

# ATTACHMENTS FOR DECEMBER 12, 2023 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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**Library Operations**

- Appropriations meetings with departments
- Attended Finance / Financial Advisory Committee meeting for 2024 appropriations
- Continued to review and discuss things that need to be done at Congress Park
- Provided supervisory coverage on Saturday, November 18<sup>th</sup> and evening of Wednesday, November 22
- Assisted with Good Life Award ceremony
- Discussed PLF formula implementation with Wright Memorial Library
- Strategic Planning Team meeting to discuss activities of group in 2024
- Met with new hires

**Communication**

- Communicated with Parks about storytimes they were offering at same time as ours
- Communicated with RecPlex over exhaust issue with new equipment

**Community / Professional Involvement**

- Friends
  - Attended trivia
  - Attended meeting – presenting 2024 grant requests
  - Moved boxes of books to storage unit
- Attended City's Age-Friendly focus group meeting
- Attended City's Veteran's Day ceremony
- Attended RecPlex Advisory meeting
- Attended Dale Berry's retirement reception
- Attended OLC's Facing the Challenge webinar
- Met with other local area Directors
- Attended Ohio Ethics Law Refresher
- Attended monthly Heart of Centerville-Washington Township meeting
- Worked two shifts at Optimists Tree Lot
- Participated in SICSA's mediocre pet portraits fundraiser
- Met with Development Director from Jewish Federation

Vacation – 11/27 and 12/1

November 2023

# Board Minutes and Attachments

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

November 14, 2023

**CALL TO ORDER**

The regular Board of Trustees meeting for November 2023 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 6:59 P.M.

The roll call was as follows: Mr. Bowling, **Absent**; 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; Mrs. Robinson, Human Resources Manager, and members of the public.

**HEARING OF THE PUBLIC**

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

**EXECUTIVE SESSION**

Mrs. Herrick moved to adjourn to executive session, pursuant to ORC § 121.22(G)(1), for the purpose of discussing the compensation of public employees. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</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 into executive session at 7:00 p.m.

At 7:25, Board President Barbara Denison returned the meeting to open session.

**HUMAN RESOURCES PRESENTATION**

a. **2024 Benefits**

Mrs. Robinson presented regarding 2023 changes to benefits. She stated that House Bill 33, which was signed into law by Governor DeWine in July 2023, extends coverage for dental and vision coverage for unmarried children up to age 26. She also talked about the

changes to high deductible health plans, which change the minimum deductibles to \$1,600 for single coverage and \$3,200 for family coverage. As our deductible amounts are set higher than these minimum thresholds, no changes are required to our deductible amounts. Finally, Centerville City School District confirmed that there would be no increase in health care premiums for 2024. The schools also confirmed that Delta Dental has been renewed for one year, also with no increase. The current rates for vision insurance, which is an employee-paid benefit, also did not change.

Mrs. Herrick moved for open enrollment to proceed with the above changes as required by House Bill 33. Mr. Nunna seconded the motion.

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

b. Compensation Changes

Mrs. Robinson presented regarding the changes to Ohio's minimum wage. She stated that on January 1, 2024, the minimum wage will rise to \$10.45 per hour. She presented two alternatives:

1. Increase the minimum wage by 3.5%, with no change to the maximum. This will allow the library to be complying with the new minimum wage.
2. Increase the range minimum as required, and also increase the maximum by 3.5%

She stated that her recommendation is to increase both range minimum and maximum by 3.5%.

Second, she presented that four shelving assistants would be below the new minimum wage on January 1, 2024. She recommended that effective January 1, 2024, the wages of these four shelving assistants be adjusted to minimum wage.

Finally, as a result of the rescinding of the OPERS pickup, changes need to be made to the pay ranges for selected positions. It is her recommendation that the pay ranges for selected positions be increased by 2% to 10%, to allow us to remain competitive with other libraries.

Mrs. Herrick moved to approve the compensation changes as presented and recommended by Mrs. Robinson. Mrs. Cline seconded the motion.

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

c. Personnel Policy Revisions

Mrs. Robinson stated that there were some changes needed to certain personnel policies.

Alcohol and Drug Use: Policy is amended to clarify that marijuana is still considered an illegal drug under federal law.

Cell Phone Usage: Amended to require employees who are performing library business to refrain from using their cell phone while driving. Additionally, it clarifies the expectation from 'are expected to' to 'must' refrain. Additionally, disciplinary action as a result of policy violations are now included in the policy.

Social Media: Change broadens the scope of library policies that can be violated by social media postings by employees.

Ohio Public Employees Retirement System: The changes to current policy reflect the elimination of the pick-up.

Holidays and Special Closing (Make-up of Time): Amends the policy to remove the specific number of recognized holidays approved by the board. In the future, if additional holidays are approved, there will not be a need to change the policy.

Mrs. Herrick moved to amend the policies as presented. Mrs. Cline seconded the motion.

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

### **LONG-RANGE FACILITIES COMMITTEE**

Mr. Nunna discussed the Long-Range Facilities Committee meeting that was held on November 6<sup>th</sup>. During this meeting the committee talked about the strengths and weaknesses of the various construction delivery models. He stated that the members of the committee had concluded that the most appropriate delivery model based upon the factors of our project would be the Design-Bid-Build method.

Mrs. Herrick moved to approve Resolution No. 023-019: Authorizing Design Professional Procurement with a Design-Bid-Build Delivery Model for the Centerville Library Renovation Project. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</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>		

Resolution No. 023-019 is approved.

As the Request for Qualifications was not ready for the meeting, we do not have it ready for this meeting. However, once it is ready, it can be placed in the Dayton Daily News if approved by the Board of Trustees. Mr. Nunna moved to approve the placement of the legal advertisement once it is ready. Mrs. Cline seconded the motion.

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

### **APPROVAL OF MINUTES**

Mrs. Suttman moved for the approval of the October 17, 2023 Meeting Minutes. Mrs. Herrick seconded the motion.

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

### **DIRECTOR'S REPORT**

#### **❖ FACILITIES**

##### **❖ Congress Park**

- Electrical work is complete, alarm system should be soon, security cameras are being installed, thermostats have been installed
- Working on making arrangements to replace exterior doors in order to install keycards and to have general contractor do interior wall changes; still exploring options for outside brick repair

##### **❖ Woodbourne Library**

- HVAC – closing meeting scheduled for Friday

##### **❖ Centerville Library**

- HVAC – Boiler, air handler, and installed valves are under control, they are stabilizing the building pressure; a few additional valves still need to be installed

##### **❖ Van**

- Ramp is on order, should be here in a couple weeks
- Gary is making custom carts to use to move materials between buildings

#### **❖ PERSONNEL**

- ❖ Recruitment – Youth Services Specialist and Adult Services Aide positions have been filled, both starting after Thanksgiving; Public Services Team Leader in progress

#### **❖ COLLECTIONS/SERVICES/PROGRAMS**

- ❖ Staff will be doing some shifting of the adult collection at Woodbourne to make more room for fiction
- ❖ Good Life Award Winners are being notified
- ❖ Erma Bombeck Writing Competition begins December 4
- ❖ Current exhibit at Woodbourne is by R. Darden Bradshaw, professor at UD

❖ **OTHER**

- ❖ Creativity Commons will be featured in the December issue of Centerville Lifestyle magazine
- ❖ First Amendment Auditor visited Centerville Library and other nearby public entities
- ❖ Friends still in need of Book Sale Chair(s)

**FISCAL OFFICER'S REPORT**

- a. Mr. Monteith presented the monthly financial report for October 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.

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

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

The motion is approved.

- b. Payment of November Expenditures

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

The roll call vote was as follows:

Mr. Bowling	<u>Absent</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. 023-020: Advance Request for Taxes Collected**

Mr. Monteith stated that this resolution is required by the County Auditor to allow for the distribution of property tax receipts collected as they are received. We pass this resolution annually, and ask that the maximum available be remitted on a weekly basis.

The roll call vote was as follows:



Mr. Bowling	<u>Absent</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>

The resolution is approved

### **ADJOURNMENT**

Mrs. Herrick moved to adjourn the meeting at 8:25 P.M. Mr. Nunna seconded the motion.

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**President**

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**Secretary**

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

**Resolution No. 023-019**

**AUTHORIZING DESIGN PROFESSIONAL PROCUREMENT WITH A  
DESIGN-BID-BUILD DELIVERY MODEL  
FOR THE CENTERVILLE LIBRARY RENOVATION PROJECT**

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

WHEREAS, after considering the available project delivery models for construction of the Project, the Board has determined that it is in the best interest of the Library to use the Design-Bid-Build (Single Prime General Contractor) delivery method which will require the services of a separate design professional to prepare the design documents, and provide construction administration services for the Project; and

WHEREAS, Ohio Revised Code Sections 153.65, et seq. defines the required process for procuring a design professional, which includes issuing a notice of the available contract, soliciting qualifications from qualified design firms, evaluating and ranking at least three firms based upon their qualifications to perform the required services, and selecting the most-qualified firm; and

WHEREAS, the Library previously began the design professional procurement process for the Project but the Board determined to terminate that procurement; and

WHEREAS, the Board wishes to authorize the Director and Fiscal Officer to begin a new design professional procurement process for the Project, and to authorize the Director and Fiscal Officer to work with construction legal counsel to finalize the procurement and contract documents, including the Request for Qualifications and follow the required statutory procurement process to procure design professionals, for approval by the Board at a future meeting.

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

1. The Board approves the Design-Bid-Build (Single Prime General Contractor) delivery model for the Project.
2. The Board authorizes the Director and Fiscal Officer to work with construction legal counsel to prepare the procurement and contract documents, including the Request for Qualifications and follow the required statutory procurement processes to procure design professionals for the Project, for approval by the Board at a future meeting.

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

The roll call vote was as follows:

Mr. Bowling	<u>Absent</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>		

RESOLUTION 023-020  
ADVANCE REQUEST FOR TAXES COLLECTED

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

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

Mr. Bowling Absent  
Mrs. Cline Present  
Mrs. Denison Present  
Mrs. Herrick Present

Mr. Nunna Present  
Mrs. Suttman Present  
Mr. Talda Present

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

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

Mr. Bowling Absent  
Mrs. Cline Yes  
Mrs. Denison Yes  
Mrs. Herrick Yes

Mr. Nunna Yes  
Mrs. Suttman Yes  
Mr. Talda Yes

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

Adopted the 14<sup>th</sup> day of November, 2023.



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

**KARL L. KEITH  
MONTGOMERY COUNTY AUDITOR**

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

PLEASE COMPLETE/CHECK THE FOLLOWING:

MINIMUM AMOUNT TO ADVANCE: \$ Maximum Available

ADVANCE FROM: ☒ Real Estate Taxes

ADVANCES PROCESSED: ☒ Weekly  
☐ Bi-Weekly  
☐ Monthly  
☐ Other \_\_\_\_\_

PRINT NAME: John Monteith

AUTHORIZED SIGNATURE: 

TITLE: Fiscal Officer

DATE: November 14, 2023

TAXING ENTITY: Washington-Centerville Public Library

EMAIL ADDRESS: JMonteith@wclibrary.info

PLEASE INDICATE DATES FOR WHICH ADVANCES SHOULD NOT BE DEPOSITED: \_\_\_\_\_

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

QUESTIONS: PATRICK MIKAL  
225-4231

THANK YOU!

