

# ATTACHMENTS FOR OCTOBER 17, 2023 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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**Library Operations**

- HVAC – Woodbourne and Centerville Libraries
  - Followed up with Tri-Tech on temperatures in the Centerville Library
- Centerville Library renovation
  - Met and communicated with construction procurement attorney to be prepared for October Board meeting
  - Worked with Trustee to find an alternative council for project
- Attended volunteer luncheon
- Discussed staffing Outreach & Public Services Manager
- Reviewed and discussed things that need to be done at Congress Park

**Communication**

- Responded to question about appropriateness of certain children's books, and one book that was on display

**Community / Professional Involvement**

- Centerville Noon Optimists
  - Assisted at Haunted Trail
- Friends
  - Attended trivia
  - Attended meeting – recognizing Kadie for service as book sale chair
  - Met with President to prepare for meeting
- Attended Heart of Centerville and Washington Township monthly meeting
- Participated in Age Friendly Community Focus Group with City
- Attended RecPlex Advisory meeting
- Attended one day of OLC Convention – sessions on working from home, developing supervisors, and leading from any position
- Met with other local area Directors

9/21 – sick day; 9/29 – floating holiday

**September 2023**

**Board Minutes and  
Attachments**

# WASHINGTON-CENTERVILLE PUBLIC LIBRARY

## BOARD MEETING MINUTES

September 19, 2023

### CALL TO ORDER

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

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

### HEARING OF THE PUBLIC

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

### EXECUTIVE SESSION

Mr. Bowling moved to enter executive session, pursuant to Ohio Rev. Code § 121.22(G)(1), for the purpose of considering the employment, dismissal, discipline or compensation of a public employee. Mr. Talda seconded the motion.

The roll call vote was:

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

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

At 7:16 p.m., the Board exited Executive Session and was returned to open session by Board President Mrs. Denison.

Mr. Bowling moved to re-hire Library Director Liz Fultz for another year, with a raise of 5%, effective October 14, 2023. Mrs. Suttman seconded the motion.

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

## **ARCHITECT INTERVIEW COMMITTEE**

Mrs. Herrick moved to table the decision on architect selection until we can conference with our attorney, to gain additional advice on the process

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

## **APPROVAL OF MINUTES**

Mrs. Cline moved for the approval of the August 15, 2023 Meeting Minutes. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 3 (Talda, Herrick, Nunna)

Motion is approved.

Mrs. Herrick moved for the approval of the September 7, 2023 Special Meeting minutes. Mrs. Cline seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 2 (Talda, Suttman)

## **DIRECTOR'S REPORT**

### **▪ FACILITIES**

- ❖ Congress Park
  - Closed on the property last Friday
  - Gary working on arranging mold remediation – quote for carpet removal, cleaning of ducts and furnaces, and renting air scrubbers
- ❖ Woodbourne Library
  - HVAC - Pad for second boiler has been poured and boiler and pipes are on site, waiting for valves to come in later this week
- ❖ Centerville Library
  - HVAC – worked began Monday, removing old boilers
  - Spoke with attorney about assistance with construction procurement

### **▪ PERSONNEL**

- ❖ Staff development day recap –
  - Justin Howard from Emerge Improv on communication
  - Lindsey Tate from Sinclair on generations
  - Bill Menker on Intellectual Freedom
- ❖ Posting currently for Adult Services Aide, position open due to promotion
- ❖ Youth Services Specialist resignation

▪ **COLLECTIONS/SERVICES/PROGRAMS**

- ❖ Good Life Award kicked off September 5 – submission deadline October 3
- ❖ LORE Storytelling Workshop – Four-part series funded in part by grant from Culture Works
- ❖ Manhattan Short Film Festival – showings schedule September 29 through October 6
- ❖ Ghost Walk on Main – nearly sold out, only two groups have space left
- ❖ Exhibit at Woodbourne – “Tree Whispers”, collage art by Marsha Pippenger on display October 5 – November 1

▪ **OTHER**

- ❖ Annual Report published to website
- ❖ Policy updates scheduled for September – pushed to October
- ❖ Volunteer Open House – this Saturday

**FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for August 2023, including the financial statements (Cash Position, Revenue Summary, Revenue BVA, Expense Summary, General Fund Expense BVA), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board’s review and approval.

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

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

The motion is approved.

- b. Payment of September Expenditures

Mrs. Herrick moved to approve the payment of September expenditures, and Mr. Nunna seconded the motion.

The roll call vote was as follows:

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

The motion is approved.

## **NEW/OLD BUSINESS**

### **a. Resolution No. 023-017: Resolution Accepting the Amounts and Rates for 2023/2024 Tax Year**

Mrs. Herrick moved for the adoption of the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.

Mrs. Suttman seconded the Resolution.

The roll call vote was as follows:

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

The resolution is approved.

### **b. Amended Resolution No. 023-015: Amended OPERS Resolution**

Mr. Monteith stated that this resolution was necessary to change the resolution that was being rescinded as part of the change from the pick-up of OPERS contributions to being the responsibility of each staff member. The original resolution did not rescind the most current resolution that OPERS has on file.

Mrs. Herrick moved for the adoption of the amended resolution. Mr. Nunna seconded the resolution.

The roll call vote was as follows:

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

The resolution is approved.

### **c. Approval of the Placement of Legal Advertisement – Trustee Position**

Mrs. Herrick moved to approve the placement of the legal advertisement for the trustee position. Mrs. Cline seconded the motion.



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

The motion is approved.

**d. Approval of Youth Services Appropriation**

Mr. Monteith stated that this appropriation transfer has been requested by the Community Relations department. This transfer is being requested to cover the shortfall between the amount remaining available in Conference/Meeting expense and the estimated conference costs for the Library Marketing conference in November. Costs for the conference increased this year.

In order to accommodate this transfer, Community Relations proposed to reduce their printing/publications budget by \$500. They have only spent and/or encumbered about \$16,876 of the \$38,415 they budgeted for the year.

The summary of the transfer is:

101.15.53290 – Printing/Publications	\$(500.00)
101.15.53130 – Conference/Meeting	\$ 500.00

Mr. Bowling moved to approve the appropriation transfer. Mr. Nunna seconded the motion.

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

The motion is approved.

**ADJOURNMENT**

Mr. Nunna moved to adjourn the meeting at 8:15 P.M. Mrs. Suttman seconded the motion.

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**President**

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**Secretary**

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED  
BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES  
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

**(Board of Library Trustees)**

Revised Code, Secs, 5705.34 - 5705.35

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on the 19th day of September 2023, at the Centerville Library with the following members present:

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

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

Mrs. Herrick moved the adoption of the following Resolution:

WHEREAS, This Board of Trustees of Washington-Centerville Public Library, Montgomery County, Ohio in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2024 and

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of Washington-Centerville Public Library Montgomery County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

## Washington-Centerville Library - Tax Year 2023/2024

**SCHEDULE A**

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION  
AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	Amount Approved By Budget Commission Inside 10 M. Limitation	Amount To Be Derived From Levies Outside 10 M. Limitation	County Auditor's Estimate of Tax Rate To Be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
<b>Washington-Centerville Library - Tax Year 2023/2024</b>	<b>Column I</b>	<b>Column II</b>	<b>III</b>	<b>IV</b>
General Fund.....		5,195,609		3.00
TOTAL	0	5,195,609	0.00	3.00

Washington-Centerville Library - Tax Year 2023/2024

<b>SCHEDULE B</b> <b>LEVIES OUTSIDE 10 MILL LIMITATION</b> <b>Carry to Sch A</b>			
FUND	Maximum Rate Authorized To Be Levied	County Auditor's Estimate Of Yield Of Levy (Carry To Sch A Column II)	
GENERAL FUND:			
Current Expense Levy authorized by voters 11/02/21 for a CONT period of time	3.00	5,195,609	

## Tax Year 2023/2024

and be it further

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

Mrs. Suttman seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

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

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

Adopted the 19th day of September, 2023.

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

**CERTIFICATE OF COPY**

Original On File

The State of Ohio, Montgomery County,

I, John Monteith, Fiscal Officer of this Board of Washington-Centerville Public Library, in said County, and in whose custody the files and Records of said Board required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original minutes now on file with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 19th day of September, 2023.

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

Tax Year 2023/2024

No: 023-017

**BOARD OF LIBRARY TRUSTEES**  
**Washington-Centerville Public Library**  
**MONTGOMERY COUNTY, OHIO**

**RESOLUTION**

ACCEPTING THE AMOUNTS AND RATES  
AS DETERMINED BY THE BUDGET  
COMMISSION AND AUTHORIZING THE  
NECESSARY TAX LEVIES AND  
CERTIFYING THEM TO THE COUNTY  
AUDITOR.

(Board of Library Trustees)

Adopted September 19, 2023

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

Filed \_\_\_\_\_, 2023

\_\_\_\_\_  
County Auditor

By \_\_\_\_\_  
Deputy

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

AMENDED RESOLUTION NO. 023-015

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on the 19<sup>th</sup> day of September 2023, at the Centerville Library with the following members present:

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

Mrs. Herrick moved the adoption of the following Resolution:

WHEREAS, effective December 19, 1999, the Board of Library Trustees resolved to “pick-up” (assume and pay) the statutorily required contributions of such covered employees to the Public Employees Retirement System of Ohio; and

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

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

SECTION 1: Resolution No. 99-010 is hereby rescinded, effective January 1, 2024.

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

SECTION 3: Resolution No. 99-010 modified the method of payment of salary to employees who are participants in PERS to provide for a fringe benefit pick-up of employee contributions to PERS. With the elimination of this pick-up, all fully benefited employees will automatically have their wages increased by 10%.

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

Mr. Nunna seconded the Resolution. The roll call vote was as follows:



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

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

Adopted: September 19, 2023

Barbara Denison

President

Callean Suttman

Secretary

## EXPENDITURES FOR APPROVAL AT SEPTEMBER MEETING

September 19, 2023

## CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	\$ 6.29
Amanda Tumpak - patron refund	15.99
Anne Wachs - reimbursement for parking & mileage reimbursement	355.62
Baker & Taylor Books – books & AV materials	1,291.30
Brandon Luke O'Malley - patron refund	29.99
Brodart –books	18,210.71
Caitlin Spratt - employee mileage reimbursement	12.58
Centerville Landscaping - facilites maintenance	6,723.20
Chard Snyder - Cobra admin fee	125.00
Charter Communications - utilities	1,335.91
Cintas Corp- supplies	693.65
Coleen Pitzer - employee mileage reimbursement	16.96
Debe Dockins - employee mileage reimbursement	110.43
Darrilynn Brewster - employee mileage reimbursement	33.99
Digital Fringe - printing services	174.23
Donnellon McCarthy - copier maintenance	1,287.87
DSS Sweeping Service - parking lot maintenance	203.60
Gina Wiesenegg - patron refund	14.95
Gleason Property Services - Aug cleaning	12,200.00
Gregg McCullough - employee mileage reimbursement	17.10
Jamie Garcia - employee mileage reimbursement	27.25
Jenelle Allen- employee mileage reimbursement	4.20
Jenny Catri - employee mileage reimbursement	24.76
Jessica Galloway - employee mileage reimbursement	6.48
Kanopy - streaming subscription	1,806.00
Katherine C. Johnson - patron refund	64.99
Kyle Knepp- employee mileage reimbursement	19.39
Laura Fitzpatrick- employee mileage reimbursement	9.83
Lauren Rura - employee mileage reimbursement	23.65
Level 3 Communications, LLC - phone service	396.55
Library Ideas - Vox books	2,708.16
Liz Fultz - employee mileage reimbursement	107.42
Marianne Crocker - patron refund	14.99
Mary K. Young - patron refund	30.00
Maurice Watkins - patron refund	14.99
Midwest Tape – AV materials	9,964.55
ODP - office supplies	1,007.24
Overdrive - materials	1,303.82
Phillip Mittlestead - patron refund	14.75
Pitney Bowes - postage meter rental	488.70
Playaway - launch pads	3,582.74
Rachael Ward - employee mileage reimbursement	2.88

Reserve Account - 4th qtr postage meter refill	1,510.00
Robert Alan Prosak - patron refund	16.99
Rush Transportation – contracted delivery services	1,286.55
Shelby Quinlivan - reimbursement for Wall that Heals supplies	66.00
Shelly Peresie - employee mileage reimbursement	16.24
Silco Fire & Security - fire extinguisher inspections	334.00
South Community - fees for employee assistance	202.50
Staples – office supplies	41.78
Starco Inc. - HVAC project @ CV	51,900.00
Structured Employee Benefits of Ohio - group life insurance premiums	284.89
Tamara Brown - patron refund	15.99
Trigon - consumables for Creative Commons	2,995.70
Tri-Tech - engineering fees for HVAC	23,000.00
Unique - recovery & collection fees	346.70
William Menker - employee mileage reimbursement	53.45
Woodhull - copier maintenance	1,296.48
WYSO - advertising	120.00
Zoobean - Beanstack Reading Club Software	2,930.00
<b>TOTAL CURRENT EXPENDITURES—GENERAL FUND</b>	<b>\$ 150,899.98</b>

#### EXPENDITURES SINCE LAST BOARD MEETING

##### PAYROLL:

Payroll #17	\$ 116,490.59
Payroll #18	120,163.09
Payroll #19	118,554.58
<b>TOTAL PAYROLL</b>	<b>\$ 355,208.26</b>

##### MISCELLANEOUS:

AtoZ databases - database renewal	\$ 4,400.00
AES Ohio – utilities	7,742.39
Amazon - AV materials & books	7,006.81
AT&T – telephone service	286.98
Buckeye Power Sales - annual service agreement	705.00
Business Furniture - office chairs	2,686.01
CenterPoint Energy – utilities	1,708.75
Centerville City Schools - August health insurance premium	39,544.65
Charles E. Harris - audit fees	2,400.00
Charter Communications - utilities	397.93
CoCard Marketing Group – credit card service fee	186.90
Delta Dental- September employer portion	1,663.92
Digital Fringe - printing services	42.74
Fidelity Lawyers Title Agency - purchase of 561 Congress Park	427,929.67
Garber - electrical inspection for Congress Park	400.00
Garber -annual camera maintenance	1,470.00
Hart Environmental Resources - environmental site assessment for property purchase	1,595.00
Health Equity – Sept HSA contribution	7,416.81
HOCWT - pumpkin patch sponsorship	200.00

HomeDepot - facilities expenses	41.26
infoUSA Marketing - subscription renewal	2,475.00
Jessica Michna- speaker stipend	240.00
Justin Howard - communication training for staff development day	1,000.00
Kroger – program & administrative supplies	826.07
Lore Culture LLC - storytelling workshop	1,500.00
Lowes - facilities supplies	94.47
Montgomery County Auditor - 2023 property tax	30,690.87
Montgomery County Recorder - notice of commencement filing fees	68.00
Montgomery County Water Services - utilities	2,280.11
Norton Engineering, LLC - structural inspection of property	1,100.00
Ohio Library Council - Jeni Allen's webinar	35.00
OPERS – employer pick-up & match	80,077.60
Rieck - service call	416.50
Rivistas - periodicals for CV & WB	20,467.34
Rumpke - trash services	774.86
Sam's Club - program supplies	432.31
Scot A. Stone -legal fees	275.00
Seiter Services - plumbing and HVAC Inspections	550.00
Siemens - HVAC controls troubleshooting	2,013.00
Sinclair - training fees for staff development day	715.00
Stewart Title - closing protection coverage	20.00
The Flying Locksmiths - delivery door access control @ WB	790.00
T-Mobile - hotspots	660.10
Today's Business Solutions - annual license & patron faxing charges	1,182.12
Transformations Plus - carpet cleaning service	1,043.00
Trilevel Film & Audio - The Wall That Heals compilation video	1,000.00
UPS - delivery services	24.40
U. S. Bank—employer share of Medicare	5,049.22
U. S. Bank – banking fees	102.16
U.S. Bank – program supplies, books, cataloging supplies	4,717.73
Woodhull - copier maintenance	1,120.04
TOTAL MISCELLANEOUS	<u>\$ 669,564.72</u>
GRAND TOTAL SEPTEMBER MEETING	<u><u>\$ 1,175,672.96</u></u>

