

**Minerva Public Library
Board of Trustees**

January, 2023

**Organization and Monthly
Regular Meeting Packet**

**Minerva Public Library Board of Trustees
2023 Annual Organization Meeting
January, 2023 Regular Meeting
January 19, 6:30 pm in the Library Community Meeting Room**

**Call to Order
Adjustments to the Agenda
Public Participation**

Administering Oath to Board Trustees: At its December meeting, the Minerva Local Schools Board of Education appointed Casey Milano and reappointed Beck Miller to seats on the Minerva Public Library Board of Trustees with seven-year terms to begin at this organization meeting. Judge Michael Repella will administer the oath of office to both Trustees:

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you faithfully and impartially will discharge your duties as a member of the board of Trustees of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Annual Organization Meeting Business

Election of Officers for calendar year 2023. 2022 Officers are listed in parenthesis.

President (Roger Bartley) _____

Vice President (Dick Rutledge) _____

Secretary (Virginia Birks) _____

Appointment of Library Committee Members for organizational year 2023 (2022 members in parenthesis)

Building & Grounds (Bear, Birks, Ruff) _____

Finance & Audit (Bartley, Repella, Rutledge) _____

Personnel (Repella, Ruff, Rutledge) _____

Policy Committee (Birks, Miller, Beard) _____

Development Chair (Bartley) _____

Establish meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director)_____

Accept: Monthly regular Board meeting calendar for 2023. Meetings will be held at 6:30 p.m. on the 3rd Thursday of each month (or otherwise as may later be scheduled by the Board. The 2023 regular meeting schedule is:

January 19	May 18	September 21
February 16	June 15	October 19
March 16	July 20	November 16
April 20	August 17	December 21

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website prior to the monthly meeting.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2023, resolutions are numbered 23-01-01, 23-01-02, 23-01-03, etc.

Approve Resolution 23-01-01: to hire Heather Husted-Evanich as the Fiscal Officer of the Minerva Public at the salary and under the conditions stated in the employment agreement, from January 19, 2023 through the January, 2024 Organization Meeting.

Administering oath of Office to Fiscal Officer

Board President Bartley will administer the oath of office to Fiscal Officer Husted-Evanich.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the Fiscal Officer of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?

Enact enabling resolutions:

Approve Resolution: 23-01-02: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting.

Approve Resolution: 23-01-03: that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting, as long as said expenditures fall within the 2023 or 2024 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 23-01-04: that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting, as long as said expenditures fall within the 2023 or 2024 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 23-01-05: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2023 and continuing through to the 2024 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 23-01-06: that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2023 and continuing through to the 2024 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 23-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2023 and continuing until the 2024 organizational meeting, as long as said bills fall within the 2023 or 2024 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2023 and continuing through to the 2024 Organization Meeting as approved by the Board.

Approve Resolution: 23-01-08: that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be

reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2023 and continues through to the 2024 Organization Meeting.

Approve Resolution 22-01-09: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2023 and continuing through to the 2024 Organization Meeting.

Approve Resolution 21-01-10: to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2023 and through to the 2024 Organization Meeting.

Regular Meeting Business

Minutes: Approve minutes of the November 14, 2022 Board Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update

Library Service During Pandemic Update

Fiscal Officer's Report

Accept: Monthly financial reports for November, 2022.

PLF Distribution: The November PLF receipts were \$66,585, 6% more than the \$63,238 received in November, 2021. The December PLF receipts were \$72,219, 8% more than the \$66,562 received in December, 2021. PLF Receipts for 2022 totaled \$839,036 which is 8% more than the \$775,858 received in 2021, and is 11% than the \$737,953 appropriated as PLF revenue for the 2022 budget. This is the largest annual PLF receipt the library has ever received. The previous largest amount was the \$830,420 the library received in 2018.

The January, 2023 PLF receipts are \$67,731, 2% more than the \$66,584 received in January, 2022. In December, as required by law, the Ohio Department of Taxation issued a new estimate for 2023 revenue. This estimate sets the library's expected receipts for the year at \$824,855, rather than the \$870,287 provided by the July, 2022 estimate—a decrease of \$45,432. The County Auditors' Offices certified the library's revenue for this year based on the July, 2022 estimate, and

judging by past practice, will not issue a new certification based on this December revision. The library's 2023 budget is based on the certified, larger, amount. If the revenue comes in at the lower estimate, we could see an operational deficit for 2023.

2022 General Revenue Net Operating Position

Nov. Revenue =	\$68,646	Total Annual Revenue =	\$783,019
Nov. Expenses =	\$66,747	Total Annual Expenses =	\$811,571*
Difference	\$ 1,899		\$ -28,552

General Fund Expenses as Percentage of Appropriation on November 30

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses*</u>	<u>As Percentage</u>
\$939,814	\$811,571	86%

*includes \$200,000 transfer out to Capital

Operating Expenses as Percentage of Appropriation as of November 30

<u>2022 Appropriation</u>	<u>Total 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$611,571	82%

Unique Management: Unique Management's November invoice was \$19.70 for 2 placements.

New Business

Director's Performance Evaluation: the Personnel Committee has met to review the Director's job performance and will discuss that evaluation with the Trustees in Executive Session.

Executive Session: the Board will discuss the job performance of the Library Director.

Motion _____ Second _____ Time: _____

Roll Call: ___Bartley ___Beard ___Milano ___Miller ___Repella ___Ruff ___Rutledge

Return to Regular Session

Motion _____ Second _____ Time: _____

Approve Resolution 22-01-11: to hire Tom Dillie as Library Director of the Minerva Public Library at the salary and under the conditions stated in the employment agreement effective January 19, 2023.

Credit Card Compliance: as required by statute, Mr. Dillie reported is complying with State law governing the use of credit cards by public agencies.

Correspondence

None

Director's Report

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Annual Library Statistics: Door count for 2021 was 56,197, 32% more than the 42,579 count for 2021. That increase is gratifying; it is also no more than 60% of the annual pre-pandemic door count totals. Total in-house circulation (physical checkouts plus renewals) was 170,635, up 4,2% over 2021. Total circulation, which includes loans to other libraries and downloadable content, was 232,898, up 6.7% from 2021. Downloadable content saw another record year at 24,528 checkouts which is 10% of total circulation.

Accept Gifts—November

Restricted Individual Contributions to the General Fund

\$ 00.00

From Alan Moser for adult materials

Unrestricted Individual Contributions to the General Fund

\$ 185.50*

Total Restricted and Unrestricted

\$ 185.50

*Includes \$40 each from Betty and Don Fortner, Jenny Greco, and Colleen Kelly, and \$50 from anonymous donor all in memory of Margene Krall.

In-kind Gifts

none

Adjourn

The next Regular Board Meeting will be held on February 16, 2023 at 6:30 pm in the Community Meeting Room.

**Minutes of the Minerva Public Library Board of Trustees
November, 2022 Regular Meeting
November 14, 6:30 pm in the Library Board Room**

Mr. Bartley called the meeting to order at 6:30 pm.

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Christina Davies. Guest, future Trustee Casey Milano.

Adjustments to the Agenda: Mr. Dillie had some additional resolutions related to the 2023 permanent appropriation.

Public Participation: Jennifer Bates presented retiring Trustee Virginia Birks with a thankyou card from library staff.

Dr. Beard moved to **Approve** minutes of the October 27, 2022 Regular Board Meeting. Ms. Miller seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that there are 251 kids now registered with the program in the Minerva service area. Stark county as a whole has just over 51% of the eligible kids registered, and Fran DeWine attended at celebration event at the Perry Sippo branch of Stark Library on October 31.

Library Service During Pandemic Update: the past week saw a surge in COVID test kit pick-ups: the library handed out 102 where our usual distribution had been between 40 and 50 a week. We do report the weekly distribution to the Ohio Dept. of Health and assume that if we see as surge in local requests, the ODH will increase the number of kits it sends to the library each month.