# EXPENDITURES FOR APPROVAL AT NOVEMBER MEETING

November 14, 2023

## CURRENT EXPENDITURES

### GENERAL FUND:

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

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

#### EXPENDITURES SINCE LAST BOARD MEETING

##### PAYROLL:

Payroll #22	\$ 121,406.55
Payroll #23	122,128.06
<b>TOTAL PAYROLL</b>	<b>\$ 243,534.61</b>

##### MISCELLANEOUS:

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

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

**December 2023**

**2024 Appropriations  
Resolution**



RESOLUTION NO. 023-021  
2022 ANNUAL APPROPRIATIONS  
Washington-Centerville Public Library

**Resolution No. 023-021: 2024 Annual Appropriation Resolution:** \_\_\_\_\_ moved,  
\_\_\_\_\_ seconded and the Board approved Resolution No. 023-021, the 2024 Annual  
Appropriation Resolution. The roll call vote resulted as follows:

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

Be it resolved by the Board of Library Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio, that to provide for current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2024, the following sums be and the same are hereby set aside and appropriated for several purposes which expenditures are to be made:

101 - GENERAL FUND			
1000	SALARIES AND BENEFITS		
1100	Salaries and Leave Benefits	\$	3,731,500
1400	Retirement Benefits		522,430
1600	Insurance Benefits		705,960
1900	Other Employee Benefits		8,519
	<b>TOTAL SALARIES AND BENEFITS</b>		<b>4,968,409</b>
2000	SUPPLIES		
2100	General Administrative Supplies		157,700
2200	Property Maintenance/Repair Supplies		15,200
2300	Vehicle Fuel and Supplies		5,000
2500	Supplies Purchased for Resale		41,000
	<b>TOTAL SUPPLIES</b>		<b>218,900</b>
3000	PURCHASED/CONTRACT SERVICES		
3100	Travel & Meeting Expenses		58,175
3200	Communication/Printing/Publicity		124,940
3300	Property Maintenance/Repair/Security		522,705
3400	Insurance		33,875
3500	Rents / Leases		-
3600	Utilities		198,500
3700	Professional Services		137,700

3800	Software Maintenance	243,320
3900	Other Contract/Purchased Services	213,785
<b>TOTAL PURCHASED/CONTRACT SERVICES</b>		<b>1,533,000</b>
4000	LIBRARY MATERIALS	
4100	Books	507,000
4200	Periodicals	24,000
4300	Audio/Visual Materials	164,000
4500	Online Library Databases	123,500
4600	Interlibrary Delivery	13,000
4800	eProducts	595,555
4900	Library Materials - Other	42,500
<b>TOTAL LIBRARY MATERIALS</b>		<b>1,469,555</b>
5000	CAPITAL OUTLAY	
5100	Land	-
5200	Land Improvements	25,000
5300	Buildings	-
5400	Building Improvements	83,500
5500	Furniture/Equipment	297,080
5700	Vehicles	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>405,580</b>
7000	OTHER OBJECTS	
7100	Dues & Memberships	12,200
7200	Taxes & Assessments	2,500
7500	Refunds / Reimbursements	2,500
<b>TOTAL OTHER OBJECTS</b>		<b>17,200</b>
8000	CONTINGENCY	
8900	Contingency	100,000
9000	INTERFUND TRANSFERS	
9900	Transfers Out	2,000,000
<b>TOTAL GENERAL FUND</b>		<b>\$ 10,712,644</b>

<b>102 - UNCLAIMED FUNDS</b>
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8700 Refunds / Reimbursements	\$0
<b>TOTAL UNCLAIMED FUNDS</b>	<b>\$0</b>

<b>401 - BUILDING FUND</b>
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3000 PURCHASED/CONTRACT SERVICES	
3200 Communication/Printing/Publicity	\$ 5,000
3700 Professional Services	110,000
<b>TOTAL PURCHASED/CONTRACT SERVICES</b>	<b>115,000</b>
5000 CAPITAL OUTLAY	
5100 Land	-
5200 Land Improvements	-
5300 Buildings	-
5400 Building Improvements	3,835,000
5500 Furniture/Equipment	500,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>4,335,000</b>
<b>TOTAL BUILDING FUND</b>	<b>4,450,000</b>

<b>450 - PERMANENT IMPROVEMENT - ILS FUND</b>
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5500 Hardware/Software	\$ 5,000
<b>TOTAL PERMANENT IMPROVEMENT - ILS FUND</b>	<b>\$ 5,000</b>

<b>451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND</b>
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3000 PURCHASED / CONTRACTED SERVICES	
3300 Property Maintenance/Repair/Security	\$ 4,000
5000 CAPITAL OUTLAY	
5500 Hardware/Software	21,900
<b>TOTAL PERMANENT IMPROVEMENT - TECHNOLOGY FUND</b>	<b>\$ 25,900</b>

<b>898 - GOOD LIFE PRIVATE PURPOSE FUND</b>
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2000 SUPPLIES

2100	Office & Program Supplies	\$	4,550
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3000 PURCHASED/CONTRACT SERVICES

3200	Communications / Printing / Publicity		250
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<b>TOTAL GOOD LIFE PRIVATE PURPOSE FUND</b>		<b>\$</b>	<b>4,800</b>
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<b>GRAND TOTAL APPROPRIATION - ALL FUNDS</b>	<b>\$ 15,198,344</b>
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**November 2023**

**Fiscal Officer's  
Report**

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$10,361,390.68	\$635,133.67	\$544,962.71	\$10,451,561.64
Unclaimed Funds	\$310.07	\$0.00	\$0.00	\$310.07
"The Wall That Heals" Fund	\$3,267.25	\$0.00	\$30.00	\$3,237.25
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$2,239,399.22	\$0.00	\$7,117.50	\$2,232,281.72
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	\$800.00	\$4,617.82	\$201.15
Payroll Clearing Fund	\$6,260.81	\$65,398.26	\$66,268.95	\$5,390.12
	<b>\$17,674,882.89</b>	<b>\$701,331.93</b>	<b>\$622,996.98</b>	<b>\$17,753,217.84</b>

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

US Bank:	
Checking/Payroll	\$591,970.51
Investment	\$7,050,062.44
Dayton Foundation - TWTH	\$5,470.00
STAR Ohio	\$8,827,295.45 <sup>1</sup>
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$274,474.68
Paypal	\$841.88
Petty Cash	\$550.00
<b>Total Bank Balances</b>	<b>\$17,842,382.37</b>
Outstanding Checks	(\$89,705.43)
Deposit in Transit	\$530.95
Receipts to be posted	\$0.00
Fees to be posted	\$9.95
<b>Reconciled Balance</b>	<b>\$17,753,217.84</b>

<b>1 - Average daily rate was 5.57% for the month</b>
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**Washington-Centerville Public Library**  
**Monthly Revenue Statement**  
**For The Month Of November 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	\$ 250,000.56	\$ 2,772,528.85	82.86%
GENERAL PROPERTY TAXES	4,580,609.00	-	4,858,703.72	106.07%
PROPERTY TAX ROLLBACK	615,000.00	309,110.37	617,858.21	100.46%
LOCAL INTERGOVERNMENTAL GRANTS	-	-	2,000.00	0.00%
PATRON FINES & FEES	26,000.00	2,855.37	28,285.40	108.79%
COPIER INCOME	27,600.00	2,553.63	27,802.86	100.74%
PASSPORT EXECUTION FEES	25,000.00	2,240.00	24,055.00	96.22%
PASSPORT PHOTOS	6,000.00	560.00	5,631.00	93.85%
PATRON SUPPLIES	12,500.00	1,828.40	21,761.79	174.09%
INTEREST INCOME	75,000.00	64,061.29	435,396.73	580.53%
UNRESTRICTED DONATIONS	10,000.00	362.57	3,810.76	38.11%
DONATIONS-RESTRICTED	30,000.00	-	25,150.00	83.83%
REFUNDS & REIMBURSEMENTS	2,500.00	1,564.78	15,709.86	628.39%
MISCELLANEOUS-OTHER	500.00	(3.30)	278.73	55.75%
TRANSFER IN	-	-	-	0.00%
<b>TOTAL RECEIPTS-GENERAL FUND</b>	<b>\$ 8,756,659.00</b>	<b>\$ 635,133.67</b>	<b>\$ 8,838,972.91</b>	<b>100.94%</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 November 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	\$ 800.00	\$ 800.00	13.91%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 5,750.00	\$ 800.00	\$ 800.00	13.91%

**999 - PAYROLL CLEARING FUND**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	\$ -	\$ 51,877.58	\$ 604,811.41	0.00%
UNUM REVENUE	-	511.92	6,061.54	0.00%
DELTA REVENUE	-	1,144.22	13,110.21	0.00%
ANTHEM REVENUE	-	11,864.54	138,454.83	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 65,398.26	\$ 762,437.99	0.00%
<b>GRAND TOTAL RECEIPTS</b>	<b>\$ 9,781,409.00</b>	<b>\$ 701,331.93</b>	<b>\$ 9,621,493.97</b>	<b>98.37%</b>



**Washington-Centerville Public Library**  
**Revenue Budget Statement**  
**For The Month Of November 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	\$ 276,447.63	\$ 250,000.56	\$ (26,447.07)	\$ 3,057,224.83	\$ 2,772,528.85	\$ (284,695.98)
GENERAL PROPERTY TAXES	-	-	-	4,580,609.00	4,858,703.72	\$ 278,094.72
PROPERTY TAX ROLLOVER	307,500.00	309,110.37	1,610.37	615,000.00	617,858.21	\$ 2,858.21
LOCAL INTERGOVERNMENTAL GRANT:	-	-	-	-	2,000.00	\$ 2,000.00
PATRON FINES & FEES	2,166.67	2,855.37	688.70	23,833.33	28,285.40	\$ 4,452.07
COPIER INCOME	2,300.00	2,553.63	253.63	25,300.00	27,802.86	\$ 2,502.86
PASSPORT EXECUTION FEES	2,083.33	2,240.00	156.67	22,916.67	24,055.00	\$ 1,138.33
PASSPORT PHOTOS	500.00	560.00	60.00	5,500.00	5,631.00	\$ 131.00
PATRON SUPPLIES	1,041.67	1,828.40	786.73	11,458.33	21,761.79	\$ 10,303.46
INTEREST INCOME	5,985.00	64,061.29	58,076.29	71,205.00	435,396.73	\$ 364,191.73
UNRESTRICTED DONATIONS	720.00	362.57	(357.43)	7,920.00	3,810.76	\$ (4,109.24)
DONATIONS-RESTRICTED	-	-	-	22,291.59	25,150.00	\$ 2,858.41
REFUNDS & REIMBURSEMENTS	325.93	1,564.78	1,238.85	2,105.92	15,709.86	\$ 13,603.94
MISCELLANEOUS-OTHER	98.15	(3.30)	(101.45)	441.68	278.73	\$ (162.95)
TRANSFER IN	-	-	-	-	-	\$ -
<b>TOTAL GENERAL FUND</b>	<b>\$ 599,168.37</b>	<b>\$ 635,133.67</b>	<b>\$ 35,965.30</b>	<b>\$ 8,445,806.35</b>	<b>\$ 8,838,972.91</b>	<b>\$ 393,166.56</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 November 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)	
	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	
	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	
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)	
	\$ -	\$ 51,877.58	\$ 51,877.58	\$ -	\$ 604,811.41	\$ 604,811.41	
	-	511.92	511.92	-	6,061.54	6,061.54	
	-	1,144.22	1,144.22	-	13,110.21	13,110.21	
	-	11,864.54	11,864.54	-	138,454.83	138,454.83	
	\$ -	\$ 65,398.26	\$ 65,398.26	\$ -	\$ 762,437.99	\$ 762,437.99	
GRAND TOTAL RECEIPTS	\$ 599,168.37	\$ 701,331.93	\$ 102,163.56	\$ 8,445,806.35	\$ 9,621,493.97	\$ 1,175,687.62	