**October 2023**

**Fiscal Officer's  
Report**

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$10,571,760.26	\$658,231.77	\$645,633.51	\$10,584,358.52
Unclaimed Funds	\$310.07	\$0.00	\$0.00	\$310.07
"The Wall That Heals" Fund	\$4,061.68	\$0.00	\$618.47	\$3,443.21
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$2,841,546.59	\$0.00	\$502,849.67	\$2,338,696.92
Perm. Imp. Fund-ILs	\$568,950.30	\$0.00	\$0.00	\$568,950.30
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$0.00	\$741,099.34
Dorothy R. Yeck Good Life End	\$4,018.97	\$0.00	\$0.00	\$4,018.97
Payroll Clearing Fund	\$2,844.13	\$97,232.27	\$92,933.51	\$7,142.89
	<b>\$18,484,777.59</b>	<b>\$755,464.04</b>	<b>\$1,242,035.16</b>	<b>\$17,998,206.47</b>

<b>Reconciled Balances</b>
----------------------------

US Bank:	
Checking/Payroll	\$919,657.14
Investment	\$7,050,062.44
Dayton Foundation - TWTH	\$5,470.00
STAR Ohio	\$8,745,806.69 <sup>1</sup>
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$270,759.08
Paypal	\$527.75
Petty Cash	\$550.00
<b>Total Bank Balances</b>	<b>\$18,084,550.51</b>
Outstanding Checks	(\$87,257.98)
Deposit in Transit	\$561.18
Receipts to be posted	\$0.00
Fees to be posted	\$352.76
<b>Reconciled Balance</b>	<b>\$17,998,206.47</b>

<b>1 - Average daily rate was 5.53% for the month</b>
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**Washington-Centerville Public Library**  
**Monthly Revenue Statement**  
**For The Month Of September 2023 And Year-to-Date**

<b>101 - GENERAL FUND</b>				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	\$ 3,345,950.00	\$ 273,478.73	\$ 2,282,432.93	68.21%
GENERAL PROPERTY TAXES	4,580,609.00	330,506.65	4,858,703.72	106.07%
PROPERTY TAX ROLLBACK	615,000.00	-	308,747.84	50.20%
LOCAL INTERGOVERNMENTAL GRANTS	-	-	2,000.00	0.00%
PATRON FINES & FEES	26,000.00	2,473.26	23,040.57	88.62%
COPIER INCOME	27,600.00	2,713.90	22,691.25	82.21%
PASSPORT EXECUTION FEES	25,000.00	1,935.00	19,295.00	77.18%
PASSPORT PHOTOS	6,000.00	391.00	4,511.00	75.18%
PATRON SUPPLIES	12,500.00	2,305.14	18,088.76	144.71%
INTEREST INCOME	75,000.00	42,677.83	361,770.70	482.36%
UNRESTRICTED DONATIONS	10,000.00	182.43	3,087.05	30.87%
DONATIONS-RESTRICTED	30,000.00	-	20,150.00	67.17%
REFUNDS & REIMBURSEMENTS	2,500.00	1,564.78	14,145.08	565.80%
MISCELLANEOUS-OTHER	500.00	3.05	272.48	54.50%
TRANSFER IN	-	-	-	0.00%
<b>TOTAL RECEIPTS-GENERAL FUND</b>	<b>\$ 8,756,659.00</b>	<b>\$ 658,231.77</b>	<b>\$ 7,938,936.38</b>	<b>90.66%</b>

<b>102 - UNCLAIMED FUNDS</b>				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ 183.07	0.00%
TRANSFER IN	-	-	-	0.00%
<b>TOTAL RECEIPTS-UNCLAIMED FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183.07</b>	<b>0.00%</b>

<b>203 - "THE WALL THAT HEALS" FUND</b>				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DONATIONS-RESTRICTED	\$ 9,000.00	\$ -	\$ 9,100.00	101.11%
TRANSFER IN	10,000.00	-	10,000.00	100.00%
<b>TOTAL RECEIPTS-TWTH FUND</b>	<b>\$ 19,000.00</b>	<b>\$ -</b>	<b>\$ 19,100.00</b>	<b>100.53%</b>

<b>205 - SPECIAL OPERATING FUND</b>				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
<b>TOTAL RECEIPTS-SPECIAL OPERATING FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

<b>401 - BUILDING FUND</b>				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	\$ 1,000,000.00	\$ -	\$ -	0.00%
<b>TOTAL RECEIPTS-BUILDING FUND</b>	<b>\$ 1,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

**450 - PERMANENT IMPROVEMENT - ILS FUND**

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

**451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND**

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

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

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

**999 - PAYROLL CLEARING FUND**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	\$ -	\$ 76,323.33	\$ 501,210.86	0.00%
UNUM REVENUE	-	766.52	5,037.70	0.00%
DELTA REVENUE	-	1,797.63	10,757.81	0.00%
ANTHEM REVENUE	-	18,344.79	114,635.55	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 97,232.27	\$ 631,641.92	0.00%
<b>GRAND TOTAL RECEIPTS</b>	<b>\$ 9,781,409.00</b>	<b>\$ 755,464.04</b>	<b>\$ 8,589,861.37</b>	<b>87.82%</b>



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

<b>101 - GENERAL FUND</b>						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
PUBLIC LIBRARY FUND	\$ 296,162.37	\$ 273,478.73	\$ (22,683.64)	\$ 2,527,920.54	\$ 2,282,432.93	\$ (245,487.61)
GENERAL PROPERTY TAXES	343,545.68	330,506.65	(13,039.03)	4,580,609.00	4,858,703.72	\$ 278,094.72 <sup>1</sup>
PROPERTY TAX ROLLOVER	-	-	-	307,500.00	308,747.84	\$ 1,247.84
LOCAL INTERGOVERNMENTAL GRANT:	-	-	-	-	2,000.00	\$ 2,000.00
PATRON FINES & FEES	2,166.67	2,473.26	306.59	19,500.00	23,040.57	\$ 3,540.57
COPIER INCOME	2,300.00	2,713.90	413.90	20,700.00	22,691.25	\$ 1,991.25
PASSPORT EXECUTION FEES	2,083.33	1,935.00	(148.33)	18,750.00	19,295.00	\$ 545.00
PASSPORT PHOTOS	500.00	391.00	(109.00)	4,500.00	4,511.00	\$ 11.00
PATRON SUPPLIES	1,041.67	2,305.14	1,263.47	9,375.00	18,088.76	\$ 8,713.76 <sup>2</sup>
INTEREST INCOME	4,042.50	42,677.83	38,635.33	61,642.50	361,770.70	\$ 300,128.20 <sup>3</sup>
UNRESTRICTED DONATIONS	720.00	182.43	(537.57)	6,480.00	3,087.05	\$ (3,392.95)
DONATIONS-RESTRICTED	938.18	-	(938.18)	18,943.74	20,150.00	\$ 1,206.26
REFUNDS & REIMBURSEMENTS	69.33	1,564.78	1,495.45	1,487.63	14,145.08	\$ 12,657.45
MISCELLANEOUS-OTHER	24.20	3.05	(21.15)	326.95	272.48	\$ (54.47)
TRANSFER IN	-	-	-	-	-	\$ -
<b>TOTAL GENERAL FUND</b>	<b>\$ 653,593.92</b>	<b>\$ 658,231.77</b>	<b>\$ 4,637.85</b>	<b>\$ 7,577,735.36</b>	<b>\$ 7,938,936.38</b>	<b>\$ 361,201.02</b>
<b>102 - UNCLAIMED FUNDS</b>						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 183.07	\$ 183.07
TRANSFER IN	-	-	-	-	-	\$ -
<b>TOTAL RECEIPTS-UNCLAIMED FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183.07</b>	<b>\$ 183.07</b>
<b>203 - "THE WALL THAT HEALS" FUND</b>						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DONATIONS-RESTRICTED	\$ -	\$ -	\$ -	\$ -	\$ 9,100.00	\$ 9,100.00
TRANSFER IN	-	-	-	-	10,000.00	10,000.00
<b>TOTAL - "THE WALL THAT HEALS" FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,100.00</b>	<b>\$ 19,100.00</b>
<b>205 - SPECIAL OPERATING FUND</b>						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS-SPECIAL OPERATING FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>401 - BUILDING FUND</b>						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS-BUILDING FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>450 - PERMANENT IMPROVEMENT - ILS FUND</b>						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS-PERM. IMP. FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND							
TRANSFERS IN TOTAL PERM. IMP. FUND- TECHNOLOGY	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT							
DONATIONS-RESTRICTED TOTAL YECK GOOD LIFE ENDOWMENT	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
999 - PAYROLL CLEARING FUND							
DEFAULT REVENUE UNUM REVENUE DELTA REVENUE ANTHEM REVENUE TOTAL PAYROLL CLEARING FUND	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
	\$ -	\$ 76,323.33	\$ 76,323.33	\$ -	\$ 501,210.86	\$ 501,210.86	
	-	766.52	766.52	-	5,037.70	5,037.70	
	-	1,797.63	1,797.63	-	10,757.81	10,757.81	
	-	18,344.79	18,344.79	-	114,635.55	114,635.55	
	\$ -	\$ 97,232.27	\$ 97,232.27	\$ -	\$ 631,641.92	\$ 631,641.92	
GRAND TOTAL RECEIPTS	\$ 653,593.92	\$ 755,464.04	\$ 101,870.12	\$ 7,577,735.36	\$ 8,589,861.37	\$ 1,012,126.01	

1 - Property tax settlement was received in September. We ended up collecting 6% more than estimates

2 - Patron supplies continue to be very strong, amounts are almost double the initial estimates

3 - Interest income amounts for the year are over 486% above estimates

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<b>101 - GENERAL FUND</b>						
<b>1000 SALARIES &amp; BENEFITS</b>						
1100 - SALARIES & LEAVE BENEFITS						
Director/Managers	580,000.00	65,818.42	426,779.43	0.00	153,220.57	73.58%
Library Specialist	1,293,500.00	146,915.10	946,801.33	0.00	346,698.67	73.20%
Technician	195,000.00	22,274.40	147,071.60	0.00	47,928.40	75.42%
Public Services Assistant	383,300.00	41,513.14	273,052.67	0.00	110,247.33	71.24%
Substitute	83,000.00	5,146.51	31,312.63	0.00	51,687.37	37.73%
Fiscal Officer	92,000.00	10,533.60	70,224.00	0.00	21,776.00	76.33%
Administrative Support	400,500.00	37,965.56	220,489.07	0.00	180,010.93	55.05%
Facilities	67,500.00	7,992.70	51,767.31	0.00	15,732.69	76.69%
Library Aides	150,000.00	10,375.04	85,684.41	0.00	64,315.59	57.12%
Shelving Assistants	119,000.00	12,517.31	85,708.00	0.00	33,292.00	72.02%
TOTAL SALARIES & LEAVE BENEFITS	3,363,800.00	361,051.78	2,338,890.45	0.00	1,024,909.55	69.53%
1400 - RETIREMENT-OPERS						
OPERS	774,062.00	54,767.62	537,444.78	0.00	236,617.22	69.43%
1600 - INSURANCE BENEFITS						
Health Insurance	545,010.36	40,745.66	355,212.65	119,541.05	70,256.66	87.11%
Health Savings Account	104,600.00	7,416.81	66,042.94	30,857.06	7,700.00	92.64%
Dental Insurance	23,325.00	1,841.13	14,831.11	8,289.47	204.42	99.12%
Medicare	48,912.85	5,139.26	33,235.84	0.00	15,677.01	67.95%
Life Insurance	4,100.98	284.89	2,460.24	892.61	748.13	81.76%
Workers' Compensation	5,000.00	0.00	84.00	0.00	4,916.00	1.68%
TOTAL INSURANCE BENEFITS	730,949.19	55,427.75	471,866.78	159,580.19	99,502.22	64.56%
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	3,905.00	674.00	2,307.00	422.00	1,176.00	69.88%
Other Employee Benefits	4,000.00	0.00	2,647.14	1,352.86	0.00	100.00%
TOTAL OTHER EMPLOYEE BENEFITS	7,905.00	674.00	4,954.14	1,774.86	1,176.00	62.67%
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>4,876,716.19</b>	<b>471,921.15</b>	<b>3,353,156.15</b>	<b>161,355.05</b>	<b>1,362,204.99</b>	<b>68.76%</b>
<b>2000 - SUPPLIES</b>						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	41,503.11	1,737.04	27,096.01	9,219.88	5,187.22	87.50%
Program Supplies	128,828.78	2,171.18	41,498.26	33,540.04	53,790.48	58.25%
Cataloging/Processing Supplies	15,660.09	0.00	3,715.61	2,500.00	9,444.48	39.69%
Postage	17,010.00	1,510.00	5,010.00	0.00	12,000.00	29.45%
Small Tools/Equipment	3,000.00	0.00	88.58	808.65	2,102.77	29.91%
TOTAL GENERAL ADMIN SUPPLIES	206,001.98	5,418.22	77,408.46	46,068.57	82,524.95	37.58%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,100.00	0.00	0.00	250.00	850.00	22.73%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	30,362.75	3,885.53	18,593.96	3,558.43	8,210.36	72.96%
<b>TOTAL SUPPLIES</b>	<b>237,464.73</b>	<b>9,303.75</b>	<b>96,002.42</b>	<b>49,877.00</b>	<b>91,585.31</b>	<b>40.43%</b>
<b>3000 - PURCHASED &amp; CONTRACTED SERVICES</b>						
3100 - TRAVEL EXPENSES						
Mileage	9,927.04	798.52	4,648.62	3,073.79	2,204.63	77.79%
In-House Seminars	3,750.00	113.24	1,868.27	1,046.73	835.00	77.73%
Conference/Meetings	15,593.82	1,725.90	7,675.73	1,809.44	6,108.65	60.83%
TOTAL TRAVEL EXPENSES	29,270.86	2,637.66	14,192.62	5,929.96	9,148.28	48.49%

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<b>3200 - COMMUNICATION / PRINTING / PUBLICITY</b>						
Telephone	8,640.77	286.98	2,576.52	3,023.48	3,040.77	64.81%
Computer Data Line	52,843.35	2,670.51	19,748.78	20,213.54	12,881.03	75.62%
Security Alarm	7,500.00	0.00	1,980.00	920.00	4,600.00	38.67%
Legal Ads	2,054.40	0.00	963.04	334.08	757.28	63.14%
Marketing & Advertising	13,210.40	320.00	12,789.56	420.00	0.84	99.99%
Printing/Publications	40,726.50	94.94	8,963.93	8,964.46	22,798.11	44.02%
<b>TOTAL COMMUNICATION/PRINT/PUBLICITY</b>	<b>124,975.42</b>	<b>3,372.43</b>	<b>47,021.83</b>	<b>33,875.56</b>	<b>44,078.03</b>	<b>37.62%</b>
<b>3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY</b>						
Building & Site Repairs	117,990.37	4,344.84	44,625.79	19,124.82	54,239.76	54.03%
Equipment Maintenance	36,034.95	3,096.05	18,218.37	6,296.08	11,520.50	68.03%
Grounds & Snow Removal	128,167.00	6,723.20	34,862.86	32,825.57	60,478.57	52.81%
Janitorial Services	251,239.11	14,140.25	138,947.44	52,059.76	60,231.91	76.03%
Trash Services	9,218.26	774.86	6,631.78	1,975.52	610.96	93.37%
<b>TOTAL PROPERTY MAINT/REPAIR/SECURITY</b>	<b>542,649.69</b>	<b>29,079.20</b>	<b>243,286.24</b>	<b>112,281.75</b>	<b>187,081.70</b>	<b>65.52%</b>
<b>3400 - INSURANCE</b>						
Property Insurance	32,500.00	9,383.75	25,263.50	9.50	7,227.00	77.76%
<b>3500 - RENTS &amp; LEASES</b>						
Rents & Leases	31,500.00	0.00	0.00	0.00	31,500.00	0.00%
<b>3600 - UTILITIES</b>						
Electricity	150,723.37	7,642.79	56,639.73	51,090.80	42,992.84	71.48%
Gas	63,587.13	1,708.75	36,918.17	14,142.51	12,526.45	80.30%
Water/Sewer	13,200.84	1,716.10	6,102.57	4,268.93	2,829.34	78.57%
<b>TOTAL UTILITIES</b>	<b>227,511.34</b>	<b>11,067.64</b>	<b>99,660.47</b>	<b>69,502.24</b>	<b>58,348.63</b>	<b>74.35%</b>
<b>3700 - PROFESSIONAL SERVICES</b>						
Speakers/Program Stipends	16,187.89	1,500.00	4,840.00	7,760.00	3,587.89	77.84%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,527.44	221.40	12,263.79	0.00	263.65	97.90%
Legal Services	27,847.50	206.25	24,558.75	918.75	2,370.00	91.49%
Tax Collection Fees	76,109.93	30,690.87	70,916.21	5,083.79	109.93	99.86%
Banking Fees	9,329.44	206.85	5,185.08	3,329.58	814.78	91.27%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>142,002.20</b>	<b>32,825.37</b>	<b>117,763.83</b>	<b>17,092.12</b>	<b>7,146.25</b>	<b>94.97%</b>
<b>3800 - SOFTWARE MAINTENANCE</b>						
Software Maintenance	253,137.44	5,108.00	178,269.31	1,554.47	73,313.66	71.04%
<b>3900 - OTHER CONTRACTED SERVICES</b>						
Temporary Contract Services	43,656.65	2,080.35	18,732.76	7,176.89	17,747.00	59.35%
Online Services	138,225.12	0.00	76,559.08	439.36	61,226.68	55.71%
Collection Development Services	5,800.00	200.00	4,689.50	800.00	310.50	94.65%
<b>TOTAL OTHER CONTRACTED SERVICES</b>	<b>187,681.77</b>	<b>2,280.35</b>	<b>99,981.34</b>	<b>8,416.25</b>	<b>79,284.18</b>	<b>57.76%</b>
<b>TOTAL PURCHASED/CONTRACT SERVICES</b>	<b>1,571,228.72</b>	<b>95,754.40</b>	<b>825,439.14</b>	<b>248,661.85</b>	<b>497,127.73</b>	<b>68.36%</b>
<b>4000 - LIBRARY MATERIALS</b>						
<b>4100 - NEW BOOKS</b>						
New Books	612,095.69	18,380.87	292,540.50	161,827.33	157,727.86	74.23%
Standing Orders/Continuations	29,004.83	1,291.30	11,529.29	7,821.86	9,653.68	66.72%
Book Rentals	66,629.15	129.35	60,649.56	689.60	5,289.99	92.06%
<b>TOTAL NEW BOOKS</b>	<b>707,729.67</b>	<b>19,801.52</b>	<b>364,719.35</b>	<b>170,338.79</b>	<b>172,671.53</b>	<b>51.53%</b>
<b>4200 - PERIODICALS</b>						
Periodicals	25,258.35	20,467.34	21,526.40	3,236.12	495.83	98.04%

