

ATTACHMENTS FOR APRIL 15, 2025 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Director Activities

March 14 – April 10, 2025

Library Operations

- Centerville Library renovation
 - Continued coordination of disposal of furniture, including public sale of remaining items
 - Attended construction meetings
 - Worked to get contract finalized

Communication

- Spoke on camera with WHIO about renovation
- Presented “How Well Do You Know Your Library” trivia at Centerville Noon Optimists, receiving rave reviews
- Communicated with staff changes in PLF in House budget proposal
- Assisted Marketing & Communications Manager in preparing communications to patrons about library funding in state budget
- Spoke with patron who donated posters of US and State mottoes

Community / Professional Involvement

- Ohio Library Council
 - Attended three emergency webinars to discuss changes to PLF proposed in House budget
 - Attended Legislative Day
- Friends
 - Attended monthly meeting and continued to assist with planning for Out of the Pocket
 - Submit for permit to build shed at Congress Park for book storage
- Attended RecPlex Advisory meeting

Floating holiday – April 4

Sick days – March 28 and April 9

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

March 18, 2025

CALL TO ORDER

The regular Board of Trustees meeting for March 2025 was held at the Woodbourne Library. Board Vice President Randy Bowling 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**; Mr. Falkner, **Present**; Mrs. Herrick, **Absent**; Mr. Nunna, **Absent**; and Mrs. Suttman, **Present**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; and members of the public.

HEARING OF THE PUBLIC

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

EXECUTIVE SESSION

Mr. Falkner moved to enter executive session, pursuant ORC §121.22(G)(1), for the purpose of discussing the compensation of public employees. Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

The board entered the executive session at 7:01 p.m.

At 7:25 p.m., Board Vice President Bowling returned the meeting to open session.

HUMAN RESOURCES RECOMMENDATIONS

Mrs. Robinson, Human Resources Manager, presented the human resources recommendations for 2025. Mrs. Denison moved to approve:

- A merit increase strategy ranging from 0% to 4%, based on individual employee's 2024 performance. Increases will be effective April 1, 2025
- 2025 pay range recommendations reflecting increases of 1.5% to 5% based on the range minimum, and 1.5% to 7% to the range maximum, to be effective on April 6, 2025.

Mr. Falkner seconded the motion.

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

Mr. Falkner moved to approve the use of the same merit strategy for the partially benefited staff who will begin their review process in April. Mrs. Cline seconded the motion.

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

APPROVAL OF MINUTES

Mrs. Cline moved for the approval of the February 18, 2025 Meeting Minutes. Mrs. Suttman seconded the motion.

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

DIRECTOR'S REPORT

Mrs. Fultz presented her monthly report for March 2025:

- **FACILITIES**

- Centerville Library

- Mini Centerville is fully operational
 - Contractor Superintendent has been on site
 - Contract has not been finalized
 - Clearing out the building will be completed by end of the week
 - Donations of furniture and other items made (or will be made) to the following agencies:
 - Washington Township RecPlex
 - Centerville Washington Park District
 - Centerville City Schools
 - Centerville Washington History
 - Hannah's Treasure Chest
 - Trinity Church of Dayton
 - Clothes That Work
 - New Life Furniture Bank
 - Habitat for Humanity
 - Miami Valley Leadership Foundation
 - Dayton Equity Center
 - Emerge Recovery & Trade Initiative
 - Q+ Youth Center
 - Midpointe Public Library
 - Franklin Spingboro Public Library
- Offered to Heart of Centerville and Washington Township members for sale
- Public sale Wednesday and Thursday

- Woodbourne Library
- Legacy Administration Building
- Creativity Commons
- **OTHER**
 - PLF
 - Amendment proposal increasing to 2.0%
 - Montgomery County Library Director discussion on distribution Friday, March 21
 - Friends
 - Out of the Pocket – SOLD OUT!
 - Starting to plan to bring back Tasting with Friends

FISCAL OFFICER’S REPORT

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

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

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

The motion is approved.

- b. Payment of March 2025 Expenditures

Mr. Monteith presented the check register for the period of February 19, 2025 through March 18, 2025.

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

The roll call vote was as follows:

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

The motion is approved.

NEW/OLD BUSINESS

a. Change Order Approval Process

Mr. Monteith discussed the change order procedure as outlined in the Fiscal Manual. He stated that since this is a procedure, there is no requirement for the board to approve any changes. He then discussed the change orders that occurred during the Woodbourne project, and the breakdown by dollar amount. He then recommended that the procedure as outlined in the Fiscal Manual be used, with the following exceptions:

- Any change order exceeding \$20,000 shall be approved by the Board of Trustees or Long-Range Facilities Committee prior to proceeding.
- Any change order outside of the contract shall be approved prior to proceeding.
- Owner requested changes shall be prior approved.

Mrs. Suttman moved for the approval of the change order process as recommended. Mr. Falkner seconded the motion.

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

b. Insurance Renewal for 2025-2026

Mr. Monteith stated that we had received our renewal quote from Ohio Plan, Inc. We saw an increase from the prior year due to several factors. First, the value of the buildings increased from last year. Due to the rising costs, this was not unexpected. The overall increase in premium was \$7,996. Part of this increase is due to the Centerville renovation project. Rather than take out a separate builder's risk policy, we chose to increase the value of the Centerville Library to an expected value after construction is completed.

Mrs. Suttman moved for the approval of the insurance renewal for 2025-2026. Mr. Falkner seconded the motion.

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

OTHER

Mr. Monteith discussed several upcoming events for the Board of Trustees. First, the Joint Public Entities meeting is scheduled for March 31, 2025 at Washington Township.

Second, there is the OLC Southwest Ohio Trustee Lunch scheduled for April 24, 2025, at MidPointe Library in West Chester.

ADJOURNMENT

Mrs. Suttman moved to adjourn the meeting at 8:21 p.m. Mr. Falkner seconded the motion.

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

The motion to adjourn is approved.

Vice President

Fiscal Officer

Washington-Centerville Public Library

Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46262	2/24/2025	CATHY ROSENBAUM	Check	\$ 150.00
46263	2/24/2025	CHARTER COMMUNICATIONS	Check	284.96
46264	2/24/2025	CREATIVE IMPRESSIONS, INC.	Check	76.00
46265	2/24/2025	DELL MARKETING L.P.	Check	4,144.18
46266	2/24/2025	DIGITAL FRINGE	Check	117.56
46267	2/24/2025	DONNELLON MCCARTHY	Check	344.21
46268	2/24/2025	HOME DEPOT CREDIT SERVICES	Check	499.81
46269	2/24/2025	KRONOS SAASHR, INC	Check	1,279.25
46270	2/24/2025	One America	Check	265.95
46271	2/24/2025	PITNEY BOWES GLOBAL FINANCIAL	Check	488.70
46272	2/24/2025	SAFEGUARD BUSINESS SYSTEMS	Check	244.85
46273	2/28/2025	AES Ohio	Check	20.41
46274	2/28/2025	AES Ohio	Check	1,065.89
46275	2/28/2025	AT&T	Check	524.41
46276	2/28/2025	BONHAM ELECTRIC	Check	4,784.00
46277	2/28/2025	BUCKLEY KING LPA	Check	1,533.00
46278	2/28/2025	CENTERVILLE CITY SCHOOLS	Check	40,181.34
46279	2/28/2025	CENTERVILLE LANDSCAPING, INC.	Check	3,940.00
46280	2/28/2025	CINTAS CORPORATION	Check	177.74
46281	2/28/2025	DELL MARKETING L.P.	Check	4,318.00
46282	2/28/2025	DELTA DENTAL	Check	1,939.05
46283	2/28/2025	DIGITAL FRINGE	Check	100.41
46284	2/28/2025	DSS SWEEPING SERVICE	Check	80.00
46285	2/28/2025	IGS Energy	Check	6,249.48
46286	2/28/2025	Lifestyle Publications, LLC	Check	941.25
46287	2/28/2025	TODAY'S BUSINESS SOLUTIONS	Check	1,095.00
46288	2/28/2025	TRANSFORMATIONS PLUS	Check	675.00
46289	3/7/2025	AGE OF LEARNING	Check	3,983.24
46290	3/7/2025	Amazon Capital Services, Inc.	Check	6,016.75
46291	3/7/2025	CDW-G INC.	Check	360.87
46292	3/7/2025	CenterPoint Energy	Check	183.85
46293	3/7/2025	CenterPoint Energy	Check	1,439.83
46294	3/7/2025	CenterPoint Energy	Check	1,086.67
46295	3/7/2025	CHARTER COMMUNICATIONS	Check	114.99
46296	3/7/2025	DAYTON AREA CHAMBER OF COMMERC	Check	540.00
46297	3/7/2025	DSS SWEEPING SERVICE	Check	82.00
46298	3/7/2025	EBSCO Information Services	Check	1,547.00
46299	3/7/2025	HOCWT	Check	130.00
46300	3/7/2025	KROGER CO.	Check	304.23
46301	3/7/2025	Lizard Apparel & Promotions	Check	127.60
46302	3/7/2025	MONTGOMERY COUNTY	Check	1,316.34
46303	3/7/2025	NCC GROUP SOFTWARE RESILIENCE (NA)	Check	395.00
46304	3/7/2025	OHIO LIBRARY COUNCIL	Check	195.00
46305	3/7/2025	Pitney Bowes Bank Inc Purchase Power	Check	109.85

Washington-Centerville Public Library

Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46306	3/7/2025	RESERVE ACCOUNT	Check	150.00
46307	3/7/2025	RIECK MECHANICAL	Check	406.09
46308	3/7/2025	RUMPKE OF OHIO, INC.	Check	806.22
46309	3/7/2025	SCHOLASTIC INC.	Check	1,636.00
46310	3/7/2025	Statista, Inc.	Check	4,565.00
46311	3/18/2025	BAKER & TAYLOR, INC	Check	1,068.03
46312	3/18/2025	BRODART CO.	Check	23,161.78
46313	3/18/2025	BUCKLEY KING LPA	Check	175.00
46314	3/18/2025	DAYTON HISTORY	Check	2,000.00
46315	3/18/2025	FREDERICK RUETH	Check	16.87
46316	3/18/2025	GLEASON PROPERTY SERVICES, LLC	Check	15,410.00
46317	3/18/2025	JULIE WHITNEY-RAWLS	Check	16.99
46318	3/18/2025	KALEA SMITH	Check	16.99
46319	3/18/2025	KANOPY, INC.	Check	1,649.00
46320	3/18/2025	LEVEL 3 COMMUNICATIONS LLC	Check	410.65
46321	3/18/2025	LEWIS & MICHAEL, INC.	Check	41,714.20
46322	3/18/2025	LYNDA MARRIOTT	Check	22.99
46323	3/18/2025	MIDWEST TAPE	Check	21,850.66
46324	3/18/2025	OVERDRIVE, INC.	Check	47.84
46325	3/18/2025	REBECCA WHITACRE	Check	33.98
46326	3/18/2025	RIECK MECHANICAL	Check	1,707.82
46327	3/18/2025	SARA JORGENSEN	Check	39.99
46328	3/18/2025	SUSAN GUTHEIL	Check	30.99
46329	3/18/2025	THE VERNON COMPANY	Check	195.15
46330	3/18/2025	Trigon Imaging Solutions	Check	368.83
46331	3/18/2025	UNIQUE MANAGEMENT SERVICES INC	Check	279.45
46332	3/18/2025	WASHINGTON TOWNSHIP TRUSTEES	Check	257.00
46333	3/18/2025	WYSO	Check	150.00
2025000045	2/24/2025	OPERS	EFT	37,699.68
2025000046	2/24/2025	OPERS	EFT	0.04
2025000048	2/28/2025	INTERNAL REVENUE SERVICE	EFT	1,762.28
2025000049	2/28/2025	PAYPAL, INC	EFT	39.90
2025000050	2/28/2025	Merchant eSolutions	EFT	111.02
2025000051	2/28/2025	Nayax	EFT	185.20
2025000052	2/28/2025	U.S. BANK	EFT	623.74
2025000053	2/28/2025	OHIO BUSINESS GATEWAY	EFT	0.31
2025000054	3/3/2025	HealthEquity	EFT	7,300.14
2025000055	3/14/2025	INTERNAL REVENUE SERVICE	EFT	1,749.63
2025000056	3/18/2025	A.J. SCHWAB	EFT	35.42
2025000057	3/18/2025	Caitlin Spratt	EFT	12.74
2025000058	3/18/2025	DARRILYNN BREWSTER	EFT	27.30
2025000059	3/18/2025	GRAHAM DOSTAL	EFT	10.36
2025000060	3/18/2025	DAVE KENT	EFT	47.88
2025000061	3/18/2025	GARY BERRY	EFT	51.45

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
2025000062	3/18/2025	CHRIS J. EDDINGTON	EFT	14.98
2025000063	3/18/2025	KATHERINE GOETZ	EFT	11.62
2025000064	3/18/2025	SCOTT ROYAL	EFT	4.48
2025000065	3/18/2025	KEVIN RISNER	EFT	11.76
2025000066	3/18/2025	MICHELLE FANG	EFT	24.22
2025000067	3/18/2025	CHARLETTE JOUAN	EFT	11.13
2025000068	3/18/2025	Katherine Watson	EFT	53.06
2025000069	3/18/2025	KATHY O'NEILL	EFT	6.16
2025000070	3/18/2025	Jessica Galloway	EFT	17.50
2025000071	3/18/2025	Laura Fitzpatrick	EFT	9.38
2025000072	3/18/2025	SHELLY PERESIE	EFT	8.05
2025000073	3/18/2025	Gregg McCullough	EFT	6.93
2025000074	3/18/2025	WILLIAM MENKER	EFT	85.19
2025000075	3/18/2025	RUTH ANNE ATTALLA	EFT	3.43
2025000076	3/18/2025	Rachel Knight	EFT	18.48
2025000077	3/18/2025	Dockins, Debe	EFT	27.02
		Payroll #5	ACH	133,480.80
		Payroll #6	ACH	132,605.75
				<u>\$527,698.22</u>

Fiscal Officer's Report

**Washington-Centerville Public Library
Monthly Cash Position
For The Month Of March 2025**

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 8,258,722.13	\$ 314,465.90	\$ 479,088.87	\$ 8,094,099.16
Unclaimed Funds	794.93	0.00	0.00	794.93
Special Operating Fund	3,750,186.25	0.00	0.00	3,750,186.25
Building Fund	4,663,554.63	0.00	41,889.20	4,621,665.43
Perm. Imp. Fund-Ils	568,950.30	0.00	0.00	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	0.00	0.00	726,336.34
Dorothy R. Yeck Good Life End	88.70	0.00	0.00	88.70
Payroll Clearing Fund	29,007.44	89,623.93	90,272.99	28,358.38
	\$ 17,997,640.72	\$ 404,089.83	\$ 611,251.06	\$ 17,790,479.49

**Washington-Centerville Public Library
YTD Cash Position
For The Month Of March 2025**

Fund	Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$ 8,917,565.34	\$ 3,423,066.12	\$ 2,156,785.70	\$ 10,183,845.76
Unclaimed Funds	794.93	35.99	-	830.92
Special Operating Fund	3,750,186.25	-	-	3,750,186.25
Building Fund	4,723,157.63	-	146,465.20	4,576,692.43
Perm. Imp. Fund-Ils	568,950.30	-	-	568,950.30
Perm. Imp. Fund-Reference/Info	726,336.34	-	-	726,336.34
Dorothy R. Yeck Good Life End	184.69	-	95.99	88.70
Payroll Clearing Fund	15,302.23	308,350.90	295,276.71	28,376.42
	\$ 18,702,477.71	\$ 3,731,453.01	\$ 2,598,623.60	\$ 19,835,307.12

Washington-Centerville Public Library
Monthly Cash Reconciliation
For The Month Of March 2025

Bank Balances:

US Bank	\$ 1,257,610.87
Dayton Foundation	5,470.00
Paypal	200.00
Total Cash Accounts	<u>1,263,280.87</u>

RedTree Investments:

Securities	4,100,997.35
Money Market	32,893.93
StarOhio	14,565,616.41
Total Investment Accounts	<u>18,699,507.69</u>

Total Bank Balances	19,962,788.56
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Deposits-in-Transit	264.97
Unposted Payments	-
Outstanding Checks	(127,746.41)

Adjusted Bank Balances	<u>19,835,307.12</u>
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Book Balance (from Cash Position)	19,835,307.12
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Difference	<u><u>\$ -</u></u>
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See detail in separate attachment

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of March 2025 And Year-to-Date

101 - General Fund	Budget	Month Revenue	YTD Revenue	Percent
PUBLIC LIBRARY FUND	\$ 3,280,355.00	\$ 250,976.14	\$ 854,284.11	26.04% ¹
GENERAL PROPERTY TAXES	4,690,516.00	-	2,332,340.68	49.72%
PROPERTY TAX ROLLBACK	600,000.00	-	-	0.00%
GRANTS - FEDERAL, STATE & LOCAL	-	-	-	0.00%
PATRON FINES & FEES	22,500.00	2,090.97	6,978.59	31.02%
COPIER INCOME	21,000.00	2,931.15	9,369.00	44.61%
PROGRAM FEES	-	-	-	0.00%
PASSPORT EXECUTION FEES	25,000.00	2,465.00	6,910.00	27.64%
PASSPORT PHOTOS	5,500.00	560.00	1,705.00	31.00%
PATRON SUPPLIES	27,500.00	2,538.98	6,804.35	24.74%
INTEREST INCOME	400,000.00	51,007.01	186,311.82	46.58% ²
DONATIONS	22,500.00	146.53	13,392.79	59.52%
REFUNDS & REIMBURSEMENTS	9,000.00	856.82	4,069.13	45.21%
MISCELLANEOUS-OTHER	50,200.00	893.30	900.65	1.79%
TRANSFER IN	-	-	-	0.00%
TOTAL RECEIPTS-GENERAL FUND	\$ 9,154,071.00	\$ 314,465.90	\$ 3,423,066.12	37.39%

102 - Unclaimed Funds	Budget	Month Revenue	YTD Revenue	Percent
REFUNDS	\$ -	\$ -	\$ 35.99	0.00%
TRANSFER TO UNCLAIMED	-	-	-	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	\$ -	\$ -	\$ 35.99	0.00%

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

401 - Building Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO BUILDING FUND	\$ 1,750,000.00	\$ -	\$ -	0.00%
TOTAL RECEIPTS-BUILDING FUND	\$ 1,750,000.00	\$ -	\$ -	0.00%

Washington-Centerville Public Library
Monthly Revenue Statement
For The Month Of March 2025 And Year-to-Date

450 - Perm. Improvement - ILS Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - ILS	\$ -	\$ -	\$ -	0.00%
TOTAL RECEIPTS-PERM. IMP. FUND	\$ -	\$ -	\$ -	0.00%
451 - Perm. Improvement - Technology Fund	Budget	Month Revenue	YTD Revenue	Percent
TRANSFERS TO PI - TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
TOTAL PERM. IMP. FUND-TECHNOLOGY	\$ -	\$ -	\$ -	0.00%
898 - Yeck GLA Fund	Budget	Month Revenue	YTD Revenue	Percent
YECK DONATIONS-RESTRICTED	\$ 5,525.00	\$ -	\$ -	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	\$ 5,525.00	\$ -	\$ -	0.00%
999 - Payroll Clearing Fund	Budget	Month Revenue	YTD Revenue	Percent
CLEARING REVENUE	\$ -	\$ 89,623.93	\$ 308,350.90	0.00%
TOTAL PAYROLL CLEARING FUND	\$ -	\$ 89,623.93	\$ 308,350.90	0.00%
GRAND TOTAL RECEIPTS	\$ 10,909,596.00	\$ 404,089.83	\$ 3,731,453.01	34.20%

See Notes to the Financial Report

Washington-Centerville Public Library
Revenue Budget Statement - General Fund
For The Month Of March 2025 And Year-to-Date

101 - General Fund	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)	
Public Library Fund	\$ 256,246.84	\$ 250,976.14	\$ (5,270.70)	\$ 780,072.12	\$ 854,284.11	\$ 74,211.99	1
General Property Taxes	-	-	-	2,274,900.26	2,332,340.68	57,440.42	
Property Tax Rollback	-	-	-	-	-	-	
Federal Grants	-	-	-	-	-	-	
Local Grants	-	-	-	-	-	-	
Patron Fines & Fees	1,875.00	2,090.97	215.97	5,625.00	6,978.59	1,353.59	
Copier, Fax and Printing	1,750.00	2,931.15	1,181.15	5,250.00	9,369.00	4,119.00	
Program Fees	-	-	-	-	-	-	
Passport Execution Fees	2,083.33	2,465.00	381.67	6,250.00	6,910.00	660.00	
Passport Photos	458.33	560.00	101.67	1,375.00	1,705.00	330.00	
Patron Supplies	2,291.67	2,538.98	247.31	6,875.00	6,804.35	(70.65)	
Interest Income	27,075.61	51,007.01	23,931.40	118,785.94	186,311.82	67,525.88	2
Donations	16,208.33	146.53	(16,061.80)	17,352.27	13,392.79	(3,959.48)	
Refunds & Reimbursements	750.00	856.82	106.82	2,250.00	4,069.13	1,819.13	
Miscellaneous-Other	4,183.33	893.30	(3,290.03)	12,550.00	900.65	(11,649.35)	
Transfer In	-	-	-	-	-	-	
TOTAL GENERAL FUND	\$ 312,922.45	\$ 314,465.90	\$ 1,543.45	\$ 3,231,285.59	\$ 3,423,066.12	\$ 191,780.53	

See Notes to the Financial Report

Washington-Centerville Public Library
Expense Account Summary
For the Month of March 2025 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						
SALARIES & BENEFITS						
<i>SALARIES & LEAVE BENEFITS</i>						
Director/Managers	672,250.00	50,329.70	176,991.30	0.00	495,258.70	26.33%
Library Specialist	1,445,000.00	107,320.08	377,970.76	0.00	1,067,029.24	26.16%
Technician	147,000.00	11,110.40	38,886.40	0.00	108,113.60	26.45%
Public Services Assistant	330,000.00	25,152.90	89,315.07	0.00	240,684.93	27.07%
Substitute	44,000.00	3,079.21	11,663.44	0.00	32,336.56	26.51%
Fiscal Officer	109,000.00	8,435.36	29,329.07	0.00	79,670.93	26.91%
Administrative Support	516,350.00	36,482.49	127,786.77	0.00	388,563.23	24.75%
Facilities	81,000.00	5,969.60	20,977.55	0.00	60,022.45	25.90%
Library Aides	147,450.00	8,741.28	33,023.45	0.00	114,426.55	22.40%
Driver	20,000.00	1,487.86	3,977.85	0.00	16,022.15	19.89%
Shelving Assistants	97,000.00	7,350.91	25,933.78	0.00	71,066.22	26.74%
SALARIES & LEAVE BENEFITS	3,609,050.00	265,459.79	935,855.44	0.00	2,673,194.56	25.93%
<i>RETIREMENT-OPERS</i>						
OPERS	506,040.00	37,516.67	112,644.57	0.00	393,395.43	22.26%
<i>INSURANCE BENEFITS</i>						
Health Insurance	483,781.00	40,181.34	120,544.02	339,205.98	24,031.00	95.03%
Health Savings Account	96,025.95	7,300.14	21,183.74	70,016.39	4,825.82	94.97%
Dental Insurance	23,415.00	1,939.05	5,817.15	16,367.85	1,230.00	94.75%
Medicare	54,214.50	3,502.86	12,463.31	0.00	41,751.19	22.99%
Life Insurance	3,365.00	255.45	761.10	2,423.90	180.00	94.65%
Workers' Compensation	7,500.00	0.00	0.00	0.00	7,500.00	0.00%
INSURANCE BENEFITS	668,301.45	53,178.84	160,769.32	428,014.12	79,518.01	24.06%
<i>OTHER EMPLOYEE BENEFITS</i>						
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	
Other Employee Benefits	0.00	0.00	0.00	0.00	0.00	
OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	
Personal Services Total:	4,783,391.45	356,155.30	1,209,269.33	428,014.12	3,146,108.00	25.28%
SUPPLIES						
<i>GENERAL ADMINISTRATIVE SUPPLIES</i>						
Office Supplies	28,143.06	1,170.56	4,667.07	6,717.08	16,758.91	40.45%
Program Supplies	67,278.87	1,370.19	4,404.10	27,193.28	35,681.49	46.96%
Cataloging/Processing Supplies	13,141.05	157.41	4,304.31	1,140.66	7,696.08	41.43%
Postage	1,000.00	217.20	217.20	595.98	186.82	81.32%
Janitorial Supplies	3,832.04	13.98	271.74	803.90	2,756.40	
GENERAL ADMININISTATIVE SUPPLIES	113,395.02	2,929.34	13,864.42	36,450.90	63,079.70	12.23%
<i>PROPERTY MAINTENANCE / REPAIR SUPPLIES</i>						
Property Maintenance & Repair	40,763.38	1,352.91	2,562.30	4,837.70	33,363.38	18.15%
<i>VEHICLE FUEL AND SUPPLIES</i>						
Vehicle Fuel	3,168.78	114.05	239.42	569.41	2,359.95	25.52%
Vehicle Supplies	500.00	0.00	0.00	142.73	357.27	28.55%
VEHICLE FUEL AND SUPPLIES	3,668.78	114.05	239.42	712.14	2,717.22	25.94%
<i>SUPPLIES PURCHASED FOR RESALE</i>						
Supplies for Resale	77,304.81	1,131.98	5,944.37	28,810.07	42,550.37	44.96%
Supplies Total:	235,131.99	5,528.28	22,610.51	70,810.81	141,710.67	9.62%

Washington-Centerville Public Library
Expense Account Summary
For the Month of March 2025 and Year-to-Date

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
PURCHASED & CONTRACTED SERVICES						
<i>TRAVEL AND MEETING EXPENSES</i>						
Mileage	11,050.00	498.54	1,340.11	7,649.89	2,060.00	81.36%
In-House Seminars	19,637.97	223.54	223.54	2,414.43	17,000.00	13.43%
Conference/Meetings	45,800.66	1,183.97	2,863.24	8,379.66	34,557.76	24.55%
Membership Dues	4,825.00	490.00	815.00	515.00	3,495.00	27.56%
TRAVEL AND MEETING EXPENSES	81,313.63	2,396.05	5,241.89	18,958.98	57,112.76	6.45%
<i>COMMUNICATION / PRINTING / PUBLICITY</i>						
Telephone	5,419.85	469.41	1,313.44	3,186.56	919.85	83.03%
Computer Data Line	49,899.91	810.63	3,289.42	30,258.20	16,352.29	67.23%
Postage	22,374.79	150.00	682.00	3,135.49	18,557.30	17.06%
Postage Machine Rental	3,323.35	353.70	1,286.10	1,924.65	112.60	96.61%
Security Alarm	9,569.34	0.00	2,088.00	6,641.34	840.00	91.22%
Legal Ads	2,500.00	0.00	0.00	0.00	2,500.00	0.00%
Marketing & Advertising	19,662.56	1,721.25	6,596.25	11,034.75	2,031.56	89.67%
Printing/Publications	54,117.02	201.60	629.81	6,216.60	47,270.61	12.65%
COMMUNICATION/PRINT/PUBLICITY	166,866.82	3,706.59	15,885.02	62,397.59	88,584.21	9.52%
<i>PROPERTY MAINTENANCE / REPAIR / SECURITY</i>						
Building & Site Repairs	153,985.82	2,113.91	16,242.14	15,288.90	122,454.78	20.48%
Equipment Maintenance	25,032.09	1,700.73	4,883.94	11,215.22	8,932.93	64.31%
Grounds & Snow Removal	154,000.00	25.00	20,715.32	73,809.68	59,475.00	61.38%
Janitorial Services	242,845.38	15,492.00	48,766.40	128,463.14	65,615.84	72.98%
Trash Services	21,283.75	1,008.52	3,959.82	10,418.95	6,904.98	67.56%
PROPERTY MAINT/REPAIR/SECURITY	597,147.04	20,340.16	94,567.62	239,195.89	263,383.53	55.89%
<i>LIABILITY INSURANCE</i>						
Property Insurance	31,733.75	0.00	0.00	30,481.00	1,252.75	96.05%
<i>UTILITIES</i>						
Electricity	114,713.74	3,057.76	18,486.72	81,285.31	14,941.71	86.97%
Gas	41,947.76	5,629.78	16,451.43	23,004.80	2,491.53	94.06%
Water/Sewer	13,280.81	1,316.34	1,847.07	10,873.94	559.80	95.78%
UTILITIES	169,942.31	10,003.88	36,785.22	115,164.05	17,993.04	89.41%
<i>PROFESSIONAL SERVICES</i>						
Speakers/Program Stipends	17,339.55	2,210.00	2,865.00	9,170.00	5,304.55	69.41%
Art and Other Exhibits	5,000.00	199.91	431.01	868.99	3,700.00	26.00%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,800.00	55.98	55.98	139.50	12,604.52	1.53%
General Legal Services	5,500.00	0.00	150.00	350.00	5,000.00	9.09%
Labor Legal Services	23,257.50	2,362.50	4,707.50	3,550.00	15,000.00	35.50%
Tax Collection Fees	80,000.00	0.00	0.00	0.00	80,000.00	0.00%
Banking Fees	20,661.36	968.33	2,869.78	12,248.49	5,543.09	73.17%
Benefits Administrator	5,000.00	0.00	530.00	4,170.00	300.00	94.00%
Other Professional Services	12,000.00	0.00	0.00	1,500.00	10,500.00	12.50%
PROFESSIONAL SERVICES	181,558.41	5,796.72	11,609.27	31,996.98	137,952.16	24.02%
<i>SOFTWARE MAINTENANCE</i>						
Software Maintenance	253,949.80	395.00	92,661.83	41,583.56	119,704.41	52.86%
<i>OTHER CONTRACTED SERVICES</i>						
Temporary Contract Services	46,703.15	279.45	1,404.20	4,418.51	40,880.44	12.47%
Online Services	239,414.81	2,143.87	29,931.87	139,509.74	69,973.20	70.77%
Collection Development Services	6,400.00	0.00	2,600.00	3,800.00	0.00	100.00%
OTHER CONTRACTED SERVICES	292,517.96	2,423.32	33,936.07	147,728.25	110,853.64	62.10%
Contract Services Total:	1,775,029.72	45,061.72	290,686.92	687,506.30	796,836.50	3.96
LIBRARY MATERIALS						
<i>NEW BOOKS</i>						
New Books	547,392.11	24,589.66	79,299.97	135,279.65	332,812.49	39.20%

Washington-Centerville Public Library
Expense Account Summary
For the Month of March 2025 and Year-to-Date

