

**Minerva Public Library
Board of Trustees**

September, 2021

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
September , 2021 Regular Meeting
September 23, 6:30 pm in the Community Meeting Room**

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

Minutes: Approve minutes of the August 26, 2021 Regular Board Meeting.

Ongoing Business

Mr. Dillie will provide updates on the following topics.

Ohio Governor's Imagination Library Update:

Library Service During Pandemic Update:

Air Conditioning Update: Standard Plumbing has the condenser units on hand and will start the installation this week.

Fiscal Officer's Report

Accept: the August, 2021 financial documents.

PLF Distribution: The September 2021 PLF receipts are \$67,783, 4% more than the \$64,956 received in September, 2020. PLF Receipts for the first three quarters of this year total \$582,848 which is 94% of the December 2020 estimate of \$614,629 for this year's PLF. The Ohio Department of Taxation issued a revised 2021 PLF estimate in July, taking into account the first six months of actual distribution and making a new estimate for July-August 2021. Under this new estimate, the library's total receipts for 2021 will be \$760,952.

2022 PLF Distribution: The Depart of Taxation has issued its first estimate for 2022. Minerva's PLF is estimated at \$737,953. The Carroll County Budget Commission has issued the library a certificate of resources for next year that is 15% of the county's PLF estimate, as expected. The Dept. of Taxation will issue a revised 2022 estimate in December. However, the County Auditors' offices will certify the library's 2022 distribution based on this July's estimate, and that is the revenue estimate the library will use for budgeting.

2021 General Revenue Net Operating Position

August Revenue =	\$58,743	Total Year-to-Date Revenue =	\$527,642
August Expenses =	\$47,023	Total Year-to-Date Expenses =	\$553,299**
Difference	\$22,720		-\$ 25,657

General Fund Expenses as Percentage of Appropriation on August 31

<u>2021 Appropriation**</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$893,911	\$553,300	61%

**includes \$180,000 total transfer out to Capital

Operating Expenses Only as Percentage of Operating Appropriation

<u>2021 Appropriation</u>	<u>Current 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$373,300	52%

Chase Bank Account: the local Chase Bank branch will remain open until December.

New Business

Executive Session: the Board will enter Executive Session to discuss the job performance of a library employee.

Motion: Second: Time:

Roll Call: __Bartley __Beard __Birks __Miller __Repella __Ruff __Rutledge

Motion to return to meeting: Second: Time:

Trustee Terms Ending: the seven-year Board terms of Mr. Bartley and Mr. Rutledge end on December 31. The Board will discuss what to do about this.

Cash in Lieu of Health Insurance: In June, 2019, following a suggestion from library staff, the Board approved providing monthly cash payment in lieu of the health insurance subsidy for eligible employees. Since the library increased the health insurance subsidy at the June, 2021, it is appropriate to revisit the rate for the cash-in-lieu-of payment.

Records Commission Meeting: the Board should plan to meet as the Records Commission immediately prior to the October Regular Meeting.

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: August door count was 3197, 23% higher than August last year. But 52% less than August, 2019. August checkouts were 10% above last year's, but renewals were down 9%. In-house circ was down less than 1%, and total circ was down 6.5%. Most of the latter decline is likely due to the problems with the delivery service which resulted in far fewer items than usual loaned to other libraries in August.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund **\$ 00.00**

Unrestricted Individual Contributions to the General Fund **\$ 259.57**

Includes \$128.95 from JDZ Sales for online sale of discards

In-kind Gifts July

Anonymous

2 hardcovers; 4 trade
paperbacks; 4 mass market
paper backs; 30 DVDs; 1
videogame

Adjourn

The next Regular Board Meeting will be held on October 28, 2021 at 6:30 pm in the library Board Room.

**Minerva Public Library Board of Trustees
Minutes of the August, 2021 Regular Meeting
August 26, 6:30 pm in the Community Meeting Room**

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

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

Adjustments to the Agenda: none

Public Participation: none

Ms Repella moved **to Approve the Minutes** of the July 22, 2021 Regular Board Meeting. Ms. Birks seconded. Motion carried unanimously.

Ongoing Business

Mr. Dillie will provided updates on the following topics.

Ohio Governor's Imagination Library Update: the number of registered kids is 198 out of 294, or 67%. Minerva continues to lead the other library districts in the percentage of eligible children registered in the program.

