

**Minerva Public Library
Board of Trustees**

September, 2022

**Monthly Regular Meeting
Packet**

**Minerva Public Library Board of Trustees
September, 2022 Regular Meeting
September 22, 6:30 pm in the Library Community Meeting Room**

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

Minutes: Approve minutes of the August 25, 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 August, 2022.

Approve: the monthly report from the Fiscal Officer.

PLF Distribution: The September PLF receipts are \$72,544, 7% more than the \$67,783 received in September, 2021.

2022 General Revenue Fund Net Position

| | | | |
|-----------------|------------|-----------------------------|--------------|
| August Revenue | = \$60,130 | Total Year-to-Date Revenue | = \$572,993 |
| August Expenses | = \$57,161 | Total Year-to-Date Expenses | = \$650,120* |
| | \$ 2,969 | | - \$ 77,127 |

*includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

| | |
|------------|-----------|
| Revenue | \$572,993 |
| Expenses | \$450,120 |
| Difference | \$122,873 |

General Revenue Fund Expenses as Percentage of Appropriation on December 31

| <u>2022 Appropriation *</u> | <u>Current 2022 Expenses</u> | <u>As Percentage</u> |
|-----------------------------|------------------------------|----------------------|
| \$939,814 | \$650,120 | 69% |

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

Operating Expenses as Percentage of Appropriation

| <u>2022 Appropriation</u> | <u>Current 2022 Expenses</u> | <u>As Percentage</u> |
|---------------------------|------------------------------|----------------------|
| \$737,814 | \$450,120 | 57% |

Unique Management: billed the library \$118.20 for 12 placements in August.

New Business

Library Trustee Terms: the seven-year terms of both Ms. Birks and Ms. Miller expire at the end of his year. Ms. Miller has said that she is interested in serving another term on the Board. Ms. Birks ha said that she would like to finish her service on the Board with this term. The Board will discuss possible candidates for the Trustee seat now held by Ms. Birks.

Library Associate II: at its last meeting, the Board approved creating a Library Associate II, Program Associate position for Youth Services to replace the Librarian position formerly held by Sarah Pearson. After posting the new LA II position and reviewing the applicants, Mr. Dillie and Mrs. Heller decided the best choice was to hire Anna Minor, our newest LA I, for this job. Anna will continue to work some shifts in Adult Services while Mr. Dillie is on medical leave.

Approve Resolution 22-09-01: to hire Anna Minor as Library Associate II, Program Associate, Youth Services at a starting wage of \$13.97 an hour, the base rate for that classification, and a start date of September 19, 2022.

Correspondence

No correspondence this month.

Director's Report

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

Library Statistics: the August door count was 4237, 33% more than the August, 2021 count and 36% less than the 2019 count. Checkouts in-house were up 8.3% over last

year, while renewals were down 6% from last August; in-house checkouts to date are almost 6% ahead of January-August last year. Total circulation was up just slightly over August last year, and year-to-date total circ is less than 1% behind this time last year

Acknowledge Gifts—August

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 60.00*

Total Restricted and Unrestricted

\$ 60.00

*includes \$32 from Empties for Cash for recycled inkjet cartridges

In-kind Gifts

Anonymous

3 hardcovers; 9 trade paperbacks;
2 mass market paperback; 5 DVDs

Adjourn

The next Regular Board Meeting will be held on October 13, 2022 at 6:30 pm in the Library Board Room.

**Minutes of the Minerva Public Library Board of Trustees
August 25, 2022 Regular Meeting**

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm in the Library Board Room.

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Diane Ruff, Dick Rutledge. Library Director Tom Dillie.

Adjustments to the Agenda: Mr. Dillie had sent out additional agenda items before the meeting regarding library closings, and preparation for his medical leave.

Public Participation: none

Minutes: Mr. Rutledge moved to approve minutes of the July 28, 2022 Regular Board Meeting. Ms. Ruff seconded. Motion carried unanimously.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: Mr. Dillie reported that there are now 244 kids registered with the program.

Library Service During Pandemic Update; Mr. Dillie reported that the library continues to hand out at-home COVID test kits and the demand has lately increased. The Ohio Dept. of Health automatically ships test kits to the library monthly, and Mr. Dillie reports weekly how many staff have distributed.

Fiscal Officer's Report

Fiscal Officer Davies was unable to attend the meeting. Mr. Dillie presented her report which she had also emailed the Trustees in advance. (Attachment A)

Mr. Rutledge moved to **accept the** monthly financial documents for July, 2022. Ms. Birks seconded. Motion carried unanimously.

Dr. Beard moved to **approve** the monthly report from the Fiscal Officer. Ms. Ruff seconded. Motion carried unanimously.

PLF Distribution: The August PLF receipts are \$59,211, 3% more than the \$57,256 received in August, 2021.

2022 General Fund Net Position

| | | | |
|---------------|------------|-----------------------------|--------------|
| July Revenue | = \$80,236 | Total Year-to-Date Revenue | = \$512,862 |
| July Expenses | = \$48,285 | Total Year-to-Date Expenses | = \$592,959* |

\$31,951

- \$ 80,097

*includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

| | |
|------------|------------------|
| Revenue | \$512,862 |
| Expenses | <u>\$392,959</u> |
| Difference | \$119,903 |

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 | \$592,959 | 63% |

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

Operating Expenses as Percentage of Appropriation

| | | |
|---------------------------|------------------------------|----------------------|
| <u>2022 Appropriation</u> | <u>Current 2022 Expenses</u> | <u>As Percentage</u> |
| \$737,814 | \$392,959 | 53% |

Unique Management: billed the library \$147.75 for 15 placements in June.

Carroll County Budget Commission Meeting: Mr. Dillie met with the Budget Commission for the annual budget hearing on Tuesday, August 9. He provided them with an update on library services and activities. Mentioned the HVAC expenses from last year, and the replenishment of the Capital Fund using the unexpectedly high PLF revenue. Also mentioned the library's success with DPILO registrations. Budget Commission had no comments or questions about library activities.

New Business

New Job Description: Mr. Dillie reported that Sarah Pearson, the Youth Services Librarian, has accepted a job with the Dayton Public Library and will be leaving for her new position shortly. The Youth Services Librarian was created in 2015 from a Library Associate II position that was vacant following a retirement. The library has had now two degreed librarians in that job. After some discussion, Mr. Dillie and Mrs. Heller have chosen to remove the Youth Librarian position and create a Library Associate II position in Youth Services for a Program Associate. The new job description (Attachment B) is similar to that of the other LA II position in Youth Services but will focus more on programming for older kids, whereas the LA II position held now by

Laken Hamilton focuses on programming for younger kids. The library is advertising this job opening now.

Ms. Birks moved to **approve Resolution 22-08-01**: to approve the job description for the Library Associate II Program Associate Youth Services as presented. Dr. Beard seconded. Motion carried unanimously.

Library Trustee Terms: the seven-year terms of both Ms. Birks and Ms. Miller expire at the end of his year. Ms. Miller has said that she is interested in serving another term on the Board. Ms. Birks ha said that she would like to finish her service on the Board with this term. Dr. Beard asked how the Board has gone about recruiting new Trustees. Mr. Bartley explained that current Trustees are welcome to suggest candidates and bring those names to the Board for discussion. It is a good idea to discover whether someone would be interested in serving on the Board before bringing up their name for consideration. The Trustees will discuss possible candidates at the September Board meeting.

