

ATTACHMENTS FOR OCTOBER 21, 2025 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Director Activities

September 12 – October 16, 2025

Library Operations

- Centerville Library renovation
 - Met with LWC to discuss furniture bids
 - Attended weekly construction meetings
- Conducted Executive Team retreat
- Helped at Soak the Smarty event
- HR Manager recruitment
 - Discussed benefits with finalists
 - Extended offer in HR Manager's absence
- Attended staff cookout
- Toured Liberty Township branch of Midpointe Library system
- Discussed how to re-engage Library Foundation
- Met with candidate for Library Board
- Reviewed department budget requests with Team Leaders and Managers
- Met with Strategic Planning Team to discuss engagement and tracking

Communication

- Wrote to State Representatives to oppose HB 137

Community / Professional Involvement

- Joint Public Entities Meeting
 - Participated in pre-meeting discussion
 - Attended meeting
- Attended Centerville Washington Park District Business & Civic Breakfast
- Attended Rec Plex Advisory Meeting
- Optimists
 - Attended installation dinner
 - Planned for 2026 oratorical contest
- Friends
 - Attended monthly Board meeting
 - Attended trivia and Gathering with Friends
 - Assisted with Ghost Walk on Main

Sick day – September 24

Vacation – October 10

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

September 16, 2025

CALL TO ORDER

The regular Board of Trustees meeting for September 2025 was held at the Woodbourne Library. Board President Carol Herrick called the meeting to order at 7:02 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 Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; 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. Falkner seconded the motion.

At 7:02 p.m., the board entered executive session.

At 7:16 p.m., the board exited executive session.

Mr. Bowling moved to rehire Liz Fultz as Library Director, effective October 14, 2025 with an increase in her compensation of 3.75%. Mrs. Cline seconded the motion.

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

APPROVAL OF MINUTES

Mrs. Suttman moved for the approval of the August 19, 2025 Meeting Minutes. Mrs. Cline seconded the motion.

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

DIRECTOR'S REPORT

Mrs. Fultz presented her monthly report for September 2025:

- **FACILITIES**
 - Centerville Library
 - Video tour

- Change order report
 - Furniture package out to bid
- Woodbourne Library
 - Exterior panel replacement
- **COLLECTIONS/SERVICES/PROGRAMS**
 - Ready, Set, Grow! video series
 - Ghost Walk tickets on sale
 - Woodbourne Library Arts Endowment exhibit - Curious Critters
- **OTHER**
 - HR Manager recruitment in progress
 - Nearly 250 applications received
 - OLC updates
 - Governor's property tax task force to have recommendations by 9/30
 - Citizens for Property Tax Reform – shooting for constitutional amendment on ballot next year
 - HB 420 – eliminates continuous levies by 2030
 - Friends
 - Gathering with Friends – September 21

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for August 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, August 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. Mrs. Suttman seconded the motion.

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

The motion is approved.

- b. Payment of September 2025 Expenditures

Mr. Monteith presented the check register for the period of August 20, 2025 through September 16, 2025.

Mrs. Suttman moved to approve the payment of expenditures, and 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>Absent</u>
Mrs. Suttman	<u>Yes</u>

The motion is approved.

NEW/OLD BUSINESS

a. Res. No 025-007: Resolution to Accept the Amounts and Rates as Determined by the County Budget Commission

Mr. Monteith stated that this resolution is required to be passed annually to allow the library to collect on the property tax levy. As you can see from the resolution, the county auditor has provided a summary of the amounts to be collected on the levy. This is for the actual property tax levy and the homestead/rollback credits that are reimbursed by the State of Ohio.

Mrs. Cline moved for the adoption of Resolution No. 025-007. Mrs. Suttman seconded the motion.

The roll call vote was:

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>

The resolution is approved.

b. Mr. Monteith presented the legal advertisement that is to be submitted to the Dayton Daily News for the trustee position that is currently held by Mrs. Suttman.

Mr. Monteith pointed the board's attention to the fact that this will be the first trustee position that will see the four-year terms, as approved by the state legislature.

Mrs. Suttman moved to approve the placement of the legal advertisement. Mrs. Cline seconded the motion.

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

The motion is approved.

- c. Mr. Monteith presented the requested appropriation transfers. This request was made by the Adult Services Department. The first transfer is requested to cover the additional mileage that the department has paid this year due to Creativity Commons being short-staffed. To cover this transfer, the funds will be taken from Creativity Commons Program Supplies. These funds are not needed this year.

The second transfer is to cover a shortfall in the periodicals budget for 2025 into 2026. To have the necessary periodicals ordered and in place for the reopening of most of the Centerville Library, the order must be placed in late 2025. This was an oversight in the original appropriations. To cover this, we will take some of the funds that will be unused for online subscriptions. We made multiple cuts to this line in 2025.

Mr. Falkner moved, and Mrs. Cline seconded motion to approve the following transfers:

Transfer #1

Account	Description	Amount From	Amount To
101.24.52120	Program Supplies - Creativity Commons	\$ 600.00	
101.11.53110	Mileage - Adult Services		\$ 600.00
	Total	\$ 600.00	\$ 600.00

Transfer #2

Account	Description	Amount From	Amount To
101.30.54510	Online Subscriptions - Adult	\$ 15,000.00	
101.30.54210	Periodicals		\$ 15,000.00
	Total	\$ 15,000.00	\$ 15,000.00

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

The motion is approved.

OTHER

There was no other business to be discussed.

ADJOURNMENT

Mrs. Suttman moved to adjourn the meeting at 8:10 p.m. Mrs. Cline seconded the motion.

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

The motion to adjourn is approved.

President

Fiscal Officer

Fiscal Officer's Report

Washington-Centerville Public Library
Monthly Cash Position
For the Month Ended September 30, 2025

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 10,474,008.81	\$ 623,596.03	\$ 507,910.50	\$ 10,589,694.34
Unclaimed Funds	2,041.15	-	-	2,041.15
Special Operating Fund	3,750,186.25	-	-	3,750,186.25
Building Fund	4,489,468.94	-	163,112.32	4,326,356.62
Perm. Imp. Fund-Ils	568,950.30	-	-	568,950.30
Perm. Imp. Fund-Reference/Info	701,536.34	-	-	701,536.34
Dorothy R. Yeck Good Life End	88.70	-	-	88.70
Payroll Clearing Fund	27,080.69	90,595.17	90,328.51	27,347.35
	\$ 20,013,361.18	\$ 714,191.20	\$ 761,351.33	\$ 19,966,201.05

Washington-Centerville Public Library
YTD Cash Position

For the Month Ended September 30, 2025

Fund	Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 8,917,565.34	\$ 8,443,975.44	\$ 6,771,846.44	\$ 10,589,694.34
Unclaimed Funds	794.93	1,246.22	-	2,041.15
Special Operating Fund	3,750,186.25	-	-	3,750,186.25
Building Fund	4,723,157.63	1,000,000.00	1,396,801.01	4,326,356.62
Perm. Imp. Fund-Ils	568,950.30	-	-	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	-	24,800.00	701,536.34
Dorothy R. Yeck Good Life End	184.69	-	95.99	88.70
Payroll Clearing Fund	15,302.23	887,409.59	875,364.47	27,347.35
	\$ 18,702,477.71	\$ 10,332,631.25	\$ 9,068,907.91	\$ 19,966,201.05

Washington-Centerville Public Library
Monthly Cash Reconciliation
For the Month Ended September 30, 2025

Bank Balances:

US Bank	\$ 1,294,753.07
Dayton Foundation	5,470.00
Paypal	200.00
Total Cash Accounts	<u>1,300,423.07</u>

Investments:

RedTree Investments	8,746,629.62
StarOhio	9,988,125.76
Total Investment Accounts	<u>18,734,755.38</u>

Total Bank Balances	20,035,178.45
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Deposits-in-Transit	\$758.15
Unposted Payments	(\$0.63)
Outstanding Checks	(\$69,734.92)

Adjusted Bank Balances	<u>19,966,201.05</u>
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Book Balance (from Cash Position)	19,966,201.05
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Difference	<u><u>\$ -</u></u>
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See detail in separate attachment

Washington-Centerville Public Library
Monthly Revenue Statement
For the Month Ended September 30, 2025

101 - General Fund	Budget	Month Revenue	YTD Revenue	Percent	
PUBLIC LIBRARY FUND	\$ 3,280,355.00	\$ 268,875.78	\$ 2,490,093.60	75.91%	1
GENERAL PROPERTY TAXES	4,739,774.00	293,082.10	4,998,345.27	105.46%	2
PROPERTY TAX ROLLBACK	610,000.00	-	307,680.92	50.44%	
GRANTS - FEDERAL, STATE & LOCAL	-	-	-	0.00%	
PATRON FINES & FEES	22,500.00	2,323.43	19,867.51	88.30%	
COPIER INCOME	21,000.00	3,018.35	27,794.04	132.35%	
PROGRAM FEES	-	-	-	0.00%	
PASSPORT EXECUTION FEES	25,000.00	2,590.00	20,987.99	83.95%	
PASSPORT PHOTOS	5,500.00	510.00	4,915.00	89.36%	
PATRON SUPPLIES	27,500.00	2,524.70	22,736.99	82.68%	
INTEREST INCOME	400,000.00	49,758.50	525,595.66	131.40%	3
DONATIONS	22,500.00	117.63	15,742.68	69.97%	
REFUNDS & REIMBURSEMENTS	9,000.00	798.04	9,055.93	100.62%	
MISCELLANEOUS-OTHER	50,200.00	(2.50)	1,159.85	2.31%	
TRANSFER IN	-	-	-	0.00%	
TOTAL RECEIPTS-GENERAL FUND	\$ 9,213,329.00	\$ 623,596.03	\$ 8,443,975.44	91.65%	

102 - Unclaimed Funds	Budget	Month Revenue	YTD Revenue	Percent
REFUNDS	\$ -	\$ -	\$ 1,246.22	0.00%
TRANSFER TO UNCLAIMED	-	-	-	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ -	\$ 1,246.22	0.00%

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

401 - Building Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO BUILDING FUND	\$ 1,750,000.00	\$ -	\$ 1,000,000.00	57.14%
TOTAL RECEIPTS-BUILDING FUND	\$ 1,750,000.00	\$ -	\$ 1,000,000.00	57.14%

Washington-Centerville Public Library
Monthly Revenue Statement
For the Month Ended September 30, 2025

450 - Perm. Improvement - ILS Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - ILS	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	0.00%
451 - Perm. Improvement - Technology Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
TOTAL PERM. IMP. FUND-TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
898 - Yeck GLA Fund	Budget	Month Revenue	YTD Revenue	Percent
YECK DONATIONS-RESTRICTED	\$ 5,525.00	\$ -	\$ -	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 5,525.00	\$ -	\$ -	0.00%
999 - Payroll Clearing Fund	Budget	Month Revenue	YTD Revenue	Percent
CLEARING REVENUE	\$ -	\$ 90,595.17	\$ 887,409.59	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 90,595.17	\$ 887,409.59	0.00%
GRAND TOTAL RECEIPTS	\$ 10,968,854.00	\$ 714,191.20	\$ 10,332,631.25	94.20%

See Notes to the Financial Report

Washington-Centerville Public Library
Revenue Budget Statement - General Fund
For the Month Ended September 30, 2025

101 - General Fund	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
Public Library Fund	\$ 268,875.77	\$ 268,875.78	\$ 0.01	\$ 2,481,655.28	\$ 2,490,093.60	\$ 8,438.32	1
General Property Taxes	211,073.22	293,082.10	82,008.88	4,690,516.00	4,998,345.27	307,829.27	2
Property Tax Rollback	-	-	-	300,000.00	307,680.92	7,680.92	
Federal Grants	-	-	-	-	-	-	
Local Grants	-	-	-	-	-	-	
Patron Fines & Fees	1,875.00	2,323.43	448.43	16,875.00	19,867.51	2,992.51	
Copier, Fax and Printing	1,750.00	3,018.35	1,268.35	15,750.00	27,794.04	12,044.04	
Program Fees	-	-	-	-	-	-	
Passport Execution Fees	2,083.33	2,590.00	506.67	18,750.00	20,987.99	2,237.99	
Passport Photos	458.33	510.00	51.67	4,125.00	4,915.00	790.00	
Patron Supplies	2,291.67	2,524.70	233.03	20,625.00	22,736.99	2,111.99	
Interest Income	19,718.28	49,758.50	30,040.22	319,123.39	525,595.66	206,472.27	3
Donations	571.97	117.63	(454.34)	20,784.09	15,742.68	(5,041.41)	4
Refunds & Reimbursements	750.00	798.04	48.04	6,750.00	9,055.93	2,305.93	
Miscellaneous-Other	4,183.33	(2.50)	(4,185.83)	37,650.00	1,159.85	(36,490.15)	
Transfer In	-	-	-	-	-	-	
TOTAL GENERAL FUND	\$ 513,630.91	\$ 623,596.03	\$ 109,965.12	\$ 7,932,603.76	\$ 8,443,975.44	\$ 511,371.68	

See Notes to the Financial Report

**Washington-Centerville Public Library
General Fund Expenditures
For the Month Ended September 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
PERSONAL SERVICES						
Salaries						
Manager/Director	672,250.00	51,054.88	512,264.55	-	159,985.45	76.20%
Library Specialists	1,445,000.00	107,310.85	1,085,446.52	-	359,553.48	75.12%
Technical Assistants	147,000.00	11,332.80	112,493.03	-	34,506.97	76.53%
Customer Service Assistants	342,219.94	26,202.83	239,445.82	-	102,774.12	69.97%
Substitutes	44,000.00	1,331.28	26,548.89	-	17,451.11	60.34%
Fiscal Officer	109,000.00	8,435.40	84,159.11	-	24,840.89	77.21%
Administrative Support	516,350.00	37,469.85	371,447.86	-	144,902.14	71.94%
Facilities Manager	81,000.00	6,237.10	61,549.03	-	19,450.97	75.99%
Facilities Assistant/Driver	20,000.00	530.54	13,098.34	-	6,901.66	65.49%
Library Aides	135,230.06	8,644.93	88,517.80	-	46,712.26	65.46%
Shelving Assistants	97,000.00	6,774.58	70,452.90	-	26,547.10	72.63%
Salaries Total:	3,609,050.00	265,325.04	2,665,423.85	-	943,626.15	73.85%
Retirement						
Retirement	506,040.00	36,817.50	354,285.71	-	151,754.29	70.01%
Retirement Total:	506,040.00	36,817.50	354,285.71	-	151,754.29	70.01%
Insurance						
Health Insurance	483,781.00	42,170.80	365,956.88	94,389.12	23,435.00	95.16%
Health Savings Account	96,025.95	7,375.14	64,917.91	26,282.22	4,825.82	94.97%
Dental Insurance	23,415.00	2,080.33	17,292.87	4,892.13	1,230.00	94.75%
Medicare	54,214.50	3,481.31	35,347.80	-	18,866.70	65.20%
Life Insurance	3,365.00	257.63	2,285.14	899.86	180.00	94.65%
Worker's Compensation	7,500.00	-	-	-	7,500.00	0.00%
Insurance Total:	668,301.45	55,365.21	485,800.60	126,463.33	56,037.52	91.61%
Other Benefits						
Unemployment Benefits	-	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-	-
Other Benefits Total:	-	-	-	-	-	-
PERSONAL SERVICES Total:	4,783,391.45	357,507.75	3,505,510.16	126,463.33	1,151,417.96	75.93%
SUPPLIES						
General/Administrative Supplies						
Office Supplies	28,143.06	808.88	16,352.05	6,349.63	5,441.38	80.67%
Program Supplies	66,290.95	2,456.45	27,660.73	19,363.01	19,267.21	70.94%
Cataloging/Processing Supplies	13,141.05	904.40	7,527.85	1,799.80	3,813.40	70.98%
Small Tools/Minor Equipment	1,387.92	429.00	967.92	420.00	-	100.00%
Janitorial Supplies	3,832.04	-	1,154.27	614.33	2,063.44	46.15%
General/Administrative Supplies Total:	112,795.02	4,598.73	53,662.82	28,546.77	30,585.43	72.88%
Property Maintenance Supplies						
Property Maintenance Supplies	45,763.38	1,583.30	13,161.75	5,439.02	27,162.61	40.65%
Property Maintenance Supplies Total:	45,763.38	1,583.30	13,161.75	5,439.02	27,162.61	40.65%
Vehicle Fuel & Supplies						
Vehicle Fuel	3,168.78	43.92	542.15	266.68	2,359.95	25.52%
Vehicle Supplies	500.00	-	142.73	-	357.27	28.55%
Vehicle Fuel & Supplies Total:	3,668.78	43.92	684.88	266.68	2,717.22	25.94%
Supplies Purchased for Resale						
Supplies Purchased for Resale	77,304.81	1,379.72	18,611.56	17,142.88	41,550.37	46.25%
Supplies Purchased for Resale Total:	77,304.81	1,379.72	18,611.56	17,142.88	41,550.37	46.25%
SUPPLIES Total:	239,531.99	7,605.67	86,121.01	51,395.35	102,015.63	57.41%

