

ATTACHMENTS FOR FEBRUARY 18, 2025 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

	<u>Page #</u>
• Director's Activities	1
• Minutes:	
○ January 17, 2025, Meeting Minutes	3-19
• Fiscal Officer's Report:	
○ Monthly Cash Position	21
○ Monthly Revenue Statement	22-23
○ Monthly Revenue Budget Statement – General Fund	24
○ Monthly Expense Account Summary	25-28
○ Monthly Expense Budget Summary – General Fund	29-31
○ Monthly Summary Statements	32
○ Notes to the Financial Report	33-34
○ Monthly Investment Report	35-38
○ Notes to the Investment Report	39
○ Personnel Action Appendix	40
○ Monthly Check Register	41-43
• New/Old Business	
○ Bid Acceptance and Approval	45
○ <u>Resolution No. 025-004</u> : Approval of Then & Now Certificates	46-50
○ Approval of the Disposal of Library Furniture	51
○ Approval of Legal Advertisement	52
○ Fiscal Manual Policy Deletion	53
• Monthly Statistics	55-56

Director Activities

January 17 – February 13, 2025

Library Operations

- Centerville Library renovation
 - Attended pre-bid and contractor walk-through meetings
 - Contacted local public entities and other non-profits about furniture and equipment donations
- Led first session of O.W.L. Academy on leadership, personality types, and emotional intelligence
- Completed performance evaluations for direct reports and reviewed others as completed

Communication

- Communicated with donor about reception for the Indian Heritage collection
- Submitted summary of Diversity Grant to Centerville Washington Foundation

Community / Professional Involvement

- Attended MLK Breakfast sponsored by Centerville Washington Diversity Council
- Met with Township Administrator
- Attended Optimist Board meeting to request their participation in SRC Kickoff event
- Attended OLC's webinar to prepare for Legislative Day
- Friends
 - Attended subcommittee meeting for Out of the Pocket event and met with Event Coordinator
 - Attended monthly meeting
 - Participated in trivia
 - Met with Booksale chair and new assistants helping with book sorting

Floating Holiday – 1/17 and 1/24

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

January 21, 2025

CALL TO ORDER

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

HEARING OF THE PUBLIC

Mr. Monteith stated that Laura Fitzpatrick, WCPLSA President, had planned to address the Board of Trustees tonight. However, she was unable to attend the meeting and asked that I read her statement. Ms. Fitzpatrick's statement was then read to the board. The Board expressed their thanks for bringing the matters to their attention and referred the issue to Mrs. Fultz to further address.

OATH OF OFFICE

Hannah Thirey, Notary Public, was called upon to perform the Oath of Office for Fiscal Officer John Monteith, upon his reappointment as Fiscal Officer for 2025.

Ms. Thirey asked Mr. Monteith to raise his right hand. She then stated: 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 (or as the Fiscal Officer) 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.

Mr. Monteith said "I do."

ANNUAL HIGHLIGHTS

Mrs. Fultz then presented the Annual Highlights presentation (appended to minutes)

APPROVAL OF MINUTES

Mrs. Cline moved for the approval of the December 17, 2024 Meeting Minutes. Mrs. Denison seconded the motion.

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

DIRECTOR'S REPORT

Mrs. Fultz presented her monthly report for January 2025:

- **FACILITIES**
 - Centerville Library
 - Building project timeline
 - 1st ad – January 16
 - Pre-bid meeting – January 23
 - 2nd ad – January 26
 - Walk-through – January 28
 - Bid opening – February 12
 - Closed Sundays starting in February
 - Beginning to set up temporary space soon
 - Anticipate opening temporary space and switching to temporary hours early March
 - Woodbourne Library
 - Legacy Administration Building
 - Exterior signage is installed
 - Creativity Commons
- **COLLECTIONS/SERVICES/PROGRAMS**
 - Some collections relocated from Centerville Library to Woodbourne Library
 - CDs – permanently relocated
 - Popular tv series - temporarily relocated
- **OTHER**
 - Township requested quarterly meetings
 - PLF meeting cancelled

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for December 2024, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board's review and approval.

Mr. Bowling moved to approve the monthly financial report, and Mr. Nunna seconded the motion.

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

The motion is approved.

b. Payment of January 2025 Expenditures

Mr. Monteith presented the check register for the period of December 18, 2024 through January 21, 2025.

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

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>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 the Legal Advertisement

Mr. Monteith stated that it was required that the board approve the text of the legal advertisement for the contractor bids for the Centerville Library renovation project. Additionally, it is required that the full text of the advertisement be included as part of the Board Meeting Minutes. The text of the advertisement is:

Sealed Bids Will Be Received By
Washington-Centerville Public Library Board of Trustees

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

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

DESCRIPTION OF WORK:

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

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

RECEIPT OF BIDS:

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

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

DOCUMENTS:

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

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

CAVEAT:

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

CONSTRUCTION PERIOD:

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

LICENSE:

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

RIGHT OF OWNER:

Washington-Centerville Public Library reserves the right to reject any or all Bids and to reject a Bid not accompanied by the required bid security or by other data required by the Bidding Documents, or to reject a Bid which is in any way incomplete or irregular. Washington-Centerville Public Library shall have the right to accept Alternates in any order or combination, or accept on the basis of the Base Bid alone, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

PERFORMANCE BOND

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

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

EMPLOYMENT

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

PREVAILING WAGE

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

LABOR STANDARDS – EEO & BWC Drug Workplace

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

TAXES

Owner is tax exempt.

QUESTIONS

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

PRE-BID MEETING & WALK AROUND:

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

b. Resolution No. 025-001: Authorization for Fiscal Officer to Open Bids

Mr. Monteith stated that this resolution is required if the Board wishes for the sealed bids to be opened and read immediately upon the expiration of the filing time. According to the legal advertisement previously approved, the bids are to be opened on Wednesday, February 12, 2025 at 12:00 p.m.

Mr. Bowling moved for the approval of Resolution No. 025-001, authorizing the Fiscal Officer to open and read the bids at the time the advertisement expires. Mr. Nunna seconded the motion

The roll call vote was as follows:

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

The resolution is approved

c. Resolution No. 025-002: Approval of changes to Authorized Signatories

Mr. Monteith stated that this resolution was being requested to allow us to make the necessary changes to the Master Services Agreement, Authorized Signers and Treasury Management signers.

Mr. Nunna moved for the adoption of Resolution No. 025-002. Mr. Bowling seconded the motion.

The roll call vote was as follows:

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

The resolution is approved

d. Resolution No. 025-003: Approval of Then & Now Certificates

Mr. Monteith explained that there were two more Then & Now Certificates this month. The first one related to the billing for the janitorial services for each building. The

purchase order was opened later than planned, and therefore the invoice was dated before the purchase order.

On the other requested certificate, Mr. Monteith stated that we had opened a purchase order late last year for this item. However, we ended up closing it because we thought that the work would not be performed. We did not know that the work had already been performed.

Mr. Bowling moved for the approval of Resolution No. 025-003, approval of Then & Now Certificates. Mr. Nunna seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

e. Appropriation Transfer

Mr. Monteith presented the appropriation transfer as outlined in the board packet. This transfer is being requested as the legal advertisement is more expensive than we had planned due to the size. Based on the information in the cost estimates, we thought that the advertisement would be about \$1,200. However, the advertisement ended up costing \$2,880.

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

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

OTHER ITEMS

Mrs. Herrick presented the Board Committees appointments for 2025.

Executive: Herrick (Chair), Bowling, Suttman

Finance: Suttman (Chair), Bowling, Herrick

Personnel: Bowling (Chair), Falkner, Denison

Foundation: Cline (Chair), Suttman (Co-Chair), Denison

Nominating: Cline (Chair), Suttman, Falkner

Trustee Interview: Cline (Chair), Falkner, Nunna

Long Range Facilities: Nunna (Chair), Herrick, Bowling

Negotiating: Denison

ADJOURNMENT

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

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

The motion to adjourn is approved.

President

Fiscal Officer

RESOLUTION NO. 025-001

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

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

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

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

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

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

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

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

Mr. Bowling	<u>Yes</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>		

Passed: January 21, 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 January 21, 2025 and in appearing upon the official records of said Board.

President, Board of Trustees

Fiscal Officer, Board of Trustees

DRAFT - UNAPPROVED

RESOLUTION NO. 025-002

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

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

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

Mr. Nunna moved, Mr. Bowling seconded the following resolution:

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

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

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

Add:

- Carol Herrick, President

Remove:

- Barbara Denison

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

Mr. Bowling	<u>Yes</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>		

Passed: January 21, 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 January 21, 2025 and in appearing upon the official records of said Board.

President, Board of Trustees

Fiscal Officer, Board of Trustees

DRAFT - UNAPPROVED

RESOLUTION NO. 025-003

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

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

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

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

Whereas, Ohio Rev. Code § 5705.41 (D) requires that all expenditures being properly encumbered at the time of commitment, and when this is not possible, the taxing authority is able to authorize the drawing of a warrant for these amounts based on the Fiscal Officer being able to certify that at both the time of commitment (Then) and at the current time (Now) the funds were available to pay the expenditure.

Whereas, the amount exceeds three thousand dollars, and requires the approval of the Board of Trustees to authorize the payment of said expenditure, within thirty days.

Therefore, be it resolved that the Board of Trustees of the Washington-Centerville Public Library authorizes the drawing of a warrant in payment through:

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

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

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

Passed: January 21, 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 January 21, 2025 and in appearing upon the official records of said Board.

President, Board of Trustees

Fiscal Officer

DRAFT - UNAPPROVED

Washington-Centerville Public Library Check Report

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

Washington-Centerville Public Library Check Report

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

Washington-Centerville Public Library Check Report

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

Fiscal Officer's Report

Washington-Centerville Public Library
Monthly Cash Position And Reconciled Balances
For The Month Of January 2025

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 8,917,565.34	\$ 461,951.19	\$ 1,120,794.40	\$ 8,258,722.13
Unclaimed Funds	794.93	0.00	0.00	794.93
"The Wall That Heals" Fund	0.00	0.00	0.00	0.00
Special Operating Fund	3,750,186.25	0.00	0.00	3,750,186.25
Building Fund	4,723,157.63	0.00	59,603.00	4,663,554.63
Perm. Imp. Fund-IIs	568,950.30	0.00	0.00	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	0.00	0.00	726,336.34
Dorothy R. Yeck Good Life End	184.69	0.00	95.99	88.70
Payroll Clearing Fund	15,302.23	128,514.98	114,809.77	29,007.44
	\$ 18,702,477.71	\$ 590,466.17	\$ 1,295,303.16	\$ 17,997,640.72

Reconciled Balances	
US Bank:	
Checking/Payroll	\$ 784,930.68
Investment	3,906,947.25
Dayton Foundation - TWTH	5,470.00
STAR Ohio	12,026,043.77
PNC Capital - Investments	602,135.80
PNC Capital - Money Market	805,380.81
Paypal	1,403.62
Petty Cash	550.00
Total Bank Balances	\$ 18,132,861.93
Outstanding Checks	\$ (135,913.47)
Deposit in Transit	663.38
Adjustments	28.88
Reconciled Balance	\$ 17,997,640.72

See Notes to the Financial Report

**Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of January 2025 And Year-to-Date**

101 - GENERAL FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	\$ 3,280,355.00	\$ 286,061.89	\$ 286,061.89	8.72%
GENERAL PROPERTY TAXES	4,690,516.00	103,880.36	103,880.36	2.21%
PROPERTY TAX ROLLBACK	600,000.00	-	-	0.00%
GRANTS - FEDERAL, STATE & LOCAL	-	-	-	0.00%
PATRON FINES & FEES	22,500.00	2,561.22	2,561.22	11.38%
COPIER INCOME	21,000.00	2,918.80	2,918.80	13.90%
PROGRAM FEES	-	-	-	0.00%
PASSPORT EXECUTION FEES	25,000.00	2,240.00	2,240.00	8.96%
PASSPORT PHOTOS	5,500.00	530.00	530.00	9.64%
PATRON SUPPLIES	27,500.00	1,802.69	1,802.69	6.56%
INTEREST INCOME	400,000.00	48,537.46	48,537.46	12.13%
DONATIONS	22,500.00	12,444.64	12,444.64	55.31%
REFUNDS & REIMBURSEMENTS	9,000.00	966.73	966.73	10.74%
MISCELLANEOUS-OTHER	50,200.00	7.40	7.40	0.01%
TRANSFER IN	-	-	-	0.00%
TOTAL RECEIPTS-GENERAL FUND	\$ 9,154,071.00	\$ 461,951.19	\$ 461,951.19	5.05%