Thanksgiving Holiday—the library has Thanksgiving Day as a paid holiday. From 2010-2013, during cuts in hours of work, the library made the Friday after Thanksgiving a mandatory furlough day, and was closed on Saturday. Staff did like that extra time off even though they lost a day's pay. Mr. Dillie suggested for this year adding the Friday after Thanksgiving as a paid holiday with Saturday then as a closed day. Because the staff would have five scheduled days that week, three open work days, and two holidays, they would be able to account their hours without Saturday on the schedule at all. This is a benefit that costs the library no additional money and would make scheduling easier this fall. Ms. Birks asked if patrons had any comment during those four years the library was closed over the whole Thanksgiving weekend. Mr. Dillie said that there were no comments, let alone complaints.

Dr. Beard moved to **approve Resolution 22-08-03** to make Friday, November 26, 2022 a paid holiday for all regular staff, and to close the library on Saturday, November 26, 2022.

Changes to October and November Board Meetings: Mr. Dillie will be on medical leave from October 14 through the end of November. He suggested moving the October Regular Board meeting from the 27th to the 13th to allow for a discussion of a draft 2023 budget, and to cancel the November Regular Board meeting.

Ms. Ruff moved to **approve Resolution 22-08-03** to move the October Regular Board Meeting from Thursday, October 28 to Thursday, October 14 at 6:30 pm, and to cancel the November Regular Board meeting. Mr. Rutledge seconded. Motion carried unanimously.

Acting Director: because Mr. Dillie will be on leave for an extended period, the Board discussed appointing an acting Director. It was agreed generally that it would be helpful to have someone in the building with the clear authority and responsibility to make decisions. Mr. Dillie has discussed with Mrs. Heller, the Youth Services Manager, whether she is interested in this temporary promotion. She is interested and understands that she will be expected to manage regular staffing and patron issues as they arise, but will be able to consult with either Mr. Dillie or Mr. Bartley if necessary. Because of the increased responsibility, the Board also agreed that a temporary increase in hourly wage is in order.

Mr. Rutledge move to **approve Resolution 22-08-04:** to appoint Kathy Heller as Acting Library Director beginning October 14, 2022, and continuing until Mr. Dillie is able to return to work on a regular schedule. During the time she serves in this role, her hourly rate will be \$29.00; she will return to her current hourly rate once Mr. Dillie resumes the Director’s duties. Ms. Ruff seconded. Motion carried unanimously.

Correspondence

No correspondence this month.

Director’s Report

Dr. Beard moved to Accept monthly reports from the Director, and the Youth Services Manager. (Attachment C) Ms. Birks seconded. Motion carried unanimously.

Library Statistics: the July door count was 3226, 2% more than the July, 2021 count and 41% less than the 2019 count. Checkouts were up over last year, while renewals were down 7% from last July. Total circulation was up 7.5% over last year due to an increase in downloadable content checkouts (highest Hoopla month ever), and a substantial increase in items loaned to other libraries. The latter increase reflects the fact the delivery service now is much more reliable and efficient than it was a year ago.

Acknowledge Gifts—July

Restricted Individual Contributions to the General Fund

\$ 0.00

Unrestricted Individual Contributions to the General Fund

\$ 51.95*

Total Restricted and Unrestricted

\$ 51.95

*Includes a \$30 donation from the Columbiana County Democratic Women's Committee

In-kind Gifts

Anonymous

3 hardcovers; 5 trade paperbacks;
1 mass market paperback; 2 DVDs

Adjourn: Mr. Rutledge moved to adjourn at 7:35 pm. Ms. Ruff seconded.

The next Regular Board Meeting will be held on September 22, 2022 at 6:30 pm in the Community Meeting Room.

Attachment A, Minutes of the August 25, 2022 Board Meeting

Minerva Public Library

Board Meeting

08/25/2022

Christina Davies, Fiscal Officer Report

I apologize for my absence, but I am at Cleveland Clinic on the day of the meeting having testing all day for my stomach. I have waited a long time for this appointment. If you have any questions, please reach out to me!

JULY 2022

Revenue \$80,235.78

Appropriation's \$48,283.84

\$31,951.94

Overview:

Assets: FUND BALANCE TOTAL- \$868,692.80

CAPITAL-\$497,703.59

NON-POOLED-\$120,427.63

CHECKING-\$250,561.58

Eglie Trust/Capital Transfers

The transfer from General Revenue to Capital was completed for \$75,013.46

A Transfer to Capital was completed in July per board request for \$200,000.00

CD's

As the CD's mature they are put into the savings accounts at Chase and Consumers.

Deputy Fiscal Officer

Thankful to the Board, Evanich Accounting has been contracted as the Fiscal Services Consultant to provide services as the Library Fiscal Officer backup.

Attachment B, Minutes of the August 25, 2022 Board Meeting

Classification: Library Associate II

Title: Library Associate II, Program Associate, Youth Services (full time)

Department: Youth Services

Reports to: Manager, Youth Services Department

Hours: Full time at 40 hours per week including days, evenings, and one or more Saturdays a month as scheduled. Schedules may be altered depending on the needs of the library.

Job Objective: A Library Associate II, Youth Services works closely with the public, answers general information, reference, and reader's advisory questions, and provides high quality customer service to patrons of all ages, focusing particularly on youth and their caregivers. Under the general supervision of the Department Manager this position plans, promotes, and executes library programs for youth, and families, and develops the Department's presence on the Library website and in social media. This position also performs a variety of clerical and technical duties related to the circulation of library materials, and maintains an orderly and welcoming library.

Essential Job Functions and Responsibilities:

- Develops, promotes, and executes a variety of programs for youth, including story times for children of specific ages and abilities, thematic programs, and the children's summer reading program, under direction of the Department Manager.
- Promotes library activities and services through social media tools, e-mail newsletters, the library's website, as well as brochures and other print media. Works with other departments in implementing activities that further external communication efforts.
- Checks in and checks out materials using a computerized system; registers patrons; collects fines and fees; renews materials and manages reserves; accepts and processes various forms; answers circulation questions from patrons in person or by telephone.
- Provides reference and reader's advisory assistance to patrons in person, by telephone, or online.
- Assists library patrons in making effective use of library resources, equipment, and services within the department.
- Maintains an orderly and attractive library collection: verifies and sorts returned materials, cleans materials as needed; shelves materials, reads shelves as needed and assigned; assists with displays of materials.
- Maintains a high level of effective and efficient customer service in assisting all patrons.
- Consults with teachers and prepares collections for their use.
- Shows tact and courtesy with the public and with other staff members.

- Pulls Cargo list and sorts materials.
- Performs opening and closing procedures.
- Keeps supervisor informed of departmental needs and concerns.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Additional duties may be assigned. Such duties are non-essential functions of this position.

Qualifications:

- Associate or Bachelor degree with a focus on education or equivalent combination of education, experience, and training which provides the required knowledge, skill, and ability.
- Demonstrated successful experience in library service to children or a combination of educational programs and experience demonstrating success with groups of children and knowledge of children’s literature and materials. Demonstrated knowledge of, and experience with, social media and emerging technologies.

Knowledge, Skills, and Abilities

- Working knowledge of Microsoft Office Suite products.
- Familiarity with current social media and ability to experiment with new technology and deploy it effectively.
- Ability to develop and implement appropriate programming for a variety of audiences.
- Ability to understand, and adhere to, library policies, procedures, and practices.
- Ability to work closely and effectively with children, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the Library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to work independently and make sound decisions.

- Ability to communicate clearly in English with Library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.
- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds and moving loaded book carts and other library equipment and fixtures.

