

**Minerva Public Library
Board of Trustees**

April, 2022

**Monthly Regular Meeting
Packet**

**Minerva Public Library Board of Trustees
 April, 2022 Regular Meeting
 April 28, 6:30 pm in the Library Community Meeting Room**

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

Minutes: Approve minutes of the March 24, 2022 Regular Board Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update

Library Service During Pandemic Update

Fiscal Officer's Report

Accept: Monthly financial documents for March, 2022.

Approve: the monthly report from the Fiscal Officer.

PLF Distribution: The April PLF receipts are \$54,694, a 15% increase over the \$47,545 received last April. So far this year, PLF is running well ahead of both the July and December estimates for 2021.

2022 General Fund Net Operating Position

March Revenue = \$125,021*	Total Annual Revenue = \$278,731*
March Expenses = \$ 57,654	Total Annual Expenses = \$160,952
Difference \$ 67,367	\$ 117,779

*Includes \$75,013.00 restricted contribution

General Fund Expenses are Percentage of Appropriation on December 31

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$160,952	17%

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

Operating Expenses as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Total 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$160,952	21%

Unique Management: billed the library \$29.55 for 3 placements.

New Business

Bequest to the Library: As was discussed at the last Board meeting, the library has received a substantial bequest from the estate of Herb Eglie, who was a regular library patron. There was general agree with Mr. Dillie's suggestion to create restricted capital account for the gift in anticipation of using in support or remodeling portions of the library. The Board will authorize creating that fund account.

Approve Resolution 22-04-01: to create a Herbert Eglie capital fund account and to restrict its use to support of the remodeling of the library. The fund is established with \$75,013.00 from the bequest Mr. Eglie left to the library.

Library Materials Evaluation and Selection Policy: at the last Board meeting Mr. Dillie distributed copies of the library's current Materials Evaluation and Selection Policy and a draft revision for Board review and discussion at this meeting. Copies of the current and proposed policies are again included in the Board packet. The Board is now asked to discuss and approve the proposed revision.

Approve Resolution 22-04-02: to approve the revised Materials Evaluation and Selection Policy as presented.

Library Annual Report: a copy of the library's annual report for 2021 is included in the Board Packet for review.

Approve Resolution 22-04-03: to approve the 2021 Annual Report as presented.

Correspondence

None this month

Director's Report

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

Annual Library Statistics: March door count was 6456, up 53% up from March of last year, and down 38% from the count in March, 2019. The book sale certainly helped bring people in during March. In-house circulation was pretty much equal to March last year and is down 1.4% for the year. Checkouts at the desks were noticeably higher than a year ago, while renewals were down. Total circulation was down 1.52% for the month, despite all the problems with the

delivery service which limited how much we could loan to other libraries and how much other libraries could send to us. The library did add 54 new borrowers which is the largest single month total in the last 18 months.

Acknowledge Gifts—February

Restricted Individual Contributions to the General Fund	\$ 2656.50*
Unrestricted Individual Contributions to the General Fund	\$ 0.00
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Total Restricted and Unrestricted	\$ 2656.50

*Includes \$368 from JDZ Sales for online sale of discards; the bulk of the remainder is proceeds from the book sale.

Restricted Contributions to the Capital Fund \$75,013.00

In-kind Gifts

Anonymous	18 hardcovers; 11 trade paperbacks; 2 mass market; 2 DVDs; 1 videogame
Roger Bartley	1 DVD set

Adjourn

The next Regular Board Meeting will be held on May 26, 2022 at 6:30 pm in the Community Meeting Room.

**Minerva Public Library Board of Trustees
Minutes of the March, 2022 Regular Meeting
March 24th, 6:30 pm in the Library Community Meeting Room**

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm in the library's Community Meeting Room.

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Dick Rutledge; Library Director Tom Dillie. Fiscal Officer Christina Davies was excused from attendance at this meeting.

Adjustments to the Agenda: the Board will discuss scheduling a finance committee meeting and a personnel committee.

Public Participation: none

Ms. Birks moved to **Approve** the minutes of the February 17, 2022 Annual Organization Meeting and Regular Board Meeting. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that 79% (232 of 294) of eligible kids in the library's service area are now registered for the program. The fundraising committee of the libraries in Stark County continues to work on its first event, the "Touch a Truck" program scheduled for June 18.

Library Service During Pandemic Update: the library has received additional small shipments of rapid COVID tests from the Ohio Dept. of Health, but the local demand for those tests has dropped to almost nothing. Ms. Birks asked if the library planned to leave the acrylic sheets up at the service desks. Mr. Dillie replied that the staff would prefer it, and his plan is to leave the sheets up. There were no winter colds running the staff this or last, so the anecdotal evidence suggests that the barriers, along with handwashing and hand sanitizer, has kept the staff from contracting whatever common diseases the patrons are carrying around.

Fiscal Officer's Report

Ms. Miller moved to **Accept** the monthly financial documents for February, 2022. Ms. Birks seconded. Motion carried unanimously.

PLF Distribution: The March PLF receipts are \$56,053, a very slight increase from the \$55,685 received last March. For the first quarter of this year, PLF receipts are

\$197,136, an 8% increase over the \$181,127 received in the first quarter of last year. So far this year, PLF is running well ahead of both the July and December estimates for 2021.

2022 General Fund Net Operating Position

Feb. Revenue =	\$75,370	Total Annual Revenue =	\$143,710
Feb. Expenses =	\$61,133	Total Annual Expenses =	\$103,298
Difference	\$14,237		\$ 40,412

General Fund Expenses are Percentage of Appropriation on December 31

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$103,298	10%

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

Operating Expenses as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Total 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$103,298	14%

New Business

Transfer Out: Mr. Dillie explained that the 2022 appropriation includes a \$200,000 transfer out of General Revenue to Capital. We had intended to make that transfer in 2021, but were unable to do so because we had neglected to update the 2021 revenue appropriation to show the additional PLF money received which was not then available on the books to transfer. Because there was such a large carryover from 2021, it makes sense to transfer out now and bring the carryover more in line with good practices. If the PLF receipts continue to run ahead of expenditures this year, as they did last year, the Board can consider another transfer out in the fall.

Dr. Beard moved to **Approve Resolution 22-03-01** to transfer \$200,000 from the General Revenue Fund to the Capital Projects Fund as appropriated in the 2022 Permanent Appropriation. Ms. Birks seconded. Motion carried unanimously.

Property and Liability Insurance: Mr. Dillie reported that he library has received the renewal quote from Whitaker Myers for the library's insurance through the Ohio Plan. The renewal premium is \$10,290, an increase of \$558 over last year's \$9,732. The library receives a discount every year which reduces the total cost. This year's net premium price is \$9,572. The library has used the Ohio Plan for quite a while now. It has provided good claims service when the library had tow substantial claims, and it has only government entities are customers.

Mr. Rutledge moved to **Approve Resolution 22-03-02:** to renew the library's property and liability insurance coverage with the Ohio Plan for the amount of \$9,572. Ms. Miller seconded. Motion carried unanimously.

Bequest to the Library: the library has received a bequest of \$75,014.46 from a Trust established by Herb Eglie, who was a regular library patron. Herb, and his wife Margaret, who predeceased him, were both regular library users, and Herb had met with Mr. Dillie to discuss different methods of leaving a gift to the library. However, he had never specified how he planned to do so, or given any indication the amount would be so large. Mr. Dillie recommended that the gift be placed in restricted capital fund account with the intention to spend it on a specific project within the overall project of remodeling the library; this project to take place perhaps three or four years from now. Ms. Davies had suggested to Mr. Bartley that the library take advantage of a higher CD rate she had found and purchase a single CD with the entire gift. Mr. Bartley told the Board he thinks it better to hold the money in savings for now because interest rates are only going up now, and we should be able to get a better CD later in the year. Mr. Rutledge agreed. Ms. Davies had also suggested that the Finance Committee meet soon to discuss the library's investment and savings practices. There was general agreement among the Trustees, and Mr. Dillie will contact the Committee members to schedule a meeting some early in April.

