

ATTACHMENTS FOR JUNE 20, 2023 BOARD OF TRUSTEES MEETING

Washington-Centerville Public Library

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Library Operations

- Discussed van set up and how to move materials between buildings
- Discussed Public Services staffing with Outreach & Public Services Manager
- Discussed how to make Leadership Team meetings more valuable
- Attended budget meetings with Fiscal Officer and various departments
- Attended Jewish Federation of Greater Dayton's program with Secretary of State Frank LaRose held at Woodbourne Library
- Coordinated room availability for August 8 special election
- Communicated with attorney over staff member request to return
- HVAC
 - Prepared legal ad for Centerville Library HVAC updates
 - Contacted Tri-Tech regularly for updates about moving forward with Sidney Electric for Woodbourne Library boiler
- Centerville Library renovation
 - Compiled ranking of architectural firms, and communicated with firms that were not selected
 - Released Request for Proposal, and issued revision based on legality issue after verifying with attorney
 - Met with realtors to begin looking at office or Creativity Commons space options
 - Held on site visits with architects
 - Scheduled interviews with architects, and set structure for meetings
- The Wall That Heals
 - Attended meeting with VVMF staff
 - Communicated with Centerville Police, Washington Twp Sheriff, and Patriot Guard Riders about escort route
 - Created flyer to promote escort and emailed to cycle shops
 - Spoke at Centerville Washington Foundation, All Staff meeting, and Township Trustees meetings about event
 - Sent window clings to Wright Patt Credit Union for their sponsorship
 - Passed out flyers at Memorial Day Ceremony at Stubbs Park

Communication

- Covered tasks while Community Relations Manager is out on leave
 - WYSO ad spots for June
 - TV slides for June
 - Get in the Know newsletter for May
- Replied to request to donate a tree

Community / Professional Involvement

- Ohio Library Council
 - Attended State Budget webinar
- Attended Jewish Federation of Greater Dayton's President's Dinner
- Heart of Centerville & Washington Township
 - Attended monthly member meeting
- Friends
 - Attended monthly meeting
 - Attended trivia
- Centerville Noon Optimist Club
 - Attended Youth Recognition Night
 - Retrieved flags from Avenue of Flags route

5/19 and 5/26 floating holidays; 5/29 – Memorial Day holiday

May 2023

Board Minutes and Attachments

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

May 17, 2023

CALL TO ORDER

The regular Board of Trustees meeting for May 2023 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:30 P.M.

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

HEARING OF THE PUBLIC

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

EXECUTIVE SESSION

Mr. Bowling moved to adjourn to Executive Session for the purpose of discussing the employment of a public employee. Mrs. Cline seconded the motion. The roll call vote was as follows:

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

The board entered executive session at 7:31 p.m.

Mrs. Suttman arrived at 7:33 p.m.

At 7:45 p.m., the Board exited the executive session. Mrs. Denison returned the meeting to open session, stating that there would be no further action as a result of matters discussed during the executive session.

REQUEST FOR QUALIFICATIONS

The Long-Range Facilities Committee presented the ranking of the Request For Qualifications firms. Each member of the committee had previously ranked the RFQ submissions. Based on

their rankings, it was determined that the top 4 firms would be brought in for an interview during July.

Mr. Bowling moved to interview the following four firms:

- HBM
- Bialosky
- Hafer
- LWC

Mr. Nunna seconded the motion. The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

Motion is approved. The next step in the process is to move to the Request for Proposal stage. Interviews will be scheduled with each of the firms.

SEALED BIDS

Mr. Monteith stated that sealed bids had been received for the Woodbourne Boiler addition. The sealed bids came in the same as the informal bidding process. Sidney Electric was determined to be the lowest and best bidder. Roger Butler from Tri-Tech Engineering provided us with a letter recommending that the bid be awarded to Sidney Electric.

Mrs. Suttman moved to authorize negotiations with Sidney Electric for the Woodbourne Boiler addition, in an amount up to \$100,000. Mr. Nunna seconded the motion.

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

Motion is approved.

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the April 18, 2023 Meeting Minutes as amended. Mrs. Cline seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 1 (Nunna)

Motion is approved

DIRECTOR'S REPORT

▪ FACILITIES

- ❖ Woodbourne Library
 - Broken window – side facing Far Hills
- ❖ Centerville Library

- ❖ Creativity Commons
- ❖ Van
 - Being wrapped this week

▪ **PERSONNEL**

- ❖ Public Services Team Leader moving into Systems Department

▪ **COLLECTIONS/SERVICES/PROGRAMS**

- ❖ New patron catalog launched – Vega Discover
- ❖ Summer Reading Clubs started this week
 - Kick off event – 5/20
- ❖ Upcoming programs and exhibits
 - Small Business program, Access to Capital – 6/1
- ❖ The Wall That Heals –

▪ **OTHER**

- ❖ Friends events
 - Trivia – 6/8

FISCAL OFFICER'S REPORT

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

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

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

- b. Payment of May Expenditures

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

The roll call vote was as follows:

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

NEW/OLD BUSINESS

a. Resolution No. 023-012: Supplemental Appropriations – “The Wall That Heals” Fund

Mr. Monteith stated that in order to make expenditures from “The Wall That Heals” Fund, a supplemental appropriation is necessary. We are asking the Board to approve appropriations in the following amounts:

#203 – “The Wall That Heals” Fund

Account	Description	Appropriation
203.00.52120	Program Supplies	\$ 3,200.00
203.00.52140	Postage	\$ 100.00
Total General/Administrative Supplies		\$ 3,300.00
203.00.53275	Publicity Ads	\$ 600.00
203.00.53290	Printing/Publications	\$ 600.00
Total Communications/Printing/Publicity		\$ 1,200.00
203.00.53510	Equipment Rental	\$ 900.00
Total Rents and Leases		\$ 900.00
203.00.53720	Speaker Stipends	\$ 100.00
203.00.53790	Other Professional Services	\$ 2,500.00
Total Professional Services		\$ 2,600.00
203.00.53911	Site Fee	\$ 11,000.00
Total Other Contract Services		\$ 11,000.00
Total "The Wall That Heals" Fund		\$ 19,000.00

The roll call vote was as follows:

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

The resolution is approved.

b. Appropriation Transfer

Mr. Monteith explained that an appropriation transfer is necessary due to delivery services continuing, and the Search Ohio delivery costs being due. Additionally, these fees are being moved to a different account code, which necessitates Board approval.

The second part of this appropriation transfer relates to some on-going legal fees related to labor issues.

The proposed transfer is as follows:

Account Code	Description	Increase	Decrease
101.10.53910	Temporary Contract Services		\$ (5,204.45)
101.14.51155	Administrative Support Salaries		\$ (9,500.00)
101.00.54600	Search Ohio Delivery Fees	\$ 12,204.45	
101.00.53750	Legal Services	\$ 2,500.00	
		<u>\$ 14,704.45</u>	<u>\$ (14,704.45)</u>

Mrs. Herrick moved to approve the requested appropriation transfer. Mrs. Suttman seconded the motion.

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

Motion is approved.

c. Authorization for Placement of Legal Advertisement for the boiler replacements at the Centerville Library

Mr. Monteith stated that this authorization is being requested to allow for the placement of the legal advertisement for the Centerville Library boiler replacement project. The exact wording of the advertisement, and dates are still being worked out, but we anticipate that it will be sent to the Dayton Daily News by the end of the week, with bids being due sometime in June.

Mr. Nunna moved to authorize the placement of the legal advertisement. Mrs. Herrick seconded the motion.

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

Motion is approved.

d. Resolution No. 023-013: Authorization for Fiscal Officer to Open Bids

The Ohio Revised Code states that bids shall be opened, and publicly read by the Fiscal Officer at the next meeting of the Board after the expiration of the advertisement. The Board is able to authorize the opening of the bids immediately upon the expiration of the time for filing by the Fiscal Officer, the tabulation of the bids, and a report on the tabulation at the next meeting of the board by resolution.

We are asking the Board to approve this resolution to allow for the opening of the bids and report on the tabulation to be provided at the June meeting.

Mr. Nunna to authorize the Fiscal Office to open the bids at the time of the expiration of the filing period. Mrs. Herrick seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

ADJOURNMENT

Mr. Nunna moved to adjourn the meeting at 8:39 P.M. Mrs. Suttman seconded the motion

President

Secretary

EXPENDITURES FOR APPROVAL AT MAY MEETING
May 17, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	20.96
Amazon - AV materials & books	3,132.75
Andrea Bublitz- patron refund	24.25
Anne Wachs - employee mileage reimbursement	21.68
Baker & Taylor - – books & AV materials	4,661.84
Brodart- books	85,560.75
Cara Van Rynbach - patron refund	27.07
CDW-G - patron printer transfer belt	303.99
Centerville Rotary Club - membership fees	206.00
Chard Snyder - professional service-COBRA administration	125.00
Charter Communications – utilities	815.54
Christy Ott - employee mileage reimbursement	17.42
Cintas Corp- supplies	866.29
Classic Stitch - branded merchandise for staff	2,647.14
Creative Impressions - SRC printed materials	1,131.00
Darrilynn Brewster - employee mileage reimbursement	51.09
Dell - replacement information stations	52,956.15
Digital Fringe - Bulletin Board & Misc printing	281.36
Donnellon McCarthy - copier maintenance	1,225.09
DSS - May parking lot sweeping service	164.25
Francoise Walusis - patron refund	18.99
Gleason Property Services - May cleaning services WB & CV	12,200.00
Gregg McCullough - employee mileage reimbursement	19.85
Jenelle Allen - employee mileage reimbursement	4.06
Juliette Dame - patron refund	26.99
June Bullock - employee mileage reimbursement	23.32
Kanopy - digital video services	1,409.00
Katherine McCollum - employee mileage reimbursement	24.24
Kevin Risner - employee mileage reimbursement	13.89
Kyle Knepp - employee mileage reimbursement	17.82
Laura Fitzpatrick - employee mileage reimbursement	7.14
Lauren Rura - employee mileage reimbursement	24.24
Level 3 Communications, LLC - phone service	395.42
Liz Fultz - employee mileage reimbursement	140.17
Margaret Jones Wilson - patron refund	28.99
Michele Schoen - employee mileage reimbursement	68.25
Michele Tilley - employee mileage reimbursement	12.05
Midwest Tape – AV materials	5,984.85
Natalia Alekhova - patron refund	26.60
OhioNet - renewals for consumer reports	12,265.05
Overdrive - digital books	2,339.53

