

ATTACHMENTS FOR APRIL 16, 2024 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Library Operations

- Water leak at Woodbourne Library
 - Contacted vendor to get prices of replacement pieces of damaged shelving units
- Continued to schedule sessions with staff for practicum student and conducted session on strategic planning
- Made recommendation to hire candidate for Marketing & Communication Manager and prepared onboarding schedule
- Discussed diversity grant received from Centerville Washington Township Foundation and communicated expectations with staff involved
- Prepared and sent April Get in the Know newsletter
- Determined theme for May Centerville Lifestyle magazine
- Met to discuss HR software and how to move that project forward
- Met with representatives from Sinclair about Team Leader/Liaison professional development series
- Communicated with other libraries and public entities about storm potential and closed the library early
- Attended dinner at Erma Bombeck Writing Workshop
- Kick off meeting with LWC and worked on programming for Centerville Library
- Attended Workforce 360 half-day session from MVHRA
- Followed up with McSwain on base cove for Congress Park
- Prepared money collection report for several days and covered daily schedule when staff were at the PLA convention

Communication

-

Community / Professional Involvement

- Friends
 - Printed flyers for book sale and upcoming events
 - Submitted for City BBQ takeover on April 29
 - Attended Friends annual meeting
 - Attended trivia
- Participated in Voice & Stories panel with Centerville Washington Diversity Council
- Attended Age-Friendly Focus Group meeting with City of Centerville
- Attended RecPlex Advisory meeting

Vacation – 3/22

Sick day – 3/29

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

March 19, 2024

CALL TO ORDER

The regular Board of Trustees meeting for March 2024 was held at the Centerville Library. Board President Barbara Denison 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, **Absent**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Mrs. Robinson, Human Resources Manager, and members of the public.

AGENDA CHANGE

Mr. Monteith stated that due to a last-minute change to the posted agenda, we need to a board vote to approve the change. Mrs. Herrick moved to approve the agenda change. Mr. Nunna seconded the motion.

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

EXECUTIVE SESSION

Mrs. Herrick moved, pursuant to ORC § 121.22(G)(1), to enter into an Executive Session for the purpose of discussing the employment and/or discipline of a public employee. Mrs. Cline 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>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The Board entered into Executive Session at 7:01 p.m.

At 7:23 p.m., Board President Barbara Denison returned the meeting to open session. She stated “I hereby return the meeting to open session with no further action taken by this body”

HEARING OF THE PUBLIC

Mr. Monteith stated that there was a hearing of the public. Before turning the floor over, Mr. Monteith read the Board's policy on Public Participation at Board Meetings. He then introduced Kirsten O. of Centerville. She wished to follow-up on her comments from the previous month regarding the organization and/or labeling of children's books.

HUMAN RESOURCES PRESENTATION

Mrs. Robinson presented to the Board regarding the merit increase strategy for 2024 that would be applicable to both non-bargaining unit full-time staff, and to partially benefited staff. She stated that the full-time non-bargaining unit staff have just completed their performance review process. She stated that sixteen employees from the non-bargaining unit were evaluated during the process.

She stated that, based on the appropriated amount of 3%, raise percentages were assigned ranging from 0%, for those that may not have met the requirements, to 4% for those rated as exceptional. Additionally, adjustments are made to individuals based on where they fall compared to the mid-point of the range. Based on this, the average adjustment is about 3.34% for the group.

Mrs. Robinson said that she is also recommending that the same strategy be used for the partially-benefitted staff who will start their review process on April 1st.

Mrs. Cline moved to approve the merit increase strategy for non-bargaining unit fully benefitted employees, effective April 1, 2024, and to use the same strategy for the partially benefitted employees during their review process that begins on April 1, 2024. Mrs. Suttman seconded the motion.

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

APPROVAL OF MINUTES

Mrs. Cline moved for the approval of the February 20, 2024 Meeting Minutes. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 2 (Bowling, Cline)

DIRECTOR'S REPORT

❖ FACILITIES

❖ Congress Park

- Interior work nearly complete – cabinets and counters on order for breakroom
- Finalizing firewall – issues with connecting to Woodbourne
- Exterior work in progress

- ❖ Woodbourne Library
 - Water leak on Sunday, January 14
 - Drywall repairs are in progress
 - Reviewed damage to desk and shelving units with adjuster
- ❖ Centerville Library
 - Water leaks on Saturday, March 2 from ducts
 - Damage to ceiling tiles and drywall
- ❖ **PERSONNEL**
 - ❖ Currently recruiting for Marketing & Communication Manager, two Technical Services positions, two Drivers, and temporary Summer Reading Club Assistants
- ❖ **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ New online programming calendar – switched from eVanced to LibCal
 - ❖ Winter Reading Club finished March 2 – 411 adults registered, with 178 completing the challenge
 - ❖ Children’s board game collection debuted March 18 – 20 games to start
- ❖ **OTHER**
 - ❖ PLF formula
 - ❖ Flurry of incidents
 - First Amendment Auditor returned and submitted public records request
 - Man barged into meeting room while a young woman was in there using it
 - Man started altercation with a woman near the Reference Desk

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for February 2024, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board’s review and approval.

Mrs. Suttman moved to approve the monthly financial report, and Mr. Nunna seconded the motion.

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

The motion is approved.

- b. Payment of March 2024 Expenditures

Mrs. Cline moved to approve the payment of March expenditures, and Mr. Nunna 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>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The motion is approved.

NEW/OLD BUSINESS

a. Resolution No. 024-003: Authorizing Finalization of Negotiations and Execution of Architect Agreement

Mrs. Herrick moved for the approval of Resolution No. 024-003: Authorizing Finalization of Negotiations and Execution of Architect Agreement. Mrs. Suttman seconded the motion.

The roll call vote was:

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

The resolution is approved.

b. Resolution No. 024-004: Approval of Then & Now Certificate

Mr. Monteith stated that this Then & Now Certificate is the result of the water leak at Woodbourne. This is directly related to the emergency repair that occurred. Mrs. Herrick moved for the approval of Resolution No. 024-004: Approval of Then & Now Certificate. Mrs. Cline seconded the motion.

The roll call vote was:

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>Absent</u>

Mrs. Herrick Yes

The resolution is approved.

c. 2024 Insurance Renewal

Mr. Monteith stated that the insurance renewal cost came in much lower than was anticipated. After credits for being a long-time client, the renewal amount came in at nearly 19% under the amount appropriated. Additionally, the customer service related to the insurance has been very responsive to our needs. Therefore, he is recommending that we renew the insurance with Ohio Plan for another year.

Mr. Nunna moved to approve the renewal of the insurance. Mrs. Suttman seconded the motion.

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

The motion is approved.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 7:51 P.M. Mrs. Suttman seconded the motion.

President

Fiscal Officer

Resolution No. 024-003

**AUTHORIZING FINALIZATION OF NEGOTIATIONS AND
EXECUTION OF ARCHITECT AGREEMENT**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on March 19, 2024 at 7:00 pm at the Centerville Library with the following members present:

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

Mrs. Herrick introduced the following resolution and moved its passage:

WHEREAS, the Washington-Centerville Public Library Board of Trustees (the “Board”) is undertaking the Centerville Library Renovation Project (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, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Board previously approved the design professional procurement process and ranking of firms, and selected LWC Incorporated as the most-qualified design professional firm for the Project.

WHEREAS, the Library Director solicited a price proposal from the most-qualified firm and the most-qualified firm proposed compensation of \$368,150 for Basic Services plus an amount not-to-exceed \$39,850 for Reimbursable Expenses; and

WHEREAS, the Library Director intends to finalize the terms of the architect agreement with LWC Incorporated, with assistance from legal counsel if needed.

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

1. The Board approves the proposed compensation of \$368,150 for Basic Services plus an amount not-to-exceed \$39,850 for Reimbursable Expenses as fair and reasonable, and authorizes the Library Director and Fiscal Officer to finalize negotiations pursuant to Ohio Revised Code Section 153.69(B) and execute the agreement with LWC Incorporated for such approved compensation amount and in substantially the form attached to the Library’s RFQ as well as any related documents required to document the agreement between the Board and LWC Incorporated.

2. Pursuant to Ohio Revised Code Section 153.69(D), if the Library Director determines that an agreement cannot be reached with LWC Incorporated, the Board authorizes the Library Director, working with the Board’s legal counsel, to terminate negotiations with LWC Incorporated, enter into negotiations with the firm previously ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

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

The roll call vote was:

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

Passed: March 19, 2024

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

CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on March 19, 2024 and in appearing upon the official records of said Board.

 President, Board of Trustees

 Fiscal Officer

RESOLUTION NO. 024-004

**AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATE RELATED TO
PURCHASE ORDER NO. 2024-00196**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on March 19, 2024 at 7:00 pm at the Centerville Library with the following members present:

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

Mrs. Herrick moved; Mrs. Cline seconded of the following resolution:

Whereas, Ohio Rev. Code § 5705.41 (D) requires that all expenditures being properly encumbered at the time of commitment, and when this is not possible, the taxing authority is able to authorize the drawing of a warrant for these amounts based on the Fiscal Officer being able to certify that at both the time of commitment (Then) and at the current time (Now) the funds were available to pay the expenditure.

Whereas, the amount exceeds three thousand dollars, and requires the approval of the Board of Trustees to authorize the payment of said expenditure, within thirty days.

Therefore, be it resolved that the Board of Trustees of the Washington-Centerville Public Library authorizes the drawing of a warrant in payment due to Rieck Mechanical. through:

Purchase Order No. 2024-00196	\$	<u>3,376.79</u>
Total	\$	<u>3,376.79</u>

Upon roll call on the adoption of the above resolution, the 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>Absent</u>
Mrs. Herrick	<u>Yes</u>		

Passed: March 19, 2024

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

CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on March 19, 2024 and in appearing upon the official records of said Board.