Library Materials Evaluation and Selection Policy: this policy was last revisited and revised in 2008. Copies of the current policy and proposed revision were distributed to the Trustees for review and then discussion at the April Regular meeting. Mr. Dillie reported that now is an opportune to time review this policy because there are increased challenges to library materials, at least in school libraries, in various states, and good practice suggests that we make the library's policies do what we want them to.

New Job Description: Mr. Dillie reported that he and Mrs. Heller are working a job description for a part-time Library Associate I who would regularly work in both the Adult and Youth Departments. Currently, the LAI positions are all dedicated to one or the other department, and cross-training part-time staff would provide more flexibility in scheduling and thus better staffing. There may be a need for a Personnel Committee meeting prior to the April meeting in order to review the job description.

Library Information Pamphlet: Jennifer Bates put together a library information pamphlet to give to new patrons or visitors who haven't been here before. Copies were shared with the Trustees who were very impressed and complemented her efforts.

Correspondence

None this month

Director's Report

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

Annual Library Statistics: February door count was 4621, up 68% from February of last year, but down 49% from the count in February, 2019. In-house circulation was down 3.7% for the month and is down 2.6% for the year. Total circulation was down 6.4% for the month and 5.6% for the year. The continuing problems with the delivery service have had a part in the reduced circ count. How much of a part will be more apparent once delivery service returns to normal.

Acknowledge Gifts—February

Restricted Individual Contributions to the General Fund	\$ 00.00
Unrestricted Individual Contributions to the General Fund	\$ 108.45*
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Total Restricted and Unrestricted	\$ 108.45

*Includes \$90.00 from Richard Myers for adult books.

In-kind Gifts

Anonymous	8 hardcovers; 25 trade paperbacks; 6 mass market; 11 DVDs
Roger Bartley	1 DVD set

Ms. Miller moved to **Adjourn** the meeting at 7:40. Dr. Beard seconded.

The next Regular Board Meeting will be held on April 28, 2022 at 6:30 pm in the Community Meeting Room.

Board President _____ Date _____

Minerva Public Library

March, 2021 Financial Reports

Submitted for the April, 2022 Board Meeting

Fiscal Officer Summary

Revenue Status Report

Appropriation Status Report

Bank Reconciliation

Fund Status

Investment Listing

Minerva Public Library
Financials March 2022

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>	<u>Transfers</u>
<u>Receipts:</u>				
Fines and Fees	6.85			
Lost Item	12.00			
Columbiana County PLF	1,358.97			
Stark County PLF	43,202.29			
Carroll County PLF	11,491.32			
CD Interest	248.92			
Sales Tax	0.49			
Printer paper	121.90			
Copier	241.90			
Fax	60.20			
Unrestricted Donations	2,656.50			
Rental/Meeting Room				
Resale	6.51			
Refunds from Overpayment				
Returned Check				
Other, Contributions, Gifts and Donations-EGLIE	75,013.46			
Youth Summer Reading	600.00			
Total from *Revenue Ledger	135,021.31			

Expenditures:

Salaries				
Dept 1	6,827.21			
Dept 2	3,408.93			
Dept 3	14,673.99			
Dept 4	82.58			
Dept 5	1,034.40			
OPERS	3,556.17			
Medicare	354.44			
Life Insurance	67.40			
Insurance-Board Share	3,095.65			
BWC				
Other Purchased and Contract Services				
Programming Supplies	284.46			
Adult Books	2,006.56			
Youth Books	1,002.94			
Periodicals	30.00			
Adult Audiovisual	952.33			
Downloadable Content	1,461.36			
Youth Audiovisual	345.83			
Library Material Repair and Restoration				
Other Library Material and Information	352.41			
Other Supplies Catalog and Processing	673.91			
Telephone				
Dues/Fees	410.00			

Mtn and Repair on Equipment	484.00
Other Property Main/Repair and Security	2,671.14
AEP	1,219.39
Office Supplies	204.60
Trash	112.00
Postage	
Natural Gas	807.77
Property Mtn/Repair Supplies and Parts	124.51
Rents/Leasing	445.86
UAN	
Water/Sewer	132.21
Other Communications, Publicity	
Other Purchased and Contract Services	216.35
Information Tech	577.40
Covid 19 Grant Expense	
resale	
Meeting	225.00
Fidelity Bond Premiums	242.00
Property Insurance Premium	9,572.00
Total General Expenses	57,654.80

Capital:		
Transfer In		
Maintenance and Repair		
Land		
Furniture		
Total Expenses		0.00

Ending Cash Balance:		
Checking/Cash on Hand	134,432.18	Capital Reserve
Savings (Chase)	197,110.16	
Savings (CNB)	80,580.53	
Certificates of Deposit (CNB)	3,185.18	227,372.59
Certificates of Deposit (Chase)	103,284.75	
Petty Cash/Registers	271.00	271.00
Savings Huntington	50,000.60	50,000.60
Total	568,864.40	227,372.59

March	
Income	135,021.31
Expense	-57,654.80
(less Egile check)	-75,013.46
Net Income	2,353.05

Revenue Status

By Fund

As Of 3/31/2022

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$30.00	\$1.50	\$28.50	5.000%
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	\$152,079.87	\$416,215.13	26.761%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$151,555.00	\$40,451.52	\$111,103.48	26.691%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$18,103.00	\$4,783.84	\$13,319.16	26.426%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$151.77	\$198.23	43.363%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$44.39	\$155.61	22.195%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$0.00	\$0.00	\$0.00	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,500.00	\$447.13	\$1,052.87	29.809%
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	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,750.00	\$374.75	\$1,375.25	21.414%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$158.95	\$341.05	31.790%
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	\$600.00	\$900.00	40.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,000.00	\$3,394.13	-\$394.13	113.138%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-690-0000	Other - Contributions, Gifts and Donations	\$0.00	\$75,013.46	-\$75,013.46	0.000%
1000-701-0000	Interest or Dividends on Investments	\$3,000.00	\$791.44	\$2,208.56	26.381%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$33.00	\$67.00	33.000%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$0.00	\$0.00	0.000%
1000-871-0000	Refunds for Overpayment	\$0.00	\$0.00	\$0.00	0.000%
1000-872-0000	Insurance Reimbursements	\$1,000.00	\$405.44	\$594.56	40.544%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.0000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.0000%
Report Total:		\$750,883.00	\$278,731.19	\$472,151.81	37.120%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

4/5/2022 2:42:48 PM
 UAN v2022.3

As Of 3/31/2022

Fund: General
 Pooled Balance: \$207,725.50
 Non-Pooled Balance: \$361,138.90
 Total Cash Balance: \$568,864.40

