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## JANUARY 20, 2026

### BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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**Washington-Centerville Public Library**  
**Board Meeting Agenda**  
**January 20, 2026**  
**Woodbourne Library**

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**1 Call to Order - Board President**

**2 Roll Call**

**3 Hearing of the Public**

**4 Oath of Office**

- **David Seyer, Board Member**
- **John Monteith, Fiscal Officer**

**5 Staff Presentation**

- **Annual Report: Liz Fultz, Library Director**
- **Rebranding - Logo Options: Teri Herbstreit, Marketing and Communications Manager**

**6 ROLL CALL VOTE:**

I hereby move to adjourn to executive session:

**Pursuant to ORC § 121.22(G)(1), for the purpose of considering the employment of a public official;**

**And pursuant to ORC § 121.22(G)(1), for the purpose reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment**

**7 Committee Reports**

- **Foundation Committee**

**8 Director's Report**

- **Facilities**
- **Personnel**
- **Collections / Programs / Services**
- **Other**

**9 Fiscal Officer's Report**

- **ACTION ITEM:**  
**Approval of the December 16, 2025, Meeting Minutes**
- **ACTION ITEM:**  
**Monthly Financial Report**  
**Monthly Financial Statements**  
**Personnel Items**

**Washington-Centerville Public Library  
Board Meeting Agenda  
January 20, 2026  
Woodbourne Library**

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- **ROLL CALL VOTE:**  
**Payment of January Expenditures**

**10 New/Old Business**

- a. **ACTION ITEM:**  
**Approval of appropriation transfer for Legal Expenses**
- b. **ROLL CALL VOTE:**  
**Res. No. 026-001: Approval of Then & Now Certificates**
- c. **ROLL CALL VOTE:**  
**Res. No. 026-002: Approval of Changes to Authorized Signatories**
- d. **ACTION ITEM:**  
**Approval to order additional furniture items**
- d. **ACTION ITEM:**  
**Approval furniture contingency**
- e. **ROLL CALL VOTE:**  
**Res. No. 026-003: Approval of Foundation Checking Account**
- f. **ACTION ITEM:**  
**Temporary Change to Rules of Conduct for grand reopening festivities**

**11 ACTION ITEM:**  
**Meeting Adjournment**

**Upcoming Meeting Schedule**

**Board/Committee Meetings**

Date	Meeting	Time	Location
February 17, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
March 17, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space
April 21, 2026	Finance Committee	6:30 PM	Woodbourne Creativity Space
April 21, 2026	Board of Trustees	7:00 PM	Woodbourne Creativity Space

**Friends:**

Date	Meeting	Time	Location
February 3, 2026	WCPL Friends Board	6:00 PM	Woodbourne Creativity Space
March 3, 2026	WCPL Friends Board	6:00 PM	Woodbourne Creativity Space
April 7, 2026	WCPL Friends Board	6:00 PM	Woodbourne Creativity Space

## **Director Activities**

**December 12, 2025 – January 15, 2026**

### **Library Operations**

- Centerville Library renovation
  - Attended weekly construction meetings
  - Attended furniture coordination meeting
  - Worked on invitation list for Sneak Peek event
- Prepared orientation materials for new Trustee
- Reviewed budget and met with Fiscal Officer to discuss while out on sick leave
- Attended Customer Service Task Force and On Boarding Team meetings

### **Communication**

- Provided advice to Dayton Metro Library on Indian Heritage Collection
- Communicated upcoming changes in operating hours to staff
- Interview with NPR on most borrowed books

### **Community / Professional Involvement**

- Friends
  - Attended Friends monthly meeting and trivia
  - Participated in planning for Tasting with Friends
- Joint Public Entities
  - Continued discussions on communications about property taxes

Sick days – December 12, 15-16

Vacation – December 19, 26, 29-31, January 2

Holiday – December 24-25, January 1

<b>Board Member</b>
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**Please raise your right hand**

Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees (or as the Fiscal Officer) of the Washington-Centerville Public Library, Montgomery County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

(Response: “I do”)

<b>Fiscal Officer</b>
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**Please raise your right hand**

Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees (or as the Fiscal Officer) of the Washington-Centerville Public Library, Montgomery County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

(Response: “I do”)

# **Board Minutes and Attachments**

# WASHINGTON-CENTERVILLE PUBLIC LIBRARY

## BOARD MEETING MINUTES

December 16, 2025

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### **CALL TO ORDER**

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

The roll call was as follows: Mr. Bowling, Present; Mrs. Cline, Present; Mrs. Denison, Absent; Mr. Falkner, Present; Mrs. Herrick, Present; Mr. Nunna, Absent; and Mrs. Suttman, Present; also Mr. Monteith, Fiscal Officer; Mr. Menker, Patron Services Manager; and members of the public.

### **HEARING OF THE PUBLIC**

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

### **EXECUTIVE SESSION**

Mrs. Suttman moved, pursuant to ORC §121.22(G)(1), to adjourn to executive session for the purpose of discussing the employment and/or compensation of a public employee. Mr. Bowling seconded the motion.

The roll call vote was as follows:

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

Mrs. Herrick	<u>Yes</u>
Mr. Nunna	<u>Absent</u>
Mrs. Suttman	<u>Yes</u>

At 7:01 p.m., the board entered executive session.

At 7:05 p.m., Mr. Nunna arrived

At 7:15 p.m., the board exited executive session. Mrs. Herrick returned the meeting to open session.

Mr. Bowling moved to reappoint Fiscal Officer John Monteith effective January 1, 2026 with a 3.75% raise. Mr. Falkner seconded the motion.

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

## **COMMITTEE REPORTS**

### Trustee Interview Committee

Mrs. Cline stated that the Board of Education met the night before, and approved the appointment of David Seyer for a term beginning on January 1, 2026.

### Nominating Committee

Mrs. Cline stated that the committee met before this meeting to prepare the slate of officers for 2026.

The committee is proposing the following slate of officers:

President:	<u>Carol Herrick</u>
Vice President:	<u>Randy Bowling</u>
Secretary:	<u>David Falkner</u>
Fiscal Officer:	<u>John Monteith</u>

### Finance Committee

Mr. Monteith presented the proposed 2026 appropriations and estimated revenues for the board's review and approval.

## **APPROVAL OF MINUTES**

Mrs. Suttman moved for the approval of the November 18, 2025 Meeting Minutes. Mr. Nunna seconded the motion.

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

## **STAFF PRESENTATION**

Bill Menker, Patron Services Manager, was asked to come present to the board on Friday night and Sunday hours, and the LSTA Grant for the podcasting studio. First, he presented on the operating hours differences and proposed changes once Centerville becomes fully operational again.

### Friday Hours

For Friday nights, he highlighted the differences between the operating hours for Centerville and Woodbourne. Additionally, the comparison in the average number of visitors to the building were presented for the last three years. A comparison between Monday-Thursday averages and Fridays for 2025 was also presented. The operating hours for other libraries in the area were also discussed.

As a final point on Friday hours, the results of the patron survey were discussed where people seemed to prefer the Centerville library if they were going to visit on a Friday night.

There was some discussion about the potential loss for those individuals that are currently using the library on Friday night. Mr. Menker stated that the average visitors on a Friday night are a bit skewed by programs that were held. The change in hours would not preclude programs from continuing Friday nights. We currently hold programs at times when the library may not be open to the public.

In moving forward, there were two options presented:

**Option A:** Close both locations at 6:00 p.m. This would provide the advantage of consistent hours between locations

**Option B:** Switch locations for Friday evenings so that the Centerville Library is open until 9:00 p.m., and Woodbourne closes at 6:00 p.m.

It is library management's recommendation to proceed with Option A. Mr. Bowling moved to approve the closing of both locations at 6:00 p.m. on Fridays. Mr. Falkner seconded the motion.

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

#### **Sunday Hours**

Mr. Menker provided some background on Sunday hours. He additionally stated that, in looking at other local libraries, many of these systems do not keep all of their locations open on Sundays, if at all. In looking at the Sunday daily average, the visits have only increased slightly even though only one location is open. Patron survey results show that the nearly half of respondents would prefer that Centerville remains open.

The two options for moving forward were:

**Option A:** Close Woodbourne Library on Sundays and have the Centerville Library remain open year-round once renovations are completed. This would be in line with the practice of other nearby libraries.

**Option B:** Switch summer Sundays to Centerville Library in 2026 and have the Woodbourne Library open only during the school year.

It is library management's recommendation to proceed with Option A. Mr. Nunna moved to proceed with the closing of the Woodbourne Library and having Centerville remain open year-round once the renovation is complete. Mr. Falkner seconded the motion.

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

### **LSTA Grant**

Mr. Menker presented background information on the Library Services and Technology Act grant and how the idea of the podcasting studio being installed in the new Creativity Commons came to life.

### **FISCAL OFFICER'S REPORT**

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

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

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

The motion is approved.

- b. Payment of December 2025 Expenditures

Mr. Monteith presented the check register for the period of November 19, 2025 through December 16, 2025.

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

The roll call vote was as follows:

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

The motion is approved.

### **NEW/OLD BUSINESS**

- a. **Res. No. 025-009: Approval of 2026 Appropriations Resolution**

Mr. Monteith stated that this is the approval of the information in the Finance Committee report earlier.

**General Fund**

Personal Services	\$	5,551,515
Supplies		246,760
Purchased Services		1,890,790
Library Materials		1,616,750
Capital Outlay		297,000
Other Expenses		19,750
Contingency		200,000
Transfers		1,510,000
<b>Total</b>	<b>\$</b>	<b>11,332,565</b>

**LSTA Grant Fund**

Capital Outlay	\$	30,000
<b>Total</b>	<b>\$</b>	<b>30,000</b>

**Building Fund**

Purchased Services	\$	303,000
Capital Outlay		944,500
<b>Total</b>	<b>\$</b>	<b>1,247,500</b>

**Perm. Improvement - Technology Fund**

Purchased Services	\$	10,000
Capital Outlay		102,500
<b>Total</b>	<b>\$</b>	<b>112,500</b>

**Good Life Award Fund**

Supplies	\$	4,650
Purchased Services		150
<b>Total</b>	<b>\$</b>	<b>4,800</b>
<b>Total All Funds</b>	<b>\$</b>	<b>12,727,365</b>

Mr. Nunna moved to approve Resolution No. 025-009. Mr. Falkner seconded the motion.

The roll call vote was as follows:

Mr. Bowling      Yes  
Mrs. Cline      Yes  
Mrs. Denison    Absent  
Mr. Falkner      Yes

Mrs. Herrick      Yes  
Mr. Nunna      Yes  
Mrs. Suttman    Yes

Resolution No. 025-009 is approved.

b. **Res. No. 025-010: Approval of Transfer from General Fund to Building Fund**

Mr. Monteith stated that this was the second part of the planned transfer of \$1.75 million from the General to Building Funds in 2025. Earlier this year, we transferred \$1 million. This completes the planned transfer

Mr. Nunna moved to approve Resolution No. 025-010. Mr. Falkner seconded the motion.

The roll call vote was as follows:

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

Mrs. Herrick	<u>Yes</u>
Mr. Nunna	<u>Yes</u>
Mrs. Suttman	<u>Yes</u>

Resolution No. 025-010 is approved.

c. **Approval of appropriations transfer within Building Fund**

Mr. Monteith stated that this transfer was being requested to allow us to appropriate the remainder of the furniture for the renovation project.

**Transfer #1**

Account	Description	Amount From	Amount To
401.10.53730	Architect/Engineering Services	\$ 300,000.00	
401.10.55540	Library Furniture		\$ 300,000.00
Total		\$ 300,000.00	\$ 300,000.00

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

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

The motion is approved.

d. **Approval of 2026 Meeting Schedule**

Mrs. Cline moved to approve the 2026 Meeting Schedule as presented. Mrs. Suttman seconded the motion.

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

The motion is approved.

**e. Approval of 2026 Officer Slate**

Mr. Nunna moved to approve the 2026 Officer Slate as presented by the Nominating Committee. Mrs. Suttman seconded the motion.

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

The motion is approved.

**f. Approval to Open Checking Account for Costs Related to Grand Opening of Centerville Library**

Mr. Monteith stated that we are asking that this action be tabled pending some further research into whether the account for the Woodbourne Library reopening was opened by the Foundation Committee/Board.

Mrs. Suttman moved to table the action item pending further research. Mrs. Cline seconded the motion.

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

Motion is tabled.

**g. Approval to accept Library Services and Technology (LSTA) Grant**

Mrs. Suttman moved to formally accept the LSTA Grant for the purchase of equipment related to the podcasting studio. Mr. Falkner seconded the motion.

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

The motion is approved.

**Res. No. 025-011: Approval of LSTA Grant Fund Creation**

Mr. Monteith stated that due to the restriction on the use of the LSTA Grant funds, we need to create a separate fund to account for these funds and their disbursement. Since the receipt source is restricted, there is no approval of the Auditor of State required.

Mr. Falkner moved for the approval of Res. No. 025-011. Mr. Nunna seconded the motion.

The roll call vote was as follows:

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

Mrs. Herrick	<u>Yes</u>
Mr. Nunna	<u>Yes</u>
Mrs. Suttman	<u>Yes</u>

Resolution No. 025-011 is approved.

### **OTHER**

There was no other business to be discussed.

### **ADJOURNMENT**

Mrs. Suttman moved to adjourn the meeting at 8:45 p.m. Mr. Nunna seconded the motion.

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

The motion to adjourn is approved.

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**President**

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**Fiscal Officer**

## RESOLUTION NO. 025-009

### APPROVAL OF THE APPROPRIATIONS FOR THE 2026 FISCAL YEAR

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 16, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

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

Be it resolved by the Board of Library Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio, that to provide for current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2026, the following sums be and the same are hereby set aside and appropriated for several purposes which expenditures are to be made:

#### 101 - GENERAL FUND

1000	Personal Services		
1100	Salaries and Leave Benefits	\$	4,166,500
1400	Retirement Benefits		583,650
1600	Insurance Benefits		796,065
1900	Other Benefits		5,300
	TOTAL PERSONAL SERVICES		5,551,515
2000	Supplies		
2100	General Supplies		113,760
2200	Property Maintenance Supplies		62,500
2300	Vehicle Supplies, Gas and Oil		1,500
2500	Supplies Purchased for Resale		69,000
	TOTAL SUPPLIES		246,760
3000	Contract and Purchased Services		
3100	Travel and Meeting		78,435
3200	Communication & Printing		192,750
3300	Property Maintenance		494,635
3400	Insurance		40,000
3600	Utilities		209,500

3700	Professional Services	145,650
3800	Software Maintenance	467,050
3900	Other Contract Services	262,770
	<b>TOTAL CONTRACT AND PURCHASED SERVICES</b>	<b>1,890,790</b>
4000	Library Materials	
4100	New Books	506,000
4200	Periodicals	20,000
4300	Audio-Visual Materials	190,250
4500	Online Subscriptions	111,500
4600	Inter-Library Delivery	14,000
4800	Electronic Materials	716,000
4900	Other Library Materials	59,000
	<b>TOTAL LIBRARY MATERIALS</b>	<b>1,616,750</b>
5000	Capital Outlay	
5500	Furniture & Equipment	297,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>297,000</b>
7000	Other Expenses	
7100	Library Membership & Dues	14,250
7200	Taxes & Assessments	4,000
7500	Refunds & Reimbursements	1,500
7900	Miscellaneous	-
	<b>TOTAL OTHER EXPENSES</b>	<b>19,750</b>
8000	Contingency	
8900	Contingency	200,000
	<b>TOTAL CONTINGENCY</b>	<b>200,000</b>
9000	Transfers	
9900	Transfers	1,510,000
	<b>TOTAL TRANSFERS</b>	<b>1,510,000</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 11,332,565</b>
<b>204 - LSTA GRANT - PODCASTING BOOTH</b>		
5000	Capital Outlay	
5500	Furniture & Equipment	\$ 30,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>30,000</b>
	<b>TOTAL LSTA GRANT - PODCASTING BOOTH</b>	<b>\$ 30,000</b>

**401 - BUILDING FUND**

3000	Contract and Purchased Services		
3200	Communication & Printing	\$	500
3400	Insurance		2,500
3700	Professional Services		300,000
3900	Other Contract Services		-
	TOTAL CONTRACT AND PURCHASED SERVICES		<u>303,000</u>
5000	Capital Outlay		
5300	Building Improvements		800,000
5500	Furniture & Equipment		144,500
	TOTAL CAPITAL OUTLAY		<u>944,500</u>
	<b>TOTAL BUILDING FUND</b>		<u><b>\$ 1,247,500</b></u>

**451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND**

3000	Contract and Purchased Services		
3300	Property Maintenance	\$	10,000
	TOTAL CONTRACT AND PURCHASED SERVICES		<u>10,000</u>
5000	Capital Outlay		
5500	Furniture & Equipment		102,500
	TOTAL CAPITAL OUTLAY		<u>102,500</u>
	<b>TOTAL PERMANENT IMPROVEMENT - TECHNOLOGY FUND</b>		<u><b>\$ 112,500</b></u>

**898 - DOROTHY R. YECK GOOD LIFE AWARD FUND**

2000	Supplies		
2100	General Supplies	\$	4,650
	TOTAL SUPPLIES		<u>4,650</u>
3000	Contract and Purchased Services		
3200	Communication & Printing		150
	TOTAL CONTRACT AND PURCHASED SERVICES		<u>150</u>
	<b>TOTAL DOROTHY R. YECK GOOD LIFE AWARD FUND</b>		<u><b>\$ 4,800</b></u>
	<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>		<u><b>\$ 12,727,365</b></u>

The roll call vote was as follows:

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

I hereby certify that the foregoing is a true copy of the 2026 Annual Appropriation Resolution approved by the Board of Library Trustees at the regular December meeting held December 16, 2025.

