

**Minerva Public Library  
Board of Trustees**

**March, 2022**

**Monthly Regular Meeting  
Packet**

**Minerva Public Library Board of Trustees  
March, 2022 Regular Meeting  
March 24<sup>th</sup>, 6:30 pm in the Library Community Meeting Room**

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

**Minutes:** Approve minutes of the February 17, 2022 Annual Organization Meeting and 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 February, 2022.

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

**PLF Distribution:** The March PLF receipts are \$56,053, a very slight increase from the \$55,685 received last March. For the first quarter of this year, PLF receipts are \$197,136, an 8% increase over the \$181,127 received in the first quarter of last year. So far this year, PLF is running well ahead of both the July and December estimates for 2021.

**2022 General Fund Net Operating Position**

Feb. Revenue =	\$75,370	Total Annual Revenue =	\$143,710
Feb. Expenses =	\$61,133	Total Annual Expenses =	\$103,298
Difference	\$14,237		\$ 40,412

**General Fund Expenses are Percentage of Appropriation on December 31**

<u>2021 Appropriation *</u>	<u>Current 2021 Expenses</u>	<u>As Percentage</u>
\$939,814	\$103,298	10%

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

## Operating Expenses as Percentage of Appropriation

<u>2021 Appropriation</u>	<u>Total 2021 Expenses</u>	<u>As Percentage</u>
\$737,814	\$103,298	14%

### Unique Management:

### New Business

**Transfer Out:** the 2022 appropriation includes a \$200,000 transfer out of General Revenue to Capital. We had intended to make that transfer in 2021, but were unable to do so because we had neglected to update the 2021 revenue appropriation to show the additional PLF money received which was not then available on the books to transfer. Because there was such a large carryover from 2021, it makes sense to transfer out now and bring the carryover more in line with good practices. If the PLF receipts continue to run ahead of expenditures, as they did last year, the Board can consider another transfer out in the fall.

**Approve Resolution 22-03-01** to transfer \$200,000 from the General Revenue Fund to the Capital Projects Fund as appropriated in the 2022 Permanent Appropriation.

**Property and Liability Insurance:** The library has received the renewal quote from Whitaker Myers for the library's insurance through the Ohio Plan. The renewal premium is \$10,290, an increase of \$558 over last year's \$9,732. The library receives a discount every year which reduces the total cost. This year's net premium price is \$9,572.

**Approve Resolution 22-03-02:** to approve renewing the library's property and liability insurance coverage with the Ohio Plan for the amount of \$9,572.

**Bequest to the Library:** the library has received a substantial gift from a Trust established by the late Herb Eglie, who was a regular library patron. The Board will discuss the disposition of the gift.

**Library Materials Evaluation and Selection Policy:** this policy was last revisited and revised in 2008. Copies of the current policy and proposed revision will be distributed to the Trustees at this meeting for review. Discussion of the revised policy will be on the April Regular Meeting agenda.

**Library Information Pamphlet:** Jennifer Bates put together a library information pamphlet to give to new patrons or visitors who haven't been here before. Copies will be provided at the 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.

**Annual Library Statistics:** February door count was 4621, up 68% from February of last year, but down 49% from the count in February, 2019. In-house circulation was down 3.7% for the month and is down 2.6% for the year. Total circulation was down 6.4% for the month and 5.6% for the year. The continuing problems with the delivery service have had a part in the reduced circ count. How much of a part will be more apparent once delivery service returns to normal.

**Acknowledge Gifts—February**

**Restricted Individual Contributions to the General Fund**

\$ 00.00

**Unrestricted Individual Contributions to the General Fund**

\$ 108.45\*

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**Total Restricted and Unrestricted**

\$ 108.45

\*Includes \$90.00 from Richard Myers for adult books.

**In-kind Gifts**

Anonymous

8 hardcovers; 25 trade  
paperbacks; 6 mass market;  
11 DVDs

Roger Bartley

1 DVD set

**Adjourn**

The next Regular Board Meeting will be held on April 28, 2022 at 6:30 pm in the Community Meeting Room.

**Minerva Public Library Board of Trustees**  
**Minutes of the 2022 Annual Organization Meeting and**  
**February 17, 2022 Regular Meeting**

**Note:** the January meeting scheduled for January 27 was cancelled due to furnace problems and the rescheduled meeting for February 3 was cancelled due to bad weather.

**Call to Order:** the meeting was called to order at 6:35 pm in the library's Community Meeting Room.

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

**Adjustments to the Agenda:** none

**Public Participation:** none

**Annual Organization Meeting Business**

**Election of Officers for calendar year 2022.** Mr. Rutledge noted that he had agreed in 2020 to continue to serve for another year or so, but does intend to retire by the end of this year. After general discussion, Becky Miller agreed to serve as Board Vice President this year. Mr. Rutledge then moved to approve a slate of officer candidates: Mr. Bartley, President; Ms. Miller, Vice President; and Ms. Birks, Secretary. Ms. Ruff seconded and the motion carried unanimously.

**Appointment of Library Committee Members for organizational year 2022.** After discussion, Trustees agreed that each was happy with their current committee assignments and would remain on those committees for 2022. Mr. Bartley then confirmed appointment to the various Board Committees as follows: Building & Grounds (Birks, Ruff, Rutledge); Finance & Audit (Bartley, Repella, Rutledge); Personnel (Repella, Ruff, Rutledge); Policy Committee (Birks, Miller, Beard); Development Chair (Bartley).

**Records Commission:** since the Board just met as the Records Commission last fall, the 2022 meeting date for the Records Commission was set for the September, 2022 Regular Board Meeting.

Ms. Repella moved to **Accept** the Monthly Regular Board meeting calendar for 2022. Ms. Miller seconded. Motion carried unanimously. Meetings will be held at 6:30 p.m. on the 4<sup>th</sup> Thursday of each month (except for the months of November and December when the meeting will be held the 3<sup>rd</sup> Thursday of the month) or otherwise as may later be scheduled by the Board. The 2022 regular meeting schedule is:

January 27	May 26	September 22
February 17	June 23	October 27

March 24  
April 28

July 28  
August 25

November 17  
December 15

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website prior to the monthly meeting.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2022, resolutions are numbered 22-01-01, 22-01-02, 22-01-03, etc.

### **Hiring Library Administrators**

The Board had approved the performance reviews on the Director and Fiscal Officer at the November meeting.

