

ATTACHMENTS FOR NOVEMBER 14, 2023 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

	<u>Page #</u>
• Director's Activities	1
• Human Resources Recommendations	3-10
• Minutes from October 17, 2023 Meeting	12-21
• Fiscal Officer's Report:	
○ Monthly Cash Position	23
○ Monthly Revenue Statement	24-25
○ Revenue Budget Statement	26-27
○ Monthly Expense Account Status	28-31
○ Expense Budget Summary – General Fund	32-35
○ Monthly Summary Statements	36
○ March Investment Report	37-40
○ Personnel Action Appendix	41
○ September Bill List	42-44
• New Business	
○ <u>Resolution No. 023-020</u> : Advance Request for Taxes Collected	46-47
• Monthly Statistics	49-50

Library Operations

- Centerville Library renovation
 - Attended Long-Range Facilities Committee meeting and communicated decisions to attorney
- Continued to review and discuss things that need to be done at Congress Park
- Set up for election day
- Worked two Sundays
- Discussion with Foundation Committee

Communication

- Responded to further questions about appropriateness of certain children's books and how books are selected for purchase
- Sent communication on policy updates
- Responded to 1st Amendment Auditor
- Discussed jobs in the library with someone looking for a new career

Community / Professional Involvement

- Friends
 - Attended trivia
 - Attended meeting – discussing future of book sales
 - Assisted with book sale – working membership table and counting money
 - Moved boxes of books to storage unit
- Attended City's Leadership Forum
- Attended Joint Public Entities meeting, providing library update
- Attended OLC's Legislative Network meeting
- Met with other local area Directors twice
- Attended Taft's Labor Relations update
- Talked with DI team from CHS to answer questions for their service project

Vacation – 10/13, 10/25, 11/1 – 11/3

November 2023

Human Resources Recommendations

HUMAN RESOURCES REPORT - 2024 BENEFITS

2023 Changes

House Bill 33

House Bill 33 was signed into law by Governor DeWine in July 2023. A provision of the bill amended Section 1751.14 of Ohio Revised Code by modifying existing termination of coverage provisions in health plans for dependent children. The Affordable Care Act already extends medical coverage to dependent children to age 26. With HB 33, coverage for dental and vision plans will also be extended to unmarried children up to age 26 at the subscriber's request.

IRS Changes

The IRS announced in May 2023 that the contribution limits for Health Savings Accounts (HSA) will increase by \$300 for single coverage and \$550 for family coverage in 2024. The 2024 annual limits are \$4,150 for single and \$8,300 for family. No change in additional catch-up contribution of \$1,000 for those aged 55 or older.

In 2024, the minimum deductible for high-deductible health plans (HDHP) increased to \$1,600 for single coverage and \$3,200 for family. Our deductibles are set at \$2,000 for single and \$4,000 for family coverage.

Impact to Insurance Plans

Centerville City Schools confirmed a 0% increase for medical premiums for 2024. There are no plan changes for Anthem health plan. Based on current medical plan enrollment, the annual cost of coverage per employee will be \$12,708 (without cost sharing) in 2024.

The Schools also confirmed Delta Dental renewed for one year, also with a 0% increase. Beginning 1/2024, the dental plan is amended to continue coverage for unmarried dependents through birth year of 26 as required by HB 33. Currently coverage is only extended to a maximum age of 24.

The current rate for vision insurance offered through EyeMed is guaranteed through 12/31/25. As a result of HB 33, the eligibility for dependent coverage is extended to age 26 (unmarried). Vision coverage is 100% employee paid benefit.

Recommendation:

Open enrollment to proceed with above changes as required by HB 33.

HUMAN RESOURCES REPORT - COMPENSATION

1. Ohio Minimum Wage

Effective January 1, 2024, Ohio's minimum wage will increase by 35 cents from \$10.10 per hour to \$10.45 per hour for non-tipped employees. Ohio's minimum wage is tied to the Consumer Price index (CPI-W) for urban wage earners and clerical workers for the 12-month period prior to September. The CPI-W index increased by 8.7% from 9/1/21 to 8/31/22.

The current federal minimum wage remains at \$7.25 per hour.

a. Shelving Assistant Pay Range Recommendation

The Shelving Assistant current minimum starting wage is \$10.10 per hour. The new minimum wage of \$10.45 represents an increase of 3.5%. If no adjustments are made to the maximum of the range, one employee will reach the maximum of the range next year and two others within the next two years.

Option 1: Increase range minimum (3.5%) with no change to maximum to be compliant with new Ohio Minimum Wage

Current:	Minimum	\$10.10	Maximum	\$13.24
1/1/24:	New Min	\$10.45	Maximum	\$13.24

Option 2: Increase range minimum as required (3.5%) and maximum by 3.5%.

Current:	Minimum	\$10.10	Maximum	\$13.24
1/1/24:	New Min	\$10.45	New Max	\$13.70

Recommendation:

Option 2. Increase range minimum to new 2023 minimum wage and increase range maximum by 3.5% to take into consideration employees who near range maximum.

b. Minimum Wage Adjustments

Four Shelving Assistants will be below Ohio's new minimum wage of \$10.45 per hour on 1/1/2024. Three are new Shelves hired mid-year 2023. The cost of adjusting the four shelving assistants to the new minimum wage would be about \$540.28 (represents 0.6% increase in 2023 budgeted wages for this group).

Recommendation:

Effective 1/1/24, adjust the wages of Shelving Assistants who will be below Ohio's new minimum wage to \$10.45 per hour.

2. Pay Range Increases

Pay wages for fully benefited employees will increase by 10% on 1/1/24 to offset the rescinding of the OPERS pick-up by the library. Due to the pick-up of the employee's share of OPERS, our pay ranges have been lower than other libraries.

Recommendation:

Increase pay ranges for selected positions between 2% to 10% to remain competitive with other libraries and assist with future recruitment needs of the library.

HUMAN RESOURCES REPORT - PERSONNEL POLICY REVISIONS

1. **Alcohol and Drug Use** (*under Working Conditions*)

Issue 2 was passed in Ohio on 11/7/23 which legalized adult use of recreational cannabis/marijuana. Policy amended to clarify that marijuana is still considered an illegal drug under federal law.

2. **Cell Phone Usage** (*Under Working Conditions*)

Requires employees who are performing library business to refrain from using their cell phone while driving. Clarifying expectation from 'are expected to' to 'must' refrain. Added disciplinary action as result of policy violation.

3. **Social Media** (*Under Working Conditions*)

Broaden the scope of library policies that can be violated by social media postings by employees.

4. **Ohio Public Employees Retirement System** (*Under Benefits – Financial Asset*)

The Board passed a resolution at their July 2023 meeting to rescind the OPERS pick up for fully benefited employees on 1/1/24. The changes to current policy reflect the elimination of the pick-up. Amend policy to remove the library's pick up of employee contribution to OPERS.

5. **Holidays and Special Closings (Make-up of Time)** (*Under Benefits – Work/Life Balance*)

The Board approved the addition of Juneteenth as a paid holiday for benefited employees under the Holiday Pay Policy. Current policy does not recognize the additional holiday. Amend policy to remove the specific number of recognized holidays approved by the Board. In future, if additional holidays are approved, this policy will not need to be changed.

Recommendation:

Amend policies as stated.

ALCOHOL AND DRUG USE

Washington-Centerville Public Library strives to provide a safe and productive work environment for all employees.

It is the policy of the Library that during an employee's scheduled work hours whether on library premises including rest or meal periods, operating a vehicle, or conducting business on behalf of the library off site, the employee is prohibited from:

- the unlawful use, possession, sale, or transfer of illegal drugs or narcotics in any manner (including possession of drug paraphernalia);
- possessing or consuming alcohol; and
- being under the influence of alcohol or an illegal drug.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees should consult with their doctors about the medications' effect on their fitness for duty and ability to work safely. Any work restrictions should be promptly reported to their supervisor or HR. Employees may not perform their duties while taking prescribed drugs that adversely affect their ability to safely and effectively perform their job responsibilities.

The use or personal possession (e.g., on the person or in a desk or vehicle) of alcohol or illegal drugs during work time or on Library property may result in disciplinary action up to and including termination of employment. **For purposes of this policy and for the sake of clarity, marijuana is considered to be an illegal drug as it is considered such under Federal law.**

Board Approval 11-03 BE

Revision: ~~4-12-ML~~ 11-23 MXR

PERSONNEL MANUAL- WORKING CONDITIONS
Washington-Centerville Public Library

CELL PHONE USAGE

Policy

This policy outlines the use of personal cell phones and library issued cell phones at work and the safe use of cell phones by employees while driving.

Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of library phones. Excessive personal calls, e-mails or text messaging during the work day, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls on non-work time where possible and to ensure that friends and family members are aware of the library's policy. Exceptions may be made for emergency situations and as approved in advance by your supervisor/manager.

Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

Employees whose personal devices have camera, video or recording capability are restricted from using those functions anywhere on library premises unless authorized in advance by management.

The library will not be liable for the loss of personal cellular phones brought into the workplace.

Use of Library provided Cellular Phone

Where job or business needs demand immediate access to an employee, the library may issue a business cell phone to an employee for work-related communications. Employees are expected to exercise the same discretion as above with respect to personal calls received on library issued cell phones.

Employees in possession of library issued cell phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection.

Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who use their cell phone to perform library business ~~are expected must to~~ refrain from using their phone, texting, or making use of electronic mail functions while the vehicle is in motion. Regardless of the circumstances, including slow or stopped traffic or waiting at a traffic light, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Safety must come before all other concerns. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

[Employees violating this policy are subject to disciplinary action up to and including termination of employment.](#)

Board Approval: 09-08 JTT/BE

Revision: ~~11-13 ML~~ 11-23 MXR

SOCIAL MEDIA

Policy

Washington-Centerville Public Library recognizes and encourages the innovative use of social media to communicate with, and engage, constituents. Social media* shall be used as part of the library's overall communications strategy to build ownership in the library through two-way conversations with constituents.

The following expectations ensure employees are aware of the implications of engaging in forms of social media and online conversations that reference the library and/or the employee's relationship with the library and its products/services. Following these expectations will help the organization and its members maximize productive use of social media and avoid organizational and personal liability.

Expectations for All Employees' Personal Behavior on Social Media

There is a big difference between speaking "on behalf of the library" and speaking "about" the library. ~~In order to~~ **To** prevent confusion regarding the library's official position or point of view, employees are restricted from speaking on behalf of the library unless they have received specific authorization to do so. These expectations help guide **personal or unofficial online activities** where staff may refer to the library.

1. **Adhere to Ohio Ethics Law.** All staff members are subject to Ohio Ethics law and should "conduct themselves, at all times, in a manner that avoids favoritism, bias and the appearance of impropriety. Employees shall not engage in conduct or activity that may raise questions as to their honesty or the Library's impartiality, standards or reputation or otherwise cause embarrassment to the Library."
2. **Use Good Judgment.** We respect your right to use social media, but urge you to do so properly, exercising sound judgment and common sense. Postings on social media that violate the library's ~~discrimination or harassment~~ policies, [including discrimination or harassment](#), are prohibited.
3. **Be a Scout for Compliments and Criticism.** Even if you are not responsible for the library's formal social media presence, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about the library that you believe are important, please forward them to the Community Relations Manager and Director.
4. **Let Subject Matter Experts Respond to Negative Posts.** You may come across negative or disparaging posts about the library. Unless you are a trained member of the Web Team or have responsibility for library social media, avoid the temptation to react yourself. Pass the post(s) along to the Community Relations Department and Director.
5. **Do Not Use the Library Logo in your Posts.** In order to prevent confusion regarding the library's official position or point of view and ~~in order to~~ prevent dissemination of the library's copyrights and intellectual property, no employees may incorporate the library's logo or other intellectual property in a website, blog, chat room, video-sharing site, bulletin board or other social media without the library's written permission.
6. **Be Conscious When Mixing Your Business and Personal Lives.** Online, your personal and business personas are likely to intersect. The library respects the free speech rights of employees but please remember that information posted online becomes widely accessible and easily forwarded. While the content you post may be intended for friends and family, it may be viewed by customers, colleagues and supervisors.

