

ATTACHMENTS FOR MARCH 18, 2025 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Director Activities

February 14 – March 13, 2025

Library Operations

- Centerville Library renovation
 - Met with movers and coordinated packing up of collection and furnishings
 - Looked for additional non-profits to donate furniture no longer needed, and coordinated pick up with organizations
 - Moved furniture and collections into Community Room to have space ready for kickoff
 - Worked Saturdays and Sunday to prepare space and clear our furniture
- Delivered performance evaluations to direct reports
- Attended Customer Service Task Force meeting
- Coordinated reception for Indian Heritage collection

Communication

- Addressed questions submitted by staff at All-Staff meeting

Community / Professional Involvement

- Toured Xenia Library
- Met with other Public Entity Directors
- Attended ETM meeting in Westerville
- Participated in Age Friendly Focus Group meeting with the City
- Friends
 - Moved their book sale items to storage on a Saturday
 - Attended monthly meeting and Out of the Pocket planning meeting

Human Resources Recommendations



HUMAN RESOURCES REPORT

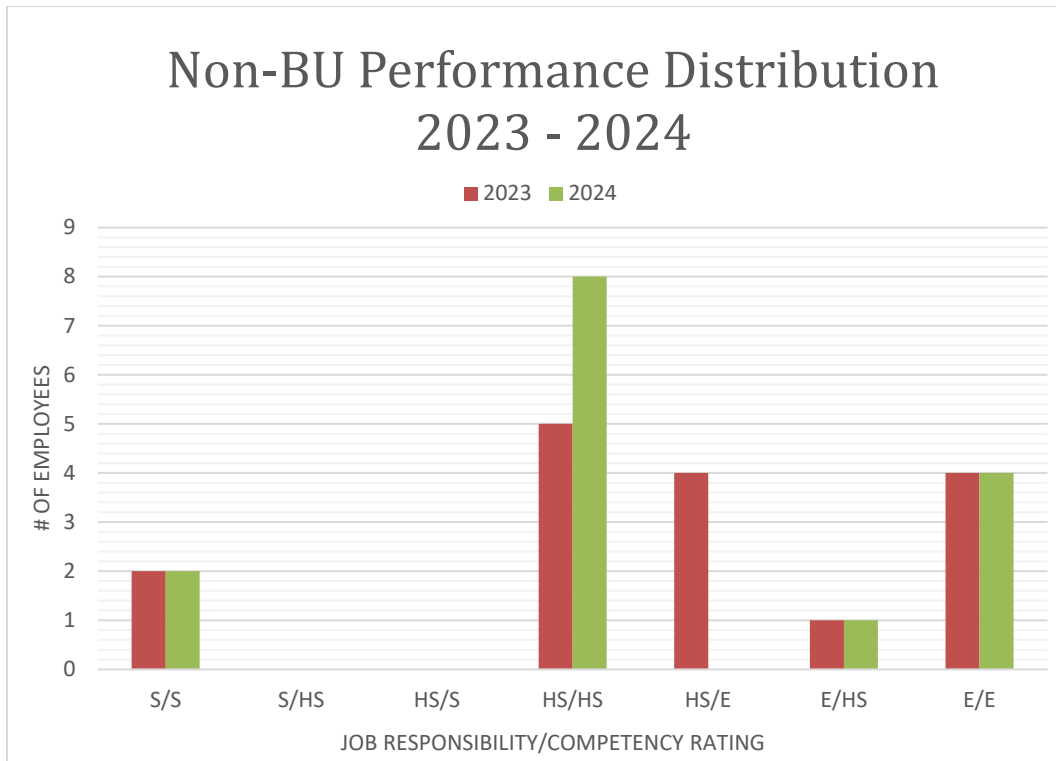
2025 PAY RATES RECOMMENDATIONS FOR NON-BARGAINING UNIT EMPLOYEES

Nineteen employees comprised of exempt and non-exempt in supervisory/confidential roles were evaluated for prior year performance. Two employees, currently in their provisional period, are not included in the recommendations following.

Employees are evaluated on their specific job responsibilities and tasks as well as five core competencies. Core competencies are Communication, Customer Service, Managing Performance, Problem Solving and Teamwork. An overall rating is assigned by their supervisor to each area.

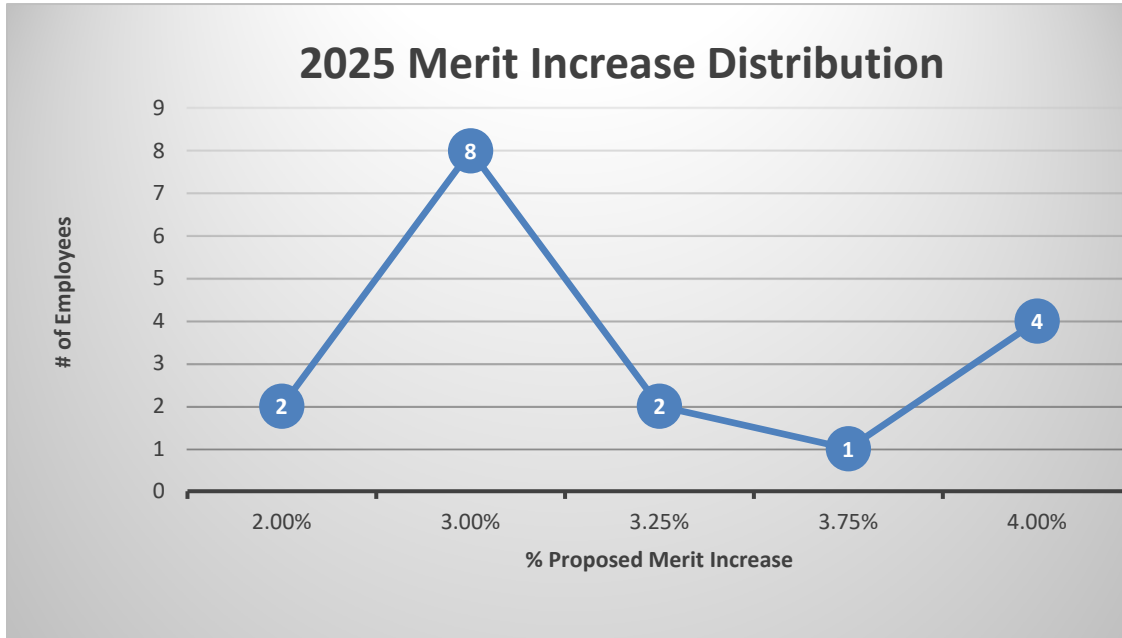
The performance distribution (Job Responsibilities/Core Competency) is as follows:

- Exceptional/Exceptional rating (E/E) = 4 employees
- Exceptional/Highly Successful rating (E/HS) = 1 employee
- Highly Successful/Exceptional rating (HS/E) = 2 employees
- Highly Successful/Highly Successful rating (HS/HS) = 8 employees
- Successful/Highly Successful rating (S/HS) = 2 employees



Recommendations for Merit Increases:

Proposed individual merit increases range from zero to 4 percent based on 2024 performance. Adjustments will be made according to where the individual’s pay fell to the midpoint. The average merit increase is 3.24% after midpoint adjustment.



The above Compensation Strategy will also be used to award merit for non-bargaining unit employees eligible for merit increases at the end of their provisional period as well as eligible partially benefited employees who will be participating in the performance management process in April for prior year, April 1, 2024 to March 31, 2025 performance.

The annual cost of proposed merit increases for seventeen non-bargaining unit, fully benefited employees is \$36,128.23.

2025 PAY RANGE RECOMMENDATIONS

To remain competitive with comparable libraries and increase our efforts to attract and retain quality candidates and current employees, an increase of 1.5% to 5% to the minimum and 1.5% to 7% to the maximum of the pay ranges is recommended for all positions with the exception of Shelving Assistants, effective April 6, 2025.

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

February 18, 2025

CALL TO ORDER

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

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

HEARING OF THE PUBLIC

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

OATH OF OFFICE

Hannah Thirey, Notary Public, was called upon to perform the Oath of Office for Trustee David Falkner, upon his reappointment as trustee for term expiring December 31, 2031.

Ms. Thirey asked Mr. Falkner 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 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. Falkner said, "I do."

AGENDA CHANGE

Mrs. Herrick stated that there was an agenda change. John Fabelo and Lucas Lantz from LWC would present regarding the bids that were received for the Centerville Library Renovation project.

The bids, in the order received, were:

<u>Contractor</u>	<u>Base Bid with Accepted Alternates</u>
Triton Services	\$ 4,592,500.00
Staffco Construction	\$ 4,909,000.00
Mark Spaulding Construction	\$ 4,561,000.00
AKA Construction	\$ 5,230,700.00

They discussed the project, and the bids received. There were four total bids received, with three of them being considered responsive. The bid from AKA Construction was not responsive as their bid was more than 20% above the project estimate. Based on their interviews with the three responsive firms, LWC believes that each of the firms had a good understanding of the project, milestones and completion dates.

After discussing each of the potential contractors, Mr. Nunna moved to approve awarding the bid to Mark Spaulding Construction, in the amount of \$4,561,000, including accepted alternates. Mr. Falkner seconded the motion.

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

Upon the approval of the awarding of contract, LWC would begin to move forward with issuing the notice of intent to Mark Spaulding Construction.

APPROVAL OF MINUTES

Mrs. Cline moved for the approval of the January 21, 2025 Meeting Minutes. Mr. Falkner seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 2 (Suttman, Falkner)

DIRECTOR'S REPORT

Mrs. Fultz presented her monthly report for February 2025:

- **FACILITIES**

- Centerville Library
 - Universal changing table donation
 - Beginning to set up temporary space
 - Anticipate opening temporary space and switching to temporary hours March 3
 - Email communication planned for all cardholders
- Woodbourne Library
- Legacy Administration Building
 - Friends shed
- Creativity Commons

- **COLLECTIONS/SERVICES/PROGRAMS**

- Thank you notes for Michael Carter program series
- Reception for Indian Heritage collection
- Next exhibit is by Kimberly Ceccarelli – until March 24
- Woodbourne Library Arts Endowment request

Mrs. Fultz discussed that this request is being made to bring an exhibition called Curious Critters to the library later this year. She passed around a book that showed what the

exhibit would include. She stated that we were still working through some of the items from an appropriation standpoint, but that we anticipate being able to work this out. In addition to the exhibit hanging in Woodbourne Library during this period, there would be several programs done alongside the exhibit. In order to bring this exhibit to the library, we are asking that the Board approve using the Woodbourne Library Art Endowment (WBLAE) to fund it.

Mrs. Denison moved to approve the request, in the amount of \$4,905, to be reimbursed from the WBLAE, held by the Dayton Foundation. Mrs. Suttman seconded the motion.

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

- **OTHER**

- Book labels
- PLF
 - Trying to reschedule a meeting with the other libraries
 - DeWine proposed increasing it to 1.75%
- Staff Development Day

FISCAL OFFICER'S REPORT

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

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

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

The motion is approved.

- b. Payment of February 2025 Expenditures

Mr. Monteith presented the check register for the period of January 22, 2025 through February 18, 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>Absent</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mrs. Suttman	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

The motion is approved.

NEW/OLD BUSINESS

a. Resolution No. 025-004: Approval of Then & Now Certificates

Mr. Monteith explained that there were two more Then & Now Certificates this month. The first certificate relates to the way and dates that Innovative Users Group prepares and processes their invoices. The first issued this invoice on 10/23/2024, but the service period is for January to December 2025. We have not appropriated for this payments to be made in the year prior, so the purchase order could not be opened until the new fiscal year opened. We are evaluating the best way to move forward with this.

The second certificate relates to a still imperfect process, with the invoices going directly to Accounts Payable, but the departments being responsible for the opening of purchase orders. Mr. Monteith stated that we have had some discussions on additional process improvements to eliminate some of the Then & Now Certificates being necessary.

Mrs. Suttman moved for the approval of Resolution No. 025-004, approval of Then & Now Certificates. Mr. Falkner seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

b. Approval of the donation, sale and disposal of furniture from the Centerville Library

Mr. Monteith stated that this approval was being requested due to there being a large amount of furniture and equipment that will not be reused after the completion of the renovation. As a result, we are requesting approval to dispose of these items using the following process:

- i. Donation of the furniture/equipment to the school district, other governmental agencies, and local non-profit organizations
- ii. Offering items to the general public for sale
- iii. Pickup of all remaining items by disposal company

Upon completion of the disposal and reconciliation to the fixed asset records, a full list of items to be disposed will be presented to the board for their review.

Mrs. Denison moved to approve the donation, sale and disposal of items as presented. Mrs. Cline seconded the motion.

