

# ATTACHMENTS FOR NOVEMBER 19, 2024 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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## **DIRECTOR ACTIVITIES**

**October 11 – November 14, 2024**

### **Library Operations**

- Centerville Library renovation
  - Continued meetings with LWC
  - Made furniture plans for public areas of Phase 1
  - Began existing furniture & fixture inventory updates
  - Met with one moving & storage company
  - Researched options for discarding furnishings
- Polling location meeting with Board of Elections
- Orientation with new Trustee
- Met with new employees
- Held Strategic Planning Team meeting
- Conducted end of provisionary review for Marketing & Communications Manager

### **Communication**

- Responded to request for outdoor security camera footage
- Responded to attorney's inquiry about trespassed person resuming library privileges
- Provided Q&A at staff development day
- Sent communication with staff about staff development day comments

### **Community/Professional Involvement**

- Friends
  - Assisted with book sale
    - Worked check out table
    - Counted money at end of each day
  - Attended Archer's takeover
  - Attended Tasting with Friends subcommittee meeting
  - Attended trivia
- Optimists
  - Helped with Haunted Trail
- Met with other local public entity Directors
- Attended RecPlex Advisory Board meeting
- Attended Rotary luncheon to receive ceremonial check for donation
- Attended City of Centerville's Veteran's Day Ceremony
- Participated in first session of Maxwell Transformation Table

Vacation – 10/11, 10/31 & 11/1, and 11/14

# **Human Resources Recommendations**

# HUMAN RESOURCES REPORT

## 1. 2025 BENEFITS

Centerville City Schools confirmed a 2% increase for medical premiums for 2025. There are no plan changes for Anthem health plan. Based on current medical plan enrollment, the annual cost of coverage per employee will be \$13,079 (without cost sharing) in 2025.

Delta Dental released a 7.51% increase effective 1/1/2025 due to loss ratio and plan utilization. In evaluating several plan design changes, the Schools decided to increase the plan maximum from the current \$1,500 per member to \$3,000 per member per year. This resulted in rate adjustment of 4.88% in addition to the 7.51% renewal. Overall, the increase to the premiums from 2024 to 2025 will be 12.76%.

No changes to vision insurance offered through EyeMed, rates are guaranteed through 12/31/25.

### **Recommendation:**

Approve premium increases to medical and dental plans for 2025.

## 2. COMPENSATION

### **Ohio Minimum Wage**

Effective January 1, 2025, Ohio's minimum wage will increase by 25 cents from \$10.45 per hour to \$10.70 per hour for non-tipped employees. Ohio's minimum wage is tied to the Consumer Price index (CPI-W) for urban wage earners and clerical workers for the 12-month period prior to September. The CPI-W index increased by 2.4% from 9/1/23 to 8/31/24.

The current federal minimum wage remains at \$7.25 per hour.

### **a. Shelving Assistant Pay Range Recommendation**

The Shelving Assistant current minimum starting wage is \$10.45 per hour. The new minimum wage of \$10.70 represents an increase of 2.4%. One employee is already at the maximum of the current range and two others within the next two years.

### **Recommendation:**

Increase range minimum by 2.4% to new 2025 minimum wage, and increase range maximum by 4% to take into account employees who are near maximum of the range.

Current:	Minimum	\$10.45	Maximum	\$13.70
1/1/25:	New Min	\$10.70	New Max	\$14.25

### **b. Minimum Wage Adjustments**

One Shelving Assistants will be below Ohio's new minimum wage of \$10.70 per hour on 1/1/2025. The cost of adjusting the one shelving assistant to the new minimum wage would be about \$156.00 (represents 0.2% increase in budgeted wages for this group in 2024).

**Recommendation:**

Effective 1/1/25, adjust the wages of Shelving Assistants who will be below Ohio’s new minimum wage to \$10.70 per hour.

**3. PERSONNEL POLICY REVISIONS**

Policy Revisions under the following sections of the Personnel Manual:

- Working Conditions
  - Ohio Fraud-Reporting System
    - Amended to include the requirement of training for new employees within 30 days of hire and every 4 years thereafter
  - Personal Appearance/Public Manners
    - Added standards that employees are to meet
  - Staff Events & Travel Time
  - Sunday Hours
    - Aligned to changes recommended for Compensatory Time Off Policy
- Benefits - Work/Life Balance
  - Compensatory Time Off
    - Compensatory time off will apply only to Fully Benefited, non-exempt employees, whose primary function is to serve the public.
  - Conference & Seminar Attendance by Staff
  - Prior Service
  - Tuition Reimbursement
  - Vacation
    - Aligned to changes recommended in the Termination of Employment
- Other
  - Termination of Employment
    - Resignation or Retirement – employees last day must be last day worked.

**Recommendation:**

Amend policies as stated.

## **OHIO FRAUD-REPORTING SYSTEM**

Pursuant to ORC §117.103~~(B)(1)(2)~~, the library is providing information to its employees of the Ohio fraud-reporting system. The Ohio Auditor of State's office maintains a system for the reporting of fraud, including the misuse and misappropriation of public money by any public official or public office. This system allows all Ohio citizens, including public employees, ~~the opportunity~~ to make anonymous complaints through a ~~toll-free~~toll-free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office  
Attn: Special Investigations Unit  
~~88 East Broad Street~~65 East State Street  
~~P.O. Box 1140~~  
Columbus, OH 43215

Website: ~~www.ohioauditor.gov~~https://ohioauditor.gov/fraud/default.html

Mobile App: Ohio Stops Fraud app available on Google Play or Apple App Store

Any employee who files a complaint with the Ohio fraud reporting system is protected against certain retaliatory or disciplinary actions, ORC §124.341.

Each new employee will be required to confirm receipt of this material and complete the required training within 30 days of employment and thereafter every four (4) years.

Board Approval: 5-12 ML

Revision: 11-24 MXR

## PERSONAL APPEARANCE/PUBLIC MANNERS

The Washington-Centerville Public Library strives to provide an environment that is safe and professional. Employees of the Library are expected to dress in a manner that is consistent with the Library's values and appropriate for the position in which they are hired. ~~Employees should use their best judgment in determining the appropriateness of their appearance.~~

Employees are expected to meet the following standards:

- Clothing should be neat, clean, and fit appropriately. Clothing that includes inappropriate slogans, words, messages, or pictures, or that is torn or tattered, or revealing is not appropriate for this environment.
- Employees should be well-groomed with appropriate hygiene measures taken. Hair should be clean and combed.
- Employees are to wear their library issued nametags at work. Nametags should be visible and worn on the upper right shoulder.
- ~~Generally, clothing that includes inappropriate slogans or is revealing is not appropriate for this environment.~~ Footwear should be closed toe for safety reasons, including flip flops and open toe shoes are not appropriate for this environment.
- ~~Additionally, scented products should be used sparingly or not at all due to sensitivity (allergies, illness) of employees and patrons.~~
- No gym attire (sweatpants, spandex, leggings).
- No shorts, regardless of length with exception of Shelving Assistants and Facilities staff. Staff who are participating in outside library events during warm weather may wear shorts with prior approval from management.
- Shelving Assistants and Facilities staff may wear shorts. Shorts should be an appropriate length for a professional setting. No cutoffs, gym shorts are permitted.
- Refrain from chewing gum, eat or drink beverages without a lid in any public area. The use of tobacco and e-cigarettes is prohibited in all Library owned, leased, or managed buildings, entrances, and exits, parking lots, grounds, and vehicles.
- Refrain from having personal conversations or discussing patrons in public areas.

~~Staff members shall not chew gum in public areas, use tobacco products and e-cigarettes products, eat or drink beverages without a lid in any public area. The use of tobacco and e-cigarettes is prohibited in all Library owned, leased or managed buildings, entrances and exits, parking lots, grounds and vehicles.~~

~~Employees are also asked to refrain from having personal conversations in public areas.~~

If an employee is unclear about the standards outlined, they should speak to their supervisor for clarification and expectations. Employees who do not meet the above standards will be sent home to change and will not be compensated during time away from work. Repeated violations of this

policy will result in further disciplinary action up to and including termination.

Revision: ~~2-19 LF~~ 11-24 MXR

**STAFF EVENTS AND TRAVEL TIME**

If a library sponsored event is planned over the lunch hour at ~~the Centerville Library~~one of the library buildings, staff members working at the ~~Woodbourne Library~~other buildings who only receive a 30 minute paid lunch, will be paid for the drive time (maximum of 20 minutes) to and from the ~~Centerville Library~~library building hosting the event. Those staff members will also be able to take a 30-minute paid lunch.

~~If a library sponsored event is planned over the lunch hour at the Woodbourne Library, staff members working at the Centerville Library who only receive a 30 minute paid lunch, will be paid for the drive time (maximum of 20 minutes) to and from the Woodbourne Library. Those staff members will also be able to take a 30 minute paid lunch.~~

Staff members who have a 60-minute unpaid lunch do not receive any additional time for driving to the ~~sister location~~library building hosting the event.

Board Approval: 05-06 BE

Revision: ~~11-19 MXR~~11-24 MXR

PERSONNEL MANUAL – WORKING CONDITIONS  
Washington-Centerville Public Library

**SUNDAY HOURS**

Standard Sunday operating procedure for:

- Woodbourne Library: year-round, 1:00 PM to 5:00 PM
- Centerville Library: Labor Day through two Sundays before Memorial Day 1:00 PM till 5:00 PM
- The Board of Trustees will approve, at the October Board Meeting, the Sundays the Library will be closed for the following year

Employees will be scheduled to work on a sign-up basis with preferences considered by seniority. The library may ask employees to adjust schedules in order to ~~assure~~ensure balanced staffing~~-. .~~. While the number of Sundays worked per month will be distributed among all employees and could average fewer than one Sunday per month, staff may be required to work up to four Sundays per month depending upon the needs of the library and the position for which they were hired.

Full and part~~-~~time employees, with the exception of partially benefited employees hired for Sunday-only work and substitutes, will be paid time and a half for scheduled hours worked on Sunday in excess of their regularly scheduled hours including clearing the book drop and performing other support duties. Partially benefited employees hired for Sunday-only work and substitutes will be paid straight time. Sunday~~The Sunday hours pay policy does not apply to exempt employees.~~

Fully benefited Employees may ~~request to use~~request compensatory time off in lieu of receiving the extra pay (see Compensatory Time Off Policy). Compensatory time earned must be taken during the week that it is earned. A change in schedule (COS) must be submitted and ~~approved~~approved ~~for~~ at least one (1) week prior to the Sunday ~~that~~when the employee is scheduled to work~~-. .~~. The library reserves the right to deny comp time off requests if it determines that doing so will impact daily operations including service to the public. Administrative or other support staff are not eligible for compensatory time off if they work a Sunday. They will be entitled to receive paid time and a half.

~~Sunday hours pay policy does not apply to exempt employees.~~

Sunday hours worked will not count toward the accrual of vacation or sick leave, nor will the hours count toward the 20.5 weekly hours, which must be worked, in order to be in fully benefited status. However, if the employee chooses to comp the time worked on Sunday, the comped hours will be used in the accrual of vacation or sick leave.

Employees who are hired to work Sundays as a regular part of his/her schedule and whose schedule, including Sundays, exceeds 20.5 hours per week will have those hours worked count toward the regular workweek. Those employees will accrue vacation and sick leave and will be considered to be in benefited status.

~~Partially benefited employees hired for Sunday-only work and substitutes will be paid straight time.~~

Revision: ~~1-19 MXR~~ 11-24 MXR

## **COMPENSATORY TIME OFF**

### **Policy**

Compensatory time off (comp time) is defined as paid time off in lieu of cash payment for hours worked on the job.

The use of comp time will apply to hours worked on Sundays when the Washington-Centerville Public Library is open to the public. Fully benefited, Non-exempt employees, full or part-time, and whose primary function is to serve the public are eligible to use the comp time policy.

Exceptions:

- ~~partially~~ Partially benefited employees hired for Sunday-only work, temporary employees and substitutes will be paid straight time
- All other partially benefited employees will be paid time and a half for Sunday hours worked
- Administrative or other support staff who occasionally work at the service desks on Sundays will be paid time and a half for hours worked
- Exempt employees are not entitled to comp time

Compensatory time earned must be taken during the week that it is earned. Sunday is the first day of the work week at the library. A change of schedule (COS) must be submitted and approved at least one (1) week prior to the Sunday that the employee is scheduled to work. ~~Failure to submit a~~ Failure to submit a timely COS request will result in denial of comp time and the employee will receive the extra pay for Sunday hours worked. Compensatory time requests will not be approved for Friday or Saturday. Every attempt will be made to accommodate compensatory time requests on a first-come basis per current scheduling guidelines. However, the library reserves the right to deny requests to ensure patron service is not impacted at the service desks.

Board Approval: 5-12 ML

Revision: 11-24 MXR

**CONFERENCE AND SEMINAR ATTENDANCE BY STAFF**

Policy

Funds permitting, the library encourages participation by employees in continuing education opportunities such as professional conferences, seminars, workshops, or webinars. All fully benefited employees who have successfully completed their provisional employment period are eligible to request permission to attend.

All requests are subject to approval based upon the budget and scheduling needs of the library. In certain instances, employees may be invited to attend a conference or seminar to satisfy a library need or as part of the performance development plan of the employee.

It is our goal to send employees to the highest quality and most appropriate training (~~considering the level of the learner~~) while demonstrating good stewardship of the Libraries finances (cost of training, travel, and other expenses).

**Criteria for Individual and Organizational Considerations:**

- Public service schedules and staffing commitments must have priority over training requests.
- Adequate funds must be available to cover expenses incurred through workshop attendance.
- Select program content with a direct relationship to the employee's current job responsibilities and/or to the goals and needs of the library.
- ~~Analyze and match best type of instruction, most appropriate forum and level of learner (ex. for in-depth knowledge a seminar is probably not the best type of training)~~
- Training opportunities are restricted to local or in-state
- Alternating program attendance between staff members within a department may be required to maintain staffing levels
- Fair equitable level of access to programs shall be allowed for individuals in all departments.
- Share information learned with co-workers through presentations at meetings, verbally to their coworkers, and through written reports.

If an employee fails to attend a conference or seminar for reasons other than library initiated cancellation, funeral leave, FMLA approved leave, or health condition that would otherwise require the employee to be absent from work, the employee must reimburse the library all monies paid toward reservation or purchase of transportation, accommodations, and conference registration and fees.

Revision: 11-24 MXR

**CONFERENCE AND SEMINAR ATTENDANCE BY STAFF**

**Policy—continued**

Types of Instruction:

- ~~1. **Computer-based Training (CBT)**—Interactive instructional experience between a computer and a learner in which the computer provides the majority of the stimulus and the learner responds, resulting in progress toward increased skills or knowledge.~~
- ~~2. **Web-Based Instruction (WBI)**—Instruction that is delivered over public or private computer networks and displayed by a Web browser. WBI is not downloaded CBT, but rather on-demand training stored in a server and accessed across a network.~~
- ~~3. **Competency-based (Skill Building)**—Instruction that is organized around a set of learning objectives based upon the knowledge, skills and attitudes required to perform a set of skills.~~
- ~~4. **Performance Based**—Instruction which develops learner performance proficiency via task-based learning objectives. Learners prove competency by actual performance to objectives to the established standards.~~
- ~~5. **Professional Development**—Training people to acquire new horizons, technologies or viewpoints. It enables leaders to guide their organizations onto new expectations by being proactive rather than reactive. It enables workers to create better products, faster services and more competitive organizations.~~

Training Forums:

- ~~1) **Computer-based Training (CBT)**—Interactive instructional experience between a computer and a learner in which the computer provides the majority of the stimulus and the learner responds, resulting in progress toward increased skills or knowledge.~~
- ~~2) **Web-Based Instruction (WBI)**—Instruction that is delivered over public or private computer networks and displayed by a Web browser. WBI is not downloaded CBT, but rather on-demand training stored in a server and accessed across a network.~~
- ~~3) **Seminar**—formal presentation by one or more experts in which the attendees are encouraged to discuss the subject matter.~~
- ~~4) **Conference**—a series of mini-seminars with presentations from multiple experts on diverse subject areas.~~
- ~~5) **Workshop**—training class in which the participants work individually and/or in groups to solve actual work-related tasks to gain hands-on experience.~~

Level of Learner:

- ~~1) **Proficiency**—Ability to perform a specific behavior (e.g. task, learning objective to the established performance standard in order to demonstrate mastery of a specific behavior.~~
- ~~2) **Mastery**—Meeting all of the specified minimum requirements for a specific performance~~
- ~~3) **Supervisory**—Develop skills in the supervision of a department and/or management of a staff.~~

Revision: 01-08-BE

## ~~CONFERENCE AND SEMINAR ATTENDANCE BY STAFF~~

### ~~Procedure~~

#### ~~Employee:~~

~~An employee who is interested in attending a professional conference or seminar:~~

- ~~• Submits a “Request for Conference Seminar Workshop Attendance” to team leader/manager along with supporting documentation (conference brochure, seminar announcement).~~
- ~~• Upon receiving approval to attend, submits appropriate schedule change paperwork to team leader.~~
- ~~• Completes “What I Learned” form in a timely manner following return from the program.~~
- ~~• If requested, prepares presentation of learning for other staff.~~

#### ~~Team Leader and/or Manager:~~

- ~~1. Evaluates each submission based on criteria set in policy.~~
- ~~2. Determines feasibility to attend—staffing, etc. and notes any exceptions.~~
- ~~3. Indicates approval and forwards to Human Resources Manager.~~

#### ~~Human Resources Manager:~~

- ~~1. Evaluates each submission based on criteria set in policy.~~
- ~~2. Determines availability of library funds.~~
- ~~3. If the request meets the criteria, indicates approval and forwards the request to the Director for final approval.~~
- ~~4. Informs the interested employee of the approval or non approval of his or her request to attend the program.~~

#### ~~Director~~

- ~~1. Gives final approval of employee request to attend a program based on the recommendations from the Human Resources Manager and overall benefit to library.~~
- ~~2. Advises the Human Resources Manager of approvals and non approvals.~~

~~Following the employee’s return from the seminar and completion of the “What I Learned” form, the employee may also be encouraged or required to do one or all of the following:~~

- ~~1. Submit educational materials (such as handouts and brochures) or copies to the Human Resources Manager for inclusion in a binder for staff access.~~
- ~~2. Deliver a presentation on the knowledge gained during the program in a departmental or all-staff meeting.~~
- ~~3. Share informally the knowledge gained with colleagues.~~

~~Revision: 11-11 ML~~

**PRIOR PUBLIC SERVICE**

The Ohio Revised Code §9.44 requires that prior public employment in Ohio and any political subdivision of the state be considered as prior service credit for the purpose of calculating vacation leave.

Fully benefited employees will be asked upon hire if they have prior public service in the State of Ohio. If the employee has prior public service, he/she will be asked to complete a Prior Public Service Confirmation Request Form. The Form will be sent to the prior public employer for confirmation.

The following criteria must be met:

- Employee must be eligible for vacation leave under the current WCPL vacation leave policy.
- Must not have retired under any state-offered retirement plan (including OPERS).
- Prior service will be counted if the employee was regularly scheduled for 20 hours ~~of or~~ more per week and eligible for benefits ~~including vacation leave~~.

Once prior public employment is confirmed, the employee will receive the service credit, and the adjusted anniversary date will be recognized. This date may or may not be different from the employee's date of hire.

Employees are not credited with the vacation until they successfully complete their provisional period. All vacation leave, earned or credited, is subject to WCPL's Vacation Leave Policy. See Vacation Leave Policy under Benefits – Work/Life Balance.