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<b>4300 - AUDIO-VISUAL MATERIALS</b>						
Dvd Movies	128,015.29	6,527.61	54,602.42	28,506.90	44,905.97	64.92%
Read Along Audiobooks	23,462.34	2,898.77	13,248.99	2,400.39	7,812.96	66.70%
CD-Rom	14,828.43	3,392.13	9,806.17	845.08	4,177.18	71.83%
Books On CD	46,227.14	0.00	13,666.18	9,948.43	22,612.53	51.08%
Compact Discs	85.95	0.00	85.95	0.00	0.00	100.00%
Library Bags	2,718.79	176.73	1,275.21	1,430.43	13.15	99.52%
<b>TOTAL AUDIO-VISUAL MATERIALS</b>	<b>215,337.94</b>	<b>12,995.24</b>	<b>92,684.92</b>	<b>43,131.23</b>	<b>79,521.79</b>	<b>63.07%</b>
<b>4500 - ONLINE LIBRARY DATABASES</b>						
Online Subscriptions - Adult	120,903.55	6,920.00	94,031.36	26,872.19	0.00	100.00%
Online Subscriptions - Youth	10,200.27	0.00	2,108.82	2,137.00	5,954.45	41.62%
<b>TOTAL ONLINE LIBRARY DATABASES</b>	<b>131,103.82</b>	<b>6,920.00</b>	<b>96,140.18</b>	<b>29,009.19</b>	<b>5,954.45</b>	<b>73.33%</b>
<b>4600 - COLLECTION DELIVERY SERVICES</b>						
Search Ohio Delivery	12,204.45	0.00	12,204.45	0.00	0.00	100.00%
<b>4800 - eMATERIALS</b>						
eBOOKS	395,242.71	3,109.82	358,864.10	21,263.77	15,114.84	96.18%
Digital Music Services	40,000.00	0.00	39,735.00	0.00	265.00	99.34%
Digital Video Services	166,412.70	3,436.94	53,436.94	46,563.06	66,412.70	60.09%
<b>TOTAL E-MATERIALS</b>	<b>601,655.41</b>	<b>6,546.76</b>	<b>452,036.04</b>	<b>67,826.83</b>	<b>81,792.54</b>	<b>75.13%</b>
<b>4900 - LIBRARY MATERIALS-OTHER</b>						
Special Learning Kits	38,752.71	375.76	5,547.03	24,581.71	8,623.97	77.75%
Board Game Collection	3,011.86	0.00	1,229.16	1,031.95	750.75	75.07%
<b>TOTAL LIBRARY MATERIALS - OTHER</b>	<b>41,764.57</b>	<b>375.76</b>	<b>6,776.19</b>	<b>25,613.66</b>	<b>9,374.72</b>	<b>16.22%</b>
<b>TOTAL LIBRARY MATERIALS</b>	<b>1,735,054.21</b>	<b>67,106.62</b>	<b>1,046,087.53</b>	<b>339,155.82</b>	<b>349,810.86</b>	<b>79.84%</b>
<b>5000 - CAPITAL OUTLAY</b>						
Land Improvements	21,226.99	0.00	1,226.99	0.00	20,000.00	5.78%
Building Improvements	37,130.00	0.00	0.00	0.00	37,130.00	0.00%
Hardware	292,072.00	0.00	83,016.21	12,556.02	211,599.77	32.72%
Software	71,450.00	0.00	6,289.52	1,354.46	63,806.02	10.70%
Office Furniture	18,675.60	0.00	6,050.24	201.51	12,423.85	33.48%
Library Furniture	102,585.23	1,313.96	8,399.19	6,273.99	87,912.05	14.30%
Library Vehicle	75,000.00	0.00	74,823.57	0.00	176.43	99.76%
<b>TOTAL CAPITAL OUTLAY</b>	<b>618,139.82</b>	<b>1,313.96</b>	<b>179,805.72</b>	<b>20,385.98</b>	<b>433,048.12</b>	<b>29.09%</b>
<b>7000 - OTHER OBJECTS</b>						
<b>7100 - DUES &amp; MEMBERSHIPS</b>						
Organizational Dues	2,800.00	0.00	2,175.00	0.00	625.00	77.68%
Trustees Dues	12,000.00	0.00	11,802.00	198.00	0.00	100.00%
<b>TOTAL DUES &amp; MEMBERSHIPS</b>	<b>14,800.00</b>	<b>0.00</b>	<b>13,977.00</b>	<b>198.00</b>	<b>625.00</b>	<b>94.44%</b>
<b>7200 - TAXES AND ASSESSMENTS</b>						
State Sales Tax	2,162.28	0.00	1,822.57	339.71	0.00	100.00%
<b>TOTAL TAXES AND ASSESSMENTS</b>	<b>2,162.28</b>	<b>0.00</b>	<b>1,822.57</b>	<b>339.71</b>	<b>0.00</b>	<b>84.29%</b>
<b>7500 - REFUNDS &amp; REIMBURSEMENTS</b>						
Patron Refunds	2,680.24	233.63	1,501.79	1,154.68	23.77	99.11%
<b>TOTAL REFUNDS &amp; REIMBURSEMENTS</b>	<b>2,680.24</b>	<b>233.63</b>	<b>1,501.79</b>	<b>1,154.68</b>	<b>23.77</b>	<b>56.03%</b>
<b>7900 - MISCELLANEOUS EXPENDITURES</b>						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL MISCELLANEOUS EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL OTHER OBJECTS</b>	<b>19,642.52</b>	<b>233.63</b>	<b>17,301.36</b>	<b>1,692.39</b>	<b>648.77</b>	<b>96.70%</b>
<b>8900 - CONTINGENCY</b>						
Contingency	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
<b>TOTAL CONTINGENCY</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00%</b>
<b>9000 - INTERFUND TRANSFERS OUT</b>						
Transfers To Other Funds	1,000,000.00	0.00	10,000.00	0.00	990,000.00	1.00%
<b>TOTAL INTERFUND</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>990,000.00</b>	<b>1.00%</b>
<b>TOTAL GENERAL FUND</b>	<b>10,158,246.19</b>	<b>645,633.51</b>	<b>5,527,792.32</b>	<b>821,128.09</b>	<b>3,824,425.78</b>	<b>62.50%</b>

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<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>203 - "THE WALL THAT HEALS" FUND</b>						
Program Supplies	3,200.00	148.50	1,623.82	353.10	1,223.08	61.78%
Postage	100.00	0.00	63.00	0.00	37.00	63.00%
Marketing & Advertising	600.00	469.97	469.97	30.03	100.00	83.33%
Printing/Publications	600.00	0.00	0.00	0.00	600.00	0.00%
Equipment Rental	900.00	0.00	900.00	0.00	0.00	100.00%
Speaker Stipends	100.00	0.00	100.00	0.00	0.00	100.00%
Other Professional Services	2,500.00	0.00	1,500.00	0.00	1,000.00	60.00%
Site Fee	11,000.00	0.00	11,000.00	0.00	0.00	100.00%
	19,000.00	618.47	15,656.79	383.13	2,960.08	84.42%
<b>401 - BUILDING FUND</b>						
Legal Advertisements	5,000.00	0.00	4,019.36	0.00	980.64	80.39%
Architect/Engineering	156,000.00	23,000.00	38,018.14	14,981.86	103,000.00	33.97%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Buildings	500,000.00	427,949.67	434,094.67	1.00	65,904.33	86.82%
Building Improvements	1,515,000.00	51,900.00	51,900.00	347,050.00	1,116,050.00	26.33%
Furniture & Equipment	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
<b>TOTAL BUILDING FUND</b>	<b>2,676,000.00</b>	<b>502,849.67</b>	<b>528,032.17</b>	<b>362,032.86</b>	<b>1,785,934.97</b>	<b>33.26%</b>
<b>450 - PERMANENT IMPROVEMENT FUND--ILS</b>						
Software	52,804.00	0.00	37,170.55	10,633.45	5,000.00	90.53%
<b>TOTAL PERMANENT IMPROVEMENT FUND-ILS</b>	<b>52,804.00</b>	<b>0.00</b>	<b>37,170.55</b>	<b>10,633.45</b>	<b>5,000.00</b>	<b>90.53%</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	46,400.00	0.00	0.00	0.00	46,400.00	0.00%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
<b>TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY</b>	<b>54,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,400.00</b>	<b>0.00%</b>
<b>898-GOOD LIFE PRIVATE PURPOSE FUND</b>						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	9,705.97	0.00	189.98	0.00	9,515.99	1.96%
Printing / Publications	253.24	0.00	0.00	0.00	253.24	0.00%
<b>TOTAL GOOD LIFE PRIVATE PURPOSE FUND</b>	<b>9,959.21</b>	<b>0.00</b>	<b>189.98</b>	<b>0.00</b>	<b>9,769.23</b>	<b>1.91%</b>
<b>999 PAYROLL CLEARING FUND</b>						
Default Expense	0.00	76,445.20	501,058.40	0.00	-501,058.40	
Unum Expense	0.00	515.55	4,536.75	0.00	-4,536.75	
Delta Expense	0.00	2,620.39	10,635.81	0.00	-10,635.81	
Anthem Expense	0.00	13,352.37	112,115.09	0.00	-112,115.09	
<b>TOTAL PAYROLL CLEARING FUND</b>	<b>0.00</b>	<b>92,933.51</b>	<b>628,346.05</b>	<b>0.00</b>	<b>(628,346.05)</b>	
<b>GRAND TOTAL ALL APPROPRIATIONS</b>	<b>\$12,970,409.40</b>	<b>\$1,242,035.16</b>	<b>\$6,737,187.86</b>	<b>\$1,194,177.53</b>	<b>\$5,054,144.01</b>	<b>61.15%</b>

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<b>101 - GENERAL FUND</b>						
<b>1000 SALARIES &amp; BENEFITS</b>						
1100 - SALARIES & LEAVE BENEFITS						
Director/Managers	66,923.08	65,818.42	1,104.66	446,153.85	426,779.43	19,374.42
Library Specialist	149,250.00	146,915.10	2,334.90	995,000.00	946,801.33	48,198.67
Technician	22,500.00	22,274.40	225.60	150,000.00	147,071.60	2,928.40
Public Services Assistant	44,226.92	41,513.14	2,713.78	294,846.15	273,052.67	21,793.48
Substitute	9,576.92	5,146.51	4,430.41	63,846.15	31,312.63	32,533.52
Fiscal Officer	10,615.38	10,533.60	81.78	70,769.23	70,224.00	545.23
Administrative Support	46,211.54	37,965.56	8,245.98	311,365.38	220,489.07	90,876.31
Facilities	7,788.46	7,992.70	(204.24)	51,923.08	51,767.31	155.77
Library Aides	17,307.69	10,375.04	6,932.65	115,384.62	85,684.41	29,700.21
Shelving Assistants	13,730.77	12,517.31	1,213.46	91,538.46	85,708.00	5,830.46
TOTAL SALARIES & LEAVE BENEFITS	388,130.77	361,051.78	27,078.99	2,590,826.92	2,338,890.45	251,936.47
1400 - RETIREMENT-OPERS						
OPERS	59,543.23	54,767.62	4,775.61	595,134.59	537,444.78	57,689.81
1600 - INSURANCE BENEFITS						
Health Insurance	45,417.53	40,745.66	4,671.87	409,091.10	355,212.65	53,878.45
Health Savings Account	8,716.67	7,416.81	1,299.86	78,450.00	66,042.94	12,407.06
Dental Insurance	1,943.75	1,841.13	102.62	17,493.75	14,831.11	2,662.64
Medicare	5,643.79	5,139.26	504.53	37,625.27	33,235.84	4,389.43
Life Insurance	341.75	284.89	56.86	3,075.74	2,460.24	615.50
Workers' Compensation	0.00	0.00	0.00	0.00	84.00	-84.00
TOTAL INSURANCE BENEFITS	62,063.49	55,427.75	6,635.74	545,735.86	471,866.78	73,869.08
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	59.58	674.00	(614.42)	2,215.40	2,307.00	-91.60
Other Employee Benefits	0.00	0.00	0.00	2,700.00	2,647.14	52.86
TOTAL OTHER EMPLOYEE BENEFITS	59.58	674.00	(614.42)	4,915.40	4,954.14	-38.74
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>509,797.07</b>	<b>471,921.15</b>	<b>37,875.92</b>	<b>3,736,612.77</b>	<b>3,353,156.15</b>	<b>383,456.62</b>
<b>2000 - SUPPLIES</b>						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	3,458.59	1,737.04	1,721.55	31,127.33	27,096.01	4,031.32
Program Supplies	11,070.96	2,171.18	8,899.78	100,324.47	41,498.26	58,826.21
Cataloging/Processing Supplies	783.00	0.00	783.00	13,311.08	3,715.61	9,595.47
Postage	480.00	1,510.00	(1,030.00)	14,317.50	5,010.00	9,307.50
Small Tools/Equipment	250.00	0.00	250.00	2,250.00	88.58	2,161.42
TOTAL GENERAL ADMIN SUPPLIES	16,042.56	5,418.22	10,624.34	161,330.38	77,408.46	83,921.92
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	91.67	0.00	91.67	825.00	0.00	825.00
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	2,111.86	3,885.53	(1,773.67)	21,506.71	18,593.96	2,912.75
<b>TOTAL SUPPLIES</b>	<b>18,246.08</b>	<b>9,303.75</b>	<b>8,942.33</b>	<b>183,662.09</b>	<b>96,002.42</b>	<b>87,659.67</b>
<b>3000 - PURCHASED &amp; CONTRACTED SERVICES</b>						
3100 - TRAVEL EXPENSES						
Mileage	593.00	798.52	(205.52)	7,418.66	4,648.62	2,770.04
In-House Seminars	937.50	113.24	824.26	3,750.00	1,868.27	1,881.73
Conference/Meetings	1,034.07	1,725.90	(691.83)	10,418.57	7,675.73	2,742.84
TOTAL TRAVEL EXPENSES	2,564.57	2,637.66	(73.09)	21,587.24	14,192.62	7,394.62
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	720.06	286.98	433.08	6,480.58	2,576.52	3,904.06
Computer Data Line	4,003.61	2,670.51	1,333.10	40,832.51	19,748.78	21,083.73
Security Alarm	625.00	0.00	625.00	5,625.00	1,980.00	3,645.00
Legal Ads	171.20	0.00	171.20	1,540.80	963.04	577.76
Marketing & Advertising	1,056.83	320.00	736.83	6,024.74	12,789.56	-6,764.82
Printing/Publications	9,585.14	94.94	9,490.20	35,429.55	8,963.93	26,465.62
TOTAL						
COMMUNICATION/PRINT/PUBLICITY	16,161.85	3,372.43	12,789.42	95,933.17	47,021.83	48,911.34

