

# ATTACHMENTS FOR JANUARY 21, 2025 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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## Director Activities

December 13, 2024 – January 16, 2025

### Library Operations

- Centerville Library renovation
  - Continued meetings with LWC
  - Revised collection counts after changes in plan
  - Contacted furniture liquidators and other avenues to find place for furniture that won't be reused
  - Hired moving company to box up and store collection and other items
  - Communicated with attorney to help with contract documents for construction
- Prepared for 2025 O.W.L. Academy
  - Set schedule of topics
  - Scheduled meetings
  - Ordered supplies
- Participated in Customer Service Task Force meetings
- Located additional tiles for the donor wall
- Revised and printed emergency checklists for Woodbourne Library
- Updated Strategic Roadmap tracking spreadsheet with activities accomplished in 2024
- Closed the libraries on 1/6 and Woodbourne Library early on 1/10 due to weather
- Monitored road and parking lot conditions on 1/11, working with landscaper to ensure parking lot and sidewalks were cleared in time for opening
- Worked Sunday 12/22 and 1/12

### Communication

- Communicated with donor about the Indian Heritage collection
- Spoke with local children's author about doing a book reading
- Communicated with Township about Internet connection problems at Creativity Commons

### Community / Professional Involvement

- Friends
  - Attended subcommittee meetings for Out of the Pocket event
  - Attended monthly meeting
  - Schedule City BBQ takeover for April
- Participated in final Transformation Table discussions

Vacation – 12/13, 12/20, 12/30, and 12/31

Holiday – 12/24, 12/25, and 1/1

# **Board Minutes and Attachments**

**WASHINGTON-CENTERVILLE PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**

December 17, 2024

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**CALL TO ORDER**

The regular Board of Trustees meeting for December 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**; Mr. Falkner, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Absent**; and Mrs. Suttman, **Absent**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; and members of the public.

**HEARING OF THE PUBLIC**

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

**EXECUTIVE SESSION**

Mrs. Herrick moved to enter into an executive session, pursuant to ORC §121.22(G)(1), for the purpose of discussing the employment and/or compensation of a public employee. Mr. Falkner seconded the motion.

The roll call vote was as follows:

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

The Board entered the executive session at 7:01 p.m.

At 7:09 p.m., the Board President returned the meeting to open session.

**RE-HIRING OF FISCAL OFFICER**

Mr. Bowling moved that the Board re-hire Fiscal Officer John Monteith for 2025, with a 4% raise, effective January 1, 2025. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

**2025 APPROPRIATIONS**

Mr. Monteith stated that the Finance and Financial Advisory Committees were scheduled to meet on December 10, 2024 to review the appropriations for 2025. Unfortunately, only one committee

member attended this meeting, and it was, therefore, cancelled. So, he presented the appropriations to the full board.

The 2025 Appropriations total \$16,789,722. This breaks down as follows:

101 - General Fund	
Personal Services	\$ 4,776,391
Supplies	214,675
Purchased/Contract Services	1,673,780
Library Materials	1,590,251
Capital Outlay	322,700
Other Expenses	18,200
Contingency	200,000
Transfers	1,750,000
<b>Total General Fund</b>	<b>\$ 10,545,997</b>

401 - Building Fund	
Purchased/Contract Services	\$ 443,200
Capital Outlay	5,510,000
<b>Total Building Fund</b>	<b>\$ 5,953,200</b>

450 - Permanent Improvement - ILS Fund	
Capital Outlay	\$ 7,500
<b>Total Perm. Imp - ILS</b>	<b>\$ 7,500</b>

451 - Permanent Improvement - Technology Fund	
Purchased/Contract Services	\$ 35,000
Capital Outlay	242,500
<b>Total Perm. Imp - Technology</b>	<b>\$ 277,500</b>

898 - Yeck Good Life Award Fund	
Supplies	\$ 4,750
Purchased/Contract Services	775
<b>Total Yeck Good Life Award</b>	<b>\$ 5,525</b>

**Total Appropriations** \$ 16,789,722

Mrs. Herrick moved for the approval of Resolution No. 024-010, The Approval of the Appropriations for the 2025 Fiscal Year. Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

**BOARD OFFICERS – 2025**

Mrs. Cline stated that the Nominating Committee met to discuss the board officers for 2025. As a result, Mrs. Cline moved that the following slate of officers be approved for 2025:

President: Carol Herrick

Vice President: Randy Bowling

Secretary: Carleen Suttman

Fiscal Officer: John Monteith

Mr. Falkner seconded the motion.

The vote was: **Yes:** 5; **No:** 0; **Abstain:** 0

**APPROVAL OF MINUTES**

Mr. Falkner moved for the approval of the November 19, 2024 Meeting Minutes. Mrs. Herrick seconded the motion.

The vote was: **Yes:** 4; **No:** 0; **Abstain:** 1 (Bowling)

**DIRECTOR’S REPORT**

Mrs. Fultz presented her monthly report for December 2024:

- **FACILITIES**
  - Centerville Library
    - Estimated cost update from LWC
    - Anticipated timeline
  - Woodbourne Library
  - Legacy Administration Building
  - Creativity Commons
  
- **COLLECTIONS/SERVICES/PROGRAMS**
  - Indian Heritage Children’s book collection
    - \$6,250 donated to Foundation in last six months
  - CDs at Centerville Library being weeded
  - Winter Reading Club starts January 2
  - CHS AP Art exhibit January 7 – February 17

- **OTHER**
  - Proposed legislation at Statehouse
  - Friends fundraising event

**FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for November 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. Herrick moved to approve the monthly financial report, and Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

- b. Payment of December 2024 Expenditures

Mr. Monteith presented the check register for the period of November 21, 2024 through December 17, 2024.

Mrs. Herrick moved to approve the payment of expenditures, and Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

The motion is approved.

**NEW/OLD BUSINESS**

- a. **Hiring Scott Liberman to review the construction documents as prepared by LWC, Inc.**

Mr. Bowling moved to authorize Liz Fultz to hire Scott Liberman to review the construction documents, as prepared by LWC, Inc. Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

**b. 2025 Board Meeting Schedule**

The Board Meeting schedule for 2025 was presented to the Board. It was noted that there was an inadvertent inclusion of “July 16, 2024” on the schedule. Mr. Falkner moved to approve the 2025 Board Schedule, as amended. Mrs. Herrick seconded the motion.

The vote was: **Yes: 5; No: 0; Abstain: 0**

**c. Resolution No. 024-011: Approving Then & Now Certificates**

Mr. Monteith stated that each of these payments require a Then & Now Certificate due to an invoice being issued prior to a purchase order being opened, and each of them exceeding \$3,000.

Mrs. Herrick moved to approve the resolution for the approval of Then & Now certificates. Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

The resolution is approved

**d. Resolution No. 024-012: Approval to Enter into an Investment Management Agreement with RedTree Investment Group**

Mr. Monteith stated that this resolution was being requested to allow us to move our investments from US Bank and PNC Capital to RedTree. This provides us with better investment options. In discussing the fees associated, there fees are transparent, whereas the fees from the banks are hidden in the cost of the investments. Mr. Monteith also provided some references from Centerville CSD and the City of Centerville.

Additionally, Mr. Monteith stated that there was no set period for the agreement, so we are not locked in if we do not like the fees and results.

Mr. Bowling moved for the adoption of Res. No. 024-012. Mr. Falkner seconded the motion.

The roll call vote was as follows:

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



The resolution is approved

**e. Appropriation Transfer**

Mr. Monteith presented the appropriation transfer as outlined in the board packet. These are to clean up a couple of accounts at the end-of-the-year.

Mrs. Herrick moved to approve the transfer, Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

**ADJOURNMENT**

Mr. Bowling moved to adjourn the meeting at 8:22 P.M. Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion to adjourn is approved.

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**President**

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**Fiscal Officer**

**RESOLUTION NO. 024-010**

**APPROVAL OF THE APPROPRIATIONS FOR THE 2025 FISCAL YEAR**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 17, 2024 at 7:00 pm at the Centerville Library with the following members present:

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

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

Be it resolved by the Board of Library Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio, that to provide for current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2025, the following sums be and the same are hereby set aside and appropriated for several purposes which expenditures are to be made:

<b>101 - GENERAL FUND</b>
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1000	Personal Services		
	1100 Salaries and Leave Benefits	\$	3,609,050
	1400 Retirement Benefits		506,040
	1600 Insurance Benefits		661,301
	<b>TOTAL PERSONAL SERVICES</b>		<b>4,776,391</b>
2000	Supplies		
	2100 General Administrative Supplies		95,475
	2200 Property Maintenance Supplies		44,700
	2300 Vehicle Supplies, Gas and Oil		3,500
	2500 Supplies Purchased for Resale		71,000
	<b>TOTAL SUPPLIES</b>		<b>214,675</b>
3000	Purchased/Contract Services		
	3100 Travel and Meeting		79,245
	3200 Communication & Printing		143,800
	3300 Property Maintenance Services		570,205
	3400 Insurance		31,700
	3600 Utilities		152,150

3700	Professional Services	174,950
3800	Software Maintenance	249,770
3900	Other Contract Services	271,960
TOTAL PURCHASED/CONTRACT SERVICES		<u>1,673,780</u>
4000	Library Materials	
4100	New Books	496,100
4200	Periodicals	11,000
4300	Audio-Visual Materials	168,500
4500	Online Subscriptions	127,000
4600	Inter-Library Delivery	13,000
4800	Electronic Materials	707,651
4900	Other Library Materials	67,000
TOTAL LIBRARY MATERIALS		<u>1,590,251</u>
5000	Capital Outlay	
5200	Land Improvements	60,000
5500	Furniture & Equipment	262,700
TOTAL CAPITAL OUTLAY		<u>322,700</u>
7000	Other Expenses	
7100	Library Memberships & Dues	13,450
7200	Taxes & Assessments	3,000
7500	Refunds & Reimbursements	1,750
7900	Miscellaneous	-
TOTAL OTHER EXPENSES		<u>18,200</u>
8000	Contingency	
8900	Contingency	200,000
TOTAL CONTINGENCY		<u>200,000</u>
9000	Transfers	
9900	Transfers	1,750,000
TOTAL TRANSFERS		<u>1,750,000</u>
<b>TOTAL GENERAL FUND</b>		<b><u><u>\$ 10,545,997</u></u></b>

<b>102 - UNCLAIMED FUND</b>
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8700	Refunds / Reimbursements	\$ -
<b>TOTAL UNCLAIMED FUNDS</b>		<b><u><u>\$ -</u></u></b>

**401 - BUILDING FUND**

3000	Contract Services		
	3200	Communication & Printing	\$ 1,200
	3400	Insurance	5,000
	3700	Professional Services	307,000
	3900	Other Contract Services	130,000
		<b>TOTAL PURCHASED/CONTRACT SERVICES</b>	<u>443,200</u>
5000	Capital Outlay		
	5400	Building Improvements	4,200,000
	5500	Furniture & Equipment	1,310,000
		<b>TOTAL CAPITAL OUTLAY</b>	<u>5,510,000</u>
		<b>TOTAL BUILDING FUND</b>	<u><u>\$ 5,953,200</u></u>

**450 - PERMANENT IMPROVEMENT - ILS FUND**

5000	Capital Outlay		
	5500	Furniture & Equipment	\$ 7,500
		<b>TOTAL CAPITAL OUTLAY</b>	<u>7,500</u>
		<b>TOTAL PERMANENT IMPROVEMENT - ILS FUND</b>	<u><u>\$ 7,500</u></u>

**451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND**

3000	Contract Services		
	3300	Property Maintenance Services	\$ 35,000
			<u>35,000</u>
5000	Capital Outlay		
	5500	Furniture & Equipment	242,500
		<b>TOTAL CAPITAL OUTLAY</b>	<u>242,500</u>
		<b>TOTAL PERMANENT IMPROVEMENT - TECHNOLOGY FUND</b>	<u><u>\$ 277,500</u></u>


**898 - DOROTHY R. YECK GOOD LIFE AWARD FUND**

2000	Supplies		
	2100 General Administrative Supplies	\$	4,750
	<b>TOTAL SUPPLIES</b>		<u>4,750</u>
3000	Purchased/Contract Services		
	3200 Communication & Printing		300
	3900 Other Contract Services		475
	<b>TOTAL PURCHASED/CONTRACT SERVICES</b>		<u>775</u>
<b>TOTAL DOROTHY R. YECK GOOD LIFE AWARD FUND</b>			<u><u>\$ 5,525</u></u>
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>			<u><u>\$ 16,789,722</u></u>

The roll call vote was as follows:

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

I hereby certify that the foregoing is a true copy of the 2025 Annual Appropriation Resolution approved by the Board of Library Trustees at the regular December meeting held December 17, 2024.

  
 \_\_\_\_\_  
 Fiscal Officer  
 Washington-Centerville Public Library,  
 Montgomery County, Ohio

**RESOLUTION NO. 024-011**

**AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATES RELATED TO PURCHASE ORDER NO. 2024-00589, 2024-00595, AND 2024-00620**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 17, 2024 at 7:00 pm at the Centerville Library with the following members present:

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

Mrs. Herrick moved; Mrs. Cline seconded 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 through:

<u>PO #</u>	<u>PO Date</u>	<u>Invoice Date</u>	<u>Payment Date</u>	<u>Vendor</u>	<u>Amount</u>
2024-00589	11/12/2024	10/28/2024	12/6/2024	Newsbank	\$ 5,200.00
2024-00595	11/19/2024	10/11/2024	11/26/2024	Creative Impressions	9,840.09
2024-00620	12/6/2024	11/20/2024	12/17/2024	Rieck Services	4,750.34
				Total	\$ 19,790.43

Upon roll call on the adoption of the above resolution, the vote was as follows:

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

Passed: December 17, 2024

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

CERTIFICATE

The undersigned, President and the Secretary 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 December 17, 2024 and in appearing upon the official records of said Board.

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Fiscal Officer

DRAFT - UNAPPROVED

**RESOLUTION NO. 024-012**

**ENTERING INTO AN INVESTMENT MANAGEMENT AGREEMENT WITH REDTREE INVESTMENT GROUP**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 17, 2024 at 7:00 pm at the Centerville Library with the following members present:

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

Mr. Bowling moved, Mr. Falkner seconded of the following resolution:

Oversight of the financial activity of the library is an important role of the Library Board of Trustees. As part of this, Board knowledge and approval of any new bank accounts to be opened in the name of the Washington-Centerville Public Library is one of the most important roles. Additionally, the Auditor of State has generally considered this to be a requirement even though it is not specifically outlined in the Ohio Revised Code.

Therefore, be it resolved, that the Board of Trustees does hereby approve entering into an investment management agreement with RedTree Investment Group.

Be it further resolved that the Board of Trustees does authorize the fiscal officer to sign the Investment Advisory Agreement and Custody Agreement on-behalf of the Board of Trustees. The Board President, Vice President, Secretary and the Fiscal Officer will be listed as authorized signers on the U.S. Bank Custody Agreement.

Upon roll call on the adoption of the above resolution, the vote was as follows:

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

Passed: December 17, 2024

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



CERTIFICATE

The undersigned, Fiscal Officer and the Secretary 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 December 17, 2024 and in appearing upon the official records of said Board.

