

ATTACHMENTS FOR FEBRUARY 21, 2023 BOARD MEETING

Washington-Centerville Public Library

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Washington-Centerville Public Library
Director Activities
January 13 – February 16, 2023

Library Operations

- Discussed options for Creativity Commons with RecPlex Director, and looked for available alternative locations
- Attended The Wall That Heals training sessions, coordinated meetings with staff, and created project timeline and checklist
- Met with OWL Academy mentee, and led first session with entire group
- Worked two Sundays acting as supervisor
- Took staff to test drive van
- Completed performance evaluations for direct reports, reviewed all other evaluations, and discussed process with HR Manager
- Began evaluating collection size needs at Centerville Library to prepare for building project
- Communicated with Township Deputy Sheriff about incident in RecPlex parking lot

Fiscal Management

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Long-Range Planning

- Shared videos with Strategic Planning Team, sparking discussion on the future of work
- Shared 2022 statistics for PLF formula with other county Directors

Communication

- Shared bargaining unit contract changes with Team Leaders and Managers

Community / Professional Involvement

- Attended Diversity Council's MLK Breakfast
- Met with other area library Directors
- Met with other public entities Directors
- Attended Joint Public Entities meeting, providing update
- Attended two Heart of Centerville and Washington Township meeting, promoting business resources and the Creativity Commons
- Participated in first Portrait of a Graduate meeting for Centerville Schools
- Friends
 - Attended monthly meeting
 - Attended trivia
- Optimists
 - Assisted with Oratorical contest

January 2023

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

January 17, 2023

CALL TO ORDER

The regular Board of Trustees meeting for January 2023 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:01 P.M.

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

HEARING OF THE PUBLIC

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

OATH OF OFFICE

Sami Ligon, notary public, administered an oath to Elizabeth Cline, upon her re-appointment to the Board, to support the Constitution of the United States and the state of Ohio, which read:

Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Washington-Centerville Public Library, Montgomery County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

She answered "I do".

Sami Ligon, notary public, administered an oath to John Monteith, upon his re-appointment as Fiscal Officer, to support the Constitution of the United States and the state of Ohio, which read:

Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Washington-Centerville Public Library, Montgomery County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

He answered "I do".

2022 ANNUAL HIGHLIGHTS

Shelby Quinlivan, Community Relations Manager, presented the 2022 Annual Highlights.

EXECUTIVE SESSION

Mr. Talda moved for the Board to adjourn to Executive Session for the purposes of preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Mr. Bowling seconded the motion.

The roll call vote was as follows: Mr. Bowling, **Yes**; Mrs. Cline, **Yes**; Mrs. Denison, **Yes**; Mrs. Herrick, **Yes**; Mr. Nunna, **Absent**; Mrs. Suttman, **Yes**; and Mr. Talda, **Yes**.

The Board entered into Executive Session at 7:22 p.m.

At 7:41 p.m., the Board President returned the meeting to open session.

RESOLUTION NO. 023-001: BOARD RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT

Mrs. Herrick moved for the ratification of the negotiated Collective Bargaining Agreement with the Washington-Centerville Public Library Staff Association for the period of November 1, 2022 through October 31, 2025.

Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

APPROVAL OF MINUTES

Mrs. Herrick moved to approve the December 13, 2022 Meeting Minutes and Mrs. Suttman seconded the motion.

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

Motion is approved

DIRECTOR'S REPORT

▪ **FACILITIES**

- ❖ Centerville Library
 - HVAC project
 - kickoff meeting with Tri-Tech held January 4th
 - walk through this morning
 - suggestion to purchase WB boiler ahead of the rest of the project
- ❖ Woodbourne Library
 - Butterfly garden flyers printed and sign added near the garden
 - Family workstation shipped – policy and guidelines for use

Mrs. Herrick moved for the approval of the Family Workstation Policy. Mrs. Suttman seconded the motion.

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

Motion is approved.

▪ **CREATIVITY COMMONS**

- ❖ Township continues to seek a shared location

▪ **PERSONNEL**

- ❖ Currently recruiting for Community Relations Specialist, Makerspace Specialist, and two Adult Services Aides
- ❖ Resume recruitment soon for Systems staff and HR Assistant

▪ **COLLECTIONS/SERVICES/PROGRAMS**

- ❖ Winter Reading Roadmap for adults and Winter Bingo for kids and teens underway
 - Winter Bingo was made a class assignment
- ❖ Small seed library is being formed in partnership with Centerville Washington Park District
- ❖ Upcoming programs and exhibits
 - The Wall That Heals – agreement is finalized, location will be Yankee Park
 - Paul Lawrence Dunbar exhibit begins 1/23
 - Quilt Symbols of the Underground Railroad begins 1/27

▪ **OTHER**

❖ OWL Academy 2023

- 6 applications, 4 people were accepted
- Looking to expand to work with other community agencies

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for December 2022, including the financial statements (Cash Position, Revenue Summary and Expense Summary), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board's review and approval.

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

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

- b. Payment of January Expenditures

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

The roll call vote was as follows:

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

The motion is approved.

NEW/OLD BUSINESS

a. Building Closures

Mrs. Herrick moved to approve the closure of the library for:

1. All-Staff In-Service Day to be held on August 24, 2023
2. Observance of Christmas Eve holiday on December 26, 2023

Mrs. Suttman seconded the motion

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

b. Library Van Purchase Proposal

Mrs. Fultz presented a proposal regarding the purchase of a Library Van for transit of library materials between the buildings, usage during various events for the transport of needed items and usage during the Americana Parade. As part of the proposal, she presented that we had evaluated three potential vehicles:

1. Ram ProMaster
2. Ford Transit
3. Mercedes Sprinter

During research of the purchase, we found that the Ford Transit vans are unavailable and may take several years for delivery. We also found that the Ram ProMaster van did not meet our needs as it has a reputation for unreliability. Finally, we found the Mercedes Sprinter van cost was slightly more than the Ram ProMaster van, but it had a better build quality, gas mileage, reliability, and safety features.

We also looked into the option to lease versus buying. However, we found that this was not the best option based on our anticipated use, and the desire to wrap the vehicle to identify it as being a library van.

Finally, Mr. Monteith stated that in discussing the matter with our insurance company, they stated that the additional cost on our insurance would be pretty minimal. Anyone driving the van would need to go through a Driving Record check prior to use.

Based on the better reputation and fairly insignificant difference in price, Mrs. Fultz made the recommendation that the Library purchase a Mercedes Sprinter van.

Mrs. Herrick moved to authorize the Library Director to enter into an agreement for the purchase of a Mercedes Sprinter van in an amount not to exceed the previously appropriated amount of \$75,000

The roll call vote was as follows:

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

The motion is approved.

ADJOURNMENT

Mr. Talda moved to adjourn the meeting at 8:39 PM

President

Secretary

DRAFT - UNAPPROVED

EXPENDITURES FOR APPROVAL AT JANUARY MEETING

January 17, 2023

CURRENT EXPENDITURES

GENERAL FUND:

American City Business Journals - subscription renewal	120.00
Andrea Marshall- patron refund	25.99
Baker & Taylor Books – books & AV materials	3,219.19
Brodart –books	53,377.71
Centerville Landscaping - grounds maintenance	1,805.00
Chard Snyder - Cobra admin fee	125.00
Cintas - facilities maintenance	791.25
CoCard PBS - fee for credit card processing CV & WB	100.00
Donnellon McCarthy - copier maintenance	1,268.31
DSS - December parking lot sweeping service	159.87
Findaway - launch pads	139.98
Gale/Cengage - database & eBook materials	5,556.65
Gleason Property Services LLC - cleaning services	12,200.00
Gregg McCullough – employee mileage reimbursement	11.56
Innovative - Sierra Annual Maintenance	80,054.44
Jason Fisher - patron refund	16.99
Kanopy - videos	1,385.00
Library Ideas - VOX & freegal music subscription	39,735.00
McCutcheon Music LLC - maker-kit supplies	552.17
Miami Valley Newspapers - periodicals CV & WB	78.00
Midwest Tape – AV materials	9,156.49
ODP - office supplies	549.48
OverDrive - eBooks	2,415.35
Pacifique Mbaraga - patron refund	18.99
Pioneer Valley Education Press - Emergent Readers	5,111.40
Reserve Account - 2023 1st quarter postage refill	1,250.00
Rush Transportation – contracted services for daily deliveries	1,121.22
Sherwin Williams - paint	56.47
Silco -cellular communication	1,000.00
South Community - fees for employee assistance	202.50
Staples – office supplies	266.94
Structured Employees Benefits of Ohio - group life insurance premiums	242.80
Trigon - maker space consumables	903.27
Troy Hanson - patron refund	32.50
Unique - recovery & collection fees	360.05
Washington-Centerville Public Library - petty cash	30.78
Winfred Stafford - patron refund	35.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 223,475.35

PAYROLL:

Payroll #26	\$ 115,104.36
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Payroll #1	\$ 114,920.25
TOTAL PAYROLL	\$ 230,024.61

EXPENDITURES SINCE LAST BOARD MEETING

MISCELLANEOUS:

A.J. Schwab - employee mileage reimbursement	51.13
AES Ohio – utilities	6,234.16
Allison Kamm - employee mileage reimbursement	108.13
Altafiber - phone service	2,169.02
Amazon.com – AV materials & books	3,833.89
AT&T – telephone service	284.29
CBTS - telephone service	14.34
CenterPoint - utilities	10,555.01
Centerville City Schools -Dec health insurance premiums	35,591.20
Charlette Jouan - employee mileage reimbursement	25.06
Charter Communications - utilities	1,085.21
Christy Ott - employee mileage reimbursement	8.00
Co Card Marketing Gr - credit card service fees	145.93
Coleen Pitzer – employee mileage reimbursement	27.13
Creative Impressions - printed materials	189.00
Dave Kent – employee mileage reimbursement	60.88
Debe Dockins – employee mileage reimbursement	248.75
Delta Dental - dental premiums	1,633.21
Demco - book mending supplies	88.38
Demco Software - database BrainHQ	3,750.00
Gabriel Brough – employee mileage reimbursement	7.75
Garber - Sercurity/Fire Alarms	752.00
Gina Smith - speaker stipend	75.00
Health Equity - January HSA employer contribution	6,991.80
Home Depot - facilities maintenance	111.23
Innovative - Sierra bundle maintenance	2,804.00
Jamie Garcia – employee mileage reimbursement	45.25
Jenny Catri – employee mileage reimbursement	14.00
Jim McCutcheon - speaker stipend	400.00
John Monteith – employee mileage reimbursement	42.50
Katherine McCollum – employee mileage reimbursement	29.00
Kevin Risner – employee mileage reimbursement	37.25
Kroger - meeting/program supplies	1,026.72
Kyle Knepp – employee mileage reimbursement	9.75
Level 3 Communications, LLC - phone service	1,214.44
Lowe's - facilities maintenance	295.89
Michele Tilley - employee mileage reimbursement	29.31
OnSolve, LLC - one call now annual subscription	835.01
OPERS – employer pick-up & match	53,097.01
ProQuest - renewal for Newspaper.com	6,570.66