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

The motion is approved.

c. Approval of the Legal Advertisement

Mr. Monteith stated that this approval is required, based on the Ohio Revised Code requirements to post notice that the annual financial report is available for public inspection. This notice must be run once, in a newspaper of general circulation, in the community where the library resides. Based on this, the notice will be placed in the Dayton Daily News, once the filing is made with the Ohio Auditor of State.

This action does not require that the financial statements be approved by the Board of Trustees.

Mr. Falkner moved to approve the placement of the legal advertisement. Mr. Nunna seconded the motion.

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

The motion is approved.

d. Fiscal Manual Revision – Deletion of the Petty Cash Policy

Mr. Monteith stated that this revision is being requested to allow us to formally delete the Petty Cash Policy from the Fiscal Manual, and further directs that the amounts currently held as petty cash be deposited to the Library's general checking account. He further stated that we had moved to a reimbursement-only policy over a year ago, and have had no issues with this being the process.

Mr. Falkner moved to approve the deletion of the petty cash policy. Mr. Nunna seconded the motion.

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

The motion is approved.

ADJOURNMENT

Mrs. Suttman moved to adjourn the meeting at 8:27 P.M. Mrs. Cline seconded the motion.

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

The motion to adjourn is approved.

President

Fiscal Officer

DRAFT - UNAPPROVED

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

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

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

DRAFT - UNAPPROVED

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>

Fiscal Officer's Report

**Washington-Centerville Public Library
Monthly Cash Position
For The Month Of February 2025**

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 8,258,722.13	\$ 2,646,649.03	\$ 556,902.43	\$ 10,348,468.73
Unclaimed Funds	794.93	35.99	0.00	830.92
Special Operating Fund	3,750,186.25	0.00	0.00	3,750,186.25
Building Fund	4,663,554.63	0.00	44,973.00	4,618,581.63
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	88.70	0.00	0.00	88.70
Payroll Clearing Fund	29,007.44	90,211.99	90,193.95	29,025.48
	\$ 17,997,640.72	\$ 2,736,897.01	\$ 692,069.38	\$ 20,042,468.35

**Washington-Centerville Public Library
YTD Cash Position
For The Month Of February 2025**

Fund	Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 8,917,565.34	\$ 3,108,600.22	\$ 1,677,696.83	\$ 10,348,468.73
Unclaimed Funds	794.93	35.99	-	830.92
Special Operating Fund	3,750,186.25	-	-	3,750,186.25
Building Fund	4,723,157.63	-	104,576.00	4,618,581.63
Perm. Imp. Fund-IIs	568,950.30	-	-	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	-	-	726,336.34
Dorothy R. Yeck Good Life End	184.69	-	95.99	88.70
Payroll Clearing Fund	15,302.23	218,726.97	205,003.72	29,025.48
	\$ 18,702,477.71	\$ 3,327,363.18	\$ 1,987,372.54	\$ 20,042,468.35

Washington-Centerville Public Library
Monthly Cash Reconciliation
For The Month Of February 2025

Bank Balances:

US Bank	\$	2,976,408.34
Dayton Foundation		5,470.00
Paypal		1,403.62
Total Cash Accounts		2,983,281.96

PNC Capital:

Securities		450,000.00
Money Market		961,760.63

RedTree Investments:

Securities		3,652,015.00
Money Market		32,990.00
StarOhio		12,067,478.10
Total Investment Accounts		17,164,243.73

Total Bank Balances		20,147,525.69
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Deposits-in-Transit		424.59
Unposted Payments		28.57
Outstanding Checks		(105,510.50)

Adjusted Bank Balances		20,042,468.35
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Book Balance (from Cash Position)		20,042,468.35
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Difference	\$	-
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See detail in separate attachment

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

101 - General Fund	Budget	Month Revenue	YTD Revenue	Percent
PUBLIC LIBRARY FUND	\$ 3,280,355.00	\$ 317,246.08	\$ 603,307.97	18.39%
GENERAL PROPERTY TAXES	4,690,516.00	2,228,460.32	2,332,340.68	49.72% 1
PROPERTY TAX ROLLBACK	600,000.00	-	-	0.00% 2
GRANTS - FEDERAL, STATE & LOCAL	-	-	-	0.00%
PATRON FINES & FEES	22,500.00	2,326.40	4,887.62	21.72%
COPIER INCOME	21,000.00	3,519.05	6,437.85	30.66%
PROGRAM FEES	-	-	-	0.00%
PASSPORT EXECUTION FEES	25,000.00	2,205.00	4,445.00	17.78%
PASSPORT PHOTOS	5,500.00	615.00	1,145.00	20.82%
PATRON SUPPLIES	27,500.00	2,462.68	4,265.37	15.51%
INTEREST INCOME	400,000.00	86,767.35	135,304.81	33.83%
DONATIONS	22,500.00	801.62	13,246.26	58.87% 3
REFUNDS & REIMBURSEMENTS	9,000.00	2,245.58	3,212.31	35.69%
MISCELLANEOUS-OTHER	50,200.00	(0.05)	7.35	0.01%
TRANSFER IN	-	-	-	0.00%
TOTAL RECEIPTS-GENERAL FUND	\$ 9,154,071.00	\$ 2,646,649.03	\$ 3,108,600.22	33.96%

102 - Unclaimed Funds	Budget	Month Revenue	YTD Revenue	Percent
REFUNDS	\$ -	\$ 35.99	\$ 35.99	0.00%
TRANSFER TO UNCLAIMED	-	-	-	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ 35.99	\$ 35.99	0.00%

205 - Special Operating Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFER TO SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	0.00%

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

401 - Building Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO BUILDING FUND	\$ 1,750,000.00	\$ -	\$ -	0.00%
TOTAL RECEIPTS-BUILDING FUND	\$ 1,750,000.00	\$ -	\$ -	0.00%
450 - Perm. Improvement - ILS Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - ILS	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	0.00%
451 - Perm. Improvement - Technology Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
TOTAL PERM. IMP. FUND-TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
898 - Yeck GLA Fund	Budget	Month Revenue	YTD Revenue	Percent
YECK DONATIONS-RESTRICTED	\$ 5,525.00	\$ -	\$ -	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 5,525.00	\$ -	\$ -	0.00%
999 - Payroll Clearing Fund	Budget	Month Revenue	YTD Revenue	Percent
CLEARING REVENUE	\$ -	\$ 90,211.99	\$ 218,726.97	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 90,211.99	\$ 218,726.97	0.00%
GRAND TOTAL RECEIPTS	\$ 10,909,596.00	\$ 2,736,897.01	\$ 3,327,363.18	30.50%

See Notes to the Financial Report

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

101 - General Fund	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
Public Library Fund	\$ 292,388.78	\$ 317,246.08	\$ 24,857.30	\$ 523,825.29	\$ 603,307.97	\$ 79,482.68	1
General Property Taxes	1,946,564.14	2,228,460.32	281,896.18	2,040,374.46	2,332,340.68	291,966.22	2
Property Tax Rollback	-	-	-	-	-	-	
Federal Grants	-	-	-	-	-	-	
Local Grants	-	-	-	-	-	-	
Patron Fines & Fees	1,875.00	2,326.40	451.40	3,750.00	4,887.62	1,137.62	
Copier, Fax and Printing	1,750.00	3,519.05	1,769.05	3,500.00	6,437.85	2,937.85	
Program Fees	-	-	-	-	-	-	
Passport Execution Fees	2,083.33	2,205.00	121.67	4,166.67	4,445.00	278.33	
Passport Photos	458.33	615.00	156.67	916.67	1,145.00	228.33	
Patron Supplies	2,291.67	2,462.68	171.01	4,583.33	4,265.37	(317.96)	
Interest Income	60,617.28	86,767.35	26,150.07	91,710.32	135,304.81	43,594.49	3
Donations	571.97	801.62	229.65	1,143.94	13,246.26	12,102.32	
Refunds & Reimbursements	750.00	2,245.58	1,495.58	1,500.00	3,212.31	1,712.31	
Miscellaneous-Other	4,183.33	(0.05)	(4,183.38)	8,366.67	7.35	(8,359.32)	
Transfer In	-	-	-	-	-	-	
TOTAL GENERAL FUND	\$ 2,313,533.83	\$ 2,646,649.03	\$ 333,115.20	\$ 2,683,837.34	\$ 3,108,600.22	\$ 424,762.88	

See Notes to the Financial Report

**Washington-Centerville Public Library
Expense Account Summary
For the Month of February 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						
SALARIES & BENEFITS						
<i>SALARIES & LEAVE BENEFITS</i>						
Director/Managers	672,250.00	50,664.64	126,661.60	0.00	545,588.40	18.84%
Library Specialist	1,445,000.00	108,332.57	270,650.68	0.00	1,174,349.32	18.73%
Technician	147,000.00	11,110.40	27,776.00	0.00	119,224.00	18.90%
Public Services Assistant	330,000.00	25,466.17	64,162.17	0.00	265,837.83	19.44%
Substitute	44,000.00	3,660.97	8,584.23	0.00	35,415.77	19.51%
Fiscal Officer	109,000.00	8,435.36	20,893.71	0.00	88,106.29	19.17%
Administrative Support	516,350.00	36,689.73	91,304.28	0.00	425,045.72	17.68%
Facilities	81,000.00	5,969.60	15,007.95	0.00	65,992.05	18.53%
Library Aides	147,450.00	9,759.39	24,282.17	0.00	123,167.83	16.47%
Driver	20,000.00	923.44	2,489.99	0.00	17,510.01	12.45%
Shelving Assistants	97,000.00	6,963.91	18,582.87	0.00	78,417.13	19.16%
SALARIES & LEAVE BENEFITS	3,609,050.00	267,976.18	670,395.65	0.00	2,938,654.35	18.58%
<i>RETIREMENT-OPERS</i>						
OPERS	506,040.00	37,699.72	75,127.90	0.00	430,912.10	14.85%
<i>INSURANCE BENEFITS</i>						
Health Insurance	483,781.00	40,181.34	80,362.68	379,387.32	24,031.00	95.03%
Health Savings Account	96,025.95	7,083.47	13,883.60	77,517.35	4,625.00	95.18%
Dental Insurance	23,415.00	1,939.05	3,878.10	18,306.90	1,230.00	94.75%
Medicare	54,214.50	3,539.30	8,960.45	0.00	45,254.05	16.53%
Life Insurance	3,365.00	265.95	505.65	2,679.35	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	53,009.11	107,590.48	477,890.92	82,820.05	16.10%
<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	358,685.01	853,114.03	477,890.92	3,452,386.50	17.83%
SUPPLIES						
<i>GENERAL ADMINISTRATIVE SUPPLIES</i>						
Office Supplies	28,143.06	1,554.92	3,496.51	7,584.75	17,061.80	39.37%
Program Supplies	67,278.87	594.89	3,033.91	34,316.98	29,927.98	55.52%
Cataloging/Processing Supplies	13,141.05	3,217.45	4,146.90	1,994.15	7,000.00	46.73%
Postage	1,000.00	0.00	0.00	607.20	392.80	60.72%
Janitorial Supplies	3,832.04	257.76	257.76	817.88	2,756.40	
GENERAL ADMINISTRATIVE SUPPLIES	113,395.02	5,625.02	10,935.08	45,320.96	57,138.98	9.64%
<i>PROPERTY MAINTENANCE / REPAIR SUPPLIES</i>						
Property Maintenance & Repair	40,763.38	652.05	1,209.39	2,561.98	36,992.01	9.25%
<i>VEHICLE FUEL AND SUPPLIES</i>						
Vehicle Fuel	3,168.78	66.54	125.37	683.46	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	66.54	125.37	683.46	2,859.95	22.05%
<i>SUPPLIES PURCHASED FOR RESALE</i>						
Supplies for Resale	77,304.81	2,057.95	4,812.39	32,632.54	39,859.88	48.44%
Supplies Total:	235,131.99	8,401.56	17,082.23	81,198.94	136,850.82	7.26%