Machines, Tools, Equipment, and Work Aids:

- Desktop, laptop, and tablet computers, smart devices, photocopier, document scanner, Ellison die machine, laminator, and telephone system.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee_____

Date_____

Signature of Supervisor_____

Date_____

Minerva Public Library

August, 2022 Financial Reports

Submitted for the September, 2022 Board Meeting

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

Minerva Public Library
 Financials August 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> | 81.98 | | | |
| Lost Item | | | | |
| Columbiana County PLF | 1,435.55 | | | |
| Stark County PLF | 45,636.49 | | | |
| Carroll County PLF | 12,138.79 | | | |
| CD Interest | 147.27 | | | |
| Sales Tax | 0.46 | | | |
| Printer paper | 160.60 | | | |
| Copier | 392.20 | | | |
| Fax | 70.00 | | | |
| Unrestricted Donations | 60.00 | | | |
| Rental/Meeting Room | | | | |
| Resale | | | | |
| Refunds from Overpayment | 6.54 | | | |
| Returned Check | | | | |
| Youth Summer Reading | | | | |
| Total from *Revenue Ledger | 60,129.88 | | | |

Expenditures:

| | | | | |
|---|-----------|--|--|--|
| <u>Salaries</u> | | | | |
| Dept 1 | 6,408.49 | | | |
| Dept 2 | 3,484.40 | | | |
| Dept 3 | 16,457.26 | | | |
| Dept 4 | 299.48 | | | |
| Dept 5 | 1,064.40 | | | |
| OPERS | 3,791.80 | | | |
| Medicare | 374.79 | | | |
| Life Insurance | 33.70 | | | |
| Insurance-Board Share | 3,095.00 | | | |
| BWC | | | | |
| Other Purchased and Contract Services | | | | |
| Programming Supplies | 445.46 | | | |
| Adult Books | 2,033.88 | | | |
| Adult-Egile | 16.37 | | | |
| Youth Books | 1,474.20 | | | |
| Periodicals | 35.00 | | | |
| Adult Audio/visual | 642.20 | | | |
| Downloadable Content | 2,907.65 | | | |
| Youth Audiovisual | 273.66 | | | |
| Library Material Repair and Restoration | | | | |
| Other Library Material and Information | 293.90 | | | |
| Other Supplies Catalog and Processing | 689.87 | | | |
| Telephone | 4,262.17 | | | |
| Dues/Fees | | | | |
| Mtn and Repair on Equipment | 2,246.00 | | | |

| | |
|--|------------------|
| Other Property Maint/Repair and Security | |
| AEP | 2,049.16 |
| Office Supplies | 2,089.33 |
| Trash | 376.76 |
| Postage | 282.00 |
| Natural Gas | 4.16 |
| Property Mfm/Repair Supplies and Parts | 521.07 |
| Rents/Leasing | 139.05 |
| UAN | 445.86 |
| Water/Sewer | 45.10 |
| Other Communications, Publicity | 360.00 |
| Other Purchased and Contract Services | 390.60 |
| Information Tech | |
| Audit | |
| resale | 0.40 |
| Meeting | 228.00 |
| Fidelity Bond Premiums | |
| Property Insurance Premium | |
| Total General Expenses | <u>57,161.17</u> |

| | |
|------------------------|-----------------|
| Capital: | |
| Transfer In | |
| Maintenance and Repair | 3,091.00 |
| Land | 4,041.00 |
| Furniture | |
| Total Expenses | <u>7,132.00</u> |

64,293.17

| | | |
|-------------------------------|------------|-------------------|
| Ending Cash Balance: | | |
| Checking/Cash on Hand | | 194,325.88 |
| Savings (Chase) | | 303,374.79 |
| Savings (CNB) | | 251,653.55 |
| Certificates of Deposit (CNB) | | 64,902.45 |
| Petty Cash/Registers | | 271.00 |
| Savings Huntington | | 50,001.84 |
| Total | 309,326.47 | <u>864,529.51</u> |
| | 490,571.59 | 64902.45 |

| | |
|----------|------------------|
| Cash | |
| Capital | |
| CD's | |
| Income | 60,129.88 |
| Expense | <u>64,293.17</u> |
| Net Loss | <u>4,163.29</u> |

MINERVA PUBLIC LIBRARY, STARK COUNTY
Revenue Status
 By Fund
 As Of 8/31/2022

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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 | \$3.42 | \$26.58 | 11.400% |
| 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 | \$431,786.64 | \$136,508.36 | 75.979% |
| 1000-240-0012 | Public Library Fund - State{CARROLL CO.} | \$151,555.00 | \$114,850.62 | \$36,704.38 | 75.781% |
| 1000-240-0013 | Public Library Fund - State{COLUMBIANA CO.} | \$18,103.00 | \$13,582.35 | \$4,520.65 | 75.028% |
| 1000-310-0311 | Patron Fines and Lost Item Income{FINES & FEES} | \$350.00 | \$281.54 | \$68.46 | 80.440% |
| 1000-310-0312 | Patron Fines and Lost Item Income{LOST ITEM} | \$200.00 | \$79.37 | \$120.63 | 39.685% |
| 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 | \$1,658.63 | -\$158.63 | 110.575% |
| 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 | \$1,038.15 | \$711.85 | 59.323% |
| 1000-399-0398 | Other - Patron Fines and Fees{FAX FEE} | \$500.00 | \$440.55 | \$59.45 | 88.110% |
| 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 | \$4,721.44 | -\$1,721.44 | 157.381% |
| 1000-652-0000 | Unrestricted Contributions - Businesses | \$0.00 | \$0.00 | \$0.00 | 0.000% |
| 1000-690-0000 | Other - Contributions, Gifts and Donations | \$0.00 | \$0.00 | \$0.00 | 0.000% |
| 1000-701-0000 | Interest or Dividends on Investments | \$3,000.00 | \$1,867.67 | \$1,132.33 | 62.256% |
| 1000-820-0000 | Sale of Supplies for Resale | \$100.00 | \$60.58 | \$39.42 | 60.580% |
| 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 | \$906.77 | -\$906.77 | 0.000% |
| 1000-872-0000 | Insurance Reimbursements | \$1,000.00 | \$412.44 | \$587.56 | 41.244% |
| 1000-892-0000 | Other - Miscellaneous Non-Operating | \$0.00 | \$0.00 | \$0.00 | 0.000% |

Revenue Status

By Fund

As Of 8/31/2022

| | | | | |
|----------------------|--------------|--------------|--------------|---------|
| Fund 1000 Sub-Total: | \$750,883.00 | \$572,992.67 | \$177,890.33 | 76.309% |
|----------------------|--------------|--------------|--------------|---------|

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% |
| 4001-651-2024 | Unrestricted Contributions - Individuals{Eglie Estate Donat} | \$0.00 | \$75,013.46 | -\$75,013.46 | 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 | \$275,013.46 | -\$275,013.46 | 0.000% |
| | Report Total: | \$750,883.00 | \$848,006.13 | -\$97,123.13 | 112.935% |