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

**Washington-Centerville Public Library**  
**Expense Account Summary**  
**For the Month of November 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	44,391.40	515,177.89	0.00	64,822.11	88.82%
Library Specialist	1,293,500.00	95,888.59	1,140,481.77	0.00	153,018.23	88.17%
Technician	195,000.00	14,849.60	176,770.80	0.00	18,229.20	90.65%
Public Services Assistant	383,300.00	28,364.72	329,581.81	0.00	53,718.19	85.99%
Substitute	83,000.00	3,348.70	37,185.24	0.00	45,814.76	44.80%
Fiscal Officer	92,000.00	7,022.40	84,268.80	0.00	7,731.20	91.60%
Administrative Support	400,500.00	25,572.97	271,696.78	0.00	128,803.22	67.84%
Facilities	67,500.00	5,978.19	63,858.53	0.00	3,641.47	94.61%
Library Aides	150,000.00	7,653.69	101,895.51	0.00	48,104.49	67.93%
Shelving Assistants	119,000.00	8,061.16	101,455.89	0.00	17,544.11	85.26%
TOTAL SALARIES & LEAVE BENEFITS	3,363,800.00	241,131.42	2,822,373.02	0.00	541,426.98	83.90%
1400 - RETIREMENT-OPERS						
OPERS	774,062.00	56,287.50	649,719.55	0.00	124,342.45	83.94%
1600 - INSURANCE BENEFITS						
Health Insurance	540,453.36	39,980.00	435,837.68	48,175.24	56,440.44	89.56%
Health Savings Account	104,600.00	7,275.14	80,734.89	16,281.81	7,583.30	92.75%
Dental Insurance	23,325.00	1,699.18	18,229.47	4,891.11	204.42	99.12%
Medicare	48,912.85	3,430.15	40,117.46	0.00	8,795.39	82.02%
Life Insurance	4,100.98	273.19	3,018.32	334.53	748.13	81.76%
Workers' Compensation	9,557.00	9,473.00	9,557.00	0.00	0.00	100.00%
TOTAL INSURANCE BENEFITS	730,949.19	62,130.66	587,494.82	69,682.69	73,771.68	80.37%
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	3,905.00	303.00	2,840.00	29.00	1,036.00	73.47%
Other Employee Benefits	4,000.00	0.00	2,647.14	1,352.86	0.00	100.00%
TOTAL OTHER EMPLOYEE BENEFITS	7,905.00	303.00	5,487.14	1,381.86	1,036.00	69.41%
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>4,876,716.19</b>	<b>359,852.58</b>	<b>4,065,074.53</b>	<b>71,064.55</b>	<b>740,577.11</b>	<b>83.36%</b>
<b>2000 - SUPPLIES</b>						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	43,476.00	2,991.88	31,238.58	12,227.29	10.13	99.98%
Program Supplies	126,855.89	6,069.78	52,246.21	28,207.75	46,401.93	63.42%
Cataloging/Processing Supplies	15,660.09	173.81	4,343.79	5,871.82	5,444.48	65.23%
Postage	17,010.00	1,500.00	6,510.00	0.00	10,500.00	38.27%
Small Tools/Equipment	3,000.00	0.00	897.23	0.00	2,102.77	29.91%
TOTAL GENERAL ADMIN SUPPLIES	206,001.98	10,735.47	95,235.81	46,306.86	64,459.31	46.23%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,100.00	0.00	84.01	165.99	850.00	22.73%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	30,362.75	563.91	20,103.31	7,644.20	2,615.24	91.39%
<b>TOTAL SUPPLIES</b>	<b>237,464.73</b>	<b>11,299.38</b>	<b>115,423.13</b>	<b>54,117.05</b>	<b>67,924.55</b>	<b>48.61%</b>
<b>3000 - PURCHASED &amp; CONTRACTED SERVICES</b>						
3100 - TRAVEL EXPENSES						
Mileage	10,077.04	590.52	5,938.55	2,310.52	1,827.97	81.86%
In-House Seminars	3,750.00	0.00	2,519.47	395.53	835.00	77.73%
Conference/Meetings	15,443.82	2,504.25	10,290.98	1,463.22	3,689.62	76.11%
TOTAL TRAVEL EXPENSES	29,270.86	3,094.77	18,749.00	4,169.27	6,352.59	64.05%

**Washington-Centerville Public Library**  
**Expense Account Summary**  
**For the Month of November 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	305.53	3,195.58	2,404.42	3,040.77	64.81%
Computer Data Line	52,843.35	2,093.61	23,787.16	16,175.16	12,881.03	75.62%
Security Alarm	7,500.00	1,034.34	3,014.34	1,954.33	2,531.33	66.25%
Legal Ads	2,054.40	0.00	1,297.12	0.00	757.28	63.14%
Marketing & Advertising	13,210.40	180.00	13,059.56	150.00	0.84	99.99%
Printing/Publications	40,726.50	926.14	14,050.90	4,911.49	21,764.11	46.56%
<b>TOTAL COMMUNICATION/PRINT/PUBLICITY</b>	<b>124,975.42</b>	<b>4,539.62</b>	<b>58,404.66</b>	<b>25,595.40</b>	<b>40,975.36</b>	<b>46.73%</b>
<b>3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY</b>						
Building & Site Repairs	147,990.37	19,118.40	73,216.38	39,890.29	34,883.70	76.43%
Equipment Maintenance	36,034.95	1,289.85	20,991.74	5,716.55	9,326.66	74.12%
Grounds & Snow Removal	128,167.00	3,855.93	39,618.79	28,069.64	60,478.57	52.81%
Janitorial Services	236,239.11	15,733.64	169,418.88	23,037.62	43,782.61	81.47%
Trash Services	9,218.26	776.89	8,298.81	919.45	0.00	100.00%
<b>TOTAL PROPERTY MAINT/REPAIR/SECURITY</b>	<b>557,649.69</b>	<b>40,774.71</b>	<b>311,544.60</b>	<b>97,633.55</b>	<b>148,471.54</b>	<b>73.38%</b>
<b>3400 - INSURANCE</b>						
Property Insurance	32,500.00	6.75	25,270.25	2.75	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	8,356.02	69,228.56	56,501.97	24,992.84	83.42%
Gas	63,587.13	1,812.32	40,350.33	12,710.35	10,526.45	83.45%
Water/Sewer	13,200.84	538.15	6,700.00	4,271.50	2,229.34	83.11%
<b>TOTAL UTILITIES</b>	<b>227,511.34</b>	<b>10,706.49</b>	<b>116,278.89</b>	<b>73,483.82</b>	<b>37,748.63</b>	<b>83.41%</b>
<b>3700 - PROFESSIONAL SERVICES</b>						
Speakers/Program Stipends	16,187.89	350.00	6,750.00	1,975.00	7,462.89	53.90%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,527.44	0.00	12,263.79	0.00	263.65	97.90%
Legal Services	27,847.50	0.00	24,971.25	506.25	2,370.00	91.49%
Tax Collection Fees	76,109.93	319.49	71,235.70	4,764.30	109.93	99.86%
Banking Fees	9,329.44	821.84	7,085.90	1,958.76	284.78	96.95%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>142,002.20</b>	<b>1,491.33</b>	<b>122,306.64</b>	<b>9,204.31</b>	<b>10,491.25</b>	<b>92.61%</b>
<b>3800 - SOFTWARE MAINTENANCE</b>						
Software Maintenance	253,137.44	2,971.56	181,240.87	56,612.24	15,284.33	93.96%
<b>3900 - OTHER CONTRACTED SERVICES</b>						
Temporary Contract Services	43,656.65	1,667.17	23,228.49	5,915.65	14,512.51	66.76%
Online Services	138,225.12	117.88	76,761.20	340.24	61,123.68	55.78%
Collection Development Services	5,800.00	0.00	4,889.50	600.00	310.50	94.65%
<b>TOTAL OTHER CONTRACTED SERVICES</b>	<b>187,681.77</b>	<b>1,785.05</b>	<b>104,879.19</b>	<b>6,855.89</b>	<b>75,946.69</b>	<b>59.53%</b>
<b>TOTAL PURCHASED/CONTRACT SERVICES</b>	<b>1,586,228.72</b>	<b>65,370.28</b>	<b>938,674.10</b>	<b>273,557.23</b>	<b>373,997.39</b>	<b>76.42%</b>
<b>4000 - LIBRARY MATERIALS</b>						
<b>4100 - NEW BOOKS</b>						
New Books	612,095.69	44,728.44	382,558.85	224,158.55	5,378.29	99.12%
Standing Orders/Continuations	29,004.83	1,729.02	13,975.41	8,375.74	6,653.68	77.06%
Book Rentals	66,629.15	205.40	61,040.86	1,048.30	4,539.99	93.19%
<b>TOTAL NEW BOOKS</b>	<b>707,729.67</b>	<b>46,662.86</b>	<b>457,575.12</b>	<b>233,582.59</b>	<b>16,571.96</b>	<b>64.65%</b>
<b>4200 - PERIODICALS</b>						
Periodicals	25,258.35	656.98	22,183.38	2,579.14	495.83	98.04%

**Washington-Centerville Public Library**  
**Expense Account Summary**  
**For the Month of November 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	7,927.70	66,518.76	48,899.81	12,596.72	90.16%
Read Along Audiobooks	23,462.34	1,146.81	16,251.87	6,353.19	857.28	96.35%
CD-Rom	17,828.43	899.88	11,530.94	6,297.49	0.00	100.00%
Books On CD	43,227.14	1,313.72	15,737.16	17,877.45	9,612.53	77.76%
Compact Discs	85.95	0.00	85.95	0.00	0.00	100.00%
Brary Bags	2,718.79	361.20	1,858.68	815.92	44.19	98.37%
<b>TOTAL AUDIO-VISUAL MATERIALS</b>	<b>215,337.94</b>	<b>11,649.31</b>	<b>111,983.36</b>	<b>80,243.86</b>	<b>23,110.72</b>	<b>89.27%</b>
<b>4500 - ONLINE LIBRARY DATABASES</b>						
Online Subscriptions - Adult	121,903.55	11,982.16	112,202.86	9,350.69	350.00	99.71%
Online Subscriptions - Youth	9,200.27	1,150.00	4,264.93	0.00	4,935.34	46.36%
<b>TOTAL ONLINE LIBRARY DATABASES</b>	<b>131,103.82</b>	<b>13,132.16</b>	<b>116,467.79</b>	<b>9,350.69</b>	<b>5,285.34</b>	<b>88.84%</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	1,862.85	367,196.83	23,733.92	4,311.96	98.91%
Digital Music Services	40,000.00	0.00	39,735.00	0.00	265.00	99.34%
Digital Video Services	166,412.70	10,486.06	74,125.49	25,874.51	66,412.70	60.09%
<b>TOTAL E-MATERIALS</b>	<b>601,655.41</b>	<b>12,348.91</b>	<b>481,057.32</b>	<b>49,608.43</b>	<b>70,989.66</b>	<b>79.96%</b>
<b>4900 - LIBRARY MATERIALS-OTHER</b>						
Special Learning Kits	38,752.71	1,016.08	6,913.83	20,049.96	11,788.92	69.58%
Board Game Collection	3,011.86	917.81	2,146.97	114.14	750.75	75.07%
<b>TOTAL LIBRARY MATERIALS - OTHER</b>	<b>41,764.57</b>	<b>1,933.89</b>	<b>9,060.80</b>	<b>20,164.10</b>	<b>12,539.67</b>	<b>21.69%</b>
<b>TOTAL LIBRARY MATERIALS</b>	<b>1,735,054.21</b>	<b>86,384.11</b>	<b>1,210,532.22</b>	<b>395,528.81</b>	<b>128,993.18</b>	<b>92.57%</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	311,172.00	9,618.48	93,973.91	8,571.96	208,626.13	32.95%
Software	71,450.00	0.00	6,693.62	950.00	63,806.38	10.70%
Office Furniture	13,675.60	258.07	6,308.31	0.00	7,367.29	46.13%
Library Furniture	102,585.23	12,045.92	20,445.11	159.00	81,981.12	20.08%
Library Vehicle	75,000.00	0.00	74,823.57	132.54	43.89	99.94%
<b>TOTAL CAPITAL OUTLAY</b>	<b>632,239.82</b>	<b>21,922.47</b>	<b>203,471.51</b>	<b>9,813.50</b>	<b>418,954.81</b>	<b>32.18%</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	133.89	1,650.67	1,005.80	23.77	99.11%
<b>TOTAL REFUNDS &amp; REIMBURSEMENTS</b>	<b>2,680.24</b>	<b>133.89</b>	<b>1,650.67</b>	<b>1,005.80</b>	<b>23.77</b>	<b>61.59%</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>133.89</b>	<b>17,450.24</b>	<b>1,543.51</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>10,187,346.19</b>	<b>544,962.71</b>	<b>6,560,625.73</b>	<b>805,624.65</b>	<b>2,821,095.81</b>	<b>72.31%</b>

