

**Minerva Public Library  
Board of Trustees**

**November, 2022**

**Monthly Regular Meeting  
Packet**

**Minerva Public Library Board of Trustees  
November, 2022 Regular Meeting  
November 14, 6:30 pm in the Library Board Room**

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

**Minutes:** Approve minutes of the October 27, 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 October, 2022.

**Approve:** the monthly report from the Fiscal Officer.

**PLF Distribution:** The November PLF receipts are \$66,606, 5% more than the \$63,238 received in November, 2022.

**2022 General Revenue Fund Net Position**

October Revenue=\$68,687	Total Year-to-Date Revenue	= \$716,267
October Expenses=\$54,292	Total Year-to-Date Expenses	= \$746,483*
\$14,395		- \$ 30,516

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

**Regular Revenue/Expenses Year-to-Date**

Revenue	\$716,267
Expenses	\$546,483
Difference	\$169,784

## General Revenue Fund Expenses (10/31) as Percentage of Appropriation

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$746,483	79%

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

## Operating Expenses (10/31) as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$546,483	74%

**Unique Management:** billed the library for no placements in October.

### New Business

**Amend 2022 Appropriation:** As of October 31, the library had \$354,935 in the general revenue fund. The PLF has come in over estimate for almost every month this year, and there is no reason to believe December's revenue should be show a dramatic decline. As has been discussed during the last two budget cycles, our for end of the year carryover in the general fund is to have between \$200,000 and \$250,000 in cash available on January 1. Therefore, we are in a good position now to transfer out another \$100,000 from general revenue to capital. Doing so requires amending this year's appropriation and the draft amended appropriation is included in the Board Packet; then approving a transfer out from general revenue to capital.

**Approve Resolution 22-11-01:** to amend the 2022 permanent appropriation as presented.

**Approve Resolution 22-11-02:** to transfer \$100,000 from the General Revenue Fund to the Capital Projects Fund.

**Computer Project:** as was discussed at the October Board Meeting, the 2023 budget includes capital money for replacing all the staff and public computers, and operating money for ongoing PC maintenance. Both services will be provided by PC CoPilot, the IT consulting firm out of North Canton that has worked on several recent projects here at the library. Copies of the quoted proposals are included in the Board Packet.

**Approve Resolution 22-11-03:** to hire PC CoPilot to purchase, configure, and install, 24 new desktop computers, network attached storage device, and associated cloud backup, in the first quarter of 2023 as described in the provided quote at a cost of \$36,822.00.

**Approve Resolution 22-11-04:** to hire PC CoPilot to maintain the installed computers and associated storage as described above for a 12-month price of \$8,700.

**Draft Budget:** At the October Board Meeting, Mr. Dillie provided a draft 2023 budget detail with explanatory notes which was reviewed and discussed with the Board. The proposed permanent 2023 budget includes some changes to the draft budget which Mr. Dillie will review with the Board at this meeting. A proposed budget resolution is included in the Board Packet.

**Approve Resolution 22-11-05:** to approve the 2023 Permanent Appropriation as presented.

**Adjust Board Meeting Dates:** since Mr. Dillie's medical leave was postponed until November, the Board agreed at the October Meeting to cancel the Regular December Board Meeting. Mr. Dillie would like to move the January Regular Meeting from January 26 to January 19 in order to get back to regular business more quickly.

**Approve Resolution 22-11-06:** to set the January Organization and Regular Board Meeting date as Thursday, January 19, 2023.

**Adjust Christmas Week Hours:** the library will be closed Monday December 26 and Saturday December 31 as holidays. It would be helpful for work scheduling to be open only 10-5 Tuesday-Friday that week, and not have evening hours on Thursday.

**Approve Resolution 22-11-07:** to set open hours for Thursday, December 29, 2022 at 10-5.

### 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 October door count was up 21% over last October and is 48% below that of 2019. Checkouts in-house were up 16.7% over last year, while renewals were down 8% from last September. In-house circ was up 12% over last October, and is now running slightly ahead of last year-to-date. Total circulation was up 17.7% for the month, thanks to a dramatic increase in loans to other libraries, and a noticeable increase in renewals. Year-to-date total circ is now 3.5% ahead of last year.

### Acknowledge Gifts—October

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

**Unrestricted Individual Contributions to the General Fund** \$ 354.04\*

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Total Restricted and Unrestricted \$ 354.04

\*Most of this is proceeds from the fall book sale.

**In-kind Gifts**

Anonymous 3 trade paperbacks

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

**Call to Order:** Mr. Bartley called the meeting to order at 6:30

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

**Adjustments to the Agenda:** Mr. Dillie presented an additional resolution for new business to modify the August resolution appointing an Acting Library Director.