President, Board of Trustees

Fiscal Officer

DRAFT - UNAPPROVED

Fiscal Officer's Report

Washington-Centerville Public Library
Monthly Cash Position And Reconciled Balances
For The Month Of March 2024

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$10,315,850.94	\$518,021.90	\$800,523.53	\$10,033,349.31
Unclaimed Funds	\$512.03	\$65.97	\$0.00	\$578.00
"The Wall That Heals" Fund	\$0.00	\$0.00	\$0.00	\$0.00
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$2,985,158.43	\$0.00	\$81,584.00	\$2,903,574.43
Perm. Imp. Fund-Ils	\$568,950.30	\$0.00	\$0.00	\$568,950.30
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$7,381.50	\$733,717.84
Dorothy R. Yeck Good Life End	\$189.17	\$0.00	\$0.00	\$189.17
Payroll Clearing Fund	\$17,674.22	\$127,655.03	\$117,089.53	\$28,239.72
	\$18,379,620.68	\$645,742.90	\$1,006,578.56	\$18,018,785.02

Reconciled Balances	
US Bank:	
Checking/Payroll	\$1,911,249.95
Investment	\$6,450,069.44
Dayton Foundation - TWTH	\$5,470.00
STAR Ohio	\$8,484,551.68
PNC Capital - Investments	\$1,356,055.88
PNC Capital - Money Market	\$19,567.82
Paypal	\$50.00
Petty Cash	\$550.00
Total Bank Balances	\$18,227,564.77
Outstanding Checks	(\$209,525.77)
Deposit in Transit	\$549.45
Fees to be posted	\$196.57
Reconciled Balance	\$18,018,785.02

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of March 2024 And Year-to-Date

101 - GENERAL FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	\$ 2,866,382.00	\$ 216,880.48	\$ 683,022.52	23.83%
GENERAL PROPERTY TAXES	\$ 4,580,609.00	\$ 229,677.89	\$ 2,337,779.91	51.04%
FEDERAL GRANTS	\$ -	\$ -	\$ 656.92	0.00%
PROPERTY TAX ROLLBACK	\$ 615,000.00	\$ -	\$ -	0.00%
LOCAL INTERGOVERNMENTAL GRANTS	\$ -	\$ -	\$ -	0.00%
PATRON FINES & FEES	\$ 29,000.00	\$ 3,498.77	\$ 9,162.17	31.59%
COPIER INCOME	\$ 28,750.00	\$ 2,931.63	\$ 9,151.37	31.83%
PROGRAM FEES	\$ 6,500.00	\$ -	\$ 9,009.44	138.61%
PASSPORT EXECUTION FEES	\$ 25,000.00	\$ 2,310.00	\$ 7,315.00	29.26%
PASSPORT PHOTOS	\$ 5,400.00	\$ 550.00	\$ 1,700.00	31.48%
PATRON SUPPLIES	\$ 20,350.00	\$ 2,564.43	\$ 6,153.74	30.24%
INTEREST INCOME	\$ 250,000.00	\$ 39,690.64	\$ 169,272.15	67.71%
UNRESTRICTED DONATIONS	\$ 3,450.00	\$ 118.12	\$ 809.48	23.46%
DONATIONS-RESTRICTED	\$ 22,500.00	\$ 18,826.00	\$ 18,826.00	83.67%
REFUNDS & REIMBURSEMENTS	\$ 9,000.00	\$ 971.58	\$ 7,019.79	78.00%
MISCELLANEOUS-OTHER	\$ 50.00	\$ 2.36	\$ 1.57	3.14%
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-GENERAL FUND	\$ 8,461,991.00	\$ 518,021.90	\$ 3,259,880.06	38.52%

102 - UNCLAIMED FUNDS

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS & REIMBURSEMENTS	\$ -	\$ 65.97	\$ 267.93	0.00%
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ 65.97	\$ 267.93	0.00%

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	\$ 2,000,000.00	\$ -	\$ -	0.00%
TOTAL RECEIPTS-BUILDING FUND	\$ 2,000,000.00	\$ -	\$ -	0.00%

**Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of March 2024 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	\$ 4,800.00	\$ -	\$ -	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 4,800.00	\$ -	\$ -	0.00%

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	\$ -	\$ 112,755.78	\$ 250,238.77	0.00%
UNUM REVENUE	\$ -	\$ 555.82	\$ 1,668.82	0.00%
DELTA REVENUE	\$ -	\$ 1,335.64	\$ 3,995.81	0.00%
ANTHEM REVENUE	\$ -	\$ 13,007.79	\$ 38,891.45	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 127,655.03	\$ 294,794.85	0.00%
GRAND TOTAL RECEIPTS	\$ 10,466,791.00	\$ 645,742.90	\$ 3,554,942.84	33.96%

**Washington-Centerville Public Library
Revenue Budget Statement - General Fund
For The Month Of March 2024 And Year-to-Date**

101 - GENERAL FUND						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
Public Library Fund	\$ 212,696.78	\$ 216,880.48	\$ 4,183.70	\$ 713,404.19	\$ 683,022.52	\$ (30,381.67)
General Property Taxes	\$ 229,030.45	\$ 229,677.89	647.44	\$ 2,221,595.37	\$ 2,337,779.91	\$ 116,184.55
Federal Grants	\$ -	\$ -		\$ -	\$ 656.92	
Property Tax Rollback	\$ -	\$ -	-	\$ -	\$ -	\$ -
Local Grants	\$ -	\$ -	-	\$ -	\$ -	\$ -
Patron Fines & Fees	\$ 2,416.67	\$ 3,498.77	1,082.10	\$ 7,250.00	\$ 9,162.17	\$ 1,912.17
Copier, Fax and Printing	\$ 2,395.83	\$ 2,931.63	535.80	\$ 7,187.50	\$ 9,151.37	\$ 1,963.87
Program Fees	\$ -	\$ -	-	\$ 6,500.00	\$ 9,009.44	\$ 2,509.44
Passport Execution Fees	\$ 2,083.33	\$ 2,310.00	226.67	\$ 6,250.00	\$ 7,315.00	\$ 1,065.00
Passport Photos	\$ 450.00	\$ 550.00	100.00	\$ 1,350.00	\$ 1,700.00	\$ 350.00
Patron Supplies	\$ 1,695.83	\$ 2,564.43	868.60	\$ 5,087.50	\$ 6,153.74	\$ 1,066.24
Interest Income	\$ 15,000.00	\$ 39,690.64	24,690.64	\$ 62,500.00	\$ 169,272.15	\$ 106,772.15
Unrestricted Donations	\$ 287.50	\$ 118.12	(169.38)	\$ 862.50	\$ 809.48	\$ (53.02)
Donations-Restricted	\$ 18,000.00	\$ 18,826.00	826.00	\$ 18,818.18	\$ 18,826.00	\$ 7.82
Refunds & Reimbursements	\$ 300.00	\$ 971.58	671.58	\$ 6,300.00	\$ 7,019.79	\$ 719.79
Miscellaneous-Other	\$ 4.17	\$ 2.36	(1.81)	\$ 12.50	\$ 1.57	\$ (10.93)
Transfer In	\$ -	\$ -	-	\$ -	\$ -	\$ -
TOTAL GENERAL FUND	\$ 484,360.57	\$ 518,021.90	\$ 33,661.33	\$ 3,057,117.74	\$ 3,259,880.06	\$ 202,105.40

Washington-Centerville Public Library
Expense Account Summary
For the Month of March 2024 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	656,000.00	63,955.47	156,919.59	0.00	499,080.41	23.92%
Library Specialist	1,481,000.00	157,684.82	368,132.48	0.00	1,112,867.52	24.86%
Technician	216,500.00	24,552.00	56,528.80	0.00	159,971.20	26.11%
Public Services Assistant	398,500.00	46,203.81	106,112.92	0.00	292,387.08	26.63%
Substitute	72,000.00	4,599.15	9,204.09	0.00	62,795.91	12.78%
Fiscal Officer	106,000.00	12,166.32	27,843.84	0.00	78,156.16	26.27%
Administrative Support	465,500.00	49,881.51	105,979.26	0.00	359,520.74	22.77%
Facilities	80,000.00	9,358.59	21,543.65	0.00	58,456.35	26.93%
Library Aides	151,000.00	14,537.15	32,389.82	0.00	118,610.18	21.45%
Shelving Assistants	105,000.00	11,934.83	27,881.38	0.00	77,118.62	26.55%
TOTAL SALARIES & LEAVE BENEFITS	3,731,500.00	394,873.65	912,535.83	0.00	2,818,964.17	24.45%
1400 - RETIREMENT-OPERS						
OPERS	522,430.00	36,702.54	158,274.50	0.00	364,155.50	30.30%
1600 - INSURANCE BENEFITS						
Health Insurance	532,863.04	41,802.28	123,129.61	384,570.39	25,163.04	95.28%
Health Savings Account	105,891.65	7,025.13	21,058.73	75,974.74	8,858.18	91.63%
Dental Insurance	26,152.77	1,931.06	5,561.32	16,838.68	3,752.77	85.65%
Medicare	54,295.00	5,229.42	12,089.19	0.00	42,205.81	22.27%
Life Insurance	4,622.54	505.89	1,048.17	2,576.83	997.54	78.42%
Workers' Compensation	9,500.00	0.00	915.00	0.00	8,585.00	9.63%
TOTAL INSURANCE BENEFITS	733,325.00	56,493.78	163,802.02	479,960.64	89,562.34	22.34%
1900 - OTHER EMPLOYEE BENEFITS						
Other Employee Benefits	5,352.86	0.00	0.00	1,352.86	4,000.00	25.27%
TOTAL OTHER EMPLOYEE BENEFITS	5,352.86	0.00	0.00	1,352.86	4,000.00	0.00%
TOTAL SALARIES & BENEFITS	4,992,607.86	488,069.97	1,234,612.35	481,313.50	3,276,682.01	24.73%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	44,880.04	4,030.54	6,295.34	4,334.82	34,249.88	23.69%
Program Supplies	106,800.34	2,066.08	14,342.02	53,966.82	38,491.50	63.96%
Cataloging/Processing Supplies	13,665.28	892.43	2,398.85	1,683.96	9,582.47	29.88%
Postage	20,000.00	1,500.00	3,722.14	375.01	15,902.85	20.49%
Janitorial Supplies	3,750.00	0.00	119.44	130.56	3,500.00	
TOTAL GENERAL ADMIN SUPPLIES	189,095.66	8,489.05	26,877.79	60,491.17	101,726.70	14.21%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	15,200.00	1,110.52	3,382.28	7,746.77	4,070.95	73.22%
2300 - VEHICLE FUEL AND SUPPLIES						
Vehicle Fuel	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Vehicle Supplies	1,000.00	0.00	0.00	859.55	140.45	85.96%
	5,000.00	0.00	0.00	859.55	4,140.45	17.19%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	48,644.20	658.21	7,805.32	9,538.88	31,300.00	35.66%
TOTAL SUPPLIES	257,939.86	10,257.78	38,065.39	78,636.37	141,238.10	14.76%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	12,144.40	447.28	1,201.62	9,642.78	1,300.00	89.30%
In-House Seminars	13,000.00	0.00	0.00	5,200.00	7,800.00	40.00%
Conference/Meetings	35,300.81	1,091.43	13,387.71	8,843.36	13,069.74	62.98%
Membership Dues	5,343.00	0.00	1,387.00	916.00	3,040.00	43.10%
TOTAL TRAVEL EXPENSES	65,788.21	1,538.71	15,976.33	24,602.14	25,209.74	24.28%

