

ATTACHMENTS FOR MARCH 19, 2024 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Library Operations

- Water leak at Woodbourne Library
 - Met with insurance adjuster to look at damage to furniture
- Continued to schedule sessions with staff for practicum student
- Interviewed for Executive Coordinator position, made recommendation to hire, and got person selected started in the position
- Interviewed for Marketing & Communication Manager and made reference checks
- Assisted with evaluating Technical Services positions
- Communicated with LWC and attorney for price proposal and contract for design services
- Reviewed requirements for diversity grant received from Centerville Washington Township Foundation and researched possible topics for programs
- Met with new employee
- Conducted performance evaluation meetings with direct reports
- Attended control training for Centerville HVAC system
- Prepared and sent March Get in the Know newsletter
- Determined theme for April Centerville Lifestyle magazine ad
- Created content for March WYSO ads
- Reviewed draft of April – June Calendar of Events
- Worked Sundays 2/25 and 3/10

Communication

- Responded to staff concern about library's response if librarians are to be harassed or prosecuted

Community / Professional Involvement

- Friends
 - Attended Friends meeting
- Optimists
 - Assisted with oratorical contest
- Hosted Heart of Centerville and Washington Township meeting at Woodbourne

Vacation – 2/23

February 2024

**Board Minutes and
Attachments**

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

February 20, 2024

CALL TO ORDER

The regular Board of Trustees meeting for February 2024 was held at the Centerville Library. Board President Barbara Dension called the meeting to order at 7:00 P.M.

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

HEARING OF THE PUBLIC

Mr. Monteith stated that there was a hearing of the public. He introduced Ms. Kirsten Oviedo of Saddle Park Ct. She wished to speak to the board regarding the organization and labeling of kids books.

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the January 16, 2024 Meeting Minutes. Mr. Nunna seconded the motion.

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

Mrs. Suttman moved for the approval of the February 6, 2024 Special Meeting Minutes. Mrs. Herrick seconded the motion.

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

Mr. Nunna moved for the approval of the February 13, 2024 Special Meeting Minutes. Mrs. Herrick seconded the motion.

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

DIRECTOR'S REPORT

❖ **FACILITIES**

❖ Congress Park

- Carpet installation scheduled for 2/26
- Outside brick work still underway

- New garage door installed
- ❖ Woodbourne Library
 - Water leak on Sunday, January 14 -update
- ❖ Centerville Library
 - Renovation communication plan
- ❖ **PERSONNEL**
 - ❖ Systems Administrator position filled
 - ❖ Several position postings currently being recruited – Public Services Liaison, Executive Coordinator, and Marketing and Communications Manager
 - ❖ More recruitment to follow
- ❖ **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Land acknowledgement statement
- ❖ **OTHER**
 - ❖ PLF formula - update
 - ❖ Friends
 - Pop-up sale results
 - Annual meeting on April 7
 - ❖ Centerville Washington Diversity Council panel participation – Voices & Stories on March 21st
 - ❖ Centerville-Washington Park District award for The Wall That Heals

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for January 2024, 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. Nunna seconded the motion.

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

The motion is approved.

- b. Payment of February 2024 Expenditures

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

The roll call vote was as follows:

Mr. Bowling	<u>Absent</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Absent</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. Approval of the Annual Financial Report and Placement of Legal Advertisement

Mr. Monteith stated that the Annual Financial Report will be filed with the Auditor of State upon approval of the board. Additionally, the Ohio Revised Code requires that the library post a notice in the newspaper to state that the annual financial report is complete and can be reviewed upon request. The approval of the legal advertisement will allow for this notice to be published.

Mrs. Suttman moved to approve the annual financial report and the placement of the legal advertisement. Mrs. Herrick seconded the motion.

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

b. Approval of Building Closure

Mrs. Fultz stated that the All-Staff Development Day has been tentatively scheduled for October 16, 2024. In order to proceed, the board must approve the closure of both buildings for that day.

Mr. Nunna moved for the approval of the closure of the buildings on October 16, 2024. Mrs. Herrick seconded the motion.

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

c. Resolution No. 024-002

Mr. Monteith stated that this resolution was necessary as a result of some maintenance on the Centerville Library chillers that was necessary and coincided with the water leak that occurred at Woodbourne. As a result of the leak, the entry of this purchase order was missed. This resolution states that even though the purchase order was not approved at the time of the commitment of the funds, the funds were available for this purchase and is therefore still within the requirements of ORC 5705.41.

Mrs. Herrick moved for the approval of Resolution No. 024-002: Then & Now Certificate to Rieck Services. Mr. Nunna seconded the motion.

The roll call vote was:

Mr. Bowling	<u>Absent</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Absent</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.

OTHER

Mrs. Suttman wished to further discuss the next steps regarding the public hearing. It was her feeling that we needed to further research the concerns and the feasibility of the request. It was discussed that, according to available information, there was no library in the state that had implemented any form of labeling system.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 7:51 P.M. Mrs. Suttman seconded the motion.

President

Fiscal Officer

RESOLUTION NO. 024-002

**AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATE RELATED TO
PURCHASE ORDER NO. 2024-00173**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on February 20, 2024 at 7:00 pm at the Centerville Library with the following members present:

Mr. Bowling	<u>Absent</u>	Mr. Nunna	<u>Present</u>
Mrs. Cline	<u>Absent</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. Nunna seconded of the following resolution:

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

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

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

Purchase Order No. 2024-00173	\$	<u>3,973.00</u>
Total	\$	<u>3,973.00</u>

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

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

Passed: February 20, 2024

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 February 20, 2024 and in appearing upon the official records of said Board.

President, Board of Trustees

Fiscal Officer

EXPENDITURES FOR APPROVAL AT FEBRUARY MEETING

February 20, 2024

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	\$ 29.20
Alayna Sheldrick - patron refund	12.99
Andrew Starrett - patron refund	19.99
Anne Wachs - employee mileage reimbursement	12.27
Baker & Taylor Books – books & AV materials	1,494.50
Bonham Electric - Congress Park electrical remodel	7,740.50
Brodart –books	40,686.88
Caitlin Spratt - employee mileage reimbursement	8.56
Centerville Landscaping - groundskeeping	2,052.60
Centerville Rotary Club- dues	170.00
Chard Snyder - Cobra admin fee	125.00
Charter Communications - utilities	512.41
Christy Ott- employee mileage reimbursement	17.02
Cintas - facilities maintenance	1,378.90
Clarke Contractors - WB water leak - dry-out work	37,877.37
Coleen Ott- employee mileage reimbursement	4.28
Columbus Metro Library - digital downloads	307,555.00
Darrilynn Brewster - employee mileage reimbursement	33.81
Debe Dockins - employee mileage reimbursement	11.12
Dell -Microsoft 365 subscription renewals 2024	10,618.47
Digital Fringe - printing services	192.60
Donnellon McCarthy - copier maintenance	2,377.33
DSS Sweeping Service - site maintenance	153.51
EBSCOhost - database renewal	1,517.00
Emily Sorensen - patron refund	29.93
Gary Berry - employee mileage reimbursement	56.39
Gleason - facilities cleaning	13,150.00
Gregg McCullough - employee mileage reimbursement	6.38
Hannah Thirey - employee mileage reimbursement	13.89
Innovative - Sierra Annual Maintenance	82,456.08
James Keyes - patron refund	16.99
Jamie Garcia - employee mileage reimbursement	5.36
Jenelle Allen - employee mileage reimbursement	12.72
Jennifer Granite - patron refund	17.99
Jessica Galloway - employee mileage reimbursement	7.85
Kanopy - e-videos	1,737.00
Katherine Hetzer - patron refund	16.99
Katherine McCollum - employee reimbursement	2.00
Kevin Risner - employee mileage reimbursement	24.47
Kroger - supplies, program supplies	6,092.90

Laura Fitzpatrick- employee mileage reimbursement	2.35
Level 3 Communications, LLC - phone service	408.80
Miami Valley Newspapers - periodicals CV & WB	39.00
Michelle Young - patron refund	26.98
Midwest Tape – AV materials & e-video	13,566.35
ODP - office supplies	504.79
Overdrive - ebooks	3,611.69
Playaway - launch pads	3,314.23
Rachael Ward - employee mileage reimbursement	14.08
Rachel Knight - employee mileage reimbursement	12.18
Rieck - service call repairs	1,297.95
Rumpke - waste removal	908.37
Rush Transportation – contracted services	1,092.70
Ruth Anne Attalla - employee mileage reimbursement	34.44
Shelly Peresie - employee mileage reimbursement	16.86
Sherwin-Williams - paint	78.67
Silco - fire & Security alarm monitoring	834.00
Solid Blend - check on boiler system after water break @ WB	605.20
South Community - fees for employee assistance	202.50
Staples – office supplies	224.92
Structured Employees Benefits of Ohio - group life insurance premiums	265.29
Tammy Simpson - employee mileage reimbursement	2.35
T-Mobile - hotspots	660.10
Today's Business Solutions - annual maintenance for WB scan station	1,095.00
Unique - recovery & collection fees	313.25
William Menker- employee mileage reimbursement	40.13
WYSO - advertising	1,620.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 549,040.43

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #2	\$ 133,205.90
Payroll #3	134,241.93
Payroll #4	129,657.22
TOTAL PAYROLL	\$ 397,105.05

MISCELLANEOUS:

AES Ohio – utilities	\$ 2,761.59
Age of Learning - subscription to ABCmouse database	2,108.82
ALA - PLA 2024 Registrations	2,082.00
Amazon - books, av materials	17,867.62
American Business Journal - Dayton Business Journal Renewal	135.00