Fiscal Officer's Report

Ms. Ruff moved to **Accept** the monthly financial documents for October, 2022 and to **Approve** the monthly report from the Fiscal Officer. Ms. Birks seconded. Motion carried unanimously. Ms. Davies reported that the library continues to run ahead on current revenue vs. expenses, and that we certainly can afford another transfer out to capital.

PLF Distribution: The November PLF receipts are \$66,606, 5% more than the \$63,238 received in November, 2022.

2022 General Revenue Fund Net Position

October Revenue=\$68,687	Total Year-to-Date Revenue	=\$716,267
October Expenses=\$54,292	Total Year-to-Date Expenses	=\$746,483*
\$14,395		- \$ 30,516

*includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

Revenue	\$716,267
Expenses	\$546,483
Difference	\$169,784

General Revenue Fund Expenses (10/31) as Percentage of Appropriation

2022 Appropriation *	Current 2022 Expenses	As Percentage
\$939,814	\$746,483	79%

*includes \$200,000 total transfer out to Capital

Operating Expenses (10/31) as Percentage of Appropriation

2022 Appropriation	Current 2022 Expenses	As Percentage
\$737,814	\$546,483	74%

Unique Management: billed the library for no placements in October.

New Business

Amend 2022 Appropriation: As of October 31, the library had \$354,935 in the general revenue fund. The PLF has come in over estimate for almost every month this year, and there is no reason to believe December's revenue should be show a dramatic decline. As has been discussed during the last two budget cycles, our goal for end of the year carryover in the general fund is to have between \$200,000 and \$250,000 in cash available on January 1. Therefore, we are in a good position now to transfer out another \$100,000 from general revenue to capital. Doing so requires amending this year's appropriation and the draft amended appropriation is included in the Board Packet [Attachment A]; then approving a transfer out from general revenue to capital. Mr. Dillie noted that the revised appropriation only shows the increased

transfer out to capital, it does revise the appropriated revenue to reflect the actual increase in receipts this year. The library budgets based on the certified estimates from the County Auditors offices, which have not been revised.

Mr. Rutledge moved to **Approve Resolution 22-11-01**: to amend the 2022 permanent appropriation as presented. Ms. Birks seconded. Motion carried unanimously.

Dr. Beard moved to **Approve Resolution 22-11-02**: to transfer \$100,000 from the General Revenue Fund to the Capital Projects Fund. Ms. Miller seconded. Motion carried unanimously.

Transfer Capital into another Capital Fund: Ms. Davies asked that the Board transfer the donation from the Herbert Eglie estate from the Capital Projects Fund into the named Capital Fund that was created by Resolution 22-04-01. This transfer does not affect the appropriation since the money remains in the Capital Fund.

Dr. Beard moved to **Approve Resolution 22-11-03**: to move the \$75,013.00 from the Capital Projects Fund to the Herbert Eglie Fund. Mr. Rutledge seconded. Motion carried unanimously.

Computer Project: as was discussed at the October Board Meeting, the 2023 budget includes capital money for replacing all the staff and public computers, and operating money for ongoing PC maintenance. Both services will be provided by PC CoPilot, the IT consulting firm out of North Canton that has worked on several recent projects here at the library. Mr. Dillie noted that the hardware quote is slightly higher from that discussed at the October meeting because it now includes the price for network attached storage and cloud backup for staff computers. Dr. Beard asked if all the computers are being replaced, and Mr. Dillie said all staff and public PCs other than the catalog computers. We will continue to use off-lease machines for the catalogs because that is low-demand application and the computers are not used that much. Dr. Beard also asked about the number of public computers and whether declining was associated with the pandemic. Mr. Dillie said the library had seen declining public PC use before the pandemic as more and more patrons, including kids, relied on their cellphones and the library's wifi for their internet access. It is likely that the next round of PC purchases in five years will see even fewer desktops needed for the public and staff. Mr. Rutledge asked about software. Mr. Dillie said that everything other than Microsoft Office Suite is included in the hardware price. The library will purchase Office for the public computers from Techsoup which provides very inexpensive licenses to libraries and nonprofits. Office licenses for the staff machines are purchased at retail. The maintenance agreement includes once a month visits from a PC CoPilot tech and will begin once the new PCs are installed. Copies of the quoted proposals are included in the Board Packet. [Attachments B and C].

Approve Resolution 22-11-04: to hire PC CoPilot to purchase, configure, and install, 24 new desktop computers, network attached storage device, and associated cloud backup, in the first quarter of 2023 as described in the provided quote at a cost of \$36,822.00.

Approve Resolution 22-11-05: to hire PC CoPilot to maintain the installed computers and associated storage as described above for a 12-month price of \$8,700.

Draft Budget: At the October Board Meeting, Mr. Dillie provided a draft 2023 budget detail with explanatory notes which was reviewed and discussed with the Board. The proposed permanent 2023 budget includes some changes to the draft budget which Mr. Dillie reviewed with the Board [Attachment D]. The additions are mostly due to either addition errors or omissions in the original draft budget. The revised proposal shows a larger operating deficit, but Mr. Dillie pointed out that based on past practice it is very unlikely the library will over spend its current revenue in 2023. A proposed budget resolution is included in the Board Packet [Attachment E].

Approve Resolution 22-11-06: to approve the 2023 Permanent Appropriation as presented.

Wage increases: the permanent appropriation includes wage increases and service awards which were discussed in detail at the October meeting and were included in the just-approved budget. In the interests of transparency, the wages and service awards should also be approved separately.

Dr. Beard moved to **Approve Resolution 22-11-07:** to approve a 5% pay raise for all hourly employees who have been in their current position for at least six months as of this Board meeting with the raise effective in the new pay year beginning December 26, 2022. Mr. Rutledge seconded. Motion carried unanimously.

Ms. Ruff moved to **Approve Resolution 22-11-08:** to approve a 5% pay raise for all hourly employees who have been in their current position less than six months as of this Board meeting with the raise effective in the pay period of the employee's six-month anniversary working in their current position. Dr. Beard seconded. Motion carried unanimously.

Dr. Beard moved to **Approve Resolution 22-11-09:** to approve a one-time service award approximately equal to 1.5% of the employee's current annual wages for all regular hourly employees who have worked for the library for at least 12 months. This award to be paid with the first pay period of the new pay year. Mr. Rutledge seconded. Motion carried unanimously.

Adjust Board Meeting Dates: since Mr. Dillie's medical leave was postponed until November, the Board agreed at the October Meeting to cancel the Regular December Board Meeting. Mr. Dillie would like to move the January Regular Meeting from January 26 to January 19 in order to get back to regular business more quickly. The Trustees in attendance agreed that this change was manageable for their schedules.

Dr. Beard moved to **Approve Resolution 22-11-06:** to set the January Organization and Regular Board Meeting date as Thursday, January 19, 2023. Mr. Rutledge seconded. Motion carried unanimously.

Adjust Christmas Week Hours: the library will be closed Monday December 26 and Saturday December 31 as holidays. Mr. Dillie said that it would be helpful for work scheduling to be open only 10-5 Tuesday-Friday that week, and not have evening hours on Thursday.

Ms. Miller moved to **Approve Resolution 22-11-07:** to set open hours for Thursday, December 29, 2022 at 10-5. Ms. Ruff seconded. Motion carried unanimously.

Correspondence

No correspondence this month.

Director's Report

Ms. Birks moved to **Accept** monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Dr. Beard seconded. Motion carried unanimously.