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 8/31/2022

9/12/2022 2:17:21 PM
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Fund: General
Pooled Balance: \$309,055.47
Non-Pooled Balance: \$64,902.45
Total Cash Balance: \$373,957.92

| 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 | \$98,755.00 | \$0.00 | \$56,927.87 | \$31,827.13 | 64.1400% |
| 1000-110-110-0002 | D Salaries{MANAGERS} | \$0.00 | \$0.00 | \$43,972.00 | \$0.00 | \$29,030.94 | \$14,941.06 | 66.0210% |
| 1000-110-110-0003 | D Salaries{NON-PROFESSIONALS} | \$0.00 | \$0.00 | \$212,397.00 | \$0.00 | \$128,778.18 | \$83,618.82 | 60.6310% |
| 1000-110-110-0004 | D Salaries{SUBSTITUTES} | \$0.00 | \$0.00 | \$2,500.00 | \$0.00 | \$1,952.93 | \$547.07 | 78.1170% |
| 1000-110-110-0005 | D Salaries{SERVICE WORKERS} | \$0.00 | \$0.00 | \$13,422.00 | \$0.00 | \$8,848.60 | \$4,573.40 | 65.9260% |
| 1000-110-211-0000 | D Ohio Public Employees Retirement System | \$0.00 | \$0.00 | \$49,433.44 | \$0.00 | \$30,769.46 | \$18,663.98 | 62.2440% |
| 1000-110-213-0000 | D Medicare | \$0.00 | \$0.00 | \$5,120.16 | \$0.00 | \$3,065.40 | \$2,054.76 | 59.8690% |
| 1000-110-221-0000 | Medical / Hospitalization Insurance | \$0.00 | \$0.00 | \$34,045.00 | \$9,281.10 | \$24,763.90 | \$0.00 | 72.7390% |
| 1000-110-222-0000 | Life Insurance | \$0.00 | \$0.00 | \$400.00 | \$96.70 | \$303.30 | \$0.00 | 75.8250% |
| 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 | \$1,294.00 | \$76.00 | \$0.00 | 5.5470% |
| 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{RESTRI 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 | \$450.00 | \$50.00 | \$0.00 | 10.0000% |
| 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{Powell Fund} | \$0.00 | \$0.00 | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | 0.0000% |
| 1000-110-450-0015 | Supplies{PROGRAMMING SUPPLIES} | \$0.00 | \$0.00 | \$4,000.00 | \$1,263.10 | \$2,736.90 | \$0.00 | 68.4230% |
| 1000-110-460-2023 | 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-PROFESSIONALS} | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

9/12/2022 2:17:21 PM
UJAN v2022.3

Appropriation Status

By Fund

As Of 8/31/2022

| Account Code | Account Name | Reserved for Encumbrance 12/31 | Reserved for Encumbrance 12/31 Adjustment | Final Appropriation | Current Reserve for Encumbrance | YTD Expenditures | Unencumbered Balance | YTD % Expenditures |
|-------------------|--|--------------------------------|---|---------------------|---------------------------------|------------------|----------------------|--------------------|
| 1000-120-211-0000 | 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 | \$6,593.06 | \$13,288.92 | \$118.02 | 66.445% |
| 1000-120-411-2000 | Books and Pamphlets(YOUTH DEPT. BOOKS) | \$0.00 | \$0.00 | \$19,000.00 | \$3,313.49 | \$8,686.51 | \$7,000.00 | 45.718% |
| 1000-120-411-2022 | Books and Pamphlets(Egile Adult Books Fund) | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$375.92 | \$124.08 | 75.184% |
| 1000-120-412-0000 | Periodicals | \$0.00 | \$0.00 | \$6,711.90 | \$334.43 | \$6,277.47 | \$100.00 | 93.527% |
| 1000-120-413-1006 | Audiovisual Materials(Audiovisual Materials ADULT) | \$0.00 | \$0.00 | \$8,000.00 | \$772.63 | \$2,727.37 | \$4,500.00 | 34.092% |
| 1000-120-413-1007 | Audiovisual Materials(DOWNLOADABLE CONTENT) | \$0.00 | \$0.00 | \$26,000.00 | \$12,540.18 | \$13,459.82 | \$0.00 | 51.769% |
| 1000-120-413-2004 | Audiovisual Materials(YOUTH CDs) | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | \$200.00 | 0.000% |
| 1000-120-413-2006 | Audiovisual Materials(Audiovisual Materials YOUTH) | \$0.00 | \$0.00 | \$4,000.00 | \$1,048.65 | \$1,951.35 | \$1,000.00 | 48.784% |
| 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 | \$156.59 | \$47.07 | \$796.34 | 4.707% |
| 1000-210-459-0008 | Other - Supplies(CATALOGING & PROCESSING SUPPL.) | \$0.00 | \$0.00 | \$3,600.00 | \$2,716.76 | \$883.24 | \$0.00 | 24.534% |
| 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 | \$3,087.88 | \$5,412.12 | \$0.00 | 63.672% |
| 1000-210-332-0000 | Maintenance and Repair on Equipment | \$0.00 | \$0.00 | \$29,420.00 | \$10,385.29 | \$13,784.96 | \$5,249.75 | 46.856% |
| 1000-210-334-0000 | Trash Removal | \$0.00 | \$0.00 | \$1,400.00 | \$222.00 | \$1,178.00 | \$0.00 | 84.143% |
| 1000-210-339-0000 | Other - Property Maint. Repair & Security Svc | \$0.00 | \$0.00 | \$33,229.00 | \$12,556.49 | \$17,672.51 | \$3,000.00 | 53.184% |
| 1000-210-361-0000 | Electricity | \$0.00 | \$0.00 | \$16,000.00 | \$4,624.26 | \$11,375.74 | \$0.00 | 71.099% |
| 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 | \$2,112.45 | \$6,387.55 | \$0.00 | 75.149% |
| 1000-210-390-0000 | Other - Purchased and Contracted Services | \$0.00 | \$0.00 | \$500.00 | \$353.00 | \$147.00 | \$0.00 | 29.400% |
| 1000-210-452-0000 | Property Maintenance/Repair Supplies & Parts | \$0.00 | \$0.00 | \$4,000.00 | \$2,222.17 | \$1,777.83 | \$0.00 | 44.446% |

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 6/31/2022

9/12/2022 2:17:21 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 |
|-------------------|--|--------------------------------|---|---------------------|---------------------------------|------------------|----------------------|--------------------|
| 1000-230-110-0001 | 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 | \$1,000.00 | \$101.20 | \$894.41 | \$14.39 | 88.4411% |
| 1000-230-312-0000 | Travel and Meeting Expense | \$0.00 | \$0.00 | \$200.00 | \$137.84 | \$62.16 | \$0.00 | 31.0800% |
| 1000-230-322-0000 | Postage | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-324-0000 | Printing | \$0.00 | \$0.00 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-325-0009 | Advertising{LEGAL ADS & PUBLICATIONS} | \$0.00 | \$0.00 | \$200.00 | \$200.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-325-0010 | Advertising{EMPLOYEE VACANCY ADS} | \$0.00 | \$0.00 | \$478.00 | \$0.00 | \$360.00 | \$118.00 | 75.3141% |
| 1000-230-329-0000 | Other - Communications,Printing and Publicity | \$0.00 | \$0.00 | \$9,572.00 | \$0.00 | \$9,572.00 | \$0.00 | 100.0000% |
| 1000-230-341-0000 | Property Insurance Premiums | \$0.00 | \$0.00 | \$250.00 | \$0.00 | \$242.00 | \$8.00 | 96.8000% |
| 1000-230-343-0000 | Fidelity Bond Premiums | \$0.00 | \$0.00 | \$3,600.00 | \$1,642.33 | \$3,607.67 | \$0.00 | 68.7181% |
| 1000-230-351-0000 | Rents and Leases | \$0.00 | \$0.00 | \$5,250.00 | \$0.00 | \$2,700.00 | \$900.00 | 75.0000% |
| 1000-230-371-0000 | Auditing Services | \$0.00 | \$0.00 | \$3,048.00 | \$1,478.90 | \$1,569.10 | \$0.00 | 51.4800% |
| 1000-230-372-0000 | Uniform Accounting Network Fees | \$0.00 | \$0.00 | \$19,400.00 | \$1,318.59 | \$18,081.41 | \$0.00 | 93.2031% |
| 1000-230-390-0000 | Other - Purchased and Contracted Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |
| 1000-230-390-0014 | Other - Purchased and Contracted Services{COMPUTER SVCS & I} | \$0.00 | \$0.00 | \$3,000.00 | \$842.94 | \$2,157.06 | \$0.00 | 71.9021% |
| 1000-230-451-0007 | General Administrative Supplies{OFFICE SUPPLIES} | \$0.00 | \$0.00 | \$3,000.00 | \$300.00 | \$300.00 | \$0.00 | 0.0000% |
| 1000-230-454-0000 | Supplies Purchased for Resale | \$0.00 | \$0.00 | \$21,207.00 | \$8,882.74 | \$12,262.26 | \$62.00 | 57.8221% |
| 1000-230-510-0000 | Dues and Memberships | \$0.00 | \$0.00 | \$130.00 | \$82.00 | \$48.00 | \$0.00 | 36.9231% |
| 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 | \$6,500.00 | \$259.85 | \$5,240.15 | \$1,000.00 | 80.6181% |
| 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 | \$200,000.00 | \$0.00 | 100.0000% |
| 1000-910-910-0000 | D Transfers - Out | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0000% |