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Fiscal Officer  
Washington-Centerville Public Library,  
Montgomery County, Ohio

## RESOLUTION NO. 025-010

### APPROVAL OF TRANSFER FROM GENERAL FUND TO BUILDING FUND

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 16, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

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

Whereas, the Board of Trustees of the Washington-Centerville Public Library approved the 2025 Annual Appropriations on December 17, 2024 through Resolution No. 024-010; and

Whereas, as part of this resolution, the Board of Trustees approved the transfer of \$1,750,000 from the General Fund to the Building Fund; and

Whereas, the first part of this transfer occurred in June 2025, in the amount of \$1,000,000

Therefore, be it resolved that the Board of Trustees of the Washington-Centerville Public Library authorizes a transfer of \$750,000 to be made.

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

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

Passed: December 16, 2025

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

## CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on December 16, 2025 and in appearing upon the official records of said Board.

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President, Board of Trustees

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Fiscal Officer

DRAFT - UNAPPROVED

**RESOLUTION NO. 025-011**  
**ESTABLISHING A SPECIAL REVENUE FUND FOR LSTA GRANT**

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on December 16, 2025 at 7:00 pm at the Woodbourne Library with the following members present:

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

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

**Ohio Rev. Code § 5705.09(F)** states that each subdivision shall establish “a special fund for each class of revenues derived from a source other than the general property tax, which the law requires to be used for a particular purpose”.

The State Library of Ohio has awarded the Washington-Centerville Public Library a Library Services and Technology Act grant for the addition of a podcasting studio at Creativity Commons. This grant is passed through the State Library of Ohio by the Institute of Museum and Library Services. These funds are restricted to this purpose and should not be commingled with general library funds.

As this fund is mandated by both Ohio and Federal law, there is no requirement to obtain Auditor of State approval prior to establishing the fund. Standard governance procedures and the Library Fiscal Manual require board approval prior to establishing a new fund.

Upon adoption of this resolution, the new fund will be created as Fund 204 – LSTA Grant – Podcasting Booth in the library accounting system

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

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

Passed: December 16, 2025

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

**CERTIFICATE**

The undersigned, Fiscal Officer and the President 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 December 16, 2025 and in appearing upon the official records of said Board.

---

President, Board of Trustees

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Fiscal Officer

# **Fiscal Officer's Report**

**Washington-Centerville Public Library**  
**Monthly Cash Position**  
**For the Month Ended December 31, 2025**

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Fund	Monthly Beginning				
	Balance	Revenue	Expenditures	Ending Balance	
General Fund	\$ 10,474,768.76	\$ 344,719.58	\$ 1,356,001.78	\$ 9,463,486.56	
Unclaimed Funds	2,041.15	\$ 47.98	\$ -	2,089.13	
LSTA Grant	0.00	\$ -	\$ -	0.00	
Special Operating Fund	3,750,186.25	\$ -	\$ -	3,750,186.25	
Building Fund	3,655,744.19	\$ 750,000.00	\$ 452,183.41	3,953,560.78	
Perm. Imp. Fund-Ils	568,950.30	\$ -	\$ -	568,950.30	
Perm. Imp. Fund-Reference/Info	674,933.99	\$ -	\$ -	674,933.99	
Dorothy R. Yeck Good Life End	438.70	\$ -	\$ 224.48	214.22	
Payroll Clearing Fund	28,726.19	\$ 93,378.13	\$ 106,915.27	15,189.05	
	<b>\$ 19,155,789.53</b>	<b>\$ 1,188,145.69</b>	<b>\$ 1,915,324.94</b>	<b>\$ 18,428,610.28</b>	<b>1</b>

**Washington-Centerville Public Library**  
**YTD Cash Position**  
**For the Month Ended December 31, 2025**

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Fund	Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 8,917,565.34	\$ 9,779,704.98	\$ 9,233,783.76	\$ 9,463,486.56
Unclaimed Funds	794.93	\$ 1,294.20	\$ -	2,089.13
LSTA Grant	-	\$ -	\$ -	0.00
Special Operating Fund	3,750,186.25	\$ -	\$ -	3,750,186.25
Building Fund	4,723,157.63	\$ 1,750,000.00	\$ 2,519,596.85	3,953,560.78
Perm. Imp. Fund-Ils	568,950.30	\$ -	\$ -	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	\$ -	\$ 51,402.35	674,933.99
Dorothy R. Yeck Good Life End	184.69	\$ 5,100.00	\$ 5,070.47	214.22
Payroll Clearing Fund	15,302.23	\$ 1,163,631.34	\$ 1,163,744.52	15,189.05
	<b>\$ 18,702,477.71</b>	<b>\$ 12,699,730.52</b>	<b>\$ 12,973,597.95</b>	<b>\$ 18,428,610.28</b>
				<b>2</b>

**Washington-Centerville Public Library**  
**Monthly Cash Reconciliation**  
**For the Month Ended December 31, 2025**

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Bank Balances:

US Bank	\$ 822,082.70
Dayton Foundation	5,470.00
Paypal	3,870.02
Total Cash Accounts	<hr/> 831,422.72

Investments:

RedTree Investments	10,345,208.02
StarOhio	<hr/> 7,674,971.66
Total Investment Accounts	<hr/> 18,020,179.68

Total Bank Balances	18,851,602.40
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Deposits-in-Transit	\$520.21
Unposted Payments	\$681.27
Outstanding Checks	(\$424,193.60)

Adjusted Bank Balances	<hr/> 18,428,610.28
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Book Balance (from Cash Position)	18,428,610.28
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Difference	<hr/> \$ -
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*See detail in separate attachment*

**Washington-Centerville Public Library**  
**Monthly Revenue Statement**  
**For the Month Ended December 31, 2025**

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<b>101 - General Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
PUBLIC LIBRARY FUND	\$ 3,280,355.00	\$ 268,875.78	\$ 3,288,793.33	100.26% <span style="color: red;">1</span>
GENERAL PROPERTY TAXES	4,739,774.00	-	4,998,345.27	105.46% <span style="color: red;">2</span>
PROPERTY TAX ROLLBACK	610,000.00	-	616,125.80	101.00%
GRANTS - FEDERAL, STATE & LOCAL	-	-	-	0.00%
PATRON FINES & FEES	22,500.00	1,954.81	26,003.11	115.57%
COPIER INCOME	21,000.00	2,493.00	35,814.71	170.55%
PROGRAM FEES	-	3,880.00	3,880.00	0.00%
PASSPORT EXECUTION FEES	25,000.00	2,137.17	26,924.64	107.70%
PASSPORT PHOTOS	5,500.00	430.00	6,215.00	113.00%
PATRON SUPPLIES	27,500.00	2,705.35	30,460.59	110.77%
INTEREST INCOME	400,000.00	62,132.82	713,587.24	178.40% <span style="color: red;">3</span>
DONATIONS	22,500.00	111.95	21,087.60	93.72%
REFUNDS & REIMBURSEMENTS	9,000.00	-	11,228.88	124.77%
MISCELLANEOUS-OTHER	50,200.00	(1.30)	1,238.81	2.47%
TRANSFER IN	-	-	-	0.00%
<b>TOTAL RECEIPTS-GENERAL FUND</b>	<b>\$ 9,213,329.00</b>	<b>\$ 344,719.58</b>	<b>\$ 9,779,704.98</b>	<b>106.15%</b>

<b>102 - Unclaimed Funds</b>	Budget	Month Revenue	YTD Revenue	Percent
REFUNDS	\$ -	\$ 47.98	\$ 1,294.20	0.00%
TRANSFER TO UNCLAIMED	-	-	-	0.00%
<b>TOTAL RECEIPTS-UNCLAIMED FUNDS</b>	<b>\$ -</b>	<b>\$ 47.98</b>	<b>\$ 1,294.20</b>	<b>0.00%</b>

<b>205 - Special Operating Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
TRANSFER TO SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	0.00%
	\$ -	\$ -	\$ -	0.00%

<b>401 - Building Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO BUILDING FUND	\$ 1,750,000.00	\$ 750,000.00	\$ 1,750,000.00	100.00%
<b>TOTAL RECEIPTS-BUILDING FUND</b>	<b>\$ 1,750,000.00</b>	<b>\$ 750,000.00</b>	<b>\$ 1,750,000.00</b>	<b>100.00%</b>

**Washington-Centerville Public Library**  
**Monthly Revenue Statement**  
**For the Month Ended December 31, 2025**

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<b>450 - Perm. Improvement - ILS Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - ILS	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	0.00%

<b>451 - Perm. Improvement - Technology Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
TOTAL PERM. IMP. FUND-TECHNOLOGY	\$ -	\$ -	\$ -	0.00%

<b>898 - Yeck GLA Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
YECK DONATIONS-RESTRICTED	\$ 5,525.00	\$ -	\$ 5,100.00	92.31%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 5,525.00	\$ -	\$ 5,100.00	92.31%

<b>999 - Payroll Clearing Fund</b>	Budget	Month Revenue	YTD Revenue	Percent
CLEARING REVENUE	\$ -	\$ 93,378.13	\$ 1,163,631.34	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 93,378.13	\$ 1,163,631.34	0.00%
<b>GRAND TOTAL RECEIPTS</b>	<b>\$ 10,968,854.00</b>	<b>\$ 1,188,145.69</b>	<b>\$ 12,699,730.52</b>	<b>115.78%</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**Revenue Budget Statement - General Fund**  
**For the Month Ended December 31, 2025**

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<b>101 - General Fund</b>	<b>Monthly Estimated Revenue</b>	<b>Monthly Revenue</b>	<b>Favorable/ (Unfavorable)</b>	<b>YTD Estimated Revenue</b>	<b>YTD Revenue</b>	<b>Favorable/ (Unfavorable)</b>
Public Library Fund	\$ 268,875.77	\$ 268,875.78	\$ 0.01	\$ 3,280,355.00	\$ 3,288,793.33	\$ 8,438.33 <b>1</b>
General Property Taxes	-	-	-	4,690,516.00	4,998,345.27	307,829.27
Property Tax Rollback	-	-	-	600,000.00	616,125.80	16,125.80 <b>2</b>
Federal Grants	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-
Patron Fines & Fees	1,875.00	1,954.81	79.81	22,500.00	26,003.11	3,503.11
Copier, Fax and Printing	1,750.00	2,493.00	743.00	21,000.00	35,814.71	14,814.71
Program Fees	-	3,880.00	3,880.00	-	3,880.00	3,880.00
Passport Execution Fees	2,083.33	2,137.17	53.84	25,000.00	26,924.64	1,924.64
Passport Photos	458.33	430.00	(28.33)	5,500.00	6,215.00	715.00
Patron Supplies	2,291.67	2,705.35	413.68	27,500.00	30,460.59	2,960.59
Interest Income	23,271.10	62,132.82	38,861.72	400,000.00	713,587.24	313,587.24 <b>3</b>
Donations	571.97	111.95	(460.02)	22,500.00	21,087.60	(1,412.40)
Refunds & Reimbursements	750.00	-	(750.00)	9,000.00	11,228.88	2,228.88
Miscellaneous-Other	4,183.33	(1.30)	(4,184.63)	50,200.00	1,238.81	(48,961.19)
Transfer In	-	-	-	-	-	-
<b>TOTAL GENERAL FUND</b>	<b>\$ 306,110.51</b>	<b>\$ 344,719.58</b>	<b>\$ 38,609.07</b>	<b>\$ 9,154,071.00</b>	<b>\$ 9,779,704.98</b>	<b>\$ 625,633.98</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended December 31, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
<b>PERSONAL SERVICES</b>						
Salaries						
Manager/Director	687,250.00	66,678.71	682,623.82	-	4,626.18	99.33%
Library Specialists	1,445,000.00	108,138.78	1,409,118.69	-	35,881.31	97.52%
Technical Assistants	147,000.00	11,332.80	146,491.43	-	508.57	99.65%
Customer Service Assistants	342,219.94	27,770.36	320,905.06	-	21,314.88	93.77%
Substitutes	43,500.00	1,684.36	31,589.44	-	11,910.56	72.62%
Fiscal Officer	109,500.00	8,435.40	109,465.31	-	34.69	99.97%
Administrative Support	501,350.00	37,465.33	483,554.15	-	17,795.85	96.45%
Facilities Manager	81,000.00	6,222.55	80,333.08	-	666.92	99.18%
Facilities Assistant/Driver	20,200.00	2,112.48	19,905.22	-	294.78	98.54%
Library Aides	135,030.06	7,848.59	111,779.44	-	23,250.62	82.78%
Shelving Assistants	97,000.00	6,191.32	90,548.51	-	6,451.49	93.35%
Salaries Total:	3,609,050.00	283,880.68	3,486,314.15	-	122,735.85	96.60%
Retirement						
Retirement	506,040.00	56,985.73	485,925.73	-	20,114.27	96.03%
Retirement Total:	506,040.00	56,985.73	485,925.73	-	20,114.27	96.03%
Insurance						
Health Insurance	492,606.00	40,390.11	488,865.42	-	3,740.58	99.24%
Health Savings Account	91,200.95	7,523.46	87,191.65	1,583.48	2,425.82	97.34%
Dental Insurance	24,290.00	-	21,208.79	2,216.21	865.00	96.44%
Medicare	49,339.50	3,771.31	46,172.89	-	3,166.61	93.58%
Life Insurance	3,365.00	244.97	3,034.17	166.83	164.00	95.13%
Worker's Compensation	7,500.00	5,931.00	5,931.00	-	1,569.00	79.08%
Insurance Total:	668,301.45	57,860.85	652,403.92	3,966.52	11,931.01	98.21%
Other Benefits						
Unemployment Benefits	-	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-	-
Other Benefits Total:	-	-	-	-	-	-
<b>PERSONAL SERVICES Total:</b>	<b>4,783,391.45</b>	<b>398,727.26</b>	<b>4,624,643.80</b>	<b>3,966.52</b>	<b>154,781.13</b>	<b>96.76%</b>
<b>SUPPLIES</b>						
General/Administrative Supplies						
Office Supplies	28,143.06	928.37	21,163.26	2,587.42	4,392.38	84.39%
Program Supplies	66,290.95	4,915.81	40,357.23	5,829.90	20,103.82	69.67%
Cataloging/Processing Supplies	13,141.05	344.76	8,828.78	1,665.02	2,647.25	79.86%
Small Tools/Minor Equipment	1,387.92	-	1,107.92	198.00	82.00	94.09%
Janitorial Supplies	3,832.04	379.05	1,951.10	208.94	1,672.00	56.37%
General/Administrative Supplies Total:	112,795.02	6,567.99	73,408.29	10,489.28	28,897.45	74.38%
Property Maintenance Supplies						
Property Maintenance Supplies	45,763.38	4,634.74	20,709.63	1,757.48	23,296.27	49.09%
Property Maintenance Supplies Total:	45,763.38	4,634.74	20,709.63	1,757.48	23,296.27	49.09%
Vehicle Fuel & Supplies						
Vehicle Fuel	3,168.78	-	661.31	260.02	2,247.45	29.08%
Vehicle Supplies	500.00	135.59	278.32	14.41	207.27	58.55%
Vehicle Fuel & Supplies Total:	3,668.78	135.59	939.63	274.43	2,454.72	33.09%
Supplies Purchased for Resale						
Supplies Purchased for Resale	77,304.81	1,672.62	24,687.12	2,568.74	50,048.95	35.26%
Supplies Purchased for Resale Total:	77,304.81	1,672.62	24,687.12	2,568.74	50,048.95	35.26%
<b>SUPPLIES Total:</b>	<b>239,531.99</b>	<b>13,010.94</b>	<b>119,744.67</b>	<b>15,089.93</b>	<b>104,697.39</b>	<b>56.29%</b>