Ms. Ruff moved to **Approve Resolution 22-02-01**: to hire Tom Dillie as the Director of the Minerva Public Library with the same salary as 2021, and under the conditions stated in the employment agreement, from January 27, 2022 through the January, 2023 Organization Meeting. Ms. Birks seconded. Motion carried unanimously.

Ms. Ruff moved to **Approve Resolution 22-02-02**: to hire Christina Davies as the Fiscal Officer of the Minerva Public with the same hourly wage as 2021, and under the conditions stated in the employment agreement, from January 27, 2022 through the January, 2023 Organization Meeting. Ms. Repella seconded. Motion carried unanimously.

### **Administering oath of Office to Fiscal Officer**

Board President Bartley administered the oath of office to Fiscal Officer Davies and swore her in for another year.

### **Enact enabling resolutions:**

Ms. Birks moved to **approve** resolutions 22-02-03 through 22-02-07. Mr. Rutledge seconded. Motions carried unanimously.

**Approve Resolution: 22-02-03**: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2022 and continuing through to the 2023 Organization Meeting.

**Approve Resolution: 22-02-04**: that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2022 and continuing through to the 2023

Organization Meeting, as long as said expenditures fall within the 2022 or 2023 Appropriation Resolution(s) adopted by the Board of Trustees.

**Approve Resolution: 22-02-05:** that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2022 and continuing through to the 2023 Organization Meeting, as long as said expenditures fall within the 2022 or 2023 Appropriation Resolution(s) adopted by the Board of Trustees.

**Approve Resolution: 22-02-06:** to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2021 and continuing through to the 2023 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Approve Resolution: 22-02-07:** that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2022 and continuing through to the 2023 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

Ms. Repella moved to **Approve** motions 22-02-08 and 22-02-09. Ms. Ruff seconded. Motions carried unanimously.

**Approve Resolution: 22-02-08:** that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2022 and continuing until the 2023 organizational meeting, as long as said bills fall within the 2022 or 2023 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2022 and continuing through to the 2023 Organization Meeting as approved by the Board.

**Approve Resolution: 22-02-09:** that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be

reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2022 and continues through to the 2023 Organization Meeting.

Ms. Birks moved to **Approve** motions 22-02-10 and 22-02-11. Ms. Miller seconded. Motions carried unanimously.

**Approve Resolution 22-02-10:** that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2022 and continuing through to the 2023 Organization Meeting.

**Approve Resolution 21-02-11:** to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2022 and through to the 2023 Organization Meeting.

**Institutional Memberships:** the library as an institution belongs to various professional organizations which require annual membership renewals. These renewal costs are included in the annual budget.

Mr. Rutledge moved to **Approve** 21-02-12 and 21-02-13. Ms. Ruff seconded. Motion carried unanimously.

**Approve Resolution 21-02-12:** to renew annual library membership in the Ohio Library Council, a professional education and advocacy organization representing Ohio libraries. The membership rate is calculated at 0.27% of the library's previous year's PLF receipts.

**Approve Resolution 21-02-13:** to renew the library's annual membership in the Northeast Ohio Regional Library System, an education and service agency for public libraries in this part of the state. The renewal cost is \$1,507 and membership runs from July to June.

### **Regular Meeting Business**

**Minutes:** Mr. Rutledge moved to **Approve** minutes of the November 18, 2021 Board Meeting, and December 21, 2021 Special Board Meeting and to Accept the minutes of the January 20, 2022 Personnel Committee meeting. Ms. Birks seconded. Motion carried unanimously.

### **Ongoing Business**



**Ohio Governor's Imagination Library Update:** Mr. Dillie reported that 219 of 294 eligible kids, or 75%, in the library's service area—the highest participation rate in Stark County. Stark Library has organized a fund raising committee to work on events that can support the program. The first scheduled fund raiser is a touch-a-truck event on Saturday, June 18, at the Central Catholic H.S. parking lot from 10-1.

**Library Service During Pandemic Update:** the library received 240 COVID tests on February 10, and at the time of this meeting, a week later, still had a number on hand. Demand has really dropped compared to December and January, when the library would go through 1000 tests in a day or so. The Ohio Dept. of Health surveyed the distribution sites asking whether they wished to continue in the program and how many tests were on hand at that moment. The library will continue to distribute tests as long as ODH wants to distribute them. The Department has now set up an automatic test shipment scheduled based on the library's previous usage rate and the number of tests reported on hand when surveyed. ODH is having difficulty getting restocked with the number of tests it would like and so it is pro-rating how many are allocated to each distribution site.

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

Ms. Davies reported that the local Chase Bank branch finally did close, and she has opened the new account at Huntington Bank. Mr. Bartley will need to stop and sign for the account as well. The library will have a regulatory audit this year rather than a full audit which will save the library some money on the cost. She is getting ready to finish the financial reports for 2021 and will have those for approval at the March Board Meeting. As per previous discussions with the Board, Ms. Davies has been researching ways to provide a backup for her duties at the library. She has talked with Rudy Evanich, who in addition to being the Fiscal Officer for Paris Township and the Sandy Creek Fire District also has a local accounting firm. He is familiar with UAN and Paychex and would likely be a good person to have on contract for the library. Ms. Davies will meet with him before the next Board meeting to discuss details of the arrangement and draft the contract language.

Mr. Rutledge moved to **Accept** the monthly financial documents for November and December, 2021, and January, 2022, and to Approve the monthly report from the Fiscal Officer. Ms. Repella seconded. Motion carried unanimously.

**PLF Distribution:** The December 2021 PLF receipts were \$66,562, 10% more than the \$60,099 received in December, 2020. PLF Receipts for 2021 totaled \$823,456 which is 33% more than the December, 2020 PLF estimate of \$614,629 which the library used for budgeting. This is the largest annual PLF receipt since the \$830,420 the library received in 2018. January PLF receipts are \$66,584, 7% more

than the \$58,255 received in January, 2021. February PLF receipts are \$74,499, 10% more than the \$67,187 received in February last year. So far this year, PLF is running well ahead of both the July and December estimates for 2021.