**Washington-Centerville Public Library**  
**Expense Account Summary**  
**For the Month of November 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	0.00	1,799.78	0.00	1,400.22	56.24%
Postage	100.00	0.00	63.00	0.00	37.00	63.00%
Marketing & Advertising	600.00	0.00	469.97	0.00	130.03	78.33%
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	30.00	1,530.00	0.00	970.00	61.20%
Site Fee	11,000.00	0.00	11,000.00	0.00	0.00	100.00%
	<b>19,000.00</b>	<b>30.00</b>	<b>15,862.75</b>	<b>0.00</b>	<b>3,137.25</b>	<b>83.49%</b>
<b>401 - BUILDING FUND</b>						
Legal Services	7,000.00	5,752.50	5,752.50	1,247.50	0.00	100.00%
Legal Advertisements	5,000.00	0.00	4,019.36	0.00	980.64	80.39%
Architect/Engineering	156,000.00	1,365.00	42,253.14	10,746.86	103,000.00	33.97%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Buildings	500,000.00	0.00	434,094.67	0.00	65,905.33	86.82%
Building Improvements	1,515,000.00	0.00	148,327.70	250,622.30	1,116,050.00	26.33%
Furniture & Equipment	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
<b>TOTAL BUILDING FUND</b>	<b>2,683,000.00</b>	<b>7,117.50</b>	<b>634,447.37</b>	<b>262,616.66</b>	<b>1,785,935.97</b>	<b>33.44%</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	15,000.00	31,400.00	32.33%
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>15,000.00</b>	<b>39,400.00</b>	<b>27.57%</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	4,617.82	4,807.80	182.18	4,715.99	51.41%
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>4,617.82</b>	<b>4,807.80</b>	<b>182.18</b>	<b>4,969.23</b>	<b>50.10%</b>
<b>999 PAYROLL CLEARING FUND</b>						
Default Expense	0.00	51,822.79	604,540.80	0.00	-604,540.80	
Unum Expense	0.00	514.85	5,566.45	0.00	-5,566.45	
Delta Expense	0.00	1,237.20	13,166.97	0.00	-13,166.97	
Anthem Expense	0.00	12,694.11	137,620.67	0.00	-137,620.67	
<b>TOTAL PAYROLL CLEARING FUND</b>	<b>0.00</b>	<b>66,268.95</b>	<b>760,894.89</b>	<b>0.00</b>	<b>(760,894.89)</b>	
<b>GRAND TOTAL ALL APPROPRIATIONS</b>	<b>\$13,006,509.40</b>	<b>\$622,996.98</b>	<b>\$8,013,809.09</b>	<b>\$1,094,056.94</b>	<b>\$3,898,643.37</b>	<b>70.03%</b>

**Washington-Centerville Public Library  
Expense Budget Summary - General Fund  
For the Month of November 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	44,615.38	44,391.40	223.98	535,384.62	515,177.89	20,206.73
Library Specialist	99,500.00	95,888.59	3,611.41	1,194,000.00	1,140,481.77	53,518.23
Technician	15,000.00	14,849.60	150.40	180,000.00	176,770.80	3,229.20
Public Services Assistant	29,484.62	28,364.72	1,119.90	353,815.38	329,581.81	24,233.57
Substitute	6,384.62	3,348.70	3,035.92	76,615.38	37,185.24	39,430.14
Fiscal Officer	7,076.92	7,022.40	54.52	84,923.08	84,268.80	654.28
Administrative Support	30,807.69	25,572.97	5,234.72	372,980.77	271,696.78	101,283.99
Facilities	5,192.31	5,978.19	(785.88)	62,307.69	63,858.53	-1,550.84
Library Aides	11,538.46	7,653.69	3,884.77	138,461.54	101,895.51	36,566.03
Shelving Assistants	9,153.85	8,061.16	1,092.69	109,846.15	101,455.89	8,390.26
TOTAL SALARIES & LEAVE BENEFITS	258,753.85	241,131.42	17,622.43	3,108,334.62	2,822,373.02	285,961.60
1400 - RETIREMENT-OPERS						
OPERS	59,543.23	56,287.50	3,255.73	714,221.05	649,719.55	64,501.50
1600 - INSURANCE BENEFITS						
Health Insurance	45,037.78	39,980.00	5,057.78	499,546.41	435,837.68	63,708.73
Health Savings Account	8,716.67	7,275.14	1,441.53	95,883.33	80,734.89	15,148.44
Dental Insurance	1,943.75	1,699.18	244.57	21,381.25	18,229.47	3,151.78
Medicare	3,762.53	3,430.15	332.38	45,150.32	40,117.46	5,032.86
Life Insurance	341.75	273.19	68.56	3,759.23	3,018.32	740.91
Workers' Compensation	9,557.00	9,473.00	84.00	9,557.00	9,557.00	0.00
TOTAL INSURANCE BENEFITS	69,359.47	62,130.66	7,228.81	675,277.55	587,494.82	87,782.73
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	228.39	303.00	(74.61)	2,960.15	2,840.00	120.15
Other Employee Benefits	0.00	0.00	0.00	4,000.00	2,647.14	1,352.86
TOTAL OTHER EMPLOYEE BENEFITS	228.39	303.00	(74.61)	6,960.15	5,487.14	1,473.01
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>387,884.94</b>	<b>359,852.58</b>	<b>28,032.36</b>	<b>4,504,793.37</b>	<b>4,065,074.53</b>	<b>439,718.84</b>
<b>2000 - SUPPLIES</b>						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	3,623.00	2,991.88	631.12	38,293.51	31,238.58	7,054.93
Program Supplies	8,139.36	6,069.78	2,069.58	117,363.91	52,246.21	65,117.70
Cataloging/Processing Supplies	783.00	173.81	609.19	14,877.09	4,343.79	10,533.30
Postage	420.00	1,500.00	(1,080.00)	16,785.00	6,510.00	10,275.00
Small Tools/Equipment	250.00	0.00	250.00	2,750.00	897.23	1,852.77
TOTAL GENERAL ADMIN SUPPLIES	13,215.37	10,735.47	2,479.90	190,069.51	95,235.81	94,833.70
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	91.67	0.00	91.67	1,008.33	84.01	924.32
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	2,111.86	563.91	1,547.95	25,730.42	20,103.31	5,627.11
<b>TOTAL SUPPLIES</b>	<b>15,418.89</b>	<b>11,299.38</b>	<b>4,119.51</b>	<b>216,808.26</b>	<b>115,423.13</b>	<b>101,385.13</b>
<b>3000 - PURCHASED &amp; CONTRACTED SERVICES</b>						
3100 - TRAVEL EXPENSES						
Mileage	543.58	590.52	(46.94)	9,284.27	5,938.55	3,345.72
In-House Seminars	0.00	0.00	0.00	3,750.00	2,519.47	1,230.53
Conference/Meetings	1,015.70	2,504.25	(1,488.55)	12,534.01	10,290.98	2,243.03
TOTAL TRAVEL EXPENSES	1,559.28	3,094.77	(1,535.49)	25,568.28	18,749.00	6,819.28
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	720.06	305.53	414.53	7,920.71	3,195.58	4,725.13
Computer Data Line	4,003.61	2,093.61	1,910.00	48,839.74	23,787.16	25,052.58
Security Alarm	625.00	1,034.34	(409.34)	6,875.00	3,014.34	3,860.66
Legal Ads	171.20	0.00	171.20	1,883.20	1,297.12	586.08
Marketing & Advertising	1,056.83	180.00	876.83	8,138.40	13,059.56	-4,921.16
Printing/Publications	131.59	926.14	(794.55)	35,691.61	14,050.90	21,640.71
TOTAL						
COMMUNICATION/PRINT/PUBLICITY	6,708.30	4,539.62	2,168.68	109,348.65	58,404.66	50,943.99

**Washington-Centerville Public Library  
Expense Budget Summary - General Fund  
For the Month of November 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	8,582.53	19,118.40	(10,535.87)	116,074.51	73,216.38	42,858.13
Equipment Maintenance	3,002.91	1,289.85	1,713.06	33,032.04	20,991.74	12,040.30
Grounds & Snow Removal	10,680.58	3,855.93	6,824.65	117,486.42	39,618.79	77,867.63
Janitorial Services	20,686.59	15,733.64	4,952.95	225,552.52	169,418.88	56,133.64
Trash Services	735.64	776.89	(41.25)	8,384.98	8,298.81	86.17
<b>TOTAL PROPERTY MAINT/REPAIR/SECURITY</b>	<b>43,688.26</b>	<b>40,774.71</b>	<b>2,913.55</b>	<b>500,530.46</b>	<b>311,544.60</b>	<b>188,985.86</b>
<b>3400 - INSURANCE</b>						
Property Insurance	1,583.33	6.75	1,576.58	30,916.67	25,270.25	5,646.42
<b>3500 - RENTS &amp; LEASES</b>						
Rents & Leases	5,250.00	0.00	5,250.00	26,250.00	0.00	26,250.00
<b>3600 - UTILITIES</b>						
Electricity	12,358.87	8,356.02	4,002.85	137,760.35	69,228.56	68,531.79
Gas	5,224.51	1,812.32	3,412.19	56,577.97	40,350.33	16,227.64
Water/Sewer	1,690.89	538.15	1,152.74	11,450.82	6,700.00	4,750.82
<b>TOTAL UTILITIES</b>	<b>19,274.27</b>	<b>10,706.49</b>	<b>8,567.78</b>	<b>205,789.13</b>	<b>116,278.89</b>	<b>89,510.24</b>
<b>3700 - PROFESSIONAL SERVICES</b>						
Speakers/Program Stipends	1,378.28	350.00	1,028.28	14,692.73	6,750.00	7,942.73
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	0.00	0.00	0.00	12,527.44	12,263.79	263.65
Legal Services	696.19	0.00	696.19	25,151.31	24,971.25	180.06
Tax Collection Fees	0.00	319.49	(319.49)	76,109.93	71,235.70	4,874.23
Banking Fees	764.95	821.84	(56.89)	8,564.49	7,085.90	1,478.59
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>2,839.42</b>	<b>1,491.33</b>	<b>1,348.09</b>	<b>137,045.89</b>	<b>122,306.64</b>	<b>14,739.25</b>
<b>3800 - SOFTWARE MAINTENANCE</b>						
Software Maintenance	9,552.79	2,971.56	6,581.23	243,667.89	181,240.87	62,427.02
<b>3900 - OTHER CONTRACTED SERVICES</b>						
Temporary Contract Services	3,205.36	1,667.17	1,538.19	42,186.10	23,228.49	18,957.61
Online Services	11,058.01	117.88	10,940.13	131,313.86	76,761.20	54,552.66
Collection Development Services	483.33	0.00	483.33	5,316.67	4,889.50	427.17
<b>TOTAL OTHER CONTRACTED SERVICES</b>	<b>14,746.71</b>	<b>1,785.05</b>	<b>12,961.66</b>	<b>178,816.63</b>	<b>104,879.19</b>	<b>73,937.44</b>
<b>TOTAL PURCHASED/CONTRACT SERVICES</b>	<b>105,202.35</b>	<b>65,370.28</b>	<b>39,832.07</b>	<b>1,457,933.60</b>	<b>938,674.10</b>	<b>519,259.50</b>
<b>4000 - LIBRARY MATERIALS</b>						
<b>4100 - NEW BOOKS</b>						
New Books	67,330.53	44,728.44	22,602.09	501,918.47	382,558.85	119,359.62
Standing Orders/Continuations	2,417.07	1,729.02	688.05	26,587.76	13,975.41	12,612.35
Book Rentals	166.57	205.40	(38.83)	66,462.58	61,040.86	5,421.72
<b>TOTAL NEW BOOKS</b>	<b>69,914.17</b>	<b>46,662.86</b>	<b>23,251.31</b>	<b>594,968.80</b>	<b>457,575.12</b>	<b>137,393.68</b>
<b>4200 - PERIODICALS</b>						
Periodicals	252.58	656.98	(404.40)	24,753.18	22,183.38	2,569.80
<b>4300 - AUDIO-VISUAL MATERIALS</b>						
Dvd Movies	10,667.94	7,927.70	2,740.24	117,347.35	66,518.76	50,828.59
Read Along Audiobooks	1,955.20	1,146.81	808.39	21,507.15	16,251.87	5,255.28
CD-Rom	1,485.70	899.88	585.82	13,842.73	11,530.94	2,311.79
Books On CD	3,602.26	1,313.72	2,288.54	42,708.21	15,737.16	26,971.05
Compact Discs	7.16	0.00	7.16	188.18	85.95	102.23
Library Bags	226.57	361.20	(134.63)	1,799.50	1,858.68	-59.18
<b>TOTAL AUDIO-VISUAL MATERIALS</b>	<b>17,944.83</b>	<b>11,649.31</b>	<b>6,295.52</b>	<b>197,393.11</b>	<b>111,983.36</b>	<b>85,409.75</b>
<b>4500 - ONLINE LIBRARY DATABASES</b>						
Online Subscriptions - Adult	8,533.25	11,982.16	(3,448.91)	109,441.67	112,202.86	-2,761.19
Online Subscriptions - Youth	276.01	1,150.00	(873.99)	8,744.63	4,264.93	4,479.70
<b>TOTAL ONLINE LIBRARY DATABASES</b>	<b>8,809.26</b>	<b>13,132.16</b>	<b>(4,322.90)</b>	<b>118,186.30</b>	<b>116,467.79</b>	<b>1,718.51</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	3,952.43	1,862.85	2,089.58	387,181.43	367,196.83	19,984.60
Digital Music Services	0.00	0.00	0.00	40,000.00	39,735.00	265.00
Digital Video Services	0.00	10,486.06	(10,486.06)	166,412.70	74,125.49	92,287.21
<b>TOTAL E-MATERIALS</b>	<b>3,952.43</b>	<b>12,348.91</b>	<b>(8,396.48)</b>	<b>593,594.13</b>	<b>481,057.32</b>	<b>112,536.81</b>



