

# ATTACHMENTS FOR NOVEMBER 18, 2025 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Washington-Centerville Public Library  
Board Meeting Agenda  
December 16, 2025  
Woodbourne Library

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1 Call to Order - Board President

2 Roll Call

3 Hearing of the Public

4 **ROLL CALL VOTE:**

I hereby move to adjourn to executive session:

Pursuant to ORC § 121.22(G)(1), for the purpose of considering the employment and compensation of a public official

5 **ACTION ITEM:**

Remployment of Fiscal Officer

6 Committee Reports

- Trustee Interview Committee - Appointment of Trustee by Board of Education
- Nominating Committee - 2026 Officer Slate

7 2026 Budget Presentation

8 **ACTION ITEM:**

Approval of the November 18, 2025, Meeting Minutes

9 Staff Presentation

- Bill Menker, Patron Service Manager  
Friday night and Sunday Operating Hours

10 Fiscal Officer's Report

- **ACTION ITEM:**  
Monthly Financial Report  
Monthly Financial Statements  
Personnel Items
- **ROLL CALL VOTE:**  
Payment of December Expenditures

11 New/Old Business

a. **ROLL CALL VOTE:**

**Res. No. 025-009:** Approval of 2026 Appropriations Resolution

Washington-Centerville Public Library  
Board Meeting Agenda  
December 16, 2025  
Woodbourne Library

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- b. **ROLL CALL VOTE:**  
**Res. No. 025-010:** Approval of Transfer from General Fund to Building Fund
- c. **ACTION ITEM:**  
Approval of appropriation transfer within Building Fund
- d. **ACTION ITEM:**  
Approval of 2026 Meeting Schedule
- e. **ACTION ITEM:**  
Approval of 2026 Officer Slate
- f. **ACTION ITEM:**  
Approval of opening a checking account for costs related to the grand opening festivities
- g. **ACTION ITEM:**  
Approval to accept Library Services and Technology Act (LSTA) grant for purchase of equipment for a podcasting booth to be placed in Creativity Commons when it relocates to Centerville
- h. **ROLL CALL VOTE:**  
**Res. No. 025-011:** New Fund Creation

- 11 **ACTION ITEM:**  
Meeting Adjournment

## **Director Activities**

**November 14 – December 11, 2025**

### **Library Operations**

- Centerville Library renovation
  - Attended weekly construction meetings
  - Held meeting to discuss sneak peek event with staff
- Pulled list of “power users” to invite to sneak peek event
- Welcomed new HR Manager and posted an introduction to staff
- Delayed opening due to winter weather
- Worked on long-range facilities plan
- Held Strategic Planning Team meeting to discuss ways to engage staff

### **Communication**

- Communicated with staff about what to do if ICE agents come to the library
- Shared information about additional “piggyback” provision with Park District Director

### **Community / Professional Involvement**

- Met with another area library Director
- Coordinated lunch with other local public entities Directors to welcome new Centerville Washington History Director
- Joint Public Entities
  - Continued discussions on communications about property taxes
- Attended Centerville Washington Park District ribbon cutting for new fire pit at Bill Yeck park
- Optimists
  - Attended Board meeting
  - Worked shift at tree lot

Sick days – December 8 - 11

Vacation – November 26, December 5

Holiday – November 27

# **Board Minutes and Attachments**

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

November 18, 2025

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**CALL TO ORDER**

The regular Board of Trustees meeting for November 2025 was held at the Woodbourne Library. Board President Carol Herrick called the meeting to order at 7:00 p.m.

The roll call was as follows: Mr. Bowling, **Absent**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mr. Falkner, **Absent**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; and Mrs. Suttman, **Present**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Ms. Herbstreit, Marketing and Communications Manager, Mrs. Robinson, Human Resources Manager (Retiring), Mr. Salvatore, Human Resources Manager (New) and members of the public.

**AGENDA CHANGE**

Mrs. Suttman moved to amend the agenda to include the approval of fire suppression system work under new business. Mr. Nunna seconded the motion.

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

**HEARING OF THE PUBLIC**

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

**EXECUTIVE SESSION**

Mrs. Suttman moved, pursuant to ORC §121.22(G)(1), to adjourn to executive session for the purpose of discussing the employment and/or compensation of a public employee; and pursuant to ORC §121.22(G)(4) for the purpose of conducting and review negotiations with public employees concerning their compensation or other terms and conditions of their employment. Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

At 7:02 p.m., the board entered executive session.

At 7:22 p.m., the board exited executive session. Mrs. Herrick returned the meeting to open session with no additional action related to the matters discussed in executive session.

## **STAFF PRESENTATIONS**

### **Human Resources**

Mrs. Robinson, Human Resources Manager, presented regarding open enrollment changes, pay ranges for Shelving Assistants, and Personnel Policy Manual revisions.

For the 2026 benefits, the Centerville City School District confirmed a 9% increase for medical premiums, with no changes to the plan. For dental insurance, the school district made the decision to move from a fully insured plan to self-funded for 2026. There were no changes to the plan. As a result of the move, there is a 1% increase effective of January 1, 2026. There were no changes made to the vision insurance plan offered through EyeMed.

It is recommended that the board approve the premium increases to the health and dental insurance plans for 2026.

Regarding the pay ranges for Shelving Assistants, she stated that the minimum wage for Ohio will increase to \$11.00 per hour on January 1, 2026. As a result, there are a couple of changes that will need to be made to the pay ranges to address this increase. First, the pay range minimum for Shelving Assistants is currently \$10.70 per hour, with the maximum being \$14.25 per hour. Second, there is one Shelving Assistant that will be nearing the range maximum in the next year, and an additional two employees that will reach it in the next two years. The recommendation is to increase the minimum wage by 2.8% and increase the range maximum by 3%.

There is one Shelving Assistant that will be below the new minimum wage and will need to be adjusted. The recommendation is to adjust the wages of the Shelving Assistant to \$11.00/hour in accordance with the new minimum wage.

Finally, there are a couple of policy revisions being presented:

1. Hiring and Evaluation: Amended to include the requirement that a consumer report be obtained for positions hired at the Team Leader or above. This is due to their access to sensitive personal information on their staff.
2. Working Conditions: Amended to reflect current practice with the use of UKG software for time clock.
3. Vacation Leave: Amended to increase vacation accrual amounts for employees hired at the Team Leader/Manager level. Many of the requirements of these positions require significant experience but may or may not include public employment. This has proved to be a hinderance to hiring some of the best candidates for these positions.

It is recommended that the board approve these policies as presented.

### Marketing and Communications

Teri Herbstreit, Marketing and Communications Manager, presented regarding the current effort to rebrand the library in conjunction with the renovation of the Centerville Library. She stated that the current branding scheme dates back to the early 1990's. Additionally, the current logo and fonts have become dated, and even required the purchase of a special font. She stated that we have been working with a freelance designer over the last year to develop some ideas for potential rebranding. She then showed them some of these designs.

There were some questions regarding the process moving forward and what the board's approval tonight would entail. She stated that their approval allows us to proceed further in the process, but will not be official until the approval of appropriations next month.

## **COMMITTEE REPORTS**

### Trustee Interview Committee

Mrs. Cline stated that the Trustee Interview Committee met on November 6, 2025 to interview candidates for the trustee position coming open as a result of Carleen Suttman's decision to not reapply for her position. The Committee interviewed two candidates for the position. The Board was provided with the resume and cover letter for the chosen candidate. It is the committee's recommendation that the Board approve of the chosen candidate, and directs the Fiscal Officer and Library Director to provide the information to the Centerville City School District for approval by the Board of Education at an upcoming meeting.

### Nominating Committee

Mr. Monteith stated that the Nominating Committee needs to schedule a meeting to develop their recommendation for the slate of officers for 2026.

### Executive Committee

Mr. Monteith reminded the Executive Committee that they are scheduled to meet before the December meeting for the purpose of conducting the annual review of the Fiscal Officer.

### Finance Committee

Mr. Monteith stated that the Finance Committee is scheduled to meet on December 9, 2025.

**At 7:58 p.m., Mrs. Suttman left the meeting**

## **APPROVAL OF MINUTES**

Mrs. Suttman moved for the approval of the August 19, 2025 Meeting Minutes. Mrs. Cline seconded the motion.



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

### **DIRECTOR'S REPORT**

Mrs. Fultz presented her monthly report for November 2025:

- **FACILITIES**
  - Operating hours – Friday evenings and Sundays
  - Centerville Library
    - Fire suppression replacement quote
  - Woodbourne Library
  - Legacy Administration Building
    - Trustee recognition plaques arriving soon
- **COLLECTIONS/SERVICES/PROGRAMS**
  - SearchOhio delayed
  - Express movie collection being discontinued
  - New York Times Online All Access – 140% increase in usage from September to October
  - ValueLine only available digitally starting 2026
  - Entrepreneur Center posting Q&A about Creativity Commons on their website
  - Good Life Award – 20<sup>th</sup> year, celebration December 4<sup>th</sup>
  - Beginning required cybersecurity training
- **OTHER**
  - Joint Public Entities discussion on communicating property taxes
    - Next meeting January 12<sup>th</sup>

### **FISCAL OFFICER'S REPORT**

- a. Mr. Monteith presented the monthly financial report for October 2025, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, October 2025 Bank Reconciliation, Monthly Investment Report and Personnel Items for the board's review and approval.

Mr. Nunna moved to approve the monthly financial report, monthly investment report and bank reconciliation. Mrs. Denison seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

- b. Payment of November 2025 Expenditures

Mr. Monteith presented the check register for the period of October 21, 2025 through November 18, 2025.

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

The roll call vote was as follows:

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

The motion is approved.

### **NEW/OLD BUSINESS**

a. **Approval of premium increases**

Mrs. Cline moved to approve the premium increases to health insurance by 9%, and to dental insurance by 1% as recommended during the Human Resources presentation. Mr. Nunna seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

b. **Approval of increases to Shelving Assistant pay ranges to the new Ohio minimum wage amount, and increasing the range maximum by 3%**

Mrs. Denison moved to approve the changes to the pay ranges for Shelving Assistants as presented during the Human Resources presentation. Mr. Nunna seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

c. **Approval of adjustment to the wages of Shelving Assistants who will be below Ohio's new minimum wage to \$11.00 per hour.**

Mrs. Cline moved to approve the adjustment on January 1, 2026 to the Shelving Assistants that are currently below the new minimum wage amount of \$11.00 per hour. Mrs. Denison seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

d. **Approval of revisions to the Hiring and Evaluation, Working Conditions, and Benefits - Work/Life Balance sections of the personnel manual**

Mrs. Cline moved to approve the revisions to the personnel manual policy as presented during the Human Resources presentation. Mrs. Denison seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

e. **Approval of Fiscal Manual Policy Changes**

Mr. Monteith stated that the changes to the Trustee Appointment Policy were necessary because of changes made to trustee terms in the biennial budget. The policy removes references to seven-year terms and replaces these with a reference to the Ohio Revised Code section.

Mrs. Fultz and Mr. Monteith discussed the changes to the review process for the Fiscal Officer and Library Director. This formalizes the process in a manner that is consistent with the policy in place for staff reporting to these individuals.

Mrs. Denison moved for the approval of the changes to the Fiscal Manual policies. Mr. Nunna seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

f. **Approval of candidate to fill open Trustee position, and make recommendation to the Centerville City School District Board of Education**

Mr. Nunna moved to approve the chosen candidate and forward the recommendation to the Board of Education for approval and appointment at an upcoming meeting. Mrs. Cline seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

g. **Res. No. 025-008: Advance Request of 2025 Tax Dollars**

Mr. Monteith stated that this resolution is necessary to allow us to receive property tax dollars when they become available, rather than waiting for the final settlement that typically occurs in March. This allows us to receive and invest these funds.

Mrs. Cline moved to approve Resolution No. 025-008. Mr. Nunna seconded the motion.

The roll call vote was as follows:

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

Mrs. Herrick	<u>Yes</u>
Mr. Nunna	<u>Yes</u>
Mrs. Suttman	<u>Absent</u>

The resolution is approved

h. **Approval to proceed with the rebranding of the library in the 2026 fiscal year**

Mr. Nunna moved to approve proceeding with the rebranding of the library during the 2026 fiscal year. Mrs. Denison seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

i. **Approval of Fire Suppression work for the Centerville Library, in an amount not to exceed \$50,000**

Mr. Nunna moved to approve the fire suppression system work at the Centerville Library, as discussed in the Director's Report, in an amount not to exceed \$50,000. Mrs. Denison seconded the motion

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

**OTHER**

There was no other business to be discussed.

**ADJOURNMENT**

Mrs. Cline moved to adjourn the meeting at 8:33 p.m. Mr. Nunna seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion to adjourn is approved.

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**President**

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**Fiscal Officer**

# **Fiscal Officer's Report**

**Washington-Centerville Public Library**  
**Monthly Cash Position**  
**For the Month Ended November 30, 2025**

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 10,665,705.75	\$ 341,101.56	\$ 532,038.55	\$ 10,474,768.76
Unclaimed Funds	2,041.15	\$ -	\$ -	2,041.15
Special Operating Fund	3,750,186.25	\$ -	\$ -	3,750,186.25
Building Fund	3,991,751.08	\$ -	\$ 336,006.89	3,655,744.19
Perm. Imp. Fund-Ils	568,950.30	\$ -	\$ -	568,950.30
Perm. Imp. Fund-Reference/Info	701,536.34	\$ -	\$ 26,602.35	674,933.99
Dorothy R. Yeck Good Life End	88.70	\$ 5,100.00	\$ 4,750.00	438.70
Payroll Clearing Fund	28,107.90	\$ 91,918.54	\$ 91,300.25	28,726.19
	<b>\$ 19,708,367.47</b>	<b>\$ 438,120.10</b>	<b>\$ 990,698.04</b>	<b>\$ 19,155,789.53</b> <sup>1</sup>

**Washington-Centerville Public Library**  
**YTD Cash Position**  
**For the Month Ended November 30, 2025**

Fund	Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 8,917,565.34	\$ 9,434,985.40	\$ 7,877,781.98	\$ 10,474,768.76
Unclaimed Funds	794.93	1,246.22	-	2,041.15
Special Operating Fund	3,750,186.25	-	-	3,750,186.25
Building Fund	4,723,157.63	1,000,000.00	2,067,413.44	3,655,744.19
Perm. Imp. Fund-Ils	568,950.30	-	-	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	-	51,402.35	674,933.99
Dorothy R. Yeck Good Life End	184.69	5,100.00	4,845.99	438.70
Payroll Clearing Fund	15,302.23	1,070,253.21	1,056,829.25	28,726.19
	<b>\$ 18,702,477.71</b>	<b>\$ 11,511,584.83</b>	<b>\$ 11,058,273.01</b>	<b>\$ 19,155,789.53</b> <sup>2</sup>

**Washington-Centerville Public Library**  
**Monthly Cash Reconciliation**  
**For the Month Ended November 30, 2025**

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Bank Balances:

US Bank	\$ 816,161.04
Dayton Foundation	5,470.00
Paypal	200.00
Total Cash Accounts	<u>821,831.04</u>

Investments:

RedTree Investments	10,311,266.36
StarOhio	8,147,703.30
Total Investment Accounts	<u>18,458,969.66</u>

Total Bank Balances	19,280,800.70
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Deposits-in-Transit	\$558.53
Unposted Payments	\$2,079.07
Outstanding Checks	(\$127,648.77)

Adjusted Bank Balances	<u>19,155,789.53</u>
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Book Balance (from Cash Position)	19,155,789.53
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Difference	<u><u>\$ -</u></u>
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*See detail in separate attachment*



