

ATTACHMENTS FOR APRIL 18, 2023 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

	<u>Page #</u>
• Director's Activities	1
• Minutes from March 21, 2023 Meeting	3-14
• Fiscal Officer's Report:	
○ Monthly Cash Position	16
○ Monthly Revenue Statement	17-18
○ Revenue Budget Statement	19-20
○ Monthly Expense Account Status	21-24
○ Expense Budget Summary – General Fund	25-28
○ Monthly Summary Statements	29
○ March Investment Report	30-33
○ Personnel Action Appendix	34
○ March Bill List	35-37
○ <u>Resolution No. 023-009</u> : Then & Now Certificate: Innovative Interfaces	38-49
• New Business	
○ <u>Resolution No. 023-010</u> : Transfer to “The Wall That Heals Fund”	51-52
○ Appropriation Transfer: Adult Services Conference/Meeting Expense	53
○ Legal Advertisement – Woodbourne Boiler Addition	54
○ <u>Resolution No. 023-011</u> : Authorization for the Opening of Sealed Bids	55-56
• Monthly Statistics	58-59

Washington-Centerville Public Library

Director Activities

March 17 – April 13, 2023

Library Operations

- Attended Safety Team meeting, which resumed after hiatus during COVID
- Assisted in addressing behavior issue with staff member, and trespassed individual after she resigned
- Spoke with Centerville Police about concern with a new patron
- Wrote legal ad requesting Statement of Qualifications for design firms, responded to inquiries, and met with architects
- Visited possible site for Creativity Commons/office space, and searched for other potential properties
- Met with new Township Administrator and discussed Creativity Commons space after end of the year
- Secured coupons from City BBQ for Summer Reading Club prizes
- Bought cookies for staff in (early) recognition of National Library Workers Day
- Arranged for outside presenter for May OWL Academy session
- Discussed with YS Specialist patron's requests for purchase that were declined and patron's questions to our process, ultimately purchasing the books
- Visited new makerspace in Troy-Miami Co Library
- The Wall That Heals
 - Held committee meetings
 - Submitted parade application
 - Met with VVMF rep to report progress

Communication

- Interview with Scripps Howard about the family workstation
- Responded to interview questions and participated in photo shoot for Centerville Lifestyle magazine
- Expressed concern about phrasing about Creativity Commons in RecPlex levy info
- Covered tasks while Community Relations Manager is out on leave
 - WYSO ad spots for May
 - TV slides for May
 - Get in the Know newsletter for April

Community / Professional Involvement

- Attended OLC's Legislative Network virtual meeting
- Met with other area library Directors
- Represented library at Association for Library Service to Children luncheon at Dayton Metro Library
- Heart of Centerville & Washington Township
 - Attended networking meeting
 - Put together raffle prize for Merchant Market, including a gift certificate for Creativity Commons
 - Attended communication training session
- Friends
 - Attended monthly meeting
 - Worked with Graphic Designer to update book sale flyers, and printed them
 - Communicated with City BBQ about restaurant takeover, and printed flyers
- Attended Taft's Employment Law Update sessions
- Centerville Noon Optimist Club
 - Met with assigned student recipients of Will Cale Scholarship
 - Assisted with stuffing eggs for Easter Egg Hunt

Sick days – April 4 & 5

Vacation – April 7

March 2023

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

March 21, 2023

CALL TO ORDER

The regular Board of Trustees meeting for March 2023 was held at the Centerville Library. Board President Barbara Denison 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**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; Mrs. Suttman, **Present**; and Mr. Talda, **Present**; also Mrs. Fultz, Library Director; and Mr. Monteith, Fiscal Officer; Mrs. Robinson, Human Resources Manager and members of the public.

HEARING OF THE PUBLIC

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

EXECUTIVE SESSION

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

The roll call vote was as follows:

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

The Board entered into Executive Session at 7:01 p.m.

At 7:21 p.m., the Board returned to open session.

RESOLUTION NO. 023-007: CHANGES TO PAY RANGES

Mr. Talda moved for the approval of Resolution No. 023-007 to make market adjustments to pay ranges, minimum and maximum of the pay ranges by two (2) percent and five (5) percent respectively, effective April 1, 2023 with exception of pay ranges for Shelving Assistants and Public Services Library Aides/Substitutes. Mrs. Herrick seconded the motion.

The roll call vote was as follows:

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

Resolution No. 023-007 is approved.

RESOLUTION NO. 023-008: MERIT INCREASES AND CHANGES TO CLASSIFICATIONS AND PAY RANGES FOR NON-BARGAINING UNIT EMPLOYEES

Mrs. Herrick moved for the approval of Resolution No. 023-008 for the merit increase strategy range of 0% to 5% before midpoint adjustment, to be effective April 1, 2023. The Board of Trustees also approves the same compensation strategy to be used for all non-bargaining unit employees eligible for merit increases upon completion of their provisionary period from April 1, 2023 to March 31, 2024. Mr. Bowling seconded the motion.

The roll call vote was as follows:

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

Resolution No. 023-008 is approved.

HUMAN RESOURCES POLICY REVISIONS

Mrs. Robinson noted that several changes were necessary to the Employee Manual as a result of items approved in the Collective Bargaining Agreement.

The policies requiring changes were:

- Salary Recognition of Degree Completion
- Parenthood Leave
- Funeral Leave
- Holiday Pay
- Vacation Leave

Policies are appended to the minutes.

Mrs. Herrick moved for the approval of the policies as written. Mr. Nunna seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

Policy revisions are approved.

LONG-RANGE FACILITIES COMMITTEE

Mr. Nunna noted that the Long-Range Facilities Committee had met immediately prior to this meeting. Among the items that were discussed were the timeline for the Centerville Library renovation and the long-term home for Creativity Commons.

As a result of these discussions, the committee has two motions for the approval of the board.

Mr. Nunna moved to authorize Mrs. Fultz, Library Director, to formally work with a realtor to find options for either Creativity Commons or Library Administrative Offices. Mr. Bowling seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

Mr. Nunna moved to approve the placement of a legal advertisement for the purpose of receiving the Statements of Qualifications from firms interested in contracting for design services for the space evaluation and refurbishment of the Centerville Library. Mrs. Cline seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

APPROVAL OF MINUTES

Mrs. Cline moved for the approval of the February 21, 2023 Meeting Minutes. Mr. Nunna seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 2 (Herrick, Suttman)

Motion is approved

DIRECTOR'S REPORT

▪ FACILITIES

- ❖ Centerville Library
 - HVAC project
 - Final walk through scheduled 3/23 to verify scope and complete plans
- ❖ Woodbourne Library
 - Pumping/wellness room built in staff break room
 - HVAC project
 - Quotes for boiler install due 3/23 at 10:00
- ❖ Creativity Commons
 - Averaged 41 visitors per day in February
- ❖ Van
 - Will pick up this week

▪ **PERSONNEL**

- ❖ Recruiting for student shelvers in Materials Handling, Public Services Aide, and Summer Reading Club Assistants

▪ **COLLECTIONS/SERVICES/PROGRAMS**

- ❖ Upcoming programs and exhibits
 - Women Strong – 4/5 through 5/2
- ❖ 6Stories – new series for teens about the art of storytelling
- ❖ The Wall That Heals – waiting for approval to begin releasing communication pieces

▪ **OTHER**

- ❖ Centerville Lifestyle magazine photo shoot at Woodbourne
- ❖ PLF update – changes to tax laws still being debated at the Statehouse
- ❖ Friends events
 - Trivia – 4/6
 - Annual Meeting – 4/23, election of new officers
 - Book sale – 4/27 – 4/29

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for February 2023, including the financial statements (Cash Position, Revenue Summary and Expense Summary), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board’s review and approval.

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

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

- b. Payment of March Expenditures

Mr. Bowling moved to approve the payment of March expenditures, and Mr. Nunna seconded the motion.

The roll call vote was as follows:

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

The motion is approved.

NEW/OLD BUSINESS

a. Renewal of Property/Liability Insurance for 2023

Mr. Monteith noted that he and Mrs. Fultz met with our insurance agent on Friday, March 17, 2023 to discuss the renewal of the insurance. The increase from the prior year was about \$400. He went on to discuss the possible addition of the Malicious Acts coverage to our policy this year. This is designed to provide additional coverage to the library in the event of an act such as a mass shooting or other malicious act. The board was in agreement that the cost of the additional coverage was pretty minimal, especially in relation to potential exposure to loss as a result of one of these events.

Mrs. Suttman moved to approve the renewal of the Property/Liability Insurance with the addition of the Malicious Acts coverage for the period of April 14, 2023 to April 13, 2024. Mrs. Cline seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved

ADJOURNMENT

Mr. Suttman moved to adjourn the meeting at 8:05 PM

President

Secretary

EXPENDITURES FOR APPROVAL AT MARCH MEETING
March 21, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	24.76
Baker & Taylor Entertainment – AV materials	1,447.93
Barbara Parsons - patron refund	42.99
Brainfuse - database subscription renewal	6,500.00
Brodart –books	38,646.64
CFRA - Outlook print	135.00
Chard Snyder - cobra admin fees	125.00
Charlette Jouan - employee mileage reimbursement	15.07
Christy Ott - employee mileage reimbursement	20.96
Cintas - facilities maintenance	1,046.98
Cooper Suttles - patron refund	17.95
Debe Dockins - employee mileage reimbursement	75.85
Demco - supplies	489.60
Donnellon McCarthy Enterprises - copier maintenance	1,127.00
DSS - parking lot sweeping	162.60
Florence Mbaraga - patron refund	15.98
Gleason Property - cleaning services	12,200.00
Jeffrey Cousineau - patron refund	25.95
Jose Rodriguez - patron refund	29.95
Kanopy - evideos	1,497.00
Kelsey Grote - patron refund	27.88
Level 3 Communications, LLC - phone service	395.41
Library Ideas - VOX & freegal music subscription	1,705.75
Midwest Tape - av materials	57,953.27
NCC Group - flexsafe beneficiary account	340.00
OverDrive - ebooks	4,206.09
Pamela Maiden - patron refund	22.29
Paypal - monthly fee	19.95
Pitney Bowes - postage meter rental	488.70
Pitney Bowes Inc - postage ink	182.58
Playaway Products - av materials	2,861.29
Reserve Account - 2nd qtr postage refill	1,250.00
Rush Transportation – contracted services	996.41
South Community - fees for employee assistance	202.50
Staples - office supplies	1,984.51
Structured Employee Benefits of Ohio - group life insurance premiums	247.75
Trigon - CC consumables	2,187.79

Unique - recovery & collection fees	392.70
United Art & Education - program supplies	30.09
Vietnam Veterans Memorial Fund - The Wall that Heals exhibit	4,500.00
William Menker - employee mileage reimbursement	106.96
TOTAL CURRENT EXPENDITURES—GENERAL FUND	<u>\$ 143,749.13</u>

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #5	114,746.70
Payroll #6	<u>\$ 116,275.61</u>
TOTAL PAYROLL	<u>\$ 231,022.31</u>

MISCELLANEOUS:

AES Ohio – utilities	5,754.60
Amazon - books, av materials	3,340.35
American Library Association - Liz Fultz renewal membership	155.00
April Lemaster - speaker stipend	50.00
ASI Signage Innovations - plaque for Butterfly Garden	189.00
AT&T – telephone service	286.80
Bartlett Tree Experts - treatment care for trees @ WB	3,038.00
Bonham Electric - electric repairs	2,396.00
Bonnie Kuntz - speaker stipend	50.00
CenterPoint Engery – utilities	4,917.53
Charter Communications - utilities	2,029.01
CoCard Marketing Group – credit card service fee	154.12
Creative Impressions - printing	894.00
Dayton Society of Natural History, Inc. - speaker stipend	445.00
Dell - Microsoft 365 Licenses - Annual	9,131.32
Delta Dental - March dental coverage	1,626.23
Digital Fringe - printed materials	170.11
Discount Paper Products - thermal rolls	452.80
Extron - double HDMI wall plate for program room	1,344.00
Grace Curtis - speaker stipend	150.00
Health Equity – March HSA contribution	7,416.81
Home Depot - facilities charges	279.24
Kroger - program supplies	437.71
Level 3 Communications, LLC - phone service	264.16
Longarm Finishing Touches - fabric	100.00
Lowe's - facilities charges	126.72
Montgomery County Environmental Service - utilities	1,258.60
Ohio Newspapers - legal advertisement for architect/engineer services	283.36
OPERS – employer pick-up & match	52,985.58

Rumpke - waste removal	686.85
Sam's Club- youth program supplies	26.56
Sarah Maxwell - books	39.98
Sharon Short - speaker stipend	125.00
Sinclair -room rental	50.00
Swank - movie licensing	1,474.00
Taft - legal fees	1,425.00
T-Mobile - hotspots	602.70
Today's Business Solutions - processing charges for patron faxing	97.56
Transformations Plus - carpet cleaning service	1,087.00
U. S. Bank - av materials, supplies, services & advertising	11,695.03
U. S. Bank—employer share of Medicare	3,281.74
U. S. Bank – banking fees	794.59
UPS -shipping	18.64
TOTAL MISCELLANEOUS	<u>\$ 121,130.70</u>
GRAND TOTAL MARCH MEETING	<u><u>\$ 495,902.14</u></u>

RESOLUTION NO. 023-007

CHANGES TO PAY RANGES

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on March 21, 2023 at 7:00 pm at the Centerville Library with the following members present:

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

Mr. Talda moved, Mrs. Herrick seconded of the following resolution:

Whereas, the Board of Trustees of the Washington-Centerville Public Library sets a policy target for merit pay increases based upon the library budget, income and resources, the cost of living and competitive analysis. Individual performance is the driving factor in the percentage/amount of merit increase.