PayPal, Inc. - monthly credit card processing fee	19.95
Playaway - av materials	467.98
Quoc Kien Vu- patron refund	19.98
Robert Casto - patron refund	16.48
Rush Transportation – contracted services	794.16
Scott Royal - employee mileage reimbursement	19.00
Shelly Peresie - employee mileage reimbursement	8.38
Sherry Washington- patron refund	27.50
South Community - fees for employee assistance	202.50
Staples - office supplies	141.13
Structured Employee Benefits of Ohio - group life insurance premium	290.74
Taft, Stettinius & Hollister - legal services	260.00
Taryn Filer - employee mileage reimbursement	34.52
Tri-Tech - engineering fees for HVAC	11,309.36
Unique - recovery & collection fees	228.75
William Menker - employee mileage reimbursement	50.83
WYSO - ads	270.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	\$ 203,451.33

EXPENDITURES SINCE LAST BOARD MEETING

PAYROLL:

Payroll #9	116,662.89
Payrol #10	116,686.64
TOTAL PAYROLL	\$ 233,349.53

MISCELLANEOUS:

AES Ohio – utilities	5,387.25
AT&T – telephone service	283.58
BrainPop - 1yr subscription renewal	3,163.50
CDW-G - replacement DMZ switch	209.29
CenterPoint Energy – utilities	4,187.68
Centerville City Schools - April health insurance premium	39,471.45
Charter Communications – utilities	277.95
Christina Dendy - speaker	100.00
CoCard Marketing Group – credit card service fee	231.32
Delta Dental - May dental insurance	1,626.23
Gale - databases renewal	3,202.85
Health Equity – ER HSA contribution May	7,416.81
Home Depot Credit Services - Tools & Repair Supplies	729.17
Kroger - meeting/program supplies	920.23
Library Journals - registration fees for workshop	624.75
Level 3 Communications, LLC - phone service	394.91
Lowe's - facilities maintenance	147.64
Montgomery County Auditor - fees	39,904.87
Ohio Library Council - trustee dinner	90.00
Ohio Library Council - legislative day	120.00
Ohio Newspapers - legal ad for boiler bids	2,062.08

Ohio Treasurer - vehicle registration	124.25
OPERS – employer pick-up & match	53,749.20
Rieck - scheduled facilities maintenance	3,413.71
Rumpke of Ohio - trash services	758.32
Safeguard - AP checks	460.22
Silco - annual backflow & fire alarm inspection @ CV	1,389.50
Statista - database renewal	4,152.00
T-Mobile - hotspots	680.39
Transformations Plus - carpet cleaning service	2,027.00
Trigon - CC consumables	613.76
U. S. Bank—employer share of Medicare	3,315.88
U. S. Bank – banking fees	477.91
U.S. Bank – cataloging supplies, AV materials, professional services	3,989.32
TOTAL MISCELLANEOUS	<u>\$ 185,703.02</u>
GRAND TOTAL MAY MEETING	<u><u>\$ 622,503.88</u></u>

RESOLUTION NO. 023-012
2023 SUPPLEMENTAL APPROPRIATION

Washington-Centerville Public Library

Resolution No. 023-012: 2023 Supplemental Appropriation Resolution. Mr. Bowling moved, Mrs. Herrick seconded and the Board adopted Resolution No. 023-012, the supplemental appropriation for 2023, attached to and made a part of these minutes. The roll call vote resulted as follows:

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

Be it resolved by the Board of Library Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2023, the following additional sums be and the same are hereby set aside and appropriated for the several purposes which expenditures are to be made:

#203 – “The Wall That Heals” Fund

Account	Description	Appropriation
203.00.52120	Program Supplies	\$ 3,200.00
203.00.52140	Postage	\$ 100.00
Total General/Administrative Supplies		\$ 3,300.00
203.00.53275	Publicity Ads	\$ 600.00
203.00.53290	Printing/Publications	\$ 600.00
Total Communications/Printing/Publicity		\$ 1,200.00
203.00.53510	Equipment Rental	\$ 900.00
Total Rents and Leases		\$ 900.00
203.00.53720	Speaker Stipends	\$ 100.00
203.00.53790	Other Professional Services	\$ 2,500.00
Total Professional Services		\$ 2,600.00
203.00.53911	Site Fee	\$ 11,000.00
Total Other Contract Services		\$ 11,000.00
Total "The Wall That Heals" Fund		\$ 19,000.00

I hereby certify that the foregoing is a true copy of the 2023 Supplemental Appropriation Resolution adopted by the Board of Library Trustees at the regular May meeting held May 17, 2023.

Fiscal Officer

Washington-Centerville Public Library

Date: May 17, 2023

DRAFT - UNAPPROVED

RESOLUTION NO. 023-013

BOARD AUTHORIZATION FOR THE OPENING OF SEALED BIDS BY THE FISCAL OFFICER IMMEDIATELY FOLLOWING THE EXPIRATION OF TIME FOR BIDS

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on May 17, 2023 at 7:00 pm at the Centerville Library with the following members present:

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

Mrs. Herrick moved, Mr. Nunna seconded of the following resolution:

Whereas, the Board of Trustees of the Washington-Centerville Public Library is advertising for sealed bids related to the replacement of the boilers at the Centerville Library

Whereas, upon expiration of the advertisement, Ohio Rev. Code § 3375.41 states that the bids shall be opened at the next meeting of the board, shall be publicly read by the fiscal officer, and shall be entered in full on the records of the board; provided that the board, by resolution, may provide for the public opening and reading of the bids by the fiscal officer, immediately after the time for their filing has expired, at the usual place of meeting of the board, and for the tabulation of the bids and a report of the tabulation to the board at its next meeting.

Therefore, the Board of Trustees does hereby authorize the Fiscal Officer to publicly open and read the sealed bids at 12:00 p.m. on Friday, June 16, 2023 in the Centerville Library Program Room, and to provide for the tabulation of bids and a report of the tabulation to the board at the June 20, 2023 meeting of the Board of Trustees.

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

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

Passed: May 17, 2023

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

The undersigned, President and the Secretary of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on May 17, 2023 and in appearing upon the official records of said Board.

President, Board of Trustees

Secretary, Board of Trustees

DRAFT - UNAPPROVED

May 2023

Fiscal Officer Report

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

Fund	Monthly Beginning Balance	Revenue	Expenditures	Ending Balance
General Fund	\$9,041,163.64	\$649,697.61	\$580,309.53	\$9,110,551.72
Unclaimed Funds	\$235.99	\$0.00	\$0.00	\$235.99
"The Wall That Heals" Fund	\$12,500.00	\$4,000.00	\$0.00	\$16,500.00
Special Operating Fund	\$3,750,186.25	\$0.00	\$0.00	\$3,750,186.25
Building Fund	\$2,866,729.09	\$0.00	\$13,371.44	\$2,853,357.65
Perm. Imp. Fund-Ils	\$603,316.85	\$0.00	\$0.00	\$603,316.85
Perm. Imp. Fund-Reference/Info	\$741,099.34	\$0.00	\$0.00	\$741,099.34
Dorothy R. Yeck Good Life End	\$4,018.97	\$0.00	\$0.00	\$4,018.97
Payroll Clearing Fund	\$6,518.56	\$64,058.24	\$65,026.81	\$5,549.99
	\$17,025,768.69	\$717,755.85	\$658,707.78	\$17,084,816.76

Reconciled Balances	
US Bank:	
Checking/Payroll	\$1,650,013.44
Investment	\$7,050,062.44
Dayton Foundation - TWTH	\$3,970.00
STAR Ohio	\$7,102,889.40 ¹
PNC Capital - Investments	\$1,091,717.41
PNC Capital - Money Market	\$265,505.64
Paypal	\$508.82
Petty Cash	\$550.00
Total Bank Balances	\$17,165,217.15
Outstanding Checks	(\$80,781.50)
Deposit in Transit	\$319.91
Receipts to be posted	\$0.00
Fees to be posted	\$61.20
Reconciled Balance	\$17,084,816.76

1 - Additional \$1.5 million moved into STAR Ohio during May 2023. The average daily rate for May was 5.19%. As of June 14, 2023, this rate is 5.26%

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

101 - GENERAL FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
PUBLIC LIBRARY FUND	3,345,950.00	284,696.72	1,220,999.21	36.49%
GENERAL PROPERTY TAXES	4,580,609.00	0.00	2,583,399.58	56.40%
PROPERTY TAX ROLLBACK	615,000.00	308,747.84	308,747.84	50.20%
PATRON FINES & FEES	26,000.00	2,738.16	12,837.85	49.38%
COPIER INCOME	27,600.00	2,248.93	12,507.90	45.32%
PASSPORT EXECUTION FEES	25,000.00	2,030.00	11,480.00	45.92%
PASSPORT PHOTOS	6,000.00	450.00	2,850.00	47.50%
PATRON SUPPLIES	12,500.00	2,864.95	7,908.71	63.27%
INTEREST INCOME	75,000.00	45,326.04	173,689.97	231.59%
UNRESTRICTED DONATIONS	10,000.00	504.22	2,401.12	24.01%
DONATIONS-RESTRICTED	30,000.00	0.00	20,150.00	67.17%
REFUNDS & REIMBURSEMENTS	2,500.00	90.35	9,911.89	396.48%
MISCELLANEOUS-OTHER	500.00	0.40	287.60	57.52%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-GENERAL FUND	8,756,659.00	649,697.61	4,367,171.67	49.87%

102 - UNCLAIMED FUNDS				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
REFUNDS & REIMBURSEMENTS	0.00	0.00	108.99	0.00%
TRANSFER IN	0.00	0.00	0.00	0.00%
TOTAL RECEIPTS-UNCLAIMED FUNDS	0.00	0.00	108.99	0.00%

203 - "THE WALL THAT HEALS" FUND				
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DONATIONS-RESTRICTED	9,000.00	4,000.00	6,500.00	72.22%
TRANSFER IN	10,000.00	0.00	10,000.00	100.00%
TOTAL RECEIPTS-TWTH FUND	19,000.00	4,000.00	16,500.00	86.84%

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

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

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

450 - PERMANENT IMPROVEMENT - ILS FUND

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

451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND

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

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DONATIONS-RESTRICTED	5,750.00	0.00	0.00	0.00%
TOTAL YECK GOOD LIFE ENDOWMENT	5,750.00	0.00	0.00	0.00%

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	Collected Percent
DEFAULT REVENUE	0.00	50,993.19	272,870.91	0.00%
UNUM REVENUE	0.00	508.02	2,777.57	0.00%
DELTA REVENUE	0.00	1,100.86	5,858.56	0.00%
ANTHEM REVENUE	0.00	11,456.17	63,049.75	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	64,058.24	344,556.79	0.00%
GRAND TOTAL RECEIPTS	\$9,781,409.00	\$717,755.85	\$4,728,337.45	48.34%