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended December 31, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
<b>CONTRACT SERVICES</b>						
Travel & Meeting						
Mileage	11,650.00	883.40	6,596.43	-	5,053.57	56.62%
In-House Seminars	18,637.97	-	399.31	1,600.69	16,637.97	10.73%
Conference/Meetings	46,800.66	2,310.44	14,176.40	2,934.24	29,690.02	36.56%
Membership Dues	4,825.00	40.00	2,252.55	775.00	1,797.45	62.75%
Travel & Meeting Total:	81,913.63	3,233.84	23,424.69	5,309.93	53,179.01	35.08%
Communication & Printing						
Telephone Services	5,419.85	-	3,937.55	-	1,482.30	72.65%
Computer Data Line	49,899.91	856.96	16,333.74	17,213.88	16,352.29	67.23%
Postage	22,374.79	600.00	4,644.25	1,537.75	16,192.79	27.63%
Postage Meter Rental	3,323.35	-	2,359.35	278.05	685.95	79.36%
Security Alarm	9,569.34	1,368.00	4,110.00	3,210.00	2,249.34	76.49%
Legal Advertisements	2,500.00	-	380.16	-	2,119.84	15.21%
Marketing & Advertising	19,662.56	166.24	17,683.12	1,322.88	656.56	96.66%
Printing & Publications	53,867.02	2,389.14	22,189.60	1,069.16	30,608.26	43.18%
Communication & Printing Total:	166,616.82	5,380.34	71,637.77	24,631.72	70,347.33	57.78%
Property Maintenance Services						
Building/Site Repair	153,985.82	-	59,378.47	42,264.27	52,343.08	66.01%
Equipment & Furniture Repair	27,032.09	2,298.54	19,016.45	2,432.71	5,582.93	79.35%
Grounds & Snow Removal	152,000.00	14,215.00	68,987.58	13,404.00	69,608.42	54.20%
Janitorial Services	242,845.38	12,667.47	174,624.57	9,139.97	59,080.84	75.67%
Trash Services	21,283.75	1,114.77	13,823.86	1,854.91	5,604.98	73.67%
Property Maintenance Services Total:	597,147.04	30,295.78	335,830.93	69,095.86	192,220.25	67.81%
Insurance						
Property Insurance	31,733.75	-	30,501.25	179.75	1,052.75	96.68%
Insurance Total:	31,733.75	-	30,501.25	179.75	1,052.75	96.68%
Utilities						
Electricity	126,413.74	3,431.25	113,642.56	10,462.77	2,308.41	98.17%
Natural Gas	45,697.76	2,278.42	41,957.46	2,548.77	1,191.53	97.39%
Water/Sewer	13,280.81	1,141.83	7,334.97	2,746.82	3,199.02	75.91%
Utilities Total:	185,392.31	6,851.50	162,934.99	15,758.36	6,698.96	96.39%
Professional Services						
Speaker & Program Stipends	10,974.55	-	7,454.53	-	3,520.02	67.93%
Art & Other Exhibits	5,720.00	21.93	5,367.98	350.00	2.02	99.96%
Architect & Engineering Services	-	-	-	-	-	-
Accounting & Auditing Services	12,800.00	-	12,776.88	-	23.12	99.82%
Legal Services - General	1,150.00	-	525.00	400.00	225.00	80.43%
Legal Services - Employment	53,388.70	26,261.25	51,256.25	2,128.75	3.70	99.99%
Tax Collection Fees	62,363.80	-	62,363.80	-	-	100.00%
Banking Fees	18,161.36	3,464.15	16,979.45	738.07	443.84	97.56%
Benefits Administration	7,610.00	327.50	6,415.00	625.00	570.00	92.51%
Other Professional Services	9,390.00	166.40	7,068.60	1,931.40	390.00	95.85%
Professional Services Total:	181,558.41	30,241.23	170,207.49	6,173.22	5,177.70	97.15%
Software Maintenance						
Software Maintenance	254,199.80	27,806.43	198,299.61	8,704.04	47,196.15	81.43%
Software Maintenance Total:	254,199.80	27,806.43	198,299.61	8,704.04	47,196.15	81.43%
Other Contract Services						
Temporary Contract Services	46,703.15	447.75	6,850.91	705.00	39,147.24	16.18%
Online Services	239,414.81	13,417.04	139,380.10	39,078.33	60,956.38	74.54%
Collection Development Services	6,400.00	-	2,600.00	-	3,800.00	40.63%
Other Contract Services Total:	292,517.96	13,864.79	148,831.01	39,783.33	103,903.62	64.48%
<b>CONTRACT SERVICES Total:</b>	<b>1,791,079.72</b>	<b>117,673.91</b>	<b>1,141,667.74</b>	<b>169,636.21</b>	<b>479,775.77</b>	<b>73.21%</b>

3

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended December 31, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
<b>LIBRARY MATERIALS</b>						
New Books						
New Books	547,392.11	28,618.38	360,665.64	181,063.24	5,663.23	98.97%
Standing Orders/Continuations	18,206.81	-	5,730.66	-	12,476.15	31.48%
Book Rentals	70,617.75	128.70	63,500.63	1,687.50	5,429.62	92.31%
New Books Total:	636,216.67	28,747.08	429,896.93	182,750.74	23,569.00	96.30%
Periodicals						
Periodicals	26,000.00	-	16,582.44	-	9,417.56	63.78%
Periodicals Total:	26,000.00	-	16,582.44	-	9,417.56	63.78%
Audio-Visual Materials						
Movies	105,903.16	4,192.49	65,346.70	27,893.20	12,663.26	88.04%
Read Along Audiobooks	44,007.53	-	13,183.79	7,500.00	23,323.74	47.00%
Pre-Loaded Learning Tablets	32,185.40	-	13,234.36	7,000.00	11,951.04	62.87%
Audiobooks	15,386.42	1,106.13	9,910.42	4,412.28	1,063.72	93.09%
Other Audio-Visual Materials	11,552.62	670.77	11,259.17	282.59	10.86	99.91%
Audio-Visual Materials Total:	209,035.13	5,969.39	112,934.44	47,088.07	49,012.62	76.55%
Online Subscriptions						
Online Subscriptions	112,000.00	7,497.69	97,141.61	-	14,858.39	86.73%
Online Subscriptions Total:	112,000.00	7,497.69	97,141.61	-	14,858.39	86.73%
Inter-Library Delivery Service						
Search Ohio Delivery	13,000.00	-	12,204.45	-	795.55	93.88%
Inter-Library Delivery Service Total:	13,000.00	-	12,204.45	-	795.55	93.88%
Electronic Materials						
eBooks	460,722.25	1,864.82	417,150.67	34,433.59	9,137.99	98.02%
Digital Music Services	42,000.00	-	39,735.00	-	2,265.00	94.61%
Digital Video Services	230,763.18	16,335.39	203,313.27	27,449.91	-	100.00%
Rokus	18,958.88	25.58	14,329.16	50.96	4,578.76	75.85%
Electronic Materials Total:	752,444.31	18,225.79	674,528.10	61,934.46	15,981.75	97.88%
Other Library Materials						
Culture Pass	13,000.00	-	7,804.82	-	5,195.18	60.04%
Mobile Hotspots	15,000.00	935.48	10,599.42	1,400.58	3,000.00	80.00%
Special Learning Kits	28,747.37	2,541.13	9,404.81	3,621.31	15,721.25	45.31%
Board Game Collection	14,533.76	1,779.84	11,540.98	2,119.88	872.90	93.99%
Other Library Materials Total:	71,281.13	5,256.45	39,350.03	7,141.77	24,789.33	65.22%
<b>LIBRARY MATERIALS Total:</b>	<b>1,819,977.24</b>	<b>65,696.40</b>	<b>1,382,638.00</b>	<b>298,915.04</b>	<b>138,424.20</b>	<b>92.39%</b>
<b>CAPITAL OUTLAY</b>						
Land Improvements						
Land Improvements	44,550.00	-	41,250.00	3,300.00	-	100.00%
Land Improvements Total:	44,550.00	-	41,250.00	3,300.00	-	100.00%
Furniture & Equipment						
Furniture & Equipment	13,708.04	-	7,546.81	218.42	5,942.81	56.65%
Computer Hardware & Software	261,155.84	10,832.31	149,386.21	9,729.60	102,040.03	60.93%
Furniture & Equipment Total:	274,863.88	10,832.31	156,933.02	9,948.02	107,982.84	60.71%
<b>CAPITAL OUTLAY Total:</b>	<b>319,413.88</b>	<b>10,832.31</b>	<b>198,183.02</b>	<b>13,248.02</b>	<b>107,982.84</b>	<b>66.19%</b>

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**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended December 31, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
<b>OTHER EXPENDITURES</b>						
Library Membership & Dues						
Organizational Dues	200.00	-	-	-	200.00	0.00%
Trustee Dues	13,250.00	-	12,811.00	-	439.00	96.69%
Library Membership & Dues Total:	13,450.00	-	12,811.00	-	639.00	95.25%
Taxes & Assessments						
Real Estate Taxes	-	-	-	-	-	-
State Sales Tax	3,000.00	-	2,704.79	295.21	-	100.00%
Taxes & Assessments Total:	3,000.00	-	2,704.79	295.21	-	100.00%
Refunds & Reimbursements						
Patron Refunds	1,750.00	60.96	1,390.74	-	359.26	79.47%
Refunds & Reimbursements Total:	1,750.00	60.96	1,390.74	-	359.26	79.47%
<b>OTHER EXPENDITURES Total:</b>	<b>18,200.00</b>	<b>60.96</b>	<b>16,906.53</b>	<b>295.21</b>	<b>998.26</b>	<b>94.52%</b>
<b>CONTINGENCY</b>						
Contingency						
Contingency	200,000.00	-	-	-	200,000.00	0.00%
Contingency Total:	200,000.00	-	-	-	200,000.00	0.00%
<b>CONTINGENCY Total:</b>	<b>200,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000.00</b>	<b>0.00%</b>
<b>TRANSFERS AND OTHER</b>						
Transfers Out						
Transfers Out	1,750,000.00	750,000.00	1,750,000.00	-	-	100.00%
Transfers Out Total:	1,750,000.00	750,000.00	1,750,000.00	-	-	100.00%
<b>TRANSFERS AND OTHER Total:</b>	<b>1,750,000.00</b>	<b>750,000.00</b>	<b>1,750,000.00</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
<b>General Fund Total:</b>	<b>10,921,594.28</b>	<b>1,356,001.78</b>	<b>9,233,783.76</b>	<b>501,150.93</b>	<b>1,186,659.59</b>	<b>89.13%</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**Capital Project Funds Expenditures**  
**For the Month Ended December 31, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
Contract Services						
Communication & Printing						
Legal Advertisements	1,200.00	-	1,200.00	-	-	100.00%
Communication & Printing Total:	1,200.00	-	1,200.00	-	-	100.00%
Property Maintenance Services						
Site Preparation	35,000.00	-	24,800.00	10,200.00	-	100.00%
Property Maintenance Services Total:	35,000.00	-	24,800.00	10,200.00	-	100.00%
Liability Insurance						
Property Insurance	5,000.00	-	5,000.00	-	-	100.00%
Liability Insurance Total:	5,000.00	-	5,000.00	-	-	100.00%
Professional Services						
Architect & Engineering Services	517,800.00	9,421.48	203,931.27	13,868.73	300,000.00	42.06%
Legal Services	8,142.50	-	3,780.10	1,219.90	3,142.50	61.41%
Professional Services Total:	525,942.50	9,421.48	207,711.37	15,088.63	303,142.50	42.36%
Other Contract Services						
Temporary Contract Services	130,000.00	1,999.50	63,306.20	40,173.80	26,520.00	79.60%
Other Contract Services Total:	130,000.00	1,999.50	63,306.20	40,173.80	26,520.00	79.60%
<b>CONTRACT SERVICES Total:</b>	<b>697,142.50</b>	<b>11,420.98</b>	<b>302,017.57</b>	<b>65,462.43</b>	<b>329,662.50</b>	<b>52.71%</b>
Capital Outlay						
Land Improvements						
Land Improvements	-	-	-	-	-	-
Land Improvements Total:	-	-	-	-	-	-
Buildings						
Buildings	-	-	-	-	-	-
Buildings Total:	-	-	-	-	-	-
Building Improvements						
Building Improvements	4,632,925.47	279,705.97	2,027,249.32	2,605,676.15	-	100.00%
Building Improvements Total:	4,632,925.47	279,705.97	2,027,249.32	2,605,676.15	-	100.00%
Furniture & Equipment						
Furniture & Equipment	879,074.53	161,056.46	215,129.96	522,923.60	141,020.97	83.96%
Computer Hardware & Software	250,000.00	-	26,602.35	83,792.65	139,605.00	44.16%
Furniture & Equipment Total:	1,129,074.53	161,056.46	241,732.31	606,716.25	280,625.97	75.15%
<b>CAPITAL OUTLAY Total:</b>	<b>5,762,000.00</b>	<b>440,762.43</b>	<b>2,268,981.63</b>	<b>3,212,392.40</b>	<b>280,625.97</b>	<b>95.13%</b>
<b>Capital Project Funds Total:</b>	<b>6,459,142.50</b>	<b>452,183.41</b>	<b>2,570,999.20</b>	<b>3,277,854.83</b>	<b>610,288.47</b>	<b>90.55%</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**Dorothy Yeck Good Life Award Fund Expenditures**  
**For the Month Ended December 31, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
<b>Dorothy Yeck Good Life Award Fund</b>						
Supplies						
General Administrative Supplies						
Office Supplies	4,750.00	224.48	4,574.48	157.52	18.00	99.62%
Program Supplies	6.33	-	-	-	6.33	0.00%
General/Administrative Supplies Total:	4,756.33	224.48	4,574.48	157.52	24.33	99.49%
<b>SUPPLIES Total:</b>	<b>4,756.33</b>	<b>224.48</b>	<b>4,574.48</b>	<b>157.52</b>	<b>24.33</b>	<b>99.49%</b>
Contract Services						
Printing & Publications						
Printing & Publications	399.19	-	95.99	230.00	73.20	81.66%
Printing & Publications Total:	399.19	-	95.99	230.00	73.20	81.66%
Other Contract Services						
Temporary Contract Services	475.00	-	400.00	-	75.00	84.21%
Other Contract Services Total:	475.00	-	400.00	-	75.00	84.21%
<b>CONTRACT SERVICES Total:</b>	<b>874.19</b>	<b>-</b>	<b>495.99</b>	<b>230.00</b>	<b>148.20</b>	<b>83.05%</b>
<b>Dorothy Yeck Good Life Award Fund Total:</b>	<b>5,630.52</b>	<b>224.48</b>	<b>5,070.47</b>	<b>387.52</b>	<b>172.53</b>	<b>10.98%</b>

**Washington-Centerville Public Library**  
**Payroll Clearing Fund**  
**For the Month Ended December 31, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
Held for Employee Benefits						
Employee Paid Benefits	-	106,915.27	1,163,744.52	-	(1,163,744.52)	
Held for Employee Benefits Total:	-	106,915.27	1,163,744.52	-	(1,163,744.52)	
<b>Payroll Clearing Fund Total:</b>	<b>-</b>	<b>106,915.27</b>	<b>1,163,744.52</b>	<b>-</b>	<b>(1,163,744.52)</b>	
<b>Total All Funds</b>	<b>17,386,367.30</b>	<b>1,915,324.94</b>	<b>12,973,597.95</b>	<b>3,779,393.28</b>	<b>633,376.07</b>	<b>96.36%</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended December 31, 2025**

<b>Description</b>	<b>Month</b>			<b>Year-to-Date</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Favorable/ (Unfavorable)</b>	<b>Budget</b>	<b>Actual</b>	<b>Favorable/ (Unfavorable)</b>
<b>PERSONAL SERVICES</b>						
Salaries						
Manager/Director	52,865.38	66,678.71	(13,813.33)	687,250.00	682,623.82	4,626.18
Library Specialists	111,153.85	108,138.78	3,015.07	1,445,000.00	1,409,118.69	35,881.31
Technical Assistants	11,307.69	11,332.80	(25.11)	147,000.00	146,491.43	508.57
Customer Service Assistants	29,059.37	27,770.36	1,289.01	342,219.94	320,905.06	21,314.88
Substitutes	3,346.15	1,684.36	1,661.79	43,500.00	31,589.44	11,910.56
Fiscal Officer	8,423.08	8,435.40	(12.32)	109,500.00	109,465.31	34.69
Administrative Support	38,565.38	37,465.33	1,100.05	501,350.00	483,554.15	17,795.85
Facilities Manager	6,230.77	6,222.55	8.22	81,000.00	80,333.08	666.92
Facilities Assistant/Driver	1,553.85	2,112.48	(558.63)	20,200.00	19,905.22	294.78
Library Aides	10,386.93	7,848.59	2,538.34	135,030.06	111,779.44	23,250.62
Shelving Assistants	7,461.54	6,191.32	1,270.22	97,000.00	90,548.51	6,451.49
Salaries Total:	280,353.99	283,880.68	(3,526.69)	3,609,050.00	3,486,314.15	122,735.85
Retirement						
Retirement	38,926.15	56,985.73	(18,059.58)	506,040.00	485,925.73	20,114.27
Retirement Total:	38,926.15	56,985.73	(18,059.58)	506,040.00	485,925.73	20,114.27
Insurance						
Health Insurance	41,050.50	40,390.11	660.39	492,606.00	488,865.42	3,740.58
Health Savings Account	7,600.08	7,523.46	76.62	91,200.95	87,191.65	4,009.30
Dental Insurance	2,024.17	-	2,024.17	24,290.00	21,208.79	3,081.21
Medicare	3,795.35	3,771.31	24.04	49,339.50	46,172.89	3,166.61
Life Insurance	280.42	244.97	35.45	3,365.00	3,034.17	330.83
Worker's Compensation	7,500.00	5,931.00	1,569.00	7,500.00	5,931.00	1,569.00
Insurance Total:	62,250.51	57,860.85	4,389.66	668,301.45	652,403.92	15,897.53
Other Benefits						
Unemployment Benefits	-	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-	-
Other Benefits Total:	-	-	-	-	-	-
<b>PERSONAL SERVICES Total:</b>	<b>381,530.66</b>	<b>398,727.26</b>	<b>(17,196.60)</b>	<b>4,783,391.45</b>	<b>4,624,643.80</b>	<b>158,747.65</b>
<b>SUPPLIES</b>						
General/Administrative Supplies						
Office Supplies	2,359.10	928.37	1,430.73	28,143.06	21,163.26	6,979.80
Program Supplies	5,524.25	4,915.81	608.44	66,290.95	40,357.23	25,933.72
Cataloging/Processing Supplies	1,095.09	344.76	750.33	13,141.05	8,828.78	4,312.27
Small Tools/Minor Equipment	115.66	-	115.66	1,387.92	1,107.92	280.00
Janitorial Supplies	336.92	379.05	(42.13)	3,832.04	1,951.10	1,880.94
General/Administrative Supplies Total:	9,431.01	6,567.99	2,863.02	112,795.02	73,408.29	39,386.73
Property Maintenance Supplies						
Property Maintenance Supplies	3,813.62	4,634.74	(821.13)	45,763.38	20,709.63	25,053.75
Property Maintenance Supplies Total:	3,813.62	4,634.74	(821.13)	45,763.38	20,709.63	25,053.75
Vehicle Fuel & Supplies						
Vehicle Fuel	264.07	-	264.07	3,168.78	661.31	2,507.47
Vehicle Supplies	41.67	135.59	(93.92)	500.00	278.32	221.68
Vehicle Fuel & Supplies Total:	305.73	135.59	170.14	3,668.78	939.63	2,729.15
Supplies Purchased for Resale						
Supplies Purchased for Resale	6,442.07	1,672.62	4,769.45	77,304.81	24,687.12	52,617.69
Supplies Purchased for Resale Total:	6,442.07	1,672.62	4,769.45	77,304.81	24,687.12	52,617.69
<b>SUPPLIES Total:</b>	<b>19,992.42</b>	<b>13,010.94</b>	<b>6,981.48</b>	<b>239,531.99</b>	<b>119,744.67</b>	<b>119,787.32</b>