Washington-Centerville Public Library
General Fund Expenditures
For the Month Ended September 30, 2025

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
CONTRACT SERVICES						
Travel & Meeting						
Mileage	11,650.00	514.02	4,706.64	4,383.36	2,560.00	78.03%
In-House Seminars	18,637.97	-	223.54	1,776.46	16,637.97	10.73%
Conference/Meetings	46,800.66	1,579.42	8,724.87	5,065.96	33,009.83	29.47%
Membership Dues	4,825.00	549.00	1,497.55	680.00	2,647.45	45.13%
Travel & Meeting Total:	81,913.63	2,642.44	15,152.60	11,905.78	54,855.25	33.03%
Communication & Printing						
Telephone Services	5,419.85	454.75	3,937.55	562.45	919.85	83.03%
Computer Data Line	49,899.91	1,770.32	12,574.26	20,973.36	16,352.29	67.23%
Postage	22,374.79	-	4,044.25	1,537.75	16,792.79	24.95%
Postage Meter Rental	3,323.35	-	1,933.65	481.90	907.80	72.68%
Security Alarm	9,569.34	-	2,088.00	5,232.00	2,249.34	76.49%
Legal Advertisements	2,500.00	-	46.08	335.00	2,118.92	15.24%
Marketing & Advertising	19,662.56	405.00	12,225.00	6,231.00	1,206.56	93.86%
Printing & Publications	53,867.02	1,955.48	19,585.82	2,863.48	31,417.72	41.68%
Communication & Printing Total:	166,616.82	4,585.55	56,434.61	38,216.94	71,965.27	56.81%
Property Maintenance Services						
Building/Site Repair	153,985.82	2,618.44	47,468.55	17,345.14	89,172.13	42.09%
Equipment & Furniture Repair	25,032.09	597.74	13,160.77	5,238.39	6,632.93	73.50%
Grounds & Snow Removal	154,000.00	3,641.21	46,806.13	49,738.87	57,455.00	62.69%
Janitorial Services	242,845.38	13,229.28	133,504.01	48,225.53	61,115.84	74.83%
Trash Services	21,283.75	1,131.22	10,469.09	3,909.68	6,904.98	67.56%
Property Maintenance Services Total:	597,147.04	21,217.89	251,408.55	124,457.61	221,280.88	62.94%
Insurance						
Property Insurance	31,733.75	-	22,037.50	8,643.50	1,052.75	96.68%
Insurance Total:	31,733.75	-	22,037.50	8,643.50	1,052.75	96.68%
Utilities						
Electricity	114,713.74	5,059.68	82,746.29	17,025.74	14,941.71	86.97%
Natural Gas	41,947.76	2,567.64	34,115.65	5,340.58	2,491.53	94.06%
Water/Sewer	13,280.81	953.10	5,530.50	4,551.29	3,199.02	75.91%
Utilities Total:	169,942.31	8,580.42	122,392.44	26,917.61	20,632.26	87.86%
Professional Services						
Speaker & Program Stipends	17,339.55	355.00	5,734.53	7,050.47	4,554.55	73.73%
Art & Other Exhibits	5,720.00	127.83	3,971.04	1,748.96	-	100.00%
Architect & Engineering Services	-	-	-	-	-	-
Accounting & Auditing Services	12,800.00	-	10,035.48	2,670.00	94.52	99.26%
Legal Services - General	4,780.00	-	150.00	-	4,630.00	3.14%
Legal Services - Employment	23,257.50	6,990.00	11,697.50	11,547.50	12.50	99.95%
Tax Collection Fees	80,000.00	20,930.27	62,005.66	17,994.34	-	100.00%
Banking Fees	20,661.36	3,378.11	12,169.10	3,049.17	5,443.09	73.66%
Benefits Administration	7,610.00	327.50	5,307.50	2,002.50	300.00	96.06%
Other Professional Services	9,390.00	4,445.00	5,821.80	3,178.20	390.00	95.85%
Professional Services Total:	181,558.41	36,553.71	116,892.61	49,241.14	15,424.66	91.50%
Software Maintenance						
Software Maintenance	254,199.80	1,134.02	167,955.71	11,442.33	74,801.76	70.57%
Software Maintenance Total:	254,199.80	1,134.02	167,955.71	11,442.33	74,801.76	70.57%
Other Contract Services						
Temporary Contract Services	46,703.15	254.80	4,555.26	1,507.45	40,640.44	12.98%
Online Services	239,414.81	1,956.49	110,841.32	62,836.46	65,737.03	72.54%
Collection Development Services	6,400.00	-	2,600.00	-	3,800.00	40.63%
Other Contract Services Total:	292,517.96	2,211.29	117,996.58	64,343.91	110,177.47	62.33%
CONTRACT SERVICES Total:	1,775,629.72	76,925.32	870,270.60	335,168.82	570,190.30	67.89%

Washington-Centerville Public Library
General Fund Expenditures
For the Month Ended September 30, 2025

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
LIBRARY MATERIALS						
New Books						
New Books	547,392.11	10,946.44	271,607.00	118,578.21	157,206.90	71.28%
Standing Orders/Continuations	18,206.81	1,472.00	5,624.54	7,118.83	5,463.44	69.99%
Book Rentals	70,617.75	186.55	63,012.48	2,175.65	5,429.62	92.31%
New Books Total:	636,216.67	12,604.99	340,244.02	127,872.69	168,099.96	73.58%
Periodicals						
Periodicals	26,000.00	-	283.00	170.00	25,547.00	1.74%
Periodicals Total:	26,000.00	-	283.00	170.00	25,547.00	1.74%
Audio-Visual Materials						
Movies	105,928.16	2,122.53	43,515.47	23,243.30	39,169.39	63.02%
Read Along Audiobooks	49,007.53	135.76	9,666.80	4,941.64	34,399.09	29.81%
Pre-Loaded Learning Tablets	32,185.40	74.99	9,296.14	5,925.01	16,964.25	47.29%
Audiobooks	15,386.42	404.93	5,400.25	2,573.17	7,413.00	51.82%
Other Audio-Visual Materials	6,527.62	276.20	3,062.84	3,218.96	245.82	96.23%
Audio-Visual Materials Total:	209,035.13	3,014.41	70,941.50	39,902.08	98,191.55	53.03%
Online Subscriptions						
Online Subscriptions	112,000.00	2,595.00	79,335.08	18,010.98	14,653.94	86.92%
Online Subscriptions Total:	112,000.00	2,595.00	79,335.08	18,010.98	14,653.94	86.92%
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	472,703.95	30,000.00	397,602.92	56,381.34	18,719.69	96.04%
Digital Music Services	42,000.00	-	39,735.00	-	2,265.00	94.61%
Digital Video Services	218,781.48	-	134,035.09	69,746.39	15,000.00	93.14%
Rokus	18,958.88	25.58	13,243.25	1,648.29	4,067.34	78.55%
Electronic Materials Total:	752,444.31	30,025.58	584,616.26	127,776.02	40,052.03	94.68%
Other Library Materials						
Culture Pass	13,000.00	-	7,804.82	45.58	5,149.60	60.39%
Mobile Hotspots	15,000.00	971.01	7,743.38	4,256.62	3,000.00	80.00%
Special Learning Kits	28,747.37	10.57	5,174.33	9,020.64	14,552.40	49.38%
Board Game Collection	14,533.76	222.71	5,671.41	3,470.80	5,391.55	62.90%
Other Library Materials Total:	71,281.13	1,204.29	26,393.94	16,793.64	28,093.55	60.59%
LIBRARY MATERIALS Total:	1,819,977.24	49,444.27	1,114,018.25	330,525.41	375,433.58	79.37%
CAPITAL OUTLAY						
Land Improvements						
Land Improvements	60,000.00	-	41,250.00	3,300.00	15,450.00	74.25%
Land Improvements Total:	60,000.00	-	41,250.00	3,300.00	15,450.00	74.25%
Furniture & Equipment						
Furniture & Equipment	13,708.04	457.96	6,708.04	1,173.96	5,826.04	57.50%
Computer Hardware & Software	261,155.84	15,813.36	131,322.67	6,508.38	123,324.79	52.78%
Furniture & Equipment Total:	274,863.88	16,271.32	138,030.71	7,682.34	129,150.83	53.01%
CAPITAL OUTLAY Total:	334,863.88	16,271.32	179,280.71	10,982.34	144,600.83	56.82%

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**Washington-Centerville Public Library
General Fund Expenditures
For the Month Ended September 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
OTHER EXPENDITURES						
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	156.17	1,129.92	288.08	332.00	81.03%
Refunds & Reimbursements Total:	1,750.00	156.17	1,129.92	288.08	332.00	81.03%
OTHER EXPENDITURES Total:	18,200.00	156.17	16,645.71	583.29	971.00	94.66%
CONTINGENCY						
Contingency						
Contingency	200,000.00	-	-	-	200,000.00	0.00%
Contingency Total:	200,000.00	-	-	-	200,000.00	0.00%
CONTINGENCY Total:	200,000.00	-	-	-	200,000.00	0.00%
TRANSFERS AND OTHER						
Transfers Out						
Transfers Out	1,750,000.00	-	1,000,000.00	-	750,000.00	57.14%
Transfers Out Total:	1,750,000.00	-	1,000,000.00	-	750,000.00	57.14%
TRANSFERS AND OTHER Total:	1,750,000.00	-	1,000,000.00	-	750,000.00	57.14%
General Fund Total:	10,921,594.28	507,910.50	6,771,846.44	855,118.54	3,294,629.30	69.83%

See Notes to the Financial Report

**Washington-Centerville Public Library
Capital Project Funds Expenditures
For the Month Ended September 30, 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	-	153,087.47	64,712.53	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	-	156,867.57	65,932.43	303,142.50	42.36%
Other Contract Services						
Temporary Contract Services	130,000.00	2,319.50	57,217.70	46,262.30	26,520.00	79.60%
Other Contract Services Total:	130,000.00	2,319.50	57,217.70	46,262.30	26,520.00	79.60%
CONTRACT SERVICES Total:	697,142.50	2,319.50	240,085.27	127,394.73	329,662.50	52.71%
Capital Outlay						
Land Improvements						
Land Improvements	-	-	-	-	-	-
Land Improvements Total:	-	-	-	-	-	-
Buildings						
Buildings	-	-	-	-	-	-
Buildings Total:	-	-	-	-	-	-
Building Improvements						
Building Improvements	4,887,760.00	160,792.82	1,166,222.74	3,720,887.26	650.00	99.99%
Building Improvements Total:	4,887,760.00	160,792.82	1,166,222.74	3,720,887.26	650.00	99.99%
Furniture & Equipment						
Furniture & Equipment	624,240.00	-	15,293.00	69,482.00	539,465.00	13.58%
Computer Hardware & Software	250,000.00	-	-	27,000.00	223,000.00	10.80%
Furniture & Equipment Total:	874,240.00	-	15,293.00	96,482.00	762,465.00	12.79%
CAPITAL OUTLAY Total:	5,762,000.00	160,792.82	1,181,515.74	3,817,369.26	763,115.00	86.76%
Capital Project Funds Total:	6,459,142.50	163,112.32	1,421,601.01	3,944,763.99	1,092,777.50	83.08%

See Notes to the Financial Report

**Washington-Centerville Public Library
Dorothy Yeck Good Life Award Fund Expenditures
For the Month Ended September 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
Dorothy Yeck Good Life Award Fund						
Supplies						
General Administrative Supplies						
Office Supplies	4,750.00	-	-	-	4,750.00	0.00%
Program Supplies	6.33	-	-	-	6.33	0.00%
General/Administrative Supplies Total:	4,756.33	-	-	-	4,756.33	0.00%
SUPPLIES Total:	4,756.33	-	-	-	4,756.33	0.00%
Contract Services						
Printing & Publications						
Printing & Publications	399.19	-	95.99	-	303.20	24.05%
Printing & Publications Total:	399.19	-	95.99	-	303.20	24.05%
Other Contract Services						
Temporary Contract Services	475.00	-	-	-	475.00	0.00%
Other Contract Services Total:	475.00	-	-	-	475.00	0.00%
CONTRACT SERVICES Total:	874.19	-	95.99	-	778.20	10.98%
Dorothy Yeck Good Life Award Fund Total:	5,630.52	-	95.99	-	5,534.53	10.98%

**Washington-Centerville Public Library
Payroll Clearing Fund
For the Month Ended September 30, 2025**

Description	Budget	MTD Expense	YTD Expense	Encumbrance	Unencumbered Balance	Combined Expended
Held for Employee Benefits						
Employee Paid Benefits	-	90,328.51	875,364.47	-	(875,364.47)	
Held for Employee Benefits Total:	-	90,328.51	875,364.47	-	(875,364.47)	
Payroll Clearing Fund Total:	-	90,328.51	875,364.47	-	(875,364.47)	
Total All Funds	17,386,367.30	761,351.33	9,068,907.91	4,799,882.53	3,517,576.86	79.77%

See Notes to the Financial Report

Washington-Centerville Public Library
General Fund Expenditures
For the Month Ended September 30, 2025

Description	Month			Year-to-Date		
	Budget	Actual	Favorable/ (Unfavorable)	Budget	Actual	Favorable/ (Unfavorable)
PERSONAL SERVICES						
Salaries						
Manager/Director	51,711.54	51,054.88	656.66	517,115.38	512,264.55	4,850.83
Library Specialists	111,153.85	107,310.85	3,843.00	1,111,538.46	1,085,446.52	26,091.94
Technical Assistants	11,307.69	11,332.80	(25.11)	113,076.92	112,493.03	583.89
Customer Service Assistants	25,384.62	26,202.83	(818.21)	253,846.15	239,445.82	14,400.33
Substitutes	3,384.62	1,331.28	2,053.34	33,846.15	26,548.89	7,297.26
Fiscal Officer	8,384.62	8,435.40	(50.78)	83,846.15	84,159.11	(312.96)
Administrative Support	39,719.23	37,469.85	2,249.38	397,192.31	371,447.86	25,744.45
Facilities Manager	6,230.77	6,237.10	(6.33)	62,307.69	61,549.03	758.66
Facilities Assistant/Driver	1,538.46	530.54	1,007.92	15,384.62	13,098.34	2,286.28
Library Aides	10,402.31	8,644.93	1,757.38	104,023.12	88,517.80	15,505.32
Shelving Assistants	7,461.54	6,774.58	686.96	74,615.38	70,452.90	4,162.48
Salaries Total:	276,679.24	265,325.04	11,354.20	2,766,792.35	2,665,423.85	101,368.50
Retirement						
Retirement	38,926.15	36,817.50	2,108.65	369,798.46	354,285.71	15,512.75
Retirement Total:	38,926.15	36,817.50	2,108.65	369,798.46	354,285.71	15,512.75
Insurance						
Health Insurance	40,315.08	42,170.80	(1,855.72)	362,835.75	365,956.88	(3,121.13)
Health Savings Account	8,002.16	7,375.14	627.02	72,019.46	64,917.91	7,101.55
Dental Insurance	1,951.25	2,080.33	(129.08)	17,561.25	17,292.87	268.38
Medicare	4,170.35	3,481.31	689.04	41,703.46	35,347.80	6,355.66
Life Insurance	280.42	257.63	22.79	2,523.75	2,285.14	238.61
Worker's Compensation	-	-	-	-	-	-
Insurance Total:	54,719.26	55,365.21	(645.95)	496,643.67	485,800.60	10,843.07
Other Benefits						
Unemployment Benefits	-	-	-	-	-	-
Other Employee Benefits	-	-	-	-	-	-
Other Benefits Total:	-	-	-	-	-	-
PERSONAL SERVICES Total:	370,324.65	357,507.75	12,816.90	3,633,234.49	3,505,510.16	127,724.33
SUPPLIES						
General/Administrative Supplies						
Office Supplies	2,359.10	808.88	1,550.22	21,065.78	16,352.05	4,713.72
Program Supplies	5,524.25	2,456.45	3,067.80	49,718.21	27,660.73	22,057.48
Cataloging/Processing Supplies	1,095.09	904.40	190.69	9,855.79	7,527.85	2,327.94
Small Tools/Minor Equipment	115.66	429.00	(313.34)	1,040.94	967.92	73.02
Janitorial Supplies	345.09	-	345.09	2,796.78	1,154.27	1,642.51
General/Administrative Supplies Total:	9,439.17	4,598.73	4,840.44	84,477.50	53,662.82	30,814.68
Property Maintenance Supplies						
Property Maintenance Supplies	3,813.62	1,583.30	2,230.32	34,322.54	13,161.75	21,160.79
Property Maintenance Supplies Total:	3,813.62	1,583.30	2,230.32	34,322.54	13,161.75	21,160.79
Vehicle Fuel & Supplies						
Vehicle Fuel	264.07	43.92	220.15	2,376.59	542.15	1,834.44
Vehicle Supplies	41.67	-	41.67	375.00	142.73	232.27
Vehicle Fuel & Supplies Total:	305.73	43.92	261.81	2,751.59	684.88	2,066.71
Supplies Purchased for Resale						
Supplies Purchased for Resale	6,442.07	1,379.72	5,062.35	57,978.61	18,611.56	39,367.05
Supplies Purchased for Resale Total:	6,442.07	1,379.72	5,062.35	57,978.61	18,611.56	39,367.05
SUPPLIES Total:	20,000.59	7,605.67	12,394.92	179,530.23	86,121.01	93,409.22

