

ATTACHMENTS FOR FEBRUARY 20, 2024 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

	<u>Page #</u>
• Director's Activities	1
• Minutes:	
○ January 16, 2024 Meeting	3-8
○ February 6, 2024 Meeting	9-10
○ February 13, 2024 Meeting	11-12
• Fiscal Officer's Report:	
○ Monthly Cash Position	14
○ Monthly Revenue Statement	15-16
○ Monthly Expense Account Status	17-20
○ Monthly Summary Statements	21
○ January Investment Report	22-25
○ Personnel Action Appendix	26
○ February Bill List	27-30
• New Business	
○ Legal Advertisement	32
○ <u>Resolution No. 024-002</u> : Approval of Then & Now Certificate	33-35
• Monthly Statistics	37-38

Library Operations

- Water leak at Woodbourne Library
 - Addressed water leak at Woodbourne Library on a Sunday, and helped prepare for adjustments to service the following Monday
 - Reviewed contract for review work and consulted with attorney about terms
- Began schedule for practicum student and welcomed her to the library on her first day
- Discussed PLF formula with County Auditor office
- Ordered food, set up for, and presented at Joint Public Entities meeting
- Developed job description for Marketing & Communication Manager and Executive Coordinator positions
- Finalized carpet for Congress Park
- Arranged for and participated in architect interviews, communicated follow-up questions, and checked references
- Discussed proposed Woodbourne Library Arts Endowment project
- Met with new employee

Communication

- Sent email communication to staff who worked the day of the water leak, and recounted the day with staff
- Discussed possible donation with family celebrating 100th birthday of long-time library patron
- Recorded podcast with Centerville Washington History

Community / Professional Involvement

- Friends
 - Moved boxes of books to storage unit for Friends
 - Helped pack up after book sale and transported boxes of remainders
- Optimists
 - Assisted with oratorical contest
- Ohio Library Council
 - Attended Legislative Network virtual meeting
- Attended Exploring Tech Trends webinar

Floating holiday – 1/12 and 2/5

January 16, 2024 Regular Meeting

February 6, 2024 Special Meeting

February 13, 2024 Special Meeting

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

January 16, 2024

CALL TO ORDER

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

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

HEARING OF THE PUBLIC

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

OATH OF OFFICE

Sami Ligon, notary public, administered an oath to Randy Bowling, upon her re-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".

Sami Ligon, notary public, administered an oath to John Monteith, upon his re-appointment as Fiscal Officer, 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".

2023 ANNUAL HIGHLIGHTS

Liz Fultz, Library Director, presented the 2023 Annual Highlights.

APPROVAL OF MINUTES

Mrs. Suttman moved for the approval of the December 19, 2023 Meeting Minutes. Mr. Nunna seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 1 (Talda)

DIRECTOR'S REPORT

❖ FACILITIES

❖ Congress Park

- Getting carpet and painting quotes
- Gary getting started on breakroom kitchen
- Waiting on Spectrum to finish keycard system, etc.

❖ Woodbourne Library

- Water leak on Sunday, January 14

❖ PERSONNEL

- ❖ Several position postings going out soon – Systems Administrator, Public Services Liaison, Community Relations & Development Manager replacement

❖ OTHER

- ❖ PLF formula

FISCAL OFFICER'S REPORT

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

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

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

b. Payment of January 2024 Expenditures

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

The roll call vote was as follows:

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

The motion is approved.

NEW/OLD BUSINESS

a. 2024 Committee Appointment

Mrs. Denison, Board President, presented the 2024 Committee Appointments.

b. Discussion Regarding the Next Steps in Architect Selection Process

The Board discussed the next steps in the architect selection process. The Board will meet on February 6, 2024 for architect interviews with the three firms. Interviews will start at 6:15 p.m.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 8:03 P.M. Mrs. Cline seconded the motion.

President

Fiscal Officer

EXPENDITURES FOR APPROVAL AT JANUARY MEETING

January 16, 2024

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	12.33
Baker & Taylor Books – books & AV materials	696.38
Brodart –books	57,794.07
Caitlin Spratt - employee mileage reimbursement	6.29
CDW-G - cat6 network cabling - CP	395.94
Centerville Landscaping - grounds maintenance	3,760.00
Chard Snyder - Cobra admin fee	125.00
Charlette Jouan - employee reimbursement for prgram	25.98
Charter Communications - utilities	512.41
Christy Ott - employee mileage reimbursement	21.39
Cintas - facilities maintenance	724.92
Darrilynn Brewster – employee mileage reimbursement	24.76
Dave Kent – employee mileage reimbursement	15.85
Debe Dockins – employee mileage reimbursement	9.96
Donnellon McCarthy - copier maintenance	233.88
DSS - December parking lot sweeping service	155.10
Gleason Property Services LLC - cleaning services	12,200.00
Gary Berry – employee mileage reimbursement	124.43
Gregg McCullough – employee mileage reimbursement	8.78
Innovative - Sierra Training Workshop	8,000.00
Jamie Garcia – employee mileage reimbursement	9.30
Jenelle Allen – employee mileage reimbursement	8.38
John Monteith – employee mileage reimbursement	20.04
Julie Stanton – employee mileage reimbursement	4.20
Kanopy - videos	1,480.00
Katherine Watson – employee mileage reimbursement	39.43
Kathy O'Neill – employee mileage reimbursement	4.20
Kevin Risner – employee mileage reimbursement	8.85
Kyle Knepp – employee mileage reimbursement	22.27
Laura Fitzpatrick – employee mileage reimbursement	2.29
Lauren Barrera – employee mileage reimbursement	4.20
Library Ideas - VOX & freegal music subscription	41,617.34
Midwest Tape – AV materials	17,567.18
ODP - office supplies	858.92
OverDrive - eBooks	1,271.27
Parallel Technologies -CV internal router replacement	1,286.42
Playaway - launch pads	5,953.64
Rachael Ward - employee mileage reimbursement	5.50
Rachel Knight - employee mileage reimbursement	6.09
Rush Transportation – contracted services for daily deliveries	1,090.81
Ruth Anne Attalla - employee mileage reimbursement	12.90

Safeguard - end of year forms	126.04
Shelly Peresie - employee mileage reimbursement	12.60
Springshare LLC - LibCal Events and Room Booking Software	1,998.00
South Community - fees for employee assistance	202.50
Staples – office supplies	152.50
Structured Employees Benefits of Ohio - group life insurance premiums	276.99
Tammy Simpson - employee mileage reimbursement	4.59
Trigon - maker space consumables	2,482.13
Virginia Giron - patron refund	37.99
Unique - recovery & collection fees	335.30
United Art and Education - program supplies	14.37
William Menker - employee reimbursement	94.95
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 161,858.66

PAYROLL:

Payroll #26	\$ 123,864.47
Payroll #1	\$ 120,557.13
TOTAL PAYROLL	\$ 244,421.60

EXPENDITURES SINCE LAST BOARD MEETING

MISCELLANEOUS:

AES Ohio – utilities	2,607.15
Amazon.com – AV materials & books	6,372.16
AT&T – telephone service	305.53
Bricker Graydon - construction counsel	9,460.00
CenterPoint Energy- utilities	3,894.40
Centerville City Schools -Dec health insurance premiums	41,703.20
Charter Communications - utilities	969.27
Co Card - credit card service fees	353.25
Creative Impressions - printed materials	2,729.00
Dell - additional MS 365 license subscription	750.37
Delta Dental - dental premiums	1,838.34
Demco - book mending supplies	729.53
Digital Fringe - printed materials	119.41
Health Equity - January HSA employer contribution	7,133.47
Home Depot - facilities maintenance	1,420.30
Jewish Federation of Greater Dayton - Jewish book fair sponsor 2024	500.00
Kroger - meeting/program supplies	782.78
Level 3 Communications, LLC - phone service	398.02
Lowe's - facilities maintenance	1,532.77
OPERS – employer pick-up & match	55,480.24
PayPal, Inc. - monthly credit card processing fee	39.90
Rachel D. Bradshaw - artist's workshop	150.00
Rieck - installing aux drain pan for DX split systems and sealing plenum	6,140.00
Rumpke - trash services	914.66

Sam's Club - program supplies	272.72
Starco Inc. - HVAC project @ CV	155,820.33
T-Mobile - hotspots	660.10
Today's Business Solutions, Inc. - processing charges for patron faxing	123.12
Transformations Plus - carpet cleaning service	1,396.50
Treasurer, State of Ohio - CV boiler inspection	136.50
UPS - shipping fees	53.37
U.S. Bank – program supplies, books, cataloging supplies	7,811.77
U. S. Bank—employer share of Medicare	3,462.61
U. S. Bank – banking fees	824.39
Woodhull - copier maintenace	1,232.04
WYSO - advertising	120.00
TOTAL MISCELLANEOUS	<u>\$ 318,237.20</u>
GRAND TOTAL JANUARY MEETING	<u><u>\$ 724,517.46</u></u>

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
SPECIAL BOARD MEETING MINUTES

February 6, 2024

CALL TO ORDER

The special Board of Trustees meeting for February 6, 2024 was held at the Centerville Library. Board President Barbara Dension called the meeting to order at 6:15 P.M.

The roll call was as follows: Mr. Bowling, **Absent**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; Mrs. Suttman, **Present**; and Mr. Talda, **Present**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Ms. Poffenberger, Support Services Manager, Mr. Menker, Patron Services Manager.

HEARING OF THE PUBLIC

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

ARCHITECT INTERVIEWS

Interviews with the three architect firms were conducted in the following order:

1. HBM Architects
2. Hafer Architects
3. LWC Incorporated

NEW/OLD BUSINESS

- a. Resolution No. 024-001: Selecting the Most Qualified Design Professional and Authorizing the Solicitation of Price Proposal**

Mrs. Herrick moved to table the resolution until references have been further checked. Mr. Nunna seconded the motion.

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

- b. Special Board Meeting**

The Board discussed options for the next meeting. It was decided that the Board would hold another Special Meeting on February 13, 2024.

ADJOURNMENT

Mrs. Suttman moved to adjourn the meeting at 9:25 P.M. Mrs. Herrick seconded the motion.

President

Fiscal Officer

DRAFT - UNAPPROVED

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
SPECIAL BOARD MEETING MINUTES

February 13, 2024

CALL TO ORDER

The special Board of Trustees meeting for February 13, 2024 was held at the Centerville Library. Board President Barbara Dension called the meeting to order at 6:30 P.M.

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

HEARING OF THE PUBLIC

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

ARCHITECT RANKING

As a result of the interviews held on February 6, 2024, additional requested information, and reference checks, the board discussed each of the firms. After the discussion of each of the firms, the board did a combined ranking sheet on each of the firms. The final rankings were:

1. LWC Incorporated
2. HBM Architects
3. Hafer Architects

NEW/OLD BUSINESS

a. Resolution No. 024-001: Selecting the Most Qualified Design Professional and Authorizing the Solicitation of Price Proposal

As a result of the rankings, it was determined that the Board of Trustees selected LWC Incorporated as the most qualified design professional. Mrs. Cline moved for the approval of Resolution No. 024-001. Mr. Nunna seconded the motion.

The roll call vote was:

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

b. Appropriation Transfer

Mr. Monteith stated that we need to make an appropriation transfer from Contingency to Real Estate Taxes. The property tax exemption process does not allow for an exemption to be filed for a property until the year following the acquisition. This paperwork has been sent to the County Auditor and once approved, will result in this amount being refunded back.

The transfer will be in the amount of \$9,233.26.

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

ADJOURNMENT

Mrs. Cline moved to adjourn the meeting at 7:15 P.M. Mrs. Herrick seconded the motion.

President

Fiscal Officer

January 2024

**Fiscal Officer's
Report**

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$9,204,658.97	\$326,474.60	\$637,570.74	\$8,893,562.83
Unclaimed Funds	\$310.07	\$201.96	\$0.00	\$512.03
"The Wall That Heals" Fund	\$0.00	\$0.00	\$0.00	\$0.00
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$3,149,938.73	\$0.00	\$158,952.66	\$2,990,986.07
Perm. Imp. Fund-Ils	\$568,950.30	\$0.00	\$0.00	\$568,950.30
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$0.00	\$741,099.34
Dorothy R. Yeck Good Life End	\$189.17	\$0.00	\$0.00	\$189.17
Payroll Clearing Fund	\$3,774.73	\$78,083.23	\$66,514.96	\$15,343.00
	\$17,419,107.56	\$404,759.79	\$863,038.36	\$16,960,828.99

Reconciled Balances	
US Bank:	
Checking/Payroll	\$425,940.60
Investment	\$6,850,062.44 ¹
Dayton Foundation - TWTH	\$5,470.00
STAR Ohio	\$8,408,747.14 ²
PNC Capital - Investments	\$1,355,454.90
PNC Capital - Money Market	\$16,099.61
Paypal	\$12,355.03
Petty Cash	\$550.00
Total Bank Balances	\$17,074,679.72
Outstanding Checks	(\$115,160.01)
Deposit in Transit	\$851.74
 Fees to be posted	 \$457.54
Reconciled Balance	\$16,960,828.99

Footnotes:

- ¹ - \$500,000 matured during January. Amount was reinvested in Federal Farm Credit Bank at an annual interest rate of 5.35%
- ² - Average daily rate was 5.54% for the month

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of January 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	\$ 206,631.81	\$ 206,631.81	7.21% 1
GENERAL PROPERTY TAXES	\$ 4,580,609.00	\$ 49,202.00	\$ 49,202.00	1.07%
FEDERAL GRANTS	\$ -	\$ 656.92	\$ 656.92	0.00% 2
PROPERTY TAX ROLLBACK	\$ 615,000.00	\$ -	\$ -	0.00%
LOCAL INTERGOVERNMENTAL GRANTS	\$ -	\$ -	\$ -	0.00%
PATRON FINES & FEES	\$ 29,000.00	\$ 2,821.98	\$ 2,821.98	9.73%
COPIER INCOME	\$ 28,750.00	\$ 2,745.78	\$ 2,745.78	9.55%
PROGRAM FEES	\$ 6,500.00	\$ 9,009.44	\$ 9,009.44	138.61% 3
PASSPORT EXECUTION FEES	\$ 25,000.00	\$ 2,310.00	\$ 2,310.00	9.24%
PASSPORT PHOTOS	\$ 5,400.00	\$ 560.00	\$ 560.00	10.37%
PATRON SUPPLIES	\$ 20,350.00	\$ 1,689.26	\$ 1,689.26	8.30%
INTEREST INCOME	\$ 250,000.00	\$ 49,626.42	\$ 49,626.42	19.85%
UNRESTRICTED DONATIONS	\$ 3,450.00	\$ 157.00	\$ 157.00	4.55%
DONATIONS-RESTRICTED	\$ 22,500.00	\$ -	\$ -	0.00%
REFUNDS & REIMBURSEMENTS	\$ 9,000.00	\$ 1,067.34	\$ 1,067.34	11.86%
MISCELLANEOUS-OTHER	\$ 50.00	\$ (3.35)	\$ (3.35)	-6.70%
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-GENERAL FUND	\$ 8,461,991.00	\$ 326,474.60	\$ 326,474.60	3.86%
102 - UNCLAIMED FUNDS				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS & REIMBURSEMENTS	\$ -	\$ 201.96	\$ 201.96	0.00%
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ 201.96	\$ 201.96	0.00%
205 - SPECIAL OPERATING FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-SPECIAL OPERATING FUND	\$ -	\$ -	\$ -	0.00%
401 - BUILDING FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	\$ 2,000,000.00	\$ -	\$ -	0.00%
TOTAL RECEIPTS-BUILDING FUND	\$ 2,000,000.00	\$ -	\$ -	0.00%