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended December 31, 2025**

<b>Description</b>	<b>Month</b>			<b>Year-to-Date</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Favorable/ (Unfavorable)</b>	<b>Budget</b>	<b>Actual</b>	<b>Favorable/ (Unfavorable)</b>
<b>CONTRACT SERVICES</b>						
Travel & Meeting						
Mileage	962.83	883.40	79.43	11,650.00	6,596.43	5,053.57
In-House Seminars	1,553.16	-	1,553.16	18,637.97	399.31	18,238.66
Conference/Meetings	3,900.06	2,310.44	1,589.62	46,800.66	14,176.40	32,624.26
Membership Dues	574.00	40.00	534.00	4,825.00	2,252.55	2,572.45
Travel & Meeting Total:	6,990.05	3,233.84	3,756.21	81,913.63	23,424.69	58,488.94
Communication & Printing						
Telephone Services	451.65	-	451.65	5,419.85	3,937.55	1,482.30
Computer Data Line	4,256.32	856.96	3,399.36	49,899.91	16,333.74	33,566.17
Postage	4,549.12	600.00	3,949.12	22,374.79	4,644.25	17,730.54
Postage Meter Rental	795.57	-	795.57	3,323.35	2,359.35	964.00
Security Alarm	3,609.91	1,368.00	2,241.91	9,569.34	4,110.00	5,459.34
Legal Advertisements	208.33	-	208.33	2,500.00	380.16	2,119.84
Marketing & Advertising	1,638.55	166.24	1,472.31	19,662.56	17,683.12	1,979.44
Printing & Publications	13,159.61	2,389.14	10,770.47	53,867.02	22,189.60	31,677.42
Communication & Printing Total:	28,669.06	5,380.34	23,288.72	166,616.82	71,637.77	94,979.05
Property Maintenance Services						
Building/Site Repair	12,996.70	-	12,996.70	153,985.82	59,378.47	94,607.35
Equipment & Furniture Repair	2,258.39	2,298.54	(40.15)	27,032.09	19,016.45	8,015.64
Grounds & Snow Removal	22,800.00	14,215.00	8,585.00	152,000.00	68,987.58	83,012.42
Janitorial Services	20,365.88	12,667.47	7,698.41	242,845.38	174,624.57	68,220.81
Trash Services	1,924.55	1,114.77	809.78	21,283.75	13,823.86	7,459.89
Property Maintenance Services Total:	60,345.51	30,295.78	30,049.73	597,147.04	335,830.93	261,316.11
Insurance						
Property Insurance	-	-	-	31,733.75	30,501.25	1,232.50
Insurance Total:	-	-	-	31,733.75	30,501.25	1,232.50
Utilities						
Electricity	12,009.31	3,431.25	8,578.06	126,413.74	113,642.56	12,771.18
Natural Gas	4,478.38	2,278.42	2,199.96	45,697.76	41,957.46	3,740.30
Water/Sewer	2,412.37	1,141.83	1,270.54	13,280.81	7,334.97	5,945.84
Utilities Total:	18,900.06	6,851.50	12,048.56	185,392.31	162,934.99	22,457.32
Professional Services						
Speaker & Program Stipends	914.55	-	914.55	10,974.55	7,454.53	3,520.02
Art & Other Exhibits	476.67	21.93	454.74	5,720.00	5,367.98	352.02
Architect & Engineering Services	-	-	-	-	-	-
Accounting & Auditing Services	-	-	-	12,800.00	12,776.88	23.12
Legal Services - General	95.83	-	95.83	1,150.00	525.00	625.00
Legal Services - Employment	4,449.06	26,261.25	(21,812.19)	53,388.70	51,256.25	2,132.45
Tax Collection Fees	-	-	-	62,363.80	62,363.80	-
Banking Fees	1,513.45	3,464.15	(1,950.70)	18,161.36	16,979.45	1,181.91
Benefits Administration	634.17	327.50	306.67	7,610.00	6,415.00	1,195.00
Other Professional Services	782.50	166.40	616.10	9,390.00	7,068.60	2,321.40
Professional Services Total:	8,866.22	30,241.23	(21,375.01)	181,558.41	170,207.49	11,350.92
Software Maintenance						
Software Maintenance	15,134.65	27,806.43	(12,671.78)	254,199.80	198,299.61	55,900.19
Software Maintenance Total:	15,134.65	27,806.43	(12,671.78)	254,199.80	198,299.61	55,900.19
Other Contract Services						
Temporary Contract Services	3,891.93	447.75	3,444.18	46,703.15	6,850.91	39,852.24
Online Services	19,951.23	13,417.04	6,534.19	239,414.81	139,380.10	100,034.71
Collection Development Services	533.33	-	533.33	6,400.00	2,600.00	3,800.00
Other Contract Services Total:	24,376.50	13,864.79	10,511.71	292,517.96	148,831.01	143,686.95
<b>CONTRACT SERVICES Total:</b>	<b>163,282.05</b>	<b>117,673.91</b>	<b>45,608.14</b>	<b>1,791,079.72</b>	<b>1,141,667.74</b>	<b>649,411.98</b>

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended December 31, 2025**

<b>Description</b>	<b>Month</b>			<b>Year-to-Date</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Favorable/ (Unfavorable)</b>	<b>Budget</b>	<b>Actual</b>	<b>Favorable/ (Unfavorable)</b>
<b>LIBRARY MATERIALS</b>						
New Books						
New Books	56,381.39	28,618.38	27,763.01	547,392.11	360,665.64	186,726.47
Standing Orders/Continuations	2,694.61	-	2,694.61	18,206.81	5,730.66	12,476.15
Book Rentals	494.32	128.70	365.62	70,617.75	63,500.63	7,117.12
New Books Total:	59,570.32	28,747.08	30,823.24	636,216.67	429,896.93	206,319.74
Periodicals						
Periodicals	106.60	-	106.60	25,999.79	16,582.44	9,417.35
Periodicals Total:	106.60	-	106.60	25,999.79	16,582.44	9,417.35
Audio-Visual Materials						
Movies	9,750.18	4,192.49	5,557.69	105,903.16	65,346.70	40,556.46
Read Along Audiobooks	7,622.20	-	7,622.20	44,007.53	13,183.79	30,823.74
Pre-Loaded Learning Tablets	8,479.51	-	8,479.51	32,185.40	13,234.36	18,951.04
Audiobooks	1,557.65	1,106.13	451.52	15,386.42	9,910.42	5,476.00
Other Audio-Visual Materials	956.95	670.77	286.18	11,552.62	11,259.17	293.45
Audio-Visual Materials Total:	28,366.49	5,969.39	22,397.10	209,035.13	112,934.44	96,100.69
Online Subscriptions						
Online Subscriptions	7,235.45	7,497.69	(262.24)	112,000.00	97,141.61	14,858.39
Online Subscriptions Total:	7,235.45	7,497.69	(262.24)	112,000.00	97,141.61	14,858.39
Inter-Library Delivery Service						
Search Ohio Delivery	-	-	-	13,000.00	12,204.45	795.55
Inter-Library Delivery Service Total:	-	-	-	13,000.00	12,204.45	795.55
Electronic Materials						
eBooks	17,717.67	1,864.82	15,852.85	460,722.25	417,150.67	43,571.58
Digital Music Services	181.36	-	181.36	42,000.00	39,735.00	2,265.00
Digital Video Services	19,230.27	16,335.39	2,894.88	230,763.18	203,313.27	27,449.91
Rokus	25.96	25.58	0.38	18,958.88	14,329.16	4,629.72
Electronic Materials Total:	37,155.26	18,225.79	18,929.47	752,444.31	674,528.10	77,916.21
Other Library Materials						
Culture Pass	375.56	-	375.56	13,000.00	7,804.82	5,195.18
Mobile Hotspots	1,250.00	935.48	314.52	15,000.00	10,599.42	4,400.58
Special Learning Kits	7,186.84	2,541.13	4,645.71	28,747.37	9,404.81	19,342.56
Board Game Collection	3,633.44	1,779.84	1,853.60	14,533.76	11,540.98	2,992.78
Other Library Materials Total:	12,445.84	5,256.45	7,189.39	71,281.13	39,350.03	31,931.10
<b>LIBRARY MATERIALS Total:</b>	<b>144,879.96</b>	<b>65,696.40</b>	<b>79,183.56</b>	<b>1,819,977.03</b>	<b>1,382,638.00</b>	<b>437,339.03</b>
<b>CAPITAL OUTLAY</b>						<b>4</b>
Land Improvements						
Land Improvements	-	-	-	44,550.00	41,250.00	3,300.00
Land Improvements Total:	-	-	-	44,550.00	41,250.00	3,300.00
Furniture & Equipment						
Furniture & Equipment	1,083.67	-	1,083.67	13,708.04	7,546.81	6,161.23
Computer Hardware & Software	21,762.99	10,832.31	10,930.68	261,155.84	149,386.21	111,769.63
Furniture & Equipment Total:	22,846.66	10,832.31	12,014.35	274,863.88	156,933.02	117,930.86
<b>CAPITAL OUTLAY Total:</b>	<b>22,846.66</b>	<b>10,832.31</b>	<b>12,014.35</b>	<b>319,413.88</b>	<b>198,183.02</b>	<b>121,230.86</b>
						<b>5</b>

**Washington-Centerville Public Library**  
**General Fund Expenditures**  
**For the Month Ended December 31, 2025**

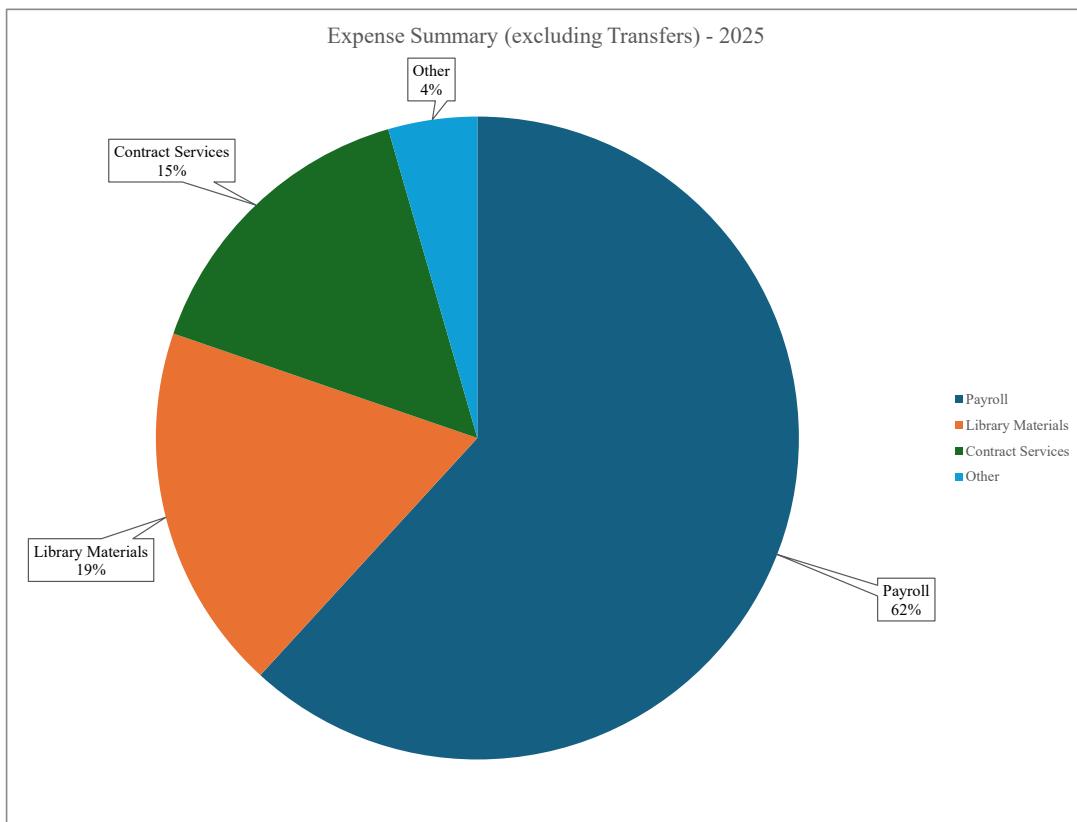
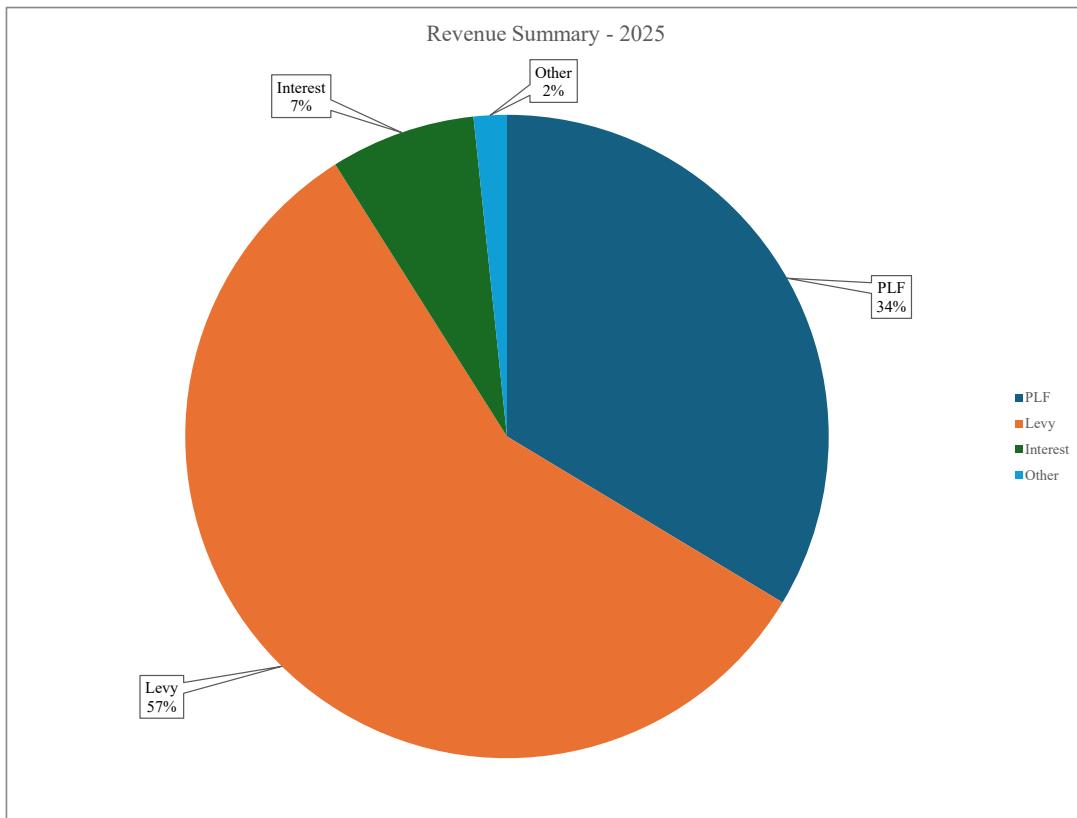
<b>Description</b>	<b>Month</b>			<b>Year-to-Date</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Favorable/ (Unfavorable)</b>	<b>Budget</b>	<b>Actual</b>	<b>Favorable/ (Unfavorable)</b>
<b>OTHER EXPENDITURES</b>						
Library Membership & Dues						
Organizational Dues	16.67	-	16.67	200.00	-	200.00
Trustee Dues	-	-	-	13,250.00	12,811.00	439.00
Library Membership & Dues Total:	16.67	-	16.67	13,450.00	12,811.00	639.00
Taxes & Assessments						
Real Estate Taxes	-	-	-	-	-	-
State Sales Tax	-	-	-	3,000.00	2,704.79	295.21
Taxes & Assessments Total:	-	-	-	3,000.00	2,704.79	295.21
Refunds & Reimbursements						
Patron Refunds	145.83	60.96	84.87	1,750.00	1,390.74	359.26
Refunds & Reimbursements Total:	145.83	60.96	84.87	1,750.00	1,390.74	359.26
<b>OTHER EXPENDITURES Total:</b>	<b>162.50</b>	<b>60.96</b>	<b>101.54</b>	<b>18,200.00</b>	<b>16,906.53</b>	<b>1,293.47</b>
<b>CONTINGENCY</b>						
Contingency						
Contingency	200,000.00	-	200,000.00	200,000.00	-	200,000.00
Contingency Total:	200,000.00	-	200,000.00	200,000.00	-	200,000.00
<b>CONTINGENCY Total:</b>	<b>200,000.00</b>	<b>-</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>-</b>	<b>200,000.00</b>
<b>TRANSFERS AND OTHER</b>						
Transfers Out						
Transfers Out	750,000.00	750,000.00	-	1,750,000.00	1,750,000.00	-
Transfers Out Total:	750,000.00	750,000.00	-	1,750,000.00	1,750,000.00	-
<b>TRANSFERS AND OTHER Total:</b>	<b>750,000.00</b>	<b>750,000.00</b>	<b>-</b>	<b>1,750,000.00</b>	<b>1,750,000.00</b>	<b>-</b>
<b>General Fund Total:</b>	<b>1,682,694.24</b>	<b>1,356,001.78</b>	<b>326,692.46</b>	<b>10,921,594.07</b>	<b>9,233,783.76</b>	<b>1,487,810.31</b>

