

ATTACHMENTS FOR MARCH 21, 2023 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Washington-Centerville Public Library
Director Activities
February 17 – March 16, 2023

Library Operations

- Met with the President of the Entrepreneur Center at The Hub and again at the Creativity Commons, with a tour of Woodbourne
- Annual performance evaluation meetings with direct reports
- Worked Sunday, March 5
- Met with two newly hired Adult Services Aides
- Attended Personnel Committee meeting
- Researched process for selecting architects for Centerville Library building project
- Investigated possible site for Creativity Commons
- The Wall That Heals
 - Held committee meetings
 - Contacted Centerville Police about escort route
 - Drafted sponsorship letter

Fiscal Management

- Stayed informed about HB1 and the impact to funding

Long-Range Planning

- Held Strategic Planning Team meeting to discuss how to keep the Roadmap front of mind and how to track progress

Communication

- Provided tour of the Creativity Commons with Nigerian representatives
- Interview with WYSO and Spectrum News 1 about the family workstation
- Led OWL meeting discussion on Communication
- Covered tasks while Community Relations Manager is out on leave
 - WYSO ad spots for March and April
 - TV slides for March and April
 - Get in the Know newsletter for March
 - Calendar of Events cover story for April – June
 - Provided direction for Graphic Designer on van wrapping and Friends book sale banner

Community / Professional Involvement

- Attended OLC's Legislative Network virtual meeting
- Attended ETM meeting
- Attended Talent 360 conference on staff development sponsored by Miami Valley Human Resources Association and Dayton Chamber
- Attended session from Ohio Plan on Best Practices: Hiring, Internal Investigations, and Disciplinary Practices
- Attended second session of Portrait of a Graduate at Centerville High School
- Attended Friends monthly meeting

Vacation – March 10 & 13

March 2023

Human Resources Recommendations



2023 PAY RANGE RECOMMENDATIONS

To remain competitive with comparable libraries and increase our efforts to attract and retain quality candidates and current employees, an increase of 2% to the minimum and 5% to the maximum of the majority of pay ranges is recommended for 2023. We are actively recruiting for three positions, with another two positions in the near future. The recommend adjustments to pay ranges will not impact wages of current staff.

2023 PAY RATES RECOMMENDATIONS FOR NON-BARGAINING UNIT EMPLOYEES

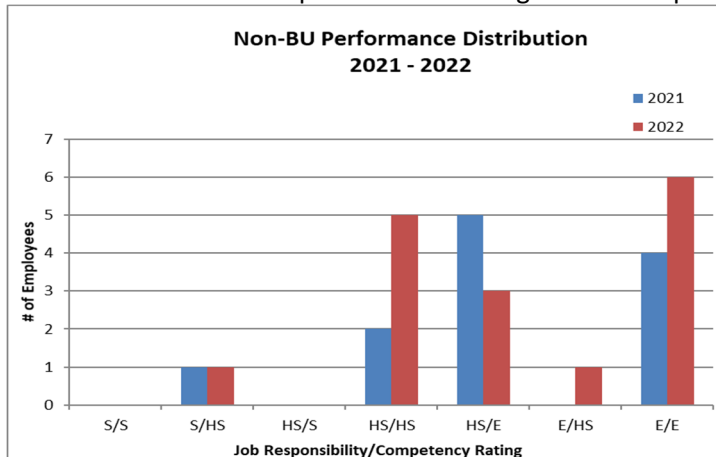
Sixteen employees, comprised of exempt and non-exempt in supervisory/confidential roles were evaluated for prior year performance. Three employees, currently in their provisional period, are not included in the recommendations following.

Employees are evaluated on their specific job responsibilities and tasks as well as five core competencies. Core competencies are Communication, Customer Service, Managing Performance, Problem Solving and Teamwork. An overall rating is assigned by their supervisor to each area.

The performance distribution (Job Responsibilities/Core Competency) is as follows:

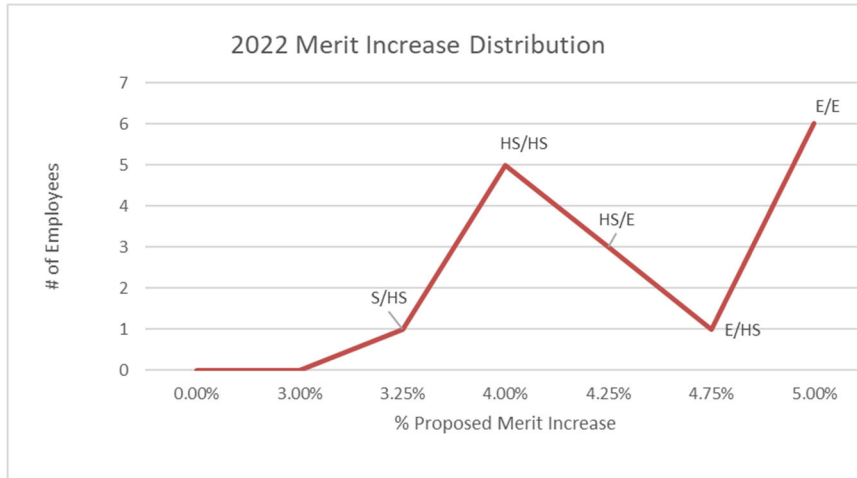
- Exceptional/Exceptional rating (E/E) = 6 employees
- Exceptional/Highly Successful rating (E/HS) = 1 employee
- Highly Successful/Exceptional rating (HS/E) = 3 employees
- Highly Successful/Highly Successful rating (HS/HS) = 5 employees
- Successful/Highly Successful rating (S/HS) = 1 employee

See distribution of 2022 performance ratings for as compared to 2021



Recommendations for Merit Increases:

Proposed individual merit increases range from zero to 5 percent based on 2022 performance. Adjustments will be made according to where the individual's pay fell to midpoint. The average merit increase is 4.52% after midpoint adjustment.



The above compensation strategy will also be used to award merit for non-bargaining unit employees eligible for merit increases at the end of their provisional period as well as eligible partially benefited employees who will be participating in the performance management process in April for prior year, April 1, 2022 to March 31, 2023 performance.

Annual cost of proposed merit increases for sixteen non-bargaining unit, fully benefited employees is \$38,884.76.

2023 NEW & REVISED PERSONNEL POLICIES

The following policies are being proposed or revised to align with new contract language of current Collective Bargaining Agreement (CBA) with WCPLSA.

- Salary – Recognition of Degree Completion Policy – New Policy
- Parenthood Leave Policy – New Policy
- Funeral Leave Policy – Revision
- Holiday Pay Policy – Revision
- Vacation Leave Policy - Revision

SALARY
RECOGNITION OF DEGREE COMPLETION
Policy

An employee who is at the Library Specialist, Level 1 (Bachelor's) and completes a Master's degree in Library and Information Science or Master's in a related field from an accredited college will have their position reclassified and pay adjusted to Library Specialist, Level 2 (Master's). Reclassification and pay adjustment will occur at the beginning of the next full pay period following submission and certification of an earned degree from an accredited college.

Board Approval: 3-23 MR

PARENTHOOD LEAVE
Policy

An employee who is not otherwise eligible for FMLA leave will be eligible for parenthood leave up to twelve (12) continuous weeks during the twelve (12) month period beginning on the date of the birth, or placement for adoption or foster care.

Employees granted parenthood leave must use all remaining paid leave (sick, vacation, and floating holidays) before using unpaid leave. In no event will such leave extend beyond a period of twelve (12) weeks, unless otherwise required by law.

Board Approval: 3-23 MR

FUNERAL LEAVE

Policy

Employees in fully benefited status will receive five (5) days leave with pay for the death of a parent, stepparent, spouse, *child or stepchild. Three (3) days leave with pay will be granted for other immediate family members including siblings, siblings-in-law, grandchildren, grandparents, grandparents-in-law, parents-in-law, or son/daughter-in-law. One (1) day leave with pay will be granted for other family members including aunts, uncles, cousins, nieces or nephews.

If the location of the service is greater than 300 AAA miles from Centerville (one way), the employee will be allowed an additional one (1) day which will be chargeable against sick leave.

Such leave must be ~~initiated within ten (10) days of~~ taken with one (1) year after the death and must be taken on consecutive days. The Library will consider extenuating circumstances on a case by case basis. Employee must provide notice within fourteen (14) days of the family member's death that such leave may be contemplated at a later time.

Funeral leave does not count toward overtime.

* Child is defined to include a son or daughter by birth or adoption, a foster child living in the same home, or a child for whom an employee is the legal guardian if the child is living in the same home.

Revision: ~~12-20-MXR~~ 3-23 MR

HOLIDAY PAY

Policy

Benefited employees shall be entitled to the following holidays with pay:

New Year's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

Additionally, an employee may elect to take 3 hours on a religious holiday such as Good Friday, by arrangement with the Supervisor or Manager in his/her absence.

Benefited employees shall record hours on their time sheet in the “holiday” space according to the following formula:

<u>Regularly Scheduled Weekly Hours</u>	<u>Rate for Holiday Pay</u>
20.5 to 24.5	4 hours pay
25 to 29.5	5 hours pay
30 to 34.5	6 hours pay
35 to 39.5	7 hours pay
40	8 hours pay

In order to receive Holiday pay, employees must work their last scheduled day before and their first scheduled day after the Holiday. However, employees on an approved vacation leave or previously scheduled sick leave will be considered to have worked those days.

It is possible that an employee who works 40 hours during the holiday week on days before or after the holiday will have a total of 48 hours for the week. This employee will be paid for 48 straight-time hours. Holiday pay does not count toward overtime.

HOLIDAY PAY

Procedure

In order to earn a full week’s pay during the week of a holiday, the employee may make up the time lost by working extra hours during the same week as approved by the supervisor or use accrued vacation hours for the balance of the scheduled hours. If the employee does not have any accrued vacation hours remaining to draw from, he/she may request to take leave without pay (See Time Off Without Pay Policy).

Revision: ~~12-16-MR~~ 3-23 MR

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, ~~E~~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. ~~The Fiscal Office must be notified in writing of the employee's intent to carry over vacation leave within one (1) month of the employee's anniversary date.~~ 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. 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: ~~11-15 ML~~ 3-23 MR

February 2023

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

February 21, 2023

CALL TO ORDER

The regular Board of Trustees meeting for February 2023 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**; Mrs. Herrick, **Absent**; Mr. Nunna, **Present**; Mrs. Suttman, **Absent**; and Mr. Talda, **Present**; also Mrs. Fultz, Library Director; and Mr. Monteith, Fiscal Officer; and members of the public.

HEARING OF THE PUBLIC

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

APPROVAL OF MINUTES

Mrs. Cline noted one error in the January 17, 2023 Board Meeting Minutes. The Oath of Office was delivered to Barbara Denison, but was incorrectly listed as being delivered to Liz Cline.

Mrs. Herrick moved to approve the January 17, 2023 Meeting Minutes as corrected and Mrs. Suttman seconded the motion.