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President, Board of Trustees  
Washington-Centerville Public Library

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Fiscal Officer  
Washington-Centerville Public Library

DRAFT - UNAPPROVED

## Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
45996	11/15/2024	AES Ohio	Check	\$ 1,472.98
45997	11/15/2024	CenterPoint Energy	Check	1,796.01
45998	11/15/2024	CENTERVILLE BAND BOOSTERS	Check	184.00
45999	11/15/2024	CHARD SNYDER & ASSOCIATES	Check	125.00
46000	11/15/2024	DELTA DENTAL	Check	1,761.05
46001	11/15/2024	RIECK MECHANICAL	Check	3,581.75
46002	11/15/2024	RUMPKE OF OHIO, INC.	Check	186.01
45984	11/19/2024	LWC INC.	Check	41,000.00
46003	11/19/2024	U.S. BANK	Check	4,361.73
46004	11/21/2024	ACP CreativIT, LLC	Check	1,080.00
46005	11/21/2024	CENTERVILLE CITY SCHOOLS	Check	38,730.55
46006	11/21/2024	CENTERVILLE LANDSCAPING, INC.	Check	1,162.25
46007	11/21/2024	CHARTER COMMUNICATIONS	Check	124.98
46008	11/21/2024	CINTAS CORPORATION	Check	351.11
46009	11/21/2024	CREATIVE IMPRESSIONS, INC.	Check	9,840.09
46010	11/21/2024	DELTA DENTAL	Check	1,709.08
46011	11/21/2024	HOME DEPOT CREDIT SERVICES	Check	646.34
46012	11/21/2024	MONTGOMERY COUNTY	Check	541.27
46013	11/21/2024	One America	Check	246.78
46014	11/21/2024	PITNEY BOWES GLOBAL FINANCIAL	Check	488.70
46015	11/21/2024	SHERWIN WILLIAMS	Check	93.06
46016	11/21/2024	TFG Entertainment LLC	Check	300.00
46017	11/21/2024	TODAY'S BUSINESS SOLUTIONS	Check	87.12
46018	11/21/2024	TRANSFORMATIONS PLUS	Check	210.00
2021000572	11/22/2024	INTERNAL REVENUE SERVICE	EFT	1,777.35
2021000546	11/25/2024	OPERS	EFT	37,328.08
2021000573	11/29/2024	U.S. BANK	EFT	489.47
2021000574	11/29/2024	MONTGOMERY COUNTY AUDITOR	EFT	351.86
2021000575	11/29/2024	Merchant eSolutions	EFT	112.28
2021000576	11/29/2024	PAYPAL, INC	EFT	37.36
2021000577	11/29/2024	Nayax	EFT	157.63
2021000578	12/2/2024	HealthEquity	EFT	6,725.13
46019	12/3/2024	AES Ohio	Check	262.46
46020	12/3/2024	AES Ohio	Check	1,013.09
46021	12/3/2024	AES Ohio	Check	20.68
46022	12/3/2024	Amazon Capital Services, Inc.	Check	2,671.37
46023	12/3/2024	AT&T	Check	323.00
46024	12/3/2024	CHARTER COMMUNICATIONS	Check	274.96
46025	12/3/2024	CINTAS CORPORATION	Check	430.82
46026	12/3/2024	DIGITAL FRINGE	Check	88.52
46027	12/3/2024	DONNELSON MCCARTHY	Check	344.21
46028	12/3/2024	IGS Energy	Check	3,802.03
46029	12/3/2024	MONTGOMERY COUNTY	Check	167.00
46030	12/3/2024	NewsBank, Inc	Check	5,200.00

## Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46031	12/3/2024	ODP BUSINESS SOLUTIONS LLC	Check	1,320.69
46032	12/3/2024	OHIO BUREAU OF WORKERS COMPENSAT	Check	6,574.00
46033	12/3/2024	PROQUEST LLC	Check	7,140.66
46034	12/3/2024	THE WASHINGTON POST	Check	2,029.65
46035	12/3/2024	TODAY'S BUSINESS SOLUTIONS	Check	780.00
46036	12/3/2024	TRANSFORMATIONS PLUS	Check	1,541.00
46037	12/3/2024	Trigon Imaging Solutions	Check	3,967.78
46038	12/4/2024	CAROLINE LIPP	Check	500.00
46039	12/4/2024	JOHANNAH MEYER	Check	350.00
46040	12/4/2024	KATE SILVAIN	Check	250.00
46041	12/4/2024	LILITH ROSE DELAPASSE	Check	3,000.00
46042	12/4/2024	OAKWOOD HIGH SCHOOL	Check	250.00
2021000579	12/6/2024	INTERNAL REVENUE SERVICE	EFT	1,770.50
46043	12/12/2024	CenterPoint Energy	Check	3,077.33
46044	12/12/2024	CenterPoint Energy	Check	896.03
46045	12/12/2024	CenterPoint Energy	Check	101.50
46046	12/12/2024	CenterPoint Energy	Check	545.03
46047	12/12/2024	CINTAS CORPORATION	Check	202.97
46048	12/12/2024	DIGITAL FRINGE	Check	125.08
46049	12/12/2024	KROGER CO.	Check	212.39
46050	12/12/2024	MONTGOMERY COUNTY	Check	1,619.22
46051	12/12/2024	RUMPKE OF OHIO, INC.	Check	1,004.38
46052	12/12/2024	STAPLES BUSINESS ADVANTAGE	Check	634.19
46053	12/17/2024	BAKER & TAYLOR, INC	Check	4,678.02
46054	12/17/2024	BIBLIOTHECA, LLC	Check	26,456.85
46055	12/17/2024	BONHAM ELECTRIC	Check	690.00
46056	12/17/2024	BRODART CO.	Check	25,736.81
46057	12/17/2024	CENTERVILLE LANDSCAPING, INC.	Check	140.15
46058	12/17/2024	CHARD SNYDER & ASSOCIATES	Check	125.00
46059	12/17/2024	DONNELSON MCCARTHY	Check	224.97
46060	12/17/2024	DSS SWEEPING SERVICE	Check	112.89
46061	12/17/2024	GLEASON PROPERTY SERVICES, LLC	Check	15,410.00
46062	12/17/2024	GREATER DAYTON IT ALLIANCE	Check	300.00
46063	12/17/2024	ISHITA KOTAK	Check	16.99
46064	12/17/2024	JANE HERMAN	Check	30.00
46065	12/17/2024	KANOPY, INC.	Check	1,479.00
46066	12/17/2024	LEVEL 3 COMMUNICATIONS LLC	Check	406.40
46067	12/17/2024	MIDWEST TAPE	Check	22,503.71
46068	12/17/2024	ODP BUSINESS SOLUTIONS LLC	Check	94.06
46069	12/17/2024	OVERDRIVE, INC.	Check	23.92
46070	12/17/2024	PLAYAWAY PRODUCTS, LLC	Check	5,003.35
46071	12/17/2024	RIECK MECHANICAL	Check	5,968.02
46072	12/17/2024	SAFEGUARD BUSINESS SYSTEMS	Check	114.68
46073	12/17/2024	SCHOLASTIC INC.	Check	120.00

## Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46074	12/17/2024	SOUTH COMMUNITY	Check	202.50
46075	12/17/2024	TAFT, STETTINIUS & HOLLISTER	Check	280.00
46076	12/17/2024	T-Mobile	Check	962.80
46077	12/17/2024	TREASURER, STATE OF OHIO	Check	136.50
46078	12/17/2024	UNIQUE MANAGEMENT SERVICES INC	Check	473.80
46079	12/17/2024	WORLD BOOK, INC.	Check	1,259.00
46080	12/17/2024	WYSO	Check	120.00
46081	12/17/2024	U.S. BANK	Check	4,490.32
2021000581	12/17/2024	Teri Herbstreit	EFT	120.76
2021000582	12/17/2024	CHARLETTE JOUAN	EFT	29.08
2021000583	12/17/2024	MICHELLE FANG	EFT	20.35
2021000584	12/17/2024	Anne Carey	EFT	8.38
2021000585	12/17/2024	Katherine Watson	EFT	61.37
2021000586	12/17/2024	RUTH ANNE ATTALLA	EFT	19.43
2021000587	12/17/2024	Rachel Knight	EFT	13.72
2021000588	12/17/2024	JENELLE ALLEN	EFT	4.28
2021000589	12/17/2024	TAMMY SIMPSON	EFT	14.00
2021000590	12/17/2024	GARY BERRY	EFT	153.88
2021000591	12/17/2024	DAVE KENT	EFT	35.65
2021000592	12/17/2024	ALYSSA FRAZIER	EFT	4.28
2021000593	12/17/2024	A.J. SCHWAB	EFT	34.17
2021000594	12/17/2024	Gregg McCullough	EFT	4.49
2021000595	12/17/2024	WILLIAM MENKER	EFT	44.61
2021000596	12/17/2024	DARRILYNN BREWSTER	EFT	35.40
2021000597	12/17/2024	Laura Fitzpatrick	EFT	28.14
2021000598	12/17/2024	SHELLY PERESIE	EFT	27.69
2021000599	12/17/2024	DEBE DOCKINS	EFT	33.57
2021000600	12/17/2024	Caitlin Spratt	EFT	4.02
	11/22/2024	Payroll #24	ACH	133,818.26
	12/6/2024	Payroll #25	ACH	133,421.84
				\$ 595,046.67

# **Fiscal Officer's Report**

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 9,164,243.11	\$ 369,697.13	\$ 616,374.90	\$ 8,917,565.34
Unclaimed Funds	794.93	0.00	0.00	794.93
"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	4,737,682.63	0.00	14,525.00	4,723,157.63
Perm. Imp. Fund-IIs	568,950.30	0.00	0.00	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	0.00	0.00	726,336.34
Dorothy R. Yeck Good Life End	4,838.36	0.00	4,653.67	184.69
Payroll Clearing Fund	29,042.38	88,714.92	102,455.07	15,302.23
	<b>\$ 18,982,074.30</b>	<b>\$ 458,412.05</b>	<b>\$ 738,008.64</b>	<b>\$ 18,702,477.71</b>

<b>Reconciled Balances</b>	
US Bank:	
Checking/Payroll	\$ 1,512,788.56
Investment	3,906,947.25
Dayton Foundation - TWTH	5,470.00
STAR Ohio	11,979,939.89
PNC Capital - Investments	602,135.80
PNC Capital - Money Market	802,947.23
Paypal	1,403.62
Petty Cash	550.00
<b>Total Bank Balances</b>	<b>\$ 18,812,182.35</b>
Outstanding Checks	\$ (110,326.09)
Deposit in Transit	620.15
Adjustments	1.30
<b>Reconciled Balance</b>	<b>\$ 18,702,477.71</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**Monthly Revenue Statement**  
**For The Month Of December 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	\$ 264,608.65	\$ 2,804,699.07	97.85%	1
GENERAL PROPERTY TAXES	4,580,609.00	-	4,957,324.62	108.22%	
PROPERTY TAX ROLLBACK	615,000.00	-	604,978.93	98.37%	
GRANTS - FEDERAL, STATE & LOCAL	-	-	3,573.32	0.00%	
PATRON FINES & FEES	29,000.00	1,861.58	29,357.56	101.23%	
COPIER INCOME	28,750.00	2,546.00	35,756.39	124.37%	
PROGRAM FEES	6,500.00	-	9,009.44	138.61%	
PASSPORT EXECUTION FEES	25,000.00	1,750.00	24,550.00	98.20%	
PASSPORT PHOTOS	5,400.00	470.00	5,620.00	104.07%	
PATRON SUPPLIES	20,350.00	1,869.40	30,325.60	149.02%	
INTEREST INCOME	250,000.00	58,708.02	772,808.07	309.12%	2
DONATIONS	25,950.00	792.67	23,811.44	91.76%	
REFUNDS & REIMBURSEMENTS	9,000.00	37,069.14	50,689.89	563.22%	3
MISCELLANEOUS-OTHER	50.00	21.67	183.71	367.42%	
TRANSFER IN	-	-	-	0.00%	
<b>TOTAL RECEIPTS-GENERAL FUND</b>	<b>\$ 8,461,991.00</b>	<b>\$ 369,697.13</b>	<b>\$ 9,352,688.04</b>	<b>110.53%</b>	

**102 - UNCLAIMED FUNDS**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS	\$ -	\$ -	\$ 484.86	0.00%
TRANSFER TO UNCLAIMED	-	-	-	0.00%
<b>TOTAL RECEIPTS-UNCLAIMED FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 484.86</b>	<b>0.00%</b>

**205 - SPECIAL OPERATING FUND**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER TO SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	0.00%
<b>TOTAL RECEIPTS-SPECIAL OPERATING FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

**401 - BUILDING FUND**

	Estimated Revenue	Actual Revenue	Revenue	Percent
TRANSFERS TO BUILDING FUND	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	100.00%
<b>TOTAL RECEIPTS-BUILDING FUND</b>	<b>\$ 2,000,000.00</b>	<b>\$ -</b>	<b>\$ 2,000,000.00</b>	<b>100.00%</b>

**450 - PERMANENT IMPROVEMENT - ILS FUND**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS TO PI - ILS	\$ -	\$ -	\$ -	0.00%
<b>TOTAL RECEIPTS-PERM. IMP. FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

**451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS TO PI - TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
<b>TOTAL PERM. IMP. FUND-TECHNOLOGY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

**898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
YECK DONATIONS-RESTRICTED	\$ 4,800.00	\$ -	\$ 4,800.00	100.00%
<b>TOTAL YECK GOOD LIFE ENDOWMENT</b>	<b>\$ 4,800.00</b>	<b>\$ -</b>	<b>\$ 4,800.00</b>	<b>100.00%</b>

**999 - PAYROLL CLEARING FUND**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
CLEARING REVENUE	\$ -	\$ 88,714.92	\$ 1,140,070.69	0.00%
<b>TOTAL PAYROLL CLEARING FUND</b>	<b>\$ -</b>	<b>\$ 88,714.92</b>	<b>\$ 1,140,070.69</b>	<b>0.00%</b>

<b>GRAND TOTAL RECEIPTS</b>	<b>\$ 10,466,791.00</b>	<b>\$ 458,412.05</b>	<b>\$ 12,498,043.59</b>	<b>119.41%</b>
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*See Notes to the Financial Report*



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

	<b>Monthly Estimated Revenue</b>	<b>Monthly Revenue</b>	<b>Favorable/ (Unfavorable)</b>	<b>YTD Estimated Revenue</b>	<b>YTD Revenue</b>	<b>Favorable/ (Unfavorable)</b>	
Public Library Fund	\$ 308,633.64	\$ 264,608.65	\$ (44,024.99)	\$ 2,866,382.00	\$ 2,804,699.07	\$ (61,682.93)	<b>1</b>
General Property Taxes	-	-	-	4,580,609.00	4,957,324.62	376,715.62	
Property Tax Rollback	-	-	-	615,000.00	604,978.93	(10,021.07)	
Federal Grants	-	-	-	-	3,573.32	3,573.32	
Local Grants	-	-	-	-	-	-	
Patron Fines & Fees	2,416.67	1,861.58	(555.09)	29,000.00	29,357.56	357.56	
Copier, Fax and Printing	2,395.83	2,546.00	150.17	28,750.00	35,756.39	7,006.39	
Program Fees	-	-	-	6,500.00	9,009.44	2,509.44	
Passport Execution Fees	2,083.33	1,750.00	(333.33)	25,000.00	24,550.00	(450.00)	
Passport Photos	450.00	470.00	20.00	5,400.00	5,620.00	220.00	
Patron Supplies	1,695.83	1,869.40	173.57	20,350.00	30,325.60	9,975.60	
Interest Income	12,500.00	58,708.02	46,208.02	250,000.00	772,808.07	522,808.07	<b>2</b>
Donations	696.59	792.67	96.08	25,950.00	23,811.44	(2,138.56)	
Refunds & Reimbursements	300.00	37,069.14	36,769.14	9,000.00	50,689.89	41,689.89	<b>3</b>
Miscellaneous-Other	4.17	21.67	17.50	50.00	183.71	133.71	
Transfer In	-	-	-	-	-	-	
<b>TOTAL GENERAL FUND</b>	<b>\$ 331,176.06</b>	<b>\$ 369,697.13</b>	<b>\$ 38,521.07</b>	<b>\$ 8,461,991.00</b>	<b>\$ 9,352,688.04</b>	<b>\$ 890,697.04</b>	