102 - UNCLAIMED FUNDS

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

205 - SPECIAL OPERATING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER TO SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	0.00%
	\$ -	\$ -	\$ -	0.00%

**Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of January 2025 And Year-to-Date**

401 - BUILDING FUND

	Estimated Revenue	Actual Revenue	Revenue	Percent
TRANSFERS TO BUILDING FUND	\$ 1,750,000.00	\$ -	\$ -	0.00%
TOTAL RECEIPTS-BUILDING FUND	\$ 1,750,000.00	\$ -	\$ -	0.00%

450 - PERMANENT IMPROVEMENT - ILS FUND

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

451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND

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

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Actual Collected Percent
YECK DONATIONS-RESTRICTED	\$ 5,525.00	\$ -	\$ -	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 5,525.00	\$ -	\$ -	0.00%

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Actual Collected Percent
CLEARING REVENUE	\$ -	\$ 128,514.98	\$ 128,514.98	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 128,514.98	\$ 128,514.98	0.00%

GRAND TOTAL RECEIPTS	\$ 10,909,596.00	\$ 590,466.17	\$ 590,466.17	5.41%
-----------------------------	-------------------------	----------------------	----------------------	--------------

See Notes to the Financial Report

**Washington-Centerville Public Library
Revenue Budget Statement - General Fund
For The Month Of January 2025 And Year-to-Date**

	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
Public Library Fund	\$ 231,436.51	\$ 286,061.89	\$ 54,625.38	\$ 231,436.51	\$ 286,061.89	\$ 54,625.38	1
General Property Taxes	93,810.32	103,880.36	10,070.04	93,810.32	103,880.36	10,070.04	2
Property Tax Rollback	-	-	-	-	-	-	
Federal Grants	-	-	-	-	-	-	
Local Grants	-	-	-	-	-	-	
Patron Fines & Fees	1,875.00	2,561.22	686.22	1,875.00	2,561.22	686.22	
Copier, Fax and Printing	1,750.00	2,918.80	1,168.80	1,750.00	2,918.80	1,168.80	
Program Fees	-	-	-	-	-	-	
Passport Execution Fees	2,083.33	2,240.00	156.67	2,083.33	2,240.00	156.67	
Passport Photos	458.33	530.00	71.67	458.33	530.00	71.67	
Patron Supplies	2,291.67	1,802.69	(488.98)	2,291.67	1,802.69	(488.98)	
Interest Income	31,093.05	48,537.46	17,444.41	31,093.05	48,537.46	17,444.41	
Donations	571.97	12,444.64	11,872.67	571.97	12,444.64	11,872.67	
Refunds & Reimbursements	750.00	966.73	216.73	750.00	966.73	216.73	
Miscellaneous-Other	4,183.33	7.40	(4,175.93)	4,183.33	7.40	(4,175.93)	
Transfer In	-	-	-	-	-	-	
TOTAL GENERAL FUND	\$ 370,303.51	\$ 461,951.19	\$ 91,647.68	\$ 370,303.51	\$ 461,951.19	\$ 91,647.68	

See Notes to the Financial Report

Washington-Centerville Public Library
Expense Account Summary
For the Month of January 2025 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						
<i>SALARIES & LEAVE BENEFITS</i>						
Director/Managers	672,250.00	75,996.96	75,996.96	0.00	596,253.04	11.30%
Library Specialist	1,445,000.00	162,318.11	162,318.11	0.00	1,282,681.89	11.23%
Technician	147,000.00	16,665.60	16,665.60	0.00	130,334.40	11.34%
Public Services Assistant	330,000.00	38,696.00	38,696.00	0.00	291,304.00	11.73%
Substitute	44,000.00	4,923.26	4,923.26	0.00	39,076.74	11.19%
Fiscal Officer	109,000.00	12,458.35	12,458.35	0.00	96,541.65	11.43%
Administrative Support	516,350.00	54,614.55	54,614.55	0.00	461,735.45	10.58%
Facilities	81,000.00	9,038.35	9,038.35	0.00	71,961.65	11.16%
Library Aides	147,450.00	14,522.78	14,522.78	0.00	132,927.22	9.85%
Driver	20,000.00	1,566.55	1,566.55	0.00	18,433.45	7.83%
Shelving Assistants	97,000.00	11,618.96	11,618.96	0.00	85,381.04	11.98%
SALARIES & LEAVE BENEFITS	3,609,050.00	402,419.47	402,419.47	0.00	3,206,630.53	11.15%
<i>RETIREMENT-OPERS</i>						
OPERS	506,040.00	37,428.18	37,428.18	0.00	468,611.82	7.40%
<i>INSURANCE BENEFITS</i>						
Health Insurance	483,781.00	40,181.34	40,181.34	419,568.66	24,031.00	95.03%
Health Savings Account	96,025.95	6,800.13	6,800.13	84,600.82	4,625.00	95.18%
Dental Insurance	23,415.00	1,939.05	1,939.05	20,245.95	1,230.00	94.75%
Medicare	54,214.50	5,421.15	5,421.15	0.00	48,793.35	10.00%
Life Insurance	3,365.00	239.70	239.70	2,945.30	180.00	94.65%
Workers' Compensation	7,500.00	0.00	0.00	0.00	7,500.00	0.00%
INSURANCE BENEFITS	668,301.45	54,581.37	54,581.37	527,360.73	86,359.35	8.17%
<i>OTHER EMPLOYEE BENEFITS</i>						
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	
Other Employee Benefits	0.00	0.00	0.00	0.00	0.00	
OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	
Personal Services Total:	4,783,391.45	494,429.02	494,429.02	527,360.73	3,761,601.70	10.34%
<i>GENERAL ADMINISTRATIVE SUPPLIES</i>						
Office Supplies	28,143.06	1,941.59	1,941.59	8,789.67	17,411.80	38.13%
Program Supplies	67,278.87	2,439.02	2,439.02	32,129.89	32,709.96	51.38%
Cataloging/Processing Supplies	13,141.05	929.45	929.45	5,211.60	7,000.00	46.73%
Postage	1,000.00	0.00	0.00	478.20	521.80	47.82%
Janitorial Supplies	3,832.04	0.00	0.00	975.64	2,856.40	
GENERAL ADMINISTRATIVE SUPPLIES	113,395.02	5,310.06	5,310.06	47,585.00	60,499.96	4.68%
<i>PROPERTY MAINTENANCE / REPAIR SUPPLIES</i>						
Property Maintenance & Repair	40,763.38	557.34	557.34	3,214.03	36,992.01	9.25%
<i>VEHICLE FUEL AND SUPPLIES</i>						
Vehicle Fuel	3,168.78	58.83	58.83	750.00	2,359.95	25.52%
Vehicle Supplies	500.00	0.00	0.00	0.00	500.00	0.00%
VEHICLE FUEL AND SUPPLIES	3,668.78	58.83	58.83	750.00	2,859.95	22.05%
<i>SUPPLIES PURCHASED FOR RESALE</i>						
Supplies for Resale	77,304.81	2,754.44	2,754.44	33,065.24	41,485.13	46.34%
Supplies Total:	235,131.99	8,680.67	8,680.67	84,614.27	141,837.05	3.69%
<i>TRAVEL AND MEETING EXPENSES</i>						
Mileage	11,050.00	93.65	93.65	8,896.35	2,060.00	81.36%
In-House Seminars	19,637.97	0.00	0.00	637.97	19,000.00	3.25%
Conference/Meetings	45,890.66	715.00	715.00	8,658.00	36,517.66	20.42%
Membership Dues	4,735.00	215.00	215.00	510.00	4,010.00	15.31%
TRAVEL AND MEETING EXPENSES	81,313.63	1,023.65	1,023.65	18,702.32	61,587.66	1.26%

**Washington-Centerville Public Library
Expense Account Summary
For the Month of January 2025 and Year-to-Date**

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<i>COMMUNICATION / PRINTING / PUBLICITY</i>						
Telephone	5,419.85	0.00	0.00	4,500.00	919.85	83.03%
Computer Data Line	49,899.91	1,667.60	1,667.60	42,232.31	6,000.00	87.98%
Postage	22,374.79	282.00	282.00	635.49	21,457.30	4.10%
Postage Machine Rental	3,323.35	0.00	0.00	1,710.75	1,612.60	51.48%
Security Alarm	9,569.34	2,088.00	2,088.00	6,641.34	840.00	91.22%
Legal Ads	2,500.00	0.00	0.00	0.00	2,500.00	0.00%
Marketing & Advertising	19,662.56	960.00	960.00	14,671.00	4,031.56	79.50%
Printing/Publications	54,117.02	5.15	5.15	936.64	53,175.23	1.74%
COMMUNICATION/PRINT/PUBLICITY	166,866.82	5,002.75	5,002.75	71,327.53	90,536.54	3.00%
<i>PROPERTY MAINTENANCE / REPAIR / SECURITY</i>						
Building & Site Repairs	153,985.82	4,225.08	4,225.08	21,254.78	128,505.96	16.55%
Equipment Maintenance	25,032.09	2,638.05	2,638.05	9,886.11	12,507.93	50.03%
Grounds & Snow Removal	154,000.00	3,177.80	3,177.80	63,322.20	87,500.00	43.18%
Janitorial Services	242,845.38	15,923.04	15,923.04	162,296.50	64,625.84	73.39%
Trash Services	21,283.75	1,912.18	1,912.18	16,750.34	2,621.23	87.68%
PROPERTY MAINT/REPAIR/SECURITY	597,147.04	27,876.15	27,876.15	273,509.93	295,760.96	50.47%
<i>LIABILITY INSURANCE</i>						
Property Insurance	31,733.75	0.00	0.00	0.00	31,733.75	0.00%
<i>UTILITIES</i>						
Electricity	114,713.74	2,451.62	2,451.62	105,562.12	6,700.00	94.16%
Gas	41,947.76	4,715.39	4,715.39	35,432.37	1,800.00	95.71%
Water/Sewer	13,280.81	39.14	39.14	3,130.81	10,110.86	23.87%
UTILITIES	169,942.31	7,206.15	7,206.15	144,125.30	18,610.86	89.05%
<i>PROFESSIONAL SERVICES</i>						
Speakers/Program Stipends	17,339.55	505.00	505.00	7,495.00	9,339.55	46.14%
Art and Other Exhibits	5,000.00	93.54	93.54	1,206.46	3,700.00	26.00%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,800.00	0.00	0.00	55.98	12,744.02	0.44%
General Legal Services	5,500.00	150.00	150.00	350.00	5,000.00	9.09%
Labor Legal Services	23,257.50	140.00	140.00	8,117.50	15,000.00	35.50%
Tax Collection Fees	80,000.00	0.00	0.00	0.00	80,000.00	0.00%
Banking Fees	20,661.36	696.74	696.74	6,614.62	13,350.00	35.39%
Benefits Administration	5,000.00	202.50	202.50	4,497.50	300.00	94.00%
Other Professional Services	12,000.00	0.00	0.00	1,500.00	10,500.00	12.50%
PROFESSIONAL SERVICES	181,558.41	1,787.78	1,787.78	29,837.06	149,933.57	17.42%
<i>SOFTWARE MAINTENANCE</i>						
Software Maintenance	253,949.80	86,853.83	86,853.83	10,320.97	156,775.00	38.27%
<i>OTHER CONTRACTED SERVICES</i>						
Temporary Contract Services	46,703.15	565.55	565.55	3,918.00	42,219.60	9.60%
Online Services	239,414.81	17,186.13	17,186.13	152,255.48	69,973.20	70.77%
Collection Development Services	6,400.00	200.00	200.00	2,400.00	3,800.00	40.63%
OTHER CONTRACTED SERVICES	292,517.96	17,951.68	17,951.68	158,573.48	115,992.80	60.35%
Contract Services Total:	1,775,029.72	147,701.99	147,701.99	706,396.59	920,931.14	2.60
<i>NEW BOOKS</i>						
New Books	547,392.11	21,193.66	21,193.66	200,248.45	325,950.00	40.45%
Standing Orders/Continuations	18,206.81	861.80	861.80	13,345.01	4,000.00	78.03%
Book Rentals	70,617.75	133.90	133.90	2,633.85	67,850.00	3.92%
NEW BOOKS	636,216.67	22,189.36	22,189.36	216,227.31	397,800.00	3.49%
<i>PERIODICALS</i>						
Periodicals	11,000.00	244.00	244.00	209.00	10,547.00	4.12%