Library Statistics: the October door count was up 21% over last October and is 48% below that of 2019. Checkouts in-house were up 16.7% over last year, while renewals were down 8% from last September. In-house circ was up 12% over last October, and is now running slightly ahead of last year-to-date. Total circulation was up 17.7% for the month, thanks to a dramatic increase in loans to other libraries, and a noticeable increase in renewals. Year-to-date total circ is now 3.5% ahead of last year.

Acknowledge Gifts—October

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 354.04*

Total Restricted and Unrestricted

\$ 354.04

*Most of this is proceeds from the fall book sale.

In-kind Gifts

Anonymous

3 trade paperbacks

Adjourn

The annual Organization Meeting and next Regular Board Meeting will be held on January 19, 2023 at 6:30 pm in the Community Meeting Room.

Board President

Date

Attachment A--Minutes of the November 14, 2022 Regular Board Meeting

Permanent 2022 Appropriation Resolution Amended November 14, 2022

2022 Revenues:		
General Fund: Unencumbered Carryover Balance 12/31/2021		451,000.00
	Prior Year Encumbrances	-
	UNENCUMBERED BALANCE 01/01/22	451,000.00
	Public Library Fund	737,953.00
	Other Revenues	12,930.00
	TOTAL REVENUES	750,883.00
	TOTAL REVENUES + Carryover Balance	1,201,883.00
Capital Projects Fund: Carryover 12/31/2021 unrestricted		
	Carryover 12/31/2021 restricted	203,545.00
	Total Capital Projects	21,455.00
	TOTAL REVENUES	225,000.00
		1,426,883.00
2022 Operating Expenditures:		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	361,046.00
1000-100-200-0000	Employee Benefits	90,368.00
1000-100-300-0000	Purchased & Contracted Services	158,869.00
1000-100-400-1000	Library Materials and Information	85,100.00
1000-100-450-0000	Supplies	15,100.00
1000-100-500-0000	Other Objects	27,331.10
1000-700-700-0000	Capital Outlay	2,000.00
	TOTAL EXPENDITURES before other financing & uses	739,814.10
1000-990-910-0000	Transfers - Out	300,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds	0.00
	TOTAL OTHER FINANCING SOURCES & USES	300,000.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	1,039,814.10
4001 Capital Projects Fund Expenditures		
	TOTAL EXPENDITURES before other financing & uses	55,000.00
	TOTAL OTHER FINANCING SOURCES & USES	0.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	55,000.00
ALL FUNDS -	TOTAL PERMANENT APPROPRIATIONS	1,094,814.10

Attachment B - Minutes of the November 14, 2022 regular Board Meeting



PC COPILOT
 330.880.3022
 dante@pccopilot.com

Contract No. 220901-2

Estimate

Customer

Name: Minerva Public Library
 Address: 677 Lynnwood Dr
 City: Minerva State: OH ZIP: 44657
 Phone: (330) 868-4101 Email: minervadirector@gmail.com

Date: 9/29/2022
 Order No.: 220901-2
 Terms: See Below Total

Qty	Description	Unit Price	TOTAL
24	PC Upgrades for Staff and Guests Desktop PC with Intel i5 processor, 16 GB of RAM, 256GB SSD Hard Drive; Windows 11 Pro	\$1,168.00	\$28,032.00
1	4-bay Synology NAS with Four 2TB hard drives = 6TB usable space	\$1,190.00	\$1,190.00
24	Copy files from old PCs where applicable; Move old PC off desks; Setup new PC, connecting to existing LCD, Keyboard, and Mouse; Connect to network, setup user(s); Connect to Printers, Map drives; Install and configure DeepFreeze on Guests PCs (Approx 3 hours/PC)	\$300.00	\$7,200.00
1	Install and Configure NAS. Setup Users, Share Folders and Permissions; Map Network Drives for Users on Staff PCs	\$400.00	\$400.00

Subtotal	\$36,822.00
TOTAL	\$36,822.00
Due When Ready	\$29,222.00
Due on Completion	\$7,600.00

NOTES: Estimate is good for 90 days.

All other Services provided at normal hourly rate of \$100/hour during standard business hours (SBH), Mon-Fri, 9am - 5pm; Outside NBH, Weekends & Holidays are \$180/hour.

By signing below, I acknowledge that I understand and agree that the quoted price is an estimate, that the final cost of goods and services provided may differ, and that final payment is due upon completion of furnishing goods and/or services.

Signature: Tom Jaki Date: 11-1-22

Attachment C - Minutes of the November 14, 2022 Regular Board Meeting



PC COPILOT
 330.880.3022
 dante@pccopilot.com

Contract No. 220901-2

Estimate

Customer		Date 9/29/2022	
Name <u>Minerva Public Library</u>		Order No. 220901-2	
Address <u>677 Lynnwood Dr</u>		Terms	
City <u>Minerva</u>	State <u>OH</u>	ZIP <u>44657</u>	
Phone <u>(330) 868-4101</u>	Email <u>minervadirector@gmail.com</u>		

Qty	Description	Unit Price	TOTAL
4	Annual Hardware & Software Updates & Maintenance Run each set of tasks every 3 months (each Quarter), 4 times a year on 12 Staff PCs and 12 Guest PCs running DeepFreeze, 8 PCs/month -Update Ccleaner, Run Scans and Clean Temp Files and Cache -Run Windows Updates; Clean Installed Apps; Registry Cleaner -Update MalwareBytes, Run Scans and Clean Infections -Update BitDefender or other AV, Run Scans and Clean Infections -DeepFreeze PCs- Disable DF; Run Updates and Scans; Enable DF	\$1,800.00	\$7,200.00
4	Run each set of tasks every 3 months (each Quarter), 4 times a year on Network Hardware and Printers -Cloud and/or Local Backup File Restores to Ensure Integrity of Backups -Check Printer Firmware and Update as Needed -Router firmware updates, Logs monitoring, Filter Management 10 WiFi Access Points Firmware Updates; Unifi Controller Updates Update NAS OS and Firmware	\$150.00	\$600.00
1	Annual Cloud Backup Service for up to 250GB data, including initial install	\$300.00	\$300.00
4	2 Hours of Support per Quarter for Any Non-Maintenance Issues	\$150.00	\$600.00
		Subtotal	\$8,700.00
		TOTAL	\$8,700.00
		Due on Acceptance	
		Due on Completion	

NOTES: Estimate is good for 90 days.
 All other Services provided at normal hourly rate of \$100/hour during standard business hours (SBH), Mon-Fri, 9am - 5pm; Outside NBH, Weekends & Holidays are \$180/hour.

By signing below, I acknowledge that I understand and agree that the quoted price is an estimate, that the final cost of goods and services provided may differ, and that final payment is due upon completion of furnishing goods and/or services.

Signature: *[Handwritten Signature]* Date: 11-1-22

Attachment D, Minutes of the November, 2022 Board Meeting

Budget Notes Update—2023 Draft Expenses Appropriation

Changes from the Budget Notes presented at the October meeting.

Wages (1000-110-110-0030)—the original budget included cash-in-lieu-of health insurance for two employees. One of those employees has indicated that she will need pay for health insurance in 2023. Her cash-in-lieu-of payment of \$3600 is now dropped from the budget, and the single-coverage subsidy amount added to the benefits line.

The cost of the service award for the non-professional staff was left out of the estimate. \$2245 has been added to that line.

Health Insurance (1000-110-221-0000)—the budget now includes another 12 months of single-coverage for the employee mentioned above. Which adds \$7428.00 to the medical insurance line.

OPERS & Medicare (1000-110-211-0000, 1000-110-213-0000)—the cost of these benefits was understated by \$460.00 and has been corrected.

Rentals and Leases (1000-230-351-0000)—the cost of the photocopier lease was listed as \$558.00 when it should have been \$5558.00. That number has been corrected.

