

**Minerva Public Library
Board of Trustees**

June, 2022

**Monthly Regular Meeting
Packet**

**Minerva Public Library Board of Trustees
June, 2022 Regular Meeting
June 23, 6:30 pm in the Library Community Meeting Room**

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

Note: the May, 2022 Regular Meeting was cancelled for lack of a quorum.

Minutes: Approve minutes of the April 28, 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 April and May, 2022.

Approve: the monthly report from the Fiscal Officer.

PLF Distribution: The June PLF receipts are \$73,659, a 14% decline from the \$86,843 received in June, 2021. However, the June receipts were exceptionally high for the month because state income tax filing was delayed until May last year. The May PLF receipts are \$96,269, a 50% increase over the \$65,604 received last May. May is usually a high revenue month because of the April income tax filings, but this increase is larger than any seen in many years. So far this year, PLF is running well ahead of both the July and December estimates for 2022.

2022 General Fund Net Position

April Revenue	= \$ 56,586	Total Year-to-Date Revenue	= \$335,317*
April Expenses	= \$ 56,362	Total Year-to-Date Expenses	= \$417,314**
Difference	\$ 224		\$ -81,997
<hr/>			
May Revenue	= \$97,116	Total Year-to-Date Revenue	= \$432,433*
May Expenses	= \$46,068	Total Year-to-Date Expenses	= \$463,383**
	\$51,098		= \$ -30,950

*Includes \$75,013.00 restricted contribution

**includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

Revenue \$357,420
Expenses \$265,383
Difference \$ 92,037

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	\$465,383	49%

*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	\$265,383	35%

Unique Management: billed the library \$88.65 for 9 placements in April, and \$68.95 for 7 placements.

New Business

COVID-Related Sick Leave Extension—in 2020 employers were required under the FFCRA to offer additional paid sick leave specifically for COVID related time off; that requirement expired at the end of that year. The library extended that same benefit in 2021 on its own initiative, but it was not extended in 2022. Although library staff did not take COVID time-off during 2020 or 2021, there have been several cases of staff testing positive for COVID this year. In accordance with CDC guidelines as required by the library, those staff have stayed home and used their own accrued paid leave to cover the time off. Unfortunately, for several staff, complying with the guidelines has resulted in exhausting their accrued paid leave. In order to address this problem, Mr. Dillie suggests two initiatives.

Emergency Sick Leave—the library will provide up to two weeks of paid emergency sick leave for COVID-19 related absences under current CDC guidelines for staying home from work. This emergency leave is provided by the library as needed to individual staff only under the specific conditions as described. It is separate from the

regular paid leave accrued by staff. The additional leave and the conditions for its use are described in the attachment which will be distributed to all regular staff.

Approve Resolution 22-06-01: to extend the emergency sick leave benefit as described through December 31, 2022.

Credit for Used Sick Leave: this year four employees have had to take extended time off because of positive COVID tests. In some instance the employee exhausted both accrued sick and vacation while staying home from work as recommended by current CDC guidelines. Since the library has now reinstated additional emergency sick leave, it would be fair to provide some sick leave credit to those employees who were not able to use that emergency leave earlier this year.

Approve Resolution 22-06-02: to credit back employees who took COVID-related time off as recommended by CDC guidelines in 2022 with one week of paid sick leave, i.e. 40 hours of leave for full-time and 20 hours of leave for part-time. The leave is regular sick leave and will be credited to the employee effective June 27, 2022.

Tax Budget: the library must submit a tax budget every year to indicate that it does have the intention of spending expected revenue in the next year. However, we will not receive the first official 2023 PLF estimate until July, and must make do now with our own judgment of revenue.

Approve Resolution 22-06-03: to approve the 2023 Tax Budget as presented.

New Employee: the library has hired Anna Minor for the open part-time Library Associate I position. Anna started May 31.

Approve Resolution 22-06-04: to approve hiring Anna Minor as a part-time Library Associate I at base wage for that job classification of \$10.47 an hour.

Health Insurance Rates: SCOG has provided the 2022-2023 rates for employee health insurance. The new rates are a 7% increase over the current rates; that is the largest annual increase that we have seen since joining the consortium. One premium holiday month has been allocated for the coming insurance year. As has been the practice for several years now, SCOG is prorating the small premium differential charge for the holiday month into the monthly premium cost. With the built-in charge, the single coverage monthly premium is now \$885.72 compared to \$826.16, and the family coverage premium is now \$2,151.62 compared to \$2,006.86. In June of last year, the Board approved a substantial increase in the library's monthly subsidy for employee health insurance premiums to \$619 a month for single coverage and \$1,304 a month for family coverage, with the employee responsible for the difference in cost.

Approve Resolution 22-06-05: to accept the new monthly health insurance premium rates of \$885.72 for single coverage and \$2,151.62 for family coverage effective with the July, 2022 premium month.

Approve Resolution 22-06-06: to set December, 2022 as the health insurance premium holiday month.

Current Wage Structure: Mr. Dillie will review the current wage table and wage schedule with the Board.

Correspondence

A patron letter will be shared with the Board.

Director's Report

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

Annual Library Statistics: April door count was 5024, up 48% up from April of last year, and down 52% from the count in April, 2019. May door count was 4270, a 31% increase over May, 2021, and a 55% decrease from May, 2019. In-house circulation is up .7% now for the year. Checkouts at the desks are running well ahead this year, but renewals are down. Total circulation was up almost 10% in May over May, 2019, but total for the year is still running behind 2019. This May saw the largest Hoopla circ ever—781 checkouts.

Acknowledge Gifts—April and May

Restricted Individual Contributions to the General Fund

(business donations for youth summer reading) \$ 650.00

Unrestricted Individual Contributions to the General Fund

\$ 469.97*

Total Restricted and Unrestricted \$ 1,119.97

*Includes \$145.03 from JDZ Sales for online sale of discards; \$100 from John Oyer

In-kind Gifts

Anonymous 20 hardcovers; 16 trade
paperbacks; 10 DVDs

Adjourn

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

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

Call to Order: Mr. Rutledge called the meeting to order on April 28 at 6:35 pm in the Library Board Room.

Attendance: Library Trustees Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge; Library Director, Tom Dillie, Fiscal Officer, Christina Davies.

Adjustments to the Agenda: Mr. Dillie added new job description for Library Associate I to New Business.

Public Participation: none

Minutes: Ms. Birks moved to **Approve** the minutes of the March 24, 2022 Regular Board Meeting as presented. Mr. Rutledge seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that registration for the Minerva area is now just over 80% of eligible kids. He will ask Stark Library if there is a report for only Minerva registrations broken down by age just as there is for the county as a whole.

Library Service During Pandemic Update: Mr. Dillie reported that demand for COVID test kits has dropped to almost nothing, and the library has plenty of kits on hand. He has asked the Dept. of Health not to send any more kits, but leave the library on the distribution list. So far this year, four staff have been out with COVID.

Fiscal Officer's Report

Ms. Repella moved to **Accept** the Monthly financial documents for March, 2022 and to **Approve** the monthly report from the Fiscal Officer. Ms. Miller seconded. Motion carried unanimously.

Ms. Davies reported that she has a call into the UAN consultant regarding moving the Eglie bequest from General Revenue to Capital. She attend the mandatory CPIM training and served on a panel discussing UAN for public libraries; it seems Minerva is one of the few libraries that is using the fund codes correctly. She has renewed several smaller CDs, but will wait to purchase any larger CDs until fall, when interest rates are expected to be better. She had covered some duties for Kelly Boggs at North Canton Public Library while Kelly was on leave.

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 Year-to-Date Revenue = \$278,731*
March Expenses = \$ 57,654	Total Year-to-Date Expenses = \$160,952
Difference \$ 67,367	\$117,779

*Includes \$75,013.00 restricted contribution

March expenses included the annual renewal of property and liability insurance. Regular monthly expenses are still running well below revenue.

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. UAN has raised its placement fee. Mr. Rutledge asked whether the library recovers enough from the collection agency interactions with delinquent patrons to justify the expense. Mr. Dillie reported that it's hard to tell. UAN provides regular reports showing dollars recovered, but it's reasonable to wonder whether most of that material would have come back regardless of UAN's intervention. Or whether a letter from the library to the patron would have produced the same result.

