

**Minerva Public Library  
Board of Trustees**

**August, 2023**

**Monthly Regular Meeting  
Packet**

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

**Call to Order:** Mr. Bartley called the meeting to order at 6:35 pm in the Library Board Room

**Attendance:** Trustees Roger Bartley, Sarah Repella, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Heather Husted.

**Adjustments to the Agenda:** none

**Public Participation:** none

Ms. Ruff moved to **Approve** the Minutes of the June 29, 2023 Regular Board Meeting and the July 13, 2023 Special Board Meeting as presented. Ms. Repella seconded. Motion carried unanimously.

**Ongoing Business**

**Dolly Parton Imagination Library of Ohio Update:** Mr. Dillie reported that there are 256 registered kids in the Minerva service area. Stark Library reported that DPLO has updated the county population figures using census data the number of eligible children in Stark County has dropped from 21,830 to 20,211.

**State Budget Update:** the new biennial budget has set the PLF percentage of General Revenue at 1.7% in permanent law, up from the 1.66% that was the law for several budget cycles. The legislature had appropriated at 1.7% in the previous budgets, but it is better to have the percentage confirmed in law than to need to lobby each time for the increase. OLC will provide information next week on the estimated impact of tax changes on the GRF that might effect the PLF.

**Fiscal Officer's Report**

Ms. Ruff moved to **Accept** the Monthly financial reports for June, 2023, and monthly Fiscal Officer's Report as included in the Board packet. Mr. Rutledge seconded. Motion carried unanimously

**Current Revenue**

**PLF Distribution:** The July PLF distribution is \$79,746 which is slightly more than the \$78,984 received in July last year. This month's state PLF receipts are 5.8% above the December, 2022 estimate. For the state fiscal year ending on June 30, the General Revenue Fund finished 3.6% above estimate.

**2023 General Revenue Net Operating Position**

June Revenue =	\$82,020	Total Annual Revenue =	\$ 433,288
June Expenses =	\$66,569	Total Annual Expenses =	\$ 372,211
Difference	\$15,451		\$ 61,077

**General Fund Expenses as Percentage of Appropriation**

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 372,211	40%

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

**New Business**

**Restricted Fund Investment:** at its previous Regular Meeting the Board approved investing the money in the Eglie Fund in an 11-month CD at 5% interest. When Ms. Husted went to complete the transaction at Huntington, she was informed that the CD offer in question was not available to public agencies. Huntington's Government Fund Relationship Manager proposed instead CDAR investments with 5.10% interest available at either 26 or 52 weeks. Ms. Husted reported that rates had risen slightly this week and were now at 5.2%. Mr. Rutledge asked if CDARs were covered by FDIC and Ms. Husted confirmed that they are.

Ms. Ruff moved to **Approve Resolution 23-07-01:** to rescind Resolution 23-06-04 and to invest \$75,013.46 from the Eglie Fund to purchase a 52 week CDAR from Huntington Bank at the current rate of 5.2%. This investment will be considered non-pooled with the interest earned to be returned to the Eglie Fund within the Capital Projects Fund. Ms. Repella seconded. Motion carried unanimously.

**Money Market Account:** in order to improve the value of the library's savings, and after consulting with staff at the bank, Ms. Husted recommends closing the library's regular savings account at Huntington Bank and moving the money to a money market account at that same bank.

Ms. Repella moved to **Approve Resolution 23-07-02:** to close the library's savings account at Huntington Bank and open a money market account in its stead. Mr. Rutledge seconded. Motion carried unanimously.

**Update to Sick Leave Policy:** the library's long-time policy has been that additional sick leave doesn't accrue while the employee is using that form of leave. That same restriction doesn't apply to vacation leave, which is also accrued leave, nor is it common practice at local public libraries. While the principle may be sound, the practical effect is minimal. For example, a full-time employee accrues 4.6 hours of sick leave per 80-hour pay period. Under the policy that employee does not accrue 27.6 minutes of leave when taking 8 hours of sick leave. Paychex could accommodate this kind of granular

adjustment to payroll; UAN cannot. Mr. Dillie recommended rescinding this policy.

Mr. Rutledge moved to **Approve Resolution 23-07-03:** to amend Personnel Policy 715 as presented. Ms. Ruff seconded. Motion carried unanimously.

All full-time (40 hrs. a week) employees are credited with 4.6 hours of sick leave per 80 hours paid, excluding overtime. ~~and sick leave, credited at the end of each pay period in a sick leave account up to a total maximum accrual of 180 days (pro-rated for part-time employees). Regular full-time employees and part-time employees working less than 40 hours a week will accrue sick leave on a pro-rated basis. Remember, sick leave is not accrued while on paid sick leave.~~

**Transfer from Contingency Fund:** the consulting services from Bradbury Miller Associates for the Library Director search were provided free of charge and for no other consideration. The Board did agree that the library would reimburse BMA for any advertising costs upon presentation of copies of the paid invoices. BMA has submitted those invoices and the total cost for reimbursement is \$1,453.65. It makes sense to pay that invoice from the advertising fund account which needs money added to cover the cost.

Ms. Repella moved to **Approve Resolution 23-07-04:** to transfer \$1,453.65 from the Contingency Fund (1000-930-930-0000) to Advertising (1000-230-325-0010). Mr. Rutledge seconded. Motion carried unanimously.

**New Director Appointment:** at the instruction of the Board, following the Special Board Meeting on July 13, BMA offered the job of Library Director to Brenda Griffith. The offer was contingent upon completion of a criminal background check. Mr. Dillie confirms that the check was conducted and was satisfactory.