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

101 - GENERAL FUND						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
PUBLIC LIBRARY FUND	312,501.37	284,696.72	(27,804.65)	1,337,593.02	1,220,999.21	(116,593.81) 1
GENERAL PROPERTY TAXES	0.00	0.00	0.00	2,404,819.73	2,583,399.58	178,579.86
PROPERTY TAX ROLLBACK	307,500.00	308,747.84	1,247.84	307,500.00	308,747.84	1,247.84
PATRON FINES & FEES	2,166.67	2,738.16	571.49	10,833.33	12,837.85	2,004.52
COPIER INCOME	2,300.00	2,248.93	(51.07)	11,500.00	12,507.90	1,007.90
PASSPORT EXECUTION FEES	2,083.33	2,030.00	(53.33)	10,416.67	11,480.00	1,063.33
PASSPORT PHOTOS	500.00	450.00	(50.00)	2,500.00	2,850.00	350.00
PATRON SUPPLIES	1,041.67	2,864.95	1,823.28	5,208.33	7,908.71	2,700.38 2
INTEREST INCOME	7,807.50	45,326.04	37,518.54	38,160.00	173,689.97	135,529.97 3
UNRESTRICTED DONATIONS	720.00	504.22	(215.78)	3,600.00	2,401.12	(1,198.88)
DONATIONS-RESTRICTED	25.03	0.00	(25.03)	11,764.40	20,150.00	8,385.60
REFUNDS & REIMBURSEMENTS	128.21	90.35	(37.86)	744.98	9,911.89	9,166.91
MISCELLANEOUS-OTHER	8.70	0.40	(8.30)	268.68	287.60	18.92
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL FUND	636,782.48	649,697.61	12,915.13	4,144,909.13	4,367,171.67	222,262.54
102 - UNCLAIMED FUNDS						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	108.99	108.99
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
FUNDS	0.00	0.00	0.00	0.00	108.99	108.99
203 - "THE WALL THAT HEALS" FUND						
	Monthly Estimated Revenue	Monthly Revenue	Favorable/ (Unfavorable)	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DONATIONS-RESTRICTED	0.00	4,000.00	4,000.00	0.00	6,500.00	6,500.00 5
TRANSFER IN	0.00	0.00	0.00	0.00	10,000.00	10,000.00
FUNDS	0.00	4,000.00	4,000.00	0.00	16,500.00	16,500.00
205 - SPECIAL OPERATING FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-SPECIAL OPERATING FUND	0.00	0.00	0.00	0.00	0.00	0.00
401 - BUILDING FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-BUILDING FUND	0.00	0.00	0.00	0.00	0.00	0.00
450 - PERMANENT IMPROVEMENT - ILS FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS-PERM. IMP. FUND	0.00	0.00	0.00	0.00	0.00	0.00
451 - PERMANENT IMPROVEMENT - TECHNOLOGY FUND						
	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERM. IMP. FUND-TECHNOLC	0.00	0.00	0.00	0.00	0.00	0.00

**Washington-Centerville Public Library
Revenue Budget Statement
For The Month Of May 2023 And Year-to-Date**

898 - DOROTHY R. YECK GOOD LIFE ENDOWMENT
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	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DONATIONS-RESTRICTED	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL YECK GOOD LIFE ENDOWME	0.00	0.00	0.00	0.00	0.00	0.00

999 - PAYROLL CLEARING FUND

	Estimated Revenue	Month-to-date Actual Revenue	Year-to-date Actual Revenue	YTD Estimated Revenue	YTD Revenue	Favorable/ (Unfavorable)
DEFAULT REVENUE	0.00	50,993.19	50,993.19	0.00	272,870.91	272,870.91
UNUM REVENUE	0.00	508.02	508.02	0.00	2,777.57	2,777.57
DELTA REVENUE	0.00	1,100.86	1,100.86	0.00	5,858.56	5,858.56
ANTHEM REVENUE	0.00	11,456.17	11,456.17	0.00	63,049.75	63,049.75
TOTAL PAYROLL CLEARING FUND	0.00	64,058.24	64,058.24	0.00	344,556.79	344,556.79
 GRAND TOTAL RECEIPTS	 \$636,782.48	 \$717,755.85	 \$80,973.37	 \$4,144,909.13	 \$4,728,337.45	 \$583,428.32

1 - Public Library Fund continues to lag behind estimates. It is currently falling about 9% short of estimates.

2 - Patron supplies has been exceptionally strong the past two months. This is largely due to the graduation banner promotion done at Creativity Commons. For the month of May, this promotion accounted for nearly \$750 in receipts

3 - Interest income continues to be a strong source of revenue. STAR Ohio accounted for over \$26,000 in revenue, with only seeing the \$1.5 million increase for part of the month

4 - Three large donations were received for "The Wall That Heals" during May. This leaves us short by only \$2,500 for the goal

**Washington-Centerville Public Library
Expense Account Summary
For the Month of May 2023 and Year-to-Date**

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
101 - GENERAL FUND						
1000 SALARIES & BENEFITS						
1100 - SALARIES & LEAVE BENEFITS						
Director/Managers	580,000.00	39,664.87	229,324.14	0.00	350,675.86	39.54%
Library Specialist	1,293,500.00	97,955.73	524,031.36	0.00	769,468.64	40.51%
Technician	195,000.00	14,849.60	80,248.40	0.00	114,751.60	41.15%
Public Services Assistant	383,300.00	27,837.30	149,836.21	0.00	233,463.79	39.09%
Substitute	83,000.00	2,243.31	15,689.01	0.00	67,310.99	18.90%
Fiscal Officer	92,000.00	7,022.40	38,623.20	0.00	53,376.80	41.98%
Administrative Support	400,500.00	21,302.40	115,190.75	0.00	285,309.25	28.76%
Facilities	67,500.00	5,524.61	28,083.41	0.00	39,416.59	41.61%
Library Aides	150,000.00	10,546.03	47,643.89	0.00	102,356.11	31.76%
Shelving Assistants	119,000.00	7,846.78	46,561.67	0.00	72,438.33	39.13%
TOTAL SALARIES & LEAVE BENEFITS	3,363,800.00	234,793.03	1,275,232.04	0.00	2,088,567.96	37.91%
1400 - RETIREMENT-OPERS						
OPERS	774,062.00	54,208.88	293,962.79	0.00	480,099.21	37.98%
1600 - INSURANCE BENEFITS						
Health Insurance	545,010.36	39,471.45	197,309.50	277,444.20	70,256.66	36.20%
Health Savings Account	104,600.00	7,416.81	36,375.70	60,524.30	7,700.00	34.78%
Dental Insurance	23,325.00	1,645.93	8,165.20	14,955.38	204.42	35.01%
Medicare	48,912.85	3,337.19	18,114.92	0.00	30,797.93	37.04%
Life Insurance	4,100.98	290.74	1,314.83	2,038.02	748.13	32.06%
Workers' Compensation	5,000.00	0.00	84.00	0.00	4,916.00	1.68%
TOTAL INSURANCE BENEFITS	730,949.19	52,162.12	261,364.15	354,961.90	114,623.14	35.76%
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	3,905.00	206.00	1,027.00	1,128.00	1,750.00	26.30%
Other Employee Benefits	4,000.00	2,647.14	2,647.14	1,352.86	0.00	66.18%
TOTAL OTHER EMPLOYEE BENEFITS	7,905.00	2,853.14	3,674.14	2,480.86	1,750.00	46.48%
TOTAL SALARIES & BENEFITS	4,876,716.19	344,017.17	1,834,233.12	357,442.76	2,685,040.31	37.61%
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	41,503.11	1,989.35	12,838.87	18,534.02	10,130.22	30.93%
Program Supplies	127,828.78	5,265.17	26,469.60	49,502.01	51,857.17	20.71%
Cataloging/Processing Supplies	15,660.09	92.88	357.33	3,498.32	11,804.44	2.28%
Postage	17,010.00	0.00	2,500.00	0.00	14,510.00	14.70%
Small Tools/Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
TOTAL GENERAL ADMIN SUPPLIES	205,001.98	7,347.40	42,165.80	71,534.35	91,301.83	20.57%
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	1,100.00	0.00	0.00	50.00	1,050.00	0.00%
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	30,362.75	1,061.20	7,013.26	7,695.84	15,653.65	23.10%
TOTAL SUPPLIES	236,464.73	8,408.60	49,179.06	79,280.19	108,005.48	20.80%
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	9,927.04	578.91	2,414.05	3,432.09	4,080.90	24.32%
In-House Seminars	3,750.00	0.00	0.00	1,200.00	2,550.00	0.00%
Conference/Meetings	15,093.82	1,087.22	3,472.10	2,785.07	8,836.65	23.00%
TOTAL TRAVEL EXPENSES	28,770.86	1,666.13	5,886.15	7,417.16	15,467.55	20.46%

Washington-Centerville Public Library
Expense Account Summary
For the Month of May 2023 and Year-to-Date

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	8,640.77	284.63	1,429.77	4,226.20	2,984.80	16.55%
Computer Data Line	52,843.35	2,169.30	9,834.69	29,427.63	13,581.03	18.61%
Security Alarm	7,500.00	0.00	1,980.00	20.00	5,500.00	26.40%
Legal Ads	2,054.40	0.00	963.04	0.00	1,091.36	46.88%
Publicity Ads	5,520.00	270.00	1,610.00	2,700.00	1,210.00	29.17%
Printing/Publications	49,916.90	1,305.33	2,622.76	6,809.87	40,484.27	5.25%
TOTAL COMMUNICATION/PRINT/PUBLICITY	126,475.42	4,029.26	18,440.26	43,183.70	64,851.46	14.58%
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	132,990.37	5,205.17	26,723.83	25,055.35	81,211.19	20.09%
Equipment Maintenance	36,034.95	1,225.09	8,356.97	13,934.48	13,743.50	23.19%
Grounds & Snow Removal	128,167.00	0.00	23,036.75	43,751.68	61,378.57	17.97%
Janitorial Services	251,239.11	15,257.54	74,364.87	104,817.33	72,056.91	29.60%
Trash Services	9,218.26	758.32	3,599.73	5,000.27	618.26	39.05%
TOTAL PROPERTY MAINT/REPAIR/SECURITY	557,649.69	22,446.12	136,082.15	192,559.11	229,008.43	24.40%
3400 - INSURANCE						
Property Insurance	32,500.00	45.25	15,782.25	8,371.75	8,346.00	48.56%
3500 - RENTS & LEASES						
Rents & Leases	31,500.00	0.00	0.00	0.00	31,500.00	0.00%
3600 - UTILITIES						
Electricity	150,723.37	5,667.88	27,411.07	80,319.46	42,992.84	18.19%
Gas	63,587.13	4,187.68	26,764.96	24,295.72	12,526.45	42.09%
Water/Sewer	13,200.84	494.21	2,638.44	7,733.06	2,829.34	19.99%
TOTAL UTILITIES	227,511.34	10,349.77	56,814.47	112,348.24	58,348.63	24.97%
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	16,187.89	100.00	1,400.00	8,875.00	5,912.89	8.65%
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	
Auditing & Accounting Services	12,527.44	14.95	42.39	12,000.00	485.05	0.34%
Legal Services	27,847.50	260.00	21,845.00	2,840.00	3,162.50	78.45%
Tax Collection Fees	76,109.93	320.47	40,225.34	35,774.66	109.93	52.85%
Banking Fees	9,329.44	559.07	3,482.78	4,031.88	1,814.78	37.33%
TOTAL PROFESSIONAL SERVICES	142,002.20	1,254.49	66,995.51	63,521.54	11,485.15	47.18%
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	253,137.44	1,397.00	143,345.80	8,814.00	100,977.64	56.63%
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	43,656.65	1,350.41	11,629.24	12,626.94	19,400.47	26.64%
Online Services	138,225.12	90.96	75,123.26	211.48	62,890.38	54.35%
Collection Development Services	5,800.00	2,889.50	3,689.50	2,110.50	0.00	63.61%
TOTAL OTHER CONTRACTED SERVICES	187,681.77	4,330.87	90,442.00	14,948.92	82,290.85	48.19%
TOTAL PURCHASED/CONTRACT SERVICES	1,587,228.72	45,518.89	533,788.59	451,164.42	602,275.71	33.63%
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	612,095.69	27,172.44	179,174.16	200,624.29	232,297.24	29.27%
Standing Orders/Continuations	29,004.83	1,445.12	5,663.74	11,289.41	12,051.68	19.53%
Book Rentals	66,629.15	59,350.21	59,898.81	4,237.69	2,492.65	89.90%
TOTAL NEW BOOKS	707,729.67	87,967.77	244,736.71	216,151.39	246,841.57	34.58%
4200 - PERIODICALS						
Periodicals	25,258.35	496.54	924.06	1,623.46	22,710.83	3.66%

