

**Minerva Public Library
Board of Trustees**

December, 2021

**Regular Board Meeting
Packet**

**Minerva Public Library Board of Trustees
December, 2021 Regular Meeting
December 16, 6:30 pm in the Community Meeting Room**

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

Minutes: Approve minutes of the November 18, 2021 Regular Board Meeting.

Ongoing Business

Mr. Dillie will provide updates on the following topics.

Ohio Governor's Imagination Library Update:

Library Service During Pandemic Update:

Financial Report

Accept: the November, 2021 financial documents.

Approve: the December Fiscal Officer's report.

Additional Financial Information:

PLF Distribution: The December 2021 PLF receipts are \$66,088, 10% more than the \$60,099 received in December, 2020. PLF Receipts through November total \$775,932,844 which is \$161,303 (26%) over the December 2020 estimate of \$614,629 for this year's total PLF. The Ohio Department of Taxation issued a revised 2021 PLF estimate in July, taking into account the first six months of actual distribution and making a new estimate for July-August 2021. Under this new estimate, the library's total receipts for 2021 would be \$760,952, and the actual receipts have now surpassed that.

2021 General Revenue Net Operating Position

November Revenue	=	\$64,101	Total Year-to-Date Revenue	=	\$727,885
November Expenses	=	\$71,606	Total Year-to-Date Expenses	=	\$715,711**
Difference		(\$ 7,505)			\$ 12,174

General Fund Expenses as Percentage of Appropriation on November 30

2021 Appropriation** Current 2021 Expenses** As Percentage

\$893,911 \$727,885 81%
**includes \$180,000 total transfer out to Capital

Operating Expenses Only as Percentage of Operating Appropriation

<u>2021 Appropriation</u>	<u>Current 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$535,711	75%

New Business

2022 Permanent Appropriation: during October's meeting the Board reviewed the draft 2022 budget in detail, and approved the new wage table, associated raises, and the creation of a contingency fund at the November meeting. The permanent budget is now presented for approval.

Resolution 21-12-01: to approve the 2022 permanent appropriation as presented.

Unused Vacation Payout: draft language is included in the Board Packet to amend section 710 of the Employee Handout to bring the administrative positions in line with the classified positions regarding the payout of unused vacation leave.

Resolution 21-12-02: to revise Section 710 of the Employee Handbook as presented.

Hiring the Director and Fiscal Officer: the Personnel Committee will meet early in January to review and revise the employment agreements for the Director and Fiscal Officer. The current employment agreements for those two positions are valid through the January 2022 Regular Board Meeting.

Correspondence

None this month.

Director's Report

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

Library Statistics: November's door count was 44505, 56% higher than November last year. But 49% less than November, 2019. November checkouts were 13.8% higher than last year's, and renewals were up 4.8%. In-house circ was up 8.7% . Total circ was up 4.4%.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund \$ 0.00

Unrestricted Individual Contributions to the General Fund \$ 200.88

Includes \$179.03 from JDZ Sales

In-kind Gifts November

Anonymous

1 hardcover; 4 trade
paperbacks; 4 DVDs

Adjourn

The next Regular Board Meeting will be held on January 27, 2022 at 6:30 pm in the Community Meeting Room.

**Minerva Public Library Board of Trustees
Minutes of the November 18, 2021 Regular Meeting
November 18, 6:30 pm in the Community Meeting Room**

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

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

Adjustments to the Agenda: Mr. Dillie asked that the approval of the permanent appropriation be postponed until the December meeting.

Public Participation: none

Minutes: Mr. Dillie noted that the new bank account approved in 21-10-01 was a savings account rather than checking. The minutes have been corrected. Ms. Birks moved to approve minutes of the October 28, 2021 Regular Board Meeting as presented. Ms. Repella seconded. Motion carried unanimously.

Ongoing Business

Mr. Dillie will provide updates on the following topics.

Ohio Governor's Imagination Library Update: the library has about 70% of eligible kids registered still more than any other library in Stark County. Mr. Dillie was a guest, along with the other county library directors, on podcast hosted by Brock Hutchison, the Louisville Library Director. The topic was the imagination library.

Library Service During Pandemic Update: the library has distributed over 2800 at-home COVID test kits so far, and received another 600 this week. Demand has remained steady since school started up again, and is increasing as the holidays approach. Ms. Birks asked when the library would start doing programs again. Mr. Dillie said that outside groups were using the meeting rooms now, but he wants to wait until late winter/early spring before hosting adult library programs again.

Financial Report

Ms. Ruff moved to **Accept** the October, 2021 financial documents. Ms. Birks seconded. Motion carried.

Fiscal Officer's Report: Ms. Davies reported that the library is well ahead on revenue for the year and she is up to date with all the accounts. She met with visiting Fiscal Officer Mary Ellen Gooding on Saturday and worked through a number of questions regarding UAN and the library's financial records. Ms. Gooding recommends a different type of audit, if the contract auditor will do it, that should be cheaper than the audit the library has traditionally received. She also recommended some changes to the required end-of-year reporting. She and Ms. Davies discussed setting up the new bank accounts; managing the restricted donations from one year to the next in UAN; and how to manage the repayment of the unused COVID relief funds. Ms. Davies said she learned some new things about UAN including that it is possible try out things in UAN training mode without effecting the actual library accounts. Mr. Dillie met with them briefly at the end of the day. All in all it was a productive day.

Mr. Rutledge moved to **Approve** the November Fiscal Officer's report. Ms. Ruff seconded. Motion carried.

Additional Financial Information:

PLF Distribution: The November 2021 PLF receipts are \$63,238, 7% more than the \$58,700 received in November, 2020. PLF Receipts through November total \$709,844 which is \$95,215 over the December 2020 estimate of \$614,629 for this year's total PLF. The Ohio Department of Taxation issued a revised 2021 PLF estimate in July, taking into account the first six months of actual distribution and making a new estimate for July-August 2021. Under this new estimate, the library's total receipts for 2021 will be \$760,952, and it seems very likely that we will meet or exceed that estimate.

2021 General Revenue Net Operating Position

October Revenue =	\$64,292	Total Year-to-Date Revenue =	\$655,755
October Expenses =	\$45,021	Total Year-to-Date Expenses =	\$644,105**
Difference	\$19,271		\$ 11,650

General Fund Expenses as Percentage of Appropriation on Sept. 30

<u>2021 Appropriation**</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$893,911	\$644,104	72%

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

Operating Expenses Only as Percentage of Operating Appropriation

<u>2021 Appropriation</u>	<u>Current 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$464,105	65%

New Business

Executive Session: Dr. Beard moved to enter executive session at 6:50 for discussion of the performance reviews of the Director and Fiscal Officer. Ms. Ruff seconded.

Roll Call: Bartley aye__Beard aye__Birks aye__Repella aye__Ruff aye__Rutledge aye__.

Mr. Dillie and Ms. Davies were excused.

Ms. Repella moved to return to end the executive session and return to regular meeting at 7:20. Ms. Ruff seconded. Motion carried.

Ms. Birks moved to **approve Resolution 21-11-01** to approve the performance evaluation of the Library Director as presented. Dr. Beard seconded. Motion carried unanimously. A signed copy of the performance evaluation is kept in the Director's personnel file.

Ms. Ruff moved to approve **Resolution 21-11-02** to approve the performance evaluation of the Library Fiscal Officer as presented. Ms. Repella seconded. Motion carried unanimously. A signed copy of the performance evaluation is kept in the Fiscal Officer's personnel file.

COVID Relief Funds: last year, each the library received \$25,000 from State of Ohio as part of the distribution of Federal COVID relief funds. Those funds were to assist libraries with expenses related to the pandemic, and unused funds must be now returned by the end of this year. The library used its funds for the purchase acrylic sneeze guards at the service desks; sanitizing supplies and equipment, and replacing the faucets and flush mechanisms in the public restrooms with touchless fixtures. At the beginning of this year, the 2021 appropriation a bit more money in the expense account for that relief fund. That appropriation must be adjusted before the repayment is made. Amending the appropriation requires at least five "aye" votes.

Dr. Beard moved **to approve Resolution 21-11-03:** to amend the 2021 appropriation reducing the amount appropriated to fund account 1000-990-990-2020 from \$14,000 to \$13,664.06. Ms. Repella seconded. Motion carried unanimously.

Dr. Beard moved **to approve Resolution 21-11-04:** to authorize the Fiscal Officer to repay the unused relief funds to the Ohio Office of Budget and Management in an amount estimated at \$7450.55 from fund account 1000-990-990-2020. Ms. Ruff seconded. Motion carried unanimously.