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

450 - PERMANENT IMPROVEMENT - ILS FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	0.00%

451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	\$ -	\$ -	\$ -	0.00%
TOTAL PERM. IMP. FUND-TECHNOLOGY	\$ -	\$ -	\$ -	0.00%

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT

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

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	\$ -	\$ 62,763.08	\$ 62,763.08	0.00%
UNUM REVENUE	\$ -	\$ 564.50	\$ 564.50	0.00%
DELTA REVENUE	\$ -	\$ 1,366.25	\$ 1,366.25	0.00%
ANTHEM REVENUE	\$ -	\$ 13,389.40	\$ 13,389.40	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 78,083.23	\$ 78,083.23	0.00%
GRAND TOTAL RECEIPTS	\$ 10,466,791.00	\$ 404,759.79	\$ 404,759.79	3.87%

Footnotes

1 - Public Library Fund came in lower than anticipated. Amount was over 11% under the estimate used by Montgomery County

2 - Received one month reimbursement for Emergency Connectivity Grant

3 - Program fees are for the Erma Bombeck Writing Contest

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

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
101 - GENERAL FUND						
1000 SALARIES & BENEFITS						
1100 - SALARIES & LEAVE BENEFITS						
Director/Managers	656,000.00	46,610.98	46,610.98	0.00	609,389.02	7.11%
Library Specialist	1,481,000.00	104,107.90	104,107.90	0.00	1,376,892.10	7.03%
Technician	216,500.00	15,608.80	15,608.80	0.00	200,891.20	7.21%
Public Services Assistant	398,500.00	29,168.05	29,168.05	0.00	369,331.95	7.32%
Substitute	72,000.00	1,936.87	1,936.87	0.00	70,063.13	2.69%
Fiscal Officer	106,000.00	7,566.64	7,566.64	0.00	98,433.36	7.14%
Administrative Support	465,500.00	27,157.28	27,157.28	0.00	438,342.72	5.83%
Facilities	80,000.00	5,743.72	5,743.72	0.00	74,256.28	7.18%
Library Aides	151,000.00	8,518.38	8,518.38	0.00	142,481.62	5.64%
Shelving Assistants	105,000.00	7,344.41	7,344.41	0.00	97,655.59	6.99%
TOTAL SALARIES & LEAVE BENEFITS	3,731,500.00	253,763.03	253,763.03	0.00	3,477,736.97	6.80%
1400 - RETIREMENT-OPERS						
OPERS	522,430.00	84,476.11	84,476.11	0.00	437,953.89	16.17%
1600 - INSURANCE BENEFITS						
Health Insurance	532,863.04	41,718.40	41,718.40	478,144.64	13,000.00	97.56%
Health Savings Account	105,891.65	7,133.47	7,133.47	94,858.18	3,900.00	96.32%
Dental Insurance	26,152.77	1,884.70	1,884.70	23,568.07	700.00	97.32%
Medicare	54,295.00	3,430.10	3,430.10	0.00	50,864.90	6.32%
Life Insurance	4,622.54	276.99	276.99	3,405.55	940.00	79.66%
Workers' Compensation	9,500.00	0.00	0.00	915.00	8,585.00	9.63%
TOTAL INSURANCE BENEFITS	733,325.00	54,443.66	54,443.66	600,891.44	77,989.90	7.42%
1900 - OTHER EMPLOYEE BENEFITS						
Other Employee Benefits	5,352.86	0.00	0.00	1,352.86	4,000.00	25.27%
TOTAL OTHER EMPLOYEE BENEFITS	5,352.86	0.00	0.00	1,352.86	4,000.00	0.00%
TOTAL SALARIES & BENEFITS	4,992,607.86	392,682.80	392,682.80	602,244.30	3,997,680.76	7.87%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	44,880.04	1,387.99	1,387.99	11,402.05	32,090.00	28.50%
Program Supplies	106,800.34	3,079.65	3,079.65	55,728.72	47,991.97	55.06%
Cataloging/Processing Supplies	13,665.28	729.53	729.53	4,935.75	8,000.00	41.46%
Postage	20,000.00	697.15	697.15	1,900.00	17,402.85	12.99%
Janitorial Supplies	3,750.00	0.00	0.00	250.00	3,500.00	
TOTAL GENERAL ADMIN SUPPLIES	189,095.66	5,894.32	5,894.32	74,216.52	108,984.82	3.12%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	15,200.00	746.30	746.30	3,948.65	10,505.05	30.89%
2300 - VEHICLE FUEL AND SUPPLIES						
Vehicle Fuel	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Vehicle Supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
TOTAL VEHICLE FUEL AND SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	48,644.20	6,125.84	6,125.84	11,218.36	31,300.00	35.66%
TOTAL SUPPLIES	257,939.86	12,766.46	12,766.46	89,383.53	155,789.87	4.95%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	12,144.40	388.63	388.63	10,455.77	1,300.00	89.30%
In-House Seminars	13,000.00	0.00	0.00	0.00	13,000.00	0.00%
Conference/Meetings	35,300.81	10,550.24	10,550.24	9,441.57	15,309.00	56.63%
Membership Dues	5,343.00	125.00	125.00	2,178.00	3,040.00	43.10%
TOTAL TRAVEL EXPENSES	65,788.21	11,063.87	11,063.87	22,075.34	32,649.00	16.82%

