

ATTACHMENTS FOR MAY 17, 2023 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

	<u>Page #</u>
• Director's Activities	1-2
• Other	
○ Bid Tabulation – Woodbourne Boiler Addition	3-4
• Minutes from April 18, 2023 Meeting	5-20
• Fiscal Officer's Report:	
○ Monthly Cash Position	22
○ Monthly Revenue Statement	23-24
○ Revenue Budget Statement	25-26
○ Monthly Expense Account Status	27-30
○ Expense Budget Summary – General Fund	31-34
○ Monthly Summary Statements	35
○ March Investment Report	36-39
○ Personnel Action Appendix	40
○ March Bill List	41-43
• New Business	
○ <u>Resolution No. 023-012</u> : TWTH Supplemental Appropriations	45-46
○ Appropriation Transfer: Adult Services Conference/Meeting Expense	47
○ Legal Advertisement – Centerville Boiler Replacement	48
○ <u>Resolution No. 023-013</u> : Authorization for the Opening of Sealed Bids	49-50
• Monthly Statistics	52-53

Library Operations

- Ordered lunch and picked up cookies for TAB Appreciation Luncheon
- Reviewed Culture Works grant application, made recommendations for corrections to Library information and suggestion for program registration
- Strategic Planning Team – provided topic discussion of fleshing out landscapes under each pinpoint, and lead meeting with group
- Worked with vendor to get order placed of staff branded apparel
- Sent reminder about idea to print grad banners at Creativity Commons
- Reviewed security camera footage to track a couple incidents
- Initiated meeting to begin HR software project
- HVAC
 - Met with Tri-Tech to discuss public bid process for additional boiler at Woodbourne
 - Prepared legal ad
 - Attended bid opening
- Centerville Library renovation
 - Received and distributed Statements of Qualifications from interested architects
 - Developed evaluation and tracking spreadsheet to help narrow down pool
 - Began draft of Request for Proposal
- The Wall That Heals
 - Held committee meeting
 - Provided updates to team on Basecamp
 - Submitted, and received, a sponsor request to Friends
 - Contacted City and Township to see what supplies they could provide
 - Located contacts to try to find ride captain for escort
 - Spoke at Optimists meeting about event

Communication

- Covered tasks while Community Relations Manager is out on leave
 - WYSO ad spots for June
 - TV slides for June
 - Get in the Know newsletter for May
- Communicated with family member of former Friends volunteer who wants donations in lieu of flowers to go to the Friends
- Assisted with rewriting placard for Bing Davis artwork
- Wrote to Representative Young and Senator Antani about PLF

Community / Professional Involvement

- Ohio Library Council
 - Attended Trustee Dinner with Senator Bob Hackett speaking
 - Attended Preparing for Legislative Day webinar
 - Prepared content for Graphic Designer to create handout to leave with legislators
 - Attended Legislative Day, meeting with Senator Antani and informal discussion with Representative Young
- Attended final Portrait of a Grad meeting at CHS
- Attended RecPlex Fitness Center Preview as an Advisory Board member
- Heart of Centerville & Washington Township
 - Attended morning networking meeting and monthly member meeting
- Friends
 - Attended annual meeting – provided library update and discussed transition with outgoing and incoming President
 - Helped with book sale – got Square working for credit card payments, counted money at the end of each day, came in early Saturday and Sunday to prepare cash box and help pack up, and reprinted City BBQ flyers and Friends bookmarks frequently as needed

- Attended trivia
- Centerville Noon Optimist Club
 - Met with assigned student mentee for Will Cale Scholarship
 - Checked on existing and installed new sleeves for Avenue of Flags route

May 2023

Woodbourne Boiler Bid Tabulation



1785 South Metro Parkway
Dayton, Ohio 45459
Tel: 937.306.1630
Fax: 937.306.2600
Email: sales@tri-tech.us
DATE: 3/23/2023
Rev:

SUBJECT: Bid Tabulation
CLIENT: Washington and Centerville Public Library
JOB: Woodbourne Additional Boiler

JOB NO: 21366

BID TABULATION

Bidder name	Base Bid	Alternate 1 Thermal Solutions	Alternate 2 Patterson Kelly	Alternate 3 Remove exitsing Thermal Solutions	Alternate 4 Remove existing Patterson Kelly	Total
Engineer's OPCC						\$0.00
Rieck Alt total	\$104,675.00	-\$5,500.00 \$99,175.00	No Bid	\$51,245.00 \$155,920.00	No Bid	\$104,675.00
Sidney Alt Total	\$81,584.00	\$2,597.00 \$84,181.00	-\$11,423.00 \$70,161.00	\$52,632.00 \$134,216.00	\$29,443.00 \$111,027.00	\$81,584.00
						\$0.00

April 2023

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

April 18, 2023

CALL TO ORDER

The regular Board of Trustees meeting for April 2023 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:03 P.M.

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

HEARING OF THE PUBLIC

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

COMMITTEE REPORTS

Mr. Talda arrived at 7:07 P.M.

The Long-Range Facilities committee discussed the responses that were received from the Request for Qualifications advertisement that was run in the Dayton Daily News. There were seven good candidates. Two of the candidates, Hafer and LWC, did a walkthrough of the building as part of their proposal. It was decided by the committee members that they would do a ranking of the firms for the next meeting so that they can decide on which firms to bring in for interviews.

The Foundation Committee met immediately prior to the Board meeting. Among the points of discussion were the fees on the Dayton Foundation account and doing some additional research on these and any other available options.

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the March 21, 2023 Meeting Minutes. Mrs. Cline seconded the motion.

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

Motion is approved

DIRECTOR'S REPORT

▪ FACILITIES

- ❖ Woodbourne Library
 - Pumping/wellness room finished in break room
 - HVAC project
 - Quotes for boiler install over \$50K threshold
 - Project needs to go out for public bid
- ❖ Centerville Library
 - HVAC project
 - Drawings for system are nearly finished
 - Will go out for bid shortly after the bids are due in for Woodbourne boilers
- ❖ Creativity Commons
 - Conversation with Township about space after this year
- ❖ Van
 - Wrapping scheduled for 5/15

▪ PERSONNEL

- ❖ Still recruiting for Systems positions and student shelves

▪ COLLECTIONS/SERVICES/PROGRAMS

- ❖ Monthly stats – YTD increases over 2022
 - Circulation up 10.3%
 - Registration up 29.3%
 - Patron assistance up 26.5%
 - Program attendance up 199.8%
- ❖ Upcoming programs and exhibits
 - Through the Eyes of Dyslexia – 5/9 through 5/31
 - Bilingual storytime – 5/6
 - Small Business programs – Pathways to Entrepreneurship & Cybersecurity
- ❖ The Wall That Heals – website has been approved, beginning additional fund raising and putting call out for volunteers

▪ OTHER

- ❖ Ohio Library Council's Legislative Day – 4/26
- ❖ Friends events
 - Annual Meeting – 4/23, election of new officers
 - Book sale – 4/27 – 4/29
 - City BBQ takeover – 5/1

FISCAL OFFICER'S REPORT

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

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

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

- b. Payment of April Expenditures

Mrs. Herrick moved to approve the payment of April expenditures, and Mr. Talda seconded the motion.

The roll call vote was as follows:

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

The motion is approved.

- c. Resolution No. 023-009: Approval of Then & Now Certificate for Purchase Order No. 2023-00092, and 2023-00246 through 2023-00248 (Resolution is appended to these Minutes)

Mr. Monteith discussed that this resolution is necessary as the vendor dated each of the invoices for November 2022. However, the work on these invoices was not completed until recently, and could not therefore be paid until the completion. Additionally this was work that relates to 2023.

Mrs. Herrick moved to authorize the issuance of a Then & Now Certificate relative to these purchase order, and to authorize the payment of said expenditures. Mr. Bowling seconded the resolution.

The roll call vote was as follows:

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

The resolution is approved.

NEW/OLD BUSINESS

a. Resolution No. 023-010: Transfer from the General Fund to “The Wall That Heals” Fund

Mr. Monteith reported that this transfer is being requested to allow us to report the activity related to The Wall That Heals in the separate fund that was previously approved. The \$10,000 represents the amount received from the Centerville Washington Foundation.

Mr. Bowling moved to approve the transfer of the \$10,000 from the General Fund to The Wall That Heals Fund. Mrs. Suttman seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

b. Adult Services – Conference and Meeting Expense Appropriation Transfer

The Adult Services department is requesting this transfer to allow several members of the department to attend some conferences that are occurring this year. Gregg McCullough would be attending the ALA Conference in Chicago, Anne Wachs will be attending the Digipalooza conference in Cleveland, and several members will be able to attend the OLC Conference to be held in Cincinnati. In order to make this transfer, the department is proposing to move the funds from Program Supplies that were unused from the first quarter.

The summary of the transfer is:

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

Mrs. Suttman moved to approve the requested appropriation transfer. Mr. Bowling seconded the motion.

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

Motion is approved.

c. Authorization for Placement of Legal Advertisement for the boiler addition at Woodbourne Library.

This authorization is being requested as a result of the informal bids that were received related to the addition of second boiler at the Woodbourne Library. Each of these bids came in significantly above the \$50,000 threshold for requiring sealed bids. The advertisement will run on April 23, 2023 and April 30, 2023. The bid opening would be on May 5, 2023, which we will be requesting authorization for the Fiscal Officer to open the bids at that time in a separate resolution.

Mrs. Herrick moved to authorize the placement of the legal advertisement. Mrs. Cline seconded the motion.