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**Expense Account Summary**  
**For the Month of December 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
<b>101 GENERAL FUND</b>						
<i>SALARIES &amp; LEAVE BENEFITS</i>						
Director/Managers	653,500.00	50,664.66	628,024.42	0.00	25,475.58	96.10%
Library Specialist	1,516,000.00	107,510.37	1,413,511.06	0.00	102,488.94	93.24%
Technician	181,500.00	11,110.40	180,276.12	0.00	1,223.88	99.33%
Public Services Assistant	403,500.00	25,929.91	365,208.53	0.00	38,291.47	90.51%
Substitute	61,500.00	3,346.97	41,424.12	0.00	20,075.88	67.36%
Fiscal Officer	106,000.00	8,110.87	104,897.16	0.00	1,102.84	98.96%
Administrative Support	465,500.00	36,310.94	423,035.81	0.00	42,464.19	90.88%
Facilities	82,500.00	6,202.79	81,937.73	0.00	562.27	99.32%
Library Aides	150,000.00	10,441.77	122,197.19	0.00	27,802.81	81.46%
Driver	6,500.00	1,055.36	3,484.54	0.00	3,015.46	53.61%
Shelving Assistants	105,000.00	6,946.08	101,552.81	0.00	3,447.19	96.72%
<b>SALARIES &amp; LEAVE BENEFITS</b>	<b>3,731,500.00</b>	<b>267,630.12</b>	<b>3,465,549.49</b>	<b>0.00</b>	<b>265,950.51</b>	<b>92.87%</b>
<i>RETIREMENT-OPERS</i>						
OPERS	530,546.49	56,291.72	530,534.09	0.00	12.40	100.00%
<i>INSURANCE BENEFITS</i>						
Health Insurance	520,302.55	38,730.55	477,852.27	0.00	42,450.28	91.84%
Health Savings Account	105,891.65	6,725.13	81,309.88	7,000.95	17,580.82	83.40%
Dental Insurance	26,152.77	1,939.05	21,471.60	0.00	4,681.17	82.10%
Medicare	54,295.00	3,553.27	45,895.46	0.00	8,399.54	84.53%
Life Insurance	4,622.54	239.70	3,218.52	0.00	1,404.02	69.63%
Workers' Compensation	9,500.00	6,574.00	7,489.00	0.00	2,011.00	78.83%
<b>INSURANCE BENEFITS</b>	<b>720,764.51</b>	<b>57,761.70</b>	<b>637,236.73</b>	<b>7,000.95</b>	<b>76,526.83</b>	<b>88.41%</b>
<i>OTHER EMPLOYEE BENEFITS</i>						
Unemployment Benefits	4,444.00	0.00	4,444.00	0.00	0.00	100.00%
Other Employee Benefits	5,352.86	1,185.80	4,685.79	0.00	667.07	87.54%
<b>OTHER EMPLOYEE BENEFITS</b>	<b>9,796.86</b>	<b>1,185.80</b>	<b>9,129.79</b>	<b>0.00</b>	<b>667.07</b>	<b>93.19%</b>
<b>SALARIES &amp; BENEFITS</b>	<b>4,992,607.86</b>	<b>382,869.34</b>	<b>4,642,450.10</b>	<b>7,000.95</b>	<b>343,156.81</b>	<b>92.99%</b>
<i>GENERAL ADMINISTRATIVE SUPPLIES</i>						
Office Supplies	44,851.04	4,482.31	30,727.79	3,643.06	10,480.19	76.63%
Program Supplies	106,829.34	8,736.25	63,763.52	9,928.87	33,136.95	68.98%
Cataloging/Processing Supplies	13,665.28	142.92	4,398.92	4,141.05	5,125.31	62.49%
Postage	0.00	0.00	0.00	0.00	0.00	
Janitorial Supplies	3,750.00	0.00	1,441.81	207.04	2,101.15	
<b>GENERAL ADMINISTRATIVE SUPPLIES</b>	<b>169,095.66</b>	<b>13,361.48</b>	<b>100,332.04</b>	<b>17,920.02</b>	<b>50,843.60</b>	<b>59.33%</b>
<i>PROPERTY MAINTENANCE / REPAIR SUPPLIES</i>						
Property Maintenance & Repair	15,200.00	399.08	14,008.08	1,063.38	128.54	99.15%
<i>VEHICLE FUEL AND SUPPLIES</i>						
Vehicle Fuel	4,000.00	0.00	331.22	168.78	3,500.00	12.50%
Vehicle Supplies	1,000.00	0.00	809.16	0.00	190.84	80.92%
<b>VEHICLE FUEL AND SUPPLIES</b>	<b>5,000.00</b>	<b>0.00</b>	<b>1,140.38</b>	<b>168.78</b>	<b>3,690.84</b>	<b>26.18%</b>
<i>SUPPLIES PURCHASED FOR RESALE</i>						
Supplies for Resale	48,644.20	6,253.31	39,063.49	6,304.81	3,275.90	93.27%
<b>SUPPLIES</b>	<b>237,939.86</b>	<b>20,013.87</b>	<b>154,543.99</b>	<b>25,456.99</b>	<b>57,938.88</b>	<b>64.95%</b>
<i>TRAVEL AND MEETING EXPENSES</i>						
Mileage	12,129.40	764.59	6,855.67	0.00	5,273.73	56.52%
In-House Seminars	13,000.00	0.00	8,812.03	637.97	3,550.00	72.69%
Conference/Meetings	35,300.81	1,998.27	15,897.73	1,390.66	18,012.42	48.97%
Membership Dues	5,358.00	300.00	3,579.00	40.00	1,739.00	67.54%
<b>TRAVEL AND MEETING EXPENSES</b>	<b>65,788.21</b>	<b>3,062.86</b>	<b>35,144.43</b>	<b>2,068.63</b>	<b>28,575.15</b>	<b>53.42%</b>

**Washington-Centerville Public Library**  
**Expense Account Summary**  
**For the Month of December 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
<i>COMMUNICATION / PRINTING / PUBLICITY</i>						
Telephone	8,284.42	641.99	5,085.68	19.85	3,178.89	61.63%
Computer Data Line	58,581.66	2,044.10	28,930.57	17,859.91	11,791.18	79.87%
Postage	20,000.00	0.00	10,213.46	374.79	9,411.75	52.94%
Postage Machine Rental	3,000.00	0.00	2,176.65	823.35	0.00	100.00%
Security Alarm	8,414.33	0.00	5,272.99	1,409.34	1,732.00	79.42%
Legal Ads	2,000.00	0.00	731.52	0.00	1,268.48	36.58%
Marketing & Advertising	9,336.00	122.05	7,773.44	1,562.56	0.00	100.00%
Printing/Publications	54,170.15	9,964.22	41,926.77	1,017.02	11,226.36	79.28%
<b>COMMUNICATION/PRINT/PUBLICITY</b>	<b>163,786.56</b>	<b>12,772.36</b>	<b>102,111.08</b>	<b>23,066.82</b>	<b>38,608.66</b>	<b>62.34%</b>
<i>PROPERTY MAINTENANCE / REPAIR / SECURITY</i>						
Building & Site Repairs	218,604.66	10,125.79	200,407.80	11,480.82	6,716.04	96.93%
Equipment Maintenance	27,087.61	1,758.19	24,677.25	1,132.09	1,278.27	95.28%
Grounds & Snow Removal	127,069.64	2,735.39	24,395.02	3,000.00	99,674.62	21.56%
Janitorial Services	243,048.20	20,852.04	197,246.23	7,045.38	38,756.59	84.05%
Trash Services	16,058.37	1,004.38	11,749.49	4,283.75	25.13	99.84%
<b>PROPERTY MAINT/REPAIR/SECURITY</b>	<b>631,868.48</b>	<b>36,475.79</b>	<b>458,475.79</b>	<b>26,942.04</b>	<b>146,450.65</b>	<b>76.82%</b>
<i>LIABILITY INSURANCE</i>						
Property Insurance	33,875.00	6.75	27,518.75	33.75	6,322.50	81.34%
<i>UTILITIES</i>						
Electricity	171,901.84	11,552.16	98,437.09	10,713.74	62,751.01	63.50%
Gas	77,307.74	4,721.39	34,194.72	3,947.76	39,165.26	49.34%
Water/Sewer	13,850.09	1,786.22	8,861.43	3,130.81	1,857.85	86.59%
<b>UTILITIES</b>	<b>263,059.67</b>	<b>18,059.77</b>	<b>141,493.24</b>	<b>17,792.31</b>	<b>103,774.12</b>	<b>60.55%</b>
<i>PROFESSIONAL SERVICES</i>						
Speakers/Program Stipends	12,765.00	0.00	5,425.45	2,339.55	5,000.00	60.83%
Art and Other Exhibits	12,000.00	0.00	1,316.21	0.00	10,683.79	10.97%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	500.00	0.00	29.40	0.00	470.60	5.88%
General Legal Services	15,506.25	0.00	600.00	500.00	14,406.25	7.09%
Labor Legal Services	10,000.00	280.00	6,742.50	3,257.50	0.00	100.00%
Tax Collection Fees	76,000.00	0.00	51,923.32	0.00	24,076.68	68.32%
Banking Fees	12,736.72	744.49	9,834.60	511.36	2,390.76	81.23%
Benefits Administrator	0.00	0.00	0.00	0.00	0.00	
Other Professional Services	0.00	0.00	0.00	0.00	0.00	
<b>PROFESSIONAL SERVICES</b>	<b>139,507.97</b>	<b>1,024.49</b>	<b>75,871.48</b>	<b>6,608.41</b>	<b>57,028.08</b>	<b>59.12%</b>
<i>SOFTWARE MAINTENANCE</i>						
Software Maintenance	245,611.03	26,456.85	221,771.62	4,179.80	19,659.61	92.00%
<i>OTHER CONTRACTED SERVICES</i>						
Temporary Contract Services	56,491.47	973.10	38,997.53	703.15	16,790.79	70.28%
Online Services	159,423.12	2,171.07	117,630.50	19,654.81	22,137.81	86.11%
Collection Development Services	6,600.00	200.00	5,289.50	200.00	1,110.50	83.17%
<b>OTHER CONTRACTED SERVICES</b>	<b>222,514.59</b>	<b>3,344.17</b>	<b>161,917.53</b>	<b>20,557.96</b>	<b>40,039.10</b>	<b>82.01%</b>
<b>PURCHASED/CONTRACT SERVICES</b>	<b>1,766,011.51</b>	<b>101,203.04</b>	<b>1,224,303.92</b>	<b>101,249.72</b>	<b>440,457.87</b>	<b>5.68</b>
<i>NEW BOOKS</i>						
New Books	614,000.46	27,532.91	467,641.21	137,392.11	8,967.14	98.54%
Standing Orders/Continuations	29,544.57	2,682.88	14,012.03	2,206.81	13,325.73	54.90%
Book Rentals	65,917.65	150.15	63,045.14	517.75	2,354.76	96.43%
<b>NEW BOOKS</b>	<b>709,462.68</b>	<b>30,365.94</b>	<b>544,698.38</b>	<b>140,116.67</b>	<b>24,647.63</b>	<b>76.78%</b>
<i>PERIODICALS</i>						
Periodicals	24,000.00	691.22	17,280.94	0.00	6,719.06	72.00%

**Washington-Centerville Public Library**  
**Expense Account Summary**  
**For the Month of December 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
<i>AUDIO-VISUAL MATERIALS</i>						
Movies	121,124.70	8,601.02	63,442.31	25,928.16	31,754.23	73.78%
Read Along Audiobooks	37,820.71	3,226.07	30,633.77	6,507.53	679.41	98.20%
Pre-Loaded Learning Tablets	22,355.56	4,814.60	17,814.79	2,185.40	2,355.37	89.46%
Audiobooks	19,729.40	263.58	6,008.53	5,386.42	8,334.45	57.76%
Other Audio-Visual Materials	3,654.46	104.57	1,641.91	527.62	1,484.93	59.37%
<b>AUDIO-VISUAL MATERIALS</b>	<b>204,684.83</b>	<b>17,009.84</b>	<b>119,541.31</b>	<b>40,535.13</b>	<b>44,608.39</b>	<b>78.21%</b>
<i>ONLINE SUBSCRIPTIONS</i>						
Online Subscriptions	124,021.06	14,370.31	115,421.98	0.00	8,599.08	93.07%
<b>ONLINE SUBSCRIPTIONS</b>	<b>124,021.06</b>	<b>14,370.31</b>	<b>115,421.98</b>	<b>0.00</b>	<b>8,599.08</b>	<b>93.07%</b>
<i>COLLECTION DELIVERY SERVICES</i>						
Search Ohio Delivery	11,753.76	0.00	11,079.47	0.00	674.29	94.26%
<i>ELECTRONIC MATERIALS</i>						
eBOOKS	408,816.80	1,502.92	363,622.72	30,702.95	14,491.13	96.46%
Digital Music Services	42,000.00	0.00	39,735.00	0.00	2,265.00	94.61%
Digital Video Services	167,192.97	13,942.09	153,411.49	13,781.48	0.00	100.00%
Roku Subscription Services	23,000.00	25.56	19,738.56	308.88	2,952.56	87.16%
<b>ELECTRONIC MATERIALS</b>	<b>641,009.77</b>	<b>15,470.57</b>	<b>576,507.77</b>	<b>44,793.31</b>	<b>19,708.69</b>	<b>89.94%</b>
<i>LIBRARY MATERIALS-OTHER</i>						
Culture Pass	0.00	0.00	0.00	0.00	0.00	
Mobile Hotspots	0.00	0.00	0.00	0.00	0.00	
Special Learning Kits	46,567.67	4,611.49	20,015.19	3,747.37	22,805.11	51.03%
Board Game Collection	11,505.00	5,400.63	10,969.22	533.76	2.02	99.98%
<b>LIBRARY MATERIALS - OTHER</b>	<b>58,072.67</b>	<b>10,012.12</b>	<b>30,984.41</b>	<b>4,281.13</b>	<b>22,807.13</b>	<b>53.35%</b>
<b>LIBRARY MATERIALS</b>	<b>1,773,004.77</b>	<b>87,920.00</b>	<b>1,415,514.26</b>	<b>229,726.24</b>	<b>127,764.27</b>	<b>92.79%</b>
<i>CAPITAL OUTLAY</i>						
Land Improvements	25,000.00	0.00	0.00	0.00	25,000.00	0.00%
Building Improvements	83,500.00	0.00	70,254.31	0.00	13,245.69	84.14%
Hardware	145,012.36	813.61	50,195.32	9,755.84	85,061.20	41.34%
Software	71,600.00	0.00	14,439.52	0.00	57,160.48	20.17%
Office Furniture	16,800.00	0.00	2,227.77	0.00	14,572.23	13.26%
Library Furniture	66,209.00	23,508.05	39,506.78	2,408.04	24,294.18	63.31%
Library Vehicle	132.54	0.00	132.54	0.00	0.00	100.00%
<b>CAPITAL OUTLAY</b>	<b>408,253.90</b>	<b>24,321.66</b>	<b>176,756.24</b>	<b>12,163.88</b>	<b>219,333.78</b>	<b>43.30%</b>
<i>DUES &amp; MEMBERSHIPS</i>						
Organizational Dues	200.00	0.00	175.00	0.00	25.00	87.50%
Trustees Dues	13,246.24	0.00	13,246.24	0.00	0.00	100.00%
<b>DUES &amp; MEMBERSHIPS</b>	<b>13,446.24</b>	<b>0.00</b>	<b>13,421.24</b>	<b>0.00</b>	<b>25.00</b>	<b>99.81%</b>
<i>TAXES AND ASSESSMENTS</i>						
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	2,365.93	0.00	473.78	83.32%
<b>TAXES AND ASSESSMENTS</b>	<b>12,072.97</b>	<b>0.00</b>	<b>11,599.19</b>	<b>0.00</b>	<b>473.78</b>	<b>96.08%</b>
<i>REFUNDS &amp; REIMBURSEMENTS</i>						
Patron Refunds	3,434.86	46.99	1,192.73	0.00	2,242.13	34.72%
<b>REFUNDS &amp; REIMBURSEMENTS</b>	<b>3,434.86</b>	<b>46.99</b>	<b>1,192.73</b>	<b>0.00</b>	<b>2,242.13</b>	<b>34.72%</b>
<b>OTHER OBJECTS</b>	<b>28,954.07</b>	<b>46.99</b>	<b>26,213.16</b>	<b>0.00</b>	<b>2,740.91</b>	<b>90.53%</b>
Contingency	90,766.74	0.00	0.00	0.00	90,766.74	0.00%
<b>CONTINGENCY</b>	<b>90,766.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,766.74</b>	<b>0.00%</b>
Transfers To Other Funds	2,000,000.00	0.00	2,000,000.00	0.00	0.00	100.00%
<b>INTERFUND</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>TOTAL GENERAL FUND</b>	<b>11,297,538.71</b>	<b>616,374.90</b>	<b>9,639,781.67</b>	<b>375,597.78</b>	<b>1,282,159.26</b>	<b>88.65%</b>