Each new employee, upon successful completion of his/her provisional period, will receive one week of vacation unless their adjusted anniversary date fell within the provisional period. If the adjusted anniversary date fell within the provisional period, vacation will be awarded based on the following:

Years of Service	Vacation Earned
1 year	2 weeks
5 years	3 weeks
10 years	4 weeks
15 years	5 weeks

Board Approval: 4-12 ML

Revision: ~~11-22 MR~~ 11-24 MXR

### TUITION REIMBURSEMENT

~~The library will provide 50% tuition reimbursement for 1) American Library Association approved library science graduate level courses, 2) associate degree level classes in an approved library technical program or 3) professional certificate level classes in approved programs directly related to the employee's position, funds permitting, for employees who satisfy the eligibility and procedural requirements set forth in this policy. Acceptance of tuition reimbursement is done with the understanding that Washington Centerville Public Library cannot guarantee an upgrade in job classification or an increase in salary upon completion of the course of study.~~

#### ~~Goal:~~

~~To enhance organizational effectiveness and upgrade the library program by promoting graduate level library education, library technical education or professional certification for employees through the provision of a tuition reimbursement program.~~

#### ~~Eligibility Requirement:~~

- ~~● Fully benefited status, working more than 20 hours per week.~~
- ~~● Twelve months of continuous service at Washington Centerville Public Library.~~
- ~~● Proof of acceptance and enrollment in an ALA accredited MLS program\* or proof of acceptance and enrollment in an approved library technical program or proof of acceptance and enrollment in an approved professional certification program.~~
- ~~● Satisfactory performance appraisals.~~

#### ~~Additional Stipulations:~~

- ~~● The course and/or the degree sought must be directly relevant to duties or improvement of performance in the employee's current position.~~
- ~~● Only courses for which credit has been earned are eligible for reimbursement.~~
- ~~● Classes must be attended on the employee's own time, although the schedule may be adjusted whenever possible as long as any adjustment is not to the detriment of library programming.~~
- ~~● The employee must agree to maintain his/her regularly scheduled number of hours.~~
- ~~● Work performance must not be negatively impacted by course attendance.~~
- ~~● Coursework must be done on the employee's own time. It should not be done on Library time.~~
- ~~● Tuition reimbursement funds are not available for courses, which are reimbursable from other non Washington Centerville Public Library assistance programs.~~
- ~~● Each course must be approved individually within the exact specifications of the procedure stated below.~~
- ~~● Each course must receive a course grade of A, B, or P (pass) in order to qualify for tuition reimbursement.~~
- ~~● Persons on leave of absence are not eligible.~~
- ~~● The resignation or discharge of an employee automatically terminates eligibility for benefits under this policy.~~

- ~~The employee shall be obligated to remain in fully benefited status, in the same or higher level position for 24 months after completion of the last reimbursed course.~~
- ~~If the employee voluntarily terminates employment or requests to move to a position of lesser responsibilities or benefit status within 24 months of completion of the last reimbursed course, he/she shall be obligated to reimburse all monies paid to him/her by the library in six equal monthly installments.~~

~~Procedure for application:~~

~~Employee submits to the Library Director in advance of sign up for course:~~

- a. ~~Proof of acceptance and enrollment in an ALA accredited MLS program\* or proof of acceptance and enrollment in an approved library technical program or proof of acceptance and enrollment in an approved professional certification program.~~
- b. ~~Request for Tuition Reimbursement Application.~~
- c. ~~Change of Schedule request for schedule adjustments with supervisor's approval that any scheduling adjustments can be successfully accommodated with no detrimental impact on the library program.~~
- d. ~~P.O Request Form showing 50% of tuition.~~

~~Course approval must be granted in advance of enrollment by the Library Director. In determining whether to approve a request for educational reimbursement, the Director will consider the following:~~

- a. ~~The nature and purpose of the course of study.~~
- b. ~~The benefits to be derived by the employee and the library.~~
- c. ~~The level of responsibility and the length of service of the employee.~~
- d. ~~The estimated cost.~~

~~Upon completion of course with a course grade of A, B, or P (pass), employee submits:~~

- a. ~~Demonstration of course grade~~
- b. ~~Completed Tuition Reimbursement Request~~
- c. ~~Receipt for tuition.~~

~~Note:~~

~~In the event that the sum of the request exceeds the amount budgeted for tuition reimbursement, each qualified applicant will receive tuition reimbursement for one course before additional courses are reimbursed for any applicant.~~

~~\* Individual graduate courses from a non-ALA accredited college or university which are directly applicable to the current job assignment of the employee will be considered for reimbursement if funds remain after all requests for ALA accredited course tuition are satisfied.~~

~~Revision: 1-13 ML~~

**VACATION LEAVE**

**Policy**

Vacations are scheduled, if possible, when the library activity is lowest and at the mutual convenience of the library and the employee. The Team Leader and Manager or in their absence the Director, must approve all vacation leave.

Discussion of vacation plans is encouraged among departmental members to avoid conflicting vacation requests. However, if two (or more) employees request the same vacation leave, requests shall be approved on a first-come first-served basis. The Library reserves the right to limit the number of vacation leaves granted if granting multiple requests would detrimentally affect customer service.

Vacation does not accrue partially during a work year. Newly hired employees will be awarded one week of time off upon hire to be used in the employee’s first six months. This time off that is used during the first six months will be unpaid when it is used; however, employees who maintain their employment for six months from date of hire will be reimbursed for the number of days used within two pay periods after they have been employed for six months. Pay will only be made if the employee is still employed at the time of payment. If not used, this time off will be converted to vacation time but must be used in the employee’s first year of employment, subject to the rollover/forfeiture provisions described in this policy.

In addition, each newly benefited employee, without prior public employment, after six months of service and successful completion of their provisional period, is entitled to one week’s vacation leave with full pay. This leave is to be taken during the second six months of service. Thereafter, vacation is earned upon the anniversary date of the person’s employment:

6 months of service	One week vacation
One year of service	Two weeks vacation
Five years of service	Three weeks vacation
Ten years of service	Four weeks vacation
Fifteen years of service	Five weeks vacation

Full pay shall be considered the employees’ current hourly rate multiplied by the average number of hours worked during the year in which vacation was accumulated.

The Ohio Revised Code §9.44 requires that prior employment with the state of Ohio and any political subdivision of the state be considered as prior service credit for the purposes of calculating vacation leave. See Prior Public Service Policy.

If during an approved unpaid leave of absence or unpaid medical disability leave, the employee works less than forty one hours in two consecutive pay periods, the employee’s anniversary date shall be deferred for a period equal to the length of time the employee was not working 41 hours per pay period, to allow 12 months of service to be accumulated. This revised anniversary date shall become the employee’s new anniversary date thereafter.

Vacation leave shall be taken after the date upon which it is earned. A maximum of one week of vacation leave may be carried over to the following year. An employee shall NOT take more than six (6) weeks of vacation in any given year. The maximum balance of vacation time an employee may have is limited to thirty (30) days. No compensation will be paid out for any unused vacation at the end of the year.

At the time of separation not for cause, and after six complete months of service, an employee shall be entitled to any unused vacation leave accrued as of the anniversary date preceding the employee's separation. An employee may not use vacation or any other paid time off to extend their employment. The date of termination will be the last day worked.

In the case of death of an employee, unused vacation leave credited to the employee shall be compensated to the employee's beneficiaries and/or estate on the same basis as one who separated from employment.

Requests must be made in one-hour increments for non-exempt employees. Exempt employees must make requests in full day increments.

Revision: ~~3-23 MR~~ 11-24 MXR

## **TERMINATION OF EMPLOYMENT**

Employment with Washington-Centerville Public Library may be terminated by resignation, dismissal, discharge for cause, position abolishment or retirement.

Resignation: -A voluntary termination of employment by an employee accomplished by giving a minimum of two (2) weeks written notice to the Library Director. The employee will be expected to fulfill all service obligations up to and including their last day of employment. No vacation or floating holiday will be granted during the last week of the notice period. The employee's last day must be the last day worked. -At the discretion of the Library Director, the Washington-Centerville Public Library may compensate the employee for the two (2) ~~week~~weeks notice period in lieu of requiring the employee to work for that period.

Dismissal: -An involuntary termination of employment by Washington-Centerville Public Library is accomplished with the Library Director's approval that the employee be dismissed from employment. The Director will inform the Board of Trustees that such action will be taken. No reason ~~need~~needs ~~be to~~ be given for a release from employment.

Discharge for Cause: -An involuntary termination of employment by Washington-Centerville Public Library is accomplished with the Library Director's approval that the employee be discharged for cause. The Director will inform the Board that such action will be taken. A discharge for cause can be for a variety of reasons, including, but not limited to:

- Acts of violence or threats of violence
- Prohibited Harassment
- Insubordination
- Excessive absenteeism
- Excessive tardiness
- The unlawful use, possession, sale, or transfer of drugs or narcotics in any manner on Library property or during work time including rest and meal periods
- Possession or use of firearms, ammunition, explosives or other weapons or illegal goods on library property
- Possession or consumption of alcoholic beverages or illegal drugs in the workplace or during work time including rest and meal periods
- Failure to follow directions of or to perform work requested by a Team Leader, Manager, or the Library Director
- Release of confidential information to an unauthorized person
- Engaging in outside business activities or personal work while on duty
- Neglect of duty, laziness, or incompetence
- Dishonesty, including falsification of employment application forms, time records, library records, the omission of pertinent information or giving false testimony in connection with the job
- Intentional destruction or threat of destruction of Library or personal property
- Violation of the Business Information Policy

Position Abolishment: -Position Abolishment shall mean termination of employee status by direct action of the Library. All terminations due to position abolishment shall be considered permanent, but do not preclude the possibility of later re-employment within the Library, should the person be considered a candidate for a new position or vacancy. Final approval regarding position abolishment shall be made by the Director. The Director will inform the Board of Trustees that such action will be taken.

Position Abolishment may be initiated under two circumstances:

- A. The first circumstance would be determined by a need for a reduction of staff to avoid exceeding the Library budget. Primary criteria for consideration in the decision would be the effect of such action upon continuity of services, evaluated staff performance, impact on functioning of the organizational unit in the Library, and the current need for that particular staffing function within the Library. Secondary factors would include the length of service with the Library, and the versatility of the affected employee.
- B. In the second circumstance, a position abolishment would occur if it is determined that an employee's existing job role should be abolished due to changes in Library priorities.

If another position is available within the Library for which the employee subject to position abolishment is qualified, he or she will be considered for the position prior to actual termination. Where appropriate, the Library may transfer an employee to another position when such a vacancy exists or becomes available between the time the employee is notified of termination and the planned termination date.

Written notice from the Human Resources Manager or Director shall be given to the employee of his/her pending termination as soon as practicable following the decision to abolish the position.

Retirement: -Termination of employment by an employee pursuant to the Ohio Public Employees Retirement system, or a resignation for purposes of voluntary removal from the work force. The employee will be expected to fulfill all service obligations up to and including their last day of employment. No vacation or floating holiday will be granted during the last week of the notice period. The employee's last day must be the last day worked.

#### Return of Company Property

Where employees have been furnished with keys, keycards, and/or other property of Washington-Centerville Public Library, such must be surrendered to the Human Resources Manager or Library Director on or before the employee's last workday.

#### Terminal Benefits

All earned compensation, which remains unpaid on the last day worked, will be direct deposited per usual and a copy of the pay stub will be mailed to the employee at his/her last known address on the next ensuing pay day. Accrued but unused vacation leave, if any, will be paid in the same manner. Information concerning rights to continue group health plan(s) coverage for the employee, spouse and dependent(s) will be mailed to the employee's home.

Re-hire of Former Employee

Upon termination of employment for any reason, if an employee is later re-hired, he/she shall lose all previous WCPL service credit for purposes of scheduling and life insurance eligibility. The most recent hire date shall become the employee's new hire date. Anniversary Recognition will include all periods of employment with WCPL. All OPERS (Ohio Public Employee Retirement System) rules and regulations will be adhered to for purposes of retirement service credit.

Revision: ~~06-22 MXR~~ 11-24 MXR

# **Board Minutes and Attachments**

**WASHINGTON-CENTERVILLE PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**

October 15, 2024

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**CALL TO ORDER**

The regular Board of Trustees meeting for October 2024 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:01 P.M.

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

**BOARD MEMBER SWEARING-IN**

Hannah Thirey, Notary Public, administered an Oath of Office to David Falkner, upon his appointment to the Board, to support the constitution of the United States and the state of Ohio, which read:

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

He answered "I do".

**FRAUD REPORTING SYSTEM TRAINING**

The Board watched a video from the Auditor of State regarding fraud. Mr. Monteith stated that this video was now required to be watched by all employees of the library every four years. Any new hire will be required to view the video within thirty days of their employment. It is additionally considered to be best practice to have the Board of Trustees watch this video.

**HEARING OF THE PUBLIC**

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

## **APPROVAL OF MINUTES**

Mrs. Suttman moved for the approval of the September 17, 2024 Meeting Minutes. Mrs. Herrick seconded the motion.

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

## **DIRECTOR'S REPORT**

### **• FACILITIES**

- Centerville Library
  - Exterior elevation
  - Skylight replacement update
  - Operating hours during construction
- Woodbourne Library
  - Second half of front desk returned
- Legacy Administration Building
  - Signage
    - Resolution states "...that appropriate signage **be placed within the building** to recognize the above named Trustees and any other future Trustees who serve for more than 25 years."

Mrs. Herrick moved to allow the signage to be placed on the grounds instead of within the building as stated in the resolution. Mr. Falkner seconded the motion.

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

### **• COLLECTIONS/SERVICES/PROGRAMS**

- Annual report to the community
- Exhibit – "Presidents" by cartoonish Herbert Block; on display October 21 – December 1

### **• OTHER**

- Donation from Thobaben trust
- Staff Development Day – October 16
  - Customer Service – Fran Kick
  - Ohio Fraud Reporting
  - Customer Service Task Force update
  - Intellectual Freedom – Meredith Wickham, Southeast Libraries Director
  - Changing Your Mindset About Change – Sinclair
- Friends
  - Book sale – October 24 – 26
  - Archer's takeover with Coach Cupps – October 29

**FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for September 2024, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board’s review and approval.

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

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

The motion is approved.

- b. Payment of October 2024 Expenditures

Mr. Monteith presented the check register for the period of September 18, 2024 through October 15, 2024..

Mr. Falkner moved to approve the payment of expenditures, and Mrs. Suttman seconded the motion.

The roll call vote was as follows:

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

The motion is approved.

**NEW/OLD BUSINESS**

- a. **Sunday Closures/Centerville Hours During Construction**

Mr. Monteith stated that part of this is related to the normal procedure of closing the library the day before a Monday holiday. The remainder of this is related to the information that was discussed during Mrs. Fultz’s report regarding the reduced hours and the closure of Centerville on Sundays during the renovation project

Mrs. Herrick moved to approve the closures and reduced hours as presented. Mrs. Cline seconded the motion.

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

The motion is approved.

**ADJOURNMENT**

Mrs. Herrick moved to adjourn the meeting at 8:01 P.M. Mrs. Suttman seconded the motion.

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

The motion to adjourn is approved.

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**President**

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**Fiscal Officer**

DRAFT - UNAPPROVED

Washington-Centerville Public Library  
Check Report  
October 15, 2024

Check Number	Check Date	Vendor Name	Check Type	Amount
45834	9/18/2024	U.S. BANK	Check	\$ 9,015.92
45835	9/18/2024	AES Ohio	Check	1,748.24
45836	9/18/2024	Amazon Capital Services, Inc.	Check	1,920.64
45837	9/18/2024	CHARTER COMMUNICATIONS	Check	124.98
45838	9/18/2024	Lifestyle Publications, LLC	Check	941.25
45840	9/18/2024	RIECK MECHANICAL	Check	385.00
45841	9/18/2024	RUMPKE OF OHIO, INC.	Check	186.61
45842	9/18/2024	SAM'S CLUB	Check	151.76
45843	9/18/2024	SOUTH COMMUNITY	Check	202.50
45844	9/18/2024	STAPLES BUSINESS ADVANTAGE	Check	21.82
45845	9/18/2024	TECH LOGIC	Check	370.00
45846	9/18/2024	Trigon Imaging Solutions	Check	665.77
45847	9/18/2024	WYSO	Check	210.00
45848	9/25/2024	CENTERVILLE CITY SCHOOLS	Check	39,509.96
45849	9/25/2024	CHARTER COMMUNICATIONS	Check	159.98
45850	9/25/2024	DELTA DENTAL	Check	1,794.92
45851	9/25/2024	HYLANT ADMINISTRATIVE SERVICES	Check	10,319.00
45852	9/25/2024	MANHATTAN SHORT INC	Check	600.00
45853	9/25/2024	LAUREN RURA	Check	11.00
45854	10/7/2024	AES Ohio	Check	19.84
45855	10/7/2024	AES Ohio	Check	1,360.40
45856	10/7/2024	AES Ohio	Check	417.05
45857	10/7/2024	AT&T	Check	310.17
45858	10/7/2024	CenterPoint Energy	Check	65.50
45859	10/7/2024	CenterPoint Energy	Check	422.10
45860	10/7/2024	CenterPoint Energy	Check	195.62
45861	10/7/2024	CENTERVILLE LANDSCAPING, INC.	Check	105.00
45862	10/7/2024	CENTERVILLE-WASHINGTON DIVERSITY	Check	75.00
45863	10/7/2024	CHARD SNYDER & ASSOCIATES	Check	125.00
45864	10/7/2024	CHARTER COMMUNICATIONS	Check	114.98
45865	10/7/2024	CINTAS CORPORATION	Check	371.39
45866	10/7/2024	CREATIVE IMPRESSIONS, INC.	Check	2,291.00
45867	10/7/2024	Dayton Society of Natural History, Inc.	Check	200.00
45868	10/7/2024	DELL MARKETING L.P.	Check	1,031.66
45869	10/7/2024	DIGITAL FRINGE	Check	164.04
45869	10/7/2024	DIGITAL FRINGE	Check	150.81
45870	10/7/2024	DONNELLON MCCARTHY	Check	266.56
45871	10/7/2024	DSS SWEEPING SERVICE	Check	155.40
45872	10/7/2024	FARONICS	Check	404.25
45873	10/7/2024	IGS Energy	Check	5,887.34
45874	10/7/2024	KORRECT PLUMBING CO INC.	Check	274.10
45875	10/7/2024	KROGER CO.	Check	118.50
45876	10/7/2024	LIBRARY IDEAS, LLC	Check	212.60

Check Number	Check Date	Vendor Name	Check Type	Amount
45877	10/7/2024	One America	Check	241.53
45878	10/7/2024	ONSOLVE, LLC	Check	980.27
45879	10/7/2024	RIECK MECHANICAL	Check	509.00
45880	10/7/2024	RUMPKE OF OHIO, INC.	Check	817.94
45881	10/7/2024	STAPLES BUSINESS ADVANTAGE	Check	438.51
45882	10/7/2024	TRANSFORMATIONS PLUS	Check	1,314.00
45883	10/8/2024	JENELLE ALLEN	Check	5.90
45884	10/8/2024	LOWES BUSINESS ACCOUNT	Check	198.09
45885	10/8/2024	LOWES BUSINESS ACCOUNT	Check	206.40
45886	10/15/2024	Amazon Capital Services, Inc.	Check	3,609.53
45887	10/15/2024	BAKER & TAYLOR, INC	Check	1,678.34
45888	10/15/2024	BRODART CO.	Check	33,384.83
45889	10/15/2024	CenterPoint Energy	Check	904.13
45890	10/15/2024	CENTERVILLE LANDSCAPING, INC.	Check	179.78
45891	10/15/2024	CHARTER COMMUNICATIONS	Check	672.41
45892	10/15/2024	DONNELLO MCCARTHY	Check	428.73
45893	10/15/2024	FASTSIGNS	Check	2,659.78
45894	10/15/2024	GLEASON PROPERTY SERVICES, LLC	Check	13,520.00
45895	10/15/2024	GWEN FRASER	Check	29.95
45896	10/15/2024	Instruction & Design Concepts	Check	1,000.00
45897	10/15/2024	KANOPY, INC.	Check	1,408.00
45898	10/15/2024	KORRECT PLUMBING CO INC.	Check	411.15
45899	10/15/2024	Lifestyle Publications, LLC	Check	941.25
45900	10/15/2024	LOWES BUSINESS ACCOUNT	Check	67.12
45901	10/15/2024	LWC INC.	Check	94,325.00
45902	10/15/2024	MIDWEST TAPE	Check	20,535.55
45903	10/15/2024	OHIONET	Check	1,893.24
45904	10/15/2024	OVERDRIVE, INC.	Check	35.88
45905	10/15/2024	PLAYAWAY PRODUCTS, LLC	Check	188.96
45906	10/15/2024	RIVISTAS SUBSCRIPTION SERVICES	Check	14,946.51
45907	10/15/2024	RUMPKE OF OHIO, INC.	Check	185.41
45908	10/15/2024	SUSAN CANNAVINO	Check	125.00
45909	10/15/2024	TAFT, STETTINIUS & HOLLISTER	Check	280.00
45910	10/15/2024	T-Mobile	Check	975.80
45911	10/15/2024	UNIQUE MANAGEMENT SERVICES INC	Check	256.10
45912	10/15/2024	YIJIAO WANG	Check	14.99
2021000493	9/23/2024	OPERS	EFT	37,149.74
2021000494	9/23/2024	OPERS	EFT	71.59
2021000496	9/27/2024	INTERNAL REVENUE SERVICE	EFT	1,760.04
2021000497	9/30/2024	U.S. BANK	EFT	211.62
2021000498	9/30/2024	PAYPAL, INC	EFT	39.90
2021000499	9/30/2024	U.S. BANK	EFT	419.12
2021000500	9/30/2024	MONTGOMERY COUNTY AUDITOR	EFT	10,574.35
2021000501	10/1/2024	HealthEquity	EFT	6,725.13
2021000503	10/11/2024	INTERNAL REVENUE SERVICE	EFT	1,754.04
2021000504	10/16/2024	JAMIE GARCIA	EFT	17.12
2021000505	10/16/2024	DEBE DOCKINS	EFT	25.73
2021000506	10/16/2024	Caitlin Spratt	EFT	14.33

Check Number	Check Date	Vendor Name	Check Type	Amount
2021000507	10/16/2024	ALYSSA FRAZIER	EFT	6.42
2021000508	10/16/2024	DARRILYNN BREWSTER	EFT	23.57
2021000509	10/16/2024	Gregg McCullough	EFT	5.50
2021000510	10/16/2024	DAVE KENT	EFT	29.22
2021000511	10/16/2024	A.J. SCHWAB	EFT	14.59
2021000512	10/16/2024	KATHERINE GOETZ	EFT	15.12
2021000513	10/16/2024	JENELLE ALLEN	EFT	22.50
2021000514	10/16/2024	RUTH ANNE ATTALLA	EFT	13.27
2021000515	10/16/2024	Katherine Watson	EFT	80.55
2021000516	10/16/2024	SHELLY PERESIE	EFT	39.74
2021000517	10/16/2024	JOHN MONTEITH II	EFT	185.60
2021000518	10/16/2024	KEVIN RISNER	EFT	12.47
2021000519	10/16/2024	TARYN FILER	EFT	11.31
2021000520	10/16/2024	TAMMY SIMPSON	EFT	9.06
2021000521	10/16/2024	Laura Fitzpatrick	EFT	7.36
2021000522	10/16/2024	WILLIAM MENKER	EFT	32.98
2021000523	10/16/2024	Rachel Knight	EFT	16.13
2021000524	10/16/2024	COLEEN PITZER	EFT	77.70
2021000525	10/16/2024	SCOTT ROYAL	EFT	14.99
2021000526	10/16/2024	Teri Herbstreit	EFT	8.84
2021000527	10/16/2024	GRAHAM DOSTAL	EFT	4.28
CC:	9/18/2024	U.S. BANK	Credit Card	3,094.92
CC:1	9/18/2024	Newspaper Direct Inc.	Credit Card	5,921.00
	9/27/2024	Payroll #20	ACH	132,968.62
	10/11/2024	Payroll #21	ACH	132,541.37
				<b><u>\$ 616,366.56</u></b>