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

Motion is approved.

d. Resolution No. 023-011: Authorization for Fiscal Officer to Open Bids

The Ohio Revised Code states that bids shall be opened, and publicly read by the Fiscal Officer at the next meeting of the Board after the expiration of the advertisement. The Board is able to authorize the opening of the bids immediately upon the expiration of the time for filing by the Fiscal Officer, the tabulation of the bids, and a report on the tabulation at the next meeting of the board by resolution.

We are asking the Board to approve this resolution to allow for the opening of the bids and report on the tabulation to be provided at the May meeting.

Mr. Bowling moved to authorize the Fiscal Office to open the bids at the time of the expiration of the filing period. Mrs. Herrick seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

- e. Change of time and date of the May Board Meeting

Due to conflicts for the Fiscal Officer and Board Secretary on May 16, 2023, the Board agreed to move the May Meeting to May 17, 2023 at 7:30 p.m. The meeting will be held at the Centerville Library.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 7:56 P.M. Mrs. Suttman seconded the motion

President

Secretary

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	<u>Present</u>	Mr. Nunna	<u>Absent</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>		

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

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

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

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

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

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

April 2023

Fiscal Officer Report

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$8,954,037.50	\$746,288.88	\$659,162.74	\$9,041,163.64 ¹
Unclaimed Funds	\$127.00	\$108.99	\$0.00	\$235.99
"The Wall That Heals" Fund	\$0.00	\$12,500.00	\$0.00	\$12,500.00
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	\$7,882.60	\$64,142.08	\$65,506.12	\$6,518.56
	\$16,927,397.60	\$823,039.95	\$724,668.86	\$17,025,768.69

Reconciled Balances	
US Bank:	
Checking/Payroll	\$2,524,079.82
Investment	\$7,805,850.32
STAR Ohio	\$5,576,120.12
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$263,136.31
Paypal	\$98.06
Petty Cash	\$550.00
Total Bank Balances	\$17,261,552.04
Outstanding Checks	(\$236,615.10)
Deposit in Transit	\$712.41
Receipts to be posted	\$0.00
Fees to be posted	\$119.34
Reconciled Balance	\$17,025,768.69

Footnotes:

1 - General Fund increased by just over \$87,000. This is due in large part to the final property tax settlement for the first half being received in April

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of April 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	196,158.51	936,302.49	27.98%
GENERAL PROPERTY TAXES	4,528,432.00	513,634.60	2,583,399.58	57.05%
PROPERTY TAX ROLLBACK	600,000.00	0.00	0.00	0.00%
PATRON FINES & FEES	26,000.00	2,294.46	10,099.69	38.84%
COPIER INCOME	27,600.00	2,517.36	10,258.97	37.17%
PASSPORT EXECUTION FEES	25,000.00	2,135.00	9,450.00	37.80%
PASSPORT PHOTOS	6,000.00	540.00	2,400.00	40.00%
PATRON SUPPLIES	12,500.00	1,804.97	5,043.76	40.35%
INTEREST INCOME	75,000.00	24,029.33	128,363.93	171.15%
UNRESTRICTED DONATIONS	10,000.00	369.63	1,896.90	18.97%
DONATIONS-RESTRICTED	30,000.00	0.00	20,150.00	67.17%
REFUNDS & REIMBURSEMENTS	2,500.00	2,798.53	9,821.54	392.86%
MISCELLANEOUS-OTHER	500.00	6.49	287.20	57.44%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-GENERAL FUND	8,689,482.00	746,288.88	3,717,474.06	42.78%

102 - UNCLAIMED FUNDS				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS & REIMBURSEMENTS	0.00	108.99	108.99	0.00%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	0.00	108.99	108.99	0.00%

203 - "THE WALL THAT HEALS" FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DONATIONS-RESTRICTED	0.00	2,500.00	2,500.00	0.00%
TRANSFER IN	0.00	10,000.00	10,000.00	0.00%
TOTAL RECEIPTS-TWTH FUND	0.00	12,500.00	12,500.00	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 April 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	51,085.26	221,877.72	0.00%
UNUM REVENUE	0.00	508.02	2,269.55	0.00%
DELTA REVENUE	0.00	1,083.56	4,757.70	0.00%
ANTHEM REVENUE	0.00	11,465.24	51,593.58	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	64,142.08	280,498.55	0.00%
GRAND TOTAL RECEIPTS	\$9,695,232.00	\$823,039.95	\$4,010,581.60	41.37%

Washington-Centerville Public Library
Revenue Budget Statement
For The Month Of April 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	214,613.03	196,158.51	(18,454.52)	1,025,091.65	936,302.49	(88,789.16) 1
GENERAL PROPERTY TAXES	407,558.88	513,634.60	106,075.72	2,377,426.80	2,583,399.58	205,972.78 2
PROPERTY TAX ROLLBACK	0.00	0.00	0.00	0.00	0.00	0.00
PATRON FINES & FEES	2,166.67	2,294.46	127.79	8,666.67	10,099.69	1,433.02
COPIER INCOME	2,300.00	2,517.36	217.36	9,200.00	10,258.97	1,058.97
PASSPORT EXECUTION FEES	2,083.33	2,135.00	51.67	8,333.33	9,450.00	1,116.67
PASSPORT PHOTOS	500.00	540.00	40.00	2,000.00	2,400.00	400.00
PATRON SUPPLIES	1,041.67	1,804.97	763.30	4,166.67	5,043.76	877.09 3
INTEREST INCOME	5,482.50	24,029.33	18,546.83	30,352.50	128,363.93	98,011.43 4
UNRESTRICTED DONATIONS	720.00	369.63	(350.37)	2,880.00	1,896.90	(983.10)
DONATIONS-RESTRICTED	0.00	0.00	0.00	11,739.36	20,150.00	8,410.64
REFUNDS & REIMBURSEMENTS	19.42	2,798.53	2,779.11	616.77	9,821.54	9,204.77
MISCELLANEOUS-OTHER	3.55	6.49	2.94	259.98	287.20	27.22
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL FUND	636,489.05	746,288.88	109,799.83	3,480,733.73	3,717,474.06	236,740.33
102 - UNCLAIMED FUNDS						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
REFUNDS & REIMBURSEMENTS	0.00	108.99	108.99	0.00	108.99	108.99
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
FUNDS	0.00	108.99	108.99	0.00	108.99	108.99
203 - "THE WALL THAT HEALS" FUND						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DONATIONS-RESTRICTED	0.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00 5
TRANSFER IN	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
FUNDS	0.00	12,500.00	12,500.00	0.00	12,500.00	12,500.00
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 April 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 ENDOWMENT	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	51,085.26	51,085.26	0.00	221,877.72	221,877.72
UNUM REVENUE	0.00	508.02	508.02	0.00	2,269.55	2,269.55
DELTA REVENUE	0.00	1,083.56	1,083.56	0.00	4,757.70	4,757.70
ANTHEM REVENUE	0.00	11,465.24	11,465.24	0.00	51,593.58	51,593.58
TOTAL PAYROLL CLEARING FUND	0.00	64,142.08	64,142.08	0.00	280,498.55	280,498.55
GRAND TOTAL RECEIPTS	\$636,489.05	\$823,039.95	\$186,550.90	\$3,480,733.73	\$4,010,581.60	\$529,847.87

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 - Final settlement for the first half taxes was received during April. Once the fees related to the settlement were added in, we are at just over 57% of the property tax levy being collected so far.

3 - Patron supplies was extremely strong for the month of April, and it is anticipated to continue into May. In looking at the sales for Creativity Commons, vinyl printing is overwhelming the largest share of these receipts. For the month of April, we saw in sales of vinyl printing, including about \$350 in graduation banner printing

4 - Interest income continues to be strong. STAR Ohio continues to trade at nearly 5.2% which has resulted in over \$20,000 in interest income each month