Washington-Centerville Public Library
Expense Account Summary
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	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	8,284.42	505.78	1,629.66	4,374.76	2,280.00	72.48%
Computer Data Line	58,581.66	3,140.79	7,027.90	51,553.76	0.00	100.00%
Postage Machine Rental	3,000.00	488.70	488.70	2,261.30	250.00	91.67%
Security Alarm	8,414.33	700.00	4,418.99	1,763.34	2,232.00	73.47%
Legal Ads	2,000.00	63.36	63.36	0.00	1,936.64	3.17%
Marketing & Advertising	8,580.00	120.00	2,555.00	740.00	5,285.00	38.40%
Printing/Publications	57,926.15	196.99	3,433.57	15,768.41	38,724.17	33.15%
TOTAL COMMUNICATION/PRINT/PUBLICITY	146,786.56	5,215.62	19,617.18	76,461.57	50,707.81	13.36%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	188,604.66	31,790.88	104,867.91	30,224.74	53,512.01	71.63%
Equipment Maintenance	27,087.61	1,282.82	5,126.07	14,785.05	7,176.49	73.51%
Grounds & Snow Removal	157,069.64	0.00	5,812.60	61,447.40	89,809.64	42.82%
Janitorial Services	245,548.20	15,381.14	45,780.07	151,589.54	48,178.59	80.38%
Trash Services	13,558.37	921.08	2,742.70	10,815.57	0.10	100.00%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	631,868.48	49,375.92	164,329.35	268,862.30	198,676.83	68.56%
3400 - INSURANCE						
Property Insurance	33,875.00	0.00	0.00	0.00	33,875.00	0.00%
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	
3600 - UTILITIES						
Electricity	171,901.84	6,038.14	20,368.43	98,922.84	52,610.57	69.39%
Gas	77,307.74	3,503.38	12,402.82	51,147.39	13,757.53	82.20%
Water/Sewer	13,850.09	1,194.55	2,395.44	10,056.95	1,397.70	89.91%
TOTAL UTILITIES	263,059.67	10,736.07	35,166.69	160,127.18	67,765.80	74.24%
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	12,765.00	275.00	750.00	7,050.00	4,965.00	61.10%
Art and Other Exhibits	12,000.00	0.00	426.53	300.00	11,273.47	6.05%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	500.00	0.00	0.00	29.40	470.60	5.88%
General Legal Services	20,506.25	300.00	300.00	4,700.00	15,506.25	24.38%
Labor Legal Services	5,000.00	140.00	660.00	4,340.00	0.00	100.00%
Tax Collection Fees	80,000.00	0.00	0.00	0.00	80,000.00	0.00%
Banking Fees	8,736.72	554.65	2,815.20	5,906.69	14.83	99.83%
TOTAL PROFESSIONAL SERVICES	139,507.97	1,269.65	4,951.73	22,326.09	112,230.15	19.55%
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	245,611.03	46,391.65	130,693.10	7,022.62	107,895.31	56.07%
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	53,491.47	4,538.01	8,217.47	10,745.90	34,528.10	35.45%
Online Services	159,423.12	67,711.45	78,963.89	36,952.52	43,506.71	72.71%
Collection Development Services	6,600.00	400.00	800.00	5,000.00	800.00	87.88%
TOTAL OTHER CONTRACTED SERVICES	219,514.59	72,649.46	87,981.36	52,698.42	78,834.81	64.09%
TOTAL PURCHASED/CONTRACT SERVICES	1,746,011.51	187,177.08	458,715.74	612,100.32	675,195.45	61.33%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	614,000.46	35,450.37	136,957.40	162,328.26	314,714.80	48.74%
Standing Orders/Continuations	29,544.57	1,361.58	5,258.33	13,641.51	10,644.73	63.97%
Book Rentals	65,917.65	133.90	495.30	64,244.50	1,177.85	98.21%
TOTAL NEW BOOKS	709,462.68	36,945.85	142,711.03	240,214.27	326,537.38	20.12%
4200 - PERIODICALS						
Periodicals	24,000.00	140.00	1,048.00	1,770.00	21,182.00	11.74%

Washington-Centerville Public Library
Expense Account Summary
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	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	56,481.12	1,534.86	5,276.97	13,603.87	37,600.28	33.43%
Blu-Ray Movies	64,643.58	2,934.52	7,941.38	16,002.20	40,700.00	37.04%
Read Along Audiobooks	36,820.71	5,038.80	11,824.50	4,922.99	20,073.22	45.48%
Pre-Loaded Learning Tablets	22,355.56	2,299.83	6,664.34	1,700.17	13,991.05	37.42%
Books On CD	18,669.84	60.64	842.29	6,273.42	11,554.13	38.11%
Playaways	18,559.56	405.95	795.10	5,014.46	12,750.00	31.30%
'Brary Bags	3,654.46	0.00	427.30	1,727.16	1,500.00	58.95%
TOTAL AUDIO-VISUAL MATERIALS	221,184.83	12,274.60	33,771.88	49,244.27	138,168.68	37.53%
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	120,521.06	23,711.13	50,729.16	10,673.48	59,118.42	50.95%
Online Subscriptions - Youth	3,500.00	0.00	2,108.82	0.00	1,391.18	60.25%
TOTAL ONLINE LIBRARY DATABASES	124,021.06	23,711.13	52,837.98	10,673.48	60,509.60	42.60%
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	13,000.00	0.00	0.00	0.00	13,000.00	0.00%
4800 - eMATERIALS						
eBOOKS	408,816.80	6,326.15	325,753.99	61,825.16	21,237.65	94.81%
Digital Music Services	42,000.00	0.00	39,735.00	0.00	2,265.00	94.61%
Digital Video Services	151,192.97	11,260.82	33,373.49	102,142.26	15,677.22	89.63%
Roku Subscription Services	23,000.00	1,031.84	14,959.47	5,800.41	2,240.12	90.26%
TOTAL E-MATERIALS	625,009.77	18,618.81	413,821.95	169,767.83	41,419.99	66.21%
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	50,072.67	39.93	9,931.25	16,641.42	23,500.00	53.07%
Board Game Collection	7,500.00	0.00	0.00	7,500.00	0.00	100.00%
TOTAL LIBRARY MATERIALS - OTHER	57,572.67	39.93	9,931.25	24,141.42	23,500.00	17.25%
TOTAL LIBRARY MATERIALS	1,774,251.01	91,730.32	654,122.09	495,811.27	624,317.65	64.81%
5000 - CAPITAL OUTLAY						
Land Improvements	25,000.00	0.00	0.00	0.00	25,000.00	0.00%
Building Improvements	83,500.00	11,828.15	16,903.91	42,139.09	24,457.00	70.71%
Hardware	145,012.36	10,822.37	15,350.55	11,354.31	118,307.50	18.42%
Software	71,600.00	0.00	1,439.52	0.48	70,160.00	2.01%
Office Furniture	16,800.00	0.00	0.00	300.00	16,500.00	1.79%
Library Furniture	66,209.00	0.00	698.95	10.05	65,500.00	1.07%
Library Vehicle	132.54	0.00	132.54	0.00	0.00	100.00%
TOTAL CAPITAL OUTLAY	408,253.90	22,650.52	34,525.47	53,803.93	319,924.50	8.46%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	200.00	0.00	0.00	0.00	200.00	0.00%
Trustees Dues	12,000.00	525.00	525.00	11,475.00	0.00	100.00%
TOTAL DUES & MEMBERSHIPS	12,200.00	525.00	525.00	11,475.00	200.00	4.30%
7200 - TAXES AND ASSESSMENTS						
Real Estate Taxes	9,233.26	0.00	9,233.26	0.00	0.00	100.00%
State Sales Tax	2,839.71	0.00	1,097.71	1,242.00	500.00	82.39%
TOTAL TAXES AND ASSESSMENTS	12,072.97	0.00	10,330.97	1,242.00	500.00	85.57%
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	3,434.86	112.86	292.71	2,442.15	700.00	79.62%
TOTAL REFUNDS & REIMBURSEMENTS	3,434.86	112.86	292.71	2,442.15	700.00	8.52%
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	27,707.83	637.86	11,148.68	15,159.15	1,400.00	94.95%
8900 - CONTINGENCY						
Contingency	90,766.74	0.00	0.00	0.00	90,766.74	0.00%
TOTAL CONTINGENCY	90,766.74	0.00	0.00	0.00	90,766.74	0.00%
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00%
TOTAL INTERFUND	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00%
TOTAL GENERAL FUND	11,297,538.71	800,523.53	2,431,189.72	1,736,824.54	7,129,524.45	36.89%