Rivistas Subscription Services - periodicals	21.75
Rumpke - trash services	697.05
Shelby Quinlivan - employee mileage reimbursement	256.31
Shelly Peresie - employee mileage reimbursement	48.75
South Community - fees for employee assistance	202.50
Taft - legal fees	11,732.50
Taryn Filer – employee mileage reimbursement	122.63
The Washington Post - renewal for WashingtonPost.com	2,029.65
T-Mobile - hotspots	602.70
Tracy Booth – employee mileage reimbursement	13.13
Transformations Plus - carpet cleaning service	1,368.50
Unique - recovery & collection fees	383.80
UPS - shipping fees	48.21
U.S. Bank – program supplies, books, cataloging supplies	11,612.61
U. S. Bank—employer share of Medicare	3,285.77
U. S. Bank – banking fees	155.57
Vietnam Veterans Memorial Fund - Vietnam Wall Exhibit	1,000.00
William Menker – employee mileage reimbursement	65.99
Woodhull - copier maintenace	1,120.04
World Book, Inc. - World Encyclopedia - 2023 Edition	2,398.00
TOTAL MISCELLANEOUS	<u>\$ 177,656.75</u>
GRAND TOTAL JANUARY MEETING	<u><u>\$ 631,156.71</u></u>

January 2023

Fiscal Officer Report

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$8,173,214.46	\$345,280.75	\$983,904.66	\$7,534,590.55
Unclaimed Funds	\$127.00	\$0.00	\$0.00	\$127.00
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$2,866,729.09	\$0.00	\$0.00	\$2,866,729.09
Perm. Imp. Fund-Ils	\$606,120.85	\$0.00	\$2,804.00	\$603,316.85
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$0.00	\$741,099.34
Dorothy R. Yeck Good Life End	\$4,208.95	\$0.00	\$189.98	\$4,018.97
Payroll Clearing Fund	\$3,847.02	\$59,560.57	\$61,603.26	\$1,804.33
	\$16,145,532.96	\$404,841.32	\$1,048,501.90	\$15,501,872.38

Reconciled Balances	
US Bank:	
Checking/Payroll	\$894,108.35
Investment	\$7,795,720.83
STAR Ohio	\$5,510,076.51
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$259,851.56
Paypal	\$1,072.31
Petty Cash	\$550.00
Total Bank Balances	\$15,553,096.97
Outstanding Checks	(\$51,239.10)
Deposit in Transit	\$4.49
Receipts to be posted	\$0.00
Fees to be posted	\$10.02
Reconciled Balance	\$15,501,872.38

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

101 - GENERAL FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	3,345,950.00	243,249.39	243,249.39	7.27%
GENERAL PROP TAXES-REAL ESTATE	4,528,432.00	47,630.50	47,630.50	1.05%
PROPERTY TAX ROLLBACK - STATE AID	600,000.00	0.00	0.00	0.00%
PATRON FINES & FEES	26,000.00	2,289.02	2,289.02	8.80%
COPIER INCOME	27,600.00	1,908.52	1,908.52	6.91%
PASSPORT EXECUTION FEES	25,000.00	2,485.00	2,485.00	9.94%
PASSPORT PHOTOS	6,000.00	620.00	620.00	10.33%
PATRON SUPPLIES	12,500.00	955.20	955.20	7.64%
INTEREST INCOME	75,000.00	22,929.60	22,929.60	30.57%
UNRESTRICTED DONATIONS	10,000.00	220.38	220.38	2.20%
DONATIONS-RESTRICTED	30,000.00	20,150.00	20,150.00	67.17%
REFUNDS & REIMBURSEMENTS	2,500.00	2,852.64	2,852.64	114.11%
MISCELLANEOUS-OTHER	500.00	-9.50	-9.50	-1.90%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-GENERAL FUND	8,689,482.00	345,280.75	345,280.75	3.97%

102 - UNCLAIMED FUNDS

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	0.00	0.00	0.00	0.00%

205 - SPECIAL OPERATING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-SPECIAL OPERATING FUND	0.00	0.00	0.00	0.00%

401 - BUILDING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	1,000,000.00	0.00	0.00	0.00%
TOTAL RECEIPTS-BUILDING FUND	1,000,000.00	0.00	0.00	0.00%

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

450 - PERMANENT IMPROVEMENT - ILS FUND

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

451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND

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

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT

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

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	0.00	46,629.03	46,629.03	0.00%
UNUM REVENUE	0.00	501.06	501.06	0.00%
DELTA REVENUE	0.00	965.24	965.24	0.00%
ANTHEM REVENUE	0.00	11,465.24	11,465.24	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	59,560.57	59,560.57	0.00%
GRAND TOTAL RECEIPTS	\$9,695,232.00	\$404,841.32	\$404,841.32	4.18%

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

	Combined Appropriation	Combined Month-to-date Expenses	Combined Year- to-date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
101 - GENERAL FUND						
1000 SALARIES & BENEFITS						
1100 - SALARIES & LEAVE BENEFITS						
DIRECTOR/MANAGERS	580,000.00	42,641.04	42,641.04	0.00	537,358.96	7.35%
LIBRARY SPECIALISTS	1,293,500.00	94,743.30	94,743.30	0.00	1,198,756.70	7.32%
TECHNICAL SERVICES	195,000.00	14,320.00	14,320.00	0.00	180,680.00	7.34%
PUBLIC SERVICE ASSISTANTS	383,300.00	26,586.20	26,586.20	0.00	356,713.80	6.94%
SUBSTITUTES	83,000.00	2,595.68	2,595.68	0.00	80,404.32	3.13%
DEPUTY FISCAL OFFICER	92,000.00	7,022.40	7,022.40	0.00	84,977.60	7.63%
ADMINISTRATIVE SUPPORT	410,000.00	21,283.39	21,283.39	0.00	388,716.61	5.19%
FACILITIES	67,500.00	4,969.60	4,969.60	0.00	62,530.40	7.36%
LIBRARY AIDES	150,000.00	6,737.82	6,737.82	0.00	143,262.18	4.49%
MATERIALS HANDLING	119,000.00	7,497.55	7,497.55	0.00	111,502.45	6.30%
TOTAL SALARIES & LEAVE BENEFITS	3,373,300.00	228,396.98	228,396.98	0.00	3,144,903.02	6.77%
1400 - RETIREMENT-OPERS						
RETIREMENT - OPERS	774,062.00	79,957.49	79,957.49	0.00	694,104.51	10.33%
1600 - INSURANCE BENEFITS						
INSURANCE-HEALTH & DENTAL	549,010.36	39,423.70	39,423.70	0.00	509,586.66	7.18%
INS.-HEALTH SAVINGS	104,600.00	6,991.80	6,991.80	89,908.20	7,700.00	6.68%
INSURANCE - DENTAL	23,325.00	1,640.58	1,640.58	15.77	21,668.65	7.03%
INSURANCE-MEDICARE	48,912.85	3,247.91	3,247.91	0.00	45,664.94	6.64%
INSURANCE-LIFE	4,100.98	242.80	242.80	180.98	3,677.20	5.92%
INSURANCE-WORKERS' COMPENSATION	5,000.00	0.00	0.00	84.00	4,916.00	0.00%
TOTAL INSURANCE BENEFITS	734,949.19	51,546.79	51,546.79	90,188.95	593,213.45	7.01%
1900 - OTHER EMPLOYEE BENEFITS						
MEMBERSHIP DUES	3,905.00	110.00	110.00	1,950.00	1,845.00	2.82%
TOTAL OTHER EMPLOYEE BENEFITS	3,905.00	110.00	110.00	1,950.00	1,845.00	2.82%
TOTAL SALARIES & BENEFITS	4,886,216.19	360,011.26	360,011.26	92,138.95	4,434,065.98	7.37%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
OFFICE/PROGRAM SUPPLIES	41,503.11	2,245.97	2,245.97	15,911.14	23,346.00	5.41%
PROGRAM SUPPLIES	129,528.78	7,021.51	7,021.51	59,383.25	63,124.02	5.42%
CATALOGING/PROCESSING SUPPLIES	15,660.09	0.00	0.00	960.09	14,700.00	0.00%
POSTAGE	17,010.00	1,250.00	1,250.00	10.00	15,750.00	7.35%
SMALL TOOLS/MINOR EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
TOTAL GENERAL ADMIN SUPPLIES	206,701.98	10,517.48	10,517.48	76,264.48	119,920.02	5.09%
2200 - PROPERTY MAINTENANCE / REPAIR						
PROPERTY MAINTENANCE/REPAIR	1,100.00	0.00	0.00	100.00	1,000.00	0.00%
2500 - SUPPLIES PURCHASED FOR RESALE						
SUPPLIES PURCHASED FOR RESALE	30,362.75	2,212.79	2,212.79	10,143.09	18,006.87	7.29%
TOTAL SUPPLIES	238,164.73	12,730.27	12,730.27	86,507.57	138,926.89	5.35%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
IN DISTRICT MILEAGE	9,927.04	11.56	11.56	8,205.48	1,710.00	0.12%
IN HOUSE SEMINARS	3,750.00	0.00	0.00	50.00	3,700.00	0.00%
CONFERENCE/MEETING EXPENSES	13,393.82	1,299.88	1,299.88	683.94	11,410.00	9.71%
TOTAL TRAVEL EXPENSES	27,070.86	1,311.44	1,311.44	8,939.42	16,820.00	4.84%