2022 Holiday Calendar: Mr. Dillie reported that that the library currently closes for nine paid holidays. It does not close for Martin Luther King, Jr.'s Birthday, Juneteenth, Columbus Day, or Veteran's Day. Some libraries close for all federal holidays, some close for a selection of holidays, and some also provide floating holidays for the staff. Mr. Dillie would prefer not close the building to the public any more days than we already do, but would like to provide the staff with some additional paid time off. The floating holidays proposed would provide staff in effect with two additional paid vacation days a year. To make scheduling easier, one day would be used in the first half of the year, and the other in the second half; these days would not carryover. Mr. Dillie also suggested taking the opportunity to make a couple of small changes to the Holiday Leave and Closings policies to bring them up to date. Additions and changes are noted in *Attachment A*.

Ms. Repella moved **to approve Resolution 21-11-05:** to approve as presented the addition of floating holidays to the staff benefits effective January 2, 2022, and the other changes to Sections 702 and 703 of the Employee Handbook effective immediately. Ms. Birks seconded. Motion carried unanimously.

2021 Open Hours Adjustment: the library is open regular hours December 27-30, 2021. In the interest of ease of scheduling, because a number of staff have requested days off that week, Mr. Dillie asked during that week only the library drop the Monday and Thursday evening hours and open 10-5 each day.

Dr. Beard moved **to approve the temporary adjustment of library open hours** from December 27-30, 2021. Ms. Repella seconded. Motion carried unanimously.

Contingency Fund: as we discussed last month, Mr. Dillie recommends setting a contingency fund in the expense appropriation which would allow the library to have an appropriated cash reserve fund from which money could be transferred, with Board approval, to specific accounts as needed during the budget year. This fund would allow the administrators to supply extra money directly to fund accounts that unexpectedly run short; rather than the current practice which is to hunt for surplus funds in other accounts and hope not to need those funds later. Ms. Davies said that she discussed this option with the Visiting UAN Clerk and can set up the new fund account.

Mr. Rutledge moved to approve **Resolution 21-11-06:** to authorize the Fiscal Officer to create a Contingency Fund account beginning with the 2022 Permanent Appropriation. Dr. Beard seconded. Motion carried unanimously.

New Wage Table: as was detailed during the budget discussions, next year's budget assumes an increase in the wage scale for all classified positions. The

proposed increases were reviewed and discussed last month, and are included again in this month's Board packet. *Attachment B*

Ms. Repella moved **to approve Resolution 21-11-07**: to approve the new wage table for classified positions as presented to take effect December 27, 2021. Ms. Ruff seconded. Motion carried unanimously.

Wage Increase for 2022: as was detailed during the budget discussions, next year's budget assumes a 5% raise for all classified positions. The dollar value of a raise is calculated from the midpoint of the wage range for each classified position.

Ms. Repella moved **to approve Resolution 21-11-08**: to approve a 5% raise for all classified positions to take effect with the new pay year beginning on December 27, 2021. Dr. Beard seconded. Motion carried unanimously.

Mr. Dillie informed the Board that he had recently discovered that when the wage table was last increased, at the beginning of the 2020 pay year, he gave the Fiscal Officer the incorrect hourly rate for three employees. Instead of being at the base rate of \$9.52 an hour for Library Associate I, they were paid at \$9.25. One staff member was promoted to a higher paying position in 2020. For the other two, this year's raise was added to the incorrect base rate they were paid last year, and so their hourly rate this year was also short. The total cost for the short wages for the three employees is \$1,137.39. Each of these employees will receive a check for the shortfall with the last pay check of this year. The money will come from the fund account that pays this job classification and, like all the wage accounts, this fund is well under budget because staff were on shortened hours until August this year.

Correspondence

A long-time library patron has written to each of the library Trustees expressing her appreciation for the library's continued service. *Attachment C*

Director's Report

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

Library Statistics: October's door count was 4270, 24% higher than October last year. But 57% less than October, 2019. October checkouts were 3% lower than last year's, but for some reason renewals were down 22.5%. In-house circ was down then 22% mostly because of the drop in renewals. Total circ was down 16% which included a large decrease in the number of items loaned to other libraries.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund \$ 0.00

Unrestricted Individual Contributions to the General Fund \$ 19.60

In-kind Gifts October

Anonymous

7 hardcovers; 7 trade
paperbacks

Ms. Repella moved to **Adjourn** meeting at 7:55. Ms. Ruff seconded.

The next Regular Board Meeting will be held on December 16, 2021 at 6:30 pm in the Community Meeting Room.

Board President

Date

Attachment A

702 - Holiday Leave

(page revised December 20, 2006, December 16, 2009, November 20, 2013, November 28, 2018, November 18, 2021)

The Library will be closed to the public on the following holidays if that holiday falls on a Monday through Friday. If the holiday falls on a Sunday, the Library will be closed for that holiday on the following Monday or the next day of the week that the Library was scheduled to be open. If the holiday falls on a Saturday, the Library will be closed on that Saturday and those employees not scheduled to work that Saturday will be eligible to take another scheduled work day off. The day off must be taken within the pay period preceding the holiday, the pay period of the holiday, or the pay period following the holiday provided that that pay period is paid within that calendar year.

To be entitled to holiday pay, an employee must complete his last scheduled work day prior to the holiday and his first scheduled work day following the holiday unless the employee is on paid leave these days, or the employee is on previously approved unpaid medical leave.

If a recognized holiday falls within an employee's paid leave, the employee shall receive pay for the holiday rather than using a day of other paid benefit time.

Holiday leave is not carried over from year to year.

New Year's Day, January 1
Presidents Day, Third Monday in February
Memorial Day, Last Monday in May
Independence Day, July 4
Labor Day, First Monday in September
Thanksgiving Day, 4th Thursday in November
Christmas Eve Day, December 24
Christmas Day, December 25
New Year's Eve Day, December 31

Two floating holidays are granted each calendar year to all regular employees. The first floating holiday may be used between January 2 and June 30, and the second between July 1 and the Saturday preceding Thanksgiving. Floating holiday leave does not accrue or carryover, and is lost if not used within the designated time period. Staff will schedule their floating holiday leave with their supervisor in the same way they would schedule regular vacation leave.

Two (2) paid personal days are granted each pay year to full and regular part-time employees. Paid personal days may be used as the employee desires, are not cumulative, and may not be carried over. The crediting of paid personal leave to a new hire will be pro-rated based upon the date of employment and remaining pay periods to be worked that year.

The value of a day's paid leave is calculated by dividing the employee's regular hours worked per pay period by ten in order to calculate the value of one regular day's work, e.g. an employee whose regular hours of work per pay period is 80 will receive 8 hours of pay for each day of paid leave.

Attachment B
Wage Table 2012 Implemented 2013 Pay Year

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$8.65	\$10.10	\$11.65	\$2.90	24.89%
Library Associate II	\$11.55	\$13.48	\$15.40	\$3.85	25.00%
Deputy Fiscal Officer	\$14.21	\$16.58	\$18.95	\$4.74	25.01%
Manager	\$15.50	\$18.08	\$20.66	\$5.16	24.98%

2013 Wage Table with Librarian Position Added 04-15

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$8.65	\$10.10	\$11.65	\$2.90	24.89%
Library Associate II	\$11.55	\$13.48	\$15.40	\$3.85	25.00%
Librarian	\$13.48	\$15.78	\$18.08	\$4.60	25.40%
Deputy Fiscal Officer	\$14.21	\$16.59	\$18.95	\$4.74	25.01%
Manager	\$15.50	\$16.58	\$18.05	\$4.74	26.26%

Wage Table Effective for Pay Year 2020

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$9.52	\$10.98	\$12.70	\$3.20	25.20%
Library Associate II	\$12.70	\$15.43	\$18.15	\$5.45	30.03%
Librarian	\$13.61	\$15.88	\$18.15	\$4.54	25.40%
Manager	\$18.15	\$21.18	\$24.70	\$6.55	26.52%

Wage Table Effective for Pay Year 2022 10%

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$11.05	\$12.90	\$14.74	\$3.69	25.03%
Library Associate I	\$10.47	\$12.22	\$13.97	\$3.50	25.05%
Library Associate II	\$13.97	\$16.97	\$19.96	\$5.99	30.01%
Librarian	\$14.97	\$17.47	\$19.96	\$4.99	25.00%
Manager	\$20.00	\$23.21	\$26.42	\$6.42	24.30%

October 31, 2021

Dear Virginia,

My family and I moved to Minerva fifty years ago today as my husband and I were both employed in Minerva. Over those years we have seen many changes!