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	\$20,592.26	\$88,162.74	23.201%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$43,972.00	\$0.00	\$10,223.74	\$33,748.26	23.251%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$212,397.00	\$0.00	\$44,396.81	\$168,000.19	20.903%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$2,500.00	\$0.00	\$395.92	\$2,104.08	15.837%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$13,422.00	\$0.00	\$3,103.20	\$10,318.80	23.120%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$49,433.44	\$0.00	\$10,702.80	\$38,730.64	21.651%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,120.16	\$0.00	\$1,072.71	\$4,047.45	20.951%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,045.00	\$24,758.05	\$9,286.95	\$0.00	27.278%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$265.20	\$134.80	\$0.00	33.700%
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	\$0.00	\$0.00	\$0.00	0.000%
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 pr}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-360-0000	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	\$500.00	\$0.00	\$0.00	0.000%
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	\$0.00	\$3,000.00	0.000%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$3,323.58	\$676.42	\$0.00	16.911%
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-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
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%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$20,000.00	\$8,312.94	\$4,929.98	\$6,757.08	24.650%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$9,438.71	\$2,561.29	\$7,000.00	13.480%
1000-120-411-2022	Books and Pamphlets{Egile Adult Books Fund}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$6,000.00	\$32.91	\$5,967.09	\$0.00	99.452%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

4/5/2022 2:42:48 PM
 UAN V2022.3

As Of 3/31/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 1/23/1 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$8,000.00	\$2,483.03	\$1,016.97	\$4,500.00	12.712%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$21,194.03	\$4,805.97	\$0.00	18.485%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.000%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$4,000.00	\$2,276.00	\$724.00	\$1,000.00	18.100%
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	\$400.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$55.00	\$0.00	\$945.00	0.000%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$3,600.00	\$3,035.61	\$564.39	\$0.00	15.678%
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%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$8,500.00	\$6,467.73	\$2,032.27	\$11,000.00	23.909%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$29,420.00	\$15,756.54	\$2,663.46	\$0.00	9.053%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$1,400.00	\$1,064.00	\$336.00	\$0.00	24.000%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$33,229.00	\$23,758.93	\$5,970.07	\$3,500.00	17.966%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$16,000.00	\$12,229.41	\$3,770.59	\$0.00	23.566%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$600.00	\$467.79	\$132.21	\$0.00	22.035%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$8,500.00	\$5,600.94	\$2,899.06	\$0.00	34.107%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$500.00	\$458.00	\$42.00	\$0.00	8.400%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$4,000.00	\$3,054.62	\$945.38	\$0.00	23.635%
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	\$500.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$500.00	\$275.00	\$225.00	\$0.00	45.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$200.00	\$142.00	\$58.00	\$0.00	29.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
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	\$678.00	\$0.00	\$0.00	\$678.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,572.00	\$0.00	\$5,572.00	\$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	\$3,871.63	\$1,378.37	\$0.00	26.255%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$3,048.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 3/31/2022

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
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$11,700.00	\$10,739.92	\$960.08	\$0.00	8.206%
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	\$2,371.96	\$628.04	\$0.00	20.935%
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	\$14,503.91	\$6,413.09	\$290.00	36.240%
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	\$5,000.00	\$3,843.47	\$1,156.53	\$0.00	23.131%
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	\$200,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$939,814.10	\$189,130.91	\$160,952.45	\$569,730.74	17.126%

Fund: Capital Projects		\$227,372.59						
Pooled Balance:		\$0.00						
Non-Pooled Balance:		\$227,372.59						
Total Cash Balance:								

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	\$1,891.00	\$0.00	\$13,119.00	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%
4001-760-720-2021	Land Improvement(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$1,996.00	\$0.00	\$15,000.00	\$1,996.00	\$332.49	\$14,667.51	1.956%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$805.46	\$0.00	\$4,194.54	0.000%
Capital Projects Fund Total:		\$1,996.00	\$0.00	\$55,000.00	\$4,682.46	\$332.49	\$51,981.05	0.583%
Report Total:		\$1,996.00	\$0.00	\$994,814.10	\$193,813.37	\$161,284.94	\$641,711.79	16.180%

Bank Reconciliation

Reconciled Date 3/31/2022

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Prior UAN Balance:		\$718,870.48
Receipts:	+	\$263,828.52
Payments:	-	\$186,463.01
Adjustments:	+	\$1.00
Current UAN Balance as of 03/31/2022:		\$796,236.99
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 03/31/2022:		<u>\$796,236.99</u>
Entered Bank Balances as of 03/31/2022:		\$796,236.99
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 03/31/2022:		<u>\$796,236.99</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 03/31/2022.

There are no outstanding receipts as of 03/31/2022.

There are no outstanding adjustments as of 03/31/2022.

Bank Balances

Reconciled Date 3/31/2022

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Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$186,034.40	\$134,432.18	\$134,432.18	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD Chase		\$103,284.75	\$103,284.75	\$103,284.75	\$0.00
Investment	CD012716		\$21,563.76	\$21,564.59	\$21,564.59	\$0.00
Investment	CD042517		\$21,607.50	\$21,615.79	\$21,615.79	\$0.00
Investment	CD050916		\$110,279.22	\$110,451.08	\$110,451.08	\$0.00
Investment	CD072716		\$21,480.89	\$21,481.71	\$21,481.71	\$0.00
Investment	CD080415		\$33,663.59	\$33,721.23	\$33,721.23	\$0.00
Investment	CD082817		\$21,722.54	\$21,723.37	\$21,723.37	\$0.00
Investment	CNB Saving		\$1,860.50	\$80,580.53	\$80,580.53	\$0.00
Investment	HNB Saving		\$50,000.00	\$50,000.60	\$50,000.60	\$0.00
Investment	SAVINGS		\$147,102.33	\$197,110.16	\$197,110.16	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$718,870.48</u>	<u>\$796,236.99</u>	<u>\$796,236.99</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 3/31/2022

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<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	86-2022	03/07/2022	Kanopy Inc.	\$34.00
PRIMARY	Electronic	87-2022	03/07/2022	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	88-2022	03/07/2022	MIDWEST TAPE	\$1,427.36
PRIMARY	Electronic	89-2022	03/07/2022	WATER AND SEWER DEPT.	\$132.21
PRIMARY	Electronic	90-2022	03/07/2022	FIRST COMMUNICATIONS	\$673.91
PRIMARY	Electronic	91-2022	03/07/2022	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$190.43
PRIMARY	Electronic	92-2022	03/07/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$230.00
PRIMARY	Electronic	93-2022	03/07/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$60.22
PRIMARY	Electronic	94-2022	03/07/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	95-2022	03/07/2022	OHIO LIBRARY COUNCIL	\$225.00
PRIMARY	Electronic	96-2022	03/07/2022	copeco	\$445.86
PRIMARY	Electronic	97-2022	03/07/2022	Carrol Hills Industries	\$109.25
PRIMARY	Electronic	98-2022	03/07/2022	NATURESCAPES	\$492.00
PRIMARY	Electronic	99-2022	03/07/2022	DAMON INDUSTRIES INC	\$94.96
PRIMARY	Electronic	100-2022	03/07/2022	INDEPENDENT ELEVATOR CO., INC.	\$209.00
PRIMARY	Electronic	101-2022	03/07/2022	House Cleaning Genie	\$544.10
PRIMARY	Electronic	102-2022	03/08/2022	RENTWEAR, INC.	\$50.66
PRIMARY	Electronic	103-2022	03/08/2022	BAKER & TAYLOR BOOKS	\$90.11
PRIMARY	Electronic	104-2022	03/08/2022	BAKER & TAYLOR BOOKS	\$630.64
PRIMARY	Electronic	105-2022	03/08/2022	UNIQUE MANAGEMENT SERVICES, INC.	\$29.55
PRIMARY	Electronic	106-2022	03/09/2022	PAYCHEX	\$9,620.87
PRIMARY	Electronic	107-2022	03/10/2022	PAYCHEX	\$1,355.14
PRIMARY	Electronic	108-2022	03/10/2022	PAYCHEX	\$112.75
PRIMARY	Electronic	109-2022	03/11/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,070.03
PRIMARY	Electronic	110-2022	03/11/2022	Sedgwick - Ohio TPA	\$260.00
PRIMARY	Electronic	111-2022	03/11/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$60.22
PRIMARY	Electronic	112-2022	03/11/2022	MINERVA AREA CHAMBER OF COMMERCE	\$150.00
PRIMARY	Electronic	113-2022	03/11/2022	BAKER & TAYLOR BOOKS	\$490.07
PRIMARY	Electronic	114-2022	03/11/2022	STANDARD PLUMBING AND HEATING CO	\$275.00
PRIMARY	Electronic	115-2022	03/11/2022	House Cleaning Genie	\$338.88
PRIMARY	Electronic	116-2022	03/17/2022	COLUMBIA GAS OF OHIO	\$807.77