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

	Combined Appropriation	Combined Month-to-date Expenses	Combined Year- to-date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
3200 - COMMUNICATION / PRINTING / PUBLICITY						
TELEPHONE SERVICES	8,640.77	287.96	287.96	5,368.01	2,984.80	3.33%
COMPUTER DATA LINE	52,843.35	1,538.22	1,538.22	42,517.15	8,787.98	2.91%
SECURITY ALARM COMMUNICATIONS	7,500.00	0.00	0.00	2,100.00	5,400.00	0.00%
LEGAL ADS	2,054.40	0.00	0.00	274.40	1,780.00	0.00%
PUBLICITY ADS	5,520.00	500.00	500.00	3,930.00	1,090.00	9.06%
PRINTING/PUBLICATIONS	49,916.90	-345.10	-345.10	2,333.10	47,928.90	-0.69%
TOTAL COMMUNICATION/PRINT/PUBLICIT	126,475.42	1,981.08	1,981.08	56,522.66	67,971.68	1.57%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
BUILDING/SITE REPAIRS	132,990.37	6,579.51	6,579.51	34,867.55	91,543.31	4.95%
EQUIPMENT & FURNITURE REPAIRS	36,034.95	1,891.45	1,891.45	17,098.30	17,045.20	5.25%
GROUND/SNOW REMOVAL	128,167.00	1,805.00	1,805.00	67,362.00	59,000.00	1.41%
JANITORIAL SERVICES	251,239.11	14,519.62	14,519.62	160,990.69	75,728.80	5.78%
TRASH SERVICES	9,218.26	697.05	697.05	7,902.95	618.26	7.56%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	557,649.69	25,492.63	25,492.63	288,221.49	243,935.57	4.57%
3400 - INSURANCE						
INSURANCE-PROPERTY	32,500.00	0.00	0.00	0.00	32,500.00	0.00%
3500 - RENTS & LEASES						
RENTS & LEASES	31,500.00	0.00	0.00	0.00	31,500.00	0.00%
3600 - UTILITIES						
UTILITIES - ELECTRICITY	150,723.37	4,449.84	4,449.84	127,610.87	18,662.66	2.95%
UTILITIES - NATURAL GAS	63,587.13	6,266.08	6,266.08	44,861.05		9.85%
UTILITIES - WATER/SEWER	13,200.84	0.00	0.00	12,398.60		0.00%
TOTAL UTILITIES	227,511.34	10,715.92	10,715.92	184,870.52	18,662.66	4.71%
3700 - PROFESSIONAL SERVICES						
SPEAKERS & PROGRAM STIPENDS	16,187.89	75.00	75.00	10,750.00	5,362.89	0.46%
ARCHITECT/ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	
AUDITING / ACCOUNTING SERVICES	12,500.00	0.00	0.00	0.00	12,500.00	0.00%
LEGAL SERVICES	25,347.50	11,257.50	11,257.50	11,090.00	3,000.00	44.41%
TAX COLLECTION FEES	76,137.37	0.00	0.00	12.37	76,125.00	0.00%
BANKING FEES	9,329.44	885.15	885.15	7,695.63	748.66	9.49%
TOTAL PROFESSIONAL SERVICES	139,502.20	12,217.65	12,217.65	29,548.00	97,736.55	8.76%
3800 - SOFTWARE MAINTENANCE						
SOFTWARE MAINTENANCE	253,137.44	80,679.44	80,679.44	41,271.56	131,186.44	31.87%
3900 - OTHER CONTRACTED SERVICES						
TEMPORARY CONTRACT SERVICES	48,861.10	2,560.77	2,560.77	21,336.64	24,963.69	5.24%
ONLINE SERVICES	138,225.12	0.00	0.00	16,437.89	121,787.23	0.00%
COLLECTION DEVELOPMENT	5,800.00	400.00	400.00	5,400.00	0.00	6.90%
TOTAL OTHER CONTRACTED SERVICES	192,886.22	2,960.77	2,960.77	43,174.53	146,750.92	1.53%
TOTAL PURCHASED/CONTRACT SERVICES	1,588,233.17	135,358.93	135,358.93	652,548.18	787,063.82	8.52%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
NEW BOOKS	612,095.69	59,827.25	59,827.25	220,137.32	332,131.12	9.77%
NEW BOOKS - ADDITIONAL COPIES	0.00	0.00	0.00	0.00	0.00	
STANDING ORDERS/CONTINUATIONS	29,004.83	2,011.33	2,011.33	16,993.50	10,000.00	6.93%
BOOK RENTALS	66,629.15	136.50	136.50	64,000.00	2,492.65	0.20%
TOTAL NEW BOOKS	707,729.67	61,975.08	61,975.08	301,130.82	344,623.77	8.76%
4200 - PERIODICALS						
PERIODICALS	25,258.35	392.52	392.52	2,317.79	22,548.04	1.55%

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

	Combined Appropriation	Combined Month-to-date Expenses	Combined Year- to-date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
4300 - AUDIO-VISUAL MATERIALS						
DVD MOVIES	60,101.31	3,129.91	3,129.91	19,171.40	37,800.00	5.21%
DVD--BLU-RAY	67,913.98	4,493.30	4,493.30	20,620.68	42,800.00	6.62%
READ ALONG AUDIO BOOKS	23,462.34	0.00	0.00	7,162.34	16,300.00	0.00%
PLAYAWAY BOOKPACKS	0.00	0.00	0.00	0.00	0.00	
PRELOADED LEARNING TABLETS	14,828.43	139.98	139.98	3,688.45	11,000.00	0.94%
BOOKS ON CD	26,268.48	1,214.53	1,214.53	11,495.74	13,558.21	4.62%
MP3 AUDIOBOOKS/PLAYAWAYS	20,958.66	1,524.26	1,524.26	9,684.40	9,750.00	7.27%
MP3 CD AUDIOBOOKS	0.00	0.00	0.00	0.00	0.00	
COMPACT DISCS	304.74	72.52	72.52	232.22	0.00	23.80%
BRARY BAGS	1,500.00	0.00	0.00	350.00		
TOTAL AUDIO-VISUAL MATERIALS	215,337.94	10,574.50	10,574.50	72,405.23	131,208.21	4.91%
4500 - ONLINE LIBRARY DATABASES						
ONLINE LIBRARY DATABASES	120,000.00	16,565.33	16,565.33	50,752.85	52,681.82	13.80%
ONLINE LIBRARY DATABASES-YOUTH	11,103.82	2,108.82	2,108.82	0.00	8,995.00	18.99%
TOTAL ONLINE LIBRARY DATABASES	131,103.82	18,674.15	18,674.15	50,752.85	61,676.82	14.24%
4800 - eMATERIALS						
eBOOKS	395,242.71	328,877.87	328,877.87	52,361.46	14,003.38	83.21%
DIGITAL MUSIC SERVICES	40,000.00	39,735.00	39,735.00	0.00	265.00	99.34%
DIGITAL VIDEO SERVICES	166,412.70	0.00	0.00	0.00	166,412.70	0.00%
TOTAL E-MATERIALS	601,655.41	368,612.87	368,612.87	52,361.46	180,681.08	61.27%
4900 - LIBRARY MATERIALS-OTHER						
SPECIAL LEARNING KITS	38,752.71	2,600.38	2,600.38	16,052.33	20,100.00	6.71%
BOARD GAME COLLECTION	3,011.86	425.40	425.40	736.46	1,850.00	14.12%
TOTAL LIBRARY MATERIALS - OTHER	41,764.57	3,025.78	3,025.78	16,788.79	21,950.00	7.24%
TOTAL LIBRARY MATERIALS	1,722,849.76	463,254.90	463,254.90	495,756.94	762,687.92	26.89%
5000 - CAPITAL OUTLAY						
LAND IMPROVEMENTS	21,226.99	0.00	0.00	1,226.99	20,000.00	0.00%
BUILDING IMPROVEMENTS	37,130.00	0.00	0.00	130.00	37,000.00	0.00%
COMPUTER HARDWARE	311,172.00	57.58	57.58	12,248.42	298,866.00	0.02%
COMPUTER SOFTWARE	71,450.00	359.88	359.88	6,880.00	64,210.12	0.50%
OFFICE FURNITURE	18,675.60	0.00	0.00	175.60	18,500.00	0.00%
LIBRARY FURNITURE	102,585.23	0.00	0.00	7,085.23	95,500.00	0.00%
VEHICLES	75,000.00	0.00	0.00	0.00	75,000.00	0.00%
TOTAL CAPITAL OUTLAY	637,239.82	417.46	417.46	27,746.24	534,076.12	0.07%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
ORGANIZATIONAL DUES	2,800.00	0.00	0.00	0.00	2,800.00	0.00%
TRUSTEES DUES	12,000.00	11,292.00	11,292.00	708.00	0.00	94.10%
TOTAL DUES & MEMBERSHIPS	14,800.00	11,292.00	11,292.00	708.00	2,800.00	76.30%
7200 - TAXES AND ASSESSMENTS						
STATE SALES TAX EXPENSE	2,162.28	710.37	710.37	0.00	1,451.91	32.85%
TOTAL TAXES AND ASSESSMENTS	2,162.28	710.37	710.37	0.00	1,451.91	32.85%
7500 - REFUNDS & REIMBURSEMENTS						
PATRON REFUNDS	2,680.24	129.47	129.47	1,950.77	600.00	4.83%
TOTAL REFUNDS & REIMBURSEMENTS	2,680.24	129.47	129.47	1,950.77	600.00	4.83%
7900 - MISCELLANEOUS EXPENDITURES						
MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER OBJECTS	19,642.52	12,131.84	12,131.84	2,658.77	4,851.91	61.76%
8900 - CONTINGENCY						
CONTINGENCY	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
TOTAL CONTINGENCY	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
9000 - INTERFUND TRANSFERS OUT						
INTERFUND TRANSFERS OUT	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00%
TOTAL INTERFUND	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00%
TOTAL GENERAL FUND	10,192,346.19	983,904.66	983,904.66	1,357,356.65	7,761,672.64	9.65%

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

	Combined Appropriation	Combined Month-to-date Expenses	Combined Year- to-date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
102 - UNCLAIMED FUNDS						
INTERFUND TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	
TOTAL INTERFUND	0.00	0.00	0.00	0.00	0.00	
401 - BUILDING FUND						
LEGAL ADVERTISEMENTS	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
ARCHITECT/ENGINEERING	163,000.00	0.00	0.00	53,000.00	110,000.00	0.00%
LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
BUILDING IMPROVEMENTS	2,100,000.00	0.00	0.00	0.00	2,100,000.00	0.00%
FURNITURE & EQUIPMENT	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
TOTAL BUILDING FUND	2,768,000.00	0.00	0.00	53,000.00	2,715,000.00	0.00%
450 - PERMANENT IMPROVEMENT FUND--ILS						
SOFTWARE	52,804.00	2,804.00	2,804.00	45,000.00	5,000.00	5.31%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	52,804.00	2,804.00	2,804.00	45,000.00	5,000.00	5.31%
451 - PERMANENT IMPROVEMENT FUND--TECHNOLOGY						
SITE PREPARATION	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
HARDWARE	46,400.00	0.00	0.00	0.00	46,400.00	0.00%
SOFTWARE	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	54,400.00	0.00	0.00	0.00	54,400.00	0.00%
898-GOOD LIFE PRIVATE PURPOSE FUND						
OFFICE & PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	#DIV/0!
PROGRAM SUPPLIES	9,705.97	189.98	189.98	129.99	9,386.00	1.96%
PRINTING / PUBLICATIONS	253.24	0.00	0.00	3.24	250.00	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	9,959.21	189.98	189.98	133.23	9,636.00	1.91%
999 PAYROLL CLEARING FUND						
DEFAULT EXPENSE	0.00	47,611.18	47,611.18	0.00	(47,611.18)	0.00%
UNUM EXPENSE	0.00	488.25	488.25	0.00	(488.25)	0.00%
DELTA EXPENSE	0.00	1,083.56	1,083.56	0.00	(1,083.56)	0.00%
ANTHEM EXPENSE	0.00	12,420.27	12,420.27	0.00	(12,420.27)	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	61,603.26	61,603.26	0.00	(61,603.26)	
GRAND TOTAL ALL APPROPRIATIONS	\$13,077,509.40	\$1,048,501.90	\$1,048,501.90	\$1,455,489.88	\$10,484,105.38	8.02%