Washington-Centerville Public Library
Expense Account Summary
For the Month of January 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
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	8,284.42	305.53	305.53	5,698.89	2,280.00	72.48%
Computer Data Line	58,581.66	1,942.87	1,942.87	56,638.79	0.00	100.00%
Postage Machine Rental	3,000.00	0.00	0.00	2,750.00	250.00	91.67%
Security Alarm	8,414.33	1,850.66	1,850.66	4,331.67	2,232.00	73.47%
Legal Ads	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
Marketing & Advertising	8,580.00	550.00	550.00	2,745.00	5,285.00	38.40%
Printing/Publications	57,926.15	2,854.39	2,854.39	14,971.76	40,100.00	30.77%
TOTAL COMMUNICATION/PRINT/PUBLICITY	146,786.56	7,503.45	7,503.45	87,136.11	52,147.00	5.11%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	188,604.66	11,944.76	11,944.76	100,936.20	75,723.70	59.85%
Equipment Maintenance	27,087.61	1,465.92	1,465.92	18,445.20	7,176.49	73.51%
Grounds & Snow Removal	157,069.64	3,760.00	3,760.00	84,309.64	69,000.00	56.07%
Janitorial Services	245,548.20	14,476.52	14,476.52	183,989.69	47,081.99	80.83%
Trash Services	13,558.37	913.25	913.25	12,645.02	0.10	100.00%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	631,868.48	32,560.45	32,560.45	400,325.75	198,982.28	68.51%
3400 - INSURANCE						
Property Insurance	33,875.00	0.00	0.00	0.00	33,875.00	0.00%
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	
3600 - UTILITIES						
Electricity	171,901.84	6,203.49	6,203.49	154,948.35	10,750.00	93.75%
Gas	77,307.74	3,894.40	3,894.40	64,413.34	9,000.00	88.36%
Water/Sewer	13,850.09	0.00	0.00	3,058.74	10,791.35	22.08%
TOTAL UTILITIES	263,059.67	10,097.89	10,097.89	222,420.43	30,541.35	88.39%
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	12,765.00	75.00	75.00	7,940.00	4,750.00	62.79%
Art and Other Exhibits	12,000.00	0.00	0.00	300.00	11,700.00	2.50%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	500.00	0.00	0.00	0.00	500.00	0.00%
General Legal Services	20,506.25	0.00	0.00	5,506.25	15,000.00	26.85%
Labor Legal Services	5,000.00	520.00	520.00	4,480.00	0.00	100.00%
Tax Collection Fees	80,000.00	0.00	0.00	0.00	80,000.00	0.00%
Banking Fees	8,736.72	795.54	795.54	7,941.18	0.00	100.00%
TOTAL PROFESSIONAL SERVICES	139,507.97	1,390.54	1,390.54	26,167.43	111,950.00	19.75%
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	245,611.03	750.37	750.37	85,174.74	159,685.92	34.98%
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	53,491.47	1,946.01	1,946.01	14,645.46	36,900.00	31.02%
Online Services	159,423.12	2,121.12	2,121.12	10,193.47	147,108.53	7.72%
Collection Development Services	6,600.00	200.00	200.00	5,600.00	800.00	87.88%
TOTAL OTHER CONTRACTED SERVICES	219,514.59	4,267.13	4,267.13	30,438.93	184,808.53	15.81%
TOTAL PURCHASED/CONTRACT SERVICES	1,746,011.51	67,633.70	67,633.70	873,738.73	804,639.08	53.92%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	614,000.46	58,523.59	58,523.59	238,976.87	316,500.00	48.45%
Standing Orders/Continuations	29,544.57	2,862.84	2,862.84	20,681.73	6,000.00	79.69%
Book Rentals	65,917.65	189.80	189.80	2,977.85	62,750.00	4.81%
TOTAL NEW BOOKS	709,462.68	61,576.23	61,576.23	262,636.45	385,250.00	8.68%
4200 - PERIODICALS						
Periodicals	24,000.00	39.00	39.00	2,639.00	21,322.00	11.16%

Washington-Centerville Public Library
Expense Account Summary
For the Month of January 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
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	56,481.12	3,042.65	3,042.65	16,438.47	37,000.00	34.49%
Blu-Ray Movies	64,643.58	4,126.04	4,126.04	19,517.54	41,000.00	36.58%
Read Along Audiobooks	36,820.71	3,546.46	3,546.46	10,224.25	23,050.00	37.40%
CD-Rom	22,355.56	4,289.52	4,289.52	4,824.86	13,241.18	40.77%
Books On CD	18,669.84	321.06	321.06	10,348.78	8,000.00	57.15%
Playaways	18,559.56	0.00	0.00	6,559.56	12,000.00	35.34%
'Brary Bags	3,654.46	224.93	224.93	1,929.53	1,500.00	58.95%
TOTAL AUDIO-VISUAL MATERIALS	221,184.83	15,550.66	15,550.66	69,842.99	135,791.18	38.61%
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	120,521.06	13,906.53	13,906.53	43,632.98	62,981.55	47.74%
Online Subscriptions - Youth	3,500.00	2,108.82	2,108.82	0.00	1,391.18	60.25%
TOTAL ONLINE LIBRARY DATABASES	124,021.06	16,015.35	16,015.35	43,632.98	64,372.73	12.91%
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	13,000.00	0.00	0.00	0.00	13,000.00	0.00%
4800 - eMATERIALS						
eBOOKS	408,816.80	6,524.15	6,524.15	384,087.90	18,204.75	95.55%
Digital Music Services	42,000.00	39,735.00	39,735.00	0.00	2,265.00	94.61%
Digital Video Services	151,192.97	10,515.75	10,515.75	125,000.00	15,677.22	89.63%
Roku Subscription Services	23,000.00	0.00	0.00	16,519.88	6,480.12	71.83%
TOTAL E-MATERIALS	625,009.77	56,774.90	56,774.90	525,607.78	42,627.09	9.08%
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	50,072.67	4,433.09	4,433.09	22,139.58	23,500.00	53.07%
Board Game Collection	7,500.00	0.00	0.00	5,000.00	2,500.00	66.67%
TOTAL LIBRARY MATERIALS - OTHER	57,572.67	4,433.09	4,433.09	27,139.58	26,000.00	7.70%
TOTAL LIBRARY MATERIALS	1,774,251.01	154,389.23	154,389.23	931,498.78	688,363.00	61.20%
5000 - CAPITAL OUTLAY						
Land Improvements	25,000.00	0.00	0.00	0.00	25,000.00	0.00%
Building Improvements	83,500.00	5,075.76	5,075.76	5,924.24	72,500.00	13.17%
Hardware	145,012.36	2,695.72	2,695.72	4,428.46	137,888.18	4.91%
Software	71,600.00	359.88	359.88	1,080.12	70,160.00	2.01%
Office Furniture	16,800.00	0.00	0.00	300.00	16,500.00	1.79%
Library Furniture	66,209.00	698.95	698.95	10.05	65,500.00	1.07%
Library Vehicle	132.54	132.54	132.54	0.00	0.00	100.00%
TOTAL CAPITAL OUTLAY	408,253.90	8,962.85	8,962.85	11,742.87	387,548.18	2.20%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	200.00	0.00	0.00	0.00	200.00	0.00%
Trustees Dues	12,000.00	0.00	0.00	12,000.00	0.00	100.00%
TOTAL DUES & MEMBERSHIPS	12,200.00	0.00	0.00	12,000.00	200.00	0.00%
7200 - TAXES AND ASSESSMENTS						
Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	
State Sales Tax	2,839.71	1,097.71	1,097.71	1,242.00	500.00	82.39%
TOTAL TAXES AND ASSESSMENTS	2,839.71	1,097.71	1,097.71	1,242.00	500.00	38.66%
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	3,434.86	37.99	37.99	2,696.87	700.00	79.62%
TOTAL REFUNDS & REIMBURSEMENTS	3,434.86	37.99	37.99	2,696.87	700.00	1.11%
7900 - MISCELLANEOUS EXPENDITURES						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER OBJECTS	18,474.57	1,135.70	1,135.70	15,938.87	1,400.00	92.42%
8900 - CONTINGENCY						
Contingency	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
TOTAL CONTINGENCY	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00%
TOTAL INTERFUND	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00%
TOTAL GENERAL FUND	11,297,538.71	637,570.74	637,570.74	2,524,547.08	8,135,420.89	27.99%