5- Friends of WCPL made a \$2,500 donation for The Wall That Heals during April

Washington-Centerville Public Library
Expense Account Summary
For the Month of April 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	40,415.63	189,659.27	0.00	390,340.73	32.70%
Library Specialist	1,293,500.00	97,518.13	426,075.63	0.00	867,424.37	32.94%
Technician	195,000.00	15,278.80	65,398.80	0.00	129,601.20	33.54%
Public Services Assistant	383,300.00	27,730.55	121,998.91	0.00	261,301.09	31.83%
Substitute	83,000.00	2,068.07	13,445.70	0.00	69,554.30	16.20%
Fiscal Officer	92,000.00	7,022.40	31,600.80	0.00	60,399.20	34.35%
Administrative Support	410,000.00	21,140.96	93,888.35	0.00	316,111.65	22.90%
Facilities	67,500.00	5,165.20	22,558.80	0.00	44,941.20	33.42%
Library Aides	150,000.00	9,523.19	37,097.86	0.00	112,902.14	24.73%
Shelving Assistants	119,000.00	8,292.56	38,714.89	0.00	80,285.11	32.53%
TOTAL SALARIES & LEAVE BENEFITS	3,373,300.00	234,155.49	1,040,439.01	0.00	2,332,860.99	30.84%
1400 - RETIREMENT-OPERS						
OPERS	774,062.00	53,749.20	239,753.91	0.00	534,308.09	30.97%
1600 - INSURANCE BENEFITS						
Health Insurance	545,010.36	39,471.45	157,838.05	316,915.65	70,256.66	28.96%
Health Savings Account	104,600.00	7,416.81	28,958.89	67,941.11	7,700.00	27.69%
Dental Insurance	23,325.00	1,626.23	6,519.27	16,601.31	204.42	27.95%
Medicare	48,912.85	3,320.43	14,777.73	0.00	34,135.12	30.21%
Life Insurance	4,100.98	290.74	1,024.09	2,328.76	748.13	24.97%
Workers' Compensation	5,000.00	0.00	84.00	0.00	4,916.00	1.68%
TOTAL INSURANCE BENEFITS	730,949.19	52,125.66	209,202.03	403,786.83	117,960.33	28.62%
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	3,905.00	0.00	821.00	1,334.00	1,750.00	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	0.00	821.00	5,334.00	1,750.00	10.39%
TOTAL SALARIES & BENEFITS	4,886,216.19	340,030.35	1,490,215.95	409,120.83	2,986,879.41	30.50%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	41,503.11	1,898.27	10,849.52	17,203.99	13,449.60	26.14%
Program Supplies	127,828.78	4,089.73	21,204.43	45,645.88	60,978.47	16.59%
Cataloging/Processing Supplies	15,660.09	239.80	264.45	478.20	14,917.44	1.69%
Postage	17,010.00	0.00	2,500.00	0.00	14,510.00	14.70%
Small Tools/Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
TOTAL GENERAL ADMIN SUPPLIES	205,001.98	6,227.80	34,818.40	63,328.07	106,855.51	16.98%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,100.00	0.00	0.00	50.00	1,050.00	0.00%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	30,362.75	444.82	5,952.06	3,757.04	20,653.65	19.60%
TOTAL SUPPLIES	236,464.73	6,672.62	40,770.46	67,135.11	128,559.16	17.24%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	9,927.04	1,414.48	1,835.14	3,987.42	4,104.48	18.49%
In-House Seminars	3,750.00	0.00	0.00	0.00	3,750.00	0.00%
Conference/Meetings	15,093.82	464.00	2,384.88	1,882.38	10,826.56	15.80%
TOTAL TRAVEL EXPENSES	28,770.86	1,878.48	4,220.02	5,869.80	18,681.04	14.67%

Washington-Centerville Public Library
Expense Account Summary
For the Month of April 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	570.38	1,145.14	4,510.83	2,984.80	13.25%
Computer Data Line	52,843.35	2,085.22	7,665.39	31,596.93	13,581.03	14.51%
Security Alarm	7,500.00	0.00	1,980.00	20.00	5,500.00	26.40%
Legal Ads	2,054.40	679.68	963.04	0.00	1,091.36	46.88%
Publicity Ads	5,520.00	240.00	1,340.00	2,970.00	1,210.00	24.28%
Printing/Publications	49,916.90	94.85	1,317.43	5,385.21	43,214.26	2.64%
TOTAL COMMUNICATION/PRINT/PUBLICITY	126,475.42	3,670.13	14,411.00	44,482.97	67,581.45	11.39%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	132,990.37	6,199.87	21,518.66	27,569.10	83,902.61	16.18%
Equipment Maintenance	36,034.95	1,378.12	7,131.88	15,159.57	13,743.50	19.79%
Grounds & Snow Removal	128,167.00	8,664.25	23,036.75	43,215.00	61,915.25	17.97%
Janitorial Services	251,239.11	15,831.89	59,107.33	116,799.87	75,331.91	23.53%
Trash Services	9,218.26	757.93	2,841.41	5,758.59	618.26	30.82%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	557,649.69	32,832.06	113,636.03	208,502.13	235,511.53	20.38%
3400 - INSURANCE						
Property Insurance	32,500.00	15,737.00	15,737.00	8,417.00	8,346.00	48.42%
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	5,271.98	21,743.19	85,987.34	42,992.84	14.43%
Gas	63,587.13	5,561.50	22,577.28	28,483.40	12,526.45	35.51%
Water/Sewer	13,200.84	0.00	2,144.23	8,227.27	2,829.34	16.24%
TOTAL UTILITIES	227,511.34	10,833.48	46,464.70	122,698.01	58,348.63	20.42%
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	16,187.89	100.00	1,300.00	7,975.00	6,912.89	8.03%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,527.44	27.44	27.44	12,014.95	485.05	0.22%
Legal Services	25,347.50	260.00	21,585.00	1,100.00	2,662.50	85.16%
Tax Collection Fees	76,109.93	39,904.87	39,904.87	36,095.13	109.93	52.43%
Banking Fees	9,329.44	555.29	2,923.71	4,590.95	1,814.78	31.34%
TOTAL PROFESSIONAL SERVICES	139,502.20	40,847.60	65,741.02	61,776.03	11,985.15	47.13%
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	253,137.44	57,061.80	141,948.80	5,611.00	105,577.64	56.08%
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	48,861.10	4,077.70	10,278.83	12,941.38	25,640.89	21.04%
Online Services	138,225.12	58,496.97	75,032.30	302.44	62,890.38	54.28%
Collection Development Services	5,800.00	0.00	800.00	5,000.00	0.00	13.79%
TOTAL OTHER CONTRACTED SERVICES	192,886.22	62,574.67	86,111.13	18,243.82	88,531.27	44.64%
TOTAL PURCHASED/CONTRACT SERVICES	1,589,933.17	225,435.22	488,269.70	475,600.76	626,062.71	30.71%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	612,095.69	31,735.81	152,001.72	227,495.78	232,598.19	24.83%
Standing Orders/Continuations	29,004.83	600.60	4,218.62	12,734.53	12,051.68	14.54%
Book Rentals	66,629.15	190.45	548.60	63,587.90	2,492.65	0.82%
TOTAL NEW BOOKS	707,729.67	32,526.86	156,768.94	303,818.21	247,142.52	22.15%
4200 - PERIODICALS						
Periodicals	25,258.35	0.00	427.52	2,120.00	22,710.83	1.69%

Washington-Centerville Public Library
Expense Account Summary
For the Month of April 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	5,423.39	24,267.66	48,743.73	55,003.90	18.96%
Read Along Audiobooks	23,462.34	2,640.01	4,483.23	5,755.50	13,223.61	19.11%
CD-Rom	14,828.43	0.00	3,001.27	3,988.71	7,838.45	20.24%
Books On CD	47,227.14	65.86	6,330.96	22,381.09	18,515.09	13.41%
Compact Discs	304.74	0.00	72.52	232.22	0.00	23.80%
Library Bags	1,500.00	331.93	557.40	392.35	550.25	37.16%
TOTAL AUDIO-VISUAL MATERIALS	215,337.94	8,461.19	38,713.04	81,493.60	95,131.30	17.98%
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	120,000.00	11,374.82	61,406.24	30,287.49	28,306.27	51.17%
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	11,374.82	63,515.06	30,287.49	37,301.27	48.45%
4800 - eMATERIALS						
eBOOKS	395,242.71	3,625.40	339,665.04	41,574.29	14,003.38	85.94%
Digital Music Services	40,000.00	0.00	39,735.00	0.00	265.00	99.34%
Digital Video Services	166,412.70	0.00	50,000.00	0.00	116,412.70	30.05%
TOTAL E-MATERIALS	601,655.41	3,625.40	429,400.04	41,574.29	130,681.08	71.37%
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	38,752.71	28.75	3,155.50	12,473.24	23,123.97	8.14%
Board Game Collection	3,011.86	76.99	591.35	570.51	1,850.00	19.63%
TOTAL LIBRARY MATERIALS - OTHER	41,764.57	105.74	3,746.85	13,043.75	24,973.97	8.97%
TOTAL LIBRARY MATERIALS	1,722,849.76	56,094.01	692,571.45	472,337.34	557,940.97	40.20%
5000 - CAPITAL OUTLAY						
Land Improvements	21,226.99	1,226.99	1,226.99	0.00	20,000.00	5.78%
Building Improvements	37,130.00	0.00	0.00	130.00	37,000.00	0.00%
Hardware	311,172.00	19,435.81	25,524.62	59,319.16	226,328.22	8.20%
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	2,686.01	15,989.59	0.00%
Library Furniture	102,585.23	0.00	7,085.23	0.00	95,500.00	6.91%
Library Vehicle	75,000.00	124.25	74,431.25	0.00	568.75	99.24%
TOTAL CAPITAL OUTLAY	637,239.82	20,787.05	114,557.61	63,085.53	459,596.68	17.98%
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	143.49	627.34	1,002.13	1,050.77	23.41%
TOTAL REFUNDS & REIMBURSEMENTS	2,680.24	143.49	627.34	1,002.13	1,050.77	23.41%
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	143.49	13,139.71	1,200.13	5,302.68	66.89%
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	10,000.00	10,000.00	0.00	990,000.00	1.00%
TOTAL INTERFUND	1,000,000.00	10,000.00	10,000.00	0.00	990,000.00	1.00%
TOTAL GENERAL FUND	10,192,346.19	659,162.74	2,849,524.88	1,488,479.70	5,854,341.61	27.96%

Washington-Centerville Public Library
Expense Account Summary
For the Month of April 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	2,062.08	2,937.92	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	55,062.08	2,712,937.92	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	0.00	9,515.99	1.96%
Printing / Publications	253.24	0.00	0.00	0.00	253.24	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	9,959.21	0.00	189.98	0.00	9,769.23	1.91%
999 PAYROLL CLEARING FUND						
Default Expense	0.00	51,400.58	221,547.31	0.00	(221,547.31)	0.00%
Unum Expense	0.00	511.25	1,993.00	0.00	(1,993.00)	0.00%
Delta Expense	0.00	1,174.02	4,605.62	0.00	(4,605.62)	0.00%
Anthem Expense	0.00	12,420.27	49,681.08	0.00	(49,681.08)	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	65,506.12	277,827.01	0.00	(277,827.01)	
GRAND TOTAL ALL APPROPRIATIONS	\$13,077,509.40	\$724,668.86	\$3,130,345.87	\$1,588,541.78	\$8,358,621.75	23.94%