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

Year-to-Date - Last Three Years								
	Year to Date		\$ Change	% Change	Year to Date		\$ Change	% Change
	2023	2022			2022	2021		
GENERAL FUND:								
REVENUE								
Public Library Fund	243,249	245,342	(2,093)	-0.9%	245,342	205,355	39,987	19.5%
Operating Levy	47,631	32,250	15,381	47.7%	32,250	30,901	1,349	4.4%
Federal, State and Local Grants	-	-	-		-	0	0	
Patron Fines, Fees, Patron Supplies	8,258	9,388	(1,130)	-12.0%	9,388	3,551	5,837	164.4%
Interest Income	22,930	987	21,943	2223.2%	987	848	139	16.4%
Donations	20,370	9,559	10,811	113.1%	9,559	19,159	(9,600)	-50.1%
Refunds/Reimbursements	2,853	90	2,763	3069.6%	90	6,159	(6,069)	-98.5%
Miscellaneous	(10)	-	(10)		-	0	0	
Total Revenue	345,281	297,616	47,665	16.0%	297,616	265,973	31,643	11.9%
EXPENDITURES								
Salaries	228,397	198,549	29,848	15.0%	198,549	172,457	26,092	15.1%
Retirement	79,957	44,979	34,979	77.8%	44,979	39,785	5,194	13.1%
Insurance & Other Benefits	51,657	44,007	7,649	17.4%	44,007	45,224	(1,217)	-2.7%
Supplies	12,730	9,363	3,367	36.0%	9,363	5,219	4,144	79.4%
Purchased / Contract Services	135,359	119,290	16,069	13.5%	119,290	64,233	55,057	85.7%
Library Materials	463,255	442,978	20,277	4.6%	442,978	421,352	21,626	5.1%
Capital Outlay	417	1,867	(1,450)	-77.6%	1,867	0	1,867	
Other Expenditures	12,132	401	11,730	2922.0%	401	10,146	(9,745)	-96.0%
Transfers to Other Funds	-	-	-		-	0	0	
Total Expenditures	983,905	861,434	122,470	14.2%	861,434	758,416	103,018	13.6%
Net Change in Fund Balance	(638,624)	(563,818)	(74,806)	13.3%	-563,818	-492,443	(71,375)	14.5%

Budget versus Actual - Month and Year-to-Date								
	Month				Year to Date			
	Budget	Actual	\$ Change	% Change	Budget	Actual	\$ Change	% Change
GENERAL FUND:								
REVENUE								
Public Library Fund	243,249	236,805	6,444	2.7%	243,249	2,936,365	-2,693,115	-91.7%
Operating Levy	47,631	30,791	16,840	54.7%	47,631	5,195,609	-5,147,979	-99.1%
Patron Fines, Fees, Patron Supplies	8,258	8,092	166	2.1%	8,258	97,100	-88,842	-91.5%
Interest Income	22,930	980	21,950	2239.8%	22,930	36,069	-13,139	-36.4%
Donations	20,370	6,855	13,516	197.2%	20,370	40,000	-19,630	-49.1%
Refunds/Reimbursements	2,853	165	2,688	1632.6%	2,853	2,500	353	14.1%
Miscellaneous	-10	130	(139)	-107.3%	-10	500	-510	-101.9%
Total Revenue	345,281	283,816	61,464	21.7%	345,281	8,308,143	(7,962,862)	-95.8%
EXPENDITURES								
Salaries	259,485	228,397	(31,088)	-12.0%	259,485	228,397	(31,088)	-12.0%
Retirement	89,017	79,957	(9,060)	-10.2%	89,017	79,957	(9,060)	-10.2%
Insurance & Other Benefits	60,626	51,657	(8,969)	-14.8%	60,626	51,657	(8,969)	-14.8%
Supplies	18,797	12,730	(6,067)	-32.3%	18,797	12,730	(6,067)	-32.3%
Purchased / Contract Services	178,645	135,359	(43,286)	-24.2%	178,645	135,359	(43,286)	-24.2%
Library Materials	485,990	463,255	(22,735)	-4.7%	485,990	463,255	(22,735)	-4.7%
Capital Outlay	22,719	417	(22,301)	-98.2%	22,719	417	(22,301)	-98.2%
Other Expenditures	12,938	12,132	(806)	-6.2%	12,938	12,132	(806)	-6.2%
Transfers to Other Funds	0	0	0	-	0	0	0	-
Total Expenditures	1,128,217	983,905	(144,312)	-12.8%	1,128,217	983,905	(144,312)	-12.8%
Net Change in Fund Balance	(782,936)	(700,088)	205,776	-29.4%	(782,936)	7,324,238	(7,818,550)	-106.7%

Footnotes to the Monthly Financial Statements

Revenue

Public Library Fund: The Public Library Fund started off pretty well overall. Right before the beginning of the year, the Ohio Department of Taxation reduced their estimate for the second half of the year. However, there has been a proposal by Gov. Dewine to set the amount at 1.7%.

Property Tax: We received the first advance of property taxes right before the end of January. This amount was slightly higher than the prior year. However, this could be due to payment timing. February is typically the month that we receive most of the property tax receipts. We have seen about \$1.5 million so far for February

Patron Fines, Fees and Supplies: These amounts are off to a good start for the year. Fines and lost item charges were ahead of estimates. We additionally have been seeing a strong amount of passport activity. Passport appointments are currently booked out as far as we are allowing appointments to be scheduled. Patron supplies continues to be strong as a result of sales at Creativity Commons.

Interest Income: Interest income continues to be very strong as a result of interest rates. For all of 2023, we anticipated about \$75,000 in interest income. Over 35% of this estimate was collected in January, with over \$20,000 from STAR Ohio. For February, we are anticipating STAR Ohio to exceed this amount, and with interest on bonds and the banker's acceptance note, we will likely have already exceeded the budgeted revenue for the year.

Donations: During January, we received the Friends of WCPL grant, which accounted for over \$20,000. We also continue to receive other donations, such as the gentleman who likes to slip a \$50 check in the books he returns.

Expenditures

Salaries: We have started out the year under budget. The reason for this is two-fold. First, we have positions that we had anticipated to have filled for the entire year that have not been filled yet. Additionally, the raises that will go into effect on April 1 were accounted for the entire year. As the budget process continues to refine, this will be an item that we will look at for better budgeting.

Retirement, Insurance and Other Benefits: As a result of salaries coming in under budgeted amounts, retirement expenditures also come in under budget. However, the reason that these are not under budget at a comparable percentage is that January was a month that we ended up paying for three payrolls worth of retirement. We additionally have seen insurance benefits coming in nearly 15% under budget. Within this amount, we see that there are some positions that have been accounted for assuming that they would be filled for the entire year. There was also some built in cushion to allow for any potential coverage changes during the fiscal year.

Supplies: Supply purchases started the year under budgeted amounts. Office supplies and program supplies are about 2.5% under what we anticipated spending to this point.

Contract Services: Contract services have started the year under budget. Utilities is a big reason for this as these amounts have come in lower than anticipated. However, one item that has come in significantly higher than we had initially anticipated is legal services expenditures. This is due in large part to the conclusion of the collective bargaining process.

Library Materials: As can be seen, the library materials expenditures were pretty high for the month of January. However, in reading the Budget vs. Actual summary, you can see that this was anticipated. The reason for these expenditures being so high is that the payment to the Columbus Metropolitan Library for the digital library collection was made during January. The payment this year was \$322,000.

Summary

We had anticipated that we would spend nearly \$800,000 more than we received. This is due in large part to several large expenditures occurring during January each year. This coupled with not receiving much in property tax leads to these deficits. We will receive the bulk of the property taxes during February, and these amounts will help carry us to the second half of the year.

Washington-Centerville Public Library
Listing of Investments
For the Month Ended January 31, 2023

US BANK INVESTMENTS					
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income
Bankers Acceptance					
9033A1M54	\$ 500,000.00	2.87%	2/21/2023	\$ 495,720.83	\$ 4,279.17
Federal Farm Credit Bank					
3133EMSE3	\$ 400,000.00	0.11%	3/1/2023	\$ 400,000.00	\$ 220.00
3133EMKW1	\$ 200,000.00	0.21%	12/21/2023	\$ 200,000.00	\$ 420.00
Fannie Mae					
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$ 930.00
Federal Home Loan Bank					
3130AJZG7	\$ 500,000.00	0.27%	5/25/2023	\$ 500,000.00	\$ 675.00
3130ASXE4	\$ 250,000.00	3.15%	5/25/2023	\$ 250,000.00	\$ 5,796.88
3130ANDU1	\$ 300,000.00	0.30%	11/16/2023	\$ 300,000.00	\$ 900.00
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$ 1,980.00
3130ALTL8	\$ 500,000.00	0.30%	1/23/2024	\$ 500,000.00	\$ 1,500.00
3130ALD92	\$ 800,000.00	0.25%	3/15/2024	\$ 800,000.00	\$ 2,000.00
3130ALD92	\$ 400,000.00	0.25%	3/15/2024	\$ 400,000.00	\$ 1,000.00
3130ANHL7	\$ 800,000.00	0.40%	5/24/2024	\$ 800,000.00	\$ 3,200.00
3130ASYG8	\$ 250,000.00	3.50%	8/28/2024	\$ 250,000.00	\$ 8,701.39
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$ 900.00
3130AUEZ3	\$ 200,000.00	5.22%	1/27/2025	\$ 200,000.00	\$ 10,440.00
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	\$ 500,000.00	\$ 16,650.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	\$ 500,000.00	\$ 17,900.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$ 10,354.17
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$ 9,861.11
	<u>\$ 7,800,000.00</u>			<u>\$ 7,795,720.83</u>	<u>\$ 97,707.72</u>
PNC CAPITAL					
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income
Federal Farm Credit Bank					
3133EMKW1	\$ 240,000.00	0.21%	12/21/2023	\$ 240,061.60	\$ 504.00
3133EMTD4	\$ 250,000.00	0.37%	3/15/2024	\$ 250,411.11	\$ 925.00
Freddie Mac					
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$ 2,700.00
Total PNC	<u>\$ 1,090,000.00</u>			<u>\$ 1,091,717.41</u>	<u>\$ 4,129.00</u>
Total	\$ 8,890,000.00			\$ 8,887,438.24	\$ 101,836.72

Washington-Centerville Public Library
Investment Schedules
For the Month Ended January 31, 2023

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2023	\$ 810.00	\$ 871.02	\$ 21,248.00	\$ 22,929.02
2022	\$ 780.00	\$ -	\$ 206.54	\$ 986.54
Change - YTD	\$ 30.00	\$ 871.02	\$ 21,041.46	\$ 21,942.48