*See Notes to the Financial Report*

**Washington-Centerville Public Library**  
**Footnotes To The Monthly Financial Statements**  
**For the Month Ended December 31, 2025**

Year-to-Date - Last Three Years										
	Year to Date			Year to Date			\$ Change	% Change		
	2025	2024	\$ Change	2024	2023	\$ Change				
<b>GENERAL FUND:</b>										
<b>REVENUE</b>										
Public Library Fund	3,288,793	2,804,699	484,094	17.3%	2,804,699	3,035,188	(230,489)	-7.6%		
Operating Levy	5,614,471	5,562,304	52,167	0.9%	5,562,304	5,476,562	85,742	1.6%		
Federal, State and Local Grants	-	3,573	(3,573)	-100.0%	3,573	2,000	1,573	78.7%		
Patron Fees, and Supplies	129,298	134,619	(5,321)	-4.0%	134,619	118,614	16,005	13.5%		
Interest Income	713,587	772,808	(59,221)	-7.7%	772,808	479,229	293,579	61.3%		
Donations	21,088	23,811	(2,723)	-11.4%	23,811	31,554	(7,743)	-24.5%		
Refunds/Reimbursements	11,229	50,690	(39,461)	-77.8%	50,690	15,951	34,739	217.8%		
Miscellaneous	1,239	184	1,055	573.3%	184	276	(92)	-33.4%		
<b>Total Revenue</b>	<b>9,779,705</b>	<b>9,352,688</b>	<b>427,017</b>	<b>4.6%</b>	<b>9,352,688</b>	<b>9,159,376</b>	<b>193,312</b>	<b>2.1%</b>		
<b>EXPENDITURES</b>										
Salaries	3,486,314	3,465,549	20,765	0.6%	3,465,549	3,062,914	402,635	13.1%		
Retirement	485,926	530,534	(44,608)	-8.4%	530,534	704,595	(174,061)	-24.7%		
Insurance & Other Benefits	652,404	646,367	6,037	0.9%	646,367	644,732	1,635	0.3%		
Supplies	119,745	154,544	(34,799)	-22.5%	154,544	114,590	39,954	34.9%		
Purchased / Contract Services	1,141,668	1,224,304	(82,636)	-6.7%	1,224,304	1,046,903	177,401	16.9%		
Library Materials	1,382,638	1,415,514	(32,876)	-2.3%	1,415,514	1,320,616	94,898	7.2%		
Capital Outlay	198,183	176,756	21,427	12.1%	176,756	206,059	(29,303)	-14.2%		
Other Expenditures	16,907	26,213	(9,306)	-35.5%	26,213	17,521	8,692	49.6%		
Transfers to Other Funds	1,750,000	2,000,000	(250,000)	-12.5%	2,000,000	1,010,000	990,000	98.0%		
<b>Total Expenditures</b>	<b>9,233,784</b>	<b>9,639,781</b>	<b>(405,997)</b>	<b>-4.2%</b>	<b>9,639,781</b>	<b>8,127,931</b>	<b>1,511,850</b>	<b>18.6%</b>		
<b>Net Change in Fund Balance</b>	<b>545,921</b>	<b>(287,093)</b>	<b>833,014</b>		<b>(287,093)</b>	<b>1,031,445</b>	<b>(1,318,538)</b>			

Budget versus Actual - Month and Year-to-Date								
	Month				Year to Date			
	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	Budget	Actual	\$ Favorable/ (Unfavorable)	
<strong>GENERAL FUND:</strong>								
<strong>REVENUE</strong>								
Public Library Fund	268,876	268,876	0	0.0%	3,280,355	3,288,793	8,438	0.3%
Operating Levy	0	0	0		4,690,516	4,998,345	307,829	6.6%
Federal, State and Local Grants	0	0	0		600,000	616,126	16,126	2.7%
Patron Fees, and Supplies	8,458	13,600	5,142	60.8%	101,500	129,298	27,798	27.4%
Interest Income	23,271	62,133	38,862	167.0%	400,000	713,587	313,587	78.4%
Donations	572	112	(460)	-80.4%	22,500	21,088	(1,412)	-6.3%
Refunds/Reimbursements	750	0	(750)		9,000	11,229	2,229	24.8%
Miscellaneous	4,183	-1	(4,185)	-100.0%	50,200	1,239	(48,961)	-97.5%
<strong>Total Revenue</strong>	<strong>306,111</strong>	<strong>344,720</strong>	<strong>38,609</strong>	<strong>12.6%</strong>	<strong>9,154,071</strong>	<strong>9,779,705</strong>	<strong>625,634</strong>	<strong>6.8%</strong>
<strong>EXPENDITURES</strong>								
	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)
Salaries	280,354	283,881	(3,527)	-1.3%	3,609,050	3,486,314	122,736	3.4%
Retirement	38,926	56,986	(18,060)	-46.4%	506,040	485,926	20,114	4.0%
Insurance & Other Benefits	62,251	57,861	4,390	7.1%	668,301	652,404	15,898	2.4%
Supplies	19,992	13,011	6,981	34.9%	239,532	119,745	119,787	50.0%
Purchased / Contract Services	163,282	117,674	45,608	27.9%	1,791,080	1,141,668	649,412	36.3%
Library Materials	144,880	65,696	79,184	54.7%	1,819,977	1,382,638	437,339	24.0%
Capital Outlay	22,847	10,832	12,014	52.6%	319,414	198,183	121,231	38.0%
Other Expenditures	163	61	102	62.5%	18,200	16,907	1,293	7.1%
Contingency	200,000	0	200,000	100.0%	200,000	0	200,000	100.0%
Transfers to Other Funds	750,000	750,000	0	0.0%	1,750,000	1,750,000	0	0.0%
<strong>Total Expenditures</strong>	<strong>1,682,694</strong>	<strong>1,356,002</strong>	<strong>326,692</strong>	<strong>19.4%</strong>	<strong>10,921,594</strong>	<strong>9,233,784</strong>	<strong>1,687,810</strong>	<strong>15.5%</strong>
<strong>Net Change in Fund Balance</strong>	<strong>(1,376,584)</strong>	<strong>(1,011,282)</strong>	<strong>365,302</strong>		<strong>(1,767,523)</strong>	<strong>545,921</strong>	<strong>2,313,444</strong>	
<strong>Net Change in Fund Balance - Excluding Transfers</strong>	<strong>(626,584)</strong>	<strong>(261,282)</strong>	<strong>365,302</strong>		<strong>(17,523)</strong>	<strong>2,295,921</strong>	<strong>2,313,444</strong>	



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

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**Cash Position and Monthly Cash Reconciliation**

1. The month of December saw a decrease in overall fund balances by about 3.8%. The General Fund decreased by nearly 10% during the month. The building fund saw an increase of over 8%, largely due to the transfer made during the month.
2. For the year, there was a decrease of about 1.5% from the January 1, 2025 balances. The General Fund did see an increase of about 6%, due to stronger than anticipated interest income and levy receipts. Expenses fell short of anticipated amounts, due in large part to contract services and library materials coming in less than anticipated.

**Revenue Summary and Revenue Budget Summary**

The General Fund revenue was about 13% higher than estimated for the month and is about 7% higher for the year-to-date. Overall, revenues ended up over 6% above estimates due to stronger than budgeted levy receipts and interest income.

1. The Public Library Fund ended the year about 0.25% above estimates. This was largely due to the monthly repayment of the prior year PLF error by Montgomery County. This repayment ended up amounting to about \$107,370.
2. There have been no levy receipts since October, and the amount ended up 6.6% above estimates. This is due to the collection rate being over 99.7% for the year.
3. During December, we received \$3,880 in program fees related to the Erma Bombeck writing competition held every few years. We will see additional receipts related to this in January as well.
4. Interest income closed the year very strong. The receipts for December ended up being 167% above estimates. For the year, we ended up over 78% above budgeted amounts. It is anticipated that these amounts will slow down in the coming months. Since the beginning of October, we have seen the balance in the STAR Ohio account decrease by over 23%. This has been due investing in some longer-term options, coupled with the costs related to the construction project.

**Expense Account Summary and Expense Budget Summary**

For the month of December, General Fund expenditures were about \$125,000 under budget when the contingency is excluded. To make the budget balance, this must be included in the total. However legally, this cannot actually be spent from this account.

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

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1. During December, personal services expenditures ended up about 4.5% over budgeted amounts. For the year, these expenditures ended up 3.3% under budget.

**Salaries/Retirement**

Salaries ended up being about 1.3% over budget for the month. This was due to the vacation payout for Margaret Robinson. For the year, salaries were about 3.4% under budget. The primary factor in salaries being under budget was several positions (HR Assistant and an additional Public Services Liaison) that we had anticipated hiring during 2025 not being filled. There were also a few positions that became vacant during the year due to retirement/resignation not being hired due to the reduced staffing as a result of the renovation.

Retirement expenditures ended up exceeding the budgeted amounts during December due to November seeing three payroll periods end during the month. Retirement expenditures are paid the following month.

**Insurance**

Insurance expenditures were about 7% under budget for the month due to two factors. First, the timing of health savings account payments resulted in there being no amount paid during the month. The library had already paid the twelve months as of the end of November. The other factor was that the worker's compensation payment ended up being less than we had budgeted. For the year, insurance payments were about 2.4% under budget, and this was spread throughout the various insurance types.

2. Supplies are much lower than budgeted. Program supplies, property maintenance and consumable supplies all remain significantly under budget for the year.

**General and Administrative Supplies**

These supplies ended up about 35% under budget for the year. This was largely due to program supplies being budgeted too high. The budget for these items in 2026 is largely the same, but there will be additional opportunities available as Centerville reopens.

**Supplies Purchased for Resale**

These expenditures continue to be significantly under budget. Recently, we began tracking the sales at Creativity Commons in a slightly different manner that will hopefully begin to provide us with some better information moving forward. This should help in evaluating the budget and ordering throughout the remainder of the year.

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

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3. Contract Services make up a large portion of the amount that we were under budget for the month. These budgeted expenditures accounted for over 50% of the entire amount we are under budget.

Travel & Meeting

This line has consistently come in well under budget. There are several factors that are contributing to this. First, there were some conferences that were budgeted that staff could not get into. We also saw a change in priority regarding staff training. We had budgeted for an all-staff training day but shifted to doing more targeted training opportunities. As part of the 2026 budget, departments were instructed on how to better plan and budget for conferences.

Communication & Printing

These expenditures continue to come in well under budgeted amounts. Computer data line expenditures are nearly 67% under budgeted amounts for the year. This is an area that will be revisited during the budgeting process next year. We also see postage amounts being nearly 79% under budget for the year. With over 50% of this amount being related to sending the Calendar of Events and other marketing items, we have seen that the amounts related to these items are not being billed this way. Finally, Printing and Publications is another area that is well under budget. We have noticed, due to overages on our copier contracts, that we need to start pushing large print jobs to our external printing company.

Property Maintenance and Repair

Property maintenance and repair expenses are about 44% under budget for the year. First, building/site repairs were about 61% under budget for the year. This speaks to their being a lack of major repairs being needed during the year. As these expenditures can routinely end up being large, there is little that can be done to address this moving forward. Second, grounds and snow removal are 55% under budget for the year. With the switch to Grunder Landscaping, we are now seeing level billing from month-to-month. This should allow us to better budget and potentially reallocate these funds if the need arises. Finally, janitorial services are nearly 28% under budget. This is due, in large part, to the ongoing renovation of Centerville resulting in reduced monthly cleaning costs.

Utilities

Utility costs are about 64% under budget for the month. This appears to be more related to the timing of payments.

Professional Services

Professional Services expenditures ended up the year about 6.25% under budget. These amounts were a lot greater in past months, but due to appropriation transfers to Legal

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

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Services – Employment, we ended up much closer to the budgeted amounts. Including the pending invoice, we spent over \$72,000 on these legal fees this year.

4. Library materials ended the year 24% under budget.

**New Books**

New books were over \$206,000 or 32% under budget for the year, but it should be noted that there are pending orders totaling nearly \$183,000. These amounts are carried forward into the new year, with delivery hopefully occurring during 2026.

**Audio-Visual Materials**

Audio-Visual materials ended the year 36% under budget. Again, there are a large amount of purchase orders open for pending items. Based on this, these amounts will ultimately be about 20% under budget once these items are delivered.

**Electronic Materials**

This is a final area contributing to the large amount we are under budget for the year. We ended the year about 10% under budget for the year, but nearly all of this amount consisted of pending orders.

5. Capital outlay is now about 38% under budget for the year. This is mainly due to computer hardware and software being much less than anticipated. Part of this relates to holding off on some purchases due to tariffs causing price fluctuations. The other factor that is causing this is that due to the large amount of data centers being built, there are supply chain issues resulting in hardware items not being available.

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

**Interest Income - Year-to-Date**

	<b>US Bank/PNC</b>	<b>RedTree</b>	<b>STAR</b>	<b>Total</b>
2025	\$ 22,964.75	\$ 245,590.72	\$ 445,031.77	\$ 713,587.24
2024	-	-	516,549.36	516,549.36
Change - YTD	\$ 22,964.75	\$ 245,590.72	\$ (71,517.59)	\$ 197,037.88

**Interest Income Schedule - Next Twelve Months**

	<b>RedTree</b>	<b>STAR</b>	<b>Total</b>
January	\$ 29,182.00	\$ 24,609.96	\$ 53,791.96
February	\$ 31,290.00	\$ 22,299.14	\$ 53,589.14
March	\$ 26,263.00	\$ 23,108.73	\$ 49,371.73
April	\$ 21,834.00	\$ 22,429.77	\$ 44,263.77
May	\$ 50,639.00	\$ 21,583.81	\$ 72,222.81
June	\$ 41,638.00	\$ 20,945.21	\$ 62,583.21
July	\$ 21,287.00	\$ 22,702.80	\$ 43,989.80
August	\$ 14,937.00	\$ 20,089.72	\$ 35,026.72
September	\$ 20,415.00	\$ 19,491.20	\$ 39,906.20
October	\$ 13,287.00	\$ 20,190.57	\$ 33,477.57
November	\$ 39,472.00	\$ 19,589.05	\$ 59,061.05
December	\$ 33,893.00	\$ 20,291.93	\$ 54,184.93
	<b>\$ 344,137.00</b>	<b>\$ 257,331.90</b>	<b>\$ 601,468.90</b>

*See Notes to the Investment Report*



P.O. Box 7177  
Dublin, OH 43017

**Account Statement**  
December 01, 2025 - December 31, 2025

### Return Service Requested

0003057-0003264 PPDFE 001 ----- 878505

### Shareholder Message Center

### ACCOUNT SUMMARY

Funds	Total Shares	Share Price	Share Value
STAR Ohio	7,674,971.660	\$1.0000	\$7,674,971.66

### DISTRIBUTION SUMMARY

Funds	YTD Earnings	Reinvestment Option
	Income	Income
STAR Ohio	\$445,031.77	Reinvest

### TRANSACTIONS

STAR Ohio Account Number: 30182

**30 Day Yield = 3.96%**

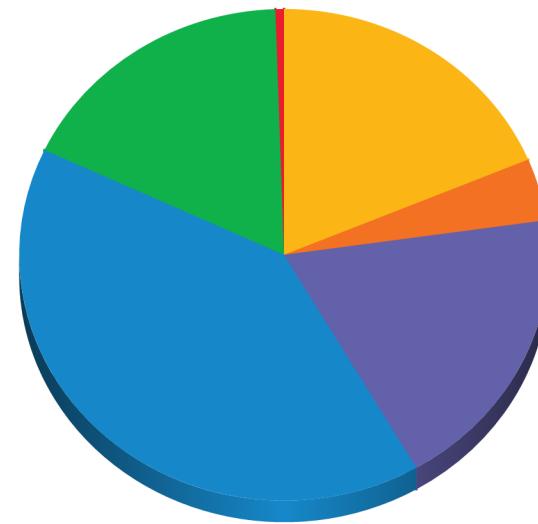
Date	Transaction Type	To/From Account Number	Shares	Share Price	Gross Amount	Share Value
	<b>Beginning Shares Balance</b>		8,147,703.300	\$1.00		\$8,147,703.30
12/29/2025	Redemption		(500,000.000)	\$1.00	(\$500,000.00)	7,647,703.30
12/31/2025	Income Dividend Reinvestment		27,268.360	\$1.00	\$27,268.36	7,674,971.66
	<b>Closing Balance</b>		7,674,971.660	\$1.00		\$7,674,971.66

## Monthly Activity Summary

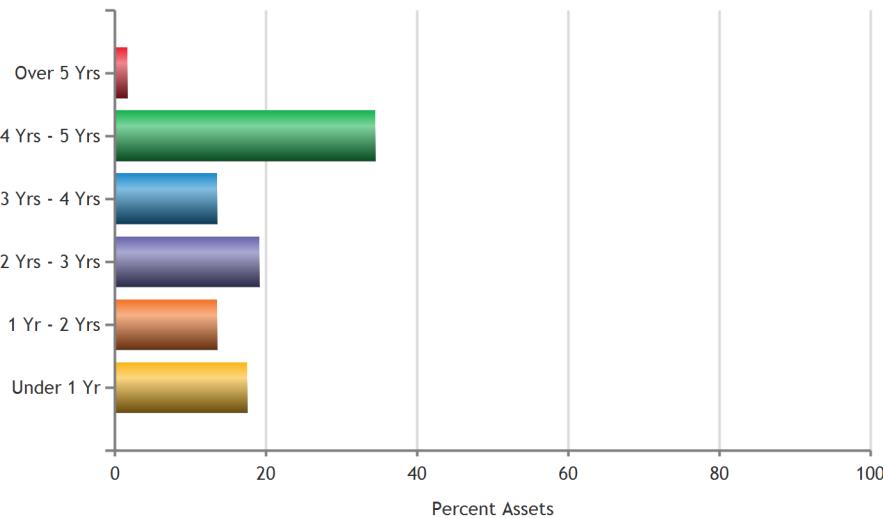
**Since 12/1/2025**

<b>Beginning Book Value</b>	<b>10,311,266.36</b>
Contributions	0.00
Withdrawals	0.00
Prior Month Management Fees	-872.83
Prior Month Custody Fees	-49.97
Realized Gains/Losses	850.38
Gross Interest Earnings	34,014.08
<b>Ending Book Value</b>	<b>10,345,208.02</b>

