

**Minerva Public Library
Board of Trustees**

April, 2021

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
April, 2021 Regular Meeting
April 22, 6:30 pm via Zoom**

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

Minutes: Approve minutes of the March 25, 2021 Board Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update

Library Service During Pandemic Update

Fiscal Officer's Report

March Financial Report is not available yet.

PLF Distribution: The April 2021 PLF receipts are \$47,545, 20.9% more than the \$39,315 received in April, 2020. At the state level, the PLF receipts remain substantially ahead of both the July and December estimates from the Ohio Dept. of Taxation.

2021 General Revenue Net Operating Position

March Revenue = \$	Total Year-to-Date Revenue = \$
March Expenses = \$	Total Year-to-Date Expenses = \$
Difference = \$	Difference = \$

Operating Expenses as Percentage of Appropriation

2021 Appropriation*	Total 2021 Expenses	As Percentage
\$	\$	

*includes \$100,000 transfer out to Capital

Unique Management: Unique Management's invoice was \$ for placements in March

New Business

State Budget Update: Mr. Dillie will provide the latest news from Columbus.

July 4 Holiday: Independence Day falls on a Sunday this year, and library policy is to observe the holiday on Monday, the 5th. The Board is asked to approve

closing the library on Saturday, July 3, as a closed, but nonpaid, day off for library staff. The Board approved a similar practice for the past December 26 and January 2 which both fell on Saturdays.

Approve motion 21-04-01: to closed the library on Saturday, July 2, 2021, as an unpaid day off for all staff.

Correspondence

None this month.

Director's Report

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

Library Statistics: Door count for March down only 29% from March, 2020. However, last year, the library closed the building on March 17 while still providing drive-up service, and then closed completely on March 23. In-house circulation was up 41%, reflecting the reduction and cessation of service last March. Hoopla circ was 711 in March, the highest ever. Kanopy circ continues to be very low, but since we are paying only for use, that low use is fine.

Accept Gifts

March Restricted Individual Contributions to the General Fund

March Unrestricted Individual Contributions to the General Fund

Total Restricted and Unrestricted	\$
Total Summer Reading Contributions as of 04/21/21	\$1,500.00

In-kind Gifts March

Anonymous	8 hardcovers; 17 trade paperbacks; 5 mass market paperbacks; 15 DVDs ; 10 videogames
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Adjourn

The next Regular Board Meeting will be held on May 27 at 6:30 pm via Zoom.

Minerva Public Library Board of Trustees Minutes of March, 2021 Regular Meeting

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm via Zoom.

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sarah Repella, Dick Rutledge; Library Director Tom Dillie.

Mr. Rutledge moved to Approve minutes of the January 28, 2021 Organization and Regular Board Meetings. Ms. Repella seconded. Motion carried unanimously.

Note: the February Board meeting was cancelled.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie informed the Board that as of the end of February 192 of 294 (65%) of eligible kids in the Minerva service area are registered for the OGIL program. That's a far higher percentage than any other school district in the area. Stark Library is still funding all registrations from the county-wide donations received in support of the program.

Library Service During Pandemic Update: Not much change here. Door counts continue to run about 30% of normal while circulation is remains between 70-75% of normal. Take-and-make kits from Youth Services have proved very popular with patrons and staff continue to come up with new remote program ideas. Adult Services will begin in April providing a monthly take-and-make project for Adults. We are considering hiring presenters to do programs via Zoom; however, given the sporadic internet service in our area, offering a program that only some patrons can access may not be the best choice.

Fiscal Officer's Report

Ms. Repella moved to **Accept** the monthly financial reports for January and February, 2021. Ms. Birks seconded. Motion carried unanimously.

PLF Distribution: The February 2021 PLF receipts are \$67,187, 1.7% more than the \$66,048 received in February, 2020. The March PLF receipts are \$55,685, a 14.9% increase over the \$48,451 received last March. As the state level, the PLF receipts so far this year are substantially ahead of 2021 estimates issued in July and December 2020 by the Ohio Dept. of Taxation. The Columbiana County Auditor's Office issued a new certificate of resources for 2021 to reflect the increase in PLF shown by the ODT estimate from December. The Carroll County and Stark County Auditors have not issued new certificates. In the absence of new certifications, the library will not amend the revenue appropriation to show

the increased estimate. As shown below, the library's current operating position is very good with revenue far ahead of expenditures.