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
Standing Orders/Continuations	18,206.81	1,068.03	2,932.27	9,811.10	5,463.44	69.99%
Book Rentals	70,617.75	372.94	630.99	64,052.91	5,933.85	91.60%
NEW BOOKS	636,216.67	26,030.63	82,863.23	209,143.66	344,209.78	13.02%
<i>PERIODICALS</i>						
Periodicals	11,000.00	0.00	244.00	209.00	10,547.00	4.12%
<i>AUDIO-VISUAL MATERIALS</i>						
Movies	105,928.16	5,362.31	15,998.98	24,012.83	65,916.35	37.77%
Read Along Audiobooks	49,007.53	0.00	3,364.04	2,600.00	43,043.49	12.17%
Pre-Loaded Learning Tablets	32,185.40	0.00	1,568.77	4,000.00	26,616.63	17.30%
Audiobooks	15,386.42	705.10	1,478.80	4,381.59	9,526.03	38.09%
Other Audio-Visual Materials	6,527.62	28.09	1,037.82	489.80	5,000.00	23.40%
AUDIO-VISUAL MATERIALS	209,035.13	6,095.50	23,448.41	35,484.22	150,102.50	28.19%
<i>ONLINE SUBSCRIPTIONS</i>						
Online Subscriptions	127,000.00	11,731.24	41,110.14	3,967.20	81,922.66	35.49%
ONLINE SUBSCRIPTIONS	127,000.00	11,731.24	41,110.14	3,967.20	81,922.66	32.37%
<i>COLLECTION DELIVERY SERVICES</i>						
Search Ohio Delivery	13,000.00	0.00	0.00	0.00	13,000.00	0.00%
<i>ELECTRONIC MATERIALS</i>						
eBOOKS	472,703.95	1,696.84	324,273.83	129,760.47	18,669.65	96.05%
Digital Music Services	42,000.00	0.00	39,735.00	0.00	2,265.00	94.61%
Digital Video Services	218,781.48	15,783.25	47,092.90	156,688.58	15,000.00	93.14%
Roku Subscription Services	18,958.88	944.23	3,920.21	9,698.99	5,339.68	71.84%
ELECTRONIC MATERIALS	752,444.31	18,424.32	415,021.94	296,148.04	41,274.33	55.16%
<i>LIBRARY MATERIALS-OTHER</i>						
Culture Pass	13,000.00	2,000.00	7,700.40	249.60	5,050.00	61.15%
Mobile Hotspots	15,000.00	960.90	1,942.86	10,057.14	3,000.00	80.00%
Special Learning Kits	28,747.37	1,046.06	1,256.91	12,938.06	14,552.40	49.38%
Board Game Collection	14,533.76	1,043.83	1,454.14	5,688.07	7,391.55	49.14%
LIBRARY MATERIALS - OTHER	71,281.13	5,050.79	12,354.31	28,932.87	29,993.95	57.92%
Library Materials Total:	1,819,977.24	67,332.48	575,042.03	573,884.99	671,050.22	63.13%
CAPITAL OUTLAY						
Land Improvements	60,000.00	0.00	0.00	0.00	60,000.00	0.00%
Building Improvements	0.00	0.00	0.00	0.00	0.00	
Hardware	242,905.84	589.86	38,733.18	66,298.90	137,873.76	43.24%
Software	18,250.00	0.00	1,979.64	820.36	15,450.00	15.34%
Office Furniture	1,300.00	0.00	0.00	0.00	1,300.00	0.00%
Library Furniture	12,408.04	3,702.43	5,780.03	4.58	6,623.43	46.62%
Library Vehicle	0.00	0.00	0.00	0.00	0.00	
Capital Outlay Total:	334,863.88	4,292.29	46,492.85	67,123.84	221,247.19	13.88%
OTHER OBJECTS						
<i>DUES & MEMBERSHIPS</i>						
Organizational Dues	200.00	0.00	0.00	0.00	200.00	0.00%
Trustees Dues	13,250.00	540.00	10,811.00	1,729.00	710.00	94.64%
DUES & MEMBERSHIPS	13,450.00	540.00	10,811.00	1,729.00	910.00	80.38%
<i>TAXES AND ASSESSMENTS</i>						
Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	
State Sales Tax	3,000.00	0.00	1,418.43	1,581.57	0.00	100.00%
TAXES AND ASSESSMENTS	3,000.00	0.00	1,418.43	1,581.57	0.00	47.28%
<i>REFUNDS & REIMBURSEMENTS</i>						
Patron Refunds	1,750.00	178.80	454.63	963.37	332.00	81.03%
REFUNDS & REIMBURSEMENTS	1,750.00	178.80	454.63	963.37	332.00	25.98%
Other Expenditures Total:	18,200.00	718.80	12,684.06	4,273.94	1,242.00	93.18%

**Washington-Centerville Public Library
Expense Account Summary
For the Month of March 2025 and Year-to-Date**

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
CONTINGENCY						
<i>CONTINGENCY</i>						
Contingency	200,000.00	0.00	0.00	0.00	200,000.00	0.00%
Contingency Total:	200,000.00	0.00	0.00	0.00	200,000.00	0.00%
INTERFUND TRANSFER						
<i>INTERFUND TRANSFER</i>						
Transfers To Other Funds	0.00	0.00	0.00	0.00	0.00	
Transfers And Other Total:	0.00	0.00	0.00	0.00	0.00	
TOTAL GENERAL FUND	9,166,594.28	479,088.87	2,156,785.70	1,831,614.00	5,178,194.58	43.51%
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	8,142.50	175.00	1,708.00	2,434.50	4,000.00	50.88%
Legal Advertisements	1,200.00	0.00	1,200.00	0.00	0.00	100.00%
Architect/Engineering	517,800.00	0.00	98,813.00	118,987.00	300,000.00	42.06%
Temporary Contract Services	130,000.00	41,714.20	43,394.20	58,285.80	28,320.00	78.22%
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	4,202,000.00	0.00	1,350.00	650.00	4,200,000.00	0.05%
Building Improvements - WB	0.00	0.00	0.00	0.00	0.00	
Office Furniture	1,250,000.00	0.00	0.00	0.00	1,250,000.00	0.00%
Library Furniture	60,000.00	0.00	0.00	0.00	60,000.00	0.00%
TOTAL BUILDING FUND	6,169,142.50	41,889.20	146,465.20	180,357.30	5,842,320.00	5.30%
450 - PERM IMPROVEMENT - ILS FUND						
Software	7,500.00	0.00	0.00	0.00	7,500.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	7,500.00	0.00	0.00	0.00	7,500.00	0.00%
451 - PERM IMPROVEMENT -TECHNOLOGY FUND						
Site Preparation	35,000.00	0.00	0.00	0.00	35,000.00	0.00%
Hardware	238,500.00	0.00	0.00	0.00	238,500.00	0.00%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	277,500.00	0.00	0.00	0.00	277,500.00	0.00%
898 - YECK GLA FUND						
Office & Program Supplies	4,750.00	0.00	0.00	0.00	4,750.00	0.00%
Program Supplies	6.33	0.00	0.00	0.00	6.33	0.00%
Printing / Publications	399.19	0.00	95.99	0.00	303.20	24.05%
TOTAL YECK GLA FUND	5,155.52	0.00	95.99	0.00	5,059.53	1.86%
999 - PAYROLL CLEARING FUND						
Default Expense		75,362.63	250,545.63			
Unum Expense		576.50	1,729.50			
Delta Expense		1,340.14	4,020.42			
Anthem Expense		12,993.72	38,981.16			
TOTAL PAYROLL CLEARING FUND	0.00	90,272.99	295,276.71	0.00	0.00	
GRAND TOTAL ALL FUNDS	\$15,625,892.30	\$611,251.06	\$2,598,623.60	\$2,011,971.30	\$11,310,574.11	29.51%

See Notes to the Financial Report

Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of March 2025 and Year-to-Date

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>SALARIES & LEAVE BENEFITS</i>						
Manager/Director	\$ 51,711.54	\$ 50,329.70	\$ 1,381.84	\$ 180,990.38	\$ 176,991.30	\$ 3,999.08
Library Specialists	\$ 111,153.85	\$ 107,320.08	3,833.77	\$ 389,038.46	\$ 377,970.76	11,067.70
Technician	\$ 11,307.69	\$ 11,110.40	197.29	\$ 39,576.92	\$ 38,886.40	690.52
Public Services Assistant	\$ 25,384.62	\$ 25,152.90	231.72	\$ 88,846.15	\$ 89,315.07	(468.92)
Substitute	\$ 3,384.62	\$ 3,079.21	305.41	\$ 11,846.15	\$ 11,663.44	182.71
Fiscal Officer	\$ 8,384.62	\$ 8,435.36	(50.74)	\$ 29,346.15	\$ 29,329.07	17.08
Administrative Support	\$ 39,719.23	\$ 36,482.49	3,236.74	\$ 139,017.31	\$ 127,786.77	11,230.54
Facilities	\$ 6,230.77	\$ 5,969.60	261.17	\$ 21,807.69	\$ 20,977.55	830.14
Library Aides	\$ 11,342.31	\$ 8,741.28	2,601.03	\$ 39,698.08	\$ 33,023.45	6,674.63
Driver	\$ 1,538.46	\$ 1,487.86	50.60	\$ 5,384.62	\$ 3,977.85	1,406.77
Shelving Assistants	\$ 7,461.54	\$ 7,350.91	110.63	\$ 26,115.38	\$ 25,933.78	181.60
SALARIES & LEAVE BENEFITS	277,619.23	265,459.79	12,159.44	971,667.31	935,855.44	35,811.87
<i>RETIREMENT-OPERS</i>						
OPERS	\$ 38,926.15	\$ 37,516.67	1,409.48	\$ 116,778.46	\$ 112,644.57	4,133.89
<i>INSURANCE BENEFITS</i>						
Health Insurance	\$ 40,315.08	\$ 40,181.34	133.74	\$ 120,945.25	\$ 120,544.02	401.23
Health Savings Account	\$ 8,002.16	\$ 7,300.14	702.02	\$ 24,006.49	\$ 21,183.74	2,822.75
Dental Insurance	\$ 1,951.25	\$ 1,939.05	12.20	\$ 5,853.75	\$ 5,817.15	36.60
Medicare	\$ 4,170.35	\$ 3,502.86	667.49	\$ 14,596.21	\$ 12,463.31	2,132.90
Life Insurance	\$ 280.42	\$ 255.45	24.97	\$ 841.25	\$ 761.10	80.15
Worker's Compensation	\$ -	\$ -	-	\$ -	\$ -	-
INSURANCE BENEFITS	54,719.26	53,178.84	1,540.42	166,242.95	160,769.32	5,473.63
<i>OTHER EMPLOYEE BENEFITS</i>						
Unemployment Benefits	\$ -	\$ -	-	\$ -	\$ -	-
Other Employee Benefits	\$ -	\$ -	-	\$ -	\$ -	-
OTHER EMPLOYEE BENEFITS	-	-	-	-	-	-
Personal Services Total:	371,264.64	356,155.30	15,109.34	1,254,688.72	1,209,269.33	45,419.39
<i>GENERAL ADMINISTRATIVE SUPPLIES</i>						
Office Supplies	\$ 2,400.62	\$ 1,170.56	1,230.06	\$ 6,828.17	\$ 4,667.07	2,161.10
Program Supplies	\$ 5,606.57	\$ 1,370.19	4,236.38	\$ 16,819.72	\$ 4,404.10	12,415.62
Cataloging/Processing Supplies	\$ 1,095.09	\$ 157.41	937.68	\$ 3,285.26	\$ 4,304.31	(1,019.05)
Small Tools/Minor Equipment	\$ 83.33	\$ 217.20	(133.87)	\$ 250.00	\$ 217.20	32.80
Janitorial Supplies	\$ 345.09	\$ 13.98	331.11	\$ 726.27	\$ 271.74	454.53
GENERAL ADMININISTATIVE SUPPLIES	9,530.69	2,929.34	6,601.35	27,909.42	13,864.42	14,045.00
<i>PROPERTY MAINTENANCE / REPAIR SUPPLIES</i>						
Property Maintenance & Repair	\$ 3,396.95	\$ 1,352.91	2,044.04	\$ 10,190.85	\$ 2,562.30	7,628.55
<i>VEHICLE FUEL AND SUPPLIES</i>						
Vehicle Fuel	\$ 264.07	\$ 114.05	150.02	\$ 792.20	\$ 239.42	552.78
Vehicle Supplies	\$ 41.67	\$ -	41.67	\$ 125.00	\$ -	125.00
VEHICLE FUEL AND SUPPLIES	305.73	114.05	191.68	917.20	239.42	677.78
<i>SUPPLIES PURCHASED FOR RESALE</i>						
Supplies for Resale	\$ 6,442.07	\$ 1,131.98	5,310.09	\$ 19,326.20	\$ 5,944.37	13,381.83
Supplies Total:	19,675.44	5,528.28	14,147.16	58,343.66	22,610.51	35,733.15
<i>TRAVEL AND MEETING EXPENSES</i>						
Mileage	\$ 960.83	\$ 498.54	462.29	\$ 2,786.50	\$ 1,340.11	1,446.39
In-House Seminars	\$ 1,636.50	\$ 223.54	1,412.96	\$ 4,909.49	\$ 223.54	4,685.95
Conference/Meetings	\$ 3,816.72	\$ 1,183.97	2,632.75	\$ 11,450.17	\$ 2,863.24	8,586.93
Membership Dues	\$ 365.00	\$ 490.00	(125.00)	\$ 1,621.00	\$ 815.00	806.00
TRAVEL AND MEETING EXPENSES	6,779.05	2,396.05	4,383.00	20,767.16	5,241.89	15,525.27

Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of March 2025 and Year-to-Date

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>COMMUNICATION / PRINTING / PUBLICITY</i>						
Telephone	\$ 451.65	\$ 469.41	(17.76)	\$ 1,354.96	\$ 1,313.44	41.52
Computer Data Line	\$ 4,256.32	\$ 810.63	3,445.69	\$ 11,593.05	\$ 3,289.42	8,303.63
Postage	\$ 4,549.12	\$ 150.00	4,399.12	\$ 5,593.70	\$ 682.00	4,911.70
Postage Machine Rental	\$ 128.77	\$ 353.70	(224.93)	\$ 830.84	\$ 1,286.10	(455.26)
Security Alarm	\$ 312.25	\$ -	312.25	\$ 3,461.43	\$ 2,088.00	1,373.43
Legal Ads	\$ 208.33	\$ -	208.33	\$ 625.00	\$ -	625.00
Marketing & Advertising	\$ 1,638.55	\$ 1,721.25	(82.70)	\$ 4,915.64	\$ 6,596.25	(1,680.61)
Printing/Publications	\$ 13,005.36	\$ 201.60	12,803.76	\$ 13,529.26	\$ 629.81	12,899.45
COMMUNICATION/PRINT/PUBLICITY	24,550.34	3,706.59	20,843.75	41,903.87	15,885.02	26,018.85
<i>PROPERTY MAINTENANCE / REPAIR / SECURITY</i>						
Building & Site Repairs	\$ 12,996.70	\$ 2,113.91	10,882.79	\$ 37,015.56	\$ 16,242.14	20,773.42
Equipment Maintenance	\$ 2,091.73	\$ 1,700.73	391.00	\$ 6,206.55	\$ 4,883.94	1,322.61
Grounds & Snow Removal	\$ 23,100.00	\$ 25.00	23,075.00	\$ 46,200.00	\$ 20,715.32	25,484.68
Janitorial Services	\$ 20,365.88	\$ 15,492.00	4,873.88	\$ 59,552.48	\$ 48,766.40	10,786.08
Trash Services	\$ 1,498.99	\$ 1,008.52	490.47	\$ 5,209.63	\$ 3,959.82	1,249.81
PROPERTY MAINT/REPAIR/SECURITY	60,053.30	20,340.16	39,713.14	154,184.22	94,567.62	59,616.60
<i>LIABILITY INSURANCE</i>						
Property Insurance	\$ -	\$ -	-	\$ -	\$ -	-
<i>UTILITIES</i>						
Electricity	\$ 8,316.75	\$ 3,057.76	5,258.99	\$ 25,523.81	\$ 18,486.72	7,037.09
Gas	\$ 4,488.41	\$ 5,629.78	(1,141.37)	\$ 15,310.93	\$ 16,451.43	(1,140.50)
Water/Sewer	\$ 2,412.37	\$ 1,316.34	1,096.03	\$ 3,349.87	\$ 1,847.07	1,502.80
UTILITIES	15,217.53	10,003.88	5,213.65	44,184.61	36,785.22	7,399.39
<i>PROFESSIONAL SERVICES</i>						
Speakers/Program Stipends	\$ 1,444.96	\$ 2,210.00	(765.04)	\$ 4,334.89	\$ 2,865.00	1,469.89
Art and Other Exhibits	\$ 416.67	\$ 199.91	216.76	\$ 1,250.00	\$ 431.01	818.99
Architect/Engineering Services	\$ -	\$ -	-	\$ -	\$ -	-
Auditing & Accounting Services	\$ 100.00	\$ 55.98	44.02	\$ 156.00	\$ 55.98	100.02
General Legal Services	\$ 458.33	\$ -	458.33	\$ 1,375.00	\$ 150.00	1,225.00
Labor Legal Services	\$ 1,938.13	\$ 2,362.50	(424.38)	\$ 5,814.38	\$ 4,707.50	1,106.88
Tax Collection Fees	\$ -	\$ -	-	\$ -	\$ -	-
Banking Fees	\$ 1,721.78	\$ 968.33	753.45	\$ 5,165.34	\$ 2,869.78	2,295.56
Benefits Administration	\$ 416.67	\$ -	416.67	\$ 1,250.00	\$ 530.00	720.00
Other Professional Services	\$ 1,000.00	\$ -	1,000.00	\$ 3,000.00	\$ -	3,000.00
PROFESSIONAL SERVICES	7,496.53	5,796.72	1,699.81	22,345.60	11,609.27	10,736.33
<i>SOFTWARE MAINTENANCE</i>						
Software Maintenance	\$ 15,113.82	\$ 395.00	14,718.82	\$ 117,925.45	\$ 92,661.83	25,263.62
<i>OTHER CONTRACTED SERVICES</i>						
Temporary Contract Services	\$ 3,891.93	\$ 279.45	3,612.48	\$ 11,675.79	\$ 1,404.20	10,271.59
Online Services	\$ 19,951.23	\$ 2,143.87	17,807.36	\$ 59,853.70	\$ 29,931.87	29,921.83
Collection Development Services	\$ 533.33	\$ -	533.33	\$ 1,600.00	\$ 2,600.00	(1,000.00)
OTHER CONTRACTED SERVICES	24,376.50	2,423.32	21,953.18	73,129.49	33,936.07	39,193.42
Contract Services Total:	153,587.07	45,061.72	108,525.35	474,440.39	290,686.92	183,753.47
<i>NEW BOOKS</i>						
New Books	\$ 48,170.51	\$ 24,589.66	23,580.85	\$ 152,175.01	\$ 79,299.97	72,875.04
Standing Orders/Continuations	\$ 1,365.51	\$ 1,068.03	297.48	\$ 4,806.60	\$ 2,932.27	1,874.33
Book Rentals	\$ 70.62	\$ 372.94	(302.32)	\$ 353.09	\$ 630.99	(277.90)
NEW BOOKS	49,606.63	26,030.63	23,576.00	157,334.69	82,863.23	74,471.46
<i>PERIODICALS</i>						
Periodicals	\$ 26.96	\$ -	26.96	\$ 334.21	\$ 244.00	90.21