Washington-Centerville Public Library
General Fund Expenditures
For the Month Ended September 30, 2025

Description	Month			Year-to-Date		
	Budget	Actual	Favorable/ (Unfavorable)	Budget	Actual	Favorable/ (Unfavorable)
CONTRACT SERVICES						
Travel & Meeting						
Mileage	962.83	514.02	448.81	8,713.50	4,706.64	4,006.86
In-House Seminars	1,553.16	-	1,553.16	13,978.48	223.54	13,754.94
Conference/Meetings	3,900.06	1,579.42	2,320.64	35,100.50	8,724.87	26,375.63
Membership Dues	400.00	549.00	(149.00)	3,201.00	1,497.55	1,703.45
Travel & Meeting Total:	6,816.05	2,642.44	4,173.61	60,993.47	15,152.60	45,840.87
Communication & Printing						
Telephone Services	451.65	454.75	(3.10)	4,064.89	3,937.55	127.34
Computer Data Line	4,256.32	1,770.32	2,486.00	37,130.96	12,574.26	24,556.70
Postage	4,549.12	-	4,549.12	16,781.09	4,044.25	12,736.84
Postage Meter Rental	128.77	-	128.77	2,047.98	1,933.65	114.33
Security Alarm	312.25	-	312.25	5,334.93	2,088.00	3,246.93
Legal Advertisements	208.33	-	208.33	1,875.00	46.08	1,828.92
Marketing & Advertising	1,638.55	405.00	1,233.55	14,746.92	12,225.00	2,521.92
Printing & Publications	12,911.61	1,955.48	10,956.13	40,306.52	19,585.82	20,720.70
Communication & Printing Total:	24,456.59	4,585.55	19,871.04	122,288.28	56,434.61	65,853.67
Property Maintenance Services						
Building/Site Repair	12,996.70	2,618.44	10,378.26	114,995.73	47,468.55	67,527.18
Equipment & Furniture Repair	2,091.73	597.74	1,493.99	18,756.91	13,160.77	5,596.14
Grounds & Snow Removal	10,010.00	3,641.21	6,368.79	110,880.00	46,806.13	64,073.87
Janitorial Services	20,365.88	13,229.28	7,136.60	181,747.75	133,504.01	48,243.74
Trash Services	1,924.55	1,131.22	793.33	15,510.11	10,469.09	5,041.02
Property Maintenance Services Total:	47,388.85	21,217.89	26,170.96	441,890.50	251,408.55	190,481.95
Insurance						
Property Insurance	10,313.47	-	10,313.47	31,733.75	22,037.50	9,696.25
Insurance Total:	10,313.47	-	10,313.47	31,733.75	22,037.50	9,696.25
Utilities						
Electricity	7,743.18	5,059.68	2,683.50	84,314.60	82,746.29	1,568.31
Natural Gas	2,097.39	2,567.64	(470.25)	32,761.20	34,115.65	(1,354.45)
Water/Sewer	2,412.37	953.10	1,459.27	9,970.50	5,530.50	4,440.00
Utilities Total:	12,252.94	8,580.42	3,672.52	127,046.30	122,392.44	4,653.86
Professional Services						
Speaker & Program Stipends	1,444.96	355.00	1,089.96	13,004.66	5,734.53	7,270.13
Art & Other Exhibits	476.67	127.83	348.84	4,290.00	3,971.04	318.96
Architect & Engineering Services	-	-	-	-	-	-
Accounting & Auditing Services	-	-	-	12,800.00	10,035.48	2,764.52
Legal Services - General	398.33	-	398.33	3,585.00	150.00	3,435.00
Legal Services - Employment	1,938.13	6,990.00	(5,051.88)	17,443.13	11,697.50	5,745.63
Tax Collection Fees	39,200.00	20,930.27	18,269.73	79,200.00	62,005.66	17,194.34
Banking Fees	1,721.78	3,378.11	(1,656.33)	15,496.02	12,169.10	3,326.92
Benefits Administration	634.17	327.50	306.67	5,707.50	5,307.50	400.00
Other Professional Services	782.50	4,445.00	(3,662.50)	7,042.50	5,821.80	1,220.70
Professional Services Total:	46,596.53	36,553.71	10,042.82	158,568.81	116,892.61	41,676.20
Software Maintenance						
Software Maintenance	15,134.65	1,134.02	14,000.63	208,795.85	167,955.71	40,840.14
Software Maintenance Total:	15,134.65	1,134.02	14,000.63	208,795.85	167,955.71	40,840.14
Other Contract Services						
Temporary Contract Services	3,891.93	254.80	3,637.13	35,027.36	4,555.26	30,472.10
Online Services	19,951.23	1,956.49	17,994.74	179,561.11	110,841.32	68,719.79
Collection Development Services	533.33	-	533.33	4,800.00	2,600.00	2,200.00
Other Contract Services Total:	24,376.50	2,211.29	22,165.21	219,388.47	117,996.58	101,391.89
CONTRACT SERVICES Total:	187,335.58	76,925.32	110,410.26	1,370,705.42	870,270.60	500,434.82

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**Washington-Centerville Public Library
General Fund Expenditures
For the Month Ended September 30, 2025**

Description	Month			Year-to-Date		
	Budget	Actual	Favorable/ (Unfavorable)	Budget	Actual	Favorable/ (Unfavorable)
LIBRARY MATERIALS						
New Books						
New Books	29,011.78	10,946.44	18,065.34	397,954.06	271,607.00	126,347.06
Standing Orders/Continuations	1,256.27	1,472.00	(215.73)	13,327.38	5,624.54	7,702.84
Book Rentals	494.32	186.55	307.77	68,922.92	63,012.48	5,910.44
New Books Total:	30,762.38	12,604.99	18,157.39	480,204.37	340,244.02	139,960.35
Periodicals						
Periodicals	17,023.86	-	17,023.86	18,872.25	283.00	18,589.25
Periodicals Total:	17,023.86	-	17,023.86	18,872.25	283.00	18,589.25
Audio-Visual Materials						
Movies	7,599.00	2,122.53	5,476.47	74,426.20	43,515.47	30,910.73
Read Along Audiobooks	6,040.50	135.76	5,904.74	37,501.36	9,666.80	27,834.56
Pre-Loaded Learning Tablets	5,597.51	74.99	5,522.52	22,556.55	9,296.14	13,260.41
Audiobooks	349.79	404.93	(55.14)	12,617.54	5,400.25	7,217.29
Other Audio-Visual Materials	500.13	276.20	223.93	5,027.24	3,062.84	1,964.40
Audio-Visual Materials Total:	20,086.93	3,014.41	17,072.52	152,128.89	70,941.50	81,187.39
Online Subscriptions						
Online Subscriptions	7,767.16	2,595.00	5,172.16	89,193.70	79,335.08	9,858.62
Online Subscriptions Total:	7,767.16	2,595.00	5,172.16	89,193.70	79,335.08	9,858.62
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	29,327.51	30,000.00	(672.49)	424,459.12	397,602.92	26,856.20
Digital Music Services	181.36	-	181.36	41,455.91	39,735.00	1,720.91
Digital Video Services	18,231.79	-	18,231.79	164,086.11	134,035.09	30,051.02
Rokus	25.96	25.58	0.38	18,259.89	13,243.25	5,016.64
Electronic Materials Total:	47,766.62	30,025.58	17,741.04	648,261.03	584,616.26	63,644.77
Other Library Materials						
Culture Pass	375.56	-	375.56	11,873.33	7,804.82	4,068.51
Mobile Hotspots	1,250.00	971.01	278.99	11,250.00	7,743.38	3,506.62
Special Learning Kits	1,886.01	10.57	1,875.44	14,373.69	5,174.33	9,199.36
Board Game Collection	879.61	222.71	656.90	7,266.88	5,671.41	1,595.47
Other Library Materials Total:	4,391.18	1,204.29	3,186.89	44,763.90	26,393.94	18,369.96
LIBRARY MATERIALS Total:	127,798.13	49,444.27	78,353.86	1,446,424.14	1,114,018.25	332,405.89
CAPITAL OUTLAY						
Land Improvements						
Land Improvements	-	-	-	60,000.00	41,250.00	18,750.00
Land Improvements Total:	-	-	-	60,000.00	41,250.00	18,750.00
Furniture & Equipment						
Furniture & Equipment	1,083.67	457.96	625.71	10,457.03	6,708.04	3,748.99
Computer Hardware & Software	21,762.99	15,813.36	5,949.63	195,866.88	131,322.67	64,544.21
Furniture & Equipment Total:	22,846.66	16,271.32	6,575.34	206,323.91	138,030.71	68,293.20
CAPITAL OUTLAY Total:	22,846.66	16,271.32	6,575.34	266,323.91	179,280.71	87,043.20

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Washington-Centerville Public Library
General Fund Expenditures
For the Month Ended September 30, 2025

Description	Month			Year-to-Date		
	Budget	Actual	Favorable/ (Unfavorable)	Budget	Actual	Favorable/ (Unfavorable)
OTHER EXPENDITURES						
Library Membership & Dues						
Organizational Dues	16.67	-	16.67	150.00	-	150.00
Trustee Dues	-	-	-	13,250.00	12,811.00	439.00
Library Membership & Dues Total:	16.67	-	16.67	13,400.00	12,811.00	589.00
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	156.17	(10.34)	1,312.50	1,129.92	182.58
Refunds & Reimbursements Total:	145.83	156.17	(10.34)	1,312.50	1,129.92	182.58
OTHER EXPENDITURES Total:	162.50	156.17	6.33	17,712.50	16,645.71	1,066.79
CONTINGENCY						
Contingency						
Contingency	-	-	-	-	-	-
Contingency Total:	-	-	-	-	-	-
CONTINGENCY Total:	-	-	-	-	-	-
TRANSFERS AND OTHER						
Transfers Out						
Transfers Out	-	-	-	1,000,000.00	1,000,000.00	-
Transfers Out Total:	-	-	-	1,000,000.00	1,000,000.00	-
TRANSFERS AND OTHER Total:	-	-	-	1,000,000.00	1,000,000.00	-
General Fund Total:	728,468.10	507,910.50	220,557.60	7,913,930.68	6,771,846.44	1,142,084.24

See Notes to the Financial Report

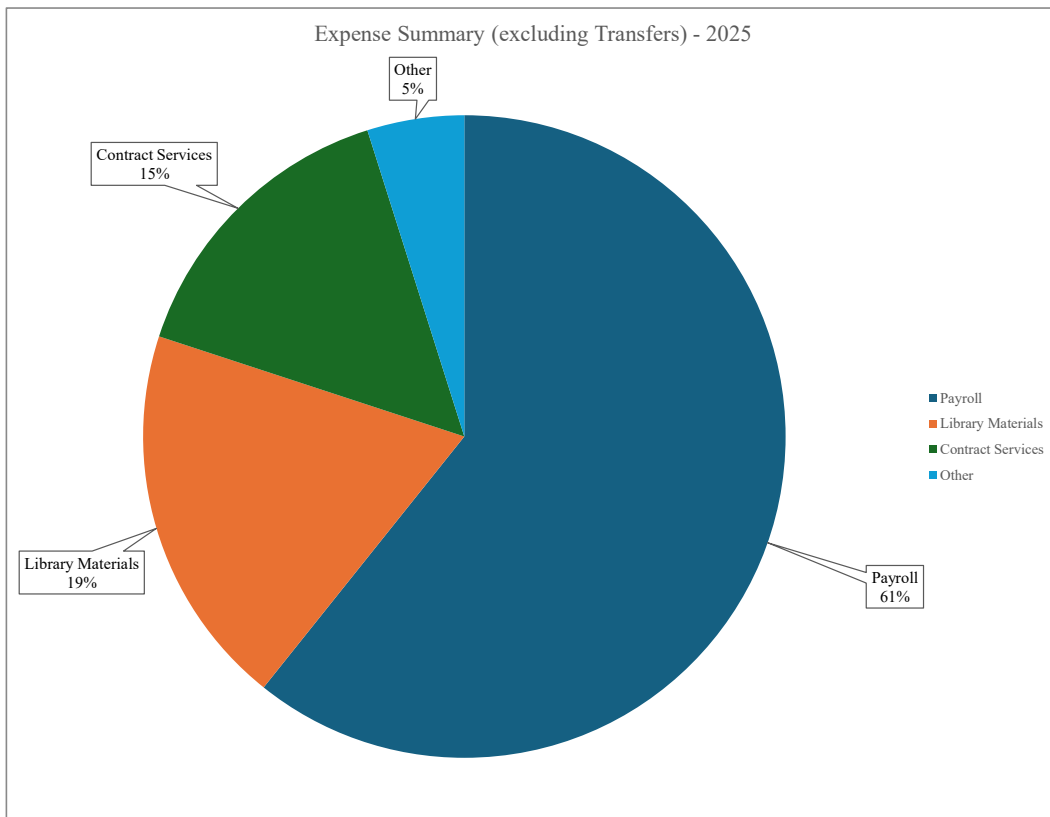
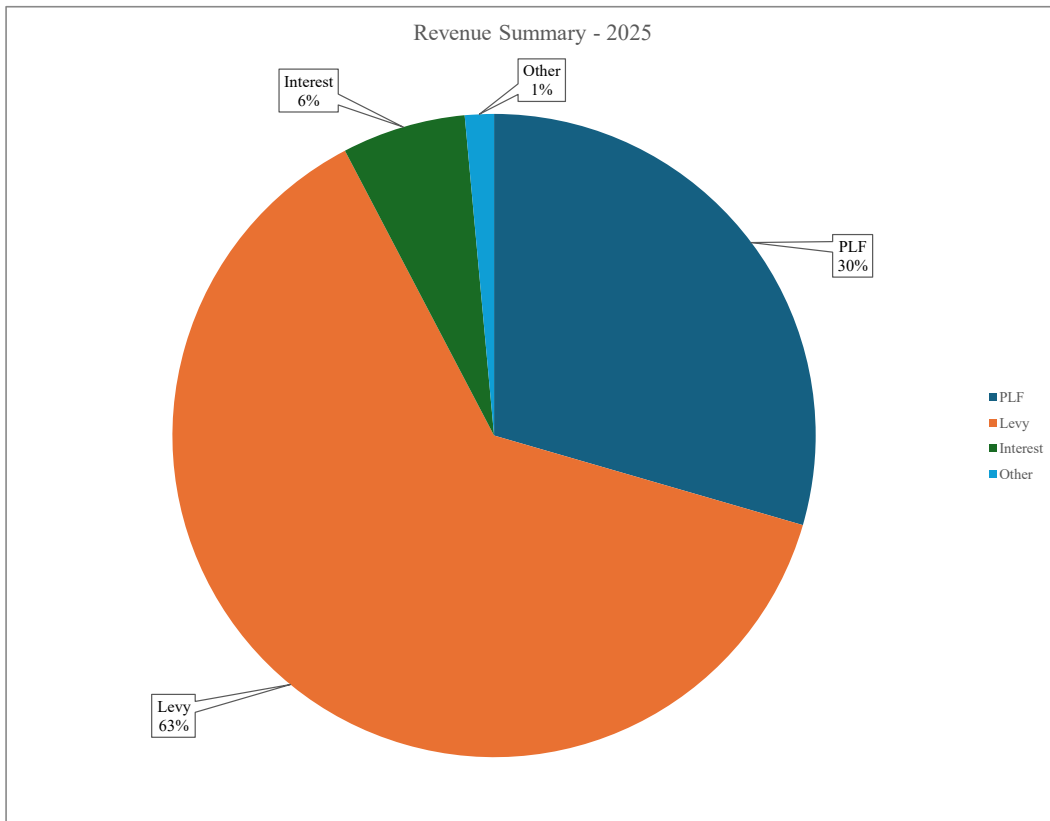
Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For the Month Ended September 30, 2025