Cleared Payments

Reconciled Date 3/31/2022

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Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	117-2022	03/17/2022	AMERICAN ELECTRIC POWER	\$1,219.39
PRIMARY	Electronic	118-2022	03/14/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	119-2022	03/22/2022	AMAZON	\$1,838.61
PRIMARY	Electronic	120-2022	03/29/2022	BAKER & TAYLOR BOOKS	\$567.20
PRIMARY	Electronic	121-2022	03/29/2022	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	122-2022	03/29/2022	WHITAKER-MYERS INSURANCE	\$242.00
PRIMARY	Electronic	123-2022	03/29/2022	House Cleaning Genie	\$681.00
PRIMARY	Electronic	124-2022	03/29/2022	PAYCHEX	\$103.60
PRIMARY	Electronic	125-2022	03/24/2022	PAYCHEX	\$8,918.22
PRIMARY	Electronic	126-2022	03/24/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,026.28
PRIMARY	Electronic	127-2022	03/29/2022	PAYCHEX	\$1,295.53
PRIMARY	Electronic	128-2022	03/31/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	129-2022	03/31/2022	House Cleaning Genie	\$359.50
PRIMARY	Electronic	130-2022	03/29/2022	Professional Computing Services	\$564.45
PRIMARY	Electronic	131-2022	03/31/2022	WHITAKER-MYERS INSURANCE	\$9,572.00
PRIMARY	Electronic	132-2022	03/29/2022	SHOWCASES	\$94.61
PRIMARY	Electronic	133-2022	03/29/2022	Ted Fellows	\$85.00
PRIMARY	Electronic	134-2022	03/29/2022	CENTER POINT LARGE PRINT	\$272.02
PRIMARY	Electronic	135-2022	03/29/2022	THORNDIKE PRESS	\$264.28
PRIMARY	Electronic	136-2022	03/29/2022	DEMCO, INC.	\$257.80
PRIMARY	Electronic	137-2022	03/29/2022	BAKER & TAYLOR BOOKS	\$278.78
PRIMARY	Electronic	138-2022	03/29/2022	CHASE CARD SERVICES	\$298.71
PRIMARY	Inv Transfer		03/02/2022	Transfer To Investment CNB Saving Fund 1000	\$83.05
PRIMARY	Inv Transfer		03/07/2022	Transfer To Investment CNB Saving Fund 1000	\$754.35
PRIMARY	Inv Transfer		03/08/2022	Transfer To Investment CNB Saving Fund 1000	\$1.00
PRIMARY	Inv Transfer		03/08/2022	Transfer To Investment CNB Saving Fund 1000	\$357.50
PRIMARY	Inv Transfer		03/08/2022	Transfer To Investment SAVINGS	\$50,000.00
PRIMARY	Inv Transfer		03/11/2022	Transfer To Investment CNB Saving Fund 1000	\$1,133.25
PRIMARY	Inv Transfer		03/21/2022	Transfer To Investment CNB Saving Fund 1000	\$556.70
PRIMARY	Inv Transfer		03/29/2022	Transfer To Investment CNB Saving Fund 1000	\$88.40

Cleared Payments

Reconciled Date 3/31/2022

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<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Inv Transfer		03/29/2022	Transfer To Investment CNB Saving Fund 1000	\$418.30
PRIMARY	Inv Transfer		03/31/2022	Transfer To Investment CNB Saving Fund 1000	\$75,371.46
CNB Saving	Inv Transfer		03/22/2022	Transfer From Investment CNB Saving Fund 1000	\$44.20
					<u>\$186,463.01</u>

Cleared Receipts

Reconciled Date 3/31/2022

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Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		32-2022	03/02/2022	Daily Receipts-CNB Registers	\$83.05
PRIMARY	Standard		33-2022	03/07/2022	Daily Receipts-CNB Registers	\$754.35
PRIMARY	Standard		34-2022	03/08/2022	Daily Receipts-CNB Registers	\$357.50
PRIMARY	Standard		35-2022	03/11/2022	STARK COUNTY AUDITOR'S OFFICE	\$43,202.29
PRIMARY	Standard		36-2022	03/11/2022	Daily Receipts-CNB Registers	\$1,133.25
PRIMARY	Standard		38-2022	03/14/2022	CARROLL COUNTY AUDITOR'S OFFICE	\$11,491.32
PRIMARY	Standard		39-2022	03/17/2022	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,358.97
PRIMARY	Standard		37-2022	03/21/2022	Daily Receipts-CNB Registers	\$556.70
PRIMARY	Standard		40-2022	03/22/2022	Daily Receipts-CNB Registers	\$44.20
PRIMARY	Standard		41-2022	03/29/2022	Daily Receipts-CNB Registers	\$418.30
PRIMARY	Standard		48-2022	03/31/2022	Daily Receipts-CNB Registers	\$75,371.46
PRIMARY	Inv Transfer			03/22/2022	Transfer From Investment CNB Saving Fund 1000	\$44.20
CD012716	Interest		46-2022	03/31/2022	CD012716	\$0.83
CD042517	Interest		44-2022	03/31/2022	CD042517	\$8.29
CD050916	Interest		45-2022	03/31/2022	CD050916	\$171.86
CD072716	Interest		42-2022	03/31/2022	CD072716	\$0.82
CD080415	Interest		43-2022	03/31/2022	CD080415	\$57.64
CD082817	Interest		47-2022	03/31/2022	CD082817	\$0.83
CNB Saving	Inv Transfer			03/02/2022	Transfer To Investment CNB Saving Fund 1000	\$83.05
CNB Saving	Inv Transfer			03/07/2022	Transfer To Investment CNB Saving Fund 1000	\$754.35
CNB Saving	Inv Transfer			03/08/2022	Transfer To Investment CNB Saving Fund 1000	\$1.00
CNB Saving	Inv Transfer			03/08/2022	Transfer To Investment CNB Saving Fund 1000	\$357.50
CNB Saving	Inv Transfer			03/11/2022	Transfer To Investment CNB Saving Fund 1000	\$1,133.25
CNB Saving	Inv Transfer			03/21/2022	Transfer To Investment CNB Saving Fund 1000	\$556.70
CNB Saving	Inv Transfer			03/29/2022	Transfer To Investment CNB Saving Fund 1000	\$88.40
CNB Saving	Inv Transfer			03/29/2022	Transfer To Investment CNB Saving Fund 1000	\$418.30
CNB Saving	Inv Transfer			03/31/2022	Transfer To Investment CNB Saving Fund 1000	\$75,371.46
CNB Saving	Interest		52-2022	03/31/2022	CNB Saving	\$0.22
HNB Saving	Interest		51-2022	03/31/2022	HNB Saving	\$0.60
SAVINGS	Inv Transfer			03/08/2022	Transfer To Investment SAVINGS	\$50,000.00
SAVINGS	Interest		50-2022	03/31/2022	SAVINGS	\$7.83
						\$263,828.52