Whereas, the Board of Trustees annually reviews the recommendation from the Human Resources Manager, in conjunction with review of the Fiscal Officer, and approves the appropriate strategy;

Whereas, the recommendation has been presented to the Personnel Committee, and no changes were requested;

Whereas, the Board of Trustees also recognizes that to attract and retain quality candidates, changes to positions and pay ranges are necessary to align with market value;

Therefore, be it resolved, that the Board of Trustees of the Washington-Centerville Public Library approves market adjustments to pay ranges, minimum and maximum of the pay ranges by two (2) percent and five (5) percent respectively, effective April 1, 2023 with exception of pay ranges for Shelving Assistants and Public Services Library Aides/Substitutes.

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

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

Passed: March 21, 2023

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

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

President, Board of Trustees

Secretary, Board of Trustees

RESOLUTION NO. 023-008

MERIT INCREASES AND CHANGES TO CLASSIFICATIONS AND PAY RANGES FOR NON-BARGAINING UNIT EMPLOYEES

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on March 21, 2023 at 7:00 pm at the Centerville Library with the following members present:

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

_____ moved, _____ seconded of the following resolution:

Whereas, the Board of Trustees of the Washington-Centerville Public Library sets a policy target for merit pay increases based upon the library budget, income and resources, the cost of living and competitive analysis. Individual performance is the driving factor in the percentage/amount of merit increase.

Whereas, the Board of Trustees annually reviews the recommendation from the Human Resources Manager, in conjunction with review of the Fiscal Officer, and approves the appropriate strategy;

Whereas, the recommendation has been presented to the Personnel Committee, and no changes were requested;

Whereas, the Board of Trustees also recognizes that to attract and retain quality candidates, changes to positions and pay ranges are necessary to align with market value;

Whereas, the Board of Trustees additionally recognizes that additional increases are necessary for employees on the lower end of the new ranges;

Therefore, be it resolved, that the Board of Trustees of the Washington-Centerville Public Library approves the merit increase strategy range of 0% to 5% before midpoint adjustment, to be effective April 1, 2023. The Board of Trustees also approves the same compensation strategy to be used for all non-bargaining unit employees eligible for merit increases upon completion of their provisionary period from April 1, 2023 to March 31, 2024.

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

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

Passed: March 21, 2023

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

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

President, Board of Trustees

Secretary, Board of Trustees

March 2023

Fiscal Officer Report

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$9,423,123.21	\$251,490.91	\$720,576.62	\$8,954,037.50 ¹
Unclaimed Funds	\$127.00	\$0.00	\$0.00	\$127.00
"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	\$2,866,729.09	\$0.00	\$0.00	\$2,866,729.09
Perm. Imp. Fund-Ils	\$603,316.85	\$0.00	\$0.00	\$603,316.85
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$0.00	\$741,099.34
Dorothy R. Yeck Good Life End	\$4,018.97	\$0.00	\$0.00	\$4,018.97
Payroll Clearing Fund	\$1,979.97	\$94,664.87	\$88,762.24	\$7,882.60
	\$17,390,580.68	\$346,155.78	\$809,338.86	\$16,927,397.60

Reconciled Balances	
US Bank:	
Checking/Payroll	\$2,298,415.89
Investment	\$7,805,850.32
STAR Ohio	\$5,553,097.25
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$262,129.85
Paypal	\$1,072.31
Petty Cash	\$550.00
Total Bank Balances	\$17,012,833.03
Outstanding Checks	(\$85,696.80)
Deposit in Transit	\$252.34
Receipts to be posted	\$0.00
Fees to be posted	\$9.03
Reconciled Balance	\$16,927,397.60

Footnotes:

1 - General Fund decreased by nearly \$470,000 in March. This was due to there being three payrolls in March and the purchase of the van

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

101 - GENERAL FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	3,345,950.00	213,581.47	740,143.98	22.12%
GENERAL PROPERTY TAXES	4,528,432.00	0.00	2,069,764.98	45.71%
PROPERTY TAX ROLLBACK	600,000.00	0.00	0.00	0.00%
PATRON FINES & FEES	26,000.00	3,088.93	7,805.23	30.02%
COPIER INCOME	27,600.00	3,340.53	7,741.61	28.05%
PASSPORT EXECUTION FEES	25,000.00	2,555.00	7,315.00	29.26%
PASSPORT PHOTOS	6,000.00	620.00	1,860.00	31.00%
PATRON SUPPLIES	12,500.00	1,280.05	3,238.79	25.91%
INTEREST INCOME	75,000.00	25,920.33	104,334.60	139.11%
UNRESTRICTED DONATIONS	10,000.00	128.79	1,527.27	15.27%
DONATIONS-RESTRICTED	30,000.00	0.00	20,150.00	67.17%
REFUNDS & REIMBURSEMENTS	2,500.00	934.85	7,023.01	280.92%
MISCELLANEOUS-OTHER	500.00	40.96	280.71	56.14%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-GENERAL FUND	8,689,482.00	251,490.91	2,971,185.18	34.19%

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

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

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

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

450 - PERMANENT IMPROVEMENT - ILS FUND

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

451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND

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

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT

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

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	0.00	75,082.26	170,792.46	0.00%
UNUM REVENUE	0.00	759.41	1,761.53	0.00%
DELTA REVENUE	0.00	1,625.34	3,674.14	0.00%
ANTHEM REVENUE	0.00	17,197.86	40,128.34	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	94,664.87	216,356.47	0.00%
GRAND TOTAL RECEIPTS	\$9,695,232.00	\$346,155.78	\$3,187,541.65	32.88%

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

101 - GENERAL FUND						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
PUBLIC LIBRARY FUND	229,652.33	213,581.47	(16,070.86)	810,478.62	740,143.98	(70,334.64) 1
GENERAL PROPERTY TAXES	196,081.11	0.00	(196,081.11)	1,969,867.92	2,069,764.98	99,897.06 2
PROPERTY TAX ROLLBACK	0.00	0.00	0.00	0.00	0.00	0.00
PATRON FINES & FEES	2,166.67	3,088.93	922.26	6,500.00	7,805.23	1,305.23 3
COPIER INCOME	2,300.00	3,340.53	1,040.53	6,900.00	7,741.61	841.61
PASSPORT EXECUTION FEES	2,083.33	2,555.00	471.67	6,250.00	7,315.00	1,065.00
PASSPORT PHOTOS	500.00	620.00	120.00	1,500.00	1,860.00	360.00
PATRON SUPPLIES	1,041.67	1,280.05	238.38	3,125.00	3,238.79	113.79
INTEREST INCOME	6,180.00	25,920.33	19,740.33	24,870.00	104,334.60	79,464.60 4
UNRESTRICTED DONATIONS	720.00	128.79	(591.21)	2,160.00	1,527.27	(632.73)
DONATIONS-RESTRICTED	2,601.24	0.00	(2,601.24)	11,739.36	20,150.00	8,410.64
REFUNDS & REIMBURSEMENTS	34.96	934.85	899.89	597.35	7,023.01	6,425.66
MISCELLANEOUS-OTHER	11.69	40.96	29.27	256.42	280.71	24.29
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL FUND	443,372.99	251,490.91	(191,882.08)	2,844,244.68	2,971,185.18	126,940.50
102 - UNCLAIMED FUNDS						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
205 - SPECIAL OPERATING FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-SPECIAL OPERATING FUND	0.00	0.00	0.00	0.00	0.00	0.00
401 - BUILDING FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-BUILDING FUND	0.00	0.00	0.00	0.00	0.00	0.00
450 - PERMANENT IMPROVEMENT - ILS FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-PERM. IMP. FUND	0.00	0.00	0.00	0.00	0.00	0.00
451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERM. IMP. FUND-TECHNOLO	0.00	0.00	0.00	0.00	0.00	0.00

**Washington-Centerville Public Library
Revenue Budget Statement
For The Month Of March 2023 And Year-to-Date**

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DONATIONS-RESTRICTED	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL YECK GOOD LIFE ENDOWME	0.00	0.00	0.00	0.00	0.00	0.00
999 - PAYROLL CLEARING FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DEFAULT REVENUE	0.00	75,082.26	75,082.26	0.00	170,792.46	170,792.46
UNUM REVENUE	0.00	759.41	759.41	0.00	1,761.53	1,761.53
DELTA REVENUE	0.00	1,625.34	1,625.34	0.00	3,674.14	3,674.14
ANTHEM REVENUE	0.00	17,197.86	17,197.86	0.00	40,128.34	40,128.34
TOTAL PAYROLL CLEARING FUND	0.00	94,664.87	94,664.87	0.00	216,356.47	216,356.47
GRAND TOTAL RECEIPTS	\$443,372.99	\$346,155.78	-\$97,217.21	\$2,844,244.68	\$3,187,541.65	\$343,296.97

1 - Public Library Fund has fallen behind estimated amounts by about 9% for the year. Historically, March and April have been the two lowest months of the year. The amounts tend to recover somewhat during May. Additionally, there is a difference between the estimated amounts from the County Auditor and the State of Ohio. The amounts seem to be trending more toward the State of Ohio amounts

2 - There were no property tax receipts during March. This was the result of the timing of advances. The final settlement of the first half taxes was received in early April, and puts us at about 55% of the levy collected so far

3 - Patron fees are continuing to come in stronger than expected. As a whole, these amounts are up by 15%. Two of the strongest aspects of this are fines/fees for lost items and passports and passport photos.

