

**Minerva Public Library  
Board of Trustees**

**May, 2023**

**Monthly Regular Meeting  
Packet**

**Minerva Public Library Board of Trustees  
May, 2023 Regular Meeting  
May 25, 6:30 pm in the Library Community Meeting Room**

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

**Minutes:** Approve minutes of the April 27, 2023 Regular Board Meeting.

**Ongoing Business**

**Ohio Governor's Imagination Library Update**

**Director Search Update**

**State Budget Update**

**Legal Opinion Regarding Trustee Conflict of Interest**

**Fiscal Officer's Report**

**Accept:** Monthly financial reports for April, 2023.

**PLF Distribution:** The May PLF distribution is \$79,848 which is 18% less than the unusually high distribution of \$96,269 received in May last year. This month's state PLF receipts are 3% below the December, 2022 estimate. For the state fiscal year which ends June 30 revenues are still ahead of estimates.

**2023 General Revenue Net Operating Position**

April Revenue =	\$56,797	Total Annual Revenue =	\$ 268,393
April Expenses =	\$63,399	Total Annual Expenses =	\$ 233,271
Difference	-\$ 6,602		\$ 35,122

**General Fund Expenses as Percentage of Appropriation**

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 233,271	25%

\*Includes \$100,000 transfer out to Capital

**Unique Management:** Unique Management's April invoice was \$49.25 for five placements.

## **New Business**

**Tax Budget:** Each spring the library is required to file a budget request with Auditor's Offices showing that we intend to receive and spend funds next year. This budget request is a placeholder, and doesn't necessarily reflect the budget the Board will review in the fall. A draft budget request is included in this Board Packet for discussion and approval.

**Approve Resolution 23-05-01:** to approve the 2024 Budget Request as submitted.

**New Library Associate I Position:** the library had recently advertised for a part-time LA I to work in the both the Youth and Adult Services Departments. We were not able to fill that position, and Mr. Dillie and Mrs. Heller have discussed a different solution to the staffing problem—creating a full-time LA I. A draft job description is included in the Board Packet and Mr. Dillie will explain the budget ramifications.

**Approve Resolution 23-05-02:** to create a full-time Library Associate I position.

**Health Insurance Premium Increase:** SCOG has provided an estimated increase for the health insurance premiums beginning with the plan's new fiscal year on July 1. While the estimate and premium increases have not yet been approved by the SCOG Board, Ms. Husted has calculated what the new premium cost will likely be. Information is included in the Board Packet for discussion at this meeting in anticipation of a vote at the June Board Meeting.

**State-wide Delivery Contract:** the contract delivery service that carries materials back and forth between libraries is due for renewal. Because of the number of items we send, the library does need to have delivery service five days a week. The base rate is \$200 less than the current contract; however, the State Library did provide a discount on the current contract that was paid for with COVID relief funds. There is no discount for this coming agreement. Sufficient funds to pay the contract are included in this year's budget.

**Approve Resolution 23-05-03:** to approve the library's participation in the state-wide delivery service from July 1, 2023 to June 30, 2024 at a cost of \$12,204.45.

**Electricity Purchasing:** the library was under contract with Direct Energy to purchase electricity at 4.928 cents per Kwh. That contract ran from November, 2019-October, 2022. Last summer, the electricity market was very volatile and the library's utility broker recommended that we not take another contract to start in October, but return to AEP's default price of 7.12 cents per Kwh which would be good through May, 2023. A broker with IGS Energy approached the

library last fall and suggested a one-year contract, June, 2023-May, 2024, at 7.97 cents per Kwh.

**Approve Resolution 23-05-04:** to approve a electricity purchase agreement with Ohio Power at the rate of 7.07 cents per Kwh for the term June, 2023-May, 2024.

**Correspondence**

None

**Director's Report**

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

**April Library Statistics:** In-house circulation was 17,137, 21% above that of last April; most of that came from increased renewals. Total circulation was 23,280, 31% above April last year. Door count was 5,997, 19% above last April. April had the second highest Ohio Digital Library circ ever, and third highest Hoopla circ.

**Acknowledge Gifts—April**

<b>Restricted Business Contributions to the General Fund (Youth Summer Reading)</b>	\$ 1,175.00
<b>Unrestricted Individual Contributions to the General Fund</b>	\$ 166.00 *
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Total Restricted and Unrestricted	\$ 1,341.00

\*Includes \$25.00 from Diane Burris in memory of Freda E. Hudson

**In-kind Gifts**

Anonymous 1 hardcover; 6trade  
paperbacks; 1 DVD

Linda May Lockwood 102 hardcovers

**Adjourn**

The next Regular Board Meeting will be held on May 25, 2023 at 6:30 pm in the Community Meeting Room.

**Minerva Public Library Board of Trustees  
Minutes of the April 27, 2023 Regular Meeting**

**Call to Order:** Mr. Rutledge called the meeting to order at 6:30 pm in the Library's Community Meeting Room

**Attendance:** Library Trustees Casey Milano, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Heather Husted.

**Adjustments to the Agenda:** none

**Public Participation:** none

Ms. Repella moved to **Approve** the minutes of the March 23, 2023 Regular Board Meeting as presented. Ms. Milano seconded. Motion carried unanimously.

**Ongoing Business**

**Dolly Parton Imagination Library of Ohio Update:** Mr. Dillie reported that the Minerva service area has 252 kids registered with DPILO; that number has been pretty consistent for months now. Stark Library is organizing another "Touch a Truck" fundraiser for DPILO in the county which is scheduled for a Saturday in June at the Central Catholic High School parking lot.

**Director Search Update:** the job announcement was posted on the BMA website last week and is being rolled out on the various library job sites. BMA consultants will start direct recruiting for the position. Massillon completed its search and hired one of the internal candidates. Ms. Miller asked what the salary was and Mr. Dillie said the hiring range was \$90-100,000, and the new Director was hired at \$95,000.

**State Budget Update:** Mr. Dillie reported that the House has passed its budget bill with the PLF set at 1.7% of general revenue, but with income tax reductions that will reduce overall revenue and thus the PLF. OLC staff have testified several times regarding the budget and asked in the event there are cuts to general revenue that the PLF be adjusted to make up for the loss. The Senate is working on its budget bill response now.

**Fiscal Officer's Report**

Ms. Miller moved to **Accept** the Monthly financial report for March, 2023, and the Fiscal Officer's Report for April. Ms. Ruff seconded. Motion carried unanimously.