**Washington-Centerville Public Library
Expense Account Summary
For the Month of February 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
PURCHASED & CONTRACTED SERVICES						
<i>TRAVEL AND MEETING EXPENSES</i>						
Mileage	11,050.00	747.92	841.57	8,148.43	2,060.00	81.36%
In-House Seminars	19,637.97	0.00	0.00	2,637.97	17,000.00	13.43%
Conference/Meetings	45,800.66	964.27	1,679.27	8,136.13	35,985.26	21.43%
Membership Dues	4,825.00	110.00	325.00	1,005.00	3,495.00	27.56%
TRAVEL AND MEETING EXPENSES	81,313.63	1,822.19	2,845.84	19,927.53	58,540.26	3.50%
<i>COMMUNICATION / PRINTING / PUBLICITY</i>						
Telephone	5,419.85	844.03	844.03	3,655.97	919.85	83.03%
Computer Data Line	49,899.91	811.19	2,478.79	46,334.21	1,086.91	97.82%
Postage	22,374.79	250.00	532.00	635.49	21,207.30	5.22%
Postage Machine Rental	3,323.35	932.40	932.40	1,778.35	612.60	81.57%
Security Alarm	9,569.34	0.00	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	3,915.00	4,875.00	12,886.00	1,901.56	90.33%
Printing/Publications	54,117.02	423.06	428.21	715.58	52,973.23	2.11%
COMMUNICATION/PRINT/PUBLICITY	166,866.82	7,175.68	12,178.43	72,646.94	82,041.45	7.30%
<i>PROPERTY MAINTENANCE / REPAIR / SECURITY</i>						
Building & Site Repairs	153,985.82	9,903.15	14,128.23	14,059.45	125,798.14	18.31%
Equipment Maintenance	25,032.09	545.16	3,183.21	12,740.95	9,107.93	63.61%
Grounds & Snow Removal	154,000.00	17,512.52	20,690.32	42,809.68	90,500.00	41.23%
Janitorial Services	242,845.38	17,351.36	33,274.40	144,945.14	64,625.84	73.39%
Trash Services	21,283.75	1,039.12	2,951.30	15,711.22	2,621.23	87.68%
PROPERTY MAINT/REPAIR/SECURITY	597,147.04	46,351.31	74,227.46	230,266.44	292,653.14	50.99%
<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	12,977.34	15,428.96	92,584.78	6,700.00	94.16%
Gas	41,947.76	6,106.26	10,821.65	29,326.11	1,800.00	95.71%
Water/Sewer	13,280.81	491.59	530.73	12,190.28	559.80	95.78%
UTILITIES	169,942.31	19,575.19	26,781.34	134,101.17	9,059.80	94.67%
<i>PROFESSIONAL SERVICES</i>						
Speakers/Program Stipends	17,339.55	150.00	655.00	12,345.00	4,339.55	74.97%
Art and Other Exhibits	5,000.00	137.56	231.10	1,068.90	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	195.48	12,604.52	1.53%
General Legal Services	5,500.00	0.00	150.00	350.00	5,000.00	9.09%
Labor Legal Services	23,257.50	2,205.00	2,345.00	5,912.50	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	1,204.71	1,901.45	8,222.19	10,537.72	49.00%
Benefits Administration	5,000.00	327.50	530.00	4,170.00	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	4,024.77	5,812.55	33,764.07	141,981.79	21.80%
<i>SOFTWARE MAINTENANCE</i>						
Software Maintenance	253,949.80	5,413.00	92,266.83	39,293.97	122,389.00	51.81%
<i>OTHER CONTRACTED SERVICES</i>						
Temporary Contract Services	46,703.15	559.20	1,124.75	3,497.96	42,080.44	9.90%
Online Services	239,414.81	10,601.87	27,788.00	141,653.61	69,973.20	70.77%
Collection Development Services	6,400.00	2,400.00	2,600.00	0.00	3,800.00	40.63%
OTHER CONTRACTED SERVICES	292,517.96	13,561.07	31,512.75	145,151.57	115,853.64	60.39%
Contract Services Total:	1,775,029.72	97,923.21	245,625.20	675,151.69	854,252.83	2.90
LIBRARY MATERIALS						
<i>NEW BOOKS</i>						
New Books	547,392.11	33,516.65	54,710.31	166,731.80	325,950.00	40.45%

Washington-Centerville Public Library
Expense Account Summary
For the Month of February 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
Standing Orders/Continuations	18,206.81	1,002.44	1,864.24	12,342.57	4,000.00	78.03%
Book Rentals	70,617.75	124.15	258.05	2,509.70	67,850.00	3.92%
NEW BOOKS	636,216.67	34,643.24	56,832.60	181,584.07	397,800.00	8.93%
<i>PERIODICALS</i>						
Periodicals	11,000.00	0.00	244.00	209.00	10,547.00	4.12%
<i>AUDIO-VISUAL MATERIALS</i>						
Movies	105,928.16	5,997.95	10,636.67	30,291.49	65,000.00	38.64%
Read Along Audiobooks	49,007.53	166.31	3,364.04	5,743.49	39,900.00	18.58%
Pre-Loaded Learning Tablets	32,185.40	74.99	1,568.77	4,616.63	26,000.00	19.22%
Audiobooks	15,386.42	381.46	773.70	7,162.72	7,450.00	51.58%
Other Audio-Visual Materials	6,527.62	-12.49	1,009.73	517.89	5,000.00	23.40%
AUDIO-VISUAL MATERIALS	209,035.13	6,608.22	17,352.91	48,332.22	143,350.00	31.42%
<i>ONLINE SUBSCRIPTIONS</i>						
Online Subscriptions	127,000.00	0.00	29,378.90	15,581.24	82,039.86	35.40%
ONLINE SUBSCRIPTIONS	127,000.00	0.00	29,378.90	15,581.24	82,039.86	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	7,392.73	322,576.99	137,626.96	12,500.00	97.36%
Digital Music Services	42,000.00	0.00	39,735.00	0.00	2,265.00	94.61%
Digital Video Services	218,781.48	16,435.61	31,309.65	172,471.83	15,000.00	93.14%
Roku Subscription Services	18,958.88	2,950.42	2,975.98	9,523.32	6,459.58	65.93%
ELECTRONIC MATERIALS	752,444.31	26,778.76	396,597.62	319,622.11	36,224.58	52.71%
<i>LIBRARY MATERIALS-OTHER</i>						
Culture Pass	13,000.00	5,000.00	5,700.40	2,099.60	5,200.00	60.00%
Mobile Hotspots	15,000.00	981.96	981.96	11,018.04	3,000.00	80.00%
Special Learning Kits	28,747.37	145.86	210.85	12,889.81	15,646.71	45.57%
Board Game Collection	14,533.76	268.10	410.31	6,765.76	7,357.69	49.38%
LIBRARY MATERIALS - OTHER	71,281.13	6,395.92	7,303.52	32,773.21	31,204.40	56.22%
Library Materials Total:	1,819,977.24	74,426.14	507,709.55	598,101.85	714,165.84	60.76%
CAPITAL OUTLAY						
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	5,057.63	38,143.32	2,492.16	202,270.36	16.73%
Software	18,250.00	1,979.64	1,979.64	820.36	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	0.00	2,077.60	2,923.79	7,406.65	40.31%
Library Vehicle	0.00	0.00	0.00	0.00	0.00	
Capital Outlay Total:	334,863.88	7,037.27	42,200.56	6,236.31	286,427.01	12.60%
OTHER OBJECTS						
<i>DUES & MEMBERSHIPS</i>						
Organizational Dues	200.00	0.00	0.00	0.00	200.00	0.00%
Trustees Dues	13,250.00	10,271.00	10,271.00	2,254.00	725.00	94.53%
DUES & MEMBERSHIPS	13,450.00	10,271.00	10,271.00	2,254.00	925.00	76.36%
<i>TAXES AND ASSESSMENTS</i>						
Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	
State Sales Tax	3,000.00	0.31	1,418.43	1,581.57	0.00	100.00%
TAXES AND ASSESSMENTS	3,000.00	0.31	1,418.43	1,581.57	0.00	47.28%
<i>REFUNDS & REIMBURSEMENTS</i>						
Patron Refunds	1,750.00	157.93	275.83	1,142.17	332.00	81.03%
REFUNDS & REIMBURSEMENTS	1,750.00	157.93	275.83	1,142.17	332.00	15.76%
Other Expenditures Total:	18,200.00	10,429.24	11,965.26	4,977.74	1,257.00	93.09%

**Washington-Centerville Public Library
Expense Account Summary
For the Month of February 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
CONTINGENCY						
<i>CONTINGENCY</i>						
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%
INTERFUND TRANSFER						
<i>INTERFUND TRANSFER</i>						
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	556,902.43	1,677,696.83	1,843,557.45	7,395,340.00	32.26%
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	1,533.00	1,533.00	2,609.50	4,000.00	50.88%
Legal Advertisements	1,200.00	1,200.00	1,200.00	0.00	0.00	100.00%
Architect/Engineering	517,800.00	40,560.00	98,813.00	118,987.00	300,000.00	42.06%
Temporary Contract Services	130,000.00	1,680.00	1,680.00	100,000.00	28,320.00	78.22%
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	0.00	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	6,169,142.50	44,973.00	104,576.00	222,246.50	5,842,320.00	5.30%
450 - PERM IMPROVEMENT - ILS FUND						
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 - PERM IMPROVEMENT -TECHNOLOGY FUND						
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 - YECK GLA 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	0.00	95.99	0.00	303.20	24.05%
TOTAL YECK GLA FUND	5,155.52	0.00	95.99	0.00	5,059.53	1.86%
999 - PAYROLL CLEARING FUND						
Default Expense		75,283.59	175,183.00			
Unum Expense		576.50	1,153.00			
Delta Expense		1,340.14	2,680.28			
Anthem Expense		12,993.72	25,987.44			
TOTAL PAYROLL CLEARING FUND	0.00	90,193.95	205,003.72	0.00	0.00	
GRAND TOTAL ALL FUNDS	\$17,375,892.30	\$692,069.38	\$1,987,372.54	\$2,065,803.95	\$13,527,719.53	23.33%

See Notes to the Financial Report

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>SALARIES & LEAVE BENEFITS</i>						
Manager/Director	\$ 51,711.54	\$ 50,664.64	\$ 1,046.90	\$ 129,278.85	\$ 126,661.60	\$ 2,617.25
Library Specialists	\$ 111,153.85	\$ 108,332.57	2,821.28	\$ 277,884.62	\$ 270,650.68	7,233.94
Technician	\$ 11,307.69	\$ 11,110.40	197.29	\$ 28,269.23	\$ 27,776.00	493.23
Public Services Assistant	\$ 25,384.62	\$ 25,466.17	(81.55)	\$ 63,461.54	\$ 64,162.17	(700.63)
Substitute	\$ 3,384.62	\$ 3,660.97	(276.35)	\$ 8,461.54	\$ 8,584.23	(122.69)
Fiscal Officer	\$ 8,384.62	\$ 8,435.36	(50.74)	\$ 20,961.54	\$ 20,893.71	67.83
Administrative Support	\$ 39,719.23	\$ 36,689.73	3,029.50	\$ 99,298.08	\$ 91,304.28	7,993.80
Facilities	\$ 6,230.77	\$ 5,969.60	261.17	\$ 15,576.92	\$ 15,007.95	568.97
Library Aides	\$ 11,342.31	\$ 9,759.39	1,582.92	\$ 28,355.77	\$ 24,282.17	4,073.60
Driver	\$ 1,538.46	\$ 923.44	615.02	\$ 3,846.15	\$ 2,489.99	1,356.16
Shelving Assistants	\$ 7,461.54	\$ 6,963.91	497.63	\$ 18,653.85	\$ 18,582.87	70.98
SALARIES & LEAVE BENEFITS	277,619.23	267,976.18	9,643.05	694,048.08	670,395.65	23,652.43
<i>RETIREMENT-OPERS</i>						
OPERS	\$ 38,926.15	\$ 37,699.72	1,226.43	\$ 77,852.31	\$ 75,127.90	2,724.41
<i>INSURANCE BENEFITS</i>						
Health Insurance	\$ 40,315.08	\$ 40,181.34	133.74	\$ 80,630.17	\$ 80,362.68	267.49
Health Savings Account	\$ 8,002.16	\$ 7,083.47	918.69	\$ 16,004.33	\$ 13,883.60	2,120.73
Dental Insurance	\$ 1,951.25	\$ 1,939.05	12.20	\$ 3,902.50	\$ 3,878.10	24.40
Medicare	\$ 4,170.35	\$ 3,539.30	631.05	\$ 10,425.87	\$ 8,960.45	1,465.42
Life Insurance	\$ 280.42	\$ 265.95	14.47	\$ 560.83	\$ 505.65	55.18
Worker's Compensation	\$ -	\$ -	-	\$ -	\$ -	-
INSURANCE BENEFITS	54,719.26	53,009.11	1,710.15	111,523.69	107,590.48	3,933.21
<i>OTHER EMPLOYEE BENEFITS</i>						
Unemployment Benefits	\$ -	\$ -	-	\$ -	\$ -	-
Other Employee Benefits	\$ -	\$ -	-	\$ -	\$ -	-
OTHER EMPLOYEE BENEFITS	-	-	-	-	-	-
Personal Services Total:	371,264.64	358,685.01	12,579.63	883,424.08	853,114.03	30,310.05
<i>GENERAL ADMINISTRATIVE SUPPLIES</i>						
Office Supplies	\$ 2,255.30	\$ 1,554.92	700.38	\$ 4,427.55	\$ 3,496.51	931.04
Program Supplies	\$ 5,606.57	\$ 594.89	5,011.68	\$ 11,213.15	\$ 3,033.91	8,179.24
Cataloging/Processing Supplies	\$ 1,095.09	\$ 3,217.45	(2,122.36)	\$ 2,190.18	\$ 4,146.90	(1,956.73)
Small Tools/Minor Equipment	\$ 83.33	\$ -	83.33	\$ 166.67	\$ -	166.67
Janitorial Supplies	\$ 245.77	\$ 257.76	(11.99)	\$ 381.19	\$ 257.76	123.43
GENERAL ADMINISTRATIVE SUPPLIES	9,286.06	5,625.02	3,661.04	18,378.72	10,935.08	7,443.64
<i>PROPERTY MAINTENANCE / REPAIR SUPPLIES</i>						
Property Maintenance & Repair	\$ 3,396.95	\$ 652.05	2,744.90	\$ 6,793.90	\$ 1,209.39	5,584.51
<i>VEHICLE FUEL AND SUPPLIES</i>						
Vehicle Fuel	\$ 264.07	\$ 66.54	197.53	\$ 528.13	\$ 125.37	402.76
Vehicle Supplies	\$ 41.67	\$ -	41.67	\$ 83.33	\$ -	83.33
VEHICLE FUEL AND SUPPLIES	305.73	66.54	239.19	611.46	125.37	486.09
<i>SUPPLIES PURCHASED FOR RESALE</i>						
Supplies for Resale	\$ 6,442.07	\$ 2,057.95	4,384.12	\$ 12,884.14	\$ 4,812.39	8,071.75
Supplies Total:	19,430.80	8,401.56	11,029.24	38,668.22	17,082.23	21,585.99
<i>TRAVEL AND MEETING EXPENSES</i>						
Mileage	\$ 912.83	\$ 747.92	164.91	\$ 1,825.67	\$ 841.57	984.10
In-House Seminars	\$ 1,636.50	\$ -	1,636.50	\$ 3,273.00	\$ -	3,273.00
Conference/Meetings	\$ 3,816.72	\$ 964.27	2,852.45	\$ 7,633.44	\$ 1,679.27	5,954.17
Membership Dues	\$ 778.00	\$ 110.00	668.00	\$ 1,256.00	\$ 325.00	931.00
TRAVEL AND MEETING EXPENSES	7,144.05	1,822.19	5,321.86	13,988.11	2,845.84	11,142.27