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

9/12/2022 2:17:21 PM
UAN v2022.3

Appropriation Status

By Fund
As Of 8/31/2022

| Account Code | Account Name | Reserved for Encumbrance 12/31 | Reserved for Encumbrance 12/31 Adjustment | Final Appropriation | Current Reserve for Encumbrance | YTD Expenditures | Unencumbered Balance | YTD % Expenditures |
|---------------------|--|--------------------------------|---|---------------------|---------------------------------|------------------|----------------------|--------------------|
| 1000-930-930-0000 | Contingencies | \$0.00 | \$0.00 | \$9,788.10 | \$0.00 | \$0.00 | \$9,788.10 | 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: | | | | | | | | 69.175% |

Fund: Capital Projects

Pooled Balance: \$490,571.59

Non-Pooled Balance: \$0.00

Total Cash Balance: \$490,571.59

| 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 | \$0.00 | \$4,972.00 | \$10,028.00 | 33.147% |
| 4001-760-720-0000 | Land Improvement | \$0.00 | \$0.00 | \$15,000.00 | \$0.00 | \$4,041.00 | \$10,959.00 | 26.940% |
| 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(Eglie Estate Donation) | \$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 | \$14,671.51 | 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: | | | | | | | | 21.312% |
| Report Total: | | \$1,996.00 | \$0.00 | \$994,814.10 | \$91,248.29 | \$662,267.36 | \$243,294.45 | 66.439% |

Report reflects selected information.

Bank Reconciliation

Reconciled Date 8/31/2022

Posted 9/2/2022 12:46:18 PM

| | | |
|--|---|---------------------|
| Prior UAN Balance: | | \$868,692.80 |
| Receipts: | + | \$378,789.96 |
| Payments: | - | \$382,953.25 |
| Adjustments: | + | \$0.00 |
| Current UAN Balance as of 08/31/2022: | | \$864,529.51 |
| Other Adjusting Factors: | + | \$0.00 |
| Adjusted UAN Balance as of 08/31/2022: | | <u>\$864,529.51</u> |
| | | |
| Entered Bank Balances as of 08/31/2022: | | \$864,529.51 |
| Deposits in Transit: | + | \$0.00 |
| Outstanding Payments: | - | \$0.00 |
| Outstanding Adjustments: | + | \$0.00 |
| Other Adjusting Factors: | + | \$0.00 |
| Adjusted Bank Balances as of 08/31/2022: | | <u>\$864,529.51</u> |

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 08/31/2022.

There are no outstanding receipts as of 08/31/2022.

There are no outstanding adjustments as of 08/31/2022.

Bank Balances

Reconciled Date 8/31/2022

Posted 9/2/2022 12:46:18 PM

| Type | Name | Number | Prior Bank Balance | Calculated Bank Balance | Entered Bank Balance | Difference |
|---------------|------------|--------|---------------------|-------------------------|----------------------|---------------|
| Primary | PRIMARY | | \$199,458.22 | \$194,325.88 | \$194,325.88 | \$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 | \$0.00 | \$0.00 | \$0.00 |
| Investment | CD012716 | | \$21,568.21 | \$0.00 | \$0.00 | \$0.00 |
| Investment | CD042517 | | \$21,651.95 | \$21,661.15 | \$21,661.15 | \$0.00 |
| Investment | CD072716 | | \$21,496.07 | \$21,499.72 | \$21,499.72 | \$0.00 |
| Investment | CD080415 | | \$33,973.51 | \$0.00 | \$0.00 | \$0.00 |
| Investment | CD082817 | | \$21,737.89 | \$21,741.58 | \$21,741.58 | \$0.00 |
| Investment | CNB-Saving | | \$195,274.73 | \$251,653.55 | \$251,653.55 | \$0.00 |
| Investment | HNB-Saving | | \$50,001.84 | \$50,001.84 | \$50,001.84 | \$0.00 |
| Investment | SAVINGS | | \$200,024.63 | \$303,374.79 | \$303,374.79 | \$0.00 |
| Investment | STAR OHIO | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total: | | | <u>\$868,742.80</u> | <u>\$864,529.51</u> | <u>\$864,529.51</u> | <u>\$0.00</u> |