There were many places of business on Market Street. Walker's Corner, Denny's Butcher Shop, two shoe stores, two hardware stores, two jewelry stores, several clothing stores, two pharmacies, a five and ten cent store, a dental office, optometrist, and an Isaly's,

There was also a furniture store, two barber shops, gas company, phone company, an A & P grocery store, and Kishman's IGA store within walking distance of downtown.

Over the years most of these "stores" are gone now and there are new stores on Market Street and other parts of Minerva.

One thing that is still here to serve the residents of Minerva and the entire school district is the MINERVA PUBLIC LIBRARY! Fifty years ago it was housed at Hazen Junior High School, then a free standing building was built near MiDay (I remember the spiral staircase to the lower level and using the card catalog.) When it was necessary to build a larger facility – the Community Building was renovated to hold the library materials there. And now we have the present building which offers so many services and programs to the community. I visit the library at least once a week to get books etc.

As a member of the Library Board I appreciate your willingness to help maintain all the services provided as well as the upkeep of the physical aspects of the building and grounds.

Sincerely,

Dee Arnold

Delilah (Dee) Arnold

Minerva Public Library

November, 2021 Financial Reports

Submitted for the December 2021 Board Meeting

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

AEP	1,674.05
Office Supplies	-159.48
Trash	112.00
Postage	
Natural Gas	363.04
Property Mtn/Repair Supplies and Parts	-57.12
Rents/Leasing	853.30
UAN	
Water/Sewer	
Other Communications, Publicity	475.11
Other Purchased and Contract Services	12.95
Information Tech	
Covid 19 Grant Expense	12,554.06
resale	
Meeting	61.12
Furniture/Equipment-Sweeper	
Total General Expenses	<u>71,606.40</u>

Capital:	
Transfer In	
Maintenance and Repair	-4,142.56
Land	725.50
Furniture	5,730.00
Total Expenses	<u>2,312.94</u>

73,919.34

Ending Cash Balance:	
Checking/Cash on Hand	191,167.94
Savings (Chase)	147,084.33
Certificates of Deposit (CMB)	264.25
Certificates of Deposit (Chase)	103,284.75
Petty Cash/Registers	271.00
Total	<u>442,072.27</u>

Capital Reserve	
	191,167.94
	147,084.33
	229,530.63
	103,284.75
	271.00
	<u>671,338.65</u>

Income	64,101.34
Expense	73,919.34
Loss	<u>9,818.00</u>

Fiscal Year To Date as of 11/30/2021

Income	719,904.19
Expense	690,593.12
Profit	<u>29,311.07</u>

Revenue Status

By Fund
As Of 11/30/2021

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$35.00	\$3.22	\$31.78	9.2000%
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.0000%
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$0.00	0.0000%
1000-240-0011	Public Library Fund - State{STARK CO.}	\$473,640.00	\$547,068.61	-\$73,428.61	115.503%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$125,880.00	\$145,514.03	-\$19,634.03	115.597%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$15,100.00	\$17,208.64	-\$2,108.64	113.965%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$0.00	\$328.92	-\$328.92	0.0000%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$250.00	\$136.11	\$113.89	54.444%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$50.00	\$3.95	\$46.05	7.900%
1000-340-0000	Patron Coin-Operated Machine Income	\$2,500.00	\$1,991.69	\$508.31	79.668%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.0000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.0000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$2,500.00	\$1,701.41	\$798.59	68.056%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$700.00	\$538.49	\$161.51	76.927%
1000-611-0000	Restricted Contributions - Individuals	\$3,612.50	\$3,000.00	\$612.50	83.045%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.0000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,000.00	\$1,675.00	-\$675.00	167.500%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.0000%
1000-651-0000	Unrestricted Contributions - Individuals	\$2,000.00	\$2,353.73	-\$353.73	117.687%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$179.03	-\$179.03	0.0000%
1000-701-0000	Interest or Dividends on Investments	\$5,000.00	\$2,969.14	\$2,030.86	59.383%
1000-820-0000	Sale of Supplies for Resale	\$250.00	\$47.28	\$202.72	18.912%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$600.00	\$50.00	\$550.00	8.333%
1000-871-0000	Refunds for Overpayment	\$50.00	\$796.17	-\$746.17	1592.340%
1000-872-0000	Insurance Reimbursements	\$100.00	\$2,319.75	-\$2,219.75	2319.750%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.0000%
Fund 1000 Sub-Total:		\$633,267.50	\$727,885.17	-\$94,617.67	114.941%

Revenue Status

By Fund
As Of 11/30/2021

Fund: 4001 Capital Projects

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.0000%
4001-931-0000	Transfers - In	\$180,000.00	\$180,000.00	\$0.00	100.0000%
	Fund 4001 Sub-Total:	\$180,000.00	\$180,000.00	\$0.00	100.0000%
	Report Total:	\$813,267.50	\$907,885.17	-\$94,617.67	111.634%

MINERVA PUBLIC LIBRARY, STARK COUNTY
Appropriation Status

By Fund
As Of 11/30/2021

Fund: General
Pooled Balance: \$212,140.94
Non-Pooled Balance: \$229,530.63
Total Cash Balance: \$441,671.57

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-590-2020	Other - Other(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
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	\$88,986.00	\$0.00	\$67,412.38	\$21,553.62	75.773%
1000-110-110-0002	D Salaries(MANAGERS)	\$0.00	\$0.00	\$41,953.00	\$0.00	\$32,200.86	\$9,752.14	76.755%
1000-110-110-0003	D Salaries(NON-PROFESSIONALS)	\$0.00	\$0.00	\$196,491.02	\$0.00	\$141,931.88	\$54,559.14	72.233%
1000-110-110-0004	D Salaries(SUBSTITUTES)	\$0.00	\$0.00	\$6,323.98	\$0.00	\$3,805.53	\$2,518.45	60.176%
1000-110-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$12,892.00	\$0.00	\$9,839.95	\$3,052.05	76.326%
1000-110-110-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$47,252.52	\$0.00	\$35,450.26	\$11,802.26	75.023%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,026.08	\$0.00	\$3,386.45	\$1,639.63	67.378%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,372.00	\$5,936.85	\$28,435.15	\$0.00	82.728%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$385.00	\$33.33	\$351.67	\$0.00	91.343%
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	\$503.00	\$867.00	\$0.00	63.265%
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	\$1,475.00	\$0.00	\$0.00	\$1,475.00	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	\$2,500.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-110-450-0015	Supplies(PROGRAMMING SUPPLIES)	\$0.00	\$0.00	\$4,000.00	\$222.99	\$3,777.01	\$0.00	94.425%
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	\$20,000.00	\$2,858.05	\$17,141.95	\$0.00	85.710%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$0.00	\$0.00	\$18,340.00	\$4,533.25	\$12,695.79	\$1,110.96	69.225%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,500.00	\$1,124.57	\$6,375.43	\$0.00	85.006%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$0.00	\$0.00	\$9,000.00	\$205.08	\$4,100.35	\$4,694.57	45.559%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$5,400.33	\$20,599.67	\$0.00	79.230%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$160.00	\$16.28	\$143.72	\$0.00	89.825%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$0.00	\$0.00	\$5,000.00	\$2,586.70	\$2,413.30	\$0.00	48.266%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%

Report reflects selected information.