# **Fiscal Officer's Report**

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 9,261,015.46	\$ 587,397.08	\$ 509,581.26	\$ 9,338,831.28
Unclaimed Funds	611.97	57.97	0.00	669.94
"The Wall That Heals" Fund	0.00	0.00	0.00	0.00
Special Operating Fund	3,750,186.25	0.00	0.00	3,750,186.25
Building Fund	4,873,007.63	0.00	94,325.00	4,778,682.63
Perm. Imp. Fund-IIs	568,950.30	0.00	0.00	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	0.00	0.00	726,336.34
Dorothy R. Yeck Good Life End	189.17	0.00	150.81	38.36
Payroll Clearing Fund	28,711.88	90,070.89	90,086.48	28,696.29
	<b>\$ 19,209,009.00</b>	<b>\$ 677,525.94</b>	<b>\$ 694,143.55</b>	<b>\$ 19,192,391.39</b>

<b>Reconciled Balances</b>	
US Bank:	
Checking/Payroll	\$ 1,963,194.30
Investment	4,004,485.44
Dayton Foundation - TWTH	5,470.00
STAR Ohio	11,884,901.02
PNC Capital - Investments	1,355,644.77
PNC Capital - Money Market	38,104.36
Paypal	485.02
Petty Cash	550.00
<b>Total Bank Balances</b>	<b>\$ 19,252,834.91</b>
Outstanding Checks	\$ (61,168.51)
Deposit in Transit	373.13
Adjustments	351.86
<b>Reconciled Balance</b>	<b>\$ 19,192,391.39</b>

*See Notes to the Financial Report*

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

**101 - GENERAL FUND**

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent	
PUBLIC LIBRARY FUND	\$ 2,866,382.00	\$ 211,425.28	\$ 2,303,505.92	80.36%	1
GENERAL PROPERTY TAXES	4,580,609.00	-	4,957,324.62	108.22%	
PROPERTY TAX ROLLBACK	615,000.00	302,392.45	604,978.93	98.37%	2
GRANTS - FEDERAL, STATE & LOCAL	-	-	3,573.32	0.00%	
PATRON FINES & FEES	29,000.00	3,069.71	25,399.80	87.59%	3
COPIER INCOME	28,750.00	3,397.35	29,781.54	103.59%	
PROGRAM FEES	6,500.00	-	9,009.44	138.61%	
PASSPORT EXECUTION FEES	25,000.00	3,030.00	21,085.00	84.34%	
PASSPORT PHOTOS	5,400.00	700.00	4,850.00	89.81%	
PATRON SUPPLIES	20,350.00	3,586.66	25,933.55	127.44%	4
INTEREST INCOME	250,000.00	58,680.53	632,210.99	252.88%	
DONATIONS	25,950.00	275.98	21,733.45	83.75%	
REFUNDS & REIMBURSEMENTS	9,000.00	835.25	12,409.21	137.88%	
MISCELLANEOUS-OTHER	50.00	3.87	162.32	324.64%	
TRANSFER IN	-	-	-	0.00%	
<b>TOTAL RECEIPTS-GENERAL FUND</b>	<b>\$ 8,461,991.00</b>	<b>\$ 587,397.08</b>	<b>\$ 8,651,958.09</b>	<b>102.24%</b>	

**102 - UNCLAIMED FUNDS**

	Estimated Revenue	Actual Revenue	Revenue	Percent
REFUNDS & REIMBURSEMENTS	\$ -	\$ 57.97	\$ 359.87	0.00%
TRANSFER IN	-	-	-	0.00%
<b>TOTAL RECEIPTS-UNCLAIMED FUNDS</b>	<b>\$ -</b>	<b>\$ 57.97</b>	<b>\$ 359.87</b>	<b>0.00%</b>

**205 - SPECIAL OPERATING FUND**

	Estimated Revenue	Actual Revenue	Revenue	Percent
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
<b>FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

**401 - BUILDING FUND**

	Estimated Revenue	Actual Revenue	Revenue	Percent
TRANSFERS IN	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	100.00%
<b>TOTAL RECEIPTS-BUILDING FUND</b>	<b>\$ 2,000,000.00</b>	<b>\$ -</b>	<b>\$ 2,000,000.00</b>	<b>100.00%</b>

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

<b>450 - PERMANENT IMPROVEMENT - ILS FUND</b>				
	Estimated Revenue	Actual Revenue	Revenue	Percent
TRANSFERS IN	\$ -	\$ -	\$ -	0.00%
<b>TOTAL RECEIPTS-PERM. IMP. FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND</b>				
	Estimated Revenue	Actual Revenue	Revenue	Percent
TRANSFERS IN	\$ -	\$ -	\$ -	0.00%
<b>TOTAL PERM. IMP. FUND-TECHNOLOGY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT</b>				
	Estimated Revenue	Actual Revenue	Revenue	Percent
DONATIONS-RESTRICTED	\$ 4,800.00	\$ -	\$ -	0.00%
<b>TOTAL YECK GOOD LIFE ENDOWMENT</b>	<b>\$ 4,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>999 - PAYROLL CLEARING FUND</b>				
	Estimated Revenue	Actual Revenue	Revenue	Percent
REVENUE	\$ -	\$ 90,070.89	\$ 962,395.25	0.00%
<b>TOTAL PAYROLL CLEARING FUND</b>	<b>\$ -</b>	<b>\$ 90,070.89</b>	<b>\$ 962,395.25</b>	<b>0.00%</b>
<b>GRAND TOTAL RECEIPTS</b>	<b>\$ 10,466,791.00</b>	<b>\$ 677,525.94</b>	<b>\$ 11,614,713.21</b>	<b>110.97%</b>

*See Notes to the Financial Report*

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

<b>101 - GENERAL FUND</b>						
	<b>Monthly Estimated Revenue</b>	<b>Monthly Revenue</b>	<b>Favorable/ (Unfavorable)</b>	<b>YTD Estimated Revenue</b>	<b>YTD Revenue</b>	<b>Favorable/ (Unfavorable)</b>
Public Library Fund	\$ 167,683.69	\$ 211,425.28	\$ 43,741.59	\$ 2,324,917.42	\$ 2,303,505.92	\$ (21,411.50) <b>1</b>
General Property Taxes	-	-	-	4,580,609.00	4,957,324.62	376,715.62
Property Tax Rollback	307,500.00	302,392.45	(5,107.55)	615,000.00	604,978.93	(10,021.07) <b>2</b>
Federal Grants	-	-	-	-	3,573.32	3,573.32
Local Grants	-	-	-	-	-	-
Patron Fines & Fees	2,416.67	3,069.71	653.04	24,166.67	25,399.80	1,233.13 <b>3</b>
Copier, Fax and Printing	2,395.83	3,397.35	1,001.52	23,958.33	29,781.54	5,823.21
Program Fees	-	-	-	6,500.00	9,009.44	2,509.44
Passport Execution Fees	2,083.33	3,030.00	946.67	20,833.33	21,085.00	251.67
Passport Photos	450.00	700.00	250.00	4,500.00	4,850.00	350.00
Patron Supplies	1,695.83	3,586.66	1,890.83	16,958.33	25,933.55	8,975.22 <b>4</b>
Interest Income	25,000.00	58,680.53	33,680.53	212,500.00	632,210.99	419,710.99
Donations	696.59	275.98	(420.61)	24,556.82	21,733.45	(2,823.37)
Refunds & Reimbursements	300.00	835.25	535.25	8,400.00	12,409.21	4,009.21
Miscellaneous-Other	4.17	3.87	(0.30)	41.67	162.32	120.65
Transfer In	-	-	-	-	-	-
<b>TOTAL GENERAL FUND</b>	<b>\$ 510,226.12</b>	<b>\$ 587,397.08</b>	<b>\$ 77,170.96</b>	<b>\$ 7,862,941.57</b>	<b>\$ 8,651,958.09</b>	<b>\$ 789,016.52</b>

*See Notes to the Financial Report*

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<b>101 - GENERAL FUND</b>						
<b>1000 SALARIES &amp; BENEFITS</b>						
<b>1100 - SALARIES &amp; LEAVE BENEFITS</b>						
Director/Managers	656,000.00	51,158.82	525,404.06	0.00	130,595.94	80.09%
Library Specialist	1,516,000.00	114,102.06	1,198,149.93	0.00	317,850.07	79.03%
Technician	181,500.00	11,110.40	158,055.32	0.00	23,444.68	87.08%
Public Services Assistant	403,500.00	25,935.68	313,453.00	0.00	90,047.00	77.68%
Substitute	61,500.00	3,200.43	34,666.39	0.00	26,833.61	56.37%
Fiscal Officer	106,000.00	8,110.88	88,675.41	0.00	17,324.59	83.66%
Administrative Support	465,500.00	34,014.39	350,494.72	0.00	115,005.28	75.29%
Facilities	80,000.00	5,969.60	69,597.44	0.00	10,402.56	87.00%
Library Aides	150,000.00	10,337.92	100,909.38	0.00	49,090.62	67.27%
Driver	6,500.00	0.00	2,429.18	0.00	4,070.82	37.37%
Shelving Assistants	105,000.00	6,848.45	87,422.60	0.00	17,577.40	83.26%
<b>TOTAL SALARIES &amp; LEAVE BENEFITS</b>	<b>3,731,500.00</b>	<b>270,788.63</b>	<b>2,929,257.43</b>	<b>0.00</b>	<b>802,242.57</b>	<b>78.50%</b>
<b>1400 - RETIREMENT-OPERS</b>						
OPERS	522,430.00	36,870.08	436,914.29	0.00	85,515.71	83.63%
<b>1600 - INSURANCE BENEFITS</b>						
Health Insurance	528,419.04	39,981.92	400,391.17	107,308.83	20,719.04	96.08%
Health Savings Account	105,891.65	6,725.13	67,859.62	29,173.85	8,858.18	91.63%
Dental Insurance	26,152.77	0.00	16,062.42	6,787.58	3,302.77	87.37%
Medicare	54,295.00	3,589.84	38,772.63	0.00	15,522.37	71.41%
Life Insurance	4,622.54	479.21	2,732.04	892.96	997.54	78.42%
Workers' Compensation	9,500.00	0.00	915.00	0.00	8,585.00	9.63%
<b>TOTAL INSURANCE BENEFITS</b>	<b>728,881.00</b>	<b>50,776.10</b>	<b>526,732.88</b>	<b>144,163.22</b>	<b>57,984.90</b>	<b>72.27%</b>
<b>1900 - OTHER EMPLOYEE BENEFITS</b>						
Unemployment Benefits	4,444.00	0.00	4,444.00	0.00	0.00	100.00%
Other Employee Benefits	5,352.86	2,765.39	3,499.99	0.00	1,852.87	65.39%
<b>TOTAL OTHER EMPLOYEE BENEFITS</b>	<b>9,796.86</b>	<b>2,765.39</b>	<b>7,943.99</b>	<b>0.00</b>	<b>1,852.87</b>	<b>81.09%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>4,992,607.86</b>	<b>361,200.20</b>	<b>3,900,848.59</b>	<b>144,163.22</b>	<b>947,596.05</b>	<b>78.13%</b>
<b>2000 - SUPPLIES</b>						
<b>2100 - GENERAL ADMINISTRATIVE SUPPLIES</b>						
Office Supplies	44,851.04	3,050.20	23,767.07	8,488.65	12,595.32	71.92%
Program Supplies	106,829.34	2,351.36	53,493.62	19,448.93	33,886.79	68.28%
Cataloging/Processing Supplies	13,665.28	0.00	4,142.79	1,963.68	7,558.81	44.69%
Postage	20,000.00	0.00	10,213.46	342.79	9,443.75	52.78%
Janitorial Supplies	3,750.00	301.06	1,198.57	493.44	2,057.99	
<b>TOTAL GENERAL ADMIN SUPPLIES</b>	<b>189,095.66</b>	<b>5,702.62</b>	<b>92,815.51</b>	<b>30,737.49</b>	<b>65,542.66</b>	<b>49.08%</b>
<b>2200 - PROPERTY MAINTENANCE / REPAIR</b>						
Property Maintenance & Repair	15,200.00	503.42	12,159.74	2,911.72	128.54	99.15%
<b>2300 - VEHICLE FUEL AND SUPPLIES</b>						
Vehicle Fuel	4,000.00	29.00	204.00	2,796.00	1,000.00	75.00%
Vehicle Supplies	1,000.00	0.00	809.16	0.00	190.84	80.92%
	5,000.00	29.00	1,013.16	2,796.00	1,190.84	76.18%
<b>2500 - SUPPLIES PURCHASED FOR RESALE</b>						
Supplies for Resale	48,644.20	484.43	29,956.57	8,514.39	10,173.24	79.09%
<b>TOTAL SUPPLIES</b>	<b>257,939.86</b>	<b>6,719.47</b>	<b>135,944.98</b>	<b>44,959.60</b>	<b>77,035.28</b>	<b>52.70%</b>
<b>3000 - PURCHASED &amp; CONTRACTED SERVICES</b>						
<b>3100 - TRAVEL EXPENSES</b>						
Mileage	12,129.40	502.78	5,370.72	4,580.93	2,177.75	82.05%
In-House Seminars	13,000.00	1,750.00	7,950.00	1,500.00	3,550.00	72.69%
Conference/Meetings	35,300.81	1,440.35	20,784.81	3,936.25	10,579.75	70.03%
Membership Dues	5,358.00	839.00	3,279.00	4.00	2,075.00	61.27%
<b>TOTAL TRAVEL EXPENSES</b>	<b>65,788.21</b>	<b>4,532.13</b>	<b>37,384.53</b>	<b>10,021.18</b>	<b>18,382.50</b>	<b>56.83%</b>

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<b>3200 - COMMUNICATION / PRINTING / PUBLICITY</b>						
Telephone	8,284.42	621.56	4,443.69	661.84	3,178.89	61.63%
Computer Data Line	58,581.66	2,048.15	23,784.87	23,005.61	11,791.18	79.87%
Postage Machine Rental	3,000.00	0.00	1,687.95	1,312.05	0.00	100.00%
Security Alarm	8,414.33	0.00	4,672.99	2,009.34	1,732.00	79.42%
Legal Ads	2,000.00	334.08	731.52	0.00	1,268.48	36.58%
Marketing & Advertising	9,180.00	2,249.73	7,248.02	1,827.98	104.00	98.87%
Printing/Publications	57,326.15	3,009.76	21,559.31	432.31	35,334.53	38.36%
<b>TOTAL COMMUNICATION/PRINT/PUBLICIT</b>	<b>146,786.56</b>	<b>8,263.28</b>	<b>64,128.35</b>	<b>29,249.13</b>	<b>53,409.08</b>	<b>43.69%</b>
<b>3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY</b>						
Building & Site Repairs	208,604.66	7,051.15	184,017.46	15,321.95	9,265.25	95.56%
Equipment Maintenance	27,087.61	2,032.57	19,919.07	5,496.13	1,672.41	93.83%
Grounds & Snow Removal	137,069.64	284.78	18,293.38	52,100.42	66,675.84	51.36%
Janitorial Services	245,548.20	15,954.47	159,836.76	41,532.85	44,178.59	82.01%
Trash Services	13,558.37	1,003.35	9,738.48	3,794.76	25.13	99.81%
<b>TOTAL PROPERTY MAINT/REPAIR/SECURITY</b>	<b>631,868.48</b>	<b>26,326.32</b>	<b>391,805.15</b>	<b>118,246.11</b>	<b>121,817.22</b>	<b>80.72%</b>
<b>3400 - INSURANCE</b>						
Property Insurance	33,875.00	13.50	27,512.00	40.50	6,322.50	81.34%
<b>3500 - RENTS &amp; LEASES</b>						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	
<b>3600 - UTILITIES</b>						
Electricity	171,901.84	13,951.03	83,898.93	26,671.89	61,331.02	64.32%
Gas	77,307.74	1,587.35	26,549.43	35,433.78	15,324.53	80.18%
Water/Sewer	13,850.09	0.00	6,533.94	5,458.30	1,857.85	86.59%
<b>TOTAL UTILITIES</b>	<b>263,059.67</b>	<b>15,538.38</b>	<b>116,982.30</b>	<b>67,563.97</b>	<b>78,513.40</b>	<b>70.15%</b>
<b>3700 - PROFESSIONAL SERVICES</b>						
Speakers/Program Stipends	12,765.00	325.00	4,175.45	3,494.55	5,095.00	60.09%
Art and Other Exhibits	12,000.00	0.00	1,316.21	0.00	10,683.79	10.97%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	500.00	0.00	29.40	0.00	470.60	5.88%
General Legal Services	15,506.25	300.00	600.00	4,400.00	10,506.25	32.25%
Labor Legal Services	10,000.00	280.00	6,462.50	3,537.50	0.00	100.00%
Tax Collection Fees	76,000.00	0.00	51,571.46	24,428.54	0.00	100.00%
Banking Fees	12,736.72	1,000.26	8,293.37	2,119.39	2,323.96	81.75%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>139,507.97</b>	<b>1,905.26</b>	<b>72,448.39</b>	<b>37,979.98</b>	<b>29,079.60</b>	<b>79.16%</b>
<b>3800 - SOFTWARE MAINTENANCE</b>						
Software Maintenance	245,611.03	1,384.52	168,175.21	58,667.94	18,767.88	92.36%
<b>3900 - OTHER CONTRACTED SERVICES</b>						
Temporary Contract Services	53,491.47	630.40	37,139.78	3,955.90	12,395.79	76.83%
Online Services	159,423.12	22.00	115,372.31	23,400.53	20,650.28	87.05%
Collection Development Services	6,600.00	200.00	4,889.50	910.50	800.00	87.88%
<b>TOTAL OTHER CONTRACTED SERVICES</b>	<b>219,514.59</b>	<b>852.40</b>	<b>157,401.59</b>	<b>28,266.93</b>	<b>33,846.07</b>	<b>84.58%</b>
<b>TOTAL PURCHASED/CONTRACT SERVICES</b>	<b>1,746,011.51</b>	<b>58,815.79</b>	<b>1,035,837.52</b>	<b>350,035.74</b>	<b>360,138.25</b>	<b>79.37%</b>
<b>4000 - LIBRARY MATERIALS</b>						
<b>4100 - NEW BOOKS</b>						
New Books	614,000.46	35,635.82	409,208.81	183,024.75	21,766.90	96.45%
Standing Orders/Continuations	29,544.57	921.62	10,741.56	9,477.28	9,325.73	68.44%
Book Rentals	65,917.65	165.75	62,612.24	950.65	2,354.76	96.43%
<b>TOTAL NEW BOOKS</b>	<b>709,462.68</b>	<b>36,723.19</b>	<b>482,562.61</b>	<b>193,452.68</b>	<b>33,447.39</b>	<b>68.02%</b>
<b>4200 - PERIODICALS</b>						
Periodicals	24,000.00	14,946.51	16,589.72	1,074.79	6,335.49	73.60%