Washington-Centerville Public Library
Expense Account Summary
For the Month of January 2025 and Year-to-Date

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<i>AUDIO-VISUAL MATERIALS</i>						
Movies	105,928.16	4,638.72	4,638.72	36,289.44	65,000.00	38.64%
Read Along Audiobooks	49,007.53	3,197.73	3,197.73	5,909.80	39,900.00	18.58%
Pre-Loaded Learning Tablets	32,185.40	1,493.78	1,493.78	4,691.62	26,000.00	19.22%
Audiobooks	15,386.42	392.24	392.24	7,544.18	7,450.00	51.58%
Other Audio-Visual Materials	6,527.62	1,022.22	1,022.22	505.40	5,000.00	23.40%
AUDIO-VISUAL MATERIALS	209,035.13	10,744.69	10,744.69	54,940.44	143,350.00	31.42%
<i>ONLINE SUBSCRIPTIONS</i>						
Online Subscriptions	127,000.00	29,378.90	29,378.90	7,180.24	90,440.86	28.79%
ONLINE SUBSCRIPTIONS	127,000.00	29,378.90	29,378.90	7,180.24	90,440.86	23.13%
<i>COLLECTION DELIVERY SERVICES</i>						
Search Ohio Delivery	13,000.00	0.00	0.00	0.00	13,000.00	0.00%
<i>ELECTRONIC MATERIALS</i>						
eBOOKS	472,703.95	315,184.26	315,184.26	145,019.69	12,500.00	97.36%
Digital Music Services	42,000.00	39,735.00	39,735.00	0.00	2,265.00	94.61%
Digital Video Services	218,781.48	14,874.04	14,874.04	188,907.44	15,000.00	93.14%
Roku Subscription Services	18,958.88	25.56	25.56	12,468.04	6,465.28	65.90%
ELECTRONIC MATERIALS	752,444.31	369,818.86	369,818.86	346,395.17	36,230.28	49.15%
<i>LIBRARY MATERIALS-OTHER</i>						
Culture Pass	13,000.00	700.40	700.40	2,099.60	10,200.00	21.54%
Mobile Hotspots	15,000.00	0.00	0.00	12,000.00	3,000.00	80.00%
Special Learning Kits	28,747.37	64.99	64.99	13,682.38	15,000.00	47.82%
Board Game Collection	14,533.76	142.21	142.21	7,282.26	7,109.29	51.08%
LIBRARY MATERIALS - OTHER	71,281.13	907.60	907.60	35,064.24	35,309.29	50.46%
Library Materials Total:	1,819,977.24	433,283.41	433,283.41	660,016.40	726,677.43	60.07%
<i>CAPITAL OUTLAY</i>						
Land Improvements	60,000.00	0.00	0.00	0.00	60,000.00	0.00%
Building Improvements	0.00	0.00	0.00	0.00	0.00	
Hardware	242,905.84	33,085.69	33,085.69	1,184.74	208,635.41	14.11%
Software	18,250.00	0.00	0.00	2,800.00	15,450.00	15.34%
Office Furniture	1,300.00	0.00	0.00	0.00	1,300.00	0.00%
Library Furniture	12,408.04	2,077.60	2,077.60	3,015.02	7,315.42	41.04%
Library Vehicle	0.00	0.00	0.00	0.00	0.00	
Capital Outlay Total:	334,863.88	35,163.29	35,163.29	6,999.76	292,700.83	10.50%
<i>DUES & MEMBERSHIPS</i>						
Organizational Dues	200.00	0.00	0.00	0.00	200.00	0.00%
Trustees Dues	13,250.00	0.00	0.00	12,525.00	725.00	94.53%
DUES & MEMBERSHIPS	13,450.00	0.00	0.00	12,525.00	925.00	0.00%
<i>TAXES AND ASSESSMENTS</i>						
Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	
State Sales Tax	3,000.00	1,418.12	1,418.12	1,581.88	0.00	100.00%
TAXES AND ASSESSMENTS	3,000.00	1,418.12	1,418.12	1,581.88	0.00	47.27%
<i>REFUNDS & REIMBURSEMENTS</i>						
Patron Refunds	1,750.00	117.90	117.90	1,282.10	350.00	80.00%
REFUNDS & REIMBURSEMENTS	1,750.00	117.90	117.90	1,282.10	350.00	6.74%
Other Expenditures Total:	18,200.00	1,536.02	1,536.02	15,388.98	1,275.00	92.99%
Contingency	200,000.00	0.00	0.00	0.00	200,000.00	0.00%
Contingency Total:	200,000.00	0.00	0.00	0.00	200,000.00	0.00%
Transfers To Other Funds	1,750,000.00	0.00	0.00	0.00	1,750,000.00	0.00%
Transfers And Other Total:	1,750,000.00	0.00	0.00	0.00	1,750,000.00	0.00%
TOTAL GENERAL FUND	10,916,594.28	1,120,794.40	1,120,794.40	2,000,776.73	7,795,023.15	28.59%

Washington-Centerville Public Library
Expense Account Summary
For the Month of January 2025 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 Services	8,142.50	0.00	0.00	1,142.50	7,000.00	14.03%
Legal Advertisements	1,200.00	0.00	0.00	1,200.00	0.00	100.00%
Architect/Engineering	517,800.00	58,253.00	58,253.00	159,547.00	300,000.00	42.06%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Buildings	0.00	0.00	0.00	0.00	0.00	
Building Improvements - CV	4,202,000.00	1,350.00	1,350.00	650.00	4,200,000.00	0.05%
Building Improvements - WB	0.00	0.00	0.00	0.00	0.00	
Office Furniture	1,250,000.00	0.00	0.00	0.00	1,250,000.00	0.00%
Library Furniture	60,000.00	0.00	0.00	0.00	60,000.00	0.00%
TOTAL BUILDING FUND	6,039,142.50	59,603.00	59,603.00	162,539.50	5,817,000.00	3.68%
450 PERMANENT IMPROVEMENT FUND--ILS						
Software	7,500.00	0.00	0.00	0.00	7,500.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	7,500.00	0.00	0.00	0.00	7,500.00	0.00%
451 PERMANENT IMPROVEMENT FUND--TECHNOLOGY						
Site Preparation	35,000.00	0.00	0.00	0.00	35,000.00	0.00%
Hardware	238,500.00	0.00	0.00	0.00	238,500.00	0.00%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	277,500.00	0.00	0.00	0.00	277,500.00	0.00%
898 GOOD LIFE PRIVATE PURPOSE FUND						
Office & Program Supplies	4,750.00	0.00	0.00	0.00	4,750.00	0.00%
Program Supplies	6.33	0.00	0.00	0.00	6.33	0.00%
Printing / Publications	399.19	95.99	95.99	0.00	303.20	24.05%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	5,155.52	95.99	95.99	0.00	5,059.53	1.86%
999 PAYROLL CLEARING FUND						
Default Expense		99,899.41	99,899.41			
Unum Expense		576.50	576.50			
Delta Expense		1,340.14	1,340.14			
Anthem Expense		12,993.72	12,993.72			
TOTAL PAYROLL CLEARING FUND	0.00	114,809.77	114,809.77	0.00	0.00	
GRAND TOTAL ALL FUNDS	\$17,245,892.30	\$1,295,303.16	\$1,295,303.16	\$2,163,316.23	\$13,902,082.68	20.05%

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of January 2025 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>SALARIES & LEAVE BENEFITS</i>						
Manager/Director	\$ 77,567.31	\$ 75,996.96	\$ 1,570.35	\$ 77,567.31	\$ 75,996.96	\$ 1,570.35
Library Specialists	\$ 166,730.77	\$ 162,318.11	4,412.66	\$ 166,730.77	\$ 162,318.11	4,412.66
Technician	\$ 16,961.54	\$ 16,665.60	295.94	\$ 16,961.54	\$ 16,665.60	295.94
Public Services Assistant	\$ 38,076.92	\$ 38,696.00	(619.08)	\$ 38,076.92	\$ 38,696.00	(619.08)
Substitute	\$ 5,076.92	\$ 4,923.26	153.66	\$ 5,076.92	\$ 4,923.26	153.66
Fiscal Officer	\$ 12,576.92	\$ 12,458.35	118.57	\$ 12,576.92	\$ 12,458.35	118.57
Administrative Support	\$ 59,578.85	\$ 54,614.55	4,964.30	\$ 59,578.85	\$ 54,614.55	4,964.30
Facilities	\$ 9,346.15	\$ 9,038.35	307.80	\$ 9,346.15	\$ 9,038.35	307.80
Library Aides	\$ 17,013.46	\$ 14,522.78	2,490.68	\$ 17,013.46	\$ 14,522.78	2,490.68
Driver	\$ 2,307.69	\$ 1,566.55	741.14	\$ 2,307.69	\$ 1,566.55	741.14
Shelving Assistants	\$ 11,192.31	\$ 11,618.96	(426.65)	\$ 11,192.31	\$ 11,618.96	(426.65)
SALARIES & LEAVE BENEFITS	416,428.85	402,419.47	14,009.38	416,428.85	402,419.47	14,009.38
<i>RETIREMENT-OPERS</i>						
OPERS	\$ 38,926.15	\$ 37,428.18	1,497.97	\$ 38,926.15	\$ 37,428.18	1,497.97
<i>INSURANCE BENEFITS</i>						
Health Insurance	\$ 40,315.08	\$ 40,181.34	133.74	\$ 40,315.08	\$ 40,181.34	133.74
Health Savings Account	\$ 8,002.16	\$ 6,800.13	1,202.03	\$ 8,002.16	\$ 6,800.13	1,202.03
Dental Insurance	\$ 1,951.25	\$ 1,939.05	12.20	\$ 1,951.25	\$ 1,939.05	12.20
Medicare	\$ 6,255.52	\$ 5,421.15	834.37	\$ 6,255.52	\$ 5,421.15	834.37
Life Insurance	\$ 280.42	\$ 239.70	40.72	\$ 280.42	\$ 239.70	40.72
Worker's Compensation	\$ -	\$ -	-	\$ -	\$ -	-
INSURANCE BENEFITS	56,804.43	54,581.37	2,223.06	56,804.43	54,581.37	2,223.06
<i>OTHER EMPLOYEE BENEFITS</i>						
Unemployment Benefits	\$ -	\$ -	-	\$ -	\$ -	-
Other Employee Benefits	\$ -	\$ -	-	\$ -	\$ -	-
OTHER EMPLOYEE BENEFITS	-	-	-	-	-	-
Personal Services Total:	512,159.43	494,429.02	17,730.41	512,159.43	494,429.02	17,730.41
<i>GENERAL ADMINISTRATIVE SUPPLIES</i>						
Office Supplies	\$ 2,172.26	\$ 1,941.59	230.67	\$ 2,172.26	\$ 1,941.59	230.67
Program Supplies	\$ 5,606.57	\$ 2,439.02	3,167.55	\$ 5,606.57	\$ 2,439.02	3,167.55
Cataloging/Processing Supplies	\$ 1,095.09	\$ 929.45	165.64	\$ 1,095.09	\$ 929.45	165.64
Small Tools/Minor Equipment	\$ 83.33	\$ -	83.33	\$ 83.33	\$ -	83.33
Janitorial Supplies	\$ 135.42	\$ -	135.42	\$ 135.42	\$ -	135.42
GENERAL ADMINISTRATIVE SUPPLIES	9,092.67	5,310.06	3,782.61	9,092.67	5,310.06	3,782.61
<i>PROPERTY MAINTENANCE / REPAIR SUPPLIES</i>						
Property Maintenance & Repair	\$ 3,396.95	\$ 557.34	2,839.61	\$ 3,396.95	\$ 557.34	2,839.61
<i>VEHICLE FUEL AND SUPPLIES</i>						
Vehicle Fuel	\$ 264.07	\$ 58.83	205.24	\$ 264.07	\$ 58.83	205.24
Vehicle Supplies	\$ 41.67	\$ -	41.67	\$ 41.67	\$ -	41.67
VEHICLE FUEL AND SUPPLIES	305.73	58.83	246.90	305.73	58.83	246.90
<i>SUPPLIES PURCHASED FOR RESALE</i>						
Supplies for Resale	\$ 6,442.07	\$ 2,754.44	3,687.63	\$ 6,442.07	\$ 2,754.44	3,687.63
Supplies Total:	19,237.41	8,680.67	10,556.74	19,237.41	8,680.67	10,556.74
<i>TRAVEL AND MEETING EXPENSES</i>						
Mileage	\$ 912.83	\$ 93.65	819.18	\$ 912.83	\$ 93.65	819.18
In-House Seminars	\$ 1,636.50	\$ -	1,636.50	\$ 1,636.50	\$ -	1,636.50
Conference/Meetings	\$ 3,824.22	\$ 715.00	3,109.22	\$ 3,824.22	\$ 715.00	3,109.22
Membership Dues	\$ 388.00	\$ 215.00	173.00	\$ 388.00	\$ 215.00	173.00
TRAVEL AND MEETING EXPENSES	6,761.55	1,023.65	5,737.90	6,761.55	1,023.65	5,737.90