It is the library's expectation that employees will never post:

- non-public information of the library (including confidential and/or sensitive information – please refer to Privacy Policy in Operations Manual)

- discriminatory statements or sexual innuendos regarding co-workers, management, customers or vendors
- knowing or malicious defamatory statements regarding the library, its employees, customers, competitors or vendors

Engaging in the aforementioned can result in disciplinary action, up to and including termination.

7. **Own Your Comments.** Consider adding a disclaimer on posts that denotes comments are yours alone and do not necessarily reflect the opinions of Washington-Centerville Public Library.

Expectations for Online Spokespersons

The library assigns staff members to post to, maintain and monitor its social networking sites. Employees wishing to use social media for work-related purposes shall start the process with the Community Relations Manager and their supervisor to best determine how the use of social media fits into the library's overall approach to communications and marketing, and to ensure coordination with existing online strategies. In addition, they should adhere to these principles:

1. **Get trained and stay current.** Any staff officially representing the library online must complete a review of associated policies and training prior to beginning the task. In addition, assigned staff members are responsible for staying abreast of changes in this dynamic space.
2. **Follow library ethics standards and all library policies.** Employees using any social media for work-related functions are bound by the library's Business and Information Systems and other policies.
3. **Represent the library appropriately.** As a library representative, it is important that your posts convey the same customer focused spirit that the library instills in all its communications. Be respectful of all individuals, races, religions and cultures; how you conduct yourself in the online social media space not only reflects on you, but the library as well.
4. **Be Transparent.** Always disclose your name and affiliation with the library. Do not use aliases or otherwise deceive people. Because of the necessity for open records and transparency, library employees using social media to communicate library messages may only do so using library accounts.
5. **Respect the privacy of others.** Never identify a customer or co-worker in an online posting without his or her prior written permission.
6. **When in doubt, do not post.** Staff members are personally responsible for their words and actions, wherever they are. As online spokespeople, you must ensure that your posts are completely accurate and not misleading, and that they do not reveal non-public information of the library. Exercise sound judgment and common sense, and if there is any doubt, do not post. In any circumstance in which you are uncertain about how to respond to a post, consult the Director or a manager.
7. **Give credit where credit is due.** If you are using another party's content, make certain that they are credited for it in your post and that they approve of you utilizing their content. Do not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permissions.
8. **Know that the Internet is permanent.** Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. Think twice, post once. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.

**Social media includes all means of communicating or posting information or content on the Internet, blogging or posting information on one's own, or on someone else's blog, or Internet journal or diary, Facebook, Twitter, LinkedIn, YouTube, personal websites, or any other form of posting information on the Internet, social networking or affinity website, on a bulletin board, or in a chat room.*

Board Approval: 10-10 GM
Revised: ~~3-17 MR~~ 11-23 MXR

PERSONNEL MANUAL – BENEFITS – **FINANCIAL ASSETS**
Washington-Centerville Public Library

OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM

All library employees who are paid in whole or part by the State of Ohio or other political subdivision must become members of the Ohio Public Employees Retirement System (OPERS). ~~The library pays on behalf of the employee (“picks up”) the 10% employee contribution to PERS. In addition, the library contributes 14% for the employee. The library contributes 14% of the employee’s salary to OPERS and the employee contributes 10%.~~ Additional details are furnished to employees at the time of hire.

Revision: 11-23 MXR

PERSONNEL MANUAL – BENEFITS – **WORK/LIFE BALANCE**
Washington-Centerville Public Library

HOLIDAYS AND SPECIAL CLOSINGS (MAKE UP OF TIME)

The Library will close on New Year’s Eve at 5:00 p.m. and/or on other days as determined by the Board of Trustees. ~~In order to~~ To earn a full week’s pay during the week of the closing, employees may make up any time lost by working extra hours during the same week as approved by a supervisor or use accrued vacation hours for the balance of the scheduled hours. If the employee does not have any accrued vacation hours remaining to draw from, he/she may request to take leave without pay (See Time Off Without Pay Policy).

Fully benefited or Partially benefited employees who are scheduled by management to work on any of the ~~seven~~ holidays recognized by the Library will receive time-and-one-half pay for hours worked on that holiday (i.e., to clear the bookdrop).

Revision: ~~1-13 ML~~ 11-23 MXR

October 2023

Board Minutes and
Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

October 17, 2023

CALL TO ORDER

The regular Board of Trustees meeting for October 2023 was held at the Woodbourne Library. Board President Barbara Dension called the meeting to order at 7:00 P.M.

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

HEARING OF THE PUBLIC

Mr. Monteith stated that there was no hearing of the public.

TRUSTEE INTERVIEW COMMITTEE

The Trustee Interview Committee met immediately prior to the Board Meeting. There was only one applicant for the open trustee position. Mr. Bowling reapplied for his position on the Board, which is a seven-year term ending December 31, 2030.

Mrs. Cline move to recommend Randy Bowling to the Centerville City Schools Board of Education. Mr. Nunna seconded the motion. The vote was: **Yes**: 6; **No**: 0; **Abstain**: 1 (Bowling)

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the September 19, 2023 Meeting Minutes. Mrs. Cline seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

DIRECTOR'S REPORT

❖ **FACILITIES**

❖ Congress Park

- Mold remediation - carpet has been removed, air scrubbers have been running, Gary built a platform to access the one furnace so that the HVAC system be cleaned

- Working on getting quotes for other work – electrical work, walls, replacing carpet, brick repair
- ❖ Woodbourne Library
 - HVAC – boiler, piping, and electrical is installed; controls need to be integrated and flue work needs to be finished – should be completed by early November
- ❖ Centerville Library
 - HVAC – boilers, piping, and most VAVs have been installed; expect the test the boilers this week
 - Tri-Tech provided space heaters to help with staff work areas
- ❖ **PERSONNEL**
 - ❖ State announced minimum wage increase for January – from \$10.10 to \$10.45, a 3.7% increase
 - ❖ Currently recruiting for Youth Services Specialist, Adult Services Aide, and Public Services Team Leader
 - ❖ Will be reviewing with supervisors emergency procedures – starting with lockdown and bomb threat
- ❖ **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Question again about the appropriateness of the books Hips on the Drag Queen Go Swish, Swish, Swish and If You're a Drag Queen and You Know It and complaint about the book Big Wig being on display
 - ❖ Since February, we have had 13 books hidden in the library, two found intentionally damaged, and three missing
 - ❖ Good Life Award - 606 entries this year; winner announced November 13, ceremony November 30
 - ❖ Dayton Art Institute provided 20 free family passes that we will loan out starting early next year
- ❖ **OTHER**
 - ❖ Received a \$5,000 DEI grant from Centerville Washington Foundation – will use for language support – translate some of our printed brochures, purchase foreign language materials, and pay for LOTE4Kids, database of audio-picture books in over 60 languages
 - ❖ Last call for Joint Public Entities meeting on October 30 – yes: Barbara and Rick, maybe: Randy; We host the meeting at Woodbourne on January 29

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for September 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. Suttman seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

b. Payment of October Expenditures

Mrs. Cline moved to approve the payment of October expenditures, and Mrs. Herrick 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>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

The motion is approved.

NEW/OLD BUSINESS

a. **Resolution No. 023-018: Resolution to Terminate Design Professional Procurement Process for the Centerville Library Renovation Project**

The Board discussed the process of procuring an architect for the Centerville Library renovation project. The Architect Interview Committee was happy with the qualifications of each of the short-listed firms, but was not happy with the case law precedents requiring the committee to make the decision for the entire board. There is a desire to include the entire board in the decision-making process. Given this desire, the only option is for the board to terminate the current procurement process and begin the entire process again. Each of the firms was made aware that the board may choose to terminate the process without selecting a firm. There was some discussion about the optics of terminating the process, but ultimately the board decided this to be the best option.

Mr. Nunna moved for the adoption of Resolution No. 023-018: A Resolution to Terminate Design Professional Procurement Process for the Centerville Library Project. Mrs. Herrick seconded the motion.

The roll call vote was as follows:

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

Mrs. Suttman	<u>Yes</u>
Mr. Talda	<u>Yes</u>

The resolution is approved

b. Policy Approvals

- i. The following new policies and policy revisions were presented for Board approval:

1. Community Rooms and Creativity Space Use
2. Library Card Eligibility
3. Use of Library-Owned or Leased Vehicles
4. Meeting & Quiet Room Use
5. Mileage Reimbursement
6. Publicity and Display of Non-Library Programs
7. Solicitation on Library Premises and Website
8. Speakers Bureau
9. Workplace Visitor Policy

Mrs. Cline moved for the approval of the new policies and policy revisions. Mr. Nunna seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

- ii. The following policies were presented to the Board to be moved to guidelines and procedures:

1. Board Game Policy
2. Charging for Overdue Materials
3. Damaged Hold Shelf
4. Hotspot Policy
5. Maker Kits Policy
6. McNaughtons Express Policy
7. McNaughtons Regular Policy
8. Streaming Device Policy

Mrs. Herrick moved for the approval of moving these policies to either procedures or guidelines. Mrs. Cline seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

c. Financial Advisory Committee Appointments:

Mr. Monteith stated that the terms of Todd Press and David Ryan are ending this year. Both individuals were approached about whether they wished to continue to serve on the committee. Mr. Press expressed his desire to continue to serve. Mr. Ryan stated that he felt it was time for him to step aside from the committee.

As a result, Mr. Monteith approached David Falkner about potentially joining the committee. Mr. Falkner is a former colleague of Mr. Monteith at the Auditor of State. He worked at the Auditor's office for ten years prior to joining a private accounting firm. He holds a master's degree in accounting from Wright State University and has significant experience in governmental accounting.

Mr. Monteith stated that both individuals would serve through December 31, 2027.

Mr. Bowling moved to appoint these individuals to the Financial Advisory Committee. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

d. Approval of Purchase of Ramp System for Van

Mrs. Fultz and Mr. Monteith discussed the ramp system for van. The ramp system that was selected cost about \$4,723, but the cost to ship it added another \$400 to the cost. As a result, it now exceeds the \$5,000 threshold that would require board approval since it was not included in the original appropriations.

We are asking the board to approve the purchase of the ramp system. This will allow us to continue moving toward the elimination of contracted delivery services between the buildings.

Mrs. Herrick moved to approve the purchase of the ramp system. Mr. Nunna seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

e. Approval of 2024 Sunday Closures

The Sunday closures for 2024 were presented:

Date	Reason
March 31, 2024	Easter
May 26, 2024	Precedes Memorial Day
September 1, 2024	Precedes Labor Day

Mrs. Suttman moved to approve the Sunday closures as presented. Mrs. Cline seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 8:02 P.M. Mrs. Suttman seconded the motion.

President

Secretary

Mr. Nunna introduced the following resolution and moved its passage:

Resolution No. 023-018

**TERMINATING DESIGN PROFESSIONAL PROCUREMENT PROCESS
FOR CENTERVILLE LIBRARY RENOVATION PROJECT**

WHEREAS, the Washington-Centerville Public Library Board of Trustees (the “Board”) is undertaking a project to renovate the current Centerville Library (the “Project”); and

WHEREAS, the services of a design professional are needed to evaluate and develop the program for the Project, prepare the design documents, and provide construction administration services for the Project; and

WHEREAS, the Library began the required design professional procurement process in accordance with Ohio Revised Code Sections 153.65, et seq. and issued a Request for Proposal dated May 22, 2023; and

WHEREAS, pursuant to Ohio Revised Code Section 153.69(F) the Board has the right to accept or reject any or all proposals in whole or in part and due to the Board’s desire to restructure the selection committee, the Board wishes to reject the proposals received in response to its Request for Proposal dated May 22, 2023 and terminate such design professional procurement process, however, the Board and may, in its sole discretion, begin a new design professional procurement process for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Washington-Centerville Public Library Board of Trustees as follows:

1. Pursuant to its rights under Ohio Revised Code Section 153.69(F), the Board determines to terminate the design professional procurement process for the Project and does not accept any proposal received in response to its Request for Proposal dated May 22, 2023.