Year-to-Date - Last Three Years

	Year to Date				Year to Date			
	2025	2024	\$ Change	% Change	2024	2023	\$ Change	% Change
GENERAL FUND:								
REVENUE								
Public Library Fund	2,490,094	2,092,081	398,013	19.0%	2,092,081	2,282,433	(190,352)	-8.3%
Operating Levy	5,306,026	5,259,911	46,115	0.9%	5,259,911	5,167,452	92,459	1.8%
Federal, State and Local Grants	-	3,573	(3,573)	-100.0%	3,573	2,000	1,573	78.7%
Patron Fees, and Supplies	96,302	102,276	(5,974)	-5.8%	102,276	87,627	14,649	16.7%
Interest Income	525,596	573,530	(47,934)	-8.4%	573,530	361,771	211,759	58.5%
Donations	15,743	21,457	(5,714)	-26.6%	21,457	23,237	(1,780)	-7.7%
Refunds/Reimbursements	9,056	11,574	(2,518)	-21.8%	11,574	14,145	(2,571)	-18.2%
Miscellaneous	1,160	158	1,002	634.1%	158	272	(114)	-42.0%
Total Revenue	8,443,975	8,064,560	379,415	4.7%	8,064,560	7,938,936	125,624	1.6%
EXPENDITURES								
Salaries	2,665,424	2,658,469	6,955	0.3%	2,658,469	2,338,890	319,579	13.7%
Retirement	354,286	400,044	(45,758)	-11.4%	400,044	537,445	(137,401)	-25.6%
Insurance & Other Benefits	485,801	481,136	4,665	1.0%	481,136	474,514	6,622	1.4%
Supplies	86,121	119,012	(32,891)	-27.6%	119,012	96,002	23,010	24.0%
Purchased / Contract Services	870,271	987,235	(116,964)	-11.8%	987,235	827,746	159,489	19.3%
Library Materials	1,114,018	1,192,123	(78,105)	-6.6%	1,192,123	1,046,088	146,035	14.0%
Capital Outlay	179,281	146,018	33,263	22.8%	146,018	179,806	(33,788)	-18.8%
Other Expenditures	16,646	24,168	(7,522)	-31.1%	24,168	17,301	6,867	39.7%
Transfers to Other Funds	1,000,000	2,000,000	(1,000,000)	-50.0%	2,000,000	10,000	1,990,000	19900.0%
Total Expenditures	6,771,846	8,008,205	(1,236,359)	-15.4%	8,008,205	5,527,792	2,480,413	44.9%
Net Change in Fund Balance	1,672,129	56,355	1,615,774		56,355	2,411,144	(2,354,789)	

Budget versus Actual - Month and Year-to-Date

	Month				Year to Date			
	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)
GENERAL FUND:								
REVENUE								
Public Library Fund	268,876	268,876	0	0.0%	2,481,655	2,490,094	8,438	0.3%
Operating Levy	211,073	293,082	82,009	38.9%	4,690,516	4,998,345	307,829	6.6%
Federal, State and Local Grants	0	0	0		300,000	307,681	7,681	2.6%
Patron Fees, and Supplies	8,458	10,966	2,508	29.7%	76,125	96,302	20,177	26.5%
Interest Income	19,718	49,759	30,040	152.3%	319,123	525,596	206,472	64.7%
Donations	572	118	(454)	-79.4%	20,784	15,743	(5,041)	-24.3%
Refunds/Reimbursements	750	798	48	6.4%	6,750	9,056	2,306	34.2%
Miscellaneous	4,183	-3	(4,186)	-100.1%	37,650	1,160	(36,490)	-96.9%
Total Revenue	513,631	623,596	109,965	21.4%	7,932,604	8,443,975	511,372	6.4%
EXPENDITURES								
Salaries	276,679	265,325	11,354	4.1%	2,766,792	2,665,424	101,369	3.7%
Retirement	38,926	36,818	2,109	5.4%	369,798	354,286	15,513	4.2%
Insurance & Other Benefits	54,719	55,365	(646)	-1.2%	496,644	485,801	10,843	2.2%
Supplies	20,001	7,606	12,395	62.0%	179,530	86,121	93,409	52.0%
Purchased / Contract Services	187,336	76,925	110,410	58.9%	1,370,705	870,271	500,435	36.5%
Library Materials	127,798	49,444	78,354	61.3%	1,446,424	1,114,018	332,406	23.0%
Capital Outlay	22,847	16,271	6,575	28.8%	266,324	179,281	87,043	32.7%
Other Expenditures	163	156	6	3.9%	17,713	16,646	1,067	6.0%
Contingency	0	0	0		0	0	0	
Transfers to Other Funds	0	0	0		1,000,000	1,000,000	0	0.0%
Total Expenditures	728,468	507,911	220,558	30.3%	7,913,931	6,771,846	1,142,084	14.4%
Net Change in Fund Balance	(214,837)	115,686	330,523		18,673	1,672,129	1,653,456	
Net Change in Fund Balance - Excluding Transfers	(214,837)	115,686	330,523		1,018,673	2,672,129	1,653,456	



**Washington-Centerville Public Library
Footnotes to the Monthly Financial Reports
For the Month Ended September 30, 2025**

Cash Position and Monthly Cash Reconciliation

1. Overall, there was a very modest decrease in fund balances for the month of September of \$0.05 million or 0.24%.

The General Fund balance increased by 1.1% from the August ending balance. This increase was due to the receipt of the August property tax settlement.

The Building Fund decreased by about 3.6% because of the payments on the Centerville Library project.

2. The Year-to-Date Cash Position shows an overall increase of nearly 7% since the beginning of the year.

For the year, the General Fund is up about 18.8%. With coming expenditures, it is anticipated that this increase will be eliminated by year-end, or early in 2026.

The building fund has decreased by about 8.5%. With upcoming payment, and the anticipated transfer from the general fund, this will likely be about where we end the year.

Revenue Summary and Revenue Budget Summary

The General Fund revenue was about 18.3% higher than estimated for the month and is about 5.4% higher for the year-to-date. For the year, we have collected nearly 85% of budgeted revenue.

1. The Public Library Fund budget was reallocated based on the state budget changes. For the remainder of 2025, there should be almost no monthly fluctuation. For the year, the PLF is about 0.3% above estimates.
2. During August, we received the final settlement on the second half property taxes. We ended up about 5.5% above county auditor estimates.
3. Interest income again exceeded estimates. Interest rates did see a cut last month, with another anticipated this month.

Washington-Centerville Public Library
Footnotes to the Monthly Financial Reports
For the Month Ended September 30, 2025

Expense Account Summary and Expense Budget Summary

For the month of September, General Fund expenditures were about 30% below estimated amounts. For the year, these amounts are still about 14% under budget.

1. During the month of September, personal services expenditures were about 4.1% under budget and are about 3.7% under budget for the year.

Salaries/Retirement

Salaries and retirement account for 91.5% of the \$127,724 that we have come in under budget for the year. Among the factors that are contributing to this are the delays in hiring of a new Creativity Commons Team Leader and Human Resources Assistant, and some positions that we are delaying hiring because of Centerville being under renovation.

Insurance

Insurance expenditures were very close to budgeted amounts for the month of September. This was due to a couple of employees making insurance coverage changes. As you can see, health insurance is now slightly over budget for the year, while health savings account and Medicare expenditures are more than 15% under budget. A reallocation of these amounts may be necessary as we get closer to year-end.

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

We are seeing these supplies coming in much lower than anticipated, but program supplies accounts for over 70% of the shortfall for the year-to-date. As departments have been submitting their initial 2026 budget requests, this has been a topic that has been discussed. We have been stressing the need to have some plans in place for programs in the 2026 budget year, while also leaving some room for new programs that may arise.

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 September 30, 2025

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 were not able to 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. In 2026 budget meetings, we have been pressing the need to better estimate costs for conference planning, including providing some tools to do so.

Communication & Printing

These expenditures continue to come in well under budgeted amounts. Computer data line expenditures are nearly 66% 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 76% 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 43% under budget for the year. First, building/site repairs were about 42% 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 58% 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 27% 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 30% under budget for the month. We have seen a rather significant increase in both usage and bill amounts for electricity. We have already needed to make some transfers between building accounts, and are also proposing an appropriation transfer this month. We believe that the cause of these spikes relates to the construction project and are no indicative of a problem.

Washington-Centerville Public Library
Footnotes to the Monthly Financial Reports
For the Month Ended September 30, 2025

Professional Services

Professional services is another area that is well under budget. So far for the year, these costs are about 26% under budget. Tax collection fees will end up significantly under budget. Fees on the second half settlement were much less than anticipated. Legal Services have begun to increase as a result of collective bargaining.

Finally, other professional services will see an increase due to the recruitment of a new Human Resources Manager.

4. Library materials are about 23% under budget for the year, with the largest portions being related to new books and audio-visual materials. As you have seen throughout the year, these amounts can vary from month-to-month.

New Books

These expenditures are about 29% under budget for the year. As is the nature of these expenditures, we saw a month where we came in well under budget. This month, we have seen amounts closer to anticipated, if not above.

Audio-Visual Materials

Movies and read-along audiobooks continue to come in well under budget. Part of this relates to only purchasing for one building. However, there will likely not be much change in these items next year.

5. Capital outlay is now about 33% under budget for the year. Both land improvements and computer hardware/software have come in well under budget. We are proposing a transfer from the land improvement to cover the electric overages this year.

Washington-Centerville Public Library
Investment Schedules
For the Month Ended September 30, 2025

Interest Income - Year-to-Date

	US Bank/PNC	RedTree	STAR	Total
2025	\$ 22,964.75	\$ 144,445.04	\$ 358,185.87	\$ 525,595.66
2024	202,645.21	-	370,885.25	573,530.46
Change - YTD	\$ (179,680.46)	\$ 144,445.04	\$ (12,699.38)	\$ (47,934.80)

Interest Income Schedule - Next Twelve Months

	RedTree	STAR	Total
October	\$ 37,265.00	\$ 30,278.19	\$ 67,543.19
November	\$ 19,582.00	28,005.71	\$ 47,587.71
December	\$ 34,526.00	27,219.73	\$ 61,745.73
January	\$ 28,384.00	27,306.42	\$ 55,690.42
February	\$ 33,442.00	24,742.42	\$ 58,184.42
March	\$ 18,171.00	25,640.71	\$ 43,811.71
April	\$ 31,952.00	24,887.36	\$ 56,839.36
May	\$ 43,827.00	23,948.71	\$ 67,775.71
June	\$ 17,605.00	23,240.14	\$ 40,845.14
July	\$ 11,255.00	25,190.30	\$ 36,445.30
August	\$ 26,060.00	22,290.92	\$ 48,350.92
September	\$ 9,605.00	21,626.82	\$ 31,231.82
	\$ 311,674.00	\$ 304,377.42	\$ 616,051.42

See Notes to the Investment Report



P.O. Box 7177
Dublin, OH 43017

Account Statement

September 01, 2025 - September 30, 2025

Return Service Requested

Client Services



Call: 800-648-STAR (7827)



Visit our website: www.tos.ohio.gov/star-ohio



Funds Management
STAR Ohio
Columbus, OH 43260

Shareholder Message Center

STAR Ohio will be closed on Monday, October 13 for Columbus Day, Tuesday, November 11 for Veterans Day and Thursday, November 27 for Thanksgiving Day. The fund will close early at 1:00 p.m. on Friday, November 28.

The STAR Ohio email address is now info@starohio.gov. Please use this email for any/all STAR Ohio related requests.

As a reminder, a 24 hr. advanced notification for purchase and redemption transactions over \$100 million is highly recommended.

Enhancing Security Awareness for Your Investments:

In today's digital landscape, security awareness is paramount for local governments of all sizes. To help you strengthen your defenses, we've compiled a checklist of security awareness best practices:

1. **Regular Training:** Conduct ongoing cybersecurity training for all employees, emphasizing phishing awareness and safe online practices.
2. **Multi-Factor Authentication (MFA):** Implement MFA for all financial systems to add an additional layer of security beyond passwords.
3. **Secure Access Controls:** Ensure that access to investment platforms is restricted based on roles and responsibilities, regularly reviewing permissions.
4. **Data Encryption:** Use encryption for sensitive data both in transit and at rest, protecting it from unauthorized access.
5. **Incident Response Plan:** Develop and regularly update an incident response plan to address potential security breaches swiftly and effectively.
6. **Regular Software Updates:** Keep all software, including firewalls and anti-virus programs, up to date to defend against vulnerabilities.
7. **Monitor Transactions:** Regularly review and monitor transactions for unusual activity, enabling quick detection of potential fraud.
8. **Secure Communication Channels:** Utilize secure methods for communication regarding sensitive financial information, avoiding unsecured emails.

Most importantly, if you believe your account or credentials may have been compromised in any way (including a direct compromise or through a cybersecurity or phishing incident), please contact STAR Ohio at 1.800.648.STAR (7827) to have your account(s) flagged to monitor any suspicious activity.