**2021 General Revenue Net Operating Position**

Nov. Revenue =	\$64,101	Total Annual Revenue =	\$727,855
Nov. Expenses =	\$71,606	Total Annual Expenses =	\$715,711*
Difference	(\$ 7,505)		\$ 12,174
Dec. Revenue =	\$67,350	Total Annual Revenue =	\$795,225
Dec. Expenses =	\$57,925	Total Annual Expenses =	\$773,636*
Difference	\$ 9,425		\$ 21,589

**General Fund Expenses are Percentage of Appropriation on December 31**

<u>2021 Appropriation *</u>	<u>Current 2021 Expenses*</u>	<u>As Percentage</u>
\$893,911	\$773,636	86%

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

**Operating Expenses as Percentage of Appropriation**

<u>2021 Appropriation</u>	<u>Total 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$593,636	83%

**Carryover:** As of December 31, the General Fund balance was \$451,000.

**2022 General Fund Net Operating Position**

Jan. Revenue	\$68,340
Jan. Expenses	<u>\$41,935</u>
Difference	\$26,405

**Unique Management:** Unique Management's November invoice was \$35.80 for 4 placements. The December invoice was \$17.90 for two placements. January was \$80.55 for nine placements. Unique has said that the placement fee will increase from \$8.95 per incident, but they have not raised it yet.

**New Business**

**Permanent Appropriation:** because the library had not appropriated the extra revenue received in 2021 that money was not in fact available to transfer from General Revenue to Capital at the December, 2021 Special Board Meeting. Therefore, the Board will need to rescind the transfer approved at the December meeting, and amend the 2022 permanent appropriation to show both the proper carryover and a transfer out for this budget year. Copies of the

original appropriation and amended appropriation are included in the Packet. Mr. Dillie suggested that the transfer out take place this spring, and then review the revenue and expenditure position in the fall and possibly amend the appropriation for another transfer before the end of the year.

Ms. Repella moved to **Approve Resolution 22-02-14** to rescind resolution 21-12-01 regarding the amended 2021 appropriation and transfer out to Capital. Ms. Miller seconded. Motion carried unanimously.

Mr. Rutledge moved to **Approve Resolution 22-02-15** to amend the 2022 permanent appropriation as presented. Ms. Ruff seconded. Motion carried unanimously.

**Unused Vacation Payout:** draft language is included in the Board Packet to amend section 710 of the Employee Handbook to bring the policy of payout for unused vacation leave for administrative positions in line with the current payout policy for classified positions. Classified positions accrue vacation each pay period at a rate based on years of employment; administrative positions receive all vacation leave at once at the beginning of the pay year. The new policy language (Attachment A) creates a way of calculating unused vacation leave payout for administrative positions as if that leave had accrued pay period to pay period.

Ms. Birks moved to **Approve Resolution 22-02-16:** to revise section 710 of the Employee Handbook as presented. Ms. Repella seconded. Motion carried unanimously.

**Credit Card Compliance:** as required by statute, Mr. Dillie reported the library is complying with State law governing the use of credit cards by public agencies.

### **Correspondence**

Mr. Bartley received a letter this month regarding the behavior of middle school students after school. He has replied to the patron. The letter was shared with the Trustees at this meeting.

### **Director's Report**

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

**Annual Library Statistics:** Door count for 2021 was 42,579, 1.4% less than the 43,199 count for 2020. 2021 count was 43% of 2019's count of 98,569. Total in-house circulation (physical checkouts plus renewals) was up 9.7% over 2020. Total circulation, which includes loans to other libraries and downloadable

content, was 218,361, up 9% from 2020, Downloadable content saw another record year at 22,636 checkouts which is 10% of total circulation.

January door count was 4139, a 40% increase January, 2021, but a 60% decrease from January, 2020. In-house circulation was down 1.5% from this month last year, and total circ was down 4.8%, reflecting in part continuing problems with the delivery service.

### Acknowledge Gifts—November and December

#### **Restricted Individual Contributions to the General Fund**

\$ 00.00

#### **Unrestricted Individual Contributions to the General Fund**

\$ 833.55\*

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Total Restricted and Unrestricted

\$ 833.55

\*Includes \$179.03 from JDZ sales; \$500 anonymous donation given in memory of Bertha Hawn; \$100 from Jean Culp for adult books.

#### **In-kind Gifts**

Anonymous

6 hardcovers; 15 trade  
paperbacks; 3 mass market; 2  
DVDs

Mr. Rutledge moved to **Adjourn** the meeting at 7:50 pm. Ms. Ruff seconded.

The next Regular Board Meeting will be held on March 24, 2022 at 6:30 pm in the Community Meeting Room.

## Attachment A—Minutes of the February 17, 2022 Regular Board Meeting

### 710 - Vacation Leave (revised 02/17/2022)

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:

Years one (1) through five (5) -

Years six (6) through ten (10) -

Years eleven (11) through fifteen (15) -

Year sixteen (16) -

Year seventeen (17)-

Year eighteen (18) -

Year nineteen (19) -

Year twenty (20) -

#### Employees will accrue:

80 hours (2 weeks).

120 hours (3 weeks).

160 hours (4 weeks).

168 hours (4 weeks + 1 day).

176 hours (4 weeks + 2 days).

184 hours (4 weeks + 3 days).

192 hours (4 weeks + 4 days).

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.

# **Minerva Public Library**

## **February, 2021 Financial Reports**

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

**Fiscal Officer Summary**

**Revenue Status Report**

**Appropriation Status Report**

**Bank Reconciliation (January and  
February reports)**

**Fund Status**

**Investment Listing**





Other Property Main/Repair and Security	1,350.40
AEP	1,261.12
Office Supplies	405.29
Trash	58.00
Postage	1,258.04
Natural Gas	406.76
Property Main/Repair Supplies and Parts	445.86
Rents/Leasing	
UAN	
Water/Sewer	258.35
Other Communications, Publicity	129.17
Other Purchased and Contract Services	
Information Tech	
Covid 19 Grant Expense	
resale	
Meeting	
Taxes/Assessments	
<b>Total General Expenses</b>	<b><u>61,132.74</u></b>

Capital:	
Transfer In	
Maintenance and Repair	
Land	332.49
Furniture	<b><u>332.49</u></b>
<b>Total Expenses</b>	<b><u>61,465.23</u></b>

<i>Ending Cash Balance:</i>	
Checking/Cash on Hand	186,034.40
Savings (Chase)	147,102.33
Savings (CNB)	1,860.50
Certificates of Deposit (CNB)	2,944.91
Certificates of Deposit (Chase)	103,284.75
Petty Cash/Registers	271.00
Savings Huntington	50,000.00
Total	<b><u>491,497.89</u></b>
	<b><u>227,372.59</u></b>
	<b><u>718,870.48</u></b>