Library Service During Pandemic Update: the library is not requiring visitors or staff to wear masks. Some staff have chosen to do so. Mr. Dillie has shared with staff information from the CDC about the current transmission COVID rate and mask recommendations and the updated quarantine guidelines. Staff were reminded that the Board approved extending through the end of this year the additional COVID-related sick leave required by federal order in 2020. Over the past couple of weeks there has been a surge in patron demand for the rapid at-home COVID tests provided by the Ohio Dept. of Insurance. Mr. Dillie ordered more, and so far the library has distributed 120 or test kits.

Air Conditioning Update: AC went out following a power outage on the 08/12; tech from Standard was out on the 08/12 and got it started again. Another compressor has died, leaving two usable compressors in one unit and one compressor in the other. AC was out again on the 08/14 and Standard was able to remotely start it again the morning of the 18th. Standard ordered the replacement condensers six weeks ago, and they have still not arrived in Canton. The AC was out again Monday morning 08/23 and was restarted for Tuesday. The library closed at 1:00 on Monday because of the heat.

Fiscal Officer's Report

Ms. Davies reported that she had closed the months of May, June, and July and completed the financial reports which are included in the packet. The library is doing very well when comparing current revenue to current expenses and should be able to manage another transfer out to Capital before the end of the year.

Ms Ruff **moved to Accept** the Fiscal Officer's Report. Ms. Miller seconded. Motion carried unanimously.

PLF Distribution: The August 2021 PLF receipts are \$57,256, 18% less than the \$70,084 received in August, 2020. However, last year's receipts were inflated because of the delay in the income tax collection. This month's distribution is almost 13% above the December 2020 estimate

2021 General Revenue Net Operating Position

May Revenue =	\$66,911	Total Year-to-Date Revenue =	\$303,225
May Expenses =	<u>\$39,723</u>	Total Year-to-Date Expenses =	<u>\$320,937*</u>
Difference	\$27,188		-\$ 17,712

June Revenue =	\$85,597	Total Year-to-Date Revenue =	\$388,821
June Expenses =	<u>\$66,828</u>	Total Year-to-Date Expenses =	<u>\$467,765**</u>
Difference	\$18,769		-\$ 78,944

July Revenue =	\$80,077	Total Year-to-Date Revenue =	\$468,899
July Expenses =	<u>\$38,511</u>	Total Year-to-Date Expenses =	<u>\$506,276**</u>
Difference	\$41,566		-\$ 37,377

Operating Expenses as Percentage of Appropriation as of July 31

<u>2021 Appropriation*</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$813,910	\$606,276	66%

*includes \$100,000 total transfer out to Capital
 **includes \$180,000 total transfer out to Capital

Chase Bank Account: Ms. Davies reported that the Minerva Credit Union is not registered with the State of Ohio to take public deposits, so once Chase closes its local branch, there will be two Minerva banking choices: Consumers and Huntington. Ms. Davies recommended opening a checking account at Huntington to handle the library's cash deposits. The Chase checking account could be maintained to handle most transactions since the library receives most of its PLF money electronically, and makes almost all its payments online as well. There was general discussion about the advantage of having a local checking account to handle actual cash, and a consensus the library wants to do

physical deposits in town, but certainly could keep the main checking at Chase for the majority of its business. Fiscal Officer Davies will present a formal proposal to the Board for any changes to the library's accounts at the next Regular Board meeting.

New Business

Executive Session: at 7:15 pm Ms. Miller moved that the Board enter Executive Session to discuss the job performance of a library employee. Ms. Birks seconded. Ms. Davies was excused from the meeting. Mr. Dillie conducted the roll call vote.

Roll Call: Bartley aye, Birks aye, Miller aye, Repella aye, Ruff aye, Rutledge aye.

Ms. Davies was invited to the Executive at 7:40 and Mr. Dillie was excused.

Mr. Rutledge to return to regular meeting at 7:50 pm. Ms. Ruff seconded. Mr. Dillie rejoined the meeting.

Correspondence

None this month.

Director's Report

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

Library Statistics: July door count was 3159, 32% higher than July last year. But 43% less than July, 2019. July checkouts were 8.5% above last year's, and renewals were up 4.8%. In-house circ was up 6.6% which included the largest number of Hoopla checkouts ever at 775. Total circ was up 11% and was 67% of July, 2019 total circ.