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of March 2025 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
<i>AUDIO-VISUAL MATERIALS</i>						
Movies	\$ 8,558.08	\$ 5,362.31	3,195.77	\$ 26,133.29	\$ 15,998.98	10,134.31
Read Along Audiobooks	\$ 5,462.69	\$ -	5,462.69	\$ 14,062.35	\$ 3,364.04	10,698.31
Pre-Loaded Learning Tablets	\$ 5,004.42	\$ -	5,004.42	\$ 10,692.31	\$ 1,568.77	9,123.54
Audiobooks	\$ 1,650.10	\$ 705.10	945.00	\$ 5,937.94	\$ 1,478.80	4,459.14
Other Audio-Visual Materials	\$ 500.13	\$ 28.09	472.04	\$ 2,026.47	\$ 1,037.82	988.65
AUDIO-VISUAL MATERIALS	21,175.42	6,095.50	15,079.92	58,852.36	23,448.41	35,403.95
<i>ONLINE SUBSCRIPTIONS</i>						
Online Subscriptions	\$ 8,269.09	\$ 11,731.24	(3,462.15)	\$ 47,729.80	\$ 41,110.14	6,619.66
ONLINE SUBSCRIPTIONS	8,269.09	11,731.24	(3,462.15)	47,729.80	41,110.14	6,619.66
<i>COLLECTION DELIVERY SERVICES</i>						
Search Ohio Delivery	\$ -	\$ -	-	\$ -	\$ -	-
<i>ELECTRONIC MATERIALS</i>						
eBOOKS	\$ 15,800.99	\$ 1,696.84	14,104.15	\$ 348,043.60	\$ 324,273.83	23,769.77
Digital Music Services	\$ 181.36	\$ -	181.36	\$ 40,367.73	\$ 39,735.00	632.73
Digital Video Services	\$ 18,231.79	\$ 15,783.25	2,448.54	\$ 54,695.37	\$ 47,092.90	7,602.47
Roku Subscriptions & Devices	\$ 900.06	\$ 944.23	(44.17)	\$ 14,737.54	\$ 3,920.21	10,817.33
ELECTRONIC MATERIALS	35,114.21	18,424.32	16,689.89	457,844.24	415,021.94	42,822.30
<i>LIBRARY MATERIALS-OTHER</i>						
Culture Passes	\$ 3,250.00	\$ 2,000.00	1,250.00	\$ 9,620.00	\$ 7,700.40	1,919.60
Mobile Hotspots - Devices and Service	\$ 1,250.00	\$ 960.90	289.10	\$ 3,750.00	\$ 1,942.86	1,807.14
Special Learning Kits	\$ 1,495.55	\$ 1,046.06	449.49	\$ 3,057.60	\$ 1,256.91	1,800.69
Board Game Collection	\$ 879.61	\$ 1,043.83	(164.22)	\$ 1,989.20	\$ 1,454.14	535.06
TOTAL LIBRARY MATERIALS - OTHER	6,875.17	5,050.79	1,824.38	18,416.80	12,354.31	6,062.49
Library Materials Total:	121,067.47	67,332.48	53,734.99	740,512.10	575,042.03	165,470.07
<i>CAPITAL OUTLAY</i>						
Land Improvements	\$ -	\$ -	-	\$ -	\$ -	-
Buildings	\$ -	\$ -	-	\$ -	\$ -	-
Building Improvements	\$ -	\$ -	-	\$ -	\$ -	-
Hardware	\$ 20,242.15	\$ 589.86	19,652.29	\$ 60,726.46	\$ 38,733.18	21,993.28
Software	\$ 1,520.83	\$ -	1,520.83	\$ 4,562.50	\$ 1,979.64	2,582.86
Office Furniture	\$ 108.33	\$ -	108.33	\$ 325.00	\$ -	325.00
Library Furniture	\$ 1,034.00	\$ 3,702.43	(2,668.43)	\$ 3,102.01	\$ 5,780.03	(2,678.02)
Library Vehicle	\$ -	\$ -	-	\$ -	\$ -	-
Capital Outlay Total:	22,905.32	4,292.29	18,613.03	68,715.97	46,492.85	22,223.12
<i>DUES & MEMBERSHIPS</i>						
Organizational Dues	\$ 16.67	\$ -	16.67	\$ 50.00	\$ -	50.00
Trustees Dues	\$ -	\$ 540.00	(540.00)	\$ 11,262.50	\$ 10,811.00	451.50
DUES & MEMBERSHIPS	16.67	540.00	(523.33)	11,312.50	10,811.00	501.50
<i>TAXES AND ASSESSMENTS</i>						
Real Estate Taxes	\$ -	\$ -	-	\$ -	\$ -	-
State Sales Tax	\$ -	\$ -	-	\$ 1,500.00	\$ 1,418.43	81.57
TAXES AND ASSESSMENTS	-	-	-	1,500.00	1,418.43	81.57
<i>REFUNDS & REIMBURSEMENTS</i>						
Patron Refunds	\$ 145.83	\$ 178.80	(32.97)	\$ 437.50	\$ 454.63	(17.13)
REFUNDS & REIMBURSEMENTS	145.83	178.80	(32.97)	437.50	454.63	(17.13)
Other Expenditures Total:	162.50	718.80	(556.30)	13,250.00	12,684.06	565.94
Contingency	\$ -	\$ -	-	\$ -	\$ -	-
Contingency Total:	-	-	-	-	-	-
Transfers To Other Funds	\$ -	\$ -	-	\$ -	\$ -	-
Transfers And Other Total:	-	-	-	-	-	-
TOTAL GENERAL FUND	\$ 688,662.45	\$ 479,088.87	\$ 209,573.58	\$ 2,609,950.84	\$ 2,156,785.70	\$ 453,165.14

Washington-Centerville Public Library
Footnotes To The Monthly Financial Statements
For The Month Of March 2025 And Year-To-Date

Year-to-Date - Last Three Years									
	Year to Date		\$ Change	% Change	Year to Date		\$ Change	% Change	2023-2025
	2025	2024			2024	2023			% Change
GENERAL FUND:									
REVENUE									
Public Library Fund	854,284	683,023	171,261	25.1%	683,023	740,144	(57,121)	-7.7%	15.4%
Operating Levy	2,332,341	2,337,780	(5,439)	-0.2%	2,337,780	2,069,765	268,015	12.9%	12.7%
Federal, State and Local Grants	-	657	(657)	-100.0%	657	-	657		
Patron Fees, and Supplies	31,767	42,492	(10,725)	-25.2%	42,492	27,961	14,531	52.0%	13.6%
Interest Income	186,312	169,272	17,040	10.1%	169,272	104,335	64,937	62.2%	78.6%
Donations	13,393	19,635	(6,242)	-31.8%	19,635	21,677	(2,042)	-9.4%	-38.2%
Refunds/Reimbursements	4,069	7,020	(2,951)	-42.0%	7,020	7,023	(3)	0.0%	-42.1%
Miscellaneous	901	2	899	44932.5%	2	281	(279)	-99.3%	220.5%
Total Revenue	3,423,066	3,259,881	163,185	5.0%	3,259,881	2,971,186	288,695	9.7%	15.2%
EXPENDITURES									
Salaries	935,855	912,536	23,319	2.6%	912,536	806,284	106,252	13.2%	16.1%
Retirement	112,645	158,275	(45,630)	-28.8%	158,275	186,005	(27,730)	-14.9%	-39.4%
Insurance & Other Benefits	160,769	163,802	(3,033)	-1.9%	163,802	157,897	5,905	3.7%	1.8%
Supplies	22,611	34,343	(11,732)	-34.2%	34,343	34,098	245	0.7%	-33.7%
Purchased / Contract Services	290,687	462,438	(171,751)	-37.1%	462,438	262,834	199,604	75.9%	10.6%
Library Materials	575,042	654,122	(79,080)	-12.1%	654,122	636,477	17,645	2.8%	-9.7%
Capital Outlay	46,493	34,525	11,968	34.7%	34,525	93,771	(59,246)	-63.2%	-50.4%
Other Expenditures	12,684	11,149	1,535	13.8%	11,149	12,996	(1,847)	-14.2%	-2.4%
Transfers to Other Funds	-	-	-		-	0	0		
Total Expenditures	2,156,786	2,431,190	(274,404)	-11.3%	2,431,190	2,190,362	240,828	11.0%	-1.5%
Net Change in Fund Balance	1,266,280	828,691	437,589		828,691	780,824	47,867		

Budget versus Actual - Month and Year-to-Date								
	Month				Year to Date			
	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)	Budget	Actual	\$ Favorable/ (Unfavorable)	% Favorable/ (Unfavorable)
GENERAL FUND:								
REVENUE								
Public Library Fund	256,247	250,976	(5,271)	-2.1%	780,072	854,284	74,212	9.5%
Operating Levy	0	0	0		2,274,900	2,332,341	57,440	2.5%
Federal, State and Local Grants	0	0	0		0	0	0	
Patron Fees, and Supplies	8,458	10,586	2,128	25.2%	25,375	31,767	6,392	25.2%
Interest Income	27,076	51,007	23,931	88.4%	118,786	186,312	67,526	56.8%
Donations	16,208	147	(16,062)	-99.1%	17,352	13,393	(3,959)	-22.8%
Refunds/Reimbursements	750	857	107	14.2%	2,250	4,069	1,819	80.9%
Miscellaneous	4,183	893	(3,290)	-78.6%	12,550	901	(11,649)	-92.8%
Total Revenue	312,922	314,466	1,543	0.5%	3,231,286	3,423,066	191,781	5.9%
EXPENDITURES								
Salaries	277,619	265,460	12,159	4.4%	971,667	935,855	35,812	3.7%
Retirement	38,926	37,517	1,409	3.6%	116,778	112,645	4,134	3.5%
Insurance & Other Benefits	54,719	53,179	1,540	2.8%	166,243	160,769	5,474	3.3%
Supplies	19,675	5,528	14,147	71.9%	58,344	22,611	35,733	61.2%
Purchased / Contract Services	153,587	45,062	108,525	70.7%	474,440	290,687	183,753	38.7%
Library Materials	121,067	67,332	53,735	44.4%	740,512	575,042	165,470	22.3%
Capital Outlay	22,905	4,292	18,613	81.3%	68,716	46,493	22,223	32.3%
Other Expenditures	163	719	(556)	-342.3%	13,250	12,684	566	4.3%
Contingency	0	0	0		0	0	0	
Transfers to Other Funds	0	0	0		0	0	0	
Total Expenditures	688,662	479,089	209,574	30.4%	2,609,951	2,156,786	453,165	17.4%
Net Change in Fund Balance	(375,740)	(164,623)	211,117		621,335	1,266,280	644,946	
Net Change in Fund Balance - Excluding Transfers	(375,740)	(164,623)	211,117		621,335	1,266,280	644,946	

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

Cash Position and Monthly Cash Reconciliation

1. Overall, there was a decrease in fund balances for the month of March of nearly 1.2%.

The General Fund decreased by almost 2% from February as revenues were not even sufficient to cover salaries and benefits during the month. The next several months will likely be much the same situation, as revenue will likely fall short during these months. The situation should improve as second-half tax advances are received during July.

The Building Fund decreased again this month because of additional costs related to the Centerville renovation. This will likely begin to accelerate in the coming months.

2. Year-to-date, we have seen an increase in fund balances by just over 6%.

The General Fund has increased by over 14% from the beginning of the year. The tax advances received during the month of February have erased the shortages in January and March.

The Building Fund has decreased by about 3.1% for the year. This trend will continue and will increase over the next few months because of the renovation project.

Revenue Summary and Revenue Budget Summary

The General Fund has exceeded budgeted amounts for both the month and year-to-date. Overall, we were about 0.5% above budgeted amounts for the month, and are nearly 6% above estimates for the year.

1. The Public Library Fund receipts for March were 2.1% less than estimates. According to the Ohio Office of Budget and Management, state general fund tax revenues failed to meet expectations in three of the four major categories. For the year-to-date, receipts are 9.5% above estimates. March and April are typically the two lowest months for PLF receipts, and retail sales fell by nearly 1% in January.
2. Investment income for the month of March was up over 88% above estimates. For the year, these amounts are almost 57% above estimates.

Expense Account Summary and Expense Budget Summary

1. Salaries and benefits came in at nearly 4.1% under budgeted amounts for the month. Most of this is related to salaries for library specialists and administrative support. These are positions that we are hoping to fill this year.
2. Supplies have started the year much lower than budgeted. Through the first three months of the year, supplies are nearly 61% under budget. Program supplies are significantly lower than anticipated but should pick up soon. Property maintenance supplies also are much lower than anticipated. Most of the effort of facilities so far has been in preparation for the renovation project. Finally, supplies purchased for resale are much lower. This is largely due to Creativity Commons having not needed to make any large orders so far for the year.

3. Contract Services are 39% under budget so far.

Travel and meeting expenses were now nearly 75% under budget for the year. There are several conferences that are were attended last month, so there will likely be some pick up in the amounts for April.

Communication, printing and publicity costs are 62% lower than anticipated for the year. The largest portion of this relates to the rebate that is received for the computer data line. As this is federally-funded, it is important to note that this funding is at-risk.

Property maintenance and repair expenses are about 39% under budget. First, building/site repairs were about 56% under budget for the year. Second, grounds and snow removal are 55% under budget for the year. It is important to note that we have switched our grounds maintenance, and will start to see more level billing this month.

Utility costs are about 16.8% under budget for the year. We did discover this month that the new billing system for AES was not generating bills for Congress Park. As a result, we should have a better idea of where we are for the year next month.