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 Eglic, 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. Mr. Dillie said that while a remodel or renovation was not in the immediate future, planning should begin in the next couple of years with work to start later in the

next five years. The goal with this bequest would be to use it for a specific project within the larger renovation. The Board authorized creating that fund account.

Ms. Birks moved to **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. Ms. Repella seconded. Motion carried unanimously.

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. Mr. Dillie pointed out the two noticeable additions to the policy: a more detailed explanation of downloadable and streaming content, and a more detailed explanation of the role resource sharing through SEO plays in collection development. Otherwise, the changes to the policy are to make language more consistent, precise, and clear.

Ms. Repella moved to **Approve Resolution 22-04-02** to approve the revised Materials Evaluation and Selection Policy as presented. Ms. Miller seconded. Motion carried unanimously. Mr. Dillie will post the new policy statement on the library website. (<https://www.minervalibrary.info/content/library-materials-evaluation-and-selection>)

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

Mr. Repella moved to **Approve Resolution 22-04-03:** to approve the 2021 Annual Report as presented. Ms. Miller seconded. Motion carried unanimously.

Library Associate I Job Description: Mr. Dillie shared a new job description for the part-time LA I positions. Previously, these part-time positions had been specific to either Youth or Adult Services. While the job descriptions were very similar, each included some tasks specific to one department, and current LA I staff work only in one department. For the future, it seems more efficient to have part-time trained and regularly scheduled to work in both departments. This new job description creates no new duties for the classification, but does combine duties from the departmental positions. (Attachment B)

Ms. Birks moved to **Approve Resolution 22-04-04** to approve the Library Associate I job description as presented. Ms. Repella seconded. Motion carried unanimously.

Correspondence

None this month

Director's Report

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

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—March

Restricted Individual Contributions to the General Fund

\$ 2656.50*

Unrestricted Individual Contributions to the General Fund

\$ 0.00

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. Book sale proceeds were the highest ever.

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

Ms. Birks moved to **Adjourn** the meeting at 7:45. Ms. Miller seconded.

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

Board Vice-President

Date

Minerva Public Library

April, 2022 Financial Reports

Submitted for the June, 2022 Board Meeting

**Fiscal Officer Summary
Revenue Status Report
Appropriation Status Report
Bank Reconciliation
Fund Status
Investment Listing**

Minerva Public Library
 Financials April 2022

<u>Current Month:</u>	<u>General Fund</u>	<u>Restricted</u>	<u>Capital Projects</u>	<u>Transfers</u>
<u>Receipts:</u>				
<i>Fines and Fees</i>	13.50			
Lost Item				
Columbia County PLF	1,328.03			
Stark County PLF	42,155.07			
Carroll County PLF	11,212.77			
CD Interest	279.73			
Sales Tax	0.45			
Printer paper	165.85			
Copier	286.55			
Fax	79.05			
Unrestricted Donations	354.97			
Rental/Meeting Room	2.50			
Resale	6.55			
Refunds from Overpayment				
Returned Check	52.96			
Youth Summer Reading	650.00			200,000.00
Total from *Revenue Ledger	56,585.98			200,000.00

Expenditures:

Salaries	
Dept 1	6,827.21
Dept 2	3,382.40
Dept 3	14,749.86
Dept 4	71.19
Dept 5	1,034.40
OPERS	3,565.05
Medicare	355.36
Life Insurance	33.70
Insurance-Board Share	3,095.65
BWC	
Other Purchased and Contract Services	
Programming Supplies	486.22
Adult Books	732.77
Youth Books	2,856.80
Periodicals	
Adult Audiovisual	119.49
Downloadable Content	1,357.55
Youth Audiovisual	186.37
Library Material Repair and Restoration	
Other Library Material and Information	47.07
Other Supplies Catalog and Processing	24.95
Telephone	675.33
Dues/Fees	
Min and Repair on Equipment	271.60

Other Property Main/Repair and Security
 AEP
 Office Supplies
 Trash
 Postage
 Natural Gas
 Property Mtn/Repair Supplies and Parts
 Rents/Leasing
 UAN
 Water/Sewer
 Other Communications, Publicity
 Other Purchased and Contract Services
 Information Tech
 Covid 19 Grant Expense
 resale
 Meeting
 Fidelity Bond Premiums
 Property Insurance Premium
 Total General Expenses

212.30
 1,174.67
 245.26
 224.00
 725.42
 4,441.21
 445.86
 762.00
 4,304.42
 3,522.43
 431.41
 56,361.95

Capital:
 Transfer In
 Maintenance and Repair
 Land
 Furniture
 Total Expenses

200,000.00
 2,801.46
 2,801.46
 200,000.00
 259,163.41

Ending Cash Balance:
 Checking/Cash on Hand
 Savings (Chase)
 Savings (CNB)
 Certificates of Deposit (CNB)
 Certificates of Deposit (Chase)
 Petty Cash/Registers
 Savings Huntington
 Total

129,962.64
 3,376.53
 82,192.91
 0.00
 103,284.75
 271.00
 50,000.60
 369,088.43
 424,571.13
 129,962.64
 197,117.93
 82,192.91
 230,829.73
 103,284.75
 271.00
 50,000.60
 793,659.56

Apr-22
 Income
 Expense

56,565.98
 56,361.95

Net Income

224.03

Revenue Status

By Fund
As Of 4/30/2022

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$30.00	\$1.95	\$28.05	6.500%
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	\$194,234.94	\$374,060.06	34.179%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$151,555.00	\$51,664.29	\$99,890.71	34.089%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$18,103.00	\$6,109.87	\$11,993.13	33.751%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$165.27	\$184.73	47.220%
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	\$733.68	\$766.32	48.912%
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	\$540.60	\$1,209.40	30.891%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$238.00	\$262.00	47.600%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,500.00	\$1,250.00	\$250.00	83.333%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,000.00	\$3,749.10	-\$749.10	124.970%
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	\$1,071.17	\$1,928.83	35.706%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$39.55	\$60.45	39.550%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$2.50	-\$2.50	0.000%
1000-871-0000	Refunds for Overpayment	\$0.00	\$52.96	-\$52.96	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	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$0.00	\$200,000.00	-\$200,000.00	0.000%
	Fund 4001 Sub-Total:	\$0.00	\$200,000.00	-\$200,000.00	0.000%
	Report Total:	\$750,883.00	\$535,317.17	\$215,565.83	71.292%

MINERVA PUBLIC LIBRARY, STARK COUNTY

5/4/2022 3:42:00 PM
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Appropriation Status

By Fund
As Of 4/30/2022

Fund: General
Pooled Balance: \$6,065.19
Non-Pooled Balance: \$363,023.24
Total Cash Balance: \$369,088.43

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	\$27,419.47	\$61,335.53	30.893%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$43,972.00	\$0.00	\$13,606.14	\$30,365.86	30.943%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$212,397.00	\$0.00	\$59,146.67	\$153,250.33	27.847%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$2,500.00	\$0.00	\$467.11	\$2,032.89	18.684%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$13,422.00	\$0.00	\$4,137.60	\$9,284.40	30.827%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$49,433.44	\$0.00	\$14,267.85	\$35,165.59	28.863%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,120.16	\$0.00	\$1,428.07	\$3,692.09	27.891%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,045.00	\$21,662.40	\$12,382.60	\$0.00	36.371%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$231.50	\$168.50	\$0.00	42.125%
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	\$1,370.00	\$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%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$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%
1000-110-460-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$2,837.36	\$1,162.64	\$0.00	29.066%
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%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