2021 General Revenue Net Operating Position

Jan. Revenue =	\$61,679	Total Year-to-Date Revenue =	\$61,769
Jan. Expenses =	\$38,242	Total Year-to-Date Expenses =	\$38,242
Difference	\$23,437		\$23,437
Feb. Revenue =	\$67,836	Total Year-to-Date Revenue =	\$129,514
Feb. Expenses =	\$53,425	Total Year-to-Date Expenses =	\$ 91,667
Difference	\$14,411		\$ 37,847

Operating Expenses as Percentage of Appropriation

<u>2021 Appropriation*</u>	<u>Total 2021 Expenses</u>	<u>As Percentage</u>
\$813,911	\$91,667	11.3%

*includes \$100,000 transfer out to Capital

Unique Management: Unique Management's invoice was \$26.85 for three placements in January, and \$89.50 for ten placements in February.

New Business

Transfer from General Revenue to Capital: the 2021 permanent appropriation includes a transfer out of \$100,000 from the General Revenue to the Capital Fund. The library finished 2020 with a carryover \$429,497 in General Revenue. As we discussed during the budget process, our goal is to hold between \$225,000 and \$250,000 in General Funds at all times. Given the continued reduced expenses during the pandemic, and unexpected increases in PLF receipts, it is reasonable to make that transfer now, early in the budget year. If the revenue and expense imbalance continues, the Board should consider amending the appropriation to make another substantial transfer out of General Revenue to Capital in the second half of 2021.

Ms. Birks moved to **Approve Resolution 21-03-01** to transfer \$100,000 from the General Fund to the Capital Projects Fund as provided in the 2021 permanent Appropriation. Mr. Rutledge seconded. Motion carried unanimously.

Year End Financial Report: a copy of the year-end report filed by Fiscal Officer Davies with the Ohio Auditor is included in the packet. This report is required by the Auditor of State, and as can be seen from the attached document, is mostly a form into which the Fiscal Officer inserts library information.

Dr. Beard moved to **Accept** the 2020 Year End Financial Report. Ms. Birks seconded. Motion carried unanimously.

[Ms. Repella left the meeting at 7:00 pm]

Item Limit for New Borrowers: Mr. Dillie explained that this library, as do many others, limits the number of items that a patron with a newly-issued library card may borrow and have checked out at any one time. At MPL, new borrowers are limited to two items checked out at a time for the first 30 days. The reasoning behind such limits is to prevent a new borrower from checking out a large number of items right away with no intention of returning those items; this concern is specifically focused on audio-visual materials. The consensus among MPL staff is that this concern is over-blown nowadays and is a needless hardship for new patrons who are enthusiastic about using the library. The library has had patrons check out a large number of DVDs and not return them, but those patrons had perforce already passed their new borrower limit. As this limit is part of the public service policies, it requires Board action to amend.

Dr. Beard moved to **Approve Resolution 21-03-02:** to eliminate the two-item limit for new library card-holders. Ms. Repella seconded. Motion carried unanimously.

Property and Liability Insurance: the library's insurance policy with the Ohio Plan expires at the end of March. The 2021 renewal price is \$9,020, an increase of \$145 over the \$8,875 renewal cost last year. There have been no changes to the policy and the library has received a credit of \$712 which lowered the renewal cost. Mr. Dillie told the Board that the library has had good claim service from the Ohio Plan over the years, and that no other insurance companies had contacted the library in the last 12 months about submitting a quote.

Ms. Birks moved to **Approve Resolution 21-03-03:** to renew the library's property and liability insurance with the Ohio Plan from April 1, 2021 to March 31, 2020 at a cost of \$9,020. Dr. Beard seconded. Motion carried unanimously.

Correspondence

None this month.

Director's Report

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

Library Statistics: Door counts for both January and February were 30% of the door counts for those same months in 2020. In-house circulation was down 36% in January with total circ down 31%. In February, in-house circ was down 29% with total circ down 26%. Both January and February were record months

for Hoopla checkouts, and Ohio Digital Library checkouts were well ahead of those same months last year.

