

**Minerva Public Library
Board of Trustees**

October, 2022

**Monthly Regular Meeting
Packet**

**Minerva Public Library Board of Trustees
October, 2022 Regular Meeting
October 27, 6:30 pm in the Library Board Room**

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

Minutes: Approve minutes of the September 22, 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 September, 2022.

Approve: the monthly report from the Fiscal Officer.

PLF Distribution: The October PLF receipts are \$67,744, 6% more than the \$63,722 received in October, 2021.

2022 General Revenue Fund Net Position

September Revenue=\$74,654	Total Year-to-Date Revenue	=\$646,647
September Expenses=\$42,070	Total Year-to-Date Expenses	=\$692,190*
\$32,584		- \$ 45,543

*includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

Revenue	\$646,647
Expenses	<u>\$492,190</u>
Difference	\$154,457

General Revenue Fund Expenses (09/30) as Percentage of Appropriation

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$692,190	73%

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

Operating Expenses (09/30) as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$492,190	66%

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

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. At the September meeting, Trustees discussed generally potential candidates for the seat now held by Ms. Birks. At this meeting Trustees will discuss candidates in detail.

Library Associate I: The library has hired a new part-time LA I for the position formerly held by Anna Minor. This position works in both the Adult and Youth Services Departments. Paige Henman comes to the library with experience at Lepper Library in Lisbon.

Approve Resolution 22-09-01: to hire Paige Henman as Library Associate I, part-time, at a starting wage of \$10.46 an hour, the base rate for that classification, and a start date of October 17, 2022

Draft Budget: Mr. Dillie will provide a draft 2023 budget with explanatory notes for review and discussion by the Board.

Adjust Board Meeting Dates: since Mr. Dillie's medical leave has been postponed, the Board may wish to change again the meeting dates for November and December.

Approve Resolution 22-10-02: to set the November Regular Board Meeting date as Monday, November 14, and to cancel the December Regular Board Meeting.

Performance Evaluations for Director and Fiscal Officer: the Board will discuss how or whether it would like to evaluate the job performance for the library administrators.

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 September door count is unavailable because the main door counter died on 09/15 and it took a while to replace. Checkouts in-house were up 16.7% over last year, while renewals were down 8% from last September. In-house circ was up 3% over last September, and is almost even with last year-to-date. Total circulation was up 7.8% for the month, and year-to-date total circ is now 1.7% ahead of last year.

Acknowledge Gifts—September

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 1,602.00*

Total Restricted and Unrestricted

\$ 60.00

*includes \$1000 from John Childers; the remainder is almost all proceeds from the fall book sale.

In-kind Gifts

Anonymous

8 hardcovers; 13 trade paperbacks;
4 DVDs

Adjourn

The next Regular Board Meeting will be held on November 14, 2022 at 6:30 pm in the Library Board Room.

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

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm, September 22, 2022 in the library's Board Room.

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sara Repella, Dick Rutledge. Library Director, Tom Dillie.

Adjustments to the Agenda: none

Public Participation: none

Minutes: Ms. Birks moved to **Approve** the minutes of the August 25, 2022 Regular Board Meeting. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that 242 young readers from Minerva's service area are registered with the program. This number has stayed the same now for awhile.

Library Service During Pandemic Update: The library continues to distribute at-home COVID test kits provided by the Ohio Dept. of Health. Demand has remained steady and we usually are about out of test kits by the time next automatic shipment arrives. The number of kits shipped is determined by the ODH based on the weekly reports submitted by the library of the number of kits handed out. There is no provision for the library to order more kits than allocated. ODH has said that it will continue to purchase kits for free distribution although there are no more kits being provided directly by the federal government.

Fiscal Officer's Report

Ms. Davies submitted a written report (Attachment A) which Mr. Dillie presented in her absence.

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

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 discussed possible candidates for the Trustee seat now held by Ms. Birks. Those interested will be asked to submit a letter of interest to Mr. Bartley to share at the next Board meeting.

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.

Ms. Birks moved to **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. Ms. Miller 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, which are included in the packet. Ms. Miller seconded. Motion carried unanimously.

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

Ms. Repella **moved to Adjourn** the meeting at 7:35 pm. Ms Miller seconded. The next Regular Board Meeting will be held on October 13, 2022 at 6:30 pm in the Library Board Room.