Acknowledge Gifts

Restricted Business Contributions to the General Fund	\$1675.00
Received this year in support of summer reading	
Restricted Individual Contributions to the General Fund	\$ 00.00
Unrestricted Individual Contributions to the General Fund	\$ 680.16
Received in May, June, and July	

Includes: \$120 from Richard Myers for adult books; \$50 from Karla Bolanz for youth programs; \$100 from Chris and Dave Mikes for audio books in memory of Kay Hannah; \$100 from Jean Culp for adult books; and \$218.80 from JDZ sales for the sale of library discards.

In-kind Gifts July

Anonymous

2 hardcovers; 4 trade
paperbacks; 4 mass market
paper backs; 30 DVDs; 1
videogame

Adjourn: Ms. Miller moved to adjourn the meeting at 8:05 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on September 23, 2021 at 6:30 pm in the library's Community Meeting Room.

Board President

Date

Minerva Public Library

August, 2021 Financial Reports

Submitted for the September 2021 Board Meeting

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

Minerva Public Library
 Financials August 2021

Current Month: General Fund Restricted Capital Projects Transfers

Receipts:

<i>Fines and Fees</i>	76.35			
Lost Item	108.99			
Columbiana County PLF	1,387.75			
Stark County PLF	44,117.04			
Carroll County PLF	11,734.63			
CD Interest	317.73			
Sales Tax		301.36		
Printer paper		245.33		
Copier		49.00		
Fax		259.57		
Unrestricted Donations		25.00		
Rental/Meeting Room				
Resale				
Refunds from Overpayment		120.63		
Returned Check				
Transfer out 100,000.00				
Total from *Revenue Ledger				
	58,743.38			

Expenditures:

<u>Salaries</u>	
Dept 1	5,918.92
Dept 2	2,655.73
Dept 3	11,823.99
Dept 4	667.17
Dept 5	825.22
OPERS	4,410.05
Medicare	269.04
Life Insurance	31.97
Insurance-Board Share	3,095.65
Workers Comp-Sedgewick	
Programming Supplies	63.67
Adult Books	1,047.97
Youth Books	2,046.43
Periodicals	268.55
Adult Audiovisual	573.90
Downloadable Content	1,510.97

Youth Audiovisual	311.89
Catalog/processing	
Telephone	685.96
Dues and Membership	
Mtn and Repair on Equipment	1,826.00
Other Property Main/Repair and Security	2,436.00
AEP	288.11
Office Supplies	387.96
Dues/Membership	
Postage	4.01
Natural Gas	176.44
Property Mtn/Repair Supplies and Parts	243.66
Rents/Leasing	697.32
JAN	
Water/Sewer	119.57
Other Communications, Publicity	80.00
Other Purchased and Contract Services	4,094.85
Information Tech	432.20
Taxes-property	
resale	
Educational	30.00
Furniture/Equipment-Sweeper	

47,023.20

Capital	
Transfer In	
Maintenance and Repair	4,435.00
Land	
Furniture	
Total Expenses	<u>4,435.00</u>

51,458.20

Ending Cash Balance:	
Checking/Cash on Hand	235,769.73
Savings (Chase)	147,066.13
Certificates of Deposit (CNB)	0.00
Certificates of Deposit (Chase)	20,732.97
Petty Cash/Registers	271.00
Capital Reserve	228,747.74
	82,551.78
	271.00