Capital Outlay-Furniture Equipment (1000-760-750-000)—this is a capital expenditure inside the operating budget. The draft included \$2,000 which is the usual amount budgeted in the past. However, possible expenses from this line can be covered from other accounts, and so that proposed amount is zeroed out.

Current Deficit —The changes above have increased the deficit in current revenue versus expenditures to \$29,899. However, as was discussed with the first draft budget, the library will not likely the entire operating appropriation, and the budget includes a \$100,000 transfer from operating to capital that can be reduced if necessary.

Capital Projects (4001-760-750-0000)—The Furniture and Equipment budget was increased from \$40,000 to \$45,000 to reflect an increase in PC CoPilot's cost estimate for the computer upgrade project to \$37,000. The capital projects total is now \$90,000. This money is not current revenue but savings set aside for capital expenditures.

Attachment D Minutes of the November 14, 2022 Regular Board Meeting

Updates from October 27 draft are highlighted
2023 Budget Expenses--Permanent Appropriation

Account Code	Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Appropriation	2023 Appropriation
	Total Wage and Leave	\$328,108.07	\$296,085.00	\$291,065.62	\$358,546.00	\$394,253.00
1000-110-110-0001	Salaries(ADMINISTRATIVE SALARIES)	\$72,954.73	\$76,964.00	\$77,069.62	\$88,755.00	\$95,974.00
	service award	\$0.00			\$0.00	\$340.00
	retirement payout sick leave + 2 weeks vacation					\$7,445.00
1000-110-110-0002	Salaries(MANAGERS)	\$37,243.93	\$35,079.00	\$36,996.05	\$43,972.00	\$47,835.00
	service award				\$0.00	\$680.00
1000-110-110-0003	Salaries(NON-PROFESSIONALS)	\$195,495.59	\$169,479.00	\$161,674.08	\$201,947.00	\$210,035.00
	retirement max payout sick leave + estimated payout vacation	\$0.00			\$0.00	\$5,623.00
	Cash-in-lieu of insurance (12 x 300); service award ; skills stipend	\$0.00			\$7,950.00	\$6,595.00
1000-110-110-0004	Salaries(SUBSTITUTES)	\$3,781.14	\$3,721.00	\$4,012.32	\$2,500.00	\$5,000.00
1000-110-110-0005	Salaries(SERVICE WORKERS)	\$18,632.68	\$10,842.00	\$11,313.55	\$13,422.00	\$14,516.00
	service award				\$0.00	\$210.00
	Total Indirect Benefit	\$93,085.09	\$68,311.00	\$74,945.51	\$90,018.60	\$107,478.00
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$45,399.56	\$39,319.00	\$40,388.77	\$49,083.44	\$52,271.00
1000-110-213-0000	Medicare (1.45% gross wages)	\$4,539.74	\$4,160.00	\$3,899.95	\$5,120.16	\$5,414.00
1000-110-221-0000	Medical / Hospitalization Insurance	\$42,002.18	\$23,768.00	\$28,435.15	\$34,045.00	\$48,023.00
1000-110-222-0000	Life Insurance	\$362.61	\$351.00	\$383.64	\$400.00	\$400.00
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-225-0000	Workers' Compensation	\$781.00	\$713.00	\$1,838.00	\$1,370.00	\$1,370.00
1000-110-291-0000	Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pr)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-380-0000	Library Material Control Services	\$1,345.82	\$0.00	\$732.91	\$0.00	\$0.00
1000-110-390-0000	Other - Purchased and Contracted Services (speakers, presenters)	\$2,535.80	\$0.00		\$500.00	\$100.00
	Gender Fund				\$2,165.50	\$2,165.00
	Rowell Fund				\$3,000.00	\$2,773.00
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$3,147.40	\$1,664.00	\$3,777.01	\$4,500.00	\$4,000.00
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00		\$0.00	\$0.00

Account Code	Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Appropriation	2023 Appropriation
1000-120-411-1000	Library Materials	\$73,984.20	\$60,927.00	\$71,629.27	\$85,100.00	\$84,600.00
	Books and Pamphlets(ADULT DEPT. BOOKS}	\$20,749.15	\$17,709.00	\$19,185.90	\$20,000.00	\$22,000.00
	Egile Fund (Adult Books)				\$500.00	\$0.00
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS}	\$19,262.25	\$14,290.00	\$15,042.60	\$19,000.00	\$19,000.00
1000-120-412-0000	Periodicals	\$6,994.01	\$7,382.00	\$6,422.29	\$6,000.00	\$7,000.00
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT}	\$7,051.52	\$4,184.00	\$4,310.35	\$8,000.00	\$5,000.00
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT}	\$13,574.51	\$15,620.00	\$21,935.82	\$26,000.00	\$26,000.00
	2023-Overdrive \$5,000; Hoopla \$20,000;					
1000-120-413-2004	Audiovisual Materials(YOUTH CDs}	\$0.00	\$0.00	\$143.72	\$200.00	\$200.00
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH}	\$5,377.24	\$1,502.00	\$3,228.33	\$4,000.00	\$4,000.00
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00		\$0.00	
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00		\$0.00	\$0.00
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$799.10	\$0.00	\$681.82	\$400.00	\$400.00
1000-120-419-0000	Other - Library Materials and Information	\$176.42	\$240.00	\$678.44	\$1,000.00	\$1,000.00
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.}	\$3,065.54	\$1,272.00	\$2,408.48	\$3,600.00	\$3,000.00
1000-210-321-0000	Telephone	\$7,751.49	\$7,883.00	\$8,207.28	\$8,500.00	\$8,750.00
1000-210-332-0000	Maintenance and Repair on Equipment	\$19,726.27	\$20,292.00	\$22,254.63	\$29,420.00	\$41,900.00
	Elevator Maintenance and Repair (309 x 12 +300)				\$2,800.00	\$2,800.00
	Fire Alarm and Suppression (Johnson Controls) annual +3000				\$6,120.00	\$9,100.00
	HVAC (1625 x 4) + 3000 (Standard Plumbing & Heating)				\$9,500.00	\$9,500.00
	General Plumbing work				\$1,000.00	\$1,000.00
	General electrical work				\$1,000.00	\$1,000.00
	Front Door Maintenance Trinity Door				\$2,000.00	\$2,000.00
	PC Copilot IT Maintenance					\$9,500.00
	miscellaneous maintenance and repair				\$7,000.00	\$7,000.00
1000-210-334-0000	Trash Removal	\$1,248.00	\$1,192.00	\$1,344.00	\$1,400.00	\$1,640.00

Account Code	Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Appropriation	2023 Appropriation
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$7,494.88	\$19,236.00	\$23,532.62	\$33,729.00	\$33,824.00
	Snow Removal					\$2,500.00
	Mowing and Landscape Maintenance					\$5,500.00
	Pest Control (4 x 120)					\$480.00
	Cleaning Service (377x52)				\$19,604.00	\$19,604.00
	Walk-Off Rug Service					\$720.00
	Window Washing					\$1,020.00
	Carpet Cleaning					\$2,000.00
	Miscellaneous maintenance services					\$2,000.00
1000-210-361-0000	Electricity	\$22,995.46	\$16,159.00	\$15,165.49	\$16,000.00	\$24,000.00
1000-210-362-0000	Water and Sewage	\$665.83	\$504.00	\$537.90	\$600.00	\$700.00
1000-210-363-0000	Natural Gas	\$8,547.70	\$8,385.00	\$5,886.20	\$8,500.00	\$12,000.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$6,565.00	\$0.00	\$109.24	\$0.00	\$0.00
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$4,089.76	\$4,112.00	\$2,535.91	\$4,000.00	\$4,000.00
1000-230-299-0000	Other - Other Employee Fringe Benefits(professional memberships)	\$447.00	\$425.00		\$500.00	\$500.00
1000-230-311-0000	Dues and Fees (chamber of commerce)	\$125.00	\$0.00	\$120.00	\$0.00	\$0.00
1000-230-312-0000	Travel and Meeting Expense	\$965.63	\$550.00	\$360.12	\$500.00	\$1,000.00
1000-230-322-0000	Postage	\$150.76	\$138.00	\$79.21	\$200.00	\$200.00
1000-230-324-0000	Printing	\$0.00	\$0.00		\$0.00	\$0.00
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00		\$50.00	\$50.00
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$191.00	\$120.00	\$200.00	\$200.00
1000-230-329-0000	Other Communications(Printing and Publicity/Roxy promotions)	\$0.00	\$410.00	\$80.00	\$750.00	\$750.00
1000-230-341-0000	Property Insurance Premiums	\$8,274.00	\$8,875.00	\$9,262.00	\$9,500.00	\$10,000.00
1000-230-343-0000	Fidelity Bond Premiums	\$242.00	\$242.00		\$250.00	\$250.00