**Washington-Centerville Public Library**  
**Monthly Revenue Statement**  
**For the Month Ended November 30, 2025**

<b>101 - General Fund</b>	Budget	Month Revenue	YTD Revenue	Percent	
PUBLIC LIBRARY FUND	\$ 3,280,355.00	\$ 268,875.78	\$ 3,019,917.55	92.06%	1
GENERAL PROPERTY TAXES	4,739,774.00	-	4,998,345.27	105.46%	2
PROPERTY TAX ROLLBACK	610,000.00	-	616,125.80	101.00%	
GRANTS - FEDERAL, STATE & LOCAL	-	-	-	0.00%	
PATRON FINES & FEES	22,500.00	1,989.63	24,048.30	106.88%	
COPIER INCOME	21,000.00	2,234.85	33,321.71	158.67%	
PROGRAM FEES	-	-	-	0.00%	
PASSPORT EXECUTION FEES	25,000.00	1,963.00	24,787.47	99.15%	
PASSPORT PHOTOS	5,500.00	470.00	5,785.00	105.18%	
PATRON SUPPLIES	27,500.00	2,301.60	27,755.24	100.93%	
INTEREST INCOME	400,000.00	58,124.35	651,454.42	162.86%	3
DONATIONS	22,500.00	5,053.37	20,975.65	93.23%	
REFUNDS & REIMBURSEMENTS	9,000.00	-	11,228.88	124.77%	
MISCELLANEOUS-OTHER	50,200.00	88.98	1,240.11	2.47%	
TRANSFER IN	-	-	-	0.00%	
TOTAL RECEIPTS-GENERAL FUND	\$ 9,213,329.00	\$ 341,101.56	\$ 9,434,985.40	102.41%	

<b>102 - Unclaimed Funds</b>	Budget	Month Revenue	YTD Revenue	Percent
REFUNDS	\$ -	\$ -	\$ 1,246.22	0.00%
TRANSFER TO UNCLAIMED	-	-	-	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ -	\$ 1,246.22	0.00%

<b>205 - Special Operating Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
TRANSFER TO SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	0.00%
	\$ -	\$ -	\$ -	0.00%

<b>401 - Building Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO BUILDING FUND	\$ 1,750,000.00	\$ -	\$ 1,000,000.00	57.14%
TOTAL RECEIPTS-BUILDING FUND	\$ 1,750,000.00	\$ -	\$ 1,000,000.00	57.14%

**Washington-Centerville Public Library**  
**Monthly Revenue Statement**  
**For the Month Ended November 30, 2025**

<b>450 - Perm. Improvement - ILS Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - ILS	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	0.00%
<b>451 - Perm. Improvement - Technology Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
TOTAL PERM. IMP. FUND-TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
<b>898 - Yeck GLA Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
YECK DONATIONS-RESTRICTED	\$ 5,525.00	\$ 5,100.00	\$ 5,100.00	92.31%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 5,525.00	\$ 5,100.00	\$ 5,100.00	92.31%
<b>999 - Payroll Clearing Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
CLEARING REVENUE	\$ -	\$ 91,918.54	\$ 1,070,253.21	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 91,918.54	\$ 1,070,253.21	0.00%
<b>GRAND TOTAL RECEIPTS</b>	<b>\$ 10,968,854.00</b>	<b>\$ 438,120.10</b>	<b>\$ 11,511,584.83</b>	<b>104.95%</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**Revenue Budget Statement - General Fund**  
**For the Month Ended November 30, 2025**

<b>101 - General Fund</b>	<b>Monthly Estimated Revenue</b>	<b>Monthly Revenue</b>	<b>Favorable/ (Unfavorable)</b>	<b>YTD Estimated Revenue</b>	<b>YTD Revenue</b>	<b>Favorable/ (Unfavorable)</b>	
Public Library Fund	\$ 268,875.77	\$ 268,875.78	\$ 0.01	\$ 3,011,479.23	\$ 3,019,917.55	\$ 8,438.32	<b>1</b>
General Property Taxes	-	-	-	4,690,516.00	4,998,345.27	307,829.27	
Property Tax Rollback	-	-	-	600,000.00	616,125.80	16,125.80	<b>2</b>
Federal Grants	-	-	-	-	-	-	
Local Grants	-	-	-	-	-	-	
Patron Fines & Fees	1,875.00	1,989.63	114.63	20,625.00	24,048.30	3,423.30	
Copier, Fax and Printing	1,750.00	2,234.85	484.85	19,250.00	33,321.71	14,071.71	
Program Fees	-	-	-	-	-	-	
Passport Execution Fees	2,083.33	1,963.00	(120.33)	22,916.67	24,787.47	1,870.80	
Passport Photos	458.33	470.00	11.67	5,041.67	5,785.00	743.33	
Patron Supplies	2,291.67	2,301.60	9.93	25,208.33	27,755.24	2,546.91	
Interest Income	30,788.49	58,124.35	27,335.86	376,728.90	651,454.42	274,725.52	<b>3</b>
Donations	571.97	5,053.37	4,481.40	21,928.03	20,975.65	(952.38)	
Refunds & Reimbursements	750.00	-	(750.00)	8,250.00	11,228.88	2,978.88	
Miscellaneous-Other	4,183.33	88.98	(4,094.35)	46,016.67	1,240.11	(44,776.56)	
Transfer In	-	-	-	-	-	-	
<b>TOTAL GENERAL FUND</b>	<b>\$ 313,627.90</b>	<b>\$ 341,101.56</b>	<b>\$ 27,473.66</b>	<b>\$ 8,847,960.49</b>	<b>\$ 9,434,985.40</b>	<b>\$ 587,024.91</b>	

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended November 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
PERSONAL SERVICES						
Salaries						
Manager/Director	672,250.00	52,194.00	615,945.11	-	56,304.89	91.62%
Library Specialists	1,445,000.00	107,939.11	1,300,979.91	-	144,020.09	90.03%
Technical Assistants	147,000.00	11,332.80	135,158.63	-	11,841.37	91.94%
Customer Service Assistants	342,219.94	26,812.72	293,134.70	-	49,085.24	85.66%
Substitutes	43,500.00	1,707.78	29,905.08	-	13,594.92	68.75%
Fiscal Officer	109,500.00	8,435.40	101,029.91	-	8,470.09	92.26%
Administrative Support	516,350.00	37,556.52	446,088.82	-	70,261.18	86.39%
Facilities Manager	81,000.00	6,275.90	74,110.53	-	6,889.47	91.49%
Facilities Assistant/Driver	20,200.00	2,347.20	17,792.74	-	2,407.26	88.08%
Library Aides	135,030.06	7,399.35	103,930.85	-	31,099.21	76.97%
Shelving Assistants	97,000.00	7,089.70	84,357.19	-	12,642.81	86.97%
Salaries Total:	3,609,050.00	269,090.48	3,202,433.47	-	406,616.53	88.73%
Retirement						
Retirement	506,040.00	37,508.75	428,940.00	-	77,100.00	84.76%
Retirement Total:	506,040.00	37,508.75	428,940.00	-	77,100.00	84.76%
Insurance						
Health Insurance	493,731.00	41,068.45	448,475.31	42,065.69	3,190.00	99.35%
Health Savings Account	90,075.95	7,375.14	79,668.19	9,106.94	1,300.82	98.56%
Dental Insurance	24,290.00	1,952.74	21,208.79	2,216.21	865.00	96.44%
Medicare	49,339.50	3,531.93	42,401.58	-	6,937.92	85.94%
Life Insurance	3,365.00	252.03	2,789.20	395.80	180.00	94.65%
Worker's Compensation	7,500.00	-	-	5,931.00	1,569.00	79.08%
Insurance Total:	668,301.45	54,180.29	594,543.07	59,715.64	14,042.74	97.90%
Other Benefits						
Unemployment Benefits	-	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-	-
Other Benefits Total:	-	-	-	-	-	-
<b>PERSONAL SERVICES Total:</b>	<b>4,783,391.45</b>	<b>360,779.52</b>	<b>4,225,916.54</b>	<b>59,715.64</b>	<b>497,759.27</b>	<b>89.59%</b>
SUPPLIES						
General/Administrative Supplies						
Office Supplies	28,143.06	641.07	20,234.89	5,361.65	2,546.52	90.95%
Program Supplies	66,290.95	5,656.66	35,441.42	12,774.58	18,074.95	72.73%
Cataloging/Processing Supplies	13,141.05	634.51	8,484.02	2,009.78	2,647.25	79.86%
Small Tools/Minor Equipment	1,387.92	140.00	1,107.92	264.00	16.00	98.85%
Janitorial Supplies	3,832.04	-	1,572.05	587.99	1,672.00	56.37%
General/Administrative Supplies Total:	112,795.02	7,072.24	66,840.30	20,998.00	24,956.72	77.87%
Property Maintenance Supplies						
Property Maintenance Supplies	45,763.38	2,257.09	16,074.89	6,738.70	22,949.79	49.85%
Property Maintenance Supplies Total:	45,763.38	2,257.09	16,074.89	6,738.70	22,949.79	49.85%
Vehicle Fuel & Supplies						
Vehicle Fuel	3,168.78	56.09	661.31	260.02	2,247.45	29.08%
Vehicle Supplies	500.00	-	142.73	150.00	207.27	58.55%
Vehicle Fuel & Supplies Total:	3,668.78	56.09	804.04	410.02	2,454.72	33.09%
Supplies Purchased for Resale						
Supplies Purchased for Resale	77,304.81	2,011.53	23,014.50	12,739.94	41,550.37	46.25%
Supplies Purchased for Resale Total:	77,304.81	2,011.53	23,014.50	12,739.94	41,550.37	46.25%
<b>SUPPLIES Total:</b>	<b>239,531.99</b>	<b>11,396.95</b>	<b>106,733.73</b>	<b>40,886.66</b>	<b>91,911.60</b>	<b>61.63%</b>

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**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended November 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
<b>CONTRACT SERVICES</b>						
Travel & Meeting						
Mileage	11,650.00	511.28	5,713.03	3,976.97	1,960.00	83.18%
In-House Seminars	18,637.97	-	399.31	1,600.69	16,637.97	10.73%
Conference/Meetings	46,800.66	1,908.96	11,865.96	5,220.18	29,714.52	36.51%
Membership Dues	4,825.00	-	2,212.55	815.00	1,797.45	62.75%
Travel & Meeting Total:	81,913.63	2,420.24	20,190.85	11,612.84	50,109.94	38.83%
Communication & Printing						
Telephone Services	5,419.85	-	3,937.55	562.45	919.85	83.03%
Computer Data Line	49,899.91	1,513.86	15,476.78	18,070.84	16,352.29	67.23%
Postage	22,374.79	-	4,044.25	1,537.75	16,792.79	24.95%
Postage Meter Rental	3,323.35	221.85	2,359.35	278.05	685.95	79.36%
Security Alarm	9,569.34	654.00	2,742.00	4,578.00	2,249.34	76.49%
Legal Advertisements	2,500.00	334.08	380.16	-	2,119.84	15.21%
Marketing & Advertising	19,662.56	1,239.11	17,516.88	939.12	1,206.56	93.86%
Printing & Publications	53,867.02	214.64	19,800.46	2,831.65	31,234.91	42.01%
Communication & Printing Total:	166,616.82	4,177.54	66,257.43	28,797.86	71,561.53	57.05%
Property Maintenance Services						
Building/Site Repair	153,985.82	9,381.07	59,378.47	11,855.29	82,752.06	46.26%
Equipment & Furniture Repair	27,032.09	591.99	16,717.91	4,731.25	5,582.93	79.35%
Grounds & Snow Removal	152,000.00	4,245.22	54,772.58	13,238.77	83,988.65	44.74%
Janitorial Services	242,845.38	14,908.74	161,957.10	19,772.44	61,115.84	74.83%
Trash Services	21,283.75	1,106.94	12,709.09	2,469.68	6,104.98	71.32%
Property Maintenance Services Total:	597,147.04	30,233.96	305,535.15	52,067.43	239,544.46	59.89%
Insurance						
Property Insurance	31,733.75	-	30,501.25	179.75	1,052.75	96.68%
Insurance Total:	31,733.75	-	30,501.25	179.75	1,052.75	96.68%
Utilities						
Electricity	126,913.74	17,496.21	110,211.31	13,694.02	3,008.41	97.63%
Natural Gas	45,197.76	3,530.28	39,679.04	3,577.19	1,941.53	95.70%
Water/Sewer	13,280.81	662.64	6,193.14	3,888.65	3,199.02	75.91%
Utilities Total:	185,392.31	21,689.13	156,083.49	21,159.86	8,148.96	95.60%
Professional Services						
Speaker & Program Stipends	17,339.55	350.00	7,454.53	5,330.47	4,554.55	73.73%
Art & Other Exhibits	5,720.00	-	5,346.05	373.95	-	100.00%
Architect & Engineering Services	-	-	-	-	-	
Accounting & Auditing Services	12,800.00	71.40	12,776.88	-	23.12	99.82%
Legal Services - General	1,150.00	375.00	525.00	400.00	225.00	80.43%
Legal Services - Employment	47,023.70	8,505.00	24,995.00	13,250.00	8,778.70	81.33%
Tax Collection Fees	62,363.80	-	62,363.80	-	-	100.00%
Banking Fees	18,161.36	-	13,515.30	1,702.97	2,943.09	83.79%
Benefits Administration	7,610.00	452.50	6,087.50	1,222.50	300.00	96.06%
Other Professional Services	9,390.00	216.80	6,902.20	2,097.80	390.00	95.85%
Professional Services Total:	181,558.41	9,970.70	139,966.26	24,377.69	17,214.46	90.52%
Software Maintenance						
Software Maintenance	254,199.80	1,102.99	170,493.18	39,908.88	43,797.74	82.77%
Software Maintenance Total:	254,199.80	1,102.99	170,493.18	39,908.88	43,797.74	82.77%
Other Contract Services						
Temporary Contract Services	46,703.15	1,413.20	6,403.16	1,189.55	39,110.44	16.26%
Online Services	239,414.81	4,881.66	125,963.06	65,337.52	48,114.23	79.90%
Collection Development Services	6,400.00	-	2,600.00	-	3,800.00	40.63%
Other Contract Services Total:	292,517.96	6,294.86	134,966.22	66,527.07	91,024.67	68.88%
<b>CONTRACT SERVICES Total:</b>	<b>1,791,079.72</b>	<b>75,889.42</b>	<b>1,023,993.83</b>	<b>244,631.38</b>	<b>522,454.51</b>	<b>70.83%</b>