**Washington-Centerville Public Library**  
**Expense Account Summary**  
**For the Month of December 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
<b>102 UNCLAIMED FUNDS</b>						
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL INTERFUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>401 BUILDING FUND</b>						
Legal Services	21,787.50	0.00	4,357.50	1,142.50	16,287.50	25.24%
Legal Advertisements	5,000.00	0.00	276.48	0.00	4,723.52	5.53%
Architect/Engineering	378,896.86	14,525.00	160,763.60	217,800.00	333.26	99.91%
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	3,734,589.31	0.00	179,799.52	2,000.00	3,552,789.79	4.87%
Building Improvements - WE	81,584.00	0.00	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%
<b>TOTAL BUILDING FUND</b>	<b>4,721,857.67</b>	<b>14,525.00</b>	<b>426,781.10</b>	<b>220,942.50</b>	<b>4,074,134.07</b>	<b>13.72%</b>
<b>450 PERMANENT IMPROVEMENT FUND-ILS</b>						
Software	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
<b>TOTAL PERMANENT IMPROVEMENT FUND-ILS</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00%</b>
<b>451 PERMANENT IMPROVEMENT FUND-TECHNOLOGY</b>						
Site Preparation	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Hardware	32,900.00	0.00	14,763.00	0.00	18,137.00	44.87%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
<b>TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY</b>	<b>40,900.00</b>	<b>0.00</b>	<b>14,763.00</b>	<b>0.00</b>	<b>26,137.00</b>	<b>36.10%</b>
<b>898 GOOD LIFE PRIVATE PURPOSE FUND</b>						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	4,720.20	4,653.67	4,653.67	6.33	60.20	98.72%
Printing / Publications	250.00	0.00	150.81	99.19	0.00	100.00%
<b>TOTAL GOOD LIFE PRIVATE PURPOSE FUND</b>	<b>4,970.20</b>	<b>4,653.67</b>	<b>4,804.48</b>	<b>105.52</b>	<b>60.20</b>	<b>98.79%</b>
<b>999 PAYROLL CLEARING FUND</b>						
Default Expense		88,580.45	955,510.08			
Unum Expense		576.50	6,520.65			
Delta Expense		1,340.14	15,480.22			
Anthem Expense		11,957.98	151,032.24			
<b>TOTAL PAYROLL CLEARING FUND</b>	<b>0.00</b>	<b>102,455.07</b>	<b>1,128,543.19</b>	<b>0.00</b>	<b>0.00</b>	
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$16,070,266.58</b>	<b>\$738,008.64</b>	<b>\$11,214,673.44</b>	<b>\$596,645.80</b>	<b>\$5,387,490.53</b>	<b>73.50%</b>

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>SALARIES &amp; LEAVE BENEFITS</i>						
Director/Managers	\$ 50,269.23	\$ 50,664.66	\$ (395.43)	\$ 653,500.00	\$ 628,024.42	\$ 25,475.58
Library Specialist	116,615.38	107,510.37	9,105.01	1,516,000.00	1,413,511.06	102,488.94
Technician	11,185.83	11,110.40	75.43	181,500.00	180,276.12	1,223.88
Public Services Assistant	31,038.46	25,929.91	5,108.55	403,500.00	365,208.53	38,291.47
Substitute	4,730.77	3,346.97	1,383.80	61,500.00	41,424.12	20,075.88
Fiscal Officer	8,153.85	8,110.87	42.98	106,000.00	104,897.16	1,102.84
Administrative Support	35,807.69	36,310.94	(503.25)	465,500.00	423,035.81	42,464.19
Facilities	6,346.15	6,202.79	143.36	82,500.00	81,937.73	562.27
Library Aides	11,538.46	10,441.77	1,096.69	150,000.00	122,197.19	27,802.81
Driver	1,181.82	1,055.36	126.46	6,500.00	3,484.54	3,015.46
Shelving Assistants	8,076.92	6,946.08	1,130.84	105,000.00	101,552.81	3,447.19
<b>SALARIES &amp; LEAVE BENEFITS</b>	<b>284,944.57</b>	<b>267,630.12</b>	<b>17,314.45</b>	<b>3,731,500.00</b>	<b>3,465,549.49</b>	<b>265,950.51</b>
<i>RETIREMENT-OPERS</i>						
OPERS	55,574.74	56,291.72	(716.98)	530,546.49	530,534.09	12.40
<i>INSURANCE BENEFITS</i>						
Health Insurance	43,358.55	38,730.55	4,628.00	520,302.55	477,852.27	42,450.28
Health Savings Account	8,824.30	6,725.13	2,099.17	105,891.65	81,309.88	24,581.77
Dental Insurance	2,179.40	1,939.05	240.35	26,152.77	21,471.60	4,681.17
Medicare	4,176.54	3,553.27	623.27	54,295.00	45,895.46	8,399.54
Life Insurance	385.21	239.70	145.51	4,622.54	3,218.52	1,404.02
Workers' Compensation	6,574.00	6,574.00	-	9,500.00	7,489.00	2,011.00
<b>INSURANCE BENEFITS</b>	<b>65,498.00</b>	<b>57,761.70</b>	<b>7,736.30</b>	<b>720,764.51</b>	<b>637,236.73</b>	<b>83,527.78</b>
<i>OTHER EMPLOYEE BENEFITS</i>						
Unemployment Benefits	-	-	-	4,444.00	4,444.00	-
Other Employee Benefits	1,179.02	1,185.80	(6.78)	5,352.86	4,685.79	667.07
<b>OTHER EMPLOYEE BENEFITS</b>	<b>1,179.02</b>	<b>1,185.80</b>	<b>(6.78)</b>	<b>9,796.86</b>	<b>9,129.79</b>	<b>667.07</b>
<b>SALARIES &amp; BENEFITS</b>	<b>407,196.33</b>	<b>382,869.34</b>	<b>24,326.99</b>	<b>4,992,607.86</b>	<b>4,642,450.10</b>	<b>350,157.76</b>
<i>GENERAL ADMINISTRATIVE SUPPLIES</i>						
Office Supplies	3,737.59	4,482.31	(744.72)	44,851.04	30,727.79	14,123.25
Program Supplies	7,792.60	8,736.25	(943.65)	106,829.34	63,763.52	43,065.82
Cataloging/Processing Supplies	1,138.77	142.92	995.85	13,665.28	4,398.92	9,266.36
Janitorial Supplies	395.83	-	395.83	3,750.00	1,441.81	2,308.19
<b>GENERAL ADMININISTATIVE SUPPLIES</b>	<b>13,064.79</b>	<b>13,361.48</b>	<b>(296.69)</b>	<b>169,095.66</b>	<b>100,332.04</b>	<b>68,763.62</b>
<i>PROPERTY MAINTENANCE / REPAIR SUPPLIES</i>						
Property Maintenance & Repair	1,266.67	399.08	867.59	15,200.00	14,008.08	1,191.92
<i>VEHICLE FUEL AND SUPPLIES</i>						
Vehicle Fuel	333.33	-	333.33	4,000.00	331.22	3,668.78
Vehicle Supplies	17.27	-	17.27	1,000.00	809.16	190.84
<b>VEHICLE FUEL AND SUPPLIES</b>	<b>350.61</b>	<b>-</b>	<b>350.61</b>	<b>5,000.00</b>	<b>1,140.38</b>	<b>3,859.62</b>
<i>SUPPLIES PURCHASED FOR RESALE</i>						
Supplies for Resale	4,053.68	6,253.31	(2,199.63)	48,644.20	39,063.49	9,580.71
<b>SUPPLIES</b>	<b>18,735.75</b>	<b>20,013.87</b>	<b>(1,278.12)</b>	<b>237,939.86</b>	<b>154,543.99</b>	<b>83,395.87</b>
<i>TRAVEL AND MEETING EXPENSES</i>						
Mileage	1,010.78	764.59	246.19	12,129.40	6,855.67	5,273.73
In-House Seminars	-	-	-	13,000.00	8,812.03	4,187.97
Conference/Meetings	910.03	1,998.27	(1,088.24)	35,300.81	15,897.73	19,403.08
Membership Dues	379.90	300.00	79.90	5,358.00	3,579.00	1,779.00
<b>TRAVEL AND MEETING EXPENSES</b>	<b>2,300.72</b>	<b>3,062.86</b>	<b>(762.14)</b>	<b>65,788.21</b>	<b>35,144.43</b>	<b>30,643.78</b>
<i>COMMUNICATION / PRINTING / PUBLICITY</i>						
Telephone	679.32	641.99	37.33	8,284.42	5,085.68	3,198.74
Computer Data Line	4,881.81	2,044.10	2,837.71	58,581.66	28,930.57	29,651.09
Postage	-	-	-	20,000.00	10,213.46	9,786.54
Postage Machine Rental	750.00	-	750.00	3,000.00	2,176.65	823.35
Security Alarm	447.67	-	447.67	8,414.33	5,272.99	3,141.34
Legal Ads	500.00	-	500.00	2,000.00	731.52	1,268.48
Marketing & Advertising	672.19	122.05	550.14	9,336.00	7,773.44	1,562.56
Printing/Publications	1,625.10	9,964.22	(8,339.12)	54,170.15	41,926.77	12,243.38
<b>COMMUNICATION/PRINT/PUBLICITY</b>	<b>9,556.09</b>	<b>12,772.36</b>	<b>(3,216.27)</b>	<b>163,786.56</b>	<b>102,111.08</b>	<b>61,675.48</b>

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>PROPERTY MAINTENANCE / REPAIR / SECURITY</i>						
Building & Site Repairs	12,736.03	10,125.79	2,610.24	218,604.66	200,407.80	18,196.86
Equipment Maintenance	2,257.30	1,758.19	499.11	27,087.61	24,677.25	2,410.36
Grounds & Snow Removal	10,589.14	2,735.39	7,853.75	127,069.64	24,395.02	102,674.62
Janitorial Services	20,254.02	20,852.04	(598.02)	243,048.20	197,246.23	45,801.97
Trash Services	1,338.20	1,004.38	333.82	16,058.37	11,749.49	4,308.88
<b>PROPERTY MAINT/REPAIR/SECURITY</b>	<b>47,174.68</b>	<b>36,475.79</b>	<b>10,698.89</b>	<b>631,868.48</b>	<b>458,475.79</b>	<b>173,392.69</b>
<i>LIABILITY INSURANCE</i>						
Property Insurance	-	6.75	(6.75)	33,875.00	27,518.75	6,356.25
<i>UTILITIES</i>						
Electricity	10,710.89	11,552.16	(841.27)	171,901.84	98,437.09	73,464.75
Gas	6,012.12	4,721.39	1,290.73	77,307.74	34,194.72	43,113.02
Water/Sewer	2,330.65	1,786.22	544.43	13,850.09	8,861.43	4,988.66
<b>UTILITIES</b>	<b>19,053.66</b>	<b>18,059.77</b>	<b>993.89</b>	<b>263,059.67</b>	<b>141,493.24</b>	<b>121,566.43</b>
<i>PROFESSIONAL SERVICES</i>						
Speakers/Program Stipends	161.79	-	161.79	12,765.00	5,425.45	7,339.55
Art and Other Exhibits	1,000.00	-	1,000.00	12,000.00	1,316.21	10,683.79
Architect/Engineering Services	-	-	-	-	-	-
Auditing & Accounting Services	420.00	-	420.00	500.00	29.40	470.60
General Legal Services	1,661.38	-	1,661.38	15,506.25	600.00	14,906.25
Labor Legal Services	900.00	280.00	620.00	10,000.00	6,742.50	3,257.50
Tax Collection Fees	-	-	-	76,000.00	51,923.32	24,076.68
Banking Fees	943.92	744.49	199.43	12,736.72	9,834.60	2,902.12
<b>PROFESSIONAL SERVICES</b>	<b>5,087.09</b>	<b>1,024.49</b>	<b>4,062.60</b>	<b>139,507.97</b>	<b>75,871.48</b>	<b>63,636.49</b>
<i>SOFTWARE MAINTENANCE</i>						
Software Maintenance	71,444.71	26,456.85	44,987.86	245,611.03	221,771.62	23,839.41
<i>OTHER CONTRACTED SERVICES</i>						
Temporary Contract Services	4,707.62	973.10	3,734.52	56,491.47	38,997.53	17,493.94
Online Services	-	2,171.07	(2,171.07)	159,423.12	117,630.50	41,792.62
Collection Development Services	198.00	200.00	(2.00)	6,600.00	5,289.50	1,310.50
<b>OTHER CONTRACTED SERVICES</b>	<b>4,905.62</b>	<b>3,344.17</b>	<b>1,561.45</b>	<b>222,514.59</b>	<b>161,917.53</b>	<b>60,597.06</b>
<b>PURCHASED/CONTRACT SERVICES</b>	<b>159,522.57</b>	<b>101,203.04</b>	<b>58,319.53</b>	<b>1,766,011.51</b>	<b>1,224,303.92</b>	<b>541,707.59</b>
<i>NEW BOOKS</i>						
New Books	51,166.71	27,532.91	23,633.80	614,000.46	467,641.21	146,359.25
Standing Orders/Continuations	2,462.05	2,682.88	(220.83)	29,544.57	14,012.03	15,532.54
Book Rentals	197.75	150.15	47.60	65,917.65	63,045.14	2,872.51
<b>NEW BOOKS</b>	<b>53,826.51</b>	<b>30,365.94</b>	<b>23,460.57</b>	<b>709,462.68</b>	<b>544,698.38</b>	<b>164,764.30</b>
<i>PERIODICALS</i>						
Periodicals	-	691.22	(691.22)	24,000.00	17,280.94	6,719.06
<i>AUDIO-VISUAL MATERIALS</i>						
Movies	11,199.95	8,601.02	2,598.93	121,124.70	63,442.31	57,682.39
Read Along Audiobooks	2,815.54	3,226.07	(410.53)	37,820.71	30,633.77	7,186.94
Pre-Loaded Learning Tablets	1,788.44	4,814.60	(3,026.16)	22,355.56	17,814.79	4,540.77
Audiobooks	1,914.14	263.58	1,650.56	19,729.40	6,008.53	13,720.87
Other Audio-Visual Materials	321.59	104.57	217.02	3,654.46	1,641.91	2,012.55
<b>AUDIO-VISUAL MATERIALS</b>	<b>18,039.67</b>	<b>17,009.84</b>	<b>1,029.83</b>	<b>204,684.83</b>	<b>119,541.31</b>	<b>85,143.52</b>
<i>ONLINE SUBSCRIPTIONS</i>						
Online Subscriptions	8,580.13	14,370.31	(5,790.18)	124,021.06	115,421.98	8,599.08
<b>ONLINE SUBSCRIPTIONS</b>	<b>8,580.13</b>	<b>14,370.31</b>	<b>(5,790.18)</b>	<b>124,021.06</b>	<b>115,421.98</b>	<b>8,599.08</b>
<i>COLLECTION DELIVERY SERVICES</i>						
Search Ohio Delivery	-	-	-	11,753.76	11,079.47	674.29
<i>ELECTRONIC MATERIALS</i>						
eBOOKS	8,585.88	1,502.92	7,082.96	408,816.80	363,622.72	45,194.08
Digital Music Services	2,100.00	-	2,100.00	42,000.00	39,735.00	2,265.00
Digital Video Services	13,932.75	13,942.09	(9.34)	167,192.97	153,411.49	13,781.48
Roku Subscription Services	575.00	25.56	549.44	23,000.00	19,738.56	3,261.44
<b>ELECTRONIC MATERIALS</b>	<b>25,193.63</b>	<b>15,470.57</b>	<b>9,723.06</b>	<b>641,009.77</b>	<b>576,507.77</b>	<b>64,502.00</b>