Ms. Repella moved to **Approve Resolution 23-07-05:** to approve the appointment of Brenda Griffith as Director of the Minerva Public Library effective September 4, 2023 at a salary of \$70,000 and with the benefits generally consistent with those offered to other full-time library staff. Ms. Ruff seconded. Motion carried.

**Retirement:** Jim Van Horne, library custodian, will retire on August 18 with just over 10 years of service. The staff plan to have a retirement party the morning of August 18.

Mr. Rutledge moved to **Accept** Notice of Retirement of Jim Van Horne. Ms. Ruff seconded.

**Janitorial Service:** with Jim's retirement, the library needs to arrange for someone to clean the library. Rather than attempt to hire a custodian now, Mr.

Dillie has contracted with Cleaning Genie Ohio for the next six months to clean the library. The cleaning service has been cleaning the library restrooms for going on two years now, and this new agreement is separate from the existing one. This arrangement allows the new Director to think about different ways this work could be done, and to consider it during the budget process for 2024. Jim's wages are paid from a fund account that is separate from that used to pay for contract services. Since the library didn't budget for an additional cleaning contract for 2024, money needs to be moved the Contingency Fund and added to the appropriate services account.

Ms. Repella moved to **Approve Resolution 23-07-05**: to hire Cleaning Genie Ohio for general library cleaning at an average cost of \$395 for a five-day week beginning August 20, 2023 and to continue through March 1, 2024. This agreement may be extended indefinitely with the agreement of both the Library Director and Cleaning Genie Ohio, but the library will provide 60 days notice before terminating the service. Mr. Rutledge seconded. Motion carried unanimously.

Ms. Ruff moved to **Approve Resolution 23-07-06**: to transfer \$7500 from the Contingency Fund (1000-930-930-0000) to Property, Maintenance, and Security Services (1000-210-339-0000) to cover the cost of general library cleaning from August 20, 2023 through the end of the year. Ms. Repella seconded. Motion carried unanimously.

**Credit Card Compliance:** Mr. Dillie reported that the library is in compliance with its Administrative Policy 4 Use of Library Credit Cards.

### **Correspondence**

None

### **Director's Report**

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

**June Library Statistics:** In-house circulation was 13,973, 22.2% above that of last June. As has been true all year, renewals made up more of the circ than initial checkouts. Total circulation was 20,233, 22.1% above June last year. Door count was 3,512, 6.7% below that of last June. June Hoopla circ was the highest ever.

### **Acknowledge Gifts—June**

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

	\$ 135.13
<hr/>	
Total Restricted and Unrestricted	\$ 135.13

**In-kind Gifts**

Anonymous

26 hardcover; 14 trade  
paperbacks; 2 DVDs  
(all children's materials)

Ms. Repella moved to **Adjourn** the meeting at 7:40 pm. Ms. Ruff seconded.

The next Regular Board Meeting will be held on August 24, 2023 at 6:30 pm in the Community Meeting Room.

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Board President

Date

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Board President

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# **Minerva Public Library**

## **July, 2023 Financial Reports**

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

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

## Fiscal Officer's Report August 2023

### Financial Reports

1. Bank Reconciliation
  - a. No significant items to report on Bank Reconciliation.
2. Revenue Receipt Register
  - a. Carroll County PLF was miss entered into Columbiana County PLF account-corrected early August.
  - b. \$931.96 of interest earned in July.
    - i. \$900.00 more than the first few months of the year.
  - c. I do expect interest to continue to increase as money is moved out of Chase.
3. Appropriation Payment Register
  - a. Payroll does show more detailed now that it is processed in UAN.
  - b. \$3,093.93 in new books between both departments
  - c. \$2,238.02 in downloadable content.
  - d. \$1,453.65 in advertising for open director position.
  - e. \$1,545.00 for Northeast Ohio Regional Library System dues.
  - f. \$4,126.37 in SEO quarterly fees and misc. services.
4. Revenue Status
  - a. PLF is close to estimate for year
    - i. Slightly behind for Carroll and Columbiana counties
    - ii. Corrected YTD % for Carroll and Columbiana counties are:
      1. Carroll 57.8%
      2. Columbiana 57%
  - b. Interest is at 84% of budget
5. Appropriation Status
  - a. All seems appropriate for this time in the year.
  - b. Overall Appropriation Status is 46% (includes budgeted \$100,000.00 transfer to capital.)
6. Banking
  - a. Changed Huntington Savings to Money Market at 3%.
  - b. Opened CDAR for \$75,013.46 at 5.02% for 52 weeks.
  - c. Working on closing Chase checking soon.