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended November 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended	
LIBRARY MATERIALS							
New Books							
New Books	547,392.11	22,735.39	332,047.26	209,755.07	5,589.78	98.98%	
Standing Orders/Continuations	18,206.81	-	5,730.66	1,012.71	11,463.44	37.04%	
Book Rentals	70,617.75	162.50	63,371.93	1,816.20	5,429.62	92.31%	
New Books Total:	636,216.67	22,897.89	401,149.85	212,583.98	22,482.84	96.47%	
Periodicals							
Periodicals	26,000.00	-	16,582.44	3,540.56	5,877.00	77.40%	
Periodicals Total:	26,000.00	-	16,582.44	3,540.56	5,877.00	77.40%	
Audio-Visual Materials							
Movies	105,903.16	6,206.49	61,154.21	33,095.20	11,653.75	89.00%	
Read Along Audiobooks	44,007.53	37.99	13,183.79	6,000.00	24,823.74	43.59%	
Pre-Loaded Learning Tablets	32,185.40	149.98	13,234.36	6,000.00	12,951.04	59.76%	
Audiobooks	15,386.42	2,064.04	8,804.29	5,619.66	962.47	93.74%	
Other Audio-Visual Materials	11,552.62	4,676.42	10,588.40	953.36	10.86	99.91%	
Audio-Visual Materials Total:	209,035.13	13,134.92	106,965.05	51,668.22	50,401.86	75.89%	
Online Subscriptions							
Online Subscriptions	112,000.00	8,755.65	89,643.92	7,614.89	14,741.19	86.84%	
Online Subscriptions Total:	112,000.00	8,755.65	89,643.92	7,614.89	14,741.19	86.84%	
Inter-Library Delivery Service							
Search Ohio Delivery	13,000.00	-	12,204.45	-	795.55	93.88%	
Inter-Library Delivery Service Total:	13,000.00	-	12,204.45	-	795.55	93.88%	
Electronic Materials							
eBooks	460,722.25	12,859.16	415,285.85	36,298.41	9,137.99	98.02%	
Digital Music Services	42,000.00	-	39,735.00	-	2,265.00	94.61%	
Digital Video Services	230,763.18	16,942.37	186,977.88	43,785.30	-	100.00%	
Rokus	18,958.88	984.80	14,303.58	176.59	4,478.71	76.38%	
Electronic Materials Total:	752,444.31	30,786.33	656,302.31	80,260.30	15,881.70	97.89%	
Other Library Materials							
Culture Pass	13,000.00	-	7,804.82	-	5,195.18	60.04%	
Mobile Hotspots	15,000.00	954.33	9,663.94	2,336.06	3,000.00	80.00%	
Special Learning Kits	28,747.37	220.41	6,863.68	7,331.29	14,552.40	49.38%	
Board Game Collection	14,533.76	2,466.53	9,761.14	4,498.54	274.08	98.11%	
Other Library Materials Total:	71,281.13	3,641.27	34,093.58	14,165.89	23,021.66	67.70%	
<b>LIBRARY MATERIALS Total:</b>	<b>1,819,977.24</b>	<b>79,216.06</b>	<b>1,316,941.60</b>	<b>369,833.84</b>	<b>133,201.80</b>	<b>92.68%</b>	<b>4</b>
CAPITAL OUTLAY							
Land Improvements							
Land Improvements	44,550.00	-	41,250.00	3,300.00	-	100.00%	
Land Improvements Total:	44,550.00	-	41,250.00	3,300.00	-	100.00%	
Furniture & Equipment							
Furniture & Equipment	13,708.04	(163.37)	7,546.81	309.14	5,852.09	57.31%	
Computer Hardware & Software	261,155.84	4,781.08	138,553.90	18,382.00	104,219.94	60.09%	
Furniture & Equipment Total:	274,863.88	4,617.71	146,100.71	18,691.14	110,072.03	59.95%	
<b>CAPITAL OUTLAY Total:</b>	<b>319,413.88</b>	<b>4,617.71</b>	<b>187,350.71</b>	<b>21,991.14</b>	<b>110,072.03</b>	<b>65.54%</b>	<b>5</b>

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended November 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
OTHER EXPENDITURES						
Library Membership & Dues						
Organizational Dues	200.00	-	-	-	200.00	0.00%
Trustee Dues	13,250.00	-	12,811.00	-	439.00	96.69%
Library Membership & Dues Total:	13,450.00	-	12,811.00	-	639.00	95.25%
Taxes & Assessments						
Real Estate Taxes	-	-	-	-	-	
State Sales Tax	3,000.00	-	2,704.79	295.21	-	100.00%
Taxes & Assessments Total:	3,000.00	-	2,704.79	295.21	-	100.00%
Refunds & Reimbursements						
Patron Refunds	1,750.00	138.89	1,329.78	88.22	332.00	81.03%
Refunds & Reimbursements Total:	1,750.00	138.89	1,329.78	88.22	332.00	81.03%
<b>OTHER EXPENDITURES Total:</b>	<b>18,200.00</b>	<b>138.89</b>	<b>16,845.57</b>	<b>383.43</b>	<b>971.00</b>	<b>94.66%</b>
CONTINGENCY						
Contingency						
Contingency	200,000.00	-	-	-	200,000.00	0.00%
Contingency Total:	200,000.00	-	-	-	200,000.00	0.00%
<b>CONTINGENCY Total:</b>	<b>200,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000.00</b>	<b>0.00%</b>
TRANSFERS AND OTHER						
Transfers Out						
Transfers Out	1,750,000.00	-	1,000,000.00	-	750,000.00	57.14%
Transfers Out Total:	1,750,000.00	-	1,000,000.00	-	750,000.00	57.14%
<b>TRANSFERS AND OTHER Total:</b>	<b>1,750,000.00</b>	<b>-</b>	<b>1,000,000.00</b>	<b>-</b>	<b>750,000.00</b>	<b>57.14%</b>
<b>General Fund Total:</b>	<b>10,921,594.28</b>	<b>532,038.55</b>	<b>7,877,781.98</b>	<b>737,442.09</b>	<b>2,306,370.21</b>	<b>78.88%</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**Capital Project Funds Expenditures**  
**For the Month Ended November 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
Contract Services						
Communication & Printing						
Legal Advertisements	1,200.00	-	1,200.00	-	-	100.00%
Communication & Printing Total:	1,200.00	-	1,200.00	-	-	100.00%
Property Maintenance Services						
Site Preparation	35,000.00	-	24,800.00	10,200.00	-	100.00%
Property Maintenance Services Total:	35,000.00	-	24,800.00	10,200.00	-	100.00%
Liability Insurance						
Property Insurance	5,000.00	-	5,000.00	-	-	100.00%
Liability Insurance Total:	5,000.00	-	5,000.00	-	-	100.00%
Professional Services						
Architect & Engineering Services	517,800.00	8,922.31	194,509.79	23,290.21	300,000.00	42.06%
Legal Services	8,142.50	-	3,780.10	1,219.90	3,142.50	61.41%
Professional Services Total:	525,942.50	8,922.31	198,289.89	24,510.11	303,142.50	42.36%
Other Contract Services						
Temporary Contract Services	130,000.00	1,999.50	61,306.70	42,173.30	26,520.00	79.60%
Other Contract Services Total:	130,000.00	1,999.50	61,306.70	42,173.30	26,520.00	79.60%
<b>CONTRACT SERVICES Total:</b>	<b>697,142.50</b>	<b>10,921.81</b>	<b>290,596.59</b>	<b>76,883.41</b>	<b>329,662.50</b>	<b>52.71%</b>
Capital Outlay						
Land Improvements						
Land Improvements	-	-	-	-	-	
Land Improvements Total:	-	-	-	-	-	
Buildings						
Buildings	-	-	-	-	-	
Buildings Total:	-	-	-	-	-	
Building Improvements						
Building Improvements	4,587,385.47	286,304.58	1,747,543.35	2,839,842.12	-	100.00%
Building Improvements Total:	4,587,385.47	286,304.58	1,747,543.35	2,839,842.12	-	100.00%
Furniture & Equipment						
Furniture & Equipment	924,614.53	38,780.50	54,073.50	683,980.06	186,560.97	79.82%
Computer Hardware & Software	250,000.00	26,602.35	26,602.35	83,792.65	139,605.00	44.16%
Furniture & Equipment Total:	1,174,614.53	65,382.85	80,675.85	767,772.71	326,165.97	72.23%
<b>CAPITAL OUTLAY Total:</b>	<b>5,762,000.00</b>	<b>351,687.43</b>	<b>1,828,219.20</b>	<b>3,607,614.83</b>	<b>326,165.97</b>	<b>94.34%</b>
<b>Capital Project Funds Total:</b>	<b>6,459,142.50</b>	<b>362,609.24</b>	<b>2,118,815.79</b>	<b>3,684,498.24</b>	<b>655,828.47</b>	<b>89.85%</b>

*See Notes to the Financial Report*



**Washington-Centerville Public Library  
Dorothy Yeck Good Life Award Fund Expenditures  
For the Month Ended November 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
<b>Dorothy Yeck Good Life Award Fund</b>						
Supplies						
General Administrative Supplies						
Office Supplies	4,750.00	4,350.00	4,350.00	382.00	18.00	99.62%
Program Supplies	6.33	-	-	-	6.33	0.00%
General/Administrative Supplies Total:	4,756.33	4,350.00	4,350.00	382.00	24.33	99.49%
<b>SUPPLIES Total:</b>	<b>4,756.33</b>	<b>4,350.00</b>	<b>4,350.00</b>	<b>382.00</b>	<b>24.33</b>	<b>99.49%</b>
Contract Services						
Printing & Publications						
Printing & Publications	399.19	-	95.99	230.00	73.20	81.66%
Printing & Publications Total:	399.19	-	95.99	230.00	73.20	81.66%
Other Contract Services						
Temporary Contract Services	475.00	400.00	400.00	-	75.00	84.21%
Other Contract Services Total:	475.00	400.00	400.00	-	75.00	84.21%
<b>CONTRACT SERVICES Total:</b>	<b>874.19</b>	<b>400.00</b>	<b>495.99</b>	<b>230.00</b>	<b>148.20</b>	<b>83.05%</b>
<b>Dorothy Yeck Good Life Award Fund Total:</b>	<b>5,630.52</b>	<b>4,750.00</b>	<b>4,845.99</b>	<b>612.00</b>	<b>172.53</b>	<b>10.98%</b>

**Washington-Centerville Public Library  
Payroll Clearing Fund  
For the Month Ended November 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
Held for Employee Benefits						
Employee Paid Benefits	-	91,300.25	1,056,829.25	-	(1,056,829.25)	
Held for Employee Benefits Total:	-	91,300.25	1,056,829.25	-	(1,056,829.25)	
<b>Payroll Clearing Fund Total:</b>	<b>-</b>	<b>91,300.25</b>	<b>1,056,829.25</b>	<b>-</b>	<b>(1,056,829.25)</b>	
<b>Total All Funds</b>	<b>17,386,367.30</b>	<b>990,698.04</b>	<b>#####</b>	<b>4,422,552.33</b>	<b>1,905,541.96</b>	<b>89.04%</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library  
General Fund Expenditures  
For the Month Ended November 30, 2025**

Description	Month			Year-to-Date		
	Budget	Actual	Favorable/ (Unfavorable)	Budget	Actual	Favorable/ (Unfavorable)
<b>PERSONAL SERVICES</b>						
Salaries						
Manager/Director	51,711.54	52,194.00	(482.46)	620,538.46	615,945.11	4,593.35
Library Specialists	111,153.85	107,939.11	3,214.74	1,333,846.15	1,300,979.91	32,866.24
Technical Assistants	11,307.69	11,332.80	(25.11)	135,692.31	135,158.63	533.68
Customer Service Assistants	24,615.38	26,812.72	(2,197.34)	295,384.62	293,134.70	2,249.92
Substitutes	3,346.15	1,707.78	1,638.37	40,153.85	29,905.08	10,248.77
Fiscal Officer	8,423.08	8,435.40	(12.32)	101,076.92	101,029.91	47.01
Administrative Support	39,719.23	37,556.52	2,162.71	476,630.77	446,088.82	30,541.95
Facilities Manager	6,230.77	6,275.90	(45.13)	74,769.23	74,110.53	658.70
Facilities Assistant/Driver	1,553.85	2,347.20	(793.35)	18,646.15	17,792.74	853.41
Library Aides	10,386.93	7,399.35	2,987.58	124,643.13	103,930.85	20,712.28
Shelving Assistants	7,461.54	7,089.70	371.84	89,538.46	84,357.19	5,181.27
Salaries Total:	275,910.00	269,090.48	6,819.52	3,310,920.06	3,202,433.47	108,486.59
Retirement						
Retirement	58,389.23	37,508.75	20,880.48	467,113.85	428,940.00	38,173.85
Retirement Total:	58,389.23	37,508.75	20,880.48	467,113.85	428,940.00	38,173.85
Insurance						
Health Insurance	41,144.25	41,068.45	75.80	452,586.75	448,475.31	4,111.44
Health Savings Account	7,506.33	7,375.14	131.19	82,569.62	79,668.19	2,901.43
Dental Insurance	2,024.17	1,952.74	71.43	22,265.83	21,208.79	1,057.04
Medicare	3,795.35	3,531.93	263.42	45,544.15	42,401.58	3,142.57
Life Insurance	280.42	252.03	28.39	3,084.58	2,789.20	295.38
Worker's Compensation	-	-	-	-	-	-
Insurance Total:	54,750.51	54,180.29	570.22	606,050.94	594,543.07	11,507.87
Other Benefits						
Unemployment Benefits	-	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-	-
Other Benefits Total:	-	-	-	-	-	-
<b>PERSONAL SERVICES Total:</b>	<b>389,049.74</b>	<b>360,779.52</b>	<b>28,270.22</b>	<b>4,384,084.84</b>	<b>4,225,916.54</b>	<b>158,168.30</b>
<b>SUPPLIES</b>						
General/Administrative Supplies						
Office Supplies	2,359.10	641.07	1,718.03	25,783.97	20,234.89	5,549.07
Program Supplies	5,524.25	5,656.66	(132.41)	60,766.70	35,441.42	25,325.28
Cataloging/Processing Supplies	1,095.09	634.51	460.58	12,045.96	8,484.02	3,561.94
Small Tools/Minor Equipment	115.66	140.00	(24.34)	1,272.26	1,107.92	164.34
Janitorial Supplies	336.92	-	336.92	3,495.12	1,572.05	1,923.07
General/Administrative Supplies Total:	9,431.01	7,072.24	2,358.77	103,364.01	66,840.30	36,523.71
Property Maintenance Supplies						
Property Maintenance Supplies	3,813.62	2,257.09	1,556.53	41,949.77	16,074.89	25,874.88
Property Maintenance Supplies Total:	3,813.62	2,257.09	1,556.53	41,949.77	16,074.89	25,874.88
Vehicle Fuel & Supplies						
Vehicle Fuel	264.07	56.09	207.98	2,904.72	661.31	2,243.41
Vehicle Supplies	41.67	-	41.67	458.33	142.73	315.60
Vehicle Fuel & Supplies Total:	305.73	56.09	249.64	3,363.05	804.04	2,559.01
Supplies Purchased for Resale						
Supplies Purchased for Resale	6,442.07	2,011.53	4,430.54	70,862.74	23,014.50	47,848.24
Supplies Purchased for Resale Total:	6,442.07	2,011.53	4,430.54	70,862.74	23,014.50	47,848.24
<b>SUPPLIES Total:</b>	<b>19,992.42</b>	<b>11,396.95</b>	<b>8,595.47</b>	<b>219,539.57</b>	<b>106,733.73</b>	<b>112,805.84</b>

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**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended November 30, 2025**