**CDs:** Ms. Husted reported that two the three CDs the library has out now have come due this week. Since the interest rates now are over 4% it would be a good time to renew these CDs at the higher rate.

Ms. Repella moved to **Approve Resolution 23-04-01** to renew the two CDs at Consumers for 11 months taking advantage of the higher interest rates. Ms. Milano seconded. Motion carried unanimously.

**Sweep Account:** Ms. Husted discussed with a banker at Consumers the idea of opening a sweep account to earn a bit more interest on the library's deposits. Consumers recommended instead converting the library's savings account to a money market account which would earn even more interest than a sweep account. The Board was in agreement that this seems a sensible idea.

Ms. Ruff moved to **Approve Resolution 23-04-02** to close the library's savings account at Consumers Bank and open a money market account instead. Ms. Miller seconded. Motion carried unanimously.

**Chase Bank Accounts:** Ms. Husted recommends closing the two Chase Bank accounts since there is no longer a local branch and the library has accounts with two banks in Minerva now. Mr. Rutledge pointed out that concentrating the library's money also puts the accounts over the FDIC insurance limit. Ms. Husted said that Consumers told her that in order to become authorized to accept Ohio government deposits, the bank must guarantee government accounts such as the library's above the FDIC amount. Consumers currently has the library insured at \$1,000,000. Ohio has a formula it requires banks to follow to come up with the insured amount for government entities. Once we move the money from Chase to Consumers, we would assume that insured amount would increase above 1 million.

Ms. Milano moved to **Approve Resolution 23-04-03** to close the checking and savings accounts at Chase Bank and redistribute that money among the library accounts at Consumers and Huntington. Ms. Repella seconded. Motion carried unanimously.

**PLF Distribution:** The April PLF distribution is \$55,085 which is just over the \$54,707 received in April last year. The PLF is running behind the July, 2022 estimate for this year, and running ahead of the lower December, 2022 estimate. So far this year the library has received \$262,932 compared to the \$251,822 received in the first four months of 2022.

**2023 General Revenue Net Operating Position**

Mar. Revenue =	\$62,883	Total Annual Revenue =	\$ 211,596
Mar. Expenses =	\$59,704	Total Annual Expenses =	\$ 169,872
Difference	\$ 3,179		\$ 41,472

## General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 169,872	18.6%

\*Includes \$100,000 transfer out to Capital

**Unique Management:** Unique Management's February invoice was \$68.95 for seven placements.

### New Business

**Cafeteria Plan Update:** Section 125 of the Internal Revenue Code allows employees to pay for certain benefits pre-tax through payroll deduction. The Board does need to authorize including specific benefits in the plan. While the Board had authorized including the medical insurance in the Cafeteria Plan years ago, it was not asked to include either the supplemental insurance or the flexible spending account when those benefits were first offered to staff. The library does not subsidize the latter two benefits, but does allow employees to pay for them with payroll deduction.

Ms. Ruff moved to **Approve Resolution 23-04-04** to authorize supplemental insurance provided by Allstate through BOST Benefits and the Flexible Spending Account to be offered to employees through the library's Section 125 plan which allows employees to pay for or contribute to these benefits through pre-tax payroll deduction. The library does not fund or supplement payment of either of these benefits. Ms. Miller seconded. Motion carried unanimously.

**Public Service Policies Update:** the library's Public Service Policies were fully revised in 2008 and then approved by the Board in 2008. While individual policies have been revised since then, the policy set as a whole has been reviewed. Mr. Dillie has updated the policies to include all the revisions since 2008, and replaced the *Materials Selection Policy* from 2008 with the revised policy approved by the Board at its April, 2022 Board Meeting. The marked-up draft is included in the Board packet for discussion. Mr. Dillie explained that there were minimal changes to the policies—mostly deleting practices the library has given up such as overdue fines, charging for replacement library cards, limiting checkouts for new patrons, charging for various kinds of damages to materials, etc.

Ms. Milano moved to **Approve Resolution 23-04-05** to approve the updated Public Service Policies as presented. Ms. Repella seconded. Motion carried unanimously.

**Landscape Contractor:** Down to Earth Landscaping has worked for the library for a number of years, and has proved a reliable and efficient contractor. The company charges by the service and the library signs an agreement each year. A copy of the agreement is included in the Board Packet.

Ms. Repella moved to **Accept** the 2023 Landscape/Maintenance Contract with Down to Earth Lawn and Landscaping. Ms. Miller seconded. Motion carried unanimously.

**Patron Activity Summary:** included in the Board Packet is a summary of door counts, circulation, and public PC usage from 2006-2022 for information and discussion. There was general discussion of the table of statistics. Mr. Dillie pointed out that although there had been a general decline in door counts, pre-pandemic the annual totals were still within the same general range the library had seen for decades. Circulation of materials at the desks has dropped steadily, with the loss made up only in part by a steady increase in downloadable content circulation. Mr. Rutledge asked whether the decline in computer use was due to pretty much everyone having smart phone. Mr. Dillie said that the use of library computers for entertainment purposes had dropped off dramatically since most patrons used their own devices for that purpose. But patrons still need productivity software and it is easier complete applications, fill out forms etc. on a desktop than on a phone or tablet.

**Summer Hours:** when the library re-opened to the public in June, 2020 following the COVID lockdown, the open hours on Saturday were set at 10:00 to 2:00, which remained the schedule until August, 2022. For this school year the library has been open 10:00-5:00 on Saturdays with no appreciable increase in traffic. It seems reasonable to resume shortened Saturday hours, at least for the summer. Mr. Dillie noted that many libraries shorten their weekend hours during the summer, and that traffic later on Saturday afternoons has not increased at all during this school year.

Ms. Ruff moved to **Approve Resolution 23-04-06:** to set 10:00 am to 2:00 pm as the open hours for Saturday beginning May 27, 2023, and continuing through September 2, 2023. Ms. Milano seconded. Motion carried unanimously.

**Conflict of Interest?:** Ms. Miller asked whether Mr. Rutledge should have abstained from voting last month on Resolution 23-03-04 to accept the donation of the Bill Powell sculpture from the Minerva Area Arts Council since he is a member of the Arts Council Board and has an interest in this question apart from his role as Library Trustee. And if he should have abstained from voting, what is



now the status of that vote. Mr. Rutledge said he had asked for advice from a retired local attorney who thought there was no conflict because there was no personal or financial benefit to Mr. Rutledge. The Trustees instructed Mr. Dillie to request an opinion on this question from the Stark County Prosecutor's Office.