Washington-Centerville Public Library
Expense Account Summary
For the Month of May 2023 and Year-to-Date

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	128,015.29	4,546.42	28,814.08	34,911.41	64,289.80	22.51%
Read Along Audiobooks	23,462.34	318.00	4,801.23	6,010.26	12,650.85	20.46%
CD-Rom	14,828.43	149.98	3,151.25	3,500.00	8,177.18	21.25%
Books On CD	47,227.14	1,965.65	8,296.61	19,665.44	19,265.09	17.57%
Compact Discs	304.74	0.00	72.52	232.22	0.00	23.80%
Brary Bags	1,500.00	79.73	637.13	562.62	300.25	42.48%
TOTAL AUDIO-VISUAL MATERIALS	215,337.94	7,059.78	45,772.82	64,881.95	104,683.17	21.26%
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	120,000.00	16,521.03	77,927.27	15,846.46	26,226.27	64.94%
Online Subscriptions - Youth	11,103.82	0.00	2,108.82	0.00	8,995.00	18.99%
TOTAL ONLINE LIBRARY DATABASES	131,103.82	16,521.03	80,036.09	15,846.46	35,221.27	61.05%
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	12,204.45	12,204.45	12,204.45	0.00	0.00	100.00%
4800 - eMATERIALS						
eBOOKS	395,242.71	3,748.53	343,413.57	37,825.76	14,003.38	86.89%
Digital Music Services	40,000.00	0.00	39,735.00	0.00	265.00	99.34%
Digital Video Services	166,412.70	0.00	50,000.00	0.00	116,412.70	30.05%
TOTAL E-MATERIALS	601,655.41	3,748.53	433,148.57	37,825.76	130,681.08	71.99%
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	38,752.71	126.93	3,282.43	18,596.31	16,873.97	8.47%
Board Game Collection	3,011.86	409.85	1,001.20	160.66	1,850.00	33.24%
TOTAL LIBRARY MATERIALS - OTHER	41,764.57	536.78	4,283.63	18,756.97	18,723.97	10.26%
TOTAL LIBRARY MATERIALS	1,735,054.21	128,534.88	821,106.33	355,085.99	558,861.89	47.32%
5000 - CAPITAL OUTLAY						
Land Improvements	21,226.99	0.00	1,226.99	0.00	20,000.00	5.78%
Building Improvements	37,130.00	0.00	0.00	130.00	37,000.00	0.00%
Hardware	311,172.00	53,613.14	79,137.76	5,706.02	226,328.22	25.43%
Software	71,450.00	0.00	6,289.52	950.36	64,210.12	8.80%
Office Furniture	18,675.60	0.00	0.00	6,251.75	12,423.85	0.00%
Library Furniture	102,585.23	0.00	7,085.23	0.00	95,500.00	6.91%
Library Vehicle	75,000.00	0.00	74,431.25	400.00	168.75	99.24%
TOTAL CAPITAL OUTLAY	637,239.82	53,613.14	168,170.75	13,438.13	455,630.94	26.39%
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	2,800.00	0.00	0.00	0.00	2,800.00	0.00%
Trustees Dues	12,000.00	0.00	11,802.00	198.00	0.00	98.35%
TOTAL DUES & MEMBERSHIPS	14,800.00	0.00	11,802.00	198.00	2,800.00	79.74%
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	2,162.28	0.00	710.37	0.00	1,451.91	32.85%
TOTAL TAXES AND ASSESSMENTS	2,162.28	0.00	710.37	0.00	1,451.91	32.85%
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	2,680.24	216.85	844.19	785.28	1,050.77	31.50%
TOTAL REFUNDS & REIMBURSEMENTS	2,680.24	216.85	844.19	785.28	1,050.77	31.50%
7900 - MISCELLANEOUS EXPENDITURES						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER OBJECTS	19,642.52	216.85	13,356.56	983.28	5,302.68	68.00%
8900 - CONTINGENCY						
Contingency	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
TOTAL CONTINGENCY	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	1,000,000.00	0.00	10,000.00	0.00	990,000.00	1.00%
TOTAL INTERFUND	1,000,000.00	0.00	10,000.00	0.00	990,000.00	1.00%
TOTAL GENERAL FUND	10,192,346.19	580,309.53	3,429,834.41	1,257,394.77	5,505,117.01	33.65%

Washington-Centerville Public Library
Expense Account Summary
For the Month of May 2023 and Year-to-Date

	Combined Appropriation	Combined Month- to-date Expenses	Combined Year-to- date Expenses	Combined Encumbrances	Combined Unencumbered Amount	Combined Expended Percent
102 - UNCLAIMED FUNDS						
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	
TOTAL INTERFUND	0.00	0.00	0.00	0.00	0.00	
401 - BUILDING FUND						
Legal Advertisements	5,000.00	2,062.08	2,062.08	1,889.28	1,048.64	41.24%
Architect/Engineering	163,000.00	11,309.36	11,309.36	41,690.64	110,000.00	6.94%
Land Improvements	0.00	0.00	0.00	0.00	0.00	
Building Improvements	2,100,000.00	0.00	0.00	0.00	2,100,000.00	0.00%
Furniture & Equipment	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
TOTAL BUILDING FUND	2,768,000.00	13,371.44	13,371.44	43,579.92	2,711,048.64	0.00%
450 - PERMANENT IMPROVEMENT FUND--ILS						
Software	52,804.00	0.00	2,804.00	45,000.00	5,000.00	5.31%
TOTAL PERMANENT IMPROVEMENT FUND-ILS	52,804.00	0.00	2,804.00	45,000.00	5,000.00	5.31%
451 - PERMANENT IMPROVEMENT FUND--TECHNOLOGY						
Site Preparation	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
Hardware	46,400.00	0.00	0.00	0.00	46,400.00	0.00%
Software	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
TOTAL PERMANENT IMPROVEMENT FUND-TECHNOLOGY	54,400.00	0.00	0.00	0.00	54,400.00	0.00%
898-GOOD LIFE PRIVATE PURPOSE FUND						
Office & Program Supplies	0.00	0.00	0.00	0.00	0.00	
Program Supplies	9,705.97	0.00	189.98	0.00	9,515.99	1.96%
Printing / Publications	253.24	0.00	0.00	0.00	253.24	0.00%
TOTAL GOOD LIFE PRIVATE PURPOSE FUND	9,959.21	0.00	189.98	0.00	9,769.23	1.91%
999 PAYROLL CLEARING FUND						
Default Expense	0.00	50,883.05	272,430.36	0.00	(272,430.36)	0.00%
Unum Expense	0.00	511.25	2,504.25	0.00	(2,504.25)	0.00%
Delta Expense	0.00	1,212.24	5,817.86	0.00	(5,817.86)	0.00%
Anthem Expense	0.00	12,420.27	62,101.35	0.00	(62,101.35)	0.00%
TOTAL PAYROLL CLEARING FUND	0.00	65,026.81	342,853.82	0.00	(342,853.82)	
GRAND TOTAL ALL APPROPRIATIONS	\$13,077,509.40	\$658,707.78	\$3,789,053.65	\$1,345,974.69	\$7,942,481.06	28.97%