Account Code	Account Name	2019 Actual	2020 Actual	2022 Appropriation	2023 Appropriation
1000-230-351-0000	Rents and Leases	\$2,318.00	\$5,381.00	\$5,433.77	\$5,250.00
	Copier Lease and Maintenance (465 x 12)				\$5,150.00
	Safe Deposit Box				\$0.00
	Microfilm Storage				\$100.00
1000-230-371-0000	Auditing Services	\$0.00	\$3,360.00	\$3,400.00	\$3,600.00
1000-230-372-0000	Uniform Accounting Network Fees (762 x 4)	\$3,048.00	\$2,286.00	\$3,254.70	\$3,048.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$10,548.04	\$14,242.00	\$12,464.59	\$11,700.00
	Payroll Services (paychex)				\$3,500.00
	Statewide Delivery Contract				\$7,600.00
	Debt Collection Services (Unique Management)				\$600.00
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$1,164.34			\$0.00
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$3,652.56	\$1,387.00	\$2,533.33	\$3,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$370.02	\$116.00	\$614.98	\$300.00
1000-230-510-0000	Institutional Dues and Memberships	\$16,946.00	\$18,508.00	\$16,934.31	\$20,870.00
	SEO Consortium membership + cataloging + notice service				\$16,450.00
	NEO-Regional Library System membership				\$1,507.00
	OLC Institutional membership				\$2,000.00
	Chamber of Commerce				\$125.00
1000-230-520-0000	Taxes and Assessments	\$72.42	\$154.00	\$6.00	\$130.00
1000-230-550-0000	Refunds and Reimbursements	\$209.99	\$36.00	\$1,300.00	\$200.00
1000-230-590-0500	Information Technology (new account for miscellaneous expense)	\$0.00	\$1,515.00	\$2,990.19	\$5,000.00
1000-760-750-0000	Furniture and Equipment	\$900.00	\$1,097.00		\$2,000.00
1000-330-930-0000	Contingency Fund				\$20,000.00
1000-910-910-0000	Transfers - OLC Capital Projects	\$500,000.00	\$100,000.00	\$180,000.00	\$0.00
1000-990-990-2020	2020 CARES Act Funds	\$0.00	\$0.00	\$13,564.06	\$0.00
	Operating Expenses Total	\$688,900.07	\$664,965.00	\$776,273.27	\$735,839.10
	Current Year Income	\$716,137.81	\$727,282.00	\$795,224.52	\$750,833.00
	Difference Current Year Income v. Expenses	\$27,237.74	\$62,317.00	\$18,951.25	\$14,993.90
	Capital Projects				
4001-760-331-0000	Maintenance and Repair on Facilities	\$37,688.87	\$65,521.00	\$144,607.44	\$15,000.00
4001-760-720-0000	Land Improvement	\$9,017.00	\$3,951.00	\$3,869.00	\$5,000.00
	McCormick Building Improvement				\$5,000.00
4001-760-750-0000	Furniture and Equipment	\$658.00	\$7,017.00	\$23,189.00	\$15,000.00
	McCormick Building Furniture and Equipment				\$5,000.00
	Capital Projects Total	\$47,363.87	\$76,489.00	\$171,665.44	\$55,000.00
	Total Expenditure/Appropriation	\$736,263.94	\$741,454.00	\$947,938.71	\$790,839.10
					\$1,004,401.00

Attachment E--Minutes of the November 14, 2022 Regular Board Meeting

Permanent 2023 Minerva Public Library Appropriation
November 14, 2022

2023 Revenues:		
General Fund: Unencumbered Carryover Balance 12/31/2022		250,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/23	250,000.00
	Public Library Fund	870,287.00
	Other Revenues	14,225.00
	TOTAL REVENUES	884,512.00
	TOTAL REVENUES + Carryover Balance	1,134,512.00

Capital Projects Fund: Carryover 12/31/2022 unrestricted		493,908.00
	Carryover 12/31/2022 restricted	95,663.00
	TOTAL REVENUES	1,474,083.00
	TOTAL REVENUES + Carryover Balance	1,724,083.00

2023 Expenditures:		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	394,253.00
1000-100-200-0000	Employee Benefits	107,478.00
1000-100-300-0000	Purchased & Contracted Services	169,570.00
1000-100-400-1000	Library Materials and Information	84,600.00
1000-100-450-0000	Supplies	14,300.00
1000-100-500-0000	Other Objects	24,200.00
1000-700-700-0000	Capital Outlay	0.00
TOTAL EXPENDITURES before other financing & other uses		794,401.00
1000-910-910-0000	Transfers - Out to Capital Fund	100,000.00
1000-930-930-0000	Contingency Fund	20,000.00
	TOTAL OTHER FINANCING SOURCES & USES	120,000.00
COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES		914,401.00

4001 Capital Projects Fund Expenditures		
TOTAL EXPENDITURES before other financing & uses		90,000.00
	TOTAL OTHER FINANCING SOURCES & USES	0.00
COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES		90,000.00

ALL FUNDS -	TOTAL PERMANENT APPROPRIATIONS 2023	1,004,401.00
--------------------	--	---------------------

Minerva Public Library

November, 2022 Financial Reports

Submitted for the January, 2023 Board Meeting

Revenue Status Report

Appropriation Status Report

Bank Reconciliation

Fund Status

Revenue Status

By Fund

As Of 11/30/2022

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$30.00	\$6.74	\$23.26	22.467%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$568,295.00	\$591,233.52	-\$22,938.52	104.036%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$151,555.00	\$157,261.69	-\$5,706.69	103.765%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$18,103.00	\$18,597.93	-\$494.93	102.734%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$356.69	-\$6.69	101.911%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$135.31	\$64.69	67.655%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$0.00	\$10.00	-\$10.00	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,500.00	\$2,394.89	-\$894.89	159.659%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$16.85	-\$16.85	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,750.00	\$1,351.55	\$398.45	77.231%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$596.43	-\$96.43	119.286%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,500.00	\$1,300.00	\$200.00	86.667%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,000.00	\$5,795.88	-\$2,795.88	193.196%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-690-0000	Other - Contributions, Gifts and Donations	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$3,000.00	\$1,988.53	\$1,011.47	66.284%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$111.21	-\$11.21	111.210%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$27.50	-\$27.50	0.000%
1000-871-0000	Refunds for Overpayment	\$0.00	\$1,421.84	-\$1,421.84	0.000%
1000-872-0000	Insurance Reimbursements	\$1,000.00	\$412.44	\$587.56	41.244%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%

Fund 1000 Sub-Total:	\$750,883.00	\$783,019.00	-\$32,136.00	104.280%
----------------------	--------------	--------------	--------------	----------

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$1,067.50	-\$1,067.50	0.000%
4001-651-2024	Unrestricted Contributions - Individuals(Eglie Estate Donat)	\$0.00	\$75,013.46	-\$75,013.46	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$0.00	\$200,000.00	-\$200,000.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$276,080.96	-\$276,080.96	0.000%
Report Total:		\$750,883.00	\$1,059,099.96	-\$308,216.96	141.047%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

