024 Proposed Budget Washington-Centerville Public Library							
	2021 Actual	2022 Budget	2023 Proposed	2024 Projected	2025 Projected	2026 Projected	2027 Projected
PIF-ILS Cash Balance 1/1/	\$97,121	\$107,521	\$606,121	\$553,317	\$548,317	\$548,317	\$548,317
INCOME:							
Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interfund Transfers-GF	\$20,000	\$500,000	\$0	\$0	\$0	\$0	\$0
Total Income	\$20,000	\$500,000	\$0	\$0	\$0	\$0	\$0
EXPENDITURES							
Capital Outlay	\$9,600	\$1,400	\$2,804	\$5,000	\$0	\$0	\$0
Total Expenditures	\$9,600	\$1,400	\$2,804	\$5,000	\$0	\$0	\$0
PIF-ILS Cash Balance 12/31/	\$107,521	\$606,121	\$553,317	\$548,317	\$548,317	\$548,317	\$548,317

LONG-RANGE PROJECTION OF INCOME & EXPENDITURES Permanent Improvement Funds--Technology 2024 Proposed Budget Washington-Centerville Public Library							
	2021 Actual	2022 Budget	2023 Proposed	2024 Projected	2025 Projected	2026 Projected	2027 Projected
PIF-Tech. Cash Balance 1/1/	\$241,099	\$241,099	\$741,099	\$690,699	\$670,299	\$670,299	\$670,299
INCOME:							
Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interfund Transfers-GF	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0
Total Income	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0
EXPENDITURES							
Capital Outlay	\$0	\$0	\$0,400	\$20,400	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0,400	\$20,400	\$0	\$0	\$0
PIF-Tech. Cash Balance 12/31/	\$241,099	\$741,099	\$690,699	\$670,299	\$670,299	\$670,299	\$670,299

June 2023

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

June 20, 2023

CALL TO ORDER

The regular Board of Trustees meeting for June 2023 was held at the Centerville Library. Board Vice President Randell Bowling called the meeting to order at 7:00 PM.

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Absent**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; Mrs. Suttman, **Present**; and Mr. Talda, **Present**; also Mrs. Fultz, Library Director; and members of the public.

HEARING OF THE PUBLIC

Mrs. Fultz stated that there was no hearing of the public.

APPROVAL OF MINUTES

Mr. Talda moved for the approval of the May 17, 2023 Meeting Minutes. Mr. Nunna seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

Motion is approved.

PERSONNEL

2023 PAY RATES FOR SUBSTITUTES, LIBRARY AIDES, AND MATERIALS HANDLING

Mrs. Herrick moved for the approval of the merit increase strategy range for eligible partially-benefitted of 0% to 5% before midpoint adjustment, to be effective July 1, 2023. Mr. Nunna seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

Motion is approved.

DIRECTOR'S REPORT

▪ **FACILITIES**

❖ Woodbourne Library

➤ Butterfly garden – dead plants being replaced

- Contract for additional boiler installation
- ❖ Centerville Library
 - Bid opening for HVAC project on Friday, 6/23
 - Individual on-site visits with short-listed architects
 - Met with realtor to discuss available space for administration/support services or Creativity Commons
- ❖ Creativity Commons
 - Graduation banners huge hit – resulting in about 400 more visitors in the months of April and May
 - MOU extension
- ❖ Van
 - Made an appearance at the Farmer's Market
 - Will drive it in Americana parade
 - Working on setting it up to transport materials
- **PERSONNEL**
 - ❖ Hiring temporary shelving assistants to help with extra volume from Summer Reading Clubs
 - ❖ One of the Makerspace Specialist resigned
- **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Children's books being hidden in the library
 - ❖ Summer Reading Clubs
 - Nearly 1,600 signed up for CSRC, nearly 500 for TSRC, and 380 for ASRC
 - Brought back school nights – Stingley was first school
 - ❖ After Hours – staff art exhibit on display through 6/28
 - ❖ The Wall That Heals – 5 weeks from its arrival
 - Opening ceremony – Thursday, 7/27 at 10:00
 - Buglers playing taps each evening Thursday – Saturday at sundown
 - Brief closing ceremony – Sunday, 7/30
- **OTHER**
 - ❖ State budget update
 - ❖ Friends
 - Paperback book sale – Friday, 6/23 and Saturday, 6/24
 - City BBQ takeover – Monday, 6/26
 - October will be current Book Sale Chair's last sale
 - Also looking for an Events Chair and possibly a Volunteer Chair

FISCAL OFFICER'S REPORT

- a. Mrs. Fultz presented the monthly financial report for May 2023, including the financial statements (Cash Position, Revenue Summary, Revenue BVA, Expense

Summary, General Fund Expense BVA), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board's review and approval.

Mrs. Herrick moved to approve the monthly financial report, and Mrs. Cline seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

b. Payment of June Expenditures

Mrs. Herrick moved to approve the payment of June expenditures, and Mr. Talda seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mrs. Suttman	<u>Yes</u>
Mrs. Denison	<u>Absent</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

NEW/OLD BUSINESS

None.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 7:38 P.M. Mr. Nunna seconded the motion

President

Secretary

EXPENDITURES FOR APPROVAL AT JUNE MEETING

June 20, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	8.78
Amazon - books, av materials, supplies	\$ 5,665.49
Anne Wachs - employee mileage reimbursement	12.51
Baker & Taylor – AV materials-books	4,091.23
Brodart –books	30,672.29
Caitlin Spratt - employee mileage reimbursement	8.38
Centerville Landscaping - groundskeeping	1,000.00
Chard Snyder - professional service-COBRA administration	125.00
Charter Communications - fiber optic monthly charge	815.54
Cintas Corp- supplies	824.90
Coleen Pitzer - employee mileage reimbursement	27.38
Creative Impressions - SRC printed materials	227.00
Debe Dockins - employee mileage reimbursement	36.22
Digital Fringe - printing	138.94
Donnellon McCarthy - maintenance fees	1,231.85
DSS Sweeping Service - parking lot maintenance	162.60
Ellen Laubie - patron refund	18.99
Fully Promoted - branded tents	1,371.99
Gary Berry - employee mileage reimbursement	175.94
Gleason Property Services - May CV & WB cleaning	12,200.00
Gregg McCullough - employee mileage reimbursement	22.93
Innovative - new Sierra load profile	2,900.00
Jamie Garcia - employee mileage reimbursement	46.44
Jenny Catri - employee mileage reimbursement	58.43
Jessica Rakushin - employee mileage reimbursement	4.19
June Bullock - employee mileage reimbursement	14.15
Kanopy - video streaming subscription	1,298.00
Katherine McCollum - employee mileage reimbursement	9.56
Kathy O'Neill - employee mileage reimbursement	9.69
Kevin Risner - employee mileage reimbursement	20.96
Kyle Knepp - employee mileage reimbursement	22.40
Lauren Rura - employee mileage reimbursement	13.89
Level 3 Communications, LLC - phone service	394.88
Library Ideas - Vox books	2,271.84
Marcia Wilson - patron refund	13.99
Mary Hafenbrack - patron refund	24.95
Midwest Tape – AV materials	11,174.44
OhioNet - cataloging supplies, database subscription	2,000.00
Overdrive - ebooks	46.99
Paypal - processing fee	19.95
Playaway - Audio Books	3,148.42
Pitney Bowes - postage meter rental	488.70
Reserve Account - 3rd qtr postage refill	1,000.00
Rush Transportation – contracted services	1,238.62
Shelly Peresie - employee mileage reimbursement	9.96
Software Solutions - annual support for VIP	18,739.98
South Community - fees for employee assistance	405.00

Staples - office supplies	980.21
Structured Employees Benefits of Ohio - group life insurance premiums	290.74
Taryn Filer - employee mileage reimbursement	14.28
Trigon Imaging Systems - CC consumables	2,386.45
Tri-Tech - engineering fees for HVAC	3,708.78
United Art & Education - youth program supplies	121.78
Unique - recovery & collection fees	234.15
Vietnam Veterans Memorial Fund - The Wall that Heals exhibit	5,500.00
William Menker - employee mileage reimbursement	124.06
WYSO - advertising	240.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	<u>\$ 117,813.84</u>

PAYROLL:

Payroll #11	\$ 118,106.39
Payroll #12	<u>117,971.65</u>
TOTAL PAYROLL	<u>\$ 236,078.04</u>

DRAFT - UNAPPROVED

EXPENDITURES SINCE LAST BOARD MEETING

AES Ohio – utilities	\$ 5,742.69
Amazon - books, av materials, supplies	4,215.94
AT&T – telephone service	284.63
Bibliotheca - RFID tags	3,113.00
CenterPoint Energy – utilities	3,445.24
Centerville City Schools - May health insurance premium	39,471.45
Charter Communications - utilities	397.93
CoCard Marketing Group - credit card service fee	196.80
Cody Clark - deposit for program speaker	100.00
Delta Dental - June dental insurance	1,645.93
Demco - storage units for supplies	3,364.23
Garber- annual access control maintenance agreement	3,010.00
Health Equity – June HSA contribution	7,416.81
Home Depot - supplies	136.41
Hylant - auto insurance	74.00
Kroger - supplies	1,378.96
Lowe's - supplies	146.07
Montgomery County Auditor - fees	320.47
Montgomery County Water Services - utilities	1,678.23
Music Jamboree - youth speaker stipend	500.00
Ohio Treasurer of State - search Ohio delivery service	12,204.45
Ok Interiors - ceiling tiles for WB	653.52
OPERS – employer pick-up & match	54,208.88
Pitney Bowes - supplies for meter rental	91.29
Rieck - scheduled chiller maintenance	1,365.00
Rumpke - June trash & recycling fees	750.22
Sam's Club - supplies	169.17
Solid Blend - water treatment & bi-annual inspections for CV	437.50
SpeedPro - van wrap	3,853.34
St. Leonard - food for program	426.03
T-Mobile - hotspots	701.16
Today's Business Solutions, Inc. - processing charges for patron faxing	90.96
Transformations Plus - carpet cleaning service	1,747.00
United Parcel Service - shipping	37.01
U.S. Bank – program supplies, books, cataloging supplies	6,250.61
U.S. Bank—employer share of Medicare	3,357.38
U. S. Bank – banking fees	99.89
TOTAL MISCELLANEOUS	<u>\$ 163,082.20</u>
GRAND TOTAL JUNE MEETING	<u><u>\$ 516,974.08</u></u>

July 2023

Fiscal Officer Report

Washington-Centerville Public Library
Monthly Cash Position And Reconciled Balances
For The Month Of June 2023

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$9,110,551.72	\$506,585.72	\$501,679.72	\$9,115,457.72
Unclaimed Funds	\$235.99	\$74.08	\$0.00	\$310.07 ¹
"The Wall That Heals" Fund	\$16,500.00	\$500.00	\$11,063.00	\$5,937.00
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$2,853,357.65	\$0.00	\$5,598.06	\$2,847,759.59
Perm. Imp. Fund-Ils	\$603,316.85	\$0.00	\$0.00	\$603,316.85
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$0.00	\$741,099.34
Dorothy R. Yeck Good Life End	\$4,018.97	\$0.00	\$0.00	\$4,018.97
Payroll Clearing Fund	\$5,549.99	\$64,575.45	\$65,893.90	\$4,231.54
	\$17,084,816.76	\$571,735.25	\$584,234.68	\$17,072,317.33

Reconciled Balances

US Bank:	
Checking/Payroll	\$1,562,370.41
Investment	\$7,050,062.44
Dayton Foundation - TWTH	\$3,970.00
STAR Ohio	\$7,133,602.14 ²
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$266,867.87
Paypal	\$483.82
Petty Cash	\$550.00
Total Bank Balances	\$17,109,624.09
Outstanding Checks	(\$37,916.25)
Deposit in Transit	\$436.85
Receipts to be posted	\$0.00
Fees to be posted	\$172.64
Reconciled Balance	\$17,072,317.33

¹ - Additional \$74.08 in checks written off during June. These were uncashed patron refunds checks

² - STAR Ohio saw over \$30,000 in interest during June. The average daily rate for STAR Ohio during June was 5.26%

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of June 2023 And Year-to-Date