AT&T -phone service	305.90
BookPage - BookPage Digital Subscription	2,590.50
Bonham Electric - ceiling light repair @WB	915.00
CDW-G - Replacement staff printers and UPS battery	885.90
CenterPoint Energy – utilities	5,005.04
Centerville City Schools -January health insurance premium	41,718.40
Centerville City Schools -February health insurance premium	39,608.93
CFRA - Marketscope Renewal	7,400.00
Charter Communications - utilities	482.91
CoCard Marketing Group – credit card service fee	244.16
Creative Impressions - printing	185.00
Delta Dental - Feb insurance premium	1,884.70
Gale - databases renewal & ebook materials	17,228.98
Health Equity – Feb HSA contribution	6,900.13
Home Depot - supplies	194.64
IGS Energy - utilities	8,159.69
Innovative - IUG membership	125.00
Level 3 Communications, LLC - phone service	398.48
McSwain - carpet for Congress Park deposit	5,075.76
Miami Valley Newspapers - periodicals CV & WB	39.00
Montgomery County - quarterly water/sewer	492.24
Montgomery County Treasurer - 2024 annual special assessments	9,941.91
Moses Mabarak - speaker stipend	300.00
Ohio Business Gateway - sales tax	1,097.71
Ohio Newspaper - renovation project legal ad	276.48
OPERS – employer pick-up & match	84,476.11
PayPal - banking fees	19.95
PitneyBowes Bank - purchase power	697.15
Reserve Account - 1st QTR postage refill	1,500.00
Rieck - scheduled maintenance agreement	6,354.00
Rivistas - BookPage Print Subscription	660.00
Rumpke - waste removal	82.40
Silco - fire & Security alarm monitoring	2,884.99
Taft Stettinius & Hollister - legal fees	520.00
Technology First - membership fee	300.00
TFG Entertainmet LLC - speaker deposit	75.00
The Flying Locksmiths - door replacement & repairs @ Congress Park	5,852.46
Transformations Plus - carpet cleaning service	1,240.00
Treasure, State of Ohio - CV boiler inspection	136.50
Tri-Tech - engineering fees for HVAC	7,960.99
UPS - delivery services	112.13
U. S. Bank—employer share of Medicare	5,155.02
U. S. Bank – banking fees	445.49
U.S. Bank - advertising, program supplies, av materials	8,055.99

World Book Inc. - World Encyclopedia - 2024 Edition	2,398.00
WYSO - advertising	<u>150.00</u>
TOTAL MISCELLANEOUS	\$ <u>305,487.67</u>
GRAND TOTAL FEBRUARY MEETING	<u><u>\$ 1,251,633.15</u></u>

DRAFT - UNAPPROVED

February 2024

**Fiscal Officer's
Report**

Washington-Centerville Public Library
Monthly Cash Position And Reconciled Balances
For The Month Of February 2024

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$8,893,562.83	\$2,415,383.56	\$993,095.45	\$10,315,850.94
Unclaimed Funds	\$512.03	\$0.00	\$0.00	\$512.03
"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	\$2,990,986.07	\$0.00	\$5,827.64	\$2,985,158.43
Perm. Imp. Fund-Ils	\$568,950.30	\$0.00	\$0.00	\$568,950.30
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$0.00	\$741,099.34
Dorothy R. Yeck Good Life End	\$189.17	\$0.00	\$0.00	\$189.17
Payroll Clearing Fund	\$15,343.00	\$89,056.59	\$86,725.37	\$17,674.22
	\$16,960,828.99	\$2,504,440.15	\$1,085,648.46	\$18,379,620.68

Reconciled Balances	
US Bank:	
Checking/Payroll	\$2,211,526.43
Investment	\$6,450,069.44 ¹
Dayton Foundation - TWTH	\$5,470.00
STAR Ohio	\$8,445,390.74 ²
PNC Capital - Investments	\$1,355,454.90
PNC Capital - Money Market	\$19,639.10
Paypal	\$50.00
Petty Cash	\$550.00
Total Bank Balances	\$18,488,150.61
Outstanding Checks	(\$109,383.93)
Deposit in Transit	\$838.56
 Fees to be posted	 \$15.44
Reconciled Balance	\$18,379,620.68

Footnotes:

¹ - \$408,000 matured during January. Amount was not reinvested due to cash flow needs at the time.

² - Average daily rate was 5.49% for the month

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of February 2024 And Year-to-Date

101 - GENERAL FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	\$ 2,866,382.00	\$ 259,510.23	\$ 466,142.04	16.26%
GENERAL PROPERTY TAXES	\$ 4,580,609.00	\$ 2,058,900.02	\$ 2,108,102.02	46.02%
FEDERAL GRANTS	\$ -	\$ -	\$ 656.92	0.00%
PROPERTY TAX ROLLBACK	\$ 615,000.00	\$ -	\$ -	0.00%
LOCAL INTERGOVERNMENTAL GRANTS	\$ -	\$ -	\$ -	0.00%
PATRON FINES & FEES	\$ 29,000.00	\$ 2,841.42	\$ 5,663.40	19.53%
COPIER INCOME	\$ 28,750.00	\$ 3,473.96	\$ 6,219.74	21.63%
PROGRAM FEES	\$ 6,500.00	\$ -	\$ 9,009.44	138.61%
PASSPORT EXECUTION FEES	\$ 25,000.00	\$ 2,695.00	\$ 5,005.00	20.02%
PASSPORT PHOTOS	\$ 5,400.00	\$ 590.00	\$ 1,150.00	21.30%
PATRON SUPPLIES	\$ 20,350.00	\$ 1,900.05	\$ 3,589.31	17.64%
INTEREST INCOME	\$ 250,000.00	\$ 79,955.09	\$ 129,581.51	51.83%
UNRESTRICTED DONATIONS	\$ 3,450.00	\$ 534.36	\$ 691.36	20.04%
DONATIONS-RESTRICTED	\$ 22,500.00	\$ -	\$ -	0.00%
REFUNDS & REIMBURSEMENTS	\$ 9,000.00	\$ 4,980.87	\$ 6,048.21	67.20%
MISCELLANEOUS-OTHER	\$ 50.00	\$ 2.56	\$ (0.79)	-1.58%
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-GENERAL FUND	\$ 8,461,991.00	\$ 2,415,383.56	\$ 2,741,858.16	32.40%

102 - UNCLAIMED FUNDS

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ 201.96	0.00%
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ -	\$ 201.96	0.00%

205 - SPECIAL OPERATING FUND

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

401 - BUILDING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	\$ 2,000,000.00	\$ -	\$ -	0.00%
TOTAL RECEIPTS-BUILDING FUND	\$ 2,000,000.00	\$ -	\$ -	0.00%

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of February 2024 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%
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	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%
TOTAL PERM. IMP. FUND-TECHNOLOGY	\$ -	\$ -	\$ -	0.00%

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DONATIONS-RESTRICTED	\$ 4,800.00	\$ -	\$ -	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 4,800.00	\$ -	\$ -	0.00%

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	\$ -	\$ 74,719.91	\$ 137,482.99	0.00%
UNUM REVENUE	\$ -	\$ 548.50	\$ 1,113.00	0.00%
DELTA REVENUE	\$ -	\$ 1,293.92	\$ 2,660.17	0.00%
ANTHEM REVENUE	\$ -	\$ 12,494.26	\$ 25,883.66	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 89,056.59	\$ 167,139.82	0.00%
GRAND TOTAL RECEIPTS	\$ 10,466,791.00	\$ 2,504,440.15	\$ 2,909,199.94	27.79%

Washington-Centerville Public Library
Revenue Budget Statement - General Fund
For The Month Of February 2024 And Year-to-Date

101 - GENERAL FUND						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
Public Library Fund	\$ 268,050.43	\$ 259,510.23	\$ (8,540.20)	\$ 500,707.41	\$ 466,142.04	\$ (34,565.37) 1
General Property Taxes	\$ 1,946,758.83	\$ 2,058,900.02	112,141.20	\$ 1,992,564.92	\$ 2,108,102.02	\$ 115,537.11 2
Federal Grants	\$ -	\$ -		\$ -	\$ 656.92	
Property Tax Rollback	\$ -	\$ -	-	\$ -	\$ -	\$ -
Local Grants	\$ -	\$ -	-	\$ -	\$ -	\$ -
Patron Fines & Fees	\$ 2,416.67	\$ 2,841.42	424.75	\$ 4,833.33	\$ 5,663.40	\$ 830.07
Copier, Fax and Printing	\$ 2,395.83	\$ 3,473.96	1,078.13	\$ 4,791.67	\$ 6,219.74	\$ 1,428.07
Program Fees	\$ -	\$ -	-	\$ 6,500.00	\$ 9,009.44	\$ 2,509.44
Passport Execution Fees	\$ 2,083.33	\$ 2,695.00	611.67	\$ 4,166.67	\$ 5,005.00	\$ 838.33
Passport Photos	\$ 450.00	\$ 590.00	140.00	\$ 900.00	\$ 1,150.00	\$ 250.00
Patron Supplies	\$ 1,695.83	\$ 1,900.05	204.22	\$ 3,391.67	\$ 3,589.31	\$ 197.64
Interest Income	\$ 27,500.00	\$ 79,955.09	52,455.09	\$ 47,500.00	\$ 129,581.51	\$ 82,081.51
Unrestricted Donations	\$ 287.50	\$ 534.36	246.86	\$ 575.00	\$ 691.36	\$ 116.36
Donations-Restricted	\$ 409.09	\$ -	(409.09)	\$ 818.18	\$ -	\$ (818.18)
Refunds & Reimbursements	\$ 5,000.00	\$ 4,980.87	(19.13)	\$ 6,000.00	\$ 6,048.21	\$ 48.21
Miscellaneous-Other	\$ 4.17	\$ 2.56	(1.61)	\$ 8.33	\$ (0.79)	\$ (9.12)
Transfer In	\$ -	\$ -	-	\$ -	\$ -	\$ -
TOTAL GENERAL FUND	\$ 2,257,051.68	\$ 2,415,383.56	\$ 158,331.88	\$ 2,572,757.17	\$ 2,741,858.16	\$ 168,444.07

1 - February amount was about 3% less than estimated amounts from the Ohio Department of Taxation, and 7% under the year-to-date amount

2 - Including the amount received on March 1st, we have received over 51% of the estimated amount so far. Should receive the settlement of the first-half collections in April