**Washington-Centerville Public Library**  
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	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<b>4300 - AUDIO-VISUAL MATERIALS</b>						
Dvd Movies	56,481.12	3,414.94	19,529.13	22,323.29	14,628.70	74.10%
Blu-Ray Movies	64,643.58	3,717.08	28,852.59	22,478.51	13,312.48	79.41%
Read Along Audiobooks	37,820.71	1,014.20	27,155.80	10,465.39	199.52	99.47%
Pre-Loaded Learning Tablets	22,355.56	74.99	13,000.19	7,000.00	2,355.37	89.46%
Books On CD	9,669.84	69.09	2,281.81	3,267.80	4,120.23	57.39%
Playaways	10,059.56	0.00	3,406.87	2,000.00	4,652.69	53.75%
'Brary Bags	3,654.46	196.06	1,464.27	1,455.26	734.93	79.89%
<b>TOTAL AUDIO-VISUAL MATERIALS</b>	<b>204,684.83</b>	<b>8,486.36</b>	<b>95,690.66</b>	<b>68,990.25</b>	<b>40,003.92</b>	<b>80.46%</b>
<b>4500 - ONLINE LIBRARY DATABASES</b>						
Online Subscriptions - Adult	117,536.06	0.00	96,775.60	9,170.31	11,590.15	90.14%
Online Subscriptions - Youth	6,485.00	0.00	4,276.07	0.00	2,208.93	65.94%
<b>TOTAL ONLINE LIBRARY DATABASES</b>	<b>124,021.06</b>	<b>0.00</b>	<b>101,051.67</b>	<b>9,170.31</b>	<b>13,799.08</b>	<b>81.48%</b>
<b>4600 - COLLECTION DELIVERY SERVICES</b>						
Search Ohio Delivery	11,753.76	0.00	11,079.47	0.00	674.29	94.26%
<b>4800 - eMATERIALS</b>						
eBOOKS	408,816.80	1,443.88	358,177.96	32,151.19	18,487.65	95.48%
Digital Music Services	42,000.00	0.00	39,735.00	0.00	2,265.00	94.61%
Digital Video Services	167,192.97	13,403.53	124,807.94	42,385.03	0.00	100.00%
Roku Subscription Services	23,000.00	0.00	18,902.79	1,210.00	2,887.21	87.45%
<b>TOTAL E-MATERIALS</b>	<b>641,009.77</b>	<b>14,847.41</b>	<b>541,623.69</b>	<b>75,746.22</b>	<b>23,639.86</b>	<b>84.50%</b>
<b>4900 - LIBRARY MATERIALS-OTHER</b>						
Special Learning Kits	50,067.67	1,030.88	15,316.61	11,945.95	22,805.11	54.45%
Board Game Collection	8,005.00	1,181.83	5,424.83	2,578.15	2.02	99.97%
<b>TOTAL LIBRARY MATERIALS - OTHER</b>	<b>58,072.67</b>	<b>2,212.71</b>	<b>20,741.44</b>	<b>14,524.10</b>	<b>22,807.13</b>	<b>35.72%</b>
<b>TOTAL LIBRARY MATERIALS</b>	<b>1,773,004.77</b>	<b>77,216.18</b>	<b>1,269,339.26</b>	<b>362,958.35</b>	<b>140,707.16</b>	<b>92.06%</b>
<b>5000 - CAPITAL OUTLAY</b>						
Land Improvements	25,000.00	0.00	0.00	0.00	25,000.00	0.00%
Building Improvements	83,500.00	2,659.78	70,254.31	1,240.00	12,005.69	85.62%
Hardware	145,012.36	1,031.66	46,656.37	4,132.29	94,223.70	35.02%
Software	71,600.00	0.00	14,439.52	0.00	57,160.48	20.17%
Office Furniture	16,800.00	0.00	2,227.77	0.00	14,572.23	13.26%
Library Furniture	66,209.00	0.00	15,998.73	0.00	50,210.27	24.16%
Library Vehicle	132.54	0.00	132.54	0.00	0.00	100.00%
<b>TOTAL CAPITAL OUTLAY</b>	<b>408,253.90</b>	<b>3,691.44</b>	<b>149,709.24</b>	<b>5,372.29</b>	<b>253,172.37</b>	<b>36.67%</b>
<b>7000 - OTHER OBJECTS</b>						
<b>7100 - DUES &amp; MEMBERSHIPS</b>						
Organizational Dues	200.00	0.00	175.00	0.00	25.00	87.50%
Trustees Dues	13,246.24	1,893.24	13,246.24	0.00	0.00	100.00%
<b>TOTAL DUES &amp; MEMBERSHIPS</b>	<b>13,446.24</b>	<b>1,893.24</b>	<b>13,421.24</b>	<b>0.00</b>	<b>25.00</b>	<b>99.81%</b>
<b>7200 - TAXES AND ASSESSMENTS</b>						
Real Estate Taxes	9,233.26	0.00	9,233.26	0.00	0.00	100.00%
State Sales Tax	2,839.71	0.00	2,365.93	0.00	473.78	83.32%
<b>TOTAL TAXES AND ASSESSMENTS</b>	<b>12,072.97</b>	<b>0.00</b>	<b>11,599.19</b>	<b>0.00</b>	<b>473.78</b>	<b>96.08%</b>
<b>7500 - REFUNDS &amp; REIMBURSEMENTS</b>						
Patron Refunds	3,434.86	44.94	1,085.76	752.23	1,596.87	53.51%
<b>TOTAL REFUNDS &amp; REIMBURSEMENTS</b>	<b>3,434.86</b>	<b>44.94</b>	<b>1,085.76</b>	<b>752.23</b>	<b>1,596.87</b>	<b>31.61%</b>
<b>7900 - MISCELLANEOUS EXPENDITURES</b>						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL MISCELLANEOUS EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL OTHER OBJECTS</b>	<b>28,954.07</b>	<b>1,938.18</b>	<b>26,106.19</b>	<b>752.23</b>	<b>2,095.65</b>	<b>92.76%</b>
<b>8900 - CONTINGENCY</b>						
Contingency	90,766.74	0.00	0.00	0.00	90,766.74	0.00%
<b>TOTAL CONTINGENCY</b>	<b>90,766.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,766.74</b>	<b>0.00%</b>

**Washington-Centerville Public Library**  
**Expense Account Summary**  
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	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
<b>9000 - INTERFUND TRANSFERS OUT</b>						
Transfers To Other Funds	2,000,000.00	0.00	2,000,000.00	0.00	0.00	100.00%
<b>TOTAL INTERFUND</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>TOTAL GENERAL FUND</b>	<b>11,297,538.71</b>	<b>509,581.26</b>	<b>8,517,785.78</b>	<b>908,241.43</b>	<b>1,871,511.50</b>	<b>83.43%</b>
<b>102 - UNCLAIMED FUNDS</b>						
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL INTERFUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>401 - BUILDING FUND</b>						
Legal Services	21,787.50	0.00	4,357.50	15,642.50	1,787.50	91.80%
Legal Advertisements	5,000.00	0.00	276.48	0.00	4,723.52	5.53%
Architect/Engineering	378,896.86	94,325.00	105,238.60	273,325.00	333.26	99.91%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Buildings	0.00	0.00	0.00	0.00	0.00	
Building Improvements - CV	3,734,589.31	0.00	179,799.52	0.00	3,554,789.79	4.81%
Building Improvements - WB	81,584.00	0.00	81,584.00	0.00	0.00	100.00%
Office Furniture	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
Library Furniture	400,000.00	0.00	0.00	0.00	400,000.00	0.00%
<b>TOTAL BUILDING FUND</b>	<b>4,721,857.67</b>	<b>94,325.00</b>	<b>371,256.10</b>	<b>288,967.50</b>	<b>4,061,634.07</b>	<b>13.98%</b>
<b>450 - PERMANENT IMPROVEMENT FUND--ILS</b>						
Software	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
<b>TOTAL PERMANENT IMPROVEMENT FUND-ILS</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00%</b>
<b>451 - PERMANENT IMPROVEMENT FUND--TECHNOLOGY</b>						
Site Preparation	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Hardware	32,900.00	0.00	14,763.00	0.00	18,137.00	44.87%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
<b>TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY</b>	<b>40,900.00</b>	<b>0.00</b>	<b>14,763.00</b>	<b>0.00</b>	<b>26,137.00</b>	<b>36.10%</b>
<b>898-GOOD LIFE PRIVATE PURPOSE FUND</b>						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	4,720.20	0.00	0.00	4,660.00	60.20	98.72%
Printing / Publications	250.00	150.81	150.81	99.19	0.00	100.00%
<b>TOTAL GOOD LIFE PRIVATE PURPOSE FUND</b>	<b>4,970.20</b>	<b>150.81</b>	<b>150.81</b>	<b>4,759.19</b>	<b>60.20</b>	<b>98.79%</b>
<b>999 PAYROLL CLEARING FUND</b>						
Default Expense	0.00	75,650.03	792,043.04	0.00	-792,043.04	
Unum Expense	0.00	521.70	5,422.45	0.00	-5,422.45	
Delta Expense	0.00	1,242.59	12,891.92	0.00	-12,891.92	
Anthem Expense	0.00	12,672.16	127,116.28	0.00	-127,116.28	
<b>TOTAL PAYROLL CLEARING FUND</b>	<b>0.00</b>	<b>90,086.48</b>	<b>937,473.69</b>	<b>0.00</b>	<b>(937,473.69)</b>	
<b>GRAND TOTAL ALL APPROPRIATIONS</b>	<b>\$16,070,266.58</b>	<b>\$694,143.55</b>	<b>\$9,841,429.38</b>	<b>\$1,201,968.12</b>	<b>\$5,026,869.08</b>	<b>68.72%</b>

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<b>101 - GENERAL FUND</b>						
<b>1000 SALARIES &amp; BENEFITS</b>						
<b>1100 - SALARIES &amp; LEAVE BENEFITS</b>						
Director/Managers	50,461.54	51,158.82	(697.28)	555,076.92	525,404.06	29,672.86
Library Specialist	116,615.38	114,102.06	2,513.32	1,282,769.23	1,198,149.93	84,619.30
Technician	11,185.83	11,110.40	75.43	159,128.34	158,055.32	1,073.02
Public Services Assistant	31,038.46	25,935.68	5,102.78	341,423.08	313,453.00	27,970.08
Substitute	4,730.77	3,200.43	1,530.34	52,038.46	34,666.39	17,372.07
Fiscal Officer	8,153.85	8,110.88	42.97	89,692.31	88,675.41	1,016.90
Administrative Support	35,807.69	34,014.39	1,793.30	393,884.62	350,494.72	43,389.90
Facilities	6,153.85	5,969.60	184.25	67,692.31	69,597.44	(1,905.13)
Library Aides	11,538.46	10,337.92	1,200.54	126,923.08	100,909.38	26,013.70
Driver	1,181.82	0.00	1,181.82	4,136.36	2,429.18	1,707.18
Shelving Assistants	8,076.92	6,848.45	1,228.47	88,846.15	87,422.60	1,423.55
<b>TOTAL SALARIES &amp; LEAVE BENEFITS</b>	<b>284,944.57</b>	<b>270,788.63</b>	<b>14,155.94</b>	<b>3,161,610.86</b>	<b>2,929,257.43</b>	<b>232,353.43</b>
<b>1400 - RETIREMENT-OPERS</b>						
OPERS	36,483.03	36,870.08	(387.05)	431,222.43	436,914.29	(5,691.86)
<b>1600 - INSURANCE BENEFITS</b>						
Health Insurance	44,034.92	39,981.92	4,053.00	440,349.20	400,391.17	39,958.03
Health Savings Account	8,824.30	6,725.13	2,099.17	88,243.04	67,859.62	20,383.42
Dental Insurance	2,179.40	0.00	2,179.40	21,793.98	16,062.42	5,731.56
Medicare	4,176.54	3,589.84	586.70	45,941.92	38,772.63	7,169.29
Life Insurance	385.21	479.21	(94.00)	3,852.12	2,732.04	1,120.08
Workers' Compensation	0.00	0.00	0.00	950.00	915.00	35.00
<b>TOTAL INSURANCE BENEFITS</b>	<b>59,600.37</b>	<b>50,776.10</b>	<b>8,824.27</b>	<b>601,130.26</b>	<b>526,732.88</b>	<b>74,397.38</b>
<b>1900 - OTHER EMPLOYEE BENEFITS</b>						
Unemployment Benefits	0.00	0.00	0.00	4,444.00	4,444.00	0.00
Other Employee Benefits	1,281.54	2,765.39	(1,483.85)	2,563.08	3,499.99	(936.91)
<b>TOTAL OTHER EMPLOYEE BENEFITS</b>	<b>1,281.54</b>	<b>2,765.39</b>	<b>(1,483.85)</b>	<b>7,007.08</b>	<b>7,943.99</b>	<b>(936.91)</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>382,309.51</b>	<b>361,200.20</b>	<b>21,109.31</b>	<b>4,200,970.63</b>	<b>3,900,848.59</b>	<b>300,122.04</b>
<b>2000 - SUPPLIES</b>						
<b>2100 - GENERAL ADMINISTRATIVE SUPPLIES</b>						
Office Supplies	3,737.59	3,050.20	687.39	37,375.87	23,767.07	13,608.80
Program Supplies	8,213.56	2,351.36	5,862.20	91,270.40	53,493.62	37,776.78
Cataloging/Processing Supplies	1,138.77	0.00	1,138.77	11,387.73	4,142.79	7,244.94
Postage	0.00	0.00	0.00	15,174.35	10,213.46	4,960.89
Janitorial Supplies	395.83	301.06	94.77	3,208.33	1,198.57	2,009.76
<b>TOTAL GENERAL ADMIN SUPPLIES</b>	<b>13,485.76</b>	<b>5,702.62</b>	<b>7,783.14</b>	<b>158,416.69</b>	<b>92,815.51</b>	<b>65,601.18</b>
<b>2200 - PROPERTY MAINTENANCE / REPAIR</b>						
Property Maintenance & Repair	1,266.67	503.42	763.25	12,666.67	12,159.74	506.93
<b>2300 - Vehicle Fuel &amp; Supplies</b>						
Vehicle Fuel	333.33	29.00	304.33	3,333.33	204.00	3,129.33
Vehicle Supplies	17.27	0.00	17.27	965.45	809.16	156.29
<b>TOTAL VEHICLE FUEL &amp; SUPPLIES</b>	<b>350.61</b>	<b>29.00</b>	<b>321.61</b>	<b>4,298.79</b>	<b>1,013.16</b>	<b>3,285.63</b>
<b>2500 - SUPPLIES PURCHASED FOR RESALE</b>						
Supplies for Resale	4,053.68	484.43	3,569.25	40,536.83	29,956.57	10,580.26
<b>TOTAL SUPPLIES</b>	<b>19,156.71</b>	<b>6,719.47</b>	<b>12,437.24</b>	<b>215,918.97</b>	<b>135,944.98</b>	<b>79,973.99</b>
<b>3000 - PURCHASED &amp; CONTRACTED SERVICES</b>						
<b>3100 - TRAVEL EXPENSES</b>						
Mileage	1,010.78	502.78	508.00	10,107.83	5,370.72	4,737.11
In-House Seminars	3,900.00	1,750.00	2,150.00	9,100.00	7,950.00	1,150.00
Conference/Meetings	278.08	1,440.35	(1,162.27)	28,321.94	20,784.81	7,537.13
Membership Dues	379.90	839.00	(459.10)	4,598.20	3,279.00	1,319.20
<b>TOTAL TRAVEL EXPENSES</b>	<b>5,568.76</b>	<b>4,532.13</b>	<b>1,036.63</b>	<b>52,127.97</b>	<b>37,384.53</b>	<b>14,743.44</b>

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<b>3200 - COMMUNICATION / PRINTING / PUBLICITY</b>						
Telephone	679.32	621.56	57.76	6,925.78	4,443.69	2,482.09
Computer Data Line	4,881.81	2,048.15	2,833.66	48,818.05	23,784.87	25,033.18
Postage Machine Rental	750.00	0.00	750.00	2,250.00	1,687.95	562.05
Security Alarm	468.14	0.00	468.14	7,682.77	4,672.99	3,009.78
Legal Ads	500.00	334.08	165.92	1,000.00	731.52	268.48
Marketing & Advertising	660.96	2,249.73	(1,588.77)	7,858.08	7,248.02	610.06
Printing/Publications	17,197.85	3,009.76	14,188.09	53,886.58	21,559.31	32,327.27
<b>TOTAL</b>						
COMMUNICATION/PRINT/PUBLICITY	25,138.07	8,263.28	16,874.79	128,421.25	64,128.35	64,292.90
<b>3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY</b>						
Building & Site Repairs	12,239.36	7,051.15	5,188.21	184,125.94	184,017.46	108.48
Equipment Maintenance	2,257.30	2,032.57	224.73	22,573.01	19,919.07	2,653.94
Grounds & Snow Removal	11,422.47	284.78	11,137.69	114,224.70	18,293.38	95,931.32
Janitorial Services	20,462.35	15,954.47	4,507.88	204,623.50	159,836.76	44,786.74
Trash Services	1,129.86	1,003.35	126.51	11,298.64	9,738.48	1,560.16
<b>TOTAL PROPERTY MAINT/REPAIR/SECURITY</b>						
MAINT/REPAIR/SECURITY	47,511.35	26,326.32	21,185.03	536,845.79	391,805.15	145,040.64
<b>3400 - INSURANCE</b>						
Property Insurance	11,178.75	13.50	11,165.25	33,875.00	27,512.00	6,363.00
<b>3500 - RENTS &amp; LEASES</b>						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	0.00
<b>3600 - UTILITIES</b>						
Electricity	9,855.62	13,951.03	(4,095.41)	141,734.90	83,898.93	57,835.97
Gas	2,862.12	1,587.35	1,274.77	68,093.40	26,549.43	41,543.97
Water/Sewer	0.00	0.00	0.00	10,297.06	6,533.94	3,763.12
<b>TOTAL UTILITIES</b>						
TOTAL UTILITIES	12,717.74	15,538.38	(2,820.64)	220,125.36	116,982.30	103,143.06
<b>3700 - PROFESSIONAL SERVICES</b>						
Speakers/Program Stipends	3,468.71	325.00	3,143.71	11,545.70	4,175.45	7,370.25
Art and Other Exhibits	1,000.00	0.00	1,000.00	10,000.00	1,316.21	8,683.79
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	0.00	0.00	0.00	80.00	29.40	50.60
General Legal Services	1,661.38	300.00	1,361.38	12,183.48	600.00	11,583.48
Labor Legal Services	900.00	280.00	620.00	8,200.00	6,462.50	1,737.50
Tax Collection Fees	0.00	0.00	0.00	75,620.00	51,571.46	24,048.54
Banking Fees	943.92	1,000.26	(56.34)	10,848.89	8,293.37	2,555.52
<b>TOTAL PROFESSIONAL SERVICES</b>						
TOTAL PROFESSIONAL SERVICES	7,974.01	1,905.26	6,068.75	128,478.07	72,448.39	56,029.68
<b>3800 - SOFTWARE MAINTENANCE</b>						
Software Maintenance	3,625.51	1,384.52	2,240.99	167,741.28	168,175.21	(433.93)
<b>3900 - OTHER CONTRACTED SERVICES</b>						
Temporary Contract Services	4,457.62	630.40	3,827.22	44,576.23	37,139.78	7,436.45
Online Services	174.96	22.00	152.96	159,178.30	115,372.31	43,805.99
Collection Development Services	264.00	200.00	64.00	6,402.00	4,889.50	1,512.50
<b>TOTAL OTHER CONTRACTED SERVICES</b>						
TOTAL OTHER CONTRACTED SERVICES	4,896.58	852.40	4,044.18	210,156.52	157,401.59	52,754.93
<b>TOTAL PURCHASED/CONTRACT SERVICES</b>						
TOTAL PURCHASED/CONTRACT SERVICES	118,610.77	58,815.79	59,794.98	1,477,771.24	1,035,837.52	441,933.72
<b>4000 - LIBRARY MATERIALS</b>						
<b>4100 - NEW BOOKS</b>						
New Books	51,166.71	35,635.82	15,530.89	511,667.05	409,208.81	102,458.24
Standing Orders/Continuations	2,462.05	921.62	1,540.43	24,620.48	10,741.56	13,878.92
Book Rentals	197.75	165.75	32.00	65,522.14	62,612.24	2,909.90
<b>TOTAL NEW BOOKS</b>						
TOTAL NEW BOOKS	53,826.51	36,723.19	17,103.32	601,809.67	482,562.61	119,247.06
<b>4200 - PERIODICALS</b>						
Periodicals	0.00	14,946.51	(14,946.51)	23,280.00	16,589.72	6,690.28