Cleared Payments

Reconciled Date 8/31/2022

Posted 9/2/2022 12:46:18 PM

| Account | Type | Payment # | Post Date | Vendor / Payee | Amount |
|----------------|-------------|------------------|------------------|--|---------------|
| PRIMARY | Electronic | 338-2022 | 08/03/2022 | FIRST COMMUNICATIONS | \$689.87 |
| PRIMARY | Electronic | 339-2022 | 08/04/2022 | TREASURER, STATE OF OHIO | \$45.10 |
| PRIMARY | Electronic | 340-2022 | 08/03/2022 | House Cleaning Genie | \$303.75 |
| PRIMARY | Electronic | 341-2022 | 08/03/2022 | DAMON INDUSTRIES INC | \$139.05 |
| PRIMARY | Electronic | 342-2022 | 08/03/2022 | House Cleaning Genie | \$303.75 |
| PRIMARY | Electronic | 343-2022 | 08/03/2022 | OVERDRIVE | \$1,064.73 |
| PRIMARY | Electronic | 344-2022 | 08/03/2022 | TREASURER, STATE OF OHIO | \$360.00 |
| PRIMARY | Electronic | 345-2022 | 08/03/2022 | TREASURER, STATE OF OHIO | \$3,914.17 |
| PRIMARY | Electronic | 346-2022 | 08/03/2022 | Kanopy Inc. | \$30.00 |
| PRIMARY | Electronic | 347-2022 | 08/03/2022 | copeco | \$237.16 |
| PRIMARY | Electronic | 348-2022 | 08/03/2022 | BAKER & TAYLOR BOOKS | \$441.21 |
| PRIMARY | Electronic | 349-2022 | 08/09/2022 | DISCOUNT TAPE 'N ROLL | \$139.60 |
| PRIMARY | Electronic | 350-2022 | 08/09/2022 | MIDWEST TAPE | \$1,699.97 |
| PRIMARY | Electronic | 351-2022 | 08/09/2022 | INDEPENDENT ELEVATOR CO., INC. | \$3,300.00 |
| PRIMARY | Electronic | 352-2022 | 08/09/2022 | KISHMAN'S IGA | \$16.55 |
| PRIMARY | Electronic | 353-2022 | 08/09/2022 | copeco | \$445.86 |
| PRIMARY | Electronic | 354-2022 | 08/09/2022 | UNIQUE MANAGEMENT SERVICES, INC. | \$118.20 |
| PRIMARY | Electronic | 355-2022 | 08/10/2022 | PAYCHEX | \$10,355.42 |
| PRIMARY | Electronic | 356-2022 | 08/11/2022 | PAYCHEX | \$1,531.40 |
| PRIMARY | Electronic | 357-2022 | 08/11/2022 | OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM | \$3,334.89 |
| PRIMARY | Electronic | 358-2022 | 08/11/2022 | OHIO PUBLIC EMPLOYEES DEFERRED | \$515.00 |
| PRIMARY | Electronic | 359-2022 | 08/11/2022 | PAYCHEX | \$127.60 |
| PRIMARY | Electronic | 360-2022 | 08/15/2022 | JMN Journal | \$35.00 |
| PRIMARY | Electronic | 361-2022 | 08/11/2022 | BAKER & TAYLOR BOOKS | \$774.22 |
| PRIMARY | Electronic | 362-2022 | 08/15/2022 | Laken M Hamilton | \$114.40 |
| PRIMARY | Electronic | 363-2022 | 08/15/2022 | Sarah Pearson | \$113.60 |
| PRIMARY | Electronic | 364-2022 | 08/15/2022 | DEMCO, INC. | \$293.90 |
| PRIMARY | Electronic | 365-2022 | 08/16/2022 | COLUMBIA GAS OF OHIO | \$521.07 |
| PRIMARY | Electronic | 366-2022 | 08/16/2022 | AMERICAN ELECTRIC POWER | \$2,089.33 |
| PRIMARY | Electronic | 367-2022 | 08/15/2022 | House Cleaning Genie | \$546.75 |
| PRIMARY | Electronic | 368-2022 | 08/15/2022 | DOWN TO EARTH LAWN & LANDSCAPING LLC | \$201.00 |
| PRIMARY | Electronic | 369-2022 | 08/15/2022 | MINERVA AREA CHAMBER OF COMMERCE | \$120.00 |
| PRIMARY | Electronic | 370-2022 | 08/15/2022 | BAKER & TAYLOR BOOKS | \$925.89 |

Cleared Payments

Reconciled Date 8/31/2022

Posted 9/2/2022 12:46:18 PM

| Account | Type | Payment # | Post Date | Vendor / Payee | Amount |
|---------|--------------|-----------|------------|---|--------------|
| PRIMARY | Electronic | 371-2022 | 08/17/2022 | BAKER & TAYLOR BOOKS | \$14.13 |
| PRIMARY | Electronic | 372-2022 | 08/17/2022 | Ted Fellows | \$85.00 |
| PRIMARY | Electronic | 373-2022 | 08/17/2022 | RENTWEAR, INC. | \$50.66 |
| PRIMARY | Electronic | 374-2022 | 08/17/2022 | STANDARD PLUMBING AND HEATING CO | \$250.00 |
| PRIMARY | Electronic | 375-2022 | 08/17/2022 | CENTER POINT LARGE PRINT | \$320.71 |
| PRIMARY | Electronic | 376-2022 | 08/17/2022 | AMERICAN HERITAGE LIFE INSURANCE COMPANY | \$178.30 |
| PRIMARY | Electronic | 377-2022 | 08/17/2022 | STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS | \$4,522.06 |
| PRIMARY | Electronic | 378-2022 | 08/17/2022 | STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT | \$230.00 |
| PRIMARY | Electronic | 379-2022 | 08/17/2022 | STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS | \$60.22 |
| PRIMARY | Electronic | 380-2022 | 08/19/2022 | AMERICAN LIBRARY ASSOCIATION | \$228.00 |
| PRIMARY | Electronic | 381-2022 | 08/19/2022 | BAKER & TAYLOR BOOKS | \$307.97 |
| PRIMARY | Electronic | 382-2022 | 08/19/2022 | House Cleaning Genie | \$243.00 |
| PRIMARY | Electronic | 383-2022 | 08/19/2022 | AMAZON | \$1,384.05 |
| PRIMARY | Electronic | 384-2022 | 08/23/2022 | CHASE CARD SERVICES | \$239.84 |
| PRIMARY | Electronic | 385-2022 | 08/23/2022 | Johnson Controls Fire Protections LP | \$1,787.00 |
| PRIMARY | Electronic | 386-2022 | 08/23/2022 | Mary Ellen Gooding | \$30.00 |
| PRIMARY | Electronic | 387-2022 | 08/23/2022 | THORNDIKE PRESS | \$52.77 |
| PRIMARY | Electronic | 388-2022 | 08/23/2022 | THORNDIKE PRESS | \$75.97 |
| PRIMARY | Electronic | 389-2022 | 08/25/2022 | PAYCHEX | \$114.80 |
| PRIMARY | Electronic | 390-2022 | 08/25/2022 | OHIO PUBLIC EMPLOYEES DEFERRED | \$515.00 |
| PRIMARY | Electronic | 391-2022 | 08/25/2022 | PAYCHEX | \$1,365.12 |
| PRIMARY | Electronic | 392-2022 | 08/25/2022 | PAYCHEX | \$3,165.33 |
| PRIMARY | Electronic | 393-2022 | 08/24/2022 | PAYCHEX | \$9,236.98 |
| PRIMARY | Electronic | 394-2022 | 08/29/2022 | THORNDIKE PRESS | \$64.77 |
| PRIMARY | Electronic | 395-2022 | 08/29/2022 | VASCO ASPHALT COMPANY | \$4,041.00 |
| PRIMARY | Electronic | 396-2022 | 08/29/2022 | BAKER & TAYLOR BOOKS | \$284.80 |
| PRIMARY | Electronic | 397-2022 | 08/29/2022 | Solid Waste And Recycling | \$282.00 |
| PRIMARY | Electronic | 398-2022 | 08/29/2022 | House Cleaning Genie | \$315.25 |
| PRIMARY | Warrant | 6836 | 07/14/2022 | Ohio Ocean Foundation | \$50.00 |
| PRIMARY | Inv Transfer | | 08/01/2022 | Transfer To Investment CNB-Saving | \$124.85 |
| PRIMARY | Inv Transfer | | 08/03/2022 | Transfer To Investment CNB-Saving | \$126.50 |
| PRIMARY | Inv Transfer | | 08/03/2022 | Transfer To Investment SAVINGS | \$103,337.11 |

