

**Minerva Public Library
Board of Trustees**

June, 2021

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
June, 2021 Regular Meeting
June 24, 6:30 pm in the library Board Room**

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

Note: the regular May Board meeting was cancelled.

Minutes: Approve minutes of the April 22, 2021 Board Meeting.

Ongoing Business

Ohio Governor’s Imagination Library Update

Library Service During Pandemic Update

Fiscal Officer’s Report

Accept: Monthly financial reports for April and May.

PLF Distribution: The May 2021 PLF receipts are \$65,604, 44% more than the \$45,457 received in May, 2020. The June, 2021 PLF receipts are a startling \$84,843, 61% increase over the 52,239 receive in June, 2020. The June receipts reflect the delay in income tax filings until May this year. At the state level, the total PLF receipts remain substantially ahead of both the July and December estimates from the Ohio Dept. of Taxation.

2021 General Revenue Net Operating Position

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

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

Operating Expenses as Percentage of Appropriation

<u>2021 Appropriation*</u>	<u>Total 2021 Expenses</u>	<u>As Percentage</u>
\$	\$	

*includes \$100,000 transfer out to Capital

Unique Management: Unique Management's invoice was \$ _____ for placements in March-May.

New Business

Executive Session: the Board will go into Executive Session to review workplace performance of an employee.

Motion: _____ Second: _____ Time:

Mr. Bartley____; Dr. Beard____; Ms. Birks____; Ms. Miller____; Ms. Ruff____; Mr. Rutledge____

Return to Regular Meeting: _____

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

Statewide Delivery Service: Mr. Dillie has an update.

Accept: the delivery contact with the State Library of Ohio for July, 2021-June, 2022 in the amount of \$8,872.50. With the one-time 30% discount the actual billed amount is \$6,210.75.

Landscaping Project: Discussion about what to do with the fountain.

HVAC Replacement: The condenser unit that provides air conditioning to the library is failing. Two the six compressors have died, and the remaining compressors are not adequate to provide full cooling. Standard Plumbing has presented both repair and replacement options for discussion.

Amend 2021 Appropriation: in order to cover the cost of either HVAC option, the library will need additional money appropriated to capital projects. To do so, the Board will amend the appropriation and transfer money from the General Fund to the Capital Projects Fund. A majority of five is required to amend the appropriation.

Approve Resolution 21-06-01: to amend the 2021 Appropriation and transfer \$ _____ from the General Fund to Capital Projects-- Maintenance and Repair 4001-760-331-0000.

Health Insurance Update: the Stark Council of Governments insurance group has approved a 3% increase in insurance rates for the July, 2021—June, 2022 insurance year with two premium holiday months. The new monthly rate is \$

826.13 for single coverage and \$2006.86 for family coverage. The library provides a monthly subsidy for the purchase of health insurance. Information about that rate and a proposed change is included in the Board packet. SCOG has authorized two premium holiday months for the coming insurance year; the library should set those months.

Accept the new SCOG insurance rates as presented.

Approve Resolution 21-06-02: to increase the library's health insurance subsidy for employees from \$521 a month for single coverage and \$951 a month for family coverage to _____ a month respectively effective July 1, 2021.

Approve Resolution 21-06-03: to set the health insurance premium holiday months as July and December, 2021.

Tax Budget: the library, as a public agency, is required to file a tax budget each year with the County Auditors. Since we have no certified estimate for 2022 revenue, and are not even half way through the current fiscal year, this exercise is not all precise. A draft budget is included in the Board packet for review.

Approve Resolution 21-06-04: to approve 2022 Tax Budget 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.

Library Statistics: Since the library was closed completely in the first part of May last year, and then open only for drive-up service the rest of the month, comparing 2020 to 2021 would not be useful. In comparison to May, 2019, last month's door count was 34%, very consistent with what we have seen for months now. In-house circ was 65% of 2019's, and total circ was 68%. Again, very consistent with the trend.

Accept Gifts

March Restricted Individual Contributions to the General Fund

March Unrestricted Individual Contributions to the General Fund

Total Restricted and Unrestricted

\$

Total Summer Reading Contributions as of 04/21/21

\$1,500.00

In-kind Gifts March-May

Anonymous

17 hardcovers; 29 trade
paperbacks; 12 mass market
paperbacks; 48 DVDs ; 10
videogames

Adjourn

The next Regular Board Meeting will be held on July 22 at 6:30 pm in the library Board Room.

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

Call to Order: Mr. Rutledge called the meeting to order at 6:30 pm.