4 - Interest income continues to be strong. STAR Ohio continues to trade at nearly 5% which has resulted in over \$20,000 in interest income each month

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
101 - GENERAL FUND						
1000 SALARIES & BENEFITS						
1100 - SALARIES & LEAVE BENEFITS						
Director/Managers	580,000.00	63,961.57	149,243.64	0.00	430,756.36	25.73%
Library Specialist	1,293,500.00	141,344.53	328,557.50	0.00	964,942.50	25.40%
Technician	195,000.00	21,480.00	50,120.00	0.00	144,880.00	25.70%
Public Services Assistant	383,300.00	40,474.80	94,268.36	0.00	289,031.64	24.59%
Substitute	83,000.00	5,432.13	11,377.63	0.00	71,622.37	13.71%
Fiscal Officer	92,000.00	10,533.60	24,578.40	0.00	67,421.60	26.72%
Administrative Support	410,000.00	30,878.40	72,747.39	0.00	337,252.61	17.74%
Facilities	67,500.00	7,454.40	17,393.60	0.00	50,106.40	25.77%
Library Aides	150,000.00	12,621.80	27,574.67	0.00	122,425.33	18.38%
Shelving Assistants	119,000.00	13,623.29	30,422.33	0.00	88,577.67	25.56%
TOTAL SALARIES & LEAVE BENEFITS	3,373,300.00	347,804.52	806,283.52	0.00	2,567,016.48	23.90%
1400 - RETIREMENT-OPERS						
OPERS	774,062.00	53,061.64	186,004.71	0.00	588,057.29	24.03%
1600 - INSURANCE BENEFITS						
Health Insurance	545,010.36	39,471.45	118,366.60	356,387.10	70,256.66	21.72%
Health Savings Account	104,600.00	7,416.81	21,542.08	75,357.92	7,700.00	20.59%
Dental Insurance	23,325.00	3,252.46	4,893.04	18,227.54	204.42	20.98%
Medicare	48,912.85	4,941.67	11,457.30	0.00	37,455.55	23.42%
Life Insurance	4,100.98	247.75	733.35	2,619.50	748.13	17.88%
Workers' Compensation	5,000.00	84.00	84.00	0.00	4,916.00	1.68%
TOTAL INSURANCE BENEFITS	730,949.19	55,414.14	157,076.37	452,592.06	121,280.76	21.49%
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	3,905.00	-155.00	821.00	1,395.00	1,689.00	21.02%
Other Employee Benefits	4,000.00	0.00	0.00	4,000.00	0.00	0.00%
TOTAL OTHER EMPLOYEE BENEFITS	7,905.00	-155.00	821.00	5,395.00	1,689.00	10.39%
TOTAL SALARIES & BENEFITS	4,886,216.19	456,125.30	1,150,185.60	457,987.06	3,278,043.53	23.54%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	41,503.11	5,606.82	8,951.25	7,919.15	24,632.71	21.57%
Program Supplies	129,528.78	8,345.34	17,114.70	58,703.65	53,710.43	13.21%
Cataloging/Processing Supplies	15,660.09	24.65	24.65	839.80	14,795.64	0.16%
Postage	17,010.00	1,250.00	2,500.00	10.00	14,500.00	14.70%
Small Tools/Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
TOTAL GENERAL ADMIN SUPPLIES	206,701.98	15,226.81	28,590.60	67,472.60	110,638.78	13.83%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,100.00	0.00	0.00	100.00	1,000.00	0.00%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	30,362.75	2,818.61	5,507.24	6,848.64	18,006.87	18.14%
TOTAL SUPPLIES	238,164.73	18,045.42	34,097.84	74,421.24	129,645.65	14.32%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	9,927.04	243.60	420.66	5,401.90	4,104.48	4.24%
In-House Seminars	3,750.00	0.00	0.00	50.00	3,700.00	0.00%
Conference/Meetings	13,393.82	187.00	1,920.88	1,412.39	10,060.55	14.34%
TOTAL TRAVEL EXPENSES	27,070.86	430.60	2,341.54	6,864.29	17,865.03	8.65%

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	8,640.77	286.80	574.76	5,081.21	2,984.80	6.65%
Computer Data Line	52,843.35	2,091.60	5,580.17	33,682.15	13,581.03	10.56%
Security Alarm	7,500.00	0.00	1,980.00	120.00	5,400.00	26.40%
Legal Ads	2,054.40	63.36	283.36	734.08	1,036.96	13.79%
Publicity Ads	5,520.00	0.00	1,100.00	3,330.00	1,090.00	19.93%
Printing/Publications	49,916.90	365.53	1,222.58	1,680.09	47,014.23	2.45%
TOTAL COMMUNICATION/PRINT/PUBLICITY	126,475.42	2,807.29	10,740.87	44,627.53	71,107.02	8.49%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	132,990.37	4,413.56	15,318.79	33,770.11	83,901.47	11.52%
Equipment Maintenance	36,034.95	2,735.74	5,753.76	16,559.35	13,721.84	15.97%
Grounds & Snow Removal	128,167.00	3,038.00	14,372.50	51,879.25	61,915.25	11.21%
Janitorial Services	251,239.11	14,496.58	43,275.44	132,631.76	75,331.91	17.22%
Trash Services	9,218.26	686.85	2,083.48	6,516.52	618.26	22.60%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	557,649.69	25,370.73	80,803.97	241,356.99	235,488.73	14.49%
3400 - INSURANCE						
Property Insurance	32,500.00	0.00	0.00	24,154.00	8,346.00	0.00%
3500 - RENTS & LEASES						
Rents & Leases	31,500.00	0.00	0.00	0.00	31,500.00	0.00%
3600 - UTILITIES						
Electricity	150,723.37	6,046.52	16,471.21	91,259.32	42,992.84	10.93%
Gas	63,587.13	4,917.53	17,015.78	34,044.90	12,526.45	26.76%
Water/Sewer	13,200.84	1,258.60	2,144.23	8,227.27	2,829.34	16.24%
TOTAL UTILITIES	227,511.34	12,222.65	35,631.22	133,531.49	58,348.63	15.66%
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	16,187.89	150.00	1,200.00	9,625.00	5,362.89	7.41%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,527.44	0.00	0.00	42.39	12,485.05	0.00%
Legal Services	25,347.50	1,425.00	21,325.00	1,112.50	2,910.00	84.13%
Tax Collection Fees	76,109.93	0.00	0.00	12.37	76,097.56	0.00%
Banking Fees	9,329.44	700.57	2,368.42	6,132.71	828.31	25.39%
TOTAL PROFESSIONAL SERVICES	139,502.20	2,275.57	24,893.42	16,924.97	97,683.81	17.84%
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	253,137.44	1,481.00	84,887.00	62,364.57	105,885.87	33.53%
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	48,861.10	1,788.60	6,201.13	17,019.08	25,640.89	12.69%
Online Services	138,225.12	97.56	16,535.33	58,799.41	62,890.38	11.96%
Collection Development Services	5,800.00	400.00	800.00	5,000.00	0.00	13.79%
TOTAL OTHER CONTRACTED SERVICES	192,886.22	2,286.16	23,536.46	80,818.49	88,531.27	12.20%
TOTAL PURCHASED/CONTRACT SERVICES	1,588,233.17	46,874.00	262,834.48	610,642.33	714,756.36	16.55%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	612,095.69	38,962.64	120,265.91	263,587.22	228,242.56	19.65%
Standing Orders/Continuations	29,004.83	670.48	3,618.02	15,423.81	9,963.00	12.47%
Book Rentals	66,629.15	115.05	358.15	63,778.35	2,492.65	0.54%
TOTAL NEW BOOKS	707,729.67	39,748.17	124,242.08	342,789.38	240,698.21	17.56%
4200 - PERIODICALS						
Periodicals	25,258.35	0.00	427.52	2,170.00	22,660.83	1.69%

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	128,015.29	7,472.96	18,844.27	54,806.01	54,365.01	14.72%
Read Along Audiobooks	23,462.34	1,705.75	1,843.22	10,419.12	11,200.00	7.86%
CD-Rom	14,828.43	2,861.29	3,001.27	4,677.16	7,150.00	20.24%
Books On CD	47,227.14	1,303.69	6,265.10	23,903.83	17,058.21	13.27%
Compact Discs	304.74	0.00	72.52	232.22	0.00	23.80%
Library Bags	1,500.00	169.32	225.47	724.53	550.00	15.03%
TOTAL AUDIO-VISUAL MATERIALS	215,337.94	13,513.01	30,251.85	94,762.87	90,323.22	14.05%
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	120,000.00	14,556.09	50,031.42	24,210.26	45,758.32	41.69%
Online Subscriptions - Youth	11,103.82	0.00	2,108.82	0.00	8,995.00	18.99%
TOTAL ONLINE LIBRARY DATABASES	131,103.82	14,556.09	52,140.24	24,210.26	54,753.32	39.77%
4800 - eMATERIALS						
eBOOKS	395,242.71	5,703.09	336,039.64	45,199.69	14,003.38	85.02%
Digital Music Services	40,000.00	0.00	39,735.00	0.00	265.00	99.34%
Digital Video Services	166,412.70	50,000.00	50,000.00	0.00	116,412.70	30.05%
TOTAL E-MATERIALS	601,655.41	55,703.09	425,774.64	45,199.69	130,681.08	70.77%
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	38,752.71	293.92	3,126.75	15,525.96	20,100.00	8.07%
Board Game Collection	3,011.86	0.00	514.36	647.50	1,850.00	17.08%
TOTAL LIBRARY MATERIALS - OTHER	41,764.57	293.92	3,641.11	16,173.46	21,950.00	8.72%
TOTAL LIBRARY MATERIALS	1,722,849.76	123,814.28	636,477.44	525,305.66	561,066.66	36.94%
5000 - CAPITAL OUTLAY						
Land Improvements	21,226.99	0.00	0.00	1,226.99	20,000.00	0.00%
Building Improvements	37,130.00	0.00	0.00	130.00	37,000.00	0.00%
Hardware	311,172.00	1,227.63	6,088.81	78,742.79	226,340.40	1.96%
Software	71,450.00	0.00	6,289.52	950.36	64,210.12	8.80%
Office Furniture	18,675.60	0.00	0.00	2,861.61	15,813.99	0.00%
Library Furniture	102,585.23	0.00	7,085.23	0.00	95,500.00	6.91%
Library Vehicle	75,000.00	74,307.00	74,307.00	0.00	693.00	99.08%
TOTAL CAPITAL OUTLAY	637,239.82	75,534.63	93,770.56	83,911.75	459,557.51	14.72%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	2,800.00	0.00	0.00	0.00	2,800.00	0.00%
Trustees Dues	12,000.00	0.00	11,802.00	198.00	0.00	98.35%
TOTAL DUES & MEMBERSHIPS	14,800.00	0.00	11,802.00	198.00	2,800.00	79.74%
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	2,162.28	0.00	710.37	0.00	1,451.91	32.85%
TOTAL TAXES AND ASSESSMENTS	2,162.28	0.00	710.37	0.00	1,451.91	32.85%
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	2,680.24	182.99	483.85	1,145.62	1,050.77	18.05%
TOTAL REFUNDS & REIMBURSEMENTS	2,680.24	182.99	483.85	1,145.62	1,050.77	18.05%
7900 - MISCELLANEOUS EXPENDITURES						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER OBJECTS	19,642.52	182.99	12,996.22	1,343.62	5,302.68	66.16%
8900 - CONTINGENCY						
Contingency	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
TOTAL CONTINGENCY	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00%
TOTAL INTERFUND	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00%
TOTAL GENERAL FUND	10,192,346.19	720,576.62	2,190,362.14	1,753,611.66	6,248,372.39	21.49%

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
102 - UNCLAIMED FUNDS						
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	
TOTAL INTERFUND	0.00	0.00	0.00	0.00	0.00	
401 - BUILDING FUND						
Legal Advertisements	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
Architect/Engineering	163,000.00	0.00	0.00	53,000.00	110,000.00	0.00%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Building Improvements	2,100,000.00	0.00	0.00	0.00	2,100,000.00	0.00%
Furniture & Equipment	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
TOTAL BUILDING FUND	2,768,000.00	0.00	0.00	53,000.00	2,715,000.00	0.00%
450 - PERMANENT IMPROVEMENT FUND--ILS						
Software	52,804.00	0.00	2,804.00	45,000.00	5,000.00	5.31%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	52,804.00	0.00	2,804.00	45,000.00	5,000.00	5.31%
451 - PERMANENT IMPROVEMENT FUND--TECHNOLOGY						
Site Preparation	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Hardware	46,400.00	0.00	0.00	0.00	46,400.00	0.00%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	54,400.00	0.00	0.00	0.00	54,400.00	0.00%
898-GOOD LIFE PRIVATE PURPOSE FUND						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	9,705.97	0.00	189.98	129.99	9,386.00	1.96%
Printing / Publications	253.24	0.00	0.00	3.24	250.00	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	9,959.21	0.00	189.98	133.23	9,636.00	1.91%
999 PAYROLL CLEARING FUND						
Default Expense	0.00	73,592.28	170,146.73	0.00	(170,146.73)	0.00%
Unum Expense	0.00	401.65	1,481.75	0.00	(1,481.75)	0.00%
Delta Expense	0.00	2,348.04	3,431.60	0.00	(3,431.60)	0.00%
Anthem Expense	0.00	12,420.27	37,260.81	0.00	(37,260.81)	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	88,762.24	212,320.89	0.00	(212,320.89)	
GRAND TOTAL ALL APPROPRIATIONS	\$13,077,509.40	\$809,338.86	\$2,405,677.01	\$1,851,744.89	\$8,820,087.50	18.40%