Description	Month			Year-to-Date		
	Budget	Actual	Favorable/ (Unfavorable)	Budget	Actual	Favorable/ (Unfavorable)
<b>CONTRACT SERVICES</b>						
Travel & Meeting						
Mileage	962.83	511.28	451.55	10,687.17	5,713.03	4,974.14
In-House Seminars	1,553.16	-	1,553.16	17,084.81	399.31	16,685.50
Conference/Meetings	3,900.06	1,908.96	1,991.10	42,900.61	11,865.96	31,034.65
Membership Dues	150.00	-	150.00	4,251.00	2,212.55	2,038.45
Travel & Meeting Total:	6,566.05	2,420.24	4,145.81	74,923.58	20,190.85	54,732.73
Communication & Printing						
Telephone Services	451.65	-	451.65	4,968.20	3,937.55	1,030.65
Computer Data Line	4,256.32	1,513.86	2,742.46	45,643.59	15,476.78	30,166.81
Postage	522.29	-	522.29	17,825.67	4,044.25	13,781.42
Postage Meter Rental	128.77	221.85	(93.08)	2,527.78	2,359.35	168.43
Security Alarm	312.25	654.00	(341.75)	5,959.43	2,742.00	3,217.43
Legal Advertisements	208.33	334.08	(125.75)	2,291.67	380.16	1,911.51
Marketing & Advertising	1,638.55	1,239.11	399.44	18,024.01	17,516.88	507.13
Printing & Publications	261.95	214.64	47.31	40,605.41	19,800.46	20,804.95
Communication & Printing Total:	7,780.11	4,177.54	3,602.57	137,845.76	66,257.43	71,588.33
Property Maintenance Services						
Building/Site Repair	12,996.70	9,381.07	3,615.63	140,989.12	59,378.47	81,610.65
Equipment & Furniture Repair	2,258.39	591.99	1,666.40	24,773.70	16,717.91	8,055.79
Grounds & Snow Removal	9,880.00	4,245.22	5,634.78	129,200.00	54,772.58	74,427.42
Janitorial Services	20,365.88	14,908.74	5,457.14	222,479.50	161,957.10	60,522.40
Trash Services	1,924.55	1,106.94	817.61	19,359.20	12,709.09	6,650.11
Property Maintenance Services Total:	47,425.51	30,233.96	17,191.55	536,801.53	305,535.15	231,266.38
Insurance						
Property Insurance	-	-	-	31,733.75	30,501.25	1,232.50
Insurance Total:	-	-	-	31,733.75	30,501.25	1,232.50
Utilities						
Electricity	8,883.96	17,496.21	(8,612.25)	114,856.93	110,211.31	4,645.62
Natural Gas	3,254.24	3,530.28	(276.04)	40,768.38	39,679.04	1,089.34
Water/Sewer	897.94	662.64	235.30	10,868.44	6,193.14	4,675.30
Utilities Total:	13,036.14	21,689.13	(8,652.99)	166,493.75	156,083.49	10,410.26
Professional Services						
Speaker & Program Stipends	1,444.96	350.00	1,094.96	15,894.59	7,454.53	8,440.06
Art & Other Exhibits	476.67	-	476.67	5,243.33	5,346.05	(102.72)
Architect & Engineering Services	-	-	-	-	-	-
Accounting & Auditing Services	-	71.40	(71.40)	12,800.00	12,776.88	23.12
Legal Services - General	95.83	375.00	(279.17)	1,054.17	525.00	529.17
Legal Services - Employment	3,918.64	8,505.00	(4,586.36)	43,105.06	24,995.00	18,110.06
Tax Collection Fees	-	-	-	62,363.80	62,363.80	-
Banking Fees	1,513.45	-	1,513.45	16,647.91	13,515.30	3,132.61
Benefits Administration	634.17	452.50	181.67	6,975.83	6,087.50	888.33
Other Professional Services	782.50	216.80	565.70	8,607.50	6,902.20	1,705.30
Professional Services Total:	8,866.22	9,970.70	(1,104.48)	172,692.19	139,966.26	32,725.93
Software Maintenance						
Software Maintenance	15,134.65	1,102.99	14,031.66	239,065.15	170,493.18	68,571.97
Software Maintenance Total:	15,134.65	1,102.99	14,031.66	239,065.15	170,493.18	68,571.97
Other Contract Services						
Temporary Contract Services	3,891.93	1,413.20	2,478.73	42,811.22	6,403.16	36,408.06
Online Services	19,951.23	4,881.66	15,069.57	219,463.58	125,963.06	93,500.52
Collection Development Services	533.33	-	533.33	5,866.67	2,600.00	3,266.67
Other Contract Services Total:	24,376.50	6,294.86	18,081.64	268,141.46	134,966.22	133,175.24
<b>CONTRACT SERVICES Total:</b>	<b>123,185.18</b>	<b>75,889.42</b>	<b>47,295.76</b>	<b>1,627,697.18</b>	<b>1,023,993.83</b>	<b>603,703.35</b>

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**Washington-Centerville Public Library  
General Fund Expenditures  
For the Month Ended November 30, 2025**

Description	Month			Year-to-Date		
	Budget	Actual	Favorable/ (Unfavorable)	Budget	Actual	Favorable/ (Unfavorable)
LIBRARY MATERIALS						
New Books						
New Books	53,097.03	22,735.39	30,361.64	491,010.72	332,047.26	158,963.46
Standing Orders/Continuations	1,201.65	-	1,201.65	15,512.20	5,730.66	9,781.54
Book Rentals	635.56	162.50	473.06	70,123.43	63,371.93	6,751.50
New Books Total:	54,934.24	22,897.89	32,036.35	576,646.35	401,149.85	175,496.50
Periodicals						
Periodicals	6,500.00	-	6,500.00	25,893.19	16,582.44	9,310.75
Periodicals Total:	6,500.00	-	6,500.00	25,893.19	16,582.44	9,310.75
Audio-Visual Materials						
Movies	12,438.87	6,206.49	6,232.38	96,152.98	61,154.21	34,998.77
Read Along Audiobooks	888.37	37.99	850.38	36,385.33	13,183.79	23,201.54
Pre-Loaded Learning Tablets	574.67	149.98	424.69	23,705.89	13,234.36	10,471.53
Audiobooks	655.39	2,064.04	(1,408.65)	13,828.77	8,804.29	5,024.48
Other Audio-Visual Materials	956.95	4,676.42	(3,719.47)	10,595.67	10,588.40	7.27
Audio-Visual Materials Total:	15,514.25	13,134.92	2,379.33	180,668.64	106,965.05	73,703.59
Online Subscriptions						
Online Subscriptions	7,822.12	8,755.65	(933.53)	104,764.55	89,643.92	15,120.63
Online Subscriptions Total:	7,822.12	8,755.65	(933.53)	104,764.55	89,643.92	15,120.63
Inter-Library Delivery Service						
Search Ohio Delivery	-	-	-	13,000.00	12,204.45	795.55
Inter-Library Delivery Service Total:	-	-	-	13,000.00	12,204.45	795.55
Electronic Materials						
eBooks	24,487.93	12,859.16	11,628.77	443,004.58	415,285.85	27,718.73
Digital Music Services	181.36	-	181.36	41,818.64	39,735.00	2,083.64
Digital Video Services	19,230.27	16,942.37	2,287.90	211,532.92	186,977.88	24,555.04
Rokus	614.06	984.80	(370.74)	18,932.92	14,303.58	4,629.34
Electronic Materials Total:	44,513.62	30,786.33	13,727.29	715,289.05	656,302.31	58,986.74
Other Library Materials						
Culture Pass	375.56	-	375.56	12,624.44	7,804.82	4,819.62
Mobile Hotspots	1,250.00	954.33	295.67	13,750.00	9,663.94	4,086.06
Special Learning Kits	4,312.11	220.41	4,091.70	21,560.53	6,863.68	14,696.85
Board Game Collection	2,180.06	2,466.53	(286.47)	10,900.32	9,761.14	1,139.18
Other Library Materials Total:	8,117.73	3,641.27	4,476.46	58,835.29	34,093.58	24,741.71
<b>LIBRARY MATERIALS Total:</b>	<b>137,401.96</b>	<b>79,216.06</b>	<b>58,185.90</b>	<b>1,675,097.07</b>	<b>1,316,941.60</b>	<b>358,155.47</b>
CAPITAL OUTLAY						
Land Improvements						
Land Improvements	-	-	-	44,550.00	41,250.00	3,300.00
Land Improvements Total:	-	-	-	44,550.00	41,250.00	3,300.00
Furniture & Equipment						
Furniture & Equipment	1,083.67	(163.37)	1,247.04	12,624.37	7,546.81	5,077.56
Computer Hardware & Software	21,762.99	4,781.08	16,981.91	239,392.85	138,553.90	100,838.95
Furniture & Equipment Total:	22,846.66	4,617.71	18,228.95	252,017.22	146,100.71	105,916.51
<b>CAPITAL OUTLAY Total:</b>	<b>22,846.66</b>	<b>4,617.71</b>	<b>18,228.95</b>	<b>296,567.22</b>	<b>187,350.71</b>	<b>109,216.51</b>

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**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended November 30, 2025**

Description	Month			Year-to-Date		
	Budget	Actual	Favorable/ (Unfavorable)	Budget	Actual	Favorable/ (Unfavorable)
OTHER EXPENDITURES						
Library Membership & Dues						
Organizational Dues	16.67	-	16.67	183.33	-	183.33
Trustee Dues	-	-	-	13,250.00	12,811.00	439.00
Library Membership & Dues Total:	16.67	-	16.67	13,433.33	12,811.00	622.33
Taxes & Assessments						
Real Estate Taxes	-	-	-	-	-	-
State Sales Tax	-	-	-	3,000.00	2,704.79	295.21
Taxes & Assessments Total:	-	-	-	3,000.00	2,704.79	295.21
Refunds & Reimbursements						
Patron Refunds	145.83	138.89	6.94	1,604.17	1,329.78	274.39
Refunds & Reimbursements Total:	145.83	138.89	6.94	1,604.17	1,329.78	274.39
<b>OTHER EXPENDITURES Total:</b>	<b>162.50</b>	<b>138.89</b>	<b>23.61</b>	<b>18,037.50</b>	<b>16,845.57</b>	<b>1,191.93</b>
CONTINGENCY						
Contingency						
Contingency	-	-	-	-	-	-
Contingency Total:	-	-	-	-	-	-
<b>CONTINGENCY Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFERS AND OTHER						
Transfers Out						
Transfers Out	-	-	-	1,000,000.00	1,000,000.00	-
Transfers Out Total:	-	-	-	1,000,000.00	1,000,000.00	-
<b>TRANSFERS AND OTHER Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>-</b>
<b>General Fund Total:</b>	<b>692,638.46</b>	<b>532,038.55</b>	<b>160,599.91</b>	<b>9,221,023.38</b>	<b>7,877,781.98</b>	<b>1,343,241.40</b>

*See Notes to the Financial Report*

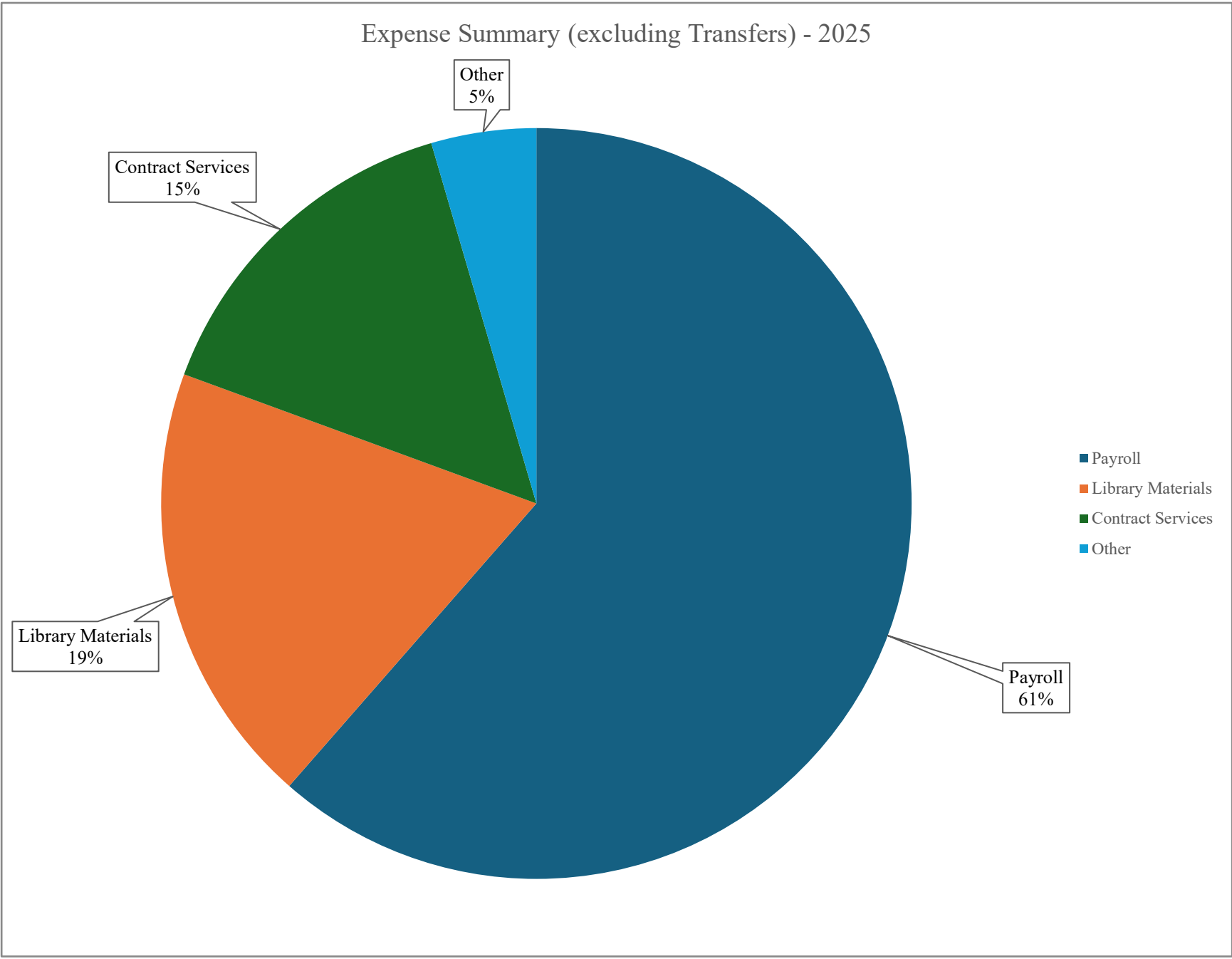
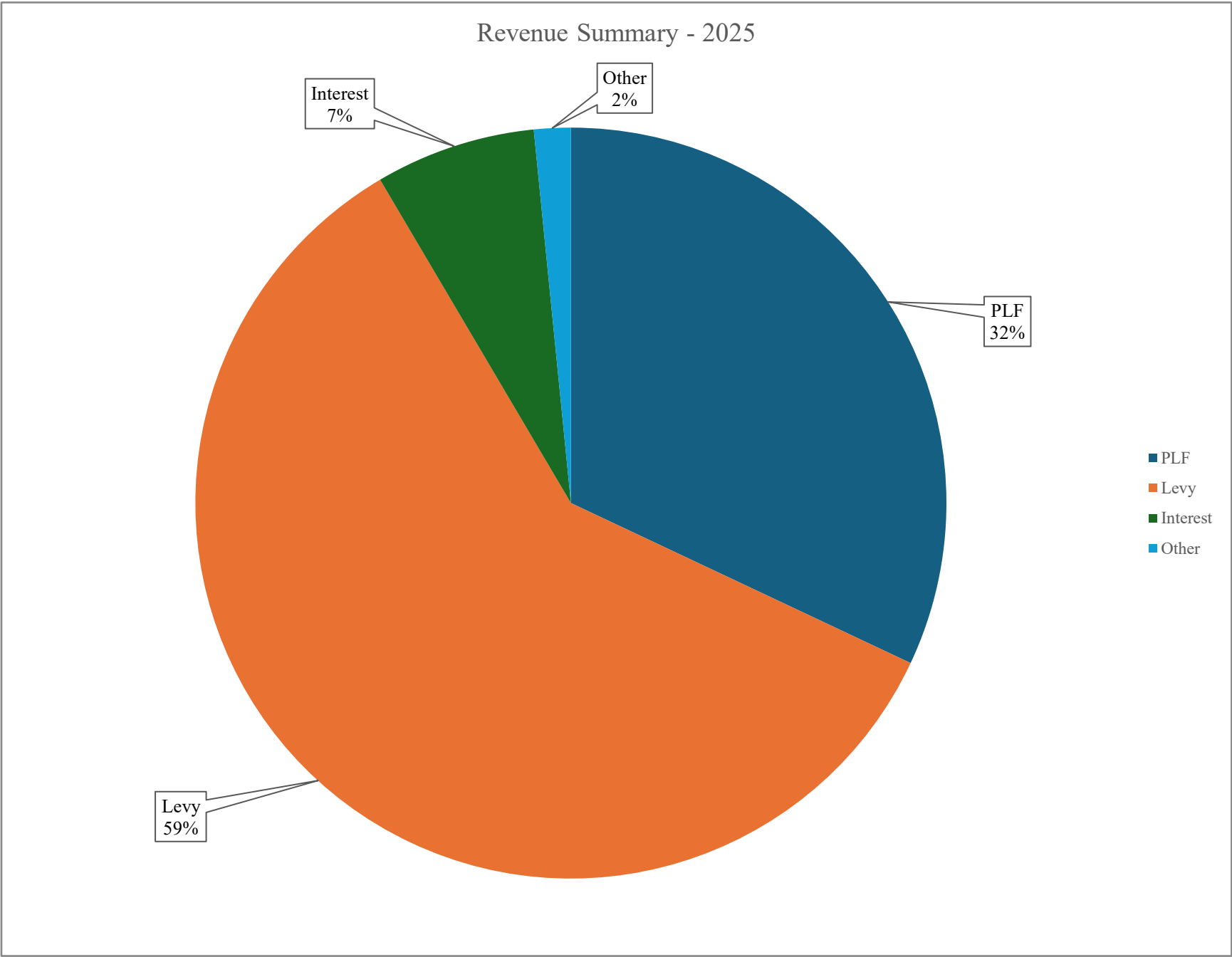
**Washington-Centerville Public Library**  
**Footnotes To The Monthly Financial Statements**  
**For the Month Ended November 30, 2025**