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<b>4300 - AUDIO-VISUAL MATERIALS</b>						
Dvd Movies	5,252.74	3,414.94	1,837.80	45,975.63	19,529.13	26,446.50
Blu-Ray Movies	5,947.21	3,717.08	2,230.13	52,749.16	28,852.59	23,896.57
Read Along Audiobooks	2,815.54	1,014.20	1,801.34	32,189.63	27,155.80	5,033.83
Pre-Loaded Learning Tablets	1,788.44	74.99	1,713.45	18,778.67	13,000.19	5,778.48
Books On CD	928.30	69.09	859.21	7,813.23	2,281.81	5,531.42
Playaways	985.84	0.00	985.84	8,087.89	3,406.87	4,681.02
'Brary Bags	321.59	196.06	125.53	3,011.28	1,464.27	1,547.01
<b>TOTAL AUDIO-VISUAL MATERIALS</b>	<b>18,039.67</b>	<b>8,486.36</b>	<b>9,553.31</b>	<b>168,605.48</b>	<b>95,690.66</b>	<b>72,914.82</b>
<b>4500 - ONLINE LIBRARY DATABASES</b>						
Online Subscriptions - Adult	8,697.67	0.00	8,697.67	100,258.26	96,775.60	3,482.66
Online Subscriptions - Youth	1,264.58	0.00	1,264.58	5,188.00	4,276.07	911.93
<b>TOTAL ONLINE LIBRARY DATABASES</b>	<b>9,962.24</b>	<b>0.00</b>	<b>9,962.24</b>	<b>105,446.26</b>	<b>101,051.67</b>	<b>4,394.59</b>
<b>4600 - COLLECTION DELIVERY SERVICES</b>						
Search Ohio Delivery	0.00	0.00	0.00	11,753.76	11,079.47	674.29
<b>4800 - eMATERIALS</b>						
eBOOKS	8,585.88	1,443.88	7,142.00	391,645.04	358,177.96	33,467.08
Digital Music Services	0.00	0.00	0.00	39,900.00	39,735.00	165.00
Digital Video Services	13,932.75	13,403.53	529.22	139,327.48	124,807.94	14,519.54
Roku Subscription Services	575.00	0.00	575.00	21,850.00	18,902.79	2,947.21
<b>TOTAL E-MATERIALS</b>	<b>23,093.63</b>	<b>14,847.41</b>	<b>8,246.22</b>	<b>592,722.52</b>	<b>541,623.69</b>	<b>51,098.83</b>
<b>4900 - LIBRARY MATERIALS-OTHER</b>						
Special Learning Kits	4,250.77	1,030.88	3,219.89	41,566.14	15,316.61	26,249.53
Board Game Collection	889.44	1,181.83	(292.39)	6,226.11	5,424.83	801.28
<b>TOTAL LIBRARY MATERIALS - OTHER</b>	<b>5,140.21</b>	<b>2,212.71</b>	<b>2,927.50</b>	<b>47,792.25</b>	<b>20,741.44</b>	<b>27,050.81</b>
<b>TOTAL LIBRARY MATERIALS</b>	<b>110,062.26</b>	<b>77,216.18</b>	<b>32,846.08</b>	<b>1,551,409.94</b>	<b>1,269,339.26</b>	<b>282,070.68</b>
<b>5000 - CAPITAL OUTLAY</b>						
Land Improvements	2,083.33	0.00	2,083.33	20,833.33	0.00	20,833.33
Building Improvements	3,399.64	2,659.78	739.86	76,700.71	70,254.31	6,446.40
Hardware	2,547.33	1,031.66	1,515.67	128,563.65	46,656.37	81,907.28
Software	7,093.60	0.00	7,093.60	57,446.93	14,439.52	43,007.41
Office Furniture	1,627.08	0.00	1,627.08	13,545.83	2,227.77	11,318.06
Library Furniture	7,161.80	0.00	7,161.80	51,545.41	15,998.73	35,546.68
Library Vehicle	0.00	0.00	0.00	132.54	132.54	0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>23,912.78</b>	<b>3,691.44</b>	<b>20,221.34</b>	<b>348,768.40</b>	<b>149,709.24</b>	<b>199,059.16</b>
<b>7000 - OTHER OBJECTS</b>						
<b>7100 - DUES &amp; MEMBERSHIPS</b>						
Organizational Dues	0.00	0.00	0.00	200.00	175.00	25.00
Trustees Dues	0.00	1,893.24	(1,893.24)	13,246.24	13,246.24	0.00
<b>TOTAL DUES &amp; MEMBERSHIPS</b>	<b>0.00</b>	<b>1,893.24</b>	<b>(1,893.24)</b>	<b>13,446.24</b>	<b>13,421.24</b>	<b>25.00</b>
<b>7200 - TAXES AND ASSESSMENTS</b>						
Real Estate Taxes	0.00	0.00	0.00	9,233.26	9,233.26	0.00
State Sales Tax	0.00	0.00	0.00	2,839.71	2,365.93	473.78
<b>TOTAL TAXES AND ASSESSMENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,072.97</b>	<b>11,599.19</b>	<b>473.78</b>
<b>7500 - REFUNDS &amp; REIMBURSEMENTS</b>						
Patron Refunds	286.24	44.94	241.30	2,862.38	1,085.76	1,776.62
<b>TOTAL REFUNDS &amp; REIMBURSEMENTS</b>	<b>286.24</b>	<b>44.94</b>	<b>241.30</b>	<b>2,862.38</b>	<b>1,085.76</b>	<b>1,776.62</b>
<b>7900 - MISCELLANEOUS EXPENDITURES</b>						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL OTHER OBJECTS</b>	<b>286.24</b>	<b>1,938.18</b>	<b>(1,651.94)</b>	<b>28,381.59</b>	<b>26,106.19</b>	<b>2,275.40</b>

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

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<b>8900 - CONTINGENCY</b>						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CONTINGENCY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>9000 - INTERFUND TRANSFERS OUT</b>						
Transfers To Other Funds	0.00	0.00	0.00	2,000,000.00	2,000,000.00	0.00
<b>TOTAL INTERFUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>0.00</b>
<b>TOTAL GENERAL FUND</b>	<b>654,338.27</b>	<b>509,581.26</b>	<b>144,757.01</b>	<b>9,823,220.77</b>	<b>8,517,785.78</b>	<b>1,305,434.99</b>

*See Notes to the Financial Report*

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

<b>Year-to-Date - Last Three Years</b>									
	Year to Date				Year to Date				2022-2024
	2024	2023	\$ Change	% Change	2023	2022	\$ Change	% Change	% Change
<b>GENERAL FUND:</b>									
<b>REVENUE</b>									
Public Library Fund	2,303,506	2,522,528	(219,022)	-8.7%	2,522,528	2,582,195	(59,667)	-2.3%	-10.8%
Operating Levy	5,562,304	5,167,452	394,852	7.6%	5,167,452	5,110,423	57,029	1.1%	8.8%
Federal, State and Local Grants	3,573	2,000	1,573	78.7%	2,000	3,750	(1,750)	-46.7%	-4.7%
Patron Fines, Fees, Patron Supplies	116,059	97,499	18,561	19.0%	97,499	94,331	3,168	3.4%	23.0%
Interest Income	632,211	371,335	260,876	70.3%	371,335	48,505	322,830	665.6%	1203.4%
Donations	21,733	28,598	(6,865)	-24.0%	28,598	39,244	(10,646)	-27.1%	-44.6%
Refunds/Reimbursements	12,409	14,145	(1,736)	-12.3%	14,145	38,083	(23,938)	-62.9%	-67.4%
Miscellaneous	162	282	(120)	-42.4%	282	281	1	0.2%	-42.3%
<b>Total Revenue</b>	<b>8,651,958</b>	<b>8,203,839</b>	<b>448,119</b>	<b>5.5%</b>	<b>8,203,839</b>	<b>7,916,813</b>	<b>287,027</b>	<b>3.6%</b>	<b>9.3%</b>
<b>EXPENDITURES</b>									
Salaries	2,929,257	2,581,242	348,016	13.5%	2,581,242	2,418,709	162,533	6.7%	21.1%
Retirement	436,914	593,432	(156,518)	-26.4%	593,432	536,439	56,993	10.6%	-18.6%
Insurance & Other Benefits	534,677	528,056	6,621	1.3%	528,056	475,981	52,075	10.9%	12.3%
Supplies	135,945	104,124	31,821	30.6%	104,124	95,152	8,972	9.4%	42.9%
Purchased / Contract Services	1,035,838	875,796	160,042	18.3%	875,796	974,561	(98,766)	-10.1%	6.3%
Library Materials	1,269,339	1,124,148	145,191	12.9%	1,124,148	1,051,348	72,800	6.9%	20.7%
Capital Outlay	149,709	181,549	(31,840)	-17.5%	181,549	199,183	(17,634)	-8.9%	-24.8%
Other Expenditures	26,106	17,316	8,790	50.8%	17,316	14,442	2,875	19.9%	80.8%
Transfers to Other Funds	-	10,000	(10,000)	-100.0%	10,000	3,000,170	(2,990,170)	-99.7%	-100.0%
<b>Total Expenditures</b>	<b>6,517,786</b>	<b>6,015,663</b>	<b>502,123</b>	<b>8.3%</b>	<b>6,015,663</b>	<b>8,765,985</b>	<b>(2,750,322)</b>	<b>-31.4%</b>	<b>-25.6%</b>
<b>Net Change in Fund Balance</b>	<b>2,134,172</b>	<b>2,188,176</b>	<b>(54,004)</b>		<b>2,188,176</b>	<b>(849,173)</b>	<b>3,037,349</b>		

<b>Budget versus Actual - Month and Year-to-Date</b>								
	Month				Year to Date			
	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)
<b>GENERAL FUND:</b>								
<b>REVENUE</b>								
Public Library Fund	167,684	211,425	43,742	26.1%	2,324,917	2,303,506	(21,411)	-0.9%
Operating Levy	0	0	0		4,580,609	4,960,898	380,289	8.3%
Federal, State and Local Grants	307,500	302,392	(5,108)	-1.7%	615,000	604,979	(10,021)	-1.6%
Patron Fines, Fees, Patron Supplies	9,042	13,784	4,742	52.4%	96,917	116,059	19,143	19.8%
Interest Income	25,000	58,681	33,681	134.7%	212,500	632,211	419,711	197.5%
Donations	697	276	(421)	-60.4%	24,557	21,733	(2,823)	-11.5%
Refunds/Reimbursements	300	835	535	178.4%	8,400	12,409	4,009	47.7%
Miscellaneous	4	4	(0)	-7.1%	42	162	121	289.6%
<b>Total Revenue</b>	<b>510,226</b>	<b>587,397</b>	<b>77,171</b>	<b>15.1%</b>	<b>7,862,942</b>	<b>8,651,958</b>	<b>789,017</b>	<b>10.0%</b>
<b>EXPENDITURES</b>								
Salaries	284,945	270,789	14,156	5.0%	3,161,611	2,929,257	232,353	7.3%
Retirement	36,483	36,870	(387)	-1.1%	431,222	436,914	(5,692)	-1.3%
Insurance & Other Benefits	60,882	53,541	7,340	12.1%	608,137	534,677	73,460	12.1%
Supplies	19,157	6,719	12,437	64.9%	215,919	135,945	79,974	37.0%
Purchased / Contract Services	118,611	58,816	59,795	50.4%	1,477,771	1,035,838	441,934	29.9%
Library Materials	110,062	77,216	32,846	29.8%	1,551,410	1,269,339	282,071	18.2%
Capital Outlay	23,913	3,691	20,221	84.6%	348,768	149,709	199,059	57.1%
Other Expenditures	286	1,938	(1,652)	-577.1%	28,382	26,106	2,275	8.0%
Contingency	0	0	0		0	0	0	
Transfers to Other Funds	0	0	0		2,000,000	2,000,000	0	0.0%
<b>Total Expenditures</b>	<b>654,338</b>	<b>509,581</b>	<b>144,757</b>	<b>-22.1%</b>	<b>9,823,221</b>	<b>8,517,786</b>	<b>1,305,435</b>	<b>13.3%</b>
<b>Net Change in Fund Balance</b>	<b>(144,112)</b>	<b>77,816</b>	<b>221,928</b>		<b>(1,960,279)</b>	<b>134,172</b>	<b>2,094,452</b>	
<b>Net Change in Fund Balance - Excluding Transfers</b>	<b>(144,112)</b>	<b>77,816</b>	<b>(67,586)</b>		<b>39,721</b>	<b>2,134,172</b>	<b>(516,418)</b>	

**Washington-Centerville Public Library  
Footnotes to the Monthly Financial Reports  
For the Month Ended October 31, 2024**

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**Monthly Cash Position and Reconciled Balances**

Overall, there was a decrease in fund balances for the month of October of 0.1%. As you can see from the fund report, the General Fund saw an increase, while the Building Fund decreased due to architect design fees.

Additional details are discussed in the revenue and expenditure sections.

**Revenue Summary and Revenue Budget Summary**

The General Fund revenue was again stronger than we had anticipated. We have already exceeded our estimated revenue for the year for the General Fund as a whole.

1. The Public Library Fund receipt for October was 26% above expectations. It is now about 1% under budgeted amounts for the year. According to the Ohio Department of Taxation, the overage amount was due to the Office of Budget and Management overpredicting the revenue loss from the first-ever expanded sales tax holiday held July 30-August 8.

In comparison to prior years, the PLF is down 8.7% through the same period in 2023, and down a total of 10.8% since 2022.

2. The second half Property Tax Rollback was received during October, and was about 1.7% less than anticipated. For the year, it ended up 1.6% less than estimated.

The County Auditor provides a total of the estimated levy revenue, and does not break out the portion that is property tax receipts and what is estimated for the rollback. In total, the property tax levy ended up 7.1% above original estimates.

3. Patron fees, which consist of fines, printing and copier, passports and passport photos, program fees and patron supplies are continuing to be strong. All of these items are already above our original estimates, with the exception of passports and passport photos. We anticipate that we will reach our targets on all of these this year.

4. Interest income was again strong last month, but there are changes already happening to the investment portfolio. STAR Ohio finally dipped below 5% earlier this month, marking the first time it has been lower since March 2023.

However, there is a belief that it will remain above 3% for a while. At the current level of investment, this still equates to over \$300,000 annually.

### **Expense Account Summary and Expense Budget Summary**

1. Salaries were 5% under budgeted amounts for the month, and are 7.3% under for the year. Areas such as Library Specialists, Public Services Assistants, Substitutes, Administrative Support and Library Aides are the main reasons for this. There is a combination of unfilled positions and general overages in the budgeting of these positions.

OPERS retirement is over budgeted amounts mainly due to the change from library-paid pickup to employee-paid. The first month of the year was still under the old method. However, based on current estimates, the budgeted amounts should be sufficient to cover the remainder of the year.

Insurance amounts were budgeted too high, with an inclusion for changes that may occur during the year to coverage types and the number of people to be covered. As we move into next year's appropriations, we are going to budget these based on the current employees. In the event that people change coverages, adjustments can be made where the budgets allow, or appropriation transfers will be requested.

2. Supplies is another area that is going to be addressed moving into next year. Year-to-date, supplies are 37% under budget.

Office supplies are nearly 36% under budgeted amounts for the year. With Centerville being mostly closed, and the amount of supplies on-hand there, it will be an opportunity to reduce the number of supplies and the purchases necessary.

Program supplies are also being addressed. Part of the reason for the amounts that these line items are under budget is the carryover of open purchase orders from 2023. These items are left open due to purchases that occur in December each year but may not be billed until January. This year, nearly all spending on these items is cut off on November 30<sup>th</sup>, with only emergency purchases to be made during December.

Vehicle supplies were an unknown area when we budgeted last year. As we have been making the deliveries internally for several months, we now have a better idea of the budgeting for next year. I expect these expenditures to be cut dramatically in next year's budget.

Supplies purchased for resale are under budget by over \$10,500 for the year. Creativity Commons accounts for about 75% of the budgeted amounts and is about 6% under budget. Other departments are a combined 78.5% under budget. The budget for departments other than Creativity Commons will be reduced next year.

3. Contract Services are 30% under budget for the year.

Travel expenses were significantly over budgeted for 2024. This was due to two factors. First, in terms of mileage, departments anticipated a lot more in terms of trips between buildings. This has not been the case for 2024, and has resulted in the actual mileage amounts being just above 50% of the budgeted amounts. Second, as a result of the PLA Conference being held in Columbus this past year, the amounts budgeted were higher than a normal year. However, the costs for the conference ended up being much lower than anticipated. As a whole, we are about 27% under budget for the year. There will be some additional charges for some conferences and trainings occurring this month, but we will anticipate the need to address these shortages in the 2025 Appropriations.

Communication, printing and publicity costs are also much lower than anticipated. Part of this relates to rebates that we have received for the computer data line. The other major portion of these expenditures being under budget relates to Marketing & Communications Manager position being vacant for several months this year.

Property maintenance and repair expenses as a whole are about 19% under budget, but this is related to two areas. First, we are still struggling with Centerville Landscaping providing invoices. Even with these, though, this line is going to end up significantly under budget. This is due to a lack of major snowfall events. The other area that has been pretty well under budget is janitorial services. This largely relates to Cintas costs being much lower than anticipated.

Utility costs are also still well under budget, and this will be reflected in next year's appropriations. We had forecast increases from the prior year being greater than they have ended up being. We also did not have any good data related to Congress Park. We currently are planning for a decrease next year of about 25%, but this may end up being greater than this amount.

Professional services is another area that is well under budget. Every line item is under budget, with the largest portion being related to Tax Collection fees. As noted last month, this is due to the County Auditor waiving most of our fees for the second half settlement due to their error in the PLF calculation,

4. Library materials is about 18% under budget for the year, with the largest portions being related to new books, audio visual materials and electronic materials. As we approach the

end of the year, we may see some movement in these as suppliers try to get as much material delivered as possible.

As we move into next year, we are bring some additional items under library materials, which may result in some increases in some lines, and the reallocation of some funding in other places.

**Washington-Centerville Public Library  
Listing of Investments  
For the Month Ended October 31, 2024**

**US BANK INVESTMENTS**

CUSIP #	Par Value	Rate	Maturity Date	Next Call	Purchase Price	Anticipated Annual Income
<b>Federal Home Loan Bank</b>						
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	None	\$ 300,000.00	\$ 1,125.00
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	11/23/2024	\$ 500,000.00	\$ 16,650.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	None	\$ 500,000.00	\$ 18,000.00
3130AW3Z1	\$ 500,000.00	5.00%	5/22/2026	11/22/2024	\$ 500,069.44	\$ 25,000.00
3130B1CV7	\$ 400,000.00	5.13%	8/13/2026	8/13/2025	\$ 401,354.17	\$ 15,375.00
3130B2EL5	\$ 300,000.00	5.25%	8/13/2027	11/13/2024	\$ 300,812.50	\$ 7,743.75
3130B2F42	\$ 600,000.00	4.58%	8/20/2027	8/20/2025	\$ 601,224.33	\$ 27,480.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	11/25/2024	\$ 250,000.00	\$ 10,500.00
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	11/25/2024	\$ 250,000.00	\$ 10,000.00
3130B1CP0	\$ 400,000.00	5.13%	11/10/2027	11/10/2025	\$ 401,025.00	\$ 20,500.00
	<u>\$ 4,000,000.00</u>				<u>\$ 4,004,485.44</u>	<u>\$ 152,373.75</u>

**PNC CAPITAL**

CUSIP #	Par Value	Rate	Maturity Date		Purchase Price	Anticipated Annual Income
<b>Freddie Mac</b>						
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	None	\$ 601,244.70	\$ 2,700.00
<b>US Treasury Notes</b>						
91282CGD7	\$ 150,000.00	4.25%	12/31/2024	None	\$ 152,264.27	\$ 6,375.00
91282CGN5	\$ 150,000.00	4.63%	2/28/2025	None	\$ 151,984.62	\$ 6,937.50
91282CHD6	\$ 200,000.00	4.25%	5/31/2025	None	\$ 199,550.20	\$ 8,500.00
91282CJS1	\$ 250,000.00	4.25%	12/31/2025	None	\$ 250,600.98	\$ 10,625.00
<b>Total PNC</b>	<u><b>\$ 1,350,000.00</b></u>				<u><b>\$ 1,355,644.77</b></u>	<u><b>\$ 35,137.50</b></u>

<b>Total</b>	<b>\$ 5,350,000.00</b>				<b>\$ 5,360,130.21</b>	<b>\$ 187,511.25</b>
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**Anticipating investment to be called**

**Washington-Centerville Public Library  
Investment Schedules  
For the Month Ended October 31, 2024**

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

	US Bank	PNC	STAR	Total
2024	\$ 184,509.71	\$ 26,190.79	\$ 421,510.49	\$ 632,210.99
2023	\$ 60,160.07	\$ 12,938.58	\$ 298,236.79	\$ 371,335.44
Change - YTD	\$ 124,349.64	\$ 13,252.21	\$ 123,273.70	\$ 260,875.55

**Interest Income Schedule - Next Twelve Months**

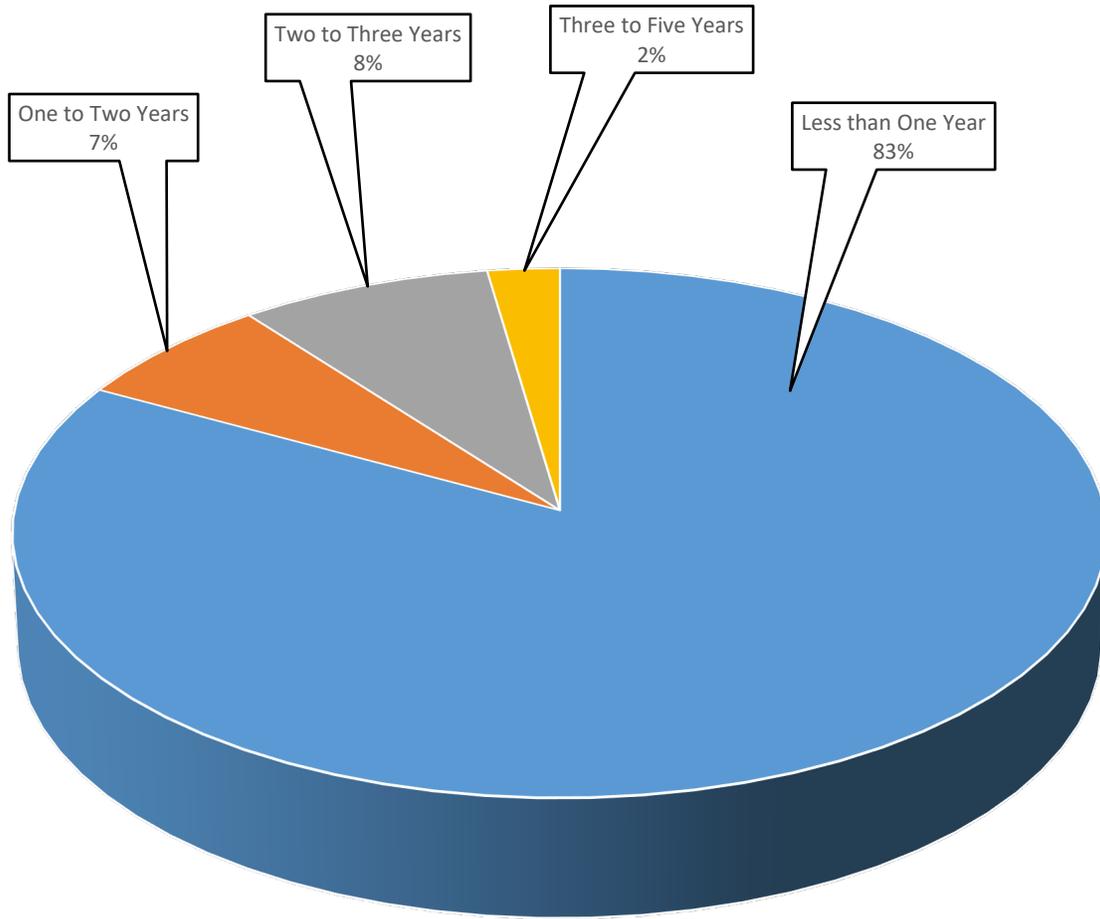
	US Bank	PNC	STAR (1)	Total
November	\$ 38,170.00	\$ 5,600.00	\$ 48,530.01	\$ 92,300.01
December	\$ -	\$ 5,312.50	\$ 48,728.18	\$ 54,040.68
January	\$ -	\$ 3,187.50	\$ 43,934.58	\$ 47,122.08
February	\$ 51,433.75	\$ 3,468.75	\$ 44,095.68	\$ 98,998.18
March	\$ -	\$ -	\$ 44,257.36	\$ 44,257.36
April	\$ -	\$ -	\$ 44,419.64	\$ 44,419.64
May	\$ 37,945.00	\$ 5,600.00	\$ 39,516.32	\$ 83,061.32
June	\$ -	\$ 5,312.50	\$ 39,644.74	\$ 44,957.24
July	\$ -	\$ 3,187.50	\$ 39,773.59	\$ 42,961.09
August	\$ 24,825.00	\$ 3,468.75	\$ 37,344.98	\$ 65,638.73
September	\$ -	\$ -	\$ 37,458.57	\$ 37,458.57
October	\$ -	\$ -	\$ 37,572.51	\$ 37,572.51
	<b>\$ 152,373.75</b>	<b>\$ 35,137.50</b>	<b>\$ 505,276.15</b>	<b>\$ 692,787.40</b>

1 - Interest rate cuts occurred in September and November. Projections are to be to 3.4% by the end of 2025.