Board President

Date

Minerva Public Library

September, 2022 Financial Reports

Submitted for the October, 2022 Board Meeting

Fiscal Officer Summary

Revenue Status Report

Appropriation Status Report

Bank Reconciliation

Fund Status

Investment Listing

Mtn and Repair on Equipment	1,418.50
Other Property Main/Repair and Security	1,220.41
AEP	2,200.42
Office Supplies	93.98
Trash	
Postage	
Natural Gas	701.98
Property Mini/Repair Supplies and Parts	216.84
Rent/Leasing	445.86
UAN	762.00
Water/Sewer	126.28
Other Communications, Publicity	
Other Purchased and Contract Services	265.55
Information Tech	12.95
Audit	
resate	
Meeting	
Fidelity Bond Premiums	
Property Insurance Premium	
Total General Expenses	<u>42,069.93</u>

Capital:	
Transfer In	
Maintenance and Repair	
Land	
Furniture	
Total Expenses	<u>42,069.93</u>

<i>Ending Cash Balance:</i>		
Checking/Cash on Hand		224,800.07
Savings (Chase)		303,387.17
Savings (CNB)		253,722.33
Certificates of Deposit (CNB)	21,745.27	21,745.27
Certificates of Deposit (CNB)	21,503.37	21,503.37
Certificates of Deposit (CNB)	21,670.35	21,670.35
Pety Cash/Registers		271.00
Savings Huntington		50,014.45
Total	340,623.43	897,114.01

Month to Date	
Income	74,654.43
Expense	42,069.93
Net Profit	<u>32,584.50</u>

Year to Date	
Income	645,027.89
Expense	443,862.39
Net Profit	<u>201,165.50</u>

Revenue Status

By Fund
As Of 9/30/2022

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$30.00	\$3.97	\$26.03	13.2333%
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.}	\$568,295.00	\$487,699.71	\$80,595.29	85.818%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$151,555.00	\$129,722.86	\$21,832.14	85.5955%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$18,103.00	\$15,341.16	\$2,761.84	84.744%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$305.59	\$44.41	87.311%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$108.36	\$91.64	54.180%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$0.00	\$10.00	-\$10.00	0.0000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,500.00	\$1,832.50	-\$332.50	122.167%
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}	\$1,750.00	\$1,154.45	\$595.55	65.969%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$498.63	\$1.37	99.726%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	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 }	\$1,500.00	\$1,300.00	\$200.00	86.667%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.0000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,000.00	\$5,323.84	-\$2,323.84	177.461%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.0000%
1000-690-0000	Other - Contributions, Gifts and Donations	\$0.00	\$0.00	\$0.00	0.0000%
1000-701-0000	Interest or Dividends on Investments	\$3,000.00	\$1,930.79	\$1,069.21	64.360%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$68.53	\$31.47	68.530%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$27.50	-\$27.50	0.0000%
1000-871-0000	Refunds for Overpayment	\$0.00	\$906.77	-\$906.77	0.0000%
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	0.0000%

Revenue Status

By Fund

As Of 9/30/2022

Fund 1000 Sub-Total:	\$750,883.00	\$646,647.10	\$104,235.90	86.118%
----------------------	--------------	--------------	--------------	---------

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$1,000.00	-\$1,000.00	0.0000%
4001-651-2024	Unrestricted Contributions - Individuals{Egltie Estate Donat}	\$0.00	\$75,013.46	-\$75,013.46	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$0.00	\$200,000.00	-\$200,000.00	0.0000%
	Fund 4001 Sub-Total:	\$0.00	\$276,013.46	-\$276,013.46	0.0000%
	Report Total:	\$750,883.00	\$922,660.56	-\$171,777.56	122.877%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund
 As Of 9/30/2022

10/4/2022 1:03:35 PM
 UAN v2022.3

Fund: General
 Pooled Balance: \$340,623.43
 Non-Pooled Balance: \$64,918.99
 Total Cash Balance: \$405,542.42