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
101 - GENERAL FUND						
1000 SALARIES & BENEFITS						
1100 - SALARIES & LEAVE BENEFITS						
Director/Managers	66,923.08	63,961.57	2,961.51	156,153.85	149,243.64	6,910.21
Library Specialist	149,250.00	141,344.53	7,905.47	348,250.00	328,557.50	19,692.50
Technician	22,500.00	21,480.00	1,020.00	52,500.00	50,120.00	2,380.00
Public Services Assistant	44,226.92	40,474.80	3,752.12	103,196.15	94,268.36	8,927.79
Substitute	9,576.92	5,432.13	4,144.79	22,346.15	11,377.63	10,968.52
Fiscal Officer	10,615.38	10,533.60	81.78	24,769.23	24,578.40	190.83
Administrative Support	47,307.69	30,878.40	16,429.29	110,384.62	72,747.39	37,637.23
Facilities	7,788.46	7,454.40	334.06	18,173.08	17,393.60	779.48
Library Aides	17,307.69	12,621.80	4,685.89	40,384.62	27,574.67	12,809.95
Shelving Assistants	13,730.77	13,623.29	107.48	32,038.46	30,422.33	1,616.13
TOTAL SALARIES & LEAVE BENEFITS	389,226.92	347,804.52	41,422.40	908,196.15	806,283.52	101,912.63 1
1400 - RETIREMENT-OPERS						
OPERS	59,543.23	53,061.64	6,481.59	208,103.59	186,004.71	22,098.88 2
1600 - INSURANCE BENEFITS						
Health Insurance	45,417.53	39,471.45	5,946.08	136,585.92	118,366.60	18,219.32
Health Savings Account	8,716.67	7,416.81	1,299.86	26,150.00	21,542.08	4,607.92
Dental Insurance	1,943.75	3,252.46	(1,308.71)	5,831.25	4,893.04	938.21
Medicare	5,643.79	4,941.67	702.12	13,168.84	11,457.30	1,711.54
Life Insurance	341.75	247.75	94.00	1,025.25	733.35	291.90
Workers' Compensation	0.00	84.00	(84.00)	0.00	84.00	-84.00
TOTAL INSURANCE BENEFITS	62,063.49	55,414.14	6,649.35	182,761.26	157,076.37	25,684.89 3
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	213.30	-155.00	368.30	1,159.20	821.00	338.20
Other Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EMPLOYEE BENEFITS	213.30	-155.00	368.30	1,159.20	821.00	338.20
TOTAL SALARIES & BENEFITS	511,046.94	456,125.30	54,921.64	1,300,220.21	1,150,185.60	150,034.61
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	3,458.59	5,606.82	(2,148.23)	10,375.78	8,951.25	1,424.53
Program Supplies	13,512.65	8,345.34	5,167.31	33,910.06	17,114.70	16,795.36
Cataloging/Processing Supplies	2,035.81	24.65	2,011.16	4,698.03	24.65	4,673.38
Postage	1,200.00	1,250.00	(50.00)	2,452.50	2,500.00	-47.50
Small Tools/Equipment	250.00	0.00	250.00	750.00	0.00	750.00
TOTAL GENERAL ADMIN SUPPLIES	20,457.06	15,226.81	5,230.25	52,186.36	28,590.60	23,595.76 4
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	91.67	0.00	91.67	275.00	0.00	275.00
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	2,111.86	2,818.61	(706.75)	6,335.57	5,507.24	828.33 5
TOTAL SUPPLIES	22,660.58	18,045.42	4,615.16	58,796.93	34,097.84	24,699.09
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	631.59	243.60	387.99	2,387.62	420.66	1,966.96
In-House Seminars	0.00	0.00	0.00	0.00	0.00	0.00
Conference/Meetings	748.30	187.00	561.30	3,523.46	1,920.88	1,602.58
TOTAL TRAVEL EXPENSES	1,379.89	430.60	949.29	5,911.08	2,341.54	3,569.54
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	720.06	286.80	433.26	2,160.19	574.76	1,585.43
Computer Data Line	4,003.61	2,091.60	1,912.01	12,010.84	5,580.17	6,430.67
Security Alarm	625.00	0.00	625.00	1,875.00	1,980.00	(105.00)
Legal Ads	171.20	63.36	107.84	513.60	283.36	230.24
Publicity Ads	441.60	0.00	441.60	1,545.60	1,100.00	445.60
Printing/Publications	12,118.16	365.53	11,752.63	12,405.11	1,222.58	11,182.53
TOTAL COMMUNICATION/PRINT/PUBLICITY	18,079.64	2,807.29	15,272.35	30,510.34	10,740.87	19,769.47

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	11,082.53	4,413.56	6,668.97	33,247.59	15,318.79	17,928.80
Equipment Maintenance	3,002.91	2,735.74	267.17	9,008.74	5,753.76	3,254.98
Grounds & Snow Removal	10,680.58	3,038.00	7,642.58	32,041.75	14,372.50	17,669.25
Janitorial Services	18,686.59	14,496.58	4,190.01	56,059.78	43,275.44	12,784.34
Trash Services	768.19	686.85	81.34	2,304.57	2,083.48	221.09
TOTAL PROPERTY MAINT/REPAIR/SECURITY	44,220.81	25,370.73	18,850.08	132,662.42	80,803.97	51,858.45
3400 - INSURANCE						
Property Insurance	1,583.33	0.00	1,583.33	4,750.00	0.00	4,750.00
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	0.00
3600 - UTILITIES						
Electricity	9,476.48	6,046.52	3,429.96	32,651.15	16,471.21	16,179.94
Gas	7,408.81	4,917.53	2,491.28	22,706.65	17,015.78	5,690.87
Water/Sewer	1,500.03	1,258.60	241.43	3,278.59	2,144.23	1,134.36
TOTAL UTILITIES	18,385.31	12,222.65	6,162.66	58,636.39	35,631.22	23,005.17
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	1,328.10	150.00	1,178.10	3,716.70	1,200.00	2,516.70
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	3,131.86	0.00	3,131.86	3,131.86	0.00	3,131.86
Legal Services	633.69	1,425.00	(791.31)	19,644.31	21,325.00	-1,680.69
Tax Collection Fees	0.00	0.00	0.00	0.00	0.00	0.00
Banking Fees	764.95	700.57	64.38	2,394.86	2,368.42	26.44
TOTAL PROFESSIONAL SERVICES	5,858.60	2,275.57	3,583.03	28,887.73	24,893.42	3,994.31
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	51,753.22	1,481.00	50,272.22	144,439.03	84,887.00	59,552.03
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	3,639.07	1,788.60	1,850.47	10,917.21	6,201.13	4,716.08
Online Services	34,556.28	97.56	34,458.72	44,232.04	16,535.33	27,696.71
Collection Development Services	483.33	400.00	83.33	1,450.00	800.00	650.00
TOTAL OTHER CONTRACTED SERVICES	38,678.68	2,286.16	36,392.52	56,599.24	23,536.46	33,062.78
TOTAL PURCHASED/CONTRACT SERVICES	179,939.48	46,874.00	133,065.48	462,396.23	262,834.48	199,561.75
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	55,088.61	38,962.64	16,125.97	165,265.84	120,265.91	44,999.93
Standing Orders/Continuations	2,417.07	670.48	1,746.59	7,251.21	3,618.02	3,633.19
Book Rentals	0.00	115.05	(115.05)	166.57	358.15	-191.58
TOTAL NEW BOOKS	57,505.68	39,748.17	17,757.51	172,683.62	124,242.08	48,441.54
4200 - PERIODICALS						
Periodicals	0.00	0.00	0.00	505.17	427.52	77.65
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	10,667.94	7,472.96	3,194.98	32,003.82	18,844.27	13,159.55
Read Along Audiobooks	1,955.20	1,705.75	249.45	5,865.59	1,843.22	4,022.37
CD-Rom	1,235.70	2,861.29	(1,625.59)	3,707.11	3,001.27	705.84
Books On CD	3,935.60	1,303.69	2,631.91	11,806.79	6,265.10	5,541.69
Compact Discs	25.40	0.00	25.40	76.19	72.52	3.67
'Brary Bags	125.00	169.32	(44.32)	375.00	225.47	149.53
TOTAL AUDIO-VISUAL MATERIALS	17,944.83	13,513.01	4,431.82	53,834.49	30,251.85	23,582.64
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	28,800.00	14,556.09	14,243.91	66,000.00	50,031.42	15,968.58
Online Subscriptions - Youth	222.08	0.00	222.08	2,331.80	2,108.82	222.98
TOTAL ONLINE LIBRARY DATABASES	29,022.08	14,556.09	14,465.99	68,331.80	52,140.24	16,191.56
4800 - eMATERIALS						
eBOOKS	3,952.43	5,703.09	(1,750.66)	349,633.37	336,039.64	13,593.73
Digital Music Services	0.00	0.00	0.00	40,000.00	39,735.00	265.00
Digital Video Services	61,905.52	50,000.00	11,905.52	61,905.52	50,000.00	11,905.52
TOTAL E-MATERIALS	65,857.95	55,703.09	10,154.86	451,538.89	425,774.64	25,764.25

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	2,962.78	293.92	2,668.86	12,087.73	3,126.75	8,960.98
Board Game Collection	250.99	0.00	250.99	752.97	514.36	238.61
TOTAL LIBRARY MATERIALS - OTHER	3,213.76	293.92	2,919.84	12,840.70	3,641.11	9,199.59
TOTAL LIBRARY MATERIALS	173,544.30	123,814.28	49,730.02	759,734.66	636,477.44	123,257.22
5000 - CAPITAL OUTLAY						
Land Improvements	1,768.92	0.00	1,768.92	5,306.75	0.00	5,306.75
Building Improvements	10.83	0.00	10.83	32.50	0.00	32.50
Hardware	19,916.00	1,227.63	18,688.37	50,725.50	6,088.81	44,636.69
Software	4,287.00	0.00	4,287.00	5,001.50	6,289.52	-1,288.02
Office Furniture	1,139.63	0.00	1,139.63	3,418.90	0.00	3,418.90
Library Furniture	8,548.77	0.00	8,548.77	25,646.31	7,085.23	18,561.08
Library Vehicle	75,000.00	74,307.00	693.00	75,000.00	74,307.00	693.00
TOTAL CAPITAL OUTLAY	110,671.15	75,534.63	35,136.52	165,131.46	93,770.56	71,360.90
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	233.33	0.00	233.33	700.00	0.00	700.00
Trustees Dues	60.00	0.00	60.00	11,460.00	11,802.00	-342.00
TOTAL DUES & MEMBERSHIPS	293.33	0.00	293.33	12,160.00	11,802.00	358.00
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	0.00	0.00	0.00	1,081.14	710.37	370.77
TOTAL TAXES AND ASSESSMENTS	0.00	0.00	0.00	1,081.14	710.37	370.77
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	223.35	182.99	40.36	670.06	483.85	186.21
TOTAL REFUNDS & REIMBURSEMENTS	223.35	182.99	40.36	670.06	483.85	186.21
7900 - MISCELLANEOUS EXPENDITURES						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER OBJECTS	516.69	182.99	333.70	13,911.20	12,996.22	914.98
8900 - CONTINGENCY						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INTERFUND	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL FUND	998,379.14	720,576.62	277,802.52	2,760,190.69	2,190,362.14	569,828.55