## Portfolio Allocation as of 12/31/2025

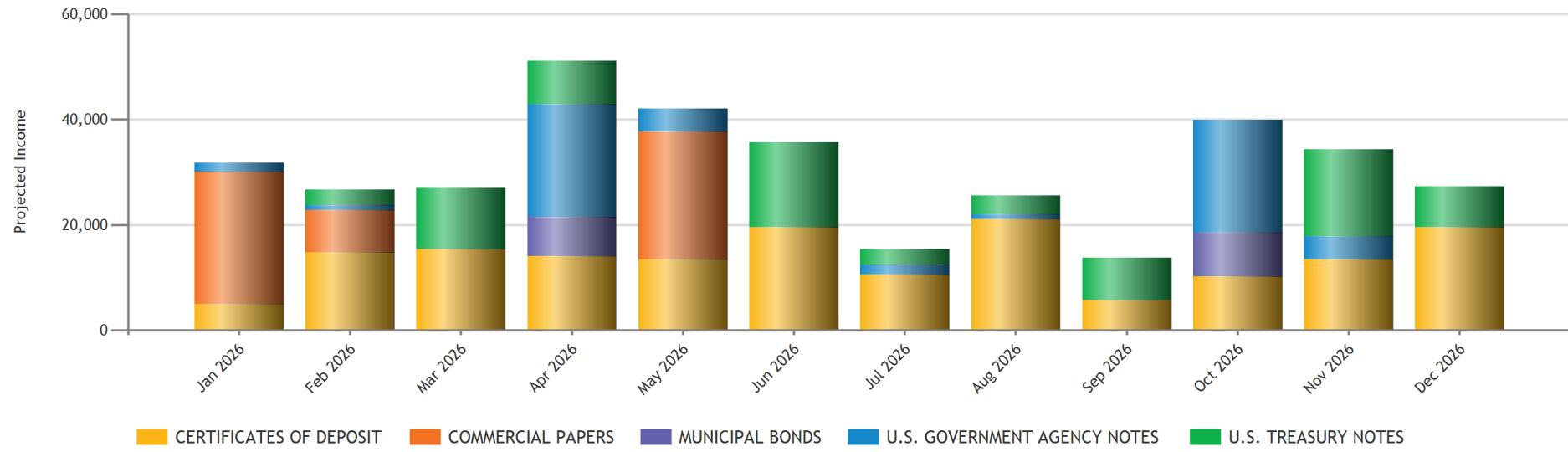


## Distribution by Maturity



## Allocation Information

Security Type	Market Value	% Assets	Yield	WAM
U.S. GOVERNMENT AGENCY NOTES	1,961,106.46	18.7	4.03	3.33
MUNICIPAL BONDS	429,015.06	4.1	3.94	4.47
U.S. TREASURY NOTES	1,988,828.78	18.9	4.07	3.66
CERTIFICATES OF DEPOSIT	4,237,039.60	40.3	3.89	2.94
COMMERCIAL PAPERS	1,835,647.25	17.5	4.29	0.20
MONEY MARKET FUNDS	54,859.10	0.5	3.64	0.00
<b>Total</b>	<b>10,506,496.25</b>	<b>100.0</b>	<b>4.02</b>	<b>2.71</b>



	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026
CERTIFICATES OF DEPOSIT	4,964	14,787	15,378	14,106	13,467	19,583	10,640	21,037	5,740	10,212	13,467	19,583
COMMERCIAL PAPERS	25,029	8,006	0	0	24,245	0	0	0	0	0	0	0
MUNICIPAL BONDS	0	0	0	7,395	0	0	0	0	0	8,372	0	0
U.S. GOVERNMENT AGENCY NOTES	1,750	923	0	21,341	4,380	0	1,750	923	0	21,341	4,380	0
U.S. TREASURY NOTES	0	3,000	11,625	8,250	0	16,000	3,000	3,625	8,000	0	16,500	7,750
<b>Total</b>	<b>31,743</b>	<b>26,716</b>	<b>27,003</b>	<b>51,092</b>	<b>42,092</b>	<b>35,583</b>	<b>15,390</b>	<b>25,584</b>	<b>13,740</b>	<b>39,925</b>	<b>34,347</b>	<b>27,333</b>
<b>Grand Total</b>	<b>370,548</b>											

Pay-Date	CUSIP	Security	Amount
<b>U.S. TREASURY NOTES</b>			
12/1/2025	91282CMA6	US Treasury Note 4.125% Due 11/30/2029	8,250.00
12/15/2025	91282CJS1	US Treasury Note 4.250% Due 12/31/2025	4,850.54
12/31/2025	91282CGB1	US Treasury Note 3.875% Due 12/31/2029	7,750.00
			<b>20,850.54</b>
<b>CERTIFICATES OF DEPOSIT</b>			
12/11/2025	795451EE9	Sallie Mae Bank, UT 3.900% Due 12/10/2030	-26.18
12/15/2025	61690DWA2	Morgan Stanley Bank, UT 3.850% Due 8/28/2028	-2,816.83
12/16/2025	35633MFY3	The Freedom Bank of Virginia, VA 3.650% Due 10/18/2027	747.00
12/16/2025	58404DXW6	Medallion Bank, UT 4.150% Due 6/17/2030	849.33
12/22/2025	88709RBQ1	Timberland Bank, WA 3.900% Due 2/22/2027	734.05
12/24/2025	09776DAZ7	BOM Bank, LA 3.650% Due 10/24/2030	747.00
12/26/2025	90355GB47	UBS Bank USA, UT 3.900% Due 11/26/2030	625.07
12/29/2025	45780PDG7	Institution for Savings, MA 3.650% Due 10/29/2029	747.00
			<b>1,606.44</b>
<b>COMMERCIAL PAPERS</b>			
12/8/2025	78015CZ88	RBC 0.000% Due 12/8/2025	10,835.56
			<b>10,835.56</b>
<b>MONEY MARKET FUNDS</b>			
12/1/2025	USBMMF	First American Treasury Obligations Fund	721.54
			<b>721.54</b>
<b>TOTAL INCOME</b>			<b>34,014.08</b>



## Realized Gains and Losses

12/1/2025 - 12/31/2025

Purchase Date	Close Date	Quantity	CUSIP	Security	Cost Basis	Proceeds	Total Gain/Loss
3/19/2024	12/15/2025	250,000	91282CJS1	US Treasury Note 4.250% Due 12/31/2025	249,227.75	250,078.13	850.38
<b>Total Gains</b>							<b>850.38</b>
<b>Total Losses</b>							<b>0.00</b>
<b>Total</b>					<b>249,227.75</b>	<b>250,078.13</b>	<b>850.38</b>

Quantity	Cusip	Security Description	Moody's	S&P	Call Date	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	FDIC Number	Purchase Date
<b>U.S. GOVERNMENT AGENCY NOTES</b>											
300,000	3135G05Y5	Federal Natl Mtg Assoc 0.750% Due 10/8/2027	Aa1	AA+		278,373.00	286,035.71	3.85	1.73		4/24/2025
350,000	3136G4ZN6	Federal Natl Mtg Assoc 1.000% Due 7/27/2028	Aa1	AA+	1/27/2026	318,535.00	327,813.78	3.94	2.49		4/11/2025
150,000	3133EMX80	Federal Farm Credit Bank 1.230% Due 8/2/2028	Aa1	AA+	1/7/2026	140,837.85	140,523.44	3.57	2.49		10/27/2025
400,000	3133ETBF3	Federal Farm Credit Bank 4.000% Due 4/1/2030	Aa1	AA+		399,496.00	404,907.96	4.03	3.85		4/9/2025
300,000	3130B5TW8	Federal Home Ln Bank 4.540% Due 4/17/2030	Aa1	AA+	4/17/2026	300,000.00	300,145.80	4.54	3.83		4/17/2025
250,000	3130B7YU2	Federal Home Ln Bank 4.325% Due 10/15/2030	Aa1	AA+	4/15/2026	250,000.00	249,363.56	4.33	4.25		10/15/2025
240,000	3133ETU62	Federal Farm Credit Bank 3.650% Due 11/12/2030	Aa1	AA+		239,565.60	239,261.96	3.69	4.40		11/12/2025
Accrued Interest							13,054.24				
						<b>1,926,807.45</b>	<b>1,961,106.46</b>	<b>4.03</b>	<b>3.33</b>		
<b>MUNICIPAL BONDS</b>											
250,000	19951BCG7	City of Columbus, OH GO 3.666% Due 10/1/2028	Aaa	AAA		250,000.00	250,422.50	3.67	2.58		10/22/2025
175,000	19951BBV5	City of Columbus, OH GO 4.331% Due 10/1/2034	Aaa	AAA		175,000.00	175,383.25	4.33	7.17		10/22/2025
Accrued Interest							3,209.31				
						<b>425,000.00</b>	<b>429,015.06</b>	<b>3.94</b>	<b>4.47</b>		
<b>U.S. TREASURY NOTES</b>											
200,000	91282CLK5	US Treasury Note 3.625% Due 8/31/2029	Aa1	AA+		197,976.56	200,085.94	3.88	3.36		4/21/2025
400,000	91282CLR0	US Treasury Note 4.125% Due 10/31/2029	Aa1	AA+		399,656.25	407,093.75	4.15	3.50		4/15/2025
400,000	91282CMA6	US Treasury Note 4.125% Due 11/30/2029	Aa1	AA+		399,749.98	407,171.88	4.14	3.58		4/15/2025
400,000	91282CGB1	US Treasury Note 3.875% Due 12/31/2029	Aa1	AA+		399,359.37	403,671.88	3.91	3.68		4/21/2025
400,000	91282CMU2	US Treasury Note 4.000% Due 3/31/2030	Aa1	AA+		396,421.88	405,390.62	4.20	3.84		4/15/2025
150,000	91282CHR5	US Treasury Note 4.000% Due 7/31/2030	Aa1	AA+		150,000.00	152,033.20	4.00	4.09		7/31/2025
Accrued Interest							13,381.51				
						<b>1,943,164.04</b>	<b>1,988,828.78</b>	<b>4.07</b>	<b>3.66</b>		

Quantity	Cusip	Security Description	Moody's	S&P	Call Date	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	FDIC Number	Purchase Date
<b>CERTIFICATES OF DEPOSIT</b>											
229,000	88709RBQ1	Timberland Bank, WA 3.900% Due 2/22/2027				228,828.25	229,771.29	3.98	1.10	28453	8/20/2025
150,000	55316CDS2	M1 Bank, MO 3.900% Due 8/26/2027				149,850.00	150,507.62	3.95	1.57	9797	8/26/2025
245,000	70153RNU8	Parkway Bank and Trust, IL 4.000% Due 8/30/2027				244,877.50	246,424.23	4.03	1.58	19008	8/28/2025
245,000	27004PGY3	Eaglemark Savings Bank, NV 3.650% Due 10/15/2027				244,755.00	244,836.51	3.70	1.70	34313	10/15/2025
249,000	35633MFY3	The Freedom Bank of Virginia, VA 3.650% Due 10/18/2027				248,751.00	248,864.77	3.73	1.71	57184	10/16/2025
245,000	02589AHG0	American Express Nat'l Bank, UT 4.050% Due 5/8/2028				244,632.50	246,775.61	4.10	2.21	27471	5/7/2025
140,000	05612LES7	BMW Bank of North America, UT 3.950% Due 5/9/2028				139,790.00	140,673.41	4.00	2.22	35141	5/12/2025
145,000	38150V4Q9	Goldman Sachs Bank USA, NY 3.800% Due 8/21/2028				144,782.50	145,137.97	3.85	2.46	33124	8/19/2025
245,000	61690DWA2	Morgan Stanley Bank, UT 3.850% Due 8/28/2028				245,000.00	245,483.78	3.84	2.48	32992	12/15/2025
245,000	02007QAH4	Ally Bank, UT 3.750% Due 12/4/2028				244,632.50	244,780.11	3.80	2.74	57803	12/4/2025
245,000	05614FCR2	BNY Mellon, NA 3.650% Due 12/11/2028				244,387.50	244,159.92	3.74	2.76	7946	12/9/2025
249,000	45780PDG7	Institution for Savings, MA 3.650% Due 10/29/2029				248,502.00	247,455.85	3.73	3.51	90250	10/28/2025
149,000	32110YV93	First National Bank of America, MI 3.650% Due 12/17/2029				148,702.00	148,010.36	3.73	3.62	17438	12/15/2025
249,000	58404DXW6	Medallion Bank, UT 4.150% Due 6/17/2030				248,377.50	252,021.99	4.24	4.00	57449	6/16/2025
245,000	73319FDZ9	Poppy Bank, CA 4.000% Due 7/31/2030				244,387.50	246,321.92	4.06	4.09	57903	7/31/2025
245,000	32022WEG7	First Federal Bank, FL 3.800% Due 10/17/2030				245,000.00	244,194.69	3.83	4.28	31313	10/17/2025
249,000	09776DAZ7	BOM Bank, LA 3.650% Due 10/24/2030				248,502.00	246,561.92	3.72	4.33	1373	10/24/2025
195,000	90355GB47	UBS Bank USA, UT 3.900% Due 11/26/2030				194,512.50	195,193.26	3.99	4.38	57565	11/26/2025
245,000	795451EE9	Sallie Mae Bank, UT 3.900% Due 12/10/2030				244,387.50	245,191.22	3.96	4.45	58177	12/11/2025
Accrued Interest							24,673.16				
						4,202,657.75	4,237,039.60	3.89	2.94		
<b>COMMERCIAL PAPERS</b>											
400,000	06369MAG8	BMO 0.000% Due 1/16/2026	P-1	A-1		387,520.00	399,342.40	4.29	0.04		4/21/2025

Quantity	Cusip	Security Description	Moody's	S&P	Call Date	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	FDIC Number	Purchase Date			
400,000	62479MAG8	MUFG Bank 0.000% Due 1/16/2026	P-1	A-1		387,450.97	399,344.80	4.37	0.04		4/24/2025			
250,000	89119BBP0	TD Bank 0.000% Due 2/23/2026	P-1	A-1		241,993.75	248,594.75	4.41	0.15		5/29/2025			
250,000	06054PEJ1	Bank of America 0.000% Due 5/18/2026		A-1		242,331.25	246,369.75	4.22	0.38		8/21/2025			
300,000	63307MEJ4	National Bank CDA 0.000% Due 5/18/2026	P-1	A-1		291,101.83	295,701.30	4.18	0.38		8/28/2025			
250,000	60689GEK8	Mizuho Securities 0.000% Due 5/19/2026	P-1	A-1		242,321.88	246,294.25	4.22	0.38		8/22/2025			
Accrued Interest							0.00							
						<b>1,792,719.68</b>	<b>1,835,647.25</b>	<b>4.29</b>	<b>0.20</b>					
<b>MONEY MARKET FUNDS</b>														
USBMMF			First American Treasury Obligations Fund			54,859.10	54,859.10	3.64	0.00					
						<b>54,859.10</b>	<b>54,859.10</b>	<b>3.64</b>	<b>0.00</b>					
<b>Total Portfolio</b>						<b>10,345,208.02</b>	<b>10,506,496.25</b>	<b>4.02</b>	<b>2.71</b>					

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

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Overall, with the changes to the investment account noted below, there is a weighted average maturity of 2.71 years, with a 4.02% yield. The STAR Ohio account had a 30 day yield, at 3.96%.

**Purchases**

During December, there were purchases totaling nearly \$1.13 million. This activity was solely in certificates of deposit. The summary of the activity:

<b>Purchase Date</b>	<b>Type</b>	<b>Description</b>	<b>Quantity</b>	<b>Cost</b>	<b>Yield at Cost</b>
12/4/2025	CD	Ally Bank	\$ 245,000	\$ 244,633	3.80%
12/9/2025	CD	BNY Mellon	\$ 245,000	\$ 244,388	3.74%
12/11/2025	CD	Sallie Mae Bank	\$ 245,000	\$ 244,388	3.96%
12/15/2025	CD	Morgan Stanley	\$ 245,000	\$ 245,000	3.84%
12/15/2025	CD	First National Bank of America	\$ 149,000	\$ 148,702	3.73%
<b>Total</b>			<b>\$ 1,129,000</b>	<b>\$ 1,127,110</b>	

Each of these certificates of deposit have a maturity of over 30 months, with interest rates exceeding 3.65%

**Maturities/Calls**

During December, there were two investments that matured.