Attendance: Library Trustees Jennifer Beard, Virginia Birks, Becky Miller, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Christina Davies.

Ms. Birks moved to approve the minutes of the March 25, 2021 Board Meeting as presented. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: as of March 31, 201 out of 294 eligible kids in the library's service area were registered with the OGIL. That's participation of just over 63%, higher than any other library district in Stark County. Stark Library is doing online promotion of the project using photos taken of library staff around the county, and is now putting together brief storytimes where staff will be recorded reading some of the books that are included in the OGIL program. County.

Library Service During Pandemic Update: the library is distributing rapid at-home COVID-19 tests provided by the Ohio Dept. of Insurance. We have given out about 50 so far, and ordered and received another carton of 50. Patrons have not reported any trouble using the tests; the procedure has now been simplified so that it can be completed using only a smart phone. Traffic has been 30-35% of normal for months, although March saw an increase to around 45% of March counts before 2020. And total circulation continues to run at 70-75% of normal. We'll see if that trend continues. Youth Services has been very successful with their take and make programs, and Adult Services is now offering a monthly take and make craft that has seen good response from patrons. Youth Services is planning some group programs for Summer Reading, but those programs will all be held outside to ensure social distancing. Mr. Dillie does not foresee any in-building programs before fall. Mr. Rutledge asked if there was any trouble with patrons unwilling to wear masks, and Mr. reported that there had been no problems for months now.

Fiscal Officer's Report

Fiscal Officer Davies provided the monthly totals for the financials. The full report will be included with the May Board Packet.

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

2021 General Revenue Net Operating Position

March Revenue =	\$56,729	Total Year-to-Date Revenue =	\$186,243
March Expenses =	\$36,734	Total Year-to-Date Expenses =	\$128,401
Difference =	\$19,995	Difference =	\$ 57,842

Operating Expenses as Percentage of Appropriation

2021 Appropriation*	Total 2021 Expenses*	As Percentage
\$813,911	\$228,401	28%

*includes \$100,000 transfer out to Capital

Unique Management: Unique Management's invoice was \$44.75 for 8 placements in March

New Business

State Budget Update: The Ohio House has sent its version of the next biennium on to the Senate. The Senate will now hold its budget hearings and makes it changes to the House draft. A conference committee will then meet to resolve differences and come up with a final budget to be approved by June 30. The current and previous two-year budgets both set the PLF at 1.7% of the state's General Revenue Fund, a slight increase over the 1.66% rate that is set in law. The draft budget for the next two years does not now include any re-set of the PLF, which means that the rate would fall to 1.66%. While the rate difference is not large, over several years, the reduction would be noticeable especially for those libraries such as Minerva that have no levy. The goal for the Ohio Library Council is get the PLF percentage set at 1.7% again in this next budget.

July 4 Holiday: Independence Day falls on a Sunday this year, and library policy is to observe the holiday on Monday, the 5th. The Board is asked to approve closing the library on Saturday, July 3, as a closed, but nonpaid, day off for library staff. The Board approved a similar practice for the past December 26 and January 2 which both fell on Saturdays.

Ms. Birks moved to **Approve motion 21-04-01** to closed the library on Saturday, July 2, 2021, as an unpaid day off for all staff. Ms. Miller seconded. Motion carried unanimously.

Health Insurance Update: Mr. Dillie shared that the Stark Council of Governments insurance consortium that the library belongs to has proposed a

3.9% increase in insurance premiums for the next fiscal year, July, 2020 – June 2021. The proposal also includes two premium holiday months. This recommendation will be voted on by the SCOG Board at its next meeting. The rate increase is similar to those of previous years.

Correspondence

None this month.

Director's Report

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

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

Acknowledge Gifts

March monetary contributions will be detailed on the May agenda.

March Restricted Individual Contributions to the General Fund

March Unrestricted Individual Contributions to the General Fund

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

In-kind Gifts March

Anonymous	8 hardcovers; 17 trade paperbacks; 5 mass market paperbacks; 15 DVDs ; 10 videogames
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Adjourn: Ms. Miller moved to adjourn the meeting at 7:15. Ms. Ruff seconded.

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



220 Seventh Street S.E.
Canton, Ohio 44702
Ph# 330-453-5150
Fax# 330-580-3201
www.StandardPandH.com

MECHANICAL CONTRACTORS AND ENGINEERS

May 27, 2021

Customer Minerva Public Library
Address 377 Lynnwood Drive
Minerva, Ohio 44657
Attention: Tom Dillie
minervadirector@gmail.com

QUOTE#: 2021-3548

TELEPHONE: 330-868-4101
FAX:

Quote Summary place 2 compressors, 2 contactors, 2 overloads, and 6 driers on the condensing units vs Replace unit and Standard Plumbing and Heating makes the following offer:

- 1. Furnish and install 2 compressors, 2 contactors, 2 overloads, and 6 driers on the condensing units. There is currently a 2 week lead time on these parts. All work is to be completed during normal working hours.