Income	75,370.20
Expense	61,465.23
<b>Income</b>	<b><u>13,904.97</u></b>

**Revenue Status**

By Fund  
As Of 2/28/2022

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$30.00	\$1.01	\$28.99	3.367%
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	\$108,877.58	\$459,417.42	19.159%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$151,555.00	\$28,960.20	\$122,594.80	19.109%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$18,103.00	\$3,424.87	\$14,678.13	18.919%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$144.92	\$205.08	41.406%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$32.39	\$167.61	16.195%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$0.00	\$0.00	\$0.00	0.000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,500.00	\$205.23	\$1,294.77	13.682%
1000-360-0000	Patron Class and Seminar Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0000	Other - Patron Fines and Fees	\$0.00	\$0.00	\$0.00	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,750.00	\$252.85	\$1,497.15	14.449%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$98.75	\$401.25	19.750%
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	\$0.00	\$1,500.00	0.000%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$3,000.00	\$737.63	\$2,262.37	24.588%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$3,000.00	\$542.52	\$2,457.48	18.084%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$26.49	\$73.51	26.490%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$0.00	\$0.00	\$0.00	0.000%
1000-871-0000	Refunds for Overpayment	\$0.00	\$0.00	\$0.00	0.000%
1000-872-0000	Insurance Reimbursements	\$1,000.00	\$405.44	\$594.56	40.544%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%
Fund 1000 Sub-Total:		\$750,883.00	\$143,709.88	\$607,173.12	19.139%

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Revenue Status**  
By Fund  
As Of 2/28/2022

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	\$0.00	\$0.00	\$0.00	0.0000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.0000%
Report Total:		\$750,883.00	\$143,709.88	\$607,173.12	19.139%

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

By Fund  
As Of 2/28/2022

Fund: General  
Pooled Balance: \$209,319.89  
Non-Pooled Balance: \$282,178.00  
Total Cash Balance: \$491,497.89

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	\$13,765.05	\$74,989.95	15.509%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$43,972.00	\$0.00	\$6,814.81	\$37,157.19	15.498%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$212,397.00	\$0.00	\$29,722.82	\$182,674.18	13.994%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$2,500.00	\$0.00	\$313.34	\$2,186.66	12.534%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$13,422.00	\$0.00	\$2,088.80	\$11,353.20	15.414%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$49,433.44	\$0.00	\$7,146.63	\$42,286.81	14.457%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,120.16	\$0.00	\$718.27	\$4,401.89	14.028%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$34,045.00	\$27,853.70	\$6,191.30	\$0.00	18.186%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$332.60	\$67.40	\$0.00	16.850%
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	\$1,370.00	\$0.00	\$0.00	0.0000%
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	\$500.00	\$0.00	\$0.00	0.0000%
1000-110-390-0391	Other - Purchased and Contracted Services{Grunder Fund}	\$0.00	\$0.00	\$2,165.50	\$0.00	\$0.00	\$2,165.50	0.0000%
1000-110-390-0392	Other - Purchased and Contracted Services{Powell Fund}	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0000%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$3,608.04	\$391.96	\$0.00	9.799%
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	\$20,000.00	\$9,576.58	\$2,923.42	\$7,500.00	14.617%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$7,941.65	\$1,588.35	\$9,500.00	8.202%
1000-120-411-2022	Books and Pamphlets{Eglie Adult Books Fund}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$6,000.00	\$62.91	\$5,937.09	\$0.00	98.952%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY  
Appropriation Status

By Fund  
As Of 2/28/2022

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	\$3,435.36	\$64.64	\$4,500.00	0.808%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT)	\$0.00	\$0.00	\$26,000.00	\$22,655.39	\$3,344.61	\$0.00	12.884%
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	\$2,621.83	\$378.17	\$1,000.00	9.454%
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	\$0.00	\$0.00	\$1,000.00	0.000%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL)	\$0.00	\$0.00	\$3,600.00	\$3,388.02	\$211.98	\$0.00	5.888%
1000-210-110-0005	D Salaries(SERVICE WORKERS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$8,500.00	\$7,141.64	\$1,358.36	\$0.00	15.981%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$29,420.00	\$16,240.54	\$2,179.46	\$11,000.00	7.408%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$1,400.00	\$1,176.00	\$224.00	\$0.00	16.000%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$33,229.00	\$26,430.07	\$3,298.93	\$3,500.00	9.928%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$16,000.00	\$13,448.80	\$2,551.20	\$0.00	15.945%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$600.00	\$600.00	\$0.00	\$0.00	0.000%
1000-210-369-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$8,500.00	\$6,408.71	\$2,091.29	\$0.00	24.603%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$500.00	\$458.00	\$42.00	\$0.00	8.400%
1000-230-110-0001	D Salaries(ADMINISTRATIVE SALARIES)	\$0.00	\$0.00	\$4,000.00	\$3,179.13	\$820.87	\$0.00	20.522%
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	\$325.00	\$175.00	65.000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	0.000%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$142.00	\$58.00	\$0.00	29.000%
1000-230-324-0000	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-230-325-0009	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	\$750.00	\$0.00	\$0.00	\$750.00	0.000%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$9,500.00	\$9,500.00	\$0.00	\$0.00	0.000%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,250.00	\$4,317.49	\$932.51	\$0.00	17.762%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00	0.000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$3,048.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

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

By Fund  
 As Of 2/28/2022

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	\$11,700.00	\$10,966.27	\$743.73	\$0.00	6.357%
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	\$2,576.56	\$423.44	\$0.00	14.115%
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	\$14,653.91	\$6,003.09	\$550.00	28.307%
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	\$5,000.00	\$4,420.87	\$579.13	\$0.00	11.583%
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	\$0.00	\$200,000.00	0.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$939,814.10	\$212,976.07	\$103,297.65	\$623,540.38	10.991%