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of May 2023 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
101 - GENERAL FUND						
1000 SALARIES & BENEFITS						
1100 - SALARIES & LEAVE BENEFITS						
Director/Managers	44,615.38	39,664.87	4,950.51	245,384.62	229,324.14	16,060.48
Library Specialist	99,500.00	97,955.73	1,544.27	547,250.00	524,031.36	23,218.64
Technician	15,000.00	14,849.60	150.40	82,500.00	80,248.40	2,251.60
Public Services Assistant	29,484.62	27,837.30	1,647.32	162,165.38	149,836.21	12,329.17
Substitute	6,384.62	2,243.31	4,141.31	35,115.38	15,689.01	19,426.37
Fiscal Officer	7,076.92	7,022.40	54.52	38,923.08	38,623.20	299.88
Administrative Support	30,807.69	21,302.40	9,505.29	172,730.77	115,190.75	57,540.02
Facilities	5,192.31	5,524.61	(332.30)	28,557.69	28,083.41	474.28
Library Aides	11,538.46	10,546.03	992.43	63,461.54	47,643.89	15,817.65
Shelving Assistants	9,153.85	7,846.78	1,307.07	50,346.15	46,561.67	3,784.48
TOTAL SALARIES & LEAVE BENEFITS	258,753.85	234,793.03	23,960.82	1,426,434.62	1,275,232.04	151,202.58 1
1400 - RETIREMENT-OPERS						
OPERS	59,543.23	54,208.88	5,334.35	327,190.05	293,962.79	33,227.26 2
1600 - INSURANCE BENEFITS						
Health Insurance	45,417.53	39,471.45	5,946.08	227,420.98	197,309.50	30,111.48
Health Savings Account	8,716.67	7,416.81	1,299.86	43,583.33	36,375.70	7,207.63
Dental Insurance	1,943.75	1,645.93	297.82	9,718.75	8,165.20	1,553.55
Medicare	3,762.53	3,337.19	425.34	20,693.90	18,114.92	2,578.98
Life Insurance	341.75	290.74	51.01	1,708.74	1,314.83	393.91
Workers' Compensation	0.00	0.00	0.00	0.00	84.00	-84.00
TOTAL INSURANCE BENEFITS	60,182.22	52,162.12	8,020.10	303,125.71	261,364.15	41,761.56 3
1900 - OTHER EMPLOYEE BENEFITS						
Membership Dues	242.65	206.00	36.65	1,465.15	1,027.00	438.15
Other Employee Benefits	0.00	2,647.14	(2,647.14)	0.00	2,647.14	-2,647.14
TOTAL OTHER EMPLOYEE BENEFITS	242.65	2,853.14	(2,610.49)	1,465.15	3,674.14	-2,208.99
TOTAL SALARIES & BENEFITS	378,721.95	344,017.17	34,704.78	2,058,215.52	1,834,233.12	223,982.40
2000 - SUPPLIES						
2100 - GENERAL ADMINISTRATIVE SUPPLIES						
Office Supplies	3,458.59	1,989.35	1,469.24	17,292.96	12,838.87	4,454.09
Program Supplies	10,583.18	5,265.17	5,318.01	55,527.00	26,469.60	29,057.40
Cataloging/Processing Supplies	2,035.81	92.88	1,942.93	8,769.65	357.33	8,412.32
Postage	1,800.00	0.00	1,800.00	7,305.00	2,500.00	4,805.00
Small Tools/Equipment	250.00	0.00	250.00	1,250.00	0.00	1,250.00
TOTAL GENERAL ADMIN SUPPLIES	18,127.58	7,347.40	10,780.18	90,144.61	42,165.80	47,978.81 4
2200 - PROPERTY MAINTENANCE / REPAIR						
Property Maintenance & Repair	91.67	0.00	91.67	458.33	0.00	458.33
2500 - SUPPLIES PURCHASED FOR RESALE						
Supplies for Resale	2,111.86	1,061.20	1,050.66	10,559.28	7,013.26	3,546.02 5
TOTAL SUPPLIES	20,331.10	8,408.60	11,922.50	101,162.23	49,179.06	51,983.17
3000 - PURCHASED & CONTRACTED SERVICES						
3100 - TRAVEL EXPENSES						
Mileage	530.48	578.91	(48.43)	4,240.11	2,414.05	1,826.06 6
In-House Seminars	0.00	0.00	0.00	0.00	0.00	0.00
Conference/Meetings	1,057.94	1,087.22	(29.28)	5,690.13	3,472.10	2,218.03
TOTAL TRAVEL EXPENSES	1,588.41	1,666.13	(77.72)	9,930.24	5,886.15	4,044.09
3200 - COMMUNICATION / PRINTING / PUBLICITY						
Telephone	720.06	284.63	435.43	3,600.32	1,429.77	2,170.55
Computer Data Line	4,003.61	2,169.30	1,834.31	20,018.06	9,834.69	10,183.37
Security Alarm	625.00	0.00	625.00	3,125.00	1,980.00	1,145.00
Legal Ads	171.20	0.00	171.20	856.00	963.04	-107.04
Publicity Ads	441.60	270.00	171.60	2,428.80	1,610.00	818.80
Printing/Publications	184.59	1,305.33	(1,120.74)	13,778.24	2,622.76	11,155.48
TOTAL COMMUNICATION/PRINT/PUBLICITY	6,146.07	4,029.26	2,116.81	43,806.43	18,440.26	25,366.17

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of May 2023 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
3300 - PROPERTY MAINTENANCE / REPAIR / SECURITY						
Building & Site Repairs	11,082.53	5,205.17	5,877.36	55,412.65	26,723.83	28,688.82
Equipment Maintenance	3,002.91	1,225.09	1,777.82	15,014.56	8,356.97	6,657.59
Grounds & Snow Removal	10,680.58	0.00	10,680.58	53,402.92	23,036.75	30,366.17
Janitorial Services	18,686.59	15,257.54	3,429.05	93,432.96	74,364.87	19,068.09
Trash Services	768.19	758.32	9.87	3,840.94	3,599.73	241.21
TOTAL PROPERTY MAINT/REPAIR/SECURITY	44,220.81	22,446.12	21,774.69	221,104.04	136,082.15	85,021.89
3400 - INSURANCE						
Property Insurance	1,583.33	45.25	1,538.08	21,416.67	15,782.25	5,634.42
3500 - RENTS & LEASES						
Rents & Leases	0.00	0.00	0.00	0.00	0.00	0.00
3600 - UTILITIES						
Electricity	10,696.18	5,667.88	5,028.30	54,043.50	27,411.07	26,632.43
Gas	6,538.82	4,187.68	2,351.14	35,784.30	26,764.96	9,019.34
Water/Sewer	1,503.01	494.21	1,008.80	4,781.61	2,638.44	2,143.17
TOTAL UTILITIES	18,738.01	10,349.77	8,388.24	94,609.40	56,814.47	37,794.93
3700 - PROFESSIONAL SERVICES						
Speakers/Program Stipends	1,194.30	100.00	1,094.30	6,640.50	1,400.00	5,240.50
Architect/Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
Auditing & Accounting Services	3,131.86	14.95	3,116.91	11,274.70	42.39	11,232.31
Legal Services	696.19	260.00	436.19	20,974.19	21,845.00	-870.81
Tax Collection Fees	380.55	320.47	60.08	38,054.97	40,225.34	-2,170.38
Banking Fees	814.95	559.07	255.88	3,974.77	3,482.78	491.99
TOTAL PROFESSIONAL SERVICES	6,217.85	1,254.49	4,963.36	80,919.12	66,995.51	13,923.61
3800 - SOFTWARE MAINTENANCE						
Software Maintenance	11,716.91	1,397.00	10,319.91	184,187.02	143,345.80	40,841.22
3900 - OTHER CONTRACTED SERVICES						
Temporary Contract Services	3,205.36	1,350.41	1,854.95	17,761.64	11,629.24	6,132.40
Online Services	20,733.77	90.96	20,642.81	92,610.83	75,123.26	17,487.57
Collection Development Services	483.33	2,889.50	(2,406.17)	2,416.67	3,689.50	-1,272.83
TOTAL OTHER CONTRACTED SERVICES	24,422.47	4,330.87	20,091.60	112,789.14	90,442.00	22,347.14
TOTAL PURCHASED/CONTRACT SERVICES	114,633.87	45,518.89	69,114.98	768,762.05	533,788.59	234,973.46
4000 - LIBRARY MATERIALS						
4100 - NEW BOOKS						
New Books	42,846.70	27,172.44	15,674.26	250,959.23	179,174.16	71,785.07
Standing Orders/Continuations	2,417.07	1,445.12	971.95	12,085.35	5,663.74	6,421.61
Book Rentals	65,129.99	59,350.21	5,779.78	65,463.14	59,898.81	5,564.33
TOTAL NEW BOOKS	110,393.76	87,967.77	22,425.99	328,507.72	244,736.71	83,771.01
4200 - PERIODICALS						
Periodicals	126.29	496.54	(370.25)	1,199.77	924.06	275.71
4300 - AUDIO-VISUAL MATERIALS						
Dvd Movies	10,667.94	4,546.42	6,121.52	53,339.70	28,814.08	24,525.62
Read Along Audiobooks	1,955.20	318.00	1,637.20	9,775.98	4,801.23	4,974.75
CD-Rom	1,235.70	149.98	1,085.72	6,178.51	3,151.25	3,027.26
Books On CD	3,935.60	1,965.65	1,969.95	19,677.98	8,296.61	11,381.37
Compact Discs	25.40	0.00	25.40	126.98	72.52	54.46
Brary Bags	125.00	79.73	45.27	625.00	637.13	-12.13
TOTAL AUDIO-VISUAL MATERIALS	17,944.83	7,059.78	10,885.05	89,724.14	45,772.82	43,951.32
4500 - ONLINE LIBRARY DATABASES						
Online Subscriptions - Adult	8,400.00	16,521.03	(8,121.03)	80,400.00	77,927.27	2,472.73
Online Subscriptions - Youth	555.19	0.00	555.19	3,109.07	2,108.82	1,000.25
TOTAL ONLINE LIBRARY DATABASES	8,955.19	16,521.03	(7,565.84)	83,509.07	80,036.09	3,472.98
4600 - COLLECTION DELIVERY SERVICES						
Search Ohio Delivery	12,204.45	12,204.45	0.00	12,204.45	12,204.45	0.00
4800 - eMATERIALS						
eBOOKS	1,976.21	3,748.53	(1,772.32)	355,562.01	343,413.57	12,148.44
Digital Music Services	0.00	0.00	0.00	40,000.00	39,735.00	265.00
Digital Video Services	0.00	0.00	0.00	61,905.52	50,000.00	11,905.52
TOTAL E-MATERIALS	1,976.21	3,748.53	(1,772.32)	457,467.53	433,148.57	24,318.96

**Washington-Centerville Public Library
Expense Budget Summary - General Fund
For the Month of May 2023 and Year-to-Date**

	Monthly Appropriation	Monthly Expense	Favorable/ (Unfavorable)	YTD Appropriation	YTD Expense	Favorable/ (Unfavorable)
4900 - LIBRARY MATERIALS-OTHER						
Special Learning Kits	2,962.78	126.93	2,835.85	18,013.28	3,282.43	14,730.85
Board Game Collection	250.99	409.85	(158.86)	1,254.94	1,001.20	253.74
TOTAL LIBRARY MATERIALS - OTHER	3,213.76	536.78	2,676.98	19,268.23	4,283.63	14,984.60
TOTAL LIBRARY MATERIALS	154,814.50	128,534.88	26,279.62	991,880.91	821,106.33	170,774.58
5000 - CAPITAL OUTLAY						
Land Improvements	1,768.92	0.00	1,768.92	8,844.58	1,226.99	7,617.59
Building Improvements	10.83	0.00	10.83	54.17	0.00	54.17
Hardware	37,961.00	53,613.14	(15,652.14)	108,602.50	79,137.76	29,464.74
Software	21,435.00	0.00	21,435.00	38,583.00	6,289.52	32,293.48
Office Furniture	1,139.63	0.00	1,139.63	5,698.17	0.00	5,698.17
Library Furniture	8,548.77	0.00	8,548.77	42,743.85	7,085.23	35,658.62
Library Vehicle	0.00	0.00	0.00	75,000.00	74,431.25	568.75
TOTAL CAPITAL OUTLAY	70,864.15	53,613.14	17,251.01	279,526.26	168,170.75	111,355.51
7000 - OTHER OBJECTS						
7100 - DUES & MEMBERSHIPS						
Organizational Dues	233.33	0.00	233.33	1,166.67	0.00	1,166.67
Trustees Dues	60.00	0.00	60.00	11,580.00	11,802.00	-222.00
TOTAL DUES & MEMBERSHIPS	293.33	0.00	293.33	12,746.67	11,802.00	944.67
7200 - TAXES AND ASSESSMENTS						
State Sales Tax	0.00	0.00	0.00	1,081.14	710.37	370.77
TOTAL TAXES AND ASSESSMENTS	0.00	0.00	0.00	1,081.14	710.37	370.77
7500 - REFUNDS & REIMBURSEMENTS						
Patron Refunds	223.35	216.85	6.50	1,116.77	844.19	272.58
TOTAL REFUNDS & REIMBURSEMENTS	223.35	216.85	6.50	1,116.77	844.19	272.58
7900 - MISCELLANEOUS EXPENDITURES						
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER OBJECTS	516.69	216.85	299.84	14,944.57	13,356.56	1,588.01
8900 - CONTINGENCY						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
9000 - INTERFUND TRANSFERS OUT						
Transfers To Other Funds	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
TOTAL INTERFUND	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
TOTAL GENERAL FUND	739,882.26	580,309.53	159,572.73	4,214,491.55	3,429,834.41	784,657.14