715,139.35

403,839.83

311,299.52

Aug-21	
Income	58,743.38
Operating Expense	47,023.20
Difference	<u>11,720.18</u>

Revenue Status

By Fund
As Of 8/31/2021

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$1.61	\$33.39	4.6000%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.0000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.0000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$473,640.00	\$396,984.28	\$76,655.72	83.816%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$125,880.00	\$105,593.30	\$20,286.70	83.884%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,100.00	\$12,487.57	\$2,612.43	82.699%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$288.23	-\$288.23	0.0000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$136.11	\$113.89	54.444%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$50.00	\$2.95	\$47.05	5.900%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,500.00	\$1,334.69	\$1,165.31	53.388%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.0000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.0000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$2,500.00	\$1,265.26	\$1,234.74	50.610%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$381.70	\$318.30	54.529%
1000-611-0000	Restricted Contributions - Individuals	\$3,612.50	\$0.00	\$3,612.50	0.0000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.0000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,000.00	\$1,675.00	-\$675.00	167.500%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.0000%
1000-651-0000	Unrestricted Contributions - Individuals	\$2,000.00	\$2,133.33	-\$133.33	106.667%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.0000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$2,168.05	\$2,831.95	43.361%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$23.89	\$226.11	9.556%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$600.00	\$50.00	\$550.00	8.333%
1000-871-0000	Refunds for Overpayment	\$50.00	\$796.17	-\$746.17	1592.340%
1000-872-0000	Insurance Reimbursements	\$100.00	\$2,319.75	-\$2,219.75	2319.750%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.0000%
Fund 1000 Sub-Total:		\$633,267.50	\$527,641.89	\$105,625.61	83.321%

Revenue Status
By Fund
As Of 8/31/2021

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$180,000.00	\$180,000.00	\$0.00	100.0000%
	Fund 4001 Sub-Total:	\$180,000.00	\$180,000.00	\$0.00	100.0000%
	Report Total:	\$813,267.50	\$707,641.89	\$105,625.61	87.012%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 8/31/2021

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
1000-100-590-2020	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	\$88,966.00	\$0.00	\$46,960.33	\$42,005.67	52.785%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$41,953.00	\$0.00	\$22,510.48	\$19,442.52	53.656%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$196,491.02	\$0.00	\$99,563.95	\$96,927.07	50.671%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$6,323.98	\$0.00	\$3,289.86	\$3,024.12	52.180%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,892.00	\$0.00	\$6,892.75	\$5,999.25	53.465%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,252.52	\$0.00	\$25,139.39	\$22,113.13	53.202%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,026.08	\$0.00	\$2,361.10	\$2,664.98	46.977%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,372.00	\$15,223.80	\$19,148.20	\$0.00	55.709%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$129.24	\$255.76	\$0.00	66.431%
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	\$503.00	\$867.00	\$0.00	63.285%
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(RESTR: DOLLY PARTON LIBRA)	\$0.00	\$0.00	\$1,475.00	\$0.00	\$0.00	\$1,475.00	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	\$3,000.00	\$1,850.00	\$230.00	\$920.00	7.667%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$3,500.00	\$379.72	\$3,120.28	\$0.00	89.151%
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$0.00	\$0.00	\$20,000.00	\$2,319.72	\$12,802.67	\$4,877.61	64.013%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$18,940.00	\$3,954.18	\$7,474.86	\$7,510.96	39.466%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$9,000.00	\$1,524.78	\$5,975.22	\$0.00	79.670%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$1,760.87	\$1,760.87	\$3,513.08	\$3,726.05	39.034%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$14,011.78	\$11,988.22	\$0.00	46.109%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$60.00	\$10.08	\$49.92	\$0.00	83.200%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$5,000.00	\$3,434.03	\$1,565.97	\$0.00	31.319%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund
 As Of 8/31/2021

9/13/2021 2:56:59 PM
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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
1000-120-415-0000	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	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$500.00	\$209.24	\$90.76	\$2,000.00	18.1522%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,000.00	\$2,549.52	\$1,450.48	\$0.00	36.2622%
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	\$8,000.00	\$2,531.74	\$5,468.26	\$0.00	68.3539%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,580.00	\$11,789.43	\$14,066.03	\$0.00	47.5533%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,344.00	\$560.00	\$784.00	\$0.00	58.3333%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,420.00	\$7,102.14	\$17,307.86	\$1,010.00	68.0889%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$22,000.00	\$13,483.55	\$8,516.45	\$0.00	38.7111%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$302.22	\$397.78	\$0.00	56.8262%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$4,120.27	\$4,379.73	\$0.00	51.5269%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$3,819.95	\$1,180.05	\$0.00	23.6011%
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%
1000-230-311-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-230-312-0000	Dues and Fees	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	\$0.00	100.0000%
1000-230-322-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$500.00	\$410.00	\$90.00	\$0.00	18.0000%
1000-230-324-0000	Postage	\$0.00	\$0.00	\$225.00	\$152.17	\$72.83	\$0.00	32.3699%
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	\$500.00	\$0.00	\$90.00	\$420.00	16.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,500.00	\$238.00	\$9,262.00	\$0.00	97.4959%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,200.00	\$1,472.83	\$3,727.17	\$0.00	71.6769%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$1,360.00	\$840.00	\$520.00	\$0.00	61.7659%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$1,317.30	\$1,730.70	\$0.00	56.7811%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,750.00	\$2,606.65	\$11,143.35	\$0.00	81.0439%
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	\$1,156.97	\$1,843.03	\$0.00	61.4344%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	0.0000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$19,377.00	\$6,541.42	\$12,835.58	\$0.00	66.2411%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 8/31/2021