Fund: Capital Projects

Pooled Balance: \$227,372.59

Non-Pooled Balance: \$0.00

Total Cash Balance: \$227,372.59

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4001-760-331-0000	Maintenance and Repair on Facilities	\$0.00	\$0.00	\$15,000.00	\$1,881.00	\$0.00	\$13,119.00	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%
4001-760-720-2021	Land Improvement(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
4001-760-750-0000	Furniture and Equipment	\$1,996.00	\$0.00	\$15,000.00	\$1,996.00	\$332.49	\$14,667.51	1.956%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
Capital Projects Fund Total:		\$1,996.00	\$0.00	\$55,000.00	\$3,877.00	\$332.49	\$52,786.51	0.583%
Report Total:		\$1,996.00	\$0.00	\$994,814.10	\$216,853.07	\$103,630.14	\$676,326.89	10.366%

**Bank Reconciliation**

Reconciled Date 1/31/2022

Posted 3/2/2022 12:17:06 PM

Prior UAN Balance:		\$678,790.74
Receipts:	+	\$69,906.58
Payments:	-	\$43,608.91
Adjustments:	+	<u>-\$122.98</u>
Current UAN Balance as of 01/31/2022:		\$704,965.43
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 01/31/2022:		<u><u>\$704,965.43</u></u>
Entered Bank Balances as of 01/31/2022:		\$704,903.62
Deposits in Transit:	+	\$50,061.81
Outstanding Payments:	-	\$50,000.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 01/31/2022:		<u><u>\$704,965.43</u></u>

Balances Reconciled

Governing Board Signatures

\_\_\_\_\_

\_\_\_\_\_

There are no outstanding adjustments as of 01/31/2022.

**Bank Balances**

Reconciled Date 1/31/2022

Posted 3/2/2022 12:17:06 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$198,357.68	\$222,655.22	\$222,655.22	\$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		\$21,561.92	\$21,562.84	\$21,562.84	\$0.00
Investment	CD042517		\$21,589.16	\$21,598.33	\$21,598.33	\$0.00
Investment	CD050916		\$109,899.62	\$110,089.26	\$110,089.26	\$0.00
Investment	CD072716		\$21,479.07	\$21,479.98	\$21,479.98	\$0.00
Investment	CD080415		\$33,536.31	\$33,599.89	\$33,599.89	\$0.00
Investment	CD082817		\$21,720.70	\$21,721.62	\$21,721.62	\$0.00
Investment	CNB Saving		\$0.00	\$1,544.00	\$1,544.00	\$0.00
Investment	HNB Saving		\$0.00	\$0.00	\$0.00	\$0.00
Investment	SAVINGS		\$147,090.53	\$147,096.73	\$147,096.73	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$678,790.74</u>	<u>\$704,903.62</u>	<u>\$704,903.62</u>	<u>\$0.00</u>



**Outstanding Payments**

Reconciled Date 1/31/2022

Posted 3/2/2022 12:17:06 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6830	12/31/2021	Huntington National Bank	\$50,000.00
					<u>\$50,000.00</u>

**Cleared Payments**

Reconciled Date 1/31/2022

Posted 3/2/2022 12:17:06 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	1-2022	01/06/2022	FIRST COMMUNICATIONS	\$682.61
PRIMARY	Electronic	2-2022	01/11/2022	BAKER & TAYLOR BOOKS	\$52.72
PRIMARY	Electronic	3-2022	01/11/2022	INDEPENDENT ELEVATOR CO., INC.	\$201.00
PRIMARY	Electronic	4-2022	01/11/2022	Scholastic Inc	\$8.76
PRIMARY	Electronic	5-2022	01/11/2022	copeco	\$14.80
PRIMARY	Electronic	6-2022	01/11/2022	ALLIED INFOTECH	\$60.00
PRIMARY	Electronic	7-2022	01/11/2022	Ted Fellows	\$85.00
PRIMARY	Electronic	8-2022	01/11/2022	Kanopy Inc.	\$23.00
PRIMARY	Electronic	9-2022	01/11/2022	NATURESCAPES	\$96.00
PRIMARY	Electronic	10-2022	01/11/2022	copeco	\$426.65
PRIMARY	Electronic	11-2022	01/11/2022	House Cleaning Genie	\$886.13
PRIMARY	Electronic	12-2022	01/11/2022	MIDWEST TAPE	\$1,323.55
PRIMARY	Electronic	13-2022	01/11/2022	UNIQUE MANAGEMENT SERVICES, INC.	\$80.55
PRIMARY	Electronic	14-2022	01/11/2022	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	16-2022	01/11/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	17-2022	01/11/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$60.22
PRIMARY	Electronic	18-2022	01/12/2022	PAYCHEX	\$10,046.63
PRIMARY	Electronic	19-2022	01/12/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	20-2022	01/13/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,096.52
PRIMARY	Electronic	21-2022	01/13/2022	PAYCHEX	\$1,420.42
PRIMARY	Electronic	22-2022	01/13/2022	PAYCHEX	\$343.23
PRIMARY	Electronic	23-2022	01/13/2022	Ohio Department of Taxation	\$3.35
PRIMARY	Electronic	24-2022	01/14/2022	BAKER & TAYLOR BOOKS	\$45.65
PRIMARY	Electronic	25-2022	01/14/2022	House Cleaning Genie	\$202.80
PRIMARY	Electronic	26-2022	01/18/2022	AMERICAN ELECTRIC POWER	\$1,290.08
PRIMARY	Electronic	27-2022	01/19/2022	COLUMBIA GAS OF OHIO	\$833.25
PRIMARY	Electronic	28-2022	01/20/2022	House Cleaning Genie	\$377.00
PRIMARY	Electronic	29-2022	01/25/2022	FARM AND DAIRY	\$66.50
PRIMARY	Electronic	30-2022	01/25/2022	CHASE CARD SERVICES	\$993.12
PRIMARY	Electronic	31-2022	01/25/2022	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	32-2022	01/26/2022	PAYCHEX	\$8,939.36
PRIMARY	Electronic	33-2022	01/26/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,030.77