**Investment Maturity Summary**

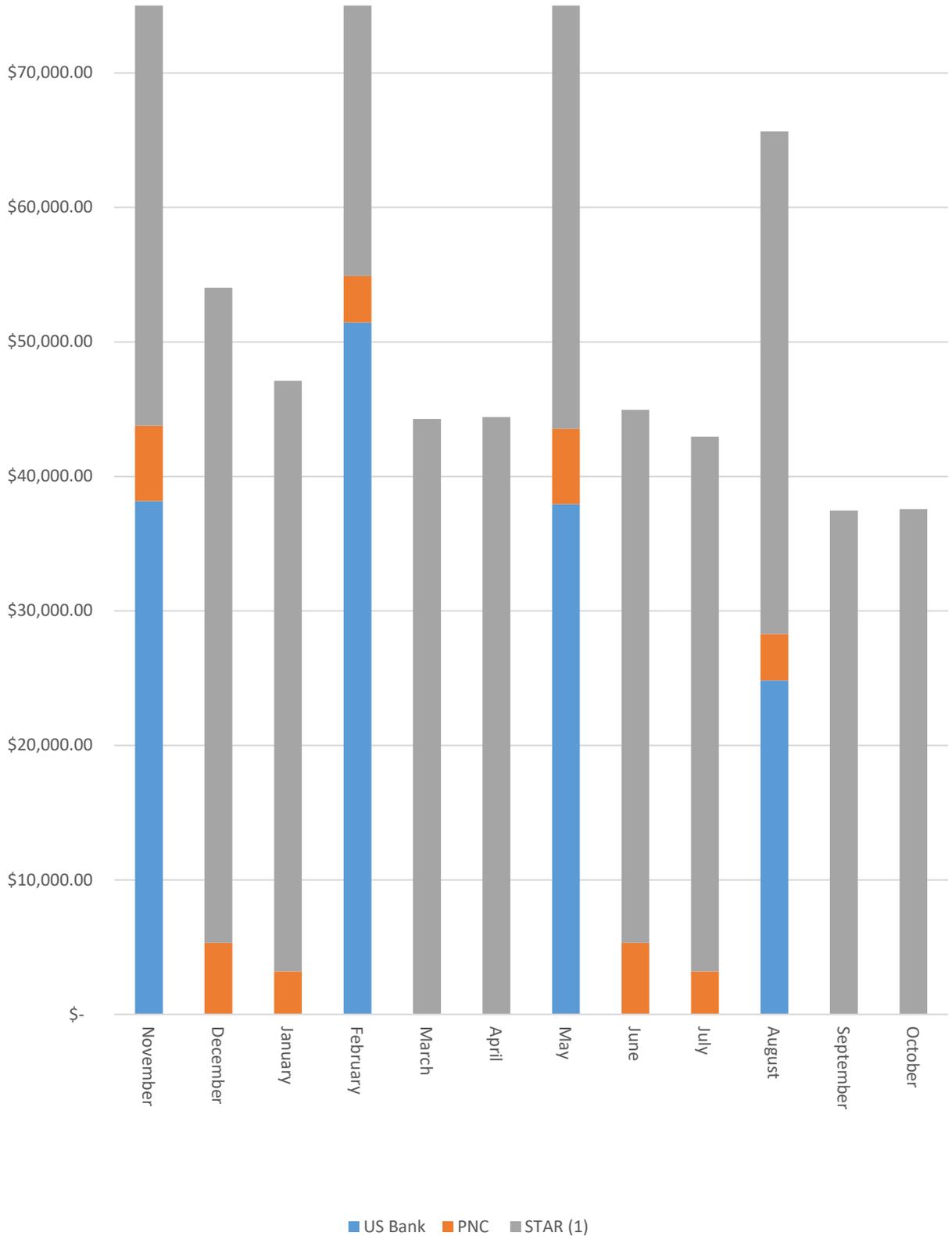
Agency	Less than One Year	One to Two Years	Two to Three Years	Three to Five Years	Total
STAR Ohio	\$ 11,884,901	\$ -	\$ -	\$ -	\$ 11,884,901
Money Market	\$ 38,104	\$ -	\$ -	\$ -	\$ 38,104
Federal Home Loan Bank	\$ 1,300,000	\$ 900,000	\$ 1,400,000	\$ 400,000	\$ 4,000,000
Freddie Mac	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000
US Treasury Notes	\$ 500,000	\$ 250,000	\$ -	\$ -	\$ 750,000
<b>Total</b>	<b>\$ 14,323,005</b>	<b>\$ 1,150,000</b>	<b>\$ 1,400,000</b>	<b>\$ 400,000</b>	<b>\$ 17,273,005</b>

## Investment Laddering - Including STAR Ohio and PNC Money Market



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

## Monthly Projected Investment Income - Next Twelve Months



**Washington-Centerville Public Library**  
**Footnotes to the Investment Report**  
**For the Month of October 2024 and Year-to-Date**

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**Investment Report**

During the month of October, there were two more investments called. As interest rates decline, this is an anticipated result. So far, all of the investments that I anticipated being called, have been. During October, I made no additional purchases of investments. Several purchases were made this month, in addition to several more investments being called. This will all be reflected in next month's report.

A summary of the changes from last month:

<b>Called</b>				
<b>Agency</b>	<b>Amount</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Annual Income</b>
Federal Home Loan Bank	\$ 500,000	7/16/2027	5.40%	\$ 13,425.00
Federal Home Loan Bank	\$ 200,000	1/27/2025	5.22%	\$ 5,220.00

1 – Interest income for the year is up almost \$261,000 over 2023

2 - Interest income schedule continues to change as a result of the called investments.

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

**ITEM A: Personnel Actions:**

**Hiring**

- Dave Carman, Facilities Assistant, Admin 1, 11/18/24, \$16.49 per hour, 12 hours per week
- Julia Humphrey, Public Services Library Aide, CS 1, 11/4/24, \$13.45 per hour, 14 hours per week
- Treshayla Tibbs, Public Services Library Aide, CS 1, 11/4/24, \$13.45 per hour, 12 hours per week

**Promotions**

- Jamie Garcia, Youth Services Team Liaison, LS 3, 11/17/24, \$27.06 per hour, from Youth Services Specialist, LS 2
- Amne Wachs, Adult Services Team Leader, LS 4, 11/17/24, \$1,305.92 per week, from Adult Services Team Liaison, LS 3

**End of Provisionary**

- Teri Herbstreit, Marketing & Communications Manager, 10/22/24, \$1,674.78 per week
- Hannah Thirey, Fiscal Assistant, 11/12/24, \$21.53 per hour

**Change in Status**

- None

**Retirement**

- None

**Resignation/Termination**

- Taryn Filer, Adult Services Team Liaison, 10/9/24

## Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
45913	10/18/2024	U.S. BANK	Check	\$ 1,999.46
45914	10/18/2024	Amazon Capital Services, Inc.	Check	\$ 4,315.71
45915	10/18/2024	CENTERVILLE NOON OPTIMISTS	Check	\$ 510.00
45916	10/18/2024	CENTERVILLE ROTARY CLUB	Check	\$ 234.00
45917	10/18/2024	CHARTER COMMUNICATIONS	Check	\$ 124.98
45918	10/18/2024	CITY OF CENTERVILLE	Check	\$ 75.00
45919	10/18/2024	DIGITAL FRINGE	Check	\$ 209.70
45920	10/18/2024	KROGER CO.	Check	\$ 368.74
45921	10/18/2024	Miami Valley Interpreters, LLC	Check	\$ 260.00
45922	10/18/2024	SCOT STONE	Check	\$ 300.00
45923	10/18/2024	SOUTH COMMUNITY	Check	\$ 202.50
45924	10/22/2024	AES Ohio	Check	\$ 1,602.87
45925	10/22/2024	AT&T	Check	\$ 311.39
45926	10/22/2024	CINTAS CORPORATION	Check	\$ 593.68
45927	10/22/2024	DIGITAL FRINGE	Check	\$ 78.14
45928	10/22/2024	DONNELON MCCARTHY	Check	\$ 1,337.28
45929	10/25/2024	CENTERVILLE CITY SCHOOLS	Check	\$ 39,981.92
45930	10/25/2024	CHARTER COMMUNICATIONS	Check	\$ 159.98
45931	10/25/2024	HOME DEPOT CREDIT SERVICES	Check	\$ 770.64
45932	10/25/2024	IGS Energy	Check	\$ 4,663.53
45933	10/25/2024	Lifestyle Publications, LLC	Check	\$ 941.25
45934	10/25/2024	Lizard Apparel & Promotions	Check	\$ 2,765.39
45935	10/25/2024	M.K. MOORE & SONS, INC.	Check	\$ 1,385.00
45936	10/25/2024	ODP BUSINESS SOLUTIONS LLC	Check	\$ 1,544.42
45937	10/25/2024	Ohio Newspapers	Check	\$ 334.08
45938	10/25/2024	One America	Check	\$ 237.68
45939	10/25/2024	RIECK MECHANICAL	Check	\$ 4,172.00
45940	10/25/2024	SAM'S CLUB	Check	\$ 468.41
45941	10/25/2024	Sinclair Community College - Dayton	Check	\$ 750.00
45942	11/1/2024	AES Ohio	Check	\$ 20.48
45943	11/1/2024	AES Ohio	Check	\$ 1,170.57
45944	11/1/2024	Amazon Capital Services, Inc.	Check	\$ 3,043.42
45945	11/1/2024	CENTERVILLE LANDSCAPING, INC.	Check	\$ 2,204.00
45946	11/1/2024	CHARTER COMMUNICATIONS	Check	\$ 114.98
45947	11/1/2024	DONNELON MCCARTHY	Check	\$ 344.21
45948	11/1/2024	Group Sales Cincinnati Museum Center	Check	\$ 350.00
45949	11/1/2024	LABOR LAW COMPLIANCE CENTER	Check	\$ 327.95
45950	11/1/2024	LEVEL 3 COMMUNICATIONS LLC	Check	\$ 2.16
45951	11/1/2024	OHIO LIBRARY COUNCIL	Check	\$ 150.00
45952	11/1/2024	RIECK MECHANICAL	Check	\$ 640.70
45953	11/1/2024	TRANSFORMATIONS PLUS	Check	\$ 1,404.00
45954	11/1/2024	Trigon Imaging Solutions	Check	\$ 1,337.42
45955	11/1/2024	WOODHULL CORPORATION	Check	\$ 1,466.13
45956	11/11/2024	AES Ohio	Check	\$ 321.97
45957	11/11/2024	BONHAM ELECTRIC	Check	\$ 370.00

Check Number	Check Date	Vendor Name	Check Type	Amount
45958	11/11/2024	CenterPoint Energy	Check	\$ 369.92
45959	11/11/2024	CenterPoint Energy	Check	\$ 675.77
45960	11/11/2024	CenterPoint Energy	Check	\$ 82.20
45961	11/11/2024	CHARTER COMMUNICATIONS	Check	\$ 1,075.61
45962	11/11/2024	CINTAS CORPORATION	Check	\$ 917.07
45963	11/11/2024	DIGITAL FRINGE	Check	\$ 557.76
45964	11/11/2024	DONNELLO MCCARTHY	Check	\$ 1,189.65
45965	11/11/2024	DSS SWEEPING SERVICE	Check	\$ 155.25
45966	11/11/2024	HEMMELGARN, MICHAEL	Check	\$ 350.00
45967	11/11/2024	RUMPKE OF OHIO, INC.	Check	\$ 820.62
45968	11/11/2024	STAPLES BUSINESS ADVANTAGE	Check	\$ 1,600.17
45969	11/11/2024	Judith A. Dunlap	Check	\$ 59.99
45970	11/11/2024	Lauren Barrera	Check	\$ 4.20
45971	11/19/2024	Amazon Capital Services, Inc.	Check	\$ 1,680.77
45972	11/19/2024	ARTISAN NORTH AMERICA INC	Check	\$ 80.00
45973	11/19/2024	AWARDS OF EXCELLENCE	Check	\$ 30.00
45974	11/19/2024	BAKER & TAYLOR, INC	Check	\$ 895.76
45975	11/19/2024	BRODART CO.	Check	\$ 29,562.28
45976	11/19/2024	CADRE COMPUTER RESOURCES CO.	Check	\$ 26,059.56
45977	11/19/2024	Christina M. Young	Check	\$ 34.99
45978	11/19/2024	DELL MARKETING L.P.	Check	\$ 2,675.34
45979	11/19/2024	GLEASON PROPERTY SERVICES, LLC	Check	\$ 13,520.00
45980	11/19/2024	John Dwyer	Check	\$ 24.99
45981	11/19/2024	KANOPY, INC.	Check	\$ 1,359.00
45982	11/19/2024	KROGER CO.	Check	\$ 675.92
45983	11/19/2024	LEVEL 3 COMMUNICATIONS LLC	Check	\$ 821.46
45984	11/19/2024	LWC INC.	Check	\$ 41,000.00
45985	11/19/2024	MIDWEST TAPE	Check	\$ 21,121.03
45986	11/19/2024	Olohana Strong	Check	\$ 250.00
45987	11/19/2024	OVERDRIVE, INC.	Check	\$ 2,582.84
45988	11/19/2024	PLAYAWAY PRODUCTS, LLC	Check	\$ 57.79
45989	11/19/2024	SAM'S CLUB	Check	\$ 185.76
45990	11/19/2024	SILCO FIRE PROTECTION COMPANY	Check	\$ 600.00
45991	11/19/2024	SOLID BLEND TECHNOLOGIES	Check	\$ 1,125.00
45992	11/19/2024	SOUTH COMMUNITY	Check	\$ 202.50
45993	11/19/2024	T-Mobile	Check	\$ 962.41
45994	11/19/2024	UNIQUE MANAGEMENT SERVICES INC	Check	\$ 360.75
45995	11/19/2024	WYSO	Check	\$ 150.00
2021000502	10/21/2024	OPERS	EFT	\$ 36,870.08
2021000529	10/25/2024	INTERNAL REVENUE SERVICE	EFT	\$ 1,835.80
2021000530	10/31/2024	PAYPAL, INC	EFT	\$ 1.94
2021000531	10/31/2024	PAYPAL, INC	EFT	\$ 1.94
2021000532	10/31/2024	PAYPAL, INC	EFT	\$ 19.95
2021000533	10/31/2024	U.S. BANK	EFT	\$ 43.08
2021000534	10/31/2024	U.S. BANK	EFT	\$ 164.32
2021000535	10/31/2024	Merchant eSolutions	EFT	\$ 10.89
2021000536	10/31/2024	U.S. BANK	EFT	\$ 250.67
2021000537	10/31/2024	U.S. BANK	EFT	\$ 158.17

Check Number	Check Date	Vendor Name	Check Type	Amount
2021000538	10/31/2024	U.S. BANK	EFT	\$ 42.62
2021000539	10/31/2024	U.S. BANK	EFT	\$ 65.82
2021000540	10/31/2024	Merchant eSolutions	EFT	\$ 110.68
2021000541	10/31/2024	U.S. BANK	EFT	\$ 72.30
2021000542	10/31/2024	U.S. BANK	EFT	\$ 48.85
2021000543	10/31/2024	U.S. BANK	EFT	\$ 9.03
2021000544	11/1/2024	HealthEquity	EFT	\$ 6,725.13
2021000545	11/8/2024	INTERNAL REVENUE SERVICE	EFT	\$ 1,792.21
2021000547	11/20/2024	ALYSSA FRAZIER	EFT	\$ 6.42
2021000548	11/20/2024	A.J. SCHWAB	EFT	\$ 146.83
2021000549	11/20/2024	CHARLETTE JOUAN	EFT	\$ 12.50
2021000550	11/20/2024	Caitlin Spratt	EFT	\$ 8.04
2021000551	11/20/2024	ALLISON KAMM	EFT	\$ 294.80
2021000552	11/20/2024	Gregg McCullough	EFT	\$ 6.84
2021000553	11/20/2024	KATHERINE GOETZ	EFT	\$ 8.56
2021000554	11/20/2024	LIZ FULTZ	EFT	\$ 163.67
2021000555	11/20/2024	Lauren Barrera	EFT	\$ 15.92
2021000556	11/20/2024	JENELLE ALLEN	EFT	\$ 8.04
2021000557	11/20/2024	DARRILYNN BREWSTER	EFT	\$ 29.54
2021000558	11/20/2024	Dockins, Debe	EFT	\$ 7.97
2021000559	11/20/2024	JAMIE GARCIA	EFT	\$ 23.68
2021000560	11/20/2024	MICHELLE FANG	EFT	\$ 11.78
2021000561	11/20/2024	Laura Fitzpatrick	EFT	\$ 7.30
2021000562	11/20/2024	GRAHAM DOSTAL	EFT	\$ 12.86
2021000563	11/20/2024	DAVE KENT	EFT	\$ 41.68
2021000564	11/20/2024	Katherine Watson	EFT	\$ 74.90
2021000565	11/20/2024	Rachel Knight	EFT	\$ 10.84
2021000566	11/20/2024	SHELLY PERESIE	EFT	\$ 21.82
2021000567	11/20/2024	RUTH ANNE ATTALLA	EFT	\$ 24.12
2021000568	11/20/2024	Teri Herbstreit	EFT	\$ 14.25
2021000569	11/20/2024	SCOTT ROYAL	EFT	\$ 8.56
2021000570	11/20/2024	WILLIAM MENKER	EFT	\$ 63.80
2021000571	11/20/2024	TAMMY SIMPSON	EFT	\$ 2.94
	10/25/2024	Payroll #22	ACH	\$ 138,247.26
		Payroll #23	ACH	\$ 134,843.68
				<u>\$ 560,184.18</u>

# **New Business**

## REDLINED VERSION

Washington-Centerville Public Library			
Subject	Use of Business Information Systems		
Type (select one)	Policy	Board Approval Date	<del>02/14/2012</del>
Main Section (select one)	Operations	Responsible Dept. (select one)	Systems
Revised Date	<del>11/202401/2012</del>	Revised By	DEF / RLP
Last Reviewed	<del>11/202409/2016</del>	Manual	Operations

### Purpose of This Policy

The business information systems of the Library are to be used solely for the benefit of the Library. This policy defines the appropriate use of the Library's business information systems and personal privacy and confidentiality expectations for those individuals using the Library's business information systems.

### Individuals Covered Under This Policy

This policy applies to all individuals using the Library's information systems, including without limitation, employees (whether regular or temporary), subcontractors, consultants, and any other individuals who represent themselves as being connected with the Library (collectively "Users").

### Equipment and Systems Covered Under the Policy

The business information systems include, without limitation:

- all desktop, laptop, tablet, mobile, and other electronic devices~~computers and computer networks~~
- internal and external computer networks
- ~~all MP3 players, tablet PCs, eReaders, or other types of electronic devices~~
- all software licensed by the Library, including online software subscriptions used by the Library
- telephone systems
- facsimile, printing and copying equipment
- email systems
- all other similar technologies and systems devised now or in the future that are offered to Users
- all data and metadata stored within such business information systems including backup media

### Regulations for Use of Business Information Systems

- Only PCs, laptops, and other hardware purchased and configured by the Systems Department should be connected to the staff network.
- PCs and other equipment connected to the staff network should only be used by authorized Users (as defined above).
- All software purchased, ~~and/or~~ installed, or used must be done through the Systems Department and a copy of the license agreement must be maintained in the Systems Department. Any unauthorized software found will be removed.
- All applications~~apps~~ installed on Library owned devices must be used for Library business or for patron demonstration purposes.
- Users are responsible for maintaining the security of any passwords associated with the business information systems. Passwords may not be shared or transferred to another without authorization from

a member of the Systems Department. Passwords should not be reused on multiple systems or sites management.

- Users should not allow any non-employee to have access to the business information systems without prior consent from the Systems Department.
- Honor privacy, legal copyrights, licenses, and all library policies.
- Exercise care in protecting software and hardware and use only library-supplied media for downloading or transferring data.
- Maintain files created for library business on one of the network file servers or Library provided cloud services, not on the local hard drive of any equipment. Local drives are not backed up and can result in the loss of data.