Total Price = \$21,518.00

- 1. Furnish and install new condensing unit
- 2. Furnish and install new evaporator coil
- 3. Furnish and install new TXV's
- 4. Furnish and install new refrigeration lines
- 5. Reconnect electrical
- 6. Reconnect controls
- 7. Provide start up
- 8. Verify proper operation

Total Price = \$79,958.00

Price for the above describe work plus tax if applicable \$ 79,958.00

**PLEASE SIGN BELOW TO ACCEPT THE OFFER ABOVE.
PROMPTLY RETURN BY EMAIL TO Joelb@standardpandh.com**

Client signature authorizes SPHC to do the work specified in this proposal with the prices, specifications and conditions included herein. All material is guaranteed to be as specified, and the above work will be performed in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner. Any alterations or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. All work, unless specified, is to be completed during normal work hours. Sales Tax has not been included in the above quoted amount and will be charged additionally unless a Certificate of Exemption is received and on file.

Payment terms for this proposal are Net 30 upon approval. A service charge of 1-1/2% per month will be required on all past due balances. This proposal is valid for 30 days after issuance.

PRESENTED BY Joel Brachway

DATE 6/8/2021

ACCEPTED BY _____

DATE _____

Signature

Thank you for allowing us the opportunity to serve you

STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS

INSURANCE RATES – STARK COUNTY
Effective 7/01/21 through 6/30/22

WITH PREMIUM HOLIDAYS

Minimum Premium

<u>Medical</u>	<u>Monthly</u>		<u>Annually</u>
Single	\$826.13	x 10=	\$8,261.30
Family	\$2006.86	x 10=	\$20,068.60
 <u>Dental</u>			
Single	\$93.46	x 10=	\$934.60
Family	\$230.56	x 10=	\$2,305.60
 <u>Vision</u>			
Single	\$19.72	x 10=	\$197.20
Family	\$48.97	x 10=	\$489.70

S-NON-HOLIDAY

Health Insurance Subsidy Proposal—June, 2021

Minerva Public Library has offered a health insurance benefit to full-time employees for many years. The library has subsidized the cost of the benefit by paying a portion of the monthly premium, with the employee responsible for paying the difference between the subsidy and total premium cost. The library's subsidy is fixed dollar amount that is less than the total premium price and the value of the subsidy has traditionally not increased year to year. Thus, the library has controlled its costs for providing health insurance by requiring employees taking the benefit to pay the cost of each annual increase in the premium price.

The library currently belongs to the Stark County Council of Governments insurance consortium which offers the option of single or family coverage through Medical Mutual or Aultcare. SCOG provides premium holiday months each insurance year to qualified members which library has received since July, 2017. The number of premium holiday months has varied between one and three, and other than a small service charge, no premiums are collected for those months. The value of one premium holiday has covered the cost of the annual premium increase for the employees, and any additional holiday months are in effect a discount on the remaining months' premiums. The library chooses to take the holiday months during months where there are three payrolls rather than the usual two. The cash saved from the subsidy helps cover the cost of the additional pay that month.

The library has paid a base rate of \$500 a month for single coverage and \$900 a month for family coverage for the past ten years. Over the past three years, the library has increased the subsidy slightly to \$521 and \$951 to cover the increase resulting from the way SCOG has priced the service charge for premium holiday months; this increase does not address the percentage year-to-year rise in the premium itself. The current rates and the next year rates for a year of 10 months of premiums are as follows:

2020-2021	Monthly	Library	Employee	Ratio	Annual Cost
Single	\$795.04	\$521	\$274.04	64/36	\$5210/\$2740.40
Family	\$1931.36	\$951	\$980.36	49/51	\$9510/\$9803.60

2021-2022	Monthly	Library	Employee	Ratio	Annual Cost
Single	\$826.13	\$521	\$305.13	63/37	\$5210/\$3051.30
Family	\$2006.86	\$951	\$1055.86	47/53	\$9510/\$2068.60

What Subsidy Do Other Libraries Offer?

A survey of 36 libraries across Ohio in 2019, and a survey of 16 local libraries in 2020 provides an overview of typical health insurance subsidies.