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<b>3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY</b>						
Building & Site Repairs	9,832.53	4,344.84	5,487.69	98,492.78	44,625.79	53,866.99
Equipment Maintenance	3,002.91	3,096.05	(93.14)	27,026.21	18,218.37	8,807.84
Grounds & Snow Removal	10,680.58	6,723.20	3,957.38	96,125.25	34,862.86	61,262.39
Janitorial Services	23,186.59	14,140.25	9,046.34	181,679.33	138,947.44	42,731.89
Trash Services	768.19	774.86	(6.67)	6,913.70	6,631.78	281.92
<b>TOTAL PROPERTY MAINT/REPAIR/SECURITY</b>	<b>47,470.81</b>	<b>29,079.20</b>	<b>18,391.61</b>	<b>410,237.27</b>	<b>243,286.24</b>	<b>166,951.03</b>
<b>3400 - INSURANCE</b>						
Property Insurance	1,583.33	9,383.75	(7,800.42)	27,750.00	25,263.50	2,486.50
<b>3500 - RENTS &amp; LEASES</b>						
Rents & Leases	5,250.00	0.00	5,250.00	15,750.00	0.00	15,750.00
<b>3600 - UTILITIES</b>						
Electricity	14,070.18	7,642.79	6,427.39	112,017.45	56,639.73	55,377.72
Gas	2,759.13	1,708.75	1,050.38	48,140.22	36,918.17	11,222.05
Water/Sewer	1,800.03	1,716.10	83.93	9,759.92	6,102.57	3,657.35
<b>TOTAL UTILITIES</b>	<b>18,629.34</b>	<b>11,067.64</b>	<b>7,561.70</b>	<b>169,917.60</b>	<b>99,660.47</b>	<b>70,257.13</b>
<b>3700 - PROFESSIONAL SERVICES</b>						
Speakers/Program Stipends	1,395.00	1,500.00	(105.00)	12,253.95	4,840.00	7,413.95
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	0.00	221.40	(221.40)	12,527.44	12,263.79	263.65
Legal Services	696.19	206.25	489.94	23,758.94	24,558.75	-799.81
Tax Collection Fees	37,674.42	30,690.87	6,983.55	75,729.38	70,916.21	4,813.17
Banking Fees	764.95	206.85	558.10	7,034.58	5,185.08	1,849.50
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>40,530.56</b>	<b>32,825.37</b>	<b>7,705.19</b>	<b>131,304.29</b>	<b>117,763.83</b>	<b>13,540.46</b>
<b>3800 - SOFTWARE MAINTENANCE</b>						
Software Maintenance	9,552.79	5,108.00	4,444.79	224,562.31	178,269.31	46,293.00
<b>3900 - OTHER CONTRACTED SERVICES</b>						
Temporary Contract Services	3,205.36	2,080.35	1,125.01	35,775.37	18,732.76	17,042.61
Online Services	5,529.00	0.00	5,529.00	114,726.85	76,559.08	38,167.77
Collection Development Services	483.33	200.00	283.33	4,350.00	4,689.50	-339.50
<b>TOTAL OTHER CONTRACTED SERVICES</b>	<b>9,217.70</b>	<b>2,280.35</b>	<b>6,937.35</b>	<b>154,852.22</b>	<b>99,981.34</b>	<b>54,870.88</b>
<b>TOTAL PURCHASED/CONTRACT SERVICES</b>	<b>150,960.95</b>	<b>95,754.40</b>	<b>55,206.55</b>	<b>1,251,894.09</b>	<b>825,439.14</b>	<b>426,454.95</b>
<b>4000 - LIBRARY MATERIALS</b>						
<b>4100 - NEW BOOKS</b>						
New Books	36,725.74	18,380.87	18,344.87	403,983.16	292,540.50	111,442.66
Standing Orders/Continuations	2,417.07	1,291.30	1,125.77	21,753.62	11,529.29	10,224.33
Book Rentals	166.57	129.35	37.22	66,129.43	60,649.56	5,479.87
<b>TOTAL NEW BOOKS</b>	<b>39,309.38</b>	<b>19,801.52</b>	<b>19,507.86</b>	<b>491,866.21</b>	<b>364,719.35</b>	<b>127,146.86</b>
<b>4200 - PERIODICALS</b>						
Periodicals	22,227.35	20,467.34	1,760.01	24,248.02	21,526.40	2,721.62
<b>4300 - AUDIO-VISUAL MATERIALS</b>						
Dvd Movies	10,667.94	6,527.61	4,140.33	96,011.47	54,602.42	41,409.05
Read Along Audiobooks	1,955.20	2,898.77	(943.58)	17,596.76	13,248.99	4,347.77
CD-Rom	1,235.70	3,392.13	(2,156.43)	11,121.32	9,806.17	1,315.15
Books On CD	3,852.26	0.00	3,852.26	35,253.69	13,666.18	21,587.51
Compact Discs	7.16	0.00	7.16	173.86	85.95	87.91
Brary Bags	226.57	176.73	49.84	1,346.36	1,275.21	71.15
<b>TOTAL AUDIO-VISUAL MATERIALS</b>	<b>17,944.83</b>	<b>12,995.24</b>	<b>4,949.59</b>	<b>161,503.46</b>	<b>92,684.92</b>	<b>68,818.54</b>
<b>4500 - ONLINE LIBRARY DATABASES</b>						
Online Subscriptions - Adult	7,254.21	6,920.00	334.21	93,654.21	94,031.36	-377.15
Online Subscriptions - Youth	612.02	0.00	612.02	8,162.61	2,108.82	6,053.79
<b>TOTAL ONLINE LIBRARY DATABASES</b>	<b>7,866.23</b>	<b>6,920.00</b>	<b>946.23</b>	<b>101,816.83</b>	<b>96,140.18</b>	<b>5,676.65</b>
<b>4600 - COLLECTION DELIVERY SERVICES</b>						
Search Ohio Delivery	0.00	0.00	0.00	12,204.45	12,204.45	0.00
<b>4800 - eMATERIALS</b>						
eBOOKS	5,928.64	3,109.82	2,818.82	379,276.57	358,864.10	20,412.47
Digital Music Services	0.00	0.00	0.00	40,000.00	39,735.00	265.00
Digital Video Services	104,507.18	3,436.94	101,070.24	166,412.70	53,436.94	112,975.76
<b>TOTAL E-MATERIALS</b>	<b>110,435.82</b>	<b>6,546.76</b>	<b>103,889.06</b>	<b>585,689.27</b>	<b>452,036.04</b>	<b>133,653.23</b>



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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	2,962.78	375.76	2,587.02	29,864.38	5,547.03	24,317.35
Board Game Collection	250.99	0.00	250.99	2,258.90	1,229.16	1,029.74
TOTAL LIBRARY MATERIALS - OTHER	3,213.76	375.76	2,838.00	32,123.28	6,776.19	25,347.09
<b>TOTAL LIBRARY MATERIALS</b>	<b>200,997.37</b>	<b>67,106.62</b>	<b>133,890.75</b>	<b>1,409,451.51</b>	<b>1,046,087.53</b>	<b>363,363.98</b>
<b>5000 - CAPITAL OUTLAY</b>						
Land Improvements	1,768.92	0.00	1,768.92	15,920.24	1,226.99	14,693.25
Building Improvements	10.83	0.00	10.83	37,097.50	0.00	37,097.50
Hardware	18,457.67	0.00	18,457.67	254,120.83	83,016.21	171,104.62
Software	1,429.00	0.00	1,429.00	67,163.00	6,289.52	60,873.48
Office Furniture	1,139.63	0.00	1,139.63	15,256.70	6,050.24	9,206.46
Library Furniture	8,548.77	1,313.96	7,234.81	76,938.92	8,399.19	68,539.73
Library Vehicle	0.00	0.00	0.00	75,000.00	74,823.57	176.43
<b>TOTAL CAPITAL OUTLAY</b>	<b>31,354.82</b>	<b>1,313.96</b>	<b>30,040.86</b>	<b>541,497.20</b>	<b>179,805.72</b>	<b>361,691.48</b>
<b>7000 - OTHER OBJECTS</b>						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	233.33	0.00	233.33	2,100.00	2,175.00	-75.00
Trustees Dues	60.00	0.00	60.00	11,820.00	11,802.00	18.00
TOTAL DUES & MEMBERSHIPS	293.33	0.00	293.33	13,920.00	13,977.00	-57.00
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	0.00	0.00	0.00	2,162.28	1,822.57	339.71
TOTAL TAXES AND ASSESSMENTS	0.00	0.00	0.00	2,162.28	1,822.57	339.71
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	223.35	233.63	(10.28)	2,010.18	1,501.79	508.39
TOTAL REFUNDS & REIMBURSEMENTS	223.35	233.63	(10.28)	2,010.18	1,501.79	508.39
7900 - MISCELLANEOUS EXPENDITURES						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER OBJECTS</b>	<b>516.69</b>	<b>233.63</b>	<b>283.06</b>	<b>18,092.46</b>	<b>17,301.36</b>	<b>791.10</b>
<b>8900 - CONTINGENCY</b>						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CONTINGENCY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>9000 - INTERFUND TRANSFERS OUT</b>						
Transfers To Other Funds	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
<b>TOTAL INTERFUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>
<b>TOTAL GENERAL FUND</b>	<b>911,872.98</b>	<b>645,633.51</b>	<b>266,239.47</b>	<b>7,141,210.12</b>	<b>5,527,792.32</b>	<b>1,613,417.80</b>

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

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**FOOTNOTES**

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1 - Through the first nine months of the year, salary, retirement and insurance benefits are under budget. The biggest reasoning for this is that there were several positions budgeted for the year that have not been filled. These are causing salaries to come in under budget. This is having the same effect on retirement. Health insurance is another item that seems to be consistently and significantly under budget. Part of this is the open positions.

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

3 - Communications, Printing and Publicity is pretty significantly under budget for the year. There are two major items that are causing this. First, the computer data line charges have been significantly under the budgeted amounts in each quarter. Second, the initial budget included the costs to print the calendar of events on a quarterly basis. This has not occurred so far this year. We have reallocated a portion of this balance to Marketing and Advertising

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

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

6 - Library materials are currently about 26% under budget for the year. However, this is largely the result of items that have been ordered not being delivered yet. There is also a portion that are items that will be ordered soon.

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

Year-to-Date - Last Three Years								
	Year to Date		\$ Change	% Change	Year to Date		\$ Change	% Change
	2023	2022			2022	2021		
GENERAL FUND:								
REVENUE								
Public Library Fund	2,282,433	2,332,497	(50,064)	-2.1%	2,332,497	2,055,248	277,250	13.5%
Operating Levy	5,167,452	5,110,423	57,029	1.1%	5,110,423	5,014,273	96,150	1.9%
Federal, State and Local Grants	-	3,750	(3,750)	-100.0%	3,750	-	3,750	
Patron Fines, Fees, Patron Supplies	87,627	85,060	2,567	3.0%	85,060	68,949	16,111	23.4%
Interest Income	361,771	37,595	324,176	862.3%	38,417	23,213	15,204	65.5%
Donations	23,237	39,182	(15,945)	-40.7%	39,182	23,046	16,136	70.0%
Refunds/Reimbursements	14,145	1,700	12,445	732.0%	1,700	40,378	(38,677)	-95.8%
Miscellaneous	272	279	(7)	-2.5%	279	(846)	1,126	-133.0%
Total Revenue	7,936,936	7,610,486	326,451	4.3%	7,611,308	7,224,259	387,048	5.4%
EXPENDITURES								
Salaries	2,338,890	2,192,309	146,582	6.7%	2,192,309	1,862,568	329,740	17.7%
Retirement	537,445	483,373	54,072	11.2%	483,373	447,412	35,961	8.0%
Insurance & Other Benefits	476,821	429,625	47,196	11.0%	429,625	414,269	15,355	3.7%
Supplies	96,002	89,520	6,482	7.2%	89,520	59,009	30,511	51.7%
Purchased / Contract Services	825,439	922,993	(97,554)	-10.6%	922,993	739,266	183,727	24.9%
Library Materials	1,046,088	1,028,077	18,010	1.8%	1,028,077	937,359	90,718	9.7%
Capital Outlay	179,806	190,301	(10,495)	-5.5%	190,301	102,073	88,228	86.4%
Other Expenditures	17,301	14,378	2,924	20.3%	14,378	12,663	1,715	13.5%
Transfers to Other Funds	10,000	3,000,170	(2,990,170)	-99.7%	3,000,170	20,000	2,980,170	14900.8%
Total Expenditures	5,527,792	8,350,745	(2,822,953)	-33.8%	8,350,745	4,594,619	3,756,126	81.8%
Net Change in Fund Balance	2,409,144	(740,260)	3,149,404		-739,438	2,629,640	(3,369,078)	

<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	296,162	273,479	(22,684)	-7.7%	2,527,921	2,282,433	(245,488)	-9.7%
Operating Levy	343,546	330,507	(13,039)	-3.8%	4,888,109	5,167,452	279,343	5.7%
Patron Fines, Fees, Patron Supplies	8,092	9,818	1,727	21.3%	72,825	87,627	14,802	20.3%
Interest Income	4,043	42,678	38,635	955.7%	61,643	361,771	300,128	486.9%
Donations	1,658	182	(1,476)	-89.0%	25,424	23,237	(2,187)	-8.6%
Refunds/Reimbursements	69	1,565	1,495	2156.9%	1,488	14,145	12,657	850.8%
Miscellaneous	24	3	(21)	-87.4%	327	272	(54)	-16.7%
<b>Total Revenue</b>	<b>653,594</b>	<b>658,232</b>	<b>4,638</b>	<b>0.7%</b>	<b>7,577,735</b>	<b>7,936,936</b>	<b>359,201</b>	<b>4.7%</b>
<b>EXPENDITURES</b>								
Salaries	388,131	361,052	27,079	7.0%	2,590,827	2,338,890	251,936	9.7%
Retirement	59,543	54,768	4,776	8.0%	595,135	537,445	57,690	9.7%
Insurance & Other Benefits	62,123	56,102	6,021	9.7%	550,651	476,821	73,830	13.4%
Supplies	18,246	9,304	8,942	49.0%	183,662	96,002	87,660	47.7%
Purchased / Contract Services	150,961	95,754	55,207	36.6%	1,251,894	825,439	426,455	34.1%
Library Materials	200,997	67,107	133,891	66.6%	1,409,452	1,046,088	363,364	25.8%
Capital Outlay	31,355	1,314	30,041	95.8%	541,497	179,806	361,691	66.8%
Other Expenditures	517	234	283	54.8%	18,092	17,301	791	4.4%
Transfers to Other Funds	0	0	0		0	10,000	(10,000)	
<b>Total Expenditures</b>	<b>911,873</b>	<b>645,634</b>	<b>266,239</b>	<b>-29.2%</b>	<b>7,141,210</b>	<b>5,527,792</b>	<b>1,613,418</b>	<b>22.6%</b>
<b>Net Change in Fund Balance</b>	<b>(258,279)</b>	<b>12,598</b>	<b>270,877</b>		<b>436,525</b>	<b>2,409,144</b>	<b>1,972,619</b>	

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

US BANK INVESTMENTS						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Federal Farm Credit Bank						
3133EMKW1	\$ 200,000.00	0.21%	12/21/2023	\$ 200,000.00	\$	210.00
Fannie Mae						
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$	930.00
3135G0V34	\$ 408,000.00	2.50%	2/5/2024	\$ 399,993.00	\$	10,200.00
Federal Home Loan Bank						
3130ANDU1	\$ 300,000.00	0.30%	11/16/2023	\$ 300,000.00	\$	450.00
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$	990.00
3130ALTL8	\$ 500,000.00	0.30%	1/23/2024	\$ 500,000.00	\$	750.00
3130ALD92	\$ 800,000.00	0.25%	3/15/2024	\$ 800,000.00	\$	2,000.00
3130ALD92	\$ 400,000.00	0.25%	3/15/2024	\$ 400,000.00	\$	1,000.00
3130ANHL7	\$ 800,000.00	0.40%	5/24/2024	\$ 800,000.00	\$	3,200.00
3130ASYG8	\$ 250,000.00	3.50%	8/28/2024	\$ 250,000.00	\$	8,750.00
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$	900.00
3130AUEZ3	\$ 200,000.00	5.22%	1/27/2025	\$ 200,000.00	\$	10,440.00
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	\$ 500,000.00	\$	16,650.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	\$ 500,000.00	\$	18,000.00
3130AW3Z1	\$ 500,000.00	5.00%	5/22/2026	\$ 500,069.44	\$	25,000.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$	10,500.00
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$	10,000.00
	<u>\$ 7,058,000.00</u>			<u>\$ 7,050,062.44</u>	\$	<u>119,970.00</u>
PNC CAPITAL						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Federal Farm Credit Bank						
3133EMKW1	\$ 240,000.00	0.21%	12/21/2023	\$ 240,061.60	\$	252.00
3133EMTD4	\$ 250,000.00	0.37%	3/15/2024	\$ 250,411.11	\$	925.00
Freddie Mac						
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$	2,700.00
Total PNC	<u>\$ 1,090,000.00</u>			<u>\$ 1,091,717.41</u>	\$	<u>3,877.00</u>
Total	\$ 8,148,000.00			\$ 8,141,779.85	\$	123,847.00