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

FOOTNOTES

- 1 - Through the first three months, salary expenditures are nearly 11% less than budgeted amounts. There are two areas that we are seeing expenditures being significantly less than anticipated. Administrative Support is nearly \$38,000 under budget for the year. This is a result of open positions in Systems, Community Relations and Human Resources. We also are seeing Library Specialist expenditures coming in lower than anticipated, partly due to the anticipated addition of a Team Leader for Creativity Commons
- 2 - OPERS expenditures are coming in lower than anticipated due to the open positions that were noted in Footnote #1, coupled with the raises that were budgeted for the year. It is anticipated that some of this difference will correct beginning in the April Financial Report
- 3 - Insurance benefit expenditures were nearly \$6,700 less than budgeted for the month. Part of this is related to the open positions previously noted. There was also some additional budgeted amounts to account for changes in coverage types.
- 4 - Supply expenditures continue to come in significantly under budget. This points to two things. First, staff is doing their due diligence to search for the best prices and options prior to making a purchase. Second, the budget process needs to better identify programs, and when they will occur. This will allow to build a budget that is more reflective of how the money will be spent.
- 5 - Supplies purchase for resale were about 33% over budget for the month due to purchases to replenish items that have been used. However, as you can note, these amounts are 13% under budget for the year so far
- 6 - Property maintenance expenditures came in well under budget for March. This is due to no significant building-related expenditures occurring in March, anticipated increases in janitorial expenditures not occurring, and warmer weather reducing any potential plowing related expenditures
- 7 - Utility costs came in significantly under budget for the month. For the year, we are about 39% under budget.
- 8 - Professional services ended up about \$3,600 under budget for the month. The largest portion of this is related to the costs for the audit being anticipated to begin in March. However, the audit has not started. There has been contact regarding the audit, but we still have not been given a start date.
- 9 - Software maintenance costs were significantly under budget for the month. This was due to anticipated costs related to Innovative Interfaces being budgeted for March. However, as you will note later in the board agenda, these costs are being paid in April.
- 10 - Other contracted services are under budgeted amounts for the same reason as the Online Services.
- 11 - New book expenditures were 31% under budget for the month. However, it can be noted that there are several large purchase orders open for books. So, it is a matter of time before these expenditures begin to catch up to the budgeted amounts
- 12 - Hardware expenditures were well under budgeted amounts for the month. These purchase of new laptops and information stations was anticipated to occur in March. While these purchases have been made, they have not been billed as yet. It can

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

Year-to-Date - Last Three Years								
	Year to Date		\$ Change	% Change	Year to Date		\$ Change	% Change
	2023	2022			2022	2021		
GENERAL FUND:								
REVENUE								
Public Library Fund	740,144	727,281	12,863	1.8%	727,281	638,627	88,654	13.9%
Operating Levy	2,069,765	2,104,088	(34,323)	-1.6%	2,104,088	2,239,439	(135,351)	-6.0%
Federal, State and Local Grants	-	-	-		-	-	-	
Patron Fines, Fees, Patron Supplies	27,961	29,730	(1,769)	-6.0%	29,730	14,710	15,020	102.1%
Interest Income	104,335	7,229	97,106	1343.3%	7,229	6,580	649	9.9%
Donations	21,677	31,955	(10,278)	-32.2%	31,955	20,041	11,914	59.5%
Refunds/Reimbursements	7,023	1,323	5,700	430.7%	1,323	37,333	(36,009)	-96.5%
Miscellaneous	281	28	252	893.3%	28	-	28	
Total Revenue	2,971,185	2,901,635	69,550	2.4%	2,901,635	2,956,729	(55,094)	-1.9%
EXPENDITURES								
Salaries	228,397	198,549	29,848	15.0%	662,525	533,282	129,243	24.2%
Retirement	79,957	44,979	34,979	77.8%	162,521	0	162,521	
Insurance & Other Benefits	51,657	44,007	7,649	17.4%	145,346	273,324	(127,978)	-46.8%
Supplies	12,730	9,363	3,367	36.0%	30,237	16,600	13,637	82.2%
Purchased / Contract Services	135,359	119,290	16,069	13.5%	366,697	199,486	167,211	83.8%
Library Materials	463,255	442,978	20,277	4.6%	620,893	571,904	48,989	8.6%
Capital Outlay	417	1,867	(1,450)	-77.6%	94,423	11,472	82,951	723.1%
Other Expenditures	12,132	401	11,730	2922.0%	10,876	10,230	646	6.3%
Transfers to Other Funds	-	-	-		3,000,000	0	3,000,000	
Total Expenditures	983,905	861,434	122,470	14.2%	5,093,518	1,616,298	3,477,220	215.1%
Net Change in Fund Balance	1,987,281	2,040,201	(52,920)	-190.7%	-2,191,883	1,340,431	(3,532,315)	-263.5%

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	229,652	213,581	(16,071)	7.5%	810,479	740,144	(70,335)	-8.7%
Operating Levy	196,081	0	(196,081)		1,969,868	2,069,765	99,897	5.1%
Patron Fines, Fees, Patron Supplies	8,092	10,885	2,793	-25.7%	24,275	27,961	3,686	15.2%
Interest Income	6,180	25,920	19,740	-76.2%	24,870	104,335	79,465	319.5%
Donations	3,321	129	(3,192)	2478.8%	13,899	21,677	7,778	56.0%
Refunds/Reimbursements	35	935	900	-96.3%	597	7,023	6,426	1075.7%
Miscellaneous	12	41	29	-71.5%	256	281	24	9.5%
Total Revenue	443,373	251,491	(191,882)	76.3%	2,844,245	2,971,185	126,941	-4.3%
EXPENDITURES								
Salaries	389,227	347,805	41,422	10.6%	908,196	806,284	101,913	11.2%
Retirement	59,543	53,062	6,482	10.9%	208,104	186,005	22,099	10.6%
Insurance & Other Benefits	62,277	55,259	7,018	11.3%	183,920	157,897	26,023	14.1%
Supplies	22,661	18,045	4,615	20.4%	58,797	34,098	24,699	42.0%
Purchased / Contract Services	179,939	46,874	133,065	74.0%	462,396	262,834	199,562	43.2%
Library Materials	173,544	123,814	49,730	28.7%	759,735	636,477	123,257	16.2%
Capital Outlay	110,671	75,535	35,137	31.7%	165,131	93,771	71,361	43.2%
Other Expenditures	517	183	334	64.6%	13,911	12,996	915	6.6%
Transfers to Other Funds	0	0	0		0	0	0	
Total Expenditures	998,379	720,577	277,803	-27.8%	2,760,191	2,190,362	569,829	-20.6%
Net Change in Fund Balance	(555,006)	(469,086)	(469,685)	100.1%	84,054	780,823	(442,888)	-56.7%

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

US BANK INVESTMENTS						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Bankers Acceptance						
9033A1M54	\$ 510,626.00	2.87%	5/22/2023	\$ 505,857.32	\$	4,768.68
Federal Farm Credit Bank						
3133EMKW1	\$ 200,000.00	0.21%	12/21/2023	\$ 200,000.00	\$	420.00
Fannie Mae						
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$	930.00
3135G0V34	\$ 408,000.00	2.50%	2/5/2024	\$ 399,993.00	\$	10,200.00
Federal Home Loan Bank						
3130AJZG7	\$ 500,000.00	0.27%	5/25/2023	\$ 500,000.00	\$	675.00
3130ASXE4	\$ 250,000.00	3.15%	5/25/2023	\$ 250,000.00	\$	5,796.88
3130ANDU1	\$ 300,000.00	0.30%	11/16/2023	\$ 300,000.00	\$	900.00
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$	1,980.00
3130ALTL8	\$ 500,000.00	0.30%	1/23/2024	\$ 500,000.00	\$	1,500.00
3130ALD92	\$ 800,000.00	0.25%	3/15/2024	\$ 800,000.00	\$	2,000.00
3130ALD92	\$ 400,000.00	0.25%	3/15/2024	\$ 400,000.00	\$	1,000.00
3130ANHL7	\$ 800,000.00	0.40%	5/24/2024	\$ 800,000.00	\$	3,200.00
3130ASYG8	\$ 250,000.00	3.50%	8/28/2024	\$ 250,000.00	\$	8,701.39
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$	900.00
3130AUEZ3	\$ 200,000.00	5.22%	1/27/2025	\$ 200,000.00	\$	10,440.00
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	\$ 500,000.00	\$	16,650.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	\$ 500,000.00	\$	17,900.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$	10,354.17
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$	9,861.11
	<u>\$ 7,818,626.00</u>			<u>\$ 7,805,850.32</u>	\$	108,177.23
PNC CAPITAL						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Federal Farm Credit Bank						
3133EMKW1	\$ 240,000.00	0.21%	12/21/2023	\$ 240,061.60	\$	504.00
3133EMTD4	\$ 250,000.00	0.37%	3/15/2024	\$ 250,411.11	\$	925.00
Freddie Mac						
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$	2,700.00
Total PNC	<u>\$ 1,090,000.00</u>			<u>\$ 1,091,717.41</u>	\$	4,129.00
Total	\$ 8,908,626.00			\$ 8,897,567.73	\$	112,306.23

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

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2023	\$ 36,915.97	\$ 3,149.31	\$ 64,268.74	\$ 104,334.02
2022	\$ 5,620.00	\$ 650.00	\$ 1,038.77	\$ 7,308.77
Change - YTD	\$ 31,295.97	\$ 2,499.31	\$ 63,229.97	\$ 97,025.25

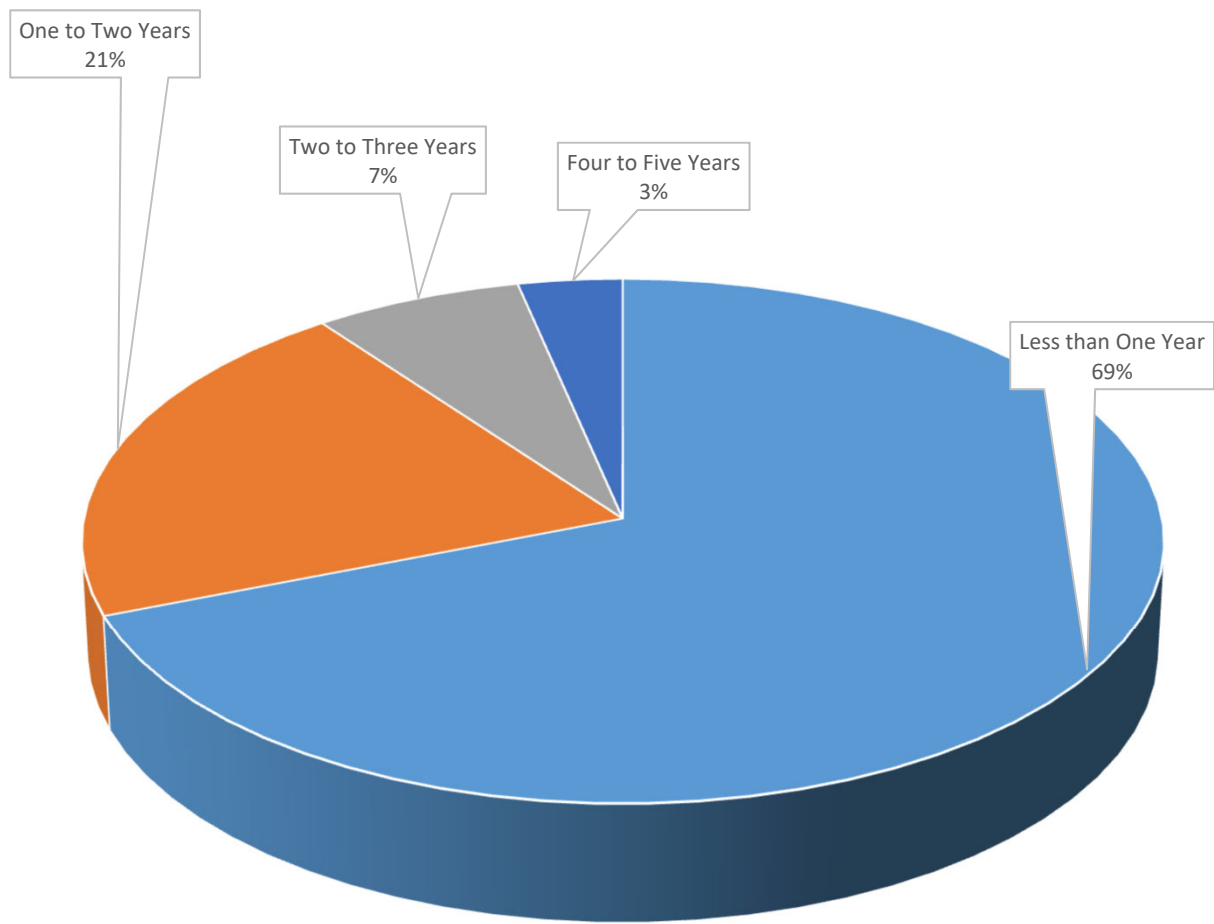
Interest Income Schedule - Next Twelve Months