Cleared Adjustments

Reconciled Date 3/31/2022

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<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Receipt Adj	33-2022	03/08/2022	Daily Receipts-CNB Registers	\$1.00
					<u>\$1.00</u>

Fund Status

As Of 3/31/2022

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	47.742%	\$568,864.40	\$361,138.90	\$207,725.50
4001	Capital Projects	52.258%	\$227,372.59	\$0.00	\$227,372.59
All Funds Total			\$796,236.99	\$361,138.90	\$435,098.09

Pooled Investments	\$300,394.91
Secondary Checking Accounts	\$271.00
Available Primary Checking Balance	\$134,432.18

Last reconciled to bank: 03/31/2022 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2022

4/5/2022 2:48:33 PM
 UAN v2022.3

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12 Months Jumbo 8/2/22	\$103,284.75	0.05%	\$0.00	\$3,284.75	08/02/2018	08/02/2022		
CD012716	CONSUMERS 0106638111 18 month CD 08/	\$21,564.59	0.05%	\$2.67	\$1,241.79	01/27/2018	08/27/2022		
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,615.79	0.50%	\$26.63	\$1,091.33	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp06/	\$110,451.08	2.03%	\$551.46	\$9,158.71	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 15 month CD 03,	\$21,481.71	0.05%	\$2.64	\$1,303.97	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$33,721.23	2.23%	\$184.92	\$3,419.90	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 15 month CD 3/2/	\$21,723.37	0.05%	\$2.67	\$976.31	08/26/2017	03/28/2022		
CNB Saving	CNB Savings	\$80,719.94	0.00%	\$0.22	\$0.22	01/14/2022	11/29/2099		
HNB Saving	HNB Savings	\$50,000.60	0.00%	\$0.60	\$0.60	02/14/2022	12/31/2099		
SAVINGS	CHASE BUSINESS SAVINGS	\$197,110.16	0.10%	\$19.63	\$28,137.97	08/24/2000	12/31/2099		
STAR OHIO	STATE TREASURY ASSET RESERVE OF O	\$0.00	0.04%	\$0.00	\$270,672.85	01/01/1999	12/31/2099		

End

Minerva Public Library

**March, 2022 Financial
Reports**

**Submitted for April, 2022
Board Meeting**

7. Materials Evaluation and Selection

7.1 Purpose of this Policy

Collection development is an ongoing activity; the collection evolves as the needs of the community evolve and as changing technology provides additional or alternative resources. Because no library budget is large enough to permit the purchase of every worthy resource, this policy guides the library staff in most effectively using the Minerva Public Library's financial resources to meet the present and anticipated needs of the community it serves. A policy cannot replace the judgment of trained and experienced staff, but stating goals and indicating boundaries will assist staff in selecting library resources, evaluating the collection, and maintaining the collection's currency, relevancy and usefulness.

7.2 Responsibility to the Community

The Minerva Public Library plays an active and positive role in the community. The Board of Trustees, administration, and staff of Minerva Public Library are committed to these tenets: (1) that intellectual freedom makes possible an informed, enlightened populace by providing a wide variety of facts, opinions, and ideas from which to choose; (2) that free and open access to information is necessary for informed citizens who think and make choices for themselves – voting choices, consumer decisions, opinions on social issues, economic decisions, etc.

The Library fulfills its mission when it selects and makes available materials for the enlightenment, cultural development, and enjoyment of all members of the public, including all age levels and many levels of interest and ability. Moreover, the collection should include materials that represent topics of current interest, as well as those of enduring value.

The *Standards for Public Library Service in Ohio*, 2002 Revision, states: "The library considers the diversity of community needs, interests and demands for titles and formats in the materials selection process." Material that inspires one reader may indeed sometimes offend another. However, by providing free and open access to diverse information and viewpoints, the public library serves as a cornerstone of the principles of democratic society. Inclusion of materials in the Library's collection acknowledges the importance of a diversity of views and interests ; it does not represent an endorsement or imply agreement with any particular viewpoint, or suggest approval or certification of the content of any item. Staff work to provide materials that represent a variety of viewpoints on controversial issues.

The Library does not label materials except to aid the public in finding them in the library. Thus, stickers such as "Ohio" or "Mystery" may be used. Labels or ratings that provide assessments such as "This material contains language which some may find offensive" are not applied by the library.

The responsibility for monitoring a child's reading, listening and viewing rests with the parent or legal guardian. Selection of materials for the Library is not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Library staff is willing to work with the parent or guardian to determine what materials are best suited for a child's needs, within the framework or guidelines established by the parent or guardian.

All libraries are likely to contain some materials that some patrons may find objectionable. In addition, collections may not contain all materials that some patrons feel are important. In both cases, the Library has established procedures to hear the voices of the community. (see Section 7.5 and 7.6 below)..

Minerva Public Library's Board of Trustees supports the latest revisions to the American Library Association's Library Bill of Rights and the interpretations of that document. including: *The Freedom to Read Statement; The Freedom to View Statement; The Statement on Free Access to Libraries for Minors; The Statement on Labeling and Rating Systems;; TheStatement on Expurgation of Library Materials; and The Statement on Diversity in Collection Development.* Copies of these documents are in the appendices.

7.3 Responsibility for Selection

The policies and mandates of the Library Board of Trustees govern the inclusions of materials in the Library collection. Overall responsibility for the collection is delegated to the Director, and Library staff who are qualified by education, training, interest, and job classification are responsible for selecting materials.

7.4 Principles of Collection Development

Libraries have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of materials through resource sharing. Access to all materials legally obtainable should be assured to the public, and policies should not exclude materials even if such materials offend a library staff member or some members of the community. An item is evaluated as a whole, not on the basis of a particular section or sections. Thus, an item will not be included in, or excluded from, the collection because of:

- Race, religion, nationality, sexual orientation or views of the author;
- Depictions or descriptions of violence or sexual activity;
- Controversial content;
- Endorsement or disapproval by any individual or community group

7.41 General Selection Standards

Because its ability to purchase and store materials is limited by both the size of its budget and its building, the Library has established standards for purchase and retention. These standards may be applied to all formats and include, but are not limited to:

- Current interest
- Timeliness
- Educational significance
- Positive reviews
- Recommendations by professionals
- Patron requests
- Accuracy
- Contribution to the breadth of representative viewpoints
- Value commensurate with cost and/or need
- Reputation of author/publisher/producer

The Library strives to provide material that promotes continuing, independent learning. The Library makes an effort to provide curriculum-related materials for area schools and other teaching situations. The Library does not usually acquire textbooks, professional or academic journals, or other curriculum-related materials except as such materials might also serve the general public, e.g. basic science books. Nor does the library purchase multiple copies in sufficient quantity to meet the assigned informational demands of local institutions, schools and colleges, or non-library reading groups.

7.42 Resource Sharing with Other Libraries

The Library is a member of the SEO library consortium made up of over 70 libraries across the state. Patrons are encouraged to use this network to borrow materials that the Library does not own, and staff will assist patrons if necessary. See Section 2.4 for more details on current resource sharing services.

7.43 Reference Information Sources

The Library maintains a basic print reference collection. Insofar as licenses and costs permit, electronic products subscribed to by the Library are offered for use off-site as well as in the library building. The Library provides access to the Ohio Web Library (OWL) and its contracted reference databases, many of which are available for use off-site as well. Both OWL and the Library, through their respective websites, guide users to selected recommended Internet sites, and the Library provides access to the full range of Internet sites permissible under Ohio law.