5/4/2022 3:42:00 PM
UAN v2022.3

Appropriation Status

By Fund

As Of 4/30/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$20,000.00	\$7,580.11	\$5,662.75	\$6,757.14	28.314%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$6,581.91	\$5,418.09	\$7,000.00	28.516%
1000-120-411-2022	Books and Pamphlets{Egile Adult Books Fund}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$6,000.00	\$32.91	\$5,967.09	\$0.00	99.452%
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$8,000.00	\$2,363.54	\$1,136.46	\$4,500.00	14.206%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$26,000.00	\$19,836.48	\$6,163.52	\$0.00	23.706%
1000-120-413-2004	Audiovisual Materials{YOUTH CDs}	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0000%
1000-120-413-2006	Audiovisual Materials{Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$4,000.00	\$2,089.63	\$910.37	\$1,000.00	22.759%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$7.93	\$47.07	\$945.00	4.707%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$3,600.00	\$3,010.66	\$589.34	\$0.00	16.371%
1000-210-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$0.00	\$5,792.40	\$2,707.60	\$0.00	31.854%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$8,500.00	\$15,484.94	\$2,935.06	\$11,000.00	9.976%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,400.00	\$840.00	\$560.00	\$0.00	40.0000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,229.00	\$19,317.72	\$10,411.28	\$3,500.00	31.332%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$16,000.00	\$11,054.74	\$4,945.26	\$0.00	30.908%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$600.00	\$467.79	\$132.21	\$0.00	22.035%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$4,875.52	\$3,624.48	\$0.00	42.641%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$458.00	\$42.00	\$0.00	8.400%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$2,842.32	\$1,157.68	\$0.00	28.942%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

5/4/2022 3:42:00 PM
UAN v2022.3

Appropriation Status

By Fund

As Of 4/30/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$175.00	65.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$700.00	\$29.20	\$656.41	\$14.39	93.7733%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$142.00	\$58.00	\$0.00	28.0000%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.0000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$478.00	\$0.00	\$0.00	\$478.00	100.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,572.00	\$0.00	\$9,572.00	\$0.00	100.0000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$242.00	\$8.00	96.8000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,250.00	\$3,425.77	\$1,824.23	\$0.00	34.7477%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00	0.0000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$2,286.00	\$762.00	\$0.00	25.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$11,700.00	\$6,435.50	\$5,264.50	\$0.00	44.9969%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$2,126.70	\$873.30	\$0.00	29.1100%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$21,207.00	\$14,503.91	\$6,413.09	\$290.00	30.2400%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$130.00	\$82.00	\$48.00	\$0.00	36.9233%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$5,000.00	\$321.04	\$4,678.96	\$0.00	93.5799%
1000-230-590-0511	Other - Other(Information Technology}	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0000%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	100.0000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	100.0000%

Report reflects selected information.

Appropriation Status

By Fund
As Of 4/30/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.0000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
	General Fund Total:	\$0.00	\$0.00	\$939,814.10	\$162,939.98	\$417,314.40	\$359,559.72	44.4049%

Fund: Capital Projects

Pooled Balance: \$424,571.13

Non-Pooled Balance: \$0.00

Total Cash Balance: \$424,571.13

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	\$1,881.00	\$0.00	\$13,119.00	0.0000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.0000%
4001-760-720-2021	Land Improvement(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0000%
4001-760-740-2024	Building Improvements(Egife Estate Donation)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
4001-760-750-0000	Furniture and Equipment	\$1,996.00	\$0.00	\$15,000.00	\$0.00	\$2,328.49	\$14,667.51	13.7000%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$805.46	\$4,194.54	16.1099%
	Capital Projects Fund Total:	\$1,996.00	\$0.00	\$55,000.00	\$1,881.00	\$3,133.95	\$51,981.05	5.4999%
	Report Total:	\$1,996.00	\$0.00	\$994,814.10	\$164,820.98	\$420,448.35	\$411,540.77	42.1799%

Report reflects selected information.

Bank Reconciliation

Reconciled Date 4/30/2022

Posted 5/4/2022 3:38:12 PM

Prior UAN Balance:		\$796,236.99
Receipts:	+	\$58,515.97
Payments:	-	\$61,105.15
Adjustments:	+	\$11.75
Current UAN Balance as of 04/30/2022:		\$793,659.56
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 04/30/2022:		<u>\$793,659.56</u>
Entered Bank Balances as of 04/30/2022:		\$793,659.56
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 04/30/2022:		<u>\$793,659.56</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 04/30/2022.

There are no outstanding receipts as of 04/30/2022.

There are no outstanding adjustments as of 04/30/2022.

Bank Balances

Reconciled Date 4/30/2022

Posted 5/4/2022 3:38:12 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$134,432.18	\$129,962.64	\$129,962.64	\$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		\$21,564.59	\$21,565.51	\$21,565.51	\$0.00
Investment	CD042517		\$21,615.79	\$21,624.97	\$21,624.97	\$0.00
Investment	CD050916		\$110,451.08	\$110,641.67	\$110,641.67	\$0.00
Investment	CD072716		\$21,481.71	\$21,485.36	\$21,485.36	\$0.00
Investment	CD080415		\$33,721.23	\$33,785.16	\$33,785.16	\$0.00
Investment	CD082817		\$21,723.37	\$21,727.06	\$21,727.06	\$0.00
Investment	CNB Saving		\$80,580.53	\$82,192.91	\$82,192.91	\$0.00
Investment	HNB Saving		\$50,000.60	\$50,000.60	\$50,000.60	\$0.00
Investment	SAVINGS		\$197,110.16	\$197,117.93	\$197,117.93	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$796,236.99</u>	<u>\$793,659.56</u>	<u>\$793,659.56</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 4/30/2022

Posted 5/4/2022 3:38:12 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	139-2022	04/04/2022	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$230.00
PRIMARY	Electronic	140-2022	04/04/2022	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.30
PRIMARY	Electronic	141-2022	04/04/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	142-2022	04/04/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$60.22
PRIMARY	Electronic	143-2022	04/05/2022	BAKER & TAYLOR BOOKS	\$620.93
PRIMARY	Electronic	144-2022	04/05/2022	THORNDIKE PRESS	\$81.26
PRIMARY	Electronic	145-2022	04/05/2022	House Cleaning Genie	\$363.50
PRIMARY	Electronic	146-2022	04/05/2022	INDEPENDENT ELEVATOR CO., INC.	\$271.60
PRIMARY	Electronic	147-2022	04/05/2022	Kanopy Inc.	\$41.00
PRIMARY	Electronic	148-2022	04/05/2022	KISHMAN'S IGA	\$7.78
PRIMARY	Electronic	149-2022	04/05/2022	NATURESCAPES	\$192.00
PRIMARY	Electronic	150-2022	04/05/2022	MIDWEST TAPE	\$1,316.55
PRIMARY	Electronic	151-2022	04/05/2022	SHOWCASES	\$24.95
PRIMARY	Electronic	152-2022	04/05/2022	copeco	\$445.86
PRIMARY	Electronic	153-2022	04/05/2022	PC CoPilot	\$2,525.00
PRIMARY	Electronic	154-2022	04/05/2022	SIRSIDYNIX	\$960.00
PRIMARY	Electronic	155-2022	04/07/2022	PAYCHEX	\$126.75
PRIMARY	Electronic	156-2022	04/07/2022	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	157-2022	04/07/2022	FIRST COMMUNICATIONS	\$675.33
PRIMARY	Electronic	158-2022	04/07/2022	PAYCHEX	\$1,362.65
PRIMARY	Electronic	159-2022	04/06/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	160-2022	04/06/2022	PAYCHEX	\$9,673.15
PRIMARY	Electronic	161-2022	04/07/2022	CENTER POINT LARGE PRINT	\$125.30
PRIMARY	Electronic	162-2022	04/07/2022	BAKER & TAYLOR BOOKS	\$21.52
PRIMARY	Electronic	163-2022	04/07/2022	Laken M Hamilton	\$37.80
PRIMARY	Electronic	164-2022	04/12/2022	BAKER & TAYLOR BOOKS	\$251.43
PRIMARY	Electronic	165-2022	04/12/2022	UNIQUE MANAGEMENT SERVICES, INC.	\$88.65
PRIMARY	Electronic	166-2022	04/12/2022	Office Furniture Solutions	\$1,996.00
PRIMARY	Electronic	168-2022	04/12/2022	House Cleaning Genie	\$375.00
PRIMARY	Electronic	169-2022	04/12/2022	DAMON INDUSTRIES INC	\$140.44
PRIMARY	Electronic	170-2022	04/08/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,082.26
PRIMARY	Electronic	171-2022	04/21/2022	PAYCHEX	\$103.60