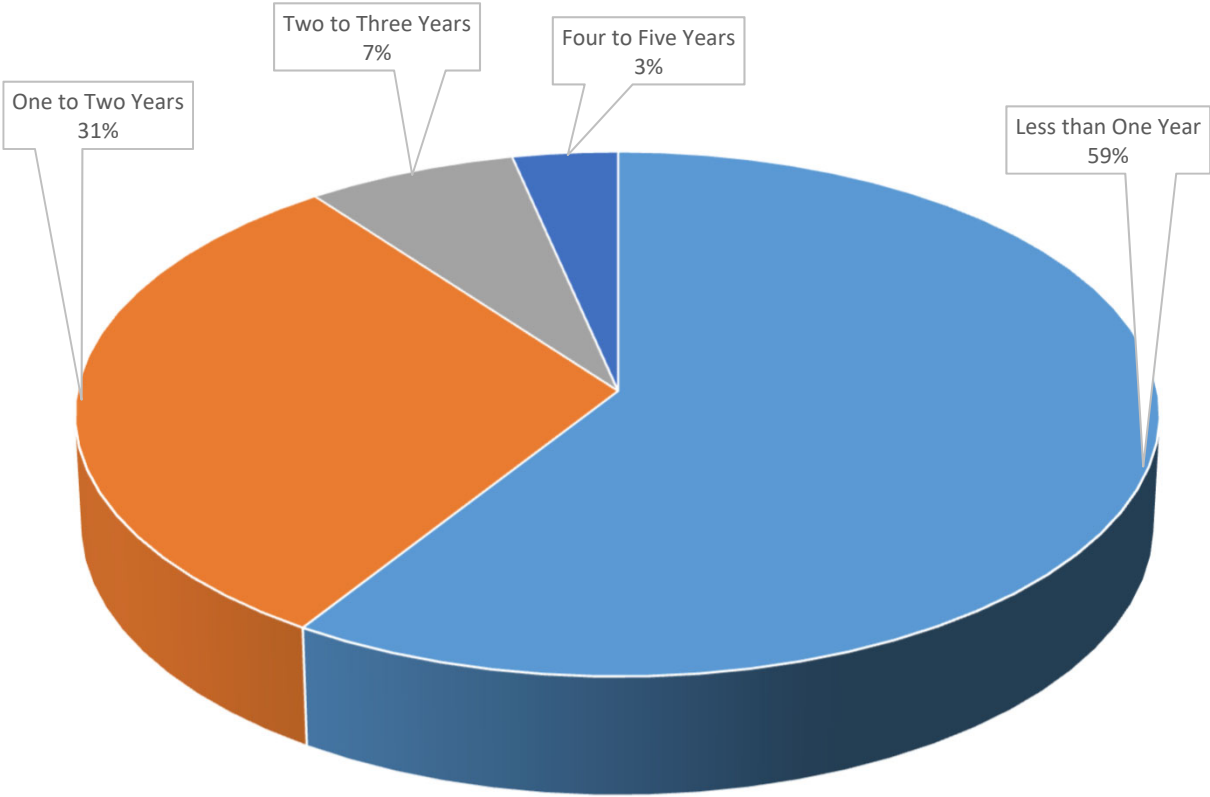
Interest Income Schedule - Next Twelve Months

	US Bank	PNC	Total
February	\$ 34,338.97	\$ -	\$ 34,338.97
March	\$ 1,720.00	\$ 462.50	\$ 2,182.50
April	\$ -	\$ -	\$ -
May	\$ 11,418.75	\$ 1,350.00	\$ 12,768.75
June	\$ 675.00	\$ 252.00	\$ 927.00
July	\$ 5,970.00	\$ -	\$ 5,970.00
August	\$ 26,665.00	\$ -	\$ 26,665.00
September	\$ 1,500.00	\$ 462.50	\$ 1,962.50
October	\$ -	\$ -	\$ -
November	\$ 8,775.00	\$ 1,350.00	\$ 10,125.00
December	\$ 675.00	\$ 252.00	\$ 927.00
January	\$ 5,970.00	\$ -	\$ 5,970.00
	\$ 97,707.72	\$ 4,129.00	\$ 101,836.72

Investment Maturity Summary

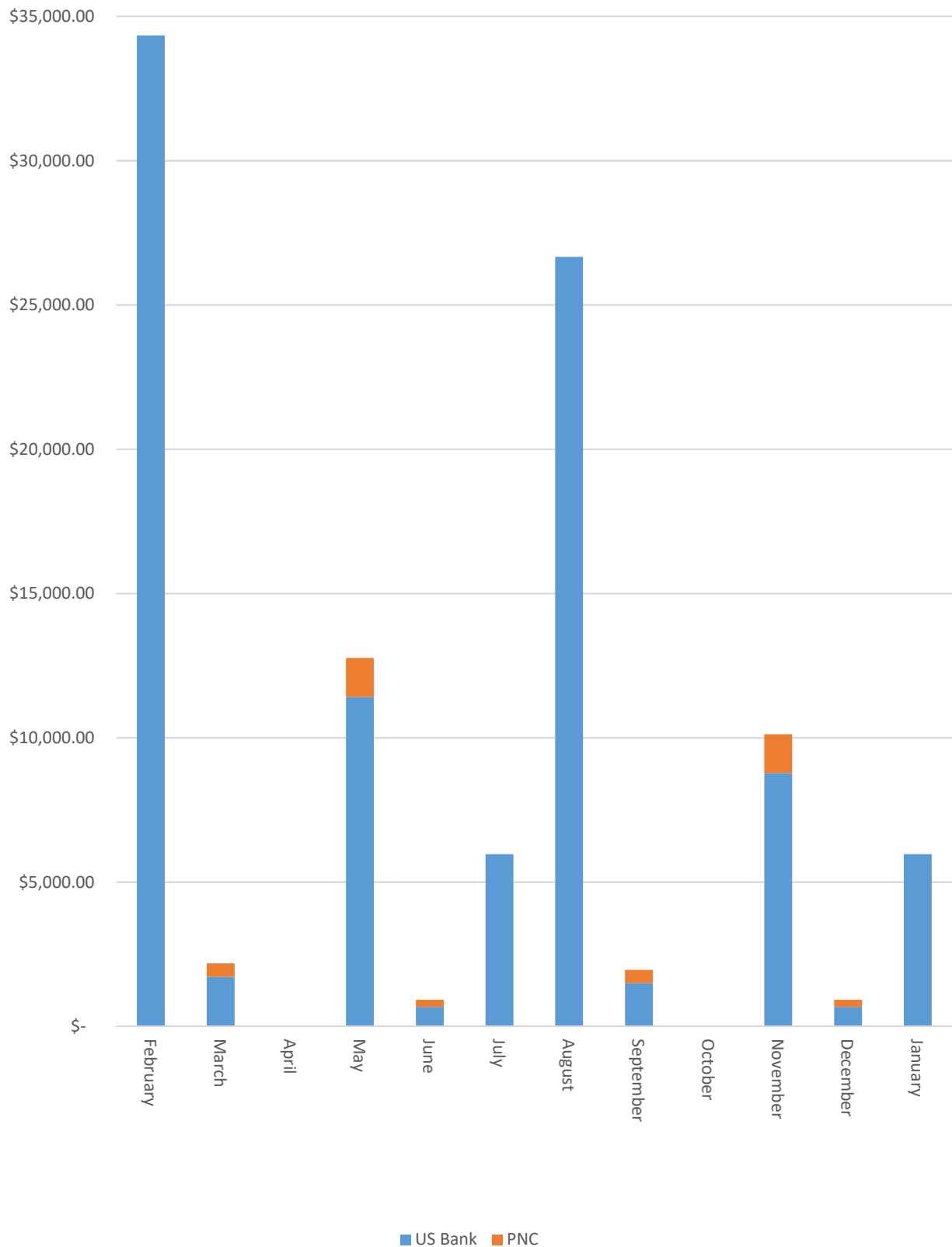
Agency	Less than One Year	One to Two Years	Two to Three Years	Four to Five Years	Total
Bankers Acceptance	\$ 500,000	\$ -	\$ -		\$ 500,000
Federal Farm Credit	\$ 840,000	\$ 250,000	\$ -		\$ 1,090,000
Federal Home Loan Bank	\$ 1,550,000	\$ 3,350,000	\$ 1,000,000	\$ 500,000	\$ 6,400,000
Freddie Mac	\$ -	\$ 600,000	\$ -		\$ 600,000
Fannie Mae	\$ -	\$ 300,000	\$ -		\$ 300,000
Total	\$ 2,890,000	\$ 4,500,000	\$ 1,000,000	\$ 500,000	\$ 8,890,000

Investment Laddering - Including STAR Ohio and PNC Money Market



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

Monthly Projected Investment Income - Next Twelve Months



**Washington-Centerville Public Library
Dayton Foundation Account Summary
For the Month of January 2023 and Year-to-Date**

	Arts Endowment Fund	Foundation Fund
Opening Balance	\$ 424,703.48	\$ 177,408.68
Investment Income	\$ 9,518.21	\$ 3,031.04
Change in Market Value	\$ (76,037.98)	\$ (30,139.65)
Fees*	\$ (5,511.64)	\$ (1,494.93)
Grants Paid	\$ (5,500.00)	\$ (1,000.00)
Ending Balance	<u>\$ 347,172.07</u>	<u>\$ 147,805.14</u>

*Fees consist of a Community Investment Fee and an Investment Manager Fee

APPENDED TO FEBRARY 21, 2023 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- None

Promotions

- Tammy Simpson, Makerspace Specialist, 2/13/23, \$17.64 per hour, from Public Services Library Aide

End of Provisionary

- None

Change in Status

- None

Retirement

- None

Resignation/Termination

- None

EXPENDITURES FOR APPROVAL AT FEBRUARY MEETING

February 21, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	31.31
Amazon - books, av materials	2,871.43
Baker & Taylor Books – books & AV materials	1,214.61
Bonham Electric - entrance sign light repair @ CV	250.00
Brodart –books	20,941.63
Centerville City Schools - joint public entities dinner/meeting	112.00
Centerville Landscaping - groundskeeping	9,529.50
Centerville Rotary Club- dues	206.00
Chard Snyder - Cobra admin fee	125.00
Christian Davell - employee reimbursement for program supplies	12.99
Cintas - facilities maintenance	784.84
CFRA - Marketscope Advisor renewal	7,100.00
Creative Impressions - printing	408.00
Debe Dockins - employee mileage reimbursement	31.57
Dell - replacement intranet server	9,533.97
Demco - supplies/ family workstation	7,223.86
Digital Fringe - printing services	151.46
Donnellon McCarthy - copier maintenance	1,126.57
DSS Sweeping Service - site maintenance	161.40
Emily Mitsch - patron refund	11.99
Findaway - launch pads	137.47
Gleason - facilities cleaning	12,200.00
Jennifer Repka - patron refund	12.99
Jo-Ann Stores - Creativebug subscription	1,650.00
Joan Cutlip - patron refund	20.99
Joan Kolber - patron refund	21.99
Jordan Castel - patron refund	35.95
June Bullock - employee mileage reimbursement	57.75
Kanopy - e-videos	1,363.00
Kroger - supplies, program supplies	365.05
Kyle Knepp - employee mileage reimbursement	14.41
Michele Tilley - employee mileage reimbursement	13.69
Midwest Tape – AV materials & e-video	5,692.32
National Air and Space - subscription renewal	35.00
Office Depot - supplies	254.95
Ohio Treasurer, Robert Sprague - 2023 CPIM Fee for Fiscal Officer	100.00
Overdrive - ebooks	95.68
Patricia Cavender - patron refund	39.99
PayPal - banking fees	39.90
Rush Transportation – contracted services	1,179.51

Scott Royal - employee mileage reimbursement	16.77
South Community - fees for employee assistance	202.50
Sravan Metla - patron refund	27.49
Staples – office supplies	99.03
Structured Employees Benefits of Ohio - group life insurance premiums	242.80
Today's Business Solutions - annual maintenance for WB scan station	1,095.00
Unique - recovery & collection fees	344.75
Vaule Line Institutional - database renewal	7,100.00
Westerville Public Library - SearchOhio fee & bags	7,306.45
Wycom Systems - software license	195.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 101,788.56