7.44 Collection Maintenance

In order to maintain a collection that is current and relevant to the community's needs, Library staff periodically re-examine materials, including gift items, in order to re-evaluate the overall collection and specific items within it. Doing so keeps the collection optimally sized and current. Staff consider the condition,

use, and timeliness of materials when deciding what items to withdraw from the collection. The Library may offer withdrawn materials to the Library Friends Group or other groups or organizations whose purpose is consistent with, or furthers, the Library's mission. These groups may resell these materials, or use them for other purposes consistent with the Library's mission. See Section 1.7.

7.45 Gift Materials Guidelines

Minerva Public Library accepts or rejects donated materials at its discretion as described in Section 1.6. The Library discourages gifts with restrictions. Donated books and other materials are added to the collection according to the same general criteria applied to all other library materials.

7.46 Memorial Gifts

A gift of money for the purchase of materials, including memorial gifts, is a thoughtful way to honor someone's memory or to honor and acknowledge a special occasion such as a birthday, anniversary or graduation.

The donor may suggest the subject areas or authors to be considered for purchase. Every effort will be made by selectors to choose materials which will both benefit the collection and please the donors. A gift or memorial plate will be placed in the material. Information on a *Memorial/Gift Materials Donation Form* is required.

All library materials are subject to theft, damage, wear, and lack of use, and the library cannot guarantee that "in memoriam" or gift materials will remain a part of the collection forever. These items will be weeded on the same basis as other items in the collection.

7.5 Request for Purchase

The Library serves a diverse public. On occasion, a patron may think that the Library should add a particular title to the collection. Patrons may request the addition of a title by contacting Library staff in person, and most requests are handled in this manner. However, if a patron wishes, the request may be handled more formally by using the "Request for Addition of a Title" form (see appendix). Forms are available at the Library service desks. The completed form will be referred to the staff member responsible for selecting in that area of the Library's collection.

7.6 Request for Reconsideration

The Library serves a diverse public. On occasion, a patron may believe that a specific title or source should not be in the collection. In this instance, the patron should first discuss the material with the Library staff. If, following the discussion, the patron still wishes the Library to reconsider the title or source, he or she must fill out a "Request for Reconsideration of a Title" form (see appendix). Forms are

available at the Library service desks. Because items are evaluated as a whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item. A reconsideration form submitted without the name of the person making the objection will not be considered. Also, if the material has been previously reconsidered, it will not be reconsidered again unless the more recent request is based on substantially different reasons than an earlier request.

The request will be referred to a collection-development committee for review. The patron will be informed in writing of (1) the receipt of the request and (2) the decision. If the patron is not satisfied with the decision, he or she may appeal in writing to the Library Board of Trustees. The letter should be addressed to President, Board of Trustees, Minerva Public Library, 677 Lynnwood Dr., Minerva, OH 44657. The Board will make a decision and inform the patron in writing, usually following the next regularly scheduled Board meeting

The title under consideration will remain in the collection throughout the process to support the freedom of other patrons to read, view, or listen.

Proposed Revision 04-2022

7. Materials Selection

7.1 Purpose of this Policy

The Minerva Public Library works to meet its patrons' interests in information, education, and cultural development while also supporting the patrons' equally important interest in library materials for recreation and enjoyment. The library materials selection process builds a collection of a variety of materials to further the library's program of information, education, and recreation. Developing a library's collection is an ongoing activity; a library's collection will evolve as the needs and interests of the community evolve and as changing technology provides additional or alternative types of resources. Because no library budget is large enough to permit the purchase of all materials that might prove useful, nor is any library building large enough to store all such materials, this policy guides the staff in most effectively using the Minerva Public Library's financial resources to meet the present and anticipated needs of the community it serves. A policy cannot replace the judgment of trained and experienced staff, but stating goals and indicating boundaries will assist staff in selecting library resources, evaluating the collection, and maintaining the collection's currency, relevancy, and usefulness.

7.2 Responsibility to the Community

The Minerva Public Library plays an active and positive role in the community. The Board of Trustees, administration, and staff of Library are committed to the principle that free and open access to information is necessary for informed citizens who think and make choices for themselves. And, that ready access to a wide variety of facts, opinions, and ideas from which to choose makes possible an informed and enlightened populace.

The Library fulfills its mission when it makes available materials for the enlightenment, education, cultural development, recreation, and enjoyment of all members of the public, including all age levels and many levels of interest and ability. Moreover, the collection should include materials that represent topics of current interest as well as those of enduring value.

Decisions about what materials are suitable for particular children should be made by people who know them best—their parents or guardians. Library staff is willing to work with the parent or guardian to choose materials that may be best suited for a child's needs within the framework or guidelines established by the parent or guardian. Selection of materials for the library collection is not limited by the possibility that a child may obtain materials that a parent or guardian might consider inappropriate for that child.

All libraries are likely to contain some materials that some patrons may find objectionable. In addition, collections may not contain all materials that some patrons feel are important. In both cases, the Library has established procedures to hear the voices of the community. (see Section 7.5 and 7.6 below)..

The Minerva Public Library Board of Trustees supports the American Library Association's *Library Bill of Rights* and the interpretations of that document relating to materials evaluation and selection including: *The Freedom to Read Statement*; *The Freedom to View Statement*; and the *Statement on Diversity Collections*, and the statement on *Access to Digital Resources and Services*. Copies of these documents are in the appendices.

7.3 Responsibility for Selection

Ultimate responsibility for the selection of library materials, as with all library activities rests with the Library Director, operating within a framework of policies approved by the Library's Board of Trustees. While the Director may also delegate selection duties to Library staff who are qualified for the task by education, training, and interest, the Director retains final authority to approve or reject any items selected by staff.

7.4 Principles of Collection Development

The Library considers the diversity of community needs, interests, and demands for titles and formats in the materials selection process. A work that inspires one reader may sometimes offend another. However, by providing free and open access to diverse information and viewpoints, the public library serves as a cornerstone of the principles of democratic society. Inclusion of a diversity of materials in the Library's collection acknowledges the importance of a diversity of views and interests. Staff work to provide materials that represent a variety of viewpoints on controversial issues; this goal does not require numerical balance in the number of items representing different viewpoints. Inclusion in the collection does not represent an endorsement by the Library nor imply agreement with any particular viewpoint, or suggest approval or certification of the content of any particular item.

The Library may label materials to aid the public in finding them in the collection. The Library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval, or judgement as to the suitability of content for a particular audience. The Library does not remove or obscure ratings attached to a material by a publisher, industry group, or distributor.

7.41 General Selection Standards

Because its ability to purchase and store materials is limited by both the size of its budget and the size of its building, the Library has established guidelines for purchase and retention. These guidelines may be applied to all formats and include, but are not limited to:

- Current interest
- Timeliness
- Educational significance
- Positive reviews
- Recommendations by professionals
- Patron requests
- Accuracy
- Duplication of other resources
- Contribution to the breadth of representative viewpoints
- Value of resource commensurate with cost and/or need
- Reputation of author/publisher/producer

Library staff have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of materials through resource sharing. Staff will strive to provide access to all materials legally obtainable, and policies should not exclude materials even if such materials offend a staff member or some members of the community. An item is evaluated as a whole, not on the basis of a particular section or sections. Thus, an item will not be included in, or excluded from, the collection because of:

- The race, religion, nationality, sexual orientation or identification, or views of the author;
- Depictions or descriptions of violence or sexual activity;
- Controversial content;
- Endorsement or disapproval by any individual or community group

The Library strives to provide material that promotes continuing, independent learning. The Library makes an effort to provide materials that will help support the curricula for area schools and other teaching situations. However, the Library does not usually acquire textbooks, professional or academic journals, or syllabus-specific materials. Nor does the Library purchase multiple copies of titles in sufficient quantity to meet the assignment demands of local institutions, schools and colleges, or non-library reading groups.