Mrs. Herrick seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Mr. Bowling	<u>Yes</u>
Mrs. Cline	<u>Yes</u>
Mrs. Denison	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>

Mr. Nunna	<u>Yes</u>
Mrs. Suttman	<u>Yes</u>
Mr. Talda	<u>Yes</u>

EXPENDITURES FOR APPROVAL AT OCTOBER MEETING
October 17, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	\$ 8.40
Ace Tree & Landscape Company - cut back maple tree @ CV	900.00
Anne Wachs - employee mileage reimbursement	260.41
Baker & Taylor Books – books & AV materials	1,474.36
Brodart –books	44,932.46
Caitlin Spratt - employee mileage reimbursement	16.77
CDW-G - replacement battery for CV server room	404.10
CenterPoint – utilities	811.55
Chard Snyder - Cobra admin fee	125.00
Charter Communications – utilities	512.41
Christy Ott - employee mileage reimbursement	15.39
Cintas - facilities maintenance	1,221.70
Creative Impressions - printing	3,312.00
Darrilynn Brewster - employee mileage reimbursement	25.88
Dave Kent - employee mileage reimbursement	54.50
Demco - book mending supplies	343.01
Digital Fringe - printing services	243.66
Donnellon McCarthy - copier maintenance & copier replacement @ CV	1,483.52
DSS - facilities maintenance	164.10
Gleason Property Services - monthly cleaning service at both locations	12,200.00
Gregg McCullough - employee mileage reimbursement	3.28
Jamie Garcia - employee mileage reimbursement	38.12
Jenelle Allen - employee mileage reimbursement	16.33
Kanopy - ecollection service	1,898.00
Katherine McCollum - employee mileage reimbursement	22.54
Kyle Knepp - employee mileage reimbursement	21.48
Lauren Rura - employee mileage reimbursement	13.23
Library Ideas - Vox books	217.88
Margaret Robinson - employee mileage reimbursement	76.90
Midwest Tape – AV materials	14,191.13
MorningStar- subscription renewal	4,784.00
ODP Business Solutions - office & program supplies	377.44
OnSolve - One Call Now annual subscription	903.47
Overdrive - subscriptions	4,571.88
Playaway - Audio Books	2,463.08
Rieck - HVAC troubleshooting service call	647.50
Rumpke - waste hauling	776.89
Ruth Anne Attalla - employee mileage reimbursement	72.18
Rush Transportation – contracted services	1,234.24

Sarah Shah - patron refund	14.99
Scott Royal - employee mileage reimbursement	8.78
Shelly Peresie - employee mileage reimbursement	27.80
Solid Blend - water treatment & Bi-annual inspections @ CV	437.50
South Community - fees for employee assistance	202.50
Staples – office supplies	362.74
Starco Inc. - HVAC project @ CV	96,427.70
Structured Employees Benefits of Ohio - group life insurance premiums	284.89
Taryn Filer - employee mileage reimbursement	17.42
Today's Business Solutions - processing charges for patron faxing	84.24
Trigon Imaging Systems - CC consumables	622.13
Unique - recovery & collection fees	290.55
WYSO - advertisement	90.00

TOTAL CURRENT EXPENDITURES—GENERAL FUND	<u>\$ 199,710.03</u>
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EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #20	\$ 122,334.11
Payroll #21	120,944.60

TOTAL PAYROLL	<u>\$ 243,278.71</u>
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MISCELLANEOUS:

AES Ohio – utilities	\$ 7,566.28
Amazon - materials & supplies	5,381.02
AT&T – telephone service	286.98
CenterPoint – utilities	808.29
Centerville City Schools - September health insurance premium	40,745.66
Centerville Noon Optimist - annual membership	430.00
Charter Communications – utilities	321.96
CoCard Marketing Group – credit card service fee	176.35
Delta Dental - October dental	1,841.13
Dow Jones & Company - subscription renewal to WSJ.com	2,520.00
Glen Helen Raptor Center - program stipend	175.00
Health Equity – October HSA contribution	7,416.81
Home Depot - facilities supplies	705.65
Hylant - 2023 Property Insurance	9,362.00
Kroger - program supplies	416.54
Ohio Library Council - Liz & Jamie's membership	360.00
Ohio Library Council - Anne & Taryn's membership	420.00
Ohio Treasurer of State - audit fees	221.40
OPERS – employer pick-up & match	54,767.62

Paypal - processing fee	40.97
Sam's Club - supplies	420.93
Sidecar Publications - 1 year subscription for 4 accounts	708.00
Scot A. Stone - legal fees	206.25
Suzy's Sweets - cookies for volunteer appreciation luncheon	165.00
T-Mobile - hotspots	750.10
Transformations Plus - carpet cleaning service	1,152.00
Tri-Tech - engineering fees for HVAC	2,870.00
UPS - shipping fees	34.86
U. S. Bank—employer share of Medicare	3,465.56
U. S. Bank – banking fees	487.09
U. S Bank - credit card purchases	3,338.72
World Trade Press - databases renewal	1,405.34
TOTAL MISCELLANEOUS	<u>\$ 148,967.51</u>
GRAND TOTAL OCTOBER MEETING	<u><u>\$ 591,956.25</u></u>

October 2023

Fiscal Officer Report

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$10,584,358.52	\$264,902.86	\$487,870.70	\$10,361,390.68
Unclaimed Funds	\$310.07	\$0.00	\$0.00	\$310.07
"The Wall That Heals" Fund	\$3,443.21	\$0.00	\$175.96	\$3,267.25
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$2,338,696.92	\$0.00	\$99,297.70	\$2,239,399.22
Perm. Imp. Fund-Ils	\$568,950.30	\$0.00	\$0.00	\$568,950.30
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	\$7,142.89	\$65,397.81	\$66,279.89	\$6,260.81
	\$17,998,206.47	\$330,300.67	\$653,624.25	\$17,674,882.89

Reconciled Balances

US Bank:	
Checking/Payroll	\$522,524.62
Investment	\$7,050,062.44
Dayton Foundation - TWTH	\$5,470.00
STAR Ohio	\$8,787,064.72 ¹
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$271,919.12
Paypal	\$575.81
Petty Cash	\$550.00
Total Bank Balances	\$17,729,884.12
Outstanding Checks	(\$55,439.62)
Deposit in Transit	\$251.73
Receipts to be posted	\$0.00
Fees to be posted	\$186.66
Reconciled Balance	\$17,674,882.89

1 - Average daily rate was 5.56% for the month

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of October 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	\$ 240,095.36	\$ 2,522,528.29	75.39%
GENERAL PROPERTY TAXES	4,580,609.00	-	4,858,703.72	106.07%
PROPERTY TAX ROLLBACK	615,000.00	-	308,747.84	50.20%
LOCAL INTERGOVERNMENTAL GRANTS	-	-	2,000.00	0.00%
PATRON FINES & FEES	26,000.00	2,389.46	25,430.03	97.81%
COPIER INCOME	27,600.00	2,557.98	25,249.23	91.48%
PASSPORT EXECUTION FEES	25,000.00	2,520.00	21,815.00	87.26%
PASSPORT PHOTOS	6,000.00	560.00	5,071.00	84.52%
PATRON SUPPLIES	12,500.00	1,844.63	19,933.39	159.47%
INTEREST INCOME	75,000.00	9,564.74	371,335.44	495.11%
UNRESTRICTED DONATIONS	10,000.00	361.14	3,448.19	34.48%
DONATIONS-RESTRICTED	30,000.00	5,000.00	25,150.00	83.83%
REFUNDS & REIMBURSEMENTS	2,500.00	-	14,145.08	565.80%
MISCELLANEOUS-OTHER	500.00	9.55	282.03	56.41%
TRANSFER IN	-	-	-	0.00%
TOTAL RECEIPTS-GENERAL FUND	\$ 8,756,659.00	\$ 264,902.86	\$ 8,203,839.24	93.69%

102 - UNCLAIMED FUNDS				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ 183.07	0.00%
TRANSFER IN	-	-	-	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ -	\$ 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	\$ -	\$ 9,100.00	101.11%
TRANSFER IN	10,000.00	-	10,000.00	100.00%
TOTAL RECEIPTS-TWTH FUND	\$ 19,000.00	\$ -	\$ 19,100.00	100.53%

205 - SPECIAL OPERATING FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	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%
TOTAL RECEIPTS-BUILDING FUND	\$ 1,000,000.00	\$ -	\$ -	0.00%

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of October 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%
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	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%
TOTAL PERM. IMP. FUND-TECHNOLOGY	\$ -	\$ -	\$ -	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%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 5,750.00	\$ -	\$ -	0.00%

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	\$ -	\$ 51,722.97	\$ 552,933.83	0.00%
UNUM REVENUE	-	511.92	5,549.62	0.00%
DELTA REVENUE	-	1,208.18	11,965.99	0.00%
ANTHEM REVENUE	-	11,954.74	126,590.29	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 65,397.81	\$ 697,039.73	0.00%
GRAND TOTAL RECEIPTS	\$ 9,781,409.00	\$ 330,300.67	\$ 8,920,162.04	91.20%

Washington-Centerville Public Library
Revenue Budget Statement
For The Month Of October 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	\$ 252,856.67	\$ 240,095.36	\$ (12,761.31)	\$ 2,780,777.21	\$ 2,522,528.29	\$ (258,248.92)	
GENERAL PROPERTY TAXES	-	-	-	4,580,609.00	4,858,703.72	\$ 278,094.72	
PROPERTY TAX ROLLOVER	-	-	-	307,500.00	308,747.84	\$ 1,247.84	1
LOCAL INTERGOVERNMENTAL GRANTS	-	-	-	-	2,000.00	\$ 2,000.00	
PATRON FINES & FEES	2,166.67	2,389.46	222.79	21,666.67	25,430.03	\$ 3,763.36	
COPIER INCOME	2,300.00	2,557.98	257.98	23,000.00	25,249.23	\$ 2,249.23	
PASSPORT EXECUTION FEES	2,083.33	2,520.00	436.67	20,833.33	21,815.00	\$ 981.67	
PASSPORT PHOTOS	500.00	560.00	60.00	5,000.00	5,071.00	\$ 71.00	
PATRON SUPPLIES	1,041.67	1,844.63	802.96	10,416.67	19,933.39	\$ 9,516.72	
INTEREST INCOME	3,577.50	9,564.74	5,987.24	65,220.00	371,335.44	\$ 306,115.44	2
UNRESTRICTED DONATIONS	720.00	361.14	(358.86)	7,200.00	3,448.19	\$ (3,751.81)	
DONATIONS-RESTRICTED	3,347.85	5,000.00	1,652.15	22,291.59	25,150.00	\$ 2,858.41	
REFUNDS & REIMBURSEMENTS	292.35	-	(292.35)	1,779.99	14,145.08	\$ 12,365.09	
MISCELLANEOUS-OTHER	16.58	9.55	(7.03)	343.53	282.03	\$ (61.50)	
TRANSFER IN	-	-	-	-	-	\$ -	
TOTAL GENERAL FUND	\$ 268,902.62	\$ 264,902.86	\$ (3,999.76)	\$ 7,846,637.98	\$ 8,203,839.24	\$ 357,201.26	
102 - UNCLAIMED FUNDS							
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 183.07	\$ 183.07	
TRANSFER IN	-	-	-	-	-	\$ -	
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ 9,100.00	\$ 9,100.00	
TRANSFER IN	-	-	-	-	10,000.00	10,000.00	
TOTAL - "THE WALL THAT HEALS" FUND	\$ -	\$ -	\$ -	\$ -	\$ 19,100.00	\$ 19,100.00	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL RECEIPTS-SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
401 - BUILDING FUND							
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL RECEIPTS-BUILDING FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

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

451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND						
TRANSFERS IN TOTAL PERM. IMP. FUND- TECHNOLOGY	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT						
DONATIONS-RESTRICTED TOTAL YECK GOOD LIFE ENDOWMENT	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ 51,722.97	\$ 51,722.97	\$ -	\$ 552,933.83	\$ 552,933.83
UNUM REVENUE	-	511.92	511.92	-	5,549.62	5,549.62
DELTA REVENUE	-	1,208.18	1,208.18	-	11,965.99	11,965.99
ANTHEM REVENUE	-	11,954.74	11,954.74	-	126,590.29	126,590.29
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 65,397.81	\$ 65,397.81	\$ -	\$ 697,039.73	\$ 697,039.73
GRAND TOTAL RECEIPTS	\$ 268,902.62	\$ 330,300.67	\$ 61,398.05	\$ 7,846,637.98	\$ 8,920,162.04	\$ 1,073,524.06

1 - Property Tax Rollback was received from the State on November 3rd. Amount was \$309,110 before fees

2 - Interest income reflects the \$32,853 loss on the early sale of \$1.2 million of 0.25% bonds. These were replaced with with an equal amount of bonds that are anticipated to produce over \$300,000 in interest income over the next five years.