Washington-Centerville Public Library
Expense Budget Summary
For the Month of May 2023 and Year-to-Date

FOOTNOTES

- 1 - Through the first five months, salary expenditures are nearly 11% less than budgeted amounts. There are two areas that we are seeing expenditures being significantly less than anticipated. Administrative Support is over \$57,000 under budget for the year. This is a result of open positions in Systems, Community Relations and Human Resources. We also are seeing Library Specialist expenditures coming in lower than anticipated, partly due to the anticipated addition of a Team Leader for Creativity Commons. However, after the raises in April, this seems to have regulated some
- 2 - OPERS expenditures are coming in lower than anticipated due to the open positions that were noted in Footnote #1, coupled with the raises that were budgeted for the year. It is anticipated that some of this difference will correct beginning in the April Financial Report
- 3 - Insurance benefit expenditures were nearly \$8,100 less than budgeted for the month. Part of this is related to the open positions previously noted. There was also some additional budgeted amounts to account for changes in coverage types.
- 4 - Supply expenditures continue to come in significantly under budget. This points to two things. First, staff is doing their due diligence to search for the best prices and options prior to making a purchase. Second, the budget process needs to better identify programs, and when they will occur. This will allow to build a budget that is more reflective of how the money will be spent.
- 5 - Supplies purchase for resale are nearly 30% under budgeted amounts, which points to a lot of unknowns about the needs of Creativity Commons. As we get past the year point of being open, this gives us the opportunity to further revise these amounts
- 6 - Mileage expenditures for the month exceeded estimates. This item is currently being reviewed by management and has been discussed with several departments so far. We are moving to a monthly reimbursement of these amounts. We have additionally been working on the development of a new policy
- 7 - Utilities costs have been under what was estimated due to milder weather so far. However, our currently supply contract ends later this year, so the anticipation based on the new contract is that we will see an increase
- 8 - Tax collection fees were greater than estimated due, in part, to the tax collection being heavier weighted toward the first half tax payments.
- 9 - Library materials expenditures have lagged behind estimates. This is due largely to items that have been ordered not being delivered yet, and items still planned for orders

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

Year-to-Date - Last Three Years

GENERAL FUND:	Year to Date				Year to Date			
	2023	2022	\$ Change	% Change	2022	2021	\$ Change	% Change
REVENUE								
Public Library Fund	1,220,999	1,283,717	(62,718)	-4.9%	1,283,717	1,039,180	244,537	23.5%
Operating Levy	2,892,147	2,845,698	46,449	1.6%	2,845,698	2,797,047	48,651	1.7%
Federal, State and Local Grants	-	-	-		-	-	-	
Patron Fines, Fees, Patron Supplies	47,584	49,689	(2,104)	-4.2%	49,689	30,473	19,216	63.1%
Interest Income	173,690	15,482	158,208	1021.9%	15,482	15,411	71	0.5%
Donations	22,551	32,960	(10,408)	-31.6%	32,960	20,341	12,619	62.0%
Refunds/Reimbursements	9,912	1,323	8,588	649.0%	1,323	38,773	(37,450)	-96.6%
Miscellaneous	288	92	196	212.6%	92	(932)	1,024	-109.9%
Total Revenue	4,367,172	4,228,961	138,211	3.3%	4,228,961	3,940,293	288,668	7.3%
EXPENDITURES								
Salaries	1,275,232	1,199,016	76,216	6.4%	1,199,016	1,042,261	156,756	15.0%
Retirement	293,963	259,392	34,571	13.3%	259,392	236,258	23,134	9.8%
Insurance & Other Benefits	265,038	238,378	26,660	11.2%	238,378	223,370	15,009	6.7%
Supplies	49,179	53,803	(4,624)	-8.6%	53,803	25,097	28,706	114.4%
Purchased / Contract Services	533,789	560,411	(26,623)	-4.8%	560,411	443,555	116,856	26.3%
Library Materials	821,106	776,730	44,376	5.7%	776,730	699,837	76,893	11.0%
Capital Outlay	168,171	137,374	30,797	22.4%	137,374	66,473	70,901	106.7%
Other Expenditures	13,357	11,067	2,290	20.7%	11,067	10,264	802	7.8%
Transfers to Other Funds	10,000	3,000,000	(2,990,000)	-99.7%	3,000,000	0	3,000,000	
Total Expenditures	3,429,834	6,236,171	(2,806,336)	-45.0%	6,236,171	2,747,115	3,489,056	127.0%
Net Change in Fund Balance	937,337	(2,007,210)	2,944,547		-2,007,210	1,193,178	(3,200,388)	

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	312,501	284,697	(27,805)	-8.9%	1,337,593	1,220,999	(116,594)	-8.7%
Operating Levy	307,500	308,748	1,248	0.4%	2,712,320	2,892,147	179,828	6.6%
Patron Fines, Fees, Patron Supplies	8,092	10,332	2,240	27.7%	40,458	47,584	7,126	17.6%
Interest Income	7,808	45,326	37,519	480.5%	38,160	173,690	135,530	355.2%
Donations	745	504	(241)	-32.3%	15,364	22,551	7,187	46.8%
Refunds/Reimbursements	128	90	(38)	-29.5%	745	9,912	9,167	1230.5%
Miscellaneous	9	0	(8)	-95.4%	269	288	19	7.0%
Total Revenue	636,782	649,698	12,915	2.0%	4,144,909	4,367,172	222,263	5.4%
EXPENDITURES								
Salaries	258,754	234,793	23,961	9.3%	1,426,435	1,275,232	151,203	10.6%
Retirement	59,543	54,209	5,334	9.0%	327,190	293,963	33,227	10.2%
Insurance & Other Benefits	60,425	55,015	5,410	9.0%	304,591	265,038	39,553	13.0%
Supplies	20,331	8,409	11,923	58.6%	101,162	49,179	51,983	51.4%
Purchased / Contract Services	114,634	45,519	69,115	60.3%	768,762	533,789	234,973	30.6%
Library Materials	154,814	128,535	26,280	17.0%	991,881	821,106	170,775	17.2%
Capital Outlay	70,864	53,613	17,251	24.3%	279,526	168,171	111,356	39.8%
Other Expenditures	517	217	300	58.0%	14,945	13,357	1,588	10.6%
Transfers to Other Funds	0	0	0		0	10,000	(10,000)	
Total Expenditures	739,882	580,310	159,573	-21.6%	4,214,492	3,429,834	784,657	18.6%
Net Change in Fund Balance	(103,100)	69,388	172,488		(69,582)	937,337	1,006,920	

Washington-Centerville Public Library
Listing of Investments
For the Month Ended April 30, 2023

US BANK INVESTMENTS						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Federal Farm Credit Bank						
3133EMKW1	\$ 200,000.00	0.21%	12/21/2023	\$ 200,000.00	\$	420.00
Fannie Mae						
3135GAC25	\$ 300,000.00	0.31%	6/24/2024	\$ 300,000.00	\$	930.00
3135G0V34	\$ 408,000.00	2.50%	2/5/2024	\$ 399,993.00	\$	10,200.00
Federal Home Loan Bank						
3130ANDU1	\$ 300,000.00	0.30%	11/16/2023	\$ 300,000.00	\$	900.00
3130ALES9	\$ 600,000.00	0.33%	8/26/2024	\$ 600,000.00	\$	1,980.00
3130ATL8	\$ 500,000.00	0.30%	1/23/2024	\$ 500,000.00	\$	1,500.00
3130ALD92	\$ 800,000.00	0.25%	3/15/2024	\$ 800,000.00	\$	2,000.00
3130ALD92	\$ 400,000.00	0.25%	3/15/2024	\$ 400,000.00	\$	1,000.00
3130ANHL7	\$ 800,000.00	0.40%	5/24/2024	\$ 800,000.00	\$	3,200.00
3130ASYG8	\$ 250,000.00	3.50%	8/28/2024	\$ 250,000.00	\$	8,701.39
3130AKWM4	\$ 300,000.00	0.30%	11/26/2024	\$ 300,000.00	\$	900.00
3130AUEZ3	\$ 200,000.00	5.22%	1/27/2025	\$ 200,000.00	\$	10,440.00
3130AS2V0	\$ 500,000.00	3.33%	5/23/2025	\$ 500,000.00	\$	16,650.00
3130ASXZ7	\$ 500,000.00	3.60%	8/28/2025	\$ 500,000.00	\$	17,900.00
3130AW3Z1	\$ 500,000.00	5.00%	5/22/2026	\$ 500,069.44	\$	25,000.00
3130ASY94	\$ 250,000.00	4.20%	8/25/2027	\$ 250,000.00	\$	10,354.17
3130ASZ77	\$ 250,000.00	4.00%	8/25/2027	\$ 250,000.00	\$	9,861.11
	<u>\$ 7,058,000.00</u>			<u>\$ 7,050,062.44</u>	\$	<u>121,936.67</u>
PNC CAPITAL						
CUSIP #	Par Value	Rate	Maturity Date	Purchase Price	Anticipated Annual Income	
Federal Farm Credit Bank						
3133EMKW1	\$ 240,000.00	0.21%	12/21/2023	\$ 240,061.60	\$	504.00
3133EMTD4	\$ 250,000.00	0.37%	3/15/2024	\$ 250,411.11	\$	925.00
Freddie Mac						
3134GXDZ4	\$ 600,000.00	0.45%	11/25/2024	\$ 601,244.70	\$	2,700.00
Total PNC	<u>\$ 1,090,000.00</u>			<u>\$ 1,091,717.41</u>	\$	<u>4,129.00</u>
Total	\$ 8,148,000.00			\$ 8,141,779.85	\$	126,065.67

Washington-Centerville Public Library
Investment Schedules
For the Month Ended May 30, 2023

Interest Income - Year-to-Date

	US Bank	PNC	STAR	Total
2023	\$ 53,103.40	\$ 6,525.10	\$ 114,060.89	\$ 173,689.39
2022	\$ 10,182.50	\$ 2,000.15	\$ 3,378.96	\$ 15,561.61
Change - YTD	\$ 42,920.90	\$ 4,524.95	\$ 110,681.93	\$ 158,127.78