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of April 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	44,615.38	40,415.63	4,199.75	200,769.23	189,659.27	11,109.96	
Library Specialist	99,500.00	97,518.13	1,981.87	447,750.00	426,075.63	21,674.37	
Technician	15,000.00	15,278.80	(278.80)	67,500.00	65,398.80	2,101.20	
Public Services Assistant	29,484.62	27,730.55	1,754.07	132,680.77	121,998.91	10,681.86	
Substitute	6,384.62	2,068.07	4,316.55	28,730.77	13,445.70	15,285.07	
Fiscal Officer	7,076.92	7,022.40	54.52	31,846.15	31,600.80	245.35	
Administrative Support	31,538.46	21,140.96	10,397.50	141,923.08	93,888.35	48,034.73	
Facilities	5,192.31	5,165.20	27.11	23,365.38	22,558.80	806.58	
Library Aides	11,538.46	9,523.19	2,015.27	51,923.08	37,097.86	14,825.22	
Shelving Assistants	9,153.85	8,292.56	861.29	41,192.31	38,714.89	2,477.42	
TOTAL SALARIES & LEAVE BENEFITS	259,484.62	234,155.49	25,329.13	1,167,680.77	1,040,439.01	127,241.76	1
1400 - RETIREMENT-OPERS							
OPERS	59,543.23	53,749.20	5,794.03	267,646.82	239,753.91	27,892.91	2
1600 - INSURANCE BENEFITS							
Health Insurance	45,417.53	39,471.45	5,946.08	182,003.45	157,838.05	24,165.40	
Health Savings Account	8,716.67	7,416.81	1,299.86	34,866.67	28,958.89	5,907.78	
Dental Insurance	1,943.75	1,626.23	317.52	7,775.00	6,519.27	1,255.73	
Medicare	3,762.53	3,320.43	442.10	16,931.37	14,777.73	2,153.64	
Life Insurance	341.75	290.74	51.01	1,366.99	1,024.09	342.90	
Workers' Compensation	0.00	0.00	0.00	0.00	84.00	-84.00	
TOTAL INSURANCE BENEFITS	60,182.22	52,125.66	8,056.56	242,943.48	209,202.03	33,741.45	3
1900 - OTHER EMPLOYEE BENEFITS							
Membership Dues	63.30	0.00	63.30	1,222.50	821.00	401.50	
Other Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER EMPLOYEE BENEFITS	63.30	0.00	63.30	1,222.50	821.00	401.50	
TOTAL SALARIES & BENEFITS	379,273.37	340,030.35	39,243.02	1,679,493.58	1,490,215.95	189,277.63	
2000 - SUPPLIES							
2100 - GENERAL ADMINISTRATIVE SUPPLIES							
Office Supplies	3,458.59	1,898.27	1,560.32	13,834.37	10,849.52	2,984.85	
Program Supplies	11,033.77	4,089.73	6,944.04	44,943.82	21,204.43	23,739.39	
Cataloging/Processing Supplies	2,035.81	239.80	1,796.01	6,733.84	264.45	6,469.39	
Postage	3,052.50	0.00	3,052.50	5,505.00	2,500.00	3,005.00	
Small Tools/Equipment	250.00	0.00	250.00	1,000.00	0.00	1,000.00	
TOTAL GENERAL ADMIN SUPPLIES	19,830.67	6,227.80	13,602.87	72,017.03	34,818.40	37,198.63	4
2200 - PROPERTY MAINTENANCE / REPAIR							
Property Maintenance & Repair	91.67	0.00	91.67	366.67	0.00	366.67	
2500 - SUPPLIES PURCHASED FOR RESALE							
Supplies for Resale	2,111.86	444.82	1,667.04	8,447.43	5,952.06	2,495.37	5
TOTAL SUPPLIES	22,034.19	6,672.62	15,361.57	80,831.13	40,770.46	40,060.67	
3000 - PURCHASED & CONTRACTED SERVICES							
3100 - TRAVEL EXPENSES							
Mileage	1,322.02	1,414.48	(92.46)	3,709.64	1,835.14	1,874.50	6
In-House Seminars	0.00	0.00	0.00	0.00	0.00	0.00	
Conference/Meetings	1,108.74	464.00	644.74	4,632.20	2,384.88	2,247.32	
TOTAL TRAVEL EXPENSES	2,430.76	1,878.48	552.28	8,341.83	4,220.02	4,121.81	
3200 - COMMUNICATION / PRINTING / PUBLICITY							
Telephone	720.06	570.38	149.68	2,880.26	1,145.14	1,735.12	
Computer Data Line	4,003.61	2,085.22	1,918.39	16,014.45	7,665.39	8,349.06	
Security Alarm	625.00	0.00	625.00	2,500.00	1,980.00	520.00	
Legal Ads	171.20	679.68	(508.48)	684.80	963.04	-278.24	7
Publicity Ads	441.60	240.00	201.60	1,987.20	1,340.00	647.20	
Printing/Publications	1,188.55	94.85	1,093.70	13,593.65	1,317.43	12,276.22	
TOTAL COMMUNICATION/PRINT/PUBLICITY	7,150.02	3,670.13	3,479.89	37,660.36	14,411.00	23,249.36	

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of April 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	6,199.87	4,882.66	44,330.12	21,518.66	22,811.46
Equipment Maintenance	3,002.91	1,378.12	1,624.79	12,011.65	7,131.88	4,879.77
Grounds & Snow Removal	10,680.58	8,664.25	2,016.33	42,722.33	23,036.75	19,685.58
Janitorial Services	18,686.59	15,831.89	2,854.70	74,746.37	59,107.33	15,639.04
Trash Services	768.19	757.93	10.26	3,072.75	2,841.41	231.34
TOTAL PROPERTY MAINT/REPAIR/SECURITY	44,220.81	32,832.06	11,388.75	176,883.23	113,636.03	63,247.20
3400 - INSURANCE						
Property Insurance	15,083.33	15,737.00	(653.67)	19,833.33	15,737.00	4,096.33
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	0.00
3600 - UTILITIES						
Electricity	10,696.18	5,271.98	5,424.20	43,347.32	21,743.19	21,604.13
Gas	6,538.82	5,561.50	977.32	29,245.47	22,577.28	6,668.19
Water/Sewer	0.00	0.00	0.00	3,278.59	2,144.23	1,134.36
TOTAL UTILITIES	17,235.00	10,833.48	6,401.52	75,871.39	46,464.70	29,406.69
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	1,729.50	100.00	1,629.50	5,446.20	1,300.00	4,146.20
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	5,010.98	27.44	4,983.54	8,142.84	27.44	8,115.40
Legal Services	633.69	260.00	373.69	20,278.00	21,585.00	-1,307.00
Tax Collection Fees	37,674.42	39,904.87	(2,230.45)	37,674.42	39,904.87	-2,230.45
Banking Fees	764.95	555.29	209.66	3,159.81	2,923.71	236.10
TOTAL PROFESSIONAL SERVICES	45,813.53	40,847.60	4,965.93	74,701.26	65,741.02	8,960.24
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	28,031.08	57,061.80	(29,030.72)	172,470.11	141,948.80	30,521.31
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	3,639.07	4,077.70	(438.63)	14,556.27	10,278.83	4,277.44
Online Services	27,645.02	58,496.97	(30,851.95)	71,877.06	75,032.30	-3,155.24
Collection Development Services	483.33	0.00	483.33	1,933.33	800.00	1,133.33
TOTAL OTHER CONTRACTED SERVICES	31,767.43	62,574.67	(30,807.24)	88,366.67	86,111.13	2,255.54
TOTAL PURCHASED/CONTRACT SERVICES	191,731.96	225,435.22	(33,703.26)	654,128.19	488,269.70	165,858.49
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	42,846.70	31,735.81	11,110.89	208,112.53	152,001.72	56,110.81
Standing Orders/Continuations	2,417.07	600.60	1,816.47	9,668.28	4,218.62	5,449.66
Book Rentals	166.57	190.45	(23.88)	333.15	548.60	-215.45
TOTAL NEW BOOKS	45,430.34	32,526.86	12,903.48	218,113.96	156,768.94	61,345.02
4200 - PERIODICALS						
Periodicals	568.31	0.00	568.31	1,073.48	427.52	645.96
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	10,667.94	5,423.39	5,244.55	42,671.76	24,267.66	18,404.10
Read Along Audiobooks	1,955.20	2,640.01	(684.82)	7,820.78	4,483.23	3,337.55
CD-Rom	1,235.70	0.00	1,235.70	4,942.81	3,001.27	1,941.54
Books On CD	3,935.60	65.86	3,869.74	15,742.38	6,330.96	9,411.42
Compact Discs	25.40	0.00	25.40	101.58	72.52	29.06
'Brary Bags	125.00	331.93	(206.93)	500.00	557.40	-57.40
TOTAL AUDIO-VISUAL MATERIALS	17,944.83	8,461.19	9,483.64	71,779.31	38,713.04	33,066.27
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	6,000.00	11,374.82	(5,374.82)	72,000.00	61,406.24	10,593.76
Online Subscriptions - Youth	222.08	0.00	222.08	2,553.88	2,108.82	445.06
TOTAL ONLINE LIBRARY DATABASES	6,222.08	11,374.82	(5,152.74)	74,553.88	63,515.06	11,038.82
4800 - eMATERIALS						
eBOOKS	3,952.43	3,625.40	327.03	353,585.80	339,665.04	13,920.76
Digital Music Services	0.00	0.00	0.00	40,000.00	39,735.00	265.00
Digital Video Services	0.00	0.00	0.00	61,905.52	50,000.00	11,905.52
TOTAL E-MATERIALS	3,952.43	3,625.40	327.03	455,491.32	429,400.04	26,091.28