Washington-Centerville Public Library
Expense Account Summary
For the Month of October 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	44,007.06	470,786.49	0.00	109,213.51	81.17%
Library Specialist	1,293,500.00	97,791.85	1,044,593.18	0.00	248,906.82	80.76%
Technician	195,000.00	14,849.60	161,921.20	0.00	33,078.80	83.04%
Public Services Assistant	383,300.00	28,164.42	301,217.09	0.00	82,082.91	78.59%
Substitute	83,000.00	2,523.91	33,836.54	0.00	49,163.46	40.77%
Fiscal Officer	92,000.00	7,022.40	77,246.40	0.00	14,753.60	83.96%
Administrative Support	400,500.00	25,634.74	246,123.81	0.00	154,376.19	61.45%
Facilities	67,500.00	6,113.03	57,880.34	0.00	9,619.66	85.75%
Library Aides	150,000.00	8,557.41	94,241.82	0.00	55,758.18	62.83%
Shelving Assistants	119,000.00	7,686.73	93,394.73	0.00	25,605.27	78.48%
TOTAL SALARIES & LEAVE BENEFITS	3,363,800.00	242,351.15	2,581,241.60	0.00	782,558.40	76.74%
1400 - RETIREMENT-OPERS						
OPERS	774,062.00	55,987.27	593,432.05	0.00	180,629.95	76.66%
1600 - INSURANCE BENEFITS						
Health Insurance	545,010.36	40,645.03	395,857.68	88,155.24	60,997.44	88.81%
Health Savings Account	104,600.00	7,416.81	73,459.75	23,440.25	7,700.00	92.64%
Dental Insurance	23,325.00	1,699.18	16,530.29	6,590.29	204.42	99.12%
Medicare	48,912.85	3,451.47	36,687.31	0.00	12,225.54	75.01%
Life Insurance	4,100.98	284.89	2,745.13	607.72	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	53,497.38	525,364.16	118,793.50	86,791.53	71.87%
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	3,905.00	230.00	2,537.00	332.00	1,036.00	73.47%
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	230.00	5,184.14	1,684.86	1,036.00	65.58%
TOTAL SALARIES & BENEFITS	4,876,716.19	352,065.80	3,705,221.95	120,478.36	1,051,015.88	75.98%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	42,518.11	1,150.69	28,246.70	14,269.19	2.22	99.99%
Program Supplies	127,813.78	4,678.17	46,176.43	30,820.67	50,816.68	60.24%
Cataloging/Processing Supplies	15,660.09	454.37	4,169.98	3,545.63	7,944.48	49.27%
Postage	17,010.00	0.00	5,010.00	1,500.00	10,500.00	38.27%
Small Tools/Equipment	3,000.00	808.65	897.23	0.00	2,102.77	29.91%
TOTAL GENERAL ADMIN SUPPLIES	206,001.98	7,091.88	84,500.34	50,135.49	71,366.15	41.02%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,100.00	84.01	84.01	165.99	850.00	22.73%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	30,362.75	945.44	19,539.40	2,612.99	8,210.36	72.96%
TOTAL SUPPLIES	237,464.73	8,121.33	104,123.75	52,914.47	80,426.51	43.85%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	9,927.04	699.41	5,348.03	2,751.04	1,827.97	81.59%
In-House Seminars	3,750.00	651.20	2,519.47	395.53	835.00	77.73%
Conference/Meetings	15,593.82	111.00	7,786.73	3,548.44	4,258.65	72.69%
TOTAL TRAVEL EXPENSES	29,270.86	1,461.61	15,654.23	6,695.01	6,921.62	53.48%

Washington-Centerville Public Library
Expense Account Summary
For the Month of October 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	313.53	2,890.05	2,709.95	3,040.77	64.81%
Computer Data Line	52,843.35	1,944.77	21,693.55	18,268.77	12,881.03	75.62%
Security Alarm	7,500.00	0.00	1,980.00	2,988.67	2,531.33	66.25%
Legal Ads	2,054.40	334.08	1,297.12	0.00	757.28	63.14%
Marketing & Advertising	13,210.40	90.00	12,879.56	330.00	0.84	99.99%
Printing/Publications	40,726.50	4,160.83	13,124.76	6,087.63	21,514.11	47.17%
TOTAL COMMUNICATION/PRINT/PUBLICIT	124,975.42	6,843.21	53,865.04	30,385.02	40,725.36	43.10%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	132,990.37	9,472.19	54,097.98	44,593.89	34,298.50	74.21%
Equipment Maintenance	36,034.95	1,483.52	19,701.89	7,062.56	9,270.50	74.27%
Grounds & Snow Removal	128,167.00	900.00	35,762.86	31,925.57	60,478.57	52.81%
Janitorial Services	251,239.11	14,737.80	153,685.24	37,471.26	60,082.61	76.09%
Trash Services	9,218.26	890.14	7,521.92	1,696.34	0.00	100.00%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	557,649.69	27,483.65	270,769.89	122,749.62	164,130.18	70.57%
3400 - INSURANCE						
Property Insurance	32,500.00	0.00	25,263.50	9.50	7,227.00	77.76%
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	4,232.81	60,872.54	48,857.99	40,992.84	72.80%
Gas	63,587.13	1,619.84	38,538.01	14,522.67	10,526.45	83.45%
Water/Sewer	13,200.84	59.28	6,161.85	4,809.65	2,229.34	83.11%
TOTAL UTILITIES	227,511.34	5,911.93	105,572.40	68,190.31	53,748.63	76.38%
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	16,187.89	1,560.00	6,400.00	6,200.00	3,587.89	77.84%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,527.44	0.00	12,263.79	0.00	263.65	97.90%
Legal Services	27,847.50	412.50	24,971.25	506.25	2,370.00	91.49%
Tax Collection Fees	76,109.93	0.00	70,916.21	5,083.79	109.93	99.86%
Banking Fees	9,329.44	1,078.98	6,264.06	2,280.60	784.78	91.59%
TOTAL PROFESSIONAL SERVICES	142,002.20	3,051.48	120,815.31	14,070.64	7,116.25	94.99%
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	253,137.44	0.00	178,269.31	32,355.97	42,512.16	83.21%
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	43,656.65	2,828.56	21,561.32	4,582.82	17,512.51	59.89%
Online Services	138,225.12	84.24	76,643.32	458.12	61,123.68	55.78%
Collection Development Services	5,800.00	200.00	4,889.50	600.00	310.50	94.65%
TOTAL OTHER CONTRACTED SERVICES	187,681.77	3,112.80	103,094.14	5,640.94	78,946.69	57.94%
TOTAL PURCHASED/CONTRACT SERVICES	1,586,228.72	47,864.68	873,303.82	280,097.01	432,827.89	72.71%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	612,095.69	45,289.91	337,830.41	273,614.85	650.43	99.89%
Standing Orders/Continuations	29,004.83	717.10	12,246.39	10,104.76	6,653.68	77.06%
Book Rentals	66,629.15	185.90	60,835.46	503.70	5,289.99	92.06%
TOTAL NEW BOOKS	707,729.67	46,192.91	410,912.26	284,223.31	12,594.10	58.06%
4200 - PERIODICALS						
Periodicals	25,258.35	0.00	21,526.40	3,236.12	495.83	98.04%

Washington-Centerville Public Library
Expense Account Summary
For the Month of October 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
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	128,015.29	3,988.64	58,591.06	56,827.51	12,596.72	90.16%
Read Along Audiobooks	23,462.34	1,856.07	15,105.06	7,500.00	857.28	96.35%
CD-Rom	14,828.43	824.89	10,631.06	4,194.99	2.38	99.98%
Books On CD	46,227.14	757.26	14,423.44	19,191.17	12,612.53	72.72%
Compact Discs	85.95	0.00	85.95	0.00	0.00	100.00%
Library Bags	2,718.79	222.27	1,497.48	1,177.12	44.19	98.37%
TOTAL AUDIO-VISUAL MATERIALS	215,337.94	7,649.13	100,334.05	88,890.79	26,113.10	87.87%
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	120,903.55	6,189.34	100,220.70	20,682.85	0.00	100.00%
Online Subscriptions - Youth	10,200.27	1,006.11	3,114.93	1,150.00	5,935.34	41.81%
TOTAL ONLINE LIBRARY DATABASES	131,103.82	7,195.45	103,335.63	21,832.85	5,935.34	78.82%
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	6,469.88	365,333.98	21,793.89	8,114.84	97.95%
Digital Music Services	40,000.00	0.00	39,735.00	0.00	265.00	99.34%
Digital Video Services	166,412.70	10,202.49	63,639.43	36,360.57	66,412.70	60.09%
TOTAL E-MATERIALS	601,655.41	16,672.37	468,708.41	58,154.46	74,792.54	77.90%
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	38,752.71	350.72	5,897.75	24,230.99	8,623.97	77.75%
Board Game Collection	3,011.86	0.00	1,229.16	1,031.95	750.75	75.07%
TOTAL LIBRARY MATERIALS - OTHER	41,764.57	350.72	7,126.91	25,262.94	9,374.72	17.06%
TOTAL LIBRARY MATERIALS	1,735,054.21	78,060.58	1,124,148.11	481,600.47	129,305.63	92.55%
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	1,339.22	84,355.43	17,205.96	209,610.61	32.64%
Software	71,450.00	404.10	6,693.62	950.36	63,806.02	10.70%
Office Furniture	18,675.60	0.00	6,050.24	201.51	12,423.85	33.48%
Library Furniture	102,585.23	0.00	8,399.19	11,396.99	82,789.05	19.30%
Library Vehicle	75,000.00	0.00	74,823.57	0.00	176.43	99.76%
TOTAL CAPITAL OUTLAY	637,239.82	1,743.32	181,549.04	29,754.82	425,935.96	28.49%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	2,800.00	0.00	2,175.00	0.00	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	0.00	13,977.00	198.00	625.00	94.44%
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	2,162.28	0.00	1,822.57	339.71	0.00	100.00%
TOTAL TAXES AND ASSESSMENTS	2,162.28	0.00	1,822.57	339.71	0.00	84.29%
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	2,680.24	14.99	1,516.78	1,139.69	23.77	99.11%
TOTAL REFUNDS & REIMBURSEMENTS	2,680.24	14.99	1,516.78	1,139.69	23.77	56.59%
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	14.99	17,316.35	1,677.40	648.77	96.70%
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	487,870.70	6,015,663.02	966,522.53	3,210,160.64	68.50%

