

REGULAR DECEMBER MEETING
December 21, 2021

The regular December meeting of the Board of Library Trustees of the Washington-Centerville Public Library was held at the Centerville Library. The meeting was called to order at 6:59 P.M. The roll call vote was as follows: Mr. Bowling, Absent; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also Ms. Fultz, Library Director; Mr. Monteith, Fiscal Officer, Ms. Robinson, Human Resources Manager, and members of the public.

HEARING OF PUBLIC - None

COMMITTEE REPORTS

Executive Committee – Executive Session

- Mrs. Herrick moved, and Mr. Hanseman seconded a motion to enter into Executive Session to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee(s).

Roll Call Vote: Mr. Bowling, Absent; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes;

The Board entered into Executive Session at 7:01 PM

At 7:33 P.M., the President returned the meeting to open session.

Resolution No. 021-025 – 3% Increase in Salaries and Ranges for Non-Bargaining Unit Employees

Effective January 2, 2022, there will be a 3% COLA for all current non-bargaining unit employees, except shelving assistants, and a 3% increase in the associated ranges (minimum and maximum). For any employee at the range maximum, a one-time payment of the difference will be made. Additionally, the Board will review the ranges again in the spring.

Mrs. Herrick moved to approve the resolution, and Mr. Carr seconded the motion.

Roll Call Vote: Mr. Bowling, Absent; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes;

Resolution is approved.

Resolution No. 021-026 – 3% Increase in Salaries and Ranges for Bargaining Unit Employees

The Board will consult with legal counsel to ascertain if a similar voluntary COLA can be given to bargaining unit employees, and increase in the associated ranges (minimum and maximum). For any employee at the range maximum, a one-time payment of the difference will be made.

Mrs. Herrick moved to approve the resolution, and Mr. Carr seconded the motion. Roll Call Vote: Mr. Bowling, Absent; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes;

Resolution is approved.

Finance Committee:

- Resolution No. 021-022 – 2022 Annual Appropriation. Mr. Monteith reported that the Finance Committee of the Library Board and the Financial Advisory Committee met December 13, 2021 to review the 2022 annual appropriation. The Finance Committee did not have a quorum for that meeting. Therefore, the appropriations must be reviewed by the Board and approved.

Income

PLF – Estimate for the Public Library Fund is just short of \$2.7 million for fiscal year 2022. This amount is in line with what has been collected for 2021.

Operating Levy – This is estimated at just short of \$5.2 million for fiscal year 2022. This includes property taxes and the associated state grants. This amount is based on a 95% collection rate. However, we are generally closer to 100%. So this is the difference between what was collected for 2021 and what we are estimating for 2022.

Other Funds – You will see \$3 million in transfers coming to the Building and Permanent Improvement funds from the General Fund. Mrs. Herrick asked what these funds are to be used for. Mr. Monteith responded that we are planning to take a look at these funds in the near future, with the hopes of defining what their purpose is, and what expenditures can be made from these funds.

Expenses

-The 2022 appropriations are \$11,212,149 for all funds

There is a significant increase over the budget approved in June due to increases that were made in the budget to salaries and associated benefits. Salaries and benefits increased by 11% from the June budget due to raises, hiring of additional position. Supplies went up 7%, related to supplies for Maker Space. Purchase/Contract Service has gone up due to increases in janitorial services, budgeting for a moderate amount of snow, and migration to Microsoft 365 resulting in a 13% increase. Library materials increased by 4% due to a move to electronic materials and maker space equipment. 3% increase in capital outlay due to the firewall. There is also a \$3,000,000 transfer out of the General Fund.

Mr. Carr moved, Mrs. Herrick seconded and the Board accepted Resolution No. 021-022 – 2021 Annual Appropriation, attached to and made a part of these minutes. The roll call vote resulted as follows: Mr. Bowling, Absent; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

Nominating Committee:

- Recommendation for 2022 Board Officers. Mrs. Herrick reported the Nominating Committee met on December 21, 2021 and made the following recommendation for the 2021 Library Board officers:
 - President – Liz Cline
 - Vice-President – Barbara Denison

- Secretary – Randy Bowling
- Fiscal Officer – John Monteith

Mr. Carr moved, Mr. Nunna seconded and the Board approved a motion to appoint the 2021 Library Board officers as recommended. All in Favor, Unanimous.