**Correspondence**

None

**Director's Report**

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

**March Library Statistics:** In-house circulation was 18,339, 13.6% above that of last March; all of that increase came from increased renewals. Total circulation was 25,029, 19.4% above March last year. Door count was 5,940, 8% below last March. For the first quarter of the year the count is 10% above first quarter 2022, but is 37% less than first quarter 2019.

**Acknowledge Gifts—March**

**Restricted Individual Contributions to the General Fund**

\$ 00.00

**Unrestricted Individual Contributions to the General Fund**

\$ 782.00\*

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Total Restricted and Unrestricted

\$ 782.00

\*Includes \$100 from Peg Paumier. \$575 in total from Jennifer Beard, Michael and Lisa Bowman, Bonnie Cady, Susan and Jim Crawford, Diane Evans, Melvin Hafner, Bob and Ruth Kirkman, Millbrook UMC, in memory of Linda Clark.

**In-kind Gifts**

9 hardcovers; 16 trade  
paperbacks; 2 mass market  
paperbacks; 5 DVDs

Ms. Repilla moved to **Adjourn** the meeting at 7:40 pm. Ms. Miler seconded.

The next Regular Board Meeting will be held on May 25, 2023 at 6:30 pm in the Community Meeting Room.

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Board Vice-President

Date

# **Minerva Public Library**

## **April, 2023 Financial Reports**

### **Submitted for the May, 2023 Board Meeting**

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

## Fiscal Officer's Report May 2023

### Financial Reports

1. Bank Reconciliation
  - a. Adjustment is for entry error correction-Stark County PLF
2. Revenue Receipt Register
  - a. Same correction shows for Stark County PLF entry error
3. Appropriation Payment Register
  - a. About \$7,300 worth of books were purchased between the adult and youth departments (more than the usual due to about \$5,000 from Book Farm for youth department)
  - b. About \$4,000 to State of Ohio for second quarter SEO
  - c. About \$2,500 for Microsoft Office and antivirus for staff and public computers
  - d. \$7,600 for final payment of new computers to PC CoPilot
4. Revenue Status
  - a. Unrestricted Contributions are ahead of budgeted amount- 60%
  - b. PLF is a little behind estimates from December
5. Appropriation Status
  - a. Youth books are 48% for the year, while adult is at 25% (recent large youth books order from Book Farm)
6. Investment Listing
  - a. The two CD's were renewed after our last meeting
    - i. \$21,528.37 for 11 months at 4.02% (maturity 03/27/23)
    - ii. \$21,770.55 for 11 months at 4.02% (maturity 03/28/23)
7. Banking
  - a. New checking opened up at Consumers-transferred \$200,000 from Chase
  - b. New Money Market opened at Consumers
    - i. Closed savings at Consumers and transferred to Money Market
    - ii. Transferred \$100,000 from Chase
  - c. Closed savings at Chase
8. Payroll
  - a. Most of set up is done in UAN
  - b. The plan is to process payroll in UAN starting with the first pay of July (start of 3<sup>rd</sup> quarter payroll taxes)
  - c. Continuing to meet with employees to update information.

**Revenue Status**

By Fund  
As Of 4/30/2023

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$2.55	\$22.45	10.2000%
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.}	\$635,548.55	\$202,653.94	\$432,894.61	31.8866%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$178,360.00	\$53,903.67	\$124,456.33	30.2222%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$21,374.00	\$6,374.69	\$14,999.31	29.8255%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$101.42	\$248.58	28.9777%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$44.28	\$155.72	22.1400%
1000-310-0314	Patron Fines and Lost Item Income{LOST CARD FEE}	\$0.00	\$0.00	\$0.00	0.0000%
1000-340-0000	Patron Coin-Operated Machine Income	\$1,750.00	\$836.01	\$913.99	47.7722%
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	\$48.68	-\$48.68	0.0000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,500.00	\$388.40	\$1,111.60	25.8933%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$172.00	\$328.00	34.4000%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.0000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.0000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,500.00	\$1,175.00	\$325.00	78.3333%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.0000%
1000-651-0000	Unrestricted Contributions - Individuals	\$4,000.00	\$2,399.14	\$1,600.86	59.9799%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.0000%
1000-690-0000	Other - Contributions, Gifts and Donations	\$0.00	\$0.00	\$0.00	0.0000%
1000-701-0000	Interest or Dividends on Investments	\$3,000.00	\$157.97	\$2,842.03	5.2666%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$35.95	\$64.05	35.9500%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$50.00	\$25.00	\$25.00	50.0000%
1000-871-0000	Refunds for Overpayment	\$750.00	\$74.38	\$675.62	9.9177%
1000-872-0000	Insurance Reimbursements	\$500.00	\$0.00	\$500.00	0.0000%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.0000%

Fund 1000 Sub-Total: \$849,507.55 \$268,393.08 \$581,114.47 31.594%

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	0.000%
4001-651-2024	Unrestricted Contributions - Individuals{Eglie Estate Donat}	\$0.00	\$0.00	\$0.00	0.000%
4001-872-0000	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	0.000%
4001-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.000%
Fund 4001 Sub-Total:		\$0.00	\$0.00	\$0.00	0.000%
Report Total:		\$849,507.55	\$268,393.08	\$581,114.47	31.594%

MINERVA PUBLIC LIBRARY, STARK COUNTY

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Appropriation Status

By Fund  
As Of 4/30/2023

Fund: General  
Pooled Balance: \$313,793.71  
Non-Pooled Balance: \$65,032.30  
Total Cash Balance: \$378,826.01