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of January 2025 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>COMMUNICATION / PRINTING / PUBLICITY</i>						
Telephone	\$ 451.65	\$ -	451.65	\$ 451.65	\$ -	451.65
Computer Data Line	\$ 3,080.42	\$ 1,667.60	1,412.82	\$ 3,080.42	\$ 1,667.60	1,412.82
Postage	\$ 522.29	\$ 282.00	240.29	\$ 522.29	\$ 282.00	240.29
Postage Machine Rental	\$ 128.77	\$ -	128.77	\$ 128.77	\$ -	128.77
Security Alarm	\$ 2,108.34	\$ 2,088.00	20.34	\$ 2,108.34	\$ 2,088.00	20.34
Legal Ads	\$ 208.33	\$ -	208.33	\$ 208.33	\$ -	208.33
Marketing & Advertising	\$ 1,638.55	\$ 960.00	678.55	\$ 1,638.55	\$ 960.00	678.55
Printing/Publications	\$ 261.95	\$ 5.15	256.80	\$ 261.95	\$ 5.15	256.80
COMMUNICATION/PRINT/PUBLICITY	8,400.30	5,002.75	3,397.55	8,400.30	5,002.75	3,397.55
<i>PROPERTY MAINTENANCE / REPAIR / SECURITY</i>						
Building & Site Repairs	\$ 11,022.17	\$ 4,225.08	6,797.09	\$ 11,022.17	\$ 4,225.08	6,797.09
Equipment Maintenance	\$ 1,787.51	\$ 2,638.05	(850.54)	\$ 1,787.51	\$ 2,638.05	(850.54)
Grounds & Snow Removal	\$ 5,925.00	\$ 3,177.80	2,747.20	\$ 5,925.00	\$ 3,177.80	2,747.20
Janitorial Services	\$ 19,530.99	\$ 15,923.04	3,607.95	\$ 19,530.99	\$ 15,923.04	3,607.95
Trash Services	\$ 2,232.00	\$ 1,912.18	319.82	\$ 2,232.00	\$ 1,912.18	319.82
PROPERTY MAINT/REPAIR/SECURITY	40,497.67	27,876.15	12,621.52	40,497.67	27,876.15	12,621.52
<i>LIABILITY INSURANCE</i>						
Property Insurance	\$ -	\$ -	-	\$ -	\$ -	-
<i>UTILITIES</i>						
Electricity	\$ 8,890.31	\$ 2,451.62	6,438.69	\$ 8,890.31	\$ 2,451.62	6,438.69
Gas	\$ 5,159.57	\$ 4,715.39	444.18	\$ 5,159.57	\$ 4,715.39	444.18
Water/Sewer	\$ 39.55	\$ 39.14	0.41	\$ 39.55	\$ 39.14	0.41
UTILITIES	14,089.44	7,206.15	6,883.29	14,089.44	7,206.15	6,883.29
<i>PROFESSIONAL SERVICES</i>						
Speakers/Program Stipends	\$ 1,444.96	\$ 505.00	939.96	\$ 1,444.96	\$ 505.00	939.96
Art and Other Exhibits	\$ 416.67	\$ 93.54	323.13	\$ 416.67	\$ 93.54	323.13
Architect/Engineering Services	\$ -	\$ -	-	\$ -	\$ -	-
Auditing & Accounting Services	\$ -	\$ -	-	\$ -	\$ -	-
General Legal Services	\$ 458.33	\$ 150.00	308.33	\$ 458.33	\$ 150.00	308.33
Labor Legal Services	\$ 1,938.13	\$ 140.00	1,798.13	\$ 1,938.13	\$ 140.00	1,798.13
Tax Collection Fees	\$ -	\$ -	-	\$ -	\$ -	-
Banking Fees	\$ 1,721.78	\$ 696.74	1,025.04	\$ 1,721.78	\$ 696.74	1,025.04
Benefits Administration	\$ 416.67	\$ 202.50	214.17	\$ 416.67	\$ 202.50	214.17
Other Professional Services	\$ 1,000.00	\$ -	1,000.00	\$ 1,000.00	\$ -	1,000.00
PROFESSIONAL SERVICES	7,396.53	1,787.78	5,608.75	7,396.53	1,787.78	5,608.75
<i>SOFTWARE MAINTENANCE</i>						
Software Maintenance	\$ 87,697.81	\$ 86,853.83	843.98	\$ 87,697.81	\$ 86,853.83	843.98
<i>OTHER CONTRACTED SERVICES</i>						
Temporary Contract Services	\$ 3,891.93	\$ 565.55	3,326.38	\$ 3,891.93	\$ 565.55	3,326.38
Online Services	\$ 19,951.23	\$ 17,186.13	2,765.10	\$ 19,951.23	\$ 17,186.13	2,765.10
Collection Development Services	\$ 533.33	\$ 200.00	333.33	\$ 533.33	\$ 200.00	333.33
OTHER CONTRACTED SERVICES	24,376.50	17,951.68	6,424.82	24,376.50	17,951.68	6,424.82
Contract Services Total:	189,219.81	147,701.99	41,517.82	189,219.81	147,701.99	41,517.82
<i>NEW BOOKS</i>						
New Books	\$ 64,044.88	\$ 21,193.66	42,851.22	\$ 64,044.88	\$ 21,193.66	42,851.22
Standing Orders/Continuations	\$ 2,294.06	\$ 861.80	1,432.26	\$ 2,294.06	\$ 861.80	1,432.26
Book Rentals	\$ 141.24	\$ 133.90	7.34	\$ 141.24	\$ 133.90	7.34
NEW BOOKS	66,480.17	22,189.36	44,290.81	66,480.17	22,189.36	44,290.81
<i>PERIODICALS</i>						
Periodicals	\$ 129.86	\$ 244.00	(114.14)	\$ 129.86	\$ 244.00	(114.14)

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of January 2025 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>AUDIO-VISUAL MATERIALS</i>						
Movies	\$ 11,849.40	\$ 4,638.72	7,210.68	\$ 11,849.40	\$ 4,638.72	7,210.68
Read Along Audiobooks	\$ 5,804.08	\$ 3,197.73	2,606.35	\$ 5,804.08	\$ 3,197.73	2,606.35
Pre-Loaded Learning Tablets	\$ 5,640.01	\$ 1,493.78	4,146.23	\$ 5,640.01	\$ 1,493.78	4,146.23
Audiobooks	\$ 2,931.02	\$ 392.24	2,538.78	\$ 2,931.02	\$ 392.24	2,538.78
Other Audio-Visual Materials	\$ 1,026.21	\$ 1,022.22	3.99	\$ 1,026.21	\$ 1,022.22	3.99
AUDIO-VISUAL MATERIALS	27,250.72	10,744.69	16,506.03	27,250.72	10,744.69	16,506.03
<i>ONLINE SUBSCRIPTIONS</i>						
Online Subscriptions	\$ 29,040.00	\$ 29,378.90	(338.90)	\$ 29,040.00	\$ 29,378.90	(338.90)
ONLINE SUBSCRIPTIONS	29,040.00	29,378.90	(338.90)	29,040.00	29,378.90	(338.90)
<i>COLLECTION DELIVERY SERVICES</i>						
Search Ohio Delivery	\$ -	\$ -	-	\$ -	\$ -	-
<i>ELECTRONIC MATERIALS</i>						
eBOOKS	\$ 318,375.98	\$ 315,184.26	3,191.72	\$ 318,375.98	\$ 315,184.26	3,191.72
Digital Music Services	\$ 40,005.00	\$ 39,735.00	270.00	\$ 40,005.00	\$ 39,735.00	270.00
Digital Video Services	\$ 18,231.79	\$ 14,874.04	3,357.75	\$ 18,231.79	\$ 14,874.04	3,357.75
Roku Subscriptions & Devices	\$ 25.96	\$ 25.56	0.40	\$ 25.96	\$ 25.56	0.40
ELECTRONIC MATERIALS	376,638.74	369,818.86	6,819.88	376,638.74	369,818.86	6,819.88
<i>LIBRARY MATERIALS-OTHER</i>						
Culture Passes	\$ 715.00	\$ 700.40	14.60	\$ 715.00	\$ 700.40	14.60
Mobile Hotspots - Devices and Service	\$ 1,250.00	\$ -	1,250.00	\$ 1,250.00	\$ -	1,250.00
Special Learning Kits	\$ 66.50	\$ 64.99	1.51	\$ 66.50	\$ 64.99	1.51
Board Game Collection	\$ 229.97	\$ 142.21	87.76	\$ 229.97	\$ 142.21	87.76
TOTAL LIBRARY MATERIALS - OTHER	2,261.46	907.60	1,353.86	2,261.46	907.60	1,353.86
Library Materials Total:	501,800.95	433,283.41	68,517.54	501,800.95	433,283.41	68,517.54
<i>CAPITAL OUTLAY</i>						
Land Improvements	\$ -	\$ -	-	\$ -	\$ -	-
Buildings	\$ -	\$ -	-	\$ -	\$ -	-
Building Improvements	\$ -	\$ -	-	\$ -	\$ -	-
Hardware	\$ 20,242.15	\$ 33,085.69	(12,843.54)	\$ 20,242.15	\$ 33,085.69	(12,843.54)
Software	\$ 1,520.83	\$ -	1,520.83	\$ 1,520.83	\$ -	1,520.83
Office Furniture	\$ 108.33	\$ -	108.33	\$ 108.33	\$ -	108.33
Library Furniture	\$ 1,034.00	\$ 2,077.60	(1,043.60)	\$ 1,034.00	\$ 2,077.60	(1,043.60)
Library Vehicle	\$ -	\$ -	-	\$ -	\$ -	-
Capital Outlay Total:	22,905.32	35,163.29	(12,257.97)	22,905.32	35,163.29	(12,257.97)
<i>DUES & MEMBERSHIPS</i>						
Organizational Dues	\$ 16.67	\$ -	16.67	\$ 16.67	\$ -	16.67
Trustees Dues	\$ -	\$ -	-	\$ -	\$ -	-
DUES & MEMBERSHIPS	16.67	-	16.67	16.67	-	16.67
<i>TAXES AND ASSESSMENTS</i>						
Real Estate Taxes	\$ -	\$ -	-	\$ -	\$ -	-
State Sales Tax	\$ 1,500.00	\$ 1,418.12	81.88	\$ 1,500.00	\$ 1,418.12	81.88
TAXES AND ASSESSMENTS	1,500.00	1,418.12	81.88	1,500.00	1,418.12	81.88
<i>REFUNDS & REIMBURSEMENTS</i>						
Patron Refunds	\$ 145.83	\$ 117.90	27.93	\$ 145.83	\$ 117.90	27.93
REFUNDS & REIMBURSEMENTS	145.83	117.90	27.93	145.83	117.90	27.93
Other Expenditures Total:	1,662.50	1,536.02	126.48	1,662.50	1,536.02	126.48
Contingency	\$ -	\$ -	-	\$ -	\$ -	-
Contingency Total:	-	-	-	-	-	-
Transfers To Other Funds	\$ -	\$ -	-	\$ -	\$ -	-
Transfers And Other Total:	-	-	-	-	-	-
TOTAL GENERAL FUND	\$ 1,246,985.43	\$ 1,120,794.40	\$ 126,191.03	\$ 1,246,985.43	\$ 1,120,794.40	\$ 126,191.03

**Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For The Month Of January 2025 And Year-To-Date**

Year-to-Date - Last Three Years									
	Year to Date				Year to Date				2023-2025
	2025	2024	\$ Change	% Change	2024	2023	\$ Change	% Change	% Change
GENERAL FUND:									
REVENUE									
Public Library Fund	286,062	206,632	79,430	38.4%	206,632	243,249	(36,617)	-15.1%	17.6%
Operating Levy	103,880	49,202	54,678	111.1%	49,202	47,631	1,571	3.3%	118.1%
Federal, State and Local Grants	-	-	-	-	-	-	-	-	-
Patron Fees, and Supplies	10,053	19,136	(9,083)	-47.5%	19,136	8,258	10,878	131.7%	21.7%
Interest Income	48,537	49,626	(1,089)	-2.2%	49,626	37,595	12,031	32.0%	29.1%
Donations	12,445	157	12,288	7826.5%	157	20,370	(20,213)	-99.2%	-38.9%
Refunds/Reimbursements	967	1,067	(100)	-9.4%	1,067	2,853	(1,786)	-62.6%	-66.1%
Miscellaneous	7	(3)	10	-346.7%	(3)	(10)	7	-70.0%	-174.0%
Total Revenue	461,951	325,817	136,134	41.8%	325,817	359,946	(34,129)	-9.5%	28.3%
EXPENDITURES									
Salaries	402,419	253,763	148,656	58.6%	253,763	228,397	25,366	11.1%	76.2%
Retirement	37,428	84,476	(47,048)	-55.7%	84,476	79,957	4,519	5.7%	-53.2%
Insurance & Other Benefits	54,581	54,444	137	0.3%	54,444	51,657	2,787	5.4%	5.7%
Supplies	8,681	12,766	(4,085)	-32.0%	12,766	12,730	36	0.3%	-31.8%
Purchased / Contract Services	147,702	67,634	80,068	118.4%	67,634	135,359	(67,725)	-50.0%	9.1%
Library Materials	433,283	154,389	278,894	180.6%	154,389	463,255	(308,866)	-66.7%	-6.5%
Capital Outlay	35,163	8,963	26,200	292.3%	8,963	417	8,546	2049.4%	8332.4%
Other Expenditures	1,536	1,136	400	35.2%	1,136	12,132	(10,996)	-90.6%	-87.3%
Transfers to Other Funds	-	-	-	-	-	0	0	-	-
Total Expenditures	1,120,794	637,571	483,223	75.8%	637,571	983,904	(346,333)	-35.2%	13.9%
Net Change in Fund Balance	(658,843)	(311,754)	(347,089)		(311,754)	(623,958)	312,204		

Budget versus Actual - Month and Year-to-Date									
	Month				Year to Date				
	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	
GENERAL FUND:									
REVENUE									
Public Library Fund	231,437	286,062	54,625	23.6%	231,437	286,062	54,625	23.6%	
Operating Levy	93,810	103,880	10,070	10.7%	93,810	103,880	10,070	10.7%	
Federal, State and Local Grants	0	0	0	-	0	0	0	-	
Patron Fees, and Supplies	8,458	10,053	1,594	18.8%	8,458	10,053	1,594	18.8%	
Interest Income	31,093	48,537	17,444	56.1%	31,093	48,537	17,444	56.1%	
Donations	572	12,445	11,873	2075.8%	572	12,445	11,873	2075.8%	
Refunds/Reimbursements	750	967	217	28.9%	750	967	217	28.9%	
Miscellaneous	4,183	7	(4,176)	-99.8%	4,183	7	(4,176)	-99.8%	
Total Revenue	370,304	461,951	91,648	24.7%	370,304	461,951	91,648	24.7%	
EXPENDITURES									
Salaries	416,429	402,419	14,009	3.4%	416,429	402,419	14,009	3.4%	
Retirement	38,926	37,428	1,498	3.8%	38,926	37,428	1,498	3.8%	
Insurance & Other Benefits	56,804	54,581	2,223	3.9%	56,804	54,581	2,223	3.9%	
Supplies	19,237	8,681	10,557	54.9%	19,237	8,681	10,557	54.9%	
Purchased / Contract Services	189,220	147,702	41,518	21.9%	189,220	147,702	41,518	21.9%	
Library Materials	501,801	433,283	68,518	13.7%	501,801	433,283	68,518	13.7%	
Capital Outlay	22,905	35,163	(12,258)	-53.5%	22,905	35,163	(12,258)	-53.5%	
Other Expenditures	1,663	1,536	126	7.6%	1,663	1,536	126	7.6%	
Contingency	0	0	0	-	0	0	0	-	
Transfers to Other Funds	0	0	0	-	0	0	0	-	
Total Expenditures	1,246,985	1,120,794	126,191	10.1%	1,246,985	1,120,794	126,191	10.1%	
Net Change in Fund Balance	(876,682)	(658,843)	217,839		(876,682)	(658,843)	217,839		
Net Change in Fund Balance - Excluding Transfers	(876,682)	(658,843)	(34,543)		(876,682)	(658,843)	(34,543)		

**Washington-Centerville Public Library
Footnotes to the Monthly Financial Reports
For the Month Ended January 31, 2025**

Monthly Cash Position and Reconciled Balances

1. Overall, there was a decrease in fund balances for the month of January of nearly 3.8%. The General Fund saw a decrease of nearly 7.4%, and the Building Fund decreased by about 1.3%

As can be seen from the last several years, these decreases can be expected each January. With tax advances starting to come in, this situation will typically reverse during the month of February.

Revenue Summary and Revenue Budget Summary

The General Fund revenue started the year much stronger than anticipated. We ended up almost 25% above budgeted amounts for the month.

1. The Public Library Fund receipts for January were nearly 24% greater than estimates. To start, we received a \$12,694 payment related to the Sales Tax Holiday that occurred in August 2024.

In addition, the January 2025 distribution was about 18.2% greater than the original estimate from the Ohio Department of Taxation. Finally, the Montgomery County Auditor began the repayment of the amount that we were shorted during 2023 and 2024. Based on the amounts received, this appears to result in an addition of about \$8,947 to our PLF receipts over the next sixty months.

2. Due to the timing of the first property tax advance, the amount was about double the amount from the prior two years.

Expense Account Summary and Expense Budget Summary

1. Salaries and benefits came in at nearly 3.5% under budgeted amounts for the month. Most of this is related to salaries for library specialists and administrative support. These are positions that we are hoping to fill this year.

2. Supplies have started the year much lower than budgeted. Much of this may be related to the spending freeze that we put in place during the month of December. Many of these items that would typically have been purchased in December, would have been billed during the month of January. We will need to see what the trends are over the next few months to see if this is an area that we will need to re-evaluate.

3. Contract Services are 22% under budget so far.

Travel and meeting expenses were now nearly 85% under budget for the year. I anticipate that there will be some reallocation among these lines as we move forward over the next few months.

Communication, printing and publicity costs are 40.5% lower than anticipated. The largest portion of this relates to the rebate that is received for the computer data line. As this is federally-funded, it is important to note that this funding is at-risk.

Property maintenance and repair expenses are about 31.2% under budget. First, building/site repairs were nearly 62% under budget for the month. Second, grounds and snow removal were 46% under budget for the month. We did see the invoice for snow removal for one building during the month, and the others were received at the beginning of February.

Utility costs were nearly 49% under budget for the month. This appears to be the result of the timing of payments more than anything.

Professional services is another area that is well under budget. This is an area that will need to be reallocated moving forward, based on better expectations of the year ahead.

4. Library materials are about 14% under budget for the year, with the largest portions being related to new books and audio visual materials. We currently have a large amount of books that are either on-order or in the process of being ordered.
5. Capital outlay exceeded estimates for the month. This is due to the purchase of new laptops and desktop computers. Team leaders were slated for laptop replacements this year, and the timeline was pushed up during the year due to the promotion of an Adult Services Team Liaison to Team Leader. Additionally, the desktop computer replacement has been moved up because of the upcoming implementation of the HR and timeclock system.

**Washington-Centerville Public Library
Listing of Investments
For the Month Ended January 31, 2025**

US BANK INVESTMENTS

CUSIP #	Par Value	Rate	Maturity Date	Next Call	Purchase Price	Anticipated Annual Income
Federal Home Loan Bank						
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	None	\$ 500,000.00	\$ 8,325.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	None	\$ 500,000.00	\$ 18,000.00
3130B3MG5	\$ 250,000.00	4.45%	11/7/2025	2/7/2025	\$ 250,616.32	\$ 2,781.25
3130B3J38	\$ 250,000.00	4.55%	4/21/2026	4/21/2025	\$ 250,892.36	\$ 11,090.62
3130B1CV7	\$ 400,000.00	5.13%	8/13/2026	8/13/2025	\$ 401,354.17	\$ 20,500.00
3130B3AJ2	\$ 250,000.00	4.25%	10/1/2026	10/1/2025	\$ 250,973.96	\$ 10,329.86
3130B2F42	\$ 600,000.00	4.58%	8/20/2027	8/20/2025	\$ 601,224.33	\$ 34,350.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	5/25/2025	\$ 250,000.00	\$ 10,500.00
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	5/25/2025	\$ 250,000.00	\$ 10,000.00
3130B1CP0	\$ 400,000.00	5.13%	11/10/2027	11/10/2025	\$ 401,025.00	\$ 20,500.00
3130B3HC0	\$ 250,000.00	5.00%	10/23/2028	1/23/2025	\$ 250,861.11	\$ 6,006.94
	<u>\$ 3,900,000.00</u>				<u>\$ 3,906,947.25</u>	<u>\$ 152,383.67</u>

PNC CAPITAL

CUSIP #	Par Value	Rate	Maturity Date		Purchase Price	Anticipated Annual Income
US Treasury Notes						
91282CGN5	\$ 150,000.00	4.63%	2/28/2025	None	\$ 151,984.62	\$ 3,468.75
91282CHD6	\$ 200,000.00	4.25%	5/31/2025	None	\$ 199,550.20	\$ 4,250.00
91282CJS1	\$ 250,000.00	4.25%	12/31/2025	None	\$ 250,600.98	\$ 10,625.00
Total PNC	<u>\$ 600,000.00</u>				<u>\$ 602,135.80</u>	<u>\$ 18,343.75</u>

Total	\$ 4,500,000.00				\$ 4,509,083.05	\$ 170,727.42
--------------	------------------------	--	--	--	------------------------	----------------------

Anticipating investment to be called
Investment Called in February
Maturing in February

**Washington-Centerville Public Library
Investment Schedules
For the Month Ended January 31, 2025**

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2025	\$ -	\$ 2,413.95	\$ 46,103.88	\$ 48,517.83
2024	\$ 5,970.00	\$ 3,996.17	\$ 39,660.25	\$ 49,626.42
Change - YTD	\$ (5,970.00)	\$ (1,582.22)	\$ 6,443.63	\$ (1,108.59) ¹

