

**Minerva Public Library
Board of Trustees Meeting Agenda
August 22nd, 2024 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley ____X____

Trustee: Jennifer Beard ____X____

Trustee: Casey Milano ____X____

Trustee: Rebecca Miller ____X____

Trustee: Sarah Repella ____X____

Trustee: Diane Ruff ____X____

Trustee: Richard Rutledge ____X____

Interim Director/ Fiscal Officer: Heather Husted ____X____

Call to Order: Roger Bartley, 6:30

Adjustments to the Agenda:

Public Participation: Brad Sayre

Minutes: Approve the minutes from the July 25th, Regular Board of Trustees meeting.

- Beard/Ruff-1st/2nd

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update –We currently have ____ children registered under Minerva library.

Fiscal Officer’s Report:

Motion to Accept: Monthly financial reports for July 2024, and the Fiscal Officer’s Monthly Report.

- Milano/Repella-1st/2nd

Current Revenue:

PLF Distribution: The July 2024 PLF receipts are \$75,655.16, 5.13% less than the \$79,745.95 received in July 2023. The PLF funding is behind about 2% from the budget.

2024 General Revenue Net Operating Position

July Revenue =	\$ 77,905.24	Total Annual Revenue =	\$ 482,173.69
July Expense =	\$ 73,139.88	Total Annual Expenses =	\$ 525,902.64
Difference	\$ 4,765.36		(\$ 43,728.95)

Roof was replaced for about \$60,000

Operating Fund Expenses as Percentage of Appropriation on July 31, 2024

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$1,071,706.00	\$525,902.64	49.072%

New Business

Stale Checks Discussion: Two open checks for Laken Underwood are over six months old and should no longer be cashed by the bank. It is recommended that these be reissued at this time.

Approve Resolution 24-08-01: to reissue payroll check #7007 and mileage check #582-2023 to Laken Underwood.

- Rutledge/Miller, 1st/2nd

Mary Ellen Gooding Invoice Discussion: an additional \$43.50 will need moved to account #1000-110-390-0000 to pay for Mary Ellen Gooding’s invoice.

Approve Resolution 24-08-02: to move \$43.50 from Contingency account #1000-930-930-0000 to Other- Purchased and Contracted Services account #1000-110-390-0000.

- Beard/Repella, 1st/2nd

2022 & 2023 Agreed Upon Procedures Discussion: The Ohio Auditor of State’s office has reached out for the 2022 & 2023 audit. We are eligible for Agreed Upon Procedures instead of a full audit.

Approve Resolution 24-09-24: to approve engagement letter of the Agreed Upon Procedures from the Ohio Auditor of State.

- Milano/Ruff, 1st/2nd