	US Bank	PNC	Total
April	\$ -	\$ -	\$ -
May	\$ 16,187.43	\$ 1,350.00	\$ 17,537.43
June	\$ 675.00	\$ 252.00	\$ 927.00
July	\$ 5,970.00	\$ -	\$ 5,970.00
August	\$ 31,765.00	\$ -	\$ 31,765.00
September	\$ 1,500.00	\$ 462.50	\$ 1,962.50
October	\$ -	\$ -	\$ -
November	\$ 8,775.00	\$ 1,350.00	\$ 10,125.00
December	\$ 675.00	\$ 252.00	\$ 927.00
January	\$ 5,970.00	\$ -	\$ 5,970.00
February	\$ 35,159.80	\$ -	\$ 35,159.80
March	\$ 1,500.00	\$ 462.50	\$ 1,962.50
	\$ 108,177.23	\$ 4,129.00	\$ 112,306.23

Investment Maturity Summary

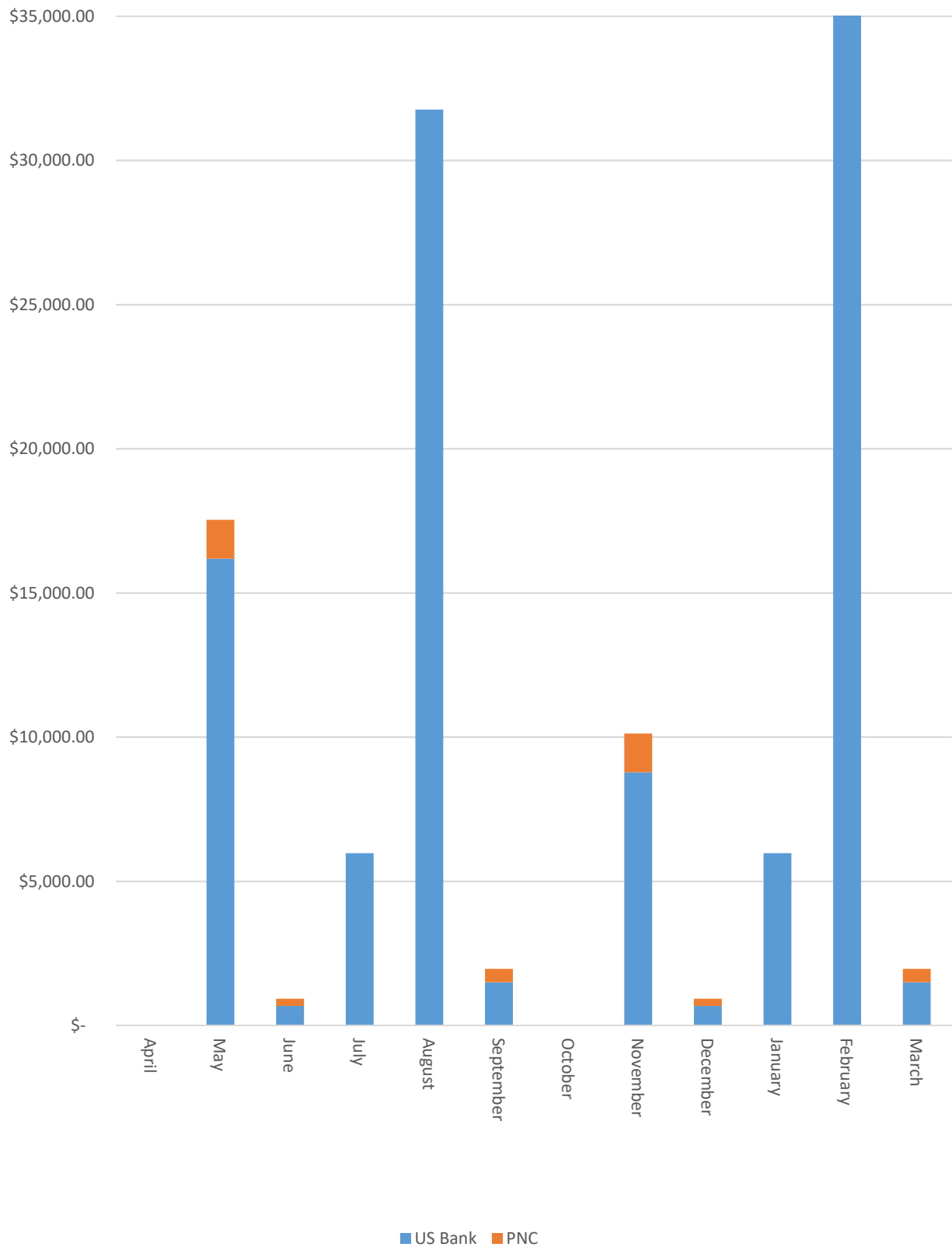
Agency	Less than One Year	One to Two Years	Two to Three Years	Four to Five Years	Total
Bankers Acceptance	\$ 510,626	\$ -	\$ -		\$ 510,626
Federal Farm Credit	\$ 690,000	\$ -	\$ -		\$ 690,000
Federal Home Loan Bank	\$ 2,750,000	\$ 2,150,000	\$ 1,000,000	\$ 500,000	\$ 6,400,000
Freddie Mac	\$ -	\$ 600,000	\$ -		\$ 600,000
Fannie Mae	\$ 408,000	\$ 300,000	\$ -		\$ 708,000
Total	\$ 4,358,626	\$ 3,050,000	\$ 1,000,000	\$ 500,000	\$ 8,908,626

Investment Laddering - Including STAR Ohio and PNC Money Market



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

Monthly Projected Investment Income - Next Twelve Months



APPENDED TO ARPIL 18, 2023 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- None

Promotions

- None

End of Provisionary

- None

Change in Status

- None

Retirement

- None

Resignation/Termination

- Renee Griffith, Shelving Assistant (Woodbourne), 3/25/23

EXPENDITURES FOR APPROVAL AT APRIL MEETING
April 18, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	\$ 25.55
Amazon - AV materials & books	5,136.06
Ann Baines - patron refund	26.95
Anne Wachs - employee mileage reimbursement	164.67
Aunt Flow- feminine products for bathrooms @ CV & WB	560.00
Baker & Taylor Books – books & AV materials	563.60
Brodart –books	30,910.97
Center Point Engery – utilities	2,709.87
Centerville Landscaping - groundskeeping	8,664.25
Chard Snyder - COBRA March administration fees	125.00
Charter Communications – utilities	815.54
Christy Ott - employee mileage reimbursement	14.02
Cintas Corp- supplies	1,156.15
Coleen Pitzer - employee mileage reimbursement	131.79
Darrilynn Brewster - employee mileage reimbursement/reimbursement for webinar	141.81
Dave Kent - employee mileage reimbursement	59.87
Debe Dockins - employee mileage reimbursement	48.72
Dell - Adobe license	18,856.65
Demco- book mending supplies	165.98
Digital Fringe - Digital Graphics	216.01
Donnellon McCarthy - copier maintenance	1,378.12
DSS Sweeping - parking lot cleaning	204.74
Gleason Property Services - April cleaning services WB & CV	12,200.00
Gregg McCullough - employee mileage reimbursement	34.32
Hylant Administrative Services - Ohio plan	15,737.00
Innovative - systems operations/cloud hosting	115,558.77
Jamie Garcia - employee mileage reimbursement	34.26
Janelle Taylor - patron refund	12.99
Jenelle Allen - employee mileage reimbursement	31.90
Jenna Denlinger - patron refund	16.99
John Monteith II - employee mileage reimbursement	120.32
Kanopy- digital service	1,553.00
Kevin Risner- employee mileage reimbursement	35.11
Kyle Knepp- employee mileage reimbursement	25.81
Lauren Rura - employee mileage reimbursement	51.61
Library Ideas	1,168.27
Liz Fultz - employee mileage reimbursement	308.51
Lowes - supplies	452.93

Margaret Robinson- employee mileage reimbursement	43.23
Michele Tilley - employee mileage reimbursement	19.91
Midwest Tape – AV materials	5,489.25
ODP - supplies	530.29
Ohio Newspapers - legal advertisement	679.68
Overdrive - digital books	2,072.40
Paypal - monthly fee for credit card transactions	19.95
Playaway - av materials	1,711.54
Rumpke - Trash	757.93
Rush Transportation – contracted services	1,244.60
Ruth Anne Attalla - employee mileage reimbursement	36.22
Sarah Dulski - patron refund	44.97
Sedgwick - Careworks annual renewal	2,365.00
Shelly Peresie - employee mileage reimbursement	39.82
Stacey Spencer - patron refund	18.99
Staples - office supplies	49.84
Structured Employee Benefits of Ohio - group life insurance premium	290.74
Tammy Simpson - employee mileage reimbursement	3.93
Taryn Filer - employee mileage reimbursement	27.12
Tecumseh Land Trust - poetry book	15.00
Trigon - CC consumables	26.70
Unique - recovery & collection fees	249.50
United Art and Education - program supplies	489.50
Whitney Beachler - patron refund	22.60
William Menker - employee mileage reimbursement	64.98
WYSO - ads	240.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 235,971.80

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #7	\$ 116,782.21
Payrol #8	117,492.60
TOTAL PAYROLL	\$ 234,274.81

MISCELLANEOUS:

AES Ohio – utilities	\$ 6,102.48
Amazon - AV materials & books	2,557.38
AT&T – telephone service	286.80
CDW-G - makerspace receipt printers	265.99
Center Point Engery – utilities	2,851.63
Charter Communications – utilities	157.97
Centerville City Schools – March health insurance premiums	39,471.45
CoCard Marketing Group - credit card processing fees	178.40
Dayton League of Women Voters - directories	37.00

Delta - April Dental bill	1,626.23
FastSigns- butterfly garden sign	1,226.99
Health Equity – April HSA contribution	7,416.81
Home Depot - Repair Supplies	611.87
JMD - replaced broken glass with new glass @ WB	1,200.00
Kroger - supplies	3,963.56
Mercedes-Benz of Centerville - library van	74,307.00
Ohio Library Council - Conference	205.00
OPERS – employer pick-up & match	53,061.64
Taft, Stettinius and Hollister - legal council	260.00
T-Mobile - hotspots	596.82
Transformations Plus - carpet cleaning service	1,711.00
UPS - Shipping	18.78
U. S. Bank—employer share of Medicare	3,322.63
U. S. Bank – banking fees	318.90
U.S Bank – AV materials, seminars, fingerprinting service, misc. expenses	3,126.36
Woodhull - copier maintenace	1,120.04
Yufeng Wang - speaker stipend	100.00
TOTAL MISCELLANEOUS	<u>\$ 206,102.73</u>
GRAND TOTAL APRIL MEETING	<u><u>\$ 676,349.34</u></u>

RESOLUTION NO. 023-009

AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATES RELATED TO
PURCHASE ORDER NO. 2023-00092 AND NO. 2023-00246 THROUGH NO. 2023-00248

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on April 18, 2023 at 7:00 pm at the Woodbourne Library with the following members present:

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

_____ moved, _____ seconded of the following resolution:

Whereas, 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 due to Innovative Interfaces, Inc. through:

Purchase Order No. 2023-00092	\$	35,808.23
Purchase Order No. 2023-00246	\$	25,479.29
Purchase Order No. 2023-00247	\$	45,777.87
Purchase Order No. 2023-00248	\$	8,493.38
Total	\$	<u>115,558.77</u>

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

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

Passed: April 18, 2023

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

CERTIFICATE

The undersigned, President and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on April 18, 2023 and in appearing upon the official records of said Board.