<b>Year-to-Date - Last Three Years</b>
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	Year to Date				Year to Date			
	2025	2024	\$ Change	% Change	2024	2023	\$ Change	% Change
GENERAL FUND:								
REVENUE								
Public Library Fund	3,019,918	2,540,090	479,828	18.9%	2,540,090	2,772,529	(232,439)	-8.4%
Operating Levy	5,614,471	5,562,304	52,167	0.9%	5,562,304	5,476,562	85,742	1.6%
Federal, State and Local Grants	-	3,573	(3,573)	-100.0%	3,573	2,000	1,573	78.7%
Patron Fees, and Supplies	115,698	126,122	(10,424)	-8.3%	126,122	107,536	18,586	17.3%
Interest Income	651,454	714,100	(62,646)	-8.8%	714,100	435,397	278,703	64.0%
Donations	20,976	23,019	(2,043)	-8.9%	23,019	28,961	(5,942)	-20.5%
Refunds/Reimbursements	11,229	13,621	(2,392)	-17.6%	13,621	15,710	(2,089)	-13.3%
Miscellaneous	1,240	162	1,078	665.5%	162	279	(117)	-41.9%
Total Revenue	9,434,985	8,982,991	451,994	5.0%	8,982,991	8,838,973	144,018	1.6%
EXPENDITURES								
Salaries	3,202,433	3,197,919	4,514	0.1%	3,197,919	2,822,373	375,546	13.3%
Retirement	428,940	474,242	(45,302)	-9.6%	474,242	649,720	(175,478)	-27.0%
Insurance & Other Benefits	594,543	587,419	7,124	1.2%	587,419	590,187	(2,768)	-0.5%
Supplies	106,734	134,530	(27,796)	-20.7%	134,530	115,423	19,107	16.6%
Purchased / Contract Services	1,023,994	1,123,101	(99,107)	-8.8%	1,123,101	941,469	181,632	19.3%
Library Materials	1,316,942	1,327,594	(10,652)	-0.8%	1,327,594	1,210,532	117,062	9.7%
Capital Outlay	187,351	152,435	34,916	22.9%	152,435	203,472	(51,037)	-25.1%
Other Expenditures	16,846	26,166	(9,320)	-35.6%	26,166	17,450	8,716	49.9%
Transfers to Other Funds	1,000,000	2,000,000	(1,000,000)	-50.0%	2,000,000	10,000	1,990,000	19900.0%
Total Expenditures	7,877,782	9,023,406	(1,145,624)	-12.7%	9,023,406	6,560,626	2,462,780	37.5%
Net Change in Fund Balance	1,557,203	(40,415)	1,597,618		(40,415)	2,278,347	(2,318,762)	

<b>Budget versus Actual - Month and Year-to-Date</b>
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	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	268,876	268,876	0	0.0%	3,011,479	3,019,918	8,438	0.3%
Operating Levy	0	0	0		4,690,516	4,998,345	307,829	6.6%
Federal, State and Local Grants	0	0	0		600,000	616,126	16,126	2.7%
Patron Fees, and Supplies	8,458	8,959	501	5.9%	93,042	115,698	22,656	24.4%
Interest Income	30,788	58,124	27,336	88.8%	376,729	651,454	274,726	72.9%
Donations	572	5,053	4,481	783.5%	21,928	20,976	(952)	-4.3%
Refunds/Reimbursements	750	0	(750)		8,250	11,229	2,979	36.1%
Miscellaneous	4,183	89	(4,094)	-97.9%	46,017	1,240	(44,777)	-97.3%
<b>Total Revenue</b>	<b>313,628</b>	<b>341,102</b>	<b>27,474</b>	<b>8.8%</b>	<b>8,847,960</b>	<b>9,434,985</b>	<b>587,025</b>	<b>6.6%</b>
<b>EXPENDITURES</b>								
Salaries	275,910	269,090	6,820	2.5%	3,310,920	3,202,433	108,487	3.3%
Retirement	58,389	37,509	20,880	35.8%	467,114	428,940	38,174	8.2%
Insurance & Other Benefits	54,751	54,180	570	1.0%	606,051	594,543	11,508	1.9%
Supplies	19,992	11,397	8,595	43.0%	219,540	106,734	112,806	51.4%
Purchased / Contract Services	123,185	75,889	47,296	38.4%	1,627,697	1,023,994	603,703	37.1%
Library Materials	137,402	79,216	58,186	42.3%	1,675,097	1,316,942	358,155	21.4%
Capital Outlay	22,847	4,618	18,229	79.8%	296,567	187,351	109,217	36.8%
Other Expenditures	163	139	24	14.5%	18,038	16,846	1,192	6.6%
Contingency	0	0	0		0	0	0	
Transfers to Other Funds	0	0	0		1,000,000	1,000,000	0	0.0%
<b>Total Expenditures</b>	<b>692,638</b>	<b>532,039</b>	<b>160,600</b>	<b>23.2%</b>	<b>9,221,023</b>	<b>7,877,782</b>	<b>1,343,241</b>	<b>14.6%</b>
<b>Net Change in Fund Balance</b>	<b>(379,011)</b>	<b>(190,937)</b>	<b>188,074</b>		<b>(373,063)</b>	<b>1,557,203</b>	<b>1,930,266</b>	
<b>Net Change in Fund Balance - Excluding Transfers</b>	<b>(379,011)</b>	<b>(190,937)</b>	<b>188,074</b>		<b>626,937</b>	<b>2,557,203</b>	<b>1,930,266</b>	



**Washington-Centerville Public Library**  
**Investment Schedules**  
**For the Month Ended November 30, 2025**

Interest Income - Year-to-Date
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	US Bank/PNC	RedTree	STAR	Total
2025	\$ 22,964.75	\$ 210,726.26	\$ 417,763.41	\$ 651,454.42
2024	218,734.02	-	468,916.33	687,650.35
Change - YTD	\$ (195,769.27)	\$ 210,726.26	\$ (51,152.92)	\$ (36,195.93)

Interest Income Schedule - Next Twelve Months
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	RedTree	STAR	Total
December	\$ 29,182.00	\$ 27,773.15	\$ 56,955.15
January	\$ 31,290.00	26,125.78	\$ 57,415.78
February	\$ 26,263.00	23,672.64	\$ 49,935.64
March	\$ 21,834.00	24,532.09	\$ 46,366.09
April	\$ 50,639.00	23,811.31	\$ 74,450.31
May	\$ 41,638.00	22,913.24	\$ 64,551.24
June	\$ 21,287.00	22,235.31	\$ 43,522.31
July	\$ 14,937.00	24,101.15	\$ 39,038.15
August	\$ 20,415.00	21,327.13	\$ 41,742.13
September	\$ 13,287.00	20,691.74	\$ 33,978.74
October	\$ 39,472.00	21,434.19	\$ 60,906.19
November	\$ 33,893.00	27,456.64	\$ 61,349.64
	<b>\$ 344,137.00</b>	<b>\$ 286,074.37</b>	<b>\$ 630,211.37</b>

*See Notes to the Investment Report*



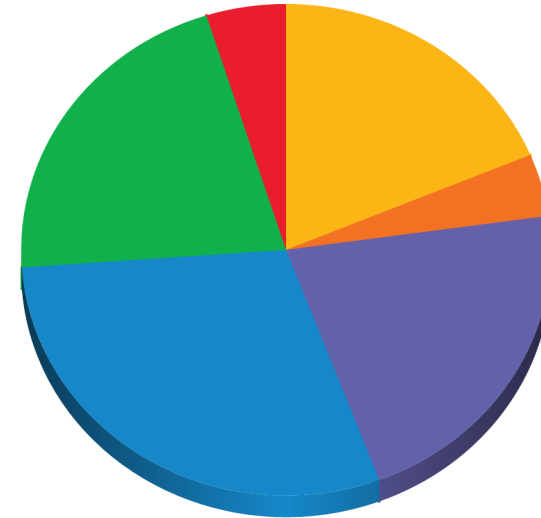


## Monthly Activity Summary

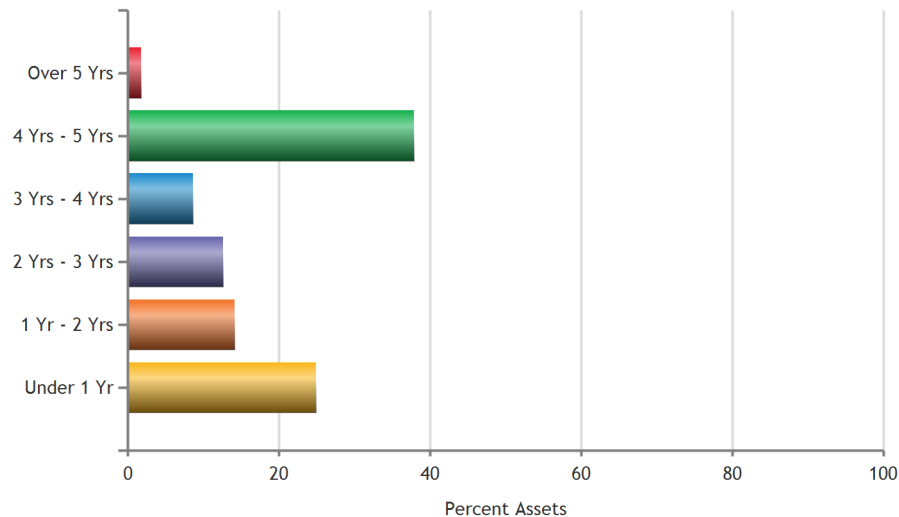
Since 11/1/2025

<b>Beginning Book Value</b>	<b>10,282,734.66</b>
Contributions	0.00
Withdrawals	0.00
Prior Month Management Fees	-805.99
Prior Month Custody Fees	-96.37
Realized Gains/Losses	0.00
Gross Interest Earnings	29,434.06
<b>Ending Book Value</b>	<b>10,311,266.36</b>

## Portfolio Allocation as of 11/30/2025



## Distribution by Maturity



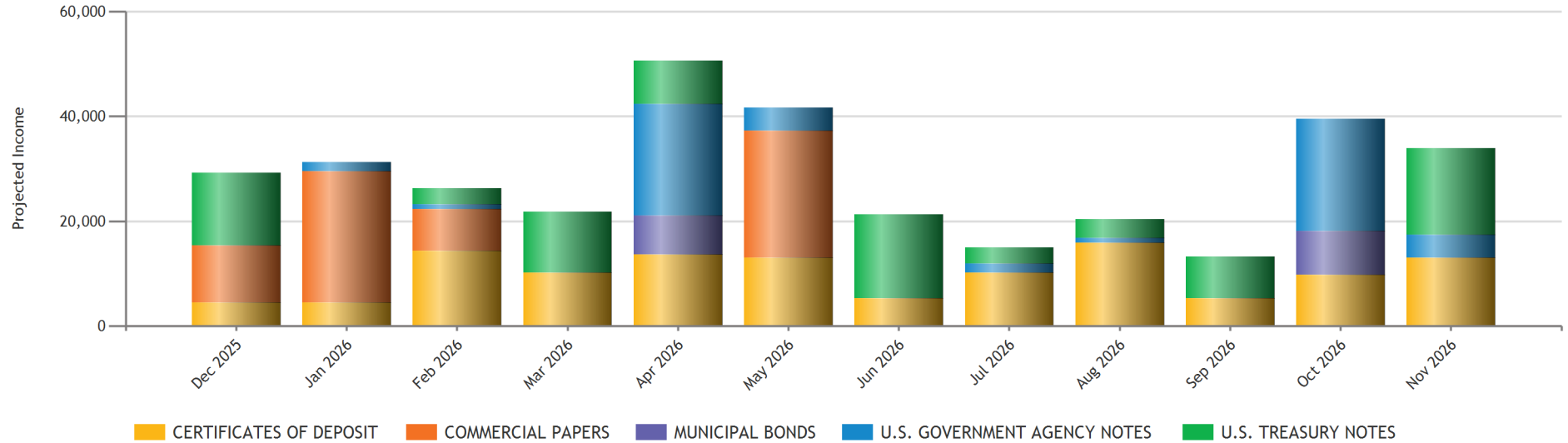
## Allocation Information

Security Type	Market Value	% Assets	Yield	WAM
U.S. GOVERNMENT AGENCY NOTES	1,957,479.27	18.7	4.03	3.41
MUNICIPAL BONDS	429,747.21	4.1	3.94	4.57
U.S. TREASURY NOTES	2,250,090.99	21.5	4.11	3.32
CERTIFICATES OF DEPOSIT	3,098,831.75	29.6	3.92	2.93
COMMERCIAL PAPERS	2,228,189.30	21.3	4.30	0.24
MONEY MARKET FUNDS	509,634.75	4.9	3.87	0.00
<b>Total</b>	<b>10,473,973.26</b>	<b>100.0</b>	<b>4.06</b>	<b>2.45</b>



# Estimated Gross Income Projection

12/1/2025 - 11/30/2026



	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Nov 2026
CERTIFICATES OF DEPOSIT	4,511	4,511	14,334	10,209	13,652	13,013	5,287	10,187	15,867	5,287	9,758	13,013
COMMERCIAL PAPERS	10,836	25,029	8,006	0	0	24,245	0	0	0	0	0	0
MUNICIPAL BONDS	0	0	0	0	7,395	0	0	0	0	0	8,372	0
U.S. GOVERNMENT AGENCY NOTES	0	1,750	923	0	21,341	4,380	0	1,750	923	0	21,341	4,380
U.S. TREASURY NOTES	13,835	0	3,000	11,625	8,250	0	16,000	3,000	3,625	8,000	0	16,500
<b>Total</b>	<b>29,182</b>	<b>31,290</b>	<b>26,263</b>	<b>21,834</b>	<b>50,639</b>	<b>41,638</b>	<b>21,287</b>	<b>14,937</b>	<b>20,415</b>	<b>13,287</b>	<b>39,472</b>	<b>33,893</b>
<b>Grand Total</b>	<b>344,137</b>											



Washington-Centerville Public Library - Operating Funds  
US Bank Custodian Acct Ending x15781  
Attn: John Monteith II