Cleared Payments

Reconciled Date 4/30/2022

Posted 5/4/2022 3:38:12 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	172-2022	04/21/2022	PAYCHEX	\$1,303.67
PRIMARY	Electronic	173-2022	04/20/2022	PAYCHEX	\$8,921.47
PRIMARY	Electronic	174-2022	04/18/2022	COLUMBIA GAS OF OHIO	\$725.42
PRIMARY	Electronic	175-2022	04/18/2022	AMERICAN ELECTRIC POWER	\$1,174.67
PRIMARY	Electronic	176-2022	04/25/2022	CHASE CARD SERVICES	\$1,113.12
PRIMARY	Electronic	177-2022	04/26/2022	AMAZON	\$753.76
PRIMARY	Electronic	178-2022	04/26/2022	QUILL CORPORATION	\$165.97
PRIMARY	Electronic	179-2022	04/26/2022	UNIQUE MANAGEMENT SERVICES, INC.	\$44.75
PRIMARY	Electronic	180-2022	04/26/2022	BAKER & TAYLOR BOOKS	\$265.46
PRIMARY	Electronic	181-2022	04/26/2022	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$2,856.00
PRIMARY	Electronic	182-2022	04/26/2022	Collaborative Summer Library Program	\$76.57
PRIMARY	Electronic	183-2022	04/26/2022	TREASURER, STATE OF OHIO	\$3,940.67
PRIMARY	Electronic	184-2022	04/26/2022	House Cleaning Genie	\$600.50
PRIMARY	Electronic	185-2022	04/26/2022	Collaborative Summer Library Program	\$72.18
PRIMARY	Electronic	186-2022	04/28/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,029.27
PRIMARY	Electronic	187-2022	04/27/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	188-2022	04/29/2022	Solid Waste And Recycling	\$224.00
PRIMARY	Electronic	189-2022	04/29/2022	ABDO-SPOTLIGHT-MAGIC WAGON	\$2,009.45
PRIMARY	Electronic	190-2022	04/29/2022	RENTWEAR, INC.	\$54.21
PRIMARY	Warrant	6831	04/05/2022	PETTY CASH	\$24.00
PRIMARY	Warrant	6832	04/12/2022	Nationwide Hotel and Conference	\$208.00
PRIMARY	Warrant	6833	04/12/2022	CHRISTINA L. DAVIES	\$185.61
PRIMARY	Chk Transfer		04/05/2022	Transfer-PRIMARY to PETTYCASH2	\$24.00
PRIMARY	Chk Transfer		04/07/2022	Transfer-PRIMARY to PETTYCASH2	\$10.00
PRIMARY	Inv Transfer		04/04/2022	Transfer To Investment CNB Saving Fund 1000	\$139.41
PRIMARY	Inv Transfer		04/07/2022	Transfer To Investment CNB Saving Fund 1000	\$41.00
PRIMARY	Inv Transfer		04/12/2022	Transfer To Investment CNB Saving Fund 1000	\$20.00
PRIMARY	Inv Transfer		04/12/2022	Transfer To Investment CNB Saving Fund 1000	\$109.50
PRIMARY	Inv Transfer		04/25/2022	Transfer To Investment CNB Saving Fund 1000	\$650.00
PRIMARY	Inv Transfer		04/25/2022	Transfer To Investment CNB Saving Fund 1000	\$508.94

Cleared Payments

Reconciled Date 4/30/2022

Posted 5/4/2022 3:38:12 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Inv Transfer		04/26/2022	Transfer To Investment CNB Saving Fund 1000	\$117.43
PRIMARY	Inv Transfer		04/26/2022	Transfer To Investment CNB Saving Fund 1000	\$122.43
PRIMARY	Inv Transfer		04/29/2022	Transfer To Investment CNB Saving Fund 1000	\$34.35
PETTYCASH2	Chk Transfer		04/05/2022	Transfer-PETTYCASH2 to PRIMARY	\$34.00
CNB Saving	Inv Transfer		04/25/2022	Transfer From Investment CNB Saving Fund 1000	\$13.25
CNB Saving	Inv Transfer		04/29/2022	Transfer From Investment CNB Saving Fund 1000	\$117.43
					\$61,105.15

Cleared Receipts

UAN v2022.3

Reconciled Date 4/30/2022

Posted 5/4/2022 3:38:12 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		49-2022	04/04/2022	Daily Receipts-CNB Registers	\$139.41
PRIMARY	Standard		53-2022	04/07/2022	Daily Receipts-CNB Registers	\$41.00
PRIMARY	Standard		54-2022	04/12/2022	STARK COUNTY AUDITOR'S OFFICE	\$42,155.07
PRIMARY	Standard		55-2022	04/12/2022	CARROLL COUNTY AUDITOR'S OFFICE	\$11,212.77
PRIMARY	Standard		56-2022	04/12/2022	Daily Receipts-CNB Registers	\$109.50
PRIMARY	Standard		58-2022	04/14/2022	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,326.03
PRIMARY	Standard		57-2022	04/25/2022	Daily Receipts-CNB Registers	\$650.00
PRIMARY	Standard		59-2022	04/25/2022	Daily Receipts-CNB Registers	\$508.94
PRIMARY	Standard		60-2022	04/26/2022	Daily Receipts-CNB Registers	\$117.43
PRIMARY	Standard		61-2022	04/29/2022	Daily Receipts-CNB Registers	\$34.35
PRIMARY	Chk Transfer			04/05/2022	Transfer-PETTYCASH2 to PRIMARY	\$34.00
PRIMARY	Inv Transfer			04/25/2022	Transfer From Investment CNB Saving Fund 1000	\$13.25
PRIMARY	Inv Transfer			04/29/2022	Transfer From Investment CNB Saving Fund 1000	\$117.43
PETTYCASH2	Chk Transfer			04/05/2022	Transfer-PRIMARY to PETTYCASH2	\$24.00
PETTYCASH2	Chk Transfer			04/07/2022	Transfer-PRIMARY to PETTYCASH2	\$10.00
CD012716	Interest		68-2022	04/30/2022	CD012716	\$0.92
CD042517	Interest		66-2022	04/30/2022	CD042517	\$9.18
CD050916	Interest		67-2022	04/30/2022	CD050916	\$190.59
CD072716	Interest		64-2022	04/30/2022	CD072716	\$3.65
CD080415	Interest		65-2022	04/30/2022	CD080415	\$63.93
CD082817	Interest		69-2022	04/30/2022	CD082817	\$3.69
CNB Saving	Inv Transfer			04/04/2022	Transfer To Investment CNB Saving Fund 1000	\$139.41
CNB Saving	Inv Transfer			04/07/2022	Transfer To Investment CNB Saving Fund 1000	\$41.00
CNB Saving	Inv Transfer			04/12/2022	Transfer To Investment CNB Saving Fund 1000	\$20.00
CNB Saving	Inv Transfer			04/12/2022	Transfer To Investment CNB Saving Fund 1000	\$109.50
CNB Saving	Inv Transfer			04/25/2022	Transfer To Investment CNB Saving Fund 1000	\$650.00
CNB Saving	Inv Transfer			04/25/2022	Transfer To Investment CNB Saving Fund 1000	\$508.94
CNB Saving	Inv Transfer			04/26/2022	Transfer To Investment CNB Saving Fund 1000	\$117.43
CNB Saving	Inv Transfer			04/26/2022	Transfer To Investment CNB Saving Fund 1000	\$122.43
CNB Saving	Inv Transfer			04/29/2022	Transfer To Investment CNB Saving Fund 1000	\$34.35
SAVINGS	Interest		63-2022	04/30/2022	SAVINGS	\$7.77
						\$58,515.97

Cleared Adjustments

Reconciled Date 4/30/2022

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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	53-2022	04/12/2022	Daily Receipts-CNB Registers	\$20.00
PRIMARY	Receipt Adj	56-2022	04/25/2022	Daily Receipts-CNB Registers	-\$13.25
PRIMARY	Receipt Adj	60-2022	04/27/2022	Daily Receipts-CNB Registers	\$5.00
					\$11.75

Fund Status

As Of 4/30/2022

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	1.408%	\$369,088.43	\$363,023.24	\$6,065.19
4001	Capital Projects	98.592%	\$424,571.13	\$0.00	\$424,571.13
All Funds Total			\$793,659.56	\$363,023.24	\$430,636.32
Pooled Investments					\$300,402.68
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$129,962.64