Appropriation Status

By Fund

As Of 11/30/2021

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$1,000.00	\$0.00	\$681.82	\$318.18	68.1822%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$1,000.00	\$0.00	\$678.44	\$321.56	67.8444%
1000-120-456-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$0.00	\$0.00	\$4,000.00	\$1,992.00	\$2,008.00	\$0.00	50.2000%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$8,000.00	\$475.22	\$7,524.78	\$0.00	94.0600%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$29,580.00	\$8,460.00	\$20,818.63	\$301.37	70.3811%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,344.00	\$0.00	\$1,344.00	\$0.00	100.0000%
1000-210-335-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$25,420.00	\$2,978.00	\$21,855.42	\$586.58	85.9779%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$22,000.00	\$7,989.20	\$14,000.80	\$0.00	63.6400%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$302.22	\$397.78	\$0.00	56.8266%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$8,500.00	\$3,395.43	\$5,104.57	\$0.00	60.0544%
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$151.98	\$93.40	\$58.58	\$0.00	38.5455%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$5,000.00	\$2,730.88	\$2,269.12	\$0.00	45.3822%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	\$0.00	100.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$500.00	\$153.88	\$346.12	\$0.00	69.2244%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$225.00	\$145.79	\$79.21	\$0.00	35.2044%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-325-0009	Advertising[LEGAL ADS & PUBLICATIONS]	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	0.0000%
1000-230-325-0010	Advertising[EMPLOYEE VACANCY ADS]	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$500.00	\$0.00	\$80.00	\$420.00	16.0000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,500.00	\$238.00	\$9,262.00	\$0.00	97.4955%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,768.02	\$714.67	\$5,007.12	\$46.23	86.8088%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$1,140.00	\$840.00	\$2,492.70	\$300.00	73.6844%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$555.30	\$2,492.70	\$0.00	81.7811%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$13,750.00	\$1,616.46	\$12,133.54	\$0.00	88.2444%
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$3,000.00	\$976.50	\$2,023.50	\$0.00	67.4500%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$400.00	\$338.02	\$61.98	\$0.00	15.4855%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$19,377.00	\$2,442.69	\$16,934.31	\$0.00	87.3944%

Report reflects selected information.

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-520-0000	D Taxes and Assessments	\$0.00	\$0.00	\$130.00	\$124.00	\$6.00	\$0.00	4.615%
1000-230-550-0000	Refunds and Reimbursements	\$0.00	\$0.00	\$1,500.00	\$200.00	\$1,300.00	\$0.00	86.667%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$3,000.00	\$22.76	\$2,977.24	\$0.00	99.241%
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$180,000.00	\$0.00	\$180,000.00	\$0.00	100.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$13,664.06	\$0.00	\$13,664.06	\$0.00	100.000%
General Fund Total:		\$0.00	\$0.00	\$893,574.66	\$60,991.85	\$715,711.07	\$116,871.74	80.095%

Fund: Capital Projects
 Pooled Balance: \$229,667.08
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$229,667.08

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$62,000.00	\$0.00	\$95,000.00	\$1,374.56	\$144,607.44	\$11,018.00	92.107%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$1,600.00	\$2,269.00	\$11,131.00	15.127%
4001-760-750-0000	Furniture and Equipment	\$6,010.00	\$0.00	\$25,000.00	\$2,701.49	\$22,816.00	\$5,492.51	73.576%
Capital Projects Fund Total:		\$68,010.00	\$0.00	\$135,000.00	\$5,676.05	\$169,692.44	\$27,641.51	83.568%
Report Total:		\$68,010.00	\$0.00	\$1,028,574.66	\$66,667.90	\$885,403.51	\$144,513.25	80.742%

Fund Status

As Of 11/30/2021

<u>Fund Number</u>	<u>Fund Name</u>	<u>% of Total Pooled</u>	<u>Fund Balance</u>	<u>Investments (Non-Pooled)</u>	<u>Checking & Pooled Investments (Pooled)</u>
1000	General	48.017%	\$441,671.57	\$229,530.63	\$212,140.94
4001	Capital Projects	51.983%	\$229,667.08	\$0.00	\$229,667.08
All Funds Total			<u>\$671,338.65</u>	<u>\$229,530.63</u>	<u>\$441,808.02</u>
Pooled Investments					\$250,369.08
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$191,167.94

Last reconciled to bank: 11/30/2021 – Total other adjusting factors: \$0.00

Bank Reconciliation

Reconciled Date 11/30/2021

Posted 12/2/2021 10:59:50 AM

Prior UAN Balance:		\$681,156.65
Receipts:	+	\$64,112.14
Payments:	-	\$73,919.34
Adjustments:	+	<u>-\$10.80</u>
Current UAN Balance as of 11/30/2021:		\$671,338.65
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 11/30/2021:		<u><u>\$671,338.65</u></u>
Entered Bank Balances as of 11/30/2021:		\$671,338.65
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 11/30/2021:		<u><u>\$671,338.65</u></u>

Balances Reconciled

Governing Board Signatures

There are no outstanding payments as of 11/30/2021.

There are no outstanding receipts as of 11/30/2021.

There are no outstanding adjustments as of 11/30/2021.

Bank Balances

Reconciled Date 11/30/2021

Posted 12/2/2021 10:59:50 AM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$201,256.59	\$191,167.94	\$191,167.94	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$80.00	\$80.00	\$80.00	\$0.00
Investment	CD Chase		\$103,284.75	\$103,284.75	\$103,284.75	\$0.00
Investment	CD012716		\$21,560.11	\$21,561.03	\$21,561.03	\$0.00
Investment	CD042517		\$21,571.13	\$21,580.29	\$21,580.29	\$0.00
Investment	CD050916		\$109,527.41	\$109,716.41	\$109,716.41	\$0.00
Investment	CD072716		\$21,477.28	\$21,478.19	\$21,478.19	\$0.00
Investment	CD080415		\$33,411.56	\$33,474.90	\$33,474.90	\$0.00
Investment	CD082817		\$21,718.89	\$21,719.81	\$21,719.81	\$0.00
Investment	CNB Saving		\$0.00	\$0.00	\$0.00	\$0.00
Investment	HNB Saving		\$0.00	\$0.00	\$0.00	\$0.00
Investment	SAVINGS		\$147,077.93	\$147,084.33	\$147,084.33	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
Total:			<u>\$681,156.65</u>	<u>\$671,338.65</u>	<u>\$671,338.65</u>	<u>\$0.00</u>

Cleared Payments

Reconciled Date 11/30/2021

Posted 12/2/2021 10:59:50 AM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	489-2021	11/04/2021	PAYCHEX	\$110.18
PRIMARY	Electronic	490-2021	11/04/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$315.00
PRIMARY	Electronic	491-2021	11/04/2021	FIRST COMMUNICATIONS	\$682.53
PRIMARY	Electronic	492-2021	11/04/2021	PAYCHEX	\$1,363.52
PRIMARY	Electronic	493-2021	11/04/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,988.67
PRIMARY	Electronic	494-2021	11/03/2021	PAYCHEX	\$9,531.43
PRIMARY	Electronic	495-2021	11/02/2021	BAKER & TAYLOR BOOKS	\$226.58
PRIMARY	Electronic	496-2021	11/02/2021	Kanopy Inc.	\$4.00
PRIMARY	Electronic	497-2021	11/02/2021	MIDWEST TAPE	\$1,419.26
PRIMARY	Electronic	498-2021	11/09/2021	J & D Cleaning Service	\$1,235.00
PRIMARY	Electronic	499-2021	11/11/2021	AMERICAN ELECTRIC POWER	\$1,674.05
PRIMARY	Electronic	500-2021	11/10/2021	TREASURER, STATE OF OHIO	\$3,764.48
PRIMARY	Electronic	501-2021	11/10/2021	BAKER & TAYLOR BOOKS	\$1,359.46
PRIMARY	Electronic	502-2021	11/10/2021	DAMON INDUSTRIES INC	\$84.64
PRIMARY	Electronic	503-2021	11/10/2021	OVERDRIVE	\$1,211.25
PRIMARY	Electronic	504-2021	11/10/2021	INDEPENDENT ELEVATOR CO., INC.	\$201.00
PRIMARY	Electronic	505-2021	11/10/2021	Office Furniture Solutions	\$2,154.00
PRIMARY	Electronic	506-2021	11/10/2021	TREASURER, STATE OF OHIO	\$334.25
PRIMARY	Electronic	507-2021	11/10/2021	BOOKPAGE	\$354.00
PRIMARY	Electronic	508-2021	11/10/2021	BOOK FARM	\$713.79
PRIMARY	Electronic	509-2021	11/10/2021	STANDARD PLUMBING AND HEATING CO	\$1,625.00
PRIMARY	Electronic	510-2021	11/10/2021	copeco	\$853.30
PRIMARY	Electronic	511-2021	11/10/2021	RENTWEAR, INC.	\$50.66
PRIMARY	Electronic	512-2021	11/10/2021	UNIQUE MANAGEMENT SERVICES, INC.	\$35.80
PRIMARY	Electronic	513-2021	11/10/2021	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$180.00
PRIMARY	Electronic	514-2021	11/10/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$46.79
PRIMARY	Electronic	515-2021	11/10/2021	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	516-2021	11/11/2021	Johnson Controls Fire Protections LP	\$1,516.00
PRIMARY	Electronic	517-2021	11/13/2021	OVERDRIVE	\$1,500.00
PRIMARY	Electronic	518-2021	11/15/2021	DEMCO, INC.	\$111.83
PRIMARY	Electronic	519-2021	11/15/2021	BAKER & TAYLOR BOOKS	\$21.15
PRIMARY	Electronic	520-2021	11/15/2021	OVERDRIVE	\$1,502.86