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>LIBRARY MATERIALS-OTHER</i>						
Special Learning Kits	4,005.77	4,611.49	(605.72)	46,567.67	20,015.19	26,552.48
Board Game Collection	1,278.33	5,400.63	(4,122.30)	11,505.00	10,969.22	535.78
<b>TOTAL LIBRARY MATERIALS - OTHER</b>	<b>5,284.10</b>	<b>10,012.12</b>	<b>(4,728.02)</b>	<b>58,072.67</b>	<b>30,984.41</b>	<b>27,088.26</b>
<b>LIBRARY MATERIALS</b>	<b>110,924.04</b>	<b>87,920.00</b>	<b>23,004.04</b>	<b>1,773,004.77</b>	<b>1,415,514.26</b>	<b>357,490.51</b>
<i>CAPITAL OUTLAY</i>						
Land Improvements	2,083.33	-	2,083.33	25,000.00	-	25,000.00
Building Improvements	3,399.64	-	3,399.64	83,500.00	70,254.31	13,245.69
Hardware	2,547.33	813.61	1,733.72	145,012.36	50,195.32	94,817.04
Software	7,059.48	-	7,059.48	71,600.00	14,439.52	57,160.48
Office Furniture	1,627.08	-	1,627.08	16,800.00	2,227.77	14,572.23
Library Furniture	7,531.79	23,508.05	(15,976.26)	66,209.00	39,506.78	26,702.22
Library Vehicle	-	-	-	132.54	132.54	-
<b>CAPITAL OUTLAY</b>	<b>24,248.65</b>	<b>24,321.66</b>	<b>(73.01)</b>	<b>408,253.90</b>	<b>176,756.24</b>	<b>231,497.66</b>
<i>DUES &amp; MEMBERSHIPS</i>						
Organizational Dues	-	-	-	200.00	175.00	25.00
Trustees Dues	-	-	-	13,246.24	13,246.24	-
<b>DUES &amp; MEMBERSHIPS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,446.24</b>	<b>13,421.24</b>	<b>25.00</b>
<i>TAXES AND ASSESSMENTS</i>						
Real Estate Taxes	-	-	-	9,233.26	9,233.26	-
State Sales Tax	-	-	-	2,839.71	2,365.93	473.78
<b>TAXES AND ASSESSMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,072.97</b>	<b>11,599.19</b>	<b>473.78</b>
<i>REFUNDS &amp; REIMBURSEMENTS</i>						
Patron Refunds	286.24	46.99	239.25	3,434.86	1,192.73	2,242.13
<b>REFUNDS &amp; REIMBURSEMENTS</b>	<b>286.24</b>	<b>46.99</b>	<b>239.25</b>	<b>3,434.86</b>	<b>1,192.73</b>	<b>2,242.13</b>
<b>OTHER OBJECTS</b>	<b>286.24</b>	<b>46.99</b>	<b>239.25</b>	<b>28,954.07</b>	<b>26,213.16</b>	<b>2,740.91</b>
Contingency	90,766.74	-	90,766.74	90,766.74	-	90,766.74
<b>CONTINGENCY</b>	<b>90,766.74</b>	<b>-</b>	<b>90,766.74</b>	<b>90,766.74</b>	<b>-</b>	<b>90,766.74</b>
Transfers To Other Funds	-	-	-	2,000,000.00	2,000,000.00	-
<b>INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>-</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 811,680.32</b>	<b>\$ 616,374.90</b>	<b>\$ 195,305.42</b>	<b>\$ 11,297,538.71</b>	<b>\$ 9,639,781.67</b>	<b>\$ 1,657,757.04</b>



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

<b>Year-to-Date - Last Three Years</b>									
	<b>Year to Date</b>				<b>Year to Date</b>				<b>2022-2024</b>
	<b>2024</b>	<b>2023</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2023</b>	<b>2022</b>	<b>\$ Change</b>	<b>% Change</b>	<b>% Change</b>
<b>GENERAL FUND:</b>									
<b>REVENUE</b>									
Public Library Fund	2,804,699	3,035,188	(230,489)	-7.6%	3,035,188	3,093,824	(58,636)	-1.9%	-9.3%
Operating Levy	5,562,304	5,476,562	85,742	1.6%	5,476,562	5,418,638	57,923	1.1%	2.7%
Federal, State and Local Grants	3,573	2,000	1,573	78.7%	2,000	3,750	(1,750)	-46.7%	-4.7%
Patron Fees, and Supplies	134,619	118,614	16,005	13.5%	118,614	110,245	8,370	7.6%	22.1%
Interest Income	772,808	479,229	293,579	61.3%	479,229	91,673	387,557	422.8%	743.0%
Donations	23,811	31,554	(7,743)	-24.5%	31,554	61,867	(30,312)	-49.0%	-61.5%
Refunds/Reimbursements	50,690	15,951	34,738	217.8%	15,951	39,978	(24,026)	-60.1%	26.8%
Miscellaneous	184	276	(93)	-33.5%	276	327	(51)	-15.5%	-43.8%
<b>Total Revenue</b>	<b>9,352,688</b>	<b>9,159,376</b>	<b>193,312</b>	<b>2.1%</b>	<b>9,159,376</b>	<b>8,820,301</b>	<b>339,075</b>	<b>3.8%</b>	<b>6.0%</b>
<b>EXPENDITURES</b>									
Salaries	3,465,549	3,062,914	402,636	13.1%	3,062,914	2,878,232	184,682	6.4%	20.4%
Retirement	530,534	704,595	(174,061)	-24.7%	704,595	641,784	62,811	9.8%	-17.3%
Insurance & Other Benefits	646,367	644,732	1,635	0.3%	644,732	575,844	68,888	12.0%	12.2%
Supplies	154,544	114,590	39,954	34.9%	114,590	112,009	2,582	2.3%	38.0%
Purchased / Contract Services	1,224,304	1,046,903	177,400	16.9%	1,046,903	1,157,472	(110,568)	-9.6%	5.8%
Library Materials	1,415,514	1,320,616	94,898	7.2%	1,320,616	1,236,717	83,899	6.8%	14.5%
Capital Outlay	176,756	206,059	(29,303)	-14.2%	206,059	208,534	(2,475)	-1.2%	-15.2%
Other Expenditures	26,213	17,521	8,692	49.6%	17,521	14,741	2,780	18.9%	77.8%
Transfers to Other Funds	-	1,010,000	(1,010,000)	-100.0%	1,010,000	3,000,170	(1,990,170)	-66.3%	-100.0%
<b>Total Expenditures</b>	<b>7,639,782</b>	<b>8,127,931</b>	<b>(488,150)</b>	<b>-6.0%</b>	<b>8,127,931</b>	<b>9,825,502</b>	<b>(1,697,571)</b>	<b>-17.3%</b>	<b>-22.2%</b>
<b>Net Change in Fund Balance</b>	<b>1,712,906</b>	<b>1,031,445</b>	<b>681,462</b>		<b>1,031,445</b>	<b>(1,005,201)</b>	<b>2,036,645</b>		

<b>Budget versus Actual - Month and Year-to-Date</b>									
	<b>Month</b>				<b>Year to Date</b>				
	<b>Budget</b>	<b>Actual</b>	<b>\$ Favorable/ (Unfavorable)</b>	<b>% Favorable/ (Unfavorable)</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ Favorable/ (Unfavorable)</b>	<b>% Favorable/ (Unfavorable)</b>	
	<b>GENERAL FUND:</b>								
<b>REVENUE</b>									
Public Library Fund	308,634	264,609	(44,025)	-14.3%	2,866,382	2,804,699	(61,683)	-2.2%	
Operating Levy	0	0	0		4,580,609	4,960,898	380,289	8.3%	
Federal, State and Local Grants	0	0	0		615,000	604,979	(10,021)	-1.6%	
Patron Fees, and Supplies	9,042	8,497	(545)	-6.0%	115,000	134,619	19,619	17.1%	
Interest Income	12,500	58,708	46,208	369.7%	250,000	772,808	522,808	209.1%	
Donations	697	793	96	13.8%	25,950	23,811	(2,139)	-8.2%	
Refunds/Reimbursements	300	37,069	36,769	12256.4%	9,000	50,690	41,690	463.2%	
Miscellaneous	4	22	18	420.1%	50	184	134	267.4%	
<b>Total Revenue</b>	<b>331,176</b>	<b>369,697</b>	<b>38,521</b>	<b>11.6%</b>	<b>8,461,991</b>	<b>9,352,688</b>	<b>890,697</b>	<b>10.5%</b>	
<b>EXPENDITURES</b>									
Salaries	284,945	267,630	17,314	6.1%	3,731,500	3,465,549	265,951	7.1%	
Retirement	55,575	56,292	(717)	-1.3%	530,546	530,534	12	0.0%	
Insurance & Other Benefits	66,677	58,948	7,730	11.6%	730,561	646,367	84,195	11.5%	
Supplies	18,736	20,014	(1,278)	-6.8%	237,940	154,544	83,396	35.0%	
Purchased / Contract Services	159,523	101,203	58,320	36.6%	1,766,012	1,224,304	541,708	30.7%	
Library Materials	110,924	87,920	23,004	20.7%	1,773,005	1,415,514	357,491	20.2%	
Capital Outlay	24,249	24,322	(73)	-0.3%	408,254	176,756	231,498	56.7%	
Other Expenditures	286	47	239	83.6%	28,954	26,213	2,741	9.5%	
Contingency	0	0	0		0	0	0		
Transfers to Other Funds	0	0	0		2,000,000	2,000,000	0	0.0%	
<b>Total Expenditures</b>	<b>720,914</b>	<b>616,375</b>	<b>104,539</b>	<b>-14.5%</b>	<b>11,206,772</b>	<b>9,639,782</b>	<b>1,566,990</b>	<b>14.0%</b>	
<b>Net Change in Fund Balance</b>	<b>(389,738)</b>	<b>(246,678)</b>	<b>143,060</b>		<b>(2,744,781)</b>	<b>(287,094)</b>	<b>2,457,687</b>		
<b>Net Change in Fund Balance - Excluding Transfers</b>	<b>(389,738)</b>	<b>(246,678)</b>	<b>(66,018)</b>		<b>(744,781)</b>	<b>1,712,906</b>	<b>(676,293)</b>		

**Washington-Centerville Public Library  
Footnotes to the Monthly Financial Reports  
For the Month Ended December 31, 2024**

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**Monthly Cash Position and Reconciled Balances**

1. Overall, there was a decrease in fund balances for the month of December of nearly 1.5%. The General Fund saw a decrease of nearly 2.7%, and the Building Fund decreased by about 0.3%

For the year, the General Fund saw a decrease of about 3.1%. This can be largely attributed to the transfer of \$2,000,000 to the building fund.

Additional details are discussed in the revenue and expenditure sections.

**Revenue Summary and Revenue Budget Summary**

The General Fund revenue was again stronger than we had anticipated, coming in 11.6% above estimates. For the year, we were about 10.5% above estimates.

1. The Public Library Fund receipt for November was 14.3% below expectations. It ended the year 2.2% under budgeted amounts for the year.

In comparison to prior years, the PLF is down 7.6% through the same period in 2023, and down a total of 9.3% since 2022.

2. Interest income was again strong last month. For the year we ended up over \$520,000 above estimates. This is making up for shortages in the Public Library Fund.
3. We received an insurance reimbursement related to the Woodbourne pipe burst in the amount of \$36,218 during December.

**Expense Account Summary and Expense Budget Summary**

1. Salaries and benefits came in at nearly 7% under budgeted amounts for the year. This largely related to positions that were unfilled for a large portion of the year. Moving into 2025, the budget for these items has been reduced by about 4.2% compared to the 2024 budget. The budget compared to the actual expenditures grew by just over 3%.

2. Supplies is another area that is going to be addressed moving into next year. For the year, supplies were 35% under budget.

Office supplies are nearly 31.5% under budgeted amounts for the year. With Centerville being mostly closed, and the amount of supplies on-hand there, it will be an opportunity to reduce the number of supplies and the purchases necessary. Moving into the new fiscal year, we decreased the budget for these items by about 37.3%.

Program supplies were over 40% under budget. As a result, we were able to cut a large amount from the 2025 budget, to an amount that better matches the spending.

Vehicle supplies were an unknown area when we budgeted last year. As we have been making the deliveries internally for several months, we now have a better idea of the budgeting for next year. The budget for these items have been cut by 30% going into next year.

Supplies purchased for resale are under budget by nearly \$11,800 for the year. Creativity Commons accounts for about 75% of the budgeted amounts and is about 6% under budget. Other departments are a combined 80.4% under budget. The budget for departments other than Creativity Commons will be reduced next year.

3. Contract Services are 30% under budget for the year.

Travel and meeting expenses were now nearly 47% under budget for the year. A large part of this was for conferences/meetings and was due to the unknowns related to sending people to the PLA Conference. As noted last month, there was also a training in the amount of \$8,000 that was cancelled.

Communication, printing and publicity costs are also much lower than anticipated. Part of this relates to rebates that we have received for the computer data line. The other major portion of these expenditures being under budgets related to Marketing & Communications which had the Manager position vacant for several months this year.

Property maintenance and repair expenses as a whole are about 19% under budget, but this is related to two areas. A lack of major snowfall events caused the Grounds & Snow Removal costs to be 80% under budget. The other area that has been pretty well under budget is janitorial services. This largely relates to Cintas costs being much lower than anticipated.

Utility costs are also still well under budget, and this will be reflected in next year's appropriations. We had forecast increases from the prior year being greater than they have ended up being. We also did not have any good data related to Congress Park. We currently are planning for a decrease next year of about 25%, but this may end up being greater than this amount.

Professional services is another area that is well under budget. Every line item is under budget, with the largest portion being related to Tax Collection fees. As noted last month, this is due to the County Auditor waiving most of our fees for the second half settlement due to their error in the PLF calculation,

4. Library materials are about 20% under budget for the year, with the largest portions being related to new books, audio visual materials and electronic materials. As we approach the end of the year, we may see some movement in these as suppliers try to get as much material delivered as possible.

As we move into next year, we are bring some additional items under library materials, which may result in some increases in some lines, and the reallocation of some funding in other places.