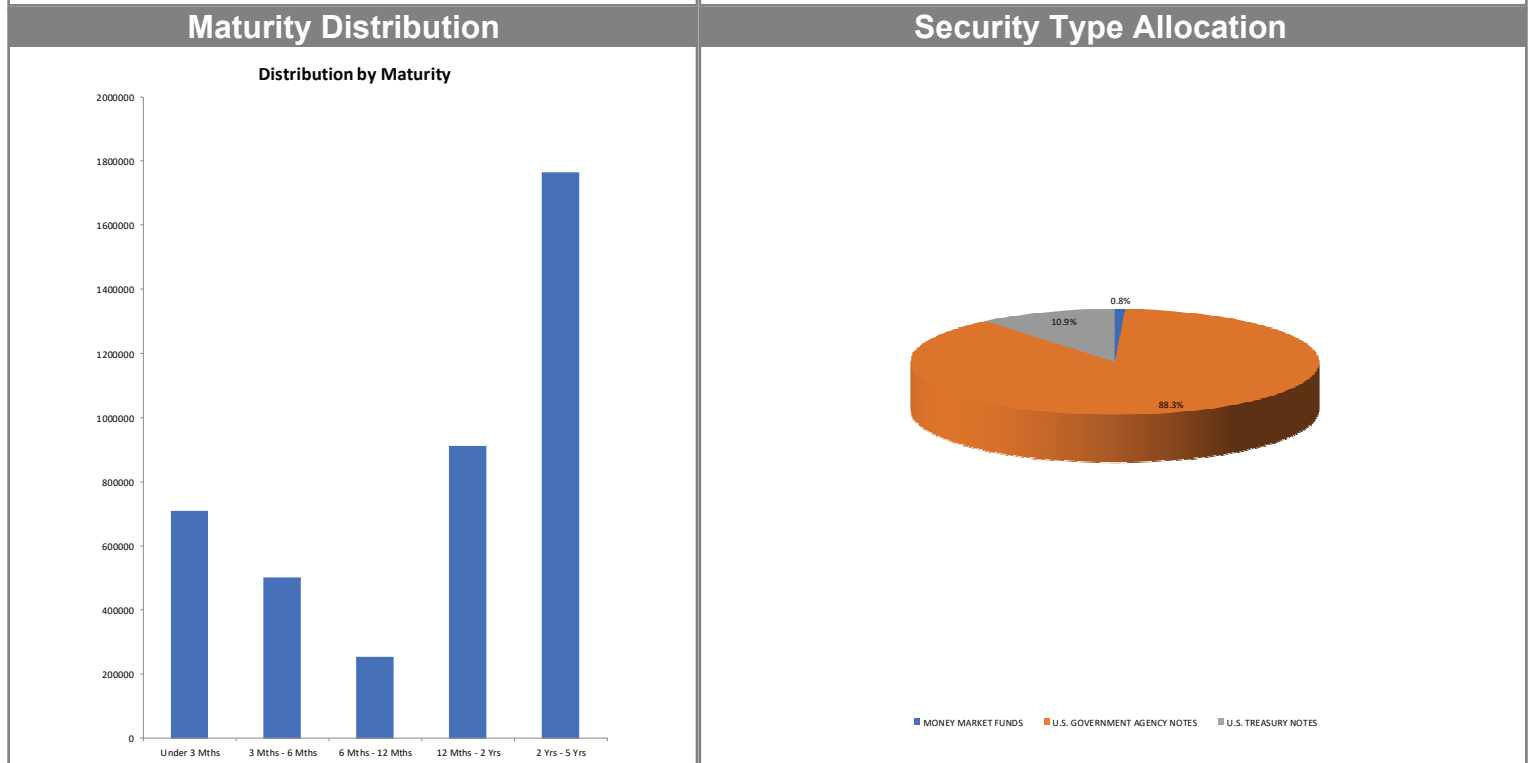
Professional services is another area that is well under budget. This is an area that will need to be reallocated moving forward, based on better expectations of the year ahead.
4. Library materials are about 22.4% under budget for the year, with the largest portions being related to new books and audio visual materials. We do have a large payment going out as part of the expenditures being approved at the April meeting, so this will likely be different in next month's report.
5. Capital outlay is now about 32% under budget for the year. I anticipate that the lines for hardware will likely be increasing in the next two months. We have ordered the new computers. We have been seeing large pricing fluctuations as the Trump administration goes back and forth on tariffs.

Monthly Investment Summary

Washington-Centerville Public Library - Operating Funds

March 31, 2025

Monthly Cash Flow Activity		Market Value Summary				
From 02-28-25 through 03-31-25		Security Type	Market Value	Pct. Assets	Avg Yield at Cost	Wght Avg Mat
Beginning Book Value	3,685,005.00	Money Market Fund				
Contributions	448,982.35	MONEY MARKET FUNDS	32,893.93	0.8	4.22	0.00
Withdrawals	0.00	Fixed Income				
Prior Month Management Fees	-110.20	U.S. GOVERNMENT AGENCY NOTES	3,644,379.45	87.4	4.31	1.53
Prior Month Custody Fees	-6.05	U.S. TREASURY NOTES	450,207.03	10.8	4.39	0.48
Realized Gains/Losses	0.00	Accrued Interest	44,063.59	1.1		
Gross Interest Earnings	20.18	TOTAL PORTFOLIO	4,171,544.01	100.0	4.32	1.41
Ending Book Value	4,133,891.28					



Disclosures:

RedTree's internal accounting system is used as the source of the market value of this account. Although obtained from a source believed to be reliable, we cannot guarantee its accuracy. You should review all account statements provided by the custodian and compare with the statements provided by RedTree.

Portfolio Holdings Report
Washington-Centerville Public Library - Operating Funds

March 31, 2025

Quantity	Cusip	Security Description	Moody's	S&P	Cost Basis	Market Value	Yield at Cost	Wtd Maturity	Purchase Date
U.S. GOVERNMENT AGENCY NOTES									
500,000	3130AS2V0	Federal Home Ln Bank 3.330% Due 05-23-25	Aaa	AA+	500,000.00	499,203.25	3.33	0.15	05-23-22
500,000	3130ASXZ7	Federal Home Ln Bank 3.600% Due 08-28-25	Aaa	AA+	500,000.00	498,596.79	3.60	0.40	08-30-22
250,000	3130B3J38	Federal Home Ln Bank 4.550% Due 04-21-26	Aaa	AA+	250,450.00	249,887.22	4.42	1.00	10-30-24
400,000	3130B1CV7	Federal Home Ln Bank 5.125% Due 08-13-26	Aaa	AA+	400,500.00	399,868.32	5.07	1.30	05-13-24
250,000	3130B3AJ2	Federal Home Ln Bank 4.250% Due 10-01-26	Aaa	AA+	250,000.00	249,901.78	4.25	1.41	10-11-24
600,000	3130B2F42	Federal Home Ln Bank 4.580% Due 08-20-27	Aaa	AA+	600,690.00	598,984.44	4.54	2.23	08-20-24
250,000	3130ASY94	Federal Home Ln Bank 4.200% Due 08-25-27	Aaa	AA+	250,000.00	249,112.27	4.20	2.25	08-30-22
250,000	3130ASZ77	Federal Home Ln Bank 4.000% Due 08-25-27	Aaa	AA+	250,000.00	248,333.19	4.00	2.26	08-30-22
400,000	3130B1CP0	Federal Home Ln Bank 5.125% Due 11-10-27	Aaa	AA+	400,000.00	400,474.23	5.12	2.37	05-10-24
250,000	3130B3HC0	Federal Home Ln Bank 5.000% Due 10-23-28	Aaa	AA+	250,375.00	250,017.97	4.96	3.16	10-30-24
	Accrued Interest					38,543.76			
					3,652,015.00	3,682,923.22	4.31	1.53	
U.S. TREASURY NOTES									
200,000	91282CHD6	US Treasury Note 4.250% Due 05-31-25	Aaa	AA+	199,754.60	200,001.95	4.34	0.17	12-19-23
250,000	91282CJS1	US Treasury Note 4.250% Due 12-31-25	Aaa	AA+	249,227.75	250,205.08	4.43	0.73	03-19-24
	Accrued Interest					5,519.83			
					448,982.35	455,726.86	4.39	0.48	
MONEY MARKET FUND									
	USBMMF	First American Treasury Obligations Fund			32,893.93	32,893.93	4.22		
TOTAL PORTFOLIO					4,133,891.28	4,171,544.01	4.32	1.41	

Disclosures:

RedTree's internal accounting system is used as the source of the market value of this account. Although obtained from a source believed to be reliable, we cannot guarantee its accuracy. You should review all account statements provided by the custodian and compare with the statements provided by RedTree.

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

Interest Income - Year-to-Date

	US Bank	RedTree	PNC	STAR	Total
2025	\$ 12,414.93	\$ 27,670.55	\$ 10,549.82	\$ 135,676.52	\$ 186,311.82
2024	\$ 45,742.00	\$ -	\$ 8,065.36	\$ 115,464.79	\$ 169,272.15
Change - YTD	\$ (33,327.07)	\$ 27,670.55	\$ 2,484.46	\$ 20,211.73	\$ 17,039.67 ¹

Interest Income Schedule - Next Twelve Months

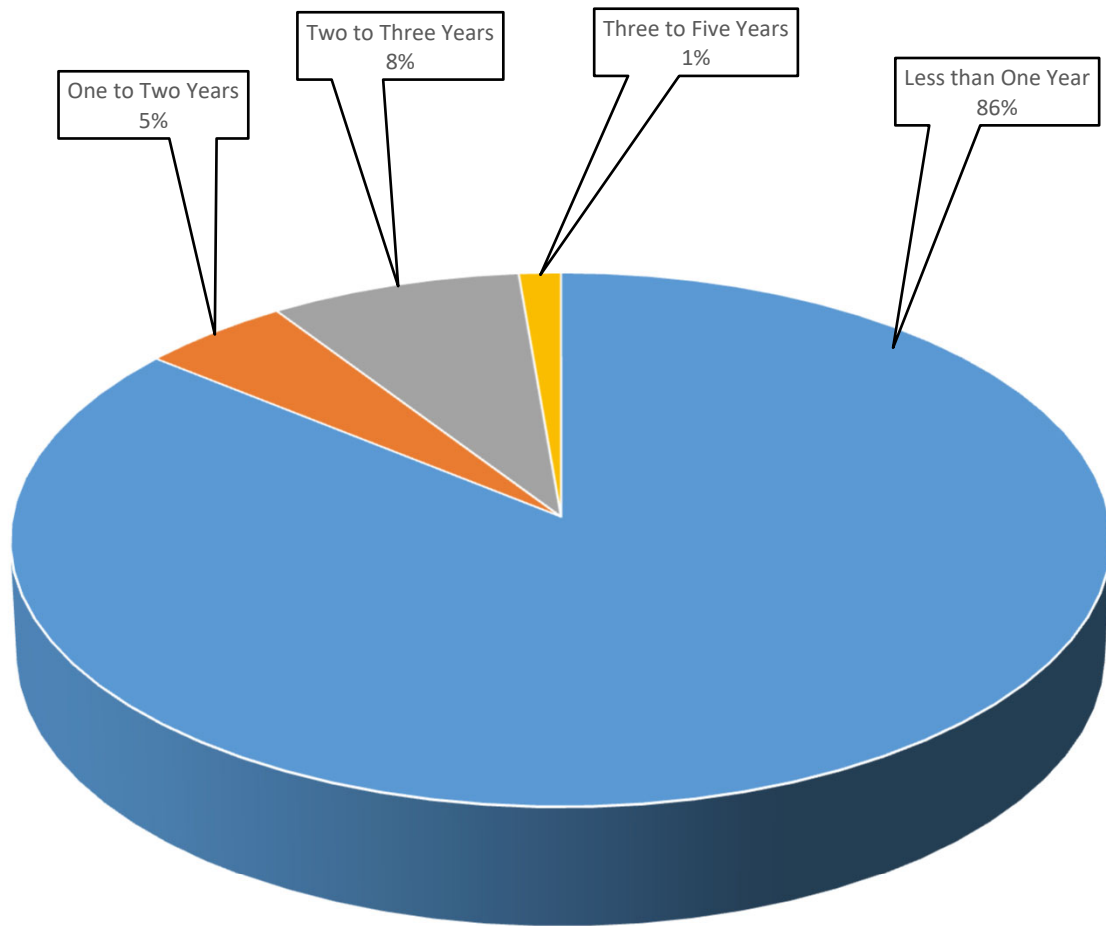
	RedTree	Money Market	STAR (1)	Total
April	\$ 17,250.00		\$ 38,112.37	\$ 55,362.37
May	\$ 22,825.00		\$ 38,615.62	\$ 61,440.62
June	\$ 5,312.50		\$ 35,011.93	\$ 40,324.43
July	\$ -		\$ 34,142.94	\$ 34,142.94
August	\$ 43,240.00		\$ 30,354.73	\$ 73,594.73
September	\$ -		\$ 29,462.87	\$ 29,462.87
October	\$ 17,250.00		\$ 26,170.75	\$ 43,420.75
November	\$ 10,250.00		\$ 25,391.07	\$ 35,641.07
December	\$ 5,312.50		\$ 26,302.13	\$ 31,614.63
January	\$ -		\$ 26,369.15	\$ 26,369.15
February	\$ 34,240.00		\$ 23,877.98	\$ 58,117.98
March	\$ -		\$ 26,497.17	\$ 26,497.17
	\$ 155,680.00	\$ 1,386.79	\$ 360,308.70	\$ 515,988.70

¹ - Projecting to be at 3% by October 2025

Investment Maturity Summary

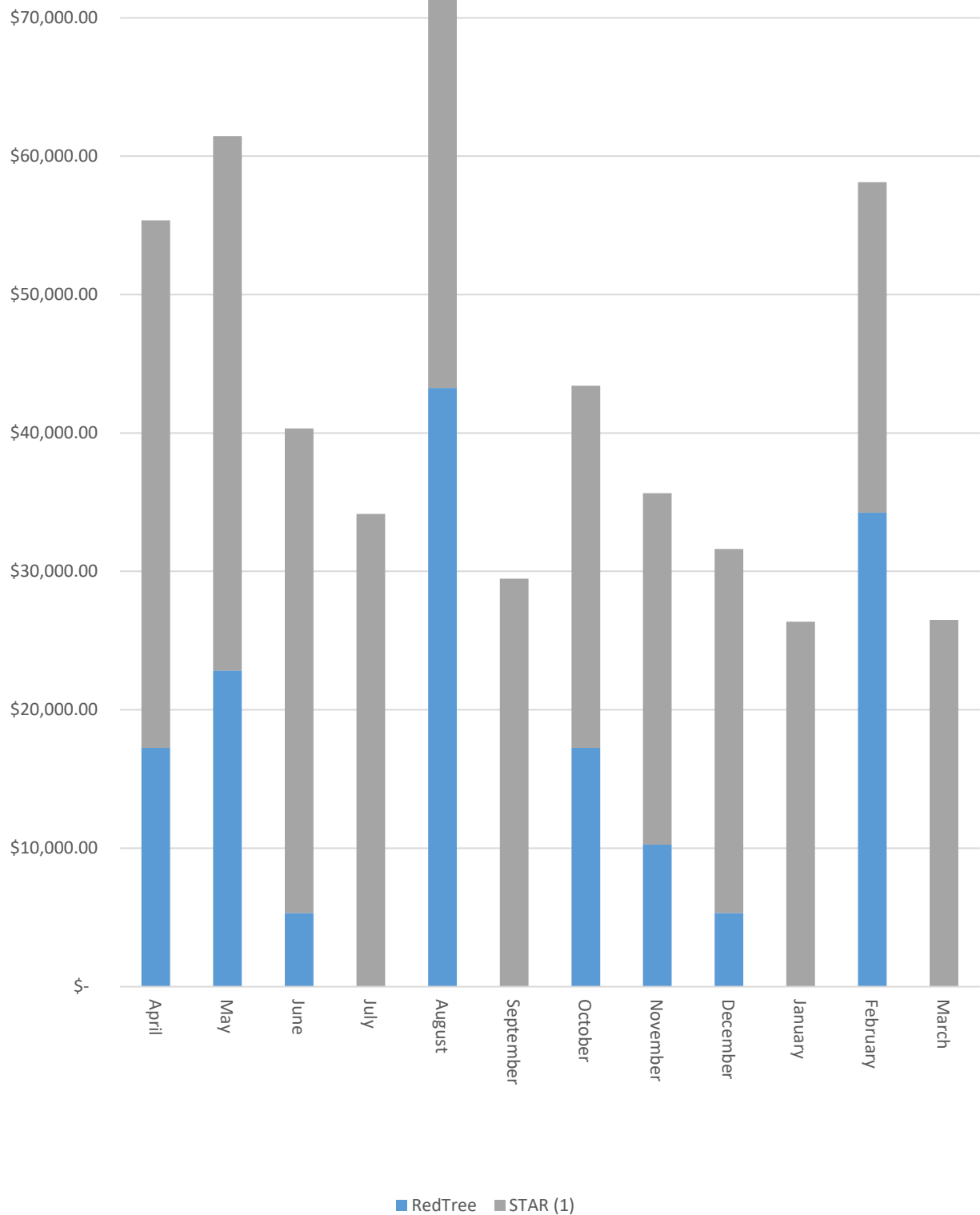
Agency	Less than One Year	One to Two Years	Two to Three Years	Three to Five Years	Total
STAR Ohio	\$ 14,565,616	\$ -	\$ -	\$ -	\$ 14,565,616
Money Market	\$ 32,894	\$ -	\$ -	\$ -	\$ 32,894
Federal Home Loan Bank	\$ 1,000,000	\$ 900,950	\$ 1,500,690	\$ 250,375	\$ 3,652,015
US Treasury Notes	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
Total	\$ 16,048,510	\$ 900,950	\$ 1,500,690	\$ 250,375	\$ 18,700,525

Investment Laddering - Including STAR Ohio and Money Market Accounts



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

Monthly Projected Investment Income - Next Twelve Months



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

Investment Report

During the month of March, we saw the transfer of the securities held with PNC Bank to RedTree.