Washington-Centerville Public Library
Expense Account Summary
For the Month of February 2024 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	656,000.00	46,353.14	92,964.12	0.00	563,035.88	14.17%
Library Specialist	1,481,000.00	106,339.76	210,447.66	0.00	1,270,552.34	14.21%
Technician	216,500.00	16,368.00	31,976.80	0.00	184,523.20	14.77%
Public Services Assistant	398,500.00	30,741.06	59,909.11	0.00	338,590.89	15.03%
Substitute	72,000.00	2,668.07	4,604.94	0.00	67,395.06	6.40%
Fiscal Officer	106,000.00	8,110.88	15,677.52	0.00	90,322.48	14.79%
Administrative Support	465,500.00	28,940.47	56,097.75	0.00	409,402.25	12.05%
Facilities	80,000.00	6,441.34	12,185.06	0.00	67,814.94	15.23%
Library Aides	151,000.00	9,334.29	17,852.67	0.00	133,147.33	11.82%
Shelving Assistants	105,000.00	8,602.14	15,946.55	0.00	89,053.45	15.19%
TOTAL SALARIES & LEAVE BENEFITS	3,731,500.00	263,899.15	517,662.18	0.00	3,213,837.82	13.87%
1400 - RETIREMENT-OPERS						
OPERS	522,430.00	37,095.85	121,571.96	0.00	400,858.04	23.27%
1600 - INSURANCE BENEFITS						
Health Insurance	532,863.04	39,608.93	81,327.33	438,535.71	13,000.00	97.56%
Health Savings Account	105,891.65	6,900.13	14,033.60	87,958.05	3,900.00	96.32%
Dental Insurance	26,152.77	1,745.56	3,630.26	21,822.51	700.00	97.32%
Medicare	54,295.00	3,429.67	6,859.77	0.00	47,435.23	12.63%
Life Insurance	4,622.54	265.29	542.28	3,140.26	940.00	79.66%
Workers' Compensation	9,500.00	915.00	915.00	0.00	8,585.00	9.63%
TOTAL INSURANCE BENEFITS	733,325.00	52,864.58	107,308.24	551,456.53	74,560.23	14.63%
1900 - OTHER EMPLOYEE BENEFITS						
Other Employee Benefits	5,352.86	0.00	0.00	1,352.86	4,000.00	25.27%
TOTAL OTHER EMPLOYEE BENEFITS	5,352.86	0.00	0.00	1,352.86	4,000.00	0.00%
TOTAL SALARIES & BENEFITS	4,992,607.86	353,859.58	746,542.38	552,809.39	3,693,256.09	14.95%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	44,880.04	876.81	2,264.80	11,621.65	30,993.59	30.94%
Program Supplies	106,800.34	9,196.29	12,275.94	54,903.03	39,621.37	62.90%
Cataloging/Processing Supplies	13,665.28	776.89	1,506.42	2,388.39	9,770.47	28.50%
Postage	20,000.00	1,524.99	2,222.14	375.01	17,402.85	12.99%
Janitorial Supplies	3,750.00	119.44	119.44	130.56	3,500.00	
TOTAL GENERAL ADMIN SUPPLIES	189,095.66	12,494.42	18,388.74	69,418.64	101,288.28	9.72%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	15,200.00	1,525.46	2,271.76	3,057.29	9,870.95	35.06%
2300 - VEHICLE FUEL AND SUPPLIES						
Vehicle Fuel	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Vehicle Supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
TOTAL VEHICLE FUEL AND SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	48,644.20	1,021.27	7,147.11	10,197.09	31,300.00	35.66%
TOTAL SUPPLIES	257,939.86	15,041.15	27,807.61	82,673.02	147,459.23	10.78%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	12,144.40	365.71	754.34	10,090.06	1,300.00	89.30%
In-House Seminars	13,000.00	0.00	0.00	0.00	13,000.00	0.00%
Conference/Meetings	35,300.81	1,746.04	12,296.28	9,814.79	13,189.74	62.64%
Membership Dues	5,343.00	1,262.00	1,387.00	916.00	3,040.00	43.10%
TOTAL TRAVEL EXPENSES	65,788.21	3,373.75	14,437.62	20,820.85	30,529.74	21.95%

Washington-Centerville Public Library
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	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	8,284.42	818.35	1,123.88	4,880.54	2,280.00	72.48%
Computer Data Line	58,581.66	1,944.24	3,887.11	54,694.55	0.00	100.00%
Postage Machine Rental	3,000.00	0.00	0.00	2,750.00	250.00	91.67%
Security Alarm	8,414.33	1,868.33	3,718.99	2,463.34	2,232.00	73.47%
Legal Ads	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
Marketing & Advertising	8,580.00	1,885.00	2,435.00	860.00	5,285.00	38.40%
Printing/Publications	57,926.15	382.19	3,236.58	14,469.34	40,220.23	30.57%
TOTAL COMMUNICATION/PRINT/PUBLICITY	146,786.56	6,898.11	14,401.56	80,117.77	52,267.23	9.81%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	188,604.66	61,132.27	73,077.03	58,504.19	57,023.44	69.77%
Equipment Maintenance	27,087.61	2,377.33	3,843.25	16,067.87	7,176.49	73.51%
Grounds & Snow Removal	157,069.64	2,052.60	5,812.60	82,257.04	69,000.00	56.07%
Janitorial Services	245,548.20	15,922.41	30,398.93	168,067.28	47,081.99	80.83%
Trash Services	13,558.37	908.37	1,821.62	11,736.65	0.10	100.00%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	631,868.48	82,392.98	114,953.43	336,633.03	180,282.02	71.47%
3400 - INSURANCE						
Property Insurance	33,875.00	0.00	0.00	0.00	33,875.00	0.00%
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	
3600 - UTILITIES						
Electricity	171,901.84	8,126.80	14,330.29	146,821.55	10,750.00	93.75%
Gas	77,307.74	5,005.04	8,899.44	59,408.30	9,000.00	88.36%
Water/Sewer	13,850.09	1,200.89	1,200.89	12,649.20	0.00	100.00%
TOTAL UTILITIES	263,059.67	14,332.73	24,430.62	218,879.05	19,750.00	92.49%
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	12,765.00	400.00	475.00	7,540.00	4,750.00	62.79%
Art and Other Exhibits	12,000.00	426.53	426.53	0.00	11,573.47	3.55%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	500.00	0.00	0.00	0.00	500.00	0.00%
General Legal Services	20,506.25	0.00	0.00	5,506.25	15,000.00	26.85%
Labor Legal Services	5,000.00	0.00	520.00	4,480.00	0.00	100.00%
Tax Collection Fees	80,000.00	0.00	0.00	0.00	80,000.00	0.00%
Banking Fees	8,736.72	1,465.01	2,260.55	6,461.34	14.83	99.83%
TOTAL PROFESSIONAL SERVICES	139,507.97	2,291.54	3,682.08	23,987.59	111,838.30	19.83%
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	245,611.03	83,551.08	84,301.45	49,837.27	111,472.31	54.61%
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	53,491.47	1,733.45	3,679.46	12,798.91	37,013.10	30.81%
Online Services	159,423.12	9,131.32	11,252.44	61,314.02	86,856.66	45.52%
Collection Development Services	6,600.00	200.00	400.00	5,400.00	800.00	87.88%
TOTAL OTHER CONTRACTED SERVICES	219,514.59	11,064.77	15,331.90	79,512.93	124,669.76	43.21%
TOTAL PURCHASED/CONTRACT SERVICES	1,746,011.51	203,904.96	271,538.66	809,788.49	664,684.36	61.93%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	614,000.46	42,983.44	101,507.03	190,778.63	321,714.80	47.60%
Standing Orders/Continuations	29,544.57	1,033.91	3,896.75	15,003.09	10,644.73	63.97%
Book Rentals	65,917.65	171.60	361.40	2,078.40	63,477.85	3.70%
TOTAL NEW BOOKS	709,462.68	44,188.95	105,765.18	207,860.12	395,837.38	14.91%
4200 - PERIODICALS						
Periodicals	24,000.00	869.00	908.00	1,770.00	21,322.00	11.16%

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	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	56,481.12	699.46	3,742.11	15,739.01	37,000.00	34.49%
Blu-Ray Movies	64,643.58	880.82	5,006.86	18,936.72	40,700.00	37.04%
Read Along Audiobooks	36,820.71	3,239.24	6,785.70	10,435.01	19,600.00	46.77%
Pre-Loaded Learning Tablets	22,355.56	74.99	4,364.51	4,749.87	13,241.18	40.77%
Books On CD	18,669.84	460.59	781.65	6,334.06	11,554.13	38.11%
Playaways	18,559.56	389.15	389.15	5,420.41	12,750.00	31.30%
'Brary Bags	3,654.46	202.37	427.30	1,727.16	1,500.00	58.95%
TOTAL AUDIO-VISUAL MATERIALS	221,184.83	5,946.62	21,497.28	63,342.24	136,345.31	38.36%
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	120,521.06	13,111.50	27,018.03	34,384.61	59,118.42	50.95%
Online Subscriptions - Youth	3,500.00	0.00	2,108.82	0.00	1,391.18	60.25%
TOTAL ONLINE LIBRARY DATABASES	124,021.06	13,111.50	29,126.85	34,384.61	60,509.60	23.49%
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	13,000.00	0.00	0.00	0.00	13,000.00	0.00%
4800 - eMATERIALS						
eBOOKS	408,816.80	312,903.69	319,427.84	68,181.31	21,207.65	94.81%
Digital Music Services	42,000.00	0.00	39,735.00	0.00	2,265.00	94.61%
Digital Video Services	151,192.97	11,596.92	22,112.67	113,403.08	15,677.22	89.63%
Roku Subscription Services	23,000.00	13,927.63	13,927.63	2,692.25	6,380.12	72.26%
TOTAL E-MATERIALS	625,009.77	338,428.24	395,203.14	184,276.64	45,529.99	63.23%
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	50,072.67	5,458.23	9,891.32	16,681.35	23,500.00	53.07%
Board Game Collection	7,500.00	0.00	0.00	7,500.00	0.00	100.00%
TOTAL LIBRARY MATERIALS - OTHER	57,572.67	5,458.23	9,891.32	24,181.35	23,500.00	17.18%
TOTAL LIBRARY MATERIALS	1,774,251.01	408,002.54	562,391.77	515,814.96	696,044.28	60.77%
5000 - CAPITAL OUTLAY						
Land Improvements	25,000.00	0.00	0.00	0.00	25,000.00	0.00%
Building Improvements	83,500.00	0.00	5,075.76	14,078.64	64,345.60	22.94%
Hardware	145,012.36	1,832.46	4,528.18	22,019.70	118,464.48	18.31%
Software	71,600.00	1,079.64	1,439.52	0.48	70,160.00	2.01%
Office Furniture	16,800.00	0.00	0.00	300.00	16,500.00	1.79%
Library Furniture	66,209.00	0.00	698.95	10.05	65,500.00	1.07%
Library Vehicle	132.54	0.00	132.54	0.00	0.00	100.00%
TOTAL CAPITAL OUTLAY	408,253.90	2,912.10	11,874.95	36,408.87	359,970.08	2.91%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	200.00	0.00	0.00	0.00	200.00	0.00%
Trustees Dues	12,000.00	0.00	0.00	12,000.00	0.00	100.00%
TOTAL DUES & MEMBERSHIPS	12,200.00	0.00	0.00	12,000.00	200.00	0.00%
7200 - TAXES AND ASSESSMENTS						
Real Estate Taxes	9,233.26	9,233.26	9,233.26	0.00	0.00	100.00%
State Sales Tax	2,839.71	0.00	1,097.71	1,242.00	500.00	82.39%
TOTAL TAXES AND ASSESSMENTS	12,072.97	9,233.26	10,330.97	1,242.00	500.00	85.57%
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	3,434.86	141.86	179.85	2,555.01	700.00	79.62%
TOTAL REFUNDS & REIMBURSEMENTS	3,434.86	141.86	179.85	2,555.01	700.00	5.24%
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	27,707.83	9,375.12	10,510.82	15,797.01	1,400.00	94.95%
8900 - CONTINGENCY						
Contingency	90,766.74	0.00	0.00	0.00	90,766.74	0.00%
TOTAL CONTINGENCY	90,766.74	0.00	0.00	0.00	90,766.74	0.00%
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00%
TOTAL INTERFUND	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00%
TOTAL GENERAL FUND	11,297,538.71	993,095.45	1,630,666.19	2,013,291.74	7,653,580.78	32.25%