**Public Participation:** none

Ms. Birks moved to **Approve** minutes of the September 22, 2022 Regular Board Meeting as presented. Ms. Miller seconded. Motion carried unanimously.

### **Ongoing Business**

**Ohio Governor's Imagination Library Update:** Mr. Dillie reported that 247 kids are registered from the library's service area. The county as a whole has just passed the 50% registration level.

**Library Service During Pandemic Update:** demand for COVID test kits continues steady with the library handing out about 210 each month. The Ohio Dept. of Health is supplying 210 kits every four weeks.

### **Fiscal Officer's Report**

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

Ms. Davies asked the Board for direction on the purchase of new CDS. The library has three CDs out now with maturity dates some months off and earning interest of either 0.2% or 0.5%. The remaining cash is in the checking or savings accounts earning minimal or no interest. General discussion suggested waiting on the purchase of new CDS in expectation of another increase in the prime rate soon. It was also agreed that in the new year the remaining CDs should be cashed in to take advantage of higher interest rates. Ms. Davies also suggested another transfer out to capital before the end of the year. That transfer will be on the agenda for the November meeting.

**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. Mr. Bartley received a letter of interest from Casey Milano [Attachment A] who had discussed the Trustee position with Ms. Miller. The letter of interest was shared with the Trustees and after discussion it was agreed to offer the seat to Ms. Milano.

Ms. Miller moved to **Approve Resolution 22-10-01** to request that the Minerva Local Schools Board appoint Casey Milano to the Minerva Public Library Board of Trustees effective with the January, 2023 Board meeting, and to instruct Mr. Dillie to contact the School Superintendent to request this action. Ms. Ruff seconded. Motion passed unanimously.

**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.

Ms. Ruff moved to **Approve Resolution 22-10-02:** 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. Ms. Miller seconded. Motion passed unanimously.

**Draft Budget:** Mr. Dillie provided draft 2023 revenue and expense budgets (Attachments B and C) with explanatory notes [Attachment D] for review and discussion by the Board. The operating expenses are similar to those of previous years. And additional part-time position continues in the budget but may well remain unfilled as it has for the past two years. The revenue budget assumes that the PLF estimate will come in as certified, although it is the largest PLF estimate ever. The expense budget does show a deficit although it unlikely that the library will spend out the entire appropriation, and there is also another \$100,000 transfer out to Capital in the operating budget that can be reduced as needed. Ms. Davies pointed out an error in copier lease total which will be corrected. General discussion of the budget draft presented no objections to the plan for 2023. A final budget will be presented for approval at the November meeting.

**Adjust Board Meeting Dates:** since Mr. Dillie's medical leave has been postponed, the Board decided to change the meeting dates for November and December. Mr. Dillie suggested moving the November regular meeting to Monday the 14<sup>th</sup>, the last evening he would be available and a date that would not conflict with the book discussion group scheduled for the 10<sup>th</sup>. Ms. Repella is not available for Monday meetings, but the other Trustees agreed for this one time change.

Ms. Miller moved to **Approve Resolution 22-10-03** to set the November Regular Board Meeting date as Monday, November 14, and to cancel the December Regular Board Meeting. Ms. Birks seconded.

**Rescind Resolution 22-08-04:** at its August meeting the Board approved appointing Kathy Heller as Acting Library Director beginning October 14, 2022 while Mr. Dillie was on medical leave. Since his leave is now delayed until November 17, the Board amended the resolution to meet the new circumstances.



Ms. Ruff moved to **Approve Resolution 22-10-04** to rescind Resolution 22-08-04, and to appoint Kathy Heller as Acting Library Director at the temporary pay rate of \$29.00 an hour effective at the beginning of Mr. Dillie's medical leave and continuing until he can return to work on a regular schedule. Mr. Rutledge seconded. Motion carried unanimously.

**Performance Evaluations for Director and Fiscal Officer:** the Board discussed how to evaluate the job performance of the library administrators since the November meeting is earlier than usual, and the December meeting is cancelled. Consensus was that the Personnel Committee would conduct the performance reviews as usual and present its report to the Board in Executive Session at the January meeting. The hiring resolutions for the Director and Fiscal Officer could be included in the Organization Meeting which will precede the Regular Board Meeting.

**Correspondence**

No correspondence this month.

**Director's Report**

Ms. Miller move to **Accept** monthly reports from the Director, and the Youth Services Manager, which were included in the packet. Ms. Ruff seconded. Motion carried unanimously.

**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\*

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Total Restricted and Unrestricted

\$ 1,602.00

\*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

Ms. Repella moved to **Adjourn** the meeting at 8:00 pm. Ms. Birks seconded.