DIRECTOR’S REPORT – Ms. Fultz reported on the following:

- **FACILITIES**

- ❖ Centerville Library
 - HVAC recommendation from engineer
- ❖ Woodbourne Library
 - Boiler parts estimate
 - \$22,572 to have replacement parts on hand
 - \$61,900 to add second boiler

Mr. Hanseman motioned to establish a spare part collection for the Woodbourne boiler system, and to authorize the Director to purchase said spare parts, in an amount up to \$25,000. Mrs Herrick seconded the motion. Mr. Carr abstained from the vote, with the remaining members voting for the motion. Motion carries.

- ❖ Both
 - New carpet cleaners – cost savings of \$18,400 annually

- **PERSONNEL**

- ❖ Community Relations & Development Manager position

- **COLLECTIONS/SERVICES/PROGRAMS**

- ❖ Policy for board game collection

Mr. Carr moved to approve the Board Game Policy as distributed, Mr. Nunna seconded the motion. All voted in favor – motion carries

- ❖ Received large shipment of books – over 100 boxes
- ❖ Over 11,000 COVID tests distributed since September

- **OTHER**

- ❖ School Board re-appointed Liz Cline;
- ❖ Seeking candidates for open position; interview questions, if needed
- ❖ Friends grant requests presented for 2022 – total of \$21,890
- ❖ Donation for \$2,800 received from the Yeck Family Foundation for the butterfly garden at Woodbourne Library

CONSENT AGENDA – Resolution No. 021-023 – Consent Agenda.

Mr. Hanseman moved, Mrs. Herrick seconded and the Board adopted Resolution No. 021-023, a consent agenda approving the following action items:

- Approval of November 16th Regular Board Meeting and November 23rd Special Meeting Minutes

- November Financial Statement, Notes to the November Financial Statement and Investment Report (appended to these Minutes)
- Payment of December Expenditures (appended to these Minutes)
- Personnel Items (appended to these Minutes)

The roll call vote resulted as follows: Mr. Bowling, Absent; Mr. Carr, Yes but abstain from payments to Buck Run, Centerville Landscaping, Garber Connect, Rieck Services, and The New York Times; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

Report on the Montgomery County Auditor's Annual Update.

Approval of 2022 Board Calendar. Mr. Monteith referred to the 2022 Calendar that was sent in their packet (appended to Minutes).

Mrs. Herrick moved, Mrs. Denison seconded and the Board approved the motion for the 2022 board calendar as included in the meeting packet and made a part of these minutes. All in Favor, Unanimous.

Approval of the Memorandum of Understanding – Maker Space: Mr. Carr moved that the Board approve the Memorandum of Understanding, striking the word non-binding in the second line, subject to Washington Township making that same change. Mr. Nunna. All in favor, motion carries.

Resolution No. 021-024 – Appropriation Transfer and Approval of Then & Now Certificate – Mrs. Herrick moved, Mrs. Denison seconded the approval of the resolution, as appended to these minutes.

Roll Call Vote: Mr. Bowling, Absent; Mr. Carr, Abstain; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes; Resolution is approved.

Approval of Meeting Time Change – Mrs. Herrick moved that the January 18, 2022 meeting be moved to 6:00 pm. Mr. Carr seconded the motion. All in favor, motion passes

OTHER

Mr. Hanseman moved for adjournment at 8:30 P.M.

President

Secretary

RESOLUTION NO. 021-022
2022 ANNUAL APPROPRIATIONS
Washington-Centerville Public Library

Resolution No. 021-022: 2022 Annual Appropriation Resolution. Mr. Carr moved, Mrs. Herrick seconded and the Board approved Resolution No. 021-022, the 2022 Annual Appropriation Resolution. The roll call vote resulted as follows:

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| Mr. Bowling | ABSENT | Mr. Hanseman | YES |
| Mr. Carr | YES | Mrs. Herrick | YES |
| Mrs. Cline | YES | Mr. Nunna | YES |
| Mrs. Denison | YES | | |

Be it resolved by the Board of Library Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio, that to provide for current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2022, the following sums be and the same are hereby set aside and appropriated for several purposes which expenditures are to be made:

101 - GENERAL FUND

| | | | |
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| 1000 | SALARIES AND BENEFITS | | |
| 1100 | Salaries and Leave Benefits | | \$ 3,248,409 |
| 1400 | Retirement Benefits | | 748,939 |
| 1600 | Insurance Benefits | | 734,101 |
| 1900 | Other Employee Benefits | | 2,955 |
| | TOTAL SALARIES AND BENEFITS | | 4,734,404 |
| 2000 | SUPPLIES | | |
| 2100 | General Administrative Supplies | | 136,220 |
| 2200 | Property Maintenance/Repair Supplies | | 2,000 |
| 2500 | Supplies Purchased for Resale | | 1,100 |
| | TOTAL SUPPLIES | | 139,320 |
| 3000 | PURCHASED/CONTRACT SERVICES | | |
| 3100 | Travel & Meeting Expenses | | 18,920 |
| 3200 | Communication/Printing/Publicity | | 76,755 |
| 3300 | Property Maintenance/Repair/Security | | 481,050 |
| 3400 | Insurance | | 24,500 |
| 3500 | Rents / Leases | | 5,000 |
| 3600 | Utilities | | 170,900 |
| 3700 | Professional Services | | 133,000 |
| 3800 | Software Maintenance | | 255,050 |
| 3900 | Other Contract/Purchased Services | | 196,800 |
| | TOTAL PURCHASED/CONTRACT SERVICES | | 1,361,975 |

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| 4000 | LIBRARY MATERIALS | |
| 4100 | Books | 505,000 |
| 4200 | Periodicals | 25,000 |
| 4300 | Audio/Visual Materials | 169,300 |
| 4500 | Online Library Databases | 129,000 |
| 4800 | eProducts | 571,000 |
| 4900 | Library Materials - Other | 25,000 |
| | TOTAL LIBRARY MATERIALS | 1,424,300 |
| 5000 | CAPITAL OUTLAY | |
| 5100 | Land | 0 |
| 5200 | Land Improvements | 25,000 |
| 5300 | Buildings | 0 |
| 5400 | Building Improvements | 35,000 |
| 5500 | Furniture/Equipment | 282,550 |
| | TOTAL CAPITAL OUTLAY | 342,550 |
| 7000 | OTHER OBJECTS | |
| 7100 | Dues & Memberships | 13,000 |
| 7200 | Taxes & Assessments | 900 |
| 7500 | Refunds / Reimbursements | 600 |
| | TOTAL OTHER OBJECTS | 14,500 |
| 8000 | CONTINGENCY | |
| 8900 | Contingency | 100,000 |
| 9000 | INTERFUND TRANSFERS | |
| 9900 | Transfers Out | 3,000,000 |
| | TOTAL GENERAL FUND | \$ 11,117,049 |

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| 102 - UNCLAIMED FUNDS |
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| 8700 | Refunds / Reimbursements | \$0 |
| | TOTAL UNCLAIMED FUNDS | \$0 |

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| 401 - BUILDING FUND |
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|------|-------------------|-----|
| 5100 | Land | \$0 |
| 5200 | Land Improvements | 0 |
| 5300 | Buildings | 0 |

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|----------------------------|-----------------------|------------|
| 5400 | Building Improvements | 0 |
| 5500 | Furniture/Equipment | 0 |
| TOTAL BUILDING FUND | | \$0 |

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| 450 - PERMANENT IMPROVEMENT - ILS FUND |
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| 5500 | Hardware/Software | \$ 65,000 |
| TOTAL PERMANENT IMPROVEMENT - ILS FUND | | \$ 65,000 |

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| 451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND |
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| 3000 | PURCHASED / CONTRACTED SERVICES | |
| 3300 | Property Maintenance/Repair/Security | \$ 4,000 |
| 5000 | CAPITAL OUTLAY | |
| 5500 | Hardware/Software | 20,400 |
| TOTAL PERMANENT IMPROVEMENT - TECHNOLOGY FUND | | \$ 24,400 |

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| 898 - GOOD LIFE PRIVATE PURPOSE FUND |
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| 2000 | SUPPLIES | |
| 2100 | Office & Program Supplies | \$ 5,500 |
| 3000 | PURCHASED/CONTRACT SERVICES | |
| 3200 | Communications / Printing / Publicity | 200 |
| 3900 | Other Contract / Purchased Services | - |
| TOTAL GOOD LIFE PRIVATE PURPOSE FUND | | \$ 5,700 |

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| GRAND TOTAL APPROPRIATION - ALL FUNDS | \$ 11,212,149 |
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I hereby certify that the foregoing is a true copy of the 2022 Annual Appropriation Resolution approved by the Board of Library Trustees at the regular December meeting held December 21, 2021.


 Elizabeth M. Clonie
 President
 Washington-Centerville Public Library
 District, Montgomery County, Ohio