### **Privacy**

All files, email messages, voice mail messages, documents, and other records which are created or transmitted using or which are received or stored on the business information systems are the property of the Library.

- Users should not expect any privacy for any files, messages or materials created or transmitted using or stored on the Library's business information systems even though security may be placed on a document or file and regardless of whether passwords are employed, or for any access to the Internet made through business information systems.
- Users consent to the Library's accessing, intercepting, reviewing, listening to, copying, deleting, and/or disclosing any such message, file, document or Internet access, with or without notice, when the Library deems it appropriate to do so in its sole judgment.
- If a User has encrypted or password protected any files or messages stored on or transmitted via the Library's business information systems, the User will be required, at the request of the Library, to provide the encryption key or password to the Library.
- Users should be aware that while conducting library business, written and electronically recorded materials used in library related business are considered public records.
- Any personal files found during the course of normal systems administration will be deleted at the will of the systems administrator, without notice to the employee.

### Artificial Intelligence (AI)

- You may not enter any sensitive, restricted or otherwise protected data into any generative AI tool or service. This includes employee or patron personally identifiable information.
- You may not use AI-generated code within Library systems or services without having it reviewed by a human to verify it doesn't include malicious elements.
- You may not use AI tools or services to generate content that enables harassment, threats, defamation, hostile environments, stalking or illegal discrimination.
- When using AI, review the product to ensure inclusivity.

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### Credit Card Information

- Patron credit card information should never be written down or stored in electronic format outside of the credit card processing system provided by the Library.
- Any credit card information found should be shredded or deleted immediately.

### **Disciplinary Action**

Violations of this policy may result in disciplinary action up to and including termination.

### **Examples of Acceptable and Unacceptable Uses**

These lists are not meant to be all inclusive, but to provide examples of acceptable and unacceptable uses. The Library will be the sole judge of whether any particular use of the business information systems complies with this policy.

**Examples of Acceptable Uses**

- Assist patrons according to the limits defined by Library policy for public access and for each job classification/function
- Research library-related issues when required by assignment or job description;
- Maintain awareness of business industry trends
- Participate in professional development opportunities (i.e. online training courses)
- Communicating in a way that upholds the image of the library
- Transferring or sharing business-related documents
- Documenting communication
- Providing global updates for staff
- Responding to patron correspondence
- Scheduling meetings or reserving resources
- Curtailing paper use
- Interacting with external libraries, vendors, or other organizations while doing library-related business
- Storing documents required in relationship to the library

**Examples of Unacceptable Uses:**

- Viewing, transmitting, or storing information which may be, or construed to be, unprofessional, illegal, vulgar, profane, insulting, offensive, harassing, defamatory, deceptive, abusive, inappropriate or malicious (except for cases of business need as defined by job duties)
- Conducting in, or encouraging, any illegal activity or violating any local, state and/or federal laws
- Using resources for commercial activity or political lobbying, except when authorized by the Library
- Causing damage to other users, software, services, or equipment
- Representing oneself as another person
- Representing the Library without authorization
- Knowingly uploading, copying, posting, publishing, storing, transmitting, transferring, or distributing any files that contain viruses, corrupted files or malicious code
- Downloading, installing, or using unauthorized software including cloud services.
- Personal use of the business information systems during work hours including accessing personal email, social media accounts, and online shopping.
- Soliciting personal business ventures, advertising for personal enterprises, soliciting for non-library related purposes, or for communicating destructive or malicious intent
- Sending or storing attachments or files of such size or nature to affect the performance of the library's systems
- Storing personal documents, including photographs or music.
- Connecting personal, patron, or unknown hardware, including USB drives, to the staff network without prior authorization from the Systems Department.
- Installing apps for recreational use.

<b><u>Examples of Acceptable Uses:</u></b>	<b><u>Examples of Unacceptable Uses:</u></b>
Assist patrons according to the limits defined by Library policy for public access and for each job classification/function	Viewing, transmitting, or storing information which may be, or construed to be, unprofessional, illegal, vulgar, profane, insulting, offensive, harassing, defamatory, deceptive, abusive,

	<del>inappropriate or malicious (except for cases of business need as defined by job duties)</del>
<del>Research library related issues when required by assignment or job description;</del>	<del>Conducting in, or encouraging, any illegal activity or violating any local, state and/or federal laws</del>
<del>Maintain awareness of business industry trends</del>	<del>Using resources for commercial activity or political lobbying, except when authorized by the Library</del>
<del>Participate in professional development opportunities (i.e. online training courses)</del>	<del>Causing damage to other users, software, services, or equipment</del>
<del>Communicating inter and intra office in a way that upholds the image of the library</del>	<del>Representing oneself as another person</del>
<del>Transferring or sharing business related documents</del>	<del>Representing the Library without authorization</del>
<del>Documenting communication</del>	<del>Knowingly uploading, copying, posting, publishing, storing, transmitting, transferring, or distributing any files that contain viruses, corrupted files or malicious code</del>
<del>Providing global updates for staff</del>	<del>Downloading, installing, or using unauthorized software including screen savers, peer to peer file sharing networks, multi-media players, and instant messaging software</del>
<del>Responding to patron correspondence</del>	<del>Personal use of the business information systems during work hours including participation in recreational games</del>
<del>Scheduling meetings or reserving resources</del>	<del>Soliciting personal business ventures, advertising for personal enterprises, soliciting for non library related purposes, or for communicating destructive or malicious intent</del>
<del>Curtailing paper use</del>	<del>Sending or storing attachments or files of such size or nature to affect the performance of the library's systems</del>
<del>Interacting with external libraries, vendors, or other organizations while doing library related business</del>	<del>Storing personal documents, including photographs or music.</del>
<del>Storing documents required in relationship to the library</del>	<del>Connecting personal hardware to the staff network without prior authorization from the Systems Department.</del>
<del>Installing apps that are needed to access Library services.</del>	<del>Installing apps for the purpose of playing games or other recreational use.</del>

## CLEAN COPY

Washington-Centerville Public Library			
Subject	Use of Business Information Systems		
Type (select one)	Policy	Board Approval Date	
Main Section (select one)	Operations	Responsible Dept. (select one)	Systems
Revised Date	11/2024	Revised By	DEF / RLP
Last Reviewed	11/2024	Manual	Operations

### Purpose of This Policy

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- Participate in professional development opportunities (i.e. online training courses)
- Communicating in a way that upholds the image of the library
- Transferring or sharing business-related documents
- Documenting communication
- Providing global updates for staff
- Responding to patron correspondence
- Scheduling meetings or reserving resources
- Curtailing paper use
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- Conducting in, or encouraging, any illegal activity or violating any local, state and/or federal laws
- Using resources for commercial activity or political lobbying, except when authorized by the Library
- Causing damage to other users, software, services, or equipment
- Representing oneself as another person
- Representing the Library without authorization
- Knowingly uploading, copying, posting, publishing, storing, transmitting, transferring, or distributing any files that contain viruses, corrupted files or malicious code
- Downloading, installing, or using unauthorized software including cloud services.
- Personal use of the business information systems during work hours including accessing personal email, social media accounts, and online shopping.
- Soliciting personal business ventures, advertising for personal enterprises, soliciting for non-library related purposes, or for communicating destructive or malicious intent
- Sending or storing attachments or files of such size or nature to affect the performance of the library's systems
- Storing personal documents, including photographs or music.
- Connecting personal, patron, or unknown hardware, including USB drives, to the staff network without prior authorization from the Systems Department.
- Installing apps for recreational use.

<b>Washington-Centerville Public Library</b>			
Subject	Donations and Gifts - Accepting and Soliciting Donations and Gifts		
Type (select one)	Policy	Board Approval Date	04/17/2018
Main Section (select one)	Operations	Responsible Dept. (select one)	Community Relations
Revised Date	04/2018	Revised By	CAU
Last Reviewed	04/2018	Manual	Operations

Washington-Centerville Public Library actively pursues and accepts donations/gifts that support the Library’s mission and goals and which are appropriate for a tax-supported public entity, per ORC Section 3375.40 Section (K). Donations and sponsorships can be an important source of funding and the Library welcomes support from individuals, businesses and organizations in pursuit of shared values. The integrity of the Library’s programs, services and collections shall not be compromised as a result of donations.

In addition, the Library may solicit and accept donations of goods, services and/or money from local businesses, organizations, and/or individuals to defray costs associated with Library operations. The Library will do so in a manner that promotes and enhances the Library’s programs, collections, services, and operations, and will abide by applicable laws and donation policies and procedures. Donations shall be solicited and utilized in a way that does not compromise the integrity of the Library’s programs, services, or operations and which is appropriate for a tax-supported public entity.

This policy clarifies the conditions under which the Library will accept and/or decline donations and provides the underlying principles for soliciting donations.

**Donations - General**

*Acceptance of Donations:*

The Library gratefully accepts monetary and/or in-kind donations if:

- The donation is wholly consistent, in fact and appearance, with the activities, policies, goals, mission and/or programs of the Library as determined by management.
- The donation is not linked to any requirement, or expectation, that the Library endorses any products, policies or services or advertises any business.

*Limitations:*

- The Library may accept unrestricted donations as well as restricted donations that directly correspond to an existing element to the library’s strategic plan, as determined by management. Where a donor wishes to make a contribution that does not directly correspond to the strategic plan, the Board of Trustees must approve the project and/or restrictions, or the Library must decline the donation.
- Library management reserves the right to decline any donation from donors that operate in ways or advocate policies that are inconsistent with WCPL objectives. Donations from a company in which a member of the Library Board of Trustees has a pecuniary interest cannot be accepted unless there are “no strings attached”.

- The Library will endeavor to limit the number of restricted donations by encouraging donors to donate to the Library's general foundation fund, or existing restricted gifts. Restricted donations must be accepted by resolution of the Library Board of Trustees.
- The Library will not assign a monetary value to goods, services, or materials donated.

### **Donations – Furniture**

Board policy requires that all furniture, fixtures and decorations be selected by a professional consultant. As a result, donations of furniture, fixtures or actual physical items are not encouraged, but may be considered, on a case by case basis, by the Library Board of Trustees.

### **Donations – Books/Materials**

Donations of books or other materials made to the library which do not require acknowledgement or a Donation/Dedication Request Form are accepted on an unconditional basis, without limiting conditions. A Certificate of Donation form is filled out and given to the donor. The Library reserves the right to add or not add such donated materials to the library's collection. Donated materials not added to the library's collection may be used only for library-sponsored events or fund raising (such as a book sale), passed along to other non-profit or charitable entities, or discarded if in unusable condition. Because donated materials are intended to be charitable donations for the library's benefit only, library staff may not take donated materials for their own personal use.

Donations of books or other materials made to the library which require acknowledgement or use of a Donation/Dedication Request Form may be subject to approval to ensure suitability to the Library's collection. Unsuitable donations will be returned to the donor.

### **Donations – Memorials, Tributes of Money for Books/Materials**

Memorial or tribute donations of money for books/materials are accepted by the Library. If the donor wishes, the Library will attempt to locate materials on subjects of interest to approximate the donated amount. A book plate will be placed in the book/item at the request of the donor. A letter of acknowledgement will be sent to the honoree or honoree's family at the request of the donor. [In the event that a sizeable donation is made with the intention of creating a collection, the Library retains the right to make final selection of materials and may add subject headings to the item records to aid in finding the materials. Items in a special collection would be subject to the Collection Development Policy.](#)

## REDLINE VERSION

Washington-Centerville Public Library			
Subject	Internet Access and Use		
Type (select one)	Policy	Board Approval Date	10/21/2014
Main Section (select one)	Internet Use, Electronic Access	Responsible Dept. (select one)	Adult Services
Revised Date	<del>11/2024</del> 12/2020	Revised By	<del>WAM</del> DEF
Last Reviewed	<del>11/2024</del> 12/2020	Manual	Operations

It is the policy of the Washington-Centerville Public Library to provide, as resources permit, free Internet service through various mediums including but not limited to wired, wireless connections, and mobile hotspots, for education and informational purposes in an environment that is secure and conducive to public use and in a manner that complies with federal, state, and local laws. The

### ~~Types of Internet Access~~

#### ~~Play & Learn Stations with Pre-selected Games~~

~~Location: Children's Room~~

~~Access to: Age appropriate, educational computer games.~~

#### ~~Library Information Stations with Internet Searching~~

~~Location: Main Library area~~

~~Access to: Library databases, Internet searching, MS Office® products~~

#### ~~Wireless Access from Patron-Owned Computer or Device~~

~~Location: Anywhere in the Library and on Library premises~~

~~Access to: Library databases, Internet searching~~

### ~~Internet Use Policy~~

#### ~~Users May Not:~~

- ~~• Send, receive or display child pornography or obscene materials as defined in any local, state or federal statute.~~
- ~~• View sexually explicit materials, including:
  - ~~1. Information, images or implications of bondage, sadism, masochism, fetish, beating, body piercing or self-mutilation.~~
  - ~~2. Anything relating to pornography, including mild depiction, soft pornography or hardcore pornography.~~~~
- ~~• Display any imagery that is harmful to juveniles as defined in any local, state or federal statute.~~

- ~~Use personal software on Library computers.~~
- ~~Use for any illegal purpose.~~
- ~~Alter or cause damage to software, service, or equipment, or harm other users.~~
- ~~Seek unauthorized access to any computer system, files, data, network, database, or security system.~~
- ~~Use another person's Library card, or misrepresent themselves, to gain Internet access on Library Information Stations.~~
- ~~Attempt to bypass the proxy server~~

#### **Users Must:**

- ~~Honor the privacy of others and obey copyright law of the United States.~~
- ~~Use credit cards, personal account passwords, social security and tax identification numbers, or send information solely at own risk.~~
- ~~End the Internet session at the request of Library Staff.~~
- ~~Sign in before using Library Information Stations.~~
- ~~Have no more than two users per workstation.~~
- ~~Limit use to 30 minutes when others are waiting for a Library Information Station.~~
- ~~Be sensitive to the fact that the computers are in public areas and, therefore, images on the screen may be subject to view by other patrons.~~

#### **Other Policy Guidelines:**

- ~~Users violating the Internet Use policies will be advised of Library policies and be asked to comply.~~
- ~~If Library staff have knowledge of a crime being committed (child pornography, damage to equipment, etc.) law enforcement authorities will be contacted.~~
- ~~The Library reserves the right to suspend Internet and / or Library privileges.~~
- ~~Parental notification may be sent if children under 18 violate policies.~~

### **Internet Filtering**

~~Filtering software is used on all Library Information Stations with Internet Searching and on wireless access in an attempt to protect against access to sites containing obscenity, materials harmful to juveniles, and child pornography as defined by federal, state or local statute.~~

#### **Filter Override:**

~~Sites can be unblocked only on a site-by-site basis, and only on Library Information Stations with Internet Searching and Wireless Access on Patron Owned Computers or Devices.~~

~~Adults may request, without explanation, that a blocked site be temporarily unblocked. Proof of age may be required. Adult Services Specialists may override the filter as long as the site does not violate the Library's Internet Access and Use Policy and is not a proxy avoidance site.~~

~~Children under 18 may request that Adult Services Specialists temporarily unblock a site if it:~~

- is for bona fide research, medical, scientific, educational, governmental, judicial, or other lawful purpose **AND**
- does not qualify as “harmful to juveniles” under Ohio law.

A reason for the request may be required. Parents or legal guardians of children under 18 may request, in person, that a site be temporarily unblocked for their child’s access if it meets the above requirements.

### **About Internet Filtering Software:**

- No filtering software on the market today is 100% effective.
- Filtering software limits legal liability and is compliant with the Children’s Internet Protection Act (CIPA) and other related statutes.
- Washington Centerville Public Library uses OpenDNS software to filter\*:

  - Tasteless**  
Sites that contain information on such subjects as mutilation, torture, horror, or the grotesque. Includes Pro-Anorexia and Pro-Suicide related sites.
  - Sexuality**  
Sites that provide information, images or implications of bondage, sadism, masochism, fetish, beating, body piercing or self-mutilation. This category is not intended for LGBT related sites that do not fall under the aforementioned criteria.
  - Pornography**  
Anything relating to pornography, including mild depiction, soft pornography or hard-core pornography.
  - Proxy/Anonymizer**  
Sites providing proxy bypass information or services. Also, sites that allow the user to surf the net anonymously, including sites that allow the user to send anonymous emails.

\* Definitions provided by OpenDNS. For more information: [www.opendns.com](http://www.opendns.com)

### **Children and the Internet**

- Children will be allowed to access the Information Stations with Internet through their library account unless restricted by their parent/guardian. In order to use the Information Stations with Internet, the child’s account must be verified each time by library card, name, address, and/or date of birth.
- Parent/guardians may elect to restrict access to the Information Stations with Internet on their child’s account by requesting that it be blocked at the Circulation Desk. The child’s card or the parent’s photo ID must be present in order to access the account to change the restriction.
- Parent/guardians are responsible for ensuring their child understands and abides by the Internet Access and Use Policy.
- Children under age 8 must be accompanied by a parent or guardian when using any workstation in the Library.
- Filtering software is not always effective in blocking sites that some may consider inappropriate for children.

- ~~Parent/guardians are responsible for monitoring their child's use and selection of all library materials and services, including the Internet through either the Information Stations or wireless access.~~

~~Washington-Centerville Public Library does not monitor information accessed through the Internet and cannot warrant that the information is accurate, authoritative, complete or inoffensive, including information contained in any form of electronic communication.~~

~~The Library uses filtering software to block access to some Internet sites. Users should be aware that the filtering software may not be effective in blocking all objectionable content and may block some content that is unobjectionable and suitable for access in the library. Internet users in the children's or teen's area of any library location are not permitted to access Internet sites which may be unsuitable for minors. Users in all areas of library locations may not use Internet sessions in a manner that is deliberately offensive or creates a hostile or intimidating environment. Users may not view, send, receive, or display sexually explicit materials, child pornography, obscene materials, or any content that is illegal as defined in any local, state or federal statute.~~

~~Users may not attempt in any way to alter, damage, or sabotage computer hardware or software and will be financially responsible for any malicious damage. The Library is not responsible for damage to a patron's storage device, media, or computer, or for any loss of data, damage, profits, or liability that may occur from use of the library's computers.- All users of this service agree to hold Washington-Centerville Public Library and the Ohio Public Library Information Network harmless from any ~~and all~~ claims, losses, damages, obligations, or liabilities, ~~directly or indirectly~~ relating to the use of WCPL computers, network, or other equipment~~OPLIN, the Internet, or to the use of information obtained from the library's resources, databases, software and hardware provided by Washington-Centerville Public Library caused thereby or arising therefrom.~~ In no event shall the Washington-Centerville Public Library have any liability for lost profits or for indirect, special, punitive or consequential damages or any liability to any third party, even if the Washington-Centerville Public Library or OPLIN is advised of the possibility of such damages. \_\_\_\_\_~~

#### ~~USE OF THE INTERNET BY CHILDREN~~

~~Parents, guardians, and caregivers are responsible for their children's use of the Internet and are strongly encouraged to work with their children to develop acceptable rules of Internet use. It is their responsibility to set family standards and guidelines and to decide which library resources and internet websites are appropriate for their children. We strongly recommend that parents/guardians work with their children when they are using the Internet.~~

~~Refer to the Library's Internet Use Guidelines for additional detail.~~

## CLEAN COPY

Washington-Centerville Public Library			
Subject	Internet Access and Use		
Type (select one)	Policy	Board Approval Date	10/21/2014
Main Section (select one)	Internet Use, Electronic Access	Responsible Dept. (select one)	Adult Services
Revised Date	11/2024	Revised By	WAM
Last Reviewed	11/2024	Manual	Operations

It is the policy of the Washington-Centerville Public Library to provide, as resources permit, free Internet service through various mediums including but not limited to wired, wireless connections, and mobile hotspots, for education and informational purposes in an environment that is secure and conducive to public use and in a manner that complies with federal, state, and local laws. The Library does not monitor information accessed through the Internet and cannot warrant that the information is accurate, authoritative, complete or inoffensive, including information contained in any form of electronic communication.

The Library uses filtering software to block access to some Internet sites. Users should be aware that the filtering software may not be effective in blocking all objectionable content and may block some content that is unobjectionable and suitable for access in the library. Internet users in the children's or teen's area of any library location are not permitted to access Internet sites which may be unsuitable for minors. Users in all areas of library locations may not use Internet sessions in a manner that is deliberately offensive or creates a hostile or intimidating environment. Users may not view, send, receive, or display sexually explicit materials, child pornography, obscene materials, or any content that is illegal as defined in any local, state or federal statute.

Users may not attempt in any way to alter, damage, or sabotage computer hardware or software and will be financially responsible for any malicious damage. The Library is not responsible for damage to a patron's storage device, media, or computer, or for any loss of data, damage, profits, or liability that may occur from use of the library's computers. All users of this service agree to hold Washington-Centerville Public Library and the Ohio Public Library Information Network harmless from any claims, losses, damages, obligations, or liabilities relating to the use of WCPL computers, network, or other equipment, or to the use of information obtained from the library's resources. In no event shall the Washington-Centerville Public Library have any liability for lost profits or for indirect, special, punitive or consequential damages or any liability to any third party, even if the Washington-Centerville Public Library or OPLIN is advised of the possibility of such damages.

### **USE OF THE INTERNET BY CHILDREN**

Parents, guardians, and caregivers are responsible for their children's use of the Internet and are strongly encouraged to work with their children to develop acceptable rules of Internet use. It is their

responsibility to set family standards and guidelines and to decide which library resources and internet websites are appropriate for their children. We strongly recommend that parents/guardians work with their children when they are using the Internet.