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

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Board President	Date
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# **Minerva Public Library**

## **October, 2022 Financial Reports**

### **Submitted for the November, 2022 Board Meeting**

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

Minerva Public Library  
Financials October 2022

Current Month: General Fund Restricted Capital Protects Transfers

Receipts:

<i>Fines and Fees</i>				
Lost Item	16.85			
Columbiana County PLF	26.00			
Stark County PLF	1,642.44			
Carroll County PLF	52,213.64			
Interest	13,888.24			
Sales Tax	28.81			
Printer paper	1.98			
Copier	118.40			
Fax	300.30			
Unrestricted Donations	65.30			
Rental/Meeting Room	354.04			
Resale				
Refunds from Overpayment	30.92			
Returned Check				
Lost Card				
Youth Summer Reading				
Total from *Revenue Ledger				
	<b>68,686.92</b>			

Expenditures:

<i>Salaries</i>				
Dept 1	6,444.83			
Dept 2	3,761.12			
Dept 3	15,525.86			
Dept 4	184.42			
Dept 5	1,064.80			
OPERS	3,498.24			
Medicare	352.62			
Life Insurance	65.20			
Insurance-Board Share	5,045.46			
BWC				
Other Purchased and Contract Services	127.00			
Other-Powell Fund	50.00			
Programming Supplies	361.96			
Adult Books	2,628.65			
Adult-Eggle				
Youth Books	1,026.02			
Periodicals	71.96			
Adult Audiovisual	94.27			
Downloadable Content	1,665.91			
Youth Audiovisual	89.86			
Library Material Repair and Restoration				
Other Library Material and Information				
Other Supplies Catalog and Processing				
Telephone	405.22			
	690.14			

Dues/Fees	3,875.49
Mtn and Repair on Equipment	577.00
Other Property Maint/Repair and Security	1,907.45
AEP	2,046.72
Office Supplies	364.91
Trash	224.00
Postage	60.00
Natural Gas	755.41
Property Mtn/Repair Supplies and Parts	600.37
Rents/Leasing	445.86
UAN	
Water/Sewer	
Other Communications, Publicity	248.00
Other Purchased and Contract Services	33.46
Information Tech	
Audit	
resale	
Meeting	
Fidelity Bond Premiums	
Property Insurance Premium	
Total General Expenses	<u>54,292.21</u>

Capital:	
Transfer In	
Maintenance and Repair	
Land	
Furniture	
Total Expenses	<u>54,292.21</u>

Ending Cash Balance:		
Checking/Cash on Hand		238,302.18
Savings (Chase)		303,399.96
Savings (CNB)		254,636.12
Certificates of Deposit (CNB)	21,679.26	21,679.26
Certificates of Deposit (CNB)	21,506.91	21,506.91
Certificates of Deposit (CNB)	21,748.84	21,748.84
Petty Cash/Registers		271.00
Savings Huntington		50,014.45
Total	<u>354,934.62</u>	<u>911,558.72</u>
Capital	<u>491,639.09</u>	<u>64,935.01</u>
CD's		

Cash	
Month to Date	
Income	<u>68,686.92</u>
Expense	<u>54,292.21</u>
Net Profit	<u>14,394.71</u>

Year to Date	
Income	<u>713,677.31</u>
Expense	<u>529,398.43</u>
Net Profit	<u>184,278.88</u>

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Revenue Status

By Fund  
As Of 10/31/2022

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$30.00	\$5.95	\$24.05	19.833%
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	\$539,913.35	\$28,381.65	95.006%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$151,555.00	\$143,611.10	\$7,943.90	94.758%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$18,103.00	\$16,983.60	\$1,119.40	93.816%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$317.59	\$32.41	90.740%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$122.36	\$77.64	61.180%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$0.00	\$10.00	-\$10.00	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,500.00	\$2,132.80	-\$632.80	142.187%
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	\$16.85	-\$16.85	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,750.00	\$1,272.85	\$477.15	72.734%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$563.93	-\$63.93	112.786%
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	\$5,610.38	-\$2,610.38	187.013%
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	\$1,959.60	\$1,040.40	65.320%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$99.45	\$0.55	99.450%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$27.50	-\$27.50	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%

Fund 1000 Sub-Total: \$750,883.00 \$715,266.52 \$35,616.48 95.257%

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$1,067.50	-\$1,067.50	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	\$276,080.96	-\$276,080.96	0.000%
Report Total:		\$750,883.00	\$991,347.48	-\$240,464.48	132.024%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund  
As Of 10/31/2022

Fund: General  
Pooled Balance: \$354,934.62  
Non-Pooled Balance: \$64,935.01  
Total Cash Balance: \$419,869.63