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-100-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-100-590-2020	Other - Other{Covid 19 Grant Expense}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-100-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0000	D Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-110-0001	D Salaries{ADMINISTRATIVE SALARIES}	\$0.00	\$0.00	\$103,759.00	\$0.00	\$28,552.86	\$75,206.14	27.518%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$48,515.00	\$0.00	\$15,880.00	\$32,635.00	32.732%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$222,253.00	\$0.00	\$65,359.35	\$156,893.65	29.408%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,110.53	\$3,889.47	22.211%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$14,726.00	\$0.00	\$4,655.47	\$10,070.53	31.614%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$52,271.00	\$0.00	\$15,523.67	\$36,747.33	29.698%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,414.00	\$0.00	\$1,560.00	\$3,854.00	28.814%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$48,023.00	\$33,786.00	\$14,237.00	\$0.00	29.646%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$400.00	\$265.97	\$134.03	\$0.00	33.508%
1000-110-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,370.00	\$1,370.00	\$0.00	\$0.00	0.000%
1000-110-291-0000	D Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2017	Purchased and Contracted Services{RESTRI DOLLY PARTON LIBRA}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-300-2019	Purchased and Contracted Services{Mental Health FA grant pr}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-380-0000	Library Material Control Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$100.00	\$70.03	\$29.97	\$0.00	29.970%
1000-110-390-0391	Other - Purchased and Contracted Services{Grunder Fund}	\$0.00	\$0.00	\$2,165.00	\$0.00	\$0.00	\$2,165.00	0.000%
1000-110-390-0392	Other - Purchased and Contracted Services{Powell Fund}	\$0.00	\$0.00	\$2,773.00	\$0.00	\$472.00	\$2,301.00	17.021%
1000-110-450-0015	Supplies{PROGRAMMING SUPPLIES}	\$0.00	\$0.00	\$4,000.00	\$3,456.51	\$543.49	\$0.00	13.587%
1000-110-450-2023	Supplies{Youth Anonymous Donation 1/22}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-110-451-0007	General Administrative Supplies{OFFICE SUPPLIES}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

Appropriation Status

By Fund

As Of 4/30/2023

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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
1000-120-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-223-0000	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-224-0000	Vision Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0000	Books and Pamphlets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-411-0109	Books and Pamphlets{Donation Adult Books-Moser}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-120-411-1000	Books and Pamphlets{ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$21,500.00	\$7,501.86	\$5,483.15	\$8,514.99	25.503%
1000-120-411-2000	Books and Pamphlets{YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$5,426.55	\$9,190.63	\$4,382.82	48.372%
1000-120-411-2022	Books and Pamphlets{Eggle Adult Books Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,000.00	\$2,111.42	\$4,888.58	\$0.00	69.837%
1000-120-413-1006	Audiovisual Materials{Audiovisual Materials ADULT}	\$0.00	\$0.00	\$5,000.00	\$1,748.80	\$609.08	\$2,842.12	12.182%
1000-120-413-1007	Audiovisual Materials{DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$25,000.00	\$17,506.59	\$8,493.41	\$0.00	32.867%
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	\$1,255.09	\$652.85	\$2,092.06	16.321%
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	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$900.00	\$113.66	\$36.34	\$750.00	4.038%
1000-120-459-0008	Other - Supplies{CATALOGING & PROCESSING SUPPL}	\$0.00	\$0.00	\$3,000.00	\$2,316.01	\$683.99	\$0.00	22.800%
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	\$8,750.00	\$5,318.59	\$3,431.41	\$0.00	39.216%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$41,900.00	\$20,499.00	\$1,186.88	\$20,214.12	2.833%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,640.00	\$1,192.00	\$448.00	\$0.00	27.317%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$33,824.00	\$20,477.83	\$9,346.17	\$4,000.00	27.632%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$24,000.00	\$16,702.29	\$7,297.71	\$0.00	30.407%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$665.72	\$134.28	\$0.00	19.183%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$12,000.00	\$6,797.32	\$5,202.68	\$0.00	43.356%

Report reflects selected information.

MINERVA PUBLIC LIBRARY, STARK COUNTY

5/5/2023 8:16:04 AM  
UAN Y2023.2

Appropriation Status

By Fund  
As Of 4/30/2023

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
1000-210-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-452-0000	Property Maintenance/Repair Supplies & Parts	\$0.00	\$0.00	\$4,000.00	\$2,381.45	\$1,618.55	\$0.00	40.464%
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	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-230-311-0000	Dues and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-312-0000	Travel and Meeting Expense	\$0.00	\$0.00	\$1,000.00	\$788.00	\$212.00	\$0.00	21.200%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$200.00	\$101.55	\$98.45	\$0.00	49.225%
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	\$20.68	\$29.32	\$0.00	58.640%
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	\$750.00	\$200.00	\$273.08	\$276.92	36.411%
1000-230-341-0000	Property Insurance Premiums	\$0.00	\$0.00	\$10,000.00	\$295.88	\$9,704.12	\$0.00	97.041%
1000-230-343-0000	Fidelity Bond Premiums	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0000%
1000-230-351-0000	Rents and Leases	\$0.00	\$0.00	\$5,680.00	\$3,621.70	\$2,058.30	\$0.00	36.238%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$2,675.00	\$0.00	\$0.00	\$2,675.00	0.0000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$2,286.00	\$762.00	\$0.00	25.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$17,340.00	\$13,895.60	\$1,921.00	\$1,523.40	11.078%
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	\$2,483.36	\$516.64	\$0.00	17.221%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	0.0000%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$20,895.00	\$12,718.88	\$8,176.12	\$0.00	39.130%
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	\$200.00	\$200.00	\$0.00	\$0.00	0.0000%
1000-230-590-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-230-590-0511	Other - Other(Information Technology)	\$0.00	\$0.00	\$3,000.00	\$248.42	\$2,751.58	\$0.00	91.719%

Report reflects selected information.



**Appropriation Status**

By Fund

As Of 4/30/2023

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
1000-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.0000%
1000-990-990-2020	Other - Other Financing Uses(Covid 19 Grant Expense)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
General Fund Total:		\$0.00	\$0.00	\$914,401.00	\$188,346.76	\$233,270.69	\$492,783.55	25.5111%

Fund: Capital Projects  
 Pooled Balance: \$552,616.96  
 Non-Pooled Balance: \$0.00  
 Total Cash Balance: \$552,616.96

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	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.0000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0000%
4001-760-720-2021	Land Improvements(McConnell Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
4001-760-740-2024	Building Improvements(Eglife Estate Donation)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
4001-760-750-0000	Furniture and Equipment	\$0.00	\$0.00	\$45,000.00	\$0.00	\$36,530.00	\$8,470.00	81.178%
4001-760-750-2021	Furniture and Equipment(McConnell Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Capital Projects Fund Total:		\$0.00	\$0.00	\$90,000.00	\$0.00	\$36,530.00	\$53,470.00	40.589%
Report Total:		\$0.00	\$0.00	\$1,004,401.00	\$188,346.76	\$269,800.69	\$546,253.55	26.862%

Report reflects selected information.