Washington-Centerville Public Library
Expense Account Summary
For the Month of January 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
102 - UNCLAIMED FUNDS						
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	
TOTAL INTERFUND	0.00	0.00	0.00	0.00	0.00	
401 - BUILDING FUND						
Legal Services	21,787.50	0.00	0.00	21,787.50	0.00	100.00%
Legal Advertisements	5,000.00	276.48	276.48	0.00	4,723.52	5.53%
Architect/Engineering	100,746.86	2,855.85	2,855.85	7,891.01	90,000.00	10.67%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Buildings	0.00	0.00	0.00	0.00	0.00	
Building Improvements - CV	4,012,739.31	155,820.33	155,820.33	21,918.98	3,835,000.00	4.43%
Building Improvements - WB	81,584.00	0.00	0.00	81,584.00	0.00	100.00%
Office Furniture	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
Library Furniture	400,000.00	0.00	0.00	0.00	400,000.00	0.00%
TOTAL BUILDING FUND	4,721,857.67	158,952.66	158,952.66	133,181.49	4,429,723.52	6.19%
450 - PERMANENT IMPROVEMENT FUND-ILS						
Software	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
451 - PERMANENT IMPROVEMENT FUND-TECHNOLOGY						
Site Preparation	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Hardware	32,900.00	0.00	0.00	15,000.00	17,900.00	45.59%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	40,900.00	0.00	0.00	15,000.00	25,900.00	36.67%
898-GOOD LIFE PRIVATE PURPOSE FUND						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	4,720.20	0.00	0.00	0.00	4,720.20	0.00%
Printing / Publications	250.00	0.00	0.00	0.00	250.00	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	4,970.20	0.00	0.00	0.00	4,970.20	0.00%
999 PAYROLL CLEARING FUND						
Default Expense	0.00	51,283.11	51,283.11	0.00	-51,283.11	
Unum Expense	0.00	548.45	548.45	0.00	-548.45	
Delta Expense	0.00	1,293.96	1,293.96	0.00	-1,293.96	
Anthem Expense	0.00	13,389.44	13,389.44	0.00	-13,389.44	
TOTAL PAYROLL CLEARING FUND	0.00	66,514.96	66,514.96	0.00	(66,514.96)	
GRAND TOTAL ALL APPROPRIATIONS	\$16,070,266.58	\$863,038.36	\$863,038.36	\$2,672,728.57	\$12,534,499.65	22.00%

FOOTNOTES

- 1 - OPERS amount was higher than estimates for the month. This is due to the change from employer-paid to employee paid. Amounts paid in January were for earnings in December. February will likely see increases in salary amounts
- 2 - Building and Site repairs will see an increase in the next several months due to payments for Congress Park and Woodbourne
- 3 - Building improvements paid from the Building Fund will increase over the next two months. Final payment on the Centerville Boiler project is upcoming. We also should be seeing the payment for the Woodbourne boiler addition soon. We have not been billed for any of this project yet

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

Year-to-Date - Last Three Years								
	Year to Date		\$ Change	% Change	Year to Date		\$ Change	% Change
	2024	2023			2023	2022		
GENERAL FUND:								
REVENUE								
Public Library Fund	206,632	243,249	(36,617)	-15.1%	243,249	245,342	(2,093)	-0.9%
Operating Levy	49,202	47,631	1,571	3.3%	47,631	32,250	15,381	47.7%
Federal, State and Local Grants	-	-	-		-	-	-	
Patron Fines, Fees, Patron Supplies	19,136	8,258	10,878	131.7%	8,258	9,388	(1,130)	-12.0%
Interest Income	49,626	37,595	12,031	32.0%	22,930	987	21,943	2223.2%
Donations	157	20,370	(20,213)	-99.2%	20,370	9,559	10,811	113.1%
Refunds/Reimbursements	1,067	2,853	(1,786)	-62.6%	2,853	90	2,763	3070.0%
Miscellaneous	(3)	(10)	7	-66.5%	(10)	-	(10)	
Total Revenue	325,818	359,946	(34,128)	-9.5%	345,281	297,616	47,665	16.0%
EXPENDITURES								
Salaries	253,763	228,397	25,366	11.1%	228,397	198,549	29,848	15.0%
Retirement	84,476	79,957	4,519	5.7%	79,957	44,979	34,978	77.8%
Insurance & Other Benefits	54,444	51,657	2,787	5.4%	51,657	44,007	7,650	17.4%
Supplies	12,766	12,730	36	0.3%	12,730	9,363	3,367	36.0%
Purchased / Contract Services	67,634	135,359	(67,725)	-50.0%	135,359	119,290	16,069	13.5%
Library Materials	154,389	463,255	(308,866)	-66.7%	463,255	442,978	20,277	4.6%
Capital Outlay	8,963	417	8,546	2049.4%	417	1,867	(1,450)	-77.7%
Other Expenditures	1,136	12,132	(10,996)	-90.6%	12,132	401	11,731	2925.4%
Transfers to Other Funds	-	-	-		-	0	0	
Total Expenditures	637,571	983,904	(346,333)	-35.2%	983,904	861,434	122,470	14.2%
Net Change in Fund Balance	(311,753)	(623,958)	312,205		(638,623)	-563,818	(74,805)	

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

US BANK INVESTMENTS					
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income
Fannie Mae					
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$ 930.00
3135G0V34	\$ 408,000.00	2.50%	2/5/2024	\$ 399,993.00	\$ 5,100.00
Freddie Mac					
3134H1FC2	\$ 700,000.00	6.00%	10/26/2027	\$ 700,000.00	\$ 42,000.00
Federal Farm Credit Bank					
3133EPY74	\$ 500,000.00	5.35%	1/26/2027	\$ 500,000.00	\$ 26,750.00
Federal Home Loan Bank					
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$ 990.00
3130ANHL7	\$ 800,000.00	0.40%	5/24/2024	\$ 800,000.00	\$ 3,200.00
3130ASYG8	\$ 250,000.00	3.50%	8/28/2024	\$ 250,000.00	\$ 8,750.00
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$ 1,125.00
3130AUEZ3	\$ 200,000.00	5.22%	1/27/2025	\$ 200,000.00	\$ 10,440.00
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	\$ 500,000.00	\$ 16,650.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	\$ 500,000.00	\$ 18,000.00
3130AW3Z1	\$ 500,000.00	5.00%	5/22/2026	\$ 500,069.44	\$ 25,000.00
3135GAKB6	\$ 300,000.00	5.63%	11/24/2026	\$ 300,000.00	\$ 16,734.38
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$ 10,500.00
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$ 10,000.00
3130AXHF8	\$ 500,000.00	6.05%	10/26/2028	\$ 500,000.00	\$ 30,250.00
	<u>\$ 6,858,000.00</u>			<u>\$ 6,850,062.44</u>	<u>\$ 226,419.38</u>
PNC CAPITAL					
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income
Federal Farm Credit Bank					
3133EMTD4	\$ 250,000.00	0.37%	3/15/2024	\$ 250,411.11	\$ 462.50
Freddie Mac					
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$ 2,700.00
US Treasury Notes					
91282CGD7	\$ 150,000.00	4.25%	12/31/2024	\$ 152,264.27	\$ 6,375.00
91282CGN5	\$ 150,000.00	4.63%	2/28/2025	\$ 151,984.62	\$ 6,937.50
91282CHD6	\$ 200,000.00	4.25%	5/31/2025	\$ 199,550.20	\$ 8,500.00
Total PNC	<u>\$ 1,350,000.00</u>			<u>\$ 1,355,454.90</u>	<u>\$ 24,975.00</u>
Total	\$ 8,208,000.00			\$ 8,205,517.34	\$ 251,394.38