Cleared Payments

Reconciled Date 8/31/2022

Posted 9/2/2022 12:46:18 PM

| Account | Type | Payment # | Post Date | Vendor / Payee | Amount |
|----------------|--------------|------------------|------------------|--|---------------|
| PRIMARY | Inv Transfer | | 08/04/2022 | Transfer To Investment CNB-Saving | \$34,037.91 |
| PRIMARY | Inv Transfer | | 08/09/2022 | Transfer To Investment CNB-Saving | \$64.00 |
| PRIMARY | Inv Transfer | | 08/11/2022 | Transfer To Investment CNB-Saving | \$43.70 |
| PRIMARY | Inv Transfer | | 08/12/2022 | Transfer To Investment CNB-Saving | \$31.05 |
| PRIMARY | Inv Transfer | | 08/15/2022 | Transfer To Investment CNB-Saving | \$27.70 |
| PRIMARY | Inv Transfer | | 08/17/2022 | Transfer To Investment CNB-Saving | \$22.75 |
| PRIMARY | Inv Transfer | | 08/23/2022 | Transfer To Investment CNB-Saving | \$74.60 |
| PRIMARY | Inv Transfer | | 08/26/2022 | Transfer To Investment CNB-Saving | \$21,569.13 |
| PRIMARY | Inv Transfer | | 08/29/2022 | Transfer To Investment CNB-Saving | \$116.63 |
| PRIMARY | Inv Transfer | | 08/31/2022 | Transfer To Investment CNB-Saving | \$140.00 |
| CD Chase | Inv Transfer | | 08/02/2022 | CLOSE INVESTMENT: CD Chase | \$103,337.11 |
| CD Chase | Inv Transfer | | 08/02/2022 | CD Chase closing adjustment | -\$52.36 |
| CD012716 | Inv Transfer | | 08/26/2022 | CD012716 closing adjustment | -\$0.92 |
| CD012716 | Inv Transfer | | 08/26/2022 | CLOSE INVESTMENT: CD012716 FUND: 1000 | \$21,569.13 |
| CD080415 | Inv Transfer | | 08/04/2022 | CD080415 closing adjustment | -\$64.40 |
| CD080415 | Inv Transfer | | 08/04/2022 | CLOSE INVESTMENT: CD080415 FUND: 1000 | \$34,037.91 |
| | | | | | \$382,885.57 |

Cleared Receipts

Reconciled Date 8/31/2022

Posted 9/2/2022 12:46:18 PM

| Account | Type | Ticket # | Receipt # | Post Date | Source | Amount |
|------------|--------------|----------|-----------|------------|---------------------------------------|--------------|
| PRIMARY | Standard | | 126-2022 | 08/01/2022 | Daily Receipts-CNB Registers | \$124.85 |
| PRIMARY | Interest | | 128-2022 | 08/02/2022 | CD Chase | \$52.36 |
| PRIMARY | Standard | | 127-2022 | 08/03/2022 | Daily Receipts-CNB Registers | \$126.50 |
| PRIMARY | Interest | | 129-2022 | 08/04/2022 | CD080415 | \$64.40 |
| PRIMARY | Standard | | 130-2022 | 08/09/2022 | Daily Receipts-CNB Registers | \$64.00 |
| PRIMARY | Standard | | 131-2022 | 08/11/2022 | Daily Receipts-CNB Registers | \$43.70 |
| PRIMARY | Standard | | 132-2022 | 08/12/2022 | CARROLL COUNTY AUDITOR'S OFFICE | \$12,138.79 |
| PRIMARY | Standard | | 133-2022 | 08/12/2022 | STARK COUNTY AUDITOR'S OFFICE | \$45,636.49 |
| PRIMARY | Standard | | 134-2022 | 08/15/2022 | Daily Receipts-CNB Registers | \$27.70 |
| PRIMARY | Standard | | 135-2022 | 08/17/2022 | COLUMBIANA COUNTY AUDITOR'S OFFICE | \$1,435.55 |
| PRIMARY | Standard | | 136-2022 | 08/17/2022 | Daily Receipts-CNB Registers | \$22.75 |
| PRIMARY | Standard | | 137-2022 | 08/19/2022 | Daily Receipts-CNB Registers | \$31.05 |
| PRIMARY | Standard | | 138-2022 | 08/23/2022 | Daily Receipts-CNB Registers | \$74.60 |
| PRIMARY | Interest | | 139-2022 | 08/26/2022 | CD012716 | \$0.92 |
| PRIMARY | Standard | | 140-2022 | 08/29/2022 | Daily Receipts-CNB Registers | \$116.63 |
| PRIMARY | Standard | | 144-2022 | 08/31/2022 | Daily Receipts-CNB Registers | \$140.00 |
| PRIMARY | Inv Transfer | | | 08/02/2022 | CLOSE INVESTMENT: CD Chase | \$103,337.11 |
| PRIMARY | Inv Transfer | | | 08/02/2022 | CD Chase closing adjustment | -\$52.36 |
| PRIMARY | Inv Transfer | | | 08/04/2022 | CD080415 closing adjustment | -\$64.40 |
| PRIMARY | Inv Transfer | | | 08/04/2022 | CLOSE INVESTMENT: CD080415 FUND: 1000 | \$34,037.91 |
| PRIMARY | Inv Transfer | | | 08/26/2022 | CLOSE INVESTMENT: CD012716 FUND: 1000 | \$21,569.13 |
| PRIMARY | Inv Transfer | | | 08/26/2022 | CD012716 closing adjustment | -\$0.92 |
| CD042517 | Interest | | 142-2022 | 08/31/2022 | CD042517 | \$9.20 |
| CD072716 | Interest | | 143-2022 | 08/31/2022 | CD072716 | \$3.65 |
| CD082817 | Interest | | 141-2022 | 08/31/2022 | CD082817 | \$3.69 |
| CNB-Saving | Inv Transfer | | | 08/01/2022 | Transfer To Investment CNB-Saving | \$124.85 |
| CNB-Saving | Inv Transfer | | | 08/03/2022 | Transfer To Investment CNB-Saving | \$126.50 |
| CNB-Saving | Inv Transfer | | | 08/04/2022 | Transfer To Investment CNB-Saving | \$34,037.91 |
| CNB-Saving | Inv Transfer | | | 08/09/2022 | Transfer To Investment CNB-Saving | \$64.00 |
| CNB-Saving | Inv Transfer | | | 08/11/2022 | Transfer To Investment CNB-Saving | \$43.70 |
| CNB-Saving | Inv Transfer | | | 08/12/2022 | Transfer To Investment CNB-Saving | \$31.05 |
| CNB-Saving | Inv Transfer | | | 08/15/2022 | Transfer To Investment CNB-Saving | \$27.70 |
| CNB-Saving | Inv Transfer | | | 08/17/2022 | Transfer To Investment CNB-Saving | \$22.75 |
| CNB-Saving | Inv Transfer | | | 08/23/2022 | Transfer To Investment CNB-Saving | \$74.60 |
| CNB-Saving | Inv Transfer | | | 08/26/2022 | Transfer To Investment CNB-Saving | \$21,569.13 |
| CNB-Saving | Inv Transfer | | | 08/29/2022 | Transfer To Investment CNB-Saving | \$116.63 |
| CNB-Saving | Inv Transfer | | | 08/31/2022 | Transfer To Investment CNB-Saving | \$140.00 |
| SAVINGS | Inv Transfer | | | 08/03/2022 | Transfer To Investment SAVINGS | \$103,337.11 |

Cleared Receipts

Reconciled Date 8/31/2022

Posted 9/2/2022 12:46:18 PM

| Account | Type | Ticket # | Receipt # | Post Date | Source | Amount |
|---------|----------|----------|-----------|------------|---------|---------------------|
| SAVINGS | Interest | | 145-2022 | 08/31/2022 | SAVINGS | \$13.05 |
| | | | | | | <u>\$378,672.28</u> |

Cleared Adjustments

Reconciled Date 8/31/2022

Posted 9/2/2022 12:46:18 PM

| <u>Account</u> | <u>Type</u> | <u>Item #</u> | <u>Post Date</u> | <u>Source or Payee</u> | <u>Amount</u> |
|----------------|-------------|---------------|------------------|------------------------------|---------------|
| CD072716 | Receipt Adj | 143-2022 | 08/31/2022 | CD072716 | \$0.04 |
| CD072716 | Receipt Adj | 143-2022 | 08/31/2022 | CD072716 | -\$0.04 |
| PRIMARY | Receipt Adj | 144-2022 | 08/31/2022 | Daily Receipts-CNB Registers | \$0.00 |
| | | | | | \$0.00 |