Cleared Payments

Reconciled Date 11/30/2021

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<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	521-2021	11/17/2021	PAYCHEX	\$9,130.68
PRIMARY	Electronic	522-2021	11/17/2021	COLUMBIA GAS OF OHIO	\$363.04
PRIMARY	Electronic	523-2021	11/18/2021	PAYCHEX	\$101.47
PRIMARY	Electronic	524-2021	11/18/2021	PAYCHEX	\$1,321.05
PRIMARY	Electronic	525-2021	11/22/2021	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	526-2021	11/22/2021	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$2,924.82
PRIMARY	Electronic	527-2021	11/18/2021	Elm USA	\$3,576.00
PRIMARY	Electronic	528-2021	11/18/2021	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$986.00
PRIMARY	Electronic	529-2021	11/18/2021	AMAZON	\$1,008.17
PRIMARY	Electronic	530-2021	11/24/2021	RAY ELECTRIC	\$1,907.17
PRIMARY	Electronic	531-2021	11/24/2021	BAKER & TAYLOR BOOKS	\$102.78
PRIMARY	Electronic	532-2021	11/18/2021	Mary Ellen Gooding	\$205.00
PRIMARY	Electronic	533-2021	11/18/2021	QUILL CORPORATION	\$294.64
PRIMARY	Electronic	534-2021	11/18/2021	House Cleaning Genie	\$754.00
PRIMARY	Electronic	535-2021	11/24/2021	BAKER & TAYLOR BOOKS	\$353.80
PRIMARY	Electronic	536-2021	11/24/2021	ALLIED INFOTECH	\$681.82
PRIMARY	Electronic	537-2021	11/24/2021	House Cleaning Genie	\$377.00
PRIMARY	Electronic	538-2021	11/24/2021	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	539-2021	11/24/2021	CHASE CARD SERVICES	\$340.04
PRIMARY	Electronic	540-2021	11/24/2021	Treasurer State of Ohio	\$7,450.55
					\$73,919.34

Cleared Receipts

Reconciled Date 11/30/2021

Posted 12/2/2021 10:59:50 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		160-2021	11/02/2021	CHRISTINA L. DAVIES	\$40.35
PRIMARY	Standard		161-2021	11/09/2021	CHRISTINA L. DAVIES	\$244.88
PRIMARY	Standard		162-2021	11/10/2021	CHRISTINA L. DAVIES	\$9.20
PRIMARY	Standard		163-2021	11/11/2021	CARROLL COUNTY AUDITOR'S OFFICE	\$12,960.85
PRIMARY	Standard		164-2021	11/11/2021	STARK COUNTY AUDITOR'S OFFICE	\$48,727.06
PRIMARY	Standard		165-2021	11/11/2021	CHRISTINA L. DAVIES	\$3.85
PRIMARY	Standard		166-2021	11/15/2021	CHRISTINA L. DAVIES	\$37.75
PRIMARY	Standard		167-2021	11/18/2021	CHRISTINA L. DAVIES	\$53.99
PRIMARY	Standard		168-2021	11/18/2021	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,532.76
PRIMARY	Standard		169-2021	11/24/2021	CHRISTINA L. DAVIES	\$94.30
PRIMARY	Standard		171-2021	11/30/2021	CHRISTINA L. DAVIES	\$136.50
CD012716	Interest		177-2021	11/30/2021	CD012716	\$0.92
CD042517	Interest		175-2021	11/30/2021	CD042517	\$9.16
CD050916	interest		176-2021	11/30/2021	CD050916	\$189.00
CD072716	Interest		173-2021	11/30/2021	CD072716	\$0.91
CD080415	Interest		174-2021	11/30/2021	CD080415	\$63.34
CD082817	Interest		178-2021	11/30/2021	CD082817	\$0.92
SAVINGS	Interest		172-2021	11/30/2021	SAVINGS	\$6.40
						\$64,112.14

Cleared Adjustments

Reconciled Date 11/30/2021

Posted 12/2/2021 10:59:50 AM

<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Receipt Adj	161-2021	11/10/2021	CHRISTINA L. DAVIES	-\$10.00
PRIMARY	Receipt Adj	169-2021	11/30/2021	CHRISTINA L. DAVIES	-\$0.80
					<u>-\$10.80</u>

MINERVA PUBLIC LIBRARY, STARK COUNTY
Investment Listing
 System Year 2021

12/2/2021 11:43:58 AM
 UAN V2021.3

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	\$103,284.75	0.05%	\$52.33	\$3,284.75	08/02/2018	08/02/2022		
CD012716	CONSUMERS 0106638111 18 month CD 08/	\$21,561.03	0.05%	\$62.58	\$1,238.23	01/27/2018	08/27/2022		
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,580.29	0.50%	\$104.09	\$1,055.83	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp06/	\$109,716.41	2.03%	\$2,025.21	\$8,424.04	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 15 month CD 03,	\$21,478.19	0.05%	\$9.83	\$1,300.45	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$33,474.90	2.23%	\$678.14	\$3,173.57	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 15 month CD 3/2/	\$21,719.81	0.05%	\$9.94	\$972.75	08/26/2017	03/28/2022		
CNB Saving	CNB Savings	\$0.00	0.00%	\$0.00	\$0.00	11/29/2021	11/29/2099		
HNB Saving	HNB Savings	\$0.00	0.00%	\$0.00	\$0.00	11/29/2021	11/29/2099		
SAVINGS	CHASE BUSINESS SAVINGS	\$147,084.33	0.10%	\$27.02	\$28,112.14	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

**November, 2021 Financial
Reports**

**Submitted for December
2021 Board Meeting**

2022 Permanent Appropriation Changes from October Draft Budget

Audit: budget for a regulatory audit rather than a full audit thus reducing the cost.

COVID Relief Fund Repayment: the draft budget allocated \$7,745 in 1000-990-990-2020 to repay the unused portion of the pandemic assistance money the library received in 2020. That repayment needs to take place this year, and thus that budget line is zeroed out for 2022.

Contingency Fund: during the budget discussion, Mr. Dillie mentioned that he would like to establish a contingency fund in the appropriation. The fund would have money that was appropriated but not assigned to a specific purpose, and thus would be readily available to transfer with Board approval into a specific fund account if extra money was needed for a particular purpose. Without such a fund, the library practice has to been look for unused money within other fund accounts to transfer into the account that needs additional supply. That gathering of funds may require piecing together the total from several accounts in order to meet the need. The library is permitted to place up to 3% of the total general fund into Contingency. The 2022 budget includes \$20,000 in this new fund account.

Programming: the line for paying speakers and presenters now includes separate fund accounts for the Grunder and Powell restricted funds. Those funds are appropriated in total, but we will not spend out the amount in year.

Materials Budget: Mr. Dillie made some small adjustments to the various fund accounts that make up the materials budget, mostly increasing the money for various formats. The total increase is \$1,500. Herb Eglie's restricted donation for adult print materials is also now listed as an additional line item.

Information Technology: this line, 1000-230-590-0511, is increased from \$4,000 to \$5,000 to reflect the likelihood that the library will make use of an IT consultant's services in 2022.

Capital Projects—money is appropriated from the McConnell fund in separate lines for Land Improvements and Furniture and Equipment Purchases. Making separate fund accounts allows the library to track directly purchases paid from this fund if we choose to make any.

With these changes, the total current operating appropriation (i.e. excluding the transfer out to capital) still shows a revenue surplus of \$11,019.