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #2	\$ 113,476.73
Payroll #3	115,399.77
Payroll #4	114,682.25
TOTAL PAYROLL	\$ 343,558.75

MISCELLANEOUS:

AES Ohio – utilities	6,730.53
Age of Learning - subscription to ABCmouse database	2,108.82
Amazon - books, av materials	\$ 8,179.62
AT&T -phone service	287.96
CDW-G - Meraki licenses for patron wireless access points	1,436.56
CenterPoint Energy – utilities	5,832.17
Centerville City Schools -January health insurance premium	39,423.70
Centerville City Schools -February health insurance premium	39,471.45
Charter Communications - utilities	1,083.49
Columbus Metro Library - digital downloads	322,000.00
Creative Impressions - printing	450.00
Dayton Area Chamber - annaul dues	510.00
Delta Dental - Feb insurance premium	1,640.58
Distribution By Air- freight for Caldecott Exhibit	1,635.76
EBSCOhost - database renewal	1,487.00
Gale - databases renewal	10,336.20
Gene Wisniewski - speaker stipend	150.00
Health Equity – Feb HSA contribution	7,133.47
Home Depot - supplies	90.65
Innovative - IUG membership	110.00
Jewish Federation of Greater Dayton - Jewish book fair sponsor 2023	500.00
Kaia Alderson - speaker stipend	75.00
Lowe's - facilities maintenance	450.48
Medibag - advertisement on Kroger pharmacy promotional bag	450.00

Montgomery County - quarterly water/sewer	514.13
Montgomery County Treasurer - annual disposal fees	371.50
Ohio Business Gateway - sales tax	710.37
Ohio Library Council - institutional membership	11,292.00
OPERS – employer pick-up & match	79,957.49
Rieck - parts for WB boiler/scheduled maintenance agreement	4,217.50
Rumpke - waste removal	699.58
Scholastic - database subscription renewals	1,573.00
Scot Stone - legal fees	187.50
Susan Cannavino - speaker stipend	125.00
Silco - fire & Security alarm monitoring	1,980.00
Taft Stettinius & Hollister - legal fees	19,712.50
T-Mobile - hotspots	602.70
Transformations Plus - carpet cleaning service	1,113.00
U. S. Bank—employer share of Medicare	4,879.01
U. S. Bank – banking fees	872.33
U.S. Bank - advertising, program supplies, av materials	4,071.65
Vernon McIntyre - speaker stipend	400.00
WYSO - advertising	150.00
TOTAL MISCELLANEOUS	<u>\$ 585,002.70</u>
GRAND TOTAL FEBRUARY MEETING	<u><u>\$ 1,030,350.01</u></u>

February 21, 2023

Legal Advertising
Cox Ohio Publishing

VIA EMAIL: legals.legals@coxinc.com

We are required by state statute to publish a notice that the annual financial report is complete and available for inspection.

The following is the notice I would like to run one time in the legal ads section of the Dayton Daily News:

NOTICE

The 2022 annual financial report of the Washington-Centerville Public Library has been completed. The report is available for inspection at the Office of the Fiscal Officer at 111 West Spring Valley Road, Centerville, OH 45458 between the hours of 10:00 a.m. – 4:00 p.m. Monday through Friday.

Please email me at jmonteith@wclibrary.info with a cost for the ad. If you have any questions about the ad, you can reach me between the hours of 8:00 a.m. – 4:30 p.m. Monday – Friday.

Thank you.

Sincerely,

John Monteith
Fiscal Officer

Washington-Centerville Public Library
Montgomery County
Combined Statement of Receipts, Disbursements
and Changes in Fund Balances (Regulatory Cash Basis)
All Governmental Fund Types
For the Year Ended December 31, 2022

	General	Capital Projects	Combined Total
Cash Receipts			
Property and Other Local Taxes	\$4,802,585		\$4,802,585
Public Library	3,093,824		3,093,824
Intergovernmental	619,803		619,803
Patron Fines and Fees	110,245		110,245
Contributions, Gifts and Donations	61,867		61,867
Earnings on Investments	91,673		91,673
Miscellaneous	40,261		40,261
<i>Total Cash Receipts</i>	<u>8,820,258</u>	<u>0</u>	<u>8,820,258</u>
Cash Disbursements			
Current:			
Library Services:			
Public Services and Programs	2,767,884		2,767,884
Collection Development and Processing	1,895,024		1,895,024
Support Services:			
Facilities Operation and Maintenance	608,341		608,341
Information Services	370,861		370,861
Business Administration	974,688		974,688
Capital Outlay	208,534	1,400	209,934
<i>Total Cash Disbursements</i>	<u>6,825,332</u>	<u>1,400</u>	<u>6,826,732</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>1,994,926</u>	<u>(1,400)</u>	<u>1,993,526</u>
Other Financing Receipts (Disbursements)			
Transfers In	212	3,000,000	3,000,212
Transfers Out	(3,000,212)		(3,000,212)
<i>Total Other Financing Receipts (Disbursements)</i>	<u>(3,000,000)</u>	<u>3,000,000</u>	<u>0</u>
<i>Net Change in Fund Cash Balances</i>	<u>(1,005,074)</u>	<u>2,998,600</u>	<u>1,993,526</u>
<i>Fund Cash Balances, January 1</i>	<u>12,928,601</u>	<u>1,215,349</u>	<u>14,143,950</u>
<i>Fund Cash Balances, December 31</i>	<u>\$11,923,527</u>	<u>\$4,213,949</u>	<u>\$16,137,476</u>

See accompanying notes to the basic financial statements

Washington-Centerville Public Library
Montgomery County
Combined Statement of Additions, Deductions
and Changes in Fund Balances (Regulatory Cash Basis)
All Fiduciary Fund Types
For the Year Ended December 31, 2022

	Fiduciary Fund Types		
		Custodial	
	Private Purpose Trust	Payroll Clearing	Combined Total
Additions			
Gifts and Donations (trust funds only)	5,090		5,090
Other Amounts Collected for Distribution		775,177	775,177
<i>Total Additions</i>	<u>5,090</u>	<u>775,177</u>	<u>780,267</u>
Deductions			
Distributions on Behalf of Employees		776,117	776,117
Other Distributions	4,610		4,610
<i>Total Deductions</i>	<u>4,610</u>	<u>776,117</u>	<u>780,727</u>
<i>Net Change in Fund Balances</i>	480	(940)	(460)
<i>Fund Cash Balances, January 1</i>	<u>3,729</u>	<u>4,787</u>	<u>8,516</u>
<i>Fund Cash Balances, December 31</i>	<u>\$4,209</u>	<u>\$3,847</u>	<u>\$8,056</u>

See accompanying notes to the basic financial statements

Washington-Centerville Public Library
Montgomery County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Note 1 – Reporting Entity

The Washington-Centerville Public Library (the Library), Montgomery County, is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Centerville City Schools Board of Education appoints a seven-member Board of Trustees to govern the Library. The Library provides the community with various educational and literary resources. Control and management of the Library is governed by sections 3375.33 and 3375.39 of the Ohio Revised Code, with the administration of the day-to-day operations of the Library being the responsibility of the Director, and financial accountability being solely that of the Fiscal Officer.

The Library is fiscally independent of the Board of Education, although the Board of Education serves in a ministerial capacity as the taxing authority for the Library. The determination to request approval of a tax levy, the role and purpose(s) of the levy are discretionary decisions made solely by the Library Board of Trustees. Once those decisions are made, the Board of Education must put the levy on the ballot. There is no potential for the Library to provide financial benefit to or impose financial burden on the Board of Education.

The Friends of the Washington-Centerville Public Library is established as a 501(c)(3) organization with a self-appointing board. The Library is not financially accountable for the organization, nor does the Library approve the budget or the issuance of debt of the organization. Therefore, this organization has been excluded from the reporting entity of the Library. Financial reports from the Friends of the Washington-Centerville Public Library are available for review.

Public Entity Risk Pools

The Library participates in a public entity risk pool. Note 6 to the financial statements provides additional information for this entity.

The Library's management believes these financial statements present all activities for which the Library is financially accountable.

Note 2 – Summary of Significant Accounting Policies

Basis of Presentation

The Library's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of additions, deductions and changes in fund balances (regulatory cash basis) for all fiduciary fund types which are organized on a fund type basis.

Fund Accounting

The Library uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Library are presented below:

Washington-Centerville Public Library
Montgomery County
Notes to the Financial Statements
For the Year Ended December 31, 2022

General Fund The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Library for any purpose provided it is expended or transferred according to the general laws of Ohio.

Capital Project Funds These funds account for and report financial resources that are committed to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Library had the following significant capital project funds:

Building Fund – This fund is used for acquisition of property, building additions / repairs / improvements.

Permanent Improvement Funds – These funds are used for purchases of new computer systems and equipment and upgrades for the ILS system.

Fiduciary Funds Fiduciary funds include private purpose trust funds and custodial funds. Trust funds account for assets held under a trust agreement meeting certain criteria.

The Library's private purpose trust fund is for the benefit of certain individuals.

For regulatory purposes, certain deposits and clearing funds are permitted to be presented as custodial funds.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (C). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (C) permit.

Budgetary Process

The Board must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end. Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, department, and object level of control.

A summary of 2022 budgetary activity appears in Note 3.

Deposits and Investments

The Library's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

Washington-Centerville Public Library
Montgomery County
Notes to the Financial Statements
For the Year Ended December 31, 2022

The Library values U.S. Treasury Notes. Money market mutual funds are recorded at share values the mutual funds report. Investment in STAR Ohio is measured at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value.

Capital Assets

The Library records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Library must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable The Library classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact. For regulatory purposes, nonspendable fund balance includes unclaimed monies that are required to be held for five years before they may be utilized by the Library and the nonspendable portion of the corpus in permanent funds.

Restricted Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed The Board of Trustees can *commit* amounts via formal action (resolution). The Library must adhere to these commitments unless the Board amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the general fund is limited to encumbrances outstanding at year end.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Library applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Washington-Centerville Public Library
Montgomery County
Notes to the Financial Statements
For the Year Ended December 31, 2022

For regulatory purposes, limited disclosure related to fund balance is included in Note 10.

Note 3 – Budgetary Activity

Budgetary activity for the year ending December 31, 2022 follows:

2022 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$8,012,855	\$8,820,301	\$807,446
Capital Projects	3,000,000	3,000,000	0
Private Purpose Trust	4,900	5,090	190
Total	<u>\$11,017,755</u>	<u>\$11,825,391</u>	<u>\$807,636</u>

2022 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$11,750,487	\$10,280,339	\$1,470,148
Capital Projects	143,800	102,204	41,596
Private Purpose Trust	6,045	4,933	1,112
Total	<u>\$11,900,332</u>	<u>\$10,387,476</u>	<u>\$1,512,856</u>

Note 4 – Deposits and Investments

To improve cash management, cash received by the Library is pooled. Monies for all fund are maintained in this pool. The Ohio Revised Code prescribes allowable deposits and investments. A summary of the Library's deposit and investment accounts are as follows:

	2022
Demand deposits	\$1,609,783
Petty Cash	550
Total deposits	<u>1,610,333</u>
U.S. Treasury Notes	8,291,670
Bankers Acceptance	495,721
STAR Ohio	5,488,828
Repurchase agreement	258,981
Total investments	<u>14,535,200</u>
Total carrying amount of deposits and investments	<u>\$16,145,533</u>

The Library does not use a separate payroll clearing account. The expenditures included in the accompanying financial statements reflect net payroll plus all remitted payroll withholdings. At December 31, 2022, the Library is holding \$3,847 in unremitted employee payroll withholdings.