**Bank Reconciliation**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 PM

Prior UAN Balance:		\$945,644.85
Receipts:	+	\$305,806.27
Payments:	-	\$72,706.79
Adjustments:	+	<u>-\$247,301.36</u>
Current UAN Balance as of 04/30/2023:		\$931,442.97
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted UAN Balance as of 04/30/2023:		<u><u>\$931,442.97</u></u>
Entered Bank Balances as of 04/30/2023:		\$931,667.97
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$225.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	<u>\$0.00</u>
Adjusted Bank Balances as of 04/30/2023:		<u><u>\$931,442.97</u></u>

Balances Reconciled

Governing Board Signatures

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There are no outstanding receipts as of 04/30/2023.

There are no outstanding adjustments as of 04/30/2023.

**Bank Balances**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$267,729.83	\$251,318.02	\$251,318.02	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$60.00	\$50.00	\$50.00	\$0.00
Investment	CD042517		\$21,724.15	\$21,733.38	\$21,733.38	\$0.00
Investment	CD072716		\$21,524.71	\$21,528.37	\$21,528.37	\$0.00
Investment	CD082817		\$21,766.85	\$21,770.55	\$21,770.55	\$0.00
Investment	CNB-Saving		\$259,892.65	\$261,562.43	\$261,562.43	\$0.00
Investment	HNB-Saving		\$50,040.39	\$50,040.39	\$50,040.39	\$0.00
Investment	SAVINGS		\$303,462.27	\$303,473.83	\$303,473.83	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$946,391.85</u>	<u>\$931,667.97</u>	<u>\$931,667.97</u>	<u>\$0.00</u>

**Outstanding Payments**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	6861	03/30/2023	RICHARD HALDI	\$75.00
PRIMARY	Warrant	6863	04/13/2023	MINERVA AREA CHAMBER OF COMMERCE	\$150.00
					\$225.00

**Cleared Payments**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	117-2023	04/17/2023	AMERICAN ELECTRIC POWER	\$1,727.91
PRIMARY	Electronic	122-2023	04/06/2023	TREASURER, STATE OF OHIO	\$762.00
PRIMARY	Electronic	123-2023	04/06/2023	Kanopy Inc.	\$12.60
PRIMARY	Electronic	124-2023	04/17/2023	COLUMBIA GAS OF OHIO	\$1,069.36
PRIMARY	Electronic	125-2023	04/06/2023	RENTWEAR, INC.	\$56.16
PRIMARY	Electronic	126-2023	04/06/2023	PAYCHEX	\$130.00
PRIMARY	Electronic	127-2023	04/06/2023	PAYCHEX	\$1,390.74
PRIMARY	Electronic	128-2023	04/06/2023	PAYCHEX	\$10,156.38
PRIMARY	Electronic	129-2023	04/07/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	130-2023	04/07/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,343.52
PRIMARY	Electronic	131-2023	04/10/2023	DEMCO, INC.	\$356.80
PRIMARY	Electronic	132-2023	04/10/2023	DEMCO, INC.	\$267.73
PRIMARY	Electronic	133-2023	04/10/2023	MINERVA AREA CHAMBER OF COMMERCE	\$120.00
PRIMARY	Electronic	134-2023	04/10/2023	NATURESCAPES	\$84.00
PRIMARY	Electronic	135-2023	04/10/2023	MIDWEST TAPE	\$2,026.06
PRIMARY	Electronic	136-2023	04/10/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$49.25
PRIMARY	Electronic	137-2023	04/10/2023	INDEPENDENT ELEVATOR CO., INC.	\$220.00
PRIMARY	Electronic	138-2023	04/10/2023	QUILL CORPORATION	\$13.68
PRIMARY	Electronic	139-2023	04/10/2023	copeco	\$467.95
PRIMARY	Electronic	140-2023	04/10/2023	House Cleaning Genie	\$363.45
PRIMARY	Electronic	141-2023	04/10/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	142-2023	04/13/2023	BAKER & TAYLOR BOOKS	\$1,698.22
PRIMARY	Electronic	143-2023	04/13/2023	CENTER POINT LARGE PRINT	\$49.99
PRIMARY	Electronic	144-2023	04/13/2023	FIRST COMMUNICATIONS	\$681.80
PRIMARY	Electronic	145-2023	04/17/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$5,375.42
PRIMARY	Electronic	146-2023	04/17/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$280.00
PRIMARY	Electronic	147-2023	04/21/2023	OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$3,288.04
PRIMARY	Electronic	148-2023	04/21/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	149-2023	04/20/2023	PAYCHEX	\$1,363.35
PRIMARY	Electronic	150-2023	04/20/2023	PAYCHEX	\$9,667.90
PRIMARY	Electronic	151-2023	04/20/2023	PAYCHEX	\$111.80