Last reconciled to bank: 04/30/2022 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2022

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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/	\$21,565.51	0.05%	\$3.59	\$1,242.71	01/27/2018	08/27/2022		
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,624.97	0.50%	\$35.81	\$1,100.51	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp06/	\$110,641.67	2.03%	\$742.05	\$9,349.30	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 15 month CD 03/	\$21,485.36	0.05%	\$6.29	\$1,307.62	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$33,785.16	2.23%	\$248.85	\$3,483.83	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 15 month CD 3/21	\$21,727.06	0.05%	\$6.36	\$980.00	08/26/2017	03/28/2022		
CNB Saving	CNB Savings	\$82,318.40	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	\$197,117.93	0.10%	\$27.40	\$28,145.74	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

**April, 2022 Financial
Reports**

**Submitted for June, 2022
Board Meeting**

Minerva Public Library

May, 2022 Financial Reports

Submitted for the June, 2022 Board Meeting

**Fiscal Officer Summary
Revenue Status Report
Appropriation Status Report
Bank Reconciliation
Fund Status
Investment Listing**

Minerva Public Library
 Financials May 2022

Current Month:

General Fund

Restricted

Capital Projects

Transfers

Receipts:

Fines and Fees

Lost Item	15.99			
Columbiana County PLF	24.98			
Stark County PLF	2,334.04			
Carroll County PLF	74,198.81			
CD Interest	19,736.31			
Sales Tax	263.61			
Printer paper	99.80			
Copier	220.50			
Fax	56.55			
Unrestricted Donations	115.00			
Rental/Meeting Room				
Ressale				
Refunds from Overpayment				
Returned Check				

Youth Summer Reading

Total from Revenue Ledger

	50.00			
	<u>97,115.59</u>			

Expenditures:

Salaries

Dept 1	6,827.21			
Dept 2	3,382.40			
Dept 3	14,106.15			
Dept 4	165.27			
Dept 5	1,034.40			
OPERS	3,488.09			
Medicare	347.39			
Life Insurance	33.70			
Insurance-Board Share	3,095.65			
BWC				

Other Purchased and Contract Services

Programming Supplies	660.58			
Adult Books	1,672.59			
Youth Books	986.26			
Periodicals				
Adult Audiovisual	361.01			
Downloadable Content				
Youth Audiovisual	1,338.71			
	170.25			

Library Material Repair and Restoration

Other Library Material and Information

Other Supplies Catalog and Processing

Telephone

Dues/Fees

Mtn and Repair on Equipment

	671.75			
	80.00			
	<u>1,834.00</u>			

Other Property Main/Repair and Security	1,846.95
AEP	1,270.57
Office Supplies	264.03
Trash	112.00
Postage	
Natural Gas	829.36
Property Mtn/Repair Supplies and Parts	158.59
Rents/Leasing	445.86
LAN	
Water/Sewer	140.12
Other Communications, Publicity	
Other Purchased and Contract Services	360.35
Information Tech	224.95
Audit	2,160.00
resale	
Meeting	
Fidelity Bond Premiums	
Property Insurance Premium	
Total General Expenses	<u>48,068.19</u>

Capital:	
Transfer In	
Maintenance and Repair	
Land	
Furniture	
Total Expenses	<u>0.00</u>

<u>Ending Cash Balance:</u>	
Checking/Cash on Hand	175,281.54
Savings (Chase)	6,522.21
Savings (CNB)	82,775.73
Certificates of Deposit (CNB)	0.00
Certificates of Deposit (Chase)	103,284.75
Petty Cash/Registers	271.00
Savings Huntington	50,000.60
Total	<u>418,135.83</u>

Capital Reserve	193,474.79	175,281.54
	231,093.34	200,000.00
		82,775.73
		231,093.34
		103,284.75
		271.00
		50,000.60
	<u>424,574.13</u>	<u>842,706.96</u>

Income	97,115.59
Expense	48,068.19
Net Income	<u>49,047.40</u>

May-22

Revenue Status

By Fund

As Of 5/31/2022

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%
4001-651-2024	Unrestricted Contributions - Individuals(Eggle Estate Donat)	\$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	\$200,000.00	-\$200,000.00	0.0000%
	Fund 4001 Sub-Total:	\$0.00	\$200,000.00	-\$200,000.00	0.0000%
	Report Total:	\$750,883.00	\$632,432.76	\$118,450.24	84.225%
	Fund 1000 Sub-Total:	\$750,883.00	\$432,432.76	\$318,450.24	57.590%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Status
 By Fund
 As Of 5/31/2022

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Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$30.00	\$1.95	\$28.05	6.500%
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	\$268,433.75	\$299,861.25	47.235%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$151,555.00	\$71,400.60	\$80,154.40	47.112%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$18,103.00	\$8,443.91	\$9,659.09	46.644%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$181.26	\$168.74	51.789%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$69.37	\$130.63	34.685%
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	\$954.18	\$545.82	63.612%
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	\$640.40	\$1,109.60	36.594%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$294.55	\$205.45	58.910%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,500.00	\$1,300.00	\$200.00	86.667%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,000.00	\$3,864.10	-\$864.10	128.803%
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	\$1,334.78	\$1,665.22	44.493%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$39.55	\$60.45	39.550%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$2.50	-\$2.50	0.000%
1000-871-0000	Refunds for Overpayment	\$0.00	\$52.96	-\$52.96	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%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund

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As Of 5/31/2022

Fund: General
 Pooled Balance: \$54,286.16
 Non-Pooled Balance: \$363,869.67
 Total Cash Balance: \$418,135.83

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	0.0000%
1000-100-590-2020	Other - Other\Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-100-0001	D Salaries\ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-110-0001	D Salaries\ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$89,755.00	\$0.00	\$34,246.68	\$54,508.32	38.566%
1000-110-110-0002	D Salaries\MANAGERS}	\$0.00	\$0.00	\$43,972.00	\$0.00	\$16,986.54	\$26,985.46	38.635%
1000-110-110-0003	D Salaries\NON-PROFESSIONAL}	\$0.00	\$0.00	\$212,397.00	\$0.00	\$73,252.82	\$139,144.18	34.489%
1000-110-110-0004	D Salaries\SUBSTITUTES}	\$0.00	\$0.00	\$2,500.00	\$0.00	\$632.38	\$1,867.62	25.285%
1000-110-110-0005	D Salaries\SERVICE WORKERS}	\$0.00	\$0.00	\$13,422.00	\$0.00	\$5,172.00	\$8,250.00	38.534%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$49,433.44	\$0.00	\$17,755.94	\$31,677.50	35.919%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,120.16	\$0.00	\$1,775.46	\$3,344.70	34.676%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,045.00	\$18,566.75	\$15,478.25	\$0.00	45.464%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$197.80	\$202.20	\$0.00	50.550%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,370.00	\$0.00	\$0.00	0.0000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-300-2017	Purchased and Contracted Services\FESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	0.0000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	0.0000%
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	0.0000%
1000-110-390-0392	Other - Purchased and Contracted Services\Fowell Fund}	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0000%
1000-110-450-0015	Supplies\PROGRAMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$2,176.78	\$1,823.22	\$0.00	45.581%
1000-110-450-2023	Supplies\Youth Anonymous Donation 1\22}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-110-451-0007	General Administrative Supplies\OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-110-0003	D Salaries\NON-PROFESSIONAL}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-1000	Books and Pamphlets\ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$20,000.00	\$5,907.52	\$7,335.34	\$6,757.14	36.677%
1000-120-411-2000	Books and Pamphlets\YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$5,585.65	\$6,404.35	\$7,000.00	33.707%
1000-120-411-2022	Books and Pamphlets\Egile Adult Books Fund}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
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