101 - GENERAL FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	3,345,950.00	286,796.96	1,507,796.17	45.06%
GENERAL PROPERTY TAXES	4,580,609.00	173,711.74	2,757,111.32	60.19%
PROPERTY TAX ROLLBACK	615,000.00	0.00	308,747.84	50.20%
PATRON FINES & FEES	26,000.00	2,561.02	15,398.87	59.23%
COPIER INCOME	27,600.00	2,703.95	15,211.85	55.12%
PASSPORT EXECUTION FEES	25,000.00	1,925.00	13,405.00	53.62%
PASSPORT PHOTOS	6,000.00	430.00	3,280.00	54.67%
PATRON SUPPLIES	12,500.00	3,752.68	11,661.39	93.29%
INTEREST INCOME	75,000.00	32,749.97	206,439.94	275.25%
UNRESTRICTED DONATIONS	10,000.00	111.17	2,512.29	25.12%
DONATIONS-RESTRICTED	30,000.00	0.00	20,150.00	67.17%
REFUNDS & REIMBURSEMENTS	2,500.00	1,840.02	11,751.91	470.08%
MISCELLANEOUS-OTHER	500.00	3.21	290.81	58.16%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-GENERAL FUND	8,756,659.00	506,585.72	4,873,757.39	55.66%

102 - UNCLAIMED FUNDS				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS & REIMBURSEMENTS	0.00	74.08	183.07	0.00%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	0.00	74.08	183.07	0.00%

203 - "THE WALL THAT HEALS" FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DONATIONS-RESTRICTED	9,000.00	500.00	7,000.00	77.78%
TRANSFER IN	10,000.00	0.00	10,000.00	100.00%
TOTAL RECEIPTS-TWTH FUND	19,000.00	500.00	17,000.00	89.47%

205 - SPECIAL OPERATING FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-SPECIAL OPERATING FUND	0.00	0.00	0.00	0.00%

401 - BUILDING FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	1,000,000.00	0.00	0.00	0.00%
TOTAL RECEIPTS-BUILDING FUND	1,000,000.00	0.00	0.00	0.00%

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of June 2023 And Year-to-Date

450 - PERMANENT IMPROVEMENT - ILS FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-PERM. IMP. FUND	0.00	0.00	0.00	0.00%

451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	0.00	0.00	0.00	0.00%
TOTAL PERM. IMP. FUND-TECHNOLOGY	0.00	0.00	0.00	0.00%

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DONATIONS-RESTRICTED	5,750.00	0.00	0.00	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	5,750.00	0.00	0.00	0.00%

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	0.00	51,674.19	324,545.10	0.00%
UNUM REVENUE	0.00	492.27	3,269.84	0.00%
DELTA REVENUE	0.00	1,052.09	6,910.65	0.00%
ANTHEM REVENUE	0.00	11,356.90	74,406.65	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	64,575.45	409,132.24	0.00%
GRAND TOTAL RECEIPTS	\$9,781,409.00	\$571,735.25	\$5,300,072.70	54.19%

Washington-Centerville Public Library
Revenue Budget Statement
For The Month Of June 2023 And Year-to-Date

101 - GENERAL FUND						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
PUBLIC LIBRARY FUND	310,065.93	286,796.96	(23,268.97)	1,647,658.95	1,507,796.17	(139,862.78) 1
GENERAL PROPERTY TAXES	114,515.23	173,711.74	59,196.52	2,519,334.95	2,757,111.32	237,776.37 2
PROPERTY TAX ROLLBACK	0.00	0.00	0.00	307,500.00	308,747.84	1,247.84
PATRON FINES & FEES	2,166.67	2,561.02	394.35	13,000.00	15,398.87	2,398.87
COPIER INCOME	2,300.00	2,703.95	403.95	13,800.00	15,211.85	1,411.85
PASSPORT EXECUTION FEES	2,083.33	1,925.00	(158.33)	12,500.00	13,405.00	905.00
PASSPORT PHOTOS	500.00	430.00	(70.00)	3,000.00	3,280.00	280.00
PATRON SUPPLIES	1,041.67	3,752.68	2,711.01	6,250.00	11,661.39	5,411.39 3
INTEREST INCOME	4,507.50	32,749.97	28,242.47	42,667.50	206,439.94	163,772.44 4
UNRESTRICTED DONATIONS	720.00	111.17	(608.83)	4,320.00	2,512.29	(1,807.71)
DONATIONS-RESTRICTED	4,194.41	0.00	(4,194.41)	15,958.81	20,150.00	4,191.19
REFUNDS & REIMBURSEMENTS	125.95	1,840.02	1,714.07	870.93	11,751.91	10,880.98
MISCELLANEOUS-OTHER	2.46	3.21	0.75	271.14	290.81	19.67
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL FUND	442,223.15	506,585.72	64,362.57	4,587,132.28	4,873,757.39	286,625.11
102 - UNCLAIMED FUNDS						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
REFUNDS & REIMBURSEMENTS	0.00	74.08	74.08	0.00	183.07	183.07
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
FUNDS	0.00	74.08	74.08	0.00	183.07	183.07
203 - "THE WALL THAT HEALS" FUND						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DONATIONS-RESTRICTED	0.00	500.00	500.00	0.00	7,000.00	7,000.00 5
TRANSFER IN	0.00	0.00	0.00	0.00	10,000.00	10,000.00
FUNDS	0.00	500.00	500.00	0.00	17,000.00	17,000.00
205 - SPECIAL OPERATING FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-SPECIAL OPERATING FUND	0.00	0.00	0.00	0.00	0.00	0.00
401 - BUILDING FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-BUILDING FUND	0.00	0.00	0.00	0.00	0.00	0.00
450 - PERMANENT IMPROVEMENT - ILS FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-PERM. IMP. FUND	0.00	0.00	0.00	0.00	0.00	0.00
451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERM. IMP. FUND-TECHNOL	0.00	0.00	0.00	0.00	0.00	0.00

**Washington-Centerville Public Library
Revenue Budget Statement
For The Month Of June 2023 And Year-to-Date**

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DONATIONS-RESTRICTED	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL YECK GOOD LIFE ENDOWME	0.00	0.00	0.00	0.00	0.00	0.00
999 - PAYROLL CLEARING FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DEFAULT REVENUE	0.00	51,674.19	51,674.19	0.00	324,545.10	324,545.10
UNUM REVENUE	0.00	492.27	492.27	0.00	3,269.84	3,269.84
DELTA REVENUE	0.00	1,052.09	1,052.09	0.00	6,910.65	6,910.65
ANTHEM REVENUE	0.00	11,356.90	11,356.90	0.00	74,406.65	74,406.65
TOTAL PAYROLL CLEARING FUND	0.00	64,575.45	64,575.45	0.00	409,132.24	409,132.24
GRAND TOTAL RECEIPTS	\$442,223.15	\$571,735.25	\$129,512.10	\$4,587,132.28	\$5,300,072.70	\$712,940.42

1 - Public Library Fund has fallen behind estimated amounts by almost 9% for the year. June and July are typically on the higher end of estimated amounts. Using the December 2022 estimates would have actually had us receiving more than the estimated amounts

2 - Received two advances on the August property taxes during June.

3 - Patron supplies continue to be very strong, with over \$3,500 received during June. For the year, we estimated \$12,500 in receipts. So far, we have received over 93% of this amount/

4 - Interest income continues to be strong. STAR Ohio continues to trade at nearly 5.2% which has resulted in over \$20,000 in interest income each month, including over \$30,000 in June

5- Donation from the Huber Heights VFW during June. We also have donations pending from Centerville Rotary, American Legion Post 200 and Wright-Patt Credit Union

Washington-Centerville Public Library
Expense Account Summary
For the Month of June 2023 and Year-to-Date

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
101 - GENERAL FUND						
1000 SALARIES & BENEFITS						
1100 - SALARIES & LEAVE BENEFITS						
Director/Managers	580,000.00	43,878.95	273,203.09	0.00	306,796.91	47.10%
Library Specialist	1,293,500.00	94,221.92	618,253.28	0.00	675,246.72	47.80%
Technician	195,000.00	14,849.60	95,098.00	0.00	99,902.00	48.77%
Public Services Assistant	383,300.00	28,664.70	178,500.91	0.00	204,799.09	46.57%
Substitute	83,000.00	3,516.20	19,205.21	0.00	63,794.79	23.14%
Fiscal Officer	92,000.00	7,022.40	45,645.60	0.00	46,354.40	49.61%
Administrative Support	400,500.00	22,918.77	138,109.52	0.00	262,390.48	34.48%
Facilities	67,500.00	5,230.40	33,313.81	0.00	34,186.19	49.35%
Library Aides	150,000.00	9,129.58	56,773.47	0.00	93,226.53	37.85%
Shelving Assistants	119,000.00	8,020.83	54,582.50	0.00	64,417.50	45.87%
TOTAL SALARIES & LEAVE BENEFITS	3,363,800.00	237,453.35	1,512,685.39	0.00	1,851,114.61	44.97%
1400 - RETIREMENT-OPERS						
OPERS	774,062.00	54,286.70	348,249.49	0.00	425,812.51	44.99%
1600 - INSURANCE BENEFITS						
Health Insurance	545,010.36	38,806.42	236,115.92	238,637.78	70,256.66	87.11%
Health Savings Account	104,600.00	7,416.81	43,792.51	53,107.49	7,700.00	92.64%
Dental Insurance	23,325.00	1,561.88	9,727.08	13,393.50	204.42	99.12%
Medicare	48,912.85	3,377.02	21,491.94	0.00	27,420.91	43.94%
Life Insurance	4,100.98	290.74	1,605.57	1,747.28	748.13	81.76%
Workers' Compensation	5,000.00	0.00	84.00	0.00	4,916.00	1.68%
TOTAL INSURANCE BENEFITS	730,949.19	51,452.87	312,817.02	306,886.05	111,246.12	42.80%
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	3,905.00	205.00	1,232.00	1,043.00	1,630.00	58.26%
Other Employee Benefits	4,000.00	0.00	2,647.14	1,352.86	0.00	100.00%
TOTAL OTHER EMPLOYEE BENEFITS	7,905.00	205.00	3,879.14	2,395.86	1,630.00	49.07%
TOTAL SALARIES & BENEFITS	4,876,716.19	343,397.92	2,177,631.04	309,281.91	2,389,803.24	44.65%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	41,503.11	2,361.43	15,200.30	21,714.76	4,588.05	88.95%
Program Supplies	127,828.78	-634.77	25,834.83	39,068.35	62,925.60	50.77%
Cataloging/Processing Supplies	15,660.09	3,358.28	3,715.61	4,140.04	7,804.44	50.16%
Postage	17,010.00	1,000.00	3,500.00	0.00	13,510.00	20.58%
Small Tools/Equipment	3,000.00	0.00	0.00	85.71	2,914.29	2.86%
TOTAL GENERAL ADMIN SUPPLIES	205,001.98	6,084.94	48,250.74	65,008.86	91,742.38	23.54%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,100.00	0.00	0.00	0.00	1,100.00	0.00%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	30,362.75	3,147.62	10,160.88	4,548.22	15,653.65	48.44%
TOTAL SUPPLIES	236,464.73	9,232.56	58,411.62	69,557.08	108,496.03	24.70%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	9,927.04	640.15	3,054.20	2,791.94	4,080.90	58.89%
In-House Seminars	3,750.00	40.03	40.03	1,874.97	1,835.00	51.07%
Conference/Meetings	15,093.82	1,257.40	4,729.50	2,117.67	8,246.65	45.36%
TOTAL TRAVEL EXPENSES	28,770.86	1,937.58	7,823.73	6,784.58	14,162.55	27.19%

Washington-Centerville Public Library
Expense Account Summary
For the Month of June 2023 and Year-to-Date