**Revenue Status**

By Fund  
As Of 7/31/2023

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-190-0000	Other - Local Taxes	\$25.00	\$4.73	\$20.27	18.920%
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.}	\$635,548.55	\$387,812.27	\$247,736.28	61.020%
1000-240-0012	Public Library Fund - State{CARROLL CO.}	\$178,360.00	\$86,805.00	\$91,555.00	48.668%
1000-240-0013	Public Library Fund - State{COLUMBIANA CO.}	\$21,374.00	\$28,547.73	-\$7,173.73	133.563%
1000-310-0311	Patron Fines and Lost Item Income{FINES & FEES}	\$350.00	\$208.20	\$141.80	59.486%
1000-310-0312	Patron Fines and Lost Item Income{LOST ITEM}	\$200.00	\$175.28	\$24.72	87.640%
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	\$1,750.00	\$1,681.63	\$68.37	96.093%
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	\$48.68	-\$48.68	0.000%
1000-399-0397	Other - Patron Fines and Fees{PRINTER PAPER}	\$1,500.00	\$796.55	\$703.45	53.103%
1000-399-0398	Other - Patron Fines and Fees{FAX FEE}	\$500.00	\$263.42	\$236.58	52.684%
1000-611-0000	Restricted Contributions - Individuals	\$0.00	\$0.00	\$0.00	0.000%
1000-612-0000	Restricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-612-2018	Restricted Contributions - Businesses{YOUTH SUMMER READING }	\$1,500.00	\$1,175.00	\$325.00	78.333%
1000-613-0000	Restricted Contributions - Foundations	\$0.00	\$0.00	\$0.00	0.000%
1000-651-0000	Unrestricted Contributions - Individuals	\$4,000.00	\$4,134.84	-\$134.84	103.371%
1000-652-0000	Unrestricted Contributions - Businesses	\$0.00	\$0.00	\$0.00	0.000%
1000-690-0000	Other - Contributions, Gifts and Donations	\$0.00	\$0.00	\$0.00	0.000%
1000-701-0000	Interest or Dividends on Investments	\$3,000.00	\$2,544.97	\$455.03	84.832%
1000-820-0000	Sale of Supplies for Resale	\$100.00	\$66.77	\$33.23	66.770%
1000-831-2017	Rental of Meeting Rooms{RESTRI DOLLY PARTON LIBRARY}	\$50.00	\$50.08	-\$0.08	100.160%
1000-871-0000	Refunds for Overpayment	\$750.00	\$74.38	\$675.62	9.917%
1000-872-0000	Insurance Reimbursements	\$500.00	\$0.00	\$500.00	0.000%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
Fund: 4001 Capital Projects					
4001-651-0000	Unrestricted Contributions - Individuals	\$0.00	\$0.75	-\$0.75	0.0000%
4001-651-2024	Unrestricted Contributions - Individuals(Eglie Estate Donat}	\$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	\$0.75	-\$0.75	0.0000%
	Report Total:	\$849,507.55	\$514,390.28	\$335,117.27	60.552%

MINERVA PUBLIC LIBRARY, STARK COUNTY

8/3/2023 6:33:08 PM  
UJAN v2023.2

Appropriation Status

By Fund  
As Of 7/31/2023

Fund: General  
Pooled Balance: \$364,273.33  
Non-Pooled Balance: \$65,495.53  
Total Cash Balance: \$429,768.86

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	\$711.74	\$52,752.16	\$50,295.10	50.841%
1000-110-110-0002	D Salaries{MANAGERS}	\$0.00	\$0.00	\$48,515.00	\$368.00	\$28,392.00	\$19,755.00	58.522%
1000-110-110-0003	D Salaries{NON-PROFESSIONALS}	\$0.00	\$0.00	\$222,253.00	\$1,654.20	\$120,272.23	\$100,326.57	54.115%
1000-110-110-0004	D Salaries{SUBSTITUTES}	\$0.00	\$0.00	\$5,000.00	\$21.92	\$1,814.69	\$3,163.39	36.294%
1000-110-110-0005	D Salaries{SERVICE WORKERS}	\$0.00	\$0.00	\$14,726.00	\$111.68	\$8,452.59	\$6,161.73	57.399%
1000-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$5,414.00	\$0.00	\$25,174.83	\$27,096.17	48.162%
1000-110-213-0000	D Medicare	\$0.00	\$0.00	\$48,023.00	\$0.00	\$2,888.02	\$2,525.98	53.344%
1000-110-221-0000	Medical / Hospitalization Insurance	\$0.00	\$0.00	\$400.00	\$159.23	\$26,063.94	\$0.00	64.274%
1000-110-222-0000	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$240.77	\$0.00	60.193%
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	\$25.03	\$74.97	\$0.00	74.970%
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	\$1,552.13	\$2,447.87	\$0.00	61.197%
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