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	\$88,755.00	\$0.00	\$68,892.09	\$19,862.91	77.621%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$43,972.00	\$0.00	\$36,009.74	\$7,962.26	81.892%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$212,397.00	\$0.00	\$159,896.47	\$52,500.53	75.282%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$3,500.00	\$0.00	\$2,351.99	\$1,148.01	67.200%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$13,422.00	\$0.00	\$10,978.20	\$2,443.80	81.793%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$49,433.44	\$0.00	\$37,795.35	\$11,638.09	76.457%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,120.16	\$0.00	\$3,783.79	\$1,336.37	73.900%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,045.00	\$4,235.64	\$29,809.36	\$0.00	87.559%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$31.50	\$368.50	\$0.00	92.125%
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	5.547%
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	\$273.00	\$227.00	\$0.00	45.400%
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	\$50.00	\$2,950.00	1.667%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$470.45	\$3,529.55	\$0.00	88.239%
1000-110-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$21,500.00	\$4,508.81	\$16,783.49	\$207.70	78.063%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$18,500.00	\$5,606.57	\$10,393.43	\$2,500.00	56.181%
1000-120-411-2022	Books and Pamphlets{Eglie Adult Books Fund}	\$0.00	\$0.00	\$500.00	\$119.94	\$375.92	\$4.14	75.184%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$6,711.90	\$258.04	\$6,349.43	\$104.43	94.600%

Report reflects selected information.



**Appropriation Status**

By Fund

As Of 10/31/2022

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
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$8,000.00	\$431.26	\$3,068.74	\$4,500.00	38.359%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$9,306.99	\$16,693.01	\$0.00	64.204%
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	\$724.67	\$2,275.33	\$1,000.00	56.883%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$7.93	\$195.73	\$796.34	19.573%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$3,600.00	\$2,123.69	\$1,476.31	\$0.00	41.009%
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%
1000-210-213-0000	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	\$1,707.46	\$6,792.54	\$0.00	79.912%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,420.00	\$9,179.29	\$15,780.46	\$4,460.25	53.639%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,514.00	\$112.00	\$1,402.00	\$0.00	92.602%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,229.00	\$9,428.63	\$20,800.37	\$3,000.00	62.597%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$16,000.00	\$377.12	\$15,622.88	\$0.00	97.643%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$600.00	\$201.39	\$398.61	\$0.00	66.435%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$655.06	\$7,844.94	\$0.00	92.293%
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	\$1,404.96	\$2,595.04	\$0.00	64.876%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-229-0000	Other - Insurance Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-299-0000	Other - Other Employee Fringe Benefits	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	65.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,000.00	\$101.20	\$884.41	\$14.39	88.441%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$77.84	\$122.16	\$0.00	61.080%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0008	Advertising[LEGAL ADS & PUBLICATIONS]	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.000%
1000-230-325-0010	Advertising[EMPLOYEE VACANCY ADS]	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.000%
1000-230-329-0000	Other - Communications,Printing and Publicity	\$0.00	\$0.00	\$478.00	\$0.00	\$360.00	\$118.00	75.314%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,572.00	\$0.00	\$9,572.00	\$0.00	100.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$242.00	\$8.00	96.800%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,250.00	\$750.61	\$4,499.39	\$0.00	85.703%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,600.00	\$0.00	\$2,700.00	\$900.00	75.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$716.90	\$2,331.10	\$0.00	76.480%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Appropriation Status**

By Fund

As Of 10/31/2022

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
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$19,600.00	\$1,005.04	\$18,594.96	\$0.00	94.872%
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	\$384.05	\$2,615.95	\$0.00	87.198%
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	\$5,007.25	\$16,137.75	\$62.00	76.096%
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	\$213.44	\$5,286.56	\$1,000.00	81.332%
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	\$7,474.10	\$0.00	\$0.00	\$7,474.10	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%
	<b>General Fund Total:</b>	\$0.00	\$0.00	\$939,814.10	\$61,896.73	\$746,482.55	\$131,431.82	79.429%

Fund: Capital Projects

Pooled Balance: \$491,639.09

Non-Pooled Balance: \$0.00

Total Cash Balance: \$491,639.09

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	33.147%
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	\$14,667.51	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%
	<b>Capital Projects Fund Total:</b>	\$1,996.00	\$0.00	\$55,000.00	\$463.20	\$12,146.95	\$44,365.85	21.312%
	<b>Report Total:</b>	\$1,996.00	\$0.00	\$994,814.10	\$62,362.93	\$758,629.50	\$175,817.67	76.106%

Report reflects selected information.