## Gross Monthly Income

Negative Amounts Represent Paid Accrued Interest

11/1/2025 - 11/30/2025

Pay-Date	CUSIP	Security	Amount
<b>U.S. GOVERNMENT AGENCY NOTES</b>			
11/10/2025	3130B1CP0	Federal Home Ln Bank 5.125% Due 11/10/2027	10,250.00
11/25/2025	3130ASY94	Federal Home Ln Bank 4.200% Due 8/25/2027	2,625.00
11/25/2025	3130ASZ77	Federal Home Ln Bank 4.000% Due 8/25/2027	2,500.00
			<b>15,375.00</b>
<b>CERTIFICATES OF DEPOSIT</b>			
11/7/2025	02589AHG0	American Express Nat'l Bank, UT 4.050% Due 5/8/2028	5,002.03
11/10/2025	05612LES7	BMW Bank of North America, UT 3.950% Due 5/9/2028	2,787.73
11/17/2025	35633MFY3	The Freedom Bank of Virginia, VA 3.650% Due 10/18/2027	771.90
11/17/2025	58404DXW6	Medallion Bank, UT 4.150% Due 6/17/2030	877.64
11/20/2025	88709RBQ1	Timberland Bank, WA 3.900% Due 2/22/2027	758.52
11/24/2025	09776DAZ7	BOM Bank, LA 3.650% Due 10/24/2030	771.90
11/28/2025	45780PDG7	Institution for Savings, MA 3.650% Due 10/29/2029	771.90
			<b>11,741.62</b>
<b>MONEY MARKET FUNDS</b>			
11/3/2025	USBMMF	First American Treasury Obligations Fund	2,317.44
			<b>2,317.44</b>
<b>TOTAL INCOME</b>			<b>29,434.06</b>



Washington-Centerville Public Library - Operating Funds  
US Bank Custodian Acct Ending x15781  
Attn: John Monteith II

# Realized Gains and Losses

11/1/2025 - 11/30/2025

Purchase Date	Close Date	Quantity	CUSIP	Security	Cost Basis	Proceeds	Total Gain/Loss
5/10/2024	11/10/2025	400,000	3130B1CP0	Federal Home Ln Bank 5.125% Due 11/10/2027	400,000.00	400,000.00	0.00
8/30/2022	11/25/2025	250,000	3130ASY94	Federal Home Ln Bank 4.200% Due 8/25/2027	250,000.00	250,000.00	0.00
8/30/2022	11/25/2025	250,000	3130ASZ77	Federal Home Ln Bank 4.000% Due 8/25/2027	250,000.00	250,000.00	0.00
Total Gains							0.00
Total Losses							0.00
Total					900,000.00	900,000.00	0.00



Washington-Centerville Public Library - Operating Funds  
 US Bank Custodian Acct Ending x15781  
 Attn: John Monteith II

# Portfolio Holdings

11/30/2025

Quantity	Cusip	Security Description	Moody's	S&P	Call Date	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	FDIC Number	Purchase Date
U.S. GOVERNMENT AGENCY NOTES											
300,000	3135G05Y5	Federal Natl Mtg Assoc 0.750% Due 10/8/2027	Aa1	AA+		278,373.00	285,219.83	3.85	1.81		4/24/2025
350,000	3136G4ZN6	Federal Natl Mtg Assoc 1.000% Due 7/27/2028	Aa1	AA+	1/27/2026	318,535.00	327,500.30	3.94	2.57		4/11/2025
150,000	3133EMX80	Federal Farm Credit Bank 1.230% Due 8/2/2028	Aa1	AA+	12/8/2025	140,837.85	140,264.21	3.57	2.58		10/27/2025
400,000	3133ETBF3	Federal Farm Credit Bank 4.000% Due 4/1/2030	Aa1	AA+		399,496.00	406,198.25	4.03	3.93		4/9/2025
300,000	3130B5TW8	Federal Home Ln Bank 4.540% Due 4/17/2030	Aa1	AA+	4/17/2026	300,000.00	300,464.45	4.54	3.91		4/17/2025
250,000	3130B7YU2	Federal Home Ln Bank 4.325% Due 10/15/2030	Aa1	AA+	4/15/2026	250,000.00	249,219.48	4.33	4.33		10/15/2025
240,000	3133ETU62	Federal Farm Credit Bank 3.650% Due 11/12/2030	Aa1	AA+		239,565.60	240,290.80	3.69	4.48		11/12/2025
	Accrued Interest						8,321.94				
							1,926,807.45	1,957,479.27	4.03	3.41	
MUNICIPAL BONDS											
250,000	19951BCG7	City of Columbus, OH GO 3.666% Due 10/1/2028	Aaa	AAA		250,000.00	250,502.50	3.67	2.66		10/22/2025
175,000	19951BBV5	City of Columbus, OH GO 4.331% Due 10/1/2034	Aaa	AAA		175,000.00	177,430.75	4.33	7.26		10/22/2025
	Accrued Interest						1,813.96				
							425,000.00	429,747.21	3.94	4.57	
U.S. TREASURY NOTES											
250,000	91282CJS1	US Treasury Note 4.250% Due 12/31/2025	Aa1	AA+		249,227.75	250,083.71	4.43	0.08		3/19/2024
200,000	91282CLK5	US Treasury Note 3.625% Due 8/31/2029	Aa1	AA+		197,976.56	200,515.62	3.88	3.45		4/21/2025
400,000	91282CLR0	US Treasury Note 4.125% Due 10/31/2029	Aa1	AA+		399,656.25	408,234.38	4.15	3.59		4/15/2025
400,000	91282CMA6	US Treasury Note 4.125% Due 11/30/2029	Aa1	AA+		399,749.98	408,343.75	4.14	3.67		4/15/2025
400,000	91282CGB1	US Treasury Note 3.875% Due 12/31/2029	Aa1	AA+		399,359.37	404,640.62	3.91	3.69		4/21/2025
400,000	91282CMU2	US Treasury Note 4.000% Due 3/31/2030	Aa1	AA+		396,421.88	406,718.75	4.20	3.93		4/15/2025



Washington-Centerville Public Library - Operating Funds  
 US Bank Custodian Acct Ending x15781  
 Attn: John Monteith II

# Portfolio Holdings

11/30/2025

Quantity	Cusip	Security Description	Moody's	S&P	Call Date	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	FDIC Number	Purchase Date
150,000	91282CHR5	US Treasury Note 4.000% Due 7/31/2030	Aa1	AA+		150,000.00	152,589.84	4.00	4.18		7/31/2025
Accrued Interest							18,964.31				
							2,192,391.79	2,250,090.99	4.11	3.32	

## CERTIFICATES OF DEPOSIT

229,000	88709RBQ1	Timberland Bank, WA 3.900% Due 2/22/2027				228,828.25	229,453.01	3.98	1.18	28453	8/20/2025
150,000	55316CDS2	M1 Bank, MO 3.900% Due 8/26/2027				149,850.00	150,362.12	3.95	1.65	9797	8/26/2025
245,000	70153RNU8	Parkway Bank and Trust, IL 4.000% Due 8/30/2027				244,877.50	246,212.55	4.03	1.66	19008	8/28/2025
245,000	27004PGY3	Eaglemark Savings Bank, NV 3.650% Due 10/15/2027				244,755.00	244,617.80	3.70	1.79	34313	10/15/2025
249,000	35633MFY3	The Freedom Bank of Virginia, VA 3.650% Due 10/18/2027				248,751.00	248,668.46	3.73	1.79	57184	10/16/2025
245,000	02589AHG0	American Express Nat'l Bank, UT 4.050% Due 5/8/2028				244,632.50	246,867.81	4.10	2.30	27471	5/7/2025
140,000	05612LES7	BMW Bank of North America, UT 3.950% Due 5/9/2028				139,790.00	140,715.18	4.00	2.30	35141	5/12/2025
145,000	38150V4Q9	Goldman Sachs Bank USA, NY 3.800% Due 8/21/2028				144,782.50	145,232.20	3.85	2.54	33124	8/19/2025
249,000	45780PDG7	Institution for Savings, MA 3.650% Due 10/29/2029				248,502.00	247,526.59	3.73	3.58	90250	10/28/2025
249,000	58404DXW6	Medallion Bank, UT 4.150% Due 6/17/2030				248,377.50	252,278.83	4.24	4.07	57449	6/16/2025
245,000	73319FDZ9	Poppy Bank, CA 4.000% Due 7/31/2030				244,387.50	246,542.03	4.06	4.17	57903	7/31/2025
245,000	32022WEG7	First Federal Bank, FL 3.800% Due 10/17/2030				245,000.00	244,435.89	3.83	4.36	31313	10/17/2025
249,000	09776DAZ7	BOM Bank, LA 3.650% Due 10/24/2030				248,502.00	246,807.83	3.72	4.40	1373	10/24/2025
195,000	90355GB47	UBS Bank USA, UT 3.900% Due 11/26/2030				194,512.50	195,443.00	3.99	4.45	57565	11/26/2025
Accrued Interest							13,668.46				
							3,075,548.25	3,098,831.75	3.92	2.93	

## COMMERCIAL PAPERS

400,000	78015CZ88	RBC 0.000% Due 12/8/2025	P-1	A-1+		389,164.44	399,564.00	4.36	0.02		4/22/2025
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Washington-Centerville Public Library - Operating Funds  
US Bank Custodian Acct Ending x15781  
Attn: John Monteith II

## Portfolio Holdings

11/30/2025

Quantity	Cusip	Security Description	Moody's	S&P	Call Date	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	FDIC Number	Purchase Date
400,000	06369MAG8	BMO 0.000% Due 1/16/2026	P-1	A-1		387,520.00	397,862.00	4.29	0.13		4/21/2025
400,000	62479MAG8	MUFG Bank 0.000% Due 1/16/2026	P-1	A-1		387,450.97	397,902.00	4.37	0.13		4/24/2025
250,000	89119BBP0	TD Bank 0.000% Due 2/23/2026	P-1	A-1		241,993.75	247,599.00	4.41	0.23		5/29/2025
250,000	06054PEJ1	Bank of America 0.000% Due 5/18/2026		A-1		242,331.25	245,373.50	4.22	0.46		8/21/2025
300,000	63307MEJ4	National Bank CDA 0.000% Due 5/18/2026	P-1	A-1		291,101.83	294,519.30	4.18	0.46		8/28/2025
250,000	60689GEK8	Mizuho Securities 0.000% Due 5/19/2026	P-1	A-1		242,321.88	245,369.50	4.22	0.46		8/22/2025
Accrued Interest							0.00				
						2,181,884.12	2,228,189.30	4.30	0.24		
MONEY MARKET FUNDS											
	USBMMF	First American Treasury Obligations Fund				509,634.75	509,634.75	3.87	0.00		
						509,634.75	509,634.75	3.87	0.00		
Total Portfolio						10,311,266.36	10,473,973.26	4.06	2.45		



P.O. Box 7177  
Dublin, OH 43017

## Account Statement

November 01, 2025 - November 28, 2025

ACCOUNT NUMBER

30182

REGISTRATION

WASHINGTON CENTERVILLE PUBLIC LIBRARY  
BD FD  
ATTN JOHN MONTEITH  
111 W SPRING VALLEY RD  
CENTERVILLE, OH 45458

## Return Service Requested

0003050-0003247 PDFE 001 ----- 862889



WASHINGTON CENTERVILLE PUBLIC LIBRARY  
BD FD  
ATTN JOHN MONTEITH  
111 W SPRING VALLEY RD  
CENTERVILLE, OH 45458

## Client Services



Call: 800-648-STAR (7827)



Visit our website: [www.tos.ohio.gov/star-ohio](http://www.tos.ohio.gov/star-ohio)



Funds Management  
STAR Ohio  
Columbus, OH 43260

## Shareholder Message Center

STAR Ohio will be closed on Thursday, December 25, 2025 for Christmas Day and Thursday, January 1, 2026 for New Year's Day. The fund will close early at 1:00 p.m. on Wednesday, December 24, 2025 and Wednesday, December 31, 2025.

The STAR Ohio email address is now [info@starohio.gov](mailto:info@starohio.gov). Please notify your auditor's office and use this email for any/all STAR Ohio related requests to ensure timely processing.

As a reminder, a 24 hr. advanced notification is recommended for purchases and redemption transactions over \$100 million.

### Enhancing Security Awareness for Your Investments:

In today's digital landscape, security awareness is paramount for local governments of all sizes. To help you strengthen your defenses, we've compiled a checklist of security awareness best practices:

1. **Regular Training:** Conduct ongoing cybersecurity training for all employees, emphasizing phishing awareness and safe online practices.
2. **Multi-Factor Authentication (MFA):** Implement MFA for all financial systems to add an additional layer of security beyond passwords.
3. **Secure Access Controls:** Ensure that access to investment platforms is restricted based on roles and responsibilities, regularly reviewing permissions.
4. **Data Encryption:** Use encryption for sensitive data both in transit and at rest, protecting it from unauthorized access.
5. **Incident Response Plan:** Develop and regularly update an incident response plan to address potential security breaches swiftly and effectively.
6. **Regular Software Updates:** Keep all software, including firewalls and anti-virus programs, up to date to defend against vulnerabilities.
7. **Monitor Transactions:** Regularly review and monitor transactions for unusual activity, enabling quick detection of potential fraud.
8. **Secure Communication Channels:** Utilize secure methods for communication regarding sensitive financial information, avoiding unsecured emails.

Most importantly, if you believe your account or credentials may have been compromised in any way (including a direct compromise or through a cybersecurity or phishing incident), please contact STAR Ohio at 1.800.648.STAR (7827) to have your account(s) flagged to monitor any suspicious activity.

## ACCOUNT SUMMARY

Funds	Total Shares	Share Price	Share Value
STAR Ohio	8,147,703.300	\$1.0000	\$8,147,703.30

## DISTRIBUTION SUMMARY

Funds	YTD Earnings	Reinvestment Option
	Income	Income
STAR Ohio	\$417,763.41	Reinvest

## TRANSACTIONS

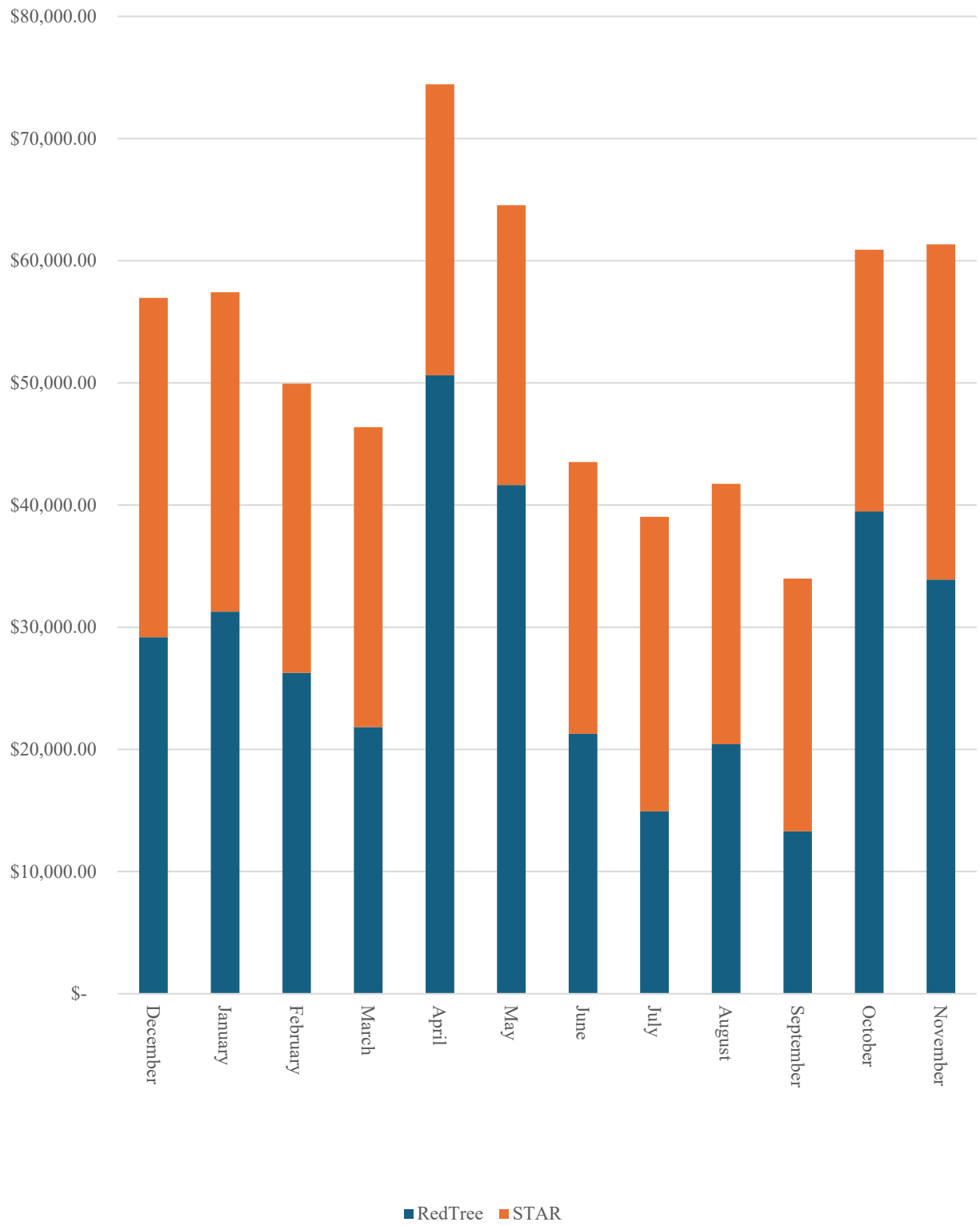
STAR Ohio Account Number: 30182

30 Day Yield = 4.14%

Date	Transaction Type	To/From Account Number	Shares	Share Price	Gross Amount	Share Value
	<b>Beginning Shares Balance</b>		<b>8,519,013.010</b>	<b>\$1.00</b>		<b>\$8,519,013.01</b>
11/26/2025	Redemption		(400,000.000)	\$1.00	(\$400,000.00)	8,119,013.01
11/28/2025	Income Dividend Reinvestment		28,690.290	\$1.00	\$28,690.29	8,147,703.30
	<b>Closing Balance</b>		<b>8,147,703.300</b>	<b>\$1.00</b>		<b>\$8,147,703.30</b>