**Washington-Centerville Public Library
Expense Account Summary
For the Month of March 2024 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	
401 - BUILDING FUND						
Legal Services	21,787.50	0.00	722.50	21,065.00	0.00	100.00%
Legal Advertisements	5,000.00	0.00	276.48	0.00	4,723.52	5.53%
Architect/Engineering	100,746.86	0.00	7,960.99	92,785.87	0.00	100.00%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Buildings	0.00	0.00	0.00	0.00	0.00	
Building Improvements - CV	4,012,739.31	0.00	155,820.33	21,918.98	3,835,000.00	4.43%
Building Improvements - WE	81,584.00	81,584.00	81,584.00	0.00	0.00	100.00%
Office Furniture	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
Library Furniture	400,000.00	0.00	0.00	0.00	400,000.00	0.00%
TOTAL BUILDING FUND	4,721,857.67	81,584.00	246,364.30	135,769.85	4,339,723.52	8.09%
450 - PERMANENT IMPROVEMENT FUND--ILS						
Software	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
451 - PERMANENT IMPROVEMENT FUND--TECHNOLOGY						
Site Preparation	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Hardware	32,900.00	7,381.50	7,381.50	7,618.50	17,900.00	45.59%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	40,900.00	7,381.50	7,381.50	7,618.50	25,900.00	36.67%
898-GOOD LIFE PRIVATE PURPOSE FUND						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	4,720.20	0.00	0.00	0.00	4,720.20	0.00%
Printing / Publications	250.00	0.00	0.00	0.00	250.00	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	4,970.20	0.00	0.00	0.00	4,970.20	0.00%
999 PAYROLL CLEARING FUND						
Default Expense	0.00	101,005.20	225,970.93	0.00	-225,970.93	
Unum Expense	0.00	568.65	1,665.55	0.00	-1,665.55	
Delta Expense	0.00	2,634.32	3,928.28	0.00	-3,928.28	
Anthem Expense	0.00	12,881.36	38,765.10	0.00	-38,765.10	
TOTAL PAYROLL CLEARING FUND	0.00	117,089.53	270,329.86	0.00	(270,329.86)	
GRAND TOTAL ALL APPROPRIATIONS	\$16,070,266.58	\$1,006,578.56	\$2,955,265.38	\$1,880,212.89	\$11,234,788.31	30.09%

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of March 2024 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	75,692.31	63,955.47	11,736.84	176,615.38	156,919.59	19,695.79
Library Specialist	170,884.62	157,684.82	13,199.80	398,730.77	368,132.48	30,598.29
Technician	24,980.77	24,552.00	428.77	58,288.46	56,528.80	1,759.66
Public Services Assistant	45,980.77	46,203.81	(223.04)	107,288.46	106,112.92	1,175.54
Substitute	8,307.69	4,599.15	3,708.54	19,384.62	9,204.09	10,180.53
Fiscal Officer	12,230.77	12,166.32	64.45	28,538.46	27,843.84	694.62
Administrative Support	53,711.54	49,881.51	3,830.03	125,326.92	105,979.26	19,347.66
Facilities	9,230.77	9,358.59	(127.82)	21,538.46	21,543.65	-5.19
Library Aides	17,423.08	14,537.15	2,885.93	40,653.85	32,389.82	8,264.03
Shelving Assistants	12,115.38	11,934.83	180.55	28,269.23	27,881.38	387.85
TOTAL SALARIES & LEAVE BENEFITS	430,557.69	394,873.65	35,684.04	1,004,634.62	912,535.83	92,098.79
1400 - RETIREMENT-OPERS						
OPERS	43,535.83	36,702.54	6,833.29	130,607.50	158,274.50	(27,667.00)
1600 - INSURANCE BENEFITS						
Health Insurance	44,405.25	41,802.28	2,602.97	133,215.76	123,129.61	10,086.15
Health Savings Account	8,824.30	7,025.13	1,799.17	26,472.91	21,058.73	5,414.18
Dental Insurance	2,179.40	1,931.06	248.34	6,538.19	5,561.32	976.87
Medicare	6,264.81	5,229.42	1,035.39	14,617.88	12,089.19	2,528.69
Life Insurance	385.21	505.89	(120.68)	1,155.64	1,048.17	107.47
Workers' Compensation	0.00	0.00	0.00	950.00	915.00	35.00
TOTAL INSURANCE BENEFITS	62,058.97	56,493.78	5,565.19	182,950.38	163,802.02	19,148.36
1900 - OTHER EMPLOYEE BENEFITS						
Other Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	536,152.50	488,069.97	48,082.53	1,318,192.50	1,234,612.35	83,580.15
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	3,740.00	4,030.54	(290.54)	11,220.01	6,295.34	4,924.67
Program Supplies	8,094.36	2,066.08	6,028.28	27,652.02	14,342.02	13,310.00
Cataloging/Processing Supplies	1,138.77	892.43	246.34	3,416.32	2,398.85	1,017.47
Postage	1,521.38	1,500.00	21.38	6,042.75	3,722.14	2,320.61
Janitorial Supplies	145.83	0.00	145.83	437.50	119.44	318.06
TOTAL GENERAL ADMIN SUPPLIES	14,640.35	8,489.05	6,151.30	48,768.60	26,877.79	21,890.81
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,266.67	1,110.52	156.15	3,800.00	3,382.28	417.72
2300 - Vehicle Fuel & Supplies						
Vehicle Fuel	333.33	0.00	333.33	1,000.00	0.00	1,000.00
Vehicle Supplies	83.33	0.00	83.33	250.00	0.00	250.00
TOTAL VEHICLE FUEL & SUPPLIES	416.67	0.00	416.67	1,250.00	0.00	1,250.00
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	4,053.68	658.21	3,395.47	12,161.05	7,805.32	4,355.73
TOTAL SUPPLIES	19,960.70	10,257.78	9,702.92	64,729.65	38,065.39	26,664.26
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	1,012.03	447.28	564.75	3,036.10	1,201.62	1,834.48
In-House Seminars	0.00	0.00	0.00	0.00	0.00	0.00
Conference/Meetings	478.51	1,091.43	(612.92)	13,251.44	13,387.71	(136.27)
Membership Dues	378.40	0.00	378.40	1,937.39	1,387.00	550.39
TOTAL TRAVEL EXPENSES	1,868.94	1,538.71	330.23	18,224.93	15,976.33	2,248.60

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of March 2024 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	679.32	505.78	173.54	2,170.52	1,629.66	540.86
Computer Data Line	4,881.81	3,140.79	1,741.02	14,645.42	7,027.90	7,617.52
Postage Machine Rental	0.00	488.70	(488.70)	0.00	488.70	(488.70)
Security Alarm	468.14	700.00	(231.86)	4,405.79	4,418.99	(13.20)
Legal Ads	100.00	63.36	36.64	200.00	63.36	136.64
Marketing & Advertising	617.76	120.00	497.76	3,020.16	2,555.00	465.16
Printing/Publications	1,737.78	196.99	1,540.79	5,213.35	3,433.57	1,779.78
TOTAL						
COMMUNICATION/PRINT/PUBLICITY	8,484.81	5,215.62	3,269.19	29,655.23	19,617.18	10,038.05
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	18,810.73	31,790.88	(12,980.15)	93,450.42	104,867.91	(11,417.49)
Equipment Maintenance	2,257.30	1,282.82	974.48	6,771.90	5,126.07	1,645.83
Grounds & Snow Removal	13,089.14	0.00	13,089.14	39,267.41	5,812.60	33,454.81
Janitorial Services	20,462.35	15,381.14	5,081.21	61,387.05	45,780.07	15,606.98
Trash Services	1,129.86	921.08	208.78	3,389.59	2,742.70	646.89
TOTAL PROPERTY MAINT/REPAIR/SECURITY						
MAINT/REPAIR/SECURITY	55,749.38	49,375.92	6,373.46	204,266.37	164,329.35	39,937.02
3400 - INSURANCE						
Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	0.00
3600 - UTILITIES						
Electricity	14,078.64	6,038.14	8,040.50	38,351.37	20,368.43	17,982.94
Gas	8,688.86	3,503.38	5,185.48	30,065.44	12,402.82	17,662.62
Water/Sewer	1,789.42	1,194.55	594.87	3,191.01	2,395.44	795.57
TOTAL UTILITIES						
TOTAL UTILITIES	24,556.92	10,736.07	13,820.85	71,607.82	35,166.69	36,441.13
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	161.79	275.00	(113.21)	1,372.51	750.00	622.51
Art and Other Exhibits	1,000.00	0.00	1,000.00	3,000.00	426.53	2,573.47
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	40.00	0.00	40.00	40.00	0.00	40.00
General Legal Services	1,025.31	300.00	725.31	3,075.94	300.00	2,775.94
Labor Legal Services	150.00	140.00	10.00	650.00	660.00	(10.00)
Tax Collection Fees	0.00	0.00	0.00	0.00	0.00	0.00
Banking Fees	647.92	554.65	93.27	2,905.46	2,815.20	90.26
TOTAL PROFESSIONAL SERVICES						
TOTAL PROFESSIONAL SERVICES	3,025.02	1,269.65	1,755.37	11,043.91	4,951.73	6,092.18
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	2,057.61	46,391.65	(44,334.04)	86,392.91	130,693.10	(44,300.19)
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	4,457.62	4,538.01	(80.39)	13,372.87	8,217.47	5,155.40
Online Services	202.62	67,711.45	(67,508.83)	34,341.75	78,963.89	(44,622.14)
Collection Development Services	528.00	400.00	128.00	1,056.00	800.00	256.00
TOTAL OTHER CONTRACTED SERVICES						
TOTAL OTHER CONTRACTED SERVICES	5,188.24	72,649.46	(67,461.22)	48,770.62	87,981.36	-39,210.74
TOTAL PURCHASED/CONTRACT SERVICES						
TOTAL PURCHASED/CONTRACT SERVICES	100,930.93	187,177.08	(86,246.15)	469,961.80	458,715.74	11,246.06
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	51,166.71	35,450.37	15,716.34	153,500.12	136,957.40	16,542.72
Standing Orders/Continuations	2,462.05	1,361.58	1,100.47	7,386.14	5,258.33	2,127.81
Book Rentals	329.59	133.90	195.69	659.18	495.30	163.88
TOTAL NEW BOOKS						
TOTAL NEW BOOKS	53,958.34	36,945.85	17,012.49	161,545.43	142,711.03	18,834.40
4200 - PERIODICALS						
Periodicals	0.00	140.00	(140.00)	960.00	1,048.00	(88.00)
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	5,252.74	1,534.86	3,717.88	9,206.42	5,276.97	3,929.45
Blu-Ray Movies	5,947.21	2,934.52	3,012.69	11,118.70	7,941.38	3,177.32
Read Along Audiobooks	2,982.48	5,038.80	(2,056.32)	9,978.41	11,824.50	(1,846.09)
Pre-Loaded Learning Tablets	1,788.44	2,299.83	(511.39)	6,259.56	6,664.34	(404.78)
Books On CD	1,792.30	60.64	1,731.66	2,539.10	842.29	1,696.81
Playaways	1,818.84	405.95	1,412.89	2,190.03	795.10	1,394.93
Brary Bags	321.59	0.00	321.59	760.13	427.30	332.83
TOTAL AUDIO-VISUAL MATERIALS						
TOTAL AUDIO-VISUAL MATERIALS	19,903.61	12,274.60	7,629.01	42,052.34	33,771.88	8,280.46