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

Motion is approved

DIRECTOR'S REPORT

▪ **FACILITIES**

- ❖ Centerville Library
 - HVAC project
 - Tri-Tech is working on the plans for the system and will be walking through the library week of 2/27
- ❖ Woodbourne Library
 - HVAC Project
 - Issues recently with boiler – maintenance/repair this week
 - Tri-Tech is seeking quotes from Rieck, Applied and Eagle
 - Mandatory pre-bid meeting for contractors on 3/2, with quotes due by 3/9
- ❖ Creativity Commons
 - Delegates from Nigeria visited on Friday

- Rental property on Clyo
- Tour earlier today at the Entrepreneur Center to discuss potential opportunities
- ❖ Van – put our name on a van at Mercedes-Benz of Centerville, due in May
- **PERSONNEL**
 - ❖ Two Adult Services Aides hired, starting 2/27 – these replace one who left before the holidays and the desk hours from the Team Leader promotion
 - ❖ Posting soon for student shelver in Materials Handling, and Public Services Aide to replace promotion to Makerspace Specialist
- **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Held first off-site program at Sinclair Community College
 - ❖ Adult Winter Reading Roadmap ends 2/28
 - ❖ Upcoming programs and exhibits
 - INspiration – 15 premier Dayton artists on exhibit 3/1 – 4/3
 - Book character March Madness – begins 3/13
- **OTHER**
 - ❖ Caresource shot commercial footage at Woodbourne
 - ❖ Press coverage over the Underground Railroad quilt and family workstation
 - ❖ PLF update – Dewine’s proposed maintaining at 1.7%, but legislators are proposing changes to tax laws that would reduce the amount State collects

FISCAL OFFICER’S REPORT

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

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

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

- b. Payment of February Expenditures

Mrs. Herrick moved to approve the payment of November expenditures, and Mrs. Denison 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>Absent</u>

Mrs. Denison	<u>Yes</u>
Mrs. Herrick	<u>Absent</u>

Mr. Talda	<u>Yes</u>
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The motion is approved.

c. 2023 Annual Financial Report and Legal Advertisement

Mr. Monteith presented the 2023 Annual Financial Report to be filed with the Auditor of State and the Legal Advertisement to be run one-time in the Dayton Daily News.

Mr. Nunna moved to approve the 2023 Annual Financial Report and legal advertisement, and Mr. Talda seconded the motion.

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

The motion is approved

NEW/OLD BUSINESS

a. **Reappointment of Susan Brown to the Personnel Appeals Board for a period of three years (January 1, 2023 to December 31, 2025)**

Mr. Bowling moved to reappoint Susan Brown to the Personnel Appeals Board for a period of three years. Mr. Nunna seconded the motion.

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

b. **Resolution No. 023-002: Authorization of Changes to U.S. Bank Signers and Master Services Agreement (copy of resolution appended to these Minutes)**

Mr. Monteith stated that this resolution is necessary as a result of changes in Board Officers.

Mr. Bowling moved and Mrs. Cline seconded for the adoption of Resolution No. 023-002: Board Authorization of Changes to the Master Services Agreement, Authorized Account Signers, Treasury Management Signers and Investment Account Signers.

The roll call vote was as follows:

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

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

Resolution No. 023-002 is approved.

- c. **Resolution No. 023-003: Establishing a New Account with the Dayton Foundation for the Collection of Donations for “The Wall That Heals” (copy of resolution appended to these Minutes)**

Mr. Monteith stated that he had discussed this with the Dayton Foundation and discovered that a Charitable Checking Account with the Dayton Foundation would be the best option based on the circumstances. This account does not carry any fees and will allow us to request disbursement when we make expenditures.

Mr. Nunna moved and Mrs. Cline seconded for the adoption of Resolution No. 023-003: Establishing a New Account with the Dayton Foundation for the Collection of Donations for “The Wall That Heals”

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>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Absent</u>		

Resolution No. 023-003 is approved.

- d. **Resolution No. 023-004: Establishing a Special Revenue Fund for Donations for “The Wall That Heals” (copy of resolution appended to these Minutes)**

Mr. Monteith stated that this resolution is necessary as the Ohio Revised Code does not specifically require this fund. Since this is not required by statute, a request must be filed with the Auditor of State for approval of the fund. Once their approval is received, the new fund will be created in the accounting system and used to account for all activity related to “The Wall That Heals”.

Mr. Bowling moved and Mr. Talda seconded for the adoption of Resolution No. 023-004: Establishing a Special Revenue Fund for Donations for “The Wall That Heals”

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>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Absent</u>		

Resolution No. 023-004 is approved.

e. **Resolution No. 023-005: Authorization to Void Stale Dated Checks and Transfer Funds to Unclaimed Funds for a Period of No Less Than Five Years**

Mr. Monteith stated that there were several checks that have been outstanding for more than 180 days. As a result, they are now considered to be void. According to the requirements of Ohio Rev. Code § 9.39, these checks will now be moved to the Unclaimed Funds Fund for a period of not less than five years. If, after five years, they remain unclaimed, the funds will be transferred to the General Fund. The checks are:

Date	Check #	Payee	Purpose	Amount
5/17/2022	43047	Kay Daily	Patron Refund	\$ 28.00
6/21/2022	43127	Kate Obeta	Patron Refund	\$ 23.00
			Total	\$ 51.00

Mr. Talda moved, Mrs. Cline seconded for the adoption of Resolution No. 023-005: Authorization to Void Stale Dated Checks and Transfer Funds to Unclaimed Funds for a Period of No Less Than Five Years.

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>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Absent</u>		

Resolution No. 023-005 is approved.

f. **Appropriation Transfer – Friends Grant for Library Branded Merchandise for Staff**

This transfer is necessary to allow us to pay for the branded merchandise that the Friends of WCPL granted to us in the 2023 Grant Request. This was not accounted for in the appropriations approved in December and there is no place to transfer the appropriations from that would not require board approval. The proposed transfer of appropriations is:

Account Code	Description	Appropriation Decrease	Appropriation Increase
101.00.51999	Other Employee Benefits - General		\$ 4,000
101.10.51610	Health Insurance - Outreach & Public Services	\$ (2,150)	
101.11.51610	Health Insurance - Adult Services	\$ (600)	
101.12.51610	Health Insurance - Youth Services	\$ (500)	
101.13.51610	Health Insurance - Teen Services	\$ (50)	
101.14.51610	Health Insurance - Systems	\$ (150)	
101.15.51610	Health Insurance - Community Relations	\$ (150)	
101.16.51610	Health Insurance - Human Resources	\$ (100)	
101.18.51610	Health Insurance - Administrative/Fiscal	\$ (150)	
101.24.51610	Health Insurance - Creativity Commons	\$ (150)	
	Total	\$ (4,000)	\$ 4,000

Mr. Talda moved to approve the appropriation transfer, and Mr. Nunna seconded the motion

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

The motion is approved.

g. **Resolution No. 023-006: Resolution of Gratitude to Lisal and Don Gorman**

Mr. Talda presented Resolution No. 023-006 and stated that this resolution is related to Lisal and Don Gorman's support of public libraries in Columbus. As part of this, he was hoping to have the Washington-Centerville Public Library's Board of Trustee pass a Resolution of Gratitude honoring their support of public libraries.

Mr. Nunna moved for approval of the following resolution, and Mr. Bowling seconded the motion.

RESOLUTION NO. 023-006

WHEREAS, The Board recognizes as its primary purpose the support and advancement of the Washington Centerville Public Library.

WHEREAS, The Board recognizes and supports the importance of all public library systems which provide education and resources in their own communities.

WHEREAS, The Board is aware of the many years of support provided by Lisal and Donald Gorman to the Columbus Metropolitan Library.

WHEREAS, It has been brought to the Board's attention of a recent gift of financial support extended by Lisal and Don to the Columbus Metropolitan Library and in particular to support the construction of the new Gahanna, Ohio Branch Library.

WHEREAS, On March 2, 2023 the Columbus Metropolitan Library is holding a celebration of the opening of its new Gahanna Ohio Branch Library and will recognize Lisal and Don for their benevolent support.

WHEREAS, The Board applauds the generosity of Lisal and Don and expresses its thanks and gratitude for their continuing support of public libraries.

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>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Absent</u>		

Resolution No. 023-006 is approved.

ADJOURNMENT

Mr. Bowling moved to adjourn the meeting, and Mr. Talda seconded the motion. Meeting was adjourned at 7:57 PM

President

Vice President

EXPENDITURES FOR APPROVAL AT FEBRUARY MEETING

February 21, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	31.31
Amazon - books, av materials	2,871.43
Baker & Taylor Books – books & AV materials	1,214.61
Bonham Electric - entrance sign light repair @ CV	250.00
Brodart –books	20,941.63
Centerville City Schools - joint public entities dinner/meeting	112.00
Centerville Landscaping - groundskeeping	9,529.50
Centerville Rotary Club- dues	206.00
Chard Snyder - Cobra admin fee	125.00
Christian Davell - employee reimbursement for program supplies	12.99
Cintas - facilities maintenance	784.84
CFRA - Marketscope Advisor renewal	7,100.00
Creative Impressions - printing	408.00
Debe Dockins - employee mileage reimbursement	31.57
Dell - replacement intranet server	9,533.97
Demco - supplies/ family workstation	7,223.86
Digital Fringe - printing services	151.46
Donnellon McCarthy - copier maintenance	1,126.57
DSS Sweeping Service - site maintenance	161.40
Emily Mitsch - patron refund	11.99
Findaway - launch pads	137.47
Gleason - facilities cleaning	12,200.00
Jennifer Repka - patron refund	12.99
Jo-Ann Stores - Creativebug subscription	1,650.00
Joan Cutlip - patron refund	20.99
Joan Kolber - patron refund	21.99
Jordan Castel - patron refund	35.95
June Bullock - employee mileage reimbursement	57.75
Kanopy - e-videos	1,363.00
Kroger - supplies, program supplies	365.05
Kyle Knepp - employee mileage reimbursement	14.41
Michele Tilley - employee mileage reimbursement	13.69
Midwest Tape – AV materials & e-video	5,692.32
National Air and Space - subscription renewal	35.00
Office Depot - supplies	254.95
Ohio Treasurer, Robert Sprague - 2023 CPIM Fee for Fiscal Officer	100.00
Overdrive - ebooks	95.68
Patricia Cavender - patron refund	39.99
PayPal - banking fees	39.90
Rush Transportation – contracted services	1,179.51

Scott Royal - employee mileage reimbursement	16.77
South Community - fees for employee assistance	202.50
Sravan Metla - patron refund	27.49
Staples – office supplies	99.03
Structured Employees Benefits of Ohio - group life insurance premiums	242.80
Today's Business Solutions - annual maintenance for WB scan station	1,095.00
Unique - recovery & collection fees	344.75
Vaule Line Institutional - database renewal	7,100.00
Westerville Public Library - SearchOhio fee & bags	7,306.45
Wycom Systems - software license	195.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 101,788.56

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #2	\$ 113,476.73
Payroll #3	115,399.77
Payroll #4	114,682.25
TOTAL PAYROLL	\$ 343,558.75

MISCELLANEOUS:

AES Ohio – utilities	6,730.53
Age of Learning - subscription to ABCmouse database	2,108.82
Amazon - books, av materials	\$ 8,179.62
AT&T -phone service	287.96
CDW-G - Meraki licenses for patron wireless access points	1,436.56
CenterPoint Energy – utilities	5,832.17
Centerville City Schools -January health insurance premium	39,423.70
Centerville City Schools -February health insurance premium	39,471.45
Charter Communications - utilities	1,083.49
Columbus Metro Library - digital downloads	322,000.00
Creative Impressions - printing	450.00
Dayton Area Chamber - annaul dues	510.00
Delta Dental - Feb insurance premium	1,640.58
Distribution By Air- freight for Caldecott Exhibit	1,635.76
EBSCOhost - database renewal	1,487.00
Gale - databases renewal	10,336.20
Gene Wisniewski - speaker stipend	150.00
Health Equity – Feb HSA contribution	7,133.47
Home Depot - supplies	90.65
Innovative - IUG membership	110.00
Jewish Federation of Greater Dayton - Jewish book fair sponsor 2023	500.00
Kaia Alderson - speaker stipend	75.00
Lowe's - facilities maintenance	450.48
Medibag - advertisement on Kroger pharmacy promotional bag	450.00

Montgomery County - quarterly water/sewer	514.13
Montgomery County Treasurer - annual disposal fees	371.50
Ohio Business Gateway - sales tax	710.37
Ohio Library Council - institutional membership	11,292.00
OPERS – employer pick-up & match	79,957.49
Rieck - parts for WB boiler/scheduled maintenance agreement	4,217.50
Rumpke - waste removal	699.58
Scholastic - database subscription renewals	1,573.00
Scot Stone - legal fees	187.50
Susan Cannavino - speaker stipend	125.00
Silco - fire & Security alarm monitoring	1,980.00
Taft Stettinius & Hollister - legal fees	19,712.50
T-Mobile - hotspots	602.70
Transformations Plus - carpet cleaning service	1,113.00
U. S. Bank—employer share of Medicare	4,879.01
U. S. Bank – banking fees	872.33
U.S. Bank - advertising, program supplies, av materials	4,071.65
Vernon McIntyre - speaker stipend	400.00
WYSO - advertising	150.00
TOTAL MISCELLANEOUS	<u>\$ 585,002.70</u>
GRAND TOTAL FEBRUARY MEETING	<u><u>\$ 1,030,350.01</u></u>

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

BOARD OF TRUSTEES

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on February 21, 2023 at 7:00 pm at the Centerville Library with the following members present:

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

Bowling moved, Cline seconded of the following resolution:

RESOLUTION NO. 023-002

As part of the change in officers of the Board, we need to make changes to the Master Services Agreement. This is the authorization to make any and all changes to the bank accounts. At a minimum, this needs to be the Board President and Vice President.

The changes to be authorized, at a minimum, are:

Add:

- Barbara Denison, President
- Randall Bowling, Vice President

Remove:

- Liz Cline

It is also necessary to make changes to the Appendix A-1: New Account/Change in Authorized Signers. The changes to this are:

Add:

- Carleen Suttman, Secretary

Delete:

- Liz Cline

Changes are also needed to Appendix B, which is the authorization to make changes to Treasury Management Services. This would include the authorization to make changes or additions to the allowable ACH debit transactions. The Fiscal Manual allows for changes to be made based on the approval of the Fiscal Officer and Library Director. However, these changes must currently be approved by the Board President or other officer. Additionally, there have been no changes made to this appendix since at least 2019. The changes required are:

Remove:

- Ram Nunna
- Elizabeth Cline
- Cynthia Uttermohlen

Add:

- Barbara Denison, President
- Carleen Suttman, Secretary
- John Monteith, Fiscal Officer

Finally, the US Bank Investments Customer Identification Supplement needs to be updated. This will involve removing Liz Cline, and replacing her with Barbara Denison.

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

Mr. Bowling	<u>4</u>	Mr. Nunna	<u>4</u>
Mrs. Cline	<u>4</u>	Mrs. Suttman	<u> </u>
Mrs. Denison	<u>4</u>	Mr. Talda	<u>4</u>
Mrs. Herrick	<u> </u>		

Passed: February 21, 2023

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

The undersigned, Fiscal Officer 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 21, 2023 and in appearing upon the official records of said Board.

Barbara Denison

President, Board of Trustees

Washington-Centerville Public Library

John M. B. II

Fiscal Officer

Washington-Centerville Public Library

ESTABLISHING A NEW ACCOUNT WITH THE DAYTON FOUNDATION FOR THE
COLLECTION OF DONATIONS FOR "THE WALL THAT HEALS"

BOARD OF TRUSTEES
WASHINGTON-CENTERVILLE PUBLIC LIBRARY

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on February 21, 2023 at 7:00 pm at the Centerville Library with the following members present:

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

Nunna moved, Cline seconded of the following resolution:

RESOLUTION NO. 023-003

Oversight of the financial activity of the library is an important role of the Library Board of Trustees. As part of this, Board knowledge and approval of any new bank accounts to be opened in the name of the Washington-Centerville Public Library is one of the most important roles. Additionally, the Auditor of State has generally considered this to be a requirement even though it is not specifically outlined in the Ohio Revised Code.

Therefore, be it resolved, that the Board of Trustees does hereby approve the opening of a charitable checking account with the Dayton Foundation for the purposes of collecting and maintaining donations for "The Wall That Heals" travelling Vietnam Veterans Memorial wall to be hosted in July 2023.

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

Mr. Bowling	<u>Yes</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>Absent</u>		

Passed: February 21, 2023

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

CERTIFICATE

The undersigned, Fiscal Officer 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 21, 2023 and in appearing upon the official records of said Board.

Barbara Demion

President, Board of Trustees
Washington-Centerville Public Library

Janette H

Fiscal Officer
Washington-Centerville Public Library

DRAFT - UNAPPROVED

ESTABLISHING A SPECIAL REVENUE FUND FOR DONATIONS FOR THE
WALL THAT HEALS

BOARD OF TRUSTEES
WASHINGTON-CENTERVILLE PUBLIC LIBRARY

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on February 21, 2023 at 7:00 pm at the Centerville Library with the following members present:

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

Bowling moved, Talda seconded of the following resolution:

RESOLUTION NO. 023-004

Ohio Rev. Code § 5705.12 states “In addition to the funds provided for by sections 5705.09, 5705.121, 5705.13, and 5705.131 of the Revised Code, the taxing authority of a subdivision may establish, with the approval of and in the manner prescribed by the auditor of state, such other funds as are desirable, and may provide by ordinance or resolution that money derived from specified sources other than the general property tax shall be paid directly into such funds. The auditor of state shall consult with the tax commissioner before approving such funds.”

During July 2023, the Washington-Centerville Public Library will be hosting “The Wall That Heals”, which is a three-quarters size travelling Vietnam Veterans Memorial Wall. The source of the funding will be donations from the general public and grants from community organizations. As the usage of the funds will be restricted to purposes directly related to the event, it is the desire of the Board of Trustees to establish a special revenue fund to account for the revenues and expenditures for the event.

The new fund request will be sent to the Auditor of State upon approval by the Board of Trustees. If approved by the Auditor of State, the new fund will be created within the accounting system.

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


Mr. Bowling	<u>Yes</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>Absent</u>		

Passed: February 21, 2023

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

CERTIFICATE

The undersigned, Fiscal Officer 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 21, 2023 and in appearing upon the official records of said Board.



President, Board of Trustees
Washington-Centerville Public Library



Fiscal Officer
Washington-Centerville Public Library

**AUDITOR OF STATE
REQUEST FOR FUND APPROVAL**

Entity: Washington-Centerville Public Library

Fiscal Officer: John Monteith

Phone No.: (937) 610-4485

Request Date: February 22, 2023

Fund Requested: Special Revenue - "The Wall That Heals"

Purpose of Fund: To account for the collection of restricted donations and associated expenditures for "The Wall That Heals". This is a traveling Vietnam Veterans Memorial Wall that will hosted in July 2023. This event will require significant support from local community organizations and governmental partners.

Sources of Revenue: Restricted donations

Anticipated Expenditures (Types): Payroll and benefits, supplies, food and beverages for volunteers, security services, marketing, publications, and other expenditures.

NOTE: Please attach a copy of the resolution requesting approval to establish the fund.

RESOLUTION NO. 023-005

STALE DATED CHECKS TRANSFER

Ohio Revised Code Section 9.39 prescribes the process for unclaimed funds, which based on our checks occurs at 180 days. At this point, the check has become void, and the funds are to be credited to a "trust fund" and shall be retained there until they are claimed by their rightful owner.

If the owner claims the funds, the money is to be transferred back to the General Fund and then paid out, as it was originally intended to be. If, after five years, the money remains unclaimed, it is then transferred back to the general fund of the library.

We are asking the Board to approve the transfer of \$51.00, related to the following checks:

Date	Check #	Payee	Purpose	Amount
5/17/2022	43047	Kay Daily	Patron Refund	\$ 28.00
6/21/2022	43127	Kate Obetta	Patron Refund	\$ 23.00
			Total	\$ 51.00

February 2023 Fiscal Officer Report

Washington-Centerville Public Library
Monthly Cash Position And Reconciled Balances
For The Month Of February 2023

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$7,534,590.55	\$2,374,413.52	\$485,880.86	\$9,423,123.21
Unclaimed Funds	\$127.00	\$0.00	\$0.00	\$127.00
"The Wall That Heals" Fund	\$0.00	\$0.00	\$0.00	\$0.00
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$2,866,729.09	\$0.00	\$0.00	\$2,866,729.09
Perm. Imp. Fund-Ils	\$603,316.85	\$0.00	\$0.00	\$603,316.85
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$0.00	\$741,099.34
Dorothy R. Yeck Good Life End	\$4,018.97	\$0.00	\$0.00	\$4,018.97
Payroll Clearing Fund	\$1,804.33	\$62,131.03	\$61,955.39	\$1,979.97
	\$15,501,872.38	\$2,436,544.55	\$547,836.25	\$17,390,580.68

Reconciled Balances	
US Bank:	
Checking/Payroll	\$3,235,622.81
Investment	\$7,300,000.00
STAR Ohio	\$5,530,248.46
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$260,778.31
Paypal	\$1,072.31
Petty Cash	\$550.00
Total Bank Balances	\$17,419,989.30
Outstanding Checks	(\$30,062.26)
Deposit in Transit	\$641.49
Receipts to be posted	\$0.00
Fees to be posted	\$12.15
Reconciled Balance	\$17,390,580.68

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of February 2023 And Year-to-Date