**Washington-Centerville Public Library  
Expense Budget Summary - General Fund  
For the Month of November 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	1,016.08	1,946.70	35,789.93	6,913.83	28,876.10
Board Game Collection	250.99	917.81	(666.82)	2,760.87	2,146.97	613.90
TOTAL LIBRARY MATERIALS - OTHER	3,213.76	1,933.89	1,279.87	38,550.81	9,060.80	29,490.01
<b>TOTAL LIBRARY MATERIALS</b>	<b>104,087.03</b>	<b>86,384.11</b>	<b>17,702.92</b>	<b>1,579,650.79</b>	<b>1,210,532.22</b>	<b>369,118.57</b>
<b>5000 - CAPITAL OUTLAY</b>						
Land Improvements	1,768.92	0.00	1,768.92	19,458.07	1,226.99	18,231.08
Building Improvements	10.83	0.00	10.83	37,119.17	0.00	37,119.17
Hardware	17,951.50	9,618.48	8,333.02	290,023.83	93,973.91	196,049.92
Software	1,429.00	0.00	1,429.00	70,021.00	6,693.62	63,327.38
Office Furniture	1,128.88	258.07	870.81	17,525.21	6,308.31	11,216.90
Library Furniture	8,548.77	12,045.92	(3,497.15)	94,036.46	20,445.11	73,591.35
Library Vehicle	0.00	0.00	0.00	75,000.00	74,823.57	176.43
<b>TOTAL CAPITAL OUTLAY</b>	<b>30,837.90</b>	<b>21,922.47</b>	<b>8,915.43</b>	<b>603,183.75</b>	<b>203,471.51</b>	<b>399,712.24</b>
<b>7000 - OTHER OBJECTS</b>						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	233.33	0.00	233.33	2,566.67	2,175.00	391.67
Trustees Dues	60.00	0.00	60.00	11,940.00	11,802.00	138.00
TOTAL DUES & MEMBERSHIPS	293.33	0.00	293.33	14,506.67	13,977.00	529.67
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	133.89	89.46	2,456.89	1,650.67	806.22
TOTAL REFUNDS & REIMBURSEMENTS	223.35	133.89	89.46	2,456.89	1,650.67	806.22
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>133.89</b>	<b>382.80</b>	<b>19,125.83</b>	<b>17,450.24</b>	<b>1,675.59</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>643,947.80</b>	<b>544,962.71</b>	<b>98,985.09</b>	<b>8,381,495.60</b>	<b>6,560,625.73</b>	<b>1,820,869.87</b>

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

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**FOOTNOTES**

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

2 - Supplies items are also coming in pretty significantly under budget. The largest reason for this is the program supplies. We have spent less than 50% of anticipated amount. Part of this is related to "The Wall That Heals" costs being partially budgeted to come out of these line items. We are asking for a reduction in some of the program supplies to allow for the transfer to the Building Fund

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

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

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

6 - Library materials are currently about 23% 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 November 2023 And Year-To-Date**

**Year-to-Date - Last Three Years**

	Year to Date				Year to Date			
	2023	2022	\$ Change	% Change	2022	2021	\$ Change	% Change
GENERAL FUND:								
REVENUE								
Public Library Fund	2,772,529	2,827,634	(55,105)	-1.9%	2,827,634	2,502,876	324,758	13.0%
Operating Levy	5,476,562	5,418,638	57,923	1.1%	5,418,638	5,322,248	96,390	1.8%
Federal, State and Local Grants	2,000	3,750	(1,750)	-46.7%	3,750	-	3,750	
Patron Fines, Fees, Patron Supplies	107,536	102,351	5,185	5.1%	102,351	88,520	13,831	15.6%
Interest Income	435,397	37,595	397,802	1058.1%	67,498	27,702	39,796	143.7%
Donations	28,961	48,802	(19,841)	-40.7%	48,802	23,452	25,350	108.1%
Refunds/Reimbursements	15,710	39,200	(23,490)	-59.9%	39,200	40,608	(1,408)	-3.5%
Miscellaneous	279	327	(48)	-14.8%	327	468,743	(468,416)	-99.9%
Total Revenue	8,838,973	8,478,297	360,675	4.3%	8,508,200	8,474,149	34,052	0.4%
EXPENDITURES								
Salaries	2,822,373	2,648,898	173,475	6.5%	2,648,898	2,393,608	255,290	10.7%
Retirement	649,720	588,687	61,033	10.4%	588,687	542,988	45,699	8.4%
Insurance & Other Benefits	592,982	527,577	65,405	12.4%	527,577	510,370	17,207	3.4%
Supplies	115,423	102,147	13,276	13.0%	102,147	65,597	36,549	55.7%
Purchased / Contract Services	938,674	1,053,901	(115,227)	-10.9%	1,053,901	807,272	246,628	30.6%
Library Materials	1,210,532	1,124,876	85,656	7.6%	1,124,876	1,017,699	107,178	10.5%
Capital Outlay	203,472	207,291	(3,820)	-1.8%	207,291	105,111	102,180	97.2%
Other Expenditures	17,450	14,510	2,941	20.3%	14,510	13,100	1,409	10.8%
Transfers to Other Funds	10,000	3,000,170	(2,990,170)	-99.7%	3,000,170	20,000	2,980,170	14900.8%
Total Expenditures	6,560,626	9,268,057	(2,707,431)	-29.2%	9,268,057	5,475,745	3,792,312	69.3%
Net Change in Fund Balance	2,278,347	(789,759)	3,068,107		(759,856)	2,998,403	(3,758,260)	

**Budget versus Actual - Month and Year-to-Date**

	Month				Year to Date			
	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)
<b>GENERAL FUND:</b>								
<b>REVENUE</b>								
Public Library Fund	276,448	250,001	(26,447)	-9.6%	3,057,225	2,772,529	(284,696)	-9.3%
Operating Levy	307,500	309,110	1,610	0.5%	5,195,609	5,476,562	280,953	5.4%
Patron Fines, Fees, Patron Supplies	8,092	10,037	1,946	24.0%	89,008	107,536	18,528	20.8%
Interest Income	5,985	64,061	58,076	970.4%	71,205	435,397	364,192	511.5%
Donations	720	363	(357)	-49.6%	30,212	28,961	(1,251)	-4.1%
Refunds/Reimbursements	326	1,565	1,239	380.1%	2,106	15,710	13,604	646.0%
Miscellaneous	98	-3	(101)	-103.4%	442	279	(163)	-36.9%
<b>Total Revenue</b>	<b>599,168</b>	<b>635,134</b>	<b>35,965</b>	<b>6.0%</b>	<b>8,445,806</b>	<b>8,836,973</b>	<b>391,167</b>	<b>4.6%</b>
<b>EXPENDITURES</b>								
Salaries	258,754	241,131	17,622	6.8%	3,108,335	2,822,373	285,962	9.2%
Retirement	59,543	56,288	3,256	5.5%	714,221	649,720	64,502	9.0%
Insurance & Other Benefits	69,588	62,434	7,154	10.3%	682,238	592,982	89,256	13.1%
Supplies	15,419	11,299	4,120	26.7%	216,808	115,423	101,385	46.8%
Purchased / Contract Services	105,202	65,370	39,832	37.9%	1,457,934	938,674	519,259	35.6%
Library Materials	104,087	86,384	17,703	17.0%	1,579,651	1,210,532	369,119	23.4%
Capital Outlay	30,838	21,922	8,915	28.9%	603,184	203,472	399,712	66.3%
Other Expenditures	517	134	383	74.1%	19,126	17,450	1,676	8.8%
Transfers to Other Funds	0	0	0		0	10,000	(10,000)	
<b>Total Expenditures</b>	<b>643,948</b>	<b>544,963</b>	<b>98,985</b>	<b>-15.4%</b>	<b>8,381,496</b>	<b>6,560,626</b>	<b>1,820,870</b>	<b>21.7%</b>
<b>Net Change in Fund Balance</b>	<b>(44,779)</b>	<b>90,171</b>	<b>134,950</b>		<b>64,311</b>	<b>2,276,347</b>	<b>2,212,036</b>	

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

<b>US BANK INVESTMENTS</b>					
<b>CUSIP #</b>	<b>Par Value</b>	<b>Rate</b>	<b>Maturity Date</b>	<b>Purchase Price</b>	<b>Anticipated Annual Income</b>
<b>Federal Farm Credit Bank</b>					
3133EMKW1	\$ 200,000.00	0.21%	12/21/2023	\$ 200,000.00	\$ 210.00
<b>Fannie Mae</b>					
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	\$ 5,100.00
<b>Freddie Mac</b>					
3134H1FC2	\$ 700,000.00	6.00%	10/26/2027	\$ 700,000.00	\$ 42,000.00
<b>Federal Home Loan Bank</b>					
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$ 990.00
3130ALTL8	\$ 500,000.00	0.30%	1/23/2024	\$ 500,000.00	\$ 750.00
3130ANHL7	\$ 800,000.00	0.40%	5/24/2024	\$ 800,000.00	\$ 3,200.00
3130ASYG8	\$ 250,000.00	3.50%	8/28/2024	\$ 250,000.00	\$ 8,750.00
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$ 1,125.00
3130AUEZ3	\$ 200,000.00	5.22%	1/27/2025	\$ 200,000.00	\$ 10,440.00
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	\$ 500,000.00	\$ 16,650.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	\$ 500,000.00	\$ 18,000.00
3130AW3Z1	\$ 500,000.00	5.00%	5/22/2026	\$ 500,069.44	\$ 25,000.00
3135GAKB6	\$ 300,000.00	5.63%	11/24/2026	\$ 300,000.00	\$ 16,734.38
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$ 10,500.00
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$ 10,000.00
3130AXHF8	\$ 500,000.00	6.05%	10/26/2028	\$ 500,000.00	\$ 30,250.00
	<u>\$ 7,058,000.00</u>			<u>\$ 7,050,062.44</u>	<u>\$ 200,629.38</u>
<b>PNC CAPITAL</b>					
<b>CUSIP #</b>	<b>Par Value</b>	<b>Rate</b>	<b>Maturity Date</b>	<b>Purchase Price</b>	<b>Anticipated Annual Income</b>
<b>Federal Farm Credit Bank</b>					
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	\$ 462.50
<b>Freddie Mac</b>					
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$ 2,700.00
<b>Total PNC</b>	<u><b>\$ 1,090,000.00</b></u>			<u><b>\$ 1,091,717.41</b></u>	<u><b>\$ 3,414.50</b></u>
<b>Total</b>	<b>\$ 8,148,000.00</b>			<b>\$ 8,141,779.85</b>	<b>\$ 204,043.88</b>

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

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

	<b>US Bank</b>	<b>PNC</b>	<b>STAR</b>	<b>Total</b>
2023	\$ 81,435.07	\$ 15,494.14	\$ 338,467.52	\$ 435,396.73
2022	\$ 30,500.53	\$ 5,078.50	\$ 31,918.99	\$ 67,498.02
Change - YTD	\$ 50,934.54	\$ 10,415.64	\$ 306,548.53	\$ 367,898.71