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	8,640.77	284.63	1,714.40	3,941.57	2,984.80	65.46%
Computer Data Line	52,843.35	2,347.50	12,182.19	27,080.13	13,581.03	74.30%
Security Alarm	7,500.00	0.00	1,980.00	20.00	5,500.00	26.67%
Legal Ads	2,054.40	0.00	963.04	0.00	1,091.36	46.88%
Publicity Ads	5,520.00	240.00	1,850.00	2,759.40	910.60	83.50%
Printing/Publications	49,916.90	5,793.28	8,416.04	1,530.35	39,970.51	19.93%
TOTAL COMMUNICATION/PRINT/PUBLICITY	126,475.42	8,665.41	27,105.67	35,331.45	64,038.30	21.43%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	132,990.37	1,546.08	28,269.91	28,541.88	76,178.58	42.72%
Equipment Maintenance	36,034.95	1,720.55	10,077.52	12,213.93	13,743.50	61.86%
Grounds & Snow Removal	128,167.00	1,000.00	24,036.75	42,751.68	61,378.57	52.11%
Janitorial Services	251,239.11	19,709.50	94,074.37	91,907.83	65,256.91	74.03%
Trash Services	9,218.26	750.22	4,349.95	4,250.05	618.26	93.29%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	557,649.69	24,726.35	160,808.50	179,665.37	217,175.82	61.06%
3400 - INSURANCE						
Property Insurance	32,500.00	74.00	15,856.25	8,297.75	8,346.00	74.32%
3500 - RENTS & LEASES						
Rents & Leases	31,500.00	0.00	0.00	0.00	31,500.00	0.00%
3600 - UTILITIES						
Electricity	150,723.37	9,229.22	36,640.29	71,090.24	42,992.84	71.48%
Gas	63,587.13	3,445.24	30,210.20	20,850.48	12,526.45	80.30%
Water/Sewer	13,200.84	1,184.02	3,822.46	6,549.04	2,829.34	78.57%
TOTAL UTILITIES	227,511.34	13,858.48	70,672.95	98,489.76	58,348.63	74.35%
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	16,187.89	600.00	2,000.00	8,275.00	5,912.89	63.47%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,527.44	9,600.00	9,642.39	2,400.00	485.05	96.13%
Legal Services	27,847.50	0.00	21,845.00	2,552.50	3,450.00	87.61%
Tax Collection Fees	76,109.93	0.00	40,225.34	35,774.66	109.93	99.86%
Banking Fees	9,329.44	332.71	3,815.49	3,699.17	1,814.78	80.55%
TOTAL PROFESSIONAL SERVICES	142,002.20	10,532.71	77,528.22	52,701.33	11,772.65	91.71%
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	253,137.44	24,649.98	167,995.78	6,975.00	78,166.66	69.12%
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	43,656.65	2,061.56	13,690.80	10,565.38	19,400.47	55.56%
Online Services	138,225.12	0.00	75,123.26	661.18	62,440.68	54.83%
Collection Development Services	5,800.00	400.00	4,089.50	1,400.00	310.50	94.65%
TOTAL OTHER CONTRACTED SERVICES	187,681.77	2,461.56	92,903.56	12,626.56	82,151.65	56.23%
TOTAL PURCHASED/CONTRACT SERVICES	1,587,228.72	86,906.07	620,694.66	400,871.80	565,662.26	64.36%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	612,095.69	31,836.75	211,010.91	301,818.86	99,265.92	83.78%
Standing Orders/Continuations	29,004.83	3,698.64	9,362.38	9,988.77	9,653.68	66.72%
Book Rentals	66,629.15	167.70	60,066.51	1,272.65	5,289.99	92.06%
TOTAL NEW BOOKS	707,729.67	35,703.09	280,439.80	313,080.28	114,209.59	39.63%
4200 - PERIODICALS						
Periodicals	25,258.35	0.00	924.06	1,623.46	22,710.83	10.09%

Washington-Centerville Public Library
Expense Account Summary
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	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	128,015.29	9,136.82	37,950.90	45,772.78	44,291.61	65.40%
Read Along Audiobooks	23,462.34	2,370.40	7,171.63	8,621.74	7,668.97	67.31%
CD-Rom	14,828.43	3,049.86	6,201.11	4,450.14	4,177.18	71.83%
Books On CD	47,227.14	2,416.78	10,713.39	19,686.36	16,827.39	64.37%
Compact Discs	304.74	13.43	85.95	0.00	218.79	28.20%
Brary Bags	1,500.00	70.99	708.12	491.63	300.25	79.98%
TOTAL AUDIO-VISUAL MATERIALS	215,337.94	17,058.28	62,831.10	79,022.65	73,484.19	65.87%
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	120,000.00	1,698.29	79,625.56	17,013.17	23,361.27	80.53%
Online Subscriptions - Youth	11,103.82	0.00	2,108.82	0.00	8,995.00	18.99%
TOTAL ONLINE LIBRARY DATABASES	131,103.82	1,698.29	81,734.38	17,013.17	32,356.27	62.34%
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	12,204.45	0.00	12,204.45	0.00	0.00	100.00%
4800 - eMATERIALS						
eBOOKS	395,242.71	1,344.99	344,758.56	36,589.31	13,894.84	96.48%
Digital Music Services	40,000.00	0.00	39,735.00	0.00	265.00	99.34%
Digital Video Services	166,412.70	0.00	50,000.00	0.00	116,412.70	30.05%
TOTAL E-MATERIALS	601,655.41	1,344.99	434,493.56	36,589.31	130,572.54	72.22%
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	38,752.71	299.75	3,582.18	18,296.56	16,873.97	56.46%
Board Game Collection	3,011.86	0.00	1,001.20	160.66	1,850.00	38.58%
TOTAL LIBRARY MATERIALS - OTHER	41,764.57	299.75	4,583.38	18,457.22	18,723.97	10.97%
TOTAL LIBRARY MATERIALS	1,735,054.21	56,104.40	877,210.73	465,786.09	392,057.39	77.40%
5000 - CAPITAL OUTLAY						
Land Improvements	21,226.99	0.00	1,226.99	0.00	20,000.00	5.78%
Building Improvements	37,130.00	0.00	0.00	0.00	37,130.00	0.00%
Hardware	311,172.00	224.29	79,362.05	16,174.89	215,635.06	30.70%
Software	71,450.00	0.00	6,289.52	950.36	64,210.12	10.13%
Office Furniture	18,675.60	3,364.23	3,364.23	2,887.52	12,423.85	33.48%
Library Furniture	102,585.23	0.00	7,085.23	0.00	95,500.00	6.91%
Library Vehicle	75,000.00	392.32	74,823.57	7.68	168.75	99.78%
TOTAL CAPITAL OUTLAY	637,239.82	3,980.84	172,151.59	20,020.45	445,067.78	27.02%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	2,800.00	2,000.00	2,000.00	175.00	625.00	77.68%
Trustees Dues	12,000.00	0.00	11,802.00	198.00	0.00	100.00%
TOTAL DUES & MEMBERSHIPS	14,800.00	2,000.00	13,802.00	373.00	625.00	93.26%
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	2,162.28	0.00	710.37	0.00	1,451.91	32.85%
TOTAL TAXES AND ASSESSMENTS	2,162.28	0.00	710.37	0.00	1,451.91	32.85%
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	2,680.24	57.93	902.12	727.35	1,050.77	60.80%
TOTAL REFUNDS & REIMBURSEMENTS	2,680.24	57.93	902.12	727.35	1,050.77	33.66%
7900 - MISCELLANEOUS EXPENDITURES						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER OBJECTS	19,642.52	2,057.93	15,414.49	1,100.35	3,127.68	84.08%
8900 - CONTINGENCY						
Contingency	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
TOTAL CONTINGENCY	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	1,000,000.00	0.00	10,000.00	0.00	990,000.00	1.00%
TOTAL INTERFUND	1,000,000.00	0.00	10,000.00	0.00	990,000.00	1.00%
TOTAL GENERAL FUND	10,192,346.19	501,679.72	3,931,514.13	1,266,617.68	4,994,214.38	51.00%

**Washington-Centerville Public Library
Expense Account Summary
For the Month of June 2023 and Year-to-Date**

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
102 - UNCLAIMED FUNDS						
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	
TOTAL INTERFUND	0.00	0.00	0.00	0.00	0.00	
203 - "THE WALL THAT HEALS" FUND						
Program Supplies	3,200.00	0.00	0.00	605.93	2,594.07	18.94%
Postage	100.00	63.00	63.00	0.00	37.00	63.00%
Marketing & Advertising	600.00	0.00	0.00	0.00	600.00	0.00%
Printing/Publications	600.00	0.00	0.00	0.00	600.00	0.00%
Equipment Rental	900.00	0.00	0.00	900.00	0.00	100.00%
Speaker Stipends	100.00	0.00	0.00	100.00	0.00	100.00%
Other Professional Services	2,500.00	0.00	0.00	500.00	2,000.00	20.00%
Site Fee	11,000.00	11,000.00	11,000.00	0.00	0.00	100.00%
	19,000.00	11,063.00	11,063.00	2,105.93	5,831.07	69.31%
401 - BUILDING FUND						
Legal Advertisements	5,000.00	1,889.28	3,951.36	0.00	1,048.64	79.03%
Architect/Engineering	163,000.00	3,708.78	15,018.14	37,981.86	110,000.00	32.52%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Building Improvements	2,100,000.00	0.00	0.00	0.00	2,100,000.00	0.00%
Furniture & Equipment	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
TOTAL BUILDING FUND	2,768,000.00	5,598.06	18,969.50	37,981.86	2,711,048.64	2.06%
450 - PERMANENT IMPROVEMENT FUND-ILS						
Software	52,804.00	0.00	2,804.00	45,000.00	5,000.00	90.53%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	52,804.00	0.00	2,804.00	45,000.00	5,000.00	90.53%
451 - PERMANENT IMPROVEMENT FUND-TECHNOLOGY						
Site Preparation	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Hardware	46,400.00	0.00	0.00	0.00	46,400.00	0.00%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	54,400.00	0.00	0.00	0.00	54,400.00	0.00%
898-GOOD LIFE PRIVATE PURPOSE FUND						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	9,705.97	0.00	189.98	0.00	9,515.99	1.96%
Printing / Publications	253.24	0.00	0.00	0.00	253.24	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	9,959.21	0.00	189.98	0.00	9,769.23	1.91%
999 PAYROLL CLEARING FUND						
Default Expense	0.00	51,967.06	324,397.42	0.00	(324,397.42)	
Unum Expense	0.00	490.25	2,994.50	0.00	(2,994.50)	
Delta Expense	0.00	1,133.68	6,951.54	0.00	(6,951.54)	
Anthem Expense	0.00	12,302.91	74,404.26	0.00	(74,404.26)	
TOTAL PAYROLL CLEARING FUND	0.00	65,893.90	408,747.72	0.00	(408,747.72)	
GRAND TOTAL ALL APPROPRIATIONS	\$13,096,509.40	\$584,234.68	\$4,373,288.33	\$1,351,705.47	\$7,371,515.60	43.71%

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of June 2023 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)	
101 - GENERAL FUND							
1000 SALARIES & BENEFITS							
1100 - SALARIES & LEAVE BENEFITS							
Director/Managers	44,615.38	43,878.95	736.43	290,000.00	273,203.09	16,796.91	
Library Specialist	99,500.00	94,221.92	5,278.08	646,750.00	618,253.28	28,496.72	
Technician	15,000.00	14,849.60	150.40	97,500.00	95,098.00	2,402.00	
Public Services Assistant	29,484.62	28,664.70	819.92	191,650.00	178,500.91	13,149.09	
Substitute	6,384.62	3,516.20	2,868.42	41,500.00	19,205.21	22,294.79	
Fiscal Officer	7,076.92	7,022.40	54.52	46,000.00	45,645.60	354.40	
Administrative Support	30,807.69	22,918.77	7,888.92	203,538.46	138,109.52	65,428.94	
Facilities	5,192.31	5,230.40	(38.09)	33,750.00	33,313.81	436.19	
Library Aides	11,538.46	9,129.58	2,408.88	75,000.00	56,773.47	18,226.53	
Shelving Assistants	9,153.85	8,020.83	1,133.02	59,500.00	54,582.50	4,917.50	
TOTAL SALARIES & LEAVE BENEFITS	258,753.85	237,453.35	21,300.50	1,685,188.46	1,512,685.39	172,503.07	1
1400 - RETIREMENT-OPERS							
OPERS	59,543.23	54,286.70	5,256.53	386,733.28	348,249.49	38,483.79	2
1600 - INSURANCE BENEFITS							
Health Insurance	45,417.53	38,806.42	6,611.11	272,838.51	236,115.92	36,722.59	
Health Savings Account	8,716.67	7,416.81	1,299.86	52,300.00	43,792.51	8,507.49	
Dental Insurance	1,943.75	1,561.88	381.87	11,662.50	9,727.08	1,935.42	
Medicare	3,762.53	3,377.02	385.51	24,456.43	21,491.94	2,964.49	
Life Insurance	341.75	290.74	51.01	2,050.49	1,605.57	444.92	
Workers' Compensation	0.00	0.00	0.00	0.00	84.00	-84.00	
TOTAL INSURANCE BENEFITS	60,182.22	51,452.87	8,729.35	363,307.93	312,817.02	50,490.91	3
1900 - OTHER EMPLOYEE BENEFITS							
Membership Dues	159.70	205.00	(45.30)	1,624.85	1,232.00	392.85	
Other Employee Benefits	0.00	0.00	0.00	2,700.00	2,647.14	52.86	
TOTAL OTHER EMPLOYEE BENEFITS	159.70	205.00	(45.30)	4,324.85	3,879.14	445.71	
TOTAL SALARIES & BENEFITS	378,639.00	343,397.92	35,241.08	2,439,554.52	2,177,631.04	261,923.48	
2000 - SUPPLIES							
2100 - GENERAL ADMINISTRATIVE SUPPLIES							
Office Supplies	3,458.59	2,361.43	1,097.16	20,751.56	15,200.30	5,551.26	
Program Supplies	10,865.90	-634.77	11,500.67	66,392.90	25,834.83	40,558.07	
Cataloging/Processing Supplies	2,035.81	3,358.28	(1,322.47)	10,805.46	3,715.61	7,089.85	
Postage	1,800.00	1,000.00	800.00	9,105.00	3,500.00	5,605.00	
Small Tools/Equipment	250.00	0.00	250.00	1,500.00	0.00	1,500.00	
TOTAL GENERAL ADMIN SUPPLIES	18,410.30	6,084.94	12,325.36	108,554.92	48,250.74	60,304.18	4
2200 - PROPERTY MAINTENANCE / REPAIR							
Property Maintenance & Repair	91.67	0.00	91.67	550.00	0.00	550.00	
2500 - SUPPLIES PURCHASED FOR RESALE							
Supplies for Resale	4,611.86	3,147.62	1,464.24	15,171.14	10,160.88	5,010.26	5
TOTAL SUPPLIES	23,113.83	9,232.56	13,881.27	124,276.06	58,411.62	65,864.44	
3000 - PURCHASED & CONTRACTED SERVICES							
3100 - TRAVEL EXPENSES							
Mileage	636.59	640.15	(3.56)	4,876.70	3,054.20	1,822.50	6
In-House Seminars	0.00	40.03	(40.03)	0.00	40.03	-40.03	
Conference/Meetings	1,023.54	1,257.40	(233.86)	6,713.67	4,729.50	1,984.17	
TOTAL TRAVEL EXPENSES	1,660.13	1,937.58	(277.45)	11,590.37	7,823.73	3,766.64	
3200 - COMMUNICATION / PRINTING / PUBLICITY							
Telephone	720.06	284.63	435.43	4,320.39	1,714.40	2,605.99	
Computer Data Line	4,003.61	2,347.50	1,656.11	24,021.68	12,182.19	11,839.49	
Security Alarm	625.00	0.00	625.00	3,750.00	1,980.00	1,770.00	
Legal Ads	171.20	0.00	171.20	1,027.20	963.04	64.16	
Publicity Ads	441.60	240.00	201.60	2,870.40	1,850.00	1,020.40	
Printing/Publications	11,813.22	5,793.28	6,019.94	25,591.46	8,416.04	17,175.42	7
TOTAL COMMUNICATION/PRINT/PUBLICITY	17,774.69	8,665.41	9,109.28	61,581.12	27,105.67	34,475.45	