Fund Status

As Of 8/31/2022

| Fund Number | Fund Name | % of Total Pooled | Fund Balance | Investments (Non-Pooled) | Checking & Pooled Investments (Pooled) |
|------------------------------------|------------------|--------------------------|---------------------|---------------------------------|---|
| 1000 | General | 38.650% | \$373,957.92 | \$64,902.45 | \$309,055.47 |
| 4001 | Capital Projects | 61.350% | \$490,571.59 | \$0.00 | \$490,571.59 |
| All Funds Total | | | \$864,529.51 | \$64,902.45 | \$799,627.06 |
| Pooled Investments | | | | | \$605,030.18 |
| Secondary Checking Accounts | | | | | \$271.00 |
| Available Primary Checking Balance | | | | | \$194,325.88 |

Last reconciled to bank: 08/31/2022 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2022

9/12/2022 2:20:20 PM
 UAN v2022.3

| Account Name | Description | Current Value | Interest Rate | Year to Date Interest | Total Interest | Purchased Date | Maturity Date | Closed Date | Closing Price |
|--------------|--------------------------------------|---------------|---------------|-----------------------|----------------|----------------|---------------|-------------|---------------|
| CD Chase | CD Chase Bank 12 Months Jumbo 8/2/22 | \$0.00 | 0.05% | \$52.36 | \$3,337.11 | 08/02/2018 | 08/02/2022 | 08/02/2022 | \$103,337.11 |
| CD012716 | CONSUMERS 0106638111 18 month CD 08/ | \$0.00 | 0.05% | \$7.21 | \$1,246.33 | 01/27/2018 | 08/27/2022 | 08/26/2022 | \$21,569.13 |
| CD042517 | CONSUMERS 0106524019 25 month CD exp | \$21,661.15 | 0.50% | \$71.99 | \$1,136.69 | 04/25/2017 | 03/25/2025 | | |
| CD050916 | CONSUMERS #106631829 48 mo CD exp06/ | \$0.00 | 2.03% | \$1,118.04 | \$9,725.29 | 06/11/2018 | 06/11/2022 | 06/13/2022 | \$0.00 |
| CD072716 | CONSUMERS 0106125341 exp 04/27/2023 | \$21,499.72 | 0.20% | \$20.65 | \$1,321.98 | 03/27/2018 | 03/27/2022 | | |
| CD080415 | CONSUMERS 106254903 48 month CD expd | \$0.00 | 2.23% | \$501.60 | \$3,736.58 | 08/04/2018 | 08/04/2022 | 08/04/2022 | \$34,037.91 |
| CD082817 | CONSUMERS 0106774145 CD 4/28/23 | \$21,741.58 | 0.20% | \$20.88 | \$994.52 | 08/26/2017 | 03/28/2022 | | |
| CNB Saving | CNB Savings | \$0.00 | 0.00% | \$0.22 | \$0.22 | 01/14/2022 | 11/29/2099 | 06/22/2022 | \$194,763.68 |
| CNB-Saving | CNB Savings | \$252,856.79 | 0.00% | \$7.80 | \$7.80 | 06/22/2022 | 06/22/3000 | | |
| HNB Saving | HNB Savings | \$0.00 | 0.00% | \$0.60 | \$0.60 | 02/14/2022 | 12/31/2099 | 06/22/2022 | \$50,000.60 |
| HNB-Saving | HNB Savings | \$50,001.84 | 0.00% | \$1.24 | \$1.24 | 06/22/2022 | 06/22/3000 | | |
| SAVINGS | CHASE BUSINESS SAVINGS | \$303,374.79 | 0.10% | \$56.50 | \$28,174.84 | 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

**August, 2022 Financial
Reports**

**Submitted for September,
2022 Board Meeting**

September 2022 Youth Services Report

The Youth Department recognizes these local businesses as supporters for the 2022 Oceans of Possibilities Summer Reading Program: AAM Metal Forming, Bartley Funeral Home, Gionino's Pizza, Gotschall-Huchison Funeral Home, Grinders/Neveah, Hoopes Development, Minerva Bowl, Minerva Chamber of Commerce, Minerva Classic Restaurant, Minerva Credit Union, Minerva Rotary Club, Minerva Welding, and Summit Glove. Additional thanks to Kings Island Cares for contributing 4 tickets for a family to enjoy.

The August changeover from Summer Reading to Back to School brought another change... Sarah Pearson accepted a job in the Dayton area. The Youth Department welcomes Anna Minor, our newest part-time employee, as the new Programming Library Assistant. Anna brings with her both work and volunteer experience in running programs. She has "rocked" out a reading program for the spring, jumped right in with painting programs already scheduled, and sang and danced her way through the first Book Beginnings class on Wednesday morning.

Minerva Elementary Classes began their visits in August. More teachers scheduled visits than last school year. The YMCA afterschool care invited us to partner with them two times per month. Middle School classes intend to visit in early October.

September programming also includes Book Beginnings and Story time on Wednesday morning, an evening story time with a camping theme, and a LEGO day on a Saturday. October features a paint program for three different age groups.

Statistics for August 2022:

Side Door Count: 279

Study Rooms Use: 26

Computer Use: 123

Reference Questions: 701

Other Questions: 42

Teacher collections: 12 requests /453 books

MES visits: 13/279

Outreach 3/60

Sensory SPOT: 124

Other Programs: Cosplay Club 6, Worm Races 68, COSI Learning

Lunchboxes 100, Meet the Teacher 180, Family fun Day 225

Kathy Heller

Youth Services Manager

9/15/2022

Director's Report—September, 2022

Building and Grounds—Down to Earth Landscaping was out to weed earlier this month. The grounds look very good. Probably the last weeding they'll do before the fall cleanup. The door counter gave up on 09/14. It is probably 20 years old or more, so we did get our use out of it. I've ordered a wireless counter from Amazon, but we will be without a door count for a few days this month. No further problems with the AC since Standard was out for a couple days of work in August.

Staffing—Kathy and I met to discuss the applicants for the full-time Library Associate II position and determined that the best choice was to hire Anna Minor, the new part-time LA I who started in May. Anna was happy to accept the job and started her new full-time position on 09/19. We have posted the part-time position and will accept applications through 09/24.

Patrons—I asked SEO to run a list of youth library cards that had only the collection agency fee as a billed charge. These are patrons who returned all their billed items, or had those charges forgiven, and were left with the collection agency fee. There were only 47 kids with this charge on their card, so had staff go through and waive the fee for those patrons. Minerva Local Schools contacted me a couple of weeks ago about adding E-Resource cards for the new students. Robin Welch sent me the current list of students and SEO staff added the records the same day.

Projects—We continue to weed the collection in anticipation of the book sale.

Programs—The Ohio-Erie Canal program on 09/12 had 26 in attendance which is very good for an adult program. I hope we can continue with the good attendance. The fall book sale runs from 09/24-10/01. Interest continues in the adult take-and-make: 28 patrons for September's craft and 30 signed up for October's. Nicole and Jen do a good job coming up with inexpensive but interesting crafts. There are 74 patrons signed up for the email newsletter, and Jennifer is finding new ways to fancy it up.

Meetings—I held a full staff meeting on 08/26 and then attended a meeting of area Library Directors. I'll attend the Ohio Library Council Convention and Expo in Toledo from 09/28-09/30. As OLC Board Chair my hotel room and convention registration are paid for by OLC.