Washington-Centerville Public Library
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	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
102 - UNCLAIMED FUNDS						
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	
TOTAL INTERFUND	0.00	0.00	0.00	0.00	0.00	
401 - BUILDING FUND						
Legal Services	21,787.50	722.50	722.50	21,065.00	0.00	100.00%
Legal Advertisements	5,000.00	0.00	276.48	0.00	4,723.52	5.53%
Architect/Engineering	100,746.86	5,105.14	7,960.99	2,785.87	90,000.00	10.67%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Buildings	0.00	0.00	0.00	0.00	0.00	
Building Improvements - CV	4,012,739.31	0.00	155,820.33	21,918.98	3,835,000.00	4.43%
Building Improvements - WB	81,584.00	0.00	0.00	81,584.00	0.00	100.00%
Office Furniture	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
Library Furniture	400,000.00	0.00	0.00	0.00	400,000.00	0.00%
TOTAL BUILDING FUND	4,721,857.67	5,827.64	164,780.30	127,353.85	4,429,723.52	6.19%
450 - PERMANENT IMPROVEMENT FUND-ILS						
Software	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
451 - PERMANENT IMPROVEMENT FUND-TECHNOLOGY						
Site Preparation	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Hardware	32,900.00	0.00	0.00	15,000.00	17,900.00	45.59%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	40,900.00	0.00	0.00	15,000.00	25,900.00	36.67%
898-GOOD LIFE PRIVATE PURPOSE FUND						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	4,720.20	0.00	0.00	0.00	4,720.20	0.00%
Printing / Publications	250.00	0.00	0.00	0.00	250.00	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	4,970.20	0.00	0.00	0.00	4,970.20	0.00%
999 PAYROLL CLEARING FUND						
Default Expense	0.00	73,682.62	124,965.73	0.00	-124,965.73	
Unum Expense	0.00	548.45	1,096.90	0.00	-1,096.90	
Delta Expense	0.00	0.00	1,293.96	0.00	-1,293.96	
Anthem Expense	0.00	12,494.30	25,883.74	0.00	-25,883.74	
TOTAL PAYROLL CLEARING FUND	0.00	86,725.37	153,240.33	0.00	(153,240.33)	
GRAND TOTAL ALL APPROPRIATIONS	\$16,070,266.58	\$1,085,648.46	\$1,948,686.82	\$2,155,645.59	\$11,965,934.17	25.54%

Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of February 2024 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	50,461.54	46,353.14	4,108.40	100,923.08	92,964.12	7,958.96
Library Specialist	113,923.08	106,339.76	7,583.32	227,846.15	210,447.66	17,398.49
Technician	16,653.85	16,368.00	285.85	33,307.69	31,976.80	1,330.89
Public Services Assistant	30,653.85	30,741.06	(87.21)	61,307.69	59,909.11	1,398.58
Substitute	5,538.46	2,668.07	2,870.39	11,076.92	4,604.94	6,471.98
Fiscal Officer	8,153.85	8,110.88	42.97	16,307.69	15,677.52	630.17
Administrative Support	35,807.69	28,940.47	6,867.22	71,615.38	56,097.75	15,517.63
Facilities	6,153.85	6,441.34	(287.49)	12,307.69	12,185.06	122.63
Library Aides	11,615.38	9,334.29	2,281.09	23,230.77	17,852.67	5,378.10
Shelving Assistants	8,076.92	8,602.14	(525.22)	16,153.85	15,946.55	207.30
TOTAL SALARIES & LEAVE BENEFITS	287,038.46	263,899.15	23,139.31	574,076.92	517,662.18	56,414.74
1400 - RETIREMENT-OPERS						
OPERS	43,535.83	37,095.85	6,439.98	87,071.67	121,571.96	(34,500.29) 1
1600 - INSURANCE BENEFITS						
Health Insurance	44,405.25	39,608.93	4,796.32	88,810.51	81,327.33	7,483.18
Health Savings Account	8,824.30	6,900.13	1,924.17	17,648.61	14,033.60	3,615.01
Dental Insurance	2,179.40	1,745.56	433.84	4,358.80	3,630.26	728.54
Medicare	4,176.54	3,429.67	746.87	8,353.08	6,859.77	1,493.31
Life Insurance	385.21	265.29	119.92	770.42	542.28	228.14
Workers' Compensation	950.00	915.00	35.00	950.00	915.00	35.00
TOTAL INSURANCE BENEFITS	60,920.71	52,864.58	8,056.13	120,891.41	107,308.24	13,583.17
1900 - OTHER EMPLOYEE BENEFITS						
Other Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	391,495.00	353,859.58	37,635.42	782,040.00	746,542.38	35,497.62
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	3,740.00	876.81	2,863.19	7,480.01	2,264.80	5,215.21
Program Supplies	12,170.79	9,196.29	2,974.50	19,557.65	12,275.94	7,281.71
Cataloging/Processing Supplies	1,138.77	776.89	361.88	2,277.55	1,506.42	771.13
Postage	1,560.00	1,524.99	35.01	4,521.38	2,222.14	2,299.24
Janitorial Supplies	145.83	119.44	26.39	291.67	119.44	172.23
TOTAL GENERAL ADMIN SUPPLIES	18,755.40	12,494.42	6,260.98	34,128.25	18,388.74	15,739.51
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,266.67	1,525.46	(258.79)	2,533.33	2,271.76	261.57 2
2300 - Vehicle Fuel & Supplies						
Vehicle Fuel	333.33	0.00	333.33	666.67	0.00	666.67
Vehicle Supplies	83.33	0.00	83.33	166.67	0.00	166.67
TOTAL VEHICLE FUEL & SUPPLIES	416.67	0.00	416.67	833.33	0.00	833.33
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	4,053.68	1,021.27	3,032.41	8,107.37	7,147.11	960.26
TOTAL SUPPLIES	24,075.75	15,041.15	9,034.60	44,768.95	27,807.61	16,961.34
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	1,012.03	365.71	646.32	2,024.07	754.34	1,269.73
In-House Seminars	0.00	0.00	0.00	0.00	0.00	0.00
Conference/Meetings	1,515.82	1,746.04	(230.22)	12,772.94	12,296.28	476.66
Membership Dues	1,264.32	1,262.00	2.32	1,558.98	1,387.00	171.98
TOTAL TRAVEL EXPENSES	3,792.17	3,373.75	418.42	16,355.99	14,437.62	1,918.37

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of February 2024 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	1,076.97	818.35	258.62	1,491.20	1,123.88	367.32
Computer Data Line	4,881.81	1,944.24	2,937.57	9,763.61	3,887.11	5,876.50
Postage Machine Rental	0.00	0.00	0.00	0.00	0.00	0.00
Security Alarm	1,865.98	1,868.33	(2.35)	3,937.65	3,718.99	218.66
Legal Ads	50.00	0.00	50.00	100.00	0.00	100.00
Marketing & Advertising	1,887.60	1,885.00	2.60	2,402.40	2,435.00	(32.60)
Printing/Publications	1,737.78	382.19	1,355.59	3,475.57	3,236.58	238.99
TOTAL						
COMMUNICATION/PRINT/PUBLICITY	11,500.15	6,898.11	4,602.04	21,170.42	14,401.56	6,768.86
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	60,120.17	61,132.27	(1,012.10)	74,639.69	73,077.03	1,562.66
Equipment Maintenance	2,257.30	2,377.33	(120.03)	4,514.60	3,843.25	671.35
Grounds & Snow Removal	13,089.14	2,052.60	11,036.54	26,178.27	5,812.60	20,365.67
Janitorial Services	20,462.35	15,922.41	4,539.94	40,924.70	30,398.93	10,525.77
Trash Services	1,129.86	908.37	221.49	2,259.73	1,821.62	438.11
TOTAL PROPERTY						
MAINT/REPAIR/SECURITY	97,058.82	82,392.98	14,665.84	148,516.99	114,953.43	33,563.56
3400 - INSURANCE						
Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	0.00
3600 - UTILITIES						
Electricity	13,911.77	8,126.80	5,784.97	24,272.72	14,330.29	9,942.43
Gas	10,304.95	5,005.04	5,299.91	21,376.58	8,899.44	12,477.14
Water/Sewer	1,401.59	1,200.89	200.70	1,401.59	1,200.89	200.70
TOTAL UTILITIES	25,618.31	14,332.73	11,285.58	47,050.89	24,430.62	22,620.27
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	1,051.61	400.00	651.61	1,210.73	475.00	735.73
Art and Other Exhibits	1,000.00	426.53	573.47	2,000.00	426.53	1,573.47
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	0.00	0.00	0.00	0.00	0.00	0.00
General Legal Services	1,025.31	0.00	1,025.31	2,050.63	0.00	2,050.63
Labor Legal Services	0.00	0.00	0.00	500.00	520.00	(20.00)
Tax Collection Fees	0.00	0.00	0.00	0.00	0.00	0.00
Banking Fees	1,472.24	1,465.01	7.23	2,257.55	2,260.55	(3.00)
TOTAL PROFESSIONAL SERVICES	4,549.16	2,291.54	2,257.62	8,018.90	3,682.08	4,336.82
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	83,597.33	83,551.08	46.25	84,335.30	84,301.45	33.85
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	4,457.62	1,733.45	2,724.17	8,915.25	3,679.46	5,235.79
Online Services	34,139.13	9,131.32	25,007.81	34,139.13	11,252.44	22,886.69
Collection Development Services	264.00	200.00	64.00	528.00	400.00	128.00
TOTAL OTHER CONTRACTED SERVICES	38,860.75	11,064.77	27,795.98	43,582.37	15,331.90	28,250.47
TOTAL PURCHASED/CONTRACT SERVICES	264,976.69	203,904.96	61,071.73	369,030.87	271,538.66	97,492.21
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	51,166.71	42,983.44	8,183.26	102,333.41	101,507.03	826.38
Standing Orders/Continuations	2,462.05	1,033.91	1,428.14	4,924.10	3,896.75	1,027.35
Book Rentals	329.59	171.60	157.99	329.59	361.40	(31.81)
TOTAL NEW BOOKS	53,958.34	44,188.95	9,769.39	107,587.09	105,765.18	1,821.91
4200 - PERIODICALS						
Periodicals	960.00	869.00	91.00	960.00	908.00	52.00
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	847.22	699.46	147.76	3,953.68	3,742.11	211.57
Blu-Ray Movies	969.65	880.82	88.83	5,171.49	5,006.86	164.63
Read Along Audiobooks	3,313.86	3,239.24	74.62	6,995.93	6,785.70	210.23
Pre-Loaded Learning Tablets	111.78	74.99	36.79	4,471.11	4,364.51	106.60
Books On CD	373.40	460.59	(87.19)	746.79	781.65	(34.86)
Playaways	371.19	389.15	(17.96)	371.19	389.15	(17.96)
Brary Bags	219.27	202.37	16.90	438.54	427.30	11.24
TOTAL AUDIO-VISUAL MATERIALS	6,206.37	5,946.62	259.75	22,148.73	21,497.28	651.45