**Cleared Payments**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	152-2023	04/17/2023	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$3,054.00
PRIMARY	Electronic	153-2023	04/17/2023	PC CoPilot	\$7,600.00
PRIMARY	Electronic	154-2023	04/17/2023	House Cleaning Genie	\$278.64
PRIMARY	Electronic	155-2023	04/17/2023	WARREN-TRUMBULL COUNTY PUBLIC LIBRARY	\$25.00
PRIMARY	Electronic	156-2023	04/20/2023	SAND ROCK MINERAL WATER CO.	\$24.00
PRIMARY	Electronic	157-2023	04/20/2023	TREASURER, STATE OF OHIO	\$3,903.91
PRIMARY	Electronic	158-2023	04/20/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	159-2023	04/20/2023	QUILL CORPORATION	\$139.95
PRIMARY	Electronic	160-2023	04/24/2023	BOOK FARM	\$2,479.99
PRIMARY	Electronic	161-2023	04/24/2023	BOOK FARM	\$2,330.80
PRIMARY	Electronic	162-2023	04/24/2023	CHASE CARD SERVICES	\$3,589.11
PRIMARY	Electronic	163-2023	04/27/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.28
PRIMARY	Electronic	164-2023	04/27/2023	RENTWEAR, INC.	\$56.16
PRIMARY	Electronic	166-2023	04/27/2023	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	167-2023	04/27/2023	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	168-2023	04/27/2023	DISCOUNT TAPE 'N ROLL	\$143.80
PRIMARY	Electronic	169-2023	04/27/2023	QUILL CORPORATION	\$167.96
PRIMARY	Warrant	6858	03/16/2023	Sedgwick	\$275.00
PRIMARY	Warrant	6860	03/30/2023	RICHARD HALDI	\$75.00
PRIMARY	Warrant	6862	03/30/2023	KEN HAMMONTREE	\$322.00
PRIMARY	Chk Transfer		04/24/2023	Transfer-PRIMARY to PETTYCASH2	\$14.00
PRIMARY	Inv Transfer		04/03/2023	Transfer To Investment CNB-Saving	\$145.25
PRIMARY	Inv Transfer		04/06/2023	Transfer To Investment CNB-Saving	\$34.10
PRIMARY	Inv Transfer		04/10/2023	Transfer To Investment CNB-Saving	\$10.93
PRIMARY	Inv Transfer		04/10/2023	Transfer To Investment CNB-Saving	\$31.10
PRIMARY	Inv Transfer		04/13/2023	Transfer To Investment CNB-Saving	\$36.25
PRIMARY	Inv Transfer		04/13/2023	Transfer To Investment CNB-Saving	\$50.00
PRIMARY	Inv Transfer		04/13/2023	Transfer To Investment CNB-Saving	\$16.50
PRIMARY	Inv Transfer		04/17/2023	Transfer To Investment CNB-Saving	\$575.00
PRIMARY	Inv Transfer		04/17/2023	Transfer To Investment CNB-Saving	\$68.40
PRIMARY	Inv Transfer		04/20/2023	Transfer To Investment CNB-Saving	\$50.25
PRIMARY	Inv Transfer		04/24/2023	Transfer To Investment CNB-Saving	\$8.05
PRIMARY	Inv Transfer		04/24/2023	Transfer To Investment CNB-Saving	\$40.05
PRIMARY	Inv Transfer		04/27/2023	Transfer To Investment CNB-Saving	\$550.00

**Cleared Payments**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Inv Transfer		04/27/2023	Transfer To Investment CNB-Saving	\$53.90
PETTYCASH2	Chk Transfer		04/20/2023	Transfer-PETTYCASH2 to PRIMARY	\$24.00
					\$73,228.79

**Cleared Receipts**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 PM

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		59-2023	04/03/2023	Daily Receipts-CNB Registers	\$145.25
PRIMARY	Standard		60-2023	04/06/2023	Daily Receipts-CNB Registers	\$34.10
PRIMARY	Standard		67-2023	04/10/2023	Daily Receipts-CNB Registers	\$10.93
PRIMARY	Standard		68-2023	04/10/2023	Daily Receipts-CNB Registers	\$31.10
PRIMARY	Standard		70-2023	04/10/2023	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,335.52
PRIMARY	Standard		69-2023	04/11/2023	CARROLL COUNTY AUDITOR'S OFFICE	\$11,293.00
PRIMARY	Standard		71-2023	04/11/2023	STARK COUNTY AUDITOR'S OFFICE	\$289,758.04
PRIMARY	Standard		72-2023	04/13/2023	Daily Receipts-CNB Registers	\$36.25
PRIMARY	Standard		73-2023	04/13/2023	GOTSCHALL-HUTCHISON FUNERAL HOME	\$50.00
PRIMARY	Standard		74-2023	04/13/2023	Daily Receipts-CNB Registers	\$16.50
PRIMARY	Standard		75-2023	04/17/2023	Daily Receipts-CNB Registers	\$575.00
PRIMARY	Standard		76-2023	04/17/2023	Daily Receipts-CNB Registers	\$68.40
PRIMARY	Standard		77-2023	04/20/2023	Daily Receipts-CNB Registers	\$50.25
PRIMARY	Standard		78-2023	04/24/2023	Daily Receipts-CNB Registers	\$14.00
PRIMARY	Standard		79-2023	04/24/2023	Daily Receipts-CNB Registers	\$8.05
PRIMARY	Standard		80-2023	04/24/2023	Daily Receipts-CNB Registers	\$40.05
PRIMARY	Standard		81-2023	04/27/2023	Daily Receipts-CNB Registers	\$550.00
PRIMARY	Standard		82-2023	04/27/2023	Daily Receipts-CNB Registers	\$53.90
PRIMARY	Chk Transfer			04/20/2023	Transfer-PETTYCASH2 to PRIMARY	\$24.00
PETTYCASH2	Chk Transfer			04/24/2023	Transfer-PRIMARY to PETTYCASH2	\$14.00
CD042517	Interest		85-2023	04/25/2023	CD042517	\$9.23
CD072716	Interest		84-2023	04/27/2023	CD072716	\$3.66
CD082817	Interest		86-2023	04/28/2023	CD082817	\$3.70
CNB-Saving	Inv Transfer			04/03/2023	Transfer To Investment CNB-Saving	\$145.25
CNB-Saving	Inv Transfer			04/06/2023	Transfer To Investment CNB-Saving	\$34.10
CNB-Saving	Inv Transfer			04/10/2023	Transfer To Investment CNB-Saving	\$10.93
CNB-Saving	Inv Transfer			04/10/2023	Transfer To Investment CNB-Saving	\$31.10
CNB-Saving	Inv Transfer			04/13/2023	Transfer To Investment CNB-Saving	\$36.25
CNB-Saving	Inv Transfer			04/13/2023	Transfer To Investment CNB-Saving	\$50.00
CNB-Saving	Inv Transfer			04/13/2023	Transfer To Investment CNB-Saving	\$16.50
CNB-Saving	Inv Transfer			04/17/2023	Transfer To Investment CNB-Saving	\$575.00
CNB-Saving	Inv Transfer			04/17/2023	Transfer To Investment CNB-Saving	\$68.40
CNB-Saving	Inv Transfer			04/20/2023	Transfer To Investment CNB-Saving	\$50.25
CNB-Saving	Inv Transfer			04/24/2023	Transfer To Investment CNB-Saving	\$8.05
CNB-Saving	Inv Transfer			04/24/2023	Transfer To Investment CNB-Saving	\$40.05
CNB-Saving	Inv Transfer			04/27/2023	Transfer To Investment CNB-Saving	\$550.00
CNB-Saving	Inv Transfer			04/27/2023	Transfer To Investment CNB-Saving	\$53.90
SAVINGS	Interest		87-2023	04/28/2023	SAVINGS	\$11.56