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of April 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	28.75	2,934.03	15,050.51	3,155.50	11,895.01
Board Game Collection	250.99	76.99	174.00	1,003.95	591.35	412.60
TOTAL LIBRARY MATERIALS - OTHER	3,213.76	105.74	3,108.02	16,054.46	3,746.85	12,307.61
TOTAL LIBRARY MATERIALS	77,331.75	56,094.01	21,237.74	837,066.41	692,571.45	144,494.96
5000 - CAPITAL OUTLAY						
Land Improvements	1,768.92	1,226.99	541.93	7,075.66	1,226.99	5,848.67
Building Improvements	10.83	0.00	10.83	43.33	0.00	43.33
Hardware	19,916.00	19,435.81	480.19	70,641.50	25,524.62	45,116.88
Software	12,146.50	0.00	12,146.50	17,148.00	6,289.52	10,858.48
Office Furniture	1,139.63	0.00	1,139.63	4,558.53	0.00	4,558.53
Library Furniture	8,548.77	0.00	8,548.77	34,195.08	7,085.23	27,109.85
Library Vehicle	0.00	124.25	(124.25)	75,000.00	74,431.25	568.75
TOTAL CAPITAL OUTLAY	43,530.65	20,787.05	22,743.60	208,662.11	114,557.61	94,104.50
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	233.33	0.00	233.33	933.33	0.00	933.33
Trustees Dues	60.00	0.00	60.00	11,520.00	11,802.00	-282.00
TOTAL DUES & MEMBERSHIPS	293.33	0.00	293.33	12,453.33	11,802.00	651.33
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	143.49	79.86	893.41	627.34	266.07
TOTAL REFUNDS & REIMBURSEMENTS	223.35	143.49	79.86	893.41	627.34	266.07
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	143.49	373.20	14,427.89	13,139.71	1,288.18
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	10,000.00	(10,000.00)	0.00	10,000.00	-10,000.00
TOTAL INTERFUND	0.00	10,000.00	(10,000.00)	0.00	10,000.00	-10,000.00
TOTAL GENERAL FUND	714,418.61	659,162.74	55,255.87	3,474,609.29	2,849,524.88	625,084.41

Washington-Centerville Public Library
Expense Budget Summary
For the Month of April 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 \$48,000 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 \$8,100 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 are nearly 30% under budgeted amounts, which points to a lot of unknowns about the needs of Creativity Commons. As we get past the year point of being open, this gives us the opportunity to further revise these amounts
- 6 - Mileage expenditures for the month exceeded estimates. This item is currently being reviewed by management and has been discussed with several departments so far. We are moving to a monthly reimbursement of these amounts. We have additionally been working on the development of a new policy
- 7 - Legal advertisements exceeded the budgeted amounts during April due to the Request for Qualifications advertisement
- 8 - Utilities costs have been under what was estimated due to milder weather so far
- 9 - Legal expenditures continue to exceed estimates due to wrapping up of the collective bargaining process
- 10 - Tax collection fees were greater than estimated due, in part, to the tax collection being heavier weighted toward the first half tax payments.
- 11 - Online services exceeded the estimated amounts due to the payment of Sierra cloud hosting during April. Due to the unknown on the timing of these payments, when it was budgeted it was spread over three months.

Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For The Month Of April 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	936,302	928,877	7,426	0.8%	928,877	806,279	122,597	15.2%
Operating Levy	2,583,400	2,537,860	45,539	1.8%	2,537,860	2,239,439	298,421	13.3%
Federal, State and Local Grants	-	-	-		-	-	-	
Patron Fines, Fees, Patron Supplies	37,252	37,778	(526)	-1.4%	37,778	22,096	15,682	71.0%
Interest Income	128,364	11,466	116,898	1019.5%	11,466	13,180	(1,714)	-13.0%
Donations	22,047	37,097	(15,050)	-40.6%	37,097	20,043	17,054	85.1%
Refunds/Reimbursements	9,822	1,323	8,498	642.1%	1,323	38,053	(36,730)	-96.5%
Miscellaneous	287	55	232	420.2%	55	(1,135)	1,190	-104.9%
Total Revenue	3,717,474	3,554,456	163,018	4.6%	3,554,456	3,137,955	416,502	13.3%
EXPENDITURES								
Salaries	228,397	198,549	29,848	15.0%	983,792	841,528	142,264	16.9%
Retirement	79,957	44,979	34,979	77.8%	211,053	188,697	22,356	11.8%
Insurance & Other Benefits	51,657	44,007	7,649	17.4%	192,502	178,546	13,956	7.8%
Supplies	12,730	9,363	3,367	36.0%	41,693	21,453	20,240	94.3%
Purchased / Contract Services	135,359	119,290	16,069	13.5%	487,598	355,666	131,932	37.1%
Library Materials	463,255	442,978	20,277	4.6%	677,620	670,218	7,402	1.1%
Capital Outlay	417	1,867	(1,450)	-77.6%	104,036	14,525	89,511	616.3%
Other Expenditures	12,132	401	11,730	2922.0%	10,974	10,264	710	6.9%
Transfers to Other Funds	-	-	-		3,000,000	0	3,000,000	
Total Expenditures	983,905	861,434	122,470	14.2%	5,709,269	2,280,897	3,428,372	150.3%
Net Change in Fund Balance	2,733,569	2,693,022	40,547	-226.9%	-2,154,813	857,058	(3,011,871)	-351.4%

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	214,613	196,159	(18,455)	9.4%	1,025,092	936,302	(88,789)	-8.7%
Operating Levy	407,559	513,635	106,076	-20.7%	2,377,427	2,583,400	205,973	8.7%
Patron Fines, Fees, Patron Supplies	8,092	9,292	1,200	-12.9%	32,367	37,252	4,886	15.1%
Interest Income	5,483	24,029	18,547	-77.2%	30,353	128,364	98,011	322.9%
Donations	720	370	(350)	94.8%	14,619	22,047	7,428	50.8%
Refunds/Reimbursements	19	2,799	2,779	-99.3%	617	9,822	9,205	1492.4%
Miscellaneous	4	6	3	-45.2%	260	287	27	10.5%
Total Revenue	636,489	746,289	109,800	-14.7%	3,480,734	3,717,474	236,740	-6.4%
EXPENDITURES								
Salaries	259,485	234,155	25,329	9.8%	1,167,681	1,040,439	127,242	10.9%
Retirement	59,543	53,749	5,794	9.7%	267,647	239,754	27,893	10.4%
Insurance & Other Benefits	60,246	52,126	8,120	13.5%	244,166	210,023	34,143	14.0%
Supplies	22,034	6,673	15,362	69.7%	80,831	40,770	40,061	49.6%
Purchased / Contract Services	191,732	225,435	(33,703)	-17.6%	654,128	488,270	165,858	25.4%
Library Materials	77,332	56,094	21,238	27.5%	837,066	692,571	144,495	17.3%
Capital Outlay	43,531	20,787	22,744	52.2%	208,662	114,558	94,104	45.1%
Other Expenditures	517	143	373	72.2%	14,428	13,140	1,288	8.9%
Transfers to Other Funds	0	10,000	(10,000)		0	10,000	(10,000)	
Total Expenditures	714,419	659,163	55,256	-7.7%	3,474,609	2,849,525	625,084	-18.0%
Net Change in Fund Balance	(77,930)	87,126	54,544	62.6%	6,124	867,949	(388,344)	-44.7%

Washington-Centerville Public Library
Listing of Investments
For the Month Ended April 30, 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 April 30, 2023

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2023	\$ 36,915.97	\$ 4,155.77	\$ 87,291.61	\$ 128,363.35
2022	\$ 9,057.50	\$ 650.15	\$ 1,838.12	\$ 11,545.77
Change - YTD	\$ 27,858.47	\$ 3,505.62	\$ 85,453.49	\$ 116,817.58