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of February 2024 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	13,257.32	13,111.50	145.82	27,117.24	27,018.03	99.21
Online Subscriptions - Youth	0.00	0.00	0.00	2,117.50	2,108.82	8.68
TOTAL ONLINE LIBRARY DATABASES	13,257.32	13,111.50	145.82	29,234.74	29,126.85	107.89
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	0.00	0.00	0.00	0.00	0.00	0.00
4800 - eMATERIALS						
eBOOKS	314,243.79	312,903.69	1,340.10	322,958.02	319,427.84	3,530.18
Digital Music Services	0.00	0.00	0.00	39,900.00	39,735.00	165.00
Digital Video Services	12,599.41	11,596.92	1,002.49	25,198.83	22,112.67	3,086.16
Roku Subscription Services	14,030.00	13,927.63	102.37	14,030.00	13,927.63	102.37
TOTAL E-MATERIALS	340,873.20	338,428.24	2,444.96	402,086.85	395,203.14	6,883.71
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	5,444.15	5,458.23	(14.08)	10,061.51	9,891.32	170.19
Board Game Collection	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY MATERIALS - OTHER	5,444.15	5,458.23	(14.08)	10,061.51	9,891.32	170.19
TOTAL LIBRARY MATERIALS	420,699.38	408,002.54	12,696.84	572,078.92	562,391.77	9,687.15
5000 - CAPITAL OUTLAY						
Land Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Building Improvements	0.00	0.00	0.00	5,427.50	5,075.76	351.74
Hardware	1,841.80	1,832.46	9.34	5,076.36	4,528.18	548.18
Software	1,194.38	1,079.64	114.74	1,535.63	1,439.52	96.11
Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	749.63	698.95	50.68
Library Vehicle	0.00	0.00	0.00	132.54	132.54	0.00
TOTAL CAPITAL OUTLAY	3,036.17	2,912.10	124.07	12,921.65	11,874.95	1,046.70
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	0.00	0.00	0.00	0.00	0.00	0.00
Trustees Dues	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00	0.00
7200 - TAXES AND ASSESSMENTS						
Real Estate Taxes	9,233.26	9,233.26	0.00	9,233.26	9,233.26	0.00
State Sales Tax	0.00	0.00	0.00	1,107.49	1,097.71	9.78
TOTAL TAXES AND ASSESSMENTS	9,233.26	9,233.26	0.00	10,340.75	10,330.97	9.78
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	286.24	141.86	144.38	572.48	179.85	392.63
TOTAL REFUNDS & REIMBURSEMENTS	286.24	141.86	144.38	572.48	179.85	392.63
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	9,519.50	9,375.12	144.38	10,913.22	10,510.82	402.40
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	1,113,802.49	993,095.45	120,707.04	1,791,753.61	1,630,666.19	161,087.42

**Washington-Centerville Public Library
Expense Budget Summary
For the Month of February 2024 and Year-to-Date**

FOOTNOTES

1- OPERS amount exceeds for the year due to the first payroll paid during 2024 representing hours worked in 2023. As a result, the OPERS amounts were still being picked up by the library. I anticipate that this amount will slowly reduce throughout the year.

2 - Property Maintenance Supplies have exceeded estimates so far for the year due to supplies needed to prepare Congress Park for occupancy

3 - Building and Site Repair expenses have exceeded estimates due to the Woodbourne water leak.

Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For The Month Of February 2024 And Year-To-Date

Year-to-Date - Last Three Years

	Year to Date				Year to Date			
	2024	2023	\$ Change	% Change	2023	2022	\$ Change	% Change
GENERAL FUND:								
REVENUE								
Public Library Fund	466,142	526,563	(60,421)	-11.5%	526,563	520,678	5,885	1.1%
Operating Levy	2,108,102	2,069,765	38,337	1.9%	2,069,765	1,894,971	174,794	9.2%
Federal, State and Local Grants	657	-	657		-	-	-	
Patron Fines, Fees, Patron Supplies	30,637	17,076	13,561	79.4%	17,076	19,075	(1,999)	-10.5%
Interest Income	129,582	78,414	51,168	65.3%	78,414	4,308	74,106	1720.2%
Donations	691	21,548	(20,857)	-96.8%	21,548	31,838	(10,290)	-32.3%
Refunds/Reimbursements	6,048	6,088	(40)	-0.7%	6,088	1,323	4,765	360.2%
Miscellaneous	(1)	240	(241)	-100.3%	240	27	213	788.9%
Total Revenue	2,741,858	2,719,694	22,164	0.8%	2,719,694	2,472,220	247,474	10.0%
EXPENDITURES								
Salaries	517,662	458,479	59,183	12.9%	458,479	410,522	47,957	11.7%
Retirement	121,572	132,943	(11,371)	-8.6%	132,943	113,849	19,094	16.8%
Insurance & Other Benefits	107,308	102,638	4,670	4.6%	102,638	96,599	6,039	6.3%
Supplies	27,808	16,052	11,756	73.2%	16,052	17,629	(1,577)	-8.9%
Purchased / Contract Services	271,539	215,960	55,579	25.7%	215,960	210,431	5,529	2.6%
Library Materials	562,392	512,663	49,729	9.7%	512,663	542,039	(29,376)	-5.4%
Capital Outlay	11,875	18,236	(6,361)	-34.9%	18,236	39,413	(21,177)	-53.7%
Other Expenditures	10,511	12,813	(2,302)	-18.0%	12,813	10,811	2,002	18.5%
Transfers to Other Funds	-	-	-		-	0	0	
Total Expenditures	1,630,666	1,469,784	160,882	10.9%	1,469,784	1,441,293	28,491	2.0%
Net Change in Fund Balance	1,111,192	1,249,910	(138,718)		1,249,910	1,030,927	218,983	

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	268,050	259,510	(8,540)	-3.2%	500,707	466,142	(34,565)	-6.9%
Operating Levy	1,946,759	2,058,900	112,141	5.8%	1,992,565	2,108,102	115,537	5.8%
Federal, State and Local Grants	0	0	0		0	657	657	
Patron Fines, Fees, Patron Supplies	9,042	11,500	2,459	27.2%	24,583	30,637	6,054	24.6%
Interest Income	27,500	79,955	52,455	190.7%	47,500	129,582	82,082	172.8%
Donations	697	534	(162)	-23.3%	1,393	691	(702)	-50.4%
Refunds/Reimbursements	5,000	4,981	(19)	-0.4%	6,000	6,048	48	0.8%
Miscellaneous	4	3	(2)	-38.6%	8	(1)	(9)	-109.5%
Total Revenue	2,257,052	2,415,384	158,332	7.0%	2,572,757	2,741,858	169,101	6.6%
EXPENDITURES								
Salaries	287,038	263,899	23,139	8.1%	574,077	517,662	56,415	9.8%
Retirement	43,536	37,096	6,440	14.8%	87,072	121,572	(34,500)	-39.6%
Insurance & Other Benefits	60,921	52,865	8,056	13.2%	120,891	107,308	13,583	11.2%
Supplies	24,076	15,041	9,035	37.5%	44,769	27,808	16,961	37.9%
Purchased / Contract Services	264,977	203,905	61,072	23.0%	369,031	271,539	97,492	26.4%
Library Materials	420,699	408,003	12,697	3.0%	572,079	562,392	9,687	1.7%
Capital Outlay	3,036	2,912	124	4.1%	12,922	11,875	1,047	8.1%
Other Expenditures	9,519	9,375	144	1.5%	10,913	10,511	402	3.7%
Contingency	0	0	0		100,000	0	100,000	100.0%
Transfers to Other Funds	0	0	0		0	0	0	
Total Expenditures	1,113,802	993,095	120,707	-10.8%	1,891,754	1,630,666	261,087	13.8%
Net Change in Fund Balance	1,143,249	1,422,288	279,039		681,004	1,111,192	430,188	

Washington-Centerville Public Library
Listing of Investments
For the Month Ended February 29, 2024

US BANK INVESTMENTS						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Fannie Mae						
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$	930.00
Freddie Mac						
3134H1FC2	\$ 700,000.00	6.00%	10/26/2027	\$ 700,000.00	\$	42,000.00
Federal Farm Credit Bank						
3133EPY74	\$ 500,000.00	5.35%	1/26/2027	\$ 500,000.00	\$	26,750.00
Federal Home Loan Bank						
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$	990.00
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	\$	8,750.00
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$	1,125.00
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	\$	18,000.00
3130AW3Z1	\$ 500,000.00	5.00%	5/22/2026	\$ 500,069.44	\$	25,000.00
3135GAKB6	\$ 300,000.00	5.63%	11/24/2026	\$ 300,000.00	\$	16,734.38
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$	10,500.00
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$	10,000.00
3130AXHF8	\$ 500,000.00	6.05%	10/26/2028	\$ 500,000.00	\$	30,250.00
	\$ 6,450,000.00			\$ 6,450,069.44	\$	221,319.38
PNC CAPITAL						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Federal Farm Credit Bank						
3133EMTD4	\$ 250,000.00	0.37%	3/15/2024	\$ 250,411.11	\$	462.50
Freddie Mac						
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$	2,700.00
US Treasury Notes						
91282CGD7	\$ 150,000.00	4.25%	12/31/2024	\$ 152,264.27	\$	6,375.00
91282CGN5	\$ 150,000.00	4.63%	2/28/2025	\$ 151,984.62	\$	6,937.50
91282CHD6	\$ 200,000.00	4.25%	5/31/2025	\$ 199,550.20	\$	8,500.00
Total PNC	\$ 1,350,000.00			\$ 1,355,454.90	\$	24,975.00
Total	\$ 7,800,000.00			\$ 7,805,524.34	\$	246,294.38