ACCOUNT SUMMARY

Funds	Total Shares	Share Price	Share Value
STAR Ohio	9,988,125.760	\$1.0000	\$9,988,125.76

DISTRIBUTION SUMMARY

Funds	YTD Earnings	Reinvestment Option
	Income	Income
STAR Ohio	\$358,185.87	Reinvest

TRANSACTIONS

STAR Ohio Account Number: 30182

30 Day Yield = 4.40%

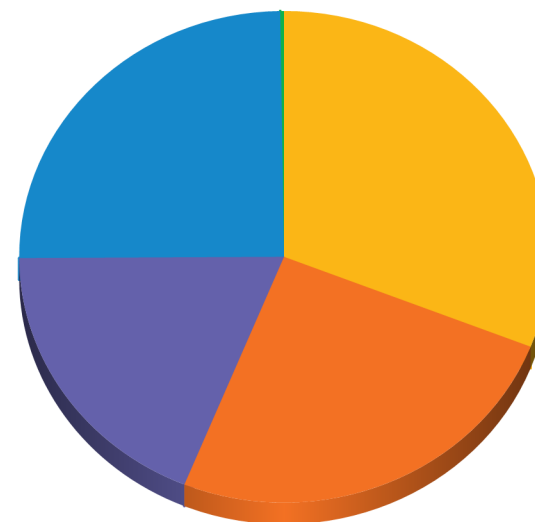
Date	Transaction Type	To/From Account Number	Shares	Share Price	Gross Amount	Share Value
	Beginning Shares Balance		9,952,170.720	\$1.00		\$9,952,170.72
09/30/2025	Income Dividend Reinvestment		35,955.040	\$1.00	\$35,955.04	9,988,125.76
	Closing Balance		9,988,125.760	\$1.00		\$9,988,125.76

Monthly Activity Summary

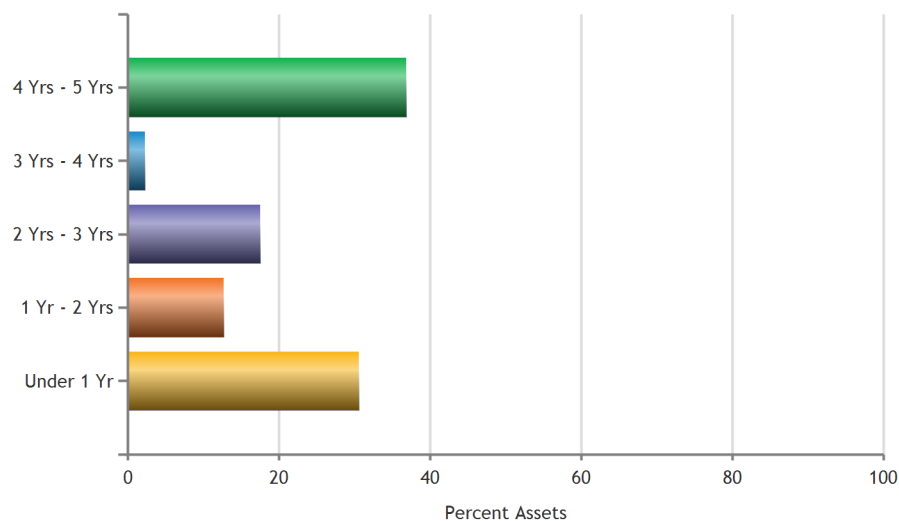
Since 9/1/2025

Beginning Book Value	8,733,609.32
Contributions	0.00
Withdrawals	0.00
Prior Month Management Fees	-738.78
Prior Month Custody Fees	-44.38
Realized Gains/Losses	0.00
Gross Interest Earnings	13,803.46
Ending Book Value	8,746,629.62

Portfolio Allocation as of 9/30/2025

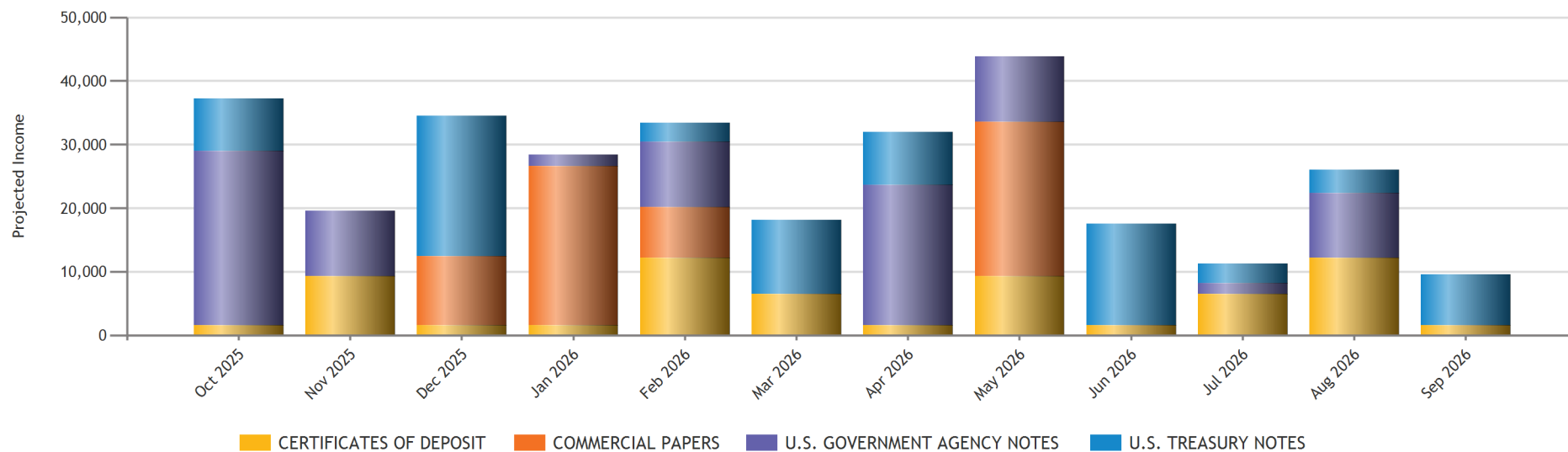


Distribution by Maturity



Allocation Information

Security Type	Market Value	% Assets	Yield	WAM
U.S. GOVERNMENT AGENCY NOTES	2,757,166.71	31.0	4.32	2.56
U.S. TREASURY NOTES	2,242,501.33	25.2	4.11	3.45
CERTIFICATES OF DEPOSIT	1,672,213.63	18.8	4.05	2.71
COMMERCIAL PAPERS	2,213,165.55	24.9	4.30	0.40
MONEY MARKET FUNDS	20,423.96	0.2	3.98	0.00
Total	8,905,471.19	100.0	4.21	2.27



	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026
CERTIFICATES OF DEPOSIT	1,605	9,332	1,605	1,605	12,185	6,546	1,605	9,332	1,605	6,505	12,185	1,605
COMMERCIAL PAPERS	0	0	10,836	25,029	8,006	0	0	24,245	0	0	0	0
U.S. GOVERNMENT AGENCY NOTES	27,410	10,250	0	1,750	10,250	0	22,097	10,250	0	1,750	10,250	0
U.S. TREASURY NOTES	8,250	0	22,085	0	3,000	11,625	8,250	0	16,000	3,000	3,625	8,000
Total	37,265	19,582	34,526	28,384	33,442	18,171	31,952	43,827	17,605	11,255	26,060	9,605
Grand Total	311,674											



Washington-Centerville Public Library - Operating Funds
US Bank Custodian Acct Ending x15781
Attn: John Monteith II

Gross Monthly Income

Negative Amounts Represent Paid Accrued Interest

9/1/2025 - 9/30/2025

Pay-Date	CUSIP	Security	Amount
U.S. TREASURY NOTES			
9/2/2025	91282CLK5	US Treasury Note 3.625% Due 8/31/2029	3,625.00
9/30/2025	91282CMU2	US Treasury Note 4.000% Due 3/31/2030	8,000.00
			11,625.00
CERTIFICATES OF DEPOSIT			
9/16/2025	58404DXW6	Medallion Bank, UT 4.150% Due 6/17/2030	877.64
9/22/2025	88709RBQ1	Timberland Bank, WA 3.900% Due 2/22/2027	758.52
			1,636.16
MONEY MARKET FUNDS			
9/2/2025	USBMMF	First American Treasury Obligations Fund	542.30
			542.30
TOTAL INCOME			13,803.46



Washington-Centerville Public Library - Operating Funds
US Bank Custodian Acct Ending x15781
Attn: John Monteith II

Realized Gains and Losses

9/1/2025 - 9/30/2025

Purchase Date	Close Date	Quantity	CUSIP	Security	Cost Basis	Proceeds	Total Gain/Loss
							0.00
Total Gains							0.00
Total Losses							0.00
Total					0.00	0.00	0.00



Washington-Centerville Public Library - Operating Funds
 US Bank Custodian Acct Ending x15781
 Attn: John Monteith II

Portfolio Holdings

9/30/2025

Quantity	Cusip	Security Description	Moody's	S&P	Call Date	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	FDIC Number	Purchase Date	
U.S. GOVERNMENT AGENCY NOTES												
250,000	3130B3AJ2	Federal Home Ln Bank 4.250% Due 10/1/2026	Aa1	AA+	10/1/2025	250,000.00	250,000.00	4.25	0.00		10/11/2024	
250,000	3130ASZ77	Federal Home Ln Bank 4.000% Due 8/25/2027	Aa1	AA+	11/25/2025	250,000.00	249,394.73	4.00	1.81		8/30/2022	
250,000	3130ASY94	Federal Home Ln Bank 4.200% Due 8/25/2027	Aa1	AA+	11/25/2025	250,000.00	249,587.51	4.20	1.80		8/30/2022	
300,000	3135G05Y5	Federal Natl Mtg Assoc 0.750% Due 10/8/2027	Aa1	AA+		278,373.00	283,304.60	3.85	1.97		4/24/2025	
400,000	3130B1CP0	Federal Home Ln Bank 5.125% Due 11/10/2027	Aa1	AA+	11/10/2025	400,000.00	399,834.78	5.13	1.94		5/10/2024	
350,000	3136G4ZN6	Federal Natl Mtg Assoc 1.000% Due 7/27/2028	Aa1	AA+	10/27/2025	318,535.00	325,133.71	3.94	2.74		4/11/2025	
400,000	3133ETBF3	Federal Farm Credit Bank 4.000% Due 4/1/2030	Aa1	AA+		399,496.00	403,845.83	4.03	4.01		4/9/2025	
300,000	3130B5TW8	Federal Home Ln Bank 4.540% Due 4/17/2030	Aa1	AA+	4/17/2026	300,000.00	300,198.46	4.54	3.99		4/17/2025	
260,000	3134HBJV4	Federal Home Ln Mtg 4.740% Due 4/24/2030	Aa1	AA+	10/24/2025	260,000.00	259,192.67	4.74	3.98		4/24/2025	
Accrued Interest							36,674.44					
							2,706,404.00	2,757,166.71	4.32	2.56		
U.S. TREASURY NOTES												
250,000	91282CJS1	US Treasury Note 4.250% Due 12/31/2025	Aa1	AA+		249,227.75	250,154.30	4.43	0.25		3/19/2024	
200,000	91282CLK5	US Treasury Note 3.625% Due 8/31/2029	Aa1	AA+		197,976.56	199,562.50	3.88	3.61		4/21/2025	
400,000	91282CLR0	US Treasury Note 4.125% Due 10/31/2029	Aa1	AA+		399,656.25	406,468.75	4.15	3.67		4/15/2025	
400,000	91282CMA6	US Treasury Note 4.125% Due 11/30/2029	Aa1	AA+		399,749.98	406,531.25	4.14	3.75		4/15/2025	
400,000	91282CGB1	US Treasury Note 3.875% Due 12/31/2029	Aa1	AA+		399,359.37	402,656.25	3.91	3.85		4/21/2025	
400,000	91282CMU2	US Treasury Note 4.000% Due 3/31/2030	Aa1	AA+		396,421.88	404,671.88	4.20	4.09		4/15/2025	
150,000	91282CHR5	US Treasury Note 4.000% Due 7/31/2030	Aa1	AA+		150,000.00	151,728.52	4.00	4.34		7/31/2025	
Accrued Interest							20,727.90					
							2,192,391.79	2,242,501.33	4.11	3.45		
CERTIFICATES OF DEPOSIT												
229,000	88709RBQ1	Timberland Bank, WA 3.900% Due 2/22/2027				228,828.25	229,553.29	3.98	1.33	28453	8/20/2025	



Washington-Centerville Public Library - Operating Funds
 US Bank Custodian Acct Ending x15781
 Attn: John Monteith II

Portfolio Holdings

9/30/2025

Quantity	Cusip	Security Description	Moody's	S&P	Call Date	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	FDIC Number	Purchase Date
150,000	55316CDS2	M1 Bank, MO 3.900% Due 8/26/2027				149,850.00	150,584.03	3.95	1.82	9797	8/26/2025
245,000	70153RNU8	Parkway Bank and Trust, IL 4.000% Due 8/30/2027				244,877.50	246,617.37	4.03	1.83	19008	8/28/2025
245,000	02589AHG0	American Express Nat'l Bank, UT 4.050% Due 5/8/2028				244,632.50	247,349.99	4.10	2.42	27471	5/7/2025
140,000	05612LES7	BMW Bank of North America, UT 3.950% Due 5/9/2028				139,790.00	140,971.26	4.00	2.42	35141	5/12/2025
145,000	38150V4Q9	Goldman Sachs Bank USA, NY 3.800% Due 8/21/2028				144,782.50	145,555.93	3.85	2.71	33124	8/19/2025
249,000	58404DXW6	Medallion Bank, UT 4.150% Due 6/17/2030				248,377.50	253,321.02	4.24	4.21	57449	6/16/2025
245,000	73319FDZ9	Poppy Bank, CA 4.000% Due 7/31/2030				244,387.50	247,570.25	4.06	4.34	57903	7/31/2025
Accrued Interest							10,690.50				
						1,645,525.75	1,672,213.63	4.05	2.71		

COMMERCIAL PAPERS

400,000	78015CZ88	RBC 0.000% Due 12/8/2025	P-1	A-1+		389,164.44	396,898.80	4.36	0.19		4/22/2025
400,000	06369MAG8	BMO 0.000% Due 1/16/2026	P-1	A-1		387,520.00	395,130.40	4.29	0.30		4/21/2025
400,000	62479MAG8	MUFG Bank 0.000% Due 1/16/2026	P-1	A-1		387,450.97	395,170.40	4.37	0.30		4/24/2025
250,000	89119BBP0	TD Bank 0.000% Due 2/23/2026	P-1	A-1		241,993.75	245,954.50	4.41	0.40		5/29/2025
250,000	06054PEJ1	Bank of America 0.000% Due 5/18/2026		A-1		242,331.25	243,722.75	4.22	0.62		8/21/2025
300,000	63307MEJ4	National Bank CDA 0.000% Due 5/18/2026	P-1	A-1		291,101.83	292,556.70	4.18	0.62		8/28/2025
250,000	60689GEK8	Mizuho Securities 0.000% Due 5/19/2026	P-1	A-1		242,321.88	243,732.00	4.22	0.63		8/22/2025
Accrued Interest							0.00				
						2,181,884.12	2,213,165.55	4.30	0.40		

MONEY MARKET FUNDS

	USBMMF	First American Treasury Obligations Fund				20,423.96	20,423.96	3.98	0.00		
						20,423.96	20,423.96	3.98	0.00		
Total Portfolio						8,746,629.62	8,905,471.19	4.21	2.27		

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

Purchases

During the month of September, there were no purchases of new securities.

Maturities/Calls

During September, there were no investments that matured.

Additional Information

During September, the Federal Reserve cut the federal funds rate by 0.25%. Additionally, more rate cuts are expected before the end of 2025. Federal Open Market Committee projections show the expectation that rates will be 3.50% - 3.75% by the end of 2025.

As a result of these factors, we made the decision to move \$1.5 million from STAR Ohio to RedTree with the goal of locking in the higher interest rates for a longer period.