1/17/2023 1:39:10 PM
 UAN V2023.1

By Fund
 As Of 11/30/2022

Fund: General
 Pooled Balance: \$357,581.62
 Non-Pooled Balance: \$64,951.56
 Total Cash Balance: \$422,533.18

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-450-2023	Supplies(Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-100-590-2020	Other - Other(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-100-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$88,755.00	\$0.00	\$77,942.51	\$10,812.49	87.818%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$43,972.00	\$0.00	\$41,279.13	\$2,692.87	93.876%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$212,397.00	\$0.00	\$182,537.31	\$29,859.69	85.942%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$3,500.00	\$0.00	\$2,838.37	\$661.63	81.096%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$13,422.00	\$0.00	\$12,554.91	\$867.09	93.540%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$49,433.44	\$0.00	\$43,270.00	\$6,163.44	87.532%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,045.16	\$0.00	\$4,141.16	\$904.00	82.082%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,045.00	\$1,140.64	\$32,904.36	\$0.00	96.650%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$475.00	\$72.80	\$402.20	\$0.00	84.674%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$875.00	\$495.00	\$0.00	36.131%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2017	Purchased and Contracted Services(RESTRI DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant pf)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$273.00	\$227.00	\$0.00	45.400%
1000-110-390-0391	Other - Purchased and Contracted Services(Grunder Fund)	\$0.00	\$0.00	\$2,165.50	\$0.00	\$0.00	\$2,165.50	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services(Powell Fund)	\$0.00	\$0.00	\$3,000.00	\$0.00	\$50.00	\$2,950.00	1.667%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$103.27	\$3,896.73	\$0.00	97.418%
1000-110-450-2023	Supplies(Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries(NON-PROFESSIONAL\$)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

1/17/2023 1:39:10 PM
UAN V2023.1

Appropriation Status

By Fund

As Of 11/30/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0000	Books and Pamphlets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0109	Books and Pamphlets{Donation Adult Books-Moser}	\$0.00	\$0.00	\$21,500.00	\$648.45	\$20,643.85	\$207.70	96.018%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$18,500.00	\$5,148.99	\$10,851.01	\$2,500.00	58.654%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$500.00	\$26.63	\$469.23	\$4.14	93.846%
1000-120-411-2022	Books and Pamphlets{Eglie Adult Books Fund}	\$0.00	\$0.00	\$6,711.90	\$223.04	\$6,774.43	-\$285.57	100.932%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$0.00	\$272.39	\$3,227.61	\$4,500.00	40.345%
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$8,000.00	\$7,608.03	\$18,391.97	\$0.00	70.738%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$200.00	0.000%
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$2,640.20	66.005%
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$4,000.00	\$359.80	\$2,640.20	\$1,000.00	66.005%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$0.00	\$203.66	\$796.34	20.366%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$3,600.00	\$1,990.78	\$1,609.22	\$0.00	44.701%
1000-210-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-921-0000	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-932-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$8,500.00	\$1,025.23	\$7,474.77	\$0.00	87.938%
1000-210-332-0000	Trash Removal	\$0.00	\$0.00	\$27,170.00	\$8,484.29	\$16,475.46	\$2,210.25	60.638%
1000-210-334-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$1,764.00	\$80.00	\$1,684.00	\$0.00	95.465%
1000-210-339-0000	Electricity	\$0.00	\$0.00	\$31,729.00	\$6,779.49	\$23,699.51	\$1,250.00	74.694%
1000-210-361-0000	Water and Sewage	\$0.00	\$0.00	\$17,500.00	\$1,792.15	\$17,207.85	-\$1,500.00	98.331%
1000-210-362-0000	Natural Gas	\$0.00	\$0.00	\$600.00	\$201.39	\$398.61	\$0.00	66.435%
1000-210-363-0000		\$0.00	\$0.00	\$10,500.00	\$655.06	\$9,105.92	\$739.02	86.723%

Report reflects selected information.

Appropriation Status

By Fund

As Of 11/30/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$353.00	\$147.00	\$0.00	29.400%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$708.63	\$3,291.37	\$0.00	82.284%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$325.00	\$0.00	\$0.00	\$0.00	100.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,175.00	\$128.07	\$1,046.93	\$0.00	89.100%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$77.84	\$122.16	\$0.00	61.080%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$478.00	\$0.00	\$0.00	\$118.00	75.314%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,572.00	\$0.00	\$9,572.00	\$0.00	100.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$242.00	\$8.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,250.00	\$304.75	\$4,945.25	\$0.00	94.195%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,600.00	\$0.00	\$2,700.00	\$900.00	75.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$716.90	\$2,331.10	\$0.00	76.480%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$19,600.00	\$752.14	\$18,847.86	\$0.00	96.163%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$347.48	\$2,652.52	\$0.00	88.417%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$21,207.00	\$4,867.25	\$16,257.75	\$62.00	76.662%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$82.00	\$48.00	\$0.00	36.923%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$6,500.00	\$213.44	\$5,286.56	\$1,000.00	81.332%

Report reflects selected information.

Appropriation Status
By Fund
As Of 11/30/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$300,000.00	\$0.00	\$200,000.00	\$100,000.00	66.667%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$7,474.10	\$0.00	\$0.00	\$7,474.10	0.000%
1000-990-990-2020	Other - Other Financing Uses{Covid 19 Grant Expenses}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$1,039,814.10	\$47,081.93	\$811,571.48	\$181,160.69	78.050%

Fund: Capital Projects
 Pooled Balance: \$490,873.75
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$490,873.75

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$15,000.00	\$0.00	\$5,535.20	\$9,464.80	36.901%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$0.00	\$4,041.00	\$10,959.00	26.940%
4001-760-720-2021	Land Improvement{McConnell Fund}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
4001-760-740-2024	Building Improvements{Eggle Estate Donation}	\$0.00	\$0.00	\$75,013.46	\$0.00	\$0.00	\$75,013.46	0.000%
4001-760-750-0000	Furniture and Equipment	\$1,996.00	\$0.00	\$15,000.00	\$0.00	\$2,530.63	\$14,465.37	14.890%
4001-760-750-2021	Furniture and Equipment{McConnell Fund}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$805.46	\$4,194.54	16.109%
Capital Projects Fund Total:		\$1,996.00	\$0.00	\$130,013.46	\$0.00	\$12,912.29	\$119,097.17	9.781%
Report Total:		\$1,996.00	\$0.00	\$1,169,827.56	\$47,081.93	\$824,483.77	\$300,257.86	70.359%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Supplemental
November 2022

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
11/01/2022	01/16/2023	1000-110-213-0000	-\$75.00		Permanent	Moved to pay bills CLD	No
11/01/2022	01/16/2023	1000-110-222-0000	\$75.00		Permanent	Moved to pay bills CLD	No
11/01/2022	01/16/2023	1000-210-332-0000	-\$250.00		Permanent	To pay bills	No
11/01/2022	01/16/2023	1000-210-334-0000	\$250.00		Permanent	To pay bills	No
11/14/2022	12/02/2022	1000-910-910-0000	\$100,000.00	22-11-01	Permanent	To move to capital per Board Request.	No
11/14/2022	12/02/2022	4001-760-740-2024	\$75,013.46	22-11-03	Permanent	Moved per board request to establish ammount given by Eglie.	No
11/28/2022	01/16/2023	1000-230-299-0000	-\$175.00		Permanent	To pay Anna Minor	No
11/28/2022	01/16/2023	1000-230-312-0000	\$175.00		Permanent	To pay Anna Minor	No
11/30/2022	01/16/2023	1000-210-332-0000	-\$2,000.00		Permanent		No
11/30/2022	01/16/2023	1000-210-339-0000	-\$1,500.00		Permanent		No
11/30/2022	01/16/2023	1000-210-361-0000	\$1,500.00		Permanent		No
11/30/2022	01/16/2023	1000-210-363-0000	\$2,000.00		Permanent		No

Bank Reconciliation

Reconciled Date 11/30/2022

Posted 1/16/2023 3:55:58 PM

Prior UAN Balance:		\$911,508.72
Receipts:	+	\$68,645.58
Payments:	-	\$66,747.37
Adjustments:	+	\$0.00
Current UAN Balance as of 11/30/2022:		\$913,406.93
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 11/30/2022:		<u>\$913,406.93</u>
Entered Bank Balances as of 11/30/2022:		\$913,456.93
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$50.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 11/30/2022:		<u>\$913,406.93</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 11/30/2022.