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

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2024	\$ 5,970.00	\$ 3,996.17	\$ 39,660.25	\$ 49,626.42
2023	\$ 810.00	\$ 871.02	\$ 21,248.58	\$ 22,929.60
Change - YTD	\$ 5,160.00	\$ 3,125.15	\$ 18,411.67	\$ 26,696.82

Interest Income Schedule - Next Twelve Months

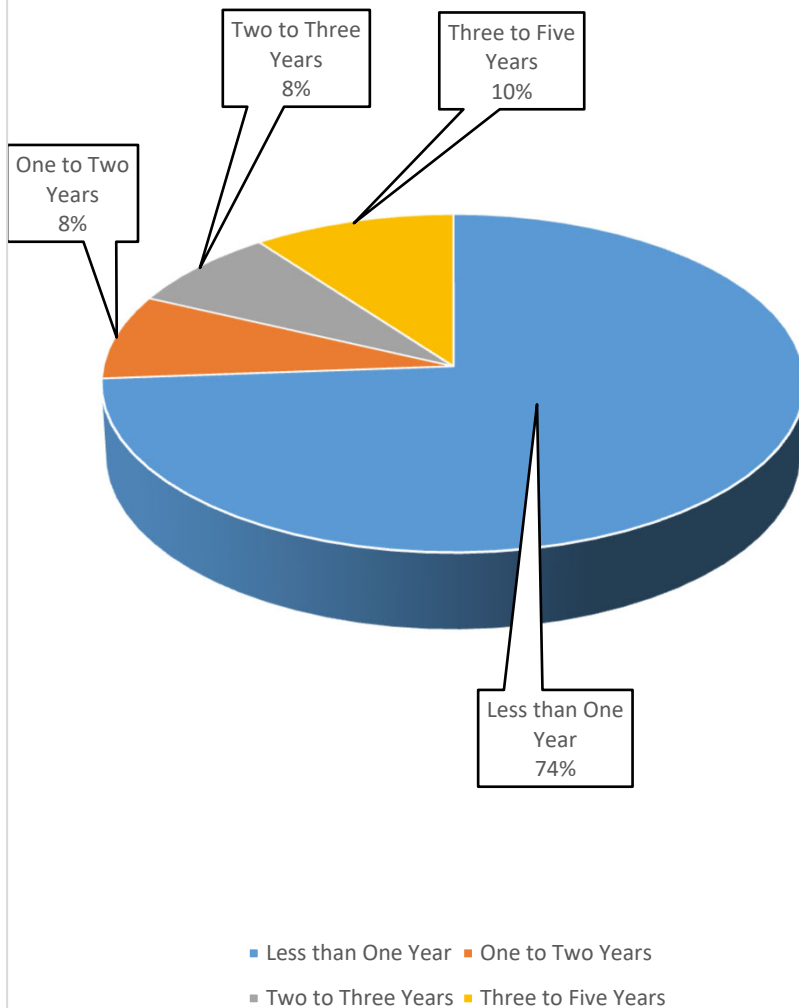
	US Bank	PNC	STAR (1)	Total
February	\$ 31,765.00	\$ 3,468.75	\$ 38,540.09	\$ 73,773.84
March	\$ -	\$ 462.50	\$ 39,144.38	\$ 39,606.88
April	\$ 36,125.00	\$ -	\$ 39,315.64	\$ 75,440.64
May	\$ 29,121.88	\$ 5,600.00	\$ 39,487.64	\$ 74,209.52
June	\$ 465.00	\$ -	\$ 35,883.22	\$ 36,348.22
July	\$ 18,595.00	\$ 3,187.50	\$ 39,817.39	\$ 61,599.89
August	\$ 25,675.00	\$ 3,468.75	\$ 36,182.87	\$ 65,326.62
September	\$ -	\$ -	\$ 36,326.09	\$ 36,326.09
October	\$ 36,125.00	\$ -	\$ 36,469.88	\$ 72,594.88
November	\$ 29,487.50	\$ 5,600.00	\$ 36,614.24	\$ 71,701.74
December	\$ 465.00	\$ -	\$ 36,759.18	\$ 37,224.18
January	\$ 18,595.00	\$ 3,187.50	\$ 36,904.68	\$ 58,687.18
	\$ 226,419.38	\$ 24,975.00	\$ 451,445.32	\$ 702,839.70

1 - STAR Ohio Interest rates projected at 5.5% for February, 5.25% through May, 4.75% for June through December 2024