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

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

	US Bank	PNC	STAR	Total
2023	\$ 93,013.40	\$ 11,778.54	\$ 256,978.18	\$ 361,770.12
2022	\$ 17,382.50	\$ 2,708.28	\$ 18,326.15	\$ 38,416.93
Change - YTD	\$ 75,630.90	\$ 9,070.26	\$ 238,652.03	\$ 323,353.19

**Interest Income Schedule - Next Twelve Months**

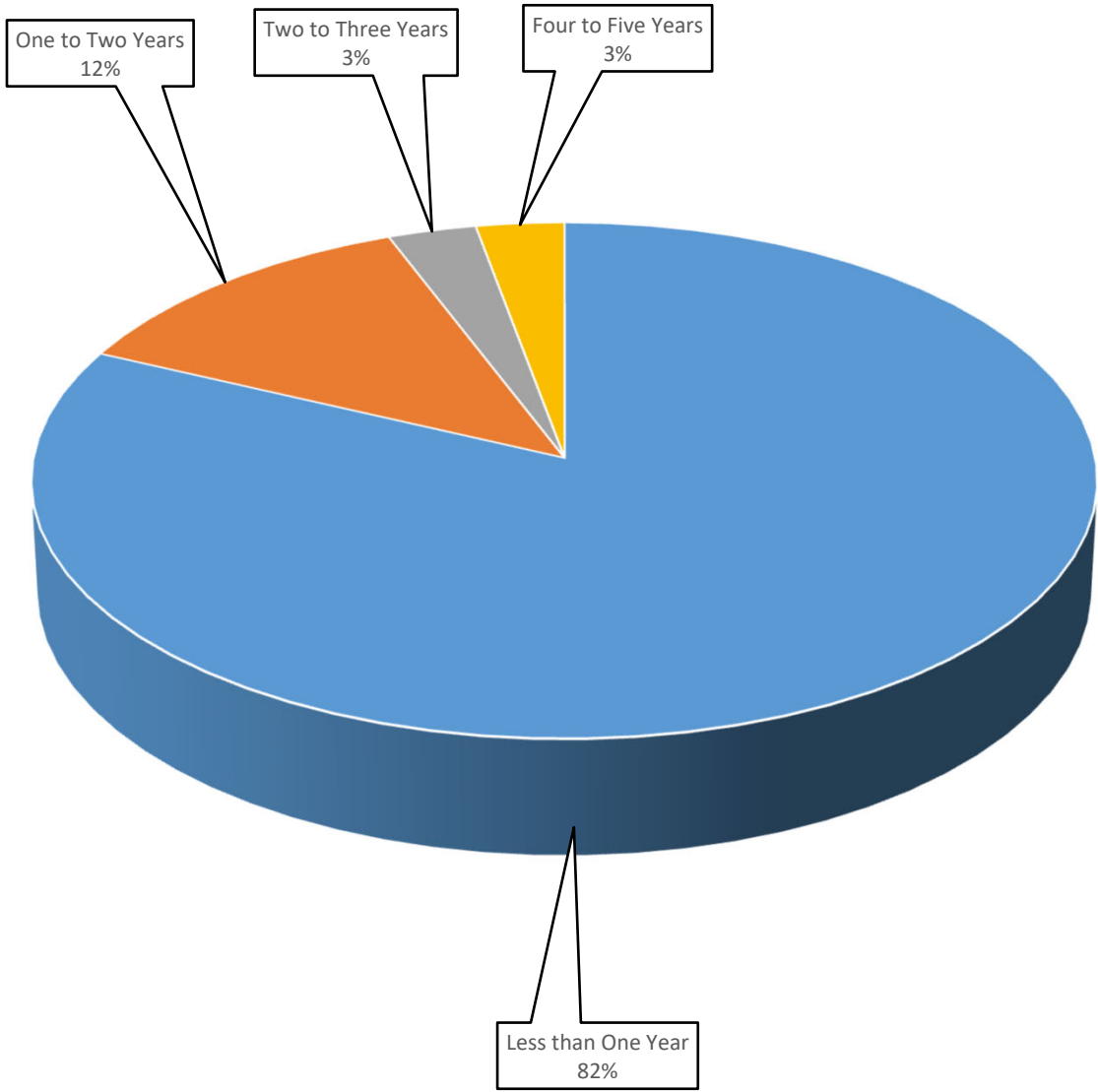
	US Bank	PNC	STAR (1)	Total
October	\$ -	\$ -	\$ 38,262.90	\$ 38,262.90
November	\$ 21,275.00	\$ 1,350.00	\$ 38,430.30	\$ 61,055.30
December	\$ 675.00	\$ 252.00	\$ 38,598.44	\$ 39,525.44
January	\$ 5,970.00	\$ -	\$ 35,075.18	\$ 41,045.18
February	\$ 31,765.00	\$ -	\$ 35,214.02	\$ 66,979.02
March	\$ 1,500.00	\$ 462.50	\$ 35,353.41	\$ 37,315.91
April	\$ -	\$ -	\$ 35,493.35	\$ 35,493.35
May	\$ 20,825.00	\$ 1,350.00	\$ 35,633.84	\$ 57,808.84
June	\$ 465.00	\$ -	\$ 35,774.89	\$ 36,239.89
July	\$ 5,220.00	\$ -	\$ 35,916.50	\$ 41,136.50
August	\$ 30,775.00	\$ -	\$ 36,058.67	\$ 66,833.67
September	\$ 1,500.00	\$ 462.50	\$ 36,201.41	\$ 38,163.91
	<b>\$ 119,970.00</b>	<b>\$ 3,877.00</b>	<b>\$ 436,012.93</b>	<b>\$ 559,859.93</b>

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

**Investment Maturity Summary**

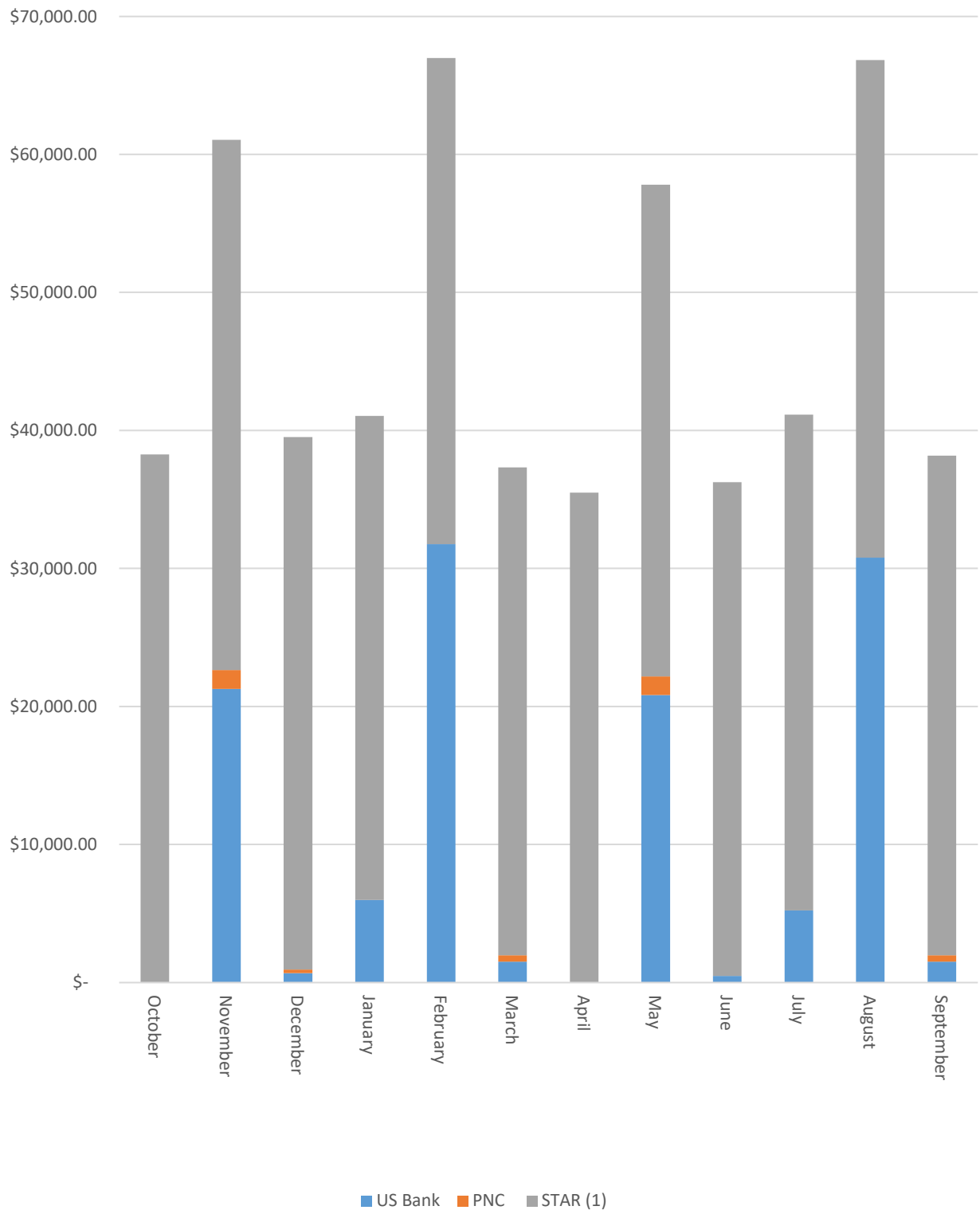
Agency	Less than One Year	One to Two Years	Two to Three Years	Four to Five Years	Total
STAR Ohio	\$ 8,745,807	\$ -	\$ -	\$ -	\$ 8,745,807
Money Market	\$ 270,759	\$ -	\$ -	\$ -	\$ 270,759
Fannie Mae	\$ 708,000	\$ -	\$ -	\$ -	\$ 708,000
Federal Farm Credit Bank	\$ 690,000	\$ -	\$ -	\$ -	\$ 690,000
Federal Home Loan Bank	\$ 3,650,000	\$ 1,500,000	\$ 500,000	\$ 500,000	\$ 6,150,000
Freddie Mac	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000
Total	<b>\$ 14,064,566</b>	<b>\$ 2,100,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 17,164,566</b>

Investment Laddering - Including STAR Ohio and PNC Money Market



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

## Monthly Projected Investment Income - Next Twelve Months



APPENDED TO OCTOBER 17, 2023 FINANCIAL REPORT  
Washington-Centerville Public Library

**ITEM A: Personnel Actions:**

**Hiring**

- none

**Promotions**

- Lori Kennedy, Public Services Library Aide, 9/10/23, \$12.56 per hour, 12 hours per week, from Shelving Assistant
- Sooyeon Kim, Public Services Library Aide, 9/17/23, \$12.56 per hour, 12 hours per week, from Shelving Assistant

**End of Provisionary**

- none

**Change in Status**

- Maggie Denlinger, Shelving Assistant Substitute, 8/27/23, from Shelving Assistant
- Linda Davis, Public Services Assistant, 8/20/23, \$15.90 per hour, 30 hours per week, from Adult Services Library Aide

**Retirement**

- None

**Resignation/Termination**

- Michele Schoen, Youth Services Specialist, 9/29/23
- Danielle Walusis, Shelving Assistant, 10/3/23
- Sharik Estrada, Public Services Substitute, 10/4/23



EXPENDITURES FOR APPROVAL AT OCTOBER MEETING  
October 17, 2023

CURRENT EXPENDITURES

GENERAL FUND:

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

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

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

##### PAYROLL:

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

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

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

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

**October 2023**

**New Business**

M\_. \_\_\_\_\_ introduced the following resolution and moved its passage:

**Resolution No. 023-018**

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

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

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

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

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

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

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

M\_. \_\_\_\_\_ seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Washington-Centerville Public Library			
Subject	Community Rooms and Creativity Space Use		
Type (select one)	Policy	Board Approval Date	05/2018
Main Section (select one)	Facilities	Responsible Dept. (select one)	Community Relations
Revised Date	02/2023	Revised By	CMJ
Last Reviewed	05/2019	Manual	Operations

The primary purpose of Community Rooms and Creativity Space within Washington-Centerville Public Library locations are for library-related activities. When no library activities are scheduled, rooms are available to Centerville/Washington Township residents and non-profit organizations, at no charge, on a first-come, first-served basis. Units of government and appointed or elected officials may also use library meeting rooms. Political candidates, political action committees, and other political advocacy groups, either issue-related or candidate are allowed to use the rooms under the following conditions:

- All meetings are open to the public.
- Solicitation or receipt of campaign contributions are prohibited.
- Activities and materials must remain in the meeting room, with no activity in the adjacent parts of the library building or on library grounds.

The following guidelines apply:

- Applicants must be at least 18 years old and possess a Washington-Centerville Public Library card. At the discretion of library staff, students under age 18 may use rooms for group projects or study.
- Rooms may be booked no more than three months in advance, by submitting an online Meeting Room Request form. The Library reserves the right to limit the number of Community Room/Creativity Space reservations for an organization based on demand for meeting space.
- Community Rooms/Creativity Space may only be used during normal Library operating hours. Rooms must be vacated 15 minutes prior to Library closing.
- Food is permitted in Community Rooms but not in the Creativity Space.
- The Library reserves the right to assign and/or reassign groups to the Community Room/Creativity Space that best fits their needs.
- Community rooms/Creativity Space may not be used for social activities, parties, commercial purposes/endeavors, or gatherings that advertise a product/service or political rallies.
- The use of the Community Room by a non-Library group does not imply Library sponsorship or endorsement of the group's activities.

- In promoting an event that is being held on Library property,. All publicity by the organization or business about the meeting must state clearly that the Library is merely the site of the meeting and not its sponsor.
- Individuals and groups must adhere to the Rules of Conduct for using Washington-Centerville Public Library and Library Solicitation Policies.
- Some audio-visual equipment is available for public use in Community Rooms.
- Visiting organizations are responsible for set up and clean-up of the room, as well as operation of any audio-visual equipment.
- Organizations charging a fee to attend a meeting may do so only when fee is intended to cover meeting costs (handouts, food, etc). Payment of such fees shall not be handled by Library staff.
- When not reserved, rooms may be used by “walk-ins.” A Washington-Centerville Public Library card is required.

Washington-Centerville Public Library			
Subject	Library Card Eligibility		
Type (select one)	Policy	Board Approval Date	10/21/2014
Main Section (select one)	Circulation	Responsible Dept. (select one)	Public Services
Revised Date	07/2022	Revised By	DEF
Last Reviewed	07/2022	Manual	Operations

### Regular Library Cards

Library cards may be issued for Adult, Juvenile, Teacher, and Homebound patrons. An individual applying for a library card must acknowledge the responsibility statement on the library card application and provide personal identification, address verification showing proof of Ohio residency, or re-verification as specified below. Some restrictions do apply.

- Personal Identification – patron must display valid, non-expired photo identification issued by a U.S. federal or state government agency, such as a driver's license, passport, or military ID. Foreign or non-government issued IDs cannot be accepted.
- Address Verification – patron must show documentation that includes registrant's name and current Ohio address at the time of initial registration. Acceptable items may include a valid, non-expired driver's license, military ID, or other United States federal or state government-issued photo ID, but may also include other items including:
  - Mail recently processed by post office displaying applicant's new address
  - Recent utility bill
  - Listing in phone book, or Ameritech listing verified by information
  - Recent pay check
  - Recent lease agreement
  - Recent insurance card
  - Any other recent official document showing name and current address
- Address re-verification is required at expiration. Verbal re-verification is acceptable if patron record includes a photo ID number; if the photo ID field is incomplete and patron declines to update it, then the patron must present acceptable identification displaying name and current address, if address has changed.