**Washington-Centerville Public Library
Investment Schedules
For the Month Ended February 29, 2024**

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2024	\$ 45,742.00	\$ 7,535.66	\$ 76,303.85	\$ 129,581.51
2023	\$ 35,195.97	\$ 1,797.77	\$ 41,420.53	\$ 78,414.27
Change - YTD	\$ 10,546.03	\$ 5,737.89	\$ 34,883.32	\$ 51,167.24

Interest Income Schedule - Next Twelve Months

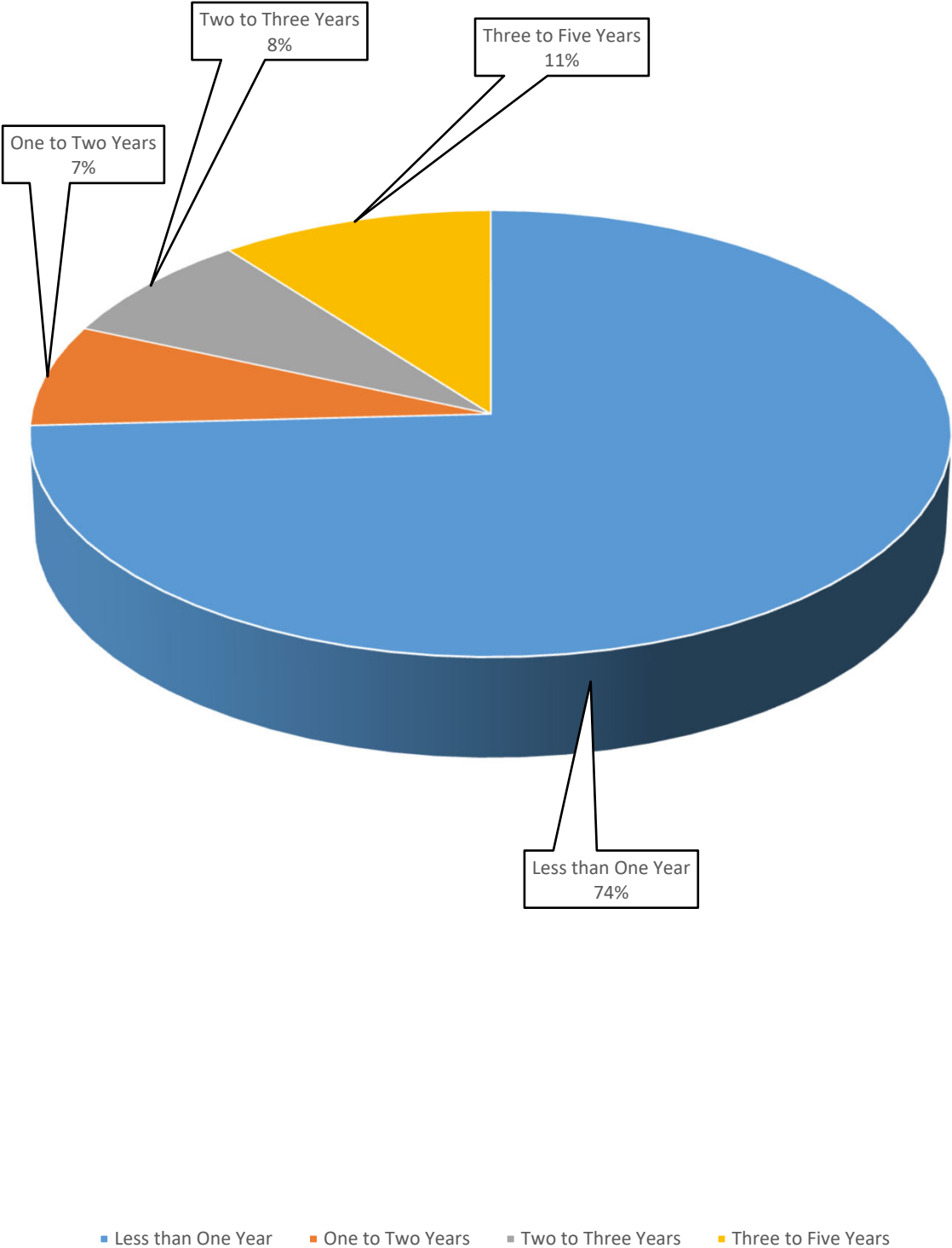
	US Bank	PNC	STAR (1)	Total
March	\$ -	\$ 462.50	\$ 38,708.04	\$ 39,170.54
April	\$ 36,125.00	\$ -	\$ 41,177.12	\$ 77,302.12
May	\$ 29,121.88	\$ 5,600.00	\$ 39,485.58	\$ 74,207.46
June	\$ 465.00	\$ -	\$ 39,658.33	\$ 40,123.33
July	\$ 18,595.00	\$ 3,187.50	\$ 36,038.33	\$ 57,820.83
August	\$ 25,675.00	\$ 3,468.75	\$ 39,989.50	\$ 69,133.25
September	\$ -	\$ -	\$ 36,339.27	\$ 36,339.27
October	\$ 36,125.00	\$ -	\$ 36,483.11	\$ 72,608.11
November	\$ 29,487.50	\$ 5,600.00	\$ 36,627.53	\$ 71,715.03
December	\$ 465.00	\$ -	\$ 36,772.51	\$ 37,237.51
January	\$ 18,595.00	\$ 3,187.50	\$ 36,918.07	\$ 58,700.57
February	\$ 26,665.00	\$ 3,468.75	\$ 37,064.20	\$ 67,197.95
	\$ 221,319.38	\$ 24,975.00	\$ 455,261.60	\$ 701,555.98

1 - STAR Ohio Interest rates projected at 5.5% for March and April, 5.25% for May through August, 4.75% for September through February 2025

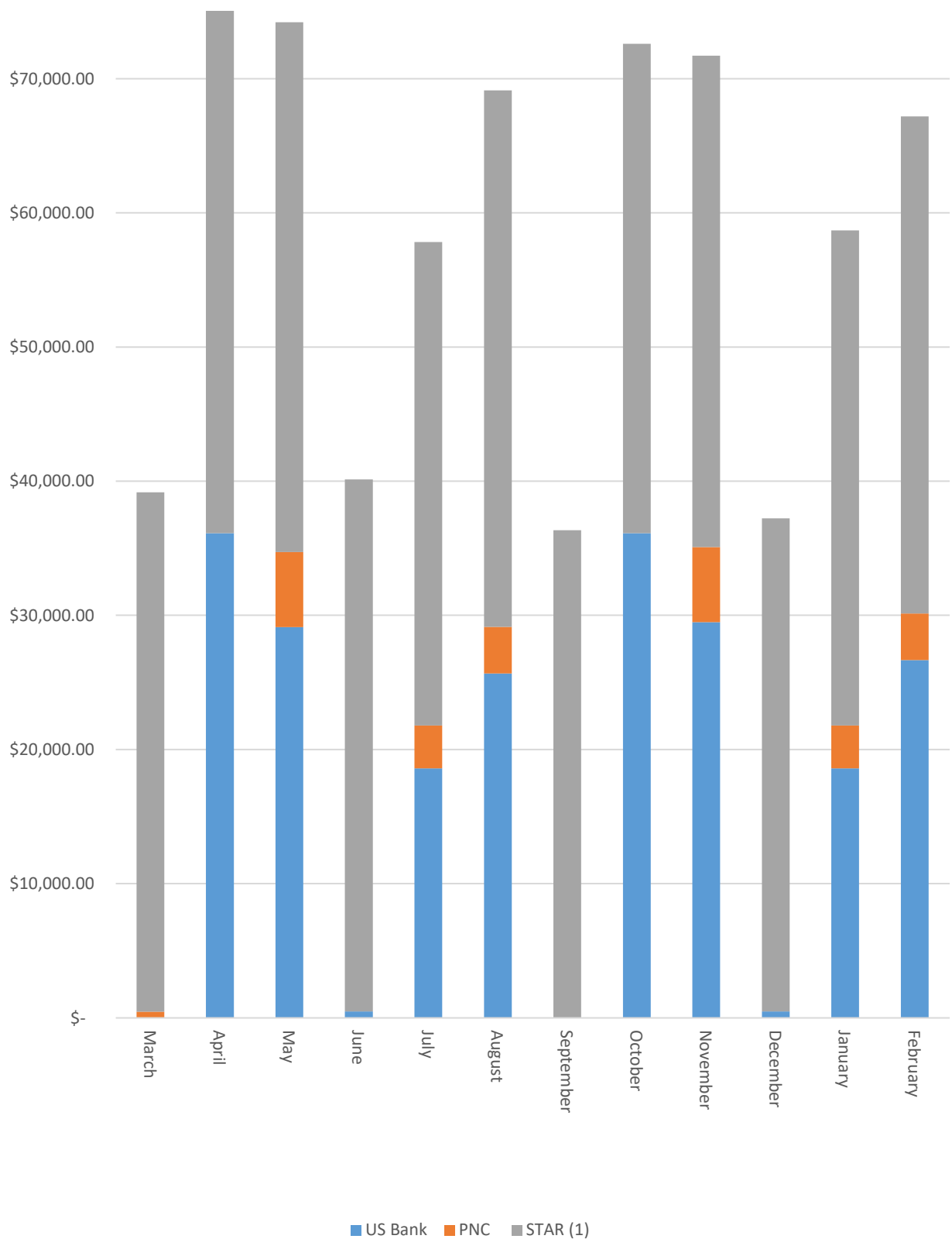
Investment Maturity Summary

Agency	Less than One Year	One to Two Years	Two to Three Years	Three to Five Years	Total
STAR Ohio	\$ 8,445,391	\$ -	\$ -	\$ -	\$ 8,445,391
Money Market	\$ 19,639	\$ -	\$ -	\$ -	\$ 19,639
Fannie Mae	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
Federal Farm Credit Bank	\$ 250,000	\$ -	\$ 500,000	\$ -	\$ 750,000
Federal Home Loan Bank	\$ 2,150,000	\$ 1,000,000	\$ 800,000	\$ 1,000,000	\$ 4,950,000
Freddie Mac	\$ 600,000	\$ -	\$ -	\$ 700,000	\$ 1,300,000
US Treasury Notes	\$ 300,000	\$ 200,000	\$ -	\$ -	\$ 500,000
Total	\$ 12,065,030	\$ 1,200,000	\$ 1,300,000	\$ 1,700,000	\$ 16,265,030

Investment Laddering - Including STAR Ohio and PNC Money Market



Monthly Projected Investment Income - Next Twelve Months



APPENDED TO MARCH 19, 2024 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- Wyatt Schoeder, Public Services Team Liaison, 3/11/24, \$20.20 per hour, 40 hours per week