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of February 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	\$ 844.03	(392.38)	\$ 903.31	\$ 844.03	59.28
Computer Data Line	\$ 4,256.32	\$ 811.19	3,445.13	\$ 7,336.74	\$ 2,478.79	4,857.95
Postage	\$ 522.29	\$ 250.00	272.29	\$ 1,044.58	\$ 532.00	512.58
Postage Machine Rental	\$ 573.30	\$ 932.40	(359.10)	\$ 702.07	\$ 932.40	(230.33)
Security Alarm	\$ 1,040.84	\$ -	1,040.84	\$ 3,149.18	\$ 2,088.00	1,061.18
Legal Ads	\$ 208.33	\$ -	208.33	\$ 416.67	\$ -	416.67
Marketing & Advertising	\$ 1,638.55	\$ 3,915.00	(2,276.45)	\$ 3,277.09	\$ 4,875.00	(1,597.91)
Printing/Publications	\$ 261.95	\$ 423.06	(161.11)	\$ 523.90	\$ 428.21	95.69
COMMUNICATION/PRINT/PUBLICITY	8,953.23	7,175.68	1,777.55	17,353.53	12,178.43	5,175.10
<i>PROPERTY MAINTENANCE / REPAIR / SECURITY</i>						
Building & Site Repairs	\$ 12,996.70	\$ 9,903.15	3,093.55	\$ 24,018.86	\$ 14,128.23	9,890.63
Equipment Maintenance	\$ 2,113.14	\$ 545.16	1,567.98	\$ 3,900.65	\$ 3,183.21	717.44
Grounds & Snow Removal	\$ 17,175.00	\$ 17,512.52	(337.52)	\$ 23,100.00	\$ 20,690.32	2,409.68
Janitorial Services	\$ 19,655.60	\$ 17,351.36	2,304.24	\$ 39,186.60	\$ 33,274.40	5,912.20
Trash Services	\$ 1,478.64	\$ 1,039.12	439.52	\$ 3,710.64	\$ 2,951.30	759.34
PROPERTY MAINT/REPAIR/SECURITY	53,419.08	46,351.31	7,067.77	93,916.75	74,227.46	19,689.29
<i>LIABILITY INSURANCE</i>						
Property Insurance	\$ -	\$ -	-	\$ -	\$ -	-
<i>UTILITIES</i>						
Electricity	\$ 8,316.75	\$ 12,977.34	(4,660.59)	\$ 17,207.06	\$ 15,428.96	1,778.10
Gas	\$ 5,662.95	\$ 6,106.26	(443.31)	\$ 10,822.52	\$ 10,821.65	0.87
Water/Sewer	\$ 897.94	\$ 491.59	406.35	\$ 937.50	\$ 530.73	406.77
UTILITIES	14,877.64	19,575.19	(4,697.55)	28,967.08	26,781.34	2,185.74
<i>PROFESSIONAL SERVICES</i>						
Speakers/Program Stipends	\$ 1,444.96	\$ 150.00	1,294.96	\$ 2,889.93	\$ 655.00	2,234.93
Art and Other Exhibits	\$ 416.67	\$ 137.56	279.11	\$ 833.33	\$ 231.10	602.23
Architect/Engineering Services	\$ -	\$ -	-	\$ -	\$ -	-
Auditing & Accounting Services	\$ 56.00	\$ -	56.00	\$ 56.00	\$ -	56.00
General Legal Services	\$ 458.33	\$ -	458.33	\$ 916.67	\$ 150.00	766.67
Labor Legal Services	\$ 1,938.13	\$ 2,205.00	(266.88)	\$ 3,876.25	\$ 2,345.00	1,531.25
Tax Collection Fees	\$ -	\$ -	-	\$ -	\$ -	-
Banking Fees	\$ 1,721.78	\$ 1,204.71	517.07	\$ 3,443.56	\$ 1,901.45	1,542.11
Benefits Administration	\$ 416.67	\$ 327.50	89.17	\$ 833.33	\$ 530.00	303.33
Other Professional Services	\$ 1,000.00	\$ -	1,000.00	\$ 2,000.00	\$ -	2,000.00
PROFESSIONAL SERVICES	7,452.53	4,024.77	3,427.76	14,849.07	5,812.55	9,036.52
<i>SOFTWARE MAINTENANCE</i>						
Software Maintenance	\$ 15,113.82	\$ 5,413.00	9,700.82	\$ 102,811.63	\$ 92,266.83	10,544.80
<i>OTHER CONTRACTED SERVICES</i>						
Temporary Contract Services	\$ 3,891.93	\$ 559.20	3,332.73	\$ 7,783.86	\$ 1,124.75	6,659.11
Online Services	\$ 19,951.23	\$ 10,601.87	9,349.36	\$ 39,902.47	\$ 27,788.00	12,114.47
Collection Development Services	\$ 533.33	\$ 2,400.00	(1,866.67)	\$ 1,066.67	\$ 2,600.00	(1,533.33)
OTHER CONTRACTED SERVICES	24,376.50	13,561.07	10,815.43	48,752.99	31,512.75	17,240.24
Contract Services Total:	131,336.85	97,923.21	33,413.64	320,639.16	245,625.20	75,013.96
<i>NEW BOOKS</i>						
New Books	\$ 39,959.62	\$ 33,516.65	6,442.97	\$ 104,004.50	\$ 54,710.31	49,294.19
Standing Orders/Continuations	\$ 1,147.03	\$ 1,002.44	144.59	\$ 3,441.09	\$ 1,864.24	1,576.85
Book Rentals	\$ 141.24	\$ 124.15	17.09	\$ 282.47	\$ 258.05	24.42
NEW BOOKS	41,247.89	34,643.24	6,604.65	107,728.06	56,832.60	50,895.46
<i>PERIODICALS</i>						
Periodicals	\$ 177.39	\$ -	177.39	\$ 307.26	\$ 244.00	63.26

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>AUDIO-VISUAL MATERIALS</i>						
Movies	\$ 5,725.82	\$ 5,997.95	(272.13)	\$ 17,575.22	\$ 10,636.67	6,938.55
Read Along Audiobooks	\$ 2,795.57	\$ 166.31	2,629.26	\$ 8,599.65	\$ 3,364.04	5,235.61
Pre-Loaded Learning Tablets	\$ 47.89	\$ 74.99	(27.10)	\$ 5,687.90	\$ 1,568.77	4,119.13
Audiobooks	\$ 1,356.82	\$ 381.46	975.36	\$ 4,287.84	\$ 773.70	3,514.14
Other Audio-Visual Materials	\$ 500.13	\$ (12.49)	512.62	\$ 1,526.34	\$ 1,009.73	516.61
AUDIO-VISUAL MATERIALS	10,426.23	6,608.22	3,818.01	37,676.95	17,352.91	20,324.04
<i>ONLINE SUBSCRIPTIONS</i>						
Online Subscriptions	\$ 10,420.71	\$ -	10,420.71	\$ 39,460.71	\$ 29,378.90	10,081.81
ONLINE SUBSCRIPTIONS	10,420.71	-	10,420.71	39,460.71	29,378.90	10,081.81
<i>COLLECTION DELIVERY SERVICES</i>						
Search Ohio Delivery	\$ -	\$ -	-	\$ -	\$ -	-
<i>ELECTRONIC MATERIALS</i>						
eBOOKS	\$ 13,866.63	\$ 7,392.73	6,473.90	\$ 332,242.61	\$ 322,576.99	9,665.62
Digital Music Services	\$ 181.36	\$ -	181.36	\$ 40,186.36	\$ 39,735.00	451.36
Digital Video Services	\$ 18,231.79	\$ 16,435.61	1,796.18	\$ 36,463.58	\$ 31,309.65	5,153.93
Roku Subscriptions & Devices	\$ 13,811.51	\$ 2,950.42	10,861.09	\$ 13,837.47	\$ 2,975.98	10,861.49
ELECTRONIC MATERIALS	46,091.29	26,778.76	19,312.53	422,730.03	396,597.62	26,132.41
<i>LIBRARY MATERIALS-OTHER</i>						
Culture Passes	\$ 5,655.00	\$ 5,000.00	655.00	\$ 6,370.00	\$ 5,700.40	669.60
Mobile Hotspots - Devices and Service	\$ 1,250.00	\$ 981.96	268.04	\$ 2,500.00	\$ 981.96	1,518.04
Special Learning Kits	\$ 1,495.55	\$ 145.86	1,349.69	\$ 1,562.05	\$ 210.85	1,351.20
Board Game Collection	\$ 879.61	\$ 268.10	611.51	\$ 1,109.58	\$ 410.31	699.27
TOTAL LIBRARY MATERIALS - OTHER	9,280.17	6,395.92	2,884.25	11,541.63	7,303.52	4,238.11
Library Materials Total:	117,643.68	74,426.14	43,217.54	619,444.63	507,709.55	111,735.08
<i>CAPITAL OUTLAY</i>						
Land Improvements	\$ -	\$ -	-	\$ -	\$ -	-
Buildings	\$ -	\$ -	-	\$ -	\$ -	-
Building Improvements	\$ -	\$ -	-	\$ -	\$ -	-
Hardware	\$ 20,242.15	\$ 5,057.63	15,184.52	\$ 40,484.31	\$ 38,143.32	2,340.99
Software	\$ 1,520.83	\$ 1,979.64	(458.81)	\$ 3,041.67	\$ 1,979.64	1,062.03
Office Furniture	\$ 108.33	\$ -	108.33	\$ 216.67	\$ -	216.67
Library Furniture	\$ 1,034.00	\$ -	1,034.00	\$ 2,068.01	\$ 2,077.60	(9.59)
Library Vehicle	\$ -	\$ -	-	\$ -	\$ -	-
Capital Outlay Total:	22,905.32	7,037.27	15,868.05	45,810.65	42,200.56	3,610.09
<i>DUES & MEMBERSHIPS</i>						
Organizational Dues	\$ 16.67	\$ -	16.67	\$ 33.33	\$ -	33.33
Trustees Dues	\$ 11,262.50	\$ 10,271.00	991.50	\$ 11,262.50	\$ 10,271.00	991.50
DUES & MEMBERSHIPS	11,279.17	10,271.00	1,008.17	11,295.83	10,271.00	1,024.83
<i>TAXES AND ASSESSMENTS</i>						
Real Estate Taxes	\$ -	\$ -	-	\$ -	\$ -	-
State Sales Tax	\$ -	\$ 0.31	(0.31)	\$ 1,500.00	\$ 1,418.43	81.57
TAXES AND ASSESSMENTS	-	0.31	(0.31)	1,500.00	1,418.43	81.57
<i>REFUNDS & REIMBURSEMENTS</i>						
Patron Refunds	\$ 145.83	\$ 157.93	(12.10)	\$ 291.67	\$ 275.83	15.84
REFUNDS & REIMBURSEMENTS	145.83	157.93	(12.10)	291.67	275.83	15.84
Other Expenditures Total:	11,425.00	10,429.24	995.76	13,087.50	11,965.26	1,122.24
Contingency	\$ -	\$ -	-	\$ -	\$ -	-
Contingency Total:	-	-	-	-	-	-
Transfers To Other Funds	\$ -	\$ -	-	\$ -	\$ -	-
Transfers And Other Total:	-	-	-	-	-	-
TOTAL GENERAL FUND	\$ 674,006.29	\$ 556,902.43	\$ 117,103.86	\$ 1,921,074.22	\$ 1,677,696.83	\$ 243,377.39

Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For The Month Of February 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	603,308	466,142	137,166	29.4%	466,142	526,563	(60,421)	-11.5%	14.6%
Operating Levy	2,332,341	2,108,102	224,239	10.6%	2,108,102	2,069,765	38,337	1.9%	12.7%
Federal, State and Local Grants	-	657	(657)	-100.0%	657	-	657		
Patron Fees, and Supplies	21,181	30,837	(9,656)	-31.3%	30,837	17,076	13,761	80.6%	24.0%
Interest Income	135,305	129,582	5,723	4.4%	129,582	78,414	51,168	65.3%	72.6%
Donations	13,246	691	12,555	1817.0%	691	21,548	(20,857)	-96.8%	-38.5%
Refunds/Reimbursements	3,212	6,048	(2,836)	-46.9%	6,048	6,088	(40)	-0.7%	-47.2%
Miscellaneous	7	(1)	8	-835.0%	(1)	240	(241)	-100.4%	-96.9%
Total Revenue	3,108,600	2,742,058	366,542	13.4%	2,742,058	2,719,694	22,364	0.8%	14.3%
EXPENDITURES									
Salaries	670,396	517,662	152,734	29.5%	517,662	458,479	59,183	12.9%	46.2%
Retirement	75,128	121,572	(46,444)	-38.2%	121,572	132,943	(11,371)	-8.6%	-43.5%
Insurance & Other Benefits	107,590	107,308	282	0.3%	107,308	102,638	4,670	4.5%	4.8%
Supplies	17,082	25,585	(8,503)	-33.2%	25,585	16,052	9,533	59.4%	6.4%
Purchased / Contract Services	245,625	273,761	(28,136)	-10.3%	273,761	215,960	57,801	26.8%	13.7%
Library Materials	507,710	562,392	(54,682)	-9.7%	562,392	512,663	49,729	9.7%	-1.0%
Capital Outlay	42,201	11,875	30,326	255.4%	11,875	18,236	(6,361)	-34.9%	131.4%
Other Expenditures	11,965	10,511	1,454	13.8%	10,511	12,813	(2,302)	-18.0%	-6.6%
Transfers to Other Funds	-	-	-		-	0	0		
Total Expenditures	1,677,697	1,630,666	47,031	2.9%	1,630,666	1,469,784	160,882	10.9%	14.1%
Net Change in Fund Balance	1,430,903	1,111,392	319,511		1,111,392	1,249,910	(138,518)		

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	292,389	317,246	24,857	8.5%	523,825	603,308	79,483	15.2%
Operating Levy	1,946,564	2,228,460	281,896	14.5%	2,040,374	2,332,341	291,966	14.3%
Federal, State and Local Grants	0	0	0		0	0	0	
Patron Fees, and Supplies	8,458	11,128	2,670	31.6%	16,917	21,181	4,264	25.2%
Interest Income	60,617	86,767	26,150	43.1%	91,710	135,305	43,594	47.5%
Donations	572	802	230	40.2%	1,144	13,246	12,102	1058.0%
Refunds/Reimbursements	750	2,246	1,496	199.4%	1,500	3,212	1,712	114.2%
Miscellaneous	4,183	0	(4,183)	-100.0%	8,367	7	(8,359)	-99.9%
Total Revenue	2,313,534	2,646,649	333,115	14.4%	2,683,837	3,108,600	424,763	15.8%
EXPENDITURES								
Salaries	277,619	267,976	9,643	3.5%	694,048	670,396	23,652	3.4%
Retirement	38,926	37,700	1,226	3.2%	77,852	75,128	2,724	3.5%
Insurance & Other Benefits	54,719	53,009	1,710	3.1%	111,524	107,590	3,933	3.5%
Supplies	19,431	8,402	11,029	56.8%	38,668	17,082	21,586	55.8%
Purchased / Contract Services	131,337	97,923	33,414	25.4%	320,639	245,625	75,014	23.4%
Library Materials	117,644	74,426	43,218	36.7%	619,445	507,710	111,735	18.0%
Capital Outlay	22,905	7,037	15,868	69.3%	45,811	42,201	3,610	7.9%
Other Expenditures	11,425	10,429	996	8.7%	13,088	11,965	1,122	8.6%
Contingency	0	0	0		0	0	0	
Transfers to Other Funds	0	0	0		0	0	0	
Total Expenditures	674,006	556,902	117,104	17.4%	1,921,074	1,677,697	243,377	12.7%
Net Change in Fund Balance	1,639,528	2,089,747	450,219		762,763	1,430,903	668,140	
Net Change in Fund Balance - Excluding Transfers	1,639,528	2,089,747	450,219		762,763	1,430,903	668,140	

**Washington-Centerville Public Library
Footnotes to the Monthly Financial Reports
For the Month Ended February 28, 2025**

Cash Position and Monthly Cash Reconciliation

1. Overall, there was an increase in fund balances for the month of February of nearly 11.4%.

The General Fund increased by over 25% from January because of tax advances, strong Public Library Fund receipts and significant interest income during the month.

The Building Fund decreased again this month because of additional costs related to the Centerville renovation.

2. The Year-to-Date Cash Position report is new this month. This is intended to show what has occurred for the entire year, rather than focusing on the most recent month. Overall for the year, total fund balances are up by nearly 7.2%.

The General Fund has increased by over 16% from the beginning of the year. The tax advances received during the month of February have erased the effect of those large payments that occur each January.

The Building Fund has decreased by about 2.2% for the year. This trend will continue and will increase over the next few months because of the renovation project.

3. This is another new item this month. The Board should be reviewing and approving the monthly bank reconciliation. The report presented here is a summary of the information in the separate attachment.

Revenue Summary and Revenue Budget Summary

The General Fund revenue started the year much stronger than anticipated. We ended up over 14% above budgeted amounts for the month. Year-to-Date, these amounts are nearly 16% above estimates.

1. The Public Library Fund receipts for February were 8.5% greater than estimates. According to the Ohio Office of Budget and Management, state general fund tax revenues exceeded estimates by 6.6% for January. For the year-to-date, receipts are 15% above estimates. March and April are typically the two lowest months for PLF receipts, and retail sales fell by nearly 1% in January.

2. During February, we received four additional property tax advances totaling greater than \$2.2 million. For the month and year-to-date are more than 14% above estimates. All advances related to the first-half settlement have been received. The final settlement will likely occur in early April.
3. Interest income was strong for the month of February, totaling almost \$87,700. The RedTree/U.S. Bank Investments accounted for over \$41,000 and STAR Ohio was just over \$41,400 for the month.

Expense Account Summary and Expense Budget Summary

1. Salaries and benefits came in at nearly 3.4% 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. Through the first two months of the year, supplies are nearly 56% under budget. Program supplies are significantly lower than anticipated but should pick up soon. Property maintenance supplies also are much lower than anticipated. Most of the effort of facilities so far has been in preparation for the renovation project. Finally, supplies purchased for resale are much lower. This is largely due to Creativity Commons having not needed to make any large orders so far for the year.
3. Contract Services are 23.4% under budget so far.

Travel and meeting expenses were now nearly 80% 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. There are several conferences that are being attended this month, so there should be some pick up in the amounts.

Communication, printing and publicity costs are 30% 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 21% under budget. First, building/site repairs were about 41% under budget for the month. Second, grounds and snow removal are 10.4% under budget for the year. We saw additional invoices for the snow events in January during the month of February.

Utility costs are about 7.5% 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 18% 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 is now about 7.9% under budget for the year. I anticipate that the lines for hardware will likely be increasing in the next two months. We have ordered the new computers. We have been seeing large pricing fluctuations as the Trump administration goes back and forth on tariffs.

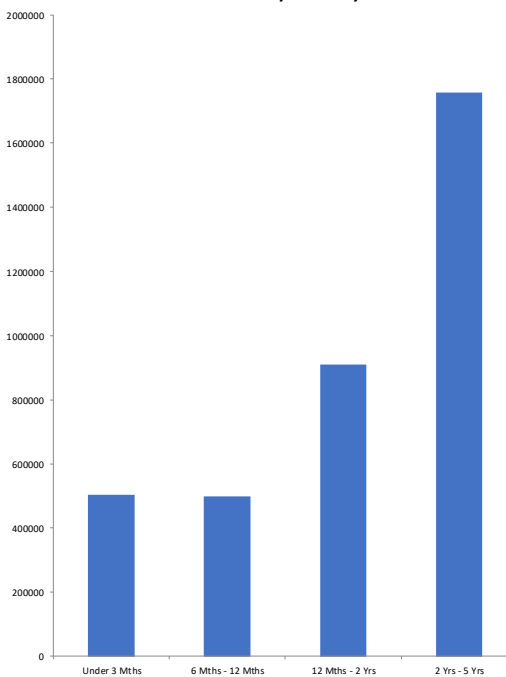
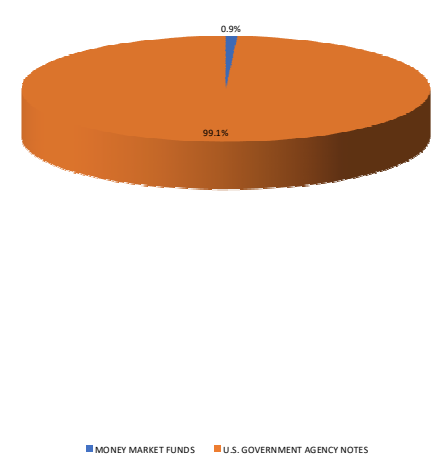
**Washington-Centerville Public Library
Listing of Investments - PNC Capital
For the Month Ended February 28, 2025**

PNC CAPITAL						
CUSIP #	Par Value	Rate	Maturity Date		Purchase Price	Anticipated Annual Income
US Treasury Notes						
91282CHD6	\$ 200,000.00	4.25%	5/31/2025	None	\$ 199,062.50	\$ 4,250.00
91282CJS1	\$ 250,000.00	4.25%	12/31/2025	None	\$ 248,295.00	\$ 10,625.00
Total PNC	\$ 450,000.00				\$ 447,357.50	\$ 14,875.00
Total	\$ 450,000.00				\$ 447,357.50	\$ 14,875.00

See Notes to the Investment Report

Monthly Investment Summary
Washington-Centerville Public Library - Operating Funds
US Bank Custodian Acct Ending [REDACTED]
 February 28, 2025

Monthly Cash Flow Activity		Market Value Summary				
From 01-31-25 through 02-28-25		Security Type	Market Value	Pct. Assets	Avg Yield at Cost	Wght Avg Mat
Beginning Book Value	0.00	Money Market Fund				
Contributions	3,652,015.00	MONEY MARKET FUNDS	32,990.00	0.9	4.24	0.00
Withdrawals	0.00	Fixed Income				
Prior Month Management Fees	0.00	U.S. GOVERNMENT AGENCY NOTES	3,644,287.08	98.4	4.31	1.62
Prior Month Custody Fees	0.00	Accrued Interest	25,366.26	0.7		
Realized Gains/Losses	0.00	TOTAL PORTFOLIO	3,702,643.35	100.0	4.31	1.61
Gross Interest Earnings	32,990.00					
Ending Book Value	3,685,005.00					

Maturity Distribution		Security Type Allocation	
<p align="center">Distribution by Maturity</p> 			

Disclosures:

RedTree's internal accounting system is used as the source of the market value of this account. Although obtained from a source believed to be reliable, we cannot guarantee its accuracy. You should review all account statements provided by the custodian and compare with the statements provided by RedTree.