### Library card eligibility by card type

#### Ohio Adult

1. Personal identification is required.
2. Address verification is required.
3. New cards are restricted by New Patron Low Limits.
4. Library card expiration is 2 years from end of Low Limits period.
5. Address re-verification is required at expiration. If the Photo ID field in the patron record is blank, the patron must present acceptable documentation displaying name and current address.

#### Children under 18

1. Personal identification of parent or legal guardian is required.
2. Address verification of parent or legal guardian is required.
3. Parents may not apply for a library card for a minor child if the parent's card has fines at or above \$10.00.
4. Child must be present at time of registration.



5. New cards are restricted by New Patron Low Limits.
6. Library card expiration is 2 years from end of Low Limits period.
7. Address re-verification of parent or legal guardian required at expiration.

#### Individuals under the age of 18 who are emancipated or married

1. Personal identification is required.
2. Address verification is required.
3. Marriage license or other proof of emancipation is required. This document proves the individual is legally eligible to enter into a contract.
4. New cards are restricted by New Patron Low Limits.
5. Library card expiration is 2 years from end of Low Limits period.
6. Address re-verification is required at expiration.

#### Homebound Patron

1. Personal identification is not always required because the homebound patron may be unable to present the ID in person.
2. Address verification occurs when application and library card are mailed to patron.
3. Not restricted by New Patron Low Limits.
4. Library card expiration is two years from date of registration.

See also: Policy for Homebound Library Card Registration and Renewal

#### Teachers

1. Personal identification is required.
2. Address verification is required.
3. Active teaching verification is required. Acceptable documentation may include school ID, pay stub, contract, or an Excuse from Compulsory Attendance letter for homeschooling.
4. Patrons may not apply for a Teacher card if they have fines of \$10.00 or more on their personal account.
5. Not restricted by New Patron Low Limits.
6. Library card expires annually on August 31.
7. Address and teaching status re-verification required at expiration.

See also: Policy for Teacher Card

#### Online Registration

1. Provides temporary accounts to allow placing holds on materials and access to online resources.
2. Anyone is eligible to apply for an account through online registration; however, a temporary account cannot be created if another account exists under the same name.
3. In order to convert a temporary account created through online registration to another card type, the eligibility requirements outlined above must be met.
4. Online registrations not converted to another patron type within 6 months will be deleted.

#### Virtual Library Cards

Virtual library cards provide access to many of the Library's online resources, including databases and digital reference book collection. The cards cannot be used to checkout physical materials from the library buildings or to sign-in to an Information Station.

Virtual library cards may be issued to Ohio teachers and students in grades K-12. Virtual cards may be issued in addition to a regular library card. The purpose of the virtual card is to allow students to access library resources essential to educational goals even if a parent is unavailable to sign the responsibility statement. Virtual library cards can be issued during classroom visits, field trips, or upon student request at either library location:

**Virtual library card eligibility**

1. Student must affirm or be known to be under the age of 18.
2. Applicant must be known to attend or affirm current enrollment in an Ohio school or be a teacher in an Ohio school.
3. Personal identification is requested, if available, but not required.
4. Address verification is not required. If applicant's address is not known or given, the school with which the student or teacher is affiliated may be listed.
5. Virtual cards issued to students expire on the student's 18<sup>th</sup> birthdate, at which time they may apply for a full-access library card.
6. Card is restricted to online resources.

Washington-Centerville Public Library			
Subject	Use of Library-Owned or Leased Vehicles		
Type (select one)	Policy	Board Approval Date	xx/xx/xxxx
Main Section (select one)	Facilities	Responsible Dept. (select one)	Facilities
Revised Date	09/2023	Revised By	RLP
Last Reviewed	09/2023	Manual	Operations

### Qualifications

- All operators and passengers of a Library-owned or leased vehicle must be an employee of the Library or a Library Board Member unless otherwise authorized by the Library Director.
- All operators of any Library-owned or leased vehicles must have a valid state issued operator's license, which includes the specific class of vehicle being operated.
- All operators of any Library-owned or leased vehicle must be approved by the Library's insurance provider prior to operating a Library-owned or leased vehicle.

### Use of Library-Owned or Leased Vehicle

- All operators and passengers of a Library-owned or leased vehicle shall always wear safety belts while the vehicle is in operation. The vehicle operator is responsible for ensuring all passengers wear safety belts.
- No employee shall use or permit the use of any vehicle or any supplies for it, except in the transaction of public business or work of the Library.
- Any employee operating a motor vehicle while on Library business shall exercise caution and adhere to all safety regulations. Employees negligently or recklessly operating motor vehicles while on Library business are subject to corrective action up to and including termination. The Library shall not be responsible for any fees or fines incurred by employees driving on Library business.
- All operators and passengers of a Library-owned or leased vehicle shall comply with all sections of the Operations Manual and Personnel Manual including, but not limited to:
  - *Personal Appearance/Public Manners*
  - *Safety Issues for Cellular Phone Use*
  - *Alcohol and Drug Use*
  - *Firearms, Weapons and Dangerous Ordnance*

### Preventive Maintenance and Service

Any vehicle operators shall immediately notify the Facilities Manager should they detect any unsafe or hazardous condition in or upon a Library-owned or leased vehicles. The Facilities Manager will be responsible for performing or scheduling services.

All Library-owned or leased vehicles shall be fueled in accordance with the procedure set forth by the Fiscal Officer. Library credit cards shall be used to purchase gasoline, oil, etc., for all Library-owned or leased vehicles on official Library business only unless other arrangements have been made and approved by the Director and/or Fiscal Officer. Authorized operators of

Library-owned or leased vehicles are authorized to utilize Library credit cards in accordance with set procedures.

### **Violations, Driving Privileges and Employment**

- Any employee operating a motor vehicle while on Library business shall exercise caution and adhere to all safety regulations. Employees negligently or recklessly operating motor vehicles while on Library business are subject to corrective action up to and including termination. The Library shall not be responsible for any fees or fines incurred by employees driving on Library business.
- Suspension of an employee's operator's license will result in a suspension of all Library-approved driving privileges. Any employee who is authorized to use a Library-owned or leased vehicle and whose operator's license is suspended, must notify the Fiscal Officer of this fact within 24 hours.
- In a case where the employee's driving privileges have been suspended, or the employee becomes uninsurable under the Library's policy, and driving is an essential function of the employee's position, the Library may take appropriate disciplinary action up to and including termination of employment by the Library.
- An applicant may be denied employment based on an unsatisfactory driving record. The Library will review the driving record of any applicant who, if employed, will be operating a vehicle on behalf of the Employer, prior to making an offer of employment.
- An individual's driving record will be used as an indication of the individual's ability to responsibly operate a vehicle. The Library or its designee may review the driving record of each Library employee who operates a Library-owned or leased vehicle upon hire and then annually.
- The Library may require employees to participate in remedial or defensive driving courses when employees evidence poor driving records.

### **Accidents or Damage**

Employees shall immediately report all accidents or damage to Library-owned or leased vehicles. An Incident Report Form shall be completed, signed, and submitted by the employee within 24 hours of an accident or damage. The driver will also report any accident to the appropriate law enforcement agency, obtain a copy of that agency's accident report, and forward such report to the Fiscal Officer.

The following post-accident procedures must be followed:

- If there are any physical injuries, call 911.
- If there are no injuries, contact local law enforcement at a non-emergency number.
- Unless injured, remain at the scene of the accident until discharged by investigating law enforcement.
- Note pertinent information such as the other driver's license number, the description of the incident and the vehicle license number. Exchange insurance information and take photos when safe to do so.
- Complete an Incident Report Form.

Washington-Centerville Public Library			
Subject	Meeting & Quiet Room Use		
Type (select one)	Policy	Board Approval Date	02/2019
Main Section (select one)	Facilities	Responsible Dept. (select one)	Community Relations
Revised Date	02/2023	Revised By	CMJ
Last Reviewed	02/2019	Manual	Operations

### **MEETING & QUIET ROOM USE**

Washington-Centerville Public Library offers meeting and quiet rooms, at no charge, for use by individuals or small groups. Units of government and appointed or elected officials may also use library meeting rooms. Political candidates, political action committees, and other political advocacy groups, either issue-related or candidate are allowed to use the rooms under the following conditions:

- All meetings are open to the public.
- Solicitation or receipt of campaign contributions are prohibited.
- Activities and materials must remain in the meeting room, with no activity in the adjacent parts of the library building or library grounds.

The following guidelines apply:

- Meeting and quiet rooms vary in size and can accommodate 1-6 persons.
- Room may be used by those 16 years of age or older and who possess a Washington-Centerville Public Library card. At the discretion of library staff, students under age 16 may use rooms for group projects or study.
- Centerville/Washington Township residents may reserve meeting and/or quiet rooms up to 30 days in advance. Any room not reserved may be used by “walk-ins” and/or non-residents. A Washington-Centerville Public Library card is required.
- Rooms may be reserved for a maximum of two hours each day. The Library reserves the right to limit the number of meeting and quiet room reservations, per month, based on demand for meeting space.
- **Late Policy:** Room reservations are held for 15 minutes. After 15 minutes the room may be reserved for another user.
- Rooms may only be used during normal Library operating hours and must be vacated 15 minutes prior to Library closing.
- Lidded drinks are permitted. Food IS NOT permitted in meeting/quiet rooms.
- The Library reserves the right to assign and/or reassign individuals to the room that best fits their needs or the needs of the library.
- Meeting and/or quiet rooms may not be used for social activities, parties, commercial purposes or endeavors, gatherings that advertise a product/service or political rallies.

- All publicity by the organization or business about the meeting must state clearly that the Library is merely the site of the meeting and not its sponsor.
- Individuals must adhere to the Rules of Conduct for using Washington-Centerville Public Library.
- Meeting rooms A & B have ability to connect laptop/tablet to a monitor located in the room. Library staff are not responsible for setup of equipment.
- Individuals using the room are responsible for returning the room to its original condition, including disposing of trash and cleaning off table tops.
- Individuals using the room shall be financially responsible for any damage to Library property, furnishing and/or equipment arising from their use of the meeting and/or quiet room.

Washington-Centerville Public Library			
Subject	Mileage Reimbursement		
Type (select one)	Policy	Board Approval Date	xx/xx/xxxx
Main Section (select one)	Operations	Responsible Dept. (select one)	Administration
Revised Date	xx/xxxx	Revised By	JRM
Last Reviewed	xx/xxxx	Manual	Operations

Occasionally, staff will be required to drive their personal vehicle on library business. In these instances, the employee may be reimbursed for the round trip, at a rate up to the current Internal Revenue Service mileage rate. A valid Ohio Driver's License shall be required of such drivers.

### **Travel to Library Location from Residence**

Travel from the employee's residence to a library will not be reimbursed without the prior written approval of the Library Director.

### **Travel to an In-District Location**

If an employee begins their day at an off-site event within Centerville or Washington Township, mileage from home will not be reimbursed. Travel from the off-site event to a library location will be reimbursed. If an employee ends their day at an off-site event, only the mileage to the event will be reimbursed. Any mileage from the off-site event to the employee's home is not eligible for reimbursement.

### **Travel to Out-of-District Location**

Employees traveling to an out-of-district location for meetings, conferences, or other events will be reimbursed for all mileage to and from the location.

### **Mapping Software**

Employees are expected to take the most direct route to and from their destination. Google Maps will be used as the source in determining the mileage to be used. Any deviation from the most direct route must document the reason another route was taken.

### **Reimbursement Timing**

Employees are required to submit their Mileage Reimbursement Forms electronically on a monthly basis to the Fiscal Assistant. Team Leader, Manager, Director and Fiscal Officer approvals will occur electronically. Any mileage forms greater than one month old must have the prior approval of the Fiscal Officer.

**Accuracy of Reporting**

Employees are expected to submit accurate expense reports. Any deviation from this is a significant matter, and could result in disciplinary action.



Washington-Centerville Public Library			
Subject	Publicity and Display of Non-Library Programs		
Type (select one)	Policy	Board Approval Date	02/11/1986
Main Section (select one)	Promotion & Marketing	Responsible Dept. (select one)	Community Relations
Revised Date	01/2023	Revised By	SEQ/KWK
Last Reviewed	01/2023	Manual	Operations

As space permits, fliers and promotional materials may be displayed for nonprofit and educational organizations on bulletin boards and in designated display areas only.

- Only fliers for upcoming Library programs or events, or those pertaining to Library-related associations (e.g. Friends of the Washington-Centerville Public Library, American Library Association, etc.) may be displayed on service desks or special displays.

In person requests for display may be submitted to staff at the circulation desk at either building. Requests may also be submitted online via the Community Relations email address.

All items submitted for consideration are accepted by the Library on an unconditional basis and may not be returned to the donor. Library management will use the following criteria for decisions:

- No political, partisan, controversial or commercial materials will be posted or placed for distribution.
- Items will be posted no more than thirty days prior to the date of an event
- Items without definite end dates will remain posted for no more than three weeks
- Community partners may be allotted an extended amount of time on a case by case basis

*See also: Guidelines for Library Sponsored Literature Displays*

## ORIGINAL POLICY

As space permits, fliers and promotional materials may be displayed for nonprofit, educational organizations on bulletin boards and in designated display areas only. Only fliers for upcoming Library or Library-related associations (i.e programs or special events (i.e. Friends of the Washington-Centerville Public Library, American Library Association, etc.) programs or special events may be displayed on service desks or special displays.

No political, partisan, controversial or commercial materials will be posted or placed for distribution.

All items left for consideration for posting are accepted by the Library on an unconditional basis and may not be returned to the donor.

Washington-Centerville Public Library			
Subject	Soliciting and Petitioning on Library Property and on Library Website		
Type (select one)	Policy	Board Approval Date	/
Main Section (select one)	Operations	Responsible Dept. (select one)	Community Relations
Revised Date	xx/2023	Revised By	DEF
Last Reviewed	xx/2023	Manual	Operations

All Library facilities are considered limited public forums, and therefore provide access and use of designated Library spaces to the general public. However, that access and use is limited to Library purposes and approved activities. Soliciting and circulating petitions for signatures inside library buildings, including meeting rooms, parking lots, and garden areas, is prohibited regardless of the nature or content of the solicitation, the method of presentation, and the presence of financial remuneration.

Library exterior spaces are public forums. Petitioning and soliciting outside of the Library or on Library property at a distance of 25 feet or more from doorways is considered free speech and protected by the First Amendment. The presence of a petitioner/solicitor outside a library facility does not constitute the Library's endorsement of the policies, beliefs, or political affiliations of the petitioner/solicitor.

This policy sets forth conditions for petitioners/solicitors on library property to protect both individual rights as well as maintain a safe and welcoming environment for all patrons while visiting the Library:

- Petitioners/solicitors may not block doorways or otherwise impede others' access to the Library building or book return.
- Petitioners/solicitors may offer literature to individuals but are prohibited from placing leaflets on vehicles in the Library parking lots.
- Petitioners/solicitors may not prevent others from getting in or out of cars, use abusive language, or behave in any way which is harassing or intimidating.
- Petitioners/solicitors must stay clear of traffic lanes and vehicular entrances, and may not occupy parking spaces.
- Petitioners/solicitors may not place or erect tables, chairs, or signs on library property.
- Petitioning or campaigning on behalf of candidates for elected office is not permitted in the library building or on library property.
- Distribution of literature or solicitation for the purpose of for-profit activities, such as selling items, merchandise, or tickets, is not permitted in the library building or on library property.
- Not-for-profit fundraising activities are not permitted in library buildings or on library property by any person or organization when the purpose is to benefit a group or organization other than the Library or the Friends of Washington-Centerville Public Library.

The library staff, Friends of Washington-Centerville Public Library, and Library Board of Trustees are exempt from the above constraints when promoting library activities and issues. Solicitation of any employee by another employee is prohibited while either person is working. Direct, in-person solicitation is prohibited for the comfort of all employees. Written notification of fundraising events for non-profit groups with which an employee is involved may be made available in the staff lounges.

**Solicitation on Library Website:**

Solicitation of Library website visitors is prohibited.

See also: [Policy on Speakers at Library Programs](#)

Washington-Centerville Public Library			
Subject	Speakers Bureau		
Type (select one)	Policy	Board Approval Date	04/16/2013
Main Section (select one)	Other Services	Responsible Dept. (select one)	<del>Community Relations</del> Outreach
Revised Date	<del>03/2014</del> 02/2023	Revised By	<del>GLM</del> -CMJ
Last Reviewed	03/2014	Manual	Operations

As a service to the community and as a way to promote the collection, Washington-Centerville Public Library provides a Speakers Bureau. Presentations on a variety of subjects, offered in various lengths, may be booked by any civic / community group based out of Centerville/Washington Township, free of charge. Donations to the Library, in lieu of a fee, are welcomed. Bookings should be made at least two weeks in advance, or at the discretion of the Library.