8/3/2023 6:33:08 PM  
UAN v2023.2

Appropriation Status

By Fund

As Of 7/31/2023

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
1000-120-211-0000	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%
1000-120-411-0000	Books and Pamphlets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-411-0109	Books and Pamphlets(Donation Adult Books-Moser}	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0000%
1000-120-411-1000	Books and Pamphlets(ADULT DEPT. BOOKS}	\$0.00	\$0.00	\$21,500.00	\$7,272.67	\$11,144.08	\$3,083.25	51.8335%
1000-120-411-2000	Books and Pamphlets(YOUTH DEPT. BOOKS}	\$0.00	\$0.00	\$19,000.00	\$3,129.97	\$11,487.21	\$4,382.82	60.459%
1000-120-411-2022	Books and Pamphlets(Egile Adult Books Fund}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-412-0000	Periodicals	\$0.00	\$0.00	\$7,000.00	\$1,947.72	\$5,052.28	\$0.00	72.175%
1000-120-413-1006	Audiovisual Materials(Audiovisual Materials ADULT}	\$0.00	\$0.00	\$5,000.00	\$1,235.56	\$1,179.31	\$2,585.13	23.586%
1000-120-413-1007	Audiovisual Materials(DOWNLOADABLE CONTENT}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-413-2004	Audiovisual Materials(YOUTH CDs}	\$0.00	\$0.00	\$26,000.00	\$10,369.63	\$15,630.37	\$0.00	60.117%
1000-120-413-2006	Audiovisual Materials(Audiovisual Materials YOUTH}	\$0.00	\$0.00	\$4,000.00	\$1,062.27	\$845.67	\$2,092.06	21.142%
1000-120-414-0000	Computer Services and Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-415-0000	Interlibrary Loan Fees / Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-416-0000	Library Material Repair and Restoration	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-120-419-0000	Other - Library Materials and Information	\$0.00	\$0.00	\$900.00	\$113.66	\$36.34	\$138.05	72.390%
1000-120-459-0008	Other - Supplies(CATALOGING & PROCESSING SUPPL.}	\$0.00	\$0.00	\$3,000.00	\$1,766.02	\$1,233.98	\$750.00	40.38%
1000-210-110-0005	D Salaries(SERVICE WORKERS}	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-225-0000	D Workers' Compensation	\$0.00	\$0.00	\$8,750.00	\$3,232.19	\$5,517.81	\$0.00	63.061%
1000-210-321-0000	Telephone	\$0.00	\$0.00	\$41,900.00	\$10,747.50	\$13,906.14	\$17,246.36	33.189%
1000-210-332-0000	Maintenance and Repair on Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
1000-210-334-0000	Trash Removal	\$0.00	\$0.00	\$1,640.00	\$856.00	\$784.00	\$0.00	47.805%
1000-210-339-0000	Other - Property Maint. Repair & Security Svc	\$0.00	\$0.00	\$41,324.00	\$22,838.17	\$14,485.83	\$4,000.00	35.054%
1000-210-361-0000	Electricity	\$0.00	\$0.00	\$24,000.00	\$10,058.43	\$13,941.57	\$0.00	58.099%
1000-210-362-0000	Water and Sewage	\$0.00	\$0.00	\$700.00	\$423.44	\$276.56	\$0.00	39.509%
1000-210-363-0000	Natural Gas	\$0.00	\$0.00	\$12,000.00	\$4,586.27	\$7,413.73	\$0.00	61.781%

Report reflects selected information.

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

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 UJAN v2023.2

By Fund  
 As Of 7/31/2023

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	\$1,796.98	\$2,203.02	\$0.00	55.076%
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	\$2,000.00	\$307.72	\$692.28	\$1,000.00	34.614%
1000-230-322-0000	Postage	\$0.00	\$0.00	\$0.00	\$7.06	\$192.94	\$0.00	96.470%
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	\$50.82	\$0.00	\$50.82	\$0.00	100.0000%
1000-230-325-0010	Advertising(EMPLOYEE VACANCY ADS)	\$0.00	\$0.00	\$1,653.65	\$200.00	\$1,453.65	\$0.00	87.906%
1000-230-329-0000	Other - Communications, Printing and Publicity	\$0.00	\$0.00	\$749.18	\$157.34	\$315.74	\$276.10	42.145%
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	\$2,217.85	\$3,462.15	\$0.00	60.953%
1000-230-371-0000	Auditing Services	\$0.00	\$0.00	\$2,359.00	\$0.00	\$0.00	\$2,359.00	0.0000%
1000-230-372-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$3,048.00	\$1,524.00	\$1,524.00	\$0.00	50.0000%
1000-230-390-0000	Other - Purchased and Contracted Services	\$0.00	\$0.00	\$17,340.00	\$773.20	\$15,783.80	\$783.00	91.025%
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	\$1,612.91	\$1,387.09	\$0.00	46.236%
1000-230-454-0000	Supplies Purchased for Resale	\$0.00	\$0.00	\$300.00	\$158.68	\$141.32	\$0.00	47.107%
1000-230-510-0000	Dues and Memberships	\$0.00	\$0.00	\$21,211.00	\$5,097.51	\$16,113.49	\$0.00	75.969%
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	\$20.04	\$2,979.96	\$0.00	99.332%

Report reflects selected information.

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

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 JAN v2023.2

By Fund  
 As Of 7/31/2023

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	0.000%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$10,046.35	\$0.00	\$0.00	\$10,046.35	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	\$914,401.00	\$122,065.66	\$428,353.28	\$363,982.06	46.845%
Fund:	Capital Projects							
	Pooled Balance:	\$552,617.71						
	Non-Pooled Balance:	\$0.00						
	Total Cash Balance:	\$552,617.71						
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	0.000%
4001-760-720-0000	Land Improvement	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
4001-760-720-2021	Land Improvement(McConnell Fund)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4001-760-740-2024	Building Improvements(Egile Estate Donation)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
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	0.000%
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	\$122,065.66	\$464,883.28	\$417,452.06	46.285%

Report reflects selected information.

**Bank Reconciliation**

Reconciled Date 7/31/2023

Posted 8/3/2023 6:29:49 PM

Prior UAN Balance:		\$957,367.08
Receipts:	+	\$81,168.05
Payments:	-	\$56,148.56
Adjustments:	+	\$0.00
Current UAN Balance as of 07/31/2023:		\$982,386.57
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 07/31/2023:		<u>\$982,386.57</u>
Entered Bank Balances as of 07/31/2023:		\$999,361.31
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$16,974.74
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 07/31/2023:		<u>\$982,386.57</u>

Balances Reconciled

Governing Board Signatures

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There are no outstanding receipts as of 07/31/2023.

There are no outstanding adjustments as of 07/31/2023.