**Bank Reconciliation**

Reconciled Date 10/31/2022

Posted 11/9/2022 10:38:47 AM

Prior UAN Balance:		\$897,114.01
Receipts:	+	\$69,648.71
Payments:	-	\$55,254.00
Adjustments:	+	\$0.00
Current UAN Balance as of 10/31/2022:		\$911,508.72
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 10/31/2022:		<u>\$911,508.72</u>
Entered Bank Balances as of 10/31/2022:		\$911,558.72
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$50.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 10/31/2022:		<u>\$911,508.72</u>

Balances Reconciled

Governing Board Signatures

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There are no outstanding receipts as of 10/31/2022.

There are no outstanding adjustments as of 10/31/2022.

**Bank Balances**

Reconciled Date 10/31/2022

Posted 11/9/2022 10:38:47 AM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$224,800.07	\$238,302.18	\$238,302.18	\$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		\$21,670.35	\$21,679.26	\$21,679.26	\$0.00
Investment	CD072716		\$21,503.37	\$21,506.91	\$21,506.91	\$0.00
Investment	CD082817		\$21,745.27	\$21,748.84	\$21,748.84	\$0.00
Investment	CNB-Saving		\$253,722.33	\$254,636.12	\$254,636.12	\$0.00
Investment	HNB-Saving		\$50,014.45	\$50,014.45	\$50,014.45	\$0.00
Investment	SAVINGS		\$303,387.17	\$303,399.96	\$303,399.96	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$897,114.01</u>	<u>\$911,558.72</u>	<u>\$911,558.72</u>	<u>\$0.00</u>

**Outstanding Payments**

Reconciled Date 10/31/2022

Posted 11/9/2022 10:38:47 AM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6850	10/21/2022	Jim Knight	\$50.00
					<u>\$50.00</u>

**Cleared Payments**

Reconciled Date 10/31/2022

Posted 11/9/2022 10:38:47 AM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	437-2022	10/07/2022	PAYCHEX	\$2,967.04
PRIMARY	Electronic	438-2022	10/06/2022	PAYCHEX	\$133.20
PRIMARY	Electronic	439-2022	10/06/2022	FIRST COMMUNICATIONS	\$690.14
PRIMARY	Electronic	440-2022	10/06/2022	PAYCHEX	\$1,375.51
PRIMARY	Electronic	441-2022	10/05/2022	PAYCHEX	\$9,519.37
PRIMARY	Electronic	442-2022	10/04/2022	MIDWEST TAPE	\$1,456.91
PRIMARY	Electronic	443-2022	10/04/2022	Carrol County Messenger	\$30.00
PRIMARY	Electronic	444-2022	10/04/2022	Kanopy Inc.	\$9.00
PRIMARY	Electronic	445-2022	10/04/2022	DEMCO, INC.	\$405.22
PRIMARY	Electronic	446-2022	10/04/2022	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	447-2022	10/04/2022	BAKER & TAYLOR BOOKS	\$653.98
PRIMARY	Electronic	448-2022	10/04/2022	BAKER & TAYLOR BOOKS	\$286.84
PRIMARY	Electronic	449-2022	10/04/2022	BAKER & TAYLOR BOOKS	\$109.09
PRIMARY	Electronic	450-2022	10/17/2022	COLUMBIA GAS OF OHIO	\$755.41
PRIMARY	Electronic	451-2022	10/14/2022	AMERICAN ELECTRIC POWER	\$2,046.72
PRIMARY	Electronic	452-2022	10/07/2022	copeco	\$445.86
PRIMARY	Electronic	453-2022	10/07/2022	INDEPENDENT ELEVATOR CO., INC.	\$209.00
PRIMARY	Electronic	454-2022	10/07/2022	BAKER & TAYLOR BOOKS	\$122.52
PRIMARY	Electronic	455-2022	10/07/2022	House Cleaning Genie	\$292.25
PRIMARY	Electronic	456-2022	10/21/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,029.94
PRIMARY	Electronic	457-2022	10/20/2022	PAYCHEX	\$114.80
PRIMARY	Electronic	458-2022	10/20/2022	PAYCHEX	\$1,328.68
PRIMARY	Electronic	459-2022	10/19/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	460-2022	10/19/2022	PAYCHEX	\$8,892.79
PRIMARY	Electronic	461-2022	10/17/2022	BAKER & TAYLOR BOOKS	\$1,661.60
PRIMARY	Electronic	462-2022	10/17/2022	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$248.00
PRIMARY	Electronic	463-2022	10/17/2022	Ted Fellows	\$85.00
PRIMARY	Electronic	464-2022	10/17/2022	QUILL CORPORATION	\$104.97
PRIMARY	Electronic	465-2022	10/17/2022	RENTWEAR, INC.	\$53.71
PRIMARY	Electronic	466-2022	10/17/2022	House Cleaning Genie	\$907.50
PRIMARY	Electronic	467-2022	10/25/2022	AMAZON	\$1,594.52
PRIMARY	Electronic	468-2022	10/25/2022	STANDARD PLUMBING AND HEATING CO	\$368.00
PRIMARY	Electronic	469-2022	10/21/2022	BAKER & TAYLOR BOOKS	\$105.79