<b>Maturity Date</b>	<b>Type</b>	<b>Description</b>	<b>Quantity</b>	<b>Annual Income</b>	<b>Yield at Cost</b>
12/8/2025	Commercial Paper	RBC	\$ 400,000	\$ 10,836	4.36%
12/31/2025	US Treasury	US Treasury Note	\$ 250,000	\$ 10,625	4.43%

APPENDED TO JANUARY 20, 2026 FINANCIAL REPORT  
Washington-Centerville Public Library

**ITEM A: Personnel Actions:**

**Hiring**

- None

**Promotions**

- None

**End of Provisionary**

- None

**Change in Status**

- None

**Retirement**

- None

**Resignation/Termination**

- None

# Washington-Centerville Public Library

## Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
2507	12/31/2025	Kindred Spirits Investment Management, LLC	EFT	1,678.82
47058	12/19/2025	Computerized Meter Resetting System for FP	Check	\$ 600.00
47059	12/19/2025	AES Ohio	Check	1,860.35
47060	12/19/2025	CenterPoint Energy	Check	939.49
47061	12/19/2025	CENTERVILLE CITY SCHOOLS	Check	40,390.11
47062	12/19/2025	CHARTER COMMUNICATIONS	Check	125.00
47063	12/19/2025	CREATIVE IMPRESSIONS, INC.	Check	100.00
47064	12/19/2025	DIGITAL FRINGE	Check	250.16
47065	12/19/2025	DONNELLON MCCARTHY	Check	266.00
47066	12/19/2025	KRONOS SAASHR, INC	Check	1,321.25
47067	12/19/2025	LEVEL 3 COMMUNICATIONS LLC	Check	414.98
47068	12/19/2025	SAM'S CLUB	Check	924.25
47069	12/19/2025	SHERWIN WILLIAMS	Check	30.95
47070	12/19/2025	SILCO FIRE PROTECTION COMPANY	Check	1,368.00
47071	12/19/2025	STAPLES BUSINESS ADVANTAGE	Check	154.17
47072	12/19/2025	WOODHULL CORPORATION	Check	1,744.69
47073	12/19/2025	U.S. BANK	Check	6,047.36
47073	12/19/2025	U.S. BANK	Check	90.00
47073	12/19/2025	U.S. BANK	Check	150.97
47074	12/31/2025	Amazon Capital Services, Inc.	Check	11,765.01
47074	12/31/2025	Amazon Capital Services, Inc.	Check	58.54
47075	12/31/2025	CHARTER COMMUNICATIONS	Check	125.00
47076	12/31/2025	CREATIVE IMPRESSIONS, INC.	Check	1,942.00
47077	12/31/2025	DONNELLON MCCARTHY	Check	86.90
47078	12/31/2025	HOME DEPOT CREDIT SERVICES	Check	161.51
47079	12/31/2025	MARTIN J. GRUNDER JR., INC	Check	6,505.00
47080	12/31/2025	SHERWIN WILLIAMS	Check	30.95
47081	12/31/2025	SILCO FIRE PROTECTION COMPANY	Check	9,108.00
47082	12/31/2025	TAFT, STETTINIUS & HOLLISTER	Check	26,261.25
47083	12/31/2025	AES Ohio	Check	30.57
47084	12/31/2025	BIBLIOTHECA, LLC	Check	27,250.64
47085	12/31/2025	CHARTER COMMUNICATIONS	Check	159.99
47086	12/31/2025	CINTAS CORPORATION	Check	102.65
47087	12/31/2025	Mark Spaulding Construction Company	Check	270,597.97
47088	12/31/2025	OHIO BUREAU OF WORKERS COMPENSAT	Check	5,931.00
47089	12/31/2025	One America	Check	244.97
47090	12/31/2025	Springshare LLC	Check	2,140.00
47091	12/31/2025	STAPLES BUSINESS ADVANTAGE	Check	130.20
47092	1/9/2026	AES Ohio	Check	1,340.96
47093	1/9/2026	CINTAS CORPORATION	Check	698.93
47094	1/9/2026	DAYTON AREA CHAMBER OF COMMERC	Check	560.00
47095	1/9/2026	DONNELLON MCCARTHY	Check	570.14
47096	1/9/2026	GARBER CONNECT	Check	295.00
47097	1/9/2026	INNOVATIVE USERS GROUP	Check	137.50
47098	1/9/2026	KATSAM LLC	Check	121.00

# Washington-Centerville Public Library

## Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
47099	1/9/2026	KROGER CO.	Check	112.88
47100	1/9/2026	MARTIN J. GRUNDER JR., INC	Check	3,615.00
47101	1/9/2026	SCOT STONE	Check	300.00
47102	1/9/2026	TFG Entertainment LLC	Check	125.00
47103	1/9/2026	TRANSFORMATIONS PLUS	Check	949.50
47104	1/15/2026	AES Ohio	Check	65.74
47105	1/15/2026	AES Ohio	Check	543.61
47106	1/15/2026	Amazon Capital Services, Inc.	Check	5,714.35
47107	1/15/2026	CenterPoint Energy	Check	1,127.54
47108	1/15/2026	CenterPoint Energy	Check	914.56
47109	1/15/2026	CenterPoint Energy	Check	1,219.68
47110	1/15/2026	CenterPoint Energy	Check	3,272.56
47111	1/15/2026	CenterPoint Energy	Check	203.77
47112	1/15/2026	CenterPoint Energy	Check	1,579.90
47113	1/15/2026	CHARTER COMMUNICATIONS	Check	125.00
47114	1/15/2026	CINTAS CORPORATION	Check	532.65
47115	1/15/2026	DIGITAL FRINGE	Check	79.26
47116	1/15/2026	FP MAILING SOLUTIONS	Check	203.85
47117	1/15/2026	RUMPKE OF OHIO, INC.	Check	879.13
47118	1/15/2026	SAM'S CLUB	Check	183.60
47119	1/15/2026	STAPLES BUSINESS ADVANTAGE	Check	81.28
47120	1/15/2026	T-Mobile	Check	946.55
47121	1/15/2026	U.S. BANK	Check	4,891.84
47121	1/15/2026	U.S. BANK	Check	90.00
47121	1/15/2026	U.S. BANK	Check	(9.48)
47122	1/20/2026	Andrea L. Kowaleski	Check	21.95
47123	1/20/2026	BRODART CO.	Check	19,032.24
47124	1/20/2026	CFRA	Check	8,135.00
47125	1/20/2026	DELL MARKETING L.P.	Check	462.63
47126	1/20/2026	FASTSIGNS	Check	3,449.51
47127	1/20/2026	GALE/CENGAGE LEARNING	Check	18,664.19
47128	1/20/2026	GARBER CONNECT	Check	745.00
47129	1/20/2026	Gary Lee Haught	Check	48.95
47130	1/20/2026	GLEASON PROPERTY SERVICES, LLC	Check	11,718.00
47131	1/20/2026	Group Sales Cincinnati Museum Center	Check	180.00
47132	1/20/2026	INNOVATIVE INTERFACES, INC.	Check	180,091.38
47133	1/20/2026	KANOPIY, INC.	Check	1,962.00
47134	1/20/2026	KIMBERLY CULLMAN ESTESS	Check	16.99
47135	1/20/2026	LEVEL 3 COMMUNICATIONS LLC	Check	413.83
47136	1/20/2026	Liberty Lord	Check	22.99
47137	1/20/2026	LIBRARY IDEAS, LLC	Check	647.11
47138	1/20/2026	LWC INC.	Check	2,831.96
47139	1/20/2026	Mark Spaulding Construction Company	Check	307,537.54
47140	1/20/2026	MIDWEST TAPE	Check	24,712.79
47141	1/20/2026	NewsBank, Inc	Check	5,150.00

# Washington-Centerville Public Library

## Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
47142	1/20/2026	Open Gov, Inc.	Check	66,843.39
47143	1/20/2026	OVERDRIVE, INC.	Check	11,371.10
47144	1/20/2026	PLAYAWAY PRODUCTS, LLC	Check	10,747.34
47145	1/20/2026	RIECK MECHANICAL	Check	3,077.60
47146	1/20/2026	SILCO FIRE PROTECTION COMPANY	Check	834.00
47147	1/20/2026	SOUTH COMMUNITY	Check	202.50
47148	1/20/2026	UNIQUE MANAGEMENT SERVICES INC	Check	460.00
47149	1/20/2026	WYSO	Check	120.00
2025000349	12/23/2025	OPERS	EFT	56,985.70
2025000350	12/23/2025	OPERS	EFT	0.03
2025000351	12/19/2025	INTERNAL REVENUE SERVICE	EFT	1,776.15
2025000352	12/23/2025	KATHERINE MCCOLLUM	EFT	2.24
2025000353	12/23/2025	JENNY CTRI	EFT	9.80
2025000354	12/23/2025	JENELLE ALLEN	EFT	5.18
2025000355	12/23/2025	Abigail E. Neuman	EFT	7.56
2025000356	12/23/2025	Gregg McCullough	EFT	9.38
2025000357	12/23/2025	DANIEL FUTRELL	EFT	2.45
2025000358	12/23/2025	GARY BERRY	EFT	53.27
2025000359	12/23/2025	Jessica Galloway	EFT	3.29
2025000360	12/23/2025	A.J. SCHWAB	EFT	136.92
2025000361	12/23/2025	Anne Carey	EFT	2.24
2025000362	12/23/2025	RUTH ANNE ATTALLA	EFT	23.66
2025000363	12/23/2025	Laura Fitzpatrick	EFT	10.78
2025000364	12/23/2025	LAUREN RURA	EFT	17.15
2025000365	12/23/2025	SHELLY PERESIE	EFT	7.14
2025000366	12/23/2025	Katherine Watson	EFT	42.14
2025000367	12/23/2025	Rachel Knight	EFT	8.96
2025000368	12/23/2025	WILLIAM MENKER	EFT	135.03
2025000369	12/31/2025	U.S. BANK	EFT	1,525.19
2025000370	12/31/2025	PAYPAL, INC	EFT	39.90
2025000371	12/31/2025	Merchant eSolutions	EFT	220.24
2026000001	1/2/2026	HealthEquity	EFT	7,448.46
2026000002	1/2/2026	INTERNAL REVENUE SERVICE	EFT	1,730.88
2026000003	1/16/2026	INTERNAL REVENUE SERVICE	EFT	1,741.83
2026000004	1/20/2026	GRAHAM DOSTAL	EFT	2.24
2026000005	1/20/2026	JENNY CTRI	EFT	12.25
2026000006	1/20/2026	Gregg McCullough	EFT	2.24
2026000007	1/20/2026	Laura Fitzpatrick	EFT	6.93
2026000008	1/20/2026	Caitlin Spratt	EFT	4.48
2026000009	1/20/2026	RUTH ANNE ATTALLA	EFT	4.48
2026000010	1/20/2026	Rachel Knight	EFT	4.48
2026000011	1/20/2026	Abigail E. Neuman	EFT	7.56
2026000012	1/20/2026	A.J. SCHWAB	EFT	6.58
2026000013	1/20/2026	DAVE KENT	EFT	30.52
	12/19/2025	Payroll #26	ACH	134,388.44

Washington-Centerville Public Library  
Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
	1/2/2026	Payroll #1	ACH	132,365.97
	1/16/2026	Payroll #22	ACH	133,678.05
<b>Grand Total</b>				<b><u>\$ 1,604,519.78</u></b>

# **New Business**

## Budget Adjustment Request

## Board approved transfer from contingency to Legal Services - Labor

BUDGET ADJUSTMENT WORKFLOW: [Budget Adjustment - One Step](#)

NUMBER:

DESCRIPTION: Board approved transfer from contingency to Legal Services - Labor

AUTHORIZATION REFERENCE:

JOURNAL DATE: 1/21/2026

SUPPLEMENTAL: HAS ATTACHMENTS: 

CREATED DATE: 1/15/2026

GL JOURNAL: N/A

ORIGINATOR: [John Monteith](#)

WORKFLOW STATE: Draft

CURRENT QUEUE: N/A

TOTAL VALUE: \$50,000.00

[Adjustment Lines](#) [Workflow Histories](#) [Attachments](#)


Drag a column header here to group by that column

		FROM ACCOUNT	TO ACCOUNT	YEAR	AMOUNT	JUSTIFICATION	SUPPLEMENTAL	FILTER
<input type="checkbox"/>		101.00.58900 (CONTINGENCY)	<a href="#">101.18.53755 (Legal Services - Labor &amp; Employment)</a>	2026	\$50,000.00	Needed due to ongoing labor negotiations. Invoice pending for over \$21,000. Anticipating additional large invoices in the coming months.	<input type="checkbox"/>	<a href="#">Apply</a>

\$50,000.00

## Additional Information:

For 2025, we initially budgeted \$20,000 for Legal Services - Labor & Employment. We ended up needing to make additional appropriation transfers totaling \$30,131 to pay invoices.

We received an invoice for over \$21,000 near the end of the year that we were unable to pay due to the timing and needed for board approval of the necessary transfer.

This outstanding invoice is more than the amount appropriated, and negotiations are still on-going.

## **RESOLUTION NO. 026-001**

### **AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATES RELATED TO PURCHASE ORDER NO. 2025-00648**

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The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on January 20, 2026 at 7:00 pm at the Woodbourne Library with the following members present:

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

\_\_\_\_\_ 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 through:

PO #	PO Date	Invoice Date	Payment Date	Vendor	Amount
2025-00648	12/17/2025	11/30/2025	12/19/2025	TAFT, STETTINIUS & HOLLISTER	\$ 15,140.00
<b>Total</b>					<b>\$ 15,140.00</b>

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

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

Passed: January 20, 2026

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

**CERTIFICATE**

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on January 20, 2026 and in appearing upon the official records of said Board.

---

President, Board of Trustees

---

Fiscal Officer

**Washington-Centerville Public Library**

561 Congress Park Dr.  
Centerville, OH 45459

**PURCHASE ORDER**

**Deliver  
To**

Page: 1  
P.O. Number: **2025-00648**  
P.O. Date: 12/17/2025  
Req. Number: 25-ADM-00187  
Requested By:  
Blanket Type:  
Ship Via:  
Terms:

**Then and Now Certification**

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

**Vendor** 03055 937-433-8091

TAFT, STETTINIUS & HOLLISTER  
40 NORTH MAIN STREET  
SUITE 1700  
DAYTON, OH 45423-1029

Exempt from Ohio Sales Tax and Federal Excise Tax

<b>Line</b>	<b>Description/Project</b>	<b>Account</b>	<b>Qty</b>	<b>Unit</b>	<b>Price/Unit</b>	<b>Amount</b>
001	Labor and Employment Legal Services 2025	101.18.53755				\$15,140.00

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Purchase Order Total: \$15,140.00

**Certification**

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

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12/19/2025

12/19/2025

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Director  
January 2026 Board Packet

Date

Fiscal Officer

Date

## RESOLUTION NO. 026-002

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

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The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on January 20, 2026 at 7:00 pm at the Woodbourne Library with the following members present:

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

\_\_\_\_\_ moved, \_\_\_\_\_ seconded the following resolution:

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

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

As these items were last updated in 2025, the only changes that will be required are

Add:

- David Falkner, Secretary

Remove:

- Carleen Suttman

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

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

Passed: January 20, 2026

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

## CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on January 20, 2026 and in appearing upon the official records of said Board.

---

President, Board of Trustees

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Fiscal Officer, Board of Trustees

**Washington-Centerville Public Library**  
**Library Furniture - Additional Items and Contingency**  
**January 20, 2026**

---

**Additional Items**

We are asking for board approval of the purchase of additional furniture items that were removed from the original order. These items were removed due to the increase in cost of some furniture items. In order to stay within the originally approved contract amount, the footstools were removed from the original order.

**Recommendation: Board approval of an addition to the original contract, in the amount of \$3,780 for the footstools**

**Furniture Contingency**

Due to the fluctuations that are occurring in the markets right now and with the unknowns related to what will be needed in the space, we are asking the board to approve a furniture contingency amount. This will allow us to move forward with necessary purchases without asking for board approval prior to making decisions. The delays that can be caused by waiting can lead to furniture items not being readily available when they are needed.

**Recommendation: Board approval of a furniture contingency of \$5,000. This equates to 0.59% of the original contract amount.**

**RESOLUTION NO. 026-003**  
**ESTABLISHING FUNDS FOR THE CENTERVILLE**  
**LIBRARY REOPENING CEREMONIES**

---

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on January 20, 2026 at 7:00 pm at the Woodbourne Library with the following members present:

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

\_\_\_\_\_ moved, \_\_\_\_\_ seconded the following resolution:

WHEREAS, the Board of Trustees of the Washington-Centerville Public Library endeavored to modernize the Centerville Library

WHEREAS, the cost of the project is funded with Capital Project Funds that have accumulated over the years, and

WHEREAS, the construction project began in early 2025 and is anticipated to be completed in late summer 2026, and

WHEREAS, the Foundation Committee of the Library Board is working to plan events for the re-opening of Centerville Library, and

WHEREAS, the Foundation Committee met in 2025 to begin planning the events, and

WHEREAS, the Foundation Committee recommends to the Library Board the establishment of funds for the events; therefore

BE IT RESOLVED by the Board of Trustees of the Washington-Centerville Public Library:

To set aside funds from the General Fund in an amount to be determined when the Foundation Committee / Foundation Board sets a budget to be approved by the Library Board in the next several months, and

FURTHERMORE that a new bank account be opened for the income and expenses generated from these events.

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

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

Passed: January 20, 2026

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

#### CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on January 20, 2026 and in appearing upon the official records of said Board.

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President, Board of Trustees

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Fiscal Officer, Board of Trustees

**Washington-Centerville Public Library**  
**Rules of Conduct - Temporary Change Related to Centerville Library Reopening Events**  
**January 20, 2026**

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Explanation:

The Rules of Conduct policy, as most recently approved by the Library Board of Trustees in October 2025, outlines that alcoholic beverages are prohibited at the library. The existence of this policy, therefore, prohibits the Library through the Foundation Committee/Board from serving any alcohol during the preview night and grand reopening events.