**Interest Income Schedule - Next Twelve Months**

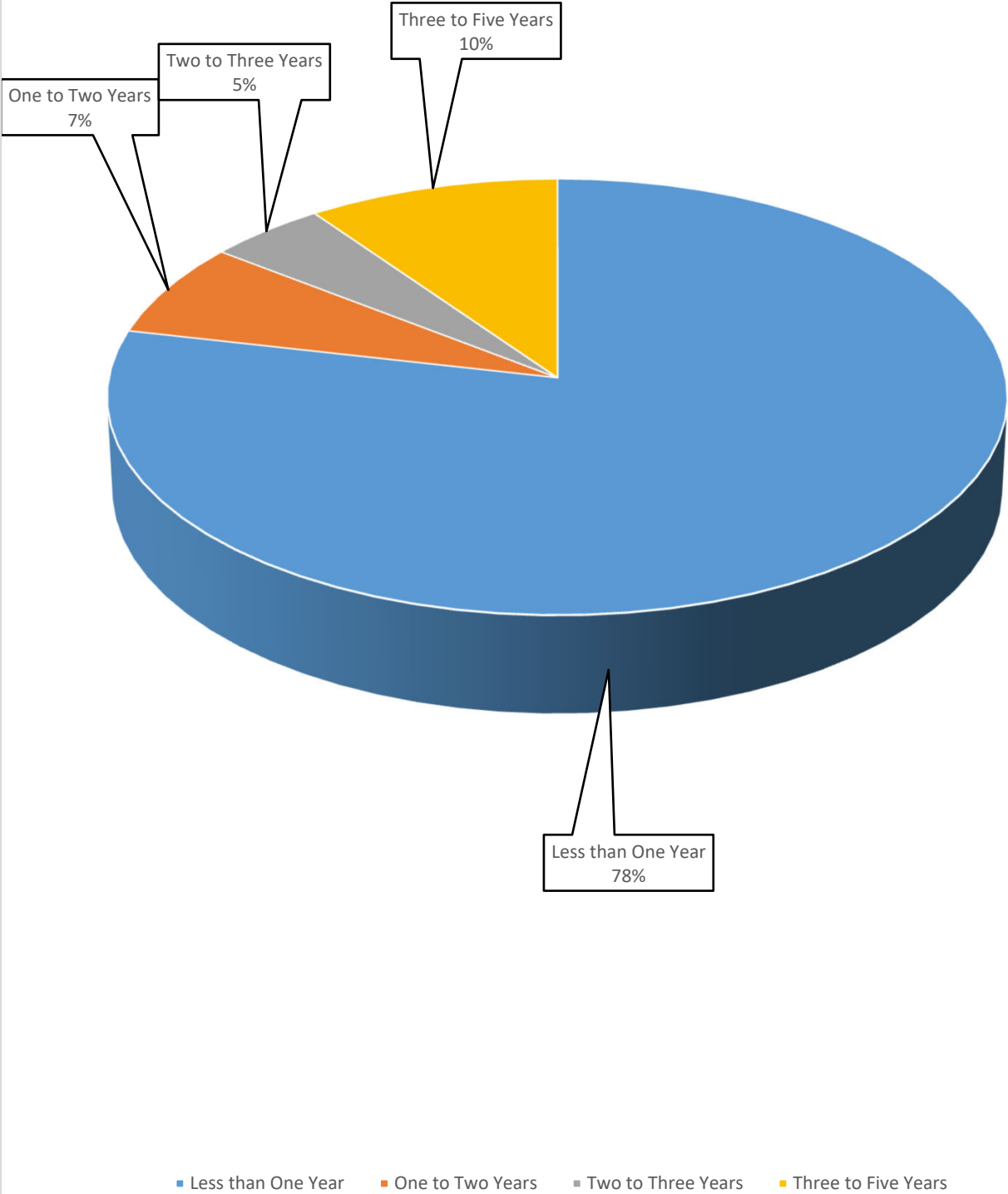
	<b>US Bank</b>	<b>PNC</b>	<b>STAR (1)</b>	<b>Total</b>
December	\$ 675.00	\$ 252.00	\$ 38,619.42	\$ 39,546.42
January	\$ 5,970.00	\$ -	\$ 38,788.38	\$ 44,758.38
February	\$ 31,765.00	\$ -	\$ 38,958.08	\$ 70,723.08
March	\$ -	\$ 462.50	\$ 39,128.52	\$ 39,591.02
April	\$ 36,125.00	\$ -	\$ 39,299.71	\$ 75,424.71
May	\$ 29,121.88	\$ 1,350.00	\$ 39,471.64	\$ 69,943.52
June	\$ 465.00	\$ -	\$ 35,868.68	\$ 36,333.68
July	\$ 5,220.00	\$ -	\$ 36,010.66	\$ 41,230.66
August	\$ 25,675.00	\$ -	\$ 36,153.20	\$ 61,828.20
September	\$ -	\$ -	\$ 36,296.31	\$ 36,296.31
October	\$ 36,125.00	\$ -	\$ 36,439.98	\$ 72,564.98
November	\$ 29,487.50	\$ 1,350.00	\$ 36,584.22	\$ 67,421.72
	<b>\$ 200,629.38</b>	<b>\$ 3,414.50</b>	<b>\$ 451,618.79</b>	<b>\$ 655,662.67</b>

1 - STAR Ohio Interest rates projected at 5.25% through May, 4.75% for June through November 2024

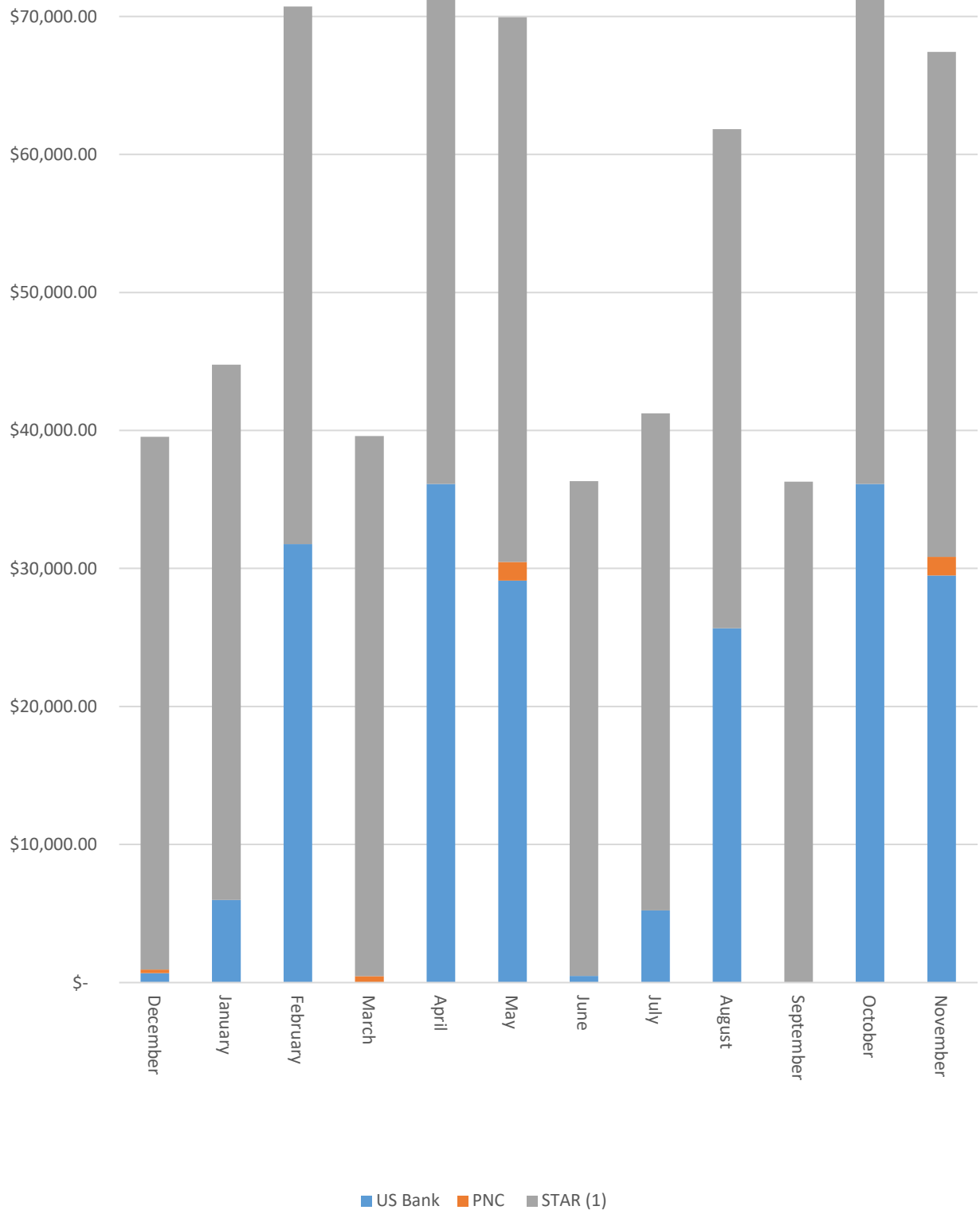
**Investment Maturity Summary**

<b>Agency</b>	<b>Less than One Year</b>	<b>One to Two Years</b>	<b>Two to Three Years</b>	<b>Three to Five Years</b>	<b>Total</b>
STAR Ohio	\$ 8,827,295	\$ -	\$ -	\$ -	\$ 8,827,295
Money Market	\$ 274,475	\$ -	\$ -	\$ -	\$ 274,475
Fannie Mae	\$ 708,000	\$ -	\$ -	\$ -	\$ 708,000
Federal Farm Credit Bank	\$ 690,000	\$ -	\$ -	\$ -	\$ 690,000
Federal Home Loan Bank	\$ 2,450,000	\$ 1,200,000	\$ 800,000	\$ 1,000,000	\$ 5,450,000
Freddie Mac	\$ 600,000	\$ -	\$ -	\$ 700,000	\$ 1,300,000
<b>Total</b>	<b>\$ 13,549,770</b>	<b>\$ 1,200,000</b>	<b>\$ 800,000</b>	<b>\$ 1,700,000</b>	<b>\$ 17,249,770</b>

Investment Laddering - Including STAR Ohio and PNC Money Market



## Monthly Projected Investment Income - Next Twelve Months



APPENDED TO DECEMBER 19, 2023 FINANCIAL REPORT  
Washington-Centerville Public Library

**ITEM A: Personnel Actions:**

**Hiring**

- Lauren Barerra, Youth Services Specialist, 11/27/23, \$19.49 per hour, 40 hours per week
- Sage Gerstenzang, Adult Services Library Aide, 11/28/23, \$16.01 per hour, 15 hours per week
- Addison Henderson, Shelving Assistant, 12/4/23, \$10.10 per hour, 12 hours per week
- Rachel Knight, Public Services Team Leader, 12/4/23, \$966.40 per week, exempt, 40 hours per week

**Promotions**

- None

**End of Provisionary**

- Megan Rose, Adult Services Library Aide, 11/5/23, \$16.25 per hour
- Allie Woods, Adult Services Specialist, 11/13/23
- A.J. Schwab, Systems Administrator, 11/21/23

**Change in Status**

- None

**Retirement**

- None

**Resignation/Termination**

- None



EXPENDITURES FOR APPROVAL AT DECEMBER MEETING  
December 12, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	\$ 23.99
Alayna Sheldrick - patron refund	12.99
Anne Wachs - employee mileage reimbursement	16.24
Baker & Taylor Books – books & AV materials	957.05
Bibliotheca - RFID Equipment	27,873.00
Bonham Electric - WB Entrance Sign and Bollard Repair	1,069.00
Brodart –books	28,144.29
Cadre - annual firewall maintenance	26,077.74
Caitlin Spratt - employee mileage reimbursement	8.38
CenterPoint Energy – utilities	1,962.13
Chard Snyder - COBRA administration fees	125.00
Cintas - facilities maintenance	909.05
Coleen Pitzer - employee mileage reimbursement	4.20
Columbus Metro Library - Extra Contribution EOY (2023)	35,000.00
Darrilynn Brewster - employee mileage reimbursement	60.65
Dave Kent - employee mileage reimbursement	43.10
Debe Dockins - employee mileage reimbursement	21.48
Dell - spare staff monitors	328.98
Demco Software - SignUp Events Software	240.85
Digital Fringe - Digital Graphics	201.34
Donnellon McCarthy Enterprises - copier maintenance	1,282.82
DSS Sweeping Service - November parking lot sweeping at both locations	199.90
Ductz - cleaning HVAC System at Congress Park	4,425.00
Enas Aburejeila - patron refund	24.99
Gleason Property Services - December janitorial service for WB & CV	12,200.00
Greg McCullough - employee mileage reimbursement	16.72
Innovative - SIP license maintenance	440.84
Jamie Garcia - employee mileage reimbursement	4.46
Jenelle Allen - employee mileage reimbursement	16.64
Jenny Catri - employee mileage reimbursement	9.56
Justin Morris - carpet removal at Congress Park	2,430.75
Kanopy - video service	1,442.00
Katherine McCollum - employee mileage reimbursement	4.20
Katherine Watson - employee mileage reimbursement	27.91
Kathy O'Neill - employee mileage reimbursement	12.60
Kevin Risner - employee mileage reimbursement	17.96
Kyle Knepp - employee mileage reimbursement	24.50
Laura Marie Cheng - patron refund	13.98
Lauren Rura - employee mileage reimbursement	23.72