Refer to the Library's Internet Use Guidelines for additional detail.

Washington-Centerville Public Library			
Subject	Library Card Eligibility		
Type (select one)	Policy	Board Approval Date	10/17/2023
Main Section (select one)	Circulation	Responsible Dept. (select one)	Public Services
Revised Date	<del>08/2024</del> 07/2022	Revised By	<del>RLK/CMJ</del> DEF
Last Reviewed	<del>08/2024</del> 07/2022	Manual	Operations

## Regular Library Cards

Library cards may be issued for Adult, Juvenile, Teacher, and Homebound patrons. An individual applying for a library card must acknowledge the responsibility statement on the library card application and provide personal identification, address verification showing proof of Ohio residency, or re-verification as specified below. Some restrictions do apply.

- Personal Identification – patron must display valid, non-expired photo identification issued by a U.S. federal or state government agency, such as a driver’s license, passport, or military ID. Foreign or non-government issued IDs cannot be accepted.
  - Address Verification – patron must show documentation that includes registrant’s name and current Ohio address at the time of initial registration. Acceptable items may include a valid, non-expired driver’s license, military ID, or other United States federal or state government-issued photo ID, ~~and/~~ ~~An~~ or a recent official document or online source showing name and current address may also be acceptable, such as a lease agreement, pay stub, or insurance card.
- Address re-verification is required at expiration. Verbal re-verification is acceptable if patron record includes a photo ID number; if the photo ID field is incomplete and patron declines to update it, then the patron must present acceptable identification displaying name and current address.

## Library card eligibility by card type

### Ohio Adult

1. Personal identification is required.
2. Address verification is required.
3. New cards are restricted by New Patron Low Limits.
4. Library card expiration is 2 years from end of Low Limits period.
5. Address re-verification is required at expiration. If the Photo ID field in the patron record is blank, the patron must present acceptable documentation displaying name and current address.

### Children under 18

1. Personal identification of parent or legal guardian is required.
2. Address verification of parent or legal guardian is required.
3. Parents may not apply for a library card for a minor child if the parent’s card has fines at or above \$10.00 or billed items.
4. Child must be present at time of registration.
5. New cards are restricted by New Patron Low Limits.
6. Library card expiration is 2 years from end of Low Limits period.
7. Address re-verification of parent or legal guardian required at expiration.

Individuals under the age of 18 who are emancipated or married

1. Personal identification is required.
2. Address verification is required.
3. Marriage license or other proof of emancipation is required. This document proves the individual is legally eligible to enter into a contract.
4. New cards are restricted by New Patron Low Limits.
5. Library card expiration is 2 years from end of Low Limits period.
6. Address re-verification is required at expiration.

#### Homebound Patron

1. Personal identification is not always required because the homebound patron may be unable to present the ID in person.
2. Address verification occurs when application and library card are mailed to patron.
3. Not restricted by New Patron Low Limits.
4. Library card expiration is two years from date of registration.

See also: Policy for Homebound Library Card Registration and Renewal

#### Teachers

1. Personal identification is required.
2. Address verification is required.
3. Active teaching verification is required. Acceptable documentation may include school ID, pay stub, contract, or a written acknowledgement of the superintendent's receipt of the parent or guardian's notice to the school district~~an Exeuse from Compulsory Attendance letter~~ for homeschooling.
4. Patrons may not apply for a Teacher card if they have fines at or above \$10.00 or billed items on their personal account.
5. Not restricted by New Patron Low Limits.
6. Library card expires annually on August 31.
7. Address and teaching status re-verification required at expiration.

See also: Policy for Teacher Card

#### Online Registration

1. Provides temporary accounts to allow placing holds on materials and access to online resources.
2. Anyone is eligible to apply for an account through online registration; however, a temporary account cannot be created if another account exists under the same name.
3. In order to convert a temporary account created through online registration to another card type, the eligibility requirements outlined above must be met.
4. Online registrations not converted to another patron type within 6 months will be deleted.

#### **Virtual Library Cards**

~~Virtual library cards provide access to many of the Library's online resources, including databases and digital reference book collection. The cards cannot be used to checkout physical materials from the library buildings or to sign in to an Information Station.~~

~~Virtual library cards may be issued to Ohio teachers and students in grades K-12. Virtual cards may be issued in addition to a regular library card. The purpose of the virtual card is to allow students to access library resources essential to educational goals even if a parent is unavailable~~

to sign the responsibility statement. ~~Virtual library cards can be issued during classroom visits, field trips, or upon student request at either library location:~~

**Virtual library card eligibility**

- ~~1. Student must affirm or be known to be under the age of 18.~~
- ~~2. Applicant must be known to attend or affirm current enrollment in an Ohio school or be a teacher in an Ohio school.~~
- ~~3. Personal identification is requested, if available, but not required.~~
- ~~4. Address verification is not required. If applicant's address is not known or given, the school with which the student or teacher is affiliated may be listed.~~
- ~~5. Virtual cards issued to students expire on the student's 18<sup>th</sup> birthdate, at which time they may apply for a full access library card.~~
- ~~6. Card is restricted to online resources.~~

Washington-Centerville Public Library			
Subject	Staff Library Cards and Borrowing Privileges		
Type (select one)	Policy	Board Approval Date	09/16/2014
Main Section (select one)	Circulation	Responsible Dept. (select one)	Public Services
Revised Date	<del>01/2014</del> 08/2024	Revised By	<del>DEFAHK</del>
Last Reviewed	<del>02/2022</del> 08/2024	Manual	Operations

Each library staff member may register for and receive a library card by following normal registration procedures. Staff borrowing rules, loan periods, ~~and~~ item limits, and fines & fees are the same as for patrons, ~~except with the exception of the~~ for the AV Express and Library of Things collections. Due to the high demand for the Express and Library of Things collections, staff may be limited to borrowing materials two months or older from these collections. See “Loan Periods and Limits Guidelines” for additional information.

~~Staff may borrow AV Express collection materials that have been in the collection for more than 2 months.~~

-

Materials are to be returned to the library by the due date to avoid fines & fees. ~~– Staff responsibility for damaged, lost, and billed materials are the same as for patrons. Staff receive the same overdue notices as patrons. Overdue notices will be sent for materials not returned by the due date.~~

–

~~As a benefit of employment, library staff members are not charged overdue fines. However, staff are responsible for fines/fees associated with SearchOhio and lost or damaged materials.~~

Abuse may result in loss of ~~this borrowing~~ privileges.

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Washington-Centerville Public Library			
Subject	Teacher <del>and Home School Educator</del> Library Card – Registration, Expiration and Renewal		
Type (select one)	Policy	Board Approval Date	<del>08/30/2024</del> 09/20/2016
Main Section (select one)	Circulation	Responsible Dept. (select one)	Public Services
Revised Date	<del>08/2024</del> 02/2019	Revised By	<del>CMJSRP</del>
Last Reviewed	<del>08/2024</del> 02/2019	Manual	Operations

Teachers and home school educators may apply for a teacher card, which allows a loan period of 6 weeks with two renewals of three weeks on WCPL-owned materials that have a 3-week loan period. Teachers assume financial responsibility for materials borrowed on a teacher library card. However, up to \$40 per year can be waived for lost, damaged, or overdue WCPL-owned material(s). The card may be in addition to their personal card and virtual card. See also: Policy for Library Card Eligibility

Owners of private schools or preschools can apply for a teacher card for organizational use. Owner will be listed as the guardian of the account, and must assume financial responsibility for items checked out on card. Owner may grant consent on account to his/her teachers.

Teacher Library Cards are intended to be used to borrow materials for classroom use and have borrowing restrictions on popular items that have shorter loan periods, such as Express collections and fiction movies.

Teacher Library cards may be used to checkout items through SearchOhio and OhioLINK, but normal S/O and OhioLINK loan periods and fines apply.

Teacher Cards will expire annually on August 31. After each expiration date, the teacher must qualify for a teacher card as outlined in the Policy for Library Card Eligibility.

See Also: Loan Periods and Limits

RESOLUTION #024-009

A RESOLUTION FOR THE ADVANCE REQUEST OF 2024 TAX DOLLARS ASSESSED AND COLLECTED ON BEHALF OF THE WASHINGTON-CENTERVILLE PUBLIC LIBRARY

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

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

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

WHEREAS, This Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio, requests the Auditor of Montgomery County, Ohio for the advance of tax dollars assessed and collected on behalf of the Washington-Centerville Public Library.

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

Passed: November 19, 2024

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

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

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President, Board of Trustees

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Fiscal Officer, Board of Trustees



**Washington-Centerville Public Library  
Appropriation Transfer  
November 19, 2024**

**Transfer**

From			To		
Account	Description	Amount	Account	Description	Amount
101.15.53290	Printing/Publications	\$ 3,000.00	101.15.53910	Temporary Contract Services	\$ 3,000.00
Total From:		\$ 3,000.00	Total To:		\$ 3,000.00

Justification: This is a department request to allow us to bring an outside Graphic Designer to provide design options that will give our logo a more modern, forward-looking aesthetic.

The current logo is difficult to use in digital settings and does not meet ADA compliance standards in many situations. The planned refresh will result in a logo that better represents the dynamic, innovative library we are, moving away from an old-fashioned, dusty image. We are excited to unveil a new look that will help us connect more effectively with our patrons.

# Monthly Statistics

## MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
<b>CIRCULATION</b>												
<b>Total Circulation</b>	55,978	49,343	-11.9%	41,336	37,509	-9.3%	1	4	300.0%	135,292	129,183	-4.5%
<b>APPLICANT REGISTRATION</b>												
<b>Total Registrations</b>	300	350	16.7%	173	190	9.8%				473	540	14.2%
<b>LIBRARY CARDHOLDERS</b>												
<b>Total Library Cardholders</b>										65,017	68,057	4.7%
<b>VISITORS</b>												
Building Visitors	16,742	15,263	-8.8%	11,976	12,296	2.7%	1,301	1,840	41.4%	30,019	29,399	-2.1%
Website Visitors										194,001	248,723	28.2%
<b>Total Visitors</b>										224,020	278,122	24.2%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
<b>Total Patron Assistance</b>	2,534	2,894	14.2%	2,226	2,809	26.2%	1,159	1,666	43.7%	5,919	7,369	24.5%
<b>PROGRAMS</b>												
Adult/General Programs	10	8	-20.0%	22	18	-18.2%	2	8	300.0%	52	55	5.8%
Adult/General Program Attendees	85	107	25.9%	293	171	-41.6%	8	304	3700.0%	1,341	1,169	-12.8%
Children's Programs	19	21	10.5%	16	7	-56.3%	0	0	0.0%	51	30	-41.2%
Children's Program Attendees	352	503	42.9%	362	159	-56.1%	0	0	0.0%	1,131	746	-34.0%
Teen Programs	4	2	-50.0%	2	4	100.0%	0	0	0.0%	6	6	0.0%
Teen Program Attendees	71	15	-78.9%	17	36	111.8%	0	0	0.0%	88	51	-42.0%
<b>Total Library Programs</b>	33	31	-6.1%	40	29	-27.5%	2	8	300.0%	109	91	-16.5%
<b>Total Library Program Attendees</b>	508	625	23.0%	672	366	-45.5%	8	304	3700.0%	2,560	1,966	-23.2%
<b>ELECTRONIC DATABASE USAGE</b>												
		Users/Month			Queries/Month							
Library-Owned Databases*	2,202	1,228	-44.2%	2,042	1,618	-20.8%						
OPLIN Databases*				2,051	141	-93.1%						
<b>Total All Databases</b>	2,202	1,228	-44.2%	4,093	1,759	-57.0%						

## MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	16,625	15,384	-7.5%	12,572	11,903	-5.3%	1	4	300.0%	29,198	27,291	-6.5%
Juvenile Books	24,249	19,914	-17.9%	16,984	15,187	-10.6%	0	0	0.0%	41,233	35,101	-14.9%
Off Line Transactions										2	9	350.0%
Periodicals	1,811	1,811	0.0%	1,527	1,052	-31.1%	0	0	0.0%	3,338	2,863	-14.2%
Young Adult Books	1,659	1,515	-8.7%	1,238	1,153	-6.9%	0	0	0.0%	2,897	2,668	-7.9%
<b>Total Print Circulation</b>	44,344	38,624	-12.9%	32,321	29,295	-9.4%	1	4	300.0%	76,668	67,932	-11.4%
<b>AV CIRCULATION</b>												
Audiobooks	2,082	1,739	-16.5%	1,740	1,411	-18.9%				3,822	3,150	-17.6%
Movies (DVDs/Blu-rays)	8,565	7,554	-11.8%	6,403	5,679	-11.3%				14,968	13,233	-11.6%
Music (Compact Discs)	369	536	45.3%	306	408	33.3%				675	944	39.9%
<b>Total AV Circulation</b>	11,016	9,829	-10.8%	8,449	7,498	-11.3%				19,465	17,327	-11.0%
<b>LIBRARY OF THINGS CIRCULATION</b>												
Board Games	146	305	108.9%	82	327	298.8%	0	0	0.0%	228	632	177.2%
Library Bags	72	81	12.5%	73	46	-37.0%				145	127	-12.4%
Cultural Passes**	N/A	16	0.0%	N/A	7	0.0%	N/A	0	0.0%	0	23	0.0%
Hotspots	8	14	75.0%	19	19	0.0%	0	0	0.0%	27	33	22.2%
Maker Kits	78	83	6.4%	48	81	68.8%	0	0	0.0%	126	164	30.2%
Streaming Devices	47	49	4.3%	38	37	-2.6%	0	0	0.0%	85	86	1.2%
Streaming Device+Hotspot Combos**	N/A	6	0.0%	N/A	11	0.0%	N/A	0	0.0%	0	17	0.0%
Juvenile Tablets	265	327	23.4%	306	188	-38.6%				571	515	-9.8%
<b>Total Library of Things Circulation</b>	616	881	43.0%	566	716	26.5%	0	0	0.0%	1,182	1,597	35.1%
<b>TOTAL PHYSICAL CIRCULATION</b>												
Adult Circulation	26,800	24,660	-8.0%	20,273	18,506	-8.7%	1	4	300.0%	47,074	43,170	-8.3%
Juvenile Circulation	27,491	23,137	-15.8%	19,793	17,826	-9.9%	0	0	0.0%	47,284	40,963	-13.4%
Young Adult Circulation	1,687	1,546	-8.4%	1,270	1,177	-7.3%	0	0	0.0%	2,957	2,723	-7.9%
<b>Total Physical Circulation</b>	55,978	49,343	-11.9%	41,336	37,509	-9.3%	1	4	300.0%	97,315	86,856	-10.7%
<b>SEARCHOHIO/OHIOLINK CIRCULATION</b>												
SearchOhio/OhioLink Borrowed										1,305	1,329	1.8%
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										14,258	16,360	14.7%
eBooks										17,596	18,386	4.5%
eMusic										288	290	0.7%
eVideo										2,404	2,179	-9.4%
eZines (Digital Magazines)										2,126	3,783	77.9%
<b>Total Digital Circulation</b>										36,672	40,998	11.8%

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

\*\*Cultural Passes & Streaming Device+Hotspot Combos debuted April 2024

## YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
<b>CIRCULATION</b>												
<b>Total Circulation</b>	541,099	508,413	-6.0%	384,252	365,778	-4.8%	40	67	67.5%	1,268,658	1,263,704	-0.4%
<b>APPLICANT REGISTRATION</b>												
<b>Total Registrations</b>	3,197	3,256	1.8%	1,844	1,818	-1.4%				5,041	5,074	0.7%
<b>LIBRARY CARDHOLDERS</b>												
<b>Total Library Cardholders</b>										65,017	68,057	4.7%
<b>VISITORS</b>												
Building Visitors	163,502	149,615	-8.5%	113,815	114,001	0.2%	12,725	17,050	34.0%	290,042	280,666	-3.2%
Website Visitors										788,222	1,392,092	76.6%
<b>Total Visitors</b>										1,078,264	1,672,758	55.1%
<b>PATRON ASSISTANCE--ALL DEPT.</b>												
<b>Total Patron Assistance</b>	28,246	32,030	13.4%	23,911	28,052	17.3%	9,151	12,942	41.4%	61,308	73,024	19.1%
<b>PROGRAMS</b>												
Adult/General Programs	64	67	4.7%	148	126	-14.9%	62	125	101.6%	426	493	15.7%
Adult/General Program Attendees	692	900	30.1%	1,646	1,444	-12.3%	1,595	5,226	227.6%	79,503	85,416	7.4%
Children's Programs	212	184	-13.2%	154	156	1.3%	0	0	0.0%	553	508	-8.1%
Children's Program Attendees	5,026	4,397	-12.5%	4,126	4,072	-1.3%	0	0	0.0%	15,921	13,701	-13.9%
Teen Programs	53	42	-20.8%	24	20	-16.7%	0	0	0.0%	82	72	-12.2%
Teen Program Attendees	915	635	-30.6%	210	173	-17.6%	0	0	0.0%	1,861	1,641	-11.8%
<b>Total Library Programs</b>	329	293	-10.9%	326	302	-7.4%	62	125	101.6%	1,061	1,073	1.1%
<b>Total Library Program Attendees</b>	6,633	5,932	-10.6%	5,982	5,689	-4.9%	1,595	5,226	227.6%	97,285	100,758	3.6%
<b>ELECTRONIC DATABASE USAGE</b>	<b>Users/Year-to-Date</b>			<b>Queries/Year-to-Date</b>								
Library-Owned Databases	18,187	18,413	1.2%	31,382	28,335	-9.7%						
OPLIN Databases				22,349	28,221	26.3%						
<b>Total All Databases</b>	18,187	18,413	1.2%	53,731	56,556	5.3%						

## YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
<b>PRINT CIRCULATION</b>												
Adult Books	157,089	156,589	-0.3%	115,520	114,202	-1.1%	30	57	90.0%	272,639	270,848	-0.7%
Juvenile Books	232,120	207,460	-10.6%	153,426	143,155	-6.7%	10	10	0.0%	385,556	350,625	-9.1%
Off Line Transactions										50	41	-18.0%
Periodicals	16,924	16,639	-1.7%	11,740	10,146	-13.6%	0	0	0.0%	28,664	26,785	-6.6%
Young Adult Books	16,952	16,714	-1.4%	11,911	11,730	-1.5%	0	0	0.0%	28,863	28,444	-1.5%
<b>Total Print Circulation</b>	423,085	397,402	-6.1%	292,597	279,233	-4.6%	40	67	67.5%	715,772	676,743	-5.5%
<b>AV CIRCULATION</b>												
Audiobooks	18,713	18,985	1.5%	15,779	15,480	-1.9%				34,492	34,465	-0.1%
Movies (DVDs/Blu-rays)	89,332	80,386	-10.0%	66,869	60,610	-9.4%				156,201	140,996	-9.7%
Music (Compact Discs)	3,708	4,146	11.8%	3,899	4,434	13.7%				7,607	8,580	12.8%
<b>Total AV Circulation</b>	111,753	103,517	-7.4%	86,547	80,524	-7.0%				198,300	184,041	-7.2%
<b>LIBRARY OF THINGS CIRCULATION</b>												
Board Games	1,369	1,728	26.2%	884	1,561	76.6%	0	0	0.0%	2,253	3,289	46.0%
Library Bags	694	707	1.9%	488	539	10.5%				1,182	1,246	5.4%
Cultural Passes**	0	70	0.0%	0	41	0.0%	0	0	0.0%	0	111	0.0%
Hotspots	138	115	-16.7%	145	166	14.5%	0	0	0.0%	283	281	-0.7%
Maker Kits	734	983	33.9%	546	677	24.0%	0	0	0.0%	1,280	1,660	29.7%
Streaming Devices	335	482	43.9%	282	337	19.5%	0	0	0.0%	617	819	32.7%
Streaming Device+Hotspot Combos**	0	60	0.0%	0	54	0.0%	0	0	0.0%	0	114	0.0%
Juvenile Tablets	2,941	3,308	12.5%	2,763	2,646	-4.2%				5,704	5,954	4.4%
<b>Total Library of Things Circulation</b>	6,211	7,453	20.0%	5,108	6,021	17.9%	0	0	0.0%	11,319	13,474	19.0%
<b>TOTAL PHYSICAL CIRCULATION</b>												
Adult Circulation	257,997	250,258	-3.0%	191,679	183,908	-4.1%	30	57	90.0%	449,706	434,223	-3.4%
Juvenile Circulation	265,722	241,069	-9.3%	180,310	169,852	-5.8%	10	10	0.0%	446,042	410,931	-7.9%
Young Adult Circulation	17,380	17,086	-1.7%	12,263	12,018	-2.0%	0	0	0.0%	29,643	29,104	-1.8%
<b>Total Physical Circulation</b>	541,099	508,413	-6.0%	384,252	365,778	-4.8%	40	67	67.5%	925,391	874,258	-5.5%
<b>SEARCHOHIO/OHIOLINK CIRCULATION</b>												
SearchOhio/OhioLink Borrowed										11,900	11,408	-4.1%
<b>DIGITAL CIRCULATION</b>												
eAudiobooks										126,801	147,028	16.0%
eBooks										170,608	173,513	1.7%
eMusic										2,644	2,832	7.1%
eVideo										19,210	21,488	11.9%
eZines (Digital Magazines)										12,104	33,177	174.1%
<b>Total Digital Circulation</b>										331,367	378,038	14.1%

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

\*\*Cultural Passes & Streaming Device+Hotspot Combos debuted April 2024