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of June 2023 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	11,082.53	1,546.08	9,536.45	66,495.19	28,269.91	38,225.28
Equipment Maintenance	3,002.91	1,720.55	1,282.36	18,017.48	10,077.52	7,939.95
Grounds & Snow Removal	10,680.58	1,000.00	9,680.58	64,083.50	24,036.75	40,046.75
Janitorial Services	18,686.59	19,709.50	(1,022.91)	112,119.56	94,074.37	18,045.19
Trash Services	768.19	750.22	17.97	4,609.13	4,349.95	259.18
TOTAL PROPERTY MAINT/REPAIR/SECURITY	44,220.81	24,726.35	19,494.46	265,324.85	160,808.50	104,516.35
3400 - INSURANCE						
Property Insurance	1,583.33	74.00	1,509.33	23,000.00	15,856.25	7,143.75
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	0.00
3600 - UTILITIES						
Electricity	13,136.02	9,229.22	3,906.80	67,179.52	36,640.29	30,539.23
Gas	3,928.88	3,445.24	483.64	39,713.17	30,210.20	9,502.97
Water/Sewer	1,500.03	1,184.02	316.01	6,281.63	3,822.46	2,459.17
TOTAL UTILITIES	18,564.92	13,858.48	4,706.44	113,174.33	70,672.95	42,501.38
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	1,729.50	600.00	1,129.50	8,370.00	2,000.00	6,370.00
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	1,252.74	9,600.00	(8,347.26)	12,527.44	9,642.39	2,885.05
Legal Services	696.19	0.00	696.19	21,670.38	21,845.00	-174.63
Tax Collection Fees	0.00	0.00	0.00	38,054.97	40,225.34	-2,170.38
Banking Fees	764.95	332.71	432.24	4,739.72	3,815.49	924.23
TOTAL PROFESSIONAL SERVICES	4,443.38	10,532.71	(6,089.33)	85,362.50	77,528.22	7,834.28
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	11,716.91	24,649.98	(12,933.07)	195,903.94	167,995.78	27,908.16
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	3,205.36	2,061.56	1,143.80	20,967.00	13,690.80	7,276.20
Online Services	5,529.00	0.00	5,529.00	98,139.84	75,123.26	23,016.58
Collection Development Services	483.33	400.00	83.33	2,900.00	4,089.50	-1,189.50
TOTAL OTHER CONTRACTED SERVICES	9,217.70	2,461.56	6,756.14	122,006.84	92,903.56	29,103.28
TOTAL PURCHASED/CONTRACT SERVICES	109,181.88	86,906.07	22,275.81	877,943.94	620,694.66	257,249.28
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	48,967.66	31,836.75	17,130.91	299,926.89	211,010.91	88,915.98
Standing Orders/Continuations	2,417.07	3,698.64	(1,281.57)	14,502.42	9,362.38	5,140.04
Book Rentals	166.57	167.70	(1.13)	65,629.71	60,066.51	5,563.20
TOTAL NEW BOOKS	51,551.30	35,703.09	15,848.21	380,059.02	280,439.80	99,619.22
4200 - PERIODICALS						
Periodicals	252.58	0.00	252.58	1,452.36	924.06	528.30
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	10,667.94	9,136.82	1,531.12	64,007.65	37,950.90	26,056.75
Read Along Audiobooks	1,955.20	2,370.40	(415.21)	11,731.17	7,171.63	4,559.54
CD-Rom	1,235.70	3,049.86	(1,814.16)	7,414.22	6,201.11	1,213.11
Books On CD	3,935.60	2,416.78	1,518.82	23,613.57	10,713.39	12,900.18
Compact Discs	25.40	13.43	11.97	152.37	85.95	66.42
Brary Bags	125.00	70.99	54.01	750.00	708.12	41.88
TOTAL AUDIO-VISUAL MATERIALS	17,944.83	17,058.28	886.55	107,668.97	62,831.10	44,837.87
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	3,600.00	1,698.29	1,901.71	84,000.00	79,625.56	4,374.44
Online Subscriptions - Youth	555.19	0.00	555.19	3,664.26	2,108.82	1,555.44
TOTAL ONLINE LIBRARY DATABASES	4,155.19	1,698.29	2,456.90	87,664.26	81,734.38	5,929.88
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	0.00	0.00	0.00	12,204.45	12,204.45	0.00
4800 - eMATERIALS						
eBOOKS	3,952.43	1,344.99	2,607.44	359,514.44	344,758.56	14,755.88
Digital Music Services	0.00	0.00	0.00	40,000.00	39,735.00	265.00
Digital Video Services	0.00	0.00	0.00	61,905.52	50,000.00	11,905.52
TOTAL E-MATERIALS	3,952.43	1,344.99	2,607.44	461,419.96	434,493.56	26,926.40

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of June 2023 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	2,962.78	299.75	2,663.03	20,976.06	3,582.18	17,393.88
Board Game Collection	250.99	0.00	250.99	1,505.93	1,001.20	504.73
TOTAL LIBRARY MATERIALS - OTHER	3,213.76	299.75	2,914.01	22,481.99	4,583.38	17,898.61
TOTAL LIBRARY MATERIALS	81,070.09	56,104.40	24,965.69	1,072,951.00	877,210.73	195,740.27
5000 - CAPITAL OUTLAY						
Land Improvements	1,768.92	0.00	1,768.92	10,613.50	1,226.99	9,386.51
Building Improvements	10.83	0.00	10.83	65.00	0.00	65.00
Hardware	37,961.00	224.29	37,736.71	146,563.50	79,362.05	67,201.45
Software	21,435.00	0.00	21,435.00	60,018.00	6,289.52	53,728.48
Office Furniture	1,139.63	3,364.23	(2,224.60)	6,837.80	3,364.23	3,473.57
Library Furniture	8,548.77	0.00	8,548.77	51,292.61	7,085.23	44,207.39
Library Vehicle	0.00	392.32	(392.32)	75,000.00	74,823.57	176.43
TOTAL CAPITAL OUTLAY	70,864.15	3,980.84	66,883.31	350,390.41	172,151.59	178,238.82
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	233.33	2,000.00	(1,766.67)	1,400.00	2,000.00	-600.00
Trustees Dues	60.00	0.00	60.00	11,640.00	11,802.00	-162.00
TOTAL DUES & MEMBERSHIPS	293.33	2,000.00	(1,706.67)	13,040.00	13,802.00	-762.00
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	0.00	0.00	0.00	1,081.14	710.37	370.77
TOTAL TAXES AND ASSESSMENTS	0.00	0.00	0.00	1,081.14	710.37	370.77
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	223.35	57.93	165.42	1,340.12	902.12	438.00
TOTAL REFUNDS & REIMBURSEMENTS	223.35	57.93	165.42	1,340.12	902.12	438.00
7900 - MISCELLANEOUS EXPENDITURES						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER OBJECTS	516.69	2,057.93	(1,541.24)	15,461.26	15,414.49	46.77
8900 - CONTINGENCY						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
TOTAL INTERFUND	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
TOTAL GENERAL FUND	663,385.64	501,679.72	161,705.92	4,880,577.19	3,931,514.13	949,063.06

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Washington-Centerville Public Library
Expense Budget Summary
For the Month of June 2023 and Year-to-Date

FOOTNOTES

- 1 - Through the first three months, salary expenditures are just over 10% less than budgeted amounts. There are two areas that we are seeing expenditures being significantly less than anticipated. Administrative Support is nearly \$65,000 under budget for the year. This is a result of open positions in Systems, Community Relations and Human Resources. We also are seeing Library Specialist expenditures coming in lower than anticipated, partly due to the anticipated addition of a Team Leader for Creativity Commons and the loss of a Public Services Team Leader (moved to Systems)
- 2 - OPERS expenditures are coming in lower than anticipated due to the open positions that were noted in Footnote #1, coupled with the raises that were budgeted for the year.
- 3 - Insurance benefit expenditures were nearly \$8,700 less than budgeted for the month. Part of this is related to the open positions previously noted. There was also some additional budgeted amounts to account for changes in coverage types.
- 4 - Supply expenditures continue to come in significantly under budget. The actual supply expenditures for the month were close to the budgeted amounts. However, as a result of moving the site fee to "The Wall That Heals" Fund, the amounts do not appear to be close. This journal entry was for \$11,000, which would have put us at about 92.3% of the budgeted amount for the month.
- 5 - Supplies purchase for resale are nearly 33% under budgeted amounts, which points to a lot of unknowns about the needs of Creativity Commons. As we get past the year point of being open, this gives us the opportunity to further revise these amounts. I anticipate that these amounts will be reduced in the final appropriations
- 6 - Mileage expenditures for the month exceeded estimates. This item is currently being reviewed by management and has been discussed with several departments so far. We are moving to a monthly reimbursement of these amounts. We have additionally been working on the development of a new policy
- 7 - Printing and publications is significantly under what was budgeted. This is a result of the plan to print and send out the Calendar of Events being included in the amounts appropriated. However, this has not been a route that has been followed this year. This will be an item that will need to be discussed and potentially either reduced in a supplemental appropriation or redirected to another use.
- 8 - Utilities costs have been under what was estimated due to milder weather so far. The current electric delivery contract will be ending in August and the new contract should be a little closer to what is budgeted on a monthly basis.
- 9 - Speaker Stipends has continued to lag behind what was budgeted. We are working with the departments on the process of planning these events in hopes of having a better idea of when the events will occur
- 10 - Tax collection fees were greater than estimated due, in part, to the tax collection being heavier weighted toward the first half tax payments.
- 11 - Library materials as a whole have been behind estimated spending amounts. This is due largely to items that are ordered, but not delivered yet.

Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For The Month Of June 2023 And Year-To-Date

Year-to-Date - Last Three Years								
	Year to Date		\$ Change	% Change	Year to Date		\$ Change	% Change
	2023	2022			2022	2021		
GENERAL FUND:								
REVENUE								
Public Library Fund	1,507,796	1,555,539	(47,743)	-3.1%	1,555,539	1,338,259	217,280	16.2%
Operating Levy	3,065,859	2,935,318	130,541	4.4%	2,935,318	2,857,708	77,610	2.7%
Federal, State and Local Grants	-	-	-		-	-	-	
Patron Fines, Fees, Patron Supplies	58,957	58,311	646	1.1%	58,311	40,784	17,527	43.0%
Interest Income	206,440	18,622	187,818	1008.6%	18,622	16,261	2,361	14.5%
Donations	22,662	33,123	(10,461)	-31.6%	33,123	20,892	12,231	58.5%
Refunds/Reimbursements	11,752	1,526	10,225	669.9%	1,526	38,773	(37,247)	-96.1%
Miscellaneous	291	167	124	74.2%	167	(941)	1,108	-117.7%
Total Revenue	4,873,757	4,602,607	271,150	5.9%	4,602,607	4,311,736	290,871	6.7%
EXPENDITURES								
Salaries	1,275,232	1,411,548	(136,316)	-9.7%	1,411,548	1,042,261	369,287	35.4%
Retirement	293,963	308,976	(15,014)	-4.9%	308,976	236,258	72,718	30.8%
Insurance & Other Benefits	265,038	284,391	(19,352)	-6.8%	284,391	223,370	61,021	27.3%
Supplies	49,179	64,178	(14,999)	-23.4%	64,178	25,097	39,081	155.7%
Purchased / Contract Services	533,789	657,568	(123,780)	-18.8%	657,568	443,555	214,013	48.2%
Library Materials	821,106	815,714	5,392	0.7%	815,714	699,837	115,878	16.6%
Capital Outlay	168,171	174,994	(6,823)	-3.9%	174,994	66,473	108,521	163.3%
Other Expenditures	13,357	13,271	86	0.6%	13,271	10,264	3,006	29.3%
Transfers to Other Funds	10,000	3,000,000	(2,990,000)	-99.7%	3,000,000	0	3,000,000	
Total Expenditures	3,429,834	6,730,640	(3,300,805)	-49.0%	6,730,640	2,747,115	3,983,525	145.0%
Net Change in Fund Balance	1,443,923	(2,128,033)	3,571,956		-2,128,033	1,564,621	(3,692,654)	

Budget versus Actual - Month and Year-to-Date								
	Month				Year to Date			
	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)
GENERAL FUND:								
REVENUE								
Public Library Fund	310,066	286,797	(23,269)	-7.5%	1,647,659	1,507,796	(139,863)	-8.5%
Operating Levy	114,515	173,712	59,197	51.7%	2,826,835	3,065,859	239,024	8.5%
Patron Fines, Fees, Patron Supplies	8,092	11,373	3,281	40.5%	48,550	58,957	10,407	21.4%
Interest Income	4,508	32,750	28,242	626.6%	42,668	206,440	163,772	383.8%
Donations	4,914	111	(4,803)	-97.7%	20,279	22,662	2,383	11.8%
Refunds/Reimbursements	126	1,840	1,714	1360.9%	871	11,752	10,881	1249.3%
Miscellaneous	2	3	1	30.6%	271	291	20	7.3%
Total Revenue	442,223	506,586	64,363	14.6%	4,587,132	4,873,757	286,625	6.2%
EXPENDITURES								
Salaries	258,754	237,453	21,300	8.2%	1,426,435	1,275,232	151,203	10.6%
Retirement	59,543	54,287	5,257	8.8%	327,190	293,963	33,227	10.2%
Insurance & Other Benefits	60,342	51,658	8,684	14.4%	304,591	265,038	39,553	13.0%
Supplies	23,114	9,233	13,881	60.1%	101,162	49,179	51,983	51.4%
Purchased / Contract Services	109,182	86,906	22,276	20.4%	768,762	533,789	234,973	30.6%
Library Materials	81,070	56,104	24,966	30.8%	991,881	821,106	170,775	17.2%
Capital Outlay	70,864	3,981	66,883	94.4%	279,526	168,171	111,356	39.8%
Other Expenditures	517	2,058	(1,541)	-298.3%	14,945	13,357	1,588	10.6%
Transfers to Other Funds	0	0	0		0	10,000	(10,000)	
Total Expenditures	663,386	501,680	161,706	-24.4%	4,214,492	3,429,834	784,657	18.6%
Net Change in Fund Balance	(221,162)	4,906	226,068		372,641	1,443,923	1,071,282	

Washington-Centerville Public Library
Listing of Investments
For the Month Ended June 30, 2023

US BANK INVESTMENTS						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Federal Farm Credit Bank						
3133EMKW1	\$ 200,000.00	0.21%	12/21/2023	\$ 200,000.00	\$	210.00
Fannie Mae						
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$	930.00
3135G0V34	\$ 408,000.00	2.50%	2/5/2024	\$ 399,993.00	\$	10,200.00
Federal Home Loan Bank						
3130ANDU1	\$ 300,000.00	0.30%	11/16/2023	\$ 300,000.00	\$	450.00
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$	1,980.00
3130ALTL8	\$ 500,000.00	0.30%	1/23/2024	\$ 500,000.00	\$	1,500.00
3130ALD92	\$ 800,000.00	0.25%	3/15/2024	\$ 800,000.00	\$	2,000.00
3130ALD92	\$ 400,000.00	0.25%	3/15/2024	\$ 400,000.00	\$	1,000.00
3130ANHL7	\$ 800,000.00	0.40%	5/24/2024	\$ 800,000.00	\$	3,200.00
3130ASYG8	\$ 250,000.00	3.50%	8/28/2024	\$ 250,000.00	\$	8,750.00
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$	900.00
3130AUEZ3	\$ 200,000.00	5.22%	1/27/2025	\$ 200,000.00	\$	10,440.00
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	\$ 500,000.00	\$	16,650.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	\$ 500,000.00	\$	18,000.00
3130AW3Z1	\$ 500,000.00	5.00%	5/22/2026	\$ 500,069.44	\$	25,000.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$	10,500.00
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$	10,000.00
	<u>\$ 7,058,000.00</u>			<u>\$ 7,050,062.44</u>	\$	121,710.00
PNC CAPITAL						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Federal Farm Credit Bank						
3133EMKW1	\$ 240,000.00	0.21%	12/21/2023	\$ 240,061.60	\$	504.00
3133EMTD4	\$ 250,000.00	0.37%	3/15/2024	\$ 250,411.11	\$	925.00
Freddie Mac						
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$	2,700.00
Total PNC	<u>\$ 1,090,000.00</u>			<u>\$ 1,091,717.41</u>	\$	4,129.00
Total	\$ 8,148,000.00			\$ 8,141,779.85	\$	125,839.00

Washington-Centerville Public Library
Investment Schedules
For the Month Ended June 30, 2023

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2023	\$ 53,778.40	\$ 7,887.33	\$ 144,773.63	\$ 206,439.36
2022	\$ 10,857.50	\$ 2,254.16	\$ 5,590.05	\$ 18,701.71
Change - YTD	\$ 42,920.90	\$ 5,633.17	\$ 139,183.58	\$ 187,737.65

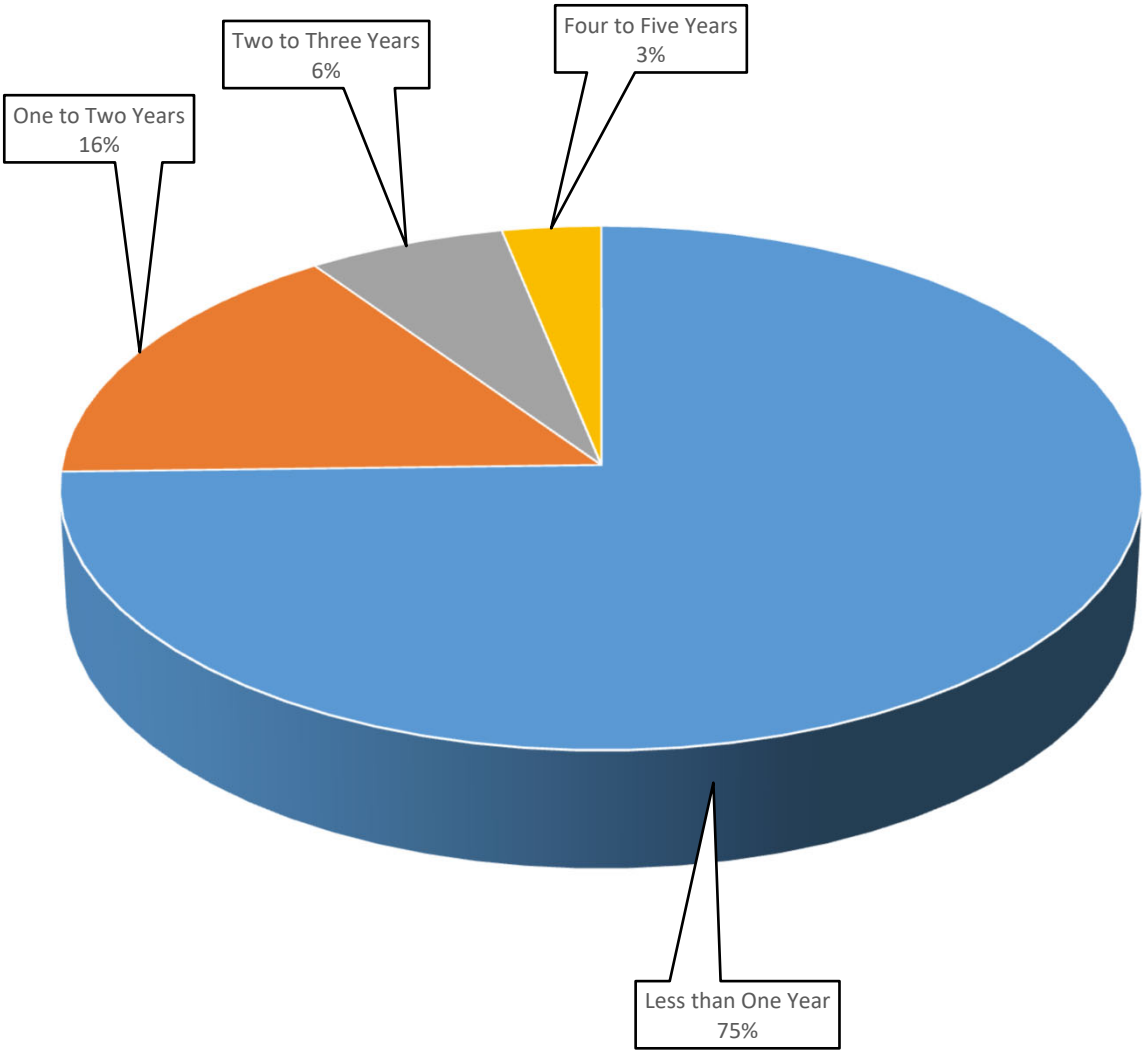
Interest Income Schedule - Next Twelve Months

	US Bank	PNC	Total
July	\$ 5,970.00	\$ -	\$ 5,970.00
August	\$ 31,765.00	\$ -	\$ 31,765.00
September	\$ 1,500.00	\$ 462.50	\$ 1,962.50
October	\$ -	\$ -	\$ -
November	\$ 21,275.00	\$ 1,350.00	\$ 22,625.00
December	\$ 675.00	\$ 252.00	\$ 927.00
January	\$ 5,970.00	\$ -	\$ 5,970.00
February	\$ 31,765.00	\$ -	\$ 31,765.00
March	\$ 1,500.00	\$ 462.50	\$ 1,962.50
April	\$ -	\$ -	\$ -
May	\$ 20,825.00	\$ 1,350.00	\$ 22,175.00
June	\$ 465.00	\$ -	\$ 465.00
	\$ 121,710.00	\$ 3,877.00	\$ 125,587.00