Washington-Centerville Public Library
Montgomery County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Deposits

Deposits are insured by the Federal Deposit Insurance Corporation; or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.

Investments

The Federal Reserve holds the Library's U.S. Treasury Notes in book-entry form in the name of the Library's financial institution. The financial institution maintains records identifying the Library as owner of these securities.

Investments in STAR Ohio and mutual funds are not evidenced by securities that exist in physical or book-entry form.

Note 5 – Grants in Aid and Taxes

Grants in Aid

The primary source of revenue for Ohio public libraries is the Public Library Fund (PLF). The State allocates PLF to each county based on the total tax revenue credited to the State's general revenue fund during the preceding month using the statutory allocation method. Estimated entitlement figures were issued to County Auditors. The actual current year entitlements were computed in December of the current year. The difference between the estimate and actual will be adjusted evenly in the PLF distributions made from January-June of the subsequent year.

Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the taxing authority of the subdivision to whose jurisdiction the Library is subject adopts rates. The State Department of Taxation, Division of Tax Equalization, adjusts these rates for inflation. Property taxes are also reduced for applicable non-business, owner occupancy, and homestead exemption credits and/or homestead and rollback deductions. The financial statements include these credits and/or deduction amounts the State pays as Other Governments' Grants-In-Aid. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

The County is responsible for assessing property and for billing, collecting, and distributing all property taxes on behalf of the Library.

Note 6 – Risk Management

The Library belongs to the Ohio Plan Risk Management, Inc. (OPRM) (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk

Washington-Centerville Public Library
Montgomery County
Notes to the Financial Statements
For the Year Ended December 31, 2022

management program and other administrative services to Ohio governments (“Members”). The Plan is legally separate from its member governments.

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

Effective November 1, 2010 (through October 31, 2017), the corridor is for losses paid is between 60% and 70% of casualty premiums earned in the first \$250,000. Effective November 1, 2016, the OPRM elected to participate in a property loss corridor deductible. The property corridor includes losses paid between 70% and 75%. In 2018, the casualty loss corridor was eliminated and the property corridor was adjusted to losses paid between 65% and 70%. Effective November 1, 2019, the property loss corridor was adjusted to losses between 60% and 67.5% and remain unchanged effective November 1, 2021 and November 1, 2020. OPRM had 769 members as of December 31, 2021.

The Pool’s audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2021 (latest available information):

	<u>2021</u>
Assets	\$21,777,439
Liabilities	<u>(15,037,383)</u>
Members' Equity	<u>\$6,740,056</u>

You can read the complete audited financial statements for OPRM at the Plan’s website, www.ohioplan.org

Health, Dental and Vision Insurance

Health insurance is provided to the Library by the Centerville City School District, who implemented a self-insured plan administered by a private carrier beginning January 1, 2012. Dental and vision coverage is also provided to fully benefited employees through the private carrier for the Centerville City School District.

Note 7 – Defined Benefit Pension Plans

Ohio Public Employees Retirement System

The Library employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan’s benefits, which include postretirement health care and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10 percent of their gross salaries, and the Library contributed an amount equaling 14 percent of participants’ gross salaries. The Library has approved a fringe benefit pick-up plan for all fully benefited employees working at least 20 hours per week. The Library has paid all contributions required through December 31, 2022.

Washington-Centerville Public Library
Montgomery County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Note 8 – Postemployment Benefits

OPERS offers a cost-sharing, multiple-employer defined benefit postemployment plan, which includes multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement, and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for members in the traditional pension plan and combined plan was 0 percent during calendar year 2022. The portion of employer contributions allocated to health care for members in the member-directed plan was 4.0 percent during calendar year 2022.

Effective January 1, 2022, OPERS discontinued the group plans currently offered to non-Medicare retirees and re-employed retirees. Instead, eligible non-Medicare retirees will select an individual medical plan. OPERS will provide a subsidy or allowance via an HRA allowance to those retirees who meet health care eligibility requirements. Retirees will be able to seek reimbursement for plan premiums and other qualified medical expenses.

Note 9 – Contingent Liabilities

Amounts grantor agencies pay to the Library are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

Note 10 – Fund Balances

Included in fund balance are amounts the Library cannot spend which is made up of the balance of unclaimed monies, which cannot be spent for five years. Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At year end the balances of these amounts were as follows:

<u>Fund Balances</u>	<u>General</u>	<u>Capital Projects</u>	<u>Total</u>
Nonspendable:			
Unclaimed Monies	\$127		\$127
Outstanding Encumbrances	454,796	100,804	555,600
Total	<u>\$454,923</u>	<u>\$100,804</u>	<u>\$555,727</u>

The fund balance of capital projects funds are committed. These committed amounts in the capital projects funds would including the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned.

Washington-Centerville Public Library
Montgomery County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Note 11 – COVID-19

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. Ohio's state of emergency ended in June, 2021 while the national state of emergency continues. The financial impact of COVID-19 and the continuing emergency measures will impact subsequent periods of the Library. The impact on the Library's future operating costs, revenues, and additional recovery from emergency funding, either federal or state, cannot be estimated.

The Library's investment portfolio fluctuates with market conditions, and due to market volatility, the amount of gains or losses that will be realized in subsequent periods, if any, cannot be determined.

February 2023

New Business

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

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 February 21, 2023 at 7:00 pm at the Centerville Library with the following members present:

Mr. Bowling _____
Mrs. Cline _____
Mrs. Denison _____
Mrs. Herrick _____

Mr. Nunna _____
Mrs. Suttman _____
Mr. Talda _____

_____ moved, _____ seconded of the following resolution:

RESOLUTION NO. 023-002

As part of the change in officers of the Board, we need to make changes to the Master Services Agreement. This is the authorization to make any and all changes to the bank accounts. At a minimum, this needs to be the Board President and Vice President.

The changes to be authorized, at a minimum, are:

Add:

- Barbara Denison, President
- Randell Bowling, Vice President

Remove:

- Liz Cline

It is also necessary to make changes to the Appendix A-1: New Account/Change in Authorized Signers. The changes to this are:

Add:

- Carleen Suttman, Secretary

Delete:

- Liz Cline

Changes are also needed to Appendix B, which is the authorization to make changes to Treasury Management Services. This would include the authorization to make changes or additions to the allowable ACH debit transactions. The Fiscal Manual allows for changes to be made based on the approval of the Fiscal Officer and Library Director. However, these changes must currently be approved by the Board President or other officer. Additionally, there have been no changes made to this appendix since at least 2019. The changes required are:

Remove:

- Ram Nunna
- Elizabeth Cline
- Cynthia Uttermohlen

Add:

- Barbara Denison, President
- Carleen Suttman, Secretary
- John Monteith, Fiscal Officer

Finally, the US Bank Investments Customer Identification Supplement needs to be updated. This will involve removing Liz Cline, and replacing her with Barbara Denison.

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

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

Passed: February 21, 2023

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

The undersigned, Fiscal Officer and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on February 21, 2023 and in appearing upon the official records of said Board.

President, Board of Trustees

Washington-Centerville Public Library

Fiscal Officer

Washington-Centerville Public Library

ESTABLISHING A NEW ACCOUNT WITH THE DAYTON FOUNDATION FOR THE
COLLECTION OF DONATIONS FOR “THE WALL THAT HEALS”

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 February 21, 2023 at 7:00 pm at the Centerville Library with the following members present:

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

_____ moved, _____ seconded of the following resolution:

RESOLUTION NO. 023-003

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

Therefore, be it resolved, that the Board of Trustees does hereby approve the opening of a charitable checking account with the Dayton Foundation for the purposes of collecting and maintaining donations for “The Wall That Heals” travelling Vietnam Veterans Memorial wall to be hosted in July 2023.

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

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

Passed: February 21, 2023

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

CERTIFICATE

The undersigned, Fiscal Officer and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on February 21, 2023 and in appearing upon the official records of said Board.

President, Board of Trustees
Washington-Centerville Public Library

Fiscal Officer
Washington-Centerville Public Library

ESTABLISHING A SPECIAL REVENUE FUND FOR DONATIONS FOR THE
WALL THAT HEALS

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 February 21, 2023 at 7:00 pm at the Centerville Library with the following members present:

Mr. Bowling _____
Mrs. Cline _____
Mrs. Denison _____
Mrs. Herrick _____

Mr. Nunna _____
Mrs. Suttman _____
Mr. Talda _____

_____ moved, _____ seconded of the following resolution:

RESOLUTION NO. 023-004

Ohio Rev. Code § 5705.12 states “In addition to the funds provided for by sections 5705.09, 5705.121, 5705.13, and 5705.131 of the Revised Code, the taxing authority of a subdivision may establish, with the approval of and in the manner prescribed by the auditor of state, such other funds as are desirable, and may provide by ordinance or resolution that money derived from specified sources other than the general property tax shall be paid directly into such funds. The auditor of state shall consult with the tax commissioner before approving such funds.”

During July 2023, the Washington-Centerville Public Library will be hosting “The Wall That Heals”, which is a three-quarters size travelling Vietnam Veterans Memorial Wall. The source of the funding will be donations from the general public and grants from community organizations. As the usage of the funds will be restricted to purposes directly related to the event, it is the desire of the Board of Trustees to establish a special revenue fund to account for the revenues and expenditures for the event.

The new fund request will be sent to the Auditor of State upon approval by the Board of Trustees. If approved by the Auditor of State, the new fund will be created within the accounting system.

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

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

Passed: February 21, 2023

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

CERTIFICATE

The undersigned, Fiscal Officer and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on February 21, 2023 and in appearing upon the official records of said Board.

President, Board of Trustees
Washington-Centerville Public Library

Fiscal Officer
Washington-Centerville Public Library

**AUDITOR OF STATE
REQUEST FOR FUND APPROVAL**

Entity: _____

Fiscal Officer: _____

Phone No.: _____

Request Date: _____

Fund Requested: _____

Purpose of Fund: _____

Sources of Revenue: _____

Anticipated Expenditures (Types): _____

NOTE: Please attach a copy of the resolution requesting approval to establish the fund.

RESOLUTION NO. 023-005
STALE DATED CHECKS TRANSFER

Ohio Revised Code Section 9.39 prescribes the process for unclaimed funds, which based on our checks occurs at 180 days. At this point, the check has become void, and the funds are to be credited to a “trust fund” and shall be retained there until they are claimed by their rightful owner.

If the owner claims the funds, the money is to be transferred back to the General Fund and then paid out, as it was originally intended to be. If, after five years, the money remains unclaimed, it is then transferred back to the general fund of the library.