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

**US BANK INVESTMENTS**

CUSIP #	Par Value	Rate	Maturity Date	Next Call	Purchase Price	Anticipated Annual Income
<b>Federal Home Loan Bank</b>						
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	None	\$ 500,000.00	\$ 8,325.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	None	\$ 500,000.00	\$ 18,000.00
3130B3MG5	\$ 250,000.00	4.45%	11/7/2025	2/7/2025	\$ 250,616.32	\$ 11,125.00
3130B3J38	\$ 250,000.00	4.55%	4/21/2026	4/21/2025	\$ 250,892.36	\$ 11,090.62
3130B1CV7	\$ 400,000.00	5.13%	8/13/2026	8/13/2025	\$ 401,354.17	\$ 20,500.00
3130B3AJ2	\$ 250,000.00	4.25%	10/1/2026	10/1/2025	\$ 250,973.96	\$ 10,329.86
3130B2F42	\$ 600,000.00	4.58%	8/20/2027	8/20/2025	\$ 601,224.33	\$ 34,350.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	5/25/2025	\$ 250,000.00	\$ 10,500.00
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	5/25/2025	\$ 250,000.00	\$ 10,000.00
3130B1CP0	\$ 400,000.00	5.13%	11/10/2027	11/10/2025	\$ 401,025.00	\$ 20,500.00
3130B3HC0	\$ 250,000.00	5.00%	10/23/2028	1/23/2025	\$ 250,861.11	\$ 6,006.94
	<u>\$ 3,900,000.00</u>				<u>\$ 3,906,947.25</u>	<u>\$ 160,727.42</u>

**PNC CAPITAL**

CUSIP #	Par Value	Rate	Maturity Date		Purchase Price	Anticipated Annual Income
<b>US Treasury Notes</b>						
91282CGN5	\$ 150,000.00	4.63%	2/28/2025	None	\$ 151,984.62	\$ 6,937.50
91282CHD6	\$ 200,000.00	4.25%	5/31/2025	None	\$ 199,550.20	\$ 8,500.00
91282CJS1	\$ 250,000.00	4.25%	12/31/2025	None	\$ 250,600.98	\$ 10,625.00
<b>Total PNC</b>	<u>\$ 600,000.00</u>				<u>\$ 602,135.80</u>	<u>\$ 26,062.50</u>

<b>Total</b>	<b>\$ 4,500,000.00</b>				<b>\$ 4,509,083.05</b>	<b>\$ 186,789.92</b>
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Anticipating investment to be called

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

**Interest Income - Year-to-Date**

	<b>US Bank</b>	<b>PNC</b>	<b>STAR</b>	<b>Total</b>
2024	\$ 218,734.02	\$ 37,524.69	\$ 516,549.36	\$ 772,808.07
2023	\$ 82,110.07	\$ 16,860.39	\$ 380,258.96	\$ 479,229.42
Change - YTD	\$ 136,623.95	\$ 20,664.30	\$ 136,290.40	\$ 293,578.65 <sup>1</sup>

**Interest Income Schedule - Next Twelve Months**

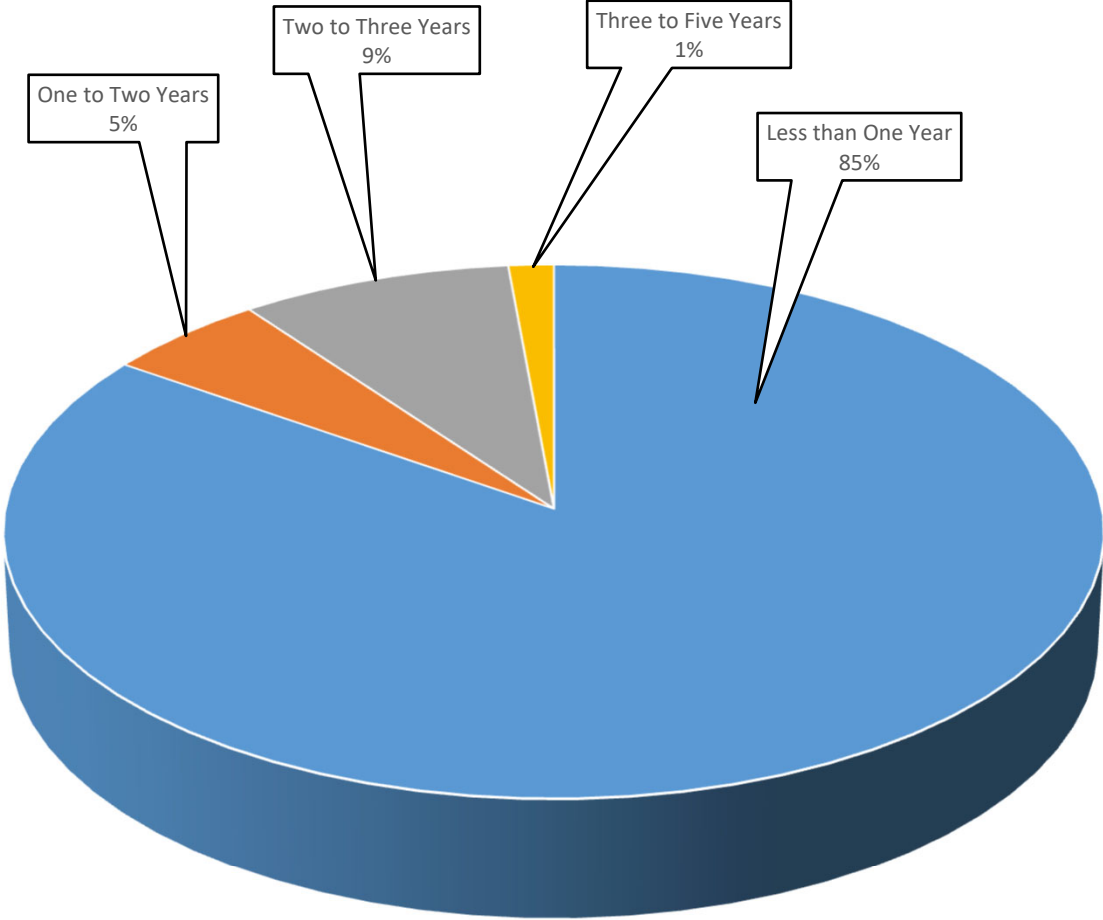
	<b>US Bank</b>	<b>PNC</b>	<b>STAR (1)</b>	<b>Total</b>
January	\$ -	\$ -	\$ 44,924.77	\$ 44,924.77
February	\$ 43,240.00	\$ 3,468.75	\$ 45,093.24	\$ 91,801.99
March	\$ -	\$ -	\$ 42,244.85	\$ 42,244.85
April	\$ 16,427.42	\$ -	\$ 42,392.71	\$ 58,820.13
May	\$ 31,007.50	\$ 4,250.00	\$ 40,008.88	\$ 75,266.38
June	\$ -	\$ 5,312.50	\$ 40,140.57	\$ 45,453.07
July	\$ -	\$ -	\$ 35,684.67	\$ 35,684.67
August	\$ 36,370.00	\$ 3,468.75	\$ 35,788.75	\$ 75,627.50
September	\$ -	\$ -	\$ 30,765.55	\$ 30,765.55
October	\$ 11,000.00	\$ -	\$ 30,842.46	\$ 41,842.46
November	\$ 22,682.50	\$ 4,250.00	\$ 30,919.57	\$ 57,852.07
December	\$ -	\$ 5,312.50	\$ 30,996.86	\$ 36,309.36
	<b>\$ 160,727.42</b>	<b>\$ 26,062.50</b>	<b>\$ 449,802.89</b>	<b>\$ 636,592.81</b>

<sup>1</sup> - Projecting to be at 3% by September 2024

**Investment Maturity Summary**

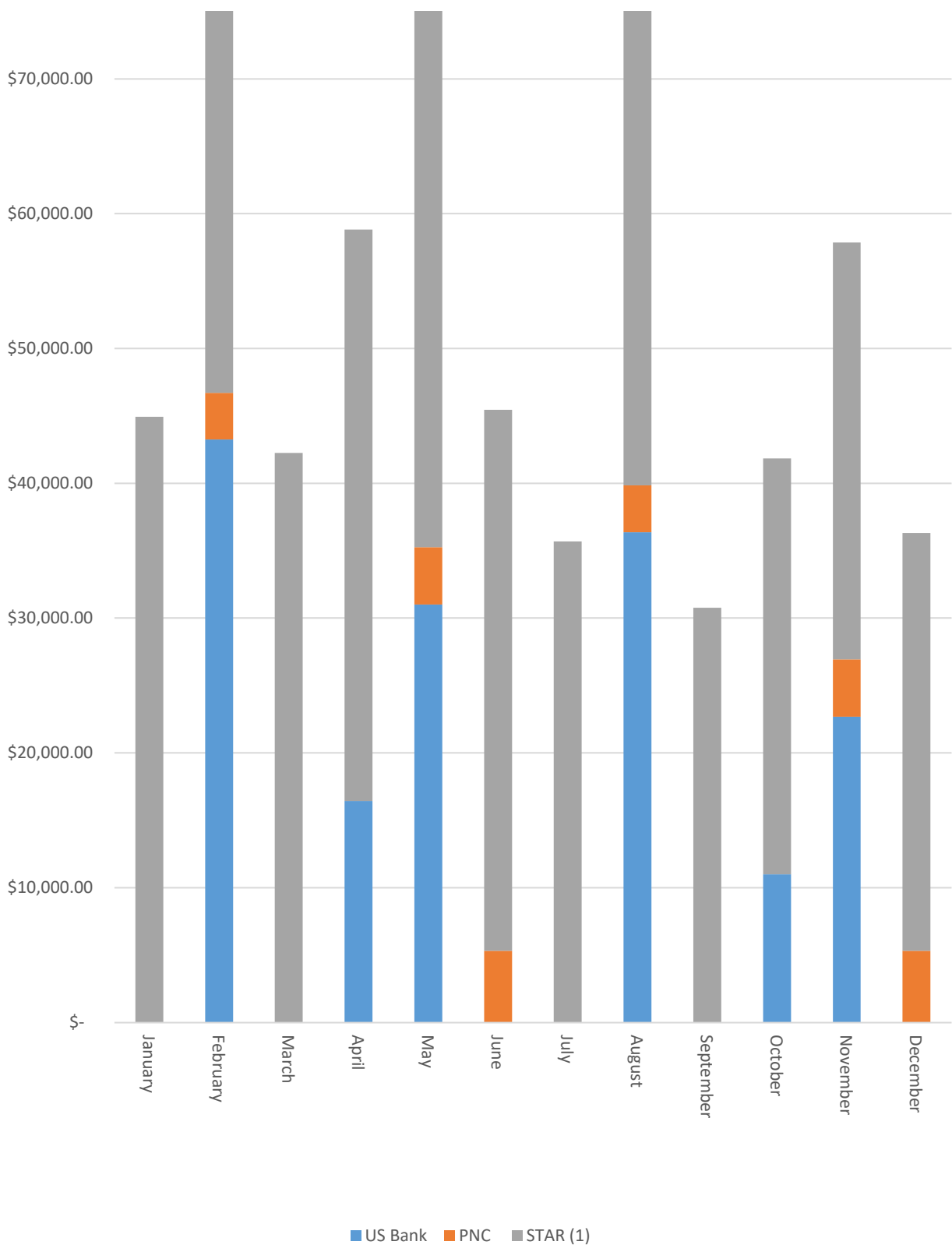
<b>Agency</b>	<b>Less than One Year</b>	<b>One to Two Years</b>	<b>Two to Three Years</b>	<b>Three to Five Years</b>	<b>Total</b>
STAR Ohio	\$ 11,979,940	\$ -	\$ -	\$ -	\$ 11,979,940
Money Market	\$ 802,947	\$ -	\$ -	\$ -	\$ 802,947
Federal Home Loan Bank	\$ 1,250,000	\$ 900,000	\$ 1,500,000	\$ 250,000	\$ 3,900,000
US Treasury Notes	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000
<b>Total</b>	<b>\$ 14,632,887</b>	<b>\$ 900,000</b>	<b>\$ 1,500,000</b>	<b>\$ 250,000</b>	<b>\$ 17,282,887</b>

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





**Washington-Centerville Public Library  
Footnotes to the Investment Report  
For the Month of December 2024 and Year-to-Date**

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<b>Investment Report</b>
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During the month of December, the only change that we saw was the maturity of a U.S. Treasury note. There has been no other activity since then. At the beginning of February, the transfer of the investment accounts to RedTree will occur.

A summary of the changes from last month:

<b>Matured</b>				
<b>Agency</b>	<b>Amount</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Annual Income</b>
US Treasury	\$ 150,000	12/31/2024	4.25%	\$ 6,375.00

1 – Interest income for the year is up about \$293,579 over 2023. This is seen mainly in U.S. Bank and STAR Ohio

2 - Interest income schedule continues to change as a result of the called investments.

APPENDED TO JANUARY 21, 2025 FINANCIAL REPORT  
Washington-Centerville Public Library

**ITEM A: Personnel Actions:**

**Hiring**

- None

**Promotions**

- None

**End of Provisionary**

- None

**Change in Status**

- None

**Retirement**

- None

**Resignation/Termination**

- None

## Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46082	12/20/2024	AES Ohio	Check	\$ 1,353.58
46083	12/20/2024	Amazon Capital Services, Inc.	Check	22,420.03
46084	12/20/2024	CenterPoint Energy	Check	101.50
46085	12/20/2024	CENTERVILLE CITY SCHOOLS	Check	38,730.55
46086	12/20/2024	CENTERVILLE LANDSCAPING, INC.	Check	2,185.24
46087	12/20/2024	CHARTER COMMUNICATIONS	Check	124.98
46088	12/20/2024	DELTA DENTAL	Check	1,939.05
46089	12/20/2024	Discount Paper Products, Inc.	Check	587.93
46090	12/20/2024	DONNELSON MCCARTHY	Check	528.31
46091	12/20/2024	IGS Energy	Check	3,772.64
46092	12/20/2024	LWC INC.	Check	14,525.00
46093	12/20/2024	One America	Check	239.70
46094	12/20/2024	RIECK MECHANICAL	Check	503.93
46095	12/20/2024	SAM'S CLUB	Check	449.49
46096	12/31/2024	AES Ohio	Check	299.89
46097	12/31/2024	AES Ohio	Check	20.08
46098	12/31/2024	AES Ohio	Check	1,007.71
46099	12/31/2024	AT&T	Check	318.99
46100	12/31/2024	CENTERVILLE LANDSCAPING, INC.	Check	410.00
46101	12/31/2024	CHARD SNYDER & ASSOCIATES	Check	125.00
46102	12/31/2024	CHARTER COMMUNICATIONS	Check	274.96
46103	12/31/2024	CINTAS CORPORATION	Check	1,394.86
46104	12/31/2024	CREATIVE IMPRESSIONS, INC.	Check	9,580.95
46105	12/31/2024	DIGITAL FRINGE	Check	164.04
46106	12/31/2024	DONNELSON MCCARTHY	Check	266.56
46107	12/31/2024	HOME DEPOT CREDIT SERVICES	Check	1,332.57
46108	12/31/2024	Leo B. Schroeder, Inc.	Check	23,000.00
46109	12/31/2024	Lizard Apparel & Promotions	Check	334.81
46110	12/31/2024	Springshare LLC	Check	2,068.00
46111	12/31/2024	STAPLES BUSINESS ADVANTAGE	Check	285.32
46112	12/31/2024	THE VERNON COMPANY	Check	1,185.80
46113	12/31/2024	TRANSFORMATIONS PLUS	Check	1,759.50
46114	12/31/2024	TREASURER, STATE OF OHIO	Check	136.50
46115	1/13/2025	Amazon Capital Services, Inc.	Check	2,618.75
46116	1/13/2025	BUCKEYE POWER SALES CO., INC	Check	591.90
46117	1/13/2025	CenterPoint Energy	Check	105.47
46118	1/13/2025	CenterPoint Energy	Check	1,140.39
46119	1/13/2025	CenterPoint Energy	Check	632.46
46120	1/13/2025	CENTERVILLE ROTARY CLUB	Check	215.00
46121	1/13/2025	DELL MARKETING L.P.	Check	8,208.00
46122	1/13/2025	DONNELSON MCCARTHY	Check	372.37
46123	1/13/2025	DSS SWEEPING SERVICE	Check	229.54
46124	1/13/2025	KROGER CO.	Check	15.96
46125	1/13/2025	ODP BUSINESS SOLUTIONS LLC	Check	106.16

## Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46126	1/13/2025	RUMPKE OF OHIO, INC.	Check	832.76
46127	1/13/2025	SATURN ELECTRIC, INC	Check	1,350.00
46128	1/13/2025	SILCO FIRE PROTECTION COMPANY	Check	1,254.00
46129	1/13/2025	STAPLES BUSINESS ADVANTAGE	Check	184.52
46130	1/13/2025	T-Mobile	Check	974.43
46131	1/13/2025	WYSO	Check	210.00
46132	1/17/2025	AES Ohio	Check	1,364.73
46133	1/17/2025	Amazon Capital Services, Inc.	Check	1,816.24
46134	1/17/2025	CHARTER COMMUNICATIONS	Check	124.98
46135	1/17/2025	CINTAS CORPORATION	Check	283.50
46136	1/17/2025	RUMPKE OF OHIO, INC.	Check	200.65
46137	1/17/2025	SAM'S CLUB	Check	103.71
46138	1/17/2025	U.S. BANK	Check	7,675.15
46138	1/17/2025	U.S. BANK	Check	95.99
46139	1/17/2025	ABIGAIL GOLDMAN	Check	24.00
46140	1/17/2025	BAKER & TAYLOR, INC	Check	1,543.55
46141	1/17/2025	BARTLETT TREE EXPERTS	Check	3,177.80
46142	1/17/2025	BRITNEY BENNETT	Check	20.98
46143	1/17/2025	BRODART CO.	Check	21,065.22
46144	1/17/2025	CFRA	Check	7,750.00
46145	1/17/2025	CINCINNATI ZOO & BOTANICAL GARDEN	Check	505.00
46146	1/17/2025	COLUMBUS METROPOLITAN LIBRARY	Check	291,000.96
46147	1/17/2025	DELL MARKETING L.P.	Check	23,700.14
46148	1/17/2025	DEMCO, INC.	Check	571.37
46149	1/17/2025	DONNELON MCCARTHY	Check	9,385.55
46150	1/17/2025	EMILY HALLEY	Check	10.95
46151	1/17/2025	FourAmbition	Check	285.57
46152	1/17/2025	GALE/CENGAGE LEARNING	Check	17,775.42
46153	1/17/2025	GLEASON PROPERTY SERVICES, LLC	Check	15,410.00
46154	1/17/2025	INNOVATIVE USERS GROUP	Check	125.00
46155	1/17/2025	JEFFREY KENTON LEE	Check	12.99
46156	1/17/2025	KANOPY, INC.	Check	1,417.00
46157	1/17/2025	KEVIN SHEPPARD	Check	29.99
46158	1/17/2025	LEVEL 3 COMMUNICATIONS LLC	Check	408.21
46159	1/17/2025	LIBRARY IDEAS, LLC	Check	39,735.00
46160	1/17/2025	MADIHA FYYAZ	Check	18.99
46161	1/17/2025	MIAMI VALLEY NEWSPAPERS	Check	39.00
46162	1/17/2025	MIDWEST TAPE	Check	19,512.76
46163	1/17/2025	OVERDRIVE, INC.	Check	19,119.78
46164	1/17/2025	PLAYAWAY PRODUCTS, LLC	Check	4,402.00
46165	1/17/2025	RESERVE ACCOUNT	Check	250.00
46166	1/17/2025	RIECK MECHANICAL	Check	252.96
46167	1/17/2025	SAFEGUARD BUSINESS SYSTEMS	Check	444.71
46168	1/17/2025	SILCO FIRE PROTECTION COMPANY	Check	834.00

## Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46169	1/17/2025	SOUTH COMMUNITY	Check	202.50
46170	1/17/2025	TAFT, STETTINIUS & HOLLISTER	Check	140.00
46171	1/17/2025	UNIQUE MANAGEMENT SERVICES INC	Check	518.75
46172	1/17/2025	WESTERVILLE PUBLIC LIBRARY	Check	7,279.00
2021000580	12/23/2024	OPERS	EFT	56,291.72
2021000601	12/20/2024	INTERNAL REVENUE SERVICE	EFT	1,782.77
2021000602	12/27/2024	Gregg McCullough	EFT	8.98
2021000603	12/27/2024	Jessica Galloway	EFT	7.39
2021000604	12/27/2024	COLEEN PITZER	EFT	13.66
2021000605	12/27/2024	WILLIAM MENKER	EFT	30.31
2021000606	12/27/2024	JENNY CATRI	EFT	1.68
2021000607	12/27/2024	SHELLY PERESIE	EFT	3.88
2021000608	12/27/2024	ALYSSA FRAZIER	EFT	8.56
2021000609	12/27/2024	JENELLE ALLEN	EFT	8.04
2021000610	12/27/2024	Katherine Watson	EFT	46.89
2021000611	12/27/2024	KATHERINE MCCOLLUM	EFT	7.10
2021000612	12/27/2024	Rachel Knight	EFT	6.02
2021000613	12/27/2024	Caitlin Spratt	EFT	4.02
2021000614	12/27/2024	GARY BERRY	EFT	33.95
2021000615	12/27/2024	MICHELLE FANG	EFT	16.20
2021000616	12/27/2024	RUTH ANNE ATTALLA	EFT	7.64
2021000617	12/31/2024	U.S. BANK	EFT	414.66
2021000618	12/31/2024	Merchant eSolutions	EFT	108.63
2021000619	12/31/2024	Nayax	EFT	187.26
2021000620	12/31/2024	PAYPAL, INC	EFT	33.94
2025000001	1/3/2025	INTERNAL REVENUE SERVICE	EFT	1,757.36
2025000002	1/2/2025	HealthEquity	EFT	6,800.13
2025000005	1/17/2025	INTERNAL REVENUE SERVICE	EFT	1,770.71
2025000006	1/21/2025	DAVE KENT	EFT	16.21
2025000007	1/21/2025	A.J. SCHWAB	EFT	54.13
2025000008	1/21/2025	Caitlin Spratt	EFT	2.01
2025000009	1/21/2025	Rachel Knight	EFT	3.48
2025000010	1/21/2025	Gregg McCullough	EFT	1.68
2025000011	1/21/2025	Laura Fitzpatrick	EFT	9.71
2025000012	1/21/2025	Dockins, Debe	EFT	6.43
	12/20/2024	Payroll #26	ACH	134,208.28
	1/3/2025	Payroll #1	ACH	133,135.88
	1/17/2025	Payroll #2	ACH	134,062.34
				\$ 1,119,954.93

# **New Business**

**SECTION 000210 – ADVERTISING FOR BIDS**

Sealed Bids Will Be Received By

**Washington-Centerville Public Library Board of Trustees**

OWNER: Washington-Centerville Public Library  
Board of Trustees  
111 West Spring Valley Road  
Centerville, Ohio 45458

PROJECT ADDRESS: Washington-Centerville Public Library  
Centerville Library  
111 West Spring Valley Road  
Centerville, Ohio 45458

DESCRIPTION OF WORK:

The project includes a two phased interior renovation of 31,600 square feet with selective new exterior work areas totaling 4800 square feet.

BID BASIS:

Bids will be submitted as one package. Bids will be based on general construction on a stipulated sum basis and each will include all architectural, structural, mechanical, and electrical work as indicated in the contract documents.

RECEIPT OF BIDS:

Sealed bids will be received at the Washington-Centerville Public Library Board of Trustees owner's address listed above. Address bids to the attention of the Fiscal Officer. Bids shall be received on **Wednesday, February 12, at 12:00 p.m.** There will be a public reading. Bids received after the deadline will not be considered.

Any bidder may withdraw his bid prior to bid receipt time. Bids will not be returned after bid receipt time and bids shall be held binding for **thirty (30) days** or until award of contract within that time. Bids received after bid receipt time will not be opened or considered.

DOCUMENTS:

Printed Procurement and Contracting Documents: Documents will be available to all contractors for download from the Architect's FTP site. A separate email with access instructions and credentials will be provided. For access, contact Andrea Kemp by email at [akemp@lwcinspires.com](mailto:akemp@lwcinspires.com).

1. Documents will be available by Monday, January 20, 2025 at 12:00pm local time.
2. Contractors may Copy and download PDF copies of Drawings and Specifications for their use.
3. Contractors may arrange for printed, hard copies with the printer of their choice, at Contractor expense.

CAVEAT:

Contract Documents require all Bidders to examine and base their bids on all information in the Contract Documents. Those purchasing individual sheets of Drawings are assumed to also have purchased or have thoroughly reviewed a full set of Documents and Addenda at one of the available sources.

CONSTRUCTION PERIOD:

Construction will start on or about March 3, 2025 with substantial completion on June 2026.

LICENSE:

All bidders must be licensed by the State County and/or by the City, if required by Law, in the area of the building location.

RIGHT OF OWNER:

Washington-Centerville Public Library reserves the right to reject any or all Bids and to reject a Bid not accompanied by the required bid security or by other data required by the Bidding Documents, or to reject a Bid which is in any way incomplete or irregular.

Washington-Centerville Public Library shall have the right to accept Alternates in any order or combination, or accept on the basis of the Base Bid alone, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

PERFORMANCE BOND

The successful Bidder for this Contract shall be required to furnish a Performance Bond in the amount of one hundred percent (100%) of the entire proposal to be furnished for the faithful performance of the Contract.

If bonds signed by personal or individual surety are offered each surety must make affidavit that his is a free holder in Montgomery County, Ohio and is financially worth over and above all debts or other obligation, an amount not less than the amount of the bond which will be required for the Contract pursuant thereto.

EMPLOYMENT

Bidders shall comply with all applicable State, Federal and Local rules regulations and statutes relative to minority hiring and employment practices.

PREVAILING WAGE

This project is a prevailing wage project with certified payroll required. These payroll reports are to be submitted electronically with each monthly pay application.

LABOR STANDARDS – EEO & BWC Drug Workplace

All suppliers and trade contractors employed on this project are required to implement an Equal Employment Opportunity Program within their organization. Proper steps should be taken to establish non-discrimination because of race, color, age, creed, sex or national origin. The President's Executive Order #11246 and modifications thereto, as well as other existing Federal and State legislation on Equal Employment Opportunities will be adhered to in the carrying out of the contract. Bidders for public contracts must submit an EEO certificate



and proof of enrollment in the BWC Drug Free Workplace Program. These items will be asked for during the post bid interview process.

#### TAXES

Owner is tax exempt.

#### QUESTIONS

Submit all questions about Documents to LWC, Incorporated in writing to the attention of Lucas Lantz, by email at [llantz@lwcinspires.com](mailto:llantz@lwcinspires.com). Replies will be submitted to all Prime Bidders in writing. Such written clarification shall be considered Addenda and also shall become part of the Contract. Washington-Centerville Public Library or LWC, Inc. will not be responsible for oral clarification. Questions received less than 24 hours before Bid Opening cannot be answered.

#### PRE-BID MEETING & WALK AROUND:

A Pre-Bid Meeting will be conducted at the site on **Thursday, January 23, 2025 at 8:30am** to allow bidders to review the project scope and examine existing conditions. A subsequent walk around will be held **Tuesday, January 28, 2025 at 8:30am** for greater investigation of existing conditions. The Design team will be available for questions at that time. General contractors may bring representatives or sub-contractor from each of major divisions of work. Attendance by the General Contractor is non-mandatory. Sub-contractor attendance is optional.

**RESOLUTION NO. 025-001**

**BOARD AUTHORIZATION FOR THE OPENING OF SEALED BIDS BY THE FISCAL OFFICER IMMEDIATELY FOLLOWING THE EXPIRATION OF TIME FOR BIDS**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on January 21, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

\_\_\_\_\_ moved, \_\_\_\_\_ seconded of the following resolution:

Whereas, the Board of Trustees of the Washington-Centerville Public Library is advertising for sealed bids related to the renovation of the Centerville Library

Whereas, upon expiration of the advertisement, Ohio Rev. Code § 3375.41 states that the bids shall be opened at the next meeting of the board, shall be publicly read by the fiscal officer, and shall be entered in full on the records of the board; provided that the board, by resolution, may provide for the public opening and reading of the bids by the fiscal officer, immediately after the time for their filing has expired, at the usual place of meeting of the board, and for the tabulation of the bids and a report of the tabulation to the board at its next meeting.

Therefore, the Board of Trustees does hereby authorize the Fiscal Officer to publicly open and read the sealed bids at 12:00 p.m. on Wednesday, February 12, 2025, in the Woodbourne Library Program Room, and to provide for the tabulation of bids and a report of the tabulation to the board at the February 18, 2025 meeting of the Board of Trustees.

Upon roll call on the adoption of the above resolution, the vote was as follows:

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

Passed: January 21, 2025

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

CERTIFICATE

The undersigned, President and the Secretary 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 January 21, 2025 and in appearing upon the official records of said Board.

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President, Board of Trustees

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Fiscal Officer, Board of Trustees

**RESOLUTION NO. 025-002**

**BOARD AUTHORIZATION OF CHANGES TO THE MASTER SERVICES AGREEMENT,  
AUTHORIZED ACCOUNT SIGNERS AND TREASURY MANAGEMENT SIGNERS**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on January 21, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

\_\_\_\_\_ moved, \_\_\_\_\_ seconded of the following resolution:

As part of the change in officers of the Board, we need to make changes to:

- Master Services Agreement
- Appendix A-1: New Account/Change in Authorized Signers
- Appendix B: Treasury Management Services

As these items were last updated in 2023, the only changes that will be required are

Add:

- Carol Herrick, President

Remove:

- Barbara Denison

Upon roll call on the adoption of the above resolution, the vote was as follows:

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

Passed: January 21, 2025

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

CERTIFICATE

The undersigned, President and the Secretary 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 January 21, 2025 and in appearing upon the official records of said Board.

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President, Board of Trustees

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Fiscal Officer, Board of Trustees

**RESOLUTION NO. 025-003**

AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATES RELATED TO  
PURCHASE ORDER NO. 2025-00092 AND 2025-00113

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on January 21, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

\_\_\_\_\_ moved; \_\_\_\_\_ seconded 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 through:

PO #	PO Date	Invoice Date	Payment Date	Vendor	Amount
2025-00092	1/8/2025	1/1/2025	1/21/2025	Gleason Property Services	\$ 15,410.00
2025-00113	1/13/2025	1/8/2025	1/21/2025	Bartlett Tree Experts	\$ 3,177.80
<b>Total</b>					<b>\$18,587.80</b>

Upon roll call on the adoption of the above resolution, the vote was as follows:

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

Passed: January 21, 2025

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

CERTIFICATE

The undersigned, President and the Secretary 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 January 21, 2025 and in appearing upon the official records of said Board.

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President, Board of Trustees

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Fiscal Officer

**Washington-Centerville Public Library**  
**January 21, 2025**  
**Then & Now Certificate Explanation**

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**PO #2025-00092 – Gleason Property Services**

This is related to the change to the new fiscal year. When the requisition was entered, it was not entered as 1/1/25, but rather the date that it was opened which was 1/8/25. The accounting system does allow for purchase orders to be opened before the new fiscal year, but there is a very specific process that most individuals are not yet comfortable with. We will make this training a priority this year to reduce these situations.

**PO#2025-00113 – Bartlett Tree Experts**

There was a purchase order opened for this late last year, but it was closed before the end of the 2024 fiscal year. We had received notice that they would be doing some work, but had figured that, with the cold weather, this service would not be occurring. As a result, we closed the purchase order. Earlier this month, we received an invoice from them stating that work had been performed.





**Washington-Centerville Public Library**

561 Congress Park Dr.  
Centerville, OH 45459

**PURCHASE ORDER**

Page: 1  
P.O. Number: **2025-00092**  
P.O. Date: 01/08/2025  
Req. Number: 25-FC-00006  
Requested By: Robin Poffenberger  
Blanket Type:  
Ship Via:  
Terms:

**Deliver To** GARY BERRY  
(937) 435-7375  
CENTERVILLE LIBRARY 111 W. SPRING VAL  
CENTERVILLE, OH 45458

**Then and Now Certification**  
It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certification, the amount was appropriated for such contract or order and is in the treasury or in the process of collection to the credit of the fund free from any previous encumbrances.