36 Libraries Percentage Paid

Single Coverage

100%--3
90%+-11
85%--8
80%--8
75%--6

Family Coverage

80-85%--11
75%--7
70%--1
65%--2
50%--1
<50%--2
0%--9
?--2

16 Libraries Percentage Paid

Single Coverage

100%--3
90-95%--6
80%--4
75%--2
<75%--1 (Minerva)

Family Coverage

100%--2
90%--2
80%--1
75%--1
67%--1
50%--2 (Minerva)
0%--7

The larger sample includes metropolitan and suburban libraries, several of which have labor contracts. The smaller sample includes Minerva and local libraries only one of which has a labor contract.

Recommendation

The library has not increased its base health insurance subsidy rate for eleven years. During that period, most years saw a small percentage increase in premium prices. Since the subsidy has always been less than the premium, any increase in premium is carried by the employee. The library joined SCOG in 2014, and qualified for premium holidays beginning with July, 2017 insurance year. One premium holiday month does cover the cost of the percentage increase in the premium for that one year, and any additional holiday month could be considered to cover the previous year's premium increase. However, as years go by, the employee does end up paying a larger share of the monthly premium.

I recommend continuing the flat dollar amount subsidy, but *increasing it to \$619 a month for single coverage and \$1304 for family coverage*, which makes the library's share respectively 75% and 65% of the monthly premium at the 2021-2021 rates. The employee monthly share in the coming year would be \$207 a month for single coverage and \$702 for family coverage, compared to the current employee share of \$274 and \$980 respectively. The library would not make annual adjustments to this rate, but it should be reviewed every few years, or if there is a substantial percentage increase in the insurance cost. No employee currently has family coverage. The cost to the library is an increase of \$98 per month per employee in the coming insurance year.

**2022 Minerva Public Library Tax Budget
June, 2021**

2022 Revenues:		
General Fund: Unencumbered Carryover Balance 12/31/2021		250,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/22	250,000.00
	Public Library Fund	694,185.00
	Other Revenues	19,400.00
	TOTAL REVENUES	713,585.00
	TOTAL REVENUES + Carryover Balance	963,585.00

Capital Projects Fund: Carryover 12/31/2021 unrestricted		250,000.00
	Carryover 12/31/2021 restricted	15,000.00
	TOTAL REVENUES	978,585.00
	TOTAL REVENUES + Carryover Balance	1,228,585.00

2021 Expenditures:		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	363,957.00
1000-100-200-0000	Employee Benefits	90,750.00
1000-100-300-0000	Purchased & Contracted Services	140,000.00
1000-100-400-1000	Library Materials and Information	95,000.00
1000-100-450-0000	Supplies	15,900.00
1000-100-500-0000	Other Objects	25,000.00
1000-700-700-0000	Capital Outlay	2,000.00
	TOTAL EXPENDITURES before other financing & uses	732,607.00
1000-990-910-0000	Transfers - Out to Capital Fund	10,000.00
1000-990-990-2020	Return of unused 2020-21 CARES Act funds	8,000.00
	TOTAL OTHER FINANCING SOURCES & USES	18,000.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	750,607.00

4001 Capital Projects Fund Expenditures		
	TOTAL EXPENDITURES before other financing & uses	30,000.00
	TOTAL OTHER FINANCING SOURCES & USES	0.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	30,000.00

ALL FUNDS -	TOTAL PERMANENT APPROPRIATIONS 2022	780,607.00
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Director's Report—June, 2021

Building and Grounds—Vasco Asphalt was out this month to fill potholes and will be back to seal cracks in the pavement at some point. The owner thought we could wait until next summer for a full seal and stripe. Once the weather warmed up, the air conditioning did not seem up to the job of keeping the building cool, and went out entirely after the power outage on May 6. Standard Plumbing found that two of the six compressors had failed and would need to be replaced. As a temporary fix, the technician bypassed the bad compressors so the AC will continue to work. We can discuss the options for fixing the AC at the Board meeting. Standard also replaced the motor on furnace #1 which had given up this spring. I cleaned out the gutters on the front side of the building and will get to the gutters on the back side soon. I moved all the furniture from storage in the meeting room back onto the floor the first part of the month. We have opened up meeting rooms again for the public to use.

Technology: Jennifer has installed the 12 new public internet computers and five new catalog computers. She created a new desktop display that should help patrons more easily find the software they are looking for. I chose to reduce the number of public desktop computers from 16 to 12 with this new purchase because usage has certainly dropped over the past several years as more people go online with their phones or their own laptops.