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of March 2024 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	13,257.32	23,711.13	(10,453.81)	40,374.56	50,729.16	(10,354.60)
Online Subscriptions - Youth	0.00	0.00	0.00	2,117.50	2,108.82	8.68
TOTAL ONLINE LIBRARY DATABASES	13,257.32	23,711.13	(10,453.81)	42,492.06	52,837.98	-10,345.92
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	0.00	0.00	0.00	0.00	0.00	0.00
4800 - eMATERIALS						
eBOOKS	8,585.88	6,326.15	2,259.73	331,543.90	325,753.99	5,789.91
Digital Music Services	0.00	0.00	0.00	39,900.00	39,735.00	165.00
Digital Video Services	12,599.41	11,260.82	1,338.59	37,798.24	33,373.49	4,424.75
Roku Subscription Services	2,070.00	1,031.84	1,038.16	16,100.00	14,959.47	1,140.53
TOTAL E-MATERIALS	23,255.29	18,618.81	4,636.48	425,342.14	413,821.95	11,520.19
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	3,001.12	39.93	2,961.19	13,062.63	9,931.25	3,131.38
Board Game Collection	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY MATERIALS - OTHER	3,001.12	39.93	2,961.19	13,062.63	9,931.25	3,131.38
TOTAL LIBRARY MATERIALS	113,375.68	91,730.32	21,645.36	685,454.60	654,122.09	31,332.51
5000 - CAPITAL OUTLAY						
Land Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Building Improvements	4,175.00	11,828.15	(7,653.15)	9,602.50	16,903.91	(7,301.41)
Hardware	11,468.98	10,822.37	646.61	16,545.34	15,350.55	1,194.79
Software	6,674.85	0.00	6,674.85	8,210.48	1,439.52	6,770.96
Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	749.63	698.95	50.68
Library Vehicle	0.00	0.00	0.00	132.54	132.54	0.00
TOTAL CAPITAL OUTLAY	22,318.83	22,650.52	(331.69)	35,240.48	34,525.47	715.01
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	0.00	0.00	0.00	0.00	0.00	0.00
Trustees Dues	0.00	525.00	(525.00)	0.00	525.00	(525.00)
TOTAL DUES & MEMBERSHIPS	0.00	525.00	(525.00)	0.00	525.00	(525.00)
7200 - TAXES AND ASSESSMENTS						
Real Estate Taxes	0.00	0.00	0.00	9,233.26	9,233.26	0.00
State Sales Tax	0.00	0.00	0.00	1,107.49	1,097.71	9.78
TOTAL TAXES AND ASSESSMENTS	0.00	0.00	0.00	10,340.75	10,330.97	9.78
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	286.24	112.86	173.38	858.72	292.71	566.01
TOTAL REFUNDS & REIMBURSEMENTS	286.24	112.86	173.38	858.72	292.71	566.01
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	286.24	637.86	(351.62)	11,199.46	11,148.68	50.78
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	0.00	0.00
TOTAL INTERFUND	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL FUND	793,024.87	800,523.53	-7,498.66	2,584,778.48	2,431,189.72	153,588.76

Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For The Month Of March 2024 And Year-To-Date

Year-to-Date - Last Three Years

	Year to Date		\$ Change	% Change	Year to Date		\$ Change	% Change
	2024	2023			2023	2022		
GENERAL FUND:								
REVENUE								
Public Library Fund	683,023	740,144	(57,121)	-7.7%	740,144	727,281	12,863	1.8%
Operating Levy	2,337,780	2,069,765	268,015	12.9%	2,069,765	2,104,088	(34,323)	-1.6%
Federal, State and Local Grants	657	-	657		-	-	-	
Patron Fines, Fees, Patron Supplies	42,492	27,961	14,531	52.0%	27,961	29,730	(1,769)	-6.0%
Interest Income	169,272	104,335	64,937	62.2%	104,335	7,229	97,106	1343.3%
Donations	19,635	21,677	(2,042)	-9.4%	21,677	31,955	(10,278)	-32.2%
Refunds/Reimbursements	7,020	7,023	(3)	0.0%	7,023	1,323	5,700	430.8%
Miscellaneous	2	281	(279)	-99.4%	281	28	253	903.6%
Total Revenue	3,259,880	2,971,186	288,694	9.7%	2,971,186	2,901,634	69,552	2.4%
EXPENDITURES								
Salaries	912,536	806,284	106,252	13.2%	806,284	662,525	143,759	21.7%
Retirement	158,275	186,005	(27,730)	-14.9%	186,005	162,521	23,484	14.4%
Insurance & Other Benefits	163,802	157,897	5,905	3.7%	157,897	145,346	12,551	8.6%
Supplies	38,065	34,098	3,968	11.6%	34,098	30,237	3,861	12.8%
Purchased / Contract Services	458,716	262,834	195,881	74.5%	262,834	366,697	(103,863)	-28.3%
Library Materials	654,122	636,477	17,645	2.8%	636,477	620,893	15,585	2.5%
Capital Outlay	34,525	93,771	(59,245)	-63.2%	93,771	94,423	(653)	-0.7%
Other Expenditures	11,149	12,996	(1,848)	-14.2%	12,996	10,876	2,120	19.5%
Transfers to Other Funds	-	-	-		-	3,000,000	(3,000,000)	-100.0%
Total Expenditures	2,431,190	2,190,362	240,828	11.0%	2,190,362	5,093,518	(2,903,156)	-57.0%
Net Change in Fund Balance	828,690	780,824	47,866		780,824	(2,191,884)	2,972,708	

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	212,697	216,880	4,184	2.0%	713,404	683,023	(30,382)	-4.3%
Operating Levy	229,030	229,678	647	0.3%	2,221,595	2,337,780	116,185	5.2%
Federal, State and Local Grants	0	0	0		0	657	657	
Patron Fines, Fees, Patron Supplies	9,042	11,855	2,813	31.1%	33,625	42,492	8,867	26.4%
Interest Income	15,000	39,691	24,691	164.6%	62,500	169,272	106,772	170.8%
Donations	18,288	18,944	657	3.6%	19,681	19,635	(45)	-0.2%
Refunds/Reimbursements	300	972	672	223.9%	6,300	7,020	720	11.4%
Miscellaneous	4	2	(2)	-43.4%	13	2	(11)	-87.4%
Total Revenue	484,361	518,022	33,661	6.9%	3,057,118	3,259,880	202,762	6.6%
EXPENDITURES								
Salaries	430,558	394,874	35,684	8.3%	1,004,635	912,536	92,099	9.2%
Retirement	43,536	36,703	6,833	15.7%	130,608	158,275	(27,667)	-21.2%
Insurance & Other Benefits	62,059	56,494	5,565	9.0%	182,950	163,802	19,148	10.5%
Supplies	19,961	10,258	9,703	48.6%	64,730	38,065	26,664	41.2%
Purchased / Contract Services	100,931	187,177	(86,246)	-85.5%	469,962	458,716	11,246	2.4%
Library Materials	113,376	91,730	21,645	19.1%	685,455	654,122	31,333	4.6%
Capital Outlay	22,319	22,651	(332)	-1.5%	35,240	34,525	715	2.0%
Other Expenditures	286	638	(352)	-122.8%	11,199	11,149	51	0.5%
Contingency	0	0	0		100,000	0	100,000	100.0%
Transfers to Other Funds	0	0	0		0	0	0	
Total Expenditures	793,025	800,524	(7,499)	0.9%	2,684,778	2,431,190	253,589	9.4%
Net Change in Fund Balance	(308,664)	(282,502)	26,163		372,339	828,690	456,351	

**Washington-Centerville Public Library
Listing of Investments
For the Month Ended March 31, 2024**

US BANK INVESTMENTS						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Fannie Mae						
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$ 930.00	
Freddie Mac						
3134H1FC2	\$ 700,000.00	6.00%	10/26/2027	\$ 700,000.00	\$ 42,000.00	
Federal Farm Credit Bank						
3133EPY74	\$ 500,000.00	5.35%	1/26/2027	\$ 500,000.00	\$ 26,750.00	
Federal Home Loan Bank						
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$ 990.00	
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	\$ 1,125.00	
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	
3135GAKB6	\$ 300,000.00	5.63%	11/24/2026	\$ 300,000.00	\$ 16,734.38	
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>\$ 6,450,000.00</u>			<u>\$ 6,450,069.44</u>	<u>\$ 221,319.38</u>	
PNC CAPITAL						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Freddie Mac						
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$ 2,700.00	
US Treasury Notes						
91282CGD7	\$ 150,000.00	4.25%	12/31/2024	\$ 152,264.27	\$ 6,375.00	
91282CGN5	\$ 150,000.00	4.63%	2/28/2025	\$ 151,984.62	\$ 6,937.50	
91282CHD6	\$ 200,000.00	4.25%	5/31/2025	\$ 199,550.20	\$ 8,500.00	
91282CJS1	\$ 250,000.00	4.25%	12/31/2025	\$ 250,600.98	\$ 10,625.00	
Total PNC	<u>\$ 1,350,000.00</u>			<u>\$ 1,355,644.77</u>	<u>\$ 35,137.50</u>	
Total	<u>\$ 7,800,000.00</u>			<u>\$ 7,805,714.21</u>	<u>\$ 256,456.88</u>	

**Washington-Centerville Public Library
Investment Schedules
For the Month Ended March 31, 2024**

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2024	\$ 45,742.00	\$ 8,065.36	\$ 115,464.79	\$ 169,272.15
2023	\$ 36,915.97	\$ 3,149.31	\$ 64,269.32	\$ 104,334.60
Change - YTD	\$ 8,826.03	\$ 4,916.05	\$ 51,195.47	\$ 64,937.55