These events can be important fundraising opportunities for the library foundation.

**Recommendation: Board approval of a temporary suspension of the alcohol prohibition during these events related to the Centerville Library reopening. This suspension extends only to these events.**

Washington-Centerville Public Library			
Subject	Rules of Conduct		
Type (select one)	Policy	Board Approval Date	10/21/2025
Main Section (select one)	Operations	Responsible Dept. (select one)	Administration
Revised Date	7/2025	Revised By	DEF
Last Reviewed	7/2025	Manual	Operations

The Board of Trustees of Washington-Centerville Public Library is responsible for determining the rules of conduct necessary to:

- protect the right of individuals to use library materials and services,
- ensure the safety of library patrons and employees,
- protect the rights of library employees to conduct library business without interference, and
- protect and preserve library materials, equipment, and facilities.

The following rules of conduct, approved by the Library Board of Trustees, are designed to provide a pleasant environment for all who visit the library. No person while on the premises of the library shall engage in any behavior that hinders the use of the library by others, nor shall any person refuse to obey the reasonable request of an employee of the library.

- Avoid making unreasonable noise, such as talking, singing, or listening to music loudly. Socialize and use cell phones in active areas to avoid disturbing others.
- Using vulgar language is prohibited, and threatening language or behavior will be reported to police.
- Leave food and beverages without a lid outside library buildings. Alcoholic beverages are prohibited.
- Refrain from use of any form of tobacco, marijuana, and e-cigarettes in all library-owned, leased or managed buildings, entrances and exits, parking lots, grounds, and vehicles.
- Stay with children under age 8 at all times, and ensure that children under 16 are met before closing.
- Keep bags, backpacks, and any other personal items with you. Unattended items will be treated as lost.
- Use only as much space as is needed for one person.
- Refrain from taking photographs and/or recording videos of library staff or patrons without their permission.
- Move with safety: do not run or climb on furniture, desks, or shelving. Burning of candles, incense and other materials is strictly prohibited.
- Refrain from using skate boards, in-line skates, or scooters. Performing tricks of any kind in library buildings or on library property is not permitted.
- Sleeping is prohibited.
- Wear shirts and shoes.
- Take care of hygiene needs elsewhere: do not use public restrooms to bathe or wash clothes.
- Refrain from soliciting inside the library or panhandling (aside from exceptions outlined in the Solicitation Policy).
- Leave animals outside the building, except service dogs and those used in library programming.
- Leave firearms and weapons outside the Library (except as outlined in the Firearms and Weapons Policy).
- Abide by all local ordinances, and state and federal laws.

- Keep furniture in its original location and condition, and refrain from adhering items to walls or furniture.

The rules listed above are not intended to be a complete list, but instead to provide guidance of appropriate behavior. The Director and other library staff are authorized to determine what constitutes as being disruptive.

The Library reserves the right to:

- Request inspection of all bags, purses, briefcases, packages, etc. for library material, equipment, or concealed weapons.
- Ask police to search a person, given adequate cause for suspicion of theft of materials, equipment, or concealed weapons.
- Prosecute for illegal acts performed on library property.
- Request that adults unaccompanied by a minor or without a need for Children's materials remain in the main areas of the library.

Any person who violates these regulations may be asked to leave the library premises and/or have library privileges withdrawn. See the Guidelines for Disciplinary Actions for Violations of Rules of Conduct and the Procedure for Suspension of Library Privileges.

# Monthly Statistics

## MONTHLY STATISTICS

	CENTERVILLE			WOODBURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>CIRCULATION</b>												
Total Circulation	47,632	14,433	-69.7%	35,569	53,234	49.7%	7	1	-85.7%	125,927	114,290	-9.2%
<b>APPLICANT REGISTRATION</b>												
Total Registrations	254	218	-14.2%	121	150	24.0%				375	368	-1.9%
<b>LIBRARY CARDHOLDERS</b>												
Total Library Cardholders										69,000	65,716	-4.8%
<b>VISITORS</b>												
Building Visitors	13,753	2,442	-82.2%	10,555	14,253	35.0%	1,603	1,064	-33.6%	25,911	17,759	-31.5%
Website Visitors										226,576	109,345	-51.7%
<b>Total Visitors</b>										252,487	127,104	-49.7%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
Total Patron Assistance	2,530	2,505	-1.0%	2,875	5,690	97.9%	1,615	166	-89.7%	7,020	8,361	19.1%
	<b>AT THE LIBRARY</b>			<b>OFFSITE</b>			<b>VIRTUAL</b>			<b>COMBINED</b>		
<b>PROGRAMS</b>	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
Adult Programs	19	14	-26.3%	13	19	46.2%	5	6	20.0%	37	39	5.4%
Adult Attendees	350	142	-59.4%	313	297	-5.1%	162	211	30.2%	825	650	-21.2%
General Programs	0	1	0.0%	0	2	0.0%	0	0	0.0%	0	3	0.0%
General Attendees	0	83	0.0%	0	189	0.0%	0	0	0.0%	0	272	0.0%
Children's (Ages 0-5) Programs	13	21	61.5%	3	2	-33.3%	0	0	0.0%	16	23	43.8%
Children's (Ages 0-5) Attendees	256	532	107.8%	45	77	71.1%	0	0	0.0%	301	609	102.3%
Children's (Ages 6-11) Programs	4	4	0.0%	1	0	-100.0%	0	0	0.0%	5	4	-20.0%
Children's (Ages 6-11) Attendees	394	526	33.5%	460	0	-100.0%	0	0	0.0%	854	526	-38.4%
Teen (Ages 12-18) Programs	8	5	-37.5%	1	0	-100.0%	0	0	0.0%	9	5	-44.4%
Teen (Ages 12-18) Attendees	214	83	-61.2%	12	0	-100.0%	0	0	0.0%	226	83	-63.3%
<b>Total Library Programs</b>	44	45	2.3%	18	23	27.8%	5	6	20.0%	67	74	10.4%
<b>Total Library Program Attendees</b>	1,214	1,366	12.5%	830	563	-32.2%	162	211	30.2%	2,206	2,140	-3.0%

## MONTHLY CIRCULATION

	CENTERVILLE			WOODBURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	14,703	2,691	-81.7%	11,901	17,391	46.1%	7	1	-85.7%	26,611	20,083	-24.5%
Juvenile Books	18,954	9,323	-50.8%	12,225	17,264	41.2%	0	0	0.0%	31,179	26,587	-14.7%
Off Line Transactions										7	8	14.3%
Periodicals	1,477	72	-95.1%	912	1,665	82.6%	0	0	0.0%	2,389	1,737	-27.3%
Young Adult Books	1,395	710	-49.1%	1,002	1,380	37.7%	0	0	0.0%	2,397	2,090	-12.8%
<b>Total Print Circulation</b>	36,529	12,796	-65.0%	26,040	37,700	44.8%	7	1	-85.7%	62,583	50,505	-19.3%
<b>AV CIRCULATION</b>												
Audiobooks	1,740	673	-61.3%	1,341	2,201	64.1%				3,081	2,874	-6.7%
Movies (DVDs/Blu-rays)	7,967	256	-96.8%	6,784	9,857	45.3%				14,751	10,113	-31.4%
Music (Compact Discs)	403	N/A	0.0%	457	814	78.1%				860	814	-5.3%
<b>Total AV Circulation</b>	10,110	929	-90.8%	8,582	12,872	50.0%				18,692	13,801	-26.2%
<b>LIBRARY OF THINGS CIRCULATION</b>												
Board Games	363	339	-6.6%	426	1,121	163.1%	0	0	0.0%	789	1,460	85.0%
Brary Bags	84	17	-79.8%	41	127	209.8%				125	144	15.2%
Cultural Passes*	21	30	42.9%	10	64	540.0%	0	0	0.0%	31	94	203.2%
Hotspots	11	11	0.0%	18	22	22.2%	0	0	0.0%	29	33	13.8%
Kits	92	81	-12.0%	84	190	126.2%	0	0	0.0%	176	271	54.0%
Streaming Devices	69	50	-27.5%	44	115	161.4%	0	0	0.0%	113	165	46.0%
Streaming Device+Hotspot Combos*	11	9	-18.2%	9	9	0.0%	0	0	0.0%	20	18	-10.0%
Preloaded Tablets (Launchpads)	342	163	-52.3%	315	518	64.4%				657	681	3.7%
Audio Figurines (Tonies)*	N/A	N/A	0.0%	N/A	496	0.0%				0	496	0.0%
<b>Total Library of Things Circulation</b>	993	700	-29.5%	947	2,662	181.1%	0	0	0.0%	1,940	3,362	73.3%
<b>TOTAL PHYSICAL CIRCULATION</b>												
Adult Circulation	23,907	3,302	-86.2%	19,650	29,484	50.0%	7	1	-85.7%	43,564	32,787	-24.7%
Juvenile Circulation	22,315	10,418	-53.3%	14,902	22,210	49.0%	0	0	0.0%	37,217	32,628	-12.3%
Young Adult Circulation	1,410	713	-49.4%	1,017	1,540	51.4%	0	0	0.0%	2,427	2,253	-7.2%
<b>Total Physical Circulation</b>	47,632	14,433	-69.7%	35,569	53,234	49.7%	7	1	-85.7%	83,208	67,668	-18.7%
<b>SEARCHOHIO/OHIOLINK CIRCULATION</b>										1,151	41	-96.4%
SearchOhio/OhioLink Borrowed*												
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										16,736	19,100	14.1%
eBooks										17,902	18,713	4.5%
eMusic										463	373	-19.4%
eVideo										2,385	3,245	36.1%
eZines (Digital Magazines)										4,082	5,150	26.2%
<b>Total Digital Circulation</b>										41,568	46,581	12.1%

NOTES:\*

SearchOhio temporarily unavailable - starting Aug 2025

Cultural Passes &amp; Streaming Device+Hotspot Combos debuted April 2024

Audio Figurines (Tonies) debuted mid-September 2025

## YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>CIRCULATION</b>												
Total Circulation	656,442	278,024	-57.6%	478,872	668,004	39.5%	79	90	13.9%	1,651,945	1,506,159	-8.8%
<b>APPLICANT REGISTRATION</b>												
Total Registrations	4,113	3,470	-15.6%	2,209	2,702	22.3%				6,322	6,172	-2.4%
<b>LIBRARY CARDHOLDERS</b>												
Total Library Cardholders										69,000	65,716	-4.8%
<b>VISITORS</b>												
Building Visitors	195,196	53,824	-72.4%	148,432	192,941	30.0%	22,246	18,468	-17.0%	365,874	265,233	-27.5%
Website Visitors										2,178,024	1,849,939	-15.1%
<b>Total Visitors</b>										2,543,898	2,115,172	-16.9%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
Total Patron Assistance	41,036	28,447	-30.7%	36,815	60,908	65.4%	18,290	14,101	-22.9%	96,141	103,456	7.6%
	<b>AT THE LIBRARY</b>			<b>OFFSITE</b>			<b>VIRTUAL</b>			<b>COMBINED</b>		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>PROGRAMS</b>												
Adult Programs	393	251	-36.1%	188	226	20.2%	54	60	11.1%	635	537	-15.4%
Adult Attendees	10,141	3,970	-60.9%	78,173	6,838	-91.3%	2,386	2,391	0.2%	90,700	13,199	-85.4%
General Programs	0	13	0.0%	0	20	0.0%	0	0	0.0%	0	33	0.0%
General Attendees	0	1,495	0.0%	0	6,363	0.0%	0	0	0.0%	0	7,858	0.0%
Children's (Ages 0-5) Programs	295	305	3.4%	126	58	-54.0%	0	0	0.0%	421	363	-13.8%
Children's (Ages 0-5) Attendees	7,614	8,451	11.0%	2,199	1,522	-30.8%	0	0	0.0%	9,813	9,973	1.6%
Children's (Ages 6-11) Programs	130	83	-36.2%	51	28	-45.1%	0	2	0.0%	181	113	-37.6%
Children's (Ages 6-11) Attendees	5,215	3,738	-28.3%	1,963	1,295	-34.0%	0	265	0.0%	7,178	5,298	-26.2%
Teen (Ages 12-18) Programs	87	82	-5.7%	11	6	-45.5%	0	1	0.0%	98	89	-9.2%
Teen (Ages 12-18) Attendees	1,934	1,842	-4.8%	307	849	176.5%	0	39	0.0%	2,241	2,730	21.8%
<b>Total Library Programs</b>	<b>905</b>	<b>734</b>	<b>-18.9%</b>	<b>376</b>	<b>338</b>	<b>-10.1%</b>	<b>54</b>	<b>63</b>	<b>16.7%</b>	<b>1,335</b>	<b>1,135</b>	<b>-15.0%</b>
<b>Total Library Program Attendees</b>	<b>24,904</b>	<b>19,496</b>	<b>-21.7%</b>	<b>82,642</b>	<b>16,867</b>	<b>-79.6%</b>	<b>2,386</b>	<b>2,695</b>	<b>13.0%</b>	<b>109,932</b>	<b>39,058</b>	<b>-64.5%</b>

## YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	201,690	64,701	-67.9%	149,818	216,775	44.7%	68	72	5.9%	351,576	281,548	-19.9%
Juvenile Books	267,734	160,959	-39.9%	184,444	237,099	28.5%	10	12	20.0%	452,188	398,070	-12.0%
Off Line Transactions										91	82	-9.9%
Periodicals	21,215	3,567	-83.2%	13,613	18,925	39.0%	0	0	0.0%	34,828	22,492	-35.4%
Young Adult Books	21,065	10,533	-50.0%	14,672	18,145	23.7%	0	6	0.0%	35,737	28,684	-19.7%
<b>Total Print Circulation</b>	<b>511,704</b>	<b>239,760</b>	<b>-53.1%</b>	<b>362,547</b>	<b>490,944</b>	<b>35.4%</b>	<b>78</b>	<b>90</b>	<b>15.4%</b>	<b>874,420</b>	<b>730,876</b>	<b>-16.4%</b>
<b>AV CIRCULATION</b>												
Audiobooks	24,387	11,925	-51.1%	19,838	28,372	43.0%				44,225	40,297	-8.9%
Movies (DVDs/Blu-rays)	103,853	17,587	-83.1%	80,850	116,705	44.3%				184,703	134,292	-27.3%
Music (Compact Discs)	5,294	153	-97.1%	5,856	8,142	39.0%				11,150	8,295	-25.6%
<b>Total AV Circulation</b>	<b>133,534</b>	<b>29,665</b>	<b>-77.8%</b>	<b>106,544</b>	<b>153,219</b>	<b>43.8%</b>				<b>240,078</b>	<b>182,884</b>	<b>-23.8%</b>
<b>LIBRARY OF THINGS CIRCULATION</b>												
Board Games	3,494	3,353	-4.0%	3,843	11,023	186.8%	1	0	-100.0%	7,338	14,376	95.9%
Brary Bags	965	484	-49.8%	649	1,441	122.0%				1,614	1,925	19.3%
Cultural Passes*	112	247	120.5%	68	527	675.0%	0	0	0.0%	180	774	330.0%
Hotspots	153	112	-26.8%	216	238	10.2%	0	0	0.0%	369	350	-5.1%
Kits	1,301	989	-24.0%	914	2,268	148.1%	0	0	0.0%	2,215	3,257	47.0%
Streaming Devices	684	707	3.4%	487	1,074	120.5%	0	0	0.0%	1,171	1,781	52.1%
Streaming Device+Hotspot Combos*	92	89	-3.3%	78	118	51.3%	0	0	0.0%	170	207	21.8%
Preloaded Tablets (Launchpads)	4,333	2,536	-41.5%	3,526	6,306	78.8%				7,859	8,842	12.5%
Audio Figurines (Tonies)*	0	0	0.0%	0	846	0.0%				0	846	0.0%
<b>Total Library of Things Circulation</b>	<b>11,134</b>	<b>8,517</b>	<b>-23.5%</b>	<b>9,781</b>	<b>23,841</b>	<b>143.7%</b>	<b>1</b>	<b>0</b>	<b>-100.0%</b>	<b>20,916</b>	<b>32,358</b>	<b>54.7%</b>
<b>TOTAL PHYSICAL CIRCULATION</b>												
Adult Circulation	322,662	87,135	-73.0%	243,402	356,557	46.5%	69	72	4.3%	566,133	443,764	-21.6%
Juvenile Circulation	312,299	180,341	-42.3%	220,469	292,275	32.6%	10	12	20.0%	532,778	472,628	-11.3%
Young Adult Circulation	21,481	10,548	-50.9%	15,001	19,172	27.8%	0	6	0.0%	36,482	29,726	-18.5%
<b>Total Physical Circulation</b>	<b>656,442</b>	<b>278,024</b>	<b>-57.6%</b>	<b>478,872</b>	<b>668,004</b>	<b>39.5%</b>	<b>79</b>	<b>90</b>	<b>13.9%</b>	<b>1,135,393</b>	<b>946,118</b>	<b>-16.7%</b>
<b>SEARCHOHIO/OHIOLINK CIRCULATION</b>										<b>14,807</b>	<b>9,885</b>	<b>-33.2%</b>
SearchOhio/OhioLink Borrowed*												
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										196,816	225,017	14.3%
eBooks										227,294	228,588	0.6%
eMusic										4,004	4,696	17.3%
eVideo										28,492	33,038	16.0%
eZines (Digital Magazines)										45,139	58,817	30.3%
<b>Total Digital Circulation</b>										<b>501,745</b>	<b>550,156</b>	<b>9.6%</b>

NOTES:\*

SearchOhio temporarily unavailable - starting Aug 2025

Cultural Passes &amp; Streaming Device+Hotspot Combos debuted April 2024

Audio Figurines (Tonies) debuted mid-September 2025