Promotions

- None

End of Provisionary

- Laura Fitzpatrick, Library Specialist, 2/13/24
- Claudia Hahn, Shelving Assistant, 2/15/24, \$10.79 per hour
- Mathias Hahn, Shelving Assistant Substitute, 2/17/24, \$10.79 per hour
- Linda Davis, Public Services Assistant, 2/20/24
- Katherine Watson, Outreach Services Coordinator, 2/20/24
- Lori Kennedy, Public Services Library Aide, 3/10/24, \$13.13 per hour
- Sooyeon Kim, Pubic Services Library Aide, 3/17/24, \$13.13 per hour

Change in Status

- Debe Dockins, Executive Coordinator, 3/11/24 from Community Relations Specialist

Retirement

- None

Resignation/Termination

- None

EXPENDITURES FOR APPROVAL AT MARCH MEETING
March 19, 2024

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	\$ 8.57
Ann Caffrey - patron refund	19.95
Baker & Taylor Entertainment – AV materials	1,422.22
Brainfuse - database subscription renewal	6,500.00
BrainPop - 1yr subscription renewal	3,583.13
Brodart –books	34,532.37
Caitlin Spratt - employee mileage reimbursement	8.56
CDW-G - replacement parts for patron printers	781.69
CFRA - Outlook subscription renewal	140.00
Chard Snyder - cobra admin fees	125.00
Charter Communications - utilities	1,554.30
Christine Johnston - patron refund	17.99
Christy Ott - employee mileage reimbursement	10.70
Cintas - facilities maintenance	1,800.17
Coleen Pitzer - employee mileage reimbursement	6.42
Darrilynn Brewster - employee mileage reimbursement	34.07
Dave Kent - employee mileage reimbursement	66.61
Debe Dockins - employee mileage reimbursement	221.50
Dell - staff server for Congress Park	9,554.97
Demco - supplies	892.43
Donnellon McCarthy Enterprises - copier maintenance	1,282.82
DSS - parking lot sweeping	196.97
Gary Berry - employee mileage reimbursement	61.50
Gleason Property - cleaning services	12,200.00
Hannah Thirey - employee mileage reimbursement	4.70
Innovative - Sierra cloud hosting subscription & mobile app	105,882.52
Jenelle Allen - employee mileage reimbursement	8.44
Jenny Catri - employee mileage reimbursement	5.96
Julie Stewart - patron refund	19.99
Kanopy - evideos	1,766.00
Katherine McCollum - employee mileage reimbursement	6.42
Katherine Watson - employee mileage reimbursement	6.57
Kevin Risner - employee mileage reimbursement	9.32
Lauren Rura - employee mileage reimbursement	17.42
Level 3 Communications, LLC - phone service	410.57
Library Ideas - VOX & freegal music subscription	4,772.87
Lowes - facilities charges	552.28
Luisa Anderson - patron refund	13.00

Mango - ASL Add-on for Mango	280.00
Midwest Tape - av materials	16,136.15
Nathanael Frary - patron refund	12.99
NCC Group - flexsafe beneficiary account	375.00
ODP - office supplies	112.05
OverDrive - ebooks	4,560.15
Pitney Bowes - postage meter rental	488.70
Playaway Products - av materials	2,565.76
Rachel Knight - employee mileage reimbursement	20.47
Rush Transportation – contracted services	1,180.61
Ruth Anne Attalla - employee mileage reimbursement	18.82
Sam's Club- program supplies	14.98
Samuel Mullen Brown- patron refund	28.94
Scott Royal - employee mileage reimbursement	21.04
Shelly Peresie - employee mileage reimbursement	31.27
Sherwin-Williams - paint	113.28
South Community - fees for employee assistance	405.00
Staples - office supplies	682.90
Statista - Statista Renewal	4,348.00
Taft - legal fees	140.00
T-Mobile - hotspots	643.01
Today's Business Solutions - processing charges for patron faxing	86.64
Unique - recovery & collection fees	295.60
Westerville Public Library - SearchOhio fee & bags	7,299.95
William Menker - employee mileage reimbursement	52.90
Wycom Systems - software license	195.00
WYSO - advertising	120.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	<u>\$ 228,727.21</u>

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #5	\$ 132,503.75
Payroll #6	<u>130,875.55</u>
TOTAL PAYROLL	\$ 263,379.30

MISCELLANEOUS:

AES Ohio – utilities	\$ 2,399.90
Amazon - books, av materials	10,462.28
AT&T – telephone service	512.45
Beverly Potter - Erma Bombeck Writing Contest Honorable Mention	100.00
Bonnie Kuntz - speaker stipend	50.00
Bricker Graydon - construction counsel	722.50
Buckeye Power Sales - generator repairs	1,026.15
Cara McDonough - Erma Bombeck Writing Contest Honorable Mention	100.00

CDW-G - CP - patch cables	345.31
CenterPoint Engery – utilities	3,503.38
Charter Communications - utilities	247.95
CoCard Marketing Group – credit card service fee	195.07
Dayton Area Chamber - annaul dues	525.00
Dayton Door Sales - replacement garage door @ CP	4,580.00
Delta Dental - March dental coverage	1,745.56
Digital Fringe - printed materials	191.50
Dorothy Lane Market - teen program supplies	23.47
Elyssa Wortzman - reimbursement for art supplies	26.53
Garber - keyless entry system for CP	7,381.50
Health Equity – March HSA contribution	7,025.13
Home Depot - facilities charges	848.07
IGS Energy - utilities	4,141.56
Jessica Miller - Erma Bombeck Writing Contest Honorable Mention	100.00
Jim McCutcheon - concert performance	400.00
Jo-Ann Stores - Creativebug subscription	1,700.00
Julie Cole - Erma Bombeck Writing Contest Honorable Mention	100.00
Kroger - program supplies	270.02
Leo B. Schroeder, Inc. - construction work @ CP	26,080.00
Lindsay Gustafson - speaker stipend	50.00
Lowe's - facilities charges	72.72
Margaret Wehner - Erma Bombeck Writing Contest Honorable Mention	100.00
Matthew Landing - Erma Bombeck Writing Contest Honorable Mention	100.00
Montgomery County Environmental Service - utilities	1,194.55
National Air and Space - subscription renewal	35.00
OPERS – employer match	37,095.85
Paypal - monthly fee	19.95
Rieck - emergency repair of coil for water leak @ WB	3,376.79
Rumpke - waste removal	837.98
Sam's Club- program supplies	5,883.24
Scholastic - database subscription renewals	1,604.00
Sidney Electric - Woodbourne boiler addition	81,584.00
Susan Cannavino - speaker stipend	125.00
Transformations Plus - carpet cleaning service	1,184.00
U. S. Bank - av materials, supplies, services & advertising	2,910.55
U. S. Bank—employer share of Medicare	3,420.02
U. S. Bank – banking fees	855.52
Vaule Line Institutional - database renewal	7,300.00
TOTAL MISCELLANEOUS	<u>\$ 222,552.50</u>
GRAND TOTAL MARCH MEETING	<u><u>\$ 714,659.01</u></u>

March 2024

New Business

M____. _____ introduced the following resolution and moved its passage:

Resolution No. 024-003

**AUTHORIZING FINALIZATION OF NEGOTIATIONS AND
EXECUTION OF ARCHITECT AGREEMENT**

WHEREAS, the Washington-Centerville Public Library Board of Trustees (the "Board") is undertaking the Centerville Library Renovation Project (the "Project"); and

WHEREAS, the services of a design professional are needed to evaluate and develop the program for the Project, prepare the design documents, and provide construction administration services for the Project; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Board previously approved the design professional procurement process and ranking of firms, and selected LWC Incorporated as the most-qualified design professional firm for the Project.

WHEREAS, the Library Director solicited a price proposal from the most-qualified firm and the most-qualified firm proposed compensation of \$368,150 for Basic Services plus an amount not-to-exceed \$39,850 for Reimbursable Expenses; and

WHEREAS, the Library Director intends to finalize the terms of the architect agreement with LWC Incorporated, with assistance from legal counsel if needed.

NOW, THEREFORE, BE IT RESOLVED by the Washington-Centerville Public Library Board of Trustees as follows:

1. The Board approves the proposed compensation of \$368,150 for Basic Services plus an amount not-to-exceed \$39,850 for Reimbursable Expenses as fair and reasonable, and authorizes the Library Director and Fiscal Officer to finalize negotiations pursuant to Ohio Revised Code Section 153.69(B) and execute the agreement with LWC Incorporated for such approved compensation amount and in substantially the form attached to the Library's RFQ as well as any related documents required to document the agreement between the Board and LWC Incorporated.
2. Pursuant to Ohio Revised Code Section 153.69(D), if the Library Director determines that an agreement cannot be reached with LWC Incorporated, the Board authorizes the Library Director, working with the Board's legal counsel, to terminate negotiations with LWC Incorporated, enter into negotiations with the firm previously ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

M____. _____ seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: _____
Nays: _____

RESOLUTION NO. 024-004

**AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATE RELATED TO
PURCHASE ORDER NO. 2024-00196**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on March 19, 2024 at 7:00 pm at the Centerville Library with the following members present:

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

_____ moved; _____ seconded of the following resolution:

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 Rieck Mechanical. through:

Purchase Order No. 2024-00196	\$	3,376.79
Total	\$	3,376.79

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: March 19, 2024

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

CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on March 19, 2024 and in appearing upon the official records of said Board.

President, Board of Trustees

Fiscal Officer



Washington-Centerville Public Library

111 West Spring Valley Road
Centerville, OH 45458

PURCHASE ORDER

Page: 1
P.O. Number: 2024-00196
P.O. Date: 02/16/2024
Req. Number: 24-FC-00032
Requested By: Gary Berry
Blanket Type:
Ship Via:
Terms:

Deliver To GARY BERRY
(937) 435-7375
CENTERVILLE LIBRARY 111 W. SPRING VAL
CENTERVILLE, OH 45458

Vendor 00141
RIECK MECHANICAL
PO BOX 13565
DAYTON, OH 45413

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	WB Emergency Repair of Coil on 1-14-24	101.20.53310	1			\$3,376.79

Purchase Order Total: \$3,376.79

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.

2/20/2024

Director

Date

2/20/2024

Fiscal Officer

Date

2024 Insurance Renewal

2023 Premium: \$25,099

2024 Renewal:

Package: \$30,500

Premium Credit: 3,015

Renewal Amount: \$27,485

This is a premium increase of \$2,386 and reflective of the following:

- 1) Property and Equipment Breakdown values increased by \$1,710,795 (includes 5% inflationary increase plus the addition of 561 Congress Park Drive)
- 2) Library Materials values increased by \$343,260
- 3) Computer Equipment values increased by \$20,724
- 4) Overall rate increased by 5.6%

We are asking the board to approve the renewal for the period of April 14, 2024 to April 14, 2025. We have been a customer of Ohio Plan Risk Management, Inc. since 2008 and they have been very responsive to our needs during this time.