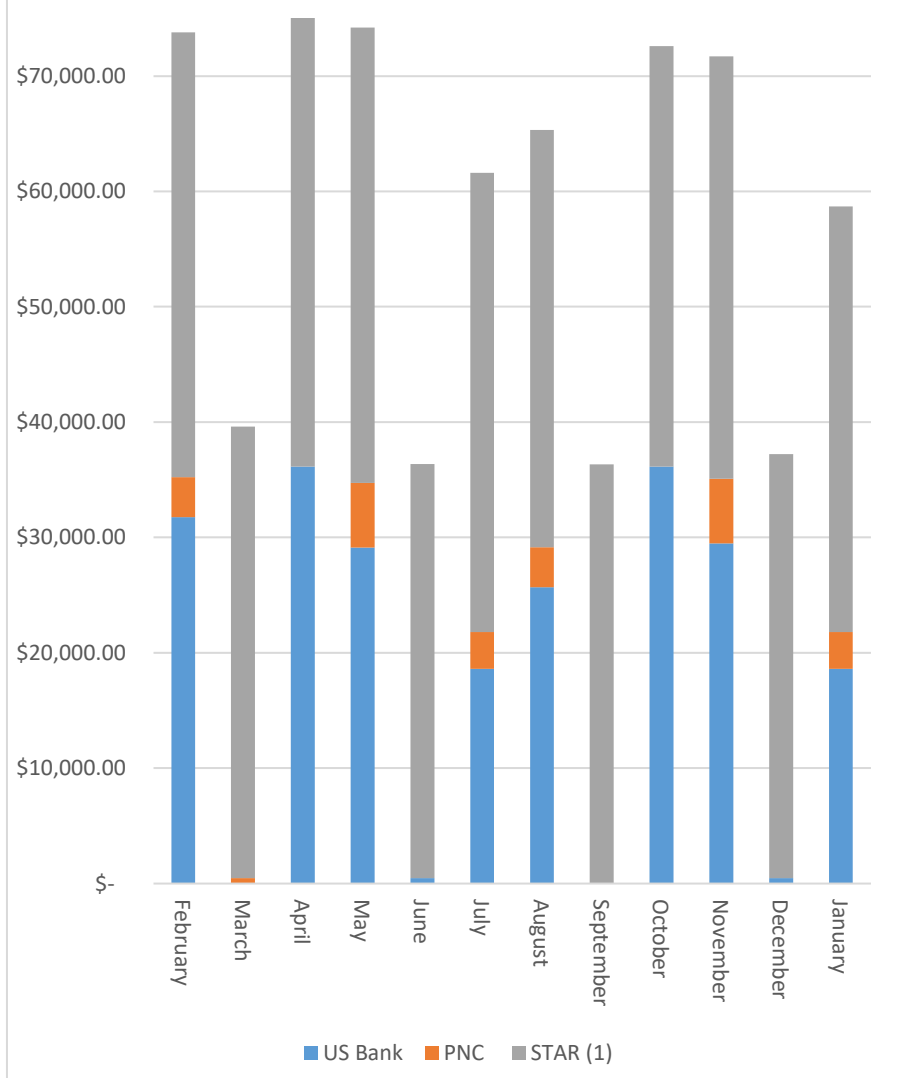
Investment Maturity Summary

Agency	Less than One Year	One to Two Years	Two to Three Years	Three to Five Years	Total
STAR Ohio	\$ 8,408,747	\$ -	\$ -	\$ -	\$ 8,408,747
Money Market	\$ 16,100	\$ -	\$ -	\$ -	\$ 16,100
Fannie Mae	\$ 708,000	\$ -	\$ -	\$ -	\$ 708,000
Federal Farm Credit Bank	\$ 250,000	\$ -	\$ 500,000	\$ -	\$ 750,000
Federal Home Loan Bank	\$ 2,150,000	\$ 1,000,000	\$ 800,000	\$ 1,000,000	\$ 4,950,000
Freddie Mac	\$ 600,000	\$ -	\$ -	\$ 700,000	\$ 1,300,000
US Treasury Notes	\$ 150,000	\$ 350,000	\$ -	\$ -	\$ 500,000
Total	\$ 12,282,847	\$ 1,350,000	\$ 1,300,000	\$ 1,700,000	\$ 16,632,847

Investment Laddering - Including STAR Ohio and PNC Money Market



Monthly Projected Investment Income - Next
Twelve Months



APPENDED TO FEBRUARY 20, 2024 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- Graham Dostal, Systems Administrator, 2/12/24, \$30.55 per hour, 40 hours per week

Promotions

- None

End of Provisionary

- Maggie Denlinger, Shelving Assistant Substitute, 1/5/24, \$10.89 per hour
- Racheal Ward, Outreach Services Coordinator, 1/24/24

Change in Status

- None

Retirement

- None

Resignation/Termination

- None

EXPENDITURES FOR APPROVAL AT FEBRUARY MEETING

February 20, 2024

CURRENT EXPENDITURES

GENERAL FUND:

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

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

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

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

MISCELLANEOUS:

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

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

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

February 2024

New Business

February 21, 2024

Legal Advertising
Cox Ohio Publishing

VIA EMAIL: legals.legals@coxinc.com

We are required by state statute to publish a notice that the annual financial report is complete and available for inspection.

The following is the notice I would like to run one time in the legal ads section of the Dayton Daily News:

NOTICE

The 2023 annual financial report of the Washington-Centerville Public Library has been completed. The report is available for inspection at the Office of the Fiscal Officer at 111 West Spring Valley Road, Centerville, OH 45458 between the hours of 10:00 a.m. – 4:00 p.m. Monday through Friday.

Please email me at jmonteith@wclibrary.info with a cost for the ad. If you have any questions about the ad, you can reach me between the hours of 8:00 a.m. – 4:30 p.m. Monday – Friday.

Thank you.

Sincerely,

John Monteith
Fiscal Officer

RESOLUTION NO. 024-002

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

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

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

_____ moved, _____ seconded of the following resolution:

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

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

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

Purchase Order No. 2024-00173	\$	3,973.00
Total	\$	3,973.00

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

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

Passed: February 20, 2024

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

CERTIFICATE

The undersigned, President and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on February 20, 2024 and in appearing upon the official records of said Board.

President, Board of Trustees

Fiscal Officer



Washington-Centerville Public Library

111 West Spring Valley Road
Centerville, OH 45458

PURCHASE ORDER

Page: 1
P.O. Number: 2024-00173
P.O. Date: 02/02/2024
Req. Number: 24-FC-00024
Requested By: Gary Berry
Blanket Type:
Ship Via:
Terms:

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

Then and Now Certification

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

Vendor 00141
RIECK MECHANICAL
PO BOX 13565
DAYTON, OH 45413

937-433-8091

Exempt from Ohio Sales Tax and Federal Excise Tax

FID# 31-6006599

Line	Description/Project	Account	Qty	Unit	Price/Unit	Amount
001	2024 HVAC Maintenance CV	101.10.53310	1			\$2,554.00
002	2024 HVAC Maintenance CV - Chiller	101.10.53310	1			\$1,419.00

Purchase Order Total: \$3,973.00

Certification

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

Director

2/2/2024

Date

Fiscal Officer

2/2/2024

Date

January 2024

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
CIRCULATION												
Total Circulation	57,883	57,435	-0.8%	41,528	38,085	-8.3%	2	1	-50.0%	138,490	141,513	2.2%
APPLICANT REGISTRATION												
Total Registrations	354	402	13.6%	202	179	-11.4%	3	12	300.0%	559	593	6.1%
LIBRARY CARDHOLDERS												
Total Library Cardholders										61,478	64,208	4.4%
VISITORS												
Building Visitors	17,458	18,398	5.4%	12,455	11,744	-5.7%	1,056	1,594	50.9%	30,969	31,736	2.5%
Website Visitors										68,625	149,446	117.8%
Total Visitors										99,594	181,182	81.9%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,824	3,514	24.4%	2,592	2,665	2.8%	889	1,151	29.5%	6,305	7,330	16.3%
PROGRAMS												
Adult/General Programs	6	8	33.3%	14	9	-35.7%	7	8	14.3%	44	17	-61.4%
Adult/General Program Attendees	70	100	42.9%	140	71	-49.3%	56	60	7.1%	573	171	-70.2%
Children's Programs	28	25	-10.7%	19	13	-31.6%	0	0	#DIV/0!	64	56	-12.5%
Children's Program Attendees	549	529	-3.6%	449	297	-33.9%	0	0	#DIV/0!	1,293	1,128	-12.8%
Teen Programs	5	3	-40.0%	4	1	-75.0%	0	0	#DIV/0!	9	4	-55.6%
Teen Program Attendees	69	25	-63.8%	49	7	-85.7%	0	0	#DIV/0!	118	32	-72.9%
Total Library Programs	39	36	-7.7%	37	23	-37.8%	7	8	14.3%	117	77	-34.2%
Total Library Program Attendees	688	654	-4.9%	638	375	-41.2%	56	60	7.1%	1,984	1,331	-32.9%
ELECTRONIC DATABASE USAGE	Users/Month			Queries/Month								
Library-Owned Databases*	1,945	2,417	24.3%	3,484	4,558	30.8%						
OPLIN Databases*				4,024	5,580	38.7%						
Total All Databases	1,945	2,417	24.3%	7,508	10,138	35.0%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
PRINT CIRCULATION												
Adult Books	17,388	17,640	1.4%	12,848	12,535	-2.4%	2	1	-50.0%	30,238	30,176	-0.2%
Juvenile Books	24,045	22,950	-4.6%	16,222	14,179	-12.6%	0	0	#DIV/0!	40,267	37,129	-7.8%
Off Line Transactions										2	7	250.0%
Periodicals	1,824	1,905	4.4%	1,122	918	-18.2%	0	0	#DIV/0!	2,946	2,823	-4.2%
Young Adult Books	1,729	1,912	10.6%	1,101	1,029	-6.5%	0	0	#DIV/0!	2,830	2,941	3.9%
Total Print Circulation	44,986	44,407	-1.3%	31,293	28,661	-8.4%	2	1	-50.0%	76,283	73,076	-4.2%
AV CIRCULATION												
Audiobooks	1,689	1,988	17.7%	1,645	1,513	-8.0%				3,334	3,501	5.0%
Movies (DVDs/Blu-rays)	10,151	9,892	-2.6%	7,631	6,908	-9.5%				17,782	16,800	-5.5%
Music (Compact Discs)	405	395	-2.5%	473	472	-0.2%				878	867	-1.3%
Total AV Circulation	12,245	12,275	0.2%	9,749	8,893	-8.8%				21,994	21,168	-3.8%
LIBRARY OF THINGS CIRCULATION												
Board Games	136	184	35.3%	89	166	86.5%	0	0	#DIV/0!	225	350	55.6%
Brary Bags	84	69	-17.9%	52	67	28.8%				136	136	0.0%
Hotspots	17	7	-58.8%	14	22	57.1%	0	0	#DIV/0!	31	29	-6.5%
Juvenile Tablets	318	313	-1.6%	266	211	-20.7%				584	524	-10.3%
Maker Kits	79	120	51.9%	46	38	-17.4%	0	0	#DIV/0!	125	158	26.4%
Streaming Devices	16	53	231.3%	19	27	42.1%	0	0	#DIV/0!	35	80	128.6%
Total Library of Things Circulation	650	746	14.8%	486	531	9.3%	0	0	#DIV/0!	1,136	1,277	12.4%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	29,022	29,057	0.1%	21,406	20,416	-4.6%	2	1	-50.0%	50,430	49,474	-1.9%
Juvenile Circulation	27,104	26,429	-2.5%	18,979	16,612	-12.5%	0	0	#DIV/0!	46,083	43,041	-6.6%
Young Adult Circulation	1,757	1,949	10.9%	1,143	1,057	-7.5%	0	0	#DIV/0!	2,900	3,006	3.7%
Total Physical Circulation	57,883	57,435	-0.8%	41,528	38,085	-8.3%	2	1	-50.0%	99,413	95,521	-3.9%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										1,440	1,511	4.9%
DIGITAL CIRCULATION												
eAudiobooks										13,997	16,417	17.3%
eBooks										20,149	20,680	2.6%
eMusic										264	247	-6.4%
eVideo										1,855	2,619	41.2%
eZines (Digital Magazines)										1,372	4,518	229.3%
Total Digital Circulation										37,637	44,481	18.2%