Interest Income Schedule - Next Twelve Months

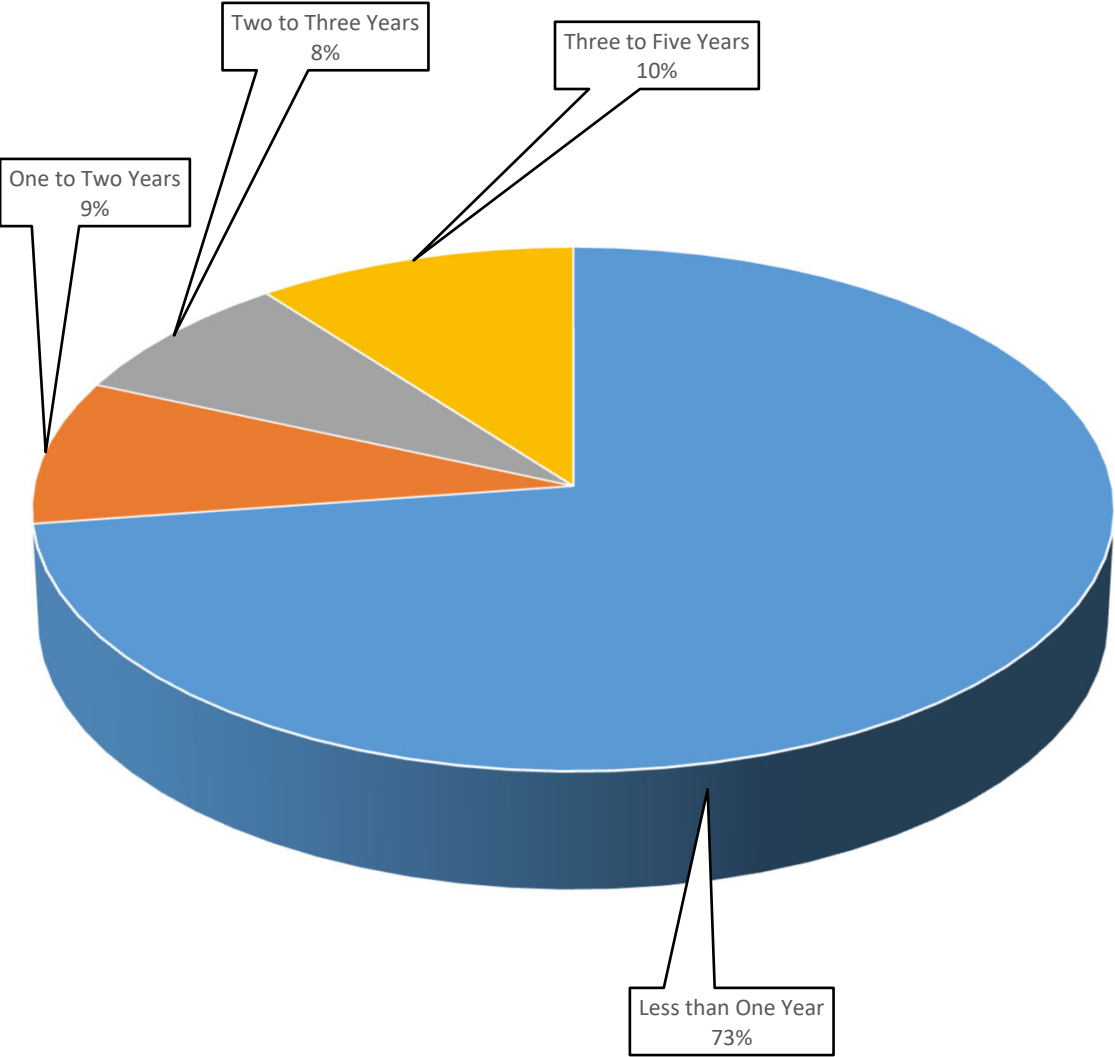
	US Bank	PNC	STAR (1)	Total
April	\$ 36,125.00	\$ -	\$ 38,180.48	\$ 74,305.48
May	\$ 29,121.88	\$ 5,600.00	\$ 40,602.29	\$ 75,324.17
June	\$ 465.00	\$ 5,312.50	\$ 39,652.09	\$ 45,429.59
July	\$ 18,595.00	\$ 3,187.50	\$ 39,825.57	\$ 61,608.07
August	\$ 25,675.00	\$ 3,468.75	\$ 36,190.30	\$ 65,334.05
September	\$ -	\$ -	\$ 40,158.14	\$ 40,158.14
October	\$ 36,125.00	\$ -	\$ 36,492.51	\$ 72,617.51
November	\$ 29,487.50	\$ 5,600.00	\$ 36,636.96	\$ 71,724.46
December	\$ 465.00	\$ 5,312.50	\$ 36,781.98	\$ 42,559.48
January	\$ 18,595.00	\$ 3,187.50	\$ 36,927.58	\$ 58,710.08
February	\$ 26,665.00	\$ 3,468.75	\$ 37,073.75	\$ 67,207.50
March	\$ -	\$ -	\$ 37,220.50	\$ 37,220.50
	\$ 221,319.38	\$ 35,137.50	\$ 455,742.14	\$ 712,199.02

1 - STAR Ohio Interest rates projected at 5.4% for March and April, 5.25% for May through September, 4.75% for October through March 2025

Investment Maturity Summary

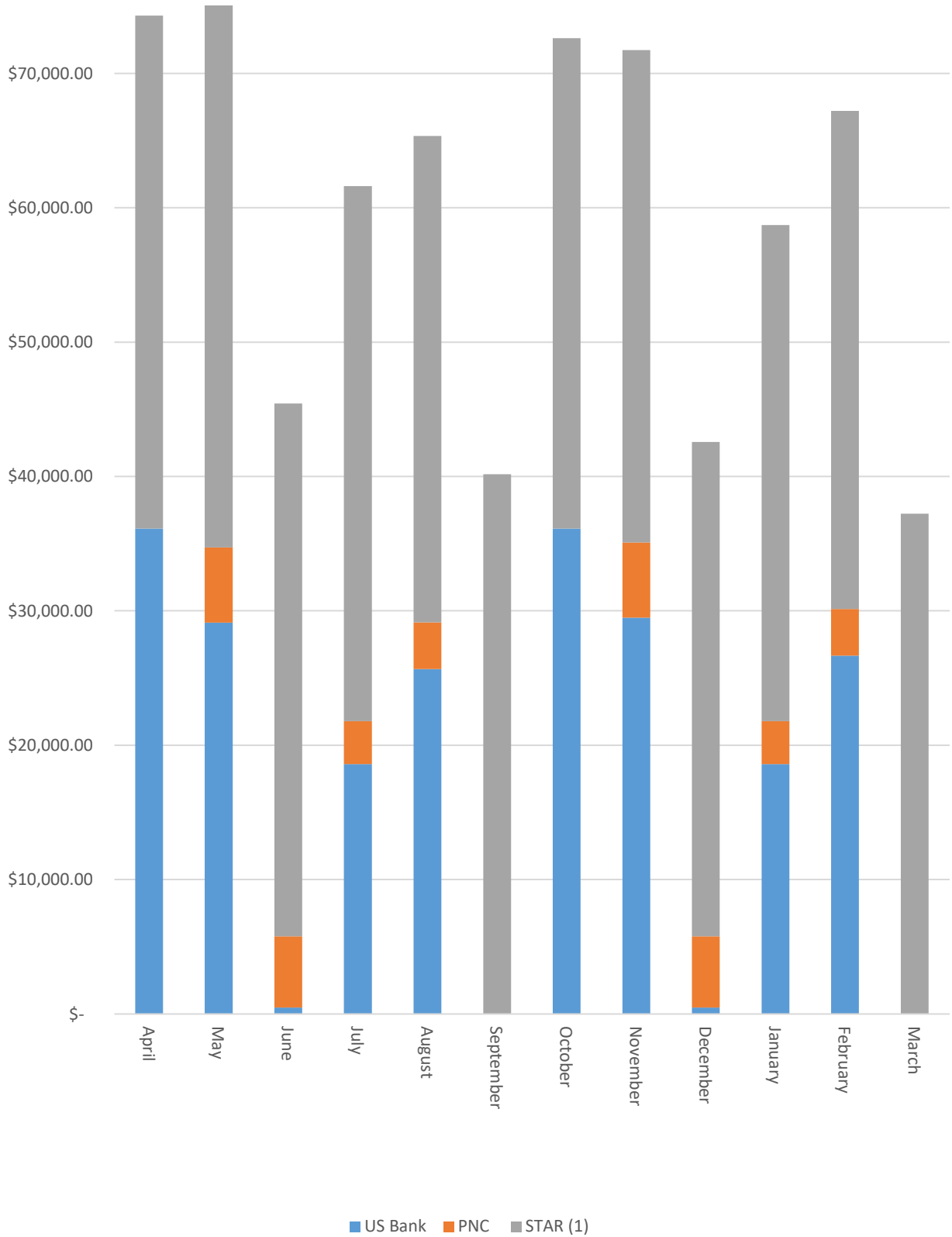
Agency	Less than One Year	One to Two Years	Two to Three Years	Three to Five Years	Total
STAR Ohio	\$ 8,484,552	\$ -	\$ -	\$ -	\$ 8,484,552
Money Market	\$ 19,568	\$ -	\$ -	\$ -	\$ 19,568
Fannie Mae	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
Federal Farm Credit Bank	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
Federal Home Loan Bank	\$ 2,150,000	\$ 1,000,000	\$ 800,000	\$ 1,000,000	\$ 4,950,000
Freddie Mac	\$ 600,000	\$ -	\$ -	\$ 700,000	\$ 1,300,000
US Treasury Notes	\$ 300,000	\$ 450,000	\$ -	\$ -	\$ 750,000
Total	\$ 11,854,120	\$ 1,450,000	\$ 1,300,000	\$ 1,700,000	\$ 16,304,120

Investment Laddering - Including STAR Ohio and PNC Money Market



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

Monthly Projected Investment Income - Next Twelve Months



APPENDED TO APRIL 16, 2024 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- Teri Herbstreit, Marketing & Communications Manager, 4/22/24, \$40.650 per hour, 40 hours per week (exempt)

Promotions

- Scott Royal, Technical Services Assistant, Technician 3, 4/8/24, 24.55 per hour

End of Provisionary

- Hannah Thirey, Adult Library Specialist, 3/5/24

Change in Status

- Felicia Brock, Technical Services Specialist, LS 2, 4/8/24, \$27.31 per hour, from Adult Services Specialist, LS 2