**Cleared Payments**

Reconciled Date 1/31/2022

Posted 3/2/2022 12:17:06 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	34-2022	01/27/2022	PAYCHEX	\$1,294.21
PRIMARY	Electronic	35-2022	01/27/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	36-2022	01/27/2022	PAYCHEX	\$103.60
PRIMARY	Electronic	37-2022	01/31/2022	House Cleaning Genie	\$301.60
PRIMARY	Electronic	38-2022	01/31/2022	STARK COUNTY TREASURER	\$48.00
PRIMARY	Electronic	68-2022	01/11/2022	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$230.00
PRIMARY	Warrant	6829	12/31/2021	Consumers National Bank	\$100.00
PRIMARY	Inv Transfer		01/14/2022	Transfer To Investment CNB Saving Fund 1000	\$705.90
PRIMARY	Inv Transfer		01/20/2022	Transfer To Investment CNB Saving Fund 1000	\$559.52
PRIMARY	Inv Transfer		01/25/2022	Transfer To Investment CNB Saving Fund 1000	\$37.15
PRIMARY	Inv Transfer		01/31/2022	Transfer To Investment CNB Saving Fund 1000	\$141.43
					\$43,708.91

**Outstanding Receipts**

Reconciled Date 1/31/2022

Posted 3/2/2022 12:17:06 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		17-2022	01/20/2022	Quill	\$61.81 *
HNB Saving	Inv Transfer			12/31/2021	Huntington National Bank	\$50,000.00
						<u>\$50,061.81</u>

\* Asterisked items were outstanding as of this bank reconciliation but have been subsequently voided.

**Cleared Receipts**

Reconciled Date 1/31/2022

Posted 3/2/2022 12:17:06 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		1-2022	01/11/2022	CARROLL COUNTY AUDITOR'S OFFICE	\$13,645.94
PRIMARY	Standard		2-2022	01/13/2022	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,613.79
PRIMARY	Standard		3-2022	01/14/2022	STARK COUNTY AUDITOR'S OFFICE	\$51,302.72
PRIMARY	Standard		4-2022	01/14/2022	CHRISTINA L. DAVIES	\$830.90
PRIMARY	Standard		5-2022	01/20/2022	CHRISTINA L. DAVIES	\$559.50
PRIMARY	Standard		6-2022	01/25/2022	MINERVA PUBLIC LIBRARY	\$37.15
PRIMARY	Standard		7-2022	01/31/2022	Daily Receipts-CNB Registers	\$139.43
CD012716	Interest		12-2022	01/31/2022	CD012716	\$0.92
CD042517	Interest		10-2022	01/25/2022	CD042517	\$9.17
CD050916	Interest		11-2022	01/11/2022	CD050916	\$189.64
CD072716	Interest		8-2022	01/27/2022	CD072716	\$0.91
CD080415	Interest		9-2022	01/04/2022	CD080415	\$63.58
CD082817	Interest		13-2022	01/28/2022	CD082817	\$0.92
CNB Saving	Inv Transfer			01/14/2022	Transfer To Investment CNB Saving Fund 1000	\$705.90
CNB Saving	Inv Transfer			01/20/2022	Transfer To Investment CNB Saving Fund 1000	\$559.52
CNB Saving	Inv Transfer			01/25/2022	Transfer To Investment CNB Saving Fund 1000	\$37.15
CNB Saving	Inv Transfer			01/31/2022	Transfer To Investment CNB Saving Fund 1000	\$141.43
CNB Saving	Inv Transfer			12/31/2021	Consumers National Bank	\$100.00
SAVINGS	Interest		16-2022	01/31/2022	SAVINGS	\$6.20
						\$69,944.77

**Cleared Adjustments**

Reconciled Date 1/31/2022

Posted 3/2/2022 12:17:06 PM

<u>Account</u>	<u>Type</u>	<u>Item #</u>	<u>Post Date</u>	<u>Source or Payee</u>	<u>Amount</u>
PRIMARY	Receipt Adj	7-2022	01/31/2022	Daily Receipts-CNB Registers	\$2.00
PRIMARY	Receipt Adj	5-2022	01/31/2022	CHRISTINA L. DAVIES	\$0.02
PRIMARY	Receipt Adj	4-2022	01/31/2022	CHRISTINA L. DAVIES	-\$125.00
					-\$122.98
					-\$122.98

**Bank Reconciliation**

Reconciled Date 2/28/2022

Posted 3/2/2022 12:49:05 PM

Prior UAN Balance:		\$704,965.43
Receipts:	+	\$75,686.78
Payments:	-	\$61,781.73
Adjustments:	+	\$0.00
Current UAN Balance as of 02/28/2022:		<u>\$718,870.48</u>
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 02/28/2022:		<u><u>\$718,870.48</u></u>
Entered Bank Balances as of 02/28/2022:		\$718,870.48
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$0.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 02/28/2022:		<u><u>\$718,870.48</u></u>

Balances Reconciled

Governing Board Signatures

\_\_\_\_\_

\_\_\_\_\_

There are no outstanding payments as of 02/28/2022.

There are no outstanding receipts as of 02/28/2022.

There are no outstanding adjustments as of 02/28/2022.

**Bank Balances**

Reconciled Date 2/28/2022

Posted 3/2/2022 12:49:05 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$222,655.22	\$186,034.40	\$186,034.40	\$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		\$21,562.84	\$21,563.76	\$21,563.76	\$0.00
Investment	CD042517		\$21,598.33	\$21,607.50	\$21,607.50	\$0.00
Investment	CD050916		\$110,089.26	\$110,279.22	\$110,279.22	\$0.00
Investment	CD072716		\$21,479.98	\$21,480.89	\$21,480.89	\$0.00
Investment	CD080415		\$33,599.89	\$33,663.59	\$33,663.59	\$0.00
Investment	CD082817		\$21,721.62	\$21,722.54	\$21,722.54	\$0.00
Investment	CNB Saving		\$1,544.00	\$1,860.50	\$1,860.50	\$0.00
Investment	HNB Saving		\$0.00	\$50,000.00	\$50,000.00	\$0.00
Investment	SAVINGS		\$147,096.73	\$147,102.33	\$147,102.33	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$704,903.62</u>	<u>\$718,870.48</u>	<u>\$718,870.48</u>	<u>\$0.00</u>