101 - GENERAL FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	3,345,950.00	283,313.12	526,562.51	15.74%
GENERAL PROP TAXES-REAL ESTATE	4,528,432.00	2,022,134.48	2,069,764.98	45.71%
PROPERTY TAX ROLLBACK - STATE AID	600,000.00	0.00	0.00	0.00%
PATRON FINES & FEES	26,000.00	2,427.28	4,716.30	18.14%
COPIER INCOME	27,600.00	2,492.56	4,401.08	15.95%
PASSPORT EXECUTION FEES	25,000.00	2,275.00	4,760.00	19.04%
PASSPORT PHOTOS	6,000.00	620.00	1,240.00	20.67%
PATRON SUPPLIES	12,500.00	1,003.54	1,958.74	15.67%
INTEREST INCOME	75,000.00	55,484.67	78,414.27	104.55%
UNRESTRICTED DONATIONS	10,000.00	1,178.10	1,398.48	13.98%
DONATIONS-RESTRICTED	30,000.00	0.00	20,150.00	67.17%
REFUNDS & REIMBURSEMENTS	2,500.00	3,235.52	6,088.16	243.53%
MISCELLANEOUS-OTHER	500.00	249.25	239.75	47.95%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-GENERAL FUND	8,689,482.00	2,374,413.52	2,719,694.27	31.30%

102 - UNCLAIMED FUNDS

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	0.00	0.00	0.00	0.00%

205 - SPECIAL OPERATING FUND

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

401 - BUILDING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
TRANSFERS IN	1,000,000.00	0.00	0.00	0.00%
TOTAL RECEIPTS-BUILDING FUND	1,000,000.00	0.00	0.00	0.00%

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of February 2023 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	0.00	0.00	0.00%
TOTAL RECEIPTS-PERM. IMP. FUND	0.00	0.00	0.00	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	0.00	0.00	0.00%
TOTAL PERM. IMP. FUND-TECHNOLOGY	0.00	0.00	0.00	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	5,750.00	0.00	0.00	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	5,750.00	0.00	0.00	0.00%

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	0.00	49,081.17	95,710.20	0.00%
UNUM REVENUE	0.00	501.06	1,002.12	0.00%
DELTA REVENUE	0.00	1,083.56	2,048.80	0.00%
ANTHEM REVENUE	0.00	11,465.24	22,930.48	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	62,131.03	121,691.60	0.00%
GRAND TOTAL RECEIPTS	\$9,695,232.00	\$2,436,544.55	\$2,841,385.87	29.31%

Washington-Centerville Public Library
Expense Account Summary
For the Month of February 2023 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	580,000.00	42,641.03	85,282.07	0.00	494,717.93	14.70%
LIBRARY SPECIALISTS	1,293,500.00	92,469.67	187,212.97	0.00	1,106,287.03	14.47%
TECHNICAL SERVICES	195,000.00	14,320.00	28,640.00	0.00	166,360.00	14.69%
PUBLIC SERVICE ASSISTANTS	383,300.00	27,207.36	53,793.56	0.00	329,506.44	14.03%
SUBSTITUTES	83,000.00	3,349.82	5,945.50	0.00	77,054.50	7.16%
DEPUTY FISCAL OFFICER	92,000.00	7,022.40	14,044.80	0.00	77,955.20	15.27%
ADMINISTRATIVE SUPPORT	410,000.00	20,585.60	41,868.99	0.00	368,131.01	10.21%
FACILITIES	67,500.00	4,969.60	9,939.20	0.00	57,560.80	14.72%
LIBRARY AIDES	150,000.00	8,215.05	14,952.87	0.00	135,047.13	9.97%
MATERIALS HANDLING	119,000.00	9,301.49	16,799.04	0.00	102,200.96	14.12%
TOTAL SALARIES & LEAVE BENEFITS	3,373,300.00	230,082.02	458,479.00	0.00	2,914,821.00	13.59%
1400 - RETIREMENT-OPERS						
RETIREMENT - OPERS	774,062.00	52,985.58	132,943.07	0.00	641,118.93	17.17%
1600 - INSURANCE BENEFITS						
INSURANCE-HEALTH & DENTAL	545,010.36	39,471.45	78,895.15	395,858.55	70,256.66	14.48%
INS.-HEALTH SAVINGS	104,600.00	7,133.47	14,125.27	82,774.73	7,700.00	13.50%
INSURANCE - DENTAL	23,325.00	0.00	1,640.58	21,480.00	204.42	7.03%
INSURANCE-MEDICARE	48,912.85	3,267.72	6,515.63	0.00	42,397.22	13.32%
INSURANCE-LIFE	4,100.98	242.80	485.60	3,048.23	567.15	11.84%
INSURANCE-WORKERS' COMPENSATION	5,000.00	0.00	0.00	84.00	4,916.00	0.00%
TOTAL INSURANCE BENEFITS	730,949.19	50,115.44	101,662.23	503,245.51	126,041.45	13.91%
1900 - OTHER EMPLOYEE BENEFITS						
MEMBERSHIP DUES	3,905.00	866.00	976.00	1,240.00	1,689.00	24.99%
OTHER EMPLOYEE BENEFITS	4,000.00	0.00	0.00	4,000.00	0.00	0.00%
TOTAL OTHER EMPLOYEE BENEFITS	7,905.00	866.00	976.00	5,240.00	1,689.00	12.35%
TOTAL SALARIES & BENEFITS	4,886,216.19	334,049.04	694,060.30	508,485.51	3,683,670.38	14.20%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
OFFICE/PROGRAM SUPPLIES	41,503.11	1,098.46	3,344.43	13,998.87	24,159.81	8.06%
PROGRAM SUPPLIES	129,528.78	1,747.85	8,769.36	67,141.22	53,618.20	6.77%
CATALOGING/PROCESSING SUPPLIES	15,660.09	0.00	0.00	324.50	15,335.59	0.00%
POSTAGE	17,010.00	0.00	1,250.00	10.00	15,750.00	7.35%
SMALL TOOLS/MINOR EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
TOTAL GENERAL ADMIN SUPPLIES	206,701.98	2,846.31	13,363.79	81,474.59	111,863.60	6.47%
2200 - PROPERTY MAINTENANCE / REPAIR						
PROPERTY MAINTENANCE/REPAIR	1,100.00	0.00	0.00	100.00	1,000.00	0.00%
2500 - SUPPLIES PURCHASED FOR RESALE						
SUPPLIES PURCHASED FOR RESALE	30,362.75	475.84	2,688.63	9,667.25	18,006.87	8.86%
TOTAL SUPPLIES	238,164.73	3,322.15	16,052.42	91,241.84	130,870.47	6.74%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
IN DISTRICT MILEAGE	9,927.04	165.50	177.06	8,039.98	1,710.00	1.78%
IN HOUSE SEMINARS	3,750.00	0.00	0.00	50.00	3,700.00	0.00%
CONFERENCE/MEETING EXPENSES	13,393.82	434.00	1,733.88	561.94	11,098.00	12.95%
TOTAL TRAVEL EXPENSES	27,070.86	599.50	1,910.94	8,651.92	16,508.00	7.06%

Washington-Centerville Public Library
Expense Account Summary
For the Month of February 2023 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 SERVICES	8,640.77	0.00	287.96	5,368.01	2,984.80	3.33%
COMPUTER DATA LINE	52,843.35	1,950.35	3,488.57	35,773.75	13,581.03	6.60%
SECURITY ALARM COMMUNICATIONS	7,500.00	1,980.00	1,980.00	120.00	5,400.00	26.40%
LEGAL ADS	2,054.40	220.00	220.00	117.76	1,716.64	10.71%
PUBLICITY ADS	5,520.00	600.00	1,100.00	3,330.00	1,090.00	19.93%
PRINTING/PUBLICATIONS	49,916.90	1,202.15	857.05	2,045.62	47,014.23	1.72%
TOTAL COMMUNICATION/PRINT/PUBLICI	126,475.42	5,952.50	7,933.58	46,755.14	71,786.70	6.27%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
BUILDING/SITE REPAIRS	132,990.37	4,325.72	10,905.23	33,908.48	88,176.66	8.20%
EQUIPMENT & FURNITURE REPAIRS	36,034.95	1,126.57	3,018.02	15,895.09	17,121.84	8.38%
GROUNDS/SNOW REMOVAL	128,167.00	9,529.50	11,334.50	54,917.25	61,915.25	8.84%
JANITORIAL SERVICES	251,239.11	14,259.24	28,778.86	146,568.34	75,891.91	11.45%
TRASH SERVICES	9,218.26	699.58	1,396.63	7,203.37	618.26	15.15%
TOTAL PROPERTY						
MAINT/REPAIR/SECURITY	557,649.69	29,940.61	55,433.24	258,492.53	243,723.92	9.94%
3400 - INSURANCE						
INSURANCE-PROPERTY	32,500.00	0.00	0.00	0.00	32,500.00	0.00%
3500 - RENTS & LEASES						
RENTS & LEASES	31,500.00	0.00	0.00	0.00	31,500.00	0.00%
3600 - UTILITIES						
UTILITIES - ELECTRICITY	150,723.37	5,974.85	10,424.69	97,305.84	42,992.84	6.92%
UTILITIES - NATURAL GAS	63,587.13	5,832.17	12,098.25	38,962.43	12,526.45	19.03%
UTILITIES - WATER/SEWER	13,200.84	885.63	885.63	9,485.87	2,829.34	6.71%
TOTAL UTILITIES	227,511.34	12,692.65	23,408.57	145,754.14	58,348.63	10.29%
3700 - PROFESSIONAL SERVICES						
SPEAKERS & PROGRAM STIPENDS	16,187.89	975.00	1,050.00	9,775.00	5,362.89	6.49%
ARCHITECT/ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	
AUDITING / ACCOUNTING SERVICES	12,527.44	0.00	0.00	27.44	12,500.00	0.00%
LEGAL SERVICES	25,347.50	8,642.50	19,900.00	2,447.50	3,000.00	78.51%
TAX COLLECTION FEES	76,109.93	0.00	0.00	12.37	76,097.56	0.00%
BANKING FEES	9,329.44	782.70	1,667.85	6,884.32	777.27	17.88%
TOTAL PROFESSIONAL SERVICES	139,502.20	10,400.20	22,617.85	19,146.63	97,737.72	16.21%
3800 - SOFTWARE MAINTENANCE						
SOFTWARE MAINTENANCE	253,137.44	2,726.56	83,406.00	42,577.00	127,154.44	32.95%
3900 - OTHER CONTRACTED SERVICES						
TEMPORARY CONTRACT SERVICES	48,861.10	1,851.76	4,412.53	19,214.88	25,233.69	9.03%
ONLINE SERVICES	138,225.12	16,437.77	16,437.77	400.12	121,387.23	11.89%
COLLECTION DEVELOPMENT	5,800.00	0.00	400.00	5,400.00	0.00	6.90%
TOTAL OTHER CONTRACTED SERVICES	192,886.22	18,289.53	21,250.30	25,015.00	146,620.92	11.02%
TOTAL PURCHASED/CONTRACT SERVICES	1,588,233.17	80,601.55	215,960.48	546,392.36	825,880.33	13.60%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
NEW BOOKS	612,095.69	21,476.02	81,303.27	198,509.88	332,282.54	13.28%
NEW BOOKS - ADDITIONAL COPIES	0.00	0.00	0.00	0.00	0.00	
STANDING ORDERS/CONTINUATIONS	29,004.83	936.21	2,947.54	16,094.29	9,963.00	10.16%
BOOK RENTALS	66,629.15	106.60	243.10	63,893.40	2,492.65	0.36%
TOTAL NEW BOOKS	707,729.67	22,518.83	84,493.91	278,497.57	344,738.19	11.94%
4200 - PERIODICALS						
PERIODICALS	25,258.35	35.00	427.52	2,173.25	22,657.58	1.69%