Monthly Projected Investment Income - Next Twelve Months



APPENDED TO DECEMBER 16, 2025 FINANCIAL REPORT  
Washington-Centerville Public Library

**ITEM A: Personnel Actions:**

**Hiring**

- None

**Promotions**

- None

**End of Provisionary**

- None

**Change in Status**

- None

**Retirement**

- None

**Resignation/Termination**

- None

# Washington-Centerville Public Library

## Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46981	11/19/2025	CENTERVILLE BAND BOOSTERS	Check	\$ 160.00
46982	11/21/2025	Amazon Capital Services, Inc.	Check	2,310.34
46983	11/21/2025	CENTERVILLE CITY SCHOOLS	Check	41,068.45
46984	11/21/2025	CINTAS CORPORATION	Check	1,392.09
46985	11/21/2025	CSH Group, Inc.	Check	35.00
46986	11/21/2025	DELL MARKETING L.P.	Check	4,001.08
46987	11/21/2025	DELTA DENTAL	Check	1,952.74
46988	11/21/2025	DONNELLO MCCRATHY	Check	287.85
46989	11/21/2025	GLEASON PROPERTY SERVICES, LLC	Check	11,540.00
46990	11/21/2025	KROGER CO.	Check	500.48
46991	11/21/2025	KRONOS SAASHR, INC	Check	1,281.70
46992	11/21/2025	Lifestyle Publications, LLC	Check	941.25
46993	11/21/2025	MARTIN J. GRUNDER JR., INC	Check	870.00
46994	11/21/2025	One America	Check	252.03
46995	11/21/2025	RUMPKE OF OHIO, INC.	Check	213.40
46996	11/21/2025	SAM'S CLUB	Check	302.31
46997	11/21/2025	TODAY'S BUSINESS SOLUTIONS	Check	855.72
46998	11/21/2025	WEX Health, Inc.	Check	125.00
46999	11/26/2025	ABDELMAGID, LINA	Check	500.00
47000	11/26/2025	Amazon Capital Services, Inc.	Check	6,589.26
47001	11/26/2025	CHARTER COMMUNICATIONS	Check	276.04
47002	11/26/2025	DONNELLO MCCRATHY	Check	304.14
47003	11/26/2025	ENTERPRISE ROOFING	Check	1,619.07
47004	11/26/2025	FP MAILING SOLUTIONS	Check	221.85
47005	11/26/2025	GARBER CONNECT	Check	26,602.35
47006	11/26/2025	Group Sales Cincinnati Museum Center	Check	350.00
47007	11/26/2025	HOME DEPOT CREDIT SERVICES	Check	751.44
47008	11/26/2025	IGS Energy	Check	6,810.84
47009	11/26/2025	Justin Howard	Check	400.00
47010	11/26/2025	LAURA MASON	Check	1,050.00
47011	11/26/2025	MALAYTER, TRAJAN	Check	3,000.00
47012	11/26/2025	NEUMEISTER, ANNABELLE STONE	Check	250.00
47013	11/26/2025	OAKWOOD HIGH SCHOOL	Check	250.00
47014	11/26/2025	POLK, YVONNE CELIA	Check	350.00
47015	11/26/2025	SAFEGUARD BUSINESS SYSTEMS	Check	123.88
47016	11/26/2025	SHERWIN WILLIAMS	Check	65.39
47017	11/26/2025	THE WASHINGTON POST	Check	2,029.65
47018	11/26/2025	TRANSFORMATIONS PLUS	Check	1,034.00
47019	11/26/2025	Trigon Imaging Solutions	Check	1,593.96
47020	12/12/2025	AES Ohio	Check	379.82
47021	12/12/2025	AES Ohio	Check	23.19
47022	12/12/2025	AES Ohio	Check	1,137.32
47023	12/12/2025	CenterPoint Energy	Check	1,218.37
47024	12/12/2025	CenterPoint Energy	Check	120.56
47025	12/12/2025	CHARTER COMMUNICATIONS	Check	31.99

# Washington-Centerville Public Library

## Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
47026	12/12/2025	CINTAS CORPORATION	Check	684.82
47027	12/12/2025	DIGITAL FRINGE	Check	118.91
47028	12/12/2025	KROGER CO.	Check	117.84
47028	12/12/2025	KROGER CO.	Check	14.97
47029	12/12/2025	MONTGOMERY COUNTY	Check	1,141.83
47030	12/12/2025	RUMPKE OF OHIO, INC.	Check	1,114.77
47031	12/12/2025	T-Mobile	Check	935.48
47032	12/16/2025	Amy Allgeier	Check	15.99
47033	12/16/2025	APG OFFICE FURNISHINGS	Check	161,056.46
47034	12/16/2025	BRODART CO.	Check	27,935.71
47035	12/16/2025	CADRE COMPUTER RESOURCES CO.	Check	1,500.00
47036	12/16/2025	DELL MARKETING L.P.	Check	9,291.00
47037	12/16/2025	DONNELLON MCCARTHY	Check	8,748.31
47038	12/16/2025	FARONICS	Check	532.80
47039	12/16/2025	GLEASON PROPERTY SERVICES, LLC	Check	11,718.00
47040	12/16/2025	JANWAY COMPANY USA, INC	Check	239.00
47041	12/16/2025	KANOPY, INC.	Check	1,811.00
47042	12/16/2025	Kate Wenning	Check	20.00
47043	12/16/2025	KATSAM LLC	Check	162.00
47044	12/16/2025	LEWIS & MICHAEL, INC.	Check	1,909.50
47045	12/16/2025	Lizard Apparel & Promotions	Check	742.50
47046	12/16/2025	LWC INC.	Check	9,421.48
47047	12/16/2025	MARTIN J. GRUNDER JR., INC	Check	7,710.00
47048	12/16/2025	MIDWEST TAPE	Check	21,634.01
47049	12/16/2025	OVERDRIVE, INC.	Check	53.82
47050	12/16/2025	PROQUEST LLC	Check	7,497.69
47051	12/16/2025	Sally L. Suttman	Check	24.97
47052	12/16/2025	SOUTH COMMUNITY	Check	202.50
47053	12/16/2025	TONIES US, INC.	Check	508.00
47054	12/16/2025	Trigon Imaging Solutions	Check	1,050.50
47055	12/16/2025	UNIQUE MANAGEMENT SERVICES INC	Check	447.75
47056	12/16/2025	WEX Health, Inc.	Check	125.00
47057	12/16/2025	WYSO	Check	150.00
2025000309	11/24/2025	OPERS	EFT	37,508.62
2025000310	11/24/2025	OPERS	EFT	0.13
2025000329	11/21/2025	INTERNAL REVENUE SERVICE	EFT	1,765.28
2025000330	12/1/2025	HealthEquity	EFT	7,523.46
2025000331	12/5/2025	INTERNAL REVENUE SERVICE	EFT	1,995.16
2025000332	12/16/2025	Laura Fitzpatrick	EFT	406.70
2025000333	12/16/2025	LAUREN RURA	EFT	503.32
2025000334	12/16/2025	JAMIE GARCIA	EFT	15.26
2025000335	12/16/2025	Gregg McCullough	EFT	2.24
2025000336	12/16/2025	DAVE KENT	EFT	35.28
2025000337	12/16/2025	Rachel Knight	EFT	6.30
2025000338	12/16/2025	Louis Matt Nyikon	EFT	39.90

# Washington-Centerville Public Library

## Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
2025000339	12/16/2025	GARY BERRY	EFT	138.81
2025000340	12/16/2025	JENELLE ALLEN	EFT	6.16
2025000341	12/16/2025	SCOTT ROYAL	EFT	8.96
2025000342	12/16/2025	A.J. SCHWAB	EFT	36.96
2025000343	12/16/2025	Caitlin Spratt	EFT	6.72
2025000344	12/16/2025	WILLIAM MENKER	EFT	47.88
2025000345	12/16/2025	RUTH ANNE ATTALLA	EFT	34.02
2025000346	12/16/2025	Katherine Watson	EFT	40.74
2025000347	12/16/2025	Abigail E. Neuman	EFT	15.12
2025000348	12/16/2025	KATHY O'NEILL	EFT	5.04
	11/21/2025	Payroll #24	ACH	134,497.37
	12/5/2025	Payroll #25	ACH	149,492.24
				<u>737,940.84</u>

#####

# New Business

## RESOLUTION NO. 025-009

### APPROVAL OF THE APPROPRIATIONS FOR THE 2026 FISCAL YEAR

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 16, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

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

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, 2026, 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	Personal Services		
	1100	Salaries and Leave Benefits	\$ 4,166,500
	1400	Retirement Benefits	583,650
	1600	Insurance Benefits	796,065
	1900	Other Benefits	6,300
		TOTAL PERSONAL SERVICES	5,552,515
2000	Supplies		
	2100	General Supplies	113,760
	2200	Property Maintenance Supplies	62,500
	2300	Vehicle Supplies, Gas and Oil	1,500
	2500	Supplies Purchased for Resale	69,000
		TOTAL SUPPLIES	246,760
3000	Contract and Purchased Services		
	3100	Travel and Meeting	78,435
	3200	Communication & Printing	192,750
	3300	Property Maintenance	494,635
	3400	Insurance	40,000
	3600	Utilities	209,500

	3700	Professional Services	145,650
	3800	Software Maintenance	467,050
	3900	Other Contract Services	<u>262,770</u>
TOTAL CONTRACT AND PURCHASED SERVICES			1,890,790
4000	Library Materials		
	4100	New Books	506,000
	4200	Periodicals	20,000
	4300	Audio-Visual Materials	190,250
	4500	Online Subscriptions	111,500
	4600	Inter-Library Delivery	14,000
	4800	Electronic Materials	716,000
	4900	Other Library Materials	<u>59,000</u>
TOTAL LIBRARY MATERIALS			1,616,750
5000	Capital Outlay		
	5500	Furniture & Equipment	<u>297,000</u>
TOTAL CAPITAL OUTLAY			297,000
7000	Other Expenses		
	7100	Library Membership & Dues	14,250
	7200	Taxes & Assessments	4,000
	7500	Refunds & Reimbursements	1,500
	7900	Miscellaneous	<u>-</u>
TOTAL OTHER EXPENSES			19,750
8000	Contingency		
	8900	Contingency	<u>200,000</u>
TOTAL CONTINGENCY			200,000
9000	Transfers		
	9900	Transfers	<u>1,510,000</u>
TOTAL TRANSFERS			1,510,000
TOTAL GENERAL FUND			<u>\$ 11,333,565</u>

<b>204 - LSTA GRANT - PODCASTING BOOTH</b>
--

5000	Capital Outlay		
	5500	Furniture & Equipment	\$ 30,000
	TOTAL CAPITAL OUTLAY		30,000
<b>TOTAL LSTA GRANT - PODCASTING BOOTH</b>			<b>\$ 30,000</b>



**401 - BUILDING FUND**

3000	Contract and Purchased Services		
	3200	Communication & Printing	\$ 500
	3400	Insurance	2,500
	3700	Professional Services	300,000
	3900	Other Contract Services	-
	TOTAL CONTRACT AND PURCHASED SERVICES		303,000
5000	Capital Outlay		
	5300	Building Improvements	800,000
	5500	Furniture & Equipment	144,500
	TOTAL CAPITAL OUTLAY		944,500
	TOTAL BUILDING FUND		<u>\$ 1,247,500</u>

**451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND**

3000	Contract and Purchased Services		
	3300	Property Maintenance	\$ 10,000
	TOTAL CONTRACT AND PURCHASED SERVICES		10,000
5000	Capital Outlay		
	5500	Furniture & Equipment	102,500
	TOTAL CAPITAL OUTLAY		102,500
	TOTAL PERMANENT IMPROVEMENT - TECHNOLOGY FUND		<u>\$ 112,500</u>

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

2000	Supplies		
	2100	General Supplies	\$ 4,650
	TOTAL SUPPLIES		4,650
3000	Contract and Purchased Services		
	3200	Communication & Printing	150
	TOTAL CONTRACT AND PURCHASED SERVICES		150
	TOTAL DOROTHY R. YECK GOOD LIFE AWARD FUND		<u>\$ 4,800</u>

<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>	<b>\$ 12,728,365</b>
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The roll call vote was as follows:

Mr. Bowling \_\_\_\_\_  
Mrs. Cline \_\_\_\_\_  
Mrs. Denison \_\_\_\_\_  
Mr. Falkner \_\_\_\_\_

Mrs. Herrick \_\_\_\_\_  
Mr. Nunna \_\_\_\_\_  
Mrs. Suttman \_\_\_\_\_

I hereby certify that the foregoing is a true copy of the 2026 Annual Appropriation Resolution approved by the Board of Library Trustees at the regular December meeting held December 16, 2025.

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

RESOLUTION NO. 025-010

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 16, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

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

Whereas, the Board of Trustees of the Washington-Centerville Public Library approved the 2025 Annual Appropriations on December 17, 2024 through Resolution No. 024-010; and

Whereas, as part of this resolution, the Board of Trustees approved the transfer of \$1,750,000 from the General Fund to the Building Fund; and

Whereas, the first part of this transfer occurred in June 2025, in the amount of \$1,000,000

Therefore, be it resolved that the Board of Trustees of the Washington-Centerville Public Library authorizes a transfer of \$750,000 to be made.

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

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

Passed: December 16, 2025

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

## CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on December 16, 2025 and in appearing upon the official records of said Board.