There are no outstanding adjustments as of 11/30/2022.

Bank Balances

Reconciled Date 11/30/2022

Posted 1/16/2023 3:55:58 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$238,302.18	\$239,278.36	\$239,278.36	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD042517		\$21,679.26	\$21,688.47	\$21,688.47	\$0.00
Investment	CD072716		\$21,506.91	\$21,510.56	\$21,510.56	\$0.00
Investment	CD082817		\$21,748.84	\$21,752.53	\$21,752.53	\$0.00
Investment	CNB-Saving		\$254,636.12	\$255,529.22	\$255,529.22	\$0.00
Investment	HNB-Saving		\$50,014.45	\$50,014.45	\$50,014.45	\$0.00
Investment	SAVINGS		\$303,399.96	\$303,412.34	\$303,412.34	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$911,558.72</u>	<u>\$913,456.93</u>	<u>\$913,456.93</u>	<u>\$0.00</u>

Outstanding Payments

Reconciled Date 11/30/2022

Posted 1/16/2023 3:55:58 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6850	10/21/2022	Jim Knight	\$50.00
					<u>\$50.00</u>

Cleared Payments

Reconciled Date 11/30/2022

Posted 1/16/2023 3:55:58 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	480-2022	11/04/2022	FIRST COMMUNICATIONS	\$682.23
PRIMARY	Electronic	481-2022	11/03/2022	PAYCHEX	\$121.40
PRIMARY	Electronic	482-2022	11/03/2022	PAYCHEX	\$1,409.79
PRIMARY	Electronic	483-2022	11/02/2022	PAYCHEX	\$9,698.73
PRIMARY	Electronic	484-2022	11/09/2022	BAKER & TAYLOR BOOKS	\$1,145.01
PRIMARY	Electronic	485-2022	11/09/2022	DEMCO, INC.	\$132.91
PRIMARY	Electronic	486-2022	11/09/2022	MINERVA AREA CHAMBER OF COMMERCE	\$120.00
PRIMARY	Electronic	487-2022	11/09/2022	STANDARD PLUMBING AND HEATING CO	\$486.00
PRIMARY	Electronic	488-2022	11/09/2022	INDEPENDENT ELEVATOR CO., INC.	\$209.00
PRIMARY	Electronic	489-2022	11/09/2022	THORNDIKE PRESS	\$22.39
PRIMARY	Electronic	490-2022	11/09/2022	Kanopy Inc.	\$15.30
PRIMARY	Electronic	491-2022	11/09/2022	TREASURER, STATE OF OHIO	\$330.25
PRIMARY	Electronic	492-2022	11/09/2022	copeco	\$445.86
PRIMARY	Electronic	493-2022	11/09/2022	Johnson Controls Fire Protections LP	\$563.20
PRIMARY	Electronic	494-2022	11/09/2022	UNIQUE MANAGEMENT SERVICES, INC.	\$19.70
PRIMARY	Electronic	495-2022	11/09/2022	MIDWEST TAPE	\$1,635.48
PRIMARY	Electronic	496-2022	11/09/2022	CENTER POINT LARGE PRINT	\$179.19
PRIMARY	Electronic	497-2022	11/17/2022	PAYCHEX	\$111.80
PRIMARY	Electronic	498-2022	11/17/2022	PAYCHEX	\$1,324.42
PRIMARY	Electronic	499-2022	11/16/2022	PAYCHEX	\$8,953.17
PRIMARY	Electronic	500-2022	11/14/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	501-2022	11/14/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,102.98
PRIMARY	Electronic	502-2022	11/15/2022	COLUMBIA GAS OF OHIO	\$1,260.98
PRIMARY	Electronic	503-2022	11/14/2022	AMERICAN ELECTRIC POWER	\$1,584.97
PRIMARY	Electronic	504-2022	11/09/2022	RENTWEAR, INC.	\$53.66
PRIMARY	Electronic	505-2022	11/09/2022	BOOKPAGE	\$390.00
PRIMARY	Electronic	506-2022	11/21/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	507-2022	11/28/2022	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$356.60
PRIMARY	Electronic	508-2022	11/28/2022	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$230.00
PRIMARY	Electronic	509-2022	11/28/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,522.06
PRIMARY	Electronic	510-2022	11/28/2022	STARK COUNTY SCHOOLS COUNCIL	\$60.22

Cleared Payments

Reconciled Date 11/30/2022

Posted 1/16/2023 3:55:58 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
				OF GOVERNMENTS	
PRIMARY	Electronic	511-2022	11/28/2022	House Cleaning Genie	\$1,523.98
PRIMARY	Electronic	512-2022	11/28/2022	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$1,196.50
PRIMARY	Electronic	513-2022	11/28/2022	Laken M Hamilton	\$114.40
PRIMARY	Electronic	514-2022	11/28/2022	JMN Journal	\$35.00
PRIMARY	Electronic	515-2022	11/28/2022	MORRISON'S SWEEPER PLACE	\$95.96
PRIMARY	Electronic	516-2022	11/28/2022	AMAZON	\$1,586.35
PRIMARY	Electronic	517-2022	11/28/2022	Anna Minor	\$61.32
PRIMARY	Electronic	518-2022	11/28/2022	CENTER POINT LARGE PRINT	\$101.93
PRIMARY	Electronic	519-2022	11/28/2022	QUILL CORPORATION	\$228.51
PRIMARY	Electronic	520-2022	11/28/2022	dray home repair	\$125.00
PRIMARY	Electronic	521-2022	11/28/2022	BAKER & TAYLOR BOOKS	\$2,158.87
PRIMARY	Electronic	522-2022	11/28/2022	Solid Waste And Recycling	\$282.00
PRIMARY	Electronic	523-2022	11/28/2022	CHASE CARD SERVICES	\$431.66
PRIMARY	Electronic	524-2022	11/21/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,044.65
PRIMARY	Electronic	525-2022	11/30/2022	PAYCHEX	\$10,499.35
PRIMARY	Electronic	526-2022	11/30/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,237.49
PRIMARY	Electronic	527-2022	11/30/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	528-2022	11/30/2022	OHIO BUREAU OF WORKERS' COMPENSATION	\$419.00
PRIMARY	Inv Transfer		11/08/2022	Transfer To Investment CNB-Saving	\$109.20
PRIMARY	Inv Transfer		11/08/2022	Transfer To Investment CNB-Saving	\$269.71
PRIMARY	Inv Transfer		11/09/2022	Transfer To Investment CNB-Saving	\$27.15
PRIMARY	Inv Transfer		11/15/2022	Transfer To Investment CNB-Saving	\$256.30
PRIMARY	Inv Transfer		11/17/2022	Transfer To Investment CNB-Saving	\$81.40
PRIMARY	Inv Transfer		11/23/2022	Transfer To Investment CNB-Saving	\$62.50
PRIMARY	Inv Transfer		11/23/2022	Transfer To Investment CNB-Saving	\$86.84
					<u>\$66,747.37</u>