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
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$124.00	\$6.00	\$0.00	4.615%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$1,500.00	\$200.00	\$1,300.00	\$0.00	86.667%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0611	Other - Other(Information Technology)	\$0.00	\$0.00	\$3,000.00	\$111.57	\$2,888.43	\$0.00	96.281%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$180,000.00	\$0.00	\$180,000.00	\$0.00	100.000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$14,000.00	\$1,110.00	\$0.00	\$12,890.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$893,910.60	\$107,660.17	\$553,299.53	\$232,950.90	61.897%

Fund: Capital Projects
Pooled Balance: \$311,299.52
Non-Pooled Balance: \$0.00
Total Cash Balance: \$311,299.52

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	\$62,000.00	\$0.00	\$95,000.00	\$80,000.00	\$70,417.00	\$6,583.00	44.852%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$1,712.00	\$557.00	\$12,731.00	3.713%
4001-760-750-0000	Furniture and Equipment	\$6,010.00	\$0.00	\$25,000.00	\$4,523.00	\$17,086.00	\$9,401.00	55.098%
Capital Projects Fund Total:		\$68,010.00	\$0.00	\$135,000.00	\$86,235.00	\$88,060.00	\$28,715.00	43.377%
Report Total:		\$68,010.00	\$0.00	\$1,028,910.60	\$193,895.17	\$641,359.53	\$261,665.90	58.469%

Bank Reconciliation

Reconciled Date 8/31/2021

Posted 9/2/2021 2:51:05 PM

Prior UAN Balance:		\$707,854.17
Receipts:	+	\$183,783.38
Payments:	-	\$176,498.20
Adjustments:	+	<u>\$0.00</u>
Current UAN Balance as of 08/31/2021:		\$715,139.35
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 08/31/2021:		<u><u>\$715,139.35</u></u>
Entered Bank Balances as of 08/31/2021:		\$715,139.35
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 08/31/2021:		<u><u>\$715,139.35</u></u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 08/31/2021.

There are no outstanding receipts as of 08/31/2021.

There are no outstanding adjustments as of 08/31/2021.

Bank Balances

UAN v2021.3

Reconciled Date 8/31/2021

Posted 9/2/2021 2:51:05 PM

<u>Type</u>	<u>Name</u>	<u>Number</u>	<u>Prior Bank Balance</u>	<u>Calculated Bank Balance</u>	<u>Entered Bank Balance</u>	<u>Difference</u>
Primary	PRIMARY		\$354,707.77	\$235,769.73	\$235,769.73	\$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		\$103,232.42	\$103,284.75	\$103,284.75	\$0.00
Investment	CD012716		\$21,557.38	\$21,558.30	\$21,558.30	\$0.00
Investment	CD042517		\$21,543.97	\$21,553.12	\$21,553.12	\$0.00
Investment	CD050916		\$108,968.44	\$109,156.47	\$109,156.47	\$0.00
Investment	CD072716		\$21,474.58	\$21,475.49	\$21,475.49	\$0.00
Investment	CD080415		\$33,224.30	\$33,287.28	\$33,287.28	\$0.00
Investment	CD082817		\$21,716.16	\$21,717.08	\$21,717.08	\$0.00
Investment	SAVINGS		\$22,063.64	\$147,066.13	\$147,066.13	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
	Total:		<u>\$708,759.66</u>	<u>\$715,139.35</u>	<u>\$715,139.35</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 8/31/2021