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As Of 5/31/2022

Account Code	Account Name	Reserved for	Reserved for	Final	Current Reserve	YTD Expenditures	Unencumbered	YTD %
		Encumbrance 12/31	Encumbrance Adjustment 12/31					
1000-120-413-1006	Audiovisual Materials/Audiovisual Materials ADULT	\$0.00	\$0.00	\$8,000.00	\$2,002.53	\$1,497.47	\$4,500.00	18.718%
1000-120-413-1007	Audiovisual Materials/DOWNLOADABLE CONTENT	\$0.00	\$0.00	\$28,000.00	\$18,497.77	\$7,502.23	\$0.00	28.855%
1000-120-413-2004	Audiovisual Materials/YOUTH CDJ	\$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	\$1,919.38	\$1,080.62	\$1,000.00	27.016%
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	\$7.93	\$47.07	\$945.00	4.707%
1000-120-459-0008	Other - Supplies/CATALOGING & PROCESSING SUPPL	\$0.00	\$0.00	\$3,600.00	\$3,010.66	\$589.34	\$0.00	16.371%
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	\$8,500.00	\$5,120.65	\$3,379.35	\$0.00	39.757%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,420.00	\$19,401.19	\$4,769.06	\$5,249.75	16.210%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,400.00	\$728.00	\$672.00	\$0.00	48.000%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,229.00	\$17,970.77	\$12,258.23	\$3,000.00	36.890%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$16,000.00	\$9,794.17	\$6,215.83	\$0.00	38.849%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$600.00	\$327.67	\$272.33	\$0.00	45.389%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$4,046.16	\$4,453.84	\$0.00	52.389%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$383.00	\$117.00	\$0.00	23.400%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$2,683.73	\$1,316.27	\$0.00	32.907%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$325.00	\$175.00	65.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$700.00	\$29.20	\$66.41	\$14.39	93.773%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$142.00	\$58.00	\$0.00	29.000%
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	\$478.00	\$0.00	\$0.00	\$478.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,572.00	\$0.00	\$9,572.00	\$0.00	100.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$242.00	\$8.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,250.00	\$2,979.91	\$2,270.09	\$0.00	43.240%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,600.00	\$1,440.00	\$2,160.00	\$0.00	60.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$2,286.00	\$762.00	\$0.00	25.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 5/31/2022

6/2/2022 12:16:01 PM

UAN v2022.3

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	\$6,150.15	\$5,549.85	\$0.00	47.435%
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	\$1,862.67	\$1,137.33	\$0.00	37.911%
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	\$14,423.91	\$6,783.09	\$290.00	30.618%
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	Refrunds 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	\$96.09	\$4,903.91	\$0.00	98.078%
1000-760-0000	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	\$200,000.00	\$0.00	100.000%
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	\$150,472.95	\$465,382.59	\$323,958.56	49.519%
Fund: Capital Projects								
Pooled Balance:		\$424,571.13						
Non-Pooled Balance:		\$0.00						
Total Cash Balance:		\$424,571.13						
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	\$1,881.00	\$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%
4001-760-740-2024	Building Improvements(Eggle Estate Donator)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$1,996.00	\$0.00	\$15,000.00	\$0.00	\$2,328.49	\$14,667.51	13.700%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$805.46	\$4,194.54	16.109%
	Capital Projects Fund Total:	\$1,996.00	\$0.00	\$55,000.00	\$1,881.00	\$3,133.95	\$51,981.05	5.499%
	Report Total:	\$1,996.00	\$0.00	\$994,814.10	\$152,353.95	\$468,516.54	\$375,939.61	47.002%

MINERVA PUBLIC LIBRARY, STARK COUNTY

Bank Reconciliation
 Reconciled Date 5/31/2022
 Posted 6/1/2022 10:14:25 AM

Prior UAN Balance:		\$793,659.56
Receipts:	+	\$100,987.02
Payments:	-	\$51,939.62
Adjustments:		\$0.00
Current UAN Balance as of 05/31/2022:		\$842,706.96
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 05/31/2022:		\$842,706.96
Entered Bank Balances as of 05/31/2022:		\$842,706.96
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 05/31/2022:		\$842,706.96

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 05/31/2022.

There are no outstanding receipts as of 05/31/2022.

There are no outstanding adjustments as of 05/31/2022.

Bank Balances

Reconciled Date 5/31/2022
 Posted 6/1/2022 10:14:25 AM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$129,962.64	\$175,281.54	\$175,281.54	\$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		\$21,566.40	\$21,566.40	\$21,566.40	\$0.00
Investment	CD042517		\$21,624.97	\$21,633.86	\$21,633.86	\$0.00
Investment	CD050916		\$110,641.67	\$110,826.42	\$110,826.42	\$0.00
Investment	CD072716		\$21,485.36	\$21,488.89	\$21,488.89	\$0.00
Investment	CD080415		\$33,785.16	\$33,847.14	\$33,847.14	\$0.00
Investment	CD082817		\$21,727.06	\$21,730.63	\$21,730.63	\$0.00
Investment	CNB Saving		\$82,192.91	\$82,775.73	\$82,775.73	\$0.00
Investment	HNB Saving		\$50,000.60	\$50,000.60	\$50,000.60	\$0.00
Investment	SAVINGS		\$197,117.93	\$200,000.00	\$200,000.00	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			\$793,659.56	\$842,706.96	\$842,706.96	\$0.00

Cleared Payments

Reconciled Date 5/31/2022
Posted 6/1/2022 10:14:25 AM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	191-2022	05/04/2022	PAYCHEX	\$9,263.91
PRIMARY	Electronic	192-2022	05/04/2022	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.30
PRIMARY	Electronic	193-2022	05/04/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$230.00
PRIMARY	Electronic	194-2022	05/04/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$60.22
PRIMARY	Electronic	195-2022	05/04/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	196-2022	05/05/2022	PAYCHEX	\$1,236.25
PRIMARY	Electronic	197-2022	05/05/2022	FIRST COMMUNICATIONS	\$671.75
PRIMARY	Electronic	198-2022	05/05/2022	PAYCHEX	\$109.75
PRIMARY	Electronic	199-2022	05/06/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,941.70
PRIMARY	Electronic	200-2022	05/06/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$615.00
PRIMARY	Electronic	201-2022	05/10/2022	House Cleaning Genie	\$538.00
PRIMARY	Electronic	202-2022	05/10/2022	Mary Ellen Gooding	\$75.00
PRIMARY	Electronic	203-2022	05/10/2022	QUILL CORPORATION	\$69.99
PRIMARY	Electronic	204-2022	05/10/2022	UNIQUE MANAGEMENT SERVICES, INC.	\$68.95
PRIMARY	Electronic	205-2022	05/10/2022	MIDWEST TAPE	\$1,281.71
PRIMARY	Electronic	206-2022	05/10/2022	Tad Fellows	\$85.00
PRIMARY	Electronic	207-2022	05/10/2022	INDEPENDENT ELEVATOR CO., INC.	\$209.00
PRIMARY	Electronic	208-2022	05/10/2022	MINERVA AREA CHAMBER OF COMMERCE	\$80.00
PRIMARY	Electronic	209-2022	05/10/2022	STANDARD PLUMBING AND HEATING CO	\$1,625.00
PRIMARY	Electronic	210-2022	05/10/2022	copeco	\$445.86
PRIMARY	Electronic	211-2022	05/10/2022	Kanopy Inc.	\$57.00
PRIMARY	Electronic	212-2022	05/10/2022	BAKER & TAYLOR BOOKS	\$1,059.52
PRIMARY	Electronic	213-2022	05/16/2022	ALGER & ASSOCIATES, INC.	\$2,160.00
PRIMARY	Electronic	214-2022	05/16/2022	House Cleaning Genie	\$289.00
PRIMARY	Electronic	215-2022	05/16/2022	AMAZON	\$1,360.99
PRIMARY	Electronic	216-2022	05/16/2022	ABDO-SPOTLIGHT-MAGIC WAGON	\$26.95
PRIMARY	Electronic	217-2022	05/16/2022	BAKER & TAYLOR BOOKS	\$936.16
PRIMARY	Electronic	218-2022	05/16/2022	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$161.50
PRIMARY	Electronic	219-2022	05/17/2022	AMERICAN ELECTRIC POWER	\$1,270.57
PRIMARY	Electronic	220-2022	05/17/2022	COLUMBIA GAS OF OHIO	\$829.36