Portfolio Holdings Report
Washington-Centerville Public Library - Operating Funds
US Bank Custodian Acct Ending [REDACTED]
 February 28, 2025

Quantity	Cusip	Security Description	Moody's	S&P	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	Purchase Date
U.S. GOVERNMENT AGENCY NOTES									
500,000	3130AS2V0	Federal Home Ln Bank 3.330% Due 05-23-25	Aaa	AA+	500,000.00	498,737.38	3.33	0.23	05-23-22
500,000	3130ASXZ7	Federal Home Ln Bank 3.600% Due 08-28-25	Aaa	AA+	500,000.00	498,371.60	3.60	0.49	08-30-22
250,000	3130B3J38	Federal Home Ln Bank 4.550% Due 04-21-26	Aaa	AA+	250,450.00	249,949.09	4.42	1.09	10-30-24
400,000	3130B1CV7	Federal Home Ln Bank 5.125% Due 08-13-26	Aaa	AA+	400,500.00	400,166.29	5.07	1.39	05-13-24
250,000	3130B3AJ2	Federal Home Ln Bank 4.250% Due 10-01-26	Aaa	AA+	250,000.00	250,002.44	4.25	1.50	10-11-24
600,000	3130B2F42	Federal Home Ln Bank 4.580% Due 08-20-27	Aaa	AA+	600,690.00	599,156.47	4.54	2.31	08-20-24
250,000	3130ASY94	Federal Home Ln Bank 4.200% Due 08-25-27	Aaa	AA+	250,000.00	249,041.35	4.20	2.34	08-30-22
250,000	3130ASZ77	Federal Home Ln Bank 4.000% Due 08-25-27	Aaa	AA+	250,000.00	248,129.36	4.00	2.34	08-30-22
400,000	3130B1CP0	Federal Home Ln Bank 5.125% Due 11-10-27	Aaa	AA+	400,000.00	400,699.99	5.12	2.46	05-10-24
250,000	3130B3HC0	Federal Home Ln Bank 5.000% Due 10-23-28	Aaa	AA+	250,375.00	250,033.10	4.96	3.25	10-30-24
	Accrued Interest					25,366.26			
					3,652,015.00	3,669,653.35	4.31	1.62	
MONEY MARKET FUND									
	USBMMF	First American Treasury Obligations Fund			32,990.00	32,990.00	4.24		
TOTAL PORTFOLIO					3,685,005.00	3,702,643.35	4.31	1.61	

Disclosures:

RedTree's internal accounting system is used as the source of the market value of this account. Although obtained from a source believed to be reliable, we cannot guarantee its accuracy. You should review all account statements provided by the custodian and compare with the statements provided by RedTree.

**Washington-Centerville Public Library
Investment Schedules
For the Month Ended February 28, 2025**

Interest Income - Year-to-Date

	US Bank/ RedTree		PNC	STAR	Total
2025	\$ 41,089.00	\$ 6,657.97	\$ 87,538.21	\$ 135,285.18	
2024	\$ 45,742.00	\$ 7,535.66	\$ 76,303.85	\$ 129,581.51	
Change - YTD	\$ (4,653.00)	\$ (877.69)	\$ 11,234.36	\$ 5,703.67 ¹	

Interest Income Schedule - Next Twelve Months

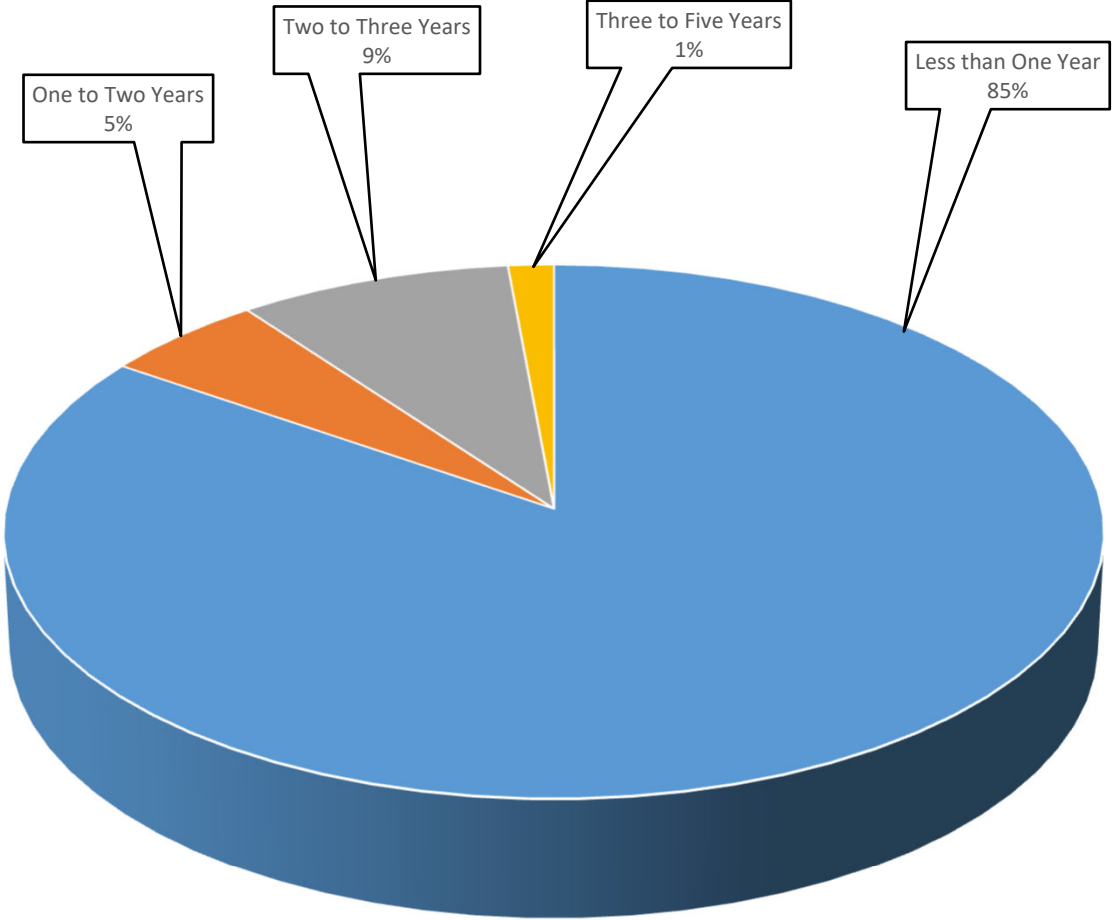
	RedTree	PNC	STAR ⁽¹⁾	Total
March	\$ -	\$ -	\$ 46,120.91	\$ 46,120.91
April	\$ 16,427.42	\$ -	\$ 41,816.81	\$ 58,244.23
May	\$ 25,445.00	\$ 4,250.00	\$ 43,359.87	\$ 73,054.87
June	\$ -	\$ 5,312.50	\$ 39,604.24	\$ 44,916.74
July	\$ -	\$ -	\$ 36,379.84	\$ 36,379.84
August	\$ 36,370.00	\$ -	\$ 36,487.98	\$ 72,857.98
September	\$ -	\$ -	\$ 30,356.50	\$ 30,356.50
October	\$ 11,000.00	\$ -	\$ 31,445.73	\$ 42,445.73
November	\$ 17,120.00	\$ -	\$ 30,508.89	\$ 47,628.89
December	\$ -	\$ 5,312.50	\$ 31,603.59	\$ 36,916.09
January	\$ -	\$ -	\$ 31,684.11	\$ 31,684.11
February	\$ 43,240.00	\$ -	\$ 28,690.83	\$ 71,930.83
	\$ 149,602.42	\$ 14,875.00	\$ 428,059.30	\$ 592,536.72

¹ - Projecting to be at 3% by September 2024

Investment Maturity Summary

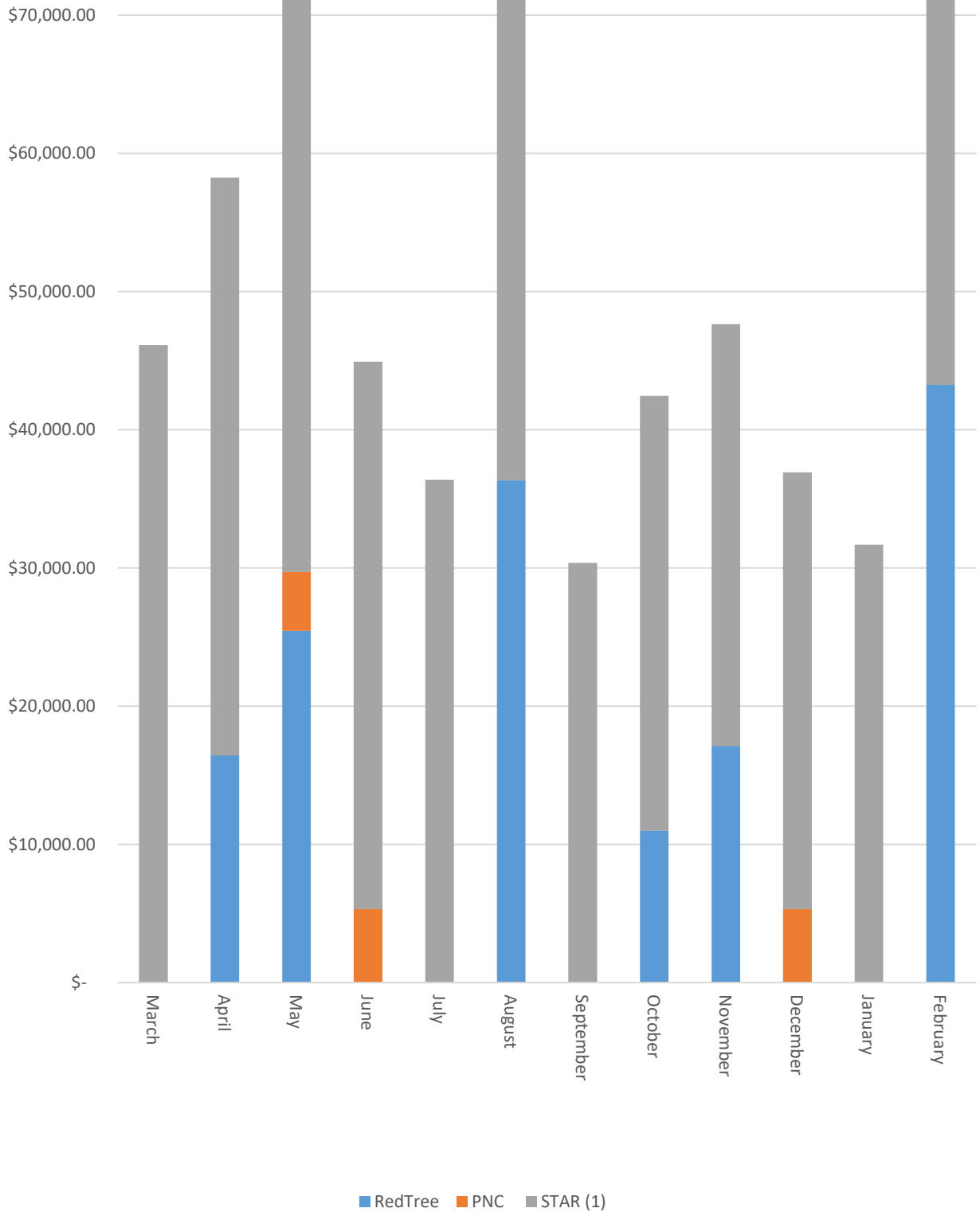
Agency	Less than One Year	One to Two Years	Two to Three Years	Three to Five Years	Total
STAR Ohio	\$ 12,067,478	\$ -	\$ -	\$ -	\$ 12,067,478
Money Market	\$ 994,751	\$ -	\$ -	\$ -	\$ 994,751
Federal Home Loan Bank	\$ 1,000,000	\$ 900,950	\$ 1,500,690	\$ 250,375	\$ 3,652,015
US Treasury Notes	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
Total	\$ 14,512,229	\$ 900,950	\$ 1,500,690	\$ 250,375	\$ 17,164,244

Investment Laddering - Including STAR Ohio and Money Market Accounts



■ 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 February 2025 and Year-to-Date**

Investment Report

During the month of February, we saw the transfer of the securities held with U.S. Bank to RedTree. The transfer of the securities held with PNC Bank was delayed and will be reflected in next month’s report. The transfer of these securities has occurred, it just did not happen until this month.