**Cleared Payments**

Reconciled Date 10/31/2022

Posted 11/9/2022 10:38:47 AM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	470-2022	10/21/2022	SCREENPOINTE, INC.	\$35.00
PRIMARY	Electronic	471-2022	10/25/2022	CHASE CARD SERVICES	\$294.50
PRIMARY	Electronic	472-2022	10/25/2022	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	473-2022	10/25/2022	MORRISON'S SWEEPER PLACE	\$95.96
PRIMARY	Electronic	474-2022	10/25/2022	QUILL CORPORATION	\$56.57
PRIMARY	Electronic	475-2022	10/28/2022	BAKER & TAYLOR BOOKS	\$21.96
PRIMARY	Electronic	476-2022	10/28/2022	House Cleaning Genie	\$320.99
PRIMARY	Electronic	477-2022	10/31/2022	MANGO LANGUAGES	\$200.00
PRIMARY	Electronic	478-2022	10/31/2022	DAMON INDUSTRIES INC	\$134.16
PRIMARY	Electronic	479-2022	10/31/2022	TREASURER, STATE OF OHIO	\$3,875.49
PRIMARY	Warrant	6842	10/03/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Warrant	6843	10/03/2022	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.30
PRIMARY	Warrant	6844	10/03/2022	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$230.00
PRIMARY	Warrant	6845	10/03/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$118.24
PRIMARY	Warrant	6846	10/03/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$7,272.68
PRIMARY	Warrant	6847	10/03/2022	PAUL GOEBBEL	\$127.00
PRIMARY	Warrant	6851	10/28/2022	PETTY CASH	\$24.00
PRIMARY	Chk Transfer		10/28/2022	Transfer-PRIMARY to PETTYCASH2	\$24.00
PRIMARY	Inv Transfer		10/01/2022	Transfer To Investment CNB-Saving	\$201.20
PRIMARY	Inv Transfer		10/01/2022	Transfer To Investment CNB-Saving	\$55.50
PRIMARY	Inv Transfer		10/03/2022	Transfer To Investment CNB-Saving	\$94.65
PRIMARY	Inv Transfer		10/04/2022	Transfer To Investment CNB-Saving	\$78.90
PRIMARY	Inv Transfer		10/07/2022	Transfer To Investment CNB-Saving	\$75.00
PRIMARY	Inv Transfer		10/17/2022	Transfer To Investment CNB-Saving	\$127.04
PRIMARY	Inv Transfer		10/21/2022	Transfer To Investment CNB-Saving	\$45.85
PRIMARY	Inv Transfer		10/25/2022	Transfer To Investment CNB-Saving	\$16.20
PRIMARY	Inv Transfer		10/28/2022	Transfer To Investment CNB-Saving	\$74.50
PRIMARY	Inv Transfer		10/28/2022	Transfer To Investment CNB-Saving	\$81.60
PRIMARY	Inv Transfer		10/31/2022	Transfer To Investment CNB-Saving	\$63.35
PETTYCASH2	Chk Transfer		10/18/2022	Transfer-PETTYCASH2 to PRIMARY	\$24.00
					\$55,204.00