Washington-Centerville Public Library
Expense Account Summary
For the Month of October 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	175.96	1,799.78	193.14	1,207.08	62.28%
Postage	100.00	0.00	63.00	0.00	37.00	63.00%
Marketing & Advertising	600.00	0.00	469.97	30.03	100.00	83.33%
Printing/Publications	600.00	0.00	0.00	0.00	600.00	0.00%
Equipment Rental	900.00	0.00	900.00	0.00	0.00	100.00%
Speaker Stipends	100.00	0.00	100.00	0.00	0.00	100.00%
Other Professional Services	2,500.00	0.00	1,500.00	0.00	1,000.00	60.00%
Site Fee	11,000.00	0.00	11,000.00	0.00	0.00	100.00%
	19,000.00	175.96	15,832.75	223.17	2,944.08	84.50%
401 - BUILDING FUND						
Legal Advertisements	5,000.00	0.00	4,019.36	0.00	980.64	80.39%
Architect/Engineering	156,000.00	2,870.00	40,888.14	12,111.86	103,000.00	33.97%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Buildings	500,000.00	0.00	434,094.67	1.00	65,904.33	86.82%
Building Improvements	1,515,000.00	96,427.70	148,327.70	250,622.30	1,116,050.00	26.33%
Furniture & Equipment	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
TOTAL BUILDING FUND	2,676,000.00	99,297.70	627,329.87	262,735.16	1,785,934.97	33.26%
450 - PERMANENT IMPROVEMENT FUND--ILS						
Software	52,804.00	0.00	37,170.55	10,633.45	5,000.00	90.53%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	52,804.00	0.00	37,170.55	10,633.45	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	4,800.00	4,715.99	51.41%
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	4,800.00	4,969.23	50.10%
999 PAYROLL CLEARING FUND						
Default Expense	0.00	51,659.61	552,718.01	0.00	-552,718.01	
Unum Expense	0.00	514.85	5,051.60	0.00	-5,051.60	
Delta Expense	0.00	1,293.96	11,929.77	0.00	-11,929.77	
Anthem Expense	0.00	12,811.47	124,926.56	0.00	-124,926.56	
TOTAL PAYROLL CLEARING FUND	0.00	66,279.89	694,625.94	0.00	(694,625.94)	
GRAND TOTAL ALL APPROPRIATIONS	\$13,004,509.40	\$653,624.25	\$7,390,812.11	\$1,244,914.31	\$4,368,782.98	66.41%

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of October 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	44,007.06	608.32	490,769.23	470,786.49	19,982.74
Library Specialist	99,500.00	97,791.85	1,708.15	1,094,500.00	1,044,593.18	49,906.82
Technician	15,000.00	14,849.60	150.40	165,000.00	161,921.20	3,078.80
Public Services Assistant	29,484.62	28,164.42	1,320.20	324,330.77	301,217.09	23,113.68
Substitute	6,384.62	2,523.91	3,860.71	70,230.77	33,836.54	36,394.23
Fiscal Officer	7,076.92	7,022.40	54.52	77,846.15	77,246.40	599.75
Administrative Support	30,807.69	25,634.74	5,172.95	342,173.08	246,123.81	96,049.27
Facilities	5,192.31	6,113.03	(920.72)	57,115.38	57,880.34	-764.96
Library Aides	11,538.46	8,557.41	2,981.05	126,923.08	94,241.82	32,681.26
Shelving Assistants	9,153.85	7,686.73	1,467.12	100,692.31	93,394.73	7,297.58
TOTAL SALARIES & LEAVE BENEFITS	258,753.85	242,351.15	16,402.70	2,849,580.77	2,581,241.60	268,339.17
1400 - RETIREMENT-OPERS						
OPERS	59,543.23	55,987.27	3,555.96	654,677.82	593,432.05	61,245.77
1600 - INSURANCE BENEFITS						
Health Insurance	45,417.53	40,645.03	4,772.50	454,508.63	395,857.68	58,650.95
Health Savings Account	8,716.67	7,416.81	1,299.86	87,166.67	73,459.75	13,706.92
Dental Insurance	1,943.75	1,699.18	244.57	19,437.50	16,530.29	2,907.21
Medicare	3,762.53	3,451.47	311.06	41,387.80	36,687.31	4,700.49
Life Insurance	341.75	284.89	56.86	3,417.48	2,745.13	672.35
Workers' Compensation	0.00	0.00	0.00	0.00	84.00	-84.00
TOTAL INSURANCE BENEFITS	60,182.22	53,497.38	6,684.84	605,918.08	525,364.16	80,553.92
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	516.36	230.00	286.36	2,731.76	2,537.00	194.76
Other Employee Benefits	1,300.00	0.00	1,300.00	4,000.00	2,647.14	1,352.86
TOTAL OTHER EMPLOYEE BENEFITS	1,816.36	230.00	1,586.36	6,731.76	5,184.14	1,547.62
TOTAL SALARIES & BENEFITS	380,295.66	352,065.80	28,229.86	4,116,908.43	3,705,221.95	411,686.48
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	3,543.18	1,150.69	2,392.49	34,670.51	28,246.70	6,423.81
Program Supplies	8,900.08	4,678.17	4,221.91	109,224.55	46,176.43	63,048.12
Cataloging/Processing Supplies	783.00	454.37	328.63	14,094.08	4,169.98	9,924.10
Postage	2,047.50	0.00	2,047.50	16,365.00	5,010.00	11,355.00
Small Tools/Equipment	250.00	808.65	(558.65)	2,500.00	897.23	1,602.77
TOTAL GENERAL ADMIN SUPPLIES	15,523.76	7,091.88	8,431.88	176,854.14	84,500.34	92,353.80
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	91.67	84.01	7.66	916.67	84.01	832.66
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	2,111.86	945.44	1,166.42	23,618.57	19,539.40	4,079.17
TOTAL SUPPLIES	17,727.28	8,121.33	9,605.95	201,389.37	104,123.75	97,265.62
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	1,322.02	699.41	622.61	8,740.68	5,348.03	3,392.65
In-House Seminars	0.00	651.20	(651.20)	3,750.00	2,519.47	1,230.53
Conference/Meetings	1,099.74	111.00	988.74	11,518.31	7,786.73	3,731.58
TOTAL TRAVEL EXPENSES	2,421.76	1,461.61	960.15	24,009.00	15,654.23	8,354.77
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	720.06	313.53	406.53	7,200.64	2,890.05	4,310.59
Computer Data Line	4,003.61	1,944.77	2,058.84	44,836.13	21,693.55	23,142.58
Security Alarm	625.00	0.00	625.00	6,250.00	1,980.00	4,270.00
Legal Ads	171.20	334.08	(162.88)	1,712.00	1,297.12	414.88
Marketing & Advertising	1,056.83	90.00	966.83	7,081.57	12,879.56	-5,797.99
Printing/Publications	130.47	4,160.83	(4,030.36)	35,560.02	13,124.76	22,435.26
TOTAL						
COMMUNICATION/PRINT/PUBLICITY	6,707.18	6,843.21	(136.03)	102,640.36	53,865.04	48,775.32

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of October 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	8,999.20	9,472.19	(472.99)	107,491.98	54,097.98	53,394.00
Equipment Maintenance	3,002.91	1,483.52	1,519.39	30,029.13	19,701.89	10,327.24
Grounds & Snow Removal	10,680.58	900.00	9,780.58	106,805.83	35,762.86	71,042.97
Janitorial Services	23,186.59	14,737.80	8,448.79	204,865.93	153,685.24	51,180.69
Trash Services	735.64	890.14	(154.50)	7,649.34	7,521.92	127.42
TOTAL PROPERTY MAINT/REPAIR/SECURITY	46,604.93	27,483.65	19,121.28	456,842.20	270,769.89	186,072.31
3400 - INSURANCE						
Property Insurance	1,583.33	0.00	1,583.33	29,333.33	25,263.50	4,069.83
3500 - RENTS & LEASES						
Rents & Leases	5,250.00	0.00	5,250.00	21,000.00	0.00	21,000.00
3600 - UTILITIES						
Electricity	13,384.02	4,232.81	9,151.21	125,401.48	60,872.54	64,528.94
Gas	3,213.24	1,619.84	1,593.40	51,353.46	38,538.01	12,815.45
Water/Sewer	0.00	59.28	(59.28)	9,759.92	6,161.85	3,598.07
TOTAL UTILITIES	16,597.27	5,911.93	10,685.34	186,514.87	105,572.40	80,942.47
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	1,060.50	1,560.00	(499.50)	13,314.45	6,400.00	6,914.45
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	0.00	0.00	0.00	12,527.44	12,263.79	263.65
Legal Services	696.19	412.50	283.69	24,455.13	24,971.25	-516.13
Tax Collection Fees	380.55	0.00	380.55	76,109.93	70,916.21	5,193.72
Banking Fees	764.95	1,078.98	(314.03)	7,799.53	6,264.06	1,535.47
TOTAL PROFESSIONAL SERVICES	2,902.19	3,051.48	(149.29)	134,206.48	120,815.31	13,391.17
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	9,552.79	0.00	9,552.79	234,115.10	178,269.31	55,845.79
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	3,205.36	2,828.56	376.80	38,980.74	21,561.32	17,419.42
Online Services	5,529.00	84.24	5,444.76	120,255.85	76,643.32	43,612.53
Collection Development Services	483.33	200.00	283.33	4,833.33	4,889.50	-56.17
TOTAL OTHER CONTRACTED SERVICES	9,217.70	3,112.80	6,104.90	164,069.93	103,094.14	60,975.79
TOTAL PURCHASED/CONTRACT SERVICES	100,837.15	47,864.68	52,972.47	1,352,731.24	873,303.82	479,427.42
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	30,604.78	45,289.91	(14,685.13)	434,587.94	337,830.41	96,757.53
Standing Orders/Continuations	2,417.07	717.10	1,699.97	24,170.69	12,246.39	11,924.30
Book Rentals	166.57	185.90	(19.33)	66,296.00	60,835.46	5,460.54
TOTAL NEW BOOKS	33,188.43	46,192.91	(13,004.48)	525,054.64	410,912.26	114,142.38
4200 - PERIODICALS						
Periodicals	252.58	0.00	252.58	24,500.60	21,526.40	2,974.20
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	10,667.94	3,988.64	6,679.30	106,679.41	58,591.06	48,088.35
Read Along Audiobooks	1,955.20	1,856.07	99.13	19,551.95	15,105.06	4,446.89
CD-Rom	1,235.70	824.89	410.81	12,357.03	10,631.06	1,725.97
Books On CD	3,852.26	757.26	3,095.00	39,105.95	14,423.44	24,682.51
Compact Discs	7.16	0.00	7.16	181.02	85.95	95.07
Brary Bags	226.57	222.27	4.30	1,572.93	1,497.48	75.45
TOTAL AUDIO-VISUAL MATERIALS	17,944.83	7,649.13	10,295.70	179,448.28	100,334.05	79,114.23
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	7,254.21	6,189.34	1,064.87	100,908.43	100,220.70	687.73
Online Subscriptions - Youth	306.01	1,006.11	(700.10)	8,468.62	3,114.93	5,353.69
TOTAL ONLINE LIBRARY DATABASES	7,560.22	7,195.45	364.77	109,377.05	103,335.63	6,041.42
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	6,469.88	(2,517.45)	383,229.00	365,333.98	17,895.02
Digital Music Services	0.00	0.00	0.00	40,000.00	39,735.00	265.00
Digital Video Services	0.00	10,202.49	(10,202.49)	166,412.70	63,639.43	102,773.27
TOTAL E-MATERIALS	3,952.43	16,672.37	(12,719.94)	589,641.70	468,708.41	120,933.29

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of October 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	350.72	2,612.06	32,827.16	5,897.75	26,929.41
Board Game Collection	250.99	0.00	250.99	2,509.88	1,229.16	1,280.72
TOTAL LIBRARY MATERIALS - OTHER	3,213.76	350.72	2,863.04	35,337.04	7,126.91	28,210.13
TOTAL LIBRARY MATERIALS	66,112.25	78,060.58	-11,948.33	1,475,563.76	1,124,148.11	351,415.65
5000 - CAPITAL OUTLAY						
Land Improvements	1,768.92	0.00	1,768.92	17,689.16	1,226.99	16,462.17
Building Improvements	10.83	0.00	10.83	37,108.33	0.00	37,108.33
Hardware	17,951.50	1,339.22	16,612.28	272,072.33	84,355.43	187,716.90
Software	1,429.00	404.10	1,024.90	68,592.00	6,693.62	61,898.38
Office Furniture	1,139.63	0.00	1,139.63	16,396.33	6,050.24	10,346.09
Library Furniture	8,548.77	0.00	8,548.77	85,487.69	8,399.19	77,088.50
Library Vehicle	0.00	0.00	0.00	75,000.00	74,823.57	176.43
TOTAL CAPITAL OUTLAY	30,848.65	1,743.32	29,105.33	572,345.85	181,549.04	390,796.81
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	233.33	0.00	233.33	2,333.33	2,175.00	158.33
Trustees Dues	60.00	0.00	60.00	11,880.00	11,802.00	78.00
TOTAL DUES & MEMBERSHIPS	293.33	0.00	293.33	14,213.33	13,977.00	236.33
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	0.00	0.00	0.00	2,162.28	1,822.57	339.71
TOTAL TAXES AND ASSESSMENTS	0.00	0.00	0.00	2,162.28	1,822.57	339.71
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	223.35	14.99	208.36	2,233.53	1,516.78	716.75
TOTAL REFUNDS & REIMBURSEMENTS	223.35	14.99	208.36	2,233.53	1,516.78	716.75
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	14.99	501.70	18,609.15	17,316.35	1,292.80
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	596,337.68	487,870.70	108,466.98	7,737,547.80	6,015,663.02	1,721,884.78

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

FOOTNOTES

1 - Through ten months, salaries and benefits are 10% under appropriated amounts. There are multiple issues that have caused this, including open positions and some additional amounts being included in the appropriations for these positions and changes to the staffing levels. During December, we are going to make some reductions to these amounts to provide some better future forecasting amounts

2 - Supplies items are also coming in pretty significantly under budget. The largest reason for this is the program supplies. We have spent less than 50% of anticipated amount. Part of this is related to "The Wall That Heals" costs being partially budgeted to come out of these line items. Later this year, we will likely look at this and do some appropriation reductions.