President, Board of Trustees

Secretary, Board of Trustees



Washington-Centerville Public Library

111 West Spring Valley Road
Centerville, OH 45458

PURCHASE ORDER

Page: 1
P.O. Number: 2023-00092
P.O. Date: 01/09/2023
Req. Number: 23-SS-00006
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.
3133 W. FRY RD.
SUITE 400
CHANDLER, AZ 85226

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	INN-Reach Resource Sharing	101.14.53800				\$35,808.23

Purchase Order Total: \$35,808.23

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.

1/12/2023

Director

Date

DRAFT - UNAPPROVED

1/12/2023

Fiscal Officer

Date



Washington-Centerville Public Library

111 West Spring Valley Road
Centerville, OH 45458

PURCHASE ORDER

Page: 1
P.O. Number: 2023-00246
P.O. Date: 03/23/2023
Req. Number: 23-SS-00031
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.
3133 W. FRY RD.
SUITE 400
CHANDLER, AZ 85226

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	Skyriver	101.14.53920				\$12,719.10
002	Encore	101.14.53800				\$12,760.19

Purchase Order Total: \$25,479.29

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.

3/24/2023

Director

Date

DRAFT - UNAPPROVED

3/24/2023

Fiscal Officer

Date



Washington-Centerville Public Library

111 West Spring Valley Road
Centerville, OH 45458

PURCHASE ORDER

Page: 1
P.O. Number: 2023-00247
P.O. Date: 03/23/2023
Req. Number: 23-SS-00032
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.
3133 W. FRY RD.
SUITE 400
CHANDLER, AZ 85226

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 Cloud Hosting Subscription	101.14.53920				\$45,777.87

Purchase Order Total: \$45,777.87

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.

3/24/2023

Director
DRAFT - UNAPPROVED

3/24/2023

Fiscal Officer

Date



Washington-Centerville Public Library

111 West Spring Valley Road
Centerville, OH 45458

PURCHASE ORDER

Page: 1
P.O. Number: 2023-00248
P.O. Date: 03/23/2023
Req. Number: 23-SS-00033
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.
3133 W. FRY RD.
SUITE 400
CHANDLER, AZ 85226

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	Innovative Mobile App Subscription	101.14.53800				\$7,599.34
002	Innovative Mobile App CKI/CKO	101.14.53800				\$894.04

Purchase Order Total: \$8,493.38

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.

3/24/2023

Director

Date

DRAFT - UNAPPROVED

3/24/2023

Fiscal Officer

Date



Part of **Clarivate**

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Invoice

Page 1 of 2

Invoice #	INV-INC32961
Invoice Date	11/21/2022
Terms	
PO #	
Due Date	4/30/2023
Site Code	wacpl
Created From	Sales Order #SO-INC33952
Currency	US Dollar

Bill To

Washington-Centerville Public Library
111 West Spring Valley Road
Centerville OH 45458-6217
United States

Qty	Description	Options	
1	With Innovative Cloud Hosted Services, Innovative takes full responsibility for all the software, hardware, and network services in our hybrid cloud data centers to ensure the applications are available and performing optimally for your use. Not only is configuration and maintenance included, but also proactive performance and security monitoring and around-the-clock tuning come standard. Innovative leverages various AWS (Amazon Web Service) Cloud services to provide resiliency and high availability across layers of hosting architecture		45,777.87
1	Innovative Resource Sharing expands the library's available collection for a fraction of the cost of traditional interlibrary loan. Integrated with Sierra, Millennium, & Polaris. Unmediated request model saves staff time and serves patrons faster. Key capabilities include: sharing of physical materials or digital resources; union catalog with real-time availability; same patron experience and staff workflow as local circulation; pickup anywhere; pass to ILL; reports for shared print management.		35,808.23
Year 1 of 5 1 May 2023 - 30 April 2024		INVOICE DATE REC'D. <u>3/29/23</u> OK TO PAY _____ AMOUNT <u>81,586.10</u> ACCT.# _____ P.O. # _____ CHECK # _____	
		2023-00247 = \$45,777.87 2023-00092 = \$ 35,808.23	



Part of Clarivate

Invoice

Page 2 of 2

Invoice #

INV-INC32961

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Description		Options	Amount

Total 81,586.10
Amount Due US\$81,586.10

FEIN 94-2553274

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT (USD Payments) : BOFAUS3N
SWIFT (non-USD Payments) : BOFAUS6S
Beneficiary: Innovative Interfaces Incorporated
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:
Innovative Interfaces, Inc
PO Box 74008010
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:
Bank of America Lockbox Services
Innovative Interfaces, Inc
LBX #74008010
540 W Madison, FL 4
Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:
1-510-656-6200 or pq-billing@clarivate.com



Part of **Clarivate**

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Invoice

Page 1 of 2

Invoice #	INV-INC32960
Invoice Date	11/21/2022
Terms	
PO #	
Due Date	3/31/2023
Site Code	wacpl
Created From	Sales Order #SO-INC33951
Currency	US Dollar

Bill To

Washington-Centerville Public Library
111 West Spring Valley Road
Centerville OH 45458-6217
United States

Qty	Description	Options	Price
1	Encore Discovery is a real-time discovery solution for patrons. Integrated with Sierra and Millennium. Enables patrons to find, request, and access local physical collections, cataloged eBooks, programs, and harvested digital assets. Key capabilities include: real-time collection and circulation data, multi-value facet selection, enriched content display, checkout and download eBooks, social tags, ratings and reviews, related searches, library account management, local branding and customization.		12,760.19
1	SkyRiver Bibliographic Utility SkyRiver is a cloud-based service that provides libraries with high quality bibliographic metadata and user-friendly cataloging capabilities. For use with any ILS. Enables staff to save time and simplify workflows. Key capabilities include: complete MARC format with authorized headings, support for RDA and transition to Linked Data, minimal duplicate results, ongoing search service for hard-to-find records, CIP upgrade notification, automated localization of records, specialized integration with Sierra and Millennium. Year 1 of 5 1 April 2023 - 31 March 2024	<div>INVOICE</div> <div>DATE REC'D <u>3/24/23</u></div> <div>OK TO PAY _____</div> <div>AMOUNT <u>25,479.29</u></div> <div>ACCT.# _____</div> <div>BO. # <u>2023-00246</u></div> <div>C. C. N. # _____</div>	12,719.10



Page 2 of 2

Invoice #

INV-INC32960

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pg-billing@clarivate.com

Description	Options	Amount
		Total
Amount Due		25,479.29
		US\$25,479.29

FEIN 94-2553274

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT (USD Payments) : BOFAUS3N
SWIFT (non-USD Payments) : BOFAUS6S
Beneficiary: Innovative Interfaces Incorporated
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:
Innovative Interfaces, Inc
PO Box 74008010
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:
Bank of America Lockbox Services
Innovative Interfaces, Inc
LBX #74008010
540 W Madison, FL 4
Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:
1-510-655-6200 or pq-billing@clarivate.com



Part of **Clarivate**

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Invoice

Page 1 of 2

Invoice #	INV-INC32962
Invoice Date	11/21/2022
Terms	
PO #	
Due Date	4/30/2023
Site Code	wacpl
Created From	Sales Order #SO-INC33953
Currency	US Dollar

Bill To

Washington-Centerville Public Library
111 West Spring Valley Road
Centerville OH 45458-6217
United States

Qty	Description	Option	
2	Self-Check with RFID for Innovative mobile app. Includes an installation (free) of an additional SIP2 license, along with delivery of a Bluetooth beacon. This is a per-location fee.		894.04
1	Innovative Mobile is a mobile library application designed to extend the walls of your library through advanced capabilities such as discovery, patron account access, and "Click and Collect" which allows patrons to reserve items and then be notified when it's time to pick up.		7,599.34
	Year 1 of 5 1 May 2023 - 30 April 2024		

INVOICE

DATE REC'D 3/24/23

OK TO PAY

AMOUNT 8,493.38

ACCT.#

P.O. # 2023-00248

CHECK #



Part of **Clarivate**

Invoice

Page 2 of 2

Invoice #

INV-INC32962

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

	Options	Amount

Total 8,493.38
Amount Due US\$8,493.38

FEIN 94-2553274

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT (USD Payments) : BOFAUS3N
SWIFT (non-USD Payments) : BOFAUS6S
Beneficiary: Innovative Interfaces Incorporated
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:
Innovative Interfaces, Inc
PO Box 74008010
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:
Bank of America Lockbox Services
Innovative Interfaces, Inc
LBX #74008010
540 W Madison, FL 4
Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:
1-510-655-6200 or pq-billing@clarivate.com

April 2023

New Business

RESOLUTION NO. 023-010

**APPROVAL OF TRANSFER FROM GENERAL FUND TO “THE WALL THAT HEALS”
FUND, AND THE ASSOCIATED EXPENDITURES MADE DURING 2023**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on April 18, 2023 at 7:03 pm at the Centerville Library with the following members present:

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

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

_____ moved, _____ seconded of the following resolution:

Whereas, the Board of Trustees of the Washington-Centerville Public Library approved the creation of “The Wall That Heals” Fund on February 21, 2023, and the Auditor of State approved the fund on February 22, 2023;

Whereas, the desire of the management in creation of this fund was to accurately track the expenditures related to “The Wall That Heals”;

Whereas, in anticipation of certain necessary expenditures to publicize the event and raise funds, it is most appropriate to pay these costs from the this fund;

Therefore, be it resolved that the Board of Trustees of the Washington-Centerville Public Library authorizes a transfer in the amount of \$10,000 from the General Fund (Fund 101) to “The Wall That Heals” Fund (Fund 203). Further, the Board authorizes expenditures made previously during fiscal year 2023 to be moved to this fund

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

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

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

Passed: April 18, 2023

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

The undersigned, President and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on April 18, 2023 and in appearing upon the official records of said Board.

President, Board of Trustees

Secretary, Board of Trustees

APPROPRIATION TRANSFER
ADULT SERVICES – CONFERENCE AND MEETING EXPENSE
APPROPRIATION TRANSFER REQUEST

The Adult Services made a request to transfer funds that were appropriated for Program Supplies to Conference Meeting Expenses as a result of the desire to send several staff members to conferences.

Among their requests were \$2,000 for Gregg McCullough to attend the ALA Conference in Chicago. The reason for this request is that he sits on a committee that will be having a roundtable event during the conference, \$600 for Liaison Anne Wachs to attend the Digipalooza conference (partially paid already) and to send three staff members to the OLC Conference to be held in Cincinnati this year. Based on their current budget, they are about \$1,500 short. The department made a request to transfer \$1,700 from their program supplies budget to Conference and Meetings expense. The funds that are being transferred represent a portion of their budget that was unused during the first quarter of 2023, and will not cause any issue with programs still planned for the rest of 2023.

The summary of the transfer is:

101.11.52120 – Program Supplies	\$(1,700.00)
101.11.53130 – Conference/Meeting	\$ 1,700.00

We are asking the board to approve this transfer based on their request

PLACEMENT OF LEGAL ADVERTISEMENT – WOODBOURNE BOILER ADDITION

As a result of the bids received for the addition of the second boiler at Woodbourne Library, it has been determined that the project must be put out to bid. We are asking for the Board's approval of the placement of the legal advertisement once it has been received from Tri-Tech Engineering.