**Cleared Payments**

Reconciled Date 2/28/2022

Posted 3/2/2022 12:49:05 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	39-2022	02/16/2022	BAKER & TAYLOR BOOKS	\$2,281.36
PRIMARY	Electronic	40-2022	02/16/2022	House Cleaning Genie	\$202.40
PRIMARY	Electronic	41-2022	02/16/2022	OVERDRIVE	\$761.59
PRIMARY	Electronic	42-2022	02/16/2022	Ted Fellows	\$85.00
PRIMARY	Electronic	43-2022	02/16/2022	THE REPOSITORY	\$532.19
PRIMARY	Electronic	44-2022	02/16/2022	COLUMBIA GAS OF OHIO	\$1,258.04
PRIMARY	Electronic	45-2022	02/16/2022	AMERICAN ELECTRIC POWER	\$1,261.12
PRIMARY	Electronic	46-2022	02/16/2022	PAYCHEX	\$112.75
PRIMARY	Electronic	47-2022	02/10/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	48-2022	02/10/2022	PAYCHEX	\$1,355.64
PRIMARY	Electronic	49-2022	02/10/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,062.68
PRIMARY	Electronic	50-2022	02/09/2022	PAYCHEX	\$9,618.20
PRIMARY	Electronic	51-2022	02/08/2022	OHIO LIBRARY COUNCIL	\$325.00
PRIMARY	Electronic	52-2022	02/08/2022	copeco	\$445.86
PRIMARY	Electronic	53-2022	02/08/2022	STANDARD PLUMBING AND HEATING CO	\$1,625.00
PRIMARY	Electronic	54-2022	02/03/2022	QUILL CORPORATION	\$57.98
PRIMARY	Electronic	55-2022	02/03/2022	NATURESCAPES	\$780.00
PRIMARY	Electronic	56-2022	02/03/2022	MINERVA AREA CHAMBER OF COMMERCE	\$120.00
PRIMARY	Electronic	57-2022	02/08/2022	INDEPENDENT ELEVATOR CO., INC.	\$209.00
PRIMARY	Electronic	58-2022	02/08/2022	Mary Ellen Gooding	\$42.00
PRIMARY	Electronic	59-2022	02/03/2022	EBSCO	\$4,713.07
PRIMARY	Electronic	60-2022	02/08/2022	BAKER & TAYLOR BOOKS	\$354.66
PRIMARY	Electronic	61-2022	02/04/2022	FIRST COMMUNICATIONS	\$675.75
PRIMARY	Electronic	62-2022	02/02/2022	Kanopy Inc.	\$12.00
PRIMARY	Electronic	63-2022	02/02/2022	TREASURER, STATE OF OHIO	\$3,788.09
PRIMARY	Electronic	64-2022	02/02/2022	copeco	\$206.55
PRIMARY	Electronic	65-2022	02/02/2022	MIDWEST TAPE	\$1,224.47
PRIMARY	Electronic	66-2022	02/02/2022	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$380.86
PRIMARY	Electronic	67-2022	02/17/2022	House Cleaning Genie	\$283.00
PRIMARY	Electronic	69-2022	02/17/2022	AMAZON	\$1,633.79
PRIMARY	Electronic	70-2022	02/23/2022	PAYCHEX	\$9,055.97
PRIMARY	Electronic	71-2022	02/24/2022	PAYCHEX	\$1,317.64
PRIMARY	Electronic	72-2022	02/24/2022	PAYCHEX	\$103.60

**Cleared Payments**

Reconciled Date 2/28/2022

Posted 3/2/2022 12:49:05 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	73-2022	02/24/2022	CHASE CARD SERVICES	\$740.76
PRIMARY	Electronic	74-2022	02/24/2022	BAKER & TAYLOR BOOKS	\$160.64
PRIMARY	Electronic	75-2022	02/24/2022	STANDARD PLUMBING AND HEATING CO	\$144.46
PRIMARY	Electronic	76-2022	02/24/2022	DEMCO, INC.	\$211.98
PRIMARY	Electronic	77-2022	02/24/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$60.22
PRIMARY	Electronic	78-2022	02/24/2022	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$230.00
PRIMARY	Electronic	79-2022	02/24/2022	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$4,243.83
PRIMARY	Electronic	80-2022	02/28/2022	BAKER & TAYLOR BOOKS	\$988.69
PRIMARY	Electronic	81-2022	02/28/2022	The Alliance Review	\$358.59
PRIMARY	Electronic	82-2022	02/28/2022	OHIO LIBRARY COUNCIL	\$2,095.00
PRIMARY	Electronic	83-2022	02/28/2022	CATLETT QUALITY PLUMBING	\$254.38
PRIMARY	Electronic	84-2022	02/28/2022	OHIO PUBLIC EMPLOYEES DEFERRED	\$515.00
PRIMARY	Electronic	85-2022	02/28/2022	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,061.42
PRIMARY	Warrant	6830	12/31/2021	Huntington National Bank	\$50,000.00
PRIMARY	Inv Transfer		02/09/2022	Transfer To Investment CNB Saving Fund 1000	\$100.85
PRIMARY	Inv Transfer		02/16/2022	Transfer To Investment CNB Saving Fund 1000	\$84.29
PRIMARY	Inv Transfer		02/16/2022	Transfer To Investment CNB Saving Fund 1000	\$61.91
PRIMARY	Inv Transfer		02/24/2022	Transfer To Investment CNB Saving Fund 1000	\$69.45
					\$111,781.73

**Cleared Receipts**

UAN v2022.2

Reconciled Date 2/28/2022

Posted 3/2/2022 12:49:05 PM

<u>Account</u>	<u>Type</u>	<u>Ticket #</u>	<u>Receipt #</u>	<u>Post Date</u>	<u>Source</u>	<u>Amount</u>
PRIMARY	Standard		14-2022	02/02/2022	CHRISTINA L. DAVIES	\$28.30
PRIMARY	Standard		15-2022	02/08/2022	Daily Receipts-CNB Registers	\$33.61
PRIMARY	Standard		18-2022	02/09/2022	Daily Receipts-CNB Registers	\$100.85
PRIMARY	Standard		19-2022	02/14/2022	CARROLL COUNTY AUDITOR'S OFFICE	\$15,314.26
PRIMARY	Standard		20-2022	02/14/2022	STARK COUNTY AUDITOR'S OFFICE	\$57,574.86
PRIMARY	Standard		21-2022	02/16/2022	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,811.08
PRIMARY	Standard		22-2022	02/16/2022	Daily Receipts-CNB Registers	\$84.29
PRIMARY	Standard		23-2022	02/17/2022	PAYPAL INC	\$144.21
PRIMARY	Standard		24-2022	02/24/2022	Daily Receipts-CNB Registers	\$69.45
CD012716	Interest		30-2022	02/25/2022	CD012716	\$0.92
CD042517	Interest		28-2022	02/25/2022	CD042517	\$9.17
CD050916	Interest		29-2022	02/11/2022	CD050916	\$189.96
CD072716	Interest		26-2022	02/25/2022	CD072716	\$0.91
CD080415	Interest		27-2022	02/28/2022	CD080415	\$63.70
CD082817	Interest		31-2022	02/28/2022	CD082817	\$0.92
CNB Saving	Inv Transfer			02/09/2022	Transfer To Investment CNB Saving Fund 1000	\$100.85
CNB Saving	Inv Transfer			02/16/2022	Transfer To Investment CNB Saving Fund 1000	\$84.29
CNB Saving	Inv Transfer			02/16/2022	Transfer To Investment CNB Saving Fund 1000	\$61.91
CNB Saving	Inv Transfer			02/24/2022	Transfer To Investment CNB Saving Fund 1000	\$69.45
HNB Saving	Inv Transfer			12/31/2021	Huntington National Bank	\$50,000.00
SAVINGS	Interest		25-2022	02/28/2022	SAVINGS	\$5.60
						\$125,748.59