Posted 9/2/2021 2:51:05 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	179-2021	08/02/2021	TREASURER, STATE OF OHIO	\$360.00
PRIMARY	Electronic	180-2021	08/02/2021	TREASURER, STATE OF OHIO	\$3,754.93
PRIMARY	Electronic	181-2021	08/02/2021	BAKER & TAYLOR BOOKS	\$28.43
PRIMARY	Electronic	182-2021	08/02/2021	copeco	\$270.67
PRIMARY	Electronic	183-2021	08/02/2021	Mary Ellen Gooding	\$69.00
PRIMARY	Electronic	184-2021	08/02/2021	MIDWEST TAPE	\$1,500.97
PRIMARY	Electronic	185-2021	08/03/2021	INDEPENDENT ELEVATOR CO., INC.	\$201.00
PRIMARY	Electronic	186-2021	08/03/2021	copeco	\$426.65
PRIMARY	Electronic	187-2021	08/03/2021	MINERVA AREA CHAMBER OF COMMERCE	\$80.00
PRIMARY	Electronic	188-2021	08/05/2021	J & D Cleaning Service	\$1,235.00
PRIMARY	Electronic	189-2021	08/02/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,469.40
PRIMARY	Electronic	190-2021	08/05/2021	FIRST COMMUNICATIONS	\$685.96
PRIMARY	Electronic	241-2021	08/12/2021	PAYCHEX	\$1,008.02
PRIMARY	Electronic	242-2021	08/12/2021	PAYCHEX	\$118.90
PRIMARY	Electronic	243-2021	08/12/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,498.40
PRIMARY	Electronic	244-2021	08/12/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00
PRIMARY	Electronic	245-2021	08/12/2021	PAYCHEX	\$7,912.38
PRIMARY	Electronic	246-2021	08/09/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$46.79
PRIMARY	Electronic	247-2021	08/09/2021	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$180.00
PRIMARY	Electronic	248-2021	08/09/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	249-2021	08/09/2021	NEO-RLS	\$125.00
PRIMARY	Electronic	250-2021	08/09/2021	STANDARD PLUMBING AND HEATING CO	\$1,625.00
PRIMARY	Electronic	251-2021	08/05/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$119.55
PRIMARY	Electronic	252-2021	08/12/2021	BAKER & TAYLOR BOOKS	\$419.39
PRIMARY	Electronic	253-2021	08/06/2021	BOOK FARM	\$37.98
PRIMARY	Electronic	254-2021	08/06/2021	UNIQUE MANAGEMENT SERVICES, INC.	\$44.75
PRIMARY	Electronic	255-2021	08/12/2021	BAKER & TAYLOR BOOKS	\$78.30
PRIMARY	Electronic	256-2021	08/12/2021	BAKER & TAYLOR BOOKS	\$33.38
PRIMARY	Electronic	257-2021	08/12/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$126.00
PRIMARY	Electronic	258-2021	08/12/2021	QUILL CORPORATION	\$51.98

Cleared Payments

Reconciled Date 8/31/2021

Posted 9/2/2021 2:51:05 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	259-2021	08/12/2021	QUILL CORPORATION	\$43.90
PRIMARY	Electronic	260-2021	08/12/2021	THE REPOSITORY	\$268.55
PRIMARY	Electronic	261-2021	08/12/2021	CATLETT QUALITY PLUMBING	\$4,435.00
PRIMARY	Electronic	262-2021	08/12/2021	Kanopy Inc.	\$10.00
PRIMARY	Electronic	324-2021	08/17/2021	COLUMBIA GAS OF OHIO	\$176.44
PRIMARY	Electronic	325-2021	08/17/2021	QUILL CORPORATION	\$95.88
PRIMARY	Electronic	326-2021	08/17/2021	Ohio Department of Taxation	\$68.01
PRIMARY	Electronic	327-2021	08/17/2021	BAKER & TAYLOR BOOKS	\$80.51
PRIMARY	Electronic	328-2021	08/18/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$22.06
PRIMARY	Electronic	329-2021	08/17/2021	AMAZON	\$543.67
PRIMARY	Electronic	330-2021	08/12/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$990.00
PRIMARY	Electronic	331-2021	08/18/2021	BAKER & TAYLOR BOOKS	\$220.01
PRIMARY	Electronic	332-2021	08/13/2021	BOOK FARM	\$618.70
PRIMARY	Electronic	333-2021	08/18/2021	Diane L Woodford	\$43.30
PRIMARY	Electronic	380-2021	08/20/2021	AMERICAN ELECTRIC POWER	\$1,157.11
PRIMARY	Electronic	381-2021	08/27/2021	CHASE CARD SERVICES	\$189.80
PRIMARY	Electronic	382-2021	08/27/2021	DAMON INDUSTRIES INC	\$155.86
PRIMARY	Electronic	383-2021	08/27/2021	QUILL CORPORATION	\$90.99
PRIMARY	Electronic	384-2021	08/27/2021	WATER AND SEWER DEPT.	\$119.57
PRIMARY	Electronic	385-2021	08/27/2021	BAKER & TAYLOR BOOKS	\$1,706.36
PRIMARY	Electronic	386-2021	08/27/2021	BAKER & TAYLOR BOOKS	\$180.03
PRIMARY	Electronic	387-2021	08/27/2021	PAYCHEX	\$107.27
PRIMARY	Electronic	388-2021	08/26/2021	PAYCHEX	\$942.03
PRIMARY	Electronic	389-2021	08/26/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,417.19
PRIMARY	Electronic	390-2021	08/26/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00
PRIMARY	Electronic	391-2021	08/25/2021	PAYCHEX	\$7,164.79
PRIMARY	Electronic	392-2021	08/23/2021	OHIO LIBRARY COUNCIL	\$30.00
PRIMARY	Electronic	393-2021	08/23/2021	Ted Fellows	\$85.00
PRIMARY	Warrant	6825	08/02/2021	PETTY CASH	\$20.00
PRIMARY	Chk Transfer		08/02/2021	Transfer-PRIMARY to PETTYCASH2	\$20.00
PRIMARY	Inv Transfer		08/23/2021	Transfer To Investment SAVINGS	\$125,000.00
PETTYCASH2	Chk Transfer		08/02/2021	Transfer-PETTYCASH2 to PRIMARY	\$20.00
					\$177,403.69