Washington-Centerville Public Library
Expense Account Summary
For the Month of February 2023 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	60,101.31	1,404.69	4,534.60	17,766.71	37,800.00	7.54%
DVD--BLU-RAY	67,913.98	2,343.41	6,836.71	22,112.26	38,965.01	10.07%
READ ALONG AUDIO BOOKS	23,462.34	137.47	137.47	7,024.87	16,300.00	0.59%
PLAYAWAY BOOKPACKS	0.00	0.00	0.00	0.00	0.00	
PRELOADED LEARNING TABLETS	14,828.43	0.00	139.98	4,038.45	10,650.00	0.94%
BOOKS ON CD	26,268.48	536.84	1,751.37	10,958.90	13,558.21	6.67%
MP3 AUDIOBOOKS/PLAYAWAYS	20,958.66	1,685.78	3,210.04	7,998.62	9,750.00	15.32%
MP3 CD AUDIOBOOKS	0.00	0.00	0.00	0.00	0.00	
COMPACT DISCS	304.74	0.00	72.52	232.22	0.00	23.80%
BRARY BAGS	1,500.00	56.15	56.15	593.85	850.00	
TOTAL AUDIO-VISUAL MATERIALS	215,337.94	6,164.34	16,738.84	70,725.88	127,873.22	7.77%
4500 - ONLINE LIBRARY DATABASES						
ONLINE LIBRARY DATABASES	120,000.00	18,910.00	35,475.33	31,967.85	52,556.82	29.56%
ONLINE LIBRARY DATABASES-YOUTH	11,103.82	0.00	2,108.82	0.00	8,995.00	18.99%
TOTAL ONLINE LIBRARY DATABASES	131,103.82	18,910.00	37,584.15	31,967.85	61,551.82	28.67%
4800 - eMATERIALS						
eBOOKS	395,242.71	1,458.68	330,336.55	50,902.78	14,003.38	83.58%
DIGITAL MUSIC SERVICES	40,000.00	0.00	39,735.00	0.00	265.00	99.34%
DIGITAL VIDEO SERVICES	166,412.70	0.00	0.00	0.00	166,412.70	0.00%
TOTAL E-MATERIALS	601,655.41	1,458.68	370,071.55	50,902.78	180,681.08	61.51%
4900 - LIBRARY MATERIALS-OTHER						
SPECIAL LEARNING KITS	38,752.71	232.45	2,832.83	15,819.88	20,100.00	7.31%
BOARD GAME COLLECTION	3,011.86	88.96	514.36	647.50	1,850.00	17.08%
TOTAL LIBRARY MATERIALS - OTHER	41,764.57	321.41	3,347.19	16,467.38	21,950.00	8.01%
TOTAL LIBRARY MATERIALS	1,722,849.76	49,408.26	512,663.16	450,734.71	759,451.89	29.76%
5000 - CAPITAL OUTLAY						
LAND IMPROVEMENTS	21,226.99	0.00	0.00	1,226.99	20,000.00	0.00%
BUILDING IMPROVEMENTS	37,130.00	0.00	0.00	130.00	37,000.00	0.00%
COMPUTER HARDWARE	311,172.00	4,803.60	4,861.18	8,154.82	298,156.00	1.56%
COMPUTER SOFTWARE	71,450.00	5,929.64	6,289.52	950.36	64,210.12	8.80%
OFFICE FURNITURE	18,675.60	0.00	0.00	2,861.61	15,813.99	0.00%
LIBRARY FURNITURE	102,585.23	7,085.23	7,085.23	0.00	95,500.00	6.91%
VEHICLES	75,000.00	0.00	0.00	0.00	75,000.00	0.00%
TOTAL CAPITAL OUTLAY	637,239.82	17,818.47	18,235.93	13,323.78	605,680.11	2.86%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
ORGANIZATIONAL DUES	2,800.00	0.00	0.00	0.00	2,800.00	0.00%
TRUSTEES DUES	12,000.00	510.00	11,802.00	198.00	0.00	98.35%
TOTAL DUES & MEMBERSHIPS	14,800.00	510.00	11,802.00	198.00	2,800.00	79.74%
7200 - TAXES AND ASSESSMENTS						
STATE SALES TAX EXPENSE	2,162.28	0.00	710.37	0.00	1,451.91	32.85%
TOTAL TAXES AND ASSESSMENTS	2,162.28	0.00	710.37	0.00	1,451.91	32.85%
7500 - REFUNDS & REIMBURSEMENTS						
PATRON REFUNDS	2,680.24	171.39	300.86	1,779.38	600.00	11.23%
TOTAL REFUNDS & REIMBURSEMENTS	2,680.24	171.39	300.86	1,779.38	600.00	11.23%
7900 - MISCELLANEOUS EXPENDITURES						
MISCELLANEOUS EXPENDITURES	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	19,642.52	681.39	12,813.23	1,977.38	4,851.91	65.23%
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						
INTERFUND TRANSFERS OUT	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00%
TOTAL INTERFUND	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00%
TOTAL GENERAL FUND	10,192,346.19	485,880.86	1,469,785.52	1,612,155.58	7,110,405.09	14.42%

Washington-Centerville Public Library
Expense Account Summary
For the Month of February 2023 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 ADVERTISEMENTS	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
ARCHITECT/ENGINEERING	163,000.00	0.00	0.00	53,000.00	110,000.00	0.00%
LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
BUILDING IMPROVEMENTS	2,100,000.00	0.00	0.00	0.00	2,100,000.00	0.00%
FURNITURE & EQUIPMENT	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
TOTAL BUILDING FUND	2,768,000.00	0.00	0.00	53,000.00	2,715,000.00	0.00%
450 - PERMANENT IMPROVEMENT FUND--ILS						
SOFTWARE	52,804.00	0.00	2,804.00	45,000.00	5,000.00	5.31%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	52,804.00	0.00	2,804.00	45,000.00	5,000.00	5.31%
451 - PERMANENT IMPROVEMENT FUND--TECHNOLOGY						
SITE PREPARATION	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
HARDWARE	46,400.00	0.00	0.00	0.00	46,400.00	0.00%
SOFTWARE	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	54,400.00	0.00	0.00	0.00	54,400.00	0.00%
898-GOOD LIFE PRIVATE PURPOSE FUND						
OFFICE & PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	#DIV/0!
PROGRAM SUPPLIES	9,705.97	0.00	189.98	129.99	9,386.00	1.96%
PRINTING / PUBLICATIONS	253.24	0.00	0.00	3.24	250.00	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	9,959.21	0.00	189.98	133.23	9,636.00	1.91%
999 PAYROLL CLEARING FUND						
DEFAULT EXPENSE	0.00	48,943.27	96,554.45	0.00	(96,554.45)	0.00%
UNUM EXPENSE	0.00	591.85	1,080.10	0.00	(1,080.10)	0.00%
DELTA EXPENSE	0.00	0.00	1,083.56	0.00	(1,083.56)	0.00%
ANTHEM EXPENSE	0.00	12,420.27	24,840.54	0.00	(24,840.54)	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	61,955.39	123,558.65	0.00	(123,558.65)	
GRAND TOTAL ALL APPROPRIATIONS	\$13,077,509.40	\$547,836.25	\$1,596,338.15	\$1,710,288.81	\$9,770,882.44	12.21%

Washington-Centerville Public Library
Monthly Summary Financial Statements
For The Month Of February 2023 And Year-To-Date

Year-to-Date - Last Three Years								
	Year to Date				Year to Date			
	2023	2022	\$ Change	% Change	2022	2021	\$ Change	% Change
GENERAL FUND:								
REVENUE								
Public Library Fund	526,563	245,342	281,221	114.6%	245,342	205,355	39,987	19.5%
Operating Levy	2,069,765	32,250	2,037,515	6317.9%	32,250	30,901	1,349	4.4%
Federal, State and Local Grants	-	-	-	-	-	0	0	-
Patron Fines, Fees, Patron Supplies	17,076	9,388	7,688	81.9%	9,388	3,551	5,837	164.4%
Interest Income	78,414	987	77,427	7844.7%	987	848	139	16.4%
Donations	21,548	9,559	11,989	125.4%	9,559	19,159	(9,600)	-50.1%
Refunds/Reimbursements	6,088	90	5,998	6664.6%	90	6,159	(6,069)	-98.5%
Miscellaneous	240	-	240	-	-	0	0	-
Total Revenue	2,719,694	297,616	2,422,078	813.8%	297,616	265,973	31,643	11.9%
EXPENDITURES								
Salaries	228,397	198,549	29,848	15.0%	198,549	172,457	26,092	15.1%
Retirement	79,957	44,979	34,979	77.8%	44,979	39,785	5,194	13.1%
Insurance & Other Benefits	51,657	44,007	7,649	17.4%	44,007	45,224	(1,217)	-2.7%
Supplies	12,730	9,363	3,367	36.0%	9,363	5,219	4,144	79.4%
Purchased / Contract Services	135,359	119,290	16,069	13.5%	119,290	64,233	55,057	85.7%
Library Materials	463,255	442,978	20,277	4.6%	442,978	421,352	21,626	5.1%
Capital Outlay	417	1,867	(1,450)	-77.6%	1,867	0	1,867	-
Other Expenditures	12,132	401	11,730	2922.0%	401	10,146	(9,745)	-96.0%
Transfers to Other Funds	-	-	-	-	-	0	0	-
Total Expenditures	983,905	861,434	122,470	14.2%	861,434	758,416	103,018	13.6%
Net Change in Fund Balance	1,735,790	(563,818)	2,299,608	-407.9%	-563,818	-492,443	(71,375)	14.5%