We are asking the Board to approve the transfer of \$51.00, related to the following checks:

Date	Check #	Payee	Purpose	Amount
5/17/2022	43047	Kay Daily	Patron Refund	\$ 28.00
6/21/2022	43127	Kate Obetta	Patron Refund	\$ 23.00
			Total	\$ 51.00

APPROPRIATION TRANSFER

FRIENDS GRANT – BRANDED MERCHANDISE FOR STAFF

The Friends Grant request for this year included the purchase of branded merchandise for staff in a total amount of \$4,000. However, this amount was not included in the appropriations approved in December. However, the amounts appropriated for the year did include extra in the health insurance line to account for changes in coverage type or new additions to the plan. These extra amounts are less than last year, and also included several positions that we intend on hiring. Several of these positions were additionally budgeted based on the positions being filled for the entire year.

However, these positions have not yet been filled, and there is then extra money available in this line currently. There is also enough available to still account for any changes that may occur throughout the year. Therefore, to allow us to purchase the branded merchandise, I am proposing the following appropriation transfer:

Account Code	Description	Appropriation Decrease	Appropriation Increase
101.00.51999	Other Employee Benefits - General		\$ 4,000
101.10.51610	Health Insurance - Outreach & Public Services	\$ (2,150)	
101.11.51610	Health Insurance - Adult Services	\$ (600)	
101.12.51610	Health Insurance - Youth Services	\$ (500)	
101.13.51610	Health Insurance - Teen Services	\$ (50)	
101.14.51610	Health Insurance - Systems	\$ (150)	
101.15.51610	Health Insurance - Community Relations	\$ (150)	
101.16.51610	Health Insurance - Human Resources	\$ (100)	
101.18.51610	Health Insurance - Administrative/Fiscal	\$ (150)	
101.24.51610	Health Insurance - Creativity Commons	\$ (150)	
	Total	\$ (4,000)	\$ 4,000

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	53,508	57,881	8.2%	38,861	41,528	6.9%	0	2	#DIV/0!	92,369	99,413	7.6%
Digital Circulation										36,012	37,637	4.5%
SearchOhio Borrowed										1,523	1,440	-5.4%
Total Circulation										129,904	138,490	6.6%
APPLICANT REGISTRATION												
Total Registrations	269	354	31.6%	158	202	27.8%	0	3	#DIV/0!	427	559	30.9%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,151	32,378	-2.3%
Montgomery County										20,565	18,601	-9.6%
Other County										10,646	10,438	-2.0%
Other										59	61	3.4%
Total Library Cardholders										64,421	61,478	-4.6%
VISITORS												
Building Visitors	14,996	17,458	16.4%	10,411	12,455	19.6%	0	1,056	#DIV/0!	25,407	30,969	21.9%
Website Visitors										76,674	68,625	-10.5%
Total Building / Website Visitors										102,081	99,594	-2.4%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,638	2,824	7.1%	2,264	2,592	14.5%	0	889	#DIV/0!	4,902	6,305	28.6%
PROGRAMS												
Adult/General Programs	19	20	5.3%	42	46	9.5%	0	7	#DIV/0!	75	90	20.0%
Adult/General Program Attendees	273	329	20.5%	432	540	25.0%	0	56	#DIV/0!	1,097	1,232	12.3%
Children's Programs	2	30	1400.0%	2	22	1000.0%	0	0	#DIV/0!	17	69	305.9%
Children's Program Attendees	13	559	4200.0%	13	470	3515.4%	0	0	#DIV/0!	229	1,324	478.2%
Teen Programs	3	5	66.7%	2	4	100.0%	0	0	#DIV/0!	5	9	80.0%
Teen Program Attendees	64	64	0.0%	6	28	366.7%	0	0	#DIV/0!	70	92	31.4%
Total Library Programs	24	55	129.2%	46	72	56.5%	0	7	#DIV/0!	97	168	73.2%
Total Library Program Attendees	350	952	172.0%	451	1,038	130.2%	0	56	#DIV/0!	1,396	2,648	89.7%
ELECTRONIC DATABASE USAGE												
Library-Owned Databases*	1,839		-100.0%	3,272		-100.0%						
OPLIN Databases*				2,850		-100.0%						
Total All Databases	1,839	0	-100.0%	6,122	0	-100.0%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	16,196	17,388	7.4%	11,217	12,848	14.5%	0	2	#DIV/0!	27,413	30,238	10.3%
Juvenile Books	20,793	24,045	15.6%	14,779	16,222	9.8%	0	0	#DIV/0!	35,572	40,267	13.2%
Off Line Transactions										16	2	-87.5%
Periodicals	1,952	1,824	-6.6%	1,334	1,122	-15.9%	0	0	#DIV/0!	3,286	2,946	-10.3%
Young Adult Books	1,730	1,729	-0.1%	946	1,101	16.4%	0	0	#DIV/0!	2,676	2,830	5.8%
Total Print Circulation	40,671	44,986	10.6%	28,276	31,293	10.7%	0	2	#DIV/0!	68,963	76,283	10.6%
AV CIRCULATION												
Audiobooks	1,632	1,689	3.5%	1,605	1,645	2.5%				3,237	3,334	3.0%
Movies (DVDs/Blu-rays)	10,387	10,151	-2.3%	8,274	7,631	-7.8%				18,661	17,782	-4.7%
Music (Compact Discs)	473	405	-14.4%	444	473	6.5%				917	878	-4.3%
Juvenile Tablets	210	318	51.4%	162	266	64.2%				372	584	57.0%
Total AV Circulation	12,702	12,563	-1.1%	10,485	10,015	-4.5%				23,187	22,578	-2.6%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	136	#DIV/0!	0	89	#DIV/0!	0	0	#DIV/0!	0	225	#DIV/0!
Brary Bags	52	84	61.5%	46	52	13.0%				98	136	38.8%
Hotspots	15	17	13.3%	25	14	-44.0%	0	0	#DIV/0!	40	31	-22.5%
Maker Kits	52	79	51.9%	29	46	58.6%	0	0	#DIV/0!	81	125	54.3%
Streaming Devices (added Sept 2022)	0	16	#DIV/0!	0	19	#DIV/0!	0	0	#DIV/0!	0	35	#DIV/0!
Total Special Collections Circulation	119	332	179.0%	100	220	120.0%	0	0	#DIV/0!	219	552	152.1%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	28,471	29,022	1.9%	20,920	21,406	2.3%	0	2	N/A	49,391	50,430	2.1%
Juvenile Circulation	23,284	27,104	16.4%	16,958	18,979	11.9%	0	0	N/A	40,242	46,083	14.5%
Young Adult Circulation	1,753	1,757	0.2%	983	1,143	16.3%	0	0	N/A	2,736	2,900	6.0%
Total Physical Circulation	53,508	57,883	8.2%	38,861	41,528	6.9%	0	2	N/A	92,369	99,413	7.6%
DIGITAL CIRCULATION												
eAudiobooks										12,728	13,997	10.0%
eBooks										19,970	20,149	0.9%
eMusic										258	264	2.3%
eVideo										1,826	1,855	1.6%
eZines (Digital Magazines)										1,230	1,372	11.5%
Total Digital Circulation										36,012	37,637	4.5%

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

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	53,508	57,881	8.2%	38,861	41,528	6.9%	0	2	#DIV/0!	92,369	99,413	7.6%
Digital Circulation										36,012	37,637	4.5%
SearchOhio Borrowed										1,523	1,440	-5.4%
Total Circulation										129,904	138,490	6.6%
APPLICANT REGISTRATION												
Total Registrations	269	354	31.6%	158	202	27.8%	0	3	#DIV/0!	427	559	30.9%
LIBRARY CARDHOLDERS												
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Other										59	61	3.4%
Total Library Cardholders										64,421	61,478	-4.6%
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Building Visitors	14,996	17,458	16.4%	10,411	12,455	19.6%	0	1,056	#DIV/0!	25,407	30,969	21.9%
Website Visitors										76,674	68,625	-10.5%
Total Building / Website Visitors										102,081	99,594	-2.4%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,638	2,824	7.1%	2,264	2,592	14.5%	0	889	#DIV/0!	4,902	6,305	28.6%
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Children's Program Attendees	13	559	4200.0%	13	470	3515.4%	0	0	#DIV/0!	229	1,324	478.2%
Teen Programs	3	5	66.7%	2	4	100.0%	0	0	#DIV/0!	5	9	80.0%
Teen Program Attendees	64	64	0.0%	6	28	366.7%	0	0	#DIV/0!	70	92	31.4%
Total Library Programs	24	55	129.2%	46	72	56.5%	0	7	#DIV/0!	97	168	73.2%
Total Library Program Attendees	350	952	172.0%	451	1,038	130.2%	0	56	#DIV/0!	1,396	2,648	89.7%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	1,839	0	-100.0%	3,272	0	-100.0%						
OPLIN Databases				2,850	0	-100.0%						
Total All Databases	1,839	0	-100.0%	6,122	0	-100.0%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	16,196	17,388	7.4%	11,217	12,848	14.5%	0	2	#DIV/0!	27,413	30,238	10.3%
Juvenile Books	20,793	24,045	15.6%	14,779	16,222	9.8%	0	0	#DIV/0!	35,572	40,267	13.2%
Off Line Transactions										16	2	-87.5%
Periodicals	1,952	1,824	-6.6%	1,334	1,122	-15.9%	0	0	#DIV/0!	3,286	2,946	-10.3%
Young Adult Books	1,730	1,729	-0.1%	946	1,101	16.4%	0	0	#DIV/0!	2,676	2,830	5.8%
Total Print Circulation	40,671	44,986	10.6%	28,276	31,293	10.7%	0	2	#DIV/0!	68,963	76,283	10.6%
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SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	136	#DIV/0!	0	89	#DIV/0!	0	0	#DIV/0!	0	225	#DIV/0!
Brary Bags	52	84	61.5%	46	52	13.0%				98	136	38.8%
Hotspots	15	17	13.3%	25	14	-44.0%	0	0	#DIV/0!	40	31	-22.5%
Maker Kits	52	79	51.9%	29	46	58.6%	0	0	#DIV/0!	81	125	54.3%
Streaming Devices (added Sept 2022)	0	16	#DIV/0!	0	19	#DIV/0!	0	0	#DIV/0!	0	35	#DIV/0!
Total Special Collections Circulation	119	332	179.0%	100	220	120.0%	0	0	#DIV/0!	219	552	152.1%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	28,471	29,022	1.9%	20,920	21,406	2.3%	0	2	#DIV/0!	49,391	50,430	2.1%
Juvenile Circulation	23,284	27,104	16.4%	16,958	18,979	11.9%	0	0	#DIV/0!	40,242	46,083	14.5%
Young Adult Circulation	1,753	1,757	0.2%	983	1,143	16.3%	0	0	#DIV/0!	2,736	2,900	6.0%
Total Physical Circulation	53,508	57,883	8.2%	38,861	41,528	6.9%	0	2	N/A	92,369	99,413	7.6%
DIGITAL CIRCULATION												
eAudiobooks										12,728	13,997	10.0%
eBooks										19,970	20,149	0.9%
eMusic										258	264	2.3%
eVideo										1,826	1,855	1.6%
eZines (Digital Magazines)										1,230	1,372	11.5%
Total Digital Circulation										36,012	37,637	4.5%