Programs: The take-and-make crafts from Adult Services have proven very popular. There is full registration for each craft and patrons seem to enjoy the projects. The adult summer reading program is off to a good start with many patrons taking reading logs home; the question is how many will remember to fill out the log and bring it back to the library for entry slips for the prize drawings. The library had a book cart book sale during Minerva Homecoming. The patrons who visited the library enjoyed having books to buy, but the sales made not even a dent in how many donated books are piled up around here.

May 2021 Youth Services Report

The Youth Department looks forward to new and old Summer Reading programming. Our new story time will be held outside as adjustments are made to less restrictions due to covid, but it is a reminder of how the summer lunch program began as an outside program and became the large Book and Bag it, and eventually, Book Blast Friday lunch program. Laken will lead this program which will include stories and songs and a craft or activity. Patrons who are not yet comfortable in groups may watch the recorded version and pick up a craft package to take home.

The ARF (Animal Reading Friends) program returns this summer, with Sharon and Ray Morgenstern bringing two of their three gentle dogs. Students practice and enhance their reading skills in a relaxed outdoor setting under the trees.

Sarah expanded the interactive movies and story walks for families to enjoy together. She is creating two take home packs per week that students may choose according to their grade level. She will host two book clubs using the popular Owl Diaries and Dog Man series. New "Lit Loot" boxes based on the popular subscription boxes will give students a library book (librarian's choice) along with a small craft, goodie or prize to entice them to continue to read this summer. Finally, "break in" bags with candy and other items will reappear. Students solve puzzles to get the combination of their lock, and open the bag to release the hidden treasures.

A few local middle school girls wanted to create a Warrior Cats book club, but were unable to find a time and meeting space suitable at the school, so Sarah invited the group to the library for weekly visits.

The Minerva Christian (Mennonite) School visited twice, once to find books for research papers and the second visit to create cover sheets for their report using the library's computers, software, and color printers.

Statistics for April 2021:

Side Door Count: 490

MES: 25 visits/ 490

Study Rooms Use: 29

Reference Questions: 521

Teacher collections: 14 requests /399 books

Outreach to MES:4 visits/ 92

Computer Use: 75

Other Questions: 82

Programs: Virtual Story Time 2/107 views, Teen Totes 2 crafts/50, Scheduled Story Time 22/47 patrons, Sensory SPOT 51, Take Home Craft bags 40, Movie Kits 20, Warrior Cats Book Club 3 meetings/5students.
Donations in April: 2 hard covers, 1 paperback

Kathy Heller

Youth Services Manager

5/20/2021

June 2021 Youth Services Report

Summer Story Time began on a Tuesday with a sunny outlook, but a sudden downpour at 10:30 caused cancellation due to the wet ground conditions. Amazingly, the rain was scattered, so many families showed up at the library and the Youth Staff stepped up to keep 39 patrons busy with stories, songs, a craft, and a bubble machine dance party. Week 2 brought sunny skies and low humidity, but somehow, after we made a rain stick, a dark cloud loomed overhead. Forty-seven people came for the second week. Many followed up story time with a visit to the Youth Department to check out books, pick up crafts bags for older children, and enter the Kindle drawing.

Enticing break-in bags, a cat grass planter, and Lit Loot grabbed the attention of students entering 5th grade through 12th grade. Younger students enjoyed modge podge animal coasters and polar bear art, while the youngest made “Pete the Cat” bracelets with four groovy buttons and the above mentioned rain sticks for their first two crafts.

Sharon and Ray Morgenstern brought their dogs for another great season of reading. The Owl Diaries Club rounded out the week of programming. Several crafty students made owls and look forward to the stem challenge featured in one book where they must make a shelter for the owl. The final week brings a surprise visitor from the Stark Parks – a rescued owl!

The collaborative art “hands” colored by the Minerva School students became wings last week. Check out the landing for the varied and detailed artwork from preschool through high school aged students.

Statistics for May 2021:

Side Door Count: 442

MES: 21 visits/ 442

Study Rooms Use: 18

Reference Questions: 333

Teacher collections: 7 requests /226 books

Outreach to MES: 5 visits/ 106

Computer Use: 62

Other Questions: 45

Programs: Virtual Story Time 3/186 views, Teen Totes 2 crafts/46, Scheduled Story Time 25/ 65 patrons, Sensory SPOT 69, Take Home Craft bags 82, Movie Kits 18, Warrior Cats Book Club 3 meetings/5students. Donations in May: 11 hard covers, 4 paperbacks, 21 DVD's

Kathy Heller

Youth Services Manager

6/17/2021