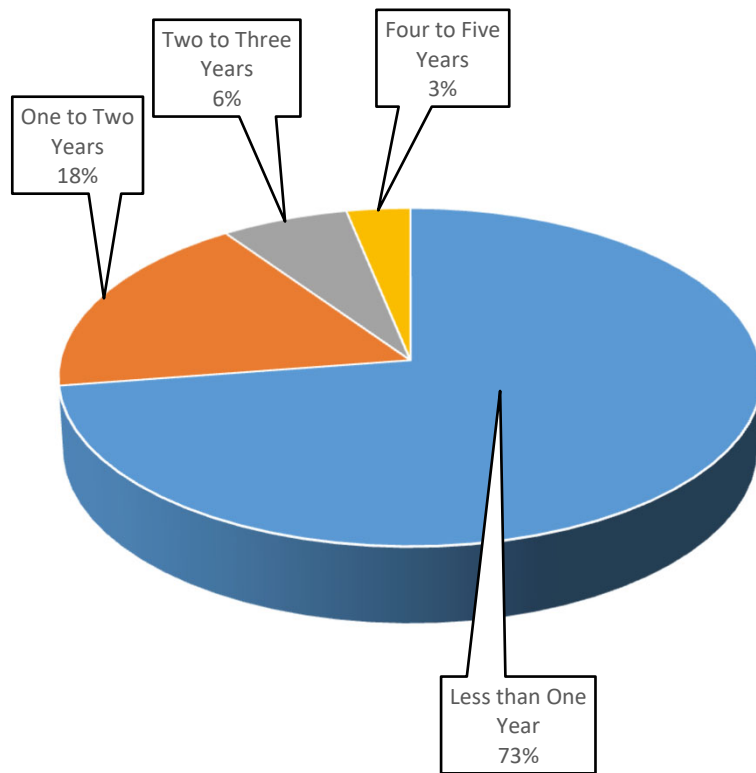
Interest Income Schedule - Next Twelve Months

	US Bank	PNC	Total
June	\$ 675.00	\$ 252.00	\$ 927.00
July	\$ 5,970.00	\$ -	\$ 5,970.00
August	\$ 31,765.00	\$ -	\$ 31,765.00
September	\$ 1,500.00	\$ 462.50	\$ 1,962.50
October	\$ -	\$ -	\$ -
November	\$ 21,275.00	\$ 1,350.00	\$ 22,625.00
December	\$ 675.00	\$ 252.00	\$ 927.00
January	\$ 5,970.00	\$ -	\$ 5,970.00
February	\$ 31,331.67	\$ -	\$ 31,331.67
March	\$ 1,500.00	\$ 462.50	\$ 1,962.50
April	\$ -	\$ -	\$ -
May	\$ 21,275.00	\$ 1,350.00	\$ 22,625.00
	\$ 121,936.67	\$ 4,129.00	\$ 126,065.67

Investment Maturity Summary

Agency	Less than One Year	One to Two Years	Two to Three Years	Four to Five Years	Total
STAR Ohio	\$ 7,102,889	\$ -	\$ -	\$ -	\$ 7,102,889
Money Market	\$ 265,506	\$ -	\$ -	\$ -	\$ 265,506
Fannie Mae	\$ 408,000	\$ 300,000	\$ -	\$ -	\$ 708,000
Federal Farm Credit Bank	\$ 690,000	\$ -	\$ -	\$ -	\$ 690,000
Federal Home Loan Bank	\$ 2,800,000	\$ 1,850,000	\$ 1,000,000	\$ 500,000	\$ 6,150,000
Freddie Mac	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000
Total	\$ 11,266,395	\$ 2,750,000	\$ 1,000,000	\$ 500,000	\$ 15,516,395

Investment Laddering - Including STAR Ohio and PNC Money Market



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



APPENDED TO JUNE 20, 2023 FINANCIAL REPORT
Washington-Centerville Public Library

ITEM A: Personnel Actions:

Hiring

- Maggie Denlinger, Shelving Assistant, 6/5/23, \$10.10 per hour
- Danielle Walusis, Shelving Assistant, 6/5/23, \$10.10 per hour
- Mahala Covey, Summer Reading Club Assistant, 6/5/23, \$10.10 per hour
- Anna Rohal, Summer Reading Club Assistant, 6/5/23, \$10.10 per hour

Promotions

- None

End of Provisionary

- Taryn Filer, Adult Services Team Liaison, 6/4/23, \$23.45 per hour
- Anne Wachs, Adult Services Team Liaison, 6/4/23, \$27.48 per hour

Change in Status

- None

Retirement

- None

Resignation/Termination

- Ben Cobb, Makerspace Specialist, 6/16/23

EXPENDITURES FOR APPROVAL AT JUNE MEETING

June 20, 2023

CURRENT EXPENDITURES

GENERAL FUND:

A.J. Schwab - employee mileage reimbursement	8.78
Amazon - books, av materials, supplies	\$ 5,665.49
Anne Wachs - employee mileage reimbursement	12.51
Baker & Taylor – AV materials-books	4,091.23
Brodart –books	30,672.29
Caitlin Spratt - employee mileage reimbursement	8.38
Centerville Landscaping - groundskeeping	1,000.00
Chard Snyder - professional service-COBRA administration	125.00
Charter Communications - fiber optic monthly charge	815.54
Cintas Corp- supplies	824.90
Coleen Pitzer - employee mileage reimbursement	27.38
Creative Impressions - SRC printed materials	227.00
Debe Dockins - employee mileage reimbursement	36.22
Digital Fringe - printing	138.94
Donnellon McCarthy - maintenance fees	1,231.85
DSS Sweeping Service - parking lot maintenance	162.60
Ellen Laubie - patron refund	18.99
Fully Promoted - branded tents	1,371.99
Gary Berry - employee mileage reimbursement	175.94
Gleason Property Services - May CV & WB cleaning	12,200.00
Gregg McCullough - employee mileage reimbursement	22.93
Innovative - new Sierra load profile	2,900.00
Jamie Garcia - employee mileage reimbursement	46.44
Jenny Catri - employee mileage reimbursement	58.43
Jessica Rakushin - employee mileage reimbursement	4.19
June Bullock - employee mileage reimbursement	14.15
Kanopy - video streaming subscription	1,298.00
Katherine McCollum - employee mileage reimbursement	9.56
Kathy O'Neill - employee mileage reimbursement	9.69
Kevin Risner - employee mileage reimbursement	20.96
Kyle Knepp - employee mileage reimbursement	22.40
Lauren Rura - employee mileage reimbursement	13.89
Level 3 Communications, LLC - phone service	394.88
Library Ideas - Vox books	2,271.84
Marcia Wilson - patron refund	13.99
Mary Hafenbrack - patron refund	24.95
Midwest Tape – AV materials	11,174.44
OhioNet - cataloging supplies, database subscription	2,000.00
Overdrive - ebooks	46.99
Paypal - processing fee	19.95
Playaway - Audio Books	3,148.42
Pitney Bowes - postage meter rental	488.70
Reserve Account - 3rd qtr postage refill	1,000.00
Rush Transportation – contracted services	1,238.62
Shelly Peresie - employee mileage reimbursement	9.96
Software Solutions - annual support for VIP	18,739.98
South Community - fees for employee assistance	405.00

Staples - office supplies	980.21
Structured Employees Benefits of Ohio - group life insurance premiums	290.74
Taryn Filer - employee mileage reimbursement	14.28
Trigon Imaging Systems - CC consumables	2,386.45
Tri-Tech - engineering fees for HVAC	3,708.78
United Art & Education - youth program supplies	121.78
Unique - recovery & collection fees	234.15
Vietnam Veterans Memorial Fund - The Wall that Heals exhibit	5,500.00
William Menker - employee mileage reimbursement	124.06
WYSO - advertising	240.00
TOTAL CURRENT EXPENDITURES—GENERAL FUND	<u>\$ 117,813.84</u>

PAYROLL:

Payroll #11	\$ 118,106.39
Payroll #12	<u>117,971.65</u>
TOTAL PAYROLL	<u>\$ 236,078.04</u>

EXPENDITURES SINCE LAST BOARD MEETING

AES Ohio – utilities	\$ 5,742.69
Amazon - books, av materials, supplies	4,215.94
AT&T – telephone service	284.63
Bibliotheca - RFID tags	3,113.00
CenterPoint Energy – utilities	3,445.24
Centerville City Schools - May health insurance premium	39,471.45
Charter Communications - utilities	397.93
CoCard Marketing Group - credit card service fee	196.80
Cody Clark - deposit for program speaker	100.00
Delta Dental - June dental insurance	1,645.93
Demco - storage units for supplies	3,364.23
Garber- annual access control maintenance agreement	3,010.00
Health Equity – June HSA contribution	7,416.81
Home Depot - supplies	136.41
Hylant - auto insurance	74.00
Kroger - supplies	1,378.96
Lowe's - supplies	146.07
Montgomery County Auditor - fees	320.47
Montgomery County Water Services - utilities	1,678.23
Music Jamboree - youth speaker stipend	500.00
Ohio Treasurer of State - search Ohio delivery service	12,204.45
Ok Interiors - ceiling tiles for WB	653.52
OPERS – employer pick-up & match	54,208.88
Pitney Bowes - supplies for meter rental	91.29
Rieck - scheduled chiller maintenance	1,365.00
Rumpke - June trash & recycling fees	750.22
Sam's Club - supplies	169.17
Solid Blend - water treatment & bi-annual inspections for CV	437.50
SpeedPro - van wrap	3,853.34
St. Leonard - food for program	426.03
T-Mobile - hotspots	701.16
Today's Business Solutions, Inc. - processing charges for patron faxing	90.96
Transformations Plus - carpet cleaning service	1,747.00
United Parcel Service - shipping	37.01
U.S. Bank – program supplies, books, cataloging supplies	6,250.61
U.S. Bank—employer share of Medicare	3,357.38
U. S. Bank – banking fees	99.89
TOTAL MISCELLANEOUS	<u>\$ 163,082.20</u>
GRAND TOTAL JUNE MEETING	<u><u>\$ 516,974.08</u></u>