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-100-690-2020	Other - Other{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-100-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$88,755.00	\$0.00	\$62,447.26	\$26,307.74	70.359%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$43,972.00	\$0.00	\$32,248.62	\$11,723.38	73.339%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$212,387.00	\$0.00	\$144,370.61	\$68,026.39	67.972%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,167.57	\$332.43	86.703%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$13,422.00	\$0.00	\$9,913.40	\$3,508.60	73.859%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$49,433.44	\$0.00	\$34,297.11	\$15,136.33	69.380%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,120.16	\$0.00	\$3,431.17	\$1,688.99	67.013%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,045.00	\$9,281.10	\$24,763.90	\$0.00	72.739%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$96.70	\$303.30	\$0.00	75.825%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,294.00	\$76.00	\$0.00	5.547%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$500.00	\$400.00	\$100.00	\$0.00	20.000%
1000-110-390-0391	Other - Purchased and Contracted Services{Grunder Fund}	\$0.00	\$0.00	\$2,165.50	\$0.00	\$0.00	\$2,165.50	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services{Powell Fund}	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.000%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$832.41	\$3,167.59	\$0.00	79.190%
1000-110-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$20,000.00	\$5,727.14	\$14,154.84	\$118.02	70.774%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$2,632.59	\$9,367.41	\$7,000.00	49.302%
1000-120-411-2022	Books and Pamphlets{Eglie 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	\$330.00	\$6,277.47	\$104.43	93.527%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

10/4/2022 1:03:35 PM
 JAN v2022.3

By Fund
 As Of 9/30/2022

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$8,000.00	\$525.53	\$2,974.47	\$4,500.00	37.18%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$10,972.90	\$15,027.10	\$0.00	57.79%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$4,000.00	\$814.53	\$2,185.47	\$1,000.00	54.63%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$7.93	\$195.73	\$796.34	19.57%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$3,600.00	\$2,528.91	\$1,071.09	\$0.00	29.75%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$8,500.00	\$2,397.60	\$6,102.40	\$0.00	71.76%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$29,420.00	\$9,756.29	\$15,203.46	\$4,460.25	51.67%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$1,400.00	\$222.00	\$1,178.00	\$0.00	84.14%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$33,229.00	\$11,336.08	\$18,892.92	\$3,000.00	56.85%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$16,000.00	\$2,423.84	\$13,576.16	\$0.00	84.85%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$600.00	\$204.39	\$398.61	\$0.00	66.43%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$8,500.00	\$1,410.47	\$7,089.53	\$0.00	23.40%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$500.00	\$353.00	\$147.00	\$0.00	89.46%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$4,000.00	\$2,005.33	\$1,994.67	\$0.00	49.86%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$325.00	\$175.00	65.00%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,000.00	\$101.20	\$884.41	\$14.39	88.44%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$137.84	\$62.16	\$0.00	31.08%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000-230-325-0009	Advertising(LEGAL ADS & PUBLICATIONS)	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.00%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.00%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$478.00	\$0.00	\$360.00	\$118.00	75.31%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,572.00	\$0.00	\$9,572.00	\$0.00	100.00%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$250.00	\$242.00	\$8.00	96.80%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,250.00	\$1,196.47	\$4,053.53	\$0.00	77.21%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,600.00	\$0.00	\$2,700.00	\$900.00	75.00%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$716.90	\$2,331.10	\$0.00	76.48%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status
 By Fund
 As Of 9/30/2022

10/4/2022 1:03:35 PM
 JAN V2022.3

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$19,600.00	\$1,253.04	\$18,346.96	\$0.00	93.607%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$748.96	\$2,251.04	\$0.00	75.039%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	0.000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$21,207.00	\$8,382.74	\$12,824.26	\$62.00	57.822%
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$82.00	\$48.00	\$0.00	36.923%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$6,500.00	\$246.90	\$5,253.10	\$1,000.00	80.817%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00	\$0.00	100.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$9,588.10	\$0.00	\$0.00	\$9,588.10	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:	\$0.00	\$0.00	\$939,814.10	\$79,665.79	\$692,190.34	\$167,957.97	73.652%

Fund: Capital Projects
 Pooled Balance: \$491,571.59
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$491,571.59

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	\$463.20	\$4,972.00	\$9,564.80	33.1417%
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(Egile 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	\$14,667.51	13.700%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$805.46	\$4,194.54	16.109%
	Capital Projects Fund Total:	\$1,996.00	\$0.00	\$55,000.00	\$463.20	\$12,146.95	\$44,385.85	21.312%
	Report Total:	\$1,996.00	\$0.00	\$994,814.10	\$80,128.99	\$704,337.29	\$212,343.82	70.659%

Report reflects selected information.

Bank Reconciliation

Reconciled Date 9/30/2022

Posted 10/4/2022 12:49:13 PM

Prior UAN Balance:		\$864,529.51
Receipts:	+	\$76,786.12
Payments:	-	\$44,201.62
Adjustments:	+	\$0.00
Current UAN Balance as of 09/30/2022:		\$897,114.01
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 09/30/2022:		<u>\$897,114.01</u>
Entered Bank Balances as of 09/30/2022:		\$897,114.01
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 09/30/2022:		<u>\$897,114.01</u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 09/30/2022.