Cleared Payments
 Reconciled Date 5/31/2022
 Posted 6/1/2022 10:14:25 AM

MINERVA PUBLIC LIBRARY, STARK COUNTY

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	221-2022	05/18/2022	PAYCHEX	\$9,005.74
PRIMARY	Electronic	222-2022	05/18/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	223-2022	05/19/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,037.91
PRIMARY	Electronic	224-2022	05/19/2022	PAYCHEX	\$1,252.40
PRIMARY	Electronic	225-2022	05/19/2022	PAYCHEX	\$106.65
PRIMARY	Electronic	226-2022	05/23/2022	CHASE CARD SERVICES	\$577.15
PRIMARY	Electronic	227-2022	05/23/2022	House Cleaning Genie	\$219.50
PRIMARY	Electronic	228-2022	05/23/2022	BAKER & TAYLOR BOOKS	\$273.46
PRIMARY	Electronic	229-2022	05/26/2022	Spotless Washing	\$500.00
PRIMARY	Electronic	230-2022	05/26/2022	RENTWEAR, INC.	\$53.95
PRIMARY	Electronic	231-2022	05/31/2022	WATER AND SEWER DEPT.	\$140.12
PRIMARY	Electronic	232-2022	05/31/2022	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	234-2022	05/16/2022	DEMCO, INC.	\$166.04
PRIMARY	Warrant	6835	05/31/2022	PETTY CASH	\$28.00
PRIMARY	Chk Transfer	05/31/2022	05/31/2022	Transfer-PRIMARY to PETTYCASH2	\$28.00
PRIMARY	Inv Transfer	05/04/2022	05/04/2022	Transfer To Investment CNB Saving Fund 1000	\$125.49
PRIMARY	Inv Transfer	05/07/2022	05/07/2022	Transfer To Investment CNB Saving Fund 1000	\$152.45
PRIMARY	Inv Transfer	05/16/2022	05/16/2022	Transfer To Investment CNB Saving Fund 1000	\$82.75
PRIMARY	Inv Transfer	05/23/2022	05/23/2022	Transfer To Investment CNB Saving Fund 1000	\$73.45
PRIMARY	Inv Transfer	05/23/2022	05/23/2022	Transfer To Investment CNB Saving Fund 1000	\$5.68
PRIMARY	Inv Transfer	05/23/2022	05/23/2022	Transfer To Investment CNB Saving Fund 1000	\$100.00
PRIMARY	Inv Transfer	05/26/2022	05/26/2022	Transfer To Investment CNB Saving Fund 1000	\$122.43
PRIMARY	Inv Transfer	05/26/2022	05/26/2022	Transfer To Investment CNB Saving Fund 1000	\$28.55
PRIMARY	Inv Transfer	05/31/2022	05/31/2022	Transfer To Investment CNB Saving Fund 1000	\$67.29
PRIMARY	Inv Transfer	05/31/2022	05/31/2022	Transfer To Investment SAVINGS	\$2,882.07
PETTYCASH2	Chk Transfer	05/31/2022	05/31/2022	Transfer-PETTYCASH2 to PRIMARY	\$28.00
CNB Saving	Inv Transfer	05/23/2022	05/23/2022	Transfer From Investment CNB Saving Fund 1000	\$52.84
CNB Saving	Inv Transfer	05/26/2022	05/26/2022	Transfer From Investment CNB Saving Fund 1000	\$122.43

\$51,939.62

Reconciled Date 5/31/2022
Posted 6/1/2022 10:14:25 AM

Cleared Receipts

MINERVA PUBLIC LIBRARY, STARK COUNTY

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		62-2022	05/04/2022	Daily Receipts-CNB Registers	\$125.49
PRIMARY	Standard		70-2022	05/07/2022	Daily Receipts-CNB Registers	\$152.45
PRIMARY	Standard		72-2022	05/11/2022	CARROLL COUNTY AUDITORS OFFICE	\$19,736.31
PRIMARY	Standard		73-2022	05/11/2022	STARK COUNTY AUDITORS OFFICE	\$74,198.81
PRIMARY	Standard		71-2022	05/16/2022	COLUMBIANA COUNTY AUDITORS OFFICE	\$2,334.04
PRIMARY	Standard		74-2022	05/16/2022	Daily Receipts-CNB Registers	\$82.75
PRIMARY	Standard		76-2022	05/16/2022	Daily Receipts-CNB Registers	\$52.84
PRIMARY	Standard		75-2022	05/23/2022	Daily Receipts-CNB Registers	\$73.45
PRIMARY	Standard		77-2022	05/26/2022	Daily Receipts-CNB Registers	\$28.55
PRIMARY	Standard		78-2022	05/31/2022	Daily Receipts-CNB Registers	\$67.29
PRIMARY	Inv Transfer			05/23/2022	Transfer From Investment CNB Saving Fund 1000	\$52.84
PRIMARY	Inv Transfer			05/26/2022	Transfer From Investment CNB Saving Fund 1000	\$122.43
PRIMARY	Chk Transfer			05/31/2022	Transfer-PETTYCASH2 to PRIMARY	\$28.00
PRIMARY	Chk Transfer			05/31/2022	Transfer-PETTYCASH2 to PRIMARY	\$28.00
CD012716	Interest		83-2022	05/31/2022	CD012716	\$0.89
CD042517	Interest		81-2022	05/31/2022	CD042517	\$8.89
CD050916	Interest		82-2022	05/31/2022	CD050916	\$184.75
CD072716	Interest		79-2022	05/31/2022	CD072716	\$3.53
CD080415	Interest		80-2022	05/31/2022	CD080415	\$61.98
CD082817	Interest		84-2022	05/31/2022	CD082817	\$3.57
CNB Saving	Inv Transfer			05/04/2022	Transfer To Investment CNB Saving Fund 1000	\$125.49
CNB Saving	Inv Transfer			05/07/2022	Transfer To Investment CNB Saving Fund 1000	\$152.45
CNB Saving	Inv Transfer			05/16/2022	Transfer To Investment CNB Saving Fund 1000	\$82.75
CNB Saving	Inv Transfer			05/23/2022	Transfer To Investment CNB Saving Fund 1000	\$73.45
CNB Saving	Inv Transfer			05/23/2022	Transfer To Investment CNB Saving Fund 1000	\$5.68
CNB Saving	Inv Transfer			05/23/2022	Transfer To Investment CNB Saving Fund 1000	\$100.00
CNB Saving	Inv Transfer			05/26/2022	Transfer To Investment CNB Saving Fund 1000	\$122.43
CNB Saving	Inv Transfer			05/26/2022	Transfer To Investment CNB Saving Fund 1000	\$28.55
CNB Saving	Inv Transfer			05/31/2022	Transfer To Investment CNB Saving Fund 1000	\$67.29
SAVINGS	Inv Transfer			05/31/2022	Transfer To Investment SAVINGS	\$2,882.07
						\$100,987.02

Fund Status

As Of 5/31/2022

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	11.333%	\$418,135.83	\$363,869.67	\$54,266.16
4001	Capital Projects	88.667%	\$424,571.13	\$0.00	\$424,571.13
All Funds Total			\$842,706.96	\$363,869.67	\$478,837.29
Pooled Investments					\$303,284.75
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$175,281.54

Last reconciled to bank: 05/31/2022 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
System Year 2022

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/	\$21,566.40	0.05%	\$4.48	\$1,243.60	01/27/2018	08/27/2022		
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,633.86	0.50%	\$44.70	\$1,109.40	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp06/	\$110,826.42	2.03%	\$926.80	\$9,534.05	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 15 month CD 03/	\$21,488.89	0.05%	\$9.82	\$1,311.15	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$33,847.14	2.23%	\$310.83	\$3,545.81	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 15 month CD 3/21	\$21,730.63	0.05%	\$9.93	\$983.57	08/26/2017	03/28/2022		
CNB Saving	CNB Savings	\$82,806.93	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	\$200,000.00	0.10%	\$27.40	\$28,145.74	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

**May, 2022 Financial
Reports**

**Submitted for June, 2022
Board Meeting**



(715) Sick Leave- Addendum

As approved at the June23, 2022 Regular Board Meeting

Purpose: To provide additional sick leave to enable employees to comply with CDC COVID guidelines regarding staying at home or returning to work. This policy will be in effect from June27, 2022 until December 31, 2022, and may be adjusted to reflect changes in CDC guidance. The Library's existing (715) Sick Leave policy still applies to all other reasons for sick leave outside of the qualifying reasons in this policy addendum.