APPENDED TO OCTOBER 21, 2025 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- Abigail Neuman, Public Services Admin, CS 1, 10/13/25, \$13.33 per hour, 15 hours per week
- Matt Nyikon, Facilities Technician, Admin 2, 9/19/25, \$19.56 per hour, 30 hours per week

Promotions

- None

End of Provisionary

- None

Change in Status

- None

Retirement

- None

Resignation/Termination

- Michelle Fang, Public Services Admin, 9/26/25
- Shanika Seneviratne, Public Services Library Aide, 9/19/25

Washington-Centerville Public Library

Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
2505	9/30/2025	Kindred Spirits Investment Management, LLC	EFT	\$ 1,560.57
46805	9/19/2025	AES Ohio	Check	1,849.85
46806	9/19/2025	Amazon Capital Services, Inc.	Check	1,886.91
46807	9/19/2025	AMERICAN ARBITRATION ASSOC. 845299	Check	375.00
46808	9/19/2025	BONHAM ELECTRIC	Check	440.00
46809	9/19/2025	CHARTER COMMUNICATIONS	Check	125.00
46810	9/19/2025	DEMCO, INC.	Check	722.28
46811	9/19/2025	DONNELLON MCCARTHY	Check	200.95
46812	9/19/2025	Dow Jones & Company	Check	2,595.00
46813	9/19/2025	HOCWT	Check	200.00
46814	9/19/2025	KATSAM LLC	Check	162.00
46815	9/19/2025	KORRECT PLUMBING CO INC.	Check	165.00
46816	9/19/2025	RUMPKE OF OHIO, INC.	Check	238.59
46817	9/19/2025	SAM'S CLUB	Check	59.88
46818	9/19/2025	TAFT, STETTINIUS & HOLLISTER	Check	2,047.50
46819	9/19/2025	WYSO	Check	180.00
46820	9/19/2025	U.S. BANK	Check	5,299.26
46820	9/19/2025	U.S. BANK	Check	90.00
46822	9/26/2025	AES Ohio	Check	21.05
46823	9/26/2025	AES Ohio	Check	1,265.47
46824	9/26/2025	Amazon Capital Services, Inc.	Check	2,252.59
46825	9/26/2025	AT&T	Check	454.75
46826	9/26/2025	CADRE COMPUTER RESOURCES CO.	Check	15,813.36
46827	9/26/2025	CENTERVILLE CITY SCHOOLS	Check	42,170.80
46828	9/26/2025	CHARTER COMMUNICATIONS	Check	159.99
46829	9/26/2025	CINTAS CORPORATION	Check	138.85
46830	9/26/2025	CREATIVE IMPRESSIONS, INC.	Check	1,942.00
46831	9/26/2025	CSH Group, Inc.	Check	4,445.00
46832	9/26/2025	DELTA DENTAL	Check	2,080.33
46833	9/26/2025	DIGITAL FRINGE	Check	127.83
46834	9/26/2025	DONNELLON MCCARTHY	Check	396.79
46835	9/26/2025	Group Sales Cincinnati Museum Center	Check	230.00
46836	9/26/2025	HOME DEPOT CREDIT SERVICES	Check	53.61
46837	9/26/2025	KRONOS SAASHR, INC	Check	1,281.70
46838	9/26/2025	One America	Check	257.63
46839	9/26/2025	TONIES US, INC.	Check	216.00
46840	10/3/2025	Amazon Capital Services, Inc.	Check	2,317.22
46841	10/3/2025	CenterPoint Energy	Check	472.63
46842	10/3/2025	CenterPoint Energy	Check	758.47
46843	10/3/2025	CenterPoint Energy	Check	65.85
46844	10/3/2025	CENTERVILLE-WASH PARK DIST.	Check	45.00
46845	10/3/2025	Charles E. Harris & Associates, Inc.	Check	2,460.00
46846	10/3/2025	DEMCO, INC.	Check	85.56
46847	10/3/2025	DIGITAL FRINGE	Check	20.01

Washington-Centerville Public Library

Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46848	10/3/2025	FP MAILING SOLUTIONS	Check	203.85
46849	10/3/2025	KATSAM LLC	Check	162.00
46850	10/3/2025	KROGER CO.	Check	370.48
46851	10/3/2025	Lifestyle Publications, LLC	Check	2,823.75
46852	10/3/2025	MARTIN J. GRUNDER JR., INC	Check	3,271.23
46853	10/3/2025	TAFT, STETTINIUS & HOLLISTER	Check	4,792.50
46854	10/3/2025	TRANSFORMATIONS PLUS	Check	747.00
46855	10/10/2025	AES Ohio	Check	373.18
46856	10/10/2025	CenterPoint Energy	Check	736.16
46857	10/10/2025	CHARTER COMMUNICATIONS	Check	811.28
46858	10/10/2025	CINTAS CORPORATION	Check	874.50
46859	10/10/2025	IGS Energy	Check	7,741.51
46860	10/10/2025	RUMPKE OF OHIO, INC.	Check	894.08
46861	10/10/2025	SOLID BLEND TECHNOLOGIES	Check	1,125.00
46862	10/10/2025	T-Mobile	Check	966.23
46863	10/10/2025	WOODHULL CORPORATION	Check	1,744.69
46864	10/17/2025	U.S. BANK	Check	5,128.41
46864	10/17/2025	U.S. BANK	Check	180.00
46865	10/17/2025	AES Ohio	Check	1,854.12
46866	10/17/2025	COOL CRITTERS OUTREACH, LLC	Check	370.00
46867	10/17/2025	DONNELLON MCCARTHY	Check	829.42
46868	10/17/2025	LEVEL 3 COMMUNICATIONS LLC	Check	417.39
46869	10/17/2025	RUMPKE OF OHIO, INC.	Check	25.45
46870	10/21/2025	AMERICAN CITY BUSINESS JRNL	Check	340.00
46871	10/21/2025	BAKER & TAYLOR, INC	Check	265.98
46872	10/21/2025	Bonnie Kuntz	Check	50.00
46873	10/21/2025	BRODART CO.	Check	36,974.27
46874	10/21/2025	CDW-G INC.	Check	1,100.15
46875	10/21/2025	CENTERVILLE NOON OPTIMISTS	Check	510.00
46876	10/21/2025	CENTERVILLE ROTARY CLUB	Check	245.00
46877	10/21/2025	CHARD SNYDER & ASSOCIATES	Check	125.00
46878	10/21/2025	DEMCO, INC.	Check	434.28
46879	10/21/2025	Dustin Hartzler	Check	10.99
46880	10/21/2025	FARONICS	Check	367.50
46881	10/21/2025	GLEASON PROPERTY SERVICES, LLC	Check	11,540.00
46882	10/21/2025	HYLANT ADMINISTRATIVE SERVICES	Check	8,457.00
46882	10/21/2025	HYLANT ADMINISTRATIVE SERVICES	Check	5,000.00
46883	10/21/2025	KANOPY, INC.	Check	3,505.00
46884	10/21/2025	KRONOS SAASHR, INC	Check	1,317.05
46885	10/21/2025	LEWIS & MICHAEL, INC.	Check	1,909.50
46886	10/21/2025	LWC INC.	Check	32,500.01
46887	10/21/2025	Mark Spaulding Construction Company	Check	295,016.03
46888	10/21/2025	MARTIN J. GRUNDER JR., INC	Check	180.00
46889	10/21/2025	MIDWEST TAPE	Check	48,772.67

Washington-Centerville Public Library

Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46890	10/21/2025	MIKE MILLER	Check	500.00
46891	10/21/2025	OVERDRIVE, INC.	Check	1,318.77
46892	10/21/2025	PARALLEL TECHNOLOGIES INC.	Check	8,137.24
46893	10/21/2025	PLAYAWAY PRODUCTS, LLC	Check	7,107.38
46894	10/21/2025	SHANE STEVENS	Check	49.98
46895	10/21/2025	SOUTH COMMUNITY	Check	202.50
46896	10/21/2025	THE NEW YORK TIMES	Check	494.63
46897	10/21/2025	TONIES US, INC.	Check	2,764.00
46898	10/21/2025	TREASURER OF STATE OF OHIO	Check	210.00
46899	10/21/2025	Trigon Imaging Solutions	Check	1,593.96
46900	10/21/2025	UNIQUE MANAGEMENT SERVICES INC	Check	434.70
46901	10/21/2025	WILD IRIS PUBLISHING, LLC	Check	1,305.00
46902	10/21/2025	WYSO	Check	270.00
2025000269	9/25/2025	OPERS	EFT	36,817.42
2025000270	9/25/2025	OPERS	EFT	0.08
2025000271	9/26/2025	INTERNAL REVENUE SERVICE	EFT	1,740.82
2025000272	9/30/2025	PAYPAL, INC	EFT	39.90
2025000273	9/30/2025	Nayax	EFT	375.58
2025000274	9/30/2025	Merchant eSolutions	EFT	242.41
2025000275	9/30/2025	U.S. BANK	EFT	1,159.65
2025000276	9/30/2025	MONTGOMERY COUNTY AUDITOR	EFT	20,930.27
2025000277	10/1/2025	HealthEquity	EFT	7,375.14
2025000278	10/10/2025	INTERNAL REVENUE SERVICE	EFT	1,754.21
2025000281	10/21/2025	Laura Fitzpatrick	EFT	11.20
2025000282	10/21/2025	COLEEN PITZER	EFT	30.66
2025000283	10/21/2025	DAVE KENT	EFT	41.30
2025000284	10/21/2025	JOHN MONTEITH II	EFT	120.40
2025000285	10/21/2025	Rachel Knight	EFT	2.24
2025000286	10/21/2025	SCOTT ROYAL	EFT	4.48
2025000287	10/21/2025	JAMIE GARCIA	EFT	3.92
2025000288	10/21/2025	MICHELLE FANG	EFT	14.56
2025000289	10/21/2025	RUTH ANNE ATTALLA	EFT	28.35
2025000290	10/21/2025	GRAHAM DOSTAL	EFT	10.36
2025000291	10/21/2025	Caitlin Spratt	EFT	11.20
2025000292	10/21/2025	Katherine Watson	EFT	29.12
2025000293	10/21/2025	A.J. SCHWAB	EFT	42.70
2025000294	10/21/2025	SHELLY PERESIE	EFT	16.10
2025000295	10/21/2025	KATHERINE MCCOLLUM	EFT	4.48
2025000296	10/21/2025	Teri Herbstreit	EFT	374.29
2025000297	10/21/2025	Gregg McCullough	EFT	18.06
2025000298	10/21/2025	CHRIS J. EDDINGTON	EFT	13.65
2025000299	10/21/2025	ANNE WACHS	EFT	145.32

Washington-Centerville Public Library
Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
2025000300	10/21/2025	WILLIAM MENKER	EFT	67.41
	9/26/2025	Payroll #20	ACH	132,599.36
	10/10/2025	Payroll #21	ACH	133,497.35
				<u>\$ 944,703.09</u>

New Business

Washington-Centerville Public Library
2026 Sunday Closures

Date	Reason
April 5, 2026	Easter
May 24, 2026	Precedes Memorial Day
July 5, 2026	Follows Independence Day
September 6, 2026	Precedes Labor Day

 434 East First Street Dayton, OH 45402 937.223.6500 BID TAB Furniture Bid Package Client: Washington Centerville Public Library Project Name: Centerville Renovation Comm. No.: 24613.00										10/13/2025 rev.01									
Bid Date/Time: 10/09/2025 @ 12:00 Noon										Furniture Estimate: \$ 813,280.00		Stacks Estimate: \$ 124,000.00		Contingency: \$ 49,992.00					
												\$88,208.00 LDA							
VENDOR NAME:	Bid Signed	Received on Time	(3) References	Addenda Received	BID SECTIONS			FULL BID PACKAGE BID TOTAL:	ADD'L	ADD'L	ADD'L	ALTERNATE(S)			Storage Cost	Bundle Offer	TOTAL:		
					Seating	Tables	Misc. Items		Systems Furniture	AV Shelving	Window Seat Cushions	Desk Power Module	N/A	N/A					
NAME	Y/N	Y/N	√	#	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Additive/ REJECTED	n/a	n/a	monthly rate	Y/N	\$		
APG	Y	Y	√	3	\$ 323,192.90	\$ 290,956.43	\$ 98,763.07	\$ 712,912.40	N/A	N/A	N/A	N/A	n/a	n/a	\$0.00	N	\$ 712,912.40		
															FIRST 30 DAYS FREE				
ELEMENTS IV (EIV)	Y	Y	√	3	\$ 324,891.00	\$ 281,397.00	\$ 96,447.00	\$ 702,735.00	\$ 73,836.39	N/A	N/A	\$ -3,023.04	n/a	n/a	\$0.00	N	\$ 776,571.39		
								N/A		N/A	PROVIDED PROPOSAL FOR "HAWORTH - COMPOSE" SYSTEMS FURNITURE; SAME MFG & LINE USED AT WOODBOURNE THUS KEEPING ALL COMPONENTS WITHIN THE LIBRARY SYSTEM INTERCHANGEABLE AND MAINTAINED BY ONE VENDOR.								
BUSINESS FURNITURE	X	X	X	X	\$0.00	\$0.00	\$0.00	\$0.00	N/A	N/A	N/A	DECLINED TO BID ON FURNITURE PACKAGE (VIA EMAIL); 9/23/2025			N/A				
COLLECTIVE SPACES	X	X	X	X	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$ 64,740.25	N/A	DECLINED TO BID ON FURNITURE PACKAGE (VIA EMAIL); 9/29/2025			\$ 64,740.25				
									PROVIDED PROPOSAL FOR CUSTOM PALMIERI AV SHELIVING; THE INTENT IS TO MATCH THE CUSTOM AV UNITS AT WOODBOURNE THAT WERE PREVIOUSLY PROVIDED BY THIS VENDOR.										
ACCENT DRAPPERY	X	X	X	X	N/A	N/A	N/A	N/A	N/A	N/A	\$ 3,725.00	DOES NOT PROVIDE FURNITURE; ONLY ASKED TO PROVIDE WINDOW SEAT CUSHIONS.			\$ 3,725.00				

AWARD BY LOW BID PER BID SECTION:	\$ 323,192.90	\$ 281,397.00	\$ 96,447.00	MULTI-VENDOR AWARD	\$ 73,836.39	\$ 64,740.25	\$ 3,725.00	BID SECTION AWARD + ADDITIONAL ITEMS GRAND TOTAL:	\$ 843,338.54
	APG	EIV	EIV		EIV	COLLECTIVE SP.	ACCENT DRAP.		

AWARD BY LOW BID FOR WHOLE BID PACKAGE:	\$ 702,735.00	\$ 73,836.39	\$ 64,740.25	\$ 3,725.00	WHOLE PACKAGE AWARD + ADDITIONAL ITEMS GRAND TOTAL:	\$ 845,036.64
	EIV	EIV	COLLECTIVE SP.	ACCENT DRAP.		

Washington-Centerville Public Library
Appropriation Transfer
October 21, 2025

Transfer #1

From			To		
Account	Description	Amount	Account	Description	Amount
101.03.55200	Land Improvements - Congress Park	\$ 15,450.00	101.10.53600	Electricity - Centerville	\$ 8,700.00
			101.10.53610	Natural Gas - Centerville	\$ 2,000.00
			101.20.53600	Electricity - Woodbourne	\$ 3,500.00
			101.20.53610	Natural Gas - Woodbourne	\$ 1,250.00
Total From:		<u>\$ 15,450.00</u>	Total To:		<u>\$ 15,450.00</u>

Justification: Utility costs have been much higher than anticipated this year. We believe that part of this is related to the construction project, while the remainder is due to the overall rise in costs on the non-fixed portion of our monthly bill. We will be entering into a new supplier contract soon. To cover these overages, we will move the money from the Land Improvement - Congress Park line. These funds are no longer needed as they were to cover the cost of repaving the Congress Park parking lot and driveway

New Policies

Washington-Centerville Public Library			
Subject	Library Display Policy		
Type (select one)	Policy	Board Approval Date	
Main Section (select one)	Promotion & Marketing	Responsible Dept. (select one)	Adult Services
Revised Date	11/2024	Revised By	ATW
Last Reviewed	11/2024	Manual	Operations

Display Policy

The Washington-Centerville Public Library Display Policy provides a basis to guide librarians and to inform the public about the principles upon which display themes and materials are chosen.

Library display tables are for WCPL displays only. Displays are used to highlight new materials, educate the public about the variety of subjects, genres, and formats offered, and to stimulate interest in the library collections, services, and resources.

Displays should support the Library's mission statement:

To inspire life-long enrichment through diverse opportunities for connecting and creating.

Principles and Criteria

The following criteria will be considered when selecting or approving displays:

- The Library will strive to include a wide spectrum of opinions and viewpoints, as well as offer displays that appeal to a range of ages, interests, and information needs.
- Library-initiated displays will not exclude topics, books, media, and other resources solely because they may be considered controversial.
- Format and style are suitable for intended audience (e.g. adult materials will not be included in displays in the children's area).
- Historical or regional relevance.
- Relation to current events.
- Relation to Library events and programming, as well as events in the community.
- Representation of a genre, trend, or culture.

Guidelines for displays:

- Themes and materials selected should fulfill the Library's mission to provide materials which meet patrons' interests and needs.
- Materials should be in good condition.
- Topical displays should represent the wide variety of viewpoints offered in the collections.
- Displays should not promote a specific religion, political party, or cause.
- Any signage included should clearly state the theme of the display.

Intellectual Freedom

Placement of materials on displays does not imply the Library's endorsement of ideas, opinions, or viewpoints expressed therein. The display of materials intended for an adult audience is not inhibited by the possibility that particular works may inadvertently be seen by or come into the possession of children and young adults. This policy is written in accordance with the Washington-Centerville Public Library Collection Development policy. Any objections to displays should be made in writing by submitting a Request for Reconsideration Form, as outlined in the Collection Development Policy.

Washington-Centerville Public Library			
Subject	Library Programming		
Type (select one)	Policy	Board Approval Date	
Main Section (select one)	Promotion & Marketing	Responsible Dept. (select one)	Adult Services
Created Date	11/2024	Created By	ATW
Last Reviewed	11/2024 10/2025	Manual	Operations

Library Programming Policy

Washington-Centerville Public Library schedules, develops, and presents a wide variety of programs that provide opportunities for information, enrichment, and entertainment.