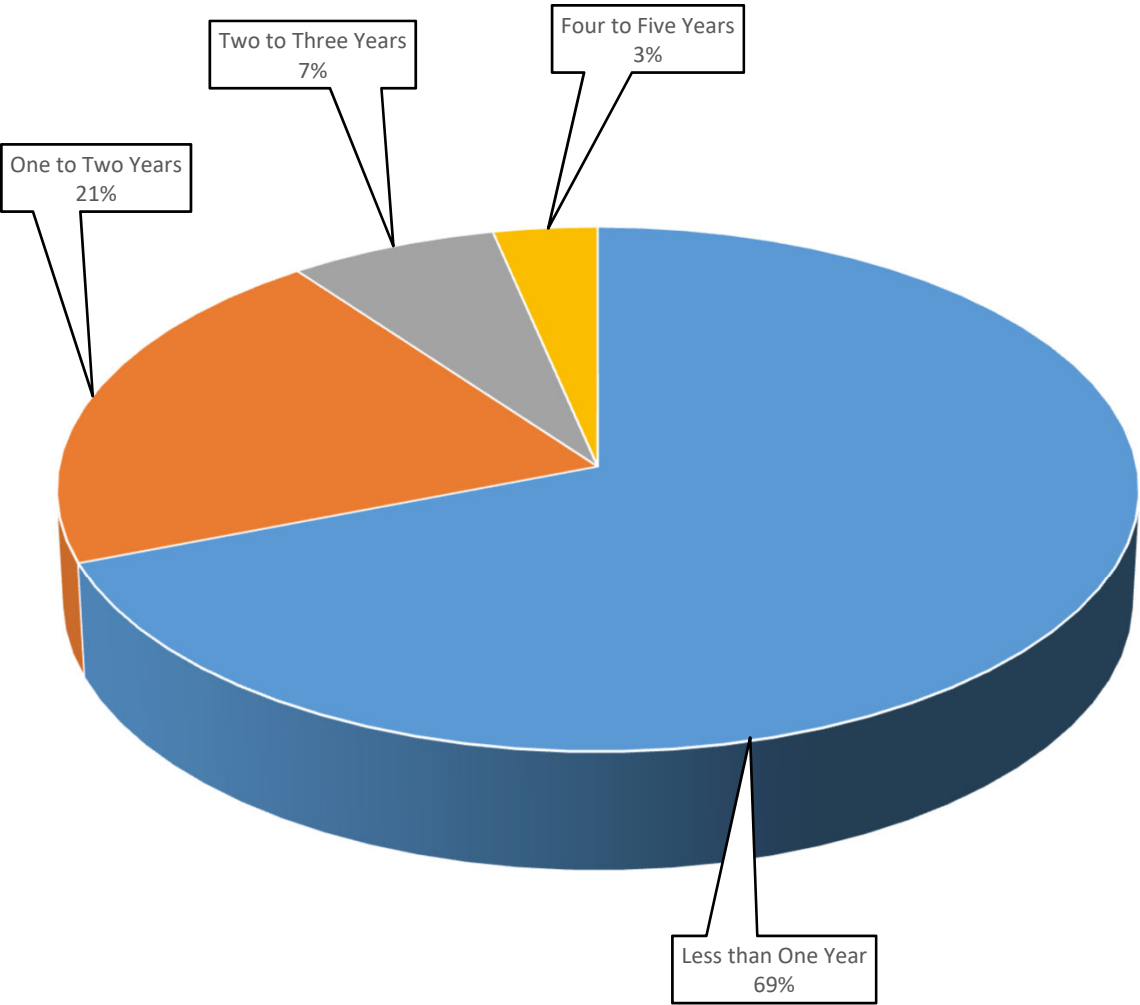
Interest Income Schedule - Next Twelve Months

	US Bank	PNC	Total
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
April	\$ -	\$ -	\$ -
	\$ 108,177.23	\$ 4,129.00	\$ 112,306.23

Investment Maturity Summary

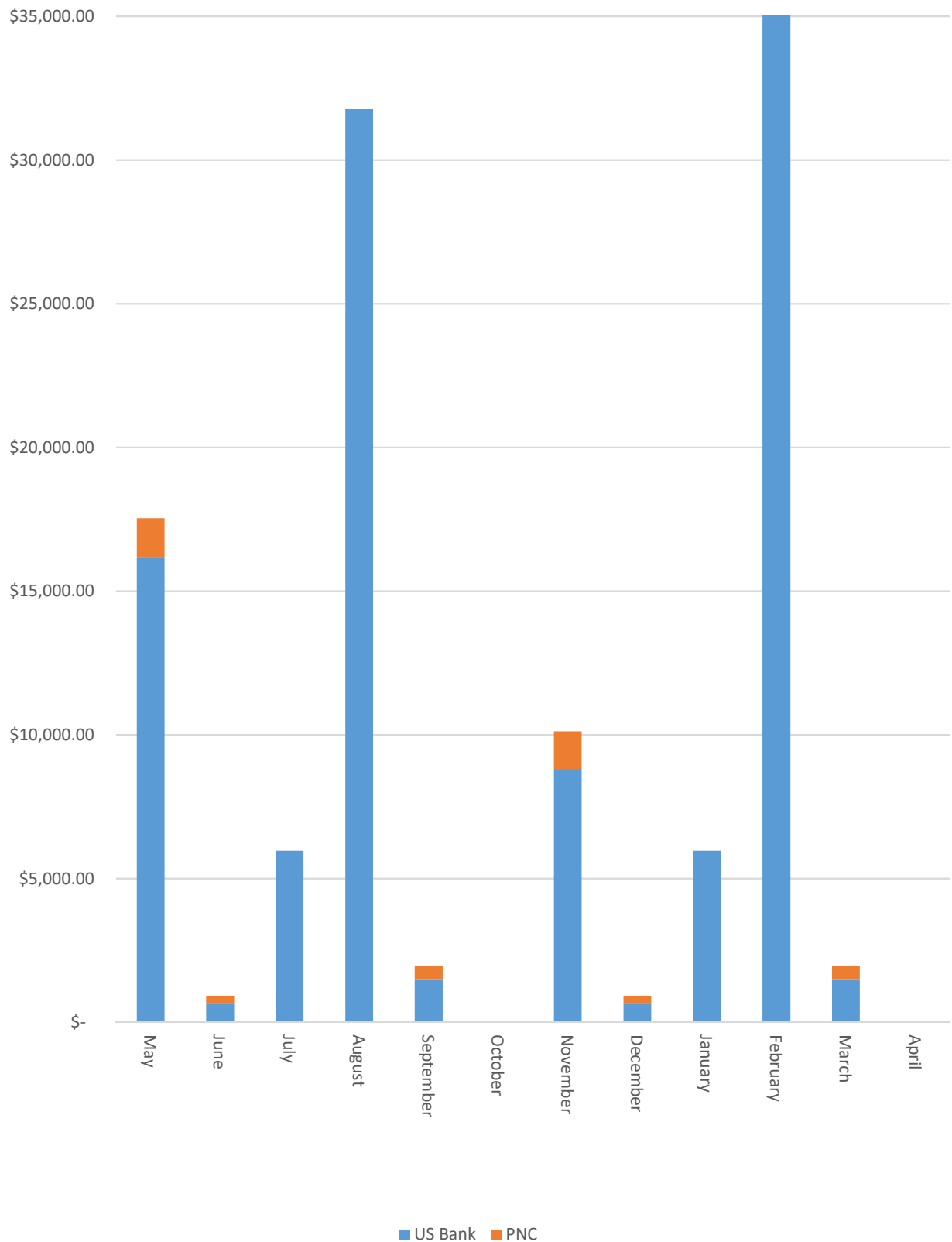
Agency	Less than One Year	One to Two Years	Two to Three Years	Four to Five Years	Total
STAR Ohio	\$ 5,576,120				\$ 5,576,120
Money Market	\$ 263,136				\$ 263,136
Bankers Acceptance	\$ 510,626				\$ 510,626
Fannie Mae	\$ 408,000	\$ 300,000			\$ 708,000
Federal Farm Credit Bank	\$ 690,000				\$ 690,000
Federal Home Loan Bank	\$ 2,750,000	\$ 2,150,000	\$ 1,000,000	\$ 500,000	\$ 6,400,000
Freddie Mac		\$ 600,000			\$ 600,000
Total	\$ 10,197,882	\$ 3,050,000	\$ 1,000,000	\$ 500,000	\$ 14,747,882

Investment Laddering - Including STAR Ohio and PNC Money Market



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

Monthly Projected Investment Income - Next Twelve Months



APPENDED TO MAY 16, 2023 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- None

Promotions

- Michelle Fang, Public Services Library Aide, 4/30/23, \$12.56 per hour, from Shelving Assistant

End of Provisionary

- Charlette Jouan, Outreach & Public Services Manager, 4/24/23, \$40.7226 per hour
- Eran Ariyawansa, Public Services Library Aide, 4/24/23, \$13.00 per hour
- Debbie Currie, Public Services Library Aide, 4/24/23, \$13.00 per hour
- Sharik Estrada, Public Services Library Aide, 4/24/23, \$13.00 per hour
- Denise Orton, Public Services Library Aide, 4/24/23, \$13.00 per hour
- Shanika Seneviratne, Public Services Library Aide, 4/24/23, \$13.00 per hour
- Deidra Zelik, Public Services Library Aide, 4/24/23, \$13.44 per hour

Change in Status

- Sharik Estrada, Public Services Substitute, 5/15/23, \$13.00 per hour, from Public Services Library Aide
- A.J. Schwab, Systems Administrator, 5/21/23, \$25.59 per hour, from Public Services Team Leader (Woodbourne)