---

President, Board of Trustees

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Fiscal Officer

**Washington-Centerville Public Library  
Appropriation Transfer  
December 16, 2025**

**Transfer #1**

From			To		
Account	Description	Amount	Account	Description	Amount
401.10.53730	Architect/Engineering Services	\$ 300,000.00	401.10.55540	Library Furniture	\$ 300,000.00
	Total From:	\$ 300,000.00		Total To:	\$ 300,000.00

Justification: The original construction bid came in higher than anticipated. In order to encumber the contract, we had made a transfer from the furniture accounts to cover the costs. Now that we have awarded the contracts for the furniture package, we need to make a transfer to allow us to encumber the balances that will be due. We have extra in the Architect/Engineering line, so this should cover the needed amounts. We have included the amount we are transferring in the 2026 budget

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

Date	Board/Committee	Time	Location
January 20, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
February 17, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
March 17, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
April 21, 2026	Finance Committee	6:30 PM	Woodbourne Creativity Space
April 21, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
May 19, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
June 16, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
July 21, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
August 18, 2026	Finance Committee	6:30 PM	Woodbourne Creativity Space
August 18, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
September 15, 2026	Executive Committee	6:30 PM	Woodbourne Creativity Space
September 15, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
October 20, 2026	Board of Trustees/ Records Commission	7:00 PM	TBD
November 17, 2026	Board of Trustees	7:00 PM	TBD
December 8, 2026	Finance Committee	7:00 PM	TBD
December 15, 2026	Executive Committee	6:30 PM	TBD
December 15, 2026	Board of Trustees	7:00 PM	TBD

**Washington-Centerville Public Library  
Acceptance of LSTA Grant  
December 16, 2025**

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The State Library of Ohio has awarded the Washington-Centerville Public Library a Library Services and Technology Act grant for the purchase of equipment for a podcasting studio to be located in Creativity Commons when it relocates to the Centerville Library. This grant is in the amount of \$20,640, with a local match. This grant will be reported in a new fund that will be approved at this meeting. We are including a \$10,000 transfer to cover any remaining costs that we may incur.

Multiple local agencies and organizations sent letters in support of our application, and there is great interest in this new addition to Creativity Commons.

Auditor of State best practices state that the Library Board of Trustees should formally accept the grant.

**Recommendation: The Board should formally accept this grant**

ESTABLISHING A SPECIAL REVENUE FUND FOR LSTA GRANT

BOARD OF TRUSTEES  
WASHINGTON-CENTERVILLE PUBLIC LIBRARY

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 16, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

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

RESOLUTION NO. 025-011

**Ohio Rev. Code § 5705.09(F)** states that each subdivision shall establish “a special fund for each class of revenues derived from a source other than the general property tax, which the law requires to be used for a particular purpose”.

The State Library of Ohio has awarded the Washington-Centerville Public Library a Library Services and Technology Act grant for the addition of a podcasting studio at Creativity Commons. This grant is passed through the State Library of Ohio by the Institute of Museum and Library Services. These funds are restricted to this purpose and should not be commingled with general library funds.

As this fund is mandated by both Ohio and Federal law, there is no requirement to obtain Auditor of State approval prior to establishing the fund. Standard governance procedures and the Library Fiscal Manual require board approval prior to establishing a new fund.

Upon adoption of this resolution, the new fund will be created as Fund 204 – LSTA Grant – Podcasting Booth in the library accounting system

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

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



Passed: December 16, 2025

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

CERTIFICATE

The undersigned, Fiscal Officer and the President 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 16, 2025 and in appearing upon the official records of said Board.

---

President, Board of Trustees

---

Fiscal Officer

# Monthly Statistics

## MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>CIRCULATION</b>												
Total Circulation	49,872	15,705	-68.5%	38,310	55,371	44.5%	1	3	200.0%	129,716	115,543	-10.9%
<b>APPLICANT REGISTRATION</b>												
Total Registrations	284	226	-20.4%	127	182	43.3%				411	408	-0.7%
<b>LIBRARY CARDHOLDERS</b>												
Total Library Cardholders										68,735	65,373	-4.9%
<b>VISITORS</b>												
Building Visitors	15,185	2,454	-83.8%	11,642	14,998	28.8%	1,743	1,051	-39.7%	28,570	18,503	-35.2%
Website Visitors										268,632	106,406	-60.4%
Total Visitors										297,202	124,909	-58.0%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
Total Patron Assistance	3,172	2,306	-27.3%	2,949	5,724	94.1%	1,839	145	-92.1%	7,960	8,175	2.7%
	AT THE LIBRARY			OFFSITE			VIRTUAL			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>PROGRAMS</b>												
Adult Programs	22	21	-4.5%	18	17	-5.6%	4	4	0.0%	44	42	-4.5%
Adult Attendees	400	374	-6.5%	566	302	-46.6%	296	225	-24.0%	1,262	901	-28.6%
General Programs	0	0	0.0%	0	1	0.0%	0	0	0.0%	0	1	0.0%
General Attendees	0	0	0.0%	0	347	0.0%	0	0	0.0%	0	347	0.0%
Children's (Ages 0-5) Programs	20	32	60.0%	1	2	100.0%	0	0	0.0%	21	34	61.9%
Children's (Ages 0-5) Attendees	521	860	65.1%	43	49	14.0%	0	0	0.0%	564	909	61.2%
Children's (Ages 6-11) Programs	7	5	-28.6%	0	3	0.0%	0	1	0.0%	7	9	28.6%
Children's (Ages 6-11) Attendees	187	143	-23.5%	0	62	0.0%	0	117	0.0%	187	322	72.2%
Teen (Ages 12-18) Programs	8	6	-25.0%	0	1	0.0%	0	0	0.0%	8	7	-12.5%
Teen (Ages 12-18) Attendees	133	120	-9.8%	0	11	0.0%	0	0	0.0%	133	131	-1.5%
Total Library Programs	57	64	12.3%	19	24	26.3%	4	5	25.0%	80	93	16.3%
Total Library Program Attendees	1,241	1,497	20.6%	609	771	26.6%	296	342	15.5%	2,146	2,610	21.6%

## MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	14,886	2,523	-83.1%	11,743	17,474	48.8%	1	2	100.0%	26,630	19,999	-24.9%
Juvenile Books	20,845	10,876	-47.8%	14,356	20,161	40.4%	0	0	0.0%	35,201	31,037	-11.8%
Off Line Transactions										13	3	-76.9%
Periodicals	1,514	130	-91.4%	1,284	1,585	23.4%	0	0	0.0%	2,798	1,715	-38.7%
Young Adult Books	1,493	610	-59.1%	934	1,308	40.0%	0	1	0.0%	2,427	1,919	-20.9%
Total Print Circulation	38,738	14,139	-63.5%	28,317	40,528	43.1%	1	3	200.0%	67,069	54,673	-18.5%
<b>AV CIRCULATION</b>												
Audiobooks	1,891	680	-64.0%	1,522	2,345	54.1%				3,413	3,025	-11.4%
Movies (DVDs/Blu-rays)	7,888	332	-95.8%	7,092	9,662	36.2%				14,980	9,994	-33.3%
Music (Compact Discs)	320	0	-100.0%	506	624	23.3%				826	624	-24.5%
Total AV Circulation	10,099	1,012	-90.0%	9,120	12,631	38.5%				19,219	13,643	-29.0%
<b>LIBRARY OF THINGS CIRCULATION</b>												
Board Games	355	249	-29.9%	413	976	136.3%	0	0	0.0%	768	1,225	59.5%
Library Bags	94	28	-70.2%	32	127	296.9%				126	155	23.0%
Cultural Passes*	11	30	172.7%	12	59	391.7%	0	0	0.0%	23	89	287.0%
Hotspots	14	6	-57.1%	16	16	0.0%	0	0	0.0%	30	22	-26.7%
Kits	120	68	-43.3%	78	174	123.1%	0	0	0.0%	198	242	22.2%
Streaming Devices	64	48	-25.0%	49	113	130.6%	0	0	0.0%	113	161	42.5%
Streaming Device+Hotspot Combos*	7	4	-42.9%	8	12	50.0%	0	0	0.0%	15	16	6.7%
Preloaded Tablets (Launchpads)	357	118	-66.9%	265	566	113.6%				622	684	10.0%
Audio Figurines (Tonies)*	N/A	N/A	0.0%	N/A	169	0.0%				0	169	0.0%
Total Library of Things Circulation	1,022	551	-46.1%	873	2,212	153.4%	0	0	0.0%	1,895	2,763	45.8%
<b>TOTAL PHYSICAL CIRCULATION</b>												
Adult Circulation	23,958	3,192	-86.7%	20,114	29,117	44.8%	1	2	100.0%	44,073	32,311	-26.7%
Juvenile Circulation	24,412	11,899	-51.3%	17,256	24,862	44.1%	0	0	0.0%	41,668	36,761	-11.8%
Young Adult Circulation	1,502	614	-59.1%	940	1,392	48.1%	0	1	0.0%	2,442	2,007	-17.8%
Total Physical Circulation	49,872	15,705	-68.5%	38,310	55,371	44.5%	1	3	200.0%	88,183	71,079	-19.4%
<b>SEARCHOHIO/OHIOLINK CIRCULATION</b>												
SearchOhio/OhioLink Borrowed*										1,004	27	-97.3%
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										16,092	18,507	15.0%
eBooks										17,569	17,842	1.6%
eMusic										393	372	-5.3%
eVideo										2,283	2,681	17.4%
eZines (Digital Magazines)										4,192	5,035	20.1%
Total Digital Circulation										40,529	44,437	9.6%

NOTES:\*

SearchOhio temporarily unavailable - starting Aug 2025

Cultural Passes &amp; Streaming Device+Hotspot Combos debuted April 2024

Audio Figurines (Tonies) debuted mid-September 2025

## YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>CIRCULATION</b>												
Total Circulation	608,810	263,591	-56.7%	443,303	614,770	38.7%	72	89	23.6%	1,526,018	1,391,869	-8.8%
<b>APPLICANT REGISTRATION</b>												
Total Registrations	3,859	3,252	-15.7%	2,088	2,552	22.2%				5,947	5,804	-2.4%
<b>LIBRARY CARDHOLDERS</b>												
Total Library Cardholders										68,735	65,373	-4.9%
<b>VISITORS</b>												
Building Visitors	181,443	51,382	-71.7%	137,877	178,688	29.6%	20,643	17,404	-15.7%	339,963	247,474	-27.2%
Website Visitors										1,951,448	1,740,594	-10.8%
Total Visitors										2,291,411	1,988,068	-13.2%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
Total Patron Assistance	38,506	25,942	-32.6%	33,940	55,218	62.7%	16,675	13,935	-16.4%	89,121	95,095	6.7%
	AT THE LIBRARY			OFFSITE			VIRTUAL			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>PROGRAMS</b>												
Adult Programs	374	237	-36.6%	175	207	18.3%	49	54	10.2%	598	498	-16.7%
Adult Attendees	9,791	3,828	-60.9%	77,860	6,541	-91.6%	2,224	2,180	-2.0%	89,875	12,549	-86.0%
General Programs	0	12	0.0%	0	18	0.0%	0	0	0.0%	0	30	0.0%
General Attendees	0	1,412	0.0%	0	6,174	0.0%	0	0	0.0%	0	7,586	0.0%
Children's (Ages 0-5) Programs	282	284	0.7%	123	56	-54.5%	0	0	0.0%	405	340	-16.0%
Children's (Ages 0-5) Attendees	7,358	7,919	7.6%	2,154	1,445	-32.9%	0	0	0.0%	9,512	9,364	-1.6%
Children's (Ages 6-11) Programs	126	79	-37.3%	50	28	-44.0%	0	2	0.0%	176	109	-38.1%
Children's (Ages 6-11) Attendees	4,821	3,212	-33.4%	1,503	1,295	-13.8%	0	265	0.0%	6,324	4,772	-24.5%
Teen (Ages 12-18) Programs	79	77	-2.5%	10	6	-40.0%	0	1	0.0%	89	84	-5.6%
Teen (Ages 12-18) Attendees	1,720	1,759	2.3%	295	849	187.8%	0	39	0.0%	2,015	2,647	31.4%
Total Library Programs	861	689	-20.0%	358	315	-12.0%	49	57	16.3%	1,268	1,061	-16.3%
Total Library Program Attendees	23,690	18,130	-23.5%	81,812	16,304	-80.1%	2,224	2,484	11.7%	107,726	36,918	-65.7%

## YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	186,987	62,010	-66.8%	137,917	199,384	44.6%	61	71	16.4%	324,965	261,465	-19.5%
Juvenile Books	248,780	151,636	-39.0%	172,219	219,835	27.6%	10	12	20.0%	421,009	371,483	-11.8%
Off Line Transactions										84	74	-11.9%
Periodicals	19,738	3,495	-82.3%	12,701	17,260	35.9%	0	0	0.0%	32,439	20,755	-36.0%
Young Adult Books	19,670	9,823	-50.1%	13,670	16,765	22.6%	0	6	0.0%	33,340	26,594	-20.2%
Total Print Circulation	475,175	226,964	-52.2%	336,507	453,244	34.7%	71	89	25.4%	811,837	680,371	-16.2%
<b>AV CIRCULATION</b>												
Audiobooks	22,647	11,252	-50.3%	18,497	26,171	41.5%				41,144	37,423	-9.0%
Movies (DVDs/Blu-rays)	95,886	17,331	-81.9%	74,066	106,848	44.3%				169,952	124,179	-26.9%
Music (Compact Discs)	4,891	153	-96.9%	5,399	7,328	35.7%				10,290	7,481	-27.3%
Total AV Circulation	123,424	28,736	-76.7%	97,962	140,347	43.3%				221,386	169,083	-23.6%
<b>LIBRARY OF THINGS CIRCULATION</b>												
Board Games	3,131	3,014	-3.7%	3,417	9,902	189.8%	1	0	-100.0%	6,549	12,916	97.2%
Library Bags	881	467	-47.0%	608	1,314	116.1%				1,489	1,781	19.6%
Cultural Passes*	91	217	138.5%	58	463	698.3%	0	0	0.0%	149	680	356.4%
Hotspots	142	101	-28.9%	198	216	9.1%	0	0	0.0%	340	317	-6.8%
Kits	1,209	908	-24.9%	830	2,078	150.4%	0	0	0.0%	2,039	2,986	46.4%
Streaming Devices	615	657	6.8%	443	959	116.5%	0	0	0.0%	1,058	1,616	52.7%
Streaming Device+Hotspot Combos*	81	80	-1.2%	69	109	58.0%	0	0	0.0%	150	189	26.0%
Preloaded Tablets (Launchpads)	3,991	2,373	-40.5%	3,211	5,788	80.3%				7,202	8,161	13.3%
Audio Figurines (Tonies)*	0	0	0.0%	0	350	0.0%				0	350	0.0%
Total Library of Things Circulation	10,141	7,817	-22.9%	8,834	21,179	139.7%	1	0	-100.0%	18,976	28,996	52.8%
<b>TOTAL PHYSICAL CIRCULATION</b>												
Adult Circulation	298,755	83,833	-71.9%	223,752	327,073	46.2%	62	71	14.5%	522,569	410,977	-21.4%
Juvenile Circulation	289,984	169,923	-41.4%	205,567	270,065	31.4%	10	12	20.0%	495,561	440,000	-11.2%
Young Adult Circulation	20,071	9,835	-51.0%	13,984	17,632	26.1%	0	6	0.0%	34,055	27,473	-19.3%
Total Physical Circulation	608,810	263,591	-56.7%	443,303	614,770	38.7%	72	89	23.6%	1,052,185	878,450	-16.5%
<b>SEARCHOHIO/OHIOLINK CIRCULATION</b>												
SearchOhio/OhioLink Borrowed*										13,656	9,844	-27.9%
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										180,080	205,917	14.3%
eBooks										209,392	209,875	0.2%
eMusic										3,541	4,323	22.1%
eVideo										26,107	29,793	14.1%
eZines (Digital Magazines)										41,057	53,667	30.7%
Total Digital Circulation										460,177	503,575	9.4%

NOTES:\*

SearchOhio temporarily unavailable - starting Aug 2025

Cultural Passes & Streaming Device+Hotspot Combos debuted April 2024

Audio Figurines (Tonies) debuted mid-September 2025