**2022 Budget Revenue—Permanent Appropriation
MINERVA PUBLIC LIBRARY**

Revenue		Operations									
Account Code	Account Name	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Appropriation	2022 Appropriation				
1000-190-0000	Other - Local Taxes	\$13.06	\$24.00	\$27.60	\$4.29	\$35.00	\$30.00				
1000-212-0000	Restricted Federal Grants-In-Aid	\$0.00	\$0.00	\$0.00	\$25,000.00	\$13,664.00	\$0.00				
1000-222-0000	Restricted State Grants-In-Aid	\$0.00	\$0.00	\$4,999.00	\$0.00	\$0.00	\$0.00				
1000-240-0011	Public Library Fund - State(STARK CO.)	\$494,666.76	\$512,735.00	\$529,641.82	\$523,031.00	\$473,640.00	\$568,295.00				
1000-240-0012	Public Library Fund - State(CARROLL CO.)	\$172,939.26	\$134,914.00	\$142,074.81	\$140,282.00	\$125,880.00	\$151,555.00				
1000-240-0013	Public Library Fund - State(CO LUMBANA CO.)	\$15,559.37	\$16,149.00	\$15,329.61	\$16,792.00	\$15,100.00	\$18,103.00				
1000-310-0311	Patron Fines and Lost Item Income(FINES & FEES)	\$5,201.45	\$2,714.00	\$3,069.92	\$855.00	\$750.00	\$330.00				
1000-310-0312	Patron Fines and Lost Item Income(LOST ITEM)	\$165.63	\$286.00	\$303.37	\$160.00	\$250.00	\$200.00				
1000-310-0314	Patron Fines and Lost Item Income(LOST CARD FEE)	\$143.70	\$62.00	\$40.00	\$4.00	\$50.00	\$0.00				
1000-340-0000	Patron Copier Income	\$2,117.20	\$3,041.00	\$4,411.16	\$1,459.00	\$2,500.00	\$1,500.00				
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1000-399-0000	Other - Patron Fines and Fees	\$237.00	\$164.00	\$16.60	\$0.00	\$0.00	\$0.00				
1000-399-0397	Other - Patron Fines and Fees(patron printing)	\$2,476.42	\$1,811.00	\$579.99	\$1,410.00	\$2,500.00	\$1,750.00				
1000-399-0398	Other - Patron Fines and Fees(FAX FEE)	\$900.85	\$730.00	\$713.35	\$524.00	\$700.00	\$500.00				
1000-611-0000	Restricted Contributions - Individuals	\$500.00	\$600.00	\$1,000.00	\$0.00	\$0.00	\$0.00				
1000-612-0000	Restricted Contributions - Businesses	\$1,375.00	\$2,200.00	\$100.00	\$0.00	\$0.00	\$0.00				
1000-612-2018	Restricted Contributions - Businesses(YOUTH SUMMER READING)	\$0.00	\$0.00	\$1,250.00	\$850.00	\$1,000.00	\$1,500.00				
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1000-651-0000	Unrestricted Contributions - Individuals	\$3,879.66	\$3,952.00	\$2,671.55	\$1,440.00	\$2,000.00	\$3,000.00				
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1000-701-0000	Interest or Dividends on Investments	\$1,681.00	\$2,989.00	\$5,092.46	\$5,471.00	\$5,000.00	\$3,000.00				
1000-820-0000	Sale of Supplies for Resale	\$213.19	\$243.00	\$305.42	\$60.00	\$250.00	\$100.00				
1000-831-2017	Rental of Meeting Rooms(RESTR DOLLY PARTON LIBRARY)	\$0.00	\$0.00	\$1,875.00	\$300.00	\$500.00	\$0.00				
1000-871-0000	Refunds for Overpayment	\$857.25	\$58.00	\$52.89	\$8,215.00	\$50.00	\$0.00				
1000-872-0000	Insurance Reimbursements	\$3,776.59	\$657.00	\$794.32	\$1,352.00	\$100.00	\$1,000.00				
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$196.00	\$797.14	\$73.00	\$0.00	\$0.00				
	Total Current Year Income	\$706,703.39	\$683,525.00	\$716,137.81	\$727,282.29	\$644,069.00	\$730,883.00				
	General Revenue Fund Carryover as of January 1	\$330,153.00	\$344,405.00	\$339,914.00	\$367,152.00	\$415,000.00	\$450,000.00				
	Enunbrance for prior year	-\$8,531.00	-\$1,849.00	\$0.00	-\$346.71	\$0.00	\$0.00				
	Total Current Year Operating Revenue(Income + Carryover)	\$1,028,325.39	\$1,026,081.00	\$1,066,051.81	\$1,094,087.58	\$1,059,069.00	\$1,200,883.00				
	Capital Projects Fund as of January 1 unrestricted (McConnell)	\$174,723.00	\$172,850.00	\$131,192.00	\$133,848.00	\$147,803.00	\$21,455.00				
	Capital Projects Fund as of January 1 restricted (McConnell)	\$496,345.00	\$515,406.00	\$471,106.00	\$500,653.29	\$584,253.00	\$675,000.00				
	Total Revenue (Annual Revenue + Carryover + Capital)	\$1,203,048.39	\$1,198,931.00	\$1,187,243.81	\$1,227,935.58	\$1,228,327.00	\$1,425,883.00				

2022 Budget Expenses--Permanent Appropriation

(updated)

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
	Total Wage and Leave	\$328,108.07	\$349,100.00	\$296,085.00	\$346,626.00	\$361,046.00
1000-110-110-0001	Salaries(ADMINISTRATIVE SALARIES)	\$72,954.73	\$85,515.00	\$76,964.00	\$88,756.00	\$88,755.00
	service award	\$0.00	\$1,000.00		\$210.00	\$0.00
1000-110-110-0002	Salaries(MANAGERS)	\$37,243.93	\$39,795.00	\$35,079.00	\$41,553.00	\$43,972.00
	service award				\$400.00	\$0.00
1000-110-110-0003	Salaries(NON-PROFESSIONAL)	\$195,495.59	\$190,000.00	\$169,479.00	\$189,438.00	\$201,947.00
	part-time staff as subs				\$2,500.00	\$2,500.00
	retirement max payout sick leave + max payout vacation	\$0.00	\$8,750.00	\$0.00	\$0.00	\$0.00
	Cash-in-lieu of insurance (12 x 600); service award ; skills stipend	\$0.00	\$6,750.00		\$8,377.00	\$7,950.00
1000-110-110-0004	Salaries(SUBSTITUTES)	\$3,781.14	\$5,000.00	\$3,721.00	\$2,500.00	\$2,500.00
1000-110-110-0005	Salaries(SERVICE WORKERS)	\$18,632.68	\$12,290.00	\$10,842.00	\$12,771.00	\$13,422.00
	service award				\$121.00	\$0.00
	Total Indirect Benefit	\$93,085.09	\$91,025.95	\$68,311.00	\$88,405.60	\$90,368.60
1000-110-211-0000	Ohio Public Employees Retirement System (14% gross wages)	\$46,399.56	\$47,789.00	\$39,319.00	\$47,252.52	\$49,433.44
1000-110-213-0000	Medicare (1.45% gross wages)	\$4,539.74	\$5,061.95	\$4,160.00	\$5,026.08	\$5,120.16
1000-110-221-0000	Medical / Hospitalization Insurance	\$42,002.18	\$36,410.00	\$23,768.00	\$34,372.00	\$34,045.00
1000-110-222-0000	Life Insurance	\$362.61	\$385.00	\$351.00	\$385.00	\$400.00
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-225-0000	Workers' Compensation	\$781.00	\$1,370.00	\$713.00	\$1,370.00	\$1,370.00
1000-110-291-0000	Unemployment Benefits	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00
1000-110-300-2017	Purchased and Contracted Services(RESTRIDOLLY PARTON LIBRARY	\$110.00	\$1,875.00	\$0.00	\$1,475.00	\$0.00
1000-110-300-2019	Purchased and Contracted Services(Mental Health FA grant prj	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-380-0000	Library Material Control Services	\$1,345.82	\$0.00	\$0.00	\$0.00	\$0.00
1000-110-390-0000	Other - Purchased and Contracted Services (speakers, presenters)	\$2,535.80	\$3,000.00	\$0.00	\$3,000.00	\$500.00
	Grander Fund					\$2,165.50
	Powell Fund					\$3,000.00
1000-110-450-0015	Supplies(PROGRAMING SUPPLIES)	\$3,147.40	\$3,500.00	\$1,664.00	\$3,500.00	\$4,500.00
1000-110-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
	Library Materials	\$73,984.20	\$92,500.00	\$60,927.00	\$88,000.00	\$85,100.00
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS)	\$20,749.15	\$23,000.00	\$17,709.00	\$20,000.00	\$20,000.00
	Edile Fund (Adult Books)					\$500.00
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS)	\$19,262.25	\$22,000.00	\$14,290.00	\$19,000.00	\$19,000.00
1000-120-412-0000	Periodicals	\$6,994.01	\$7,500.00	\$7,382.00	\$7,500.00	\$6,000.00
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT)	\$7,051.52	\$12,000.00	\$4,184.00	\$9,000.00	\$8,000.00
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$13,574.51	\$21,000.00	\$15,620.00	\$26,000.00	\$26,000.00
1000-120-413-2004	Audiovisual Materials(YOUTH CDs)	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH)	\$5,377.24	\$6,000.00	\$1,502.00	\$5,000.00	\$4,000.00
1000-120-414-0000	Computer Services and Information	\$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
1000-120-416-0000	Library Material Repair and Restoration (microfilming)	\$799.10	\$500.00	\$0.00	\$1,000.00	\$400.00
1000-120-419-0000	Other - Library Materials and Information	\$176.42	\$500.00	\$240.00	\$500.00	\$1,000.00
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.)	\$3,065.54	\$4,500.00	\$1,272.00	\$4,000.00	\$3,600.00
1000-210-321-0000	Telephone	\$7,751.49	\$7,750.00	\$7,883.00	\$8,000.00	\$8,500.00