Programming is an integral component of library services that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to appropriate departmental staff.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space and Library staff
- Treatment of content for the intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Library staff who present programs do so as part of their regular job and shall not be hired as outside contractors for programming.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Payment to an external presenter will be set in accordance with the Fiscal Manual and may require Library Director or Board of Trustees approval. All external program presenters are required to indemnify the Library (including the Board, employees, and agents of the Library) against any damages, claims, or liability arising in connection with the presentation of a program. Payment to external program presenters will only be made when the following conditions are met: completed W-9 form, completed Independent Contractor/Worker Acknowledgement (PEDAKN) form, completion of program, written invoice from presenter for required items and presenter fee, and approval of the payment at the Library's monthly Board of Trustees meeting.

All Library programs are open to the public. Programs may be held on-site, off-site or online. Registration may be required for planning purposes or when space is limited. Registrants must notify the Library no fewer than 24 hours prior to the program if unable to attend. Repeated no-shows will result in a two-month suspension from program registration.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Program topics, speakers, and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers.

Library Program Handout Policy for Outside Presenters

Outside presenters may distribute informational materials about their company or organization, including general service information and contact details. However, materials containing direct solicitation language are prohibited. This includes words and phrases such as "invite," "make an appointment," "schedule," "book now," "call today," or other action-oriented language that directly solicits business.

Acceptable example: "For more information about xyz, visit our website at XYZcompany.com"

Not acceptable: "Invite us to perform at your next celebration." "Visit us for ..."

All handout materials must be reviewed and approved by library staff prior to distribution.

Revised Policies

Washington-Centerville Public Library			
Subject	Speakers at Library Programs		
Type (select one)	Policy	Board Approval Date	09/16/2014
Main Section (select one)	Circulation	Responsible Dept. (select one)	Community RelationsOutreach & Public Services
Revised Date	9/30/2025	Revised By	CMJ
Last Reviewed	05/2014	Manual	Operations

Individuals may be invited to speak at library-sponsored or library co-sponsored educational or recreational programs for the purpose of providing expert knowledge on a specific topic of interest to patrons. Speakers shall be selected based on the quality of presentation, depth of knowledge in topic area, as well as the potential patron interest in the topic. Library staff members may serve as speakers when appropriate. Whenever possible, speakers shall be independently affiliated or from non-profit organizations; if this is not possible, speakers from commercial enterprises may be used within the following guidelines:

- Speakers representing two or more different commercial organizations shall be used, whenever possible, for a given program or series to avoid promoting any one commercial enterprise or its products or services.
- No solicitations or sales shall be allowed within the confines of the program or on library premises, except for those listed below under Book / Media Sales.
- Commercial speaker(s) shall be from the library service district (Centerville/Washington Township) whenever possible.

Book / Media sales may be authorized in conjunction with library-sponsored or co-sponsored programs as a courtesy to the audience and the presenter, within the following policy guidelines, and at the complete discretion of the library:

- Items for sale must be exclusively the work product of authors, editors, musicians or related professionals whose work has been purchased for ~~included in~~ the library's collection.
- Items for sale shall be pre-authorized by the library.
- The library or its personnel shall not process any monies related to such purchases.
- Care shall be taken by the library to offer equal opportunity for such sales to applicable commercial firms within the Library district of Centerville and Washington Township, at the library's discretion.
- All such sales shall be handled in complete accord with this policy and the library policy on Solicitations in the library.

(See also: Policy on Solicitations in the Library and on the Library Website)

Washington-Centerville Public Library			
Subject	Publicity and Display of Non-Library Programs		
Type (select one)	Policy	Board Approval Date	10/17/2023
Main Section (select one)	Promotion & Marketing	Responsible Dept. (select one)	<u>Community RelationsOutreach</u>
Revised Date	<u>01/202308/2025</u>	Revised By	<u>SEQ/KWKRLK</u>
Last Reviewed	<u>01/202308/2025</u>	Manual	Operations

As space permits, fliers and promotional materials may be displayed for nonprofit and educational organizations on bulletin boards and in designated display areas only.

- Only fliers for upcoming Library programs or events, or those pertaining to Library-related associations (e.g. Friends of the Washington-Centerville Public Library, American Library Association, etc.) may be displayed on service desks or special displays.

~~In-person requests~~ Requests for display may be submitted to staff at the circulation desk at either building. ~~Requests may also be submitted online via the Community RelationsOutreach email address.~~

All items submitted for consideration are accepted by the Library on an unconditional basis and may not be returned to the donor. Library management will use the following criteria for decisions:

- No political, partisan, controversial, or commercial materials will be posted or placed for distribution.
- Items will be posted no more than thirty days prior to the date of an event.
- Items without definite end dates will remain posted for no more than three weeks.
- Community partners and government organizations may be allotted an extended amount of time on a ~~case-by-case~~ case-by-case basis.
- Oversized materials (larger than 8.5"x11") are strongly discouraged due to space constraints.

Designated library staff will initial/date materials prior to posting them on a public bulletin board. Any unauthorized materials placed in designated display areas by patrons or staff will be subject to removal.

See also: Guidelines for Library Sponsored Literature Displays

Washington-Centerville Public Library			
Subject	Donation Collections for Outside Non-Profit Organizations		
Type (select one)	Policy	Board Approval Date	09/20/2022
Main Section (select one)	Facilities	Responsible Dept. (select one)	Administration
Revised Date	<u>09/202207/2025</u>	Revised By	<u>SEQDEF</u>
Last Reviewed	<u>09/202207/2025</u>	Manual	Operations

The Library receives requests from local non-profits to be a location for various drop-off donation drives. In serving as a public space and good community partner, the Library will host these drives for local non-profit organizations, at no charge.

The following guidelines apply:

- Requests must come through written/email request to Community Relations and Development Manager-Outreach and Public Services Manager and be made at least 3 weeks in advance of the drive time frame.
- Local non-profits must be within Montgomery County, have presence in the Centerville-Washington Township area, and not have a political affiliation.
- All drives will be a two week maximum time frame, unless otherwise approved by Community Relations and Development-Outreach and Public Services Manager and Library Director.
- Participating non-profit will be responsible for suppling appropriate drive receptacle and maintaining donation cleanliness and overflow.
 - Receptacle must be appropriate and professional in appearance
 - Clearly labeled (typed) with information regarding organization sponsoring donation drive, specific items being collected, time frame of collection, what/who benefits from donations, and contact information for organization
- Donations must be picked up in a timely manner during and after the donation time frame. The Library does not have the capacity to store items. Items not picked up will be donated to another local charity.
- Library reserves the right to terminate the drive at any time if concerns arise.
- No more than one drive will take place at a time at any WCPL locations. Drives are limited to once per quarter, per organization.

Washington-Centerville Public Library			
Subject	Meeting & Quiet Room Use		
Type (select one)	Policy	Board Approval Date	10/17/2023
Main Section (select one)	Facilities	Responsible Dept. (select one)	Community Relations
Revised Date	10/202502/2023	Revised By	WAMCMJ
Last Reviewed	10/202502/2019	Manual	Operations

MEETING & QUIET ROOM USE

Washington-Centerville Public Library offers meeting and quiet rooms, at no charge, for use by individuals or small groups. Units of government and appointed or elected officials may also use library meeting rooms. Political candidates, political action committees, and other political advocacy groups, either issue-related or candidate are allowed to use the rooms under the following conditions:

- All meetings are open to the public.
- Solicitation or receipt of campaign contributions are prohibited.
- Activities and materials must remain in the meeting room, with no activity in the adjacent parts of the library building or library grounds.

The following guidelines apply:

- Meeting and quiet rooms vary in size and can accommodate 1-6 persons.
- Room may be used by those 16 years of age or older and who possess a Washington-Centerville Public Library card. At the discretion of library staff, students under age 16 may use rooms for group projects or study.
- Centerville/Washington Township residents may reserve meeting and/or quiet rooms up to 30 days in advance. Any room not reserved may be used by “walk-ins” and/or non-residents. A Washington-Centerville Public Library card is required.
- Rooms may be reserved for a maximum of two hours each day. The Library reserves the right to limit the number of meeting and quiet room reservations, per month, based on demand for meeting space.
- **Late Policy:** Room reservations are held for 15 minutes. After 15 minutes the room may be reserved for another user.
- Rooms may only be used during normal Library operating hours and must be vacated 15 minutes prior to Library closing.
- Lidded drinks are permitted. Food IS NOT permitted in meeting/quiet rooms.
- The Library reserves the right to assign and/or reassign individuals to the room that best fits their needs or the needs of the library.
- Meeting and/or quiet rooms may not be used for social activities, parties, ~~activities~~ commercial purposes or endeavors, gatherings that promote, advertise, or lead to

| the sale of a product or /service , fundraising purposes, conducting classes for profit , or political rallies.

- All publicity by the organization or business about the meeting must state clearly that the Library is merely the site of the meeting and not its sponsor.
- Individuals must adhere to the Rules of Conduct for using Washington-Centerville Public Library.
- Meeting rooms A & B have ability to connect laptop/tablet to a monitor located in the room. Library staff are not responsible for setup of equipment.
- Individuals using the room are responsible for returning the room to its original condition, including disposing of trash and cleaning off table tops.
- Individuals using the room shall be financially responsible for any damage to Library property, furnishing and/or equipment arising from their use of the meeting and/or quiet room.

Washington-Centerville Public Library			
Subject	Community Rooms and Creativity Space Use		
Type (select one)	Policy	Board Approval Date	10/17/2023
Main Section (select one)	Facilities	Responsible Dept. (select one)	Community Relations
Revised Date	<u>10/202502/2023</u>	Revised By	<u>WAM-CMJ</u>
Last Reviewed	<u>10/202505/2019</u>	Manual	Operations

The primary purpose of Community Rooms and Creativity Space within Washington-Centerville Public Library locations isare for library-related activities. When no library activities are scheduled, rooms are available to Centerville/Washington Township residents and non-profit organizations, at no charge, on a first-come, first-served basis. Units of government and appointed or elected officials may also use library meeting rooms. Political candidates, political action committees, and other political advocacy groups, either issue-related or candidate are allowed to use the rooms under the following conditions:

- All meetings are open to the public.
- Solicitation or receipt of campaign contributions are prohibited.
- Activities and materials must remain in the meeting room, with no activity in the adjacent parts of the library building or on library grounds.

The following guidelines apply:

- Applicants must be at least 18 years old and possess a Washington-Centerville Public Library card. At the discretion of library staff, students under age 18 may use rooms for group projects or study.
- Rooms may be booked no more than three months in advance, by submitting an online Meeting Room Request form. The Library reserves the right to limit the number of Community Room/Creativity Space reservations for an organization based on demand for meeting space.
- Community Rooms/Creativity Space may only be used during normal Library operating hours. Rooms must be vacated 15 minutes prior to Library closing.
- Food is permitted in Community Rooms but not in the Creativity Space.
- The Library reserves the right to assign and/or reassign groups to the Community Room/Creativity Space that best fits their needs.
- Community rooms/Creativity Space may not be used for social activities, parties, activitiescommercial purposes/endeavors, or gatherings that promote, advertise, or lead to the sale of a product or /service, fundraising purposes, conducting classes for profit, or political rallies.
- The use of the Community Room by a non-Library group does not imply Library sponsorship or endorsement of the group's activities.

- In promoting an event that is being held on Library property, all publicity by the organization or business about the meeting must state clearly that the Library is merely the site of the meeting and not its sponsor.
- Individuals and groups must adhere to the Rules of Conduct for using Washington-Centerville Public Library and Library Solicitation Policies.
- Some audio-visual equipment is available for public use in Community Rooms.
- Visiting organizations are responsible for set up and clean-up of the room, as well as operation of any audio-visual equipment.
- Organizations charging a fee to attend a meeting may do so only when fee is intended to cover meeting costs (handouts, food, etc.). Payment of such fees shall not be handled by Library staff.
- When not reserved, rooms may be used by “walk-ins.” A Washington-Centerville Public Library card is required.

Washington-Centerville Public Library			
Subject	Deleting Patron Records		
Type (select one)	Policy	Board Approval Date	10/21/2014
Main Section (select one)	Circulation	Responsible Dept. (select one)	Public Services
Revised Date	08/20252/2022	Revised By	RLKDEF/RLP
Last Reviewed	08/202502/2022	Manual	Operations

Patron records may be deleted at the patron's request, upon confirmation of death, or after a determined period of inactivity provided there are not items still checked out, unfilled holds, or more than \$10 in fines or other charges. For other circumstances not listed, staff should notify their supervisor or a Public Services Team Leader.

See Deleting Patron Records Procedure for further details.

There are specific times when a patron library account should be deleted:

1. Deleting Inactive Patron Records

Inactive patron records may be deleted from the ILS by assigned staff. An inactive patron record is defined as any record which hasn't been used for over 5 years. Inactive patron records will not be deleted if the record:

- Has items still checked out
- Has unfilled holds
- Owes more than \$10 in fines or other charges
- Is an unexpired Virtual card

Note: If a library card is presented by a patron whose record has been deleted due to inactivity, that patron must apply for a new card in accordance with the Policy for Library Card Eligibility. The barcode on the existing library card may be reused in the registration process if the library card is of the same kind currently in use.

2. Deleting Patron Records Upon Patron Request

Patrons may request that their account be deleted at any time. Common examples include parents who wish to revoke a child's borrowing privileges and patrons who are moving out of the area. A patron's record may not be deleted if the record has:

- Items still checked out
- Unfilled holds (unless patron expresses the holds should be cancelled)
- Outstanding fines and/or charges

Note: Requests for record deletion should come from the account holder or the guardian on the account. All other requests for account deletion should be forwarded to a supervisor.

3. Deleting Homebound Patrons Patron records with a "Homebound" patron type must be deleted by the Outreach Services Coordinator.

- ~~4. **Deleting Online Patron Types**—Patron records with the ‘online registration’ patron type that have not been converted to another patron type within six months will be deleted.—~~
- ~~5. **Duplicate Records Found**—Patrons may only have one regular library account per individual, except for teachers. When duplicate records are found, they must be merged by assigned staff or supervisor, rather than deleted. Staff not authorized to merge records should alert a supervisor when a duplicate record is found or suspected.—~~
- ~~6.1. For other circumstances not listed which require deletion of patron records, staff should notify their supervisor.~~

Washington-Centerville Public Library			
Subject	Waiving Fines and Charges		
Type (select one)	Policy	Board Approval Date	9/20/2016
Main Section (select one)	Circulation	Responsible Dept. (select one)	Public Services
Revised Date	09/2016 07/2025	Revised By	AHK DEF
Last Reviewed	05/2022 07/2025	Manual	Operations

Any employee working at a service desk may waive fines and charges when one of the following is true:

- Library error, such as
 - The overdue item is found on shelf and was not properly checked in.
 - The item was checked in before opening, but computer was not properly backdated.
 - ILS system error
- Patron could not renew because of block in record.
- Patron claims online issue prevented renewal
- Other extenuating circumstances (illness, emergencies, etc.)
- The account is not their own, that of a family member or members of their household

If a patron account has been sent to Collections, fines should not be waived. Issues related to patrons in Collections must be forwarded to the ~~Unique Management team~~designated collections staff or a ~~supervisor~~Public Services Team Leader.

Washington-Centerville Public Library			
Subject	Rules of Conduct		
Type (select one)	Policy	Board Approval Date	12/19/2023
Main Section (select one)	Operations	Responsible Dept. (select one)	Administration
Revised Date	7/12/2025	Revised By	DEF
Last Reviewed	7/12/2025	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.

Washington-Centerville Public Library			
Subject	Use of Staff Copiers		
Type (select one)	Policy	Board Approval Date	03/18/2014
Main Section (select one)	Facilities	Responsible Dept. (select one)	Administration
Revised Date	09/2022	Revised By	RLP
Last Reviewed	10/20259/2022	Manual	Operations

Library staff shall abide by the policy for acceptable and non-acceptable use of staff copiers provided by the library, both for work and personal use.