Emergency Paid Sick Leave

Qualifying Reasons

All full time and part time employees unable to work due to one of the following reasons:

1. The employee has tested positive for COVID-19.
2. The employee has been exposed to someone who has COVID-19 and the employee is unvaccinated or has vaccines that are not up-to-date.

Amount of Paid Sick Leave

All full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Part-time employees will have up to 40 hours of paid sick leave available to use for the qualifying reasons above. This leave does not accrue and will not carry over into 2023.

Rate of Pay

Emergency sick leave used under this policy will be paid at the employee's regular rate of pay.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy for the qualifying reasons stated above before using any other accrued paid time off.

Procedure for Requesting Emergency Paid Sick Leave

Employees must provide written notice to their Manager and the Library Director of the need and specific reason for leave under this policy. Verbal notification will be accepted until it is practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and their manager must determine reasonable procedures for the employee to report periodically on the employee's status, and intent to continue to receive paid sick time.

**2023 Minerva Public Library Tax Budget
May, 2022**

2023 Revenues:		
General Fund: Unencumbered Carryover Balance 12/31/2022		250,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/23	250,000.00
	Public Library Fund	690,332.00
	Other Revenues	19,192.00
	TOTAL REVENUES	709,524.00
	TOTAL REVENUES + Carryover Balance	959,524.00

Capital Projects Fund: Carryover 12/31/2022 unrestricted		450,000.00
	Carryover 12/31/2022 restricted	91,014.00
	TOTAL REVENUES	1,250,538.00
	TOTAL REVENUES + Carryover Balance	1,500,538.00

2023 Expenditures:		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	382,154.00
1000-100-200-0000	Employee Benefits	95,287.00
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	755,341.00
1000-990-910-0000	Transfers - Out to Capital Fund	25,000.00
	TOTAL OTHER FINANCING SOURCES & USES	25,000.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	780,341.00

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 2023	810,341.00
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Notes

Revenue estimate averaged from past five years actual PLF and other sources
Expenditures assume 5% increase in staffing costs, other expenses left as 2022

May 2022 Youth Services Report

The *Oceans of Possibilities* Summer reading theme brings great decorating and programming ideas to the library. The Minerva High School art students, and the Minerva Elementary School students along with many library patrons decorated fish to create the collaborative art display on the landing. Excitement builds for the return of more youth library programming for the summer. The staff had so many ideas that the two day escape room opens before Summer Reading starts and worm races happen after the final party!

Two weekends in a row brought the Youth Department out in the community. Sarah joined the YMCA Safety day on May 7 and talked to around 50 people. Laken and Kathy represented the library at the Brick Street Fest on May 14 until an afternoon rain shower took out the craft supplies. Thirty children made yarn sea turtles before the rain hit.

The Youth department is looking forward to meeting the new employee, Anna Minor, who begins right at the end of May. She will join the staff as Summer Reading starts and will be a seasoned employee when school resumes in mid-August.

Statistics for April 2022:

Side Door Count: 757

MES: 35 visits /757

Outreach to MES: 9/209

Minerva Christian (Mennonite) School 1 visit /9

Study Rooms Use: 32

Computer Use: 164

Reference Questions: 638

Other Questions: 37

Teacher collections: 14 requests /470 books

Story Time morning: 4/72

Story Time evening: 4/28

Book Beginnings: 3/48

YMCA Afterschool: 1/8

Sensory SPOT: 141

After School Programs: 11/98

Other Programs: Mommy and Me art 25, Cardboard car 15, Teen Picture frames 2

Donations:4 hard covers

Kathy Heller

Youth Services Manager

5/19/2022

June 2022 Youth Services Report

The Summer Reading Program is now completely in person programming and very successful. The Five Nights At Freddy's Escape Room drew a steady stream of people for the two day event. The following week brought 53 people for Story Time and an additional 13 for the new Elementary Explorers. Animal Reading Friends filled all registration spots for the entire month. Maker Mondays run about 90% full.

For Cupcake Wars, Sarah just added a table and Kathy made more cupcakes to allow for the extra middle and high school students who wanted to participate. A special thanks to Cody from McKenzie's Take Out and May from Kishman's IGA bakery who joined Anna, our new employee, as judges for the cupcakes.

The Reading Rewards list shows over 130 children for the first ten days. This year ages 0 through 18 may register with select prizes offered only to middle and high school students.

Upcoming June programs include Stark Parks for all ages, and Cosplay Club and Dungeons and Dragons Club for older students.

Statistics for May 2022:

Side Door Count: 608

MES: 28 visits /608

Outreach to MES: 7/147

Study Rooms Use: 38

Computer Use: 152

Reference Questions: 693

Other Questions: 62

Teacher collections: 8 requests /189 books

Story Time morning: 4/61

Story Time evening: 2/7

Book Beginnings: 4/64

Sensory SPOT: 116

After School Programs:16/168

Other Programs: YMCA Safety Day 40, Brick Street Fest 30, Visits to MMS and MHS to talk about Summer Reading 17 (420 students), DND One Shot 1.

Donations: 2 hard covers, 4 paperbacks, 2 DVD's

Kathy Heller

Youth Services Manager

6/16/2022

Director's Report—May, 2022

Building and Grounds—I hired Spotless Washing to pressure wash the concrete in front of the building, the big column under the front portico, the fence around the air conditioning condensers, and any spot cleaning on the library walls. None of this has been cleaned since the library opened, and I hope things will look better afterwards. Standard Plumbing was here on May 9 to replace gaskets and seals on the pump fittings for both boilers; the technician also adjusted the heating and cooling balance so that the AC will not make it so chilly downstairs.

Staffing—Mrs. Heller and I interviewed four candidates for the part-time Library Associate I position, and made an offer to Anna Minor, who did accept. She will start May 31st.

Projects—Filnor Electric, which bought the *Alliance Review* building, delivered to the library all the bound volumes of the *News Leader* that had been left in the building when they purchase it. They also delivered a complete run of the *Malvern News*, which Carroll County Library was then happy to come and pick up from here. The Minerva Area Historical Society was good enough to take the bound volumes of the *News Leader*. The library does not have the space to store so many bound volumes, and it's good that the Historical Society can.

Adult Services staff have been busy decorating for summer reading, and came up with all sorts of creative ideas on the "Oceans of Possibilities" theme.

I finished a cursory weeding pass through the adult fiction collection so that we would have more adult material for the book sale in June.

Programs—Twenty three patrons picked up the adult take-and-make this month. Next month: Jigsaw Puzzle Exchange, June 4. Summer Reading starts June 6 and runs through the end of July; there are weekly prize drawings and a grand prize of a Kindle Fire. Book sale June 15-18.

Meetings—Attended the OLC Board meeting in Columbus on May 13, and a Chamber of Commerce Board meeting on May 18. SEO will hold its annual Library Directors meeting via Zoom on May 26.

Director's Report—June, 2022

Building and Grounds—Problem with the air conditioner settings during the hottest days of the year so far. Temperature was good downstairs but too hot upstairs. Standard Plumbing was able to adjust the system remotely and get the temperature back to normal. Down to Earth Landscaping was out at the beginning of the month to weed; grounds look great when they finish. They will tidy up once a month.

Staffing—the new part-time staff member, Anna Minor, is doing well working in both departments.

Projects—I've begun to weed the nonfiction collection and plan to finish that pass through the collection early in the next year.

Programs—the adult take and make crafts continue to be very popular—23 sign-ups in May, 19 sign-ups in June, and the July sign-up sheet was full in one day. Jennifer Bates is scheduling individual tech time appointments with patrons who need help with their personal devices. Patrons appreciate the personal assistance. The adult summer reading program has good participation so far; we'll see how many patrons remember to bring their reading logs back to the library for prize entry slips. Jennifer put together the promotional materials for the program, as well as made themed magnets with the new button maker to hand out to each participant. Adult staff worked together to decorate the service desk area for the theme, and have received many patron compliments on the decorations.

Meetings—I attended a meeting of local library directors in New Philadelphia on June 3, and the Chamber Board meeting on June 15.