**Cleared Receipts**

UAN v2022.3

Reconciled Date 10/31/2022

Posted 11/9/2022 10:38:47 AM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		157-2022	10/01/2022	Daily Receipts-CNB Registers	\$201.20
PRIMARY	Standard		158-2022	10/01/2022	Daily Receipts-CNB Registers	\$55.50
PRIMARY	Standard		159-2022	10/03/2022	Daily Receipts-CNB Registers	\$94.65
PRIMARY	Standard		160-2022	10/04/2022	Daily Receipts-CNB Registers	\$78.90
PRIMARY	Standard		167-2022	10/07/2022	Daily Receipts-CNB Registers	\$75.00
PRIMARY	Standard		169-2022	10/11/2022	CARROLL COUNTY AUDITOR'S OFFICE	\$13,888.24
PRIMARY	Standard		170-2022	10/11/2022	STARK COUNTY AUDITOR'S OFFICE	\$52,213.64
PRIMARY	Standard		168-2022	10/14/2022	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,642.44
PRIMARY	Standard		171-2022	10/21/2022	Daily Receipts-CNB Registers	\$45.85
PRIMARY	Standard		172-2022	10/25/2022	Daily Receipts-CNB Registers	\$127.04
PRIMARY	Standard		173-2022	10/25/2022	Daily Receipts-CNB Registers	\$16.20
PRIMARY	Standard		174-2022	10/28/2022	Daily Receipts-CNB Registers	\$74.50
PRIMARY	Standard		175-2022	10/28/2022	Daily Receipts-CNB Registers	\$81.60
PRIMARY	Standard		176-2022	10/31/2022	Daily Receipts-CNB Registers	\$63.35
PRIMARY	Chk Transfer			10/18/2022	Transfer-PETTYCASH2 to PRIMARY	\$24.00
PETTYCASH2	Chk Transfer			10/28/2022	Transfer-PRIMARY to PETTYCASH2	\$24.00
CD042517	Interest		178-2022	10/31/2022	CD042517	\$8.91
CD072716	Interest		177-2022	10/31/2022	CD072716	\$3.54
CD082817	Interest		179-2022	10/31/2022	CD082817	\$3.57
CNB-Saving	Inv Transfer			10/01/2022	Transfer To Investment CNB-Saving	\$201.20
CNB-Saving	Inv Transfer			10/01/2022	Transfer To Investment CNB-Saving	\$55.50
CNB-Saving	Inv Transfer			10/03/2022	Transfer To Investment CNB-Saving	\$94.65
CNB-Saving	Inv Transfer			10/04/2022	Transfer To Investment CNB-Saving	\$78.90
CNB-Saving	Inv Transfer			10/07/2022	Transfer To Investment CNB-Saving	\$75.00
CNB-Saving	Inv Transfer			10/17/2022	Transfer To Investment CNB-Saving	\$127.04
CNB-Saving	Inv Transfer			10/21/2022	Transfer To Investment CNB-Saving	\$45.85
CNB-Saving	Inv Transfer			10/25/2022	Transfer To Investment CNB-Saving	\$16.20
CNB-Saving	Inv Transfer			10/28/2022	Transfer To Investment CNB-Saving	\$74.50
CNB-Saving	Inv Transfer			10/28/2022	Transfer To Investment CNB-Saving	\$81.60
CNB-Saving	Inv Transfer			10/31/2022	Transfer To Investment CNB-Saving	\$63.35
SAVINGS	Interest		182-2022	10/31/2022	SAVINGS	\$12.79
						\$69,648.71



**Fund Status**

As Of 10/31/2022

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
1000	General	41.926%	\$419,869.63	\$64,935.01	\$354,934.62
4001	Capital Projects	58.074%	\$491,639.09	\$0.00	\$491,639.09
<b>All Funds Total</b>			<b>\$911,508.72</b>	<b>\$64,935.01</b>	<b>\$846,573.71</b>
Pooled Investments					\$608,050.53
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$238,252.18

Last reconcled to bank: 10/31/2022 -- Total other adjusting factors: \$0.00

**Investment Listing**

System Year 2022

Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD Chase	CD Chase Bank 12 Months Jumbo 8/2/22	\$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	\$21,679.26	0.50%	\$90.10	\$1,154.80	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	\$21,506.91	0.20%	\$27.84	\$1,329.17	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	\$21,748.84	0.20%	\$28.14	\$1,001.78	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	\$255,015.03	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	\$303,399.96	0.10%	\$81.67	\$28,200.01	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**

**October, 2022 Financial  
Reports**

**Submitted for November,  
2022 Board Meeting**

**Permanent 2022 Appropriation Resolution Amended November 14, 2022**

<b>2022 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2021		451,000.00
	Prior Year Encumbrances	-
	<b>UNENCUMBERED BALANCE 01/01/22</b>	<b>451,000.00</b>
	Public Library Fund	737,953.00
	Other Revenues	12,930.00
	<b>TOTAL REVENUES</b>	<b>750,883.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,201,883.00</b>

Capital Projects Fund: Carryover 12/31/2021 unrestricted		203,545.00
	Carryover 12/31/2021 restricted	21,455.00
	<b>Total Capital Projects</b>	<b>225,000.00</b>
	<b>TOTAL REVENUES</b>	<b>1,426,883.00</b>

<b>2022 Operating Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	361,046.00
1000-100-200-0000	Employee Benefits	90,368.00
1000-100-300-0000	Purchased & Contracted Services	158,869.00
1000-100-400-1000	Library Materials and Information	85,100.00
1000-100-450-0000	Supplies	15,100.00
1000-100-500-0000	Other Objects	27,331.10
1000-700-700-0000	Capital Outlay	2,000.00
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>739,814.10</b>
1000-990-910-0000	Transfers - Out	300,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds	0.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>300,000.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>1,039,814.10</b>