The total amount appropriated for 2024 was \$33,875, so this ends up being almost 19% under the budgeted amount.

February 2024

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
CIRCULATION												
Total Circulation	55,348	54,633	-1.3%	38,868	37,743	-2.9%	1	5	400.0%	129,187	133,549	3.4%
APPLICANT REGISTRATION												
Total Registrations	323	308	-4.6%	192	185	-3.6%	5	17	240.0%	520	510	-1.9%
LIBRARY CARDHOLDERS												
Total Library Cardholders										61,910	64,707	4.5%
VISITORS												
Building Visitors	16,617	16,080	-3.2%	11,822	12,860	8.8%	994	1,374	38.2%	29,433	30,314	3.0%
Website Visitors										59,158	162,028	173.9%
Total Visitors										88,591	192,342	117.1%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,388	3,311	38.7%	2,174	2,876	32.3%	755	1,167	54.6%	5,317	7,354	38.3%
PROGRAMS												
Adult/General Programs	9	10	11.1%	22	18	-18.2%	10	10	0.0%	58	55	-5.2%
Adult/General Program Attendees	84	124	47.6%	216	96	-55.6%	81	1,217	1402.5%	761	1,486	95.3%
Children's Programs	33	27	-18.2%	21	24	14.3%	0	0	#DIV/0!	83	73	-12.0%
Children's Program Attendees	735	502	-31.7%	453	534	17.9%	0	0	#DIV/0!	1,601	1,372	-14.3%
Teen Programs	8	3	-62.5%	3	3	0.0%	0	0	#DIV/0!	11	6	-45.5%
Teen Program Attendees	141	55	-61.0%	20	25	25.0%	0	0	#DIV/0!	161	80	-50.3%
Total Library Programs	50	40	-20.0%	46	45	-2.2%	10	10	0.0%	152	134	-11.8%
Total Library Program Attendees	960	681	-29.1%	689	655	-4.9%	81	1,217	1402.5%	2,523	2,938	16.4%
ELECTRONIC DATABASE USAGE												
	Users/Month			Queries/Month								
Library-Owned Databases*	1,895	2,036	7.4%	3,816	3,136	-17.8%						
OPLIN Databases*				2,114	72	-96.6%						
Total All Databases	1,895	2,036	7.4%	5,930	3,208	-45.9%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
PRINT CIRCULATION												
Adult Books	16,246	17,149	5.6%	12,017	11,898	-1.0%	1	4	300.0%	28,264	29,051	2.8%
Juvenile Books	23,752	22,560	-5.0%	15,599	14,245	-8.7%	0	1	#DIV/0!	39,351	36,806	-6.5%
Off Line Transactions										6	0	-100.0%
Periodicals	1,755	1,790	2.0%	1,045	1,211	15.9%	0	0	#DIV/0!	2,800	3,001	7.2%
Young Adult Books	1,600	1,579	-1.3%	1,043	1,108	6.2%	0	0	#DIV/0!	2,643	2,687	1.7%
Total Print Circulation	43,353	43,078	-0.6%	29,704	28,462	-4.2%	1	5	400.0%	73,064	71,545	-2.1%
AV CIRCULATION												
Audiobooks	1,723	1,878	9.0%	1,343	1,596	18.8%				3,066	3,474	13.3%
Movies (DVDs/Blu-rays)	9,322	8,576	-8.0%	6,873	6,644	-3.3%				16,195	15,220	-6.0%
Music (Compact Discs)	400	440	10.0%	509	475	-6.7%				909	915	0.7%
Total AV Circulation	11,445	10,894	-4.8%	8,725	8,715	-0.1%				20,170	19,609	-2.8%
LIBRARY OF THINGS CIRCULATION												
Board Games	147	171	16.3%	86	176	104.7%	0	0	#DIV/0!	233	347	48.9%
Brary Bags	49	61	24.5%	53	70	32.1%				102	131	28.4%
Hotspots	13	9	-30.8%	17	26	52.9%	0	0	#DIV/0!	30	35	16.7%
Juvenile Tablets	249	269	8.0%	225	197	-12.4%				474	466	-1.7%
Maker Kits	74	110	48.6%	46	68	47.8%	0	0	#DIV/0!	120	178	48.3%
Streaming Devices	12	41	241.7%	12	29	141.7%	0	0	#DIV/0!	24	70	191.7%
Total Library of Things Circulation	544	661	21.5%	439	566	28.9%	0	0	#DIV/0!	983	1,227	24.8%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	26,761	27,309	2.0%	19,948	19,856	-0.5%	1	4	300.0%	46,710	47,169	1.0%
Juvenile Circulation	26,937	25,720	-4.5%	17,844	16,751	-6.1%	0	1	#DIV/0!	44,781	42,472	-5.2%
Young Adult Circulation	1,650	1,604	-2.8%	1,076	1,136	5.6%	0	0	#DIV/0!	2,726	2,740	0.5%
Total Physical Circulation	55,348	54,633	-1.3%	38,868	37,743	-2.9%	1	5	400.0%	94,217	92,381	-1.9%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										1,351	1,327	-1.8%
DIGITAL CIRCULATION												
eAudiobooks										12,537	15,089	20.4%
eBooks										17,682	18,109	2.4%
eMusic										285	292	2.5%
eVideo										2,044	2,558	25.1%
eZines (Digital Magazines)										1,071	3,793	254.2%
Total Digital Circulation										33,619	39,841	18.5%

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
CIRCULATION												
Total Circulation	113,231	112,068	-1.0%	80,396	75,828	-5.7%	3	6	100.0%	267,677	275,062	2.8%
APPLICANT REGISTRATION												
Total Registrations	677	710	4.9%	394	364	-7.6%	8	29	262.5%	1,079	1,103	2.2%
LIBRARY CARDHOLDERS												
Total Library Cardholders										61,910	64,707	4.5%
VISITORS												
Building Visitors	34,075	32,233	-5.4%	24,277	24,119	-0.7%	2,050	2,968	44.8%	60,402	59,320	-1.8%
Website Visitors										127,783	311,474	143.8%
Total Visitors										188,185	370,794	97.0%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	5,212	6,825	30.9%	4,766	5,541	16.3%	1,644	2,318	41.0%	11,622	14,684	26.3%
PROGRAMS												
Adult/General Programs	15	18	20.0%	36	27	-25.0%	17	18	5.9%	102	80	-21.6%
Adult/General Program Attendees	154	224	45.5%	356	167	-53.1%	137	1,277	832.1%	1,334	1,717	28.7%
Children's Programs	61	52	-14.8%	40	37	-7.5%	0	0	#DIV/0!	147	129	-12.2%
Children's Program Attendees	1,284	1,031	-19.7%	902	831	-7.9%	0	0	#DIV/0!	2,894	2,500	-13.6%
Teen Programs	13	6	-53.8%	7	4	-42.9%	0	0	#DIV/0!	20	10	-50.0%
Teen Program Attendees	210	80	-61.9%	69	32	-53.6%	0	0	#DIV/0!	279	112	-59.9%
Total Library Programs	89	76	-14.6%	83	68	-18.1%	17	18	5.9%	269	219	-18.6%
Total Library Program Attendees	1,648	1,335	-19.0%	1,327	1,030	-22.4%	137	1,277	832.1%	4,507	4,329	-3.9%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	3,840	4,575	19.1%	7,300	7,694	5.4%						
OPLIN Databases				6,138	5,652	-7.9%						
Total All Databases	3,840	4,575	19.1%	13,438	13,346	-0.7%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
PRINT CIRCULATION												
Adult Books	33,634	34,789	3.4%	24,865	24,433	-1.7%	3	5	66.7%	58,502	59,227	1.2%
Juvenile Books	47,797	45,510	-4.8%	31,821	28,424	-10.7%	0	1	#DIV/0!	79,618	73,935	-7.1%
Off Line Transactions										8	7	-12.5%
Periodicals	3,579	3,695	3.2%	2,167	2,129	-1.8%	0	0	#DIV/0!	5,746	5,824	1.4%
Young Adult Books	3,329	3,491	4.9%	2,144	2,137	-0.3%	0	0	#DIV/0!	5,473	5,628	2.8%
Total Print Circulation	88,339	87,485	-1.0%	60,997	57,123	-6.4%	3	6	N/A	149,347	144,621	-3.2%
AV CIRCULATION												
Audiobooks	3,412	3,866	13.3%	2,988	3,109	4.0%				6,400	6,975	9.0%
Movies (DVDs/Blu-rays)	19,473	18,468	-5.2%	14,504	13,552	-6.6%				33,977	32,020	-5.8%
Music (Compact Discs)	805	835	3.7%	982	947	-3.6%				1,787	1,782	-0.3%
Total AV Circulation	23,690	23,169	-2.2%	18,474	17,608	-4.7%				42,164	40,777	-3.3%
LIBRARY OF THINGS CIRCULATION												
Board Games	283	355	25.4%	175	342	95.4%	0	0	#DIV/0!	458	697	52.2%
Library Bags	133	130	-2.3%	105	137	30.5%				238	267	12.2%
Hotspots	30	16	-46.7%	31	48	54.8%	0	0	#DIV/0!	61	64	4.9%
Juvenile Tablets	567	582	2.6%	491	408	-16.9%				1,058	990	-6.4%
Maker Kits	153	230	50.3%	92	106	15.2%	0	0	#DIV/0!	245	336	37.1%
Streaming Devices	28	94	235.7%	31	56	80.6%	0	0	#DIV/0!	59	150	154.2%
Total Library of Things Circulation	1,194	1,407	17.8%	925	1,097	18.6%	0	0	#DIV/0!	2,119	2,504	18.2%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	55,783	56,366	1.0%	41,354	40,272	-2.6%	3	5	66.7%	97,140	96,643	-0.5%
Juvenile Circulation	54,041	52,149	-3.5%	36,823	33,363	-9.4%	0	1	#DIV/0!	90,864	85,513	-5.9%
Young Adult Circulation	3,407	3,553	4.3%	2,219	2,193	-1.2%	0	0	#DIV/0!	5,626	5,746	2.1%
Total Physical Circulation	113,231	112,068	-1.0%	80,396	75,828	-5.7%	3	6	100.0%	193,630	187,902	-3.0%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										2,791	2,838	1.7%
DIGITAL CIRCULATION												
eAudiobooks										26,534	31,506	18.7%
eBooks										37,831	38,789	2.5%
eMusic										549	539	-1.8%
eVideo										3,899	5,177	32.8%
eZines (Digital Magazines)										2,443	8,311	240.2%
Total Digital Circulation										71,256	84,322	18.3%