Cleared Receipts

UAN v2021.3

Reconciled Date 8/31/2021

Posted 9/2/2021 2:51:05 PM

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		80-2021	08/02/2021	CHRISTINA L. DAVIES	\$293.37
PRIMARY	Standard		81-2021	08/03/2021	CHRISTINA L. DAVIES	\$61.80
PRIMARY	Standard		83-2021	08/05/2021	CHRISTINA L. DAVIES	\$20.10
PRIMARY	Standard		87-2021	08/06/2021	CHRISTINA L. DAVIES	\$6.25
PRIMARY	Standard		86-2021	08/09/2021	CHRISTINA L. DAVIES	\$23.05
PRIMARY	Standard		84-2021	08/12/2021	CHRISTINA L. DAVIES	\$91.05
PRIMARY	Standard		85-2021	08/12/2021	STARK COUNTY AUDITOR'S OFFICE	\$44,117.04
PRIMARY	Standard		88-2021	08/13/2021	CHRISTINA L. DAVIES	\$13.91
PRIMARY	Standard		96-2021	08/17/2021	CARROLL COUNTY AUDITOR'S OFFICE	\$11,734.63
PRIMARY	Standard		97-2021	08/17/2021	CHRISTINA L. DAVIES	\$56.49
PRIMARY	Standard		98-2021	08/17/2021	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,387.75
PRIMARY	Standard		99-2021	08/18/2021	CHRISTINA L. DAVIES	\$119.60
PRIMARY	Standard		107-2021	08/20/2021	CHRISTINA L. DAVIES	\$109.20
PRIMARY	Standard		108-2021	08/23/2021	CHRISTINA L. DAVIES	\$24.95
PRIMARY	Standard		112-2021	08/23/2021	CHRISTINA L. DAVIES	\$95.88
PRIMARY	Standard		109-2021	08/26/2021	CHRISTINA L. DAVIES	\$260.58
PRIMARY	Standard		113-2021	08/27/2021	CHRISTINA L. DAVIES	\$10.00
PRIMARY	Chk Transfer			08/02/2021	Transfer-PETTYCASH2 to PRIMARY	\$20.00
PETTYCASH2	Chk Transfer			08/02/2021	Transfer-PRIMARY to PETTYCASH2	\$20.00
CD Chase	Interest		111-2021	08/02/2021	CD Chase	\$52.33
CD012716	Interest		119-2021	08/27/2021	CD012716	\$0.92
CD042517	Interest		117-2021	08/25/2021	CD042517	\$9.15
CD050916	Interest		118-2021	08/11/2021	CD050916	\$188.03
CD072716	Interest		115-2021	08/27/2021	CD072716	\$0.91
CD080415	Interest		116-2021	08/04/2021	CD080415	\$62.98
CD082817	Interest		120-2021	08/27/2021	CD082817	\$0.92
SAVINGS	Inv Transfer			08/23/2021	Transfer To Investment SAVINGS	\$125,000.00
SAVINGS	Interest		121-2021	08/31/2021	SAVINGS	\$2.49
						<u>\$183,783.38</u>