There are no outstanding receipts as of 09/30/2022.

There are no outstanding adjustments as of 09/30/2022.

Bank Balances

Reconciled Date 9/30/2022

Posted 10/4/2022 12:49:13 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		\$194,325.88	\$224,800.07	\$224,800.07	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD042517		\$21,661.15	\$21,670.35	\$21,670.35	\$0.00
Investment	CD072716		\$21,499.72	\$21,503.37	\$21,503.37	\$0.00
Investment	CD082817		\$21,741.58	\$21,745.27	\$21,745.27	\$0.00
Investment	CNB-Saving		\$251,653.55	\$253,722.33	\$253,722.33	\$0.00
Investment	HNB-Saving		\$50,001.84	\$50,014.45	\$50,014.45	\$0.00
Investment	SAVINGS		\$303,374.79	\$303,387.17	\$303,387.17	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
	Total:		<u>\$864,529.51</u>	<u>\$897,114.01</u>	<u>\$897,114.01</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 9/30/2022

Posted 10/4/2022 12:49:13 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	399-2022	09/02/2022	BAYSCAN TECHNOLOGIES	\$187.85
PRIMARY	Electronic	400-2022	09/02/2022	Kanopy Inc.	\$25.65
PRIMARY	Electronic	401-2022	09/02/2022	WATER AND SEWER DEPT.	\$126.28
PRIMARY	Electronic	402-2022	09/02/2022	BAKER & TAYLOR BOOKS	\$257.17
PRIMARY	Electronic	403-2022	09/02/2022	House Cleaning Genie	\$321.00
PRIMARY	Electronic	404-2022	09/02/2022	MIDWEST TAPE	\$1,541.63
PRIMARY	Electronic	405-2022	09/02/2022	CATLETT QUALITY PLUMBING	\$789.50
PRIMARY	Electronic	406-2022	09/06/2022	FIRST COMMUNICATIONS	\$690.28
PRIMARY	Electronic	407-2022	09/06/2022	Nicole Weber	\$35.88
PRIMARY	Electronic	408-2022	09/06/2022	INDEPENDENT ELEVATOR CO., INC.	\$209.00
PRIMARY	Electronic	409-2022	09/06/2022	QUILL CORPORATION	\$69.98
PRIMARY	Electronic	410-2022	09/06/2022	copeco	\$445.86
PRIMARY	Electronic	411-2022	09/08/2022	PAYCHEX	\$124.40
PRIMARY	Electronic	412-2022	09/08/2022	PAYCHEX	\$1,624.05
PRIMARY	Electronic	413-2022	09/07/2022	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	414-2022	09/07/2022	PAYCHEX	\$10,936.34
PRIMARY	Electronic	415-2022	09/08/2022	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.30
PRIMARY	Electronic	416-2022	09/08/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$230.00
PRIMARY	Electronic	417-2022	09/08/2022	UNIQUE MANAGEMENT SERVICES, INC.	\$29.55
PRIMARY	Electronic	418-2022	09/09/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,218.27
PRIMARY	Electronic	419-2022	09/12/2022	THORNDIKE PRESS	\$27.79
PRIMARY	Electronic	420-2022	09/12/2022	House Cleaning Genie	\$303.75
PRIMARY	Electronic	421-2022	09/12/2022	BAKER & TAYLOR BOOKS	\$39.34
PRIMARY	Electronic	422-2022	09/12/2022	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	423-2022	09/12/2022	Johnson Controls Fire Protections LP	\$420.00
PRIMARY	Electronic	424-2022	09/12/2022	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$94.00
PRIMARY	Electronic	425-2022	09/15/2022	COLUMBIA GAS OF OHIO	\$701.98
PRIMARY	Electronic	426-2022	09/15/2022	AMERICAN ELECTRIC POWER	\$2,200.42
PRIMARY	Electronic	427-2022	09/19/2022	Ted Fellows	\$85.00
PRIMARY	Electronic	428-2022	09/19/2022	RENTWEAR, INC.	\$53.66
PRIMARY	Electronic	429-2022	09/19/2022	House Cleaning Genie	\$243.00
PRIMARY	Electronic	430-2022	09/19/2022	BAKER & TAYLOR BOOKS	\$674.65
PRIMARY	Electronic	431-2022	09/19/2022	AMAZON	\$1,457.08