The advertisement will be run on Sunday, April 23, 2023 and again on Sunday, April 30, 2023. Per the requirements of Ohio Rev. Code § 3375.41, the Board is required to advertise for a period of two weeks for sealed bids in a newspaper of general circulation.

Additionally, the sealed bids are to be filed with the fiscal officer by twelve noon of the last day stated in the advertisement, which will be Friday, May 5, 2023.

A separate resolution will be approved to allow for the Fiscal Officer to open the sealed bids at that time. A tabulation of bids will then occur at the May 16, 2023 Library Board of Trustees meeting.

RESOLUTION NO. 023-011

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 April 18, 2023 at 7:03 pm at the Centerville Library with the following members present:

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

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

_____ moved, _____ seconded of the following resolution:

Whereas, the Board of Trustees of the Washington-Centerville Public Library is advertising for sealed bids related to the addition of a second boiler at the Woodbourne 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 12:30 p.m. on Friday, May 5, 2023 in the Centerville Library Program Room, and to provide for the tabulation of bids and a report of the tabulation to the board at the May 16, 2023 meeting of the Board of Trustees.

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

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

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

Passed: April 18, 2023

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

The undersigned, President and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on April 18, 2023 and in appearing upon the official records of said Board.

President, Board of Trustees

Secretary, Board of Trustees

March 2023

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	57,831	62,525	8.1%	40,226	45,447	13.0%	0	8	#DIV/0!	98,057	107,987	10.1%
Digital Circulation										28,788	37,119	28.9%
SearchOhio Borrowed										618	1,434	132.0%
Total Circulation										127,463	146,540	15.0%
APPLICANT REGISTRATION												
Total Registrations	277	316	14.1%	185	214	15.7%	0	6	#DIV/0!	462	536	16.0%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,539	32,749	-2.4%
Montgomery County										20,799	18,879	-9.2%
Other County										10,778	10,647	-1.2%
Other										59	60	1.7%
Total Library Cardholders										65,175	62,335	-4.4%
VISITORS												
Building Visitors	16,983	18,219	7.3%	11,489	13,414	16.8%	0	1,069	#DIV/0!	28,472	32,702	14.9%
Website Visitors										63,772	59,383	-6.9%
Total Building / Website Visitors										92,244	92,085	-0.2%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	3,033	2,816	-7.2%	2,278	2,636	15.7%	0	853	#DIV/0!	5,311	6,305	18.7%
PROGRAMS												
Adult/General Programs	8	6	-25.0%	19	20	5.3%	0	9	#DIV/0!	43	52	20.9%
Adult/General Program Attendees	53	48	-9.4%	9,809	11,305	15.3%	0	80	#DIV/0!	10,165	11,709	15.2%
Children's Programs	4	35	775.0%	2	19	850.0%	0	0	#DIV/0!	21	81	285.7%
Children's Program Attendees	52	850	1534.6%	19	418	2100.0%	0	0	#DIV/0!	392	2,074	429.1%
Teen Programs	4	7	75.0%	2	2	0.0%	0	0	#DIV/0!	7	10	42.9%
Teen Program Attendees	95	103	8.4%	18	20	11.1%	0	0	#DIV/0!	238	185	-22.3%
Total Library Programs	16	48	200.0%	23	41	78.3%	0	9	#DIV/0!	71	143	101.4%
Total Library Program Attendees	200	1,001	400.5%	9,846	11,743	19.3%	0	80	#DIV/0!	10,795	13,968	29.4%
ELECTRONIC DATABASE USAGE		Users/Month			Queries/Month							
Library-Owned Databases*	1,915	1,343	-29.9%	3,144	2,331	-25.9%						
OPLIN Databases*				5,593	78	-98.6%						
Total All Databases	1,915	1,343	-29.9%	8,737	2,409	-72.4%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	17,100	17,960	5.0%	11,929	13,096	9.8%	0	8	#DIV/0!	29,029	31,064	7.0%
Juvenile Books	23,495	26,586	13.2%	15,467	18,484	19.5%	0	0	#DIV/0!	38,962	45,070	15.7%
Off Line Transactions										19	7	-63.2%
Periodicals	2,159	2,063	-4.4%	1,341	1,449	8.1%	0	0	#DIV/0!	3,500	3,512	0.3%
Young Adult Books	1,771	1,738	-1.9%	1,126	1,270	12.8%	0	0	#DIV/0!	2,897	3,008	3.8%
Total Print Circulation	44,525	48,347	8.6%	29,863	34,299	14.9%	0	8	#DIV/0!	74,407	82,661	11.1%
AV CIRCULATION												
Audiobooks	1,880	2,056	9.4%	1,620	1,786	10.2%				3,500	3,842	9.8%
Movies (DVDs/Blu-rays)	10,368	10,996	6.1%	7,958	8,332	4.7%				18,326	19,328	5.5%
Music (Compact Discs)	614	449	-26.9%	473	404	-14.6%				1,087	853	-21.5%
Juvenile Tablets	275	284	3.3%	189	352	86.2%				464	636	37.1%
Total AV Circulation	13,137	13,785	4.9%	10,240	10,874	6.2%				23,377	24,659	5.5%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	172	#DIV/0!	0	85	#DIV/0!	0	0	#DIV/0!	0	257	#DIV/0!
Library Bags	63	65	3.2%	42	55	31.0%				105	120	14.3%
Hotspots	19	21	10.5%	15	16	6.7%	0	0	#DIV/0!	34	37	8.8%
Maker Kits	68	86	26.5%	66	77	16.7%	0	0	#DIV/0!	134	163	21.6%
Streaming Devices (added Sept 2022)	0	49	#DIV/0!	0	41	#DIV/0!	0	0	#DIV/0!	0	90	#DIV/0!
Total Special Collections Circulation	150	393	162.0%	123	274	122.8%	0	0	#DIV/0!	273	667	144.3%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	29,271	30,345	3.7%	21,254	22,659	6.6%	0	8	N/A	50,525	53,012	4.9%
Juvenile Circulation	26,745	30,419	13.7%	17,818	21,479	20.5%	0	0	N/A	44,563	51,898	16.5%
Young Adult Circulation	1,815	1,768	-2.6%	1,154	1,309	13.4%	0	0	N/A	2,969	3,077	3.6%
Total Physical Circulation	57,831	62,532	8.1%	40,226	45,447	13.0%	0	8	N/A	98,057	107,987	10.1%
DIGITAL CIRCULATION												
eAudiobooks										8,311	13,798	66.0%
eBooks										17,561	19,573	11.5%
eMusic										291	283	-2.7%
eVideo										1,803	2,115	17.3%
eZines (Digital Magazines)										822	1,350	64.2%
Total Digital Circulation										28,788	37,119	28.9%

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

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	162,724	175,748	8.0%	115,033	125,843	9.4%	0	11	#DIV/0!	277,757	301,602	8.6%
Digital Circulation										94,082	108,375	15.2%
SearchOhio Borrowed										3,593	4,225	17.6%
Total Circulation										375,432	414,202	10.3%
APPLICANT REGISTRATION												
Total Registrations	779	993	27.5%	470	608	29.4%	0		#DIV/0!	1,249	1,615	29.3%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,539	32,749	-2.4%
Montgomery County										20,799	18,879	-9.2%
Other County										10,778	10,647	-1.2%
Other										59	60	1.7%
Total Library Cardholders										65,175	62,335	-4.4%
VISITORS												
Building Visitors	45,915	52,294	13.9%	31,318	37,691	20.3%	0	3,119	#DIV/0!	77,233	93,104	20.5%
Website Visitors										201,983	187,166	-7.3%
Total Building / Website Visitors										279,216	280,270	0.4%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	7,838	8,028	2.4%	6,331	7,402	16.9%	0	2,497	#DIV/0!	14,169	17,927	26.5%
PROGRAMS												
Adult/General Programs	17	21	23.5%	59	59	0.0%	0	26	#DIV/0!	119	157	31.9%
Adult/General Program Attendees	119	202	69.7%	11,020	33,022	199.7%	0	217	#DIV/0!	11,995	34,404	186.8%
Children's Programs	8	98	1125.0%	5	62	#####	0	0	#DIV/0!	55	233	323.6%
Children's Program Attendees	82	2,144	2514.6%	38	1,341	#####	0	0	#DIV/0!	880	4,999	468.1%
Teen Programs	11	21	90.9%	7	9	28.6%	0	0	#DIV/0!	19	31	63.2%
Teen Program Attendees	249	318	27.7%	52	91	75.0%	0	0	#DIV/0!	426	471	10.6%
Total Library Programs	36	140	288.9%	71	130	83.1%	0	26	#DIV/0!	193	421	118.1%
Total Library Program Attendees	450	2,664	492.0%	11,110	34,454	210.1%	0	217	#DIV/0!	13,301	39,874	199.8%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	5,804	5,103	-12.1%	10,142	9,631	-5.0%						
OPLIN Databases				11,280	6,216	-44.9%						
Total All Databases	5,804	5,103	-12.1%	21,422	15,847	-26.0%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	48,188	51,594	7.1%	33,569	37,961	13.1%	N/A	11	N/A	81,757	89,566	9.6%
Juvenile Books	65,147	74,383	14.2%	45,008	50,305	11.8%	N/A	0	N/A	110,155	124,688	13.2%
Off Line Transactions										50	15	-70.0%
Periodicals	6,223	5,642	-9.3%	3,718	3,616	-2.7%	N/A	0	N/A	9,941	9,258	-6.9%
Young Adult Books	4,957	5,067	2.2%	3,018	3,414	13.1%	N/A	0	N/A	7,975	8,481	6.3%
Total Print Circulation	124,515	136,686	9.8%	85,313	95,296	11.7%	N/A	11	N/A	209,878	232,008	10.5%
AV CIRCULATION												
Audiobooks	5,113	5,468	6.9%	4,680	4,774	2.0%				9,793	10,242	4.6%
Movies (DVDs/Blu-rays)	30,413	30,469	0.2%	24,097	22,836	-5.2%				54,510	53,305	-2.2%
Music (Compact Discs)	1,516	1,254	-17.3%	1,351	1,386	2.6%				2,867	2,640	-7.9%
Juvenile Tablets	730	851	16.6%	499	843	68.9%				1,229	1,694	37.8%
Total AV Circulation	37,772	38,042	0.7%	30,627	29,839	-2.6%				68,399	67,881	-0.8%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	455	#DIV/0!	0	260	#DIV/0!	0	0	#DIV/0!	0	715	#DIV/0!
'Brary Bags	172	198	15.1%	151	160	6.0%				323	358	10.8%
Hotspots	50	51	2.0%	64	47	-26.6%	0	0	#DIV/0!	114	98	-14.0%
Maker Kits	165	239	44.8%	128	169	32.0%	0	0	#DIV/0!	293	408	39.2%
Streaming Devices (added Sept 2022)	0	77	#DIV/0!	0	72	#DIV/0!	0	0	#DIV/0!	0	149	#DIV/0!
Total Special Collections Circulation	387	1,020	163.6%	343	708	106.4%	0	0	#DIV/0!	730	1,728	136.7%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	84,358	86,128	2.1%	61,501	64,013	4.1%	N/A	11	N/A	145,859	150,152	2.9%
Juvenile Circulation	73,316	84,460	15.2%	50,429	58,302	15.6%	N/A	0	N/A	123,745	142,762	15.4%
Young Adult Circulation	5,050	5,175	2.5%	3,103	3,528	13.7%	N/A	0	N/A	8,153	8,703	6.7%
Total Physical Circulation	162,724	175,763	8.0%	115,033	125,843	9.4%	0	11	N/A	277,757	301,617	8.6%
DIGITAL CIRCULATION												
eAudiobooks										29,233	40,332	38.0%
eBooks										55,674	57,404	3.1%
eMusic										826	832	0.7%
eVideo										5,429	6,014	10.8%
eZines (Digital Magazines)										2,920	3,793	29.9%
Total Digital Circulation										94,082	108,375	15.2%