**Bank Balances**

Reconciled Date 7/31/2023

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Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$394,138.13	\$419,694.15	\$419,694.15	\$0.00
Secondary	CHANGE AMT		\$191.00	\$191.00	\$191.00	\$0.00
Secondary	PETTYCASH2		\$46.00	\$53.00	\$53.00	\$0.00
Investment	CD042517		\$21,751.54	\$21,760.48	\$21,760.48	\$0.00
Investment	CD072716		\$21,673.49	\$21,745.22	\$21,745.22	\$0.00
Investment	CD082817		\$21,917.30	\$21,989.83	\$21,989.83	\$0.00
Investment	HNB-Saving		\$50,052.87	\$50,052.87	\$50,052.87	\$0.00
Investment	Money Mark		\$463,096.00	\$463,874.76	\$463,874.76	\$0.00
Investment	STAR OHIO		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>			<u>\$972,866.33</u>	<u>\$999,361.31</u>	<u>\$999,361.31</u>	<u>\$0.00</u>

**Outstanding Payments**

Reconciled Date 7/31/2023

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<b>Account</b>	<b>Type</b>	<b>Payment #</b>	<b>Post Date</b>	<b>Vendor / Payee</b>	<b>Amount</b>
PRIMARY	Electronic	312-2023	07/13/2023	LOVELESS EXTERMINATING	\$120.00
PRIMARY	Electronic	319-2023	07/20/2023	TREASURER, STATE OF OHIO	\$4,126.37
PRIMARY	Electronic	320-2023	07/20/2023	ALLIED INFOTECH	\$361.95
PRIMARY	Electronic	337-2023	07/22/2023	DOWN TO EARTH LAWN & LANDSCAPING LLC	\$253.00
PRIMARY	Electronic	341-2023	07/22/2023	JASON BUMBICO	\$296.46
PRIMARY	Electronic	344-2023	07/28/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	345-2023	07/28/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$280.00
PRIMARY	Electronic	346-2023	07/27/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$7,172.92
PRIMARY	Electronic	349-2023	07/27/2023	TREASURER, STATE OF OHIO	\$360.00
PRIMARY	Electronic	350-2023	07/27/2023	PC CoPilot	\$725.00
PRIMARY	Electronic	351-2023	07/27/2023	DEMCO, INC.	\$161.92
PRIMARY	Electronic	353-2023	07/27/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$160.51
PRIMARY	Electronic	355-2023	07/28/2023	Ohio Department of Taxation	\$494.45
PRIMARY	Electronic	356-2023	07/28/2023	City of Canton	\$26.04
PRIMARY	Electronic	357-2023	07/28/2023	City of Louisville	\$35.88
PRIMARY	Electronic	358-2023	07/28/2023	RITA	\$394.59
PRIMARY	Electronic	360-2023	07/29/2023	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	361-2023	07/29/2023	Bradbury Miller Associates	\$1,453.65
					\$16,974.74

**Cleared Payments**

Reconciled Date 7/31/2023

Posted 8/3/2023 6:29:49 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Electronic	212-2023	06/01/2023	Solid Waste And Recycling	\$112.00
PRIMARY	Electronic	239-2023	06/26/2023	STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS	\$5,375.42
PRIMARY	Electronic	240-2023	06/26/2023	STARK COUNTY SCHOOLS FLEX PLAN ACCOUNT	\$420.00
PRIMARY	Electronic	241-2023	06/26/2023	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$178.28
PRIMARY	Electronic	242-2023	06/26/2023	MIDWEST TAPE	\$56.99
PRIMARY	Electronic	244-2023	06/26/2023	House Cleaning Genie	\$266.52
PRIMARY	Electronic	246-2023	06/26/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	249-2023	07/18/2023	AMERICAN ELECTRIC POWER	\$2,413.81
PRIMARY	Electronic	250-2023	06/29/2023	SHOWCASES	\$114.26
PRIMARY	Electronic	251-2023	06/29/2023	RENTWEAR, INC.	\$56.16
PRIMARY	Electronic	252-2023	06/29/2023	House Cleaning Genie	\$357.39
PRIMARY	Electronic	254-2023	06/29/2023	PC CoPilot	\$725.00
PRIMARY	Electronic	255-2023	06/29/2023	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	256-2023	06/29/2023	OVERDRIVE	\$910.00
PRIMARY	Electronic	257-2023	06/29/2023	Johnson Controls Fire Protections LP	\$6,267.76
PRIMARY	Electronic	259-2023	06/30/2023	NEO-RLS	\$25.00
PRIMARY	Electronic	260-2023	06/30/2023	QUILL CORPORATION	\$109.47
PRIMARY	Electronic	263-2023	07/03/2023	INDEPENDENT ELEVATOR CO., INC.	\$244.00
PRIMARY	Electronic	264-2023	07/03/2023	DEMCO, INC.	\$273.81
PRIMARY	Electronic	265-2023	07/03/2023	Kanopy Inc.	\$36.90
PRIMARY	Electronic	266-2023	07/24/2023	Ohio Department of Taxation	\$4.00
PRIMARY	Electronic	267-2023	07/17/2023	COLUMBIA GAS OF OHIO	\$505.35
PRIMARY	Electronic	268-2023	07/06/2023	MIDWEST TAPE	\$2,201.12
PRIMARY	Electronic	286-2023	07/13/2023	Paige Barkan	\$382.74
PRIMARY	Electronic	288-2023	07/13/2023	Thomas Dille	\$1,589.03
PRIMARY	Electronic	290-2023	07/13/2023	Heather Husted	\$186.70
PRIMARY	Electronic	291-2023	07/13/2023	Donna Kohler	\$426.93
PRIMARY	Electronic	292-2023	07/13/2023	Lisa Lutes	\$457.57
PRIMARY	Electronic	294-2023	07/13/2023	Kendra Selby	\$996.53
PRIMARY	Electronic	295-2023	07/13/2023	Anne Tokos	\$77.63
PRIMARY	Electronic	296-2023	07/13/2023	Laken Underwood	\$682.68
PRIMARY	Electronic	297-2023	07/13/2023	James Van Home	\$477.14
PRIMARY	Electronic	298-2023	07/13/2023	Nicole Weber	\$810.59