From the Investment Schedule, you can see that we are still up year-to-date as compared to the same time last year. This is largely due to STAR Ohio. During the month of March, we made an additional transfer into STAR Ohio, increasing this amount briefly above \$14.5 million. At the beginning of April, we made a transfer of \$4.5 million from the STAR Ohio account to RedTree. Once the new investment policy is approved, we will begin to reinvest these funds from the Money Market to other available options. This will allow us to lock in so of these interest rates, as opposed to the variable rate we see with STAR Ohio.

Other than the transfer to STAR Ohio during March, there were no significant changes during the month.

Other Information

As noted last month, we are presenting a new investment policy for the board's review and approval. You will note that this policy is starting fresh, instead of attempting to amend the current policy.

APPENDED TO APRIL 15, 2025 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- None

Promotions

- None

End of Provisionary

- Megan Suttles, Digital Content Creator, 4/7/25,
- Karen Rocha, Public Services Library Aide, 4/8/25, \$14.18 per hour

Change in Status

- None

Retirement

- None

Resignation/Termination

- Dave Carman, Facilities Assistant, 4/1/25

Washington-Centerville Public Library

Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46333	3/18/2025	WYSO	Check	\$ 150.00
46334	3/14/2025	CenterPoint Energy	Check	2,919.43
46335	3/14/2025	DONNELLON MCCARTHY	Check	470.20
46336	3/14/2025	GLEN HELEN RAPTOR CTR.	Check	100.00
46337	3/14/2025	HEATHER BALLARD	Check	750.00
46338	3/14/2025	SAM'S CLUB	Check	302.93
46339	3/14/2025	U.S. BANK	Check	5,541.69
46340	3/20/2025	AES Ohio	Check	1,990.58
46341	3/20/2025	CHARTER COMMUNICATIONS	Check	125.00
46342	3/20/2025	DIGITAL FRINGE	Check	245.71
46343	3/20/2025	DONNELLON MCCARTHY	Check	973.53
46344	3/20/2025	FP MAILING SOLUTIONS	Check	40.00
46345	3/20/2025	HOCWT	Check	500.00
46346	3/20/2025	KRONOS SAASHR, INC	Check	1,361.50
46347	3/20/2025	Lifestyle Publications, LLC	Check	941.25
46348	3/20/2025	RUMPKE OF OHIO, INC.	Check	202.30
46349	3/20/2025	Sinclair Community College - Dayton	Check	1,360.00
46350	3/20/2025	STAPLES BUSINESS ADVANTAGE	Check	419.40
46351	3/20/2025	Trigon Imaging Solutions	Check	525.83
46352	3/31/2025	AES Ohio	Check	1,046.77
46353	3/31/2025	AES Ohio	Check	20.41
46354	3/31/2025	Amazon Capital Services, Inc.	Check	1,693.44
46355	3/31/2025	AT&T	Check	469.41
46356	3/31/2025	CENTERVILLE CITY SCHOOLS	Check	40,181.34
46357	3/31/2025	CHARTER COMMUNICATIONS	Check	159.99
46358	3/31/2025	DELTA DENTAL	Check	1,939.05
46359	3/31/2025	DIGITAL FRINGE	Check	155.80
46360	3/31/2025	FP MAILING SOLUTIONS	Check	203.85
46361	3/31/2025	HOME DEPOT CREDIT SERVICES	Check	1,392.74
46362	3/31/2025	One America	Check	255.45
46363	3/31/2025	TAFT, STETTINIUS & HOLLISTER	Check	2,362.50
46364	3/31/2025	T-Mobile	Check	960.90
46365	4/11/2025	Computerized Meter Resetting System for FP	Check	1,000.00
46366	4/11/2025	BOONSHOFT MUSEUM OF DISCOVERY	Check	200.00
46367	4/11/2025	CenterPoint Energy	Check	776.75
46368	4/11/2025	CenterPoint Energy	Check	1,177.53
46369	4/11/2025	CenterPoint Energy	Check	2,057.40
46370	4/11/2025	CenterPoint Energy	Check	139.08
46371	4/11/2025	CHARTER COMMUNICATIONS	Check	223.04
46372	4/11/2025	CINTAS CORPORATION	Check	1,659.81
46373	4/11/2025	CREATIVE IMPRESSIONS, INC.	Check	1,942.00
46374	4/11/2025	DEMCO, INC.	Check	236.36
46375	4/11/2025	DONNELLON MCCARTHY	Check	869.23
46376	4/11/2025	DSS SWEEPING SERVICE	Check	162.00

Washington-Centerville Public Library

Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
46377	4/11/2025	IGS Energy	Check	6,633.27
46378	4/11/2025	KROGER CO.	Check	4,201.78
46379	4/11/2025	LAURA MASON	Check	600.00
46380	4/11/2025	RIECK MECHANICAL	Check	1,504.00
46381	4/11/2025	RUMPKE OF OHIO, INC.	Check	886.58
46382	4/11/2025	SOUTHEAST REGIONAL LIBRARY SYSTEM	Check	90.00
46383	4/11/2025	TRANSFORMATIONS PLUS	Check	1,098.00
46384	4/15/2025	ABLE CARD CORPORATION	Check	3,435.80
46385	4/15/2025	Amazon Capital Services, Inc.	Check	4,085.72
46386	4/15/2025	ASLUMSUJA UMAR JAHUBAR	Check	22.65
46387	4/15/2025	BAKER & TAYLOR, INC	Check	150.73
46388	4/15/2025	BRAINFUSE	Check	2,200.00
46389	4/15/2025	BRODART CO.	Check	97,628.60
46390	4/15/2025	CHARD SNYDER & ASSOCIATES	Check	125.00
46391	4/15/2025	DELL MARKETING L.P.	Check	64,311.90
46392	4/15/2025	GLEASON PROPERTY SERVICES, LLC	Check	12,930.00
46393	4/15/2025	INNOVATIVE INTERFACES, INC.	Check	13,493.69
46394	4/15/2025	KANOPY, INC.	Check	1,638.00
46395	4/15/2025	KENDRA HABERMAN	Check	17.99
46396	4/15/2025	MARTIN J. GRUNDER JR., INC	Check	6,542.46
46397	4/15/2025	MIDWEST TAPE	Check	22,617.02
46398	4/15/2025	OVERDRIVE, INC.	Check	5,632.17
46399	4/15/2025	PLAYAWAY PRODUCTS, LLC	Check	4,322.40
46400	4/15/2025	SOLID BLEND TECHNOLOGIES	Check	1,125.00
46401	4/15/2025	SOUTH COMMUNITY	Check	202.50
46402	4/15/2025	TIFFANY WASHBURN	Check	19.99
46403	4/15/2025	UNIQUE MANAGEMENT SERVICES INC	Check	436.55
46404	4/15/2025	WILD HEARTS ZOOLOGICAL SOCIETY	Check	410.00
2025000078	3/24/2025	OPERS	EFT	37,516.66
2025000079	3/24/2025	OPERS	EFT	0.01
2025000080	3/28/2025	INTERNAL REVENUE SERVICE	EFT	1,753.23
2025000081	3/31/2025	U.S. BANK	EFT	542.78
2025000082	3/31/2025	Nayax	EFT	176.96
2025000083	3/31/2025	PAYPAL, INC	EFT	19.95
2025000084	3/31/2025	Merchant eSolutions	EFT	118.44
2025000085	3/31/2025	Kindred Spirits Investment Management, LLC	EFT	110.20
2025000086	4/1/2025	HealthEquity	EFT	7,300.14
2025000087	4/11/2025	INTERNAL REVENUE SERVICE	EFT	1,757.97
2025000088	4/15/2025	Gregg McCullough	EFT	4.69
2025000089	4/15/2025	A.J. SCHWAB	EFT	320.19
2025000090	4/15/2025	DAVE KENT	EFT	39.06
2025000091	4/15/2025	JENNY CATRI	EFT	29.19
2025000092	4/15/2025	Jessica Galloway	EFT	13.09
2025000093	4/15/2025	Caitlin Spratt	EFT	13.30

Washington-Centerville Public Library

Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
2025000094	4/15/2025	CHRIS J. EDDINGTON	EFT	16.10
2025000095	4/15/2025	KEVIN RISNER	EFT	16.73
2025000096	4/15/2025	Laura Fitzpatrick	EFT	13.09
2025000097	4/15/2025	ALYSSA FRAZIER	EFT	7.70
2025000098	4/15/2025	Lauren Barrera	EFT	11.90
2025000099	4/15/2025	JENELLE ALLEN	EFT	8.47
2025000100	4/15/2025	SCOTT ROYAL	EFT	6.72
2025000101	4/15/2025	TAMMY SIMPSON	EFT	8.75
2025000102	4/15/2025	Rachel Knight	EFT	6.72
2025000103	4/15/2025	Dockins, Debe	EFT	18.90
2025000104	4/15/2025	RUTH ANNE ATTALLA	EFT	15.96
2025000105	4/15/2025	SHELLY PERESIE	EFT	9.66
2025000106	4/15/2025	LAUREN RURA	EFT	36.33
2025000107	4/15/2025	KATHY O'NEILL	EFT	5.04
2025000108	4/15/2025	MICHELLE FANG	EFT	14.56
2025000109	4/15/2025	GARY BERRY	EFT	77.14
2025000110	4/15/2025	ALLISON KAMM	EFT	859.63
2025000111	4/15/2025	Katherine Watson	EFT	33.60
2025000112	4/15/2025	WILLIAM MENKER	EFT	41.93
2025000113	4/15/2025	LIZ FULTZ	EFT	130.20
2025000114	4/15/2025	KATHERINE MCCOLLUM	EFT	6.72
	3/28/2025	Payroll #7	ACH	132,854.04
	4/11/2025	Payroll #8	ACH	133,196.39
				<u>\$ 653,678.14</u>

New Business

Washington-Centerville Public Library
Investment Policy
April 15, 2025

As part of the move to RedTree, we began by looking at the existing investment policy. As you will see, the existing investment policy was generic and more deals with the allowable investments. While it is likely sufficient, we are desiring to make the policy more robust. Additionally, this brings in sections recommended by the Governmental Finance Officers Association, as part of their Investment Policy Best Practices.

The new policy does not list out the allowable investments but rather refers to ORC 135.14. The allowable investments are detailed within this code section. Additionally, if there are any changes made to this section in the future, it does not require any update to the policy.

The attached documents show:

- Current Policy from Fiscal Manual
- Redlined version from the current policy to the revision
- Clean version
- ORC 135.14

The policy includes the objective, the investment authority, ethics and conflict of interest, the requirement that the financial institutions and broker/dealers are authorized, maximum maturity, restrictions on investments, the diversification of the portfolio, reporting, acknowledgment of the adoption of the policy and from the authorized institutions.

Recommendation

It is my recommendation that the Board of Trustees approve this revision to the Investment Policy. Many of the things we are already doing are in line with this policy, but this specifically lays out the requirements.

INVESTING LIBRARY FUNDS

The Fiscal Officer shall serve as the investing authority for library funds. The investing authority shall deposit or invest any part or all of the library's money in compliance with sections 135.14 and 135.352 of the Ohio Revised Code, and Senate Bill No. 81.

Eligible securities for interim moneys are:

1. United States obligations (i.e. Treasury bills, notes, bonds or any other obligation guaranteed as to principal and interest)
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the federal national mortgage association, federal home loan bank, federal farm credit bank, federal home loan mortgage corporation, government national mortgage association, and student loan marketing association.
3. StarOhio account
4. Repurchase agreements with any eligible public depository mentioned in ORC 135.03.

Eligible securities for inactive and PLF moneys are:

1. United States obligations (as previously stated)
2. Obligations or securities issued by any federal government agency or instrumentality (as previously stated)
3. StarOhio account
4. Repurchase agreements with any eligible public depository mentioned in ORC 135.03
5. Bonds and other obligations of Ohio or its Subdivisions
6. Securities lending agreements
7. Commercial paper (issued by any corporation under the laws of the United States or a state having 2 nationally recognized rating agencies rank the paper in either of their 2 highest categories with the total amount invested not exceeding 5% of the library's portfolio)
8. Banker's acceptances (if it matures in 270 days or fewer from date of settlement; eligible for purchase by the Federal Reserve System; and total amount invested in banker's acceptances does not exceed 25% of the total average portfolio)

Eligible securities for deposit or investment of interim, inactive, or PLF moneys shall have a maturity limit of no more than five years from the date of settlement. The investing authority shall not invest money that cannot be reasonably expected to be held until maturity. An investment may be redeemed or sold prior to maturity if the financial condition of the library is such that money is needed to meet current financial obligations. A current copy of the signed investment policy for each financial institution conducting business with the library shall be kept on file.

Revised December 2016; Revised August 2021

Washington-Centerville Public Library Investment Policy

Policy on INVESTING LIBRARY FUNDS Washington-Centerville Public Library

It is the policy of the Washington-Centerville Public Library, herein after referred as "the Library", to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

This policy includes all funds governed by the Board of Trustees. The Fiscal Officer shall serve as the routinely monitor the contents of the Library's investment portfolio, the available markets, and relative value of competing investments and will adjust the portfolio accordingly.

Investment Objectives

The purpose of the investments is to maximize the returns on the Library's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments, further categorized below.

1. Safety

Safety of principal is the foremost objective of the investment program. Investments of the Library shall be undertaken in a manner that ensures the preservation of capital in the overall portfolio.

2. Liquidity

The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on a short notice near the purchase price of the security.

3. Return on Investments

The Library's investment portfolio shall be structured with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Library's investment risk constraints and the cash flow characteristics of the portfolio.

Investment Authority

Management and administrative responsibility for the investment program is hereby delegated to the Fiscal Officer who, under the delegation of the Board, shall establish and monitor procedures for the operation of the investment program. The standard of prudence to be used by the investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal

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Washington-Centerville Public Library **Investment Policy**

responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

All participants involved in the investment process will refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose any material interests in financial institutions with which the Library conducts business. They will further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Library.

Authorized Financial Institutions and Broker/Dealers

The Fiscal Officer shall maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as designated by the Library. All financial institutions, investment advisors, and broker/dealers who execute investment transactions must provide a certification of having read the Library's investment policy. Their signature will be required indicating they have received, read, understand, and will abide by its contents when recommending or selling investments to the Library.