As a result of this, you will still see the Listing of Investments report for this month. The listing of the securities transferred to RedTree will be on a separate page of the financial report. This page should replace the Listing of Investments report next month.

Likewise, the Investment Schedule is still reflected this month. There should be some change to this report next month.

A summary of the changes from last month:

Called				
Agency	Amount	Maturity Date	Interest Rate	Annual Income
Federal Home Loan Bank	\$ 250,000	11/7/2025	4.45%	\$ 11,125.00

Matured				
Agency	Amount	Maturity Date	Interest Rate	Annual Income
U.S. Treasury Note	\$ 150,000	11/7/2025	4.45%	\$ 6,675.00

Other Information

We are looking at the Investment Policy and will likely be making some changes to that over the next few months. One item that will likely be added is to include holding Municipal Securities. Unlike other allowable investments, the Ohio Revised Code allows for these to be held up to ten years. As part of holding these, I was required to complete additional training.

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

ITEM A: Personnel Actions:

Hiring

- Chad Minnix, Facilities Assistant, Admin 1, 3/5/25, \$16.81 per hour, 12 hours per week

Promotions

- None

End of Provisionary

- None

Change in Status

- None

Retirement

- None

Resignation/Termination

- None

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46262	2/24/2025	CATHY ROSENBAUM	Check	\$ 150.00
46263	2/24/2025	CHARTER COMMUNICATIONS	Check	284.96
46264	2/24/2025	CREATIVE IMPRESSIONS, INC.	Check	76.00
46265	2/24/2025	DELL MARKETING L.P.	Check	4,144.18
46266	2/24/2025	DIGITAL FRINGE	Check	117.56
46267	2/24/2025	DONNELON MCCARTHY	Check	344.21
46268	2/24/2025	HOME DEPOT CREDIT SERVICES	Check	499.81
46269	2/24/2025	KRONOS SAASHR, INC	Check	1,279.25
46270	2/24/2025	One America	Check	265.95
46271	2/24/2025	PITNEY BOWES GLOBAL FINANCIAL	Check	488.70
46272	2/24/2025	SAFEGUARD BUSINESS SYSTEMS	Check	244.85
46273	2/28/2025	AES Ohio	Check	20.41
46274	2/28/2025	AES Ohio	Check	1,065.89
46275	2/28/2025	AT&T	Check	524.41
46276	2/28/2025	BONHAM ELECTRIC	Check	4,784.00
46277	2/28/2025	BUCKLEY KING LPA	Check	1,533.00
46278	2/28/2025	CENTERVILLE CITY SCHOOLS	Check	40,181.34
46279	2/28/2025	CENTERVILLE LANDSCAPING, INC.	Check	3,940.00
46280	2/28/2025	CINTAS CORPORATION	Check	177.74
46281	2/28/2025	DELL MARKETING L.P.	Check	4,318.00
46282	2/28/2025	DELTA DENTAL	Check	1,939.05
46283	2/28/2025	DIGITAL FRINGE	Check	100.41
46284	2/28/2025	DSS SWEEPING SERVICE	Check	80.00
46285	2/28/2025	IGS Energy	Check	6,249.48
46286	2/28/2025	Lifestyle Publications, LLC	Check	941.25
46287	2/28/2025	TODAY'S BUSINESS SOLUTIONS	Check	1,095.00
46288	2/28/2025	TRANSFORMATIONS PLUS	Check	675.00
46289	3/7/2025	AGE OF LEARNING	Check	3,983.24
46290	3/7/2025	Amazon Capital Services, Inc.	Check	6,016.75
46291	3/7/2025	CDW-G INC.	Check	360.87
46292	3/7/2025	CenterPoint Energy	Check	183.85
46293	3/7/2025	CenterPoint Energy	Check	1,439.83
46294	3/7/2025	CenterPoint Energy	Check	1,086.67
46295	3/7/2025	CHARTER COMMUNICATIONS	Check	114.99
46296	3/7/2025	DAYTON AREA CHAMBER OF COMMERC	Check	540.00
46297	3/7/2025	DSS SWEEPING SERVICE	Check	82.00
46298	3/7/2025	EBSCO Information Services	Check	1,547.00
46299	3/7/2025	HOCWT	Check	130.00
46300	3/7/2025	KROGER CO.	Check	304.23
46301	3/7/2025	Lizard Apparel & Promotions	Check	127.60
46302	3/7/2025	MONTGOMERY COUNTY	Check	1,316.34
46303	3/7/2025	NCC GROUP SOFTWARE RESILIENCE (NA)	Check	395.00
46304	3/7/2025	OHIO LIBRARY COUNCIL	Check	195.00
46305	3/7/2025	Pitney Bowes Bank Inc Purchase Power	Check	109.85

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46306	3/7/2025	RESERVE ACCOUNT	Check	150.00
46307	3/7/2025	RIECK MECHANICAL	Check	406.09
46308	3/7/2025	RUMPKE OF OHIO, INC.	Check	806.22
46309	3/7/2025	SCHOLASTIC INC.	Check	1,636.00
46310	3/7/2025	Statista, Inc.	Check	4,565.00
46311	3/18/2025	BAKER & TAYLOR, INC	Check	1,068.03
46312	3/18/2025	BRODART CO.	Check	23,161.78
46313	3/18/2025	BUCKLEY KING LPA	Check	175.00
46314	3/18/2025	DAYTON HISTORY	Check	2,000.00
46315	3/18/2025	FREDERICK RUETH	Check	16.87
46316	3/18/2025	GLEASON PROPERTY SERVICES, LLC	Check	15,410.00
46317	3/18/2025	JULIE WHITNEY-RAWLS	Check	16.99
46318	3/18/2025	KALEA SMITH	Check	16.99
46319	3/18/2025	KANOPIY, INC.	Check	1,649.00
46320	3/18/2025	LEVEL 3 COMMUNICATIONS LLC	Check	410.65
46321	3/18/2025	LEWIS & MICHAEL, INC.	Check	41,714.20
46322	3/18/2025	LYNDA MARRIOTT	Check	22.99
46323	3/18/2025	MIDWEST TAPE	Check	21,850.66
46324	3/18/2025	OVERDRIVE, INC.	Check	47.84
46325	3/18/2025	REBECCA WHITACRE	Check	33.98
46326	3/18/2025	RIECK MECHANICAL	Check	1,707.82
46327	3/18/2025	SARA JORGENSEN	Check	39.99
46328	3/18/2025	SUSAN GUTHEIL	Check	30.99
46329	3/18/2025	THE VERNON COMPANY	Check	195.15
46330	3/18/2025	Trigon Imaging Solutions	Check	368.83
46331	3/18/2025	UNIQUE MANAGEMENT SERVICES INC	Check	279.45
46332	3/18/2025	WASHINGTON TOWNSHIP TRUSTEES	Check	257.00
46333	3/18/2025	WYSO	Check	150.00
2025000045	2/24/2025	OPERS	EFT	37,699.68
2025000046	2/24/2025	OPERS	EFT	0.04
2025000048	2/28/2025	INTERNAL REVENUE SERVICE	EFT	1,762.28
2025000049	2/28/2025	PAYPAL, INC	EFT	39.90
2025000050	2/28/2025	Merchant eSolutions	EFT	111.02
2025000051	2/28/2025	Nayax	EFT	185.20
2025000052	2/28/2025	U.S. BANK	EFT	623.74
2025000053	2/28/2025	OHIO BUSINESS GATEWAY	EFT	0.31
2025000054	3/3/2025	HealthEquity	EFT	7,300.14
2025000055	3/14/2025	INTERNAL REVENUE SERVICE	EFT	1,749.63
2025000056	3/18/2025	A.J. SCHWAB	EFT	35.42
2025000057	3/18/2025	Caitlin Spratt	EFT	12.74
2025000058	3/18/2025	DARRILYNN BREWSTER	EFT	27.30
2025000059	3/18/2025	GRAHAM DOSTAL	EFT	10.36
2025000060	3/18/2025	DAVE KENT	EFT	47.88
2025000061	3/18/2025	GARY BERRY	EFT	51.45

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
2025000062	3/18/2025	CHRIS J. EDDINGTON	EFT	14.98
2025000063	3/18/2025	KATHERINE GOETZ	EFT	11.62
2025000064	3/18/2025	SCOTT ROYAL	EFT	4.48
2025000065	3/18/2025	KEVIN RISNER	EFT	11.76
2025000066	3/18/2025	MICHELLE FANG	EFT	24.22
2025000067	3/18/2025	CHARLETTE JOUAN	EFT	11.13
2025000068	3/18/2025	Katherine Watson	EFT	53.06
2025000069	3/18/2025	KATHY O'NEILL	EFT	6.16
2025000070	3/18/2025	Jessica Galloway	EFT	17.50
2025000071	3/18/2025	Laura Fitzpatrick	EFT	9.38
2025000072	3/18/2025	SHELLY PERESIE	EFT	8.05
2025000073	3/18/2025	Gregg McCullough	EFT	6.93
2025000074	3/18/2025	WILLIAM MENKER	EFT	85.19
2025000075	3/18/2025	RUTH ANNE ATTALLA	EFT	3.43
2025000076	3/18/2025	Rachel Knight	EFT	18.48
2025000077	3/18/2025	Dockins, Debe	EFT	27.02
		Payroll #5	ACH	133,480.80
		Payroll #6	ACH	132,605.75
				\$527,698.22

New Business

Washington-Centerville Public Library
Change Order Procedure
March 18, 2025

As we proceed toward the start of construction, we need to evaluate the procedure for Change Order Approvals. There is a procedure in the fiscal manual that deals with the approval of Change Orders (see Procedure on the next page).

This procedure requires the approval of the Library Director, acting as the Owner Representative. Once the Director approves, it is sent to the Fiscal Officer for approval. The Fiscal Officer will then secure the approval of the Board President. Once this occurs, the architect receives a notice to proceed. Any major change to the building project requires the approval of the board prior to proceeding.

In reviewing the change orders from the Woodbourne project, there were 83 change orders during the project. The breakdown of these by amount:

Decrease in amount	5
\$0 to \$999 Increase	17
\$1,000 to \$4,999	34
\$5,000 to \$9,999	16
\$10,000 to \$14,999	6
\$15,000 to \$19,999	1
Greater than \$20,000	4
Total Change Orders	83

As can be seen from the breakdown above, a large number of the change orders should not require prior approval from the board. These can be handled during the regular board meeting. Additionally, there were four change orders that occurred that were outside of the contract and one owner requested change.

Recommendation:

It is my recommendation that the procedure, as outlined in the Fiscal Manual, be followed with the following exceptions:

- Any change order exceeding \$20,000 shall be approved by the Board of Trustees or Long-Range Facilities Committee prior to proceeding.
- Any change outside of the contract shall be approved prior to proceeding
- Owner requested changes shall be prior approved.

PROCEDURE:
CONSTRUCTION CHANGE ORDERS

The following procedure shall be followed for construction change orders:

1. The Library Director, as Owner Representative, reviews and approves the change order and proposed expenditures and recommends them to the Fiscal Officer.
2. The Fiscal Officer approves the expenditure and secures the approval of the Library Board President for the change.
3. The Library Director then notifies the architect to proceed.
4. Funds are encumbered from the contingency allowance and a purchase order is written.
5. The Library Board ratifies the expenditure at the next regular meeting.

Any major changes to the building project shall first be reviewed with the entire Library Board before proceeding with action.

Revised August 2021

Washington-Centerville Public Library
Insurance Renewal
March 18, 2025

As anticipated, we are seeing an increase from last year. In terms of final premiums, we are seeing an increase of about 29% from last year.

The renewal premium, before any credits, is increasing by about 21.5%. This is reflective of the increases noted on the next page. As you can see, the major reason relates to the increase in property and equipment values. Both buildings were initially valued at \$249 per square foot. Due to the ongoing renovations at the Centerville Library, this amount was increased to \$300 per square foot. This increase alleviates the need to have a separate builder's risk insurance policy.

We did see a decrease in the advantage credit from last year. This credit is calculated by looking at our loss history (60%) and risk management (40%). Last year, we received a score of 100, which allowed us to receive the full credit. But, due to the insurance claim last year related to the water leak, we saw this fall to a score of 47. The total claim for this event ended up being \$53,243.