**Cleared Payments**

Reconciled Date 7/31/2023

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<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	300-2023	07/14/2023	OHIO PUBLIC EMPLOYEES DEFERRED	\$440.00
PRIMARY	Electronic	301-2023	07/08/2023	STANDARD PLUMBING AND HEATING CO	\$1,707.50
PRIMARY	Electronic	302-2023	07/08/2023	House Cleaning Genie	\$684.73
PRIMARY	Electronic	303-2023	07/08/2023	copeco	\$467.95
PRIMARY	Electronic	304-2023	07/08/2023	BOOK FARM	\$56.85
PRIMARY	Electronic	305-2023	07/08/2023	NEO-RLS	\$1,545.00
PRIMARY	Electronic	306-2023	07/13/2023	Jennifer Bates	\$1,637.26
PRIMARY	Electronic	307-2023	07/13/2023	Kathryn Heller	\$1,223.41
PRIMARY	Electronic	308-2023	07/13/2023	Anna Minor	\$766.70
PRIMARY	Electronic	310-2023	07/10/2023	UNIQUE MANAGEMENT SERVICES, INC.	\$78.80
PRIMARY	Electronic	311-2023	07/10/2023	FIRST COMMUNICATIONS	\$695.73
PRIMARY	Electronic	313-2023	07/13/2023	FREE PRESS STANDARD	\$21.50
PRIMARY	Electronic	314-2023	07/17/2023	Jennifer Baker	\$358.54
PRIMARY	Electronic	316-2023	07/17/2023	House Cleaning Genie	\$272.73
PRIMARY	Electronic	317-2023	07/17/2023	BAKER & TAYLOR BOOKS	\$2,502.62
PRIMARY	Electronic	318-2023	07/17/2023	BAKER & TAYLOR BOOKS	\$27.91
PRIMARY	Electronic	321-2023	07/27/2023	Jennifer Baker	\$358.54
PRIMARY	Electronic	323-2023	07/27/2023	Jennifer Bates	\$1,112.45
PRIMARY	Electronic	324-2023	07/27/2023	Thomas Dillie	\$1,589.03
PRIMARY	Electronic	325-2023	07/27/2023	Kathryn Heller	\$1,223.41
PRIMARY	Electronic	326-2023	07/27/2023	Heather Husted	\$186.70
PRIMARY	Electronic	327-2023	07/27/2023	Donna Kohler	\$396.57
PRIMARY	Electronic	328-2023	07/27/2023	Lisa Lutes	\$534.78
PRIMARY	Electronic	329-2023	07/27/2023	Anna Minor	\$766.70
PRIMARY	Electronic	330-2023	07/27/2023	Kendra Selby	\$749.76
PRIMARY	Electronic	331-2023	07/27/2023	Anne Tokos	\$112.36
PRIMARY	Electronic	333-2023	07/27/2023	James Van Horne	\$477.14
PRIMARY	Electronic	334-2023	07/27/2023	Nicole Weber	\$825.17
PRIMARY	Electronic	336-2023	07/22/2023	CLEAN - N - GREEN	\$85.00
PRIMARY	Electronic	338-2023	07/22/2023	House Cleaning Genie	\$333.15
PRIMARY	Electronic	339-2023	07/22/2023	RENTWEAR, INC.	\$56.16
PRIMARY	Electronic	340-2023	07/22/2023	QUILL CORPORATION	\$46.28
PRIMARY	Electronic	342-2023	07/27/2023	Paige Barkan	\$555.04
PRIMARY	Electronic	347-2023	07/27/2023	Laken Underwood	\$869.25



**Cleared Payments**

Reconciled Date 7/31/2023

Posted 8/3/2023 6:29:49 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	354-2023	07/27/2023	EFTPS	\$2,132.39
PRIMARY	Electronic	359-2023	07/27/2023	Treasurer State of Ohio	\$100.00
PRIMARY	Electronic	362-2023	07/29/2023	CHASE CARD SERVICES	\$2,358.18
PRIMARY	Electronic	371-2023	07/31/2023	CONSUMERS NATIONAL BANK	\$20.00
PRIMARY	Electronic	372-2023	07/31/2023	CONSUMERS NATIONAL BANK	\$25.00
PRIMARY	Chk Transfer		07/17/2023	Transfer-PRIMARY to PETTYCASH2	\$7.00
					<hr/> <u>\$54,673.07</u>