1000-210-332-0000	Maintenance and Repair on Equipment	\$19,726.27	\$28,910.00	\$20,292.00	\$29,580.00	\$29,420.00
	Elevator Maintenance and Repair (190 x 12 + 1000) +300		\$3,210.00		\$3,580.00	\$2,800.00
	Fire Alarm and Supression (Johnson Controls)		\$5,200.00		\$5,500.00	\$6,120.00
	HVAC (1625 x 4) + 3000 (Standard Plumbing & Heating)		\$9,500.00		\$9,500.00	\$9,500.00
	General Plumbing work		\$1,000.00		\$1,000.00	\$1,000.00
	General electrical work		\$1,000.00		\$1,000.00	\$1,000.00
	Front Door Maintenance Trinity Door)		\$3,000.00		\$2,000.00	\$2,000.00
	miscellaneous maintenance and repair		\$6,000.00		\$7,000.00	\$7,000.00
1000-210-334-0000	Trash Removal	\$1,248.00	\$1,250.00	\$1,192.00	\$1,344.00	\$1,400.00

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
1000-210-399-0000	Other - Property Maint. Repair & Security Svc	\$7,494.88	\$25,855.00	\$19,236.00	\$25,420.00	\$33,729.00
	Snow Removal		\$2,500.00		\$2,500.00	\$2,500.00
	Mowing and Landscape Maintenance		\$4,500.00		\$4,000.00	\$5,500.00
	Pest Control (4 x 120)		\$480.00		\$480.00	\$480.00
	Cleaning Service (377x62)		\$14,820.00		\$14,820.00	\$19,604.00
	Walk-Off Rug Service		\$535.00		\$600.00	\$625.00
	Window Washing		\$1,020.00		\$1,020.00	\$1,020.00
	Carpet Cleaning		\$2,000.00		\$0.00	\$2,000.00
	Miscellaneous maintenance services				\$2,000.00	\$2,000.00
1000-210-361-0000	Electricity	\$22,995.46	\$27,500.00	\$16,159.00	\$22,000.00	\$16,000.00
1000-210-362-0000	Water and Sewage	\$665.83	\$700.00	\$504.00	\$700.00	\$600.00
1000-210-363-0000	Natural Gas	\$8,547.70	\$8,100.00	\$8,385.00	\$8,500.00	\$8,500.00
1000-210-390-0000	Other - Purchased and Contracted Services	\$6,565.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$4,089.76	\$5,000.00	\$4,112.00	\$5,000.00	\$4,000.00
1000-230-299-0000	Other - Other Employee Fringe Benefits(professional memberships)	\$447.00	\$500.00	\$425.00	\$500.00	\$500.00
1000-230-311-0000	Dues and Fees (chamber of commerce)	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-230-312-0000	Travel and Meeting Expense	\$965.63	\$1,500.00	\$550.00	\$500.00	\$500.00
1000-230-322-0000	Postage	\$150.76	\$225.00	\$138.00	\$225.00	\$200.00
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000-230-325-0009	Advertising(LLEGAL ADS & PUBLICATIONS)	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$100.00	\$191.00	\$200.00	\$200.00
1000-230-329-0000	Other Communications, Printing and Publicity (Rox+promotions)	\$0.00	\$500.00	\$440.00	\$500.00	\$750.00
1000-230-341-0000	Property Insurance Premiums	\$8,274.00	\$9,000.00	\$8,875.00	\$9,500.00	\$9,500.00
1000-230-343-0000	Fidelity Bond Premiums	\$242.00	\$250.00	\$242.00	\$0.00	\$250.00

Account Code	Account Name	2019 Actual	2020 Appropriation	2020 Actual	2021 Appropriation	2022 Appropriation
1000-230-351-0000	Rents and Leases	\$2,318.00	\$5,200.00	\$5,381.00	\$5,200.00	\$5,250.00
	Copier Lease and Maintenance (409.95 x 12)		\$4,920.00		\$4,920.00	\$5,150.00
	Safe Deposit Box		\$180.00		\$180.00	\$0.00
	Microfilm Storage		\$100.00		\$100.00	\$100.00
1000-230-371-0000	Auditing Services	\$0.00	\$5,000.00	\$3,860.00	\$4,200.00	\$3,600.00
1000-230-372-0000	Uniform Accounting Network Fees	\$3,048.00	\$3,100.00	\$2,286.00	\$3,048.00	\$3,048.00
1000-230-390-0000	Other - Purchased and Contracted Services	\$10,548.04	\$13,000.00	\$14,242.00	\$12,750.00	\$11,700.00
	Payroll Services (paychex)		\$3,500.00		\$3,500.00	\$3,500.00
	Statewide Delivery Contract		\$8,500.00		\$8,500.00	\$7,600.00
	Debt Collection Services (Unique Management)		\$1,000.00		\$750.00	\$600.00
1000-230-390-0014	Other - Purchased and Contracted Services(COMPUTER SVCS & P	\$1,164.34	\$0.00	\$1,387.00	\$0.00	\$0.00
1000-230-451-0007	General Administrative Supplies(OFFICE SUPPLIES)	\$3,652.56	\$3,500.00	\$1,387.00	\$3,000.00	\$3,000.00
1000-230-454-0000	Supplies Purchased for Resale	\$370.02	\$400.00	\$116.00	\$400.00	\$300.00
1000-230-510-0000	Institutional Dues and Memberships	\$16,946.00	\$18,936.00	\$18,508.00	\$18,957.00	\$21,207.00
	SEO Consortium membership + cataloging + notice service		\$15,445.00		\$15,450.00	\$16,450.00
	NEO-Regional Library System membership		\$1,507.00		\$1,507.00	\$1,507.00
	OLC Institutional membership		\$1,859.00		\$1,875.00	\$2,000.00
	Chamber of Commerce		\$125.00		\$125.00	\$125.00
1000-230-520-0000	Taxes and Assessments	\$72.42	\$95.00	\$154.00	\$130.00	\$130.00
1000-230-550-0000	Refunds and Reimbursements	\$209.99	\$250.00	\$36.00	\$200.00	\$200.00
1000-230-590-0511	Information Technology (new account for miscellaneous IT expense)	\$0.00	\$3,000.00	\$1,515.00	\$3,000.00	\$5,000.00
1000-760-750-0000	Furniture and Equipment	\$900.00	\$2,000.00	\$1,097.00	\$2,000.00	\$2,000.00
	Contingency Fund					\$20,000.00
1000-910-910-0000	Transfers - Out to Capital Projects	\$50,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$200,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds			\$0.00	\$0.00	\$0.00
	Operating Expenses Total	\$688,900.07	\$817,171.95	\$664,965.00	\$799,910.60	\$939,814.10
	Current Year Income	\$716,137.81	\$706,314.00	\$727,282.00	\$630,155.00	\$750,833.00
	Difference Current Year Income v. Expenses	\$27,237.74	(\$110,857.95)	\$62,317.00	(\$169,755.60)	(\$188,981.10)
	Capital Projects					
4001-760-331-0000	Maintenance and Repair on Facilities	\$37,688.87	\$72,000.00	\$65,571.00	\$15,000.00	\$15,000.00
4001-760-720-0000	Land Improvement	\$9,017.00	\$20,000.00	\$3,951.00	\$15,000.00	\$15,000.00
	McConnell Fund-Land Improvement					\$5,000.00
4001-760-750-0000	Furniture and Equipment	\$658.00	\$10,000.00	\$7,017.00	\$25,000.00	\$15,000.00
	McConnell Fund-Furniture and Equipment					\$5,000.00
	Capital Projects Total	\$47,363.87	\$102,000.00	\$76,489.00	\$55,000.00	\$55,000.00
	Total Expenditure/Appropriation	\$736,263.94	\$919,171.95	\$741,454.00	\$854,910.60	\$994,814.10