The payment of this claim was well worth losing \$1,778 in the advantage credit.

Recommendation:

I recommend that the board approve the renewal of the Ohio Plan Insurance policy for the period of April 14, 2025 to April 14, 2026 in the amount of \$35,481. This will be paid from the General Fund (\$30,481) and Building Fund (\$5,000).

Washington Centerville Public Library 2025/2026 Renewal Summary

Ohio Plan Member since 2008

Expiring Premium \$30,500
 Advantage Credit (\$ 3,015)
 Final Premium \$27,485

Renewal Premium \$37,058
 Advantage Credit (\$ 1,577)
 Final Premium \$35,481

Increase in premium is \$7,996 and reflective of the following:

- 1) Property and Equipment Breakdown values increased by \$4,610,848*
- 2) Library Materials values increased by \$216,254
- 3) Computer Equipment values increased by \$13,056

*In order to meet the minimum requirements for Replacement Cost and to incorporate building improvements, the following locations have been increased as follows:

Prem. #	Bldg. #	Bldg. Name & Descr.	Prior Real Property Limit	Prior Cost Per Sq. Foot	New Real Property Limit	New Cost Per Sq. Foot	Valuation
1	1	Centerville Library	\$6,359,124	\$201	\$9,480,000	\$300	Replacement Cost
2	1	Woodbourne Library	\$6,734,118	\$224	\$7,470,000	\$249	Replacement Cost

Loss Ratios

4-year – 66%

Historical – 43%

Cyber Liability Options:

Deductible \$10,000 = \$515+

Deductible \$ 5,000 = \$1,032+

Deductible \$ 2,500 = \$1,547+

Deductible \$ 1,000 = \$2,142+

Subjectivities:

Provide more information on what type of items are being repaired at the fix-it clinics:
who is doing repairs and how frequently are clinics held

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
CIRCULATION												
Total Circulation	54,633	43,622	-20.2%	37,743	41,513	10.0%	5	7	40.0%	133,549	127,875	-4.2%
APPLICANT REGISTRATION												
Total Registrations	325	303	-6.8%	195	182	-6.7%				520	485	-6.7%
LIBRARY CARDHOLDERS												
Total Library Cardholders										64,707	61,707	-4.6%
VISITORS												
Building Visitors	16,080	12,212	-24.1%	12,860	12,836	-0.2%	1,374	3,445	150.7%	30,314	28,493	-6.0%
Website Visitors										162,028	252,685	56.0%
Total Visitors										192,342	281,178	46.2%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	3,311	3,050	-7.9%	2,876	3,525	22.6%	1,167	1,896	62.5%	7,354	8,471	15.2%
PROGRAMS												
Adult/General Programs	10	0	-100.0%	18	19	5.6%	10	8	-20.0%	55	49	-10.9%
Adult/General Program Attendees	214	0	-100.0%	351	278	-20.8%	1,265	57	-95.5%	2,197	743	-66.2%
Children's Programs	28	0	-100.0%	24	42	75.0%	0	0	0.0%	74	50	-32.4%
Children's Program Attendees	784	0	-100.0%	534	1,005	88.2%	0	0	0.0%	1,654	1,359	-17.8%
Teen Programs	6	0	-100.0%	3	5	66.7%	0	0	0.0%	9	5	-44.4%
Teen Program Attendees	219	0	-100.0%	25	82	228.0%	0	0	0.0%	244	82	-66.4%
Total Library Programs	44	0	-100.0%	45	66	46.7%	10	8	-20.0%	138	104	-24.6%
Total Library Program Attendees	1,217	0	-100.0%	910	1,365	50.0%	1,265	57	-95.5%	4,095	2,184	-46.7%
ELECTRONIC DATABASE USAGE												
	Users/Month			Queries/Month								
Library-Owned Databases*	2,645	2,048	-22.6%	3,757	4,890	30.2%						
OPLIN Databases*				6,299	49	-99.2%						
Total All Databases	2,645	2,048	-22.6%	10,056	4,939	-50.9%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PRINT CIRCULATION												
Adult Books	17,149	13,764	-19.7%	11,898	12,590	5.8%	4	5	25.0%	29,051	26,359	-9.3%
Juvenile Books	22,560	18,772	-16.8%	14,245	15,604	9.5%	1	1	0.0%	36,806	34,377	-6.6%
Off Line Transactions										7	14	100.0%
Periodicals	1,790	1,048	-41.5%	1,211	1,100	-9.2%	0	0	0.0%	3,001	2,148	-28.4%
Young Adult Books	1,579	1,161	-26.5%	1,108	1,172	5.8%	0	1	0.0%	2,687	2,334	-13.1%
Total Print Circulation	43,078	34,745	-19.3%	28,462	30,466	7.0%	5	7	40.0%	71,552	65,232	-8.8%
AV CIRCULATION												
Audiobooks	1,878	1,397	-25.6%	1,596	1,799	12.7%				3,474	3,196	-8.0%
Movies (DVDs/Blu-rays)	8,576	6,563	-23.5%	6,644	7,521	13.2%				15,220	14,084	-7.5%
Music (Compact Discs)	440	0	-100.0%	475	521	9.7%				915	521	-43.1%
Total AV Circulation	10,894	7,960	-26.9%	8,715	9,841	12.9%				19,609	17,801	-9.2%
LIBRARY OF THINGS CIRCULATION												
Board Games	171	316	84.8%	176	573	225.6%	0	0	0.0%	347	889	156.2%
Library Bags	61	73	19.7%	70	75	7.1%				131	148	13.0%
Cultural Passes**	N/A	14	0.0%	N/A	12	0.0%	N/A	0	0.0%	0	26	0.0%
Hotspots	9	8	-11.1%	26	19	-26.9%	0	0	0.0%	35	27	-22.9%
Maker Kits	110	78	-29.1%	68	128	88.2%	0	0	0.0%	178	206	15.7%
Streaming Devices	41	78	90.2%	29	52	79.3%	0	0	0.0%	70	130	85.7%
Streaming Device+Hotspot Combos**	N/A	4	0.0%	N/A	13	0.0%	N/A	0	0.0%	0	17	0.0%
Juvenile Tablets	269	332	23.4%	197	334	69.5%				466	666	42.9%
Total Library of Things Circulation	661	903	36.6%	566	1,206	113.1%	0	0	0.0%	1,227	2,109	71.9%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	27,309	20,702	-24.2%	19,856	21,657	9.1%	4	5	25.0%	47,169	42,364	-10.2%
Juvenile Circulation	25,720	21,759	-15.4%	16,751	18,635	11.2%	1	1	0.0%	42,472	40,395	-4.9%
Young Adult Circulation	1,604	1,161	-27.6%	1,136	1,221	7.5%	0	1	0.0%	2,740	2,383	-13.0%
Total Physical Circulation	54,633	43,622	-20.2%	37,743	41,513	10.0%	5	7	40.0%	92,381	85,142	-7.8%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										1,327	1,086	-18.2%
DIGITAL CIRCULATION												
eAudiobooks										15,089	16,870	11.8%
eBooks										18,109	17,384	-4.0%
eMusic										292	335	14.7%
eVideo										2,558	2,657	3.9%
eZines (Digital Magazines)										3,793	4,401	16.0%
Total Digital Circulation										39,841	41,647	4.5%

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

**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	112,068	93,441	-16.6%	75,828	81,620	7.6%	6	20	233.3%	275,062	265,258	-3.6%
APPLICANT REGISTRATION												
Total Registrations	739	674	-8.8%	374	404	8.0%				1,113	1,078	-3.1%
LIBRARY CARDHOLDERS												
Total Library Cardholders										64,707	61,707	-4.6%
VISITORS												
Building Visitors	32,233	26,263	-18.5%	24,119	25,361	5.1%	2,968	5,075	71.0%	59,320	56,699	-4.4%
Website Visitors										311,474	524,574	68.4%
Total Visitors										370,794	581,273	56.8%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	6,825	6,382	-6.5%	5,541	7,107	28.3%	2,318	3,652	57.5%	14,684	17,141	16.7%
PROGRAMS												
Adult/General Programs	18	0	-100.0%	27	35	29.6%	18	15	-16.7%	81	86	6.2%
Adult/General Program Attendees	314	0	-100.0%	422	568	34.6%	1,325	107	-91.9%	2,839	1,495	-47.3%
Children's Programs	53	0	-100.0%	37	81	118.9%	0	0	0.0%	130	91	-30.0%
Children's Program Attendees	1,313	0	-100.0%	831	1,767	112.6%	0	0	0.0%	2,782	2,160	-22.4%
Teen Programs	10	0	-100.0%	4	11	175.0%	0	0	0.0%	14	11	-21.4%
Teen Program Attendees	264	0	-100.0%	32	202	531.3%	0	0	0.0%	296	202	-31.8%
Total Library Programs	81	0	-100.0%	68	127	86.8%	18	15	-16.7%	225	188	-16.4%
Total Library Program Attendees	1,891	0	-100.0%	1,285	2,537	97.4%	1,325	107	-91.9%	5,917	3,857	-34.8%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	5,192	4,218	-18.8%	8,315	7,499	-9.8%						
OPLIN Databases				11,879	5,544	-53.3%						
Total All Databases	5,192	4,218	-18.8%	20,194	13,043	-35.4%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PRINT CIRCULATION												
Adult Books	34,789	29,448	-15.4%	24,433	25,647	5.0%	5	14	180.0%	59,227	55,109	-7.0%
Juvenile Books	45,510	39,200	-13.9%	28,424	29,519	3.9%	1	3	200.0%	73,935	68,722	-7.1%
Off Line Transactions										14	30	114.3%
Periodicals	3,695	2,269	-38.6%	2,129	2,227	4.6%	0	0	0.0%	5,824	4,496	-22.8%
Young Adult Books	3,491	2,562	-26.6%	2,137	2,290	7.2%	0	3	0.0%	5,628	4,855	-13.7%
Total Print Circulation	87,485	73,479	-16.0%	57,123	59,683	4.5%	6	20	233.3%	144,628	133,212	-7.9%
AV CIRCULATION												
Audiobooks	3,866	3,313	-14.3%	3,109	3,440	10.6%				6,975	6,753	-3.2%
Movies (DVDs/Blu-rays)	18,468	14,425	-21.9%	13,552	15,134	11.7%				32,020	29,559	-7.7%
Music (Compact Discs)	835	153	-81.7%	947	1,041	9.9%				1,782	1,194	-33.0%
Total AV Circulation	23,169	17,891	-22.8%	17,608	19,615	11.4%				40,777	37,506	-8.0%
LIBRARY OF THINGS CIRCULATION												
Board Games	355	785	121.1%	342	1,054	208.2%	0	0	0.0%	697	1,839	163.8%
'Brary Bags	130	139	6.9%	137	130	-5.1%				267	269	0.7%
Cultural Passes**	0	30	0.0%	0	28	0.0%	0	0	0.0%	0	58	0.0%
Hotspots	16	21	31.3%	48	46	-4.2%	0	0	0.0%	64	67	4.7%
Maker Kits	230	175	-23.9%	106	258	143.4%	0	0	0.0%	336	433	28.9%
Streaming Devices	94	144	53.2%	56	99	76.8%	0	0	0.0%	150	243	62.0%
Streaming Device+Hotspot Combos**	0	15	0.0%	0	19	0.0%	0	0	0.0%	0	34	0.0%
Juvenile Tablets	582	732	25.8%	408	688	68.6%				990	1,420	43.4%
Total Library of Things Circulation	1,407	2,041	45.1%	1,097	2,322	111.7%	0	0	0.0%	2,504	4,363	74.2%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	56,366	45,211	-19.8%	40,272	43,704	8.5%	5	14	180.0%	96,643	88,929	-8.0%
Juvenile Circulation	52,149	45,668	-12.4%	33,363	35,527	6.5%	1	3	200.0%	85,513	81,198	-5.0%
Young Adult Circulation	3,553	2,562	-27.9%	2,193	2,389	8.9%	0	3	0.0%	5,746	4,954	-13.8%
Total Physical Circulation	112,068	93,441	-16.6%	75,828	81,620	7.6%	6	20	233.3%	187,902	175,081	-6.8%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										2,838	2,475	-12.8%
DIGITAL CIRCULATION												
eAudiobooks										31,506	35,468	12.6%
eBooks										38,789	37,228	-4.0%
eMusic										539	679	26.0%
eVideo										5,177	5,234	1.1%
eZines (Digital Magazines)										8,311	9,093	9.4%
Total Digital Circulation										84,322	87,702	4.0%

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

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