**Cleared Receipts**

UAN v2023.2

Reconciled Date 7/31/2023

Posted 8/3/2023 6:29:49 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		127-2023	07/03/2023	Daily Receipts-CNB Registers	\$54.05
PRIMARY	Standard		128-2023	07/06/2023	Daily Receipts-CNB Registers	\$36.75
PRIMARY	Standard		131-2023	07/07/2023	COLUMBIANA COUNTY AUDITOR'S OFFICE	\$1,933.41
PRIMARY	Standard		129-2023	07/10/2023	Daily Receipts-CNB Registers	\$31.65
PRIMARY	Standard		132-2023	07/10/2023	CARROLL COUNTY AUDITOR'S OFFICE	\$16,348.69
PRIMARY	Standard		130-2023	07/11/2023	STARK COUNTY AUDITOR'S OFFICE	\$61,463.85
PRIMARY	Standard		133-2023	07/13/2023	Daily Receipts-CNB Registers	\$51.20
PRIMARY	Standard		134-2023	07/17/2023	Daily Receipts-CNB Registers	\$7.00
PRIMARY	Standard		135-2023	07/17/2023	Daily Receipts-CNB Registers	\$31.40
PRIMARY	Standard		136-2023	07/17/2023	Daily Receipts-CNB Registers	\$22.05
PRIMARY	Standard		137-2023	07/20/2023	Daily Receipts-CNB Registers	\$49.54
PRIMARY	Standard		138-2023	07/24/2023	Daily Receipts-CNB Registers	\$32.80
PRIMARY	Standard		139-2023	07/27/2023	Daily Receipts-CNB Registers	\$44.50
PRIMARY	Standard		140-2023	07/31/2023	Daily Receipts-CNB Registers	\$86.85
PRIMARY	Standard		141-2023	07/31/2023	Daily Receipts-CNB Registers	\$6.50
PRIMARY	Standard		142-2023	07/31/2023	Daily Receipts-CNB Registers	\$28.85
PETTYCASH2	Chk Transfer			07/17/2023	Transfer-PRIMARY to PETTYCASH2	\$7.00
CD042517	Interest		146-2023	07/25/2023	CD042517	\$8.94
CD072716	Interest		145-2023	07/27/2023	CD072716	\$71.73
CD082817	Interest		147-2023	07/28/2023	CD082817	\$72.53
Money Mark	Interest		144-2023	07/31/2023	Money Mark	\$778.76
						\$81,168.05

**Fund Status**

As Of 7/31/2023

<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	39.729%	\$429,768.86	\$65,495.53	\$364,273.33
4001	Capital Projects	60.271%	\$552,617.71	\$0.00	\$552,617.71
<b>All Funds Total</b>			<b>\$982,386.57</b>	<b>\$65,495.53</b>	<b>\$916,891.04</b>
Pooled Investments					\$513,927.63
Secondary Checking Accounts					\$244.00
Available Primary Checking Balance					\$402,719.41

Last reconciled to bank: 07/31/2023 – Total other adjusting factors: \$0.00

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

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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	\$21,760.48	0.50%	\$63.10	\$1,236.02	04/25/2017	03/25/2025		
CD072716	CONSUMERS 0106125341 exp 03/27/2024	\$21,745.22	4.02%	\$231.12	\$1,567.48	04/27/2023	03/27/2024		
CD082817	CONSUMERS 0106774145 CD 3/28/24	\$21,989.83	4.02%	\$233.72	\$1,242.77	04/28/2023	03/28/2024		
CNB-Saving	CNB Savings	\$0.00	0.00%	\$31.81	\$93.35	06/22/2022	06/22/3000	05/04/2023	\$262,063.17
HNB-Saving	HNB Savings	\$50,052.87	0.00%	\$24.82	\$51.27	06/22/2022	06/22/3000		
Money Mark	Money Market Consumers	\$463,874.76	2.00%	\$1,909.23	\$1,909.23	05/04/2023	05/04/2073		
SAVINGS	CHASE BUSINESS SAVINGS	\$0.00	0.10%	\$49.11	\$28,273.88	08/24/2000	12/31/2099	05/05/2023	\$0.00
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**

**July, 2023 Financial  
Reports**

**Submitted for August, 2023  
Board Meeting**

## **Temporary Revision to the Youth Services Manager Job Description**

In order to smooth the transition between Mr. Dillie and Ms. Griffith in the role of Library Director, and to ensure continuity of daily library operations during that time, Mr. Dillie recommends a temporary expansion of the Youth Services Manager's job duties.

Effective: September 4, 2022 until March 3, 2024.

### Added Job Functions

- Management and supervision of the operations, activities, and staff of the Adult Services Department.
- Development and maintenance of the adult materials collection.
- Management of supply orders for the library.

### Adjustment in Compensation

During the term of the appointment Kathy Heller's pay rate will be \$25.00 an hour.

This revision is made at the recommendation of the Library Director and with the approval of the Board of Trustees. It may be revised, rescinded, or extended at the recommendation of the Director.

**Classification:** Library Associate II

**Title:** Library Associate II, Technical Services Associate, Adult Services (full time)

**Department:** Adult Services

**Reports to:** Manager, Adult Services Department

**Hours:** Full time at 40 hours per week including days, evenings and one or more Saturdays a month as scheduled. Schedules may be altered depending on the needs of the library.

**Job Objective:** A Library Associate II, Adult Services 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 creates and edits item records for all library materials, processes adult library materials; acts as first library contact with SEO for cataloging issues; and verifies all patron registrations. This position works under the supervision of Department Manager.

**Essential Job Functions and Responsibilities:**

- Checks out and checks in materials using a computerized system; registers patrons; collects fines and fees; renews materials and manages reserves; accepts and processes various forms; answers circulation questions from patrons in person or by telephone.
- Provides basic-reference and reader's advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- 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.
- Assists library patrons in making effective use of library resources, equipment, and services within the department.
- Maintains a high level of effective and efficient customer service in assisting all patrons.
- Creates and edits item records for all library materials; serves as primary library contact with SEO for cataloging issues.
- ~~Produces labels for most library materials~~
- Generates bookplates and maintains library's Memorial and Gift Register.
- Processes most **all** adult-library materials.
- **Repairs adult library materials.**

**Classification:** Library Associate II

**Title:** Library Associate II, Technology Associate, Adult Services (full time)

**Department:** Adult Services

**Reports to:** Manager, Adult Services Department

**Hours:** Full time at 40 hours per week including days, evenings and one or more Saturdays a month as scheduled. Schedules may be altered depending on the needs of the library.