Acknowledge Gifts

January and February Restricted Individual Contributions to the General Fund
\$ 500.00

From Herb Eglie for the purchase of Adult Books

January and February Unrestricted Individual Contributions to the General Fund
\$ 386.80*

Total Restricted and Unrestricted \$ 886.80

Includes \$100.00 from Karen Wilson, \$50.00 from Jenny Greco, \$100.00 from Ann Myers, and \$50 from Richard Myers all for Adult Materials.

In-kind Gifts January and February

Anonymous 22 hardcovers; 19 trade
paperbacks; 11 DVDs

Mr. Rutledge moved to **Adjourn** the meeting at 7:20 pm. Ms. Birks seconded.

The next Regular Board Meeting will be held on April 22 at 6:30 pm via Zoom.

Board President

Date

Director's Report—April, 2021

Building and Grounds—Down to Earth landscaping was out early in the month to do the spring clean-up of the grounds—prune, spread fresh mulch, clean out dead wood from the winter. The grounds look very nice after they get done. Russ Thorne the owner showed me a fountain installation they did last year and that he thinks would look good for the library's patio area. I'm waiting on a price quote. Following the power outage on March 28, a number of fuses in the HVAC system blew when the power came back on. Standard Plumbing came out on the 30th, diagnosed the problem and replaced fuses. Standard Plumbing was out on the 19th to install the new circuit board for the AC condenser controls. The tech said he found some other mechanical problems with the controls while doing the installation, and he also was able to use the original manual to reset things to the optimal arrangement. Our AC should work better than ever this year.

Technology—I've ordered replacements for all the desktop PCs in the library. These new machines for us are refurbished machines with solid state hard drives and newer processors than the computers we have now. A number of the public PCs have failed over the last few months; no staff machines have had problems as yet. Jennifer Bates will configure the new PCs but we aren't in a hurry to get them installed.

Staffing—Given the low door counts—continuing at 30% of usual traffic—the reduced staffing we have used since last fall is adequate. I plan to continue with the 20% reduction in hours of work through the summer. ODJFS has notified us that the library may re-apply for the SharedWorkOhio program before our current enrollment ends on May 30. If accepted, the library would have another 52 weeks of partial unemployment payments available to qualified staff; those staff would also qualify for any additional Federal pandemic unemployment assistance such as the \$300 a week paid now. There is an application window Christina will need to keep in mind if our plan is to be approved so that payments to staff continue without interruption.

Meetings—I have two OLC Board-related meetings this month, and attended the Chamber Board meeting on April 21.

April 2021 Youth Services Report

The Youth Department continues the regular line up of programming while preparing for Summer Reading. Covid rules for gatherings have not changed in any significant manner, so plans include virtual events, take home crafts and activities, and outside weekly Story Times and monthly Story Walks.

A new Story Walk will soon appear along the fence and sidewalk areas between the Minerva Elementary School and the library. This Story Walk features the book, "The Empty Pot" by Demi, which is an older book with a beautiful theme about honesty. Patrons may enjoy the story any time and stay socially distanced. The Youth Department is offering take home kits with seeds to plant to coordinate with this book.

Mary Poppins Interactive movie kits went home with patrons and the next movie is "The Parent Trap" (1990) with Lindsey Lohan. Sarah creates the script and kit elements for this family fun event.

Statistics for March 2021:

Side Door Count: 486

MES: 23 visits/ 486
visits/ 92

Study Rooms Use: 18

Reference Questions: 668

Teacher collections: 18 requests /369 books

Outreach to MES:4

Computer Use: 124

Other Questions: 66

Programs: Virtual Story Time 6/774 views, Virtual Book Bites and other recorded messages 3/ 22 public views plus 78 classroom student views, Teen Totes 2 crafts/55, Scheduled Story Time 18/44 patrons, Sensory SPOT 46, Take Home Craft bags 40, Movie Kits 17, Reading Buddies 7.
Donations in March: 7 DVD's, 3 Paperbacks, 2 hard covers

Kathy Heller
Youth Services Manager
4/19/2021