3 - Communications, Printing and Publicity is pretty significantly under budget for the year. There are two major items that are causing this. First, the computer data line charges have been significantly under the budgeted amounts in each quarter. Second, the initial budget included the costs to print the calendar of events on a quarterly basis. We have started to print the calendar of events, with the October-December COE being the first one.

4 - Property maintenance/repair and security has been coming in under budget for the year. These items initially included some costs to move Creativity Commons into a new space. Since this is not occurring, but the administrative offices are moving, we may see some movement in these items over the next several months. We have started to move some of the appropriations from Creativity Commons to Congress Park.

5 - Utilities were budgeted for increases throughout the year, coupled with Creativity Commons resulting in a third location. As this is occurring later than we anticipated, these items may be over budget for the year. However, I anticipate that the month to month amounts may end up a little closer to what we had planned for the year.

6 - Library materials are currently about 24% under budget for the year. However, this is largely the result of items that have been ordered not being delivered yet. There is also a portion that are items that will be ordered soon.

Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For The Month Of October 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	2,522,528	2,582,195	(59,667)	-2.3%	2,582,195	2,279,946	302,249	13.3%
Operating Levy	5,167,452	5,110,423	57,029	1.1%	5,110,423	5,322,248	(211,825)	-4.0%
Federal, State and Local Grants	2,000	3,750	(1,750)	-46.7%	3,750	-	3,750	
Patron Fines, Fees, Patron Supplies	97,499	94,331	3,168	3.4%	94,331	98,546	(4,215)	-4.3%
Interest Income	371,335	37,595	333,740	887.7%	48,505	26,802	21,703	81.0%
Donations	28,598	39,244	(10,646)	-27.1%	39,244	3,297	35,947	1090.3%
Refunds/Reimbursements	14,145	38,083	(23,938)	-62.9%	38,083	40,378	(2,295)	-5.7%
Miscellaneous	282	324	(42)	-12.9%	324	(783)	1,107	-141.4%
Total Revenue	8,203,839	7,905,945	297,894	3.8%	7,916,855	7,770,434	146,421	1.9%
EXPENDITURES								
Salaries	2,581,242	2,418,709	162,533	6.7%	2,418,709	2,181,539	237,170	10.9%
Retirement	593,432	536,439	56,993	10.6%	536,439	495,354	41,085	8.3%
Insurance & Other Benefits	530,548	478,726	51,822	10.8%	478,726	466,763	11,963	2.6%
Supplies	104,124	95,152	8,972	9.4%	95,152	59,009	36,143	61.3%
Purchased / Contract Services	873,304	971,816	(98,513)	-10.1%	971,816	739,266	232,550	31.5%
Library Materials	1,124,148	1,051,348	72,800	6.9%	1,051,348	937,359	113,989	12.2%
Capital Outlay	181,549	199,183	(17,634)	-8.9%	199,183	102,073	97,110	95.1%
Other Expenditures	17,316	14,442	2,875	19.9%	14,442	12,663	1,779	14.0%
Transfers to Other Funds	10,000	3,000,170	(2,990,170)	-99.7%	3,000,170	20,000	2,980,170	14900.8%
Total Expenditures	6,015,663	8,765,985	(2,750,322)	-31.4%	8,765,985	5,014,026	3,751,959	74.8%
Net Change in Fund Balance	2,188,176	(860,040)	3,048,217		-849,130	2,756,408	(3,605,538)	

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	252,857	240,095	(12,761)	-5.0%	2,780,777	2,522,528	(258,249)	-9.3%
Operating Levy	0	0	0		4,888,109	5,167,452	279,343	5.7%
Patron Fines, Fees, Patron Supplies	8,092	9,872	1,780	22.0%	80,917	97,499	16,582	20.5%
Interest Income	3,578	9,565	5,987	167.4%	65,220	371,335	306,115	469.4%
Donations	4,068	5,361	1,293	31.8%	29,492	28,598	(893)	-3.0%
Refunds/Reimbursements	292	0	(292)		1,780	14,145	12,365	694.7%
Miscellaneous	17	10	(7)	-42.4%	344	282	(62)	-17.9%
Total Revenue	268,903	264,903	(4,000)	-1.5%	7,846,638	8,201,839	355,201	4.5%
EXPENDITURES								
Salaries	258,754	242,351	16,403	6.3%	2,849,581	2,581,242	268,339	9.4%
Retirement	59,543	55,987	3,556	6.0%	654,678	593,432	61,246	9.4%
Insurance & Other Benefits	61,999	53,727	8,271	13.3%	612,650	530,548	82,102	13.4%
Supplies	17,727	8,121	9,606	54.2%	201,389	104,124	97,266	48.3%
Purchased / Contract Services	100,837	47,865	52,972	52.5%	1,352,731	873,304	479,427	35.4%
Library Materials	66,112	78,061	(11,948)	-18.1%	1,475,564	1,124,148	351,416	23.8%
Capital Outlay	30,849	1,743	29,105	94.3%	572,346	181,549	390,797	68.3%
Other Expenditures	517	15	502	97.1%	18,609	17,316	1,293	6.9%
Transfers to Other Funds	0	0	0		0	10,000	(10,000)	
Total Expenditures	596,338	487,871	108,467	-18.2%	7,737,548	6,015,663	1,721,885	22.3%
Net Change in Fund Balance	(327,435)	(222,968)	104,467		109,090	2,186,176	2,077,086	

Washington-Centerville Public Library
Listing of Investments
For the Month Ended October 31, 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
Freddie Mac					
3134H1FC2	\$ 700,000.00	6.00%	10/26/2027	\$ 700,000.00	\$ 42,000.00
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	\$ 990.00
3130ALTL8	\$ 500,000.00	0.30%	1/23/2024	\$ 500,000.00	\$ 750.00
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
3130AXHF8	\$ 500,000.00	6.05%	10/26/2028	\$ 500,000.00	\$ 30,250.00
	<u>\$ 7,058,000.00</u>			<u>\$ 7,050,062.44</u>	<u>\$ 189,220.00</u>
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	\$ 252.00
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>	<u>\$ 3,877.00</u>
Total	\$ 8,148,000.00			\$ 8,141,779.85	\$ 193,097.00

Washington-Centerville Public Library
Investment Schedules
For the Month Ended October 31, 2023

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2023	\$ 60,160.07	\$ 12,938.58	\$ 298,236.21	\$ 371,334.86
2022	\$ 21,050.53	\$ 3,091.42	\$ 24,363.08	\$ 48,505.03
Change - YTD	\$ 39,109.54	\$ 9,847.16	\$ 273,873.13	\$ 322,829.83

Interest Income Schedule - Next Twelve Months

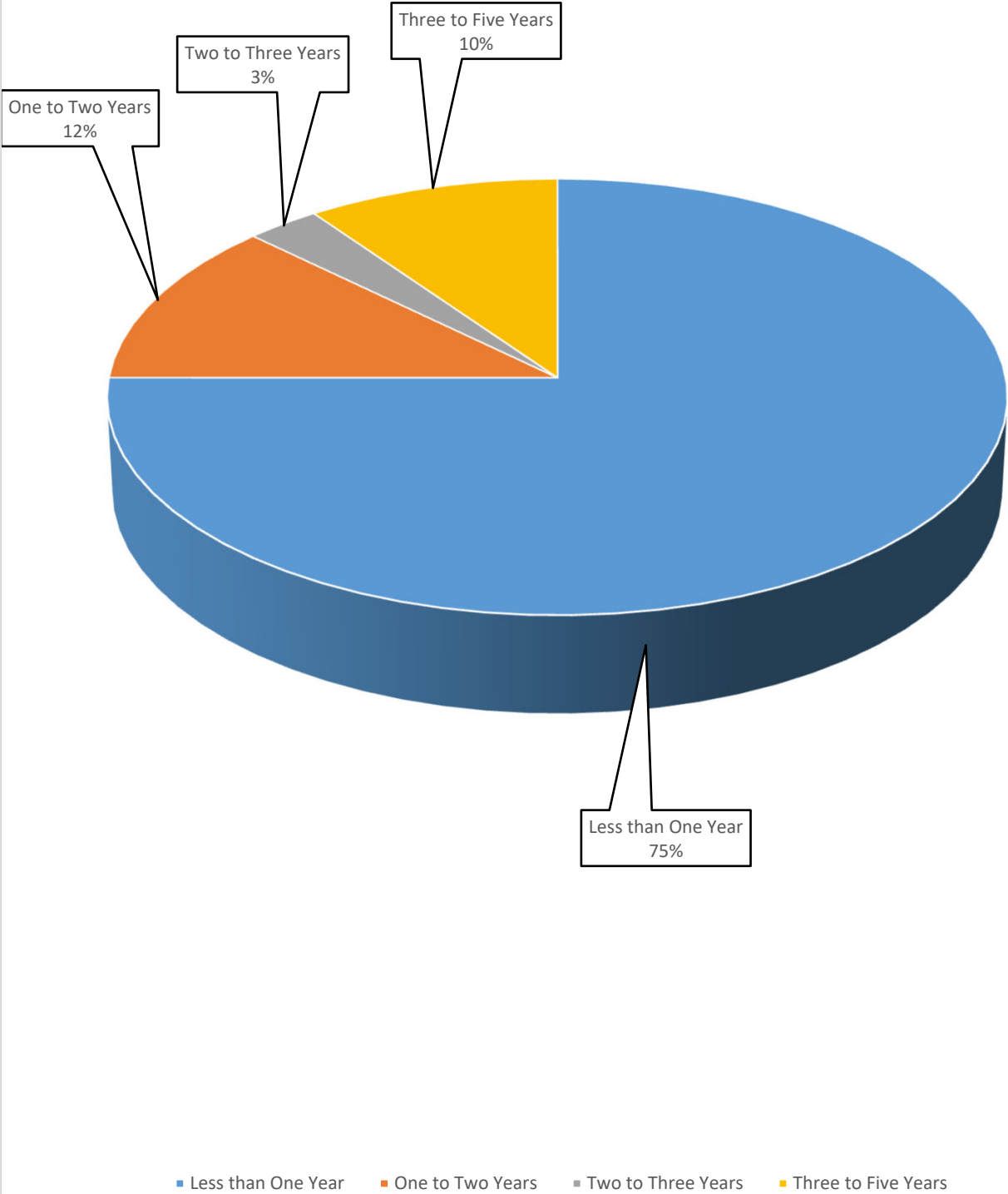
	US Bank	PNC	STAR (1)	Total
November	\$ 21,275.00	\$ 1,350.00	\$ 38,443.41	\$ 61,068.41
December	\$ 675.00	\$ 252.00	\$ 38,611.60	\$ 39,538.60
January	\$ 5,970.00	\$ -	\$ 35,087.14	\$ 41,057.14
February	\$ 31,765.00	\$ -	\$ 35,226.03	\$ 66,991.03
March	\$ -	\$ 462.50	\$ 35,365.46	\$ 35,827.96
April	\$ 36,125.00	\$ -	\$ 35,505.45	\$ 71,630.45
May	\$ 20,825.00	\$ 1,350.00	\$ 35,645.99	\$ 57,820.99
June	\$ 465.00	\$ -	\$ 35,787.09	\$ 36,252.09
July	\$ 5,220.00	\$ -	\$ 35,928.75	\$ 41,148.75
August	\$ 30,775.00	\$ -	\$ 36,070.97	\$ 66,845.97
September	\$ -	\$ 462.50	\$ 36,213.75	\$ 36,676.25
October	\$ 36,125.00	\$ -	\$ 36,357.10	\$ 72,482.10
	\$ 189,220.00	\$ 3,877.00	\$ 434,242.74	\$ 627,339.74