Cleared Payments

Reconciled Date 9/30/2022

Posted 10/4/2022 12:49:13 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	432-2022	09/23/2022	CHASE CARD SERVICES	\$345.27
PRIMARY	Electronic	433-2022	09/23/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,829.11
PRIMARY	Electronic	434-2022	09/22/2022	PAYCHEX	\$111.60
PRIMARY	Electronic	435-2022	09/22/2022	PAYCHEX	\$1,196.07
PRIMARY	Electronic	436-2022	09/21/2022	PAYCHEX	\$8,260.22
PRIMARY	Warrant	6838	09/06/2022	PETTY CASH	\$24.00
PRIMARY	Warrant	6839	09/08/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Warrant	6840	09/12/2022	Richard Haldi	\$50.00
PRIMARY	Warrant	6841	09/20/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Chk Transfer		09/06/2022	Transfer-PRIMARY to PETTYCASH2	\$24.00
PRIMARY	Inv Transfer		09/02/2022	Transfer To Investment CNB-Saving	\$101.49
PRIMARY	Inv Transfer		09/08/2022	Transfer To Investment CNB-Saving	\$36.50
PRIMARY	Inv Transfer		09/08/2022	Transfer To Investment CNB-Saving	\$43.30
PRIMARY	Inv Transfer		09/12/2022	Transfer To Investment CNB-Saving	\$1,040.20
PRIMARY	Inv Transfer		09/19/2022	Transfer To Investment CNB-Saving	\$143.70
PRIMARY	Inv Transfer		09/20/2022	Transfer To Investment CNB-Saving	\$21.70
PRIMARY	Inv Transfer		09/26/2022	Transfer To Investment CNB-Saving	\$420.60
PRIMARY	Inv Transfer		09/28/2022	Transfer To Investment CNB-Saving	\$257.95
PETTYCASH2	Chk Transfer		09/06/2022	Transfer-PETTYCASH2 to PRIMARY	\$24.00
CNB-Saving	Inv Transfer		09/06/2022	Transfer From Investment CNB-Saving	\$18.25
					\$44,201.62

Cleared Receipts

UAN v2022.3

Reconciled Date 9/30/2022

Posted 10/4/2022 12:49:13 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		146-2022	09/02/2022	Daily Receipts-CNB Registers	\$101.49
PRIMARY	Standard		147-2022	09/06/2022	Daily Receipts-CNB Registers	\$18.25
PRIMARY	Standard		148-2022	09/08/2022	Daily Receipts-CNB Registers	\$43.30
PRIMARY	Standard		149-2022	09/12/2022	Daily Receipts-CNB Registers	\$1,040.20
PRIMARY	Standard		151-2022	09/13/2022	CARROLL COUNTY AUDITOR'S OFFICE	\$14,872.24
PRIMARY	Standard		152-2022	09/13/2022	STARK COUNTY AUDITOR'S OFFICE	\$55,913.07
PRIMARY	Standard		150-2022	09/14/2022	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,758.81
PRIMARY	Standard		153-2022	09/19/2022	Daily Receipts-CNB Registers	\$143.70
PRIMARY	Standard		154-2022	09/20/2022	Daily Receipts-CNB Registers	\$21.70
PRIMARY	Standard		155-2022	09/26/2022	Daily Receipts-CNB Registers	\$420.60
PRIMARY	Standard		156-2022	09/28/2022	Daily Receipts-CNB Registers	\$257.95
PRIMARY	Chk Transfer			09/06/2022	Transfer-PETTYCASH2 to PRIMARY	\$24.00
PRIMARY	Inv Transfer			09/06/2022	Transfer From Investment CNB-Saving	\$18.25
PETTYCASH2	Chk Transfer			09/06/2022	Transfer-PRIMARY to PETTYCASH2	\$24.00
CD042517	Interest		164-2022	09/30/2022	CD042517	\$9.20
CD072716	Interest		163-2022	09/30/2022	CD072716	\$3.65
CD082817	Interest		165-2022	09/30/2022	CD082817	\$3.69
CNB-Saving	Inv Transfer			09/02/2022	Transfer To Investment CNB-Saving	\$101.49
CNB-Saving	Inv Transfer			09/08/2022	Transfer To Investment CNB-Saving	\$36.50
CNB-Saving	Inv Transfer			09/08/2022	Transfer To Investment CNB-Saving	\$43.30
CNB-Saving	Inv Transfer			09/12/2022	Transfer To Investment CNB-Saving	\$1,040.20
CNB-Saving	Inv Transfer			09/19/2022	Transfer To Investment CNB-Saving	\$143.70
CNB-Saving	Inv Transfer			09/20/2022	Transfer To Investment CNB-Saving	\$21.70
CNB-Saving	Inv Transfer			09/26/2022	Transfer To Investment CNB-Saving	\$420.60
CNB-Saving	Inv Transfer			09/28/2022	Transfer To Investment CNB-Saving	\$257.95
CNB-Saving	Interest		162-2022	09/30/2022	CNB-Saving	\$21.59
HNB-Saving	Interest		161-2022	09/30/2022	HNB-Saving	\$12.61
SAVINGS	Interest		166-2022	09/30/2022	SAVINGS	\$12.38
						\$76,786.12