Retirement

- None

Resignation/Termination

- Gabe Brough, Systems Administrator, 5/24/23

EXPENDITURES FOR APPROVAL AT MAY MEETING
May 17, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	20.96
Amazon - AV materials & books	3,132.75
Andrea Bublitz- patron refund	24.25
Anne Wachs - employee mileage reimbursement	21.68
Baker & Taylor - – books & AV materials	4,661.84
Brodart- books	85,560.75
Cara Van Rynbach - patron refund	27.07
CDW-G - patron printer transfer belt	303.99
Centerville Rotary Club - membership fees	206.00
Chard Snyder - professional service-COBRA administration	125.00
Charter Communications – utilities	815.54
Christy Ott - employee mileage reimbursement	17.42
Cintas Corp- supplies	866.29
Classic Stitch - branded merchandise for staff	2,647.14
Creative Impressions - SRC printed materials	1,131.00
Darrilynn Brewster - employee mileage reimbursement	51.09
Dell - replacement information stations	52,956.15
Digital Fringe - Bulletin Board & Misc printing	281.36
Donnellon McCarthy - copier maintenance	1,225.09
DSS - May parking lot sweeping service	164.25
Francoise Walusis - patron refund	18.99
Gleason Property Services - May cleaning services WB & CV	12,200.00
Gregg McCullough - employee mileage reimbursement	19.85
Jenelle Allen - employee mileage reimbursement	4.06
Juliette Dame - patron refund	26.99
June Bullock - employee mileage reimbursement	23.32
Kanopy - digital video services	1,409.00
Katherine McCollum - employee mileage reimbursement	24.24
Kevin Risner - employee mileage reimbursement	13.89
Kyle Knepp - employee mileage reimbursement	17.82
Laura Fitzpatrick - employee mileage reimbursement	7.14
Lauren Rura - employee mileage reimbursement	24.24
Level 3 Communications, LLC - phone service	395.42
Liz Fultz - employee mileage reimbursement	140.17
Margaret Jones Wilson - patron refund	28.99
Michele Schoen - employee mileage reimbursement	68.25
Michele Tilley - employee mileage reimbursement	12.05
Midwest Tape – AV materials	5,984.85
Natalia Alekhova - patron refund	26.60
OhioNet - renewals for consumer reports	12,265.05
Overdrive - digital books	2,339.53

PayPal, Inc. - monthly credit card processing fee	19.95
Playaway - av materials	467.98
Quoc Kien Vu- patron refund	19.98
Robert Casto - patron refund	16.48
Rush Transportation – contracted services	794.16
Scott Royal - employee mileage reimbursement	19.00
Shelly Peresie - employee mileage reimbursement	8.38
Sherry Washington- patron refund	27.50
South Community - fees for employee assistance	202.50
Staples - office supplies	141.13
Structured Employee Benefits of Ohio - group life insurance premium	290.74
Taft, Stettinius & Hollister - legal services	260.00
Taryn Filer - employee mileage reimbursement	34.52
Tri-Tech - engineering fees for HVAC	11,309.36
Unique - recovery & collection fees	228.75
William Menker - employee mileage reimbursement	50.83
WYSO - ads	270.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 203,451.33

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #9	116,662.89
Payrol #10	116,686.64
TOTAL PAYROLL	\$ 233,349.53

MISCELLANEOUS:

AES Ohio – utilities	5,387.25
AT&T – telephone service	283.58
BrainPop - 1yr subscription renewal	3,163.50
CDW-G - replacement DMZ switch	209.29
CenterPoint Energy – utilities	4,187.68
Centerville City Schools - April health insurance premium	39,471.45
Charter Communications – utilities	277.95
Christina Dendy - speaker	100.00
CoCard Marketing Group – credit card service fee	231.32
Delta Dental - May dental insurance	1,626.23
Gale - databases renewal	3,202.85
Health Equity – ER HSA contribution May	7,416.81
Home Depot Credit Services - Tools & Repair Supplies	729.17
Kroger - meeting/program supplies	920.23
Library Journals - registration fees for workshop	624.75
Level 3 Communications, LLC - phone service	394.91
Lowe's - facilities maintenance	147.64
Montgomery County Auditor - fees	39,904.87
Ohio Library Council - trustee dinner	90.00
Ohio Library Council - legislative day	120.00
Ohio Newspapers - legal ad for boiler bids	2,062.08

Ohio Treasurer - vehicle registration	124.25
OPERS – employer pick-up & match	53,749.20
Rieck - scheduled facilities maintenance	3,413.71
Rumpke of Ohio - trash services	758.32
Safeguard - AP checks	460.22
Silco - annual backflow & fire alarm inspection @ CV	1,389.50
Statista - database renewal	4,152.00
T-Mobile - hotspots	680.39
Transformations Plus - carpet cleaning service	2,027.00
Trigon - CC consumables	613.76
U. S. Bank—employer share of Medicare	3,315.88
U. S. Bank – banking fees	477.91
U.S. Bank – cataloging supplies, AV materials, professional services	3,989.32
TOTAL MISCELLANEOUS	<hr/> \$ 185,703.02
GRAND TOTAL MAY MEETING	<hr/> <hr/> \$ 622,503.88

April 2023

New Business

RESOLUTION NO. 2023-012
2023 SUPPLEMENTAL APPROPRIATION

Washington-Centerville Public Library

Resolution No. 2023-012: 2023 Supplemental Appropriation Resolution. _____ moved,
_____ seconded and the Board adopted Resolution No. 2023-012, the supplemental appropriation for 2023, attached to and made a part of these minutes. The roll call vote resulted as follows:

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

Be it resolved by the Board of Library Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2023, the following additional sums be and the same are hereby set aside and appropriated for the several purposes which expenditures are to be made:

#203 "The Wall That Heals" Fund

Account	Description	Appropriation
203.00.52120	Program Supplies	\$ 3,200.00
203.00.52140	Postage	\$ 100.00
Total General/Administrative Supplies		\$ 3,300.00
203.00.53275	Publicity Ads	\$ 600.00
203.00.53290	Printing/Publications	\$ 600.00
Total Communication/Printing/Publicity		\$ 1,200.00
203.00.53510	Equipment Rental	\$ 900.00
Total Rents and Leases		\$ 900.00
203.00.53720	Speaker Stipends	\$ 100.00
203.00.53790	Other Professional Services	\$ 2,500.00
Total Professional Services		\$ 2,600.00
203.00.53911	Site Fee	\$ 11,000.00
Total Other Contract Services		\$ 11,000.00
Total "The Wall That Heals" Fund		<u>\$ 19,000.00</u>

I hereby certify that the foregoing is a true copy of the 2023 Supplemental Appropriation Resolution adopted by the Board of Library Trustees at the regular November meeting held May 17, 2023.

Secretary of the Board

Washington-Centerville Public Library

Date: May 17, 2023

APPROPRIATION TRANSFER
SEARCH OHIO DELIVERY AND LEGAL FEES

This transfer is being requested to account for the Search Ohio delivery fees. When the appropriations were done for the year, the anticipation was that Rush delivery services would be cut. However, at this point, we are not ready to cut these services yet. This resulted in there not being enough in the appropriations to cover the fees for Search Ohio. This appropriation transfer additionally moves these fees out of temporary contract services, and into the collection development costs of the library. This is where these amounts should be reported.

The second part of this transfer is related to the continuing legal fees related to labor. So far, we have spent in excess of \$21,500. Due to some additional legal fee invoices, plus the anticipation of additional fees, we are asking to transfer \$2,500 to cover the rest of the year.

To accommodate this transfer, we are asking to move \$5,204.45 from Temporary Contract Services as it will not be needed there once the expenditures are reported in the new account. The balance of the transfer can then be moved from Administrative Support – Systems. The appropriation for Administrative Support was based on these positions being filled for the entire year. However, these positions have not been filled yet, and these surplus of these funds will not be used for salaries.

The summary of the transfer is:

101.10.53910 – Temporary Contract Services	\$(5,204.45)
101.14.51155 – Administrative Support Salaries	\$(9,500.00)
101.00.54600 – Search Ohio Delivery Fees	\$ 12,204.45
101.00.53750 – Legal Services	\$ 2,500.00

We are asking the board to approve this transfer.

PLACEMENT OF LEGAL ADVERTISEMENT

In order to move the process along for the replacement of the boilers at the Centerville Library, we are asking for the board's approval for the placement of the legal advertisement. We are awaiting the exact wording of the advertisement from Tri-Tech Engineering.

We plan to run these advertisements on Sunday, June 4, 2023 and Sunday, June 11, 2023. Bids will be due on Friday, June 16, 2023 at noon. This will allow us to have the information in time for the June Board meeting.

A separate resolution, like the one last month, is also going to be presented for approval to allow the Fiscal Officer to open the bids upon expiration of the advertisement.

RESOLUTION NO. 023-013

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 May 17, 2023 at 7:00 pm at the Centerville Library with the following members present:

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

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

_____ moved, _____ seconded of the following resolution:

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

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

Therefore, the Board of Trustees does hereby authorize the Fiscal Officer to publicly open and read the sealed bids at 12:00 p.m. on Friday, June 16, 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 June 20, 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: May 17, 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 May 17, 2023 and in appearing upon the official records of said Board.