When possible, it is preferred that Speakers Bureau presentations be made at the Library, during normal operating hours. Off-site presentations are only available if the meeting location falls within a 10 mile driving distance of either the Woodbourne Library or the Centerville Library. Groups meeting outside a 10 mile driving distance are welcome to enjoy the presentation at the Library.

As a service to the community and as a way to promote the collection, Washington-Centerville Public Library provides a Speakers Bureau. Presentations on a variety of subjects, offered in various lengths, may be booked by any ~~civic / community group~~ organization based out of Centerville/Washington Township, free of charge. Donations to the Library, in lieu of a fee, are welcomed. Bookings should be made at least two weeks in advance, or at the discretion of the Library.

When possible, it is preferred that Speakers Bureau presentations be made at the Library, during normal operating hours. Off-site presentations are only available **within Montgomery County and** if the meeting location falls within a 10 mile driving distance of either the Woodbourne Library or the Centerville Library. Groups meeting outside a 10 mile driving distance are welcome to enjoy the presentation at the Library. **Groups meeting outside these boundaries will be reviewed on a case-by-case basis. Presentations will not be given at any location if the public library within the service area provides a similar service.**

Washington-Centerville Public Library			
Subject	Workplace Visitor Policy		
Type (select one)	Policy	Board Approval Date	xx/xx/xxxx
Main Section (select one)	Operations	Responsible Dept. (select one)	Human Resources
Revised Date	07/2023	Revised By	MXR
Last Reviewed	07/2023	Manual	Operations

## Workplace Visitor Policy Draft

Our Workplace Visitors policy outlines our rules for receiving visitors at our premises. We want to ensure that visitors will not:

- Pose threats to our premises and property
- Distract employees from their work
- Be exposed to danger

This policy applies to all employees. “Workplace visitors” may refer to employees’ friends and family (referred to as personal visitors), contractors, external vendors, former employees, stakeholders and the public.

To ensure safety at work, staff who are on scheduled leave should not be in staff designated areas unless they have a viable/pre-planned reason for being in the building(s).

## Policy elements

The following rules apply for all kinds of visitors:

- Visitors with appointments including job candidates, business partners/collaborators, should stop at the Circulation Desk and announce their arrival to staff.
- Staff must always tend to their visitors while they are in staff designated areas.
- Our Business Information Systems (Use of) Policy temporarily covers our visitors while they are on library premises. They must not misuse our internet connection, disclose confidential information, or take photographs without prior permission.

Visitors are allowed during working hours. After-hours visitors must have written authorization from management.

## **What is the policy for personal visitors in the workplace?**

As a general rule, staff may not allow access to our buildings to unauthorized personal visitors. We can make exceptions on a case-by-case basis.

Common areas, like Staff Breakrooms, are not open to visitors. Staff should only permit visitors in those areas for a short time and to be respectful of other staff who are using this space during their scheduled breaks. Employees are responsible for accompanying any of their underage visitors at all times.

Former employees should not be allowed to enter or have access to the Staff areas without prior notification/authorization from management.

## **Contractors and service vendors**

Contractors, suppliers and service vendors, can enter our premises only to complete their job duties. Where possible and if the library is notified in advance, staff will be alerted that these contractors/vendors will be in our facility.

## **Solicitation**

In accordance with our Solicitation Policy, visitors must not try to proselytize employees, gather donations or request participation in activities while on our premises. Any visitors who violate this policy may be asked to leave.

## **Deliveries**

Anyone who delivers orders, mail or packages (FedEx, UPS, USPS, SearchOhio, etc.) for staff should enter through the service entrance at each facility and leave such at designated areas as marked unless authorized to deliver to specific area(s) of the library.

## **Unauthorized visitors**

Staff who spot unauthorized visitors may ask them to leave or refer them to a manager or team leader. Visitors who misbehave (e.g. engage in hate speech, cause disruption or steal property) will be asked to leave and prosecuted if appropriate.

## **Disciplinary Action**

Staff who violate this policy may face disciplinary action up to and including termination. Examples of violations and disciplinary action are listed below:

- For minor violations (e.g. bringing in personal visitors without authorization), staff may only receive verbal reprimands.
- For more serious violations (e.g. bringing in unauthorized visitors who rob or damage company property), staff may face severe disciplinary actions up to and including termination.

Washington-Centerville Public Library			
Subject	Board Games		
Type (select one)	Policy	Board Approval Date	12/21/2021
Main Section (select one)	Operations	Responsible Dept. (select one)	Adult Services
Revised Date	07/2022	Revised By	DEF
Last Reviewed	07/2022	Manual	Operations

Washington-Centerville Public library has board games for use by patrons. Board games are selected to include multiple difficulty level and play times. New, additional, or replacement copies are selected by the Adult Services Department. Low circulation, poor condition, and space constraints are the main determining factors in weeding this collection.

a) Eligible Borrowers

- ◆ Board games are available for all WCPL patrons with a non-restricted card.
- ◆ Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow board games until their library account is again in good standing.

b) Borrowing Guidelines

- ◆ Board games are available at the Reference Desk and may be borrowed for 14 days.
- ◆ Patrons can have up to 4 board games out on their card at a time.
- ◆ Board games will have an inventory of parts which must be returned.
- ◆ Patrons borrowing board games are responsible for the box contents the entire time they are loaned out.

c) Return Procedures

- ◆ Board games must be returned to library employees at the Reference Desk (do not use Library book drops to return board games).

d) Fines and Liability

- ◆ The individual borrowing the board game assumes all responsibility for the box and contents.
- ◆ WCPL assumes no responsibility if the board game is stolen or any liability for use of the board game while out on loan.
- ◆ The overdue fine for a board game is \$ .50 per day (\$5 max).
- ◆ Charges for lost or damaged accessories (for the parts/pieces) will be assessed. Replacement cost will be automatically billed at 45 days overdue.



Washington-Centerville Public Library			
Subject	Charging for Overdue Materials (Billed Items)		
Type (select one)	Procedure	Board Approval Date	
Main Section (select one)	Circulation	Responsible Dept. (select one)	Public Services
Revised Date	06/2023	Revised By	AHK
Last Reviewed	06/2023	Manual	Operations

Materials which are long overdue and not returned will be billed. The replacement price for items will be added to the patron's borrowing record. At the time the charge is added to the patrons' records, patrons will receive a billing notice in the mail if billed charges are over \$1.25. The time of billing and amount of the bill is determined by the following scenarios:

#### **Materials owned by WCPL and borrowed by WCPL patrons**

Materials owned by WCPL that are 21 days or more past due will be converted automatically to a BILLED status by the library's ILS.

The replacement price for materials owned by WCPL is normally the initial purchase retail price. A default price may be used when an original price is not recorded or available, or if the item is out of print. The retail price recorded in the item record for some materials (e.g., audio-visual materials, such as DVDs and Blu-rays) may be adjusted to reflect any changes in the current retail price if the change is significantly higher or lower than what is listed in the item record.

#### **Materials from other libraries in SearchOhio or OhioLink and borrowed by WCPL patrons**

Materials borrowed through SearchOhio or OhioLink that are 30 days or more past due will be converted automatically to a BILLED status by the library's ILS.

The replacement price for items borrowed through SearchOhio or OhioLink is a non-negotiable, flat rate of \$25.00.

If materials have been billed and the total balance owed by an individual patron account is \$25.00 or more, the account may be submitted to a collection agency. A collection agency fee will be added to the account.

Once an item owned by WCPL has been converted to BILLED status, it must be returned within 120 days from the due date in order to have the charges removed or reduced to the maximum overdue fine. Because the Library will have initiated replacement of the items, patrons will be

responsible for the full replacement amount once 120 days from the BILLED date has passed. The BILLED date is either the Overdue Date or lost date in the Internal Note of the item record.

**Materials owned by WCPL and borrowed by SearchOhio or OhioLink patrons**

Items owned by WCPL and loaned to patrons from other libraries will be billed at 30 days overdue on the borrowing library's system. The borrowing library will assess and collect the overdue and billed charges on items used by their patrons. The borrowing library determines the timeframe in which the records of billed items should be deleted from our system and will alert us when those records should be removed.

See also Guidelines for Replacement of Billed, Missing, Claims Returned, and Lost & Paid Items.

Washington-Centerville Public Library			
Subject	Damaged Hold Shelf		
Type (select one)	Guideline	Board Approval Date	N/A
Main Section (select one)	Circulation	Responsible Dept. (select one)	Public Services
Revised Date	06/2023	Revised By	AHK
Last Reviewed	06/2023	Manual	Operations

The Damaged Hold Shelf is used to hold certain damaged material for patrons who may want the item *after payment is received* or to inspect the damage prior to payment. If the patron DOES NOT WANT ITEM after payment, the item should be removed from the shelf and discarded.

#### What IS HELD on Damaged Hold Shelf:

- Books
- Magazines
- Compact Discs
- DVDs
- Blu-rays
- Playaways
- Pre-loaded tablets (Launchpads)\*
- Read Alongs (VOX books and Wonderbooks)

\* Damaged Launchpads should **not** be discard. Instead, forward to Technical Services.

Damaged AV display cases, other cases/holders, and accessories like USB cords are NOT retained on Damaged Hold Shelf since parts of the items may need to be moved to new case/holder/accessory to continue circulation of item.

Washington-Centerville Public Library			
Subject	Hotspots		
Type (select one)	Policy	Board Approval Date	01/16/2018
Main Section (select one)	Operations	Responsible Dept. (select one)	Adult Services
Revised Date	01/2018	Revised By	DEF
Last Reviewed	01/2018	Manual	Operations

Washington-Centerville Public Library has “Hotspots,” or mobile devices providing wireless internet connections, available for patrons to borrow.

a) Eligible Borrowers

- Hotspots are available for current WCPL patrons 18 years or older who have a non-restricted library card in good standing and a valid photo ID issued by the State or Federal government
- Patrons who owe \$10.00 or more in fines or fees are not able to borrow Hotspots until their library account is again in good standing.
- Patrons in a ‘new patron’ status are also not able to borrow Hotspots until their accounts are eligible to move to a regular status.

b) Borrowing Guidelines

- Hotspots are available at the Reference Desk and may be borrowed for 14 days.
- Hotspots require a library card and valid photo ID in hand and must be checked out to the individual card holder only.
- Hotspots may not be loaned to other individuals.
- Only one Hotspot may be borrowed per person at one time.
- A signed agreement form is required. Borrowers must agree to WCPL’s Internet Use Policy and the Hotspot network provider’s acceptable use policy.
- Hotspots will have an inventory of contents included in the case.

c) Return Procedures

- Hotspots must be returned to library employees at the Reference Desk (do not use Library book drops to return Hotspots).
- The staff will check the Hotspot for any damage or missing contents. If damage or loss has occurred, charges will be assessed accordingly.

d) Fines and Liability

- The individual borrowing the Hotspot assumes all responsibility for the Hotspot, the case and its contents.
- WCPL assumes no responsibility if the Hotspot is stolen or any liability for use of the Hotspot while out on loan.
- WCPL makes no guarantee that coverage will be available. Borrowers should check the network coverage for availability.
- The overdue fine for Hotspot is \$1.00 per day (\$25 max) and service will be deactivated once the Hotspot becomes overdue.
- Charges for lost or damaged accessories will be assessed. Replacement cost of a Hotspot and accessories will be automatically billed at 45 days overdue.

Washington-Centerville Public Library			
Subject	Maker Kits		
Type (select one)	Policy	Board Approval Date	07/16/2019
Main Section (select one)	Operations	Responsible Dept. (select one)	Adult Services
Revised Date	07/2019	Revised By	WAM
Last Reviewed	02/2022	Manual	Operations

Washington-Centerville Public Library has “Maker Kits” of hands-on activity resources for use by patrons.

These Maker Kits focus on STEAM (Science, Technology, Engineering, Art, and Mathematics) themes and are designed for use under careful adult supervision with age appropriate audiences.

a) Eligible Borrowers

- Maker Kits are available for current WCPL patrons 18 years or older who have a non-restricted library card in good standing and a valid photo ID issued by the State or Federal government
- A signed waiver form (see attached) is required.
- Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow Maker Kits until their library account is again in good standing.

b) Borrowing Guidelines

- Maker Kits are available at either the Reference or Children’s Desk and may be borrowed for 14 days.
- Maker Kits require a library card and valid photo ID in hand and must be checked out to the individual card holder only.
- Maker Kits may not be loaned to other individuals.
- Only one Maker Kit is loaned per person at one time.
- Patrons borrowing Maker Kits are responsible for the box contents the entire time they are loaned out.
- Maker Kits will have an inventory of Tools/Machinery (must be returned) and Supplies/Consumables (may be used and/or kept by borrower).

c) Return Procedures

- The Maker Kits must be returned to library employees at the desk from where it was borrowed (do not use Library book drops to return Maker Kits).

- The staff will check the Maker Kits for any damage or missing contents. If damage or loss has occurred, charges will be assessed accordingly.

d) Fines and Liability

- The individual borrowing the Maker Kit assumes all responsibility for the box and contents.
- WCPL assumes no responsibility if the Maker Kit is stolen or any liability for use of the Maker Kit while out on loan.
- The overdue fine for Maker Kit is \$1.00 per day (\$25 max).
- Charges for lost or damaged accessories (for the Tools/Machinery) will be assessed. Replacement cost will be automatically billed at 45 days overdue.

Washington-Centerville Public Library			
Subject	McNaughtons Express Collection		
Type (select one)	Policy	Board Approval Date	09/16/2014
Main Section (select one)	Collection Management	Responsible Dept. (select one)	Adult Services
Revised Date	09/2010	Revised By	ATW
Last Reviewed	05/2014	Manual	Operations

The Express Collection is a collection of books leased from McNaughton consisting of multiple copies of bestselling titles available to patrons for a 7-day checkout.

The library attempts to maintain a ratio of ten holds per one copy of a title at Centerville and a ratio of 15 holds per one copy of a title at Woodbourne.

<b>Loan Period:</b>	7 days
<b>Limit:</b>	2 books per patron at a time
<b>Renewal:</b>	Not available
<b>Holds:</b>	One-hour holds initiated by staff are permitted Patron placed holds are not permitted
<b>Intra-System Loan:</b>	Not available
<b>Fines:</b>	\$ .50 per day per book. \$5.00 maximum per book
<b>Damaged Fee:</b>	Replacement cost of book (price of WCPL owned copy) Patrons may keep damaged books once they have paid for it. Leased books no longer need to be returned to McNaughton
<b>Lost Fee:</b>	Replacement cost of book (price of WCPL owned copy)
<b>Identification:</b>	Labeled with seven-day stickers on spines
<b>Location:</b>	Shelved only in Express sections of the Merchandising Area
<b>Storage Status:</b>	Express copies pulled from the collection and placed in 'storage' status are not to be put back into 'circulation' status without the consent of an Express Collection staff member. Patrons may be told these copies are being prepared for return shipment.



Washington-Centerville Public Library			
Subject	McNaughtons Regular Collection		
Type (select one)	Policy	Board Approval Date	03/15/2022
Main Section (select one)	Collection Management	Responsible Dept. (select one)	Adult Services
Revised Date	02/2022	Revised By	RLP
Last Reviewed	02/2022	Manual	Operations

The purpose of the leased books from McNaughton is to provide multiple copies of bestsellers so that the Library may meet public demand for such books without adding an excessive number of copies of a title to the permanent collection.

The library attempts to maintain a ratio of three holds per one copy of a title, except for titles with more than 150 holds as specified in the ‘Guidelines for McNaughton – Copy and Hold Threshold Limits’.

**Loan Period:** 3 weeks

**Limit:** No limit on the number that can be borrowed at one time

**Renewal:** Available when there are no other holds

**Holds:** Patron placed holds are permitted

**Intra-System Loan:** Available

**Damaged Fee:** Replacement cost of book (price of WCPL owned copy)  
Patrons may keep damaged books once they have paid for it.  
Leased books do not need to be returned to McNaughton

**Lost Fee:** Replacement cost of book (price of WCPL owned copy)

**Identification:** Labeled with green strips and WCPL account numbers

**Location:** Shelved in sections of the Merchandising Area

**Storage Status:** McNaughton copies pulled from the collection and placed in ‘storage’ status are not to be put back into ‘circulation’ status without the consent of a McNaughton Collection staff member. Patrons may be told these copies are being prepared for return shipment.