Definitions of Acceptable Uses

Staff shall honor privacy, legal copyrights, licenses and all library policies, and exercise due diligence in using equipment.

Acceptable Uses:

1. Assisting patrons under special circumstances, such as patron equipment being out of order;
2. Performing work-related functions (i.e. copying fliers, reports, etc.), within usage guidelines noted below.

Unacceptable Uses:

1. Copying information which may be illegal, obscene, or malicious;
2. Engaging in any illegal activity or violating any local, state and/or federal laws;
3. Preparing copies for commercial activity, political lobbying, advertising or solicitation, except when authorized by the Library;
4. Using the copiers *during your work hours* for personal business (please see below).

Review the following related policy and guidelines:

- Policy on Use of Business Information Systems
- Guidelines for Printing Publications In-House and Commercially

When copying in-house, ALWAYS test one before printing the total quantity of copies to ensure that it looks the way you expected.

Personal Use

~~Using the copiers for personal reasons shall be done during a person's non-work time.~~

- ~~1. Charge to all staff for personal copies is 15¢ per black and white copy, and 25¢ per color copy. Charges shall be paid to the cash register at the Public Services Desk. No quantity or special discounts are allowed for staff, groups, organizations, or trustees.~~
- ~~2. Personal use shall immediately give way to any work-related copying needs.~~

3.1. Personal duplication of large quantities (>15 total pages) may place unreasonable burdens on the copiers, is an inappropriate use of library property, and is not acceptable.

Washington-Centerville Public Library			
Subject	Telephone Use Disclosing Staff Information		
Type (select one)	Policy	Board Approval Date	09/16/2014
Main Section (select one)	Operations	Responsible Dept. (select one)	Administration
Revised Date	10/2025	Revised By	EFED EFED
Last Reviewed	10/2025	Manual	Operations

Personal Information of Staff is Confidential

Personal information about staff members is confidential. Do not divulge any staff member's work schedule, home phone number, or any other information that may be considered personal in nature. If ~~a caller someone~~ indicates an emergency or urgent situation, please ~~telephone the staff member with~~ take a message and forward it to the staff member. ~~from the caller.~~

Other requests for information about staff, such as position and/or salary, should be referred to the Fiscal Office as a public records request.

~~Personal Calls~~

~~Local calls of a personal nature are permitted, but please keep them brief, infrequent, and do not take or place personal calls in public areas.~~

See also:

Locating Patrons in the Library

Telephone Etiquette Guidelines

Telephone Directory Guidelines

Washington-Centerville Public Library			
Subject	Fax Service for Patrons		
Type (select one)	Policy	Board Approval Date	02/15/2022
Main Section (select one)	Other Services	Responsible Dept. (select one)	Adult Services
Revised Date	<u>11/202402/2022</u>	Revised By	<u>ATWRLP</u>
Last Reviewed	<u>11/202402/2022</u>	Manual	Operations

Washington-Centerville Public Library is pleased to provide a fax sending service to the public. Library users needing fax service will be accommodated as soon as possible, but library services and operations will take priority.

- Fax transmission service is available only during the hours the Library is open, staff time permitting. Library services take priority over fax requests.
- The Library is not responsible for successful transmission of faxes, including missing pages, bad transmissions, failure to transmit or incomplete information, nor is the library responsible for any damage, loss of data or consequential damage arising out of the use of this service.
- The Library will try to maintain confidentiality when processing a fax, but makes no guarantees as to privacy.
- The fax service may not be used for any illegal purpose, and patrons must abide by all copyright laws.
- The library will not transmit by fax any sexually explicit materials
- The library is not responsible for the kinds of material sent by fax. Abuse of the fax service may lead to denial of future use.
- The library will not receive faxes for patrons.
- All sheets being faxed must be in condition to go through scanfax machine (free of wrinkles, folds, and tears). Materials not in appropriate form may be photocopied at patron's expense.
- Fees must be paid before the fax transmission begins. Payment must be made by cash, ~~or~~ credit card, or Google/Apple Pay. Patrons may not use phone cards.
- Patrons are encouraged to enter an email prior to fax transmission to be notified of success or failure of the fax. Patrons must be present when the fax is sent. If transmission is unsuccessful ~~after 3 attempts~~, the patron must return at another time to try again. Materials may not be left at the library to be sent at a later time.
- Patrons are expected to confirm the receipt of the fax by the other party. Library phones cannot be used for this purpose.

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
CIRCULATION												
Total Circulation	49,343	16,456	-66.6%	37,509	57,801	54.1%	4	7	75.0%	129,183	119,623	-7.4%
APPLICANT REGISTRATION												
Total Registrations	350	276	-21.1%	190	229	20.5%				540	505	-6.5%
LIBRARY CARDHOLDERS												
Total Library Cardholders										68,057	64,741	-4.9%
VISITORS												
Building Visitors	15,263	2,890	-81.1%	12,296	16,389	33.3%	1,840	1,654	-10.1%	29,399	20,933	-28.8%
Website Visitors										248,723	118,917	-52.2%
Total Visitors										278,122	139,850	-49.7%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,894	2,295	-20.7%	2,809	5,879	109.3%	1,666	326	-80.4%	7,369	8,500	15.3%
	AT THE LIBRARY			OFFSITE			VIRTUAL			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PROGRAMS												
Adult Programs	34	20	-41.2%	17	21	23.5%	4	5	25.0%	55	46	-16.4%
Adult Attendees	582	221	-62.0%	375	687	83.2%	212	137	-35.4%	1,169	1,045	-10.6%
General Programs	0	3	0.0%	0	0	0.0%	0	0	0.0%	0	3	0.0%
General Attendees	0	85	0.0%	0	0	0.0%	0	0	0.0%	0	85	0.0%
Children's (Ages 0-5) Programs	16	24	50.0%	1	2	100.0%	0	0	0.0%	17	26	52.9%
Children's (Ages 0-5) Attendees	372	761	104.6%	26	82	215.4%	0	0	0.0%	398	843	111.8%
Children's (Ages 6-11) Programs	12	5	-58.3%	1	3	200.0%	0	0	0.0%	13	8	-38.5%
Children's (Ages 6-11) Attendees	290	74	-74.5%	58	78	34.5%	0	0	0.0%	348	152	-56.3%
Teen (Ages 12-18) Programs	6	7	16.7%	0	0	0.0%	0	0	0.0%	6	7	16.7%
Teen (Ages 12-18) Attendees	51	119	133.3%	0	0	0.0%	0	0	0.0%	51	119	133.3%
Total Library Programs	68	59	-13.2%	19	26	36.8%	4	5	25.0%	91	90	-1.1%
Total Library Program Attendees	1,295	1,260	-2.7%	459	847	84.5%	212	137	-35.4%	1,966	2,244	14.1%

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PRINT CIRCULATION												
Adult Books	15,384	2,828	-81.6%	11,903	19,295	62.1%	4	6	50.0%	27,291	22,129	-18.9%
Juvenile Books	19,914	11,503	-42.2%	15,187	21,185	39.5%	0	0	0.0%	35,101	32,688	-6.9%
Off Line Transactions										9	2	-77.8%
Periodicals	1,811	106	-94.1%	1,052	1,735	64.9%	0	0	0.0%	2,863	1,841	-35.7%
Young Adult Books	1,515	580	-61.7%	1,153	1,379	19.6%	0	1	0.0%	2,668	1,960	-26.5%
Total Print Circulation	38,624	15,017	-61.1%	29,295	43,594	48.8%	4	7	75.0%	67,932	58,620	-13.7%
AV CIRCULATION												
Audiobooks	1,739	692	-60.2%	1,411	2,269	60.8%				3,150	2,961	-6.0%
Movies (DVDs/Blu-rays)	7,554	250	-96.7%	5,679	9,205	62.1%				13,233	9,455	-28.5%
Music (Compact Discs)	536	0	-100.0%	408	656	60.8%				944	656	-30.5%
Total AV Circulation	9,829	942	-90.4%	7,498	12,130	61.8%				17,327	13,072	-24.6%
LIBRARY OF THINGS CIRCULATION												
Board Games	305	194	-36.4%	327	927	183.5%	0	0	0.0%	632	1,121	77.4%
Brary Bags	81	22	-72.8%	46	153	232.6%				127	175	37.8%
Cultural Passes*	16	16	0.0%	7	45	542.9%	0	0	0.0%	23	61	165.2%
Hotspots	14	11	-21.4%	19	19	0.0%	0	0	0.0%	33	30	-9.1%
Kits	83	74	-10.8%	81	231	185.2%	0	0	0.0%	164	305	86.0%
Streaming Devices	49	56	14.3%	37	108	191.9%	0	0	0.0%	86	164	90.7%
Streaming Device+Hotspot Combos*	6	11	83.3%	11	8	-27.3%	0	0	0.0%	17	19	11.8%
Preloaded Tablets (Launchpads)	327	111	-66.1%	188	532	183.0%				515	643	24.9%
Audio Figurines (Tonies)*	N/A	N/A	0.0%	N/A	54	0.0%				0	54	0.0%
Total Library of Things Circulation	881	495	-43.8%	716	2,077	190.1%	0	0	0.0%	1,597	2,572	61.1%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	24,660	3,414	-86.2%	18,506	30,688	65.8%	4	6	50.0%	43,170	34,108	-21.0%
Juvenile Circulation	23,137	12,461	-46.1%	17,826	25,649	43.9%	0	0	0.0%	40,963	38,110	-7.0%
Young Adult Circulation	1,546	581	-62.4%	1,177	1,464	24.4%	0	1	0.0%	2,723	2,046	-24.9%
Total Physical Circulation	49,343	16,456	-66.6%	37,509	57,801	54.1%	4	7	75.0%	86,856	74,264	-14.5%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed*										1,329	0	-100.0%
DIGITAL CIRCULATION												
eAudiobooks										16,360	18,908	15.6%
eBooks										18,386	18,460	0.4%
eMusic										290	445	53.4%
eVideo										2,179	2,554	17.2%
eZines (Digital Magazines)										3,783	4,992	32.0%
Total Digital Circulation										40,998	45,359	10.6%

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Cultural Passes & 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	%(+/-)
CIRCULATION												
Total Circulation	509,158	230,674	-54.7%	366,800	502,450	37.0%	68	75	10.3%	1,265,472	1,156,095	-8.6%
APPLICANT REGISTRATION												
Total Registrations	3,256	2,757	-15.3%	1,818	2,151	18.3%				5,074	4,908	-3.3%
LIBRARY CARDHOLDERS												
Total Library Cardholders										68,057	64,741	-4.9%
VISITORS												
Building Visitors	149,615	45,899	-69.3%	114,001	146,349	28.4%	17,050	15,143	-11.2%	280,666	207,391	-26.1%
Website Visitors										1,392,092	1,512,372	8.6%
Total Visitors										1,672,758	1,719,763	2.8%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	32,030	21,148	-34.0%	28,052	43,685	55.7%	12,942	13,645	5.4%	73,024	78,478	7.5%
	AT THE LIBRARY			OFFSITE			VIRTUAL			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PROGRAMS												
Adult Programs	320	191	-40.3%	134	165	23.1%	39	44	12.8%	493	400	-18.9%
Adult Attendees	8,962	3,208	-64.2%	74,830	3,849	-94.9%	1,624	1,673	3.0%	85,416	8,730	-89.8%
General Programs	0	10	0.0%	0	10	0.0%	0	0	0.0%	0	20	0.0%
General Attendees	0	1,293	0.0%	0	3,128	0.0%	0	0	0.0%	0	4,421	0.0%
Children's (Ages 0-5) Programs	240	220	-8.3%	117	51	-56.4%	0	0	0.0%	357	271	-24.1%
Children's (Ages 0-5) Attendees	6,221	6,137	-1.4%	2,014	1,294	-35.7%	0	0	0.0%	8,235	7,431	-9.8%
Children's (Ages 6-11) Programs	103	67	-35.0%	49	25	-49.0%	0	1	0.0%	152	93	-38.8%
Children's (Ages 6-11) Attendees	4,266	2,811	-34.1%	1,482	1,233	-16.8%	0	148	0.0%	5,748	4,192	-27.1%
Teen (Ages 12-18) Programs	64	66	3.1%	9	5	-44.4%	0	1	0.0%	73	72	-1.4%
Teen (Ages 12-18) Attendees	1,477	1,561	5.7%	280	838	199.3%	0	39	0.0%	1,757	2,438	38.8%
Total Library Programs	727	554	-23.8%	309	256	-17.2%	39	46	17.9%	1,075	856	-20.4%
Total Library Program Attendees	20,926	15,010	-28.3%	78,606	10,342	-86.8%	1,624	1,860	14.5%	101,156	27,212	-73.1%

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PRINT CIRCULATION												
Adult Books	156,589	56,657	-63.8%	114,202	162,733	42.5%	57	59	3.5%	270,848	219,449	-19.0%
Juvenile Books	207,460	128,794	-37.9%	143,155	179,478	25.4%	10	12	20.0%	350,625	308,284	-12.1%
Off Line Transactions										55	68	23.6%
Periodicals	16,639	3,286	-80.3%	10,146	13,892	36.9%	0	0	0.0%	26,785	17,178	-35.9%
Young Adult Books	16,714	8,624	-48.4%	11,730	14,188	21.0%	0	4	0.0%	28,444	22,816	-19.8%
Total Print Circulation	397,402	197,361	-50.3%	279,233	370,291	32.6%	67	75	11.9%	676,757	567,795	-16.1%
AV CIRCULATION												
Audiobooks	18,985	9,687	-49.0%	15,484	21,583	39.4%				34,469	31,270	-9.3%
Movies (DVDs/Blu-rays)	80,386	16,634	-79.3%	60,610	87,713	44.7%				140,996	104,347	-26.0%
Music (Compact Discs)	4,146	153	-96.3%	4,434	6,060	36.7%				8,580	6,213	-27.6%
Total AV Circulation	103,517	26,474	-74.4%	80,528	115,356	43.2%				184,045	141,830	-22.9%
LIBRARY OF THINGS CIRCULATION												
Board Games	2,473	2,568	3.8%	2,579	7,957	208.5%	1	0	-100.0%	5,053	10,525	108.3%
'Brary Bags	707	412	-41.7%	539	1,040	92.9%				1,246	1,452	16.5%
Cultural Passes*	70	160	128.6%	41	350	753.7%	0	0	0.0%	111	510	359.5%
Hotspots	115	87	-24.3%	166	180	8.4%	0	0	0.0%	281	267	-5.0%
Kits	983	771	-21.6%	677	1,699	151.0%	0	0	0.0%	1,660	2,470	48.8%
Streaming Devices	482	555	15.1%	337	729	116.3%	0	0	0.0%	819	1,284	56.8%
Streaming Device+Hotspot Combos*	60	70	16.7%	54	87	61.1%	0	0	0.0%	114	157	37.7%
Preloaded Tablets (Launchpads)	3,308	2,148	-35.1%	2,646	4,698	77.6%				5,954	6,846	15.0%
Audio Figurines (Tonies)*	0	0	0.0%	0	63	0.0%				0	63	0.0%
Total Library of Things Circulation	8,198	6,771	-17.4%	7,039	16,803	138.7%	1	0	-100.0%	15,238	23,574	54.7%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	250,258	77,171	-69.2%	183,908	266,938	45.1%	58	59	1.7%	434,224	344,168	-20.7%
Juvenile Circulation	241,814	144,876	-40.1%	170,870	220,627	29.1%	10	12	20.0%	412,694	365,515	-11.4%
Young Adult Circulation	17,086	8,627	-49.5%	12,022	14,885	23.8%	0	4	0.0%	29,108	23,516	-19.2%
Total Physical Circulation	509,158	230,674	-54.7%	366,800	502,450	37.0%	68	75	10.3%	876,026	733,199	-16.3%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed*										11,408	9,817	-13.9%
DIGITAL CIRCULATION												
eAudiobooks										147,028	168,204	14.4%
eBooks										173,513	174,025	0.3%
eMusic										2,832	3,489	23.2%
eVideo										21,488	24,246	12.8%
eZines (Digital Magazines)										33,177	43,115	30.0%
Total Digital Circulation										378,038	413,079	9.3%

NOTES:*

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Cultural Passes & Streaming Device+Hotspot Combos debuted April 2024

Audio Figurines (Tonies) debuted mid-September 2025