1 - STAR Ohio Interest rates projected at 5.25% through December, 4.75% for January through October 2024

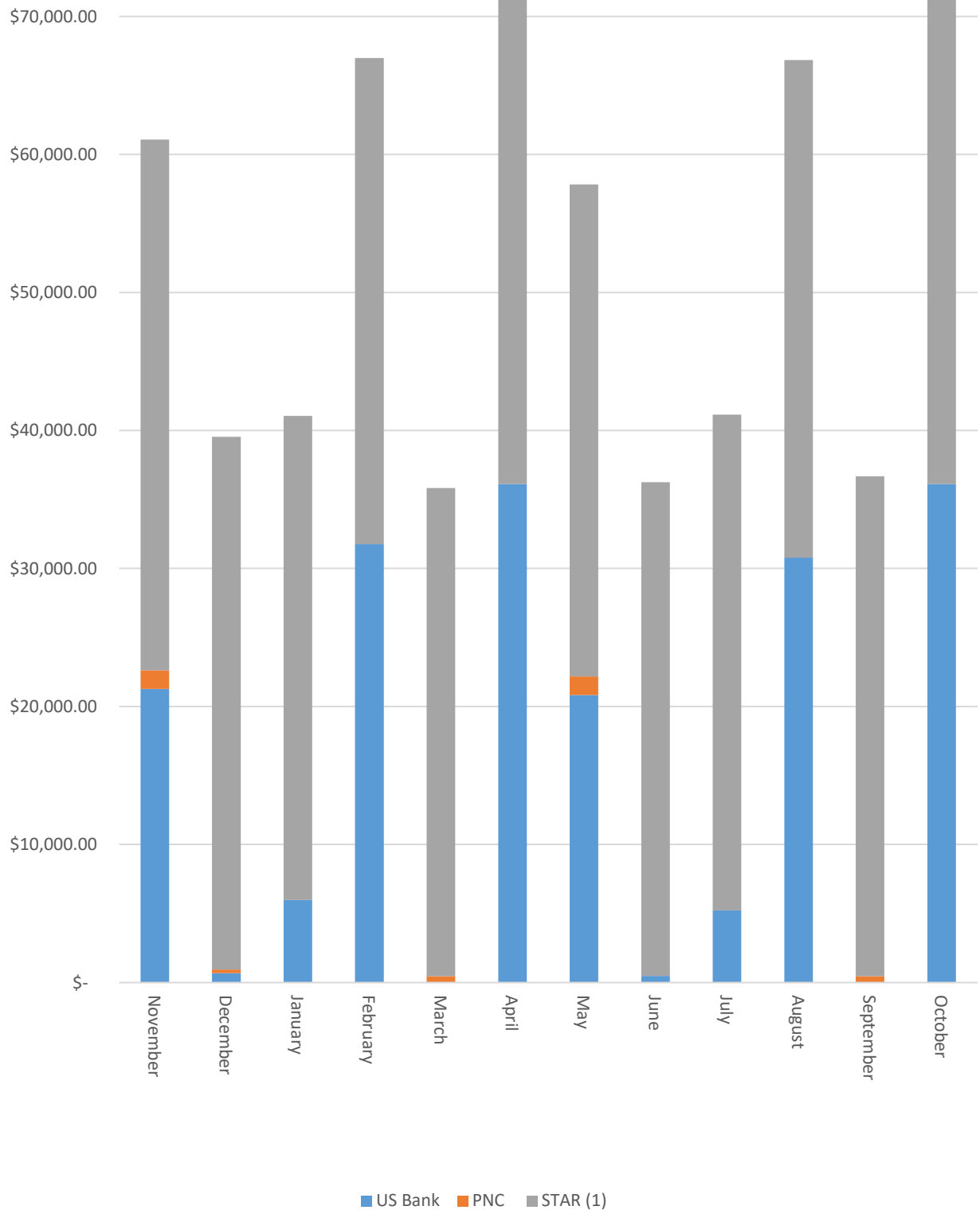
Investment Maturity Summary

Agency	Less than One Year	One to Two Years	Two to Three Years	Three to Five Years	Total
STAR Ohio	\$ 8,787,065	\$ -	\$ -	\$ -	\$ 8,787,065
Money Market	\$ 271,919	\$ -	\$ -	\$ -	\$ 271,919
Fannie Mae	\$ 708,000	\$ -	\$ -	\$ -	\$ 708,000
Federal Farm Credit Bank	\$ 690,000	\$ -	\$ -	\$ -	\$ 690,000
Federal Home Loan Bank	\$ 2,450,000	\$ 1,500,000	\$ 500,000	\$ 1,000,000	\$ 5,450,000
Freddie Mac	\$ -	\$ 600,000	\$ -	\$ 700,000	\$ 1,300,000
Total	\$ 12,906,984	\$ 2,100,000	\$ 500,000	\$ 1,700,000	\$ 17,206,984

Investment Laddering - Including STAR Ohio and PNC Money Market



Monthly Projected Investment Income - Next Twelve Months



APPENDED TO NOVEMBER 14, 2023 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- None

Promotions

- None

End of Provisionary

- Michelle Fang, Public Services Library Aide, 10/30/23, \$13.00 per hour

Change in Status

- None

Retirement

- None

Resignation/Termination

- June Bullock, Public Services Team Liaison, 10/25/23

EXPENDITURES FOR APPROVAL AT NOVEMBER MEETING

November 14, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	\$ 14.82
Baker & Taylor Books – books & AV materials	1,729.02
Brodart –books	42,542.61
Caitlin Spratt- employee mileage reimbursement	10.48
CDW-G - Network cabling - Congress Park	1,180.20
CenterPoint Energy – utilities	1,334.61
Centerville Landscaping - facilities	3,855.93
Centerville Rotary Club - 4th quatter fees	258.00
Chard Snyder - Cobra admin fee	125.00
Charter Communications- utilities	512.41
Christy Ott - employee mileage reimbursement	17.98
Cintas - facilities maintenance	1,581.09
Coleen Pitzer - employee mileage reimbursement	31.01
Debe Dockins - employee mileage reimbursement	37.07
Dell - systems	1,341.28
Digital Fringe - printing	181.18
Donnellon McCarthy - copier maintenance	1,289.85
DSS Sweeping Service - parking lot sweeping	161.25
Faronics - deep freeze licenses	493.50
Gary Berry - employee mileage reimbursement	235.73
Gleason Property Services LLC - November cleaning WB & CV	12,750.00
Jamie Garcia - employee mileage reimbursement	8.39
Jenelle Allen - employee mileage reimbursement	20.53
Jenny Catri - employee mileage reimbursement	8.12
June Bullock - employee mileage reimbursement	45.85
Kanopy - digital video services	1,818.00
Kassie Fraley - patron refund	89.89
Katherine McCollum - employee mileage reimbursement	11.94
Kyle Knepp - employee mileage reimbursement	36.61
Library Ideas - Vox books	811.15
Lowes - facilities supplies	2,212.95
Lynnee Hogendoorn - patron refund	16.00
Manhattan Short - 2023 film festival	600.00
Mary Jane O'Hara - patron refund	28.00
Midwest Tape – AV materials	19,421.53
ODP - office supplies	358.44
Overdrive -ebooks	44.85
Playaway - Audio Books	1,235.54

Rieck -service call & fan motor replacement	10,549.76
Robin Poffenberger - employee reimbursement	210.00
Rush Transportation – contracted services	1,032.72
Scott Royal - employee mileage reimbursement	20.70
Shelby Quinlivan - employee reimbursement	12.96
Shelly Peresie - employee mileage reimbursement	30.96
South Community - fees for employee assistance	202.50
Structured Employee Benefits of Ohio - group life insurance premium	273.19
T-Mobile - hotspots	660.10
Trigon - consumables for Creative Commons	973.47
Tri-Tech - engineering fees for HVAC	1,365.00
Unique - recovery & collection fees	306.95
UPS - shipping fees	50.13
William Menker - employee mileage reimbursement	60.33
WYSO - advertisement	180.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 112,379.58

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #22	\$ 121,406.55
Payroll #23	122,128.06
TOTAL PAYROLL	\$ 243,534.61

MISCELLANEOUS:

AES Ohio – utilities	\$ 2,539.07
Amazon - office supplies, small tools, AV materials & books	9,823.69
AT&T – telephone service	313.53
Boonshoft Museum of Discovery - Library Card Day contribution	1,200.00
Bricker Graydon - construction counsel	3,217.50
CDW-G - Network equipment - Congress Park	1,339.22
CenterPoint Energy – utilities	477.71
Centerville City Schools - October health insurance premium	40,645.03
Charter Communications- utilities	362.93
CoCard - bank fees	238.23
Creative Impressions - business cards	600.00
Creative Impressions - loan chart cards	644.00
Delta Dental – November dental insurance premiums	1,699.18
Group Sales Cincinnati Museum Center - youth program	710.00
Health Equity – Nov HSA contribution	7,275.14
Home Depot - facilities supplies	5,947.84
Kroger Co - supplies	608.46
Level 3 Communications, LLC - phone service	398.29
Lowes - facilities supplies	1,476.21

Ohio Newspapers - vacancy announcement	334.08
OPERS – employer pick-up & match	55,987.27
Montgomery County Water Services - utilities	59.28
Reserve Account - additional 4th qtr postage meter refill	1,500.00
Rieck Services - chiller replace & maintenance	1,365.00
Rumpke - trash services for WB & CV & Congress Park	113.25
Scot A. Stone -legal fees	412.50
Today's Business Solutions, Inc. - replacements copier payment kiosks	7,097.00
Transformations Plus - carpet cleaning service	1,092.00
U. S. Bank - program supplies, seminar registration fees, books	12,426.22
U. S. Bank—employer share of Medicare	3,467.68
U. S. Bank – banking fees	394.52
World Archives - database subscription renewal	6,442.00
TOTAL MISCELLANEOUS	<u>\$ 170,206.83</u>
GRAND TOTAL NOVEMBER MEETING	<u><u>\$ 526,121.02</u></u>

November 2023

New Business

RESOLUTION 023-020
ADVANCE REQUEST FOR TAXES COLLECTED

A RESOLUTION FOR THE ADVANCE REQUEST OF 2023 TAX DOLLARS ASSESSED AND COLLECTED
ON BEHALF OF THE WASHINGTON-CENTERVILLE PUBLIC LIBRARY

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on the 14th day of November, 2023 with the following members present:

Mr. Bowling	_____	Mr. Nunna	_____
Mrs. Cline	_____	Mrs. Suttman	_____
Mrs. Denison	_____	Mr. Talda	_____
Mrs. Herrick	_____		

_____ moved and _____ seconded the adoption of the following Resolution:
WHEREAS, This Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio, requests the Auditor of Montgomery County, Ohio for the advance of tax dollars assessed and collected on behalf of the Washington-Centerville Public Library.