Interest Income Schedule - Next Twelve Months

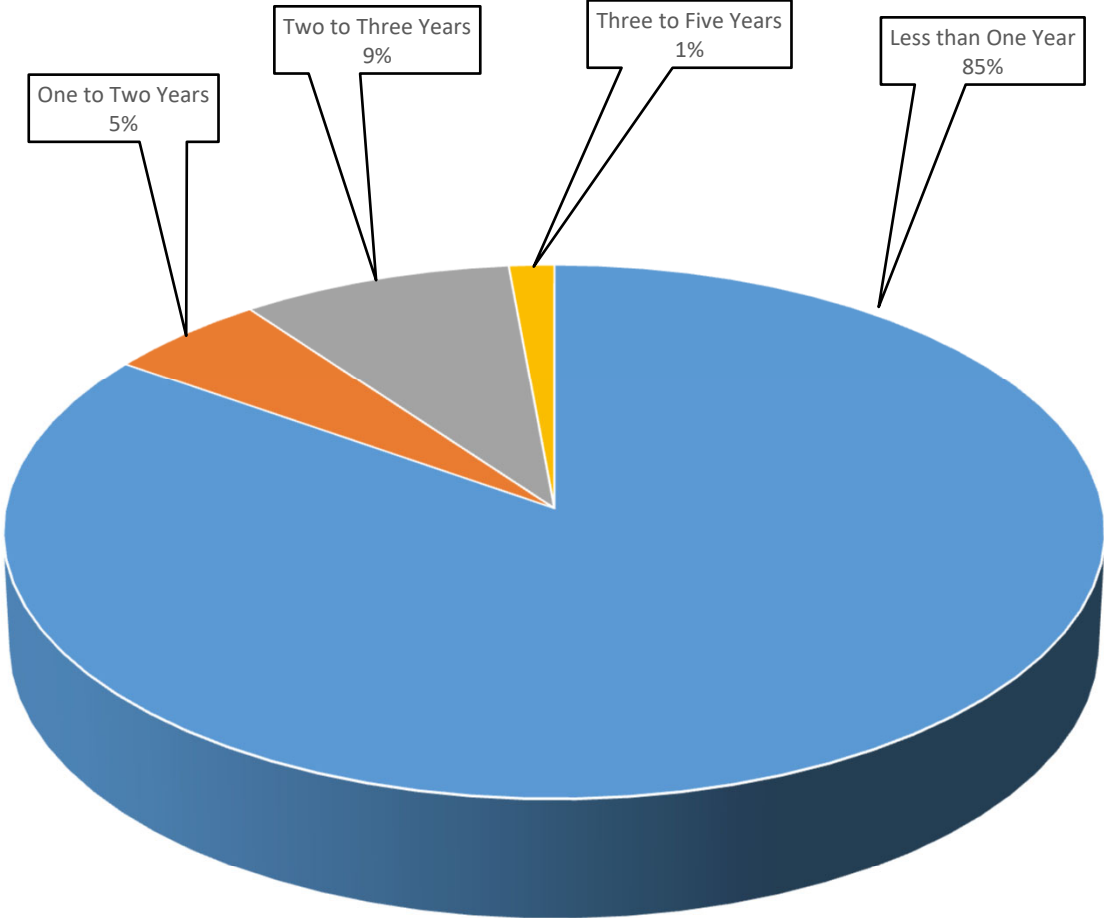
	US Bank	PNC	STAR ⁽¹⁾	Total
February	\$ 46,021.25	\$ 3,468.75	\$ 45,097.66	\$ 94,587.66
March	\$ -	\$ -	\$ 42,249.00	\$ 42,249.00
April	\$ 16,427.42	\$ -	\$ 42,396.87	\$ 58,824.29
May	\$ 25,445.00	\$ 4,250.00	\$ 40,012.80	\$ 69,707.80
June	\$ -	\$ 5,312.50	\$ 40,144.51	\$ 45,457.01
July	\$ -	\$ -	\$ 35,688.17	\$ 35,688.17
August	\$ 36,370.00	\$ -	\$ 35,792.26	\$ 72,162.26
September	\$ -	\$ -	\$ 30,768.56	\$ 30,768.56
October	\$ 11,000.00	\$ -	\$ 30,845.48	\$ 41,845.48
November	\$ 17,120.00	\$ -	\$ 30,922.60	\$ 48,042.60
December	\$ -	\$ 5,312.50	\$ 30,999.90	\$ 36,312.40
January	\$ -	\$ -	\$ 31,077.40	\$ 31,077.40
	\$ 152,383.67	\$ 18,343.75	\$ 435,995.22	\$ 606,722.64

¹ - Projecting to be at 3% by September 2024

Investment Maturity Summary

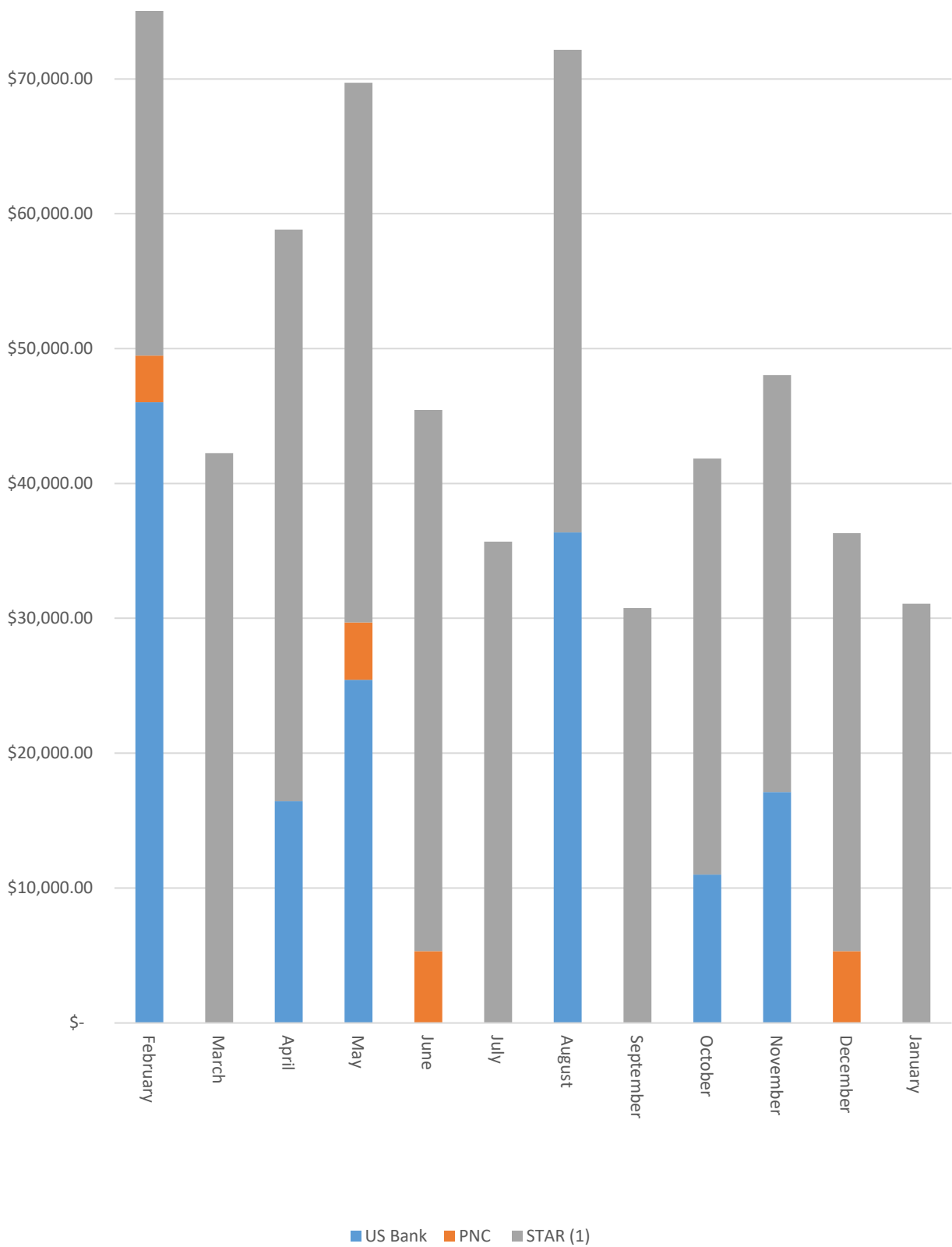
Agency	Less than One Year	One to Two Years	Two to Three Years	Three to Five Years	Total
STAR Ohio	\$ 12,026,044	\$ -	\$ -	\$ -	\$ 12,026,044
Money Market	\$ 805,381	\$ -	\$ -	\$ -	\$ 805,381
Federal Home Loan Bank	\$ 1,250,000	\$ 900,000	\$ 1,500,000	\$ 250,000	\$ 3,900,000
US Treasury Notes	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000
Total	\$ 14,681,425	\$ 900,000	\$ 1,500,000	\$ 250,000	\$ 17,331,425

Investment Laddering - Including STAR Ohio and PNC Money Market



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

Monthly Projected Investment Income - Next Twelve Months



**Washington-Centerville Public Library
Footnotes to the Investment Report
For the Month of January 2025 and Year-to-Date**

Investment Report

There were no changes that occurred during the month of January.

All paperwork has been completed for the move to RedTree, and I expect that we will begin to see changes in regards to that in the next month.

We also will see some changes in regards to the holdings. We saw the call of a FHLB security in the amount of \$250,000. There is also a US Treasury Note that will be maturing at the end of the month.

Investment Schedule Notes:

1 – Interest income for the year is down slightly as compared to 2024. The month of February will allow us to rebound. We may end up close to \$100,000 in interest income for the month.

APPENDED TO FEBRUARY 18, 2025 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- None

Promotions

- None

End of Provisionary

- Chris Eddington, Adult Services Specialist, 2/12/2025
- Alyssa Frazier, Youth Services Specialist, 1/29/25
- Katie Goetz, Youth Services Specialist, 1/29/25

Change in Status

- None

Retirement

- None

Resignation/Termination

- Daniel Dorney, Makerspace Aide, 1/30/25
- Claudia Hahn, Temporary Shelving Assistant, 1/18/25
- Addison Henderson, Temporary Shelving Assistant, 1/24/25
- Megan Rose, Adult Services Library Aide, 2/19/25

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46173	1/24/2025	AMERICAN CITY BUSINESS JRNL	Check	\$ 170.00
46174	1/24/2025	CenterPoint Energy	Check	1,459.16
46175	1/24/2025	CenterPoint Energy	Check	1,377.91
46176	1/24/2025	CHARTER COMMUNICATIONS	Check	159.98
46177	1/24/2025	Dayton International Peace Museum, Inc.	Check	700.40
46178	1/24/2025	DIGITAL FRINGE	Check	93.54
46179	1/24/2025	DONNELSON MCCARTHY	Check	634.95
46180	1/24/2025	HOME DEPOT CREDIT SERVICES	Check	615.02
46181	1/24/2025	INNOVATIVE INTERFACES, INC.	Check	85,383.83
46182	1/24/2025	INNOVATIVE USERS GROUP	Check	450.00
46183	1/24/2025	JUGGLER DAVE & FRIENDS, LLC	Check	520.00
46184	1/24/2025	KRONOS SAASHR, INC	Check	1,279.25
46185	1/24/2025	LWC INC.	Check	58,253.00
46186	1/24/2025	MONTGOMERY COUNTY TREASURER	Check	917.91
46187	1/24/2025	RIECK MECHANICAL	Check	2,779.00
46188	1/24/2025	VALUELINE INSTITUTIONAL SERVIC	Check	7,500.00
46189	1/24/2025	WOODHULL CORPORATION	Check	1,466.13
46190	1/24/2025	WYCOM SYSTEMS INC.	Check	195.00
46191	1/30/2025	AES Ohio	Check	1,086.89
46192	1/30/2025	CENTERVILLE CITY SCHOOLS	Check	40,181.34
46193	1/30/2025	DELTA DENTAL	Check	1,939.05
46194	1/30/2025	DEMCO, INC.	Check	119.88
46195	1/30/2025	DONNELSON MCCARTHY	Check	164.60
46196	1/30/2025	JEWISH FEDERATION-GREATER DAYT	Check	750.00
46197	1/30/2025	National Air and Space Museum	Check	35.00
46198	1/30/2025	One America	Check	239.70
46199	1/30/2025	SCOT STONE	Check	150.00
46200	1/30/2025	UNITED ART AND EDUCATION	Check	14.59
46201	2/7/2025	AES Ohio	Check	20.41
46202	2/7/2025	Amazon Capital Services, Inc.	Check	4,374.43
46203	2/7/2025	AT&T	Check	319.62
46204	2/7/2025	CDW-G INC.	Check	373.46
46205	2/7/2025	CenterPoint Energy	Check	794.91
46206	2/7/2025	CenterPoint Energy	Check	275.35
46207	2/7/2025	CenterPoint Energy	Check	1,369.86
46208	2/7/2025	CHARTER COMMUNICATIONS	Check	114.98
46209	2/7/2025	CITY OF CENTERVILLE	Check	130.00
46210	2/7/2025	DIGITAL FRINGE	Check	31.27
46211	2/7/2025	DONNELSON MCCARTHY	Check	200.95
46212	2/7/2025	DSS SWEEPING SERVICE	Check	203.00
46213	2/7/2025	ENTERPRISE ROOFING	Check	696.82
46214	2/7/2025	IGS Energy	Check	3,993.91
46215	2/7/2025	KORRECT PLUMBING CO INC.	Check	400.75
46216	2/7/2025	KROGER CO.	Check	995.19
46217	2/7/2025	Lifestyle Publications, LLC	Check	2,823.75