**Job Objective:** A Library Associate II, Adult Services 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 provides technology support to staff in both the Adult and Youth Services Departments, and maintains the Library's website. This position works under the supervision of the Department Manager.

**Essential Job Functions and Responsibilities:**

- Checks out and checks in materials using a computerized system; registers patrons; collects fines and fees; renews materials and manages reserves; accepts and processes various forms; answers circulation questions from patrons in person or by telephone.
- Provides basic reference and reader's advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- 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.
- Assists library patrons in making effective use of library resources, equipment, and services within the department.
- Maintains a high level of effective and efficient customer service in assisting all patrons.
- **Creates content to promote library services, activities, and materials through social media tools, the library website, and newsletter, as well through bookmarks, brochures, signage, and other print media.**
- **Works with other library staff to develop and implement programs and activities for library patrons.**
- **Provides instruction to library patrons in the use of personal devices, productivity software, and library apps.**



- Provides technology support to staff: performs routine maintenance on library computers; troubleshoots hardware and software problems; ~~manages updates~~, installs and configures software and hardware **as needed**.
- Designs and maintains library forms.
- Updates and maintains library website.
- Shows tact and courtesy with the public and with other staff members.
- Pulls Cargo list and sorts materials.
- Assists in processing library materials.
- 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 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 do basic software and hardware installation and configuration; troubleshoot basic hardware, software, and network problems; work effectively with tech support staff from vendors and contract services.

- **Proficient in Microsoft Word, Excel, and Publisher.**
- **Proficient in software used for the creation of signage, online and physical promotional materials, and the library newsletter.**
- 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.

**Machines, Tools, Equipment, and Work Aids:**

- A variety of micro and portable computers, peripherals, routers, and switches; optical disc cleaner, photocopier, telephone system, and fax machine.
- Microfilm reader/printer; low-vision magnifier; projector.

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 \_\_\_\_\_

## **August 2023 Youth Services Report**

Congratulations to the Youth Department Summer Reading Kindle winners: Lauren Lantzer and Lincoln Moss! The 2023 Summer Reading program exceeded expectations with well attended programs.

August and September bring about changes every year with adjustments from Summer Reading Program to school visits, but this year a sincere good-bye to faithful director, Tom Dillie, who is retiring and hello to a new director, Brenda Griffith, will give the staff more opportunities to be flexible. Two new employees, Tabatha Peterson and Dianne Ferrell, will begin during this time of adjustment.

July programming ended with an ice cream party for Story Time. The Elementary Explorers made their own ice cream by measuring milk and other ingredients into a baggie, then inserting that baggie into a larger one with ice and salt. Two days of the Harry Potter escape room completed the Summer Reading schedule.

Laken invited Nick Scheckelhoff to exhibit his race car and talk about his safety equipment and experiences for one last special Story Time in August. Children took turns getting their pictures taken inside the car, trying on his helmet, and playing with Hot Wheels track and cars during this special add-on program.

### **Statistics for July 2023:**

Side Door Count: 208

Study Rooms Use: 15

Reference Questions: 286

Teacher collections: 5 requests / 103 books

Story Time: 3/230

Sensory SPOT: 174

Computer Use: 63

Other Questions: 61

Elementary Explorers: 2/28

Other Programs: Cosplay Club 2 meetings/7 students, Teen Crochet

Club 3 meetings/7 students, Animal Reading Friends 4/44, Maker

Mondays 3/57, Magic Treehouse Book Club 4/15, Teen Art Café 8, Rock Painting 23, and Family Game Night 15.

Donations: Hard covers 2, Paperbacks 6, DVD's 5

Kathy Heller

Youth Services Manager

8/17/2023

## **Director's Report—August, 2023**

**Building and Grounds**—the Bill Powell statue was installed on the 17<sup>th</sup>. It looks good in that location. Jeff Knoch said he will need to make a small adjustment to the decorative surround on the base so the statue will fit securely on the concrete plinth; he plans to do that work on the 22<sup>nd</sup>. Jeff also gave me a general proposal for tidying up the patio and fountain area which I've accepted. He had power wash company out to clean the bricks; they look good as new now, and the inscriptions are legible. He is going to put in a small fountain and straighten the brickwork around the basin. It should like very nice by the time of the formal dedication. Weather permitting, it would be possible to have some kind of reception outside. The library received a \$1000 donation last fall with no indication of how the money should be spent, and this spring receive donations totaling just over \$1000 in memory of Susan Chaddock and Bob Clark's mother. I've talked to Susan and she thought it a good idea to put the money toward the landscaping improvements. Between these two donations we should have enough to cover pretty much all the work. The air conditioning has been working well this summer, although I've had to call Standard Plumbing a couple of times to get the condensers restarted.

**Staffing**—Tabatha Peterson, a new Library Associate I, started a couple of weeks ago, and Dianne Ferrell will start on September 5. We are getting ready to welcome Brenda as the new Library Director on September 5. I've met with her several times so far, and our conversations have been fruitful.

**Projects**—I've been working on organizing and cleaning out files to make it easier for Brenda to find things. Kathy and I have met several times to discuss the various additional tasks associated with her increased responsibilities here at the library.

**Meetings**—I met with the Carroll County Budget Commission on August 8. As usual there was no indication of what they thought about the PLF distribution among the three libraries in Carroll County; we will know what the certification is soon enough. I attended a meeting of local Library Directors on August 18 in Alliance. And I had a OLC Board Zoom meeting on the 24<sup>th</sup>.