The roll being called upon its adoption the vote resulted as follows:

Mr. Bowling	_____	Mr. Nunna	_____
Mrs. Cline	_____	Mrs. Suttman	_____
Mrs. Denison	_____	Mr. Talda	_____
Mrs. Herrick	_____		

RESOLVED, That the Secretary of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Adopted the 14th day of November, 2023.

Secretary of Board of Library Trustees
Washington-Centerville Public Library
Montgomery County, Ohio

**KARL L. KEITH
MONTGOMERY COUNTY AUDITOR**

In order to properly complete your advance request, please update our office with the following information:

PLEASE COMPLETE/CHECK THE FOLLOWING:

MINIMUM AMOUNT TO ADVANCE: \$ Maximum Available

ADVANCE FROM: ☒ Real Estate Taxes

ADVANCES PROCESSED: ☒ Weekly
☐ Bi-Weekly
☐ Monthly
☐ Other _____

PRINT NAME: John Monteith

AUTHORIZED SIGNATURE: _____

TITLE: Fiscal Officer

DATE: November 14, 2023

TAXING ENTITY: Washington-Centerville Public Library

EMAIL ADDRESS: JMonteith@wclibrary.info

PLEASE INDICATE DATES FOR WHICH ADVANCES **SHOULD NOT BE DEPOSITED**: _____

Please include one copy of your resolution when returning this form.

QUESTIONS: PATRICK MIKAL
225-4231

THANK YOU!

October 2023

Monthly
Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	56,828	55,518	-2.3%	40,074	40,632	1.4%	7	0	-100.0%	96,910	96,153	-0.8%
Digital Circulation										32,768	39,695	21.1%
SearchOhio Borrowed										1,257	1,257	0.0%
Total Circulation										130,935	137,105	4.7%
APPLICANT REGISTRATION												
Total Registrations	391	273	-30.2%	154	141	-8.4%	3	10	233.3%	548	424	-22.6%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										35,230	34,180	-3.0%
Montgomery County										21,845	19,844	-9.2%
Other County										11,456	11,261	-1.7%
Other										61	59	-3.3%
Total Library Cardholders										68,592	65,344	-4.7%
VISITORS												
Building Visitors	16,907	17,786	5.2%	11,801	12,711	7.7%	1,184	1,553	31.2%	29,892	32,050	7.2%
Website Visitors										69,522	142,950	105.6%
Total Building / Website Visitors										99,414	175,000	76.0%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,679	2,503	-6.6%	2,487	2,092	-15.9%	1,262	1,570	24.4%	6,428	6,165	-4.1%
PROGRAMS												
Adult/General Programs	9	12	33.3%	20	17	-15.0%	15	5	-66.7%	68	57	-16.2%
Adult/General Program Attendees	78	197	152.6%	241	168	-30.3%	809	56	-93.1%	3,215	1,965	-38.9%
Children's Programs	40	32	-20.0%	33	27	-18.2%	0	0	#DIV/0!	95	84	-11.6%
Children's Program Attendees	710	671	-5.5%	462	604	30.7%	0	0	#DIV/0!	1,646	1,742	5.8%
Teen Programs	8	4	-50.0%	2	3	50.0%	0	0	#DIV/0!	10	7	-30.0%
Teen Program Attendees	113	95	-15.9%	11	19	72.7%	0	0	#DIV/0!	124	114	-8.1%
Total Library Programs	57	48	-15.8%	55	47	-14.5%	15	5	-66.7%	173	148	-14.5%
Total Library Program Attendees	901	963	6.9%	714	791	10.8%	809	56	-93.1%	4,985	3,821	-23.4%
ELECTRONIC DATABASE USAGE												
Library-Owned Databases*	1,899	1,402	-26.2%	2,637	1,092	-58.6%						
OPLIN Databases*				2,926	117	-96.0%						
Total All Databases	1,899	1,402	-26.2%	5,563	1,209	-78.3%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	16,633	16,577	-0.3%	11,567	12,482	7.9%	5	0	-100.0%	28,205	29,059	3.0%
Juvenile Books	24,426	23,958	-1.9%	16,643	16,747	0.6%	2	0	-100.0%	41,071	40,705	-0.9%
Off Line Transactions										0	3	#DIV/0!
Periodicals	1,996	2,004	0.4%	1,313	1,430	8.9%	0	0	#DIV/0!	3,309	3,434	3.8%
Young Adult Books	1,601	1,619	1.1%	1,043	1,059	1.5%	0	0	#DIV/0!	2,644	2,678	1.3%
Total Print Circulation	44,656	44,158	-1.1%	30,566	31,718	3.8%	7	0	-100.0%	75,229	75,879	0.9%
AV CIRCULATION												
Audiobooks	1,799	1,991	10.7%	1,570	1,572	0.1%				3,369	3,563	5.8%
Movies (DVDs/Blu-rays)	9,474	8,202	-13.4%	7,183	6,374	-11.3%				16,657	14,576	-12.5%
Music (Compact Discs)	324	465	43.5%	412	379	-8.0%				736	844	14.7%
Juvenile Tablets	285	324	13.7%	156	320	105.1%				441	644	46.0%
Total AV Circulation	11,882	10,982	-7.6%	9,321	8,645	-7.3%				21,203	19,627	-7.4%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	116	173	49.1%	61	97	59.0%	0	0	#DIV/0!	177	270	52.5%
Brary Bags	66	62	-6.1%	50	63	26.0%				116	125	7.8%
Hotspots	12	17	41.7%	18	18	0.0%	0	0	#DIV/0!	30	35	16.7%
Maker Kits	79	89	12.7%	45	57	26.7%	0	0	#DIV/0!	124	146	17.7%
Streaming Devices (added Sept 2022)	18	37	105.6%	13	34	161.5%	0	0	#DIV/0!	31	71	129.0%
Total Special Collections Circulation	291	378	29.9%	187	269	43.9%	0	0	#DIV/0!	478	647	35.4%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	27,602	26,735	-3.1%	19,706	20,133	2.2%	5	0	-100.0%	47,313	46,868	-0.9%
Juvenile Circulation	27,576	27,139	-1.6%	19,297	19,409	0.6%	2	0	-100.0%	46,875	46,548	-0.7%
Young Adult Circulation	1,651	1,647	-0.2%	1,071	1,090	1.8%	0	0	#DIV/0!	2,722	2,737	0.6%
Total Physical Circulation	56,829	55,521	-2.3%	40,074	40,632	1.4%	7	0	-100.0%	96,910	96,153	-0.8%
DIGITAL CIRCULATION												
eAudiobooks										11,472	14,642	27.6%
eBooks										17,938	18,114	1.0%
eMusic										296	316	6.8%
eVideo										1,961	2,525	28.8%
eZines (Digital Magazines)										1,101	4,098	272.2%
Total Digital Circulation										32,768	39,695	21.1%

*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	567,804	596,567	5.1%	405,808	424,884	4.7%	28	40	42.9%	973,640	1,021,491	4.9%
Digital Circulation										318,675	392,362	23.1%
SearchOhio Borrowed										12,508	13,157	5.2%
Total Circulation										1,304,823	1,427,010	9.4%
APPLICANT REGISTRATION												
Total Registrations	3,424	3,383	-1.2%	1,846	1,985	7.5%	30	97	223.3%	5,300	5,465	3.1%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										35,230	34,180	-3.0%
Montgomery County										21,845	19,844	-9.2%
Other County										11,456	11,261	-1.7%
Other										61	59	-3.3%
Total Library Cardholders										68,592	65,344	-4.7%
VISITORS												
Building Visitors	161,644	181,288	12.2%	111,944	126,526	13.0%	6,596	14,278	116.5%	280,184	322,092	15.0%
Website Visitors										661,953	931,262	40.7%
Total Building / Website Visitors										942,137	1,253,354	33.0%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	29,863	30,749	3.0%	24,030	26,003	8.2%	5,699	10,721	88.1%	59,592	67,473	13.2%
PROGRAMS												
Adult/General Programs	65	76	16.9%	179	165	-7.8%	48	67	39.6%	456	476	4.4%
Adult/General Program Attendees	457	889	94.5%	2,040	1,814	-11.1%	1,805	1,651	-8.5%	9,477	80,743	752.0%
Children's Programs	106	244	130.2%	94	181	92.6%	0	0	#DIV/0!	334	637	90.7%
Children's Program Attendees	2,368	5,697	140.6%	1,645	4,730	187.5%	0	0	#DIV/0!	9,649	17,663	83.1%
Teen Programs	54	57	5.6%	22	27	22.7%	0	0	#DIV/0!	78	89	14.1%
Teen Program Attendees	1,054	1,010	-4.2%	222	229	3.2%	0	0	#DIV/0!	2,837	1,975	-30.4%
Total Library Programs	225	377	67.6%	295	373	26.4%	48	67	39.6%	868	1,202	38.5%
Total Library Program Attendees	3,879	7,596	95.8%	3,907	6,773	73.4%	1,805	1,651	-8.5%	21,963	100,381	357.0%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	18,118	19,475	7.5%	30,760	32,474	5.6%						
OPLIN Databases				30,864	22,466	-27.2%						
Total All Databases	18,118	19,475	7.5%	61,624	54,940	-10.8%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	167,629	173,666	3.6%	120,117	128,002	6.6%	11	30	172.7%	287,757	301,698	4.8%
Juvenile Books	234,944	256,078	9.0%	159,696	170,173	6.6%	12	10	-16.7%	394,652	426,261	8.0%
Off Line Transactions										131	53	-59.5%
Periodicals	20,398	18,928	-7.2%	12,672	13,170	3.9%	0	0	#DIV/0!	33,070	32,098	-2.9%
Young Adult Books	18,211	18,571	2.0%	12,122	12,970	7.0%	2	0	-100.0%	30,335	31,541	4.0%
Total Print Circulation	441,182	467,243	5.9%	304,607	324,315	6.5%	25	40	60.0%	745,945	791,651	6.1%
AV CIRCULATION												
Audiobooks	17,937	20,704	15.4%	16,707	17,351	3.9%				34,644	38,055	9.8%
Movies (DVDs/Blu-rays)	99,591	97,534	-2.1%	77,163	73,243	-5.1%				176,754	170,777	-3.4%
Music (Compact Discs)	4,529	4,173	-7.9%	4,123	4,278	3.8%				8,652	8,451	-2.3%
Juvenile Tablets	2,598	3,265	25.7%	1,939	3,083	59.0%				4,537	6,348	39.9%
Total AV Circulation	124,655	125,676	0.8%	99,932	97,955	-2.0%				224,587	223,631	-0.4%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	316	1,542	388.0%	156	981	528.8%	0	0	#DIV/0!	472	2,523	434.5%
'Brary Bags	708	756	6.8%	471	551	17.0%				1,179	1,307	10.9%
Hotspots	158	155	-1.9%	192	163	-15.1%	0	0	#DIV/0!	350	318	-9.1%
Maker Kits	634	823	29.8%	428	603	40.9%	3	0	-100.0%	1,065	1,426	33.9%
Streaming Devices (added Sept 2022)	28	372	1228.6%	22	316	#####	0	0	#DIV/0!	50	688	1276.0%
Total Special Collections Circulation	1,844	3,648	97.8%	1,269	2,614	106.0%	3	0	-100.0%	3,116	6,262	101.0%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	283,467	284,732	0.4%	207,559	211,812	2.0%	14	30	114.3%	491,040	496,574	1.1%
Juvenile Circulation	265,740	292,861	10.2%	185,764	199,719	7.5%	12	10	-16.7%	451,516	492,590	9.1%
Young Adult Circulation	18,605	19,027	2.3%	12,485	13,353	7.0%	2	0	-100.0%	31,092	32,380	4.1%
Total Physical Circulation	567,812	596,620	5.1%	405,808	424,884	4.7%	28	40	42.9%	973,648	1,021,544	4.9%
DIGITAL CIRCULATION												
eAudiobooks										102,897	162,743	58.2%
eBooks										184,012	188,722	2.6%
eMusic										2,873	2,960	3.0%
eVideo										18,376	21,735	18.3%
eZines (Digital Magazines)										10,517	16,202	54.1%
Total Digital Circulation										318,675	392,362	23.1%