Retirement

- Suzanne Belisle, Technician 3, 4/30/24
- Serena Cordonnier, Technician 4, 4/30/24

Resignation/Termination

- Sami Ligon, Fiscal Assistant, 4/5/24

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
45196	3/21/2024	AES Ohio	Check	\$ 1,584.87
45197	3/21/2024	Amazon Capital Services, Inc.	Check	2,924.99
45198	3/21/2024	CHARTER COMMUNICATIONS	Check	124.98
45199	3/21/2024	Cincinnati Ceramic Coatings, Inc.	Check	10,000.00
45200	3/21/2024	HOME DEPOT CREDIT SERVICES	Check	310.86
45201	3/21/2024	KORRECT PLUMBING CO INC.	Check	1,828.15
45202	3/21/2024	RESERVE ACCOUNT	Check	1,500.00
45203	3/21/2024	RUMPKE OF OHIO, INC.	Check	83.10
45204	3/21/2024	SCOT STONE	Check	300.00
45206	3/21/2024	SILCO FIRE PROTECTION COMPANY	Check	700.00
45207	3/28/2024	AT&T	Check	505.78
45208	3/28/2024	CENTERVILLE CITY SCHOOLS	Check	41,802.28
45209	3/28/2024	CHARTER COMMUNICATIONS	Check	159.98
45210	3/28/2024	Dayton Society of Natural History, Inc.	Check	150.00
45211	3/28/2024	DELTA DENTAL	Check	1,931.06
45212	3/28/2024	Jennifer Ammoscato	Check	100.00
45213	3/28/2024	Ohio Newspapers	Check	63.36
45214	3/28/2024	One America	Check	505.89
45215	3/28/2024	Sedgwick Claims Management Services, Inc.	Check	2,485.00
45216	3/28/2024	WOODHULL CORPORATION	Check	195.98
45217	4/4/2024	AES Ohio	Check	315.56
45218	4/4/2024	AES Ohio	Check	856.16
45219	4/4/2024	AES Ohio	Check	35.51
45220	4/4/2024	Amazon Capital Services, Inc.	Check	3,422.74
45221	4/4/2024	Bricker Graydon LLP	Check	2,620.00
45222	4/4/2024	CenterPoint Energy	Check	107.55
45223	4/4/2024	CenterPoint Energy	Check	1,333.96
45224	4/4/2024	CHARTER COMMUNICATIONS	Check	89.98
45225	4/4/2024	CINCINNATI ZOO	Check	305.00
45226	4/4/2024	Commercial Control Services, Inc.	Check	2,843.00
45227	4/4/2024	CREATIVE IMPRESSIONS, INC.	Check	2,729.00
45228	4/4/2024	DIGITAL FRINGE	Check	71.72
45229	4/4/2024	DONNELLON MCCARTHY	Check	9,569.00
45230	4/4/2024	ELM USA	Check	154.95
45231	4/4/2024	GARBER CONNECT	Check	7,381.50
45232	4/4/2024	League of Women Voters of the Greater Dayton Area	Check	37.00
45233	4/4/2024	RIECK MECHANICAL	Check	238.00
45234	4/4/2024	RUMPKE OF OHIO, INC.	Check	839.32
45235	4/4/2024	SCHOLASTIC INC.	Check	136.80
45236	4/4/2024	TAFT, STETTINIUS & HOLLISTER	Check	1,540.00
45237	4/4/2024	THE VERNON COMPANY	Check	734.60
45238	4/4/2024	TRANSFORMATIONS PLUS	Check	1,124.00
45239	4/4/2024	U.S. BANK	Check	7,914.79
45240	4/4/2024	UNITED PARCEL SERVICE	Check	72.85
45241	4/4/2024	VERNON MCINTYRE	Check	400.00
45242	4/16/2024	A.J. SCHWAB	Check	181.36

Check Number	Check Date	Vendor Name	Check Type	Amount
45243	4/16/2024	AES Ohio	Check	1,502.76
45244	4/16/2024	ALLISON KAMM	Check	392.15
45245	4/16/2024	ANNE WACHS	Check	41.40
45246	4/16/2024	BAKER & TAYLOR, INC	Check	615.16
45247	4/16/2024	BRODART CO.	Check	37,093.00
45248	4/16/2024	Caitlin Spratt	Check	8.56
45249	4/16/2024	CenterPoint Energy	Check	109.11
45250	4/16/2024	CHARD SNYDER & ASSOCIATES	Check	125.00
45251	4/16/2024	CHARTER COMMUNICATIONS	Check	601.10
45252	4/16/2024	CHRISTINE JOHNSTON	Check	19.00
45253	4/16/2024	CHRISTY OTT	Check	20.08
45254	4/16/2024	CINTAS CORPORATION	Check	711.48
45255	4/16/2024	DELL MARKETING L.P.	Check	156.98
45256	4/16/2024	DIGITAL FRINGE	Check	88.52
45257	4/16/2024	DONNELON MCCARTHY	Check	1,601.93
45258	4/16/2024	DSS SWEEPING SERVICE	Check	159.45
45259	4/16/2024	GALE/CENGAGE LEARNING	Check	3,202.85
45260	4/16/2024	GLEASON PROPERTY SERVICES, LLC	Check	12,200.00
45261	4/16/2024	Gregg McCullough	Check	16.03
45262	4/16/2024	INNOVATIVE INTERFACES, INC.	Check	36,050.00
45263	4/16/2024	JAMIE GARCIA	Check	9.38
45264	4/16/2024	JENELLE ALLEN	Check	5.90
45265	4/16/2024	KANOPY, INC.	Check	1,600.00
45266	4/16/2024	KATHERINE MCCOLLUM	Check	1.88
45267	4/16/2024	Katherine Watson	Check	10.32
45268	4/16/2024	KEVIN RISNER	Check	8.56
45269	4/16/2024	KROGER CO.	Check	2,110.64
45270	4/16/2024	Laura Fitzpatrick	Check	4.36
45271	4/16/2024	LAUREN RURA	Check	10.54
45272	4/16/2024	LEVEL 3 COMMUNICATIONS LLC	Check	409.32
45273	4/16/2024	LOWES BUSINESS ACCOUNT	Check	629.54
45274	4/16/2024	Marc Huff	Check	14.98
45275	4/16/2024	Michelle Shelley	Check	17.99
45276	4/16/2024	MIDWEST TAPE	Check	19,714.29
45277	4/16/2024	Nellis, Hildy	Check	56.99
45278	4/16/2024	ODP BUSINESS SOLUTIONS LLC	Check	988.88
45279	4/16/2024	OVERDRIVE, INC.	Check	2.90
45280	4/16/2024	Patricia Pequignot	Check	25.99
45281	4/16/2024	PLAYAWAY PRODUCTS, LLC	Check	2,288.28
45282	4/16/2024	Rachael Ward	Check	29.15
45283	4/16/2024	Rachel Knight	Check	16.86
45284	4/16/2024	RUSH TRANSPORTATION & LOGISTIC	Check	765.21
45285	4/16/2024	RUTH ANNE ATTALLA	Check	32.69
45286	4/16/2024	SAM'S CLUB	Check	1,672.40
45287	4/16/2024	SHELLY PERESIE	Check	31.46
45288	4/16/2024	SHERWIN WILLIAMS	Check	124.63
45289	4/16/2024	Starco Inc.	Check	9,928.91
45290	4/16/2024	T-Mobile	Check	593.26
45291	4/16/2024	Trigon Imaging Solutions	Check	1,811.33
45292	4/16/2024	UNIQUE MANAGEMENT SERVICES INC	Check	192.00

Check Number	Check Date	Vendor Name	Check Type	Amount
45293	4/16/2024	UNITED ART AND EDUCATION	Check	21.79
45294	4/16/2024	Urouj Warsi	Check	13.99
45295	4/16/2024	WILLIAM MENKER	Check	39.59
45296	4/16/2024	WOODHULL CORPORATION	Check	1,232.04
45297	4/16/2024	WYSO	Check	150.00
2021000418	3/22/2024	OPERS	EFT	36,702.54
2021000425	3/22/2024	U.S. BANK	EFT	239.52
2021000426	3/29/2024	INTERNAL REVENUE SERVICE	EFT	1,809.40
2021000427	4/1/2024	HealthEquity	EFT	6,808.46
2021000428	4/12/2024	INTERNAL REVENUE SERVICE	EFT	1,719.76
	3/29/2024	Payroll #7	ACH	131,494.35
	4/12/2024	Payroll #8	ACH	132,049.12
				<u>\$ 562,414.39</u>

New Business

Appropriation Transfer Information
April 16, 2024

BUILDING FUND – ARCHITECT/ENGINEERING SERVICES

To account for the Architect/Engineering fees, as outlined in the price proposal approved by the board at their meeting on March 19, 2024, I am proposing the following appropriation transfer. We had appropriated a total of \$4.45 million for the project, so this does not require any additional funds. We just need to reallocate it from Building Improvements to Architect/Engineering Fees.

<u>Account Code</u>	<u>Description</u>	<u>Increase/ (Decrease)</u>
401.10.53730	Architect/Engineering	\$ 278,150.00
401.10.55400	Building Improvements	\$ (278,150.00)

I am asking the board to approve this transfer so that we can appropriate the rest of the fees. Total fees were \$368,150, and \$90,000 has been appropriated so far.

Proposal to Temporarily Suspend the Requirement to Approve Tax Budget
April 16, 2024

Current board policy requires library management to complete a budget in June. This requirement was directly related to the Tax Budget that used to be required.

Ohio Rev. Code § 5705.281 allows the county budget commission to waive the requirement that taxing authorities, including school district libraries, complete and adopt a tax budget.

We currently are completing the tax budget, even though it is not required by the County Auditor. Once completed, this document is not submitted to either the county or school district. I am asking for the board to suspend the requirement to complete this budget until the Finance Committee can meet and discuss the policy and whether we should continue to do a tax budget.