Fund Status

As Of 9/30/2022

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	40.931%	\$405,542.42	\$64,918.99	\$340,623.43
4001	Capital Projects	59.069%	\$491,571.59	\$0.00	\$491,571.59
All Funds Total			\$897,114.01	\$64,918.99	\$832,195.02
Pooled Investments					\$607,123.95
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$224,800.07

Last reconciled to bank: 09/30/2022 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2022

10/4/2022 1:08:34 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	\$21,670.35	0.50%	\$81.19	\$1,145.89	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	\$21,503.37	0.20%	\$24.30	\$1,325.63	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$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	\$21,745.27	0.20%	\$24.57	\$998.21	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	\$254,152.58	0.00%	\$29.39	\$29.39	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	\$50,014.45	0.00%	\$13.85	\$13.85	06/22/2022	06/22/3000		
SAVINGS	CHASE BUSINESS SAVINGS	\$303,387.17	0.10%	\$68.88	\$28,187.22	08/24/2000	12/31/2099		

End

Minerva Public Library

**September, 2022 Financial
Reports**

**Submitted for October,
2022 Board Meeting**

Director's Report—October, 2022

Building and Grounds—Boilers weren't firing earlier in the month; Standard came out and reset them. I repainted the yellow safety stripes on the curbs and on the bump in the concrete in the entryway. Next time we have the parking lot sealed and striped I'll ask Vasco to include repainting the curbs. Down to Earth Landscaping will likely start fall cleanup of the grounds once most of the leaves are down.

Staffing—Kathy Heller and I hired Paige Hemden as a part-time Library Associate I to work in both Adult and Youth Services. Paige has some library experience already, although not in an SEO library, and seems to be a quick study.

Programs—The two October adult programs had a total attendance of only 13, after attendance of 25+ at each of the September programs. I've decided that fall programs need to be scheduled only in September and perhaps all should start at 6:30 rather than 7:00. In the spring there will be more room for programs since the days will be lengthening rather than shortening.

Meetings—I attended the OLC Convention in Toledo at the end of September and came back with COVID. My room and registration were covered by OLC since I am OLC Board chair this year. I attended a meeting for library Directors on the 17th where Jay Smith, OLC's Director of Legislative and Legal Services, briefed us on current legislation and the plan for the next state budget cycle. Attended the Chamber Board meeting on the 19th, and met with the Director of Rodman Public Library on the 20th. Also met with PC Copilot staff on the 21st to discuss their proposal managing our IT needs in 2023 and installing new computers.

October 2022 Youth Services Report

The new normal feels much closer to the old normal with the increase of students visiting the public library on a weekly basis. The entire school is not visiting, but more classes joined the regular schedule. Unfortunately, the middle school visits moved to November due to a new permission form.

The Minerva Area Christian School will host monthly library visits beginning in October. Following the previous format, library employees will visit the school and read to younger students, present books to the older students, and take along books that students may choose and check out using the ipad and the mobile circ app.

The Minerva YMCA After school care will also receive regular library visits. Twice each month, library employees will read a story, play a game and lead a craft or other activity. Students will also have access to a collection of books to read during their afterschool hours.

Saturday programs did not bring in anticipated numbers of students and families. The Family Paint Night age lowered to 4 years old and up, hoping that more will attend an evening program. Anna restarted the Cosplay Club in early October and the teens enjoyed their time making paper mache horns and props for their costumes.

Statistics for September 2022:

Side Door Count: 1250

Study Rooms Use: 23

Reference Questions: 1054

Teacher collections: 28 requests /694 books

MES visits: 62/1250

Story Time: 4/68

Sensory SPOT: 107

Other Programs: LEGO Day 2, YMCA 15

Computer Use: 182

Other Questions: 63

Outreach: 5/100

Book Beginnings: 2/35

Kathy Heller
Youth Services Manager
10/6/2022