Investment Maturity Summary

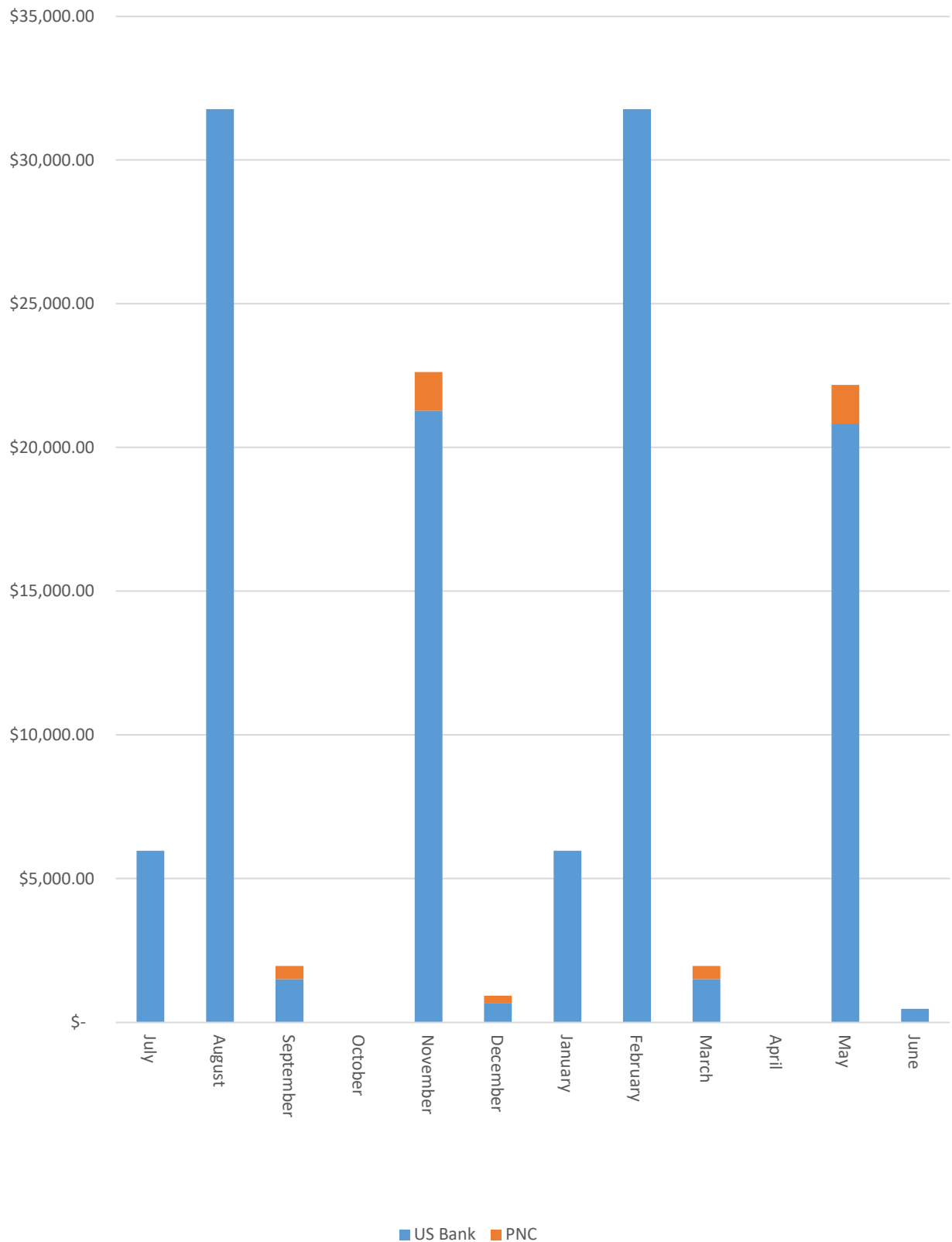
Agency	Less than One Year	One to Two Years	Two to Three Years	Four to Five Years	Total
STAR Ohio	\$ 7,133,602	\$ -	\$ -	\$ -	\$ 7,133,602
Money Market	\$ 266,868	\$ -	\$ -	\$ -	\$ 266,868
Fannie Mae	\$ 708,000	\$ -	\$ -	\$ -	\$ 708,000
Federal Farm Credit Bank	\$ 690,000	\$ -	\$ -	\$ -	\$ 690,000
Federal Home Loan Bank	\$ 2,800,000	\$ 1,850,000	\$ 1,000,000	\$ 500,000	\$ 6,150,000
Freddie Mac	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000
Total	\$ 11,598,470	\$ 2,450,000	\$ 1,000,000	\$ 500,000	\$ 15,548,470

Investment Laddering - Including STAR Ohio and PNC Money Market



■ Less than One Year ■ One to Two Years ■ Two to Three Years ■ Four to Five Years

Monthly Projected Investment Income - Next Twelve Months



APPENDED TO JULY 18, 2023 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- Addison Henderson, Shelving Assistant, 6/26/23, \$10.10 per hour
- Madeline Hodges, Shelving Assistant, 6/5/23, \$10.10 per hour
- Claudia Hahn, Shelving Assistant, 7/3/23, \$10.10 per hour
- Mathias Hahn, Shelving Assistant, 7/3/23, \$10.10 per hour

Promotions

- None

End of Provisionary

- None

Change in Status

- Debe Dockins, Community Relations Specialist, 8/27/23, \$23.68 per hour, from Community Outreach Specialist

Retirement

- None

Resignation/Termination

- Hannah Thirey, Adult Services Substitute, 6/30/23

EXPENDITURES FOR APPROVAL AT JULY MEETING
July 18, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Swab - employee mileage reimbursement	2.10
Adena Brass- band for The Wall That Heals	250.00
Allison Crews - patron refund	22.65
Amazon - books & AV materials	1,729.45
Baker & Taylor - books & AV materials	274.90
Bartlett Tree Experts - tree care @ CV	536.68
Brodart Co. - new books	32,482.26
Buckeye Pro golf Carts -golf cart rental for The Wall That Heals	500.00
Caroline Kane - patron refund	17.99
Centerville Landscaping - groundskeeping	2,500.00
Chard Snyder - Cobra admin fee	125.00
Charter Communications - utilities	815.54
Chelsea Volpenhein - patron refund	12.99
Christy Ott - employee mileage reimbursement	23.97
Cintas Corp- supplies	562.40
Coleen Pitzer - employee mileage reimbursement	8.38
Creative Impressions - time sheets	135.00
Deanna Abraham - patron refund	17.99
Darrilynn Brewster- employee mileage reimbursement	43.10
Dave Kent - employee mileage reimbursement	57.77
Dell - TBS server replacement	3,620.69
Digital Fringe - graphics	28.57
Donnellon McCarthy Enterprises - copier maintenance	1,549.07
DSS - parking lot sweeping	203.46
Gabriel Moberg - patron refund	14.96
Gleason Property Services - monthly cleaning service	12,200.00
Jenelle Allen - employee mileage reimbursement	12.05
Julie Noeth Walling Photography - photos for The Wall That Heals	250.00
June Bullock - employee mileage reimbursement	24.89
Kalina Phebus - patron refund	54.98
Kanopy - av materials	1,603.00
Kyle Knepp - employee mileage reimbursement	18.60
Kosins - chair rental for The Wall That Heals	278.05
Level 3 Communications, LLC - phone service	394.83
Library Ideas - VOX books	715.46
Marcia Wilson - patron refund	11.59
Midwest Tape - AV materials	5,554.29
Overdrive - ebooks	4,798.83

Playaway - books	1,715.07
Rieck - humidifier repairs	225.00
Robert Gurry - patron refund	14.00
Ronald Ballard - patron refund	19.95
Rumpke - waste hauling	748.24
Rush Transportation-daily delivery service	1,011.96
Shelly Peresie - employee mileage reimbursement	9.50
South Community - fees for employee assistance	202.50
Staples - office supplies	944.75
Structured Employee Benefits of Ohio - group life insurance premiums	284.89
Trigon Imaging Systems - CC consumables	327.41
Unique Management - collection service	284.30
William Menker - employee mileage reimbursement	47.82
WYSO - advertising	240.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	<hr/> 77,526.88

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #13	119,481.70
Payroll #14	115,672.82
TOTAL PAYROLL	<hr/> \$ 235,154.52

MISCELLANEOUS:

AES Ohio – utilities	6,922.74
Amazon - books & AV materials	3,354.68
AT&T – telephone service	284.63
Captain Squeegee - exterior & interior window cleaning @ WB	4,775.00
CenterPoint Energy – utilities	3,046.17
Centerville City Schools - June health insurance premium	38,806.42
Charles E. Harris & Associates - audit fees	9,600.00
Charter Communications - utilities	157.97
CoCard Marketing Group – credit card service fees	236.35
Cody Clark - program speaker	450.00
Delta Dental – July dental insurance premiums	1,561.88
Demco - book mending supplies	81.52
Digital Fringe - graphics	197.02
Health Equity – July HSA contribution	7,416.81
HomeDepot - facilities repairs	312.48
Innovative - Vega Discover and Implementation	34,366.55
Kroger - program supplies	382.52
Lowes - supplies	120.43
Mango - database subscription	2,850.00
Mike Major - speaker for Wall that Heals	100.00

Minutemen Press -shirts for Americana parade	316.94
Ohio Business Gateway - sales tax	1,112.20
Ohio Library Council - registration for library facilities conference	300.00
Ohio Newspapers - HVAC legal ad	1,889.28
OPERS – employer pick-up & match	54,286.70
Silco - fire/security alarm monitoring/backflow/smoke detector	1,099.00
Susan Cannavino - speaker stipend	125.00
The New York Times - periodical & database renewal	2,100.80
ThinkTv Network - PBS streaming services	60.00
T-Mobile - hotspots	619.86
Today's Business Solutions - annual maintenance	4,046.00
Transformations Plus - carpet cleaning service	2,530.90
United Parcel Service - shipping	30.82
U. S. Bank—employer share of Medicare	3,342.54
U. S. Bank – banking fees	304.28
U.S. Bank – program supplies, books, cataloging supplies	3,929.61
TOTAL MISCELLANEOUS	<hr/> \$ 191,117.10
GRAND TOTAL JULY MEETING	<hr/> \$ 503,798.50 <hr/>

July 2023

New Business

July 5, 2023

Ms. Liz Fultz
Washington Centerville Public Library
111 West Spring Valley Road
Centerville Ohio 45458

RE: Centerville Library Chilled Water and Control Upgrade
Tri-Tech Project #21366

Dear Liz,

On Friday June 30, 2023, we received sealed bids for the above project. One bidder provided bids.

Starco Inc. is the only bidder with a bid of Three Hundred Ninety-Eight Thousand Nine Hundred and Fifty Dollars (\$398,950.00).

Tri-Tech Associates, Inc and I have worked with Starco in the past and we have found their work to meet our expectations. Therefore, we recommend that this project be awarded to Starco Inc. at the upcoming Board meeting.

Please feel free to call and discuss if you have any questions.

Thank you,

Roger D. Butler

Roger D. Butler, PE

Sealed bids will be received by the Washington-Centerville Public Library Board of Trustees for:

Construction will start on or about August 22nd, 2023 with substantial completion on April 26, 2024.

Addendum Number	Date Received
1	6/20/2023

Bid Package 101 – GENERAL CONTRACT

ALL LABOR AND MATERIALS, for the sum of \$ 398,950.00

Sum in words: Three Hundred Ninety Eight Thousand Nine Hundred Fifty

and ⁰⁰/₁₀₀ dollars.

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BIDDER AFFIRMATION AND DISCLOSURE

Bidder acknowledges that by signing the Bid Form on the Bidder Signature and Information page, that it has read and understands the applicable Executive Orders regarding the prohibitions of performance of offshore services, locating State data offshore in any way, or purchasing from Russian institutions or companies. If awarded a Contract, the Bidder will become the Contractor and affirms that both the Contractor and its Subcontractors shall perform no services requested under this Contract outside of the United States.

The Bidder shall provide the locations where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of its Bid may cause the Bidder to be deemed non-responsive and no further consideration will be given to its Bid. If the Bidder will not be using Subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal business location of Contractor:

1147 S. Broadway St.

(Contractor Address)

Dayton OH 45417

(City, State, Zip)

Name / Principal location of business of Subcontractor(s), if known at time of Bid Opening:

(Subcontractor Name)(Address, City, State, Zip)(Subcontractor Name)(Address, City, State, Zip)(Subcontractor Name)(Address, City, State, Zip)(Subcontractor Name)(Address, City, State, Zip)

2. Location where services will be performed by Contractor (Project Sites):

111 W. Spring Valley Rd

(Address)

Centerville OH 45458

(City, State, Zip)

(Address)(City, State, Zip)

Name(s) / Location(s) where services will be performed by Subcontractors (Project Sites):

(Subcontractor Name)111 W. Spring Valley Rd Centerville OH 45458

(Address, City, State, Zip)

(Subcontractor Name)(Address, City, State, Zip)(Subcontractor Name)(Address, City, State, Zip)(Subcontractor Name)(Address, City, State, Zip)

Centerville Library Chilled Water and Control System Upgrade

3. Location where State data will be located by Contractor:

<u>1147 S. BROADWAY ST.,</u>	<u>DAYTON OH 45417</u>
(Address)	(City, State, Zip)

Locations where State data will be located by Subcontractor(s), if known at time of Bid Opening:

<u>UNKNOWN AT THIS TIME</u>	
(Subcontractor Name)	(Address, City, State, Zip)
<u></u>	<u></u>
(Subcontractor Name)	(Address, City, State, Zip)
<u></u>	<u></u>
(Subcontractor Name)	(Address, City, State, Zip)
<u></u>	<u></u>
(Subcontractor Name)	(Address, City, State, Zip)
<u></u>	<u></u>
(Subcontractor Name)	(Address, City, State, Zip)

Bidder also affirms, understands and agrees that Bidder and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Bidder or its subcontractors before, during and after execution of any Contract with the State. Bidder agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Bidder to perform the services outside the United States.