**2022 Permanent Appropriation Resolution
Presented 12-16-2021**

2022 Revenues:		
General Fund: Unencumbered Carryover Balance 12/31/2020		450,000.00
	Prior Year Encumbrances	
	UNENCUMBERED BALANCE 01/01/18	450,000.00
	Public Library Fund	737,953.00
	Other Revenues	12,930.00
	TOTAL REVENUES	750,883.00
	TOTAL REVENUES + Carryover Balance	1,200,883.00

Capital Projects Fund: Carryover 12/31/2019 unrestricted		203,545.00
	Carryover 12/31/2020 restricted	21,455.00
	TOTAL REVENUES	975,883.00
	TOTAL REVENUES + Carryover Balance	1,425,883.00

2022 Expenditures:		
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
	TOTAL EXPENDITURES before other financing & uses	739,814.10
1000-990-910-0000	Transfers - Out	200,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds	0.00
	TOTAL OTHER FINANCING SOURCES & USES	200,000.00
	COMBINED TOTAL EXP. + OTHER FINANCING SOURCES & USES	939,814.10

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

ALL FUNDS -	TOTAL PERMANENT APPROPRIATIONS	994,814.10
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710 - Vacation Leave (revised 12/16/2021)

1. Vacation leave is accrued each pay period and prorated on the basis of hours paid, excluding overtime. For example, a regular full-time employee accruing vacation at the rate of 2 weeks per year who has 60 paid hours in one biweekly pay period would accrue 3/4 of the vacation that an 80-hour employee accrued, rounded to the nearest hundredth of an hour.
2. Eligible employees accrue vacation leave based upon their length of public service in the state of Ohio. Upon proper documentation, an employee's length of service will be adjusted to include prior public service with the state of Ohio or any political subdivision of the state solely for purposes of calculating his vacation accrual rate. Vacation credit may be used at the employee's discretion in accordance with the Library's policies and procedures.

For the following years of service:

Employees will accrue:

Years one (1) through five (5) -	80 hours (2 weeks).
Years six (6) through ten (10) -	120 hours (3 weeks).
Years eleven (11) through fifteen (15) -	160 hours (4 weeks).
Year sixteen (16) -	168 hours (4 weeks + 1 day).
Year seventeen (17)-	176 hours (4 weeks + 2 days).
Year eighteen (18) -	184 hours (4 weeks + 3 days).
Year nineteen (19) -	192 hours (4 weeks + 4 days).
Year twenty (20) -	200 hours (5 weeks).

3. Vacation accrual is credited at the end of each biweekly pay period at the following rates per 80 hours paid:
 - 3.1 hours each biweekly period for those entitled to 80 hours per year.
 - 4.6 hours each biweekly period for those entitled to 120 hours per year.
 - 6.2 hours each biweekly period for those entitled to 160 hours per year.
 - 6.4 hours each biweekly period for those entitled to 168 hours per year.
 - 6.7 hours each biweekly period for those entitled to 176 hours per year.
 - 7.0 hours each biweekly period for those entitled to 184 hours per year.
 - 7.4 hours each biweekly period for those entitled to 192 hours per year.
 - 7.7 hours each biweekly period for those entitled to 200 hours per year.
4. One year of service shall be computed on the basis of twenty-six (26) biweekly pay periods.
5. Vacation accrual rate will be changed at the beginning of the pay period containing the anniversary date in which the employee is entitled to additional vacation credit due to length of service.
6. ~~During the month of December, employees may designate their vacation preference for the balance of the next year. Vacation preference shall be indicated in writing on a form furnished by the Library for this purpose. Employees may designate up to three vacation period preferences on this form. If a dispute arises due to vacation scheduling, seniority shall be the governing factor used in resolving the dispute. Vacation days not scheduled on this form will be approved on a first submitted/approved basis; seniority will not govern these requests. The final right to approve vacation scheduling is reserved by the Director.~~

7. Vacation credit may be accumulated up to a maximum of 220 hours for regular full-time employees and 110 hours for regular part-time employees. Credit in excess of this maximum will be eliminated from the employee's vacation balance.
8. In the event of death of a member of the employee's family (i.e., those listed in the Library's Compassionate Leave policy) during an employee's vacation, the employee may elect to change his time off from vacation to compassionate leave for the number of days he is eligible for compassionate leave. He may also request to extend his vacation if scheduling permits.
9. ~~When an employee is terminated,~~ **Upon separation from library employment, employees who accrue vacation every pay period shall receive vacation pay for be paid at the employee's current hourly rate** for any accrued but unused vacation leave. **An employee who is credited for their entire vacation leave at the beginning of the pay year, will have their vacation leave payout calculated as if the current year vacation leave had been accrued pay period to pay period as described in Sections 1-3 above from the beginning of the pay year until the separation date. That amount will be added to any vacation carried over the previous year. From that sum is subtracted any vacation used in the current year. The remaining unused vacation hours will be paid at the employee's current hourly rate.**
10. Vacation will not be approved to extend an employee's length of service (except in emergencies as approved by an employee's supervisor and the Library Director). The employee who turns in his resignation notice and requests the use of vacation during the notice period generally will be denied vacation and be required to work as scheduled during the notice period.
11. In the event of an employee's death the unused vacation leave shall be paid to his estate and/or in accordance with the Ohio Revised Code.
12. ~~The Clerk-Treasurer will provide eligible employees with annual printouts of their benefit leave accruals and use. Certain~~ **Vacation leave benefit and use** totals are ~~also~~ provided on the employee's paycheck stub. Each employee is responsible for the review of his own leave report and paycheck information and for advising the Clerk-Treasurer immediately of any error.

Director's Report—December, 2021

Building and Grounds—Mike's Tree Service was here November 24 to thin and shape up the willow, the two oaks, and the ornamental maple at the front of the building. The willow was hanging over the condenser fence and the roof, and the oaks were very much overgrown. The trees look much better now, and the taller oak is surely in better health with some of the weight taken out of the top. The new cleaning service is doing a good job, but has had some problems with its younger cleaners showing up on time; COVID also has kept some workers at home.

Programs—the library held a jigsaw puzzle swap on Saturday, December 4. Although not as well attended as past events, it was appreciated by those who showed up. We ended up with as many or more puzzles than we started with. Staff have suggested putting up a free puzzle table over the holidays and we'll do that once school is out. The December Adult take-and-make craft had 29 takers; these crafts continue to be popular with a group of patrons.

Staffing—Nicole will be back to work on the 16th. While she is eager to get out of the house, I don't expect her to work eight-hour shifts every day for a while yet. We'll see how things go.

December 2021 Youth Services Report

Elves descended upon the library youth department and hosted a Junior ELF school on December 1. As each child turned into an elf, courtesy of a Snapchat filter, he or she earned a hat and a certificate from Santa. The Elf theme continued into the Small Town Wonderland where children made ornaments and will end with another ELF school for elementary age children on December 18.

Adults and teens made tea cup candles during two sessions December 6. Sarah started programming after school a few days a week and the students made candles with the leftover supplies one of the days. Classes are scheduled at 2:30 during part of the week, but more middle school students are in the youth department playing on the computers and hanging out until the elementary school day ends, so Sarah began a few days of crafts or games each week. One week they did some prep work for the Elementary ELF School by painting pine cones and stars.

The Christmas tree in the Youth department displays wood cut ornaments. Seventy-five high school art students painted the majority. Patrons took home the remaining 75 wood cuts and a few returned them to us for display.

Statistics for November 2021:

Side Door Count: 727

MES: 35 visits /727

Study Rooms Use: 24

Reference Questions: 815

Teacher collections: 22 requests /577 books

Story Time: 3/73

After School Programs: 4/20

Dinovember Camp Out: 16

Interactive movie: 9

Trick and Treat bags: 11

Virtual Book talk: 1/ 21 views including 104 students

Outreach to MES: 7/156

Computer Use: 167

Other Questions: 34

Sensory SPOT: 129

Autumn Reading Bingo: 56

Marvel Trivia : 24

Woodcut Ornaments: 150

Kathy Heller
Youth Services Manager
12/09/2021