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46218	2/7/2025	ODP BUSINESS SOLUTIONS LLC	Check	460.47
46219	2/7/2025	RESERVE ACCOUNT	Check	250.00
46220	2/7/2025	RUMPKE OF OHIO, INC.	Check	837.36
46221	2/7/2025	SCLS-Sustainable Libraries Initiative	Check	50.00
46222	2/7/2025	WOODHULL CORPORATION	Check	99.00
46223	2/7/2025	U.S. BANK	Check	6,538.54
46224	2/14/2025	AES Ohio	Check	1,627.24
46225	2/14/2025	CenterPoint Energy	Check	3,666.14
46226	2/14/2025	CINTAS CORPORATION	Check	805.62
46227	2/14/2025	MONTGOMERY COUNTY	Check	491.59
46228	2/14/2025	RUMPKE OF OHIO, INC.	Check	201.76
46229	2/14/2025	T-Mobile	Check	981.96
46230	2/18/2025	AMY FOGEL	Check	69.99
46231	2/18/2025	ANDERSON WILLIAMS	Check	12.00
46232	2/18/2025	AWARDS OF EXCELLENCE	Check	90.00
46233	2/18/2025	BAKER & TAYLOR, INC	Check	1,168.33
46234	2/18/2025	BIBLIOTHECA, LLC	Check	3,206.77
46235	2/18/2025	BOONSHOFT MUSEUM OF DISCOVERY	Check	5,000.00
46236	2/18/2025	BRODART CO.	Check	34,221.40
46237	2/18/2025	CDW-G INC.	Check	427.23
46238	2/18/2025	CENTERVILLE LANDSCAPING, INC.	Check	13,572.52
46239	2/18/2025	CHARD SNYDER & ASSOCIATES	Check	125.00
46240	2/18/2025	DELL MARKETING L.P.	Check	9,261.50
46241	2/18/2025	GALE/CENGAGE LEARNING	Check	300.00
46242	2/18/2025	GLEASON PROPERTY SERVICES, LLC	Check	15,410.00
46243	2/18/2025	JENNIFER HAGAN	Check	15.00
46244	2/18/2025	KANOPY, INC.	Check	1,579.00
46245	2/18/2025	LEVEL 3 COMMUNICATIONS LLC	Check	411.25
46246	45706	LWC INC.	Check	40,560.00
46247	2/18/2025	MASHHOOD MUNIR	Check	17.95
46248	2/18/2025	MIDWEST TAPE	Check	22,649.13
46249	2/18/2025	OHIO LIBRARY COUNCIL	Check	10,271.00
46250	45706	Ohio Newspapers	Check	2,880.00
46251	2/18/2025	OVERDRIVE, INC.	Check	5,513.73
46252	2/18/2025	PLAYAWAY PRODUCTS, LLC	Check	241.30
46253	2/18/2025	RIECK MECHANICAL	Check	2,714.38
46254	2/18/2025	SAM'S CLUB	Check	493.48
46255	2/18/2025	SARAH E. MILLER	Check	24.99
46256	2/18/2025	SOUTH COMMUNITY	Check	202.50
46257	2/18/2025	TAFT, STETTINIUS & HOLLISTER	Check	2,205.00
46258	2/18/2025	TODAY'S BUSINESS SOLUTIONS	Check	74.88
46259	2/18/2025	Trigon Imaging Solutions	Check	2,057.95
46260	2/18/2025	UNIQUE MANAGEMENT SERVICES INC	Check	375.60
46261	2/18/2025	WYSO	Check	150.00
2025000003	1/24/2025	OPERS	EFT	37,428.16

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
202500004	1/24/2025	OPERS	EFT	0.02
202500013	1/31/2025	INTERNAL REVENUE SERVICE	EFT	1,893.08
202500014	1/31/2025	OHIO BUSINESS GATEWAY	EFT	1,418.12
202500015	1/31/2025	U.S. BANK	EFT	174.78
202500016	1/31/2025	U.S. BANK	EFT	167.21
202500017	1/31/2025	Nayax	EFT	145.26
202500018	1/31/2025	Merchant eSolutions	EFT	209.49
202500019	2/3/2025	HealthEquity	EFT	7,083.47
202500020	2/14/2025	INTERNAL REVENUE SERVICE	EFT	1,777.02
202500021	2/18/2025	Lauren Barrera	EFT	191.52
202500022	2/18/2025	A.J. SCHWAB	EFT	59.08
202500023	2/18/2025	RUTH ANNE ATTALLA	EFT	32.06
202500024	2/18/2025	Jessica Galloway	EFT	13.44
202500025	2/18/2025	WILLIAM MENKER	EFT	58.80
202500026	2/18/2025	CHARLETTE JOUAN	EFT	23.87
202500027	2/18/2025	LAUREN RURA	EFT	30.00
202500028	2/18/2025	Gregg McCullough	EFT	12.25
202500029	2/18/2025	Laura Fitzpatrick	EFT	7.00
202500030	2/18/2025	MICHELE TILLEY	EFT	16.10
202500031	2/18/2025	TAMMY SIMPSON	EFT	11.20
202500032	2/18/2025	Rachel Knight	EFT	10.36
202500033	2/18/2025	Katherine Watson	EFT	28.42
202500034	2/18/2025	MICHELLE FANG	EFT	28.62
202500035	2/18/2025	Caitlin Spratt	EFT	19.18
202500036	2/18/2025	Dockins, Debe	EFT	41.79
202500037	2/18/2025	KATHERINE MCCOLLUM	EFT	4.34
202500038	2/18/2025	DAVE KENT	EFT	39.48
202500039	2/18/2025	SHELLY PERESIE	EFT	11.62
202500040	2/18/2025	GARY BERRY	EFT	60.97
202500041	2/18/2025	JAMIE GARCIA	EFT	15.38
202500042	2/18/2025	SCOTT ROYAL	EFT	13.44
202500043	2/18/2025	DARRILYNN BREWSTER	EFT	40.25
202500044	2/18/2025	Anne Carey	EFT	8.75
	1/31/2025	Payroll #3	ACH	135,221.25
	2/14/2025	Payroll #4	ACH	134,495.38
Total Payments - 1/24/25 to 2/18/25				<u>\$ 737,857.51</u>

New Business

Washington-Centerville Public Library
February 18, 2025
Bid Acceptance and Approval

Bids for the Centerville Library renovation were due on Wednesday, February 12, 2025. As approved by Resolution No. 025-001, the bids received were opened and read at 12:00 p.m.

There were four bids received, with one of those exceeding 20% above the project estimate. The three responsive bids were sent to you for your review.

Recommendation:

Based on LWC's review of the bids and interviews, we are recommending that the board accept the bid of _____ and award the contract, with a base bid with accepted alternates of \$_____ for the Centerville Library renovation project. The board further authorizes the Library Director to execute all necessary agreements and documents for the project.

This vote, per the library's Fiscal Manual, will require a roll call vote.

RESOLUTION NO. 025-004

AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATES RELATED TO
PURCHASE ORDER NO. 2025-00119 AND 2025-00163

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on February 18, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

_____ moved; _____ seconded the following resolution:

Whereas, Ohio Rev. Code § 5705.41 (D) requires that all expenditures being properly encumbered at the time of commitment, and when this is not possible, the taxing authority is able to authorize the drawing of a warrant for these amounts based on the Fiscal Officer being able to certify that at both the time of commitment (Then) and at the current time (Now) the funds were available to pay the expenditure.

Whereas, the amount exceeds three thousand dollars, and requires the approval of the Board of Trustees to authorize the payment of said expenditure, within thirty days.

Therefore, be it resolved that the Board of Trustees of the Washington-Centerville Public Library authorizes the drawing of a warrant in payment through:

PO #	PO Date	Invoice Date	Payment Date	Vendor	Amount
2025-00119	1/1/2025	10/23/2024	1/24/2025	Innovative Users Group	\$ 85,383.83
2025-00163	1/22/2025	1/19/2025	1/24/2025	Value Line	\$ 7,500.00
Total					\$ 92,883.83

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: February 18, 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 February 18, 2025 and in appearing upon the official records of said Board.

President, Board of Trustees

Fiscal Officer



Washington-Centerville Public Library

561 Congress Park Dr.
Centerville, OH 45459

PURCHASE ORDER

Page: 1
P.O. Number: 2025-00119
P.O. Date: 01/01/2025
Req. Number: 25-SS-00025
Requested By: Robin Poffenberger
Blanket Type:
Ship Via:
Terms:

Deliver To

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

Vendor 05072
INNOVATIVE INTERFACES, INC.
789 E. Eisenhower Parkway
Ann Arbor, MI 48108

937-433-8091

Exempt from Ohio Sales Tax and Federal Excise Tax

FID# 31-6006599

Line	Description/Project	Account	Qty	Unit	Price/Unit	Amount
001	Sierra Annual Maintenance	101.14.53800	1			\$90,000.00
002	Sierra Annual Maintenance	101.14.53920			84,846.0000	\$84,846.00

Purchase Order Total: \$174,846.00

2025 contract combines Sierra SIL, SIP2 licenses, hosting for Sierra, Vega Discover Premium, Innovative Mobile

Certification

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

1/14/2025

Director

Date

1/14/2025

Fiscal Officer

Date



Washington-Centerville Public Library

561 Congress Park Dr.
Centerville, OH 45459

PURCHASE ORDER

Page: 1
P.O. Number: **2025-00163**
P.O. Date: 01/22/2025
Req. Number: 25-AS-00035
Requested By: Hannah Thirey
Blanket Type:
Ship Via:
Terms:

**Deliver
To**

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

Vendor 04294
VALUeline INSTITUTIONAL SERVIC
P.O. BOX 28705
NEW YORK, NY 10087-8705

937-433-8091

Exempt from Ohio Sales Tax and Federal Excise Tax

FID# 31-6006599

Line	Description/Project	Account	Qty	Unit	Price/Unit	Amount
001	Valueline Renewal - 2/6/25 - 2/5/26	101.30.54510	1		7,300.0000	\$7,500.00

Purchase Order Total: \$7,500.00

Certification

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

1/23/2025

Director

Date

1/23/2025

Fiscal Officer

Date

Washington-Centerville Public Library
February 18, 2025
Then & Now Certificate Explanation

PO #2025-00119 – Innovative Users Group

This happens every single year and is a result of Innovative Users Group’s method of processing and preparing invoices. As you can see from the resolution, the invoice date is 10/23/2024. However, the service is for the period of 1/1/2025 to 12/31/2025. We are currently working with them on this issue and are hoping to get it corrected moving forward.

PO#2025-00163 – Value Line

This is a result of an imperfect process between the Fiscal Office and departments. Early last year, we moved to requiring that all invoices be sent directly to the library’s Accounts Payable email account. However, we still have the departments responsible for ensuring that purchase orders are opened in a timely manner. This was an instance where the process did not work as intended. We have discussed this with all the managers and team leaders, and will continue to work to refine the process.

Washington-Centerville Public Library
February 18, 2025
Approval of the Disposal of Library Furniture

As part of the Centerville renovation project, there is library furniture that will not be reused when the library reopens. The Fiscal Manual states that, upon the recommendation of the Library Director, library materials, equipment and furnishings deemed no longer useful shall be declared by the Board of trustees to be surplus property if the fair market value exceeds \$500.

The policy manual further states that the items declared as surplus shall be periodically listed and approved by the Board of Trustees. Once approved by the Board, the items shall be placed for public sale if useable or disposed of by the Library Director or his/her designate.

Based on the timing of the Centerville Library closure, the full list is not currently available but general information is being provided tonight.

Recommendation

We recommend that the board approve the disposal of all surplus furniture and equipment that will not be reused when the Library reopens after the completion of renovation. The disposal process shall be as follows:

1. Donation of furniture/equipment to the school district and local non-profit organizations
2. Offering items for public sale to the community
3. Pickup of all remaining items by disposal company

Upon completion of the disposal, the full list of items will be provided to the board for your review.