Authorized Investments

The Board authorizes the Fiscal Officer to make investments of available monies from the funds of the Library in securities authorized in Ohio Revised Code Chapter 135.14, as amended. A copy of the appropriate ORC section will be kept with this policy.

Maximum Maturities

To the extent possible, the Library shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Library will not directly invest in securities maturing more than 5 years from the date of purchase. Exceptions to this maturity restriction may exist for certain eligible investments under ORC 135.14 and are allowable under this policy.

Investment Restrictions

Derivatives: Under no circumstances may the Fiscal Officer invest in a derivative as defined by the Ohio Revised Code, reverse repurchase agreements, or other funds prohibited by law.

The Fiscal Officer shall also not make investments which s/he does not reasonably believe can be held until the maturity date or leverage any investment. The Fiscal Officer, acting in accordance with

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Washington-Centerville Public Library Investment Policy

the law may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

Diversification

The investment portfolio shall be diversified to avoid over-concentration in securities from a specific maturity, issuer or business sector. The Library will continuously invest a portion of the portfolio in readily available funds including, but not limited to, money market funds, bank sweep accounts or STAR Ohio to ensure appropriate liquidity is maintained in order to meet ongoing obligations.

Investment Reporting

The investing authority for library funds. The shall establish and maintain an inventory of all obligations and securities acquired by the investing authority shall deposit or invest any part or all of the library's money in compliance with sections 135.14 and 135.352 of the Ohio Revised Code, and Senate Bill No. 81-. The inventory shall include the description of the security, type, cost, par value, and maturity date. The investing authority shall produce a monthly portfolio report detailing the current inventory of all obligations and securities.

Eligible securities for interim moneys are:-

1. United States obligations (i.e. Treasury bills, notes, bonds or any other obligation guaranteed as to principal and interest)-
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the federal national mortgage association, federal home loan bank, federal farm credit bank, federal home loan mortgage corporation, government national mortgage association, and student loan marketing association.-
3. StarOhio account-
4. Repurchase agreements with any eligible public depository mentioned in ORC 135.03.-

Eligible securities for inactive and PLF moneys are:-

1. United States obligations (as previously stated)-
2. Obligations or securities issued by any federal government agency or instrumentality (as previously stated)-
3. StarOhio account-
4. Repurchase agreements with any eligible public depository mentioned in ORC 135.03-
5. Bonds and other obligations of Ohio or its Subdivisions-
6. Securities lending agreements-
7. Commercial paper (issued by any corporation under the laws of the United States or a state having 2 nationally recognized rating agencies rank the paper in either of their 2 highest categories with the total amount invested not exceeding 5% of the library's portfolio-

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Washington-Centerville Public Library
Investment Policy

~~8. Banker's acceptances (if it matures in 270 days or fewer from date of settlement; eligible for purchase by the Federal Reserve System; and total amount invested in banker's acceptances does not exceed 25% of the total average portfolio).~~

~~Eligible securities for deposit or investment of interim, inactive, or PLF moneys shall have a maturity limit of no more than five years from the date of settlement. The investing authority shall not invest money that cannot be reasonably expected to be held until maturity. An investment may be redeemed or sold prior to maturity if the financial condition of the library is such that money is needed to meet current financial obligations. A current copy of the signed investment policy for each financial institution conducting business with the library shall be kept on file.~~

~~Revised December 2016; Revised August 2021~~

Investment Policy Adoption

The investment policy shall be adopted by the Board. The policy shall be reviewed on an annual basis by the Fiscal Officer and any modifications made thereto must be approved by the Board. Any future revisions will be filed with the Auditor of State in accordance with State of Ohio law.

Fiscal Officer/Date

Acknowledgement of Authorized Institutions

By signing below, I acknowledge that I have reviewed and will comply with this Investment Policy as adopted by the Washington-Centerville Public Library Board of Trustees.

Signature/Date

Financial Institution

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Washington-Centerville Public Library

Investment Policy

Policy

It is the policy of the Washington-Centerville Public Library, herein after referred as "the Library", to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

This policy includes all funds governed by the Board of Trustees. The Fiscal Officer shall routinely monitor the contents of the Library's investment portfolio, the available markets, and relative value of competing investments and will adjust the portfolio accordingly.

Investment Objectives

The purpose of the investments is to maximize the returns on the Library's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments, further categorized below.

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2. Liquidity

The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on a short notice near the purchase price of the security.

3. Return on Investments

The Library's investment portfolio shall be structured with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Library's investment risk constraints and the cash flow characteristics of the portfolio.

Investment Authority

Management and administrative responsibility for the investment program is hereby delegated to the Fiscal Officer who, under the delegation of the Board, shall establish and monitor procedures for the operation of the investment program. The standard of prudence to be used by the investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from

Washington-Centerville Public Library Investment Policy

expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

All participants involved in the investment process will refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose any material interests in financial institutions with which the Library conducts business. They will further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Library.

Authorized Financial Institutions and Broker/Dealers

The Fiscal Officer shall maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as designated by the Library. All financial institutions, investment advisors, and broker/dealers who execute investment transactions must provide a certification of having read the Library's investment policy. Their signature will be required indicating they have received, read, understand, and will abide by its contents when recommending or selling investments to the Library.

Authorized Investments

The Board authorizes the Fiscal Officer to make investments of available monies from the funds of the Library in securities authorized in Ohio Revised Code Chapter 135.14, as amended. A copy of the appropriate ORC section will be kept with this policy.

Maximum Maturities

To the extent possible, the Library shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Library will not directly invest in securities maturing more than 5 years from the date of purchase. Exceptions to this maturity restriction may exist for certain eligible investments under ORC 135.14 and are allowable under this policy.

Investment Restrictions

Derivatives: Under no circumstances may the Fiscal Officer invest in a derivative as defined by the Ohio Revised Code, reverse repurchase agreements, or other funds prohibited by law.

The Fiscal Officer shall also not make investments which s/he does not reasonably believe can be held until the maturity date or leverage any investment. The Fiscal Officer, acting in accordance with

Washington-Centerville Public Library Investment Policy

the law may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

Diversification

The investment portfolio shall be diversified to avoid over-concentration in securities from a specific maturity, issuer or business sector. The Library will continuously invest a portion of the portfolio in readily available funds including, but not limited to, money market funds, bank sweep accounts or STAR Ohio to ensure appropriate liquidity is maintained in order to meet ongoing obligations.

Investment Reporting

The investing authority shall establish and maintain an inventory of all obligations and securities acquired by the investing authority. The inventory shall include the description of the security, type, cost, par value, and maturity date. The investing authority shall produce a monthly portfolio report detailing the current inventory of all obligations and securities.

Investment Policy Adoption

The investment policy shall be adopted by the Board. The policy shall be reviewed on an annual basis by the Fiscal Officer and any modifications made thereto must be approved by the Board. Any future revisions will be filed with the Auditor of State in accordance with State of Ohio law.

Fiscal Officer/Date

Acknowledgement of Authorized Institutions

By signing below, I acknowledge that I have reviewed and will comply with this Investment Policy as adopted by the Washington-Centerville Public Library Board of Trustees.

Signature/Date

Financial Institution

Section 135.14 | Investing interim moneys of public subdivisions.

Ohio Revised Code / Title 1 State Government / Chapter 135 Uniform Depository Act

Effective: October 3, 2023 **Latest Legislation:** House Bill 33 - 135th General Assembly

(A) As used in this section:

(1) "Treasurer" does not include the treasurer of state, and "governing board" does not include the state board of deposit.

(2) "Other obligations" includes notes whether or not issued in anticipation of the issuance of bonds.

(B) The treasurer or governing board may invest or deposit any part or all of the interim moneys. The following classifications of obligations shall be eligible for such investment or deposit:

(1) United States treasury bills, notes, bonds, or any other obligation or security issued by the United States treasury or any other obligation guaranteed as to principal and interest by the United States.

Nothing in the classification of eligible obligations set forth in division (B)(1) of this section or in the classifications of eligible obligations set forth in divisions (B)(2) to (7) of this section shall be construed to authorize any investment in stripped principal or interest obligations of such eligible obligations.

(2) Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the federal national mortgage association, federal home loan bank, federal farm credit bank, federal home loan mortgage corporation, and government national mortgage association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities.

(3) Interim deposits in the eligible institutions applying for interim moneys as provided in section 135.08 of the Revised Code. The award of interim deposits shall be made in accordance with section 135.09 of the Revised Code and the treasurer or the governing board shall determine the periods for which such interim deposits are to be made and shall award such interim deposits for such periods, provided that any eligible institution receiving an interim deposit award may, upon notification that the award has been made, decline to accept the interim deposit in which event the award shall be made as though the institution had not applied for such interim deposit.

(4) Bonds and other obligations of this state, or the political subdivisions of this state, provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply:

(a) The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.

(b) The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized statistical rating organization and purchased through a registered securities broker or dealer.

(c) The aggregate value of the bonds or other obligations does not exceed twenty per cent of interim moneys available for investment at the time of purchase.

(d) The treasurer or governing board is not the sole purchaser of the bonds or other obligations at original issuance.

(e) The bonds or other obligations mature within ten years from the date of settlement.

No investment shall be made under division (B)(4) of this section unless the treasurer or governing board has completed additional training for making the investments authorized by division (B)(4) of this section. The type and amount of additional training shall be

approved by the treasurer of state and may be conducted by or provided under the supervision of the treasurer of state.

(5) No-load money market mutual funds consisting exclusively of obligations described in division (B)(1) or (2) of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions mentioned in section 135.03 of the Revised Code;

(6) The Ohio subdivision's fund as provided in section 135.45 of the Revised Code;

(7) Up to forty per cent of interim moneys available for investment in either of the following:

(a) Commercial paper notes issued by an entity that is defined in division (K) of section 1706.01 of the Revised Code and that has assets exceeding five hundred million dollars, to which notes all of the following apply:

(i) The notes are rated at the time of purchase in the highest classification established by at least two nationally recognized statistical rating organizations.

(ii) The aggregate value of the notes does not exceed ten per cent of the aggregate value of the outstanding commercial paper of the issuing corporation.

(iii) The notes mature not later than two hundred seventy days after purchase.

(iv) The investment in commercial paper notes of a single issuer shall not exceed in the aggregate five per cent of interim moneys available for investment at the time of purchase.

(b) Bankers acceptances of banks that are insured by the federal deposit insurance corporation and that mature not later than one hundred eighty days after purchase.

No investment shall be made pursuant to division (B)(7) of this section unless the treasurer or governing board has completed additional training for making the investments authorized by division (B)(7) of this section. The type and amount of additional training shall be approved by the treasurer of state and may be conducted by or provided under the supervision of the treasurer of state.

(C) Nothing in the classifications of eligible obligations set forth in divisions (B)(1) to (7) of this section shall be construed to authorize any investment in a derivative, and no treasurer or governing board shall invest in a derivative. For purposes of this division, "derivative" means a financial instrument or contract or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instrument, contract, or obligation itself. Any security, obligation, trust account, or other instrument that is created from an issue of the United States treasury or is created from an obligation of a federal agency or instrumentality or is created from both is considered a derivative instrument. An eligible investment described in this section with a variable interest rate payment, based upon a single interest payment or single index comprised of other eligible investments provided for in division (B)(1) or (2) of this section, is not a derivative, provided that such variable rate investment has a maximum maturity of two years.

(D) Except as provided in division (B)(4) or (E) of this section, any investment made pursuant to this section must mature within five years from the date of settlement, unless the investment is matched to a specific obligation or debt of the subdivision.

(E) The treasurer or governing board may also enter into a written repurchase agreement with any eligible institution mentioned in section 135.03 of the Revised Code or any eligible dealer pursuant to division (M) of this section, under the terms of which agreement the treasurer or governing board purchases, and such institution or dealer agrees unconditionally to repurchase any of the securities listed in divisions (D)(1) to (5), except letters of credit described in division (D)(2), of section 135.18 of the Revised Code. The market value of securities subject to an overnight written repurchase agreement must

exceed the principal value of the overnight written repurchase agreement by at least two per cent. A written repurchase agreement shall not exceed thirty days and the market value of securities subject to a written repurchase agreement must exceed the principal value of the written repurchase agreement by at least two per cent and be marked to market daily. All securities purchased pursuant to this division shall be delivered into the custody of the treasurer or governing board or an agent designated by the treasurer or governing board. A written repurchase agreement with an eligible securities dealer shall be transacted on a delivery versus payment basis. The agreement shall contain the requirement that for each transaction pursuant to the agreement the participating institution or dealer shall provide all of the following information:

- (1) The par value of the securities;
- (2) The type, rate, and maturity date of the securities;
- (3) A numerical identifier generally accepted in the securities industry that designates the securities.

No treasurer or governing board shall enter into a written repurchase agreement under the terms of which the treasurer or governing board agrees to sell securities owned by the subdivision to a purchaser and agrees with that purchaser to unconditionally repurchase those securities.

(F) No treasurer or governing board shall make an investment under this section, unless the treasurer or governing board, at the time of making the investment, reasonably expects that the investment can be held until its maturity.

(G) No treasurer or governing board shall pay interim moneys into a fund established by another subdivision, treasurer, governing board, or investing authority, if that fund was established for the purpose of investing the public moneys of other subdivisions. This division does not apply to the payment of public moneys into either of the following:

(1) The Ohio subdivision's fund pursuant to division (B)(6) of this section;

(2) A fund created solely for the purpose of acquiring, constructing, owning, leasing, or operating municipal utilities pursuant to the authority provided under section 715.02 of the Revised Code or Section 4 of Article XVIII, Ohio Constitution.

For purposes of division (G) of this section, "subdivision" includes a county.

(H) The use of leverage, in which the treasurer or governing board uses its current investment assets as collateral for the purpose of purchasing other assets, is prohibited. The issuance of taxable notes for the purpose of arbitrage is prohibited. Contracting to sell securities that have not yet been acquired by the treasurer or governing board, for the purpose of purchasing such securities on the speculation that bond prices will decline, is prohibited.

(I) Whenever, during a period of designation, the treasurer classifies public moneys as interim moneys, the treasurer shall notify the governing board of such action. The notification shall be given within thirty days after such classification and in the event the governing board does not concur in such classification or in the investments or deposits made under this section, the governing board may order the treasurer to sell or liquidate any of such investments or deposits, and any such order shall specifically describe the investments or deposits and fix the date upon which they are to be sold or liquidated. Investments or deposits so ordered to be sold or liquidated shall be sold or liquidated for cash by the treasurer on the date fixed in such order at the then current market price. Neither the treasurer nor the members of the board shall be held accountable for any loss occasioned by sales or liquidations of investments or deposits at prices lower than their cost. Any loss or expense incurred in making such sales or liquidations is payable as other expenses of the treasurer's office.

(J) If any investments or deposits purchased under the authority of this section are issuable to a designated payee or to the order of a designated payee, the name of the treasurer and the title of the treasurer's office shall be so designated. If any such securities are registrable either as to principal or interest, or both, then such securities shall be registered in the name of the treasurer as such.

(K) The treasurer is responsible for the safekeeping of all documents evidencing a deposit or investment acquired by the treasurer under this section. Any securities may be deposited for safekeeping with a qualified trustee as provided in section 135.18 of the Revised Code, except the delivery of securities acquired under any repurchase agreement under this section shall be made to a qualified trustee, provided, however, that the qualified trustee shall be required to report to the treasurer, governing board, auditor of state, or an authorized outside auditor at any time upon request as to the identity, market value, and location of the document evidencing each security, and that if the participating institution is a designated depository of the subdivision for the current period of designation, the securities that are the subject of the repurchase agreement may be delivered to the treasurer or held in trust by the participating institution on behalf of the subdivision. Interest earned on any investments or deposits authorized by this section shall be collected by the treasurer and credited by the treasurer to the proper fund of the subdivision.