\$305,806.27



**Cleared Receipts**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 PM



**Cleared Adjustments**

Reconciled Date 4/30/2023

Posted 5/4/2023 5:13:20 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	71-2023	04/13/2023	STARK COUNTY AUDITOR'S OFFICE	-\$247,301.36
					<u>-\$247,301.36</u>

**Fund Status**

As Of 4/30/2023

<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	36.218%	\$378,826.01	\$65,032.30	\$313,793.71
4001	Capital Projects	63.782%	\$552,616.96	\$0.00	\$552,616.96
All Funds Total			<u>\$931,442.97</u>	<u>\$65,032.30</u>	<u>\$866,410.67</u>
Pooled Investments					\$615,218.44
Secondary Checking Accounts					\$241.00
Available Primary Checking Balance					\$250,951.23

Last reconciled to bank: 04/30/2023 – Total other adjusting factors: \$0.00

MINERVA PUBLIC LIBRARY, STARK COUNTY  
**Investment Listing**  
 System Year 2023

5/5/2023 8:17:29 AM  
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Account Name	Description	Current Value	Interest Rate	Year to Date Interest	Total Interest	Purchased Date	Maturity Date	Closed Date	Closing Price
CD042517	CONSUMERS 0106524019 25 month CD exp	\$21,733.38	0.50%	\$36.00	\$1,208.92	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 04/27/2023	\$21,528.37	0.20%	\$14.27	\$1,350.63	03/27/2018	03/27/2022		
CD082817	CONSUMERS 0106774145 CD 4/28/23	\$21,770.55	0.20%	\$14.44	\$1,023.49	08/26/2017	03/28/2022		
CNB-Saving	CNB Savings	\$261,704.22	0.00%	\$31.81	\$93.35	06/22/2022	06/22/3000		
HNB-Saving	HNB Savings	\$50,040.39	0.00%	\$12.34	\$38.79	06/22/2022	06/22/3000		
SAVINGS	CHASE BUSINESS SAVINGS	\$303,473.83	0.10%	\$49.11	\$28,273.88	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**

**April, 2023 Financial  
Reports**

**Submitted for May, 2023  
Board Meeting**

## Minerva Public Library 2024 Budget Request May, 2023

<b>2024 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2023		\$275,000.00
	Prior Year Encumbrances	\$0.00
	UNENCUMBERED BALANCE 01/01/23	<b>\$275,000.00</b>
	Public Library Fund	\$829,662.00
	Other Revenues	\$14,500.00
	<b>TOTAL REVENUES</b>	<b>\$844,162.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>\$1,119,162.00</b>

Capital Projects Fund: Carryover 12/31/2022 unrestricted		\$557,000.00
	Carryover 12/31/2022 restricted	\$95,663.00
	<b>TOTAL REVENUES</b>	<b>\$1,496,825.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>\$1,771,825.00</b>

<b>2024 Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	\$384,564.00
1000-100-200-0000	Employee Benefits	\$100,660.00
1000-100-300-0000	Purchased & Contracted Services	\$195,000.00
1000-100-400-1000	Library Materials and Information	\$85,000.00
1000-100-450-0000	Supplies	\$14,000.00
1000-100-500-0000	Other Objects	\$25,000.00
1000-700-700-0000	Capital Outlay	\$0.00
<b>TOTAL EXPENDITURES before other financing &amp; other uses</b>		<b>\$804,224.00</b>
1000-910-910-0000	Transfers - Out to Capital Fund	\$50,000.00
1000-930-930-0000	Contingency Fund	\$20,000.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>\$70,000.00</b>
<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>		<b>\$874,224.00</b>

4001 Capital Projects Fund Expenditures		
<b>TOTAL EXPENDITURES before other financing &amp; uses</b>		<b>\$25,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>\$0.00</b>
<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>		<b>\$25,000.00</b>

<b>ALL FUNDS -</b>	<b>TOTAL PERMANENT APPROPRIATIONS 2024</b>	<b>\$899,224.00</b>
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### Revenue

PLF calculated using December, 2022 estimate for 2023

### Expenditures

Includes one open part-time LA I position  
 3% for all hourly staff and Fiscal Officer  
 Director at \$65,000 with no raise  
 5 staff with single coverage health insurance  
 2 staff with cash-in-lieu of health insurance  
 increase in purchased and contracted services--audit, additional cleaning service

**Classification:** Library Associate I

**Title:** Library Associate I (full time)

**Department:** Adult Services and Youth Services

**Reports to:** Managers, Adult Services Department and Youth Services Department

**Hours:** Full time at 40 hours per week including days, evenings, and one or more Saturdays a month as scheduled. Scheduled hours of work are divided between the Adult Service Department and the Youth Services Department. Schedules may be altered depending on the needs of the library.

**Job Objective:** A Library Associate I works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference, and reader's advisory questions; provides high quality customer service to patrons of all ages; and maintains an orderly and welcoming library. This position works under the supervision of the Department Managers.

**Essential Job Functions and Responsibilities:**

- Efficiently and accurately performs all standard circulation processes and procedures.
- Provides basic reference and reader's advisory assistance to patrons using appropriate resources.
- Effectively assists patrons in locating and using library materials to read, listen to, or view in all formats offered by the library.
- Maintains an orderly and attractive library collection; verifies and sorts returned materials; cleans materials as needed; shelves materials; reads shelves as needed and assigned; assists with displays of materials.
- Maintains a high level of effective and efficient customer service in assisting all patrons in the use of library resources, equipment, programs, and services.
- Handles confidential information with discretion.
- Shows tact and courtesy with the public and with other staff members.
- Assists with packing and receiving loans from other libraries.
- Assists in processing library materials.
- Assists with library programs as needed.
- Solves routine problems under supervision.
- Performs opening and closing procedures.
- Keeps supervisor informed of departmental needs and concerns.

- Attends pertinent meetings, training courses, and undertakes special training activities as directed.
- Additional duties may be assigned. Such duties are non-essential functions of this position.

**Qualifications:**

- Graduation from high school and prior library experience, or equivalent combination of experience and training which provides the required knowledge, skill, and ability.

**Knowledge, Skills, and Abilities**

- Keyboard and mouse skills.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work closely with patrons of all ages individually and in groups.
- Ability to work cooperatively with other staff to ensure the smooth operation of the library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.
- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.