On behalf of the Bidder, I acknowledge that I am duly authorized to execute this Bid Form including this Bidder Affirmation and Disclosure form and have read and understand that this form is a part of any Contract that Bidder may enter into with the State and is incorporated therein.

**COMMITMENT TO PARTICIPATE
IN THE
EDGE BUSINESS ASSISTANCE PROGRAM**

Bidder: Mark only one option.

Use “✓” or “X” to mark option included in Bid

If marking Option B, also show percentage of proposed participation.

 Option A

Bidder commits to *meet or exceed* the advertised EDGE Participation Goal of **the Contract award amount**, calculated as a portion of the Base Bid plus all accepted Alternates, by using certified EDGE Business Enterprise(s).

Bidder agrees that if selected for consideration of the Contract, it shall provide (if not provided with the Bidder’s Bid) to the Contracting Authority, at the location required and within 3 business days after receiving notice from the Contracting Authority, its fully completed ***Bidder’s Qualification Form***, including an ***EDGE Affidavit*** form for each certified EDGE Business Enterprise proposed for use by the Bidder if awarded the Contract for this Project.

X **Option B (also indicate percentage -- see text)**

Bidder *does not meet* the advertised EDGE Participation Goal percentage, but, if awarded the Contract for this Project, *commits to provide* 4 **percent of the Contract award amount**, calculated as a portion of the Base Bid plus all accepted Alternates, by using certified EDGE Business Enterprise(s).

Bidder acknowledges it understands the requirement for it to provide and agrees to provide to the Contracting Authority, if selected for consideration of the Contract, within 3 business days after notice from the Contracting Authority, a detailed ***Demonstration of Good Faith*** form describing its efforts undertaken prior to submitting its Bid to meet the advertised EDGE Participation Goal percentage for the Contract for this Project.

Bidder commits to provide to the Contracting Authority at the location required, and within 3 days after receiving notice from the Contracting Authority, its fully completed ***Bidder’s Qualification Form***, including an ***EDGE Affidavit*** form for each certified EDGE Business Enterprise proposed for use by the Bidder if awarded the Contract for this Project.

 Option C

Bidder declares that the Bidder is a certified EDGE Business Enterprise and that if awarded this Contract, the EDGE Participation percentage will be 100 percent of the Contract award amount.

BIDDER'S CERTIFICATIONS

The Bidder hereby acknowledges that the following representations in this Bid are material and not mere recitals:

1. The Bidder has read and understands the proposed Contract Documents and agrees to comply with all requirements of the proposed Contract Documents, regardless of whether the Bidder has actual knowledge of the requirements and regardless of any statement or omission made by the Bidder, which might indicate a contrary intention.
2. The Bidder represents that the Bid is based upon the Basis of Design and Acceptable Components specified by the proposed Contract Documents.
3. The Bidder has visited the Site, become familiar with local conditions, and has correlated personal observations about the requirements of the proposed Contract Documents. The Bidder has no outstanding questions regarding the interpretation or clarification of the proposed Contract Documents.
4. The Bidder understands that the execution of the Project will require sequential, coordinated, and interrelated operations, which may involve interference, disruption, hindrance, or delay in the progress of the Bidder's Work. The Bidder agrees that the Contract Sum, as amended from time to time, shall cover all amounts due from the State resulting from interference, disruption, hindrance, or delay that is not caused by the State or its agents and employees. The Bidder agrees that any such interference, disruption, hindrance, or delay is within the contemplation of the Bidder and the State and that the Contractor's sole remedy from the State for any such interference, disruption, hindrance, or delay shall be an extension of time in accordance with the proposed Contract Documents.
5. During the performance of the Contract, the Bidder agrees to comply with Ohio Administrative Code ("OAC") Chapters 123:2-3 through 123:2-9 and agrees to incorporate the monthly reporting provisions of OAC Section 123:2-9-01 into all subcontracts on the Project, regardless of tier. The Bidder understands the State's Equal Opportunity Coordinator or the Contracting Authority may conduct pre-award and post-award compliance reviews to determine if the Bidder maintains nondiscriminatory employment practices, maintains an affirmative action program, and is exerting good faith efforts to accomplish the goals of the affirmative action program. For a full statement of the rules regarding Equal Employment Opportunity in the Construction Industry, see OAC Chapters 123:2-1 through 123:2-9.
6. The Bidder and each Person signing on behalf of the Bidder certifies, and in the case of a Bid by a joint venture each member thereof certifies as to such member's entity, under penalty of perjury, that to the best of the undersigned's knowledge and belief: **(a)** the Base Bid, any Unit Prices, and any Alternate bid in the Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such Base Bid, Unit Prices or Alternate bid with any other Bidder; **(b)** unless otherwise required by law, the Base Bid, any Unit Prices and any Alternate bid in the Bid have not been knowingly disclosed by the Bidder and shall not knowingly be disclosed by the Bidder prior to the bid opening, directly or indirectly, to any other Bidder who would have any interest in the Base Bid, Unit Prices or Alternate bid; **(c)** no attempt has been made or shall be made by the Bidder to induce any other Person to submit or not to submit a Bid for the purpose of restricting competition.
7. The Bidder understands that the Contract is subject to all the provisions, duties, obligations, remedies and penalties of Ohio Revised Code Chapter 4115 and that the Bidder shall pay any wage increase in the locality during the term of the Contract.
8. The Bidder shall execute the Agreement with the Contracting Authority, if a Contract is awarded on the basis of this Bid, and if the Bidder does not execute the Agreement for any reason, other than as authorized by law, the Bidder and the Bidder's Surety are liable to the State as provided in **Article 5** of the Instructions to Bidders.
9. The Bidder certifies that the upon the award of a Contract, as the Contractor it shall make a good faith effort to ensure that all of the Contractor's employees, while working on the Site, shall not purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way.
10. The Bidder acknowledges that it read all of the **Instructions to Bidders**, and in particular, **Section 2.10 - Submittals With Bid Form**, and by submitting its Bid certifies that it has read the Instructions to Bidders and it understands and agrees to the terms and conditions stated in them.

Centerville Library Chilled Water and Control System Upgrade

11. The Bidder agrees to furnish any information requested by the Contracting Authority or Architect/Engineer to evaluate the responsibility of the Bidder.
12. The Bidder agrees to furnish the submittals required by **Section 6.1** of the **Instructions to Bidders** for execution of the Agreement within 10 days of the date of the Notice of Intent to Award.
13. When the Bidder is a corporation, partnership or sole proprietorship, an officer, partner or principal of the Bidder, as applicable, shall print or type the legal name of the Bidder on the line provided, and **sign the Bid Form**.
14. When the Bidder is a joint venture, an officer, partner or principal, as applicable, of each member of the joint venture shall print or type the legal name of the applicable member on the line provided, and **sign the Bid Form**.
15. Bidder acknowledges that by signing the Bid Form on the following Bidder Signature and Information page that it is signing the actual Bid and when submitted as a part of its bid package, shall serve as the Bidder's authorization for the further consideration and activity in the bidding and contract process.
16. All signatures must be original.

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BIDDER SIGNATURE AND INFORMATION

Bidder's Authorized Signature:



Please print or type the following:

Name of Bidder's Authorized Signatory	Howard L. Krisher
Title:	President
Company Name:	Starco, Inc.
Mailing Address:	PO BOX 170160
	DAYTON OH 45417-0160
Telephone Number:	937/461-2422
Facsimile Number:	937/461-2922
Email Address:	hkrisher@starco-inc.com
State of Incorporation:	OHIO
Federal Tax ID Number:	31-0594900
Date enrolled in an OBWC-approved DFSP (month/date/year):	03 / 18 / 2003
Contact person for Contract processing:	Howard L. Krisher
President's or Chief Executive Officer's Name / Title:	Howard L. Krisher, President

JOINT VENTURE ADDITIONAL BIDDER SIGNATURE & INFORMATION

Joint Venture Bidder's Authorized Signature:

Please print or type the following:

Name of Joint Venture Bidder's Authorized Signatory	_____
Title:	_____
Company Name:	_____
Mailing Address:	_____

Telephone Number:	_____
Facsimile Number:	_____
Email Address:	_____
State of Incorporation:	_____
Federal Tax ID Number:	_____
Date enrolled in an OBWC-approved DFSP (month/date/year):	____ / ____ / ____
Contact person for Contract processing:	_____
President's or Chief Executive Officer's Name / Title:	_____

END OF DOCUMENT

RESOLUTION TO RESCIND THE OPERS CONTRIBUTION PICK-UP PLAN AND TO
INCREASE PAY RATES BY 10% FOR ALL ELIGIBLE EMPLOYEES EFFECTIVE
JANUARY 1, 2024

RESOLUTION NO. 023-015

WHEREAS, effective December 20, 1998, the Board of Library Trustees resolved to “pick-up” (assume and pay) the statutorily required contributions of such covered employees to the Public Employees Retirement System of Ohio; and

WHEREAS, it is now the desire of the management of the Washington-Centerville Public Library to eliminate this “pick-up” of contributions, and to increase the wages of all covered employees.

NOW THEREFORE BE IT RESOLVED BY BOARD OF LIBRARY TRUSTEES OF THE WASHINGTON-CENTERVILLE PUBLIC LIBRARY, THAT:

SECTION 1: Resolution No. 99-001 is hereby rescinded, effective January 1, 2024.

SECTION 2: Effective January 1, 2024, the pick-up of statutorily required contributions to the Public Employees Retirement System of Ohio shall be eliminated. At that time, the contributions will become the responsibility of each individual employee.

SECTION 3: Resolution No. 99-001 modified the method of payment of salary to employees who are participants in PERS to provide for a salary reduction pick-up of employee contributions to PERS. With the elimination of this pick-up, all fully benefited employees will automatically have their wages increased by 10%.

SECTION 4: The Fiscal Officer is authorized to implement the provisions of this resolution for those individuals noted in Section 3, including the transmitting of this information to the Public Employees Retirement System of Ohio

Adopted July 18, 2023

President

Secretary

RESOLUTION NO. 99-001
 AUTHORIZATION FOR THE WASHINGTON-CENTERVILLE
 PUBLIC LIBRARY TO PICK UP THE STATUTORILY
 REQUIRED CONTRIBUTION TO THE PUBLIC EMPLOYEES
 RETIREMENT SYSTEM OF OHIO, FOR THE EMPLOYEES
 OF THE WASHINGTON-CENTERVILLE PUBLIC LIBRARY
 PURSUANT TO I.R.C. SECTION 414 (H) (2)

WHEREAS, pursuant to federal and Ohio laws, the employees of the Washington-Centerville Public Library could defer the federal and state income taxes on a portion of their wages or salaries if the Washington-Centerville Public Library would "pick up" (assume and pay) the statutorily required contribution by such elected officials and covered employees to the Public Employees Retirement System of Ohio; and

WHEREAS, the Washington-Centerville Public Library will not incur any additional costs in the deferment of federal and state income taxes.

NOW THEREFORE BE IT RESOLVED BY THE WASHINGTON-CENTERVILLE PUBLIC LIBRARY, THAT:

SECTION 1: Effective December 20, 1998 the full amount of the statutorily required contributions to the Public Employees Retirement System of Ohio shall be withheld from the gross pay of each person within any of the classes established in Section 2 herein and shall be "picked up" (assumed and paid to the Public Employees Retirement System of Ohio) by the Washington-Centerville Public Library. This "pick up" by the Washington-Centerville Public Library is, and shall be designated as, public employee contributions and shall be in lieu of contributions to the Public Employees Retirement System of Ohio by each person within any of the classes established in Section 2 herein. No person subject to this "pick up" shall have contributions to the Public Employees Retirement System of Ohio directly instead of having it "picked up" by the Washington-Centerville Public Library or of being excluded from the "pick up".

The Washington-Centerville Public Library shall, in reporting and making remittance to the Public Employees Retirement System of Ohio report that the public employee's contribution for each person subject to this "pick up" has been made as provided by the statute.