4001 Capital Projects Fund Expenditures		
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>55,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>55,000.00</b>

<b>ALL FUNDS -</b>	<b>TOTAL PERMANENT APPROPRIATIONS</b>	<b>1,094,814.10</b>
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**Permanent 2023 Minerva Public Library Appropriation  
November 14, 2022**

<b>2023 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2022		250,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/23	<b>250,000.00</b>
	Public Library Fund	870,287.00
	Other Revenues	14,225.00
	<b>TOTAL REVENUES</b>	<b>884,512.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,134,512.00</b>

Capital Projects Fund: Carryover 12/31/2022 unrestricted		493,908.00
	Carryover 12/31/2022 restricted	95,663.00
	<b>TOTAL REVENUES</b>	<b>1,474,083.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,724,083.00</b>

<b>2023 Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	394,253.00
1000-100-200-0000	Employee Benefits	107,478.00
1000-100-300-0000	Purchased & Contracted Services	169,570.00
1000-100-400-1000	Library Materials and Information	84,600.00
1000-100-450-0000	Supplies	14,300.00
1000-100-500-0000	Other Objects	24,200.00
1000-700-700-0000	Capital Outlay	0.00
	<b>TOTAL EXPENDITURES before other financing &amp; other uses</b>	<b>794,401.00</b>
1000-910-910-0000	Transfers - Out to Capital Fund	100,000.00
1000-930-930-0000	Contingency Fund	20,000.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>120,000.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>914,401.00</b>

4001 Capital Projects Fund Expenditures		
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>90,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>90,000.00</b>

ALL FUNDS -	<b>TOTAL PERMANENT APPROPRIATIONS 2023</b>	<b>1,004,401.00</b>
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## **Director's Report—November, 2022**

**Building and Grounds**—Down to Earth Landscaping has finished the fall clean-up of the grounds. I did approve them taking down two flowering trees on the side of the building facing the elementary school. They were the remaining pair from an original group of three that were all planted too close to the building and too close to the evergreen trees on that side. The first one was cut down several years ago. In general, all the deciduous trees planted around the perimeter of the building were planted too close for those trees to grow.

**Staffing**—Paige Henman, our new part-time Library Associate I, has settled right in and is doing well. She did have six months of library experience at Lisbon before coming here, so she knew quite a bit about library work already. Kathy Heller and I have discussed her role as Acting Director while I'm on leave. She is prepared and should do a good job.

**Programs**—the adult take-and-make kits continue to be popular. Staff are clever at coming up with interesting projects that don't cost too much in materials so that we can offer more kits each month, 30 in October and 30 in November. The jigsaw puzzle exchange is scheduled for December 3, and we have plenty of puzzles to start off the day.

**Meetings**—I had a Zoom with HBM Architects on 10/27 to discuss what's involved in a general building and equipment assessment. Haven't heard back from them yet, but there is a placeholder in the 2023 budget for this project. Had an OLC Board Committee meeting on 10/07.

## **November 2022 Youth Services Report**

The Youth Department adventures into Outer Space this November. Laken opened the month with a special combined Story Time that included stories, a song, a snack, and a variety of activities for the families of little ones to enjoy at their own pace. All of the activities moved into the Sensory SPOT for this month.

A special STEM evening later this month features some new exciting toys to accompany the old favorites. Several purchased in 2019 are no longer usable: The Little Bits R2D2, the view master VR, and the merge cubes no longer have apps (or in the case of the merge cube, added subscription costs). The Snap Circuits have been a favorite and now the new "Green Energy" version teaches how to create energy to power the circuits without using batteries. Artie 3000 is a programmable drawing robot. Learning Resources created many early coding toys for ages 4 and up and the Youth department adopted Scrambles the fox and Ranger the dog. The older Little Bits that do not require an app along with Osmo round out the selection of items that students of all ages can try.

Anna's Cosplay Club is meeting regularly. The six members come attired in their costumes and during the club, they play games and create new props or work on existing projects.

December brings the Community Winter Parade along with a few Grinch-y department activities.

### **Statistics for October 2022:**

Side Door Count: 1048

Study Rooms Use: 29

Computer Use: 190

Reference Questions: 1003

Other Questions: 69

Teacher collections: 36 requests /705 books

MES visits: 52/1048

Outreach: 11/235

MAC School 1/40

YMCA: 2/26

Story Time: 3/29

Book Beginnings: 4/69

Sensory SPOT: 49

Other Programs: Cosplay Club 2 meetings/12 students,

Preschool Paint 8, Family Paint Night 33, Teen Paint 8.

Kathy Heller

Youth Services Manager

11/8/2022