Washington-Centerville Public Library			
Subject	Circulating Streaming Devices		
Type (select one)	Policy	Board Approval Date	08/22/2022
Main Section (select one)	Operations	Responsible Dept. (select one)	Adult Services
Revised Date		Revised By	WAM
Last Reviewed	08/2022	Manual	Operations

Washington-Centerville Public Library has Streaming Devices, such as Rokus, available for patrons to borrow.

These devices allow for access to subscription streaming services, like Netflix and Hulu. Washington-Centerville Public Library does not select content available through these services, and does not guarantee access to specific content. Patron must have an Internet connection in order to use the Streaming Device.

#### a) Eligible Borrowers

- Streaming Devices are available for current WCPL patrons 18 years or older who have a non-restricted library card in good standing and a valid photo ID issued by the State or Federal government
- A signed agreement form (see attached) is required.
- Patrons with billed item(s) or who owe \$10.00 or more in fines or fees are not eligible to borrow Streaming Devices until their library account is again in good standing.

#### b) Borrowing Guidelines

- Streaming Devices are available at either Reference desk and may be borrowed for 14 days.
- Streaming Devices require a library card and valid photo ID in hand and must be checked out to the individual card holder only.
- Streaming Devices may not be loaned to other individuals.
- Only one Streaming Device is loaned per person at one time.
- Patrons borrowing Streaming Devices are responsible for the box contents the entire time they are loaned out.

#### c) Return Procedures

- Streaming Devices must be returned to library employees at the Reference Desk (do not use Library book drops to return Streaming Devices).

- Staff will check the Streaming Device for any damage and/or missing contents. If damage or loss has occurred, charges will be assessed accordingly.

d) Fines and Liability

- The individual borrowing the Streaming Device assumes all responsibility for the box and contents.
- WCPL assumes no responsibility if the Streaming Device is stolen or any liability for use of the Streaming Device while out on loan.
- The overdue fine for Streaming Device is \$1.00 per day (\$25 max).
- Charges for lost or damaged accessories will be assessed. Replacement cost will be automatically billed at 45 days overdue.

## 2024 Sunday Closures

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

**September 2023**

**Monthly Statistics**

## MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
<b>CIRCULATION</b>												
Physical Circulation	54,375	55,976	2.9%	38,575	41,336	7.2%	5	1	-80.0%	92,958	97,315	4.7%
Digital Circulation										31,611	36,672	16.0%
SearchOhio Borrowed										1,382	1,305	-5.6%
<b>Total Circulation</b>										<b>125,951</b>	<b>135,292</b>	<b>7.4%</b>
<b>APPLICANT REGISTRATION</b>												
<b>Total Registrations</b>	<b>481</b>	<b>291</b>	<b>-39.5%</b>	<b>192</b>	<b>173</b>	<b>-9.9%</b>	<b>7</b>	<b>9</b>	<b>28.6%</b>	<b>680</b>	<b>473</b>	<b>-30.4%</b>
<b>LIBRARY CARDHOLDERS</b>												
Centerville / Washington Township										35,009	34,014	-2.8%
Montgomery County										21,695	19,737	-9.0%
Other County										11,358	11,207	-1.3%
Other										60	59	-1.7%
<b>Total Library Cardholders</b>										<b>68,122</b>	<b>65,017</b>	<b>-4.6%</b>
<b>VISITORS</b>												
Building Visitors	16,011	16,742	4.6%	11,146	11,976	7.4%	1,046	1,301	24.4%	28,203	30,019	6.4%
Website Visitors										59,639	194,001	225.3%
<b>Total Building / Website Visitors</b>										<b>87,842</b>	<b>224,020</b>	<b>155.0%</b>
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
<b>Total Patron Assistance</b>	<b>2,540</b>	<b>2,534</b>	<b>-0.2%</b>	<b>2,035</b>	<b>2,226</b>	<b>9.4%</b>	<b>1,227</b>	<b>1,159</b>	<b>-5.5%</b>	<b>5,802</b>	<b>5,919</b>	<b>2.0%</b>
<b>PROGRAMS</b>												
Adult/General Programs	12	10	-16.7%	15	22	46.7%	9	2	-77.8%	52	52	0.0%
Adult/General Program Attendees	95	85	-10.5%	201	293	45.8%	46	8	-82.6%	696	1,341	92.7%
Children's Programs	23	19	-17.4%	21	16	-23.8%	0	0	#DIV/0!	52	51	-1.9%
Children's Program Attendees	401	352	-12.2%	268	362	35.1%	0	0	#DIV/0!	834	1,131	35.6%
Teen Programs	6	4	-33.3%	2	2	0.0%	0	0	#DIV/0!	8	6	-25.0%
Teen Program Attendees	66	71	7.6%	20	17	-15.0%	0	0	#DIV/0!	86	88	2.3%
<b>Total Library Programs</b>	<b>41</b>	<b>33</b>	<b>-19.5%</b>	<b>38</b>	<b>40</b>	<b>5.3%</b>	<b>9</b>	<b>2</b>	<b>-77.8%</b>	<b>112</b>	<b>109</b>	<b>-2.7%</b>
<b>Total Library Program Attendees</b>	<b>562</b>	<b>508</b>	<b>-9.6%</b>	<b>489</b>	<b>672</b>	<b>37.4%</b>	<b>46</b>	<b>8</b>	<b>-82.6%</b>	<b>1,616</b>	<b>2,560</b>	<b>58.4%</b>
<b>ELECTRONIC DATABASE USAGE</b>												
Library-Owned Databases*	1,810	1,577	-12.9%	3,218	2,042	-36.5%						
OPLIN Databases*				1,944	2,051	5.5%						
<b>Total All Databases</b>	<b>1,810</b>	<b>1,577</b>	<b>-12.9%</b>	<b>5,162</b>	<b>4,093</b>	<b>-20.7%</b>						

## MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	16,268	16,625	2.2%	11,770	12,572	6.8%	1	1	0.0%	28,039	29,198	4.1%
Juvenile Books	23,280	24,249	4.2%	15,291	16,984	11.1%	3	0	-100.0%	38,574	41,233	6.9%
Off Line Transactions										9	2	-77.8%
Periodicals	1,575	1,811	15.0%	1,343	1,527	13.7%	0	0	#DIV/0!	2,918	3,338	14.4%
Young Adult Books	1,501	1,659	10.5%	1,148	1,238	7.8%	1	0	-100.0%	2,650	2,897	9.3%
<b>Total Print Circulation</b>	<b>42,624</b>	<b>44,344</b>	<b>4.0%</b>	<b>29,552</b>	<b>32,321</b>	<b>9.4%</b>	<b>5</b>	<b>1</b>	<b>-80.0%</b>	<b>72,190</b>	<b>76,668</b>	<b>6.2%</b>
<b>AV CIRCULATION</b>												
Audiobooks	1,810	2,082	15.0%	1,610	1,740	8.1%				3,420	3,822	11.8%
Movies (DVDs/Blu-rays)	9,093	8,565	-5.8%	6,695	6,403	-4.4%				15,788	14,968	-5.2%
Music (Compact Discs)	369	369	0.0%	370	306	-17.3%				739	675	-8.7%
Juvenile Tablets	224	265	18.3%	177	306	72.9%				401	571	42.4%
<b>Total AV Circulation</b>	<b>11,496</b>	<b>11,281</b>	<b>-1.9%</b>	<b>8,852</b>	<b>8,755</b>	<b>-1.1%</b>				<b>20,348</b>	<b>20,036</b>	<b>-1.5%</b>
<b>SPECIAL COLLECTIONS CIRCULATION</b>												
Board Games (added July 2022)	102	146	43.1%	56	82	46.4%	0	0	#DIV/0!	158	228	44.3%
Library Bags	61	72	18.0%	52	73	40.4%				113	145	28.3%
Hotspots	19	8	-57.9%	20	19	-5.0%	0	0	#DIV/0!	39	27	-30.8%
Maker Kits	57	78	36.8%	34	48	41.2%	0	0	#DIV/0!	91	126	38.5%
Streaming Devices (added Sept 2022)	10	47	370.0%	9	38	322.2%	0	0	#DIV/0!	19	85	347.4%
<b>Total Special Collections Circulation</b>	<b>249</b>	<b>351</b>	<b>41.0%</b>	<b>171</b>	<b>260</b>	<b>52.0%</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>420</b>	<b>611</b>	<b>45.5%</b>
<b>PHYSICAL CIRCULATION (PRINT + AV)</b>												
Adult Circulation	26,568	26,800	0.9%	19,523	20,273	3.8%	1	1	0.0%	46,092	47,074	2.1%
Juvenile Circulation	26,271	27,491	4.6%	17,869	19,793	10.8%	3	0	-100.0%	44,143	47,284	7.1%
Young Adult Circulation	1,539	1,687	9.6%	1,183	1,270	7.4%	1	0	-100.0%	2,723	2,957	8.6%
<b>Total Physical Circulation</b>	<b>54,378</b>	<b>55,978</b>	<b>2.9%</b>	<b>38,575</b>	<b>41,336</b>	<b>7.2%</b>	<b>5</b>	<b>1</b>	<b>-80.0%</b>	<b>92,958</b>	<b>97,315</b>	<b>4.7%</b>
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										11,002	14,258	29.6%
eBooks										17,558	17,596	0.2%
eMusic										228	288	26.3%
eVideo										1,694	2,404	41.9%
eZines (Digital Magazines)										1,129	2,126	88.3%
<b>Total Digital Circulation</b>										<b>31,611</b>	<b>36,672</b>	<b>16.0%</b>

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

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

## YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
<b>CIRCULATION</b>												
Physical Circulation	510,976	541,049	5.9%	365,734	384,252	5.1%	21	40	90.5%	876,731	925,341	5.5%
Digital Circulation										285,907	352,667	23.4%
SearchOhio Borrowed										11,251	11,900	5.8%
<b>Total Circulation</b>										<b>1,173,889</b>	<b>1,289,908</b>	9.9%
<b>APPLICANT REGISTRATION</b>												
<b>Total Registrations</b>	<b>3,033</b>	<b>3,110</b>	2.5%	<b>1,692</b>	<b>1,844</b>	9.0%	<b>27</b>	<b>87</b>	222.2%	<b>4,752</b>	<b>5,041</b>	6.1%
<b>LIBRARY CARDHOLDERS</b>												
Centerville / Washington Township										35,009	34,014	-2.8%
Montgomery County										21,695	19,737	-9.0%
Other County										11,358	11,207	-1.3%
Other										60	59	-1.7%
<b>Total Library Cardholders</b>										<b>68,122</b>	<b>65,017</b>	-4.6%
<b>VISITORS</b>												
Building Visitors	144,737	163,502	13.0%	100,143	113,815	13.7%	5,412	12,725	135.1%	250,292	290,042	15.9%
Website Visitors										592,431	788,312	33.1%
<b>Total Building / Website Visitors</b>										<b>842,723</b>	<b>1,078,354</b>	28.0%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
<b>Total Patron Assistance</b>	<b>27,184</b>	<b>28,246</b>	3.9%	<b>21,543</b>	<b>23,911</b>	11.0%	<b>4,437</b>	<b>9,151</b>	106.2%	<b>53,164</b>	<b>61,308</b>	15.3%
<b>PROGRAMS</b>												
Adult/General Programs	56	64	14.3%	159	148	-6.9%	33	62	87.9%	388	419	8.0%
Adult/General Program Attendees	379	692	82.6%	1,799	1,646	-8.5%	996	1,595	60.1%	6,262	78,778	1158.0%
Children's Programs	66	212	221.2%	61	154	152.5%	0	0	#DIV/0!	239	553	131.4%
Children's Program Attendees	1,658	5,026	203.1%	1,183	4,126	248.8%	0	0	#DIV/0!	8,003	15,921	98.9%
Teen Programs	46	53	15.2%	20	24	20.0%	0	0	#DIV/0!	68	82	20.6%
Teen Program Attendees	941	915	-2.8%	211	210	-0.5%	0	0	#DIV/0!	2,713	1,861	-31.4%
<b>Total Library Programs</b>	<b>168</b>	<b>329</b>	95.8%	<b>240</b>	<b>326</b>	35.8%	<b>33</b>	<b>62</b>	87.9%	<b>695</b>	<b>1,054</b>	51.7%
<b>Total Library Program Attendees</b>	<b>2,978</b>	<b>6,633</b>	122.7%	<b>3,193</b>	<b>5,982</b>	87.3%	<b>996</b>	<b>1,595</b>	60.1%	<b>16,978</b>	<b>96,560</b>	468.7%
<b>ELECTRONIC DATABASE USAGE</b>	<b>Users/Year-to-Date</b>			<b>Queries/Year-to-Date</b>								
Library-Owned Databases	16,219	17,562	8.3%	28,123	31,382	11.6%						
OPLIN Databases				27,938	22,349	-20.0%						
<b>Total All Databases</b>	<b>16,219</b>	<b>17,562</b>	8.3%	<b>56,061</b>	<b>53,731</b>	-4.2%						

## YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	150,996	157,089	4.0%	108,550	115,520	6.4%	6	30	400.0%	259,552	272,639	5.0%
Juvenile Books	210,518	232,120	10.3%	143,053	153,426	7.3%	10	10	0.0%	353,581	385,556	9.0%
Off Line Transactions										131	50	-61.8%
Periodicals	18,402	16,924	-8.0%	11,359	11,740	3.4%	0	0	#DIV/0!	29,761	28,664	-3.7%
Young Adult Books	16,610	16,952	2.1%	11,079	11,911	7.5%	2	0	-100.0%	27,691	28,863	4.2%
<b>Total Print Circulation</b>	<b>396,526</b>	<b>423,085</b>	6.7%	<b>274,041</b>	<b>292,597</b>	6.8%	<b>18</b>	<b>40</b>	122.2%	<b>670,716</b>	<b>715,772</b>	6.7%
<b>AV CIRCULATION</b>												
Audiobooks	16,138	18,713	16.0%	15,137	15,779	4.2%				31,275	34,492	10.3%
Movies (DVDs/Blu-rays)	90,117	89,332	-0.9%	69,980	66,869	-4.4%				160,097	156,201	-2.4%
Music (Compact Discs)	4,205	3,708	-11.8%	3,711	3,899	5.1%				7,916	7,607	-3.9%
Juvenile Tablets	2,313	2,941	27.2%	1,783	2,763	55.0%				4,096	5,704	39.3%
<b>Total AV Circulation</b>	<b>112,773</b>	<b>114,694</b>	1.7%	<b>90,611</b>	<b>89,310</b>	-1.4%				<b>203,384</b>	<b>204,004</b>	0.3%
<b>SPECIAL COLLECTIONS CIRCULATION</b>												
Board Games (added July 2022)	200	1,369	584.5%	95	884	830.5%	0	0	#DIV/0!	295	2,253	663.7%
'Brary Bags	642	694	8.1%	421	488	15.9%				1,063	1,182	11.2%
Hotspots	146	138	-5.5%	174	145	-16.7%	0	0	#DIV/0!	320	283	-11.6%
Maker Kits	555	734	32.3%	383	546	42.6%	3	0	-100.0%	941	1,280	36.0%
Streaming Devices (added Sept 2022)	10	335	3250.0%	9	282	#####	0	0	#DIV/0!	19	617	3147.4%
<b>Total Special Collections Circulation</b>	<b>1,553</b>	<b>3,270</b>	110.6%	<b>1,082</b>	<b>2,345</b>	116.7%	<b>3</b>	<b>0</b>	-100.0%	<b>2,638</b>	<b>5,615</b>	112.9%
<b>PHYSICAL CIRCULATION (PRINT + AV)</b>												
Adult Circulation	255,865	257,997	0.8%	187,853	191,679	2.0%	9	30	233.3%	443,727	449,706	1.3%
Juvenile Circulation	238,164	265,722	11.6%	166,467	180,310	8.3%	10	10	0.0%	404,641	446,042	10.2%
Young Adult Circulation	16,954	17,380	2.5%	11,414	12,263	7.4%	2	0	-100.0%	28,370	29,643	4.5%
<b>Total Physical Circulation</b>	<b>510,983</b>	<b>541,099</b>	5.9%	<b>365,734</b>	<b>384,252</b>	5.1%	<b>21</b>	<b>40</b>	90.5%	<b>876,738</b>	<b>925,391</b>	5.5%
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										91,425	148,101	62.0%
eBooks										166,074	170,608	2.7%
eMusic										2,577	2,644	2.6%
eVideo										16,415	19,210	17.0%
eZines (Digital Magazines)										9,416	12,104	28.5%
<b>Total Digital Circulation</b>										<b>285,907</b>	<b>352,667</b>	23.4%