Library Ideas - VOX	2,340.48
Midwest Tape – AV materials	14,996.53
Montgomery County Environmental - water & sewer	1,842.94
ODP - office supplies	657.90
Overdrive - books/media	9,030.12
Pitney Bowes - postage meter rental	488.70
Pitney Bowes - postage meter supplies	315.36
Playaway - AC adapter/battery cover/cases	4,491.03
Proquest LLC - Newspaper.com world collection	6,800.63
Rachael Ward - employee mileage reimbursement	66.03
Rumpke - trash removal	763.95
Rush Transportation – contracted services	910.73
Sampath Medepalli - patron refund	18.98
Scott Royal - employee mileage reimbursement	18.86
Shelby Quinlivan - employee mileage reimbursement	197.57
Shelby Quinlivan - hotel for conference reimbursement	297.18
Shelly Peresie - employee mileage reimbursement	45.15
South Community - fees for employee assistance	202.50
Staples – office supplies	356.88
Starco Inc. - HVAC project @ CV	72,882.99
Structured Employee Benefits of Ohio - group life insurance premium	276.99
Taryn Filer - employee mileage reimbursement	36.01
T-Mobile - hotspots	660.10
The Washington Post - Washington Post subscription	2,029.65
Today's Business Solutions - kiosk service agreement	780.00
Transformations Plus - carpet cleaning service	1,419.00
Trigon Imaging Systems - CC consumables	973.47
Unique - recovery & collection fees	448.25
William Menker - employee mileage reimbursement	34.19
Washington Township - joint entities dinners	75.00
<b>TOTAL CURRENT EXPENDITURES—GENERAL FUND</b>	<b>\$ 269,155.18</b>

#### EXPENDITURES SINCE LAST BOARD MEETING

##### PAYROLL:

Payroll # 24	\$ 119,003.36
Payroll # 25	119,208.89
<b>TOTAL PAYROLL</b>	<b>\$ 238,212.25</b>

##### MISCELLANEOUS:

Adelaide Beach Knox Perkins - 2nd place GLA	\$ 500.00
AES Ohio – utilities	2,231.19
Amazon - Books & AV materials	10,747.59
AT&T – telephone service	305.53

Audrey Havrilla - Good Life Award Winner	3,000.00
Bricker Graydon - construction legal fees	2,535.00
CenterPoint Energy – utilities	1,440.48
Centerville Band Boosters - poinsettias-CV & WB	140.00
Charter – utilities	277.95
Centerville City Schools – November health insurance premiums	39,980.00
Delta Dental – December dental insurance premiums	1,699.18
Digital Fringe - printing services	180.36
Discount Paper Products - thermal rolls for CV & WB	957.89
Emma Myers - 3rd place GLA	350.00
Health Equity - December HSA contribution	7,273.58
HomeDepot - building supplies & small tools	2,092.89
IGS Energy - utilities	8,158.30
Innovative - workshop for A.J.	1,850.00
Kate Kohls - 4th Place Good Life Award	250.00
Kroger - program supplies	102.44
Level 3 Communications, LLC - phone service	400.20
Miami Valley Newspaper - Veteran's Day ad	40.00
Montgomery County Auditor - fees	319.49
Montgomery County Environmental - water & sewer	618.72
Oakwood High School - GLA winning classroom	250.00
Ohio Bureau of Workers' Compensation - 2023 workers compensation	9,473.00
OPERS – employer pick-up & match	56,287.50
Paypal - payflow pro monthly fee	19.95
ProQuest - subscription renewal	5,411.22
Rumpke - trash removal	862.12
Sam's Club - program supplies	569.89
Silco- annual exit light inspection	481.20
Silco- Congress Park new alarm panel	1,034.34
The Dayton Foundation - credit card processing fees	30.00
Tumbleweed - online database renewal	1,150.00
UPS - shipping fee	26.24
U. S. Bank - program supplies, seminar registration fees, books	8,613.40
U. S. Bank—employer share of Medicare	3,386.27
U. S. Bank – banking fees	563.66
TOTAL MISCELLANEOUS	<u>\$ 173,609.58</u>
GRAND TOTAL DECEMBER MEETING	<u><u>\$ 680,977.01</u></u>

**December 2023**

**New Business**

**Washington-Centerville Public Library  
Schedule of Public Meetings**

<b>Date</b>	<b>Board/Committee</b>	<b>Time</b>	<b>Location</b>
January 16, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
January 29, 2024	Public Entities	5:30 PM	Woodbourne Program Room
February 20, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
March 12, 2024	Personnel Committee	7:00 PM	Centerville Library Conference Room
March 19, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
April 16, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
May 21, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
June 11, 2024	Finance Committee	7:00 PM	Centerville Library Conference Room
June 18, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
July 16, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
August 20, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
September 17, 2024	Executive Committee	6:30 PM	Centerville Library Conference Room
September 17, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room
October 15, 2024	Board of Trustees / Records Commission	7:00 PM	Centerville Library Conference Room
November 19, 2024	Board of Trustees	7:00 PM	Woodbourne Program Room
December 10, 2024	Finance Committee	7:00 PM	Centerville Library Conference Room
December 17, 2024	Executive Committee	6:30 PM	Centerville Library Conference Room
December 17, 2024	Board of Trustees	7:00 PM	Centerville Library Conference Room

## APPROPRIATION TRANSFER #1

### PUBLIC SERVICES – PROGRAM SUPPLIES TO TRANSFERS OUT

This transfer is being requested to allow for the transfer of \$1,000,000 to the Building Fund, as outlined in the 2023 Appropriations. Currently, the available appropriations in the General Fund are \$990,000. Earlier this year, the Board approved the transfer of \$10,000 from the General Fund to “The Wall That Heals” Fund due to the grant from the Centerville Washington Foundation being received originally in the General Fund. When the decision was made to open a separate fund, we made a transfer from the General Fund to allow activity to be reported in this fund. To make this transfer, we propose the reduction of Program Supplies – Public Services. The appropriations in this fund had originally included the supplies we anticipated buying for this event.

The summary of the transfer is:

101.10.52120 – Program Supplies	\$(10,000.00)
101.00.59900 – Transfers Out	\$ 10,000.00

## APPROPRIATION TRANSFER #2

### CREATIVITY COMMONS – RENT & LEASES TO CONGRESS PARK – BUILDING & SITE REPAIRS

With the purchase of Congress Park, we no longer need to have an amount appropriated for Rents & Leases for a new home for Creativity Commons. However, as we continue to prepare for occupancy at Congress Park, the need has arisen to bring in a general contractor to make changes and improvements to the building. With this appropriation transfer, we will be able to commit to the general contractor and lock in the quote. Without it, we will need to wait until next year, which could result in higher prices.

The summary of the transfer is:

101.24.53500 – Rents & Leases – CC	\$(31,500.00)
101.03.53310 – Building & Site Repairs – CP	\$ 31,500.00

Appropriation Transfer #3  
"The Wall That Heals Fund"

In order to close out "The Wall That Heals" Fund, the following appropriation transfer is necessary. We are using the remaining funds to cover payroll costs related to the project. There is also one payment that was made from the General Fund for additional chair rental costs that will be moved into the fund upon approval.

The summary of the transfer is as follows:

203.00.51110 – Director/Managers	\$875.90
203.00.51120 – Library Specialists	\$174.50
203.00.51155 – Administrative Support	\$1,355.19
203.00.51400 – OPERS	\$617.81
203.00.53510 – Equipment Rental	\$96.52
203.00.52120 – Program Supplies	\$(1,400.22)
203.00.52140 – Postage	\$ (37.00)
203.00.53275 – Marketing/Advertising	\$ (130.03)
203.00.53290 – Printing/Publications	\$ (600.00)
203.00.53790 – Other Professional Services	\$ (970.00)

We are asking the board to approve each of these transfers.

**RESOLUTION NO. 023-022**

**APPROVAL OF TRANSFER FROM GENERAL FUND TO BUILDING FUND,**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 12, 2023 at \_\_\_\_\_ pm at the Centerville Library with the following members present:

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

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

Whereas, the Board of Trustees of the Washington-Centerville Public Library approved the 2023 Annual Appropriations on December 13, 2022 through Resolution No. 022-025;

Whereas, as part of this resolution, the Board of Trustees approved the transfer of \$1,000,000 from the General Fund to the Building Fund;

Whereas, in anticipation of certain building improvements to be made at the Centerville Library, the appropriated transfer should be made to help prepare for these expenditures;

Therefore, be it resolved that the Board of Trustees of the Washington-Centerville Public Library authorizes the transfer, as previously appropriated:

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

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

Passed: December 13, 2023

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio



## CERTIFICATE

The undersigned, President and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on December 13, 2023 and in appearing upon the official records of said Board.

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President, Board of Trustees

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Secretary, Board of Trustees

**November 2023**

**Monthly Statistics**

## MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
<b>CIRCULATION</b>												
Physical Circulation	54,031	54,122	0.2%	38,579	38,875	0.8%	8	1	-87.5%	92,620	93,003	0.4%
Digital Circulation										31,711	37,528	18.3%
SearchOhio Borrowed										1,253	1,019	-18.7%
<b>Total Circulation</b>										<b>125,584</b>	<b>131,550</b>	<b>4.8%</b>
<b>APPLICANT REGISTRATION</b>												
<b>Total Registrations</b>	<b>468</b>	<b>217</b>	<b>-53.6%</b>	<b>164</b>	<b>136</b>	<b>-17.1%</b>	<b>1</b>	<b>5</b>	<b>400.0%</b>	<b>633</b>	<b>358</b>	<b>-43.4%</b>
<b>LIBRARY CARDHOLDERS</b>												
Centerville / Washington Township										35,554	34,292	-3.5%
Montgomery County										22,028	19,946	-9.5%
Other County										11,570	11,321	-2.2%
Other										61	60	-1.6%
<b>Total Library Cardholders</b>										<b>69,213</b>	<b>65,619</b>	<b>-5.2%</b>
<b>VISITORS</b>												
Building Visitors	16,199	17,022	5.1%	10,978	11,776	7.3%	1,368	1,275	-6.8%	28,545	30,073	5.4%
Website Visitors										59,137	148,151	150.5%
<b>Total Building / Website Visitors</b>										<b>87,682</b>	<b>178,224</b>	<b>103.3%</b>
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
<b>Total Patron Assistance</b>	<b>2,629</b>	<b>1,961</b>	<b>-25.4%</b>	<b>2,131</b>	<b>1,976</b>	<b>-7.3%</b>	<b>1,483</b>	<b>1,251</b>	<b>-15.6%</b>	<b>6,243</b>	<b>5,188</b>	<b>-16.9%</b>
<b>PROGRAMS</b>												
Adult/General Programs	7	6	-14.3%	19	21	10.5%	10	4	-60.0%	51	45	-11.8%
Adult/General Program Attendees	73	109	49.3%	237	307	29.5%	62	23	-62.9%	632	742	17.4%
Children's Programs	32	25	-21.9%	29	23	-20.7%	0	0	#DIV/0!	76	71	-6.6%
Children's Program Attendees	513	528	2.9%	401	508	26.7%	0	0	#DIV/0!	1,225	1,522	24.2%
Teen Programs	7	3	-57.1%	3	3	0.0%	0	0	#DIV/0!	10	6	-40.0%
Teen Program Attendees	98	31	-68.4%	36	97	169.4%	0	0	#DIV/0!	134	128	-4.5%
<b>Total Library Programs</b>	<b>46</b>	<b>34</b>	<b>-26.1%</b>	<b>51</b>	<b>47</b>	<b>-7.8%</b>	<b>10</b>	<b>4</b>	<b>-60.0%</b>	<b>137</b>	<b>122</b>	<b>-10.9%</b>
<b>Total Library Program Attendees</b>	<b>684</b>	<b>668</b>	<b>-2.3%</b>	<b>674</b>	<b>912</b>	<b>35.3%</b>	<b>62</b>	<b>23</b>	<b>-62.9%</b>	<b>1,991</b>	<b>2,392</b>	<b>20.1%</b>
<b>ELECTRONIC DATABASE USAGE</b>												
	Users/Month			Queries/Month								
Library-Owned Databases*	1,650	1,397	-15.3%	2,398	1,925	-19.7%						
OPLIN Databases*				2,472	100	-96.0%						
<b>Total All Databases</b>	<b>1,650</b>	<b>1,397</b>	<b>-15.3%</b>	<b>4,870</b>	<b>2,025</b>	<b>-58.4%</b>						

## MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	15,108	15,783	4.5%	10,924	11,520	5.5%	6	1	-83.3%	26,038	27,304	4.9%
Juvenile Books	23,636	22,998	-2.7%	15,956	15,964	0.1%	2	0	-100.0%	39,594	38,962	-1.6%
Off Line Transactions										6	5	-16.7%
Periodicals	1,753	1,669	-4.8%	1,388	1,382	-0.4%	0	0	#DIV/0!	3,141	3,051	-2.9%
Young Adult Books	1,425	1,495	4.9%	979	1,085	10.8%	0	0	#DIV/0!	2,404	2,580	7.3%
<b>Total Print Circulation</b>	<b>41,922</b>	<b>41,945</b>	<b>0.1%</b>	<b>29,247</b>	<b>29,951</b>	<b>2.4%</b>	<b>8</b>	<b>1</b>	<b>-87.5%</b>	<b>71,183</b>	<b>71,902</b>	<b>1.0%</b>
<b>AV CIRCULATION</b>												
Audiobooks	1,648	1,885	14.4%	1,638	1,565	-4.5%				3,286	3,450	5.0%
Movies (DVDs/Blu-rays)	9,480	9,078	-4.2%	6,960	6,287	-9.7%				16,440	15,365	-6.5%
Music (Compact Discs)	397	522	31.5%	343	453	32.1%				740	975	31.8%
Juvenile Tablets	313	271	-13.4%	219	312	42.5%				532	583	9.6%
<b>Total AV Circulation</b>	<b>11,838</b>	<b>11,756</b>	<b>-0.7%</b>	<b>9,160</b>	<b>8,617</b>	<b>-5.9%</b>				<b>20,998</b>	<b>20,373</b>	<b>-3.0%</b>
<b>SPECIAL COLLECTIONS CIRCULATION</b>												
Board Games (added July 2022)	107	216	101.9%	48	118	145.8%	0	0	#DIV/0!	155	334	115.5%
Brary Bags	59	66	11.9%	49	72	46.9%				108	138	27.8%
Hotspots	14	10	-28.6%	23	25	8.7%	0	0	#DIV/0!	37	35	-5.4%
Maker Kits	70	85	21.4%	37	62	67.6%	0	0	#DIV/0!	107	147	37.4%
Streaming Devices (added Sept 2022)	17	44	158.8%	15	30	100.0%	0	0	#DIV/0!	32	74	131.3%
<b>Total Special Collections Circulation</b>	<b>267</b>	<b>421</b>	<b>57.7%</b>	<b>172</b>	<b>307</b>	<b>78.5%</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>439</b>	<b>728</b>	<b>65.8%</b>
<b>PHYSICAL CIRCULATION (PRINT + AV)</b>												
Adult Circulation	25,865	26,271	1.6%	18,877	19,104	1.2%	6	1	-83.3%	44,748	45,376	1.4%
Juvenile Circulation	26,718	26,323	-1.5%	18,692	18,657	-0.2%	2	0	-100.0%	45,412	44,980	-1.0%
Young Adult Circulation	1,450	1,533	5.7%	1,010	1,114	10.3%	0	0	#DIV/0!	2,460	2,647	7.6%
<b>Total Physical Circulation</b>	<b>54,033</b>	<b>54,127</b>	<b>0.2%</b>	<b>38,579</b>	<b>38,875</b>	<b>0.8%</b>	<b>8</b>	<b>1</b>	<b>-87.5%</b>	<b>92,620</b>	<b>93,003</b>	<b>0.4%</b>
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										11,172	14,014	25.4%
eBooks										17,204	17,220	0.1%
eMusic										306	307	0.3%
eVideo										1,995	2,092	4.9%
eZines (Digital Magazines)										1,034	3,895	276.7%
<b>Total Digital Circulation</b>										<b>31,711</b>	<b>37,528</b>	<b>18.3%</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	621,835	650,689	4.6%	444,387	463,759	4.4%	36	41	13.9%	1,066,258	1,114,489	4.5%
Digital Circulation										350,386	429,890	22.7%
SearchOhio Borrowed										13,761	14,176	3.0%
<b>Total Circulation</b>										<b>1,430,405</b>	<b>1,558,555</b>	<b>9.0%</b>
<b>APPLICANT REGISTRATION</b>												
<b>Total Registrations</b>	<b>3,892</b>	<b>3,600</b>	<b>-7.5%</b>	<b>2,010</b>	<b>2,121</b>	<b>5.5%</b>	<b>31</b>	<b>102</b>	<b>229.0%</b>	<b>5,933</b>	<b>5,823</b>	<b>-1.9%</b>
<b>LIBRARY CARDHOLDERS</b>												
Centerville / Washington Township										35,554	34,292	-3.5%
Montgomery County										22,028	19,946	-9.5%
Other County										11,570	11,321	-2.2%
Other										61	60	-1.6%
<b>Total Library Cardholders</b>										<b>69,213</b>	<b>65,619</b>	<b>-5.2%</b>
<b>VISITORS</b>												
Building Visitors	177,843	198,310	11.5%	122,922	138,302	12.5%	7,964	15,553	95.3%	308,729	352,165	14.1%
Website Visitors										721,090	1,079,413	49.7%
<b>Total Building / Website Visitors</b>										<b>1,029,819</b>	<b>1,431,578</b>	<b>39.0%</b>
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
<b>Total Patron Assistance</b>	<b>32,492</b>	<b>32,710</b>	<b>0.7%</b>	<b>26,161</b>	<b>27,979</b>	<b>6.9%</b>	<b>7,182</b>	<b>11,972</b>	<b>66.7%</b>	<b>65,835</b>	<b>72,661</b>	<b>10.4%</b>
<b>PROGRAMS</b>												
Adult/General Programs	72	82	13.9%	198	186	-6.1%	58	71	22.4%	507	521	2.8%
Adult/General Program Attendees	530	998	88.3%	2,277	2,121	-6.9%	1,867	1,674	-10.3%	10,109	81,485	706.1%
Children's Programs	138	269	94.9%	123	204	65.9%	0	0	#DIV/0!	410	708	72.7%
Children's Program Attendees	2,881	6,225	116.1%	2,046	5,238	156.0%	0	0	#DIV/0!	10,874	19,185	76.4%
Teen Programs	61	60	-1.6%	25	30	20.0%	0	0	#DIV/0!	88	95	8.0%
Teen Program Attendees	1,152	1,041	-9.6%	258	326	26.4%	0	0	#DIV/0!	2,971	2,103	-29.2%
<b>Total Library Programs</b>	<b>271</b>	<b>411</b>	<b>51.7%</b>	<b>346</b>	<b>420</b>	<b>21.4%</b>	<b>58</b>	<b>71</b>	<b>22.4%</b>	<b>1,005</b>	<b>1,324</b>	<b>31.7%</b>
<b>Total Library Program Attendees</b>	<b>4,563</b>	<b>8,264</b>	<b>81.1%</b>	<b>4,581</b>	<b>7,685</b>	<b>67.8%</b>	<b>1,867</b>	<b>1,674</b>	<b>-10.3%</b>	<b>23,954</b>	<b>102,773</b>	<b>329.0%</b>
<b>ELECTRONIC DATABASE USAGE</b>	<b>Users/Year-to-Date</b>			<b>Queries/Year-to-Date</b>								
Library-Owned Databases	19,768	21,853	10.5%	33,158	35,562	7.3%						
OPLIN Databases				33,336	25,964	-22.1%						
<b>Total All Databases</b>	<b>19,768</b>	<b>21,853</b>	<b>10.5%</b>	<b>66,494</b>	<b>61,526</b>	<b>-7.5%</b>						

## YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	182,737	189,449	3.7%	131,041	139,522	6.5%	17	31	82.4%	313,795	329,002	4.8%
Juvenile Books	258,580	279,076	7.9%	175,652	186,137	6.0%	14	10	-28.6%	434,246	465,223	7.1%
Off Line Transactions										137	58	-57.7%
Periodicals	22,151	20,597	-7.0%	14,060	14,552	3.5%	0	0	#DIV/0!	36,211	35,149	-2.9%
Young Adult Books	19,636	20,066	2.2%	13,101	14,055	7.3%	2	0	-100.0%	32,739	34,121	4.2%
<b>Total Print Circulation</b>	<b>483,104</b>	<b>509,188</b>	<b>5.4%</b>	<b>333,854</b>	<b>354,266</b>	<b>6.1%</b>	<b>33</b>	<b>41</b>	<b>24.2%</b>	<b>817,128</b>	<b>863,553</b>	<b>5.7%</b>
<b>AV CIRCULATION</b>												
Audiobooks	19,585	22,589	15.3%	18,345	18,916	3.1%				37,930	41,505	9.4%
Movies (DVDs/Blu-rays)	109,071	106,612	-2.3%	84,123	79,530	-5.5%				193,194	186,142	-3.7%
Music (Compact Discs)	4,926	4,695	-4.7%	4,466	4,731	5.9%				9,392	9,426	0.4%
Juvenile Tablets	2,911	3,536	21.5%	2,158	3,395	57.3%				5,069	6,931	36.7%
<b>Total AV Circulation</b>	<b>136,493</b>	<b>137,432</b>	<b>0.7%</b>	<b>109,092</b>	<b>106,572</b>	<b>-2.3%</b>				<b>245,585</b>	<b>244,004</b>	<b>-0.6%</b>
<b>SPECIAL COLLECTIONS CIRCULATION</b>												
Board Games (added July 2022)	423	1,758	315.6%	204	1,099	438.7%	0	0	#DIV/0!	627	2,857	355.7%
'Brary Bags	767	822	7.2%	520	623	19.8%				1,287	1,445	12.3%
Hotspots	172	165	-4.1%	215	188	-12.6%	0	0	#DIV/0!	387	353	-8.8%
Maker Kits	704	908	29.0%	465	665	43.0%	3	0	-100.0%	1,172	1,573	34.2%
Streaming Devices (added Sept 2022)	45	416	824.4%	37	346	835.1%	0	0	#DIV/0!	82	762	829.3%
<b>Total Special Collections Circulation</b>	<b>2,111</b>	<b>4,069</b>	<b>92.8%</b>	<b>1,441</b>	<b>2,921</b>	<b>102.7%</b>	<b>3</b>	<b>0</b>	<b>-100.0%</b>	<b>3,555</b>	<b>6,990</b>	<b>96.6%</b>
<b>PHYSICAL CIRCULATION (PRINT + AV)</b>												
Adult Circulation	309,332	311,003	0.5%	226,436	230,916	2.0%	20	31	55.0%	535,788	541,950	1.2%
Juvenile Circulation	292,458	319,184	9.1%	204,456	218,376	6.8%	14	10	-28.6%	496,928	537,570	8.2%
Young Adult Circulation	20,055	20,560	2.5%	13,495	14,467	7.2%	2	0	-100.0%	33,552	35,027	4.4%
<b>Total Physical Circulation</b>	<b>621,845</b>	<b>650,747</b>	<b>4.6%</b>	<b>444,387</b>	<b>463,759</b>	<b>4.4%</b>	<b>36</b>	<b>41</b>	<b>13.9%</b>	<b>1,066,268</b>	<b>1,114,547</b>	<b>4.5%</b>
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										114,069	176,757	55.0%
eBooks										201,216	205,942	2.3%
eMusic										3,179	3,267	2.8%
eVideo										20,371	23,827	17.0%
eZines (Digital Magazines)										11,551	20,097	74.0%
<b>Total Digital Circulation</b>										<b>350,386</b>	<b>429,890</b>	<b>22.7%</b>