May 2023

Monthly Statistics

MONTHLY STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	52,818	58,161	10.1%	36,901	40,393	9.5%	0	11	#DIV/0!	89,719	98,569	9.9%
Digital Circulation										31,099	36,596	17.7%
SearchOhio Borrowed										1,298	1,237	-4.7%
Total Circulation										122,116	136,402	11.7%
APPLICANT REGISTRATION												
Total Registrations	331	411	24.2%	156	204	30.8%	0	16	#DIV/0!	487	631	29.6%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,889	33,161	-2.1%
Montgomery County										21,020	19,168	-8.8%
Other County										10,916	10,854	-0.6%
Other										59	60	1.7%
Total Library Cardholders										65,884	63,243	-4.0%
VISITORS												
Building Visitors	15,528	17,864	15.0%	9,427	11,721	24.3%	743	1,428	92.2%	25,698	31,013	20.7%
Website Visitors										61,265	62,369	1.8%
Total Building / Website Visitors										86,963	93,382	7.4%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	2,883	3,111	7.9%	2,234	2,689	20.4%	96	974	914.6%	5,213	6,774	29.9%
PROGRAMS												
Adult/General Programs	9	9	0.0%	20	14	-30.0%	3	8	166.7%	44	45	2.3%
Adult/General Program Attendees	63	14,375	22717.5%	10,088	6,984	-30.8%	403	59	-85.4%	10,753	21,719	102.0%
Children's Programs	3	12	300.0%	5	12	140.0%	0	0	#DIV/0!	21	52	147.6%
Children's Program Attendees	74	229	209.5%	67	415	519.4%	0	0	#DIV/0!	406	1,450	257.1%
Teen Programs	4	0	-100.0%	2	0	-100.0%	0	0	#DIV/0!	6	0	-100.0%
Teen Program Attendees	54	0	-100.0%	17	0	-100.0%	0	0	#DIV/0!	71	0	-100.0%
Total Library Programs	16	21	31.3%	27	26	-3.7%	3	8	166.7%	71	97	36.6%
Total Library Program Attendees	191	14,604	7546.1%	10,172	7,399	-27.3%	403	59	-85.4%	11,230	23,169	106.3%
ELECTRONIC DATABASE USAGE		Users/Month			Queries/Month							
Library-Owned Databases*	1,643	1,170	-28.8%	3,301	2,556	-22.6%						
OPLIN Databases*				2,397	1,631	-32.0%						
Total All Databases	1,643	1,170	-28.8%	5,698	4,187	-26.5%						

MONTHLY CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	15,994	17,011	6.4%	11,493	12,326	7.2%	0	7	#DIV/0!	27,487	29,344	6.8%
Juvenile Books	21,447	25,008	16.6%	14,196	16,043	13.0%	0	4	#DIV/0!	35,643	41,055	15.2%
Off Line Transactions										12	4	-66.7%
Periodicals	1,855	1,619	-12.7%	1,109	1,179	6.3%	0	0	#DIV/0!	2,964	2,798	-5.6%
Young Adult Books	1,691	1,865	10.3%	1,011	1,347	33.2%	0	0	#DIV/0!	2,702	3,212	18.9%
Total Print Circulation	40,987	45,503	11.0%	27,809	30,895	11.1%	0	11	#DIV/0!	68,808	76,413	11.1%
AV CIRCULATION												
Audiobooks	1,751	2,048	17.0%	1,686	1,864	10.6%				3,437	3,912	13.8%
Movies (DVDs/Blu-rays)	9,173	9,485	3.4%	6,815	6,747	-1.0%				15,988	16,232	1.5%
Music (Compact Discs)	496	431	-13.1%	336	363	8.0%				832	794	-4.6%
Juvenile Tablets	242	343	41.7%	165	273	65.5%				407	616	51.4%
Total AV Circulation	11,662	12,307	5.5%	9,002	9,247	2.7%				20,664	21,554	4.3%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	N/A	137	#VALUE!	N/A	94	#VALUE!	N/A	0	#VALUE!	0	231	#DIV/0!
Brary Bags	80	84	5.0%	40	48	20.0%				120	132	10.0%
Hotspots	16	17	6.3%	13	15	15.4%	0	0	#DIV/0!	29	32	10.3%
Maker Kits	61	68	11.5%	37	60	62.2%	0	0	#DIV/0!	98	128	30.6%
Streaming Devices (added Sept 2022)	0	45	#DIV/0!	0	34	#DIV/0!	0	0	#DIV/0!	0	79	#DIV/0!
Total Special Collections Circulation	157	351	123.6%	90	251	178.9%	0	0	#DIV/0!	247	602	143.7%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	26,894	27,905	3.8%	19,270	20,008	3.8%	0	7	N/A	46,164	47,920	3.8%
Juvenile Circulation	24,216	28,342	17.0%	16,594	18,998	14.5%	0	4	N/A	40,810	47,344	16.0%
Young Adult Circulation	1,708	1,918	12.3%	1,037	1,387	33.8%	0	0	N/A	2,745	3,305	20.4%
Total Physical Circulation	52,818	58,165	10.1%	36,901	40,393	9.5%	0	11	N/A	89,719	98,569	9.9%
DIGITAL CIRCULATION												
eAudiobooks										9,651	14,147	46.6%
eBooks										17,916	18,748	4.6%
eMusic										351	312	-11.1%
eVideo										2,034	2,108	3.6%
eZines (Digital Magazines)										1,147	1,281	11.7%
Total Digital Circulation										31,099	36,596	17.7%

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

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

YEAR-TO-DATE STATISTICS

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
CIRCULATION												
Physical Circulation	268,362	288,965	7.7%	190,455	205,718	8.0%	0	24	#DIV/0!	458,817	494,707	7.8%
Digital Circulation										155,520	180,000	15.7%
SearchOhio Borrowed										5,450	6,733	23.5%
Total Circulation										619,787	681,440	9.9%
APPLICANT REGISTRATION												
Total Registrations	1,370	1,694	23.6%	765	974	27.3%	0	31	#DIV/0!	2,135	2,699	26.4%
LIBRARY CARDHOLDERS												
Centerville / Washington Township										33,889	33,161	-2.1%
Montgomery County										21,020	19,168	-8.8%
Other County										10,916	10,854	-0.6%
Other										59	60	1.7%
Total Library Cardholders										65,884	63,243	-4.0%
VISITORS												
Building Visitors	76,624	87,482	14.2%	51,046	61,129	19.8%	743	6,035	712.2%	128,413	154,646	20.4%
Website Visitors										325,945	310,077	-4.9%
Total Building / Website Visitors										454,358	464,723	2.3%
PATRON ASSISTANCE--ALL DEPT.												
Total Patron Assistance	13,333	13,468	1.0%	10,706	12,059	12.6%	96	4,390	#####	24,135	29,917	24.0%
PROGRAMS												
Adult/General Programs	32	37	15.6%	97	92	-5.2%	3	43	#####	204	252	23.5%
Adult/General Program Attendees	209	14,652	6910.5%	21,285	48,605	128.4%	403	623	54.6%	23,207	65,597	182.7%
Children's Programs	14	135	864.3%	11	92	736.4%	0	0	#DIV/0!	96	354	268.8%
Children's Program Attendees	195	2,885	1379.5%	120	2,285	#####	0	0	#DIV/0!	2,106	8,098	284.5%
Teen Programs	18	27	50.0%	11	12	9.1%	0	0	#DIV/0!	30	40	33.3%
Teen Program Attendees	360	401	11.4%	79	121	53.2%	0	0	#DIV/0!	564	584	3.5%
Total Library Programs	64	199	210.9%	119	196	64.7%	3	43	#####	330	646	95.8%
Total Library Program Attendees	764	17,938	2247.9%	21,484	51,011	137.4%	403	623	54.6%	25,877	74,279	187.0%
ELECTRONIC DATABASE USAGE	Users/Year-to-Date			Queries/Year-to-Date								
Library-Owned Databases	9,036	8,934	-1.1%	16,153	16,554	2.5%						
OPLIN Databases				18,039	12,627	-30.0%						
Total All Databases	9,036	8,934	-1.1%	34,192	29,181	-14.7%						

YEAR-TO-DATE CIRCULATION

	CENTERVILLE			WOODBOURNE			CREATIVITY COMMONS*			COMBINED		
	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)	2022	2023	%(+/-)
PRINT CIRCULATION												
Adult Books	80,439	84,740	5.3%	56,807	61,930	9.0%	0	20	N/A	137,246	146,690	6.9%
Juvenile Books	108,111	122,564	13.4%	73,270	82,430	12.5%	0	4	N/A	181,381	204,998	13.0%
Off Line Transactions										72	30	-58.3%
Periodicals	10,184	8,963	-12.0%	5,993	5,891	-1.7%	0	0	N/A	16,177	14,854	-8.2%
Young Adult Books	8,275	8,600	3.9%	4,993	5,938	18.9%	0	0	N/A	13,268	14,538	9.6%
Total Print Circulation	207,009	224,867	8.6%	141,063	156,189	10.7%	0	24	#DIV/0!	348,144	381,110	9.5%
AV CIRCULATION												
Audiobooks	8,007	9,410	17.5%	7,631	8,202	7.5%				15,638	17,612	12.6%
Movies (DVDs/Blu-rays)	48,716	49,307	1.2%	38,299	36,528	-4.6%				87,015	85,835	-1.4%
Music (Compact Discs)	2,665	2,115	-20.6%	2,057	2,197	6.8%				4,722	4,312	-8.7%
Juvenile Tablets	1,199	1,511	26.0%	850	1,387	63.2%				2,049	2,898	41.4%
Total AV Circulation	60,587	62,343	2.9%	48,837	48,314	-1.1%				109,424	110,657	1.1%
SPECIAL COLLECTIONS CIRCULATION												
Board Games (added July 2022)	0	744	#DIV/0!	0	438	#DIV/0!	0	0	#DIV/0!	0	1,182	#DIV/0!
'Brary Bags	319	371	16.3%	236	261	10.6%				555	632	13.9%
Hotspots	84	88	4.8%	100	72	-28.0%	0	0	#DIV/0!	184	160	-13.0%
Maker Kits	291	389	33.7%	219	303	38.4%	0	0	#DIV/0!	510	692	35.7%
Streaming Devices (added Sept 2022)	0	163	#DIV/0!	0	141	#DIV/0!	0	0	#DIV/0!	0	304	#DIV/0!
Total Special Collections Circulation	694	1,755	152.9%	555	1,215	118.9%	0	0	#DIV/0!	1,249	2,970	137.8%
PHYSICAL CIRCULATION (PRINT + AV)												
Adult Circulation	138,674	140,771	1.5%	101,090	103,517	2.4%	0	20	N/A	239,764	244,308	1.9%
Juvenile Circulation	121,269	139,430	15.0%	84,231	96,073	14.1%	0	4	N/A	205,500	235,507	14.6%
Young Adult Circulation	8,419	8,794	4.5%	5,134	6,128	19.4%	0	0	N/A	13,553	14,922	10.1%
Total Physical Circulation	268,362	288,995	7.7%	190,455	205,718	8.0%	0	24	N/A	458,817	494,737	7.8%
DIGITAL CIRCULATION												
eAudiobooks										48,283	68,134	41.1%
eBooks										91,123	94,290	3.5%
eMusic										1,560	1,430	-8.3%
eVideo										9,532	9,969	4.6%
eZines (Digital Magazines)										5,022	6,177	23.0%
Total Digital Circulation										155,520	180,000	15.7%