Budget versus Actual - Month and Year-to-Date								
	Month				Year to Date			
	Budget	Actual	\$ Change	% Change	Budget	Actual	\$ Change	% Change
GENERAL FUND:								
REVENUE								
Public Library Fund	272,921	283,313	(10,392)	-3.7%	526,563	2,936,365	-2,409,802	-82.1%
Operating Levy	1,769,309	2,022,134	(252,825)	-12.5%	2,069,765	5,195,609	-3,125,844	-60.2%
Patron Fines, Fees, Patron Supplies	8,092	8,818	(727)	-8.2%	17,076	97,100	-80,024	-82.4%
Interest Income	3,320	55,485	(52,165)	-94.0%	78,414	36,069	42,345	117.4%
Donations	3,723	1,178	2,545	216.0%	21,548	40,000	-18,452	-46.1%
Refunds/Reimbursements	398	3,236	(2,838)	-87.7%	6,088	2,500	3,588	143.5%
Miscellaneous	115	249	(134)	-53.9%	240	500	-260	-52.1%
Total Revenue	2,057,878	2,374,414	(316,535)	-13.3%	2,719,694	8,308,143	(5,588,448)	-67.3%
EXPENDITURES								
Salaries	259,485	230,082	(29,403)	-11.3%	518,969	458,479	(60,490)	-11.7%
Retirement	59,543	52,986	(6,558)	-11.0%	148,560	132,943	(15,617)	-10.5%
Insurance & Other Benefits	61,018	50,981	(10,037)	-16.4%	121,644	102,638	(19,005)	-15.6%
Supplies	17,339	3,322	(14,017)	-80.8%	36,136	16,052	(20,084)	-55.6%
Purchased / Contract Services	108,312	80,602	(27,710)	-25.6%	286,957	215,960	(70,996)	-24.7%
Library Materials	100,200	49,408	(50,792)	-50.7%	586,190	512,663	(73,527)	-12.5%
Capital Outlay	31,741	17,818	(13,923)	-43.9%	54,460	18,236	(36,224)	-66.5%
Other Expenditures	457	681	225	49.2%	13,395	12,813	(581)	-4.3%
Transfers to Other Funds	0	0	0	-	0	0	0	-
Total Expenditures	638,095	485,881	(152,214)	-23.9%	1,766,312	1,469,786	(296,526)	-16.8%
Net Change in Fund Balance	1,419,784	1,888,533	(164,321)	-8.7%	953,383	6,838,357	(5,291,922)	-77.4%

Washington-Centerville Public Library
Listing of Investments
For the Month Ended February 28, 2023

US BANK INVESTMENTS					
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income
Federal Farm Credit Bank					
3133EMSE3	\$ 400,000.00	0.11%	3/1/2023	\$ 400,000.00	\$ 220.00
3133EMKW1	\$ 200,000.00	0.21%	12/21/2023	\$ 200,000.00	\$ 420.00
Fannie Mae					
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$ 930.00
Federal Home Loan Bank					
3130AJZG7	\$ 500,000.00	0.27%	5/25/2023	\$ 500,000.00	\$ 675.00
3130ASXE4	\$ 250,000.00	3.15%	5/25/2023	\$ 250,000.00	\$ 5,796.88
3130ANDU1	\$ 300,000.00	0.30%	11/16/2023	\$ 300,000.00	\$ 900.00
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$ 1,980.00
3130ALTL8	\$ 500,000.00	0.30%	1/23/2024	\$ 500,000.00	\$ 1,500.00
3130ALD92	\$ 800,000.00	0.25%	3/15/2024	\$ 800,000.00	\$ 2,000.00
3130ALD92	\$ 400,000.00	0.25%	3/15/2024	\$ 400,000.00	\$ 1,000.00
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	\$ 8,701.39
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$ 900.00
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	\$ 17,900.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$ 10,354.17
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$ 9,861.11
	<u>\$ 7,300,000.00</u>			<u>\$ 7,300,000.00</u>	<u>\$ 93,428.55</u>
PNC CAPITAL					
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income
Federal Farm Credit Bank					
3133EMKW1	\$ 240,000.00	0.21%	12/21/2023	\$ 240,061.60	\$ 504.00
3133EMTD4	\$ 250,000.00	0.37%	3/15/2024	\$ 250,411.11	\$ 925.00
Freddie Mac					
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$ 2,700.00
Total PNC	<u>\$ 1,090,000.00</u>			<u>\$ 1,091,717.41</u>	<u>\$ 4,129.00</u>
Total	\$ 8,390,000.00			\$ 8,391,717.41	\$ 97,557.55

**Washington-Centerville Public Library
Investment Schedules
For the Month Ended February 28, 2023**

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2023	\$ 35,195.97	\$ 1,797.77	\$ 41,419.95	\$ 78,413.69
2022	\$ 3,900.00	\$ -	\$ 487.65	\$ 4,387.65
Change - YTD	\$ 31,295.97	\$ 1,797.77	\$ 40,932.30	\$ 74,026.04

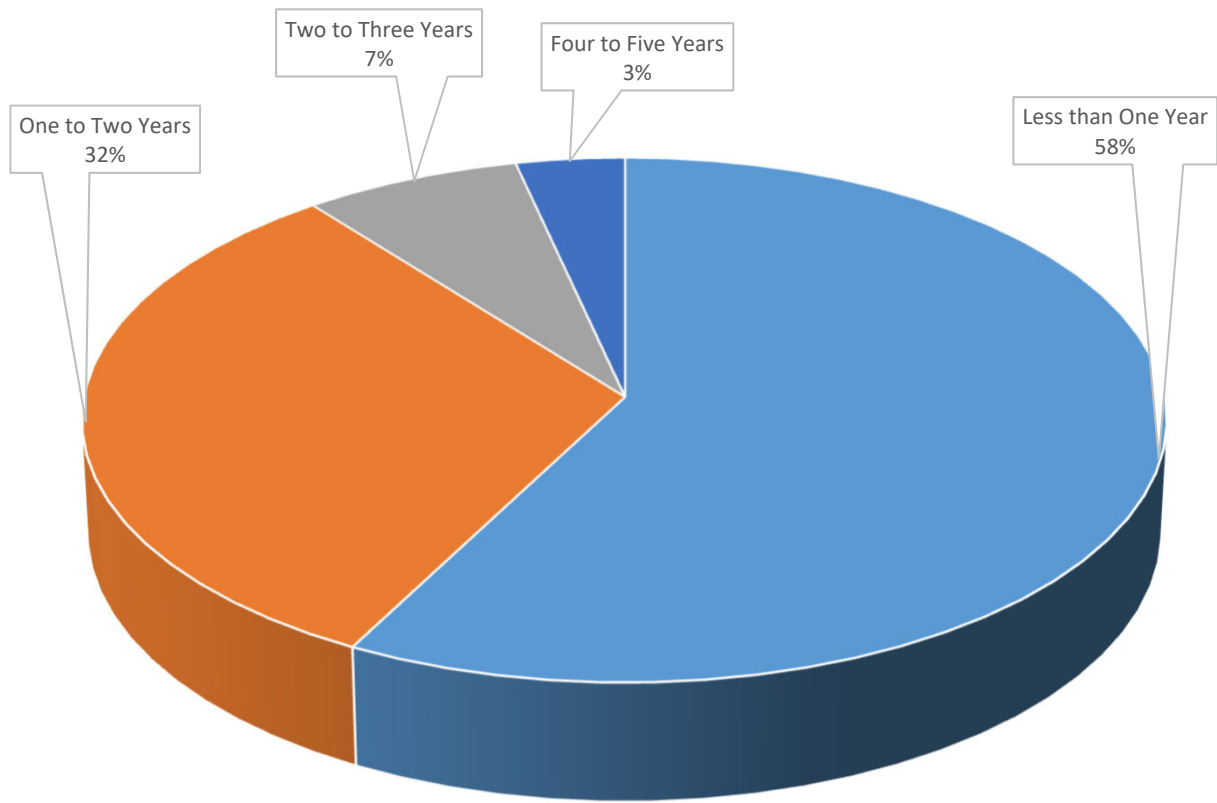
Interest Income Schedule - Next Twelve Months

	US Bank	PNC	Total
March	\$ 1,720.00	\$ 462.50	\$ 2,182.50
April	\$ -	\$ -	\$ -
May	\$ 11,418.75	\$ 1,350.00	\$ 12,768.75
June	\$ 675.00	\$ 252.00	\$ 927.00
July	\$ 5,970.00	\$ -	\$ 5,970.00
August	\$ 26,665.00	\$ -	\$ 26,665.00
September	\$ 1,500.00	\$ 462.50	\$ 1,962.50
October	\$ -	\$ -	\$ -
November	\$ 8,775.00	\$ 1,350.00	\$ 10,125.00
December	\$ 675.00	\$ 252.00	\$ 927.00
January	\$ 5,970.00	\$ -	\$ 5,970.00
February	\$ 34,338.97	\$ -	\$ 34,338.97
	\$ 97,707.72	\$ 4,129.00	\$ 101,836.72

Investment Maturity Summary

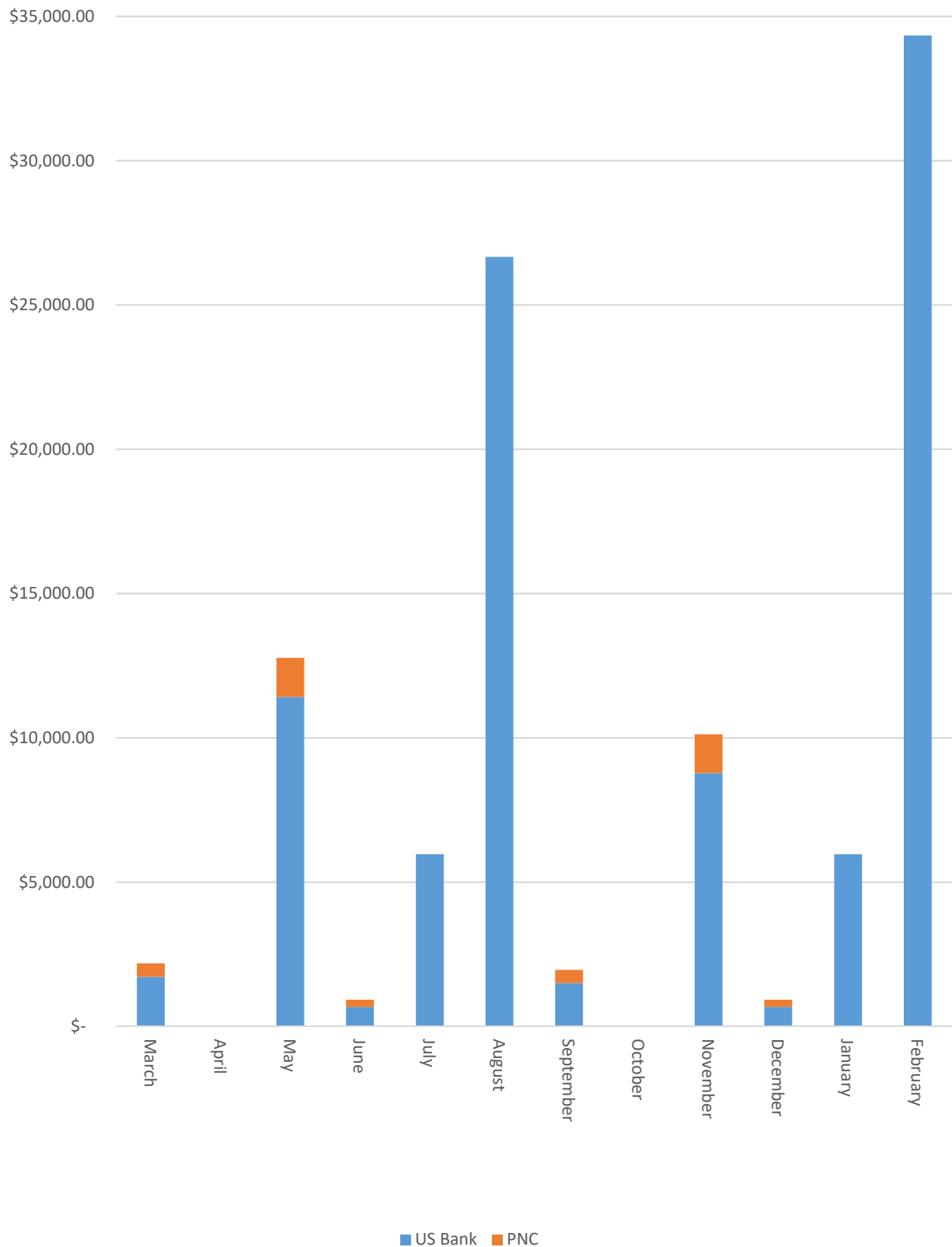
Agency	Less than One Year	One to Two Years	Two to Three Years	Four to Five Years	Total
Bankers Acceptance	\$ -	\$ -	\$ -		\$ -
Federal Farm Credit	\$ 840,000	\$ 250,000	\$ -		\$ 1,090,000
Federal Home Loan Bank	\$ 1,550,000	\$ 3,350,000	\$ 1,000,000	\$ 500,000	\$ 6,400,000
Freddie Mac	\$ -	\$ 600,000	\$ -		\$ 600,000
Fannie Mae	\$ -	\$ 300,000	\$ -		\$ 300,000
Total	\$ 2,390,000	\$ 4,500,000	\$ 1,000,000	\$ 500,000	\$ 8,390,000