**Environmental Conditions:**

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds, and moving loaded book carts and other library equipment and fixtures.



This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Minerva Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements

I have read the above position description and fully understand the requirements set forth therein.

Signature of Employee\_\_\_\_\_

Date\_\_\_\_\_

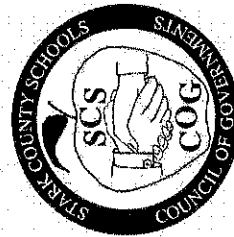
Signature of Supervisor\_\_\_\_\_

Date\_\_\_\_\_

# Rate and Premium History

The heat map illustrates a visual representation of rate increases:

- **Green** – 5% or less
- **Yellow** – 5.1% - 10%
- **Red** – 10.1%+



YEAR	Premium Holidays	Percentage Increase		
		Medical & RX	Dental	Vision
97/98	1	5.0%	5.0%	5.0%
98/99	2	2.0%	2.0%	2.0%
99/00	1	2.0%	2.0%	2.0%
00/01	1	9.90%	9.90%	9.90%
01/02	1	8.0%	8.0%	8.0%
02/03	1			
03/04	1	8.0%	8.0%	8.0%
04/05	1	10.0%	10.0%	10.0%
05/06	1	10.0%	10.0%	10.0%
06/07	1	9.0%	9.0%	9.0%
07/08	1	9.80%	9.80%	9.80%
08/09	1	6.75%	6.75%	6.75%
09/10	2	9.80%	9.80%	9.80%
10/11	2	9.8%	9.8%	9.8%
11/12	3	5.0%	5.0%	5.0%
12/13	3	5.0%	5.0%	5.0%
13/14	2	4.5%	4.5%	4.5%
14/15	2	5.0%	5.0%	5.0%
15/16	2	2.6%	2.6%	2.6%
16/17	3	2.5%	2.5%	2.5%
17/18	2	5.4%	5.4%	5.4%
18/19	3	6.85%	6.85%	6.85%
19/20	2	3.25%	0.00%	0.00%
20/21	2	3.85%	0.00%	0.00%
21/22	2	3.90%	0.00%	0.00%
22/23	1	7.35%	0.00%	0.00%
23/24	1	7.98%	5.75%	2.50%

\*

\*

## Stark Council of Governments Health Insurance Rates

In June, SCOG sets health insurance rates annually for the consortium with the next rates to take effect July 1. While there is a base rate for single and family coverage, SCOG members who qualify for the premium holiday have a discounted premium calculated that includes the reduction for the holiday months approved for the coming premium year. Below are the discounted rates for the past several years.

Year	Actual Premium		Premium Holidays	Library Share		Staff Share		Library Share		Staff Share	
	Single	Family		Single	Single	Single	%	Family	Family	Family	staff %
18/19	\$752	\$1,826	3	\$516	\$236	31%	\$939	\$887	49%		
19/20	\$765	\$1,858	2	\$521	\$249	33%	\$951	\$909	49%		
20/21	\$795	\$1,931	2	\$527	\$279	35%	\$966	\$992	51%		
21/22	\$826	\$2,007	2	\$619	\$207	25%	\$1,304	\$703	35%		
22/23	\$885	\$2,152	1	\$619	\$266	30%	\$1,304	\$848	39%		
23/24*	\$956	\$2,324	1	\$619	\$337	35%	\$1,304	\$1,020	44%		

\*estimate

**Note:** the premium is the actual premium cost calculated after the premium holiday months have been deducted from the base annual premium rate provided by the insurer.

## May 2023 Youth Services Report

Bluey and Bingo RULE! The popular TV characters drew attention to the library due to the upcoming BLUEY Story Time. Their appeal draws more than the preschool crowd and the unofficial start of Summer Reading will feature games this dog family plays together. The sign for the event drew many during the Brick Street Fest. Laken brought in two tadpoles for Story Time in May and the consensus was to name them Bluey and Bingo.

The Brick Street Fest art project was a homemade spin art machine. Over 70 people visited the library table throughout the off and on rainy day. The library table was in the middle of the street adjacent to the kettle corn and across from the only food truck with sandwiches, so it was a popular spot.

The end of the school year brings many adjustments to the Youth Department as the regular classroom schedules change due to field trips and other extras. Staff carefully check student and teacher cards for overdue and missing items, hoping they will be found and returned before the end of the school year.

### Statistics for April 2023:

Side Door Count: 1186

Study Rooms Use: 35

Reference Questions: 761

Teacher collections: 32 requests / 628 books

MES visits: 58/1186

MAC School 1/51

Minerva Christian (Mennonite) School 5

Story Time: 4/55

Sensory SPOT: 159

Other Programs: Cosplay Club 2 meetings/9 students, Crafternoons 4 meetings/35 students, Family Paint Night 26, Teen Crochet Club 2 meetings/9 students, Teen Art Café 3

Computer Use: 175

Other Questions: 104

Outreach: 5/99

YMCA: 2/26

Book Beginnings: 4/90

Donations: Hard covers 8, Paperbacks 7, Dvds 4

Kathy Heller

Youth Services Manager

5/19/2023

## **Director's Report—May, 2023**

**Building and Grounds**—Techs from Standard Plumbing are scheduled to visit on 05/24 to figure out why the library's electricity and gas use shot up starting last fall. I have not yet signed a renewal of the maintenance agreement with Standard pending the results of this visit.

**Staffing**—the library received a number of applications for the part-time Library Associate I position. However, after reviewing the applicants Mrs. Heller and I decided to pursue a different tack. A current part-time LA I has expressed an interest in working full-time. Since the library has had a full-time LA I position in the past, and we have not had much luck finding another employee now, this option is worth considering.

**Programs**—Visits to the library to see the Ohio Pioneers exhibit were infrequent, but those who did take the time to view the exhibit said they enjoyed it. The last adult program scheduled for 05/01 had no attendance, likely because of the very nice weather. The spring book sale was a success, bringing in just under \$1000; half of that will go to the Stark Library as a donation to the Dolly Parton Imagination Library of Ohio.

**Meetings**—OLC Committee meeting via Zoom on 05/02. OLC Board meeting in Columbus on 05/19. I was honored to receive the Dave Hank Community Appreciation Award at the Chamber of Commerce dinner on April 26.