**Vendor** 02210  
GLEASON PROPERTY SERVICES, LLC  
5020 TIMBERLY DR  
DAYTON, OH 45440

937-433-8091

Exempt from Ohio Sales Tax and Federal Excise Tax

FID# 31-6006599

Line	Description/Project	Account	Qty	Unit	Price/Unit	Amount
001	CV Janitorial Building Cleaning Services	101.10.53350	1		71,300.0000	\$50,000.00
002	WB Janitorial Building Cleaning Services	101.20.53350	1		76,100.0000	\$85,000.00
003	CP Janitorial Building Cleaning Services	101.03.53350				\$18,000.00

Purchase Order Total: \$153,000.00

**Certification**

I hereby certify that, on the above date, the funds required to meet this obligation have been lawfully appropriated or authorized for such purpose, and are free from other obligation, and are in the treasury or in the process of collection to the credit of the fund designated.

1/9/2025

Director

Date

1/9/2025

Fiscal Officer

Date



**Washington-Centerville Public Library**

561 Congress Park Dr.  
Centerville, OH 45459

**PURCHASE ORDER**

Page: 1  
P.O. Number: **2025-00113**  
P.O. Date: 01/13/2025  
Req. Number: 25-FC-00011  
Requested By: Robin Poffenberger  
Blanket Type:  
Ship Via:  
Terms:

**Deliver  
To**

**Then and Now Certification**  
It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certification, the amount was appropriated for such contract or order and is in the treasury or in the process of collection to the credit of the fund free from any previous encumbrances.

**Vendor** 03022  
BARTLETT TREE EXPERTS  
11929 READING RD  
CINCINNATI, OH 45241

937-433-8091

Exempt from Ohio Sales Tax and Federal Excise Tax

**FID# 31-6006599**

Line	Description/Project	Account	Qty	Unit	Price/Unit	Amount
001	WB Tree Treatment Winter 2024-2025	101.20.53340	1			\$3,500.00

Purchase Order Total: \$3,500.00

**Certification**

I hereby certify that, on the above date, the funds required to meet this obligation have been lawfully appropriated or authorized for such purpose, and are free from other obligation, and are in the treasury or in the process of collection to the credit of the fund designated.

1/14/2025

Director

Date

1/14/2025

Fiscal Officer

Date

**Washington-Centerville Public Library  
Appropriation Transfer  
January 21, 2025**

**Transfer**

From			To		
Account	Description	Amount	Account	Description	Amount
401.10.53910	Temporary Contract Services	\$ 1,680.00	401.10.53270	Legal Advertisements	\$ 1,680.00
	Total From:	\$ 1,680.00		Total To:	\$ 1,680.00

Justification: This transfer is being made to cover the cost of the of the legal advertisement related to the Centerville renovation project. We initially budgeted \$1,200 for the advertisement, which was based on amounts from LWC.

**2025 LISTING OF COMMITTEES**  
**Washington-Centerville Public Library**

**Executive Committee (President, Vice President, Secretary)**

<b>President</b>	Carol Herrick
<b>Vice President</b>	Randell Bowling
<b>Secretary</b>	Carleen Suttman

**Finance Committee (at least 3 Trustees)**

<b>Chair</b>	Carleen Suttman Randell Bowling Carol Herrick
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**Personnel Committee (2 trustees, President)**

<b>Chair</b>	Randell Bowling David Falkner Barbara Denison
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**Foundation Committee (3 Trustees) Liaison to Foundation Board and Friends of WCPL  
(Foundation Committee Chair)**

<b>Chair</b>	Elizabeth Cline
<b>Co-Chair</b>	Carleen Suttman Barbara Denison

**Nominating Committee (2 Trustees)**

<b>Chair</b>	Elizabeth Cline Carleen Suttman David Falkner
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**Trustee Interview Committee (at least 2 trustees)**

<b>Chair</b>	Elizabeth Cline David Falkner Ram Nunna
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**Long-Range Facilities Planning Committee (at least 3 trustees)**

<b>Chair</b>	Ram Nunna Carol Herrick Randell Bowling
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**Negotiating Committee (if needed)**

	Barbara Denison
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Other Committees - as needed

# Monthly Statistics

## MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
<b>CIRCULATION</b>												
<b>Total Circulation</b>	52,509	47,632	-9.3%	36,529	35,569	-2.6%	1	7	600.0%	129,828	125,927	-3.0%
<b>APPLICANT REGISTRATION</b>												
<b>Total Registrations</b>	225	254	12.9%	114	121	6.1%				339	375	10.6%
<b>LIBRARY CARDHOLDERS</b>												
<b>Total Library Cardholders</b>										65,908	69,000	4.7%
<b>VISITORS</b>												
Building Visitors	14,949	13,753	-8.0%	10,842	10,555	-2.6%	1,586	1,603	1.1%	27,377	25,911	-5.4%
Website Visitors										141,500	226,576	60.1%
<b>Total Visitors</b>										168,877	252,487	49.5%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
<b>Total Patron Assistance</b>	2,005	2,530	26.2%	1,914	2,875	50.2%	1,697	1,615	-4.8%	5,616	7,020	25.0%
<b>PROGRAMS</b>												
Adult/General Programs	5	1	-80.0%	11	13	18.2%	4	5	25.0%	31	37	19.4%
Adult/General Program Attendees	69	10	-85.5%	150	228	52.0%	18	112	522.2%	576	825	43.2%
Children's Programs	16	13	-18.8%	16	4	-75.0%	0	0	0.0%	54	21	-61.1%
Children's Program Attendees	486	610	25.5%	437	40	-90.8%	0	0	0.0%	1,668	1,155	-30.8%
Teen Programs	3	0	-100.0%	0	8	0.0%	0	0	0.0%	3	9	200.0%
Teen Program Attendees	74	0	-100.0%	0	214	0.0%	0	0	0.0%	74	226	205.4%
<b>Total Library Programs</b>	24	14	-41.7%	27	25	-7.4%	4	5	25.0%	88	67	-23.9%
<b>Total Library Program Attendees</b>	629	620	-1.4%	587	482	-17.9%	18	112	522.2%	2,318	2,206	-4.8%
<b>ELECTRONIC DATABASE USAGE</b>												
	Users/Month			Queries/Month								
Library-Owned Databases*	1,688	1,718	1.8%	2,621	2,276	-13.2%						
OPLIN Databases*				2,887	3,055	5.8%						
<b>Total All Databases</b>	1,688	1,718	1.8%	5,508	5,331	-3.2%						

## MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	15,882	14,703	-7.4%	11,776	11,901	1.1%	1	7	600.0%	27,659	26,611	-3.8%
Juvenile Books	19,943	18,954	-5.0%	13,164	12,225	-7.1%	0	0	0.0%	33,107	31,179	-5.8%
Off Line Transactions										2	0	-100.0%
Periodicals	1,812	1,477	-18.5%	1,198	912	-23.9%	0	0	0.0%	3,010	2,389	-20.6%
Young Adult Books	1,629	1,395	-14.4%	1,057	1,002	-5.2%	0	0	0.0%	2,686	2,397	-10.8%
<b>Total Print Circulation</b>	39,266	36,529	-7.0%	27,195	26,040	-4.2%	1	7	600.0%	66,464	62,576	-5.8%
<b>AV CIRCULATION</b>												
Audiobooks	1,825	1,740	-4.7%	1,517	1,341	-11.6%				3,342	3,081	-7.8%
Movies (DVDs/Blu-rays)	10,025	7,967	-20.5%	6,701	6,784	1.2%				16,726	14,751	-11.8%
Music (Compact Discs)	650	403	-38.0%	498	457	-8.2%				1,148	860	-25.1%
<b>Total AV Circulation</b>	12,500	10,110	-19.1%	8,716	8,582	-1.5%				21,216	18,692	-11.9%
<b>LIBRARY OF THINGS CIRCULATION</b>												
Board Games	232	363	56.5%	154	426	176.6%	0	0	0.0%	386	789	104.4%
Library Bags	74	84	13.5%	57	41	-28.1%				131	125	-4.6%
Cultural Passes**	N/A	21	0.0%	N/A	10	0.0%	N/A	0	0.0%	0	31	0.0%
Hotspots	13	11	-15.4%	21	18	-14.3%	0	0	0.0%	34	29	-14.7%
Maker Kits	77	92	19.5%	63	84	33.3%	0	0	0.0%	140	176	25.7%
Streaming Devices	43	69	60.5%	37	44	18.9%	0	0	0.0%	80	113	41.3%
Streaming Device+Hotspot Combos**	N/A	11	0.0%	N/A	9	0.0%	N/A	0	0.0%	0	20	0.0%
Juvenile Tablets	302	342	13.2%	286	315	10.1%				588	657	11.7%
<b>Total Library of Things Circulation</b>	741	993	34.0%	618	947	53.2%	0	0	0.0%	1,359	1,940	42.8%
<b>TOTAL PHYSICAL CIRCULATION</b>												
Adult Circulation	27,502	23,907	-13.1%	19,660	19,650	-0.1%	1	7	600.0%	47,163	43,564	-7.6%
Juvenile Circulation	23,346	22,315	-4.4%	15,787	14,902	-5.6%	0	0	0.0%	39,133	37,217	-4.9%
Young Adult Circulation	1,661	1,410	-15.1%	1,082	1,017	-6.0%	0	0	0.0%	2,743	2,427	-11.5%
<b>Total Physical Circulation</b>	52,509	47,632	-9.3%	36,529	35,569	-2.6%	1	7	600.0%	89,039	83,208	-6.5%
<b>SEARCHOHIO/OHIOLINK CIRCULATION</b>												
SearchOhio/OhioLink Borrowed										1,041	1,151	10.6%
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										14,503	16,736	15.4%
eBooks										18,606	17,902	-3.8%
eMusic										291	463	59.1%
eVideo										2,304	2,385	3.5%
eZines (Digital Magazines)										4,044	4,082	0.9%
<b>Total Digital Circulation</b>										39,748	41,568	4.6%

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

\*\*Cultural Passes & Streaming Device+Hotspot Combos debuted April 2024

### YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
<b>CIRCULATION</b>												
<b>Total Circulation</b>	703,256	655,697	-6.8%	500,288	477,850	-4.5%	42	78	85.7%	1,667,141	1,650,177	-1.0%
<b>APPLICANT REGISTRATION</b>												
<b>Total Registrations</b>	3,927	4,113	4.7%	2,235	2,209	-1.2%				6,162	6,322	2.6%
<b>LIBRARY CARDHOLDERS</b>												
<b>Total Library Cardholders</b>										65,908	69,000	4.7%
<b>VISITORS</b>												
Building Visitors	213,259	195,196	-8.5%	149,144	148,432	-0.5%	17,139	22,246	29.8%	379,542	365,874	-3.6%
Website Visitors										1,220,823	2,178,024	78.4%
<b>Total Visitors</b>										1,600,365	2,543,898	59.0%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
<b>Total Patron Assistance</b>	34,715	41,036	18.2%	29,893	36,815	23.2%	13,669	18,290	33.8%	78,277	96,141	22.8%
<b>PROGRAMS</b>												
Adult/General Programs	87	83	-4.6%	197	164	-16.8%	75	144	92.0%	559	635	13.6%
Adult/General Program Attendees	1,067	1,087	1.9%	2,271	1,950	-14.1%	1,692	5,712	237.6%	82,786	90,700	9.6%
Children's Programs	285	255	-10.5%	220	168	-23.6%	0	0	0.0%	762	602	-21.0%
Children's Program Attendees	6,711	6,693	-0.3%	5,675	4,367	-23.0%	0	0	0.0%	20,853	16,991	-18.5%
Teen Programs	63	46	-27.0%	30	40	33.3%	0	0	0.0%	98	98	0.0%
Teen Program Attendees	1,115	785	-29.6%	326	596	82.8%	0	0	0.0%	2,177	2,241	2.9%
<b>Total Library Programs</b>	435	384	-11.7%	447	372	-16.8%	75	144	92.0%	1,419	1,335	-5.9%
<b>Total Library Program Attendees</b>	8,893	8,565	-3.7%	8,272	6,913	-16.4%	1,692	5,712	237.6%	105,816	109,932	3.9%
<b>ELECTRONIC DATABASE USAGE</b>	<b>Users/Year-to-Date</b>			<b>Queries/Year-to-Date</b>								
Library-Owned Databases	24,232	24,040	-0.8%	38,606	38,790	0.5%						
OPLIN Databases				31,377	49,190	56.8%						
<b>Total All Databases</b>	24,232	24,040	-0.8%	69,983	87,980	25.7%						

### YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	205,331	201,690	-1.8%	151,298	149,818	-1.0%	32	68	112.5%	356,661	351,576	-1.4%
Juvenile Books	299,019	267,734	-10.5%	199,301	184,444	-7.5%	10	10	0.0%	498,330	452,188	-9.3%
Off Line Transactions										60	70	16.7%
Periodicals	22,409	21,215	-5.3%	15,750	13,613	-13.6%	0	0	0.0%	38,159	34,828	-8.7%
Young Adult Books	21,695	21,065	-2.9%	15,112	14,672	-2.9%	0	0	0.0%	36,807	35,737	-2.9%
<b>Total Print Circulation</b>	548,454	511,704	-6.7%	381,461	362,547	-5.0%	42	78	85.7%	930,017	874,399	-6.0%
<b>AV CIRCULATION</b>												
Audiobooks	24,414	24,387	-0.1%	20,433	19,834	-2.9%				44,847	44,221	-1.4%
Movies (DVDs/Blu-rays)	116,637	103,853	-11.0%	86,231	80,850	-6.2%				202,868	184,703	-9.0%
Music (Compact Discs)	5,345	5,294	-1.0%	5,229	5,856	12.0%				10,574	11,150	5.4%
<b>Total AV Circulation</b>	146,396	133,534	-8.8%	111,893	106,540	-4.8%				258,289	240,074	-7.1%
<b>LIBRARY OF THINGS CIRCULATION</b>												
Board Games	1,990	2,749	38.1%	1,253	2,825	125.5%	0	0	0.0%	3,243	5,574	71.9%
Library Bags	896	965	7.7%	680	649	-4.6%				1,576	1,614	2.4%
Cultural Passes**	0	112	0.0%	0	68	0.0%	0	0	0.0%	0	180	0.0%
Hotspots	178	153	-14.0%	209	216	3.3%	0	0	0.0%	387	369	-4.7%
Maker Kits	985	1,301	32.1%	728	914	25.5%	0	0	0.0%	1,713	2,215	29.3%
Streaming Devices	459	684	49.0%	383	487	27.2%	0	0	0.0%	842	1,171	39.1%
Streaming Device+Hotspot Combos**	0	92	0.0%	0	78	0.0%	0	0	0.0%	0	170	0.0%
Juvenile Tablets	3,838	4,333	12.9%	3,681	3,526	-4.2%				7,519	7,859	4.5%
<b>Total Library of Things Circulation</b>	8,346	10,389	24.5%	6,934	8,763	26.4%	0	0	0.0%	15,280	19,152	25.3%
<b>TOTAL PHYSICAL CIRCULATION</b>												
Adult Circulation	338,505	322,662	-4.7%	250,576	243,402	-2.9%	32	68	112.5%	589,113	566,132	-3.9%
Juvenile Circulation	342,530	311,554	-9.0%	234,163	219,451	-6.3%	10	10	0.0%	576,703	531,015	-7.9%
Young Adult Circulation	22,221	21,481	-3.3%	15,549	14,997	-3.6%	0	0	0.0%	37,770	36,478	-3.4%
<b>Total Physical Circulation</b>	703,256	655,697	-6.8%	500,288	477,850	-4.5%	42	78	85.7%	1,203,586	1,133,625	-5.8%
<b>SEARCHOHIO/OHIOLINK CIRCULATION</b>												
SearchOhio/OhioLink Borrowed										15,217	14,807	-2.7%
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										169,960	196,816	15.8%
eBooks										224,548	227,294	1.2%
eMusic										3,558	4,004	12.5%
eVideo										26,131	28,492	9.0%
eZines (Digital Magazines)										24,141	45,139	87.0%
<b>Total Digital Circulation</b>										448,338	501,745	11.9%

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

\*\*Cultural Passes & Streaming Device+Hotspot Combos debuted April 2024