7.42 Resource Sharing with Other Libraries

The Library is a member of the SEO library consortium made up of over 95 libraries across the state with a combined collection of over 8,000,000 items. These materials are directly available for patrons of all consortium member libraries to request through the shared library catalog. Patrons are encouraged to take full advantage of this access and to use this network to request materials for delivery to the Library for local check out. Such direct access may be considered an adequate substitute for local ownership when deciding whether to purchase a title for the Library's collection. However, convenient resource sharing is not a substitute for sound local collection development, and the ready availability of a title through the consortium does not preclude purchase of the same title for the local collection. The Library also recognizes a responsibility to assist in meeting consortium-wide demand for popular titles even when there may be less demand locally.

7.43 Reference Information Sources

While the Library maintains a basic print reference collection, it is understood that many reference questions are now answered with online resources. The Library also provides access to the Ohio Web Library (OWL) and its contracted reference databases, most of which are available for patron use off-site as well as in the library building. The Library provides access to the full range of Internet sites permissible under Ohio law.

7.44 Downloadable and Streaming Content

Technology provides the means for the Library to deliver content directly to patrons wherever they may have internet access. The Library participates in the Ohio Digital Library, a collection supported and maintained by a consortium of public libraries to share with all the patrons of ODL member libraries. Library staff purchase titles to add to this online collection, as do the staff of the other ODL member libraries. The Library also purchases direct pay-per-use access for local library patrons to downloadable and streaming services, e.g. Hoopla and Kanopy. The content provided by such services is not selected by library staff, but rather is provided as packages of titles.

7.45 Collection Maintenance

In order to maintain a collection that is current, relevant, and useful to the community's needs and interests, Library staff periodically re-examine materials, including gift items, in an ongoing effort to evaluate the overall collection and specific items within it. Staff consider the condition, use, and timeliness of materials when deciding what items to withdraw from the collection. The Library may offer withdrawn materials to the Library Friends or other groups or organizations whose purpose is consistent with, or furthers, the Library's mission. These groups, or the Library, may resell these materials, or use them for other purposes consistent with the Library's mission. See Section 1.7 of the *Public Service Policies Manual*.

7.46 Gift Materials Guidelines

Minerva Public Library accepts or rejects donated materials at its discretion as described in Section 1.6 of the *Public Service Policies Manual*. The Library discourages gifts with restrictions. Donated books and other materials are added to the collection according to the same general criteria applied to other library materials. Donated materials not added to the collection may be disposed of in the same manner as withdrawn library materials. .

7.47 Memorial Gifts

A gift of money for the purchase of materials, including memorial gifts, is a thoughtful way to honor someone's memory or to honor and acknowledge a special occasion such as a birthday, anniversary, or graduation.

The donor may suggest the subject areas or authors to be considered for purchase. Every effort will be made by selectors to choose materials which will both benefit the collection and please the donors. A gift or memorial plate will be placed in the material if requested.

All library materials are subject to theft, damage, wear, and lack of use, and the library cannot guarantee that "in memoriam" or other gift materials will remain a part of the collection forever. These items will be withdrawn on the same basis as other items in the collection.

7.5 Request for Purchase

The Library serves a diverse public. On occasion, a patron may think that the Library should add a particular title to the collection. Patrons may request the addition of a title by contacting Library staff in person, and most requests are handled in this manner. However, if a patron wishes, the request may be handled more formally by using the "Request for Addition of a Title" form (see appendix). Forms are available at the Library service desks. The completed form will be referred to the staff member responsible for selecting in that area of the Library's collection. Staff will determine whether to purchase a requested title using the same general selection standards described above in section 7.41.

7.6 Request for Reconsideration

The Library serves a diverse public. On occasion, a patron may believe that a specific title or source should not be in the collection. In this instance, the patron should first discuss the material with the Library staff. If, following the discussion, the patron still wishes the Library to reconsider the title, he or she must fill out a "Request for Reconsideration of a Title" form (see appendix). Forms are available at the Library service desks. Because items are evaluated as a whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item. A reconsideration form submitted without the name of the person making the objection will not be considered. Also, if the material has been previously reconsidered, it will not be reconsidered again unless the more recent request is based on substantially different reasons than an earlier request.

The request will be referred to a collection-development committee for review. The patron will be informed in writing of (1) the receipt of the request and (2) the decision. If the patron is not satisfied with the decision, he or she may appeal in writing to the Library Board of Trustees. The letter should be addressed to President, Board of Trustees, Minerva Public Library, 677 Lynnwood Dr., Minerva, OH 44657. The Board will make a decision and inform the patron in writing, usually following the next regularly scheduled Board meeting

The title under consideration will remain in the collection throughout the process to support the freedom of other patrons to read, view, or listen.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation,

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VI. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill> (interpretations)).

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further,

democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

.....

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>) The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression, Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video

Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library's selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be

considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities,

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

¹"Services to People with Disabilities: An Interpretation of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeoplewithdisabilities>)," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

²*ALA Code of Ethics*, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the *Library Bill of Rights*, libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the *Library Bill of Rights* and the *Code of Ethics of the American Library Association*. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services.

In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.¹

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.² Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.³ The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the *Library Bill of Rights*. The library should regularly maintain its systems and networks in order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.⁴ Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities.

Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.⁵ Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

Information Resources and Access

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the

cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.⁶ If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.⁷

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform.

"Guidelines for Library Policies
(<http://www.ala.org/advocacy/intfreedom/guidelinesforaccesspolicies>),"

approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 under previous name "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

² *Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); *cert. denied*, 534 U.S. 994 (2001).

³ "Privacy: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>)," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.

⁴ Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," *Telecommunications Policy* 35, no. 8 (2011): 715-736. <https://doi.org/10.1016/j.telpol.2011.06.012> (<https://doi.org/10.1016/j.telpol.2011.06.012>)

⁵ "Economic Barriers to Information Access: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

⁶ "Internet Filtering: An Interpretation of the (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering>) *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering>)," adopted June 30, 2015, by the ALA Council.

⁷ "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al v. American Library Association*, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 under previous name "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.

See Also

- "Questions and Answers on Access to Digital Information, Services and Networks (<http://www.ala.org/advocacy/intfreedom/digitalaccessfaq>)," adopted June 5, 1997 by the ALA Intellectual Freedom Committee; revised November 17, 2000; January 16, 2010.
- "Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage (<http://www.ala.org/advocacy/intfreedom/guidelinesdevelopment>)," adopted January 24, 1993 by the Intellectual Freedom Committee; revised November 17, 2000; January 19, 2005; March 29, 2014; and March 24, 2019.
- "Guidelines for Library Policies (<http://www.ala.org/advocacy/intfreedom/guidelinesforaccesspolicies>)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 under previous name "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

2021 Annual Report

Library Board President – Roger Bartley
Library Director – Tom Dillie
Fiscal Officer – Christina Davies

In 2021 the library staff tried new ways to engage with you, the library patron, as we all figured out how to get long during the pandemic. Youth Services staff presented programs online and outside, offered new and creative take home projects for children of all ages, and returned to programs in person and in the building with the start of the new school year. Adult Services offered take and make crafts for the first time which proved very popular. Staff helped patrons figure out how to enjoy the library's free download and streaming content to read, watch, and listen to. A new heating and cooling control system, and new air conditioning condensers made the library more comfortable and improved energy efficiency. We continued to provide you with the books, DVDs, audiobooks, CDs, children's activity kits, magazines, artwork, downloadable materials, programs, and services, that you find interesting and worthwhile. And you enjoyed and made good use of those services, materials, and programs over the past year.