Cleared Receipts

UAN v2023.1

Reconciled Date 11/30/2022

Posted 1/16/2023 3:55:58 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		180-2022	11/08/2022	Daily Receipts-CNB Registers	\$109.20
PRIMARY	Standard		181-2022	11/08/2022	Daily Receipts-CNB Registers	\$269.71
PRIMARY	Standard		184-2022	11/08/2022	Daily Receipts-CNB Registers	\$95.96
PRIMARY	Standard		183-2022	11/09/2022	Daily Receipts-CNB Registers	\$27.15
PRIMARY	Standard		189-2022	11/14/2022	CARROLL COUNTY AUDITOR'S OFFICE	\$13,650.59
PRIMARY	Standard		190-2022	11/14/2022	STARK COUNTY AUDITOR'S OFFICE	\$51,320.17
PRIMARY	Standard		185-2022	11/15/2022	Daily Receipts-CNB Registers	\$256.30
PRIMARY	Standard		188-2022	11/15/2022	Daily Receipts-CNB Registers	\$149.40
PRIMARY	Standard		186-2022	11/17/2022	Daily Receipts-CNB Registers	\$81.40
PRIMARY	Standard		187-2022	11/17/2022	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,614.33
PRIMARY	Standard		191-2022	11/23/2022	Daily Receipts-CNB Registers	\$62.50
PRIMARY	Standard		192-2022	11/23/2022	Daily Receipts-CNB Registers	\$86.84
CD042517	Interest		197-2022	11/25/2022	CD042517	\$9.21
CD072716	Interest		196-2022	11/25/2022	CD072716	\$3.65
CD082817	Interest		198-2022	11/28/2022	CD082817	\$3.69
CNB-Saving	Inv Transfer			11/08/2022	Transfer To Investment CNB-Saving	\$109.20
CNB-Saving	Inv Transfer			11/08/2022	Transfer To Investment CNB-Saving	\$269.71
CNB-Saving	Inv Transfer			11/09/2022	Transfer To Investment CNB-Saving	\$27.15
CNB-Saving	Inv Transfer			11/15/2022	Transfer To Investment CNB-Saving	\$256.30
CNB-Saving	Inv Transfer			11/17/2022	Transfer To Investment CNB-Saving	\$81.40
CNB-Saving	Inv Transfer			11/23/2022	Transfer To Investment CNB-Saving	\$62.50
CNB-Saving	Inv Transfer			11/23/2022	Transfer To Investment CNB-Saving	\$86.84
SAVINGS	Interest		195-2022	11/30/2022	SAVINGS	\$12.38
						\$68,645.58

Fund Status
As Of 11/30/2022

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	42.145%	\$422,533.18	\$64,951.56	\$357,581.62
4001	Capital Projects	57.855%	\$490,873.75	\$0.00	\$490,873.75
All Funds Total			<u>\$913,406.93</u>	<u>\$64,951.56</u>	<u>\$848,455.37</u>
Pooled Investments					\$608,956.01
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$239,228.36

Last reconciled to bank: 11/30/2022 – Total other adjusting factors: \$0.00

End

Minerva Public Library

**November, 2022 Financial
Reports**

**Submitted for January,
2023 Board Meeting**

December 2022/January 2023 Youth Services Report

December brought the Community Winter Parade along with a few Grinch-y department activities. During Grinch Story Time, the younger children enjoyed themed stations and each turned into a “Who” via an Instagram app. The Whovillians’ photos decorated the landing. Grinch Day allowed those ages twelve and under and their families to enjoy an expanded selection of stations, scavenger hunt, trivia, “Stink!Stank!Stunk!” sensory smelling, Bean Boozled jelly bean tasting, and several rounds of BINGO.

Anna added a few more regular programs to the monthly line-up. In addition to Cosplay Club two times per month, Tech Time will be once a month, and Wednesdays each week will be Crafternoons. Students may join her for a craft after school. Past crafts included a magic wallet, beaded ornaments, and squishy balls.

Kendra and Laken presented an idea for children to open one book per day leading up to Christmas and “The Twelve Books of Christmas” program began. Limited to ten families quickly became twenty, and the program still filled the day registration opened. Each family had eleven wrapped books and an elf with a few instructions about the books. On Christmas Eve they opened the 12th book along with Christmas socks for each child. They kept the 12th book and socks, and returned the library books and elves to use again next year. A retired doctor gave money with the purpose of encouraging reading and that generous donation helped fund the gifts the children could keep.

Extra January programming includes a return of Reading Buddies for children 3-9. Each child can “adopt” a stuffed animal and practice reading to their new friend. Non-readers can enjoy listening with their buddies. Anna has a Saturday program to make a pet accessory. Laken added a LEGO Day. The Sensory SPOT became a pizza making station with dramatic play, Duplo Pizzeria, play-doh pizza, and more.

The planning never stops in the Youth Department. The 2023 Summer Reading Theme is “All Together Now” which is a little vague. Anna will attend a workshop later this month to gather ideas for her first Summer Reading Program. This will be Laken’s third chance to plan Summer reading and Kathy’s fifteenth year to plan and be involved in Summer reading at a library.

Statistics for November 2022:

Side Door Count: 1109
Study Rooms Use: 25
Reference Questions: 772
Teacher collections: 23 requests /633 books
MES visits: 46/956
MMS visits 6/153
MAC School 1/41
Story Time: 3/48
Sensory SPOT: 63
Other Programs: SPACE Story Time 32, Cosplay Club 8, Tech Time 5,
Galaxy Rock Painting 6, Crafternoons 4

Computer Use: 153
Other Questions: 134
Outreach: 10/198
YMCA: 2/33
Book Beginnings: 3/66

Statistics for December 2022:

Side Door Count: 806
Study Rooms Use: 28
Reference Questions: 670
Teacher collections: 20 requests /436 books
MES visits: 38/806
MAC School 1/43
Story Time: 1/ 9
Sensory SPOT: 111
Other Programs: Grinch Story Time 45, Grinch Day 83, Cosplay Club 6,
Crafternoons 2/17, Winter Parade 72, Grinch Take and Make ornaments
78, Family Paint Night 21, Tech Time 9

Computer Use: 113
Other Questions: 75
Outreach: 8/163
YMCA: 2/32
Book Beginnings: 1/18

Kathy Heller
Youth Services Manager
1/12/2023

Director's Report—January, 2023

Building and Grounds—other than the Friday before Christmas there has been no snow or ice to speak of so far this season. Kathy did close the library on December 23 because of the blizzard. The staff had to restart the furnaces twice over the last several weeks, but other than that the heating has worked well. I did arrange for a local contractor to fix some small leaks in the roof over the fiction section. He said that there were a few spots where he needed to replace shingles but that the roof as a whole was OK and should last another five years. That's good news, since I was hoping to get 25 years out of it. Catlett's was in this week to replace the filters in the two water fountains. Although the volume of water dispensed wouldn't warrant replacement yet, the fountains also seem to have a calendar function that singles replacement after a year.

Staffing—Roger reports that Kathy did a good job as acting Director while I was off, and that he liked working with her. I returned to find everything as it should be and there apparently no problems with staff to speak of. Paige Henman has settled right in and is doing a good job working in both departments.

Programs—the jigsaw puzzle exchange on December 3 was very busy, as it has been in the past. We will likely do another exchange in early February. The adult take-and-make crafts are very popular and the sign-up sheet takes only a couple of days to fill up each month. Jennifer Bates put together Holiday Movie Bingo for a take home activity and handed 42 bingo sheets. In April, the library will host a traveling exhibit called *Ohio Pioneers* from the Marietta College Library. The exhibit is free and was just put together last year by the library. We'll have it up for a month, and I am scheduling speakers to present on relevant topics.