**Fund Status**

As Of 2/28/2022

<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	47.933%	\$491,497.89	\$282,178.00	\$209,319.89
4001	Capital Projects	52.067%	\$227,372.59	\$0.00	\$227,372.59
<b>All Funds Total</b>			<b>\$718,870.48</b>	<b>\$282,178.00</b>	<b>\$436,692.48</b>
Pooled Investments					\$250,387.08
Secondary Checking Accounts					\$271.00
Available Primary Checking Balance					\$186,034.40

Last reconciled to bank: 02/28/2022 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY

3/11/2022 3:45:01 PM

**Investment Listing**

UAN v2022.2

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	\$103,284.75	0.05%	\$0.00	\$3,284.75	08/02/2018	08/02/2022		
CD012716	CONSUMERS 0106638111 18 month CD 08/	\$21,563.76	0.05%	\$1.84	\$1,240.98	01/27/2018	08/27/2022		
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,607.50	0.50%	\$18.34	\$1,083.04	04/25/2017	03/25/2025		
CD050916	CONSUMERS #106631829 48 mo CD exp08/	\$110,279.22	2.03%	\$379.60	\$8,986.85	06/11/2018	06/11/2022		
CD072716	CONSUMERS 0106125341 15 month CD 03/	\$21,480.89	0.05%	\$1.82	\$1,303.15	03/27/2018	03/27/2022		
CD080415	CONSUMERS 106254903 48 month CD exp0	\$33,663.59	2.23%	\$127.28	\$3,362.26	08/04/2018	08/04/2022		
CD082817	CONSUMERS 0106774145 15 month CD 3/2/	\$21,722.54	0.05%	\$1.84	\$975.48	08/26/2017	03/28/2022		
CNB Saving	CNB Savings	\$4,189.65	0.00%	\$0.00	\$0.00	01/14/2022	11/29/2099		
HNB Saving	HNB Savings	\$50,000.00	0.00%	\$0.00	\$0.00	02/14/2022	12/31/2099		
SAVINGS	CHASE BUSINESS SAVINGS	\$197,102.33	0.10%	\$11.80	\$28,130.14	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**

**February, 2022 Financial  
Reports**

**Submitted for March, 2022  
Board Meeting**

## March 2022 Youth Services Report

Life-size Candy Land brought record numbers into the Youth Department! The families enjoyed the game along with the hot chocolate treat at the end and many lingered to play in the Sensory Spot or to travel through the game maze a second time. Planning for fifty fell short when forty-seven visited the on Friday afternoon. A quick trip for more supplies ensured that the additional fifty-two who showed up Saturday could also enjoy all the treats.

Break-in bags for older students ran out in one day. Dealing with the tween/teen crowd is tricky. Take home kits seem to be a hit. In person is much more difficult. Sarah spent many hours preparing for chocolate trials and only three attended. Some of the supplies were reused as take home hot chocolate spoon kits and 25 were gone in 3 days.

Sarah continues to make herself available and bring the attention to our programs through the various social media outlets, by visiting the schools, and talking about programs to the students who visit. It just doesn't translate to attendance for formal programs. However, after school attendance continues to grow. Very few middle/high school students were in the building last year and the beginning of this school year, so MES classes requested times around 2:30. Now, many students come in to use the computers and find other entertainment. The staff is limited to providing activities for only a few afternoons per week since classes are here at the same time. Next school year, elementary classes will not have the 2:30 option, so staff will be available for after school programming.

Finally, the Kindness Club, an after school program at Louisville Elementary School, visited with bagged candies and personalized notes thanking the library for their "commitMINT" to the students".

### Statistics for February 2022:

Side Door Count: 408	Front Door (sidewalk icy):77
MES: 24 visits /508	Outreach to MES: 4/88
Study Rooms Use: 37	Computer Use: 146
Reference Questions: 641	Other Questions: 74
Teacher collections: 14 requests /320 books	
Story Time morning: 4/77	Story Time evening: 3/20
Sensory SPOT: 196	After School Programs: 12/95
Preschool Take home bags: 24	Break-In Bags : 40
Donations: 9 Dvd's, 3 hard covers, 8 paperbacks	

Kathy Heller

Youth Services Manager

3/16/2022

## **Director's Report—March, 2022**

**Building and Grounds**—Had a locksmith visit on 02/24 to check the restroom doors and determine what kind of locks we would need. The hardware is quite inexpensive; the installation is more costly. However, the price isn't bad and I'm waiting to hear back from the locksmith. Dave Gotschall sent a couple of his carpet guys over to look at the loose trim strip on the main steps. They said the simple solution is glue a new strip on, and pointed out that the trim strip wasn't installed correctly to begin with. I said they could go ahead any time with the replacement, but haven't heard back from them either.

**Programs**—the spring book sale was a big success. Took in over \$2,000 and sent out many, many books. JDZ Sales, the online book sellers we work with has picked up the remained of the books we didn't sell. There were still books left in the basement, and if we can start weeding again, those books and the discards will make up enough stock for full book sale during Minerva Homecoming in June.

**Meetings**—I attended an OLC Board meeting viz Zoom on the 11<sup>th</sup>; a Chamber Board meeting at the Roxy on the 16<sup>th</sup>; met with the library's insurance broker on the 16<sup>th</sup>, and met with Marcia Farabee, Herb Eglie's stepdaughter on the 14<sup>th</sup>.