President, Board of Trustees

Secretary, Board of Trustees

April 2023

Monthly
Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	52,820	55,056	4.2%	38,521	39,482	2.5%	0	2	#DIV/0!	93,463	94,551	1.2%
Digital Circulation										30,339	35,029	15.5%
SearchOhio Borrowed										559	1,271	127.4%
Total Circulation										124,361	130,851	5.2%
APPLICANT REGISTRATION												
Total Registrations	260	290	11.5%	139	162	16.5%	0	1	#DIV/0!	399	453	13.5%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,697	32,912	-2.3%
Montgomery County										20,882	19,005	-9.0%
Other County										10,843	10,714	-1.2%
Other										59	60	1.7%
Total Library Cardholders										65,481	62,691	-4.3%
VISITORS												
Building Visitors	15,181	17,324	14.1%	10,301	11,717	13.7%	0	1,488	#DIV/0!	25,482	30,529	19.8%
Website Visitors										62,697	60,542	-3.4%
Total Building / Website Visitors										88,179	91,071	3.3%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,612	2,328	-10.9%	2,141	1,968	-8.1%	0	919	#DIV/0!	4,753	5,215	9.7%
PROGRAMS												
Adult/General Programs	6	7	16.7%	18	19	5.6%	0	9	#DIV/0!	41	50	22.0%
Adult/General Program Attendees	27	75	177.8%	177	8,599	4758.2%	0	347	#DIV/0!	459	9,474	1964.1%
Children's Programs	3	27	800.0%	1	21	2000.0%	0	0	#DIV/0!	20	74	270.0%
Children's Program Attendees	39	522	1238.5%	15	500	3233.3%	0	0	#DIV/0!	820	1,680	104.9%
Teen Programs	3	6	100.0%	2	3	50.0%	0	0	#DIV/0!	5	9	80.0%
Teen Program Attendees	57	83	45.6%	10	30	200.0%	0	0	#DIV/0!	67	113	68.7%
Total Library Programs	12	40	233.3%	21	43	104.8%	0	9	#DIV/0!	66	133	101.5%
Total Library Program Attendees	123	680	452.8%	202	9,129	4419.3%	0	347	#DIV/0!	1,346	11,267	737.1%
ELECTRONIC DATABASE USAGE												
	Users/Month			Queries/Month								
Library-Owned Databases*	1,589	1,077	-32.2%	2,710	1,632	-39.8%						
OPLIN Databases*				4,362	52	-98.8%						
Total All Databases	1,589	1,077	-32.2%	7,072	1,684	-76.2%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	16,257	16,135	-0.8%	11,745	11,643	-0.9%	0	2	#DIV/0!	28,002	27,780	-0.8%
Juvenile Books	23,491	23,173	-1.4%	15,464	16,082	4.0%	0	0	#DIV/0!	38,955	39,255	0.8%
Off Line Transactions										10	11	10.0%
Periodicals	2,106	1,702	-19.2%	1,166	1,096	-6.0%	0	0	#DIV/0!	3,272	2,798	-14.5%
Young Adult Books	1,627	1,668	2.5%	964	1,177	22.1%	0	0	#DIV/0!	2,591	2,845	9.8%
Total Print Circulation	43,481	42,678	-1.8%	29,339	29,998	2.2%	0	2	#DIV/0!	72,830	72,689	-0.2%
AV CIRCULATION												
Audiobooks	1,143	1,894	65.7%	1,265	1,564	23.6%				2,408	3,458	43.6%
Movies (DVDs/Blu-rays)	9,130	9,353	2.4%	7,387	6,945	-6.0%				16,517	16,298	-1.3%
Music (Compact Discs)	653	430	-34.2%	370	448	21.1%				1,023	878	-14.2%
Juvenile Tablets	227	317	39.6%	186	271	45.7%				413	588	42.4%
Total AV Circulation	11,153	11,994	7.5%	9,208	9,228	0.2%				20,361	21,222	4.2%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	152	#DIV/0!	0	84	#DIV/0!	0	0	#DIV/0!	0	236	#DIV/0!
Brary Bags	67	89	32.8%	45	53	17.8%				112	142	26.8%
Hotspots	18	20	11.1%	23	10	-56.5%	0	0	#DIV/0!	41	30	-26.8%
Maker Kits	65	82	26.2%	54	74	37.0%	0	0	#DIV/0!	119	156	31.1%
Streaming Devices (added Sept 2022)	0	41	#DIV/0!	0	35	#DIV/0!	0	0	#DIV/0!	0	76	#DIV/0!
Total Special Collections Circulation	150	384	156.0%	122	256	109.8%	0	0	#DIV/0!	272	640	135.3%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	27,422	26,738	-2.5%	20,319	19,496	-4.1%	0	2	N/A	47,741	46,236	-3.2%
Juvenile Circulation	23,737	26,628	12.2%	17,208	18,773	9.1%	0	0	N/A	40,945	45,401	10.9%
Young Adult Circulation	1,661	1,701	2.4%	994	1,213	22.0%	0	0	N/A	2,655	2,914	9.8%
Total Physical Circulation	52,820	55,067	4.3%	38,521	39,482	2.5%	0	2	N/A	91,341	94,551	3.5%
DIGITAL CIRCULATION												
eAudiobooks										9,399	13,655	45.3%
eBooks										17,533	18,138	3.5%
eMusic										383	286	-25.3%
eVideo										2,069	1,847	-10.7%
eZines (Digital Magazines)										955	1,103	15.5%
Total Digital Circulation										30,339	35,029	15.5%

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

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	215,544	230,804	7.1%	153,554	165,325	7.7%	0	13	#DIV/0!	369,098	396,142	7.3%
Digital Circulation										124,421	143,404	15.3%
SearchOhio Borrowed										4,152	5,496	32.4%
Total Circulation										497,671	545,042	9.5%
APPLICANT REGISTRATION												
Total Registrations	1,039	1,283	23.5%	609	770	26.4%	0		#DIV/0!	1,648	2,068	25.5%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,697	32,912	-2.3%
Montgomery County										20,882	19,005	-9.0%
Other County										10,843	10,714	-1.2%
Other										59	60	1.7%
Total Library Cardholders										65,481	62,691	-4.3%
VISITORS												
Building Visitors	61,096	69,618	13.9%	41,619	49,408	18.7%	0	4,607	#DIV/0!	102,715	123,633	20.4%
Website Visitors										264,680	247,708	-6.4%
Total Building / Website Visitors										367,395	371,341	1.1%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	10,450	10,356	-0.9%	8,472	9,370	10.6%	0	3,416	#DIV/0!	18,922	23,142	22.3%
PROGRAMS												
Adult/General Programs	23	28	21.7%	77	78	1.3%	0	35	#DIV/0!	160	207	29.4%
Adult/General Program Attendees	146	277	89.7%	11,197	41,621	271.7%	0	564	#DIV/0!	12,454	43,878	252.3%
Children's Programs	11	123	1018.2%	6	80	#####	0	0	#DIV/0!	75	302	302.7%
Children's Program Attendees	121	2,656	2095.0%	53	1,870	#####	0	0	#DIV/0!	1,700	6,648	291.1%
Teen Programs	14	27	92.9%	9	12	33.3%	0	0	#DIV/0!	24	40	66.7%
Teen Program Attendees	306	401	31.0%	62	121	95.2%	0	0	#DIV/0!	493	584	18.5%
Total Library Programs	48	178	270.8%	92	170	84.8%	0	35	#DIV/0!	259	549	112.0%
Total Library Program Attendees	573	3,334	481.8%	11,312	43,612	285.5%	0	564	#DIV/0!	14,647	51,110	248.9%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	7,393	7,026	-5.0%	12,852	12,201	-5.1%						
OPLIN Databases				15,642	8,395	-46.3%						
Total All Databases	7,393	7,026	-5.0%	28,494	20,596	-27.7%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	64,445	67,729	5.1%	45,314	49,604	9.5%	N/A	13	N/A	109,759	117,346	6.9%
Juvenile Books	88,638	97,556	10.1%	60,472	66,387	9.8%	N/A	0	N/A	149,110	163,943	9.9%
Off Line Transactions										60	26	-56.7%
Periodicals	8,329	7,344	-11.8%	4,884	4,712	-3.5%	N/A	0	N/A	13,213	12,056	-8.8%
Young Adult Books	6,584	6,735	2.3%	3,982	4,591	15.3%	N/A	0	N/A	10,566	11,326	7.2%
Total Print Circulation	167,996	179,364	6.8%	114,652	125,294	9.3%	N/A	13	N/A	282,708	304,697	7.8%
AV CIRCULATION												
Audiobooks	6,256	7,362	17.7%	5,945	6,338	6.6%				12,201	13,700	12.3%
Movies (DVDs/Blu-rays)	39,543	39,822	0.7%	31,484	29,781	-5.4%				71,027	69,603	-2.0%
Music (Compact Discs)	2,169	1,684	-22.4%	1,721	1,834	6.6%				3,890	3,518	-9.6%
Juvenile Tablets	957	1,168	22.0%	685	1,114	62.6%				1,642	2,282	39.0%
Total AV Circulation	48,925	50,036	2.3%	39,835	39,067	-1.9%				88,760	89,103	0.4%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	607	#DIV/0!	0	344	#DIV/0!	0	0	#DIV/0!	0	951	#DIV/0!
'Brary Bags	239	287	20.1%	196	213	8.7%				435	500	14.9%
Hotspots	68	71	4.4%	87	57	-34.5%	0	0	#DIV/0!	155	128	-17.4%
Maker Kits	230	321	39.6%	182	243	33.5%	0	0	#DIV/0!	412	564	36.9%
Streaming Devices (added Sept 2022)	0	118	#DIV/0!	0	107	#DIV/0!	0	0	#DIV/0!	0	225	#DIV/0!
Total Special Collections Circulation	537	1,404	161.5%	465	964	107.3%	0	0	#DIV/0!	1,002	2,368	136.3%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	111,780	112,866	1.0%	81,820	83,509	2.1%	N/A	13	N/A	193,600	196,388	1.4%
Juvenile Circulation	97,053	111,088	14.5%	67,637	77,075	14.0%	N/A	0	N/A	164,690	188,163	14.3%
Young Adult Circulation	6,711	6,876	2.5%	4,097	4,741	15.7%	N/A	0	N/A	10,808	11,617	7.5%
Total Physical Circulation	215,544	230,830	7.1%	153,554	165,325	7.7%	0	13	N/A	369,098	396,168	7.3%
DIGITAL CIRCULATION												
eAudiobooks										38,632	53,987	39.7%
eBooks										73,207	75,542	3.2%
eMusic										1,209	1,118	-7.5%
eVideo										7,498	7,861	4.8%
eZines (Digital Magazines)										3,875	4,896	26.3%
Total Digital Circulation										124,421	143,404	15.3%