February 18, 2025

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 unaudited 2024 annual financial report of the Washington-Centerville Public Library has been completed. The report is available by appointment at the Office of the Fiscal Officer, 561 Congress Park Dr., Centerville, OH 45459.

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
Fiscal Manual Policy Deletion
February 18, 2025

I am asking for the approval to remove the following policy from the Fiscal Manual. We are no longer using petty cash at either location. We provide credit cards for all managers and some team leaders to make necessary, small purchases. Additionally, staff can ask for reimbursement of expenses made on behalf of the library through an easy, efficient process.

Upon approval of removing this policy, we will also remove necessary procedures and guidelines. We additionally will instruct the Public Services Team Leaders and/or Outreach and Public Services Manager to make a deposit of these funds to our general checking account.

ESTABLISHING A PETTY CASH FUND

The Library Board authorized the establishment of two general petty cash funds—one for each library facility. The fund for Woodbourne Library shall be established as a \$250 fund; the fund for Centerville Library shall be established as a \$300 fund, with expenditures to be reimbursed on a monthly basis.

The Library Board authorized the Library Director to designate 2 staff members, each of whom will serve as the custodian for one fund.

Revised December 2002; Updated May 2006; Revised August 2021

Recommendation

As we are no longer using the petty cash process, it is my recommendation that we strike this policy from the Library Fiscal Manual and direct the appropriate personnel to deposit these funds in the library's account.

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
CIRCULATION												
Total Circulation	57,435	49,819	-13.3%	38,085	40,107	5.3%	1	13	1200.0%	141,513	137,383	-2.9%
APPLICANT REGISTRATION												
Total Registrations	414	371	-10.4%	179	222	24.0%				593	593	0.0%
LIBRARY CARDHOLDERS												
Total Library Cardholders										64,208	61,442	-4.3%
VISITORS												
Building Visitors	16,153	14,051	-13.0%	11,259	12,525	11.2%	1,594	1,630	2.3%	29,006	28,206	-2.8%
Website Visitors										149,446	271,889	81.9%
Total Visitors										178,452	300,095	68.2%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	3,514	3,332	-5.2%	2,665	3,582	34.4%	1,151	1,756	52.6%	7,330	8,670	18.3%
PROGRAMS*												
Adult/General Programs	8	0	-100.0%	9	16	77.8%	8	7	-12.5%	26	37	42.3%
Adult/General Program Attendees	100	0	-100.0%	71	290	308.5%	60	50	-16.7%	642	752	17.1%
Children's Programs	25	0	-100.0%	13	39	200.0%	0	0	0.0%	56	41	-26.8%
Children's Program Attendees	529	0	-100.0%	297	762	156.6%	0	0	0.0%	1,128	801	-29.0%
Teen Programs	4	0	-100.0%	1	6	500.0%	0	0	0.0%	5	6	20.0%
Teen Program Attendees	45	0	-100.0%	7	120	1614.3%	0	0	0.0%	52	120	130.8%
Total Library Programs	37	0	-100.0%	23	61	165.2%	8	7	-12.5%	87	84	-3.4%
Total Library Program Attendees	674	0	-100.0%	375	1,172	212.5%	60	50	-16.7%	1,822	1,673	-8.2%
ELECTRONIC DATABASE USAGE		Users/Month			Queries/Month							
Library-Owned Databases*	2,547	2,170	-14.8%	4,558	2,609	-42.8%						
OPLIN Databases*				5,580	5,495	-1.5%						
Total All Databases	2,547	2,170	-14.8%	10,138	8,104	-20.1%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PRINT CIRCULATION												
Adult Books	17,640	15,684	-11.1%	12,535	13,057	4.2%	1	9	800.0%	30,176	28,750	-4.7%
Juvenile Books	22,950	20,428	-11.0%	14,179	13,915	-1.9%	0	2	0.0%	37,129	34,345	-7.5%
Off Line Transactions										7	16	128.6%
Periodicals	1,905	1,221	-35.9%	918	1,127	22.8%	0	0	0.0%	2,823	2,348	-16.8%
Young Adult Books	1,912	1,401	-26.7%	1,029	1,118	8.6%	0	2	0.0%	2,941	2,521	-14.3%
Total Print Circulation	44,407	38,734	-12.8%	28,661	29,217	1.9%	1	13	1200.0%	73,076	67,980	-7.0%
AV CIRCULATION												
Audiobooks	1,988	1,916	-3.6%	1,513	1,641	8.5%				3,501	3,557	1.6%
Movies (DVDs/Blu-rays)	9,892	7,862	-20.5%	6,908	7,613	10.2%				16,800	15,475	-7.9%
Music (Compact Discs)	395	153	-61.3%	472	520	10.2%				867	673	-22.4%
Total AV Circulation	12,275	9,931	-19.1%	8,893	9,774	9.9%				21,168	19,705	-6.9%
LIBRARY OF THINGS CIRCULATION												
Board Games	184	469	154.9%	166	481	189.8%	0	0	0.0%	350	950	171.4%
Library Bags	69	66	-4.3%	67	55	-17.9%				136	121	-11.0%
Cultural Passes**	N/A	16	0.0%	N/A	16	0.0%	N/A	0	0.0%	0	32	0.0%
Hotspots	7	13	85.7%	22	27	22.7%	0	0	0.0%	29	40	37.9%
Maker Kits	120	97	-19.2%	38	130	242.1%	0	0	0.0%	158	227	43.7%
Streaming Devices	53	66	24.5%	27	47	74.1%	0	0	0.0%	80	113	41.3%
Streaming Device+Hotspot Combos**	N/A	11	0.0%	N/A	6	0.0%	N/A	0	0.0%	0	17	0.0%
Juvenile Tablets	313	400	27.8%	211	354	67.8%				524	754	43.9%
Total Library of Things Circulation	746	1,138	52.5%	531	1,116	110.2%	0	0	0.0%	1,277	2,254	76.5%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	29,057	24,509	-15.7%	20,416	22,047	8.0%	1	9	800.0%	49,474	46,565	-5.9%
Juvenile Circulation	26,429	23,909	-9.5%	16,612	16,892	1.7%	0	2	0.0%	43,041	40,803	-5.2%
Young Adult Circulation	1,949	1,401	-28.1%	1,057	1,168	10.5%	0	2	0.0%	3,006	2,571	-14.5%
Total Physical Circulation	57,435	49,819	-13.3%	38,085	40,107	5.3%	1	13	1200.0%	95,521	89,939	-5.8%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										1,511	1,389	-8.1%
DIGITAL CIRCULATION												
eAudiobooks										16,417	18,598	13.3%
eBooks										20,680	19,844	-4.0%
eMusic										247	344	39.3%
eVideo										2,619	2,577	-1.6%
eZines (Digital Magazines)										4,518	4,692	3.9%
Total Digital Circulation										44,481	46,055	3.5%

*NOTES:

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

PROGRAMS: Due to CV Reno, no programs scheduled at Centerville in 2025.

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
CIRCULATION												
Total Circulation	57,435	49,819	-13.3%	38,085	40,107	5.3%	1	13	1200.0%	141,513	137,383	-2.9%
APPLICANT REGISTRATION												
Total Registrations	414	371	-10.4%	179	222	24.0%				593	593	0.0%
LIBRARY CARDHOLDERS												
Total Library Cardholders										64,208	61,442	-4.3%
VISITORS												
Building Visitors	16,153	14,051	-13.0%	11,259	12,525	11.2%	1,594	1,630	2.3%	29,006	28,206	-2.8%
Website Visitors										149,446	271,889	81.9%
Total Visitors										178,452	300,095	68.2%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	3,514	3,332	-5.2%	2,665	3,582	34.4%	1,151	1,756	52.6%	7,330	8,670	18.3%
PROGRAMS*												
Adult/General Programs	8	0	-100.0%	9	16	77.8%	8	7	-12.5%	26	37	42.3%
Adult/General Program Attendees	100	0	-100.0%	71	290	308.5%	60	50	-16.7%	642	752	17.1%
Children's Programs	25	0	-100.0%	13	39	200.0%	0	0	0.0%	56	41	-26.8%
Children's Program Attendees	529	0	-100.0%	297	762	156.6%	0	0	0.0%	1,128	801	-29.0%
Teen Programs	4	0	-100.0%	1	6	500.0%	0	0	0.0%	5	6	20.0%
Teen Program Attendees	45	0	-100.0%	7	120	1614.3%	0	0	0.0%	52	120	130.8%
Total Library Programs	37	0	-100.0%	23	61	165.2%	8	7	-12.5%	87	84	-3.4%
Total Library Program Attendees	674	0	-100.0%	375	1,172	212.5%	60	50	-16.7%	1,822	1,673	-8.2%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	2,547	2,170	-14.8%	4,558	2,609	-42.8%						
OPLIN Databases				5,580	5,495	-1.5%						
Total All Databases	2,547	2,170	-14.8%	10,138	8,104	-20.1%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PRINT CIRCULATION												
Adult Books	17,640	15,684	-11.1%	12,535	13,057	4.2%	1	9	800.0%	30,176	28,750	-4.7%
Juvenile Books	22,950	20,428	-11.0%	14,179	13,915	-1.9%	0	2	0.0%	37,129	34,345	-7.5%
Off Line Transactions										7	16	128.6%
Periodicals	1,905	1,221	-35.9%	918	1,127	22.8%	0	0	0.0%	2,823	2,348	-16.8%
Young Adult Books	1,912	1,401	-26.7%	1,029	1,118	8.6%	0	2	0.0%	2,941	2,521	-14.3%
Total Print Circulation	44,407	38,734	-12.8%	28,661	29,217	1.9%	1	13	1200.0%	73,076	67,980	-7.0%
AV CIRCULATION												
Audiobooks	1,988	1,916	-3.6%	1,513	1,641	8.5%				3,501	3,557	1.6%
Movies (DVDs/Blu-rays)	9,892	7,862	-20.5%	6,908	7,613	10.2%				16,800	15,475	-7.9%
Music (Compact Discs)	395	153	-61.3%	472	520	10.2%				867	673	-22.4%
Total AV Circulation	12,275	9,931	-19.1%	8,893	9,774	9.9%				21,168	19,705	-6.9%
LIBRARY OF THINGS CIRCULATION												
Board Games	184	469	154.9%	166	481	189.8%	0	0	0.0%	350	950	171.4%
Library Bags	69	66	-4.3%	67	55	-17.9%				136	121	-11.0%
Cultural Passes**	0	16	0.0%	0	16	0.0%	0	0	0.0%	0	32	0.0%
Hotspots	7	13	85.7%	22	27	22.7%	0	0	0.0%	29	40	37.9%
Maker Kits	120	97	-19.2%	38	130	242.1%	0	0	0.0%	158	227	43.7%
Streaming Devices	53	66	24.5%	27	47	74.1%	0	0	0.0%	80	113	41.3%
Streaming Device+Hotspot Combos**	0	11	0.0%	0	6	0.0%	0	0	0.0%	0	17	0.0%
Juvenile Tablets	313	400	27.8%	211	354	67.8%				524	754	43.9%
Total Library of Things Circulation	746	1,138	52.5%	531	1,116	110.2%	0	0	0.0%	1,277	2,254	76.5%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	29,057	24,509	-15.7%	20,416	22,047	8.0%	1	9	800.0%	49,474	46,565	-5.9%
Juvenile Circulation	26,429	23,909	-9.5%	16,612	16,892	1.7%	0	2	0.0%	43,041	40,803	-5.2%
Young Adult Circulation	1,949	1,401	-28.1%	1,057	1,168	10.5%	0	2	0.0%	3,006	2,571	-14.5%
Total Physical Circulation	57,435	49,819	-13.3%	38,085	40,107	5.3%	1	13	1200.0%	95,521	89,939	-5.8%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										1,511	1,389	-8.1%
DIGITAL CIRCULATION												
eAudiobooks										16,417	18,598	13.3%
eBooks										20,680	19,844	-4.0%
eMusic										247	344	39.3%
eVideo										2,619	2,577	-1.6%
eZines (Digital Magazines)										4,518	4,692	3.9%
Total Digital Circulation										44,481	46,055	3.5%

*NOTES:

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

PROGRAMS: Due to CV Reno, no programs scheduled at Centerville in 2025.

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