Investment Laddering - Including STAR Ohio and PNC Money Market



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

Monthly Projected Investment Income - Next Twelve Months



Washington-Centerville Public Library
Month Ending February 28, 2023
Notes to the Monthly Financial Statements

Cash Position Statement and Reconciliation

- 1 - General Fund increased by nearly \$1.9 million in February 2023. Anticipated increase was about \$1.4 million. This is largely due to the timing of property tax advances. These funds will largely be expected to carry us through to the August property tax advances and settlement
- 2 - Fund was approved by the Auditor of State on 2/22/23
- 3 - Evaluating moving some of these funds to Star Ohio

Monthly Revenue Statement

- 1 - Public Library Fund remains just slightly ahead of anticipated amounts for the year. Through February, we are about 3.3% above estimated amounts. Currently, the PLF is anticipated to revert back to 1.66%. It is currently set at 1.7%. Gov. Dewine has proposed moving it to 1.7% permanently.
- 2 - A total of five advances have been received so far. Waiting on the final settlement, which was received in April last year. If it remains on pace with last year, we should be at about 55% of the property tax levy being received for the year.
- 3 - Patron Fines, Fees and Supplies are currently above estimated amounts. Patron Fines and Fees are above estimated amounts. Passports and Passport Photos have been strong through the first two months. Passport appointments are booking out several months at this point. Patron supplies have come in slightly under estimates.
- 4 - Interest continues to be far above estimated amounts. This is largely a result of STAR Ohio trading at between 4.8% and 4.9%.

Expense Account Summary

- 1 - Through the first two months, salary expenditures are nearly 12% less than budgeted amounts. There are two areas that we are seeing expenditures being significantly less than anticipated. Administrative Support is over \$20,000 under budget for the year. This is a result of open positions in Systems, Community Relations and Human Resources. We also are seeing Library Specialist expenditures coming in lower than anticipated, partly due to the anticipated addition of a Team Leader for Creativity Commons
- 2 - OPERS expenditures are coming in lower than anticipated due to the open positions that were noted in Footnote #1, coupled with the raises that were budgeted for the year. It is anticipated that some of this difference will correct beginning in the April Financial Report
- 3 - Insurance benefit expenditures were over \$10,000 less than budgeted for the month. Part of this is related to the open positions previously noted. There was also some additional budgeted amounts to account for changes in coverage types.

Washington-Centerville Public Library
Month Ending February 28, 2023
Notes to the Monthly Financial Statements

4 - Supply expenditures continue to come in significantly under budget. This points to two things. First, staff is doing their due diligence to search for the best prices and options prior to making a purchase. Second, the budget process needs to better identify programs, and when they will occur. This will allow to build a budget that is more reflective of how the money will be spent.

5 - Property maintenance expenditures came in well under budget for February. This is due to no significant building-related expenditures occurring in February, anticipated increases in janitorial expenditures not occurring, and warmer weather not resulting in no plowing being required in February.

6 - Utility costs came in significantly under budget for the month. Combined, we budgeted about \$20,500 for utilities. We ended up spending only about 38% of that amount.

7 - Professional services ended up over the budgeted amount for the month. This was the result of the legal services bills related to the collective bargaining agreement. We received one additional bill in March, and are prepared for possibly one additional bill next month. These amounts should be insignificant

8 - Other Contracted Services also ended up over the budgeted amount for the month of February. This was the result of two significant expenditures. First, the annual bill for SearchOhio was paid in the amount of \$7,306. We also paid for Microsoft 365 annual licenses during February. This was an expenditure that we anticipated, based on last year, to be paid in March or April

9 - New book expenditures were less than half of the budgeted amount for February. This is the result of a large amount of orders being delivered at the end of 2022 and into January. So far in 2023, we have spent about 74% of the budgeted amounts (January and February budgeted amounts).

10 - Online subscriptions exceeded the budgeted amount. This is due to the subscription purchases for the Roku devices that have been added as a result of the Friends grant.

Investments

1 - Investment purchase amount declined by \$495,720.83 as compared to February. We did not replace this investment in February. It was replaced in early March, along with the \$400,000 investment maturing on 3/1/23.

Estimated annual income declined by \$4,279.17. The decline in estimated income is reflected in the revenues as it was received in February. As a result of the purchases made in March, estimated annual income should increase by nearly \$15,000 next month

APPENDED TO MARCH 21, 2023 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- Megan Rose, Adult Services Library Aide, 2/27/23, \$15.70 per hour
- Alexandra Woods, Adult Services Library Aide, 2/27/23, \$15.70 per hour

Promotions

- None

End of Provisionary

- Jessica Rakushin, Adult Services Specialist, 2/28/23, \$20.36 per hour
- Caitlin Spratt, Technician, 3/1/23, \$15.39 per hour

Change in Status

- None

Retirement

- None

Resignation/Termination

- None

EXPENDITURES FOR APPROVAL AT MARCH MEETING
March 21, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	24.76
Baker & Taylor Entertainment – AV materials	1,447.93
Barbara Parsons - patron refund	42.99
Brainfuse - database subscription renewal	6,500.00
Brodart –books	38,646.64
CFRA - Outlook print	135.00
Chard Snyder - cobra admin fees	125.00
Charlette Jouan - employee mileage reimbursement	15.07
Christy Ott - employee mileage reimbursement	20.96
Cintas - facilities maintenance	1,046.98
Cooper Suttles - patron refund	17.95
Debe Dockins - employee mileage reimbursement	75.85
Demco - supplies	489.60
Donnellon McCarthy Enterprises - copier maintenance	1,127.00
DSS - parking lot sweeping	162.60
Florence Mbaraga - patron refund	15.98
Gleason Property - cleaning services	12,200.00
Jeffrey Cousineau - patron refund	25.95
Jose Rodriguez - patron refund	29.95
Kanopy - evideos	1,497.00
Kelsey Grote - patron refund	27.88
Level 3 Communications, LLC - phone service	395.41
Library Ideas - VOX & freegal music subscription	1,705.75
Midwest Tape - av materials	57,953.27
NCC Group - flexsafe beneficiary account	340.00
OverDrive - ebooks	4,206.09
Pamela Maiden - patron refund	22.29
Paypal - monthly fee	19.95
Pitney Bowes - postage meter rental	488.70
Pitney Bowes Inc - postage ink	182.58
Playaway Products - av materials	2,861.29
Reserve Account - 2nd qtr postage refill	1,250.00
Rush Transportation – contracted services	996.41
South Community - fees for employee assistance	202.50
Staples - office supplies	1,984.51
Structured Employee Benefits of Ohio - group life insurance premiums	247.75
Trigon - CC consumables	2,187.79

Unique - recovery & collection fees	392.70
United Art & Education - program supplies	30.09
Vietnam Veterans Memorial Fund - The Wall that Heals exhibit	4,500.00
William Menker - employee mileage reimbursement	106.96
TOTAL CURRENT EXPENDITURES—GENERAL FUND	<u>\$ 143,749.13</u>

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #5	114,746.70
Payroll #6	<u>\$ 116,275.61</u>
TOTAL PAYROLL	<u>\$ 231,022.31</u>

MISCELLANEOUS:

AES Ohio – utilities	5,754.60
Amazon - books, av materials	3,340.35
American Library Association - Liz Fultz renewal membership	155.00
April Lemaster - speaker stipend	50.00
ASI Signage Innovations - plaque for Butterfly Garden	189.00
AT&T – telephone service	286.80
Bartlett Tree Experts - treatment care for trees @ WB	3,038.00
Bonham Electric - electric repairs	2,396.00
Bonnie Kuntz - speaker stipend	50.00
CenterPoint Engery – utilities	4,917.53
Charter Communications - utilities	2,029.01
CoCard Marketing Group – credit card service fee	154.12
Creative Impressions - printing	894.00
Dayton Society of Natural History, Inc. - speaker stipend	445.00
Dell - Microsoft 365 Licenses - Annual	9,131.32
Delta Dental - March dental coverage	1,626.23
Digital Fringe - printed materials	170.11
Discount Paper Products - thermal rolls	452.80
Extron - double HDMI wall plate for program room	1,344.00
Grace Curtis - speaker stipend	150.00
Health Equity – March HSA contribution	7,416.81
Home Depot - facilities charges	279.24
Kroger - program supplies	437.71
Level 3 Communications, LLC - phone service	264.16
Longarm Finishing Touches - fabric	100.00
Lowe's - facilities charges	126.72
Montgomery County Environmental Service - utilities	1,258.60
Ohio Newspapers - legal advertisement for architect/engineer services	283.36
OPERS – employer pick-up & match	52,985.58

Rumpke - waste removal	686.85
Sam's Club- youth program supplies	26.56
Sarah Maxwell - books	39.98
Sharon Short - speaker stipend	125.00
Sinclair -room rental	50.00
Swank - movie licensing	1,474.00
Taft - legal fees	1,425.00
T-Mobile - hotspots	602.70
Today's Business Solutions - processing charges for patron faxing	97.56
Transformations Plus - carpet cleaning service	1,087.00
U. S. Bank - av materials, supplies, services & advertising	11,695.03
U. S. Bank—employer share of Medicare	3,281.74
U. S. Bank – banking fees	794.59
UPS -shipping	18.64
TOTAL MISCELLANEOUS	<u>\$ 121,130.70</u>
GRAND TOTAL MARCH MEETING	<u><u>\$ 495,902.14</u></u>

March 2023

New Business

Washington Centerville Public Library 2023/2024 Renewal Summary

Expiring Premium \$25,647
Advantage Credit (\$ 2,028)
Final Premium \$23,619

Renewal Premium \$26,362
Advantage Credit (\$ 2,308)
Final Premium \$24,054

Increase in premium is \$435 and reflective of the following:

- 1) Building and Personal Property values increased by \$790,106
- 2) Library Materials values decreased by \$2,371,290
- 3) Computer Equipment values increased by \$210,493
- 4) Rate increase of .03%

To add Malicious Acts Coverage with \$1,000,000 would be an additional \$414

February 2023

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	51,385	55,342	7.7%	35,946	38,868	8.1%	0	1	#DIV/0!	88,581	94,217	6.4%
Digital Circulation										29,282	33,619	14.8%
SearchOhio Borrowed										1,452	1,351	-7.0%
Total Circulation										119,315	129,187	8.3%
APPLICANT REGISTRATION												
Total Registrations	233	323	38.6%	127	192	51.2%	0	5	#DIV/0!	360	520	44.4%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,304	32,566	-2.2%
Montgomery County										20,664	18,738	-9.3%
Other County										10,705	10,545	-1.5%
Other										59	61	3.4%
Total Library Cardholders										64,732	61,910	-4.4%
VISITORS												
Building Visitors	13,936	16,617	19.2%	9,418	11,822	25.5%	0	994	#DIV/0!	23,354	29,433	26.0%
Website Visitors										61,537	59,158	-3.9%
Total Building / Website Visitors										84,891	88,591	4.4%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,167	2,388	10.2%	1,789	2,174	21.5%	0	755	#DIV/0!	3,956	5,317	34.4%
PROGRAMS												
Adult/General Programs	3	9	200.0%	21	24	14.3%	0	10	#DIV/0!	37	60	62.2%
Adult/General Program Attendees	14	84	500.0%	1,070	12,123	1033.0%	0	81	#DIV/0!	1,245	12,668	917.5%
Children's Programs	3	33	1000.0%	8	21	162.5%	0	0	#DIV/0!	25	83	232.0%
Children's Program Attendees	29	735	2434.5%	12	453	3675.0%	0	0	#DIV/0!	277	1,601	478.0%
Teen Programs	4	9	125.0%	2	3	50.0%	0	0	#DIV/0!	6	12	100.0%
Teen Program Attendees	78	141	80.8%	10	20	100.0%	0	0	#DIV/0!	88	161	83.0%
Total Library Programs	10	51	410.0%	31	48	54.8%	0	10	#DIV/0!	68	155	127.9%
Total Library Program Attendees	121	960	693.4%	1,092	12,596	1053.5%	0	81	#DIV/0!	1,610	14,430	796.3%
ELECTRONIC DATABASE USAGE												
	Users/Month			Queries/Month								
Library-Owned Databases*	2,050	1,683	-17.9%	3,726	3,816	2.4%						
OPLIN Databases*				2,837	2,114	-25.5%						
Total All Databases	2,050	1,683	-17.9%	6,563	5,930	-9.6%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	14,892	16,246	9.1%	10,423	12,017	15.3%	0	1	#DIV/0!	25,315	28,264	11.6%
Juvenile Books	20,859	23,752	13.9%	14,762	15,599	5.7%	0	0	#DIV/0!	35,621	39,351	10.5%
Off Line Transactions										15	6	-60.0%
Periodicals	2,112	1,755	-16.9%	1,043	1,045	0.2%	0	0	#DIV/0!	3,155	2,800	-11.3%
Young Adult Books	1,456	1,600	9.9%	946	1,043	10.3%	0	0	#DIV/0!	2,402	2,643	10.0%
Total Print Circulation	39,319	43,353	10.3%	27,174	29,704	9.3%	0	1	#DIV/0!	66,508	73,064	9.9%
AV CIRCULATION												
Audiobooks	1,601	1,723	7.6%	1,455	1,343	-7.7%				3,056	3,066	0.3%
Movies (DVDs/Blu-rays)	9,658	9,322	-3.5%	7,865	6,873	-12.6%				17,523	16,195	-7.6%
Music (Compact Discs)	429	400	-6.8%	434	509	17.3%				863	909	5.3%
Juvenile Tablets	245	249	1.6%	148	225	52.0%				393	474	20.6%
Total AV Circulation	11,933	11,694	-2.0%	9,902	8,950	-9.6%				21,835	20,644	-5.5%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	147	#DIV/0!	0	86	#DIV/0!	0	0	#DIV/0!	0	233	#DIV/0!
Brary Bags	57	49	-14.0%	63	53	-15.9%				120	102	-15.0%
Hotspots	16	13	-18.8%	24	17	-29.2%	0	0	#DIV/0!	40	30	-25.0%
Maker Kits	45	74	64.4%	33	46	39.4%	0	0	#DIV/0!	78	120	53.8%
Streaming Devices (added Sept 2022)	0	12	#DIV/0!	0	12	#DIV/0!	0	0	#DIV/0!	0	24	#DIV/0!
Total Special Collections Circulation	118	295	150.0%	120	214	78.3%	0	0	#DIV/0!	238	509	113.9%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	26,616	26,761	0.5%	19,327	19,948	3.2%	0	1	N/A	45,943	46,710	1.7%
Juvenile Circulation	23,287	26,937	15.7%	15,653	17,844	14.0%	0	0	N/A	38,940	44,781	15.0%
Young Adult Circulation	1,482	1,650	11.3%	966	1,076	11.4%	0	0	N/A	2,448	2,726	11.4%
Total Physical Circulation	51,385	55,348	7.7%	35,946	38,868	8.1%	0	1	N/A	87,331	94,217	7.9%
DIGITAL CIRCULATION												
eAudiobooks										8,194	12,537	53.0%
eBooks										18,143	17,682	-2.5%
eMusic										277	285	2.9%
eVideo										1,800	2,044	13.6%
eZines (Digital Magazines)										868	1,071	23.4%
Total Digital Circulation										29,282	33,619	14.8%

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

CREATIVITY COMMONS: May 25, 2022 - Soft Opening; June 16, 2022 - Grand Opening

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	104,893	113,223	7.9%	74,807	80,396	7.5%	0	3	#DIV/0!	179,700	193,622	7.7%
Digital Circulation										65,294	71,256	9.1%
SearchOhio Borrowed										2,975	2,791	-6.2%
Total Circulation										247,969	267,669	7.9%
APPLICANT REGISTRATION												
Total Registrations	502	677	34.9%	285	394	38.2%	0	8	#DIV/0!	787	1,079	37.1%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,304	32,566	-2.2%
Montgomery County										20,664	18,738	-9.3%
Other County										10,705	10,545	-1.5%
Other										59	61	3.4%
Total Library Cardholders										64,732	61,910	-4.4%
VISITORS												
Building Visitors	28,932	34,075	17.8%	19,829	24,277	22.4%	0	2,050	#DIV/0!	48,761	60,402	23.9%
Website Visitors										138,211	127,783	-7.5%
Total Building / Website Visitors										186,972	188,185	0.6%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	4,805	5,212	8.5%	4,053	4,766	17.6%	0	1,644	#DIV/0!	8,858	11,622	31.2%
PROGRAMS												
Adult/General Programs	9	15	66.7%	40	39	-2.5%	0	17	#DIV/0!	76	105	38.2%
Adult/General Program Attendees	66	154	133.3%	1,211	21,717	1693.3%	0	137	#DIV/0!	1,830	22,695	1140.2%
Children's Programs	5	63	1160.0%	10	43	330.0%	0	0	#DIV/0!	42	152	261.9%
Children's Program Attendees	42	1,294	2981.0%	25	923	3592.0%	0	0	#DIV/0!	506	2,925	478.1%
Teen Programs	7	14	100.0%	4	7	75.0%	0	0	#DIV/0!	11	21	90.9%
Teen Program Attendees	142	205	44.4%	16	48	200.0%	0	0	#DIV/0!	158	253	60.1%
Total Library Programs	21	92	338.1%	54	89	64.8%	0	17	#DIV/0!	129	278	115.5%
Total Library Program Attendees	250	1,653	561.2%	1,252	22,688	1712.1%	0	137	#DIV/0!	2,494	25,873	937.4%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	3,889	3,628	-6.7%	6,998	7,300	4.3%						
OPLIN Databases				5,687	6,138	7.9%						
Total All Databases	3,889	3,628	-6.7%	12,685	13,438	5.9%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	31,088	33,634	8.2%	21,640	24,865	14.9%	N/A	3	N/A	52,728	58,502	11.0%
Juvenile Books	41,652	47,797	14.8%	29,541	31,821	7.7%	N/A	0	N/A	71,193	79,618	11.8%
Off Line Transactions										31	8	-74.2%
Periodicals	4,064	3,579	-11.9%	2,377	2,167	-8.8%	N/A	0	N/A	6,441	5,746	-10.8%
Young Adult Books	3,186	3,329	4.5%	1,892	2,144	13.3%	N/A	0	N/A	5,078	5,473	7.8%
Total Print Circulation	79,990	88,339	10.4%	55,450	60,997	10.0%	N/A	3	N/A	135,471	149,347	10.2%
AV CIRCULATION												
Audiobooks	3,233	3,412	5.5%	3,060	2,988	-2.4%				6,293	6,400	1.7%
Movies (DVDs/Blu-rays)	20,045	19,473	-2.9%	16,139	14,504	-10.1%				36,184	33,977	-6.1%
Music (Compact Discs)	902	805	-10.8%	878	982	11.8%				1,780	1,787	0.4%
Juvenile Tablets	455	567	24.6%	310	491	58.4%				765	1,058	38.3%
Total AV Circulation	24,635	24,257	-1.5%	20,387	18,965	-7.0%				45,022	43,222	-4.0%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	283	#DIV/0!	0	175	#DIV/0!	0	0	#DIV/0!	0	458	#DIV/0!
Library Bags	109	133	22.0%	109	105	-3.7%				218	238	9.2%
Hotspots	31	30	-3.2%	49	31	-36.7%	0	0	#DIV/0!	80	61	-23.8%
Maker Kits	97	153	57.7%	62	92	48.4%	0	0	#DIV/0!	159	245	54.1%
Streaming Devices (added Sept 2022)	0	28	#DIV/0!	0	31	#DIV/0!	0	0	#DIV/0!	0	59	#DIV/0!
Total Special Collections Circulation	237	627	164.6%	220	434	97.3%	0	0	#DIV/0!	457	1,061	132.2%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	55,087	55,783	1.3%	40,247	41,354	2.8%	N/A	3	N/A	95,334	97,140	1.9%
Juvenile Circulation	46,571	54,041	16.0%	32,611	36,823	12.9%	N/A	0	N/A	79,182	90,864	14.8%
Young Adult Circulation	3,235	3,407	5.3%	1,949	2,219	13.9%	N/A	0	N/A	5,184	5,626	8.5%
Total Physical Circulation	104,893	113,231	7.9%	74,807	80,396	7.5%	0	3	N/A	179,700	193,630	7.8%
DIGITAL CIRCULATION												
eAudiobooks										20,922	26,534	26.8%
eBooks										38,113	37,831	-0.7%
eMusic										535	549	2.6%
eVideo										3,626	3,899	7.5%
eZines (Digital Magazines)										2,098	2,443	16.4%
Total Digital Circulation										65,294	71,256	9.1%