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
CIRCULATION												
Total Circulation	62,532	57,924	-7.4%	45,447	41,073	-9.6%	8	7	-12.5%	146,540	142,756	-2.6%
APPLICANT REGISTRATION												
Total Registrations	316	296	-6.3%	214	193	-9.8%	6	13	116.7%	536	502	-6.3%
LIBRARY CARDHOLDERS												
Total Library Cardholders										62,335	65,197	4.6%
VISITORS												
Building Visitors	18,219	16,941	-7.0%	13,414	12,726	-5.1%	1,069	1,473	37.8%	32,702	31,140	-4.8%
Website Visitors										59,383	116,757	96.6%
Total Visitors										92,085	147,897	60.6%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,817	3,028	7.5%	2,636	2,787	5.7%	853	1,205	41.3%	6,306	7,020	11.3%
PROGRAMS												
Adult/General Programs	6	7	16.7%	19	15	-21.1%	9	10	11.1%	51	51	0.0%
Adult/General Program Attendees	48	122	154.2%	215	148	-31.2%	80	141	76.3%	619	962	55.4%
Children's Programs	35	25	-28.6%	19	23	21.1%	0	0	#DIV/0!	81	70	-13.6%
Children's Program Attendees	850	510	-40.0%	418	555	32.8%	0	0	#DIV/0!	2,074	1,416	-31.7%
Teen Programs	7	4	-42.9%	2	2	0.0%	0	0	#DIV/0!	10	9	-10.0%
Teen Program Attendees	103	68	-34.0%	20	18	-10.0%	0	0	#DIV/0!	185	149	-19.5%
Total Library Programs	48	36	-25.0%	40	40	0.0%	9	10	11.1%	142	130	-8.5%
Total Library Program Attendees	1,001	700	-30.1%	653	721	10.4%	80	141	76.3%	2,878	2,527	-12.2%
ELECTRONIC DATABASE USAGE												
		Users/Month			Queries/Month							
Library-Owned Databases*	2,109	1,789	-15.2%	3,269	2,850	-12.8%						
OPLIN Databases*				2,205	3,245	47.2%						
Total All Databases	2,109	1,789	-15.2%	5,474	6,095	11.3%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
PRINT CIRCULATION												
Adult Books	17,960	17,948	-0.1%	13,096	12,541	-4.2%	8	6	-25.0%	31,064	30,495	-1.8%
Juvenile Books	26,586	23,792	-10.5%	18,484	16,160	-12.6%	0	1	#DIV/0!	45,070	39,953	-11.4%
Off Line Transactions										7	5	-28.6%
Periodicals	2,063	2,055	-0.4%	1,449	1,233	-14.9%	0	0	#DIV/0!	3,512	3,288	-6.4%
Young Adult Books	1,738	1,771	1.9%	1,270	1,177	-7.3%	0	0	#DIV/0!	3,008	2,948	-2.0%
Total Print Circulation	48,347	45,566	-5.8%	34,299	31,111	-9.3%	8	7	-12.5%	82,661	76,689	-7.2%
AV CIRCULATION												
Audiobooks	2,056	2,092	1.8%	1,786	1,802	0.9%				3,842	3,894	1.4%
Movies (DVDs/Blu-rays)	10,996	8,998	-18.2%	8,332	7,056	-15.3%				19,328	16,054	-16.9%
Music (Compact Discs)	449	449	0.0%	404	472	16.8%				853	921	8.0%
Total AV Circulation	13,501	11,539	-14.5%	10,522	9,330	-11.3%				24,023	20,869	-13.1%
LIBRARY OF THINGS CIRCULATION												
Board Games	172	171	-0.6%	85	157	84.7%	0	0	#DIV/0!	257	328	27.6%
Brary Bags	65	81	24.6%	55	55	0.0%				120	136	13.3%
Hotspots	21	14	-33.3%	16	16	0.0%	0	0	#DIV/0!	37	30	-18.9%
Juvenile Tablets	284	390	37.3%	352	313	-11.1%				636	703	10.5%
Maker Kits	86	112	30.2%	77	62	-19.5%	0	0	#DIV/0!	163	174	6.7%
Streaming Devices	49	46	-6.1%	41	29	-29.3%	0	0	#DIV/0!	90	75	-16.7%
Total Library of Things Circulation	677	814	20.2%	626	632	1.0%	0	0	#DIV/0!	1,303	1,446	11.0%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	30,345	28,774	-5.2%	22,659	20,726	-8.5%	8	6	-25.0%	53,012	49,506	-6.6%
Juvenile Circulation	30,419	27,346	-10.1%	21,479	19,142	-10.9%	0	1	#DIV/0!	51,898	46,489	-10.4%
Young Adult Circulation	1,768	1,804	2.0%	1,309	1,205	-7.9%	0	0	#DIV/0!	3,077	3,009	-2.2%
Total Physical Circulation	62,532	57,924	-7.4%	45,447	41,073	-9.6%	8	7	-12.5%	107,987	99,004	-8.3%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										1,434	1,160	-19.1%
DIGITAL CIRCULATION												
eAudiobooks										13,798	16,017	16.1%
eBooks										19,573	19,366	-1.1%
eMusic										283	331	17.0%
eVideo										2,115	2,259	6.8%
eZines (Digital Magazines)										1,350	4,619	242.1%
Total Digital Circulation										37,119	42,592	14.7%

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
CIRCULATION												
Total Circulation	175,763	169,992	-3.3%	125,843	116,901	-7.1%	11	13	18.2%	414,217	417,818	0.9%
APPLICANT REGISTRATION												
Total Registrations	993	1,006	1.3%	608	567	-6.7%	14	200.0%		1,615	1,615	0.0%
LIBRARY CARDHOLDERS												
Total Library Cardholders										62,335	65,197	4.6%
VISITORS												
Building Visitors	52,294	49,174	-6.0%	37,691	36,845	-2.2%	3,119	4,441	42.4%	93,104	90,460	-2.8%
Website Visitors										187,166	428,231	128.8%
Total Visitors										280,270	518,691	85.1%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	8,029	9,853	22.7%	7,402	8,328	12.5%	2,497	3,523	41.1%	17,928	21,704	21.1%
PROGRAMS												
Adult/General Programs	21	25	19.0%	55	42	-23.6%	26	28	7.7%	153	131	-14.4%
Adult/General Program Attendees	202	346	71.3%	571	570	-0.2%	217	1,466	575.6%	1,953	3,390	73.6%
Children's Programs	96	77	-19.8%	59	60	1.7%	0	0	#DIV/0!	228	199	-12.7%
Children's Program Attendees	2,134	1,541	-27.8%	1,320	1,386	5.0%	0	0	#DIV/0!	4,968	3,916	-21.2%
Teen Programs	20	10	-50.0%	9	6	-33.3%	0	0	#DIV/0!	30	19	-36.7%
Teen Program Attendees	313	148	-52.7%	89	50	-43.8%	0	0	#DIV/0!	464	261	-43.8%
Total Library Programs	137	112	-18.2%	123	108	-12.2%	26	28	7.7%	411	349	-15.1%
Total Library Program Attendees	2,649	2,035	-23.2%	1,980	2,006	1.3%	217	1,466	575.6%	7,385	7,567	2.5%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	5,949	6,933	16.5%	10,569	10,544	-0.2%						
OPLIN Databases				8,343	15,124	81.3%						
Total All Databases	5,949	6,933	16.5%	18,912	25,668	35.7%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
PRINT CIRCULATION												
Adult Books	51,594	52,737	2.2%	37,961	36,974	-2.6%	11	11	0.0%	89,566	89,722	0.2%
Juvenile Books	74,383	69,302	-6.8%	50,305	44,584	-11.4%	0	2	#DIV/0!	124,688	113,888	-8.7%
Off Line Transactions										15	12	-20.0%
Periodicals	5,642	5,750	1.9%	3,616	3,362	-7.0%	0	0	#DIV/0!	9,258	9,112	-1.6%
Young Adult Books	5,067	5,262	3.8%	3,414	3,314	-2.9%	0	0	#DIV/0!	8,481	8,576	1.1%
Total Print Circulation	136,686	133,051	-2.7%	95,296	88,234	-7.4%	11	13	N/A	232,008	221,310	-4.6%
AV CIRCULATION												
Audiobooks	5,468	5,958	9.0%	4,774	4,911	2.9%				10,242	10,869	6.1%
Movies (DVDs/Blu-rays)	30,469	27,466	-9.9%	22,836	20,608	-9.8%				53,305	48,074	-9.8%
Music (Compact Discs)	1,254	1,284	2.4%	1,386	1,419	2.4%				2,640	2,703	2.4%
Total AV Circulation	37,191	34,708	-6.7%	28,996	26,938	-7.1%				66,187	61,646	-6.9%
LIBRARY OF THINGS CIRCULATION												
Board Games	455	526	15.6%	260	499	91.9%	0	0	#DIV/0!	715	1,025	43.4%
Library Bags	198	211	6.6%	160	192	20.0%				358	403	12.6%
Hotspots	51	30	-41.2%	47	64	36.2%	0	0	#DIV/0!	98	94	-4.1%
Juvenile Tablets	851	972	14.2%	843	721	-14.5%				1,694	1,693	-0.1%
Maker Kits	239	342	43.1%	169	168	-0.6%	0	0	#DIV/0!	408	510	25.0%
Streaming Devices	77	140	81.8%	72	85	18.1%	0	0	#DIV/0!	149	225	51.0%
Total Library of Things Circulation	1,871	2,221	18.7%	1,551	1,729	11.5%	0	0	#DIV/0!	3,422	3,950	15.4%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	86,128	85,140	-1.1%	64,013	60,998	-4.7%	11	11	0.0%	150,152	146,149	-2.7%
Juvenile Circulation	84,460	79,495	-5.9%	58,302	52,505	-9.9%	0	2	#DIV/0!	142,762	132,002	-7.5%
Young Adult Circulation	5,175	5,357	3.5%	3,528	3,398	-3.7%	0	0	#DIV/0!	8,703	8,755	0.6%
Total Physical Circulation	175,763	169,992	-3.3%	125,843	116,901	-7.1%	11	13	18.2%	301,617	286,906	-4.9%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										4,225	3,998	-5.4%
DIGITAL CIRCULATION												
eAudiobooks										40,332	47,523	17.8%
eBooks										57,404	58,155	1.3%
eMusic										832	870	4.6%
eVideo										6,014	7,436	23.6%
eZines (Digital Magazines)										3,793	12,930	240.9%
Total Digital Circulation										108,375	126,914	17.1%