Fund Status

As Of 8/31/2021

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	35.998%	\$403,839.83	\$228,747.74	\$175,092.09
4001	Capital Projects	64.002%	\$311,299.52	\$0.00	\$311,299.52
All Funds Total			\$715,139.35	\$228,747.74	\$486,391.61
Pooled Investments					\$250,350.88
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$235,769.73

Last reconciled to bank: 08/31/2021 – Total other adjusting factors: \$0.00

End

Minerva Public Library

**August, 2021 Financial
Reports**

**Submitted for September
2021 Board Meeting**

September 2021 Youth Services Report

The Beginning of the school years brings excitement to the Youth Department each year. Although not all classes visit as they did in 2019, several teachers who did not use the public library last year have scheduled regular visits. Additionally, the 8th grade Language Arts teachers will bring their students once every nine weeks.

Voting for the Buckeye Children's Book Award began. The students will enjoy one of the five nominees each week, then vote for their favorite. The students' votes vary from one book dominating the competition to widely split classrooms. One year a first grade room voted 7-7-7 for three of the titles! The winner for the state will be announced in November.

Story Time and Book Beginnings began Wednesday, September 8 with plans to run all year (except Minerva School days off) and a new evening Story Time six week session began September 9. A few children and parents came the first week, but the numbers grew for the second week which featured a pirate theme and a treasure hunt in the library.

Speaking of treasure hunt, the library gained new learning backpacks including one titled *Pirate Treasure!* The backpacks include a game, puzzle, or other activity with a few themed books. Other new titles are *Apple Twist* (featuring an apple logic puzzle), *Acrobats* (with magnetic acrobat toys), *Day and Night* (in which children build with blocks to match the scene on the card showing blocks in the light OR as shadows), and *Outdoor Explorer* (with binoculars, a bug jar, tweezers, magnifying glass and other items to explore the environment.)

Sarah prepared a Reading Bingo sheet for 5th-12th graders to read books and earn candy and other prizes this fall. September also brings a Family Night: Book Bingo. Sarah will also attend the local Oktoberfest on October 2 and share a sweet treat craft with anyone who visits the library table.

Statistics for August 2021:

Side Door Count: 266

MES: 11 visit /266

Study Rooms Use: 18

Reference Questions: 490

Teacher collections: 8 request /296 books

Sensory SPOT: 72

COSI Learning Lunchboxes: 50

Interactive Movie kits: 15

Family Fun Day: 240

Computer Use: 51

Other Questions: 63

Lit Loot: 10

Kathy Heller

Youth Services Manager

9/17/2021

Director's Report—September, 2021

Building and Grounds—Down to Earth Landscaping removed the waterfall fountain from the patio area, reduced the size of the landscaped beds, and re-seeded the grass in that area. It looks much better. I've ordered replacement toilet seats for all the restrooms; the seats are original to the remodel and it's time to replace them. Ray Electric came by to look at the security lights on the exterior; one ballast has gone bad and I'd like to replace all the lights with LEDs. Standard Plumbing has said they would like to start on the condenser replacement the week of September 20. Since the forecast promises much cooler weather as the week goes on, I've told them to go ahead and get to work.

Programs—21 take and make craft kits went out from Adult Services this month, and registration for the October kit is already full. Staff have the crafts planned and the parts gathered kits for the remainder of this year. There is great demand for the rapid at-home COVID test kits provided by the Ohio Dept. of Health. So far, the library has distributed over 500 kits.

Staffing—I had a full staff meeting followed by department meetings on Friday, Sept. 10. Youth Services has one or two Fridays each month where most of the staff is scheduled to work, so I plan to have full staff meetings every two or three months on Friday mornings before we open.

Meetings—I attended a Chamber Board meeting on the 15th, and a virtual OLC Board meeting on the 17th. I will attend the OLC Annual Convention in Columbus October 13-15. It is being held in person, but the expectation is for about half the usual number of registrations and masks are required.