SECTION 2: The "pick up" by the Washington-Centerville Public Library provided by this Resolution shall apply to all persons that:

Are employees of the Washington-Centerville Public Library who are or become contributing members of the Public Employees Retirement System of Ohio.

SECTION 3: The Washington-Centerville Public Library's method of payment of salary to employees who are participants in PERS is hereby modified as follows, in order to provide for a salary reduction pick-up of employee contributions to PERS.

SECTION 4: The total salary for each employee shall be the salary otherwise payable under the Library policies. Such total salary of each employee shall be payable by the Washington-Centerville Public Library in two parts: (a) deferred salary and (b) cash salary. An employee's deferred salary shall be equal to that percentage of that employee's total salary which is required from time to time by PERS to be paid as an employee contribution by that employee, and shall be paid by the Washington-Centerville Public Library to PERS on behalf of that employee as a pick-up and in lieu of the PERS employee contribution otherwise payable by that employee. An employee's cash salary shall be equal to that employee's total salary less the amount of the pick-up for that employee, and shall be payable, subject to applicable payroll deductions, to that employee. The Washington-Centerville Public Library shall compute and remit its employer contributions to PERS based upon an employee's total salary. The total combined expenditures of the Washington-Centerville Public Library for such employees' total salaries payable under applicable Library policies and the pick-up provisions of this Resolution shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

SECTION 5: The Treasurer and/or the Clerk are hereby authorized and directed to implement the provisions of this Resolution to institute the "pick up" of the statutorily required contributions to the Public Employees Retirement System of Ohio for those persons reflected in Section 2 herein so as to enable them to obtain the result in federal and state tax deferments and other benefits.

Adopted January 12, 1999

Bonnie K. Mathies
President

Attest:


Clerk-Treasurer

June 2023

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	62,268	66,682	7.1%	44,279	46,115	4.1%	2	5	150.0%	106,549	112,808	5.9%
Digital Circulation										31,526	37,118	17.7%
SearchOhio Borrowed										1,301	1,360	4.5%
Total Circulation										139,376	151,286	8.5%
APPLICANT REGISTRATION												
Total Registrations	427	440	3.0%	260	253	-2.7%	12	22	83.3%	699	715	2.3%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										34,220	33,386	-2.4%
Montgomery County										21,215	19,334	-8.9%
Other County										11,024	10,975	-0.4%
Other										59	60	1.7%
Total Library Cardholders										66,518	63,755	-4.2%
VISITORS												
Building Visitors	18,985	21,464	13.1%	12,723	13,796	8.4%	1,023	1,479	44.6%	32,731	36,739	12.2%
Website Visitors										74,410	67,507	-9.3%
Total Building / Website Visitors										107,141	104,246	-2.7%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	4,411	4,208	-4.6%	3,397	3,439	1.2%	674	1,069	58.6%	8,482	8,716	2.8%
PROGRAMS												
Adult/General Programs	4	1	-75.0%	17	1	-94.1%	4	4	0.0%	45	6	-86.7%
Adult/General Program Attendees	23	15,834	68743.5%	11,415	10,256	-10.2%	192	17	-91.1%	12,088	26,107	116.0%
Children's Programs	12	28	133.3%	13	21	61.5%	0	0	#DIV/0!	36	66	83.3%
Children's Program Attendees	397	921	132.0%	373	600	60.9%	0	0	#DIV/0!	1,099	2,008	82.7%
Teen Programs	9	0	-100.0%	1	0	-100.0%	0	0	#DIV/0!	10	0	-100.0%
Teen Program Attendees	247	0	-100.0%	7	0	-100.0%	0	0	#DIV/0!	254	0	-100.0%
Total Library Programs	25	29	16.0%	31	22	-29.0%	4	4	0.0%	91	72	-20.9%
Total Library Program Attendees	667	16,755	2412.0%	11,795	10,856	-8.0%	192	17	-91.1%	13,441	28,115	109.2%
ELECTRONIC DATABASE USAGE												
	Users/Month			Queries/Month								
Library-Owned Databases*	1,707	1,013	-40.7%	3,029	2,887	-4.7%						
OPLIN Databases*				3,268	232	-92.9%						
Total All Databases	1,707	1,013	-40.7%	6,297	3,119	-50.5%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	17,296	18,202	5.2%	12,577	13,332	6.0%	0	3	#DIV/0!	29,873	31,537	5.6%
Juvenile Books	27,003	30,267	12.1%	18,315	18,839	2.9%	0	2	#DIV/0!	45,318	49,108	8.4%
Off Line Transactions										21	6	-71.4%
Periodicals	2,112	1,929	-8.7%	1,199	1,431	19.3%	0	0	#DIV/0!	3,311	3,360	1.5%
Young Adult Books	2,303	2,242	-2.6%	1,642	1,743	6.2%	0	0	#DIV/0!	3,945	3,985	1.0%
Total Print Circulation	48,714	52,640	8.1%	33,733	35,345	4.8%	0	5	#DIV/0!	82,468	87,996	6.7%
AV CIRCULATION												
Audiobooks	2,112	2,536	20.1%	2,058	2,073	0.7%				4,170	4,609	10.5%
Movies (DVDs/Blu-rays)	10,489	10,324	-1.6%	7,788	7,505	-3.6%				18,277	17,829	-2.5%
Music (Compact Discs)	443	393	-11.3%	376	489	30.1%				819	882	7.7%
Juvenile Tablets	307	427	39.1%	222	394	77.5%				529	821	55.2%
Total AV Circulation	13,351	13,680	2.5%	10,444	10,461	0.2%				23,795	24,141	1.5%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	144	#DIV/0!	0	121	#DIV/0!	0	0	#DIV/0!	0	265	#DIV/0!
Brary Bags	92	99	7.6%	39	56	43.6%				131	155	18.3%
Hotspots	16	14	-12.5%	18	22	22.2%	0	0	#DIV/0!	34	36	5.9%
Maker Kits	74	63	-14.9%	45	72	60.0%	2	0	-100.0%	121	135	11.6%
Streaming Devices (added Sept 2022)	0	42	#DIV/0!	0	38	#DIV/0!	0	0	#DIV/0!	0	80	#DIV/0!
Total Special Collections Circulation	182	362	98.9%	102	309	202.9%	2	0	-100.0%	286	671	134.6%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	29,032	29,296	0.9%	21,031	21,912	4.2%	2	3	50.0%	50,065	51,211	2.3%
Juvenile Circulation	30,883	35,072	13.6%	21,546	22,409	4.0%	0	2	#DIV/0!	52,429	57,483	9.6%
Young Adult Circulation	2,353	2,320	-1.4%	1,702	1,794	5.4%	0	0	#DIV/0!	4,055	4,114	1.5%
Total Physical Circulation	62,268	66,688	7.1%	44,279	46,115	4.1%	2	5	150.0%	106,549	112,808	5.9%
DIGITAL CIRCULATION												
eAudiobooks										10,072	14,015	39.1%
eBooks										18,478	19,504	5.6%
eMusic										258	315	22.1%
eVideo										1,640	2,079	26.8%
eZines (Digital Magazines)										1,078	1,205	11.8%
Total Digital Circulation										31,526	37,118	17.7%

*NOTES: ELECTRONIC DATABASES: Some database statistical reporting is delayed. Full reporting is available the following month.

CREATIVITY COMMONS: May 25, 2022 - Soft Opening; June 16, 2022 - Grand Opening

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	330,630	355,647	7.6%	234,734	251,833	7.3%	2	29	#####	565,366	607,509	7.5%
Digital Circulation										187,046	217,118	16.1%
SearchOhio Borrowed										6,751	8,093	19.9%
Total Circulation										759,163	832,720	9.7%
APPLICANT REGISTRATION												
Total Registrations	1,797	2,134	18.8%	1,025	1,227	19.7%	12	53	341.7%	2,834	3,414	20.5%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										34,220	33,386	-2.4%
Montgomery County										21,215	19,334	-8.9%
Other County										11,024	10,975	-0.4%
Other										59	60	1.7%
Total Library Cardholders										66,518	63,755	-4.2%
VISITORS												
Building Visitors	95,609	108,946	13.9%	63,769	74,925	17.5%	1,766	7,514	325.5%	161,144	191,385	18.8%
Website Visitors										400,355	377,584	-5.7%
Total Building / Website Visitors										561,499	568,969	1.3%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	17,744	17,676	-0.4%	14,103	15,498	9.9%	770	5,459	609.0%	32,617	38,633	18.4%
PROGRAMS												
Adult/General Programs	36	38	5.6%	114	93	-18.4%	7	47	571.4%	249	258	3.6%
Adult/General Program Attendees	232	30,486	#####	32,700	58,861	80.0%	595	640	7.6%	35,295	91,704	159.8%
Children's Programs	26	163	526.9%	24	113	370.8%	0	0	#DIV/0!	132	420	218.2%
Children's Program Attendees	592	3,806	542.9%	493	2,885	485.2%	0	0	#DIV/0!	3,205	10,106	215.3%
Teen Programs	27	27	0.0%	12	12	0.0%	0	0	#DIV/0!	40	40	0.0%
Teen Program Attendees	607	401	-33.9%	86	121	40.7%	0	0	#DIV/0!	818	584	-28.6%
Total Library Programs	89	228	156.2%	150	218	45.3%	7	47	571.4%	421	718	70.5%
Total Library Program Attendees	1,431	34,693	2324.4%	33,279	61,867	85.9%	595	640	7.6%	39,318	102,394	160.4%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	10,743	10,641	-0.9%	19,182	19,441	1.4%						
OPLIN Databases				21,307	12,859	-39.6%						
Total All Databases	10,743	10,641	-0.9%	40,489	32,300	-20.2%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	97,735	102,942	5.3%	69,384	75,262	8.5%	0	23	#DIV/0!	167,119	178,227	6.6%
Juvenile Books	135,114	152,831	13.1%	91,585	101,269	10.6%	0	6	#DIV/0!	226,699	254,106	12.1%
Off Line Transactions										93	36	-61.3%
Periodicals	12,296	10,892	-11.4%	7,192	7,322	1.8%	0	0	#DIV/0!	19,488	18,214	-6.5%
Young Adult Books	10,578	10,842	2.5%	6,635	7,681	15.8%	0	0	#DIV/0!	17,213	18,523	7.6%
Total Print Circulation	255,723	277,507	8.5%	174,796	191,534	9.6%	0	29	#DIV/0!	430,612	469,106	8.9%
AV CIRCULATION												
Audiobooks	10,119	11,946	18.1%	9,689	10,275	6.0%				19,808	22,221	12.2%
Movies (DVDs/Blu-rays)	59,205	59,631	0.7%	46,087	44,033	-4.5%				105,292	103,664	-1.5%
Music (Compact Discs)	3,108	2,508	-19.3%	2,433	2,686	10.4%				5,541	5,194	-6.3%
Juvenile Tablets	1,506	1,938	28.7%	1,072	1,781	66.1%				2,578	3,719	44.3%
Total AV Circulation	73,938	76,023	2.8%	59,281	58,775	-0.9%				133,219	134,798	1.2%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	888	#DIV/0!	0	559	#DIV/0!	0	0	#DIV/0!	0	1,447	#DIV/0!
'Brary Bags	411	470	14.4%	275	317	15.3%				686	787	14.7%
Hotspots	100	102	2.0%	118	94	-20.3%	0	0	#DIV/0!	218	196	-10.1%
Maker Kits	365	452	23.8%	264	375	42.0%	2	0	-100.0%	631	827	31.1%
Streaming Devices (added Sept 2022)	0	205	#DIV/0!	0	179	#DIV/0!	0	0	#DIV/0!	0	384	#DIV/0!
Total Special Collections Circulation	876	2,117	141.7%	657	1,524	132.0%	2	0	-100.0%	1,535	3,641	137.2%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	167,706	170,067	1.4%	122,121	125,429	2.7%	2	23	#####	289,829	295,519	2.0%
Juvenile Circulation	152,152	174,502	14.7%	105,777	118,482	12.0%	0	6	#DIV/0!	257,929	292,990	13.6%
Young Adult Circulation	10,772	11,114	3.2%	6,836	7,922	15.9%	0	0	#DIV/0!	17,608	19,036	8.1%
Total Physical Circulation	330,630	355,683	7.6%	234,734	251,833	7.3%	2	29	#####	565,366	607,545	7.5%
DIGITAL CIRCULATION												
eAudiobooks										58,355	82,149	40.8%
eBooks										109,601	113,794	3.8%
eMusic										1,818	1,745	-4.0%
eVideo										11,172	12,048	7.8%
eZines (Digital Magazines)										6,100	7,382	21.0%
Total Digital Circulation										187,046	217,118	16.1%