In 2021

- You checked out or renewed library materials 163,174 times.
- You visited the library 42,579 times.
- You picked up at the drive-up window 2,895 times.
- You asked 9,256 reference questions of library staff.
- The Library loaned 31,528 items to patrons at other Ohio libraries.
- You borrowed 16,696 items from other Ohio libraries.
- The Library added 4,900 items to the collection for you to check out and enjoy.

Keeping you connected—online and in the community

In 2021, the library replaced all the public computers with newer, faster machines which include Microsoft Office software. The library offers high-speed internet access throughout the building on desktop computers, laptops, and through wifi to which you can connect your own devices. Downloadable books, audiobooks, music, and movies are available to you to enjoy for free through the Ohio Digital Library Hoopladigital.com, and Kanopy, which provides streaming movies and television programs. LinkedIn Learning provides comprehensive online job training for you in the library, at home, or on the go. Databases from the Ohio Web Library provide online access to magazines and journals, genealogy resources, encyclopedias, car repair guidance, hobby and craft information, and reference books. The Library has a variety of meeting and study rooms for your use and once again makes those rooms available for private functions as well as public meetings.

In 2021

- The library was open 304 days and 2,269 hours.
- You downloaded 22,636 e-books, audiobooks, CDs, and movies—a new record!
- You connected to library wi-fi over 6900 times.
- You used the study rooms over 513 times for studying, writing, tutoring, and working.

Service to Youth

The always popular Summer Reading Program moved outdoors this year. With the start of the new school year in the fall, the Library resumed in-building story times for young patrons and their caregivers, and resumed after school activities for tweens and teens. The Library also provides class visits to aid students and teachers from Minerva Local Schools, Minerva Area Christian School, the area Mennonite school, the YMCA Preschool, and area homeschoolers.

In 2021 Library staff provided:

- 258 scheduled class visits to the Library—5193 students served.
- 43 visits by library staff to classes at local schools—919 students served.
- 26 story times for children of various ages—637 children and caregivers served.
- 51 different Summer Reading events—2,092 children and caregivers served.
- 37 virtual programs—4191 views.
- 140 other youth programs—1,323 children and caregivers served.

Library Youth Services staff also assist in the Library's partnership with SPARK (Supporting Partnerships to Ensure Ready Kids), an early literacy and school-readiness program, and offers the 1000 Books Before Kindergarten reading challenge to encourage early literacy skills.

Library Funding

The Library is funded by a monthly distribution from the State of Ohio through the Public Library Fund (PLF). The PLF currently receives 1.7% of the State's General Revenue Fund. The monthly PLF distribution is divided among Ohio's 88 counties and then distributed to public libraries in each of those counties by that county's Budget Commission.

2021 Revenue	Percent	Amount
Public Library Fund (PLF)	97.6%	\$775,858
Fines and Fees	.6%	\$ 5,060
Contributions	1.0%	\$ 7,829
Miscellaneous	0.4%	\$ 3,245
Investment Earnings	0.4%	\$ 3,231
Total	100.0%	\$795,223

2021 Operating Expenditures		
Salaries and Benefits	47.1%	\$366,012
Library Materials	9.2%	\$ 71,629
Purchased Services	16.8%	\$130,069
Other	1.4%	\$ 17,309
Supplies	2.3%	\$ 11,254
Transfer to Capital Fund	23.2%	\$180,000
Total	100.0%	\$776,273

2021 Capital Expenditures		
Maintenance and Repair	84.2%	\$144,607
Land Improvements	2.3%	\$ 3,869
Furniture and Equipment	13.5%	\$ 23,189
Total	100.0%	\$171,664

Generous Support

The Library appreciates your generosity in donating to help provide library programs and services. Please consider the Library when you plan your annual giving.

In 2021 Library patrons and local businesses gave targeted donations totaling \$1,675.

- Library book sales and anonymous donations provided \$3,154.
- Patrons donated 487 books, DVDs, videogames, and audiobooks to the Library's collection.

April 2022 Youth Services Report

The PEEPs Diorama contest brought nineteen entries into the library for display. Voting ran for three weeks due to the school "Spring Break" period. The fifth grade students visited the adult department to vote during their library class time. Whispers among these students gave a clear picture over the favorites, but the votes were neck and neck until the end. The Titanic entry "My Heart Will Go On" won the most votes and Ivy Large took home the Dairy Queen gift card. "PEEP busters" made by Emma Catlett was a close second. The Movie Theater by Ryeland Jellison and Sunset Wedding by Emma Large completed our winners. The each won a Dunkin Donuts gift card. Students love gift cards, but the library cannot purchase them with public funds. A staff member donated the cards for the winners.

The Minerva YMCA contacted the library to begin a partnership. They have gone through a few changes and are now ready for a library program afterschool once or twice a month. The first program will be in May and will continue next fall for the 2022-23 school year.

Statistics for March 2022:

Side Door Count: 651

MES: 31 visits /651

Study Rooms Use: 36

Reference Questions: 743

Teacher collections: 22 requests /541 books

Story Time morning: 4/106

Sensory SPOT: 129

Take home bags: 25

Donations: 10 hard covers, 2 paperbacks

Outreach to MES: 7/166

Computer Use: 160

Other Questions: 58

Story Time evening: 4/39

After School Programs: 16/131

Peeps maker Space: 2/24

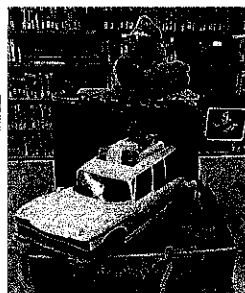
Kathy Heller

Youth Services Manager

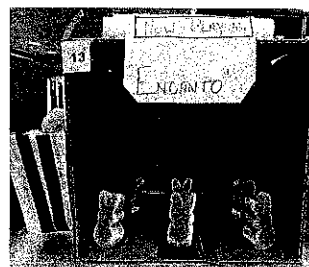
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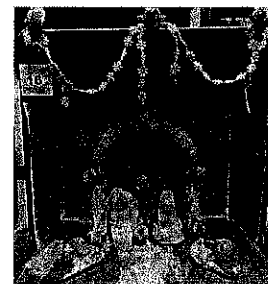
1st Place: Titanic



2nd: PEEP-busters



3rd: Movie Theater



4th: Sunset Wedding

Director's Report—April, 2022

Building and Grounds—Down to Earth Landscaping was here for three days at the end of March doing the spring cleanup. The grounds look great. Russ suggested adding some rock alongside the building along the slope of the window well to channel the water when the gutters overflow. Told him to go ahead; the past few years we've had problems with the mulch washing out there. In order to the landscaping looking good, I've asked Down to Earth to add monthly weeding and spraying during the warm weather.

Staffing—Have posted the part-time Library Associate I position; it will be open through the end of this month. Have received some applications, but there is not the high interest we used to see for these jobs.

Services—I bought a wheelchair for the library. We have two regular patrons who have a hard time getting around on foot, and I'd like to be prepared in case we need to transport some to car. Or in case someone just needs be able to sit and wheel around in the library.

Projects—I've started another weeding pass through fiction. As yet I don't want to assume that the use of the collection over the past 24 months reflects how much patrons will check out in the future. So, I'm weeding lightly. I submitted the library's information to the NEO-RLS Salary Survey; this is the second year for the survey. Participants get a discount on the final report. Also completed and submitted the annual report to the State Library before the end of March deadline.

Meetings—OLC Legislative Day in Columbus on 04/06. Brock Hutchinson, the Louisville Director, and I met with Representative Stoltzfus, and Brock and I and four of the other library Directors from Stark County met with one of Senator Schuring's aides. Chamber Board meeting on 04/20. OLC Board Zoom meeting on 04/27.