Upon the expiration of the term of office of a treasurer or in the event of a vacancy in the office of treasurer by reason of death, resignation, removal from office, or otherwise, the treasurer or the treasurer's legal representative shall transfer and deliver to the treasurer's successor all documents evidencing a deposit or investment held by the treasurer. For the investments and deposits so transferred and delivered, such treasurer shall be credited with and the treasurer's successor shall be charged with the amount of money held in such investments and deposits.

(L) Whenever investments or deposits acquired under this section mature and become due and payable, the treasurer shall present them for payment according to their tenor, and shall

collect the moneys payable thereon. The moneys so collected shall be treated as public moneys subject to sections 135.01 to 135.21 of the Revised Code.

(M)(1) All investments, except for investments in securities described in divisions (B)(5) and (6) of this section and for investments by a municipal corporation in the issues of such municipal corporation, shall be made only through a member of the financial industry regulatory authority (FINRA), through a bank, savings bank, or savings and loan association regulated by the superintendent of financial institutions, or through an institution regulated by the comptroller of the currency, federal deposit insurance corporation, or board of governors of the federal reserve system.

(2) Payment for investments shall be made only upon the delivery of securities representing such investments to the treasurer, governing board, or qualified trustee. If the securities transferred are not represented by a certificate, payment shall be made only upon receipt of confirmation of transfer from the custodian by the treasurer, governing board, or qualified trustee.

(N) In making investments authorized by this section, a treasurer or governing board may retain the services of an investment advisor, provided the advisor is licensed by the division of securities under section 1707.141 of the Revised Code or is registered with the securities and exchange commission, and possesses experience in public funds investment management, specifically in the area of state and local government investment portfolios, or the advisor is an eligible institution mentioned in section 135.03 of the Revised Code.

(O)(1) Except as otherwise provided in divisions (O)(2) and (3) of this section, no treasurer or governing board shall make an investment or deposit under this section, unless there is on file with the auditor of state a written investment policy approved by the treasurer or governing board. The policy shall require that all entities conducting investment business with the treasurer or governing board shall sign the investment policy of that subdivision. All brokers, dealers, and financial institutions, described in division (M)(1) of this section,

initiating transactions with the treasurer or governing board by giving advice or making investment recommendations shall sign the treasurer's or governing board's investment policy thereby acknowledging their agreement to abide by the policy's contents. All brokers, dealers, and financial institutions, described in division (M)(1) of this section, executing transactions initiated by the treasurer or governing board, having read the policy's contents, shall sign the investment policy thereby acknowledging their comprehension and receipt.

(2) If a written investment policy described in division (O)(1) of this section is not filed on behalf of the subdivision with the auditor of state, the treasurer or governing board of that subdivision shall invest the subdivision's interim moneys only in interim deposits pursuant to division (B)(3) of this section or interim deposits pursuant to section 135.145 of the Revised Code and approved by the treasurer of state, no-load money market mutual funds pursuant to division (B)(5) of this section, or the Ohio subdivision's fund pursuant to division (B)(6) of this section.

(3) Divisions (O)(1) and (2) of this section do not apply to a treasurer or governing board of a subdivision whose average annual portfolio of investments held pursuant to this section is one hundred thousand dollars or less, provided that the treasurer or governing board certifies, on a form prescribed by the auditor of state, that the treasurer or governing board will comply and is in compliance with the provisions of sections 135.01 to 135.21 of the Revised Code.

(P) A treasurer or governing board may enter into a written investment or deposit agreement that includes a provision under which the parties agree to submit to nonbinding arbitration to settle any controversy that may arise out of the agreement, including any controversy pertaining to losses of public moneys resulting from investment or deposit. The arbitration provision shall be set forth entirely in the agreement, and the agreement shall include a conspicuous notice to the parties that any party to the arbitration may apply to the court of common pleas of the county in which the arbitration was held for an order to vacate, modify, or correct the award. Any such party may also apply to the court for an order

to change venue to a court of common pleas located more than one hundred miles from the county in which the treasurer or governing board is located.

For purposes of this division, "investment or deposit agreement" means any agreement between a treasurer or governing board and a person, under which agreement the person agrees to invest, deposit, or otherwise manage a subdivision's interim moneys on behalf of the treasurer or governing board, or agrees to provide investment advice to the treasurer or governing board.

(Q) An investment made by the treasurer or governing board pursuant to this section prior to September 27, 1996, that was a legal investment under the law as it existed before September 27, 1996, may be held until maturity.

Last updated September 8, 2023 at 10:46 AM

Available Versions of this Section

September 4, 2014 – Senate Bill 287 - 130th General Assembly

September 29, 2015 – House Bill 64 - 131st General Assembly

August 1, 2018 – Amended by House Bill 251 - 132nd General Assembly

April 12, 2021 – Amended by Senate Bill 276 - 133rd General Assembly

October 3, 2023 – Amended by House Bill 33 - 135th General Assembly

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
CIRCULATION												
Total Circulation	57,964	29,132	-49.7%	41,105	56,463	37.4%	8	4	-50.0%	142,829	133,083	-6.8%
APPLICANT REGISTRATION												
Total Registrations	309	234	-24.3%	193	237	22.8%				502	471	-6.2%
LIBRARY CARDHOLDERS												
Total Library Cardholders										65,197	62,088	-4.8%
VISITORS												
Building Visitors	16,941	2,546	-85.0%	12,726	16,625	30.6%	1,473	1,805	22.5%	31,140	20,976	-32.6%
Website Visitors										116,757	219,686	88.2%
Total Visitors										147,897	240,662	62.7%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	3,028	2,406	-20.5%	2,787	3,972	42.5%	1,205	2,224	84.6%	7,020	8,602	22.5%
	AT THE LIBRARY			OFFSITE			VIRTUAL			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PROGRAMS												
Adult/General Programs	32	21	-34.4%	14	20	42.9%	6	6	0.0%	52	47	-9.6%
Adult/General Program Attendees	411	303	-26.3%	317	366	15.5%	269	216	-19.7%	997	885	-11.2%
Children's Programs	48	43	-10.4%	22	6	-72.7%	0	0	0.0%	70	49	-30.0%
Children's Program Attendees	1,065	1,089	2.3%	351	613	74.6%	0	0	0.0%	1,416	1,702	20.2%
Teen Programs	8	9	12.5%	3	1	-66.7%	0	0	0.0%	11	10	-9.1%
Teen Program Attendees	128	161	25.8%	63	47	-25.4%	0	0	0.0%	191	208	8.9%
Total Library Programs	88	73	-17.0%	39	27	-30.8%	6	6	0.0%	133	106	-20.3%
Total Library Program Attendees	1,604	1,553	-3.2%	731	1,026	40.4%	269	216	-19.7%	2,604	2,795	7.3%
	USERS			QUERIES								
	2024	2025	%(+/-)	2024	2025	%(+/-)						
ELECTRONIC DATABASE USAGE												
Library-Owned Databases*	2,132	2,054	-3.7%	3,175	4,158	31.0%						
OPLIN Databases*				3,980	2,591	-34.9%						
Total All Databases	2,132	2,054	-3.7%	7,155	6,749	-5.7%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PRINT CIRCULATION												
Adult Books	17,948	8,311	-53.7%	12,541	17,268	37.7%	6	3	-50.0%	30,495	25,582	-16.1%
Juvenile Books	23,792	16,965	-28.7%	16,160	20,048	24.1%	1	1	0.0%	39,953	37,014	-7.4%
Off Line Transactions										7	13	85.7%
Periodicals	2,055	317	-84.6%	1,233	1,604	30.1%	0	0	0.0%	3,288	1,921	-41.6%
Young Adult Books	1,771	1,154	-34.8%	1,177	1,352	14.9%	0	0	0.0%	2,948	2,506	-15.0%
Total Print Circulation	45,566	26,747	-41.3%	31,111	40,272	29.4%	7	4	-42.9%	76,691	67,036	-12.6%
AV CIRCULATION												
Audiobooks	2,092	1,068	-48.9%	1,802	2,189	21.5%				3,894	3,257	-16.4%
Movies (DVDs/Blu-rays)	8,998	523	-94.2%	7,056	11,764	66.7%				16,054	12,287	-23.5%
Music (Compact Discs)	449	0	-100.0%	472	638	35.2%				921	638	-30.7%
Total AV Circulation	11,539	1,591	-86.2%	9,330	14,591	56.4%				20,869	16,182	-22.5%
LIBRARY OF THINGS CIRCULATION												
Board Games	211	297	40.8%	189	864	357.1%	1	0	-100.0%	401	1,161	189.5%
Library Bags	81	62	-23.5%	55	99	80.0%				136	161	18.4%
Cultural Passes**	N/A	6	0.0%	N/A	14	0.0%	N/A	0	0.0%	0	20	0.0%
Hotspots	14	10	-28.6%	16	20	25.0%	0	0	0.0%	30	30	0.0%
Maker Kits	112	94	-16.1%	62	147	137.1%	0	0	0.0%	174	241	38.5%
Streaming Devices	46	68	47.8%	29	68	134.5%	0	0	0.0%	75	136	81.3%
Streaming Device+Hotspot Combos**	N/A	11	0.0%	N/A	5	0.0%	N/A	0	0.0%	0	16	0.0%
Juvenile Tablets	390	233	-40.3%	313	383	22.4%				703	616	-12.4%
Total Library of Things Circulation	854	781	-8.5%	664	1,600	141.0%	1	0	-100.0%	1,519	2,381	56.7%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	28,774	9,333	-67.6%	20,726	30,507	47.2%	7	3	-57.1%	49,507	39,843	-19.5%
Juvenile Circulation	27,386	18,645	-31.9%	19,174	24,564	28.1%	1	1	0.0%	46,561	43,210	-7.2%
Young Adult Circulation	1,804	1,154	-36.0%	1,205	1,392	15.5%	0	0	0.0%	3,009	2,546	-15.4%
Total Physical Circulation	57,964	29,132	-49.7%	41,105	56,463	37.4%	8	4	-50.0%	99,077	85,599	-13.6%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										1,160	1,444	24.5%
DIGITAL CIRCULATION												
eAudiobooks										16,017	18,648	16.4%
eBooks										19,366	19,455	0.5%
eMusic										331	451	36.3%
eVideo										2,259	2,595	14.9%
eZines (Digital Magazines)										4,619	4,891	5.9%
Total Digital Circulation										42,592	46,040	8.1%

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

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
CIRCULATION												
Total Circulation	170,032	122,573	-27.9%	116,933	138,083	18.1%	14	24	71.4%	417,891	398,341	-4.7%
APPLICANT REGISTRATION												
Total Registrations	1,048	908	-13.4%	567	641	13.1%				1,615	1,549	-4.1%
LIBRARY CARDHOLDERS												
Total Library Cardholders										65,197	62,088	-4.8%
VISITORS												
Building Visitors	49,174	28,809	-41.4%	36,845	41,986	14.0%	4,441	6,880	54.9%	90,460	77,675	-14.1%
Website Visitors										428,231	744,260	73.8%
Total Visitors										518,691	821,935	58.5%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	9,853	8,788	-10.8%	8,328	11,079	33.0%	3,523	5,876	66.8%	21,704	25,743	18.6%
	AT THE LIBRARY			OFFSITE			VIRTUAL			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PROGRAMS												
Adult/General Programs	96	71	-26.0%	26	47	80.8%	11	14	27.3%	133	132	-0.8%
Adult/General Program Attendees	2,883	978	-66.1%	494	796	61.1%	459	606	32.0%	3,836	2,380	-38.0%
Children's Programs	138	124	-10.1%	62	16	-74.2%	0	0	0.0%	200	140	-30.0%
Children's Program Attendees	3,209	2,856	-11.0%	989	1,006	1.7%	0	0	0.0%	4,198	3,862	-8.0%
Teen Programs	22	20	-9.1%	3	1	-66.7%	0	0	0.0%	25	21	-16.0%
Teen Program Attendees	424	363	-14.4%	63	47	-25.4%	0	0	0.0%	487	410	-15.8%
Total Library Programs	256	215	-16.0%	91	64	-29.7%	11	14	27.3%	358	293	-18.2%
Total Library Program Attendees	6,516	4,197	-35.6%	1,546	1,849	19.6%	459	606	32.0%	8,521	6,652	-21.9%
USERS												
	2024	2025	%(+/-)	2024	2025	%(+/-)						
ELECTRONIC DATABASE USAGE												
Library-Owned Databases	7,324	7,155	-2.3%	11,490	11,657	1.5%						
OPLIN Databases				15,859	12,129	-23.5%						
Total All Databases	7,324	7,155	-2.3%	27,349	23,786	-13.0%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS			COMBINED		
	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)	2024	2025	%(+/-)
PRINT CIRCULATION												
Adult Books	52,737	37,759	-28.4%	36,974	42,915	16.1%	11	17	54.5%	89,722	80,691	-10.1%
Juvenile Books	69,302	56,165	-19.0%	44,584	49,567	11.2%	2	4	100.0%	113,888	105,736	-7.2%
Off Line Transactions										21	43	104.8%
Periodicals	5,750	2,586	-55.0%	3,362	3,831	14.0%	0	0	0.0%	9,112	6,417	-29.6%
Young Adult Books	5,262	3,716	-29.4%	3,314	3,642	9.9%	0	3	0.0%	8,576	7,361	-14.2%
Total Print Circulation	133,051	100,226	-24.7%	88,234	99,955	13.3%	13	24	84.6%	221,319	200,248	-9.5%
AV CIRCULATION												
Audiobooks	5,958	4,381	-26.5%	4,911	5,629	14.6%				10,869	10,010	-7.9%
Movies (DVDs/Blu-rays)	27,466	14,948	-45.6%	20,608	26,898	30.5%				48,074	41,846	-13.0%
Music (Compact Discs)	1,284	153	-88.1%	1,419	1,679	18.3%				2,703	1,832	-32.2%
Total AV Circulation	34,708	19,482	-43.9%	26,938	34,206	27.0%				61,646	53,688	-12.9%
LIBRARY OF THINGS CIRCULATION												
Board Games	566	1,082	91.2%	531	1,918	261.2%	1	0	-100.0%	1,098	3,000	173.2%
Library Bags	211	201	-4.7%	192	229	19.3%				403	430	6.7%
Cultural Passes**	0	36	0.0%	0	42	0.0%	0	0	0.0%	0	78	0.0%
Hotspots	30	31	3.3%	64	66	3.1%	0	0	0.0%	94	97	3.2%
Maker Kits	342	269	-21.3%	168	405	141.1%	0	0	0.0%	510	674	32.2%
Streaming Devices	140	212	51.4%	85	167	96.5%	0	0	0.0%	225	379	68.4%
Streaming Device+Hotspot Combos**	0	26	0.0%	0	24	0.0%	0	0	0.0%	0	50	0.0%
Juvenile Tablets	972	965	-0.7%	721	1,071	48.5%				1,693	2,036	20.3%
Total Library of Things Circulation	2,261	2,822	24.8%	1,761	3,922	122.7%	1	0	-100.0%	4,023	6,744	67.6%
TOTAL PHYSICAL CIRCULATION												
Adult Circulation	85,140	54,544	-35.9%	60,998	74,211	21.7%	12	17	41.7%	146,150	128,772	-11.9%
Juvenile Circulation	79,535	64,313	-19.1%	52,537	60,091	14.4%	2	4	100.0%	132,074	124,408	-5.8%
Young Adult Circulation	5,357	3,716	-30.6%	3,398	3,781	11.3%	0	3	0.0%	8,755	7,500	-14.3%
Total Physical Circulation	170,032	122,573	-27.9%	116,933	138,083	18.1%	14	24	71.4%	286,979	260,680	-9.2%
SEARCHOHIO/OHIOLINK CIRCULATION												
SearchOhio/OhioLink Borrowed										3,998	3,919	-2.0%
DIGITAL CIRCULATION												
eAudiobooks										47,523	54,116	13.9%
eBooks										58,155	56,683	-2.5%
eMusic										870	1,130	29.9%
eVideo										7,436	7,829	5.3%
eZines (Digital Magazines)										12,930	13,984	8.2%
Total Digital Circulation										126,914	133,742	5.4%

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

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