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
CIRCULATION												
Total Circulation	57,883	57,435	-0.8%	41,528	38,085	-8.3%	2	1	-50.0%	138,490	141,513	2.2%
APPLICANT REGISTRATION												
Total Registrations	354	402	13.6%	202	179	-11.4%	3	12	300.0%	559	593	6.1%
LIBRARY CARDHOLDERS												
Total Library Cardholders										61,478	64,208	4.4%
VISITORS												
Building Visitors	17,458	18,398	5.4%	12,455	11,744	-5.7%	1,056	1,594	50.9%	30,969	31,736	2.5%
Website Visitors										68,625	149,446	117.8%
Total Visitors										99,594	181,182	81.9%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,824	3,514	24.4%	2,592	2,665	2.8%	889	1,151	29.5%	6,305	7,330	16.3%
PROGRAMS												
Adult/General Programs	6	8	33.3%	14	9	-35.7%	7	8	14.3%	44	17	-61.4%
Adult/General Program Attendees	70	100	42.9%	140	71	-49.3%	56	60	7.1%	573	171	-70.2%
Children's Programs	28	25	-10.7%	19	13	-31.6%	0	0	#DIV/0!	64	56	-12.5%
Children's Program Attendees	549	529	-3.6%	449	297	-33.9%	0	0	#DIV/0!	1,293	1,128	-12.8%
Teen Programs	5	3	-40.0%	4	1	-75.0%	0	0	#DIV/0!	9	4	-55.6%
Teen Program Attendees	69	25	-63.8%	49	7	-85.7%	0	0	#DIV/0!	118	32	-72.9%
Total Library Programs	39	36	-7.7%	37	23	-37.8%	7	8	14.3%	117	77	-34.2%
Total Library Program Attendees	688	654	-4.9%	638	375	-41.2%	56	60	7.1%	1,984	1,331	-32.9%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	1,945	2,417	24.3%	3,484	4,558	30.8%						
OPLIN Databases				4,024	5,580	38.7%						
Total All Databases	1,945	2,417	24.3%	7,508	10,138	35.0%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)	2023	2024	%(+/-)
PRINT CIRCULATION												
Adult Books	17,388	17,640	1.4%	12,848	12,535	-2.4%	2	1	-50.0%	30,238	30,176	-0.2%
Juvenile Books	24,045	22,950	-4.6%	16,222	14,179	-12.6%	0	0	#DIV/0!	40,267	37,129	-7.8%
Off Line Transactions										2	7	250.0%
Periodicals	1,824	1,905	4.4%	1,122	918	-18.2%	0	0	#DIV/0!	2,946	2,823	-4.2%
Young Adult Books	1,729	1,912	10.6%	1,101	1,029	-6.5%	0	0	#DIV/0!	2,830	2,941	3.9%
Total Print Circulation	44,986	44,407	-1.3%	31,293	28,661	-8.4%	2	1	-50.0%	76,283	73,076	-4.2%
AV CIRCULATION												
Audiobooks	1,689	1,988	17.7%	1,645	1,513	-8.0%				3,334	3,501	5.0%
Movies (DVDs/Blu-rays)	10,151	9,892	-2.6%	7,631	6,908	-9.5%				17,782	16,800	-5.5%
Music (Compact Discs)	405	395	-2.5%	473	472	-0.2%				878	867	-1.3%
Total AV Circulation	12,245	12,275	0.2%	9,749	8,893	-8.8%				21,994	21,168	-3.8%
LIBRARY OF THINGS CIRCULATION												
Board Games	136	184	35.3%	89	166	86.5%	0	0	#DIV/0!	225	350	55.6%
Brary Bags	84	69	-17.9%	52	67	28.8%				136	136	0.0%
Hotspots	17	7	-58.8%	14	22	57.1%	0	0	#DIV/0!	31	29	-6.5%
Juvenile Tablets	318	313	-1.6%	266	211	-20.7%				584	524	-10.3%
Maker Kits	79	120	51.9%	46	38	-17.4%	0	0	#DIV/0!	125	158	26.4%
Streaming Devices	16	53	231.3%	19	27	42.1%	0	0	#DIV/0!	35	80	128.6%
Total Library of Things Circulation	650	746	14.8%	486	531	9.3%	0	0	#DIV/0!	1,136	1,277	12.4%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	29,022	29,057	0.1%	21,406	20,416	-4.6%	2	1	-50.0%	50,430	49,474	-1.9%
Juvenile Circulation	27,104	26,429	-2.5%	18,979	16,612	-12.5%	0	0	#DIV/0!	46,083	43,041	-6.6%
Young Adult Circulation	1,757	1,949	10.9%	1,143	1,057	-7.5%	0	0	#DIV/0!	2,900	3,006	3.7%
Total Physical Circulation	57,883	57,435	-0.8%	41,528	38,085	-8.3%	2	1	-50.0%	99,413	95,521	-3.9%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										1,440	1,511	4.9%
DIGITAL CIRCULATION												
eAudiobooks										13,997	16,417	17.3%
eBooks										20,149	20,680	2.6%
eMusic										264	247	-6.4%
eVideo										1,855	2,619	41.2%
eZines (Digital Magazines)										1,372	4,518	229.3%
Total Digital Circulation										37,637	44,481	18.2%